



Hints & Tips

www.mac-hints-tips.com

Welcome!

These tips have been culled from user group newsletters, Macintosh-related books, magazines, and other sources. Thanks to all who have contributed and provided such valuable information to the Macintosh community.

Several hundred new tips are added to the Hints & Tips Database each month, with 60–70 of them featured in this monthly newsletter.

If you haven't used the searchable Database of tips available on this website, I urge you to give it a try. For \$4.95, you can access the entire library of tips for a month. For \$48, you can have access for a year. It is a lot easier and faster than going through a pile of newsletters and magazines looking for that tip you read about a few months ago.

If you like this newsletter, the best way to support it is to subscribe to the Database.

— Paul Taylor
paul@mac-hints-tips.com



Correction

iPhoto Rx Correction

Last month there was a tip that stated, “If iPhoto becomes unstable or runs super slow, it may have a confused image database. To rebuild its database, hold down the Option and Shift keys while launching iPhoto.” That should have read, “Option and Command.”

Victoria L. Herring



General

Tab Backwards

You probably already know this, but just in case you didn't, I find this a good feature when I am tabbing through the URL bar, google search box, and book marks, and have gone past the link I am after, (and am too lazy to reach for the mouse), instead of tabbing through all of the links again, hold shift, and press tab to go through in the reverse order.

Andrew Patton

Classic Comes Back

Q: I recently reformatted my hard disk and reinstalled OS X. Unfortunately, OS 9 is now missing, and I can't use Classic. What do I do? —Alex Stadler

A: Under normal circumstances, OS 9 can be installed from an OS 9 Installation CD. Insert the OS 9 CD into the computer and choose “Restart” from the Apple Menu. Now hold down the “C” key as the

computer restarts, to force it to startup from the OS 9 CD. Once you reach the Finder, double-click “Mac OS Install.”

Proceed with the installation and allow the computer to restart. You'll be met by the Mac OS Setup Assistant. You can either go through the setup process, or you can just quit (Command/Q) to continue. Now choose Control Panels > Startup Disk, choose “OS X” and then click “Restart.” Once OS X has started up, choose “System Preferences” and click “Classic.” Just select your new OS 9 System Folder and click “Start.” You shouldn't have any problems using Classic from here on out.

Occasionally, you may run into problems installing OS 9. The Installer may refuse to install OS 9, complaining that it cannot overwrite a newer version of the OS. Thankfully, there is a work-around for this issue.

Quit the Installer and then launch Disk Copy. (You'll find it in the Utilities folder on the OS 9 CD.) Choose Image > Create New Image and choose your hard disk. Name the image “Macintosh HD.img,” choose a size of 320 MB and then click “Save.” Click “Erase” to initialize the disk.

A new disk image will then appear on your desktop. Return to the Mac OS Installer. This time, install OS 9 onto your new disk image. Once it's complete, drag each folder on the disk image to the top level of your hard disk. Now choose Control Panels > Startup Disk, choose “OS X” and then click “Restart.” Once OS X has started up, go to the Classic System

Preference and select your new OS 9 System Folder.

(*Note:* Newer Macintoshes do not boot into OS 9. The OS X Installer can install support for Classic, though. Startup with the computer's Startup and Restore Disk 1 and follow the instructions in the installer.)

macHOME Journal

Customize Your Mac!

Check out some pretty icons at <http://xicons.com/> to customize your Mac! There are 551 sets to choose from, and growing.

Washington (OR) University MUG

Networking 101

Q: What is the difference between a hub and a router?

A: A hub connects devices on the same network, while a router connects two networks together.

For example, an Ethernet or AirPort hub (i.e., a Base Station) connects Macs on your home network. A router, on the other hand, connects your home network to your ISP's network, and therefore to the Internet.

Some devices (like the AirPort Base Station) are both routers and hubs.

MacAddict Magazine

Letter Small vs. US Letter

In the Page Setup dialog, sometimes you'll see a "Letter (Small)" choice as well as a "US Letter" choice. The difference is that the US Letter choice allows the application to print to the limit of the printer's imageable area, while the Letter (Small) choice always leaves a half-inch margin around the edge of the paper.

*MacAddict Magazine
via Design Tools Monthly*

OS X Startup Shortcuts

As your computer starts up, there are key combinations you can press. Among them are the following:

- Press X: Force OS X to startup instead of OS 9
- Press C: Startup from a CD or DVD
- Press Option/Command/Shift/Delete: Bypass your primary startup volume and startup from a CD or external disk.
- Press T: Startup the computer in FireWire Target Disk mode
- Press Shift: Startup in Safe Boot mode, which disables non-essential extensions.
- Press Option: Calls up the Startup Manager, allowing you to choose a different startup disk.

macHOME HotTips

Use Word Completion to Avoid Typing

The services menu can be used in other applications to open a Text Edit window containing the selected text. This will work in protected PDF documents too — ones in which selected text cannot normally be copied.

—Adrian Mayo

OSXFAQ

Sharing Your Printer

In many households, you'll find two (or more) computers and a single inkjet printer. Users will often copy a document to the computer connected to the printer in order to print it. This is unnecessary. So long as the computers are networked, either through Ethernet or AirPort, the printer can be shared among all computers. Go to the computer connected to the printer and choose Apple Menu > System Preferences. Click "Sharing," then "Services."

At the bottom of the services list, you'll see Printer Sharing. Highlight it and click "Start." Now open a document on one of the other computers and choose File > Print. Under the Printer pop-up menu, you'll see a new option for Shared Printers. Simply choose the printer and click "Print." In a few moments, your print will pop-out of the printer without any need to transfer your document to the host computer. (You may need to install the necessary print drivers on the other computers.)

macHOME Journal

OpenType: Standard vs. Pro

OpenType fonts come in two varieties: Standard and Pro. OpenType Standard fonts usually have the same character set as their TrueType or PostScript equivalents, with no additional capabilities. "Pro" fonts have extended character sets, often with true fractions, small caps, additional ligatures, swash characters, dingbats, and more. OpenType Pro fonts also incorporate advanced layout intelligence such as following your command to apply varying levels of "swashiness", greater or fewer ligatures, and automatic fraction replacement.

Design Tools Monthly

Having 'Wake from Sleep' Grief?

Since the release of X.3.8 Update, large numbers of users have reported "wake from sleep" problems on desktop and portable Macs. It doesn't seem to matter whether the affected machine is physically,—i.e. closing the screen of a portable—or automatically put to sleep via software, users report that the only way to return the Mac to a useable state is to force

a shutdown (i.e. hold down the power button until the machine shuts down) or restart (pressing the Power/Command/Control keys).

Thankfully, there's a relatively pain-free way to overcome this problem:

- Download and install CacheOutX;
- Start the program, click the System tab;
- Click the "lock" (bottom left), enter your password;
- Tick all the boxes and click "Proceed;" and
- Click "Restart" when prompted.

Of course, repairing permissions after the restart for good measure won't hurt. —ron carlson

Insanely-Great.com

Where's the Shareware?

Q: I'm a new Mac user. Where's the best place to find shareware on the Web?

