

How to Setup Mac OS 10.2.4 (Jaguar)

Partitioning Hard Drives/Installing Applications

Moving a user to Jaguar requires the machine to either come with Jaguar or be on the Mac TAP program ---

- All Mac G4/G3's purchased before 11/01/02 can have both System 9.x and Jaguar on the computer and the hard drive should be divided into 2 separate partitions. Each partition should have its own operating system, so if one of them is corrupted – you will only have to fix one of them. Allocating 1/3 of the total space on the hard drive for System 9.x and 2/3 (or remaining space) for Jaguar has been working well. These computers will start up on our OS 9.2.1 master CD.
- All Mac G4's purchased after 11/01/02 come with both System 9.x and Jaguar installed on the computer, but Apple has made it so both systems have to be on the same partition. However, having 2 separate partitions is still workable for those users that need a separate storage area or application scratch area. If you accept the 1 partition, then as a minimum go through the computer arranging it as close to the setup described in this document as possible. Also, these computers will NOT start up from anything less than OS 9.2.2. You must use the CD's that came with the computer at purchase, if you decide to go with 2 partitions.

2 Partitions --- OS 9.x

Begin by booting from our Master 9.2.1 System Install CD, initialize and partition the hard drive. Then install the System 9.x environment on the smaller partition. Restart the System 9.2.1 environment. **Be sure to run Software Update for any updates to 9.2.1.** Run it repeatedly until it says "Your software doesn't need updating". Then eject the 9.2.1 System Install CD.

NOTE: *You will get an error during Software Update as some updates for 9.x include setups using the Programmer's switch to upgrade firmware on older computers. Instructions will appear on the screen, if necessary. Follow the instructions and continue with Software Update.*

Restart the updated System 9.x environment and install all necessary applications built for System 9.x into the Applications (Mac OS 9) folder. Minimum install of applications on the OS 9 partition will include just the "9 only" applications that user may still need (i.e. PageMaker 7, Dreamweaver 4, Procite 4, etc.) and no others. You can delete the following Apple-supplied applications for 9: Internet Explorer, Netscape, Internet Utilities, Graphing Calculator, and Outlook Express. They will either not be used by most users or have newer versions installed on the Jaguar partition.

NOTE: *If the program will work in both System 9.x and Jaguar, and you are moving the user to Jaguar, then install the program in the Jaguar partition's Applications folder.*

2 Partitions --- OS X

Now install the Jaguar environment on the larger partition from our Master System 10.2 CDs. The first account created should be the intended user as part of the install with Admin Rights and set with the username and initial password to match the user's Email account name or their initial password is set to match the State# of their CPU. You can remain in this login until all updates to Jaguar and its Apple-supplied applications are updated, and OS has been registered with Apple.

NOTE: *Later other accounts can be added (See **Login/Setup**). If this is a computer that IDT will be maintaining for the user, always change the user to "**User Rights**" and create an Administrator account with "**Admin Rights**" later. Use the standard SANS Administrator password.*

Be sure to run Software Update for any updates to Jaguar. Always install an OS update by itself, as you can checkmark several for install at the same time. Doing the OS update and restarting the computer will allow you to isolate problems, if encountered on the update. Jaguar is very stable and will try to fix problems during the restart. The maximum restart that IDT has had to do to clear a problem was 5 (application conflict), but generally 1 will do. If there are more updates to install, you can checkmark several (iMovie, iPhoto, iTunes, etc.) when you run Software Update again. Run it repeatedly until it says "Your software doesn't need updating". Then eject the Jaguar Install CDs.

NOTE: *Some updates before 10.2.4 may include setups using the Programmer's switch to upgrade firmware on older computers.*

Login/Setup

Logins for the user have Admin Rights during the installation process. But prior to the computer being returned to the user, be sure to change their rights to User Rights. When the computer is delivered to the user, instruct the user on how to change their password. Encourage them to add a hint as a reminder of their password and to make the hint one that only they will understand.

However, if IDT has set the user's account **Capabilities** to NOT allow them to **Open All System Preferences**, the user will NOT be able to change their own password. The IDT member assisting the user at delivery will have to login as Administrator and assist them with the password change. Unchecking the **Open All System Preferences** option should be done on any Shared or Public style login account (i.e. Elwing, Mima1, etc.). The Capabilities pane can also allow IDT to control the user's abilities to **Remove Items from the Dock**, **Burn CDs or DVDs**, and open Applications in particular locations.

