



Hints & Tips

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Thank you all for your donations last month. They made this issue possible.

Paul Taylor
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General

Designating Applications to Launch at Startup

I often find it very useful to have certain applications like Safari, Entourage and FileMaker launch when I boot up my Mac, saving me the extra steps of launching each one separately.

Unfortunately, there's not a "Launch at Startup" preference pane in System Preferences. You need to dig a little deeper to access this function.

In System Preferences click on the Accounts pane, then be sure your Login account is highlighted in the account list at the left of the window.

Choose Login Items and you'll see the list of applications that currently open automatically when you log in. Click on the plus icon at the bottom of the list and select the application(s) you'd like to add to the list.

Next time you log in (or startup if your Mac always logs into your account), these applications will open automatically.

macHOME HotTips

Cursing the Cursor

Q: I just purchased my first Mac after using Windows for many years. I would like to replace my arrow cursor with something bigger and perhaps with a different picture. How do I do this? - Joe Robertson

A: Joe, better that I break it to you than a passing stranger in a Wi-Fi coffee shop: most Mac users would no more replace Apple's elegant black arrow cursor with

some pixelated sparkler than we would slap rouge and lipstick on the Venus de Milo.

But que sera, sera. You can change your Mac's cursor with the help of Unsanity's Mighty Mouse (\$10). This haxie, or small bit of code written to tweak OS X, allows you to customize the Mac's built-in cursors, turning your wait cursor into a wiggling mermaid or a purple bouncing alien, for instance. Mighty Mouse lets you choose additional cursor images from sites such as ResExcellence. You can even import cursors designed for Windows XE.

If, after reflection, all you want is a big cursor, change it by going to the Universal Access preference pane, clicking on Mouse, and adjusting the Cursor Size slider.

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

What Type of DVD Does My DVD Player Play?

Ever send out a DVD only to have your client call and tell you that they cannot play that DVD? With all the formats out there it is a wonder if any of us could answer "no".

We have -R +R -RW +RW -R DL +R DL and that doesn't even encompass High Def DVDS which are now becoming available. VideoHelp www.videohelp.com/dvdplayers has a useful page that tells which players support which formats. Now you can ask your clients which make and model DVD player they'll be using and avoid having to return.

Sterling Ledet

Ready for the Worst

One day, you just might waltz up to your computer, press the power switch, and stare in dumb horror as your Mac displays a flashing folder, offers a plain blue screen, or does little more than whirl. It makes sense, then, to have a troubleshooting drive at the ready that can help you repair your ailing machine.

Your System Discs

The good news is that you already have an emergency boot disc: the Mac OS X CD or DVD that you bought or that came with your Mac. Insert one of these and hold down the C key at startup to make your Mac boot off the disc.

Then use the disc's copy of Disk Utility. (If you're using the Tiger installation disc, choose Utilities > Disk Utility and then click on the First Aid tab when Disk Utility launches.)

Commercial Troubleshooting Utilities

If you own a utility such as DiskWarrior, TechTool Pro, or Drive Genius, these also come on bootable discs. Use them as you would your system disc.

FireWire Drive

You can create a bootable troubleshooting device that, because it can hold multiple repair utilities, exceeds the capabilities of an OS X installation disc. For instance, if you have a FireWire hard drive, it can probably do the job. (Not all FireWire drives are bootable)

If the drive has enough capacity, duplicate your Mac's current startup drive using Mike Bombich's Carbon Copy Cloner (\$5). Any troubleshooting or repair utilities you have on your startup drive will work from the FireWire drive. On the other hand, you can create a fresh emergency drive by installing

a clean copy of Mac OS on the FireWire drive and then installing your troubleshooting or repair utilities on it.

When choosing an emergency FireWire drive, consider one that you can easily slip into a pocket or pack in a computer case — for instance, LaCie's \$240 Mobile Hard Drive or Other World Computing's \$250 Mercury On-the-Go (both; see our latest review of portable FireWire drives). Such a small drive will prove a useful companion both in your office and on the road.

Older iPod

Do you have an older iPod (first through fourth generation)? It can also boot a Mac when attached to that Mac's FireWire port. (Sorry, current iPod models can't.) If the iPod has about 5GB to spare, you can install a bootable version of Tiger on it, as well as your troubleshooting utilities. This is a very handy way to lighten your carry-on bag when traveling: all you need is your iPod for both tunes and emergency protection.

Note that the iPod was not designed to be a primary startup drive. It has no vents, and the heat buildup from running its drive constantly will likely shorten its life. But I've successfully booted an iPod to quickly repair a misbehaving Mac without apparent mishap.

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

Avoid the Most Common Mac OS X Font Problems

The Mac OS X approach to fonts is something that can leave users baffled, and no wonder: many different types are supported, they can be stored in a multitude of places, and Mac OS X 10.4 Tiger installs

some duplicate fonts as a default... and that's just for starters.

In many months of font research for the recently published "Take Control of Fonts in Mac OS X" and its companion volume "Take Control of Font Problems in Mac OS X," I trolled the Web and lurked on many message boards, intrepidly experimented on my own Macs, and served as the emergency contact for graphic designer friends (and their friends, and their friends' friends). Of the many misunderstandings and management mistakes users make, one stands out as the most common: consolidating fonts into a single Fonts folder. www.takecontrolbooks.com/fonts-macosx.html?14@@!pt=TB831 www.takecontrolbooks.com/font-problems-macosx.html?14@@!pt=TB831

I don't know exactly what motivates people to do this. (I'm not sure what motivates me to dig into the details of using the Mac — I just do, even when I'm not going to write about it.) But many users explore their systems, change things, and sometimes run into trouble. The Font Book application included with Tiger is such an improvement over its previous version that there's seldom any need to deal directly with Fonts folders. (And graphics professionals who need more than Font Book use third-party font managers that protect them from needing to know about Fonts folders.) But perhaps a user adds a font and wants to get rid of what appear to be duplicates, or he/she comes from a Mac OS 9 background where it was more "normal" to manipulate font files manually. Whatever the reason, when you first start poking around on your drive looking for where fonts are stored

(perhaps by doing a Spotlight search for folders named “Fonts”), you may be surprised to find at least three different folders, and perhaps four, from Tiger:

- In the System directory (/System/Library/Fonts)
- At the “shared by all users” level (/Library/Fonts)
- In your home directory (-/Library/Fonts)
- In the Mac OS 9 System Folder (/System Folder/Fonts) if you’ve installed Classic.

Installing Adobe’s Creative Suite adds another Fonts folder (in /Library/Application Support/Adobe/Fonts), and if you have Microsoft Office, you get yet another (in /Applications/Microsoft Office 2004/Office/Fonts).

Many people, when faced with this seeming mess, decide it’s ridiculous to have fonts spread all over the place and start shuffling the files around, combining them in only one or two Fonts folders.

Despite the apparent simplicity, wholesale consolidation is a mistake, because where your fonts are stored controls what applications (and, on a multi-user Mac, which users) can see those fonts. Most fonts are stored in various locations for good reasons. Here’s the scoop on each of the Fonts folders listed above.

