

COMPUTING WITH BIFOCALS

TIPS, HINTS, AND SOLUTIONS FOR SEASONED BEGINNERS
USING APPLE MACINTOSH COMPUTERS WITH OS X

(INCLUDES A SPECIAL SUPPLEMENT FOR TIGER USERS)



by
Nancy Carroll Gravley

CHAPTER I: BASIC TIPS AND HINTS	7
CHAPTER II: WORKING WITH USER ACCOUNTS	8
ADDING ACCOUNTS IN PANTHER	8
ADDING ACCOUNTS IN TIGER	10
DELETING ACCOUNTS	11
QUICK SWITCH BETWEEN ACCOUNTS	11
CHAPTER III: CUSTOMIZING TOOLBARS	9
MODIFY APPLICATION TOOLBARS	9
<i>Microsoft Word</i>	9
<i>Appleworks</i>	11
<i>Modify The Finder Window Toolbar</i>	13
<i>Modify The Mail Toolbar</i>	13
<i>Modify The Safari Toolbar</i>	14
<i>Modify The Internet Explorer Toolbar</i>	14
CHAPTER IV: HINTS WHEN USING MAIL/ADDRESS BOOK	9
SET THE MAIL PREFERENCES	9
USING THE PREVIOUS RECIPIENT LIST	10
MANAGING THE PREVIOUS RECIPIENT LIST	11
ADD WORDS TO DICTIONARY WITHOUT RUNNING SPELL CHECK	11
EMAIL ATTACHMENTS MADE EASY	11
USE THE MAIL APPLICATION FROM THE DOCK	11
MAKE THE MAIL DRAWER SWITCH SIDES	12
QUICKLY ADD NEW ENTRIES TO YOUR ADDRESS BOOK	12
ADDRESS BOOK PHONE NUMBERS FOR THE REAL WORLD	12

LINK TO MAPQUEST FOR A MAP AND/OR DRIVING DIRECTIONS	12
PHONETIC NAME HELP	12
THE BEST WAY TO SEND PHOTO ATTACHMENTS	13
ATTACH A QUICKTIME MOVIE (USING MAIL)	13
SAVING OR REMOVING ATTACHMENTS	13
KEYBOARD SHORTCUTS FOR MAIL	10
EMAIL DRAFTS	13
ADDING A PICTURE TO YOUR ADDRESS BOOK	14
SUMMARIZING A LONG EMAIL	15
AUTOMATICALLY FORWARD MAIL	15
RETURN TO SENDER	16
ALPHABETIZE AND ORGANIZE NAMES IN ADDRESS BOOK	16
CREATE AND SEND MAIL TO A MAIL GROUP	16
SEND A MESSAGE TO A GROUP	17
CHAPTER V: HINTS WHEN USING SAFARI	10
MAKE THE PREFERENCES WORK FOR YOU	10
USE BUILT-IN GOOGLE	12
TAKE ADVANTAGE OF THE BOOKMARK BAR	12
MODIFY OR CORRECT THE BOOKMARKS LIST OR BAR	14
A SAFARI/GOOGLE TRICK	14
A FAST WAY TO EMAIL A URL	14
A WAY TO CIRCUMVENT THE SCROLL BAR	14
CHAPTER VI: HINTS WHEN USING iCHAT	15
SET UP iCHAT	15
START A CHAT	15
CREATE A BUDDY LIST	15

ADD A FILE, SMILEY, OR HYPERLINK TO A MESSAGE	16
ADD A PICTURE NEXT TO YOUR NAME	17
USE iCHAT TO CARRY ON A VERBAL CONVERSATION	17
RENDEZVOUS	17
BUDDY ONLINE NOTIFICATION	17
ADD A URL TO AN iCHAT MESSAGE	18
FIND THE MISSING BUDDY LIST	18
HOW TO CREATE A LINE BREAK	18
GET MESSAGES EVEN WHEN YOU HAVE QUIT iCHAT	18
CHAPTER VIII: SOME PROBLEMS AND SOLUTIONS	10
CHAPTER IX: FUN OR INTERESTING THINGS FOR YOUR MAC, PLUS MY FAVORITE APPLICATIONS	11
RULER	11
CHANGE ICONS	11
TAKE A PICTURE OF YOUR DESKTOP	11
MY FAVORITE APPLICATIONS AND WHY I LIKE THEM	11
<i>Grab (OS X utility)</i>	11
<i>Graphic Converter (Lemke Software)</i>	12
<i>Mariner Write (Mariner Software)</i>	12
<i>Print Explosion (Nova Development)</i>	11
<i>Keynote/Pages (Apple Computing)</i>	12
<i>Mikes Cards (Mike Sedore)</i>	11
<i>Sticky Notes (Random Sequence)</i>	11
<i>CandyBar and CandyBar2 (Panic)</i>	11
<i>QuickImageCM (Pixtute Studio)</i>	12
CHAPTER X: KEYBOARD SHORTCUTS	13

