

The Mac OS X Lion Project Book

Stuff you can do with your Mac



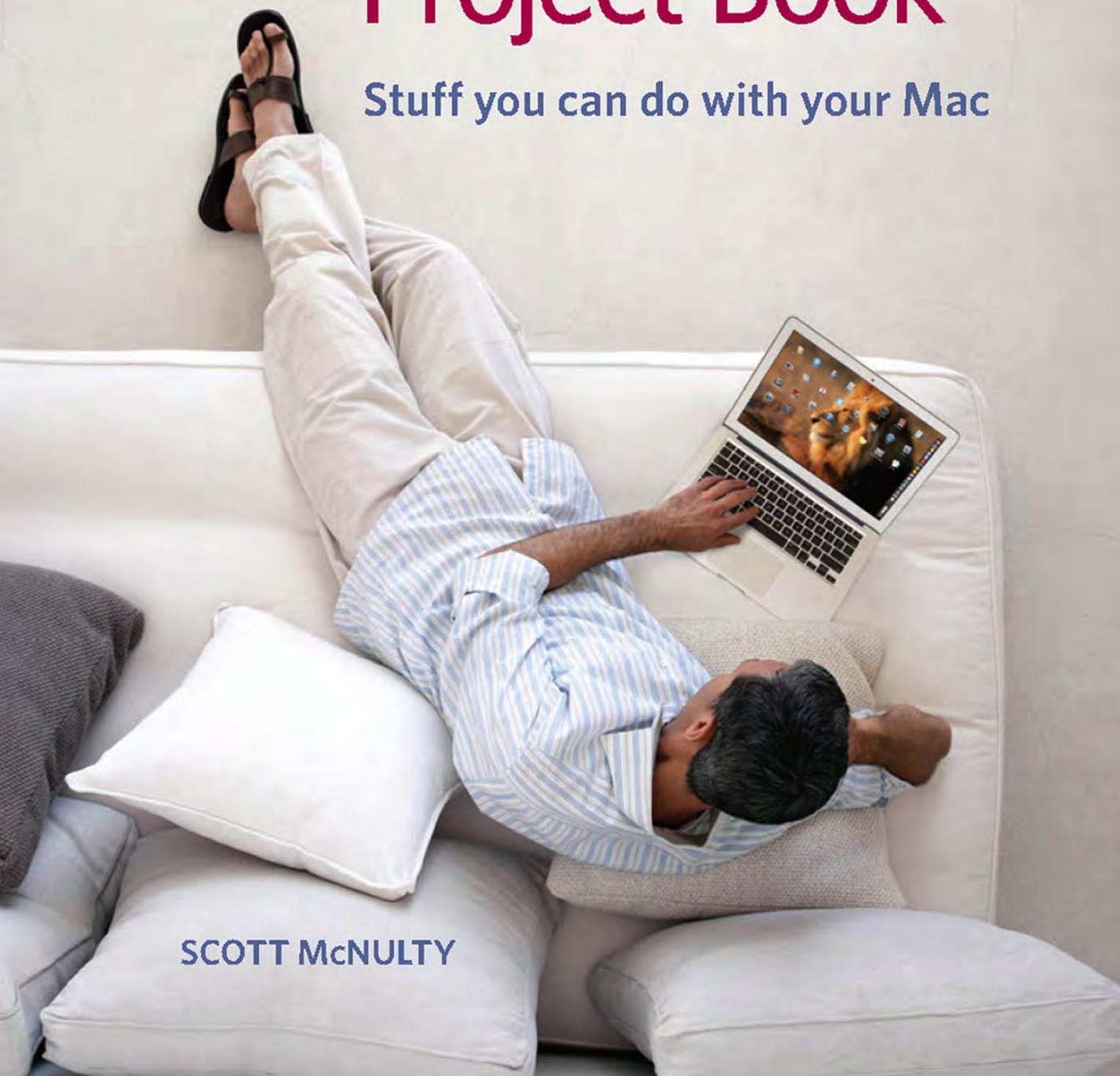
SCOTT McNULTY

Table of Contents

Title Page.....	1
Copyright Page.....	3
Dedication.....	4
About the Author.....	5
Acknowledgments.....	6
Contents.....	7
1. Managing Your Mac.....	12
Managing Your Files Project.....	13
Mastering Spotlight Project.....	23
Saving Yourself Some Paper Project.....	31
Installing Applications Project.....	41
2. Interacting from a Distance.....	54
Tech-Supporting Your Parents Project.....	55
Sharing Screens and Files over a Home Network Project.....	67
Accessing Your Mac Away from Home Project.....	79
Syncing Files Across Macs Project.....	94
3. Managing Media.....	112
Throw Away Your DVDs Project.....	113
Encode Entire Seasons of TV Shows Project.....	123
Get Your TV Shows and Movies into iTunes Project.....	126
Move Your iTunes Library Project.....	135
4. Making Magic.....	140
Make Your Photos Better Project.....	141
Make a Vacation Slideshow That Doesn't Suck Project.....	150
Create a Family Web Site Project.....	158
5. Getting Productive.....	174
Staying on Top of the News Project.....	175
Type Less Project.....	184
Limiting Distractions Project.....	190
6. Additional Hardware Required.....	196
Audio Podcasting Project.....	197
Backing Up Project.....	211
Sign PDFs Without Printing Them Project.....	226
Index.....	232

The Mac OS X Lion Project Book

Stuff you can do with your Mac



SCOTT McNULTY

The Mac OS X Lion Project Book: Stuff you can do with your Mac. The Mac OS X Lion Project Book: Stuff you can do with your Mac, ISBN: 9780132

Prepared for nikhil.sarpotdar@oracle.com, nikhil sarpotdar

Copyright © 2011 by Scott McNulty. This download file is made available for personal use only and is subject to the Terms of Service. Any other use requires prior written consent from the copyright owner. Unauthorized use, reproduction and/or distribution are strictly prohibited and violate applicable laws. All rights reserved.

Copyright © 2011 by Scott McNulty. This download file is made available for personal use only and is subject to the Terms of Service. Any other use requires prior written consent from the copyright owner. Unauthorized use, reproduction and/or distribution are strictly prohibited and violate applicable laws. All rights reserved.

The Mac OS X Lion Project Book

Stuff you can do with your Mac

SCOTT McNULTY



PEACHPI^T PRESS

The Mac OS X Lion Project Book

Scott McNulty

Peachpit Press
1249 Eighth Street
Berkeley, CA 94710
510/524-2178
510/524-2221 (fax)

Find us on the Web at: www.peachpit.com
To report errors, please send a note to errata@peachpit.com.

Peachpit Press is a division of Pearson Education.
Copyright © 2011 by Scott McNulty

Executive editor: Clifford Colby
Editor: Kathy Simpson
Production editor: Danielle Foster
Compositor: Danielle Foster
Indexer: Ann Rogers
Cover design and photo compositing: Mimi Heft
Interior design: Peachpit Press

Notice of Rights

All rights reserved. No part of this book may be reproduced or transmitted in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher. For information on getting permission for reprints and excerpts, contact permissions@peachpit.com.

Notice of Liability

The information in this book is distributed on an "As Is" basis without warranty. While every precaution has been taken in the preparation of the book, neither the author nor Peachpit shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the instructions contained in this book or by the computer software and hardware products described in it.

Trademarks

AirPlay, AirPort, AirTunes, Apple, Apple TV, Bonjour, FaceTime, GarageBand, iMovie, iPad, iPhoto, iTunes, Keynote, Multi-Touch, Pages, Photo Booth, and Safari are trademarks of Apple, Inc.

Many of the designations used by manufacturers and sellers to distinguish their products are claimed as trademarks. Where those designations appear in this book, and Peachpit was aware of a trademark claim, the designations appear as requested by the owner of the trademark. All other product names and services identified throughout this book are used in editorial fashion only and for the benefit of such companies with no intention of infringement of the trademark. No such use, or the use of any trade name, is intended to convey endorsement or other affiliation with this book.

ISBN-13: 978-0-321-78851-1
ISBN-10: 0-321-78851-6

9 8 7 6 5 4 3 2 1

Printed and bound in the United States of America

For Thad, who unwittingly reignited my interest in Macs many years ago.



About the Author

If it sports an Apple logo, chances are that Scott McNulty has used it. He owns more e-readers than one man should and more books than are sensible.

Scott lives in Philadelphia with his wife, Marisa. By day he works at The Wharton School of the University of Pennsylvania, and by night he blogs about whatever strikes his fancy at <http://blog.blankbaby.com>. He has also been known to tweet once or twice under the handle @blankbaby.



Acknowledgments

My thanks to my always lovely and supportive wife, Marisa, who seldom complains when I lock myself in a room to write for hours on end. In fact, she often supplies me with essential writing aids: food and Diet Pepsi.

This book wouldn't have happened without Cliff Colby's continued insistence that I am a capable writer. Thanks, Cliff! Kathy Simpson has the unenviable task of taking my words and helping to shape them into something that makes sense. Thanks, Kathy, for another great job. My thanks to Danielle Foster for classing up my words by laying out a stunning book. Thanks also to Ann Rogers for creating an index second to none. I'd also like to thank everyone at Peachpit. A guy couldn't ask for a better publisher.

Thanks to Barry and Margaret, and all my Wharton Computing colleagues, who share both my passion and my enthusiasm for technology. I always look forward to going to work in the morning.

Finally, thanks to all the Mac developers out there (both inside and outside Apple) for creating amazing products that I get the privilege of writing about. What a world!

Though this book has been a team effort, any errors you may find are my own.



Contents

CHAPTER 1 Managing Your Mac	1
Managing Your Files Project.....	2
See stuff in the Finder.....	2
Work with Smart Folders.....	6
Find things with search tokens.....	11
Mastering Spotlight Project.....	12
Find what you need.....	12
Launch Applications with Spotlight	16
Set Spotlight filters	16
Find preferences with Spotlight.....	19
Saving Yourself Some Paper Project.....	20
Meet the Print sheets.....	20
Preset and forget.....	25
Print without paper.....	27
Installing Applications Project.....	30
Meet the Mac App Store.....	30
Get apps from the Mac App Store	31
Update a purchased app	36
Get non-Mac App Store apps	39
Download apps as disk images	41
CHAPTER 2 Interacting from a Distance	43
Tech-Supporting Your Parents Project.....	44
Set up iChat for tech support.....	45
Share the screen for tech support.....	49

Share documents with iChat theater	52
Sharing Screens and Files over a Home Network Project	56
Turn on Screen Sharing	56
Turn on File Sharing	61
Access files remotely	63
Access a Mac's screen remotely	65
Accessing Your Mac Away from Home Project	68
Remotely share a home-networked Mac over a modem	68
Get Back to My Mac	72
Sharing with a router-connected Mac	74
Syncing Files Across Macs Project	83
Get Dropbox for your Mac	83
Navigate Dropbox	90
Configure Dropbox	91
Use Dropbox on the Web	94
Work with the Public folder	99

CHAPTER 3 Managing Media 101

Throw Away Your DVDs Project	102
Copy your DVDs with HandBrake	102
Customize HandBrake with presets	106
Customize HandBrake manually	107
Encode Entire Seasons of TV Shows Project	112
Encode <i>Star Trek: Deep Space Nine</i>	112
Get Your TV Shows and Movies into iTunes Project	115
Add a TV series to iTunes	115
Add details to TV shows in iTunes	119
Move Your iTunes Library Project	124
Move your iTunes Library to external storage	125

**CHAPTER 4 Making Magic 129**

Make Your Photos Better Project	130
Correct common photo problems.....	130
Apply iPhoto effects.....	133
Give your photos some Flare	135
Make a Vacation Slideshow That Doesn't Suck Project	139
Create a slideshow	139
Edit a slideshow.....	141
Share a slideshow	145
Create a Family Web Site Project.....	147
Set up a site	147
Add Web-site content.....	152
Adjust page settings.....	154
Add a theme.....	157
Publish your site	159

CHAPTER 5 Getting Productive 163

Staying on Top of the News Project	164
Manage feeds.....	164
Add feeds	165
Read feeds.....	167
Configure NetNewsWire Lite.....	170
Make NetNewsWire Lite your default newsreader.....	171
Type Less Project	173
Get and configure TextExpander	173
Create your first snippet in TextExpander.....	175
Add premade snippets.....	177
Limiting Distractions Project	179
Work in full-screen mode	179
Visit Mission Control	182

**CHAPTER 6 Additional Hardware Required 185**

Audio Podcasting Project	186
Podcasting rules of thumb	186
Record a podcast.....	187
Edit a podcast.....	192
Spice up your podcast	195
Use Magic Markers.....	196
Export your podcast	198
Backing Up Project.....	200
Time Machine	201
Set up Time Machine.....	201
Restore a deleted folder.....	206
Use Versions with Time Machine	208
Strengthen your backup arsenal	209
Create a backup strategy.....	214
Sign PDFs Without Printing Them Project	215
Capture your signature	215
Insert your signature	218

Index 221

This page intentionally left blank

1

Managing Your Mac

Managing files and finding stuff after you've organized it are things you'll know about after reading this chapter. The chapter also covers loading up on applications, both from the App Store and directly from developers' Web sites. (If you're not sure now what the differences are, don't worry. The **Installing Applications Project** will drop that knowledge on you, as the kids say.)



Managing Your Files Project

Difficulty level: Easy

Additional software: None

Additional hardware: None

Your computer is full of various files: documents, images, and applications, to name just a few. The sheer number of files that today's hard drives can contain staggers the mind, making it difficult to figure out what's where and how to organize things in a logical manner.

Lion offers two avenues to file interaction on your Mac: Spotlight and the Finder. You use Spotlight to search, and every time you delete, move, or copy a file, you do it with the Finder.

I cover Spotlight in the **Mastering Spotlight Project** later in this chapter. For details on the Finder, read on.

See stuff in the Finder

The Finder is the default file manager for Lion. If you're interacting with files in any way, chances are that the Finder is involved. Read on to find out how you can use the Finder to view your files in a variety of ways.

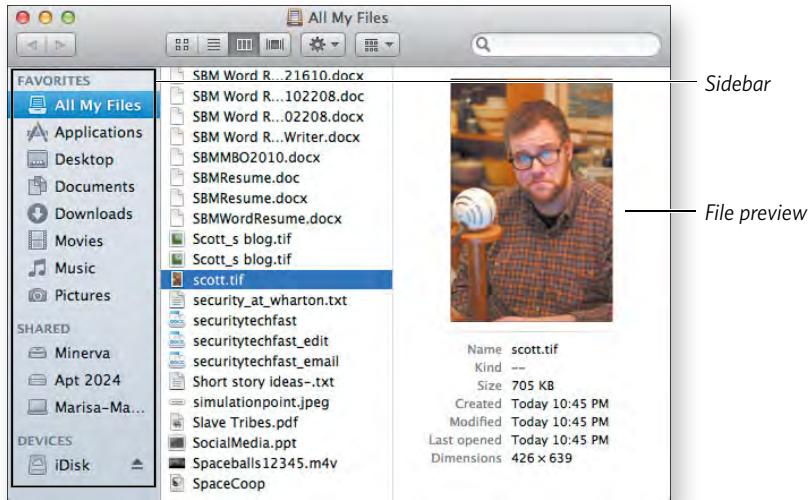
Viewing your files in a Finder window:

1. Click the Finder icon in the Dock (**Figure 1.1**) or press Command-N to open a Finder window (**Figure 1.2**).

Figure 1.1 The Dock lives at the bottom of the screen.

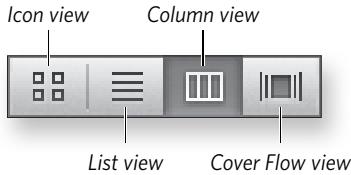


Figure 1.2 A Finder window in column view, showing a file preview—in this case, an image.



2. Display your files in any of four ways by clicking the appropriate icon at the top of the window (**Figure 1.3**).

Figure 1.3 The four Finder view icons.



The four options haven't changed much over the course of a few OS X releases, so here's a quick rundown of what's what:

- **Icon view** shows your files as a grid of icons. You can set the size of the icons by choosing View > Show View Options or pressing Command-J.

tip

I recommend setting the icon size to 512 x 512 just so you can appreciate all the effort that Apple put into OS X's icons. They're little pieces of art.

- **List view** allows you to sort your files by clicking the header above the different parts of the file list. If you Control-click, you can even add columns to the list view.

- **Column view** is something that OS X inherited from NeXTSTEP, the operating system created by the company Steve Jobs founded after he was kicked out of Apple—a company that was later purchased by Apple and an operating system that became the foundation of OS X. Column view lets you delve into a hierarchy of folders quickly without losing your place. When you’re looking at a list of files in column view, a preview of the selected file appears on the right side of the window (refer to Figure 1.2).
- **Cover Flow view** is a hybrid, displaying a list of files below a preview of the selected file (**Figure 1.4**). Previews of all the other files in the folder are displayed to the left and right of the selected file’s preview, and you can flip through them to quickly find the file you’re looking for.

Figure 1.4 Cover Flow view.



Arranging files in a Finder window:

- Click the Arrangement icon (new in Lion) at the top of a Finder window to see a drop-down menu of parameters that you can use to group files in the current Finder window (**Figure 1.5**).

Figure 1.5 Lion's Arrangement icon gives you several options for arranging files in the Finder.

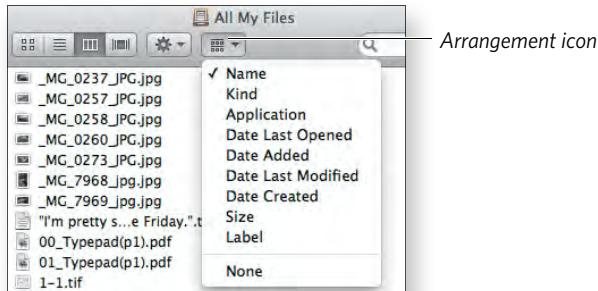
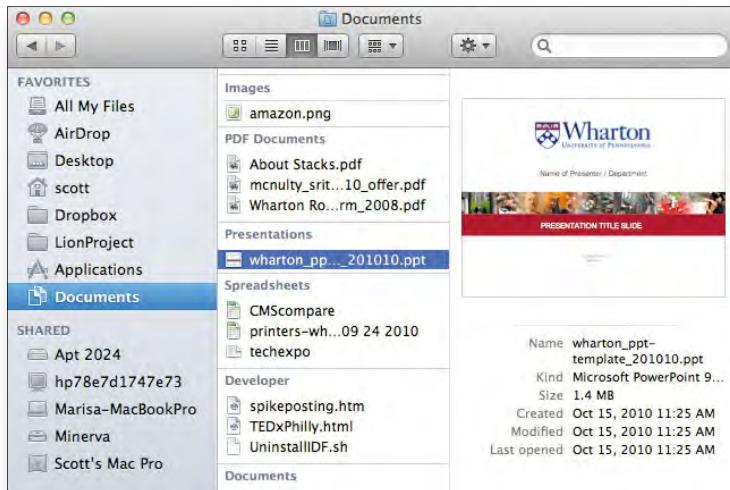


Figure 1.6 shows files arranged by kind, or file type, in column view. Images are grouped with images, PDFs with PDFs, and so on. Scroll up and down to see the rest of the files.

Figure 1.6
Files arranged by kind in column view.

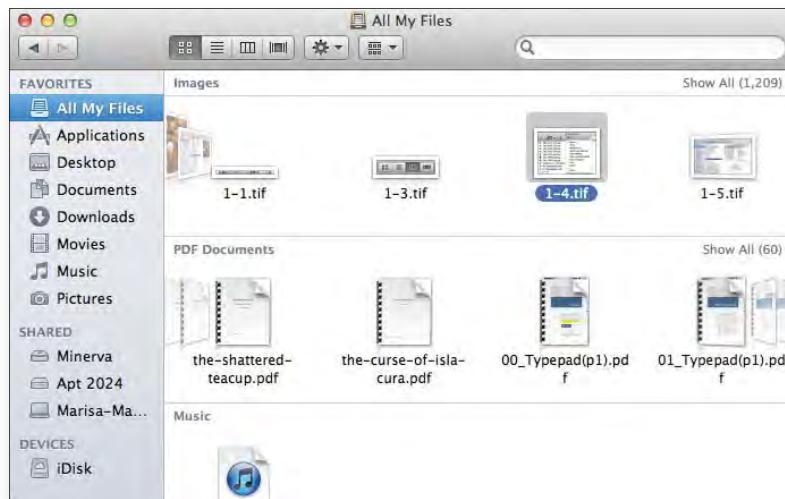


Arranging works exactly the same in list and Cover Flow views. The files are displayed in the view's normal fashion but arranged by the criteria you choose from the Arrangement drop-down menu.

- To make things interesting, select the Icon view icon in the Finder and then apply an arrangement, as you see in **Figure 1.7** on the next page. Arranging works in much the same fashion as it does in other views, but instead of simply grouping items and displaying them as a field of icons, OS X displays each group as a row of icons. Scroll left and right to scrub through the icons in each row in a sort of Cover Flow experience.

**Figure 1.7**

Files arranged by type in icon view, which is sort of a mini Cover Flow view.



At the top of each row are the words *Show All* followed by the number of files in that group in parentheses. When you click *Show All*, you see the icon view of just that grouping. Clicking *Show Less* takes you back to viewing all the files in your selected folder.

Work with Smart Folders

Whenever you open a new Finder window by clicking the Finder icon or pressing Command-N, the window defaults to a folder called All My Files. As the name suggests, this folder displays all the documents on your Mac that are in your home directory—that is, all documents, images, word processing files, presentations, movies, and the like that are in your Desktop, Documents, Downloads, Movies, Music, or Pictures folders—in one place so that you can easily find that image of your dog you've been looking for.

But aren't all those files flung across your Mac? How do they show up in this folder while they're also in whatever folder you saved them to?

Here's the secret: The All My Files folder isn't actually a folder at all (at least, not in the traditional sense). Traditionally on the Mac, a folder (or directory) is a location on your Mac's hard drive where you can save things: applications, files, what have you. The All My Files folder,

however, is actually a Smart Folder, and Smart Folders are saved searches. You can create custom Smart Folders and display them in the Finder's Sidebar or save them to another location, if you like.

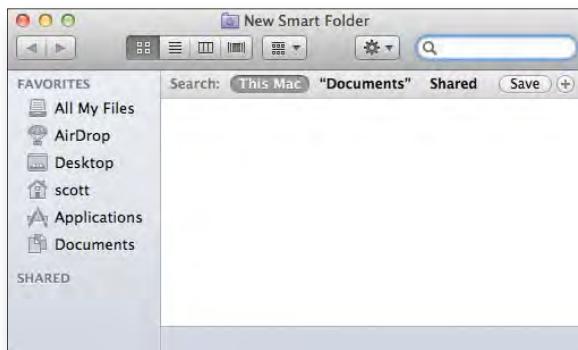
Creating a Smart Folder:

1. Do one of the following:

- Control-click the Finder icon in the Dock (refer to Figure 1.1), and choose New Smart Folder from the shortcut menu.
- Choose File > New Smart Folder.

In either case, the New Smart Folder window appears (**Figure 1.8**). This window is just a Finder window with some search-criteria options.

Figure 1.8 The New Smart Folder window.



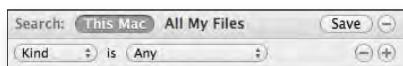
2. Specify the scope of the Smart Folder's search.

Do you want to search your entire Mac (including all the drives attached to your machine and any files on any of them) or just the files in your user account? If you want to search the whole shebang, click This Mac.

For this example, I'm going with This Mac.

3. Click the plus sign (+) to access the search-attributes manager for your Smart Folder (**Figure 1.9**).

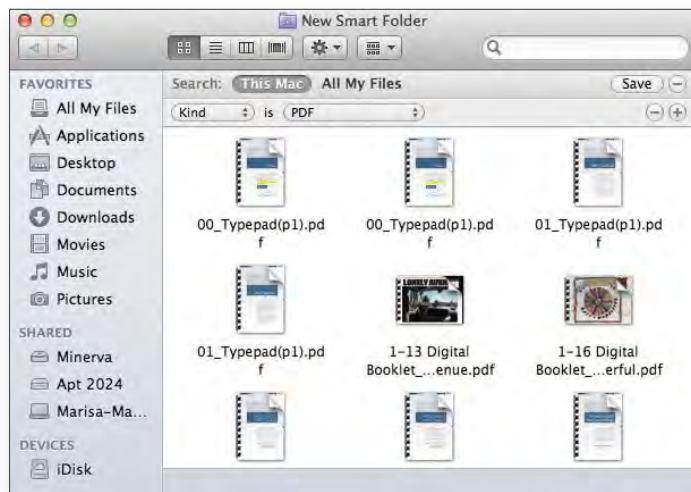
Figure 1.9
Smart Folder search-attributes manager.



This section is where the real action happens. The search attributes work in pairs. The first pop-up menu lists the available search attributes (Kind, Last Opened Date, Last Modified Date, Created Date, Name, Contents, and Other), whereas the second pop-up menu lists contextual options that depend on what you chose in the first menu.

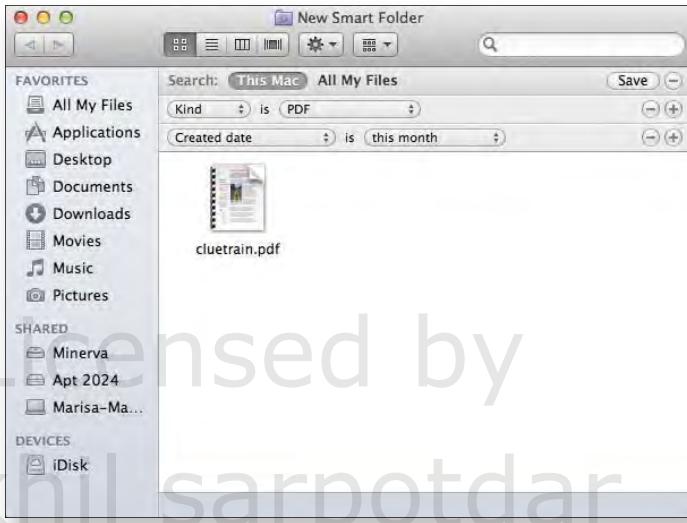
If you want to create a Smart Folder that lists all the PDFs on your Mac, for example, choose Kind from the first pop-up menu and PDF from the second one. **Figure 1.10** shows the result.

Figure 1.10 A Smart Folder that shows all the PDFs on your Mac.



You don't have to stop there. What if you're interested in seeing only PDFs that have been added to your Mac in the past month? No problem. In your all-PDFs Smart Folder, click the plus sign to add another search attribute. This time, set the first pop-up menu to Created Date and the second one to This Month (**Figure 1.11**).

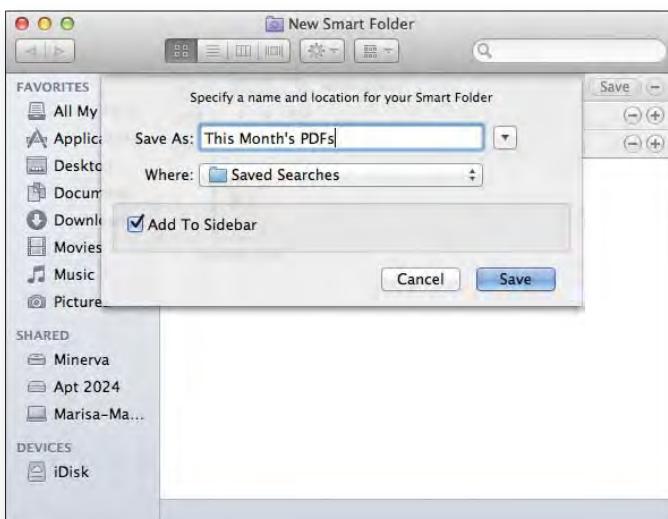
Figure 1.11
A further-refined Smart Folder showing PDFs created this month on your Mac.



4. Click the Save button.

The Save As dialog opens (**Figure 1.12**), allowing you to save the Smart Folder somewhere on your Mac and add it to your Finder's Sidebar.

Figure 1.12 Saving a Smart Folder and adding it to the Sidebar.



note

If you don't want to put the Smart Folder in the Sidebar, just clear the Add To Sidebar check box.

5. Click Save in the Save As dialog to save your Smart Folder.

Adding search criteria to a Smart Folder:

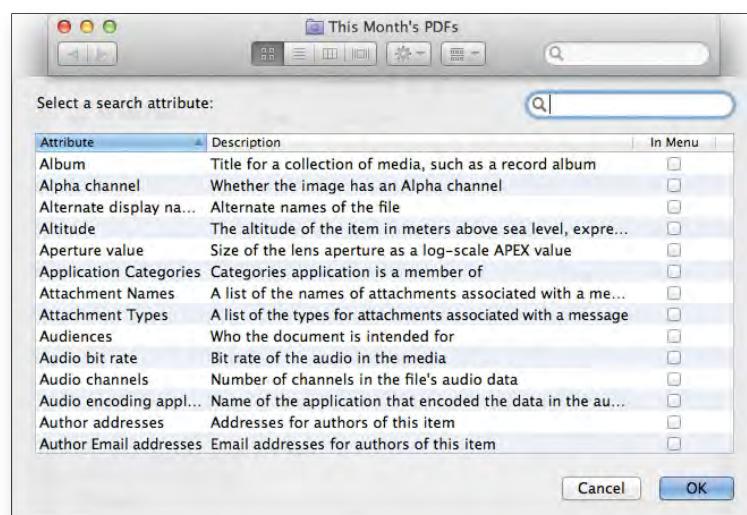
1. To expand a Smart Folder's search, Control-click the Smart Folder, and choose Show Search Criteria from the shortcut menu.

The search-attributes manager opens (refer to Figure 1.9).

2. Set your new attributes.

You don't have to limit your Smart Folder searches to the default list of search attributes listed. Choosing Other displays a menu with lots and lots of search attributes that you can add to your Smart Folder (**Figure 1.13**)—everything from Tempo (for music files) to Number of Items to Pixel Count. To make one of these attributes a permanent option in the search-attributes manager, select its check box in the In Menu column.

Figure 1.13 You can choose among a lot of search attributes when you create a Smart Folder.



3. Click Save.

The Save dialog opens.

4. Click Save in the Save dialog.

Find things with search tokens

Your searches can also incorporate tokens, which help you find what you're looking for quickly. Think of tokens as being search filters that can have a variety of scopes (such as searching only file names or searching everything on your Mac). The following task shows you how to use tokens to refine your searches.



Figure 1.14 Lion displays possible search tokens.

Searching with tokens:

1. Type a search term in the search field, which appears in the top-right corner of every Finder window.

As you type, Lion tries to guess the search term you're entering and displays a list of possible search tokens (**Figure 1.14**).

2. In the suggestion list, select the token that best matches what you're searching for.

Lion adds a search token (**Figure 1.15**).

You can use more than one search token in a search. If your search token has a triangle after it, you can modify the scope of the search that the token is making. (In Figure 1.15, you can go from searching just file names for the search term *the* to searching everything for *the*.)

note

You can add as many search tokens as you like to a Smart Folder search. Just remember that each search token further refines the search results.

Figure 1.15 You can mix and match search tokens. Some search tokens can change the scope of their searches, like the name-search token shown here.





Mastering Spotlight Project

Difficulty level: Easy

Additional software: None

Additional hardware: None

Spotlight—Lion’s search functionality—is to your files as Google is to the Web. You may have used Spotlight a little already in creating Smart Folders (refer to the **Managing Your Files Project** earlier in this chapter). But what if you’re just looking for a particular file? It’s Spotlight to the rescue. This feature can also do much more than just search your Mac for files, as you see in this project.

Find what you need

Hard disks are huge and can contain millions of files. What hope do you have of finding anything in that mess? Spotlight makes searching for files a breeze. You’ll never lose a file again.

Searching with Spotlight:

1. Launch Spotlight by doing one of the following:

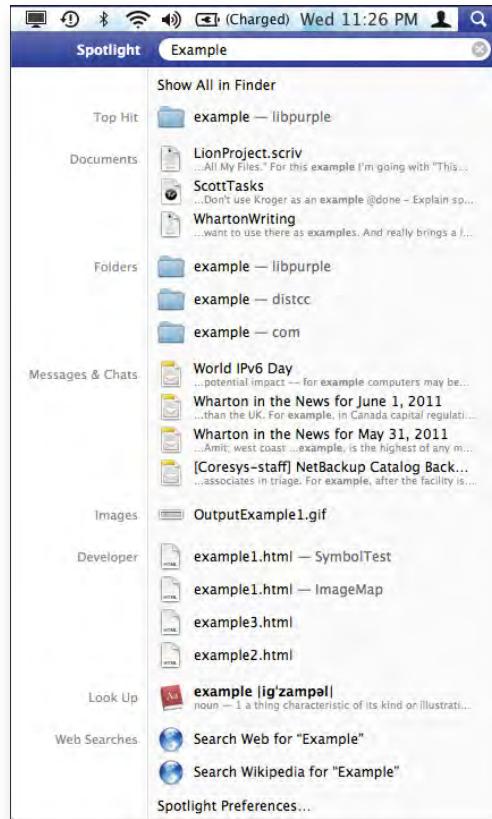
- Click the little magnifying-glass icon in the top-right corner of the screen.
- Press the Command key and the spacebar at the same time.

No matter how you start Spotlight, the result is the same: A search field appears, waiting for input.

2. Type a search phrase or word in the search field.

Results come back fairly instantaneously (**Figure 1.16**).

Figure 1.16 A Spotlight search for *Example* turns up some interesting things.



Spotlight results are grouped for ease of scanning. The first result is always the Top Hit, which is the item that Spotlight thinks you're most likely looking for. The order of the rest of the groups depends on your Spotlight settings, which I get to later in this project.

Working with Spotlight results:

- To open a file, folder, or application listed in Spotlight results (refer to Figure 1.16), click its link, or press the up- and down-arrow keys to select it and then press Return.

tip

If you hold down the Command key while you click an item in Spotlight results, a Finder window opens, revealing that item's location on your Mac.

As you hover over an item in Spotlight results, a preview window pops up, displaying more information about the item or an actual preview of its contents (**Figure 1.17**). This feature is useful for determining which item is the one you're after.

Figure 1.17 Spotlight previews items when you mouse over them.



Setting Spotlight preferences:

Set any or all of the following preferences:

- If you want to reorder the way in which the results are displayed, click Spotlight Preferences at the bottom of the Spotlight window (refer to the bottom of Figure 1.16) or choose System Preferences > Spotlight.

The Spotlight preferences pane opens (**Figure 1.18**).

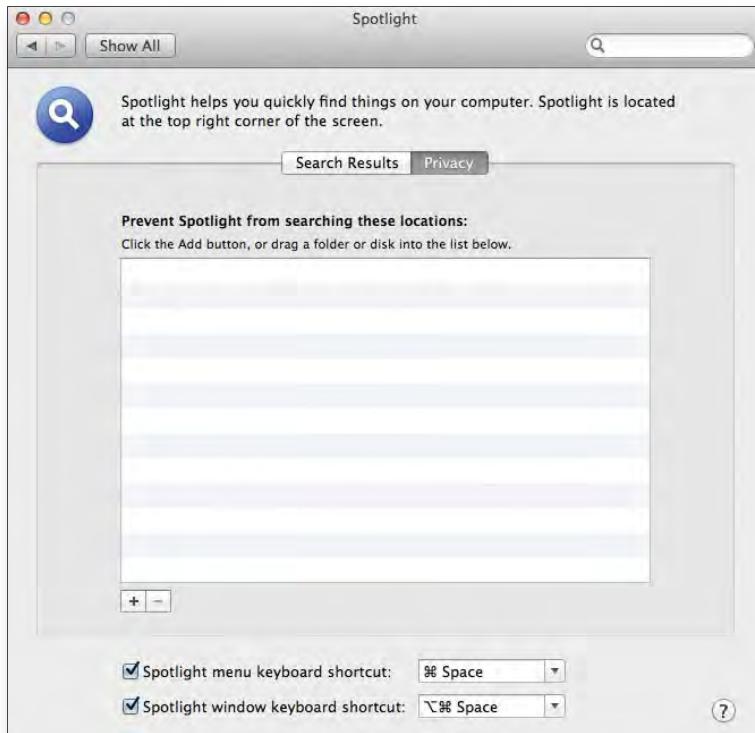
Figure 1.18 Spotlight preferences control what things are included in the results and the order in which they're presented.



By default, Spotlight search results include many items. If you don't want contacts to be included in search results, for example, just clear the Contacts check box. To include them again, check the box again.

- You can also use the Spotlight preferences pane to change the order in which results are grouped. If you have lots of music and search it often, for example, you can make Spotlight list music files first in search results; just drag the Music category to the top of the list (refer to Figure 1.18).
- Spotlight sees all—or at least everything on your Mac that you allow it to see. If you don't want Spotlight to include certain locations on your Mac in search results, you can exclude them. In the Spotlight preferences pane, click Privacy to display the Privacy tab (**Figure 1.19**). To set locations that Spotlight shouldn't search, drag the folder or disk that you want to exclude into the window, or click the plus icon and use the standard Finder browser to select the locations.

Figure 1.19 The Privacy tab allows you to exclude areas of your Mac from Spotlight's domain.



Launch Applications with Spotlight

Spotlight is great at finding things, including applications. You can save a lot of time by using Spotlight instead of LaunchPad or the Applications folder to launch applications, and the process is super-simple.

Launching Safari with Spotlight:

1. Activate Spotlight by clicking the Spotlight icon in the menu bar or pressing Command-spacebar.
2. Start typing the name of the application you want to launch.

For this exercise, you want to check out some Web sites, so you want to launch Safari. As you see in **Figure 1.20**, you have to type only two letters for Spotlight to figure out what you're looking for.

Figure 1.20 You can surf the Web with Safari by searching for it in Spotlight.



3. Select Safari (the Top Hit), and press Return.

You've just launched Safari faster than you can say "Jumping Jack Flash."

tip

Need to add a couple of numbers quickly? Launch Spotlight, and type a simple math equation like $4 \times 5 + 89$ (no spaces). Spotlight does the math for you. Neat, huh?

Set Spotlight filters

Spotlight does a great job of sifting through all your files and finding just the one you're looking for, but what if you're looking for a specific type of file? Why have Spotlight check every file on your Mac by searching for *cake*, for example, when you're looking for MP3s by the band *Cake*?

Spotlight supports filters for this very reason. You can filter your Spotlight searches based on file kind and date.

Table 1.1 shows some of the search filters you can use based on file kind.

TABLE 1.1 Spotlight File-Kind Filters

FILE KIND	FUNCTION
App	This filter limits your search to applications.
Bookmark	Looking for that Web site you bookmarked the other day? Use the Bookmark filter to search just your bookmarks.
Contacts	This filter is pretty powerful. It lets you search all your contacts without having to open Address Book. (Spotlight will also search Microsoft Outlook contacts if you use Microsoft's Office suite.)
Doc	If you have lots of text documents on your Mac, you can use the Doc filter to search just those documents (Word and Pages files, as well as XML files).
Email	This filter helps you find that confirmation email for the hotel reservation you booked 5 months ago. It searches both Lion's Mail app and Outlook.
Folder	If you're looking for a particular folder, typing kind:folder and part of the folder's name reveals it.
Font	The cool thing about searching for fonts by typing kind:font is the preview of the selected font you get when you select it in the Spotlight results. Give it a try.
History	You can search your browser history by typing kind:history in Spotlight.
Image	The Image filter returns pictures of all types, including JPEG, GIF, and PNG.
Movie	The Movie filter includes all movie types supported by QuickTime and iTunes in your search.
Music	Use this filter to search your music files. (You can also type kind:mp3 to search just for MP3 files.)
Preference	You can search for a particular System Preference by using this filter in Spotlight (see "Find preferences with Spotlight" later in this project).
PDF	PDFs are included in Doc-filter searches, but if you want to focus your Spotlight searches, the PDF filter is like a PDF-seeking laser.
Presentation	Search for both PowerPoint and Keynote presentations with this filter.

In the following task, you search for Cake MP3s by file kind. (If you don't have any MP3s by this band on your Mac, substitute a group whose music files you *do* have.)

You can also use dates to filter your Spotlight searches. If you want to search only for applications that you've opened today, for example, skip to "Filtering searches by today's date" later in this project.

Filtering Spotlight results for Cake MP3s:

1. Activate Spotlight by clicking the Spotlight icon in the menu bar or pressing Command-spacebar.
2. Type **kind:music** and then your search string (**cake**) in the search field.
3. Press Return.

Your search results come back, listing only music files (including MP3s, AACs, and some other audio files) that have *Cake* in the band name, title, or somewhere else in the metadata (**Figure 1.21**). Neato!

Figure 1.21 Using the Music filter allows you to search within a particular file type.



Filtering searches by today's date:

1. Activate Spotlight by clicking the Spotlight icon in the menu bar or pressing Command-spacebar.
2. Type **date:today kind:app** in the search field.
3. Press Return.

Spotlight displays the 16 apps you've used most recently on the day you're doing the search. If you opened fewer than 16 apps, all those apps will be listed. If you add a search term (such as iTunes), only the apps that you opened in the past day and that meet the search term will be displayed.

tip

You can also search specific dates. To search for something that you created or opened on June 1, 2011, type **date: 6/9/11** in the search field.

note

To search for date ranges, use this syntax: **date:6/1/11-6/3/11**.

Find preferences with Spotlight

The Spotlight implementation in System Preferences is an interesting beast. Suppose that you want to change something about how your trackpad works, but you're not sure where to find that setting in System Preferences. Spotlight is here to help.

Finding trackpad preferences with Spotlight:

1. Launch System Preferences.
2. Start typing **trackpad preferences** in the search field.

As soon as you start typing, Spotlight tries to guess what you're looking for and drops down a list of suggestions (**Figure 1.22**). It also highlights related preferences icons—using a spotlight, of all things.

Figure 1.22 Spotlight helps you find the preferences you're looking for.



3. Select one of the suggestions, or keep typing.

One preference icon will remain highlighted. It probably leads to the setting you need.

Saving Yourself Some Paper Project

Difficulty level: Easy

Additional software: None

Additional hardware: Printer

Printing isn't the most exciting thing in the world, I know, but the costs can add up. It seems that printers cost \$20 these days, so why not get two at that price? The catch becomes clear the moment you need to buy a new ink cartridge. Replacement ink cartridges cost roughly \$14,000 each (a little less for black ink only). Wouldn't it be great if you could avoid printing altogether, or if when you absolutely have to print something, you could tweak some settings to save a little ink?

You can do both those things, and in this project, I show you how.

note

Depending on what printer you have and what app you're printing from, you may see slightly different options from those that I discuss in this project.

note

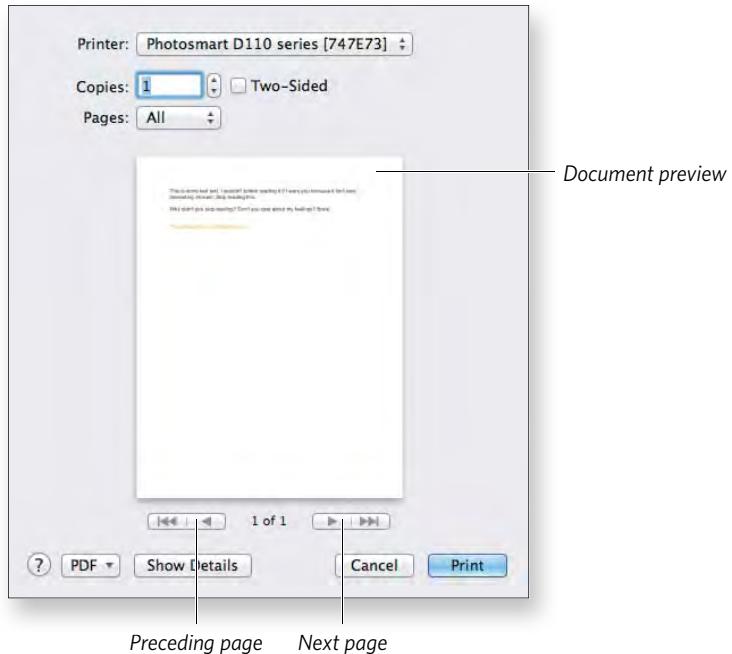
Every printer ships with a CD that contains printer-specific software. Generally, you don't have to install this software in Lion; just plug in your printer, and Lion should autoconfigure it. The upside is that you don't have to install anything; the downside is that some printer-specific features may not be available. I have an HP printer at home, for example. If I use the HP-provided printer driver (that's fancy geek talk for printer software), I can set how much ink is used on each page. The generic driver doesn't provide that option.