System Fonts Folder

Tiger installs 30 fonts in this folder (/System/Library/Fonts). Several of them are so important that if you remove them, your menus and dialogs can implode into gibberish and your Mac will refuse to start up. These all-important fonts are LucidaGrande, Geneva, Monaco, and Helvetica. Only slightly less important are Keyboard and Last-Resort, fonts that don’t even show up in your Font menus. Whether or

not the two AquaKana OpenType files are dispensable is a matter of some debate; my considered opinion is that, since Apple went to some trouble to keep them invisible — they don’t show up in Font menus — you should leave them alone. In fact, leave the System Fonts folder completely alone: don’t put fonts in it or take them out.

The System Fonts folder has its own unique way of interacting with you when you try to remove any of its fonts: drag a font out and a copy is automatically made in the destination, with the original left in place. The only way you can really remove a font from this folder is to send it directly to the Trash: drag it there, or select it and press Command-Delete, or Command-click or right-click on the icon for a contextual menu and choose Move To Trash. You’ll have to supply an administrative password along the way. But while that’s good to know in an academic sense, all these safeguards against accidental removal of system fonts should remind you to leave them all alone!

Library Fonts Folder

Fonts in this folder (/Library/Fonts) can be “seen” by all user accounts, so they’re available to every user of the machine. On a single-user Mac, there’s really no difference between storing fonts here or in the User Fonts folder. Tiger puts 35 fonts in this folder; Apple’s iLife and iWork applications put their fonts here, too.

User Fonts Folder

Each user account on the Mac has its own Fonts folder (-/Library/Fonts); the fonts in it are available to only that user. Tiger doesn’t install any fonts in this folder; Microsoft Office puts its fonts here — Office X provides 15 fonts, but Office 2004

donates a generous 77 font files! If you’re the only user, this is where you should put any fonts you install. On a multi-user Mac, you might want to keep some fonts private to a specific account (so they don’t clutter other users’ Font menus); to share them with all the users of a specific machine, they must be in /Library/Fonts.

Classic Fonts Folder

If the Classic environment is installed on your machine, only the fonts in the Mac OS 9 System Folder (/System Folder/Fonts) are available to Classic applications (they’re also available to your Tiger applications).

Unlike Tiger’s wider choice of font types, only Mac TrueType and PostScript Type 1 fonts work in the Classic environment. Tiger automatically smoothes fonts on the screen in only the Mac OS X environment, so if you want your Type 1 fonts to be drawn correctly on the screen (instead of with the famous, dreaded “jaggies”) in Classic, you need Adobe’s ATM Light version 4.6.2 or later installed in Classic.

www.adobe.com/products/atmlight/main.html

Adobe’s Fonts Folder

As befits the inventor of PostScript fonts, Adobe provides a generous assortment of fonts with its applications. But when they’re in their default location, only Adobe applications can access them (/Library/Application Support/Adobe/Fonts). If you want to use these fonts in all your applications, you must move them to the Library Fonts or User Fonts folder. That sounds like a good deal until you see how non-Adobe applications handle the plethora of typefaces for these OpenType fonts: Warnock Pro, for instance, has 32 different

typefaces that Word lists in about two dozen entries! Moving a few of your favorites, and turning them on and off through Font Book, is a better plan than indiscriminately moving all of the Adobe fonts to another folder. (Note that you won't see these fonts in Font Book unless you move them to one of your Tiger Fonts folders; Adobe's folder "belongs" to Adobe's applications, so Font Book doesn't manage its contents.)

Another mistake users make in regard to the Adobe Fonts folder is deleting it after moving its fonts to another Font folder. Adobe buried a subfolder in it (/Library/Application Support/ Adobe/Fonts/Reqrd/Base) that holds more fonts, ones that are used by Adobe applications for things like its tool palettes. Without these fonts in that folder — in that specific folder path — Adobe applications don't even open.

Microsoft's Fonts Folder

This folder (/Applications/Microsoft Office 2004/Office/Fonts) is a red herring that leads to quite a bit of confusion in the category of "a little knowledge is a dangerous thing."

If you know that Tiger supports "application Fonts folders" such as the Adobe one just described, it's perfectly reasonable to assume that this folder holds fonts for Microsoft applications — especially because each of the fonts in it shows up in your Fonts menu.

The confusion starts when you take a font out of the folder and realize it still appears in your Font menu.

Or, you add a font to the folder, and it doesn't show up in your Font menu.

Or, you notice that all its fonts are also in your User fonts folder

and you decide to delete one or the other copy of the over six dozen duplicate files.

This folder is a mere storage bin; Tiger doesn't access it at all, which is why altering its contents has no effect on your Font menus. Microsoft Office copies these fonts into your User Fonts folder the first time you run it; the originals stay in place, to be copied for the next user account that runs Office, and so on. Tiger accesses only the copies in the User Fonts folder.

Fonts, Fonts, Everywhere

Don't assume that just because Tiger uses so many Fonts folders that it doesn't matter which one you use for your fonts, or that the best approach is to collect all your fonts together for easier management. It's better to understand the differences between the folders and store your fonts based on how (and who) you want to access them.

~ Sharon Zardetto Aker
sharon@takecontrolbooks.com

[Sharon Zardetto Aker, who has written about the Mac since its birth in 1984, made her first foray into electronic publishing with her recent *Take Control of Fonts* titles. Between them, the two ebooks contain over 350 pages of this kind of information about fonts.]

Small Dog Electronics

Mac Maintenance Checklist

Apple posted the Top Ten Tips for keeping your Mac healthy this week. I think that most of these steps are good but I have a contrary opinion on a couple, especially the notion of using third-party software to "optimize" your hard drive and the value of installing virus software. Nevertheless, the list is definitely worth sharing with the Kibbles crew!

Top 10 Tips to Keep Your Mac in Top Form

1) Keep Things up to Date

Make it a point to check for Apple software updates once a month to keep your system running optimally. From the Apple menu, choose Software Update (make sure that your computer is connected to the Internet). Software Update will assess the Apple software on your computer and check our servers for new versions. If it finds any, the updates will appear in the Software Update window. Select the checkbox for the software you want and then click the Install button to download and install the software.

I recommend that you check more frequently than once a month. I have my system preference set to check once a week.

2) Put Your Toys Away

You're not 5 years old anymore — make it a point to clear off the mess strewn about across your desktop and put your files away where you can easily find them. This can help prevent accidental file deletion (you may inadvertently select and trash a wanted file with your undesirables) and help you find things much more efficiently. You can get organized by creating new folders (in the Finder, press Shift/Command/N) and arranging them into a workable hierarchy for your files at hand, or you can move your files into existing folders.

Boy, you should see Hapy's desktop — he needs to do this. He has an Apple 30-inch Cinema Display and if you look at his desktop it is covered by hundreds of little icons of files that he keeps there!

