

Port Ludlow Computer Club - Mac Group  
December 15, 2008  
Handout - 20 Things You Should Know

- 1-System Preferences, adding an additional administrator account & startup items
- 2-The Dock and Sidebar tricks
- 3-Disk Utility - Repairing Permissions and Verifying your disk
- 4-Printers-Setting up for draft printing
- 5-Creating and sending PDF documents
- 6-Web Browsing (Safari and Firefox) - Tabbed Browsing
- 7-Preferences are everywhere
- 8-Command-T and Command - + and Command - - (minus)
- 9-Getting Rid of Old "Previous Recipients" in Mail
- 10-Some valuable Shortcut Keys
- 11-Making Aliases and temporary folders
- 12-Three or four ways to view the contents of your Hard Drive
- 13-Getting at the Dictionary
- 14-What are the "eyeball" and "gear" on the Finder window tool bar
- 15-Making Icon Previews on the Desktop vs. generic icons
- 16-A quick move to the Trash Control-Click the icon
- 17-Empty Trash vs. Secure Empty Trash
- 18-What are Services in each application's File Menu?
- 19-Spotlight - finding things - two ways
- 20-Force Quit - What does it do and three ways to do it

- 1-System Preferences, adding an additional administrator account & startup items

Creating a second Administrator's account. Why?

How? Open System Preferences--> Accounts. Click the lock image to make changes. Enter your Admin password. Once unlocked you can create a new user account by Clicking the Plus symbol. In OS 10.5 Choose "Administrator" next to "New Account". In OS 10.4 you have to check "Allow user to administer this computer". Next enter the name of the account (the computer will create a short name) and a password (entered twice). **WRITE IT DOWN.** Add a hint in case to do not write it down and forget the

password. Hit "Create Account". Once created you can add Login Items, a photo, and do some other things. Once done click the lock icon to prevent further changes.

Note the Accounts preference looks different in OS 10.5 and OS 10.4

## 2-The Dock and Sidebar Tricks

What is the Sidebar? When you open the Finder (Smiley Face icon on the dock or HD icon on the desktop) it is on the left side of the window. It is the list of Devices and Places (OS 10.5) or in 10.4 the list of drives, applications and folders which can open with a single click. Both on the dock and in the Sidebar, you only need to click once to open something.

What can you do with it? You can drag the icon of something you use often (but perhaps not as often as you use items on the Dock) to the Sidebar and they will act as additional Dock items. Both Dock and Sidebar items are aliases, not the original drive or application.

You can resize both the Sidebar and the Dock. On the Dock find the dividing line, look for the Up and Down arrows, click on it with the mouse and slide up or down. On the Sidebar move the mouse until you find the place where you see the Left/Right arrows and slide left or right.

You can temporarily put the Dock out of sight (Option-Command-D keys)

## 3-Disk Utility - Repairing Permissions and Verifying your disk

Disk Utility is an Application living in your Utility Folder (within the Application Folder). Open it, select First Aid then and select your Hard Drive image. When things get buggy repairing permissions may fix them. Not always; sometimes just doing a restart will do the trick. However, you can repair folders, files and programs that don't work because you supposedly don't have sufficient "access privileges." You can also verify your hard drive from here but not repair it. Verify will give you a report of the disk's health. If you need to repair something that is reported, you will have to start from another disk, such as your system installation disk (and use Disk Utility) or a program like DiskWarrior.

#### 4-Printers-Setting up for draft printing

You can make a permanent setting for economy or draft printing to avoid having to set it up each time you want to print a document.

How? Prepare to print document so that you will open the print dialog box. Change the default window to "Print Settings". When you get that window change the settings from high quality to draft quality. This is done slightly differently a different printers. For example on an Epson printer you may have a print dialog box that just gives the name of the printer and the Presets, which will be set to "Standard". In this case you click on the Down Arrow next to the name of the printer and the dialog box will open up. This box might allow you to change from Color to Black ink and from Quality (slow) to Speed or similar words. By printing in fast speed mode and with black ink only you are creating draft or economy document printing. With these changes made open the "Presets" box. You will have an option for "Save As". When you select this you can choose a name such as "Draft" or "Economy". Next time you want to print a draft document change the Presets from Standard to "Economy" or "Draft".

#### 5-Creating and sending PDF documents

Making PDFs. A PDF document is one that retains the look of your original document (type faces, pictures, illustrations, etc.) exactly as your prepared them. For example, if you prepared an illustrated document in Pages or Word, you can save it as a PDF document that can be seen by anyone using any computer. They cannot change the document (unless they have the expensive Adobe Acrobat program).

