



# Hints & Tips

*www.mac-hints-tips.com*

Happy New Year!

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



## Feedback

### Two Keystrokes

Two keystroke tips that may be commonly known, though I've never seen them listed:

#### *App Switcher*

Once App Switcher is selected (Command/Tab), holding Command and pressing Tab moves you forward through the open apps. But what may be a lesser-known feature is that if, instead of Tab, you press tilde (immediately above the Tab key) the App Switcher moves backwards through the bar. Handy when you have dozens of applications open and you overshoot.

#### *Safari*

Similarly, everyone knows that pressing the Spacebar will scroll down one screen. Shift/Spacebar will take you in the opposite direction.

*Michael Tippett*

### Consult the Dictionary

One of my favorite little secrets in Tiger is the Dictionary/Thesaurus pop-up window that appears in applications such as Safari and Mail. Simply hover your cursor over any word and press Command/Control/D to bring up a small window with the word's definition. If you keep the control and Command keys pressed, you can then mouse over other words to see their dictionary or thesaurus entries as well.

You can even highlight just part of a word (embark from disembarkation, for instance) to get the definition of a word within a word, or a part of a compound word (such as science from science fiction).

~ Lloyd Viente

In regard to the above Dictionary/Thesaurus feature, at the bottom right corner of the pop-up definition window is the word "More...." Click on it and you get the definition in a standalone window in the Dictionary application. This window is more flexible than the inline popup; you can copy and paste from it as well as change the font size.

*Lynn Rybarczyk*



## Corrections

### A Couple of Updates to Hints in the December Issue

1. You no longer need shareware to disable the cap locks key. In Tiger, go to the Keyboard & Mouse System Preferences. Click on "Keyboard" and then on "Modifier Keys..." For Cap Lock select the "No Action" pop-up.
2. Safari now emails links automatically. Go under the File menu to "Mail link to this page" (Command/Shift/I).

*Bob Smallman, Merrill WI*



## General

### Make Easy PDFs from Web Pages

Web pages change from time to time and in the past one could capture a whole web page using Internet Explorer for archiving the content. Now an almost magical way is to use Acrobat Pro 7. With Acrobat Pro active go to File > Create PDF > from Web Page. Then paste in the URL. Acrobat makes a PDF of the web page but that is not all! If there is a link on that PDF to another page, click on it and you now created another page in your original PDF. Cool!

*Lynn Rybarczyk*

### Use Key Commands

The Mac lead the way with mouse clicks, but Apple also always gives you a way to stay on the keyboard. When you realize how convenient certain keystroke shortcuts are, I suggest that you use my favorite teaching method. It is called "Punish Yourself." Here is how it works. You want to Copy something. So you go to the Edit menu. There it is, Copy. But to the right of the word Copy there is a Command symbol and a C. You could just drop down to Copy and it executes the Copy command. But using my "Punish Yourself" plan, do NOT execute the Copy from the menu. Leave the menu and use Command/C. A half dozen trips to the menu and subsequent punishment and you will now automatically use the keyboard shortcut. Give my "Punish Yourself" plan a try. Like an old dog that cannot learn new tricks, the longer you wait, the harder this will be. I know! There are a lot of keyboard shortcuts that I still fail to use.

*Mouse Droppings, Corvallis OR*

### Adding System Preference Menus

There are a number of iconic menus that you can add to the top right of your menu bar, providing shortcuts to common preferences. These menus include Volume, Displays, Battery, Classic, AirPort, Modem and PPPoE. You can add these items to your menu bar through the associated System Preferences. Just check the item to "Show [this module] in menu bar," and it will appear. You can also get rid of one of these menus at any time by holding down the Command key while you drag it off the menu bar.

*macHOME HotTips*

### A Typing Tutor

There was a time when typing tutors were a hot topic, and Mavis Beacon Teaches Typing and its ilk were among the hottest-selling software titles, yet I haven't seen such a program advertised for years. I guess the youngsters are learning at school, and the oldsters have decided they'll just plug along with two fingers.

If you have a bit of time to spare, I can't recommend highly enough the acquisition of some basic typing skills. You may not become a crack typist, but you will save an awful lot of time, and enjoy the time you spend on the Mac much more.

I recently tripped over a program named Key Advantage Typing, which costs only \$19.95 and can be downloaded from [www.programmingart.com/products/key/](http://www.programmingart.com/products/key/).

It requires Mac OS X (any version) and while I haven't tried it out, the screenshots on the Web site indicate that it has all the ingredients of a classic typing tutor application.

If you are tired of taking half an

hour to type a simple email, this could be what you are looking for. ~ Steve Cooper

*AUSOM News, Melbourne, Australia*

### Avoid Voice Mail Runaround

Tired of the "voice mail" runaround? Go to <http://paulenglish.com/ivr/> to find the secret numbers and tips to bypass phone menus to get to a human.

*Paul Taylor*

### Spring Cleaning!

Time to get out those lint-free cloths and go to work on your computer both externally and internally! Luckily, this isn't as involved as my grandmother's spring-cleaning. (Does anyone beat rugs anymore?) We'll start with the outside of the computer.

Have you been looking at greasy fingerprints on your laptop or LCD display?

#### *How to Clean the LCD*

1. Turn off the computer or display. You may need to turn off the computer in order to turn off some Apple displays.
2. Dampen a clean, soft, lint-free cloth or paper with water only.
3. Wipe the screen. Do not spray liquid directly on the screen.

You may also use a mild glass cleaner that contains no alcohol or ammonia.

While there are many commercial products available that will work without damaging the plastics, Apple has tested a product called Klear Screen, made by Meridrew Enterprises, and found it does not cause any harm to the plastics. Packages of 12 Klear Screen sell for \$9, or you can buy three packages for \$23 <<http://www.smalldog.com/product/40942/atcontest/>>

## ***How to Clean the Keyboard***

Take care not to spill any liquid on the keyboard. If you do, turn off your computer immediately. Disconnect the keyboard from the computer immediately.

If you spill liquid that is thin and clear, turn off your computer, unplug the keyboard, turn it upside down to let the liquid drain out, and let it dry for 24 hours at room temperature. If after you take these steps the keyboard doesn't work, take it to your Apple-authorized service provider for repair.

If you spill liquid that is greasy, sweet, or sticky, unplug the keyboard and take it to your Apple-authorized service provider for repair.

**WARNING:** Do not use acetone, alcohol, or any alcohol-based cleaner on your computer. Never spray cleaner directly onto your computer. Liquid could drip inside the screen or case and cause an electrical shock.

To get crumbs out of your keyboard, you can hold it upside down and give it a few shakes, use a clean brush to try to brush the crumbs out, or use a can of compressed air (be careful though, since these can contain moisture). When we are cleaning grimy, well-used keyboards to prepare them for sale, we use a paper towel sprayed with Simple Green to clean up the keys. Again, don't spray directly on the keyboard.

The best bet for a tidy keyboard is to cover it with a protector. The iSkin protectors do a good job without drastically changing the feel of the keyboard, though it does take some time to get used to the feel.

iSkin ProTouch PB Arctic White Keyboard protection for PowerBooks and iBooks: \$19.99 iSkin ProTouch PB Sonic

Blue Keyboard protection for PowerBooks and iBooks: 19.99 iSkin ProTouch Abyss Indigo Blue Keyboard protection for Apple Pro Keyboards: \$34 iSkin ProTouch White Frost Keyboard protection for Apple Pro Keyboards: \$34. [http://www.smalldog.com/search/do\\_search.php?words=protouch/](http://www.smalldog.com/search/do_search.php?words=protouch/)  
***Cleaning the Outside of the Computer***

Follow these general rules when cleaning the outside of your computer and its components:

1. Shut down your computer, and disconnect it from the power, Ethernet, and modem cables. Laptop users should remove the battery.
2. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer. Don't use aerosol sprays, solvents, or abrasives.

Really dirty computers might need the Simple Green treatment (but always spray on a paper towel, not directly on the computer).

## ***Cleaning the Inside of Your Computer***

If you aren't in the habit of repairing permissions after installing new software, now is a good time to do this. Occasionally, user permissions associated with files or applications are set incorrectly. Each Mac comes with an application called Disk Utility. Launch that, click Verify or Repair Permissions, and you are all set.

## ***Maintenance***

Read *Mac OS X: How to force background maintenance tasks (logs and temporary items)*. This includes OS 10.2 and later (including Tiger). <http://docs.info.apple.com/article.html?artnum=107388/>

Mac OS X performs background maintenance tasks at certain times if the computer is not in sleep mode. If your computer is shut down or in sleep at the designated times, the maintenance does not occur. In that case, you may want or need to run these manually.

Mac OS X periodically runs background tasks that, in part, remove system files that are no longer needed. This includes purging older information from log files or deleting certain temporary items. These tasks do not run if the computer is shut down or in sleep mode. If the tasks do not run, it is possible that certain log files (such as system.log) may become very large. These tasks are scheduled for 03:15 to 05:30 in your computer's local time zone. This is described further in "Mac OS X: Unexplained Disk Activity Produced by "find" Process".

If your computer is normally shut down at night, you may choose to force the process to start manually.

## ***How to Force Maintenance Tasks***

There are two options available to you:

1. Use a third-party application. Some third-party applications allow you to run these tasks whenever you wish. These examples include: Macaroni by Thomas Harrington; Mac Janitor by Brian R. Hill; CronMaster by Dan Klein; and weRclean by Parental Advisory You can search for these or other solutions at VersionTracker.

2. Advanced: Use the terminal.

- A. Open Terminal (/Applications/Utilities).

- B. Type: `sudo sh/etc/daily` (Optionally, for Mac OS X 10.2 or later, you can use: `sudo periodic daily`.)

**Tip:** Typing “daily” runs tasks normally scheduled for a daily interval. Type “monthly” or “weekly” in place of “daily” to runs tasks scheduled for those intervals. Weekly tasks usually require a longer time to run than others.

C. Press Return.

D. Enter your Admin password when prompted, then press Return.

E. Quit Terminal when the task is complete.

<http://docs.info.apple.com/article.html?artnum=107388/>

*Small Dog Electronics*

## Sleep

To put your Mac to sleep without mousing up to the Apple menu, hold down the Command and Option keys and click on Eject.