Logins for the Administrator are set for the username and password to be the SANS standard. Administrator hint should be "Standard SANS". For Jaguar, the administrator picture is the Snowflake and the desktop is the Snowdrifts (from Nature). Be sure to cancel Automatic login and set it to use a list of users before returning the computer to the user.

NOTE: *The first account added affects the name of the computer as seen on the network, but it can be altered. Go to **System Preferences** and chose **Sharing**. Midway down on the first tab, change the computer name in the **Computer Name** field, if necessary. This information is also used in one of the screen savers.*

VERY IMPORTANT - The next item is to disable the ROOT user. Open Netinfo Manager found in the Applications/Utilities/ path and select the **Security** menu. Choose the **Authenticate** option and enter the shortname and password for an Admin account. Click **OK**. Return to the **Security** menu and select the **Enable Root User**. You will receive the following Alert - *The root password is currently blank. Please set a non-trivial root password for this machine.* Click **OK**. Type a new password when prompted (use a Standard SANS password) and retype it to verify. You will receive the following Alert - *You must re-authenticate to make additional changes.* Click **OK**. Select the **Security** menu and select the **Authenticate** option. Enter the shortname and password for an Admin account. Click **OK**. Select the **Security** menu and select the **Disable Root User** option. Select the **Security** menu and select the **Deauthenticate** option or click the padlock. Finally, go to the **Application** menu and **quit** Netinfo Manager.

Now logged in as Administrator, install all applications built for (10) or compatible (9/10) with Jaguar into the Jaguar's root Applications folder. Be sure to make **AppleTalk** active and **TCP/IP** set to *Bootp* use in the **Network Preference** pane, while in **System Preferences**. This will provide an avenue to connect to Gimli's MacZone for the application installers.

When you are finished loading applications, create a new folder inside the root Applications folder labeled "Apps folder". To give this folder the same look as the root Applications folder, select **Get Info** from the **File** menu on the root Applications folder. Press **Command C** after selecting the icon:



under the **General** heading. Close the **Get Info** window for the root Applications folder. Now select **Get Info** from the **File** menu on the Apps folder. Select the icon under the **General** heading and press **Command V**. This will replace the blank folder icon with the large A folder icon. This will help identify the Apps folder as the location of application aliases later.

Now place aliases (for the applications IDT wants the user to use) into the Apps folder (no matter which partition the physical application resides), and drag copy the Apps folder to the Dock. See the **Applications** section below for further information on

which application aliases need to be in the Apps folder. The Apps folder needs to be placed on the Dock next to the black line (on the side that includes the Trash). Clicking on this folder will provide a convenient place to reach the user's important applications not already in the Dock (See below for the minimum items for the Dock). One click provides a pop-up list to select applications.

Next, Log out as Administrator and Log in as the user and make some additional customization (*Note: This should be done for all accounts on the Macintosh*).

To have a minimum number of icons in the Dock, drag and let go on the desktop the following icons: iPhoto, iMovie, and QuickTime. Then put a matching alias of each in the "Apps folder". Also remove from the Dock, the Mail, iChat, and Address Book icons. Support for these three applications by IDT is not a priority and therefore no aliases for them are needed in the "Apps folder". The average user's Dock should have the following icons:

- ❖ Finder
- ❖ Internet Explorer
- ❖ Eudora
- ❖ Meeting Maker (if User has an account)
- ❖ User's most used application (i.e. MS Word)
- ❖ Sherlock
- ❖ separator line
- ❖ User's Home (Adding the User's Home icon to the Dock provides the user with a convenient access point to all of their folders.)
- ❖ Apps folder
- ❖ Trash

Additional OS X.2.4 Setup suggestions to assist users:

- ❖ Dock Change the **Dock preferences** to have it displayed on the **Right** and reduce the icon size and magnification. This keeps the Dock handy yet out of the way of user documents. **NOTE:** *User documents and other items default to the Left edge of the screen. Also they can descend to the Bottom edge of the screen causing clicking mix-ups with a Bottom residing transparent Dock.*
- ❖ Desktop Change the **View options** for the Desktop, so the partition/device icons are only 2 notches up from Small, select **Label position on the Right** and select **Arrange by Name**. **NOTE:** *This keeps the partition/device icons away from the Dock residing on the Right edge of the screen.*
- ❖ Windows Open the System 9.x partition and change the View options; select All windows, set icons so they are only 2 notches up from Small, select Label position on the Right, select Arrange by Name, and pick a Color or a Picture. Drill down on each directory and set each window to the "All windows" view. Or do this for the Jaguar

partition. **NOTE:** *This color coding of one partition helps the user know by Color or Picture which partition they are looking at or in.*

- ❖ **Toolbar** Change the Toolbar's icons that appear at the top of windows. Select **Customize Toolbar** from the **View** menu. Add the **Path** icon to the left side of the Toolbar between to the Forward and View icons. Remove the Computer, Home, Favorites, and Applications icons from the Toolbar. Add **Documents, Public, New Folder,** and **Delete** icons in their place. If the Macintosh has a Combo or Superdrive, also add the **Burn** icon. **NOTE:** *The departing icons can still be reached through the **Go** menu, while the additional icons can't and this change will provide easy access to their functionality.*

- ❖ **Previous Prefs** If you are upgrading a 9 or 10 user to Jaguar, they generally will have previous preferences and other associated files for their applications that they want to use. These are placed in the user's Home directory in the Library folder. Browser preferences are handled in the following locations:

Explorer	Library/Preferences/Explorer/	Favorites.html History.html
Netscape	Library/Mozilla/Profiles/	User's previous profile directory
Safari	Library/Safari/	Bookmarks.plist

Their previous Eudora folder should be placed into their new Documents folder in their Home directory. It is self-contained.

Applications

Some Mac Jaguar applications can be reached from the Dock and others can be quickly found in the Apps folder on the Dock. These are generally the ones supported by IST.

NOTE: *If you click and hold on the Apps folder, a contextual menu will appear adjacent to the Dock and allow you to select your application. Using the **Control** key with your click and hold will speed up the process. If you just click the Apps folder, then its window and icons will appear on the Desktop in a window for your selection.*

To move to any Mac Jaguar application not found in either location, choose the **Go** menu and select **Applications** or **Applications / Utilities**. If using the **Go** menu is the only way to reach the application (it is NOT in the Dock or Apps folder), then it is software that IDT does NOT generally support. Selecting **Applications** or **Applications / Utilities** will have the appropriate folder contents displayed in a window.

All Applications in the Applications folder (Versions as of 3/11/03 with OS X.2.4)			
Software	Reach by	Description	Optional
Acrobat Reader 5.1	Dock/Apps folder	Viewer for all PDF formatted documents.	Freeware
Address Book 3.0.3	Go menu Applications	Stores contact information (name, addresses, phone numbers, and email addresses) and pictures of people. It has a built-in directory search feature that enables you to search LDAP directories on the Internet for contact information.	Not needed due to campus services. Can be removed from the Dock, if space an issue.
AppleScript 1.9	Go menu Applications	Edits and saves various type of scripts.	Most users do not use this.
BEdit Lite 6.1.2	Dock/Apps folder	Web Editor - Some users have the paid version, while the others can have this free version.	Freeware - At user request
Calculator 3.0	Go menu Applications	Basic (nonscientific) calculator that can perform addition, subtraction, multiplication, and division.	
Chess 1.2	Go menu Applications	Game of Chess	Delete for Public stations
Clock 1.0.1	Go menu Applications	Displays an analog or digital clock either in the Dock or in a floating window on the Desktop.	
DVD Player 3.2	Dock/Apps folder	Viewer for DVD movies. See Multimedia Applications document for more information.	Requires Combo Drive (minimum)
Eudora 5.2	Dock	Email – Carbonized version for OS X without ads. Campus standard Site package.	Prepaid License
Fetch 4.0.3	Dock/Apps folder	FTP program. Install is a drag copy – no special serial number, but if you already had a serial # it keeps it.	Freeware
iCal 1.0.2	Go menu Applications	Calendar program that requires a Mac.com account. It has daily & monthly views for timed events, To do lists, etc.	Not needed if Meeting Maker