3) Name Your Children

Untitled folder 8, Word027.doc, DSC_1366.jpg — you've probably got a few (or way more than

a few) files and folders that you've felt less than inspired to properly name. Then suddenly you need to pluck that prized picture from your enormous collection of DSC_0001.jpg to DSC_1400.jpg named files, if you only knew which number it was. Go through your generically-named files and folders and give them more descriptive names so you can find what you need fast (though it can find files quickly, Spotlight won't find your tabloid-ready Bigfoot picture if you left the file alone with its cryptic camera-given name).

4) Prune Through Your File Forest

To reduce the amount of clutter on your hard drive, free up some disk space by archiving large, seldom used files (learn how here), and be sure to name the resulting archive file appropriately too, so you know what's in it. Delete any unnecessary or outdated personal files whenever possible and anything that you no longer want or need — just drag them all into the Trash and don't forget to empty it. Be brave. Your computer will reward you with improved performance.

5) Repair Disk Permissions

It's a good idea to make sure that your disk permissions are in good working order on a regular basis, especially after upgrading or installing new software. Open Disk Utility (find it in /Applications/Utilities) and select your hard disk icon in the left pane. Click the First Aid tab, then click Repair Disk Permissions to start the process, which can take a few minutes to complete. If Disk Utility finds any issues, it'll fix them along the way.

6) Back up Your Files

To prevent losing your prized or important files, make it a point to back up your keepsakes on a regular basis. You can back up files

onto a CD, DVD, external hard drive, iPod, iDisk, or other storage medium and then delete the copies on your hard drive to free up some space. To learn how to back up files, choose Mac Help from the Help menu in the Finder and do a search for back up files. To get some ideas of what and what not to back up, see this page.

Buy .Mac and use Apple's excellent Backup software that comes free with your .Mac subscription!

7) Restart Your Computer Every Once in a While

While your Mac can happily hum along 24 hours a day, 7 days a week, you should restart it every once in a while to refresh the system if you're in the habit of keeping your computer running all day and night. This can help clear issues before they arise.

8) Check for Viruses

Macs don't get anywhere near the amount of viruses that Windows PCs are prone to, but that doesn't mean that they can't get infected. If you don't already have antivirus software, you may want to consider making a purchase. If you have the software installed, be sure to keep your virus definitions up to date, you can find the latest updates on your software manufacturer's website.

I guess I disagree with Apple here, I have not seen any viruses infecting Mac OS X yet and I think that virus software right now is a waste of money. That may change. Mac OS X is not invulnerable but right now it is very, very safe.

9) Optimize Your Hard Drive

To ensure the best system performance and keep file damage to an all-time low, optimize your hard drive once a year. Third-party utilities such as Alsoft Disk Warrior

Optimizer and Micromat Tech Tool Pro will defragment and optimize your drive.

Again I have some questions about the value of optimizing your drive. Do not do this without having a complete backup. I have not found any benefit from using third-party software to optimize your hard drive.

10) Clean the Outside Too

Dust and other debris can harm your computer's innards if you allow the stuff to build up around your workspace. Use a soft, dry, lint-free cloth, feather duster, or canned air to clean your Mac's outside as well as the surface areas around it. You can use a slightly water-dampened cloth to clean the screen. Do not use any type of liquid cleaner to clean your Mac.

Small Dog Electronics

Prosoft Engineering's Data Rescue II

A good friend of ours called with a computer problem that I hadn't had to work through yet. The result was my education about a new utility called Data Rescue II. This tool fills a void for those people who have Intel-based Macs and a hard drive with corrupted data or damaged directory. Symantec doesn't make a disk utility for Mac any longer, and DiskWarrior works on the Power-PC Macs (for now). Here comes Data Rescue II!

The machine in question was a 15 inch MacBook Pro, and other than the obvious check with Apple's Disk Utility application, I wasn't entirely sure how to proceed. This customer HAD to have their data, which is a pretty common story. The computer was working fine for two weeks, and then suddenly crashed, and only showed the dreaded blinking folder

icon. No boot! Luckily, our friend lives in the New York metropolitan area, and was able to make a trip down to one of the Apple retail outlets for someone to look at in person. This person was able to confirm data corruption, and suggested Data Rescue II (after handing our friend a tissue).

Here's what Apple says about this recovery tool, "Data Rescue II is the best data recovery utility on the market for recovering files from a problem hard drive. Other utilities can cause more damage to your hard drive and files by trying to ?fix? the problem, instead of focusing on recovering your files."

"Do not use a repair utility until you've safely recovered your important files over to a safe location. Data Rescue II should be the first option to recover your important data, before you try any risky ?repair? utility.

The current version is compiled as a universal binary, which means that it can run on OS X 10.4 and later Intel-based Macintoshes, as well as OS X 10.2.4 and later PowerPC-based Macintoshes."

Here's the link for this great utility, Data Rescue II, on our website:

www.smalldog.com/product/40310

~ Art@Smalldog.com

Small Dog Electronics

About Those Desktop Icons

One way to speed your Mac is to keep as few icons on your Desktop as possible. This is because Mac OS X treats each Desktop icon as a full-size Finder window, taking up a chunk of memory.

One approach is to create a folder or two on your desktop and move all your Desktop items into them. You can then open and use those

folders as if they were mini-Desktops. ~ Rob Griffiths

Design Tools Monthly

Quick Print

If you are like me and hate having a printer icon on your Desktop, you can still print a file without opening the application for it. Control/click (or right-click on a two-button mouse) on the file and use the "Print" menu item.

Mouse Droppings, Corvallis, OR

Dictionary Tricks — The Dictionary Application

There's a handy dictionary and thesaurus application in the usual Applications folder. Quickly launch the dictionary by Control/clicking (or Right-clicking) clicking on a word to bring up a contextual menu, and then selecting "Look Up in Dictionary."

By changing the preferences for Dictionary, selecting "Open Dictionary pane" from "Context Menu," a handy little pop-up will appear under the cursor instead of the whole application being launched. You can launch the main application from the pop-up by selecting "More."

Note: This may be dependent on having the WorldBook suit installed, which comes free with Tiger.

OSXFAQ

via Allen Kalka, Mt. Dora MUG FL

Zoom In with Mouse

The coolest new feature in Mac OS X 10.4.8 update is that if you hold down the Control key while scrolling with a scroll wheel (or a pseudo scroll wheel, such as is provided by Raging Menace's Side Track utility), the screen zooms smoothly. Screen zooming has been available for a long time (see the

Universal Access preference pane), but using keyboard shortcuts to zoom in and out is awkward. Scroll wheel-based zooming, which you can control in the Mouse view of the Keyboard & Mouse preference pane (and where you can also choose another modifier key besides Control), will be a boon to anyone with less-than-perfect eyesight or presenters who want to focus on a particular aspect of the screen.

TidBITS.com

X Mac OS X

Stopping the Spotting

Q: One frustrating thing about using Spotlight is that after I type in a term I frequently see quite quickly exactly what I'm looking for. However, since Spotlight is still searching for other hits, the file I'm looking for moves down and then quickly off the list. Then I have to go digging for it! Is there any way to get Spotlight to just stop for a second so I can click on a file?