To pull up the Sleep/Restart/Shutdown dialog box, hold down Control/Eject. With the S/R/SD dialog box open, you can use the following keys to activate the pertinent commands:

“S” puts the machine to sleep

“R” restarts the machine

The Shut Down option is highlighted by default.

Clicking on the “Return” key will send the shutdown command.

*Charlotte MacWorkshop,  
Charlotte NC*

## Auto-Play Your Music

When you plug a music CD into your Mac, iTunes launches and automatically begins playing the CD (if that’s how your preferences are set). If you reboot your Mac with a music CD already in the drive, this doesn’t happen. You can change that behavior, however, by way of a hidden menu option.

Go to CDs & DVDs system preferences, hold down the Option key, and click the “When You

Insert A Music CD” pull-down menu. You will notice a new choice at the bottom called “Options.” Choose this, and a little pane will drop down, allowing you to click a check box: “Perform Action At Login.” Check this box, and any CD in your drive at start up will play automatically, as if you had just inserted the CD.

*MacAddict Magazine*

## One Contextual Menu for Multiple Items

You can apply Contextual Menu items to a group of selected items. For example, you can select several items, Control/click one of them to display the Contextual Menu, and apply a Label, make Aliases, or Duplicate all of them.

*Design Tools Monthly*

## Wheels within Wheels

**Q:** I use a Logitech MX300 mouse, which has a scroll wheel. The scroll wheel doesn’t work with all my applications. Do you know why, and whether there is a workaround? ~ Eric Drachman

**A:** The fault lies with your applications, not with the mouse. Not all applications include the code that would allow them to accept input from a mouse’s scroll wheel. Adobe’s Acrobat Reader 5, for example, doesn’t respond to a scroll wheel, while version 6 does.

To work around this problem, download a copy of Alessandro Levi Montalcini’s \$20 universal USB driver for mice and game pads: USB Overdrive.

Although you don’t need this utility’s primary service — making an incompatible mouse work with a Mac — it will let you assign commands such as scroll up and scroll down to your mouse’s scroll

wheel (or at least page up and page down if the application refuses to respond to the scroll commands).

*Chris Breen’s Mac 911  
via Fat Bits, Ventura CA*

## Moving Windows Behind Your Current Window

This is a really handy tip for “window overload” while you’re working in the Finder. If you’re working within a window, you can actually move non-active windows that appear behind it. Just hold the Command key and click-and-drag their title bars to move them (even though you’re moving them, it doesn’t bring them to front or make them active).

Better yet, if you want to minimize or close any of these “windows in the back,” you don’t even have to hold the Command key—just move your cursor over their inactive Close, Minimize, or Zoom buttons on the left-hand side of the title bar, and they become active (they will appear in their usual red, yellow, and green).

*MouseBytes, St. Petersburg, FL*

## The More the....

Before disappearing on vacation I wrote an item extolling the virtues of having as many digital photo pixels as you can get. No sooner had this been published than the first results of serious tests of the new 8-megapixel cameras began to appear.

Oh dear! It would appear that one of the effects of cramming an 8-megapixel sensor into the space previously occupied by a 5MP one has been a degradation of quality in two of the most sensitive areas in digital photography: image noise and blue/purple fringing around highlights.

All 8MP cameras to date use

essentially the same Sony chip, and all are affected despite the best efforts of their software engineers. Wise heads are suggesting that if think you really need 8MP, you might be well advised to wait for the next generation of chips and/or camera firmware.

Now, some users may rarely or never notice the image defects mentioned, but if you are the kind of user who plans to really exercise those 8MP in low-light shooting conditions and/or larger-than-postcard prints, you probably will.

For further information, I would recommend consulting the relevant camera test reports at the Digital Photo Review website <[www.dpreview.com](http://www.dpreview.com)>.

~ Steve Cooper

*AUSOM News, Melbourne, Australia*

## Packages

There are two kinds of “packages” used in Mac OS X, so it is as well to understand what they are. The similarity is that both contain numerous files that you don’t normally see, but the difference is significant.

The first kind of package has the orange-colored “open box” icon shown at left, above, and its file name will normally end with “.pkg.” This is an “Installer package.” To get a clue what it is for, click once on its icon and from the File menu choose “Get Info.” If necessary, click the disclosure triangle beside the label “Open With.” You will see that this kind of file is set to be opened by the Installer utility that you have in your Utilities folder (inside your Applications folder).

It is in packages like this that Apple and some other developers supply OS updates, printer drivers, and the like. Double-clicking such

a package launches the Installer, which extracts all the files from the package and installs them in their proper places, according to instructions also contained in the package. Once the installation is complete, you can either trash the Installer package, or keep it somewhere safe if you think you might one day need to reinstall whatever it contained.

The second kind of package is most often seen in the form of an application (program) such as AppleWorks. In the olden days (i.e. under Mac OS 9 and earlier), applications were often found in special folders, in which were also several folders containing ancillary files of one kind or another. Havoc could be (and frequently was) caused by the accidental deletion or relocation of these ancillary files and folders. To make things worse, application installers often placed files in other, more remote folders, without the user’s even being aware of it. This made it super-easy to accidentally cripple an application by moving files that you didn’t even know belonged to it.

Mac OS X overcomes all these potential problems by bundling up all the bits and pieces of the application into a single application package, which is really a special kind of folder with the application’s own icon.

The special thing about an application package “folder” is that double-clicking it in the normal way does not open the package itself, but rather launches the application inside it.

Interestingly, you can look inside these packages if you want or need to. Simply hold down the Control key while you click on an application package (e.g.

AppleWorks) and a contextual menu will pop up, from which you can choose “Show Package Contents.” Once you’ve opened the package in this way, you can release the Control key and explore the subfolders of the package in the normal way.

You will note that the AppleWorks package contains, inside a Contents folder, two folders named “MacOS” and “MacOSClassic.” Now you know how it happens that an OS9 version of AppleWorks launches if you are in OS9, and an OSX version if you are in OSX. Both are contained in the application package.

Despite the fact that applications and all their attendant files can be bundled up in a package, some applications still depend on folders of ancillary components — even AppleWorks is guilty. There can be valid reasons for this (e.g. the need to have user-accessible folders for storing templates) but sometimes it is just a hangover from previous (or PC) practice. Let’s hope that the practice will fade out completely over time. ~ Steve Cooper

*AUSOM News, Melbourne, Australia*

## Missing Packet

**Q:** At work, I have a Windows PC and a Power Mac. When working with recordable CDs on the PC, I can create folders, drag files, delete files, and eject the CD as if I’m working with a floppy disk. When I take the CD to my Mac, all the files are accessible, but that’s it. Is there software available for the Mac that will make the CD act the way it does on the PC?

~ Mickey Godwin

**A:** What you’re describing is something called packet writing, a process by which you write to a

CD-R multiple times. Roxio used to offer a program called DirectCD that added packet writing capabilities to pre-OS X versions of the Mac operating system. Regrettably, the program has gone the way of the Dodo. But you can use Tiger's (and Panther's) Disk Utility (and Jaguar's Disk Copy) to create CD-Rs that you can burn multiple times.

Here's how it works in Tiger.

Grab the files you want to put on the disc and place them in a single folder. Launch Disk Utility (in the folder) and choose File > New > Disk Image From Folder (in Panther, select Images > New > Image From Folder). In the resulting dialog box, navigate to the folder you created and click on "Image." In the "New Image From Folder" dialog box that appears, name the image, choose "Read-Only" from the "Image Format" pop-up menu, and click on "Save."

Select the image in the left column of the Disk Utility dialog box and click on "Burn." Insert a blank CD as requested. If you don't see any options at this point, click on the triangle to the right of the "Burn Disc In" pop-up menu to reveal them. Select the "Leave Disc Appendable" option to burn the material you chose as a single session. You'll be able to add additional sessions at another time.

Now for the caveats: this method is convenient and free, but discs burned this way don't work on Windows PCs because their format is incompatible with Microsoft's operating system. In order to use your discs on Macs and PCs, you'll need to buy one of the utilities that can burn cross-platform multisession CDs. One of the least expensive is toolsonTEN's

burnItAgainSam (\$15). It features a simple interface and burns discs in the ISO 9660 Joliet format, which is compatible with both Macs and PCs. I'm also very keen on Roxio's Toast Titanium. At \$80 it's not the cheapest utility around, but it's reliable, does far more than simply create multisession CDs, and is less cumbersome than Disk Utility.

*Fat Bits, Conejo Valley MUG*

## Desktop Printing?

### How About "Sidebar Printing?"

To create a Desktop Printer in Panther, in the Print & Fax preferences, click on "Set Up Printers," and when the Printer List dialog appears, click on the printer you want as a Desktop Printer, then press Shift/Command/D.

However, once you create a Desktop Printer, you can really make things convenient by clicking on the Desktop Printer and pressing Command/T, which adds this Desktop Printer to your Sidebar, so now you can drag-and-drop from your current window right onto the printer in the Sidebar.

The mind reels.

*TMUG Insider, Pleasanton, CA*

## Disk Copy

**Q:** I just installed Mac OS 10.3 (Panther) and want to make disk images of my CDs. Where is Disk Copy?

**A:** Disk Copy is gone from Panther. Apple incorporated Disk Copy's functions into Disk Utility (Applications > Utilities). To create a disk image of a CD in Panther, insert the CD, launch Disk Utility, highlight your CD's name in Disk Utility's left window, and select New > Image From CD name (see below). Name the image and save it.

*MacAddict Magazine*

# X Mac OS X

## Using the Menu Bar

The menu bar is visible at the top of your desktop and shows menus related to the current application you are using. The name of the current application appears in bold on the left side next to the Apple menu.

Small icons (called "status menus") toward the right end of the menu bar show the status of your computer or give you quick access to certain features. If you click an icon, you can view a menu or perform an action. For example, you can click the volume icon and drag the slider to quickly adjust your computer's volume.

You can display menu bar icons to see the status of your battery, AirPort connection, modem connection, and more. If a menu bar icon is available for a Mac OS X feature, you may be able to use that feature's pane of System Preferences to select to display the icon. Some applications may allow you to add a status icon to the menu bar during installation.

To reveal a menu, click an icon or menu category, then select the command you want.

To rearrange the menu bar icons on the right, press the Command key and drag the icons. You cannot rearrange the application menus on the left.

You can remove status menus by holding down the Command key and dragging the icon out of the menu bar.

*Apple Help Menu*

## .SEA Files

Remember .sea files from your old Classic days? Still have some floating around, but you don't want

to start Classic to open them? You don't have to. Just drag it to your StuffIt Expander icon.  
*Apple Pickers MUG, Indianapolis, IN*

### Classic Warning

If you do not use Classic very often, it is a genuine pain if it starts to open by accident. Since Classic takes a while to open, it would be nice to find a way to have it warn you. There is a way. Open System Preferences, select Classic, and in the Start/Stop tab, click "Warn before starting Classic."

*Mouse Droppings, Corvallis, OR*

### Can't Find That "Odd Character?"

Need to get an odd character for your writings? (I know I needed lower-case lambda all the time for my notes.) Your Mac has any number of other alphabets tucked away. You can view and use them selectively by selecting Edit > Special Characters from the Finder's menu bar.

*TMUG Insider, Pleasanton, CA*

### Keep in Dock

Have you ever looked at the Dock thinking an application is there, but you had closed it, and it is not in the Dock? You can ensure that often-used applications stay in the Dock. Control/click on the applications at some point when it is in the Dock. A dialog pops up and the first item is "Keep in Dock."

*Mouse Droppings, Corvallis, OR*

### Contextual Compression

OS 10.3 has a built-in compression utility that can compress files and folders into a zip archive. Go to the Finder and find a folder you'd like to compress. Control/click the folder and choose "Create Archive of 'FolderName'"

from the contextual menu. In a few moments, a .zip archive of the folder will appear. You can then transfer this compressed archive to anyone you wish. This tip is especially useful if you regularly send files to friends with PCs, who tend to be much more receptive to .zip archives than .sit (StuffIt) archives.

*macHOME Journal*



**Tiger**

### Tiger's Dictionary

Want to know the meaning of a word? OS 10.4 users can have full access to both the New Oxford American Dictionary (2nd Edition) and the Oxford American Writers Thesaurus (1st Edition). Typically you access the dictionary through Dashboard, but you can also call it up in select applications at anytime with a keyboard combination. In Safari, Mail and iChat (and other applications by Apple), just double-click a word to highlight it and press Control/Command/D. A definition will appear right under the word!

*macHOME HotTips*

### Changes to Get Info in Tiger

Apple changed how Get Info works in Tiger. Selecting one or more items in the Finder and using the Get Info command (Command/I) shows individual Get Info windows for each item. If you select ten or more items, a single summary window is displayed instead. Selecting several items and using the Show Inspector command (Command/Option/I) displays the Inspector summary window.

Also, the Inspector summary window floats above all of your open windows, displaying

information for any Finder item you click on, so you can use it like an "always on" Get Info window.

[www.creativetechs.com](http://www.creativetechs.com)

*Design Tools Monthly*

### Sources for Automator Actions

Mac OS X 10.4 Tiger's new Automator feature includes many Actions that let you automate the processing of files. To add new Actions, you can either write them yourself, or download them from kind-hearted developers such as:  
[www.apple.com/downloads/macosx/automator/](http://www.apple.com/downloads/macosx/automator/)  
[www.automatorworld.com](http://www.automatorworld.com)  
[www.automatoractions.com](http://www.automatoractions.com)  
[www.automator.us](http://www.automator.us)

There are hundreds of free actions at these websites. To use one, copy it into [username] > Library > Automator. If an Automator folder doesn't yet exist, create it yourself.

*Design Tools Monthly*

### Widget Fidget

One of the more controversial aspects of Tiger is that widgets can be automatically downloaded and installed via Safari without your knowledge or consent. This will most certainly be changed in OS X 10.4.1, but until then Gregory Lawhorn came up with a great way to deal with the situation.

Leaving the philosophical issues behind for a moment, here's how to safeguard your system.

**High Security:** Disable "Open safe files after downloading" in the General tab of Safari preferences. Files might be downloaded, but they will remain archived and on your desktop.

**Medium Security:** My preference for the moment (I happen to like having a widget automatically installed, when I know about it,

that is). Go to the YourHardDisk/Library/Widgets folder. Control/click on it, and select "Enable Folder Actions." Control/click on it again, and select "Attach a Folder Action." Select "Add new item alert.scp". Repeat this for Home/Library/Widgets and for every user account on your computer.

Now when a new widget is added, intentionally or secretly, an informative dialog box will notify you the folder contents have changed, and even give you the option of looking at the new item. If you didn't intentionally add the widget, trash it and you're safe.