A: Our favorite sites are VersionTracker (www.versiontracker.com) and MacUpdate (www.macupdate.com) — both have huge software archives.

MacAddict Magazine

Line Up on Grid

Command/drag an icon on the Desktop and when you release the mouse, the icon will line up automatically in an invisible grid.

Mouse Droppings, Corvallis OR

Force Apps to Launch Into Classic

If you have an application that can run natively in both Mac OS X and Mac OS 9 (such as Acrobat 5 or Photoshop 7), you can dictate into which environment it will open.

For example, if you prefer to always launch Photoshop 7 into Mac OS X's Classic environment so

that you can use your favorite third-party plug-ins, select the Photoshop 7 application icon in the Mac OS X Finder, choose File > Get Info, and enable the checkbox labeled "Open in the Classic environment."

From then on, when you launch that application, it will launch into Classic. If you sometimes like to launch the application into each environment, duplicate the application and make the above change to one of them.

You may want to rename the Mac OS 9 version to avoid confusion. (Tip: don't move or rename the Mac OS X application because application updaters often get confused when the application's name has been changed.)

Design Tools Monthly

Navigate with Your Keyboard

You probably know you can jump to any file in a folder by typing its first letter (or first two or three letters if there are several starting with the same letter). We can do you one better. If you reach the wrong file, just click the Tab key and you move to the next file alphabetically. You can see how this means you only have to type the first letter, then use the Tab key to quickly move through other files starting with the same letter.

Mouse Droppings, Corvallis, OR

Search for Hidden Easter Eggs in your DVDs

By now most of us have switched from VHS to DVD. For those of us who haven't, here's another reason to consider retiring the old video recorder — DVD Easter eggs! Easter eggs are hidden clips and features included on DVDs that aren't listed on the main menu, thus causing diligent viewers to hunt

for them. Deleted scenes, games, additional interviews, and things the general audience wasn't meant to see may all be hidden within your innocent DVD. Lucky for us there are a number of great sites devoted to DVD Easter eggs like www.eeggs.com, www.dvdeastereggs.com, and www.dvdtown.com/eastereggs. Give them a visit and see what may be lurking in your collection.

TMUG Insider, Pleasanton, CA

Better Than Binoculars

Q: I just got a 20" iMac G5 and am using a wireless mouse and keyboard with it. Right now I'm using it casually, sitting in an easy chair with the keyboard in my lap and with the mouse next to me. As a result the monitor is about three feet away. I have changed Safari to larger print, but need to know how to do that with the rest of the applications. — Nancy Ransley.

A: Unfortunately, there is no overriding system control that allows you to increase the size of text in each application. You'll have to do it on an application-by-application basis, and you'll find some applications just don't allow you to bump up the text size.

A much better solution for you would be to change the screen resolution when you're sitting far away from the computer.

Choose System Preferences from the Apple Menu and click Displays. You'll see a set of resolutions. Try changing it to 1280x800. Immediately, everything will be enlarged. You'll also want to check off the option to "Show displays in the menu bar," so that you can switch between resolutions without having to open System Preferences.

macHOME HotTips

Ooops!

If you open the wrong application by mistake, you usually have to wait until the program is totally up and running to get rid of it. Here is a faster way. The moment you realize you launched the wrong application, immediately click and hold on the Dock icon for the application until “Force Quit” shows. Select it to save a lot of time.

Mouse Droppings, Corvallis, OR

Clearing the Air (Desktop)

Quickly

Too many windows? Command/W closes the current window without quitting the application. If you're tabbed browsing in Safari, it closes only the current tab.

TMUG Insider, Pleasanton, CA

X Mac OS X

Problem Solving

Here is a list of the things you can do to fix a problem in OS X:

1. Repair Permissions (Disk Utility, located in Utilities Folder within Applications Folder; select the indented icon for the hard drive you wish to repair, click Repair Disk Permissions)

2. Throw away the Preferences for the application giving you a problem. (Preferences are located in Users > username > Library > Preferences.) Trash the preferences in question, but do not Empty Trash until you are sure the newly created preferences work. To do this, quit the application in question and restart it.

3. Perform a File System Check (fsck) (Restart your computer, when the chime sound, hold down the Command and “S” keys. Hold them down until white typing

scrolls down a black screen. When the screen settles down, type:
`/sbin/fsck -y`
(notice the space before y).

Your Mac will check all files. Some say you can just `/fsck -y`, without the `/sbin`. If the fsck cannot be performed, you will be asked to type in `/sbin/fsck -f`. In either case repeat this fsck until no errors are corrected. Now type in exit followed by a Return keystroke. Your Mac will start normally.

4. Run DiskWarrior. Run repeatedly until no errors are being corrected. Use Disk Warrior from its own CD. To run it, insert the Disk Warrior CD. Now Restart and hold down the “C” key when the chime sounds.

5. Zap the PRAM. There is a bit of RAM that you can reset. This often solves problems. Restart your Mac, holding down the Command/Option/P/R keys. Keep them held down until you get the startup tone at least three times. Now let go of the keys and the Mac starts normally.

6. Search the Apple Knowledge Base for a possible answer. Go to Sherlock, select the AppleCare tab. Type in a keyword for your problem. Apple's best technical support articles will appear. In many cases there will be scores of articles on a topic.

Mouse Droppings, Corvallis OR

Recall Forgotten Passwords

Using the Keychain Access utility in Mac OS X (in Applications/Utilities), you can retrieve any password you've used on a Web form, email account, online banking service, AirPort base station or network, or any other place. Just launch Keychain Access to see a list of the locations of

passwords you've created. Select one of the items and enable the “Show Password” checkbox in the lower left corner of the Keychain Access window. It will prompt you for your administrator's password, and when you provide it, the password you selected will appear at the bottom of the window. —Chris Breen

*Macworld Magazine
via Design Tools Monthly*

Yellow Button Alternative

Is the yellow button (sitting between green and red) a little hard to hit? Click “Appearance” under System Preferences, and check the check box for “Minimize” when double-clicking a window title bar. From now on you can double-click anywhere in the title bar and it shoots off to the Dock.

Mouse Droppings, Corvallis OR

Searching by Content

Over time, you've probably amassed hundreds of written documents, including letters, essays, and articles. Finding a particular document can be a daunting task. OS 10.3 attempts to make this process a whole lot easier. It allows you to search all the files on your computer for a particular set of text. You'll need to index your hard disk first. Click your hard disk icon and choose File > Get Info. Click the caret next to “Content Index,” and then click “Index Now.” You can choose to index only certain folders, too. Highlight the folder and choose File > Get Info. Go to “Content Index” and click “Index Now.” (Indexing can take several hours, so be patient.) Once indexing is complete, choose File > Find. The Find window will appear. Select a location to search and then choose “Content” from the first pop-up

menu. Enter a word or phrase, and then click “Search.” In a few minutes, all matching documents will be listed in a new window. If you’re getting too many results, you can narrow your search by specifying additional criteria. Add the approximate date the document was created and the creator code for the document. Please note that Microsoft Word documents have a creator code of MSWD, while AppleWorks documents carry the creator code BOBO.

macHOME Journal

Blank Spaces in Wireless Network Names

In yet another example of Apple regressing to the ancient file-naming limitations of Windows and Unix, the networking framework of Mac OS X has problems if your wireless network contains blank spaces. The result is that sometimes networked Macs can’t find each other, Retrospect may lose contact during backups, etc. To fix this potential problem, open the AirPort pane of AirPort Admin Utility and change the network’s name so that it doesn’t contain a blank space.

