



Hints & Tips

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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.

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



General

Why Burn a Disc Image

Many data folders contain invisible data files that are used by the application that creates and modifies the contents of the folder. One example is iPhoto that uses the iPhoto Library folder. These invisible files could contain important information like the Keywords, or the alias directory for the Albums of iPhoto.

Unless special steps are taken, simple burn processes like “Burning in Finder View” will not capture these invisible files. The CD produced cannot fully restore the functionality of the original data. All images would be preserved but some image identification information can be missed.

A disc image of folders contains ALL the files, visible or invisible. The disc image process takes more time but all data is captured. Most data folders do NOT contain important invisible files. “Burning in Finder View” is sufficient for these folders. -Jerry King

MacFriends Report, Naples, FL

Hard Disk Corruption

It has happened to many of us, and is not a pleasant experience: the computer starts to behave strangely and some files seem to mysteriously disappear. If your computer is showing these symptoms, it might be suffering from a damaged file system on its hard disk.

There can be many causes of this, including faulty hardware in your computer or a power cut at a critical point

while the disk is being updated, but the most common cause is software bugs, either in the operating system itself or in an application or other piece of software on the computer.

If you think the file system on your hard disk might be damaged, you should stop using the computer as soon as possible, as any data written to your hard disk might cause further damage to the file system, possibly resulting in loss of files. Use disk repair software to check for and repair any problems before you resume normal operation. Mac OS X has improved the reliability of the file system considerably over Mac OS 9, simply by preventing applications from being able to write data to arbitrary locations on the hard disk, and from overwriting critical system files. In addition, Mac OS X 10.3 (and later) supports a scheme known as “journaling,” which allows it to recover from the computer crashing, restarting or losing power, and restoring the file system to a consistent state.

Unfortunately this system isn't perfect, and it is still possible to get minor problems occurring on rare occasions. Sometimes these minor problems can grow into major ones, and once the file system has major damage, you are at risk of losing a lot of files on your hard disk. So, how does one deal with these problems, and hopefully catch them before they get too serious?

Disk Utility: First Aid

The primary tool on Mac OS X is the Disk Utility application. It includes a “First

Aid” component, which can check your hard disk for any file system damage, and repair simple problems. It is a good idea to regularly run Disk Utility and do a “Verify” on your computer’s hard disk to check for any problems. Hopefully this will catch any minor issues before anything serious happens.

Unfortunately, you can’t use the Verify (or Repair) function of Disk Utility unless you start up your computer from another disk. Apple has provided a method of doing this by including a copy of Disk Utility on the Mac OS X installation CD/DVD which was supplied with your computer. They hid it a little, so you need to know where to look in order to find it: instead of clicking on the “Install” button, look in the Menu bar for Utilities > Disk First Aid.

In Disk Utility, you need to select your hard disk from the list on the left side, then make sure you have the “First Aid” tab selected, and click on the “Verify” button. This will check your disk for any problems. It displays progress information and a summary of what it found. If there are any problems, they will be shown in red, and it will say that you need to repair the disk. You can do this by clicking on the “Repair” button. Assuming the problem was minor, Disk First Aid should be able to fix it. When finished, you can quit from Disk Utility, and quit from the Installer, then restart your computer to return to normal operation.

Third-Party Disk Repair Tools

If there is a serious problem, Disk First Aid may not be able to repair it. This is when you need to call in the heavy guns in the form of specialist third-party disk repair programs. These are all relatively expensive, and it is important to

ensure you are running the latest version. There have been cases where an old version of a disk repair utility has done serious damage to a file system that has been modified by newer system software.

In the past, the main disk repair was Symantec’s Norton Utilities. This program is no longer being developed, and, more importantly, the latest version is not compatible with Tiger, so I cannot recommend its use, and I would discourage anyone from buying it now.

In my experience, the best program for dealing with a corrupted file system is Alsoft’s DiskWarrior. It takes a while to rebuild the directory on your hard disk, then gives you the option of previewing its results before it actually modifies your hard disk.

If it has not succeeded in recovering files you know were lost, you can cancel DiskWarrior’s repair attempt, and try other repair tools first. DiskWarrior is certainly a lot easier to use than Norton Utilities, as it doesn’t ask mysterious technical questions whenever it encounters a problem.

Another major disk repair program is TechTool Pro, which also provides a wide range of other tests for your computer hardware. I have this, but I’ve never needed to use its disk repair functions because DiskWarrior has always done a good enough job, so I can’t comment on its reliability or usability.

Another useful program is Data Rescue. This concentrates on recovering files from a damaged hard disk rather than trying to repair it. If you have files on your hard disk that have been lost, are absolutely critical, and you must recover them at all costs, I’d recommend trying this one before

anything else, though I haven’t had need for it myself. All of these programs cost around \$80 to \$90.

The Aftermath

If you were suffering from major damage to your file system, then you may find that the computer is still misbehaving after the damage has been repaired. The most likely explanation is that some critical system files were partially damaged, and they need to be reinstalled. You should try doing a fresh installation of your operating system, and preferably all your applications as well, or restore everything from a known good backup.

Optimization?

