



Macintosh  
System 7.5



*Upgrade Manual*

*Includes instructions to install system software version 7.5.3*

 Apple Computer, Inc.

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# Contents



<b>1</b>	<b>Installing System Software</b>	<b>1</b>
	Step 1: Decide what to install	1
	Macintosh System 7.5	2
	QuickDraw GX publishing software	3
	PowerTalk electronic mail and collaboration software	4
	OpenDoc	5
	Step 2: Check your computer's built-in memory and processor requirements	6
	Step 3: Prepare your computer for new system software	7
	Check your hard disk	7
	Update the driver from the <i>Disk Tools 1</i> disk	8
	Update the driver from the <i>Disk Tools 2</i> disk	9
	Step 4: Check the <i>Before You Install</i> disk	10
	Step 5: Use the Installer	10
	Installing from floppy disks	11
	Installing from a CD-ROM disc	12
	Using the Custom Install option	13
	Getting additional help	16

<b>2</b>	<b>Installing QuickDraw GX</b>	<b>17</b>
	Step 1: Install QuickDraw GX software	17
	New icon on your screen	20
	Step 2: Create a desktop icon for the PDD Maker	20
	Installing QuickDraw GX utilities	22
	Using Type 1 fonts with QuickDraw GX	24
	Enabling Type 1 PostScript fonts	25
<b>3</b>	<b>Installing PowerTalk</b>	<b>27</b>
	Step 1: Install PowerTalk software	27
	New icons on your screen	29
	Step 2: Set up your system	30
	Setting up without a PowerShare server account	30
	Setting up with a PowerShare server account	33
	Step 3: Name your computer on the network	36
	Turning off PowerTalk	38
<b>4</b>	<b>Installing OpenDoc</b>	<b>39</b>
	Using the Easy Install option	40
	Using the Custom Install option	42
<b>5</b>	<b>Getting Help</b>	<b>45</b>
	Getting answers to your questions	46
	Getting answers with the Topics button	47
	Getting answers with the Index button	49
	Getting answers with the Look For button	51
	Tips for using Macintosh Guide	53
	Identifying objects on the screen	54
	Learning useful shortcuts	55

<b>6 What's New</b>	<b>57</b>
Audio CD player	58
Automating system tasks	58
The Script Editor	58
The scriptable Finder and automated tasks	59
Consistent color	59
Control Strip	60
Date and time display	61
Desktop patterns	61
Easy file opening	62
Extensions Manager	62
Find File	63
Macintosh drag and drop	64
Mobile computing enhancements	65
PowerBook battery management	65
File synchronization	66
Other PowerBook features	66
Note Pad	67
Open Transport	67
Which computers support Open Transport?	67
What does Open Transport install?	68
Getting more help with Open Transport	71
PC Exchange	71

PowerTalk collaboration services	72
Universal desktop mailbox	73
Catalogs	73
Key Chain security	74
AppleMail	74
Digital signature	74
QuickDraw GX	75
Easier printing	75
Improved printing dialog boxes	76
Printer sharing	77
Portable documents	77
Typography	78
QuickDraw GX support for international text formats	79
QuickTime	79
Scrapbook	79
Shut Down	80
SimpleText word processor	80
Simplifying basic tasks	81
One-step program launching	81
Documents folder	82
Finder hiding	83
Folder protection	84
Sound and video options	85
Stickies	86
Submenus for the Apple menu	87
Support for Roman-language keyboards	87
Telephone Manager	88
WindowShade	88

<b>7</b>	<b>Troubleshooting</b>	<b>89</b>
	Problems during installation	89
	Problems using System 7.5	92
	Problems using QuickDraw GX	93
	Problems using PowerTalk	95
	Problems using Open Transport	95
	AppleTalk troubleshooting suggestions	95
	TCP/IP troubleshooting suggestions	96
<b>Appendix A</b>	<b>Testing for Compatibility</b>	<b>99</b>
<b>Appendix B</b>	<b>Performing a Clean Installation</b>	<b>103</b>
	<b>Index</b>	<b>109</b>





# 1

## Installing System Software



### Step 1: **Decide what to install**

The System 7.5 upgrade package consists of four major components:

- software to upgrade your computer to System 7.5
- QuickDraw GX for more powerful printing, typography, and color publishing capabilities
- PowerTalk electronic mail and collaboration software
- OpenDoc software supports a new type of software plug-in called a “part.” Most of the parts will be available from third-party software manufacturers who support OpenDoc technology.

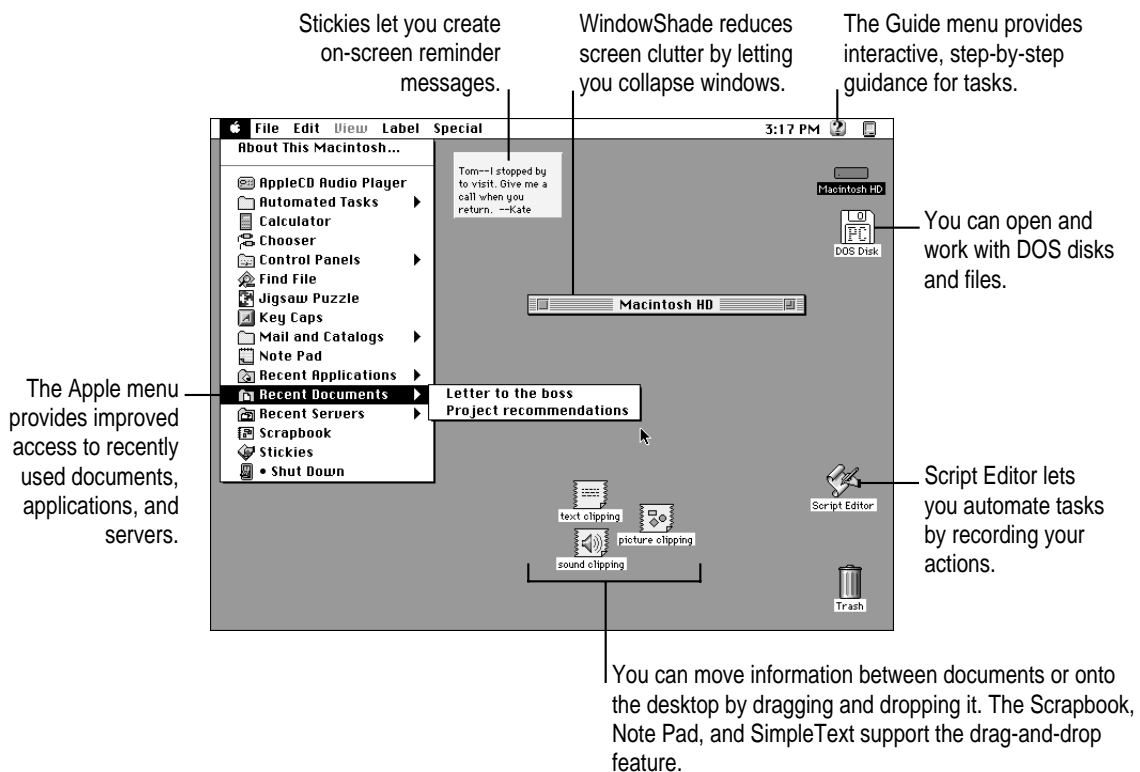
The next pages briefly describe the features of each component. After you install System 7.5, you may also want to install QuickDraw GX, PowerTalk, and OpenDoc. QuickDraw GX, PowerTalk, and OpenDoc will work on most Mac OS computers. Make sure you check the memory and processor requirements in Step 2 before you decide to install these additional components.

For more detailed information on new features, see Chapters 5 (“Getting Help”) and 6 (“What’s New”) of this manual.

## Macintosh System 7.5

Before you can install QuickDraw GX, PowerTalk or OpenDoc, you need to upgrade your Macintosh system software to System 7.5. Make sure you do the basic system software installation before you install any of the other software in this kit.

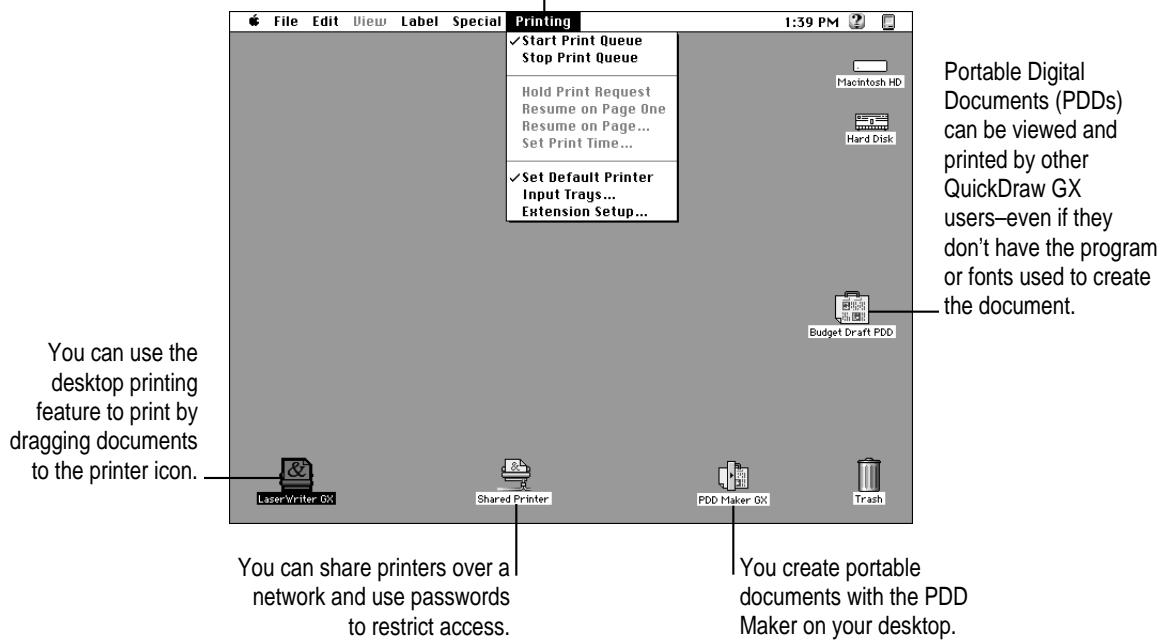
System 7.5 includes new features that enhance productivity and make it easier to work with other users. Features include Open Transport networking software, enhanced compatibility with DOS and Windows files and disks, the ability to move information by dragging and dropping, step-by-step guidance for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



## QuickDraw GX publishing software

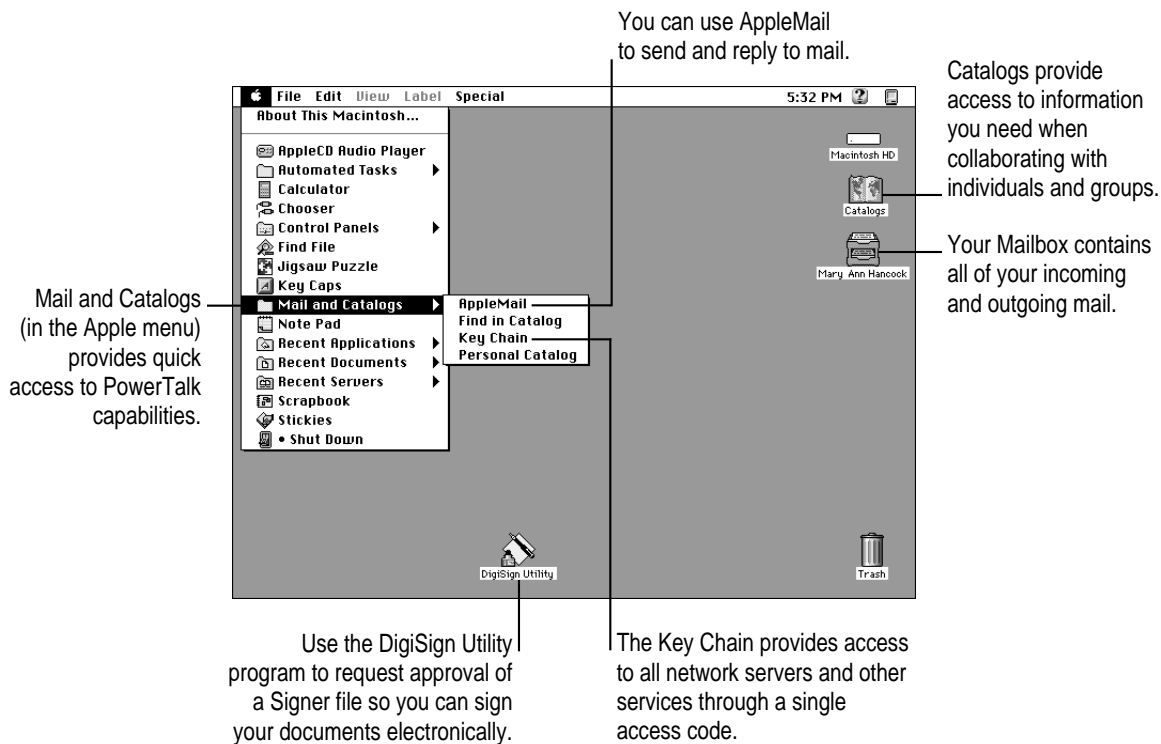
QuickDraw GX software provides simpler, more powerful printing and font handling and improves your computer's color publishing capabilities. You can also create documents that other QuickDraw GX users can view and print, even when they don't have the application program or fonts used to create the document.

The Printing menu provides easy access to additional print capabilities.



## PowerTalk electronic mail and collaboration software

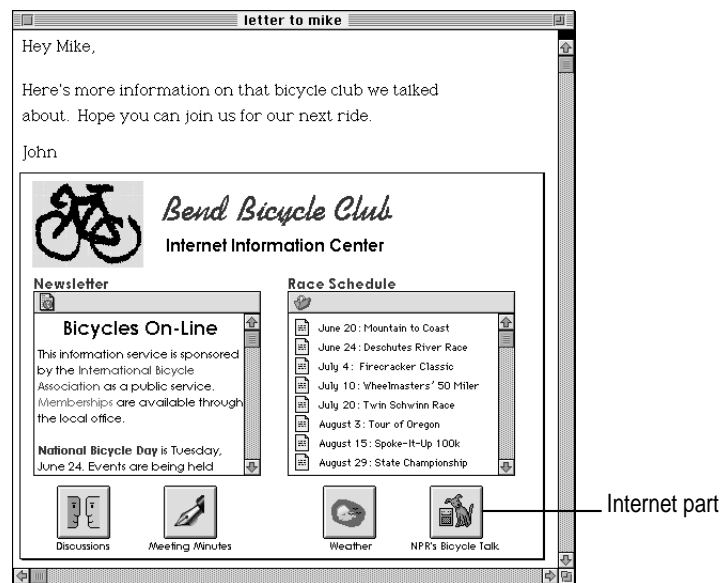
PowerTalk electronic mail and collaboration software allows you to exchange electronic mail with other PowerTalk users either through basic AppleTalk or through a PowerShare server. You can route mail from various electronic mail services to a single, personalized mailbox. Using mail gateways, PowerTalk accepts communications from additional online services.