*MacAddict Magazine
via Design Tools Monthly*

Find Text in Any Document

Mac OS X has a commonly overlooked, powerful feature: It can find all documents that have a specific text string within them. Yes, within any document: QuarkXPress, InDesign, Illustrator, whatever. To use this feature, you need to first tell Mac OS X to “Index” the folder(s) you’ll be searching. The easiest approach may be to index your entire Documents folder (Macintosh/Users/User Name/Documents), and possibly

your Desktop folder, if you keep documents there (Macintosh/Users/User Name/Desktop). Just select the folder, choose File > Get Info (or Command/I), and in the “Content Index” area of the Info window, click the “Index Now” button. This may take a while, so you may want to do this when you go to lunch or quit for the night.

Once the Index is built, you can search for any string of text by choosing File > Find in the Finder (or Command/F). In the Find window, choose “Specific Places” from the “Find In” pop-up menu. Drag your indexed folder(s) into the Find window and uncheck the other locations in that window. Choose “Content” from the “Search For Items Whose” pop-up menu and enter the text you’re looking for. In a few moments, every document containing that text will be listed.

Design Tools Monthly

How to Avoid Problems Updating Mac OS X

Most of Apple’s system and security updates work as advertised and don’t cause problems, but it’s a good idea to be prepared in case something does go wrong. Here’s the procedure we follow:

Wait a few days before downloading the update in case there are any widespread problems. (Check www.macfixit.com for reports.)

Back up anything you can’t afford to lose.

If your system has been performing oddly or crashing, use Alsoft’s DiskWarrior to repair directory problems.

Disconnect any external disk drives, including iPods, and disconnect from all servers and iDisks.

Repair permissions using Disk Utility (in Applications/Utilities/Disk Utility). Run Software Update (Apple Menu > Software Update). Repair permissions again.

—Jeff Garnet www.alsoft.com

Design Tools Monthly

Yellow Gumdrop Tricks

I don’t know when you will use this hint, but it is “cute.” Click the yellow button at the top-left corner of every Finder window to send an open window to the Dock. If you Control/click on the window in the Dock, it will close.

If you want to minimize several Finder windows at once, Option/click on the yellow button of any one of the windows. Similarly, Option/clicking on a Finder open window closes all open windows. Option/Command/W also closes all open windows.

Mouse Droppings, Corvallis, OR

Is the Bouncing Annoying You?

Do your icons bounce in the Dock while they are starting up? You can stop this. In Dock Preferences uncheck “Animate opening applications.”

Mouse Droppings, Corvallis, OR

Please Use Me... Now

Q: Each time I start up my iMac, it seems as though there are three or four things that open automatically, such as EyeTV and CopyPaste. I do not want any of these applications to open at startup; I’m perfectly capable of launching them as I need them. Why is this happening and how can I prevent it? I’m using OS 10.3. —Gary Bale

A: As a convenience — and we use the term ‘convenience’ very loosely — some applications and utilities will automatically add

themselves to OS X's Startup Items. The intent is to have an application available at all times so that you can access it instantly. Unfortunately, it's a tactic often used by tenacious shareware authors to keep their registration reminders appearing again and again and again. And sometimes it doesn't even make sense; for example, why would Elgato's EyeTV software team assume you want to watch television each time you start up your computer? That said, it's rather simple to put a stop to it.

First, you'll need to open the offending applications and turn off the option to launch at startup. In most cases, the option can be found in the application's preferences. This is an essential step; otherwise, the application will reinsert itself into OS X's Startup Items each time you use it. Once that's done, choose "System Preferences" from the Apple Menu and click "Accounts." Select your account from the list at the left and then click "Startup Items." You'll then see a list of items scheduled to launch at startup. Choose an item you want to get rid of and then click the minus button in the lower left to delete it. You should now be free of this nuisance. (In OS 10.2, it's a slightly different process; you'll need to choose "System Preferences" and click "Login Items.")

macHOME Journal



iPhoto

Learning from Your Past

Want to improve your photography? iPhoto can pull an impressive amount of information out of the pictures you've snapped after the fact, including focal length,

aperture, and shutter speed. Very useful if you want to take over some of the automatic functions of your camera to move away from Point & Click. All you have to do to recover this info is type Command/I when the picture you're interested in is highlighted, and then select Exposure on the screen that appears.

TMUG Insider, Pleasanton, CA

Use Your Own Background Picture

To use a picture from your iPhoto library as Desktop Picture, Control/click on the Desktop and select "Change Desktop Background." Select the Photo Library. Choose a picture and it becomes your Desktop background.

Mouse Droppings, Corvallis, OR



iTunes

Album Artwork

Q: I'm using iTunes v4.5 on an eMac. I have been able to drag album artwork to the square in bottom left corner, but how does one change or delete an unwanted artwork?

—David and Susan Swaroff

A: You can add and remove artwork to any track through Get Info. Click the track you want to change and choose File > Get Info. Now click Artwork. To delete the existing artwork, click it once to highlight and then click Delete. You can now add new artwork by clicking Add (or by dragging and dropping the artwork into the window). Interestingly, this method of adding artwork allows you to bind a number of images to a single track, including the front, back and even booklet artwork.

macHOME HotTips

Break Up Audiobooks

Q: I download audiobooks from iTunes, but the files are too big to burn to a CD. Is there a way to break apart the file?

A: Yup, in iTunes. Let's say you have an audiobook that is 2 hours and 15 minutes long (135 minutes) and a box of 650MB CD-Rs, which hold 74 minutes of audio each. You need two CDs. First, create a new iTunes Playlist and drag the audiobook into it. With the title highlighted, press Command/I (Get Info); in the resulting dialog, click the "Options" tab, check the "Stop Time" box, change "Stop Time" to 1:14:00 (1 hour, 14 minutes), and click "OK." Burn the CD. To create disc two, open Get Info again, check the "Start Time" and "Stop Time" boxes, change "Start Time" to 1:14:00 and "Stop Time" to 2:15:00, and burn again.

MacAddict Magazine

Miraculous iTunes

AirPort Express, Apple's portable wireless base station, which can also stream music between an AirPort-enabled Mac and your home stereo, is darned close to a miracle. But its miraculous musical nature so overwhelms some people that they fail to explore the cooler capabilities provided by iTunes.

For example, you can stream music stored on an iPod attached to your Mac by flipping that iPod into Manual mode (via the iPod Preferences window), selecting a song or playlist on the iPod, and clicking on iTunes' Play button. You can also create an EQ setting in iTunes so that when music streams to your stereo, music with that EQ will play on its remote speakers — a real boon if you have speakers that need a little nudge

on the low or high end. Finally, if you have a music recorder of some kind attached to your stereo — a Minidisc or cassette deck, for example — you can use it to record music streamed from the Internet radio stations included with iTunes.