Some disk tools offer a method of optimizing your hard disk in order to improve performance. If you are running Mac OS X, I’d recommend avoiding this. The speed gains are temporary, and the optimization process is risky: if the file system is already damaged, optimizing it is likely to cause serious damage.

-David Empson

*Wellington Macintosh Society,
Wellington, New Zealand
via TMUG Insider, Pleasanton, CA*

Get More Respect

Even though software applications seem like they’re in English, they’re really a foreign language. And like a foreign language, if you want to get respect from the natives, you need to learn the terms.

Every item that does anything in an application has a name. Every little box, control and interface item has a name: Title Bar, Close Box, Zoom Box, Field, Radio Button, Check Box, Toolbar, etc. Knowing these terms lets you communicate clearly with others, especially when you’re having trouble. Not knowing

them can alienate and frustrate those wanting to help, and leave you frustrated as well. Take the time to learn some of the terms. They're usually mapped out at the back of the manual that came with your application, or the book you bought to learn your application.

Design Tools Monthly

There is a Difference

Just about all applications (programs) use a window to display whatever it is you are working with or reading (normally described as a "document"). Mac OS X windows display the buttons in their upper left corners, to close, minimize, and zoom the window, respectively. (The close button for an OS 9 window is also in its upper left corner.)

When you have finished with an application and want to clear the screen so that you can go on to other work, there are two ways of doing so: you can quit the application (using the menu command [Application name] > Quit, or in Mac OS 9, File > Quit), or you can simply click the window's Close button.

What is really important to understand is that apart from closing the document you've been working with, these two actions are not the same.

By using the menu command to Quit, you are not only closing the window (document) but also completely closing the application so that it is no longer occupying any of the Mac's memory or requiring any of its processor's attention.

On the other hand, simply clicking the window's Close button does nothing but close the particular document you were working with—the application

remains open ready to work on another document of the same type. Even if you don't open any such document, the application itself remains open, occupying at least some of the Mac's memory space and requiring at least some of its attention.

In Mac OS 9 this is really bad news—the application occupies the same amount of memory whether it is working on a document or sitting idle, and if you leave several applications open you will soon run out of usable memory.

In Mac OS X the situation is much less critical, since an application uses only as much memory as it actually requires from moment to moment, so that even if an application is left open, it uses very little memory if it is not working on a document.

Still, it is arguably not good housekeeping practice to leave numerous applications open if you are not using them. Why complicate your Mac's life unnecessarily?

A good reason for not leaving idle applications open is that it may inhibit a proper understanding of what your Mac is doing, particularly if you are a relative beginner. On many occasions I've had people say to me, "If I have application so-and-so open and then close it, next time I try to open it nothing happens." What's happening here is that after using the program and simply closing its window (rather than Quitting it properly), they then double-click its icon and are surprised when no window opens.

The reason is that the application opens a new window only when it is launched for the first time. If it is already open, double-clicking does not open a new window—double-

clicking an already-open application simply brings it to the front (so that its name appears in the menu bar at the top of the screen, along with its particular menu items) but nothing else happens.

The moral is that, at least until you understand how your Mac works and can make an informed decision otherwise, always close a program you are finished with by using the menu command File > Quit, rather than just closing a window using the red button.

-Steve Cooper

AUSOM News, Melbourne, Australia

Get Ready for 64-Bit

On its web site, the Apple Developer Connection (ADC) has published an article titled "Developing 64-Bit Applications Coming with the release in 2005 of Mac OS X v 10.4 (Tiger)."

The article explains the switch from 32- to 64-bit computing. This change will allow developers to go beyond the 4GB limitation on RAM on each application currently imposed by Mac OS X.

Tiger allows 16 exabytes, or 16 billion gigabytes. This is enough to hold 16,000 copies of the Internet Archive. No computer can hold that much memory, but it will allow a lot of headroom for the future.

You can read more on the Apple Developer Connection site.
Apple Pickers MUG, Indianapolis, IN

PMS Colors for Flags

Printed versions of the flags of most nations use only these PMS colors: Red 032; Green 354; Yellow 109; Orange 021; Gold 116; Process Blue; Blue 286; UN Blue 279; Intermediate Blue 300.

*PC Graphics Report
via Design Tools Monthly*

Phony Contacts

Q: I have a new Motorola V600 Bluetooth-enabled phone. My PowerBook G4 can see the phone and pair to it using a Bluetooth adapter, but iSync won't recognize it. If Bluetooth can see the phone, isn't there some tweak to get iSync to see it as well? ~Rick P. Clay

A: Currently, no. But there are a couple of ways to move contacts to phones that don't have iSync support. The first is to use Antonio Ferraioli's \$10 OnSync. OnSync allows you to move contacts from OS X's Address Book, Microsoft Entourage, Qualcomm Eudora, and Now Contact (part of Now Up-to-Date & Contact) to the V600 and other phones. (However, OnSync doesn't support calendar events of any kind.)

Your other option is to use Address Book's "Send These Cards" command. Just pair your phone to your PowerBook; then, in Address Book, select the contacts you want to transfer to the phone, and choose "Send These Cards" from Address Book's Card menu. In short order, your phone will ask you to accept the transfer. Do so and store your contacts.