~ Michael A. Britt

A: You can stop a search at anytime if you started it within a Finder window. Type the term in the Spotlight search field in the top right and press return. As soon as the search begins, you'll see a small x icon appear in the bottom right of the window. Just click that to stop the search once you've found that the file. Unfortunately, you cannot stop a search you've initiated through the Spotlight menu.

macHOME HotTips

Get to Desktop/Documents Folder Quickly

When you are in the Save dialog box, pressing Command/D takes you to the Desktop. If you want to

save to the Documents folder, press Command/H for Home and select the Documents folder from the list on the right.

Mouse Droppings, Corvallis, OR

Show/Don't Show Preview

Click on a graphic in Column View and you see a preview of it in a Preview Column. Press Command/J and turn off the check box for Show Preview Column.

Mouse Droppings, Corvallis, OR



Tiger

3 Workflows for Healthy Macs

If you're like a lot of Tiger users, Automator — Apple's automation application, which puts a friendlier face on AppleScript — intrigues you, yet when you attempt to create an Automator workflow, you're lost. Relax — you don't have to do it yourself. If you're interested in maintaining a healthier and more efficient Mac, try these prefabricated workflows:

Jesse Hogue's Maintenance 3.0 (free): By tapping into Terminal, this workflow can repair permissions on your startup drive, verify system preferences, run OS X's periodic cron maintenance tasks, and update application prebindings (a system for optimizing app libraries so the applications themselves run more efficiently). You can select which tasks you'd like to run or simply choose to run them all.

Jesse Hogue's Back Me Up (free): This workflow uses OS X's rsync command to copy the contents of one folder to another folder. On subsequent backups, it will compare the contents of both folders and copy only the changed files and folders — for example, you might use it to

back up a folder that contains files for a particular work project.

Batch Apply Spotlight

Keywords (free): If Spotlight spits out too many results whenever you use it, this workflow will help you stop wasting time. It lets you select files or folders full of files and append Spotlight comments to them so you can more easily focus your searches. For example, I've added the comment 911 column to my archive of columns so Spotlight can quickly find them without also listing other Mac 911-related items.

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

Recovering Lost Users

Q: When I upgraded my home computer to Tiger, I discovered to my horror that my entire family was missing — well, their login user names were, anyway.

After searching for them everywhere, I finally discovered that if I add a new user — with the same name as the missing user — to the login page, my Mac tells me there is a folder attached to that name and asks if I would like to re-attach it. When I click on OK, the old user returns. ~ Gino Del Guercio

A: You can also use this tip to recover deleted users. Just open the Deleted Users folder (found within the Users folder at the root level of the startup volume), and double-click on the DMG file of a deleted user — Mary.dmg, for example. Then create a new folder within the Users folder, give it the name of the deleted user you want to recover, and copy the contents of the mounted disk-image file into this new folder. Now launch the Accounts preference pane and create a user with that name. As Gino

indicates, your Mac will ask if you'd like to attach the deleted user's files to the newly created user.

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



Websites

Automator

Listen to David Pogue tell you all about "Automator," a little-explained new feature in Tiger.

www.macdevcenter.com/pub/a/mac/2005/08/09/tigerpodcast3.html - Victoria Maciulski

Fat Bits, Conejo Valley MUG

Dawn's List of Resources

Flash Resources

Flash Developer Site:

www.adobe.com/devnet/flash

Free tutorials:

www.entheosweb.com/Flash/default.asp

More tutorials:

www.flashguru.co.uk/category/flash-tutorials

An entire list of tutorials:

www.flashdeveloper.nl/g_flash_Tutorials.html

Illustrator Resources

Adobe training area:

www.adobe.com/training

Free tutorials:

www.ndesign-studio.com/resources/tutorials

More tutorials:

www.designertoday.com/Tutorials.aspx

An entire site of tutorials:

<http://tutorialoutpost.com>

Resources for GarageBand, Soundtrack Pro and Final Cut

Apple Pro area has been revised and has loads of great resources for Apple's creative software:

www.apple.com/pro

Apple's GarageBand tutorial:

www.apple.com/ilife/tutorials/garageband

QuickTime tutorials:

<http://comtechlab.iupui.edu/tutorialsfolder/garageband.html>

Creative Calf for newcomers to media tools:

<http://creativecalf.creativecow.net>

Creative Cow for media pros:

<http://forums.creativecow.net/index.html>

For the others:

Google Earth:

www.chrisjdavis.org/

[2006/01/13/google-earth-part-1](http://www.chrisjdavis.org/2006/01/13/google-earth-part-1)

Google Earth 101:

<http://nlcommunities.com/communities/joevans/archive/2006/04/04/69822.aspx>

More on Google Earth:

www.gearthblog.com/blog/archives/2006/03/tutorials_for_g.html

iWork:

www.apple.com/iwork/tutorials

Excel:

www.microsoft.com/mac/products/excel2004/using.aspx?pid=usingexcel2004

AppleScript:

www.tandb.com.au/applescript/tutorial

More AppleScript:

<http://macscripiter.net/unscripted>

Small Dog Electronics

More Great Ways to Waste Time

Feeling the squeeze from all your holiday excess? Swing by the Take Off Pounds Sensibly Club's Web site: www.tops.org for information on how to lose weight and where to get started.

The nonprofit organization offers resources to real-time weight-loss outlets, as well as links to other health sites.

On a lighter note, you might enjoy extensive clues to a 25-year old Beatlesque conspiracy theory holding that, yes, Paul is dead. It's at <http://catless.ncl.ac.uk/obituary/paul.html>.

MacValley Voice, Sherman Oaks, CA

Blogs And Where To Find Them

Political Blogs

Roger Ailes:

www.rogerailes.blogspot.com

Opinions You Should Have:

<http://tomburka.com>

Media Girl:

www.mediagirl.org

The News Blog:

<http://stevegilliard.blogspot.com>

Andrew Sullivan:

http://time.blogs.com/daily_dish

Washington Monthly:

www.washingtonmonthly.com

Independent sources:

<http://independentsources.com>

American Street:

www.reachm.com/amstreet

The New Wisdom:

www.thenewwisdom.com

Journals, etc.

The Countess:

<http://trishwilson.typepad.com/blog>

Dave Barry:

http://blogs.herald.com/dave_barrys_blog

Wil Wheaton:

<http://wilwheaton.typepad.com>

Leo LaPorte:

www.leoville.com/blog

John C. Dvorak:

www.dvorak.org/blog

Bloggerman:

www.bloggerman.com

Chris Breen:

www.macworld.com/weblogs/mac911

Cult of Mac:

<http://blog.wired.com/cultofmac>

Search for Blogs

Daily Luxé:

www.dailylux.com/blog.php

Blog search Engine:

<http://blogs.icerocket.com>

Blog Pulse:

www.blogpulse.com

Blog It:

www.blogit.com/Blogs

Start Your Own Blog

Blogger:

www.blogger.com

1800Blogged:

www.1800blogged.com

Journal Home:

www.journalhome.com/start.php

Blog City:

www.blog-city.com

- Victoria Maciulski

Fat Bits, Conejo Valley MUG

Caltech Seismology Lab

Here is an interesting web site — the Caltech Seismology Lab home page. This page is just what it says. It includes current pictures of several seismographs and access to the Caltech recent earthquakes page as you might have seen on the news. The URL is: www.gps.caltech.edu/seismo/seismo.page.html

The Dialog Box

San Gabriel Valley MUG

via MacValley Voice

Sherman Oaks, CA

Hands-Free Photography

This one tells you how to set up a hands-free shooting rig for your digital photography!

www.macdevcenter.com/pub/a/mac/2005/08/05/photography.html

html- Victoria Maciulski

Fat Bits, Conejo Valley MUG



Safari

Safari Passwords

Q: When entering a password for the first time online, a Safari dialog box asks "Would you like to save

this password?” and further states that “To review passwords you have saved and remove them, open the AutoFill pane of Safari preferences.” Upon doing so and clicking the “Edit” button after “User names and passwords”, a window drops down with two columns, “Website” and “User name,” but not any showing the corresponding passwords. Where does Safari store passwords and can they be viewed?