*Chris Breen's Mac 911
via Mouse Droppings, Corvallis OR*

Free Music? Really!

Sometimes when I'm working at my computer I realize that the room is really quiet and I wonder why I'm not listening to some kind of music. At times it's because I can't decide what to listen to out of literally thousands of music files in iTunes.

Strangely, my computer room is one of the only rooms in the house with no radio! So, I discovered that there is a free application called MacAmp Lite X that lets you add streaming web sites that will play in the background while you're working.

The most difficult time I had using it was finding streaming web sites with the music that I wanted. Once I found a site, it would launch iTunes with the name of the site listed. Then it was as simple as selecting and dragging that line from my iTunes window into the MacAmp window and saving the MacAmp playlist.

I now have three different live streaming jazz stations that I can listen to at any time. MacAmp even has a control bar available at all times that I can use to stop the music or switch stations! All for free!

Charlotte MacWorkshop, Charlotte NC

Use iTunes to Convert MIDI Files to Audio Files

As everyone knows, MIDI is not sound, but instructions for playback

of sound. The actual sound is generated by the local synth (which makes MIDI a good choice for internet music). If you burn a MIDI file to CD, it is just data and cannot be played on a CD player. You have to send the playback to a synth, record the synth in a digital editor, and burn those files to create actual music files. But create a playlist in iTunes with MIDI files, then burn that to CD and it burns audio files that can be played back on a CD player. It appears to convert the QuickTime synth sounds in real time while burning. Not even ProTools has a similar feature. Pretty slick.

Charlotte MacWorkshop, Charlotte NC



Play Songs as Reminder

You can have iCal play an iTunes song or a System sound as a reminder. To test this, create a New Event. Click and hold on the word "None" next to alarm. Select "Open File."

Next you will now see the word "iCal" beneath alarm. Click and hold and select "Other" and navigate to the song or sound you wish to use as a reminder. Just navigate to the iTunes Music folder, or to the Sounds folder and select a song or sound. The Sounds folder is located at Macintosh HD > System > Library > Sounds.

Mouse Droppings, Corvallis OR



I Said What?

Did you know that iChat automatically keeps a log of all your conversations? You can look up

what you said or what was said to you months or years later — very useful for finding addresses, phone numbers, and old stories.

Chat transcripts are kept in your Documents > iChat folder. To disable this feature, go to iChat > Preferences > Messages (or Command/Comma to save some clicking) and unclick that option.

TMUG Insider, Pleasanton, CA

Picture Yourself with iChat AV

When working with iChat AV and any FireWire camera, you can quickly create a photo of yourself to paste into an email or post on the Web. Just open the "Buddy List" window, click on the camera icon and press Command/C. You'll then have a nice picture (assuming you take a nice picture) to share with the world.

TMUG Insider, Pleasanton, CA



Fill Up the Garage (Band)

Q: In GarageBand, how do I take a single instrument and make it sound like an entire section of the same instrument playing at once? —Anthony K. Welch

A: Don't add multiple iterations of the same track — you'll just use a load of CPU cycles to produce a sound no richer than that of the original track. Instead, slightly change one track's position in time or alter its timbre, or tonal character. Moving its position in the stereo field after making these kinds of adjustments will also help distinguish each track. Here's how you go about it:

Place two copies of the same track in GarageBand. Pan one all the way to the left and the other all

the way to the right. Double-click on the name of a track to bring up the “Track Info” window. Click on the “Details” triangle to reveal the track’s effects.

From the first pop-up menu, which reads “None,” select “AUDelay” and click on its “Edit” button. In the resulting AULDelay window, push the “Dry/Wet Mix” slider all the way to the right for a setting of 100 — this ensures that you’ll hear nothing but the affected sound. Change the “Delay Time” to 0.0576 seconds to delay that instrument slightly. Set the “Feedback” slider to 0%, and move the “Lowpass Cutoff Frequency” slider all the way to the right, to 22050 Hz. You’ll now hear two distinct instruments coming from the mix’s left and right channels.

*Chris Breen’s Mac 911
via TMUG Insider, Pleasanton, CA*



Address Book

Address Book Groupees

In the Address Book, you can easily tell which group or groups a contact is in. Select the contact and hold down the Option key. Any group or groups the contact belongs to lights up highlighted yellow.

Mouse Droppings, Corvallis, OR

Quickly Add a Sender to Your Address Book

Highlight or open the message from the person you want to add to your Address Book, then press Command/Y.

macHOME Journal

Get a Map

Get a map of the address of any contact in your Address Book. Click and hold on the gray

“home:” beside the address. You get three choices: draw a map, copy the address to the clipboard, or copy the URL for the map for the contact. When “Map Of” is selected, MapQuest opens and displays a map to that address.

Mouse Droppings, Corvallis, OR

Activate Speech Recognition for Cool Address Book Tricks

Your Mac has been able to recognize speech for several years. But until recently, this feature was little more than a novelty. However, with the release of Mac OS X 10.3, quite a bit of functionality has been added to the system preference.

For example, instead of taking the time to launch the Address Book application to look up a number, with the Apple “Speakable Items” activated, you’d simply say “Phone for Papa Johns” and the system preference would look up the number and display it in large type on your screen.

As we mentioned, you must have Apple “Speakable Items” turned on to use speech recognition. To do so, choose Apple > System Preferences and select the “Speech” pane. Then, activate the “On” button in the Apple “Speakable Items” section. You’ll notice that you can also choose to activate this option whenever you login.

Next, choose the “Listening” tab and set the method you wish the computer to use to monitor for possible commands (you can either have it listen only when you press a certain key or listen only after a key word is spoken).

There are a number of other useful Address Book commands included with the new release. For example, you can say “Mail to Ron Wilder” to automatically launch the

Mail application and, assuming the Address Book has an email entry for that individual, create a message addressed to him. Or you can select an item in the Finder and say “Send this to Ron Wilder” to address a message to the individual with the file attached.

To view all of the speech commands associated with the Address Book, just say “Open Speech Commands window,” to display the Speech Command list.

TMUG Insider, Pleasanton, CA



Apple Mail

Quickly Send a Message

Done typing? Don’t reach for the mouse. Press Command/M to send it immediately. (Think “Deliver” instead of “Send.”)

macHOME Journal

Password Problems in Mail 1.3.3

I was having problems with my email passwords becoming “unstuck” regularly, so I did some research and got the following info from Apple’s Knowledge base. I did the first three things on the list, and the problem was corrected.

If you click “Save password” in a dialog box in Mail, but still have to enter your password, try the following:

1. Open Keychain Access, located in Applications > Utilities (or click the link below). Locate and delete the IMAP or .Mac user password item. If this item does not exist, choose File > New Password Item. Enter your IMAP or .Mac account information and password. Click “Add.”

2. Open Keychain Access, located in Applications > Utilities. Choose Window > Keychain First

Aid. Select the account you want to check and click “Verify,” then click the “Start” button. If the log that appears suggests repairing, click “Repair,” then click the “Start” button.

