



# 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



## Question?

### Renaming Layers

In the Feb'yewary issue, Mac Design Magazine offered a tip about naming layers in P-Shop. It said that doubl-clicking on a name in the Layer's Palette would call up a dialog that is used for naming the layer. While this is basically true, it's not the way it always happens on my machine (a G5 running Panther and P-Shop 7).

If I doubl-click on the Background layer, I get a dialog named, "New Layer," that does, indeed, allow me to rename it — among other things. If I do rename it, it is no longer the background layer and behaves as any other layer does.

Doubl-clicking on these non-background layers calls up the "Layer Style" dialog, which allows many modifications but not the opportunity to rename. To rename the layer, I have to doubl-click right on the name of the layer, which converts the text into an entry box with the text highlighted. I can then enter a new layer a name. No separate dialog opens.

Wassupwidat?

*Phredd, Nawfuk Virginny*



## General

### Digital Turntable

This one's a little off-topic, but a lot of us would like to digitize our vinyl records: 45s, 78s and LPs. The highest quality affordable solution we know of is Stanton's STR8

series turntable (\$240-\$499), which has a digital output!

Recent G5 Power Macs have a digital audio input, and by plugging this turntable into that input, you have the cleanest signal possible for digitizing your music. (When using analog turntable connections, it is notoriously difficult to avoid ground hum and other noisy interference.)

The turntable also has a mini stereo input that you can use to convert your tape player output to a digital signal. To find the best price, search [www.froogle.com](http://www.froogle.com) for Stanton STR8-80, STR8-100 or STR8-150.

*Design Tools Monthly*

### How Much Space

#### Does My Video Need?

If you want to determine how much digital video will fit on your Mac's hard drive, here's how: Digital video consumes 3.6 Mb of hard drive space per second. Therefore, divide the amount of free space on your hard drive by 3.6 to determine how many seconds of video will fit on your drive. Divide this number by 60 to see how many minutes will fit on the drive.

*MacVIEWS, Ft. Wayne IN*

### Open Folders from the Sidebar

Click a folder in the sidebar in Panther and it opens in the adjacent frame to the right of the Sidebar. But if you Command/click the folder, it opens in its own window. Once you have done this, if you want to open another folder while eliminating the folder you just opened, Option/click

the folder you now wish to open. The one you Command/clicked disappears as the new folder opens.

*Mouse Droppings, Corvallis OR*

### **Problem Documents**

It's not completely unusual to find that you're having trouble with a particular document in your word processor, spreadsheet, or other application. Perhaps you can't set margins correctly, or can't remove an unwanted blank area, or can't move a graphic item as you should be able to.

Defining the problem is the first step, and it doesn't occur to many people that the problem may be confined to that specific document. The very first thing you should try in chasing down such a problem is to open a new document using the same application (program), enter into it a few items of the same kind as are in the problem document (text, graphics, whatever), and see whether the new document exhibits the same problem. If it doesn't, you can assume that the problem document has become corrupted in some way.

What you need now is some way to extract the data (text and graphics) from the problem document while leaving the corrupted elements behind. Since you don't know exactly where the problem lies, this is a matter of trial and error, but there are a few methods you can try:

1. Open a new document, and cut-and-paste the entire content of the problem document to it. Save with a new name.

2. Save the document in an earlier format. If the Save As... dialog offers you the option of a format that is an earlier version of the one you're using

(e.g. AppleWorks 5 rather than AppleWorks 6), try that.

3. Save the document in a generic format which will retain at least some of the formatting data. If it's a word processing document, save it in the RTF (Rich Text) format. If it's a spreadsheet, try the SYLK format.

4. If you get to a stage where the problem still exists but the file is openable using a different application, try doing that; then resave in the same format. For instance, if you're using Word and have saved in the RTF format, this is also readable by AppleWorks. Open the document with AppleWorks, and resave it with a different name in the same (RTF) format. Then open the resulting file with Word once again.

5. Save the document in a very basic format that carries very little if any formatting data. Try TEXT for a word processing document and Tab Delimited or CSV for a spreadsheet.

Each of these methods will strip out at least some of the formatting of your document. You may have to reset fonts, margins, columns, formulae, tabs, and so on. Some methods will lose any graphics in the document. The further down the above list of methods, the more formatting you will lose, so try them in the order shown.

Your hope is that at some stage, the data lost will include whatever it was that was causing the problem.

Variations on these procedures can be used in resolving other problems, too. I have found that very occasionally I come across a JPEG image that Canvas refuses to open. On these occasions, simply opening the image with GraphicConverter and resaving

it gives me a file that Canvas is happy to open. (Ours not to reason why...).

*AUSOM News, Melbourne Australia*

### **Working with Aliases**

You do know that highlighting an alias and keying in Command/R shows you the original for that alias. While we are at it, you can make your aliases appear without the dreaded ".alias" on the end. Highlight the alias and holding down Option and Command keys, drag it from its window onto the Desktop. It loses its suffix.

To make an alias of a folder quickly, Command/Option/drag the tiny icon to the left of the folder name in the Toolbar to your desktop or to another folder. If dragged to the Desktop, the word "alias" appears. If dragged into another folder, no word "alias" appears. By the way, this trick works in Address Book to drag out a copy of a vCard.

*Mouse Droppings, Corvallis, OR*

### **Good Web Sites for OS 9 or OS X**

Apple History and Apple Error Codes are useful if you need to find the specs of your computer or need help troubleshooting your Mac. If you're new to the Apple platform or if you're looking to expand your knowledge about the computers you use, these are two bookmark-worthy sites.

Apple Error Codes offers help in solving both OS 9 and OS X issues with software and hardware. There were a lot of great links, which will show you where to look to find solutions. You can also find out what most of the OS 9 error codes mean. Included with the error codes are links on how to rebuild your desktop, how to troubleshoot OS 9 startup

issues, and what the empty white box on your Mac screen means.

<http://appleerrorcodes.com/>

Apple History gives you the specs and stats for all the computers Apple has ever produced, and it also give you the history of the men who created the company. You get to find out why the Mac clones were put out of business and how Microsoft and Apple mended fences when Steve Jobs came back to Apple in the late 1990s.

<http://www.apple-history.com/>

—Troy

*Small Dog Electronics smalldog.com*

### Instantly Open Folders

You know how a folder opens after a fraction of a second when you drag a file on top of it and hold it there? It is called spring-loaded folders. A little trick to remember is that the folder will open instantly if you tap the spacebar.

*Mouse Droppings, Corvallis, OR*

### Dump Locked Files

**Q:** I can't empty my Trash. It says the files are locked. What gives?

**A:** To dump it, click Trash in the Dock, select the locked file, and press Command/I. In the resulting window, uncheck the Locked box, close the window, and select Finder > Empty Trash.

*MacAddict Magazine*

### Move Your Home Directory

**Q:** How can I move my Home directory to an external drive?

**A:** Just fire up NetInfo Manager (Applications > Utilities), select "Enable Root User" from the Security menu, select the slash symbol (/) in the left column of the top pane, find your user name in the middle column, and highlight it. In the Property pane below,

scroll down to the Home property, select it (click the lock icon to enable changes). In the menubar, go to Directory > Delete Value to erase the path to your old Home directory, then choose Directory > New Value and type the path to your desired Home directory (i.e., /Volumes/externalHD/new user).