## OpenDoc

OpenDoc is a new plug-in software architecture for the Mac OS. With OpenDoc, you can extend the usefulness of your applications by adding new functionality in the form of self-contained software components, or “parts.” When you drag a part into an OpenDoc-aware application (also called a “container application”), you add that part’s functionality to the application. You can also create documents entirely out of OpenDoc parts, simply by combining the parts you need. A variety of these parts will be available from both Apple and third-party sources, including parts for placing Internet resources directly into documents.

For example, the letter portion of the document below was created using a word-processing container application. Then a document composed of various OpenDoc parts was dragged into the container document. The buttons at the bottom of the embedded OpenDoc document are Internet parts—clicking them connects you to an Internet location.



**IMPORTANT** Your upgrade kit comes with the basic OpenDoc software. To use OpenDoc, you need applications or parts that use the OpenDoc technology. Call your software manufacturer directly to see if they support OpenDoc.

## Step 2: Check your computer's built-in memory and processor requirements

System 7.5 requires that your computer have at least 4 MB of RAM on a 68K computer or 8 MB of RAM on a PowerPC computer. If your computer has more memory, you can install QuickDraw GX, PowerTalk, and OpenDoc.

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

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

If memory equals	You can install
At least 8,192K on a 68K computer (16,384K on a PowerPC computer)	System 7.5 with QuickDraw GX, PowerTalk and OpenDoc
At least 4,096K (8,192K on a PowerPC computer)	System 7.5 only (You can install QuickDraw GX, PowerTalk, and OpenDoc only after purchasing more memory.)

You should also check your computer's processor type to make sure it supports specific features. If you are not sure what type processor is in your computer, check the technical specifications that came with your computer. The table below gives guidelines for processor requirements:

If your computer's processor is...	You can install
At least a 68000 processor	System 7.5
At least an 68020 processor	System 7.5 with QuickDraw GX and PowerTalk
At least an 68030 or a PowerPC processor	System 7.5 with QuickDraw GX, PowerTalk, and OpenDoc

Note that some features in System 7.5 may only be available on specific computer models. See Chapter 6 ("What's New") for requirements of specific features.

### Step 3: Prepare your computer for new system software

To ensure a smooth upgrade to the new system software, it's important that you check your hard disk for problems and update the driver. The steps to update the driver vary slightly depending on the type of computer you are installing the software on.

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

#### Check your hard disk

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

Note that the following Disk Tools disks come with your upgrade kit:

- *Disk Tools 1*: for most 68K computers (the 68K computers that are exceptions are listed below)
- *Disk Tools 2*: for PowerPC computers and 68K computers that have an IDE hard disk, which include the Macintosh LC 580, LC 630, LC 630 DOS, Quadra 630 series computers, Performa 580 series computers, Performa 630 series computers, PowerBook 150, and PowerBook 190 series computers. Also, if you have a 68K computer and have installed a PowerPC Upgrade Card, you should use the *Disk Tools 2* disk.

- 3 Turn on your computer.

The Disk Tools icon appears on your screen. If you see an error message on the screen telling you the wrong *Disk Tools* disk was inserted, look for the other *Disk Tools* disk in your kit and insert it.

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

Disk First Aid checks your hard disk for problems.



Disk First Aid

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

If Disk First Aid finds a problem on your hard disk, choose to repair the problem. If Disk First Aid cannot fix the problem, see Chapter 7 (“Troubleshooting”) later in this manual.

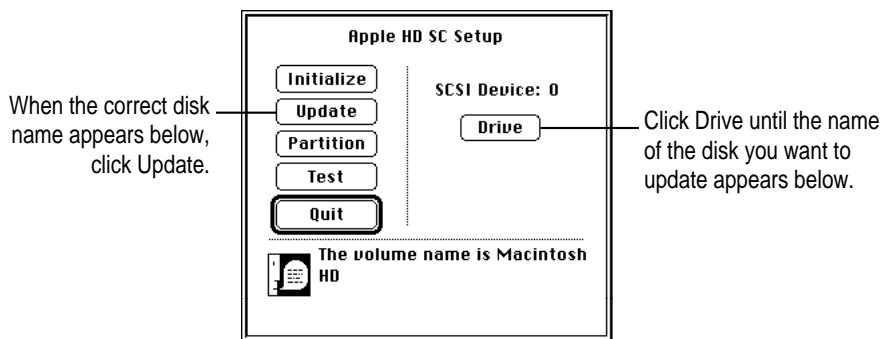
### Update the driver from the *Disk Tools 1* disk

If you are using the *Disk Tools 1* disk, follow these steps:

- 1 Double-click the Apple HD SC Setup icon.



- 2 Click Drive until the disk you want to update appears.



- 3 Click Update and follow the instructions on the screen.
- 4 When you see a message that the update was successful, click Quit.
- 5 Eject the *Disk Tools 1* disk.



## Update the driver from the *Disk Tools 2* disk

*Note:* If you have a PowerBook 150, you do not need to update the driver. Skip this section and go on to “Step 4: Check the *Before You Install* disk.”

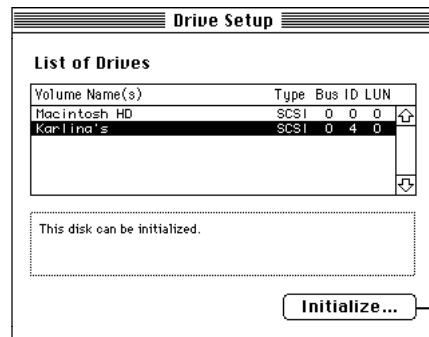
If you are using the *Disk Tools 2* disk, follow these steps:

- 1 Double-click the Drive Setup icon to open it.



Drive Setup

- 2 In the list of drives, click the disk you want to update.



Do not click Initialize.

- 3 Pull down the Functions menu and choose Update Driver.

If Update Driver is not available in the Functions menu, see Chapter 7 (“Troubleshooting”).

- 4 When a message tells you that the update is complete, choose Quit from the File menu.
- 5 Eject the *Disk Tools 2* disk.

## Step 4: Check the *Before You Install* disk

It is important that you check the *Before You Install* disk (or folder, if you are installing from a CD) for any late-breaking information about the software you want to install. Follow these steps:

- 1 Insert the *Before You Install* disk into a floppy disk drive.**  
*If you are installing from a CD, insert the CD-ROM disc into the drive.*
- 2 Double-click the *Before You Install* icon to open it.**  
*If you are installing from a CD, open the Before You Install folder.*
- 3 Double-click the SimpleText files to open them.**  
You may want to print out the documents and keep them with this manual.
- 4 When you are finished reading all the files on the disk, choose Quit from the File menu to quit SimpleText.**
- 5 Eject the disk (or CD), and turn off your computer.**

## Step 5: Use the Installer

To ensure a smooth upgrade to System 7.5, check with the manufacturers of any third-party software you wish to run to make sure it is compatible with System 7.5. Also see Appendix A (“Testing for Compatibility”) for more information on software compatibility.

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.

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

## Installing from floppy disks

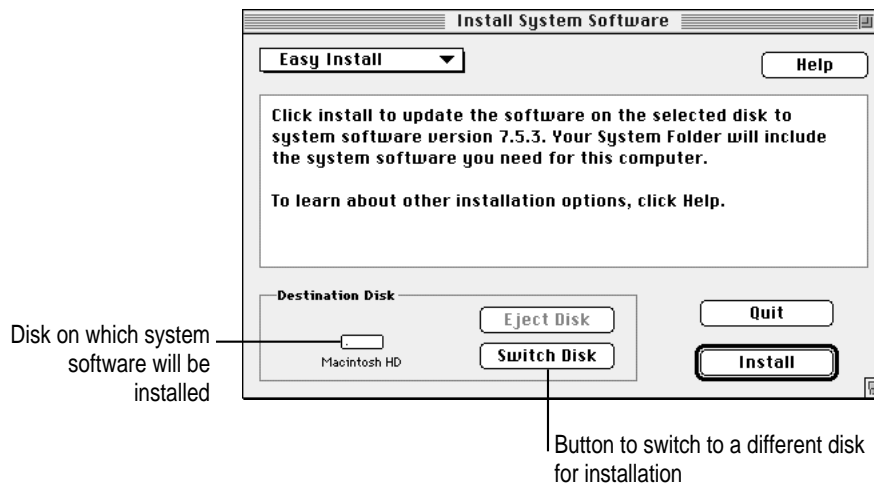
- 1 Insert the *Install Disk 1* into a floppy disk drive.
- 2 Turn on your computer.
- 3 Open the Installer by double-clicking its icon.



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

- 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 users. Easy Install installs the files that your particular model of computer needs. If you want to create a system that works on all Mac OS-based computers or add specific components after installation, see “Using the Custom Install Option” later in this chapter.

- 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 manual.

- 7 Follow the instructions on the screen.**

On-screen messages tell you if 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 manual.

## Installing from a CD-ROM disc

If you are using an Apple CD-ROM drive, you should first start up your computer from the CD, and then install the software. Follow these steps:

- 1 Insert the CD-ROM disc in the CD-ROM drive.**

*If you are using an external CD-ROM drive:* Turn on the CD-ROM drive and insert the CD before starting your computer.

*If you are using an internal CD-ROM drive that uses a caddy:* Insert the CD before starting your computer.

*If you are using an internal CD-ROM drive that does not require a caddy:* Turn on the computer, insert the CD, and then turn off your computer.

**2 Turn on your computer.**

If you are using an Apple CD-ROM drive, hold down the C key on your keyboard until you see the Welcome to Macintosh message.

*Note:* This startup procedure will not work on all computers and CD-ROM drives. See the SimpleText documents in the Before You Install folder on the CD for late-breaking information.

**3 Open the System Software Installers folder on the CD.**

**4 Open the Install System Software installer alias by double-clicking its icon.**



*Install System Software*

**5 Follow steps 3–8 in the previous section, “Installing From Floppy Disks.”**

### Using the Custom Install option

For most computer users, the Easy Install procedure described in the previous sections is appropriate, because it automatically installs all the items you need. However, if you'd like to select a combination of system software files for your specific needs, you can customize your system software installation. You use custom installation to install or update one or more specific files, or to save space on your hard disk by installing only the files you want.

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

- After using Easy Install, you can use Custom Install to add software. For example, you can install utilities, such as additional printer drivers.
- You can create a “universal” system, with software that works on all Mac OS computers, including both 68K and PowerPC models. (In this case, you must use Custom Install instead of Easy Install.)

To install customized system software, follow these steps:

**1 Turn off your computer.**

*If you are installing from an external CD-ROM drive, turn off the drive.*

**2 Insert the *Install Disk 1* disk into a floppy disk drive.**

*If you are installing from a CD, insert the CD into the drive.*

**3 Turn on your computer.**

*If you are installing from an external CD-ROM drive, turn on the drive.*

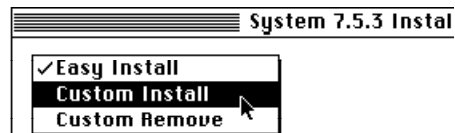
**4 Open the Installer by double-clicking its icon.**



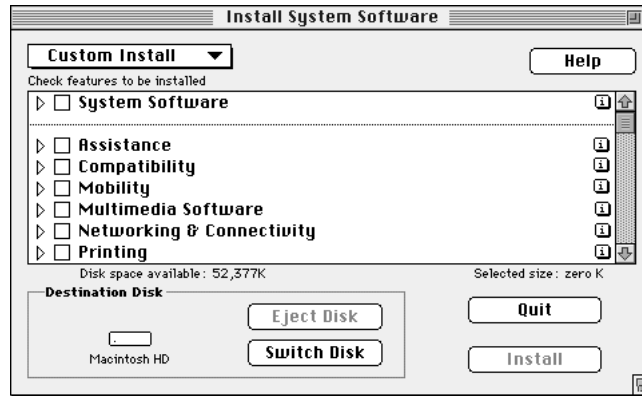
*If you are installing from a CD, open the System Software Installers folder on the CD, and open the Install System Software installer alias by double-clicking its icon.*

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

**6 Open the pop-up menu and choose Custom Install.**



The Custom Install dialog box appears, listing all available system software components.



- 7** Scroll through the list of components, clicking the checkbox next to each component you want to install.

You can see and select individual items within each component by clicking the arrow to the left of the component, then clicking the item you want to install. To get additional information about each component listed, click the box with the letter *i* in it to the right of the component. Files that support specific software may also be installed when you install individual items.

- 8** 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.

- 9** Click Install.

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

- 10** Follow the instructions that appear on the screen.

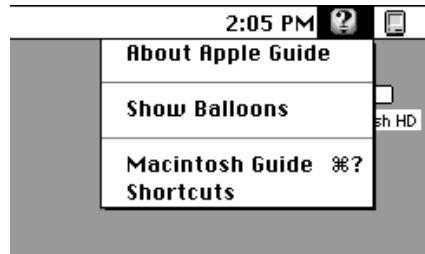
- 11** When you see a message reporting that the installation was successful, click Quit.

If a message reports that installation was not successful, try installing again. (Follow the instructions on the screen.)

## Getting additional help

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 computer. For example, you can use Macintosh Guide (instead of a printed manual) to get step-by-step instructions for doing tasks on your computer.

For more information on using the Guide menu, see Chapter 5 (“Getting Help”) of this manual.



# 2

## Installing QuickDraw GX



If you have already installed System 7.5 and your computer has enough memory, you can install QuickDraw GX. For memory and processor guidelines, see Chapter 1 (“Installing System Software”) 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 QuickDraw GX* 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 are installing from a CD, open the System Software Installers folder.*

*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.



*If you are installing from a CD, double-click the Install QuickDraw GX installer alias.*

- 4 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 users. Easy Install installs the files that your particular model of computer needs. If you want to add specific components after installation, see “Using the Custom Install Option” in Chapter 1.

- 5 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.

- 6 Click Install.**

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

*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 if you need to insert other disks. It takes a few minutes to complete the installation.