*MacValley Voice, Northridge, CA*



## Safari

### Easy Reminder for Safari Keyboard Shortcuts

Virtually every application that runs on Mac OS X has lots of shortcut keys to help you save a little time along the way. Unfortunately, most don't provide a simple way to review these shortcuts. So, you either print out the shortcuts hoping you don't misplace the printout, or you just use the ones you remember. But if you're using Safari and want to bone up on the keyboard shortcuts available, just enter the following into the address field: `file://Applications/Safari.pp/Contents/Resources/Shortcuts.html`. When you do, Safari looks deep into its resource files and displays a page complete with shortcuts. Since you might not remember the address the next time you need to review the keyboard shortcuts, simply bookmark the page while you have it displayed. That way, you can't misplace it.

*LIMac Forum, Long Island, NY*

### Safari Spellcheck

Did you know you can spellcheck in Safari as well? What's that you say? Why would I want to spellcheck someone else's webpage? It's not FOR that, silly. Command/semi-colon (;) runs spellcheck, as usual. Run it while in a text entry box on a webpage to check what YOU just wrote, before you post it to that chat board.

*TMUG Insider, Pleasanton, CA*



## Internet

### Using Two Internet Service Providers

I sought to set up a new iBook, supplied with OS X 10.3.3, to dial up to either of two Internet Service Providers. Apple's Mac Help told me nothing about this; and several helpful people told me it was simple, but their details were not right. The procedure is as follows. Go into System Preferences, and select "Network." This opens a window showing a small drop-down menu called "Location." Click on the little arrow, to scroll down to "New Location." This gets to a window, in which the name and details for the ISP can be entered. Close the window, and save. Then go to Location/New Location again, to get a window for the second ISP. The result is that the names of the two ISPs appear in the Location drop-down menu, and you choose here which one you want to dial up.

~ Bruce Craven

*AUSOM News, Melbourne, Australia*

### Bookmarks

Addresses (URLs) for web sites are often unmemorable, so one needs to record them. Every browser has a facility for recording URLs

as "Bookmarks." But they do it by recording the address of the web site you have just visited, and this is no help for recording an address from another source, such as cited in an email, that one may want to visit later. Many programs purport to manage URLs, but (possibly excepting URL Manager, which I haven't tried) don't do the job I need.

So I have done my own thing. I have made a list of URLs I need, in a small text editor window (I use BBEditLite as the editor), which I can access from a Dragon Drop tab. I can type, or paste, any URLs I want into this window. The procedure then is to select (with the mouse) the URL required, then "drag and drop" it to the left end of the URL window in the browser. This works fine, and conveniently, with several browsers, including Camino, OmniWeb, and iCab, but there is a problem with Safari. For Safari, though not the other browsers, the URL must include the `http://` prefix, which I often don't bother with.

If one "drag and drops" a URL to the desktop, this creates a small icon called a "webloc" (at any rate by system 10.3), and dragging this to Safari's URL window does work. A "webloc" is just a little text file, but the software that creates it automatically adds the `http://` prefix.

~ Bruce Craven

*AUSOM News, Melbourne, Australia*



### Using Google

Google is my homepage. It doesn't have to be, though, because most browsers, like Safari, have Google search integrated right into the toolbar. But there's a reason I

have it as my homepage and that's because the front page is so clean and simple. When I open my browser to randomly look up stuff, I'm always reassured that searching the internet will be a simple, pleasant experience.

Google is also my dictionary. When I type a search phrase quickly, I never care that a bunch of the words have the wrong spelling. Google anticipates what I was trying to say and provides a link to the search with correct spelling.

When searching, I anticipate what words might be on the page that I'm looking for. For example, I might want to find information on how to fold a newspaper into a pirate hat. My search term would be "newspaper hat folding origami craft pirate steps instructions" without the quotes. If I were to use the quotes, then it would look for the whole phrase and I would find nothing unless someone actually had that exact text on their website. Let's modify this search to take advantage of quotes (example: "pirate hat" origami craft folding instructions).

There are also lots of special functions that you can use if you know about them.

If you type the special function followed by a colon and then type your search directly next to the colon, it will apply the function to the search. Note that the letters must all be in lowercase.

**define:** Provides definitions from several various sources on the results area. Example: define:silica gel, define:t-shirt.

**site:** Searches only within a certain site or only sites with certain words in the address.

**intitle:** Searches only within the title of pages.

**intext:** Searches only the text of websites excluding the title and links.

**link:** With this you can view all the pages linking to a specific page.

There are others but I won't go into them all here. There are plenty of websites on the subject, as well as books.

Another thing that is awesome about Google is Google answers. This is a service that allows you to post a question and then researchers will use their awesome search and research talents to find the answer.

The depth of the answer depends on how specific you are and if the price is worth it. You can set a price from \$2 to \$200. You can search this too, so it provides you with the answers that other people asked and paid \$200 dollars for free. It is a great way to get cool information.

For more on Google, including search tips and more things to search for: [www.google.com/help/](http://www.google.com/help/)  
- Ryan@smalldog.com  
*Small Dog Electronics*



## Apple Mail

### Multiple Return Addresses in Mail

Here's a neat trick for Mail, which you'd never find without someone telling you (as someone else did me):

Have you wanted to be able to choose between two return addresses when sending mail? Perhaps you'd like sometimes to send mail with a business address and sometimes with a private one, depending on where you want replies to wind up.

