



# Macintosh System 7.5

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*Upgrade Guide*





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# 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

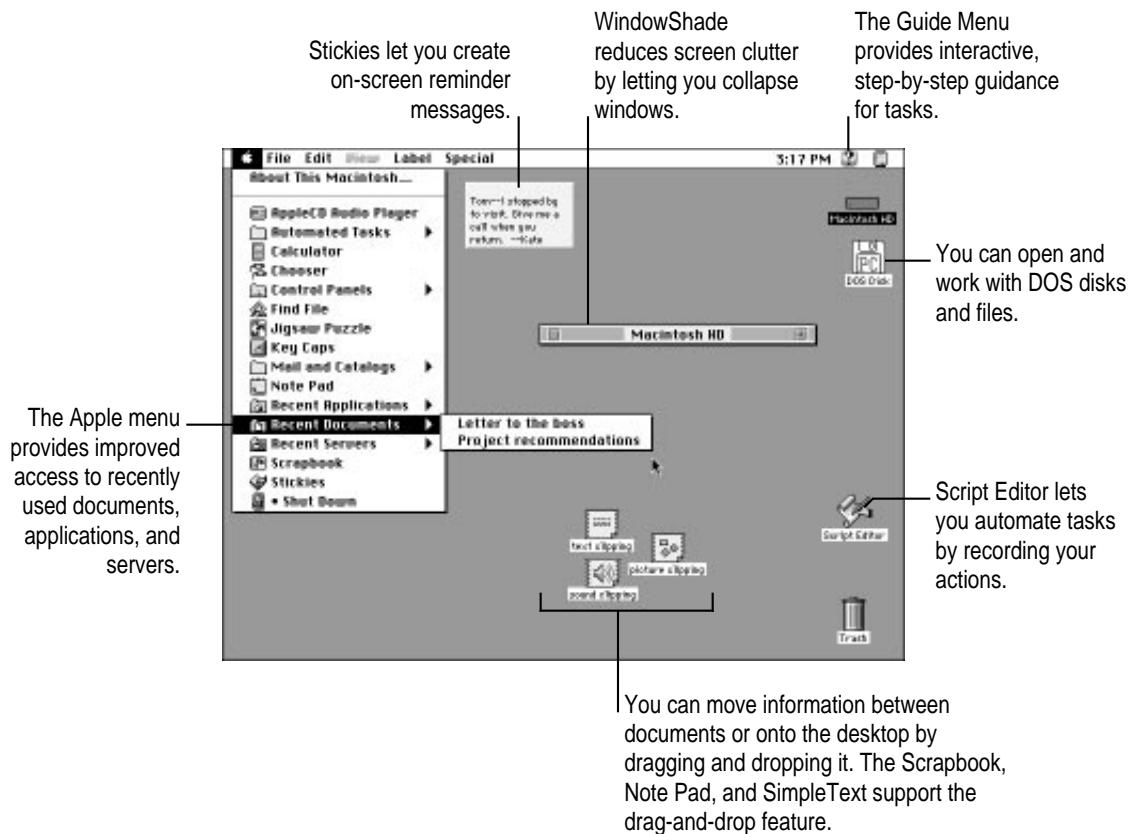
The next pages briefly describe the features of each component. After you install Macintosh system software version 7.5, you may also want to install QuickDraw GX and PowerTalk.

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.

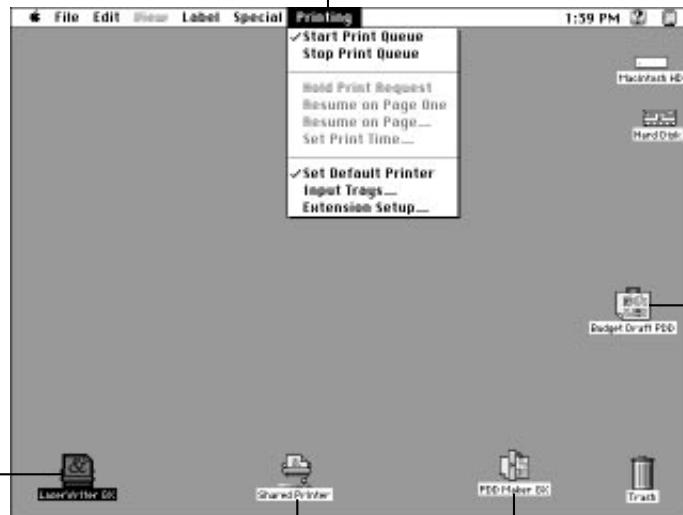


## QuickDraw GX publishing software

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.

You can use the desktop printing feature to print by dragging documents to the printer icon.



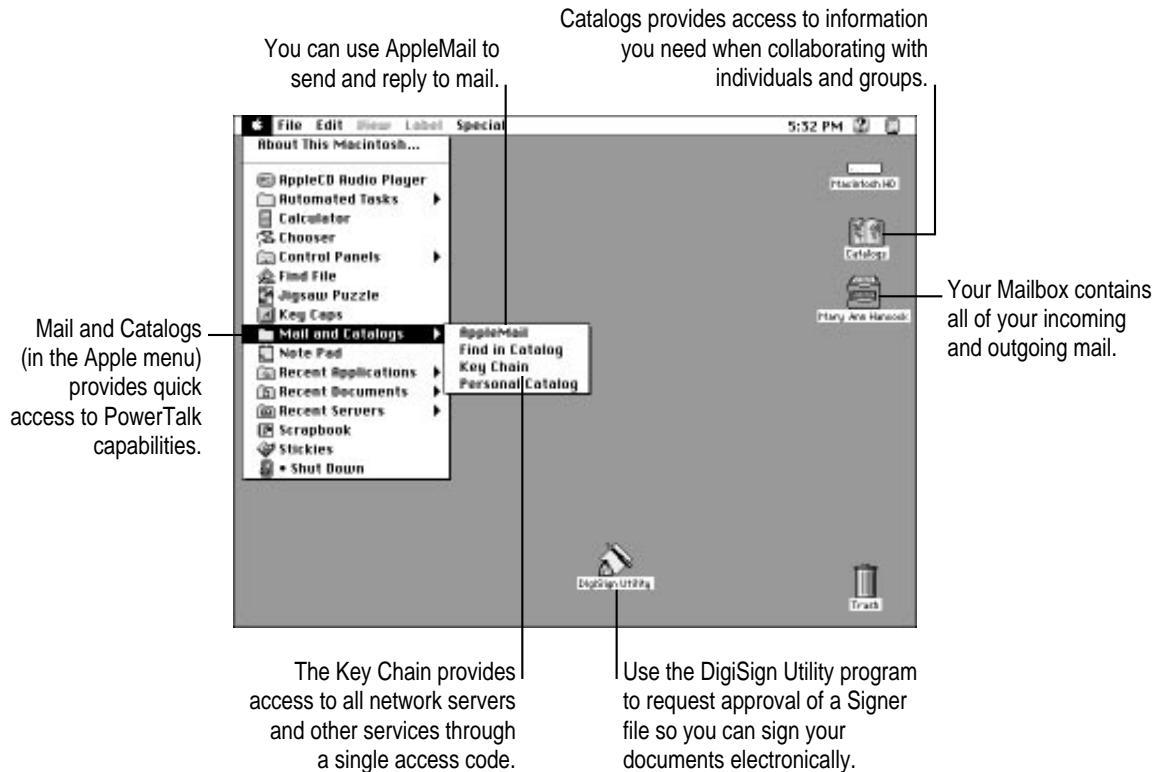
You can share printers over a network and use passwords to restrict access.

