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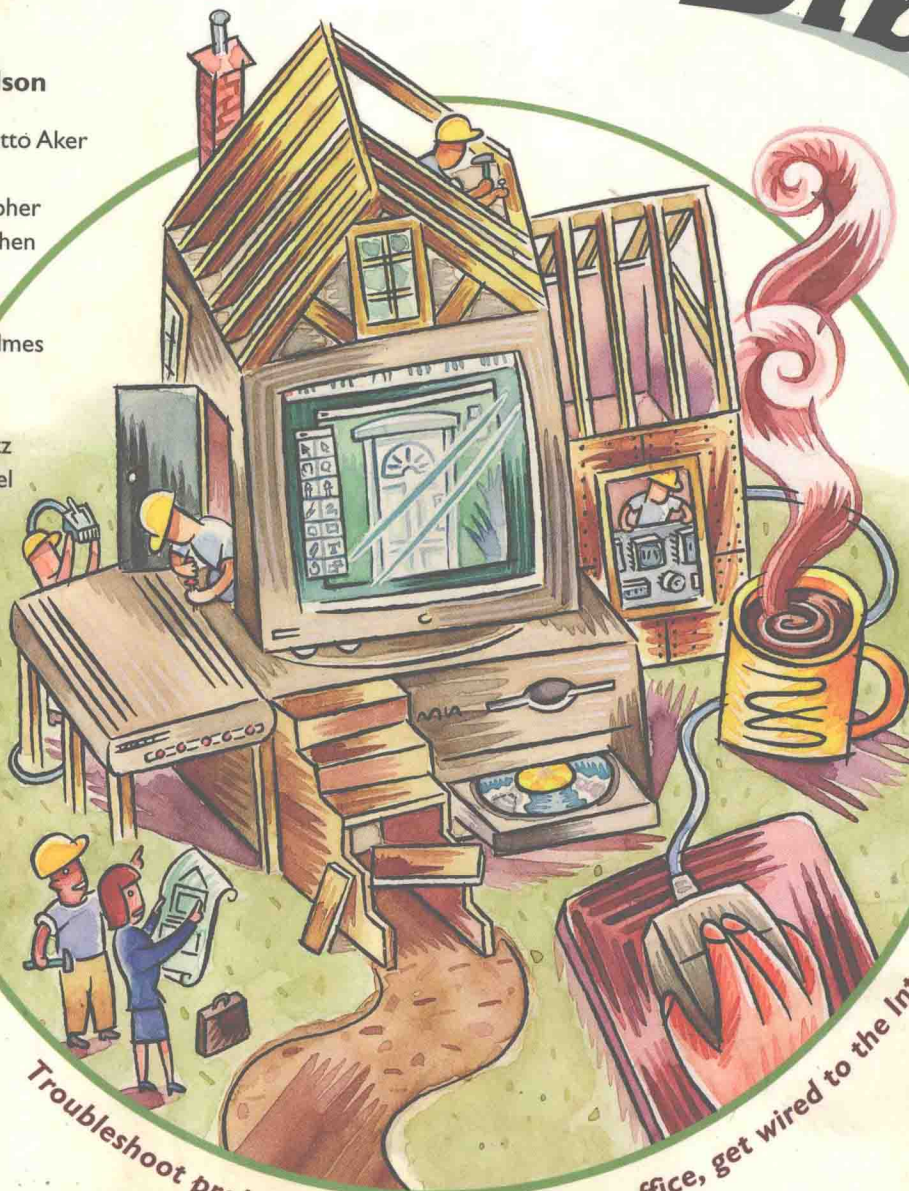
The Macintosh Bible

10th Anniversary Edition

6th Edition

Edited by
Jeremy Judson

Sharon Zardetto Aker
Ted Alspach
John Christopher
Michael E. Cohen
Don Crabb
Bart Farkas
Joseph O. Holmes
Ted Landau
Maria Langer
Steve Schwartz
Kathleen Tinkel
Bob Weibel



Troubleshoot problems, create a Mac home office, get wired to the Internet.

