



Macintosh System 7.5

Upgrade Guide



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Upgrade Guide

 Apple Computer, Inc.

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Contents

.....

1 Before You Install System 7.5 1

- Step 1: Decide what to install 1
 - Macintosh system software version 7.5 2
 - QuickDraw GX publishing software 3
 - PowerTalk electronic mail and collaboration software 4
- Step 2: Check your computer's built-in memory 5
- Step 3: When you are ready to install 5

2 Installing System Software Version 7.5 7

- Step 1: Use the Safe Install Utility 7
- Step 2: Use the Installer 10
 - New icon on your screen 12

3 Installing QuickDraw GX 13

- Step 1: Install QuickDraw GX software 13
 - New icon on your screen 15
- Step 2: Create a desktop icon for the PDD Maker 16
- Using QuickDraw GX utilities 17
- Using Type 1 fonts with QuickDraw GX 17
 - Enabling Type 1 PostScript fonts 18

4 Installing PowerTalk 19

- Step 1: Install PowerTalk software 19
 - New icons on your screen 21
- Step 2: Set up your system 22
 - Setting up without a PowerShare server account 22
 - Setting up with a PowerShare server account 25
- Step 3: Name your computer on the network 28
- Turning off PowerTalk 29

5 Getting Help 31

- Getting answers to your questions 32
 - Getting answers with the Topics button 33
 - Getting answers with the Index button 35
 - Getting answers with the Look For button 37
- Tips for using Macintosh Guide 39
- Identifying objects on the screen 40
- Learning useful shortcuts 41

6 What's New 43

- Macintosh system software version 7.5 44
 - Compatibility with DOS and Windows files 44
 - Easy file opening 45
 - Macintosh Drag and Drop 46
 - Find File 47
 - Windowshade 48
 - Submenus for the Apple menu 49
 - Date and time display 50
 - Stickies 51
 - Automating system tasks 52
 - SimpleText word processor 53

Mobile Computing	54
Simplifying basic tasks	57
Extensions Manager	62
Automatic power off	63
Support for TCP/IP networking	64
High-quality audio	64
Audio CD player	65
More colorful desktop patterns	66
Shut Down	66
QuickTime extension	67
New Scrapbook	67
New Note Pad	68
Support for Roman-language keyboards	68
Button Disabler	69
Telephone Manager	69
Multitasking support	69
Universal enabler	70
Support for large volumes	70
QuickDraw GX printing and publishing	70
Easier printing	70
More powerful printing dialog boxes	71
Printer sharing	72
Portable documents	73
Typography	74
Consistent color	75
QuickDraw GX support for international text formats	75

PowerTalk collaboration services	76
Your universal desktop mailbox	77
Catalogs	77
Key chain security	78
AppleMail	79
Your digital signature	79

7 Troubleshooting 81

Problems during installation	81
Problems using System 7.5	84
Problems using QuickDraw GX	86
Problems using PowerTalk	88

Appendix A Using the Custom Install Option 89

Appendix B Performing a Clean Installation 93

Appendix C Testing for Compatibility 97

Index 101

1

Before You Install System 7.5



Step 1: **Decide what to install**

The System 7.5 upgrade package consists of three major components:

- software to upgrade your computer to Macintosh system software version 7.5
- QuickDraw GX for more powerful printing, typography, and color publishing capabilities
- PowerTalk electronic mail and collaboration software

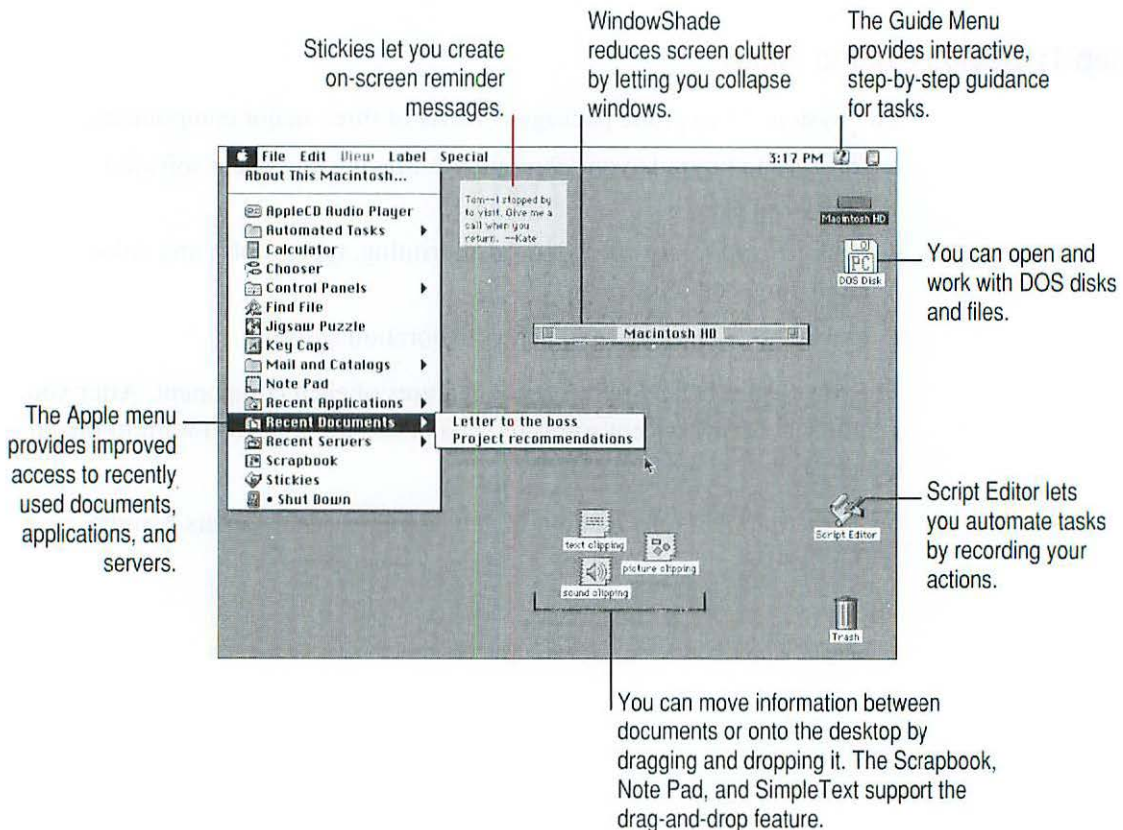
The next pages briefly describe the features of each component. After you install Macintosh system software version 7.5, you may also want to install QuickDraw GX and PowerTalk.

For more detailed information on new features, see Chapters 5 and 6 of this book.

Macintosh system software version 7.5

Before you can install QuickDraw GX or PowerTalk, you need to upgrade your Macintosh system software to version 7.5.

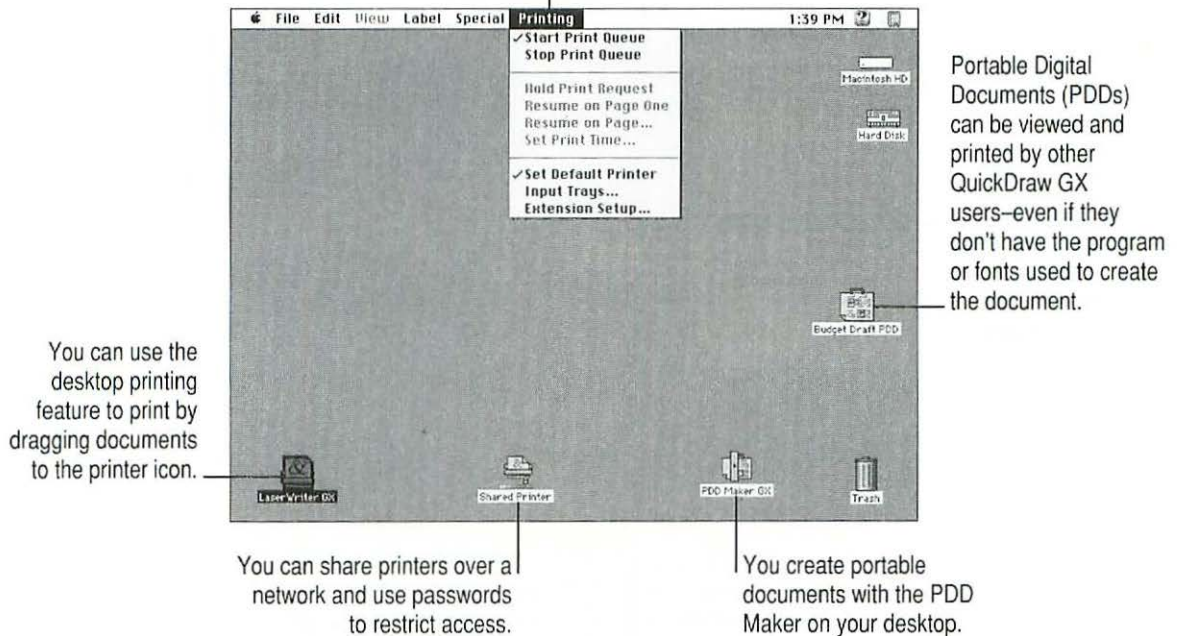
System 7.5 includes new features that enhance productivity and make it easier to work with other users. Features include enhanced compatibility with DOS and Windows files and disks, the ability to move information by dragging and dropping, step-by-step guidance for learning and completing tasks, and the ability to automate tasks. You also get Finder enhancements, such as submenus for the Apple menu, a menu-bar clock, more colorful screen patterns, an improved Find File command, automatic tracking of recently used items, and on-screen notes.



QuickDraw GX publishing software

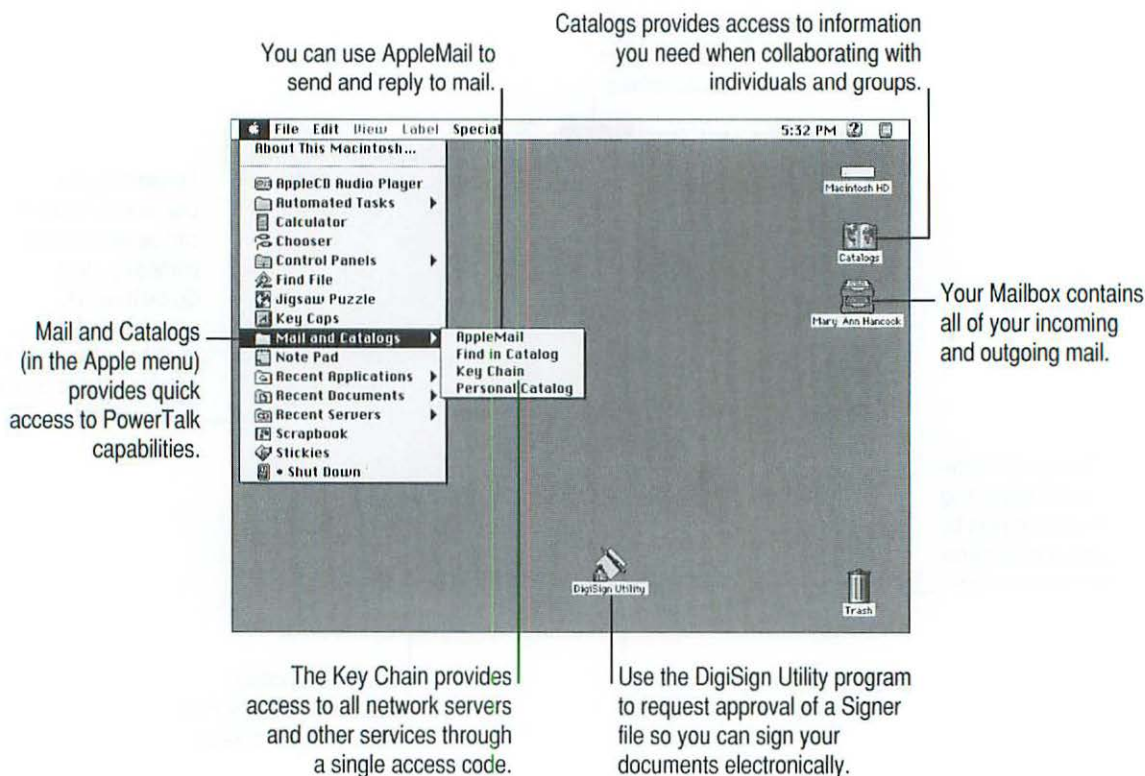
QuickDraw GX software provides simpler, more powerful printing and font handling and improves your computer's color publishing capabilities. You can also create documents that other QuickDraw GX users can view and print, even when they don't have the application program or fonts used to create the document.

The Printing menu provides easy access to additional print capabilities.



PowerTalk electronic mail and collaboration software

PowerTalk electronic mail and collaboration software allows you to exchange electronic mail with other PowerTalk users either without a server or through a PowerShare server. You can route mail from various electronic mail services to a single, personalized mailbox. Using mail gateways, PowerTalk accepts communications from additional online services.



Step 2: Check your computer's built-in memory

System software version 7.5 requires that your Macintosh have at least 4 MB (4,096K) of built-in memory. If your computer has more memory, you can install QuickDraw GX and PowerTalk.

To find out how much memory your computer has, follow the instructions below.

- 1 Open the Apple () menu and choose About This Macintosh.
- 2 Look at the number next to "Total Memory."
- 3 To decide what to install, follow the guidelines in the table below.

If memory equals	You can install
At least 8,192K (16,384K on a Power Macintosh)	System 7.5 with QuickDraw GX and PowerTalk
4,096K (8,192K on a Power Macintosh)	System 7.5 only (You can install QuickDraw GX and PowerTalk only after purchasing more memory.)

Step 3: When you are ready to install

To ensure a smooth upgrade to the new system software, it's important that you check your hard drive for problems and update the driver.

- 1 Insert the *Disk Tools* disk into the floppy disk drive.

The Disk Tools icon appears on your screen.

If you're installing software from a CD: Open the Disk Tools folder (inside the Installation folder) on the CD.

If you're installing software over a network: Find Disk Tools on your file server, then skip to step 3. If you're not sure where to find Disk Tools, ask your network administrator.

- 2 Double-click the Disk Tools disk icon to open it.

- 3 Double-click the **Disk First Aid** icon and follow the instructions on the screen.

Disk First Aid checks your hard drive for any problems.



Disk First Aid

- 4 When you are finished, choose **Quit** from the **File** menu.
- 5 Double-click the **Apple HD SC Setup** icon and follow the instructions on the screen.

Apple HD SC Setup allows you to update the disk driver.



Apple HD SC Setup

- 6 Click **Update**.
- 7 When you are finished, click **Quit**.
- 8 Restart your computer.
- 9 To continue installation, go to Chapter 2 ("Installing System Software Version 7.5") in this book.

2

Installing System Software Version 7.5



Follow the instructions in this section to install the latest version of Macintosh system software on your computer's hard disk.

Step 1: Use the Safe Install Utility

To ensure a smooth upgrade to the new system software, it's important that you use the Safe Install Utility on the disk labeled *Before You Install*.

The Safe Install Utility scans the System Folder on your computer's hard disk and identifies items that might be incompatible with System 7.5. Safe Install checks startup programs (also known as extensions or control panels) for compatibility. It does not check the compatibility of your application programs.

With your computer turned on, follow these steps:

IMPORTANT If At Ease software is installed on your computer, you must turn it off before you use Safe Install. For instructions, see the manual that came with your At Ease software.

- 1 Insert the disk called *Before You Install* into a floppy disk drive. Then double-click the disk's icon to open it.

If you're installing software from a CD: Open the Before You Install folder (inside the Installation folder) on the CD.

If you're installing software over a network: Find the Safe Install Utility on your file server. If you're not sure where it is, ask your network administrator.

- 2 Open the Safe Install Utility by double-clicking its icon.



Safe Install Utility

The Safe Install Utility's welcome screen appears.

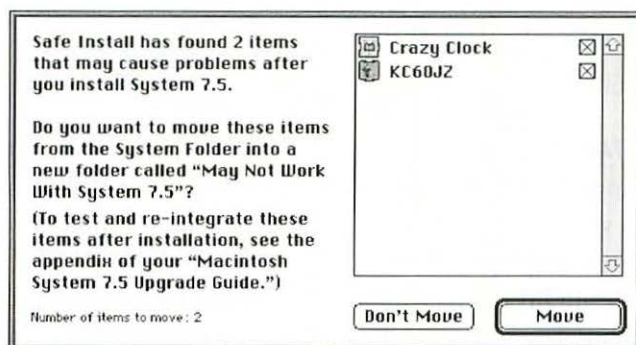


- 3 Click Quick or Detailed to continue.

If you clicked Detailed and you have more than one disk drive connected to your computer, a dialog box appears in which you can select the disks you want the Safe Install Utility to scan. An X appears next to the selected disks. Make sure that your startup disk is selected, then click OK to begin scanning the selected disks.

The Safe Install Utility begins to scan your system. Messages report the progress of the scan.

If the Safe Install Utility finds incompatible or unknown items in the System Folder of your startup disk, you'll see a message like the following:



- 4 Click Move to move potentially incompatible items out of the System Folder.

The Safe Install Utility creates a new folder on the hard disk named May Not Work With System 7.5 and automatically moves all potentially incompatible items from the System Folder into the May Not Work With System 7.5 folder.

