Making Everything Easier!™

Mac OS® X Snow Leopard™ FOR DUMMIES®

Learn to:

- Navigate around the desktop and get to know the Dock
- Get online, set up an e-mail account, and surf the Web with Safari®
- Enjoy music, movies, DVDs, and digital photos on your Mac®
- Organize and manage files and folders

Bob LeVitus
Coauthor of iPhone For Dummies

Mac OS® X Snow Leopard™ For Dummies®

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Appendix: Installing or Reinstalling Mac OS X Snow Leopard (Only If You Have To)

Mac OS® X Snow Leopard™ For Dummies®

by Bob “Dr. Mac” LeVitus

Mac OS® X Snow Leopard™ For Dummies®

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About the Author

Bob LeVitus, often referred to as “Dr. Mac,” has written or co-written more than 50 popular computer books, including *iPhone For Dummies, GarageBand For Dummies,* and *Dr. Mac: The OS X Files* for Wiley Publishing, Inc.; *Stupid Mac Tricks* and *Dr. Macintosh* for Addison-Wesley; and *The Little iTunes Book* and *The Little iDVD Book* for Peachpit Press. His books have sold more than a million copies worldwide.

Bob has penned the popular Dr. Mac column for the *Houston Chronicle* for the past ten years and has been published in dozens of computer magazines over the past 15 years. His achievements have been documented in major media around the world. (Yes, that was him juggling a keyboard in *USA Today* a few years back!)

Bob is known for his expertise, trademark humorous style, and ability to translate techie jargon into usable and fun advice for regular folks. Bob is also a prolific public speaker, presenting more than 100 Macworld Expo training sessions in the U.S. and abroad, keynote addresses in three countries, and Macintosh training seminars in many U.S. cities. (He also won the Macworld Expo MacJeopardy World Championship three times before retiring his crown.)

Bob is considered one of the world's leading authorities on Mac OS X. From 1989 to 1997, he was a contributing editor/columnist for *MacUser* magazine, writing the Help Folder, Beating the System, Personal Best, and Game Room columns at various times.

In his copious spare time, Bob heads up a team of expert technical consultants who do nothing but provide technical help and training to Mac users via telephone, e-mail, and/or a unique Internet-enabled remote control software, which allows the team to see and control your Mac no matter where in the world you may be.

If you're having problems with your Mac, you ought to give them a try. You'll find them at www.boblevitus.com or 408-627-7577.

Prior to giving his life over to computers, LeVitus spent years at Kresser/Craig/D.I.K. (a Los Angeles advertising agency and marketing consultancy) and its subsidiary, L & J Research. He holds a B.S. in Marketing from California State University.

Dedication

This book is dedicated to my wife, Lisa, who taught me almost everything I know about almost everything I know except computers. It's also dedicated to my children, Allison and Jacob, who love their Macs almost as much as I love them (my kids, not their Macs).

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We’re proud of this book; please send us your comments through our online registration form located at http://dummies.custhelp.com. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

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Introduction

You made the right choice twice: Mac OS X Snow Leopard and this book.

Take a deep breath and get ready to have a rollicking good time. That's right. This is a computer book, but it's going to be fun. What a concept! Whether you're brand spanking new to the Mac or a grizzled old Mac vet, I guarantee that reading this book to discover the ins and outs of Mac OS X Snow Leopard will make everything easier. Wiley, Inc. (the publisher of this book) couldn't say as much on the cover if it weren't true!

About This Book

This book's roots lie with my international bestseller *Macintosh System 7.5 For Dummies,* an award-winning book so good that now-deceased Mac cloner Power Computing gave away a copy with every Mac clone it sold. *Mac OS X Snow Leopard For Dummies* is the latest revision and has been, once again, completely updated to include all the Mac OS X goodness found in Snow Leopard. In other words, this edition combines all the old, familiar features of previous editions — but is once again updated to reflect the latest and greatest offering from Apple as well as feedback from readers.

Why write a *For Dummies* book about Snow Leopard? Well, Snow Leopard is a big, somewhat complicated, personal-computer operating system. So I made *Mac OS X Snow Leopard For Dummies* a not-so-big, not-very-complicated book that shows you what Snow Leopard is

all about without boring you to tears, confusing you, or poking you with sharp objects.

In fact, I think you'll be so darned comfortable that I wanted the title to be *Mac OS X Snow Leopard Without Discomfort,* but the publishers wouldn't let me. Apparently, we *For Dummies* authors have to follow some rules, and using *Dummies* and *Mac OS X Snow Leopard* in this book's title are among them.

And speaking of *"dummies,"* remember that it's just a word. I don't think you're dumb — quite the opposite! My second choice for this book's title was *Mac OS X Snow Leopard For People Smart Enough to Know They Need Help with It,* but you can just imagine what Wiley thought of that. ("C'mon, that's the whole point of the name!" they insisted. "Besides, it's shorter our way.")

