

Macintosh[®] Efficiency

Paul Rego

Give yourself a solid foundation on how to interact with the Macintosh.

Not merely "tips" or "shortcuts"
but an understanding of how to save time and be more accurate.

Open this book and glimpse into the mind of the Macintosh.

Macintosh® Efficiency
Paul Rego

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To My Special Sylvia

*Thank you for the love, light, understanding and smiles.
Friend, wife, navigator and fellow traveler through time.*

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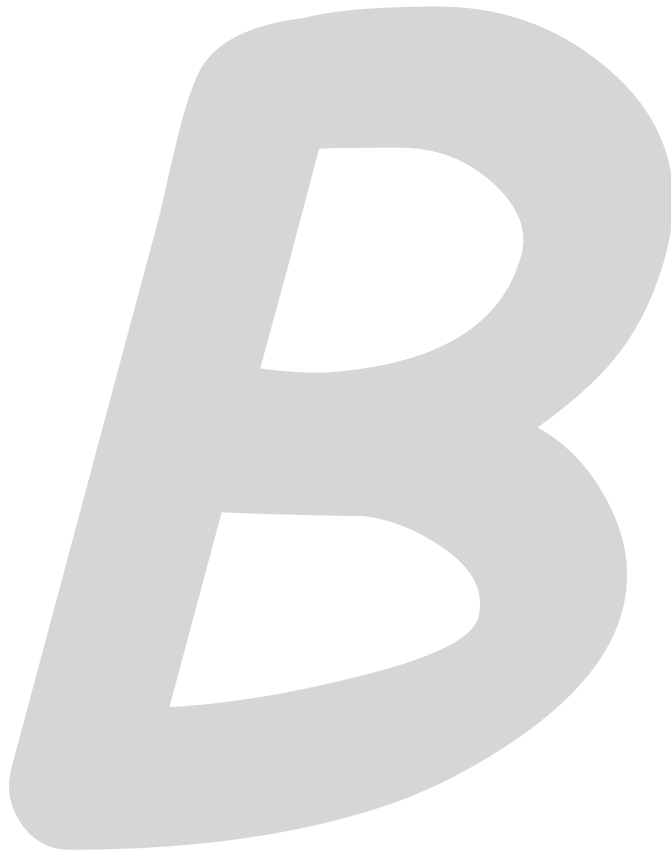
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Background



The idea for this book evolved from my many years observing and helping Macintosh users. Through my Macintosh-only training, troubleshooting and consulting business, I've noticed time-and-again how people work too hard at trying to perform even the simplest of tasks.

When my wife Sylvia and I are hired, we travel to the customer's home or business. I troubleshoot or train and Sylvia types customized, step-by-step procedures on her iBook. (A copy is printed on her printer and given to the customer when we leave.) Sometimes a customer is finishing up a computer task or I may ask them to "Drive" (control the Macintosh) while I guide them as to what needs to be done.

In either case, I occasionally notice a "why did they do it that way" action on their part. It's not that these people don't know what they're doing — after all, they do get the job done. Instead, it's because they were never taught correct steps or no one has explained that there are various "consistencies" throughout most Macintosh programs.

Because of this, I constantly see people close all their open windows, as an example. They do this because they get to a point where they are simply lost. Since they always close any open windows before shutting down the Macintosh, when they turn the computer ON, they always see a windowless Desktop. This has become their familiar starting point. So whenever they become confused, they have to get back to that "comfort zone". In doing this however, they waste a LOT of their time and continue to become frustrated whenever a window is too cluttered or if there are too many programs open at once.

They never give themselves a chance to explore other things the Macintosh can do and they almost always use "List View" in all Finder windows. (There's nothing wrong with List View but there are times when "Icon View" and "Column View" can really help in a particular situation.) They seem to feel most comfortable with List View because this organizes their files and folders into an alphabetical column. A listing of "A" to "Z" items is what they're used to — so there's nothing new to learn.

Most people don't give themselves the time required to learn this new tool called a "computer". I was the same way. Even though Sylvia and I owned an Apple][+ for

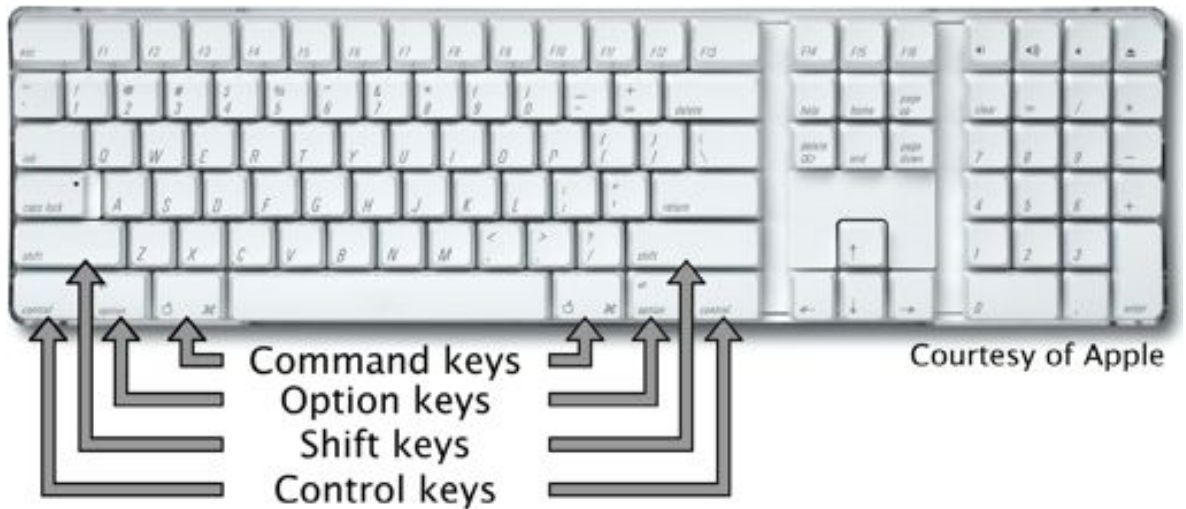
2 Background

a few years, when we brought our first Macintosh home (the MacPlus, in 1988), I didn't want to read any of the manuals. I just wanted to see how the mouse could control a machine.

During our long and enjoyable journey with the Macintosh, we've discovered lots of subtle but powerful features Apple has painstakingly added to the hardware and software of each model. When I teach, I teach "habits". In this book, I show the consistencies the Macintosh offers and explain how YOU can not only save time but how you will also gain accuracy and speed in most every Macintosh task you undertake. These pages will also help you lose the frustration which creeps up whenever you find yourself not knowing what the Macintosh has just displayed on the screen.

As a quick example of how to be more efficient — have you ever noticed that your interactions with the Macintosh are divided between "keyboard-oriented" actions and "mouse oriented" actions? If you're typing an eMail message, your hands are on the keyboard. If you're in a Draw or Paint program, your hand will be on the mouse as you create a design. In either case, what would you do if you wanted to Print your eMail or Print your design? Do move your hands from the keyboard to the mouse, so you can pull down the "File" menu and choose "Print..."? Do you move your hand from the mouse to the keyboard so you can press Command P, in order to Print?

Since it takes more energy for your brain and muscles to switch from one method (keyboard and mouse) to the other, simply continue with the method you started with. If your hands are already typing an eMail message, just use Command P, if you want to Print. If your hand is already on the mouse when you're drawing, just use the mouse to pull down the "File" menu and choose "Print...".



The “Command” (or “Apple”), “Shift”, “Option” and “Control” keys are known as Modifier keys. Holding down one or more of these keys, and using the mouse button, in various pieces of Macintosh software, can sometimes provide shortcuts or added features to whatever you are doing.

As a general rule, you’ll be more efficient, if you keep one hand over the Modifier Keys and the other on the mouse. Use whichever method is more appropriate at that time: keyboard-shortcut or mouse. (On full-size Macintosh keyboards, usually this only applies to Apple’s “Desktop Macs”, the Modifier keys will be on both sides of the Spacebar. So the above technique will work whether you’re left- or right-handed.)

So let’s see if we can start some new “habits” and get you on a more solid Macintosh-using foundation...

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Join A Macintosh User's Group

Have you ever needed to type a diacritical (pronunciation) mark above a letter but didn't know how to do it? Using just about any font, you can access these special marks by pressing the Option key and typing a two-step keystroke. Here's how it's done (for this example we'll create "ñ"):

- 1 - Open TextEdit or any program which allows you to enter text.
- 2 - Hold down the Option key.
- 3 - Type the letter n then release both keys. (This activates a special two-step character.)
- 4 - Now type the letter n, without holding down any other keys.

Here are some other two-step characters:

Option plus...	`	e	u	i	n
then press...	a	e	u	i	n
produces this:	à	é	ü	î	ñ

You can also mix the Option key character with other letters, especially the vowels: ä, ê, ï, ò, û. So, to type piñata, you would type:

p, i, Option n, n, a, t, a

To see more special characters, follow these steps:

- 1 - Pull down the Apple menu and choose "System Preferences".
- 2 - Click once on "International".
- 3 - Click once on "Input Menu".
- 4 - Click, to put a checkmark next to "Show input menu in menu bar".
- 5 - Now you can pull down the Flag menu from the menu bar and choose "Show Keyboard Viewer".

Any key you press is shown on this keyboard. Hold down the Option key and notice the orange squares. These are the two-step characters. Notice that just by pressing Option g, you can type this © copyright symbol.



Keyboard Efficiency

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6 Keyboard Efficiency

1a- Using The Keyboard

Do:

While in different programs (Safari, TextEdit, Preview, etc.), pull down the menus and LEARN the keyboard shortcuts to your favorite or most-used features.

Don't:

Pulling down a menu EVERY time you need to access program features can mean a lot of extra work for you in exploring which options are stored under which menus. Even if you know which menu to use, grabbing, then dragging the mouse to the proper menu is slower than simply pressing a key combination.

Explanation:

There are 2 observations you should notice here:

OBSERVATION 1

Look at the top-left corner of the screen. Notice that whichever program you are using, the “Apple” menu is always in the upper-left corner. The menu just to the right of the “Apple” menu is called the “Application” menu. This menu name will change and show the name of the program you are currently using. To the right of this menu, you’ll usually find the “File” and then the “Edit” menus.

These four menus give you a consistency throughout your Macintosh usage. Because of these stable items, you have a good starting point for learning the keyboard shortcuts to common Macintosh features.

A keyboard shortcut is when you press one or more keys in order to activate a specific feature — print, quit, save, etc.

OBSERVATION 2

Open different programs and pull down these four menus. Notice that some of the common features have the same keyboard shortcuts. This means, if you learn the keyboard shortcut for printing, while in Safari, you can use this same keyboard shortcut whenever you want to print from TextEdit.

For example, pull down the “File” menu and make a note of the keyboard shortcut for “Quit”.

NOTE: There is no “Quit” while you’re in the “Finder”. The Finder is part of the Operating System — the software which controls all the major functions of the Macintosh. This means you cannot quit the Finder because it’s the foundation for just about everything you can do with a Macintosh.

Let’s say you are in Safari when you pull down the “File” menu. To the right of the words “Quit Safari” you’ll see this symbol:



This same design is on the keys which are located to the right and left of the Space-bar on your Apple keyboard. This is called the “Command” key. (Also called the “Apple” key.)



In order to use the keyboard to quit a program, do the following:










- 1 - Hold down the “Command” key.
- 2 - While the “Command” key is still down, touch the letter “q”.
- 3 - Release both keys once the letter “q” is pressed.

To print, using only the keyboard, simply substitute the letter “q”, in the above steps, with the letter “p”.

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Here is a little keyboard trivia:

- The “Command” key is just one Modifier Key — Option, Shift and Control are also Modifier Keys.
- Sometimes it takes 2, 3 or even 4 key presses at the same time to activate a specific program feature.
- No matter how many keys must be pressed to activate a feature, those keys represent a Keystroke.
- Here are some Modifier Keys symbols and which keys they represent:

Command		Escape	
Option		Delete	
Shift		Control	
Caps Lock		Enter	
		Return	

Comments:

Become familiar with some of the keyboard shortcuts available to you. They can sometimes save you a lot of time and guess work.

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BonusTip**

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Join A Macintosh User's Group

Whether you're a beginner or an expert, a Macintosh user's group can offer lots of resources. For those who need buying advice, an answer to a question or simply want to know if there are other Macintosh users in your area who you can call for help once in a while.

Even though some Macintosh user's groups don't offer "classes", they are a great place to learn. When Sylvia and I first started attending meetings of the local user's group, we took a lot of notes but never asked any questions — we just didn't know "what" to ask. If we did, we didn't know "how" to ask it. So before and after each meeting, we found ourselves talking to each other but would slowly work our way over to other clusters of people so we could hear what they were talking about. Usually, after returning home, we would both say the same thing... "Did YOU know what they were referring to?"

As with anything new or complex you must keep using it, reading about it and finding some way to communicate a problem or question. I remember during one meeting, while listening to someone explain their problem, I found myself blurting out the answer. "Hey! I actually knew the answer!" Never be afraid to ask questions. Macintosh users love their Macs and are usually willing and friendly, when they know someone needs some help.

To find a Macintosh user's group in your area, go to this Apple web page:

<http://www.apple.com/usergroups>

Sylvia and I belong to MA.C.S. (Macintosh Asheville Computer Society).

Here is their web address, where I have contributed a lot of information:

<http://homepage.mac.com/macsnr>

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1b- Keyboard Caution

Do:

Pay attention and make the correct selection when a “Save” alert appears.

Don't:

Whenever a “Save” alert appears, don't press any keys, unless you know which keys activate which feature.

Explanation:

Apple has incorporated a lot of “keyboard shortcuts” into their Operating Systems but not all of them are easily discovered. The various pop-out menus, you'll find, offer a sort of “cheat sheet” of keyboard shortcuts for any choice which has one. However, some shortcuts are not to be found in any menu.

Sometimes, Apple adds a feature for your convenience but because it doesn't have an associated menu, Apple only gives this function a keyboard command. Because there is no menu associated with such a function, pressing its activation keys doesn't make it a keyboard “shortcut”, just a keyboard “command”. (It's also extremely difficult to find some of these.) Here are two examples:

EXAMPLE 1

- Switching to a currently-open application with the Application Switcher
- 1 - Hold down the Command (Apple) key.
- 2 - Keep the Command key down and then touch the Tab key. One or more icons will appear in the center of the screen. Each represents a program which is currently open (in use).

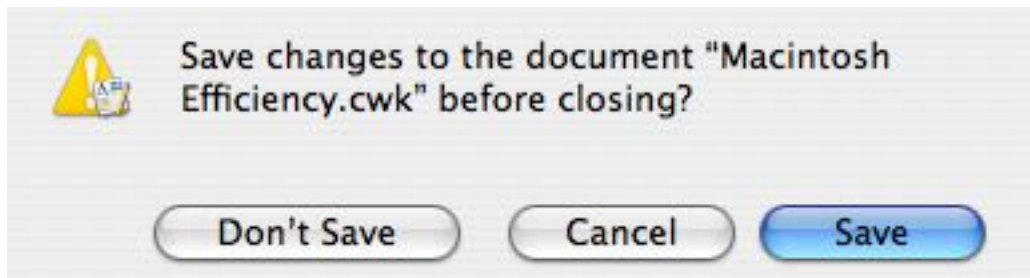


- 3 - Continue to hold down the Command key. Each time you press the Tab key the next icon in this lineup will become highlighted.
- 4 - When you release the Command key, the icon which is highlighted will be the program you are taken to (switched to).

EXAMPLE 2

- Working with a “Save” alert

If you enter some text or make a change to an existing document in Mail, TextEdit, etc. and then Close its window or Quit the program, a “Save” alert will appear. It knows this is a new, unsaved document or that something has changed. You are presented with these options: “Don’t Save”, “Cancel”, “Save”



It's obvious that you need to use the mouse to click on one of these buttons, in order to make your choice. However, there is also a way to use the keyboard to make these same choices. I mention this, not so you should begin using the keyboard for

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this type of interaction but because you could accidentally press a key on the keyboard and lose those changes. Here are the keys associated with the above buttons:

<u>BUTTON:</u>	<u>KEY TO PRESS:</u>
Don't Save	Spacebar
Cancel	Escape
Save	Return



In fact, these keys will work in most of the other dialog boxes you may encounter. If a company's program follows Apple's programming guidelines, then these keys will still work. Even if they don't, be very careful when you're about to save a document containing important information. While you're learning about the world of Macintosh or if you are tired or stressed, it's always a good idea to check and double-check yourself — especially when a “do you want to save this” box appears.

Comments:

The best way to learn something is to practice. If you're not absolutely sure of which keys activate which function, don't press any of them — use the proven method (use what you “know”).

As a habit, if you're presented with a message which you don't understand or which relates to important information you have created or gathered (from the Internet), stop, lift your hands from the keyboard and mouse and think about this situation.

If you simply stare at the screen and try to make sense of this “computer message”, you may press a key or click the mouse when you didn’t mean to.

You may also want to keep your pets from being able to jump on or walk across your keyboard. If you walk away from the computer and a cat jumps up onto the keyboard, you may not only find random characters in your document but, because a document can be closed and NOT saved, from the keyboard, you may return with all your hard work gone.

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1c- Typing versus "Hunt and Peck"

Do:

Be sure to keep your fingers on the "Home Row" of keys when typing.

Don't:

Although you may only know how to type using one or two fingers while staring at the keyboard there is a MUCH more efficient way. Learning how to type properly isn't difficult to do and the reward will be a 10-fold increase in the accuracy and number of words you type.

Explanation:

When I was in high school, they made the boys take one semester of typing. (This was WAY before the required "keyboarding" taught today.) Years later, when Sylvia and I bought our first computer (the Apple][+), I had forgotten how to type. I started teaching myself programming and since this requires a LOT of typing, I knew I had to re-learn those techniques. Then I remembered the "Home Position". This is the starting point or base position where your fingers rest on a keyboard (typewriter or computer). Here are the keys involved:

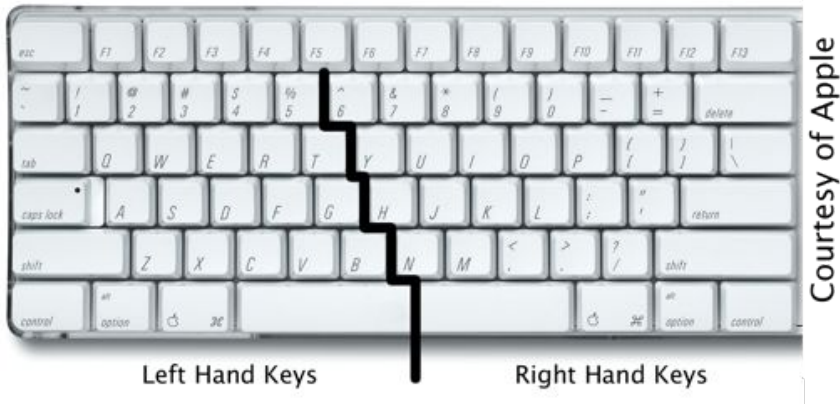
KEY:	FINGER:
a	Left Hand, little finger
s	Left Hand, ring finger
d	Left Hand, middle finger
f	Left Hand, index finger
Spacebar	Left Hand, thumb
j	Right Hand, index finger
k	Right Hand, middle finger
l	Right Hand, ring finger
;	Right Hand, little finger
Spacebar	Right Hand, thumb



Some keyboards have a small bump in the center of the “d” and “k” keys. Other keyboards place this bump on the “f” and “j” keys. Since this is called “touch typing”, these bumps give you feedback indicating where your fingers should be, without even looking at the keyboard.

As long as you rest your fingers on the “Home Row” of keys, you’re halfway to becoming a more efficient typist. Basically, all you have to do is press the Home Row keys with the Home Row fingers. Any key which is not in the Home Row should be pressed by the finger which is closest to it. The main thing to remember is to keep your fingers over the Home Row. Although some typing teachers may frown if you look at your fingers while typing, that’s exactly what I did when I was re-learning. It took a while but I forced myself to keep those fingers on the Home Row. Every time I had to type anything, I had to not only look at my fingers but also figure out which fingers should be used for which keys. This was the hardest part because, at the beginning, I could type faster using the two-finger method but I stuck with it and over time I noticed my speed and accuracy were improving. Now I type around 60-words per minute!

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Although you should look into getting proper keyboarding instructions, simply type with the finger which is closest to it which will comfortably reach.

As a side note here... I have noticed another problem with the “hunt and peck” method of typing. Because you’re looking down at the keyboard, if an alert message appears on the screen or you didn’t click in the correct place, you won’t know you’re wasting your time until you look up and wonder... “Now how did THAT get there?”

Comments:

There’s a saying about having “the best tools for the job”. Since interacting with a computer requires a fair amount of typing, it would be a very wise investment to learn how YOU can become the best tool for this task.

Doing this one technique will make you more efficient than all the other ideas in this book combined!

Text Efficiency

- 2a Clicking To Select Text.....
- 2b Dragging And Typing.....
- 2c Dragging versus Deleting.....
- 2d Using The Arrow Keys.....
- 2e Highlighting Lots Of Text.....

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2a- Clicking To Select Text

Do:

Whenever you need to highlight a single word, double-click to select it.

Don't:

Carefully positioning the Pointer and then dragging across a word, in order to highlight it, is a waste of your time and can sometimes cause you to highlight more or fewer characters than you need.

Explanation:

Built into almost every program is the ability for you to highlight text by double-clicking those characters. In some programs, more clicks in a row, will select more groupings of characters. Here's the typical breakdown:

Number of Clicks:	Result:
1	Drops the "Blinking Insertion Point" and allows you to enter text (by Typing or Pasting) from that point to the right. (If there's no more room to the right, the characters will flow down one line. This continues until there is no more text to Paste or you stop typing.)
2	A single word is highlighted.
3	A single line is highlighted. (In some programs, such as TextEdit, this will highlight an entire paragraph — even if that paragraph 100 pages long.)
4	An entire paragraph will be highlighted. (Even if that paragraph is 100 pages long.)

NOTE: To the Macintosh, a "word" is a series of one or more characters which is surrounded on both ends by a space. (It doesn't have to be a real word.) To the Macintosh, a word which appears at the

top-left corner of a document is still considered a “word” — even though it doesn’t have a space to its left. Technically, a “word” can be hundreds of pages long. A “line” is a series of one or more characters which lie in a single line between the left and right edges of a page or between a column’s margins. A “paragraph” is a series of one or more characters which is preceded and followed by a Carriage Return marker. (This is an invisible marker which is placed in a document, at the Insertion Point location, whenever the “Return” key on the keyboard is pressed.) To the Macintosh, a paragraph which starts at the top-left corner of a document is still considered a “paragraph” — even though it doesn’t have a Carriage Return marker to its left. Technically, a “paragraph” can be hundreds of pages long.

Comments:

Since this technique can be used in just about every text-entry area in the Macintosh, you’ll have lots of opportunities to practice. Try to build up this habit when changing text in a dialog box, search field (search box), when typing letters in a word processing program, eMail, etc. Use whichever of the above methods is appropriate for the situation at hand. In using these techniques, your text selection will go faster and you’ll be more efficient.

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2b- Dragging And Typing

Do:

If you need to remove some text and replace it with some new text, simply highlight the text and then “Paste” some Copied text or just start typing.

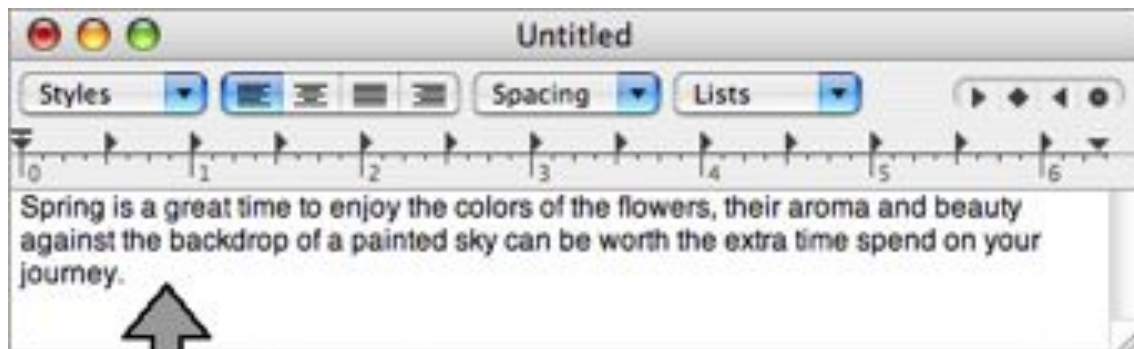
Don't:

If you're highlighting text, pressing the “Delete” key and then typing in new text, in that same spot, you're wasting your time.



Explanation:

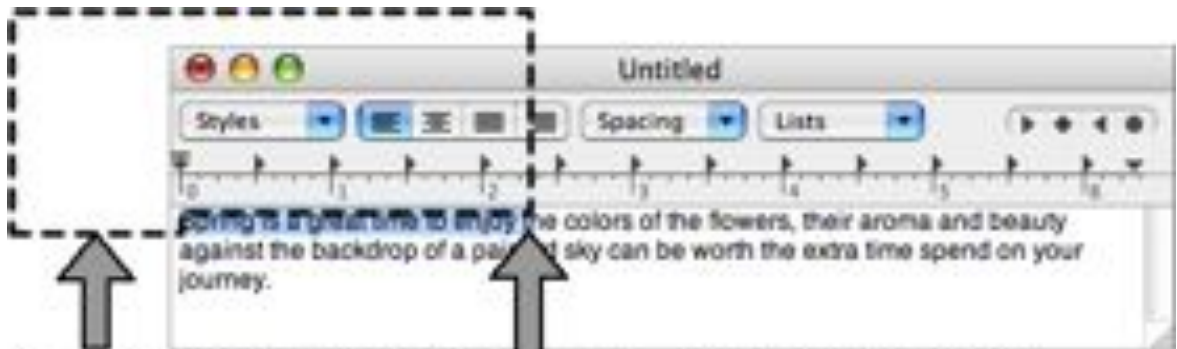
There are a few basic “understandings” or built-in helpful functions in the Macintosh. One of them is this... “Whenever any text is highlighted, if you then “Paste” text or press any key on the keyboard, the old text will be replaced by the next text.” This means, in one step (typing while text is highlighted) will result in that highlighted text being deleted (erased) and whatever is typed, will appear in its place. If you had previously “Copied” some text (one character or 100-pages worth), THAT text will appear where the highlighted text is — once you choose “Paste” from the “Edit” menu.

NOTE: This will not work in some situations. Viewing text on a web page and “reading” (as opposed to “composing”) an eMail message, will not allow you to delete or change that text.



Let's say this is a sentence we want to edit.
We want this to start with "the colors".

NOTE: Whenever the Pointer is over text which can be highlighted or edited, it changes from an Arrow  to an I-beam . This is not only feedback (that you can manipulate this text) but the I-beam is a more helpful tool, when working with text.



2 - Then drag to this area. (You can go "up" and "left" much further. Just be sure to stay above this line of text and left of "Spring".)

1 - Start by placing the Pointer between the "t" and "h". Then hold down the mouse button and drag to the left.



3 - Now press the (capital) "T". This replaces all the highlighted text with this letter and this is the result. Once we do this, notice the Insertion Point (the blinking, vertical line) is now between the "T" and the "h".

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Comments:

Take some time and learn what the Macintosh can do to help you with various tasks. Taking a little extra time at the beginning and learning how to be efficient can save you a LOT of time and frustration in the long term.

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Searching With Spotlight

When using Spotlight to search for something, you'll have more success if you enter part of the filename. Remember, a computer thinks "literally". If you're looking for a file called:

Project 1 - Book photos

Spotlight may not find it if you search for:

Project 1-Book photos

(This is the same as above but without the spaces surrounding the hyphen)

If you enter too much information into Spotlight's search field (text entry box) and Spotlight doesn't find what you're looking for, you may assume that item doesn't exist.

Instead, you might want to make a habit of starting with shorter entries or at least start with a word which would be fairly unique, in the filenames which are stored on your hard drive. In this example, I might start with:

project

I might not include the "1" because I might not remember if I had originally entered a space before and/or after it.

Also... Don't be afraid to enter the middle of a word or parts of adjacent words. Using the above example, I might try:

ok pho

or even:

1 - b

The main point here... Don't limit yourself to whole words when searching. If you think like the Maicintosh you will have better results.

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2c- Dragging versus Deleting

Do:

Drag across any text you want to replace. Then, either press the “Delete” key (to erase that text) or type the text which is to replace it. The first keystroke will erase and replace the text.

Don't:

Clicking next to various words and then pressing the “Delete” key on the keyboard, until all that text is gone, is very time-consuming.

Explanation:

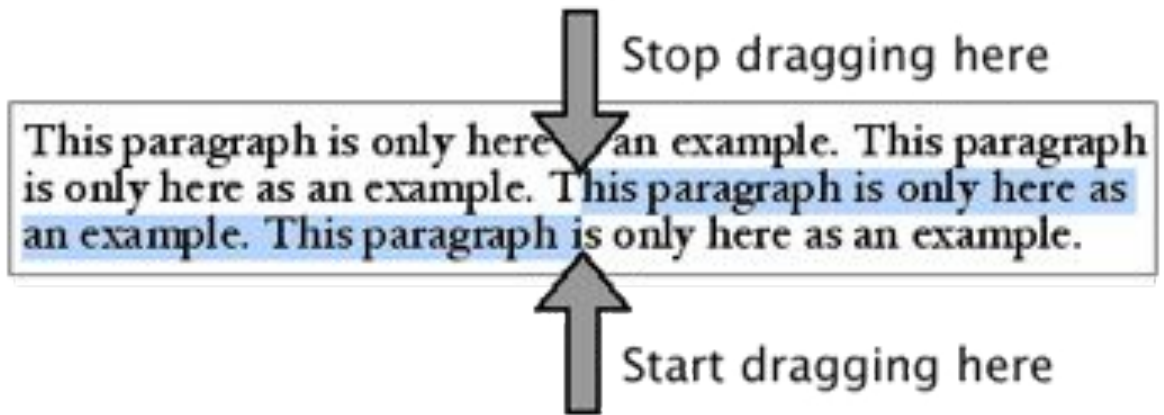
Many times, I have seen people click in a text box (an area where letters, words and/or numbers have been entered) and then continually press the “Delete” key until all of those characters are deleted. Next, they begin typing the information they now want to appear inside that area. This is a very big waste of your time!

Let's set up an example...

- 1 - Open a word processor, such as TextEdit, AppleWorks, NisusWriter, etc.
- 2 - Enter some words which will form a 2- or 3-line (short) paragraph. (These “words” can simply be random characters with a space added every so often.)
- 3 - Press the “Return” key on the keyboard twice. (We're going to leave one blank space and then create a second paragraph.)
- 4 - Enter more words and create another short paragraph.
- 5 - Press the “Return” key two more times.
- 6 - Create another short paragraph.

Now, let's observe how text-selection works...

- 1 - Move the Pointer so it's near the middle of the second paragraph. The Pointer has now changed from an Arrow to an I-Beam. This is feedback from the Macintosh telling you that it recognizes the fact that you are now over a text area and if you Click or Drag, you will be manipulating “text” (as opposed to graphic items).
- 2 - Hold down the mouse button and drag straight up so the Pointer is on the line of text which is just above this one.



- 3 - Notice that all the text from the character you started from and all the way to the LEFT, is now highlighted. Also notice that all the text from your current position to the right is also highlighted.

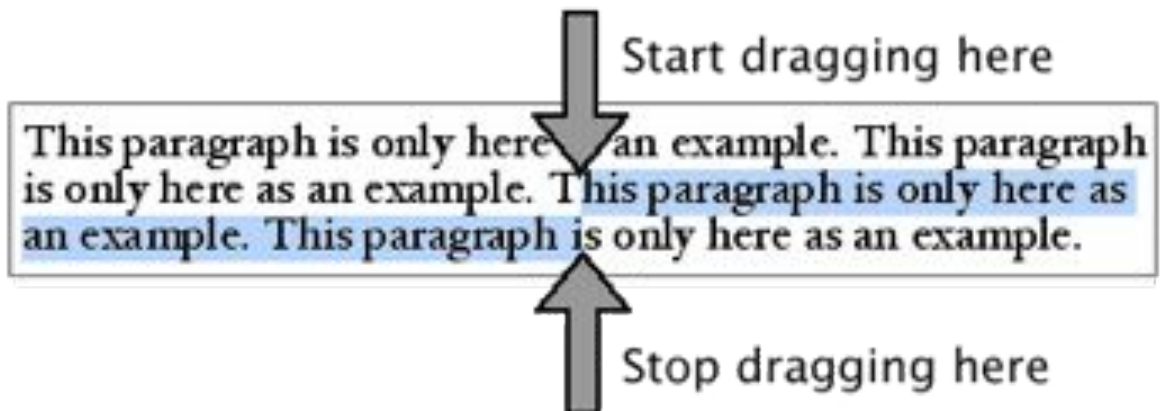
OBSERVATION

Equate dragging UP with highlighting all the text to the LEFT.

- 4 - Release the mouse button.
- 5 - Click once and this will “deselect” this highlighted text.

A similar observation...

- 6 - Using the same paragraphs, place the Pointer near the middle of the second paragraph.
- 7 - Hold down the mouse button and drag down so the Pointer is over the text in the line just under this one.



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- 8 - Notice that all the text from your starting point and all the way to the RIGHT is now highlighted. You'll also see that all the text from your current position all the way to the left is also highlighted.

OBSERVATION

Equate dragging DOWN with highlighting all the text to the RIGHT.

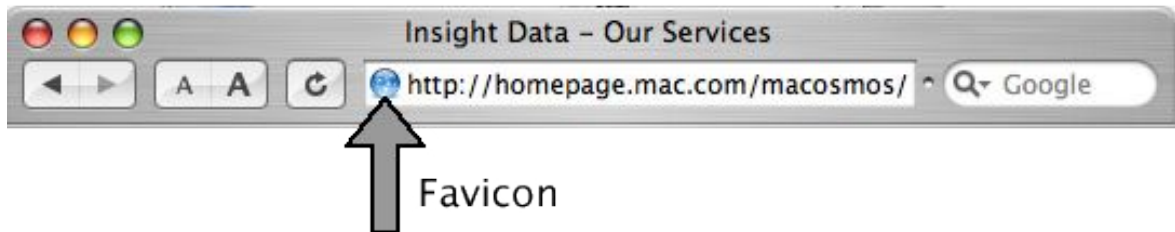
These two observations are very important in your exploration of the Macintosh.

Now, let's use a more everyday example...

- 1 - Open Safari, Apple's web browser.

If your page appears with some type of information:

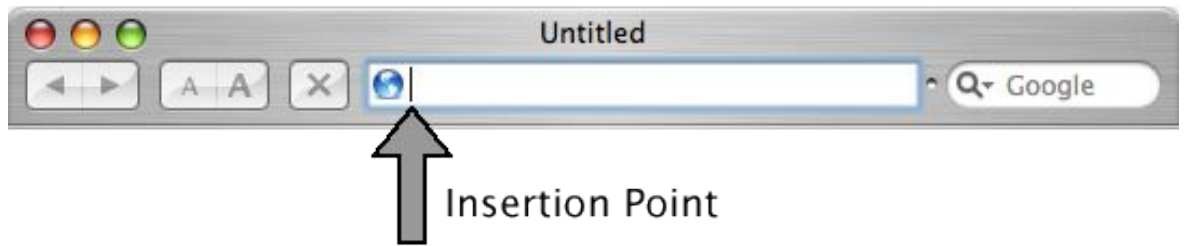
- 2a - Look at the URL field. (This is the white, rectangle located at the top of Safari's window where you enter the address of a web page you want to visit.) There is a tiny icon located just to the left of the text in this box. This icon is called a "favicon".



Click it once and all the text in the URL field will highlight. (Even the text you cannot see. Sometimes a web page address can be extremely long and go off the edge of this box.)

If your page appears blank:

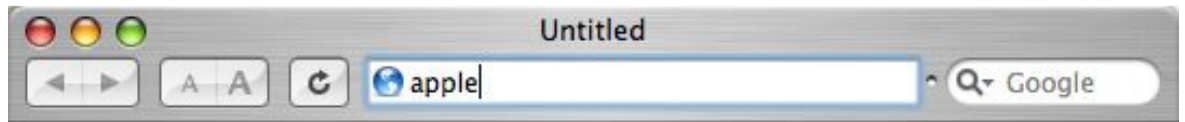
- 2b - Notice that the "Insertion Point" (that blinking, vertical line) is already inside the URL field. (This is the white, rectangle located at the top of Safari's window where you enter the address of a web page you want to visit.)



Because of this, you don't have to click or do anything except enter a web address. For this example, type the word:

apple

then press the "Return" key. (With Safari, you don't have to enter "http://" or "www" or even ".com".)



Once Apple's web page has appeared, go back to Step "2a" and then proceed with Step 3.

- 3 - Now that the text is highlighted, you don't have to press the "Delete" key to remove it. Simply begin typing the text which you want to appear in its place. For this example, type the word:

macsurfer

then press the "Return" key. (MacSurfer is a Macintosh-oriented, news and announcements site — very handy for keeping up with the latest happenings.)

Notice that as soon as you typed the letter "m", ALL of the highlighted text was deleted. So, the thing to remember from this is... Whenever any text is highlighted, most any key press will replace all of it — whether it's the letter "m", a period, the Spacebar or even the Escape key. This is true in any Macin-

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tosh program — whether one character is highlighted or 1000 pages, all of it will be replaced by whatever is typed on the keyboard.

NOTE: One exception to this rule is a web page. Although you can highlight text on a web page, pressing any key on the keyboard will not delete it. The same is true when “reading” (as opposed to “composing”) an eMail message.

Of course, if you change your mind, simply click once on a blank area. Don’t click on the highlighted text for this purpose — it has other uses and could get you into trouble when learning the above technique.

NOTE: If you need to select several pages of text, within the same document, use the “Click, Shift-Click” method. (*This is described in more detail in “Highlighting Lots Of Text”, on page 36.*) Using the three paragraphs we created in the beginning of “Dragging versus Deleting”, click once anywhere within the first paragraph. Now, hold down the Shift key and click once anywhere within the third paragraph. All the text from the first click to the Shift-Click is now highlighted. This technique will work, even if you have to click and then scroll through several hundred pages, in order to Shift-Click.

Comments:

If you want to replace a single line of text, start at one end or the other and drag UP or DOWN.

If you want to replace several paragraphs of text, start at the bottom-right or top-left and drag UP or DOWN.

As a habit, if you start by looking for the largest “target” (white space), that’s where you should start the Pointer. Then, when you’re dragging Up or Down, do so in a diagonal direction and you’ll be more efficient in no time.

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BonusTip**

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Use Font Book To Trim Down Your Fonts

Apple includes their Font Book program with Mac OS X 10.4 (Tiger). It's a great tool to organize your fonts into categories and see what each typeface looks like.

Take some time and go through all your fonts. Look at each one and think about all the things you use your Macintosh for: composing eMail, printing out letters, designing greeting cards, creating newsletters (for your family or an organization you may belong to), etc. If you see a font which you will probably never use, you can either turn it OFF, so you can easily re-activate it in the future) or simply delete it.

Every font you can turn OFF or delete will shorten your Mac's startup time and give it a little more RAM and hard drive space for other functions. Don't get too crazy and remove all but one font. After all, you are using a Macintosh and Macs are meant to be explored, empowering and fun! (Besides, the Macintosh Operating System will protect itself and tell you there are certain fonts you really shouldn't remove.)

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2d- Using The Arrow Keys

Do:

If you're typing and need to move the Insertion Point to another nearby spot, use the Arrow keys. If you're typing and need to highlight text located near the Insertion Point, hold down the Shift key and use the Arrow keys.

Don't:

If you're already typing, your hands are on the keyboard. To lift one hand, grab the mouse, drag to a new location and then click, in order to drop the Insertion Point, is a waste of your time.

