

Time Machine

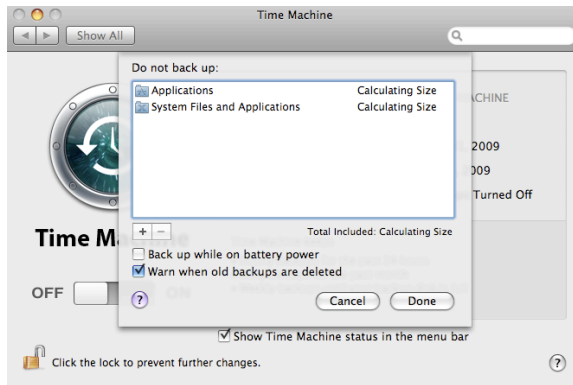


Automatic backup is now built right into your Mac. Time Machine, helps you preserve everything including photos, music, movies, and documents onto an external hard drive. Once you set up Time Machine, it backs up your computer on a regular basis without any more effort on your part — and if you ever

need to recover a lost file, Time Machine will virtually take you back in time to find it. When Time Machine performs the first backup, it may take a while. You may want to set up Time Machine in the evening so that the initial backup can be done overnight. Subsequent backups take less time because only items that have changed are backed up.



To save space and time, **do not back up your Application or System files.** Use the **Time Machine Preferences** to “exclude” these items from your backup.



NOTE: Time Machine works best if you use your backup disk **only for Time Machine backups.** Use **Disk Utility** to create a “Partition” for your Time Machine back ups.

Spaces

Organize your activities into separate spaces and easily switch from one to another. Make a space for work or play. Choose from a number of convenient options that make moving from space to space fast and easy.



Bird's-Eye View

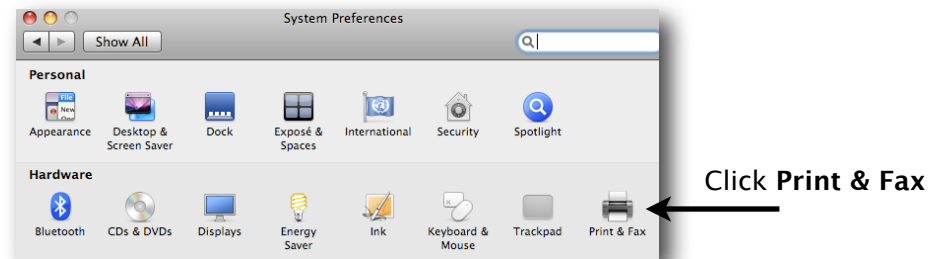
View all of your spaces onscreen at the same time. With a drag and drop you can move an application window from one space to another or reorder your spaces.

Welcome to Leopard — Mac OS X 10.5

300 new features, including:

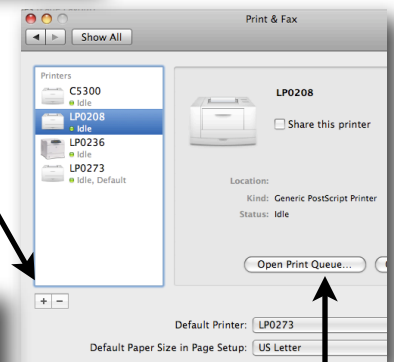
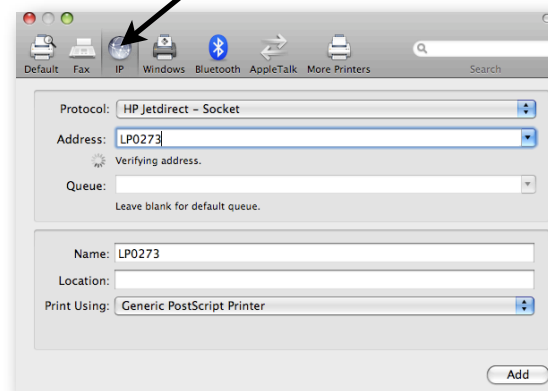
- ★ Choosing a Printer/Managing Print Jobs
- ★ Folder/Dock views: Fan, Grid List, Automatic,
- ★ A new "room" in the house: Downloads folder (defaults from Safari)
- ★ Quick Look: Use the Spacebar for an instant view
- ★ Time Machine: Back up effortlessly to a hard drive
- ★ Spaces: Organize your work in several “views”

Visit > System Preferences to add printers:



When you connect a printer to your computer's USB or FireWire port, it's added automatically.

To add a network printer, click **Add (+)**. Click the **IP** icon, select **HP Jetdirect - Socket**, and enter the printer's LP# (look for the number written on the printer).



Managing print jobs
Manage your print jobs by selecting a printer and clicking **Open Print Queue**. You can pause a printer, delete a print job, **move a job to another printer**, and review the printer's past jobs.

To delete a printer, select it and click **Delete (-)**.

Finder

Dock

The new desktop has a semitransparent menu bar and a reflective 3D Dock.

The Dock has a bright “active-application” signal (no more black triangles beneath application icons).



Stacks

Organize files in a neat stack on the Dock. One click and the stack springs open, revealing items in an elegant arc or an at-a-glance grid.



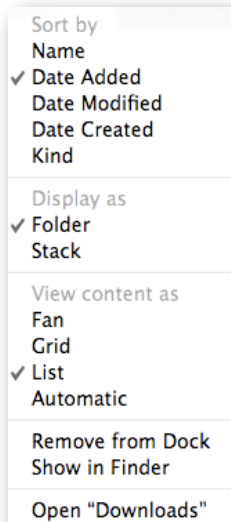
A “New Room” in the house: Downloads Stack

Your “House” now contains 9 folders! Find your downloads quickly in one dedicated stack. Downloads from Safari, and iChat are automatically saved to the Downloads. Say goodbye to desktop clutter.

Stacks Views

Order the files in your stacks any way you wish: by filename, date added, date modified, date created, or file type. Just click and hold on the dock icon, or **control-click** the stack to select an order.

You can also set the view to display in a “Folder” and “List” view, rather than the arc or grid.



Quick Look

Look before you launch.

Instantly view full-size previews of your files without opening an application.

Highlight the file icon and press the Spacebar!



Cover Flow

See your files right in the Finder and browse through them with Cover Flow.



Select the “Cover Flow” icon at the top of any browser window:

