

Maria's Guide to

What's New in Tiger

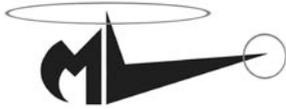


by Maria Langer

Maria's Guide to **What's New in Tiger**

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Colophon

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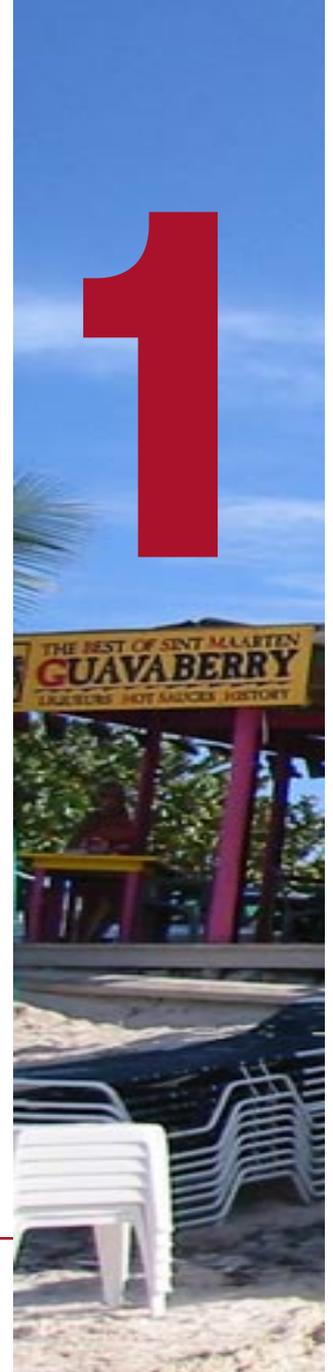
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Introduction

You've probably heard a lot about Mac OS X 10.4 "Tiger." After all, Apple has been talking about it for months, showing off its great new features at trade shows and on the Apple Web site. When Tiger was ready for release, Apple started a countdown right on the Apple Web site's home page. Then, at 6:00 PM sharp on Friday, April 29, 2005, the doors to Apple Stores opened and Tiger was on the shelves.

I was fortunate enough to be one of very few authors who received pre-release versions of Tiger as it was being developed. When Apple announced Tiger's release date, my book, *Mac OS X 10.4 Tiger: Visual QuickStart Guide* went to the printer. And, on April 29, my book was one of the few Tiger books on Apple Store shelves, ready to help Tiger buyers get the most out of Mac OS X.

1



Get Excited

I started working with Tiger early in 2005 and was soon very excited about it. No doubt about it—Tiger is the best update to Mac OS X so far. I couldn't wait to get the release version so I could install it on my production Mac and use it every day.

What's new: the obvious

Apple made a lot of noise about some of Tiger's new features:

- ▶ **Spotlight**, the new and improved searching feature, is lightning fast, powerful, extendable, and available throughout Mac OS X.
- ▶ **Dashboard** puts a wide variety of tiny and useful applications called **widgets** at your fingertips when you need them.
- ▶ **Automator** makes it possible to automate repetitive tasks without being a programmer.

These are the cool features, the ones that look good in demos and help convince Mac OS X users to upgrade.

But wait! There's more!

Mac OS X 10.4 Tiger includes other features that weren't so widely advertised but are just as likely to make Mac OS users want to upgrade:

- ▶ **Finder** includes three new commands: **Smart Folders** enables you to automatically organize files and other items in the Finder, **Burn Folders** help you organize items to be burned onto a CD or DVD disc, and **Print** makes it possible to print selected documents from the Finder.

- ▶ **Family Controls**, which is also referred to as **Parental Controls**, make it possible to limit the access for a user account.
- ▶ **.Mac Sync** offers new synchronization options for .Mac members who have multiple computers.
- ▶ **Safari** now has built-in **RSS** support so you can switch from standard Web page browsing to RSS browsing by simply visiting the address for the RSS feed.
- ▶ **iChat AV** can now support video conferencing or audio conferencing between more than just two people.
- ▶ **Mail** uses **Spotlight** technology for searching, **smart folders** for automatically organizing messages, and a **slide show** feature to view photo attachments to messages you receive.
- ▶ **Address Book** now enables you to share your address book with other .Mac members and organize addresses with **smart groups**.

