



# 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 this valuable information to the Macintosh community.

This weekend was the Academy Awards Presentation. This year's show is being hosted by Jon Stewart, the host of the *Daily Show*, a faux news program on Comedy Central, a cable channel.

The *Daily Show* and the following program, *The Colbert Report* with Steven Colbert, cover topical news subjects and interviews with a humorous slant. Here in San Diego, the shows are on from 11pm until midnight, too late for me to watch live, so I record them on a digital video recorder (a TiVO copycat) and watch them the next evening.

I recommend you check out both shows.

— Paul Taylor  
paul@mac-hints-tips.com



## Feedback

### Jive (AppleTalk) Talkin' Correction

It appears there is an error in the “Jive (AppleTalk) Talkin'” tip in the February issue, because the firmware rejects the commands “resetnvram” “setdefaults” and “resetall” but responds just fine if hyphens are added: “reset-nvram” “set-defaults” and “reset-all” work, and each returns an “OK” upon pressing RETURN, and ultimately the Mac runs the appropriate routines.

How did I figure this out? I didn't. I performed a Google search.

Here are hyperlinks to a few pages that mention the hyphenation:

- <http://www.regularjen.com/geeky-girlie/reset-nvram/>
- <http://www.appletechs.com/archives/00000043.html>
- <http://www.xlr8yourmac.com/archives/mar03/031703.html>

*Stan Coutant*

### Move Thru Those Apps

A couple of times people have referred to switching applications by pressing Command/Tab.

What I discovered by accident is that, having pressed Command/Tab once, you can then move the mouse over the app that you want (so it's highlighted) then let go. This is faster than using Command/Tab if you have a load of apps open.

*John Law*

*University of Newcastle upon Tyne, UK*



## General

### Empty the Trash Automatically with AppleScript

One option that's missing for many in the Finder is the ability to automatically empty the Trash as you drop an item onto the Trash Can icon. Fortunately, it's possible by setting up a simple Folder Action with an AppleScript. One word of warning — once you set this up, any item you drop onto the Trash Can in the Dock will automatically be deleted from the hard drive, so consider this option carefully. Should you decide to proceed, launch the Script Editor and in it, enter the following script:

```
on adding folder items to
    this_folder after
    receiving added_items
    try
        tell application "Finder" to
            empty trash
    end try
end adding folder items to
```

When you've completed the script, name the script “emptytrash” and save the file as a script in Library/Scripts/Folder Action Scripts. Now, choose Go > Go To Folder, enter ~/.Trash and click the “Go” button. The Finder then displays the hidden trash folder. Next, Control/click on the .Trash folder and choose the “Attach A Folder Action” option. Then, in the open “Choose A File” dialog box, select the “emptytrash” script. With that script assigned as a Folder

Action, the Trash will automatically empty whenever an item is moved into it.

*TMUG Insider, Pleasanton, CA*

### **I Want My NTFS!**

**Q:** Why can't I use NTFS-formatted volumes in Mac OS X?

**A:** NTFS (NT file system, as in Windows NT) is a proprietary Microsoft format. As of Mac OS 10.3.5, Macs can mount NTFS volumes as read-only, but command-line jocks can get limited write access via the `mount_ntfs` command — learn all about it by typing `man mount ....ntfs` in OS X's Terminal (`/Applications/Utilities`).

*MacAddict Magazine*

### **Upgrade Options**

**Q:** I would like to upgrade the memory and hard disk on two iMacs: a 400MHz iMac DV and a 600MHz iMac. Can I use PC133 memory chips instead of PC100? And is it true that you can increase the memory limit on the 400MHz iMac from 512MB to 1GB? What options do I have for the hard drives? ~ Larry Kidd

**A:** This is one of those "Teach a man to fish" questions I like so much. I can tell you that, yes, you can use PC133 RAM in your iMac and that, yes, your iMac supports as much as a gigabyte of RAM. But my answer will be more helpful to others if I point you to a couple of good sources for finding all you need to know about Mac RAM upgrades. When seeking RAM specifications, I visit TechWorks. This site allows you to look up RAM configurations for nearly every Mac ever made. Search results will tell you how much memory a particular one can hold, how many RAM slots the computer offers, and

the kind of RAM the Mac can use. Oh, and TechWorks will sell that RAM to you, too. Although I'm a satisfied customer, TechWorks is hardly the only memory merchant on earth, and many others offer similar guides (Kingston and Ramjet, for example).

You can put a hard drive as expansive as 120GB into your iMac. If this isn't enough storage, consider using a higher-capacity external FireWire drive. And if you're running OS 9 on this iMac, make sure you're running version 9.2 or later. Earlier versions of OS 9 require third-party drivers before they'll recognize FireWire drives.

*Fat Bits, Conejo Valley MUG*

### **Stereogram X**

**Q:** Is there an application for Mac OS X that creates those cool Magic Eye stereograms?

**A:** Magic Eye-style stereograms are those tiled, colored pictures that reveal a hidden 3D image when you cross your eyes. To make your own, use Laine Lee's Absird 1.1 (free, <http://lonestar.utsa.edu/llee/applescript/>) — all you need is a black-and-white JPEG to use as the hidden 3D image and another small JPEG to tile.

