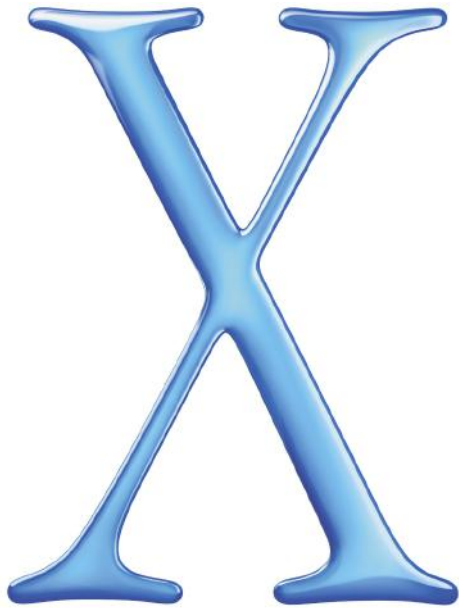


Welcome to Mac OS X

Public Beta



Welcome to Mac OS X—the next generation Macintosh operating system. Thank you for participating in the Public Beta release of Mac OS X. Your comments and feedback are appreciated.

This book helps you start using Mac OS X. First install the software, then discover how easy it is to use.

- 2 Before Installing
- 4 Installing Mac OS X
- 6 Aqua
- 8 Finder Windows
- 10 Accessing Files
- 12 The Dock
- 14 Applications
- 16 Changing Settings
- 18 Getting Connected
- 20 Using Mail
- 22 Printing
- 24 Troubleshooting



Before Installing

About the Mac OS X software

Important Mac OS X Public Beta is pre-release software provided on a trial basis for a limited time. It's being made available to you for evaluation and development purposes only. Do not use Mac OS X Public Beta in a commercial operating environment or with important data. You should back up all of your data before installing this software and regularly back up data while using the software. Your rights to use Mac OS X Public Beta are subject to the terms of the software license agreement that accompanies the software.

Deciding how to install

If you want to use only Mac OS X and Mac OS X applications, you can install Mac OS X on your computer by itself.

If you want to continue using your Mac OS 9 (called “Classic”) applications with Mac OS X, you need to keep your existing Mac OS 9 system on your computer. There are two ways you can install Mac OS X so that you can use Classic applications:

- Install Mac OS X on the same disk or disk partition with Mac OS 9. Doing so does not change Mac OS 9 or the other contents of your disk, except to move them into a folder named “MacOS9.”
- Install Mac OS X on a separate disk or disk partition, keeping Mac OS 9 on its own disk or disk partition. If you use separate disk partitions, be sure Mac OS 9 is installed on the first partition.

If you don't have Mac OS 9 installed on your computer already and you want to use Classic applications, install Mac OS 9 before you install Mac OS X.

Updating your computer's firmware

Before you install Mac OS X, you may need to update your computer's firmware. Updaters and instructions are available at the Apple Software Updates Web site (<http://asu.info.apple.com>). You may also need to update the software for any device you use with your computer. Check with the manufacturer for the latest update.

Getting information you need to set up

When the Installer finishes, you'll need certain information to complete the Setup Assistant. If you already use Mac OS 9, you may want to use the same network and Internet settings with Mac OS X. If so, capture this information in Mac OS 9 before you install Mac OS X. Here's where to find the information you need in Mac OS 9 and where to use it in Mac OS X.

Settings	In Mac OS 9	In Mac OS X	
		Setup Assistant	Other Applications
TCP/IP	TCP/IP control panel	Yes	Network pane in System Preferences
Internet	Web tab in the Internet control panel	Yes	Internet pane in System Preferences
Mail	E-mail tab in the Internet control panel	Yes	Internet pane in System Preferences and in Mail
Dial-up connection (PPP)	Remote Access and Modem control panel		PPP Connect and Network pane in System Preferences
Printers	Chooser or Network Browser		Print Center
Servers	Chooser or Network Browser		"Connect to Server" from the Go menu in the Desktop

If you don't know your Internet and network settings, contact your Internet service provider (ISP) or system administrator.

9 For the experienced Mac OS user

So that you can continue to use your Classic Mac OS 9 applications, Mac OS X provides the Classic environment. When you open a Classic application, the Classic environment starts up, using an available Mac OS 9 system.

X Mac OS X tips

Getting more information

For more information and to provide feedback about Mac OS X, visit the Mac OS X Web site:

<http://www.apple.com/macosx>



Installing Mac OS X

Installing

1 Insert the Mac OS X CD and restart your computer while holding down the C key.

2 Select the language you want to use.

The language you select will be used by the Installer, Setup Assistant, and Mac OS X. To change the language after installation, use the International pane in System Preferences.

