

Macworld
Superguide

MAC OS X
Hints
LEOPARD EDITION

By Rob Griffiths

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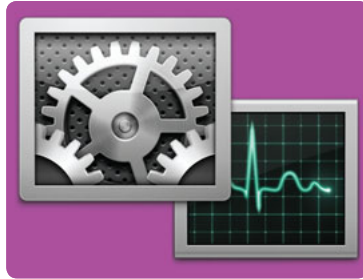
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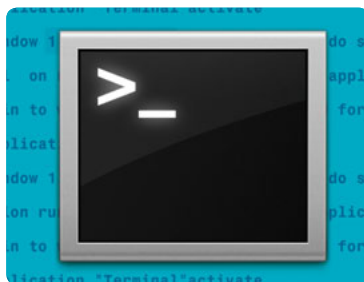
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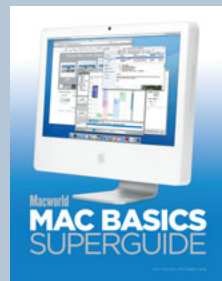
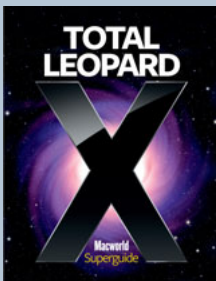
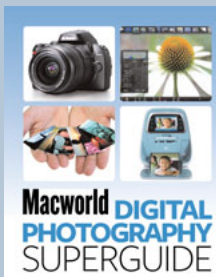
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Special thanks to the **readers of MacOSXHints.com** for their generous contributions of tips, insights, and thoughtful analysis of nearly every aspect of OS X. Without their enthusiasm and help, this book would not have been possible.

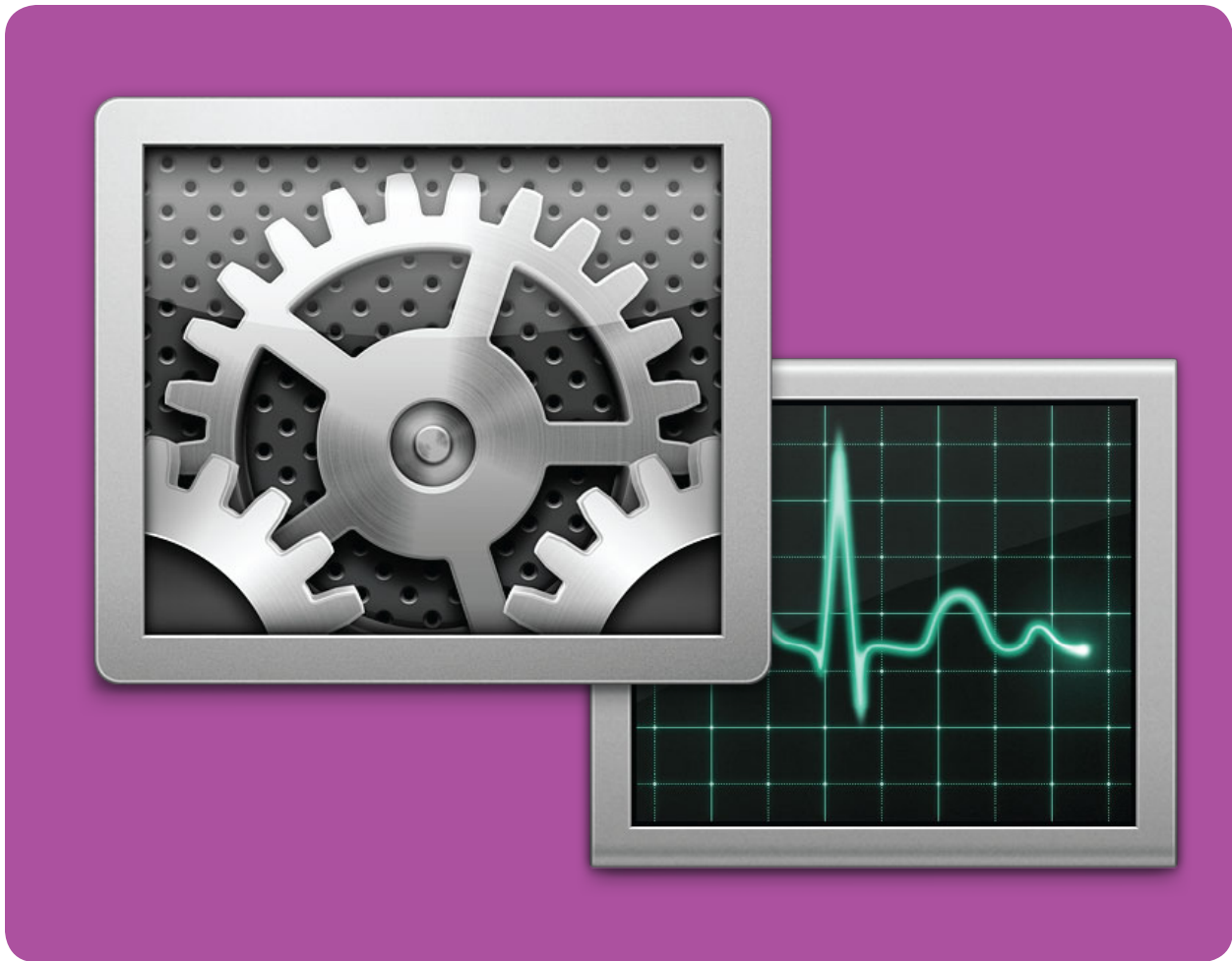
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Master Your System