- 8 When the installation is complete, restart your computer.**

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

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

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

## New icon on your screen

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



LaserWriter GX

## Step 2: Create a desktop icon for the PDD Maker

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



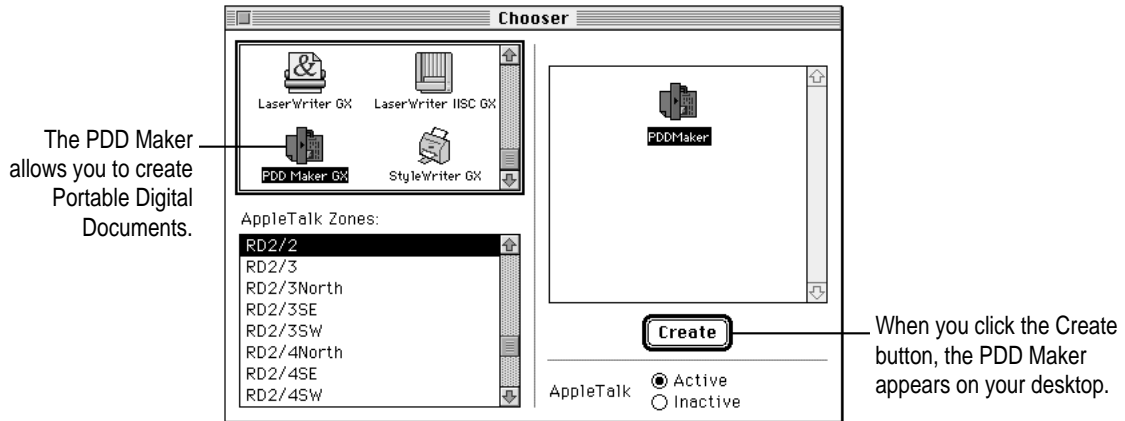
PDD Maker GX

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

- 1 Open the Apple (🍏) menu and select the Chooser.

**2 Click PDD Maker GX.**

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



**3 Click Create.**

The icon for the PDD Maker appears on your desktop.

**4 Close the Chooser.**

## Installing QuickDraw GX Utilities

Once you've installed QuickDraw GX using Easy Install, you can add additional capabilities by installing the QuickDraw GX utilities. The QuickDraw GX utilities provide additional capabilities for working with printers and fonts. These utilities are:

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

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

- **Type 1 Enabler** makes your Type 1 fonts work with QuickDraw GX. For instructions, see "Using Type 1 Fonts With QuickDraw GX" next.

To install the QuickDraw GX utilities, you must do a Custom Install. Follow these steps:

- 1 **Quit any open application programs or desk accessories.**
- 2 **Insert the *Install QuickDraw GX* disk into a floppy disk drive.**

*If you are installing from a CD, open the System Software Installers folder.*

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

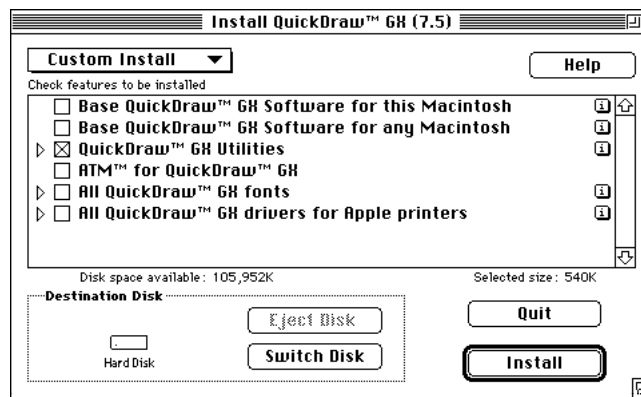


If you are installing from a CD, open the Install QuickDraw GX installer alias.

- 4 When you see the Installer's welcome screen, click Continue.
- 5 Open the pop-up menu and choose Custom Install.

The Custom Install dialog box appears, listing all available QuickDraw GX software components.

- 6 Click the checkbox next to QuickDraw GX Utilities.



You can see and select individual items within each component by clicking the arrow on the left, then clicking the item you want to install. To get additional information about each component listed, click the box with the letter *i* in it to the right of the component.

- 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.**

- 9 Follow the instructions that appear on the screen.**

- 10 When you see a message reporting that the installation was successful, click Quit.**

If a message reports that installation was not successful, try installing again. (Follow the instructions on the screen.)

## 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 Type 1 Enabler fonts, use the Installer to install the QuickDraw GX utilities. For instructions, see “Installing QuickDraw GX Utilities,” earlier in this chapter.



## 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.



# 3

## Installing PowerTalk



If you have already installed System 7.5 and your computer has enough memory, you can install PowerTalk. For memory and processor guidelines, see Chapter 1 (“Installing System Software”) 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 PowerTalk* 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 System Software Installers 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.

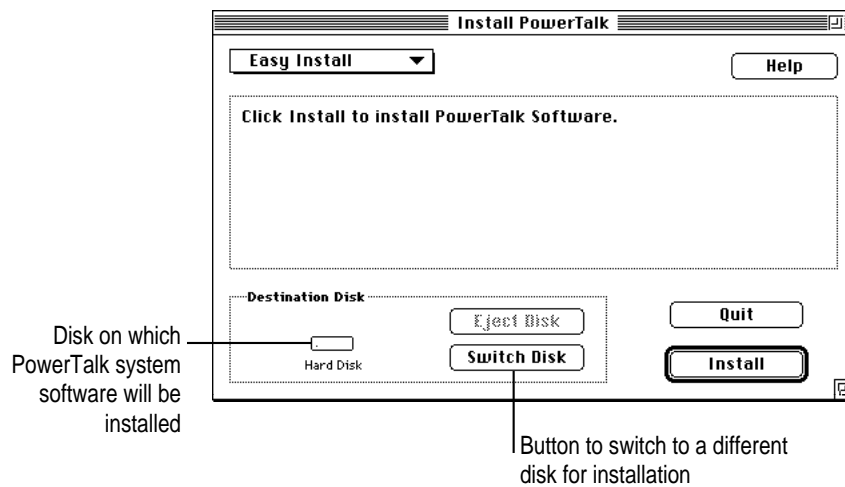
- 3 **Open the Installer by double-clicking its icon.**



*If you are installing from a CD,* double-click the Install PowerTalk installer alias.

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

The Install PowerTalk dialog box appears. (The dialog box that appears on your screen may look slightly different.)



- 5 **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.

**6 Click Install.**

The Installer places PowerTalk software on your hard disk. PowerTalk software includes system software (installed in your System Folder) and application programs.

*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 if you need to insert other disks. It takes a few minutes to complete the installation.

**8 When the installation is complete, restart your computer.**

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

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

## New icons on your screen

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



Mailbox

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



Catalogs

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

## Step 2: Set up your system

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

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

### Setting up without a PowerShare server account

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

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

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

If you wish, you can also open the Mailbox.



The welcome screen appears.



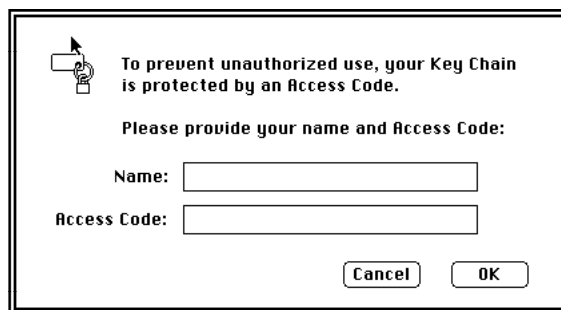
**2** Read the screen and click Proceed.

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



**3** Click No.

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



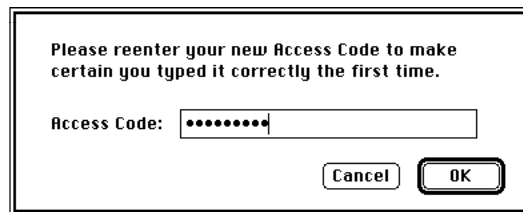
**4 Type your name and the access code you want to use.**

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

Here are some tips for choosing an access code:

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

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



You can change your access code 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.



To access other mail systems that support PowerTalk, you can install gateways. Contact the software manufacturer for more information.

### Setting up with a PowerShare server account

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

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

If you wish, you can also open the Mailbox.



The welcome screen appears.



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

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



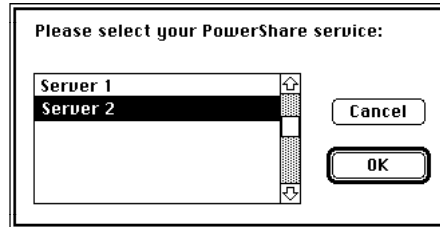
**3** Click Yes.

The computer searches for the PowerShare services available to you.

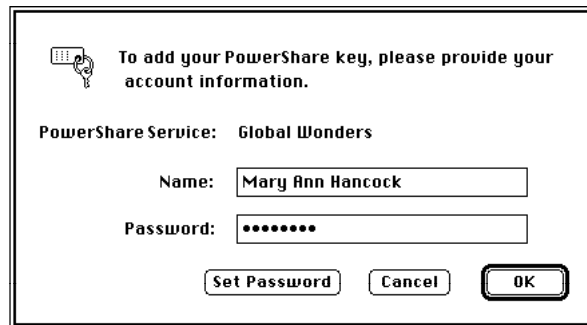


- 4 When the navigation dialog box appears, select the PowerShare service you want to access and click OK.

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



A dialog box appears, asking for account information.

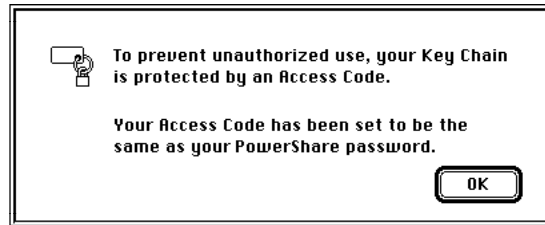


- 5 Type your name and the password of your PowerShare account as set up by your system administrator.

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

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

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



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

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

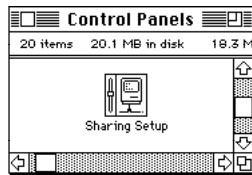


### Step 3: Name your computer on the network

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

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

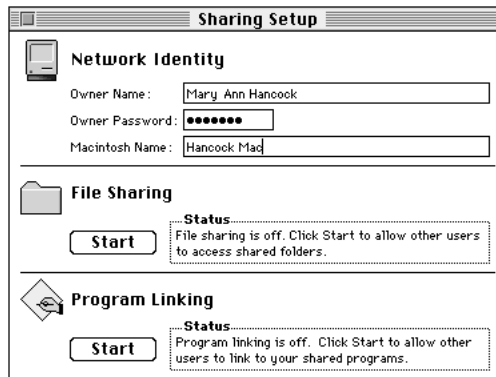
- 1 Choose Control Panels from the Apple (🍏) menu.
- 2 Open Sharing Setup.



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

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

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

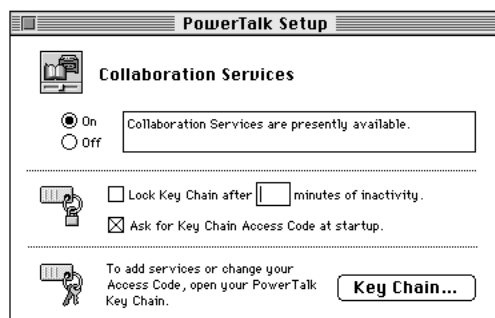


- 4 Close the Sharing Setup control panel by clicking its close box.

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

## Turning off PowerTalk

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



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

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

# 4

## Installing OpenDoc



If you have already installed System 7.5 and your computer has enough memory, you can install OpenDoc. For memory and processor guidelines, see Chapter 1 (“Installing System Software”) of this book.

**IMPORTANT** Your upgrade kit comes with the basic OpenDoc software. To use OpenDoc, you need applications or parts that use the OpenDoc technology. Call your software manufacturer directly to see if they support OpenDoc.

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

## Using the Easy Install option

OpenDoc's Easy Install option automatically installs the correct software for your computer. Follow these steps:

- 1 Quit any open application programs or desk accessories.**
- 2 Insert the *OpenDoc Install 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 Software Installers 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.**



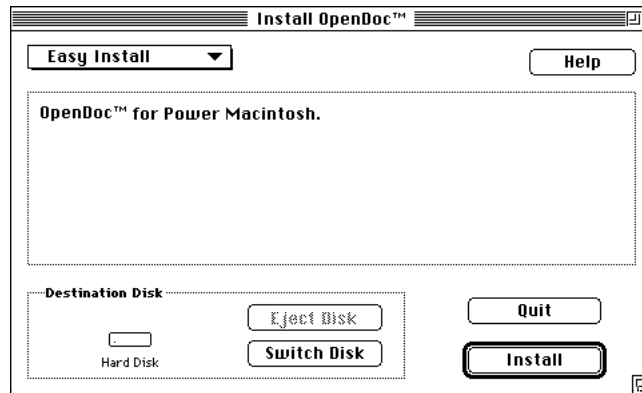
Installer

*If you are installing from a CD,* double-click the Install OpenDoc installer alias.



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

The Easy Install dialog box appears. (The dialog box that appears on your screen may look slightly different.)



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

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

- 6 **Click Install.**

The Installer begins to install OpenDoc on your computer.

*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 if you need to insert other disks. It takes a few minutes to complete the installation.

**8 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.

## Using the Custom Install option

OpenDoc's Custom Install option lets you install individual components of the OpenDoc software, or install OpenDoc for specific models or all Mac OS computers. Follow these steps:

**1 Quit any open application programs or desk accessories.**

**2 Insert the *Install Disk 1* disk into a floppy disk drive.**

*If you are installing from a CD,* open the System Software Installers folder.

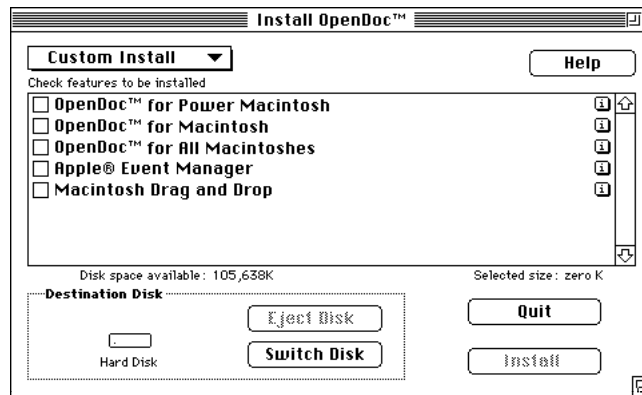
**3 Open the Install OpenDoc installer by double-clicking its icon.**



*If you are installing from a CD,* double-click the Install OpenDoc installer alias.