All Applications in the Applications folder (Versions as of 3/11/03 with OS X.2.4)			
Software	Reach by	Description	Optional
			user
iChat 1.0	Go menu Applications	Chat program that requires either an AOL AIM or Mac.com account.	Delete for Public stations
IDVD3 3.0.1	Dock/Apps folder	Creates DVD files. See Multimedia Applications document for more information.	Requires Super Drive
Image Capture 2.0	Dock/Apps folder	Imports images from a digital camera. See Multimedia Applications document for more information.	
iMovie 3.0.2	Dock/Apps folder	Creates movies in various formats. See Multimedia Applications document for more information.	
Internet Connect 1.1	Go menu Applications (<i>Dock/Apps folder for modem users only</i>)	Dials into an Internet service provider using a modem.	For modem dialups only
Internet Explorer 5.2.2	Dock	Microsoft Web browser.	
Iomega Tools 1.0.2.2	Dock/Apps folder	Formats Zip media	Freeware
iPhoto 2.0	Dock/Apps folder	Lets you import your pictures from your digital camera, organize them, edit and improve them, and share them in a number of different ways. See Multimedia Applications document for more information.	
iTunes 3.0.1	Dock	Plays music in MP3 and streaming MP3 audio formats, as well as audio CDs. Allows listening to Internet-based radio stations. See Multimedia Applications document for more information.	
Mail 1.2	Go menu Applications	Sends and receives Post Office Protocol and Internet Message Access Protocol email. Unix mail with the ability to bounce mail messages back to sender.	Not used by average user due to Eudora
MS Office X 10.1	Dock/Apps folder	Microsoft integrated productivity tools (Word, Excel, PowerPoint, etc.). Campus standard tool.	

All Applications in the Applications folder (Versions as of 3/11/03 with OS X.2.4)			
Software	Reach by	Description	Optional
Netscape 7.0	Dock/Apps folder	Alternate Web browser. Does require you to register a screen name with several personal questions about the user. Some users prefer this one	Only if user requests it
Netware for Mac OS X 1.1.2	Dock/Apps folder	3 rd Party product for access to Netware 5.x or 6.x networks. As of 3/5/03, have a 15-user license for Library F/S. See Netware Setup for additional info.	License required
Other Applications that the user uses regularly	Dock/Apps folder	I.E. Meeting Maker, Adobe Photoshop, FileMaker, Dreamweaver, Procite, etc.	Account or License required
PixelnHance 1.5.11	Dock/Apps folder	Pixel enhancer of color, brightness, and contrast in graphic files. May show up also under Services in the File menu.	Freeware
Preview 2.0.12	Dock/Apps folder	Displays PDF and images in multiple formats, including files in JPEG, TIFF, PICT, and GIF formats. See Multimedia Applications document for more information.	
QuickTime Player 6.1	Dock/Apps folder	Viewer of movies in QuickTime format and streaming Internet content. See Multimedia Applications document for more information.	
RealOne Player 9.0	Dock/Apps folder	Alternate Audio Player. Plays music in MP3 and streaming MP3 audio formats. . Allows listening to Internet-based radio stations.	
Safari 1.0	Dock/Apps folder	Apple's new Web browser. Currently in Beta release , but looking good as an alternate browser.	At user request
Sherlock 3.5	Dock	Searches file systems and the Internet. Has a custom search option.	
Stickies 2.1	Dock/Apps folder	Creates Post-It style colored note files.	
System Preferences	Dock	Configures a variety of system options, replacing the Control Panels of earlier systems.	
TextEdit 1.2	Dock/Apps folder	Text editor for plain or Rich Text Format (RTF) documents. It is also listed under Services in the Finder menu.	

All Applications in the Applications folder (Versions as of 3/11/03 with OS X.2.4)

Software	Reach by	Description	Optional
ThumbnailMaker	Dock/Apps folder	Freeware Graphic re-sizer for thumbnail pictures.	Freeware
Virex 7	Dock/Apps folder	Virus checking software that is part of the McAfee site license on campus for F/S only.	Prepaid License for F/S

All Applications in the Applications/Utilities folder (Versions as of 2/25/03 with OS X.2.4)

