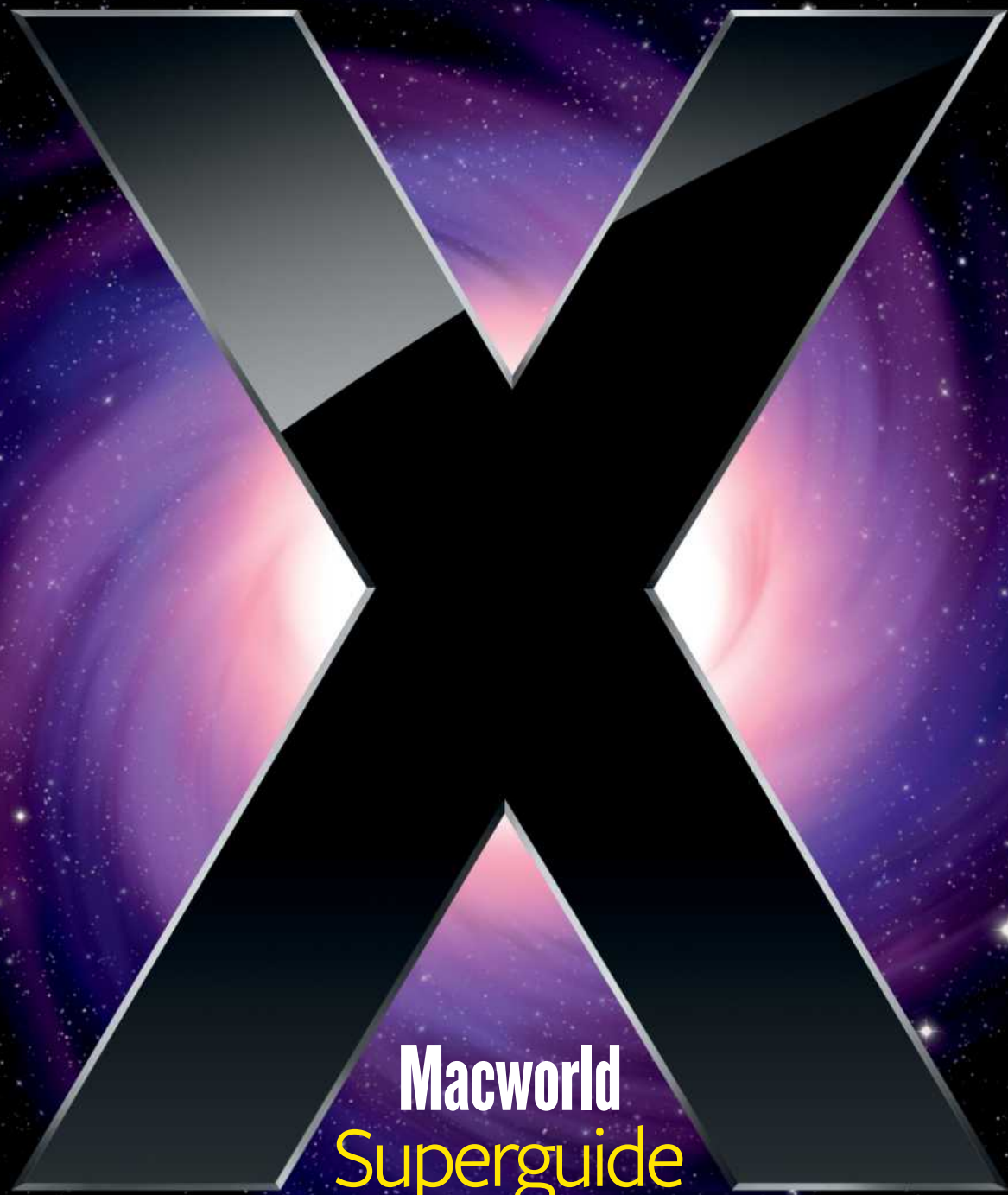


TOTAL LEOPARD



Macworld
Superguide

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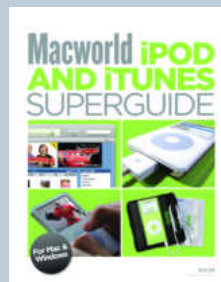
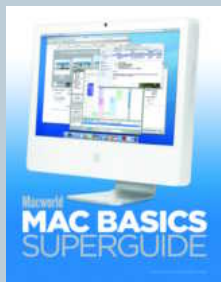
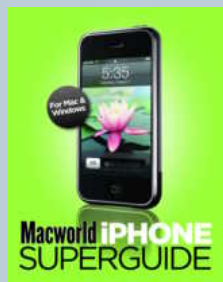
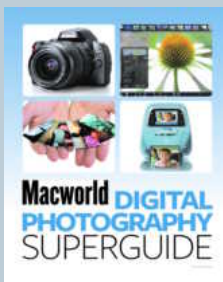
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Installing Leopard

Find the Best Upgrade Strategy While Avoiding Pitfalls

Most of us face the prospect of upgrading an operating system with a mixture of excitement and dread. True, an upgrade brings cool new ways to work. But when you install a major version of OS X, you're also essentially gutting your Mac and replacing its virtual insides.