And, as you work with Mac OS X 10.4, you're likely to find dozens of other new features tucked into Mac OS X applications such as System Preferences, TextEdit, Preview, iCal, QuickTime, and more.

200+ New Features

Apple says there are more than 200 new features in Mac OS X 10.4 Tiger; you can read a list for yourself at www.apple.com/macosx/newfeatures/over200.html.

About this eBook

I wrote this eBook to help introduce Tiger users to the new features of Mac OS X 10.4 Tiger. Although you can learn what the new features are on Apple's Web site and fiddle around with Mac Help to get basic instructions, you'll probably find it more convenient to learn about the new features in one place.

What's in this book

This eBook introduces the best of Mac OS X 10.4's new features—the ones listed in this introduction—and explains how you can get started using them. It also provides a bunch of tips with insight on how you can use the new features to get your work done faster so you can get on with other more important things, like your life.

How to use this book

This book was designed to be read onscreen—in fact, it was formatted for a computer screen with 800 x 600 resolution. That's why the font characters are so darn big. I don't want you to strain your eyes reading it.

eBooks have features that just can't be included in printed books. Hyperlinks, for example, make it possible to quickly zoom to another page in this document or open a Web page with your Web browser. (You can identify hyperlinks in the text by font and color: they're bold and blue.) The **Table of Contents** is full of hyperlinks you can use to find content quickly. And every URL in this document is also a clickable hyperlink. Click one to see for yourself.

This eBook utilizes the bookmark feature of Adobe Acrobat to create a list of headings you can click to get to a specific page quickly. It's like a table of contents you can keep onscreen without flipping back and forth to the real **Table of Contents**. This feature works whether you're reading this book with Adobe Reader or Preview.

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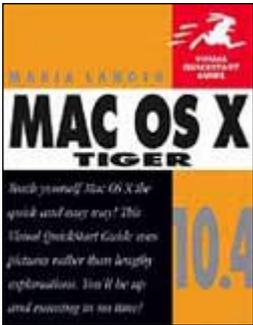
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An eBook is also extremely portable. Put it on your PowerBook or iBook and take it with you when you're on the road. It doesn't weigh a thing.

Of course, if you're an old-fashioned kind of reader, you can always print out this eBook and read it from paper. You might find, however, that the screen shots aren't quite as clear as they appear on screen. To keep the file size of this eBook within reason, I had to downsample all of the screenshots. If I didn't, it would take you hours just to download the file!

If You Need More

This book is *not* a comprehensive guide to Tiger. It's also *not* a guide for brand new Mac OS X users to learn the ins and outs of Mac OS X.



A shameless plug for Mac OS X 10.4 Tiger: Visual QuickStart Guide

If you need more information about using all of Tiger's features, you really should check out my Peachpit Press book, *Mac OS X 10.4 Tiger: Visual QuickStart Guide*.

The book, which weighs in at a hefty 720 pages, covers everything from installing Tiger and learning to point and click to exploring Unix and customizing the Finder. Although its pictures are not in color like the ones in this book, the

Why this eBook doesn't have more

If this eBook had the same content as *Mac OS X 10.4 Tiger: Visual QuickStart Guide*, my editors at Peachpit would be very angry with me. Since they're nice people and they pay me to write books for them, it's in my best interest to remain on their good side.

pages *are* already printed. There's even a 20-page index at the end of the book to help you find the information you need quickly. Sadly, at 2 lbs 8 oz, it isn't as portable as some people would like.

And now for the special offer

If you decide you'd like a copy of the book and you'd rather get it for less than retail price, you're in luck. With the assistance of those nice people at Peachpit Press, I'm able to offer the book at a discount to readers of this eBook.

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9. The final form shows the total of your order plus shipping and tax, minus the discount. Click Place Order.

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About Me & This Series

If you're wondering who the heck I am and why I deserve to get a series of books named after me, here's the scoop.