Explanation:

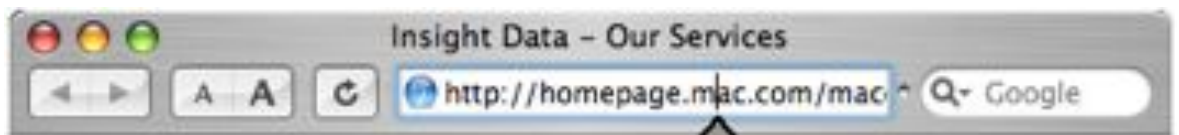
If you're working with text and your hands are on the keyboard and the Blinking Insertion Point (a thin vertical line) is between two characters, then if you need to move the Insertion Point UP one line, simply press the Up Arrow once. If the Insertion Point is at the right edge of a line of text, pressing the Right Arrow key will eventually send it to the beginning of the next line (on the left edge of the page).

Adding the "Shift" key to the use of Arrow keys will cause neighboring characters to become highlighted — from the point where you start holding down the Shift key. The Left and Right Arrow keys highlight the next letter. The Up and Down Arrow keys highlight the next line.



With the Blinking Insertion Point between the "n" and "s" of "against", holding down the Shift key and then pressing the "UP" Arrow once, will cause this area of text to become highlighted.

If you are working in a text box which is only one-line high, such as those in dialog boxes, pressing the "UP Arrow" will move the Insertion Point to the "beginning" of the text — to its far left. Pressing the "DOWN Arrow" will move the Insertion Point to the "end" of the text — to its far right.



Here, the Insertion Point rests between the "m" and "a" of the Safari URL field (where web addresses are entered). Pressing the "UP Arrow" will move the Insertion Point to the left of "http". Pressing the "DOWN Arrow" will move it to the far right of that same line.

Holding down the "Shift" key before using these Arrow keys will cause the text from the Insertion Point to the "beginning" or "end" of that line to become highlighted.

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Comments:

Think of using the mouse to move the Pointer and objects (like icons and drawing program images) in large increments and the Arrows keys to move the Blinking Insertion Point in small increments.

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BonusTip

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Adding Icons To The Toolbar

One way to have quick access to your programs, documents, folders and web links is to place your most-used items in the Dock and secondary items in the Toolbar of Finder windows.



Simply drag any folder, program or document icon to the Toolbar. You may have to pause in that area before you see the items on the left and right spread apart. Once they do, you can release the mouse button. (You may even have to move slightly side-to-side.) The Finder will automatically create an Alias of that item and leave the original item in its original location.

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2e- Highlighting Lots Of Text

Do:

Use the “Click, Shift-Click” method whenever you have to highlight several pages of text.

Don't:

If you're dragging across a LOT of text and waiting for all the pages to scroll by, you're wasting your time.

Explanation:

Most Macintosh programs will display an Insertion Point (a thin, vertical, blinking line) whenever you click once within a text area.

NOTE: Some web pages, as well as when you're “reading” eMail (as opposed to composing eMail) will not display an Insertion Point but this technique will probably still work unless you click on a web link.

Knowing that the Macintosh will “remember” that you clicked within a text area is the key to understanding this facet of the Macintosh. Keep in mind however, if you click somewhere else, even on a button, or pull down a menu, the click you previously made will probably be “forgotten”.

So, let's see how this can help us highlight hundreds of pages worth of text...

- 1 - Using your favorite word processor, such as TextEdit, AppleWorks, Pages, etc., open a document or type in at least two pages of text. Random characters will work fine for this exercise.
- 2 - Scroll to the top of your document.

35



-
- 2 - Drag the Scroll Box all the way to the

- 3 - Then hold down the "Shift" key and click once. When you do, all the text from the first click to this one will be highlighted.

- 2 - Drag the Scroll Box all the way to the bottom.

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- 5 - Hold down the “Shift” key and click once somewhere near the last paragraph. (Then release the “Shift” key.) At this point, ALL of the text from your first click to this “Shift-Click” should now be highlighted. If you press any key on the keyboard, ALL of that highlighted text will be replaced with the key you press.

Comments:

When working with text, using the “Click, Shift-Click” method is the most efficient way to highlight vast amounts of text.

Safari Efficiency

- 3a Reading Colored Text.....
- 3b Backtracking Through Safari.....
- 3c Multiple Windows versus Controlled Windows.....
- 3d Safari's Windows.....
- 3e Checking For New Content.....
- 3f Switching Windows.....
- 3g Searching Google.....

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3a- Reading Colored Text

Do:

.....

METHOD 1

If you're reading colored text or text which is sitting on a colored background, highlight the text. Sometimes the colors will change just enough for you to read the words more clearly.

or...

.....

METHOD 2

Copy the text to Apple's TextEdit program. Select All the text and then choose "Default" from the "Styles" menu, located near the top-left corner of that window.

or...

.....

METHOD 3

Set "Universal Access" in System Preferences to "White on Black".

Don't:

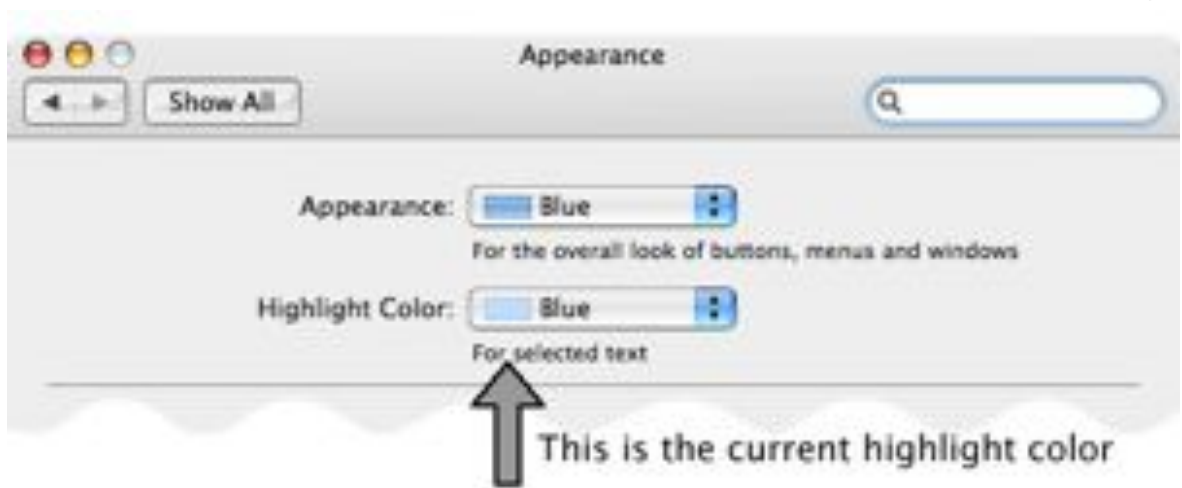
When reading text which has been colored or has had its background colored, don't strain your eyes. There are ways to make this easier to read.

Explanation:

.....

METHOD 1

Dragging across text will highlight it. Although the text-color will not change, the background will be close to the color set in the System Preferences "Appearance" section.



Changing the “Highlight Color” in this dialog box will cause all the text you highlight to have this color as its background.

Sometimes when reading an eMail message or when viewing a web page, you’ll see text which has a color other than black. Sometimes the background (the area the words are sitting on) will have a color other than white. In any case, if the words you are reading are difficult to see because of their color, try this:

- 1 - Move the Pointer so it’s close to the start (top-left) or end (bottom-right) of the text you want to read.
- 2 - Hold down the mouse button and drag in the opposite, diagonal direction. When all the text is highlighted, release the mouse button. If you are trying to read a large (more than one page) area of text, you may want to highlight a few paragraphs at a time. In some instances you can use the “Click, Shift-Click” method. (See “*Highlighting Lots Of Text*” on page 36, for details.)

.....

METHOD 2

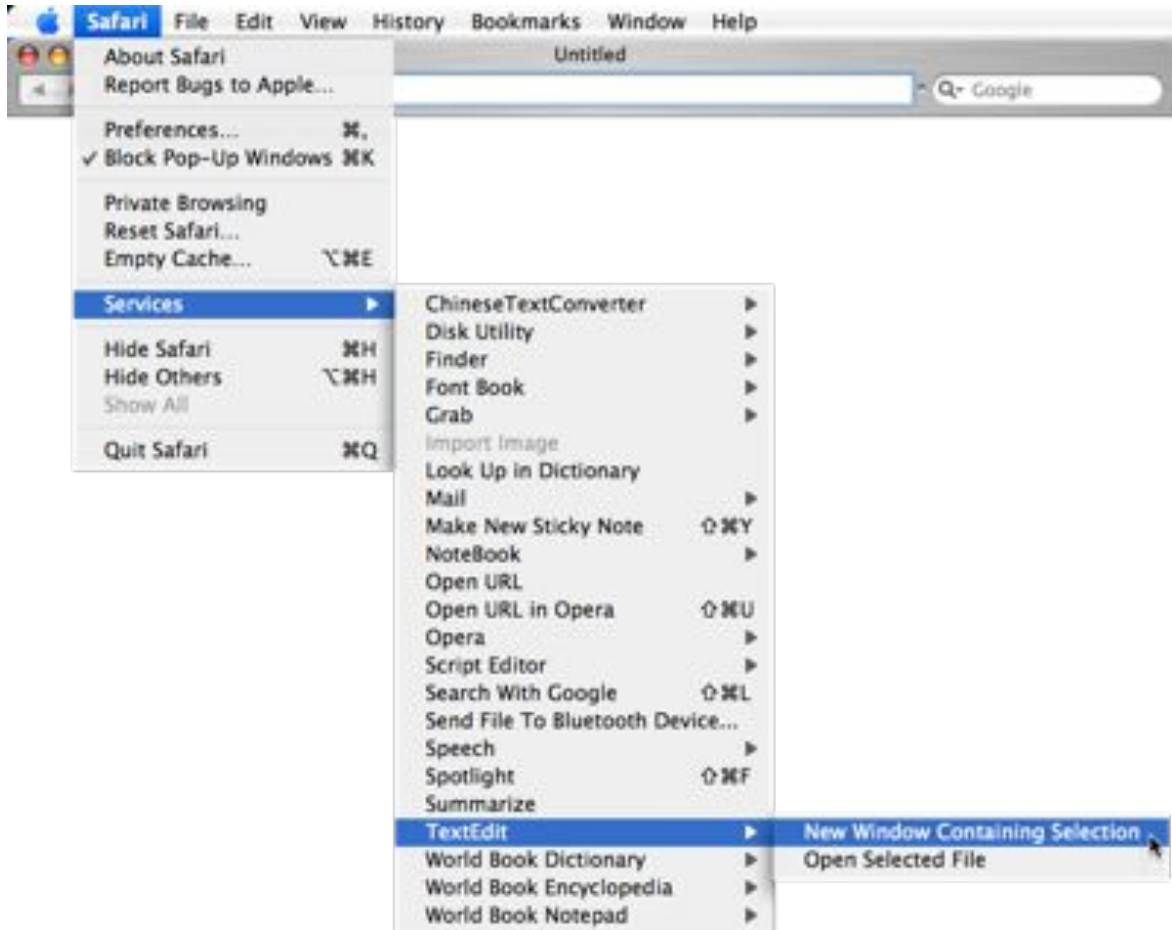
Here’s another technique which may come in handy...

Sometimes the above highlighting technique is still not enough to allow you to read certain colors of text. When this happens, try the following:

- 1 - Highlight the text you would like to read.

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- 2 - Pull down the “Application” menu (located to the right of the Apple), scroll down to “Services”, slide over and down to “TextEdit”, then choose “New Window Containing Selection”.



When you release the mouse button, the highlighted text will automatically be copied to a new TextEdit window. — although it will look as though nothing has happened.

- 3 - To view this text, click once on the TextEdit icon in the Dock.



- 4 - Your text may still be unreadable at this point. If it is, pull down the “Styles” menu and choose “Default”. Most of your text should now be black and any web links should be blue. (Your results depend on how the text on that web page was created.)

NOTE: The two above methods of highlighting words will only work on text which is true text and not “graphic” text. In other words, some web pages use words which may look like “text” but that area may be made up of a “graphic” (painted text). Sometimes words are added to a web page as a design, so it can take on a more characteristic or stylish look. When this happens, you are no longer able to highlight this kind of text. If you try to drag across this area, you will either highlight the block of words or you will drag the text-graphic. (If you keep dragging to the Desktop, you will have a copy of that graphic on the hard drive. Once this is done, double-click its icon and you will be able to view that image. It’s still not “text” — you cannot change or search through any of these “words”.)

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METHOD 3

One other technique for changing the color of text, even “graphic” text, is to use the “Universal Access” feature of Mac OS X. Try this:

- 1 - Pull down the “Apple” menu and choose “System Preferences...”.
- 2 - In the dialog box that appears, click once on the “Universal Access” icon.
- 3 - In the next dialog box, look in the “Display” section and click once on the button located to the left of “White on Black”.



Every instance of “white” is now “black” and vice versa. All of the colors will change to their opposites. (To change this back to normal, simply click once on the “Black on White” button.)

This technique may help in those times when you encounter a web page which has a dark background and white or light-colored text. Switching “Universal Access” to “White on Black” will make this appear as black text on a white background — making it much easier to read.

NOTE: In case you were wondering, if you paste the text into a new, “normal” window, the text will still be white or light-colored. You will not be able to use the “change Universal Access to White on Black” method.

Comments:

These techniques will work just about anywhere there is a lot of text. (It won’t work in dialog boxes. Of course, you shouldn’t need to use this technique in most dialog boxes because all of them should be easy to read.)

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3b- Backtracking Through Safari

Do:

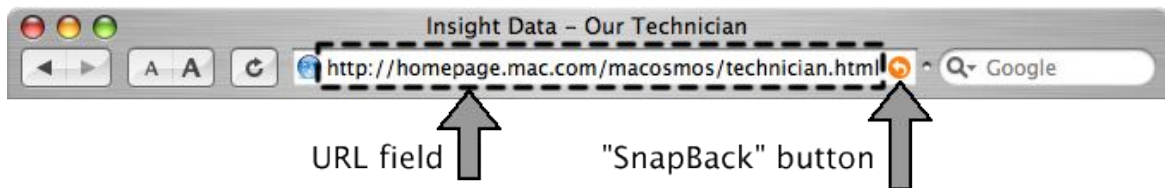
Use Safari's "SnapBack" button to instantly jump back to the start of your web page adventure.

Don't:

If you find yourself using Safari's "Back" button, in order to find the page you first started with, you're working too hard.

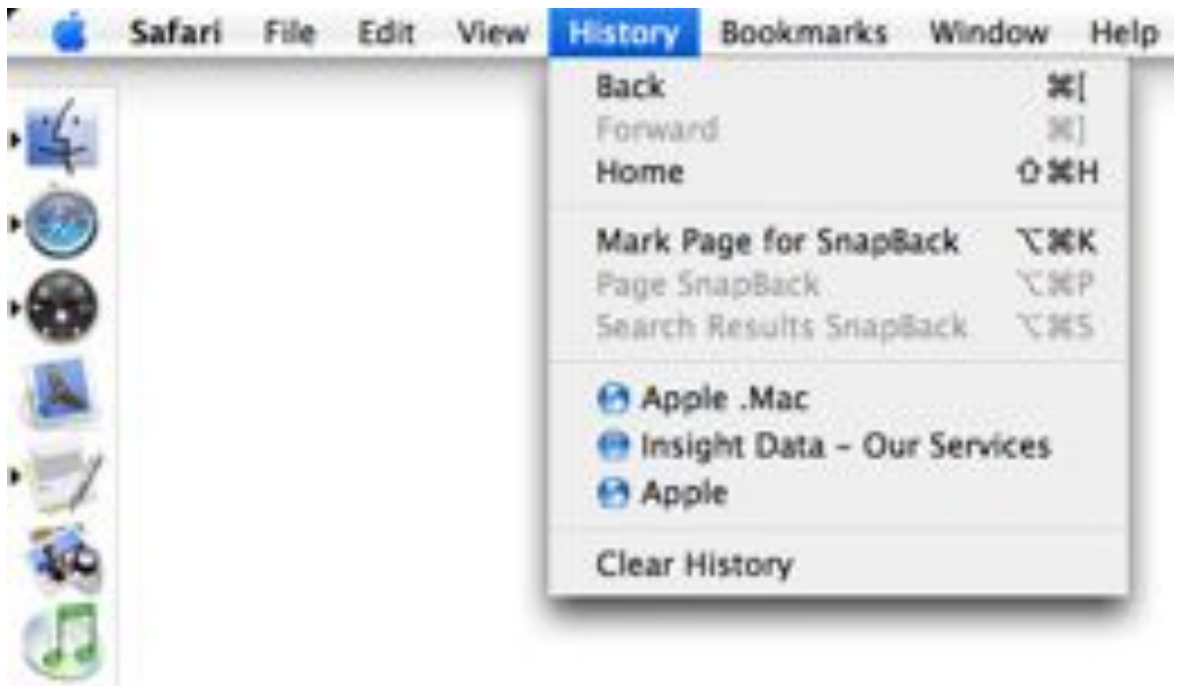
Explanation:

Whether you used a Safari Bookmark or typed in a URL (web page address), to start browsing the Internet, once you click a link on that page (to visit a different page), Safari will add the "SnapBack" button to the URL field.



NOTE: The "SnapBack" button will disappear (reset) if you use a Bookmark or enter another URL to jump to another web page. However, if you then click on a web link, to visit another page, the SnapBack button will once again be displayed. This time, clicking it will take you back to the page which was displayed when you used that Bookmark.

Also... If you need to go back to a page you previously visited, but don't need to go all the way back to the last time you entered a web address in the URL field, use Safari's "History" menu.



This menu contains a chronological history of all the web pages you visited (from the last time it was cleared). Recently visited pages are listed at the top and the oldest ones are at the bottom.

Another method of retracing your Internet steps is to use the history menus located within Safari's "Forward" and "Back" buttons.



These two menus also display chronological history information but here it is separated by your "Back" history (those pages you previously visited during this session) and your "Forward" history (after revisiting any previous page, the "Forward" history menu shows the pages you came "from").

Comments:

This is yet another great way Safari can help us be more efficient. A lot of times, Apple places visual hints all around us. We simply have to notice them and see where they may lead.

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BonusTip

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Look At The Big Picture When Problem Solving

Whenever you're trying to troubleshoot a Macintosh problem, it's a good idea to take a step back and look at the "bigger picture". If you get stuck in the details of the immediate situation, you may end up trying to fix something which isn't causing the problem. For example, if your Macintosh won't start, you may think the software is at fault — and it could be. However, sometimes even a USB hub can suddenly become faulty and keep your Mac from starting or going to sleep.

With over two decades of troubleshooting Macs, I've come to the conclusion that problems reside in just a handful of areas. Trace the problem to one of those areas then fix that area and you will solve the problem. Because "software" and "hardware" problems can sometimes seem like they're actually the opposite problem, the most difficult part of "repairing" a Macintosh is isolating the problem. If you ask enough questions, trying to move the problem from one area to another, you'll find that you will begin to eliminate one or two areas and find yourself focusing on one in particular. Here are some basic areas to keep in mind when troubleshooting:

- Disconnect everything from your Macintosh except the keyboard, mouse and monitor.
- If you hear what sounds like a ping-pong ball bouncing on a wooden table, the hard drive is breaking down. Back up everything you can as soon as possible.
- On Startup: If the screen is stuck on blue or gray, the problem is probably in the Operating System, hard drive or logicboard; If the screen is stuck on black, the power supply "may" have gone bad; If you hear beeps (I'm not talking about the Startup Chime), it means one or more RAM modules have gone bad.
- If there's something wrong with the Operating System, start fixing it by replacing like-for-like with the "Combo" update. (For example, if your Mac has 10.4.7 installed, download the 10.4.7 Combo Update.)

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3c- Multiple Windows versus Controlled Windows

Do:

Whenever you want to keep the current web page open, but need to view a different page, use one of Safari's Modifier Keys — such as Command or Command and Option.

Don't:

If you find yourself clicking on a web page link and then relocating and reopening the page which was previously displayed, you're working too hard.

Explanation:

A lot of times, when people are looking for something on the Internet, they have a specific goal in mind. However, there are times when you are following a certain idea or topic and come across similar, but unrelated, information. If you simply click on that unrelated link, the contents of the current web page will be replaced by that new information. This scenario is not too difficult to find your way back from. Once you've finished with that new page, you would just click the "Back" button and your original (previous) page will appear.

Sometimes unrelated information can take us down a very long road — with each unrelated link spawning new ideas and more unrelated links. It can be baffling just to remember your original purpose, not to mention the difficulty in trying to locate that first gem of a web page which you discovered early on.

By opening new links in either a "Tab" or its own window, you can always find any part of your trail quickly and easily.

For some reason, Apple sets Safari's default "Tab" feature to "Disabled". So before you can use the above information, you must activate this feature. Here's how to do it:

- 1 - While in Safari, pull down the "Safari" menu and choose "Preferences...".
- 2 - Click the "Tabs" button, which is located in the Button Bar of this dialog box.
- 3 - If there is no checkmark in the small square located next to "Enable Tabbed Browsing", then click this box once. (A checkmark will appear.)



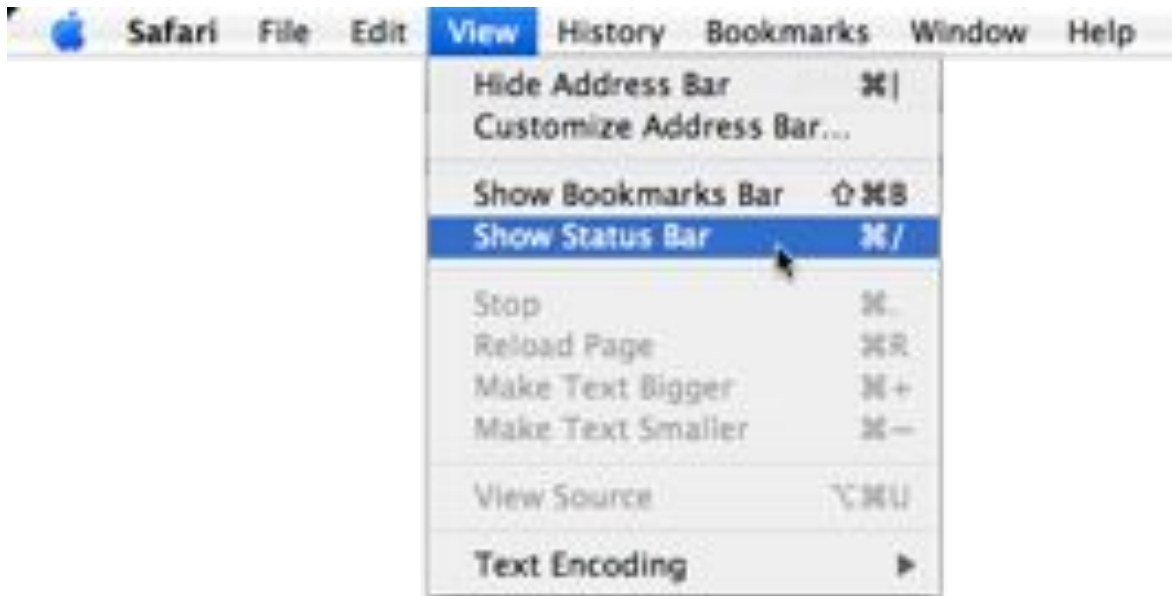
- 4 - Close this dialog box. (Just click once on the red “Close” button, located in the upper-left corner of this dialog box.)
- 5 - Now you can tryout Safari’s “Tab” feature.

Before trying out this feature, there’s one more Safari setting you need to have activated. Pull down the “View” menu and choose “Show Status Bar”. (If you see “Hide Status Bar”, then this has already been done.)



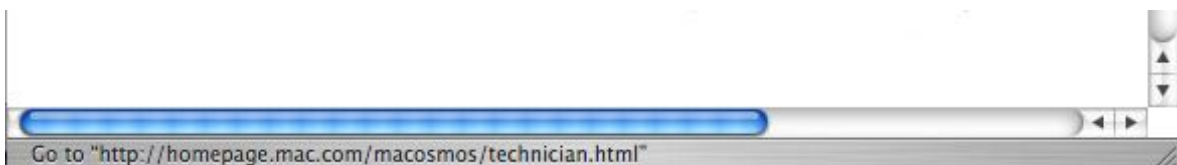
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Once you do this, you'll be able to see the web address represented by most any button or link the Pointer is over. In other words, just before clicking on a button or link, leave the Pointer ON that item, without clicking. Then look at the very bottom-edge of that Safari window.



You should see a “URL” (web address) like the one in the example above.

Below, I'll explain how to use the “Command” and then the “Command Option” keys, to create Tabs and new windows in Safari. Right now, you should take a minute to notice the information which appears in the “Status Bar” whenever these keys are pressed.



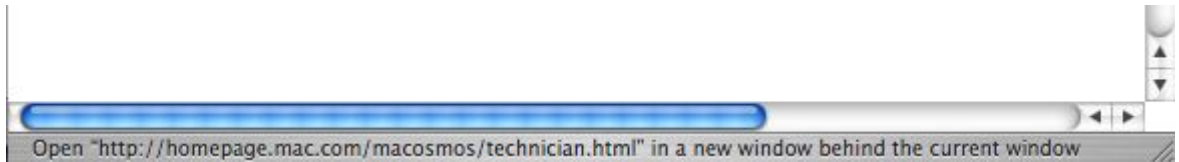
Whenever the Pointer is over a button or link AND the “Command” key is pressed, you should see something similar to this, in the Status Bar at the bottom of that Safari window. The key words here are “in a new tab”.



Whenever the Pointer is over a button or link AND the “Command” and “Option” keys are both pressed, you should see something similar to this. The key words here are “in a new window”.

Now, let’s continue with learning about Safari “Tabs”...

Command key- (Show new link as a “Tab” in the current window) Hold down the Command key and then click once on a web page link or button. Do this whenever you want to keep the current window open and still have a new window open in a new “Tab”.



By doing this, a second window will not open. Instead, the link you click on will open in a new “Tab”. This is a window which is not seen unless its “Tab” is clicked. Safari allows you to open any number of tabbed windows.

Command Option keys - (Show new link in a new window) Hold down both the Command and Option keys and then click once on a web page link or button. Do this whenever you want to keep the current web page window open and have a completely separate window for a new link.

NOTE: A new Safari window can open on either the left or right side of the current window. To learn how to make optimum use of this situation, see “Safari’s Windows” below.

Comments:

Using Safari’s “Tabbed” window options, you’ll be able to explore lots of unrelated web pages and still be able to quickly get back to any of your original page.

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3d- Safari's Windows

Do:

Once you open Safari, move its window to the right so its right side is slightly off the right-edge of the screen.

Don't:

Placing your Safari windows “just anywhere” or not moving them at all, can add more confusion and work for you.

Explanation:

I rarely open my Safari windows as wide as they can go. (I use a 17-inch iMac G5.) For one thing, I keep the “Dock” on the left side of my screen. (*See “Dock Placement” on page 66, for more information.*) Instead, I keep my window a little wider than the nine entries in my Safari “Bookmarks Bar”. This is about the width of an average web page.

When Safari first opens, I drag the “Titlebar” of its window toward the right edge of the screen. I make sure that the right side of this window is slightly past the screen's edge — about a sixteenth of an inch or so.



This arrangement does two things for me:

- 1 - If I'm reading the contents of a web page and need to scroll down, I don't even have to look at the Pointer or the Scroll Bar of the window. I simply move the mouse all the way to the right. Because the Pointer will not move

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off the edge of the screen, as long as I have positioned the Pointer under the Scroll Box (the vertical, blue area, located in the Scroll Bar), I can click the mouse once and the web page will instantly jump up — what was the last line on the bottom of this window is now at the top of this window. (I haven't lost my place. I simply move my eyes to the top of this window and continue reading and I never had to look at the Pointer.)



- 2 - If I need to open a web page in a new window of its own Safari will open that window on the right or left side of the current window. (See “*Multiple Windows versus Controlled Windows*” on page 50, for more information.) However, if the active Safari window is positioned all the way to the right, any new windows open to the left.

If you open more than one window, without clicking on them (to bring them in front of the current window), you’ll notice that the first window opens as far left as it can. The next window opens in front of that one but slightly (about a quarter-inch) right of that one and so forth.

Comments:

Position your Dock on the left side or at the bottom of the screen. Then you’ll be able to make the most efficient use of Safari by placing your main window at the right edge of the Macintosh screen.

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3e- Checking For New Content

Do:

After reading a web page for a while, if you want to know if new information has been added, click the Refresh button and immediately place the Pointer over one of that page's distinguishable items — a button, an article title, etc.

Don't:

Clicking the Refresh button and then scouring that web page, in order to see if any new content has been added, can take a lot of time.

Explanation:

Whenever you click the “Refresh” button in Safari, once that web page is reloaded, Safari will scroll that window to the same position you were previously reading.

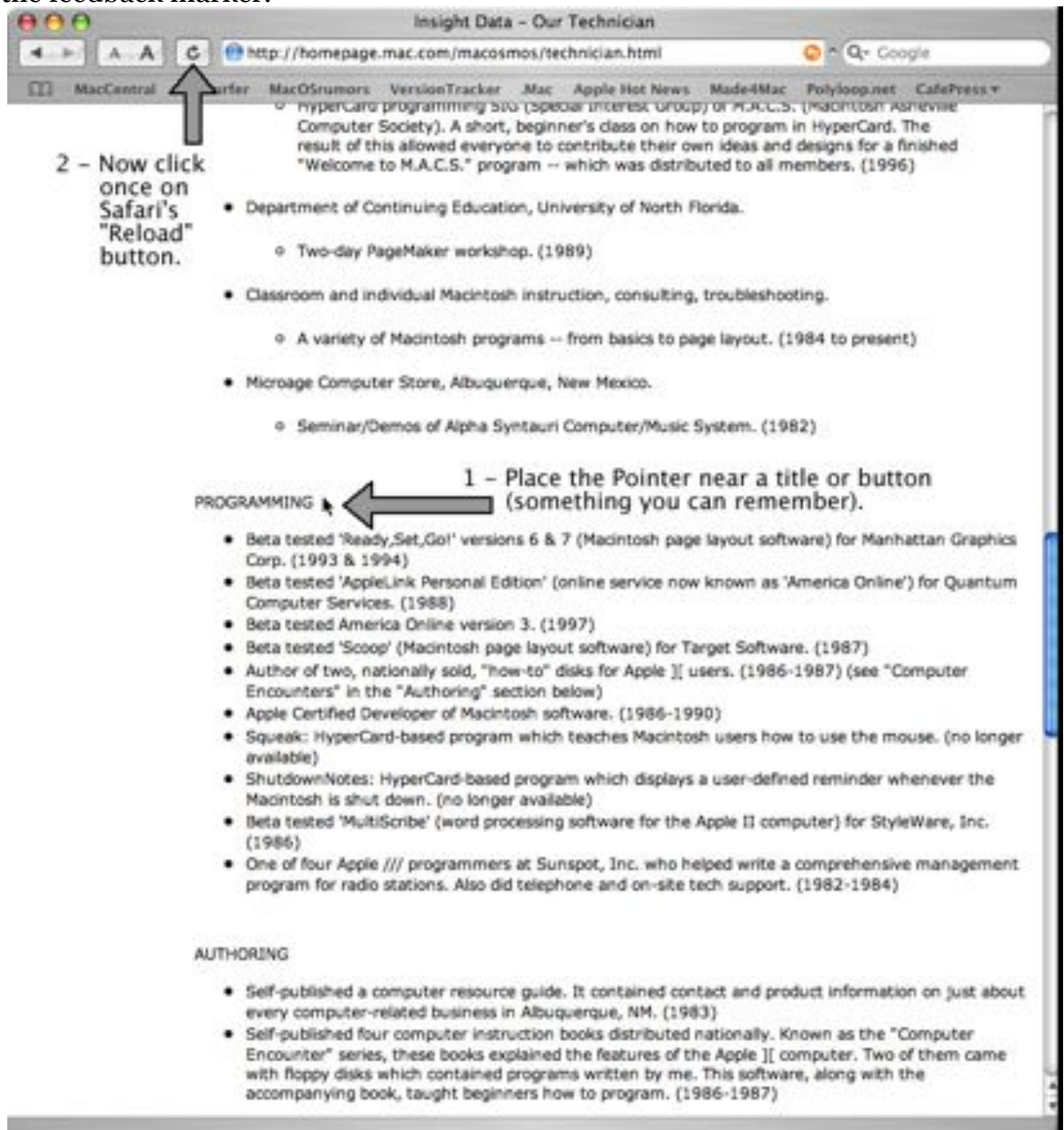
With this in mind, we can use this information to help us determine if any new content was added “above” our current window position or if any information was removed. This will not tell us anything about information which is “below” our current window position.

So, let's say you've been reading a web page for several minutes and it's a news page which is updated every few minutes or so. Right now, you're halfway down that web page and you decide to see if any new content has been added “above” this halfway point.

Before clicking the Refresh button, look for some sort of reference point within the part of the window you are viewing. This could be a title, a graphic embellishment, etc. if that page has menus or advertisements down one or both sides, do not use these areas for feedback because they probably won't change and this is not the information you're looking for. Instead, you want to look for the content itself — the text you have been reading. (Something near the top of the area you are currently viewing would make it easier for you to move the Pointer near, before the page starts refreshing.)

Don't do this yet, but you're going to move the Pointer so it's on top of or next to whatever feedback marker you decide to use. When you do this, don't click on anything. Just place the Pointer near something you can use as feedback.

Now, click once on the Refresh button and then immediately move the Pointer near the feedback marker.



2 - Now click once on Safari's "Reload" button.

1 - Place the Pointer near a title or button (something you can remember).

PROGRAMMING

- Department of Continuing Education, University of North Florida.
 - Two-day PageMaker workshop. (1989)
- Classroom and individual Macintosh instruction, consulting, troubleshooting.
 - A variety of Macintosh programs -- from basics to page layout. (1984 to present)
- Microage Computer Store, Albuquerque, New Mexico.
 - Seminar/Demos of Alpha Syntauri Computer/Music System. (1982)

AUTHORING

- Self-published a computer resource guide. It contained contact and product information on just about every computer-related business in Albuquerque, NM. (1983)
- Self-published four computer instruction books distributed nationally. Known as the "Computer Encounter" series, these books explained the features of the Apple II computer. Two of them came with floppy disks which contained programs written by me. This software, along with the accompanying book, taught beginners how to program. (1986-1987)

58 Safari Efficiency

Once this page has reloaded, if the feedback marker (“PROGRAMMING”, in this case) is “lower” than it was (below the Pointer) then that much content has been added since you first visited this web page during this session. If the feedback marker is “above” the Pointer, then that much information was removed since you started reading this page.

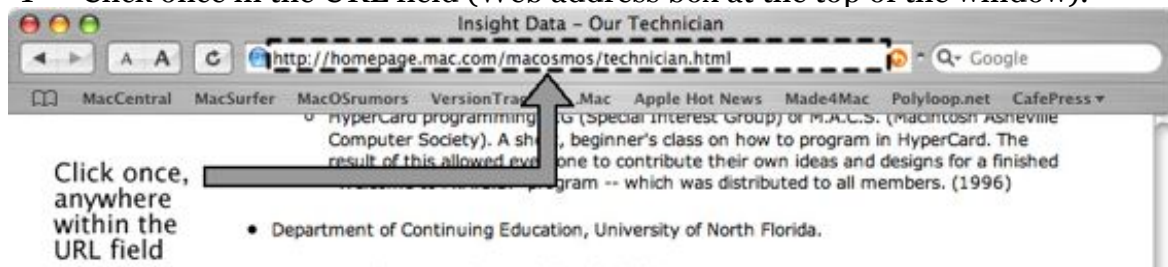
Knowing how much information was added can help if you decide to scroll back up this window to see what’s new. Of course, if the feedback marker stays near the Pointer, no new information has been added or removed and you won’t waste your time going back looking for new information.

A variation to this technique will help if you’re too slow, or your Internet connection is too fast, to move the Pointer into position before the page refreshes. If this is your situation, simply open this same page in a new window. At that point, the page will be “refreshed” (updated) and you can compare the two side-by-side. This technique is also better if you want to know exactly what has been changed, from the time you first opened this page.

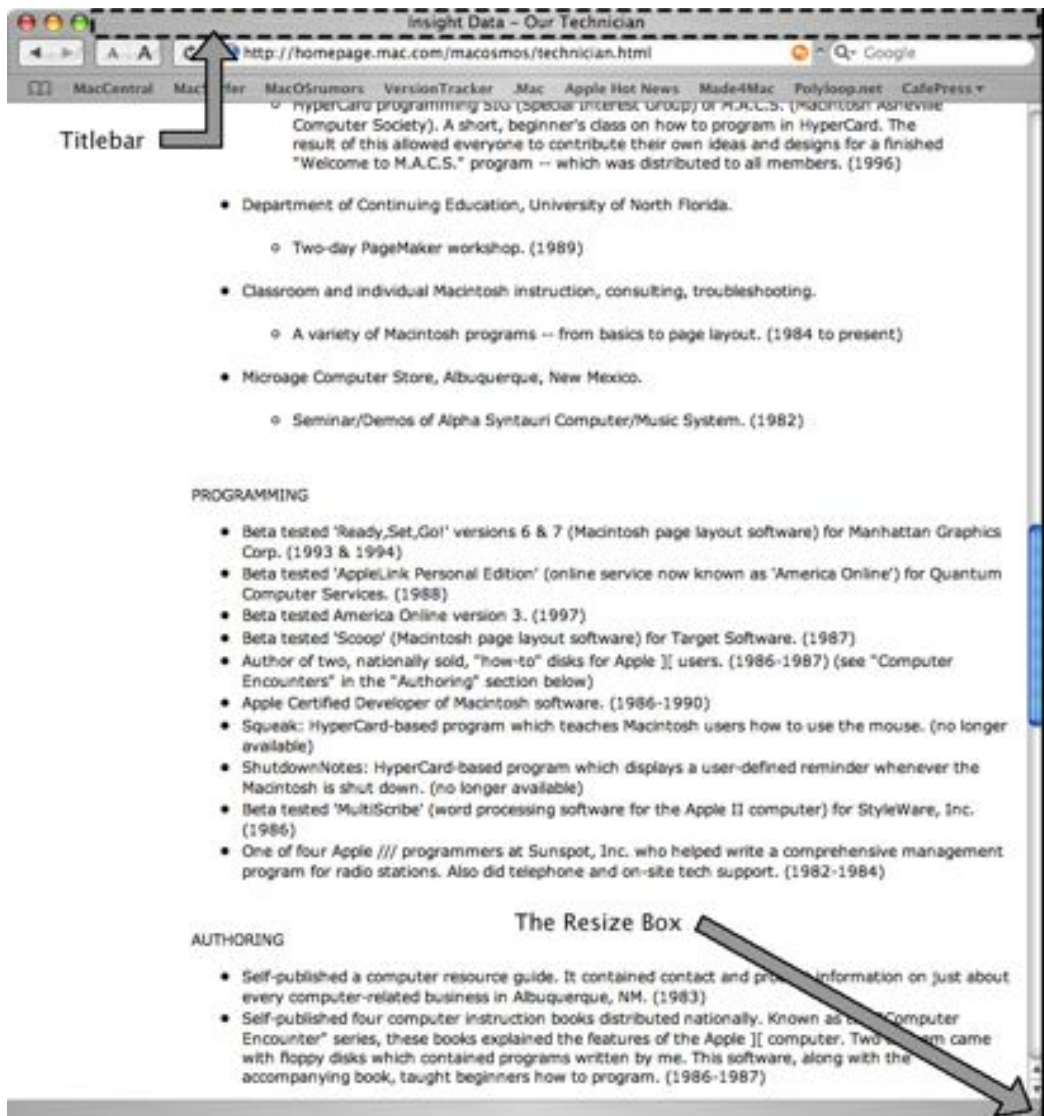
NOTE: The following steps will only work if the “Tabs” section of Safari’s “Preferences” has been set to “Enable Tabbed Browsing”. (This is explained in “Multiple Windows versus Controlled Windows”).

So, here’s how to do it:

- 1 - Click once in the URL field (Web address box at the top of the window).



- 2 - Hold down the Option and Command keys and then press the Return key. (Now release all 3 keys.) This page will now open behind the current window (refreshed) in a new window. The page you had been viewing will remain on the screen. Now you have an old version and an updated version.