*MacAddict Magazine*

### **World Photos**

TrekEarth.com is creating a global community for those interested in photography from all over the world. Browse this gallery of beautiful and inspiring photographs, join one of the forums to discuss and critique the images, or submit one of your own pictures to this cool site.

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

~ Patrish Blackstock

*Mouse Droppings, Corvallis, OR*

### **Apple Repair Extension Programs**

Over time Apple has helped out their customers by hooking them up with programs to fix faulty hardware issues.

To replace an older G3 PowerBook power supply: <http://depot.info.apple.com/exchange/>

To replace the screen on a Titanium PowerBook or Aluminum PowerBook that has white pressure marks around the Apple Logo and a serial number within the following ranges:

V7334xxxxxx to V7345xxxxxx

QT331xxxxxx to QT339xxxxxx

<http://www.apple.com/support/powerbook/displayprogram/>

For a G3 iBook with a video issue, a no-video issue, or an intermittent video issue:

<http://www.apple.com/support/ibook/faq/>

If you have a G4 iBook or G4 PowerBook that is a year or two old, you should use this link to make sure that your battery is not faulty:

<https://depot.info.apple.com/batteryexchange/index.html/>

If you have a fancy new G5 of the first generation, you might want to print this out in case you have a no-video issue, power issue, or scrambled video issue someday:

<http://www.apple.com/support/imac/repairextensionprogram/>

These are all the current programs that I know of. If you know of another one, send a link my way and I will help get the word out. ~ Troy

*Small Dog Electronics*

### **Switch for Switchers**

**Q:** I am mainly a Mac user, but I need to use a PC sometimes. I don't want to take up desk space with two keyboards, so I'm looking

for a KVM switch that will let me use a Mac keyboard to emulate a PC keyboard. Can you recommend one? ~ Robert Sena

**A:** You don't necessarily need to seek an exotic KVM (keyboard, video, mouse) switch for this. (A KVM switch lets you control multiple computers from a single keyboard, monitor, and mouse.) You just need to configure Windows so that its keyboard mapping matches your keyboard's physical layout.

There are a couple of choices. First is RandyRants.com's free SharpKeys 1.1, a Windows registry hack that makes certain keys on a keyboard act like other keys. The second is AppleK Pro's \$25 Apple Keyboard driver for Windows, a driver for Windows that supports Apple's USB keyboards (among others).

*Chris Breen's Mac 911  
via The Finder, Mid-Columbia MUG,  
Kennewick, WA*

### **Dodgy Discs**

**Q:** I routinely receive large files on CDs that were created on a Windows PC, and those discs fail to mount on my Mac. What instructions can I give those Windows users so that the discs they send me will mount on my Mac? ~ Gregory Payne

**A:** Politely ask your PC pals to stop using Roxio's DirectCD or Drag-to-Disc utilities to burn their discs. These programs support packet writing, which allows you to burn files to a CD-R or CD-RW multiple times using a file format called UDF (Universal Disc Format).

This format is a convenient way to append files to a disc designed as write-once, but discs produced using it are not Mac-compatible. Discs made by other means on the PC will almost certainly be burned

in the ISO 9660 format, which the Mac understands completely.

If the disc format doesn't appear to be the problem, check the kind of media people are sending you. The Mac loves CD-R media but can act finicky with CD-RW discs.

*Chris Breen's Mac 911  
via The Finder, Mid-Columbia MUG,  
Kennewick, WA*

### **Free Proofing Guide from EFI**

EFI has published a free guide called "ABC's of Proofing." This handy PDF outlines the steps necessary to effectively proof a project, along with several hints and tips to improve your proofing process. It also discusses the types of hardware and software available for proofing, with a slant (of course) toward EFI products. Other titles in EFI's ABC series include "ABC's of Workflow," and "ABC's of VDP." Just be sure to use a browser such as Firefox (free) to download the guides because their website uses proprietary Microsoft code that doesn't work correctly in Safari.

[www.efi.com](http://www.efi.com) [www.mozilla.org](http://www.mozilla.org)  
*Design Tools Monthly*

### **Doctor Mac Direct**

Now here's a good idea. Bob "Dr. Mac" LeVitus, one of the best-known Macintosh authors, has started Doctor Mac Direct, a service for remote troubleshooting, technical support, and training on Mac OS X and Mac OS 9 software (but not hardware; he's leaving that to Apple). You describe your problem on the Doctor Mac Direct Web site, and one of Doctor Mac Direct's experts, gives you a binding estimate of how long it will take to solve your issue. If the \$120 per hour rate, billed in 15-minute increments of \$30, is acceptable, the

expert then calls you and, using Timbuktu-like screen sharing that works via a Web browser plugin, and solves your problem. Resolution is guaranteed.

<http://www.doctormacdirect.com/>  
*TidBITS via  
LIMac Forum, Long Island, NY*

### **Eject!**

**Q:** Is there a way to open an optical drive tray from the command line?

**A:** Sure is! The secret is the "drutil" command. First, get a list of possible drives, both internal and external, by typing `drutil list`. If you have only one drive, type "drutil tray open" to open its tray-oh, and "drutil tray close" to (you guessed it) close it again.

