

Index

A

- Abstract Background, 102
- Access Control Lists (ACLs), 478
- accounts. *See also* Mail
 - iChat accounts, creating, 290-291
- Acrobat Reader. *See also* PDF files
 - downloading, 209
- actions. *See* Automator
- ActionScripting, 507
- activating/deactivating
 - fonts, 154-155
 - login window, 387
 - windows, 12-13
- Activity Monitor, 444-445
- Address Book, 129, 130. *See also* iSync
 - archiving data, 139
 - Bluetooth with, 412
 - creating, 138-139
 - Dashboard displaying, 158-159
 - Directory for sharing information, 143
 - editing contact information, 140-141
 - faxes, addressing, 214, 218
 - iChat buddies from, 296
 - images, adding, 144
 - .Mac Address Book, 350-351
 - managing contacts, 142
 - pictures to contacts, adding, 144
 - printing from, 141
 - Safari Bookmarks bar, adding to, 238-239
 - sending e-mail from, 266-267
 - sharing, 142-143
 - Smart Addresses, using, 266
 - Spotlight searches, keywords for, 57
 - subscribing to, 143
 - vCards, 139, 142-143
- Administrator, 386
 - file permissions, setting, 390
 - master password, restoring, 398-399
 - Safari preferences, setting, 253
 - in Simple Finder, 94
- Adobe
 - Flash, QuickTime movies with, 113
 - GoLive with HomePage, 354
- Adobe Acrobat. *See also* PDF files
 - downloading, 209
- AIM, iChat with, 289, 291
- AirPort
 - Admin Utility, 430
 - configuring connection, 220
 - desktop icon, 5
 - iChat with, 308
 - with Mac for Windows, 465, 472
 - making Internet connection with, 226
 - multiple connections with, 221
 - network port configuration for, 225
 - printers, sharing, 202-203
 - setting up, 224
- alerts
 - changing sounds, 114
 - forms, sending nonsecure, 243
 - iChat notification alerts, 312
 - speaking voice for, 118
- Alex
 - default speaking voice, setting, 118
 - interface options, setting, 119
 - for VoiceOver, 122
- aliases, 77, 395
 - creating, 90-91
- alignment
 - of document text, 178
 - of e-mail message text, 269
 - of tables, 185
- AND operator, searching with, 57



- animated GIFs
 - creating, 297
 - movies as animated GIFs, exporting, 331
- anti-aliasing, 100-101
- Anywhere mode, 168
- AOL and iChat, 219, 289-290
- appearance options, changing, 100-101
- Apple Account number for iTunes Music Store, 318
- Apple Background, 102
- Apple Developer Connection Web site, 162
- Apple Events, sharing, 405
- Apple Mighty Mouse, 6
 - Dashboard preferences, changing, 157
 - with Mac for Windows, 472
- Apple Remote, 465. *See also* Front Row
 - iPod Hi-Fi, 313
 - with Mac for Windows, 465, 472
- AppleScripts, 130
 - with Automator, 512
 - basics of, 507
 - displaying Script menu, 508
 - example Scripts folder, opening, 509
 - opening from Scripts menu, 511
 - ready-make AppleScripts, using, 508-509
 - recording, 510
 - writing, 510
- AppleTalk printers, installing, 198-199
- applications, 1, 129. *See also* aliases; third-party applications
 - different program, opening documents with, 29
 - icons, 10
 - Info window, information in, 50-51
 - installing third-party applications, 131
 - launching, 132
 - list of, 130
 - nonresponding, quitting, 136
 - opening, 133
 - quitting, 136
 - showing/hiding, 134
 - Spotlight searches, keywords for, 57
 - switching between, 134-135
 - System Profiler, viewing system information with, 447
- Application Services, using, 436
- Applications folder, 26-27
- archiving. *See also* backing up
 - Address Book data, 139
 - Create Archive command, 435
 - e-mail, 281
- ARPANET (Advanced Research Projects Agency Network), 219
- Arrange menu in Icon view, 32
- arrows in dialogs, 9
- Assist Me, help with, 407
- attachments
 - deleting from e-mail, 277
 - iCal calendar event attachments, working with, 370
 - with instant messages, 303
 - in replies to e-mail, 275
 - saving files, 277
 - sending files as, 276
 - Spotlight results as, 63
 - viewing, 276-277
- AtThe Office iCards, sending, 348
- audio chats. *See* iChat
- audio MIDI devices, configuring, 460-461
- authentication preferences for Bluetooth, 415
- AutoFill for Safari forms, 242
- Automator, 130, 491
 - Action list, 492, 494
 - actions, 491
 - adding, 500
 - recording actions, 502
 - variables to action, adding, 501
 - AppleScripts with, 512
 - Description view, 493, 494
 - example workflow
 - modifying, 499
 - opening, 497
 - working with, 498
 - existing workflow, opening, 496
 - input and output, controlling, 499
 - introduction to, 492-493
 - Library pane, 492, 494
 - modifying example workflow, 499
 - plug-ins with, 499, 506
 - printing workflow, 505
 - recording actions, 502
 - running and saving workflows, 504-505
 - Search box, 493, 494
 - starting, 495
 - stopping workflow, 504

toolbars, 492, 494
 customizing, 505
 Variable list, 492-493, 494
 variables to action, adding, 501
 Watch Me Do action, 502
 window, parts of, 492-494
 Workflow log and panes, 493, 494
 Workflow variable list, 493, 494
 working with workflows, 503
 autosaving TextEdit preferences, 194
 AV controls in QuickTime Player, 335

B

Back button on toolbar, 17
 backdrops in Photo Booth, 331
 backgrounds
 desktop backgrounds, selecting, 102
 in e-mail message text, 269
 iChat window background, changing, 311
 backing up, 477. *See also* archiving; disk image; Time Machine
 on CDs or DVDs, 490
 compressed files and folders, 435
 e-mail, 281
 formatting, backups prior to, 438
 iCal calendar, 371
 to iDisk, 479
 iTunes library, 327
 .Mac services, backing up files, 358-359
 Back to My Mac, accessing computer with, 420-421
 baseline for characters, changing, 182
 BBEedit, 436
 BinHex format, 251
 birthday calendars, 369
 blocking
 e-mail, 284-285
 iChat buddies, 302
 pop-up windows, 255
 Bluetooth. *See also* iSync
 Application Services with, 436
 desktop icon, 5
 with Mac for Windows, 465, 472-473
 making Internet connection with, 226
 moving items with, 414
 Passkey with, 413
 preferences, setting, 415

printers, installing, 199
 setting up network, 412-413
 sharing, 405
 boldfacing
 document text, 178
 e-mail message text, 269
 fonts, 155
 Bonjour, 289
 list of Web sites, viewing, 238
 printers
 installing, 198-199
 sharing, 202-203
 problems with, 308
 saving chats, 309
 starting messaging, 309
 turning on, 308
 bookmarks. *See also* Safari
 with DVD Player, 333
 .Mac bookmarks, working with, 352
 restoring, 352
 Bookmarks Library. *See* Safari
 Boolean operators with Spotlight search, 57
 Boot Camp Assistant, 110, 465. *See also* Mac for Windows
 installing Windows on Mac, 468-469
 preparing Mac for Windows, 466-467
 removing Windows with, 474-475
 upgrading from beta, 467
 BOOTP (boot protocol), 223
 borders for table cells, 185
 bouncing e-mail, 284-285
 Braille, VoiceOver supporting, 122, 125
 brightness on monitor, changing, 454
 broadband connection. *See* cable modems
 browsers. *See* Web browsers
 buddies. *See* iChat
 bulleted lists, 184
 in e-mail message text, 269
 burning. *See* CDs; DVDs
 Business, Dashboard displaying, 158-159
 .bzip files, opening, 434

C

cable modems, 220
 Ethernet with, 223
 firewalls for, 409
 sharing connection, 408

- cache
 - for e-mail, 260
 - Safari cache, emptying, 236
- calculations. *See also* Calculator
 - Grapher, creating graphs with, 145
- Calculator, 130
 - conversions, performing, 146-147
 - Dashboard displaying, 158-159
 - working with, 146
- CalDAV workplace calendar server, 372-373
- calendars. *See* iCal; iSync
- cards. *See also* vCards
 - iCards, sending, 348-349
- case-sensitivity
 - for finding/replacing text, 176
 - of passwords, 3
- CD-ROMs, 27
- CD-Rs, 27
- CD-RWs, 27, 52
- CDs. *See also* iTunes
 - adding/removing files/folders from, 53
 - backing up files on, 490
 - creating, 53
 - disk image, burning from, 488
 - erasing, 336
 - music CDs, burning, 326
 - preparing to burn, 52
 - Sidebar, burning disk with, 16
 - start settings, changing, 111
 - System Profiler, viewing information with, 447
 - uneven CDs, loading, 27
- Cellos voice, 118
- cell phones. *See also* iSync
 - Bluetooth preferences, setting, 415
 - iPhones with iTunes, 325
- cells in tables, 184-185
- center-alignment
 - of document text, 178
 - of tables, 184
- change of address notification, 138
- characters
 - baseline, changing, 182
 - for file names, 42
 - spacing, changing, 182
 - special characters, inserting, 188
- check boxes in dialogs, 9
- check marks in menus, 7
- Chess, 129, 137
- children. *See* parental controls
- cleaning up
 - files and folders set by clean up, 33
 - Icon view, items in, 32-33
- clicking with mouse, 6
- Clipboard
 - document text on, 166-167
 - Web page text, copying, 249
- Close button for windows, 12
- closed captioning in QuickTime Player, 335
- closing
 - dialog options, 9
 - documents, 191
 - windows, 12-13
- collating print output, 206
- color labels
 - for files and folders, 40-41
 - for Find window searches, 67
 - names, changing, 41
- Color Picker, selecting with, 457
- colors. *See also* ColorSync
 - Color Picker, selecting with, 457
 - Digital Color meter, using, 456
 - for document text, 178
 - with DVD Player, 333
 - for e-mail message text, 269
 - for fonts, 155
 - highlight colors, changing, 100
 - for iChat chats, 310
 - for instant message text, 300-301
 - monitor options, 454
 - palettes, selecting, 457-458
 - printer speed and, 196
 - printing, matching for, 207
 - for quoted text, 274
 - of Sticky Notes, 152
- ColorSync
 - for fax documents, 216
 - matching colors to device with, 458-459
 - for printed documents, 207
- columns. *See also* List view; tables
 - windows, headings for, 12
- Column view, 30
 - customizing window views, 82-83
 - keyboard options in, 37
 - Preview column, 37