Software	Reach by	Description	Optional
Airport Admin Utility	Go menu Applications /Utilities	Configures Airport Base stations and allows access to settings	Airport users only
Airport Setup Assistant	Go menu Applications /Utilities	Easy way to setup an Airport Base station or a computer to use Airport	Airport users only
Audio Midi Setup	Go menu Applications /Utilities	Easy way to setup and configure audio and midi devices attached to the computer.	Not needed by average user
Apple System Profiler 3.0.1	Dock/Apps folder	Provides detailed information about the hardware and software configuration of your system, devices and volumes, control panels, extensions, applications, and system folders.	
Applet Launcher 1.3	Go menu Applications /Utilities/Java	Launches Java applets, replacing the Apple Applet Runner.	Not used by average user
Bluetooth File Exchange 1.1	Go menu Applications /Utilities	Its software that integrates with your cellular phone so that you can have a wireless network over the phone, along with changing settings on the phone.	Not needed by average user
ColorSync Utility 4.1	Go menu Applications /Utilities	Verifies the integrity of ColorSync color profiles	Not used by average user
Console 1.2	Go menu Applications /Utilities	Shows output of applications in various logs. Errors are sometimes reported here. The default log is the console.log file. The preference for this can be set to log crash info and automatically display log.	Not used by average user

All Applications in the Applications/Utilities folder (Versions as of 2/25/03 with OS X.2.4)

Software	Reach by	Description	Optional
CPU Monitor 1.2	Go menu Applications /Utilities	Displays processor utilization in a variety of visual formats	Not used by average user
DigitalColor Meter 3.1	Go menu Applications /Utilities	Identifies color values in a variety of formats.	Not used by average user
Directory Access 1.5	Go menu Applications /Utilities	Configures access to directory services in networks that employ services, such as LDAP.	Not used by average user
Disk Copy 10.2.3	Dock/Apps folder	Mounts files such as IMG, DMG, and SMI in Disk Image format.	
Disk Utility 10.2	Dock/Apps folder	Verifies, repairs, and formats disk drives, including zip diskettes. Also under the Information tab, you will learn how much total space on a drive you have, as well as space available and use, and the number of files and partitions,	
Display Calibrator 4.1	Go menu Applications /Utilities	Calibrates color displays and creates ColorSync profiles.	Not used by average user
Grab 1.1	Dock/Apps folder	Takes screen shots of screen images. It is listed under Services in the Finder menu. See Multimedia Applications document for more information.	
Installer 1.3.2	Go menu Applications /Utilities	Installs applications.	Not used by average user
Java Web Start 1.2	Go menu Applications /Utilities/Ja va	Accesses and launches remote Java applications (Utility from Sun Microsystems). The folder also has Applet Launcher 1.4	Not actively used by average user
Key Caps 10.0.1	Go menu Applications /Utilities	Previews keys and combination of keys on the keyboard in various fonts.	
Keychain Access 3.0	Go menu Applications /Utilities	Stores usernames and passwords to Keychain-enabled applications. Your Keychain password is your login	

All Applications in the Applications/Utilities folder (Versions as of 2/25/03 with OS X.2.4)			
Software	Reach by	Description	Optional
		password.	
NetInfo Manager 1.2	Go menu Applications /Utilities	Edits important network and operating system configuration information.	Not used by average user
Netware Client Uninstall 1.0.1	Go menu Applications /Utilities	3 rd Party uninstaller for the Netware for Mac OS client.	Not used by average user
Network Utility 1.2	Go menu Applications /Utilities	Provides network information via a suite of network management commands, such as ping, lookup, and traceroute.	Not used by average user
ODBC Administrator 1.0	Go menu Applications /Utilities	Allows configuration settings for User & System DSN, Drivers, Tracing, and Connection Pooling.	Not used by average user
Print Center 2.3	Dock/Apps folder	Configures printers and manages print jobs; replaces the Chooser. It has 2 main components: Printer List window and Printer Queue window.	
Process Viewer 1.2	Go menu Applications /Utilities	Quits processes, but only the ones that you own.	Not used by average user
Stuffit Expander Standard 7.0.1	Dock/Apps folder	Compresses or expands various types of archives and decrypts files in StuffIt format.	Freeware
Terminal 1.3	Dock/Apps folder	Provides access to command-line applications (i.e. ncftp = command line ftp).	This is the user's TELNET package in OS X.

Netware Setup

On 3/1/03, the Library purchased for Library faculty and staff Mac users a 15-user license for Netware for Mac OS X IP Edition vers. 1.1.2 client. **The client can NOT be installed on Macintoshes for outside clients. Install it, when logged in as Administrator.**

Setting up the Netware for Mac OS X IP Edition vers. 1.1.2 client is a user dependent task in OS X.2.4. If you set it up while logged in as userA, then userB won't see it. You must set it up for the Administrator and again for the user. Though each time,

you will enter the same user's name into the Registration window (i.e. User **Jim Staff**, Organization **SDSU – Library**, Serial Number **xxxxxxxx**) along with the other registered info for both the Administrator account setup and the user's account setup.

To setup the Netware for Mac OS X IP Edition version 1.1.2 client to auto-mount the server (timber.sdsu.edu), you go first to the leafless tree in the upper right side of the Finder menu bar and select **Open Preferences**. At the **User Defaults** tab:

- ❖ Type "**orbit**" for the Tree and "**fs.lib.aa**" for the Context (No quotes).
- ❖ Click a check in the **Show Login Window At Launch**.

Select the **Advanced Settings** tab:

- ❖ Click on the **Receive Broadcast Messages** option
- ❖ Change the selection to "**All**" from the **Setting's** drop-down choices.
- ❖ Click the **Save** button.

Return to the leafless tree in the upper right side of the Finder menu bar and select **Login**. A login window for the application will appear on the desktop. In the **Login** tab with the radio button selected for **Registered User**, type in a valid Netware username and password. Then type, "**orbit**" for the Tree and "**FS.Lib.AA**" for the Context (No quotes). Click the **Login** button. If the login is successful, the leafless tree in the upper right side of the Finder menu bar will be green with leaves and there will be a **Browse** tab in the login window.

Because of the way Browse Rights are given on Timber, you will need to select the **Browse** tab and click the **Mount** button at the bottom of the window. When the dialog sheet appears, manually enter the Server IP address (or DNS address) followed by the Volume name, and click the **Mount** button at the bottom of the sheet. For example: Timber, you would type:

- ❖ 130.191.17.101 or timber.sdsu.edu
- ❖ vol1\users

Again because of the rights issue, you may have to try this more than once and if the IP does work, try the Domain name. Those IDT members, who have more rights than Phillips, may not need to add the "\users" to the Volume name.

If the mount is successful, an icon for Timber should appear on the desktop that can be opened to display Share and User folders and files on Timber. You will now be able to see on the **Mounts** tab under *NCP Name* "**\\130.191.17.101\vol1\users**" and under *NDS Name* "**130_191_17_101_vol1\users**". So it will mount automatically at the next login, click a check in the adjacent **ON/OFF** box. Clicking the **red** close button will manually close the Netware client window.

Classic Environment

When you open an application that isn't compatible, Mac OS X automatically launches the Classic environment (OS 9.x); then opens the application with it.

NOTE: If IDT is controlling the user's account Capabilities (NOT allowing them to open all System Preferences), then the user can NOT manually start or stop Classic as described below.

To manually start or stop Classic, you would:

1. Choose **System Preferences** from the **Apple** menu
2. Click the **Classic** icon in the window that appears.
3. On the **Start/Stop** tab, if necessary, select the hard disk on which Mac OS 9.x is installed.
4. Click the **Start** button to launch the Classic environment.
5. While the Classic environment starts, a window with a progress bar tracks its progress. When it's launching, you can watch OS 9 boot just as you would if it were the primary operating system – down to the parade of Extensions and Control Panels being displayed at the bottom of the window. Or you can click the arrow to hide the OS 9 Desktop window. When it's finished, the message "Classic is running" appears in the Classic window and the progress window disappears.

Or

6. Click the **Stop** button to end the Classic environment.
7. The Mac will switch to the Classic environment and attempt to Quit each open Mac OS 9.x application. Be sure to use any dialog boxes to save unsaved documents.