- 4 When you see the Installer's welcome screen, click Continue.
- 5 Open the pop-up menu and choose Custom Install.

The Custom Install dialog box appears, listing all available OpenDoc software components.



- 6 Click the checkbox next to each software component you want to install.  
To get additional information about each component listed, click the box with the letter *i* in it to the right of the component.
- 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.
- 9 Follow the instructions that appear on the screen.
- 10 When you see a message reporting that the installation was successful, click Quit.  
If a message reports that installation was not successful, try installing again. (Follow the instructions on the screen.)

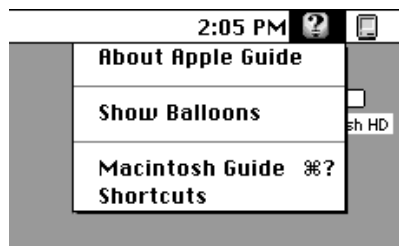


# 5

## Getting Help



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



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

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

## Getting answers to your questions

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

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

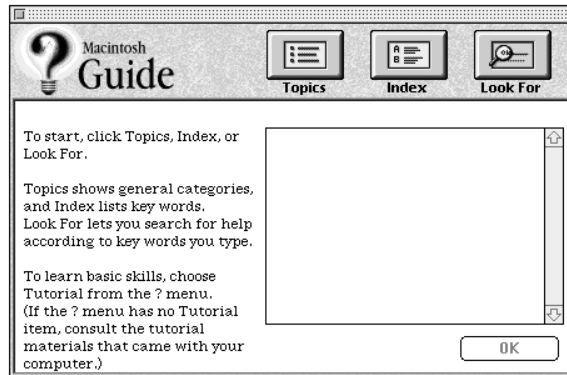


A checkmark in the menu indicates that the Finder is the active program.

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



The Macintosh Guide window appears.



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

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



Macintosh Guide gives you three ways to find information:

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

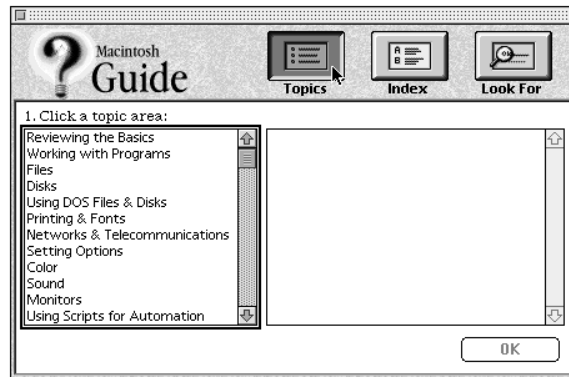
In the following sections you will practice using each method.

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

## Getting answers with the Topics button

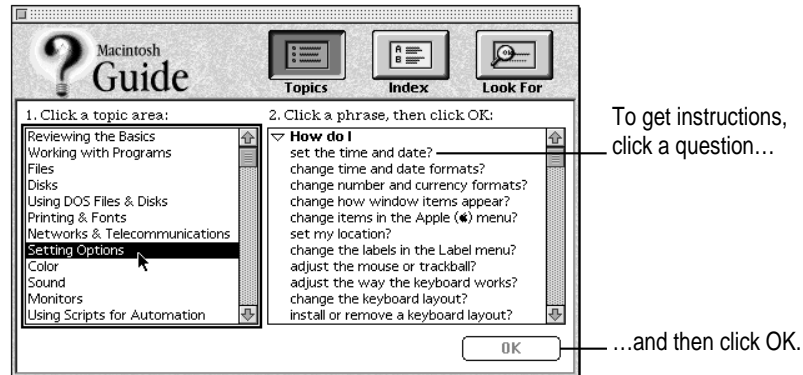
- 1 In the Macintosh Guide window, click the **Topics** button.

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



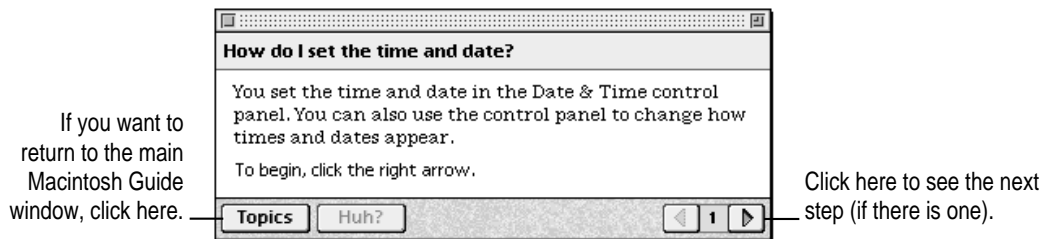
**2 Click “Setting Options” in the list of topics.**

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



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

A small window appears with instructions for you to follow.



**4 Read and follow the instructions in this window.**

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

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

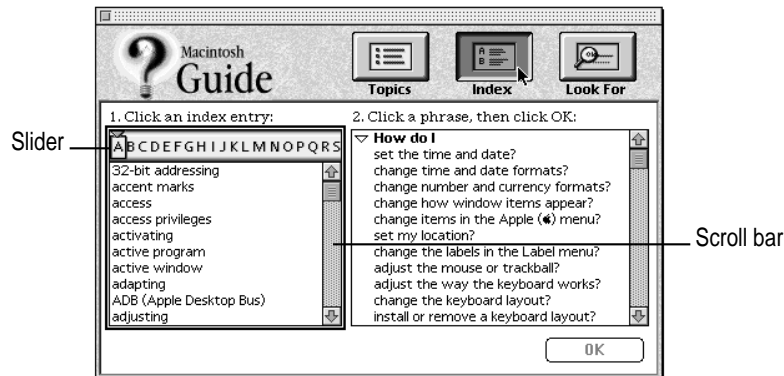
Now continue with the next section.



## Getting answers with the Index button

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

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

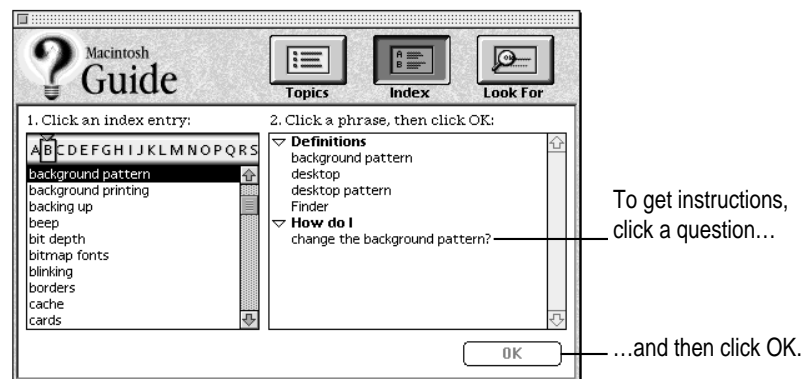


- 2 Scroll through the alphabetical list until the phrase “background pattern” is visible.

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

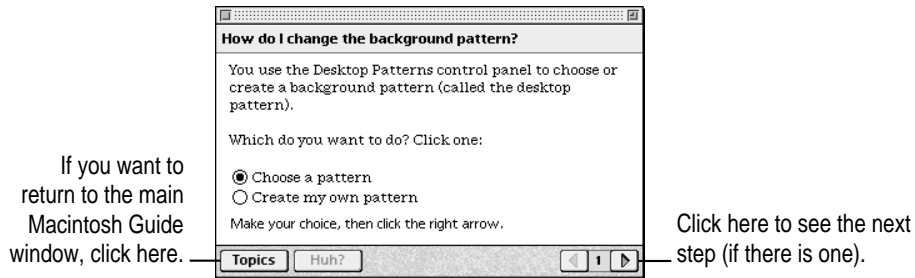
- 3 Click the phrase “background pattern” in the alphabetical list.

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



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

A small window appears with instructions for you to follow.



- 5 Read and follow the instructions in the window.

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

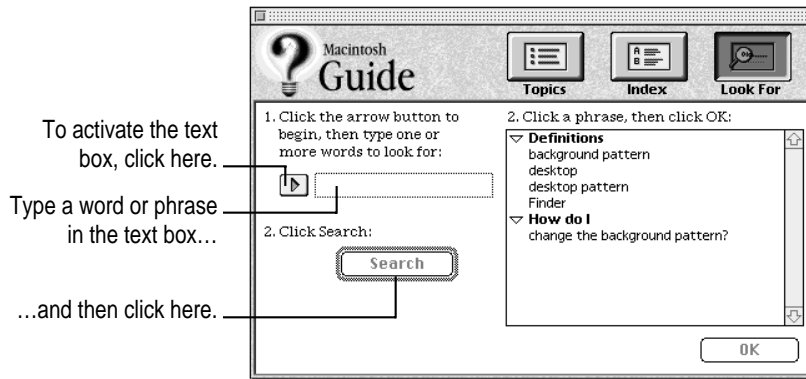
- 6 When you have completed all the steps, click the Topics button in the lower-left corner to return to the main Macintosh Guide window.

Now continue with the next section.

## Getting answers with the Look For button

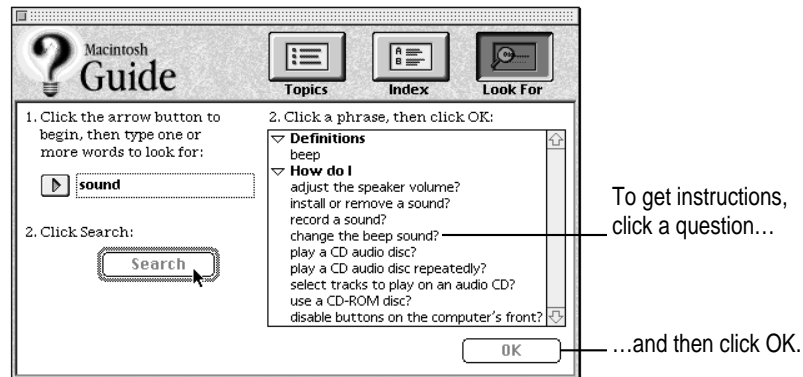
- 1 In the Macintosh Guide window, click the Look For button.

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



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

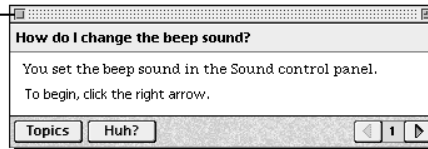
When you click Search, a list of questions related to the word or phrase you typed appears on the right side of the Macintosh Guide window.



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

A small window appears with instructions for you to follow.

If you want to close  
Macintosh Guide,  
click here.



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

- 5 Read and follow the instructions in the window.

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

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

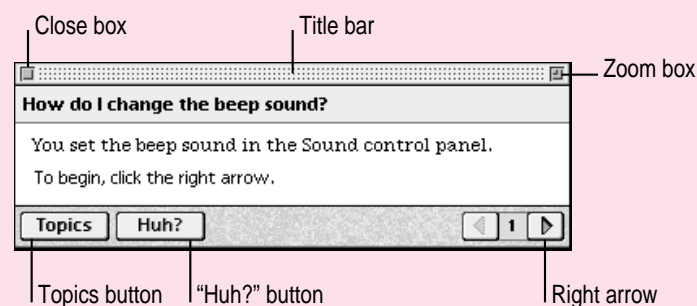
## Tips for using Macintosh Guide

Here are a few tips for using Macintosh Guide effectively:

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

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

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



## Identifying objects on the screen

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

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

Follow these steps to use Balloon Help:

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



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

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




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

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

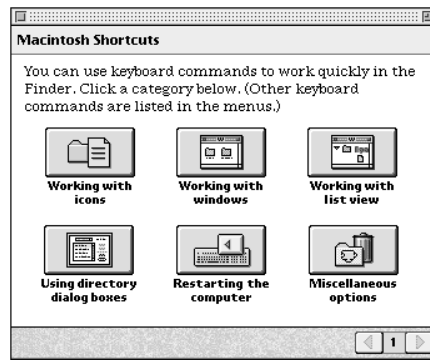
## Learning useful shortcuts

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

Follow these steps to learn keyboard and mouse shortcuts:

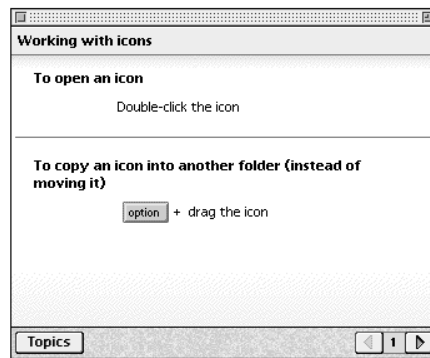
- 1 Pull down the Guide menu (marked with the ) and choose Shortcuts.

The main Macintosh Shortcuts window appears.



- 2 Click one of the category buttons.

Another window appears, describing shortcuts for that category.



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

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

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

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





# 6

## What's New



In addition to Macintosh Guide (described in Chapter 5), System 7.5 includes more than fifty new features that offer:

- enhanced productivity
- better compatibility with MS-DOS, Windows and OS/2 files
- better printing and graphics with QuickDraw GX
- networking and communication with Open Transport and PowerTalk
- easier ways to customize your desktop
- enhancements that make mobile computing easier
- improved multimedia tools

The following pages describe the new features.

## Audio CD player

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

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



## Automating system tasks

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

### 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 manual located in the AppleScript folder.

## The scriptable Finder and automated tasks

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

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

## Consistent color

Your computer 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 computer must know the type of monitor you use to view documents.

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



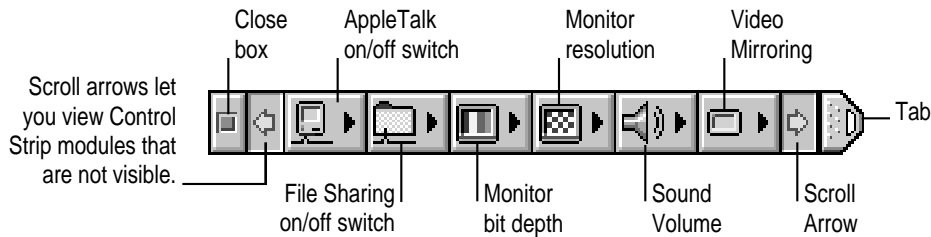
ColorSync™ System Profile

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

## Control Strip

When you first turn on your computer after your install System 7.5, a line of small pictures may appear in the lower left of the screen. This is called the *Control Strip*. If the Control Strip is not on your desktop, you can install it using the Custom Install option. See “Using the Custom Install Option” in Chapter 1 (“Installing System Software”). Note that the Control Strip may not be available on all computers.