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

X Mac OS X

Frustrating File Sharing in OS X

Q: I used OS 9 for many years and I've just recently upgraded to OS 10.3. OS 9's File Sharing allowed me to share the hard disks between all my Macs. I could mount them on the desktop and drag and drop files from one computer to the other rather easily.

I can't figure out how to do this with OS X.

I can set up file sharing so that everyone can access the Public Folders, but that's just plain annoying. I want to drag and drop a file into the Documents folder on another Mac. I do not want to toss it in the Public Folder's Drop Box, run across the room to the other computer, fish it out of the Drop Box and then put it into Documents. That's insane! Please tell me there's an easier way to go about this task. ~Brad Edwards

A: Yes, there is an easier way to share files. You're forgiven for being confused, though; OS X's Personal File Sharing setup text implies that you can only "give users of other computers access to Public folder on this computer." In reality, you can access anything on any computer so long as you have its administrator name and password.

Go to the first computer, choose "System Preferences" from the Apple Menu and click "Sharing." Choose "Personal File Sharing" from the list of services and click "Start." Repeat this process for each computer. Now return to the first computer. Go to the Finder and choose Go > Connect to Server. Click "Browse," and you'll be taken to a Finder window showing all available servers. Double-click a computer you want to access to call up the login window. Choose "Registered User" and then enter the administrator name and password for that computer. Don't click "Connect;" instead, click "Options." You'll see that you can choose to add the password to the keychain. This is especially useful if you're going to be connecting to the computer on a regular basis. Choose the option to "Add Password

to Keychain" and click "Save Preferences." Click "OK," then click "Connect."

You're then asked to choose the volume you wish to mount. You can choose to access the entire hard disk or just the user account. (Command/Click to choose multiple volumes.)

Once the volume appears on your desktop, drag it to your Dock for quick access. Assuming you've chosen to add the computer's name and password to your keychain, you'll be able to automatically connect to the volume at anytime with a single click.

macHOME Journal

Moving Items Around in the Dock

You can drag items into any position you want in the dock as long as they are on the proper side of the dock separator.

*Small Dog Electronics
www.smalldog.com*

Eye (Want) Candy

Q: When using fast-user switching in Mac OS X Panther, my 400MHz Power Mac G4 doesn't show the cool rotating-screen effect. Why not?

A: Mac OS X 10.3 Panther uses a technology called Quartz Extreme to accelerate and enhance the way your Mac draws information on the screen. One of these enhancements is the rotating-screen effect you mentioned. Unfortunately, Quartz Extreme requires certain newer video cards in order to work. Your Mac's older video card can handle Panther, just without the benefits of Quartz Extreme (www.apple.com/macosx/features/quartzextreme). To use Quartz Extreme, you need either an Nvidia GeForce2 MX,

GeForce3, GeForce4 MX, or GeForce4 Ti, or any AG P-based ATI Radeon card.

MacAddict Magazine

Allow SSH Access to Limited Users in Mac OS X'S Terminal Application

Using a ssh session, you can easily connect to your Mac from virtually any computer in the world. But what if you only want a few people to have access to your computer via ssh, even if they have valid accounts? For example, although a student may have an account on a lab computer, you may not want to grant her ssh access.

To limit access to certain users, launch a Terminal session and enter:

```
sudo vi/etc/sshd_config  
Then, add the following to the end of the file, replacing the appropriate short usernames with the user1 and user2 values:  
AllowUsers user1 user2
```

As long as you separate the users by a space, you can add as many usernames as you like. Save the change, and then restart your computer. From that point on, only users listed in the line will be able to access the computer. To grant everyone access again, just remove the line and reboot the computer.

TMUG Insider, Pleasanton, CA

Activity Monitor: Your Secret Ally

We use Apple's Activity Monitor to help troubleshoot problems in both Mac OS X 10.3 and 10.4 when our Macs are acting sluggish. Activity Monitor lists applications and other processes that are currently running on your Mac.

Click the pop-up menu at the top of the window and choose "All Processes" to see everything that is running, including hidden and

invisible applications. Click the "%CPU" column to sort the list according to how much of your processor's cycles are being used by each process. The higher the percentage, the more likely it is that you have found what is slowing down your Mac. You'll find Activity Monitor in Applications > Utilities.

Design Tools Monthly



Family Album

Q: My son and I share an iMac at home. Is there a way for us to use the same iPhoto library?

-Kiki Mulliner

A: With the proper privileges, this can be done with aliases. It works this way: Choose the most up-to-date iPhoto Library folder (located at your user folder/Pictures) and move it to the Shared folder inside the Users folder at the root level of the hard drive. Click on the iPhoto Library folder, press Command/I to call up the iPhoto Library Info window, click on the "Ownership & Permissions" triangle, and then click on the "Details" triangle below. Select "Read & Write" from the Access pop-up menu directly beneath the Group pop-up menu, select "Read & Write" from the Others pop-up menu, and then close the Info window. Hold down the Command and Option keys and drag the iPhoto Library folder back to the Pictures folder to create an alias.