3. Open Disk Utility, located in Applications > Utilities. Select the volumes (for your hard disk or disks) in the list of disks and volumes. Click “Verify Disk,” then “Repair Disk” if necessary. Send a test email to yourself.

4. If your password still isn’t being saved, choose Mail > Preferences and click “Accounts.” Delete the IMAP or .Mac account that is not saving your password.

— Victoria Maciulski

TMUG Insider, Pleasanton, CA

Summarize a Long Message

If you don’t have time to read an entire message, read a summary. Click in the body of the text and Select All (Command/A). Now select “Summarize” from the Services item of the Mail menu.

macHOME Journal

Back Up a Folder

Drag a folder from your mailboxes drawer to your desktop. Notice as you drag it, your cursor gets a green plus sign, indicating it is going to make a copy. When you let go, all the messages in that folder are copied to a file in “.mbox” format.

You can now move that file somewhere for safekeeping. This is a great tip for all those emails you collect and don’t know what to do with (you don’t want to delete them, but you don’t need to read them either). Create a new mailbox folder and move the messages you want to archive into that folder.

Once all the messages are in the

folder, drag it to your desktop. Then delete the folder (which will delete the messages in it). You can restore them by dragging the .mbox file from your desktop back onto your mail window.

macHOME Journal

Use Drafts as Templates

If you have certain messages you use often, save them as drafts by composing your message and clicking the “Save as Draft” icon. Make sure you enter a subject so you can quickly identify your message.

When you want to send your template, go to the Drafts folder and highlight the desired message, then select “Redirect” from the Message menu.

macHOME Journal



AppleWorks

AppleWorks Quirk

A word of warning to AppleWorks users about a strange quirk in the program. If you rename or move an Apple Works document that you have open in the Finder, the program will no longer save the document while you are working on it. The Save command will still appear to be working, but your new data is not being saved.

My wife found this out the hard way and lost more than five hours worth of work on an important paper. She had typed about 18 pages, but the last recorded save was at the three-page mark!

Save yourself the frustration of this ever happening to you and do not rename or move an Apple Works file that you currently have open. — Wayne Miller

macHOME Journal



Email

Use False E-Mail Addresses

Frequently, we are required to provide an email address that has to be verified by replying to an email. If you don’t want your email address given out, make up any name and add it to @mailinator.com, then go to that site to check on your email to reply. After a few hours, the email address will be deleted.

Design Tools Monthly

Drag and Drop a File to Attach It

You don’t need to click the paper clip to attach a file, just drag it onto your message.

macHOME Journal



Internet

Test Your Internet Speed

ZDNet will test your Internet connection speed and compare it to theoretical standards for modem, ISDN, DSL, and cable connections. Each time you run the test, the speed varies, so run it several times and take an average. <http://webservices.cnet.com/zdnet/bandwidth/>

Design Tools Monthly

General Tips for Cable Modem and DSL Users Having Trouble Maintaining a Connection

1. If your TCP/IP Control Panel is setup for “DHCP”, ask your Internet provider about changing to a static IP address.

2. Run a fairly recent Mac operating system on your computer. I’ve used Mac OS 8.6, 9.0.4, 9.1 and Mac OS X without problems. I’ve read of people who have problems with Mac OS 8, 8.1, 8.5, 9.0.

3. Set the User Mode (under

the Edit menu) in the TCP/IP Control Panel to Advanced, Click the “Options” button, and uncheck “Load only when needed.”

Mad Mac News, Madison, WI

Seminars

There are all sorts of online seminars at <http://seminars.apple.com/seminarsonline/>. Seminars include Keynote, GarageBand, and digital photography.

Mouse Droppings, Corvallis OR

See How Your Site is Linked

This is a great site that I came across recently and is worth looking at: <http://www.marketleap.com>. The MarketLeap tools to try are:

- Link Popularity Check
- Search Engine Saturation
- Keyword Verification

In addition to giving you some of the best reports, MarketLeap also has a very good section on how to improve your website traffic.

AZ-Web.com

Set Default Browser

If you have decided to use a different web browser as default, there is one step to take to prevent URLs that you click from opening in the previous default browser. For example, to set Safari as your default browser, open Safari, go to Preferences, General tab and select “Safari” under the Default Web Browser choice.

Mouse Droppings, Corvallis, OR

Zip Right to Your Zip Code

Trying to understand how ZIP codes relate to the United States has never been easy, but we’ve found a site that puts it all together in a visual and fun manner. Point your Web browser to <http://acg.media.mit.edu/people/fry/zipdecode> and

check out the zip decode tool. To use it, simply type a ZIP code, but do it one number at a time. A map of the United States is displayed containing all the ZIP codes in the country and, as you type, the area narrows. By the time you get to the fifth letter, your ZIP code is down to a specific city, which is displayed on-screen. We’ll admit this isn’t a tool you’ll use every day, but it is interesting to see how ZIP codes are arranged. Try entering some random numbers just to see where you end up.

TMUG Insider, Pleasanton, CA

Searching the Numbers with Google

Another new feature in Google, appropriately named “Search By Number,” allows you to get quick access to information about certain types of numbers — specifically, UPS and FedEx tracking numbers, patent numbers, FAA airplane registration numbers, and FCC equipment identifiers. To search for a UPS tracking number, simply type the tracking number provided by UPS in the Search Google box. For FedEx, you must put the word “fedex” and a space before the 12-digit tracking number, as in “fedex 123456789012.”

Searching patent numbers is similar to the FedEx example, as you must enter the word “patent” and a space before the patent number. If you type “patent 4012019,” you’re taken to a new page with a link to search the U.S. Patent Office’s database of patents. Google also searches the Web for any documents that match those search terms, in case you’re looking for information outside of the U.S. Patent Office. We haven’t done too many patent searches before, but

people we’ve talked to that have find this new feature to be a real time-saver as compared to directly searching the U.S. Patent Office’s database.

TMUG Insider, Pleasanton, CA

Reverse Definitions

Looking for a word definition online? Try working in reverse. A reverse dictionary allows you to describe a concept and then search through a list of words that are related to that concept. It’s a good way to find that perfect word, locate a group of related words, answer simple questions, and even cheat a bit on your next crossword puzzle. The best way to understand a reverse dictionary is to try one out, so open your Web browser and navigate to <http://www.onelook.com/reverse-dictionary.shtml> or <http://www.ultralingua.net/dictionary> for some good examples on online reverse dictionaries and to try them out on a concept of your own.

TMUG Insider, Pleasanton, CA

Past Searches

The last ten searches you performed in Google are instantly available. Click the little magnifying glass icon in the Google text search block and hold it to view them.

Mouse Droppings, Corvallis OR

Safari

Spelunk Safari

Do the Debug

First we’ll enable the Debug menu by tweaking Safari’s .plist file. Quit Safari and launch the Terminal (Applications/Utilities); at the prompt, type:
defaults write com.apple.Safari

IncludeDebugMenu 1
press “Return,” and close the Terminal. Launch Safari, and you’ll see the Debug menu to the right of the Help menu.

To get rid of the Debug menu, launch the Terminal, type:
defaults write com.apple.Safari IncludeDebugMenu 0
and press “Return”.