If you have more than one drive, you'll need to add the ID number from the list (`drutil tray open -1` or `drutil tray open -2`, for example).

*MacAddict Magazine*

### **PDF Services**

One of the handiest things in OS X is the ability to print as a PDF file instead of printing out to printer. Once you gain an appreciation for this ability, it is time to look into PDF Services.

Wouldn't it be handy if when you find a web page on how to correct red eye, if you could place this information into your Photography folder? Or if you find a great recipe page for lobster thermador, you could place it in your Recipes folder.

If you like this idea, locate the Photograph and Recipe folders in your Documents folder, or create them. Alias them (Command/L). Now go to your user folder (Users > username) and scroll down to the Library and find the PDF Services folder. If there isn't one, make one.

Drop your alias folders here. There may already be items in your PDF Services folder for other purposes. For example, if there is a Mail alias in the folder, it lets you attach the PDF to a new blank email, ready to send. You might want to alias Mail for this purpose.

Now go to a web page with a recipe you want located on it. Click Print (Command/P). At the bottom of the dialog, click and hold on the PDF icon and you see a list of the folder aliases you just made. Select one and a PDF of that page appears in the correct folder within your Documents folder. Keep adding folders to PDF Services folder as needed. ~ Phil Russell

*Mouse Droppings, Corvallis, OR*

### Computer Repair Tip

Did you ever think of taking digital pictures as you disassemble anything on your computer? Then when you wish to put it back together you have pictures to aid you. Another repair aid working around a computer is a three prong parts retriever in case you drop a small nut down inside the case.

*Mouse Droppings, Corvallis, OR*

### Command Key

Say after me: "This is the Command key, not the Apple key." You will follow instructions much more easily if you remember this.

~ Steve Cooper

*AUSOM News, Melbourne, Australia*

### More on Multisession CDs

Here's another helpful tool for creating multi-session CDs.

<http://www.macworld.com/weblogs/mac911/2005/03/multisession2/index.php/>

*The MUG Center  
via TMUG Insider, Pleasanton, CA*



## Tiger

### 10.4.4 and MySQL Databases

Several readers emailed us about experiences with the new Tiger 10.4.4 release: [Chris Chapman] I'm sure this may help a few web developers in a panic out there with seemingly broken connections to local MySQL databases with PHP after performing the 10.4.4 update. For whatever reason after the update, I am unable to make connections to the MySQL server on my local machine using 'localhost' in the connection string. Substituting 'localhost' with '127.0.0.1' seems to correct the issue. Note this issue seems to only concern connections made using PHP. Command line queries work perfectly fine using 'localhost'. I am running MySQL 4.1.16 with PHP 4.3.11, for what it's worth. I'll follow-up with more details as I uncover them.

*Lynn Rybarczyk*

### Read to Succeed

When it came time for me to make the jump to Panther, I used the Take Control series of Panther-oriented titles to get me through it, which they did, and quite nicely too. I'll be doing the same thing when it comes time to migrate my main system to the new OS. *The Take Control eBooks* are short (most are 60 pages or so in length), concise they are always written about a single topic and best of all they're affordable! Most are only \$5 while a few longer ones sell for \$10. There are currently 4 titles devoted to installing, customizing, and understanding Tiger; separately they cost \$25 but you can get them all for only \$20. Find them, as well as all the Take Control books, at

<http://www.takecontrolbooks.com/> and if you decide to purchase any, get another 10% off by using the User Group Discount coupon code at checkout. Which would be CPN312O8MUG.

If you can't spare any money right now, there is still something that can help you... and it's completely free! O'Reilly, the famous technical book publisher, has a site called the "MacDevCenter" that has lots of free articles on all aspects of Macintosh use. They recently posted "Everything You Need To Know To Install Tiger" which can be found at <http://www.macdevcenter.com/pub/a/mac/2005/04/29/tiger.html/>. It's an extensive article with lots of cross references to other MacDevCenter articles on even other web sites. I felt it may be unwieldy to some of you with slower Internet connections, so I created a standalone PDF version of the file, complete with all the cross references embedded in it. You'll find it on my iDisk as mentioned previously. Check it out: while not as graphically engaging and lucid as the Take Control books are, it should be good enough to help you get through the installation process without a scratch.

*MacValley Voice, Northridge, CA*

### Tiger Books

Whether you're installing Mac OS X for the first time or simply upgrading to Tiger, it's handy (and may be essential) to have some sort of manual to help you get acquainted with the new system and make sure you don't miss any useful features.

Peachpit Press, long a solid presence in the Mac publishing world, has an excellent information

page at <http://www.peachpit.com/promotion/2304?redir=1/>.

I particularly recommend the Visual QuickStart Guide for the basics, and the Robin Williams' book as a comprehensive manual. For those who just need to catch up on the new features of Tiger, the Killer Tips book will be great if it follows the format of its predecessors.

Note that some of these books have not yet been published — click a title on the Peachpit web page to go to a page describing the book's content and giving both expected publication date and ISBN number, which will help you track the book down at local bookstores if that's your desire.