Learn the Secret Ins and Outs of Settings, Sharing, and Printing in Leopard

When you move into a new home, you have to clean up, arrange the furniture, do a few repairs, and tweak the lighting before you can finally settle in. Your Mac is no different. That's why OS X is overflowing with clever tricks and fixes for customizing your system and how you use it. They can make the time you spend in front of the screen infinitely more productive. And since Leopard isn't perfect, it's also good to be aware of possible system glitches and how to troubleshoot them. A little rearranging will go a long way toward making your Mac a more pleasant place to spend your time.

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Preferences

The cornerstone of any good Mac-user relationship is personalized preferences. Train Leopard to meet all of your unique needs and whims.

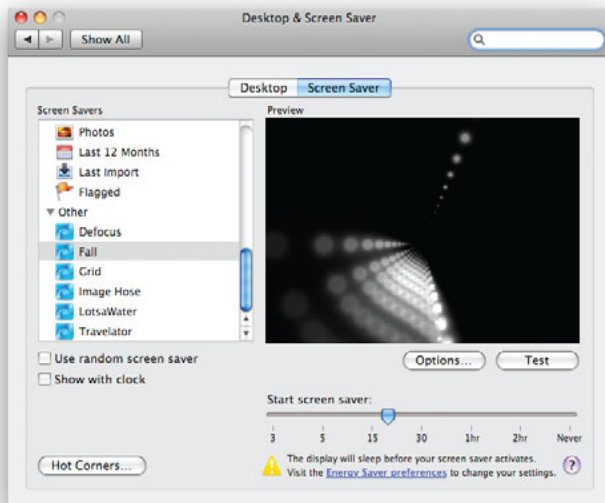
ACCESS INVISIBLE LOGIN BUTTONS

If you have little kids around who love to click on buttons, consider disabling the login window's Restart, Sleep, and Shut Down options. To do so, go to the Accounts preference pane and click on Login Options. (You might need to click on the lock at the bottom of the dialog box first and enter your password.) Deselect the Show The Restart, Sleep, And Shut Down Buttons option.

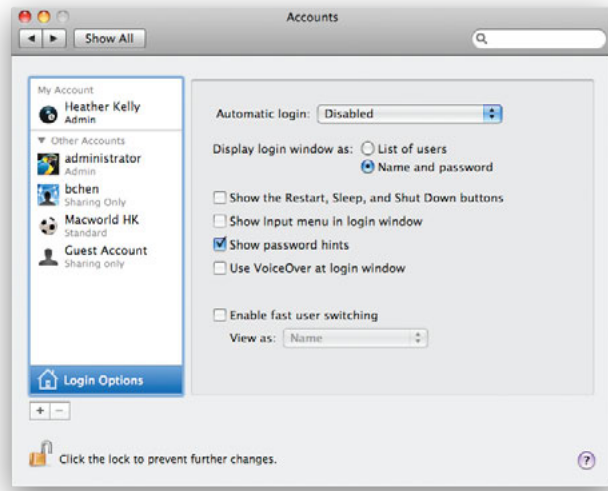
But what if you want to put your machine to sleep, restart it, or shut it down from the login window after you've disabled the buttons? No problem—just make sure your login window is in Name And Password mode (see "Childproof"). You can set this permanently in the Login Options window by selecting the Name And Password option. Another trick is to switch the window in real time: go to the login window, use the arrow keys to highlight a user, and press shift-option-return. The window will show the list of users. In the Name field, type **>sleep**, **>restart**, or **>shutdown**. Click on Log In or just press return. It'll take a while before the munchkins figure that one out.