You can also enable the Debug menu by using TextEdit (Applications > TextEdit) to open the file user name/Library/Preferences/com.apple.Safari.plist. Find <key> IncludeDebugMenu </key>; immediately after that line, change <string>O</string> to (string >1</string>. Save the file, launch Safari, and enjoy the Debug menu.

Brandish Your Bookmarks

Although many browsers can’t directly import Safari’s Bookmark.plist file (located in user name/Library/Safari), there is one format practically all browsers can understand: HTML.

To export your Safari bookmarks in this format, select Debug > Export Bookmarks. Loading bookmarks from another browser into Safari is just as easy. Save or export your bookmarks from the other browser as an HTML file; then go to Safari, select Debug > Import Bookmarks, and navigate to the file.

Bonus: You can drag your exported Safari Bookmarks.html file into an open Safari window or onto the Safari Dock icon to open the file as a page of clickable hyperlinks.

Access Safari-Unfriendly Sites

Sooner or later it happens to every Safari user — you click on a link and get a message informing you that the site doesn’t support

your browser. Sometimes this is due to Windows-dependent elements on the page. But in many cases, it just means the lazy site owner hasn’t tested the page with Safari and simply doesn’t know about the lapse of browser manners.

Select Debug > User Agent and choose a supported browser. Selecting Windows MSIE 6.0 works with most sites. The new User Agent will apply only to Safari’s currently active window or tab. When you change the User Agent, the page you’re on will reload, but if the site has already redirected you to a “Browser not supported” page, you may need to use the Back button and click the original link again. If Safari still can’t handle the site, you can use Debug > Open Page With to open the page in another browser.

Speed-Test Your Own Site

To summon the Web-page stopwatch, select “Show Page Load Test Window” from the Debug Menu. Enter your site’s URL in the bar, specify how many times you’d like to run the test and whether to clear the page from Safari’s cache, and then click “Start” to begin. If you have multiple sites to test, use Text Edit to create a text file listing them, one per line; choose “Suite” from the drop-down menu and type in the full path to the text file. Safari will test each URL in the file, reporting both individual site results and a cumulative result for the suite.

MacAddict Magazine

Safari’s Bookmarks

Q: What’s the shortcut for adding a URL into Safari’s Bookmarks menu?

A: Shift/Click the little plus icon next to the URL you want to add.

MacAddict Magazine

Speed Up Safari

Some people experience a significant delay or a slowdown in Apple’s Safari Web browser after using it for a while. One possible reason is that Safari stores icons for bookmarked Web pages. To delete the icons:

1. Go to Users/username/Library/Safari/Icons and delete everything in the Icons folder
2. Highlight the Icons folder and choose File > Get Info.
3. Click the triangle next to Ownership & Permissions and change the Owner to you and set the access to “Read Only.” Then set the other access pop up menus to “No access.” This will prevent new icons from being added to the Icons folder.

Design Tools Monthly

Use Search Term More Than Once

Sometimes, entering your search term a second time will provide different results. Enter “Macintosh” into the search field and hit “Return.” The top result should be Apple’s home page. Now type “Macintosh Macintosh.” The resulting listings will be more focused on the pages where the word “Macintosh” appears repeatedly. Try entering it three or four times and see how the results change.

macHOME Journal

Bookmark Repetitive Searches

If you routinely conduct an identical search on the Web, you can often save time by doing the search one time and then bookmarking the results page. For instance, let’s say you’re always looking for old albums of Jimmy Buffett on eBay. Simply enter the singer’s name as the criteria in the Web site’s search engine and

then press the “Enter” key. Then, once the results appear, bookmark the page.

Now, whenever you want to perform the search, just choose the bookmark. If you’d like, you can even set the browser to automatically open this search results page as the home page location when you open your browser.

Keep in mind that due to the manner in which some search engines work, you can’t always use this technique (although it works 90 percent of the time). Sites where this won’t work normally include a note such as “Don’t bookmark this page” somewhere within the search criteria.

TMUG Insider, Pleasanton, CA

Fix for Safari 10.3.7 Slowdown

If you are experiencing slow performance or crashes in Safari after installing Apple’s Mac OS X 10.3.7 update, try reinstalling Java 1.4.2 Update 2. Many users are reporting improved performance, better stability, and access to sites that had previously wouldn’t load. The Java updater is available at www.apple.com/support/downloads/javaupdate142.html

Design Tools Monthly

Speed Up Safari

And you thought web surfing over a Bluetooth & Cellphone connection was too slow. For faster browsing, you can turn off image loading in Safari. Command/Comma (,) to enter preferences. Under Appearance, unclick “Display images when page opens.”

TMUG Insider, Pleasanton, CA

Scrolling in Safari

How many ways can you scroll

in Safari. You should play with all of these choices to determine what is best for you:

- Click in scroll bar
 - Use scroll arrows
 - Use home and end keys
 - Use Page Up and Page Down keys
 - Use Up and Down Arrow keys
 - Use Left and Right Arrow keys (horizontal scrolling)
 - Try Appearance System Preference choices:
 - Change placement of scroll arrows
 - Change scroll bar click choices
 - Use smooth scrolling
 - Minimize window
- Mouse Droppings, Corvallis, OR*



Internet Explorer

Lorem Ipsum

Lorem Ipsum is that fake type that looks like Latin. It is used to create dummy type for designs. There are some great lorem ipsum generators at:

<http://www.lipsum.com/>

<http://www.tecknik.net/loremipsum/>

Small Dog Electronics smalldog.com



QuarkXPress

Switch Table Directions

Sometimes you need to convert a horizontal table to a vertical table in QuarkXPress, or vice-versa. The Cell Fill Order pop-up menu in the “Convert Text to Table” dialog makes this easy. When converting text to a table (Item > Convert Text to Table) just choose “Top Down, Left to Right” instead of “Left to Right, Top Down?”

If your text already has been converted to a table, you can

convert the table back into text, then follow the steps above.

Design Tools Monthly

Safely Save QuarkXPress 4 Documents in QuarkXPress 6

One way to prevent file corruption when opening and saving QuarkXPress 4 documents in QuarkXPress 6 is to NOT simply open them and save them in version 6 format. Instead, hold the Option key while choosing File > Open and then select your QuarkXPress 4 document. This will force QuarkXPress 6 to rebuild the document using only the information that makes QuarkXPress 6 happy. Then, re-save the document by choosing File > Save As. (If the document is on a networked file server, copy it to your local hard drive first, then perform the above steps.)

Design Tools Monthly



InDesign & QuarkXPress

Word Break Tips

QuarkXPress:

To add a discretionary hyphen to a word, press Command/Hyphen where you want it to hyphenate. (A discretionary hyphen will break a word when necessary, but disappear if the word wraps to the next line.)

To prevent a word from hyphenating, press Command/Hyphen before the word.

To break a word or sentence at the end of a line, without using a hyphen, press Command/Return where you want it to break.

InDesign:

To prevent a word from hyphenating, press Shift/Command/Hyphen before the word.

To prevent a word or phrase from breaking, select it and then choose “No Break” from the Character pane’s palette menu.