Another recommended book not listed at Peachpit will be Mac OS X Tiger — *The Missing Manual* by David Pogue. (Search for "macintosh tiger" at Amazon or your online bookstore of choice.)  
*AUSOM News, Melbourne, Australia*



### Converting iTunes File Formats

Need to convert an AAC music file into MP3 format? Need to convert an MP3 file into WAV? Use iTunes to convert files already in your iTunes library into different formats. To convert music files from one format (e.g. AAC) to another (e.g. MP3):

- Open iTunes
- Click on iTunes > Preferences
- Click on the "Importing" button at the top of the window
- From the "Import Using" pop-up menu, click on the encoding format (AAC, AIFF, Apple Lossless, MP3, WAV) you wish to convert your music files to

- Click on "OK" to save the settings
- Select one or more songs in your iTunes library to convert (Command/click to select specific individual files or Shift/click to select files in a row)
- Click on Advanced > Convert Selection to... (the format you selected in preferences above is displayed)

A copy of the file (or files) will be created in the new format.

*Rachael Smithey, Your Guide to Focus on Macs via TMUG Insider, Pleasanton, CA*

### Different Formats and Quality

Anyone who has ripped an audio CD (that is, converted and imported its contents) in iTunes knows what a simple process it can be. Insert the CD, wait for iTunes to download track information from the Internet, click on the Import button, and go about your business while iTunes does its business. What you may not know is that you have a choice when it comes to the format in which iTunes imports that CD.

iTunes and the iPod support four audio formats — AIFF, WAV, MP3, and AAC. AIFF and WAV files are uncompressed and consume about 10MB of hard-drive space for each minute of stereo audio. MP3 files are compressed (stripped of audio data considered to be less detectable to the human ear). With iTunes 4, Apple added a new audio-compression format: Dolby Laboratories' Advanced Audio Coding (AAC).

By default, iTunes 4 rips CD audio files at 128 Kbps to about 7 percent of the original file size. But if you're willing to trade hard-drive space for better sound quality, you

may want to change iTunes' default import settings.

To do so, select "Preferences" from the iTunes menu and click on the "Importing" tab. Selecting "AIFF Encoder" or "WAV Encoder" from the "Import Using" pop-up menu provides you with full-quality, uncompressed music tracks — useful for purists — but these files will take up a load of space on your Mac or iPod.

A better compromise is to leave AAC Encoder selected and bump up the resolution.

To do this, select "Custom" from the Setting pop-up menu beneath AAC Encoder, and choose a higher bit rate from the Stereo Bit Rate pop-up menu.

*Apple Pickers MUG, Indianapolis, IN*

### Making a Podcast: The Basics

This is not meant to create a professional podcast, but just to learn how to make one quickly and for fun. Tools I used:

- 12-inch PowerBook G4 Aluminum (1GHz, 768MB RAM)
- GarageBand 2.0.1
- Audio Hijack Pro
- iTunes 5.0
- Podcast Maker

I found Podcast Maker by Potion Software on Apple's website. It is a shareware application, but I feel it's worth the \$30 to upgrade to the full licensed version. Next you'll need GarageBand, which comes in the Apple iLife package. I have mine updated to version 2.0.1, though this isn't necessary. Next is Audio Hijack Pro. I used this so I could record audio, such as the intro to the podcast, from my computer. I used Text Edit, had the computer read what I wrote, and Audio Hijack recorded it.

My podcast is of the music I've been listening to for the past week. That makes it really simple, because to get my songs into GarageBand I just drag and drop them. I use the volume level so the songs seem to blend into each other. I use Audio Hijack to record some intro and exit vocals from Text Edit. I can also use GarageBand to record my actual voice announcing the titles of the songs and then plop them into the correct places.

Once my songs and titles are in the right places in GarageBand, I export the entire thing. GarageBand exports as an AIFF file, which can be imported into iTunes and converted to an MP3 file. You can choose whatever format you like (in iTunes preferences); I chose MP3 for an example.

Once you've exported and converted the podcast, it's time to start making it into an actual podcast. Open up Podcast Maker and you will be presented with a window that says Podcast Title, Author, Description and a little box that allows you to insert an image. Fill out the information.

You can also give your podcast a little image that will show up in iTunes. Next, you'll want to get your MP3 file you made in iTunes and drag and drop it into the designated area in Podcast Maker (it tells you where to drag and drop it). Once you do that, you can edit the description of that individual podcast and give it a name. Using the Detail tab, you can set keywords for your podcast and also its genre. Clicking on the Chapters tab allows you to make your podcast "enhanced," and will allow users to jump back and forward between marked chapters. I used them so I could try out as many

of the features of this program as possible. You can add album art and a title for each song, which was pretty cool.

Now everything is basically complete. You might want to check the details of your podcast. Once you feel that it's complete and all the information has been filled out, you're ready to publish. You will need your own web server with space on it for your podcast. I have my own personal servers, so I publish my podcast to them. But since publishing to an FTP server (which is a built-in option) isn't that great, I publish the podcast to my local computer first and then upload it. You can do it either way, but I felt that publishing locally was easier.

Once you've published your podcast, you can share it with friends and family and anyone. You can even submit it to iTunes so that people all over the country can hear it!