3 Follow the onscreen instructions.

When the installation is finished, your computer restarts.

Setting up

After installation finishes and your computer restarts, Setup Assistant appears. It guides you through setting up important features of Mac OS X, including

- entering your network, Internet, and email settings
- giving a name and password to a user account for your computer

This user is an administrator. When you log in as an administrator, you can add other users and change system settings that require an administrator password.

Important Be sure to remember the name and password you give this user. You'll need to type them exactly the same way (including capitalization) each time you log in. If you forget your password, you will not be able to access your files and you may need to reinstall Mac OS X.

Logging in

Each time you start up your computer, the login dialog appears. The first time you start up Mac OS X, log in as the user you created with Setup Assistant.



Type the user name and password here, then click Log In.

9 For the experienced Mac OS user

Mac OS X is designed for computers that are used by more than one person or that are on a network. To provide greater security for your documents and your computer, Mac OS X requires you to log in. To have the greatest access to your computer, log in as an administrator.

X Mac OS X tips

Getting help

Throughout this book, you'll see questions like the one below to search Mac Help. To get answers to these questions, choose Mac Help from the Help menu, type the question, and click Ask.



Type the question here, then click Ask.



Searching Mac Help
How do I use Help?



Aqua

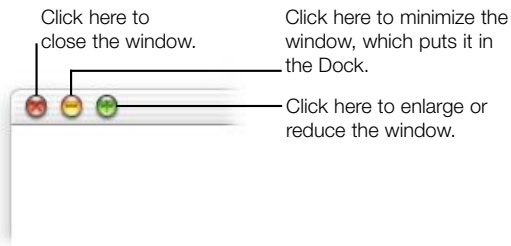
When Mac OS X starts up, you see the Desktop, a Finder window, and the Dock at the bottom of the screen. Click the applications in the Dock to begin discovering what you can do with Mac OS X.

This menu includes the commands for setting application preferences and quitting.

Use Finder windows to access and organize your documents and applications.

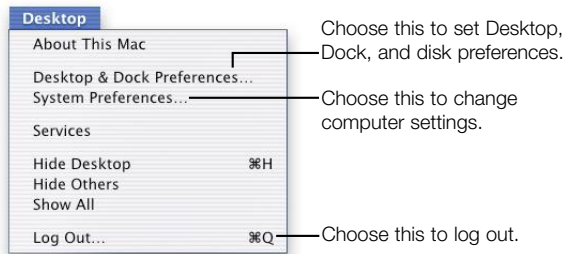
Using the window buttons

Mac OS X windows have three buttons in the top-left corner. Here's what they do:



The Desktop application menu

When you use the Desktop, you'll see the Desktop application menu.



9 For the experienced Mac OS user

When you log in, a Finder window shows your "home" folder—a private space on the computer for your personal documents and applications. So that several people can use a computer, Mac OS X provides a home folder for each user.

X Mac OS X tips

Finding your home folder

Your home folder is named with your user name. It is in the Users folder on the Mac OS X disk. You can go to it quickly by clicking the Home button in a Finder window.

Changing the Desktop background

To change the Desktop background, choose Desktop & Dock Preferences from the Desktop menu and click the Desktop tab.

Changing computer settings

You use the System Preferences application to change settings for your computer (instead of control panels as in Mac OS 9).