REVEAL LOGIN ITEMS IN THE FINDER

Ever wondered where some of those items in your Login Items list (in Accounts preferences) came from? In Tiger, you could hold your cursor over an item to see its path. In Leopard, just right-click (or control-click) on any login item and then choose Reveal In Finder from the resulting contextual menu.



Fresh Saver Access the collection of trippy, secret screen savers hidden in your `/System/Library/Compositions` folder.



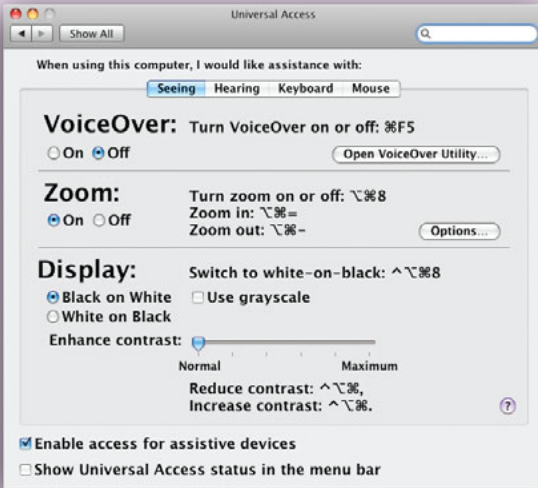
Childproof Once you've deselected the Show The Restart, Sleep, And Shut Down Buttons option, your baby (computer) will be much safer from your babies (children).

COPY AND PASTE PARENTAL CONTROL SETTINGS

If you have more than one child at home, this is an easy way to create multiple user accounts with identical Parental Control settings. First, set up one account. Then, in the Parental Controls list, select that account, click on the Action button at the bottom of the window, and choose Copy Settings For Account. Then, to apply those settings to another account, select that other account, click on the Action button, and choose Paste Settings To Account. Even if you don't plan on configuring each account identically; you can use this technique to copy settings and then edit them as necessary rather than starting from scratch.

UNCOVER SECRET SCREEN SAVERS

Tired of Leopard's built-in screen savers? A slew of hidden Quartz Composer compositions can add visual variety to your Mac's dozing screen. To try them, first quit System Preferences if it's running. Go to `/System/Library/Compositions` and drag as many of these files as you like from there to `your user folder/Library/Screen Savers`. (Create this folder yourself if it doesn't already exist.) Not all of these Quartz compositions will work as screen savers. In general, if you can see a moving image in the Finder's preview pane, the file should work. Defocus.qtz, Fall.qtz, Grid.qtz, Image Hose.qtz, Moving Shapes.qtz, Travelator.qtz, and Wall.qtz are some neat ones. Once you've copied the files, open System Preferences, select Desktop & Screen Saver, scroll down to the Other section of the left pane, and select a new screen saver (see "Fresh Saver"). Clicking on the Options button will let you tweak the settings on some screen savers.



Big Picture Universal Access provides a way to zoom in on tiny text.

MAC 911

ENLARGE YOUR SCREEN

If you find interface elements too small to read comfortably, OS X will let you zoom in for a better look. Choose System Preferences from the Apple menu, click on Universal Access, and, in the Seeing tab, enable the Zoom option. Now when you press ⌘-option-equal sign (=), whatever is on your display will be enlarged. (Use the equal sign that appears at the top of the regular keyboard rather than the one on the keypad.) Press ⌘-option-hyphen (-) and the display zooms out. If your mouse has a scroll wheel or scroll ball, you can also zoom in and out by simply holding down the control key while moving the scroll wheel up and down.