Drag their Titlebars and Resize boxes to position and size them, so you can see all or most of them side-by-side.

Comments:

If you find yourself reading long web pages and need to know "if" and "how much" new information has been added, during that session, use this as a habit and you'll have instant feedback.

60 Safari Efficiency

3f- Switching Windows

Do:

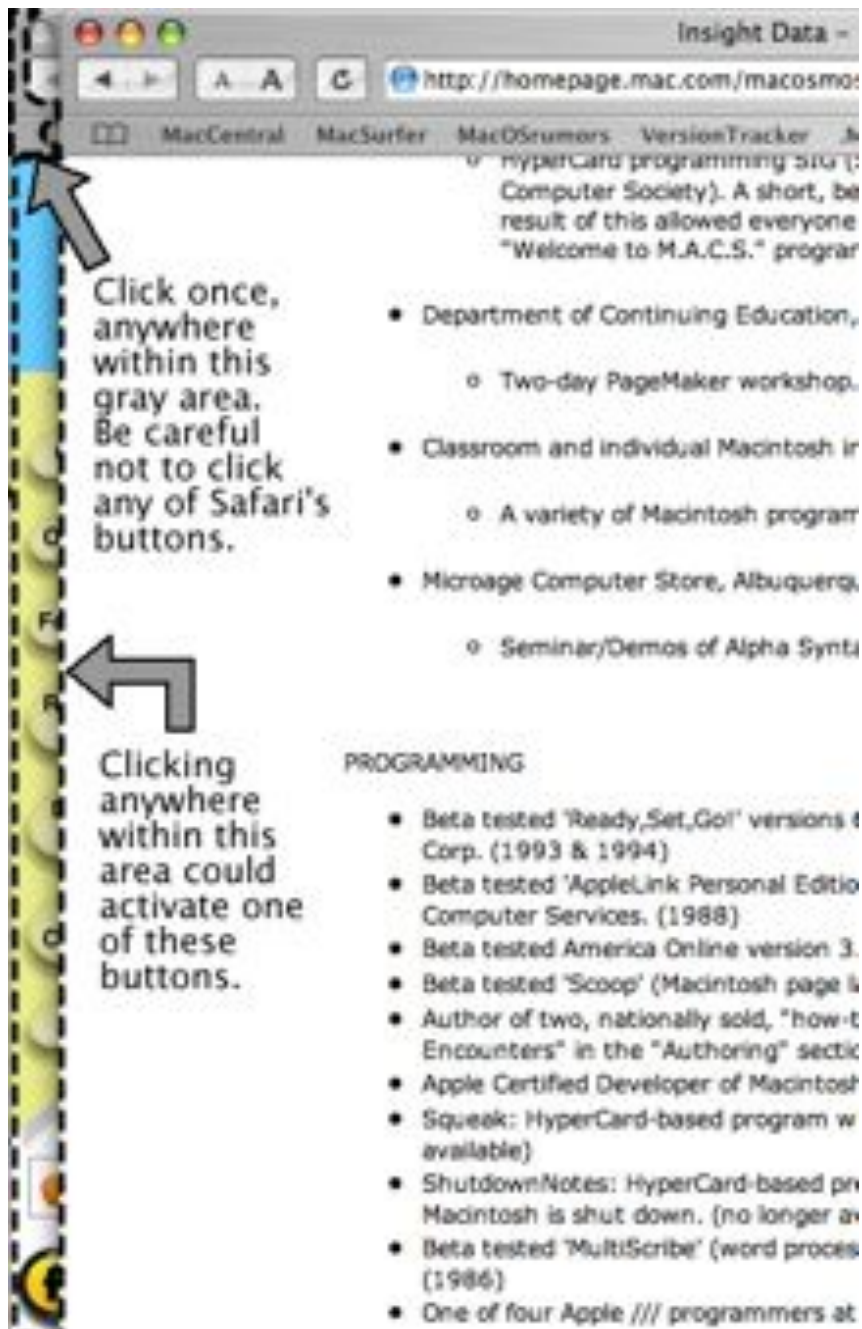
Click once in the gray area of the window's "Titlebar".

Don't:

Clicking on a window, which is behind another window, will bring it to the front and make it the active window. However, clicking "just anywhere" can activate a web link which you did not intend to use.

Explanation:

When you simply click on a web page, which is behind the one you're currently viewing, you could be clicking on a button or other hyperlink (active text which, for example, could take you to another web page). When this happens, you waste time and can lose your place.

**Comments:**

As a habit, it's safer and more efficient to click once on the gray part of a window's "Titlebar".

62 Safari Efficiency

3g- Searching Google

Do:

Use Safari's Google search box whenever you want to use Google to find information on the Internet.

Don't:

Visiting the Google web page and then entering search criteria is a real waste of time.

Explanation:

I hesitate to include such an obvious tip in this book but because I have seen a few people not know this feature is available, I thought it should be mentioned.



Click once in this text field, enter your search criteria, then press the Return key and you'll instantly have Google searching the Internet.

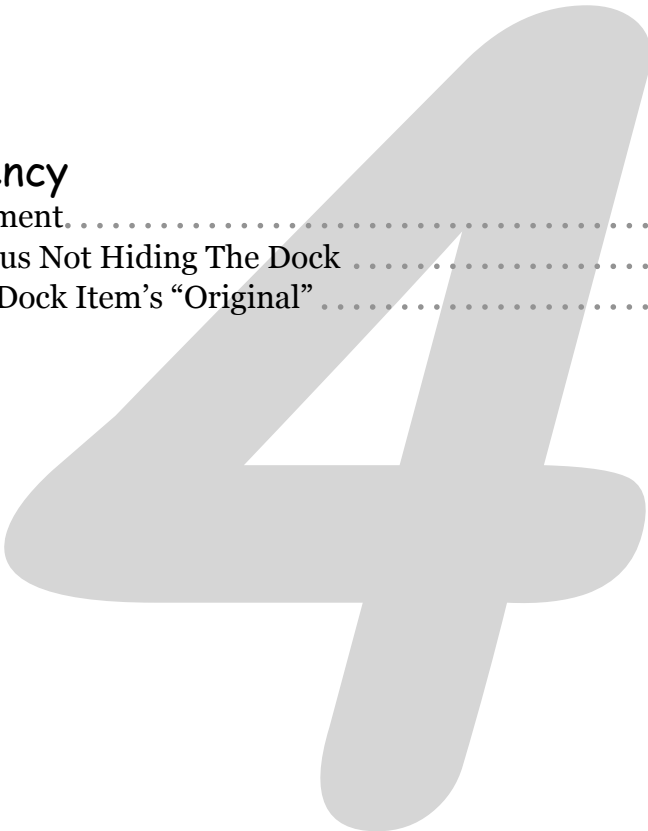
Apple has provided a way to directly use Google to search the Internet right within the Safari window. In the upper-right corner of each Safari window is a “search field” (a box which allows you to type in information). Enter the keywords, subject, etc. which you would like Google to search for and then press the Return key.

Comments:

This is yet another example of a helpful feature being in plain view. You will make better use of what the Macintosh has to offer by taking things slowly, at least at first, and noticing the various buttons, design embellishments and places to type in text, etc.

Dock Efficiency

- 4a Dock Placement.....
- 4b Hiding versus Not Hiding The Dock
- 4c Locating A Dock Item’s “Original”

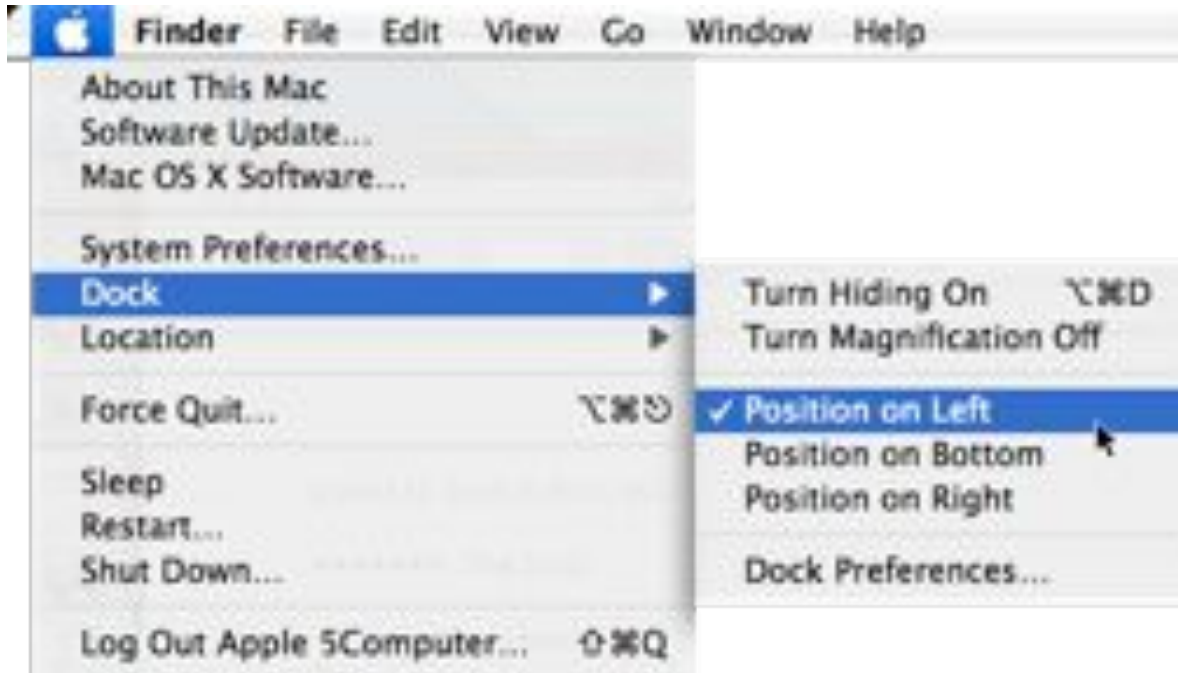


64 Dock Efficiency

4a- Dock Placement

Do:

Pull down the Apple menu and select “Dock”, then move to the right and in the sub-menu, choose “Position on Left”.



Don't

Placing the Dock on the right side of the screen partially covers some Desktop items. Placing the Dock on the bottom of the screen shortens your screen's height.

Explanation:

Whether you have a portable or desktop Macintosh model, look at your screen. Notice that its shape is not square but rectangular — it's wider than it is tall. This means you have more screen “real estate” left-to-right than you do top-to-bottom.

Because our screens are short, it makes sense to maximize their height by moving the Dock off the bottom.

When the Macintosh automatically places downloads, new folders, etc. on the Desktop, it places them on the right side of the screen. It starts with the first available space under the hard drive icon and moves downward from there. (Once there is no more space vertically, the next item starts at the top, just left of the hard drive and then the next one is placed under that and so forth.) Because of this, it makes sense not to block our view of the right side of the Desktop.

Taking all of this into consideration, the most efficient location for the Dock is on the left side of the screen.

Comments:

Keeping the Dock on the left side of your screen will:

- Give you a slightly taller screen to work with (as in taller windows).
- Give you a clear view of the right-most area of Desktop icons.

66 Dock Efficiency

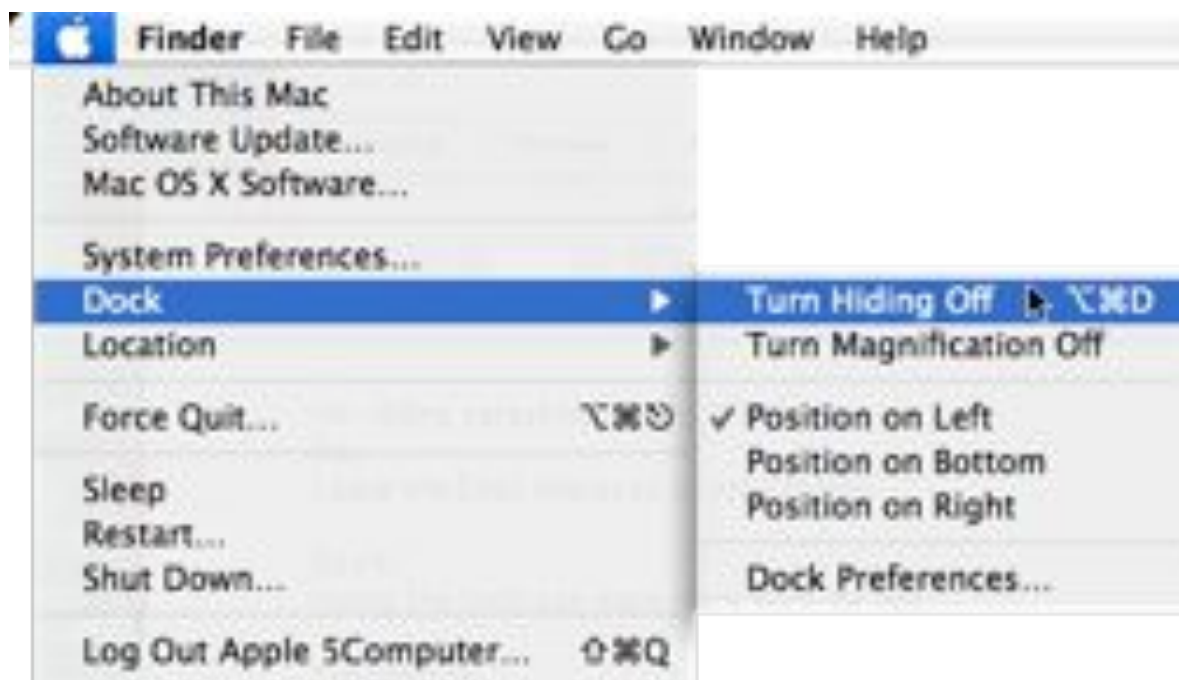
4b- Hiding versus Not Hiding The Dock

Do:

Leave the Dock displayed on your screen.

Don't:

Hiding the Dock can make more work for you.



Explanation:

In the Apple menu, under “Dock” there is a sub-menu which will allow you to “Turn Hiding On”. This will hide the Dock. Unless you need all of the screen for a certain program, it’s more efficient to leave the Dock showing.

If the Dock is hidden, moving the Pointer to that edge of the screen will temporarily show the Dock. Make your selection, then move the Pointer away from that area and the Dock will once again be hidden. Doing this will cause you to reacquaint yourself with the items in your Dock. Since the Dock can store the aliases of pro-

grams, documents, folders, web links, photos, movies, windows, etc., trying to sort out what's stored there, each time you un-hide it, can make more work for you.

Comments:

If you always leave the Dock visible, over time, you'll notice that you have become more familiar with its contents. This means you'll be more apt to store new items and new types of items there as well as become more efficient whenever you need to access those items.

68 Dock Efficiency

4c- Locating A Dock Item's "Original"

Do:

When trying to locate where a Dock item (program, document, etc.) is stored, use that item's Dock menu.

Don't:

If you're reading a document or working in a program and would like to know where that item is located (folder, hard drive, CD, etc.), don't start sifting through all your folders. This can waste a lot of time.



Explanation:

All of the items in the Dock are "Aliases" — they're not real. When clicked, the only job of an Alias is to inform the Macintosh "where" that particular item is stored. This also applies to items which are not in the Dock until you open (activate) them.

Sometimes, when a program or document is open, you may want to know exactly where it is stored. Here are the steps to have the Dock help you with this task:

- 1 - Place the Pointer over one of the items which is in the Dock.
- 2 - Hold down the mouse button and a menu will pop out.
- 3 - Slide over and choose "Show in Finder". When you do, that item's "original" will appear and be highlighted (probably in gray).

Comments:

When searching for a Dock item, the fastest, most efficient way to find it is to use its Dock menu.

Window Efficiency

- 5a Closing versus Minimizing
- 5b Closing versus Activating
- 5c Dragging An Obstructed Window
- 5d Closing versus Locating
- 5e Switching Windows
- 5f Jumping To A Folder From Its Opened Window Of Content
- 5g Locating The Source Of An Open Document
- 5h Window Drag Speed
- 5i The Titlebar Icon: Relocating A Folder
- 5j The Titlebar Icon: In Various Applications
- 5k Contextual Menus
- 5L Selecting Items In List View
- 5m Selecting Items In Column View
- 5n Selecting Items In Icon View

70 Window Efficiency

5a- Closing versus Minimizing

Do:

Click once on the yellow “Minimize” button, which is located at the top-left of every window. This will make that window small (thumbnail size) and place it in the Dock for easy access.



Don't:

Clicking the red, “Close” button, which is located at the top-left of every window, is a waste of time because you may turn right around and open one or more of those windows.

Explanation:

If there is a window in your way and you need to temporarily get rid of it, so you can see the items underneath, simply click the yellow, “Minimize” button which is located in the top-left corner of every window.

Doing this will instantly shrink that window and place it into the Dock. You can minimize any number of windows from any open program. If you would like any of those windows to reappear on the screen, in full-size, simply look in the Dock for the one you want and click once on its icon.

Although you could place the Pointer in the Titlebar of the window and drag it to a different part of the screen, clicking the “Minimize” button is faster in removing that window to and from the screen.

Comments:

Remember the yellow, Minimize button and use it whenever you want to temporarily remove a window.

Doing this as a habit will sometimes keep you from doing extra work. Some programs have a limited workspace and if you drag the main window to a different location, you may have to spend extra time lining it up precisely as it was before.

72 Window Efficiency

5b- Closing versus Activating

Do:

Whenever you have more than one window open and you want to Close one of the non-active windows (behind the one you're working on), click its "Close" button.



Don't:

With more than one window open, if you click a window which is behind the one you're currently working in, just so you can bring it to the front and then Close it, you're wasting your time.

Explanation:

Since Mac OS X will help you work with a window which is not the current one, use this to your advantage. Whenever more than one window is open, have you ever noticed that the buttons (red, yellow, green), located in a window's upper-left cor-

ner become colored whenever the Pointer is hovering over them? Use this feature whenever you want to Close a window which is tucked behind another.

Instead of clicking on that window, so it will come to the front, and then Closing it, see if its Close button is accessible. If it is, move the Pointer over it and click once.

Comments:

This method will work in the Finder and most programs. Notice and use the features which are built into the Mac OS X Operating System. This one, like a lot of others, can save you some time.

74 Window Efficiency

5c- Dragging An Obstructed Window

Do:

Whenever a window is partially hiding another, if you need to see that other window AND the current one, simply Command-Drag the obstructed window's Titlebar.

Don't:

If you need to view two windows and one is partially covered by the other, simply dragging its Titlebar (without the Command key) may have you going back-and-forth (move one, move the other) until you get them where you need them. This can be a waste of time.

Explanation:

There is a Macintosh feature which a lot of us forget about: Command-Dragging.



Here's how to do it:

- 1 - Position two windows so they are overlapping each other — similar to the example above. Only one window can be the “Active” window (indicated by the colored dots in its upper-left corner). However, the window in the back can be moved without making it Active. (If you simply click on the back window, it will be brought to the front and made Active.)
- 2 - Move the Pointer so it's in the Titlebar of the back window.
- 3 - Hold down the Command key on the keyboard.
- 4 - Now, with the Command key still down, drag the mouse. When done correctly, the back window will move but will not become Active.

NOTE: Attempting this while the Pointer is over the window's Title, will not work. Since the icon to the left of the window's Title has its own purpose, dragging this (for this technique) will also not work. (If you drag this icon, without holding down any keys, you will relocate where that folder is stored. See “*The Titlebar Icon: Relocating A Folder*” on page 90, for more information.)

Comments:

The “modifier keys” (Command, Option, Shift and Control) not only work with other keys on the keyboard but also allow you to activate other features when using the mouse.

76 Window Efficiency

5d- Closing versus Locating

Do:

Press the “F9” key on the keyboard, in order to locate any currently open window.

Don't:

Don't close all the currently open windows just because you've lost your place and all you see is a sea of windows.

Explanation:

I've seen this happen many times... A person opens several windows and at some point they become confused as to what they are seeing and where they need to be. They only thing they can think of is to start closing windows — maybe they'll find something familiar or can at least start over.



Courtesy of Apple

F9 - (Show every window) Pressing this key will shrink EVERY currently open window and place all of them side-by-side on the screen. Move your Pointer over any one of them and the name of that window will appear in its center. At that point, you can click once and that window will come to the front. (The others will be displayed as they normally were.)

F10 - (Show program windows) Pressing this key will shrink every window which is associated with the PROGRAM you are currently using and place all of them side-by-side on the screen. Move your Pointer over any one of them and the

name of that window will appear in its center. At that point, you can click once and that window will come to the front. (The others will be displayed as they normally were.)

F11 - (Show no windows) Pressing this key will move every window off the screen. This will allow you to see the entire Desktop without the obstruction of a single window.

If you change your mind after pressing one of the above keys, you can either press that key again or simply press the “Escape” key (labeled “esc” and located in the upper-left corner of the keyboard). Once you press either of these, all the windows will return to their original positions.

Comments:

Closing windows or moving them to one side is not very efficient and can cause you to forget what you were doing. So as a habit, practice using the F9, F10 and F11 keys.

78

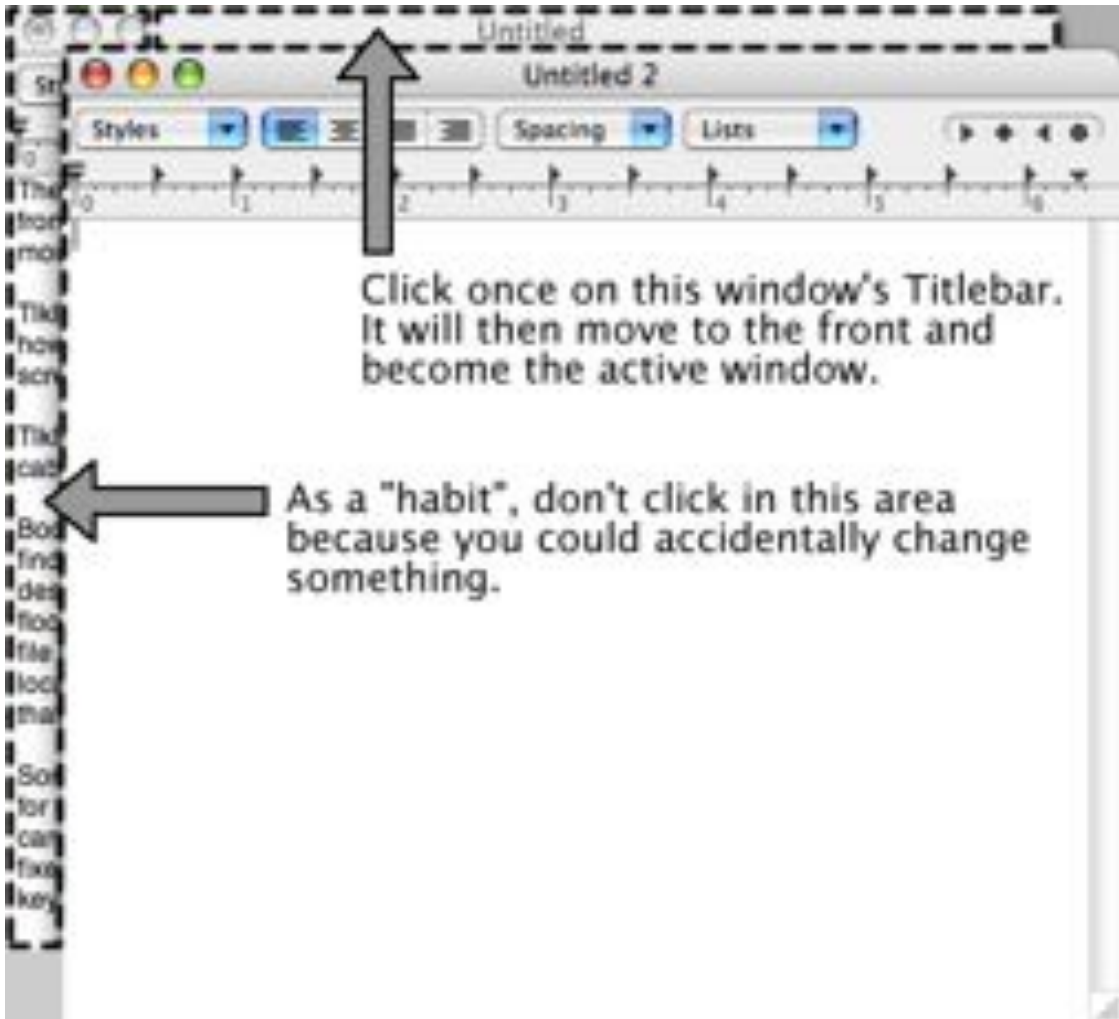
5e- Switching Windows

Do:

Click once in the gray area of the window's "Titlebar".

Don't:

Clicking on a window, which is behind another window, will bring it to the front and make it the active window. However, clicking “just anywhere” can cause unwanted and even unnoticed results.



Explanation:

When you simply click on a window, which is behind the one you're currently viewing, different things can happen, which you may not be aware of...

- **Word Processor** - If you click on the window of a word processing program (such as TextEdit or AppleWorks), you may move the "Blinking Insertion Point", which may cause you to lose the place where you were previously typing.
- **Drawing** - If you click on the window of a drawing, Web-Design or Page-Layout program (such as Adobe Illustrator, Freeway Express, Adobe InDesign, etc.), you may accidentally move a block of text or a design.

Comments:

As a habit, it's safer and more efficient to click once on the gray part of a window's "Titlebar". (It's more efficient because, if you accidentally move something, you won't have to "Undo" it or figure out where you left off.)

80 Window Efficiency

5f- Jumping To A Folder From Its Opened Window

Do:

Pop-out the window name menu whenever you want to know which folder that window is stored in.

Don't:

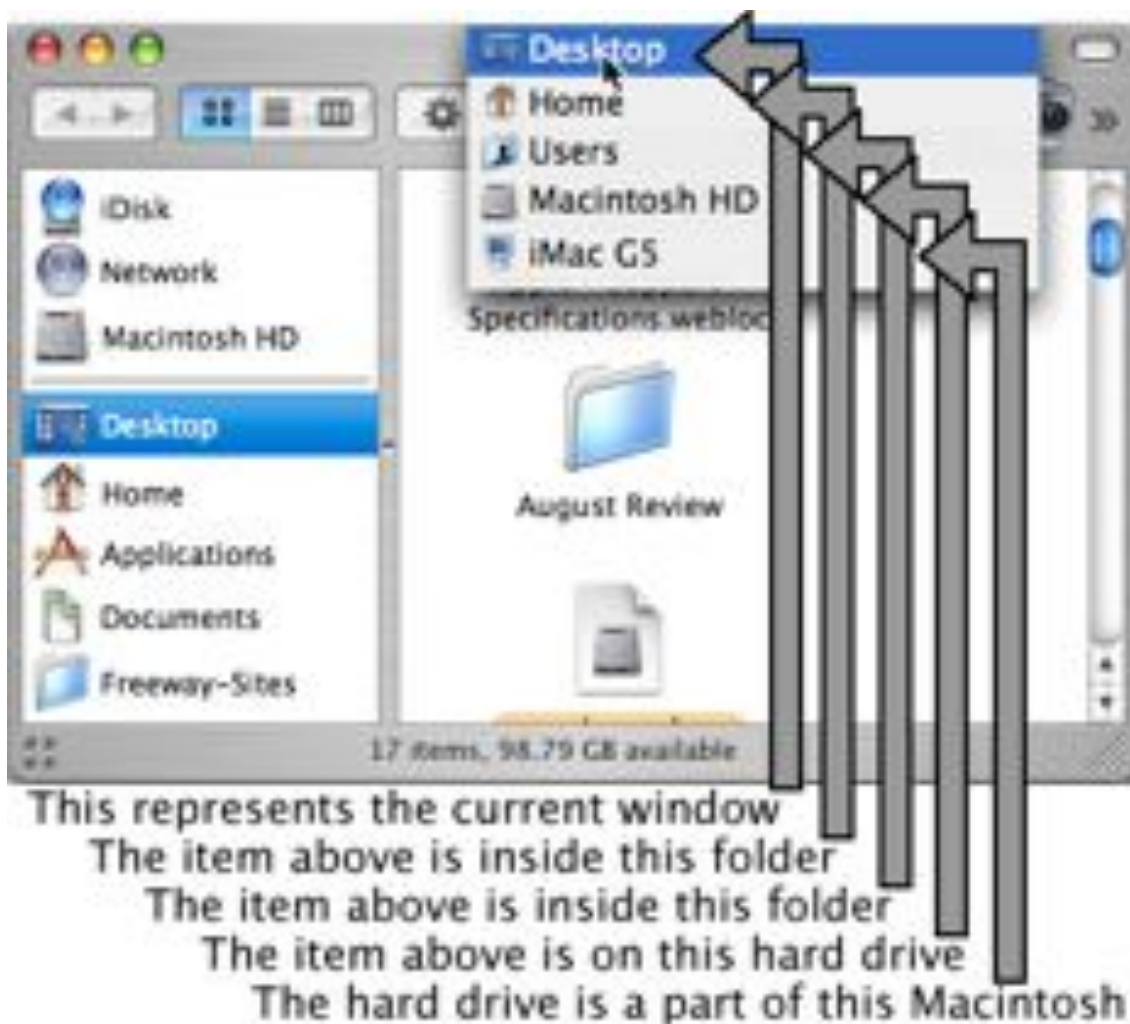
Closing a window and then poking around in lots of other folders is very inefficient. Let the Macintosh help you.

Explanation:

Sometimes, while in the Finder, you are looking at a window and would like to know where this window's folder is stored. (Remember, every window displays the contents of a folder or a storage device (hard disk, CD, Flash Drive, etc.). If you leave a folder on the Desktop and months later can't remember where it came from, here are the steps to locate its "Parent" folder (where this folder is stored):

- 1 - While in the Finder, looking at a window, move the Pointer so it is over this window's name in its Titlebar.
- 2 - Hold down the Command (Apple) key.
- 3 - Keep that key down and then click the mouse button. (You can now release the mouse button and the Command key.) The menu that appears represents the hierarchy of where this folder is stored.

The upper-most item in this pop-out menu is the name of the folder you are currently viewing. The next item down is where THIS folder is stored. THAT folder is stored in the item below it (in this list), and so forth.



You can click on any item in this menu and those contents will be displayed in this window. If you change your mind and don't want to choose one of these menu items, you can always move the Pointer off this menu, click once and this pop-out menu will disappear. (Another way to accomplish this is to simply press the Escape key.)

Comments:

As a habit, when looking for the location of a Finder window's folder, it's faster to Command Click on the Titlebar of a window than it is to start opening every folder you see.

82 Window Efficiency

5g- Locating The Source Of An Open Document

Do:

If you are viewing a text or graphics document, which is stored on a hard drive, CD, Flash Drive, etc., and you want to know which folder that document resides in, do the following:

- 1 - Move the Pointer over that window's name in its Titlebar,
- 2 - Hold down the Command (Apple) key,
- 3 - Then click the mouse button.
- 4 - At that point, a menu will pop-out.



The top-most item is the document you are currently viewing. The item just below it is where this document is stored. The item below that is where THAT folder is stored, and so forth. If you choose any of those items, a “Finder” window will open and that item will be highlighted.

Don't:

Searching for a document which is currently open can be very time-consuming. If you start opening folders or even use “Spotlight” or the “Find” feature, you will be working too hard.

Explanation:

Let's say you're currently viewing a few different documents. Maybe you've been working on a project and have several revisions — each in their own folder. You open them all and now decide to copy one to a CD or attach to an eMail message, but cannot figure out which document came from which folder. This technique will help you find it quickly.

If an application has been written according to Apple's programming guidelines, the above tip will work. This is a very fast way to learn where an open file (currently being read) is stored.

Comments:

As a habit, become familiar with the various components which make up the various windows and dialog boxes. Sometimes, even the smallest detail is actually a functional item and not just a “design element”. The Macintosh will help you in many ways but you have to know “when” a helpful feature is at your fingertips and “how” to access it.

84 Window Efficiency

5h- Window Drag Speed

Do:

Keep the bottom edge of text documents and web page windows at least a quarter-inch above the bottom-edge of the screen.

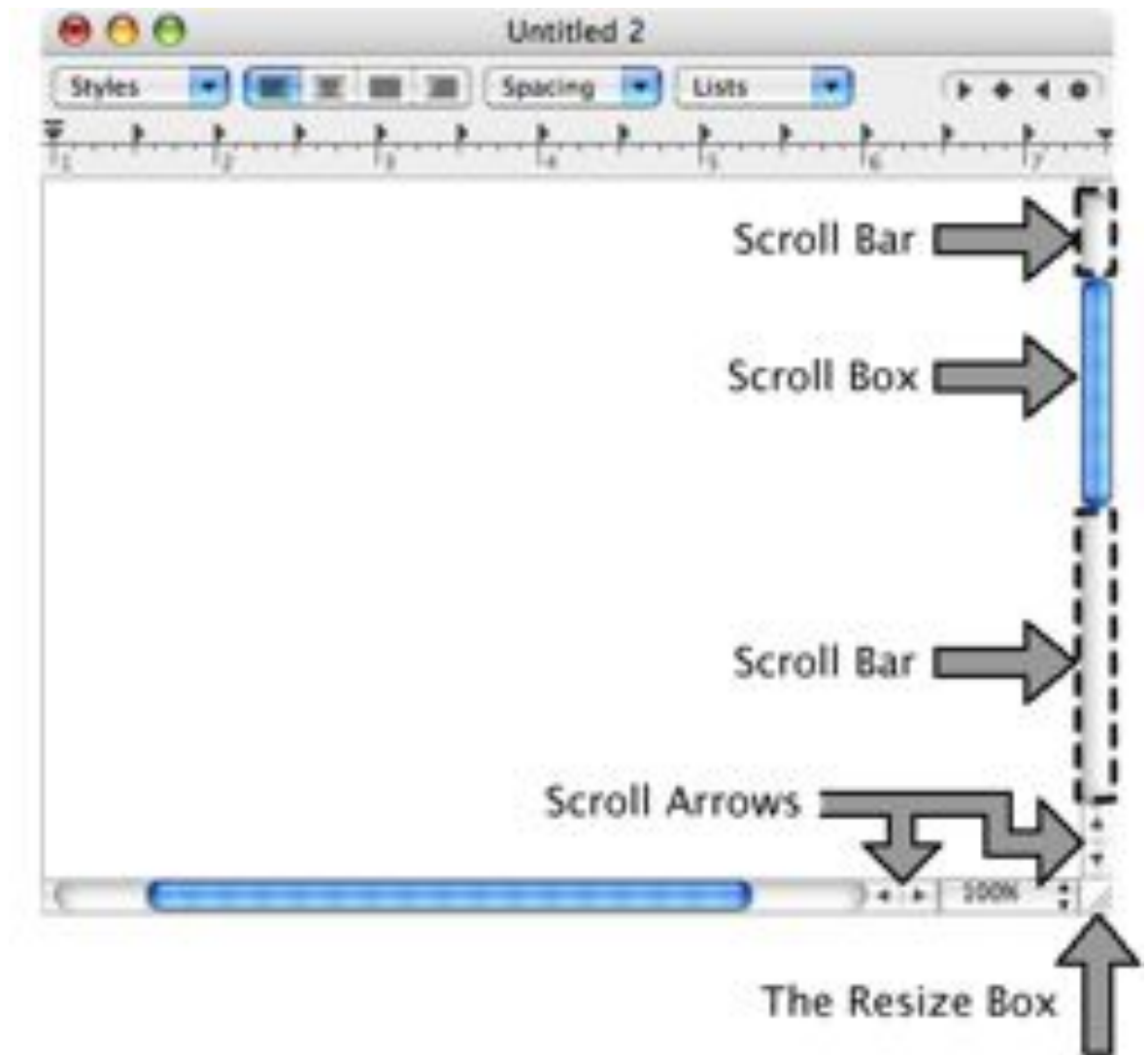
Don't:

Whenever you reposition a window be sure its bottom-edge is not “at” or “below” the bottom-edge of the screen. If you simply want to temporarily move this window, so you can see what’s behind it, use its yellow Minimize button.

Explanation:

Whenever you place the Pointer within a window, hold down the mouse button and drag, you “highlight” any text and graphics which may be on that page. If you keep dragging until you reach the bottom-edge of that window, the window itself will scroll and you’ll be able to continue highlighting whatever is now appearing, from below the bottom-edge.

If that window’s bottom-edge is “at” or “below” the bottom-edge of the screen, this window will not scroll in this manner. (Of course, you can always use the Scroll Bar, Scroll Box or Scroll Arrows (unless they’re off the screen) but this is an awkward way to easily highlight whatever is in that window.

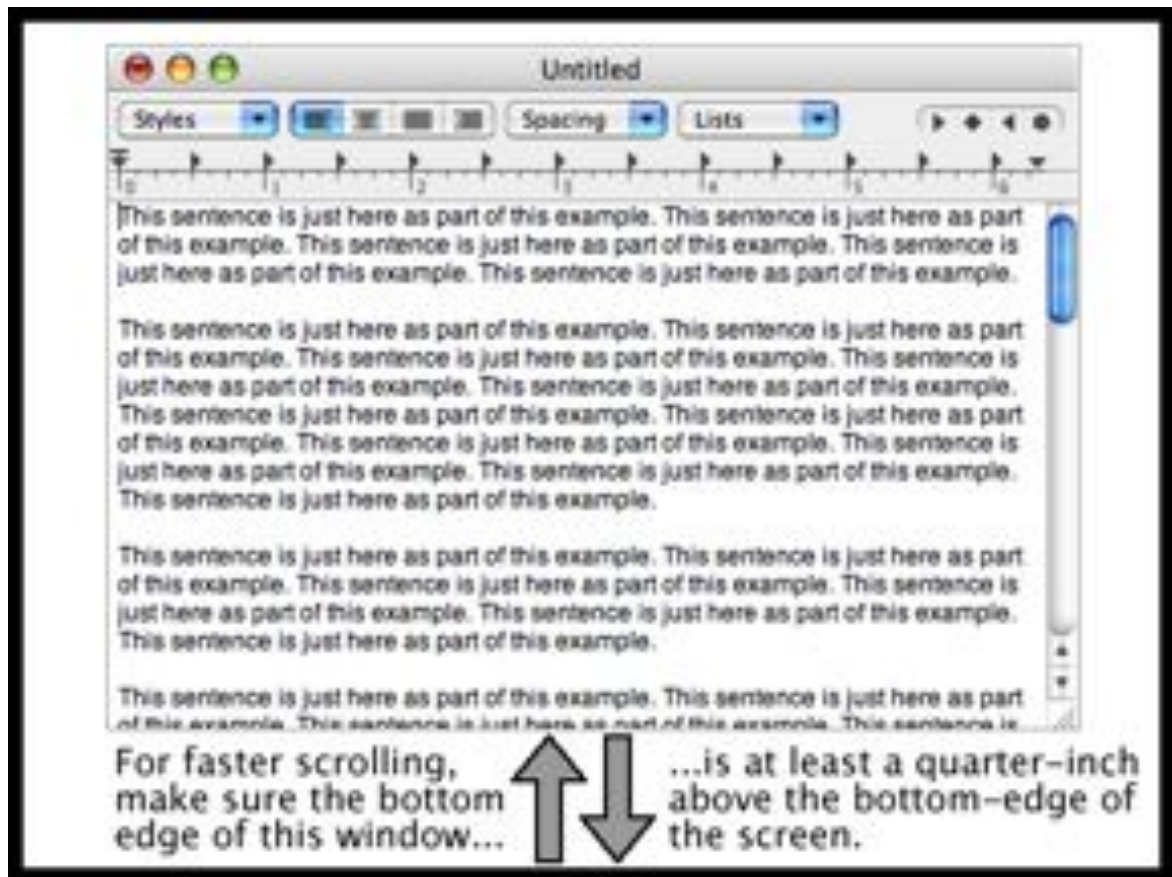


In order for this “drag-scrolling” technique to work, the bottom-edge of that window must be at least a quarter-inch above the bottom-edge of the screen. In fact, you can control the scroll “speed” as you drag. If the bottom-edge of that window is 1 to 5-inches from the bottom-edge of the screen, you can achieve an even faster drag-scroll speed.