Anyway, the book is chock-full of information and advice, explaining everything you need to know about Mac OS X in language you can understand — along with timesaving tips, tricks, techniques, and step-by-step instructions, all served up in generous quantities.

What You Won't Find in This Book

Another rule we *For Dummies* authors must follow is that our books cannot exceed a certain number of pages. (Brevity is the soul of wit, and all that.) So I wish I could have included some things, but they didn't fit. Although I feel confident you'll find everything you need to know

about Mac OS X Snow Leopard in this book, some things bear further looking into, including these:

Information about some of the applications (programs) that come with Mac OS X Snow Leopard: An installation of Mac OS X Snow Leopard includes more than 50 separate applications, mostly found in the Applications folder and the Utilities folder within it. I'd love to walk you through each one of them, but that would have required a book a whole lot bigger, heavier, and more expensive than this one.

This book is, first and foremost, about using Mac OS X, so I brief you on the small handful of bundled applications essential to using Mac OS X Snow Leopard and keep the focus there — namely, iCal, Address Book, Mail, Safari, TextEdit, and the like, as well as important utilities you may need to know how to use someday.

For what it's worth, many books cover the applications that come with Mac OS X Snow Leopard as well as applications commonly bundled with Snow Leopard on a new Mac, such as iLife; the one my publisher suggested I recommend is *Mac OS X Snow Leopard All-in-One For Dummies,* written by Mark L. Chambers, which is (by sheer coincidence, of course) also published by Wiley.

Information about Microsoft Office, iLife, iWork, Adobe Photoshop, Quicken, and most other third-party applications: Okay, if all the gory details of all the bundled (read: *free*) Mac OS X Snow Leopard applications don't fit here, I think you'll understand why digging into third-party

applications that cost extra was out of the question.

Information about programming for the Mac: This book is about *using* Mac OS X Snow Leopard, not writing code for it. Dozens of books cover programming on the Mac, most of which are two or three times the size of this book.

For what it's worth, Dennis Cohen, my technical editor, and his brother Michael wrote a great book about Xcode 3, the development environment included with Mac OS X Snow Leopard. It's called *The Xcode 3 Book* and, by sheer coincidence, is also published by (who else?) Wiley.

Conventions Used in This Book

To get the most out of this book, you need to know how I do things and why. Here are a few conventions I use in this book to make your life easier:

When I want you to open an item in a menu, I write something like "Choose File⇒Open," which means, "Pull down the File menu and choose the Open command."

Stuff you're supposed to type appears in bold type, **like this.**

Sometimes an entire a sentence is in boldface, as you see when I present a numbered list of steps. In those cases, I leave

the bold off what you're supposed to type, like this.

Web addresses, programming code (not much in this book), and things that appear on-screen are shown in a special monofont typeface, `like this`.

For keyboard shortcuts, I write something like ⌘+A, which means to hold down the ⌘ key (the one with the little pretzel and/or symbol on it) and then press the A key on the keyboard. If you see something like ⌘+Shift+A, that means to hold down the ⌘ and Shift keys while pressing the A key. Again, for absolute clarity, I never refer to the ⌘ key with the symbol. I reserve that symbol for the menu (Apple menu). For the Command key, I use only the ⌘ symbol. Got it? Very cool.

Foolish Assumptions

Although I know what happens when you make assumptions, I've made a few anyway. First, I assume that you, gentle reader, know nothing about using Mac OS X — beyond knowing what a Mac is, that you want to use OS X, that you want to understand OS X without having to digest an incomprehensible technical manual, and that you made the right choice by selecting this particular book.

And so I do my best to explain each new concept in full and loving detail. Maybe that's foolish, but . . . oh well.

Oh, and I also assume that you can read. If you can't, ignore this paragraph.

How This Book Is Organized

Mac OS X Snow Leopard For Dummies is divided into six logical parts, numbered (surprisingly enough) 1 through 6. By no fault of mine, they're numbered using those stuffy old Roman numerals, so you see I–VI where you (in my humble opinion) ought to see Arabic numbers 1–6. It's another rule that *For Dummies* authors have to follow, I think.

Anyway, it's better if you read the parts in order, but if you already know a lot — or think you know a lot — feel free to skip around and read the parts that interest you most.

Part I: Introducing Mac OS X Snow Leopard: The Basics: This first part is very, very basic training. From the mouse to the Desktop, from menus, windows, and icons to the snazzy-but-helpful Dock, it's all here. A lot of what you need to know to navigate the depths of Mac OS X safely (and sanely) and perform basic tasks can be found in this part. And although old-timers might just want to skim through it, newcomers should probably read every word. Twice.

Part II: Snow Leopard Taming (Or "Organization for Smart People"): In this part, I build on the basics of Part I and really get you revving with your Mac. Here, I cover additional topics that every Mac user needs to know, coupled with some hands-on, step-by-step instructions. The part starts with a closer look at ways you can organize your files and folders, followed by a chapter about using removable media (which means *ejectable*