



The Macintosh Bible

6th Edition

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 Peachpit Press

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.***

♣

—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.

Table of Contents

Introduction.	xi
Guide to the Icons	xvi

PART 1: THE MAC ITSELF

Chapter 1: Working With Your Mac	3
On the Desktop	5
Menus and Dialogs.	12
Beyond the Desktop	17
Finder Tips	22
Chapter 2: The Macintosh Family	29
The Inside Story	31
Expansion.	38
Current Model Lines	42
PowerBooks	48
Older Macs.	56
Upgrades	60
Hardware Tips	64
Chapter 3: System Software	75
The Operating System	77
The System Folder	88
Special System Features.	106
System Tips	116

Chapter 4: Memory 119
Memory Basics 121
How Much Memory? 124
Virtual Memory. 127
Managing Your Memory 129
Using Memory to Improve Performance 133
Adding More Memory 135
SIMM Nitty Gritty 139

Chapter 5: Storage 145
How Disks Work 148
Dealing With Floppy Disks. 151
Choosing a Hard Disk 152
Getting the Most Out of Your Hard Disk 158
Removable Media 161
CD-ROM 164
Riding the SCSI Bus. 166
Backing Up. 170

Chapter 6: Basic Peripherals 173
Monitors 175
Keyboards 183
Mice and Other Pointing Devices 188
Scanners. 193

Chapter 7: Preventing and Solving Problems 199
Preventive Medicine for Hardware 201
Preventive Medicine for Software. 203
Troubleshooting Tools. 208
When Trouble Strikes 215

PART 2: MACINTOSH SOFTWARE

Chapter 8: Working With Words. 243
The Basics of Text Handling. 245
Word Processors 249
Writing Tools 255
Word 6 Tips 260

Chapter 9: Spreadsheets 265
What's All This About Spreadsheets? 267
Spreadsheet Software 277
Tips 280

Chapter 10: Personal & Business Management	285
Managing Time and Contacts	287
Managing Your Finances	298
More Business Software	306
Chapter 11: Databases	309
What Is a Database?	311
Choosing a Database Program	313
Working With a Database Manager	321
Database Tips	325
Chapter 12: Integrated Software	333
Getting the Works	335
Choosing an Integrated Package	335
ClarisWorks Tips	341
Microsoft Works Tips	347
Chapter 13: Utilities	353
Power Tools	355
Other Desktop Tools	367
Desktop Diversions	378
Power Tool Tips	385
Chapter 14: Fonts	391
What Is a Font, Anyway?	394
Using Fonts on the Macintosh	395
Font Files	400
Installing Fonts	401
Managing Your Fonts	403
Fonts and Printing	407
Font Manufacturers and Buying Fonts	410
Font Styles	413
Special Characters	418
Special Character Font Sets	422
Typesetting	432
Creating Special Typographic Effects	435
Font Creation and Design	437
Font Troubleshooting Tips	440
Chapter 15: Graphics	443
Graphics on the Macintosh	446
Pixel-Based Graphics	450

Vector-Based Graphics	468
3-D Graphics and Animation	477
Miscellaneous Graphics Programs	486
Chapter 16: Page Layout	491
Page Layout and Desktop Publishing	493
Choosing the Right Program	495
Versatile Workhorses:	
PageMaker, XPress, and Ready,Set,Go!	496
Intriguing Newcomers	505
High-End Specialists	510
Good Enough Page Layout	512
Layout for the Web	514
Page Layout Tips.	518
Web Design Tips.	523
Chapter 17: Multimedia	525
How Did We Get Here?.	528
QuickTime: the Soul of the Multimedia Machine	529
Ingredients of Multimedia	532
Macs for Playing and Making Multimedia	536
Graphics for Multimedia	540
Digital Audio on the Macintosh.	542
Music (MIDI)	551
Digital Video.	557
Animation	563
Presentations	565
Interactive Multimedia Authoring	571
Chapter 18: Education & Reference	581
Classic Reference Works.	583
Literature, Art, and Music	591
Beyond the Arts	594
Chapter 19: Kids' Stuff	601
Kids and Computers	603
Books and Activities	606
Educational Software.	611
Chapter 20: Games & Hobbies	615
Games	617
Hobbies	626