**Note:** While you can take your new externally located home directory and access the files on another Mac, that Mac won't see you as a distinct user.

*MacAddict Magazine*

## X Mac OS X

### Dirty Red Dot

Why does the red close button at top left of your file sometimes have a black dot in it? The black dot indicates the file has not been saved since the latest changes.

*Mouse Droppings, Corvallis, OR*

### Search Just a Folder

Why search the entire hard drive if you know the item is somewhere in one or two particular folders? Open Find with Command/F. Now drag the folder or folders you wish to search, uncheck all other choices and your search is much faster.

*Mouse Droppings, Corvallis, OR*

### OS X Medicine

There are numerous utilities that the OS X troubleshooter should have at hand. It's a measure of the improved stability of OS X and the refinement of the best of those utilities, that there are only four or five that I regard as essential these days, apart from upgrading to Panther, which is about the best thing you can do to reduce your chances of striking a problem at all.

All the utilities mentioned below have clear and attractive graphical interfaces — no UNIX geekery required.

Repair Disk and Repair Disk Permissions are built into Apple's Disk Utility application, and everyone should know how to use them. With Panther's "journaling" function and modern "self-repairing" hard disks, the need for disk repairs is becoming less and less common, but repairing permissions can solve a variety of problems.

Panther Cache Cleaner (version 2.2 can be used for Jaguar as well). This excellent utility's Cache functions don't require any more understanding than you can get from a quick review of the simple documentation, but can fix many puzzling problems.

Its Maintenance functions include repairing permissions and running the standard UNIX maintenance scripts. Its Trash functions can force-empty the Trash and force-delete files and folders. There are other, less vital functions as well.

Printer Setup Repair for Panther (and Print Center Repair for Jaguar) can cure all manner of printing problems and are easy to use.

BatChmod enables the serious troubleshooter to change ownership and permissions on large batches of files with a single command, and is much more reliable in doing so than the Finder's "Get Info" dialog.

inVisibles is essential for those times when you want to locate one of the many files that OS X normally keeps invisible, but truthfully I have not needed to do so for quite some time now. This one may well be off my list next time round.

*AUSOM News, Melbourne Australia*

## Saving a PDF

Need to send a document to a friend who doesn't have the same application, fonts, or operating system as you do?

OS X 10.3 can create PDFs as easily as it can print a document. In any application, choose File > Print. At the bottom of the print window, you'll see an option to "Save as PDF." Click it and then save the document to your desktop. You can then transfer this perfect duplicate of your document to anyone with OS X or Adobe Reader (including users with Unix or Windows).

*MacHome Journal*

## Format Factor

**Q:** Ever since I upgraded to OS X, I've had problems backing up files to floppies. Each time I move a large number of files or folders, I get a message complaining that "file X has a name that is too long to be written." I do not want to copy thousands of files individually, nor do I want to rename a host of files. So what can I do to backup my data? — George Csicsery

**A:** This is almost certainly happening because the floppies you are trying to copy your data to are using an older file system called "Mac OS Standard," instead of the newer file system called "Mac OS Extended." Mac OS Standard volumes only support file names up to 31 characters long, whereas file names can be up to 255 characters long on volumes using Mac OS Extended. You can't copy a file with a long name to the floppy without a bit of a fight. (You can check the format of your disk by highlighting it in the Finder and then choosing File > Get Info. The format will be listed under General.)

The solution to the problem is

to format the disks using Mac OS Extended. Formatting will wipe out all data on the disk, so be sure to back it up before you proceed. As soon as you're ready, open OS X's Disk Utility. Choose the disk from the list at the left, and then click "Erase." Now, at the right, choose Volume Format > Mac OS Extended, give the disk a name and click "Erase" again. In a few moments, your updated disk will be ready for backups.

*MacHome Journal*

## Dock Recommendations

What are your favorite folders to drag to the Dock, where they are easy to access? How about Applications Folder, Documents Folder, iTunes Library? And for applications handy in Dock, how about Stickies for fast notes, fast copy and paste.

*Mouse Droppings, Corvallis, OR*

## Setup Assistant Redux

**Q:** Is there a way to force OS X's initial Setup Assistant to run again? — Rick Roder

**A:** Yes, but unless you have a very good reason for running the Setup Assistant — your Mac won't start up because your user account appears to be hosed, for instance — don't do it. And if you must, back up your data first. Then keep these two points in mind: First, in order to retain access to the files associated with the current user, including music, e-mail messages, contacts, and calendars, the user you create in Setup Assistant must have exactly the same name as the current user. Otherwise, the transfer of permissions between your new and old identities will end up a mess, and, until you change file permissions with a tool such as

BatChmod <<http://macchampion.com/arbysoft/>>, you won't be able to open some files.

Second, if you've created additional users on your Mac — an account for troubleshooting or one for your spouse, for example — you won't be able to access those users from the login screen.

Now that you've been warned, here's how to run the Setup Assistant again: Restart your Mac while holding down Command/S to boot into Single User mode. When the prompt appears, type the following, pressing the return key after each line (note the spaces):

```
mount -uw /
cd /private/var/db/netinfo
mv local.nidb local.old
rm ../.AppleSetupDone
exit
```

Translation: You've navigated to the hidden NetInfo directory and renamed the NetInfo database — which contains the Mac's user settings — in such a way that the Mac will create a new database when Setup Assistant runs. You've then removed the AppleSetupDone file. When the Mac doesn't see this file, it runs the Setup Assistant that allows you to create a new user.

If you'd like to put things back the way they were before you undertook this procedure, boot into Single User mode again and type the following:

```
mount -uw /
cd /private/var/db/netinfo
mv local.nidb local.1old
mv local.old local.nidb
exit
```

This gives the new NetInfo database the name "local.1old" and restores the original NetInfo database.

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

## Let OS X Keep You On Time

When you're working on your Mac, time often seems to go by quicker than you think. Look up at the time and you often discover that you're running late. Why not let your Mac help by unobtrusively reminding you of the time?

To do so, choose Apple > System Preferences and select the "Date & Time" option. Next, choose the "Clock" option and activate the "Announce The Time" option at the bottom of the dialog box. Then, just choose the frequency, and if you like, change the voice from the default setting by clicking the "Customize Voice" button. When you're finished, a voice will quietly break in at the appointed time and remind you of the time. Now if the system only had an option that provided you with good excuses for being late!

*TMUG Insider, Pleasanton, CA*

## Cornering Expose

You don't have to hit F9, or any other key, to use Expose, actually. In Exposé's System Preferences, you can set it up so that when the mouse reaches certain corners of your screen, Expose triggers.

*TMUG Insider, Pleasanton, CA*

## Cutting Through the Window Clutter

It's not only arguably the coolest feature in Panther; it's probably the best thing that happened to any OS since icons. It's called Expose, and when you invoke it, it instantly (and I mean instantly) shows you miniature versions (thumbnails) of every open window in the Finder and all open applications. That way you can instantly click and go right to the window you want.

Honestly, there's no way to

adequately describe this feature, so go try it once and it will instantly (and I mean instantly) make sense.