- viewing folders in, 37
 - Comic Book effect, 331
 - commands, 7. *See also* specific commands
 - Startup commands, 395, 399
 - VoiceOver commands, 126-127
 - comments
 - Info window options, 51
 - in Keychain, 382
 - compatibility of hardware devices, 462
 - compressing/uncompressing
 - attachments, files for, 276
 - compressed files, 435
 - downloaded applications, 131
 - files and folders, 33
 - restoring compressed files, 435
 - Safari, disk images in, 251
 - Stuffit Expander, opening compressed files with, 33, 131, 434
 - computers. *See also* networks
 - Find window searching, 66
 - iTunes, authorizing/deauthorizing, 314
 - local name, changing, 405
 - maintaining, 431
 - several computers, connecting, 418-419
 - stand-alone computers, starting on, 2
 - Console utility, viewing system messages with, 446
 - contacts. *See* Address Book
 - contents, Find window searches by, 67
 - contextual menus, 8
 - conversions with Calculator, performing, 146-147
 - cookies, 254
 - deleting, 256
 - cool genie effect, 89
 - copies for printing, 206
 - Copy command, 44
 - copying. *See also* drag-and-drop
 - Automator workflows, 503
 - documents, text in, 167
 - with Exposé, 45
 - files and folders, 44-45
 - Find window files, 69
 - formatting, 187
 - hard disk, 439
 - icons, 10-11
 - ruler, 179
 - Sidebar, copying folders with, 16
 - Web page text, 249
 - Windows and Mac OS X, files between, 472-473
 - copyrights
 - documents, inserting in symbol in, 188
 - iTunes and, 321
 - spacing for symbol, 182
 - Web page text, copying, 249
 - Corel WordPerfect Page Setup, 204-205
 - Cover Flow, 30
 - customizing window views, 82-83
 - iTunes, working with music in, 317
 - viewing files in, 36
 - cover pages, creating, 207, 213
 - CPU activity, viewing, 445
 - Create Archive command, 435
 - credit cards
 - for iTunes Music Store, 317-318
 - for .Mac services purchases, 344
 - CSS, 162
 - currency conversions, calculating, 146-147
 - Customize Toolbar dialog, 84-85
 - customizing
 - Automator toolbars, 505
 - Dock, 88-89
 - DVD Player, 333
 - Exposé, 92
 - fonts, 154-155
 - keyboard shortcuts, 453
 - QuickTime Player, 334-335
 - RSS feeds, 240
 - Safari window, 228
 - Sidebar, 86-87
 - Spaces, 93
 - views, 30
 - widgets, 161
 - Cut command, 44
- ## D
- Dashboard, 130
 - deleting widgets, 160-161
 - installing widgets, 160
 - preferences, changing, 157
 - pre-installed widgets, using, 158-159
 - showing/hiding widgets on, 158
 - Web Clip widget, creating, 162
 - working with, 156

Dashcode, 162

dates and times

- announcing, 105
- files and folders arranged by, 33
- international options, changing, 106-107
- menu bar clock, using, 105
- setting, 104-105
- showing, 105
- Spotlight searches, keywords for, 57
- time zones, setting, 104
- World Clock, displaying, 158-159

Default Synthesizer option, 113

deleting. *See also* Dock; iChat; Mail; Safari

- Address Book contacts, 140-141
- aliases, 90
- attachments from e-mail, 277
- Automator workflows, 503
- Dashboard widgets, 161
- documents, text in, 166
- downloaded file, 251
- e-mail, 280-281
- files and folders, 48
- hardware devices, 463
- HomePage, Web pages with, 356
- iCal events, 370
- iSync, devices from, 375
- Keychain names, 381
- List view, columns in, 35
- printers, 198-199
- print queue, job from, 211
- recently used documents, 165
- Safari History list entries, 236
- securely deleting files and folders, 49
- stacks from Dock, 19
- third-party preferences, 97
- toolbar icons, 85
- user accounts, 389

Description view on Automator, 493, 494

design themes, 5

desktop. *See also* icons

- backgrounds, selecting, 102
- introduction to, 4-5
- screen, 2

Desktop folder, 28-29

desktop printers, using, 210

Devices section, Sidebar, 16

DHCP (Dynamic Host Configuration Protocol), 223

dialogs

- closing options, 9
- language options, setting, 106-107
- navigating in, 9

dial-up connections, 222

Dictionary, 130, 163. *See also* spell and grammar checking

- adding words to, 172
- AppleScript dictionary, Automator, 512
- Dashboard displaying, 158-159
- looking up words with, 174
- parental controls, setting, 175
- preferences, setting, 174-175
- recent searches, viewing, 175

Digital 8 camcorders with iMovie, 340

digital cameras. *See* Image Capture; iPhoto

digital certificates with Keychain, 381

Digital Color meter, 456

digital hub, 365

Digital Video (DV) camcorders, 291

Directory, 130

- Address Book information, sharing, 143

disabled persons. *See* Universal Access

disk file system, 437

- activities, monitoring, 444-445
- Console, viewing system messages with, 446-447
- copying disk, 439
- formatting disks, 438
- optimizing disk, 442-443
- problems, fixing, 441
- starting computer from OS 9 disk, 440
- System Profiler, viewing system information with, 447

disk image

- blank disk image as backup, 487
- burning CD/DVD from, 488
- creating, 486-487
- restoring to disk, 489

disks. *See also* disk file system; hard drive

- ejecting disks, 54
- mounting disks, 54
- opening/viewing, 26-27

Disk Utility, 52. *See also* backing up; disk file system

- copying disk, 439
- formatting disks, 438
- restoring disk images with, 489

- Windows, removing, 474-475
- .dmg file format, 434
- DNS (Domain Name Server), 220
 - for modems, 222
- Dock, 5. *See also* showing/hiding
 - aliases on, 90-91
 - applications, launching, 132
 - customizing, 88-89
 - deleting
 - items, 89
 - stacks, 19
 - moving items from, 89
 - showing/hiding, 88
 - hidden Dock, displaying, 18
 - stacks, 19
 - Simple Finder, 94
 - stacks, 19
- documents, 163. *See also* attachments; Dictionary; faxing; HTML
 - bulleted lists, adding, 184
 - character spacing, changing, 182
 - closing, 191
 - copying text, 167
 - corrections in, 170
 - creating, 164
 - deleting text, 166
 - different program, opening with, 29
 - editing text, 166-167
 - existing documents, opening, 165
 - file formats for, 164
 - files, adding, 189
 - finding/replacing text in, 176-177
 - formatting
 - copying/pasting, 187
 - text, 178
 - grammar-checking, 172-173
 - handwritten text, inserting, 168-169
 - hyphenation, setting, 171
 - icons, 10
 - images, adding, 189
 - inserting text, 166
 - line spacing, changing, 183
 - lists, adding, 184
 - Microsoft Word file, saving as, 164, 190
 - movies, adding, 189
 - moving text, 167

- numbered lists, adding, 184
- opening, 28-29
- page breaks, inserting and deleting, 183
- Page Setup options for, 204
- paragraph indents, setting, 181
- paragraph tabs, setting, 180
- PDF files, saving as, 209
- Plain Text files, saving as, 190-191
- previewing printed documents, 208
- protecting, 190
- read-only files, saving documents, 190
- recent documents, opening, 165
- RTF file, saving document as, 164, 190
- rulers, using, 179
- selecting text in, 166
- spacing
 - character spacing, changing, 182
 - line spacing, changing, 183
- speaking text in, 169
- special characters, inserting, 188
- spell-checking, 172-173
- styles, applying, 186-187
- tables, adding, 184-185
- text wrap, changing, 171
- typing errors, correcting, 170
- undoing/redoing actions in, 170
- viewing, 28-29
- Web page, opening, 231
- Documents folder, 28-29
- dots per inch (dpi), 196
- double-clicking with mouse, 6
- downloading. *See also* iTunes; Safari
 - Acrobat Reader, 209
 - deleting downloaded file, 251
 - disk images, 251
 - iChat versions, 291
 - installing downloaded applications, 131
 - .Mac services backup, 358
 - printer drivers, 197
 - software, 432
 - stopping downloading of file, 251
 - widgets, 156
- Downloads folder, 28-29
- Downloads window
 - clearing settings, 256
 - working with files in, 250-251
- dpi (dots per inch), 196