For more information, check out the following sites:

**Audio Hijack Pro:** <http://www.rogueamoeba.com/audihijackpro/>  
**iTunes 5.0:** <http://www.apple.com/itunes/>

**Podcast Maker:** <http://www.potionfactory.com/>

~ Jimmy Brancaccio

*Small Dog Electronics*

### **Pardon Me, Your Toast is Burning**

And some people's tempers are going to be pretty hot when they see this little item in the ReadMe for the new, Tiger compatible version 6.1 of Toast Titanium:

"Audio Following discussions with Apple, this version will no longer allow customers to create audio CDs, audio DVDs, or export

audio to their hard drive using purchased iTunes music store content."

Personally this doesn't bother me that much. I'm kind of surprised people were able to do this up until now, as rights management such as it is in iTunes is what enables the music store to exist in the first place. And iTunes does a fine job at letting users burn CDs from playlists with just one click (although there's now a 7-disc limit on any single playlist containing purchased songs, down from an initial 10), so I wouldn't lose any sleep over this.

*MacValley Voice, Northridge, CA*

### **Access Music in iTunes Without Adding to Library**

I have been trying to find a way to access music in iTunes without adding it to the library.

[www.macoshints.com/article.php?story=20050413022159670](http://www.macoshints.com/article.php?story=20050413022159670)

*The MUG Center  
via TMUG Insider, Pleasanton, CA*

### **Bookmark the Apple Music Store**

In Safari, to have a bookmark take you directly to the Apple Music Store, select "Show All Bookmarks" from the Bookmarks menu, choose any bookmark, Copy it. Paste it. In the Copy, change the Address to the following: `itms://phobos.apple.com/WebObjects/MZStore.woa/wa.com.apple.jingle.app.store.DirectAction/viewAlbum?playlistId=395839`

Change the Bookmark name to Apple Music Store. Now you can go directly from your browser to the Music Store.

In Chimera, create the new Bookmark you need, open Sidebar, select the Bookmark you just created, choose the Pencil editing tool at the top of the Bookmarks

page and make the changes to name and address.

In Explorer, create a new Favorite for a page you are not interested in using, Open Organize Favorites from the Favorites menu. Select the new Favorite you created, Get Info... (Command/I) and make the changes to name and address.

*Mouse Droppings, Corvallis OR*

## 9-Step Program

If you encounter an Error 400 message while visiting the iTunes Music Store on a Mac with iTunes 4.8, use these steps to resolve the issue:

1. Quit iTunes;
2. Open Safari;
3. From the Safari menu, choose Preferences;
4. Click the Security icon in the top row;
5. Click the Show Cookies button;
6. In the resulting dialog, scroll down the list of cookies until you see the ".apple.com" cookies;
7. In the Name column, select all the apple.com cookies that start with "s\_vi\_" and then click Remove;
8. Click Done;
9. Open iTunes and connect to the Music Store.

To see these steps illustrated with screen shots, go to <http://docs.info.apple.com/article.html?artnum=301628/>

*MacValley Voice, Northridge, CA*



## iPod

### On the Go-Go-Go

**Q:** How do I create multiple On-The-Go playlists on my iPod? — from the Macworld.com forums

**A:** To create an On-The-Go playlist on your iPod, select a song, genre, artist, composer, or album, and then press and hold the iPod's center button until you see the entry blink. Travel to the Playlists screen, select the "On-The-Go" entry at the bottom of the screen, and press the center button. Scroll to the bottom of the resulting On-The-Go screen, select "Save Playlist," and press the center button again. Finally, in the Save screen that appears, choose "Save Playlist" and press the center button once more. This saves the playlist as Playlist 1. The numbers in the names of subsequent playlists created in this fashion will rise in increments of one — Playlist 2, Playlist 3, Playlist 4, and so on. You're now ready to create a new On-The-Go playlist and save it in the manner just described.

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

### Today @Playlist: iPod EQ and You

Confused by how EQ settings are implemented on your iPod? Here's the dope.

<http://playlistmag.com/weblogs/todayatplaylist/2005/04/eqandyou/index.php?1src=mwrss-0405/>

*The MUG Center via TMUG Insider, Pleasanton, CA*



## iPhoto

### Keyboard Shortcuts to Speed iPhoto

In iPhoto 5 or above, there are three keyboard shortcuts that can speed iPhoto considerably:

In Browse mode, press the "2" key to tell iPhoto to display thumbnails at their native size,

which is 240 pixels high or wide. You'll see a dramatic speed improvement because iPhoto then doesn't have to scale all those thumbnails to display them. Pressing the "0" key produces very small thumbnails, and pressing the "1" key tells iPhoto to enlarge the current thumbnail to fit in the window. (When viewing an Album, you may need to click on one photo first.)

In Edit mode, press "0," "1," or "2" to change the zoom level of your image. "0" zooms to Fit in Window; "1" is 100% (one display pixel = one image pixel); "2" is 200% zoom.

*Design Tools Monthly*

### iPhoto Miscellany

iPhoto is a great application and I use it extensively, but it does have one strange characteristic that I've seen cause difficulty for others — hence this mention.

If you put a photo into Edit mode (by clicking the Edit button while in Organize mode) you may notice some strange phenomena. Sometimes the photo is very blurry when it first appears in full size but then sharpens up, and sometimes the opposite happens.