Portable Digital Documents (PDDs) can be viewed and printed by other QuickDraw GX users—even if they don't have the program or fonts used to create the document.

You create portable documents with the PDD Maker on your desktop.

## 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 (apple icon) 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 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 *Disk Tools* disk that came with your CD.

*If you're installing software over a network:* Make a *Disk Tools* disk from the disk image on your file server. If you need more information, ask your network administrator.

**3 Turn on your computer.**

The Disk Tools icon appears on your screen.

**4 Double-click the Disk Tools 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.**

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



Apple HD SC Setup

**IMPORTANT** If you are installing system software on the internal hard disk of a Quadra 630, LC 630, Performa 630 series, or PowerBook 150, you do not need to update the disk driver. Turn to Chapter 2 of this manual to continue with the installation.

If you are installing system software on a non-Apple hard disk, you cannot use HD SC Setup to update the disk driver. For a non-Apple hard disk, contact the dealer or manufacturer to update the disk driver.

**8 Select the hard disk you want to update, then click Update.**

**9 When you are finished, click Quit.**

**10 Restart your computer.**

**11 To continue with the 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.**



The Safe Install Utility's welcome screen appears.

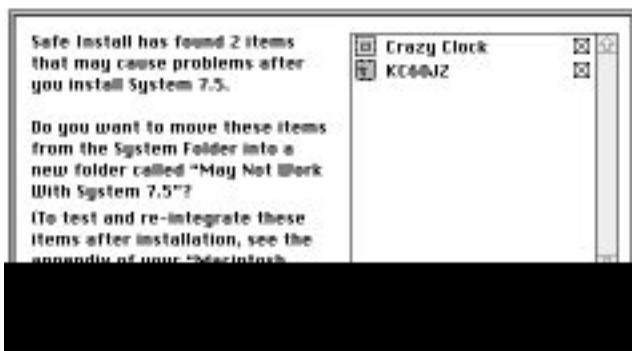


**3 Click Quick or Detailed to continue.**

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.

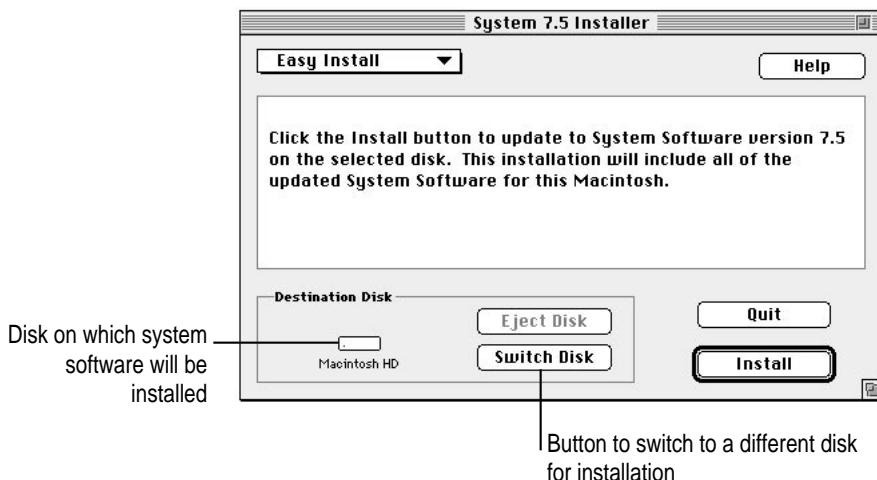
*If you're installing software over a network:* Find the Installer on your file server. If you're not sure where it is, ask your network administrator.

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



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.

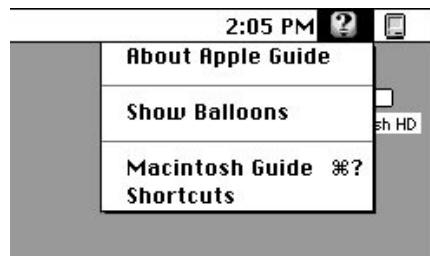
If for some reason the installation was not successful, try the installation again.

*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

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.



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.

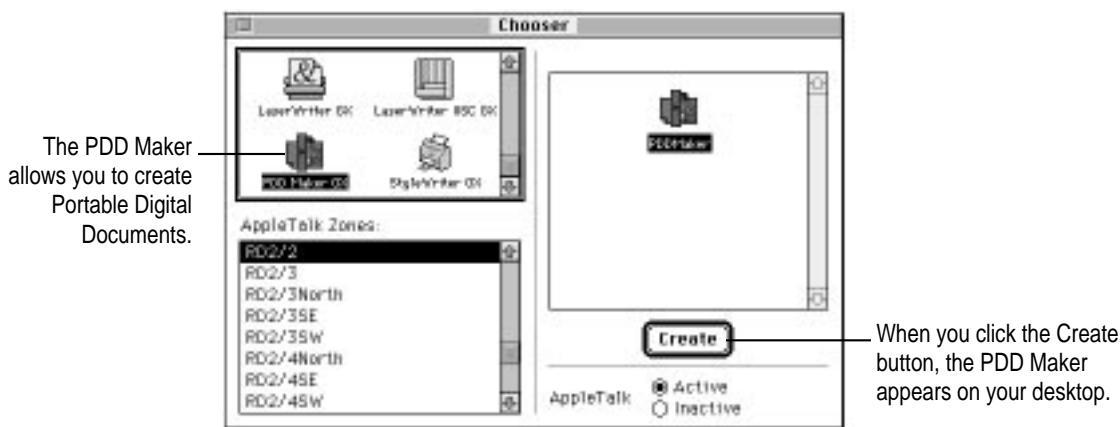


PDD Maker GX

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

- 1 Open the Apple (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 (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.