Searching Mac Help

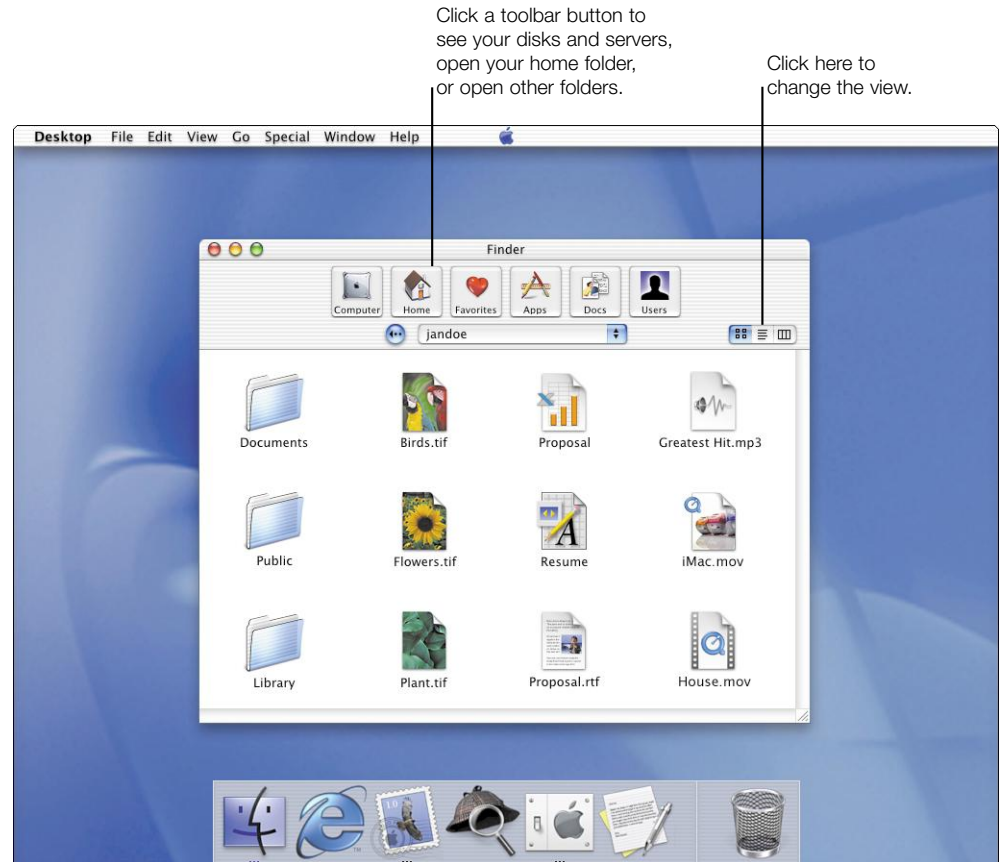
How do I use the Desktop?



Finder Windows

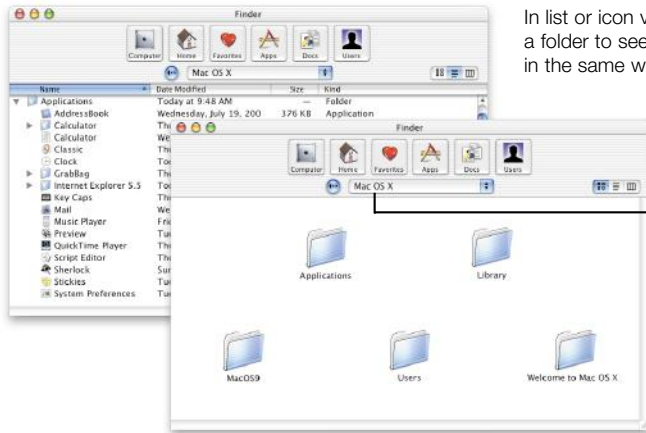
Finder windows are the gateway to your computer and network.

In a Finder window you see your documents, folders, disks, and servers.



Finder views

You can view Finder windows in icon, list, or column view.



In list or icon view, double-click a folder to see its contents in the same window.

Shows the folders that contain the selected item.



In column view, click a folder to see its contents. Column view shows the path to the selection. Use column view to see how your disk is organized.

Shows information about the item. If it's a picture, you see a preview. If it's a movie, you can play it here.

9 For the experienced Mac OS user

To make it easier for you, Mac OS X reduces the number of open windows. When you double-click a folder in a window, the folder's contents appear in the same window. If you want to open a separate window, press the Option key when you double-click the folder.

X Mac OS X tips

Opening another Finder window

If you need to open another Finder window (to move or copy a file, for example), choose New Finder Window from the File menu.

Moving, copying, or making an alias to a file

To move a file to another folder on the same disk, drag it. To copy the file, press the Option key while you drag. To make an alias to it, press the Apple and Option keys while you drag.

Changing the look of Finder windows

You can change the look of all Finder windows in icon or list view, or just the active window. To change the way Finder windows look, choose Show View Options from the View menu. You can change the background color or add a picture.



Searching Mac Help

How do I use Finder windows?



Accessing Files

Use the toolbar buttons to quickly access your disks, servers, applications, and documents.



Computer

Your disks, CDs, and Network (where you can access connected servers)



Home

Your home folder—your private space on the computer (named with your user name)



Favorites

The Favorites folder in your home folder (access these items quickly when you save or open a document)



Apps

The Applications folder on your Mac OS X disk



Docs

The Documents folder in your home folder



Users

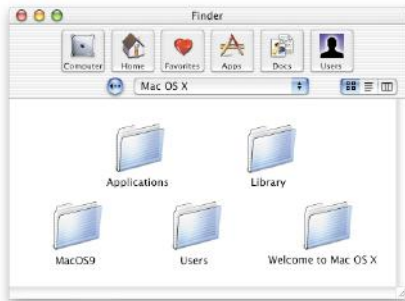
The Users folder on your Mac OS X disk, where each computer user's home folder is located

How Mac OS X is organized

Mac OS X is organized in a simple way.