The Control Strip may look slightly different depending on whether you have a PowerBook or a desktop computer, and depending on other options you may have.



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 turn off AppleTalk, File Sharing, and Sound Volume. You use the Control Strip control panel to show and hide the Control Strip.

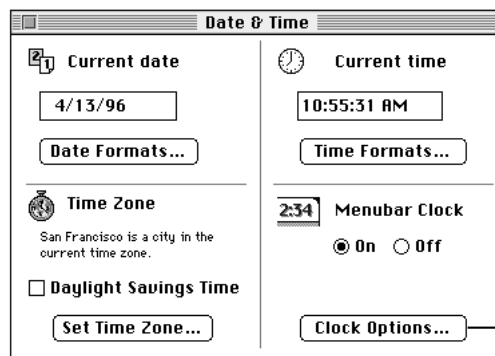
## Date and time display

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



Date & Time

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



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

## 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 a PICT into the control panel.

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



Desktop Patterns

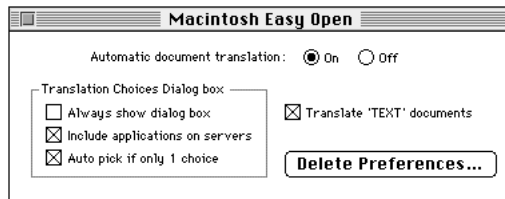
## Easy file opening

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



Macintosh Easy Open

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



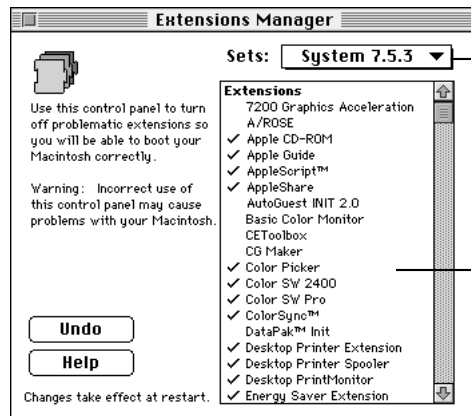
## Extensions Manager

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



Extensions Manager

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



Grouping extensions into sets allows you to turn them on or off as a group. If you think you have a problem with incompatible items, open this menu and choose System 7.5.3.

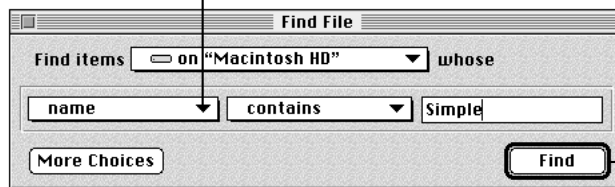
To turn off an extension (prevent it from loading), click it to remove the check. To allow the extension to load, click it again to put a check beside it.

## Find File

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

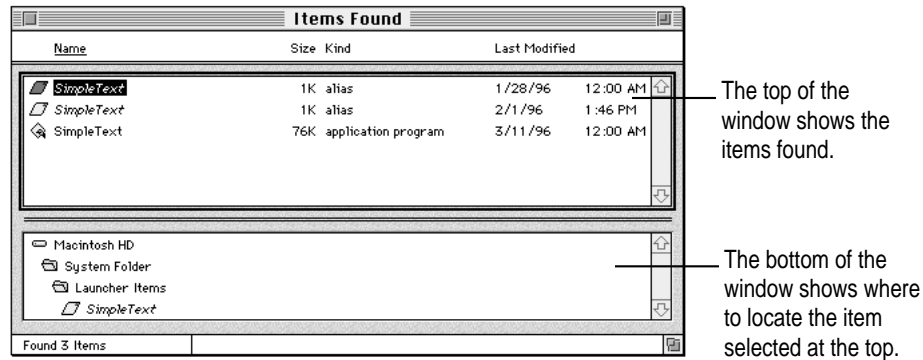
To find an item, open the Apple (🍏) menu and choose Find File.

To choose search criteria, click the triangle and choose from the pop-up menu.



To begin the search, click Find.

The list of the matching items appears in the Items Found 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.



You can get tips on using Find File by choosing Find File Shortcuts 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 might save your business address as a clipping and drop it into letters and other documents.



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.



## Mobile computing enhancements

### PowerBook battery management

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

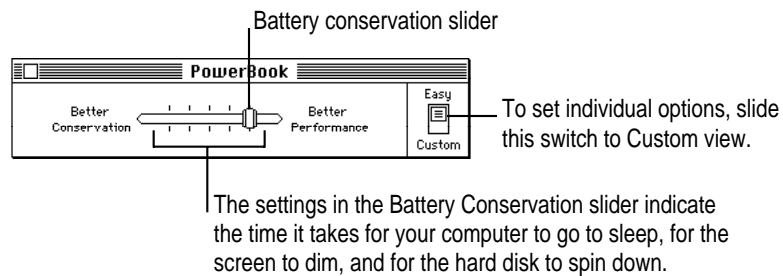
To set battery options, open the Apple () menu and choose Control Panels. Then open the PowerBook control panel.



PowerBook

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

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



## File synchronization

The File Assistant application program automatically synchronizes files between PowerBook computers and other Mac OS-based computers. The File Assistant keeps any two files, folders, or disks synchronized—locally, over a network, or using a floppy disk.

## Other PowerBook features

Your computer has other features to make mobile computing with your PowerBook easier and faster. These features are available when the Assistant Toolbox extension is installed in the Extensions folder (in the System Folder). You can:

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

## 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.

## Open Transport

Open Transport is the modern, industry-standard networking and communications software for the Mac OS. With Open Transport software installed on your computer, you can

- use more than one networking system at once (for example, AppleTalk to communicate with network printers and TCP/IP to connect to the Internet)
- save and modify different networking configurations
- switch among networking configurations quickly and easily

### Which computers support Open Transport?

You can use Open Transport on most Mac OS computers that use a PowerPC processor, or any Mac OS computers that use a 68030 or 68040 processor. Open Transport is required on most Mac OS computers that use the PCI bus. If your computer is not PCI-based, classic AppleTalk will initially be installed with System 7.5. You can use the Network Software Selector (NSS) to switch from classic AppleTalk to Open Transport if you have at least 5 MB of RAM (either installed in your computer, or using virtual memory). You'll find the NSS utility in the Apple Extras folder after you install System 7.5. To switch from classic AppleTalk to Open Transport, double-click the NSS utility, choose Open Transport, and then restart your computer. Then use the AppleTalk control panel to select the desired network connection.

If you are not using Open Transport because you have a 68K computer, you may want to install the MacTCP control panel. See "Using the Custom Install Option" in Chapter 1 ("Installing System Software").

## What does Open Transport install?

Open Transport includes the AppleTalk and TCP/IP control panels. These replace the Network and MacTCP control panels used in previous versions of the Mac OS. Even though all the networking control panels may be installed on your computer, only the appropriate control panels for your computer will appear in the Control Panels folder.

Open Transport also installs the Network Software Selector utility in the Apple Extras folder.

### AppleTalk control panel

You use the AppleTalk control panel to set up your connection to an AppleTalk network (that is, a network using the AppleTalk protocol).



AppleTalk

To set up your AppleTalk network connection, you must specify the port you use to connect your computer to the network. If your network has more than one zone, you can choose the zone in which your computer is located. The zone you choose is the zone that is automatically selected in the Chooser (for example, when you select a network printer) and it is the zone in which other network users can find your computer if you turn on file sharing.

To set up your network connection, follow these steps:

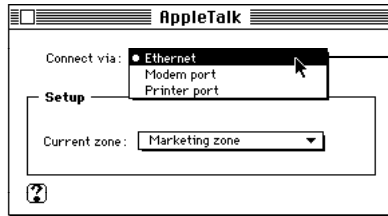
- 1 Choose Control Panels from the Apple () menu.**

The Control Panels window opens.

- 2 Double-click the AppleTalk icon to open it.**

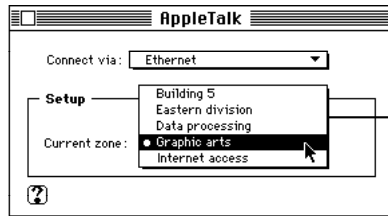
The AppleTalk control panel opens.

- 3 Use the “Connect via” pop-up menu (if available) to choose the port by which your computer is connected to the network.



With Open Transport, you can connect to an AppleTalk network through the printer port, the modem port, or any additional ports installed in your computer. If you have more ports installed, they appear automatically in this pop-up menu.

- 4 Use the Current Zone pop-up menu (if available) to choose the zone you want.



If you don't see a pop-up menu here, this setting has been locked or your network is not set up to allow you to choose a different zone. Zones are set up by the network administrator.

### TCP/IP control panel

You use the TCP/IP control panel to set up your connection to the Internet, or to a TCP/IP network. TCP/IP stands for Transmission Control Protocol/Internet Protocol, an industry-standard system for connections between computers of different types.



TCP/IP

To set up your TCP/IP network connection, you must specify the port you use to connect your computer to the network. TCP/IP networks also require information about your computer's network address. You must enter that information in the control panel, or specify a server on which the information can be found.

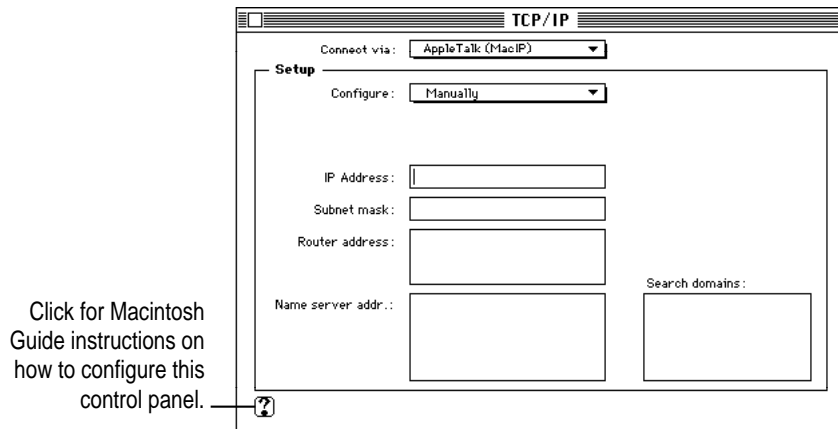
To set up your TCP/IP network connection, follow these steps:

- 1 **Choose Control Panels from the Apple (🍏) menu.**

The Control Panels window opens.

- 2 **Double-click the TCP/IP icon to open it.**

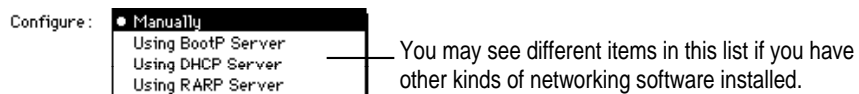
The TCP/IP control panel opens.



- 3 **Use the “Connect via” pop-up menu to choose the port by which your computer is connected to the network.**

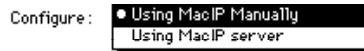
- 4 **Use the Configure pop-up menu to choose a configuration method.**

If you are connected using Ethernet, the pop-up menu looks like this:



See your network administrator or Internet service provider for detailed instructions on configuring your TCP/IP connection.

If you are connected using AppleTalk (MacIP), the pop-up menu looks like this:



AppleTalk (MacIP) is most often used if your computer is using Apple Remote Access or LocalTalk for network access. This configuration requires your network administrator to install an Apple IP Gateway or similar equipment from a third-party provider.

### Getting more help

You can get step-by-step instructions for using the Open Transport control panels with Macintosh Guide, available in the Guide (⌘) menu when the Finder is the active program. With Balloon Help, also available in the Guide menu, you can get information about any item on the screen simply by pointing to the item with the mouse.

For additional late-breaking news about Open Transport, see its Read Me files in the Open Transport Information folder on the *Before You Install* disk (or in the Before You Install folder on the CD).

## PC Exchange

Your computer 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 Mac OS-based or DOS computers.

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



DOS Disk

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

To assign a Mac OS 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

## PowerTalk collaboration services

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

You can use AppleMail to send and reply to mail.

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

Your Mailbox contains all of your incoming and outgoing mail.

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

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

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



## Universal desktop mailbox

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



Mailbox

## Catalogs

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



Catalogs

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

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

## 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

## AppleMail

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

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



AppleMail

## Digital signature

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

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



DigiSign Utility

## QuickDraw GX

Once you install QuickDraw GX, you can get more powerful printing and font handling, and improve 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.

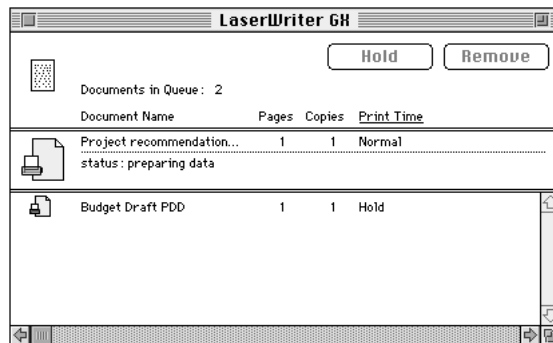
### Easier printing

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.



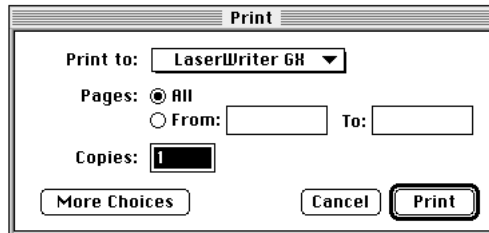
LaserWriter GX

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.



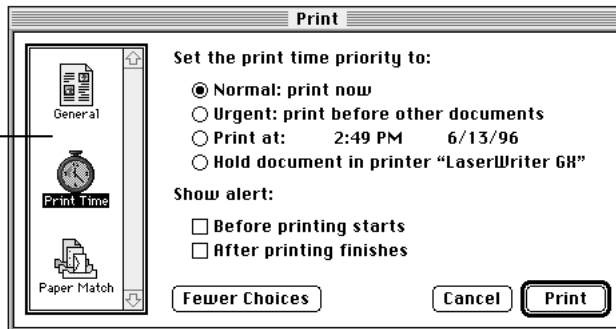
## Improved printing dialog boxes

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.