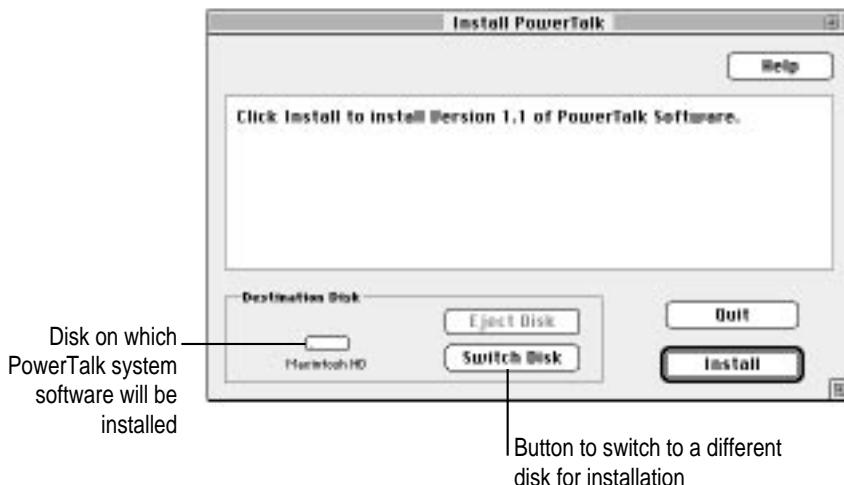
*If you’re installing software over a network:* Find the Installer on your file server. If you’re not sure where it is, ask your network administrator.

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.



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.)



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.



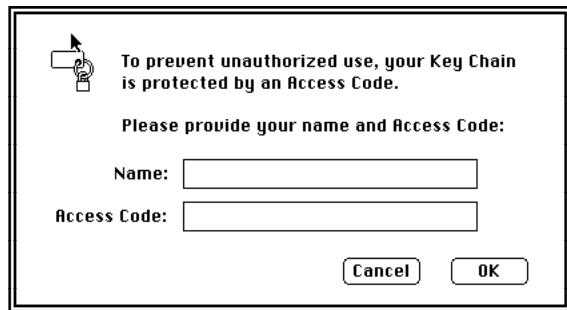
**2** Read the screen and click Proceed.

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.



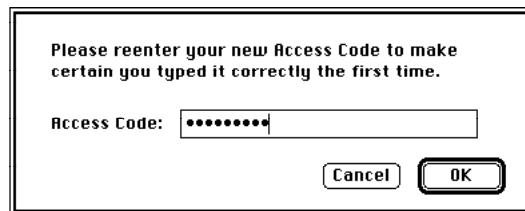
**4** Type your name and the access code you want to use.

**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

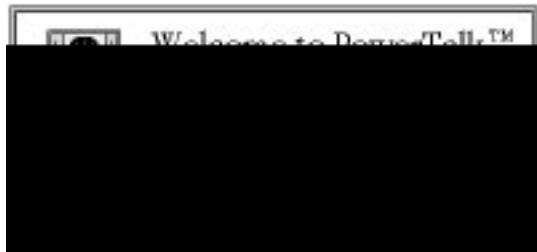
If you have access to a PowerShare server, follow these steps:

- 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.



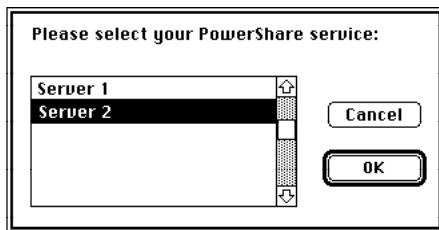
**3 Click Yes.**

The computer searches for the PowerShare services available to you.

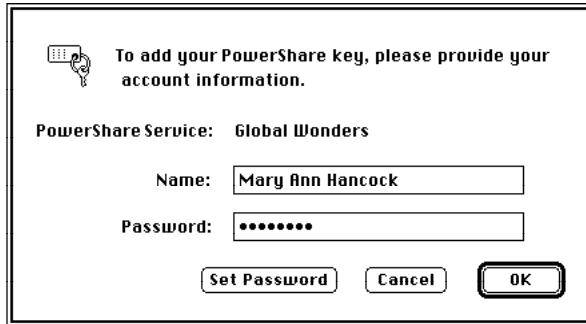


**4 When the navigation dialog box appears, select the PowerShare service you want to access and click OK.**

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



A dialog box appears, asking for account information.

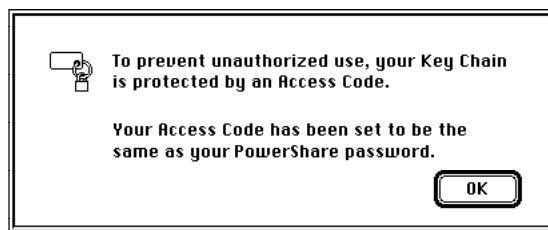


**5** Type your name and the password of your PowerShare account as set up by your system administrator.

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.



Mailbox



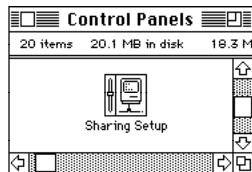
Mary Ann Hancock

## 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:

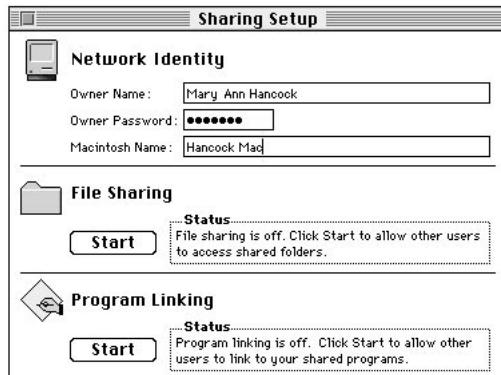
- 1 Choose Control Panels from the Apple (apple) menu.
- 2 Open Sharing Setup.



- 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.

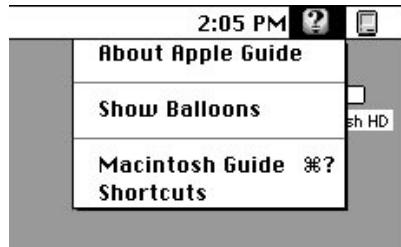


# 5

## 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.

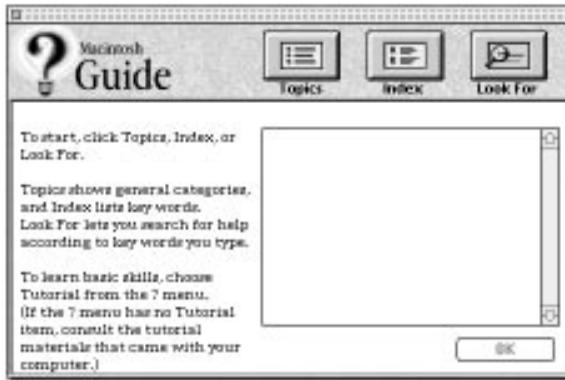


A checkmark in the menu indicates that the Finder is the active program.