To add a discretionary hyphen to a word, press Shift/Command/Hyphen where you want it to hyphenate. (A discretionary hyphen will break a word when necessary, but disappear if the word wraps to the next line.)

QuarkXPress or InDesign:

To create a quick hanging indent, go to the first line of the paragraph and press Command/backslash where you’d like the 2nd, 3rd, 4th, etc., lines to indent.

All these invisible characters can be removed later by backspacing over them.

Design Tools Monthly



InDesign

Move Pictures

To move a picture inside its frame in InDesign, Command/drag the picture.

Design Tools Monthly

Remove PDF Crops

When placing a PDF into an InDesign document, and the PDF has crop marks, you can trim those crop marks off while placing it: enable the “Show Import Options” checkbox in the Place dialog, then in the “Crop To” pop-up menu, choose “Trim.” —David Creamer

*Mac Design Magazine
via Design Tools Monthly*

Creating Color in Swatches Palette

For some strange reason, you can’t click the “New Swatch” button unless a color is selected and, when you do so, it creates a

copy of the selected swatch instead of creating a new one! To create a new color swatch, Option/Click the “New Swatch” button on the Swatches palette (F5). This opens the New Color Swatch dialog box, in which you can mix a new color or choose one from the available color libraries, accessible from the Color Mode pop-up menu. Click “OK” when you’re done to save the color in your Swatches palette.

There’s also a really quick and easy way to create a spot color version of an existing process color swatch in your Swatches palette. Simply select the process color swatch and then Command/Click on the “New Swatch” button.

—Element K Journals

LIMac Forum, Long Island NY

Free Templates

Download free templates for InDesign documents at <http://desktoppub.about.com/od/templatesindesign/>.

InDesign Magazine

Add Two Guides at Once

In InDesign, you can create both a horizontal and vertical guide at the same time by holding down the Command key while you click and drag from where the rulers intersect (the small square in the upper left corner of the document window). Use this tip to add guides to the corner of an object. www.fluxconsulting.com

Design Tools Monthly

Efficient Zooming

In InDesign, pressing Command/plus (+) increases the zoom level, while pressing Command/minus (-) decreases the zoom level. If an item is selected first, InDesign centers that item when it zooms.

Here’s a clever technique: zoom into a selected item by pressing Command/plus repeatedly, then press Option/Command/plus one time to zoom back out to your original zoom percentage.

Design Tools Monthly

All My Quotes Have Turned Dumb

Q: Suddenly InDesign no longer automatically applies smart quotes when I type. “Use Typographer’s Quotes” is turned on in the Typographic Preferences. But no matter what typeface I choose, InDesign refuses to change the dumb quotes to smart quotes.

—Stumped in Seattle

A: Check what language is applied to your text. If the language has been set to No Language, InDesign doesn’t know how to apply typographer quotes. So it leaves the character as a dumb quote.

InDesign Magazine

New Blog for InDesign Users

Stay in touch with the InDesign community by checking out this Weblog (“blog”) put together by publishing man-about-town Steve Broback.

<http://www.indesignupdate.com/>

InDesign Magazine

Find Font Foible

Sometimes, when you open a document, InDesign alerts you that you don’t have one or more fonts available and offers to open the Find Font dialog box for you. Find Font is great at swapping one font for another, but you have to watch out for one thing: It won’t change the fonts within paragraph and character style definitions! So it only changes the text on the

document pages, not the underlying styles. You have to change the styles yourself manually.

*David Blatner's Tips & Tricks
by ALAP, Inc.*

Zap Palettes

In InDesign, you can hide or show all palettes by pressing the Tab key (when not in a text frame, of course!). To expand or collapse all open palettes, press Option/Command/Tab.

Design Tools Monthly

Double-Clicking Boxes

Option/Double-clicking on a text frame with the Direct Select tool opens the Text Frame Options dialog box.

If you Option/Double-click on a picture with the Direct Select tool, it launches Edit Original.

Try it with an interactive object (a movie, sound or button) and you get the Options dialog box for that type of item.

—David Blatner

LIMac Forum, Long Island, NY



FreeHand

FreeHand Knife Tips

When using the Knife tool:

1. Press the Option key as you drag to temporarily make straight cuts.
2. Press Option/Shift as you drag to make a straight cut at a 45-degree angle.
3. To use the Knife as an eraser, double-click the Knife tool and in the resulting Knife Options dialog box, check “Close Cut Paths” and set the Knife to a large width.
4. The Knife tool cuts only selected objects.

Design Tools Monthly



Illustrator

Use Illustrator Color Libraries in InDesign

To use an existing Illustrator Color Library in InDesign, select it in Window > Swatch Libraries > Other Libraries

Design Tools Monthly



MS PowerPoint

Put a Spin on PowerPoint

Q: I found an amusing PowerPoint show file I'd like to put my own spin on. Is there a way to edit .pps files in PowerPoint?

A: Yes, you have two choices. Instead of double-clicking a .pps file to open it, which puts PowerPoint in full-screen presentation mode, select File > Open in PowerPoint and select the .pps file. Alternately, change the .pps extension to .ppt so that the file will launch PowerPoint proper whenever you double-click it.

MacAddict Magazine



MS Word

Faster Go To

Double-click the left end of the status bar to bring up the “Go To” tab so you can jump to an item in your document such as bookmark, a specific page, a table, a section, and so on.

TMUG Insider, Pleasanton, CA

Send a Word File as an Attachment

You just finished that report the boss wanted. Instead of saving it to your hard disk, switching to your email program, starting a new email and then attaching it, just select “Mail Recipient (as

Attachment)” from the “Send To item” of the File menu. The document will be automatically attached to a new message in your email program. All you will need to do is supply the email address and any additional text.

macHOME Journal

Styles As You Go

Define styles on the fly: Format a paragraph the way you want, type a name in the Style box on the Formatting toolbar, and press “Enter.”

TMUG Insider, Pleasanton, CA



MS Entourage

Entourage Agonies

Q: I'm not really sure how this happened, but I'm hoping you have an easy fix for me. I have almost two dozen folders within Entourage, and I have my mail automatically sorted into these folders as it arrives. There's a folder for work, a folder for each of my friends, and so forth. Somehow I dropped the folder for work into Deleted Items.

The next time Entourage went through its cleanup schedule for Deleted Items (a schedule I had assigned myself), it deleted all messages older than a week, including 8,000 important messages that I had in my work folder. Thankfully, I had a recent backup.

In August 2004, I had upgraded from Office v.X to office 2004, and I never bothered to trash my Office X Identity, so most of my messages are still there. I'm just wondering if you could tell me the best way to re-import these messages.

Unfortunately, I can't simply choose that one folder to import,

and I don't want to have to import my entire database of messages because it will give me thousands of duplicates. Is there an easier way to do this? — George Miller

A: There is actually a very easy way to move one folder of mail from Entourage v.X to Entourage 2004. You'll have to reinstall Office v.X, though, if you don't still have it on your hard disk. (Do not bother with the full install — just drag-and-drop the Microsoft Office v.X folder into your Applications folder.)