- drag-and-drop
 - document text, moving/copying, 167
 - files and folders, copying/moving, 45
- dragging
 - aliases, 91
 - with mouse, 6
- drivers for printers, 197
- Drop Box folder in Home folder, 47, 402
- DSL (digital subscriber line), 220
 - Ethernet with, 223
 - sharing connection, 408
- DVD Player, 130, 313
 - browsing movies with, 332
 - customizing, 333
 - key points, creating, 333
 - playing movies with, 332
- DVD-R and DVD-RWs, 27, 52
- DVDs, 27. *See also* iDVD
 - adding/removing files/folders from, 53
 - backing up files on, 490
 - creating, 53
 - disk image, burning from, 488
 - erasing, 336
 - preparing to burn, 52
 - start settings, changing, 111
 - System Profiler, viewing information with, 447
 - uneven DVDs, loading, 27

E

- editing
 - Address Book contact information, 140-141
 - color labels, 40
 - documents, text in, 166
 - HomePage, Web pages with, 356-357
 - keychains, 382-383
 - Smart folders, 70-71
- Edit menu Undo/Redo commands, 43
- ejecting disks, 16, 54
 - desktop icon, 5
- ellipses (...)
 - full text, showing, 34
 - in menus, 7
- e-mail. *See also* Mail
 - .Mac mail, 347
- embedding movies and images, 189

- emoticons in instant messages, 300-301
- emptyTrash warning, turning on/off, 49, 81
- Enable Kiosk Mode option, 113
- encryption
 - FireVault using, 397
 - Keychain data, 384
- entry fields in dialogs, 9
- EPS (Encapsulated PostScript) files, 150
- erasing CDs/DVDs, 336
- Esc key, 9
- ESPN, Dashboard displaying, 158-159
- Ethernet. *See also* AirPort
 - configuring connection, 220
 - for LANs, 410
 - networks, 220
 - setting up connection, 223
- Eudora mail, importing, 259
- example workflow. *See* Automator
- exporting. *See* importing/exporting
- Exposé, 20
 - copying items with, 45
 - customizing, 92
 - Dashboard preferences, changing, 157
 - moving and copying files with, 45
 - space with, 21
- external disks, 27

F

- Fast Startup Switch, 440
- Fast User Switching, enabling, 396
- favorites
 - folder, 29
 - in QuickTime Player, 335
 - style favorites, applying, 186-187
- faxing, 195
 - Address Book, addressing faxes from, 214, 218
 - automatically receiving faxes, 216-217
 - cover pages, creating, 207, 213
 - receiving faxes, 216-217
 - scheduling faxes, 217
 - sending fax documents, 214-215
 - sleep mode, turning off, 216-217
 - status of fax, checking, 217
- Featured Artist spot, iCards, 348
- Feedback window for speech recognition, 116-117

- file extensions
 - different program, opening documents with, 29
 - for document files, 164
 - Find window searching, 66
 - renaming files, effect of, 43
 - showing/hiding, 81
- File Info window, 390
- file management, 25
- file permissions
 - for copying and moving files, 45
 - setting, 390
- files, 1. *See also* aliases; Exposé; file permissions; Home folder; iDisk; naming/renaming
 - arranging files, options for, 33
 - Bluetooth, moving with, 414
 - colors, organization by, 40
 - Column view, working in, 37
 - compressing, 33
 - copying, 44-45
 - Cover Flow, viewing with, 36
 - deleting, 48
 - documents, adding to, 189
 - e-mail as file, saving, 282
 - Icon view, viewing in, 32-33
 - Info window, information in, 50-51
 - instant messages, sending with, 303
 - kind
 - arrangement of files by, 33
 - Find window search for files by, 67
 - List view, working in, 34-35
 - moving, 44-45
 - Network Sharing Services, 404, 406-407
 - Quick Look, viewing in, 38
 - recently used files, opening, 133
 - restoring deleted files, 48-49
 - sorting by column, 35
 - Stationery Pad, 50-51
- FileTransfers manager in iChat, 303
- filters. *See also* Quartz Filters
 - Spotlight results, filtering, 60
 - viewing information on, 459
- Final Cut Pro, 334-335
- Finder, 1. *See also* CDs; DVDs; Finder Preferences; indexing
 - Application Services with, 436
 - Automator workflow from, 506
 - Help menu, 74
 - icon views, customizing, 82
 - introduction to, 4-5
 - mouse pointer in, 6
 - networks, browsing, 416-417
 - Simple Finder, 94
 - Spotlight results in, 63
 - toolbar, customizing, 84-85
 - undoing actions in, 43
 - window opening, customizing, 80
- Finder Preferences, 26, 77
 - Advanced preferences pane, 78
 - description of, 78
 - file extensions, showing/hiding, 81
 - General preferences pane, 78
 - icons on desktop, specifying, 79
 - Label preferences pane, 78
 - Sidebar preferences pane, 78
 - spring-loaded folders, turning on/off, 46
- finding/replacing
 - documents, text in, 176-177
 - Wrap Around option, 176-177
- Find window
 - files, searching for, 66-67
 - hard to find information, searching for, 68
 - naming/renaming
 - files, 69
 - searches by name, 67
 - results, working with, 69
- Finger service, 430
- FireVault
 - Home folder, protecting, 397, 401
 - passwords with, 401
 - turning on/off, 397
- firewalls, 221
 - configuring, 409
 - printers, sharing, 202-203
- FireWire, 54
- flash drives, 27
- Flight tracker, Dashboard display, 158-159
- folders, 25. *See also* aliases; Exposé; iDisk; naming/renaming; Smart folders; spring-loaded folders
 - arranging folders, options for, 33
 - Automator workflow from, 506
 - bookmarks folder, creating, 238
 - colors, organization by, 40

folders *(continued)*

- Column view, working in, 37
- compressing, 33
- copying, 44-45
- creating, 42
- deleting, 48
- icons, 10
- Icon view, viewing in, 32-33
- Info window, information in, 50-51
- kind
 - arrangement of files by, 33
 - Find window search for files by, 67
- List view, working in, 34-35
- .Mac account, adding folder to, 353
- moving, 44-45
- Quick Look, viewing in, 38
- Recent Folders list, 39
- restoring deleted folders, 48-49
- Safari bookmarks, creating folder, 238
- sorting by column, 35
- Spotlight searches, keywords for, 57
- types of, 26-27

Font Book, 129, 130

- activating/deactivating fonts, 154
- customizing fonts, 154-155
- managing fonts with, 153

fonts

- defined, 178
- for document text, 178
- for e-mail message text, 269
- HomePage, changing Web page fonts with, 357
- for iChat chats, 310
- for instant message text, 300-301
- locating, 155
- on-screen smoothing, 455
- Safari font preferences, setting, 253
- size, 178
- smoothing styles, changing, 100-101
- Spotlight searches, keywords for, 57
- TextEdit preferences, setting, 194

forcing a restart, 448

foreign languages. *See* languages

formatting. *See also* documents

- copying/pasting, 187
- disks, 438
- e-mail message text, 269
- instant message text, 300-301

- international options, changing, 106-107
- TextEdit preferences, setting, 194

forms, filling out, 242-243

Forward button on toolbar, 17

forwarding e-mail, 274-275

frames, 227

- printing Web page frame, 246

Front Row, 130, 313

- changing settings in, 339
- media, viewing, 338
- navigating and starting, 337
- playing, 114

full-screen interface with DVD Player, 333

G

gestures

- Ink Pad recognizing, 169
- turning on/off, 128

Get Info button, 69

Get Info dialog box, 63

G5 architecture, 462

Go menu, 39

Google

- Application Services with, 436
- clearing search settings, 256
- Dashboard displaying, 158-159
- iChat, Google Talk with, 289, 290
- Search box, 244-245

Grab, 436

- screen shots, capturing, 149

Gracenote music title repository, 322

grammar checking. *See* spell and grammar checking

Grapher, creating graphs with, 145

graphics. *See also* images

- Quartz Extreme enhanced graphics, 102
- RTFD files for, 164

greeting cards, electronic, 348-349

grid settings, overriding, 33

grouping/ungrouping

- iCal, creating calendar groups, 368-369
- iChat buddy groups, managing, 298-299
- Spotlight results, 62

GUI (graphic user interface), 1, 452

.gzip files, 251

opening, 434

H

hackers, firewalls and, 409

handwriting

- documents, inserting handwritten text in, 168-169
- ink preferences, setting, 128

hard drive, 27. *See also* disk file system

- Find window searching, 66
- Info window, information in, 50-51
- optimizing, 442-443
- System Profiler, viewing information with, 447
- Web page, opening, 231

hard to find information, searching for, 68

hardware, 449

- ColorSync, matching colors to device with, 458-459
- compatibility, checking for, 462
- installing devices, 450
- for Mac for Windows, 466
- preferences, 96
- viewing, 451
- problems, preventing, 462-463
- removing devices, 464
- Safe boot, performing, 463
- settings, viewing, 451

hearing impaired users, preferences, 120

help

- Assist Me, help with, 407
- browsing for, 74-75
- for HomePage, 354
- for iChat, 74, 292
- for Internet connection, 221
- .Mac services online support, 364
- searching for, 74-75
- with Spotlight, 76
- VoiceOver help, 123

hexadecimal color values, 456

highlight colors, 100

History list. *See* Safari

holiday iCards, sending, 348

Home folder, 28-29, 388

- desktop, opening from, 29
- Drop Box folder, 47, 402
- Find window searching, 66
- FireVault protecting, 397, 401
- managing files with, 400

- Public folder, 28-29, 47, 402
- Shared folder, 47, 402
- Sites folder, 402

HomePage

- creating Web pages with, 354-355
- editing Web pages with, 356-357
- previewing Web pages, 357