- 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.

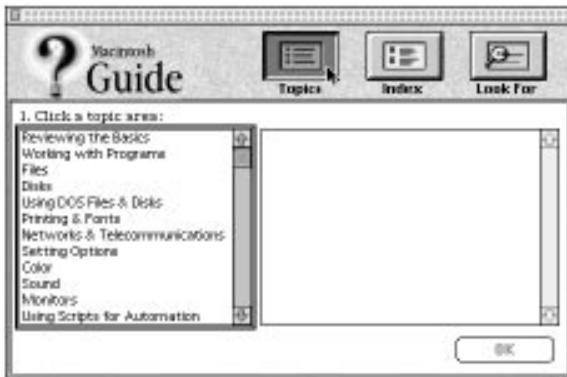
In the following sections you will practice using each method.

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

### Getting answers with the Topics button

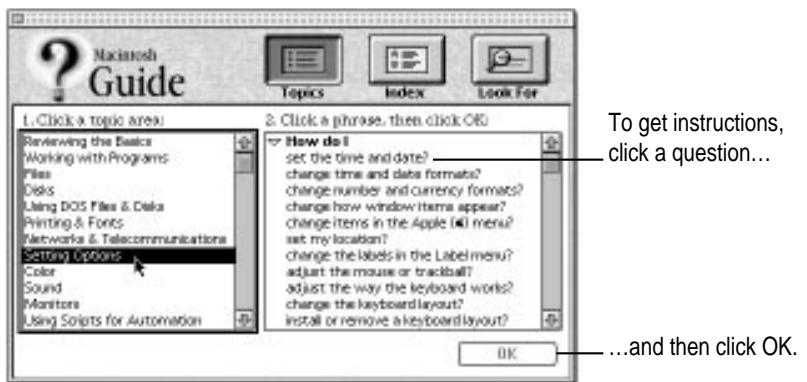
1 In the Macintosh Guide window, click the Topics button.

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.**

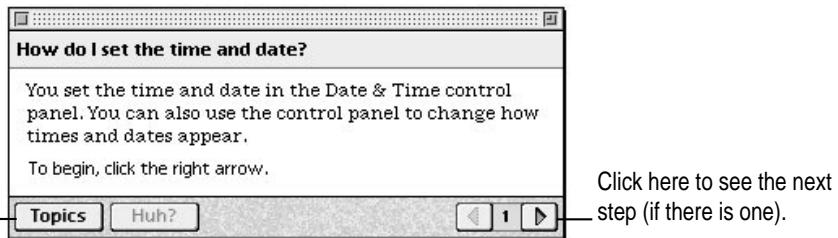
When you click any topic area, a list of related questions appears on the right side of the Macintosh Guide window.



**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.

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



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

**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.

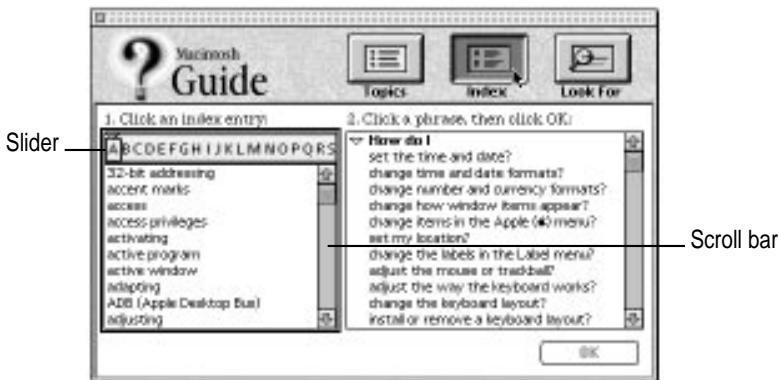
**5 When you have completed all the steps, click the Topics button in the lower-left corner to return to the main Macintosh Guide window.**

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.

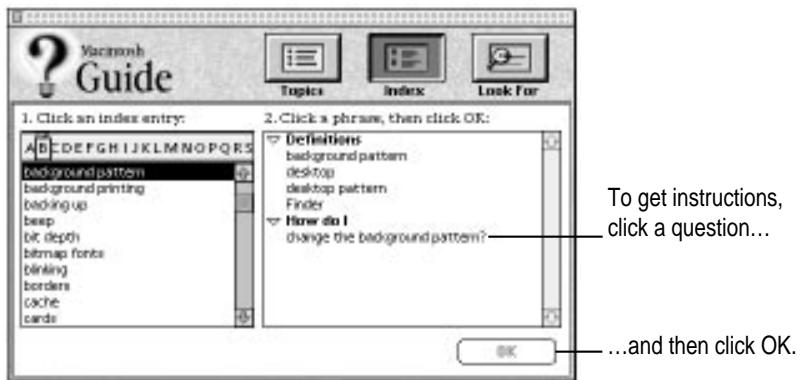


- 2 Scroll through the alphabetical list until the phrase "background pattern" is visible.

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.

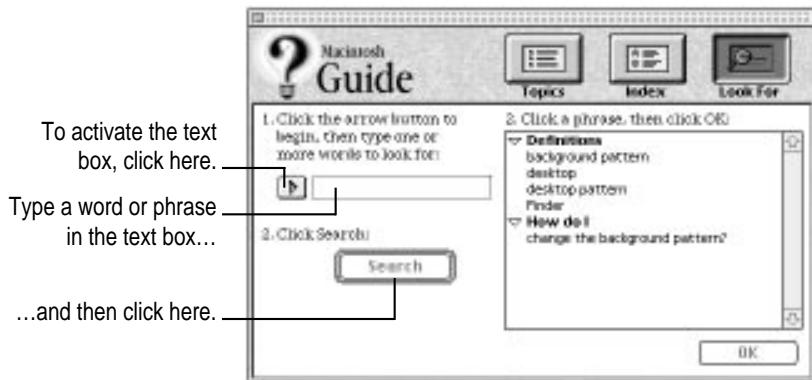
6 When you have completed all the steps, click the Topics button in the lower-left corner to return to the main Macintosh Guide window.

Now continue with the next section.