Switch to your son's user account, change the name of his iPhoto Library to something like "iPhoto Library Old" (in case you want to use this library again), open the Shared folder within the Users folder, and Command/Option/drag

that folder's iPhoto Library folder to your son's Pictures folder to create an alias.

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

iPhoto Smart Albums

The concept of Smart Albums, as implemented in iPhoto 4 and later, has made my task of managing the 2500 photos I brought back from a recent vacation so much easier than it was last time.

Smart Albums are albums whose content is defined not by dragging photos into them, but rather by setting "rules" for determining photo eligibility and letting iPhoto move items in and out automatically as you work. The criteria can be quite complex, working with your photo ratings, keywords, existing albums, photo dates, and more. Once you've defined the criteria, iPhoto moves all the qualifying photos into the Smart Album, and then updates the album content as you work, allocating or removing ratings, keywords and so on.

You can adjust your selection criteria at any time and the Smart Album content will immediately be revised accordingly.

To get iPhoto 4 you need to buy either a new Mac or the iLife suite, the latter for \$79. -Steve Cooper
AUSOM News, Melbourne, Australia



Fit More Songs on iPod Shuffle

If you're after the highest quality tunes and regularly import songs at bit rates higher than 128 Kbps, iTunes offers you the best of both worlds, letting you keep your high-quality songs in iTunes while exporting leaner versions of

the songs, sized just right for iPod Shuffle.

Here's how: Connect iPod shuffle, open the iPod Preferences dialog, and click the iPod tab. Click the check box next to "Convert higher bit rate songs to 128 kbps AAC for this iPod." Then click OK.

The next time you Autofill iPod shuffle, iTunes will automatically convert songs to 128 Kbps as it exports them to iPod shuffle. The original versions in your iTunes collection, meanwhile, will remain in your library at their higher encoding rate.

Apple eNews



How To: Smart Playlists

Many people have found out about Smart Playlists in iTunes and used them. But others have not, and even those who have found them don't really know how to put them to best use.

<http://www.themacmind.com/modules.php?op=modload&name=News&file=article &sid=692>

The MUG Center

www.mugcenter.com

via TMUG Insider, Pleasanton, CA

Song Saving

Q: When I recently opened an MP3 file in iTunes, all my music and playlists had disappeared. I found my music in the Documents folder and imported it back into iTunes, but all my playlists are still missing. How can I recover them?

-Jeremy Hahn

A: It sounds as though you have a corrupted iTunes 4 Music Library file. To fix it, quit iTunes, open your iTunes folder (stored by default in your user folder's Music folder), and

drag any iTunes Music Library files to the Trash. (You may have more than one of these files if you've used older versions of iTunes with this computer.)

Now drag the iTunes Music Library.xml file to the desktop. Launch iTunes and choose "Import" from the File menu. Navigate to the iTunes Music Library.xml file on the desktop and click on "Choose." Importing this file should cause your playlists to appear in iTunes.

If you have an iPod that contains the playlists from your Mac, you can also use a utility such as CrispSofties' iPod.iTunes. In addition to copying music files from an iPod to your Mac, iPod.iTunes will synchronize playlists between the two. If you've lost the playlists on your computer, iPod.iTunes should be able to restore them from the copy stored on your iPod.

Chris Breen's Mac 911

via Fat Bits, Ventura CA



Toast & Jam

Better Audio Burning Playlist

iTunes is a great tool for ripping, encoding, and managing your music, and it's free, but even Apple wouldn't claim that it's the be-all and end-all for creating audio CDs. iTunes just doesn't have some advanced features. With a program such as Roxio's Toast Titanium, Jam, or Toast with Jam, you can do more with your music and create a greater variety of audio discs.

Making Copies

Backing up audio CDs with iTunes is a tedious process. You need to rip them as AIFF files (by going to iTunes' Importing preference pane and changing the "Import Using" setting to

AIFF Encoder) and then burn the resulting files back to a CD-R. And OS X's Disk Utility won't let you create an image of an audio disc. But Toast makes duplicating audio CDs easy by letting you copy an audio CD directly from one optical drive to another. If you have multiple burners, just choose the drive you want to copy from in the "Read From" pop-up menu (see "Burner Bonanza"), and choose the drive you want to record with in the pop-up menu that appears at the bottom of the Toast window. Then click on the "Record" button and watch as Toast copies your disc.

Toast also gives you the option of saving audio CDs as disk images (instead of copying them directly to blank CDs)—ideal if you have only one burner or if you plan to make multiple copies of a disc. You can also mount these images and they will play back in iTunes as if they were physical audio CDs.

And when burning audio CDs, iTunes creates a plain-vanilla disc. If you'd like to create an enhanced audio CD that also includes pictures and text, or if you want to fashion a disc that includes CD-Text (information such as the album and song title that appears in the display of compatible players), a tool such as Toast is necessary.

Mind the Gap

One of iTunes' aggravating quirks is its inability to create discs with seamlessly connected tracks.

For example, the last several tracks of the Beatles' classic Abbey Road album flow continuously. But even if you configure iTunes so it doesn't put a gap between the tracks when you burn them to disc (as you can in iTunes' Burning preference pane), you'll still hear a tiny hiccup between songs.