Whichever way things go, you need to be aware that the final image is almost always "softened" somewhat; that is, it is not as sharp (or "in focus") as the real thing will appear when you print it. Why Apple thinks this is a good idea nobody seems to know, but it surely causes some concern among users whose photos never seem to be as sharp as they ought to be.

To get a better idea of a photo's real sharpness, use the mouse to drag a selection rectangle across almost the whole photo, and don't release the mouse button, while you inspect

the result. When you do release the button, the photo will return to its “soft” appearance. You can then click outside the photo to release the selection.

On another subject entirely — did you realize that when you make any kind of modification at all to a photo in iPhoto (even just rotating it), iPhoto keeps an unmodified copy — the “Original” — just in case you want to return to it, which you can do by using the menu command Photos > Revert to Original.

The problem is that if you do much editing in iPhoto, or even rotate many of your photos, the presence of the kept Originals can bloat the size of your iPhoto Library significantly. There is, however, a way to clean them out. The freeware utility iPhoto Diet (now at version 2.2) will do just that. If you are really short of disk space it will also remove the “thumbnail” images which enable your photos to display mini-versions of themselves as icons when you look at them in the Finder. iPhoto Diet can be applied to any iPhoto Library, should you have more than one.

<http://pages.cpsc.ucalgary.ca/~fuhrer/personal/freestuff/iphotodiet/>.

~ Steve Cooper

*AUSOM News, Melbourne, Australia*

### Moving iPhoto Libraries

**Q:** I would like to move photos (in iPhoto) from a PowerBook G4 with OS 10.3 to my new iMac G5 with OS 10.4. I would like to keep the albums as well. What is the easiest way to go about this, and is it even possible?

~ Alden Woolfanay

**A:** It is definitely possible. The first thing you will want to do is

make sure you are running the same version of iPhoto on both Macs. Once you have that out of the way, you can make preparations to move your photo library to the iMac. Go to the PowerBook and, in the Finder, choose Go > Home. You will see a folder called Pictures. It is this folder that you will need to move to the iMac. You can make the move in a number of ways, including file sharing over Ethernet and burning the folder to DVD. The easiest way to transfer the folder though, is through FireWire Disk Mode. This feature allows you to connect your computers through FireWire, with one computer acting as an external hard disk. To do this, you will need a 6-pin to 6-pin FireWire cable, which you can find at most computer stores for under \$20.

Turn off the PowerBook, and if necessary, plug in its power cable. Now connect the PowerBook to the iMac using the FireWire cable. Go back to the PowerBook, hold down “T” and then turn it on. In a few seconds, you should see a yellow FireWire icon appear on the display, indicating that the computer is now in FireWire Disk Mode. Go back to the iMac. The PowerBook’s hard disk will now be visible in the iMac’s Finder.

Open two Finder windows on the iMac, and place them adjacent to each other. In the first window, choose Go > Home to show the iMac’s Home folder. You will see the iMac’s Pictures folder, which you will soon replace. (If you have anything valuable in the iMac’s Pictures folder, rename it “Pictures Backup” to keep it safe.) Now, in the second window, choose Go > Computer and double-click the PowerBook’s hard disk icon. You will find the PowerBook’s Pictures

folder at Macintosh HD > Users > YourUserAccount. Drag this folder into the first window.

You will be warned that a similarly named folder already exists in that location. Click “Replace” to overwrite it. The computer will then copy the folder to the iMac. Once it is done, eject the PowerBook’s hard disk by clicking it and pressing Command/E. You can then turn off the PowerBook and power it up normally. Go back to the iMac and open up iPhoto. It should look identical to how it looked on the PowerBook, complete with any albums, slideshows, and books you may have created.

*macHOME Journal  
via TMUG Insider, Pleasanton, CA*



## Apple Mail

### A Matter of Some Import

**Q:** When I launch Mail 2.0 in Tiger, it starts importing old messages from Mail 1.0. Apparently, there’s an old sent-mail message that Mail 2.0 doesn’t like: the application hangs on one message and stops importing sent mail. When I cancel, the whole thing stops. I’ve tried launching Mail again, but the whole process repeats. Where does that old message live? I’d like to delete it before I launch Mail 2.0, and skip the import step altogether. ~ Jeff Hounshell

**A:** You’ll find all of Mail’s mailbox files (called mbox files) by following this path: /your user folder/Library/Mail/name of account, where name of account is the name of your email account — POPtestingmail.example.com for example. Inside this folder is a Sent Messages.mbox folder. Give this folder the bum’s rush (in other

words, delete it); that should fix the problem.

You can also choose to import some of your old mail by choosing File > Import Mailboxes. In the Import dialog box that appears, select the Mail For Mac OS X option, click on “Continue,” and select the account folder from which you want to import messages. In the next window, choose the mailboxes you want to import and click on “Continue.” This will place your old mail in an “Import” folder in Mail’s sidebar. Alternatively, you can enable the “Other” option in the Import window and selectively import individual mbox files.