## Getting answers with the Look For button

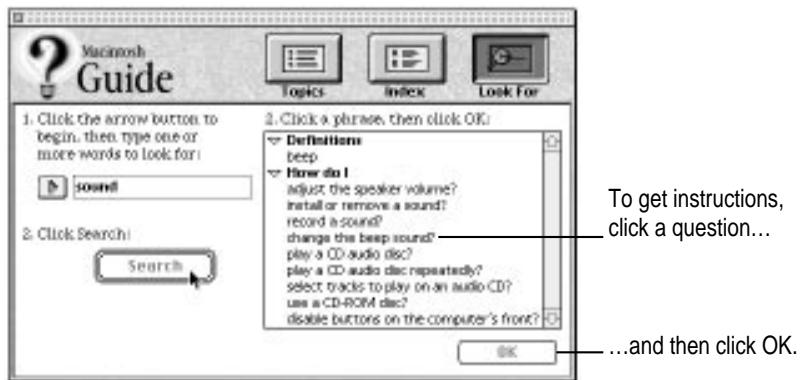
- 1 In the Macintosh Guide window, click the Look For button.

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.

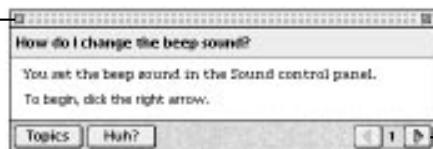
When you click Search, a list of questions related to the word or phrase you typed appears on the right side of the Macintosh Guide window.



**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.

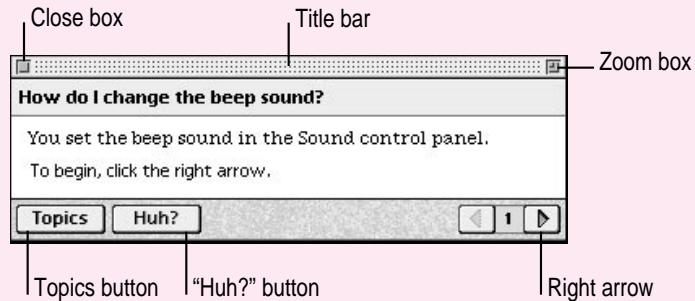
## Tips for using Macintosh Guide

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  icon) 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  icon) 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 ? icon) 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 (AAPL) 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 ⓘ icon) 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.



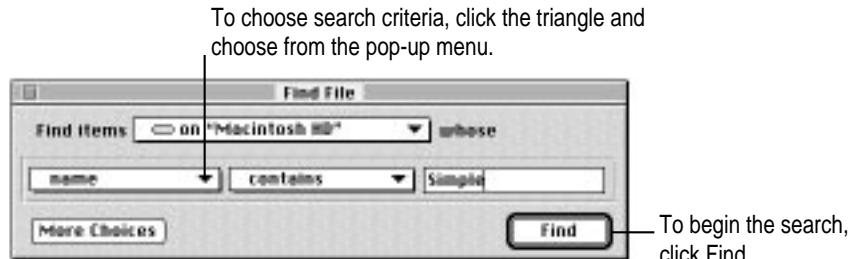
### For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the  icon) 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?”

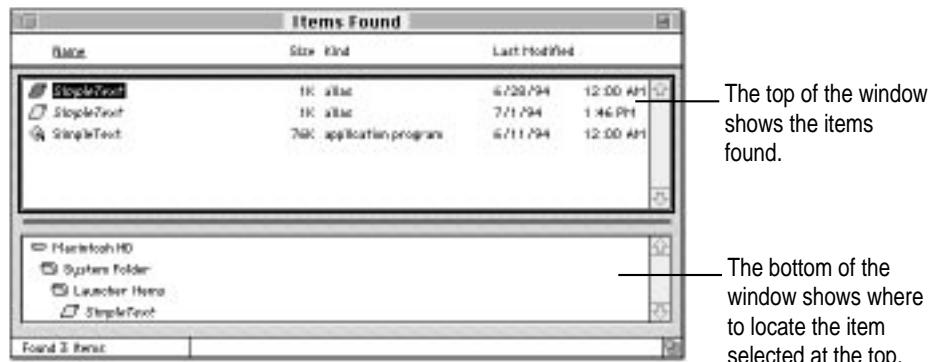
## Find File

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 (Macintosh logo) 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 question mark 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 (AAPL) 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

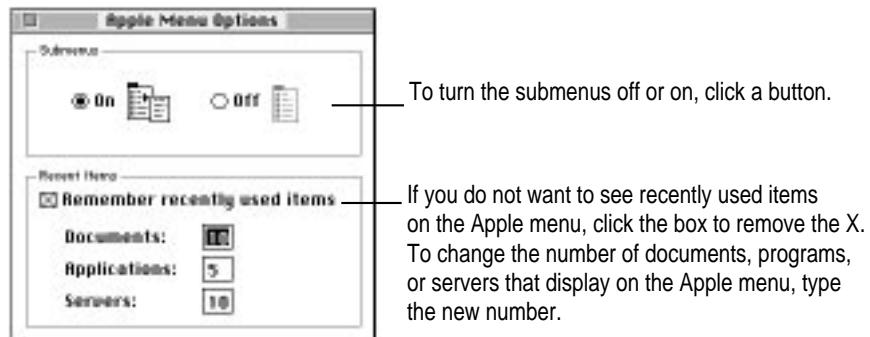
Choose Macintosh Guide from the Guide menu (marked with the question mark icon) and click the Topics button. Select the "Setting Options" topic and see "How do I adjust window shrinking?" For more information on control panel items, choose Show Balloons from the Guide menu.

## 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.



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



### 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 change items in the Apple (🍎) menu?” For more information on control panel items, choose Show Balloons from the Guide menu.

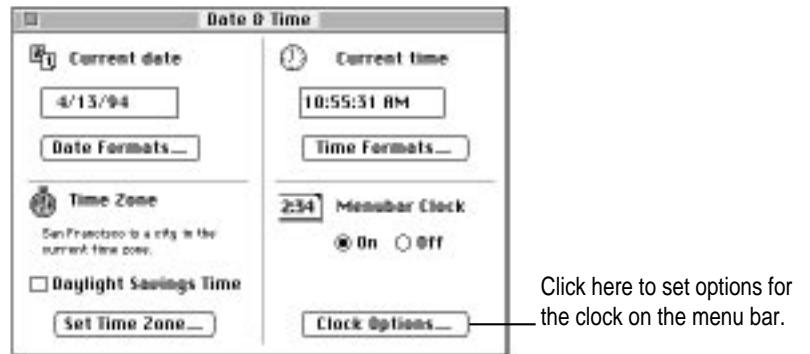
## Date and time display

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 (apple) menu and choose Control Panels. Then open the Date and Time control panel and click Clock Options.



### For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the question mark icon) 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 (AAPL) 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.