If you think you might burn audio CDs from your ripped music, consider joining multiple tracks into one at the time of import (Advanced > Join CD Tracks). However, this leaves you with long tracks that you can't navigate easily. And suppose you want no gap between tracks two and three, but a two-second gap between tracks five and six? iTunes can't help you.

Toast supports a feature called Disc-At-Once (DAO) that keeps the laser on between the tracks it's burning. DAO maintains the seamless track flow when burning a CD from uncompressed files on your Mac, copying from one CD to another, or copying from a disk image to a CD. It also lets you record tracks with gaps of different lengths between them (the program offers gaps from zero to eight seconds long).

Creating a seamless CD from compressed (MP3 or AAC) files in your iTunes library is a different matter, however. To create smooth transitions between iTunes tracks, you need a tool that can cross-fade one track into another (in other words, overlap portions of each track and fade the first track out while fading the second in). iTunes' cross-fade feature affects only playback in iTunes, not burning. Although Toast doesn't include a cross-fade feature, its professional sibling – Jam—does. (Note that with Tiger and QuickTime 7, you can no longer use Toast or Jam to burn protected AAC files.)

With Jam, you can not only impose cross-fades on tracks and burn those effects to disc, but also change the cross-fade's shape and duration. This allows you to create a more natural-sounding cross-fade, one that's likelier to cover up the

audio hiccup that occurs between tracks. As with Toast, you can pick gaps of different lengths between tracks—although with Jam, these gaps can be of any length (perfect if you want that surprise bonus track to begin 45 seconds after your listener thinks the last track has ended).

Added Features

Toast and Jam (and Toast with Jam, which includes both apps and additional Toast features) perform other tricks that iTunes can't.

Support for High-Resolution

Files: iTunes can convert the files it supports (44.1kHz and 48kHz AIFF, WAV, MP3, AAC, and Apple Lossless files) to a format compatible with audio CDs, but it doesn't know what to do with higher-resolution audio files—files created in professional audio applications with special hardware. Toast and Jam can burn an audio file of up to 192kHz and 64 bits to a standard audio CD. The Toast with Jam package can even add Dolby Digital files to an audio CD.

DVD Audio Discs: Although iTunes can back up your music as data to a DVD-R disc, you can't play these discs in regular AV equipment. Toast with Jam can create DVD Music Albums—DVDs with as much as 36 hours of two-channel, Dolby Digital-encoded music (less in PCM format). The discs include basic navigation menus and on-screen “now playing” information, and a standard DVD player will play them.

Convert and Restore LPs and

Tapes: You can use iTunes to rip CDs but not to record audio from a computer's audio-input port. With CD Spin Doctor (a program included with Toast and with Roxio's Boom Box), you can record

your old LPs and tapes to your Mac. The program can recognize gaps between songs and automatically segments albums into tracks for you. It can also remove pops and crackles.

Track and Album Normalizing: iTunes includes the “Sound Check” feature that balances the volume of tracks so they more closely match one another. This isn't always a desirable effect, because audio engineers purposely master recordings so that some tracks are quieter than others, and when you impose Sound Check, you lose the balance between soft and loud recordings on an album.

Jam lets you balance (normalize) tracks either individually or in groups; you'd balance them individually to give tracks from different CDs the same volume, or you'd balance a group of tracks to increase an album's overall volume without boosting all the tracks to the same volume.

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



Word's Keyboard Shortcuts

Microsoft Word is a powerful and complex word processor with hundreds of predefined keyboard shortcuts. Here's how to create a printout of all of Word's shortcuts. In either Word v. X or 2004, select Tools: Macro: Macros to open the macro dialog box. In the Macro Name field, type ListCommands and then click on Run. In the next dialog box, select All Word Commands, and then click on OK to start the macro. A new document will appear on your screen, listing every single Word command along

with the associated keyboard shortcut(s).

Apple Pickers MUG, Indianapolis, IN

Display Built-In Styles

When you create a document, Word starts you out with a handful of basic styles. If you need to apply a more specialized style, hold down Shift and click on the arrow beside the “Style” box on the Formatting toolbar. Word will expand the Style list to include all its built-in styles. Just select the one you need and Word will apply that style and add it to your document.

TMUG Insider, Pleasanton, CA



Smart Duplication

When you duplicate an object, it's offset 6 pixels to the right and 6 pixels down, unless you've changed the ruler settings from the default. However, the duplicate feature works differently if you move the duplicated object with the arrow keys or the mouse. As long as you don't deselect the duplicated object while moving it, a second duplicate will be offset the same number of pixels as the first duplicate from the original. This is useful when you're creating multiple objects offset exactly the same distance and can be much more efficient than applying arrangement options after you've duplicated the objects.

FileMaker

Build a Simplified Contact Management System

In previous versions of FileMaker Pro, creating buttons to mimic a rolodex required 26 scripts. Each script differed only by the letter of the alphabet you entered into

the last name field in find mode. To make any changes, you had to modify all 26 scripts, not to mention the tremendous amount of clutter 26 scripts creates in the ScriptMaker dialog.