Meet the Print sheets

No matter what app you're in, when you try to print something by choosing File > Print or pressing Command-P, the default Print sheet appears (**Figure 1.23**), displaying a little preview of your document front and center. Above the preview are a few controls. For details, read on.

Figure 1.23

The default Print sheet provides you a preview of your document and a few settings.



Setting basic print options:

Set any or all of the following options:

- **Printer.** This pop-up menu sets the printer to which this document will be sent. (If you have only one printer, that one is always selected.) To switch printers, choose a different one from this menu.
- **Copies.** Want more than one copy of a document? Change this setting to the number of copies you do want—but think about the trees before you print lots of copies. (Yes, I'm married to a hippie.)
- **Two-Sided.** If your printer supports *duplex printing* (is capable of printing on both sides of a piece of paper), this check box allows you to activate that feature. You should opt for two-sided printing if your printer supports it because that's the easiest way to save paper. If you're printing photos, of course, I don't recommend duplex printing, but it makes sense for printing business documents and the like.

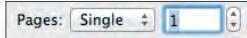
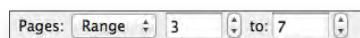


Figure 1.24 The Pages option lets you print a particular page.

- **Pages.** The Pages option enables you to print a single page, as shown in **Figure 1.24**. Just choose Single from the pop-up menu and then set the page number in the combo box.

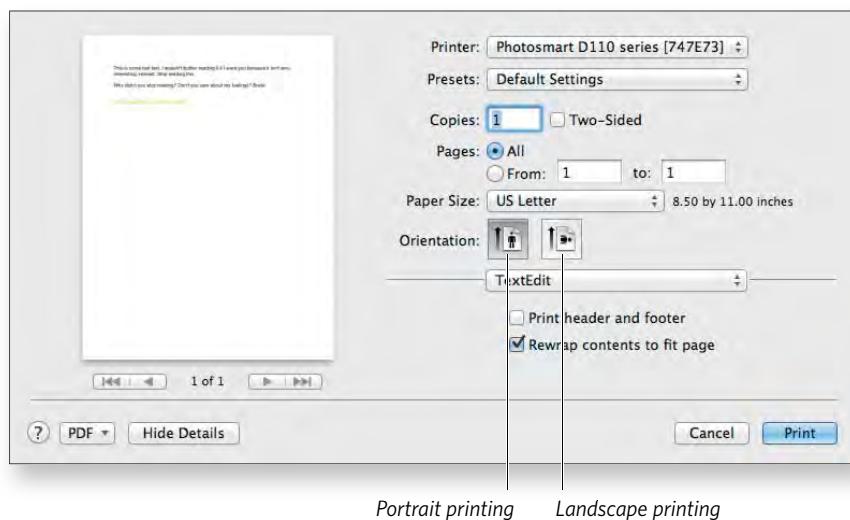
Alternatively, you can print a range of pages by choosing Range from the menu and entering the pertinent page numbers. In **Figure 1.25**, I've decided to print pages 3 through 7.

Figure 1.25 Printing a range of pages requires telling Lion where to start and end.



- **Show Details.** All those options are nice, but you crave more control, don't you? Click the Show Details button at the bottom of the Print sheet (refer to Figure 1.23), and feel the power flow through you (**Figure 1.26**). Then proceed to the next task, where I discuss these new settings.

Figure 1.26 Detailed Print-sheet settings.



Setting even more print options:

Set any or all of the following options:

- **Printer, Copies, Two-Sided.** These options are the same as they are in the basic Print sheet (refer to the preceding section).
- **Presets.** I circle back to this menu in “Creating a ‘Four on a page’ preset” later in this project.

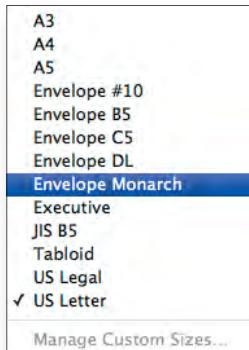


Figure 1.27 This menu lists all your paper-size options. (I always choose Envelope Monarch because it makes me feel fancy.)

- **Pages.** This option is now a combo control instead of a pop-up menu. Choose the appropriate radio button to print all pages or a range of pages, and if you choose to print a range, enter the appropriate page numbers in the text boxes.
- **Paper Size.** This pop-up menu lists all the usual paper-size suspects (**Figure 1.27**). Choose the one you want, and you're good to go.
- **Orientation.** This option is also new in the detailed Print sheet. In Figure 1.26, it's set to print in portrait mode, meaning that the shorter side of the paper is at the top. If you click the Landscape icon instead, your document will print in landscape orientation, with the wide side at the top. You can switch between orientations by clicking the icons.
- **Application-specific settings.** The most interesting part of this detailed Print sheet is the final section, which has no name; a line and a pop-up menu separate it from the rest of the options. This section is actually the home of many application-specific options.

When you first open the detailed Print sheet, this final section is set to show specific print settings forTextEdit (**Figure 1.28**).TextEdit doesn't have the most exciting options, but you can print a header and footer, if you like, and rewrap your content to fit the page (which you should do, because you want all your text to print).

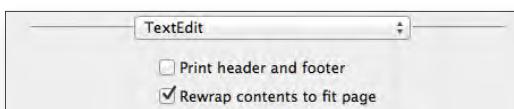


Figure 1.28
Application-specific printing settings vary from app to app.

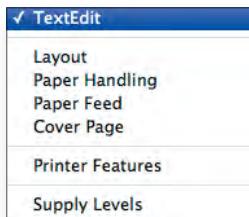


Figure 1.29 Your menu may differ from this one, depending on your printer.

- Clicking the pop-up menu reveals a few other groups of settings (**Figure 1.29**). In the next task, I show you how to use this menu to print with less paper.

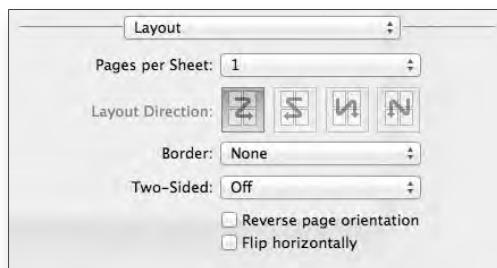


Printing with less paper:

1. If the detailed Print sheet isn't already open, choose File > Print or press Command-P to open the Print sheet; then click Show More Details at the bottom of the sheet.
2. Choose Layout from the pop-up menu at the bottom of the detailed Print sheet.

The Layout settings appear (**Figure 1.30**).

Figure 1.30 The Layout settings really save you paper (and save a tree, too).



3. Make a choice from the Pages Per Sheet pop-up menu to print 1, 2, 4, 6, 9, or 16 pages of your document on one sheet of paper (cool!). Generally, I choose 4 here, which shrinks each page of your document so that four pages of it can be placed in a grid on a sheet of paper. With four pages, you can still read the text (depending on how good your eyesight is, of course), and you've gone from needing seven pieces of paper to print a seven-page document to needing two.
4. Click an icon in the Layout Direction section to specify the page flow (the order in which the pages appear in the grid).

By default, the first page is printed in the top-left corner, with the second page next to it, as shown in Figure 1.30.



Figure 1.31 Long-edge binding is used in books; short-edge is used for flip charts.

5. If you want a border around your document, choose one of the Border options, which include single and double lines of varying thickness.
6. If your printer supports duplex printing, activate that feature by choosing Long-Edge Binding or Short-Edge Binding from the Two-Sided pop-up menu (**Figure 1.31**).

Long-edge binding is used for most books, whereas short-edge binding is often used for those big flip charts that consultants display to impress you with buzzwords. (If you're one of those consultants, I'm sure that your work is very valuable. I'm suitably impressed and inclined to select short-edge binding for all my duplex-printing needs.)

7. If you want to print in reverse page orientation, check the Reverse Page Orientation check box.
8. If you want your printout to be readable only by holding it up to a mirror, check the Flip Horizontally box so that all text and graphics will be printed in reverse.
9. Click Print.

With duplex printing activated and Pages Per Sheet set to 4, you'll be able to print an eight-page document on a single piece of paper. The world's forests will thank you.

Preset and forget

Now that you know how to use these awesome printer settings, wouldn't it be great if you didn't have to change them every time you want to print something? You don't have to. You can create a preset that contains all the settings you want to be ready any time you print. Even better, you can create several presets (perhaps one for legal-size documents, another for landscape orientation, and so on), and apply whatever settings are appropriate for the document you're currently printing.

In the following task, I show you how to create a preset called "Four on a page" that uses duplex printing to print four pages per side of paper.

Creating a "Four on a page" preset:

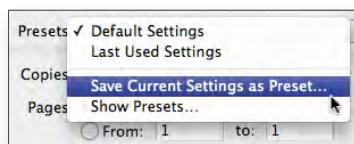
note

If your printer doesn't support duplex printing, you'll have to feed the pages to your printer manually. Check the instructions that came with your printer.

1. Complete steps 1-3 of “Printing with less paper” earlier in this project.
2. To activate duplex printing, choose Long-Edge Binding or Short-Edge Binding from the Two-Sided pop-up menu (refer to Figure 1.31).
For this task, choose Long-Edge Binding.
3. Click the Presets pop-up menu (refer to Figure 1.26; I told you that I’d come back to it), and choose Save Current Settings As Preset (**Figure 1.32**).

The Print sheet displays some new controls.

Figure 1.32 Create a preset by saving the current settings.



4. In the Preset Name field, type **Four on a page**.
5. In the Preset Available For section, choose the All Printers radio button (**Figure 1.33**).

Figure 1.33 Give your custom preset a name, and apply it to all your printers or just the current printer.



6. Click OK.

Now whenever you print something, your new preset will be available in the Presets pop-up menu (**Figure 1.34**).

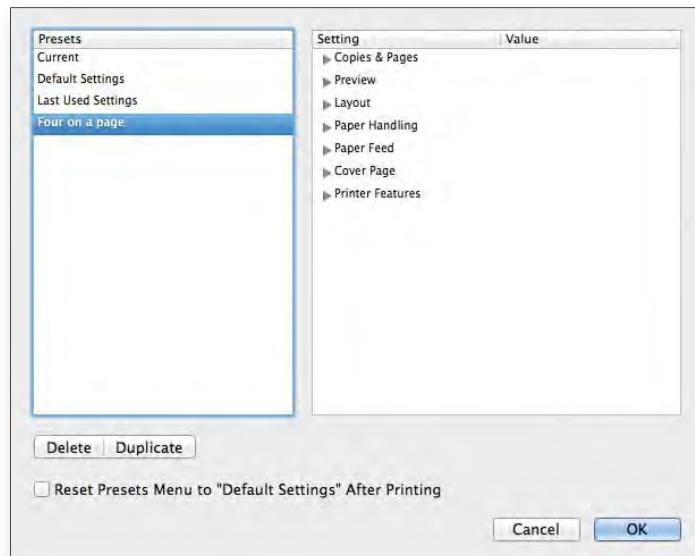
Figure 1.34
The custom “Four on a page” preset shows up in the Presets menu.



tip

To delete a custom preset, choose Show Presets from the Presets menu. Lion opens a dialog that displays all the presets available on your Mac, including custom ones (Figure 1.35). Select the preset that you no longer want, and click Delete.

Figure 1.35 You can delete custom presets if they anger you (or if you just don't need them anymore).



Print without paper

Printing multiple pages on one sheet of paper is a great way to reduce your carbon footprint, but not printing anything at all is even better. What do you do when you need to print a Web receipt for your records but don't want to waste a piece of paper?

Hit Print anyway!

For as long as there's been an OS X, full support for PDFs has been baked into the operating system. A PDF, as you may know, is an electronic version of a document that renders the fonts and graphics just as they would appear on a printed page. Think of a PDF as being much like an electronic printout. With Lion, you can "print" a PDF in much the same way that you send a document to a printer. Here's how.



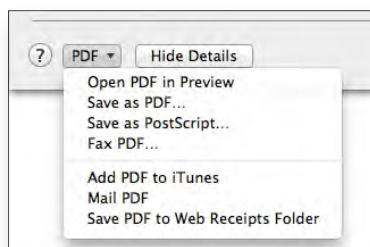
Printing a hotel reservation the paperless way:

1. Conduct the online business for which you want a receipt.

For this task, assume that you've just booked a hotel room, and you want to save the confirmation Web page, which includes your confirmation number and how much you paid.

2. With the Web page you want to save open, choose File > Print or press Command-P to open the default Print sheet.
3. Click the PDF drop-down menu in the bottom-left corner of the sheet to display the PDF options (**Figure 1.36**).

Figure 1.36 The PDF menu lets you “print” to PDF.



4. Choose Save PDF to Web Receipts Folder from the PDF menu.

Lion creates a PDF of the current Web page and saves it in a folder called Web Receipts inside your Documents folder. (If the Web Receipts folder doesn't already exist, Lion creates it.)

5. Do what you want with your “printed” document: email it to someone, keep on your computer for later reference, post it online, or (if you want to defeat your purpose) even print it on paper.

PDF Printing Options

You have a load of PDF-related options to choose among, and they do pretty much what you may think:

- **Open PDF in Preview** creates a PDF of your document and opens it in Preview (Lion's Swiss-army-knife-like app for viewing all sort of things, including PDFs and images. You can add notes to the PDF, save it somewhere, or just check it out and then close Preview without saving the PDF.
- **Save As PDF** opens the Save dialog, where you can pick a destination for your saved PDF. This option is most useful if you have a specific place on your Mac where you keep your PDFs.
- **Save As PostScript** saves the document in PostScript format. (Chances are that you'll never have to use this option.)
- **Fax PDF** sends a fax of the PDF if your Mac is equipped with a fax/modem.
- **Add PDF to iTunes** creates a PDF of the document and adds it to the Books section of your iTunes Library (**Figure 1.37**). Then you can sync that PDF to your iPad, iPhone, or iPod touch for reading on the go.

Figure 1.37

The document you were about to print is now in saved in the Books section of iTunes.



- **Mail PDF** creates a PDF and then opens your default mail app (most likely Apple Mail), creates a new message, and attaches the PDF to the message. All you have to do is decide who's getting the email, type a Subject line and a message, and click Send. Your PDF is off!
- **Save As Web Receipt** does exactly that; I cover it in step 4 of this task.

Installing Applications Project

Difficulty level: Easy

Additional software: None

Additional hardware: None

There are a few places to get apps for your Mac: Apple's Mac App Store, developer Web sites, and retailers-in-a-box. I assume that you know how to drive to a store and buy a box of software, so I won't cover that option.

In this project, I start with the new kid on the block—the Mac App Store—and then cover how to obtain apps elsewhere.

Meet the Mac App Store



Figure 1.38 The Mac App Store's icon.

The influence of iOS on Lion is evident everywhere, but nowhere is it more acute than in the Mac App Store. The store was introduced before Lion, but Lion ships with the store's icon ensconced in the Dock by default (**Figure 1.38**). Clicking this icon brings up the Mac App Store (**Figure 1.39**).



Figure 1.39 The Mac App Store, in all its glory.

As you see in Figure 1.39, featured apps get splashy placement front and center on the home page. You can also search for a particular app or type of app. If you aren't sure what you're looking for but know the general type of app you want, click the Categories icon at the top of the window to browse categories of available apps (**Figure 1.40**).

Figure 1.40 The Mac App Store organizes apps in categories.



Get apps from the Mac App Store

The Mac App Store serves as both a storefront and a curated list of the apps you can buy for your Mac. To buy anything, you need two things:

- An Apple ID
- A credit card

I can't help you acquire a credit card, but I can help you get an Apple ID if you need one.

In the following task, I show you how to get a free app.

note

The process is nearly identical for paid apps; the only real difference is the payment step. If you download a paid app, the appropriate amount (plus sales tax, where applicable) is charged to the credit card associated with your Apple ID.

Downloading Heltweetica from the Mac App Store:

1. Launch the Mac App Store.
2. Do one of the following:
 - If you don't have an Apple ID, choose Store > Create Account, and follow the onscreen instructions to create an Apple account. After you have the account, choose Store > Sign In.
 - If you already have an Apple ID, choose Store > Sign In.
3. To search for all Twitter apps, type **twitter** in the search field, and press Return.

The Mac App Store displays your search results as a grid of icons, listing each app's name, category, rating (1 to 5 stars), and price (if any), as shown in **Figure 1.41**.

Figure 1.41 Results of an app search.



note

If you already have one of the listed apps installed on your Mac, the price button is replaced by an **Installed** button, as in the top-left corner of Figure 1.41.

tip

For another way to use the price button, see the nearby sidebar "Getting Social with the Price Button."

4. Click the Heltweetica icon to go to that app's detail page (**Figure 1.42**).

Figure 1.42
Heltweetica's detail page.



Each app's detail page is divided into a few sections, which I describe in the nearby sidebar "Details on App Detail Pages."

5. To download the app, click the blue price button below the app's icon on the detail page.

The price button turns into a green Install App button.

tip

You can also download an app directly from a search-results page (refer to Figure 1.41). Click the app's gray price button, which turns into a green Install App button; then click Install App, and follow the onscreen instructions.

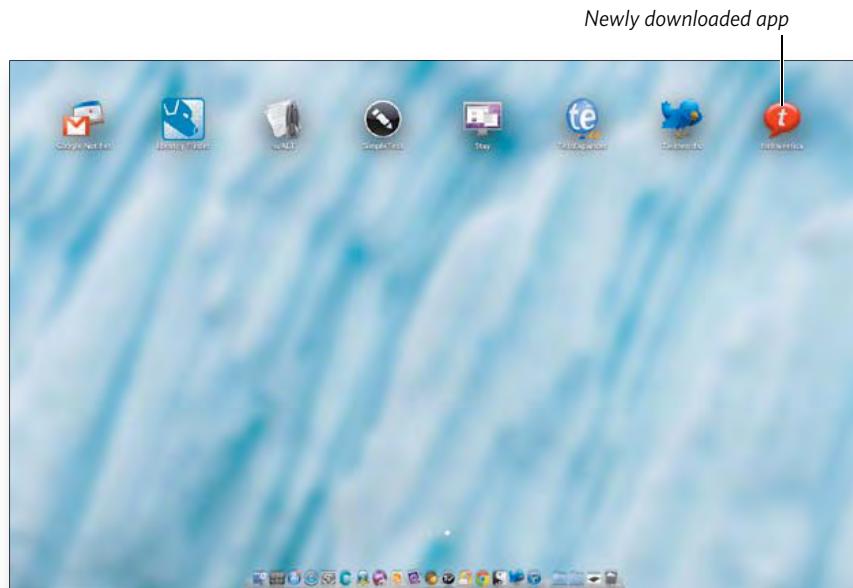
6. Click the Install App button.

The Mac App Store prompts you to sign in.

7. Enter your Apple ID and password, and click Sign In.

The app downloads, and LaunchPad opens, displaying a cute little animation and the app's icon, as shown in **Figure 1.43**. The app is also copied to your Applications folder, so you can access it via LaunchPad or that folder.

Figure 1.43
Apps downloaded from the Mac App Store are added to LaunchPad automatically.



8. Heltweetica is installed, so go ahead and use it.

tip

An alternative way to download Heltweetica is to visit <http://tinyurl.com/heltweetica>.

Getting Social with the Price Button

Clicking the little triangle on a gray price button in a search-results page (refer to Figure 1.41) reveals two options: Copy Link and Tell a Friend (**Figure 1.44**).

Figure 1.44

You can link right to an app or tell someone about it.



Selecting Copy Link copies a permalink, suitable for sharing on social-media Web sites and the like, to your Mac's Clipboard. From there, you can paste it wherever you want.

Tell a Friend opens a window in the Mac App Store that looks very much like an email-composition window. Fill in the email address of the friend you want to share the app with, type a message, and click Send (**Figure 1.45**).

Figure 1.45

The Tell A Friend option opens an email-like window, which you can use to send someone a link to the selected app.



Details on App Detail Pages

An app's detail page in the Mac App Store (refer to Figure 1.42) provides lots of information:

- **Basic app info.** This information includes the app's icon and price (that's important!), as well as the developer-provided description of what the app does. Below the description is a features list, also provided by the app maker, that shows any new features added in this version.
- **Screen shots.** The Mac App Store doesn't allow for free demos of paid apps, so screen shots are an important part of the purchasing process. Click the thumbnail versions of the screen shots to go from one to another. Keep in mind that the developer of the app provides these screen shots, so they show the app in its best light.
- **Customer ratings and comments.** Another critical part of assessing an app is what other people have said about it. After you download an app from the Mac App Store, you can rate it (1 to 5 stars) and leave a comment about it. You may want to read a few of these comments before buying an app. Sometimes, you can find out about some critical feature that's been taken out or some bug that makes the app less than useful.
- **Developer link.** The right side of the detail page includes links to the developer's Web site and to app support.
- **App specs.** The Information section includes some technical specifications about the app, including its store category, date of last update, version number, price, size, and seller. The app's rating is also listed here, which you can use in conjunction with Parental Controls to limit who can use this app on your Mac. Finally, the software requirements are listed in this section. It's good to keep in mind that these are *minimum* requirements.
- **Other apps by this developer.** The More By section lists other apps by this developer that are available in the Mac App Store.

Update a purchased app



Figure 1.46 This icon tells you that four apps have updates available in the Mac App Store.

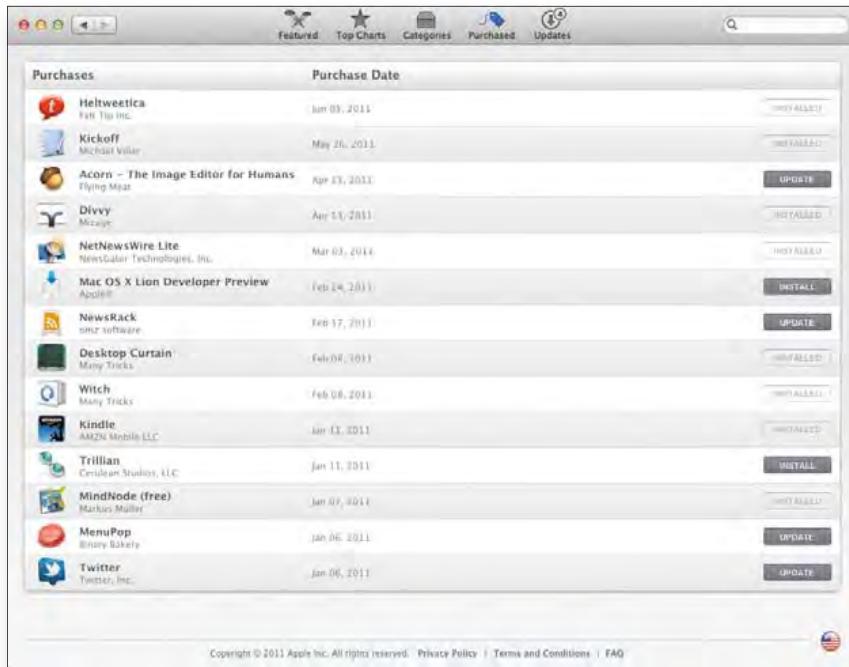
Updating is a fantastic bonus of purchasing apps from the Mac App Store. (For a few more benefits, see the nearby sidebar.) Whenever the store is running on your Mac, it checks your installed apps to see whether any of them has an update available. If any apps do, a small badge appears on the Mac App Store icon in the Dock, displaying the number of available updates (**Figure 1.46**).

Updating a single app via the Mac App Store:

1. Launch the Mac App Store.
2. Click the Purchased icon at the top of the window (refer to Figure 1.39).

You see a list of the apps that you've purchased from the store (**Figure 1.47**).

Figure 1.47 The Mac App Store knows which apps you've purchased (but not in a creepy way).



3. Click the Update button of any app that needs updating.

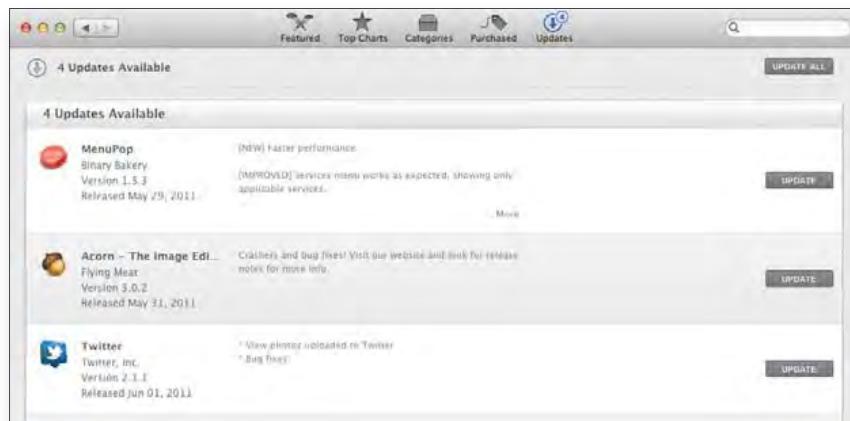
Updating multiple apps via the Mac App Store:

1. Launch the Mac App Store.
2. Click the Updates icon at the top of the window, which displays the number of updates that are waiting for you (**Figure 1.48**).

You see a list of your apps for which updates are available in the Mac App Store (**Figure 1.49** on the next page).

Figure 1.48 Clicking the Updates icon takes you to the updates list.

Figure 1.49 All your apps with updates are listed here, along with a description of the updates' contents.

**tip**

This list provides some details about what's included in each update. If you notice something in an update that you don't like, you shouldn't update all the apps in step 3. Rather, update the other apps individually, leaving out the one with the offensive update.

- Click the Update All button in the top-right corner to download updates for all the apps in the list.

The download's progress appears in the Updates window (**Figure 1.50**). You can pause the download at any time by clicking the Pause button next to the progress meter.

Figure 1.50 The progress meter tells you how long updates will take to download.

note

An app that you're trying to update can't be running. When the Mac App Store tries to update a running app, the warning shown in **Figure 1.51** tells you to quit the app and then click OK to continue the update.

Figure 1.51
App-update warning.



- After the updates have downloaded, open the updated apps, and enjoy all their shiny new features.

Additional Benefits of the Mac App Store

The first benefit of buying apps from the Mac App Store is clear: The store has lots of cool applications, all of which have Apple's stamp of approval. This approval means, in theory, that the apps won't harm your Mac and will work as advertised.

Also, because the store knows who you are and what you've bought, it can maintain a list of all the apps you've purchased. If you click the Purchased icon at the top of the Mac App Store window, you can see a full list of all the apps you've purchased with your account, as well as their purchase dates (refer to Figure 1.47). This list is great not only for keeping track of your apps, but also for checking for available updates.

Finally, when you purchase apps from the Mac App Store, you can install them on any Mac that uses your Apple ID. Do you have five Macs at your house? Buy an app from the store and then install it on all five machines by opening the Mac App Store on each one, clicking the Purchased icon, and installing the app.

Get non-Mac App Store apps

In the distant past, there was no such thing as the Mac App Store. When you wanted to get yourself an application for your Mac, you had to know where to go. The setup was sort of like the speakeasy system of the Roaring '20s, but with less bathtub gin and fewer flappers.

The Mac App Store offers an array of apps, but they're all Apple-approved products. What if you want an app that Apple has banned for policy reasons? Also, the store doesn't allow developers to offer free trial periods. How about trying out an app before you buy it?

In either case, you may want to try an alternative source of apps.

Luckily, you can still install apps from any source on your Mac (assuming that they're Mac apps, of course). Developers maintain their own Web sites, and many developers' sites allow you to download apps directly.

Finding apps outside the Mac App Store:

Find some sources of cool apps, such as the following:

- **Macworld** (www.macworld.com) is a fantastic site devoted to covering all things Apple. It also reviews lots of Mac software.

note

Full disclosure: From time to time, my writings appear on the Macworld site.

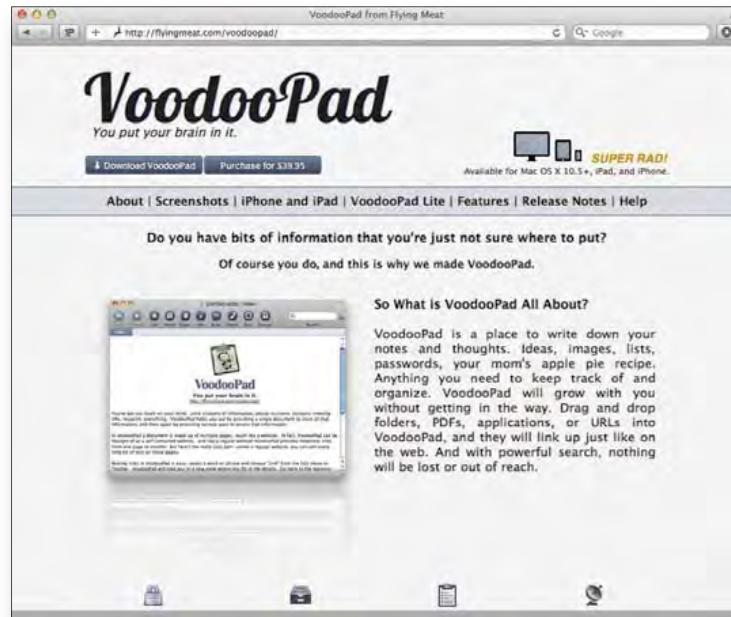
- **TUAW** (www.tuaw.com), aka The Unofficial Apple Weblog, is another great resource for finding nifty Mac apps.
- **MacUpdate** (www.macupdate.com) lists all sorts of Mac apps just waiting for you to download them.

Downloading VoodooPad from the developer site:

1. Go to Flying Meat Software's Web site (<http://flyingmeat.com>), which offers VoodooPad, a program that allows you to create personal wikis.
2. Click the VoodooPad icon.

The VoodooPad page opens (**Figure 1.52**).

Figure 1.52 Flying Meat's VoodooPad.



3. Click the Download VoodooPad button (the one without a price on it, which links to the free trial version) to save the app to your Downloads folder.

note

By default, the Downloads folder is located in your Dock next to the Trash.

4. Open the Downloads folder to see the app (**Figure 1.53**).

Figure 1.53
VoodooPad downloads to the Downloads folder.



5. Drag the app's icon to your Applications folder (**Figure 1.54**).

This step installs the app, and now you're ready to VoodooPad away.

Figure 1.54
Drag the app into the Applications folder to install it manually.



Download apps as disk images

Some developers put their applications in disk images for downloading. This practice allows them to customize the installation process a little and maybe even share some instructions about the app with you. The VoodooPad installation in the preceding task doesn't use a disk image, so I cover a disk-image download in the following task. There are some differences to keep in mind.

Downloading Butler as a disk image:

1. Download Butler, an application-launcher program, from Many Tricks (<http://manytricks.com/butler>).

A disk called Butler appears on your Desktop and in the Devices section of the Finder's Sidebar (**Figure 1.55**).

2. Click either disk image.

You see a nice window that the developer created to help you install the app (**Figure 1.56**).

Figure 1.55 Some developers put their apps in a disk image, which appears on your Desktop and in the Sidebar.

Figure 1.56 Butler's disk image includes a helpful shortcut to your Applications folder. Just drag the app to the shortcut to install it.



3. Drag the Butler icon in that window to the Applications folder in that window (which is a shortcut) to install the app.

And you're done, right? Not so fast, partner. After you install the app, its disk image sticks around. You have to unmount it and then get rid of the disk-image file itself.

4. Do one of the following:

- Drag the disk image from the Desktop to the Trash, which changes to an Eject button as you hover over it (**Figure 1.57**).
- Click the little Eject icon next to the disk image in the Finder's Sidebar (refer to Figure 1.55).

5. After the disk image has been ejected, find the app's .dmg file (.dmg is the extension for a disk image), and throw it in the Trash.

This file should be in your Downloads folder.



Figure 1.57 Dragging a disk image to the Trash ejects it.

2

Interacting from a Distance

During the course of your life, there's a chance that you won't be next to your Mac at all times. As hard as this is to believe, it's the truth. Worry not, because this chapter will make you a master of time and space—or at least show you how to connect to your Mac from far afield.

In addition to showing you how to connect to your Mac remotely, the chapter includes syncing files among numerous Macs and providing tech support to your out-of-state relatives without leaving your house.

Tech-Supporting Your Parents Project

Difficulty level: Moderate

Additional software: iChat

Additional hardware: None

One of the drawbacks to being a world-famous tech-book author (OK, just a plain old tech-book author) is that I'm the person my friends and relatives turn to for all their tech-support needs—especially the ones who have a Mac. Now, I don't mind doing this, but generally, the people who are farthest from me geographically and least comfortable with computers encounter the hardest issues.

My mother is a fine example. (She's the inspiration for the title of this project, but you can use these same methods to help anyone.) She has an iMac that she loves, but occasionally, something happens and she's not sure what to do, so she calls me. The calls used to go like this:

Scott: "OK, now click the OK button."

Mom: "Where is that?"

Scott: "It should be on the top of the screen."

Mom: "Ah, I see it."

There are a couple of minutes of typing, clicking, and other noises that are decidedly not the noises one makes when clicking the OK button.

Scott: "What are you doing?!?"

Mom: "Just clicking some stuff. Give me a minute."

The call goes downhill from there.

That's why I've set my mother up with AIM (that's AOL Instant Messenger), and now our tech-support calls are much easier for both of us.

How did an instant-messaging (IM) account solve our problems?

Figure 2.1 iChat's icon. One word: iChat (**Figure 2.1**).



iChat is Lion's built-in IM client, supporting Mac.com IM accounts and AIM accounts. But iChat isn't just a simple chat program; it also supports videoconferencing, audio chats, and screen sharing. You can even use iChat to share a Web page with someone by using a feature called iChat Theater.

Set up iChat for tech support

To support someone via iChat, you need two iChat accounts: one for you and one for the relative, friend, or acquaintance you're tech-supporting. The following tasks walk you through the process.

tip

If you're setting up iChat to help a non-tech-savvy relative, I suggest that you create an AIM account for him or her before setting up iChat. Doing this work ahead of time might make everyone's lives much easier. To create an account, visit www.aim.com.

Setting up iChat for yourself:

1. Launch iChat by clicking its icon (refer to Figure 2.1).

Because you're launching iChat for the first time, the Welcome screen appears (**Figure 2.2**).

Figure 2.2 Welcome to iChat.



2. Click Continue.

The Account Setup screen opens, listing the chat-account types that it supports: me.com, Mac.com, AIM, Yahoo!, Google Talk, and Jabber.

3. Do one of the following:

- If you already have one of the listed chat accounts, choose its name from the Account Type pop-up menu, type your member name and password in the appropriate fields (**Figure 2.3**), and click Continue.

note

If you have a Mac.com or me.com account, just enter your Apple ID and password in the Account Setup screen, as both types of accounts use Apple ID credentials.

Figure 2.3 Setting up a Mac.com account in iChat.



- If you don't have one of those accounts, click Get an iChat Account, fill out the resulting form, fill out the Account Setup screen for the account you just created, and then click Continue.

In either case, the Conclusion screen (**Figure 2.4**) opens after you click Continue.

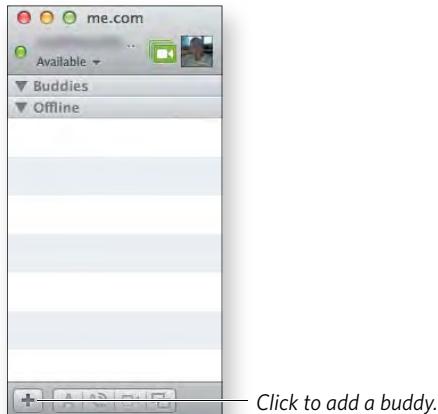
Figure 2.4 You're almost ready to chat!



4. Click Done in the Conclusion screen.

iChat launches and logs you in (**Figure 2.5**). As you see in the figure, this account doesn't have any buddies at the moment. To add your mother, who'll be your first tech-support customer, skip to "Adding your mother to your iChat buddy list" later in this project.

Figure 2.5 A buddy-less iChat buddy list.



note

Obviously, you can (and should) complete all these tasks for your father, too.



Setting up iChat for your mother:

note

If you can't be in the same room with your mother and her computer, call her on the phone, and walk her through these steps (patiently).

- 1.** Launch iChat on your mother's computer.
- 2.** Click Continue in the Welcome screen.

The Account Setup screen opens (refer to Figure 2.3).

- 3.** Do one of the following:
 - If you took my advice at the start of this section and created an AIM account for your mother, choose AIM from the Account Type pop-up menu, type her member name and password in the appropriate fields, and click Continue.
 - If you foolishly disregarded my advice, click Get an iChat Account, fill out the resulting form, fill out the Account Setup screen for the account you just created, and then click Continue.

When you click Continue, the Conclusion screen opens.

- 4.** Click Done.

iChat launches and logs your mother in to a buddyless new account. To add yourself as her first buddy, skip to "Adding yourself to your mother's iChat buddy list" later in this project.

Adding your mother to your iChat buddy list:

- 1.** Launch iChat on your Mac.
- 2.** Click the plus (+) icon in the bottom-left corner of the iChat window (refer to Figure 2.5), and choose Add Buddy from the resulting menu.

The Enter the Buddy's Account sheet drops down (**Figure 2.6**).

Figure 2.6 Add a buddy's account info here.



3. Type your mother's user name or first or last name in the appropriate field.
4. Click the Add button.

Adding yourself to your mother's iChat buddy list:

note

Again, if you can't do this task on your mother's computer, walk her through the steps on the phone.

1. Launch iChat on your mother's Mac.
2. Click the plus sign in the bottom-left corner of the iChat window, and choose Add Buddy.
3. In the Enter the Buddy's Account sheet, enter your user name.
4. Click the Add button.

Share the screen for tech support

When you're listed in your parents' iChat buddy lists, and vice versa, it's very easy to ask to share their screens or to share your screens with them. If they're having an issue with their Mac, you should ask to share their screen. When you want to show them how to do something on their own, share your screen with them, and run through the steps. In the following tasks, I show you how to do both things with your father.

Asking to share your father's screen:

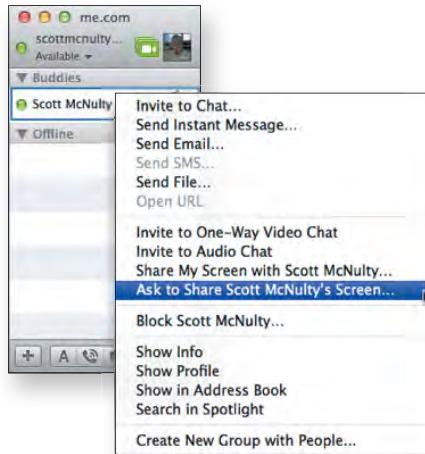
1. Make sure that iChat is running on both Macs.
2. In your iChat window, click the Buddies drop-down menu to open it, and right-click your father's name.

A menu like the one shown in **Figure 2.7** drops down.



For demonstration purposes only, I am my own father in these tasks.

Figure 2.7 Screen sharing is built into iChat.



3. Choose Ask to Share [Your Father's] Screen, as shown in Figure 2.7.

iChat displays little pop-up windows on both computers: yours (**Figure 2.8**) and your father's (**Figure 2.9**). As you can see in Figure 2.9, your dad can decline or accept the request, or he can reply with an instant message. For purposes of this task—and tech support generally—make sure that he clicks Accept.



Figure 2.8 This is what you see as you wait for your father to approve your request.



Figure 2.9 This is what your father sees when you ask to share his screen. He can decline or accept.

When your father accepts your screen-sharing request, iChat fills your display with his screen and moves your own screen to a little window in the bottom-left corner (**Figure 2.10**). On his Mac, a little red iChat icon flashes in the menu bar to let him know that someone is sharing his screen.



Figure 2.10 Sharing your father's screen via iChat.

Now you can do whatever you like on your dad's Mac: click anything, move windows around, change settings, and so on (as long as you know his administrator user name and password for some changes, of course). This feature really simplifies those tech-support calls and makes troubleshooting much easier.

Worry not—your father can end the session whenever he wants by proceeding to step 4.

4. When the session is over, ask Dad to click the red iChat icon in his menu bar.

A status menu drops down.

- •
5. Ask your father to choose End Screen Sharing from that menu (**Figure 2.11**).

iChat closes the remote session and displays a “session ended” notice on your Mac (**Figure 2.12**).



Figure 2.11 This command lets your father end a screen-sharing session at any time.

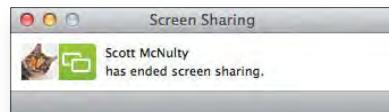


Figure 2.12 You see a notice like this one when your father ends a screen-sharing session.

Sharing your screen with your father:

1. Make sure that iChat is running on both Macs.
2. In your iChat window, click the Buddies drop-down menu to open it, and right-click your father’s name.
3. From the shortcut menu (refer to Figure 2.7), choose Share My Screen with [Your Father].
4. Complete steps 3–5 in the preceding section, “Asking to share your father’s screen.”

Share documents with iChat theater

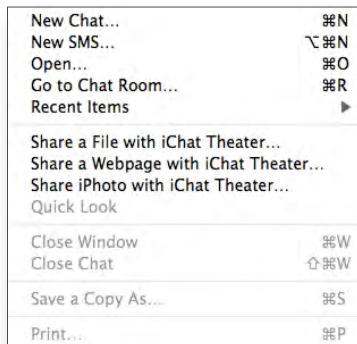
Sometimes, tech support means walking your parents through the instructions on a Web site or in a document. Sure, you could just email a link to them and talk to them about it on the phone. But there’s a better way: You can use iChat Theater to send show them the Web site and maintain scrolling control (so that they can’t scroll ahead of you!). You (the presenter) are in control of the presentation; your parents (the audience) just watch.

This feature is slightly hidden, but when you know where to look, it’s easy to find. In the following tasks, I show you how to open iChat Theater and then use it to share a cool canning site with your mom.

Launching iChat Theater:

1. Launch iChat on your Mac.
2. Choose an iChat Theater option from the File menu (**Figure 2.13**).

Figure 2.13 iChat Theater options.



iChat Theater support varies from app to app, so the list of available options depends on the apps installed on your Mac, but it may include the following:

- **Share a File with iChat Theater.** You can present a variety of files via iChat Theater, including PDFs, Word documents, Keynote slides, and videos.

tip

A good rule of thumb is that if you can use QuickLook (the preview that you see when you select a file in the Finder and press the spacebar) to see the contents of a file, you can share it via iChat Theater.

- **Share a Webpage with iChat Theater.** Type a URL, and you can show a Web page in iChat Theater.
- **Share iPhoto with iChat Theater.** If you have iPhoto installed, you can show any or all of the pictures in your iPhoto library to someone via iChat Theater.

Sharing a Web site with your mother over iChat Theater:

1. Launch iChat.
2. Choose File > Share a Web Page With iChat Theater.
3. Type the site's URL in the Share with iChat Theater box that pops open (**Figure 2.14**).

Figure 2.14 Enter the URL of the site you want to share.



4. Click Share.

An informational window appears (**Figure 2.15**), with a button that allows you to cancel the whole thing if you change your mind.