CREATE SPOKEN COMMANDS FOR KEYBOARD SHORTCUTS	18
CHAPTER XI: TWENTY TIGER TIPS	12
TOOL BAR FEATURES	12
DASHBOARD AND EXPOSÉ PREFERENCES	13
SPOTLIGHT PREFERENCES	14
<i>Search Results Pane</i>	14
<i>Privacy Pane</i>	15
<i>Keyboard Shortcuts Pane</i>	15
TIGER TIPS	16
<i>Searches</i>	16
<i>Print Envelopes, Labels, or Address Book</i>	16
<i>Finder Searches</i>	16
<i>Reduce Photo Size</i>	18
<i>Instantly Look Up The Meaning of Words</i>	18
<i>Use the Google Search Term Memory</i>	19
<i>Widget Magic</i>	19
<i>Removing Widgets</i>	20
<i>Open PDF Files Quickly</i>	20
<i>Share A Web Page</i>	20
<i>Save Web Pages As Archives</i>	20
<i>Spotlight Search Windows</i>	20
<i>Search your Bookmarks and History</i>	21
<i>Investigate a Word</i>	21
<i>Connection Doctor</i>	21
<i>Address Book Smart Groups</i>	22
<i>Use Preview to Adjust Photo Size</i>	22

<i>Send Priority Email Messages</i>	22
<i>Can't Spell? Dictionary Can Help</i>	23
<i>Check the Security Level of Your Password</i>	13
APPENDIX A: COMMONLY USED COMPUTER TERMS	13
APPENDIX B: COMMONLY USED INTERNET TERMS	17