86 Window Efficiency

Try This:

- 1 - Open a document which has a lot of pages or open a long web page.
- 2 - Click that window's green Resize button, in order to get that window's 4 sides positioned within the boundaries of your screen and out from under the Dock.
- 3 - Place the Pointer so it's over the Resize box (located in the bottom-right corner of that window) and drag up until you have 1 to 5-inches of space between the bottom-edge of that window and the bottom-edge of the screen.
- 4 - Make sure this window's Scroll Box is all the way at the top of the Scroll Bar. (This will give you the maximum scrollable length, for this particular window, to practice with.)



- 5a - Place the Pointer within this window, preferably on some text, hold down the mouse button and drag down past the bottom-edge of that window.
- 5b - Reset this practice window. (Drag its Scroll Box all the way to the top.) Now, drag down again. This time, as the Pointer approaches the bottom-edge of that window, slow down and try to place the very tip of the Pointer right on the bottom-edge of that window. When done correctly, this window will scroll very slowly. Drag down just a tiny bit further and the scroll speed will increase slightly. Practice with various distances and you'll be able to control the scroll speed, the way you want, every time. Maybe use a slow scroll to read the text as you highlight it. Maybe use a fast scroll speed whenever you just need to highlight a large block of information.

Comments:

By making it a habit to keep the bottom-edge of your windows above the bottom-edge of the screen, you won't have to reposition a window whenever you want to highlight more information than is currently visible.

88 Window Efficiency

5i- The Titlebar Icon: Relocating A Folder

Do:

If you're viewing the contents of a folder, while in the Finder, and you need to relocate that folder to a new location, or copy it to another hard drive, CD, Flash Drive, etc., it's much faster and easier to drag that window's Titlebar icon to the new location.

Don't:

When you're already viewing the contents of a folder which you want to relocate, don't close that window or use the Back button. This wastes time and you could lose your place.

Explanation:

Apple adds a lot of features to the Macintosh Operating System. Some of them are not obvious at first glance. The icon, located to the left of a window's name (in its Titlebar) is such a feature. This icon is not simply a "design element" (something pretty to look at). It actually provides two functions. *(One I'll explain here. The other will be explained in "The Titlebar Icon: In Various Applications" on page 94.)*

In the steps below, we'll create a new folder, just for this exercise. Simply follow the steps, and when we're done, this new, empty folder will be moved to the Trash.

Here's how this icon works:

- 1 - While in the Finder, pull down the "File" menu and choose "New Finder Window". (Yes, you could have simply double-clicked on the hard drive icon, located at the top-right corner of the screen, but some people may have set their Finder Preferences so this icon does not appear on the Desktop.)
- 3 - Navigate to your "Home" folder. (The fastest way is to click once on the "Home" icon, located in the "Sidebar" of each Finder window.)
- 4 - With this window still active, pull down the "File" menu again but this time choose "New folder". You should now see a new "untitled folder" in this window.



- 5 - Double-click on the “untitled folder” icon. This will open that folder. The window should now be blank (except for the items in the Sidebar and Toolbar). This is because we simply “created” this folder — we haven’t stored anything inside it. (Right now, this folder is stored inside your “Home” folder but we’re about to move it to a different folder.)
- 6 - Notice the tiny icon located to the left of the name of this window (in its Titlebar). Move the mouse so the tip of the Pointer is over this icon. Now, hold down the mouse button and drag this tiny icon to the Desktop (somewhere outside of this window but not inside another window or folder).

90 Window Efficiency



- 7 - You have just relocated this folder from the “Home” folder to the Desktop. To verify this, click once on the “Home” icon, located in the Sidebar of that window. Notice that the “untitled folder” is no longer there.
- 8 - As another step in this practice exercise, and to clean up the empty folder we just created, open (double-click on) the “untitled folder” icon. (There won’t be anything inside its window because we only created this folder, we never stored anything inside it.)
- 9 - Using the technique in these steps, let’s move this folder to the Trash... Move the mouse so the tip of the Pointer is over the icon in this window’s Titlebar, hold down the mouse button and drag to the Trash. You have just relocated this folder to the Trash.

NOTE: As you’re dragging this icon, if you change your mind, simply press the Escape key and this action will be stopped.

If you press the Option key while dragging (start dragging and then press the Option key), you will make a Copy in the location you are dragging TO and the original (the item in the location you're dragging FROM), will remain where it was.

Comments:

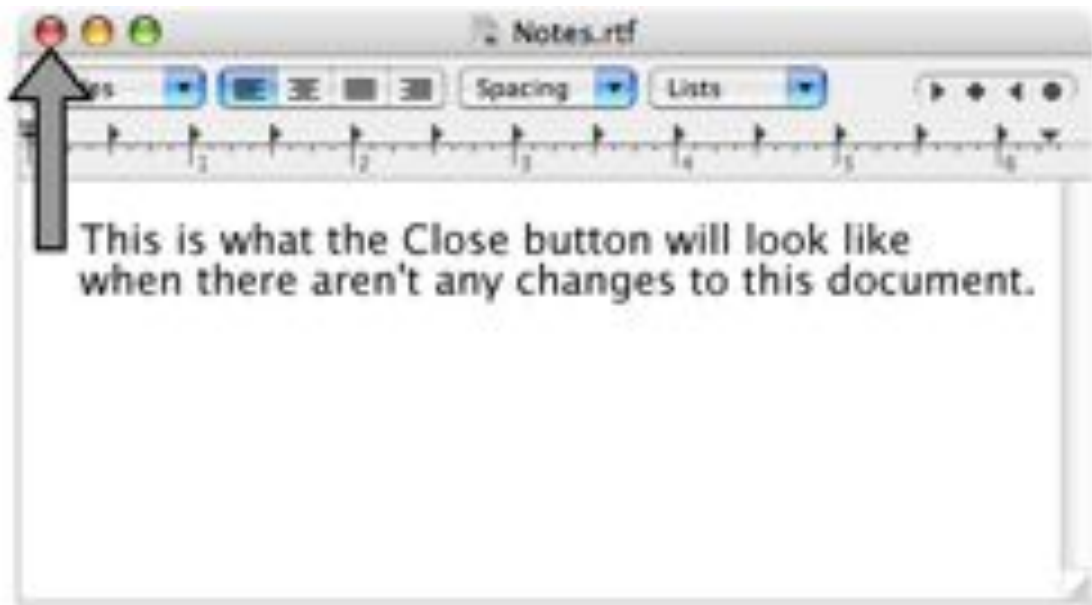
As I mentioned in other parts of this book, examine the various components which make up the various windows, dialog boxes, tool palettes, etc., that you encounter. Most of the time, those triangles, vertical, horizontal and diagonal lines are actually buttons or control manipulators.

92 Window Efficiency

5j- The Titlebar Icon: In Various Applications

Do:

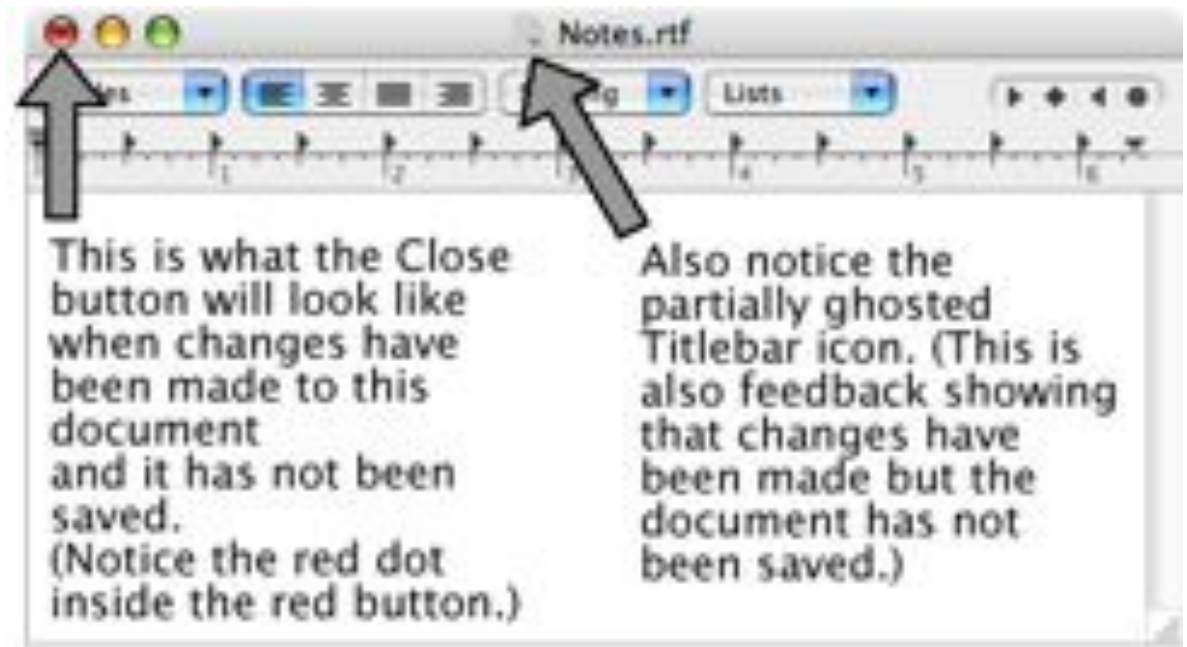
While working in a program, notice the Titlebar icon located to the left of that window's name. If you've made changes to this document and haven't saved the file, this icon will be dimmed. Once it has been saved, it will be a bit brighter and easier to see. You can also drag this icon to the Desktop or other Finder location and it will make an Alias — dragging this icon with the Option key down will make a Copy.



NOTE: Some programs do not have this icon feature. In the applications which DO offer this feature, you must save the document at least once before this icon will appear.

Don't:

Switching to the Finder in order to locate the file you are currently working in just so you can make a Copy of it, can take longer than following this tip. Sure, you can pull down the "File" menu, select "Save As..." and then locate the folder you want to save a copy to but this can take more time than simply dragging the Titlebar icon to a location you can see on the Desktop.



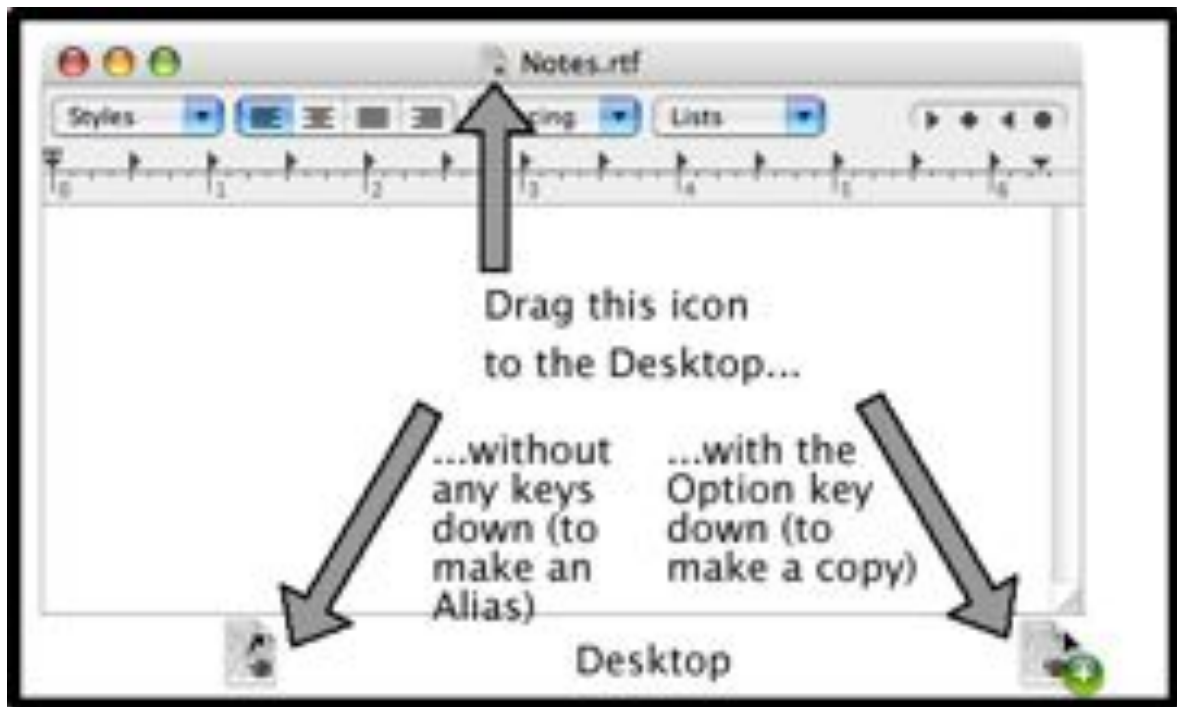
Explanation:

Apple adds a lot of features to the Macintosh Operating System. Some of them are not obvious at first glance. Apple also asks companies which make software for the Macintosh to follow certain guidelines. These guidelines keep all your program's common elements (common with other programs) consistent. The icon, located to the left of a window's name (in its Titlebar) is such a feature. This icon is not simply a "design element" (something pretty to look at). It actually provides two functions — it becomes grayed out, to indicate "changes have been made and not saved" and it allows you to drag it to another location to make an Alias or a Copy. Here are the steps for dragging the Titlebar icon to a new location:

- 1 - Move the Pointer so it's over the Titlebar icon.
- 2 - Hold down the mouse button.
- 3 - Before dragging, be sure to wait (with the mouse button down) for a half-second. The icon will then turn a dark gray — indicating it can now be dragged. (If you don't hesitate, instead of dragging the "icon" you'll drag the "Titlebar" — repositioning the window.) Once the icon is dark gray, you can drag it to a new location (a folder or the Desktop, for example) or to another document (in order to add this document's information to that document).

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NOTE: You can press the “Escape” key, if you change your mind and want to stop this action; but if you hover over a Desktop window long enough for it to come to the front, the “Escape” key will no longer abort this process. In this case, drag this icon back to the Titlebar of the window it came from.



When this icon is being used for feedback to see whether or not a document has been saved, it can be very subtle and almost considered “eye candy”, but it is there if you need it.

When using this same icon to make a Copy or Alias of that document, it can be a very quick and easy solution to this situation.

Comments:

As I mentioned in other parts of this book, examine the various components which make up the various windows, dialog boxes, tool palettes, etc., that you encounter. Most of the time, those triangles, vertical, horizontal and diagonal lines are actually buttons or control manipulators.

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Add TextEdit And Preview To The Dock

Sometimes you might receive a photo or document in an eMail message which you cannot open. You double-click on the icon and a message appears asking which program should be used to view the file. After trying several programs, you simply give up.

Apple includes two programs with each Macintosh: TextEdit and Preview. They're stored in the "Applications" folder. Drag each to the Dock and leave them there for quick-access in the future.

These Apple-created programs can help you in several ways:

- **TextEdit** (*a text-based program*)

This is a word processing program. Not nearly as powerful as AppleWorks or any of the others but still helpful. If you receive a text document you cannot open, drag its icon to the TextEdit icon in the Dock and you'll probably be able to see its contents. TextEdit can open HTML, RTF, RTFD and even Word documents. You can also use TextEdit to create a document. When it comes time to save it, if you know you'll be sending it to someone who owns a PC (non-Macintosh computer), select "Word Format" from the pop-out menu in the "Save As..." dialog box.

- **Preview** (*a graphics-based program*)

Although Preview doesn't allow you to "create" your own drawings, it can be very helpful in viewing and, in some ways, editing photos. Preview can open and save several different formats: PDF, PNG, GIF, JPEG, TIFF, Photoshop and a few more. So if you receive a photo you cannot open, drag it to the Preview icon in the Dock and it will probably open. If the document is a PDF you'll be able to add notes and red circles to any part of it. (This is helpful when more than one person provides creative input.) If Preview displays a photo, you can use its controls to change exposure, tint and other aspects.

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5k- Contextual Menus

Do:

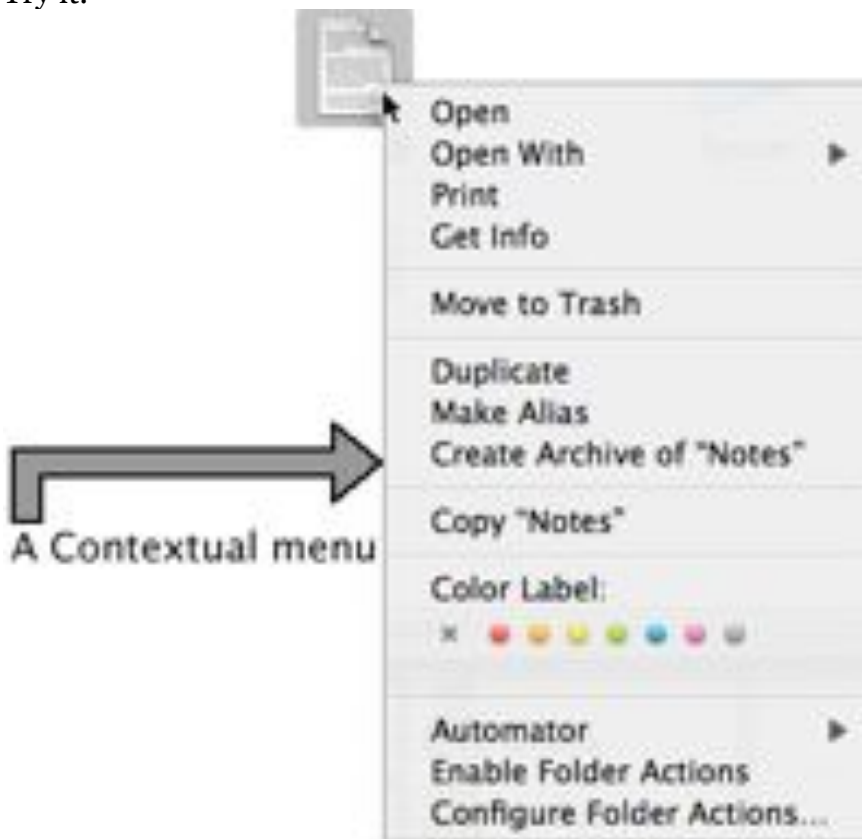
Learn about “Contextual Menus” so you can see if they are something which may help you from time-to-time.

Don't:

Performing a task which can be accomplished with a Contextual Menu option, may be a waste of your time.

Explanation:

The “Contextual Menu” is activated by holding down the “Control” key (ctrl) and then clicking the mouse button. This can be done in the Finder and most other programs. Try it.



Notice that every menu item is NOT grayed out. A “contextual” menu is one which only gives you the features which apply to your current situation. In other words, if you’re in the Finder and Control-Click on a file’s icon, you’ll see: “Open”, “Move to Trash”, etc. If you Control-Click and the Pointer is NOT on a file, folder or any other icon, you may see a different list of menu options. In most programs, these contextual menu items are the same choices which are listed in that program’s pull-down menus. However, where some pull-down menu items can be grayed out (or “disabled”), a Contextual menu’s items are NEVER disabled.

Dragging a file or folder across a 20-inch (or larger) screen, in order to move it to the Trash, can mean extra work on your part and you risk the chance of dropping that item into another folder. Use the Contextual Menu instead.

Contextual Menus can also come in handy if you have a Macintosh portable. Sometimes a Trackpad (non-mouse controller for the on-screen pointer) can be a bit awkward to use. For example, why inch a file across the screen just to place it into the Trash? Using the Contextual Menu for this is much faster and more efficient.

Comments:

As with pull-down menu shortcuts, Contextual Menus can be handy to some people some of the time. You may enjoy using them ALL the time. If you check the Contextual Menu options on different features of a program, and in different programs, you’ll begin to learn what they offer and how you can use them in various situations.

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5L- Selecting Items In List View

Do:

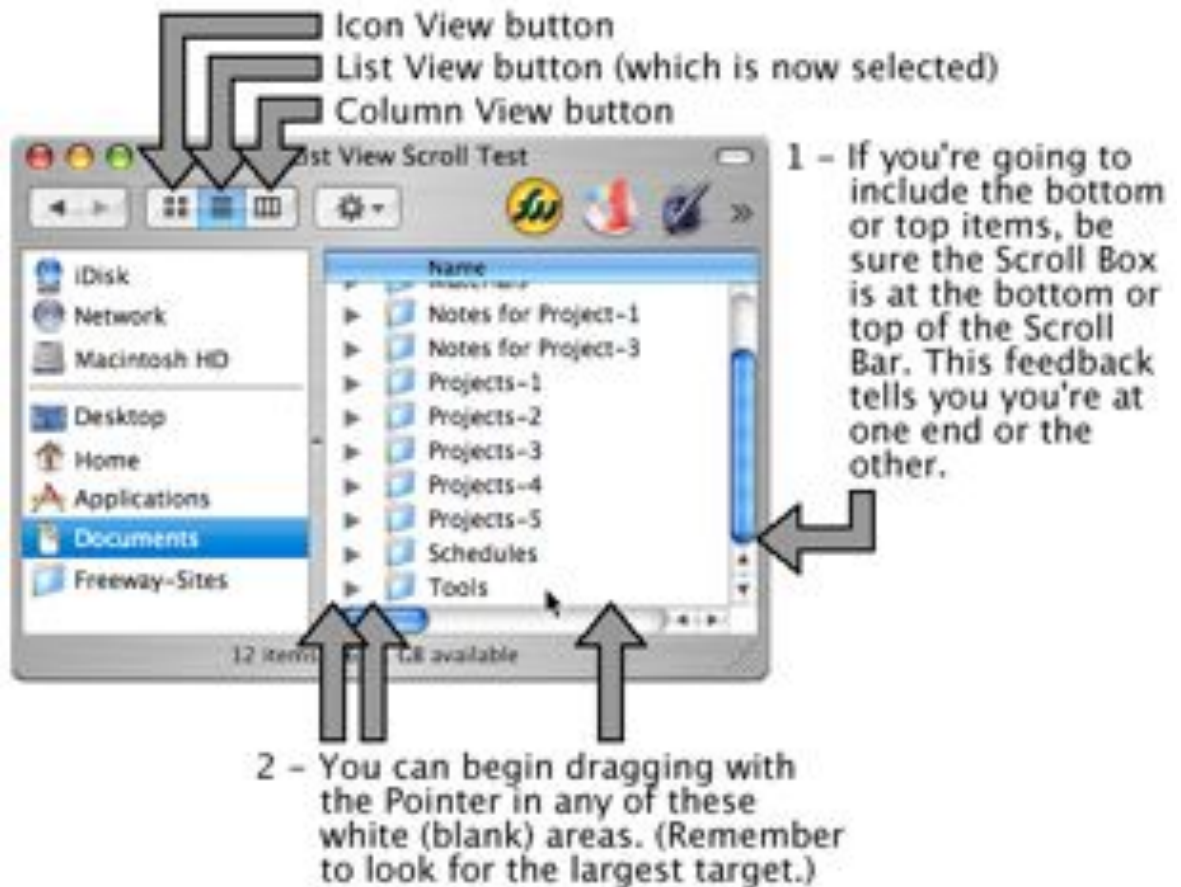
If you want to select several files, folders or other items, place the Pointer within the horizontal line of the first or last item and drag in the opposite direction.

Don't:

When you need to select several items which are next to each other, clicking them one at a time, or even Shift-Clicking them one at a time, is a waste of your time. Also, when you place the Pointer within the line of the first or last item, be sure it's not over a Folder Triangle, the icon or over any text. (Dragging a Folder Triangle will not do anything. Dragging the icon or any text will Move that item to a new location. If this happens and you don't know how to put it back, or where it came from, simply press the Escape key and this action will be stopped.

Explanation:

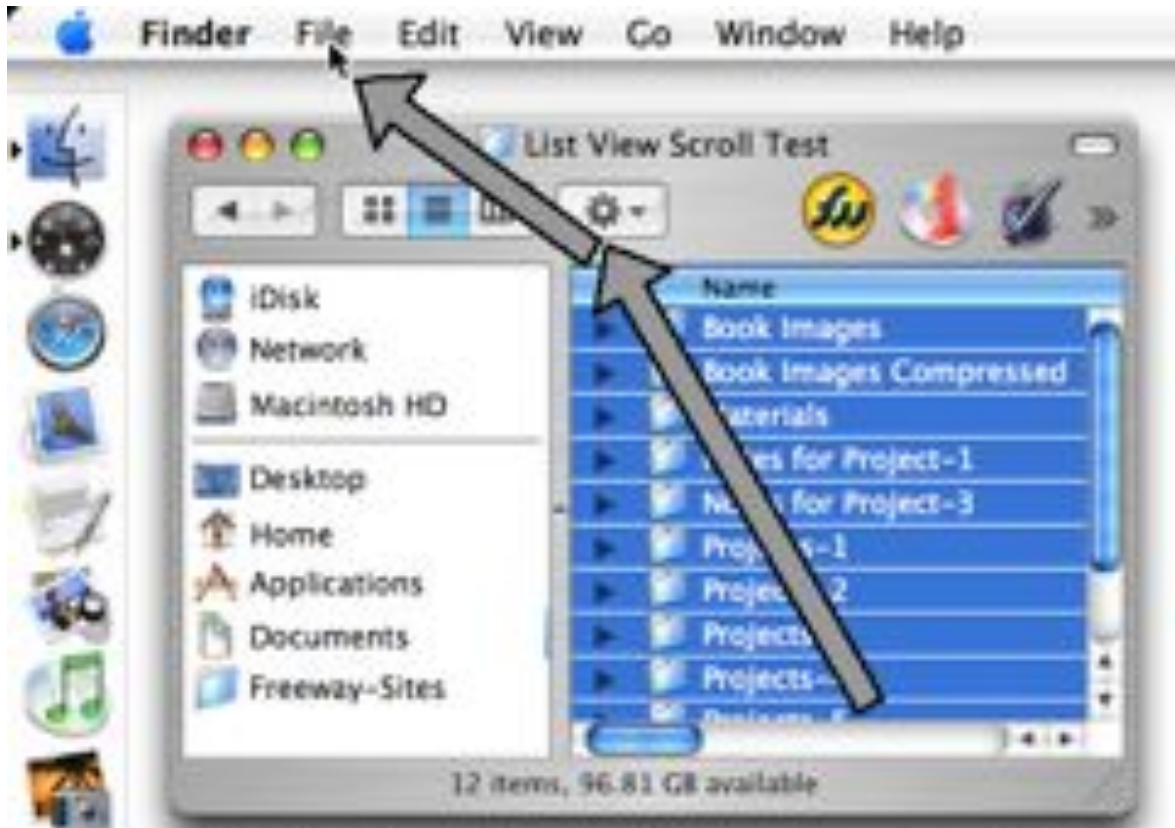
Placing the Pointer over the white area of an item, and dragging, will cause each line the Pointer is within to become highlighted. This can be a fast way to select several items at once. If you reach the top or bottom of that window's edge, keep dragging, but be sure the Pointer is within the white part of the window — below the column titles (Name, Date Modified, Size, etc.) and above the bottom gray part of that window.



Once you start dragging, you don't have to drag straight down. If you think about the next action you are going to perform, aim for that area whenever possible. If you can think ahead to what's going to happen next, and position the Pointer close to that spot, you'll be even more efficient. For example... Let's say you want to highlight several items within a window because you want to know how much space, together, they will take up. (Maybe you want to copy them onto a CD or Flash Drive and want to know how much space they will occupy.) In this case, instead of starting at the top of this window and dragging "down", I would probably start at the bottom and drag "up". Then, without releasing the mouse button, I would move the Pointer to the very top edge of the screen, slide to the left until the Pointer is over the "File" menu. At that point, I would release the mouse button then hold it down again. Now, drag down and select "Get Info". (If you decide to release the mouse

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button before reaching the top of the screen, you will actually add a slight hesitation to your movements and this will marginally slow down your overall efficiency.)

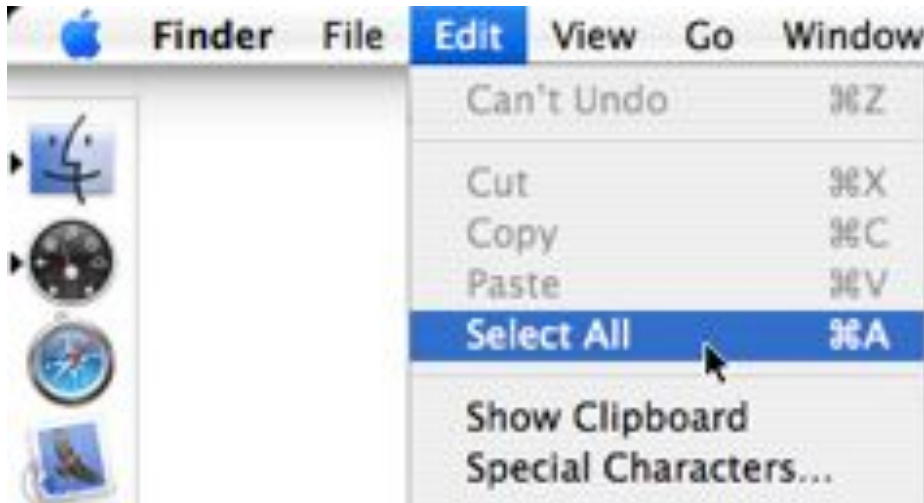


After selecting these items, if your next step is to pull down the "File" menu, drag up (making sure the Scroll Box is now at the top of the Scroll Bar) and then over to the "File" menu. When you release the mouse button, immediately hold it down again and the "File" menu will instantly pop down.

One other aspect I need to mention here is the use of the "Select All" feature. Be sure the window you want to work in is active by clicking any part of it once. (Don't click on any of its buttons when doing this.) Then, pull down the "Edit" menu

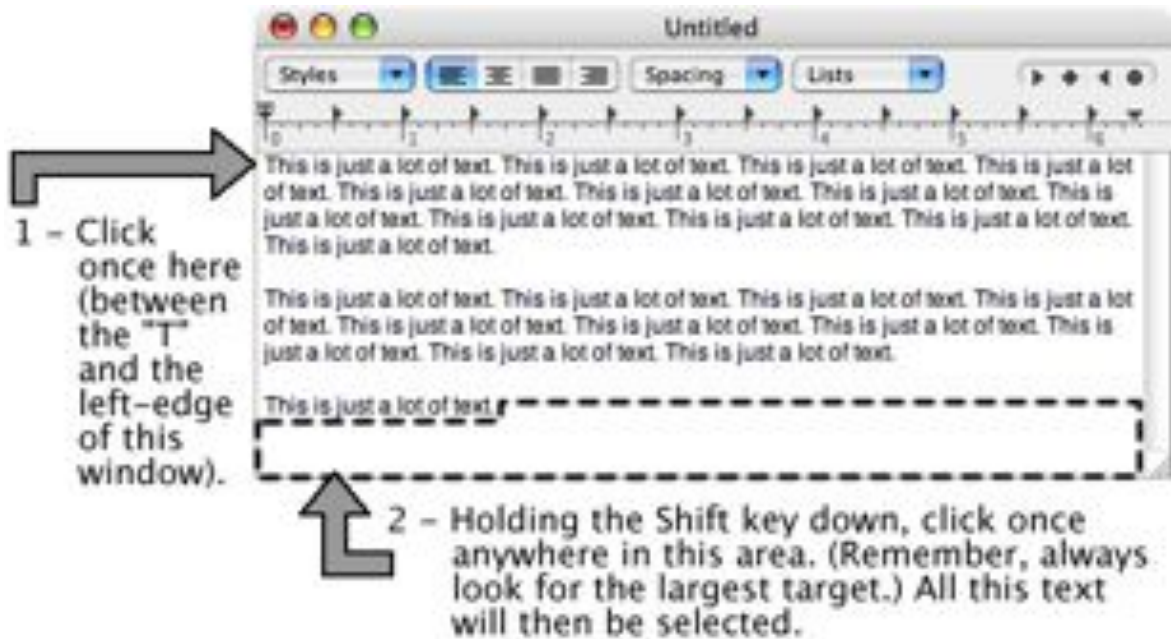
and choose “Select All”. When you do, ALL of the items (folders, documents, etc.) within this window will be selected (highlighted).

If you want to select almost all of the items within a window, the “Select All” feature may be the fastest solution. Then, you can always de-select any items by Command-Clicking them.



One other way to highlight a large list of items is to click once on the first item (probably at the top of the list) and then scroll down (if you need to) and, before clicking on the last item in the list, hold down the “Shift” key. Now, when you click once, every item between the first item selected and this one will be highlighted. This technique also works with text...

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NOTE: If an item has been colored, its entire line will have that color for its background. If that item is selected (highlighted), only a circle in the Triangle column will be that color — whether there is a triangle at that location or not. This can be confusing whenever you select several items and then Command-Click to de-select one or more of them. If any of these have a color applied, de-selecting it will cause that color to appear. So instead of black text on a white background, you'll see black text on a red (or whatever color was used) background.



?

TERMINOLOGY: "Disclosure Triangle" - In list view, the triangle, located to the left of a folder's icon is called the "Disclosure Triangle". Clicking it will "reveal" or "hide" that folder's contents. (The Disclosure Triangle is a toggle. If the triangle is pointing to the right, the contents of that folder are hidden. If the triangle is pointing downward, its contents are revealed and can be seen indented below it.

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TIP: To open all the folders within a folder, hold down the Option key and then click once on the Disclosure Triangle. To close this folder and all its sub-folders, simply click its Disclosure Triangle without pressing any keys.

Remember, Option-Clicking a Disclosure Triangle will not reveal the contents of every folder within that “window”. (It will reveal the contents of several folders which are within that folder.) If this is what you want to do, you must first go back a level to the folder icon represented by this window’s contents. To do this, do the following:

- 1 - Let’s say you want to reveal the contents of all the folders inside your “Documents” folder. Let’s also say you are now looking at the contents of your Documents folder. We must first go back to your “Home” folder... Move the Pointer so its tip is over the name of this window (look in the top-center of this window for its name, “Documents”, in the Titlebar).
- 2 - Hold down the Command (Apple) key.
- 3 - In the pop-out menu that appears, notice that the top-most item (“Documents”) is the window you are currently viewing. Drag down one line so the second-from-the-top item (your “Home” name) is highlighted and then click once. You will then be viewing the contents of that folder or device (hard drive, CD, DVD, Flash Drive, etc.). (In our example, you should now be viewing your Home folder.)
- 4 - Using the items within this window, locate the folder which was at the top of that pop-out menu. (In this case, locate your “Documents” folder.) Hold down the Option key and then click its Disclosure Triangle once. Every folder within that folder will now reveal its contents.

Comments:

Think about which technique will help you the quickest. Sometimes you have to combine techniques to get the best effect — and that’s fine. Remembering that these techniques can be used in some other programs will also help you reinforce these as habits.

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Understanding Mac OS X

If you previously owned a Macintosh which used Mac OS 9 (or earlier), the basic rule was that you could place programs, folders and documents just about anywhere you wanted. You could even poke around in any of its folders but it was a good idea to stay out of the “System Folder”.

With Mac OS X almost the opposite has happened... Mac OS X owns everything and has given you one folder for all your storage needs. It's referred to as “Home”. Your documents should be stored in your “Documents” folder, images in your “Pictures” folder, etc. You don't “have” to do it this way. This is just the way Mac OS X has set things up. Notice that even your “desktop” lives inside a folder called “Desktop”. Everything currently sitting on your Desktop is really inside this folder.

One bit of organization which Mac OS X really prefers that you follow is to place all your programs in the “Applications” folder. It can more easily update them because it knows where they are.

If you do need to place items in other areas, simply use an “Alias”. (Click the icon once, pull down the “File” menu and choose “Make Alias”.)

The main rule to keep in mind while using Mac OS X is...

If you didn't create it, don't rename, move or delete it.

(This is so important, it should be printed on T-Shirts.)

In other words, if you add something to your Macintosh via eMail attachment, CD, DVD or if you created the file in a program, you can name it anything you like, place it in just about any of your Home folders (or sub-folders) and you can even delete it. However, if you start looking inside various folders you'll find duplicates and items which you may think you don't need. These belong to Mac OS X and should not be tampered with.

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5m- Selecting Items In Column View

Do:

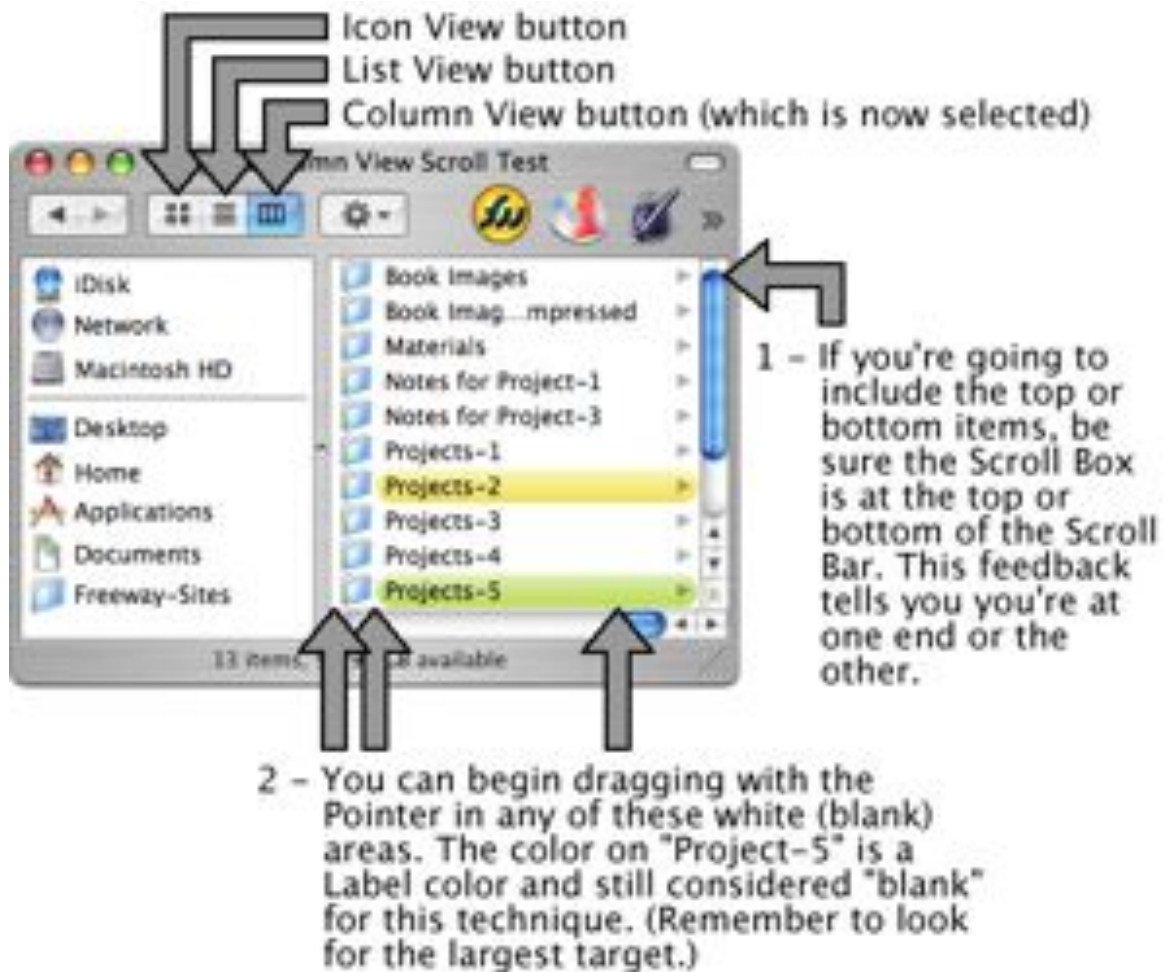
If you want to select several files, folders or other items, place the Pointer within the horizontal line of the first or last item and drag in the opposite direction.

Don't:

When you need to select several items which are next to each other, clicking them one at a time, or even Shift-Clicking them one at a time, is a waste of your time. Also, when you place the Pointer within the line of the first or last item, be sure it's not over a Folder Triangle, the icon, over any text or over an already highlighted item. (Dragging a Folder Triangle will not do anything. Dragging the icon, any text or an item which is already highlighted will Move that item to a new location. If this happens and you don't know how to put it back, or where it came from, simply press the Escape key and this action will be stopped.