Fortunately, in FileMaker Pro 7, script parameters can put an end to needless duplication of scripts. Here's an example of a single script attached to multiple buttons and varied through script parameters to search by all 26 letters in the alphabet:

```
Set Error Capture [On]
Enter Find Mode []
Set Field [ROLODEX::
Last Name;
Get(ScriptParameter)]
Perform Find [] If
[Get(LastError) = 401]
Show Custom Dialog
["Error";
```

```
"No names beginning with
\"
& Get(ScriptParameter) &
\""
were found. All names
will be shown."]
Show All Records
Else
Go to Layout ["List"]
End If
```

The notable new option in this familiar script is the Get(ScriptParameter) function used in the Set Field and Show Custom Dialog steps.

The script parameter was assigned at the button level inside the Perform Script step so the script could be reused on many buttons.

The calculation the script parameter passes is simple, consisting of a letter from the alphabet enclosed in quotes.

The Set Field step simply places the script parameter, from the button you click, into find mode.

The Show Custom Dialog step

also uses the script parameter to display an error message when it doesn't find any records, customized with the find criteria from the button clicked.

FileMaker



Illustrator

A Better Outline Mode

When working in Illustrator's Outline mode, all graphics display at their most basic: paths and boxes. If you would like to maintain most of the speed of working in Outline mode, but still see your placed images, choose File > Document Setup and enable the checkbox named “Show Images in Outline Mode.” Your placed images will then appear in low resolution when you work in Outline mode.

*PC Graphics Report
via Design Tools Monthly*

Faster Display in Illustrator CS

You can adjust Illustrator CS's display performance by choosing Preferences > Units & Display Performance, then moving the slider between “Full Quality” and “Faster Updates.”

Design Tools Monthly



InDesign

Editing Images

Generally speaking, you should size and rotate graphics in their originating application rather than in a page layout program. This prevents raster images from losing resolution and becoming pixelated, and it prevents vector graphics from losing trapping settings and printing out of register.

To open placed graphics in the

default application assigned by your operating system from within InDesign, Control/click on the selected graphic and then choose “Edit Original” from the Graphics submenu in the resulting context menu. After you save the file, the preview is instantly updated in your InDesign document.

If a particular graphic file format doesn’t open in its originating application, such as Adobe Photoshop, you simply need to change the default. To do this, select any graphic file saved in the file format for which you want to change the default. Then, choose “Get Info” from the File menu.

In the resulting dialog box, display the “Open With...” pane and choose the application you want to use to open that file format with. On the General tab in the Properties dialog box, click the “Change” button, select an application, and then click “OK.”

LIMac Forum, Long Island, NY

Add Space Between Objects in InDesign

Let us say that you’ve got five frames and you want exactly two picas between each of them. The Align palette doesn’t appear to let you specify an amount of space between objects. Or does it?

Choose “Show Options” from the palette’s menu and suddenly you can. Turn on the Use Spacing checkbox to type in the amount of space you want between the selected items. —David Blatner

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Transparency Only in a Group

Perhaps you want a frame or line to be transparent to some objects on your page but not others. If you group that object with one or more

others and then turn on “Isolate Blending” in the Transparency palette, the Blending Mode for each object will apply only within that group and not affect any other objects on the page. However, this only affects blending modes, not the Opacity setting.

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

Open Text Frame Options

You can open the Text Frame Options dialog box by pressing Command/B, but sometimes it is even faster to Option/double-click with the Selection or Direct Select tool.

*David Blatner’s Tips & Tricks
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Select Text in a Cell

When you select all the text in a cell by dragging the cursor, you sometimes select the cell itself (rather than the text). To select just the text, place the cursor in the cell and either type Command/A or press the Escape key twice. (The first time you press it, you select the cell; the second time deselects the cell and selects just the text inside the cell.)

InDesign Magazine

Breaking Underscores

The problem with underscores (underlines) is that they cross right over the descenders in characters like “p” and “y”.

You can make the underscore break at descenders by applying a 1-point white stroke to those characters. Use Find/ Change to search for the letter “p” with an underscore and apply a stroke to it. Now repeat for “y” and so on.

*David Blatner’s Tips & Tricks
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Tracking Type

Usually, the larger the type size, the more tightly it needs to be set, so you can use negative tracking values. Condensed typefaces (like Futura Condensed) can also usually do with a little tighter tracking. Sometimes even applying a setting as small as –10 to a text block will help it hold together visually better.

*David Blatner’s Tips & Tricks
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Photoshop

How to Think About Color

I’d like to share with you a few ideas of how to think about color in Photoshop.

Right now, head on over to Photoshop, open any RGB mode image and choose Window > Info. That should make the Info palette visible somewhere on your screen. The Info palette measures the color that is currently under your cursor. The left side of the Info palette usually reflects the mode your image is in (RGB, CMYK, etc.). The right side is usually set to display CMYK numbers. You can change how Photoshop is measuring color by clicking on the tiny eyedropper icons that appear next to the numbers in the Info palette. Since you have an RGB image open and probably have the default settings, your Info palette should have RGB on the left and CMYK on the right. If that’s not the case, then click on the eyedropper icons I mentioned a second ago and set the left to RGB and the right to CMYK. Now let’s figure out how the Info palette can help us to adjust the colors in our images.