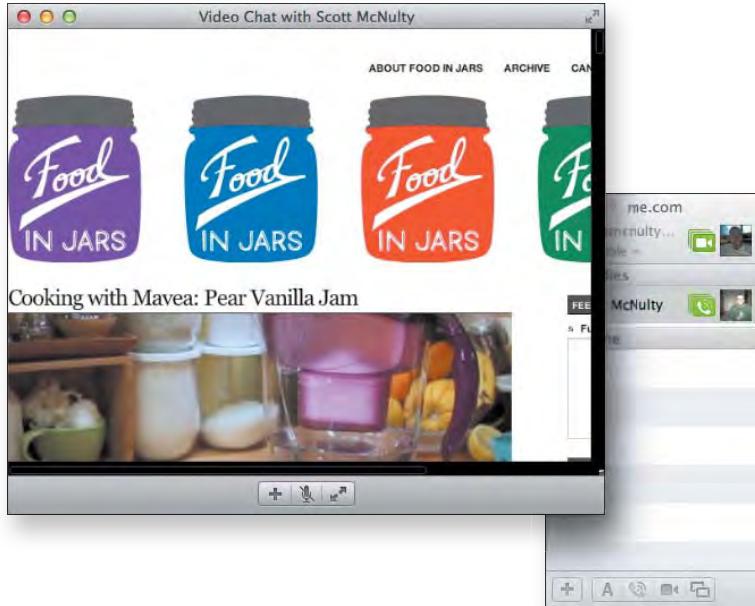
Figure 2.15 Starting iChat Theater takes a moment.



5. In your main iChat screen, right-click your mother's name in your Buddies list to display a shortcut menu (refer to Figure 2.7).
6. Choose Invite to a Video Chat if both parties in the chat have webcams or Invite to One-Way Video Chat if the Mac at the opposite end isn't equipped with a webcam.
7. Wait for Mom to accept your invitation.

When she does, a window showing the Web page you're sharing opens on her screen and on yours (**Figure 2.16**). You can scroll around the page and even click links in it, and your mother will be able to see everything you're doing.

Figure 2.16 iChat
Theater displays the
shared Web site on
both Macs.



Sharing Other Things in iChat Theater

The other types of iChat Theater sharing work much the same way. When you're setting up iChat Theater to share files, for example, you first select the file you want to share and then invite a buddy to a video chat. The same goes with iPhoto iChat Theater; iChat will prompt you to select photos from your iPhoto library for sharing.

Sharing Screens and Files over a Home Network Project

Difficulty level: Moderate

Additional software: None

Additional hardware: None

Lion allows you to open Screen Sharing and File Sharing to your Mac via a network. In nongeek speak, this means that you can access any of the files that are on your Mac—or even interact with your Mac as though you were sitting in front of it—from miles away. Turning on both kinds of sharing is easy, but you may need to make some changes in your home network for everything to work correctly.

Turn on Screen Sharing

By default, Lion ships with all sharing options turned off—the most secure configuration. In this section, though, I show you how you can have your cake (share) and eat it too (keep your Mac secure).

Sharing your screen:

1. Launch System Preferences.
2. In the Internet & Wireless section, click the Sharing icon (**Figure 2.17**).

Figure 2.17

The Sharing icon is in the Internet & Wireless section.



The Sharing preferences pane opens (**Figure 2.18**), listing all the things you can share on your Mac.

Figure 2.18 Sharing preferences control how people can access your Mac.



note

Take note of the name listed in the Computer Name field (Scott's Mac Pro, in Figure 2.18), because your Mac uses that name to identify itself to other computers on your home network.

All Screen Sharing Is Local

As soon as you enable Screen Sharing on this Mac, it starts showing up in the Shared section of the Finder Sidebar of any Mac on the same network. Anyone on that network can initiate a screen-sharing session just by selecting your Mac in the Sidebar and then clicking the Share Screen button (**Figure 2.19**).

Figure 2.19 Click Share Screen to share the selected Mac over the local network.



Keep in mind that by default, your Screen Sharing-enabled Mac shows up as shared only on Macs that use the same network. In my apartment, for example, I have a Time Capsule (Apple's backup and Wi-Fi base station) to which four Macs connect: my Mac Pro, my MacBook Pro, my wife's MacBook Pro, and a shared Mac mini. All four of those Macs have Screen Sharing enabled, so I can log in to any of them on my home network just by selecting it and clicking Share Screen.

When I take my MacBook Pro to Starbucks, however, my other Macs are no longer listed in the Shared sidebar. I talk about ways to deal with that situation in a moment.

3. Click the Screen Sharing check box to enable that feature on your Mac.

When Screen Sharing is selected, you see some information about it on the right side of the pane (**Figure 2.20**). The green status light means that Screen Sharing is enabled, and below is some descriptive text.

Figure 2.20 Enabling Screen Sharing.



What does that text mean? To route your screen-sharing request to this Mac from a remote Mac, you need an address to send the request to. The address in Figure 2.19 is a private IP address that can be accessed only via my home network.

4. Choose an option in the Allow Access For section:

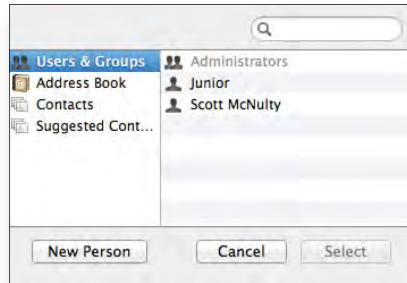
- **All Users.** By default, only administrators can use Screen Sharing to log in to your Mac, but this option lets all users on the network log in to this Mac remotely.

tip

Lion allows multiple people to log in remotely at the same time. You could be sitting in front of your Mac, typing away, while your spouse who's away on a business trip uses Screen Sharing to do some work on that very same Mac while you're logged in (assuming that his or her account is allowed to share the screen).

- **Only These Users.** If you want to be a little more selective, you can authorize access for individual accounts. To do so, choose the Only These Users radio button, click the plus icon below it, select an account in the resulting sheet (**Figure 2.21**), and then click the Select button.

Figure 2.21 Specifying which accounts can share your Mac's screen is a good idea.

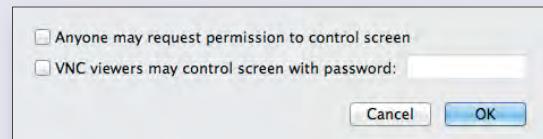


You can create a new account in this sheet as well or add any user who's listed in your Address Book. When you add someone from your Address Book who doesn't have an account on your Mac, you assign him a password, and Lion creates a Sharing Only account for him on your Mac.

Even More Screen Sharing Settings

With Screen Sharing enabled, click the Computer Settings button in the Sharing preferences pane to see some extra settings you can apply (**Figure 2.22**). If you check the first box, anyone in the whole wide world can request access to your computer, so I suggest leaving it unchecked.

Figure 2.22 Leave both of these boxes unchecked for a more secure Mac.



The second box is a little more useful if you don't want to deal with lots of user accounts. If you check the second box, you can set a password for Screen Sharing so that only the users on your network who know that password can see what's happening on your Mac's screen.

Turn on File Sharing

File Sharing consists of the shared file itself and access rights to that file. Each account on your Mac has a Public folder that's automatically shared with everyone when File Sharing is enabled. Otherwise, there are three types of File Sharing access:

- **Read Only.** A user can see and download files in the shared folder but can't edit those files or add new ones. By default, the Public folder is set to Read Only.
- **Read & Write.** Read & Write access to a folder means that a user can add, edit, and remove any and all files in the folder.
- **Write Only (Drop Box).** A user who has this permission level can add files to the shared folder but can't see or access anything within the folder.

In the following tasks, I show you how to set these permissions.

Activating File Sharing:

1. If the Sharing preferences pane (refer to Figure 2.18) isn't already open, choose System Preferences > Sharing to open it.
2. Click the File Sharing check box to enable that feature.

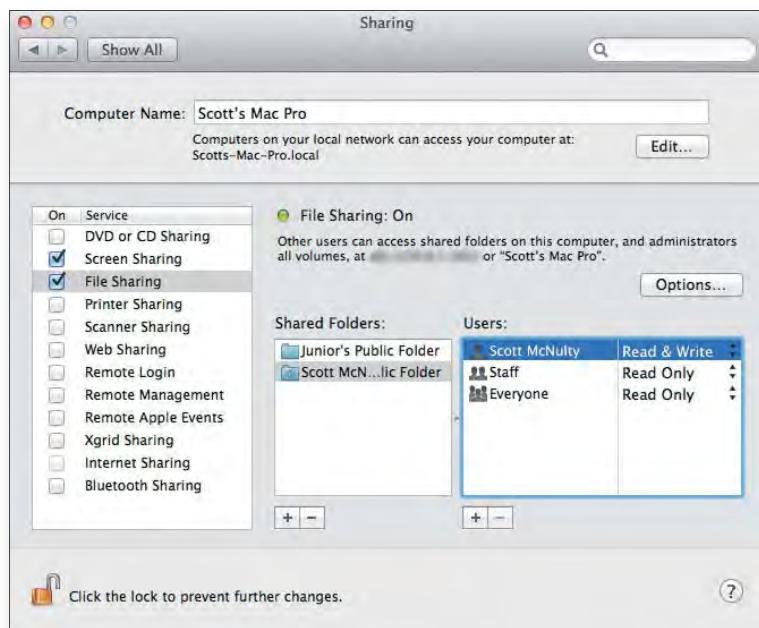
You see the File Sharing settings on the right side of the pane (**Figure 2.23** on the next page). These settings look pretty similar to the Screen Sharing settings (refer to Figure 2.19)—which makes sense, because both settings allow people to access aspects of your Mac remotely.

The green light means that File Sharing is on and ready to share files, and some text below it explains how to access shared files.

note

Administrators can access any file on this Mac via File Sharing, but all other accounts can access only files that they're allowed to see, as set here.

Figure 2.23
File Sharing allows other people to access certain folders on your Mac.



Sharing a folder with specific users:

1. If the Sharing preferences pane (refer to Figure 2.18) isn't already open, choose System Preferences > Sharing to open it.
2. Click the File Sharing check box to enable that feature.
3. Click the plus icon below the Shared Folders list, and select that folder in the resulting window.
4. Click the plus icon below the Users list, and select a user from the accounts on your Mac.
5. Choose the appropriate permissions level from the selected user's menu (Figure 2.24).

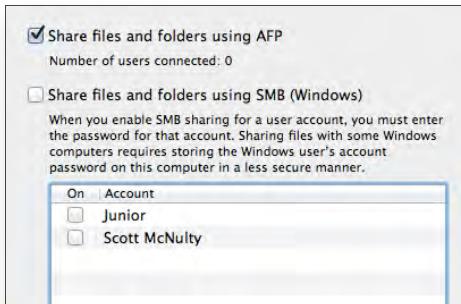


Figure 2.24 The three File Sharing permissions levels.

note

Clicking the Options button displays a couple of settings that you shouldn't need to change (Figure 2.25). The first option is selected by default, because AFP is Apple File Protocol. The second option enables a Windows-specific file-sharing protocol that allows your shares to appear on Windows machines.

Figure 2.25
File Sharing options.



Access files remotely

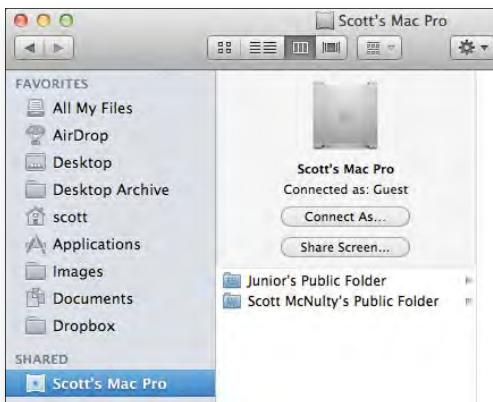
Connecting remotely to a Mac that has File Sharing enabled is very simple, as I show you in the following tasks.

Getting hold of a Mac's files remotely:

1. Click the Finder icon in the Dock to open a new Finder window.
2. In the Shared section of the Sidebar, select the Mac you want to connect to.

Selecting the Mac in the Sidebar initiates a guest connection. You can tell that File Sharing is enabled because right off the bat, you can access all the listed Mac users' Public folders (**Figure 2.26**).

Figure 2.26 A Mac with both File and Screen Sharing enabled on the local network.



3. Click the Connect As button.

A connection dialog opens.

4. Do one of the following:

- Choose the Guest radio button.
- Choose the Registered User radio button, and enter the user name and password for an account on the Mac you're connecting to (**Figure 2.27**).
- Choose the Using an Apple ID radio button to connect to the remote Mac with your Apple ID. (Your Apple ID must be in the remote Mac's list of allowed users.)

Figure 2.27

Set options for logging in to a distant Mac.



5. Click the Connect button.

You log in to the remote Mac, and the Finder displays all the folders that you have access to (**Figure 2.28**). Treat these files and folders as though they're on the Mac you're physically using, because that's what the Finder does.

Figure 2.28 The folder you have access to appear in the Finder.



Figure 2.29 A remote folder mounted on the Desktop.

6. Select a shared folder that contains files you want to use.
That folder appears on your Desktop as a shared volume (**Figure 2.29**).
7. Double-click the shared volume to browse all the files and folders on it just as you do files and folders on your Mac.
8. When you're done working with the shared folder, click its Eject icon (refer to Figure 2.28) or just drag the shared volume to the Trash to eject it.

Access a Mac's screen remotely

Once again, connecting remotely to a Mac with Screen Sharing enabled is very easy.

Seeing a Mac's screen remotely:

1. Open a new Finder window by clicking the Finder icon in the Dock.
2. In the Shared section of the Sidebar, select the Mac you want to connect to.
3. Click the Share Screen button (refer to Figure 2.28).

A connection dialog asks you to log in (**Figure 2.30**). Again, you have to enter login info for an account on the remote Mac, not an account on the Mac you're currently typing on (though I suppose that those credentials could be the same across Macs).

note

A remote user can also log in with his Apple ID, as long as that ID has Screen Sharing permissions on that Mac.

Figure 2.30 Log in here to use Screen Sharing.



- •
- 4. Click the Connect button.

The remote Mac's Desktop appears in a window on your Mac's screen (**Figure 2.31**).

Figure 2.31 Sharing a remote Mac's screen is just like sitting in front of that Mac.



Customizing a shared screen:

1. While you're sharing a remote Mac's screen (refer to the preceding section), click any or all of these toolbar buttons to customize Screen Sharing functions:



- If you want to fill your Mac's screen with the Screen Sharing window, click this button.



- Taking a shot of the remote Mac's screen is easy. Click the Screenshot button, choose a place to save the image, and click Save.

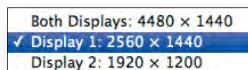


- Whenever you copy something, it's saved to the Clipboard; then you can paste that item elsewhere. The first button in this set gets the contents of the remote Mac's Clipboard and copies them to the Clipboard of the Mac you're using; the second button does the opposite.



- This pop-up menu appears only when you're sharing the screen of a Mac that has more than one physical monitor attached to it. Make choices from this menu to switch among displays or show all the displays at the same time (**Figure 2.32**).

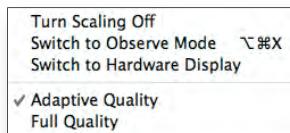
Figure 2.32 If the remote Mac has multiple monitors, you can switch among them.



2. Make the appropriate choices from the View menu (**Figure 2.33**):

- Turn Scaling Off** shows you the remote Mac's screen at the resolution it uses on its connected display, which may be larger than the display on the Mac you're using. In that case, you'll have to scroll a bit.
- Switch to Observe Mode** takes away your ability to control what's happening on the remote Mac's screen. You can just watch.
- Adaptive Quality** decreases and increases the quality of the video, depending on network conditions. It's designed to keep input snappy, giving secondary priority to video fidelity.
- Full Quality** tries to give you full-quality video no matter what the network conditions are.

Figure 2.33
View options for screen sharing.



Virtual Security

While you're controlling a remote Mac, whatever you're doing is being displayed on that Mac's monitor (if the Mac is hooked up to one), so anyone in the same room with that Mac can see what you're doing. If you're not so keen on that idea, choose View > Switch to Virtual Display. This command turns the remote Mac's window into a virtual display that shows only the standard Lion login screen. Anyone who has the proper credentials can even log in to and work on that Mac while you're sharing its screen from a different account.

Accessing Your Mac Away from Home Project

Difficulty level: Moderate

Additional software: Router admin tools (if you use a router)

Additional hardware: Wi-Fi router or cable modem

File Sharing and Screen Sharing are great features, I'm sure you'll agree, but the tasks in the **Sharing Screens and Files over a Home Network Project** require you to be connected to the same network as the Mac you want to access remotely. What happens if you're at a hotel or airport and suddenly need to grab something off your Mac at home?

Luckily, it's possible to enable File Sharing and Screen Sharing across networks. Even more luckily, you have several ways to go about it:

- Home networking
- Using Back to My Mac
- Port mapping

In this project, I show you how to use all these methods.

Remotely share a home-networked Mac over a modem

If your home network consists of one Mac plugged directly into a modem, I have good news for you: It's very easy to connect to your Mac remotely (assuming that you have the proper sharing features enabled, of course; refer to the **Sharing Screens and Files over a Home Network Project**).

To connect, you need to find out what your Mac's IP (Internet Protocol) address is. Fortunately, Apple has made that address easy to find, as you see in the following task.

Sharing a modem-connected Mac via Screen Sharing:

1. Launch System Preferences.

2. Click the Sharing icon to display the Sharing preferences pane (Figure 2.34).

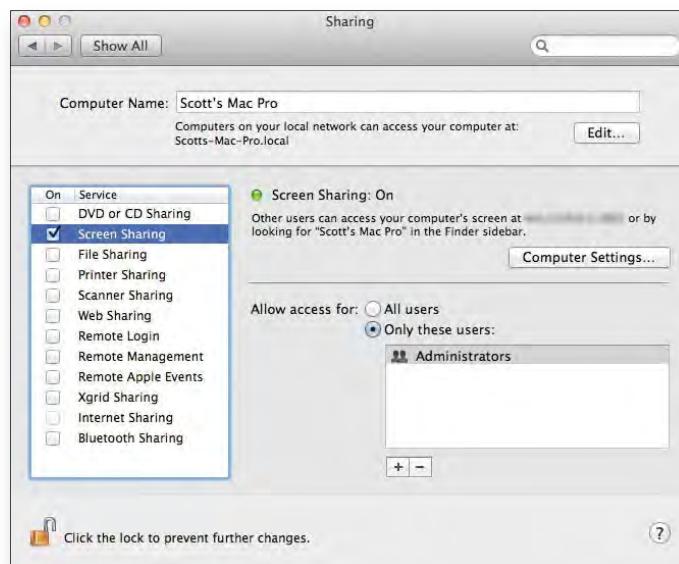
Figure 2.34 Sharing preferences.



3. Check the Screen Sharing check box.

Lion displays the Screen Sharing settings on the right side of the panel (Figure 2.35), including the required connection protocol: vnc://xx.xx.xxx.xx (with your Mac's IP address replacing xx.xx.xxx.xx).

Figure 2.35 Screen Sharing settings.



4. Select and copy the vnc link, and save it somewhere.

I suggest emailing it to yourself or storing it in your Dropbox account (see the **Syncing Files Across Macs Project** later in this chapter).

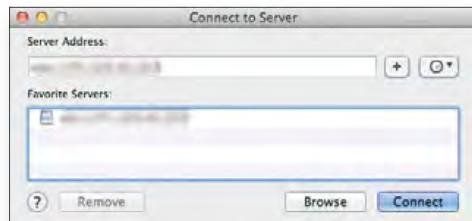
You'll need this information when you're in some remote location, trying to log in to your Mac.

5. Move to a Mac other than the one that you've set up Screen Sharing on.
6. On the Mac that you want to initiate Screen Sharing from, choose Go > Connect to Server (or press Command-K).
The Connect to Server window opens.
7. In the Server Address field, type **vnc://** followed by the IP address that you wrote down in step 4 (**Figure 2.36**).

note

vnc:// is the prefix for Screen Sharing.

Figure 2.36 Type the server address (vnc:// plus IP address).



tip

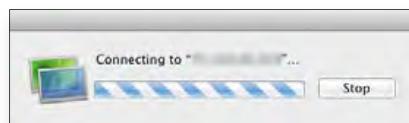
Clicking the plus icon next to the Server Address field adds that address to the Favorites section so that it'll be waiting for you whenever you open the Connect to Server window again.

8. Click the Connect button.

While Lion tries to connect to the remote Mac, it displays the Connecting To window (**Figure 2.37**).

Figure 2.37

Connecting to a shared screen over the Internet can take a few moments.



When the connection is made, Lion displays a connection sheet.

9. Enter your user name and password in the connection sheet (**Figure 2.38**).

Figure 2.38 Just like when you're connecting locally, you need to enter your login info.



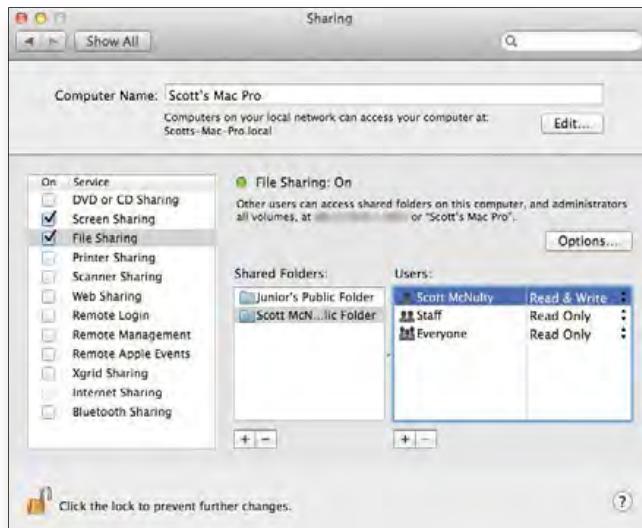
10. Click the Connect button.
11. Use that remote Mac as though you're sitting in front of it.

Sharing a modem-connected Mac via File Sharing:

1. Complete steps 1 and 2 of the preceding section, "Sharing a modem-connected Mac via Screen Sharing."
2. In the Sharing preferences pane (refer to Figure 2.34), check the File Sharing check box.

Lion displays the File Sharing settings on the right side of the pane (**Figure 2.39**), including the required connection protocol: `afp://xx.xx.xx.xxx` (with your Mac's IP address replacing `xx.xx.xx.xx`).

Figure 2.39
File Sharing settings.



- •
- 3. Note the File Sharing address somewhere that you'll be able to get to on a remote Mac.
- 4. Switch to a remote Mac.
- 5. Choose Go > Connect to Server (or press Command-K) to open the Connect to Server window (refer to Figure 2.36).
- 6. Enter the File Sharing address in the Server Address field, and click Connect.

A connection sheet opens when the connection is made.

- 7. Enter your user name and password in the connection sheet.

Now you can browse the files and folders on the remote Mac like they're on your local Mac.

Get Back to My Mac

Back to My Mac is a feature of MobileMe, Apple's \$99-per-year suite of products including email and calendaring. Apple has stopped accepting new subscribers to this service because iCloud—a forthcoming service from Apple (fall 2011)—will offer a subset of MobileMe's features for free. All MobileMe features will remain active until June 30, 2012. iCloud will include Back to My Mac as part of its free service.

Back to My Mac makes it possible to use Screen Sharing and File Sharing across networks simply by entering your MobileMe (and eventually iCloud) credentials on both Macs. That's it! Networking can be a complicated thing, though, and Back to My Mac does a lot of work in the background to look so effortless.

Activating Back to My Mac:

- 1. Launch System Preferences on one of the Macs that you'll be sharing.
- 2. Click the MobileMe icon.

The MobileMe preferences pane opens.

- 3. Enter your MobileMe account information in the Account tab, if it isn't already entered for that Mac.

- •
- 4. Click Back to My Mac at the top of the pane.

The Back to My Mac tab opens (**Figure 2.40**).

Figure 2.40 Back to My Mac allows you to use File Sharing and Screen Sharing over the Internet.



- 5. Click the Turn On Back to My Mac button.

Now this Mac will show up on any other Mac that has Back to My Mac enabled with the same Apple ID.

- 6. Because Back to My Mac needs to be enabled on both Macs that are going to share screens and files, repeat steps 1-5 on the other Mac that you'll be sharing.

You can enable Back to My Mac on as many Macs as you like. All the Macs will show up in the Finder Sidebar of every other Mac that has Back to My Mac enabled with the same Apple ID.

note

Depending on what networking equipment is installed between the two Macs, Back to My Mac may not work. You'll encounter the most problems trying to use Back to My Mac on corporate networks that have firewalls enabled.



Sharing screens and files with a remote Mac via Back to My Mac:

1. Click the Finder icon in the Dock to open a new Finder window.

The remote Macs with Back to My Mac enabled will show up in the Share section of the Sidebar.

2. Select the remote Mac you want to connect to.

You automatically connect as Guest.

3. Click Share Screen (if Screen Sharing is enabled) or Connect As (if File Sharing is enabled).

4. Enter your user name and password in the resulting connection sheet.

You're sharing with a remote Mac via Back to My Mac.

Sharing with a router-connected Mac

Things get a little more complicated when you throw a router—wired or wireless—into the mix. A *router* sits between your Internet connection and your Mac (and all your Internet-connected devices) so that you can share that one connection among several devices. The router hands out private IP addresses to each device on the network, including your Mac, so that it can route traffic to the right place.

When you're at a coffee shop and want to connect to a remote Mac that's behind a router, the router has to know where to send your request. Back to My Mac can handle the arrangements for you, but if you don't want to use that service, port mapping is the way to go.

What the heck are ports and port mapping? If you think of an IP address as being a phone number for your Mac, you can think of a port as being an extension. Different network services listen at particular ports and respond only when a request is made to their port(s). *Port mapping* tells your router to listen for requests to a specific list of ports and then forwards the requests to your Mac.

In the following tasks, I show you how to use port mappings in Time Capsule to enable Screen Sharing with a Mac that's behind a router. Consult your router's documentation for specific directions, including a Web page where you can look up settings.

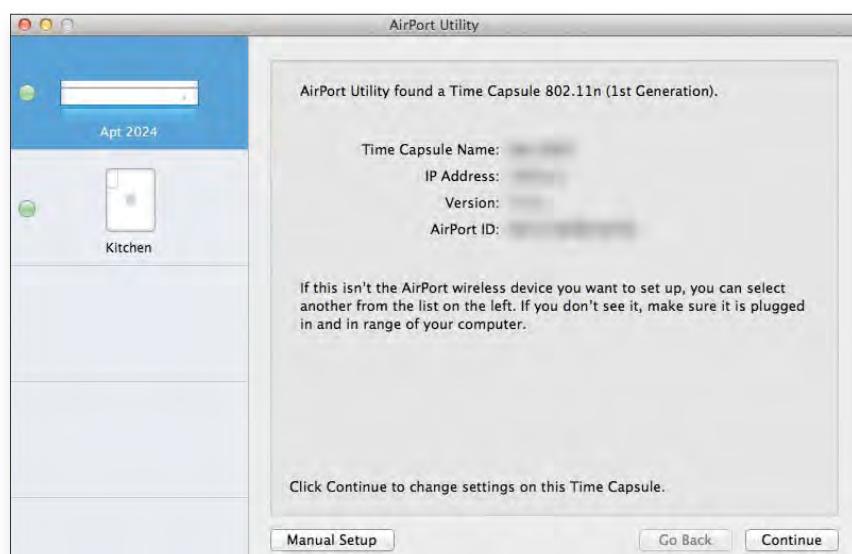
Creating port mappings in Time Capsule:



Figure 2.41

The AirPort Utility icon.

Figure 2.42 AirPort Utility lists all the Apple networking devices on a network.



3. Double-click the Time Capsule icon.

A dialog similar to **Figure 2.43** appears (see the next page).

Figure 2.43

The Summary tab of the AirPort Utility pointed at a Time Capsule. Here, you'll find your router's external IP address.



4. Click the Advanced icon at the top of the dialog to display the Advanced tab.
5. Click Port Mapping at the top of the tab.

Lion displays the port-mapping settings for this Time Capsule (**Figure 2.44**).

Figure 2.44

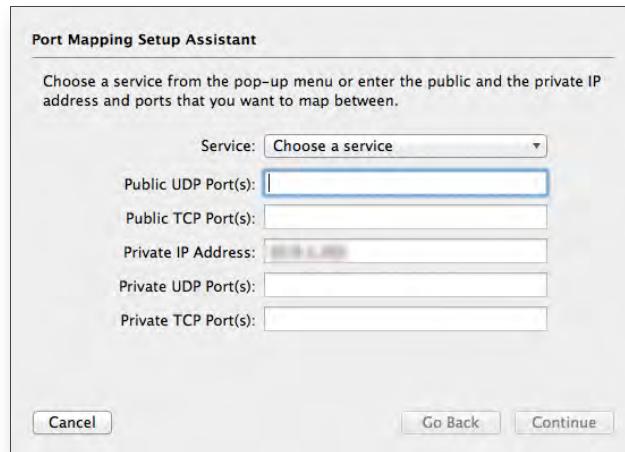
The AirPort Utility's Advanced settings include Port Mapping. Add or remove port mappings here.



6. Click the plus icon below the Allow window.

The Port Mapping Setup Assistant sheet slides down (**Figure 2.45**).

Figure 2.45 The Port Mapping Setup Assistant sheet helps you configure port mapping.



7. Choose Apple Remote Desktop from the Service pop-up menu, which lists all the services that the assistant can help you with (**Figure 2.46**).

note

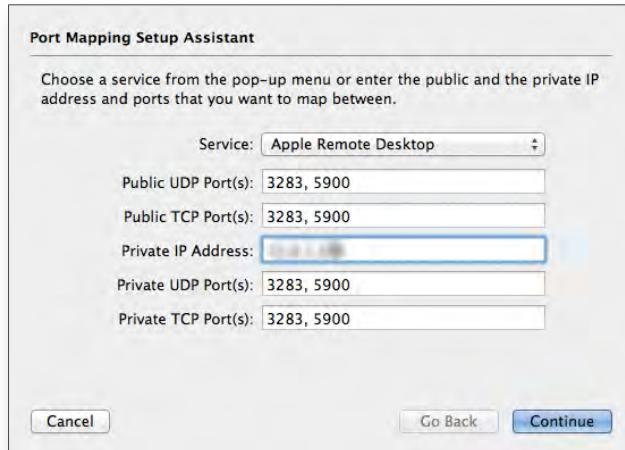
Apple Remote Desktop is another name for Screen Sharing, which I cover in the **Sharing Screens and Files over a Home Network Project earlier in this chapter.**

Figure 2.46 Services that you can map a port for.



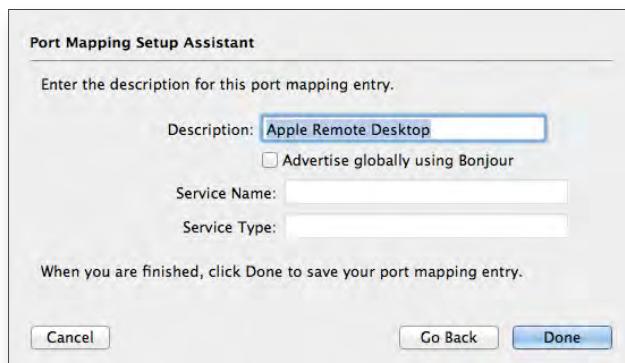
The assistant fills in a bunch of information for you (**Figure 2.47**).

Figure 2.47 A port mapping for Apple Remote Desktop.



8. Make sure that the IP address is the private IP address of the Mac that has Screen Sharing enabled, because if you use the wrong IP address, sharing will fail.
9. Click the Continue button to proceed to the next assistant sheet.
10. Type a description in the Description field, if you want, or just accept the default suggestion (**Figure 2.48**).

Figure 2.48 Describe the mapping, if you like.



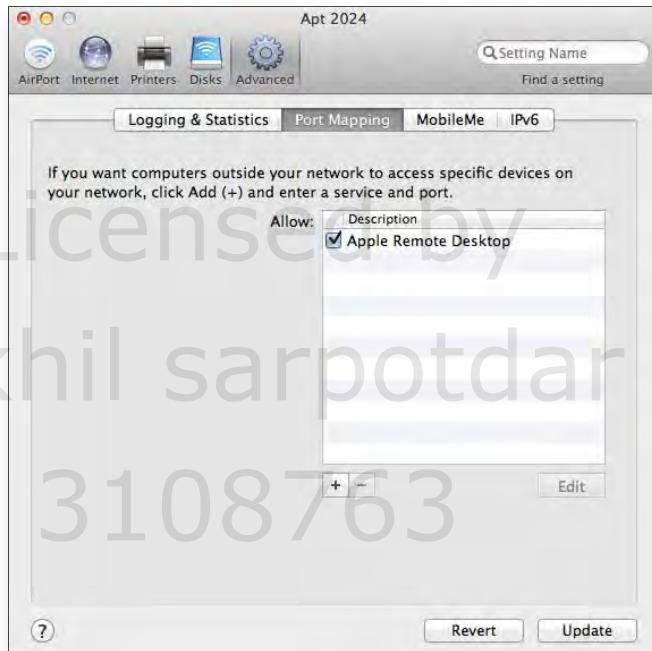
11. Leave the Advertise Globally Using Bonjour option deselected.

This feature is poorly documented, so don't activate it.

12. Click the Done button.

The Apple Remote Desktop port mapping is set (**Figure 2.49**).

Figure 2.49 The port mapping has been added.



13. If you want to add another port mapping, repeat steps 6-12.
14. When you finish adding port mappings, click the Update button.

Time Capsule reboots to apply the changes. After it restarts, you should be in business.

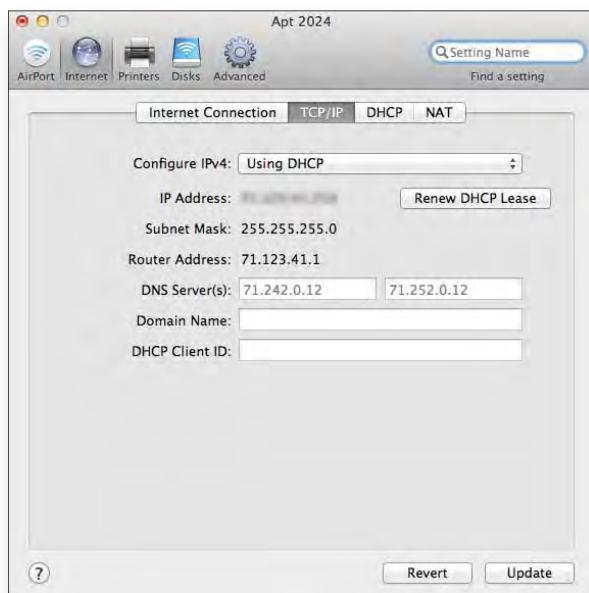
Sharing the screen of a router-connected Mac:

1. Complete steps 1-3 of "Creating port mappings in Time Capsule."
2. Click the Internet icon at the top of the Time Capsule's settings dialog (refer to Figure 2.49).

3. Click TCP/IP to display the TCP/IP tab (Figure 2.50).

Figure 2.50

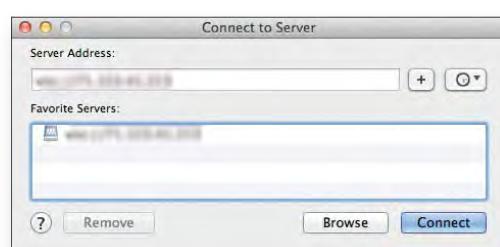
The TCP/IP tab of the Internet section of the AirPort Utility pane displays the external IP address of your router.



4. Write down the IP address, because you're going to need it for the next step.
5. Leave your house.
6. On a remote Mac, choose Go > Connect to Server (or press Command-K).
The Connect to Server window opens.
7. In the Server Address field, type **vnc://** followed by the IP address that you wrote down in step 4 (Figure 2.51).

note

vnc:// is the prefix for Screen Sharing.

Figure 2.51 Type the server address (vnc:// plus IP address).

8. Click the Connect button.

While Lion tries to connect to the remote Mac, it displays the Connecting To window (**Figure 2.52**).

Figure 2.52

Connecting to a shared screen over the Internet.



When the connection is made, Lion displays a connection sheet.

9. Enter your user name and password in the connection sheet (**Figure 2.53**).

Figure 2.53 Just like when you're connecting locally, you need to enter your login info.



10. Click the Connect button.

11. Use that remote Mac as though you're sitting in front of it.

Keep Your Mac Awake for Remote Sharing

When you have Screen Sharing and File Sharing set up, you're ready to travel the world, secure in the knowledge that your home Mac is just an Internet connection away. But what if your Mac goes to sleep while you're away, or a brief power outage shut downs your Mac? It's even possible (though unlikely) that Lion could crash, leaving you with a temporarily unavailable Mac.

Or would it?

Here's how to make your Mac a little more resilient to these types of failures:

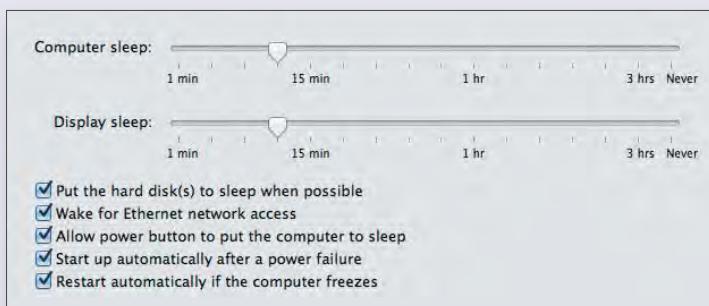
1. Launch System Preferences.
2. In the Hardware section, click the Energy Saver icon (**Figure 2.54**).

Figure 2.54
Energy Saver icon.



The Energy Saver preferences appear (**Figure 2.55**). Depending on what Mac you have, you may see some different options.

Figure 2.55 Energy Saver preferences.



3. Make sure that the following boxes are checked:

- Wake for Ethernet Network Access (which will wake a sleeping Mac when you try to connect to it remotely).
- Start up Automatically After a Power Failure
- Restart Automatically If the Computer Freezes

With these settings, your Mac's connection should be fairly reliable (barring any unexpected occurrences, of course).

Syncing Files Across Macs Project

Difficulty level: Easy

Additional software: Dropbox

Additional hardware: None

Few pieces of software can change your life, but Dropbox is one of them. Dropbox is actually a combination service and application that does one thing really well: store files. Sound boring? Well, it isn't. Dropbox allows you to store up to 2 GB worth of files for free on the service side of the combination, and the application side is what makes it magical: The Mac, PC, iOS, and Web app keeps all your files in sync across devices. Are you working on a Microsoft Word document at the office, for example? Save it to your Dropbox folder, and it's pushed out to all the other devices you have linked to your Dropbox account. Open the folder on another computer, and there's your file, fully up to date.

Dropbox even saves multiple versions of files for 30 days, so if you make a change and want to roll back, just restore from an earlier copy.

Get Dropbox for your Mac

The first things you have to do are get the Dropbox app for your Mac, register an account, and set it up, as you do in the following task.

Getting and setting up Dropbox:

1. Point your browser of choice to www.dropbox.com, and click the big Download Dropbox button (**Figure 2.56** on the next page).

A disk image downloads to your Desktop.

Figure 2.56 The Dropbox Web site.



2. Install Dropbox from the disk image you just downloaded.

tip

See the **Installing Applications Project in Chapter 1** if you need instructions.



Figure 2.57
Dropbox icon.

3. Launch the Dropbox app by double-clicking its icon (**Figure 2.57**).

The Dropbox Setup wizard opens.

4. Select I Don't Have a Dropbox Account (**Figure 2.58**), and click Continue.

Figure 2.58

The Dropbox app requires a Dropbox account to be useful.



5. In the next wizard screen (**Figure 2.59**), enter a user name and a strong password; change the computer name, if you want; and click Continue.

Dropbox is very aggressive about keeping you logged in, so as long as your Mac is linked to your Dropbox account, you won't need to enter your user name and password again unless you change them.

Figure 2.59 Enter the user name and password you want to use in Dropbox.

**note**

Dropbox prepopulates the Computer Name field with the name of your Mac. You can change this entry to something else, if you like, but every Mac that uses the same login must have a unique name.

- •
6. In the next wizard screen (**Figure 2.60**), choose a storage option, and click Continue.

As I mention in the introduction of this project, 2 GB of storage is free, but this screen lets you bump it up to 50 GB or 100 GB. If you decide to opt for more space, you'll be prompted for payment information. I suggest that you stick with the free account until you've figured out how you're going to add Dropbox to your workflow.

Figure 2.60 Set the size of your Dropbox storage.



7. Although the next wizard screen says that the Typical setting is recommended (**Figure 2.61**), choose Advanced instead; then click Install.

Typical would save you a few clicks, but for this task, Advanced gives you a better idea of how Dropbox works.

8. In the first Advanced Setup wizard screen (**Figure 2.62**), make one of the following choices:
 - **Place Dropbox in My Home Folder.** This option puts the Dropbox app in the root of your home folder, along with your Desktop, Documents, Downloads, Movies, Music, Pictures, and Public folders.
 - **I Want to Choose Where to Put My Dropbox.** If you don't want to put the app in your home folder, select this radio button; click the Change button to browse for a location; and select your desired location.

Figure 2.61 A typical installation is always a good choice, but this time, choose Advanced instead.

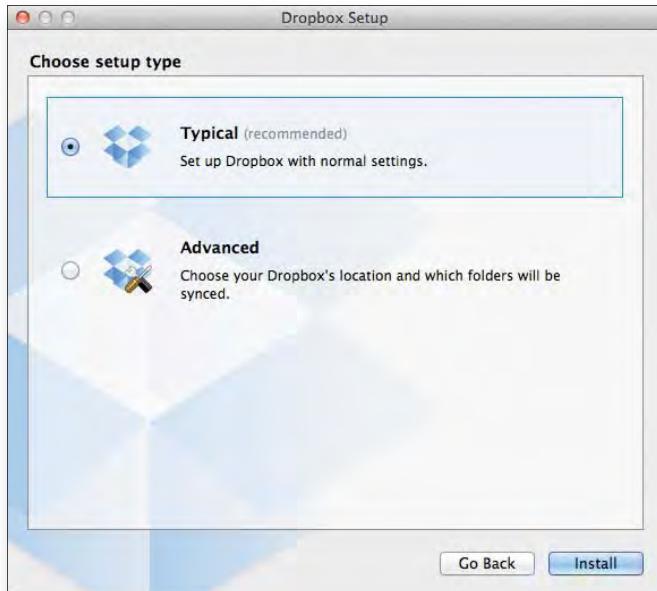


Figure 2.62
The Advanced Setup wizard lets you choose where to place your Dropbox folder.



When you click Continue, Dropbox opens the Selective Sync screen. To selective-sync or not to selective-sync, that is the question. Dropbox wants you to answer in this screen (and which I answer in the nearby sidebar "The Scoop on Selective Syncing").



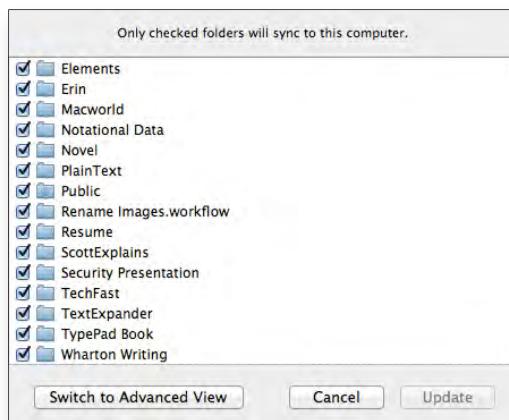
9. In the Selective Sync screen (**Figure 2.63**), make one of the following choices, and click Continue:

Figure 2.63 Dropbox will sync selected folders with this Mac.



- **Sync folders automatically.** If you want Dropbox to sync all your folders automatically, leave the first radio button selected.
- **Sync folders selectively.** If you want Dropbox to sync only certain folders to your Mac, choose the second radio button and then click the Selective Sync command button. A sheet like the one shown in **Figure 2.64** slides down. Select the folders you want to sync selectively (or click Switch to Advanced View to select subfolders); then click Update to return to the Selective Sync screen.

Figure 2.64 Any folder with a check next to it will sync with this Mac.



After you click Continue, Dropbox welcomes you by name in the closing setup screen (**Figure 2.65**).