Here's how: Open a few Finder windows, then open a couple documents in an application. Then press the F9 key, and every window temporarily miniaturizes. Click on the window you want — it comes to the front, and everything else returns to normal. Is that slick or what?

*TMUG Insider, Pleasanton, CA*

## Expose

If you didn't already know, F9 is the new magic key in OSX 10.3. It makes all the windows on your screen swoop around so you can see what you have open and jump to what you need, a feature Apple calls Expose. Less well known are F10 and F11, however, which make your windows available for viewing in subtly different ways. Don't like these choices of keys? You can change them in System Preferences

*TMUG Insider, Pleasanton, CA*



## Address Book

### About Import Addresses and Other Mail Scripts

You may use scripts in the Mail Scripts folder to import addresses or for other purposes, but they are provided "AS IS." Apple does not offer technical support for these scripts.

You may import addresses into Address Book from Microsoft Outlook Express, Eudora, Microsoft Entourage, Claris EMailer, Netscape, or Palm Desktop using the "Import Addresses.scpt". Follow these steps:

1. Open Import Addresses.scpt (Library/Scripts/Mail Scripts).
2. Script Editor opens. Click "Run."

3. Follow the on-screen prompts to choose the source of the addresses that you are importing. The script will import addresses automatically once you answer the prompts.

#### Notes:

1. Depending on the source of the addresses, you may be directed to manually export and import addresses.

2. Depending on the source and number of addresses to import, several minutes may be required for the operation to complete.

3. Address groups may not always import correctly. Create new groups within Address Book if necessary.

**Q:** How do I import Outlook Express mail and address book data into OS X Mail?

**A:** To import your mail from Outlook Express 5.x into Mail, launch Mail and go to File > Import Mailboxes > Outlook Express. Outlook Express will load in the Classic environment and you will be prompted for which folders you would like to import. These will then appear as subfolders within the Mailboxes panel.

To import your address book from Outlook Express 5.x into Mail, follow the instructions below:

#### OS X 10.1.x and below:

1. Launch Outlook Express in the Classic environment (or in real OS 9.x) and go to File > Export Contacts to save a Contacts Export file on your HD.

2. Launch Mail in OS X and go to Window > Address Book.

3. Go to File > Import and select the Contacts Export file that was saved by Outlook Express.

#### OS X 10.2.x and above:

1. Go to /Library/Scripts/Mail Scripts/ and run the Import Addresses.scpt file.

2. Click the Run button.
3. Select Outlook Express and click OK.

You are then allowed to import directly from within the Outlook Express application (in which case it needs to load in the Classic environment) or from a separate Contacts Export file that would have been created by using the File > Export Contacts menu in Outlook Express (as per the advice for OS X 10.1 above). The import direct from the Outlook Express application is preferable.

Note that the Import Addresses.scp file is not included in OS X 10.1 and earlier, hence the separate processes above.

*Apple Barrel, Ridgecrest, CA*

### Group Management Made Easy in Address Book

The Address Book makes it easy to create groups for your entries. But, in the past, the only way to find out which groups you've added an individual to, you had to review each list. Now, Apple has made it easy — just select the individual or company name and press the Option key. When you do, the Address Book highlights each of the groups the entry belongs to.

*TMUG Insider, Pleasanton, CA*



### Multiple Line iCal Events

iCal does not let you use more than one line for an event, but there is a keystroke that lets you add lines. Just hold down Option and Return. It makes a difference whether you do the Option/Returns in the Info window or in the event listing in the day itself. If you want both Info and Event listings to handle

Returns right, do this in the Event, not the Info window.

*Mouse Droppings, Corvallis, OR*

### Automatic Invites

Apple's iCal can send out the invitation by email for a meeting. Create a new event. Then click and hold on "Attendees" in the show info panel. This opens your Address Book. Drag and drop individuals and groups onto the event. This creates a list of attendees in the show info panel.

When ready to send the invitations, click and hold attendees and select "Send Invitations." The minute you do this, the invitation is emailed to each person and/or group you selected.

*Mouse Droppings, Corvallis, OR*



### iChat to Phone

**Q:** How can I send text messages from iChat to my mobile phone?

**A:** If your mobile phone and service allow SMS messaging, you can send messages to your phone via iChat or any AIM (AOL Instant Messaging) client.

To send a message, just start a new Chat by selecting File > New Chat With Person from the menu bar. In the address line, type +1 followed by the phone number, including the area code. So if your full phone number is 555-123-4567, you would type in +15551234567 as the chat address. Can you hear me now? No? Then iChat me!

*MacAddict Magazine*

### A Fresh New Version of Spam in iChat

Just when you've gotten used to dealing with spam messages

ending up in your mailbox, comes another threat to your day-to-day productivity: chat spam.

If you use iChat a lot, you've probably encountered this nasty mutation. Rather than an individual looking to hook up with you, the iChat spam is created by software that nabs usernames off the Internet and then polls to see if they're available in an active chat. If they are, you get their marketing message. Fortunately, Apple expected this and allows a way to block this unscrupulous messaging.

To do so, choose iChat > Preferences and then select the "Privacy" tab. Then, just activate the "Allow People In My Buddy List" option. The Privacy tab also allows you to display messages only from a set list of individuals, block everyone, or block just specific people. By setting the options that best suit your needs, you should be able to avoid unwanted messages popping up throughout your day.

*TMUG Insider, Pleasanton, CA*



### iPhoto Rx

If iPhoto becomes unstable or runs super slow, it may have a confused image database. To rebuild its database, hold down the Option and Command keys while launching iPhoto. If the problem still exists, try rebuilding it again until it's fixed.

*Design Tools Monthly*

### iPhoto Trash

iPhoto's Trash is not the same as the Mac OS Trash. Deleting a picture in iPhoto just puts it in iPhoto's Trash. To remove it from your hard drive, you must go to

the File menu in iPhoto and choose “Empty Trash.”

*Design Tools Monthly*



## iMovie

### Match Sound Effects with Video

Watch a lot of TV and chances are you'll notice music and video sometimes match to create a dramatic effect (such as on-screen action coinciding with the crescendo of a song) — pros in the editing biz call this a “hit.” While the pros have manuals full of technical tricks to create hits, interested iMovie users need only follow these simple directions to get similar results.

First, open iMovie > Preferences, check “Timeline snapping,” then close Preferences. Locate the point of a video that you want to sync to by moving the playhead to the exact frame in the Timeline. (Use the left and right arrows for single-frame advances.) If the moment comes at the beginning of a shot, skip to the beginning of the next paragraph. If the frame is in the middle of a clip, click once on the shot in the timeline to select it (without moving the Playhead), then choose Edit > Split Video Clip at Playhead.

Next, import your music or sound effect into the Timeline (if you haven't yet already). If you want to sync the beginning of the audio clip with the frame of video, just drag the audio so that its start point gets close to the frame you want to sync to. When they're near each other, they'll lock into place, and a yellow guide will appear.

If you want to sync the middle of an audio clip, listen closely for the hit, and stop the playhead at that moment. It may help to zoom in on

the audio with the zoom slider in the lower-left corner of the interface.