After installation, you may want to re-activate individual items in the May Not Work With System 7.5 folder and test them for compatibility. For instructions, see Appendix C ("Testing for Compatibility") later in this book.

When the Safe Install Utility has finished examining your system, you'll see a report on your screen. If you chose the Detailed option, the report includes information about your application programs. The information is provided by the companies who created the programs, who are responsible for its accuracy.

IMPORTANT Before you install System 7.5, be sure to follow the instructions in your report. Most importantly, make sure that all security software and virus-protection software has been turned off and that all potentially incompatible items have been removed from the System Folder. It's also a good idea to back up the information on your computer's hard disk before you install new system software.

- 5 To print the report, click Print.
- 6 When you're finished using the Safe Install Utility, click Quit.

Step 2: Use the Installer

If you have used the Safe Install Utility and followed the instructions in your report, you're ready to install the system software.

To install the new system software, follow these steps:

IMPORTANT If you are installing from a CD onto a Macintosh with a non-Apple CD-ROM drive, make a backup copy of the System 7.5 software before you begin installation. If you encounter problems during installation, you can install System 7.5 from the backup disks. (You won't be able to use your CD-ROM drive again until the System 7.5 software is installed on your computer. The startup disk that comes with your CD recognizes only Apple CD-ROM drives.) For instructions and disk images, see the Back-up CD folder on your CD.

If you are installing on a PowerBook, make sure your PowerBook is plugged in and set not to go to sleep. For instructions, see the manual that came with your computer.

- 1 Quit any open application programs or desk accessories.
- 2 Insert the *Install Disk 1* disk into a floppy disk drive and open the disk by double-clicking its icon.

All system software files are compressed. The Installer program will expand them during installation. Do not drag them to your hard disk.

If you're installing software from a CD: Open the System Install folder (inside the Installation folder) on the CD.

If you're installing software over a network: Find the Installer on your file server. If you're not sure where it is, ask your network administrator.

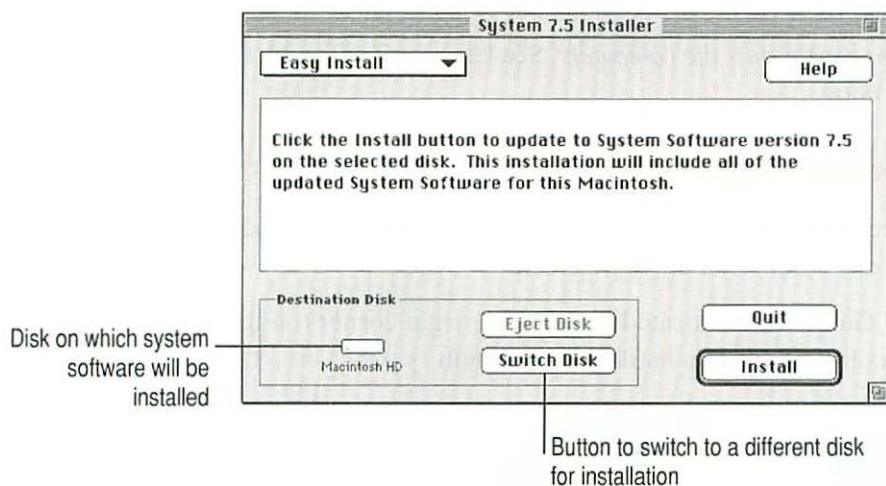
- 3 Open the Installer by double-clicking its icon.



Installer

- 4** When you see the Installer's welcome screen, click Continue.

The Easy Install dialog box appears.



Installing a customized system: These instructions cover the Easy Install process, which is suitable for most Macintosh users. Easy Install installs the files that your particular model of Macintosh needs. If you want to create a system that works on all Macintosh computers or add specific components after installation, see Appendix A (“Using the Custom Install Option”) in this book.

- 5** Make sure that the destination disk indicated on the screen is the one on which you want to install system software.

If the wrong disk name appears, click the Switch Disk button until the correct disk name appears.

- 6** Click Install.

The Installer updates the software in the System Folder on your hard disk.

If you have any problems while installing: See Chapter 7 (“Troubleshooting”) later in this book.

- 7** Follow the instructions on the screen.

On-screen messages tell you when you need to insert other disks. It takes several minutes to complete the installation.

8 When the installation is complete, restart your computer.

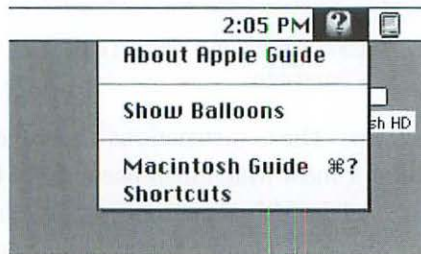
If for some reason the installation was not successful, try the installation again.

If you can't restart the computer: See Chapter 7 (“Troubleshooting”) later in this book.

New icon on your screen

Once your new system is installed and you have restarted your computer, you will see a new icon on your screen.

The Guide icon is located in the upper-right corner (on the menu bar) and looks like a question mark in a light bulb.



The Guide menu contains items that provide on-screen help for using your Macintosh. For example, you can use Macintosh Guide (instead of a printed manual) to get step-by-step instructions for doing tasks on your Macintosh.

For more information on using the Guide menu, see Chapter 5 of this book.

3

Installing QuickDraw GX

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If you have already installed system software version 7.5 and your Macintosh has enough memory, you can install QuickDraw GX. (For memory guidelines, see Chapter 1 of this book.) For more information on QuickDraw GX features, see Chapter 6 (“What’s New”) later in this book.

Step 1: Install QuickDraw GX software

IMPORTANT If At Ease software is installed on your computer, you must turn it off before you install QuickDraw GX. For instructions, see the manual that came with your At Ease software.

IMPORTANT QuickDraw GX installs GX printer drivers for Apple printers. If you use a non-Apple printer, you may need to get the appropriate printer driver from the vendor.

- 1 Quit any open application programs or desk accessories.
- 2 Insert the *Install* disk into a floppy disk drive, and open the disk by double-clicking its icon.

All system software files are compressed. The Installer program will expand them during installation. Do not drag them to your hard disk.

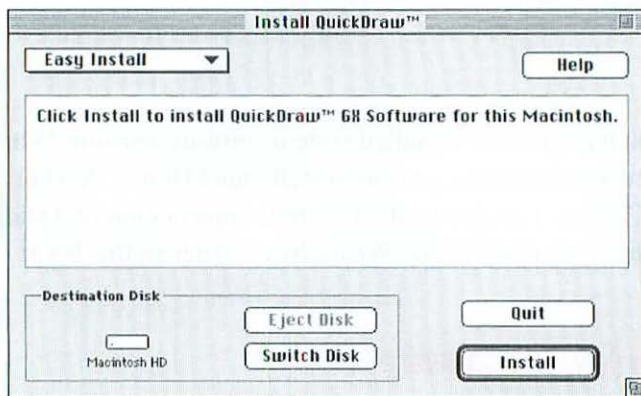
If you're installing software from a CD: Open the QuickDraw GX Install folder (inside the Installation folder) on the CD.

If you're installing software over a network: Find the Installer on your file server. If you're not sure where it is, ask your network administrator.

- 3** Double-click the Installer icon.



- 4** If you see a dialog asking what you want to install, click QuickDraw GX.
- 5** When you see the QuickDraw Installer's welcome screen, click Continue.
- The Easy Install dialog box appears.



Using the Custom Install option: These instructions cover the Easy Install process, which is suitable for most Macintosh users. Easy Install installs the files that your particular model of Macintosh needs. If you want to add specific components after installation, see Appendix A (“Using the Custom Install Option”) in this book.

- 6** Make sure that the destination disk indicated on the screen is the one on which you want to install QuickDraw GX.

If the wrong disk name appears, click the Switch Disk button until the correct disk name appears.

- 7** Click Install.

The Installer begins to install QuickDraw GX software on your Macintosh.

If you have any problems while installing: See Chapter 7 (“Troubleshooting”) later in this book.

8 Follow the instructions on the screen.

On-screen messages tell you when you need to insert other disks. It takes a few minutes to complete the installation.

9 When the installation is complete, restart your computer.

If for some reason the installation was not successful, try again.

If you can't restart the computer: See Chapter 7 ("Troubleshooting") later in this book.

IMPORTANT When you install QuickDraw GX, any Type 1 PostScript fonts in your System Folder are automatically enabled to work with QuickDraw GX. Your original Type 1 fonts are moved to a folder called •Archived Type 1 Fonts• inside the System Folder on your hard disk. If you install Type 1 fonts after installing QuickDraw GX, you must enable the fonts to use them. For instructions, see "Using Type 1 Fonts with QuickDraw GX" later in this chapter.

New icon on your screen

Once you have installed QuickDraw GX and restarted your computer, you will notice that a printer icon has appeared on your screen. QuickDraw GX automatically creates a desktop printer icon for your default printer.



LaserWriter GX

If the printer icon doesn't appear on your desktop, you'll need to create one. To create a desktop printer, choose Macintosh Guide from the Guide menu (in the upper-right corner of your screen, with the ? icon). When the Macintosh Guide window appears, click the Topics button. Select the topic "Printing and Fonts." Then choose "How do I create a desktop printer?" Macintosh Guide will walk you through the steps to create a desktop printer icon.

Step 2: Create a desktop icon for the PDD Maker

You use the PDD Maker to create Portable Digital Documents (PDDs). A PDD is a read-only document that other QuickDraw GX users can view and print. Users who receive your document do not have to have the original program or fonts that created the document.

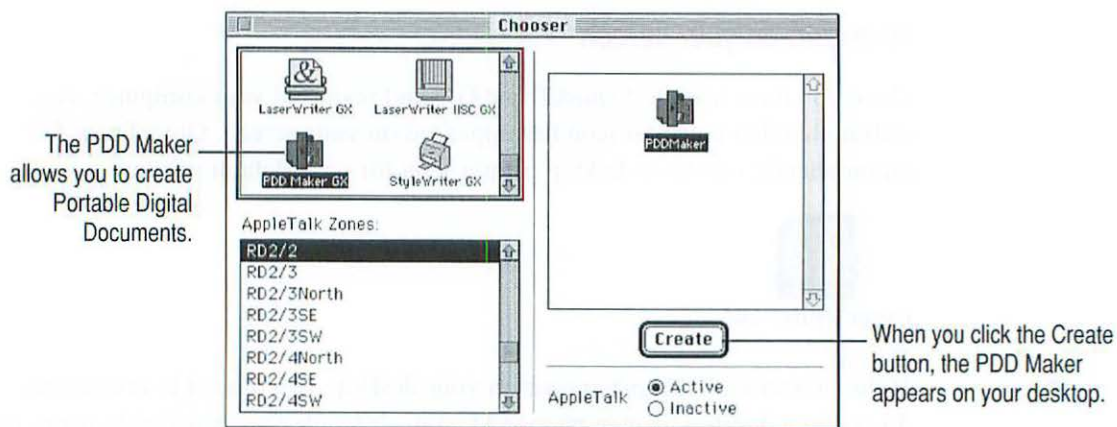


PDD Maker GX

Once QuickDraw GX is installed, follow the steps below to create a desktop icon for the PDD Maker.

- 1 Open the Apple () menu and select the Chooser.
- 2 Click PDD Maker GX.

You may need to scroll to find the PDD Maker GX icon.



- 3 Click Create.

The icon for the PDD Maker appears on your desktop.

- 4 Close the Chooser.

Using QuickDraw GX utilities

The QuickDraw GX utilities provide additional capabilities for working with printers and fonts.

To install the utilities, see Appendix A (“Using the Custom Install Option”) later in this book.

- **LaserWriter Utility** is an updated version of a utility that comes with Apple LaserWriters.
- **Paper Type Editor** allows you to create and edit the paper type for Apple printers.
- **QuickDraw GX Helper** (when it is installed in your Extensions Folder) allows you to temporarily turn off QuickDraw GX printing for an application program.

To turn off QuickDraw GX printing, launch the application program. Then open the Apple (🍏) menu and choose “Turn desktop printing off.” You can still use the desktop printer icons to print, but documents print using a non-GX printer driver. To turn QuickDraw GX printing back on, choose “Turn desktop printing on.”

- **Type 1 Enabler** makes your Type 1 fonts work with QuickDraw GX. For instructions, see the following section (“Using Type 1 Fonts with QuickDraw GX”).

Using Type 1 fonts with QuickDraw GX

Type 1 PostScript fonts must be enabled in order to work with QuickDraw GX. “Enabling” makes your fonts work with QuickDraw GX. It does not affect the font outlines, design, or metrics.

Any Type 1 fonts already installed in your System Folder are automatically enabled when you install QuickDraw GX. If you install additional Type 1 fonts, you need to enable them by using special utility software located on the QuickDraw GX disks.

To install the software you use to enable Type 1 fonts, use the Installer to install the QuickDraw GX utilities. For instructions, see Appendix A (“Using the Custom Install Option”) later in this book.

Enabling Type 1 PostScript Fonts

To enable Type 1 PostScript fonts for use with QuickDraw GX, follow the steps below.

- 1** Open the Type 1 Enabler utility by double-clicking its icon.

A window appears in which you locate the fonts you want to modify.

- 2** Choose a font or folder containing fonts to enable, then click **Select**.

A window appears reporting the results of the process.

- 3** When you are finished, choose **Quit** from the **File** menu.

You can now use your Type 1 fonts with QuickDraw GX.

Your original Type 1 fonts are moved to the folder called **•Archived Type 1 Fonts•** inside the **System Folder** on your hard disk.

4

Installing PowerTalk



If you have already installed System 7.5 and your Macintosh has enough memory, you can install PowerTalk. (For memory guidelines, see Chapter 1 of this book.) For more information on PowerTalk features, see Chapter 6 (“What’s New”) later in this book.

Step 1: **Install PowerTalk software**

IMPORTANT If At Ease software is installed on your computer, you must turn it off before you install PowerTalk. For instructions, see the manual that came with your At Ease software.

- 1** Quit any open application programs or desk accessories.
- 2** Insert the *Install* disk into a floppy disk drive, and open the disk by double-clicking its icon.

All PowerTalk files are compressed. The Installer program will expand them during installation. Do not drag them to your hard disk.

If you're installing software from a CD: Open the PowerTalk Install folder (which is inside the Installation folder) on the CD.

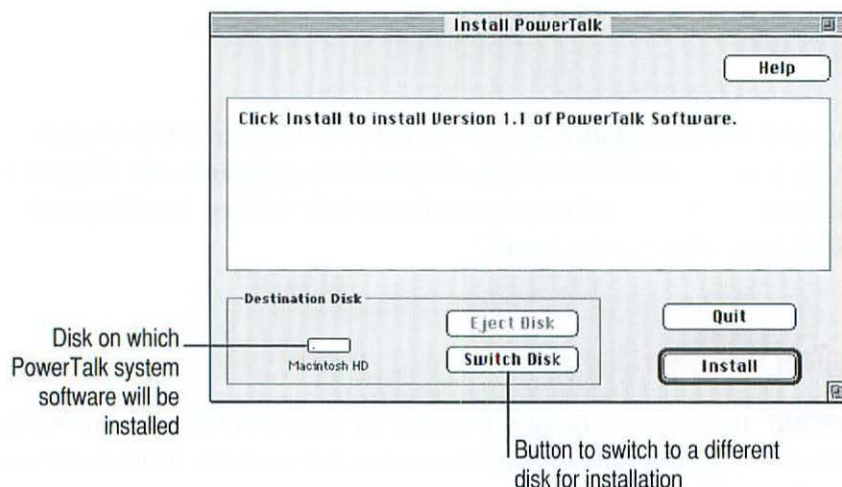
If you're installing software over a network: Find the Installer on your file server. If you're not sure where it is, ask your network administrator.

- 3** Open the PowerTalk Installer by double-clicking its icon.



- 4** If you see a dialog box asking what you want to install, click PowerTalk.
- 5** When you see the PowerTalk Installer's welcome screen, click Continue.

The Install PowerTalk dialog box appears.



- 6** Make sure that the destination disk indicated on the screen is the one on which you want to install PowerTalk.

If the wrong disk name appears, click the Switch Disk button until the correct disk name appears.

- 7** Click Install.

The Installer places PowerTalk software on your hard disk. PowerTalk software includes system software (installed in your System Folder) and application programs (installed in the PowerTalk folder, inside the Apple Extras folder on the hard disk).

If you have any problems while installing: See Chapter 7 ("Troubleshooting") later in this book.

8 Follow the instructions on the screen.

On-screen messages tell you when you need to insert other disks. It takes a few minutes to complete the installation.

9 When the installation is complete, restart your computer.

If for some reason the installation was not successful, try again.

If you can't restart the computer: See Chapter 7 ("Troubleshooting") later in this book.

New icons on your screen

Once your PowerTalk software is installed and you have restarted your computer, two new icons appear on your screen. See Chapter 6 ("What's New") in this book for more information.



Mailbox

The Mailbox is the place where all correspondence resides. To look at your In Box or Out Box, you open the Mailbox. (After you set up your system, the word *Mailbox* changes to your name.)



Catalogs

The Catalogs icon opens to show all the catalogs to which you have access—AppleTalk, PowerShare servers, and any other services on your network.

Step 2: Set up your system

PowerTalk system software provides different levels of access security. The most basic safeguard is the key chain access code. Your access code provides access to all your network servers and services with a single password. Until you set up and use your access code, your catalog and mail services are locked (inaccessible).