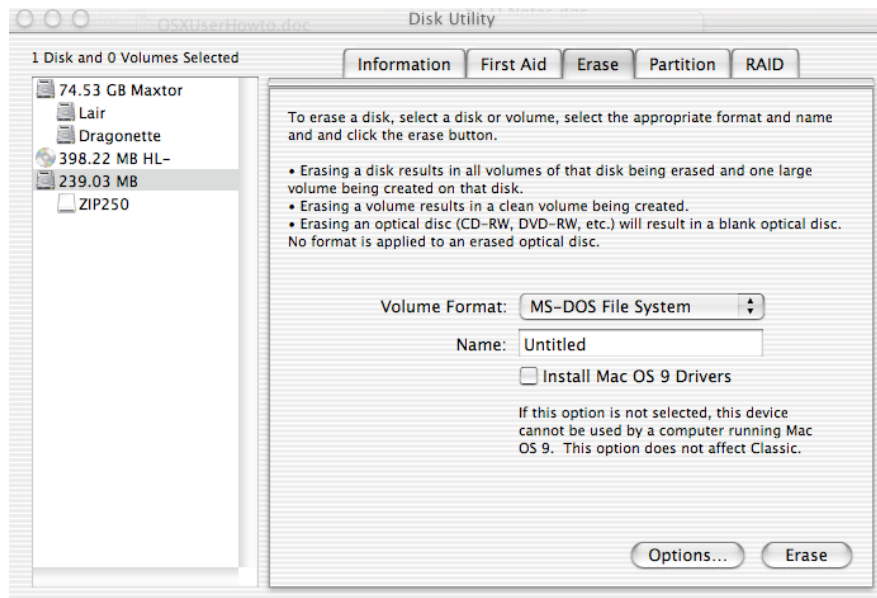
This pane now has Restart and Force Quit buttons. There are also options that can be set to start Classic at login and/or warn before starting, as well as additional tabs/options in this pane.

Formatting/Erasing Disk/CD-RW Media

You can use a PC-formatted disk on both the Macintosh and Windows-based platforms. However without a special utility on the Windows-based platform, you cannot use a Mac-formatted disk on a PC. So for better portability of your projects, our recommendation is to format for the PC

To format a **Floppy** disk or a **Zip** disk for the PC:

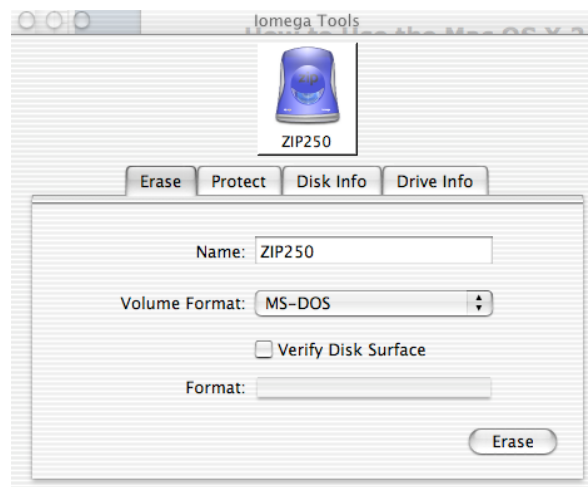
1. Insert the High Density 1.44 Floppy disk into the Floppy disk drive
- Or
- Insert the 100 MB or 250 MB Zip disk into the 250 MB Zip disk drive.
2. Select the **Apps folder** on the **Dock**, and launch **Disk Utility** from the list.
 3. Select the Floppy disk or the Zip disk from the left column and the **Erase** tab on the right side of the window below.



4. As the Volume Format, choose "**MS-DOS File System**".
5. Click the **Erase** button. You will be warned that all information will be destroyed. Click the **Erase** button again or click on **Cancel** to stop the process.

When it has completed the process, the Floppy or the Zip disk can store your files and be used on both platforms.

NOTE: *Iomega Tools 1.0.2.2 is available for Mac OS X users for additional flexibility when working with zip diskettes. Installer for OS X and earlier systems is found in the MacZone on Gimli. The screen below handles formatting of a Zip disk:*



To format **CD-RW** media (requires a Combo or SuperDrive):

1. Insert the CD-RW media into the drive.
2. Select the **Apps folder** on the **Dock**, and launch **Disk Utility** from the list.
3. Select the CD-RW from the left column and the **Erase** tab on the right side of the window.
4. Click the **Erase** button. You will be warned that all information will be destroyed. Click the **Erase** button again or click on **Cancel** to stop the process.