Home page. *See* Safari

hot spots, VoiceOver, 123, 126

HotSync reminder, 377

HTML (Hypertext Markup Language)

- Dashcode, 162
- documents in, 164
- links to HTML files, adding, 193
- opening HTML documents, 192
- plain HTML code files, creating, 192-193
- TextEdit, creating HTML documents with, 192-193
- Web page code, viewing, 248

HTTP (Hyper-Text Transfer Protocol), 231

hubs for LANs, 410

hyperlinks. *See* links

hyphenation, setting, 171

I

iBook sleeping options, 108

iCal, 130. *See also* iSync

- adding calendar events, 370
- attachments for event, working with, 370
- Automator workflow from, 506
- backing up calendar, 371
- creating calendars with, 368-369
- Dashboard displaying, 158-159
- deleting events, 370
- details of event, editing, 371
- To Do lists
 - creating, 367
 - printing, 374
- editing calendar events, 370-371
- groups in calendar, creating, 368-369
- importing/exporting events, 370
- preferences, changing, 369
- printing calendar and To Do lists, 374
- publishing calendar, 372
- restoring calendar, 371
- shared calendars, finding, 372
- Spotlight searches, keywords for, 57

iCal (*continued*)

- subscribing to calendar, 372-373
- viewing window, 366

iCards, sending, 348-349**iChat**, 129, 130, 289, 343. *See also* Bonjour

- accounts, creating, 290-291
- adding buddies, 296
- with AirPort, 308
- alerts, setting, 312
- animated GIF, creating, 297
- appearance of chat, changing, 310
- Application Services with, 436
- audio chats, 304
 - enhancing, 306
- automatically reopening chats, 311
- away messages, 294
- backdrops, adding, 306
- background of window, changing, 311
- bandwidth speed for video chats, changing, 304-305
- blocking buddies, 302
- collecting chats in single window, 301
- custom status messages, creating, 294
- deleting
 - buddies, 296
 - groups of buddies, 299
- downloading versions of, 291
- e-mail, responding to, 274
- emoticons, inserting, 300-301
- files with message, sending, 303
- formatting message text, 300-301
- groups of buddies, managing, 298-299
- help in, 74, 292
- links with messages, sending, 303
- notification alerts, 312
- parental controls for, 392-393
- passwords for, 291
- performance and quality specs, 305
- Photo Booth
 - effects, adding, 306
 - video clips in, 330
- pictures
 - of buddies, 297
 - theater presentations, 306-307
 - of video chats, 305
- receiving instant messages, 300
- recording video chats, 307
- renaming buddy groups, 299

- sending instant messages, 300
- sharing screens, 309
- signing in and out, starting, 292
- status, changing, 294
- Status menu, using, 294-295
- text, viewing chat as, 311
- theater presentations, hosting, 306-307
- turning on/off
 - groups, use of, 298
 - Status menu, 295
- video chats, 304
 - backdrops, adding, 306
 - bandwidth speed, changing, 304-305
 - enhancing, 306
 - installing hardware for, 291
 - monitoring, 305
 - Photo Book effects, adding, 306
 - pictures of, 305
 - recording, 307
 - theater presentations, 306-307
 - viewing window, 293
 - view of buddy list, changing, 299

icons. *See also* Trash

- copying, 10-11
- customizing views of, 82-83
- deselecting, 10-11
- on desktop, 4
- disk icons, displaying, 27
- Finder Preferences for displaying, 79
- for MIDI devices, 461
- moving, 10-11
- selecting, 10
- Sidebar, removing icon from, 16
- for Spotlight, 55
- Icon view, 30
 - arranging items in, 32-33
 - customizing window views, 82-83
 - spring-loaded folders, opening, 46
- iDisk, 16, 343-344
 - backing up files to, 479
 - displaying files from, 361
 - managing files with, 360
 - passwords, changing, 363
 - preferences, setting, 362-363
 - Public folder, 361
 - permissions, changing, 363
 - upgrading storage, 362

- iDVD, 52
 - exploring, 341
- iListen, 118
- Image Bar with DVD Player, 333
- Image Capture, 130
 - Automator workflow from, 506
 - working with, 148
- images. *See also* attachments
 - Address Book, adding images to, 144
 - documents, adding to, 189
 - iChat buddy picture, changing, 297
 - previewing, 150-151
 - Safari, saving Web page images in, 249
 - Spotlight searches, keywords for, 57
- IMAP (Internet Messages Access Protocol), 261
 - mailboxes for, 279
- iMix, creating, 321
- iMovie, 340
- Import Bookmarks command, 237
- Import Image command, 436
- importing/exporting. *See also* iTunes
 - Address Book contacts, importing, 139
 - animated GIF, exporting movie as, 331
 - Automator workflows, 503
 - iCal events, 370
 - iTunes, music from CDs to, 317
 - mailboxes to Mail, 259
 - MP3 players, exporting music to, 326
 - QuickTime Pro, exporting movies, 335
- Inbox. *See* Mail
- indents
 - documents, 181
 - for e-mail message text, 269
- indexing, 55
 - Info window options, 51
 - search, files for, 67
- Info window
 - file information on, 50-51
 - options, setting, 51
- infrared (IR) technology, 225, 313
- ink-jet printers, 196
- Ink Pad, 168
- ink preferences, setting, 128
- installing. *See also* uninstalling
 - Dashboard widgets, 160
 - hardware devices, 450
 - printers, 198
 - QuickTime Pro software, 112
 - software, 432
 - third-party applications, 131
 - Windows on Mac, 468-469
- instant messages, 289. *See also* Bonjour; iChat
 - SMS (short message service) text, 308
- Intel-based Mac computers. *See* Mac for Windows
- inter-line spacing, 183
- international options, changing, 106-107
- Internet, 219. *See also* AirPort; downloading; firewalls; wireless connections
 - Assist Me button, 221
 - connecting to, 220-221
 - hardware problems, checking on, 462
 - history of, 219
 - modems, setting up, 222
 - multiple connections, 221, 225
 - parental controls for, 392-393
 - searching, 244-245
 - security, 221
 - sharing connections, 221, 405, 408
 - songs, finding names of, 322
 - status menus for connecting to, 226
- Internet Explorer, 219
- Internet Radio, 313
 - iTunes window settings, 315
 - listening to, 323
- iPhones with iTunes, 325
- iPhoto, 52. *See also* Front Row
 - Automator example workflow for, 497
 - description of, 342
 - e-mail, adding photos to, 268
- IP (Internet Protocol). *See also* printers
 - identifying address, 419
 - for ISPs (Internet service providers), 220
 - Sharing Service requiring, 404
- iPod Hi-Fi, 313
- iPods
 - Automator example workflow for, 497
 - disks, 27
 - with iTunes, 325
 - unmounting, 54
- iSight, 129, 291. *See also* Photo Booth
 - with Mac for Windows, 465, 472

ISPs (Internet service providers), 220
 attachments and, 276
 Safari preferences, setting, 253

iSync, 130
 adding devices to, 375
 deleting devices from, 375
 HotSync reminder with PDAs, 377
 options for synchronization, setting, 376
 preferences, setting, 377
 Safari bookmarks, synching, 239

italicizing
 document text, 178
 e-mail message text, 269
 fonts, 155

iTunes, 52, 130, 313. *See also* Front Row
 aspects of iTunes, viewing, 319
 automatically playing CDs with, 316
 backing up library, 327
 Boot Camp Assistant and, 465
 copyright laws and, 321
 Dashboard displaying, 158-159
 downloading
 from CDs, 317
 from iTunes Music Store, 318-319
 iMix, creating, 321
 importing/exporting
 CDs, music from, 317
 MP3 players, exporting music to, 326
 playlists, 322
 iPhones with, 325
 iPods with, 325
 with Mac for Windows, 472
 minimizing window, 319
 multiple libraries, creating, 317
 playing music from CDs, 317
 playlists
 burning music CDs from, 326
 creating, importing/exporting, 320-322
 media, adding, 322
 Smart Playlists, building, 320-321
 podcasts, listening to, 324
 preferences, setting, 328
 radio list, adding stations to, 323
 setting up, 314
 Smart Playlists, building, 320-321
 starting, 314
 viewing window, 315

volume control for, 114
 iTunes Mini Store, 314
 iTunes Music Store, 315
 iMix, creating, 321
 using, 318-319

J

Jabber and iChat, 289, 290
 Java, Safari enabling, 254
 JavaScript
 Dashcode, 162
 Safari, enabling in, 254
 joining .Mac community, 344
 Junior voice, 118
 junk e-mail, 284-285
 Just Because iCards, sending, 348
 justification
 of document text, 178
 of tables, 185