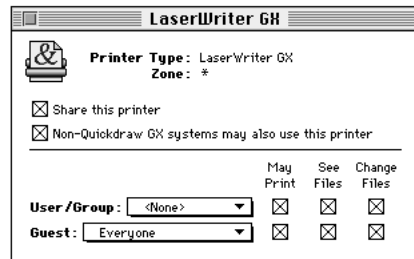
Installed printing extensions appear in this area of the printing dialog box. To use an extension, click on its icon.



## Printer sharing

You can share printers in much the same way as you share files. If your printer is directly connected to your computer, and your computer 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.



## Portable documents

A Portable Digital Document (PDD) is a read-only document that other QuickDraw GX users can view and print, 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 2 of this book tell you how to create the PDD Maker icon.

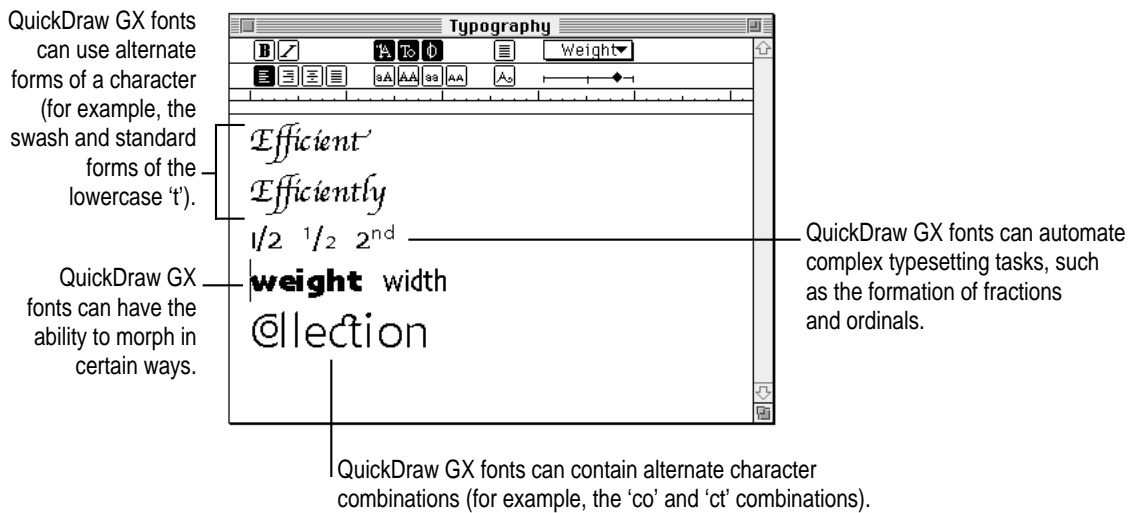


PDD Maker GX

## Typography

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

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



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

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



## 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.

## QuickTime

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 PowerPC-based computer.

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



QuickTime™

## Scrapbook

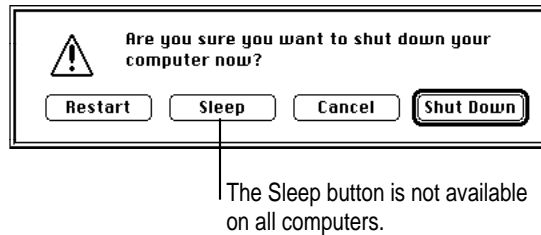
The Scrapbook supports Macintosh drag and drop. When you work in a program that supports drag and drop, you can drag an item out of the Scrapbook into another document, drag it onto the desktop (to create a clipping), or drag it into the Scrapbook.

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

## Shut Down

You can now turn your computer off by choosing Shut Down from the Apple menu, or by pressing the Power key on your keyboard. (The Power key is not available on all computers.) You can use either of these options to shut down directly from an application instead of switching to the Finder first.

To turn the computer off with the Power key, press and hold the Power key for about two seconds. The following dialog box appears on the screen:



To shut down, click its button or press the Return key. You can also restart or put your computer to sleep by clicking the appropriate button.

## SimpleText word processor

SimpleText is a built-in word processor that supports new Mac OS 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 computer, SimpleText can speak the text you type.





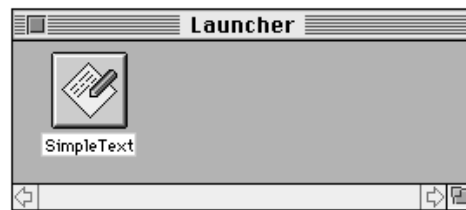
## Simplifying basic tasks

You can customize your computer for novice users (such as less experienced users and children) or those who use the computer 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.



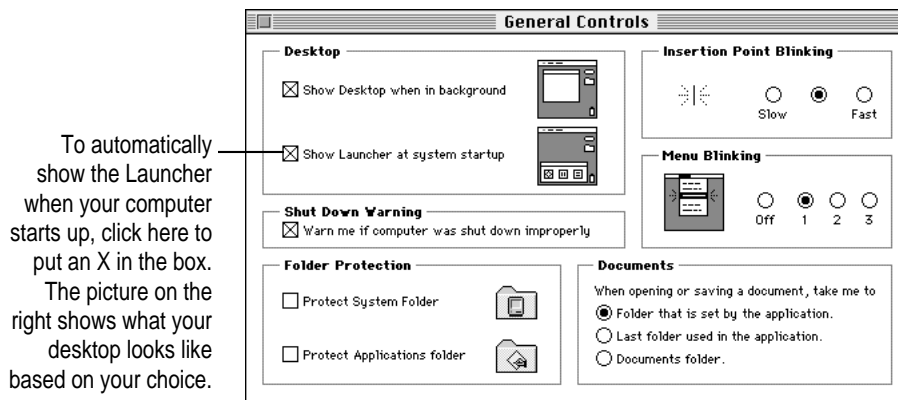
The Launcher takes advantage of the Macintosh drag and drop feature. You can easily add items to the Launcher by dragging them into the Launcher window. To remove items from the Launcher, hold down the Option key while you select and drag the item from the Launcher window.

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



General Controls

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



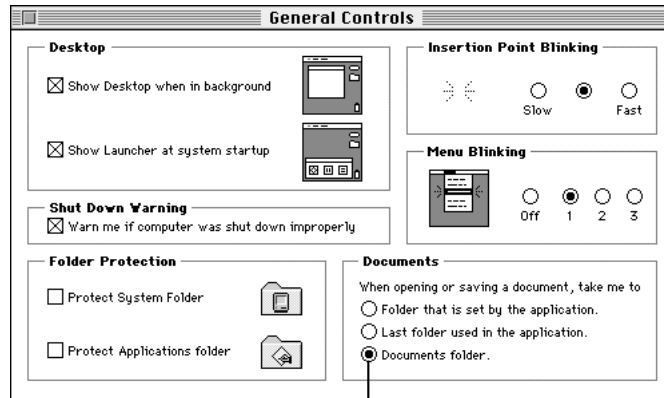
## Documents folder

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 documents, no matter what programs created the files.



Documents

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

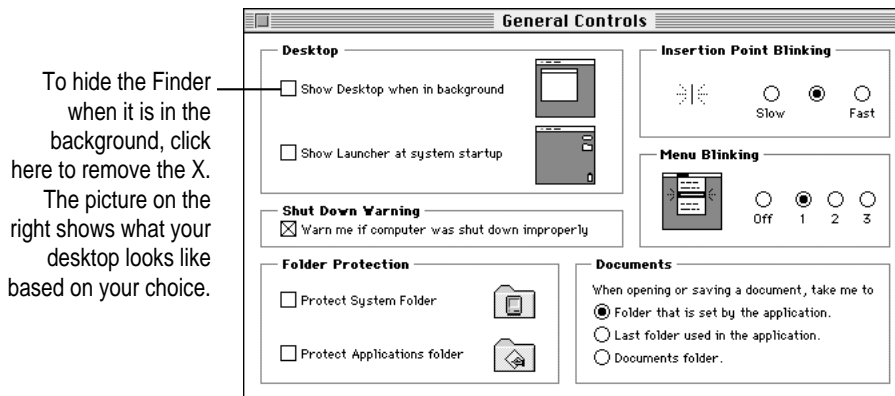


To create a Documents folder on your desktop and use it as the default location for saving and opening documents, click this button.

## Finder hiding

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

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

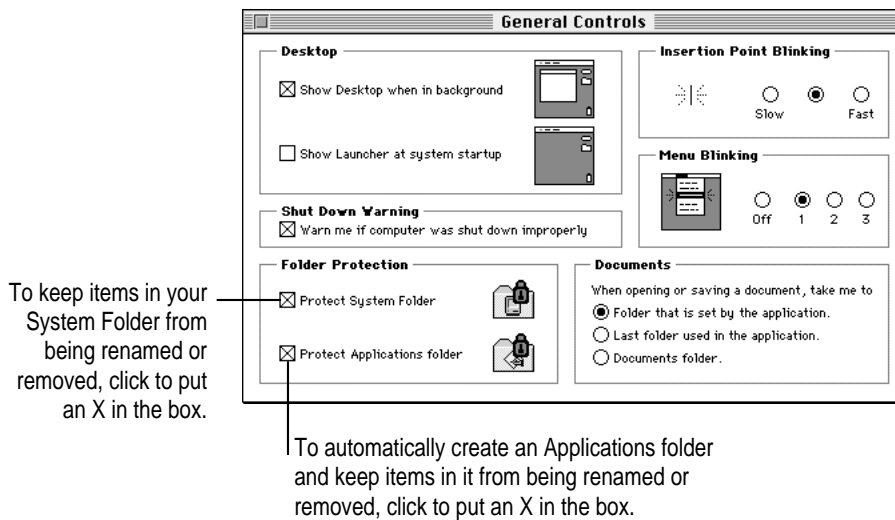


To hide the Finder when it is in the background, click here to remove the X. The picture on the right shows what your desktop looks like based on your choice.

## Folder protection

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

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



## Sound and video options

Depending on the type of computer you have, you'll either have two control panels that control the sounds your computer generates and the monitor settings (the Sound control panel and the Monitors control panel), or you'll have a new Monitors & Sound control panel.



Sound

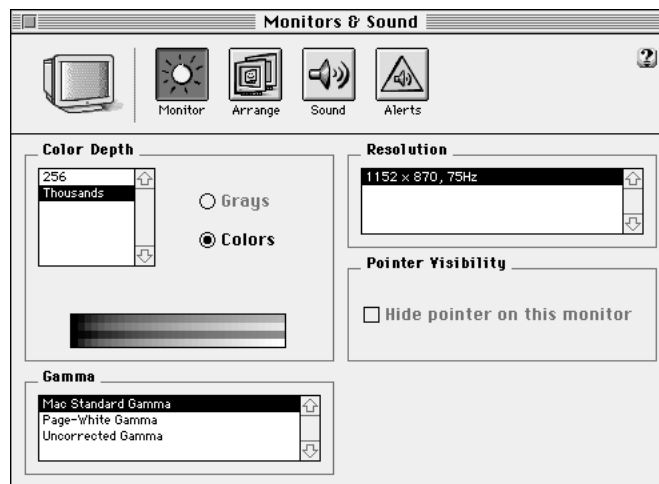


Monitors



Monitors & Sound

The Monitors & Sound control panel works on PowerPC-based desktop computers. The Monitors & Sound control panel is a combined control panel that replaces the separate Sound and Monitors control panels. (It also replaces the Sound & Displays control panel.) You can use this control panel to specify information about monitors attached to your computer (for example, monitor resolution, monitor bit depth, monitor arrangement, and so on). You can also use this control panel to specify information about other audiovisual equipment attached to your computer (for example, audio CD players, VCRs, video cameras, external speakers, and so on.)

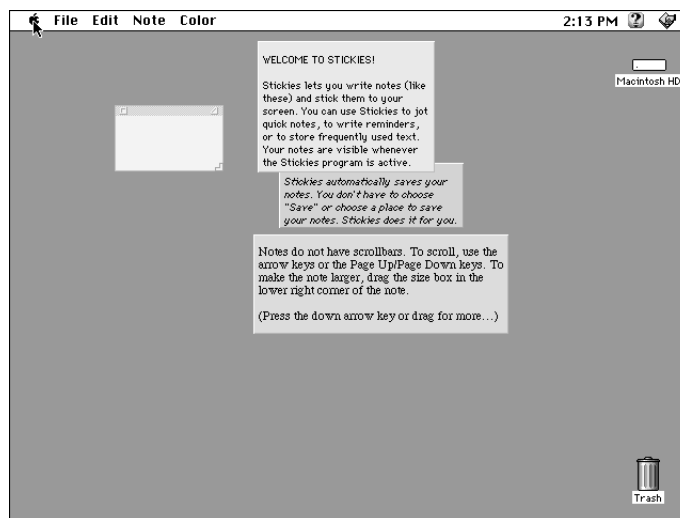


## Stickies

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.



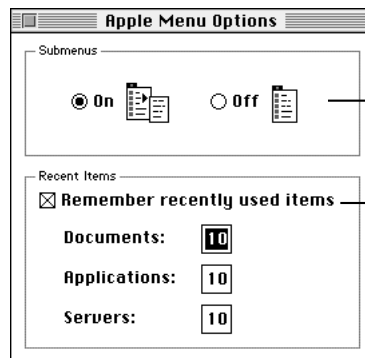
## Submenus for the Apple menu

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



Apple Menu Options

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



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

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

## 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

## Telephone Manager

Your computer 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.

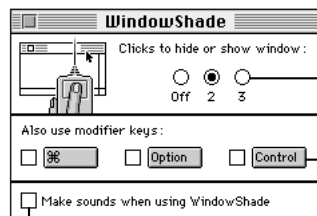
## WindowShade

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



WindowShade

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



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

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

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



# 7

## Troubleshooting



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

### Problems during installation

This section helps you solve problems you might encounter while installing your software.

**You get a message on the desktop that you can't use the *Disk Tools* disk you inserted in your floppy disk drive.**

*Problem:* A dialog box appears when you insert the wrong *Disk Tools* disk.

*Cause:* There are two *Disk Tools* disk in your upgrade kit, and you inserted the wrong one for your computer.

*Solution:* Insert the other *Disk Tools* disks that came with your upgrade kit.

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

*Problem:* You started up the computer using the correct *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 either HD SC Setup or Drive Setup to reformat the disk (depending on what utility is on your *Disk Tools* disk).

**The Update Driver option is not available in the Drive Setup utility.**

*Problem:* When you try to choose Update Driver from the Functions menu, it is dimmed and not available.

*Cause:* Some IDE hard disks must be reinitialized before you can update the driver.