Luckily, Apple has improved the upgrade experience with each new cat, making the process much less daunting. But despite the installer's useful guidance, it doesn't make all its options obvious, and its help sometimes falls short. Here's a guide to making the upgrade process as trouble-free as possible.

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Inside Leopard

Get Up to Speed with OS X's Best New Tools and Hidden Features

Leopard is the fifth major update to Mac OS X—and one of the biggest. In fact, it has more than 300 new features by Apple's count. Leopard is, all at once, a major change to the Mac interface, a sweeping update to numerous included programs, a serious attempt to improve Mac OS security, and a vast collection of tweaks and fixes.

With all these new features, it can be hard to know where to start. Some additions—like the new menu bars and Dock—scream out at you as soon as you turn on your newly upgraded Mac. But others—like support for multiple desktops with Spaces—require a bit more digging. So let us guide you through the most significant changes (and a few of our favorite hidden gems) and show you how to put Leopard's best new features to work today.

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The Finder and the Dock

The Finder is such an integral part of OS X that most of us don't even think of it as a program. It runs from the moment you log in until the time you log out, handling all your file management tasks. Because of its prominence, the first thing most Leopard users will notice upon upgrading is the Finder's new look. Gone are the bright, colorful folder icons of previous versions. In their place, you'll find a look that is uniformly blue and gray, and a Dock that now resembles a reflective shelf (active programs are represented by a subtle white glow rather than a black arrow). But once you get beyond the look, you'll find other, more substantive changes.

QUICK LOOK

Although Quick Look is actually a systemwide feature—available in Mail, Spotlight's results window, and Time Machine—you'll end up using it most often in the Finder.

Quick Look lets you view a file without going to the trouble of opening it in its related application. Instead, click once on the file and press the spacebar (or control-click and select Quick Look from the contextual menu). A new window will open and display the file's contents. This window is scrollable (for multiple-page documents), resizable, and movable. The double-arrow icon at the bottom of the screen switches the view to full-screen mode. If you're viewing an image, a camera icon lets you add the file to your iPhoto library (see "Take a Peek").



Take a Peek To quickly see what image this is without launching an extra program, select it in the Finder and press the spacebar.

TIP

ZOOM IN QUICK LOOK

Want to get a closer look at something in an image or PDF file while viewing it in Quick Look? You can thanks to a hidden shortcut.

To zoom in on a PDF, click inside the PDF file, and then press ⌘ -equal sign (=). To zoom out, press ⌘ -minus sign (-).

Images, confusingly, use a different method of zooming. To zoom in on an image, option-click on the area you want to enlarge. To zoom out, shift-option-click on the window.

With both PDFs and images, once zoomed in, you can move around with your scroll wheel, trackpad scrolling, or the good old-fashioned drag thumbs in the scroll bars.

Better yet, you have full Finder control in this window and can use all the normal Finder menus and keyboard shortcuts. For instance, if you decide you'd like to open a document after checking it out in Quick Look, just press ⌘ -O. To close the Quick Look window, press the spacebar again.

You can use Quick Look with nearly any kind of file. Text files, movies, Adobe Photoshop images, PDFs, Microsoft Office 2004 documents, image files, and even MP3s all show (and in the case of movies and audio files, play) in the Quick Look window. If you use a third-party program with a proprietary file format, however, you may not be able to use Quick Look on its files—at least not until its developer updates it to provide a Quick Look preview.

By the way, you don't need to close the Quick Look window before moving on to another file. The feature works just like an inspector window: its contents are constantly refreshed as you select new targets. This makes it great for browsing multiple items in a hurry; just open the Quick Look window once, then point and click until you find the file you're looking for.