K

kerning, changing, 182
 keyboards
 Calculator, using with, 146
 changing settings, 453
 international options, changing, 106-107
 with Mac for Windows, 465, 472-473
 Universal Access options, 120-121
 VoiceOver help, 126
 keyboard shortcuts, 7
 applications, switching between, 135
 customizing, 453
 with DVD Player, 333
 for Exposé, 92
 Spotlight, setting for, 64-65
 turning on, 9
 with VoiceOver, 126
 Keyboard Viewer, 106-107
 Keychain
 access controls, setting, 383
 adding keychains, 384
 description of, 380
 modifying, saving keychains, 382-383
 working with, 381
 keywords
 for Find window searches, 67
 for Internet searches, 244

for Spotlight searches, 57
kilometer to miles conversions, 146-147

L

labels. *See also* color labels
Address Book labels, 138, 141
files and folders arranged by, 33
landscape orientation printing, 205, 206
languages
dictionary sources, 174
in documents, 165
Info window options, 51
international options, changing, 106-107
LANs (local area networks). *See also* AirPort
Ethernet connection for, 223
iChat with, 308
setting up, 410
with Sharing Service, 404
Windows Vista computers, connecting from, 425
Windows XP computers, connecting from, 426-427
laser printers, 196
layout
for fax documents, 215
for printing, 207
left-alignment
of document text, 178
of tables, 184
left indent marker, 181
libraries. *See* iTunes
Library folder, 26-29
Library pane on Automator window, 492
Light Tunnel effect, 331
line height/spacing, changing, 183
links
e-mail message, sending links in, 276
to HTML code files, 193
instant messages, sending with, 303
lists. *See* bulleted lists; numbered lists
List view, 30
color labels, sorting files and folders, 40
customizing window views, 82-83
rearranging, widening columns in, 35
showing/hiding folders in, 34
sorting files and folders in, 35-36
spring-loaded folders, opening, 46

local disk, 27
locking/unlocking preferences, 99
logging in, 1
items, specifying, 394
with Network Sharing Services, 405
logging out, 23
Login window, 2
actions from, 3
activating, 387
bypassing, 3
lowering characters, 182
LTP Over IPsec protocol, 428

M

MacBinary format, 251
MacBook OS X DVD, keeping, 399
Mac Finder. *See* Finder
Mac for Windows, 465. *See also* Boot Camp Assistant
installing Windows on Mac, 468-469
multiple internal disks, removing
Windows from computer with, 474
preparing, 466-467
removing Windows, 474-475
starting after installation of, 470-471
using Windows on Mac, 472-473
Mac OS X, 478
applications, list of, 130
CD, restoring passwords with, 399
MacBook OS X DVD, keeping, 399
restarting with, 440
Time Machine for reverting to previous version, 484-485
Windows files, copying, 472-473
Macromedia Dreamweaver with
HomePage, 354
.Mac services, 343. *See also* iDisk; iSync
accessing account, 345
Address Book, 350-351
backing up files with, 358-359
bookmarks, working with, 352-353
connecting to computer with, 420-421
e-mail, managing, 347
folders, adding, 353
iCards, sending, 348-349
joining .Mac community, 344
Mail services, 347
online support, obtaining, 364

- .Mac services *(continued)*
 - preferences for account, changing, 346
 - signing on to, 345
- .Mac synchronization
 - resetting, 379
 - setting up, 378
- Mail, 130, 257. *See also* Address Book; attachments
 - accounts
 - adding, 261
 - advanced options, setting, 263
 - managing, 262-263
 - setting up, 258, 260
 - addressing e-mail, 266-267
 - advanced account options, setting, 263
 - Application Services with, 436
 - archiving e-mail, 281
 - authentication of, 263
 - backing up e-mail, 281
 - BCC address field, 265
 - blocking e-mail, 284-285
 - bouncing e-mail, 284-285
 - Cc field, 266
 - composing e-mail, 265
 - data detectors, managing information with, 268
 - dates and times, setting, 104
 - deleting, 280-281
 - options, changing, 281
 - diverting incoming e-mail to mailboxes, 285
 - To Do items, tracking, 271
 - draft e-mail, saving, 282
 - file, saving e-mail as, 282
 - formatting message text, 269
 - forwarding e-mail, 274-275
 - grammar-checking e-mail, 265
 - importing mailboxes and e-mail, 258-259
 - incoming e-mail, setting rules for, 286
 - instant message, replying to e-mail with, 274
 - junk e-mail options, 284-285
 - links in e-mail message, sending, 276
 - mailboxes
 - for backing up e-mail, 281
 - diverting incoming e-mail to, 285
 - new mailbox, creating, 278
 - organizing e-mail in, 279
 - Smart Mailbox, creating, 287
 - standard mailboxes, 278
 - Message List view, changing, 273
 - new e-mail, checking for, 272
 - new mailbox, creating, 278
 - notes
 - creating, 271
 - searching for, 283
 - offline viewing, keeping copies for, 263
 - opening e-mail, 272-273
 - Out of Office message, creating, 286
 - parental controls for, 392-393
 - passwords for, 258, 263
 - photographs, adding, 268
 - preferences for addressing, 266-267
 - previous recipients list, sending e-mail with, 266-267
 - printing e-mail, 281
 - priority to mail, adding, 265
 - quoted text in, 274
 - reading and receiving e-mail, 272-273
 - recovering deleted e-mail, 280
 - redirecting e-mail, 274-275
 - replying to, 274
 - resending messages, 285
 - RSS feeds, subscribing to, 288
 - rules, creating, 286
 - saving e-mail, 282
 - searching e-mail for text, 283
 - sending e-mail, 265
 - servers, 260-261
 - removing mail from, 263
 - signatures, creating, 270
 - Smart Addresses, using, 266
 - Smart Mailbox, creating, 287
 - sorting messages, 279
 - speaking voice, adding, 268
 - spell-checking e-mail, 265
 - Spotlight searches, keywords for, 57
 - starting, 258
 - stationery, adding, 268
 - threads, sorting e-mail by, 279
 - to-do tasks
 - searching for, 283
 - tracking, 271
 - Trash mailbox, 278
 - window, viewing, 264
- maintaining computer, 431

master password, restoring, 398-399
 maximizing/minimizing
 changing options, 100
 Dock, 88
 iTunes window, minimizing, 319
 slowing minimization, 89
 media
 Front Row, viewing in, 338
 iTunes playlists, adding to, 322
 Media browser for Automator workflows, 503
 Media Keys options, 112
 memory
 calculation results, saving, 147
 Info window options, 51
 system memory, viewing, 445
 menu bar, 5
 Bluetooth placed on, 413
 clock, using, 105
 Displays icon on, 454
 rearranging status icons on, 8
 status of fax, showing, 217
 menus
 contextual menus, 8
 language options, setting, 106-107
 pull-down menus, 8
 working with, 7
 metadata, 55
 specific metadata, searching for, 68
 Spotlight, finding information with, 56
 microphones with iChat, 304
 Microsoft. *See also* Mac for Windows; Microsoft Word; Windows Vista; Windows XP
 Excel, Address Book for faxes with, 218
 Internet Explorer, 219, 227
 Outlook/Outlook Express, importing e-mail to, 259
 Microsoft Word
 Address Book for faxes with, 218
 documents as files, 164, 190
 formatting text in documents, 178
 opening documents in, 29
 Page Setup options, 204-205
 MIDI
 Default Synthesizer option, 113
 devices, configuring, 460-461
 Mighty Mouse. *See* Apple Mighty Mouse

MiniDV camcorders with iMovie, 340
 Minimize button for windows, 12, 15
 mini restarts, 448
 modems, 220. *See also* cable modems
 configuring connection, 220
 setting up connection, 222
 monitors. *See also* colors
 display settings, changing, 454-455
 fonts on screen, smoothing, 455
 mounting disks, 54
 mouse. *See also* Apple Mighty Mouse
 changing settings, 452
 pointer, 6
 Universal Access options, 120-121
 windows, resizing, 15
 working with, 6
 Mouse Keys, 120-121
 movies. *See* videos
 Movies folder, 28-29
 moving. *See also* drag-and-drop; navigating
 Address Book contacts, 140
 Bluetooth, items with, 414
 Dock items, 89
 documents, text in, 167
 with Exposé, 45
 files and folders, 44-45
 icons, 10-11
 Mailboxes on screen, 279
 Safari, bookmarks in, 237
 Sidebar, moving folders with, 16
 spaces, window between, 21
 windows, 14
 MP3 players, exporting music to, 326-327
 MR (Memory Recall) button, 147
 multi-function devices, 196
 music, 313. *See also* CDs; Front Row; iTunes; MIDI
 finding names of songs, 322
 Spotlight searches, keywords for, 57
 Music folder, 28-29
 muting sounds, 114

N

naming/renaming. *See also* Find window; Keychain
 color label names, changing, 41
 files and folders, 42-43

naming/renaming *(continued)*

- arranging by names, 33
- iChat buddy groups, 299
- Info window options, 51
- Mailboxes, 279
- Safari Bookmarks Library collection, 239
- user accounts, short name for, 388

Nature Background, 102

navigating

- in dialogs, 9
- Front Row, 337
- with VoiceOver, 123, 124
- Web pages, 234

nesting tables, 185

Netscape Navigator, 219, 227

- Mail, importing e-mail to, 259

NetStat, 430

network disks, 27

- Info window, information in, 50-51

Network Preferences pane, connecting to Internet with, 226

network printers, 202-203

- accessing shared printers, 202-203
- installing, 198

networks, 403. *See also* AirPort; Bluetooth; LANs (local area networks); network printers; Network Sharing Service

- activity, viewing, 445
- Bonjour messaging on, 289
- Finder, browsing with, 416-417
- other computers, connecting to, 418-419
- port configuration, 225
- privileges for users and groups, creating, 406
- searching for files on, 417
- several computers, connecting to, 418
- Sidebar, accessing from, 417
- System Profiler, viewing system information with, 447
- utilities, 430
- VPN (Virtual Private Network), VLAN (Virtual Local Network), connecting with, 428-429
- Windows, sharing Mac files with, 424
- Network Sharing Service, 404-405
 - file sharing, setting up, 406-407
 - Internet Sharing, 408
- Network Utility, 430
- New dialog box, 496

- no access for network users, 406
- nonresponding applications, quitting, 136
- notes. *See also* Mail; Sticky Notes
 - Keychain, adding secure notes with, 381
- NOT operator, searching with, 57
- NPR, listening to, 323
- NSFNET, 219
- NTFS, reformatting with, 468
- NTSC format with iMovie, 340
- numbered lists, 184
 - in e-mail message text, 269
- numbering
 - international options, changing, 106-107
 - recent items, changing numbering of, 100-101
- NumPad Commander, 123, 125