The obvious way of doing this would seem to be to set up two

accounts, identical except for the return address.

Great idea, but it doesn't work. Mail may let you do it, but you will find that it chokes when trying to check the same mail account twice at the same time.

Instead, open your account settings in Mail > Preferences > Accounts and enter your desired (multiple) return addresses into the Email Address field, separated by commas. Close and save Preferences. Now open a new message form and you will find (at left, just above the message field) a pop-up menu from which you can choose the return address to be used for this message.

Note that you can also have a pop-up menu giving you a choice of signatures, to go with your choice of return addresses.

Open Mail > Preferences > Signatures and follow your nose, taking care to tick the box "Show signature menu."

Once you do this, though, you do need to be careful to check that each outgoing message carries the correct return address and the correct signature, as you would wish. This extra step will soon become automatic if you work at it.

- Steve Cooper

*AUSOM News, Melbourne, Australia*

### Send Small Pictures

Don't send huge high-resolution pictures to friends in email. After you drag-and-drop the image into a new Mail document, an "Image Size" pop-down menu appears at lower right of the Mail message window. Click on it and select an image size. Of course if the recipient needs a large image and has a high-speed connection, you will not be worrying about this.

*Mouse Droppings, Corvallis, OR*



## MS Excel

### Add Some Color

Select a range of cells, then choose “AutoFormat” from the Format menu. Excel has several styles to choose from. Mix different styles within your document to help distinguish different types of data.

*macHOME Journal*



## MS Entourage

### Creating a Mail Rule

**Q:** In a recent edition of HOTTIPS, you explained how to create a verbal alert using AppleScript. I understood the tip until I got to point where you said to “create a mail rule that triggers the script.” How do I do that? I’m using Entourage. ~ Dave O

**A:** It’s fairly simple. In Entourage, choose Tools > Rules. Click “New” (in the top left). Once the “Edit Rule” window appears, give the rule a name. Under “IF,” choose “From” and then “Contains” from the pop-up menus. Now enter your colleague’s email address into the adjacent text field. Under “THEN,” choose “Run AppleScript.” A Script button will appear next to it. Click this button and choose the script you created. Now click “OK.” The next time you receive mail from that address, the computer will notify you with the verbal alert you created.

*macHOME HotTips*



## MS Word

### Insert and Format Symbols

For instant access to thousands of special symbols, like foreign characters and wild and crazy icons,

open the Insert menu, choose “Symbol,” and look through the selections available with different fonts and subsets of fonts. After you insert a special character or symbol, you can then select it and use “Grow Font and Shrink Font” on it.

*TMUG Insider, Pleasanton, CA*



## iTunes

### Sound Check Redux

**Q:** I’d like to apply the Sound Check process to my iTunes library again. Is there a way to do it without removing and re-adding all my songs? ~ Tom Starling

**A:** There is, but it’s not quite as easy as visiting iTunes’ Audio preference pane and toggling the “Sound Check” option (which adjusts each song’s volume level to be nearly the same) on and off. The trick is to rebuild the iTunes library.

To do so, quit iTunes and navigate to the iTunes music folder (/your user folder/Music/iTunes). Move the iTunes Music Library.xml file to the desktop — you’ll need it later. Then move the iTunes 4 Music Library file to the desktop. For the moment, hang on to it in case things go awry. When you launch iTunes, you’ll see that there isn’t a single song listed in its library. iTunes simply doesn’t know where they are.

Select File > Import and, in the resulting Import window, find the iTunes Music Library.xml file you moved to the desktop. Click on “Choose.” iTunes will populate its library listing with your track titles and restore your playlists. If the “Sound Check” option is selected, iTunes will once again apply the Sound Check adjustment to your library. If it’s not selected, then

enable the “Sound Check” option to apply the effect.

Once you’re sure your songs are safely listed, trash the iTunes 4 Music Library file that’s on your desktop. If something did go wrong, replace the new iTunes 4 Music Library file with the original one.

*Fat Bits, Conejo Valley MUG*

### Hearing Double

There it goes again. You’re two minutes into Pink Floyd’s “Time,” and you could swear you just heard “Time” playing two minutes ago.

Of course, when you like an artist who has produced a lot of albums — Bonnie Raitt, Oscar Peterson, Pink Floyd, Sam Cooke, Eminem, Ray Brown, Christopher Parkening, Korn, Ray Charles, Joni Mitchell, or U2 — it is easy to import a CD or download a song or album from the iTunes Music Store without realizing that you already have a track or two in your iTunes music collection.

But now there’s an easy way to find those duplicate songs and, if you’d like, silence the echoes. With your Library (or even a Playlist) selected, simply choose “Show Duplicate Songs” from the Edit menu. When you’re done perusing your duplicate songs, choose “Show All Songs.”

*Apple eNews*

### Use Any Drive with iTunes

iTunes doesn’t like to write to CD/DVD burners that weren’t installed by Apple.

However, if you install one yourself, or use an external burner, you can use PatchBurn (free) to convince iTunes and sometimes iDVD to use that burner.