Let’s look at the relationship between the right and left sides of

the Info palette (assuming you have them set up like I mentioned in the previous paragraph). The left side of the palette will measure things based on light—Red, Green and Blue light that is—while the right side will use ink. The C in CMYK is directly across from the R in RGB because Cyan inks' sole job in life is to absorb red light. M is across from G because Magenta ink absorbs green light, and Y is across from B because Yellow absorbs blue light. If that doesn't seem to be all that exciting, then try this:

With any RGB mode photograph open, choose Image > Adjustments > Curves. When Curves appears, click anywhere on the diagonal line that appears and drag up or down. Dragging up should brighten the image (adding light), while dragging down should darken the image (taking away light). When you're done playing with that dot, then drag it off the grid area to get back to normal. Now, let's see how we can use one of those dots to shift the color of an image.

Change the Channel menu that is found at the top of the Curves dialog box to Red and try the same dot experiment. You should notice that moving the dot up towards the word Red (that's at the top of the Curves dialog box) makes the image more red, while moving it away from the word Red will make it the opposite of red, which is Cyan (remember C is across from R in the Info palette, which indicates Red's opposite is Cyan). Next, drag that dot off the grid, change the menu at the top of the Curves dialog box to Green and do the same experiment. You should notice that moving the dot up towards the word Green makes the image greener, while moving it down makes the image

more magenta. Finally repeat the experiment with Blue chosen in the pop-up menu. Now do you see how the Info palette can help you to figure out what will happen when attempting to shift the overall color of an image?

Ok, now let's get our adjustment to be much more concentrated on an area of the image we'd like to work with. With the pop-up menu at the top of the Curves dialog box set to Red, move your mouse over the image and hold down the mouse button. You should see a circle appear in the Curves dialog box. That circle indicates which part of the curve you'd need to change in order to concentrate your adjustment on the color your mouse is over. To add a dot where the circle is showing up, hold down the Command key and click on the image once again. Once the dot is added, use the up and down arrow keys on your keyboard to shift that area of your image towards Red (up), or Cyan (down). You can repeat this process on the Green and Blue curves to shift the overall feeling of an image (warm, cool or neutral) towards any color you desire.

*Ben Willmore
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Smart Objects, Take 2

You've probably heard that Smart Objects are great to work with Illustrator files in Photoshop. Just place an EPS or .ai file in as a "Smart Object" and Photoshop will always reference the original file.

This works great because you can edit the Smart Object in Illustrator and have the changes updated automatically in Photoshop. But you can expand this idea even further by placing a RAW file into Photoshop as a Smart Object.

If you later realize that your exposure is off or you'd like to adjust any other settings, just double-click on the layer thumbnail in the Layers palette and you'll be transported back to the Camera Raw dialog. Once there you can make all the adjustments you need. Click "Done" and your changes will be updated in Photoshop.

Layers Magazine

Smart Objects, Take 3

If you duplicate a Smart Object layer (Command/K) in Photoshop CS2, any changes made to one copy of the Smart Object layer will automatically be reflected in the duplicate Smart Object.

But what if you actually want two separate copies of the Smart Object? Instead of duplicating the Smart Object layer, you'll need to choose Layer > Smart Objects > New Smart Object via Copy. This will create a separate duplicate of the Smart Object that can be edited independently of the original.

Layers Magazine

Camera Raw

This time around, let's explore Photoshop CS's Camera Raw dialog box. You can only access this dialog box by opening an image that was shot with a digital camera in RAW mode (it doesn't work with JPGs, TIFFs or any other file format).

If you're using a Nikon camera, and you get a small dialog box that only has a few choices when opening an image from the camera, you'll need to disable the Nikon plug-in.

Navigate to the Photoshop > Plug-Ins > Adobe Photoshop Only>File Formats folder and remove the file named Nikon NEF Format and then restart Photoshop.

Camera Raw has some sharpening controls (found under the Detail tab in Camera Raw) but I personally prefer to sharpen my images in Photoshop where I have a better command of the sharpening by using the Unsharp Mask filter. But before I get the image into Photoshop, I still like to see a somewhat sharp image within the Camera Raw dialog box. To accomplish that, you'll need to first switch to Advanced mode near the upper right of the Camera Raw dialog box, then choose Preferences from the side menu of the dialog box (it looks like a triangle inside of a circle) and set the Apply sharpening to pop-up menu to Preview images only.

The default setting for Color Noise Reduction (found under the Detail tab) is 25. I find that's way too high for most images and would instead prefer a default of somewhere around 5. To change the default, choose Camera Default from the Settings pop-up menu that appears just below the histogram, click on the Detail tab, set the Color Noise Reduction setting to what you desire and then choose Set Camera Default from the side menu of the Camera Raw dialog box.

The choice we just talked about was called Camera Default for a reason. Each camera you use can have different Camera Raw default settings. That means that you can customize the settings for older cameras that might require more noise reduction, or modify the settings found under the Detail tab if you find the default view of your image's contrast to be too low.