~ Sal Colabrese

A: It’s a bit of a misnomer for the button to be labeled “Edit” because you can’t actually edit these passwords in Safari. In fact, within the browser, the best you can do is delete an entry and reenter the user name and password the next time you visit the site. All hope is not lost, though. You can view and edit the passwords through OS X’s Keychain Access, found at Macintosh HD > Applications > Utilities > Keychain Access. Just open the utility, click your keychain (usually ‘login’) and you’ll see all secured items at the right. Double-click on the item you want to edit and choose ‘Show password.’ Now you must enter your system password and click ‘Allow Once.’ The password will then appear, and you can enter a new one if necessary.

macHOME HotTips

Safari in Slo-Mo

Q: After I upgraded to OS 10.4.4, I noticed some odd things happening with Safari; specifically, some images weren’t animating correctly. It doesn’t always happen, but every once in a while I’d go to a website and I’d see an ad or something similar that seems to be moving in slow motion. This didn’t happen with OS 10.4.3. Any ideas what is going on? ~ Jeff Green

A: It appears that Safari 2.0.3. (417.8) — which is included with the OS 10.4.4 upgrade — has trouble displaying animated GIF images that have frame delays set to zero (0) seconds.

Instead of immediately displaying the next frame, Safari holds the frame one full second. This makes the animation look as if it is running in slow motion. (Safari displays GIFs with 0.1 second delays just fine.)

Unfortunately, there’s no fix for this issue yet, other than to use another browser. Hopefully Apple will address the issue with the OS 10.4.5 update.

macHOME HotTips

Easily Email a Website Link

In Safari 2.0 (included in Tiger), when you find a web page you want to share with someone, you can easily send its URL to them in an email message.

While Safari is displaying the Web page, press Command/Shift/I (or choose File > Mail Link To This Page). Your default email application will launch and create a new message that contains the URL and has the Web page’s title in its subject field. Just address the message and add your own personalized note if you like.

*Macworld Magazine
via Design Tools Monthly*



Apple Mail

Mail Time

Q: How do I make Apple’s Mail display a 24-hour format for messages that appear in my inbox? ~ Brian Shin

A: Give an American Mac a 24-hour clock by using the Interna-

tional preference pane’s Customize option. You can make this happen through System Preferences. Open the International preference pane, click on the Formats tab, and click on the Customize button next to Times. In the resulting sheet, select Short from the Show pop-up menu. Click on the hour numeral in the text field below to reveal a pop-up menu that begins with 1-12 (see “On the Clock”). Choose 1-24 and click on OK. You’ve now created a Custom region. When you next open Mail, you’ll find that message times are in the 24-hour format.

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



Mail Mysteries

Q: Whenever I send an email with an attachment, the recipient says that there are no attachments. They say that the files and photos are embedded into the email. How do I correct this? I spoke with someone at Apple, and they didn’t have a clue. ~ Ira Steingold

A: Mail uses a technique that embeds the files into the email message, and depending upon the receiver’s email client, the attachments may not arrive as you expect. There are two ways to deal with this issue. The first is to make a folder on your Desktop and add files to it (pictures, etc). Now Control/click it and choose “Create Archive of ‘Your Folder.’” This makes a compressed archive of the folder in ZIP format. Drag the resulting archive (it ends with ‘.zip’) into your mail message. Another thing that might help is to send attachments that are ‘Windows Friendly.’ To make this

the default setting when you send attachments, choose Edit > Attachments > Always Send Windows Friendly Attachments.

macHOME HotTips

Mac Connection Doctor

If your connection is lost and you cannot receive mail, go to the Mac Connection Doctor. Go to the Windows menu and pull down to Connection Doctor. If there is a problem, a red button replaces the green button. Click on it to explore a solution to the problem.

Mouse Droppings, Corvallis, OR



Address Book

My Favorite Address Book Tips and Tricks

Address Book is one of those simple, everyday programs that is easy to take for granted. In Tiger it's been updated to version 4.0. It does the basics, like storing and organizing contact data, which can easily be searched, saved, exported, and backed up. There are also some features added for fun.

1) *What is a vCard and What Can I Do With It?*

You may notice the Address Book stores contacts as "vCards." A vCard (Virtual Business Card) is basically a digital business card that stores data in a standard, platform-independent format. Cell phones, iPods, PDAs, computer applications, and email programs all use vCards to store and exchange data. Because vCards are based on an open standard, they're very easy to import to and export from Address Book. This also means that if you ever decide to dump Address Book for a different program, you can easily take your data with you.

The openness of Address Book is one its best features. You can enter data in Address Book once, and then have it almost anywhere. Having a .Mac account helps with this — it's the easiest way to sync Address Book data to multiple computers, and even have it stored online for access on any internet-connected computer.

2) *Create Your Own Personal vCard*

It's great to have your own vCard you can easily email the card to friends and clients, who can then simply drag and drop the card into their own information management program. In Address Book, create a new card with all of your relevant information. Then navigate to Card > Make This My Card. If you have a photo icon, it will now sport a little tab that says "me." I have two cards: my personal vCard, and one I use for work. If you want to use one card, you can mark some fields as private. Select your vCard, then navigate to "Preferences" at the top of the screen, then navigate to "vCard." Choose the "Enable Private Me Card" option. Go back to your personal vCard in Address Book, and click "Edit." A series of blue boxes will appear. The checked fields will be included on your public vCard; fields without checks are private.

3) *Email Your Own Card*

If you want to send your card to somebody via email (to show you're trendy and cool), choose Card: Go To My Card and then File: Export vCard. Save your vCard file someplace convenient for quick access (mine is on my desktop), and send it as an attachment to any email message. You can also drag and drop your cards silhouette icon right from Address Book onto Apples

Mail icon in the Dock, which opens a New Message window with your vCard attached.

4) *Instant Email*

If you click on the image of the gear (the Actions menu) in the Address Book's upper left corner, you'll see an option to "Send Email." This will launch your email program and create a new email with the contact's email address in the "To:" field. This can save a considerable amount of time.

5) *Printing Addresses from Address Book*

There are several ways to print addresses from Address Book. When you select "File" > "Print," you'll see a drop-down menu reading "Style." Here there are options for printing mailing labels, envelopes, lists, and pocket address books.