O

- online support from .Mac services, 364
- Open dialog box in Automator, 496
- opening
 - applications, 133
 - Dashboard, 156
 - disks, 26-27
 - documents, 28-29
 - Info window options, 51
 - recent applications and documents, 39
 - recently used applications, 133
 - Scripts menu, scripts from, 511
 - windows, 12-13
- operating system, 1
- optimizing hard drive, 442-443
- Option buttons in dialogs, 9
- orientation for printing, 205, 206
- OR operator, searching with, 57
- outlining
 - document text, 178
 - fonts, 155
- Out of Office message, creating, 286

P

- page breaks, inserting and deleting, 183
- Page Setup
 - individual defaults, setting up, 205
 - for printers, 200
 - printing and range options, 204-206
 - for text wrap, 171

- pages per minute (ppm), 196
- PAL format with iMovie, 340
- Palm OS devices. *See* PDAs (personal data assistants)
- panes. *See also* specific panes
 - working with, 7
- paper feed for printing, 207
- paper handling for fax documents, 215
- paper size for printing, 200, 204, 206
- paragraphs
 - indent markers, 181
 - spacing, 183
- parental controls
 - for Dictionary, 175
 - logging activity with, 392
 - time limits, setting, 393
 - for user accounts, 391, 392-393
- partitioning disks, 467
- passwords. *See also* Keychain
 - with FireVault, 397, 401
 - hints, adding, 388
 - for iChat, 291
 - iDisk passwords, changing, 363
 - for Internet connections, 220
 - for logging out, 23
 - from login window, 387
 - for .Mac services account, 346
 - for Mail, 258, 263
 - master password, restoring, 398-399
 - Media Keys options for, 112
 - on shared computers, 3
 - in Simple Finder, 94
 - tips on creating, 398
- Paste command, 44
- pasting
 - Automator workflows, 503
 - formatting, 187
 - ruler, 179
- PDAs. *See also* iSync
 - Bluetooth with, 412
 - networks with, 403
- PDF files
 - documents as PDF files, saving, 209
 - downloading Acrobat Reader, 209
 - previewing, 150-151
 - Safari, viewing in, 247
 - Spotlight searches, keywords for, 57
 - working with, 151
- pen cursors, 128
- People, Dashboard displaying, 158-159
- permissions. *See also* file permissions
 - for screen sharing, 422
- phones. *See* cell phones
- Photo Album, Automator example for, 497
- Photo Booth, 130, 313. *See also* iChat
 - animated GIF, creating, 297
 - capturing photos in, 329
 - effects, adding, 331
 - proof sheets, 329
 - videos
 - effects, 306
 - recording, 330
- Photo Browser, 268
- photographs. *See also* Front Row
 - e-mail, inserting in, 268
 - with iCards, 348
 - iChat buddy picture, changing, 297
- Photoshop Preview, opening files in, 150
- pictures. *See* images
- Pictures folder, 28-29
- Ping service, 430
- Pipe Organ voice, 118
- Places section, Sidebar, 16
- Plain Text Encoding pop-up, 165
- Plain Text files
 - documents as Plain Text files, saving, 191
 - TextEdit preferences, setting, 194
- playlists. *See* iTunes
- plug-and-play devices, 450
- plug-ins
 - Automator with, 499, 506
 - compatible plug-ins, checking, 255
 - Safari, enabling in, 254
- podcasts. *See also* Front Row
 - listening to, 324
- pointing with mouse, 6
- POP (Post Office Protocol), 261
- pop-up menus, 8
 - in dialogs, 9
 - on toolbar, 17
- pop-up windows, blocking, 255
- portrait orientation printing, 205, 206
- PostScript files, 201
 - PDF file, converting to, 150

PowerBook/MacBook
 sleeping options, 108
 wireless connections, 224
 power failure restart options, 108-109
 power strips, 450
 ppm (pages per minute), 196
 PpOE (Point to Point Protocol over Ethernet), 223
 making connection with, 226
 PPTP protocol, 428
 preferences. *See also* Finder Preferences; hardware; iChat; Safari; System Preferences
 Bluetooth preferences, setting, 415
 Dictionary preferences, setting, 174-175
 Dock preferences, setting, 88-89
 iCal preferences, changing, 369
 iDisk preferences, setting, 362-363
 iSync preferences, setting, 377
 iTunes preferences, setting, 328
 .Mac account preferences, changing, 346
 Mail, addressing, 266-267
 for QuickTime Player, 335
 Sidebar preferences, changing, 86-87
 Spotlight preferences, customizing, 64
 TextEdit preferences, setting, 194
 for Time Machine, 478
 VoiceOver preferences, setting, 124-125
 presentation keyword for Spotlight, 57
 Preview, 130
 using, 150-151
 Preview column, Column view, 37
 Preview File Open command, 150
 previewing
 dialogs, area in, 9
 HomePage Web pages, 357
 Info window options, 51
 printed documents, 208
 print image, 206
 Print command, 206-207
 printer drivers, 197
 printers. *See also* Bonjour; network printers
 adding or removing, 198-199
 default settings, setting, 200
 description of, 196
 desktop printers, using, 210
 IP (Internet Protocol)
 for installing printers, 199

 for sharing printers, 202-203
 manually adding, 198-199
 Network Sharing Services, 404
 PostScript Printer Desc. (PPD) files, 201
 sharing, 202-203, 404
 Sharing Service, 404
 specific settings, setting, 201
 Printer Setup Utility, printer drivers in, 197
 Printers folder, displaying printers in, 210
 Print & Fax pane, 200-201
 printing, 195
 from Address Book, 141
 Automator workflow, 505
 basic print options, setting, 206-207
 cover pages, creating, 207, 213
 e-mail messages, 281
 help topics, 75
 iCal calendar and To Do lists, 374
 Page Setup options, 204-205
 previewing printed documents, 208
 queues, managing, 210, 211
 reverse order printing, 207
 running print jobs, 212
 saving print options, 215
 scheduling jobs, 212
 to shared printers, 203
 two print jobs with two printers, 205
 Web pages, 246
 Print Queue utility, 210
 privacy preference in Spotlight, 64-65
 Private Browsing, 230
 privileges for users and groups, 406
 proof sheets in Photo Booth, 329
 protocols, 261
 proxies, 220
 Public folder. *See also* iDisk
 in Home folder, 28-29, 47, 402
 publishing iCal calendar, 372
 pull-down menus, 8
 Push button in dialogs, 9

Q

Quartz Extreme enhanced graphics, 102
 Quartz Filters
 Automator example workflow for, 497
 for fax documents, 216
 for printed documents, 207

Quick Erase setting, 336

Quick Look

- attachments, viewing, 276-277
- toolbar button, 17
- viewing files with, 38

QuickTime movies, 330

- iMovie and, 340
- Kiosk Mode, 113
- streaming options, 112-113
- in theater presentations, 307

QuickTime Player, 130, 313

- customizing, 334-335
- playing movies, 334

quitting applications, 136

quoting text in e-mail, 274

R

radio. *See also* Internet Radio

- podcasts, listening to, 324

raising characters, 182

read and write permissions

- for moving/copying files, 45
- for network users, 406
- in Shared folder, 47

read-only permissions

- documents as read-only files, 190
- for moving/copying files, 45
- for network users, 406
- in Public folder, 47

Recent Folders list, 39

recently used items

- applications, opening, 133
- documents, opening, 165
- numbering, changing, 100-101

recording

- AppleScripts, 510
- Automator actions, 502
- video chats, 307

recovering. *See* restoring

Redo command, 43

redoing. *See* undoing/redoing

refresh rate, setting, 454

registering QuickTime Pro, 112

registration symbol, inserting, 188

reloading Web pages, 234

removable disks, 27

- Info window, information in, 50-51

Rendezvous Web sites, adding, 238

replacing. *See* finding/replacing

resizing. *See* size/resizing

resolution

- monitor resolution, setting, 454
- of printers, 196

restarting, 24

- forcing a restart, 448
- from Login window, 3
- with Mac OS X, 440
- power failure restart options, 108-109
- in Target Disk Mode, 110
- Time Machine backup for, 481

restoring

- bookmarks, 352
- calendar with iCal, 371
- compressed files and folders, 436
- deleted files and folders, 48-49
- disk image, 489
- e-mail, 280
- master password, restoring, 398-399

Return key, 9

reverse order

- fax documents, sending, 215
- printing pages in, 207

RGB (Red, Green, Blue) colors, 456

right-alignment

- of document text, 178
- of tables, 184

right indent marker, 181

routers, 220, 408

RSS feeds. *See also* Safari

- customizing, 240
- Mail, subscribing in, 288
- widgets and, 156

RTFD files, documents as, 164

RTF files

- documents as, 164, 190
- formatting text in, 178

rulers, showing/hiding, 179

S

Safari, 130

- Address Book to Bookmarks bar, adding, 238-239
- advanced preferences, setting, 253
- alerts for nonsecure forms, 243