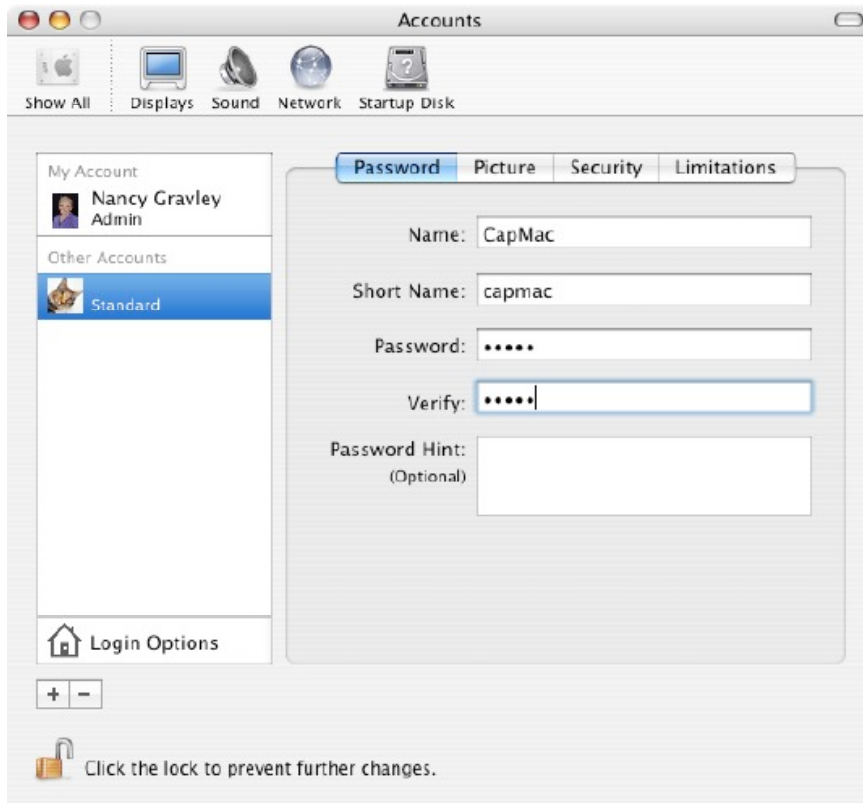
CHAPTER I: BASIC TIPS AND HINTS

GENERAL MAC OPERATIONAL ISSUES	
<p>Problem: You insert a CD or a DVD. It doesn't open. It keeps making noises like it is trying to open, but nothing happens. How do you eject it? You can't drag it to the trash can or even choose Force Quit because the system doesn't recognize that a CD or DVD is in place.</p>	<p>There are two solutions:</p> <p>Press the F12 key</p> <p>or</p> <p>Hold down the mouse button while starting up your computer</p>
<p>Problem: I had a brain freeze and forgot my administrative password. Help!</p> <p>You mean you don't have a copy of it in your Safe Deposit Box? Obviously you are not a Virgo.</p>	<ol style="list-style-type: none"> 1. Get your original Max OS X installer disc and insert it in the CD-ROM drive. 2. Restart your Mac, holding down the letter "C". 3. Go to the Installer menu and choose Reset Password. When the dialog window opens, choose which disk you want to access and type in a new user name and password. Click the Save button. 4. Quit the Reset Password dialog and quit the Installer program.
<p>Really, really empty the trash.</p> <p>Or how to protect your stuff from 8th graders.</p>	<ul style="list-style-type: none"> • Select Secure Empty Trash rather than Empty Trash. <p>Secure Empty Trash is an option listed in the Finder pull-down menu (below Empty Trash). Secure Empty Trash differs from Empty Trash in that it deletes your files and then writes over the drive space where the old information was stores so that the old information can not be retrieved.</p>
<p>Problem: Your Mac runs slowly or you can't open a file or an application.</p>	<p>This problem can frequently be solved by repairing permissions on the startup disk.</p> <ol style="list-style-type: none"> 1. Open Disk Utility by choosing Applications > Utilities > Startup Disk (in left column) 2. Click First Aid. 3. Click Verify Disk Permissions to test permissions or Repair Disk permissions to test and repair permissions. <p>Repairing permissions is also a good maintenance task after updating the system or installing new software.</p>

CHAPTER II: WORKING WITH USER ACCOUNTS

ADDING ACCOUNTS IN PANTHER

Creating separate user accounts protects each person's data, privacy, etc. The computer's administrator can give each account access to all applications available on the computer or impose restrictions if desired. Each account can set preferences without affecting any other account.



To add an account, first make sure you logged in as the Administrator.

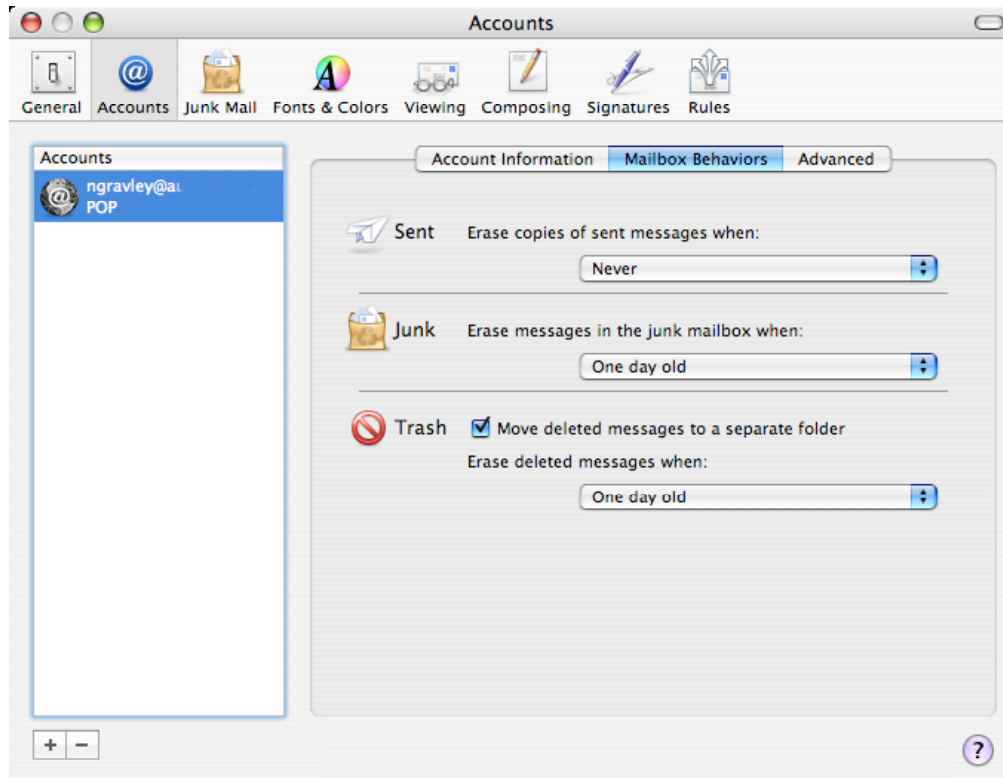
Choose Apple Menu > System Preferences > Accounts.