Free Mac Bible
Extras
SEE INSIDE
BACK COVER

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6th Edition

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Sharon Zardetto Aker, Ted Alspach,
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Kathleen Tinkel, and Bob Weibel

USED BOOK

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The Macintosh Bible, 6th Edition

Edited by Jeremy Judson

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***If there were no Macintosh,
it would be necessary to invent one.***

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—Michael E. Cohen

Acknowledgments

Those deserving of the Peachpit Purple Heart of Valor for laughing in the face of harrowing deadlines include:


“The Dirty Dozen.” The twelve editors of this book who painstakingly crafted their chapters (between smart whipcracks) to inform, enlighten, and even entertain.

David Van Ness, Production Czar extraordinaire, whose familiar refrain, “I’ll make it happen,” never ceased to be a sound for sore ears. He added quality to this book that I’m sure I’ve yet to realize.

My humble sidekick, **Karla Huebner**, for her hard work and commonsense suggestions throughout this project.

Illustrator, and now Webmaster, **Bud Peen**, whose unique way of looking at—and drawing—things made even a SCSI cable seem interesting!

Maria Giudice and **Lynne Stiles** and the good folks at **YO, San Francisco**, whose designs continue to put Peachpit’s best face forward.

I couldn’t chirp louder for **Lizzie** and **Stumpy** who remained a calming influence when chaos  reigned supreme.

Special thanks to publisher, **Ted Nace**, for entrusting me with one of Peachpit’s most enduring titles, and to **Darcy DiNucci**, whose work on the fifth edition provided a firm foundation upon which to build this edition.

Introduction

by Jeremy Judson

Welcome to the only Macintosh book that's been around practically since the dawn of the Mac's creation. This edition marks ten years that *The Macintosh Bible* has been lighting the way for people like you through the sometimes dark and perplexing catacombs of computing.

What's the secret to its longevity? Commitment.

This sixth edition carries forward our longstanding commitment to you in delivering accurate and timely Macintosh information in an accessible and usable way. We do this by finding experts especially well-suited to write about the specific topics, and who use their Macs in much the same way you do (or will). In all, 13 editors and over 70 contributors have had a hand in the creation of this book, with each one bringing their own expertise into the mix by providing hard-earned knowledge and hot, step-saving tips. This multiple-voice approach promotes differing views and perspectives throughout, ultimately benefiting you, the reader. (Pity's the writer who's asked to write a 1000-plus page book by himself on all things Mac.)

So what's so good about our writers? Well, who better to write about storage and peripheral devices than John Christopher, for example, who makes a living recovering peoples' data (and who had a hand in saving 12 episodes of "The Simpsons," which, to my mind, makes him a hero of sorts)? Or Joseph Holmes, an award-winning Web page designer, who can gently shuttle you up into cyberspace (and help you avoid crashing and burning upon re-entry) even as he makes you hep to the Internet jive. But don't take my word for it; have a looksee and see what I mean.

Additions to This Edition

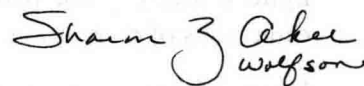
The new, updated, and revised information in this edition of *The Macintosh Bible* includes:

- The Internet—getting on it with your Mac and a modem; creating your own Web page; sending and receiving electronic mail.
- The Mac Home Office—why you need one and how to equip it with the right hardware and software.
- Troubleshooting—including what the error codes mean (and don't mean).
- Software—covers the latest versions of popular software including Word 6, Excel 5, and ClarisWorks 4; System 7.5 updates, fonts, utilities, and the latest in multimedia and CD-ROM technology.
- Hardware—covers Power Macs, PowerBooks (5000 series), and peripheral devices such as monitors, keyboards, and mice.

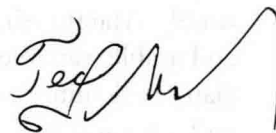
The Mac Bible Editors

Here are the editors of *The Macintosh Bible*, sixth edition. Look for their initials and opinions throughout the book.