Explanation:

Placing the Pointer over the white (blank) area of an item, and dragging, will cause each line the Pointer is within to become highlighted. This can be a fast way to select several items at once. If you reach the top or bottom of that window's edge, keep dragging, but be sure the Pointer is within the white part of the window — below the column titles (Name, Date Modified, Size, etc.) and above the bottom gray part of that window.



Once you start dragging, you don't have to drag straight down. If you think about the next action you are going to perform, aim for that area whenever possible. If you can think ahead to what's going to happen next, and position the Pointer close to that spot, you'll be even more efficient. For example... Let's say you want to highlight several items within a window because you want to know how much space, together, they will take up. (Maybe you want to copy them onto a CD or Flash Drive and want to know how much space they will take up.) In this case, instead of starting at the top of this window and dragging "down", I would probably start at the bottom and drag "up". Then, without releasing the mouse button, I would move the Pointer to the very top edge of the screen, slide to the left until the Pointer is over the "File" menu. At that point, I would release the mouse button then hold it down

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again. Now, drag down and select “Get Info”. (If you release the mouse button before reaching the top of the screen, you will actually add a slight hesitation to your movements and this will marginally slow down your overall efficiency.)



After selecting these items, if your next step is to pull down the “File” menu, drag up (making sure the Scroll Box is now at the top of the Scroll Bar) and then over to the “File” menu. When you release the mouse button, immediately hold it down again and the “File” menu will instantly pop down.

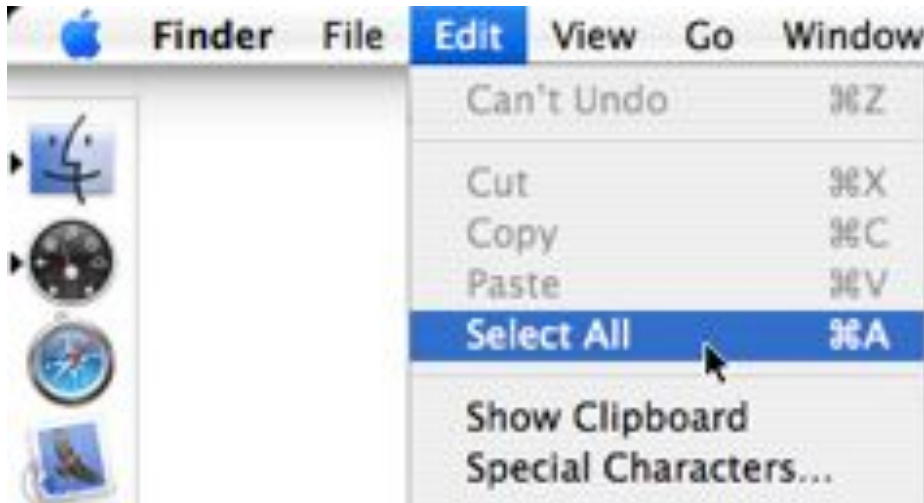
One other aspect I need to mention here is the use of the “Select All” feature. Be sure the window you want to work in is active by clicking any part of it once. (Don’t click on any of its buttons when doing this.) Then, pull down the “Edit” menu

Selecting Items In Column View - 5m

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and choose “Select All”. When you do, ALL of the items (folders, documents, etc.) within this window will be selected (highlighted).

If you want to select almost all of the items within a window, the “Select All” feature may be the fastest solution. Then, you can always de-select any items by Command-Clicking them.



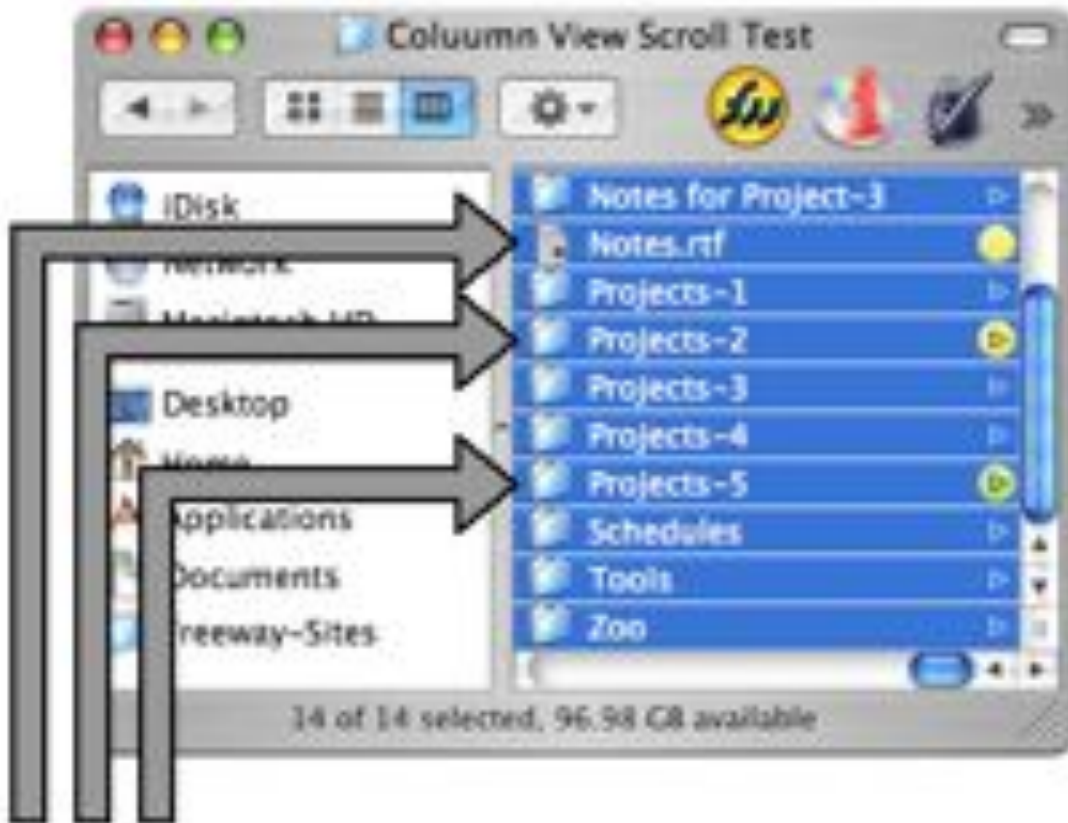
NOTE: When in “Column” view, if a folder is highlighted, when you “Select All”, all of that folder’s “contents” will be highlighted (in the column to its right). If a document is highlighted, when you “Select All”, all of the items within that column will be highlighted.

One other way to highlight a large list of items is to click once on the first item (probably at the top of the list) and then scroll down (if you need to) and, before clicking on the last item in the list, hold down the “Shift” key. Now, when you click once, every item between the first item selected and this one will be highlighted.

NOTE: If an item has been colored, its title line will have that color for its background. If that item is selected (highlighted), only a circle in the Triangle column will be that color — whether there is a triangle at that location or not. This can be confusing whenever you select several items and then Command-Click to de-select one or more of

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them. If any of these have a color applied, de-selecting it will cause that color to appear. So instead of black text on a white background, you'll see black text on a red (or whatever color was used) background.



All of the items in this column are highlighted. The "Notes.rtf" document as well as the "Project-2" and "Project-5" folders have a Label color applied to them. (Indicated by the circle to their right.) The triangles, in the right side of this column indicate the item is a "folder" and if any one folder is highlighted, its contents will appear in the next column to the right.

NOTE: In “Column” View, clicking a Triangle will not do anything. This is because Column View’s purpose is to always display the contents of a selected folder — in the column to the right of it. The triangles are here simply to provide quick feedback that this item is a “folder” and not a “document” or a “program”.

Comments:

Think about which technique will help you the quickest. Sometimes you have to combine techniques to get the best effect — and that’s fine. Remembering that these techniques can be used in some other programs will also help you reinforce these as habits.

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5n- Selecting Items In Icon View

(This technique not only works in the “Finder” but also in “programs”. See “Selecting Objects” on page 136, for details.)

NOTE: When in the “Finder”, this only works while in “Icon” view. If you are using “List” or “Column” view, see “Selecting Items In List View” or “Selecting Items in Column View”.

Do:

When selecting more than a few folders, use the mouse to drag across them.

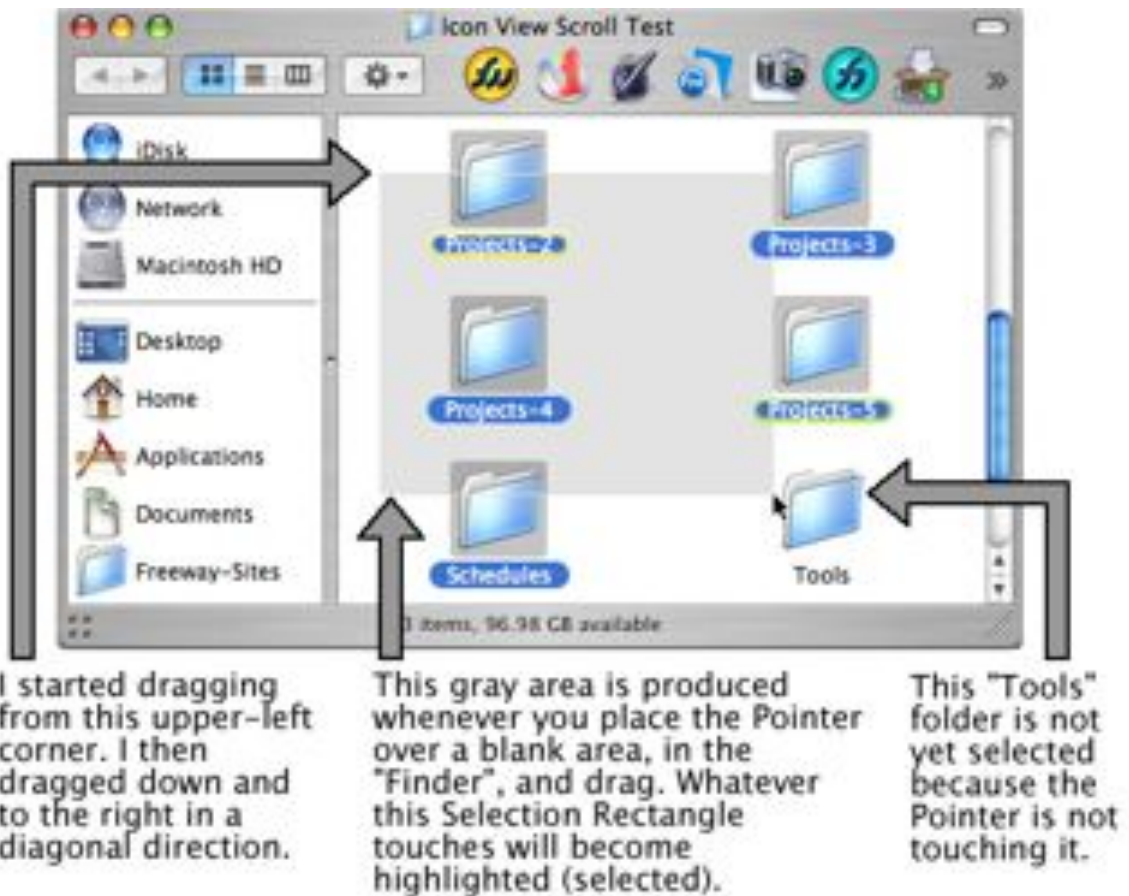
Don't:

When you need to select more than one folder at a time, especially a lot of folders, clicking on each one individually is a real waste of time.

Explanation:

When working in the Finder (inside windows or directly on the Desktop), you can drag across folders, documents and any other icon to select (highlight or choose) one or more at a time. (These items are sometimes referred to as “objects”).

In the Finder (within windows and on the Desktop), as you drag you'll notice a light gray filled rectangle. This is a “Selection Box”.



When “dragging across” objects, start by placing the Pointer outside the boundaries of the objects but within the active window. If you make it a habit of starting just outside the upper-left corner of the object, and dragging to the bottom-right (in a diagonal direction), you’ll be faster and more efficient in no time.

NOTE: The main idea here is for you to be consistent when developing this technique as a “habit”. Although you could start in any of the 4 corners, I’ve personally found it easier and more natural to “pull” the mouse rather than “push” it. Pulling the mouse toward me and to the right seems more automatic and natural than working in any other direction. Try different start and end points, in a diagonal direction, to see which you are most comfortable with. Once you find the most automatic procedure, work it into this “habit”.

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When the Pointer is in position, hold down the mouse button and drag to the bottom-right — just outside the object’s boundaries. Release the mouse button. If you drag past the boundaries of the window, it’s not a problem. You won’t accidentally select something which is outside this window or inside a different window because you “started” dragging within THIS window.

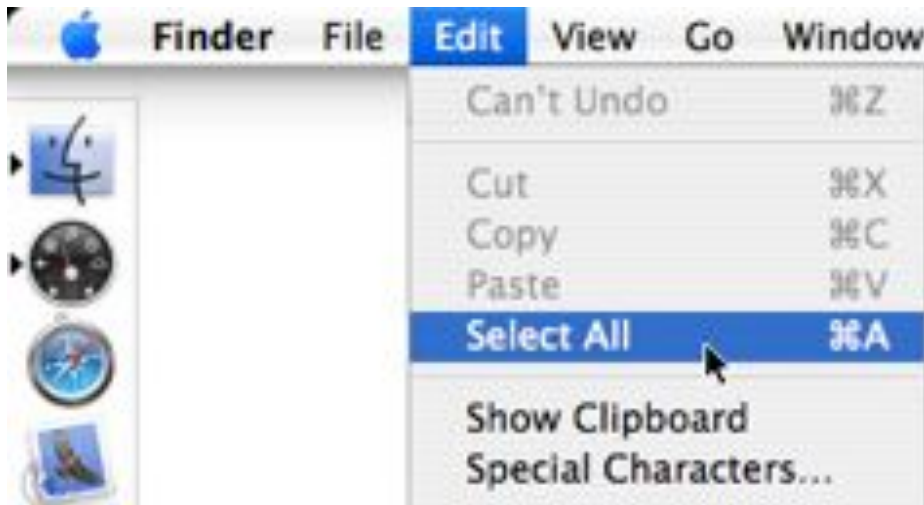
Now, let’s say you need to select most of the folders within a window. Using the above technique will highlight all of the folders within the temporary Selection Rectangle. That’s fine but in order to “de-select” (un-highlight) one or more of the selected objects, you should simply hold down the Shift key and then click once on each object which you DO NOT want selected.

NOTE: When de-selecting “Finder” items, be sure to aim for the “icon” not the text beneath it. The icon is a larger target and clicking on the text of a folder, document or program may highlight the text. If you then press a key on the keyboard, that text will be replaced with that key press.

The Shift key is a toggle, in this case. It allows you to “select” (add to the selected group) or “de-select” (remove from the selected group) any objects you click on. So, although you could have just Shift-Clicked only the objects you wanted to select, since there were a large number which you DO want selected, you would be more efficient if you dragged across the majority of them and then Shift-Clicked the ones you DO NOT want selected.

One other aspect I need to mention here is the use of the “Select All” feature.

Be sure the window you want to work in is active by clicking any part of its gray area once. (Don’t click on any of its buttons when doing this.) Then, pull down the “Edit” menu and choose “Select All”. When you do, ALL of the items (folders, documents, etc.) within this window will be selected (highlighted).



If you want to select almost all of the items within a window, the “Select All” feature may be the fastest solution. (Of course, if your non-mouse hand is hovering over the Modifier Keys, you could quickly press “Command A”.) Then, you can always de-select any items by Shift-Clicking them.

Knowing which technique to use is up to you and may be different each time. The main thing to keep in mind is that there are ways to make your job easier. So, before jumping in, even with a simple task such as selecting some folders, if you take your time and think about the situation, you’ll be able to use the most efficient technique for that particular purpose. After you do this several times, it will be more natural and the right technique will simply be a matter of habit.



TARGET: Remember to look for the largest target area. This is where you should initially place the Pointer.

Comments:

Make it a habit to start dragging from the upper-left but more importantly, be sure to look for the largest area to use as your target. If you also remember to use the “drag” and “Shift-Click” methods whenever appropriate, you’ll be fast and accurate in no time.

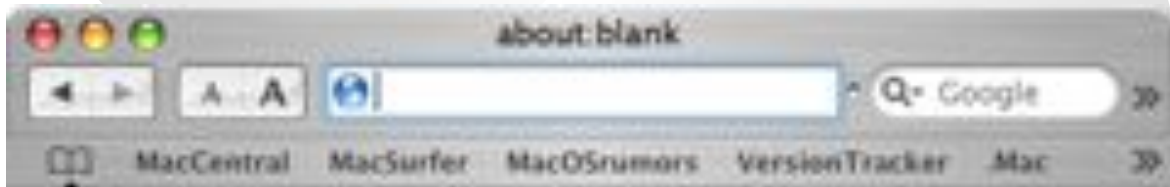
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Using Safari's Bookmarks

Safari, Apple's web browser, allows you to organize your bookmarks in three different areas: The Bookmarks menu, the Bookmarks Bar and the Bookmarks page.

Although you can use these areas however you like, if you don't group your bookmarks into categories (folders), at some point you'll be scrolling through a long list of items every time you want to jump to one of your pre-stored websites.



The "Show all bookmarks" button

Click the "Show all bookmarks" button. On that page, you'll be able to organize all three areas. Click the plus sign (+), located at the bottom of the left column, to add a new category folder. If any folders appear in the Bookmarks Bar, that entry will have a triangle next to its name. Clicking this will pop out a menu containing the contents of that folder.

Program Efficiency

- 6a Three Ways To Scroll
- 6b Remembering Settings
- 6c Saving Text Snippets
- 6d Selecting Objects
- 6e Closing versus Quitting
- 6f Keeping Track Of A Progress Bar
- 6g Locating A Folder While Opening Or Saving A File

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6a- Three Ways To Scroll

Do:

Use the appropriate scrolling method whenever you want to scroll a window by the height of a line of text, by the height of the window or by scrolling in larger increments.

Don't:

If you're reading text and it fills more than the height of the window, don't keep clicking the Down Arrow. You'll waste a lot of time and tire out your eyes.

NOTE: If you don't see Scroll Arrows, it's because all the information for that window fits inside its current size or because the bottom or right edge of that window is off the right side of the screen.

Explanation:

There are three ways to scroll most any window. Keeping them in mind and knowing which to use with different situations will make you much more efficient, help cut down on eyestrain and will keep you from losing your place, by scrolling too much or too little.

NOTE: If you do not achieve the results mentioned below, check the scroll settings in your System Preferences. Here's where to find them:

- 1 - Pull down the "Apple" menu and choose "System Preferences..."
- 2 - Click once on the "Appearance" icon.
- 3 - Normally, these are the settings...



.....

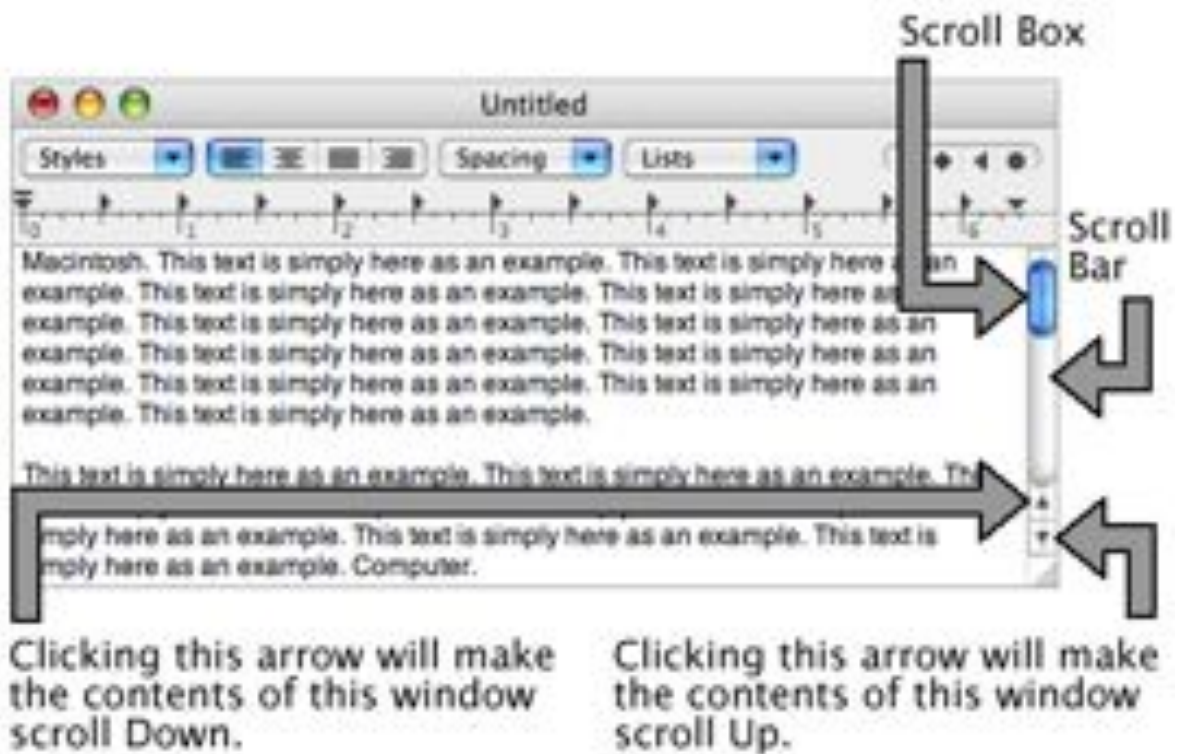
METHOD 1

Scrolling Text Increments

This method will allow you to scroll a window, up or down, the height of a typical word — about 12-points (almost a quarter-inch). Here's how to do it:

- 1 - Notice the vertical bar at the right-edge of most scrollable windows. This is called the Scroll Bar.

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- 2 - At the bottom of the Scroll Bar is a pair of Arrows — one pointing Up, the other pointing Down. Clicking once on the Downward Pointing Arrow will advance the content of that window Up about one line's height. Clicking on the Upward Pointing Arrow will move the content of that window Down about one line's height. (The use of these Arrows seems a bit backwards. Think of their use as... Clicking one of these Arrows means you want to see what's in that direction, so scroll it into my viewing area.)

If you're reading a long window-full of text, this is the worst method to use when scrolling. Because this method only scrolls one line at a time, your eyes have to constantly adjust to the fact that the bottom line of text has now jumped up one line and your eyes have to move down and to the left to begin reading the next line.

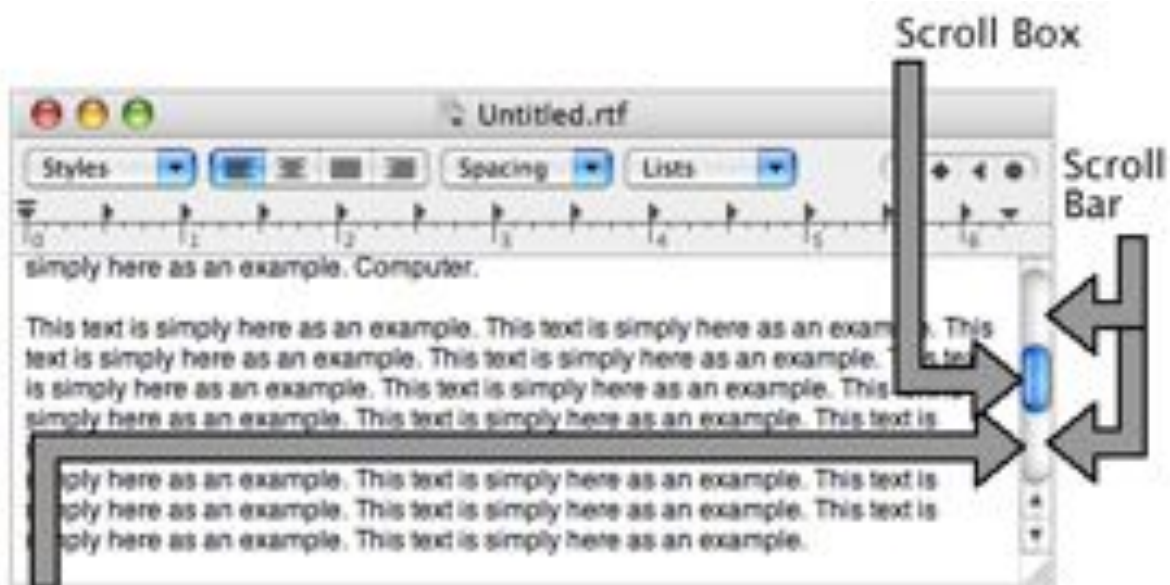
METHOD 2

Scrolling Window Increments

This method will allow you to scroll a window, up or down, by the height of that window. Even if you resize the window, this method will still refer to that window's height. Here's how to do it:

- 1 - Notice the vertical bar at the right-edge of most scrollable windows. This is called the Scroll Bar.
- 2 - Somewhere on that Scroll Bar is a blue bar or blue capsule. This is the Scroll Box. Its size changes according to how much information this window contains. The smaller the Scroll Box, the more content there is (which will not currently fit within the visible part of the window). If you click once on the part of the Scroll "Bar" which is "below" the Scroll Box, the content of that window will scroll Up one window's height. What was at the bottom of that window is now at the top. If you click once on the part of the Scroll "Bar" which is "above" the Scroll Box, the content of that window will scroll Down one window's height. What was at the top of that window is now at the bottom.

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Clicking the Scroll Bar here (once) caused the contents of this window to scroll up the height of the window. (Notice the top line of text contains the word "Computer". In the previous image, this word was at the very bottom.)

When reading a long window of text, this is the best method for efficiently seeing everything without losing your place or tiring your eyes.

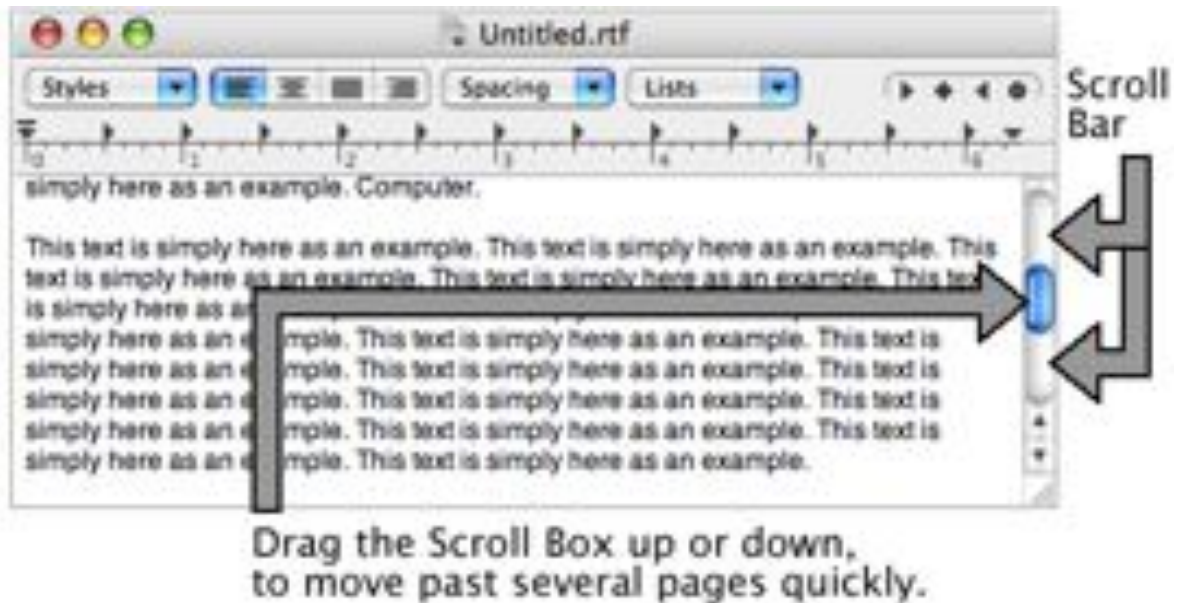
METHOD 3

Scrolling Large Increments

This method will allow you to scroll a window, up or down, by huge amounts. Here's how to do it:

- 1 - Notice the vertical bar at the right-edge of most scrollable windows. This is called the Scroll Bar.
- 2 - Somewhere on that Scroll Bar is a blue bar or blue capsule. This is the Scroll Box. Its size changes according to how much information this window contains. The smaller the Scroll Box, the more content there is (which will not currently fit within the visible part of the window). If you place the Pointer

over the Scroll Box and drag it, up or down, you'll be able to scroll past several pages very quickly. Drag the Scroll Box to the very bottom and you'll be looking at the end of that document.



Drag the Scroll Box to the very top and you'll be looking at the beginning of that document. By the same token, if you drag the Scroll Box to the center of the Scroll Bar, you'll actually be at the center of that document. (If it has 100-pages, you should now be close to page 50.)

Comments:

Remembering the three scrolling methods will not only save you a lot of time but also keep your eyes from tiring so quickly and you won't lose your place when reading long pages of text.

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6b- Remembering Settings

Do:

Take a screenshot whenever you need to remember settings in a dialog box.

Don't:

Writing down settings can waste your time and may not be accurate when it comes time to use them.

Explanation:

As you configure your new Macintosh, it's a good idea to remember the various settings for accessing the Internet, sending and receiving eMail, etc. However, one dialog box alone could have either a lot of settings or some cryptic terminology which may be impossible to remember. If you write this information down, you risk the possibility of not copying it correctly and with LOTS of settings to remember, this can take you a lot of time.

The reason you should remember those settings is because you may have to reset them in the future, should anything go wrong. It's also a good idea because whenever you buy a new Macintosh you'll already have most of what you need by simply using those same settings. Granted, technology and terminology can change and a new Macintosh may not use all those settings or may use different words but it's still a good starting point.

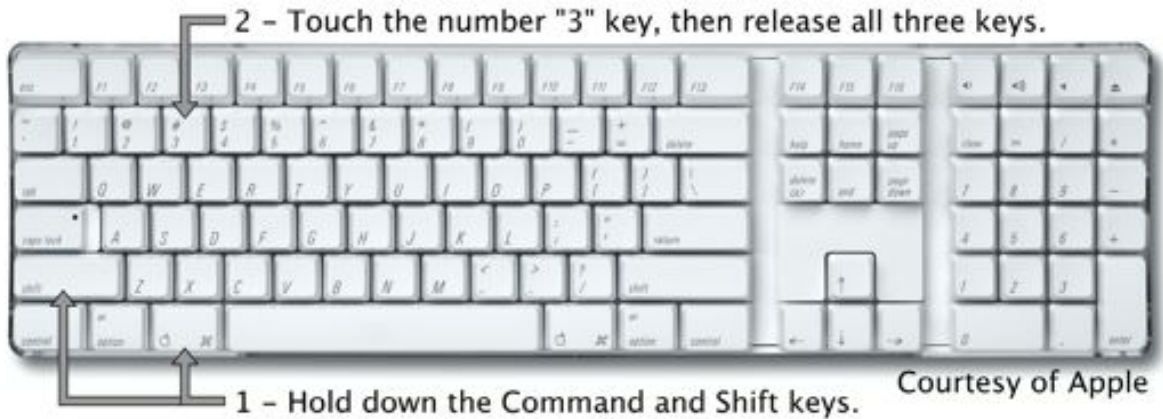
Instead of writing those settings down on paper, use the Macintosh to record that information for you. This feature, which has been in the Macintosh for many, many years, is referred to as a "screenshot".



METHOD 1

Here's how to perform a basic screenshot:

- 1 - Hold down the Command key (also called the "Apple" key).
- 2 - While holding that key down, also hold down the Shift key.
- 3 - While both of those are down, touch the number "3" key. Once you touch the "3" key, release all three keys.



At that point, you should hear the sound of a camera shutter clicking once. Everything you saw on the screen (the entire screen) was copied and saved to the hard drive in one file called "Picture 1".



Picture 1

- 4 - Look on the Desktop and you should see a file called "Picture 1". (If you can't see the Desktop click the "Finder" icon in the Dock and a window will open. Click the "Desktop" button in the Sidebar (located on the left side of that window). Now you should see "Picture 1".)
- 5 - Double-click on the "Picture 1" icon and it will open (probably in Apple's "Preview" program).



METHOD 2

Here is a more-exact alternative to using Command Shift 3:

- 1 - Hold down the Command key (also called the "Apple" key).
- 2 - While holding that key down, also hold down the Shift key.
- 3 - While both of those are down, touch the number "4" key. Once you touch the 4 key, release all three keys.

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At that point, the Pointer will change into crosshairs — a large “plus sign” with a small gray-colored disk in the center.



This is feedback telling you it’s ready to capture (make a copy of) any part of the screen you drag across.

- 4 - Now, move the mouse so the center of the crosshairs is at the upper-left corner of what you want to take a picture of.
- 5 - Hold down the mouse button and drag diagonally to the bottom-right of the area you want to capture.

NOTE: If you change your mind during steps 4 and 5, simply press the “Escape” key to stop it.

- 6 - When you release the mouse button, you should hear the sound of a camera shutter clicking once. Everything you just dragged across was copied and saved to the hard drive in a file called “Picture 1”.



Picture 1

- 4 - Look on the Desktop and you should see a file called “Picture 1”. (If you can’t see the Desktop click the “Finder” icon in the Dock and a window will open.

Click the “Desktop” button in the Sidebar (located on the left side of that window). Now you should see “Picture 1”.)

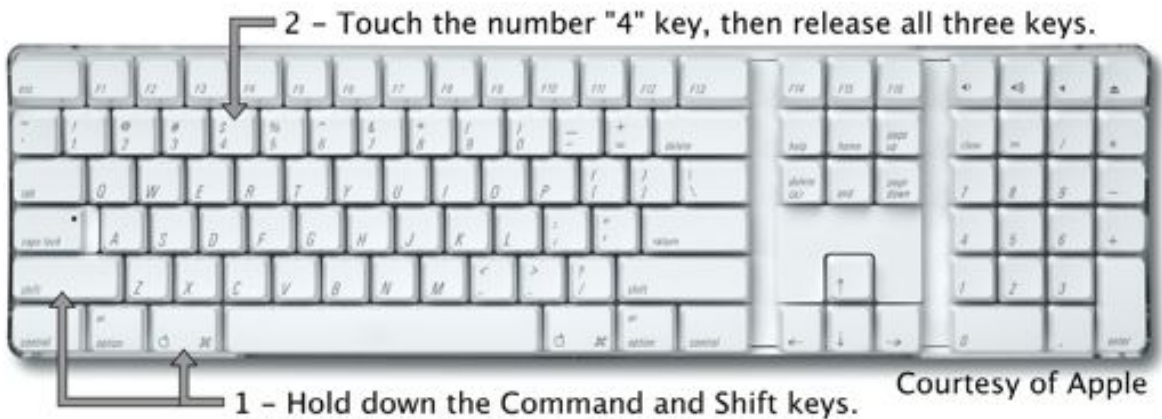
- 5 - Double-click on the “Picture 1” icon and it will open (probably in Apple’s “Preview” program).

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METHOD 3

Here is a more-exact alternative to using Command Shift 4. Let’s say you specifically want to make a copy of one window or dialog box. This method is the one to use. It’s faster and more accurate than the other two. Here’s how to do it:

- 1 - Hold down the Command key (also called the “Apple” key).
- 2 - While holding that key down, also hold down the Shift key.
- 3 - While both of those are down, touch the number “4” key. Once you touch the 4 key, release all three keys.



At that point, the Pointer will change into crosshairs — a large “plus sign” with a small gray-colored disk in the center. (This is where the steps in “Method 2”, above, end. Now we’re going to add another keystroke before doing anything else.)

- 4 - Press the “Spacebar” once.

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When you do, those crosshairs (representing the Pointer) will change into a camera.



This is feedback telling you that it will take a picture of any window or dialog box you click on. It will even take a picture of the current Desktop image — but not the icons or windows sitting on it.

- 5 - Move this Pointer around the screen. As it passes over a window, dialog box or the Desktop, that area will become highlighted.

NOTE: If you change your mind from the end of step 3 through step 5, simply press the “Escape” key to stop it.

- 6 - When you click the mouse button, you should hear the sound of a camera shutter clicking once. The window you just clicked on was copied and saved to the hard drive in a file called “Picture 1”.



Picture 1

- 7 - Look on the Desktop and you should see a file called “Picture 1”. (If you can’t see the Desktop click the “Finder” icon in the Dock and a window will open.

Click the “Desktop” button in the Sidebar (located on the left side of that window). Now you should see “Picture 1”.)

- 8 - Double-click on the “Picture 1” icon and it will open (probably in Apple’s “Preview” program).

NOTE: If you take another screenshot, the file will be called “Picture 2”. This continues in sequence... “Picture 3”, “Picture 4”, and so on. So, if you double-click on “Picture 1” but do not see the same images as when you took the screenshot, it is probably because a “Picture 1” file was already on the Desktop. In this case, look for “Picture 2”, “Picture 3”, etc. (The last screenshot taken will have the highest number in its name.)

No matter how you took the screenshot, be sure to rename those “Picture” files so you will know what they represent and then back them up outside the Macintosh (perhaps onto a CD or DVD).

Comments:

Make Command Shift 3 and Command Shift 4, with and without the Spacebar, a part of your “habit” tools. These can come in handy for preserving all sorts of information — both text-based and graphic-based.

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6c- Saving Text Snippets

Do:

Anytime you want to make a copy of a few words or a few paragraphs, highlight that text, then drag it off to the Desktop.

Don't:

Copying a small amount of text or even using the Mac's built-in "Services" menu (under the Application menu, located to the right of the "Apple" menu,) is not as fast as this "drag and drop" method.

Explanation:

Sure the Copy/Paste method or even Apple's "Services" function will allow you to place highlighted text in a specific document but sometimes you simply want something quick. Maybe you don't need to add the new text to an existing compilation. Perhaps you just want to temporarily remember a technical term, a phone number, etc. Here's how to do it:

- 1 - Resize and/or move any windows or dialog boxes so you can see the text you want to copy AND a blank (empty) part of the Desktop at the same time.
- 2 - Highlight the text you want to copy. (Remember to look for the "biggest target" and drag from that area. This habit will save you time.)



- 3 - Move the Pointer so it's over any part of the highlighted text. (Again, aim for the largest target.)

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- 4 - Hold down the mouse button and pause slightly (maybe a half-second) and then drag to the Desktop and release the mouse button. A file will appear, called a "Clipping" or "Text Clipping". (Most programs require a slight pause. However, some do not but if you always pause, as a habit, you won't have any problems. Of course, if you are going to do a lot of copying in this way and you know the program you are working in does not require that pause, then you really should avoid it — your copying will go even faster!

NOTE: If you change your mind at any time, before releasing the mouse button in Step 4, simply press the "Escape" key to stop this function.

NOTE: This technique will also work if you want to drag the text to an existing document. However, the destination document has to be open before beginning with these steps. Just substitute "your document" whenever "Desktop" is mentioned in Steps 1 and 4 above.

NOTE: Although some programs will not allow you to perform this technique, it should work in every place you find “text”, including dialog boxes. (Here “text” refers to true letters and numbers and not some of the “graphic-based” or “Flash-based” text you sometimes find on web pages. You’ll know it’s graphic-based or Flash-based because you won’t be able to highlight individual characters.

Comments:

For a direct copy of text from the source to the destination, this method is the fastest.

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6d- Selecting Objects

(This also works in Finder windows. See “Selecting Items In Icon View” on page 114)

Do:

When selecting more than a few objects, use the mouse to drag across them.

Don't:

When you need to select more than one object at a time, especially a lot of objects, clicking on each one individually is a real waste of time.

Explanation:

In programs which deal with various working components as “objects”, you can usually drag across them to select (highlight or choose) one or more at a time.

NOTE: This will not work in photo-retouching programs such as Adobe Photoshop or paint-oriented programs such as Corel Painter because these programs maintain your images at a “pixel” (or “dot”) level and not an “object” level.