IMPORTANT How you set up your system depends on whether you have access to a server (called the PowerShare server) that manages network communications. If you are not sure whether or not you have a PowerShare server account, assume that you do not.

Setting up without a PowerShare server account

PowerTalk does not require the use of a network server. When you set up without a server account, you can communicate using AppleMail or mail-capable applications.

If you don't have a PowerShare server account, follow these steps:

- 1 Choose **Unlock Key Chain** from the **Special** menu in the Finder.

If you wish, you can also open the Mailbox.



The welcome screen appears.



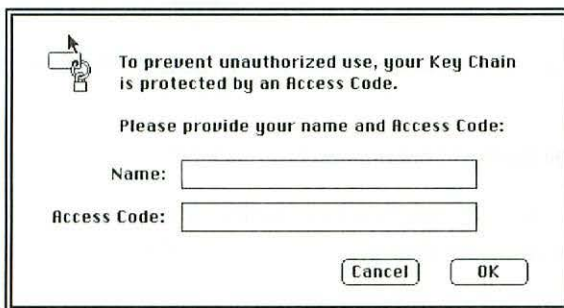
- 2 Read the screen and click Proceed.

A dialog box appears, asking if you have a PowerShare account.



- 3 Click No.

A dialog box appears, asking you to set your key chain access code.



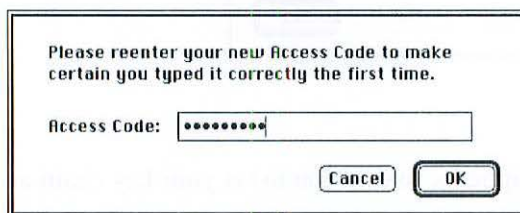
4 Type your name and the access code you want to use.

IMPORTANT Once your access code is set, you enter it each time your computer starts up. You can leave the access code blank, if you do not want to use a password.

Here are some tips for choosing an access code:

- It should not be your name.
- It must be at least six characters long. (The longer it is, the harder it will be to guess.)
- Mix upper- and lowercase letters and use numbers, as in “4Me!Only.”
- Make it easy to remember and don’t write it down.
- Keep track of which letters are uppercase—the access code is case-sensitive.

5 When a confirmation dialog box appears, type your access code again and click OK.



You can change your access code at any time in the PowerTalk Setup control panel.

6 When you see the next confirmation box, click OK.

As soon as the confirmation box closes, open your Date and Time control panel and make sure that the date, time, and time zone are all set correctly.

You now have access to PowerTalk services. The name of your Mailbox changes to show that you are its owner.



Mailbox



Mary Ann Hancock

Setting up with a PowerShare server account

If you have access to a PowerShare server, follow these steps:

- 1 Choose Unlock Key Chain from the Special menu in the Finder.

If you wish, you can also open the Mailbox.



The welcome screen appears.



- 2 Read the screen and click Proceed.

A dialog box appears, asking if you have a PowerShare account.



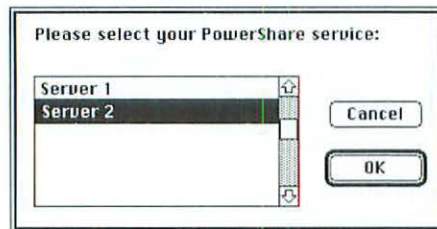
3 Click Yes.

The computer searches for the PowerShare services available to you.

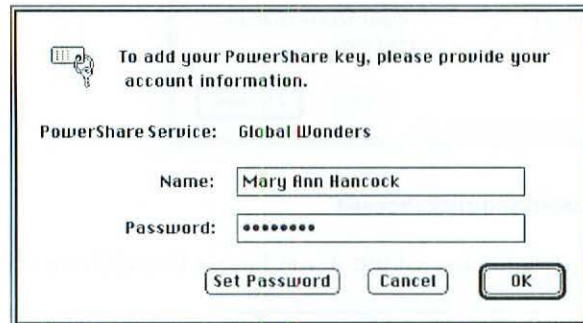


4 When the navigation dialog box appears, select the PowerShare service you want to access and click OK.

You can also double-click the PowerShare service's name.



A dialog box appears, asking for account information.

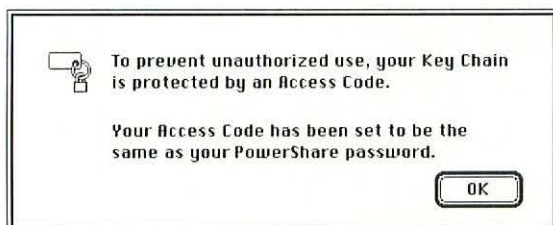


- 5 Type your name and the password of your PowerShare account as set up by your system administrator.

As a convenience to you, PowerTalk software initially sets your key chain access code to be the same as your PowerShare password. (You use your access code to open all services.) You can change your key chain access code in the PowerTalk Setup control panel.

IMPORTANT Changing your key chain access code does not change your PowerShare password. You'll need to use your PowerShare password when you check your mail from a computer other than your own.

- 6 When you see the confirmation box, click OK.



After a moment another confirmation box appears with additional information. Click OK.

You now have access to PowerTalk services. The name of your Mailbox changes to show that you are its owner.

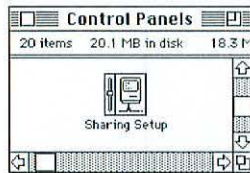


Step 3: Name your computer on the network

If you are on an AppleTalk network, the name of your computer appears in the AppleTalk catalog, and people can send you mail at that “address” without the need for a PowerShare server. If you name your computer clearly in the Sharing Setup control panel, people can find your address more easily. Many people use their own names in naming their computers (for example, “Sarabeth Herman’s Macintosh”).

To check the name of your computer, follow these steps:

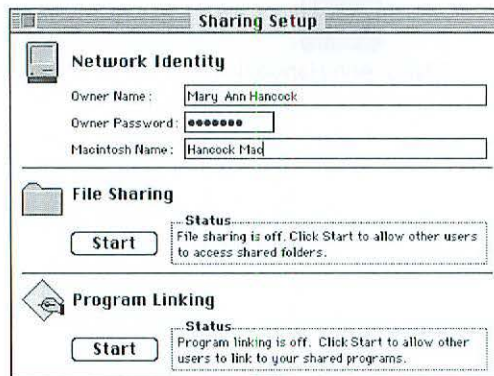
- 1 Choose Control Panels from the Apple () menu.
- 2 Open Sharing Setup.



- 3 Add any missing information, or change the current information by selecting and retyping.

Make sure that the name in the Macintosh Name text field is accurate; this information defines your network identity.

IMPORTANT If you have more than one computer on the same network, be certain that the computer names are different.

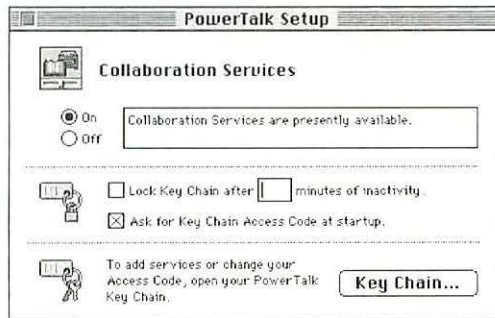


- 4 Close the Sharing Setup control panel by clicking its close box.

IMPORTANT If you want to use your AppleTalk catalog and the network, be sure that AppleTalk is turned on in the Chooser.

Turning off PowerTalk

To turn off collaboration services for an extended period, click the Off button in the PowerTalk Setup control panel and restart your computer.



When you choose this option, collaboration services won't be available at all when you restart the computer. (Your Mailbox and Catalogs will not appear on the desktop.) You'll use this option when you know that you won't be needing PowerTalk services and accounts on a particular personal computer for a while. You may also use it to save memory, since PowerTalk uses no memory when it is turned off.

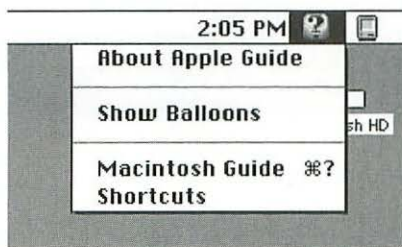
To turn PowerTalk back on, open the PowerTalk Setup control panel, and click the On button. Then restart your computer.

5

Getting Help

.....

The Guide menu is your main source of information when you're working with your computer. The menu is identified by a question mark (Ⓜ) in the upper-right corner of the screen.



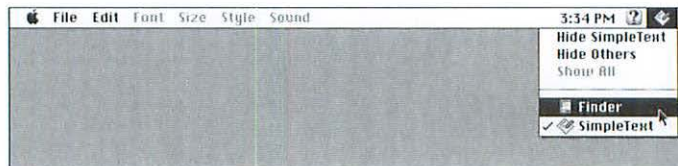
Macintosh Guide provides step-by-step guidance for new or complex tasks. When you request help from Macintosh Guide, it displays instructions on your screen and walks you through a task one step at a time.

To use Macintosh Guide to get help, see instructions on the following pages.

Getting answers to your questions

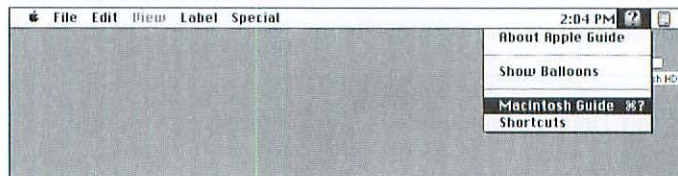
When you have a question while working with your computer, you can get the answer by choosing Macintosh Guide from the Guide menu.

- 1 Pull down the Application menu (in the upper-right corner of the screen) and choose Finder to make it the active application program.

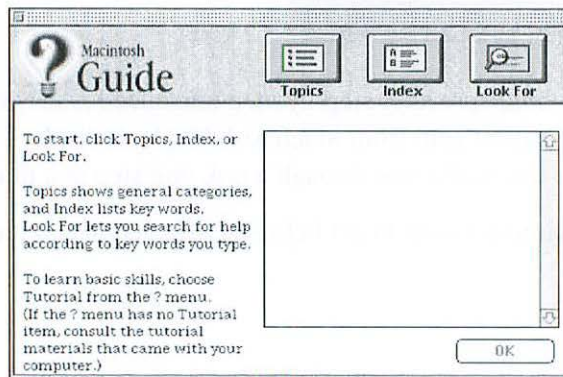


A checkmark in the menu indicates that the Finder is the active program.

- 2 Pull down the Guide menu (marked with the ? icon) and choose Macintosh Guide.



The Macintosh Guide window appears.



Whenever you use Macintosh Guide, its window remains in front of other windows. If the window gets in your way, you can move it by dragging its title bar (the gray bar across the top of the window).

- 3 Notice the three buttons at the top of the window: Topics, Index, and Look For.



Macintosh Guide gives you three ways to find information:

- **Topics** lets you choose from a list of general subjects; it is like the table of contents in a book.
- **Index** lets you choose from an alphabetical list of more specific subjects; it is like the index in a book.
- **Look For** lets you search for information related to a specific word or phrase that you type.

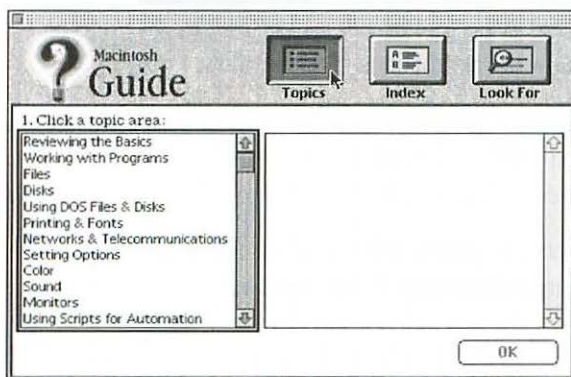
In the following sections you will practice using each method.

If you have problems while using Macintosh Guide, see “Tips for Using Macintosh Guide” later in this chapter.

Getting answers with the Topics button

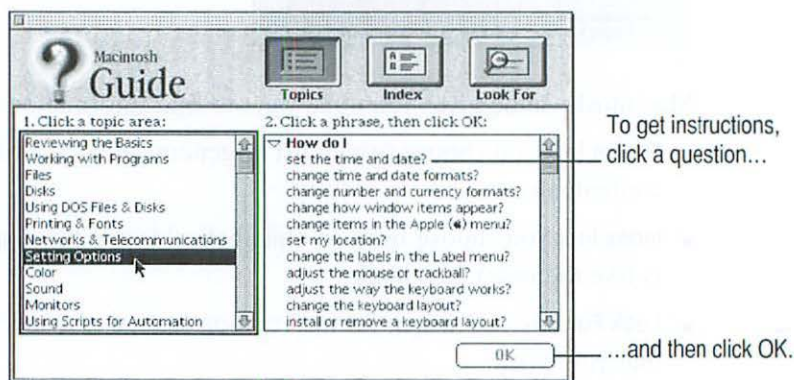
- 1 In the Macintosh Guide window, click the Topics button.

A list of general topics appears on the left side of the Macintosh Guide window. (Depending on what hardware and software you have, the list of topics may look different.)



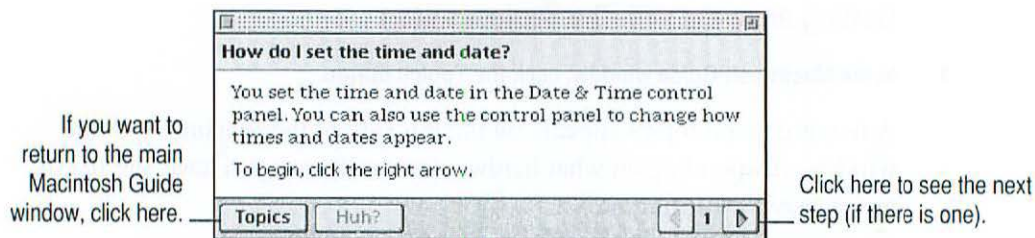
2 Click “Setting Options” in the list of topics.

When you click any topic area, a list of related questions appears on the right side of the Macintosh Guide window.



3 Click the question “How do I set the time and date?” and then click OK. Or double-click the question.

A small window appears with instructions for you to follow.



4 Read and follow the instructions in this window.

Macintosh Guide provides step-by-step instructions to answer the question you selected. When you have completed each step, click the right arrow in the lower-right corner to see the next step.

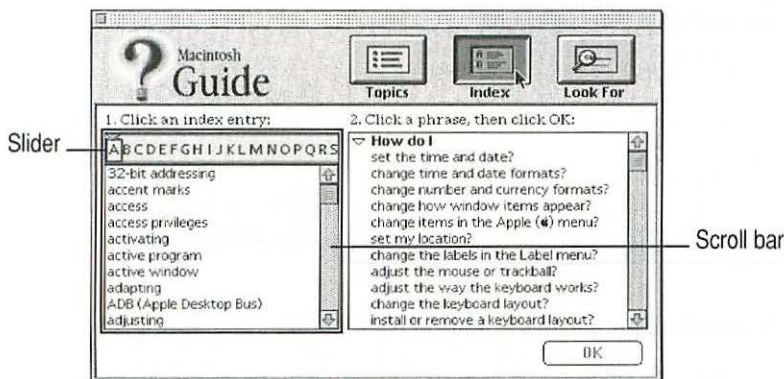
5 When you have completed all the steps, click the Topics button in the lower-left corner to return to the main Macintosh Guide window.

Now continue with the next section.

Getting answers with the Index button

- 1 In the Macintosh Guide window, click the Index button.

An alphabetical list of subjects appears on the left side of the window.

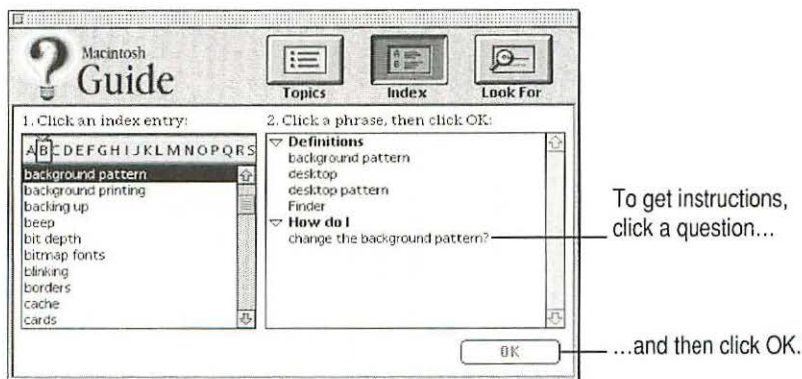


- 2 Scroll through the alphabetical list until the phrase "background pattern" is visible.

You can scroll through the list either by dragging the slider to the letter *B* or by using the scroll bar at the right of the list.

- 3 Click the phrase "background pattern" in the alphabetical list.

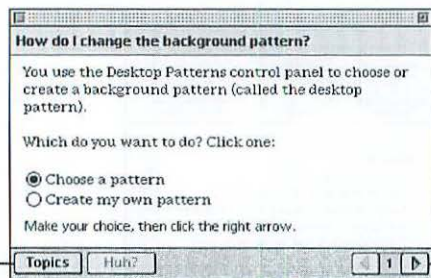
When you click any index entry, a list of related questions appears on the right side of the Macintosh Guide window.