Who I am

I'm a freelance writer who has been writing about computers since 1990. I've written about **60 books**—the printed kind, that is—most of which were published by **Peachpit Press**. I've also written **hundreds of articles** for newsletters, magazines, Web sites, and computer-related blogs.

My first computer was an Apple //c, which was followed up with a Macintosh in 1989. Since then, I've gone through about a dozen Macs in an effort to keep current. Today I sit in front of a dual processor G5 with an eMac beside me as my "test mule." Although I've been known to write about Windows software, I use Macs for all my computing needs, including my e-mail and Web server.

What this series is all about

The **Maria's Guide** series was created in an effort to share information on a timely basis with folks who recognize the value of electronic publishing.

eBooks can be released quickly and inexpensively. Because they require fewer resources to prepare, they can cover a wide variety of topics that a print publisher wouldn't consider worthwhile. After all, print publishers have a huge staff of people for production and marketing, as well as enormous expenses for printing and distribution. eBooks can be created with a much smaller staff of people and lower per unit costs. This makes it possible to release titles about topics that appeal any market, no matter how small.

This is the first book in the **Maria's Guide** series. Three more titles are planned for release within the next few months. You can find all eBooks in this series at the **Maria's Guide Web site** (www.langerbooks.com/mariaguides/).

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Book Companion Web Site

You can find more information about using Mac OS X 10.4 Tiger on the companion Web site for *Mac OS X 10.4 Tiger: Visual QuickStart Guide*. That's where you'll find short "Quick Tips" articles, information about Mac OS updates, and more.

Use Safari to visit the site two ways:

- ▶ **Standard Web Pages:** <http://www.langerbooks.com/macosquickstart/>
- ▶ **RSS Feed:** <feed://www.langerbooks.com/macosquickstart/B1779244120/rss.xml>

And no, you don't need to own the book to benefit from the information on this site. Stop in and check it out.

2

New Finder Features

Some of Mac OS X 10.4's best new features can be found right in the Finder. Look carefully under the File menu and you'll find a bunch of brand new commands: **New Smart Folder**, **New Burn Folder**, and **Print**.

This chapter takes a closer look at these three new commands. It explains how you can get started using them and includes a bunch of tips for using them to work more efficiently.



Using Smart Folders

The Finder's New Smart Folder command enables you to create...well, a smart folder. A **smart folder** is a folder that contains items that meet search criteria you specify.

You might be wondering why you should bother with a smart folder when you can always use the Finder's Find command to search for items that meet your search criteria. In reality, these two features are very similar—and they're related. A smart folder is basically a file that contains search criteria. When you open the smart folder, you tell the Finder to perform the search. The folder window displays the results. So, in effect, opening a smart folder is like using the Find command with all search criteria already set up.

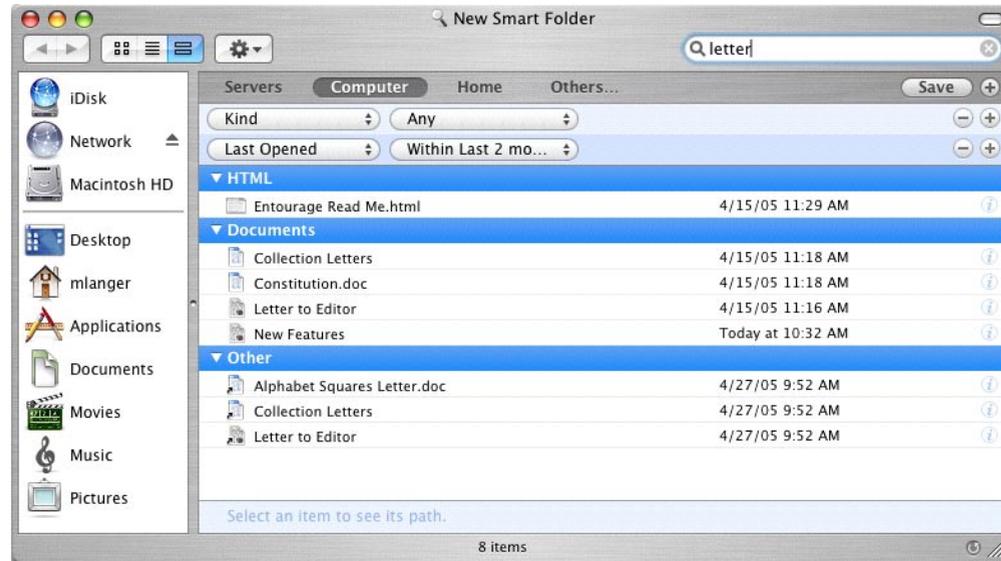
Smart Folders and Spotlight

Smart folders use Spotlight technology to quickly display search results. I cover Spotlight in Chapter 3.