By clicking on the Options button next to the Zoom entry, you can set the maximum and minimum zoom levels and decide how you want the display to react to your cursor; whether it should scroll only when the cursor reaches the edge of the screen, follow the cursor continuously, or keep the cursor centered.

To quickly turn the zoom feature on or off, press ⌘-option-8.

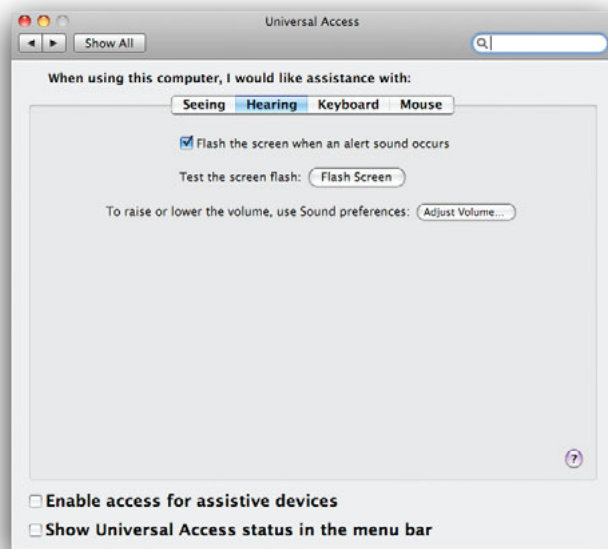
EASILY REMOVE THIRD-PARTY SCREEN SAVERS

In Tiger, if you installed third-party screen savers and later wanted to remove one, you had to navigate to ~/Library/Screen Savers and then find and delete the unwanted plug-in. In Leopard, you can just go to the Desktop & Screen Saver preference pane, right-click (or control-click) on the offending screen saver, and choose Move To Trash in the resulting contextual menu.

MAKE YOUR ALERTS VISUAL

One alternative to the aural alert is a visual alert—a screen flash. This is handy if you'd rather not have your music interrupted by system beeps or if you keep your volume off. In the Universal Access preference pane, which Apple provides for people with physical disabilities, you can opt to see system alerts. Open the Universal Access preference pane, select the Hearing tab, and then click on the Flash Screen button. If you like what you see, select the Flash The Screen When An Alert Sound Occurs option (see “Silent Flash”).

With this option selected, you'll hear an audio alert in addition to seeing the screen flash, unless you've muted your Mac's sound. So how can you have a screen-flash alert without having to mute your system's audio? Go to the Sound preference pane, click on the Sound Effects tab, and adjust the Alert volume slider to mute. From now on, any system alerts will result in a screen flash that will get your attention without making a sound.



Silent Flash The flashing alert, available in the Universal Access preference pane, is a good alternative for the noise averse or people with hearing impairments.

SILENCE THE VOLUME-CHANGING BEEP

Usually the point of lowering your computer volume is to make less noise, not more. To silence the volume-changing beep, hold down the shift key while pressing the volume-down or volume-up key. (This doesn't work when you use your mouse to select the volume menu on the right side of your menu bar.) If you're using a portable Mac and you've set the Keyboard & Mouse preference pane to require the fn key in addition to the volume-changing key, don't worry: adding the shift key still silences the beep and doesn't require too much in the way of finger gymnastics.

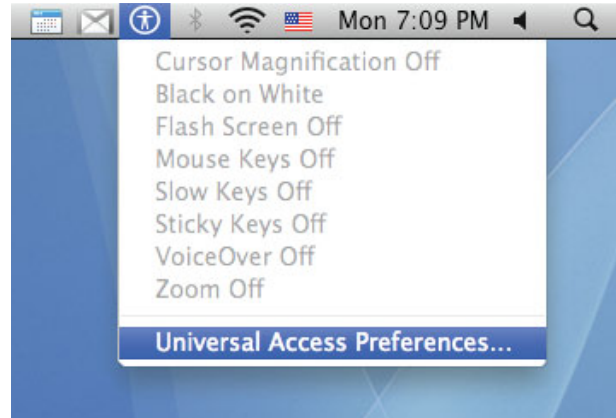
MASTER YOUR SYSTEM

FIND OUT WHAT'S ON

Sometimes, when you have Universal Access turned on, your Mac starts doing all sorts of strange things—using its display to impersonate an X-ray machine, reciting the name of the currently selected item, that sort of thing. Usually this is the result of a slip of the fingers combined with a Universal Access feature being mistakenly switched on. Leopard can help you quickly identify the problem. Open the Universal Access preference pane, and the Show Universal Access Status In The Menu Bar option at the bottom of the window. That done, you should see a Universal Access icon in the Mac's menu bar (see “Instant Access”). Click on that and you'll see a list of Universal Access options as well as their current state—Mouse Keys On, for example. Note that this truly is a status menu: it only shows what's on and off. To fix the problem, you'll have to go back to the Universal Access preference pane.