- 4** Click the question “How do I change the background pattern?” and then click OK. Or double-click the question.

A small window appears with instructions for you to follow.

If you want to return to the main Macintosh Guide window, click here.



Click here to see the next step (if there is one).

- 5** Read and follow the instructions in the window.

Macintosh Guide provides step-by-step instructions to answer the question you selected. When you have completed each step, click the right arrow in the lower-right corner to see the next step.

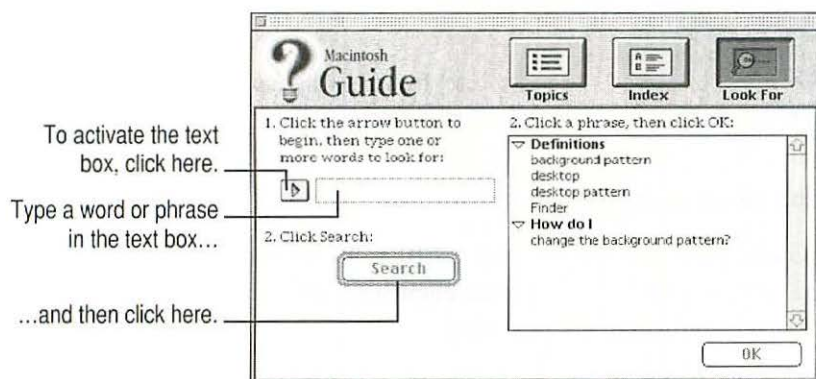
- 6** When you have completed all the steps, click the Topics button in the lower-left corner to return to the main Macintosh Guide window.

Now continue with the next section.

Getting answers with the Look For button

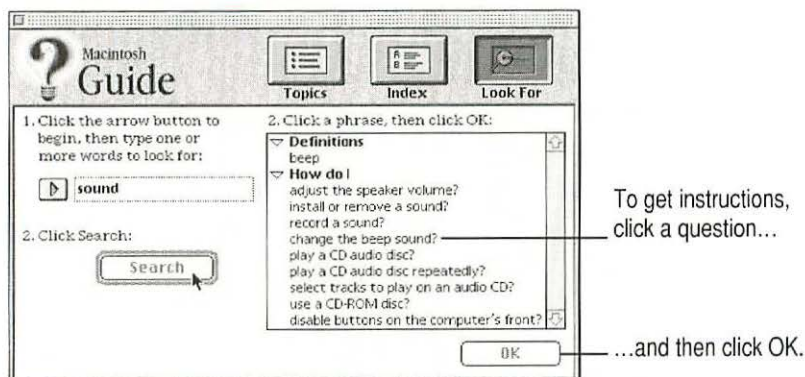
- 1 In the Macintosh Guide window, click the Look For button.

A small box appears on the left side of the window, where you can type text.



- 2 Click the arrow button to activate the text box.
- 3 Type "sound" in the text box and then click Search.

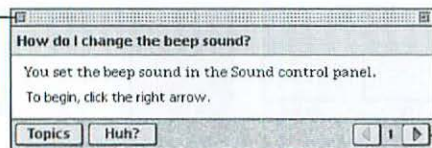
When you click Search, a list of questions related to the word or phrase you typed appears on the right side of the Macintosh Guide window.



- 4 Click the question “How do I change the beep sound?” and then click OK. Or double-click the question.

A small window appears with instructions for you to follow.

If you want to close
Macintosh Guide,
click here.



Click here to see the next
step (if there is one).

- 5 Read and follow the instructions in the window.

Macintosh Guide provides step-by-step instructions to answer the question you selected. When you have completed each step, click the right arrow in the lower-right corner to display the next step.

- 6 When you have completed all the steps, click the close box in the upper-left corner to close Macintosh Guide.

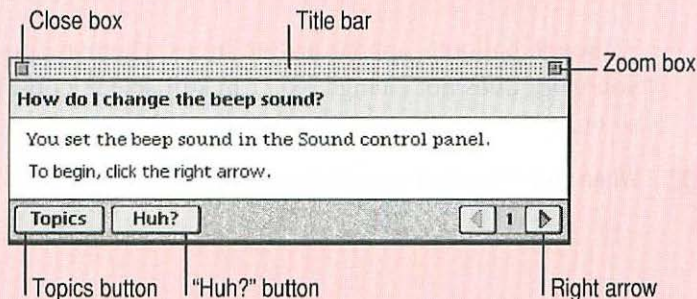
Tips for using Macintosh Guide

Here are a few tips for using Macintosh Guide effectively:

- Macintosh Guide is available only when you are in the Finder—the desktop area where you can see the icons of disks, folders, and files. (Other programs may have their own on-screen “guides” available in the Guide menu, however.) If you don’t see Macintosh Guide in the Guide menu, pull down the Application menu (to the right of the Guide menu) and choose Finder.
- Follow the steps when you’re instructed to; don’t skip ahead or read ahead. That way the computer can check to make sure you’ve done each step correctly.
- Unlike most windows, the Macintosh Guide window stays in front of other windows on the screen so that your instructions are never covered. If you need to move the Guide window out of the way, drag it by the title bar at the top of the window.

You can also move the window out of the way by clicking the zoom box. Click the box once to shrink the window; click it a second time to expand the window to its original size.

- If you need more information about an instruction or a term, click the button labeled “Huh?” to get further explanation. (The “Huh?” button is dimmed when no additional information is available.)
- If you want to return to the main Macintosh Guide window, click the Topics button in the lower-left corner of the Guide window.
- When you’re finished using Macintosh Guide, click the close box in the upper-left corner of the window.




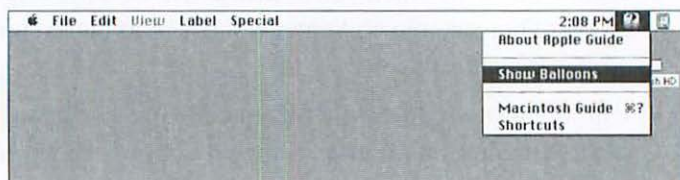
Identifying objects on the screen

Sometimes you'll see an unfamiliar item on the screen and ask yourself, "What's that?" You can get an answer by using a Macintosh feature known as Balloon Help.

Balloon Help explains the functions of icons, menus, commands, and other items on the Macintosh screen in balloons like those you see in comic strips.

Follow these steps to use Balloon Help:

- 1 Pull down the Guide menu (marked with the ) and choose Show Balloons.



- 2 Point to any object on the screen that you want to identify.

A balloon appears next to the object. In the following illustration, for example, pointing to the Trash displays a balloon that explains how to use the Trash to throw items away.




Although balloons appear next to items when you point to them, the way you work does not change; you can still select icons, choose commands, and so on.

- 3 When you're finished using Balloon Help, choose Hide Balloons from the Guide menu.

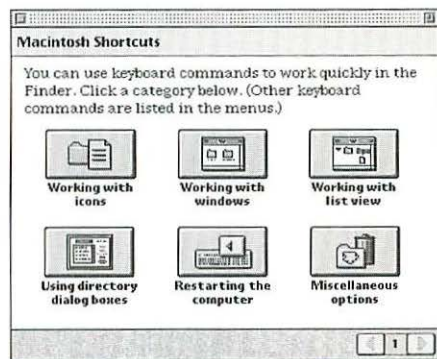
Learning useful shortcuts

You can perform many tasks in the Finder more quickly if you use keyboard or mouse shortcuts. For example, instead of clicking an icon and choosing Open from the File menu, you can simply double-click the icon to open it.

Follow these steps to learn keyboard and mouse shortcuts:

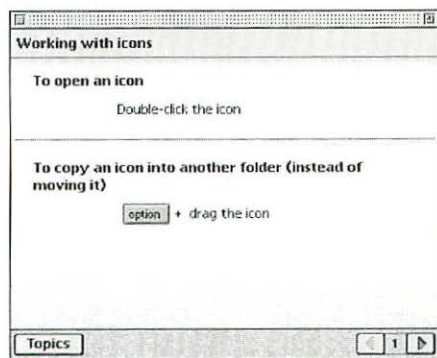
- 1 Pull down the Guide menu (marked with the ) and choose Shortcuts.

The main Macintosh Shortcuts window appears.



- 2 Click one of the category buttons.

Another window appears, describing shortcuts for that category.



- 3** Read about the shortcuts available for the category you selected.

Click the right arrow in the lower-right corner of the window to display the next window (if there is one).

- 4** When you finish, click the Topics button in the lower-left corner to return to the main Macintosh Shortcuts window.

Or click the close box in the upper-left corner to close the window.

6

What's New



In addition to Macintosh Guide (described in Chapter 5), the Macintosh System Software version 7.5 upgrade includes more than fifty new features that enhance productivity and make it easier to work with others:

- built-in compatibility with MS-DOS and Windows files and disks
- Finder enhancements, such as an improved Find File command, submenus for the Apple menu, date and time display on the menu bar, electronic stick-on notes, and more colorful screen patterns
- the ability to automate tasks
- enhancements that optimize PowerBook battery life and make mobile computing easier
- enhancements that make doing basic tasks easier
- other new features that provide energy savings, audio CD controls, and TCP/IP networking support
- QuickDraw GX advanced printing and graphics architecture
- PowerTalk built-in mail and collaboration services

The following pages describe the new features.



Macintosh system software version 7.5

Compatibility with DOS and Windows files

Your Macintosh can open disks and files that are formatted for IBM-compatible personal computers. You can exchange disks and documents with DOS and Windows computers. Your computer can also initialize disks for either the Macintosh or DOS computers.

When you put a floppy disk formatted for an IBM-compatible personal computer into your Macintosh, the disk's icon on your screen says "PC."



DOS Disk

You can open the DOS disk just as you would open a Macintosh disk and open files on the disk just as you open Macintosh files. Your computer uses "translators" and your application programs to open documents created in DOS applications.


To assign a Macintosh program to open each type of DOS file, open the Apple (🍏) menu and choose Control Panels. Then open the PC Exchange control panel.



PC Exchange



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and see the items in the "DOS files and disks" topic. For more information on control panel items, choose Show Balloons from the Guide menu.

Easy file opening

With Macintosh Easy Open, you can open most Macintosh, DOS, or Windows files even if you don't have the program that created the document. Your computer uses “translators” and your programs to open documents created in programs you do not have. For example, your computer uses a translator and your word processor to open a document created in a word-processing program that you do not have.




Macintosh Easy Open Setup

To set Easy Open options, open the Apple () menu and choose Control Panels. Then open the Macintosh Easy Open Setup control panel.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the “Working with Programs” topic and see “How do I open an unknown item?” For more information on control panel items, choose Show Balloons from the Guide menu.

Macintosh Drag and Drop

You can move text, graphics, sounds, and QuickTime movies without using copy and paste. With programs that support Macintosh drag and drop, you can drag an item within a document or between two open documents.

You can also drag an item from a document onto your screen to create a “clipping.” A clipping is a file that can be dragged into another document later. For example, you may save your business address as a clipping and drop it into letters and other documents.



text clipping



sound clipping




picture clipping

To use the drag-and-drop feature, select the item, then drag it to a new location. You can practice using this feature with Note Pad, SimpleText, Scrapbook, and Stickies.



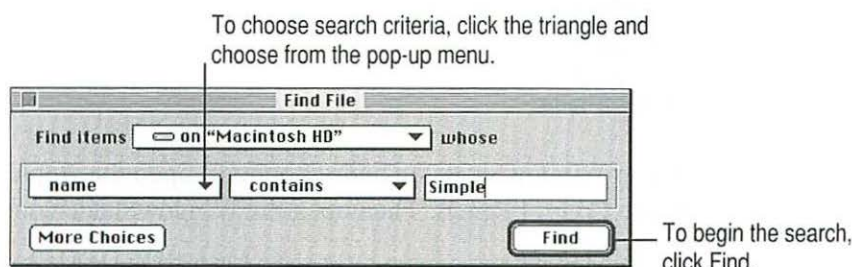
For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the “Files and Disks” topic and see “How do I copy an item between programs?,” “How do I copy an item?,” and “How do I use a clipping file?”

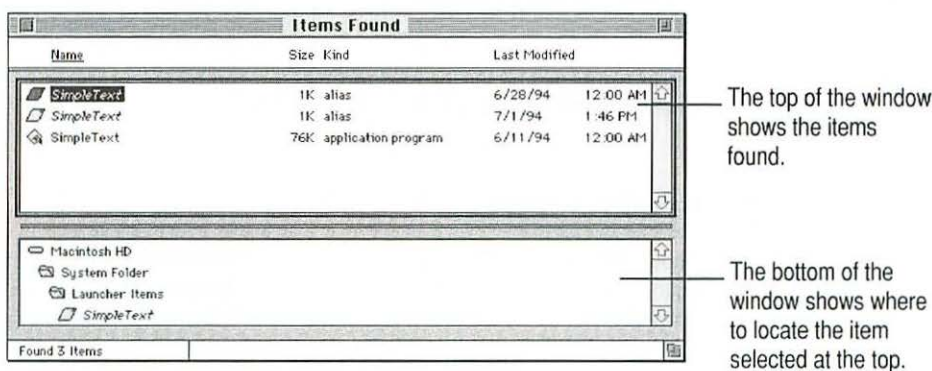
Find File

Find File lets you enter a list of specific search information to find a file. You can look for the file based on information such as location, name, size, date created or modified, and version.

To find an item, open the Apple () menu and choose Find File.



The list of the matching items appears in the Find File Results window. You can work with items directly in this window. For example, you can move or copy a file, open a folder, or get information on an item.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ? icon) and click the Topics button. Select the "Files and Disks" topic and see "How do I find a file or folder?" For more information on items in the Find File window, choose Show Balloons from the Guide menu.

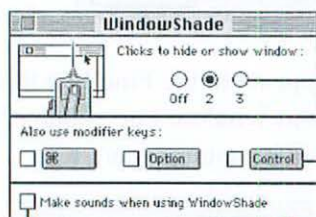
WindowShade

The WindowShade control panel lets you reduce screen clutter by shrinking windows. You can shrink a window by clicking the title bar (you set the number of clicks it takes to roll the window up). To show the full-size window, you click the title bar again.



WindowShade

To turn WindowShade on and set options, open the Apple () menu and choose Control Panels. Then open the WindowShade control panel.




Click one of these buttons to turn the WindowShade feature on or set the number of clicks to shrink and expand windows.

To require a modifier key (along with mouse clicks) to close and open windows, click to put an X in one of these boxes.

To hear a sound when the window shrinks and expands, click here to put an X in the box.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the  icon) and click the Topics button. Select the "Setting Options" topic and see "How do I adjust window shrinking?" For more information on control panel items, choose Show Balloons from the Guide menu.

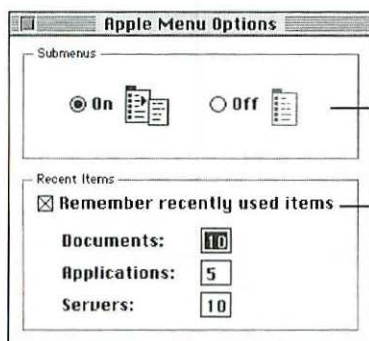
Submenus for the Apple menu

Apple Menu Options lets you quickly get to items you use frequently by showing them in submenus in the Apple (🍏) menu. For example, if you put a folder into the Apple menu, items inside the folder appear in a submenu. The Apple menu also shows you the most recently used programs, documents, and servers.



Apple Menu Options

To set submenu options, open the Apple (🍏) menu and choose Control Panels. Then open the Apple Menu Options control panel.




To turn the submenus off or on, click a button.

If you do not want to see recently used items on the Apple menu, click the box to remove the X. To change the number of documents, programs, or servers that display on the Apple menu, type the new number.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the "Setting Options" topic and see "How do I change items in the Apple (🍏) menu?" For more information on control panel items, choose Show Balloons from the Guide menu.

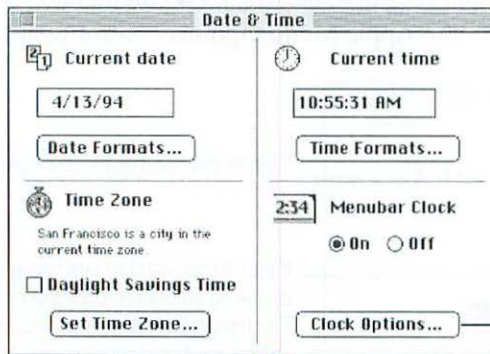
Date and time display

The time and date can be displayed on your menu bar. You use the Date and Time control panel to change the way your clock looks, see the day of the week, and turn on a chime.



Date & Time


To set clock options, open the Apple () menu and choose Control Panels. Then open the Date and Time control panel and click Clock Options.



Click here to set options for the clock on the menu bar.