Erasing a CD-RW results in a blank CD-RW; no format is applied to an erased CD-RW. Be sure to use CD-RW (or CD-R) media with a 74 or 80 –minute media capacity. You cannot record on “High-Speed” (greater than 4X) CD-RW media, although the drive can read these discs. When it has completed the process, the CD-RW media can store your files and be used on both platforms.

Universal File Formats

Not every computer user has the same word processor or version of software that you may be using. When creating files to be shared, be sure to save your files in a universal file format. This will provide you some versatility, if the next computer/software you access is not identical to your last computer/software. Some of the more common formats are:

1. Rich Text Format (RTF) - Most applications can translate this type of format and still have your special features (bold, italic) preserved. The TextEdit application will save and read in this format.
2. Portable Document Format (PDF) - These files can be viewed by anyone using the free Adobe Acrobat Reader for their platform (PC, Mac, Unix, etc.).
3. Joint Photographic Group Format (JPG) - Most graphic applications, as well as web browsers, can view these files.

Managing Fonts

Mac OS X supports several font formats, including those created for earlier systems and Windows:

- TrueType fonts in Mac or Windows format with .dfont, .ttf, or .ttc extensions.
- OpenType fonts in Windows format with .otf extensions.
- PostScript fonts in Mac or Windows format; these must be accompanied by corresponding bitmapped font files.

Fonts can be installed in a variety of locations. Those installed in the main Library folder by the Administrator can be seen by all users on a particular Macintosh. Fonts installed in the personal Library folder for the user will only be seen by that user. Mac OS X can also access the fonts installed in the Fonts folder of the Classic System Folder when running the Classic environment.

Access to Mac OS X fonts can be found in any application’s Font Panel of their Format menu. Font families can be organized into Collections, so you won’t need to look through your entire font collection every time you open the Font Panel. Several collections are provided by default, but you can create new groupings and rename or delete existing groups to manage your fonts.

To manage your fonts

1. Launch an application that supports font changes, such as **TextEdit**.
2. from the **Format** menu, select **Font**, then **Font Panel**.
3. The Font window will appear. *Note: The default font collections are listed on the left side of the window.*

4. Click on the small pop-up menu and select **Edit Collections**.
5. Click on a collection and notice that the *Family* column next to it will show the fonts stored in that collection.
6. In the *Collections* column, you can create, delete, and rename the default collections. For this example, create a collection called "MyProject".
7. The "MyProject" collection has no font families. To add them, select a font from the *ALL Families* column and click on the left arrow. You can add only one font at a time and it will appear in the *Family* column when added to the "MyProject" collection.
8. To remove a font from "MyProject", select it in the Family window and click on the right arrow button. The font will still be listed in *All Families*, but will be removed from the "MyProject" collection.
9. Click on the **Done** button when you have finished managing your fonts.

Print Center

Print Center is an application that allows you to manage printers and print jobs. The two main components of the application are:

- **Printer List** window, where the user logged in can see all of the printers listed. Use this to select and configure printers.

NOTE: *Adding printers is a user dependent task in OS X.2.4. If you add a printer while logged in as userA and make it the default, then userB may not see it or if seen, may not be set as the default for userB. Be sure printers are added/modified, while logged in as administrator and again as the user.*

Network printers like the Color printers in LA-1101Z or LL-108C are added *via IP address*. 130.191.108.148 is the IP for the HP 4550DN in LA-1101Z and 130.191.17.134 is the IP for the Lexmark Optra C in LL-108C. Apple provides drivers for both under the **Printer Model** option.

With AppleTalk active on the user's Macintosh, then the network printer can be added *via AppleTalk* with a selection from the list of printers presented in the **Printer List** pane. Both of the above example printers can be added in this fashion also.

Printers attached directly to the Macintosh via USB connection will automatically show up in the **Printer List** pane once **USB** is selected. Click on the printer and choose the appropriate driver under the **Printer Model** option.

- **Printer Queue** window where all the print jobs sent to a specific printer are listed. Use this to check the status of and cancel print jobs you have sent to the printer.

NOTE: *Print Center replaces the Chooser and Desktop Printer Utility of Mac OS 9.x and earlier. Desktop printers are not available in Mac OS X.*

To open Print Center's Printer List window, use the **Apps folder** in the **Dock** and select **Print Center**. The printers listed in the window are the ones the user can use. The printer in **BOLD** is their default printer.