*Chris Breen’s Mac 911  
via The Finder, Mid-Columbia  
MUG, Kennewick, WA*

### **Killing the Messenger**

**Q:** In Apple’s Mail, is there any way to block the messages from a specific sender? ~ Sid Koss

**A:** Your ISP is the only one that truly has the power to block messages, and few ISPs offer such a service. You can, however, create a Mail rule that deletes messages from particular individuals. Go to Mail: Preferences and click on “Rules.” Click on “Add Rule” and type a name (for example, Get Lost!) in the Description field. Then use the pop up menus to create a mail rule that reads: From Contains joeexample.com Delete Message

Note that applying this rule isn’t such a hot idea if you’ve recently had a spat with your significant other and have sworn that you’ll never speak to him or her again. Such a rule could easily delete the groveling make up note that person sends your way. A better option

is to create a new mailbox (called Sniveling Worm, say) and create a rule that moves mail from your ex into this folder. To do this, create a rule that reads as follows: From Contains joeexample.com Move Message To Mailbox: Sniveling Worm

When you want to let bygones be bygones (or want to revel in your former sweetie’s despair), fling open this mailbox and read the messages you’ve diverted.

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

### **Where are Blind Carbon Copies**

**Q:** Am I missing something or did we lose a nifty BCC feature in the last several versions of Mail?

**A:** Look at “Subject” box. Under that there’s a little icon with an arrow pointing down and three little lines. Click on that and you’ll see the option to add the BCC field. You’ll also see a “Change Reply-To” address field, which is nice if you want people to reply to an email address other than the one you’re sending from. I hope this is what you’re looking for. If not, let me know.

~ Jimmy Brancaccio

*Small Dog Electronics*



**InDesign**

### **Quick-Apply Styles**

InDesign CS2 now lets you access all of your styles directly from the keyboard. Just press Command/Return and a small window will pop up on your screen. Type the first few letters of the style name and press Return. Your style will be applied without ever touching the mouse.

*Layers Magazine*

### **Viewing Changes as You Make Them**

When you rotate, move, crop, or resize a frame, InDesign usually only shows you a gray outline of the box. If you hold down the mouse button for about half a second before you move it, you can see the actual picture or text change as you manipulate it.

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

### **Snippets**

Drag an element from a layout to Adobe Bridge. The item will turn into what’s known as a “snippet.” These snippets are saved in what’s known as an INX (InDesign Exchange) format and can then be dragged into any InDesign layout. In addition, designers can create snippets and email them to others to re-create parts of pages instantly.

*Layers Magazine*

### **Inline Graphics in Word Files**

When you import inline graphics in a Word file, InDesign places them as anchored objects and positions them using the original Word dimensions and parameters. You can modify these settings by selecting the anchored object and choosing Object > Anchored, Object > Default Options.

~ Peachpit Press

*InDesign Magazine*

### **Use Multiple Views of the Same Document**

Sometimes you need to be zoomed in and out at the same time. Without causing a rift in the space-time continuum, you can simply choose Window > Arrange > New Window. This will give you another view of the same document so you can zoom in or out. You can even

tile the windows to see both views at the same time.

*Layers Magazine*

### Adding More Pages in InDesign

Need to add more pages to your document? Command/Shift/P adds one new page after the currently-targeted one. Also, don't forget that Option/Clicking on the "New Page" button in the Pages palette opens the "Insert Pages" dialog box, which lets you specify the number of pages to insert, where to insert them and what master pages should be used.

~ David Blatner

*LIMac Forum, Long Island, NY*

### Getting Text to Ignore Text Wrap

There may come a time when you want to place a block of text over an image that's repelling other text.

To do this, select the text you want to ignore the text wrap applied to the underlying object and then choose Object > Text Frame Options or press Command/B. Select the "Ignore Text Wrap" check box and click "OK." It couldn't be any more convenient!

*LIMac Forum, Long Island, NY*

### Reset Dialog Box Settings

Have you ever entered settings in a dialog box in InDesign and, after looking at the preview, realize you need to start over again? Of course you have! Who hasn't? Rather than clicking the Cancel button, though, you can simply hold down the Option key in several of the dialog boxes in InDesign to change the Cancel button to the Reset button. Click the Reset button to clear the fields and enter new settings. It sure beats having to repeatedly reopen a dialog box!

*Element K Journals  
via LIMac Forum, Long Island, NY*

### Direct Select a Path

Normally, when you use the Direct Select tool to click on a path, you select either a point or a segment on that line. Option/Clicking selects the whole path. If the path is just one among several paths within a compound path, then Option/Clicking a second time will select all the points on all the shapes in the compound path.

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

### Leading Tips

The wider your column of text, the more leading you need. Solid leading (such as 12 point text on 12 points leading) produces almost unreadable text for all but the narrowest of lines. However, the larger the text, the tighter leading you can usually get by with. Solid leading (or even leading that is smaller than the font size) may be possible with large headline type.

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



### MS Entourage

#### Entourage's Message Font

**Q:** How can I change the default font that is used for composing outgoing messages in Entourage 2004? Right now it is set for Verdana. I'd like all new outgoing messages to use Textile. Is there any way to do this? ~ Ray Taylor

**A:** You can certainly change the font used for outgoing messages in Entourage. The first thing you'll need to do is tell the application that all outgoing messages are to be sent as HTML. This is the only way an outgoing message can convey your font preference. Choose Entourage > Preferences.