Figure 2.65 Take a Dropbox tour from here, if you want.



10. Do one of the following:

- Click Continue to take the tour, and click Finish in the final screen.
- Click Skip Tour to pass on the tour offer.

When you click Continue in the welcome screen or Finish in the final tour screen, your Dropbox folder opens by default (unless you deselect that option in the final tour screen). In the next section, I show you how to get around that folder.

The Scoop on Selective Syncing

Why would you ever want to choose selective syncing? All the files that you store in Dropbox and sync to your Mac take up space on your Mac's hard drive. The downside is that if you have a small hard drive and lots of storage in your Dropbox, your Dropbox folder can start eating up lots of your Mac's limited storage. Syncing only certain folders can conserve hard drive space.

Also, selective-sync settings are computer-specific. Each of your Macs can selectively sync a different set of folders, if you like.

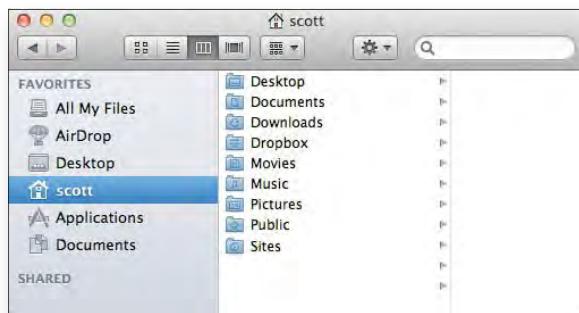
Navigate Dropbox

After you have Dropbox installed and set up on your Mac, you have two ways to access it quickly:

- Press Command-Shift-H to open your home folder (**Figure 2.66**), which now contains a Dropbox folder.

Figure 2.66

The Dropbox folder inside a home folder.



- Drag the Dropbox folder to the Finder's Sidebar (**Figure 2.67**) for even quicker, easier access.

However you access this folder, you can treat it just like any other folder—save things in it, drag items to it, whatever you do with your other folders.

In addition to the Dropbox folder, Dropbox installs a menu-bar item that gives you all sorts of information about your folder when you click it (**Figure 2.68**).

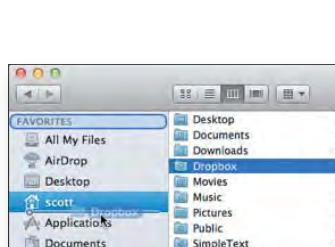


Figure 2.67 Drag the Dropbox folder to the Sidebar.

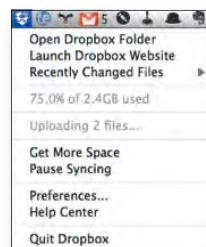


Figure 2.68 Dropbox menu.

From this menu, you can open your Dropbox folder, open the Dropbox Web site, and even see recently changed files (by default, the five most recently changed). You can also see at a glance how much storage space

you have left in your Dropbox account and whether any files are in the process of syncing (which you can pause). Further, the Get More Space option lets you upgrade your Dropbox account at any time—for a fee.

Configure Dropbox

The Dropbox app is powerful yet pretty simple when you think about it. Despite the simplicity, the app itself does offer up a few settings that you can tweak.

Setting Dropbox General preferences:

1. Choose Dropbox > Preferences.

The Dropbox preferences pane opens to the General tab (Figure 2.69).

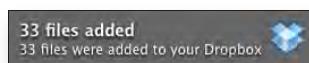
Figure 2.69 Dropbox general preferences.



2. Set any or all of the following preferences:

- **Show Desktop Notifications.** When this option is enabled, a small alert appears in the top-right corner of your screen every time a file is added to or updated in your Dropbox folder (Figure 2.70). If you're in the process of editing a lot of files, notifications can get a little annoying, so clearing this check box disables them.

Figure 2.70 Dropbox notifications can be enabled or disabled.



- **Use Black and White Menu Bar Icons.** Dropbox's default menu-bar icon is blue. If the color is distracting, you can get less color by choosing this option.
- **Start Dropbox on System Startup.** Dropbox isn't much use to you if it isn't running, so this option is enabled by default. Clear the check box if you'd rather launch Dropbox manually.

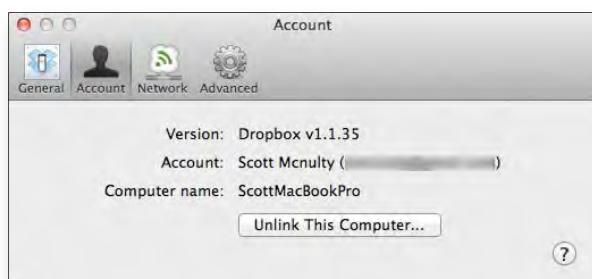
- **Enable LAN Sync.** LAN (local area network) sync is a great option and one that you should enable if you have a home network with more than one Mac on it. Normally, Dropbox saves your files to Dropbox servers on the Internet, and your Mac has to go out to the Internet to pull those files down again. This option, however, copies files to networked Macs running Dropbox via the local network instead, so you see super-fast syncing among Dropbox-enabled Macs (all using the same Dropbox account, of course) on the LAN.

Setting Dropbox Account preferences:

1. If the Dropbox preferences pane isn't already open on your Mac, choose **Dropbox > Preferences**.
2. Click the Account icon at the top of the panel.

The Account preferences appear (**Figure 2.71**), displaying the Dropbox version installed on your Mac, the logged-in Dropbox account, and the computer name. Dropbox links your Mac to your account so that it knows where to send updates.

Figure 2.71 Dropbox account information.



3. If you want to break the Dropbox-Mac link for some reason, click the Unlink This Computer button.

This action stops syncing without deleting the previously synced files on your Mac.

Setting Dropbox Network preferences:

1. If the Dropbox preferences pane isn't already open on your Mac, choose Dropbox > Preferences.
2. Click the Network icon to display the Network preferences (**Figure 2.72**).

Because Dropbox is all about syncing files over the network, it's possible that the syncing process will slow other network-related tasks, such as Web browsing and video streaming. To specify how much bandwidth Dropbox uses, proceed to step 3.

Figure 2.72 These settings can restrict how much bandwidth Dropbox uses.

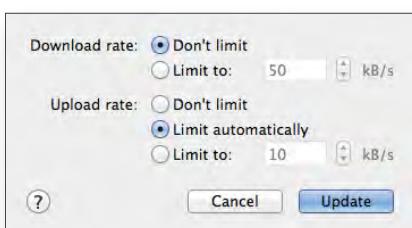
**tip**

You should fiddle with these settings only if you're experiencing a problem with the defaults or if you have a slow connection to the Internet.

3. Click the Bandwidth Change Settings button.

The settings sheet shown in **Figure 2.73** slides down.

Figure 2.73 Bandwidth settings sheet.



4. Configure the Download Rate and Upload Rate settings the way you want them; then click Update to return to the Network preferences pane.

tip

The higher the limits you set for both downloads and uploads, the more of your network resources Dropbox can use.



5. Do one of the following:

- If you have a proxy server and want to change its settings, click the Proxies Change Settings button.
- If you don't know what a proxy server is, you don't have one, so ignore this setting.

Setting Dropbox Advanced preferences:

1. If the Dropbox preferences pane isn't already open on your Mac, choose Dropbox > Preferences.
2. Click the Advanced icon to display the Advanced preferences (**Figure 2.74**).

Figure 2.74 Dropbox's advanced settings.



3. To move your Dropbox folder to another location on your Mac, make a new choice from the Dropbox Location pop-up menu.
4. To change your selective-sync settings (refer to "Getting and setting up Dropbox" earlier in this project), click the Change Settings button.
5. To change the language that the Dropbox app uses, make a new choice from the Language pop-up menu.

Use Dropbox on the Web

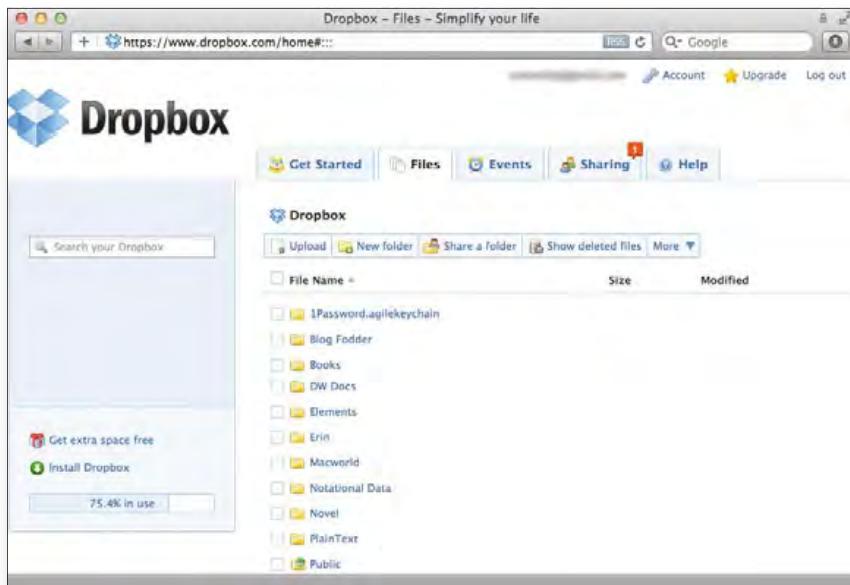
Dropbox has a Web interface that you can log in to from any Internet-connected computer and get access to all your Dropbox files. You can also issue invitations to share folders on your Dropbox account, so you can share files with people. The following tasks show you how.

Working with folders and files on the Dropbox Web site:

1. Log in to your Dropbox account on the Web by going to [www.dropbox.com](https://www.dropbox.com/home), clicking the login link, and entering your user name and password.

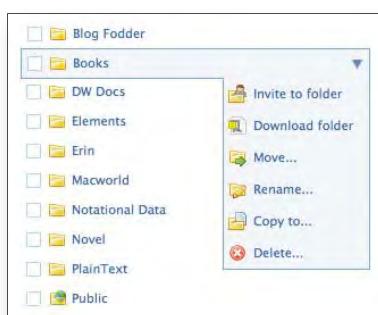
You see a list of all your files and folders (**Figure 2.75**).

Figure 2.75
The Dropbox Web interface.



2. To work with a folder, select its icon to drop down a menu (**Figure 2.76**), and choose the appropriate option.

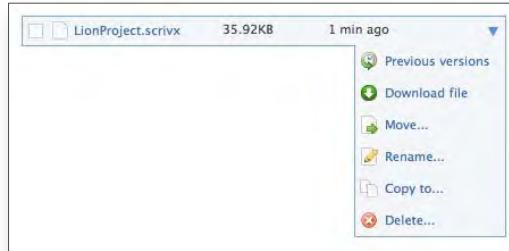
Figure 2.76 Folder options available in the Dropbox Web interface.



3. To open a folder so that you can access the files inside it, just click its name.

- •
4. To see a file's version history before you open it, select the file's icon to drop down a menu (**Figure 2.77**), and choose Previous Versions from that menu.

Figure 2.77 Choose Previous Versions from this menu.



Dropbox displays a list of the previous versions of that file that have been created in the past 30 days (**Figure 2.78**).

Figure 2.78 A file's 30-day version history.

Changed	Event	Changed by	Preview	Size
5/19/2011 2:07 PM	Edited	Scott McNulty (dhcp163-191.wharton.upenn.edu)		34.33KB
5/19/2011 2:00 PM	Edited	Scott McNulty (dhcp163-191.wharton.upenn.edu)		34.33KB
5/18/2011 10:15 PM	Added	Scott McNulty (dhcp163-191.wharton.upenn.edu)		34.33KB
5/18/2011 10:13 PM	Deleted	Scott McNulty (dhcp163-191.wharton.upenn.edu)		33.73KB
5/11/2011 10:16 PM	Edited	Scott McNulty (dhcp163-191.wharton.upenn.edu)		33.73KB
5/8/2011 9:47 PM (oldest)	Edited	Scott McNulty (dhcp163-191.wharton.upenn.edu)		33.74KB

If you want to restore a previous version, select its radio button and click the Restore button. The file is immediately restored to that version, though you can revert to a previous version for 30 days after you restore.

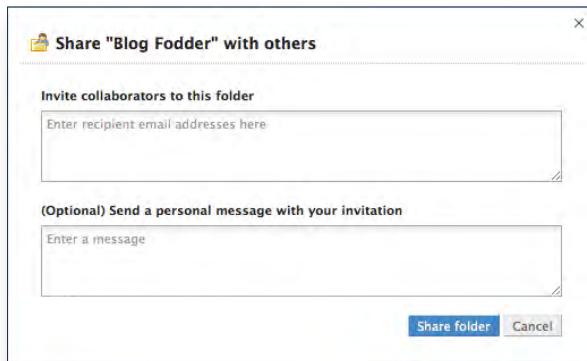
5. To open a file, click its name in the list.

Dropbox displays the selected file in your browser if it's a supported file type (images, text, video, and audio files generally open in the browser) or downloads it to your Mac so that you can open and work with it there.

Issuing folder invitations:

1. Log in to your Dropbox account on the Web.
2. In the Web interface (refer to Figure 2.75), select a folder.
A menu drops down (refer to Figure 2.76).
3. Choose Invite to Folder from this menu.
4. In the resulting screen (**Figure 2.79**), enter the email address of the person with whom you want to share this folder and an optional message, and then click the Share Folder button.

Figure 2.79 To share a folder on Dropbox, enter a person's email address. That person receives an email invitation to access the folder.

**tip**

You can invite more than one person at a time by entering multiple email addresses, separated by commas.

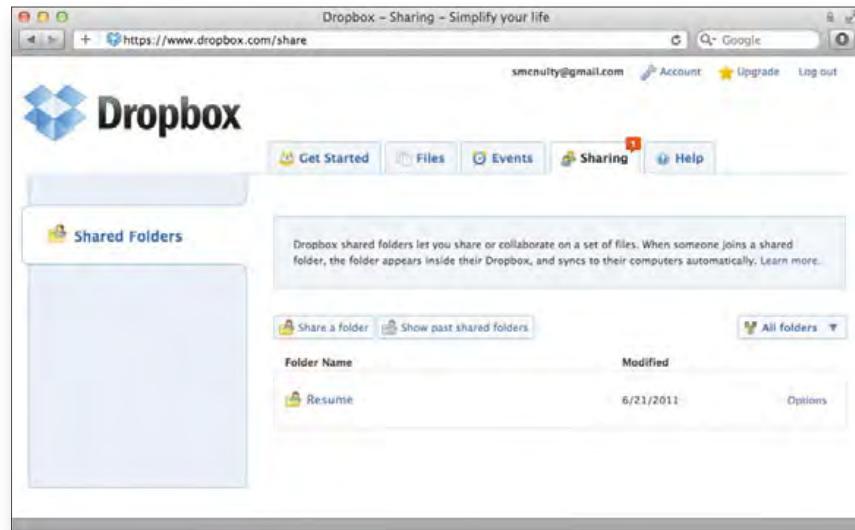
Dropbox sends the person an email containing a direct link to your folder. When the recipient clicks that link, Dropbox asks her to log in to her Dropbox account or create one if she doesn't already have one. When that's taken care, the shared folder shows up in her Dropbox account as well as yours.

Uninviting people to a shared folder:

1. Log in to your Dropbox account on the Web.
2. Click the Sharing tab to see all your shared folders (**Figure 2.80**).

Figure 2.80

The Sharing tab lists all your shared folders.

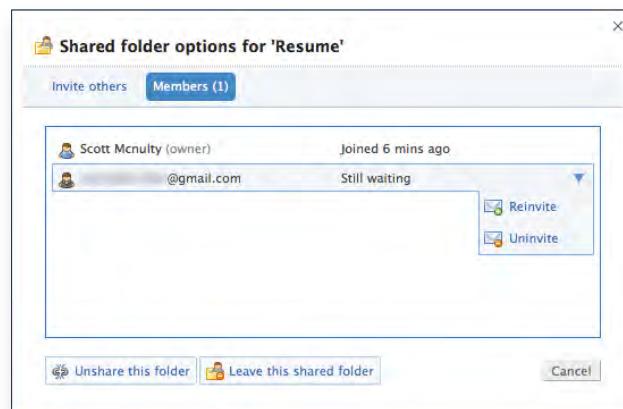


3. Click the Options link for the folder you want to uninvite a person from.
4. In the resulting screen, select the user you want to uninvite, and choose Uninvite from the drop-down menu (**Figure 2.81**).

Dropbox asks you to confirm that you want to uninvite the selected person.

Figure 2.81

The list of users who have access to this shared folder and the option to remove them.



5. Click OK.

The selected person is removed from the shared folder.

Work with the Public folder

You may have noticed a folder called Public inside your Dropbox folder. This folder has special powers that should be used only for good. How do you use it?

Well, I often have to send large files to friends and colleagues (especially audio files of podcasts), and the files are hundreds of megs, so email isn't an option. Most email servers would bounce them back, and even if they didn't, my friends don't want these giant files clogging their inboxes. *Licensed by nikhil.sarpotdar*

Dropbox to the rescue!

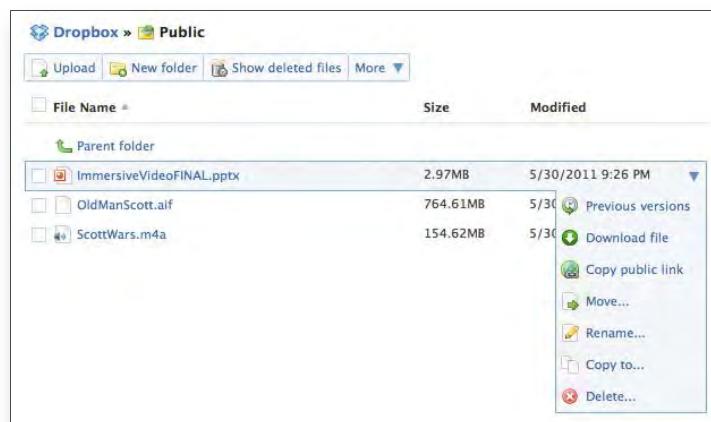
Anything you place in your Public folder in Dropbox can be accessed by anyone who has an Internet connection. Don't worry, though—no one is going to just stumble across this folder, because it takes a direct link to find it.

Sharing a file in your Public folder:

1. Log in to your Dropbox account on the Web.
2. In the Web interface (refer to Figure 2.75), select the Public folder.
3. Select the file inside this folder that you want to share.

A menu like the one shown in **Figure 2.82** drops down.

Figure 2.82 Making a file publicly available.

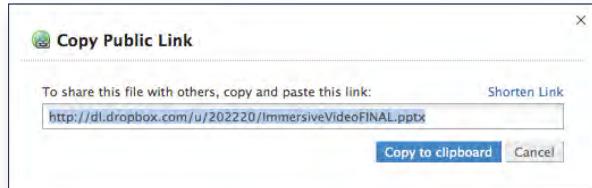




4. Choose Copy Public Link.

The Copy Public Link window opens, displaying the Web link to the selected file (**Figure 2.83**).

Figure 2.83 A file's public URL.



5. Do one of the following:

- Copy the link as is.
- Click Shorten Link to abbreviate the link for sharing on social-networking sites like Twitter.

6. Click the Copy to Clipboard button.

Dropbox does just that.

7. Paste the link into an email (or tweet), and send it to anyone you want to share it with.

Anyone who receives the link can download that file.

note

Feel free to download the link to the example file shown in Figure 2.83. I must warn you, though, that it isn't all that exciting.

3

Managing Media

When I'm not producing content with my Mac (like this very book), I'm enjoying some media. That's just a fancy way of saying that I like to watch movies and TV shows and listen to music with my Mac. This chapter is all about how you can use your Mac in the most effective way possible to enjoy all the great media you have on it, and how to get even more of it onto your Mac without a lot of hassle.

Throw Away Your DVDs Project

Difficulty level: Moderate

Additional software: HandBrake

Additional hardware: Internal or external DVD drive, some DVDs

Getting digital copies of movies and TV shows (legally!) is very easy. Want to rent a movie? With a couple of clicks, you're watching it on your Mac (or TV). There's no need to schlep out to the video store and hope that it has the movie that you want.

Wouldn't it be great if it was that convenient to watch one of the DVDs you own? You have to get off the couch, find the DVD, and then slap it into the DVD player. I'm tired just typing that (though I am a very lazy man).

Copy your DVDs with HandBrake



Figure 3.1 HandBrake's icon always makes me thirsty.

HandBrake (<http://handbrake.fr>), a free open-source app, enables you to encode your DVDs—that is, create digital copies that you can store on your Mac, watch on your iOS devices, and stream to your TV (**Figure 3.1**). Did I mention that the app is free?

Legal Notice from a Nonlawyer

Making digital copies of your own DVDs for personal use is generally considered to be both legal and ethical. You should never sell or share these digital copies with anyone (unless you're the copyright holder of the content).

It also goes without saying that creating digital copies of DVDs you *don't* own (like those that come from a rental service like Netflix) isn't a good idea for legal reasons.

I'm not a lawyer—just a geek with an aversion to physical media—so take my legal warnings for what they're worth.

Copying DVDs with HandBrake:

1. Download and install HandBrake (<http://handbrake.fr/downloads.php>).
2. Insert a recorded DVD into your Mac.
3. Quit DVD Player, if it starts automatically.
4. Launch HandBrake.
5. In the sidebar of the opening window, select the source you want to encode (**Figure 3.2**).

note**In HandBrake parlance, DVDs are sources.**

Figure 3.2
The HandBrake interface with a source selected.

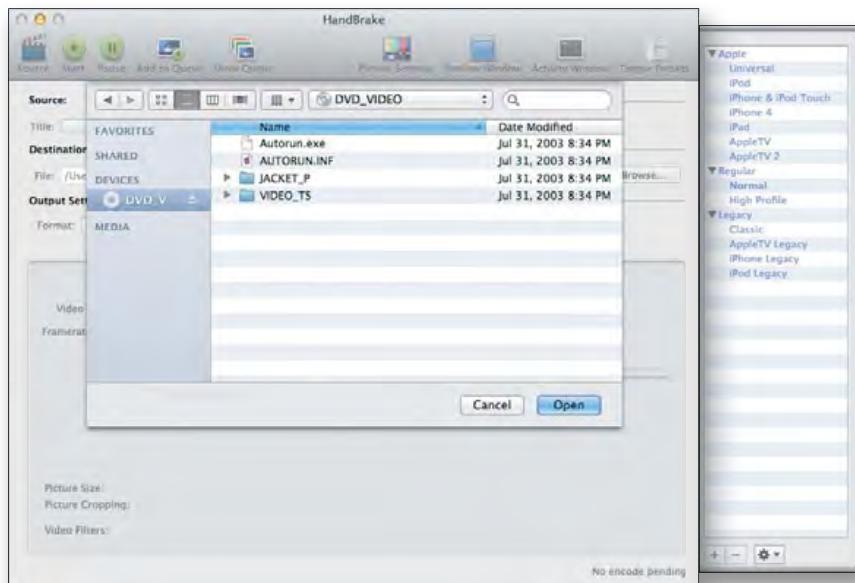


Figure 3.3 HandBrake scans the source to identify what's on the disc.

6. Click the Open button.

If you see a message about VLC at this point, skip to the nearby sidebar "What the Heck Is VLC?"

After you click Open, HandBrake scans the DVD to figure out what video it contains (**Figure 3.3**). Depending on the DVD and the speed of your Mac, this process can take seconds or minutes.



When HandBrake finishes scanning the DVD, it takes you to its main window (**Figure 3.4**), where you can set options for your encoding job, but first you need to tell it which track you want to encode.

Figure 3.4 With the source scanned, HandBrake is ready to encode.

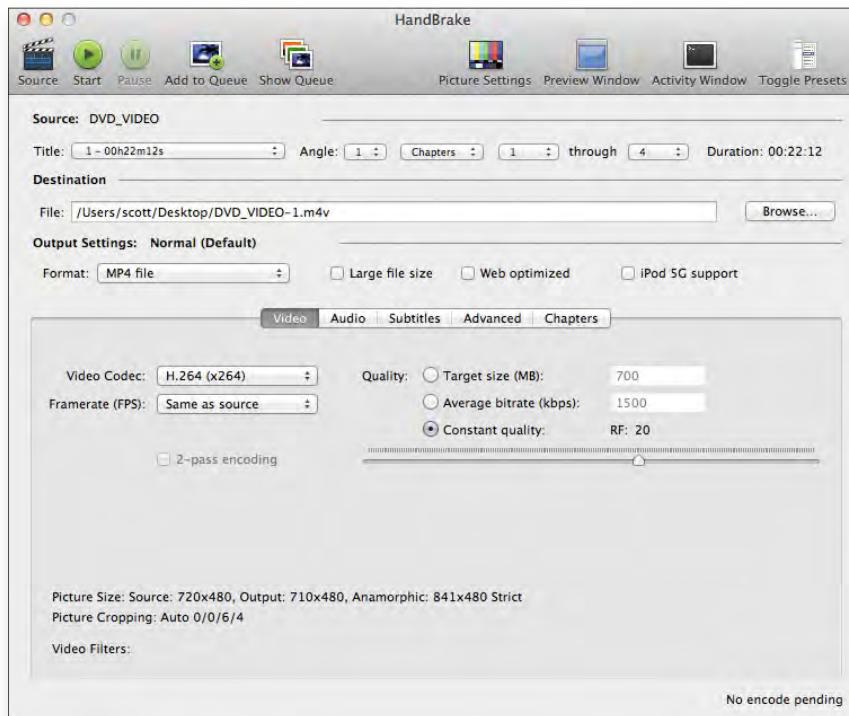


Figure 3.5
The various chapters that HandBrake found. Use chapter duration as a clue to what's what.

- Choose the track you want to encode from the Title pop-up menu (**Figure 3.5**).

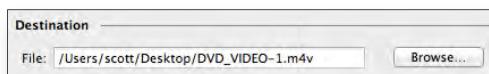
This menu lists all the tracks, or *chapters*, on the DVD. The chapters aren't labeled, so you need to use a little logic to figure out what's what. The DVD I'm using for this example happens to contain 3 episodes of a 30-minute TV show (which run about 22 minutes each without commercials). With that little bit of knowledge, it's safe to assume that the 22-minute tracks are the shows and that the other tracks are trailers and previews on the DVD.

tip

If you're encoding a movie from a DVD, just look for the track that's as long as the movie. You'll also be able to encode any special-features videos that the DVD contains.

When you choose a chapter from the Title menu, the Destination field displays a path for the encoded video. By default, HandBrake assumes that you want to save this file on your Desktop and name it after the chapter that shows up in the Title menu (**Figure 3.6**).

Figure 3.6 HandBrake fills in the Destination field by default.

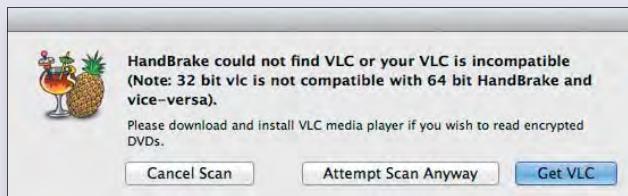


8. Give the file a new destination, if you want, by clicking the Browse button at the right end of the Destination field and selecting a location other than Desktop for the encoded file.
9. To change the file's name, select it in the Destination field, and replace it with whatever name you like.
10. Do one of the following:
 - Click the Start button at the top of the window to start encoding.
 - Proceed to the next section to customize your encoding settings.

What the Heck Is VLC?

After you click Open in step 6, a pop-up message may notify you that HandBrake couldn't detect VLC installed on your Mac (**Figure 3.7**). VLC is an open-source video player that's capable of playing just about every video format out there. (QuickTime, which is part of Lion, can play a lot of video types, but VLC can play many more.) HandBrake uses VLC to enable scanning of encrypted DVDs.

Figure 3.7 VLC is required for some encoding tasks.



Movie studios use a variety of encryption technologies to make it difficult to pirate DVDs. Because you're encoding these DVDs just for personal viewing, I recommend installing VLC so that you can get the most out of HandBrake. Clicking the Get VLC button takes you to the appropriate download page so that you can install the app on your Mac.



Customize HandBrake with presets

If you've completed steps 1–9 of the preceding task, you can fiddle with a bunch of settings and totally customize the video HandBrake outputs or just check out the program's presets.



Figure 3.8

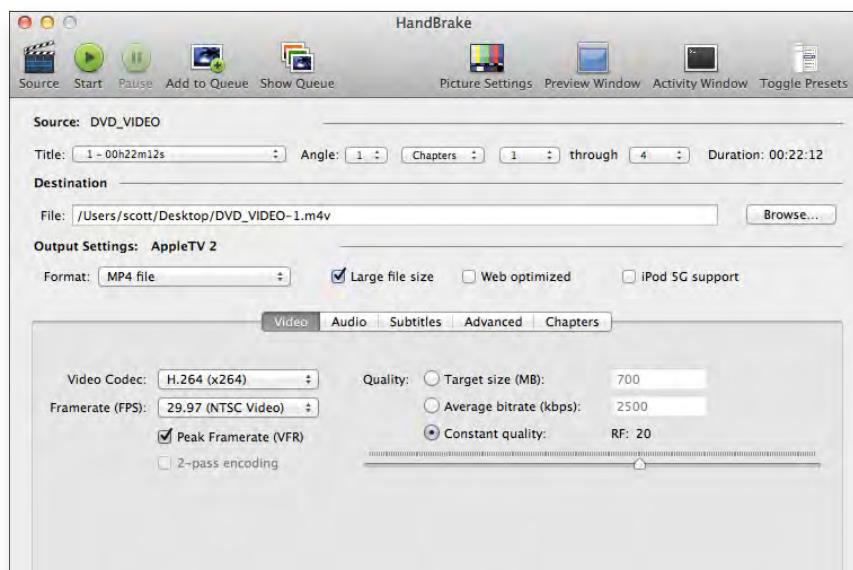
HandBrake's presets cover pretty much all the options an Apple lover could want.

The presets are displayed in a drawer to the right of the main HandBrake menu (**Figure 3.8**). Each preset is calibrated to create a video that's ideally suited for the device on which it'll be played. If you choose the AppleTV 2 preset, for example, the video will look great on Apple TV, and it'll also play on iPhones, iPads, and the like. The file size isn't a big consideration, because the AppleTV 2 preset streams video. If you're looking to save some file size because you want to play this video only on an iPhone, however, pick the iPhone preset. The file will be smaller, the video will be set to an iPhone-specific size, and it'll look great on the iPhone's screen (though not as great as it would on your HD TV hooked up to Apple TV).

I generally want to create a video that looks good on my big TV and don't really care about the file size, but I want to be able to watch the video on my iPad or iPhone if I'm going on a trip. Given this set of circumstances, I almost always go with the AppleTV 2 preset. **Figure 3.9** shows the actual settings involved. If you have a first-gen Apple TV or plan to play your videos only on an iPad, you'll want to use this preset too.

Figure 3.9

HandBrake's settings update whenever you choose a preset—here, AppleTV 2.



tip

If you find yourself fiddling with HandBrake settings, you can save them as a custom preset. Just get the settings the way you like them (you can even start with a preset and modify it); then click the plus sign at the bottom of the preset drawer, give your preset a name, and save it.

Customize HandBrake manually

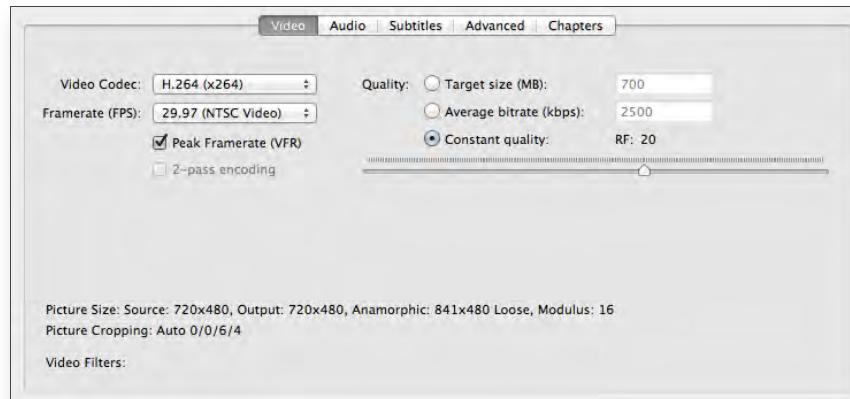
If you want to configure HandBrake further, you can select an existing preset and change any settings you like, as I show you in the following tasks.

Adjusting HandBrake's general settings:

Change any or all of the following groups of settings by clicking the tabs in the center of the HandBrake window:

- **Video.** The settings in the Video tab (**Figure 3.10**) determine what codec is used to encode your video, as well as the frame rate. In the Quality section, you can set a file size that you want HandBrake to meet, and it will adjust video quality up or down to fit the required size. Alternatively, you can request an average bit rate or constant quality.

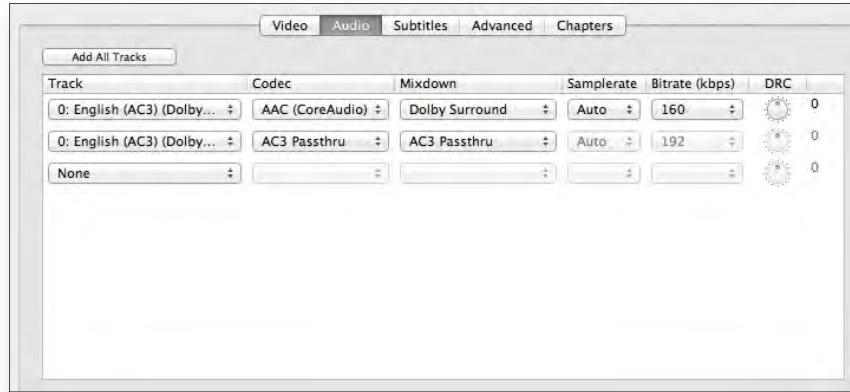
Figure 3.10 The Video settings allow you to tweak your output.



- **Audio.** Most DVDs come with a couple of audio tracks, and the Audio tab (**Figure 3.11** on the next page) lets you specify which audio track to use. You can add as many tracks as the DVD provides, and even change the bit rate and codec.

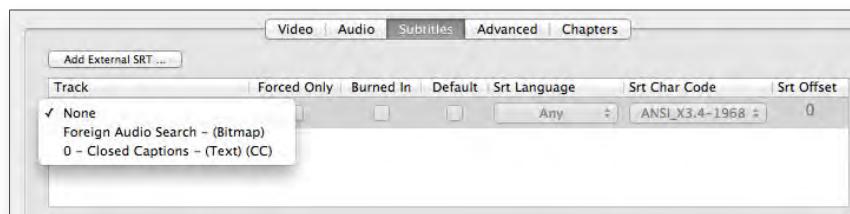
• •

Figure 3.11 More audio settings than I know what to do with.



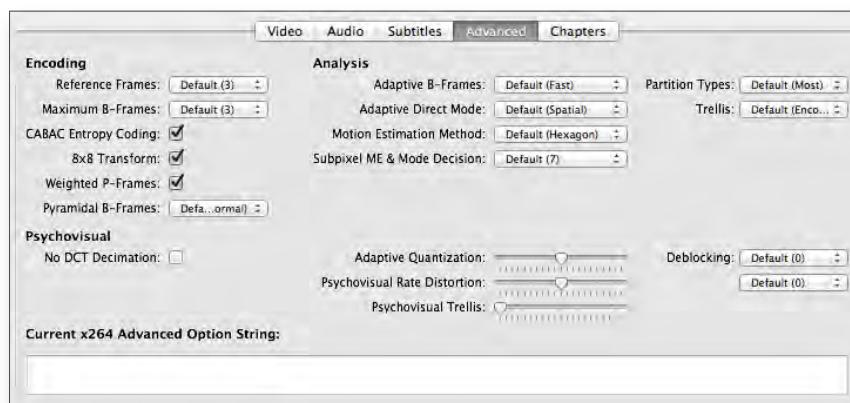
- **Subtitles.** Do you watch lots of foreign films (fancy!) or perhaps have a hearing impairment? If so, you know how important subtitles are. The settings in the Subtitles tab (**Figure 3.12**) tell HandBrake to embed subtitles in the encoded file, assuming that the source DVD includes them.

Figure 3.12 If the DVD includes subtitle information, HandBrake can include it in the output.



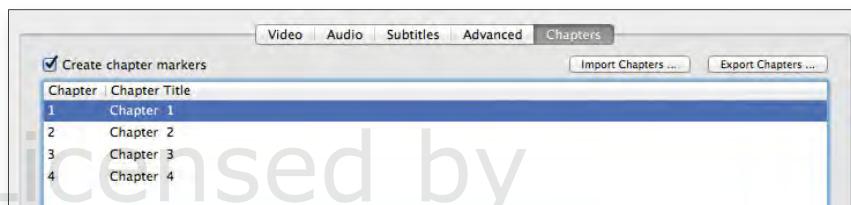
- **Advanced.** The developers of HandBrake weren't kidding around when they called this tab Advanced (**Figure 3.13**). I suggest that you change these settings only if you know a lot about digital video or home theaters.

Figure 3.13 HandBrake's Advanced settings mean business. Monkey around in here only if you know what you're doing.



- **Chapters.** Most DVDs are divided into chapters, which delineate where playback stops when you click the Skip Forward or Backward button. The Chapters tab (**Figure 3.14**) lets you rename chapters or even get rid of them if you don't like them.

Figure 3.14 You can give your chapters custom names in the Chapters tab.

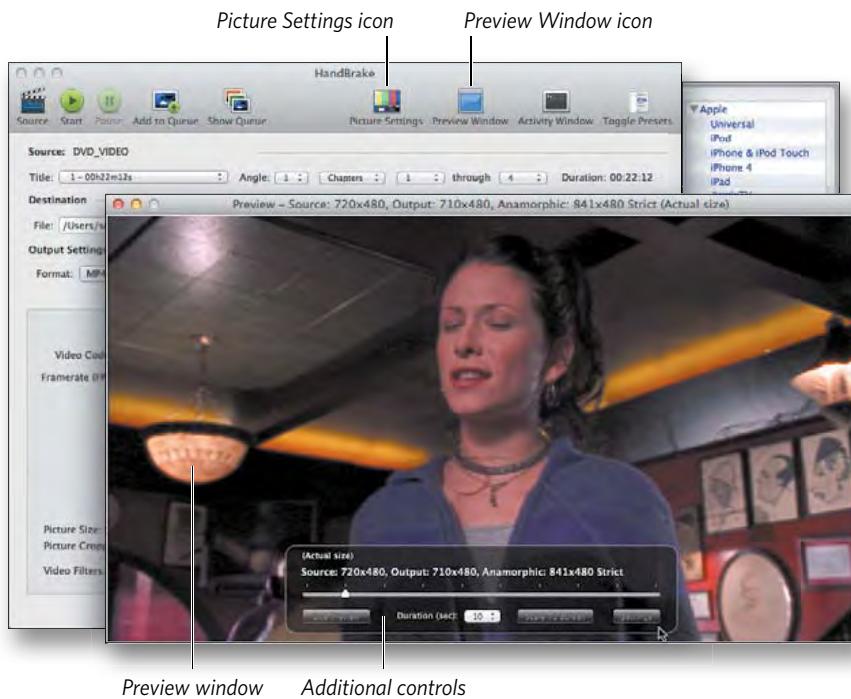


Previewing video output:

1. To see what the encoded video will look like, given the settings you've assigned, click the Preview Window icon in the HandBrake toolbar.

The resulting preview window shows what video your settings hath wrought (**Figure 3.15**). The window is actual size, so if you're outputting HD video, it will be rather large. (I'm exporting SD video in this example.)

Figure 3.15
The preview window shows what your video will look like, given your current settings.





2. Just for fun, click a few of the presets while the preview window is open.

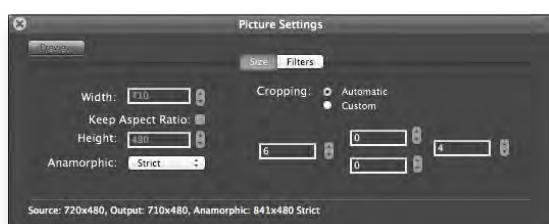
The picture changes pretty dramatically, depending on which preset is applied.

3. Mouse over the preview window to reveal some other controls (bottom of Figure 3.15) that let you see other preview images from your video and change the duration of the preview.
4. Click the Settings button to open the Picture Settings panel (**Figure 3.16**), and make any changes you want.

tip

You can also access this panel by clicking the Picture Settings icon in the HandBrake toolbar (refer to Figure 3.15).

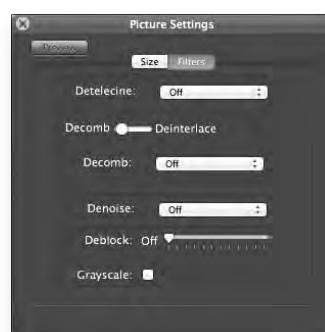
Figure 3.16 This panel lets you assign wacky picture sizes to your video.



This panel has two tabs:

- **Size.** As you see in Figure 3.16, you can change the aspect ratio of the video you're encoding, as well as crop it. You can even give it a custom size in pixels—but be sure that you're familiar with the video sizes that the playback device supports.
- **Filters.** You can toggle several filters in the Filters tab (**Figure 3.17**) and even encode the video in grayscale.

Figure 3.17 Filters affect how your video looks. You can even make color video grayscale here.



note

Generally, HandBrake's presets give you the ideal picture settings, so there's no need to change them, but you can if you want because you're the one who'll be watching the video.

Encoding video:

Figure 3.18 Click Start to do just that.

1. To start encoding, click the green Start icon in the HandBrake toolbar (**Figure 3.18**).
2. Keep an eye on the progress bar at the bottom of the HandBrake window (**Figure 3.19**).

This bar shows you the percentage completed and the average frames per second that HandBrake is getting on your Mac. (More frames per second are better.)

Figure 3.19 Encoding progress is displayed at the bottom of the HandBrake window.



HandBrake's Dock icon also shows the progress of encoding (**Figure 3.20**), so you can do other things on your Mac yet have an idea of when your video will be done.

When the encoding is finished, you'll find a fresh new video file with the parameters you chose waiting for you in the destination you set.



Figure 3.20 Progress is also displayed on HandBrake's Dock icon.

Not Just for DVDs

Despite the fact that this project is all about encoding your DVDs, HandBrake isn't limited to DVDs. It can encode pretty much any video file you have. If some of your video files won't play nicely with iTunes, for example, you can try encoding them with one of the Apple presets and then enjoy them in Lion and on your iOS devices.

The steps for using HandBrake on a file instead of a DVD are exactly the same, except that you point HandBrake at a file instead of a DVD.

Encode Entire Seasons of TV Shows Project

Difficulty level: Moderate

Additional software: HandBrake

Additional hardware: Internal or external DVD drive, some DVDs

Most of the DVDs in my collection are seasons of TV shows. I put the big old boxes on my shelf for all to admire. I may admire them myself from time to time but never watch them, either because I forget they're there or don't feel like getting them out.

HandBrake's Queue feature is just the ticket to solve this problem. Encode all those DVDs quickly, and they'll be a click away whenever you want to watch an episode.

Encode *Star Trek: Deep Space Nine*

I'm a huge *Star Trek* fan, and as such, I own many seasons of various *Star Trek* series. When it came to my attention that my otherwise-lovely wife hadn't ever seen *Star Trek: Deep Space Nine*, I had to leap into action.

Because I'm not interested in fiddling with DVDs any longer, I decided to encode all my *DS9* DVDs with HandBrake (<http://handbrake.fr/>). There are three episodes on each DVD and about seven DVDs per season for seven seasons. That's a lot of encoding!

HandBrake has a great feature that's designed to help with this version process: the Queue. You can queue up multiple files for encoding, and when HandBrake finishes encoding one, it automatically starts on the next file on the queue.

In the following task, I show you how to queue up some *DS9* episodes.