If the padlock in the bottom left corner is in the locked position, click on it so you can unlock it. You can't make changes until it is unlocked.

Click on the + sign and type the user's name and password. The Short Name will be entered automatically.

CHAPTER IV: HINTS WHEN USING MAIL/ADDRESS BOOK

SET THE MAIL PREFERENCES



Moving email messages to a Junk folder or to a Trash folder removes them from your line of vision, but does not remove them from your computer. They are still taking up valuable space. MAIL lets you set a preference to automatically delete items from your Sent, Junk, and Trash folders on a regular basis. To access these preferences choose Mail > Preferences > Accounts > Special Mailboxes. Then make the selections that work best for you.

The Junk Mail Filter is one of the most important benefits of Mail. To set the Junk Mail filter choose:


Mail > Preferences > Junk Mail.

Set the preferences with which you are most comfortable, but you must go through the "Training" period before you can really benefit from all the aspects of the filtering system.

Choose Mail > Preferences > Fonts & Colors to adjust the fonts and sizes of the messages you receive so that they are the most comfortable for you to read.

Check out the Composing Pane to see what options you have to save yourself some time.

CHAPTER VIII: SOME PROBLEMS AND SOLUTIONS

<p>APPLICATION QUILTS</p> <p>Applications quit every time I try to use them with OS X.</p>	<p>The application you are using may not be compatible with the version of the Mac OS that you have installed. In general, make sure you have the latest versions of applications and the latest version of Mac OS X. Be sure to read the text notes (for example Read Me files) that come with application installers to be certain that they are compatible with your version of the operating system.</p> <p>The application preference file or the cache file/folder may be corrupted. Locate the application's preferences file in Library/Preferences on your hard disk. (Some applications have their own preferences folder, so you may need to look in Library/Preferences/ [application or manufacturer's name]). The filename should have the form com. [manufacturer's name]. [application name].plist or something similar. Move the preferences file to the Trash and restart the application. You will have to reset your application preferences.</p> <p>If it hasn't happened before it may be related to the specific document you are working with. This can be caused by a bug in the application, a bad disc, or other problems. Try using the application with a different document and see if there is still a problem.</p>
<p>BLINKING PROHIBITORY SIGN</p> <p>What does it mean to get a blinking prohibitory sign (circle with line through it) on the screen during start up?</p>  <p>Note: On older systems this problem was indicated by a blinking question mark.</p>	<p>The blinking prohibitory sign can be a sign of a serious problem. When you see it you had better hope you backed up every thing that was important. It lets you know that your computer can't identify a valid System Folder. This can happen because your OS has gotten badly corrupted or your hard drive has been damaged or faces its own corruption problems. If you have this problem, running Norton Utilities or TechTool Pro can usually help. You may also need to reinstall your OS. If this still doesn't help, you will probably need to get some professional help.</p>

CHAPTER IX: FUN OR INTERESTING THINGS FOR YOUR MAC, PLUS MY FAVORITE APPLICATIONS

TAKE A PICTURE OF YOUR DESKTOP

You can take a photo of whatever is on your desktop or a portion thereof. This is often a very handy tool and it is very easy to do. Here is a handy guide.