When you click the Computer button, you see your Mac OS X disk and any other disks you are using. Open Network to see the servers you are connected to.



The Mac OS X disk contains a folder for applications. The Library folder contains fonts, preferences, and other files. If you see a MacOS9 folder, it contains your Classic applications and documents. The Users folder contains the home folder of each user.



Your home folder contains your documents. Your Favorites folder is in the Library folder. If you turn on file sharing, other users on your network can access your Public folder.

9 For the experienced Mac OS user

In Mac OS X, the Applications folder is protected. If you drag an application out of the Applications folder, Mac OS X makes a copy of it. To make an alias instead, press the Apple and Option keys while you drag the application.

X Mac OS X tips

Accessing favorites

When you save or open a document, a pop-up menu shows recently opened items and items in your Favorites folder. You can add items to the Favorites folder.

Turning on file sharing

To turn on file sharing, open System Preferences and click Sharing, then click the Start button. If you turn on file sharing, other users on your network can access your Public folder (in your home folder).

Setting access privileges to a folder

You can give other people who use your computer access to items in your home folder and control access to your Public folder. To control access to a folder, select it and choose Show Inspector from the File menu, then choose Sharing from the Show pop-up menu.

Ejecting disks

To eject a disk, drag its icon to the Trash in the Dock.



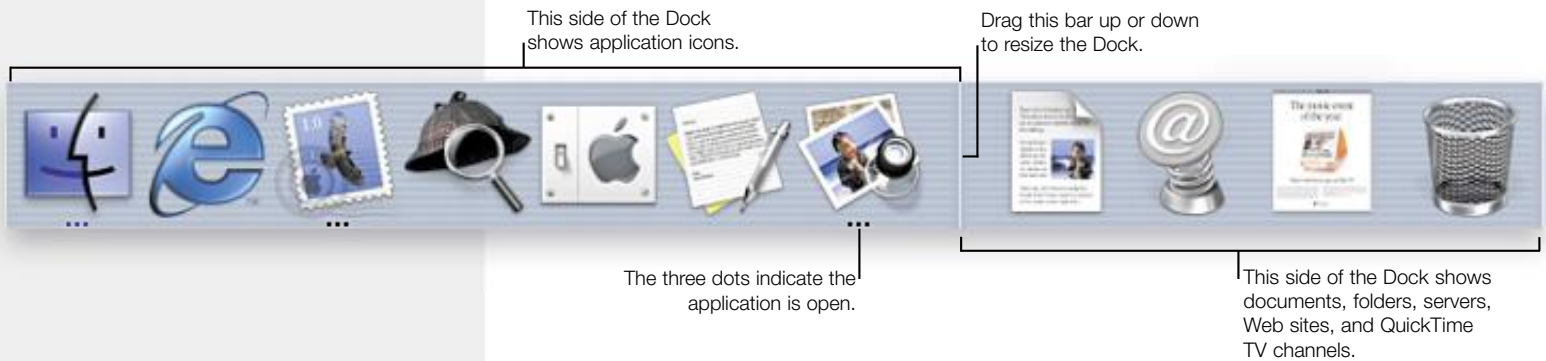
Searching Mac Help

How is my hard disk organized?



The Dock

The Dock makes it easy to open applications and documents, and switch between them. To open an application in the Dock or make an application or document active, click its icon.



What's in the Dock



Desktop

Click to see a Finder window and the Desktop menus.



Mail

One of the applications included in the Dock when you install Mac OS X.



Preview

An application icon added to the Dock.



Document

A document added to the Dock.



Web site and servers

A server or Web site added to the Dock. Click to open the Web site in your browser or mount the server.



Minimized window

You can put any window in the Dock. Click to open the window.



Trash

Drag files here to throw them away.

9 For the experienced Mac OS user

The Dock consolidates several Mac OS 9 features. Keep items you use frequently in the Dock instead of using the Apple menu. Click items in the Dock to make them active, rather than using the application switcher.

X Mac OS X tips

Adding icons to the Dock

You can add icons to the Dock for such items as applications, documents, folders, servers, and Web sites. To add an icon, drag it to the Dock. To remove an icon, drag it from the Dock.

Changing how the Dock works

To resize the icons in the Dock, make them magnify, or hide the Dock, choose Desktop & Dock Preferences from the Desktop menu, then click the Dock tab. If you hide the Dock, it appears when you move the mouse to the bottom of the screen.

Opening a document using an application in the Dock

Drag the document's icon to the application's icon in the Dock.

Switching between applications

In addition to using the Dock, you can press the Apple and Tab keys together to switch applications.



Searching Mac Help
How do I use the Dock?



Applications

Mac OS X includes several specially designed applications. Here are the applications you will use most frequently.