Encoding *Star Trek: Deep Space Nine* with HandBrake:

1. Insert a *DS9* DVD, launch HandBrake, and scan the DVD.

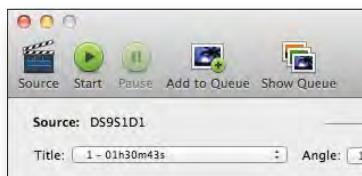
I cover this process in the **Throw Away Your DVDs Project** earlier in this chapter.

2. Select your desired preset, and change the settings to your liking.

For details, refer to the “Customize HandBrake with presets” and “Customize HandBrake manually” sections earlier in this chapter.

3. When you’re ready to encode, click the Add to Queue icon in the toolbar (**Figure 3.21**).

Figure 3.21 Add to Queue is great for encoding multiple tracks from the same source.



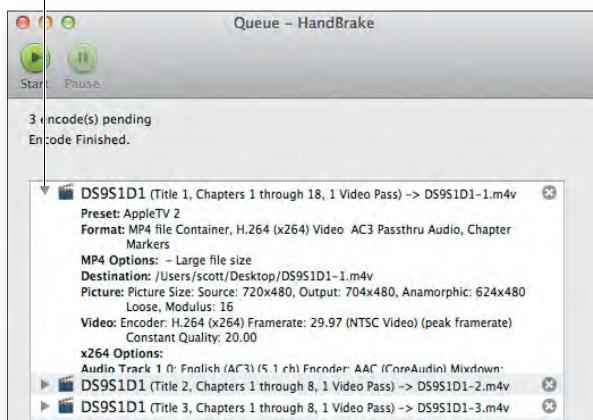
4. Choose another chapter (episode) from the Title pop-up menu, and click Add to Queue again.
5. Repeat step 4 for all the chapters you want to encode from the source DVD.

tip

If your Mac has more than one DVD drive, you can use the queue to queue chapters from multiple DVDs. HandBrake won’t encode them more than one at a time, but queueing chapters from several DVDs will save you a lot of disk swapping.

6. Click the Show Queue icon (refer to Figure 3.21) to open the Queue window (**Figure 3.22**), which lists all the chapters you’ve queued.

Figure 3.22
The Queue window displays all the chapters waiting in the queue for encoding.





7. If you want to review a chapter's video settings, click the gray triangle next its name to see what they are (refer to Figure 3.22).

At this point, these settings can't be changed. If you need to change something, you must delete the item from the queue and add it again with different settings.

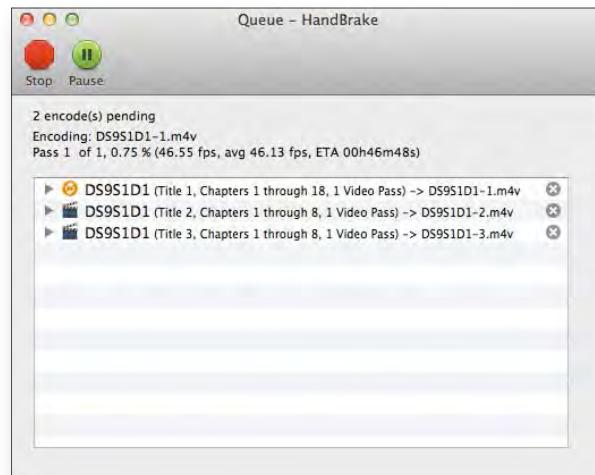


Each chapter in the queue can use entirely different settings.

8. To start encoding, click the green Start icon.

The icon changes to a red Stop icon, and information about the current encode is displayed at the top of the Queue window, with an orange icon denoting the chapter in question (**Figure 3.23**).

Figure 3.23 The chapter that's currently being encoded has an orange icon.



Clicking the Pause icon pauses the encode. If you click the Stop icon, HandBrake displays a warning dialog with several buttons (**Figure 3.24**):

Figure 3.24 Canceling one encode brings up a dialog asking whether you want to cancel all the encodes.



- **Cancel Current and Stop** stops the entire encoding queue.
- **Cancel Current and Continue** cancels the current encode and skips to the next item in the queue.
- **Continue Encoding** doesn't touch any of the encodes.

Get Your TV Shows and Movies into iTunes Project

Difficulty level: Easy

Additional software: None

Additional hardware: None



Figure 3.25 iTunes' icon.

Lion has an obvious place for you to keep all your TV shows and movies: iTunes (**Figure 3.25**). Everyone knows that you can purchase and rent both movies and TV shows from the iTunes Store, and that downloaded videos go into the appropriate sections of the iTunes Library (**Figure 3.26**).

Did you know, however, that those sections of iTunes aren't restricted to iTunes Store purchases? You can add your own movies and TV shows to these sections, assuming that you have iTunes-compatible files. (For more information about how to turn your DVDs and files into iTunes-friendly movies, see the **Throw Away Your DVDs Project** earlier in this chapter.)

Add a TV series to iTunes

I have three episodes of one of my favorite shows, *Deep Space Nine*, sitting on my Mac's Desktop. I need to add them to iTunes and have them stored in the TV Show section, and it would be nice to have all the metadata (title, show description, and so on) filled in and viewable.

In the following task, I show you how to make sure that *Star Trek: DS9* is shown in its best light in iTunes.



Figure 3.26 Your iTunes Library contains a variety of media.

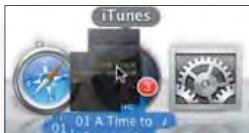


Figure 3.27 Import files into iTunes by dropping them on iTunes' Dock icon.

Figure 3.28 Video files without metadata are held in the Movies section by default, even if they're TV shows.

Moving Star Trek: Deep Space Nine files to iTunes:

1. Copy one DVD's three episodes to your Mac Desktop.
2. Drag the episode files to the iTunes icon in your Dock (**Figure 3.27**).

iTunes copies the files to its Library, where they show up in the Movies section (**Figure 3.28**).

Yes, iTunes, technically those files *are* movies, but they really should be listed in the TV Shows section. You need to show iTunes the error of its way by adding some metadata to each file.



3. Select all the files you just added to iTunes, and press Command-I.

The Multiple Item Information window appears, open to the Info tab (**Figure 3.29**).

Because all three of these files are from the same series, and they're all TV shows, you can add some basic data to all of them at the same time to save a few minutes.

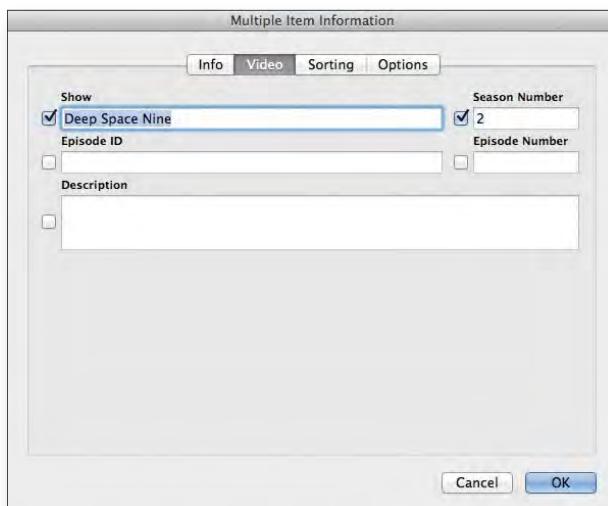
Figure 3.29 This window lets you edit metadata for more than one file at a time—a real time-saver when you’re dealing with lots of episodes.



4. Configure each tab for TV shows, as follows:

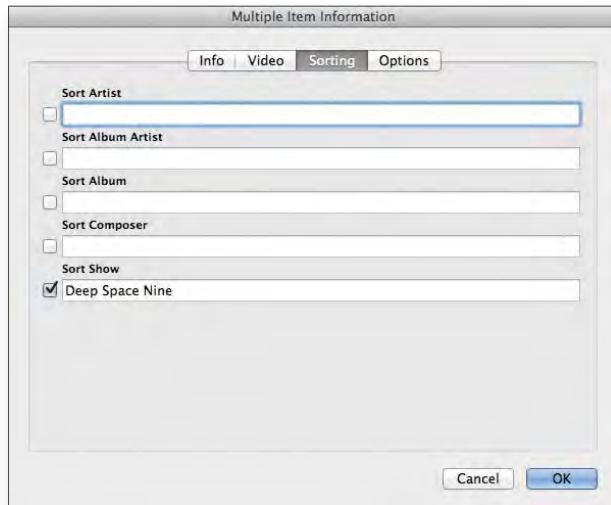
- **Info.** The Info tab (refer to Figure 3.29) allows you to add the genre and album art to all three of these files at the same time. Find an image that represents the series, and drag it into the Artwork section; now these three files have artwork. Type a genre in the Genre section, and you’re ready to move on to the next tab.
- **Video.** Most of the fields in the Video tab are specific to individual episodes, but you can add Show and Season Number information to all three files because they’re from the same season of *DS9* (Figure 3.30).

Figure 3.30 The Video tab is important for TV shows, because the settings here tell iTunes to group episodes by seasons.



- **Sorting.** If you want an episode to be sorted alphabetically by something other than the series title or file name, make the appropriate changes in the Sorting tab (**Figure 3.31**).

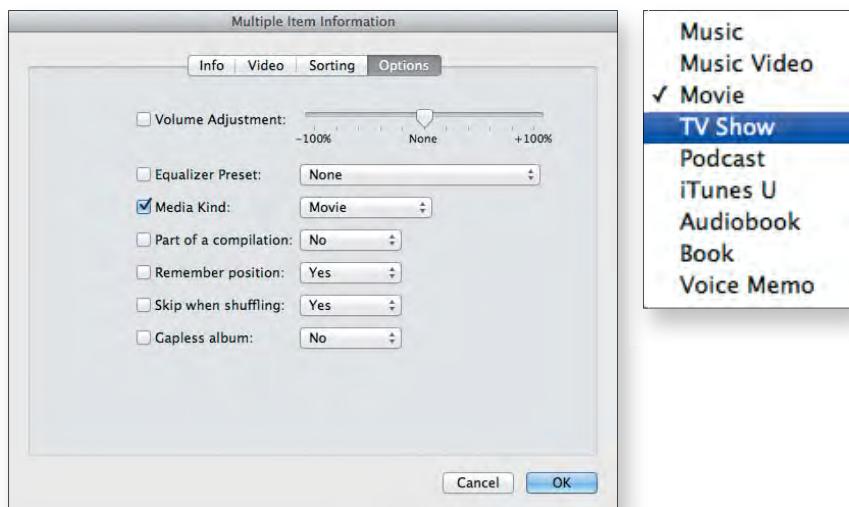
Figure 3.31 Sorting gives you complete control of how iTunes sorts these files.



- **Options.** The Options tab (**Figure 3.32**) determines which section of iTunes a file is displayed in. The Media Kind pop-up menu displays a list that should be familiar to anyone who's ever used iTunes (**Figure 3.33**). The default value for movie file types is Movie, which explains why these files are stored in the Movies section. Choose TV Show from this menu instead.

Figure 3.32 Options is where the rubber meets the road.

Figure 3.33 The iTunes Media Kind menu.



5. When you're done configuring the four tabs, click OK.

The files you imported disappear from the Movies section.

6. Click TV Shows in the iTunes Source list to see what happened to them (**Figure 3.34**).

The artwork you added is front and center, which shows the importance of picking good artwork. The blue 3 means that iTunes associates three unwatched episodes with that season.

Figure 3.34 Three episodes in iTunes, with cover art, season information, and media kind applied.



Add details to TV shows in iTunes

Double-clicking TV Shows in the iTunes Source list gives you a detailed view of all the series and episodes you have in iTunes (**Figure 3.35**). Now it's clear that each episode needs to have all its details filled in. In the next task, I show you how.

Figure 3.35 Detail view lists individual episodes of a series, which need a little metadata of their own.



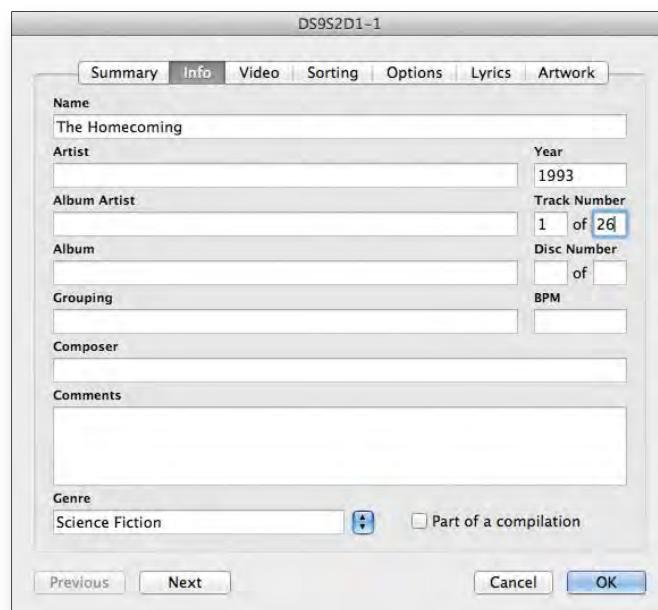
Adding info on your DS9 episodes:

1. Select an episode in iTunes.
2. Press Command-I.

The Info window opens. It's similar to the Multiple Item Information window (refer to Figure 3.29) but has more tabs.

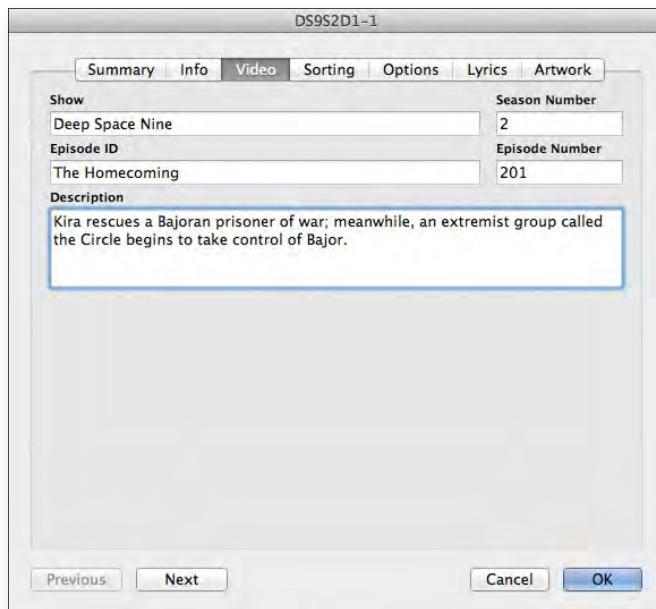
3. Configure the tabs as follows:
 - **Info.** The Info tab (**Figure 3.36**) opens first by default, even though the Summary tab is listed first. Remember that all the information entered here is for a specific episode, so feel free to fill in as much as you can. In Figure 3.36, I filled in the name, the year the episode was shot, and the track number (which is the episode number in this case).

Figure 3.36 The Info tab for an episode is where you should put episode-specific details.



- **Video.** The Video tab (**Figure 3.37**) allows you to really describe the episode. In this example, I made use of Wikipedia to enter an episode synopsis, episode ID (the title of the episode), and production number. You don't have to fill in as much data as I have, but you need to enter at least the episode ID and season number if you want the episode to be grouped with the rest of its season.

Figure 3.37 The Video tab is where you can go crazy with details about the particular episode. (I got the description from the Wikipedia DS9 episode guide.)



- **Sorting.** The Sorting tab (Figure 3.38) affects how the episode is sorted alphabetically. iTunes automatically fills in the Sort Name field based on the name entered in the Name field. (Notice that the word *The* is dropped in the Sort Name field.)

Figure 3.38 This tab lets you set sort options for both the episode and series.





- **Options.** As covered in the preceding section, Options is where iTunes records the type of media this file is (TV Show), along with a star rating and start and stop times. The rest of the options are intended for audio tracks.
- **Lyrics.** TV shows don't have lyrics, but if they did, you could enter them in this tab.
- **Artwork.** If you completed the task "Moving Star Trek: Deep Space Nine files to iTunes" earlier in this project, you set the artwork in step 4. But the Artwork tab (**Figure 3.39**) lets you modify artwork for individual episodes, if you like.

Figure 3.39

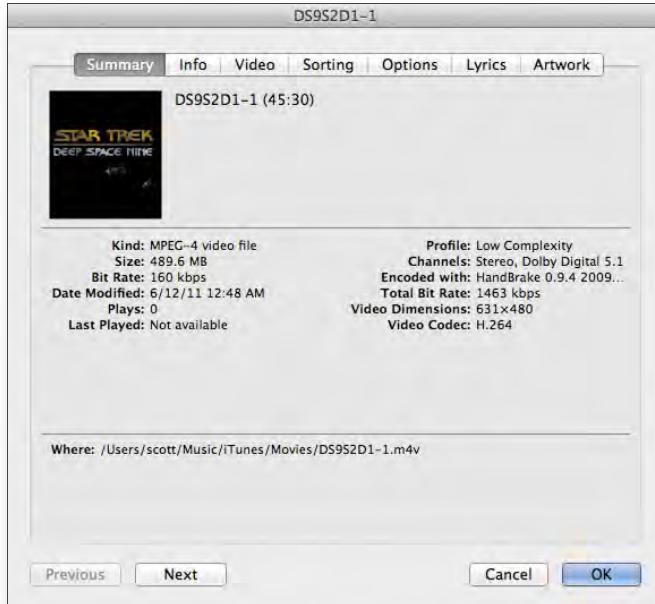
Each episode can have different artwork assigned to it.



- **Summary.** The Summary tab (**Figure 3.40**) sums up all the information entered in the other tabs. As you change and enter more information, this tab updates to reflect the latest information. It also gives you some more information about the file itself, such as what it was encoded with, the video dimensions and codec, and the location of the file.

Figure 3.40

The Summary tab provides a nice overview of file information.



4. Click the OK button to apply all your changes.
5. Repeat steps 1–4 for all three episodes that you imported into iTunes.
6. View your handiwork by selecting TV Shows in the iTunes Source list (**Figure 3.41**).

Figure 3.41 Isn't that better? All the episodes have data filled in, and they'll look nice on an iOS device to boot.



Not Just on Your Mac

You're probably wondering, "Is it really worth it to go through all this trouble to make my TV shows and movies look nice on my Mac?" Perhaps not, but these changes affect more than just your Mac.

Apple TV, which streams video from your Mac, looks at the iTunes information to figure out how to display your videos.

Want your TV-show browsing experience to look nice on your giant HDTV? You have to make sure that all the information is entered correctly in iTunes.

Also, when you sync TV shows and movies to your iPad, iPhone, or iPod touch, this information is used to display episodes on those devices as well. That album art shows up in the video library of an iOS device just like it does on iTunes on your Mac.

Move Your iTunes Library Project

Difficulty level: Easy

Additional software: None

Additional hardware: External storage device

Your iTunes Library sits on your Mac's main drive (also known as your Mac's startup disk) by default in Lion. This setup may not be a good idea, however, in a couple of situations:

- You want to replace your startup disk with a solid-state drive that's super-fast but doesn't offer much room for media files.
- You want to store your iTunes Library in a central space where multiple Macs can access it.

No matter the reason, iTunes makes it easy to store all your music on an external drive, yet still play music on your Mac and sync your iOS devices to iTunes as though all the files were stored locally.

Move your iTunes Library to external storage

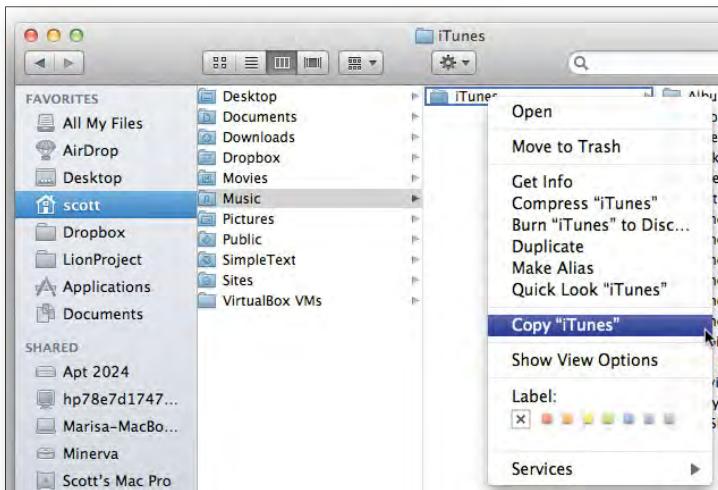
Moving your iTunes Library to external storage isn't too difficult, and it can save you the pain of dealing with a startup disk with little free space. Here's how.

Putting your iTunes on an external drive:

1. Set up an external drive, and call it Wally.
2. Connect Wally to your Mac.
3. Launch iTunes on your Mac, if it isn't already running.
4. Copy your entire iTunes folder.

It's located in the Music folder in your home directory. Find the folder named iTunes, and copy it (**Figure 3.42**).

Figure 3.42 Copying your iTunes folder.



5. Paste your iTunes folder into the external drive.
6. Quit iTunes.
7. Hold down the Option key, and launch iTunes again.

The Choose iTunes Library dialog opens (**Figure 3.43** on the next page), giving you the option to choose another iTunes Library.

Figure 3.43 Starting iTunes while holding down the Option key brings up this dialog.



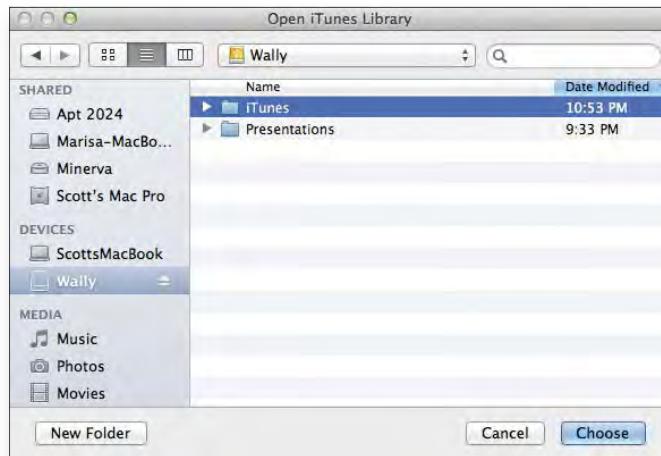
8. Click Choose Library.

The Open iTunes Library dialog opens.

9. Select Wally in the sidebar.

10. Select the iTunes folder you copied to Wally in step 5 (**Figure 3.44**).

Figure 3.44 Locating an iTunes Library on an external drive.



11. Click the Choose button.

iTunes launches and looks just like it did before you moved its library (which is a good thing).

12. Back on your Mac, right-click a track in iTunes; choose Get Info from the shortcut menu; and make sure that the file is in the new location, not the old one, by looking at the Where section of the Summary tab (**Figure 3.45**).

Figure 3.45

The Where section lists the path to the iTunes file. This MP3 is on the external drive Wally.



13. If everything looks good, trash the old library on your Mac to save a little room.

tip

If you have a laptop with a small hard disk, you can keep a subsection of your iTunes Library in a separate library on that Mac. Just follow these steps to choose the local library while you're on the road and the bigger library at home on your desktop Mac.

This page intentionally left blank

4

Making Magic Licensed by nikhil sarpotdar

Chapter 3 is all about consuming media, and this chapter is about the flip side of the coin: making or transforming media. Lion comes equipped with tools that allow you to create professional-looking results without spending a professional amount of money.

In this chapter, I cover editing snapshots, creating a slideshow, and creating a simple Web site.

Make Your Photos Better Project

Difficulty level: Moderate

Additional software: Flare, iPhoto

Additional hardware: None

iPhoto does more than just store your pictures. It can also make those pictures look even better than they did right out of your camera. iPhoto lets you correct simple composition and technical errors easily, and you can even enhance the overall picture with a click.

Flare is a neat little photo editor that allows you to go beyond what iPhoto does but doesn't require you to have expert photo-editing knowledge.

Correct common photo problems

iPhoto has some built-in tools that correct common problems like red-eye, upside-down pictures, and shots that are a little off kilter.

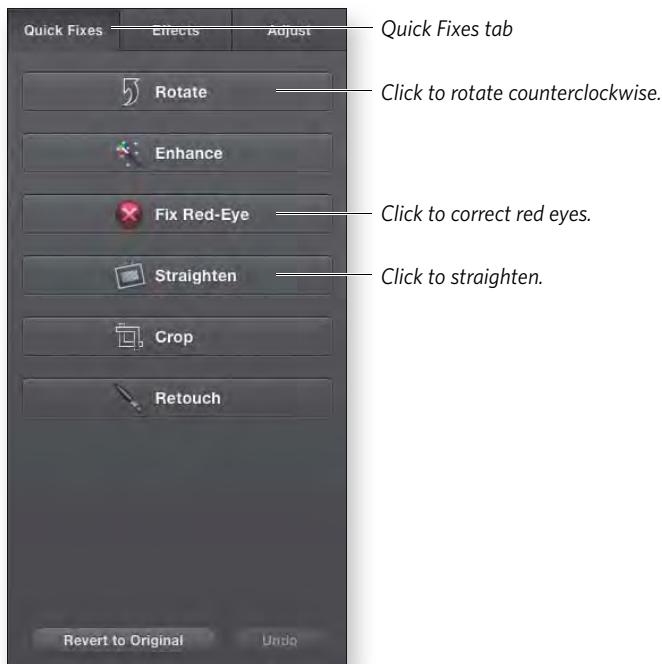
Quick Fixing red-eye, orientation, and alignment:

1. Launch iPhoto.
2. Double-click the picture you want to edit.
3. Click the Edit button at the bottom of the window.

iPhoto's edit window opens, displaying three tabs of options—Quick Fixes, Effects, and Adjust—on the right side of the screen. (I discuss the Effects tab in the next task.)

Figure 4.1 shows a photo of my wife that I scanned in; it's upside down and suffers from some red-eye. (Sorry, honey!) A couple of Quick Fixes will do the trick, though.

Figure 4.1 You can edit images in iPhoto.



4. In the Quick Fixes tab, click the Rotate button to rotate the photo 90 degrees counterclockwise; then click it again to turn the photo right side up.

My lovely wife is still sporting some red-eye in the picture, though, so I should fix that.

5. Click the Fix Red-Eye button to reveal the Red-Eye options (Figure 4.2).

Auto-Fix Red-Eye is selected, but sometimes, that setting isn't enough.

Figure 4.2 The Fix Red-Eye options in iPhoto.





Figure 4.3 The iPhoto Zoom slider.

6. Zoom in to the photo, using the Zoom control in the bottom-left corner of the iPhoto window (**Figure 4.3**), to see just how red Marisa's eyes are.

They're still pretty red, so a little manual red-eye adjustment is in order.

7. Use the Size slider in the Fix Red-Eye section (refer to Figure 4.2), and match the size of the red-eye tool to the red area of one eye.
8. Click the red area to remove the red-eye.
9. Repeat steps 7 and 8 for the other eye.
10. Click Done.

11. Finally, to straighten the picture, click the Straighten button (refer to Figure 4.1).

The Straighten controls appear (**Figure 4.4**).

12. Slide the Angle slider.

iPhoto rotates and zooms in on the image, and yellow guidelines appear so that you can align something in the picture with a straight line (**Figure 4.5**).

13. When you're happy with the results, click the Done button below the Angle slider.



Figure 4.4 Fix a crooked image with these controls.



Figure 4.5 Guidelines help you straighten your picture.

Apply iPhoto effects

Your photo looks great now, but perhaps you want to have a little fun with it. The Effects tab of the edit window includes a couple of sections that allow you to change the way your photo looks, as you do in the following task.

Setting iPhoto effects:

1. Complete steps 1–3 of “Quick Fixing red-eye, orientation, and alignment” earlier in this project.
2. Click the Effects tab to display the Effects options (**Figure 4.6**).

Figure 4.6 iPhoto offers a few effects that you can apply to your pictures.



3. Set any or all of the following effects:
 - **Brightness and contrast.** Click the three orbs in the top row to lighten or darken the photo, or to adjust its contrast.
 - **Tone and saturation.** The three orbs in the next row pump up the effects volume, making the photo warmer, cooler, or more saturated.

- **Image effect previews.** iPhoto shows a little preview of each effect here. Click to apply it to your photo. See the “Layering Effects” sidebar for information about layering effects.

note

If you take your effects a little too far, you can always click the Undo button, which takes you back to the last thing you did, or the Revert to Previous button, which takes you back to the original photo.

4. Click the Edit button to save your work.

Layering Effects

You can click a few orbs at the top of the Effects tab to layer those effects on the photo. You can apply the second set of effects in multiples, too. Click an effect to apply it; click another to apply that one too.

You can get a complex image by combining several effects, as shown in **Figure 4.7**. The thumbnails for the active effects contain small numbers that let you know how many times each effect has been applied. To increase or decrease that number, hover over the thumbnail; two white triangles appear on either side of the number. Click the left triangle to decrease the number of applications of that effect; click the right triangle to increase it.

Figure 4.7
An image with
several effects
applied.

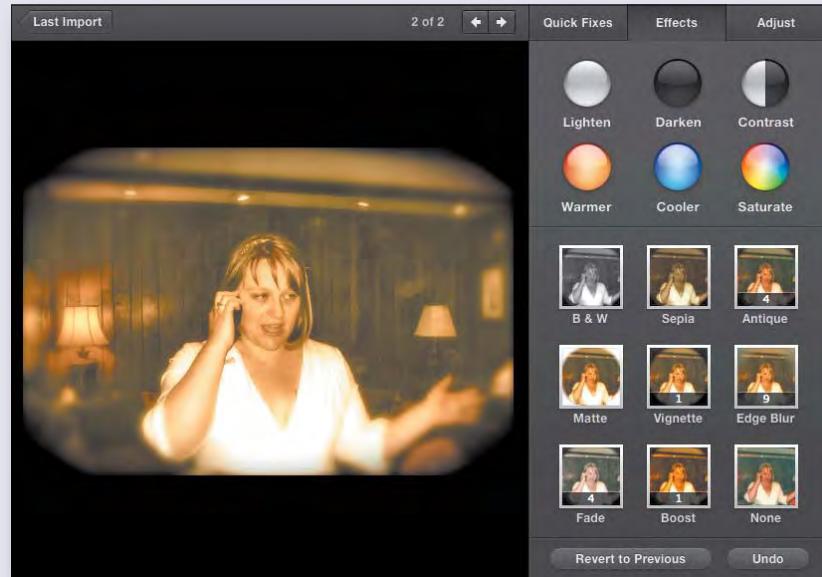
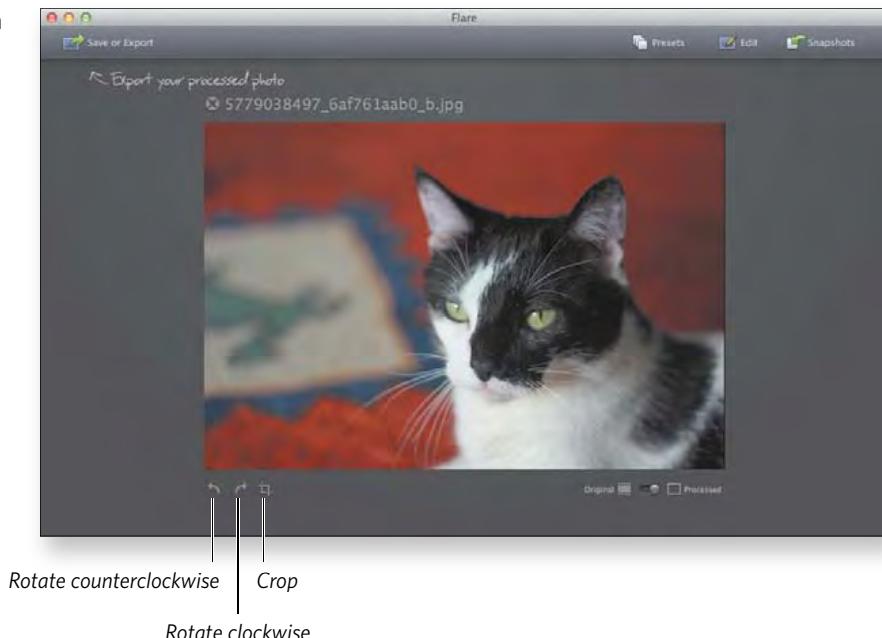




Figure 4.8
Flare's icon.

Figure 4.9 Loading an image into Flare for some editing.



Give your photos some Flare

iPhoto's effects are great fun, but they go only so far. If you're really into applying effects and filters to your photos, you could spring for something like Adobe Photoshop, which costs lots of money, or you could get Flare (<http://flareapp.com>) from the Mac App Store for \$19.99.

Flare is all about letting you apply effects to your photos quickly and simply. Here's how to use Flare to give your photos some pizzazz.

Creating a custom preset in Flare:

1. Launch Flare.
 2. Drag a photo onto the Flare icon in the Dock (**Figure 4.8**) or directly into the Flare window.
- Flare displays the picture with some icons below it (**Figure 4.9**).

- 3. Click the Presets tab at the top of the window.

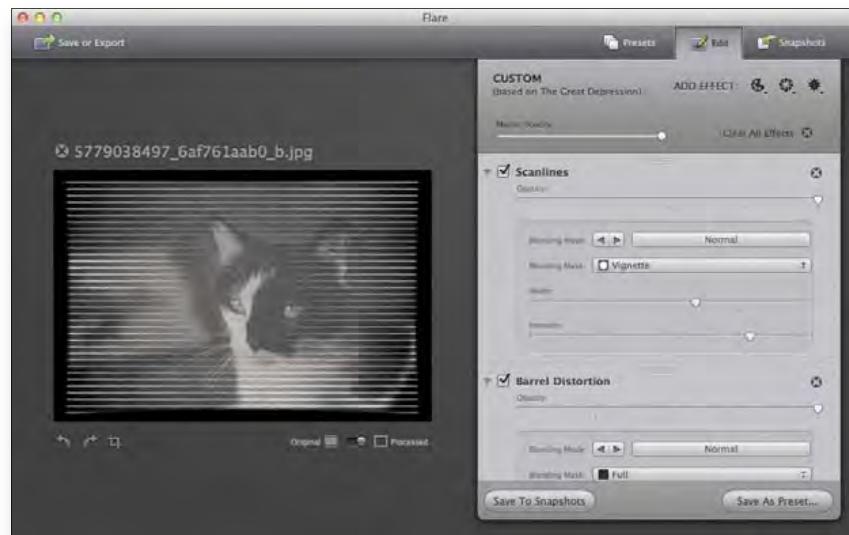
Flare displays the available presets on the right side of the window (**Figure 4.10**).

Figure 4.10 Flare comes loaded with a bunch of preset effects that you can apply to your images.



- 4. Click the preset you want to apply.
- 5. Click the Edit button at the top of the window to display editing controls (**Figure 4.11**).

Figure 4.11 Editing a preset allows you to create your own custom presets.



- 6. Set the options the way you want them, adding more effects and tweaking the existing ones.
- 7. Click the Save As Preset button at the bottom of the editing controls.

A save sheet drops down (**Figure 4.12**).

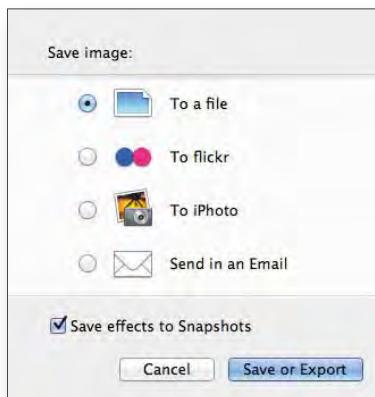
Figure 4.12 Give your preset a good, descriptive name.



- 8. Enter a name for the preset, and click OK.
- 9. When you're happy with your photo, click the Save or Export button (refer to the top-left corner of Figure 4.11) to share it with the world.

The sheet shown in **Figure 4.13** drops down.

Figure 4.13 Flare can save your image to a file, Flickr, or iPhoto, or in an email.



- 10. In the Save Image section, choose the appropriate radio button to save your image to a file, to Flickr, or to iPhoto, or to send it in an email message.

In addition to saving or exporting your photo outside Flare, you can save the image to Flare's Snapshots by checking Save Effects to Snapshots. For more information, see the nearby "Setting Snapshots" sidebar.

- •
- 11. Click the Save or Export button to save your masterpiece.

Now your custom preset will be listed with the default presets every time you launch Flare.

Setting Snapshots

Flare has a concept called Snapshots. If you click the Snapshots button in the top-right corner of the Flare window (refer to Figure 4.9), you'll be taken to the Snapshots window (**Figure 4.14**). At any point, you can go into Snapshots, open one of these files, and edit it by clicking the snapshot you want to work with.

You can add photos to the Snapshot area in two ways:

- Choosing Save Effect to Snapshots when you're exporting your images, as mentioned earlier
- Clicking the Save to Snapshot button that appears when you've applied a preset and then clicked Edit (refer to Figure 4.11)

Figure 4.14

Snapshots work in the background, saving an image so you can roll back changes.



Make a Vacation Slideshow That Doesn't Suck Project

Difficulty level: Easy

Additional software: iPhoto

Additional hardware: None

The advent of digital cameras plus cheap memory means that more people are taking more pictures than ever before. It also means that those people are forcing friends and neighbors to look at a never-ending stream of tear inducingly boring photo slideshows detailing their vacations. This project is going to show you how you can create a quick and easy photo slideshow that's also entertaining. Think that's impossible? Read on.

Create a slideshow

The most important trick to a good slideshow is editing. Resist the temptation to include every single pic you snapped, instead only showcasing the pictures that came out well or tell an important part of the story (sometimes a blurry picture is much more interesting than a well framed and executed picture).

Building a slideshow:

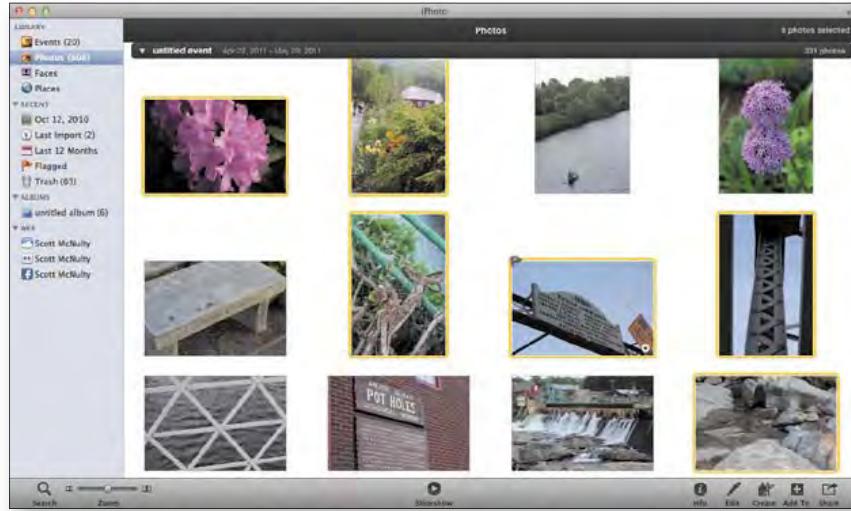
1. Launch iPhoto.
2. Navigate to the section of your iPhoto library that includes the photos you want to include. They can be in the Photos section, in an Event, or in a Album (**Figure 4.15**).

Figure 4.15
The iPhoto Library.



- •
- 3. Command-click each photo you want to include. A yellow border will appear around each photo, letting you know it is included in your selection (**Figure 4.16**).

Figure 4.16 A yellow border means an image is included in the current selection.



tip

You can include movies in a slideshow. When a movie appears in a slideshow it automatically starts to play.



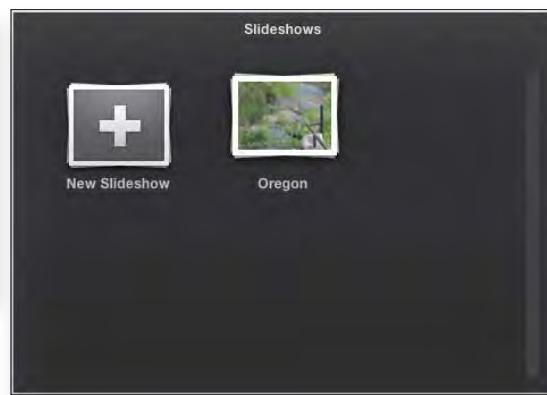
Figure 4.17
The Add To icon.

- 4. Making sure you still have photos selected, click the Add To icon at the bottom of the iPhoto window (**Figure 4.17**).
- 5. Select Slideshow from the Add To menu (**Figure 4.18**). If you have an existing slideshow you can quickly add pictures to it by selecting it as the destination in the window; otherwise click the New Slideshow button (**Figure 4.19**).

Figure 4.18 You can add photos to a Slideshow or Album.



Figure 4.19 Selecting Slideshow gives you the option of creating a new one or adding the selected photos to an existing slideshow.



Your new slideshow is created, and you're taken to the slideshow editor (**Figure 4.20**). A title slide is created, and your cursor is placed in position to easily name your slideshow (the title of the slideshow will be updated to whatever you name the slideshow in iPhoto's sidebar).

Figure 4.20
The Slideshow editor.



Edit a slideshow

At the top of the slideshow editor are all the slides in your show. The title slide is first, and the rest are ordered by date taken. You can rearrange the slides any way you like by dragging them into a new order. The title slide must be the first slide of the show.

You can edit the text of the title slide by double-clicking it and typing something (**Figure 4.21**).

Figure 4.21 Changing the title slide.





At the bottom of the Slideshow editor is a row of icons:



- Both of these buttons cause the slideshow to start; Preview will run the slideshow within the Slideshow editor. Play starts the slideshow for real, meaning the slideshow goes full screen.

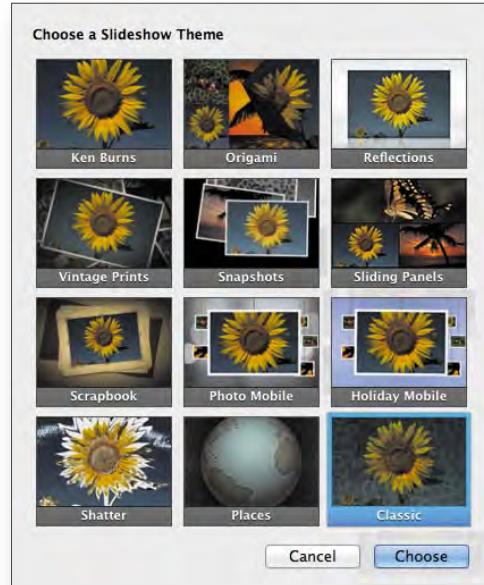


- Creates a movie file of your slideshow for viewing on other devices. This will be covered more in the exporting the slideshow section.



- Click this button to add another text slide to your slideshow. This is a great way to break up the slideshow into different sections. You can edit each text slide by selecting it and double-clicking the text.
- iPhoto has 12 slideshow themes for you to choose from. Click the Themes button and the Theme Chooser slides down, listing all the available themes (**Figure 4.22**). When you hover over one of the themes, a small preview of the theme plays. Click the theme you want to use and then click Choose. The slideshow editor updates to show the theme that you picked. To change themes again, just click the Themes button and select another.

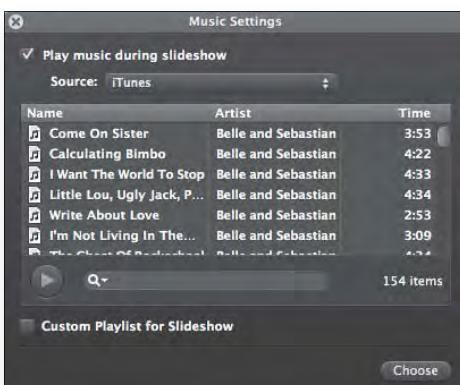
Figure 4.22 iPhoto has a few Slideshow themes to choose from. Hover over one to see a little preview.





- Pictures are great, but they're even better when set to music. Clicking the Music button gives you some options to choose from for musical accompaniment (**Figure 4.23**). The first checkbox determines if music is played during the slideshow. Checked means music will play; unchecked is for no music.

Figure 4.23 Slideshow music settings.