Safari *(continued)*

- appearance preferences, setting, 253
- AutoFill preferences, setting, 242
- bookmarks, 228
 - creating and deleting pages, 237-239
 - folder, creating, 238
 - organizing, 239
 - for RSS feeds, 240-241
 - Spotlight searches, keywords for, 57
 - synching on multiple computers, 239
 - tabs, opening with, 232-233
- Bookmarks Library, 237
 - deleting bookmarks in, 238-239
 - organizing bookmarks in, 239
 - renaming collection, 239
- cache, emptying, 236
- compressing/uncompressing disk images, 251
- cookies, preferences regarding, 254
- copying text from Web page, 249
- customizing window, 228
- default browser, selecting, 256
- deleting
 - bookmarks, 238-239
 - History list entries, 236
- different window, opening page in, 233
- disk images, downloading, 251
- downloading
 - files, downloading, 250-251
 - Home page, 252
- Downloads window, working with files in, 250-251
- encoding preferences, setting, 253
- font preference, setting, 253
- forms, filling out, 242-243
- general preferences, setting, 252
- grammar-checking in, 243
- help information in, 74
- History list
 - clearing settings, 256
 - preferences, setting, 252
 - viewing, 236
- Home page
 - changing, 235
 - going to, 234
 - preferences, setting, 252
- HTML code, viewing, 248
- navigating in, 234
- nonworking Web pages, 255
- opening Web pages in, 230
- PDF files, viewing, 247
- pictures from Web page, saving, 249
- pop-up windows, blocking, 255
- preferences
 - advanced preferences, 253
 - appearance preferences, 253
 - general preferences, 252
 - security preferences, setting, 254
- printing Web pages, 246
- reloading pages, 234
- resetting settings for, 256
- RSS feeds
 - bookmarking, 240-241
 - customizing, 240
- saving
 - information in Web page, 248-249
 - text of Web page, 248
- security
 - pop-up windows, blocking, 255
 - preferences, setting, 254
 - security preferences, setting, 254
- size of text, changing, 233
- SnapBack page, 230-231
- spell-checking in, 243
- starting application, 228
- style sheet preferences, 253
- synching bookmarks on multiple computers, 239
- tabs
 - opening Web page with, 232-233
 - setting browsing options for, 232
- viewing window, 229
- Web Clip widgets, creating, 162
- Safe boot, performing, 463
- Samba server software, 424
- Save As dialog box, 190
- saving. *See also* Safari
 - attachments, files in, 277
 - Automator workflow, 505
 - Bonjour chats, 309
 - e-mail, 282
 - Keychain, changes in, 383
 - print options, 215
 - Smart folders, copy of, 71
 - Web page information, 248-249
- scanner information, viewing, 447

scheduling. *See also* iCal
 fax documents, 215
 faxes, 217
 print jobs, 207, 212
 screen names. *See* iChat
 screen savers, setting up, 103
 screen sharing
 permissions, setting, 422
 using, 423
 screen shots, capturing, 149
 Script Editor, 510
 Application Services with, 436
 Script menus. *See also* AppleScripts
 adding scripts to, 509
 Automator workflow from, 506
 displaying, 508
 opening scripts from, 511
 scroll bars
 changing action of, 100
 options, changing, 100
 search boxes
 in Automator, 493, 494
 on toolbar, 17
 for windows, 12
 search engines, 244-245
 Search For section, 16
 Smart folders, using, 72-73
 searching. *See also* Dictionary;
 finding/replacing; Find window;
 Spotlight
 Automator workflows, 503
 e-mail for text, 283
 for hard to find information, 68
 for help, 74-75
 Internet, 244-245
 metadata searches, 68
 network, files on, 417
 with VoiceOver, 123
 secret folder hierarchy menu, 39
 security. *See also* Keychain; passwords;
 Safari
 Internet security, 221
 for logging out, 23
 for switching between users, 22-23
 system security preferences, setting, 397
 selecting
 documents, text in, 166
 icons, 10

Sepia effect, 331
 servers. *See also* Mail
 Find window searching, 66
 Web Sharing service, 404
 Shared folder in Home folder, 47, 402
 Shared section, Sidebar, 16
 sharing. *See also* network printers; Network
 Sharing Service; screen sharing
 Address Book, 138, 142-143
 buddies, screens with, 309
 Home folder, sharing files in, 402
 iCal calendars, 372
 iChat screens, 309
 Internet connections, 221
 Network Sharing Services, 404-405
 printers, 202-203, 404
 starting on shared computer, 2-3
 widgets, 156
 Windows, Mac files with, 424
 Windows Vista computers, connecting
 from, 425
 Sharing Preferences, 404
 shortcuts. *See* aliases; keyboard shortcuts
 Show All command on Spotlight menu, 58
 showing/hiding. *See also* Dock
 applications, 134
 Dashboard, widgets on, 158
 with Exposé, 20
 file extensions, 81
 List view, folders in, 34
 Mailbox list, 279
 rulers, 179
 Sidebar and toolbars, 16-17, 86
 Show Inspector, 50
 Show Modem Status menu, 222
 Show View Options command, 32
 shutting down, 24
 from Login window, 3
 options, setting, 108-109
 Sidebar
 customizing, 86-87
 networks, accessing, 417
 preferences, changing, 86-87
 shared devices, displaying, 420
 showing/hiding, 16, 17, 86
 Smart folders, using, 72-73
 using, 16
 for windows, 12

- sight impaired users, preferences, 120-121
- signatures to e-mail, 270
- Simple Finder, 94
- Sites folder, 28-29
 - in Home folder, 402
- size/resizing. *See also* compressing/uncompressing
 - files and folders arranged by size, 33
 - Find window searches by size, 67
 - font size, 178
 - help text, 75
 - Web page text, 233
 - windows, 12, 14-15
- Ski Report, Dashboard displaying, 158-159
- sleep mode, 24
 - faxes, turning off to receive, 216-217
 - from Login window, 3
 - setting sleep options, 108-109
- slider in dialogs, 9
- slideshows for Spotlight results, 63
- Slow Keys, 120-121
- Smart folders
 - changing search criteria for, 73
 - creating and editing, 70-71
 - saving copy of, 71
 - Sidebar, using in, 72-73
- Smart Mailbox, creating, 287
- Smart Playlists, building, 320-321
- smart searches with VoiceOver, 123
- SMB/CIFS
 - file services, 424
 - sharing printers with, 202-203
- smileys in instant messages, 300-301
- smoothing fonts on screen, 455
- SMS (short message service) text, sending, 308
- SMTP (Simple Mail Transfer Protocol), 261
- SnapBack page, 230-231
- Snap to Grid setting, 33
- software. *See also* hardware
 - automating updates, 433
 - compatibility, checking for, 462
 - downloading, 432
 - installing, 432
 - removing hardware device software, 463
 - uninstalling, 48, 432
- Solid Colors Background, 102
- sorting
 - by color labels, 40-41
 - e-mail messages, 279
 - Find window file results, 69
 - List view, files and folders in, 34-35
 - Spotlight results, 62
 - widgets, 161
 - sounds. *See also* alerts; VoiceOver
 - changing sound effects, 114
 - dates and times, announcing, 105
 - in Front Row, 339
 - input options, setting, 115
 - MIDI devices, configuring, 460-461
 - output options, setting, 115
 - Spotlight searches, keywords for, 57
- Spacebar with spring-loaded folders, 46
- Spaces, 130
 - customizing, 93
 - Dashboard preferences, changing, 157
 - grouping windows into, 21
- spacing
 - character spacing, changing, 182
 - line spacing, changing, 183
- Speakable Commands window, 116
- speaking voice. *See also* Alex; VoiceOver
 - document text, speaking, 169
 - for e-mail, 268
 - HomePage, changing Web page speech with, 357
 - interface options, setting, 119
- speech recognition, 116-117. *See also* Alex
 - with Address Book, 138, 141
 - Application Services with, 436
 - enabling, 117
 - for Sticky Notes, 152
 - using, 117
- speed of printers, 196
- spell and grammar checking, 163
 - adding words to dictionary, 172
 - for documents, 172-173
 - e-mail, 265
 - in Safari, 243
 - in Spotlight, 59
- Spotlight, 55
 - backed-up items, recovering, 482-483
 - canceling search, 57
 - desktop icon, 5
 - e-mail, searching for, 283
 - filtering results, 60

- finding information with, 56-57
- grouping results, 62
- help with, 76
- keyboard shortcuts, setting, 64-65
- keywords for searches, 57
- metadata, finding information with, 57
- preferences, setting, 64-65
- privacy preferences, setting, 64-65
- sorting results, 62
- viewing results in window, 58-59
- windows, working with, 58-59
- working with results, 63
- Spotlight Search box, 76
- spring-loaded folders
 - customizing, 80
 - using, 46
- stacks on Dock, 19
- starting. *See also* restarting
 - Automator, 495
 - Bonjour messaging, 309
 - CDs, changing start settings for, 111
 - DVDs, changing start settings for, 111
 - with Fast Startup Switch, 440
 - Front Row, 337
 - iChat, 292
 - iTunes, 314
 - Mac for Windows, 470-471
 - Mac OS 9 disk, starting from, 440
 - power failure restart options, 108-109
 - Safe boot, performing, 463
 - specifying startup items, 394-395
 - stand-alone computer, 2
- Startup commands, 395, 399
- startup disk, 26-27
 - selecting, 110
- Startup Disk Control Panel, 110
- stationery for e-mail, 268
- Stationery Pad in Info window, 50-51
- status bar
 - in Safari, 228
 - for windows, 12
- status menus
 - in iChat, 294-295
 - Internet, connecting to, 226
- Sticky Keys, 120-121
- Sticky Notes, 130
 - Application Services with, 436
 - creating, 152
 - Dashboard displaying, 158-159
 - Stocks, Dashboard displaying, 158-159
 - streaming option preferences, 112-113
 - Stuffit Expander, 33, 131, 434
 - styles
 - deleting style favorites, 186-187
 - documents, applying to, 186-187
 - favorite styles, applying, 186-187
 - for fonts, 155
 - Safari style sheets, 253
 - toolbar styles, changing, 85
 - submenus, 8
 - subnet masks, 220
 - subscribing
 - to Address Book, 143
 - to iCal calendar, 372-373
 - to podcasts, 324
 - to RSS feeds, 288
 - subscript characters, 182
 - summary
 - of Application Services, 436
 - of printer options, 207
 - superscript characters, 182
 - surge protectors, 450
 - switching
 - between applications, 134-135
 - between Dock applications, 18
 - Fast User Switching, enabling, 396
 - between help libraries, 74
 - between users, 22-23
 - between windows, 14
 - symbols. *See also* copyrights; trademarks
 - registration symbol, inserting, 188
 - synchronization. *See also* iSync; .Mac synchronization
 - of Address Book, 138
 - Safari bookmarks on multiple computers, 239
 - System Administrator. *See* Administrator
 - System folder, 26-27
 - System Preferences, 95. *See also* hardware; monitors; QuickTime movies; VoiceOver
 - appearance options, changing, 100-101
 - Bluetooth preferences, setting, 415
 - dates and times, setting, 104-105
 - description of, 96-97