Open Entourage v.X. Given that you haven't tossed out your Office X Identities folder, everything should appear just as it was before you upgraded.

Find your work folder and then drag it to the desktop. Depending upon how many messages you have, it might take a few minutes for the copy to complete.

Once it's done, you'll see a file on the desktop called "work.mbox." Close Entourage v.X and then open Entourage 2004. Now drag the work.mbox file to the folders list. In a few minutes, your messages will be back in place.

macHOME Journal



FileMaker Pro

Text Pasting Tip for FileMaker

Lots of things changed with FileMaker 7. If you prefer to paste text into a field and retain the text's original formatting from its source, simply Edit > Paste it (Command/V). But if you prefer that when you paste the text, it takes on the formatting of the field you're pasting it into, just add the Option key when pasting (Option/Command/V).

Design Tools Monthly



QuickTime

Full-Screen QuickTime

The free version of QuickTime Player will not play full-screen movies, unless you know this trick. Launch AppleScript's Script Editor (Applications > AppleScript) and enter the following script:

```
tell application "Quicklime Player"
    activate
    present
end tell
```

Then save the script as an application. Open a movie file in QuickTime Player and run the script by double-clicking on it. Your movie will fill the screen. —Nathaniel Black

*Chris Breen's Mac 911
via Mouse Droppings, Corvallis OR*

Saving Edited QuickTime Movie

With QuickTime Pro, you can delete tracks and paste tracks. Then you can save the edited version.

There are options:

- Save "with dependencies".
- Save as a "self-contained movie".

I removed the sound track in a QuickTime movie and pasted in a different track (from another movie). Then saved the edited movie. On my computer, the edited movie loaded properly. But, on any other computer, I got a message that QuickTime could not find "track 8.mov". That was puzzling, since there were only six tracks in the movie.

After playing around with it a while, I remembered that the song I pasted had been extracted from a music CD, and it was "Track 8" on the CD (and, I had not renamed that file). I had saved the edited movie "with dependencies", which means that, when I opened the movie on my computer, QuickTime

automatically loaded that audio track. But the audio track was not found on the other computers.

The solution was to save the edited movie as a "self-contained" movie. Then, anyone can play it without having to have all the original files. —Cyrus Roton

Apple Barrel, Ridgecrest, CA



Preview

Full-Screen Mode in Preview

When using Apple's Preview application to view a document (PDF, JPEG, TIFF, EPS, etc.), remember that you can view the document in Full Screen mode by choosing View > Full Screen. This hides the menu bar and everything else, showing only the current document. To escape from Full Screen mode, press the "Esc" key on your keyboard. —Robert Barnes

Design Tools Monthly



Scanners

Best Scan Resolution for Line Art

When scanning line art (such as a logo or signature), try to create a file containing 900 ppi, at the size you'll be printing it. The human eye can't distinguish differences in image quality past 900 ppi, and lower ppi may show jagged edges when printed on an imagesetter. (For laser printed output, 600 ppi should be fine.)

Design Tools Monthly



Credits & Special Thanks

These Hints and Tips are compiled from Mac User Group newsletters from across the country and other sources including:

- *Mouse Droppings*, newsletter of the Corvallis Macintosh User Group in Corvallis, Oregon, one of the oldest and most active user groups in the country. *Mouse Droppings* is the home of Phil Russell, a respected Macintosh writer and the main source of hints and tips published by me over the years, as well as other MUG newsletters throughout the world.
- *Apple Barrel*, newsletter of the Ridgecrest Apple User Group, Ridgecrest California.
- *Charlotte MacWorkshop*, newsletter of the Macintosh Users Group in Charlotte, North Carolina.
- *LIMAC Forum*, newsletter of the Long Island Mac Users Group in Seaford, New York.
- *Mad Mac News*, newsletter of the Madison Macintosh User Group in Madison, Wisconsin.
- *TMUG Insider*, newsletter of the Tri-Valley Macintosh Users Group in Pleasanton, California.
- *Small Dog Electronics*, an Apple Specialist and resellers of Apple Macintosh computers, peripherals, and software. www.smalldog.com
- David Creamer's I.D.E.A.S. (Intelligent Design and Electronic Art Services), a long-time Certified Apple Consultant, Authorized QuarkXPress trainer, and Adobe Certified Expert and Training Provider. He also teaches Dreamweaver, Fireworks, and FreeHand, and is a FileMaker Solutions Alliance Trainer. David is also a long-time contributor to Mac Design (formerly MacToday) and other publications. www.ideastraining.com
- *OSXFAQ.com* — One of the world's top OS X tip sites. Currently administered by Scott Sheppard.
- *David Blatner's Tips & Tricks by ALAP, Inc.* — An InDesign plug-in from A Lowly Apprentice Production Inc. (ALAP), a leading provider of extended technology for the publishing and graphic design industries, and source of many excellent plug-ins for InDesign, QuarkXPress, and Photoshop. www.alap.com
- Michael Flaminio's macnews@insanely-great.com — A Macintosh newswire service that provides daily news updates on everything Macintosh. Subscribe to free daily emails by going to: www.insanely-great.com/macnews.php
- *The Design Authority*, "your best source for ideas, techniques and inspiration." Design tips and shortcuts for print and Web. Published by Element K Journals. Check out their website for subscriptions to many concise, easy-to-read monthly journals for a variety of topics. www.elementkjournals.com
- Jay J. Nelson's *Design Tools Monthly* — An executive summary of graphic design news which includes Mac news and rumors, new software and hardware announcements, upcoming seminars and shows, interesting websites, and other valuable information. You may request a free sample copy of this monthly newsletter by going to www.design-tools.com or calling 303.543.8400.
- *Mac Design Magazine* is the top graphic design magazine published today, and it is published for Mac users only. *Mac Design* is edited by Scott Kelby, the President of the National Association of Photoshop Professionals and also editor of *Photoshop User*, the NAPP's excellent newsletter.
- *InDesign Magazine* — a complete resource for InDesign professionals. Published by Creativepro.com in PDF format. www.indesignmag.com
- *Macworld Magazine*. The ultimate resource for Mac users. Each issue is packed with practical how-tos, in-depth features, the latest troubleshooting tips and tricks, industry news, future trends, and is home of Chris Breen's Mac 911 columns. www.macworld.com.
- *MacAddict Magazine*. "A better machine. A better magazine." Every issue of MacAddict is packed with in-depth how-to articles, fact-filled features, and expert reviews, plus a monthly CD of hot product demos, tutorials, freeware, and video how-to stories and interviews. www.macaddict.com
- The *MacHome Journal*, the ultimate magazine for the Macintosh consumer, offering practical advice for everyone. *MacHome Journal* offers excellent how-to articles and advice on purchases, and Hot Tips on line. www.machome.com.
- *AZ-Web* is a web design and hosting firm with a personalized approach to every client. They have been building and hosting custom business web sites since 1998. www.az-web.com.
- Victoria Herring
- Andrew Patton

If you are not a member of a Macintosh User Group, I highly recommend that you find one in your area and join. User groups are the greatest source of information and help available to all Mac users — from novices to experts. You can find one in your area by going to apple.com/usergroups/find.