Available at [www.patchburn.de/](http://www.patchburn.de/)  
*Design Tools Monthly*



## iPhoto & iTunes

### Moving Music and Pictures

Switching to a new computer? You'll certainly want to make sure that you transfer your photo and music libraries intact. First, set up your new computer with the same user account name and password as the old computer. Now make sure that the old computer and the new computer both have the same versions of iTunes and iPhoto. Finally, drag and drop the Music and Pictures folder from your home folder on your old computer into your home folder on your new computer, replacing the existing folders. Now start up iTunes and iPhoto. Your media libraries should appear exactly as they were on your old computer.

*macHOME HotTips*



## iPhoto

### Thumbs Down to Thumbnails

If you use iPhoto to burn CDs, it burns not only the original images but also the thumbnail images that iPhoto creates. Here are 2 solutions. In iPhoto, create an album holding the pictures you want to print. Now select all the photos in the album and drag them to the blank CD on the desktop. View the pictures as film rolls (choose View > Film Rolls). Now insert a blank CD, and drag the rolls you want to print to it. Only the originals will copy to the disk.

*Apple Pickers MUG, Indianapolis, IN*

### No Question Marks

If you order prints through Apple and iPhoto only to find some photos missing, you might want

to review the filenames before you call Apple and complain. For some odd reason having to do with the software that processes your images, any file that contains the question mark (?) character in its name is automatically rejected from the order. You will not be charged for these images, but they won't be printed. To get them printed, you simply need to remove the question mark from the filename and resubmit the file.

*TMUG Insider, Pleasanton, CA*

### Import Movies

**Q:** I use iPhoto to import pictures from my digital camera, but what can I use to get at the video clips I shoot using the same digital camera?

**A:** Most digital cameras can record a small quantity of video (of limited quality), but iPhoto ignores these files when you connect your camera and click the "Import" button. To get to those video clips, fire up Image Capture (/Applications/Image Capture). This application will see your plugged-in and turned-on digital camera and let you import any movies you've recorded.

*MacAddict Magazine*



## iMovie

### Audio Clip Control

**Q:** I consider myself a veteran user of iMovie, but I'm vexed by the latest incarnation, iMovie HD. Before, I was always able to trim audio clips in the timeline viewer simply by hovering the pointer over either end of the audio clip. In the current version, all this does is move the clip. What gives? ~ John Smith

**A:** Apple has changed the

behavior of audio clips. If iMovie HD's Show Clip Volume Levels option is enabled (View > Show Clip Volume Levels), clicking on an audio file in the timeline allows you only to adjust the clip's volume or move the file — you can't trim it. Turn this option off, and you're welcome to trim to your heart's content. For this reason, it's a good idea to memorize the Command/Shift/L keyboard shortcut, which switches this option on and off. (You can also access this command by Control/clicking on an audio clip and choosing the command from the contextual menu.

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



## iCal

### Accessorizing iCal

**Q:** Is there an automatic way to put holidays and moon phases into iCal? ~ Jason Kamps

**A:** With the help of iCal subscriptions, yes. Choose Calendar > Subscribe and enter the calendar's URL in the sheet that appears. I use the site iCalShare to find calendars. The site offers more than 2,000 from schedules of pro sports teams to important dates in the history of anarchy. The last time I looked, iCalShare listed 228 holiday calendars and enough moon-phase calendars to bring out the werewolf in anyone.

To subscribe to an iCalShare calendar, find one you like and click on the "Subscribe" link associated with it. iCal will launch and add the calendar. If you get tired of a particular calendar, just click on it in iCal's Calendar pane and delete it.

*Fat Bits, Conejo Valley MUG*



## Credits & Special Thanks

These Hints and Tips are compiled from a variety of sources including:

### User Group Newsletters:

- *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.
- *ApplePickers*, newsletter of the ApplePickers MUG in Indianapolis, Indiana.
- *AUSOM News*, newsletter of Australia's largest Macintosh User Group, Apple Mac Users' Society of Melbourne, Australia.
- *Charlotte MacWorkshop*, newsletter of the Macintosh Users Group in Charlotte, North Carolina.
- *FatBits*, newsletter of CVMUG, the nation's first user group. Camarillo, California
- *LIMAC Forum*, newsletter of the Long Island Mac Users Group in Seaford, New York.
- *MacValley Voice*, newsletter of the MacValley User Group in the Northridge, California.
- *MouseBytes*, newsletter of the Bay Area Macintosh Users Group in Largo, Florida.
- *TMUG Insider*, newsletter of the Tri-Valley Macintosh Users Group in Pleasanton, California.

### Friends:

- Lynn Rybarczyk, an elementary school teacher and good friend, San Diego, California
- Bob Smallman, Merrill WI
- Michael Tippet

### Websites:

- *Apple eNews* — A free biweekly subscription-based email publication from Apple Computer.
- Small Dog Electronics, an Apple Specialist and resellers of Apple Macintosh computers, peripherals, and software. [www.smalldog.com](http://www.smalldog.com).

### Publications:

- 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](http://www.design-tools.com) or calling 303.543.8400.
- *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](http://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](http://www.machome.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](http://www.macworld.com).

### Other:

- Apple's Help Menu

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. Find one in your area at [apple.com/usergroups/find](http://apple.com/usergroups/find).