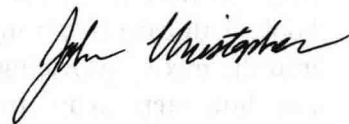
Sharon Zardetto Aker (SZA) had a Macintosh on (or near) Day One, and has been making her living writing about it ever since, with more than a dozen books (including *The Macintosh Bible, 3rd Edition*), hundreds of magazine articles, and a contributing editorship at *MacUser*. She lives in New Jersey with her two kids, PowerBook expert Richard Wolfson, and their seven Macintoshes.



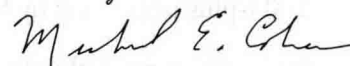
Ted Alspach (TA) is the author of several books, including the best-selling *Macworld Illustrator 6 Bible* and *Illustrator Filter Finesse*. Considered to be one of the foremost experts on digital imaging and graphics, Ted speaks all over the country on various topics. When he isn't editing chapters of *The Macintosh Bible*, Ted fights the menace of pixel-based images from deep within the desert of Cave Creek, Arizona, population 327 ... including cattle.



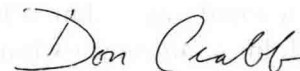
John Christopher (JC) is a data recovery engineer at DriveSavers in Novato, California. He writes for various publications and has been a Mac fanatic for over ten years. John can be reached by e-mail at: datadoc@linux.com.



Michael E. Cohen (MEC) has produced and programmed a number of multimedia products at Voyager (most notably, Voyager's *Macbeth*), and is currently the senior technomancer at Calliope Media. He has been using computers since the standard input device was a card reader.



Don Crabb (DC) is a contributing editor and columnist for *MacToday*, *MacWEEK*, *Mobile Office*, *MacUSER*, *Digital Chicago*, *MacTech*, *Win95User*, *ComputerUser*, *The Chicago Sun-Times Features Syndicate*, *The Springfield Union-News*, *PC Magazine*, and many other publications. Don welcomes comments at his Internet address: decc@cs.uchicago.edu. You can also check out his WWW home page at <http://www.cs.uchicago.edu/~decc/>.



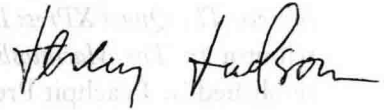
Bart Farkas (BF) is the co-author of *The Macintosh Bible Guide to Games* and is the games editor for *MacSense* magazine. From his northern roost in Canada he writes game-related articles for *Inside Mac Games* magazine and *MacHome Journal*.



Joseph O. Holmes (JH) writes a monthly how-to section on designing a home page for *MacAddict* magazine. His Web site, Space Age Bachelor Pad Music <<http://www.interport.net/~joholmes/index.html>>, has received accolades from such magazines as *Entertainment Weekly*, *MacUser*, the *Net*, the *Village Voice*, and *Yahoo! Internet Life*.



Jeremy Judson (JJ) is an editor on staff at Peachpit Press whose specialty is aiding new computer users in the digestion of techno-babble. He is also co-creator of the popular "...*For Dummies*" line of books from IDG Books Worldwide (of which he edited the very first one: *DOS For Dummies*).



Ted Landau (TL) is the author of the best-selling Macintosh troubleshooting book: *Sad Macs, Bombs, and Other Disasters*. He has been writing about the Macintosh since 1987, when he was a contributing editor for the now-defunct *MACazine*. A contributing editor for *MacUser* since 1992, he has most recently written a series of troubleshooting articles for the magazine's "Hands On" section. His articles have also appeared in *Macworld*, *Mac Home Journal* and *A+*. In his "other life," he is a professor of psychology at Oakland University in Rochester, MI.



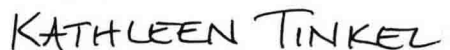
Maria Langer (ML) Maria Langer is the author of 15 computer books, including two Macintosh Bible series books (*Word 6* and *Excel 5*) and seven Visual QuickStart Series books (*AOL 3 for Windows*, *PageMill 1 for Mac*, *Excel 5 for Mac*, and *Excel for Windows 95*). She is a frequent reviewer for *MacWEEK* magazine, and is the *Publisher of Macintosh Tips & Tricks*, a popular news and productivity newsletter. In addition to writing, Maria works as a consultant, Webmaster, and applications trainer.



