

Introduction

Welcome to *Mac OS X Leopard On Demand*, a visual quick reference book that shows you how to work efficiently with Apple Mac OS X Leopard. This book provides complete coverage of basic to advanced Leopard skills.


How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in Mac OS X Leopard, just look for the icon: **New!**. The new icon appears in the table of contents and through out this book so you can quickly and easily identify a new or improved feature in Leopard. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as +P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the Web at www.perspection.com.



How You'll Learn

How This Book Works

What's New

Keyboard Shortcuts

Step-by-Step Instructions

Real World Examples

Workshop

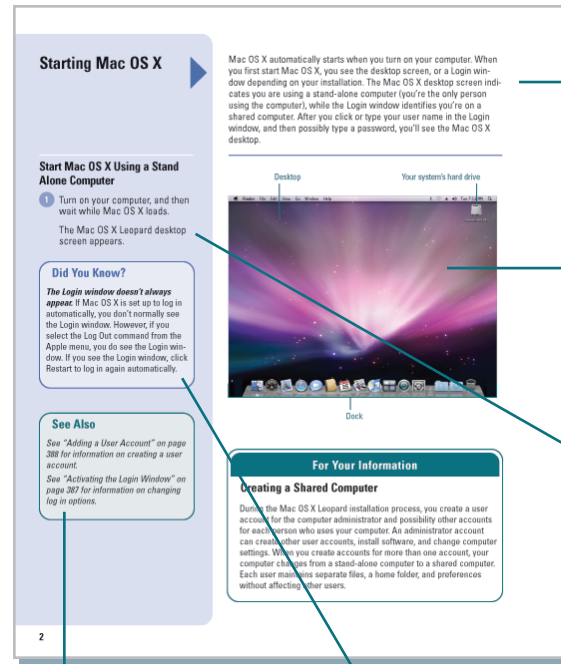
Get More on the Web

Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions include illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.

Real World Examples

This book uses real world examples files to give you a context in which to use the task. By using the example files, you won’t waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used through out the book. The example files that you need for project tasks along with a complete file list are available on the Web at www.perspection.com.



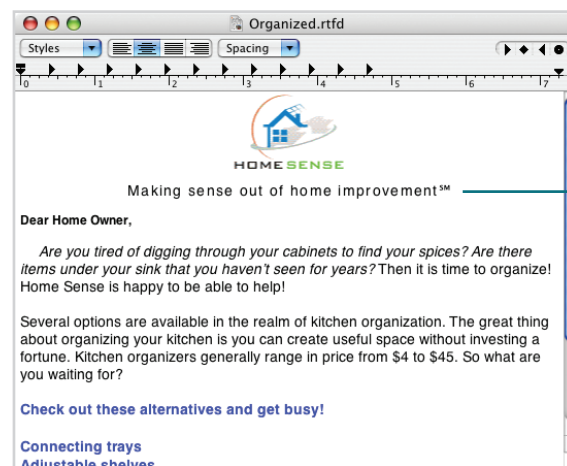
Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.



Real world examples help you apply what you’ve learned to other tasks.

Workshop

This book shows you how to put together the individual step-by-step tasks into indepth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with project results file at the end. The Workshop projects and associated files are available on the Web at www.perspection.com.

Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up to speed faster with Leopard. Some of the information includes:

Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

Workshop

Introduction

The Workshop is all about being creative and thinking outside of the box. These workshops will help your right-brain soar, while making your left-brain happy; by explaining why things work the way they do. Exploring Leopard's possibilities is great fun; however, always stay grounded with knowledge of how things work. Knowledge is power.

Getting and Using the Project Files

Each project in the Workshop includes a start file to help you get started with the project, and a final file to provide you with the results so you can see how well you accomplished the task.

Before you can use the project files, you need to download them from the Web. You can access the files at www.perspection.com. After you download the files from the Web, unzip the files into a folder on your hard drive to which you have easy access from Leopard.

Project 1: Customizing the Leopard Desktop

Skills and Tools: Leopard Desktop, Finder, Stacks, Spaces, Sidebar, and Cover Flow

From the menu bar at the top of the screen to the dock at the bottom, the Leopard desktop transparent look and feel allows you to create an whole new display on your computer. If you desktop gets cluttered, you can create Stacks of documents, applications, or folders to make it easier to organize and access material you're currently working on. As you work on multiple projects, you can organize them into different Spaces, which allows you to group your windows into a unique space as you see fit. You can also use the Sidebar to help you find materials grouped into categories, similar to iTunes. Just as you use Cover Flow to flip through album art in iTunes, you can also use it to flip through files. Instead of opening a document to see what's in it, you can now use Quick Look to view the contents of a document with a single click and flip through multiple page documents.

The Project

In this project, you'll display and customize the Leopard desktop and Finder to meet your workspace needs. You'll change the look and feel of the desktop, create stacks and spaces, quickly find the materials you need in the Sidebar, flip through files and other material, and take a Quick Look at the contents of files.

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The **Workshop** walks you through indepth projects to help you put the Mac OS X Leopard to work.

Keyboard Shortcuts

If a command on a menu includes a keyboard reference, known as a keyboard shortcut, to the right of the command name, you can perform the action by pressing and holding the first key, and then pressing the second key to perform the command quickly. In some cases, a keyboard shortcut uses one key or three keys. For three keys, simply press and hold the first two keys, and then press the third key. Keyboard shortcuts provide an alternative to using the mouse and make it easy to perform repetitive commands. If you don't like a global shortcut key combination, you can change it. See "Changing Keyboard Settings," on page ??? for details.

Finding a Keyboard Shortcut

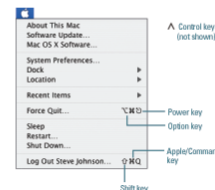
The Mac OS X Leopard contains keyboard shortcuts for many commands and tasks in the different applications and utility programs. To find a keyboard shortcut for a menu command, click the menu with the command to display the keyboard shortcut keys. See the illustration below for key symbols on menus. To find a keyboard shortcut for a common task, use the list provided here. To help you locate the keyboard shortcut you're looking for in the list, the shortcuts are organized by Mac OS X Leopard system or application and listed with page numbers.

Mac OS X System

Starting Up, ???
Shutting Down, ???
Dock, ???
Finder, ???
Freezes, ???
System, ???
Dialogs, ???
Windows, ???
Taking Screen Pictures, ???

Mac OS X Applications

iCal, ???
iMovie, ???
iPhoto, ???
iTunes, ???
Mail, ???
Safari, ???



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Additional content is available on the Web.

More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your documents.
- ◆ **More Content.** Download new content developed after publication, such as a chapter on *Using Basic Unix Commands*.

You can access these additional resources on the Web at www.perspection.com.



Download and use **Photographs** to help you add impact to your documents.