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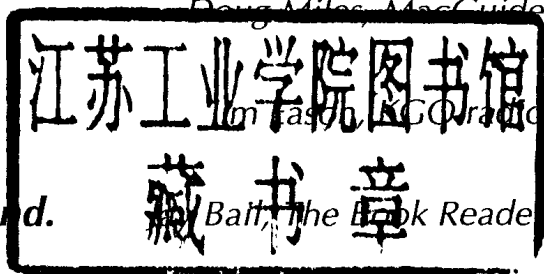
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Kliatt Yo

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logically organized and fully indexed*

*Arthur Naiman, Nancy E. Dunn
Susan McCallister, John Kadyk
and a cast of thousands*

*A Goldstein & Blair book from
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is dedicated to the people of East Timor
whose seventeen-year struggle for independence
has been virtually ignored by the media
despite the murder of perhaps
a quarter of the population***

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Additional copies of *The Macintosh Bible* are available from Peachpit Press, 2414 Sixth St, Berkeley CA 94710, 800 283 9444 or 510 548 4393. Single copies cost \$32 + \$4 for shipping and tax (if any) to US addresses. (For information on other products, and shipping rates to addresses outside the US, see the order pages in the back of the book.)

We offer quantity discounts to computer stores, other retailers and wholesalers (except bookstores and book wholesalers), user groups, businesses, schools and individuals. Distribution to the book trade is through Publishers Group West, Box 8843, Emeryville CA 94662, 800 788 3123 or 510 658 3453.

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Printed in the United States of America

First printing—September 1992

Library of Congress Cataloging-in-Publication Data

The Macintosh bible : thousands of basic and advanced tips, tricks, and shortcuts, logically organized and fully indexed / Arthur Naiman. . . [et al.]. — 4th ed.

p. cm.

"A Goldstein & Blair book."

Includes index.

ISBN 1-56609-009-1 : \$32.00

1. Macintosh (Computer) I. Naiman, Arthur.

QA76.8.M3M325 1993

004.165—dc20

92-16851

CIP

Credits

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Copy-editing and rewriting—Arthur Naiman, John Kadyk, Susan McCallister, Nancy E. Dunn; Lyn Cordell, Debra Keller, Barnard D. Sherman, Paulann Thurmon

Technical editing—John Kadyk, Ken Maki, Randy Singer, Eric Apgar, Chuck Meyer, Byron Brown, Peter Ryce, Steve Costa, Tim Holmes, Greg Dow

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Cover production—Venkatesh *Production coordination*—Karen Faria

Inside design—Arthur Naiman, Byron Brown; Karen Faria, Susan McCallister

Margin icons—Thomas Friesch, Joel Friesch, Arthur Naiman, WetPaint, Steve Shelden, Esther Travis, Ken Millman, Byron Brown

Technical illustrations—Hal Lewis, Karen Faria, Arnold Burgener, John Kadyk, Nancy E. Dunn, Byron Brown

Incidental illustrations—Visual Delights (from SunShine)

Page layout—Byron Brown; Karen Faria, Arthur Naiman, Kathleen Gadway

Fonts—Text and titles: Bookman (Adobe); headers, tables and lists: Optima (Adobe); key caps: PIXymbols Commands and S2113 (Page Studio Graphics); Ten Commandments headings: Gregorian (Casady & Greene); Ten Commandments text: Zapf Chancery (Adobe)

Output—on paper at 1000 dpi on LaserMaster Unity 1000 laser printers


Printing—Michelle Selby, Jim Puzey, Larry Hawkins / Consolidated Printers, Berkeley, California

Logistical support—Sheila Sugrue, Kjell Svensson, Jan Brenner, Jim Norrena, Beth Gerber, Julie Shell, Sabrina Wolf, Jean Waddell

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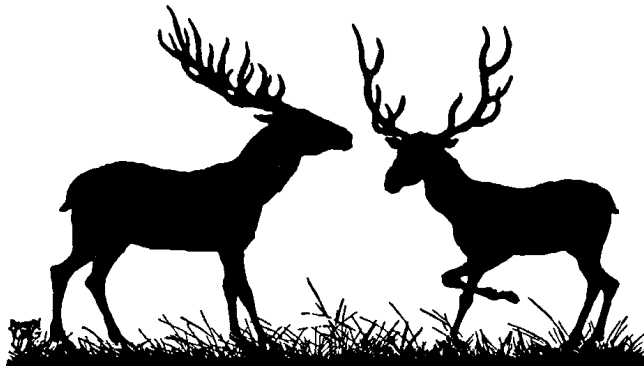
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We've got to make a disclaimer that common sense requires: Although we've tried to check all the tips, tricks and shortcuts described in this book to make sure they work as described, we can't guarantee that they do. Don't try anything except on a backup file. Satisfy yourself that the technique you're trying works before using it on your valuable files.

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Preface (AN)

Most computer books are out-of-date a few months after they're published. But not this one. To keep the information in it current, three *free* 30-page updates are included in the price of the book. To get them, all you have to do is send us your name and address. (It's easiest—but not required—to use the card that's just inside the back cover.)

This fourth edition has been *completely* revised and updated, and contains 800 pages of new material. Few books that are published for the first time have half as much new material.

The Macintosh Bible is a reference book and isn't meant to be read from beginning to end—although we keep getting letters from readers that say, *once you start reading it, you can't put it down; as good as curling up with a good novel; and I've read it from cover to cover—twice!*

Naturally, we'll be delighted if you have the same reaction; if not, use the table of contents and the *very* complete (11,000-line!) index to dip into the book wherever you want. There's also a 642-word glossary, to help you with unfamiliar terms (it could be a small book all by itself).