The source menu lists a few sources for music: iTunes (with all your Playlists available), Sample Music (this music ships with iPhoto), and Theme Music (each theme has a song that Apple included with it; you don't have to use it, obviously) (**Figure 4.24**).

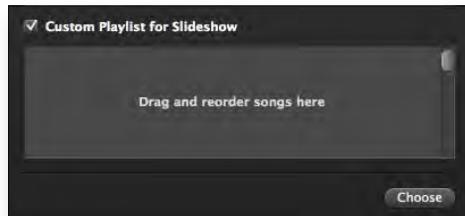
Figure 4.24 You can choose music from a number of sources for your Slideshow.





If you want to play more than one song click Custom Playlist for Slideshow (**Figure 4.25**). Drag the songs you want into the custom playlist area, and click Choose.

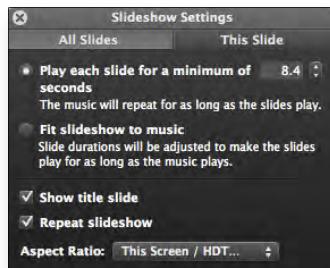
Figure 4.25 If you want to have more than one song play during your Slideshow, create a custom playlist.



- There are two tabs on the Settings window, which appears upon clicking the Settings button, All Slides and This Slide (**Figure 4.26**). Settings in the All Slides section apply to the Slideshow, and all the slides in it, as a whole, while the This Slide settings only apply to the currently selected slide.



Figure 4.26 The All Slides tab of the slideshow settings apply to the entire slideshow.



The All Slides section governs how your slideshow plays. You can set how long each slide is shown during the show (the music will repeat to play for the entire time) or have iPhoto look at the length of the music and play each slide long enough so that the song (or songs) only play once. By default each theme comes with a title slide, but you can hide the title slide by unchecking Show title slide. If you don't want your slideshow to play over and over again in a loop, uncheck Repeat Slideshow.

Figure 4.27 A few aspect ratio options are available; choose with an eye on where this slideshow will be shown.

Finally, you can set the aspect ratio of the slideshow (**Figure 4.27**). Pick whichever device you intend to play the slideshow back on, and you're set (I am going to be streaming this slideshow to my Apple TV on my HDTV).

The per slide settings in This Slide are of a more limited set (**Figure 4.28**). In fact, all you can do is apply one of three filters to the slide: Black & White, Sepia, and Antique. Clicking one will apply it; clicking the currently applied filter will remove it.

Figure 4.28 This Slide settings apply only to the current slide.



Figure 4.29
Slideshows have their own section in the iPhoto sidebar.

Your slideshow is now all set (**Figure 4.29**).

Share a slideshow

Your slideshow is complete, and it will remain listed in the Slideshow section of your iPhoto sidebar. You can go back and change any settings, add new pictures, and apply a new theme just by clicking it.

If you want to play the slideshow on your computer just click the Play button. You can also export the slideshow and email it to a friend, put it on a Web site (see the next project), or play it on another computer.

Exporting a slideshow as a QuickTime movie:

1. Launch iPhoto and select your slideshow in the sidebar.
2. Click the Export button.

A panel slides down with some devices at the top and four sizes listed on the left (**Figure 4.30**). If a dot appears in the column of the device then a movie of that size will play on that device. For example, medium is suitable for everything other than the iPhone, and Display is best suited for your Mac's display.

Figure 4.30 Export options for slideshows. This handy chart gives you an easy way to figure out which option is right for you.



If you hover your mouse over the “i” at the end of each row iPhoto will display some information about the QuickTime encoding that will be used and the approximate size of the output file.

You can export more than one size at a time, so click the checkbox next to the sizes you want. If Automatically send slideshow to iTunes is checked the movie(s) will be added to iTunes for you.

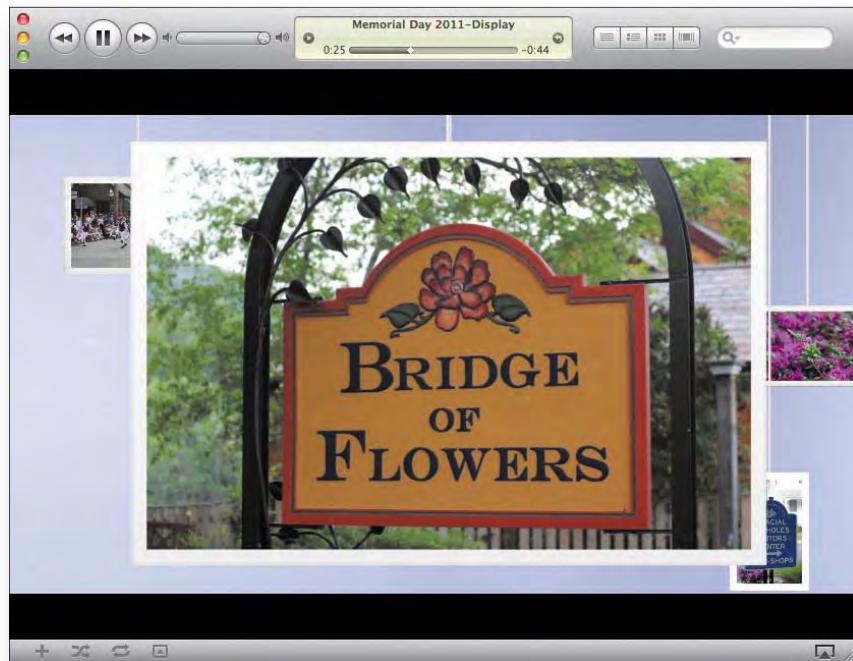
tip

Custom Export allows you to fiddle with the export settings and create a QuickTime file exactly as you want it.

3. Click Export and choose a location to save the file.
4. Click OK and iPhoto starts exporting the slideshow.

Once the slideshow is done exporting iTunes will launch, if you left the add to iTunes option checked, and start playing the file (**Figure 4.31**). Otherwise the file will be waiting in the location you saved it to.

Figure 4.31 My slideshow playing in iTunes.



Create a Family Web Site Project

Difficulty level: Moderate

Additional software: RapidWeaver

Additional hardware: none

Creating a Web site can be a daunting task. You have to know how to write code, or how to install a Content Management System. Or do you? There are a number of apps on the Mac that make creating, and updating, a Web site very easy.

Apple has a tool called iWeb, which is part of their iLife suite. I don't recommend you use it, though, as Apple hasn't updated it in a very long time. This usually signals that an app's life is nearly at an end (of course Apple could prove me wrong and release an updated version at any point with super awesome features).

Instead of Apple's tool, I recommend RapidWeaver from RealMac Software (www.realmacsoftware.com/rapidweaver/overview, \$59.99; **Figure 4.32**). RapidWeaver is a powerful app that's easy to learn how to use. Even better, there is a vibrant community of developers who create a variety of add-ons that you can purchase. These add-ons include more themes, and some even add features of their own to the application.

RapidWeaver is available from the Mac App Store, and a free demo is available directly from RealMac's Web site so you can give it a try before you buy it.



Figure 4.32
RapidWeaver icon.

Set up a site

You want to create a Web site to keep your family up to date with your zany adventures. Posting pictures and videos is important, and having a blog would be nice. Here's how to do it with RapidWeaver.



Creating a site with RapidWeaver:

1. Launch RapidWeaver (**Figure 4.33**).

Figure 4.33
RapidWeaver's Project window.



2. RapidWeaver is project based; click the Create a New RapidWeaver Project button to get started.

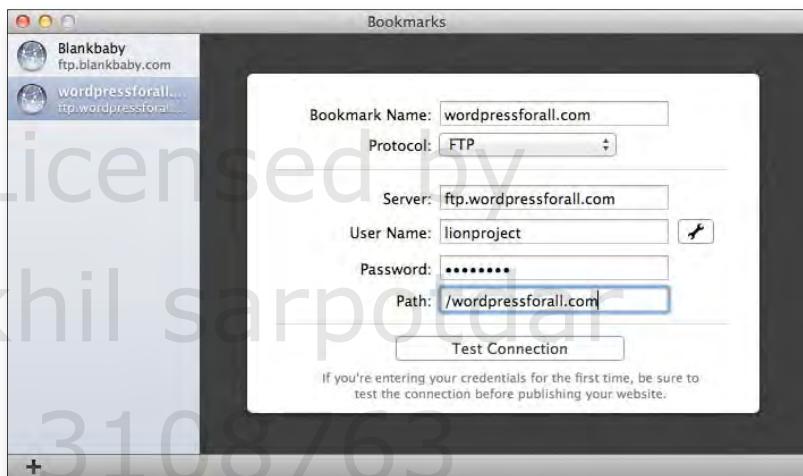
The main RapidWeaver window appears (**Figure 4.34**). On the left is the sidebar which includes Webpages, Resources, and Stats, and in the main window are a couple of things you should set up before you can delve into whipping up a Web site:

Figure 4.34
A RapidWeaver project just waiting for some content.



- **FTP Bookmarks.** You need a place to host your Web site, and FTP is how you get the content from RapidWeaver to your server. Click the FTP Bookmarks icon to create a new FTP Bookmark (Figure 4.35).

Figure 4.35
FTP Bookmarks hold
your login information
for eventual publishing.



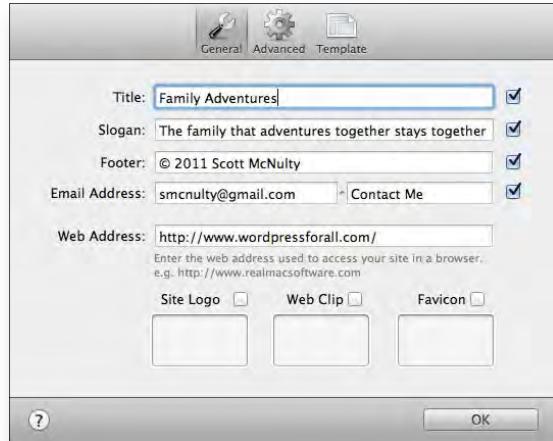
Give your bookmark a name, choose a protocol (leave this set to FTP if you aren't sure which to use), and enter your FTP server, user-name, and password. The path tells RapidWeaver where on the server to upload your files.

Consult your hosting company if you aren't sure what these settings should be.

Click Test connection to make it all work and then close the window (you'll be prompted to save your changes).

- **Site Setup.** Click Site Setup to enter some information about your site as a whole. There are three sections:
- **General.** Give your site a title and slogan (which will be displayed on the site) (Figure 4.36 on the next page). You can also enter some footer text that is displayed at the bottom of every page. The footer text defaults to a copyright notice and your name but you can change it to whatever you like.

Figure 4.36 General Site Settings apply to all the pages in your RapidWeaver project.



Next up is your Email Address and the text for the email link that'll appear on your site (Contact Me is the default).

The web address should be the URL of your site, so RapidWeaver can correctly build your site's internal links.

Finally, you can set a Site Logo, Web Clip, or Favicon. If you want to set any of these, they are optional; just click the checkbox next to the one(s) you want to use and then drag and drop an image in the well underneath the appropriate item.

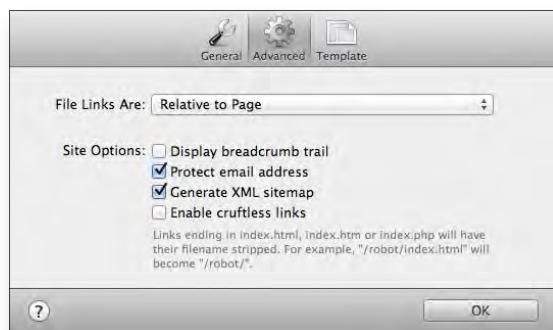
tip

If you would rather not have some, or all, of this information displayed on your site just uncheck all the fields (or just some).

- **Advanced.** You shouldn't feel the need to change anything in the Advanced section, but it is nice to have the option (**Figure 4.37**). The first option, File Links are, determines how RapidWeaver builds links to files that you upload. It is fine to leave this as is.

Figure 4.37

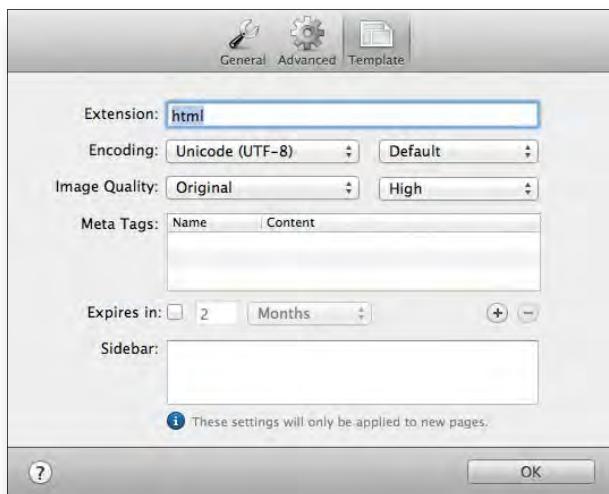
The Advanced settings allow you to turn on and off some functionality.



You can also turn on and off some site options here including displaying a breadcrumb trail (this is a type of navigation that includes links at the top of each page tracing where you've been on the site), Protect email address (this encodes your email address so nasty spammers can't harvest it from your Web site), generate XML sitemap (Google likes sites that do this), and enable cruftless links (this pretties up the URLs of your pages).

- **Template.** The template options give you control over the underlying structure of your site (**Figure 4.38**). Most of the options here can be ignored, unless you have a reason to change them, with one exception. If you want some text to show up in your site's sidebar enter it in the Sidebar section. This text will show up on your site in the sidebar, depending on the theme you apply.

Figure 4.38 Template settings apply to your site as a whole.



3. Click OK to apply your site settings.
4. Now that your FTP bookmarks are set up (this will be important when you're ready to publish) and you've set up your general site information, it is time to start adding pages to your site. Click the Add page icon on the main screen or on the title bar (upper left hand side) and the page selector will slide down (**Figure 4.39** on the next page).

Figure 4.39

RapidWeaver's standard page types cover a wide range of content.

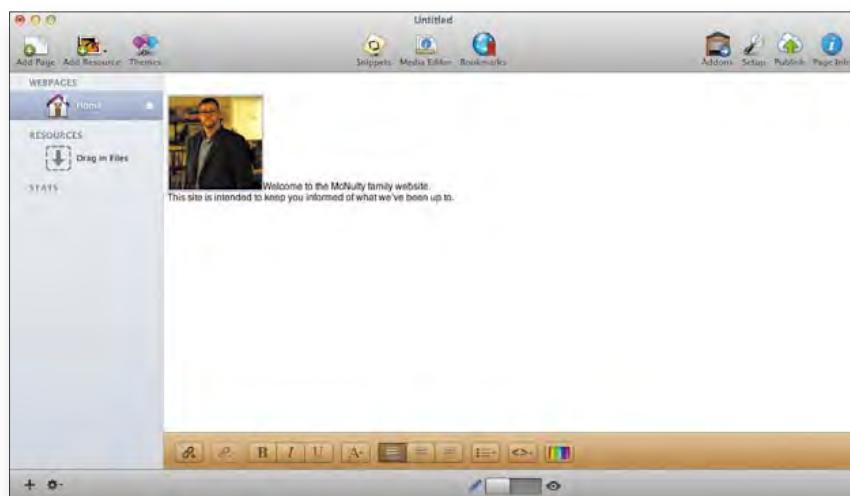


Add Web-site content

For the site I'm building I want to include a blog, a welcome page (Styled Text), and a movie gallery. I'm going to start with the Styled Text page, which will also be the index page (default page) of my site.

Creating a welcome page:

1. Click the Add Page icon.
2. Double-click Styled Text.
3. Treat the Styled Text page just like you would a Word document (**Figure 4.40**). Type in some text, drag and drop a few pictures, and pretty soon you have yourself a Web page.

Figure 4.40 A Stylized Text page featuring a picture of your humble author.

Notice in the sidebar I've named this page Home. You can change this name by double-clicking it and typing in a new one.



Figure 4.41 To preview your page slide this slider to the right.

- Once you have some text and pictures the way you like it, you should check out what your page will look like with a theme applied. Slide the button at the bottom of the RapidWeaver window from Edit to Preview (**Figure 4.41**).

The preview opens in the RapidWeaver window, and shows you what the page you're working on will look like with the current theme applied (**Figure 4.41**).

If you don't like the looks of an image, or any other media, you've added to the page, you can modify it. Select the image and click the Media Editor icon on the toolbar. This brings up the Media Editor, where you can set the size of the media, rotation, and add a shadow and border (**Figure 4.43**).



Figure 4.42 A page preview within RapidWeaver.

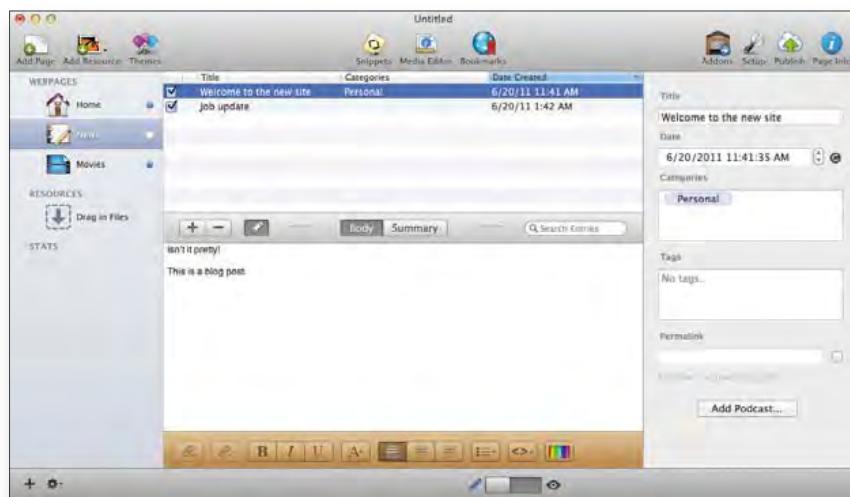


Figure 4.43 The Media Editor allows you to change some settings on pictures/movies.

Adjust page settings

I've gone ahead and repeated the steps detailed in "Add Web-site content" to add a blog and movie gallery to my site (**Figure 4.44**). Each page type has a number of different options available to it, which can't all be covered in this project. However, you access the settings in the same place for each page type.

Figure 4.44 The Blog Page adds a fully functional blog to your site.



Changing page settings:

1. Click the page you want to modify in the sidebar. In this case I'm going to modify the Styled Text page, which has a pretty basic set of options.
2. Click the Page Info icon to bring up the Page Inspector. The Page Inspector has five sections:
 - **General.** Here you can enable the page (disabled pages won't show up on your site), Show In menu (if you uncheck this box this page won't be included in your site's navigation), and open in a window (**Figure 4.45**).

Page attributes like the Page Title (this shows up in the RapidWeaver sidebar) and Browser Title (which displays in a person's browser when visiting this page) can be easily set here independently of one another.

Images are processed and uploaded with the page when you publish it. The General settings allow you to specify if images should be converted to a certain format, or kept in their original format. Compression levels are also defined here (for pictures that are converted only).

Finally, the bottom section of the General Settings allows you to override the Site Settings and give this page a specific title, slogan, and footer.

If you want these settings to be applied to all the pages on your site click Apply to All Pages.

- **Sidebar.** You set the sidebar text for the whole site in Site Settings; here you can override that text and display a custom page specific value (**Figure 4.46**).
- **Header.** The header settings for the whole site can be overridden for the selected page here (**Figure 4.47**).

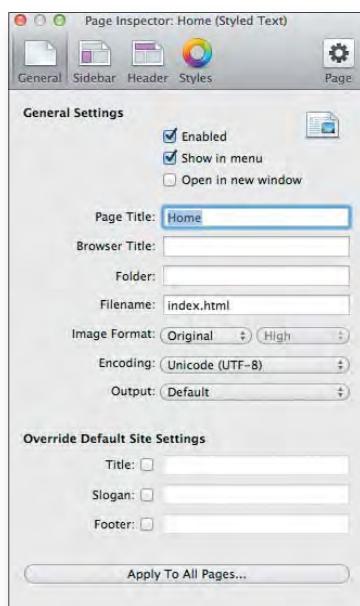


Figure 4.45 The Page Inspector's General settings.

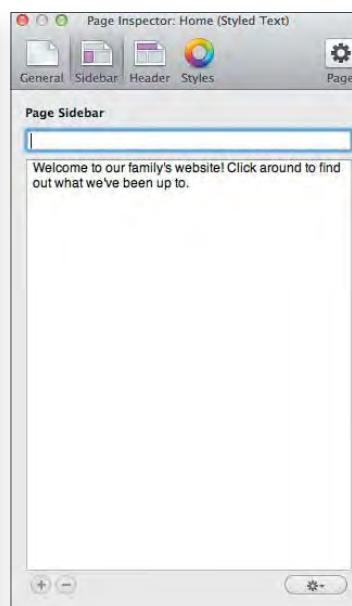


Figure 4.46 Each page can have a customized sidebar.

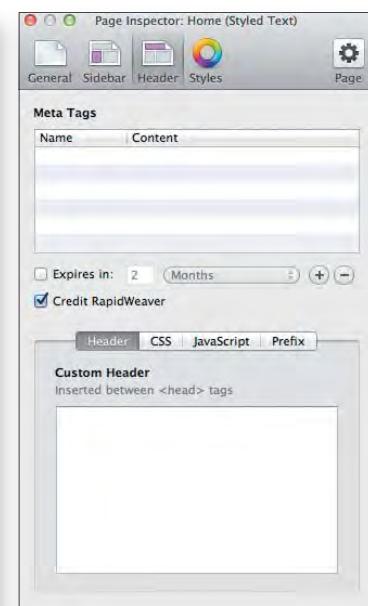
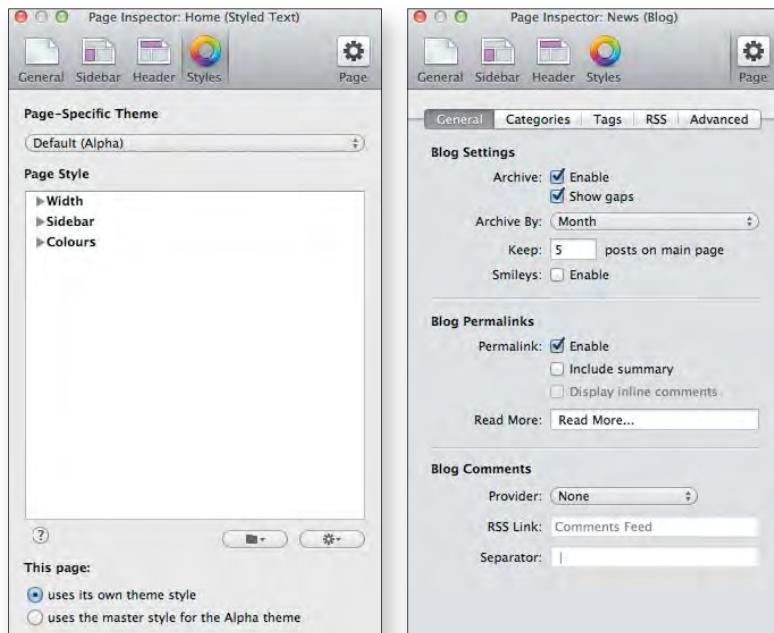


Figure 4.47 Header information can also be customized on a per page basis

- **Styles.** CSS, or Cascading Style Sheets, is a way of applying a design to a Web site. You can modify the styles applied to the selected page here (**Figure 4.48**).
- **Page.** The final section of settings varies from page type to page type. Styled Text doesn't actually have any options here, so I selected the blog page with the Page Inspector (**Figure 4.49**). The Blog Page type has a number of different options displayed here. Be sure to explore this area for each of the page types you add to your site.

Figure 4.48 The Styles tab gives you control over the code that styles your page (this is known as CSS).

Figure 4.49 Each page type also has page specific settings available in the last section. The Blog Page settings are shown here.



Each change you make is immediately applied to the page; there is no need to save changes.

Add a theme

You have content for your site, and you've tweaked the settings to your liking. The final step is to apply a theme that is pleasing to your eye.

RapidWeaver ships with a bunch of themes, and you can find more by clicking the Add-on icon on the toolbar.

Applying a theme:

1. Launch RapidWeaver and open the project that contains your site.
2. Select a page from the sidebar.
3. Click the Themes icon on the toolbar (**Figure 4.50**).

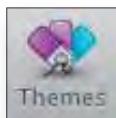


Figure 4.50

The Themes icon on the RapidWeaver toolbar.

The Theme Browser appears at the bottom of the RapidWeaver window (**Figure 4.51**). The available themes are shown as thumbnails. You can increase or decrease the size of the thumbnails by using the slider on the right hand side. Entering a search term in the search field will filter the themes, and you can show all themes, only built-in themes, or third-party themes by choosing an option from the menu on the left.

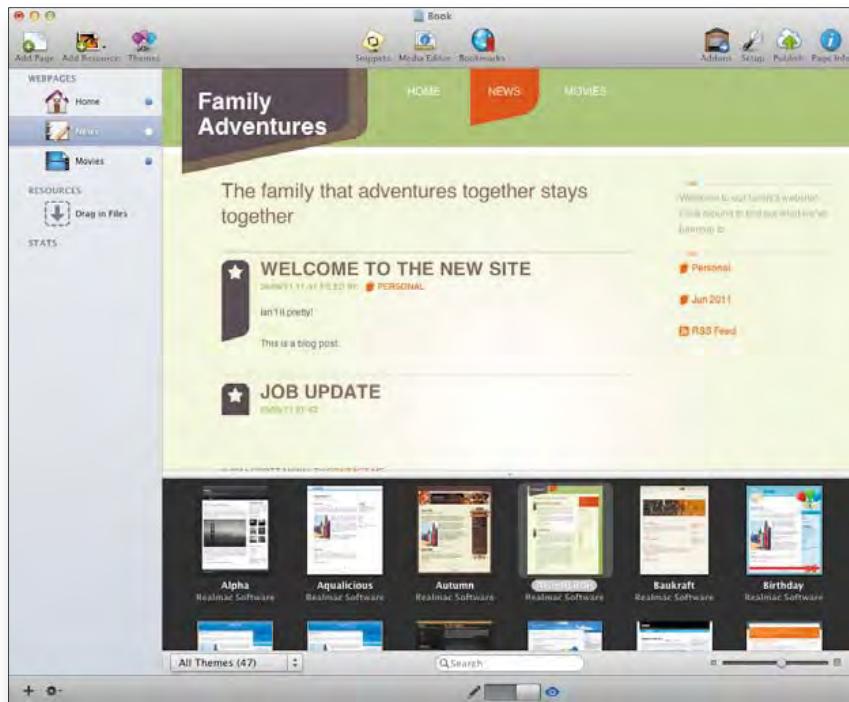
Figure 4.51

The Theme Browser.



- •
4. To apply a new theme, just click it in the Theme browser. When you're in edit mode, you won't see a change. To preview the theme, with the content in your site, slide the bottom slider to Preview (**Figure 4.52**).

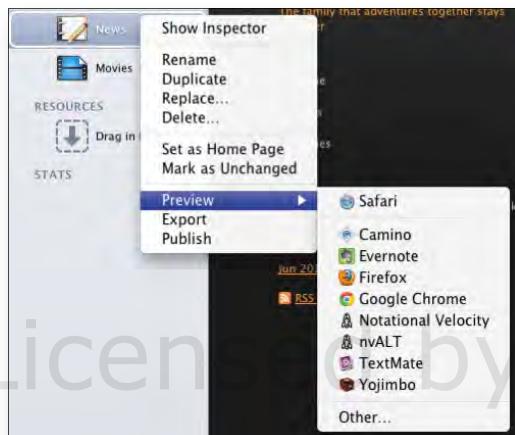
Figure 4.52 Previewing a theme.



Click another page while in preview to see the theme applied to that page's content. If you don't like the looks of the theme, just click another in the Theme Browser and the new theme is applied.

You can preview a page in your web browser of choice by Control-clicking the page and selecting Preview from the menu (**Figure 4.53**). Select the browser you want to use, and the browser will launch and display your page.

Figure 4.53 You can also preview a theme in the browser of your choice.



Licensed by
nikhil sarpotdar
3108763

Publish your site

Your site's content is awesome, and you have applied the perfect theme. Now you just need to publish your site for the entire world to see.



Figure 4.54

The Publish icon is located at the top of the RapidWeaver window.

Figure 4.55 Publishing to FTP requires some information.

Publishing the site:

1. Launch RapidWeaver and open your site's project.
2. Click the Publish icon in the toolbar (**Figure 4.54**).

The Publish sheet will appear, with two options: FTP and MobileMe (**Figure 4.55**).



- •
- 3. Since we set up an FTP bookmark, click the Bookmark icon to select your saved information (**Figure 4.56**).

Figure 4.56 Fill in that information using the FTP bookmark we set up earlier.



- 4. Click Publish, and RapidWeaver displays the publishing progress for each individual file (**Figure 4.57**). When RapidWeaver is finished publishing a big green check is displayed (**Figure 4.58**).

Figure 4.57
The upload progress is displayed.

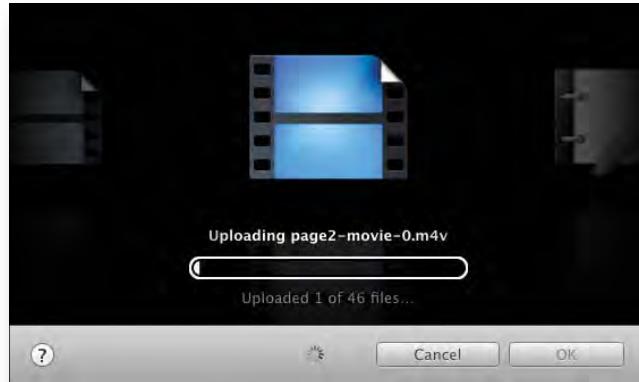


Figure 4.58 Published!



tip

If you don't want to RapidWeaver to actually push files to your remote server you can export your site to a folder on your Mac. Go to the File menu > Export Site. Choose a folder on your Mac and click Export. You can then use your favorite FTP client to upload the files manually.

If you point your browser to the URL of your site you'll see the fancy site you've created in RapidWeaver on display (**Figure 4.59**). Give the URL to your friends, and bask in the glow of having your very own Web site.

Figure 4.59
My RapidWeaver
created site, live on
the internet.



This is a high level overview of RapidWeaver, and I've only touched on some of the features this rich app includes. Be sure to check out the RapidWeaver manual (Help > RapidWeaver Manual) for more information about the wealth of features and add-ons that exist for this product.

This page intentionally left blank

5

Getting Productive

Your Mac isn't all about fun; it can help you get work done too. Why would you want to sully your Mac with work? Well, it might mean you can write it off on your taxes (I am not a tax professional, so don't take my word for it) but more important your Mac is a great productivity machine that can save you time.

This chapter includes a number of projects aimed at making repetitious tasks, like writing, easier. Plus I'll show you how to get rid of distractions on your Mac so you can get down to business.

Staying on Top of the News Project

Difficulty level: Easy

Additional software: NetNewsWire Lite

Additional hardware: None

Wouldn't it be great if Web site updates automatically came to your attention, instead of you having to go seek them out? That's the power, and the promise, of RSS. Many Web sites offer RSS feeds (often simply called feeds) that you can subscribe to using a feedreader.

But what is RSS anyway? RSS stands for Really Simply Syndication, and it is very simple. A web site provides an RSS feed to their readers. This feed contains the latest content from the Web site, in a format that can be read using a special app called a feedreader. You subscribe to this feed in your feedreader, and whenever something is posted to that Web site the feed is automatically updated and the new items appear in your feedreader. You can read the items in the feedreader, or open it up in a browser and check it out as it appears on the Web site.

This is all a little abstract, so let's download a feedreader and give it a whirl.

Manage feeds

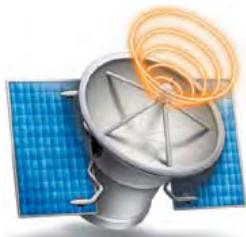


Figure 5.1
NetNewsWire Lite
icon.

Managing feeds with NetNewsWire Lite:

1. Install NetNewsWire from the Mac App Store (see the **Installing Applications Project** in Chapter 1 for details on how to do this).

- Launch NetNewsWire and it automatically checks its default set of feeds for updates (**Figure 5.2**).

Figure 5.2

The main window of NetNewsWire Lite. Subscription list on the left, articles, and then the articles contents.



I've used NetNewsWire Lite for a while, so I don't have the default set any longer. The columns are, starting from the left, the feeds list, the items list, and the contents of the currently selected item.

- Press the spacebar to automatically go to the next unread item in your items list, or you can just click around on specific items if you'd rather.

Add feeds

As you can see in Figure 5.2, I've added some feeds, removed some of the default feeds, and created a folder called Tech to organize some feeds.

Adding feeds to NetNewsWire Lite:

- Find a Web site that has a feed you'd like to subscribe to and copy the URL.

2. Open NetNewsWire and press Command-N. The new feed panel will slide down, already populated with the URL you copied (**Figure 5.3**).

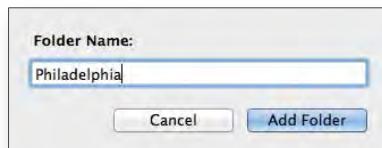
Figure 5.3

Subscribing to a blog in NetNewsWire Lite.



If you don't have a URL on your clipboard, you can just type it into the URL field.

3. The optional Title field sets the feed's name in your feed list. If you want the feed itself to set that, leave this blank. If you want to override the feed name with a custom name, enter it here.
4. Click the Folder menu and choose which folder to put this feed in. By default all the feeds go into the Feeds folder (more on how to create your own folders in a moment).
5. Click the Add Feed button, and NetNewsWire locates the Web site's feed and adds it to your feeds list (**Figure 5.4**).
6. Let's create a folder for some feeds. Go to the File menu > New Folder and fill in a name in the new folder window (**Figure 5.5**).

**Figure 5.4** Your Feeds, in a nice list. The number indicates the number of unread items.**Figure 5.5** Organize your feeds with folders.

7. Click Add folder, and your folder is added to the feed list.

Moving a feed into your new folder is as simple as dragging and dropping. Click the feed that you want to move, and drag it onto the folder. The feed moves into the folder, and you feel very organized.

tip

Deleting folders and feeds is easy: select the feed/folder you want to get rid of and click the remove icon in the toolbar (Figure 5.6).

Figure 5.6

The Add/Remove buttons allow you to delete, and add, feeds.

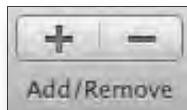


Figure 5.7 A Tech folder contains tech related feeds.



Figure 5.8 Two special folder feeds contain all unread articles and those written within the last 24 hours.



Figure 5.9 The currently selected item has a border around it; unread items have a blue dot next to them.

Read feeds

Now that you know how to add, remove, and organize feeds you probably want to start reading them. At a glance you can see which feeds have unread items by looking at the number displayed next to each feed in the feed list (**Figure 5.7**). Folders display the cumulative number of unread items in each feed they contain.

At the very top of the feed list are two special folders: All Unread and Today (**Figure 5.8**). You can think of these as smart folders of a sort. The All Unread displays all unread items in your feed list, while the Today folder displays unread items dated with today's date.

No matter which folder you're reading, the spacebar is your friend. The spacebar scrolls through the content in the last column, and when you get to the end of an article press the spacebar and you're taken to the next unread article, even if it is in another feed.

The item you're currently reading is displayed with a black border around it, while unread items have a pale blue dot next to them (**Figure 5.9**). As an item is selected it is considered "read" by NetNewsWire, even if you don't scroll through the entire contents of the item, and the blue dot disappears.



When you select an article, its content is displayed in the right most column. NetNewsWire offers up a few article styles that change the look of the article. Click the Article Style menu to see your choices (**Figure 5.10**). Select a style and it is immediately applied (**Figure 5.11**). To change to another style, just select it from the menu.

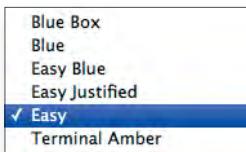


Figure 5.10 You can easily change the look of your articles using Styles.

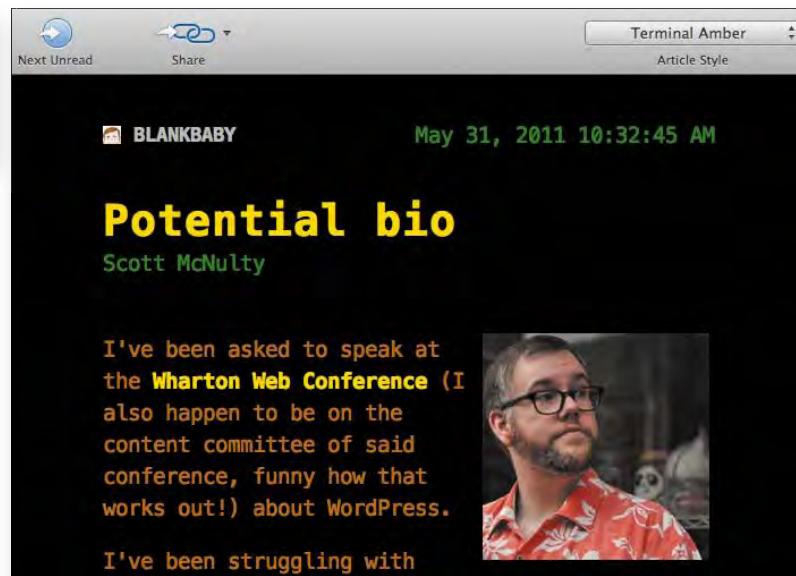
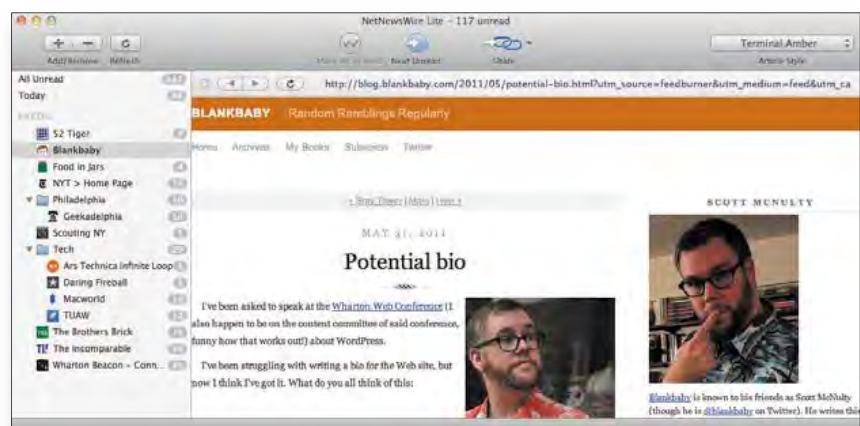


Figure 5.11
The Terminal Amber style makes you feel like a hacker.

Reading an article in NetNewsWire Lite:

1. Click the title of an item to load the article's Web site in NetNewsWire (**Figure 5.12**)

Figure 5.12 Loading an article's Web site in NetNewsWire Lite.



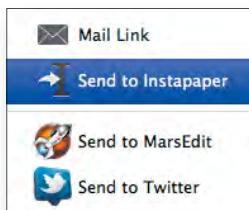


Figure 5.13 The various options in the Share menu change depending on the apps you have installed on your Mac.

The Share icon has a few menu items that let you take the contents of the article and send it to another application for sharing (**Figure 5.13**). The two options you'll always see are email a link to someone and send this article to Instapaper (an online service that acts like a storage bin for articles you want to read later). The options separated by a line in this menu depend on what apps you have installed on your Mac. As you can see I have MarsEdit and the official Twitter app installed, so I can tweet a link from NetNewsWire or start a blog post in MarsEdit with a click.

2. Control-click an article in the Article List and a number of options appear (**Figure 5.14**). Open Link will open the Web page in NetNewsWire, while Open Link in Browser will open it in your default browser. You can mark a read article as unread, copy the URL or title of the article, and access the Share options. The final group lists all the browsers you have installed on your Mac. You can open the article in any of the browsers you have installed on your Mac right from this menu.

Figure 5.14 The article menu offers you a variety of ways to open the article in the browser of your choice or send it to other apps.





Configure NetNewsWire Lite

Let's take a look at NetNewsWire's preferences, which mostly deal with how you read articles.

The General Settings (NetNewsWire Lite > Preferences) cover a few things (**Figure 5.15**):

Figure 5.15 The general preferences allow you to set refresh rates, amongst other things.

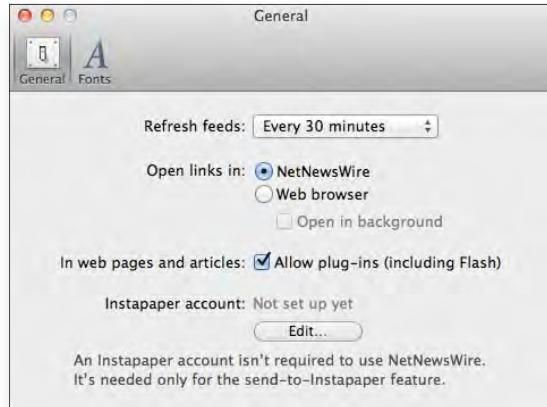


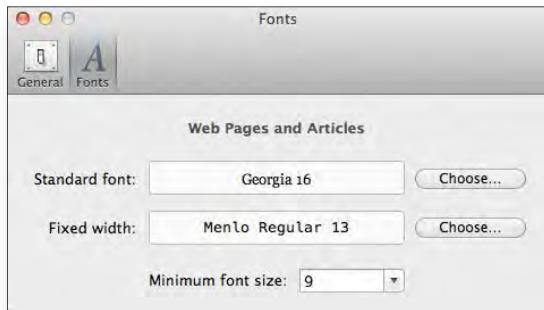
Figure 5.16 The feed refresh options.

- **Refresh feeds.** Updating feeds is called “refreshing” them in NetNewsWire speak. You can set the interval here, by selecting an option from the drop-down menu (**Figure 5.16**). You can set it anywhere from only refresh manually (you'll have to press the Refresh button in the toolbar) or automatically every 10 minutes.
- **Open links in.** By default if you click an article's title, or a link within an article, it will open within NetNewsWire. If you would rather have links open in your default browser choose Web browser. Check the Open in background if you don't want the focus to switch to the browser when you open a link.
- **Allow plug-ins.** NetNewsWire supports all the same plug-ins that Safari supports (in fact, since NetNewsWire is basically a custom wrapper around Safari, all the plug-ins you have installed for Safari are also available to NetNewsWire), which means you can play Flash content right in the app. If you would rather disable plug-ins, for better performance, uncheck this box.

- **Instapaper.** I mentioned this briefly, but NetNewsWire supports sending articles to Instapaper, so you can read them later. You need an account to make use of this. If you have an account click Edit and enter your credentials. Visit instapaper.com for more information about this service.

The Font preferences, as you might expect, allow you to set the fonts and sizes of the text in the article column (**Figure 5.17**). You can also set a minimum font, which is useful for people like me who own a high resolution display and low resolution eyes.

Figure 5.17 Set the fonts so you can actually read your feeds.



Make NetNewsWire Lite your default newsreader

Safari supports feeds right out of the box, but it assumes that when you click a feed link, or the RSS button in the toolbar (which appears when a Web site has an available feed), you want to open said feed in Safari. To change that behavior read on.

Setting NetNewsWire Lite as your default newsreader:

1. Launch Safari.
2. Go to the Safari menu and select Preferences.

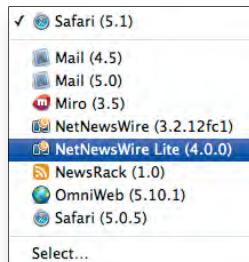
- •
- 3. Click RSS to see the RSS settings (Figure 5.18).

Figure 5.18 The RSS settings in Safari's Preferences set the default RSS reader for Lion.



- 4. Click the Default RSS Reader menu and select NetNewsWire Lite (Figure 5.19). If it isn't listed click the Select item at the bottom of the menu and navigate to the app in the Finder.

Figure 5.19 Safari detects all the apps it thinks support RSS and offers them as choices. You can also select any other app on your Mac.