COVER FLOW

Another improvement that helps you browse files more quickly is the Finder's new Cover Flow view, which looks just like it does in iTunes. When you click on the Cover Flow button (or press ⌘ -4) in a Finder window, you'll get a scrollable preview of every file or folder in the currently selected location—making it a great way to quickly browse for an image or a movie in a crowded folder (see



The Finder's New Look In Leopard, you can now search for files using Cover Flow mode **A**, control the grid **B** in Icon mode, view the path of your files **C**, and open stacks of documents **D**.

“The Finder's New Look”). And as with Quick Look, you can page through PDFs and text files and play movie files (but not audio files).

STACKS

Leopard gives you a new way of looking at folders stored on the right end of the Dock. In previous versions of OS X, clicking on a folder kept there opened a navigable pop-up menu. In OS X 10.5, you'll get what's known as a *stack*—a visual representation of the folder's contents. If the folder contains just a few items, you'll see the stack presented as a curving column of icons; if it gets too crowded, the default view is a pop-up window full of icons. You can switch between either of these views by control-clicking on the stack's Dock icon and choosing View: Show As: Fan (or Grid). You can also control the sort order, selecting from Name, Date Added, Date Modified, Date Created, and Kind. For instance, you may want your Downloads stack to be a fan sorted by date added, but your Projects stack to be a grid sorted by name.

IMPROVED FINDER WINDOWS

In addition to the new Cover Flow view, Finder windows in Leopard received several smaller changes that should make navigating your hard drive much easier.

STRIPED LIST VIEW The Finder's List view now sports stripes—rows in list view windows now alternate between white and light blue backgrounds (you can't customize the color selections), making it much simpler to read wide windows.

CUSTOM GRIDS In the Icon view mode, the big news is the return of customizable grid spacing. That's right—you're no longer stuck with the OS X default (really wide) grid-spacing setting. Instead go to View: Show View Options and drag the Grid Spacing slider to the left. If you tighten spacing up a bit from the default, you can see many more icons in the same amount of space, with no loss of readability.

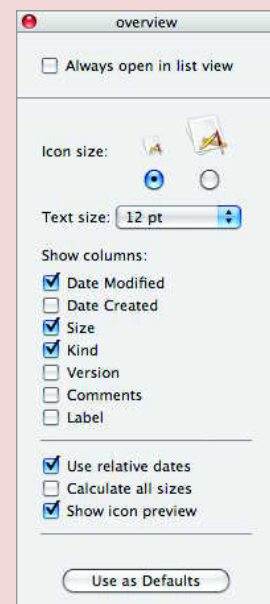
If you're looking to take advantage of those new grid options, you may notice that the Snap To Grid check box has disappeared from the View Options window. Not to worry. You now access the option from the Arrange By pull-down menu.

BETTER SORTING When working in the Column view mode, you can now use the View Options menu to change the sort

TIP

SET YOUR DEFAULTS

Once you've set up your Finder window just the way you like it, you may want to use those settings for every subsequent window. In OS X 10.4 you did this by opening the View Options window and choosing from two options (This Window Only or All Windows). But you won't find these options in Leopard. Instead, the View Options window in Leopard includes a new Use As Defaults button (this option *isn't* available for Column view). Unless you click on that button, changes you make to the Finder window will apply only to the current window.





Find Files Fast with Spotlight

Use Leopard's Improved Search Tool to Track Down Anything

Want to open documents without navigating through nests of folders? Looking to dig up a long-lost e-mail from an old friend? Need a way to find all the files you worked on last Friday? Spotlight can help. First introduced in Tiger, Spotlight provides a quick and easy way to locate and open scattered files, missing documents, even applications, contacts, and events. And now that Leopard has arrived, Spotlight's searching prowess is more powerful than ever. With such useful additions as Boolean searches, new keywords to help you home in on a greater variety of content, and the ability to search by specific dates, Spotlight is an indispensable tool for finding anything you seek on your Mac. All you need to do is learn its tricks.

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Work the Web

Take Control of Safari 3 with These Tricks and Tips

While new features like Time Machine and Spaces may hog the spotlight, Leopard also brings welcome improvements to the programs Mac users rely on every day—including OS X’s Web browser, Safari.

Safari 3, which was available as a public beta before Leopard’s release, adds a number of new features that help you search the Web more efficiently (for an overview of Safari’s most significant changes, see the *Inside Leopard* chapter). But like any task you repeat all the time, it can be easy to fall into a rut and miss some of the best shortcuts and new additions. Use these expert browsing tips to get the most out of Safari 3.