But first read *How to use this book* (pp. 17–23), so you have an idea of how the book works and how it's organized. And if you're new to the Mac, check out the *Guide for beginners* that begins on p. 57. We've worked hard to make it logical and clear.

If you've owned previous editions of *The Macintosh Bible*, you may find the *Introduction*, which starts on the next page, interesting. (If you're new to this book, however, your reaction may be, *what in the world is he blathering on about?*)

We also offer a selection of the best freeware and shareware programs available on the Mac; it's called *The Macintosh Bible Software Disks*. Now in its fourth edition, this three-disk set is described on pp. 995–96.

Introduction (AN)

It's a common saying that the best source of tips is the manual that comes with a product. To this is often added a mild reproach: "if only people would take the trouble to read it." Well *of course* manuals contain a lot of good tips. There are also a lot of needles in that haystack over there. The trick is to *find* them.

The typical manual buries its useful information beneath tons of idiotic over-simplification (*lift your hand into the air, using your arm and shoulder muscles, and lower it onto the mouse, palm down*), ridiculous warnings (*do not grasp the back of the picture tube with the power on and jump into a bathtub full of water*) and unintelligible computerese (*Guess is an optional argument that specifies the starting value of the iteration*—this last, as you may have guessed, is an actual quote from a manual).

You have better things to do with your time than read hundreds of pages of this sort of stuff every time you want to use a new product. So we've tried to do some gleaning for you.

Needless to say, we can't cover the ground we do and still do a comprehensive job in each area (although the size of the book shows you we tried). It's inevitable that some areas will be covered more thoroughly than others. Still, within each area, we've tried to be selective and concentrate on the most useful stuff.

Several people complained about the font we used in the three previous editions of *The Macintosh Bible*—the sinuous and sensuous Benguiat (see Chapter 6). So I looked at *lots* of other fonts.

I finally decided on an oldie but goodie called Bookman, which has a similar look to Benguiat (not surprisingly, since it was designed by the same person). It's not as trendy as Giovanni or Centaur or Poppl-Pontifex, but it's got the right blend of readability, eccentricity, sensuousness, personality, elegance, friendliness and beauty (R-E-S-P-E-F-B, tell you what it means to me).

Bookman is less quirky and more accessible than Benguiat, but it's also less stylish and exotic. Each of these fonts has its own advantages, but I thought I'd try Bookman for this edition to see how it works, and how you all like it. To let me know what you think, write I Font to be Alone, G&B, Box 7635, Berkeley CA 94707.

If you've bought earlier editions of this book, you probably know that I published them myself (well, hardly *myself*—by the end we had more than twenty employees—but with the company I started, Goldstein & Blair). If you've always wondered where the name Goldstein & Blair came from, this is your lucky day. (I feel a digression coming on.)

George Orwell's wonderful novel *Nineteen Eighty-Four* tends to be underappreciated now that it's become assigned reading in high schools. (That's the kiss of death, because people are forced to read things before they're really ready for them. I remember discovering as an adult that some early Wordsworth is great. "How can that be?" I thought. "We read Wordsworth in high school.")

Anyway, in *Nineteen Eighty-Four*, Emmanuel Goldstein is the head of the underground—the guy who gets hated in the Two Minutes Hate, the author of the book Winston Smith eventually gets busted for reading. As for Blair, that's the name George Orwell was born with—Eric Blair. He took his pen name from a river he loved—the Orwell, which flows past Ipswich in Suffolk, northeast of London.

Goldstein & Blair started off as the *imprint* (publisher's name) I planned to use for my political books. But the computer books arrived first and I couldn't think of a good imprint for them. The Goldstein & Blair *dba* ("doing business as" registration form) was just sitting there, so I used it.

Then when I finally got ready to publish political books, I had to think up a new name for *that* company. (The people at G&B who were selling the computer books didn't want me to bring out both kinds of books under the same imprint—understandably.) I decided to call it Odonian Press, a name that comes from Ursula Le Guin's wonderful novel *The Dispossessed*.

Although Goldstein & Blair was very good to me financially, I felt enormously burdened by the effort it took to run it, and by not having time to do anything else. I'd gotten into publishing in the first place because I couldn't stand how clueless and/or sleazy most publishers were (not *all*, but most). The problem was: where could I find someone to take over my business who would be creative enough to understand how G&B books should be marketed, and competent enough to follow through on the details?

I only talked to one company—Peachpit Press, publisher of the best-selling *Little Mac Book* and more than 60 other titles. Peachpit was founded by Ted Nace about the same time I founded G&B (around 1986–87) and with the same goal—to empower authors. Like me, Ted has both written books and published them. Unlike me, he prefers publishing, and therefore does a much better job of it.

So we made a deal, and Peachpit began distributing *The Macintosh Bible* and all other Goldstein & Blair titles in early 1992. I and my colleagues here at G&B will continue to edit future editions of *The Macintosh Bible*—and the updates—but Peachpit will publish them. (We'll design everything too, and give Peachpit camera-ready pages, which makes G&B a book *packager*.)

This change is good for you as well as me, because the people at Peachpit are very bright and good at what they do. (You're probably wondering where the name Peachpit came from. I always imagined a hippy-dippy scenario—you know, everyone sitting around stoned eating peaches and suddenly someone says, "Hey, why don't we call it...." Actually, "the peach pit" was a peach-colored house—apparently not too neat, to judge from its name—that Ted was living in when he started the company.)

Now that I've finished this edition of *The Macintosh Bible* and put it into Peachpit's competent hands, I'm off to write the Great American Political Tract...no, wait, Tom Paine's already done that—I'll have to think up another project. Well, I'm sure I'll find *something* to do until it's time for the next edition.

Till then, remember: *This is the Mac. It's supposed to be fun.*