Desktop

Access your applications and documents, get information about your files, and connect to servers.



Internet Explorer

Use Microsoft Internet Explorer to browse the Web.



Mail

Send and receive email messages that include pictures and movies.



Sherlock

Find what you're looking for on your disks, your network, or the Internet.



System Preferences

Change computer settings such as Internet preferences.



TextEdit

Create documents with formatted text and pictures.

More applications

In addition to what's in the Dock, the Applications folder on your Mac OS X disk contains useful applications. Here's a selection of what's available:



QuickTime Player

Play movies, view pictures, listen to music, watch QuickTime TV.



Preview

Open PDF and graphics files, preview documents before you print them, and save them in PDF format.



Address Book

Keep all your email addresses and other information about people in one place.



Multiple Users

Add users so that other people can log in to your computer.



Disk Utility

Repair, format, and partition disks.



Grab

Take a picture (a "screen shot") of anything you see on your screen.

9 For the experienced Mac OS user

To use a Classic application with Mac OS X, just double-click the application's icon or a document created with the application. When you open a Classic application, the Classic environment must start up first. To have the Classic environment start up when you log in, open System Preferences and click Classic, then select the "Start up Classic on login" checkbox.

X Mac OS X tips

Updating your software

Mac OS X includes the Software Update application so that you can easily get the latest version of your Mac OS X applications and system software.

Forcing applications to quit

If you can't quit an application, press the Apple, Option, and Escape keys together, select the program in the window, and click Force Quit.



Searching Mac Help

How do I use my applications?



Changing Settings

Use the System Preferences application to change your computer settings. To open System Preferences, click its icon in the Dock. Then click a button at the top.

Click here to see all of the system preferences.

If this is a locked padlock, click it and enter an administrator password to change the settings.

Click a button here or in the Show All pane to see the settings you want to change.

The screenshot shows the 'System Preferences - Date & Time' window. The window title bar includes 'System Prefs', 'Pane', 'Edit', 'Window', and 'Help'. Below the title bar is a row of icons for 'Date & Time', 'Monitors', 'Network', 'Sound', and 'Startup Disk'. The 'Date & Time' pane is selected, showing a calendar for July 2000 and a digital clock displaying 16:13:02. A lock icon is visible at the bottom left of the pane, with the text 'Click the lock to make changes.' below it. Annotations with lines pointing to the 'Show All' button, the lock icon, and the pane title bar provide instructions on how to interact with these elements.

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important settings panes

These are some important settings panes in the System Preferences application. To change some settings, you need an administrator password.



Classic

Select settings for the Classic environment.



Internet

Enter settings for your email and Web browser.



International

Change the language your computer uses and the way dates, time, and numbers are displayed.



Network

Enter settings to connect to your network.



Password

Change your login password.



Sharing

Turn on file sharing so that other people on the network can access your Public folder.



Startup Disk

Select a startup disk for your computer. You can start up using Mac OS 9 or Mac OS X.

9 For the experienced
Mac OS user

With System Preferences, you can select all the settings you used to change with control panels in Mac OS 9.

X Mac OS X tips

Setting application preferences

Applications also have preferences. To set preferences for a Mac OS X application, choose Preferences from the application's menu.

Preferences for Mac OS 9 applications remain where they were, usually in the Edit menu.

Returning to Mac OS X from Mac OS 9

In the Startup Disk pane, you can select a Mac OS 9 startup disk for your computer to use when you restart. To start up using Mac OS X again, use the System Disk control panel (in the "Welcome to Mac OS X" folder), to select your Mac OS X disk. You cannot use the Mac OS 9 Startup Disk control panel to select a Mac OS X disk.

Adding items to the favorites toolbar

To add a preference button to the favorites toolbar (at the top right), click Show All and drag the button to the toolbar. To remove an item, drag it from the toolbar.



Searching Mac Help

How do I change computer settings?



Getting Connected

Mac OS X provides fully integrated Internet and network capabilities, including Web browsing, Web sharing, access to network servers, and file sharing.

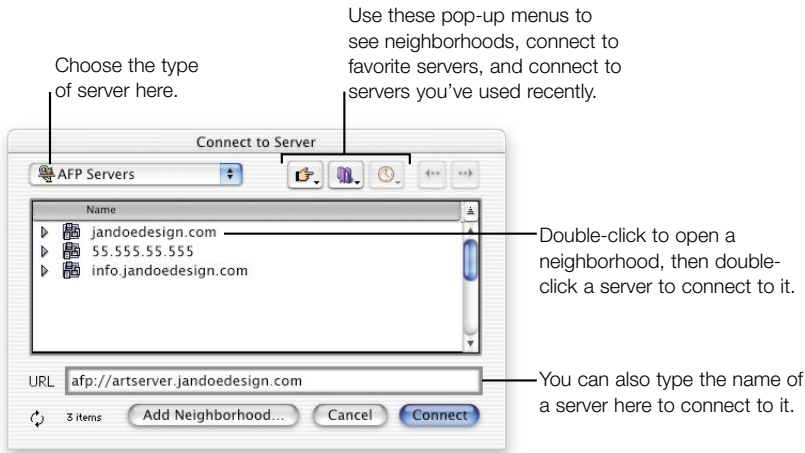
Use Internet Explorer to browse Web sites.