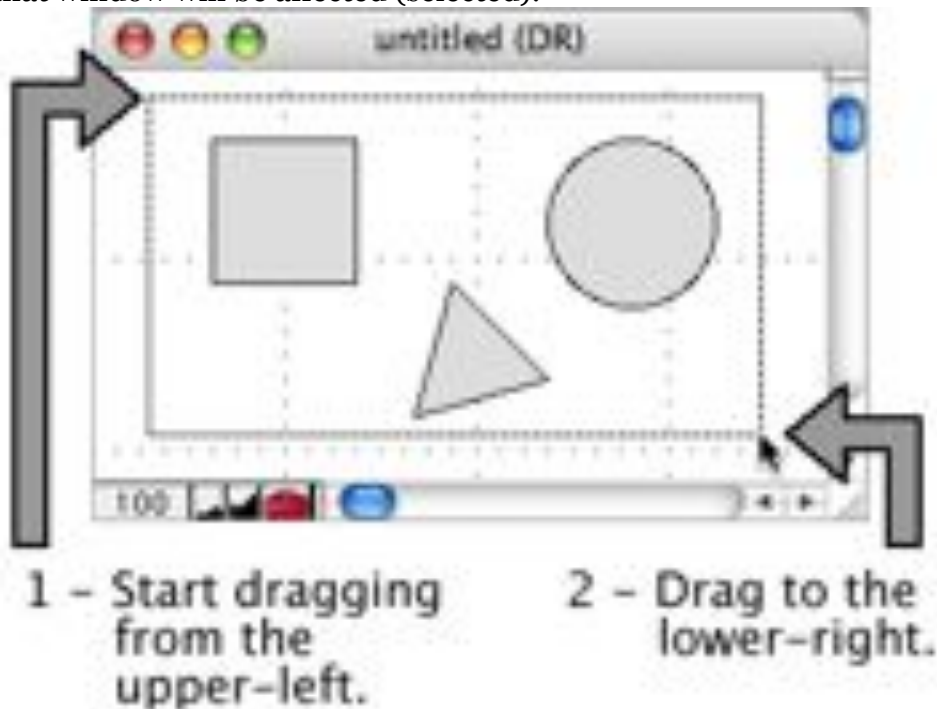
In the Finder (within windows and on the Desktop) and those programs which allow you to drag across objects, as you drag you'll notice a light gray filled or an outlined rectangle. This is a “Selection Box” (or “Selection Rectangle”).

When “dragging across” objects, start by placing the Pointer outside the boundaries of the objects but within the working page. If you make it a habit of starting just outside the upper-left corner of the object, and dragging to the bottom-right, you'll be faster and more efficient in no time.

NOTE: The main idea here is for you to be consistent when developing this technique as a “habit”. Although you could start in any of the 4 corners, I've personally found it easier and more natural to “pull” the mouse rather than “push” it. Pulling the mouse toward me and to the right seems more automatic and natural than working in any

other direction. Try different start and end points to see which you are most comfortable with. Once you find the most automatic procedure, work it into this “habit”.

When the Pointer is in position, hold down the mouse button and drag to the bottom-right — just outside the object’s boundaries. Release the mouse button. If you drag outside the boundaries of the page, it’s not a problem because only the objects within that window will be affected (selected).



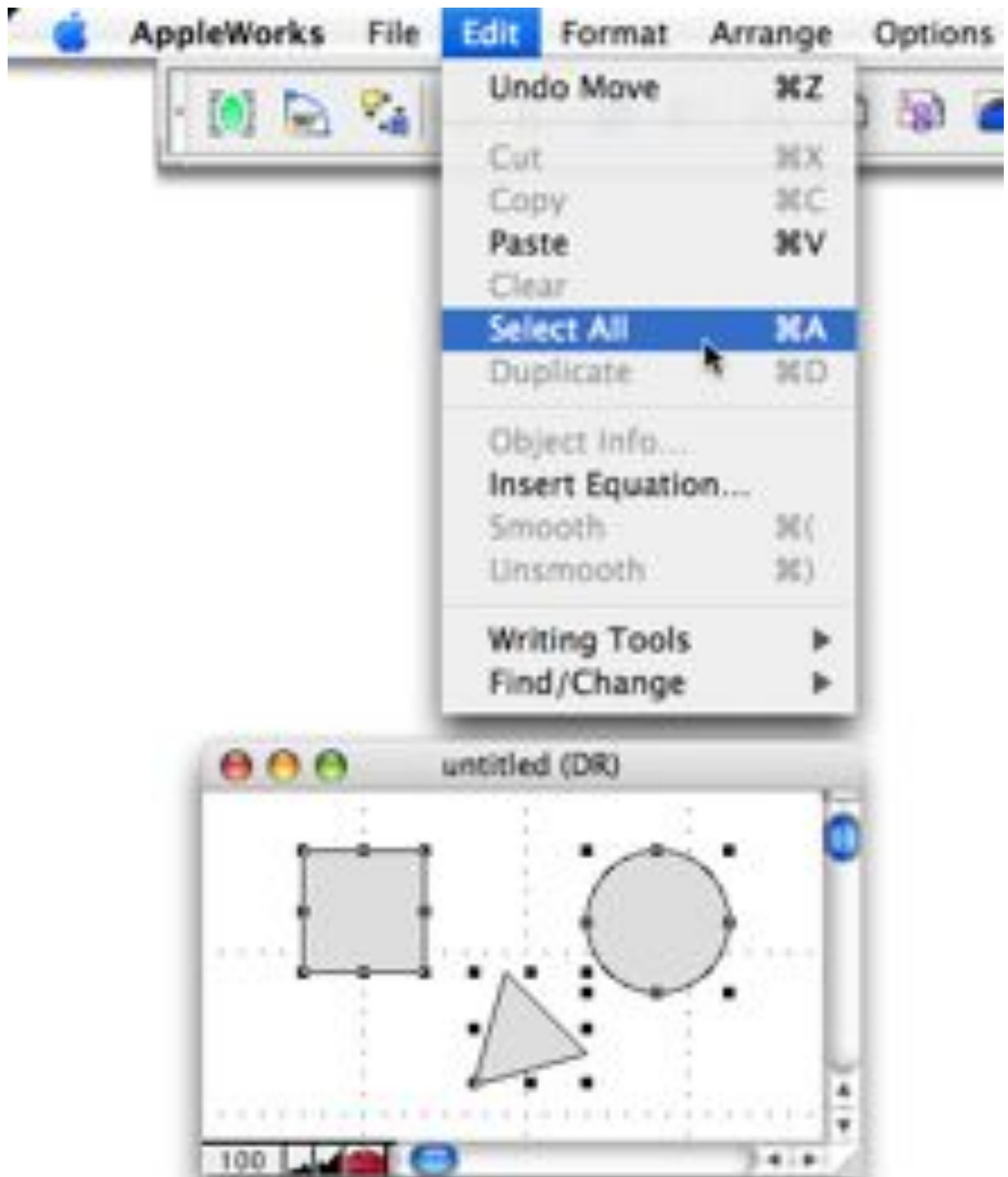
NOTE: Some program require that the Selection Box “surround” the objects, in order to select them. Other programs allow you simply “touch” the objects with the Selection Box.

Now, let’s say you need to select most of the objects on a page. Using the above technique will highlight all of the objects within the rectangle you create while dragging. That’s fine but in order to “de-select” (un-highlight) one or more of the selected objects, you should simply hold down the Shift key and then click once on each object which you DO NOT want selected.

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The Shift key is a toggle, in this case. It allows you to “select” (add to the selected group) or “de-select” (remove from the selected group) any objects you click on. So, although you could have just Shift-Clicked only the objects you wanted to select, since there were a large number which you DO want selected, you would be more efficient if you dragged across the majority of them and then Shift-Clicked the ones you DID NOT want selected.

One other aspect I need to mention here is the use of the “Select All” feature, found in most programs. Pull down the “Edit” menu and choose “Select All”. When you do, ALL of the items within that document (on all of its pages) will be selected (highlighted).



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If you want to select almost all of the items within a document, the “Select All” feature may be the fastest solution. Then, you can always de-select any items you don’t need by Shift-Clicking them.

Knowing which technique to use is up to you and may be different each time. The main thing to keep in mind is that there are ways to make your job easier. So, before jumping in, even with a simple task such as selecting objects, if you take your time and think about the situation, you’ll be able to use the most efficient technique for that particular purpose. After you do this several times, it will be more natural and the right technique will simply be a matter of habit.



TARGET: Remember to look for the largest target area. This is where you should initially place the Pointer.

Comments:

Make it a habit to start dragging from the upper-left but more importantly, be sure to look for the largest area to use as your target. If you also remember to use the “drag” and “Shift-Click” method whenever appropriate, you’ll be fast and accurate in no time.

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BonusTip

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Avoiding More Suspicious eMail

When reading eMail titles in Apple's "Mail" program, if you see a suspicious item it's best to delete it without even opening it. If you leave the Divider Bar up, clicking once on a message title will open that message. If that message has been programmed to send a note back to the sender upon opening, you have just triggered this event and the sender now knows he or she has sent that message to a real person. Criminals use special programs to generate eMail addresses. These are then sent out and they may have no way of knowing which belong to real people until one is opened. Then they'll start sending you more. Avoid this by dragging or double-clicking the Divider Bar. Once the bar's at the bottom, clicking on a message will not open it. If you want to leave the bar down all the time, simply double-click any message you DO want to read and it will appear in its own window.



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6e- Closing versus Quitting

Do:

Whenever you have finished using a program, pull down its “Application” menu and select “Quit”.

Don't:

Closing a program's window doesn't “Quit” (or exit) that program. It still uses RAM (temporary workspace) and occupies some of the Mac's resources.



Explanation:

I've seen lots of Macintosh users do this as a habit, without thinking... They're finished with a program, such as TextEdit, so they click the “Close” button.

Yes, this does remove the window they were just working in but the program itself is still open, in RAM. Although Mac OS X manages RAM very well and even though a program such as TextEdit doesn't take up much RAM, it still keeps this RAM from being used by another program — which may need it. If you continue to do

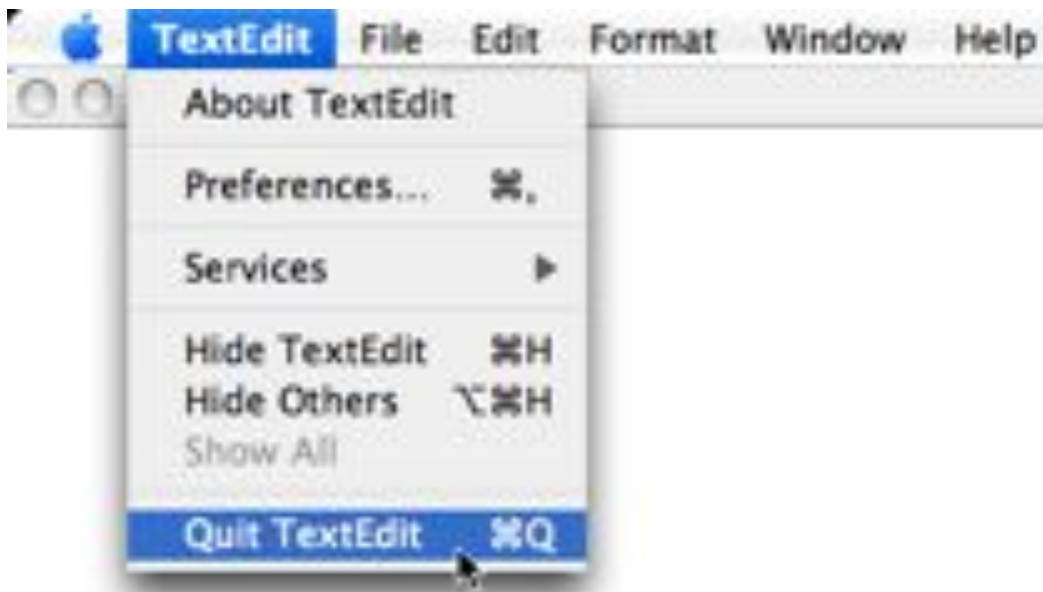
this as a habit, at some point you will have several programs open (some of which may consume a lot of RAM) and then your Macintosh will become a bit sluggish. This may also keep you from opening yet another program or may keep you from Copying a large block of text or a photo.

There are three ways to quit a program. Use the method which is best for your situation...



METHOD 1

Pull down the “Application” menu and choose “Quit”.



METHOD 2

Use the “Command Q” keyboard shortcut. While you’re in the program you want to exit, simply hold down the Command key then press the letter “q” and release both keys. This will remove that one program from RAM.

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METHOD 3

Use the program's Dock menu. Move the Pointer to the Dock. Place it over the icon of the program you want to quit.

**Comments:**

No matter which method you use, when you have finished with a program be sure to quit it. This will also close all of its associated tools, palettes, windows, etc.

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6f- Keeping Track Of A Progress Bar

Do:

When downloading a file, installing software or any time you see a Progress Bar, move the Pointer so it's tip is just at the right-edge of that growing blue bar.

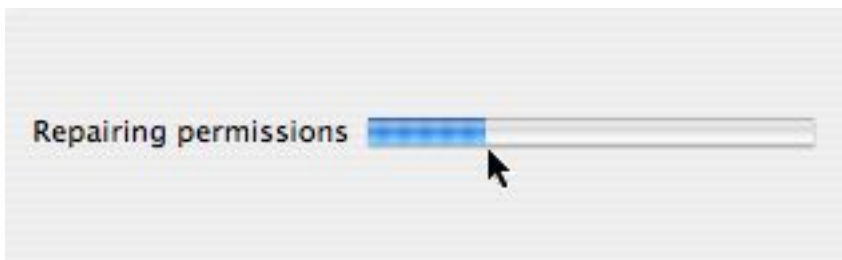
Don't:

When a Progress Bar appears, don't watch it endlessly, waiting to see if it's ever going to move.

Explanation:

A "Progress Bar" is usually a horizontal, blue bar found in an alert box or dialog box and gives us feedback as to how long a task is going to take by its length. Sometimes a Progress Bar moves so slowly, it's nearly impossible to notice when it moves. Sometimes a task may become stuck. If a Progress Bar is providing feedback for this activity, it may stop moving... but how will you know?

Instead of staring at that Progress Bar, simply use the Pointer as a placeholder. Move the mouse and position the Pointer so its tip is at the right-edge of the blue Progress Bar.



Now, if you don't move the mouse, the blue bar will eventually inch its way past the Pointer. If it does, then this task really is being worked on by your Macintosh. On the other hand, if that task doesn't usually take very long and the Progress Bar doesn't cross under the Pointer after several minutes, chances are this activity is stuck.

NOTE: If a task, such as one represented by a Progress Bar, really gets stuck, you can halt this process by pulling down the Apple menu, choosing “Force Quit”, choosing the “stuck” program from the list which and clicking the “Force Quit” button.

Comments:

When waiting for a Progress Bar to slowly inch along, especially when it's so slow you don't notice it moving, place the Pointer next to the edge of this bar. If the bar moves, its edge will be further-right than the Pointer.

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6g- Locating A Folder While Opening Or Saving A File

Do:

While in a program, if you need to open or save a document and can't remember where a specific folder is located, enter that folder's name (or part of its name) into the search field or the "Open" or "Save" dialog box.

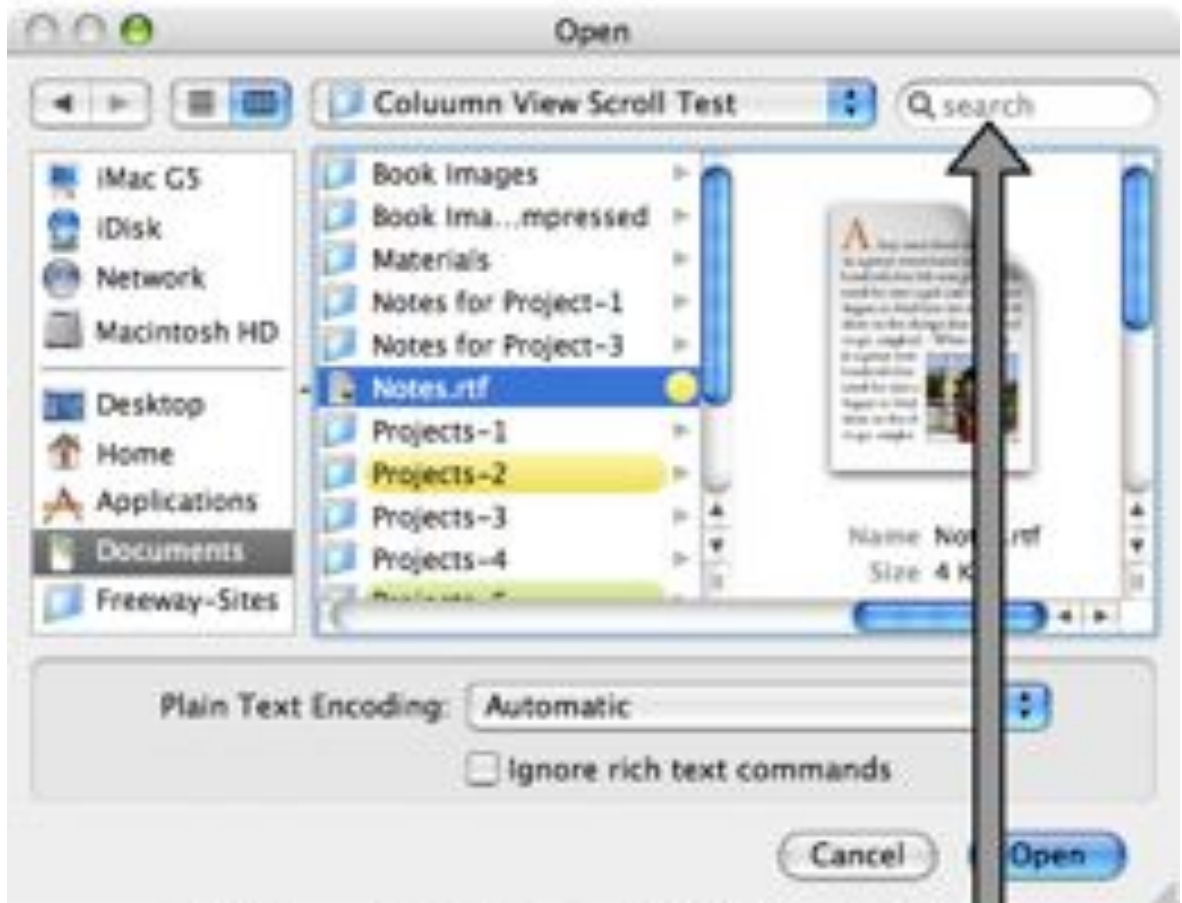
Don't:

When saving or opening a file, don't dismiss the "Open" or "Save" dialog box and start sifting through folders on the hard drive, if you can't remember where a certain folder is. A fast, efficient helper is right there at your fingertips.

Explanation:

In every "Open" and "Save" dialog box, you'll find a "Search Field" — that narrow text box which displays the word "search".

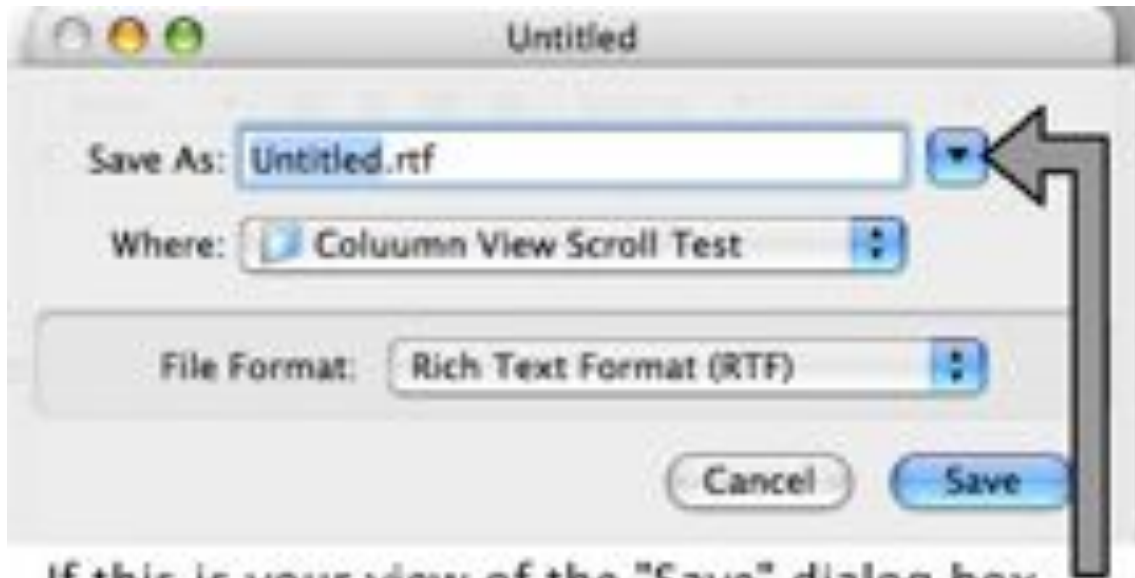
The "Open..." dialog box



Click once in this "Search" field and the "Blinking, Insertion Point" will appear. Enter the text you want to search for then Press "Return".

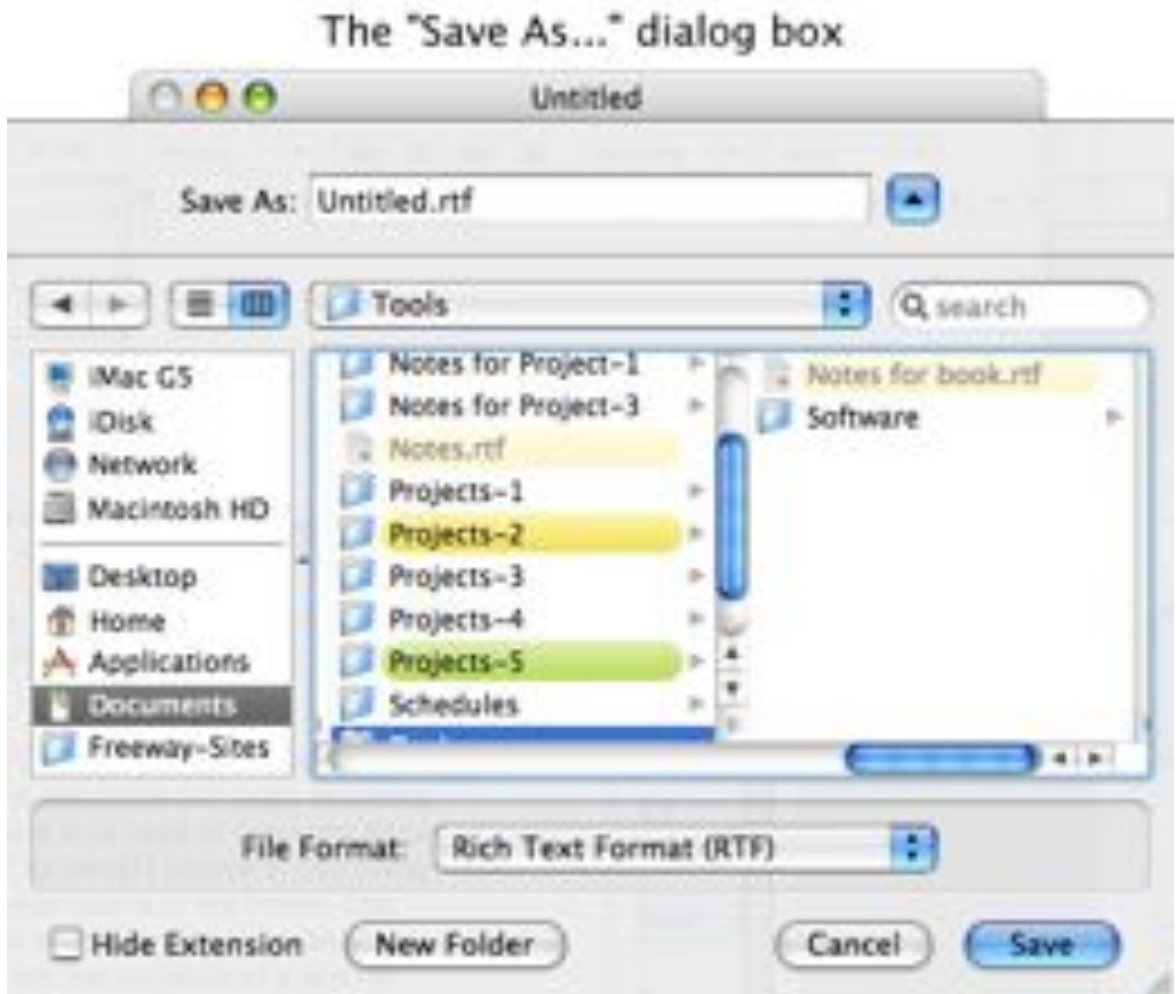
NOTE: If you don't see the Search field in a "Save" dialog box, it could be because this dialog box is "collapsed".

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If this is your view of the "Save" dialog box, click this button and you'll see more options.

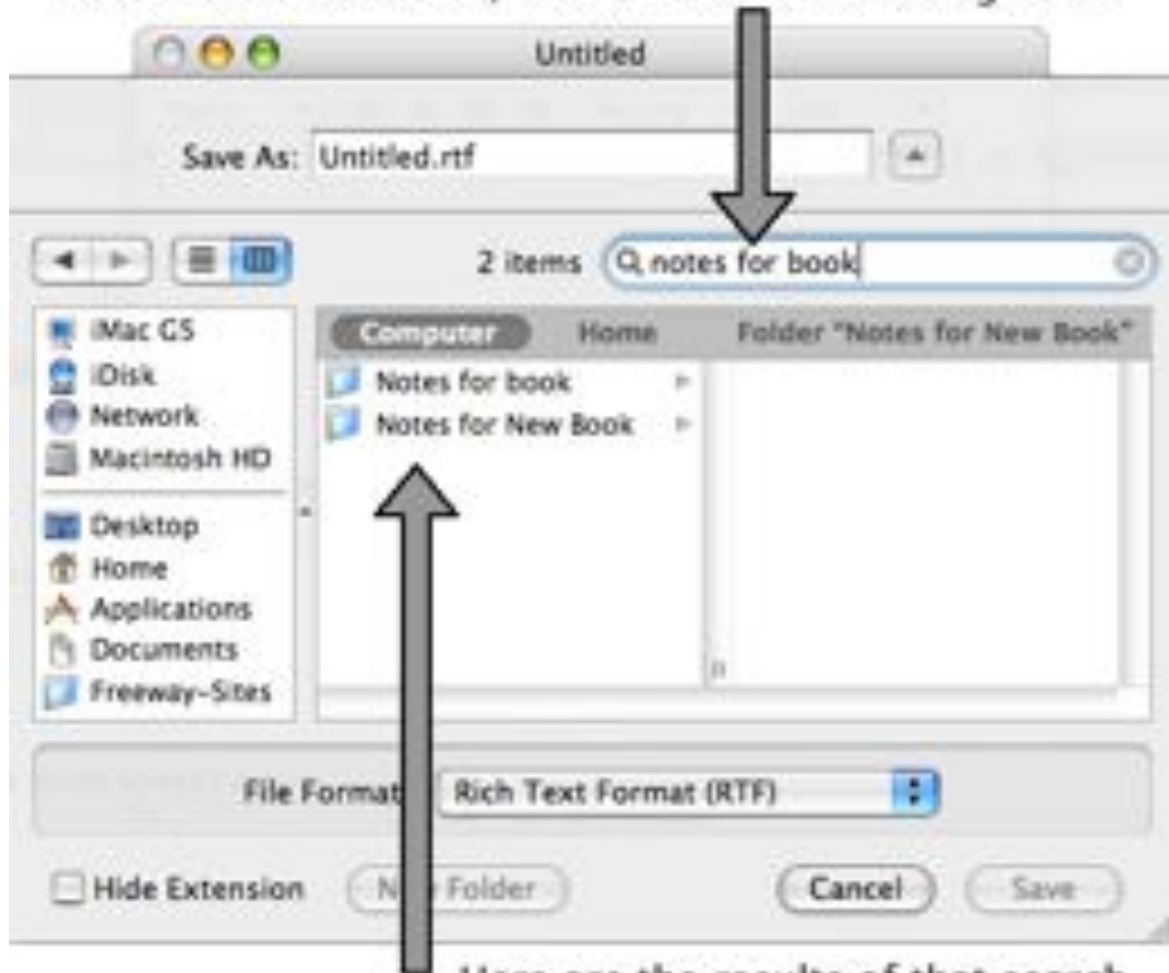
If this is the case, you can "expand" that dialog box (and see all of its options) by simply clicking once on the downward-pointing triangle located to the right of the "Save As:" field.



This Search field is a part of "Spotlight", Mac OS X "Tiger's" (10.4) search feature. This is a "live" search. Which means the Macintosh will begin searching the hard drive, CD, (whatever is attached or inserted) etc., as soon as you start typing — there's no need to press the Return key. The far-left column in this dialog box is still called the "Sidebar" — just as it is when you're in the Finder. The next column to the right is where you'll find the search results.

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Searched for this text, in this “Save As...” dialog box.



Here are the results of that search.

Normally, the items listed in any column (of “Column View”) are the contents of a specific folder or disk. When using the Search field, however, the items in this column may be stored in different folders and disks.

While in the “Save As...” dialog box: Scroll through the results column and if you see the item you’re looking for, click it once. If it’s a “folder”, it’s contents will be displayed in the normal manner — in the column to its right. Then continue using this dialog box as you normally would.

While in the “Open...” dialog box: If the item you’re looking for is a document or photo, double-clicking its icon will open it.

Comments:

Using this feature of Mac OS X 10.4 is a very fast and efficient way to find what you’re looking for without switching to the Finder and poking through folders.

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BonusTip

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Protect Your Mac From Bad Electricity

Although you may have heard that you should have your Macintosh connected to a surge protector, this is not the best type of electrical protection. At the very least, you should be using a “guaranteed” surge protector and it should be connected directly to a “grounded” electrical outlet. (“Guaranteed” means the manufacturer will pay a certain dollar amount to repair or replace any equipment which is damaged by too much electricity, when connected to their unit.)

Even with these precautions, there is one type of electrical situation which no “surge protector” will work and that is when there is “no” electricity. If the electricity goes OFF, even for a split-second, the Macintosh could have been in the middle of a behind-the-scenes task and some of that information has now become corrupted (mixed up). Over time, this can cause more and more problems until one day when your Macintosh may refuse to start.

To prevent this, it’s a good idea to invest in a “UPS” — Uninterruptible Power Supply. It’s like having a surge protector with a battery. The ones we’ve been using here for many years are made by APC (American Power Conversion, www.apc.com). Their units are guaranteed and work like a charm.

When buying a UPS, check the APC website to see which UPS will work for your particular configuration of Macintosh, monitor, printer, scanner, etc. Be sure to also protect your Cable, DSL or telephone modem by connecting a cable between the wall outlet provided by your Internet Service Provider and the UPS. Then use another cable from there to the Macintosh.

Finder Efficiency

- 7a Dragging An Item To A Folder
- 7b Separating Cluttered Icons

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7a- Dragging An Item To A Folder

Do:

If you drag a document, program or folder to a folder and it just sits there, because it didn't quite go inside the folder, drag that item a few inches away, drop it and then start over.

Don't:

If an item you're dragging falls short of actually going inside a folder, don't keep dragging it that last quarter-inch or so. This will waste a lot of your time.

Explanation:

Sometimes, when working in "Icon View", document, program and folder icons can be placed so close to each other that they look as though they're stacked on top of one another — like the document and folder icons below.



If two or more icons are positioned too close together and you continually click, in order to select the one you want, you'll end up frustrated most of the time.

Instead, drag whichever icon you happen to select to the largest empty space within the same window. (You can drag this item to another window or to the Desktop but it's easier to keep track of if you can stay within the same area.) Now that the items are separated in an obvious way, you can more directly drag the one you really want to its proper destination.

In the above example of the "folder" and "document" icons, let's say we want to select the document icon but each time we try we select the folder.



1 - Drag the folder icon to a blank area.

Drag the “folder” icon to a new, blank location.



2 - When you do, you'll be able to easily select the document icon.

At that point, the “document” icon will no longer be hidden and can easily be selected and moved.

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Comments:

Get into a habit of always looking for the largest “target” — a large white or blank area in a window or on the Desktop. Dragging a miss-purposed item to the largest target area is a very quick way to clear the area you are working in. Then, by starting over from this new position, you’ll be more efficient because you will now be focusing more on this one task.

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BonusTip**

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Reading Small Text

Sometimes it's difficult to read text on the screen because the font (type-face) is so small. If you're in Apple's "Mail" or "Safari" programs, there's a feature which you can add to the tools at the top of their windows which will come in handy.

- **Mail**

Pull down the "View" menu and choose "Customize Toolbar...". A sheet of buttons will appear. Look for the one labeled "Smaller Bigger" and drag it just above this sheet to this window's Toolbar. Then release the mouse button. Click the "Done" button when you're finished. Do the same thing in the composing window. Click once on the "New" button in the Toolbar. Now, repeat the above steps and add the "Smaller Bigger" button to this window.

- **Safari**

The same can be done in Safari but two of the terms are different... Pull down the "View" menu and choose "Customize Address Bar...". A sheet of buttons will appear. Locate the one labeled "Text Size" and drag it up to Safari's Address Bar. Release the mouse button and click the "Done" button when you're finished.

Now, anytime you're in either of these programs and find the text too small to read, simply click on the large "A" button. If it's still not large enough, keep clicking until it is.

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7b- Separating Cluttered Icons

Do:

While in “Icon View”, if you have a window or Desktop with lots of icons or they simply look cluttered, use the “View” menu’s “Arrange By” feature to quickly organize them.

Don't:

If you're using “Icon View” and you need to locate a specific item, or just want them all to be a little more organized, don't waste your time dragging or reading them one by one.

Explanation:

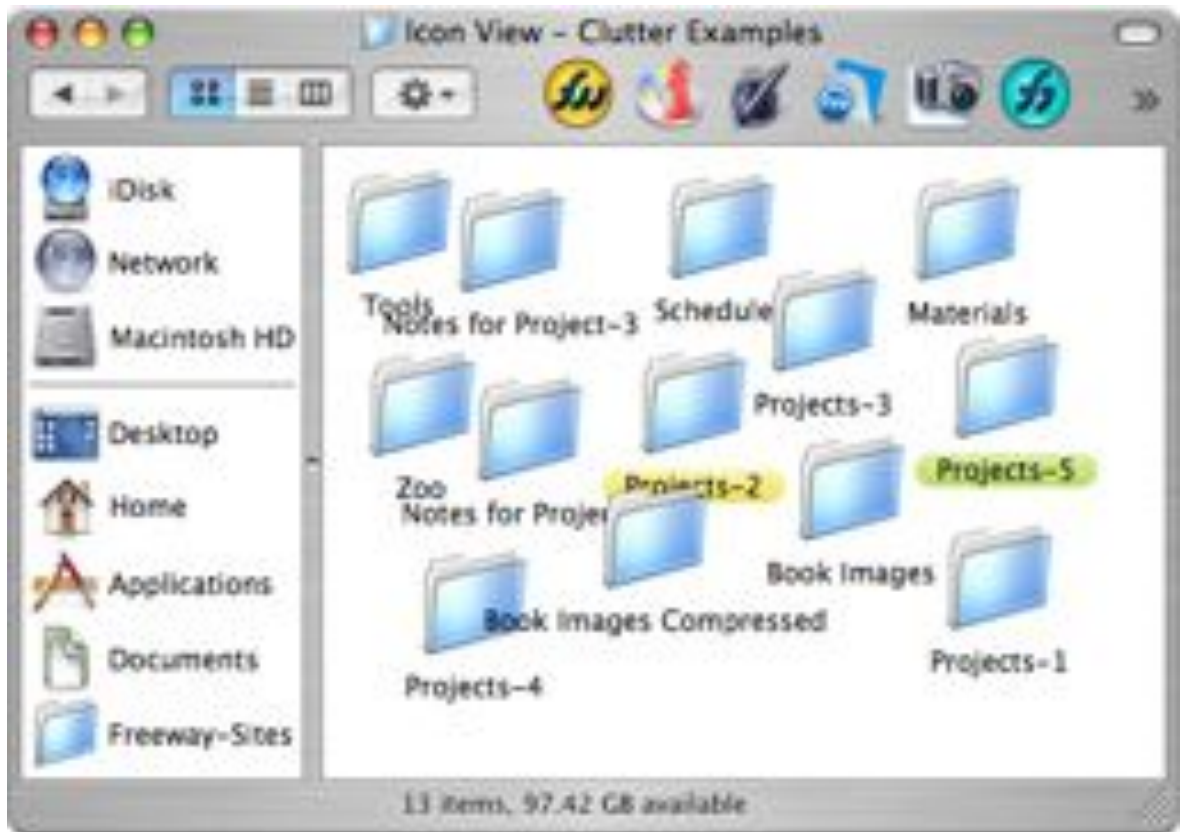


METHOD 1

The Macintosh Operating System (Mac OS X), has a built-in feature which can help you quickly organize the files, folders and programs of “Icon View”. This can be done manually by doing the following:



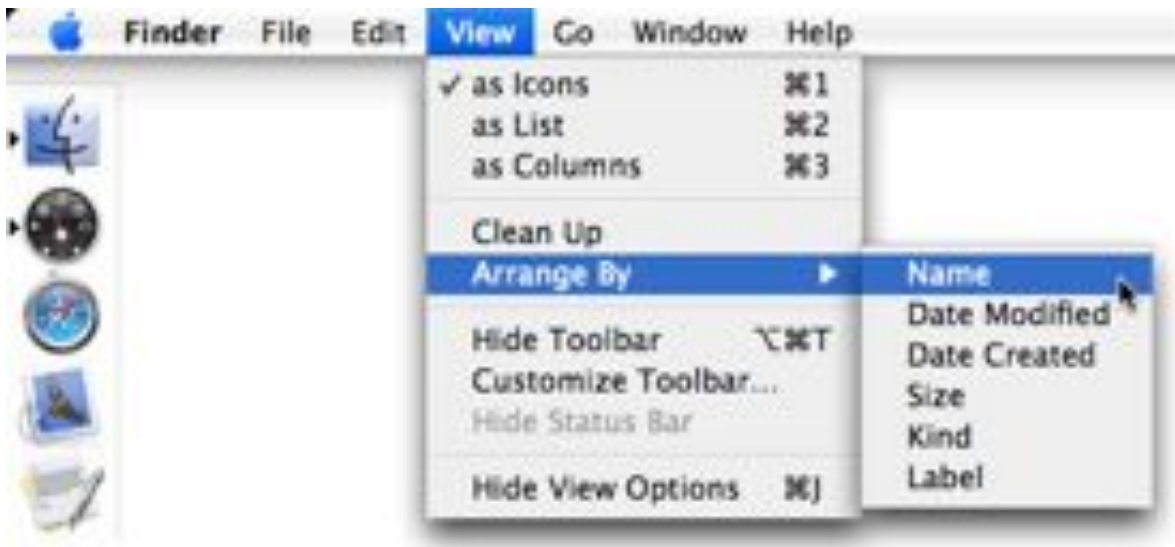
- 1 - Let's make sure you're in the “Finder”. Look in the Dock and click once on the “Finder” icon. (It's the one with the dark-blue / light-blue face. (When you're in the Finder, you see the name “Finder” at the top of the Application menu — located to the right of the Apple, in the menubar at the top of the screen.)