Address Book will print all your labels and envelopes directly onto dozens of supported Avery, Avery metric, and Dynamo label stocks, as well as standard envelope formats. Imagine the uses: holiday greetings, party invitations, a printed newsletter, or a bulk mailing.

You can also print phone and email lists from the File > Print dialog box.

If you're traveling without your computer, you can print out a handy, pocket-size book to take your contacts with you.

To go beyond the built-in printing formats and templates, Apple recommends a third-party utility called iDress.

See this at www.incarna.com.

For quickly printing envelopes out of Address Book, I recommend "Easy Envelopes." It's available from Ambrosia Software at this link:

www.ambrosiasw.com/utilities/easyenvelopes

6) Create a Group in Address Book

This is useful for sending out a single email to many recipients, or printing envelopes or labels for a particular group.

Here's how you do it:

- Open the Mac OS X Address Book.
- Press the + button underneath the Group column.
- Name the new Group list.
- Add people to the group by dragging and dropping in from existing contacts, or typing in a new contact. The new contact will automatically be added into the "All" category.

Now you have a Group. If you want to email the Group in Mail, simply type the name of the group in the "To:" field, and all members with email addresses will be added.

7) Accessing a Map from Address Book 4

Address Book includes a feature for locating addresses on a MapQuest Map. This will only work when the physical address field in the address book is filled out, and you have to be connected to the Internet. It's really easy to make Address Book generate a map simply click the tag (such as "Home," "Work," or "Other") that appears to the left of the address. Want to use Google Maps instead of MapQuest?

Download this plug-in:

www.briantoth.com/addressbook

8) Share an Address Book

You can give other users access to your Address Book, and even give them permission to edit entries. This is a great feature for families and certain businesses. I rarely use this feature, but it's pretty cool.

The person with whom you wish to share your Address Book has to be listed in your Address Book, they

have to be a .Mac member, and they have to be connected to the Internet. To do this, navigate to "Preferences" > "Sharing" and then select "Share." Then enter the name of the person or people with whom you wish to share your Address Book. That's it!

9) Merge Two Records

It's easy to accidentally end up with two vCards for the same person. Address Book makes it easy to merge the two.

Set Address Book to the "Card And Columns" view by pushing "Command and 1" at the same by going to "View" > "Card And Columns." Use the Search bar in the upper right corner of Address Book to find the two contacts. Click on the first in the Name column. Hold the shift key and click on the second to select them both. Choose Card: Merge Selected Cards, and the two will merge. You may have to manually delete redundant information.

10) Use Spotlight in Address Book

Sometimes you're in the Address Book when you want to find a file relating to a particular contact. If you click on the image of the gear (the Actions menu) in the Address Book's upper left corner, you'll see the word "Spotlight" followed by the contact's name.

11) Back up Address Book

The following tip comes verbatim from Apple Support Article 301239. Read the entire article here: <http://docs.info.apple.com/article.html?artnum=301239>

To back up: Open Address Book and choose Back up Address Book from the File menu. A dialog appears, asking you to choose a save location; it also adds the current date to the saved file name too. Choose where you want to save the backup, then click Save.

To restore: In Address Book, choose Revert to Address Book Backup from the File menu. In the resulting dialog, locate your backup file (it ends with a .abbu extension), select it, and click Open.

Alternatively, in Address Book, you can select the "All" icon in the upper left corner of the application window. Navigate to "File" and then choose "Export Group vCard." Save the file to a safe location. I periodically do this, and then email the Group Addresses to myself to maintain a safe copy.

Troubleshooting Address Book

There are many articles at www.apple.com/support that can help resolve trouble with Address Book. These articles describe how to import contacts from Entourage, how to deal with syncing problems with specific devices, and how to work with older versions of Address Book on older versions of Mac OS X. Simply type "Address Book" in the search bar. ~ ed@smalldog.com

Small Dog Electronics



.Mac

All About iDisk

.Mac's is Apple's \$99 suite of Internet-based services. iDisk is one of the best of those services. For years, I rarely used iDisk (a copy of my 2003 resume is still sitting in my Documents folder). However, Apple recently made some interface improvements to iDisk, particularly when it comes to using iDisk via a web browser. Now I'm using iDisk extensively and have grown to rely on its ease of use and convenience.

According to Apple, iDisk allows you to "access your files from any computer connected to the Internet, or even share your files with your

friends and coworkers.” You use iDisk to store data, including digital photos, movies, music, and documents on Apple’s .Mac servers. You can launch an iDisk folder on your internet-connected Mac or Windows XP computer, which you use like any other folder, or you can access iDisk over the web, through a modern web browser such as Firefox or Safari.

iDisk is one the most valuable features of .Mac. There are other services similar to iDisk, the most visible being Google’s rumored GDrive and Amazon’s emerging S3 online storage service, which requires you to pay a fee according to the size of the data being transferred and stored. But iDisk is already here, and it’s well tested and integrated to the core of Mac OS X.

On a Mac, iDisk can be quickly accessed by selecting Finder (or clicking on the desktop) > Go > iDisk. An iDisk icon will mount on your desktop, similar to how an iPod or hard drive will show up on your desktop. If you open your iDisk, you’ll see ten folders (Family Pack accounts have an additional Shared folder). According to Apple, the folders include:

Documents: Store anything here, including documents, letters, or spreadsheets. This folder is private, and only you have access to items in it.

Movies: Copy QuickTime movies into this folder and you can use HomePage to display them on your Web pages.

Music: Copy music files and playlists to this folder.

Pictures: Copy JPEG or GIF files into this folder and use them to create custom iCards or display them on your Web pages. To make it easy to manage and use

your pictures, store related images in subfolders within the Pictures folder.

Public: Share items with others by placing them inside this folder. Anything you put here can be viewed or copied by anyone who knows your .Mac member name (and your Public folder password, if you’ve created one) and who can access iDisk Public folders. For wider access, use HomePage to set up a file sharing web page that lets everyone on the Internet copy items from your Public folder, whether or not they’re a .Mac member and regardless of the type of computer they use.

Sites: The web pages you create with HomePage are stored in this folder. If you code your own web pages, or use a program like Dreamweaver, you would put these files here.

Groups (for members who belong to one or more .Mac Groups): This folder contains a folder for each of the .Mac groups you belong to. Each group’s folder contains subfolders that are accessible only to group members.

Shared (for Family Pack accounts only): This folder contains files that can be shared by the master account and sub-accounts within a Family Pack. Files you place in this folder will be available for use by all other accounts in your Family Pack group. The contents of this folder are counted against the master account’s iDisk storage quota.

Web: When you use iWeb to publish to the web, it uses this folder to hold what you publish. The Publish button in iWeb puts your published site(s) in the Sites folder within the Web folder, and, and if you provide an RSS feed

with what you publish, the feed is placed in the RSS folder within the Web folder. If you create a site using another authoring tool, you can publish the site by copying the files to the Sites folder within the Web folder. This new site can then be browsed using the address <http://web.mac.com/username/folder>, where “username” is your .Mac user name and “folder” is where you saved the new site on your iDisk. Any iPhoto 6 album you have selected to photocast will be in an iPhoto folder in the Sites folder in the Web folder.