*Solution:* Back up all the files on the IDE hard disk (onto another disk), and use Drive Setup to reinitialize the IDE hard disk. For instructions on reinitializing the hard disk, see the manual that came with your computer.

**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 computer has less RAM than is required to use System 7.5, QuickDraw GX, PowerTalk, OpenDoc, or a combination.

*Solution:* For memory guidelines, see "Check Your Computer's Built-in Memory" in Chapter 1 ("Installing System Software") 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 computer 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 starting up your computer from the appropriate *Disk Tools* disk or the 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 General Controls control panel. 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 disk drive on your Macintosh Plus, Mac SE, or Mac II doesn't recognize the installation disks.**

*Problem:* When you try to begin installation, your computer 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 7.5.3 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 A ("Testing for Compatibility") later in this book.

*Cause 2:* You may have damaged your system software.

*Solution 2:* Follow the instructions in Appendix A ("Performing a Clean Install") 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 7.5.3 from the Sets pop-up menu. Close the Extensions Manager to resume startup. All extensions are turned off, except those for System 7.5, version 7.5.3.

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.

## 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 "Installing QuickDraw GX Utilities" in Chapter 2 ("Installing QuickDraw GX").

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

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

**Your fax modem is no longer available in the Chooser.**

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

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

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

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

**You have trouble printing in a particular application program.**

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

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

*Solution:* Install the QuickDraw GX utilities, and use the QuickDraw GX Helper utility to turn off QuickDraw GX printing capabilities for the program. For instructions to install the QuickDraw GX utilities, see "Installing QuickDraw GX Utilities" in Chapter 2 ("Installing QuickDraw GX"). After you install, launch the program, then open the Apple menu. Choose the "Turn Desktop Printing Off." command. The command changes to "Turn Desktop Printing On." The program uses the non-GX printer driver until you choose the command again.

## 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.

## Problems using Open Transport

### AppleTalk troubleshooting suggestions

**AppleTalk cannot be turned on.**

Make sure you turn on AppleTalk in the AppleTalk control panel. If you're sure it's turned on in the control panel, check to make sure AppleTalk is also turned on in the Chooser. If you have other software that can turn AppleTalk on or off, make sure it's turned on in that software as well.

**None of my network devices appear in the Chooser.**

Make sure your networking cables are properly connected.

Make sure AppleTalk is turned on.

If AppleTalk is turned on, make sure you have chosen the correct port in the "Connect via" pop-up menu in the AppleTalk control panel.

If your network number or node number has been set to "User Defined," turn off the User Defined setting, then close and reopen the AppleTalk control panel.

Make sure your network is functioning correctly (contact your network administrator).

**I can't switch from a serial to an Ethernet connection.**

If you use an expansion card to connect to Ethernet, make sure the card is installed correctly.

Make sure your Ethernet cables are connected properly.

Make sure your network is functioning correctly.

**I can't remember my Administration password.**

You can erase your Administration password (along with all of your AppleTalk settings and configurations) by dragging the AppleTalk Preferences file (inside the Preferences folder in your active System Folder) to the Trash. When you open the AppleTalk control panel again, you must reenter all your settings.

**TCP/IP troubleshooting suggestions**

**I can't connect to devices outside my local network.**

Make sure your router address is correct.

Make sure your subnet mask is correct.

**I can connect to hosts by IP address, but not by name.**

Make sure you have entered at least one name server address, and that the address is correct. If you have entered more than one, make sure the most reliable ones are listed first.

Make sure you have entered valid domain names in the Additional Search Domains box.

If you have entered starting and ending domain names for an implicit search, double-check to make sure they're correct. (The local and administrative domain names can be entered only when the TCP/IP control panel is set to Advanced or Administration user mode.)





**My computer does not respond to a “ping.”**

Make sure you have an active application on your computer that uses TCP/IP and can respond to a “ping” from another computer.

Make sure your TCP/IP configuration is correct.

Make sure your network cables are properly connected.

Make sure your network is functioning properly.

**I can't remember my Administration password.**

You can erase your Administration password (along with all of your TCP/IP settings) by dragging the TCP/IP Preferences file (inside the Preferences folder in your active System Folder) to the Trash. When you open the TCP/IP control panel again, you must reenter all your settings.





## Appendix A Testing for Compatibility



If your computer does not start up properly or behaves erratically, you probably have an incompatible extension or control panel.

This appendix tells you how to remove startup programs that are incompatible with System 7.5.

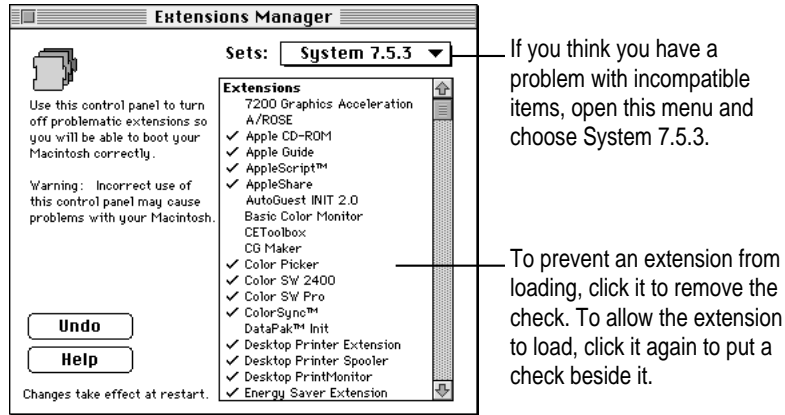
### Verify the problem

To verify that you have a compatibility problem, follow the steps below.

- 1 Start up your computer, while 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 7.5.3.**

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

To test individual programs, follow the steps below.

**1 Start up your computer, while 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.**





## Appendix B Performing a Clean Installation



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

### What is a “Clean Install”?

A normal system software installation replaces changed system files and adds new ones, but leaves unchanged files alone. When you install system software using a “clean” install, the Installer creates a new System Folder on your hard disk. The contents of the old System Folder are moved to a new folder, named Previous System Folder. Since your computer has a new System Folder, you must reinstall any third-party extensions and control panels after a clean install. This can be a complicated procedure, but if you are experiencing problems or your computer seems slow, performing a clean install may help.

Follow the steps in this appendix to begin your clean installation.

*If you're installing software over a network:* Create the appropriate *Disk Tools* disk from disk images. If you are not sure where the disk images are, or how to create a disk, ask your network administrator.

## Step 1: Test your hard disk

- 1 Shut down your computer.

- 2 Insert the *Disk Tools* disk for your model of computer into the floppy disk drive.

*If you're installing from a CD:* You can either use the appropriate floppy disk, or open the *Disk Tools* folder on the CD.

- 3 Turn on your computer.

The *Disk Tools* icon appears on your screen. If you see an error message on the screen telling you the wrong *Disk Tools* disk was inserted, look for the other *Disk Tools* disk in your kit and insert it.

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

*Disk First Aid* checks your hard disk for problems.



Disk First Aid

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

If *Disk First Aid* finds a problem on your hard disk, choose to repair the problem. If *Disk First Aid* cannot fix the problems, see Chapter 7 (“Troubleshooting”) later in this manual.

## Step 2: Update the disk driver

### Update the driver from the *Disk Tools 1* disk

If you are using the *Disk Tools 1* disk, follow these steps:

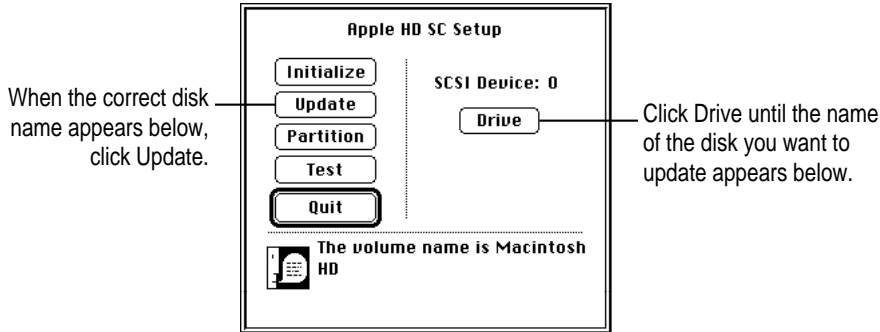
- 1 Double-click the *Apple HD SC Setup* icon.



Apple HD SC Setup



- 2 Click Drive until the disk you want to update appears.



- 3 Click Update and follow the instructions on the screen.
- 4 When you see a message that the update was successful, click Quit.
- 5 Turn off your computer.

### Update the driver from the *Disk Tools 2* disk

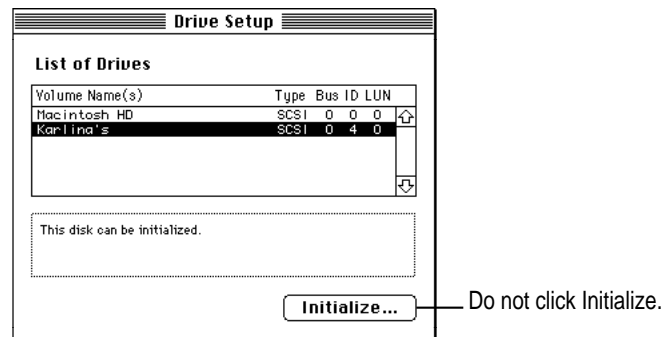
*Note:* If you have a PowerBook 150, you do not need to update the driver. Skip this section and go on to “Step 3: Install the Software.”

If you are using the *Disk Tools 2* disk, follow these steps:

- 1 Double-click the Drive Setup icon to open it.



- 2 In the list of drives, click the disk you want to update.



- 3 Pull down the Functions menu and choose Update Driver.**

If Update Driver is not available in the Functions menu, see Chapter 7 (“Troubleshooting”).

- 4 When a message tells you that the update is complete, choose Quit from the File menu.**
- 5 Turn off your computer.**

### Step 3: Install the software

The steps in this section describe how to install the software using a clean installation. Note that when you follow this procedure, the Installer creates a new System Folder on your hard disk, while saving the contents on your old System Folder.

- 1 Insert the *Install Disk 1* disk into a floppy disk drive, and restart your computer.**

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:* Start up your computer from the CD, and then open the System Software Installers folder. (For instructions on starting up your computer from a CD, see the manual that came with your computer or CD-ROM drive.)

*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.

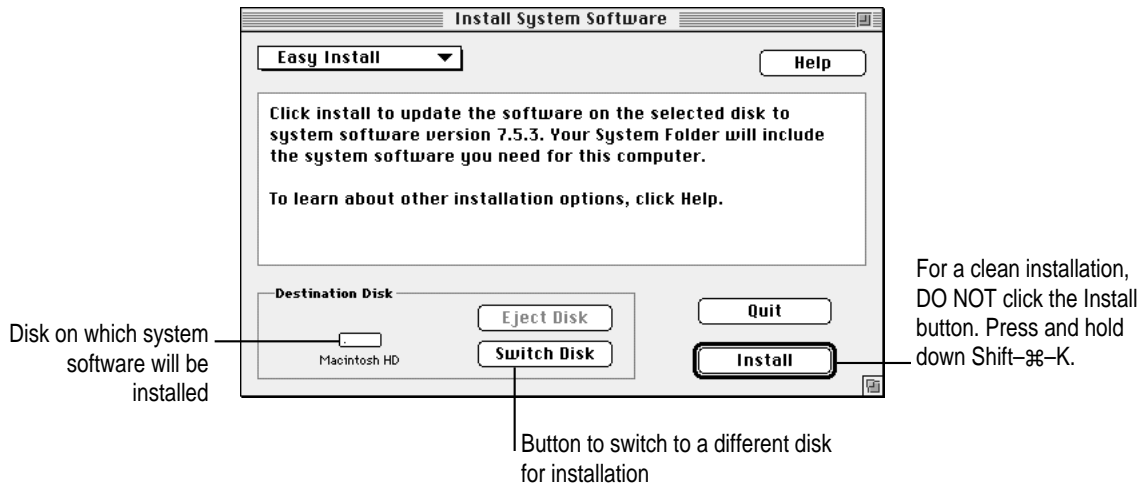
- 2 Open the Install System Software installer by double-clicking its icon.**



*Install System Software*

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

The Easy Install dialog box appears.



- 4 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.

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

The following dialog box appears.



- 6 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.

- 7 Click Clean Install.

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

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

## Replacing special software

Since a clean install creates a new System Folder, you need to reinstall any other software you had in the System Folder on your computer. The best method of doing this is to use the original installation disks that came with your software. If you no longer have the original installation disks, try these steps:

**1 Copy any special software items from the Previous System Folder back to your System Folder one item at a time, restarting the computer after copying each item. Make sure you copy the items into the same folder they were in previously.**

**IMPORTANT** Be very careful not to *replace* (copy over) any of the files in the System Folder with files from the Previous System Folder.

**2 Check after each restart to make sure your computer is not having any software problems.**

If any of your special software items cause software problems, contact the software manufacturer for assistance or an upgrade.