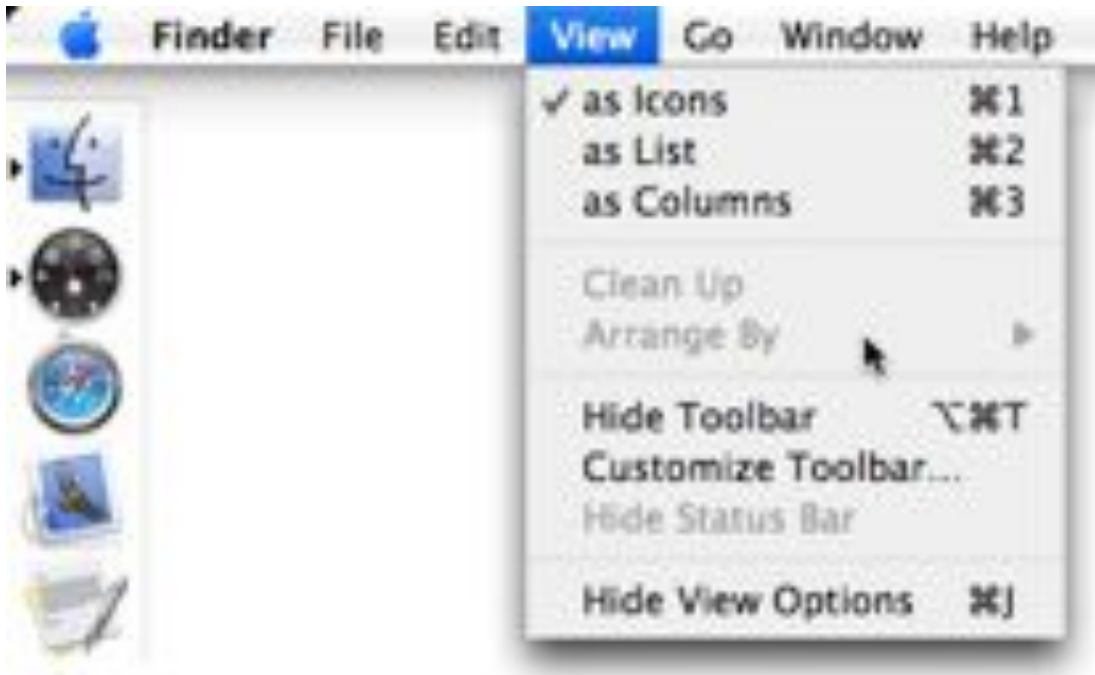
- 2 - Before you can organize your icons, you have to tell the Macintosh what area you are going to work in. If you want the items on the Desktop organized, click once on any blank (unoccupied) part of the Desktop. If you want the items within a specific window to be organized, click once on that window.

NOTE: If you want to organize the contents of a folder, double-click on it. Whenever a folder is open, its contents are displayed within a “window”. We can also say this the other way around, just for clarity... Whenever you are looking at a “window”, you are either looking at the contents of a “folder” or of a CD, DVD, hard drive, Flash Drive, etc.

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- 3 - After clicking, to indicate which window (or the Desktop) you want to work on, pull down the “View” menu, scroll down to “Arrange By” and then slide to the right and choose one of the options in the sub-menu. All of the document, folder and program icons, within that area, will now be organized.



NOTE: If the “Arrange By” option, in the “View” menu, is grayed out (disabled), it’s because the window (or Desktop) you’re trying to organize already has an automatic aligning feature applied to it. (See “METHOD 2” below.)

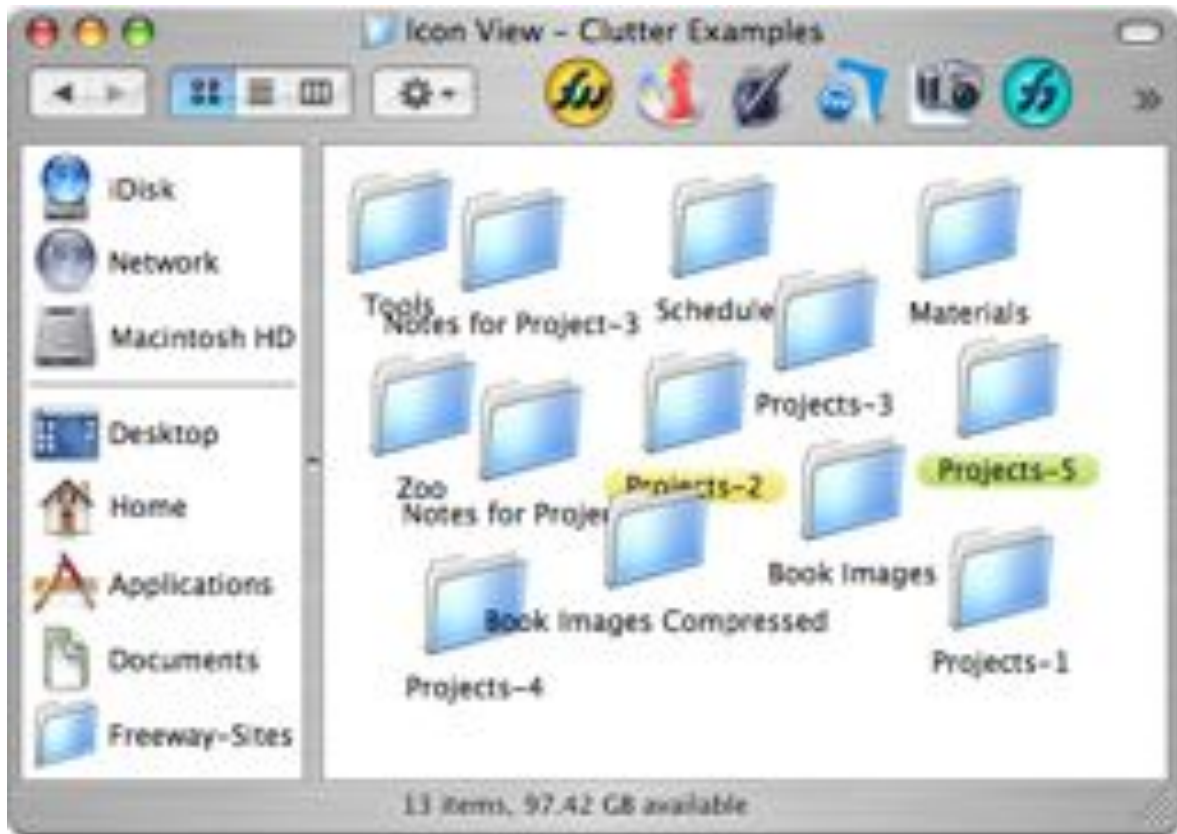
METHOD 2

Another way to organize your “Icon View” items is to have the Macintosh do it for you all the time, automatically. Here’s how to do set it up:



- 1 - Let’s make sure you’re in the “Finder”. Look in the Dock and click once on the “Finder” icon. (It’s the one with the dark-blue / light-blue face. (When you’re in the Finder, you see the name “Finder” at the top of the Application menu — located to the right of the Apple, in the menubar at the top of the screen.)

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- 2 - Before you can organize your icons, you have to tell the Macintosh what area you are going to work in. If you want the items on the Desktop organized, click once on any part of the Desktop. If you want the items within a specific window to be organized, click once on that window.
- 3 - After clicking, to indicate which window (or the Desktop) you want to work on, pull down the "View" menu and choose "Show View Options". If you're working in a window (not the "Desktop"), be sure to click the "This window only" button, located near the top of the dialog box that appears. (Of course, if you do want these settings to apply to EVERY window, then click the "All windows" button.)

It's safer to restrict these settings to the current window.



Icon View - Clutter Examples ...

☒ This window only
☐ All windows

Icon size: 48 x 48

Small Large

Text size: 12 pt

Label position:
☒ Bottom ☐ Right

☐ Snap to grid
☐ Show item info
☐ Show icon preview
☒ Keep arranged by
 Name

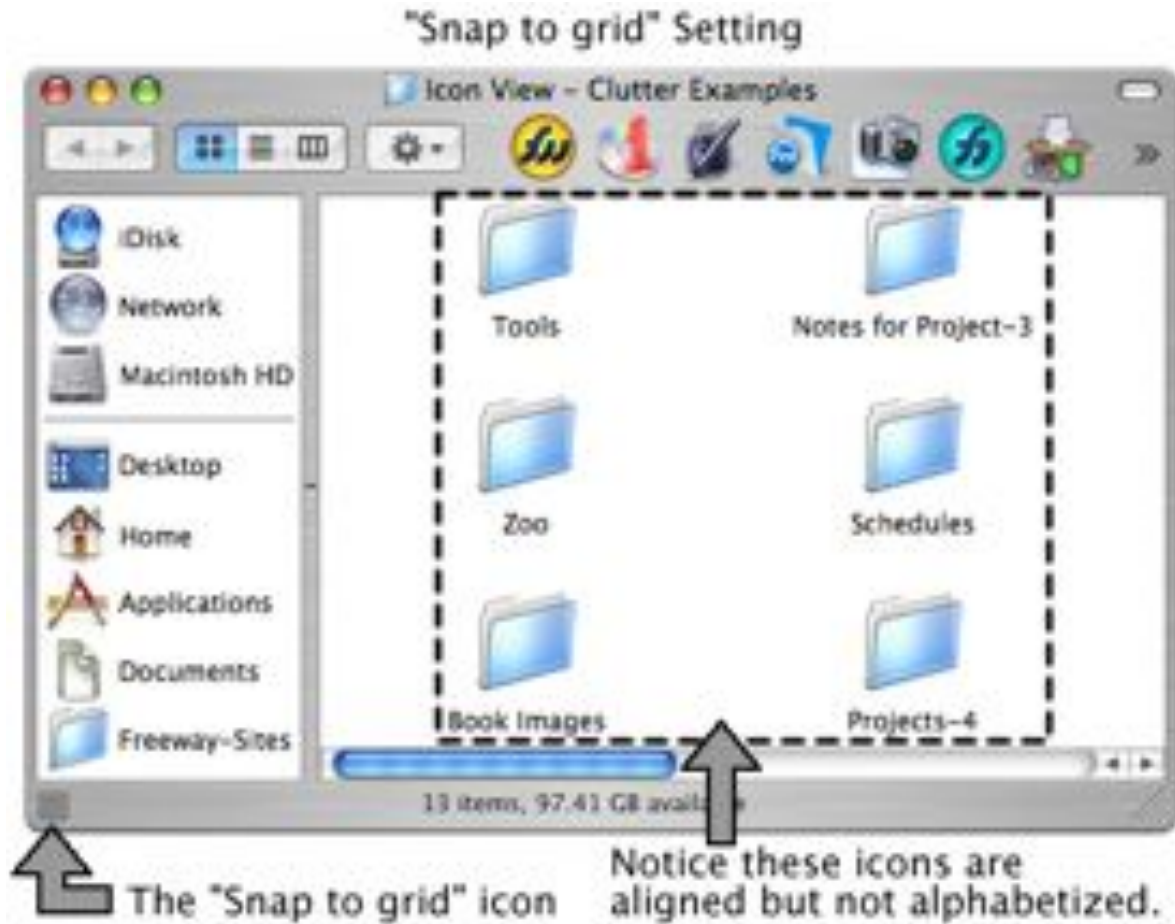
Background:
☒ White
☐ Color
☐ Picture

When using this feature, pop-out this menu for more options



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You can experiment with the various features this dialog box offers but the main “automatic organization” features you’ll want to think about are:

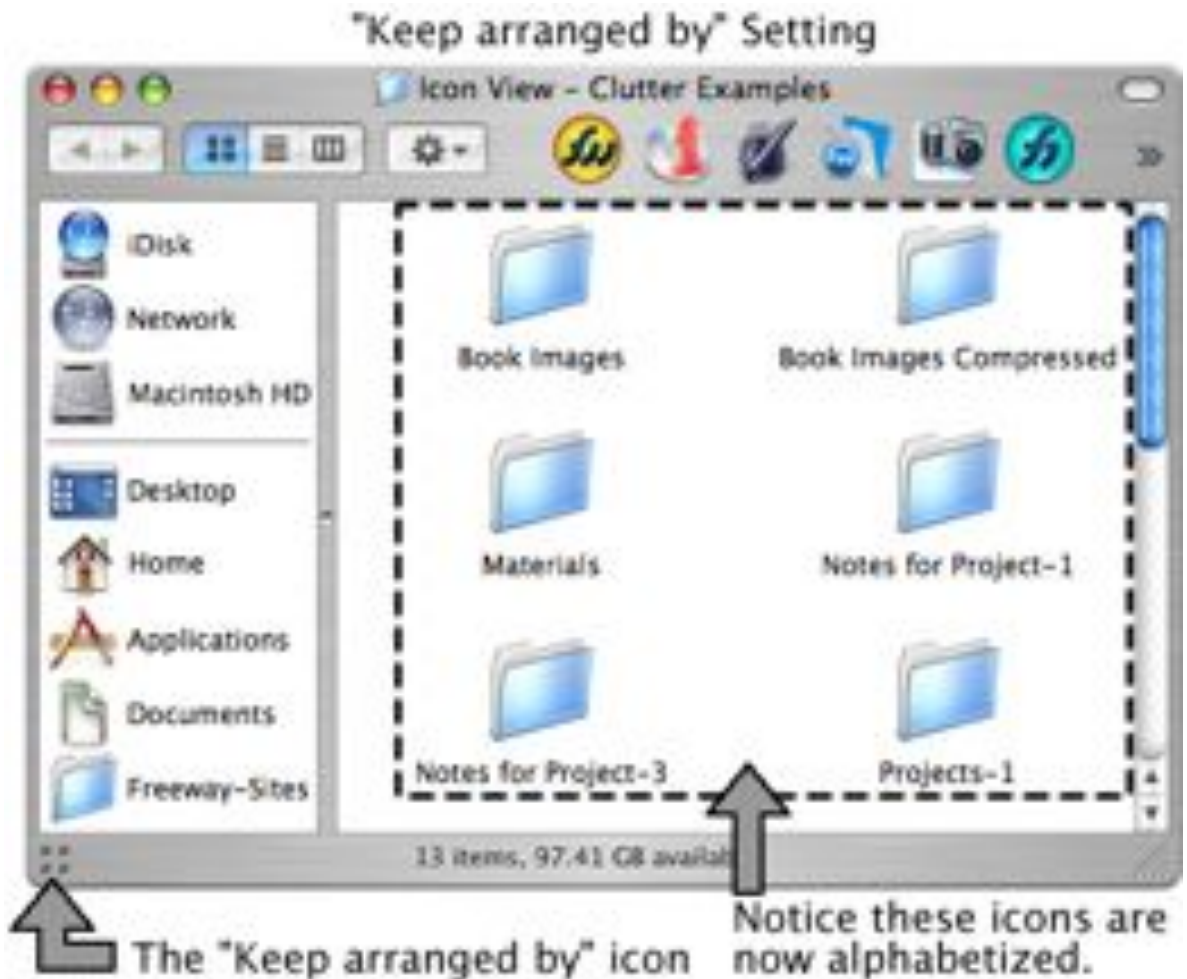


- Snap to grid: Selecting this feature will place a tiny 3 by 3-square grid in the bottom-left corner of that window. (This is feedback. Any window you see this on will have that feature activated.) All the items within that window will line up to an invisible grid. One problem with this feature is that it is still possible to place one icon directly on top of another. However, if you're careful when dragging items within this window, the "Snap to grid" feature can help you organize those items and it will allow you to use your own method of which items should be place next to each other. Another problem with this feature can be seen when you resize that window. Drag the bottom-right Resize box

Separating Cluttered Icons - 7b

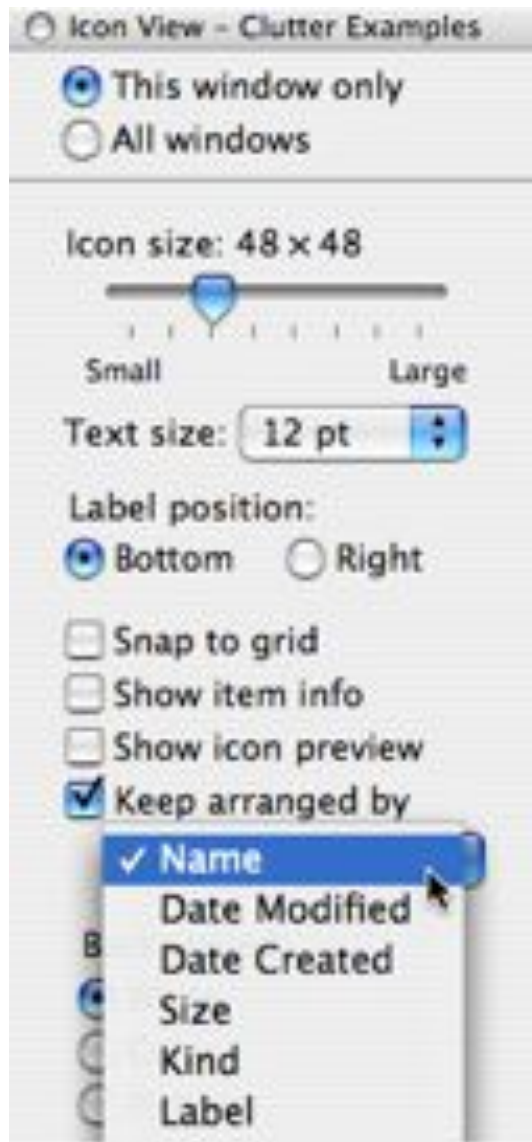
165

and notice that the icons stay put — they don't realign themselves whenever the window becomes larger. This isn't the most efficient organizational tool but it can still come in handy at times.

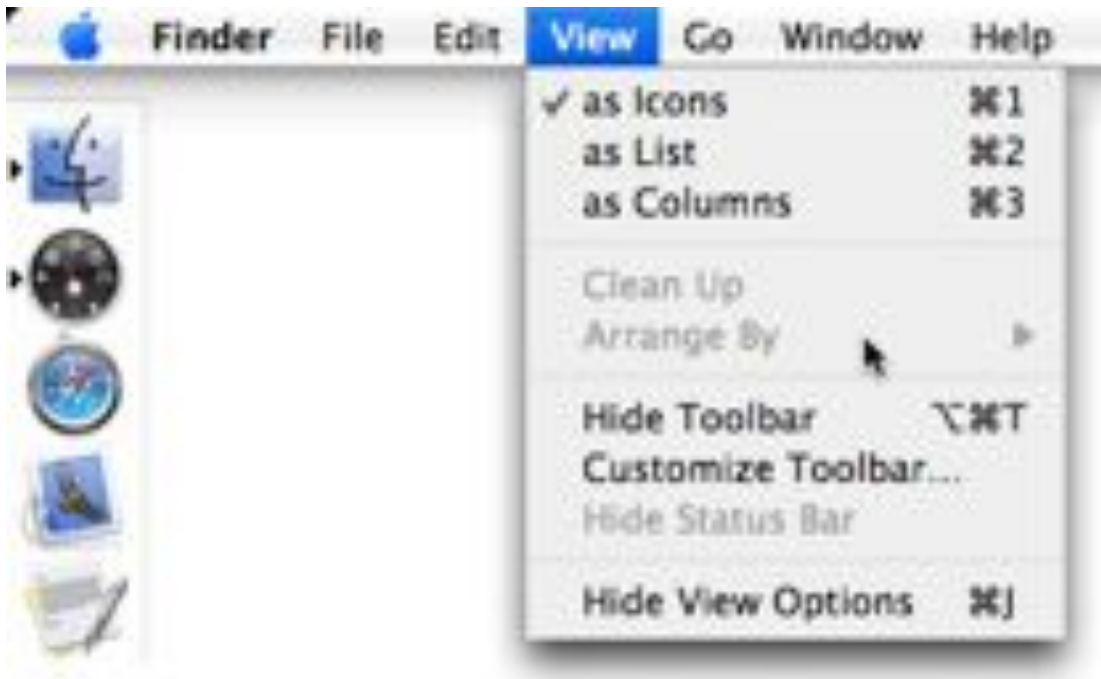


- Keep arranged by: Selecting this option will place a tiny 2 by 2-square of dots in the bottom-left corner of that window. (This is feedback. Any window you see this on will have that feature activated.) All the items within that window will ALWAYS line up to an invisible grid based on the criteria you choose in the pop-out menu, located just under the words "Keep arranged by".

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Because this method engages an “automatic” organizer (on the Desktop or one or more windows), you will not be able to “manually” set the “Arrange By” feature in the “View” menu.



In fact, if a window (or the Desktop) has one of these automatic organizers applied to it, the “Arrange By” option in the “View” menu will be grayed out (disabled).

Comments:

These techniques can be a very quick, efficient and powerful way for you to keep one or more windows (and the Desktop) organized. They can also come in handy if you find icons stacked on top of one another or if an icon seems to be off the edge of the Desktop and you just can’t quite click on it to drag it back.

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BonusTip

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Other Instructional Resources

Besides taking classes at your local community college, here are a few other resources for you to consider...

- Join a Macintosh user's group. Even if they don't offer formal "classes", it's still a good way to ask questions and learn what others consider worthwhile books and training videos.
- Generally, for books which are fairly well-written, you won't go wrong by starting with Peachpit Press books (www.peachpit.com). Specifically, if you want to know that a particular author is very good every time, your best bet is Robin Williams (not the comedian). She's been a Peachpit Press author for many years now and really knows her stuff.
- Some websites offer online Macintosh instruction. Although I don't know how good they are, here are just a few I've found. Some also offer CD- or DVD-based training materials:
 - <http://www.apple.com/training>
 - <http://www.macacademy.com>
 - <http://www.atomiclearning.com>
 - <http://www.lynda.com>
 - <http://www.totaltraining.com>
 - <http://www.digitalmediatraining.com>

Overall Efficiency

- 8a Set The Mouse Speed
- 8b Set The Pointer Size
- 8c Set The Keyboard “Delay” Speed
- 8d Catalog Your Backups

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8a- Set The Mouse Speed

Do:

If you feel you're faster than the Macintosh allows you to move the Pointer across the screen, it may be time to increase the mouse speed.

Don't:

If you feel a bit frustrated while working, but don't quite know what could be at the root of this, take a closer look at whether you're struggling getting the Pointer where you need it or whether you know you can anticipate your next mouse click but cannot get the Pointer to that spot quickly enough. If either of these is the case, you may be working too hard.

Explanation:

Usually, when we first start working with a new Macintosh, the computer "feels" as though it's FAST... "Wow, this is great! This new Mac is much faster than my old one."

This happens because your new Mac IS faster than your old one. However, the more you use this new Mac the more you become adjusted to its speed. After a while, and without realizing it at first, you actually start to anticipate the Mac's speed and, at some level, can "feel" or "sense" just how fast it's supposed to be. After this happens, we use this new Mac in a sort of speed "comfort zone".

Granted the Macintosh can become a bit slower over time, due to the way we've organized our documents, photos, etc., or because there's not enough RAM for the things we want to do, or a few other reasons we won't get into here. Even with optimal use of the Macintosh, after the "comfort zone" period, you can begin to feel that this "new" Macintosh is now slower than you remember... "It's slowed down. When I first bought it, it was really fast."

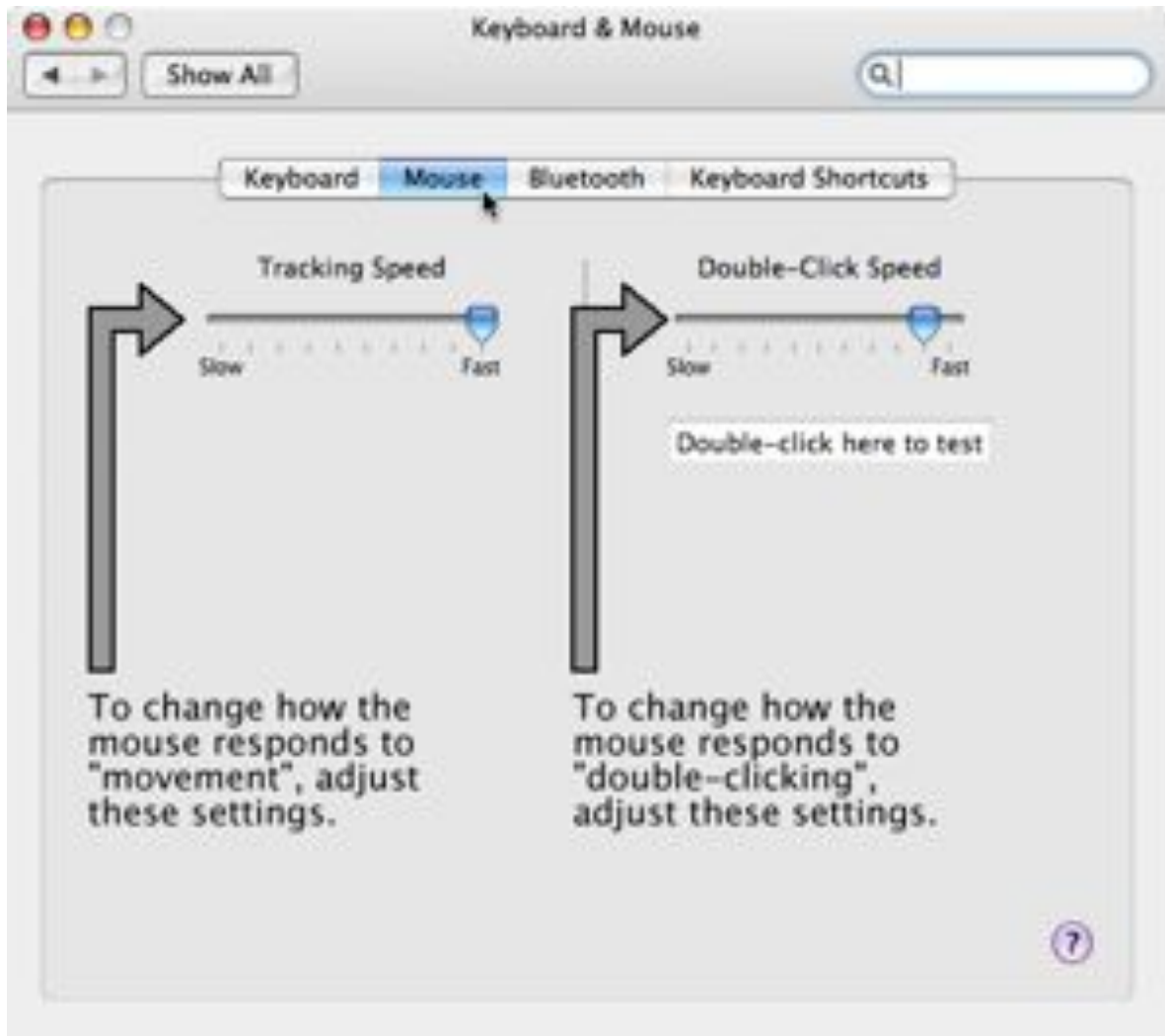
Besides adding more RAM and taking better care in the organization of your documents, increasing the mouse speed can have a dramatic effect on your productivity — at least until you hit another "comfort zone" with this new speed. Here's how to change the mouse speed:

- 1 - Pull down the “Apple” menu and choose “System Preferences”.



- 2 - Click once on the “Keyboard & Mouse” icon.
- 3 - Click once on the “Mouse” Tab, located near the top portion of this dialog box.

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- 4 - Change the sliders in the “Tracking Speed” and “Double-Click Speed” sections.

“Tracking Speed” is the setting for how far the Pointer will travel when you move the mouse.

“Double-Click Speed” is the setting for how fast you must press the mouse button, in order to initiate a second click, after the first click is finished. Remember, a “click” consists of two parts — pressing the mouse button DOWN and then releas-

ing the mouse button so it returns to its UP position. (Simply holding the mouse button DOWN, initiates a “Drag” and is not considered a “Click”.)

Comments:

Whenever you feel your Macintosh is “slowing down” or if you’re tired and looking for anything which will boost your “efficiency”, try changing the mouse speed and click speed settings.

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8b- Set The Pointer Size

Do:

Go into System Preferences and set the Pointer to a size which is more comfortable for you.

Don't:

If you find yourself trying to locate the Pointer from time-to-time, you're wasting time. The Macintosh has a built-in way to help you be more efficient.

Explanation:

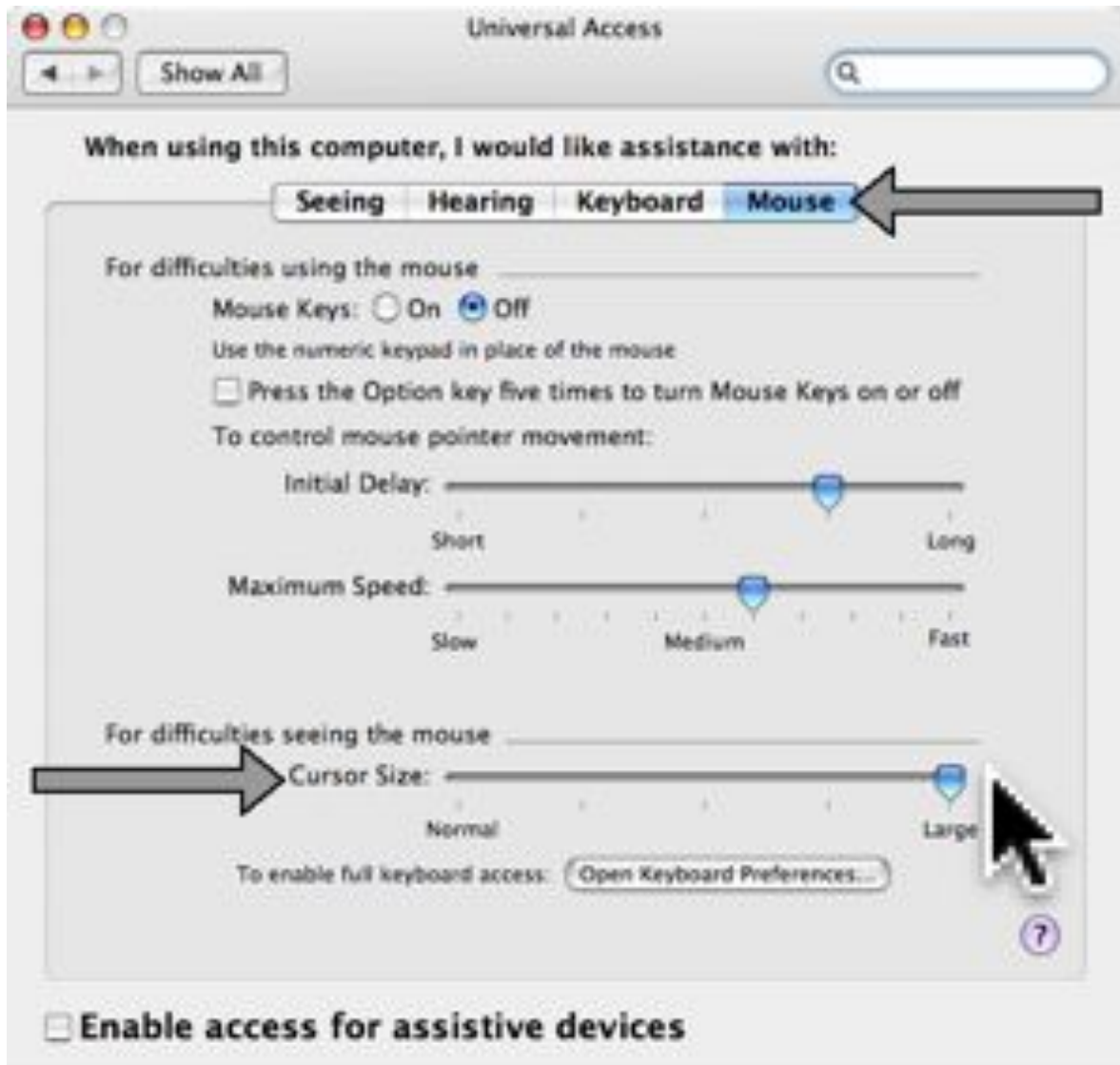
Whether it's because of eyesight, being tired, glare on the screen or other work-place conditions, you may find yourself searching for that tiny black arrow which is controlled by the mouse — called a "Pointer". If you find yourself in this situation, even temporarily because of a tiring work day, stop straining your eyes and wasting your time. Here's how to change the size of the Pointer:

- 1 - Pull down the "Apple" menu and choose "System Preferences".



- 2 - Click once on the “Universal Access” icon.
- 3 - Click once on the “Mouse” Tab, located across the top portion of this dialog box.

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- 4 - Here, you'll find slider next to "Cursor Size:". As you drag this slider notice that the Pointer will change size.

Comments:

Change the Pointer size either permanently or whenever you need to get through the last few hours of a project more efficiently.

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BonusTip**

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Having The Mac Automatically Open Programs

If there is a program or document you use most often, add it to “Login Items” in “System Preferences”. This can be especially handy if you want to start your day by checking your eMail. Add the Mail program to the Login Items list and whenever you turn ON your Macintosh or Log In to your Mac OS X account, the Mail program will automatically open.

To add items to your “Login Items” list do the following:

- 1 - Pull down the Apple menu and choose “System Preferences...”.
- 2 - Click once on “Accounts”.
- 3 - Click once on “Login Items”, located near the top-middle.
- 4 - Near the bottom-center, you’ll see a plus sign (+), click it once.
- 5 - In the dialog box that appears, locate the item you want to add. Click its name once then click the “Add” button. (You may be asked to enter your password, in order to make any changes. That’s fine.)
- 6 - Pull down the “System Preferences” menu and choose “Quit System Preferences”.

That’s it! The next time you turn ON, Log In or Restart your Macintosh, that document or program will appear without you doing anything extra. Of course, if you want several items to open automatically on startup, just add them to this list.

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8c- Set The Keyboard "Delay" Speed

Do:

When deleting text (by holding down the "Delete" key), if you feel the Macintosh is not being responsive, change the Keyboard settings.

Don't:

While typing, if you press a key and see it appear several times across the line or if you find yourself repeatedly pressing the "Delete" key, because holding down this key is too slow, stop wasting your time and adjust the Keyboard settings.

Explanation:

If you're a slow typist, you may feel that the Macintosh is just too fast for you — whenever you type, letters are sometimes repeated. If you're a fast typist, you may feel that it's faster to repeatedly press the "Delete" key or another key, in order to quickly accomplish the task.

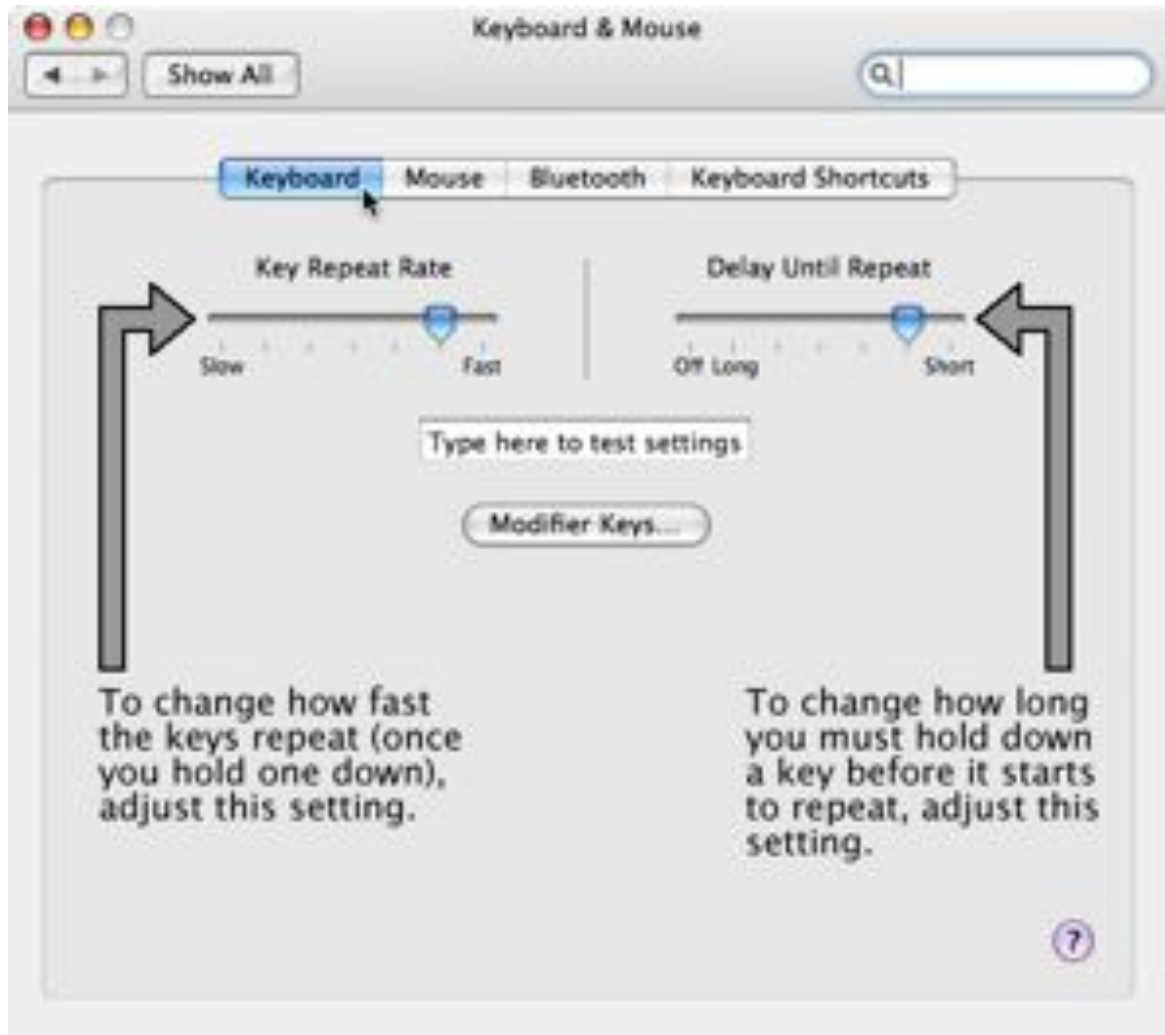
If either of the above is true, it would be a good idea to adjust the keyboard's repeat settings. Here's how to do it:

- 1 - Pull down the "Apple" menu and choose "System Preferences".
- 2 - Click once on the "Keyboard & Mouse" icon.



- 3 - Click once on the "Keyboard" Tab, located near the top portion of this dialog box.

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- 4 - Change the sliders in the “Key Repeat Rate” and “Delay Until Repeat” sections.

“Key Repeat Rate” is the setting for how fast any key will repeat, after its held down.

“Delay Until Repeat” is the setting for how long it will take for a key to start repeating, once it IS held down.

Comments:

Whenever you’re typing and working with repeating keys, such as the “Delete” key, if the repeating action is too fast or too slow, simply adjust it.

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8d- Catalog Your Backups

Do:

When backing up your data to a CD, DVD or even another hard drive make a catalog of the contents.

Don't:

If you're backing up your data to a CD (or DVD) don't write the names of those files on the CD itself — there may not be enough room and you'll waste a lot of time in the future reading each CD trying to locate the information you're looking for.

Explanation:

When I first started backing up my important information, I would place the files for one project (say a newsletter) on one CD. I would then label that CD with the name of that project. I would also type up the names of those files, print it out and put it in the CD's case.

Some people may divide their backups by placing backed-up eMails on one CD, documents they create on another and their photos on yet another.

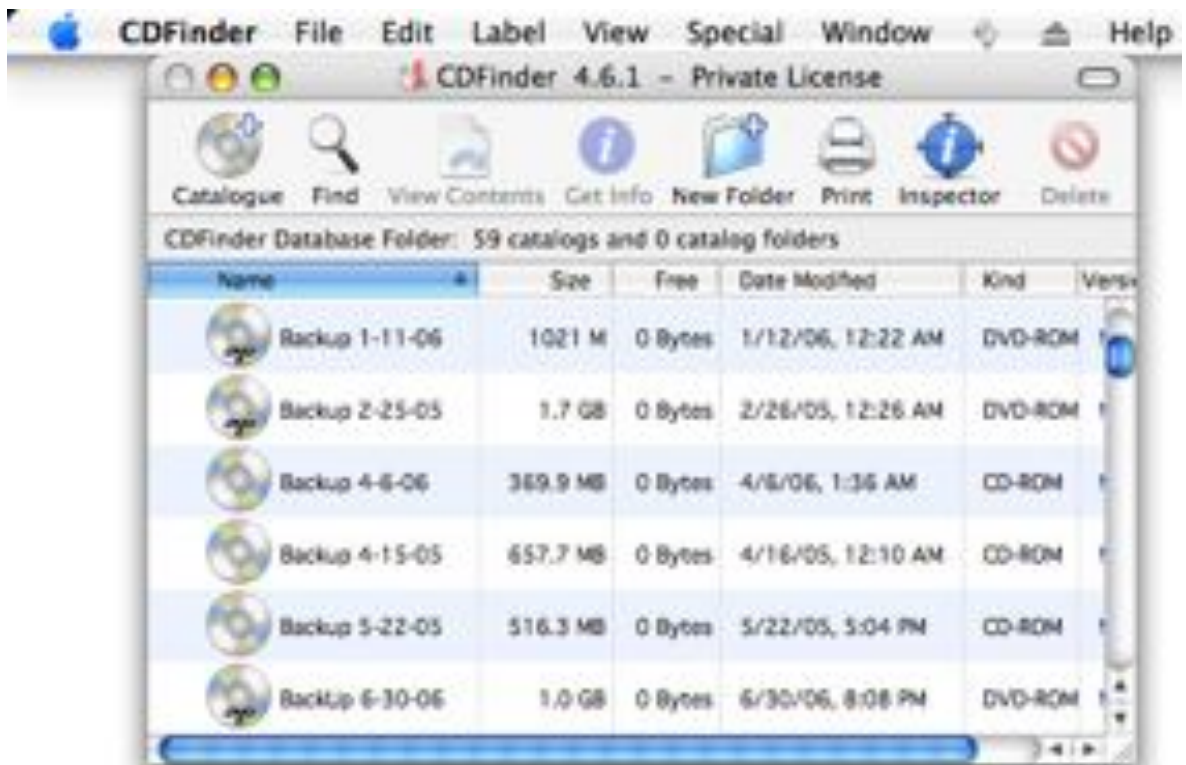
No matter which way you organize your backups it can be a nightmare when it comes time to locate a specific item.