USE MOUSE KEYS ON A LAPTOP

The Universal Access preference pane's Mouse tab (called Mouse & Trackpad on Apple laptops) has long offered Mouse Keys, a way to use the numeric keypad to control the mouse. But how do you use this feature on a laptop that has no keypad? Press your Mac's number lock key (F6) and use keys 7, 8, 9, U, I, O, J, K, and L as the numeric keypad.



Instant Access A menu-bar icon offers a fast way to see what Universal Access settings you have enabled at any time.

ZOOM WITH THE TRACKPAD

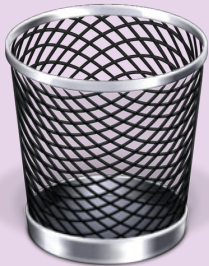
By default you can just hold down the control key and use your mouse's scroll wheel to zoom in and out on your display. But how can this be accomplished on a laptop that offers no scroll wheel? Universal Access offers this cool zooming feature: on Apple laptops that allow two-finger scrolling, press control and use your two fingers on the trackpad. Drag them up and the screen zooms; drag them down and the image shrinks back to normal size.

TRASH TALKING

That little crumpling sound your Mac makes when you empty the Trash may sound satisfyingly final, but don't be lulled into a false sense of security. Traces of your personal information and even entire files can easily be left behind on your machine. Follow these steps to make sure your Trash is gone for good.

Securely Erase Your Hard Disk Before you sell or give away a Mac, make sure that no personal data remains on it. After you've copied all your files to your new Mac, restart the old one from the Mac OS X installation disc. Open Disk Utility and select your hard disk from the list on the left. Click on the Erase tab and then on Security Options. Next, choose one of the several erasure methods that are offered. The 7-Pass Erase option is probably sufficient for most people, but if you're truly paranoid, select 35-Pass Erase, which will make it nearly impossible for anyone, even James Bond, to recover your files. If you're using a laptop, make sure it's plugged in. This process can take a long time.

Delete Stubborn Files Have a file that just won't delete? There are third-party solutions, such as Marco Balestra's handy and free Super Empty Trash (donations accepted; www.faqintosh.com). Or you can use the `rm -rf` com-



mand in Terminal to remove the file. Unfortunately, if you mess up with that command, you might erase your hard drive.

Here's a third method to try. It may take longer, but it's very safe and will work on files that seem immune to all other attempts. Start by creating a new user in the

Accounts preference pane. It doesn't matter what name or access level you give the new account; it's going to have a very short life. Once the account is created, move the troublesome file from the Trash into the /Users/Shared folder. Now go to the Apple menu and choose Log Out *user name*, and then log in as the new user. Open the /Users/Shared folder, and move the pesky file into the new user's Trash.

Now log out of the new account and log in to your main account. Return to the Accounts preference pane, select the account you just created, and click on the minus sign (-), or just press the delete key. A dialog box will appear, asking you if you're sure you want to do this. Of the three options—Cancel, OK, and Delete Immediately—select Delete Immediately. The troublesome file, along with the new user account and the disk space it used, will disappear. Selecting OK will leave the file on your disk.



Navigate Leopard

Move Around OS X Like a Pro Using Leopard's Sleek Navigation Tools

Bringing order to the chaos—namely, all your programs, photos, and documents—is a complicated chore that Apple doesn't take lightly. With each new version of OS X that's released, well-thought-out changes are made to navigation tools like the Finder, the Dock, and Spotlight. In Leopard, a few new goodies have even been thrown into the mix, like Stacks, Spaces, and Quick Look. Each feature, new or just improved, is here to help Mac users get oriented. Take them out for a spin and see where they take you.