Now when the RSS button appears in the Safari toolbar, just click it and that site's feed will be added to NetNewsWire (Figure 5.20).

Figure 5.20 Click the RSS icon in Safari and the feed will be sent to the RSS reader of your choice.



**Figure 5.21**

TextExpander's happy icon.

Type Less Project

Difficulty level: Moderate

Additional software: TextExpander

Additional hardware: None

I'm lazy. I type a lot. I wish I could type less, and yet produce the same amount of work. Crazy? Not with TextExpander, it isn't! TextExpander is an app that allows you to set abbreviations, custom or preloaded, for commonly used phrases or words (**Figure 5.21**).

For example, let's say I end every email with *Thanks so very much, Scott*. I could define a TextExpander snippet (that's what the abbreviations are called in the app) of *emailthanks*. Every time I type *emailthanks*, TextExpander leaps into action and replaces it with *Thanks so very much, Scott*.

Get and configure TextExpander

The first thing you need to do is get a copy of TextExpander, install it, and then launch it.

Getting TextExpander:

1. You can download it from the Mac App Store or from Smile on My Mac directly (www.smilesoftware.com/TextExpander/).

note

Since TextExpander costs \$34.95 I would suggest downloading the free trial from the Smile on My Mac Web site first, to try it on for size.

2. Once you have the app installed double-click it to launch it. You're greeted with a screen offering up some links to TextExpander tutorials. If you don't want this window to appear every time you launch the app uncheck the Show this window box and click Close (**Figure 5.22**).

Figure 5.22 Disable the Welcome screen for TextExpander by unchecking this.

Show this window when TextExpander opens.

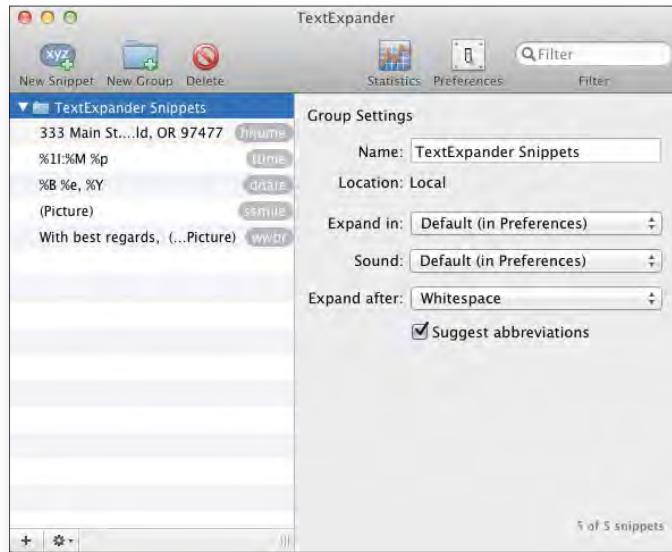
- •
3. You're given an opportunity to subscribe to the TextExpander newsletter (**Figure 5.23**). Fill in your name and email address if you're interested and then click Subscribe. If not click the Never button.

Figure 5.23 Want to stay up to date? Subscribe; otherwise click Never.



The TextExpander main window appears (**Figure 5.24**). On the left is the Snippet list. You can group your snippets together in Snippet groups (the default snippets are grouped together in the TextExpander Snippets group) to keep them organized.

Figure 5.24
TextExpander's main window with a group selected.



Create your first snippet in TextExpander

Let's get to snippetting. I am going to create a simple snippet that replaces *smthanks* with *Thank you very much, Scott McNulty*. Here's how to do it.

Creating a snippet in TextExpander:

1. Open TextExpander and click the + icon on the lower left hand corner.

This reveals a host of options for snippet, and group, creation (**Figure 5.25**).

2. Click the New Snippet option to create a new snippet (**Figure 5.26**).

Figure 5.25 The Add new menu.

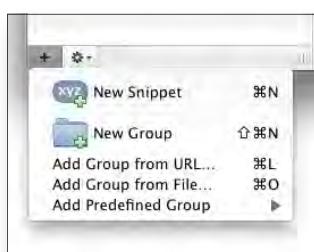
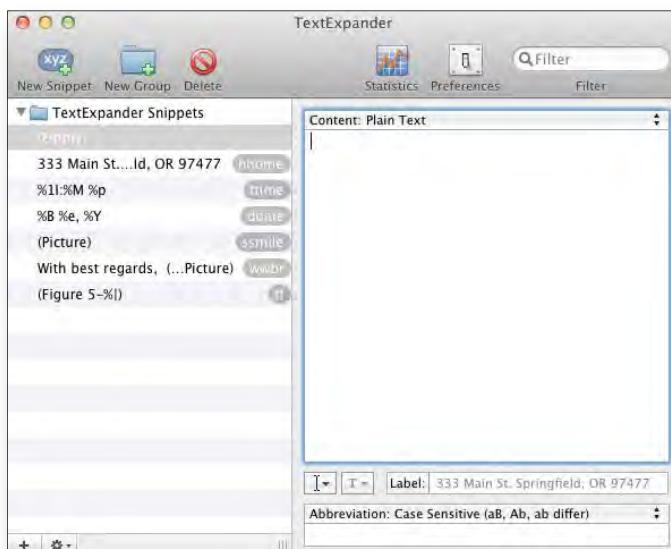
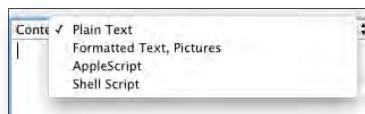


Figure 5.26 Creating a new snippet.



3. Decide what type of content your snippet is composed of. Click the Content drop-down menu to see your choices (**Figure 5.27**):

Figure 5.27 Selecting the content format for the snippet.

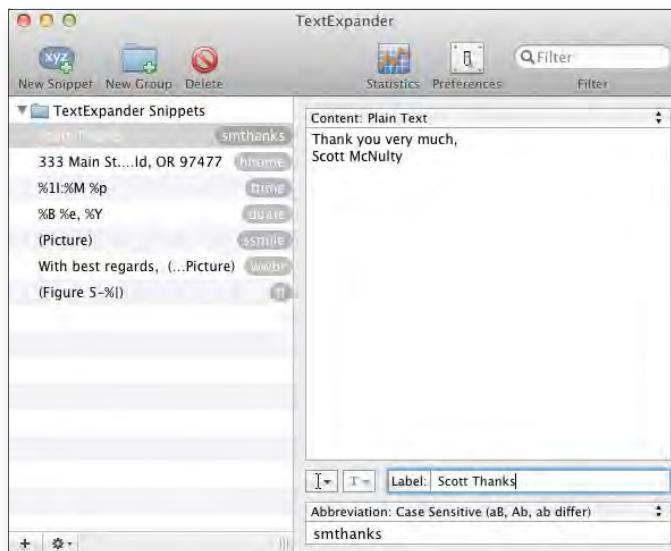


- **Plain Text.** The default choice is what we'll go for with our example snippet. Plain text has no formatting.
- **Formatted Text, Pictures.** If you want to format your text with colors, styling, or insert a picture with a snippet choose this option.
- **AppleScript & Shell Script.** The last two choices allow you to create snippets that return the results of either AppleScript or Shell scripts. Scripts are basically little programs that can do any number of things. When you paste a script into a snippet and choose the appropriate snippet type a snippet is created that will run the script and substitute the result of the script for the abbreviation.

This snippet is Plain Text.

4. Enter the content of your snippet and assign a Label (this is the description that shows up in the snippet list) (**Figure 5.28**).

Figure 5.28 My new snippet, with a label and abbreviation.



- •
5. The last thing you need to do is assign an abbreviation. There are three options for the case sensitivity of the abbreviation:
 - **Case Sensitive.** TextExpander will only expand when the abbreviation case matches what you've entered. *Ab* will not expand when you type *ab*.
 - **Ignore Case.** The case doesn't matter. *Ab*, *ab*, *AB*, and *aB* all expand to the same thing.
 - **Adapt to Case of Abbreviation.** This is an interesting option. Let's say *ab* is our abbreviation and the snippet is *atta boy*. If you type in *AB* the snippet will expand to *Atta Boy*. The case of the abbreviation impacts the case of the expanded snippet.

For our example we are just going to pick Ignore Case.

That's it! Now whenever I type *smthanks*, TextExpander will replace it with my snippet.

Add premade snippets

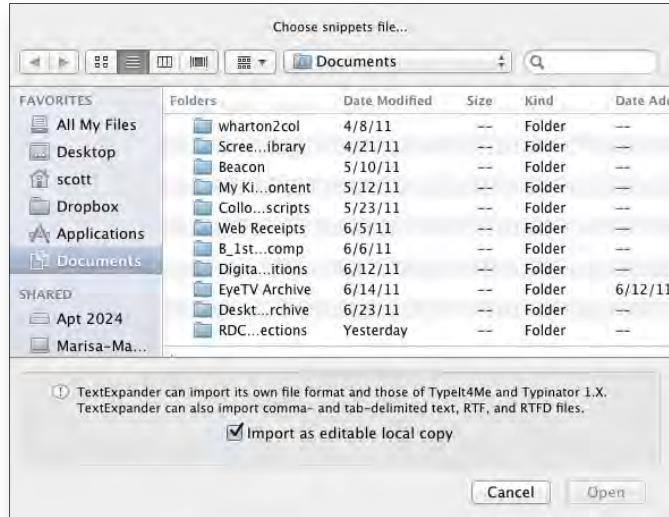
Some people who use TextExpander have gone ahead and made available groups of snippets that you can download to your Mac. There are a couple of different ways to get these groups installed into your copy of TextExpander. Let's add a premade snippet group to see how to do it.

Adding premade snippets:

1. Click the + icon on the lower left hand side of the TextExpander window to reveal these options:
 - **Add Group From URL.** You provide a URL to a predefined group, and those snippets will be added to TextExpander.
 - **Add Group From File.** If you have a TextExpander group file on your Mac, this is the way to go. Just browse to the file and click Open (**Figure 5.29** on the next page).

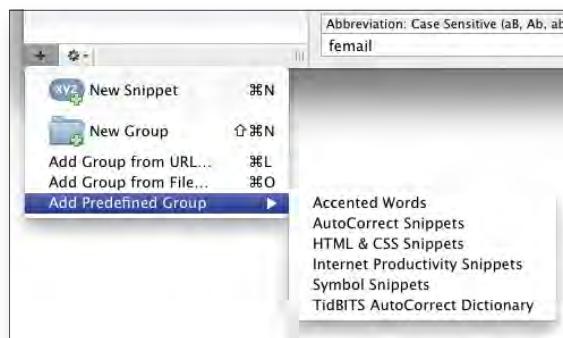
• •

Figure 5.29 If you have a snippets file on your Mac, point TextExpander to it and it'll be imported.



- **Add Predefined Group.** This is the easiest way to expand your snippet collection (**Figure 5.30**). TextExpander comes with these groups available for your use, though not installed. Each group has a number of snippets that are related to one another. AutoCorrect, for example, has a number of common misspellings as abbreviations with the proper spellings as the snippet content (clever, no?).

Figure 5.30 Predefined groups are a great way to add a number of useful snippets in quick order.



2. To install one, just click the Predefined group you're interested in from the menu and TextExpander installs it.

Once you've installed the snippets group it behaves just like any other snippet.

Limiting Distractions Project

Difficulty level: Easy

Additional software: None

Additional hardware: None

Your Mac offers a host of distractions: email, Twitter, movies, music, the Internet. The list goes on and on. How does anyone ever get anything done with all this tempting distraction lurking at every corner? Well, you know, just as I do, that it is sometimes tough to buckle down and do what we have to do (like write a book, for example, not that I am speaking from personal experience).

Given a big enough screen, you can have a large number of apps open, and visible, on your Mac running Lion. Apple has introduced full-screen mode in an attempt to help us focus. Lion also includes Mission Control, which allows you to manage all your open applications and more.

Work in full-screen mode

Full-screen mode isn't a new innovation created by Apple just for Lion. Several Mac apps have offered up a full-screen mode, where the application expands to use the entire screen; the Dock and menu bar aren't visible, just the application, for a long time. However, with Lion Apple is baking full-screen support into the OS, allowing developers to add full-screen mode to their apps with much less work, and ensuring that every app behaves in a similar manner when going into full-screen mode.

Every app won't support full-screen mode right out of the gate, so here's how you can tell if an app is full-screen capable and how to activate it.

Setting full-screen view:

Any app that makes use of Lion's built-in full-screen abilities will have a full-screen button displayed in the upper right hand corner of the app window (**Figure 5.31**).

Figure 5.31 Safari has a full-screen button.



Click the full-screen icon and the app window expands as your Desktop slides to the left (more on that in a moment) (**Figure 5.32**).

Figure 5.32 Safari in full-screen mode.



You can now concentrate on the task at hand without distraction.

note

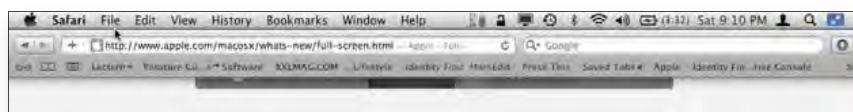
Some apps, like iPhoto, offer up a custom full screen view designed to make sure of that extra space. Most will be like using the regular app without being able to see anything else. This is great if you need to focus on email, for example, and not pictures of kitties on the Internet.

Exit full-screen view:

1. In full-screen view move your mouse to the top of the screen.

The menu bar appears (**Figure 5.33**).

Figure 5.33 Exit full-screen mode by clicking the blue icon.



You'll notice a new menu bar icon, a pair of blue arrows pointing away from one another.

2. Click that icon to exit out of full-screen view (you can also press the Esc button on your keyboard).

Switching between your Desktop and full-screen apps:

1. Open at least one full-screen app.
2. Place three fingers on your Mac's trackpad (or Magic Mouse) and swipe to the right.
This will bring you back to your Desktop.
3. Use a three-finger left swipe to switch back to your first full-screen app. Another three-finger swipe to the left will switch to your second full-screen app and so on for as many full-screen apps as you have open.

Visit Mission Control

Mission Control is accessed by using a four-finger swipe up on a trackpad (a four-finger downward swipe exits Mission Control) or by clicking the Mission Control icon in your Applications folder (**Figure 5.34**).

Figure 5.34
The Mission Control icon.



Figure 5.35 Mission Control gives you lots of information at a glance and allows you to switch between full-screen apps.

Mission Control shows you all the applications you currently have running (**Figure 5.35**). All the windows of apps not in full-screen mode are shown on the screen, while all the apps in full-screen mode are listed across the top along with your Desktop (or Desktops) and Dashboard.



To switch to one of the apps, just click it. Your view will immediately switch to that app. If you click one of the full-screen mode apps you'll see the full-screen window.

While you're in Mission Control, you can create additional Desktops.

Creating extra Desktops in Mission Control:

1. Launch Mission Control.
2. Move your icon to the right corner, and a + icon appears (**Figure 5.36**).

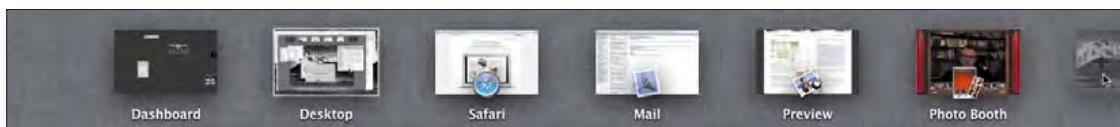


Figure 5.36

Dashboard, Desktops, and full-screen apps in a row at the top of Mission Control. Click the plus icon to add another Desktop.

3. Click it to create an additional Desktop (**Figure 5.37**). You can gather certain applications here, place Finder windows here, or do anything you can on your main Desktop. And while you have Mission Control open you can keep adding Desktops, for a maximum of 16 different Desktops.



Figure 5.37 Another Desktop added.

4. Use a three-finger swipe (both right and left) to switch between any full-screen apps you have and all the Desktops you're running.

tip

If you no longer want a particular Desktop just hover your mouse over the Desktop in Mission Control and click the X icon. This will close the Desktop for you.

This page intentionally left blank

6

Additional Hardware Required

No Mac is an island, and some projects require a little extra hardware to make them possible. Everything in this chapter requires you lay out a little cash for a piece, or two, of additional hardware.

Podcasting, backing up your Mac, and signing digital documents are all covered in this chapter.

Audio Podcasting Project

Difficulty level: Moderate

Additional software: GarageBand

Additional hardware: Microphone

Gone are the days when only those with access to a radio station could have a radio show. Now all you need are a Mac, a microphone, a copy of GarageBand, and an Internet connection and you have all the components for your very own radio show.

Technically, of course, what we're talking about here isn't a radio show at all but rather a podcast. A podcast is any type of show that you can subscribe to, and download from, the Internet. There are audio only podcasts, and there are video podcasts out there. This project is going to concentrate on producing an audio podcast but many of the general ideas are applicable to any kind of podcast you might be interested in.

Podcasting rules of thumb

Before we delve into the hows of doing a podcast, the first thing you need to consider is the why. Why do you want to do this podcast? Remember, you're asking people to give up some of their precious time to listen to whatever it is you have to say. It is your responsibility to make it worth their while, because if you don't respect your audience you'll never succeed.

Here are a couple of tips that'll make your podcast much better:

- **Talk about something you are passionate about.** You don't have to know a lot about the subject, though that helps; just be very passionate and willing to share that passion.
- **Keep it concise.** Notice I didn't say keep it short. There's no magical length that's perfect for every podcast. It all depends on the subject, and what you have to say. Make every minute count.
- **Have a clear voice.** People listening to your podcast want to hear what you have to say, so be sure you have a clear opinion about whatever it is you're talking about.

- **Audio matters.** Turn off the AC, find a small room with soft things on the wall to help dampen the sound, and make sure your family knows not to interrupt you. Don't talk too fast either. Take a deep breath and relax.
- **Don't be afraid to make mistakes and cut stuff.** I would suggest if you're serious about podcasting you record a couple of episodes that you never release. Just think of them as a chance to iron out all the kinks so that the first podcast you release will be that much more polished.

Record a podcast

With those rules of thumb in place it is time to get recording! You should pick up a USB microphone for all your podcasting needs. You don't need to go crazy and get a super fancy one; you can even buy a USB headset. Just something that isn't the built-in microphone on your MacBook, because while that mic is serviceable it isn't great.



Figure 6.1
GarageBand's icon.

Recording a podcast:

1. Make sure you have GarageBand on your Mac. Most Macs ship with it installed, and the most recent version is available on the Mac App Store (**Figure 6.1**).
2. Launch GarageBand.

Recording in Groups

If you plan on recording a podcast with more than one person in the same room, you have a couple of options:

- **Use a USB microphone that can record in an omnidirectional manner.** This will allow you to gather around the mic with your fellow podcasters and everyone's voice will get picked up.
- **Pick up a USB audio mixer.** You can plug more than one mic into the mixer, and then plug the mixer into your Mac. Everyone gets a mic! One thing to note, however, is that most mixers are made for professional mics that have an XLR connector, not a USB connector. Make sure you have the correct type of microphone before you purchase a mixer.

3. Select Podcast from the New Project list and click Choose (**Figure 6.2**).

Figure 6.2 The startup screen of GarageBand. Click Podcast.



4. Give your podcast file a name, and decide where you want to save the file (**Figure 6.3**). I'm going to save it in the default location.

Figure 6.3
The Podcast template requires you to save your file first.



The rest of this window, the tempo, signature, and key, are geared towards song recording and can be ignored for your podcast file.

5. Click Create.

The main GarageBand window opens (**Figure 6.4**). GarageBand is a multitrack editing environment, so you can see that the Podcast template includes a few tracks:

Figure 6.4
GarageBand's main window.



Figure 6.5
The Podcast track allows you to add images, URLs, and chapter marks to your podcast.



- **Podcast Track.** This track allows you to add images, chapters, and URLs to your podcast (**Figure 6.5**). More on this later.

- **Male Voice & Female Voice.** There are two tracks devoted to voices, one male and one female. When you start to record be sure to click the track of your sex because GarageBand applies some filters to make each voice type pop.
- **Jingles.** You can use this track for any additional sound effects you might want to have on your podcast. As you can tell by the name it is meant to hold the jingle for your show.

6. Speaking of jingles, let's add one to your podcast. GarageBand comes with a number of jingles built right in that you can use for any type of podcast. Click the Loop icon at the bottom right of the GarageBand window (**Figure 6.6**).

The available loops, basically audio snippets, are displayed for you.



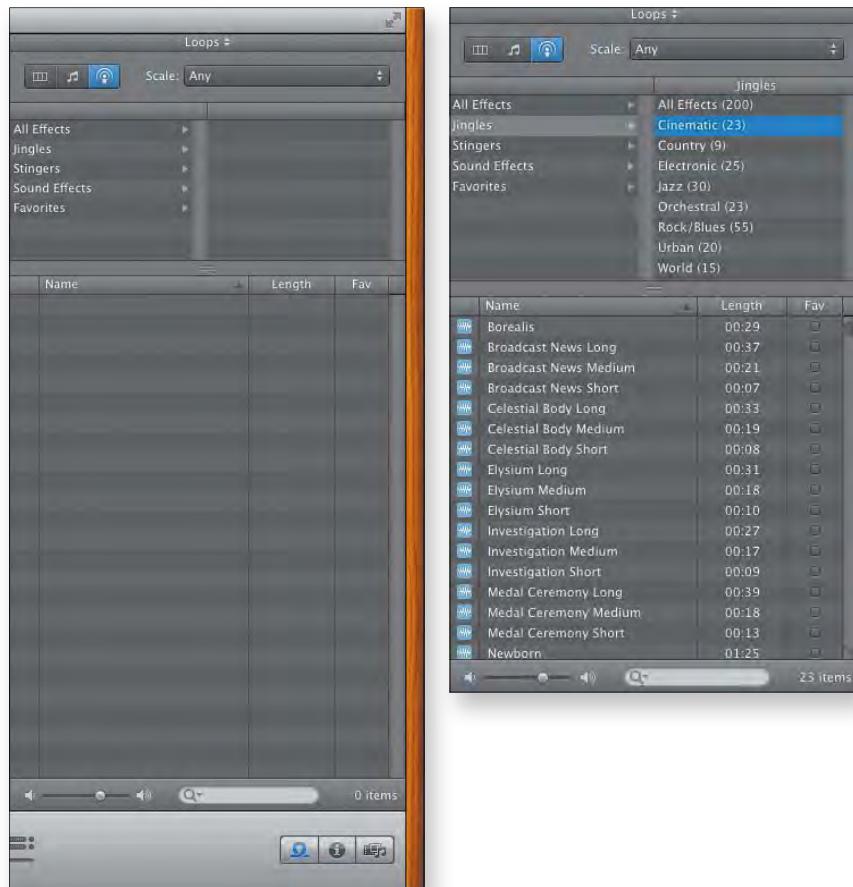
Figure 6.6
The Loop icon.



7. Click Podcast Sounds View to browse the available jingles easily (**Figure 6.7**).
8. Click the Jingles entry and you'll see a bunch of subfolders named for genres (**Figure 6.8**). Each contains a number of jingles.

Figure 6.7 The Loop browser lets you try out all sorts of jingles and sound effects.

Figure 6.8 The jingles GarageBand ships with.



Select a genre, and the jingles contained therein are listed below. Double-clicking a jingle will play it for you, so you can decide if it meets your needs. The length is listed in seconds and minutes, so make sure you don't pick a super long jingle.

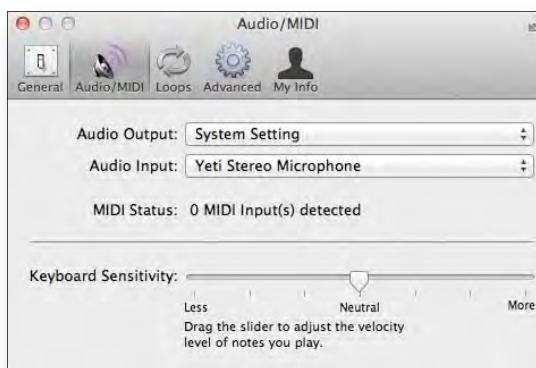
9. Once you're happy with your jingle click and drag it onto the Jingle track (**Figure 6.9**).

Figure 6.9 Adding a jingle to the Jingle track.



10. Before you start recording you need to make sure GarageBand is taking the audio input from the correct source. Go to GarageBand > Preferences and select Audio/MIDI (**Figure 6.10**).

Figure 6.10 Make sure your microphone is set correctly, or your podcast will be very quiet.



11. Click the Audio Input menu and select the correct input (if your microphone isn't listed make sure it is plugged in) (**Figure 6.11**).

Figure 6.11 The Audio Input menu lists all available input sources.



12. Close the preferences.

- •
13. Now you're ready to record. Click either the Male or Female track and then click the red record button at the bottom of GarageBand and say something interesting (**Figure 6.12**).

Figure 6.12 When recording, be sure to click the correct track.



14. Once you're done speaking click the stop button and GarageBand stops recording.

You've just recorded your first podcast!

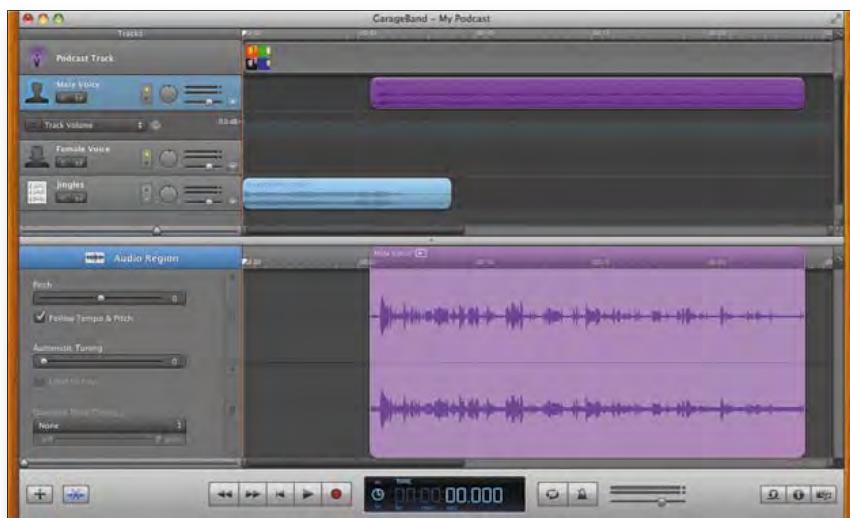
Edit a podcast

Chances are you'll want to edit your podcast. It is up to you how much you want to edit, you can go crazy and edit out every "um" and pause to really tighten up the podcast or you can edit with a lighter touch.

Editing a podcast:

1. Launch GarageBand and load up your podcast.
2. Click the View/Hide Track Editor button to open the Track Editor (**Figure 6.13**). The track editor gives you a sort of exploded look at the track you have selected. In this case I have the male voice track selected because that's where I recorded my audio.

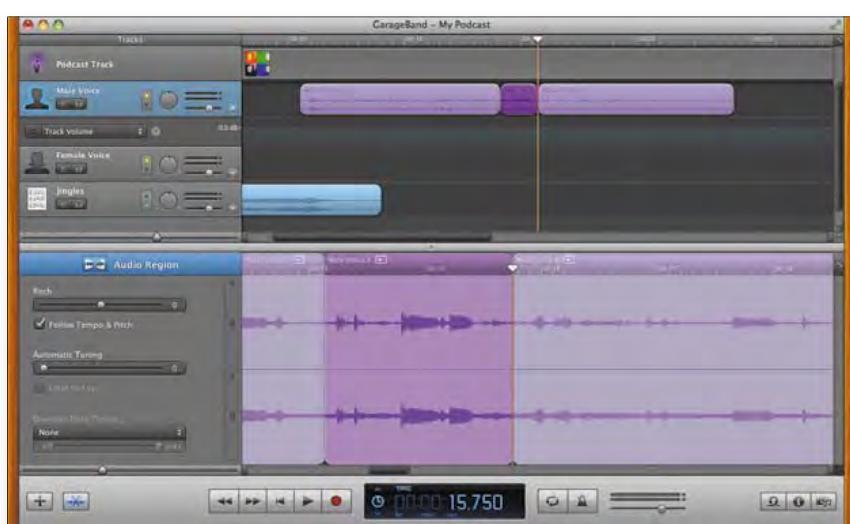
Figure 6.13 The Track Editor lets you see the audio in more detail.



As you can see GarageBand displays your audio as a waveform; the peaks and valleys denote where audio was louder and softer. If you see any huge spikes that just means something particularly loud happened.

3. Click the play button and you'll see the red play head sweep to the right as the audio is played (**Figure 6.14**).

Figure 6.14 Split the audio so you can remove unwanted bits.



- •
- 4. When you identify a part of the audio you want to cut, place the play head right before it and press Command-T. This will split the track into two (see Figure 6.14) where the play head is located.
- 5. Press play again. When you get to the end of the section you want to delete press Command-T again.

Now you have something like you see in Figure 6.14. The track is split into three segments, with the shortest segment containing the audio you want to get rid of. Select it by clicking it, and then press the Delete key. Your selection is deleted, leaving an amount of silence on that track equal to the length of the deleted segment (**Figure 6.15**).

Figure 6.15 Press the Delete key to remove the offending audio.



note

This is a very high level look at the power of GarageBand. There are all sorts of effects and filters you can apply to your tracks to change how they sound in a variety of ways.

- 6. Now that you have this gap, you need to move the two segments next to each other so no one notices the cut. Click and drag one of the segments towards the other. Play it back to make sure the edit works. If it doesn't, continue to tweak it until it isn't noticeable.

Spice up your podcast

I mentioned the Podcast track earlier, but it has a few tricks to share with your listeners. You can use it to add album art, chapters to your podcast, links, and even display images timed to what is happening on the audio track.

Adding album art:

1. Open your GarageBand file.
2. Select the Podcast track.
3. Open the Track Editor by clicking the Track Editor icon (**Figure 6.16**). The icon turns blue when the Track Editor is open, so if the icon is already blue, you don't have to do anything.
4. The Track Editor shows podcast specific settings when the Podcast track is selected (**Figure 6.17**). Just drag an image to the Episode Artwork well to add a cover this podcast.



Figure 6.16 The Track Editor icon.

Figure 6.17 Podcast markers allow you to add chapters.





Figure 6.18
The Artwork Editor lets you resize your podcast's album artwork.

5. Double-click the image to open the Artwork Editor (**Figure 6.18**).
6. Use the slider to zoom in or out, to get just the right look. If you decide you want to go with another picture you can drag it right onto the Artwork Editor and it will replace whatever image is displayed.
7. Click Set, and your podcast artwork is set.

Use Magic Markers

All the other features of the Podcast Track (images, URLs, and chapters) are made possible because of markers. Markers usually come in pairs; the first denotes the start of a section and the second denotes the end.

Adding markers to your podcast:

1. Place the playhead where you want to insert your marker.
2. Click the Add Marker button (**Figure 6.19**).

Figure 6.19 A couple of podcast markers have been added.



That's it. A marker is added and lasts for the entire podcast.

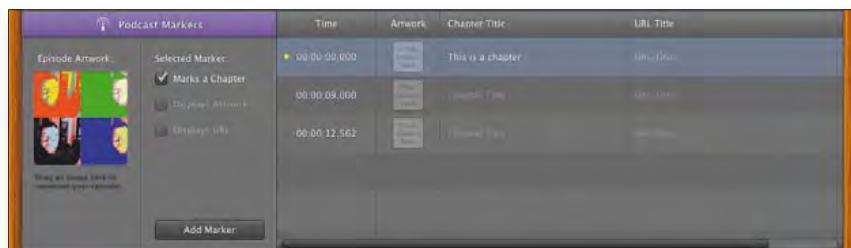
3. To place another marker (and denote the end of this section) just put the playhead at the end of the section and click the Add Marker button.

Transforming those markers into chapter marks, which allow listeners to skip to the start of each chapter much like a DVD, is simple.

4. Select the marker you want to make into a chapter.
5. Click the Chapter Title field of that marker and enter a title.

Adding a title automatically turns that marker into a chapter and checks the Marks a Chapter option (**Figure 6.20**).

Figure 6.20 Convert a podcast marker to a chapter marker by clicking this check box.

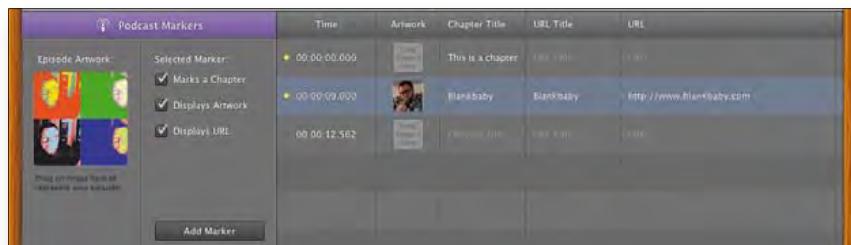


Let's get a little fancier and add an image, a URL, and a chapter title to the next marker.

6. Select the next marker.
7. Click the Chapter Title and add a title.
8. Click the URL title field and add a URL title.
9. Drag an image onto the Artwork section.

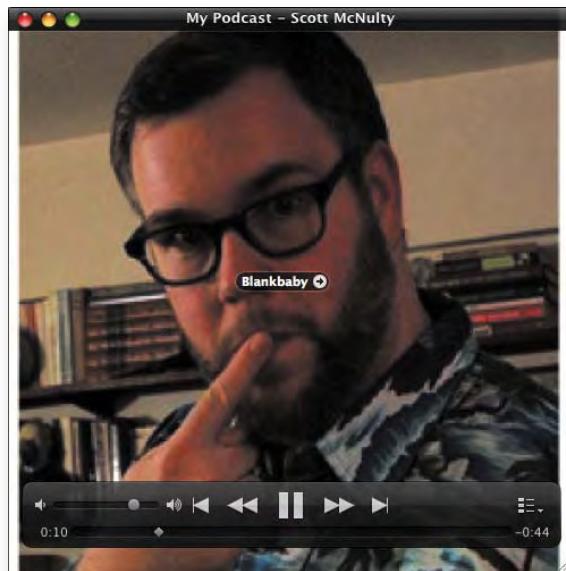
Now you have something that looks like **Figure 6.21**.

Figure 6.21
The selected podcast marker displays artwork (checked) and includes a URL (also checked).



When you export your podcast in AAC format (as opposed to MP3), people listening on supported players (iTunes, iPods, iPhones) will be able to click the URL and see the image when the marked chapter begins (**Figure 6.22**).

Figure 6.22
Attractive artwork for my podcast, which also includes a clickable link.



Export your podcast

Your podcast is ready to share; all you have to do is export it and you'll be ready to post it on your blog. Here's how to export an AAC version of your podcast.

Exporting an AAC version of a podcast:

1. Launch GarageBand and open your podcast project.
2. Select the Share menu (**Figure 6.23**). Here, you have two choices:
 - **Send Podcast to iTunes.** Select this option to add your new podcast file to your iTunes library. The iTunes options slide down (**Figure 6.24**). You can set the name of the iTunes playlist this file will be added to, as well as the Artist, Composer, and Album name.

Figure 6.23 The Share menu contains all your podcast exporting options.



Figure 6.24 Before you can send a podcast to iTunes you get a chance to fill in some information.



Compress Using allows you to choose which encoder you want to use: AAC or MP3. MP3s offer less bells and whistles (chapters, markers with images and URLs are not supported) but play on a wider variety of devices. If you know your audience is going to play this file on an Apple device, select AAC to take advantage of the features; otherwise go with MP3.



Figure 6.25 Audio settings for a variety of typical podcasts allow you to tweak audio settings without being an audio engineer.

Audio Settings have a number of preset options that impact file size and quality (**Figure 6.25**). You can even set custom levels if you wish.

The final option, Publish Podcast, ensures that your artwork is the correct size.

Click Share, and GarageBand mixes your podcast down, exports it, and adds it to iTunes (to the Playlist you set). You can now do with it what you will!

- **Export Podcast to Disk.** If you aren't interested in having iTunes store your podcast, you can just export it to a location of your Mac. Select this option and the Export Podcast to disk options slide down (**Figure 6.26** on the next page).

Figure 6.26 Exporting to disk offers up some other options.



The compression options are the same: AAC or MP3 are the audio settings (see Figure 6.25), but you can't set artist information. You can, however, export the artwork at 300 x 300.

3. Once you click Export GarageBand will ask you where you want to save your podcast (somewhere on your Mac).
4. With a location set, the podcast will be exported and the file will be waiting for you.

Backing Up Project

Difficulty level: Moderate

Additional software: SuperDuper!

Additional hardware: Three external hard disks

Pictures, music, movies, documents... all things you could easily lose if your Mac's hard disk were to die. And guess what? It isn't a matter of if your hard disk is going to die; it is a matter of when.

You need to have a backup strategy that is both comprehensive and easy to maintain. Luckily, Lion ships with a great utility that makes backing up your Mac super easy, and I'm going to show you how to augment it to make your backups even better.



Figure 6.27

Time Machine's icon.

Time Machine

Time Machine is Lion's built-in back up utility (**Figure 6.27**). Time Machine provides what is called a file-level backup, meaning if you delete a file from your Mac's Desktop, you can launch Time Machine and retrieve a copy of the backed-up file.

A couple of things to know about Time Machine:

- It requires a hard disk devoted to it. This drive can be an internal drive (if your Mac supports multiple internal drives) or an external drive.
- You can manually start a Time Machine backup; it runs hourly by default.
- Time Machine keeps as many backups as the space allows, with some caveats. Hourly backups are stored for 24 hours, daily backups are stored for the past month (from when the backups start), and weekly backups are kept until spaces runs out. The oldest weekly backup is deleted first, to make room for new backups.
- Depending on how big a hard disk you're backing up, the initial backup can take quite a while. Subsequent backups will take much less time because Time Machine will only back up files that have been added or changed since the last backup (no need to copy a file that's already been backed up).

Set up Time Machine

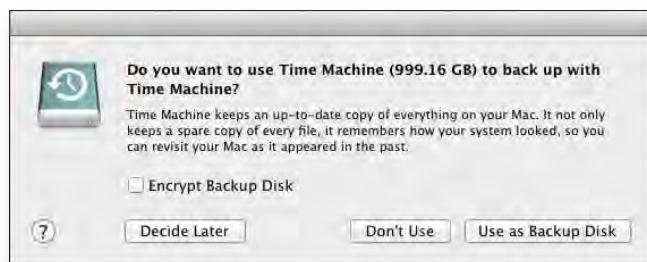
Now that you know the basics of how Time Machine works, let's set it up on your Mac.

Setting up Time Machine:

1. Obtain a hard disk, internal or external, that is as least as big as the drive you're backing up.
2. Connect the Time Machine drive (which is what we're now going to call the drive you procured for step 1) to your Mac.

- •
3. Assuming that you're using an external drive Lion will ask you if you want to use this new drive as a Time Machine backup (**Figure 6.28**).

Figure 6.28 The initial Time Machine dialog appears when you connect an external drive to your Mac.



You have a couple of options right off the bat:

- **Encrypt Backup Disk.** External disks are easy to steal, and since Time Machine copies all your files to this external drive it makes sense to encrypt it. Keep in mind, however, that depending on the size of the disk the encryption process can take a long time.
- **Decide Later.** Don't know? Want some time to think? Time Machine is OK with that.
- **Don't Use.** If you pick Decide Later, every time you attach this disk to your Mac it'll ask if you want to use it as a Time Machine disk. Click the Don't Use button if you have no interest in using this disk for anything Time Machine related.
- **Use as Backup Disk.** If you want to use this disk as a Time Machine disk, click this button.

Since I'm paranoid I'm going to check Encrypt Backup Disk and then Use as Backup Disk.

4. The Time Machine preferences open and ask for a Backup password since I opted to encrypt my disk (**Figure 6.29**). Enter a password you'll remember but is difficult to guess.

Figure 6.29 Assign a password to your Time Machine disk when you enable encryption.



5. Click Encrypt Disk after you've entered a hint and your password twice.

If you decide not to encrypt, just click the Don't Encrypt button and you'll be able to continue setting up Time Machine without encryption.

tip

Click the key icon to access a password generator that can come up with tough passwords that are easy to remember.

Time Machine completes its setup (**Figure 6.30**). If you've enabled encryption Time Machine will prep the disk for encryption before making itself available for backups (though the actual encryption will happen over the course of a few hours while backups run as usual).

Figure 6.30 The main Time Machine interface.

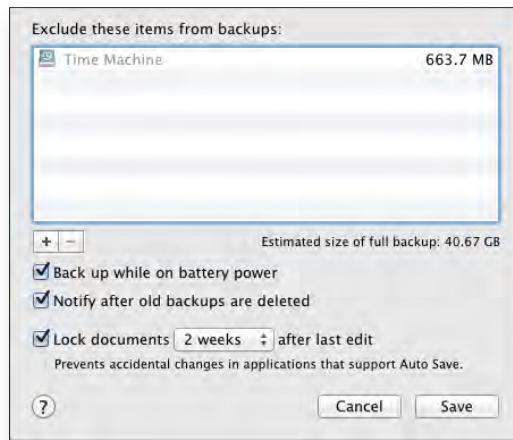


note

You'll need to enter your master password each time you reattach an encrypted Time Machine drive to your Mac.

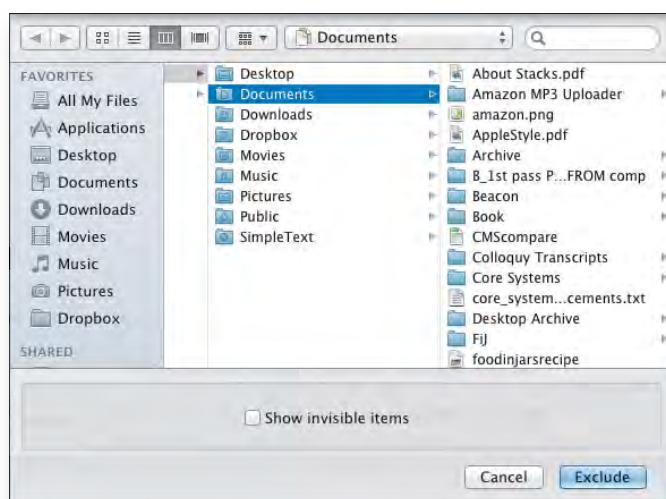
6. Click the Options button in Figure 6.30 to modify some Time Machine settings (**Figure 6.31**).

Figure 6.31 Exclude files and folders from Time Machine backups if you don't care about them.



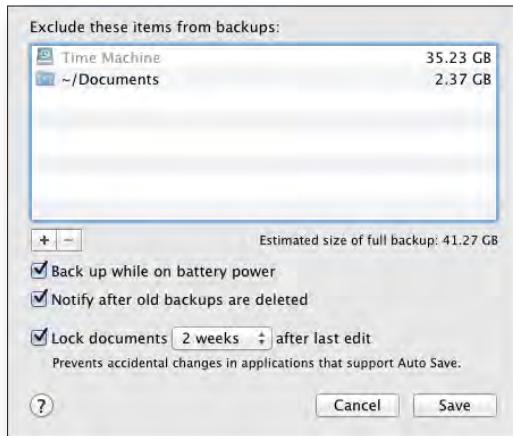
The most prominent setting is the exclusions list. You can tell Time Machine not to back up certain drives or folders by dragging them into this window. You can also add an exclusion by clicking the + icon. This brings up a browser so you can choose what files/folders to exclude (**Figure 6.32**). Show invisible items allows you to see files that Lion usually hides from you.

Figure 6.32 Using the file browser to exclude the Documents folder from Time Machine.



I'm going to go ahead and exclude my Documents folder by selecting it and clicking the Exclude button (**Figure 6.33**). Now the files in my Documents folder will not be backed up by Time Machine.

Figure 6.33 The exclusion window lists the Documents folder now.



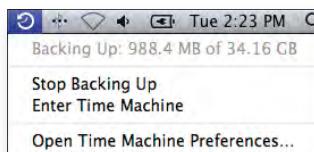
There are a couple more settings here. By default Time Machine will back up your Mac while it is on battery power. Uncheck this if you don't want to use precious battery power on this. If you don't care when older backups are deleted, uncheck that. You can set the period after which documents become locked for Auto saving purposes (see "Use Versions with Time Machine" later in the project for more information about Auto Save).