For step-by-step help

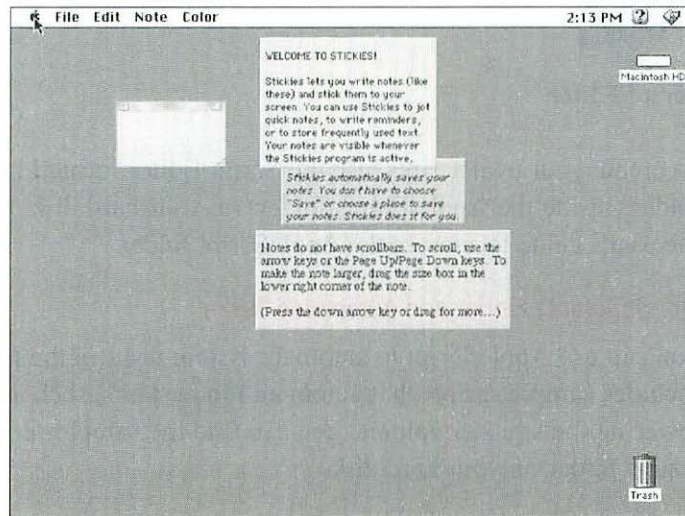
Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the "Setting Options" topic and see "How do I change time and date formats?" For more information on control panel items, choose Show Balloons from the Guide menu.

Stickies

You can create notes and “stick” them onto your screen. You can choose colors for your notes, and use fonts and styled text.

To see your notes or to put a note on the screen, open the Apple () menu and choose Stickies. To create a note, open the File menu and choose New Note. Then type your note or drag in text from a document or clipping.

IMPORTANT Stickies behave like windows, but do not have scroll bars. To scroll, use the arrow keys on the keyboard.



For help

For information on menu items and items in the Stickies window, choose Show Balloons from the Guide menu (marked with the ? icon).

Automating system tasks

The ability to automate routine or complex tasks is built into your Macintosh. You can use the built-in Script Editor application program to automate tasks in the Finder and in application programs that support AppleScript.

Using the Script Editor

The Script Editor is a program that lets you write “scripts” (or programs) that automate a series of actions. Using the Script Editor’s “Watch Me” feature, you can record actions to create a script.



Script Editor

To create your own scripts, use the Script Editor located in the AppleScript folder (inside the Apple Extras folder) on your hard disk. For instructions, see the user’s guide located in the AppleScript folder.


The Scriptable Finder and Automated Tasks

You can use AppleScript to automate system tasks in the Finder. Your system includes sample scripts that automate Finder tasks, such as raising and lowering the speaker volume. You can find the sample scripts in the Apple Extras folder on your hard disk.

To try out one of the scripts, open the Apple () menu and choose Automated Tasks.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the  icon) and see the items in the “Using Scripts for Automation” topic. For more information about items on your screen, choose Show Balloons from the Guide menu.

SimpleText word processor

SimpleText is a built-in word processor that supports new Macintosh features such as Macintosh drag and drop, fonts, text styling, and QuickDraw GX printing. SimpleText reads TeachText documents and works much the same as TeachText, but provides additional capabilities. For example, you can open several SimpleText documents at once. You can also play QuickTime movies.


SimpleText has three new menus from which you can choose fonts, set type size, and style text. If your computer supports sound recording, the SimpleText Sound menu lets you record a sound and add it to a document. If PlainTalk is installed on your Macintosh, SimpleText can speak the text you type.



SimpleText



For help

For information about SimpleText menu items, choose Show Balloons from the Guide menu (marked with the  icon).

Mobile computing

PowerBook battery management

The PowerBook control panel combines all battery management settings into one control panel. You can control power consumption with a single control using Easy view, or you can set individual options using Custom view.

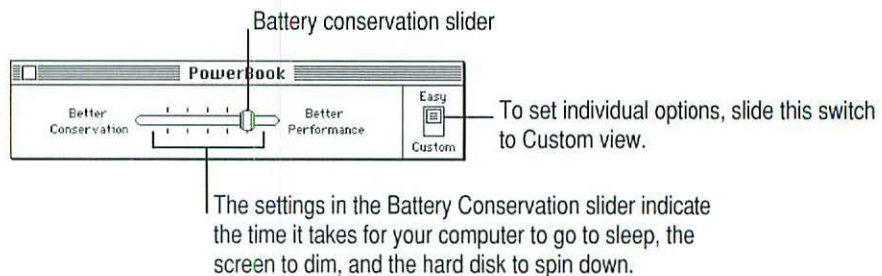
To set battery options, open the Apple () menu and choose Control Panels. Then open the PowerBook control panel.




PowerBook

In Easy view, you use the battery conservation slider to control your computer's power consumption in one step. If you can't plug in the computer, Better Conservation gives you longer work time. Better Performance allows you to work with the fewest interruptions.

Your computer automatically uses the Better Conservation setting when it is unplugged. When you plug the computer in, the slider moves to the Better Performance setting.



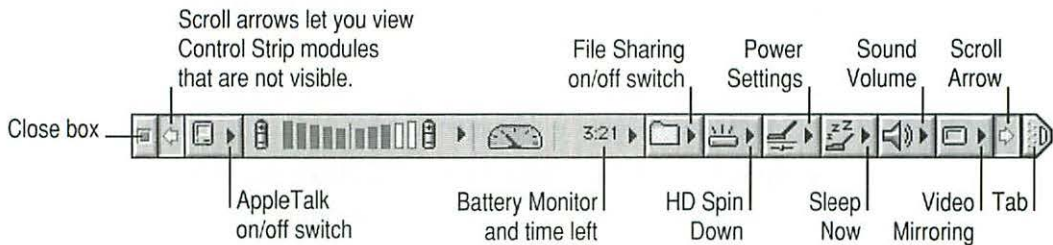
For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and see the items in the "Batteries and Power" topic. For more information about items on your screen, choose Show Balloons from the Guide menu.

PowerBook Control Strip

When you first turn on your PowerBook, a line of small pictures appears in the lower left of the screen. This is called the *Control Strip*.


The Control Strip may look slightly different depending on the options on your PowerBook.



The Control Strip gives you an easy way to access the features you use most often. You can still use the control panels anytime to fine-tune your settings. For example, you can use the Control Strip to monitor the battery charge level and the amount of work time left on your battery. You can also turn off AppleTalk, File Sharing, and Sound Volume to conserve battery life.



For step-by-step help


Choose Macintosh Guide from the Guide menu (marked with the ) and see the items in the "Control Strip" topic. For more information about each module in the Control Strip, choose Show Balloons from the Guide menu. Then point to the modules one at a time.

PowerBook file synchronizer

The PowerBook File Assistant automatically synchronizes files between PowerBook computers and other Macintosh systems. The File Assistant keeps any two files, folders, or disks synchronized—locally, over a network, or using a floppy disk.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the "Files" topic and see "How do I synchronize a file on two computers?" For more information about items on your screen, choose Show Balloons from the Guide menu.


Other PowerBook features

Your Macintosh has other features to make mobile computing with your PowerBook easier and faster:

- Send documents to print automatically the next time you connect your PowerBook to a printer.
- Send replies to electronic mail automatically the next time you connect your PowerBook to a network.
- Put your PowerBook to sleep by holding down the Shift, ⌘ (Command), and 0 (zero) keys at the same time.
- Spin down the hard disk by holding down the Shift, Control, ⌘ (Command), and 0 (zero) keys at the same time.
- Automatically reconnect to hard disks and servers when your computer wakes from sleep mode.
- Save battery power by using the persistent RAM disk instead of the hard disk. Files in the RAM disk are saved to the System Folder on the hard disk when you shut down your PowerBook. The next time you start up, the files are automatically copied back to the RAM disk.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and see the items in the "Batteries and Power" topic. For more information about items on your screen, choose Show Balloons from the Guide menu.

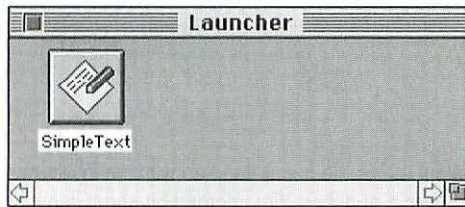
Simplifying basic tasks

You can customize your Macintosh for novice users (such as less experienced users and children) or those who use the Macintosh for only a few specific tasks:

- Provide a way to find and launch application programs easily.
- Make it easier to keep track of documents by saving them in a Documents folder on the desktop.
- Hide the desktop (Finder) items while you work in an application program.
- Protect the programs that operate the computer from being removed or renamed.

One-step program launching

You can use the “Launcher” to provide easy access to application programs. The Launcher is a special window that contains “buttons” that open programs with one click. When the Launcher window is open, it appears in the lower-left corner of your desktop.



To open the Launcher window, open the Apple () menu and choose Control Panels. Then choose Launcher.

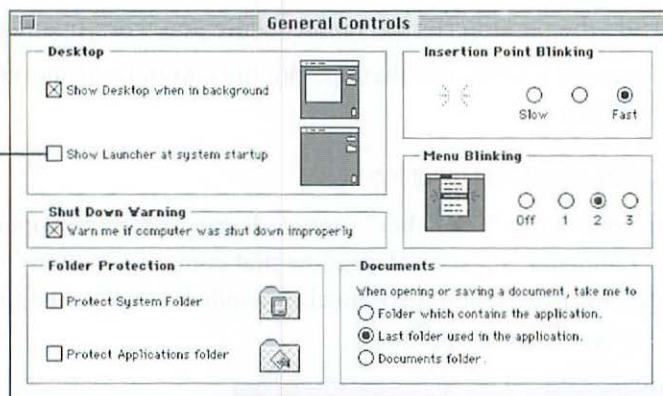
To automatically open the Launcher when the computer starts up, open the Apple () menu and choose Control Panels. Then choose General Controls.




General Controls

Opening the Launcher at startup is one of the Desktop options.

To automatically show the Launcher when your computer starts up, click here to put an X in the box. The picture on the right shows what your desktop looks like based on your choice.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Index button. See the items for the index term "Launcher." For information about items in the control panel, choose Show Balloons from the Guide menu.

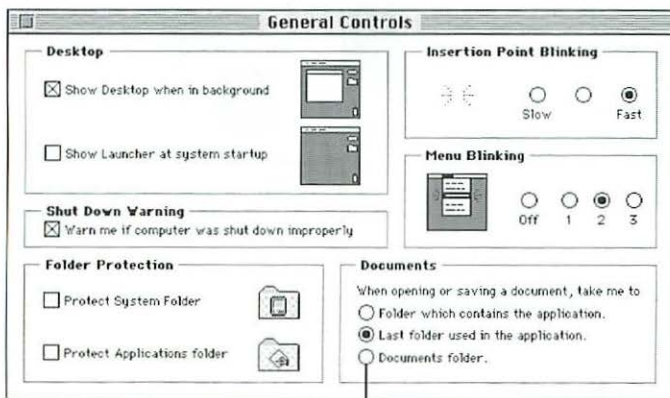
Documents folder

You can make documents easy to find by automatically saving them in a Documents folder on the desktop. When the option is set, the Documents folder is the default location for saving and opening all files, no matter what programs created the files.



Documents


To set up the Documents folder, open the Apple () menu and choose Control Panels. Then choose General Controls.



To create a Documents folder on your desktop and use it as the default location for saving and opening documents, click this button.



For help

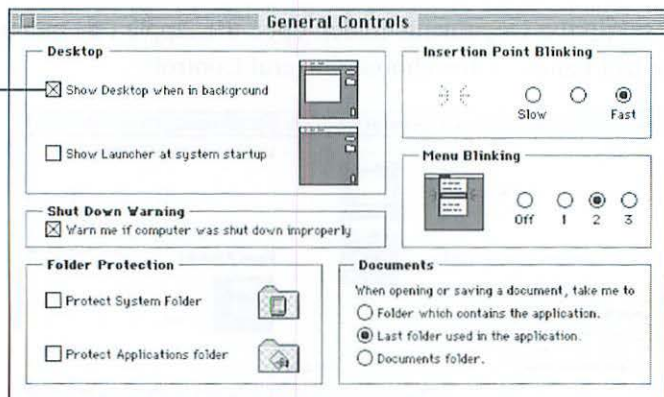
For information about items in the control panel, choose Show Balloons from the Guide menu (marked with the  icon).

Finder hiding

You can hide the Finder whenever a program is open. Hiding the Finder prevents you from accidentally leaving a program in which you are working (and going to the Finder) by clicking outside the program window. Finder items on your screen—such as the hard disk, Trash, and folders—are hidden until you close the program.

To set the Finder-hiding option, open the Apple () menu and choose Control Panels. Then choose General Controls.

To hide the Finder when it is in the background, click here to remove the X. The picture on the right shows what your desktop looks like based on your choice.



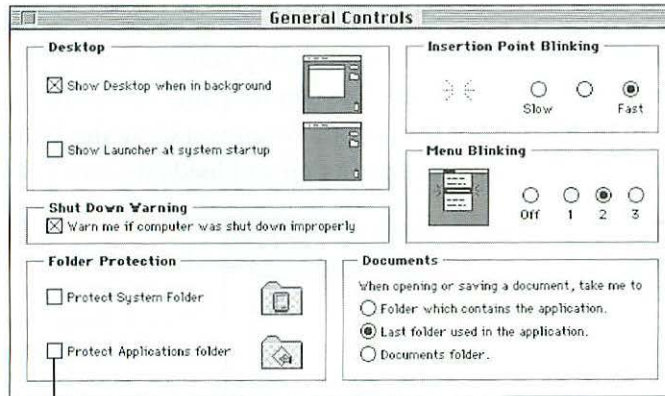
For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ? icon) and click the Index button. Select the index term "Finder" and see "How do I avoid switching out of a program?" For information about items in the control panel, choose Show Balloons from the Guide menu.

Software protection

You can protect the software programs that make your computer operate. The General Controls control panel lets you lock your System Folder and Applications folder. When the folders are protected, items inside cannot be removed or renamed. You can still add items to these folders.

To protect the items in your System Folder and Applications folder, open the Apple () menu and choose Control Panels. Then choose General Controls.



To keep items in your System Folder from being renamed or removed, click to put an X in the box. To automatically create an Applications folder and keep items in it from being renamed or removed, click to put an X in the box.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ? icon) and click the Index button. Select the index term "protecting files" and see "How do I protect a file or disk?" For information about items in the control panel, choose Show Balloons from the Guide menu.

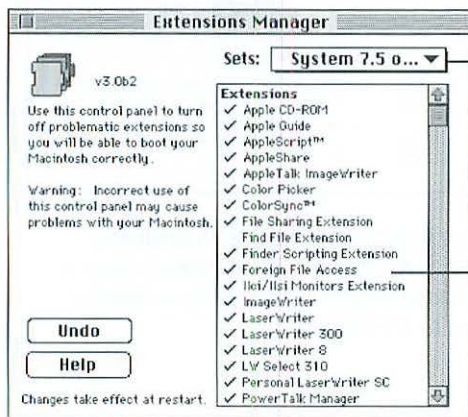
Extensions Manager

The Extensions Manager control panel lets you turn on or off startup programs (also known as system extensions and control panels). You can also use the Extensions Manager to switch between sets of extensions.



Extensions Manager

To use the Extensions Manager during startup, hold down the Space bar as you start up the computer. The control panel opens during startup to allow you to turn extensions on or off. When you close the Extensions Manager, your computer resumes starting up and loads the extensions you selected.




Grouping extensions into sets allows you to turn them on or off as a group. If you think you have a problem with incompatible items, open this menu and choose "System 7.5 only."

To turn off an extension (prevent it from loading), click it to remove the check. To allow the extension to load, click it again to put a check beside it.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the topic "Setting Options" and see "How do I manage System Folder extensions?" For information about items in the control panel, choose Show Balloons from the Guide menu.

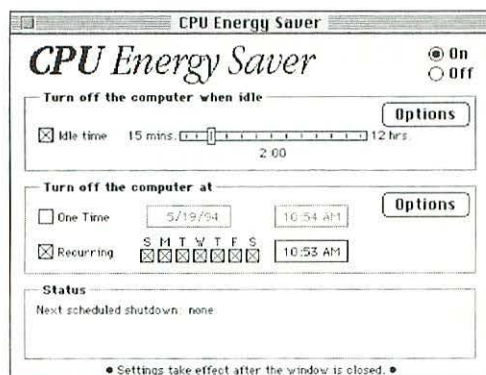
Automatic power off

If your Macintosh allows you to turn the power on and off with the keyboard (Centris, Quadra, and later models), you can use the CPU Energy Saver to shut down the computer automatically. You can set the computer to shut down when it is idle for a specified amount of time or at a specific time of day on one or more days of the week.



CPU Energy Saver

To set options, open the Apple () menu and choose Control Panels. Then choose the CPU Energy Saver control panel.



You can also specify conditions that stop the computer from automatically shutting down. The options prevent shutdown if you're connected to a shared disk on the network, if a serial port is being used by a printer or telecommunications program, if a "busy" pointer (that is, a watch) is on the screen, or if a sound is playing.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ? icon) and click the Topics button. Select the topic "Setting Options" and see "How do I turn off the computer automatically?" For information about items in the control panel, choose Show Balloons from the Guide menu.

Support for TCP/IP networking

Your Macintosh provides built-in support for TCP/IP (Transmission Control Protocol/Internet Protocol), an industry-standard communications protocol for UNIX networking. TCP/IP provides the capability to access information on Cray supercomputers, UNIX and Sun workstations, VAX systems, and a variety of other systems.


To install MacTCP, see Appendix A (“Using the Custom Install Option”) later in this book.



MacTCP



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the topic “Networks and Telecommunications” and see “How do I make a TCP connection?” For information about items in the control panel, choose Show Balloons from the Guide menu.

High-quality audio

The new Sound control panel provides high-quality stereo sound. It allows you to select sound input and output devices and adjust the volume of each device connected to your Macintosh computer.