PART 3: EXTENDING YOUR REACH

Chapter 21: Printing	637
How Printing Works	639
Types of Printers	645
What Type of Printer Do You Need?	649
Inkjet Printers	655
Laser Printers	658
Special Purpose Printers	666
Using Service Bureaus	667
Chapter 22: Telecommunications	673
All About Modems	675
Communications Software	684
Troubleshooting Connections	693
The On-Line Universe	698
Fax.	714
Telecommunications Tips	716
Chapter 23: The Internet.	721
A Quick and Dirty Overview	723
What is it? How Do it Know?.	724
How to Get There From Here	731
“Everything You Need to Get on the Internet.” Really?	737
The Main Features of the Internet	740
Your First Home Page	754
Internet Tips	759
Chapter 24: Networking	763
Why Network?	765
File Sharing	765
Network E-Mail.	771
Sharing Other Resources	776
Putting Together a Network	778
Networking Tips	788
Chapter 25: Sharing Files	791
Understanding File Formats.	793
Opening Documents Created With Applications You Don’t Have	797
Sharing Information	801
Electronic Publishing Tools	804

Chapter 26: Coexisting With PCs	809
What's the Difference?	811
Exchanging Files	812
Reading Files	819
Running PC Software on the Mac	823
Sharing Peripherals	824
Chapter 27: The Perfect Mac Home Office	827
Defining and Managing the Macintosh Home Office	829
Extending Your Business	850
 Appendices	
Appendix A: Staying Healthy at the Mac	855
Eye Problems and Headaches	857
Neck and Back Pain	859
Wrist and Arm Problems	862
Radiation	863
General Advice	864
Appendix B: Where to Find More Information	865
Magazines and Newsletters	867
Other Resources	871
Appendix C: Buying Macs and Mac Products	873
Buying a Mac	875
Buying Other Stuff	879
Appendix D: Contact Information	887
 Glossary	 905
Index	947

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.

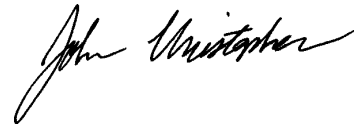
Sharon Zardetto Aker (SZA) had a Macintosh on (or near) Day One, and has been making her living writing about it ever since, with more than a dozen books (including *The Macintosh Bible, 3rd Edition*), hundreds of magazine articles, and a contributing editorship at *MacUser*. She lives in New Jersey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



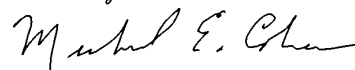
Ted Alspach (TA) is the author of several books, including the best-selling *Macworld Illustrator 6 Bible* and *Illustrator Filter Finesse*. Considered to be one of the foremost experts on digital imaging and graphics, Ted speaks all over the country on various topics. When he isn't editing chapters 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.



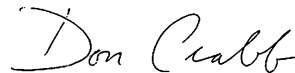
John Christopher (JC) is a data recovery engineer at DriveSavers in Novato, California. He writes for various publications and has been a Mac fanatic for over ten years. John can be reached by e-mail at: datadoc@linex.com.



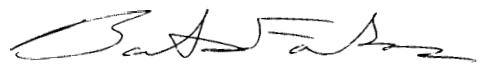
Michael E. Cohen (MEC) has produced and programmed a number of multimedia products at Voyager (most notably, Voyager's *Macbeth*), and is currently the senior technomancer at Calliope Media. He has been using computers since the standard input device was a card reader.



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/>.



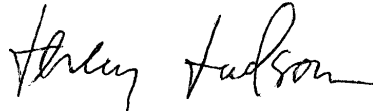
Bart Farkas (BF) is the co-author of *The Macintosh Bible Guide to Games* and is the games editor for *MacSense* magazine. From his northern roost in Canada he writes game-related articles for *Inside Mac Games* magazine and *MacHome Journal*.



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.