You might also want to go back into Preferences to enable “Show audio track waveforms” for visual cues to the sound. When the playhead is positioned, click once on the audio clip, and choose Edit > Split selected Audio Clip at Playhead. Using the technique above, drag the left half of the audio so that its ending matches the beginning of the hit, creating the yellow guideline before releasing. (Be sure to avoid dragging close to the ends because that will change the length of the clips.) Match the right half to that position, and the edit is complete.

*MacHome Journal*



## iPod

### Old OS, Old iPod

**Q:** Can you use an iPod with OS 9? — Ivan Manson

**A:** Third- and fourth-generation iPods and the iPod mini require OS X, or Microsoft Windows 2000, XP Home, or Professional, but you can use the first two generations of iPods, which have navigation buttons arrayed around the scroll wheel, with OS 9. Because Apple no longer sells these models, you'll have to find a used one.

To make the device work with OS 9, you need compatible versions of iTunes and the iPod software. You can download the last OS 9-compatible version of iTunes (that would be 2) from [find.macworld.com/0107](http://find.macworld.com/0107). And you'll find the iPod Software 1.3 Updater for Mac OS 9 at <http://docs.info.apple.com/article.html?artnum=120198>.

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



## iTunes

### Adding Album Art

Purchase songs from the iTunes Music Store, and iTunes downloads the appropriate Album Art. But how can you add Album Art to songs imported from CDs? Visit the artist's official website; you'll find that many post their discography, using the album covers as navigation tools. You can also make your own album art by, for example, exporting photos from iPhoto. First use the Crop tool to crop them square; then open them and add text in Photoshop or AppleWorks.

To add the album art,

1. Select the song(s) or albums to which you'd like to add album art
2. Type Command/I
3. Drag (or copy/paste) the album art into the Artwork field and click OK

iTunes 4.7 even autosyncs Album Art to iPod Photo, where you can enjoy it—in living color—on the Now Playing screen.

*Apple eNews*

### Bigger Album Pictures

**Q:** Where can I get bigger album images for my iTunes collection? The thumbnails on Google and Amazon.com are so small.

**A:** Check out Walmart's website ([www.walmart.com](http://www.walmart.com)), which has 500-by-500-pixel images that dwarf Amazon.com's 300 by 300 thumbnails. —Ben Veronis

*MacAddict Magazine*

### Away with Artwork

**Q:** I've heard that iTunes' artwork is embedded into music files. How do you back up artwork and remove it? — Dylan Drazen

**A:** Artwork is indeed embedded in music files (and rightly so, as

you'd want the artwork to transfer when you move audio files to another computer). But iTunes is more than happy to let you archive and remove it. To back up the artwork, launch iTunes, select a track whose art you want to archive, press Command/I to produce the track-information window, click on the "Artwork" tab, and drag the artwork to the desktop, where it turns into a picture clipping. To delete the artwork, click on it and then click on the "Delete" button.

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

### Keeping Your iTunes Library Archived

As you continue to build your iTunes library, it's important that you routinely back up each of your tunes. Fortunately, Apple made it easy with version 4 of iTunes, allowing you to archive playlists to DVDs. But they didn't provide a completely obvious way of making sure which files are backed up and which are not. That's where a Smart Playlist comes in handy.

First, choose File > New Smart Playlist in iTunes. Then, in the "Match The Following Condition" area, choose "Date Added" as the first condition, Is After in the second pop-up menu, and then enter a date that you're certain is before you started using iTunes in the date field.

Leave the rest of the options at their default setting and click "OK" to create the list. Then, name the playlist "Tunes To Back Up." All of your tunes will appear in the newly created playlist. Now it's time to create your first backup disks.

To create the backup disk, choose iTunes > Preferences and then click on the "Burning" tab in the dialog

box that appears. Next, select the "Data CD or DVD" and click "OK." Then, select the "Tunes To Back Up" playlist and click the "Burn Disc" button in the upper-right corner of the iTunes window. Insert a disc and complete your archive. Depending on the size of your Library, you may initially need more than one disc to complete your archive.

Now, since you have a basic backup set of your iTunes music, you want to go back and edit the Smart Playlist so it will only show tunes added to the Library after the current date. Then, occasionally review the file size of the playlist by selecting it and checking the bottom of the iTunes window. If you're archiving onto CDs, don't let this playlist get above 650 MB before archiving the new set. If you're using DVDs for your backups, don't let the playlist exceed 4.3 GB. Then, once you archive the next set, be sure to change the date in the Smart Playlist accordingly. If you follow this tip, you should always have most of your tunes backed up, just in case something goes awry.

*TMUG Insider, Pleasanton, CA*



### Keynote

#### Import PowerPoint Shapes into Keynote

Have you noticed Keynote's lack of even very basic built-in shapes, like rounded rectangles, arcs, braces, or polygons that you all find in PowerPoint.

You can of course copy and paste from different programs, such as OmniGraffle. But you don't get a real "object" for which you can change the fill and stroke colors and

width that would behave like the Keynote built-in shapes. Even the "Symbols and Borders" item in one of the Keynote Image Library files are actually just images: you cannot change the fill and the stroke.

When you open a PowerPoint file, any PowerPoint shape will be imported as a real Keynote shape that you can manipulate just like the other built-in shapes. So, by preparing a PowerPoint slide full of useful shapes, with different settings (like various roundness of rounded rectangle, or various sections of arcs), you can have a library of real custom shapes. Even free drawing shapes or scribbles made in PowerPoint work!

But, with these shapes imported from PowerPoint, you cannot add arrows, even to open shapes like arcs. You can set fill to "None" and change the color and width of line, but that's it. Only Keynote's built-in line can have arrows.

*TMUG Insider, Pleasanton, CA*



### Internet

#### URLs Students Need

- CIA World Factbook: [www.cia.gov/cia/publications/factbook](http://www.cia.gov/cia/publications/factbook)
- Library of Congress: [www.loc.gov](http://www.loc.gov)
- Oxford English Dictionary: [www.oed.com](http://www.oed.com)
- Merriam-Webster Online: [www.m-w.com](http://www.m-w.com)
- APA Style Guide: [www.apastyle.org/elecref.html](http://www.apastyle.org/elecref.html)
- The Elements of Style: [www.bartleby.com/141/index.html](http://www.bartleby.com/141/index.html)
- Columbia Encyclopedia, Sixth Edition: [www.bartleby.com/65](http://www.bartleby.com/65)
- SAT Question of the Day: [www.collegeboard.com/apps/qotd/question](http://www.collegeboard.com/apps/qotd/question)