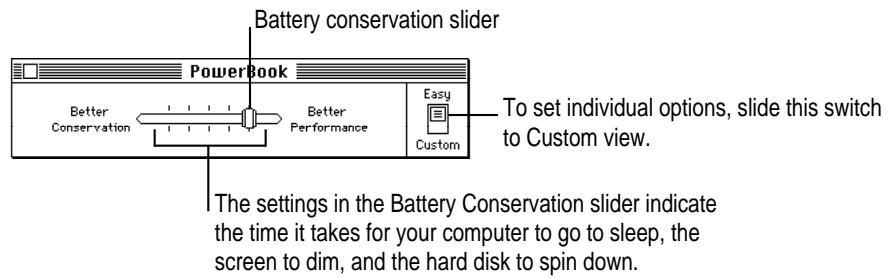
To set battery options, open the Apple (apple) menu and choose Control Panels. Then open the PowerBook control panel.



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.



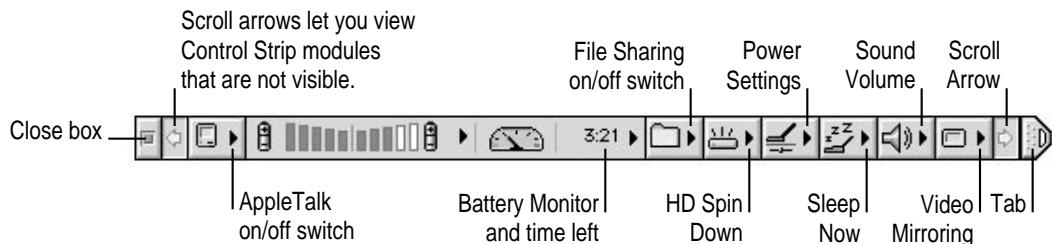
#### For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the question mark icon) 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  icon) 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  icon) 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,  $\mathbf{\mathbb{M}}$  (Command), and 0 (zero) keys at the same time.
- Spin down the hard disk by holding down the Shift, Control,  $\mathbf{\mathbb{M}}$  (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 icon) 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 (apple) menu and choose Control Panels. Then choose 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 question mark icon) 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.



To set up the Documents folder, open the Apple (Mac OS X logo) 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

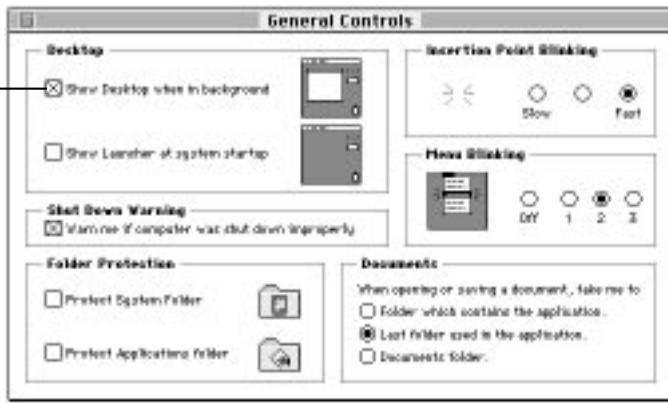
For information about items in the control panel, choose Show Balloons from the Guide menu (marked with the ? icon).

## 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 (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.



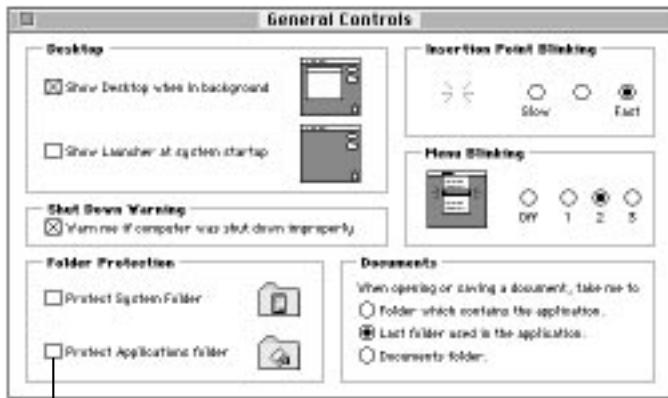
### For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the question mark 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 (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

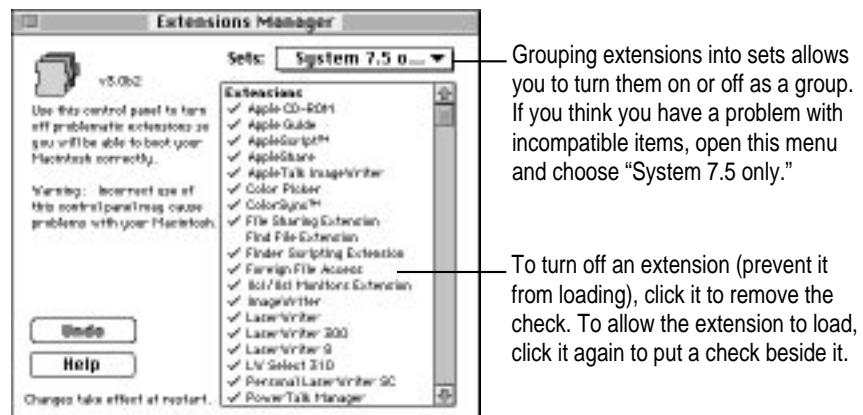
Choose Macintosh Guide from the Guide menu (marked with the question mark icon) and click the Index button. Select the index term “protecting files” and see “How do I protect a file or disk?” For information about items in the control panel, choose Show Balloons from the Guide menu.

## 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.



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.



### For step-by-step help

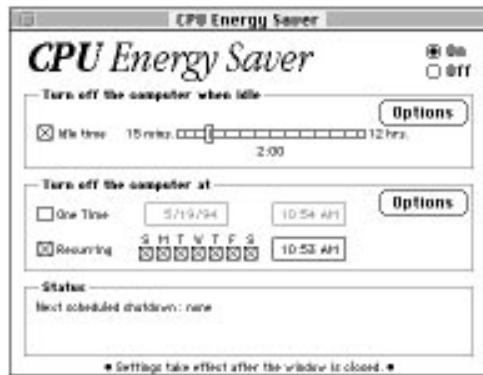
Choose Macintosh Guide from the Guide menu (marked with the  icon) and click the Topics button. Select the topic "Setting Options" and see "How do I manage System Folder extensions?" For information about items in the control panel, choose Show Balloons from the Guide menu.

## 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.



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 icon) 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 icon) 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 ( icon) 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 icon) 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 (AAPL) menu and choose Control Panels. Then open the Desktop Patterns control panel.