Use PPP Connect to set up and connect to the Internet using a dial-up modem.



Accessing network servers

When you choose “Connect to Server” from the Go menu (in the Desktop), this dialog appears.



If you choose	You will see
AFP Servers	AppleShare IP file servers
	Mac OS 9 file sharing folders (only if over TCP/IP)
	Mac OS X shared Public folders
Web Servers	Mac OS 9 Web Sharing sites
	Mac OS X Web Sharing sites

After you connect to a server, click the Computer button (in a Finder window) and open Network, then open the Connected Servers folder. If you type the address (URL) of a Web site, it opens in your Web browser.

9 For the experienced Mac OS user

To connect to servers in Mac OS X, you use “Connect to Server” rather than the Chooser or Network Browser.

X Mac OS X tips

Entering your Internet and network settings

To enter your Internet and network settings, open System Preferences and click the Internet or Network button.

Turning on AppleTalk

If you need to use AppleTalk, open System Preferences and click Network, then choose AppleTalk from the Show pop-up menu.

Starting a dial-up connection to the Internet

If you use a dial-up modem to connect to the Internet, you use a PPP connection. First, use the Network pane in System Preferences to set up your network. Then open PPP Connect (in the Utilities folder), enter the information, and click Connect.

Disconnecting servers

To disconnect from a server, drag its icon to the Trash in the Dock.



Searching Mac Help
How do I connect to the Internet?

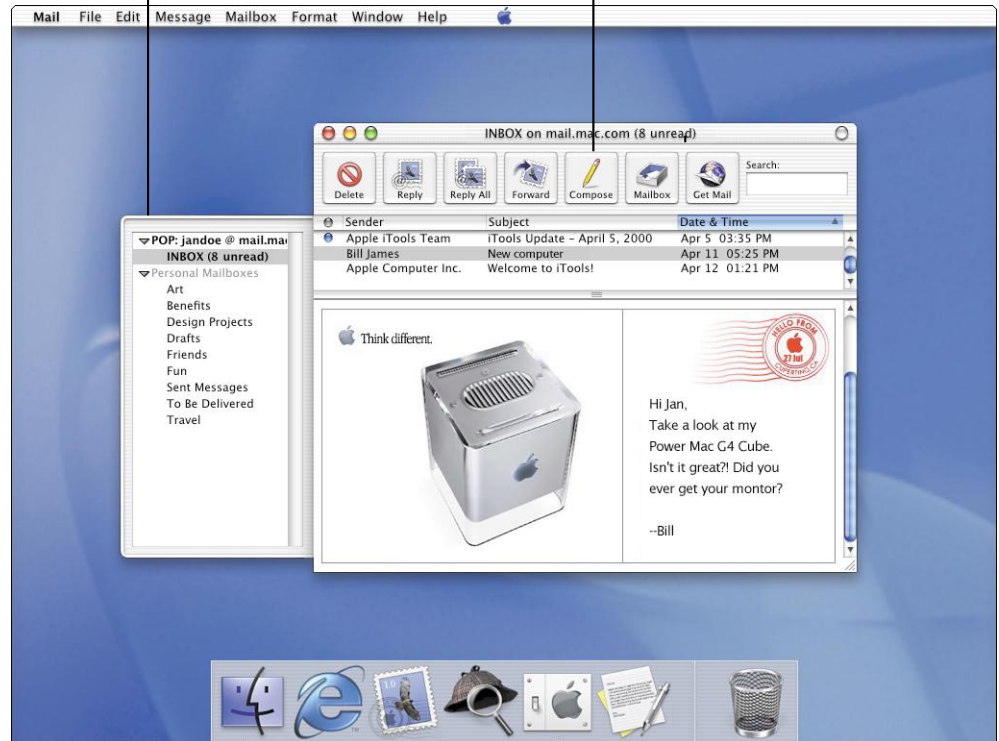


Using Mail

Use the Mail application included with Mac OS X to send and receive email. Your email can include pictures, sounds, and movies as well as text.