- Common Latin Phrases and Abbreviations: [www.24hourtranslations.co.uk/lphrases.htm](http://www.24hourtranslations.co.uk/lphrases.htm)
- English to Latin (Among Others) Dictionary: [www.freedict.com/onldict/lat.html](http://www.freedict.com/onldict/lat.html)
- Garrison Keiller's The Writer's Almanac: <http://writersalmanac.publicradio.org>
- Earth & Sky: Skywatching: [www.earthsky.org/skywatching](http://www.earthsky.org/skywatching)
- FirstGov-The U.S. Government's Official Web Portal: [www.firstgov.gov](http://www.firstgov.gov)
- FirstGov for Kids: [www.kids.gov](http://www.kids.gov)
- Harper's Index: [www.harpers.org/HarpersIndex.html](http://www.harpers.org/HarpersIndex.html)
- U.S. House of Representative's Member List: [www.house.gov/house/MemberWWW.shtml](http://www.house.gov/house/MemberWWW.shtml)
- U.S. Senate's Member List: [www.senate.gov/general/contact\\_information/senators\\_cfm.cfm](http://www.senate.gov/general/contact_information/senators_cfm.cfm)
- Constitution of the United States of America: [www.law.emory.edu/FEDERAL/usconst.html](http://www.law.emory.edu/FEDERAL/usconst.html)
- American Family Immigration History Center: [www.ellislandrecords.org](http://www.ellislandrecords.org)
- National Weather Service: [www.nws.noaa.gov](http://www.nws.noaa.gov)
- Chemical Elements: Online, Interactive Periodic Table of the Elements: [www.chemicalelements.com](http://www.chemicalelements.com)
- National Geographic: Maps & Geography: [www.nationalgeographic.com/maps](http://www.nationalgeographic.com/maps)
- Gray's Anatomy of the Human Body: [www.bartleby.com/107](http://www.bartleby.com/107)
- U.S. Fish & Wildlife Service Endangered Species Program: <http://endangered.fws.gov>
- U.S. Environmental Protection Agency: [www.epa.gov](http://www.epa.gov)
- Who's Alive and Who's Dead: [www.wa-wd.com](http://www.wa-wd.com)

*MacHome Journal*

### Best Internet Sites

What are the very best sites on the internet? Webby Awards judges sites and publishes a list of the best sites. They list sites in Commerce, Education, Games, Humor, Music and News, among many categories. Visit them at [http://www.webbyawards.com/main/webby\\_awards/nominees.html](http://www.webbyawards.com/main/webby_awards/nominees.html)

*Mouse Droppings, Corvallis OR*

### Avoid Registration

If you get annoyed because a website wants you to register before you can read an article, you can go to <http://bugmenot.com>, then type in the URL of the site you are trying to access. A username and password will be issued to you without having to offer any information.

*Design Tools Monthly*

### Using Yahoo! Shortcuts

Shortcuts are special features designed to get answers quickly, without all the searching. Answer-based queries commonly focus on subjects such as definitions or facts, but as Yahoo! shows us, the direct answers don't stop there. Traffic reports for your town, local gas prices, maps, and hotels, in addition to traditional answers such as synonyms and definitions, are all just a click away if you know the right search shortcut. Check out the list below to find out how Yahoo! can make life easier for you with shortcuts. We used New York in our examples; just substitute your own city or keyword and imitate the form shown below (without quotations), and you'll be all set!

- "weather New York" provides your local forecast
- "pizza hut New York" provides a Yellow Pages listing

- "zip code New York" provides ZIP codes for the city specified
  - "traffic New York" provides current road traffic conditions
  - "synonym pejorative" provides a synonym for the given word
  - "yankees scores" provides the score for real-time or recently played sports by team
  - "fedex Tracking#" provides status on packages shipped in the US via Federal Express
  - "usps Tracking#" provides status on packages shipped in the US via the US Postal Service
  - "New York hotels" provides a listing of hotels in the specified area
  - "area code New York" lists which area codes belong to a given city
- TMUG Insider, Pleasanton, CA*



**Safari**

### Safari Hints

Not all of Safari's features are obvious at first glance. Here are a few that might well enhance your Web-browsing experience.

#### *Autofill*

Safari includes and improves on a feature first implemented in Internet Explorer: automatic filling-in of forms presented in Web pages. To activate this feature, go to the Safari menu and choose Preferences, then click the Autofill tab.

If you click the first box, Safari will use the information from your own Address Book card to fill in forms that you come across on the Web. All you have to do is click the Autofill button on the Safari menu bar. (If you don't see this button, choose the Autofill item from the View menu.)

Alternatively, start typing in any box and Safari will complete the

entry for you. Safari won't always get things completely correct, but will save you a lot of typing just the same.

If you tick the second box in the Autofill preferences (User names and passwords), Safari offers to memorize any passwords you enter on Web pages. Next time you visit such a page and begin to enter your user name, you'll find that Safari completes the name and enters the password for you. This doesn't work with every Web site, but does with many.

There's a third box in the Autofill preferences, labeled "Other Forms," which presumably looks after... other forms!

Note that there are Edit buttons in the Preferences window that enable you to see the information being stored (except passwords) and delete some or all of it if you wish.

### *Site Hierarchy*

Next time you're visiting a Web site and have burrowed down through several pages, hold down the Command key while you click on the page title (at the very top of the Safari window), and you'll see the path that leads from the page you're on back to the home page of that site. (This is very like the path you see when you Command/click a Finder window title.)

This can be very handy if a search engine has landed you in the middle of a site somewhere, and you want to understand where you are within that site.

### *Retracing Your Steps*

If what you want to do is retrace your browsing steps two or three at a time, click the Back button but keep holding the mouse button down, then choose your desired page from the drop-down menu.

Have you sometimes noticed a

little orange-and-white arrow at the right hand end of the address area in Safari? If you click this, you'll be taken directly back to the last page whose address you actually typed in, or selected from your Bookmarks. (Apple calls this function SnapBack, and you can mark any page as a SnapBack target by choosing the appropriate item from the History menu.) This is very handy if you've followed a series of links on a particular subject, and just want to get back to your starting point.

The same kind of SnapBack arrow appears in the Google search field if you follow a series of links from a Google search results page. Clicking the SnapBack takes you directly back to that results page.

*AUSOM News, Melbourne Australia*

### **Safari Full Screen**

Type in the following JavaScript into the Safari address bar (with no spaces):

```
javascript:self.moveTo(0,0);self.resizeTo(screen.availWidth,screen.availHeight)
```

Press "Return" and your browser should expand to full screen. Next, drag the blue globe icon in the Address Bar to the Bookmarks Bar below it. Rename the bookmark Full Screen in the dialog that appears, and click "OK." The next time you want to expand the Safari window to full screen, just click the Full Screen bookmark. To get back to a smaller window, click the green widget in the window's title bar.

—Ben Zoller/MacAddict

*LIMac Forum, Long Island NY*

### **Search Tricks**

Enter a search criterion into the Google search bar. Hitting "Return" loads the search result into the current page. To keep the current

page and load the search result into a new tab/page, type one of the following:

- Command/Return to open the search in a new tab
- Command/Shift/Return to open the search in a new tab, but keep focus on the current tab
- Command/Option/Return to open the search in a new window

*OSXFAQ*

### **Turn on the Debug Menu**

Ever have trouble viewing a Web site? That is probably because the Web site was designed exclusively for Internet Explorer or Netscape. Here's how to make those sites think Safari is one of those browsers. First, quit Safari. Next, open Terminal and type the following, exactly as shown:

```
defaults write com.
```

```
apple.Safari
```

```
IncludeDebugMenu 1
```

Now launch Safari and select the appropriate browser from the User Agent item of the new Debug menu (probably Windows MSIE 6.0). You can also use the Debug menu to import bookmarks from other browsers, or to display a list of keyboard and mouse shortcuts, along with many other things.