Once I realized I could have the Macintosh keep track of which files are stored on which CD, my backup method became a lot easier to do and faster to implement. Here's how I did it... I visited the "VersionTracker" website (www.versiontracker.com) and searched for the word "catalog". I found several programs and tested them all. The one program I settled on is called "CDFinder" (cdfinder.de). It's easy to use, does a thorough job and can keep track of any files on any media.



Now I use this method for backing up:

- 1 - In my “Home” folder, I created a folder called “Back This Up”.
- 2 - Throughout the day, whenever I create, download or otherwise encounter an important file, I put a copy in this folder. (If I don’t need to keep a copy on the hard drive then I put the original in this folder.)
- 3 - After 30-days, or whenever I have a lot of items in this folder, I insert a CD or DVD and copy the contents of this folder to that disc. I also copy the “CD-Finder Database” folder to this disc and name the disc “Backup” and the date. (Backing up those CDFinder files at this point will backup all the discs I have cataloged with this program — except this one, because it hasn’t been created yet. However, during my next backup, I will backup that folder again and it will include today’s disc catalog.)
- 4 - Once the disc is “burned” (created) I then open “CDFinder” and have it catalog the disc. (This produces a file containing the entire contents of that disc. This file is automatically stored in your Documents folder.)



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- 5 - When all of that is done, I go into my “Back This Up” folder and Trash all the items inside. I leave the folder so I can use it for my next backup.

Now, anytime I need to locate a specific file or if I just want to know what is stored on a certain disc, I open CDFinder and ALL of my backups are right there. Because of this not only will I save time and not have to read long lists of typed information but I can simply back up any and all files to one disc — even if they’re not related. It doesn’t matter because I can now find anything I’m looking for. (Of course, it helps to have good habits of naming your files so you can easily tell what’s inside and it’s also a good idea to create folders and sub-folders to categorize your files when initially storing them.)

Comments:

When you discover a task which requires a lot of steps or if you’re just having trouble getting the Macintosh to perform certain functions, take a step back and see if there’s some way the Macintosh can actually help you do something in a more efficient way or can help you find the answer to a specific problem. You might be surprised.

In the case of “cataloging” programs, most of them are “shareware”. Which means you can “try before you buy”. If you want to research them yourself, be sure they can perform all the necessary functions and can do it in an efficient manner. Also, make sure the program you choose is not going to damage or erase your real files. One of the programs I tried, “DiskTracker”, actually erased my files! I contacted the company and was told this is a “feature” not a “flaw”. I’ve been very happy with CDFinder ever since.

Macintosh Efficiency

- 9a Don't Interrupt A Working Macintosh
- 9b Trim The Size Of Applications

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9a- Don't Interrupt A Working Macintosh

Do:

Sometimes it's a good idea to let your Macintosh finish one task before giving it another.

Don't:

Performing a maintenance procedure on your Macintosh, such as "Repair Permissions" or installing a program, while transferring lots of documents, is not a wise thing to do.

Explanation:

Although the Macintosh Operating System is "multi-tasking" (can keep track of more than one task at a time, and because your Macintosh may have more than one CPU (Central Processing Unit, or "brain"), some tasks are handled better if you don't activate another function at the same time.

Sure, under normal use you can download more than one file at a time, send eMail to lots of addresses all at once, copy folder after folder to a disk without waiting for each task to be completed. You can even do all of these things together AND browse the Internet while printing documents.

Let's say you're downloading a very large file from the Internet and, even though you may have a "fast" high-speed connection, this particular download is chugging along very slowly. Maybe it will take an hour or more. You may not want to download anything else until this has finished.

- If you download more than one file at the same time, the Macintosh has to keep track of where each file's data must be stored. Let's say you are downloading 5 files at once. Your Macintosh creates 5 new files (similar to boxes). Your Macintosh then notifies the "Server" (the Internet computer where one of these files is stored) and requests a handful of data. (The size of this "handful" depends on how many "bits per second" (bps) this file is currently being transferred at — and this can change during the download process.) Once the

Macintosh has this data, it stores it in one of those files (boxes). It then goes back and requests data for the same or another one of those files. All of this goes on at computer speed and if the Macintosh receives fluctuating electricity or if another program or process interferes with this download or if the Macintosh Operating System has a glitch in it, one or more of these downloaded files may be corrupted (mixed up). If this happens, you probably won't know about it until the file is download and you try to use it.

NOTE: This is just a “worst case scenario” which I wanted you to be aware of, in those times when you must download a file correctly the first time.

- Another example... If you're burning a CD or DVD of some very important information, you may want to let your Macintosh complete this task before emptying the Trash, connecting a Flash Drive or camera, etc. As with the previous example, if this process is interrupted, directly by you or indirectly by a behind-the-scenes activity, one or more items copied to that CD or DVD may be corrupted.
- If your Macintosh is in the process of “Repairing Permissions” and you continue to perform other tasks, such as download files from the Internet or copy files to the hard drive, from a CD, the permissions on these items may not be checked. Waiting until the entire Repair Permission process is complete would ensure better reliability.

Yes, the Macintosh is designed to “multi-task” and to take care of itself. I'm only mentioning those critical times when you're saying “I'd better not lose this information”. That's when it might be wise to slow down a bit and give the Mac a chance to breathe. Waiting an extra few seconds or even a few minutes may help your Macintosh be more solid in its processes and could result in a faster completion of tasks for you overall.

Comments:

Even with a multi-tasking Operating System and more than one CPU, it's sometimes wise to give the Macintosh a little breathing room.

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9b- Trim The Size Of Applications

Do:

To free up some hard drive space, remove any languages a program may have installed, which you are not using.

Don't:

If you need just a little more hard drive space, you may not have to resort to removing those important files and programs from your hard drive.

Explanation:

When installing Mac OS X “Tiger” (10.4), at one point you are asked to indicate which language you want the Macintosh to use for all of its menus, dialog boxes, etc. This becomes the “main” or “default” language for that Macintosh.

Some of the newer programs, especially the ones from Apple (such as those within “iLife” and “iWork”), contain several languages. They are there in case you want that particular program to function in a language which is different from the main language of the Operating System. However, if you don't want to have your Macintosh work in one language (say English) and be able to have a single program (such as iTunes) work in a different language (say Spanish), then you can remove those extra languages from all your programs. Removing all the languages your Macintosh is not using, can free up around 1.5GB — that's “gigabytes” of hard drive space! Here's how to do it:

- 1 - Open the “Applications” folder.
- 2 - Click once on a program's icon.



3 - Pull down the “File” menu and choose “Get Info”.

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- 4 - Near the bottom of the dialog box that appears, you'll see a section called "Languages:". If the triangle, located to the left of this word, is pointing to the right, click it once and it will point downward, exposing its contents.
- 5 - Although you can click each language you're not using and then click the "Remove..." button, there is a faster way. Click once on any language in this list — even the one you're using is OK to click on.

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- 6 - Pull down the "Edit" menu and choose "Select All".
- 7 - Now, hold down the Command key and click once on the language your Macintosh is using. (Sometimes the entry for "English" is labeled as "en".) This will de-select that language and the rest of the items in this list will be highlighted.

After holding down the Command key and clicking "English", your Info box will look similar to this.

Now click the "Remove" button.



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- 8 - Click once on the “Remove...” button and then indicate that it’s OK to remove those languages.



NOTE: The alert box that appears will warn you that this action “may” cause that program to stop working or not work properly. If you want to be cautious about this, after Step 2 above, pull down the “File” menu and choose “Duplicate”. This will make an exact copy of that program and you can continue with the above steps using THAT version. If anything does go wrong, you can Trash this duplicate and still use the unaltered original.



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I've tested the above steps on my Macintosh, without making any duplicates, and not only did I free up 1.5GB of hard drive space but I didn't have any problems using those programs after removing the extra languages.

Comments:

Sometimes there is extra information on your hard drive which your Macintosh will never use. If you know where to find it and follow reliable steps on how to remove those items, you can save some hard drive space and maybe even make your programs, and your Macintosh, more efficient.

Glossary

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Alias:



Notes.rtf



Book Images

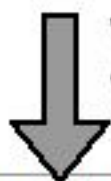


Preview

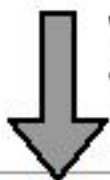
An item which is not real. Typically, this applies to all the icons in the Dock. It can also apply to icons found in the Finder — documents, folders, programs, etc. To check if an item is an alias, see if there is a tiny arrow in the bottom-left corner of its icon. The most reliable way to tell is to click the item once, pull down the “File” menu and choose “Get Info”. In the “General” part of this dialog box, if the word “Alias” appears, this item is not real. Whenever you activate an alias (by clicking or double-clicking on it, depending on whether it’s in the Dock, Sidebar or somewhere else), its only job is to tell the Operating System where the original (real) item is stored. At that point, the “real” item is used.

NOTE: The items in the Dock and Sidebar are also aliases. However, these do not have any identifying characteristics.

Application menu:



When you're in the "Finder",
you'll see this "Application" menu.

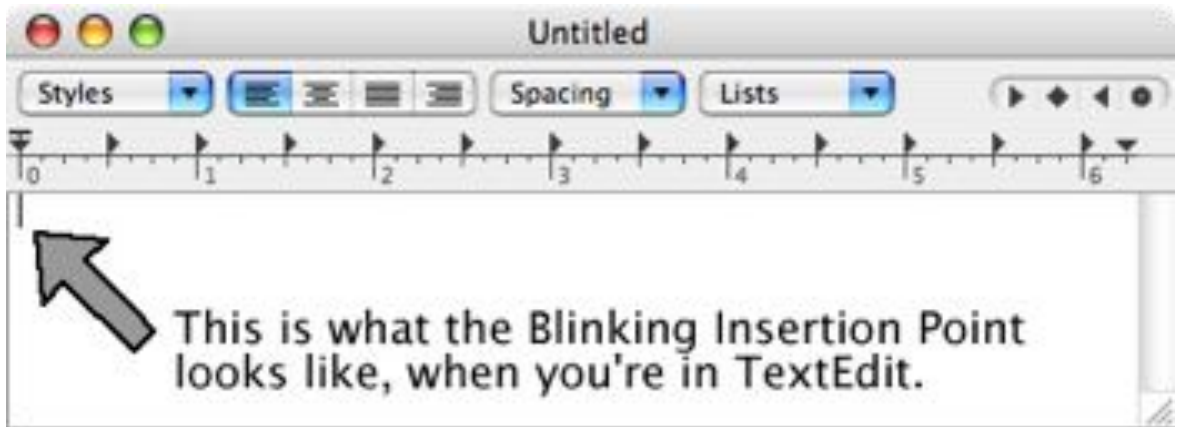


When you're in the "Mail",
you'll see this "Application" menu.



Named this way because whichever program (or the “Finder”) you are CURRENTLY using, will have its name in the menu which is located just to the right of the Apple menu (top-left corner of the screen). Any time you change programs, the “Application” menu name will change to that program’s name.

Blinking Insertion Point:



This is the vertical, slowly-pulsing, black line which can only be seen in places where text can be entered. Usually, you have to click within a text box to see it but some programs and web pages will sometimes place the Insertion Point in a certain text box for your convenience.

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Clipping:



The file which is created when text or a graphic is dragged from its document window (such as TextEdit) or from a web page (such as a Safari window) to the Desktop.

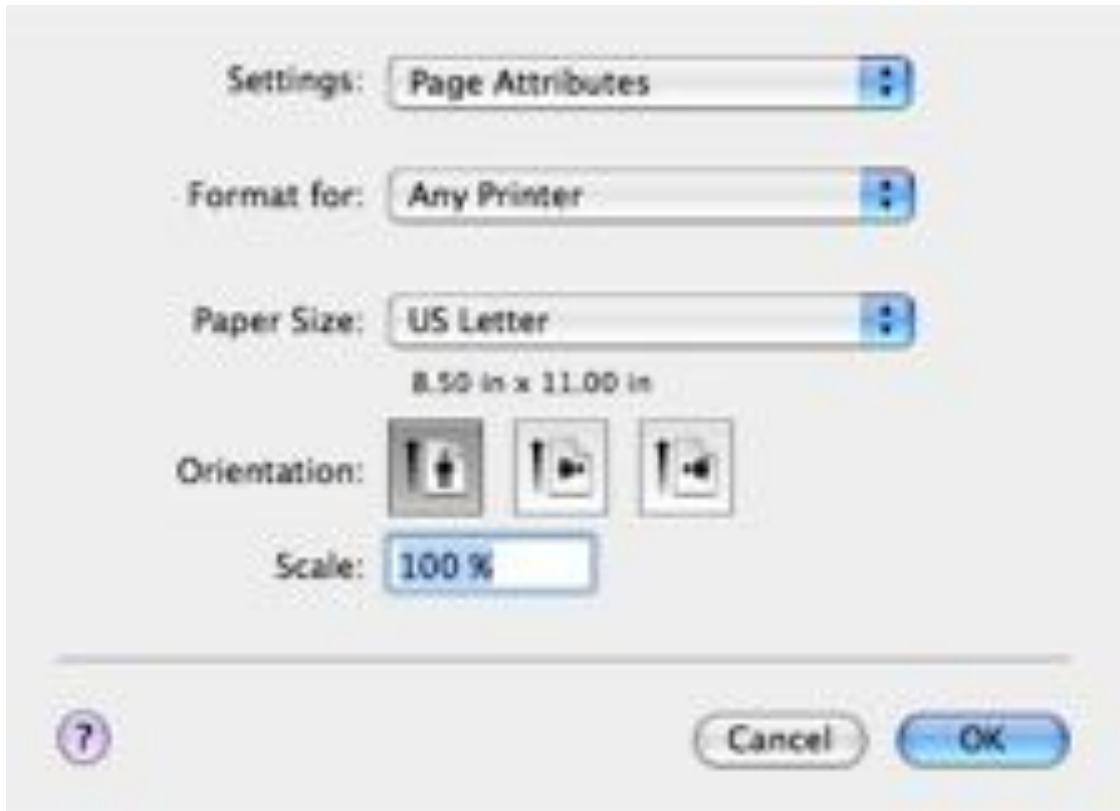
Cursor:

The Cursor is on the letter Z in the line below.
Tomorrow we can visit the **Z**oo.

The character-sized rectangle or underline within a block-based text area. The Cursor moves ON or below characters (not between them) and indicates where a letter, number, space, etc. will be entered or erased. The Cursor is moved by using the mouse or the Arrow keys (Up, Down, Left, Right).

NOTE: Some authors incorrectly refer to the Pointer as a “Cursor”. (see “Pointer”).

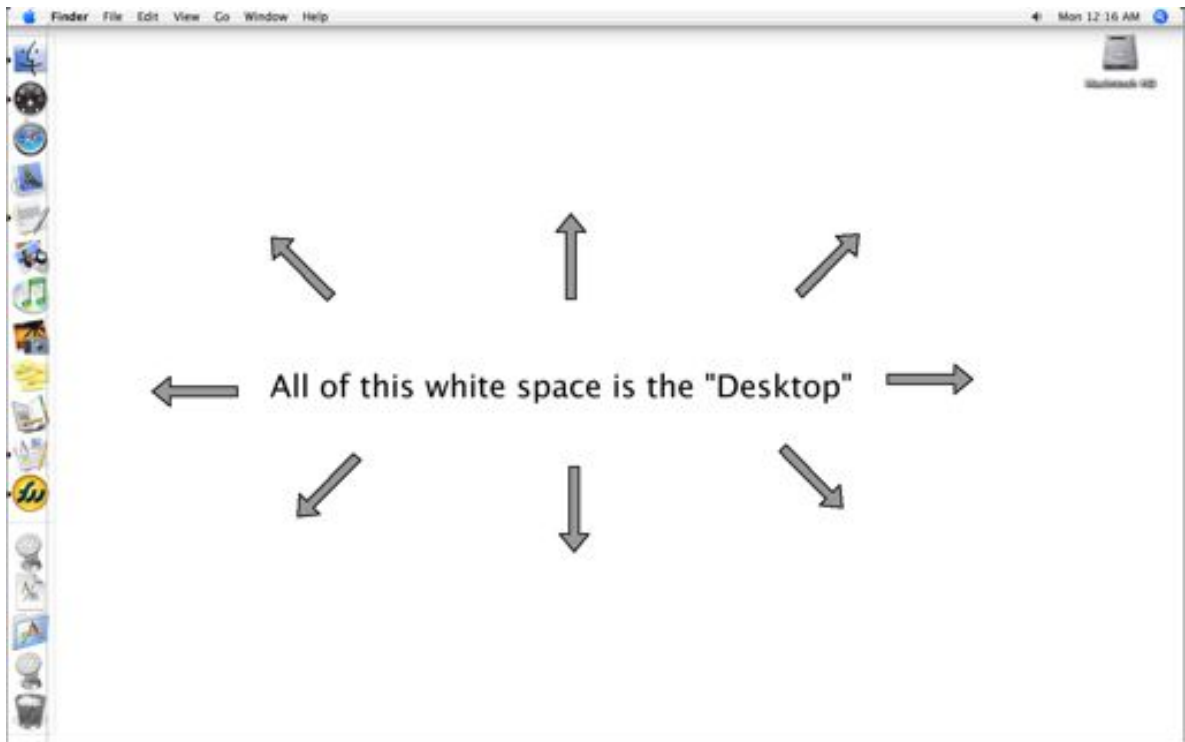
Default:



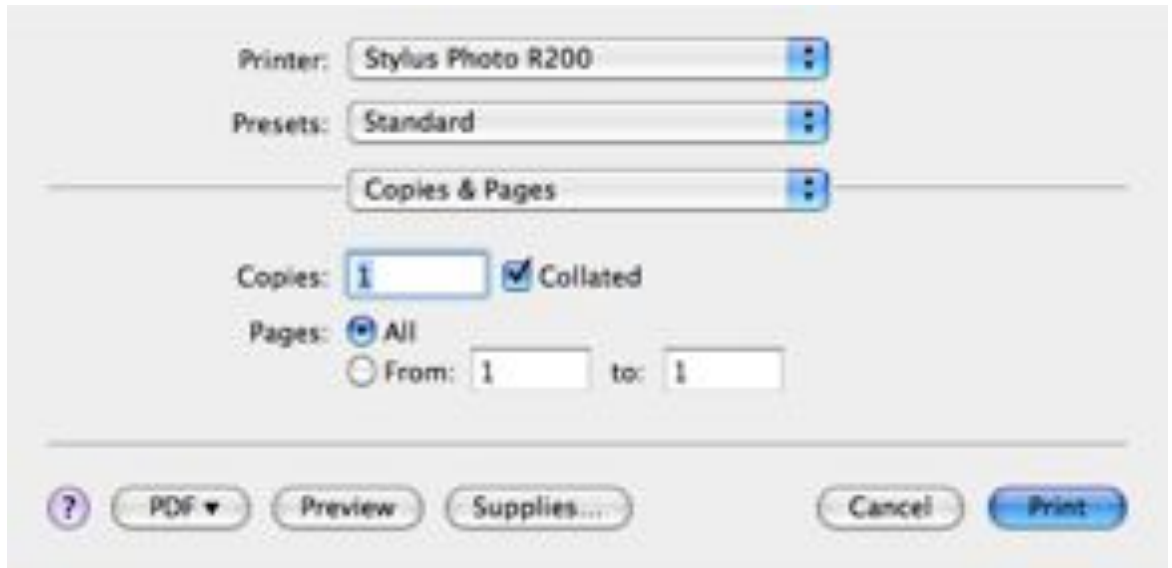
A setting, or choice, made at the factory. A preselected option. If no other choice is made by the user, the default setting will be used. Example: If you want to print on Legal paper (8.5 x 14-inch), you must first change the default Letter paper setting (8.5 x 11-inch), in “Page Setup...”.

202 Glossary

Desktop:



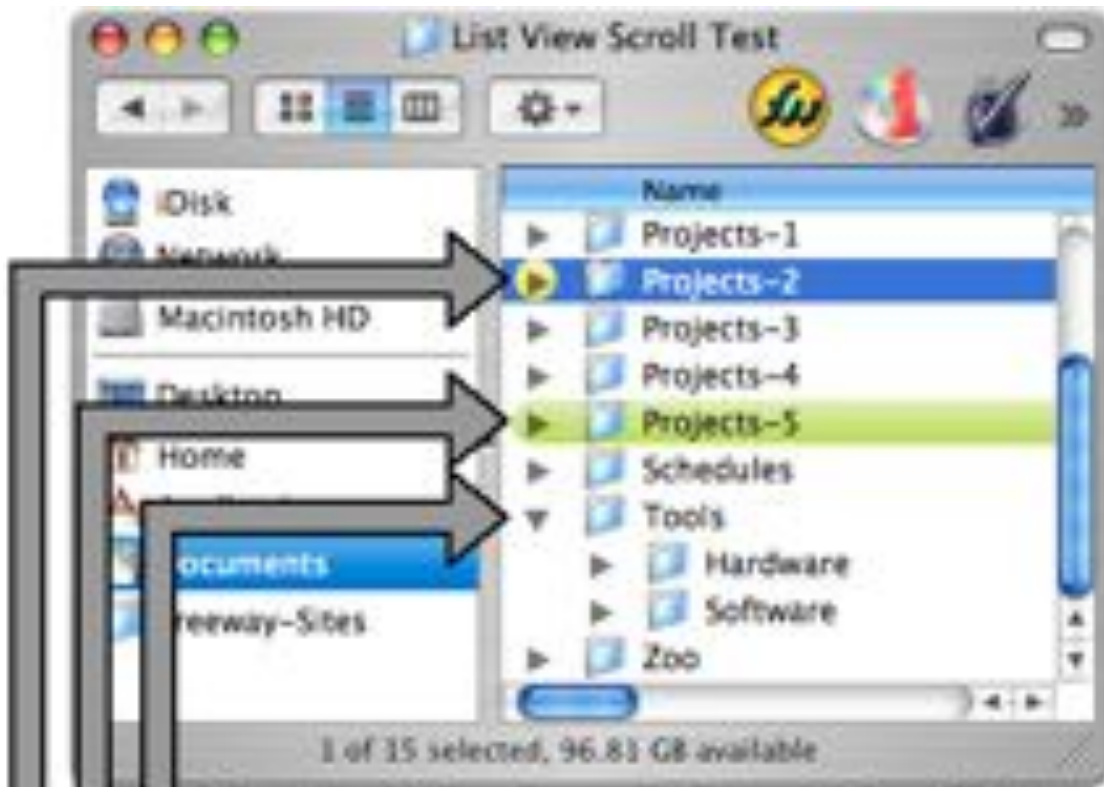
The large background you see when all programs have been Quit and you are in the Finder. The Desktop is part of your Home.

Dialog Box:

Typically a small window, where you can make choices in a program or for a function (such as printing).

204 Glossary

Disclosure Triangle



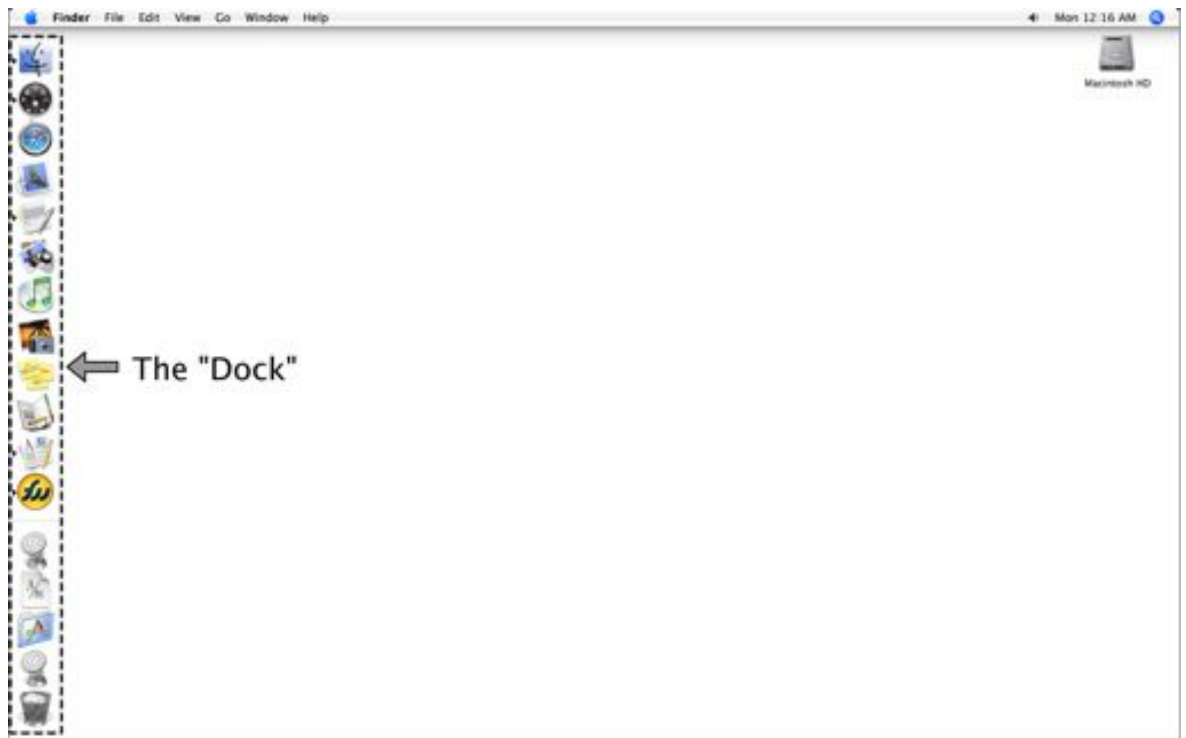
This is a "Disclosure Triangle", which is "Open", because it's pointing downward. Its contents are indented below it.

This gray bar represents a Label-colored folder, which is NOT highlighted.

This round circle represents a Label-colored folder, which is also highlighted (selected).

In list view, the triangle, located to the left of a folder's icon is called the "Disclosure Triangle". Clicking it will "reveal" or "hide" that folder's contents. (The Disclosure Triangle is a toggle. If the triangle is pointing to the right, the contents of that folder are hidden. If the triangle is pointing downward, its contents are revealed and can be seen indented below it.

Dock:



The bar of icons which can be found along the left, right or bottom-edge of the screen. The Dock allows quick-access to any item it contains. You can drag any document, folder, program or web link to the Dock and it will automatically create an “alias” of that item.

206 Glossary

Drag:

1 - Place the Pointer over this icon



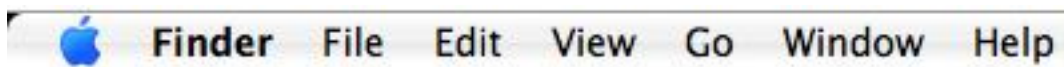
2 - Hold down the mouse button and then move the mouse. This is known as "dragging".

A mouse action. When the mouse button is held down and then the mouse is moved. A "Drag" is usually used to move objects (folders, files, graphics items within a drawing program, etc.) to a different location. For example, you would "Drag" in order to move a folder to the Trash Can icon in the Dock, if you wanted to delete (erase) it.

Exposé:

This is an Operating System feature which allows you to:

- View all the currently-open windows at once, by pressing “F9”.
- View all the currently-open windows of the current program, by pressing “F10”.
- Hide all windows so the Desktop can be seen, by pressing “F11”.

Finder:

Part of the Operating System. The Finder allows you to visually access just about everything on your Macintosh — including programs, CDs, hard drives, documents, folders, etc.

Graphic Clipping:

(See “Clipping”)

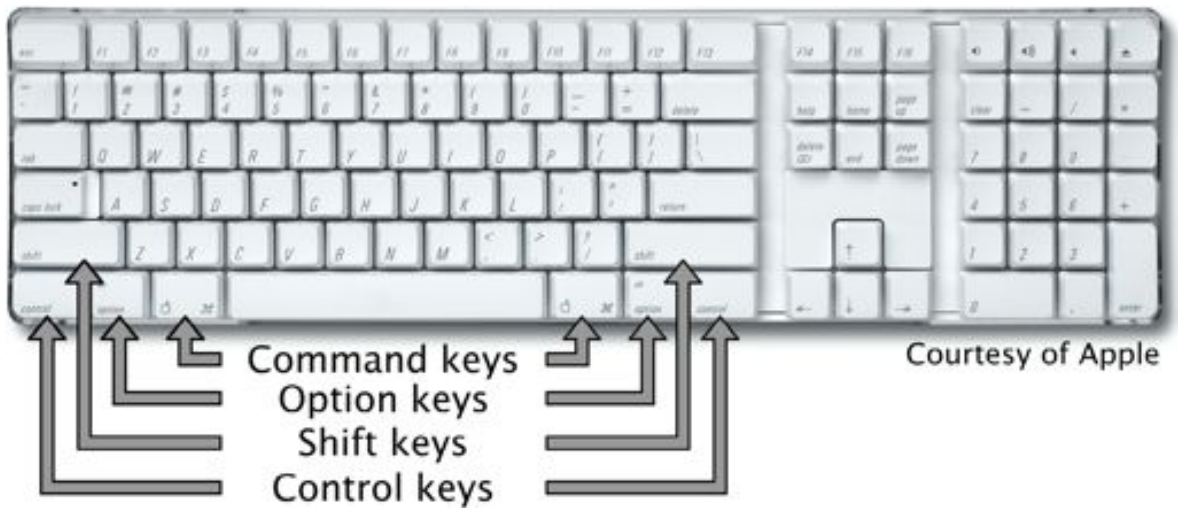
208 Glossary

Home:



A folder where the user can store and organize their documents, pictures, music, movies, etc. Mac OS X has already created these folders inside your Home folder. Although you don't have to keep photos in the "Pictures" folder, in doing so, you would be storing all your photos in a single folder because this is the same folder "iPhoto" uses for storage.

Modifier Keys:



The “Command” (or “Apple”), “Shift”, “Option” and “Control” keys are known as Modifier keys. Holding down one or more of these keys, and using the mouse button, in various pieces of Macintosh software, can sometimes provide shortcuts or added features to whatever you are doing.

Operating System:

Software which directly controls the hardware in a computer. We interact with the Operating System through the Finder and all of this software provides us with the “Macintosh experience”.

Pointer:



The small, on-screen object, typically an arrow, which moves whenever the mouse is moved. The Pointer is the location where an action will take place. Sometimes the mouse button has to be held down (to pull down a menu, for example) for an action to occur. The Pointer’s appearance can change (arrow, i-beam, plus sign, etc.), depending on the function it’s performing.

210 Glossary

NOTE: Some authors incorrectly refer to the Pointer as a “Cursor”. (see “Cursor”.)

RAM:

Random Access Memory. This is a computer’s “temporary workspace”. In a computer, lots of behind-the-scenes work is done in RAM. The images on the screen (folders, windows, icons, etc.), are being displayed on the computer’s screen from RAM. Everything typed on a keyboard is stored in RAM. In order for information to be available the next time the computer restarts, it must first be saved to the hard drive. (The folders, windows, icons, etc., are stored on the hard drive automatically but they’re not stored in the same form as seen on the screen.)

Screen:

The part of the computer which displays images. Also referred to as a Monitor and Display.

Sidebar:

The section of a Finder window which appears down its left side. The items which are listed are aliases (not real) and are there for quick access. You can remove or add-to items in this section by dragging them. (When you drag an item out of the Sidebar, because it's an "alias", only that item is deleted. The original is not harmed.)

212 Glossary

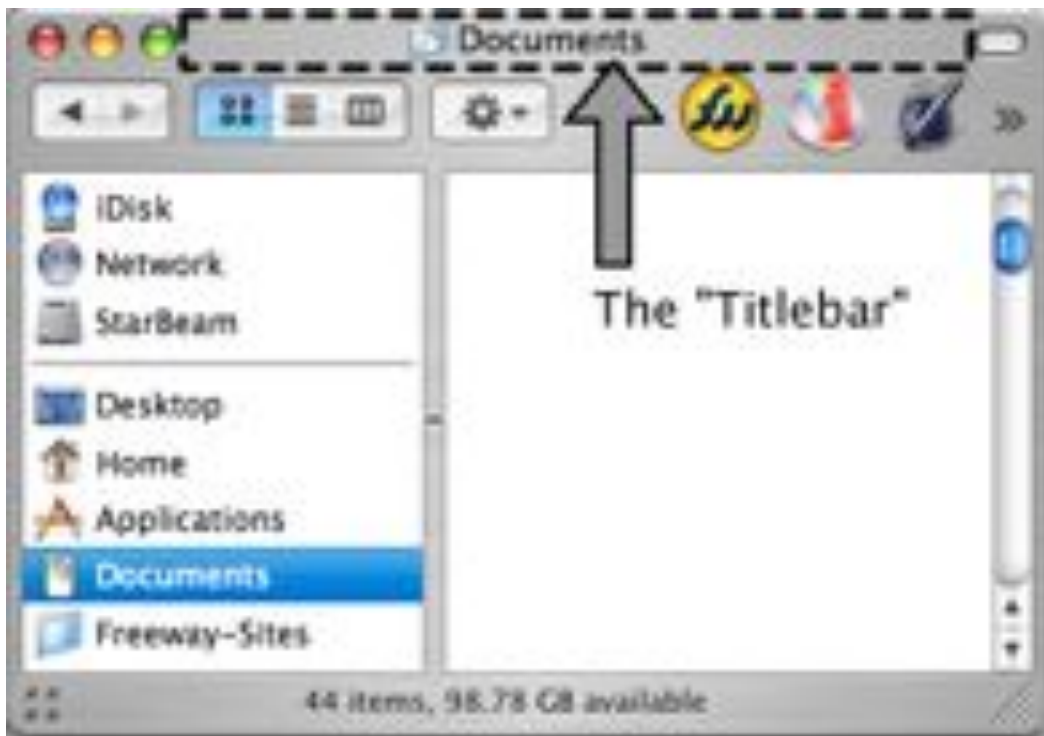
Tab (*referring to Safari*):



A part of Safari (Apple's web browser) which holds a web page. If there is more than one Tab in a Safari window, clicking a Tab will reveal its page and hide any other Tab-based pages within that same window.

Text Clipping:

(See "Clipping")

Titlebar:

The upper-most part of a window which contains the name of that document (when you're in a program) or the name of a folder (when you're in the Finder).

214 Glossary

Toolbar:



In the Finder, it's the section of buttons and menu located across the top of each window.

NOTE: If you don't see this section, click once on the Toolbar toggle button, located in the upper-right corner of every standard Finder window.

The Toolbar allows you to add your own quick-access files, folder and programs. Just drag any of these items to the gray area just between the Action menu and the Search field. (You may have to hold it there a second or two before you see any feedback. At that point, you can release the mouse button and an alias of the item

you were dragging will appear in that spot.) This item will now appear in the Toolbar of every “Finder” window. The Toolbar provides quick and convenient access to any item it holds.

216 About The Author

Paul Rego was on a music career path until he innocently became lured into Apple's world in 1981 when he saw a music keyboard displayed in the window of an Apple retailer! By a chain of events, he has gained invaluable experiences leading to the present. He became experienced in the following:

- Programming (Apple][, Apple /// and Macintosh),
- Page design and layout,
- Technical support by phone,
- Beta tested a few Apple][and Macintosh programs before they were released to the general public.
- In-person sales demos — he was the Asheville, North Carolina “Apple Mass-Market Rep.” for several years and
- Over the years, he has self-published a few Apple][and Macintosh books (no longer in print).

In 1981, he started Insight Data — a Macintosh-only training, troubleshooting and consulting business, moving to Asheville in 1993. He and his wife Sylvia still play music together, but most of their time is consumed by volunteer work in M.A.C.S. (Macintosh Asheville Computer Society, an Apple User Group) and the world of Macintosh.

Details of Paul's background can be found on his company website:

<http://homepage.mac.com/macocosmos>

An instructional book should be as educational as possible. Because Macintosh users enjoy sharing what they know, we think a colophon is important. We wish more publishers would include it in each of their books.

Tools

- Computer used for everything: iMac G5 with Mac OS X 10.4.7. We wouldn't trust book publishing, or ANY computer task, to any computer but a MACINTOSH!
- Software used for page-layout: Adobe® InDesign® CS 3.
- Software used for graphics and the front and back cover: Macromedia Fireworks MX 2004 (version 7). When adding images to these pages, we wanted to be sure you could see what they are illustrating and could read the text. Because of this, we made each image as large as possible. Their sizes may not be consistent with each other but at least they're easier to read.

Table Of Contents

- Title: Font: Papyrus, 36-point with 43.2-point (auto) leading.
- Secondary Titles = Font: Comic Sans, 16-point with 16-point leading.
- Page Numbers = Font: Comic Sans bold, 36-point with 16-point leading, -11-point Base-line Shift, 30% black.

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BonusTips

When the entire book was finished, we noticed 14 blank pages. Because we don't think our readers should pay for empty pages, we looked at this as an opportunity to add even more information but instead of adding more "Efficiencies", which require extra pages, we thought we'd surprise you by adding 14 "Tips"! They may be short but they're still important.

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Macintosh® Efficiency

Skill Level: Beginner to Expert

The information within this book has been designed to be clear and concise with illustrations at every opportunity. Each new “Efficiency” starts on a left page. Because of this two-page-spread approach, you get the maximum amount of information with fewer page turns.

The text is relatively large in order to be easier on your eyes, secondary titles help to separate themselves from other areas and each “Efficiency” appears in two ways: a short, quickstart section at the top followed by a detailed, step-by-step explanation, including illustrations. For those of you who just need an overview, you only have to read a few sentences. If you’d like a more in-depth understanding of a particular “Efficiency”, you can dig into the added content. The layout of this book will also come in handy after you’ve gone through all the information. Later, any time you simply need a memory jogger, just jump to an “Efficiency” and read the quickstart section at the top!

Specifically illustrated for “Tiger”, Mac OS X 10.4, most of the techniques presented within this book apply to all versions of Mac® OS X — some can even be applied to Mac OS 9.

The information inside this book is designed to help you become more efficient in more of your Macintosh interactions. You’ll not only gain some “speed” in working with the Mac, but you’ll be more productive, make fewer mistakes, lose some of that “What just happened?” frustration and diminish a little more of that “technological stress” we can sometimes have.

Why does this book call itself an “efficiency” book? Isn’t it just another book on “tips” and “shortcuts”? No. It really does approach Macintosh usage from a “how the user can be more efficient” standpoint.

Here’s an example of a “tip”...

When using Safari, have you ever been annoyed at those flashing advertisements while you’re trying to read something on the same page?

Here’s a tip on how you can temporarily stop them: While viewing a page which contains items that flash, pulse, dance, etc., click once on one of the menus at the very top of the screen (“Apple”, “Safari”, “File”, etc.). A menu will pop down but more importantly, this action will stop “most” of the animated advertisements. If the menu is covering the part of the page you’re reading, simply slide to the left or right to another menu. This doesn’t seem to work too well with the menus located on the right side of the menubar, so be sure to use the menus on the left half.

That was a “tip”. If you’re wondering what an example of being “efficient” looks like, just open this book and start reading.

See you inside!
— Paul Rego

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