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Unleash OS X's Programs

Discover Hidden Powers in Mail, Safari, iChat, and Others

From 3-D modelers to video editors to scientific analyzers, there's no shortage of great Mac programs on the market. But no matter what you use your Mac to do, there are a few programs almost every Mac user relies on—including an e-mail manager, a Web browser, a media library, a calendar, and so on.

That's why Apple built these essential programs right into OS X. With Mail, iCal, iChat, Address Book, Safari, Preview, and others, Leopard gives you the tools you need to manage your information and keep in touch with others—and wraps them in a simple interface that almost anyone can use without having to resort to a manual. But sometimes, that simplicity can mask the program's true power. If you're ready to unlock the hidden potential in Leopard's built-in programs, these tips will help.

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tell application "Terminal" activate
tell window 1 do script "cd " & theWin -- do script "cd
end tell
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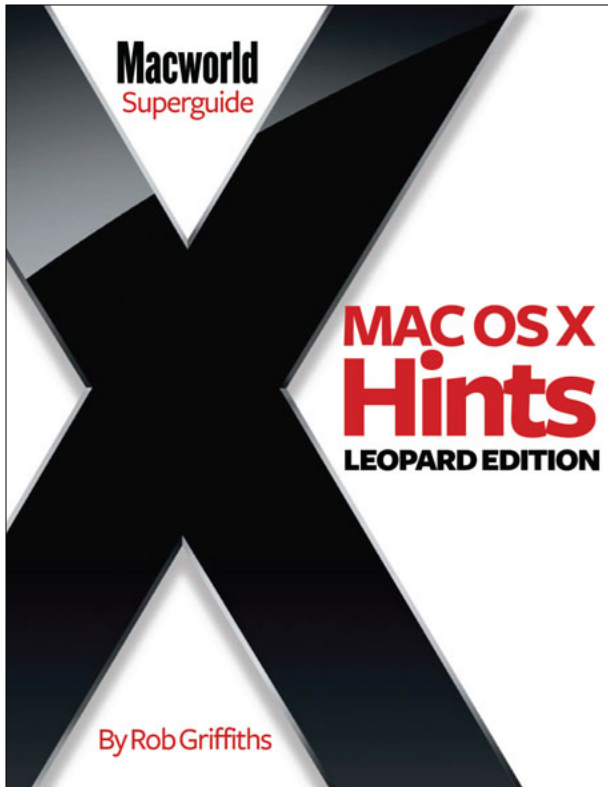
Take Command of Terminal

Dig Deeper into Mac OS X with This Powerful Behind-the-Scenes Tool

With a little bit of know-how and the right commands, even the most novice of Mac owners can use Terminal. By tapping into the power of Unix, anyone can streamline workflow and manipulate files in ways otherwise impossible in the OS X interface. Though it might seem a little intimidating at first, Terminal is a snap to use once you learn its secrets. These hints cover what's new in Leopard, how to search using Terminal, and safety tips to make sure your forays into the command line don't end in tears.

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When it comes to uncovering your Mac's hidden powers, there's no better resource than MacOSXHints.com, a collaborative Web site that lets Mac users share their favorite tips and tricks. In fact, over the past eight years, the site has collected more than 10,000 hints covering every version of Mac OS X.

For this book, the site's creator, Rob Griffiths—in collaboration with the editors of *Macworld*—has pulled together the most useful hints for OS X 10.5. Whether you're a power user looking to take control of your system or a relative newcomer searching for ways to be more productive, this handpicked collection will help you get the most from Leopard.

Inside these pages you'll find more than 200 tips covering nearly every aspect of Leopard, including customizing the look of Finder windows, searching hidden system files with Spotlight, and making the most of OS X newcomers like Quick Look and Spaces. You'll also dig deep into Leopard's system settings to fine-tune your preferences, save time with undocumented shortcuts, and unlock powerful file-sharing and printing features. Once you've mastered your system, use our step-by-step advice for squeezing more power from OS X's built-in programs, including Mail, Safari, iCal, iChat, iTunes, Preview, and more. And of course, no guide for power users would be complete without a trip to Terminal. If you're new to OS X's command-line interface, we'll show you how to get started and how to protect yourself from dangerous actions. If you're a command-line veteran, you'll find tips for taking advantage of new Leopard commands and strategies for working in Terminal more efficiently.

Ready to unlock your Mac's hidden potential? This book is for you.