*MacHome Journal*

### **Faster Bookmark Bar Navigation**

Of course you have placed your most-used URLs in the Bookmarks Bar in Safari. You can reach them even faster once you have them there. Command/1 opens the leftmost URL, Command/2 the next one, and so forth. This does not work for folders full of URLs you have placed in the Bookmarks Bar. So I keep folders of URLs in Bookmarks Bar at far right.

*Mouse Droppings, Corvallis, OR*

## Safari Quits

**Q:** Why does Safari unexpectedly quit every time I try to launch it?

**A:** The culprit is probably a corrupt Preferences file, which Safari tries to load when it first launches. This file, called `com.apple.Safari.plist`, is located in your user name > Library > Preferences folder. Delete it, and the next time you launch Safari, it will generate a clean version. The `Bookmarks.plist`, `Downloads.plist`, and `History.plist` files (housed in the user name > Library > Safari folder) are also capable of being corrupted — but if you delete them, be forewarned that your Bookmarks, download history, and list of most recently accessed sites will disappear.

*MacAddict Magazine*

## Use Command/1 thru Command/9

Press Command/1 on your keyboard and go to the first bookmark in your Bookmarks Bar.

Press Command/2 to go to the second one, and so on (folders are ignored, however). Pretty soon you won't even be looking at your bookmarks for your most commonly used sites.

When that happens, abbreviate the first nine bookmarks to create more room on the bar. For instance, Apple could be "APL," or Amazon could be "AMZ."

*MacHome Journal*

## Tabbed Browsing and the Bookmarks Bar in Safari

There are a lot of ways to speed up your Safari browsing. Here are a few:

- Place often used URLs in the Bookmarks Bar
- Fill a folder with bookmarks and place the folder in your

Bookmarks Bar

- Command/click on that folder and all the bookmarks in it load
- Enable tabbed browsing in Safari Preferences > Tabs pane:
  - Command/click opens link in a new tab
  - Command/Shift/click opens link in a new tab and opens it
  - Command/Option/click opens link in new window behind current window
  - Command/Option/Shift opens link in new window and selects it

*Mouse Droppings, Corvallis, OR*



## Office Merger

**Q:** In Microsoft Office v.X Standard Edition, is there an easy way to insert a name and an address into a Word document?

—David Christian

**A:** There is more than one, as a matter of fact. The first employs Word's AutoComplete feature. Begin typing the name of an Entourage contact (you must keep your contacts in Entourage's Address Book for this to work). After you type a few letters, the entire name appears in a small yellow box. Press the return key, and that name appears in the document with a dotted red line beneath it. Control/click on the name, and you can insert that person's email address, street address, or phone number.

For greater control, select View > Toolbars > Contact. You can use the resulting Contact toolbar to select a contact's name from a pop-up menu, add a new contact, and substitute one contact for another. With a contact's name in your document,

you can then use other pop-up menus to insert that person's street address, phone number, or email address.

*Chris Breen's Mac 911  
via Apple Barrel, Ridgecrest CA*

## Get Rid of a Column

Ever have some tab-delimited text and then decide you want to get rid of a column? Put your cursor to the left of the first word you want to remove. Hold the "Option" key down and drag down to the right until everything you want to remove is highlighted, and then just hit the "Delete" key.

*MacHome Journal*

## Splitsville

See two parts of a document at the same time by choosing "Split" from the Window menu and clicking to place the split bar where you want to divide the document window. Separate vertical scroll bars allow you to bring different portions of text into view — and you can set different view preferences for each pane (such as normal view in the top pane and outline view in the bottom).

To restore the panes to a single window, just double-click the split bar or drag it beyond the top or bottom of the window.

*TMUG Insider, Pleasanton, CA*

## Copy Formatting to More than One Block of Text

To copy the formatting from the current word or paragraph, click the "Format Painter" button on the Standard toolbar and then select the word or block of text to which you want to apply that formatting.

To copy the same formatting to more than one block of text, double-click on the "Format Painter"

button. Then you can apply the formatting to several blocks of text. To turn off the “Format Painter,” just click the button again or press “Esc.”

*TMUG Insider, Pleasanton, CA*



### Separate First and Last Names Without a Formula

Suppose you have imported a list someone (a.k.a. the boss) gave you, and the first column contains both the first and last name. You can easily separate them into two columns by first selecting the column containing the names, then choosing “Text to Columns” from the Data menu.

The Text to Columns wizard will open. Choose “Delimited” in the first step. In the second step, uncheck “Tab” and check “Space.” Click the “Finish” button.

*MacHome Journal*



### How to Sharpen Using Only Gaussian Blur, in 23 Easy Steps

1. Make an additional copy of the image, naming it For Darkening.”
2. Add two duplicate layers to said copy.
3. Make a new copy of the layered image, calling it For Lightening.”
4. On the top layer of this new image, Filter>Gaussian Blur, 1.5 pixels.
5. Change layer mode on the second layer to Darken.”
6. Change layer mode on the third layer to Difference.”
7. Flatten image.

8. Make two duplicate layers. Set each to “Screen” mode.
  9. Flatten image and save.
  10. Return to the image named For Darkening.”
  11. On the second layer, Filter > Gaussian Blur, 2.0 pixels.
  12. Change layer mode on the second layer to Lighten.”
  13. Change layer mode on the top layer to Difference.”
  14. Flatten image.
  15. Invert the image.
  16. Make two duplicate layers. Set each to “Multiply” mode.
  17. Flatten image, save, and copy it to the clipboard.
  18. Paste the “For Darkening” image on top of the original file.
  19. Set layer mode to “Multiply.”
  20. Paste the “For Lightening” image on top of these two layers.
  21. Set layer mode to “Screen.”
  22. Adjust the opacities of each layer if it seems advisable.
  23. Flatten and Save.
- Dan Margulis

*Electronic Publishing*

### Easier Text Selection

In Photoshop, you can instantly switch from any tool to the Type tool and highlight all the text on a layer by double-clicking on the “T” thumbnail on the appropriate Type layer in the Layers palette.

*Design Tools Monthly*

### Sharpen Just the Edges and Leave the Rest Alone

The Unsharp Mask filter is a wonderful tool if you don’t mind increasing the sharpness of everything, including textures. If you want the edges of objects to appear snappier, use the High Pass filter in combination with Unsharp Mask.

To do so, duplicate your image

end select Filter > Other > High Pass. In the resulting dialog has, adjust the Radius slider to accentuate the edges. Try the lower values first — the image takes on a gray appearance — and work up from there. Click “OK.” Then, change the Mode pop-up menu in the Layers palette to “Overlay” and observe the amount of edge sharpening that takes place without affecting the flat or textured areas.

If the effect is too strong, try the Soft Light blending mode and/or use the Opacity slider in the Layers palette to reduce the intensity of edge sharpening.

—Element K Journals

*LIMac Forum, Long Island NY*

### Resizing an Image

When reducing an image’s size, at the bottom of the dialog box, choose “Resample > Bicubic Sharpener.”

When enlarging, choose “Resample > Bicubic Smoother.”

*Paul Taylor, Editor*

### Visually Grow Canvas

In Photoshop, you can increase the size of your canvas visually, rather than through the Canvas Size dialog box: use the Crop tool to create a crop selection, then drag the cropping handles out beyond the edge of the canvas. The canvas will grow to accommodate.