System preferences *(continued)*

- desktop backgrounds, changing, 102
- ink preferences, setting, 128
- international options, changing, 106-107
- Internet preferences, list of, 96-97
- keyboard settings, changing, 453
- locking/unlocking, 99
- mouse settings, changing, 452
- network preferences, list of, 96-97
- overall preferences, list of, 97
- personal preferences, list of, 96
- Print & Fax pane, 200-201, 202-203
- screen savers, setting up, 103
- Security pane, 397
- sleeping options, setting, 108-109
- sounds, controlling, 114-115
- speaking voice, setting, 118-119
- speech recognition options, 116-117
- Spotlight searches, keywords for, 57
- Startup disk, selecting, 110
- streaming options, setting, 112-113
- Universal Access preferences, 120-121
- viewing, 98

System Profiler, viewing system information with, 447

system recovery with Time Machine, 484

T

tab bars in Safari, 228

tables

- cells, 184-185
- documents, adding to, 184-185
- merging cells in, 185
- nesting tables, 185

tabs. *See also* Safari

- in dialogs, 9
- paragraph tabs, setting, 180

tab stops, setting, 180

tactile feel of keyboard, 453

Take Video Snapshot button, 144

.tar files, opening, 434

Target Disk Mode, restarting computer, 110

TCP/IP, 422

- for modems, 222

telephones. *See* cell phones

television podcasts, listening to, 324

text. *See also* documents; Mail

- encoding, selecting, 228
- HomePage, changing Web page text with, 357
- iChat chat as text, viewing, 311
- in Safari, 228

TextEdit, 29, 130, 163. *See also* documents

- Application Services with, 436
- automatic opening documents in, 81
- Page Setup options, 204-205
- preferences, setting, 194
- speaking text in, 169
- for Web design, 192-193

text wrap

- changing, 171
- TextEdit preferences, setting, 194

theater presentations, hosting, 306-307

thesaurus, 174

third-party applications. *See also* software

- installing, 131
- System Preferences, 97

threads, sorting e-mail by, 279

Tile Game, Dashboard displaying, 158-159

Time Machine, 130, 477

- entire computer system, recovering, 484
- excluding items from backup, 480
- preferences, setting up, 478
- previous version of Mac OS X, reverting to, 484-485
- recovering backed-up items, 482-483
- restarting backup, 481
- setting up, 478
- starting manual back up, 479
- system, recovering, 484-485
- working with backup, 481

time management. *See* iCal

times. *See* dates and times

time zones, setting, 104

title bars

- aliases, creating, 91
- for windows, 12

To Do lists. *See also* Mail

- iCal, creating with, 367

Toolbar Control button, 12

toolbars. *See also* Automator

- adding icons to, 85
- customizing, 84-85
- deleting icons from, 85
- Finder toolbar, customizing, 84-85

- parts of, 17
- rearranging icons on, 85
- in Safari, 228
- showing/hiding, 16, 17
- styles for, 85
- for windows, 12
- working with, 7
- trademark symbols
 - documents, inserting in, 188
- Translation, Dashboard displaying, 158-159
- Transport Setup option, 113
- Trash, 10
 - empty Trash warning, turning on/off, 49, 81
 - files and folders in, 48
 - securely deleting files and folders, 49
 - software, uninstalling, 48, 432
 - uninstalling software with, 48, 432
- troubleshooting
 - Bonjour problems, 308
 - disk problems, 441
 - hardware problems, 462-463
 - Safe boot, performing, 463
- turning on/off. *See also* iChat
 - Bonjour, 308
 - Dock hiding, 18
 - empty Trash warning, 49, 81
 - FireVault, 397
 - Front Row settings, 339
 - gestures, 128
 - keyboard shortcuts, 9
 - spring-loaded folders, 46

U

- underlining
 - document text, 178
 - e-mail message text, 269
 - fonts, 155
- Undo command, 43
- undoing/redoing
 - Address Book mistakes, 141
 - documents, actions in, 170
 - file deletions, 49
 - in Finder, 43
 - ink recognizing, 128
- Unicode for languages, 165
- uninstalling

- hardware, 464
- software, 48, 432
- Unit Converter, Dashboard display, 158-159
- Universal Access, 120-121. *See also* VoiceOver
 - Automator actions and, 502
- UNIX compressed files, opening, 434
- unmounting networks, 54
- updating
 - automating software updates, 433
 - from Boot Camp beta, 467
 - widgets, 157
- up/down arrows in dialogs, 9
- URLs (Uniform Resource Locators), 230
 - Application Services with, 436
 - home page, typing address for, 235
- user accounts, 386
 - access privileges, setting, 391
 - adding, 388
 - deleting, 389
 - Fast User Switching, enabling, 396
 - file permissions, setting, 390
 - parental controls, setting, 391, 392-393
 - short name for, 388
- user names for Internet connections, 220
- Users folder, 28-29
- Utilities folder, 489

V

- Variable list on Automator window, 492-493, 494
- vCards, 139, 142-143
 - in attachments, 276
 - e-mail, including with, 270
- verbosity preferences, setting, 124
- video cameras, 291
- videos. *See also* DVD Player; Front Row; iChat; Photo Booth; QuickTime movies; QuickTime Player
 - animated GIF, exporting movie as, 331
 - Dashboard displaying, 158-159
 - documents, adding to, 189
 - iMovie, 340
 - Spotlight searches, keywords for, 57
- View buttons on toolbar, 17
- views and viewing. *See also* specific views
 - changing window views, 30-31
 - customizing views, 30

views *(continued)*

- disks, viewing, 26-27
- documents, viewing, 28-29
- hardware settings, 451
- iCal window, 366
- iTunes window, 315
- System Preferences, 98
- Virtual Network Computing (VNC), 422
- visible files, searching for, 67
- VoiceOver, 120
 - Braille, support for, 122, 125
 - commands, using, 126-127
 - description of, 122-123
 - hot spots, 123, 126
 - keys for, 123
 - preferences, setting, 124-125
 - searches and utility, 123
- VO keys, 123
- volume. *See* sounds
- Volume desktop icon, 5
- VPN (Virtual Private Network), 428
- VLAN (Virtual Local Area Network), 429

W

- Wacom for handwriting recognition, 168
- waking up options, setting, 108-109
- Watch Me Do action, 502
- Weather, Dashboard displaying, 158-159
- Web addresses. *See* URLs (Uniform Resource Locators)
- Web browsers, 227. *See also* Safari
 - default browser, selecting, 256
 - history of, 219
 - Mail, starting, 259
 - streaming options, setting, 112
- Web Clips widget, creating, 162
- Web pages. *See also* HomePage; RSS feeds; Safari
 - copying text from, 249
 - different window, opening page in, 233
 - Image Capture, building with, 148
 - navigating, 234
 - nonworking Web pages, 255
 - printing, 246
 - reloading, 234
 - saving, 248
 - searching within, 244-245

- size of text, changing, 233
- Web sites, 227. *See also* HomePage; Web pages
 - for printer driver downloads, 197
- Whois service, 430
- widgets, 156. *See also* Dashboard
- Wikipedia, 174
- windows, 1
 - activating, 12-13
 - Column view opening new windows, 37
 - Exposé, using, 20
 - Finder Preferences for customizing, 80
 - mouse, resizing with, 15
 - opening/closing, moving, 12-14
 - sizing/resizing, 12, 14-15
 - spaces, grouping windows into, 21
 - switching between, 14
 - TextEdit preferences, setting, 194
 - views, changing, 30-31
- Windows Media
 - Boot Camp Assistant and, 465
 - with Mac for Windows, 472
- Windows Vista. *See also* Mac for Windows
 - LANs, connecting to, 425
 - upgrading Windows XP to, 468
- Windows XP. *See also* Mac for Windows
 - LANs, connecting to, 426-427
 - outside network, connecting, 426-427
 - upgrading to Windows Vista, 468
- WinZip, opening files compressed by, 434
- wireless connections, 220. *See also* AirPort; Bluetooth
 - infrared technology, 225
- WordPerfect Page Setup options, 204-205
- workflow. *See* Automator
- World Clock, displaying, 158-159
- write-only permissions for net users, 406
- WYSIWYG, 208

X

- X-Ray effect, 331

Z

- Zoom button, 12, 15
- zooming in/out
 - with DVD Player, 333
 - in Preview, 151