Backup: Data files that have been backed up using Backup software appear in this folder.

The remaining two folders in your iDisk are read-only:

Library: In OS X v.10.1 through v.10.3, applications like iSync use this folder for the supporting files they need to do their work. In OS X v.10.4, this folder contains files that support .Mac sync.

Software: This folder holds the Members Only folder where you’ll find software and files available exclusively to .Mac members, and the Apple Software folder for convenient downloads of relevant software from Apple. You cannot copy files to this folder, and the contents of this folder are not included in your total iDisk space allotment.

If you’re using a PC running Windows XP or later on which you can install applications, you can download and install the iDisk Utility for Windows and mount your iDisk alongside the other drives to which the machine has access. Download the utility from the Member Central page on .Mac.

If you’re using Mac OS X v.10.3 or later, you can use iDisk syncing

to create a copy of your iDisk on your computer. When you create a copy of your iDisk on your computer, you can make changes to it at any time, even when you're not connected to the Internet. Your iDisk will be synchronized the next time you are connected. This means you can fill up your iDisk, and then upload all the news files to the .Mac servers all at once, rather than uploading the files tediously one at a time. You set this up in System Preferences > .Mac on your Macintosh computer.

You can access your entire iDisk from a web browser, such as Firefox or Safari on a Mac or PC. Either navigate to www.mac.com and select the iDisk icon in the left hand column (the icon looks like a globe), or go to: <http://idisk.mac.com/USER-NAME-HERE?view=web>

When you go to <http://idisk.mac.com/USER-NAME-HERE?view=web>, and replace USER-NAME-HERE with your user name, a dialog box will drop down asking you for your Mac user name and password. Once these are entered, you'll see an attractive page listing all of your iDisk folders—Documents, Music, Public, etc. You can then download these files to the computer you're working on.

Again, you would do this on any web-connected computer using a modern web browser. If you're on your own XP or OS X computer, it's usually faster to mount your iDisk on your computer's desktop.

One of the really great features of .Mac is its public folder. You can fill it with files to share with family, friends, and colleagues. Apple recently improved web access to iDisk Public folders. Now you simply enter the web address idisk.mac.com/MEMBERNAME-HERE-Public to see a page that automatically includes download links for whatever is currently in your iDisk Public folder.

I've put something for Kibbles readers on my Public page. Here's my Public iDisk page: <http://idisk.mac.com/edwardshepard-Public?view=web>

You can also password protect your public folder. If you have OS 10.3 or higher, here's how to do this according to Apple:

Open System Preferences and click .Mac. > Click iDisk > Select the "Use a Password to Protect your Public Folder" checkbox > Type the password in the Password and Confirm fields > Click OK.

By default, iDisk has a 512 GB data limit. You can allocate up to 915 MB to iDisk. You do this by logging into your account settings in your .Mac account. If you need more than 915MB of storage, you can buy more storage—up to four gigabytes.

The .Mac bandwidth data transfer limit is currently set at 10 GB per month, and if you're like most .Mac members, you still have plenty of data-transfer headroom in your account—even if you've started experimenting with higher-bandwidth activities like audio podcasting. If you start showing signs of going over your limit for the month, you'll receive email alerts with suggestions for how to be bandwidth efficient. We've added a "Details" link to your account page where you can check your current data transfer status.

And what if your bandwidth usage balloons because your podcast gets you famous? You can boost your .Mac account to 4 GB of storage and a very large 250 GB per month of data transfer bandwidth by purchasing an account upgrade. Fame has

its costs but this has to be one of the cheapest you're likely to encounter.

Again, you need to have a .Mac account to use iDisk, and .Mac costs \$99. We have a promotion for free shipping on all copies of .Mac, and there is currently a \$30 mail-in rebate on .Mac if you buy it and a new Mac at the same time.

Small Dog Electronics



iPhoto

Practical Contact Sheets

Q: I am a photographer and would like to use iPhoto to print contact sheets for my clients to accompany their CDs of images. The problem is that iPhoto won't let me print contact sheets with the image numbers — it will print only the thumbnails themselves. This makes the contact sheets essentially useless. Is there a setting I'm missing? ~ Ashley Williamson

A: You're printing contact sheets correctly, but, as you suggest, iPhoto doesn't allow you to print titles or file names to accompany these images. Here's a way around the problem: In iPhoto, select the images you'd like to appear on the contact sheet and choose Share > Export. In the resulting Export Photos window, click on the Web Page tab. Enter the number of columns and rows of pictures you'd like to appear on a page; in the Thumbnail portion of the window, enable the Show Title option (see "Creating Contacts"). Click on Export to save the pictures to a Web page.

When you open that Web page in your browser, you'll discover that it carries not only the images you selected, but also each image's title (by default, the image

number). Now simply print each page and you've got the contact sheet you're after.

You can continue to put this technique to good use by including the Web page and its accompanying images in a folder on the CD. (The folder should contain an index page and two folders, labeled Web page name-Thumbnails and Web page name-Images.) That way, your clients can browse the thumbnails in your contact sheet and then click on them to view the full-size images.

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

iPhoto Libraries

Yes, that's plural — you can have more than one iPhoto Library stored on your hard disk, and switch between them as you need to.

There can be a couple of reasons you might want to do this. If you have only a CD burner, and not a DVD burner, you might want to limit each library to a size that fits onto one CD for easy backup. (People with very large photo collections may need to limit them to what fits on a DVD!) Sometimes you may want to keep a separate library for images related to a single trip, job, or event.

If you're using iPhoto 5, simply hold down the Shift and Option keys while launching iPhoto, and you'll be presented with a dialog enabling you to select a library to open, or to create a new one.

If you're using iPhoto 4 or earlier, you'll need to get hold of iPhoto Library Manager and follow its simple instructions. (There are alternatives, but this is the one I'm familiar with. It's free from www.versiontracker.com and similar download sites.) Even if you have

iPhoto 5, you may be interested in some of the additional features of iPhoto Library Manager.

When switching among multiple libraries, you'll encounter an Open dialog in which you have to locate the library to be used. This means that you need to keep track of their locations on your hard disk. The default library (the one originally set up when you started using iPhoto) is in your Pictures folder — it's a folder named iPhoto Library. Second and subsequent libraries may be located wherever you like.

Backing up your library

If your main concern is to make a backup of your iPhoto library for safekeeping, you don't actually need to keep your library small enough to fit on a CD. There's another way.

At the bottom of the left hand column of iPhoto, make sure that you have the Info panel displayed. (Click the "I" icon.)

Click one of your album icons; then hold down the Command key and click other album icons one after the other, in whatever order suits you. Keep an eye on the Size number in the Info panel — you'll see it increase each time you click an additional album.

When the "size" has reached a figure of 620MB or so, click the Burn button and insert a blank CD. (Don't see a Burn button in iPhoto 5? Go to the Share menu and choose Show in Toolbar > Burn Disc. If all that happens is that you gain a double arrowhead at the end of the toolbar, click that and you'll see the Burn button.)