How? When the document is finished select Print. When you get the print dialog there will be a button in the lower left corner that says "PDF". Select it then select the "Save as PDF" and save it to the desktop. This option will create a PDF document that can be attached to an email and opened by anyone on any computer that has the free Acrobat Reader software from Adobe. (Most computer have this software.)

Bob Snow December 15, 2008  
12:35 AM

#### 6-Web Browsing (Safari and Firefox) - Tabbed Browsing

When you are browsing the web you may be fine with having the page that opens next replace the prior one. You can just use the back arrows to return to the previous page. However, opening a new page by way of a new Tab keeps the previous page open in the first tab and opens the next page in a new one. This is handy when you go back and forth between pages.

How? In Safari hold down the Command Key and click on one of the icons in your Bookmarks Bar. this will open the selection in a new Tab. That is also true when you have your bookmarks window open. You can also open a new tab under the File Menu, File-->New Tab. You can see how this works in Safari's preferences under "Tabs".

In Firefox's preferences you can set the application to open new pages in a new tab. However, to open a new Tab use the Command Key with the T- Key. When quitting Firefox you also get the option of having the Tabs saved for you so they are available the next time you open Firefox.

## 7-Preferences are everywhere

There are system Preferences, Finder Preferences and Preferences in most applications.

System Preferences, found under the Apple logo, upper left hand corner, control the general look and operation of your computer, in addition there are some applications that create their own preferences within the System Preferences.

The Finder Preferences are available when you click on the Desktop then the drop down menu under the word "Finder" on the File Menu Bar. These preferences are slightly different under OS 10.5 and 10.4. They generally control how Desktop and Sidebar work.

Each application has its own Preferences under its name on the File Menu Bar (when you are in that application). They only control how things work with that particular application, e.g. Safari, Mail, word processors, etc.

## 8-Command-T and Command Key & + (plus) and Command Key & - (minus)

When you are working in most word processors, Pages, Keynote and Apple's mail program the two key command: Command Key plus T will open the type fonts widow, allowing you to select or change the type font, size, style, color, etc. It is a valuable shortcut key to memorize. However, remember that Command-T behaves differently in a web browser such as Safari and Firefox; there it opens a new tab.

The Command - + will enlarge all or a selected portion of type. In a web browser it will enlarge the type on the entire page. Command - minus (-) will shrink the type size. This affects the type size not the size of the graphics.

## 9-Getting Rid of Old "Previous Recipients" in Mail

When you are sending email in Mail and begin to type in a name or email address a list pops up of all previous recipients to whom you have sent email. Some may be obsolete or perhaps you just don't want them to appear in the future. To get rid of them go to Mail's file menu under "Windows" and select "Previous Recipients". You will get a list of all the names and address records of your previous recipients. You will be able to highlight one or more of them and delete those name or address.

## 10-Some valuable Shortcut Keys

In a typical Mac OS X application, the most frequently needed menu items have keyboard shortcuts that let you access these menu items faster. Many applications have 40 or more menu shortcuts. Mail, for example, can have 80 or more keyboard shortcuts, depending on the current situation.

However, you only need to learn a few common shortcut keys to make your computing more easier and more effective. In the list below the following symbols apply: Command Key = ⌘, Control Key = ⌃. There are 14 useful short cut keys are listed below.

Save a document your are working on ⌘ plus S  
Copy something within a document or web page ⌘ plus C  
Paste something you have copied into a document ⌘ plus V  
Undo Typing ⌘ plus Z  
Cut highlighted text ⌘ plus X  
Select All (everything ) in the document ⌘ plus A  
Close a Window ⌘ plus W  
Quit an Application ⌘ plus Q  
Print a document ⌘ plus P  
Quit an Application that is locked up (Force Quit) ⌘ plus ⌘ plus Escape  
Key (Esc)  
Bring up Font Viewer (change font, change font size, color fonts & more) ⌘  
plus T  
Enlarge selected text ⌘ plus equal (=) or plus (+)  
Reduce selected text ⌘ plus minus  
Check the document's spelling and grammar ⌘ plus :(colon)

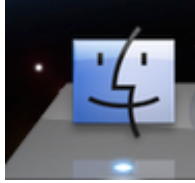
#### 11-Making Aliases and temporary folders

You don't have to keep your actual documents on your desktop. Store them in one or more of your document folder or subfolders. Just make an alias of the document to be put on your desktop. Same is true of any application. Of course, you can also drag the application or document to your Dock and it will automatically make an alias of itself. To make an alias select the document, application or photo and hit ⌘-L or Command key plus L. You can tell a document is an alias by the little arrow in the lower left hand corner of the icon and the word alias at the end of the title.

To keep your desktop workspace uncluttered but still have the things you are working on quickly available make a new folder on the desktop. Call it something like "Temporary" and drag everything on the desktop except the Hard Drive into that folder.