You'll see a list of categories at the left. Click "Compose," and a set of related options will appear at the right. You'll see a pop-up menu that determines the mail format; choose "HTML." Now you can set the font. Click "Fonts" from the list at the left to call up the four fonts options. The second item listed is HTML Messages. Choose the preferred font (Textile) and your preferred font size, then click "OK." All new outgoing messages will now be HTML in format with Textile as the default font.

There's a hitch, though, that you need to know about before you make the switch. Recipients of your message must have the same font installed on their computers; otherwise, they'll just see the message with their own default font. It's a good idea to limit your font choices to standards such as Times New Roman or Helvetica, or fonts such as Arial and Verdana that are included with most Microsoft applications.

*macHOME Journal*



### MS PowerPoint

#### Quite a Character

**Q:** I just upgraded to Microsoft PowerPoint 2004, and now, when I launch the program, I see an alert that displays what appear to be Asian characters and a message that claims this font is unavailable on my computer. My presentations don't use this font, so why the substitution? ~ Ken Chupp

**A:** PowerPoint 2004 displays this error message when it's missing an Asian font that is installed with OS X or a font that Microsoft Office installs when it first runs. The missing Apple font is likely to be

Hiragino Kaku Gothic Pro, and the Microsoft font is MS PMincho.

At this point, you have a couple of options. You can enable the fonts (or install them if they're missing), or you can tell PowerPoint to live without them.

To instruct PowerPoint to proceed without certain fonts, open your PowerPoint presentation and choose Format: Replace Fonts. Select the Asian font in the "Replace" pop-up menu, choose something more appropriate in the "With" field (Times, for example), and click on "Replace." The new font you've selected will replace all instances of the old one.

With luck, these fonts may still be on your Mac. To find out, launch Panther's Font Book, select "All Fonts" from the Collection column, and peer into the Font column. If one or both fonts are disabled, select them and click on "Enable."

If the Hiragino font is missing, you could get it back by reinstalling OS X, but there's an easier way. Download Charles Srstka's \$20 shareware utility Pacifist, and use it to extract the font from the Panther installer disc(s). You'll find the font by following this path: Contents of OSInstall.mkpkg/Contents of EssentialSystemSoftware.mkpkg/Contents of Essentials.pkg! System/Library/Fonts.

Note that the font's name includes a series of Japanese characters that you might not be able to read. The font you want has a name that ends with Pro W4.otf, and it weighs in at 9.6MB. It normally lives in the Fonts folder within the System folder — a folder for which you lack permissions. If you'd rather not change those permissions, simply add the font

to your user account's Font folder (your user folder/Library/Fonts).

If the Microsoft font is missing, insert your Office 2004 disc, open the Microsoft Office 2004 folder, the Office folder therein, and then the Fonts folder inside that folder. Copy the MS PMincho font to your user account's Fonts folder.

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



## MS Excel

### Keep a Cleaner Desktop when Multitasking

Are you one of the many busy Excel users who frequently have two, three, or more workbooks open at once? If so, you know that kind of multitasking can create a lot of screen clutter.

Within the Excel window, you can navigate between workbooks by pressing Command/F6 or by opening the Window menu and selecting a workbook from the list of open files.

Excel offers an option that can help you avoid screen clutter while keeping as many workbooks open as you like. To try it out, open three or four workbooks, and go to Window > Hide. When you do, Excel erases all traces of the current workbook from your screen. The workbook is still open, but you can't see it.

To make a hidden workbook visible again, go to Window > Unhide, and you'll see a list of the hidden workbooks. Select the workbook name that you want to display, and click OK.

Don't worry about forgetting that you have a workbook open. If you close Excel while a workbook is hidden and you haven't saved your

changes, Excel asks if you want to save the changes to any unsaved workbooks.

*TMUG Insider, Pleasanton, CA*



## Acrobat

### PDF Skeleton Key

**Q:** How can I print or edit password-protected PDFs?

**A:** That depends on what exactly the password is protecting. If the PDF is locked so tight that you need a password to even open it, then sorry, no dice. If it's simply locked against editing or printing, you can use PDFKey Pro ([www.pdfkey.tk](http://www.pdfkey.tk)) to create an identical, unlocked copy of your PDF. This utility costs about \$12 at press time.

*MacAddict Magazine*

### Panes-to-Palettes in Acrobat

You can change Acrobat's Bookmarks and Thumbnail panes into free-floating palettes by dragging them into the document pane.

*Design Tools Monthly*

### Use Preview to Add Comments to PDFs

Apple's Preview application in Tiger lets you add comments to PDF files. Open the PDF in Preview, then go to the "Tool Mode" section of the tool bar. There you'll see a button that lets you choose "Text Annotation" or "Oval Annotation." Text Annotation adds Post-it-like squares of text to your PDF, while Oval Annotations can circle items you want to call attention to.

*MacAddict Magazine  
via Design Tools Monthly*



## 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.
- *FatBits*, newsletter of CVMUG, the nation's first user group. Camarillo, California
- *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.
- *MacValley Voice*, newsletter of the MacValley User Group in the Northridge, California.
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### Websites:

- Small Dog Electronics, an Apple Specialist and resellers of Apple Macintosh computers, peripherals, and software. [www.smalldog.com](http://www.smalldog.com).
- [www.MugCenter.com](http://www.MugCenter.com) — The Mac User Group Resource Site.

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