### For step-by-step help

Choose Macintosh Guide from the Guide menu (marked with the question mark icon) 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 (AAPL) 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 question mark icon) 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

## 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 (Mac OS X) 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 icon) 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.

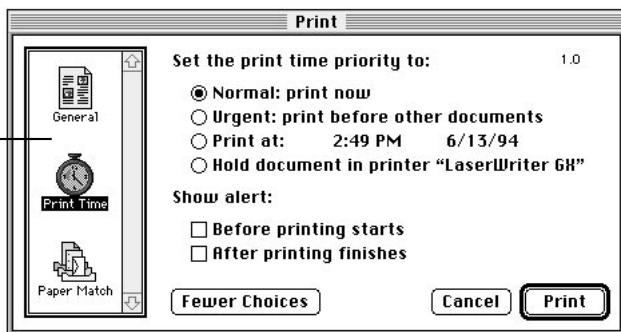
## More powerful printing dialog boxes

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  icon) 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 icon) 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 icon) 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.

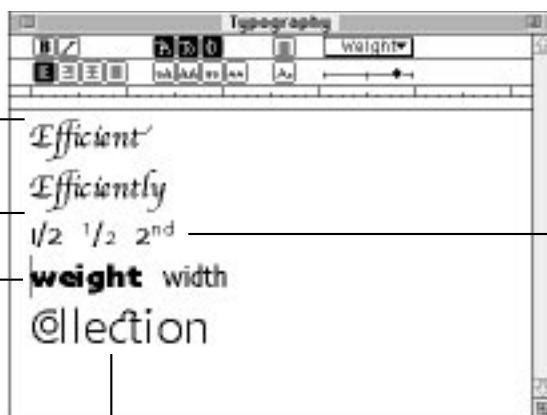
## Typography

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.

QuickDraw GX fonts can use alternate forms of a character (for example, the swash and standard forms of the lowercase 't').

QuickDraw GX fonts can have the ability to morph in certain ways.



QuickDraw GX fonts can automate complex typesetting tasks, such as the formation of fractions and ordinals.

QuickDraw GX fonts can contain alternate character combinations (for example, the 'co' and 'ct' combinations).

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 (Mac OS X) 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 (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.



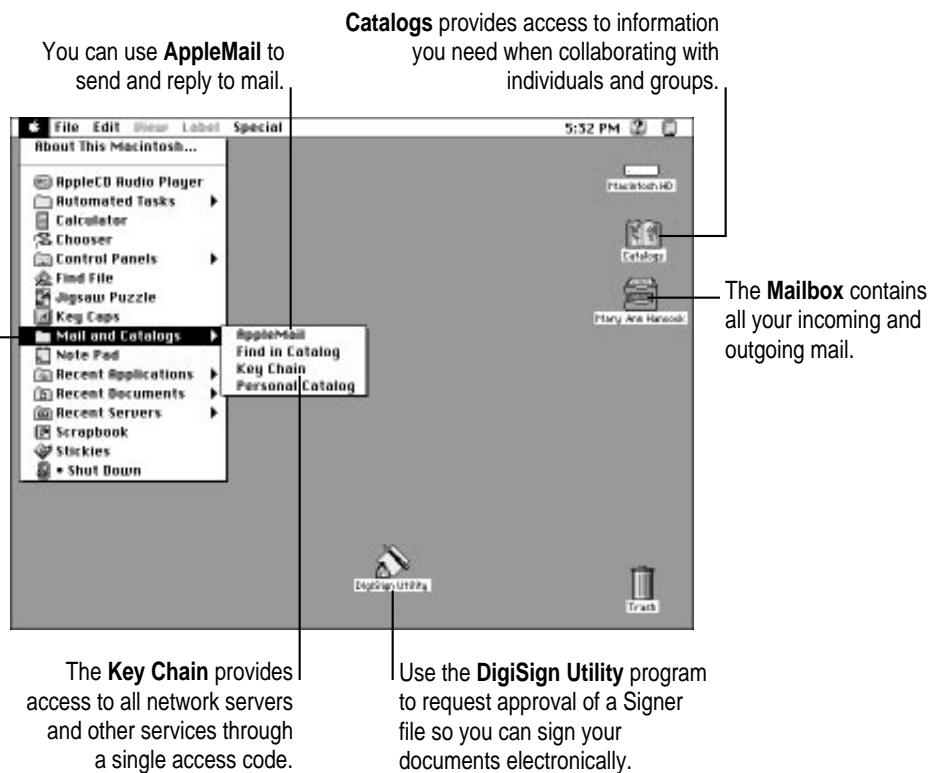
### For step-by-step help

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) menu.

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



## 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.



### For step-by-step help

Choose PowerTalk Guide from the Guide menu (marked with the icon) 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.



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  icon) 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  icon) 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 (apple) menu and choose Mail and Catalogs. Then choose AppleMail from the submenu.



### 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.



### 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 during installation.

#### **Disk First Aid cannot repair your hard disk.**

*Problem:* You started up the computer using the *Disk Tools* disk and used Disk First Aid to test the hard disk, but Disk First Aid cannot repair the hard disk.

*Cause:* You need to reformat the hard disk.

*Solution:* First, back up your hard disk because reformatting erases everything on the disk. Then, use HD SC Setup to reformat the disk. If you have a Macintosh with an IDE drive (Quadra 630, Performa 630 series, LC 630, or PowerBook 150), use Internal HD Format to reformat.

#### **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  icon) 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

## 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 icon) 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.**



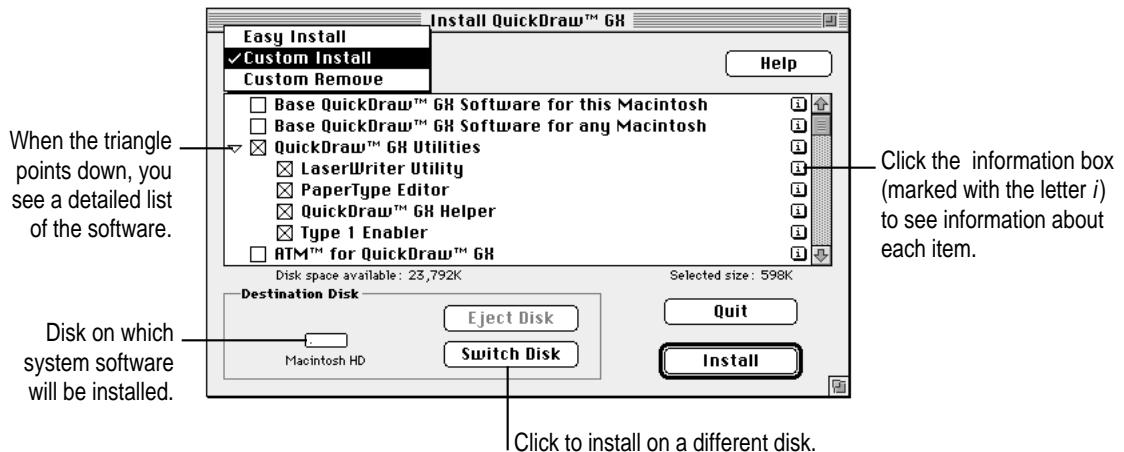
- 4 **When you see the Installer's welcome screen, click Continue.**

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 QuickDraw GX Utilities points down, you can select specific utilities to install.