To set options, open the Apple () menu and choose Control Panels. Then open the Sound control panel.



Sound




For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and see items in the "Sound" topic. For information about items in the control panel, choose Show Balloons from the Guide menu.


Audio CD player

Your system software provides built-in support for playing and programming audio compact discs. To use the player, your computer must have a CD-ROM drive attached.

To play an audio compact disc, insert a disc into the CD-ROM drive. Then open the Apple () menu and select AppleCD Audio Player. The player controls appear.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Index button. See items for the index term "CD-ROM." For information about items in the CD player window, choose Show Balloons from the Guide menu.

More colorful desktop patterns

The Desktop Patterns control panel provides more colorful and texture-rich desktop patterns. You can add your own designs by copying and pasting graphics or photographs (stored as PICTs) into the control panel. Or you can drag and drop the PICT into the control panel.


To select or add a pattern, open the Apple () menu and choose Control Panels. Then open the Desktop Patterns control panel.



Desktop Patterns



For step-by-step help


Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the topic "Setting Options" and see "How do I change the background pattern?" For information about items in the control panel, choose Show Balloons from the Guide menu.

Shut Down

The Shut Down command is now available in the Apple () menu. You can choose Shut Down from within a program, without returning to the Finder.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) click the Topics button. Select the "Reviewing the Basics" topic and see "How do I turn off the computer?"

QuickTime extension

The QuickTime extension adds capabilities that let your application programs integrate graphics, sound, video, and animation into documents. QuickTime is designed to take advantage of the speed of the Power Macintosh.


You do not work directly with the QuickTime extension. It works behind the scenes as part of your system software, providing new features to the application programs you work with. The specific features of QuickTime that you use and how they are presented depend on the programs you use.



QuickTime™



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and see the index term "QuickTime."


New Scrapbook

The new Scrapbook supports Macintosh drag and drop. When you work in a program that supports drag and drop, you can drag an item out of the Scrapbook into another document, drag it onto the desktop (to create a clipping), or drag it into the Scrapbook.

You can also change the size of the new Scrapbook by dragging the size box in the lower-left corner of the Scrapbook window.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and see the index term "Scrapbook." For information about items on the screen, choose Show Balloons from the Guide menu.


New Note Pad

The Note Pad supports Macintosh drag and drop. When you work in a program that supports drag and drop, you can drag an item to a new location on the Note Pad, drag an item onto the Note Pad, drag it from the Note Pad into another document, or drag the item onto the desktop (to create a clipping).

You can create larger notes, print Note Pad contents, and search for information by typing a keyword or phrase.




For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the  icon) and see the index term "Note Pad." For information about items in the Note Pad window or menus, choose Show Balloons from the Guide menu.

Support for Roman-language keyboards

The Keyboard, Text, and Numbers control panels provide built-in support for languages that use Roman script, such as English, French, and German.


To select language options, open the Apple () menu and choose Control Panels. Then open the Keyboard, Text, or Numbers control panel.



Keyboard



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the  icon) and click the Index button. See items for the index term "keyboard layout." For information about items in the control panel, choose Show Balloons from the Guide menu.

Button Disabler

You can prevent other people from using the sound and screen contrast buttons on the front of your computer by using the Button Disabler control panel.

To disable the buttons, open the Apple () menu and choose Control Panels. Then open the Button Disabler control panel.




Button Disabler

Click the Disable Buttons box to put an X in it. The buttons remain off until you turn them on again by clicking the box to remove the X.



For help

For information about items in the control panel, choose Show Balloons from the Guide menu (marked with the  icon).

Telephone Manager

Your Macintosh has built-in capabilities that let you take advantage of computer-telephone integration. Programs that support the Telephone Manager can link software to telephone functions.

Multitasking support

The Thread Manager allows programs to integrate preemptive and cooperative multitasking.

Universal enabler

The separate enablers for different Macintosh computers are now consolidated into a single, universal enabler that is built into the system software.

Support for large volumes

Your Macintosh can now access volumes up to 4 gigabytes (GB).

QuickDraw GX printing and publishing

QuickDraw GX system software gives you more powerful, convenient printing and font handling and improves your computer's color-publishing capabilities. QuickDraw GX lets you create documents that other QuickDraw GX users can view and print, even when they don't have the application program or font used to create the document.

To get the full benefit of some features described in this section, you'll need an application program that takes advantage of QuickDraw GX.

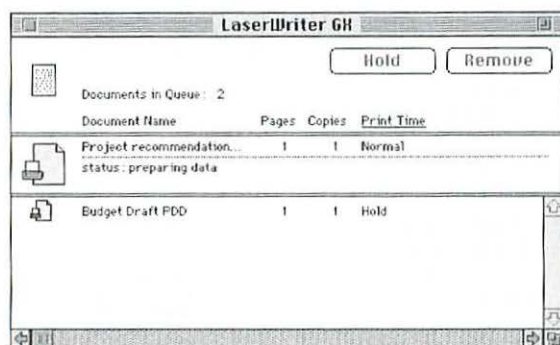
Easier printing

You can work with several printers using printer icons on your desktop. To set the default printer, choose Set Default Printer from the new Print menu. To print a document, simply drag the file to the printer icon.




LaserWriter GX

To see the list of documents sent to a printer (the print queue), simply double-click the printer's icon. In the print queue window, you can put a document on hold or remove it from the queue. You can also drag a document directly from the print queue window to another printer.

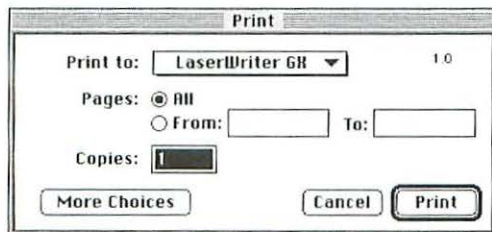


For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the "Printing and Fonts" topic and see "How do I create a desktop printer?," "How do I print?," and "How do I manage printing jobs?" For more information about items on your screen, choose Show Balloons from the Guide menu.

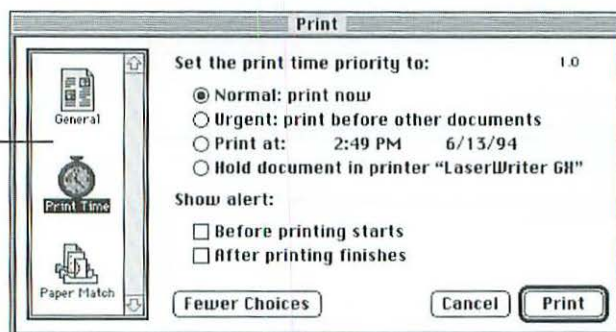
More powerful printing dialog boxes

When you choose Print in a program that supports QuickDraw GX (such as SimpleText), you use the QuickDraw GX printing dialog boxes. The dialogs provide additional printing capabilities, such as the ability to collate multiple copies and use printing extensions.




You can install and use printing extensions to customize your printing capabilities. To use your installed printing extensions, click the More Choices button in the dialog box you see when you choose Print. For example, the extension shown below allows you to specify when a document will print.

Installed printing extensions appear in this area of the printing dialog box. To use an extension, click on its icon.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the "Printing and Fonts" topic and see "How do I change printing options?" For more information about items on your screen, choose Show Balloons from the Guide menu.

Printer sharing


You can share printers in much the same way as you share files. If your printer is directly connected to your Macintosh, and your Macintosh is connected to a network, you can make your printer available on the network and limit its use with a password.

To share a printer, select the printer icon on your desktop, and then choose Sharing from the File menu.





For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the "Printing and Fonts" topic and see "How do I share a printer with other users?" For more information about items on your screen, choose Show Balloons from the Guide menu.

Portable documents

A Portable Digital Document (PDD) is a read-only document that other users can view and print on any other Macintosh with QuickDraw GX installed. The user who receives your document can view and print the document, even without the original application program or fonts that created the document.



Budget Draft PDD


You use the PDD Maker on your desktop to create Portable Digital Documents. The installation instructions in Chapter 3 of this book tell you how to create the PDD Maker icon.



PDD Maker GX



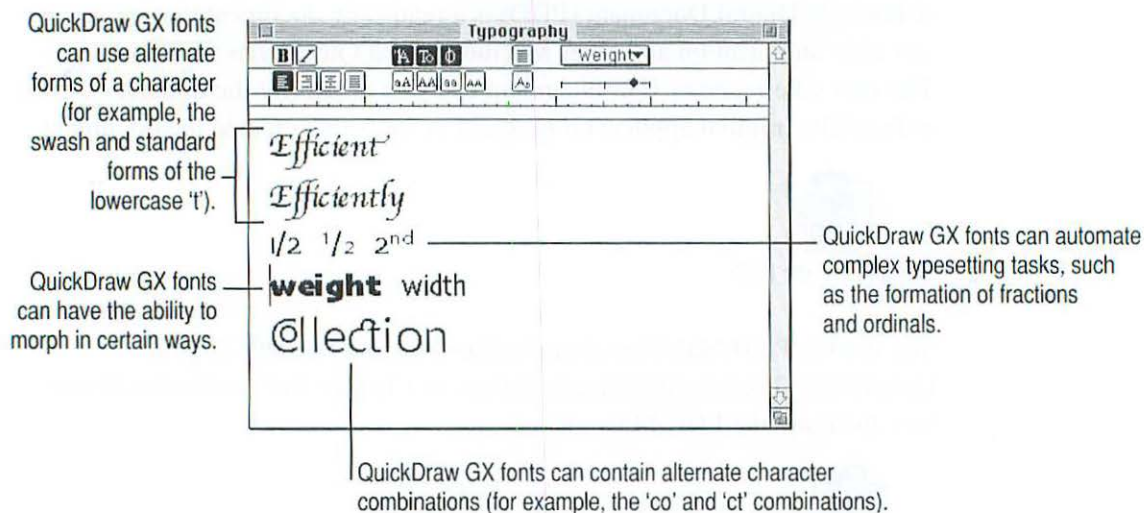
For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. Select the "Printing and Fonts" topic and see "How do I create a portable digital document?" For more information about items on your screen, choose Show Balloons from the Guide menu.

Typography

QuickDraw GX automates much of the typographic process. QuickDraw GX-aware application programs allow you to create professional-looking typography by simply typing.

Settings for kerning, justification, and special characters (such as ligatures) are built into QuickDraw GX fonts and are handled automatically within application programs that support QuickDraw GX.




With QuickDraw GX, all your fonts are stored in the Fonts folder inside your System Folder. This includes bitmapped, TrueType, and PostScript fonts. Support for Apple's TrueType fonts is built into QuickDraw GX. QuickDraw GX also supports Adobe's Type 1 font standard using a new version of Adobe Type Manager (ATM GX).

To set options for working with Type 1 fonts, open the Apple () menu and choose Control Panels. Then open the ATM GX control panel.






For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the  icon) and click the Index button. See the items for the Index term "fonts." For more information about items on your screen, choose Show Balloons from the Guide menu.

Consistent color

QuickDraw GX uses ColorSync to ensure that the colors in a document remain consistent across a wide variety of color monitors, scanners, and color printers. In order to reproduce colors accurately, your Macintosh must know the type of monitor you use to view documents.

To make sure your Macintosh knows the type of monitor you are using, open the Apple () menu and choose Control Panels. Then open the ColorSync control panel.



ColorSync™ System Profile


If the monitor shown is incorrect, open the pop-up menu and choose Set System Profile. Then choose the correct monitor from the list.

QuickDraw GX support for international text formats

Used with QuickDraw GX-aware international programs, QuickDraw GX supports the display and printing of any international text system, such as Arabic or Kanji. It doesn't matter whether the text reads right to left, left to right, vertically, or some combination of the three. QuickDraw GX can even display text that combines different reading directions within the same line.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the  icon) and click the Index button. Choose the Index term "text" and see "How do I change the way text is displayed?" For more information about items on your screen, choose Show Balloons from the Guide menu.

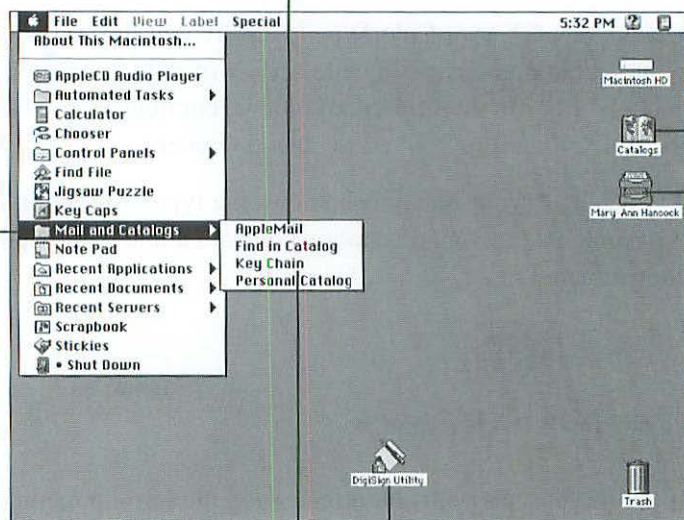
PowerTalk collaboration services

PowerTalk system software helps people work together more effectively. PowerTalk provides many new capabilities on your desktop and in your Apple (Apple logo) menu.

You can use **AppleMail** to send and reply to mail.

Catalogs provides access to information you need when collaborating with individuals and groups.

Mail and Catalogs (in the Apple menu) provides quick access to PowerTalk capabilities.



The **Mailbox** contains all your incoming and outgoing mail.

The **Key Chain** provides access to all network servers and other services through a single access code.

Use the **DigiSign Utility** program to request approval of a Signer file so you can sign your documents electronically.

Your universal desktop mailbox


PowerTalk gives you a single mailbox icon for all incoming and outgoing mail—including fax, voice, electronic mail, and documents. Communication from on-line services and electronic mail from various sources are routed to your desktop mailbox when you install mail gateways supplied by the vendor.



Mailbox



For step-by-step help

Choose PowerTalk Guide from the Guide menu (marked with the ) and see the items in the “Sending and Receiving” topic. For more information about items on the screen, choose Show Balloons from the Guide menu.

Catalogs

PowerTalk catalogs store information about users and groups that you need for effective communication. The Catalogs icon gives you access to the shared catalogs that are available on your network.




Catalogs

To see a sample catalog, double-click the Catalogs icon to open it. Then locate and open the AppleTalk catalog. When the AppleTalk catalog is open, you can access your entire AppleTalk network, including servers and individuals.

You can create information cards to store information about *individuals* or groups with whom you communicate often. The cards make it easier to exchange information. For example, you can send someone a document by dragging the document's icon onto the person's information card icon.



For step-by-step help

Choose PowerTalk Guide from the Guide menu (marked with the ) and see the items in the "Catalogs and Information" topic. For more information about items on the screen, choose Show Balloons from the Guide menu.

Key Chain security


PowerTalk lets you set up a single password (the key chain access code) that replaces individual passwords on individual application programs or servers. You can access all network servers with a single password which you enter only once—each time you start up your computer.



Key Chain



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Index button. See the items for the Index term "key chain." For more information about items on your screen, choose Show Balloons from the Guide menu.

AppleMail

PowerTalk provides a built-in application program—AppleMail—that lets you write messages that contain styled text, images, and video.

To use AppleMail, open the Apple (🍏) menu and choose Mail and Catalogs. Then choose AppleMail from the submenu.



AppleMail



For step-by-step help

While you are using AppleMail, choose AppleMail Guide from the Guide menu (marked with the ⓘ icon) and click the Topics button. For more information about items on the screen, choose Show Balloons from the Guide menu.

Your digital signature

PowerTalk's DigiSign digital signatures technology lets you electronically approve and verify data. The DigiSign Utility lets you create receive, sign, and forward documents without the time-consuming process of printing and circulating them.

The DigiSign Utility is located in the PowerTalk folder (inside the Apple Extras folder) on your hard disk.



DigiSign Utility



For step-by-step help

Choose PowerTalk Guide from the Guide menu (marked with the ⓘ icon) and see the items in the "Digital Signatures" topic. For more information about items on the screen, choose Show Balloons from the Guide menu.

7

Troubleshooting



This chapter helps you solve some of the common problems you may encounter when upgrading to System 7.5.

Problems during installation

This section helps you solve problems you might encounter while using the Installer.

Not enough memory to use the Installer

Problem: When you try to use the Installer, you see a message that the Installer is out of memory.

Cause: There's not enough memory available to open the Installer. Usually this means that your disk cache or RAM Disk is set too high.

Solution: Quit all open application programs. Also, open the Memory control panel, set your disk cache to the lowest possible setting and turn on Virtual Memory.

Not enough memory

Problem: When you try to use the Installer, you see a message that your computer doesn't have enough memory.

Cause: Your Macintosh has less random-access memory than is required to use System 7.5, QuickDraw GX, PowerTalk, or a combination.

Solution: For memory guidelines, see "Check Your Computer's Built-in Memory" in Chapter 1 of this book. If necessary, contact your Apple-authorized reseller for information about how to purchase additional memory.

Not enough disk space

Problem: When you try to use the Installer, you see a message that there is not enough disk space available.

Cause: Your computer's hard disk has less than the minimum amount of space required to install the software.

Solution: Make more space available on your hard disk by removing some files from the disk. Make backup copies of the files, if necessary, and then drag them to the Trash.

