

**Mac OS X 10.3 Panther:
Visual QuickStart Guide**
by Maria Langer
0-321-21351-3

What's New in Mac OS X 10.3 Panther?

Let us show you! Mac OS X 10.3 Panther is chock full of brand new tools that can make you more productive. Here's a quick look at author [Maria Langer's](#) favorite new features, all of which are covered in her 650+ page task-based reference, *Mac OS X 10.3 Panther: Visual QuickStart Guide*.

Customizing the Sidebar

Panther's new Sidebar feature gives you immediate access to the volumes, folders, and other locations you open most. It comes preconfigured with iDisk (if you're a .Mac member), Network, mounted volumes, and a bunch of locations you're likely to visit often. Click a location to display its contents in the window. It's quick, easy, and convenient.



The Sidebar in a Finder window.

You can customize the Sidebar to show the items you want to include.

To set Sidebar preferences:

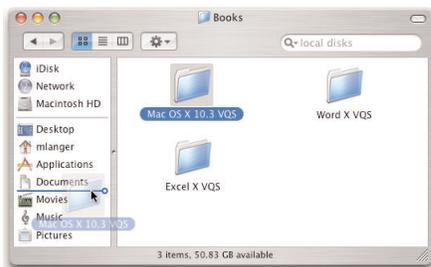
1. Choose **Finder > Preferences**.
2. In the preferences window that appears, click the **Sidebar** button.
3. Toggle checkboxes to specify which items should automatically appear in the Sidebar.



Sidebar Preferences

To add or remove Sidebar items:

- To add an item to the Sidebar, drag it into the Sidebar. A bar indicates where the item will appear. Release the mouse button when the item is in the desired position.
- To remove an item from the Sidebar, drag it off the Sidebar. When you release the mouse button, it disappears in a puff of smoke.

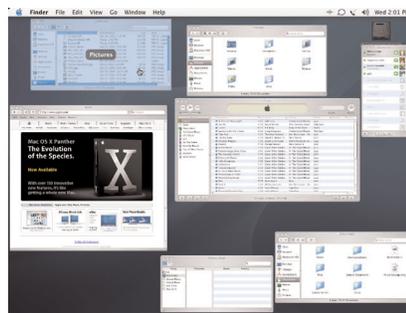


You can add an item to the Sidebar by dragging it there.

Using Exposé

Exposé finally solves the cluttered desktop problem that most experienced Mac users deal with on a daily basis. It does this by giving you instant access to any open window, any application, or your desktop. Here's how to use it:

- To see all open windows at the same time, **press F9**.



Exposé displaying all open windows.

- To see all open windows in the current application at the same time, **press F10**.
- To see your desktop, **press F11**.
- To view the name of a window when Exposé is invoked, point to it.
- To go to a specific window when Exposé is invoked, click the window.
- To switch from one Exposé view to another, press the view's key.
- To return to normal view without switching windows or applications, press the key you pressed to invoke Exposé.
- To change Exposé's keystrokes, choose **Apple > System Preferences**, click the Exposé button, and set options in the Exposé preferences pane that appears.

Switching Users—Fast!

If your computer is used by more than one person, fast user switching is for you. It enables a new user to log into a computer without logging another user out.

For example, suppose you're in the middle of preparing a report. You have multiple documents open in multiple applications, but you're suffering from writer's block and want to take a short break. Another user needs to access his account on the same computer so he can print off a copy of a document he's saved in his Documents folder. Perfect timing! With fast user switching, the other user can log into his account without you having to close all your open documents and quit all your open applications.

Switching Users—Fast! (continued)

When he's finished, you log back in and your workspace is just the way you left it. (Hopefully that writer's block has cleared up.)



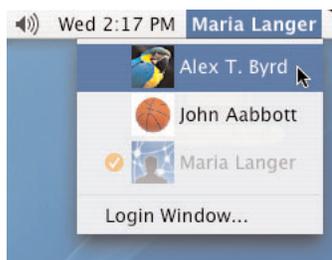
Enable fast user switching in Login Options.

To enable fast user switching:

1. Choose **Apple > System Preferences**.
2. In the **System Preferences** window that appears, click the **Accounts** button.
3. Click the **Login Options** button at the bottom of the account list.
4. Turn on the **Enable fast user switching** checkbox.
5. Close the window.

To switch users:

1. Choose a user name from the users menu at the top-right corner of the screen.
2. Enter login information as required.



Switch users fast with the user menu.

Securely Deleting Files

Not all Mac users know this, but when you empty the **Trash**, the items you've deleted may still be recovered using special file recovery software. While this might help you out of a jam one day, it could also pose a security risk if you work with confidential files that you want to delete permanently.

Panther's new **Secure Empty Trash** command is just what you need. Place those confidential files in the **Trash** like any other file you want to delete. Then choose **Finder > Secure Empty Trash**. If a confirmation dialog appears, click **OK**. The files are permanently deleted.

And if you're really worried about security on your computer, be sure to check out the new **FileVault** feature. It enables you to encrypt your entire **Home** folder. Log in with an administrator's account (which may be your account, if you're the computer's only user), open **System Preferences**, and click the Security button to get started.

Faxing from the Print Dialog

All the new Macs come with a built-in faxmodem. But what good is it if you don't have easy-to-use software for sending and receiving faxes? Panther makes that faxmodem a real productivity tool by making it possible to fax documents the same way you print them—with the Print dialog. Just make sure your computer's modem port is connected to a telephone line capable of sending and receiving faxes.

To fax a document:

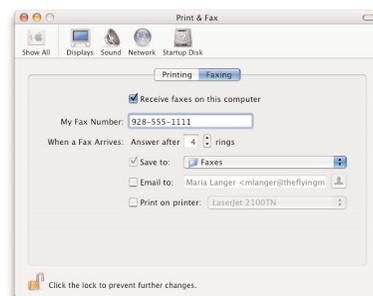
1. Open the document.
2. Choose **File > Print**.
3. In the **Print** dialog that appears, click the **Fax** button.
4. Fill out the form that appears to include the fax phone numbers, subject, and cover page text you want to include with the fax. You can click the **Address Book** button to look up fax recipients in your **Address Book**.
5. Click **Fax**.



Sending a fax has never been easier.

To set up your Mac to receive faxes:

1. Choose **Apple > System Preferences**.
2. In the **System Preferences** window that appears, click the **Print & Fax** button.
3. In the **Print & Fax** preferences pane, click the **Faxing** button.
4. Click the **Receive faxes on this computer** checkbox.
5. Set other options as desired.
6. Close the window.



Receiving faxes isn't all that tough either.

Save up to 30%! Become a Peachpit Club Member today!

Enjoy 10% off all books every day at peachpit.com, earn an additional 10% discount as a Peachpit Club Member, and save 10% on top of that with this one-time coupon! Simply go to www.peachpit.com and enter coupon code **PT-D3AA-PPF** at checkout. It's that easy!