Creating a smart folder

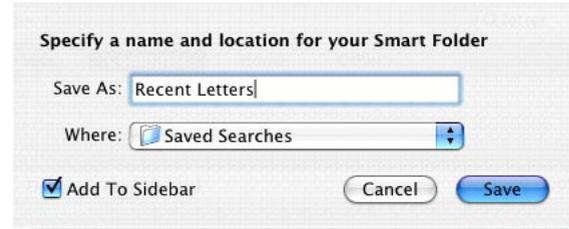
There's more than one way to create a smart folder, but I'll tell you about the most obvious one: using the New Smart Folder command.

1. Choose File > New Smart Folder or press Option-Command-N.
2. A New Smart Folder window appears. Set options at the top of the window to specify search criteria.



(Consult Chapter 3 for instructions on setting search criteria.) Search results appear immediately using Spotlight technology, as shown on the previous page.

3. Click the Save button.
4. Use the Save dialog that appears to enter a name and choose a location for the Smart Folder. If you want the smart folder to appear in the Sidebar, be sure to turn on the Add To Sidebar check box. Then click Save.



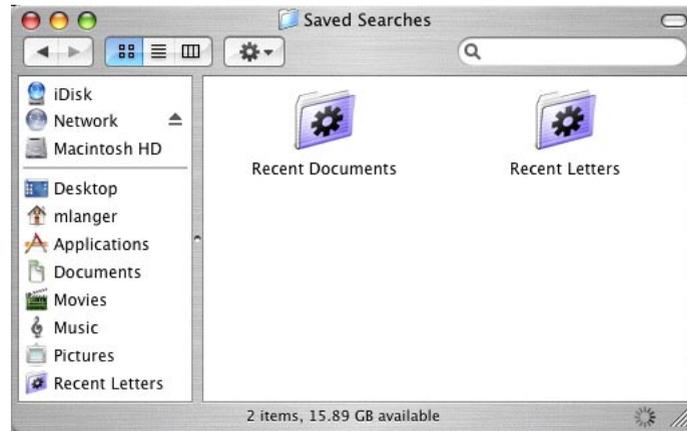
The title bar for the smart folder's window changes to the name you specified. If you indicated that the smart folder should appear in the Sidebar, its icon appears there.

Opening a smart folder

Opening a smart folder is as easy as opening any other folder icon:

- ▶ If the smart folder appears in the Sidebar, click it.
- ▶ If the smart folder is not in the Sidebar, locate its icon and double-click it.

The search criteria embedded in the smart folder is activated and the folder displays search results.



Tips for working with smart folders

Here are a few tips for working with smart folders:

- ▶ By default, smart folders are saved in the Saved Searches folder in the Library folder of your Home folder. You can move a smart folder to any location on disk.
- ▶ Want to make smart folders easy to find without cluttering up your Sidebar with a bunch of icons? Add the Saved Searches folder to the Sidebar (or Dock). When you open that folder by clicking it, it displays the icons for all of your smart folders.
- ▶ You can share your smart folders with friends and work associates. Just give them a copy of the smart folder icon. If the search criteria is not disk-specific, it should work on any Mac running Tiger.
- ▶ If you've been reading carefully, you may remember that I said there was more than one way to create a smart folder. Another way is to click the Save button in the Searching window. You'll see that window in Chapter 3.
- ▶ You don't have to keep a smart folder. If you don't plan to ever use it again, just drag its icon to the Trash to delete it.

Using Burn Folders

The Finder's New Burn Folder command creates—you guessed it—a burn folder. A burn folder is a special folder you can use to organize the files and folders you want to burn to CD or DVD disc.