If you are installing from floppy disks, you can also try starting up your Macintosh using the *Install Disk 1* disk. Using the Installer this way requires less available disk space.

Difficulty modifying the System file

Problem: When you try to use the Installer, you see a message that the System file cannot be modified (or repeated messages asking if it's okay to modify the System file).

Cause 1: You have installed virus-protection software that guards against modification of the System file.

Solution 1: Turn off your virus-protection software by dragging it out of the System Folder and restarting your computer. You can turn the virus-protection software back on after installation.

If you are installing from floppy disks or a CD, you can also try disabling your extensions by holding down the Shift key while you restart the computer. (If you are installing over a network, you must leave the extensions on in order to connect to the network server.)

Cause 2: Your System Folder may be protected. Or the System and Finder files may be locked.

Solution 2: To turn off System Folder Protection, go to the Performa or the General Controls control panel (depending on your version of system software). To see if your System file or Finder file is locked, select the file's icon, then open the File menu and choose Get Info. To unlock the file, check the Locked checkbox to remove the X.

The floppy drive on your Macintosh Plus, Mac SE, or Mac II doesn't recognize the installation disks.

Problem: When you try to begin installation, your Macintosh does not recognize the installation disks.

Cause: The floppy disks are 1.4 MB disks. System 7.5 components are not available on 800K floppy disks.

Solution: Install System 7.5 components using a CD or install over a network.

Problems using System 7.5

This section helps with problems you might encounter using the computer after you have installed System 7.5.

You can't start up the computer

Problem: When you turn on your computer, you see a “bomb” message.

Cause 1: You probably have an incompatible item in the System Folder.

Solution 1: To turn off potentially incompatible items in the System Folder, hold down the Space bar while you restart your computer. When the Extensions Manager opens, choose “System 7.5 Only” from the Sets pop-up menu. Close the Extensions Manager to resume startup. All extensions are turned off, except those for System 7.5. Once you have started up the computer, you need to determine which startup program is causing the problem. For instructions, see Appendix C (“Testing for Compatibility”) later in this book.

Cause 2: You may have damaged your system software.

Solution 2: Start up the computer using the *Disk Tools* disk. When you have restarted the computer, follow the instructions in Appendix B (“Performing a Clean Installation”) to reinstall system software.

You often encounter problems that require you to restart the computer

Problem: As you work in an application program, you often encounter problems that require you to restart the computer.

Cause: You may have an incompatible item in the System Folder. It's also possible that your application program is somehow incompatible with System 7.5.

Solution: To turn off potentially incompatible items in the System Folder, hold down the Space bar while you restart your computer. When the Extensions Manager opens, choose "System 7.5 Only" from the Sets pop-up menu. Close the Extensions Manager to resume startup. All extensions are turned off, except those for System 7.5.

For compatibility information on application programs, contact the vendor. You may have a version of the program that doesn't work with System 7.5.

Speech recognition doesn't work


Problem: After you install System 7.5 software, speech recognition doesn't work.

Cause: System 7.5 does not work with PlainTalk 1.0.

Solution: Contact Apple for a PlainTalk software upgrade.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. See items for the "Troubleshooting" topic for help in solving problems.

Problems using QuickDraw GX

This section helps with problems you might encounter using the computer after you have installed QuickDraw GX.

Your non-Apple printer is no longer available in the Chooser.

Problem: You can't select your non-Apple printer after installing QuickDraw GX.

Cause: To print on a non-Apple printer with QuickDraw GX installed, you need a QuickDraw GX driver for that printer. QuickDraw GX installation provides drivers for Apple printers only.

Solution: If you are using a non-Apple Postscript printer, try using the Apple LaserWriter GX driver. To install the LaserWriter GX printer software, see Appendix A ("Using the Custom Install Option").

Contact the printer vendor to obtain a QuickDraw GX printer driver for your non-Apple printer.

You can temporarily turn off QuickDraw GX and print using your previous printer driver. To turn off QuickDraw GX, hold down the Space bar while you restart your computer. When the Extensions Manager opens, click the QuickDraw GX extension to remove the check beside it. This prevents the QuickDraw GX software from loading. Close the Extensions Manager to resume startup. You should be able to print normally. You won't be able to use any QuickDraw GX features until you turn the extension back on again.

Your fax modem is no longer available in the Chooser.

Problem: You can't select your fax modem after installing QuickDraw GX.

Cause: To use a fax modem, you need a QuickDraw GX driver for that fax modem.

Solution: If you have an Apple fax modem, contact Apple for a QuickDraw GX fax modem driver. If you have a non-Apple fax modem, contact the vendor to obtain a QuickDraw GX driver.

You can temporarily turn off QuickDraw GX and use your previous fax modem driver. To turn off QuickDraw GX, hold down the Space bar while you restart your computer. When the Extensions Manager opens, click the QuickDraw GX extension to remove the check beside it. This prevents the QuickDraw GX software from loading. Close the Extensions Manager to resume startup. Your fax modem should work normally. You won't be able to use any QuickDraw GX features until you turn the extension back on again.

You have trouble printing in a particular application program


Problem: You are not able to print documents in a particular application program after you install QuickDraw GX.

Cause: The program may be incompatible with the QuickDraw GX printer driver.

Solution: Install the QuickDraw GX utilities, and use the QuickDraw GX Helper utility to turn off QuickDraw GX printing capabilities for the program. For instructions to install the QuickDraw GX utilities, see Appendix A ("Using the Custom Install Option") in this book. After you install, launch the program, then open the Apple menu. You will see a menu item that says "Turn Desktop Printing Off." Select the item so that it changes to "Turn Desktop Printing On." The program uses the non-GX printer driver until you change the menu item again.



For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the ) and click the Topics button. See items for the "Troubleshooting" topic for help in solving problems.

Problems using PowerTalk

Some of your electronic mail and faxes do not go to your mailbox.


Problem: Communication through third-party on-line services or electronic mail programs does not go to your mailbox.

Cause: Third-party on-line services and electronic mail programs require mail gateways that route communications to your mailbox.

Solution: Contact the vendor of the service or program to obtain a personal gateway.



For step-by-step help

Choose PowerTalk Guide from the Guide menu (marked with the ) and click the Topics button. See items for the "Troubleshooting" topic for help in solving problems.



Appendix A

Using the Custom Install Option

.....

Most Macintosh users install system software using the Easy Install option (shown in Chapter 2 of this book). The Easy Install option installs the software for your model of Macintosh. For example, Easy Install updates the printer drivers you already have, but does not add new printer drivers.

The Custom Install option allows you to select the combination of system files, drivers, and other files you want for your own specific needs. You can install or update a single system software component.

You may want to use the Custom Install option to add additional software or to install a system that starts up on any Macintosh model.

- After using Easy Install, you can use Custom Install to add software. For example, you can install utilities, additional printer drivers, or MacTCP.
- You can create a “universal” system, with software that works on all Macintosh computers, including both 68000-family and PowerPC models. (In this case, use Custom Install instead of Easy Install.)

To use the Custom Install option for System 7.5 or QuickDraw GX, follow the steps on the next pages.

- 1 Quit any open application programs or desk accessories.
- 2 Locate the Installer for the software you want to customize.

The Installer for System 7.5 is located on the *Install Disk 1* disk. If you are installing from a CD, it is located in the System Install folder (inside the Installation folder).

The Installer for QuickDraw GX is located on the *Install* disk. If you are installing from a CD, it is located in the QuickDraw GX Install folder (inside the Installation folder).

PowerTalk does not have a Custom Install option.

All system software files are compressed. The Installer program will expand them during installation. Do not drag them to your system.

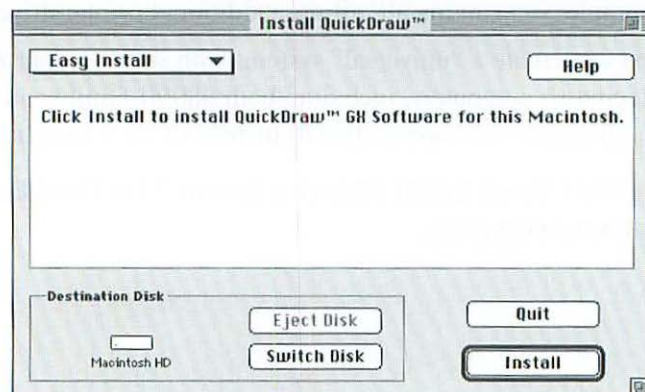
- 3 Open the Installer by double-clicking its icon.



Installer

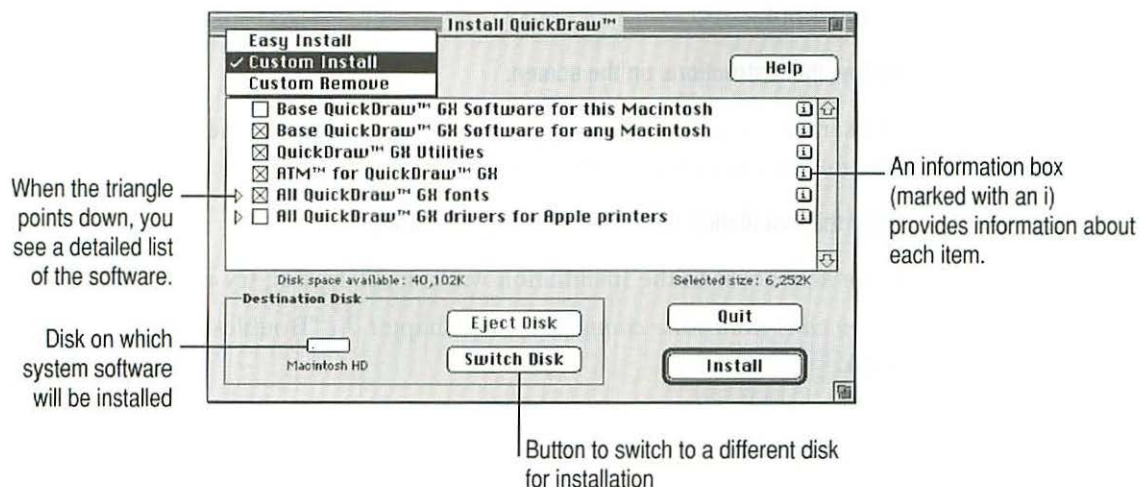
- 4 When you see the Installer's welcome screen, click Continue.

The Easy Install dialog box appears. (This example shows QuickDraw GX.)



5 Open the pop-up menu and choose Custom Install.

The Custom Install dialog box appears. (This example shows QuickDraw GX.)



6 Select the software to install.

To install software, click the checkbox to put an X in the box. For example, put an X in the QuickDraw GX Utilities box to install the Type 1 font enabler, GX Helper, and other utilities.

To see a detailed list of the software included in an item, click the triangle (next to the item) so it points down. For example, when the triangle next to Printing points down, you can select specific printer drivers to install.

To see information about an item, click the information box (marked with an i) across from it.

7 Make sure that the destination disk indicated on the screen is the one on which you want to install software.

If the wrong disk name appears, click the Switch Disk button until the correct disk name appears.

8 Click Install.

The Installer begins to install the software you have selected.

If you have any problems while installing: See Chapter 7 (“Troubleshooting”) in this book.

9 Follow the instructions on the screen.

On-screen messages tell you when you need to insert other disks. It takes a few minutes to complete the installation.

10 After the installation is complete, restart your computer.

If for some reason the installation was not successful, try again.

If you can't restart the computer: See Chapter 7 (“Troubleshooting”) in this book.



Appendix B

Performing a Clean Installation

.....

IMPORTANT You should perform a clean installation only if the system software on your startup disk is damaged.

This appendix provides instructions for what is commonly called a “clean” installation of system software onto Apple hard drives. (For instructions on reinstalling system software on a non-Apple hard drive, see the manual that came with the hard drive.)

- 1** Shut down your computer.
- 2** Insert the *Disk Tools* disk into the floppy disk drive.

If you're installing software from a CD: Insert the startup floppy disk that came with your CD.

If you're installing software over a network: Find Disk Tools on your file server, then skip to step 4. If you're not sure where to find Disk Tools, ask your network administrator.

- 3** Turn on your computer.

The Disk Tools icon appears on your screen.

If you're installing software from a CD: Open the Disk Tools folder (inside the Installation folder) on the CD.

- 4 Double-click the Disk Tools disk icon to open it.
- 5 Double-click the Disk First Aid icon and follow the instructions on the screen.

Disk First Aid checks your hard drive for any problems.



Disk First Aid

- 6 When you are finished, choose Quit from the File menu.
- 7 Double-click the Apple HD SC Setup icon and follow the instructions on the screen.

Apple HD SC Setup initializes (erases and formats) a disk and updates the disk driver.



Apple HD SC Setup

- 8 Click Update.
- 9 When you are finished, click Quit.
- 10 Insert the *Install Disk 1* disk into a floppy disk drive, and open the disk by double-clicking its icon.

All system software files are compressed. The Installer program will expand them during installation. Do not drag them to your hard disk.

If you're installing software from a CD: Find the Installer in the System Install folder (inside the Installation folder) on the CD.

If you're installing software over a network: Find the Installer on your file server. If you're not sure where it is, ask your network administrator.

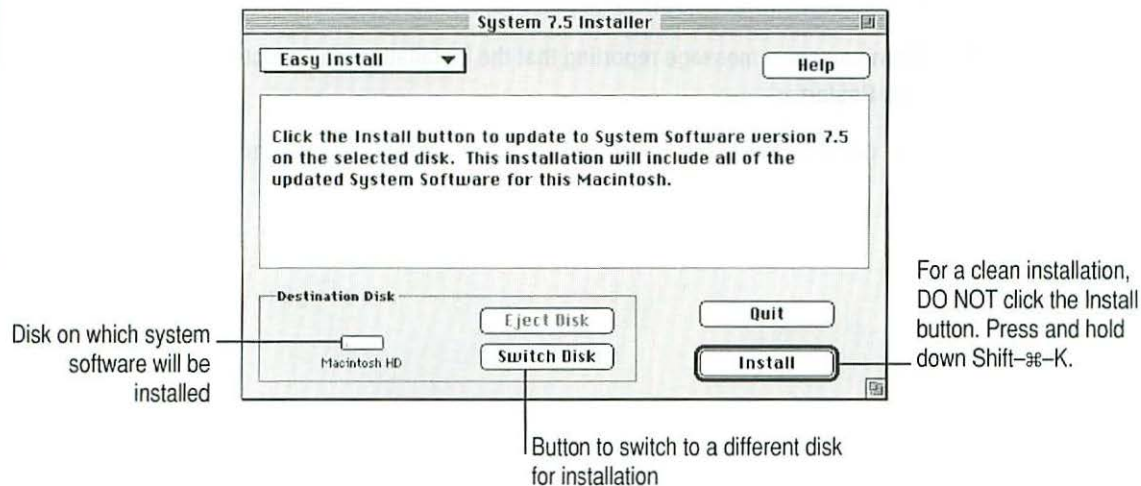
- 11 Open the Installer by double-clicking its icon.



Installer

- 12** When you see the Installer's welcome screen, click Continue.

The Easy Install dialog box appears.



- 13** Make sure that the Destination Disk indicated on the screen is the one on which you want to install system software.

If the wrong disk name appears, click the Switch Disk button until the correct disk name appears.

- 14** Hold down Shift-⌘-K to start the clean installation.

The following dialog box appears.



- 15** Click the Install New System Folder button and click OK.

The dialog box closes. In the Easy Install dialog box, the Install button changes to Clean Install.

- 16** Follow the instructions on the screen.

On-screen messages tell you when you need to insert other disks. It takes a few minutes to complete the installation.

- 17** When you see a message reporting that the installation was successful, you may need to click Restart.

You need to Restart only if you installed software onto the startup disk.



Appendix C

Testing for Compatibility

.....

If your Macintosh does not start up properly or behaves erratically, you probably have an incompatible startup program (also known as a system extension or control panel).

This appendix tells you how to remove startup programs that are incompatible with System 7.5. It also tells you how to turn on startup programs that were placed in the “May Not Work With System 7.5” folder during installation and test them for compatibility.

Remove incompatible startup programs

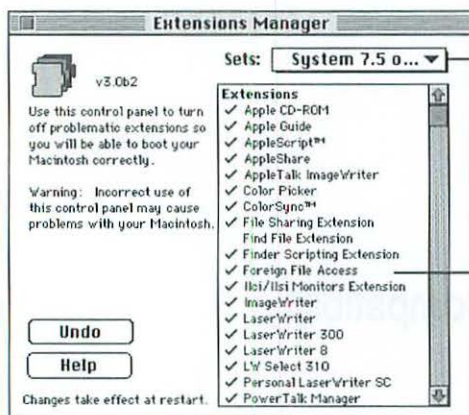
To verify that you have a compatibility problem and test individual programs, follow the steps below.

Verify the problem

- 1 Start up your computer, holding down the Space bar.

Holding down the Space bar opens the Extensions Manager control panel during startup.

- 2 Release the Space bar when the Extensions Manager control panel opens.



If you think you have a problem with incompatible items, open this menu and choose "System 7.5 only."

To prevent an extension from loading, click it to remove the check. To allow the extension to load, click it again to put a check beside it.

- 3 Open the Sets menu and choose "System 7.5 only."

This turns off all extensions and control panels, except those installed with System 7.5.

- 4 Close the Extensions Manager to continue startup.