TASK	KEYS TO SELECT	RESULT	THEN WHAT?
Take a picture of the whole desktop.	Apple key + Shift key + 3 key	Image will appear on your desktop as a PDF file.	Open and view or print in the PDF format. Convert to a .jpg or .gif for inclusion in any HTML based document using a graphics application such as Graphic Converter or Photoshop.
Take a picture of a specific item on the desktop, such as the Dock.	Apple key + Shift key + 4 key	Image will appear on your desktop as a PDF file	Open and view or print in the PDF format. Convert to a .jpg or .gif for inclusion in any HTML based document using a graphics application such as Graphic Converter or Photoshop.
Take a picture of an open window on your desktop (In OS X only).	Apple key + Shift key + 4 key followed by the space bar	Image will appear on your desktop as a PDF file.	Open and view or print in the PDF format. Convert to a .jpg or .gif for inclusion in any HTML based document using a graphics application such as Graphic Converter or Photoshop.

Table: How To Take Pictures of the Desktop

MY FAVORITE APPLICATIONS AND WHY I LIKE THEM

CandyBar and CandyBar2 (Panic)



CandyBar (for operating systems below Tiger level) and CandyBar2 (for Tiger) allow you to easily change out the system icons on your Mac. The window shown on the right contains boxes for each of the standard system icons used on your Mac. To change them into something you simply find the one you want to use and drag and drop them into the appropriate box. To return to the default icons you go back into the appropriate box and select cut. At last there is an easy way to change the trash cans or whatever else you want to change to personalize your machine. There is a 15 day free trial available. CandyBar sells for U.S. \$12.95 and is available as a download from: www.panic.com/candybar/index.html

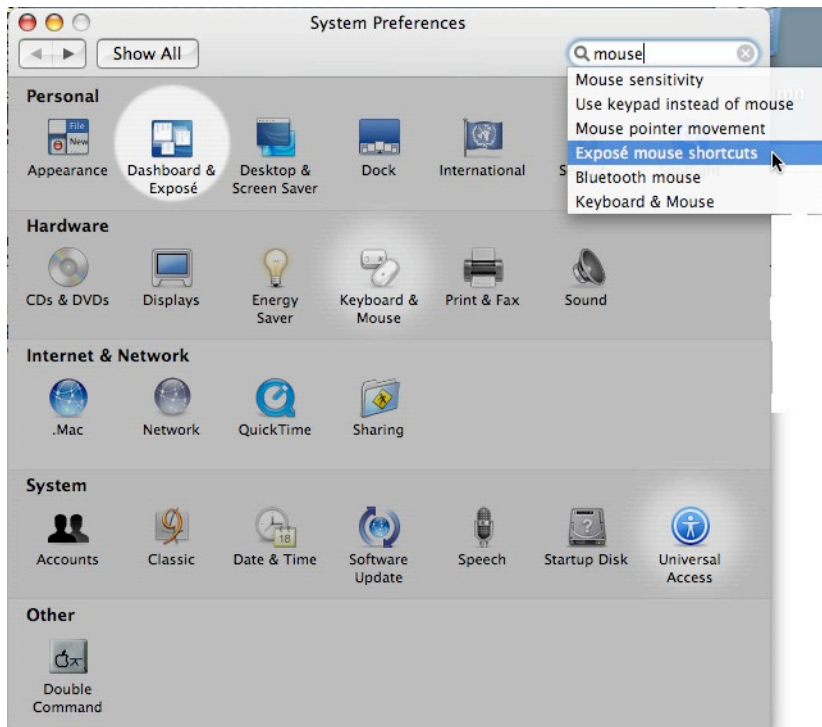
CHAPTER XI: TWENTY TIGER TIPS

With the introduction of Tiger (OS 10.4), Apple introduced several new features that are only available with Tiger. There are some attributes available in Tiger that will not work on some older G4 computers, even though the computers seem to operate just fine running Tiger. My own PowerBook G4 is a prime example, so if you see something listed here that you can't duplicate on your older machine, that may be the reason.

Before getting into any specific Tiger Tips, I would like to cover some of the specific options available in the System Preferences that can help you make the most of your Tiger experience.

TOOL BAR FEATURES

The tool bar features a new search element.



Tiger makes it easy to find which system preference you need to open to make a specific kind of change. Enter a keyword in the field at the top right portion of the window for something you want to check or change, perhaps "mouse". Here is what you will get. Note the pop-up menu that automatically appeared. Each white circle indicates a preferences pane that has something to do with "mouse sensitivity" since that is the one I have pointed to.

Move from "Mouse sensitivity" to "Expose mouse shortcuts" or any of the other options in the pop-up menu and the highlighted areas will change appropriately.

Tiger even puts the brightest highlight over the preference setting that it recommends you check out first.