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Automate Repetitive Tasks

Learn How to Set Up Time-Saving Workflows in Automator 2

According to sci-fi novels, we should all have our own personal robots by now to run errands, bring in groceries, and generally take care of monotonous tasks. Alas. But while your Mac can't pick up the dry-cleaning, it can at least take control of those tedious tasks that seem to fill so much of your day. The secret is Automator, Leopard's automation assistant. Automator lets you quickly create small programs (called *workflows*) that handle repetitive tasks—all without knowing anything about programming. You simply drag and drop predefined actions into the order you want and select Run. Automator 2, which is part of OS X 10.5, has a number of enhancements—including variables, loops, new actions, and the ability to record mouse actions—which add even more power and flexibility to the automation process.

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Access Your Mac from Afar

Take Advantage of Leopard's New File Sharing and Screen Sharing Features

When you want to share files with others, you can always send them via e-mail or iChat. But it's far more efficient just to give your collaborators shared access to the files, folders, and volumes on your Mac and let them get the files themselves. If you move between multiple Macs (for example, at work and at home), just accessing files may not be enough—you may need to take complete control of your remote Mac to change settings, send e-mails, and more.

Mac OS X 10.5 makes both of these tasks much easier. We'll show you how to set up file sharing and .Mac screen sharing in Leopard, and explain what precautions to take to ensure you're not leaving the door open to troublemakers.

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Troubleshooting Your Mac

How to Treat Common OS X Problems and Protect Your Data

Most of the time, your Mac is the picture of health—it crunches numbers, plays music, and tackles the most difficult tasks without so much as a hiccup. But hundreds, maybe thousands, of things can go wrong with such a complicated a system. With that in mind, Apple has included a user-friendly new backup program in Leopard called Time Machine. This chapter will help you prepare for the inevitable glitches with Time Machine and walk you step by step through fixes for common Mac problems.

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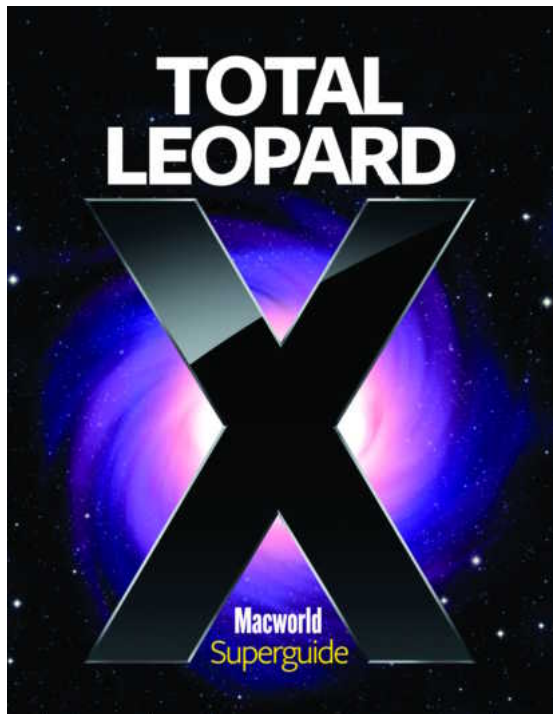
Must-Have Leopard Tools

30 Ingenious Programs to Help You Make Leopard Purr

Yes, Leopard is handsome, chock-full of useful new features, and includes a bunch of great software. But chances are it still can't do everything you want. Or maybe Leopard has the feature you need, but it doesn't work exactly the way you want. Thankfully, there's a lot of inexpensive third-party software out there just itching to add powerful new features to your Mac. Here are 30 of our favorite add-ons for Leopard. For even more suggestions, check out our Mac Gems Weblog at www.macworld.com/macgems.

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Nobody spends more time with Apple's computers and software than the writers and editors at *Macworld*, the world's foremost Mac authority.

Now *Macworld's* team of experts take you inside Apple's latest operating system, Mac OS X 10.5, to help you master important new features, discover hidden tricks, and work around glitches—all to make sure you have the best Leopard experience possible.

Inside these pages you'll find all the information you'll need to set up Leopard smoothly and get started with its most important new features. Once you're comfortable in your new OS, use this book to master the Web with Safari 3, track down files with Spotlight's improved search tools, automate tedious tasks with Automator, and access files and programs from afar. Our experts also offer step-by-step advice on recovering from crashes, freezes, and other Mac ailments—and show you how to back up your system with Time Machine to ensure you can recover quickly from more serious problems. And because Mac OS X 10.5 doesn't do *everything*, we also recommend 30 inexpensive utilities that add useful features to your Mac.

Let *Macworld's* experts show you how to get the most out of Leopard and your Mac.