To see information about an item, click the information box (marked with the letter *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

• • • •

This appendix provides instructions for a troubleshooting procedure that is commonly called a “clean” installation of system software. Do a clean installation if you can’t determine what is damaged in your System Folder (especially if you think any special software, such as control panels, system extensions, or custom utilities may be causing the problems you’re experiencing).

You should also do a clean installation if you’re still having problems with your computer after you’ve reinstalled system software by doing a normal installation.

- 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 *Disk Tools* disk that came with your CD.

*If you’re installing software over a network:* Make a *Disk Tools* disk from the disk image on your file server. If you need more information, ask your network administrator.

- 3 **Turn on your computer.**
- The Disk Tools icon appears on your screen.
- 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.



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

**7 Double-click the Apple HD SC Setup icon.**

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



**IMPORTANT** If you are installing system software on the internal hard disk of a Quadra 630, Performa 630 series, LC 630, or PowerBook 150, you do not need to update the disk driver. Skip to step 11 to continue with the installation.

If you are installing system software on a non-Apple hard disk, you cannot use HD SC Setup to update the disk driver. For a non-Apple hard disk, contact the dealer or manufacturer to update the disk driver.

**8 Select the hard disk you want to update, then click Update.**

**9 When you are finished, click Quit.**

**10 Shut down your computer.**

**11 Insert the *Install Disk 1* disk into a floppy disk drive, and turn on your computer.**

**12 Open the Installer 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.

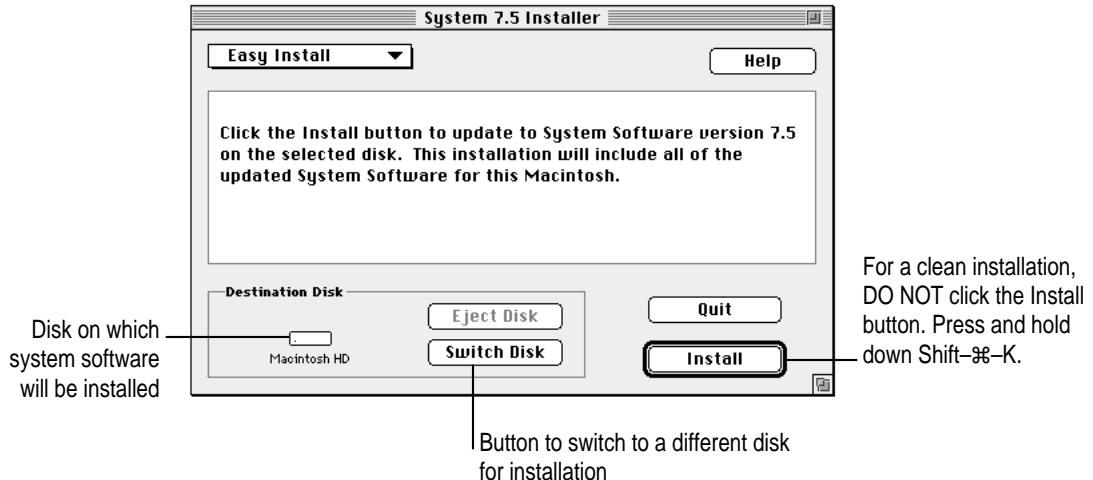


*If you're installing software from a CD:* Find the Installer in the System Install folder (inside the Installation folder) on the CD.

*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.

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

The Easy Install dialog box appears.



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

You can click the Switch Disk button until the correct disk name appears.

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

The following dialog box appears.



**16 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.

- 17 Click Clean Install and follow the instructions on the screen.
- 18 When the installation is complete, restart your computer.

## Replacing special software

Special software consists of items that you may have added to your previous System Folder. After a clean installation, you should replace your special software by reinstalling it.

**IMPORTANT** A clean installation renames your old System Folder “Previous System Folder” and leaves it on the hard disk. To avoid keeping software that may be damaged, you should reinstall special software from the original disks rather than copying it from the Previous System Folder.

- 1 Use the original disks to reinstall any special software that was in your old System Folder. This software may include such items as
  - non-Apple fonts, printer drivers, control panels, and extensions
  - networking and communications programs
  - software that enables hardware, such as camera, scanner, and monitor software
  - Apple software that enhances the basic system software, such as QuickDraw GX and PowerTalk
- 2 You may need to copy some application-related items from the Previous System Folder.

Look in the Previous System Folder for files or folders with the same name as your application programs. These files or folders may include preferences, help files, or other information used by your application programs. If you need to use any items from the Previous System Folder, drag them one at a time to your new System Folder, restarting the computer after you copy each item. Check after each restart to make sure your computer is not having any software problems. Be very careful not to copy over any of the files already in the new System Folder with files from the Previous System Folder.
- 3 After you replace your special software and your computer is working normally, throw away the Previous System Folder by dragging it to the Trash.



## 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

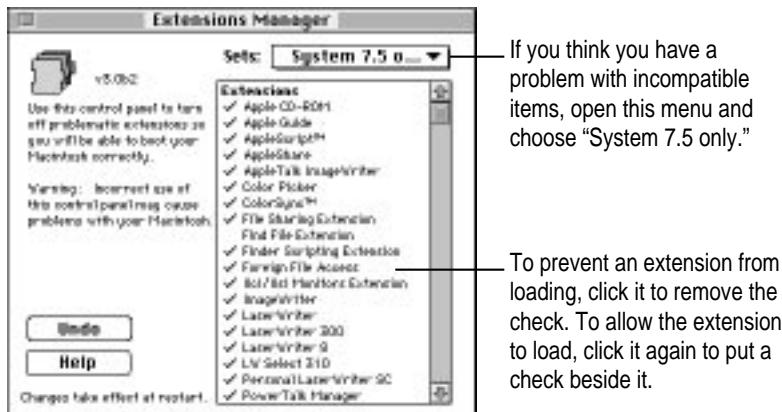
To verify that you have a compatibility problem and test individual programs, follow the steps below.

##### 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.



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 (2)** menu on your computer.

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