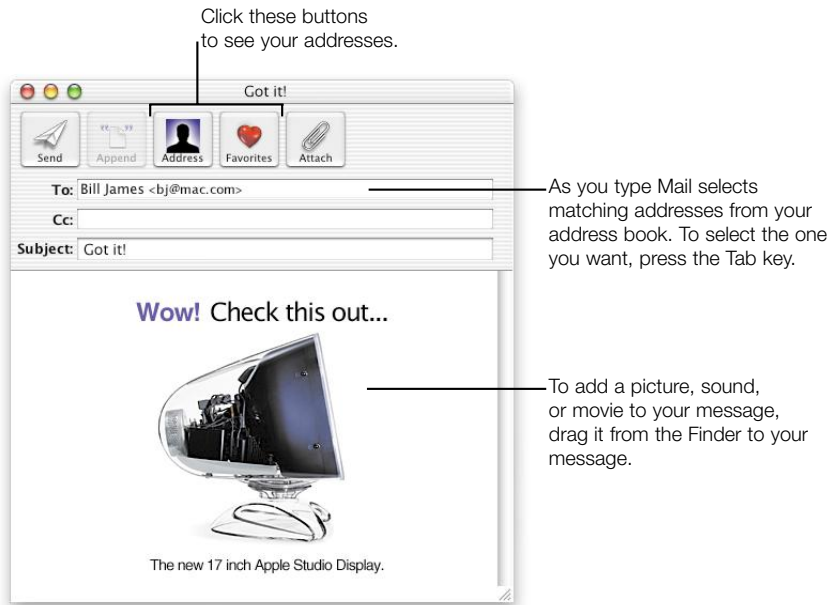
Mailboxes are shown in this drawer, which appears when you click Mailbox.

Click here to write a message.



Sending email

To send an email message, click the Compose button, type the address, and write your message.



9 For the experienced Mac OS user

The Mail application is fully integrated into Mac OS X. In addition to using font styles, you can put attachments directly in your messages.

X Mac OS X tips

Setting up mail

When you used Setup Assistant, you set up how to send and receive your email. To change settings or add other accounts, choose Preferences from the Mail menu. If you log in as a new user, the first time you open Mail you'll be asked to set up your Mail account.

Changing the active mail account

Mail lets you receive email from more than one email account. To make an email account active, click the Active column next to the account's name in Accounts Preferences. To see your messages, select the account's mailbox in the Mailboxes drawer.



Searching Mac Help

How do I send and receive email?



Printing

Mac OS X provides a new way to print your documents. First use the Print Center to connect to the printers you want to use.

Then print your work.

If you see a list here, double-click a printer to add it to the Print Center.

Choose how to connect to the printer here.

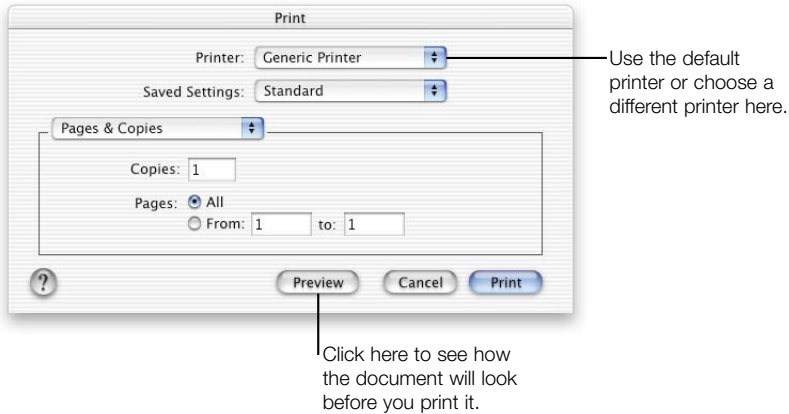
The screenshot shows the Mac OS X desktop environment. The Print Center application is the primary focus, displaying a list of printers. The 'Printers' window is open, showing the 'LPR' printer selected. The 'Internet Address or Name' field is filled with 'colorprint.company.com'. The 'Printer Name' field contains 'ColorPrinter' and the 'Printer Model' dropdown is set to 'LaserWriter'. The 'Add' button is highlighted. A background window titled 'iMac DV' displays an advertisement for the iMac DV, featuring the text 'The movie event of the year.' and 'Time to get an iMac DV'. The dock at the bottom of the screen contains various application icons, including Finder, Internet Explorer, Mail, Spotlight, iPhoto, iMovie, Print Center, iPhoto Library, and Trash.

Setting up

If you are using a USB printer, it's automatically set up for you. Before you can print a document to a network printer, you need to connect to at least one printer using Print Center. If you haven't connected to a printer when you print the first time, Print Center opens. In the Printers window click Add Printer, then select how to connect to the printer. If a list appears, double-click the printer you want to add. Otherwise, enter the requested information.