After adjusting an image in the Camera Raw dialog box, you have two options of what to do next: Update the image and return to the

File Browser, or open the image in Photoshop. Clicking the OK button will do three things:

1. Open the image in Photoshop,
2. Attach the Camera Raw settings to the RAW file so that those settings will be used the next time the RAW file is opened,
3. Update the thumbnail and preview images shown in the File Browser to reflect the new Camera Raw settings applied to the image. If you hold the Option key, you'll cause the OK button to change to Update. Updating an image will apply the Camera Raw settings and update the thumbnail and preview images, but will not open the image in Photoshop.

Photoshop can attach Camera Raw settings to your RAW files in two ways: In the Camera Raw database, or in sidecar .xmp files. You can choose between these two options in the Camera Raw preferences dialog box I mentioned near the beginning of this tip. I prefer to save my Raw setting in .xmp files because the advantages are numerous:

1. The Raw settings will be used regardless of which copy of Photoshop is used,
2. The settings can be burned to CD or DVD along with the RAW files, so they can be used from any machine,
3. There isn't one central hidden file that contains all the Raw settings for your images and it is therefore much more difficult to have the information deleted or corrupted. The disadvantage is that you have to deal with twice as many files. For each Raw image you have adjusted, you'll also have a tiny .xmp file of the same name. Changing the name of the Raw file without doing the same to the .xmp

file will break the bond between the two files, therefore preventing Photoshop from reading the proper Raw settings. That's a small price to pay for the added functionality that .xmp files provide.

I've started a brand new Blog (blog=journal on the web) at www.wherisben.com that features information about Photoshop, digital photography, travel and more. Today's entry is about how Adobe accidentally announced Photoshop CS2!

I've also started up the Photoshop Question Clinic again. If you'd like to submit your own Photoshop questions, then visit www.digitalmastery.com/questions and visit my new blog at www.wherisben.com to find answers to common Photoshop questions.

And for those of you who have been waiting for me to get my new training DVDs off the ground, they're finally here! My first two titles are *Mastering Color* and *Advanced Masking*

Information about the new titles can be found at www.digitalmastery.com/DVD

Ben Willmore
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Do the Math When Up-Resizing Images

When up-resizing images, you might get better results by using a resolution number that multiplies evenly to the resolution of your printed output. For example, if you are printing at 720 dpi, using a resolution of 360 or 180 dpi may work better than using a standard 150 or 300 dpi resolution number.

-Roy Bohnen

Great Output Magazine



Credits & Special Thanks

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

User Group Newsletters:

- *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.
- *MacFriends Report*, newsletter of the Naples Macintosh Users Group in Naples, Florida.
- *TMUG Insider*, newsletter of the Tri-Valley Macintosh Users Group in Pleasanton, California.
- The newsletter of the Wellington Macintosh Society in Wellington, New Zealand.

Websites:

- *Apple eNews* — A free biweekly subscription-based email publication from Apple Computer.
- 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.
- *FileMaker.com* — Chris Moyer, The Moyer Group CEO & FileMaker Advisor technical editor, and Bob Bowers, Soliant Consulting CEO & FileMaker Advisor contributing editor.
- *www.MugCenter.com* — The Mac User Group Resource Site.
- Small Dog Electronics, an Apple Specialist and resellers of Apple Macintosh computers, peripherals, and software. www.smalldog.com.

Publications:

- Jay J. Nelson's *Design Tools Monthly* — An executive summary of graphic design news which includes Mac news and rumors, new software and hardware announcements, upcoming seminars and shows, interesting websites, and other valuable information. You may request a free sample copy of this monthly newsletter by calling 303.543.8400 or by going to their website at www.design-tools.com.
- *Great Output Magazine* — An educational reference guide that focuses on proofing, printing, finishing, displaying, and selling digital images. www.pdia.org/gomagazine.asp
- *InDesign Magazine* — a complete resource for InDesign professionals. Published by Creativepro.com in PDF format. www.indesignmag.com
- *Layers Magazine* (formerly known as *Mac Design Magazine*) is the top graphic design magazine published today. *Layers Magazine* is edited by Scott Kelby who is also the President of the National Association of Photoshop Professionals and editor of *Photoshop User*, the NAPP's excellent newsletter. www.layersmagazine.com
- *MacAddict Magazine*. "A better machine. A better magazine." Every issue of *MacAddict* is packed with in-depth how-to articles, fact-filled features, and expert reviews, plus a monthly CD of hot product demos, tutorials, freeware, and video how-to stories and interviews. www.macaddict.com
- The *macHome Journal*, the ultimate magazine for the Macintosh consumer, offering practical advice for everyone. *macHome Journal* offers excellent how-to articles and advice on purchases, and Hot Tips on line. www.machome.com.
- *Macworld Magazine*. The ultimate resource for Mac users. Each issue is packed with practical how-tos, in-depth features, the latest troubleshooting tips and tricks, industry news, future trends, and is home of Chris Breen's Mac 911 columns. www.macworld.com.
- *PC Graphics Report*. A short, easy-to-read summary of the latest news, reviews, tips, and tools for graphics, digital photography, and web design. www.pcgraphicsreport.com

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- *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

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