Repeat the process as required to burn your remaining albums.

When you reinsert a CD burned this way, it appears as a CD icon in the left hand column of iPhoto, with a disclosure triangle that

you click to reveal all the original albums — very convenient.

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iPod

Let it Charge

In processing iPod returns, many times the problem is simply a fully depleted battery. Customers report that the iPod does not respond when plugged into a wall charger or the computer, but instead displays a battery icon with one bar that does not flash. In most cases, leaving the iPod to charge for 30-60 minutes will revive it. If this doesn't help, though, Apple outlines five steps to take (the five Rs):

1. Reset your iPod.
2. Retry with a different USB port.
3. Restart your computer.
4. Reinstall iPod and iTunes software.
5. Restore your iPod.

While we're talking about batteries, it never hurts to emphasize calibration. After using your battery for a while, it's possible you'll notice reduced capacity. Calibration restores the battery to its full functionality. For iBooks, PowerBook G4, and iPod, plug the machine in and wait for it to fully charge. On laptops, wait for the ring on the power adapter to turn green; on iPods, wait until the screen indicates "Charged." Now, disconnect the battery and run your computer or iPod until it goes to sleep. Finally, plug it back in and fully charge again.

The procedure is slightly different for the very last generation PowerBook G4 (with the dual-layer SuperDrive and high-res screen), MacBook, MacBook Pro, and

MacBook Pro (17-inch). First, fully charge the machine. Once fully charged, allow the battery to “rest” for at least two hours, then disconnect the power and run it until the machine goes to sleep. Turn the computer off, or let it sleep, for at least five hours, then fully recharge.

Along these lines, iPod batteries tend not to last as long as laptop batteries. If your iPod is more than a year old, Apple will not cover replacement of the battery...but Small Dog can help. You can order replacement batteries for every kind of iPod for self- installation (we’ll send you instructions and an envelope to send us the old battery for proper disposal) or mail your iPod to us for professional installation.

Apple’s battery calibration page: <http://docs.info.apple.com/article.html?artnum=86284>

The Five Rs:
www.apple.com/support/ipod

Small Dog Electronics



iChat Blocked

Q: Every time I open iChat, the computer complains that “The Firewall is blocking iChat” or some such nonsense. I have OS X’s firewall turned on, and iChat seems to work just fine. I can chat, audio chat, video chat and exchange files with everyone in my Buddy List. So what exactly is being blocked?
~ Jann Hennessy.

A: You’ll get this message if you have Bonjour Instant Messaging turned on. Bonjour is Apple’s name for a protocol for discovering file, print, chat, music sharing and other services on local networks. It allows you to tap into resources on other computers within your local

network (if you have one). Bonjour Instant Messaging is part of this protocol, and it lets you chat with other people on the same network without having to be connected to the Internet. (It’s not much good if you don’t have a home network that other people use regularly, though.) You may have accidentally turned on Bonjour Instant Messaging the first time you set up iChat. It’s easy to turn off: Choose iChat > Preferences and click “Accounts.” Click “Bonjour” in the list at the left, and then uncheck the option to “Use Bonjour Instant Messaging.” You shouldn’t be bothered with the firewall message anymore.

macHOME HotTips



iMovie & iDVD

iMovie and iDVD Documents

One of the most common problems computer users have is that they don’t know where their documents are saved. For iMovie and iDVD users, the problem can be complicated by the fact that they’re not quite sure what they’re looking for. As it happens, the situation has recently been complicated a bit, as these applications have changed the way they save their files. Before version 5, a movie saved from iMovie consisted of a “project” folder containing three items — an iMovie reference file with the same name as the project, a folder named “Media” containing all the movie’s component video and audio clips, and a QuickTime reference movie that was created if the movie was sent to iDVD. The project folder was saved by default in the “Movies” folder located in your Home folder. If these components were separated, the movie would cease to function.

Apple must have decided that making all these component files separately visible was more likely to create problems than not. In iMovie 5 (a.k.a. iMovie HD), a saved movie consists of nothing more than a single document saved in your Movies folder. Since it contains all the movie and audio clips, it is likely to be pretty large, but if you decide in a year or two’s time that you want to trash or move that project, you have only one file to identify, and therefore don’t have to worry about missing some component(s).

iDVD has always created just a single reference project document (saved by default in the Documents folder in your Home folder), and it normally didn’t contain the source files (i.e. its component movies or slides), though there was a “Save” option to include them if you wanted a complete package.

iDVD 5 continues to save just a reference project document when using the Save command, but if you want to save a complete project including all the source files, you have to use the new “Archive Project” menu command. At this point you can elect to save included themes and encoded files that would make your project transferable to iDVD on any other Mac, even if it didn’t have the same themes installed.

Understanding how all this works will help you avoid the common problem of incomplete project files and will also enable you to confidently delete movie and DVD material when attempting to recover disk space.

Small Dog Electronics



Credits & Special Thanks

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

User Group Newsletters:

- *Mouse Droppings*, newsletter of the Corvallis Macintosh User Group in Corvallis, Oregon, one of the oldest and most active user groups in the country. *Mouse Droppings* is the home of Phil Russell, a respected Macintosh writer and the main source of hints and tips published by me over the years, as well as other MUG newsletters throughout the world.
- *The Dialog Box*, newsletter of the San Gabriel Valley MUG in Pasadena, California
- *FatBits*, newsletter of CVMUG, the nation's first user group. Camarillo, California
- *The Finder*, newsletter of Mid-Columbia Macintosh User Group in Kennewick, Washington.
- *MacValley Voice*, newsletter of the MacValley User Group in the Northridge, California.

Friends:

- Allen Kalka, President of the Mt. Dora Macintosh User Group, Mount Dora, Florida.

Companies:

- Sterling Ledet — Hands-on Adobe, Macromedia and Quark authorized software training and consulting for web, video, multimedia and print. Offering classroom, online or onsite worldwide training with locations across the US. www.ledet.com

Websites:

- OSXFAQ.com — One of the world's top OS X tip sites. Currently administered by Scott Sheppard.
- www.smalldog.com — Small Dog Electronics, an Apple Specialist and resellers of Apple Macintosh computers, peripherals, and software.
- TidBITS.com — A free email and Web publication covering the Macintosh Internet community.

Publications:

- Jay J. Nelson's *Design Tools Monthly* — An executive summary of graphic design news which includes Mac news and rumors, new software and hardware announcements, upcoming seminars and shows, interesting websites, and other valuable information. You may request a free sample copy of this monthly newsletter by going to www.design-tools.com or calling 303.543.8400.
- The *macHome Journal*, the ultimate magazine for the Macintosh consumer, offering practical advice for everyone. *macHome Journal* offers excellent how-to articles and advice on purchases, and Hot Tips on line. www.machome.com.
- *Macworld Magazine*. The ultimate resource for Mac users. Each issue is packed with practical how-tos, in-depth features, the latest troubleshooting tips and tricks, industry news, future trends, and is home to MacOSXHints.com as well as Chris Breen's Mac 911 columns. www.macworld.com.

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