Printing a document

To print a document, choose Print from the File menu. The Print dialog opens with the default printer selected.



Previewing a document

In the Print dialog, you can click Preview to open the Preview application and see how your document will look. From Preview you can print the document or save it in PDF format.

9 For the experienced Mac OS user

You use Print Center to select and set up printers (rather than the Chooser). Mac OS X does not have desktop printers; you can select a printer right in the Print dialog.

X Mac OS X tips

Selecting a default printer

When you print a document, your default printer is automatically selected. To change the default printer, select a printer in Print Center and choose Make Default from the Printers menu.

Setting up a document to print

Before you print a document, choose Page Setup from the File menu to select page options.



Searching Mac Help

How do I print my documents?



Troubleshooting

You see a message about updating your computer's firmware.

If you see a message that you need to update your computer's firmware, you should do so before proceeding with the installation. The updater and instructions are available on the Apple software updates Web site (<http://asu.info.apple.com/>).

The Installer cannot repair your hard disk.

If necessary, the Installer tries to repair your hard disk before it installs Mac OS X. If you see a message that the disk can't be fixed, start up your computer using your Mac OS 9 CD and try to repair it using Disk First Aid (on the CD).

If you can't repair the disk using Disk First Aid, you may need to reinitialize it. Back up your disk before you erase all the files on it. Start up your computer using your Mac OS 9 CD, then use the Drive Setup program (on the CD) to initialize the disk. If you want to use Classic applications, install Mac OS 9 and copy your Classic applications and documents from your backup. Then install the Mac OS X software.

The Installer cannot update the hard disk driver.

The Installer cannot update non-Apple hard disks. Use the disk utility recommended by the manufacturer of your hard disk to update your drivers before installing Mac OS X. Make sure to use a version of the utility that is compatible with Mac OS X.

Installing Mac OS X was interrupted and now you can't restart your computer.

If this happens and you have Mac OS 9 installed on your computer, try restarting your computer while pressing the Option key to start up using Mac OS 9.

If you cannot start up using Mac OS 9, insert a Mac OS 9 CD in your computer and press the C key while restarting your computer. Open the Startup Disk control panel and select your Mac OS 9 disk.

You can't log in to your computer.

First, make sure you are entering your password with the same capitalization and punctuation that you used originally. If you still can't log in, log in as an administrator, open the Multiple Users application, and change your name or password.

Network services don't seem to be working.

If your network services don't seem to be working, try these solutions:

- Make sure that your computer is connected to the network.
- Check your computer's network settings (in the System Preferences application).
- See your server administrator to make sure the server you are trying to connect to is available.

You can't quit an application.

If you can't quit an application, you can force it to quit. Press the Apple, Option, and Escape keys together, select the program in the window, and click Force Quit. (You do not need to restart your computer.)

Important When you force an application to quit, any unsaved changes to documents are lost.

You need to start up your computer using Mac OS 9.

In some cases, you may need to start up your computer using Mac OS 9. For example, you may need to do this to use a device or program that is not compatible with Mac OS X. To start up using Mac OS 9, open System Preferences and click Startup Disk. Select your Mac OS 9 disk and restart your computer.

You want to start up in Mac OS X after starting up in Mac OS 9.

If you start up your computer with Mac OS 9, then want to start up with Mac OS X, use the System Disk control panel (in the "Welcome to Mac OS X" folder) to select your Mac OS X disk. You can't use the Startup Disk control panel included with Mac OS 9 to select a Mac OS X disk.

X Mac OS X tips

Getting support

Free online information is available and telephone support is provided on a pay-per-incident basis for installation, configuration, and troubleshooting. Visit the Mac OS X Support Web site at the following location for details:

<http://www.apple.com/support/macosex/>

Getting help

To search for solutions to problems you are having with Mac OS X, open Mac Help, type a question, and click Ask.



Searching Mac Help
**What's the latest news
about Mac OS X?**

www.apple.com

© 2000 Apple Computer, Inc. All rights reserved.

Apple, the Apple logo, AppleShare, AppleTalk, Mac, Macintosh, the Mac OS logo, Sherlock, QuickTime, and the QuickTime logo are trademarks of Apple Computer, Inc., registered in the U.S. and other countries. Aqua, Disk First Aid, and Finder are trademarks of Apple Computer, Inc.

Digital imagery® copyright 2000 PhotoDisc, Inc. Acknowledgements: Portions of Mac OS X utilize third-party copyrighted material.

Acknowledgements, licensing terms, and disclaimers for such material are contained in the electronic documentation.

034-1028-A Printed in U.S.A.