—Michael Ninness

*Design Tools Monthly*

### Choose the Best Profile

Someone often sends me an image and when I open it, Photoshop complains that it’s untagged and asks me to assign it a profile. The problem is that I don’t know which profile would make the image look its best.

When that happens, just click the OK button and then choose Image > Mode > Assign Profile. Then try the four profiles that show up at the top of the Profile pop-up menu to see which one makes your image look the best. That way you can see the consequences of your action instead of “working blind” by assigning a profile before the image has even had a chance to open. —Ben Willmore [www.digitalmastery.com](http://www.digitalmastery.com)  
*Design Tools Monthly*

### PDF Keeps Vectors from Photoshop

When you add vector art to a Photoshop document, whether it's line art or text, saving as TIFF rasterizes the vector art at the same resolution as the rest of the Photoshop document. Saving in EPS format keeps the vectors, but reopening the EPS in Photoshop will rasterize them. To maintain the resolution independence of the vector art in a format you can import into non-Adobe applications, choose File > Save As, then choose “Photoshop PDF” as the format and be sure to check the “Include Vector Data” option.

All major graphic design applications now import files in PDF format, including QuarkXPress 4, 5 and 6, and all Adobe products. —Anne-Marie Concepcion [www.senecadesign.com](http://www.senecadesign.com)  
*Design Tools Monthly*

### See Text While Formatting

Before you change the format of type in Photoshop, (size, color, etc.), you must select it, by either dragging across the text or double-clicking it in the Layers palette.

But when you do that, Photoshop reverses the color of the text to highlight it, which

makes it impossible to see the color of the text. You can hide the highlighting without deselecting the text by typing Command/H (for “Hide”). —Ben Willmore [www.digitalmastery.com](http://www.digitalmastery.com)

*Design Tools Monthly*

### Defringe Halos

When you remove an object from one image and place it onto another image, its edges may contain traces of the original background that don't blend with the new background.

To remove that “halo,” choose Layer > Matting > Defringe and use a setting of one. Photoshop will examine the color of the pixels just inside the edge and change the edge pixels to match.

*Design Tools Monthly*

### Better Grayscale Conversion

In Photoshop, you can control how the Red, Green, and Blue channels get mixed together when converting a color image to grayscale. Choose Image > Adjust > Channel Mixer. Click on the “Monochrome” checkbox. For realistic grayscale conversion, use lots of green, some red, and very little blue.

*Design Tools Monthly*

### Crop, Rotate, & Fix Perspective

It may not be obvious, but you can use Photoshop's Crop tool to not only crop a photo, but also adjust the perspective and angle of a photo. For example, imagine you have a photo of a road going off into the horizon. But your camera wasn't straight, and you want to bring the horizon closer.

Choose the Crop tool, drag a rectangle around the area you want to keep. In the Crop Tool

options bar, enable the “Perspective” checkbox. Drag the corners of the cropping rectangle so that its top edge is parallel to the horizon, or move your mouse cursor outside the cropping area until it changes to a curved arrow, then rotate the cropping area to align the top with the horizon. Drag the top corners away from each other to widen the top and decrease its perceived distance from the camera.

—Al Ward, [www.autofx.com](http://www.autofx.com)

*Design Tools Monthly*

### Soften & Add Contrast

To add a high-contrast, soft-focus look to an image, try this:

1. Choose Filter > Noise > Median and adjust the slider until you wipe away most of the fine detail but can still recognize the subject of the photo (I use 14 for a high-res image)
2. Immediately after applying that filter, choose Edit > Fade Median and set the mode to Hard Light
3. Next, choose Edit > Fill, set the “Use” pop-up menu to “History” and set the “Mode” pop-up menu to “Color”
4. Repeat all the steps until you like how soft the image looks

*Ben Willmore*

*via Design Tools Monthly*

### Creating a Layer Set

Pressing Command/Shift/N makes a new layer in the layers palette. So wouldn't it be nice if you could press Command/Shift/Option/N to put all linked layers into a layer set? Well, you can, by creating your own shortcut.

Choose Edit > Keyboard Shortcuts. Change the Shortcuts For option to Palette Menus. Twirl open Layers and scroll down to “New Set

From Linked.” Click to the right of it and press Command/Shift/Option/N.

Photoshop will warn you that you’re replacing a weird trick that bypasses a dialog box when making a new layer. Me, I say who cares? Click the Accept button, then click OK. Just like that, you have yourself a new shortcut. —Deke McClelland

*TotalTraining.com*

### 8-Bit or 16-Bit?

**Q:** I am having a real problem understanding the difference between working in 8-bit vs. 16-bit in Photoshop CS on my digital camera captures. My files are so big it is making my machine slow and backup is taking forever; please explain why everyone raves about 16-bit?

—Brian Demarco, Photographer

**A:** Well this debate goes back and forth depending on where you are in the digital imaging workflow process and if you are scanning or capturing digitally. So to do my best to remain objective; here is my thought on this. I am very pleased with the results in our studio when processing and retouching in 16-bit. The engineers at Adobe have done a lot of work in making the algorithms work so that we get better quality in our images. I personally process only the key images that we are going to retouch and output in 16-bit. Everything else gets archived in Raw capture mode unmanipulated so that we can always process later if necessary. I agree processing everything in 16-bit requires more server space and takes up a huge amount of data. However, we have been really pleased with the results of working in 16-bit for our advertising clients.

You should do a test in your

studio with your workflow. Make sure your test image is typical of your normal work. Process the same image in 8-bit and in 16-bit going through your entire workflow process from capture to output. If you are happy with the results in 8-bit then stay in 8-bit. We just ran this test with a portrait photographer in New Jersey and he decided for his clients that 8-bit was good enough, especially because 80% of his output was 8 x10 prints.

—Helene DeLillo

*Digital Imaging Magazine*

### Got Red Eye?

Don’t grab for the Visine! Just remove it in Photoshop. I learned a little technique that is fast and easy.

First open your image in Photoshop. Set the default foreground color to Black (use the “D” key). Then select the Brush Tool (“B”). Look at the info bar across the top for the “Mode” button. Change the mode of the Brush Tool to “Saturation.” Select a brush that is slightly larger than the red pupil of the eye. Click with the brush tool over the red eye. Poof — the red is gone and what is left is the black center of the eye. Repeat for the other eye. That’s it! No more red eyes in any of your photos again.

The key to this technique is to have black as the foreground color, and the brush tool set to saturation.

—Scott Armstrong

*The Finder, Mid-Columbia MUG,  
Kennewick, WA*

### Getting Good Flesh Tones

**Q:** How do you get good flesh tones with digital cameras when shooting outdoors? My D1X seems to never give me exactly what I want. At the Nikon School, the Nikon rep told me to set the camera to Adobe

1998 and another rep at my local store told me to set the camera to sRGB. My white balance is currently set at Cloudy -3, Shady -3.

—Jack, Digital Photographer

**A:** I have used the D1X to get great skin tones while shooting portraits and beauty in the studio. I agree with the Nikon School Rep that you should have the D1X set at Adobe RGB. I believe your problem has more to do with your lighting situation being inconsistent and your white balance not being set correctly. I recommend performing a custom white balance setting every time your light shifts. I also recommend testing out some of the other presets in the white balance while you’re on location. From my personal style and experience, I don’t recommend using the -3 on the Cloudy or Shade settings.