Steve Schwartz (SS) is the author of more than 30 books, including *Macworld ClarisWorks 4.0 Bible*, *Macworld FileMaker Pro 3.0 Bible*, and *Treasure Quest: The Official Resource Guide*.

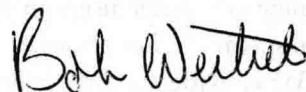


Kathleen Tinkel (KT) bought a 128K Macintosh in April 1984 and never looked back—within three years, her studio was doing all its in-house production on the Mac. She started writing about design and typography for *Personal Publishing* and the new *Step-by-Step Electronic Design* newsletter in 1989, co-edited the weekly fax newsletter *MacPrePress*, and now spends her time writing for such graphic design and computer publications as *x-Height*, *Step-by-Step Graphics*, *Adobe Magazine*, *MacWEEK*, *MacUser*, and others.



She's also a sysop on the Desktop Publishing and Professional Publishing forums on CompuServe.

Bob Weibel (BW) is a former senior technical editor for *Publish* magazine, and is now the "Publishing Advisor" columnist for *Computer Currents* magazine and a frequent guest on Gina Smith's "On Computers" radio show. With over 200 computer magazine articles to his credit, you may have read Bob's work in *Publish*, *PC/Computing*, *PC World*, *MacWorld*, *MacWeek*, *Photo District News*, *c|net online*, and other 'zines. He's also coauthor of *Desktop Publishing Secrets*, *The QuarkXPress Book: Windows Edition*, and a contributor to *The Macintosh Bible: fifth and sixth editions*, all published by Peachpit Press.



What to Look For

One look at this edition and you'll see some major differences from—and lots of similarities to—earlier editions of the *Mac Bible*.

- **Who wrote what.** As always, you'll see the initials of the people who wrote each entry in the entry head. In this edition, the main contributors for each chapter are introduced on the table of contents page for that chapter. To avoid redundancy, some sections don't have initials—they were written by the chapter editor.
- **Icons to help you find specific kinds of information.** As in earlier editions, you can use the margin icons to find hot tips, good features, and other types of information. A guide to the icons is provided on page xvi.
- **Editors' Polls.** As with the previous edition, there are editors' polls, which let you know what the *Mac Bible* editors think on topics of importance—like what's the best screensaver out there, or whether it really is important to have a color monitor.

Each editor had a pretty free hand in determining how to approach the topics he or she was responsible for. We just asked everybody to use the pages they were allotted to say the most important things about that topic they could think of. Generally, though, each chapter includes a basic introduction to the topic, pointers to any products you should know about in that category, and hot tips that should make your life easier. The chapter intros and tables of contents will give you an overview of what each editor decided to highlight.

We've included a *big* index and glossary in the back of the book. We try to explain Macintosh terms the first time they come up, but come on: Who knows in what order you're going to read the book, and we can't define every term *every* time. So if you hit a term you're not familiar with (well, a *computer* term you're not familiar with), look it up in the glossary. And if you want to know more about any topic, turn to the index first. I bet you'll find what you're looking for.

Guide to the Icons

All those little icons in the margin of this book aren't just for show. They're there to help you find information you may be particularly interested in. (Okay, and for show, too; we especially like the beach bum and the grim reaper.)



HOT TIP

Every time you see this, you'll find out how to make your life a day at the beach. Sometimes, we have so many tips in a row that we just use one of these icons for a whole bunch of tips and add squiggly lines to show you how far the tips extend.



BAD FEATURE

Sometimes a product does some really dumb stuff. This warns you.



POWERBOOK

The information labeled with this icon should be particularly interesting to people who work on PowerBooks.



GOOD FEATURE

Features of a product that have earned this icon will make you howl and wag your tail.



POWER MAC

Buckle your seatbelt because something set off with this icon was meant to take advantage of the Power Mac's muscle.



WARNING

You won't die—usually—if you ignore this icon, but some nastiness could befall you or your Mac if you do.

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