#### 12-Three or four ways to view the contents of your Hard Drive

You can access the contents of your hard drive by clicking once on the blue face on the left side of your Dock.



You can double-click on the Image of the hard drive.



In either case, once the image is opened you will see three boxes (in Tiger OS 10.4) or four (in Leopard OS X 10.5)



Click on the first box and you will see the contents of the hard drive or any folder as a group of Icons.

The second box will give you a list of the contents, usually sorted alphabetically, unless you change that. It will give you more detailed information about the document or application than the icon view.

The third box shows an alphabetical list of the contents with details listed in a preview window. It will also show the path that led to the document or application and If you have selected a Folder, this view will show you the contents of the folder.

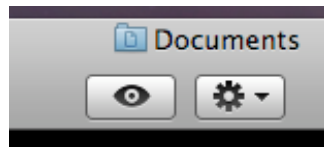
The fourth view shows you a graphical window, which you can slide back and forth. It looks like the view window in iTunes. This view is only available in OS 10.5 Leopard.

13-Getting at the Dictionary

If you are in a word processing document, with the mouse click somewhere within the word and hold down the Control key. You will get a drop down window with an option to "Look up in Dictionary. Clicking on this will bring up the full dictionary (and thesaurus).

If you just want a brief definition just click somewhere within the word and use the ⌘ (Command) plus Control plus D key. If the short definition is not good enough there is a corner box "More" which if clicked on will bring up the complete dictionary.

14-What are the "eyeball" ( OS 10.5 only) and "gear" boxes on the Finder window tool bar?



The "gear" or "Actions" icon gives your quick access to a number of handy actions, which include moving a document to the Trash, assigning a color label to a document, folder or application, making a new folder, getting information about the item, making an alias or duplicate of the item and more. Very handy for quick operations.

The "eyeball" or Quick View allows you to look at most documents, either the first page or the entire document. Older applications like AppleWorks will not work, but more recent Applications will.

15-Making Icon Previews on the Desktop vs. generic icons

By default most documents and photo images show up on the desktop with generic icons. You can turn them into miniature picture icons. To do this click somewhere on the desktop to get the finder. From the file menu select View, and at the bottom of the drop down menu select "Show View Options". When that window opens check the box "Show icon preview".

16-A quick move to the Trash - Control-Click the icon

If you wish to quickly move an item to the Trash, hold down the control key and click once on the item. You will be given a window with an option to "Move to Trash". You can select multiple items by selecting each by pressing the Command key then hold down the control key to select move to trash.

Incidentally this procedure gives you the same window as the "Gear" or Actions icon

#### 17-Empty Trash vs. Secure Empty Trash

You can empty the trash by clicking on the "Empty Trash" selection under the Finder File Menu. You can also empty it pressing Shift-Command-Delete or you control-Click the Trash basket icon. The information is not really gone, but the space it occupied is made available for overwriting. You won't see it, but a program like Norton Utilities can resurrect the delete files.

The Secure Empty Trash choice has the computer overwrite the deleted files with new information, 0s and 1s, to make them unrecoverable. It takes longer but it is gone from your hard drive. Good for financial, medical and personal information, for example.

#### 18-What are Services in each application's File Menu?

The Services Menu is found in almost every Apple application. It resides in the drop down menu under the name of the application, in the same place as the application's preferences. It is not available in most older Apple and non-Apple applications but is there in many newer third-party applications, such as Firefox.

Available under the Services menu are such things as Disk Utility, Finder, Font Book, Grab, Import Image, Look up in Dictionary, Mail, Make New Sticky Note, Open URL, Script Editor, Search in Google, Send File to Bluetooth Device, Speech, Spotlight, Summarize and TextEdit.

#### 19-Spotlight - finding things - two ways



Using the magnifying glass icon in the upper right corner of the file menu will open a quick search window with the top twenty suggestions. If you want to see them all just click on the "Show All" box at the top of the Spotlight search window.

If you open the search window under Services in any program (once you have highlighted a word), or click on the desktop (Finder) and use the Command plus F key you will get the extended search window.

20-Force Quit - What does it do and three ways to do it?

When an application "locks up" stops working, usually evidenced by the "spinning beach ball" you can force the application to quit. This will only affect the application that is open. The other applications will keep running and no computer restart will be required. You can do this as follows:

Keys. Hold down the Command plus Option plus Escape keys. You will get a window allowing you to choose which application to quit.

You can hold down the Control and Option Keys and click on the application's icon on the dock, which will give you a menu including the Force Quit option.

You can open the menu under the Apple Logo on the upper left side of the File menu and find the Force Quit option in the drop down menu.