—Helene DeLillo

*Digital Imaging Magazine*



**InDesign & Photoshop**

### Photoshop File Browser & InDesign

You can drag files from Photoshop CS’s File Browser right onto an open InDesign CS document. This places the file (or files) into picture boxes on the InDesign document page.

—Terry White

*Mac Design Magazine  
via Design Tools Monthly*



**InDesign**

### Free Scripts for InDesign

The InDesign CS installer CD includes a collection of scripts that perform useful actions on a

document. To use them, put the script in the InDesign/Presets/Scripts folder and relaunch InDesign.

Some favorites are:

1. **AddGuides:** Draws guides around selected objects.
2. **CreateCharacterStyle:** When you create a character style by example in InDesign, only the properties of the selected text that differ from the default formatting of the text surrounding it are added to the character style. This script creates a complete character style based on the formatting of the selected text.
3. **ExportAllStories:** Exports all of the stories in a document to a specified folder as text, RTF, or InDesign tagged text.
4. **SortParagraphs:** Sorts the paragraphs in the selection alphabetically.
5. **TabUtilities:** Sets a tab or an indent at the current cursor position, or sets a right tab exactly at the right edge of the text column.
6. **TextCleanup:** Performs a series of find/change operations — you can define the changes using a simple text file.
7. **TextCounter:** Counts the characters, words, or lines of text in the selection, in the text frame containing the selection, or in the story containing the selection.

—Olav Kvern

*InDesign Magazine  
via Design Tools Monthly*

### **Black Boxes Around Hyperlinks**

If you place a Microsoft Word document into InDesign that contains URLs, each hyperlink will have a black box around it both on screen and on the printed page.

If you want to keep the hyperlinks but get rid of the

black boxes, open the Hyperlinks palette (Window > Interactive > Hyperlinks). Select all the hyperlinks in the hyperlinks palette and on the side menu of the hyperlinks palette, choose “Hyperlink Options.” In the Appearance area of the dialog that appears, change the “Type” pop-up menu to “Invisible Rectangle.”

Alternatively, you can delete them all by selecting them all in the hyperlinks palette and clicking the trashcan icon.

*Design Tools Monthly*

### **Colorize Grayscale Images**

You can colorize an imported grayscale image (like a TIFF or PSD file) by first selecting it with the Direct Select tool and then using the Swatches palette. This changes the non-white pixels to that color, with levels corresponding to their previous levels of gray, but leaves the background white.

Most people get frustrated because they try doing this with the regular black-arrow Selection tool. That doesn't work.

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

### **Table of Contents (and Other Stuff)**

Don't get fooled into thinking Edit > Table of Contents feature is only for building a table of contents. You can build all kinds of lists with it because it can compile a list of any paragraphs to which you've applied a paragraph style. For example, you could make a list of advertisers, or a list of contributing writers, or a list of illustrations, and so on.

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

### **Stroke Text vs. Outlines**

When you apply a stroke to text, InDesign cleverly does not let that stroke “choke” down the shape of the character (because it strokes the text and then fills it). However, if you use Create Outlines to convert the text to a frame, you get just the opposite: It fills it and then strokes it, so the stroke sits on top of the character. If it's a thick stroke, it'll look yucky.

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



### **Preview**

#### **Idongeddit!**

Why does everyone keep saying that Preview can't crop an image? Mine does! I am running Panther 3.7 with Preview vs. 2.1.1 and cropping an image couldn't be simpler.

Get the “Select Tool” from the Tools menu, or type Cmnd/3, or, if you have the Switch Tool Mode button installed in the Toolbar, just click on the marquee icon.

The pointer turns into crosshairs and you just drag to define the area you want to crop to. The surrounding area gets covered with translucent grey. You can even adjust its position and size afterward, if you need to.

Then, select “Crop Image” from the Tools menu, or type Command/K, or, if you have it installed in the Toolbar, click the Crop Image icon.

Voilà! You're the proud owner of a brand new, neatly cropped Preview image. All you have to do is save it or export it in the phformat that suits your phphancy.

*Phredd Nawfuk, Virginny, USA*



## 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, and the home of Phil Russell, a highly 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 in Ridgecrest, California.
- *AUSOM News*, newsletter of Australia's largest Macintosh User Group, Apple Mac Users' Society of Melbourne, Australia.
- *The Finder*, newsletter of Mid-Columbia Macintosh User Group in Kennewick, Washington.
- *LIMAC Forum*, newsletter of the Long Island Mac Users Group in Seaford, New York.
- *MacVIEWS*, newsletter of the Professional Macintosh Users Group of Northeastern Indiana in Fort Wayne, Indiana.
- *TMUG Insider*, newsletter of the Tri-Valley Macintosh Users Group in Pleasanton, California.
- *Apple eNews* — A free biweekly subscription-based email publication from Apple Computer.
- *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](http://www.alap.com)
- Small Dog Electronics, an Apple Specialist and resellers of Apple Macintosh computers, peripherals, and software. [www.smalldog.com](http://www.smalldog.com)
- *TotalTraining.com* — Offering graphics and animation software training on a variety of products. [totaltraining.com](http://totaltraining.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](http://www.ideastraining.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](http://www.design-tools.com) or calling 303.543.8400.
- *InDesign Magazine* — a complete resource for InDesign professionals. Published by Creativepro.com in PDF format. [www.indesignmag.com](http://www.indesignmag.com)
- *Mac Design Magazine* is the top graphic design magazine published today, and it is published for Mac users only. *Mac Design Magazine* 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. [www.macdesignonline.com](http://www.macdesignonline.com)
- Ben Willmore's *DigitalMastery.com* — Ben is the author of the Photoshop Studio Techniques books, one of the top Photoshop instructors, and one of the expert trainers at the National Association of Photoshop Professionals (NAPP) Photoshop World Expo. [www.digitalmastery.com](http://www.digitalmastery.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, and is home of Chris Breen's Mac 911 columns. [www.macworld.com](http://www.macworld.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).
- *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)
- Helene DeLillo is a professional photographer with many high-profile clients including those in the beauty, fashion, and entertainment industries. Her digital images have appeared in the pages of *Rolling Stone*, *Entertainment Weekly*, and *Time Digital*, as well as on the covers of *Digital Camera*, *Photoshop User*, and *Studio Photography & Design* magazines. [www.helenedelillo.com](http://www.helenedelillo.com)
- *Digital Imaging Magazine* — the essential resource for the imaging professional, is published by the Cygnus Imaging Group, the world's largest publisher of photographic and imaging business publications. [www.imaginginfo.com](http://www.imaginginfo.com).
- *Electronic Publishing Magazine*. Covering trends in electronic design, digital prepress, and computer-based publishing and printing. Written for artist, illustrators, and leaders making buying decisions. [www.electronic-publishing.com](http://www.electronic-publishing.com).
- Phredd, a longtime reader of *Mac Hints & Tips*, Nawfuk, Virginny

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 [www.apple.com/usergroups/find](http://www.apple.com/usergroups/find).