7. Click Save to save your changes.

By default, a Time Machine menu bar item is added to your menu bar. When Time Machine is backing up your Mac, the icon rotates counterclockwise.

If you click the Time Machine icon a menu appears (**Figure 6.34**). When a backup isn't occurring the first item is Backup Now, however, as you can see in Figure 6.34, when a backup is running you can cancel it by selecting Stop Backing Up.

Figure 6.34
Time Machine's menu bar gives you easy access to Time Machine functions.



The backup's progress is displayed in terms of how much data has been backed up. The numbers update live if you leave the menu open so you can watch the progress. It is also displayed in the Time Machine preferences, which you can open by selecting that menu item.

Restore a deleted folder

Let's say you have a folder called Book in your Documents folder that you mistakenly deleted. Don't panic, here's what you do to recover it.

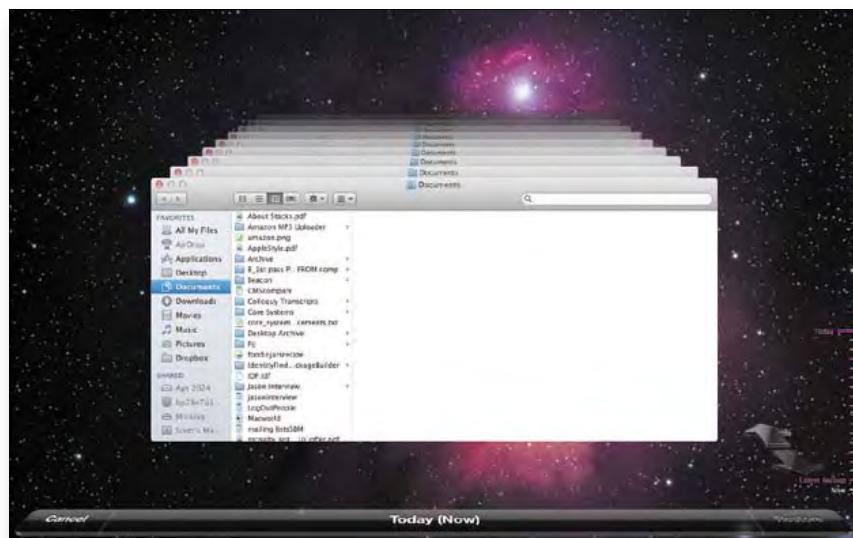
Restoring a deleted folder:

1. Make sure you're in the Documents folder of the Finder (or whatever Finder folder you're trying to restore a file to).
2. Click the Time Machine icon in your menu bar and select Enter Time Machine.

What I think might be the trippiest user interface ever assigned to a backup utility kicks in: Your Desktop drops down and a portal to space with Finder windows marching off to the past appears (**Figure 6.35**).

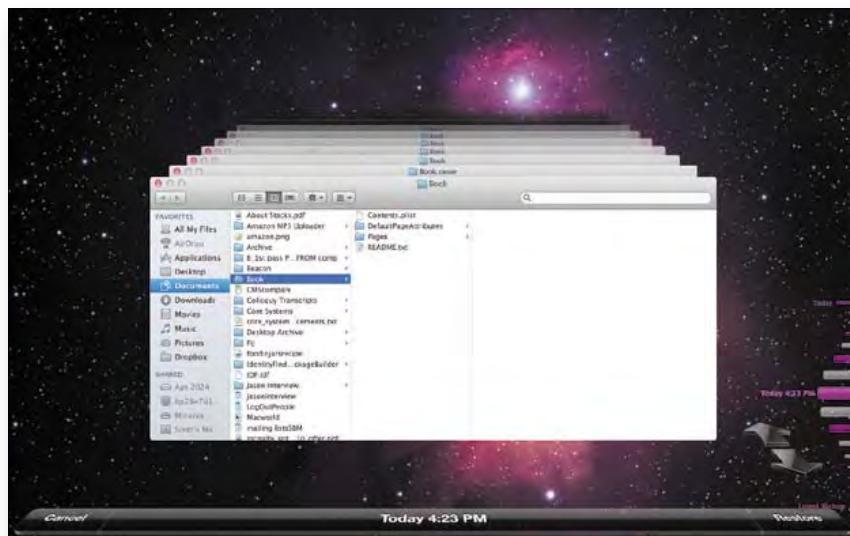
Figure 6.35

Time Machine's restore interface. Far out, man.



- 3. Use the forward and backward arrows at the lower right hand side of the screen to go backwards and forward in time. You can also move your mouse over the lines along the right edge of the screen. They'll expand as you mouse near them, displaying the time at which the backups they represent were taken.
- 4. Go back into time until you see the folder you're after (**Figure 6.36**). The black bar at the bottom of the screen has a Cancel button that exits Time Machine without restoring anything, the date and time of the data you're looking at, and a Restore button.

Figure 6.36 Navigate using the Finder, just as you would normally. Click the Restore button to restore a file or folder.



- 5. Select the folder, or file, to restore.
- 6. Click the Restore button with a selected folder or file from the past, and it will be restored to your Mac.

tip

You can browse to any folder/file in the Finder while you're in Time Machine.

note

Some apps, like Address Book and Mail, have built-in support for Time Machine. When you activate Time Machine with one of those apps selected you'll see that app's windows stretching off into the past. You are able to restore past data (emails, contacts) directly into the app itself.



Restoring your Mac with Time Machine:

If your Time Machine backed up Mac has a startup disk failure, Time Machine can be used to recover to a new disk.

1. Swap in a new disk to replace your failed startup disk.
2. Boot your Mac holding down the Option key, and select Recovery HD from the boot menu. This is the Lion Recovery partition.
3. Once you've booted up in the Lion Recovery Tools, select Restore from Time Machine Backup from the Mac OS X Utilities.

Lion will ask you to point it to the Time Machine backup (make sure it is connected to the Mac), and it'll take care of the rest. Be sure to have a beverage and snack handy; this will take a while.

Use Versions with Time Machine

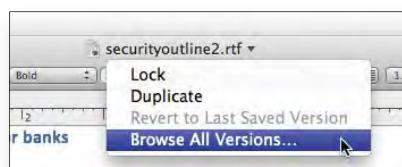
Lion has two new features that are a one-two punch: Auto Save and Versions. Auto Save automatically saves documents every 5 minutes. You don't have to do anything at all, it happens in the background.

Versions keeps track of all the various changes you make to a document and allows you to revert to an older version, much like Time Machine. In fact, in order for Versions to function you must have a Time Machine drive set up. Here's how you use Versions.

Using Versions with Time Machine:

1. Versions is document based, so click the title bar of the document you're working on to reveal the Versions options (**Figure 6.37**).

Figure 6.37
The Versions options on aTextEdit document.



2. Select Browse all Versions and you're taken to the Versions interface (**Figure 6.38**).

Figure 6.38 Versions displays the current document next to older versions.



The current version of the document is displayed on the left, with past versions (pulled from your Time Machine drive) displayed reaching back into the past on the right. Just like in Time Machine, you can use the right edge of the screen to go into past documents and compare them.

3. If you decide you want to revert to one of the older versions, just click Restore, and the current version is replaced with the older version.

Strengthen your backup arsenal

You might be tempted to think that Time Machine is all you need. You would be wrong. Time Machine is great for restoring a few files on demand. What happens in the event that both your computer and Time Machine drive are destroyed? Nothing good, that's for certain! All your data will be gone and sooner or later you're going to miss it.

This is where two concepts can really help to make your backups the envy of nerds everywhere: bootable clones and off-site storage.

Bootable clones sound like something out of science fiction, but they aren't that exciting. A bootable clone of your Mac's startup disk just means it is an exact copy. It is such a close copy, in fact, that you can literally boot (startup) your Mac off the clone and you wouldn't notice any differences. All the files and apps on your old startup disk would be

there, though your Mac's performance might take a hit depending on what type of drive the bootable clone is (some external drives are slower than others).

Why is this any better than a Time Machine backup? A couple of reasons:

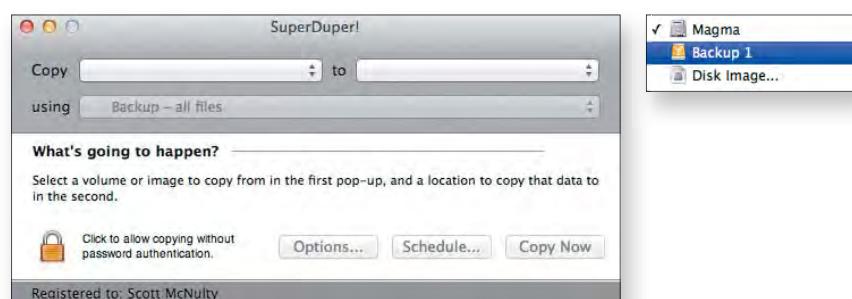
- It is much faster to recover from a failed disk using a cloned hard disk as the source. Recovering an entire Mac from a Time Machine backup can take a lot of time. In many cases you can swap out a bootable cloned drive for your failed drive (physically) and lose little more than a few minutes. You can even use your Time Machine backup to recover any files that were created between the time the clone was created and the crash happened.
- Cloning a drive is a finite task. The disk is copied as it was at that moment. Unlike the Time Machine drive this backup doesn't update automatically, so you don't have to keep it connected to your Mac. This means you can store it in a separate location (more on this in a moment).

Creating a bootable clone of your Mac's startup drive:

1. Download a copy of SuperDuper! from www.shirt-pocket.com/SuperDuper/.
2. Install and launch SuperDuper! (**Figure 6.39**). SuperDuper! makes creating a bootable clone as easy as finishing a sentence. Just select the drive you want to copy from the left hand menu (**Figure 6.40**) and select the drive you want to copy to on the right (the disks listed will be the same).

Figure 6.39
SuperDuper!'s main interface.

Figure 6.40 Select the hard disk you want to copy, and copy to.

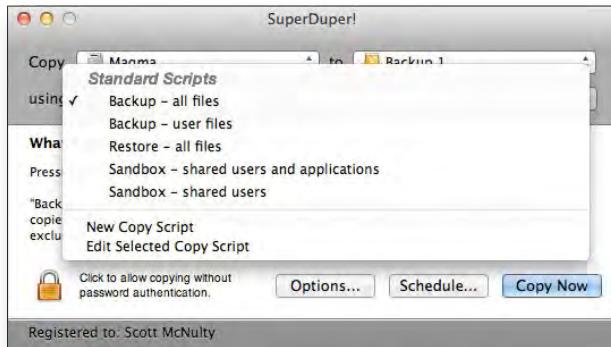


Magma is the name of my Mac's disk that I want to copy to Backup 1, so I make those selections.

3. From the Using menu select Backup - all files (**Figure 6.41**).

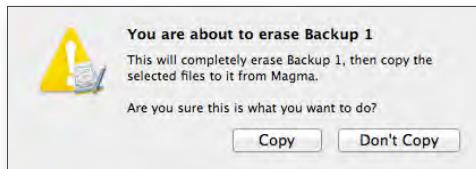
Figure 6.41

SuperDuper! Can back up your files in a variety of ways. We're interested in Backup - all files.



4. Click the padlock and enter an admin username and password, so you won't be prompted for one during the copying process.
5. Click Copy Now and carefully read the warning that appears (**Figure 6.42**). You are about to completely erase one disk and copy the contents of another onto it. Make sure you have the right disk in the right place.

Figure 6.42 Before SuperDuper! Erases the destination disk it warns you. Be sure you have the right disk!

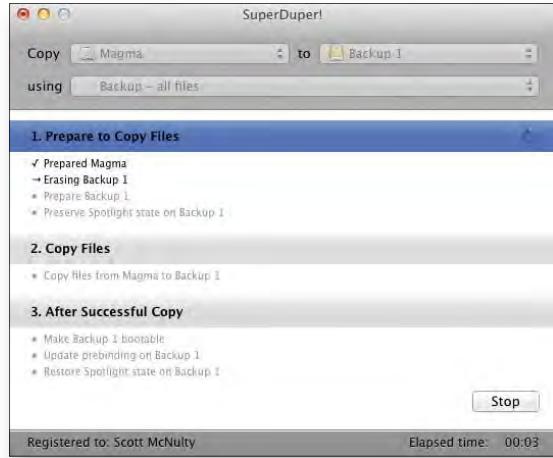


6. Click Copy when you're certain the correct disk is being erased.

SuperDuper! erases the target disk and copies the contents of the source disk (**Figure 6.43** on the next page). Copy time will vary depending on the speed of both drives, the speed of the connection, what you're doing on your Mac at the time, and other factors.

• •

Figure 6.43 You can watch the progress of SuperDuper! creating your clone.

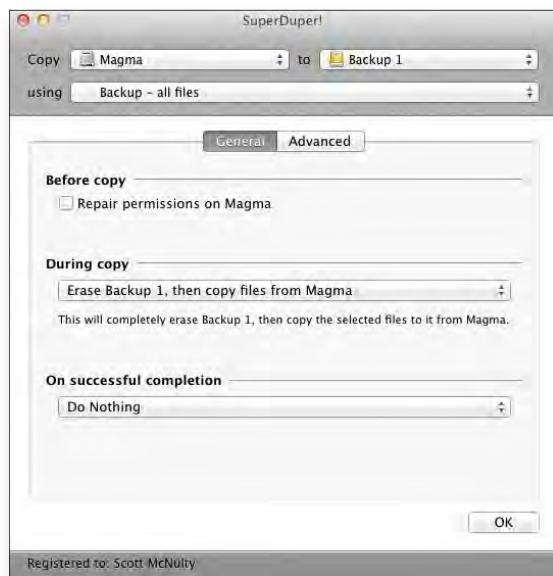


Once the copying completes you're the proud owner of a bootable clone of your startup disk.

Updating your clone:

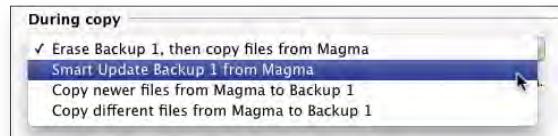
1. Connect the clone to your Mac.
2. Launch SuperDuper!, and set the source to your Mac's startup drive and the target to the previously cloned drive.
3. Click the Options button (**Figure 6.44**).

Figure 6.44
General settings for
SuperDuper!'s backup
routine.



4. Click the During copy menu and select Smart Update. This will copy over only new and changed files to your backup disk, saving time (**Figure 6.45**).

Figure 6.45 Smart Update only copies new files to your clone, making updating much faster.



5. Click OK, which takes you back to the main SuperDuper! window.
6. Click Schedule.

Here you can schedule SuperDuper! backups (**Figure 6.46**).

Figure 6.46 A schedule can be created to automatically clone a drive either at a set date/time or whenever you connect a particular disk.

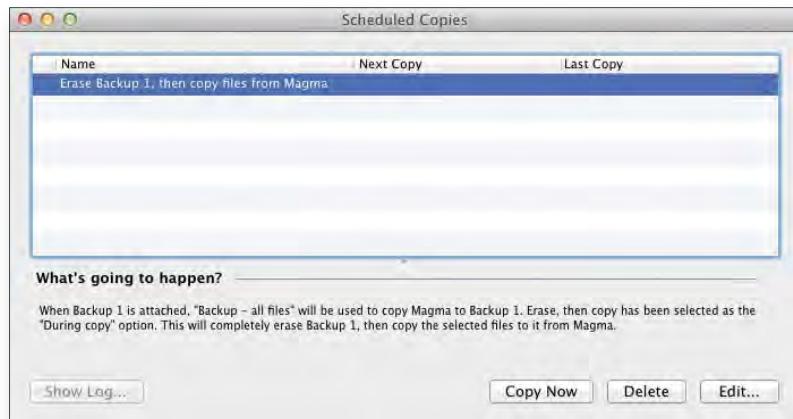


7. Uncheck On the following schedule since we aren't making a time-based schedule.
8. Check When you connect Backup 1 (this will be your hard disk's name) to your Macintosh.

- •
- 9. Click OK.

Your schedule has been added to SuperDuper! (**Figure 6.47**) Now every time you connect this hard disk to your Mac, SuperDuper! will launch and update the clone.

Figure 6.47
The scheduled copies window.



Create a backup strategy

Here's what you need to do in order to have a rock-solid backup strategy.

Creating a backup strategy:

1. Buy one large external disk for your Time Machine backup and two identical hard disks to clone your startup disk onto.
2. Set up Time Machine and just leave it be (make sure the hard disk is attached to your Mac most of the time).
3. Set up SuperDuper! scheduled clones to both external hard disks, following the steps in the previous section.
4. Since you have two clones, keep one clone at a remote location (work, your parents' house, a safe-deposit box) and the other at your home. Swap them out every week or so.

Now you have a cloned disk with your startup disk in a safe place, never much more than a week out of date and Time Machine running for file restores.

Sign PDFs Without Printing Them Project

Difficulty level: Easy

Additional software: None

Additional hardware: Webcam

With the proliferation of PDF documents in the legal field, it isn't unusual for someone to email me a PDF file that requires my signature.

When this happened, in the past, I would print out the document, sign it, and then either fax it back to the person or scan it and email it.

Lion can save you some steps by keeping a digital version of your signature on hand, which you can insert into documents. Just save the document with your signature inserted and email it off.

Capture your signature

The first thing you need to do is capture your signature, using a webcam connected to your Mac.



Figure 6.48

Preview's icon.

Capturing your signature:

1. Get a piece of paper, and write your signature on it. I recommend using a Sharpie or pen with a nice thick line (it shows up better on camera).
2. Launch Preview (**Figure 6.48**).
3. Open the preferences by going to Preview > Preferences.

- •
- 4. Click the Signatures section (**Figure 6.49**).

Figure 6.49

The Signatures section of the Preview preferences.



- 5. If you haven't created a signature before, all you can do is click the Create Signature button.

The Signature Capture window appears (**Figure 6.50**).

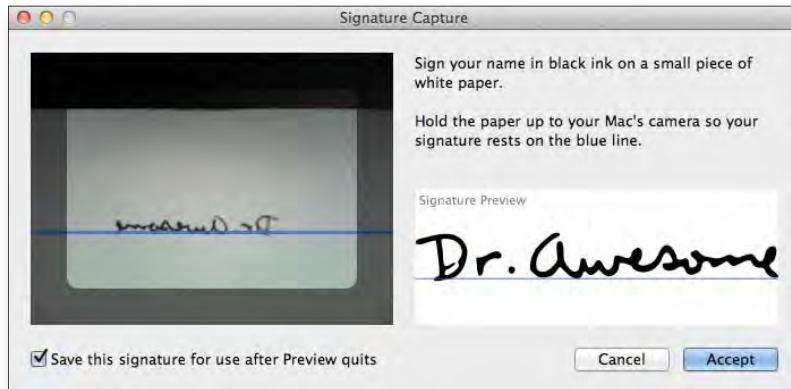
Figure 6.50

The Signature Capture window uses a web-camera to scan your signature.



6. Grab that piece of paper with your signature on it, and line up your signature with the blue line on the Signature Capture window (**Figure 6.51**).

Figure 6.51 My alter ego's signature shows up nicely in the signature preview area.



7. Once you're happy with the signature in the Signature Preview, click Accept.

You're taken back to the Signatures section of the preferences; only your newly created signature is now listed (**Figure 6.52**).

Figure 6.52 A signature saved, so you can use it again and again.



8. You can add more signatures by clicking the + and capturing them in the same way detailed above.

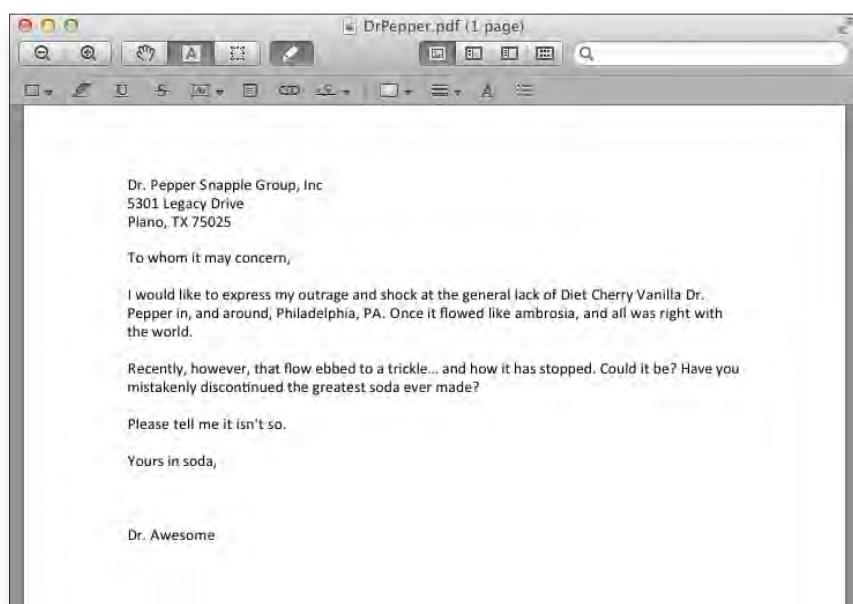
Insert your signature

You have a signature stored in Preview; now you just need to insert it into a PDF of your choice.

Inserting your signature:

1. Open the PDF that requires your signature (**Figure 6.53**).

Figure 6.53 A very important letter in need of a signature opened in Preview.



2. Click the Annotate icon on the toolbar (the one that looks like a pencil) (**Figure 6.54**).

A second row of icons appears, including a signature icon.

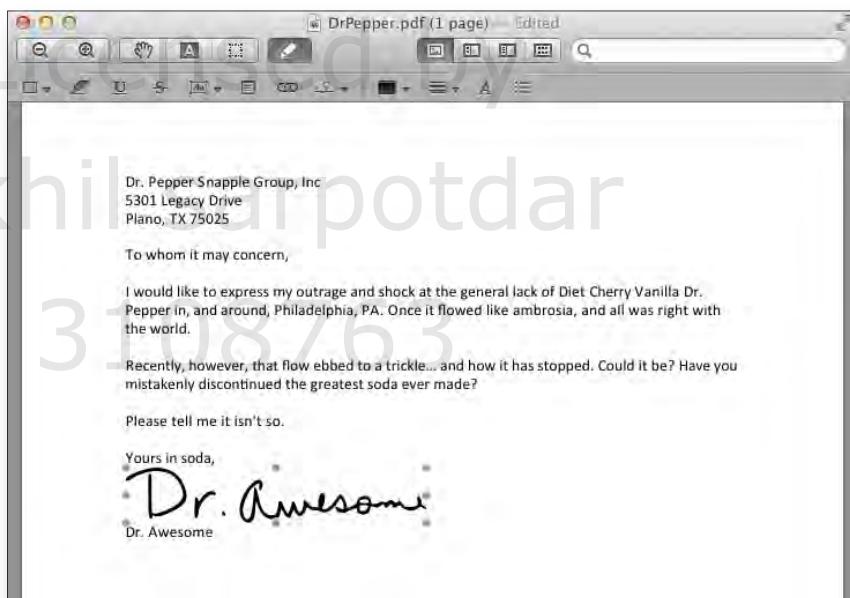
Figure 6.54 The annotate tool's signature options.



- 3. Click the signature icon (an S on a line with an x next to it) to view the list of available signatures.
- 4. Click the signature you want to use, and your cursor will turn into a cross.
- 5. Click the area you want to insert the signature into, and drag to make the signature the size you want (**Figure 6.55**).

Figure 6.55

Click where you want your signature to appear and insert it using the Annotate tool signature option.



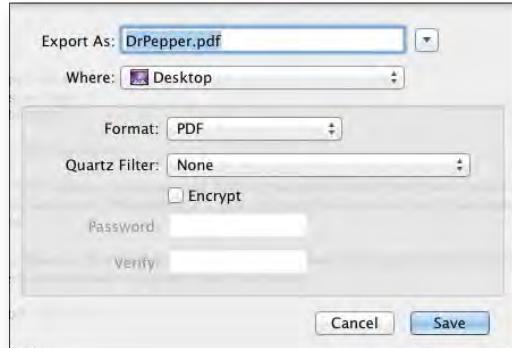
- 6. To resize the signature just click one of the grey dots and drag. Click and drag on the signature to reposition it within the document.

tip

To delete a signature just click it and press Delete.

- •
- 7. Once you're happy with the signature, go to File > Export and export this as a new PDF so no one can tamper with the signature you just added (**Figure 6.56**).

Figure 6.56 Export the PDF; your signature can't be changed.



note

This feature requires you to have a webcam attached to your Mac to function.

Index

Symbols

- + (plus icon)
 - for accessing search-attributes manager, 7
 - in Mission Control, 183

A

- AAC format, exporting podcasts in, 198–200
- abbreviations (snippets), 177
- Accessing Your Mac Away from Home Project, 68–82
 - Back to My Mac, using, 72–74
 - over a modem, 68–72
 - router-connected Macs. See sharing with router-connected Macs
- Advertise Globally Using Bonjour option, 78
- AirPort Utility, 75–76, 80
- albums
 - adding photos to, 140
 - album art, adding to podcasts, 195–196
- alignment, fixing (photos), 130–132
- All My Files folder, 6
- All Slides section (slideshows), 144
- Annotate tool, 218, 219
- Apple
 - Apple Remote Desktop, 77–78
 - AppleScript, 176
 - iWeb tool, 147
 - NeXTSTEP and, 4
- applications. *See also* Installing Applications Project
 - application-specific printer settings, 23
 - disk images and, 41–42
 - full-screen, 180, 181–183
 - launching with Spotlight, 16

- Arrangement icon (Finder), 4–5
- articles
 - reading, 168–169
 - sending to Instapaper, 171
 - style of, 168, 171
- artwork
 - adding to iTunes, 117, 119
 - adding to podcasts, 195–196, 197
 - display of apart from Macs, 124
 - modifying, 122
- Artwork Editor (GarageBand), 196
- aspect ratio (slideshows), setting, 144
- audio, DVD settings for, 107–108
- Audio Podcasting Project, 186–200
 - album art, adding, 195–196
 - editing, 192–195
 - exporting, 198–200
 - markers, 196–198
 - recording, 187–192
 - tips for, 186–187
- Auto Save, 208
- AutoCorrect (TextExpander), 178

B

- Back to My Mac, 72–74
- Backing Up Project, 200–214
 - backup strategies, creating, 214
 - folders, restoring, 206–208
 - off-site storage, 209
 - Time Machine, 201–206
 - Versions, 208–209
- Bandwidth Change Settings button (Dropbox), 93
- batteries, backups and, 205

blogs
adding to Web sites, 154
settings, 154-156
subscribing to, 166

bootable clones. *See also* Backing Up Project
cloning startup drives, 210-212
updating, 212-214
breadcrumb trails, defined, 151
brightness and contrast, improving (photos), 133-134
buddy lists (iChat), 48-49
Butler, downloading, 42

C

cancelling
backups, 205
encoding, 115-116
case sensitivity (snippet abbreviations), 177
chapters
encoding DVDs and, 113-114
markers (podcasts), 197
naming (DVDs), 109
clones, bootable. *See also* Backing Up Project
cloning startup drives, 210-212
updating, 212-214
contrast, fixing (photos), 133-134
Copy Link, 35
copying
Clipboard and, 66
Copy Public Link window, 100
DVDs, 102-105
iTunes folder, 125
TV shows to iTunes, 116-119
Create a Family Web Site Project, 147-161
content, adding, 152-153
page settings, 154-156
pages, adding, 151-152
publishing, 159-161
site setup, 148-152
themes, adding, 157-159
customizing
HandBrake with presets, 106-107
photo presets, 136
shared screens, 66-67

D

Dashboard, 182, 183
date, filter searches using, 18-19
deleting
audio sections from podcasts, 193-194
custom printer presets, 27
Desktop
Apple Remote Desktop, 77-78
creating extra (Mission Control), 183
switching to full-screen apps, 181
detail page (Mac App Store), 36
Detail view (iTunes), 119
details, adding to TV shows in iTunes, 119-123
discs
cloning and, 210-211
encryption of, 202, 203
exporting podcasts to, 199-200
external for backups, 214
size required for Time Machine, 201
disk images, downloading, 41-42
Dock
Dock icon (HandBrake), 111
Finder icon in, 2
iTunes Dock icon, 116
document sharing, iChat Theater for, 52-55
downloading
disk images, 41-42
Download Rate (Dropbox), 93
Dropbox, 83-84
Heltweetica, 32-34
drives
creating clones of, 210-212
moving iTunes Library to external drives, 125-127
Dropbox
acquiring and setting up, 83-89
basics of, 83
configuring, 91-94
navigating, 90-91
Public folder, 99-100
using on the Web, 94-99
duplex printing, 21, 25

E

editing

- Media Editor (RapidWeaver), 153
- podcasts, 192-195
- slideshows, 141-145

effects

- iPhoto, 133-134
- sound effects (GarageBand), 189

email

- emailing PDFs, 29
- on Web sites, 150, 151

encoding. *See also* Encode Entire Seasons of TV Shows Project

- cancelling, 115-116
- defined, 102

Encode Entire Seasons of TV Shows Project, 112-115

encryption of backup disks, 202, 203

Energy Saver preferences, 82

exporting

- photos, 137
- podcasts, 198-200
- signature PDFs, 220
- slideshows, 145-146

external storage, moving iTunes Library to, 125-127

F

feedreaders, defined, 164

feeds

- adding, 165-167
- deleting, 167
- managing, 164-165
- reading, 167-169
- refreshing, 170

files. *See also* Accessing Your Mac Away from Home Project

- accessing remotely, 63-65
- file-kind filters in Spotlight, 17
- remote syncing. *See* Syncing Files Across Macs Project
- sharing in Dropbox Public folder, 99-100
- sharing in iChat Theater, 53, 55
- turning on File Sharing, 61-62
- working with on Dropbox Web site, 95-97

filters

- HandBrake, 110
- Spotlight filters, setting, 16-19

Finder, 2-6

- basics of, 2
- files, arranging in Finder window, 4-6
- files, viewing in Finder window, 2-4
- Finder view icons, 3
- folders with remote access and, 64
- restoring folders and, 206
- search tokens, 11

Flare

- basics of, 130
- custom presets, creating in, 135-138
- Snapshots, 138

folders

- folder invitations (Dropbox), 97-99
- remote access and, 63-65
- restoring, 206-208
- syncing with Dropbox, 88
- working with on Dropbox Web site, 95-96

font size in feeds, 171

“Four on a page” printer preset, creating, 25-27

FTP

- FTP bookmarks, creating, 149
- publishing to FTP, 159-161

full-screen mode

- basics of, 179-181

- Mission Control and, 182

G

GarageBand

- album art, adding to podcasts with, 195-196
- editing podcasts with, 192-194
- main window, 189-190
- recording podcasts with, 187-192
- Get Your TV Shows and Movies into iTunes Project, 115-124
- adding TV series, 115-119
- details, adding, 119-123
- places for possible display of, 124

**H**

HandBrake
customizing, 106–107
DVDs, encoding with, 102–105
previewing video output, 109–111
video, encoding, 111
headers settings (Web sites), 155
Heltweetica, 32–34

I

iCloud, 72
icons
Add to Queue icon, 113
Arrangement icon (Finder), 4–5
black-and-white menu bar icons, 92
Categories icon (Mac App Store), 31
Dock icon (HandBrake), 111
Energy Saver icon, 82
Finder view icons, 3
Mission Control icon, 182
showing available app updates, 36, 37
Slideshow editor, 142
image effect previews, 134

importing

files into iTunes, 116–119
premade snippets, 178

Info tab (iTunes), 117

Info window (iTunes), 120

Installing Applications Project, 30–42

downloading disk images, 41–42
Mac App Store and. See Mac App Store
non-Mac App Store apps, acquiring, 39–41

Instapaper, 171

iPhoto. See also Make Your Photos Better Project;
Make a Vacation Slideshow That Doesn't Suck
Project
sharing photos, 53, 55

iTunes. See also Get Your TV Shows and Movies into
iTunes Project

exporting podcasts to, 198–199
playing slideshows in, 146

iTunes Library

adding PDFs to, 29
copying TV shows to, 116
moving, 124–127
iWeb, 147

J

jingles, adding to podcasts, 189–191
Jobs, Steve, 4

L

LAN (local area network) sync, 92
launching
Safari with Spotlight, 16
Spotlight, 12
layering effects (iPhoto), 134
Limiting Distractions Project, 179–183
full-screen mode, 179–181
Mission Control, 182–183
local networks. See Sharing Screens and Files over a
Home Network Project
login, remote Screen Sharing and, 59–60, 65, 71
Loop icon (GarageBand), 189
Lyrics tab (iTunes), 122

M

Mac

accessing. See Accessing Your Mac Away from
Home Project

Back to My Mac, 72–74

restoring with Time Machine, 208

router-connected. See sharing with router-
connected Macs

syncing files. See Syncing Files Across Macs Project

Mac App Store, 30–39

acquiring apps, 31–35
basics of, 30–31
benefits of, 39
detail page, 36
updating apps, 36–39

MacUpdate, 40

Macworld, 40

- •
- Make a Vacation Slideshow That Doesn't Suck Project, 139-146
 - creating, 139-141
 - editing, 141-145
 - music, 143-144
 - sharing, 145-146
 - themes, 143
 - titles, 143
- Make Your Photos Better Project
 - Flare basics, 130, 135-138
 - Flare Snapshots, 138
 - image effect previews, 134
 - layering, 134
 - red-eye, orientation, and alignment, 130-132
 - tone and saturation, 133-134
- Managing Your Files Project, 2-11
 - arranging in Finder window, 4-6
 - viewing in Finder window, 2-4
- markers, adding to podcasts, 196-198
- Mastering Spotlight Project, 12-19
 - applications, launching with, 16
 - basics of, 2, 12
 - filters, setting, 16-19
 - preferences, setting, 14-15
 - searching with, 12-13
 - System Preferences, finding with, 19
 - working with results, 13-14
- math calculations, 16
- Media Editor (RapidWeaver), 153
- Media Kind pop-up menu, 118
- metadata from TV shows, adding to iTunes, 115-119
- microphones, podcasts and, 187, 191
- Mission Control, 182-183
- MobileMe, 72
 - modems, accessing at a distance and, 68-72
- Move Your iTunes Library Project, 124-127
- movies. *See also* Get Your TV Shows and Movies into iTunes Project
 - movie galleries, adding to Web sites, 154
 - in slideshows, 140
 - of slideshows, 142
 - slideshows, exporting as, 145-146
- moving
 - iTunes Library project, 124-127
 - TV shows to iTunes, 116-119
- MP3s
 - encoding, 199
 - exporting podcasts and, 199
 - searching for with Spotlight, 18
- Multiple Item Information window (iTunes), 116-117
- music
 - adding to slideshows, 143-144
 - searching for with Spotlight, 18
- N**
- NetNewsWire Lite
 - adding feeds to, 164-165
 - making default newsreader, 171-172
 - managing feeds with, 164-165
 - reading feeds with, 167-169
 - subscribing to blogs in, 166
- NeXTSTEP, 4
- O**
- off-site storage, 209
- orientation
 - of paper for printing, 23, 25
 - of photos, fixing, 130-131
- P**
- Page Inspector (RapidWeaver), 154-155, 156
- pages, Web
 - adding to sites, 151-152
 - settings, 154-156
 - welcome pages, adding, 152-153
- passwords
 - for disk backups, 202-204
 - password generators, 203
 - Screen Sharing and (iChat Theater), 60
- PDFs
 - emailing, 29
 - PDF filter in Spotlight, 17
 - printing, 28, 29
 - sharing with iChat Theater, 53
 - Smart Folders and, 8-9

Picture Settings panel, 110
 pictures. *See also* Make Your Photos Better Project
 inserting into snippets, 176
 plug-ins, allowing (NetNewsWire Lite), 170
 plus icon (+)
 for accessing search-attributes manager, 7
 in Mission Control, 183
 podcasting. *See* Audio Podcasting Project
 port mappings, creating in Time Capsule, 75-79
 preferences
 Dropbox, 91-94
 Spotlight preferences, setting, 14-15
 System Preferences, finding in Spotlight, 19
 presets
 creating custom (Flare), 135-138
 customizing HandBrake with, 106-107
 printer presets, 22, 25-27
 previews
 in Finder windows, 3
 image effect previews, 134
 page previews (RapidWeaver), 153
 PDFs, 29
 previewing themes (RapidWeaver), 158-159
 Spotlight, 14
 video output (HandBrake), 109-111
 printer setup, 20
 printing. *See* Saving Yourself Some Paper Project
 Privacy tab, Spotlight and, 15
 Public folder (Dropbox), 99-100
 publishing Web sites, 159-161

Q

Queue, 112-115
 Quick Fixes (iPhoto), 131
 QuickLook, File Sharing and, 53
 QuickTime movies, exporting slideshows as, 145-146

R

RapidWeaver. *See also* Create a Family Web Site Project
 basics of, 147
 reading feeds, 167-169
 Really Simply Syndication (RSS), 164. *See also* feeds

recording podcasts, 187-192
 red-eye, fixing, 130-132
 Registered User radio button, 64
 remote access
 to files, 63-65
 keeping Macs awake for, 82
 to screens, 65-67
 restoring
 folders, 206-208
 Mac with Time Machine, 208
 rotation of photos, 130-131
 routers, 74. *See also* sharing with router-connected Macs
 RSS (Really Simply Syndication), 164. *See also* feeds

S

Safari
 as default newsreader, 171-172
 full-screen mode in, 180
 launching with Spotlight, 16
 saturation, fixing (iPhoto), 133-134
 saving
 paper. *See* Saving Yourself Some Paper Project
 PDFs and, 29
 photos, 138
 podcast files, 188
 Smart Folders, 9
 Saving Yourself Some Paper Project, 20-29
 basics of, 20
 PDF print options, 29
 print options, 21-23
 printing presets, 25-27
 printing with less paper, 24-25
 printing without paper, 27-28
 scaling, turning off, 67
 Screen Sharing. *See also* Sharing Screens and Files over a Home Network Project
 Back to My Mac and, 72-74
 with iChat, 49-52
 with iChat Theater, 52-55
 modem connected Macs and, 68-71
 with router-connected Macs, 79-81
 screen shots (Mac App Store), 36

- scripts, defined, 176
- searches. *See also* Mastering Spotlight Project
 - Mac App Store, 32
 - search criteria, 10
 - search tokens, 11
 - Smart Folders and, 7
 - security, virtual, 67
 - sharing
 - documents, 52-55
 - files. *See* Accessing Your Mac Away from Home Project
 - photos, 55
 - screens. *See* Sharing Screens and Files over a Home Network Project
 - slideshows, 145-146
 - Sharing Screens and Files over a Home Network Project, 56-68
 - File Sharing, 61-62
 - files, accessing remotely, 63-65
 - Screen Sharing, 56-61
 - screens, accessing remotely, 65-67
 - sharing with router-connected Macs, 74-82
 - basics of, 74
 - keeping Macs awake, 82
 - port mappings, creating in Time Capsule, 75-79
 - Screen Sharing and, 79-81
 - shell scripts, 176
 - sidebar text on Web sites, 155
 - Sign PDFs without Printing Them Project, 215-220
 - capturing signatures, 215-218
 - inserting signatures, 218-220
 - signatures
 - capturing, 215-218
 - inserting, 218-220
 - signing PDFs. *See* Sign PDFs without Printing Them Project
 - Smart Folders, 6-10
 - basics of, 6-7
 - creating, 7-9
 - search criteria, 10
 - Smart Update (SuperDuper!), 213
 - Smile on My Mac, 173
 - snapshots. *See* Make Your Photos Better Project
 - Snapshots (Flare), setting, 138
 - snippets
 - adding premade, 177-178
 - creating, 175-177
 - defined, 173
 - groups and grouping, 174, 178
 - songs, added to slideshows, 143-144
 - Sorting tab (iTunes), 118, 121
 - sound effects (GarageBand), 189
 - Source list (iTunes), 123
 - startup (Dropbox), 92
 - startup drives, cloning, 212-214
 - Staying on Top of the News Project, 164-172
 - feeds, adding, 165-167
 - feeds, basics, 164
 - feeds, managing, 164-165
 - feeds, reading, 167-169
 - NetNewsWire Lite as default reader, 171-173
 - NetNewsWire Lite, configuring, 170-171
 - RSS basics, 164
 - storage
 - moving iTunes Library to external storage, 125-127
 - off-site storage, 209
 - storage size (Dropbox), 86
 - style
 - Article Style (feeds), 168
 - Styled Text pages, 152
 - styling Web sites, 156
 - of text for snippets, 176
 - subtitles, settings for, 108
 - Summary tab (iTunes), 122-123
 - SuperDuper!
 - backup strategies and, 214
 - clones, creating with, 210-212
 - clones, updating with, 212-214
 - Syncing Files Across Macs Project, 83-100
 - Dropbox, acquiring and setting up, 83-89
 - Dropbox, configuring, 91-94
 - Dropbox, navigating, 90-91
 - Dropbox, using on the Web, 94-99
 - Dropbox Public folder, 99-100
 - selective syncing, 89
 - System Preferences, finding with Spotlight, 19

T

Tech-Supporting Your Parents Project, 45–55
 adding to buddy lists, 48–49
 iChat Theater for document sharing, 52–55
 Screen Sharing, 49–52
 setup, 45–48
 Tell a Friend option, 35
 template options for Web sites, 151
 text
 adding to slideshows, 142
 style for snippets, 176
 themes
 slideshows, 142
 Web sites, 157–159
 This Slide settings, 144, 145
 Throw Away Your DVDs Project, 102–111
 copying DVDs, 102–105
 HandBrake, customizing with presets, 106–107
 HandBrake general settings, 107–109
 previewing video output, 109–111
 video, encoding, 111
 VLC, 105
 Time Capsule
 defined, 58
 creating port mappings in, 75–79
 Time Machine, 201–206
 Title pop-up menu (HandBrake), 104
 titles, slideshows, 141
 tokens, search, 11
 tone, fixing (iPhoto), 133–134
 Track Editor (GarageBand), 192–193, 195
 trackpad, finding preferences, 19
 TUAW, 40
 Type Less Project, 173–178
 acquiring TextExpander, 173–174
 newsletter, 174
 snippets, adding premade, 177–178
 snippets, creating, 175–177

U

updating
 apps, 36–39
 bootable clones, 212–214
 USB audio mixers, 187
 USB microphones, 187
 users, remote login and, 59–60

V

Versions, using with Time Machine, 208–209
 Video tab (iTunes), 117, 120–121
 videos. See Throw Away Your DVDs Project
 views
 Finder, 3–4
 full-screen mode, 179–181
 virtual security, 67
 VLC, HandBrake and, 105
 vnc:// prefix, 70
 voices, recording with GarageBand, 189
 VoodooPad, 40–41

W

Web
 searches, Spotlight and, 16
 using Dropbox on, 94–99
 Web pages
 adding to sites, 151–152
 settings, 154–156
 sharing, 53
 welcome pages, adding, 152–153
 Web sites for downloading
 HandBrake, 103
 Heltweetica, 34
 SuperDuper!, 210
 TextExpander, 173
 VoodooPad, 40



- Web sites for further information
Apple, 40
Flare, 135
Mac apps, 40
RealMac Software, 147
Web sites, Screen Sharing and (iChat Theater), 52-55
- webcams, for capturing signatures, 215, 216, 220
welcome pages, adding, 152-153
Where section (iTunes), 126-127
wizards
Advanced Setup wizard (Dropbox), 86-87
Dropbox Setup wizard, 84-86

Licensed by
nikhil sarpotdar
3108763



WATCH
READ
CREATE

Meet Creative Edge.

A new resource of unlimited books, videos and tutorials for creatives from the world's leading experts.

Creative Edge is your one stop for inspiration, answers to technical questions and ways to stay at the top of your game so you can focus on what you do best—being creative.

All for only \$24.99 per month for access—any day any time you need it.

creative
edge

peachpit.com/creativeedge