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



## Index

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### A

access code. *See* key chain access code  
Adobe Type Manager (ATM GX) 78  
AppleCD Audio Player 58  
Apple Extras folder 58, 59  
Apple HD SC Setup 8, 104–105  
AppleMail application program 74  
Apple menu  
    AppleCD Audio Player 58  
    Automated tasks 59  
    Find File 63–64  
    Shut Down 80  
    Stickies 86  
    submenus in 87  
Apple Menu Options control panel 87  
AppleScript folder 58  
AppleTalk catalog, accessing AppleTalk network through 73  
AppleTalk control panel 67, 68–69, 95, 96  
AppleTalk network  
    accessing with AppleTalk catalog 73  
    naming a computer 36–37  
    setting up 68–69  
    troubleshooting 95–96  
AppleTalk, turning off/on with Control Strip 60

application programs  
    hiding Finder and 83  
    one-step launching of 81–82  
    protecting 84  
Applications folder, locking 84  
Archived Type 1 Fonts folder 19, 25  
Assistant Toolbox extension 66  
At Ease software  
    Installing System 7.5 and 10  
    installing OpenDoc and 39  
    installing PowerTalk and 27  
    installing QuickDraw GX and 17  
ATM GX control panel 78  
Audio CD player 58  
Automated Tasks (Apple menu) 59  
automating system tasks 58–59

### B

Balloon Help 54  
battery and power management on the PowerBook 65–66  
*Before You Install* disk 10  
*Before You Install* folder 10  
bitmapped fonts 78  
“bomb” message on the screen 92

## C

- can't connect to devices outside local network 96
- can't connect to hosts by IP name 96
- can't remember Administration password 96
- can't start up the computer 92
- can't switch from serial to Ethernet connection 96
- can't turn on AppleTalk 95
- can't use *Disk Tools* disk 89
- Catalogs 29, 38, 73
- CD player support 58
- CD-ROM disc
  - installing OpenDoc from 40
  - installing PowerTalk from 28
  - installing QuickDraw GX from 18
  - installing system software from 12–13
  - performing a clean installation from 104, 106
  - starting up from 12
- Chooser
  - creating icon for PPD Maker 20–21
  - Open Transport problems and 95
  - QuickDraw GX problems and 93–94
  - setting up AppleTalk network and 68–69
- clean installation 103–108
- clipping files, drag and drop and 64
- clock options, displaying in menu bar 33
- collaboration services, turning off/on 38
- colors, ensuring consistency across monitors, scanners, and printers 59
- ColorSync control panel 59
- compact disc. *See* CD-ROM disc
- compatibility testing 99–101
- container applications. *See* OpenDoc
- control panels. *See also* startup programs
  - Apple Menu Options 87
  - AppleTalk 67–69, 95, 96
  - ATM GX 78
  - ColorSync 59
  - Control Strip 60
  - Date and Time 33, 61
  - Desktop Patterns 61
  - Extensions Manager 62–63, 99–101
  - General Controls 81–84, 91
  - installed with Open Transport 68
  - Keyboard 87
  - Launcher 81–82
  - Macintosh Easy Open 62
  - Memory 90
  - Monitors 85
  - Monitors and Sound (PowerPC-based computers) 85
  - Numbers 87
  - PC Exchange 71–72
  - PowerBook 65
  - PowerTalk Setup 32, 35, 38
  - Sharing Setup 37
  - Sound 85
  - TCP/IP 69–71, 96
  - testing for compatibility with system 7.5 99–101
  - Text 87
  - turning off/on 62–63, 99–100
  - WindowShade 88
- Control Strip on the PowerBook 60
- Custom installation
  - OpenDoc 42–43
  - system software 13–15
- customizing the Macintosh for novice users 81–84
- printing capabilities 76

## D

- Date and Time control panel 33, 61
- date and time, displaying on menu bar 61
- Desktop Patterns control panel 61
- desktop patterns, selecting or adding 61
- DigiSign utility 74
- digital signature 74
- disk cache 90
- disk driver, updating 8, 9, 104–106
- Disk First Aid program
  - problems with 89
  - testing hard disk with 7–8, 104
- disks, opening DOS disks on the Macintosh 71–72
- disk space, “not enough disk space” message 91
- Disk Tools* disk 7, 8, 9, 104, 105
- documents. *See* files
- Documents folder 82–83
- DOS disks and files, opening on the Macintosh 71–72
- drag and drop
  - Launcher and 81
  - Note Pad and 67
  - OpenDoc and 5
  - overview 64
  - PICT files and 61
  - print queue and 75
  - Scrapbook and 79
  - SimpleText and 80
- Drive Setup 9, 105–106

## E

- Easy Install option 10–13
- Easy Open 62
- electronic mail 95. *See also* PowerTalk
- Ethernet connection 70, 96
- extensions. *See also* startup programs
  - Assistant Toolbox 66
  - QuickDraw GX 76, 94
  - QuickTime 79
  - testing for compatibility with system 7.5 99–101
  - turning off/on 91, 92, 99–100
- Extensions Manager control panel
  - overview 62–63
  - testing for compatibility with system 7.5 99–101
  - troubleshooting with 92, 93, 94

## F

- fax modem, using with QuickDraw GX installed 94
- fax problems, troubleshooting 94, 95
- File Assistant application program 66
- files
  - automatically saving in Document folder 82
  - clippings 64
  - opening DOS/Windows files on the Macintosh 71–72
  - opening files when you don’t have the program that created them 62, 77
  - opening IBM-formatted files on the Macintosh 71–72
  - PICT 61
  - Portable Digital Documents (PDDs) 20, 73
  - synchronizing between PowerBook and other Macintosh systems 66

File Sharing control panel, Control Strip and 60

Finder

automating tasks with AppleScript 58–59

enhancements in System 7.5 61, 63–64, 86, 88

hiding 83

Find File 63–64

floppy disks

DOS 71

installing system software from 11–12

troubleshooting 92

folders

Apple Extras 58, 59

Documents 82–83

protecting 84

fonts

PostScript 19, 22, 24–25, 78

TrueType 78

## G

General Controls panel

81–84, 91

graphics, drag and drop and 64

Guide (⌘) menu

Macintosh Guide 45–53

overview 45

Shortcuts 55–56

Show/Hide Balloons 54

## H

hard disk, testing 7, 104

help. *See* Balloon Help; Guide (⌘) menu

“Huh?” button in Macintosh Guide

window 53

## I, J

DOS disks and files, opening 71–72

IDE hard disks 90

installation, problems during 89–92

*Install* disk 11, 14, 42

Installer program

Custom Install option 13–15

Easy Install option 10–13

performing a clean installation 103–108

PowerBook and 10

troubleshooting 90–91

installing

OpenDoc 39–43

PowerTalk 27–38

QuickDraw GX 17–25

installing System 7.5

from CD-ROM disc 12–13

checking hard disk 7–8, 104

Custom Install option 13–15

deciding what to install 1–5

Easy Install option 10–13

from floppy disks 11–12

memory and processor requirements for 6

performing a clean installation 103–108

procedure for 1–16

troubleshooting 90–91

updating driver 8, 9

using the Installer program 10–16

*Install PowerTalk* disk 27

*Install QuickDraw GX* disk 18, 22

international text format support 87



## K

Keyboard control panel 87  
keyboard shortcuts 55–60  
key chain access code. *See also*  
    PowerShare password  
    changing 32, 35  
    overview 30, 74  
    setting up 30–33

## L

language options, selecting 87  
LaserWriter Utility 22  
Launcher 81–82

## M

Macintosh Easy Open control panel 62  
Macintosh Guide  
    Index 47, 49–50  
    Look For 47, 51–52  
    moving the window 46, 53  
    overview 45–47  
    tips for using 53  
    Topics 47–48, 53  
MacTCP control panel 67, 68  
Mailbox 29, 33, 36, 38, 73  
memory  
    checking amount of 6  
    “not enough memory” message 90  
    requirements for 6, 67  
    saving 38  
Memory control panel 90  
menu bar, displaying date and time  
    on 61  
Monitors & Sound control panel  
    (PowerPC-based computers) 85  
Monitors control panel 85  
monitor settings 85  
mouse shortcuts 55–60  
moving items with drag and drop 64

## N

Network control panel 67, 68  
networks. *See also* AppleTalk network;  
    Open Transport; PowerTalk;  
    TCP/IP network  
    AppleTalk 36–37, 68–69  
    installing OpenDoc over 40  
    installing PowerTalk over 28  
    installing QuickDraw GX over 18  
    installing system software over 7  
    naming your computer on 36–37  
    performing a clean installation over  
        103, 106  
    printer sharing using QuickDraw  
        GX 77  
    TCP/IP 69–71  
    troubleshooting 95–97  
Network Software Selector. *See* NSS  
    utility  
new features  
    Audio CD player 58  
    automating system tasks 58–59  
    ColorSync 59  
    Control Strip 60  
    customizing the Macintosh for novice  
        users 81–84  
    date and time, displaying on menu  
        bar 61  
    desktop patterns, more colorful 61  
    Documents folder as default for saving  
        files 82–83  
    DOS/Windows file compatibility  
        71–72  
    drag and drop 64  
    Easy Open 62  
    Extensions Manager 62–63  
    Finder hiding 83

- Find File 63–64
- Guide menu 45–56
- Launcher enhancements 81–82
- Macintosh Guide 45–53
- mobile computing 65–66
- Note Pad 67
- Open Transport 67–71
- overview 2–5, 57
- PC Exchange control panel 71–72
- PowerBook features 65–66
- PowerTalk collaboration services 72–74
- QuickDraw GX printing and publishing 75–79
- QuickTime extension 79
- Roman language keyboard support 87
- Scrapbook 79
- Script Editor 58
- Shut Down available in the Apple menu 80
- SimpleText enhancements 80
- software protection 84
- sound and video options 85
- Stickies 86
- submenus for the Apple menu 87
- TCP/IP networking support 68, 69–71
- Telephone Manager 88
- WindowShade 88
- non-Apple printers, QuickDraw GX and 17
- “not enough disk space” message 91
- “not enough memory” message 90
- Note Pad 64, 67
- notes, creating and sticking on the screen 86
- NSS utility 67, 68
- Numbers control panel 87

## O

- on-screen help. *See* Balloon Help; Guide (⌘) menu
- OpenDoc
  - At Ease software and 39
  - Custom Install 42–43
  - installing 39–43
  - memory requirements for 6
  - overview 5
- OpenDoc Install* disk 40
- Open Transport
  - computers supported on 67
  - control panels installed with 68
  - help for 71
  - memory requirements for 67
  - overview 67–71
  - troubleshooting 95–97

## P

- Paper Type Editor 22
- password. *See* key chain access code; PowerShare password
- PC Exchange control panel 71–72
- PDD Maker 20–21
- PICT files, desktop patterns and 61
- PlainTalk, SimpleText and 80
- Portable Digital Documents (PDDs) 20–21, 73
- PostScript fonts 19, 22, 24–25, 78
- PowerBook, battery and power management 65–66
- PowerBook control panel 65
- PowerBook Control Strip 60
- PowerBook File Assistant 66
- PowerShare password 35. *See also* key chain access code

- PowerShare server, setting up
  - with a PowerShare server account 33–36
  - without a PowerShare server account 30–33
- PowerTalk
  - AppleMail application program 74
  - At Ease software and 27
  - Catalogs 29, 38, 73
  - DigiSign digital signature 74
  - installing 27–38
  - key chain access code 30–32, 35, 74
  - Mailbox 29, 33, 36, 38, 73
  - memory requirements for 6
  - overview 4, 72
  - troubleshooting 95
  - turning off/on 38
- PowerTalk folder 74
- PowerTalk Setup control panel 32, 35, 38
- Previous System Folder, clean installation and 103, 108
- printer drivers
  - GX drivers for non-Apple printers 17
  - using previous 94
- printers
  - creating icons for 20
  - sharing 77
- printing
  - in an application program with QuickDraw GX installed 94
  - on a non-Apple printer with QuickDraw GX installed 17, 93–94
  - turning QuickDraw GX printing off/on 22
  - using QuickDraw GX 75–77
- print queue window 75
- problems. *See* troubleshooting
- processor requirements 6
- protecting software programs 84
- publishing software. *See* QuickDraw GX

## Q

- QuickDraw GX
  - At Ease software and 17
  - font support 78
  - installing 17–25
  - international text format support 78
  - memory requirements for 6
  - non-Apple printers and 17
  - overview 3, 22
  - Portable Digital Documents (PDDs) and 20–21, 77
  - printing 17, 22, 75–77
  - SimpleText and 80
  - troubleshooting 93–94
  - turning printing off/on 22, 94
  - using a fax modem with 94
- QuickDraw GX extension 94
- QuickDraw GX Helper 22
- QuickTime extension 79
- QuickTime movies
  - drag and drop and 64
  - SimpleText and 80

## R

- RAM disk 90
- random-access memory (RAM). *See* memory
- replacing special software 108
- Roman language keyboard support 87

## S

- saving files in Documents folder 82–83
- Scrapbook 64, 79
- Script Editor 58
- scripts, creating 58
- searching for a file 63–64
- serial connection 96
- sharing printers 77
- Sharing Setup control panel 37
- Shortcuts 55–60

- shrinking windows 88
- SimpleText word processor 64, 80
- software protection 85
- Sound control panel 85
- sounds
  - drag and drop and 64
  - settings for 85
  - SimpleText and 80
- Sound Volume control panel, Control Strip and 60
- starting the computer, troubleshooting 92
- startup programs
  - testing for compatibility 99–101
  - turning off/on 62–63, 99–100
- Stickies 64, 86
- System file, difficulty modifying during installation 91
- System Folder
  - in clean installation 103
  - locking 84
  - turning off incompatible items in 92, 93
- System Folder Protection, turning off 91
- system software, installing 1–16

## T

- TCP/IP control panel 69–71, 96
- TCP/IP network
  - setting up 68, 69–71
  - troubleshooting 96–97
- Telephone Manager 88
- testing a hard disk 104
- Text control panel 87
- text, drag and drop and 64
- time and date, displaying on menu bar 61
- Transmission Control Protocol/Internet Protocol. *See* TCP/IP

- troubleshooting
  - AppleTalk problems 95–96
  - “bomb” message on the screen 92
  - can’t connect to devices outside local network 96
  - can’t connect to hosts by IP name 96
  - can’t remember Administration password 96, 97
  - can’t start up the computer 92
  - can’t switch from serial to Ethernet connection 96
  - can’t turn on AppleTalk 95
  - can’t use *Disk Tools* disk 89
  - computer doesn’t respond to “ping” 97
  - difficulty modifying System file during installation 91
  - Disk First Aid cannot repair hard disk 89
  - electronic mail and faxes do not go to mailbox 95
  - incompatible items in System Folder 92, 93, 99–101
  - installation disks not recognized 92
  - installation problems 89–92
  - Installer problems 90–91
  - network devices don’t appear in Chooser 95
  - “not enough disk space” message 91
  - “not enough memory” message 90
  - Open Transport problems 95–96
  - PowerzTalk problems 95
  - printing in an application program with QuickDraw GX
    - installed 94
  - printing on a non-Apple printer with QuickDraw GX installed 93–94
  - problems using System 7.5 92–93
  - procedures for 89–97
  - QuickDraw GX problems 93–94
  - TCP/IP 96–97

- Update Driver option not available in Drive Setup 90
- using a fax modem with QuickDraw GX installed 94
- TrueType fonts 78
- turning off/on
  - collaboration services 38
  - PowerTalk 38
  - QuickDraw GX printing 22, 94
  - submenus 87
  - startup programs 62–63, 99–100
  - System Folder Protection 91
- Type 1 Enabler 22, 24
- Type 1 PostScript fonts 19, 22, 24–25, 78
- typography 78

## U

- universal system, creating 13
- Update Driver option not available in Drive Setup 90
- updating a disk driver 8, 9, 104–106

## V

- virus-protection software, installing System 7.5 and 91

## W, X, Y, Z

- Windows files, opening on the Macintosh 71–72
- WindowShade control panel 88
- windows, shrinking 88



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