- 5 When the computer is ready, try the same actions that caused the problem.

If the problem no longer occurs, you probably have an extension or control panel that doesn't work with System 7.5. Continue with the steps in the next section.

Test individual extensions and control panels

- 1 Start up your computer, holding down the Space bar.

Holding down the Space bar opens the Extensions Manager control panel during startup.

- 2 Release the Space bar when the Extensions Manager control panel opens.

- 3 To turn on one of the extensions or control panels, click its name to put a check beside it.

- 4** Close the Extensions Manager to continue startup.
- 5** When the computer is ready, try the same actions that caused the problem.

If the problem does not occur again, then the item is probably compatible with System 7.5.

If the problem occurs again, the program is probably incompatible. Open the Extensions Manager and click the program's name to remove the check.

- 6** Repeat steps 1 through 5 for each item you want to test.

Test individual programs in the "May Not Work with System 7.5" folder

When you used the Safe Install Utility, you moved potentially incompatible startup programs into a folder called "May Not Work With System 7.5." After installation, you may want to turn on and test some of these programs.

To turn on and test programs identified by the Safe Install utility as potentially incompatible, follow the steps below.

- 1** Drag one program from the "May Not Work with System 7.5" folder to the System Folder icon.

When you drag a program to the System Folder icon (rather than into the open System Folder) the system automatically puts the item where it belongs. For example, system extensions automatically go into the Extensions folder.

- 2** At the dialog box that asks if it's okay to put the program where it belongs, click OK.
- 3** Restart the computer.

If your computer starts up, continue with step 4 below.

If the computer does not start up properly, the program is probably incompatible with System 7.5. To turn off the program, hold down the Space bar while you restart your computer. When the Extensions Manager opens, find the program and click its name to remove the check. Close the Extensions Manager to resume startup. Go back to step 1 to turn on and test another program.

4 Use the computer for a while and see if any problems occur.

If nothing goes wrong, then the extension or control panel is probably compatible with System 7.5.

If your computer behaves erratically, then the program is probably incompatible with System 7.5. Open the Extensions Manager and click the program's name to remove the check.

5 Repeat steps 1 through 5 for each item in the "May Not Work with System 7.5" folder that you want to test.

If you can't find what you're looking for
in this index, look in Macintosh Guide—
available in the Guide (⌘) menu
on your computer.



Index

.....

A

access code. *See* key chain access code
AppleCD Audio Player 65
Apple Extras folder 52
Apple HD SC Setup 94
AppleMail 79
Apple menu
 Automated Tasks 52
 Find File 47
 Shut Down 66
 Stickies 51
 submenus in 49
Apple Menu Options control panel 49
AppleScript folder 52
AppleTalk catalog 77
AppleTalk network 28, 77
Applications folder, locking 61
Archived Type 1 Fonts folder 15, 18
At Ease software 7, 13, 19
audio support 64–65
Automated Tasks (Apple menu) 52
automatic power off 63

B

backing up
 hard disk 9
 System 7.5 CD-ROM 5
Backup CD folder 5
Balloon Help 40
battery and power management on the
 PowerBook 54–56
Before You Install disk 7
Before You Install folder (on CD) 7
bitmapped fonts 74
“bomb” message on the screen 84
Button Disabler control panel 69

C

can't start up the computer 84
Catalogs 21, 29, 77–78
CD
 installing QuickDraw GX from 13
 installing System 7.5 from 7, 10
 performing a clean installation from
 93, 94
 using the Custom Install
 option from 90
CD player support 65

- Chooser 16
- clean installation 93–96
- clipping files, drag and drop and 46
- clock options, displaying in menu bar 50
- collaboration services, turning off/on 29
- colors, ensuring consistency across
 - monitors, scanners,
 - and printers 75
- ColorSync 75
- compact disc. *See* CD
- compatibility testing 98–100
- computer-telephone integration 69
- contrast button, disabling 69
- control panels. *See also* startup programs
 - Apple Menu Options 49
 - Button Disabler 69
 - ColorSync 75
 - CPU Energy Saver 63
 - Date and Time 24, 50
 - Desktop Patterns 66
 - Extensions Manager 62, 83, 85, 97–100
 - General Controls 58–61
 - grouping or turning off/on 62, 97–99
 - Keyboard 68
 - Macintosh Easy Open Setup 45
 - Numbers 68
 - PC Exchange 44
 - PowerBook 54
 - PowerTalk Setup 24, 27, 29
 - Sharing Setup 28–29
 - Sound 64
 - testing for compatibility with System 7.5 98–100
 - Text 68
 - WindowShade 48
- Control Strip on the PowerBook 55
- CPU Energy Saver control panel 63
- Custom Install dialog box 91
- Custom Install option 89–92
- customizing the Macintosh for novice users 57–61

D

- date and time, displaying on
 - menu bar 50
- Date and Time control panel 24, 50
- desktop patterns, selecting or adding 66
- dialog boxes
 - Custom Install 91
 - Easy Install 11, 14, 90, 95
 - Install PowerTalk 20
 - QuickDraw GX printing
 - dialog boxes 72
- DigiSign utility 79
- digital signature 79
- disabling sound and screen contrast
 - buttons 69
- disk cache 81
- Disk First Aid 5, 94
- disks, opening IBM-formatted disks on
 - the Macintosh 44, 45
- disk space, “not enough disk space message” 82
- Disk Tools* disk 5, 83, 84, 93
- Documents folder 59
- DOS files, opening on the
 - Macintosh 44, 45
- drag and drop
 - Note Pad and 68
 - overview 46
 - PICTs and 66
 - Scrapbook and 67

E

- Easy Install dialog box 11, 14, 90, 95
- Easy Open 45
- electronic mail. *See also* PowerTalk
 - troubleshooting 88
- extensions. *See also* startup programs
 - grouping 62
 - QuickDraw GX printing
 - extensions 72
 - QuickTime 67
 - testing for compatibility with System 7.5 97–100
 - turning off/on 62, 84, 85, 97–99
- Extensions Manager 62, 84, 85, 97–100

F

- fax modem, using with QuickDraw GX
 - installed 87
- fax problems, troubleshooting 87
- File menu, New Note 51
- files
 - clippings 46
 - opening DOS/Windows files on the Macintosh 44, 45
 - opening files when you don't have the program that created them 45
 - synchronizing between the PowerBook and other Macintosh systems 55
- Finder
 - automating tasks with AppleScript 52
 - enhancements in System 7.5 2, 47–51, 66
 - hiding 60
 - making active 32, 39
- Find File (Apple menu) 47
- floppy disks 83
- folders
 - Apple Extras 52
 - AppleScript 52
 - Applications 61

- Archived Type 1 Fonts 15, 18
- Backup CD (on CD) 5
- Before You Install (on CD) 7
- Documents 59
- Fonts 74
- May Not Work With System 7.5 9, 99–100
- PowerTalk 79
- PowerTalk Install (on CD) 19
- QuickDraw GX Install (on CD) 13
- System Folder 9, 61
- fonts 15, 17–18, 74
- Fonts folder 74

G

- General Controls control panel 58–61
- Guide menu
 - Macintosh Guide 15, 31–39
 - overview 12, 31
 - Shortcuts 41–42
 - Show/Hide Balloons 40

H

- Help. *See* Balloon Help; Guide menu
- Hide Balloons (Guide menu) 40
- high-quality stereo support 64–65
- “Huh?” button in Macintosh Guide window 39

I, J

- IBM-compatible disks and files, opening on the Macintosh 44, 45
- icons
 - Apple HD SC Setup 94
 - AppleMail 79
 - Apple Menu Options 49
 - Button Disabler 69
 - Catalogs 21, 77
 - ColorSync System Profile 75

- CPU Energy Saver 63
- Date & Time 50
- Desktop Patterns 66
- DigiSign Utility 79
- Disk First Aid 94
- Documents 59
- DOS Disk 44
- Extensions Manager 62
- General Controls 58
- Guide 12, 31, 40, 41
- Installer 14, 20, 90, 94
- Keyboard 68
- Key Chain 78
- LaserWriter GX 15, 70
- Macintosh Easy Open Setup 45
- MacTCP 64
- Mailbox 21, 24, 27, 77
- PC Exchange 44
- PDD Maker 16, 73
- PowerBook 54
- printer 15, 70
- QuickTime 67
- Safe Install Utility 8
- Script Editor 52
- SimpleText 53
- Sound 64
- WindowShade 48
- Index button in Macintosh Guide window 33, 35–36
- installation disks not recognized, troubleshooting 83
- Install* disk 13, 19, 90
- Installer program
 - Custom Install option 89–92
 - Easy Install option 10–12, 13–15, 19–21, 94–96
 - performing a clean installation 94–96
 - troubleshooting 81–83
- installing
 - PowerTalk 19–21
 - QuickDraw GX 13–15
 - Custom Install option 89–92
 - System 7.5

- before you install 1–5
- Custom Install option 89–92
- performing a clean installation 93–96
- troubleshooting 81–83
- using the Installer program 10–12
- using the Safe Install Utility 7–9
- Install PowerTalk dialog box 20
- Install System* disk 10, 90, 94
- international text format support 75

K

- Keyboard control panel 68
- keyboard shortcuts 41–42
- key chain access code. *See also* PowerShare password
 - changing 24, 27
 - overview 22
 - setting up 23–24, 78

L

- language options, selecting 68
- LaserWriter Utility 17
- Launcher 57–58
- Look For button in Macintosh Guide window 33, 37–38

M

- Macintosh Drag and Drop. *See* drag and drop
- Macintosh Easy Open Setup control panel 45
- Macintosh Guide (Guide menu)
 - creating a desktop printer icon 15
 - Index button 33, 35–36
 - Look For button 33, 37–38
 - moving the window 32, 39
 - overview 31–33
 - tips for using 39

- Topics button 15, 33–34, 39
- MacTCP 64, 89
- Mailbox 21, 24, 27, 29, 77
- May Not Work With System 7.5 folder
 - 9, 99–100
- memory
 - checking amount of 5
 - “not enough memory” messages
 - 81–82
 - saving 29
- memory requirements 5
- menu bar, displaying date and time on
 - 50
- mouse shortcuts 41–42
- moving items with drag and drop 46
- multitasking support 69

N

- networks. *See also* PowerTalk
 - AppleTalk 28, 77
 - installing PowerTalk on 19
 - installing QuickDraw GX on 13
 - installing System 7.5 on 8, 10
 - naming your computer on 28–29
 - performing a clean installation
 - on 93, 94
 - printer sharing using QuickDraw GX
 - 72–73
 - support for TCP/IP 64
- new features of System 7.5
 - audio support 64–65
 - Button Disabler 69
 - CPU Energy Saver 63
 - customizing the Macintosh for novice
 - users 57–61
 - date and time, displaying on
 - menu bar 50
 - desktop patterns, more colorful 66
 - Documents folder as default for
 - saving files 59
 - DOS/Windows file compatibility 44
 - drag and drop 46

- Easy Open 45
- Extensions Manager 62
- Finder, hiding 60
- Find File 47
- Guide menu 31–42
- large volume support 70
- Launcher enhancements 57–58
- Macintosh Guide 31–39
- mobile computing 54–56
- Multitasking support 69
- new Note Pad 68
- new Scrapbook 67
- overview 2
- PowerBook features 54–56
- PowerTalk collaboration services
 - 76–79
- QuickDraw GX printing and
 - publishing 70–75
- QuickTime extension 67
- Roman-language keyboard support 68
- Script Editor 52
- Shut Down available in the Apple
 - menu 66
- SimpleText enhancements 53
- software protection 61
- Stickies 51
- submenus for the Apple menu 49
- TCP/IP networking support 64
- Telephone Manager 69
- Thread Manager 69
- universal enabler 70
- WindowShade 48
- New Note (File menu) 51
- “not enough disk space” message 82
- “not enough memory” messages 81–82
- Note Pad 68
- notes, creating and sticking on
 - the screen 51
- Numbers control panel 68

O

on-screen help. *See* Balloon Help;
Guide menu

P

Paper Type Editor 17
password. *See* PowerShare password
PC Exchange control panel 44
PDD Maker 16
PICTs 66
Portable Digital Documents
(PDDs) 16, 73
PostScript fonts 15, 17–18, 74
PowerBook, battery and power
management 54–56
PowerBook control panel 54
PowerBook Control Strip 55
PowerBook File assistant 55
PowerShare password 27. *See also* key
chain access code
PowerShare server, setting up
with a PowerShare server account
25–27
without a PowerShare server
account 22–25
PowerTalk
AppleMail 79
Catalogs 21, 29, 77–78
DigiSign digital signature 79
installing 19–21
key chain access code 22, 23–24,
27, 78
Mailbox 21, 24, 27, 29, 77
memory requirements for 5
overview 4, 76
turning off/on 29
PowerTalk folder 79
PowerTalk Installer 20
PowerTalk Install folder (on CD) 19
PowerTalk Setup control panel 24,
27, 29

preventing computer shutdown 63
printer drivers, GX drivers for
non-Apple printers 13
printer icon, creating 15
printer sharing 72–73
printing
in an application program with
QuickDraw GX installed 87
on a non-Apple printer with
QuickDraw GX installed 13, 86
turning QuickDraw GX printing
off/on 17, 85, 87
using QuickDraw GX 70–73
print queue window 71
protecting software programs 61
publishing software. *See* QuickDraw GX

Q

QuickDraw GX
ColorSync and 75
font support 74–75
installing 13–15
international text format support 75
memory requirements for 5
overview 3
Portable Digital Documents (PDDs)
and 16, 73
printing 70–73
on a non-Apple printer 13, 86
turning printing off/on 17, 85, 87
QuickDraw GX Helper 17
QuickDraw GX Install folder 13
QuickDraw GX utilities, overview 17
QuickTime extension 67

R

- RAM disk 82
- random-access memory (RAM).
 See memory
- Roman-language keyboard support 68

S

- Safe Install Utility 7–9
- saving files in Documents folder 59
- Scrapbook 67
- screen contrast button, disabling 69
- Script Editor 52
- scripts, creating 52
- searching for a file 47
- security software, installing System 7.5
 and 9
- Sharing Setup control panel 28–29
- Shortcuts (Guide menu) 41–42
- Show Balloons (Guide menu) 40
- shrinking windows 48
- Shut Down (Apple menu) 66
- shutting down with CPU Energy
 Saver 63
- SimpleText word processor 53
- software protection 61
- sound button, disabling 69
- Sound control panel 64
- Special menu (Finder), Unlock Key
 Chain 22, 25
- speech recognition, troubleshooting 85
- starting the computer, troubleshooting 84
- startup programs
 - checking for compatibility with the
 Safe Install Utility 7–9
 - removing incompatible startup
 programs 97–99
 - testing for compatibility 98–100
 - turning on or off 62, 84, 85, 97–99

- stereo sound support 64–65
- Stickies (Apple menu) 51
- System file, difficulty modifying during
 installation 83
- System Folder
 - locking 61
 - moving incompatible or unknown
 items 9
 - turning off incompatible items 84, 85

T

- TCP/IP (Transmission Control
 Protocol/Internet Protocol)
 networking support 64
- Telephone Manager 69
- Text control panel 68
- Thread Manager 69
- time and date, displaying on
 menu bar 50
- Topics button in Macintosh Guide
 window 15, 33–34, 39
- troubleshooting
 - “bomb” message on the screen 84
 - can’t start up the computer 84
 - damaged system software 84
 - difficulty modifying the System file
 during installation 83
 - electronic mail and faxes do not go to
 your mailbox 88
 - incompatible items in System Folder
 84, 85
 - installation disks not recognized 83
 - Installer problems 81–83
 - “not enough disk space” message 82
 - “not enough memory” messages
 81–82
 - PowerTalk problems 88
 - printing in an application program
 with QuickDraw GX
 installed 87
 - printing on a non-Apple printer with
 QuickDraw GX installed 86

- problems using System 7.5 84–85
- QuickDraw GX problems 86–87
- speech recognition doesn't work 85
- using a fax modem with QuickDraw
GX installed 87
- TrueType fonts 74
- turning off/on
 - PowerTalk 29
 - QuickDraw GX printing 17, 86, 87
 - startup programs 62, 84, 85, 97–99
- Type 1 Enabler 17, 18
- Type 1 PostScript fonts 15, 17–18, 74
- typography 74–75

U

- universal enabler 70
- Unlock Key Chain (Special menu/Finder)
22, 25

V

- virus-protection software, installing
 - System 7.5 and 9, 83
- volumes, large volume support 70

W, X, Y, Z

- windows, shrinking 48
- Windows files, opening on the Macintosh
44, 45
- WindowShade control panel 48

The Apple Publishing System

This Apple manual was written, edited, and produced on a desktop publishing system using Apple Macintosh computers and QuarkXPress. Technical illustrations were drawn in Adobe™ Illustrator; screen shots were created and modified with system software, Exposure Pro, Aldus SuperPaint, and Adobe Photoshop. Proof pages were created on Apple LaserWriter printers and on QMS and Tektronix color printers. Final pages were output directly to separated film on a PostScript™-driven imagesetter.

Text type is Times®, display type is Helvetica® Narrow, and cover type is Apple Garamond, Apple's corporate font. Ornaments are custom symbols designed for Apple Computer. Some elements, such as computer voice, are set in Apple Courier, a fixed-width font.

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