A handwritten signature in black ink that reads "Bob Weibel". The signature is written in a cursive, slightly slanted style.



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.

**Back to
Table of Contents**

Next chapter

Greetings, and welcome to The Electronic Edition of the Macintosh Bible!

If you've never used the Acrobat Reader before, be sure to check out the online help feature for complete instructions. You'll find the online help by pulling down the Guide menu at the right end of your menu bar (it's the one that looks like a fat question mark). Pull the menu down, then release it once you reach the bottom item, which should read "Acrobat™ Reader Help."

Marked for success

We've taken advantage of Acrobat technology to add some features that aren't available in the printed version of the book. First of all, we've added bookmarks. They're over there in the left-hand column. For example, if you click on "Table of Contents" in the column at the left, you'll be taken there so fast your head will spin.

Time to get hyper!

Second, we've added lots of hypertext links throughout the book. Every place there's a Table of Contents—not just the big one at the beginning of the book, but also the others at the start of each chapter—every item listed is a hypertext link. That means that if you see a topic listed that interests you, click on it, and the book will immediately open to that page. (You can always tell if you're about to click on a link, because your mouse pointer will turn into a pointing finger. No, not **that** finger! Please, this is a family book!)

We were only following orders

To ease the strain on your Mac's resources, we've made each chapter into a separate Acrobat document (rather than force your poor machine to wrestle with trying to open a single 30-megabyte file!). Here's the bad news: to allow links from one document to another, we had to make a tragic compromise: each document is given a name that fits (sob! shudder!) DOS naming conventions—blame Adobe, not us. Thus, what in the book is poetically titled "Chapter 7: Preventing and Solving Problems" becomes the rather cryptic "07MB6.pdf." Hence, we recommend that while you peruse the E-Bible, you always keep chapter "00MB6.pdf" open—that's the chapter you're reading now—because it contains the complete Table of Contents of the whole book, and you can use it to get to any section of any chapter in a flash.

Click here for more info



Beam me up!

We've provided other mind-bending means of getting you from place to place in the text. For example, if you're reading along in Chapter 22 and just happen to run across a reference in the text that says "See Chapter 12," you just have to click on the reference and BAM! there you are in Chapter 12. To make these mid-page hyperlinks obvious, we've colored the text red (and underlined it for you people still stuck in the Ozzie and Harriet black-and-white era).

Be kind to our web-footed friends

Here's the really cool part. Thanks to Adobe's space-age technology we've connected you to scads of sites on the World Wide Web. Every place in the book where a Web or ftp address is mentioned, we've turned it into a link. When you click on one of these links, Acrobat signals your Web browser to load the address and take you to the Web page or file archive concerned. To use this marvel, you first have to configure the Weblink plugin (it was installed with your Acrobat Reader, if all went according to plan). Pull down the Edit menu, and run your pointer all the way down to the Preferences item. A little menu should pop out to the side—keep the old mouse movin' down and to the right, and select "Weblink..." This will open the window wherein you set your "Weblink Preferences." At the top, choose "Always show" from the popup menu, and down below, click on the "Select..." button to show the Acrobat Reader where you keep your Web browser. By the way, if you have a dial-up Internet connection, be sure to...uhhh...dial it up before you click on any of the Weblinks.

Some troubleshooting advice: It's best not to click on one link while your browser is busily trying to load another address. You should first click the "Stop" button in your browser, then click the next link you want to visit. If your browser becomes unresponsive, clear out the cobwebs by making sure that the box where it displays the URL it's opening is completely blank. Then you can safely click on a new link.

A word to the wise: These links were accurate as of late August, 1996. Many of them will most likely change over the coming months, and the polite ones will leave forwarding addresses. You probably didn't really want to visit the others anyway...

For accomplished Acrobatatters

If you're fortunate enough to own a copy of Acrobat Exchange, you have a special treat in store. We've run the whole book through Acrobat Catalog, so you can use the Acrobat Search tools in Exchange to find words or phrases anywhere in the book. See the document "Help—Search.pdf" for information on using these tools.