You may be wondering why you should bother creating a burn folder when you can just as easily create a regular folder and copy the files you want to burn to disc to that folder. After all, that's probably the way you did it with Mac OS X 10.3 Panther or earlier versions of Mac OS X. But using a burn folder is better. You see, when you drag files or folders to a burn folder, Mac OS X automatically creates aliases to

those items and displays the aliases in the burn folder. Then, when you burn the disc, the original files—not the aliases—are copied to the disc.

Okay, you say, so what's the big deal about that? Well, there are four main benefits to using burn folders:

- ▶ Because the burn folder includes aliases rather than original files, the burn folder occupies less space on disk.
- ▶ Because you're not actually copying items to the burn folder, you can move items to it more quickly. (No need to wait until the files are copied.)
- ▶ If any of the original items change before you burn the disc, the most recent version of the item is burned to disc. There's no need to make a new copy in the burn folder.
- ▶ Burn folders are saved to disk, so you can use them again and again. Every time you use a burn folder to burn a disc, the most recent version of its contents are burned to the disc automatically.

So although it might not be second nature to use a burn folder when burning files and folders to disc, it's a good idea to make it a habit.

Creating a burn folder

The best way to create a burn folder is with the New Burn Folder command.

1. Open the folder where you want to store the burn folder—assuming you want to keep it.
2. Choose File > New Burn Folder.
3. An icon for the burn folder appears in the active window with its name selected. Enter a new name for the burn folder and press Return.



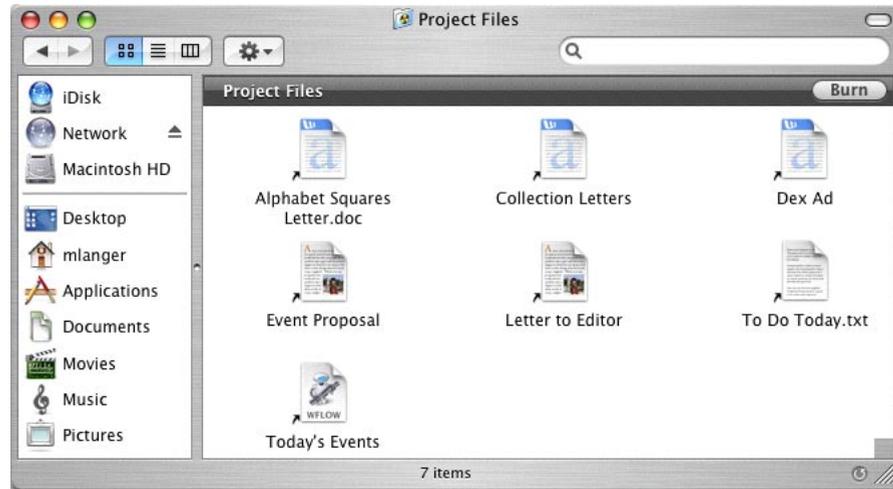
4. Drag the items you want to burn to disc into the burn folder. If you open the burn folder and look at its contents, you'll see that it's full of aliases.

Burning a disc from a burn folder

Burning a disc from a burn folder is easy. Just open the folder and click the Burn button that appears near the top of the window. Then follow the instructions that appear onscreen to insert a blank CD or DVD, name it, choose a burn speed, and start the burn.

Tips for using burn folders

- ▶ If you want to, you can create regular folders inside the burn folder and organize the burn folder's contents in them. Folders you create in the burn folders are not created as aliases.
- ▶ Mac OS X 10.4 automatically creates a burn folder when you insert a recordable CD or DVD and choose the Open Finder action in the dialog that appears. But instead of looking like the burn folder icon on the previous page, the disc appears in the Sidebar with a burn icon beside it. Drag files onto the Sidebar icon or the disc icon on your Desktop. Ejecting the CD without burning files to it automatically creates a standard burn folder on your desktop. Not exactly intuitive, but kind of cool.



- ▶ If you don't think you'll ever use a burn folder again, you can delete it. Just drag its icon to the Trash. No need to remove items from it—remember, they're all aliases anyway. The originals remain on disk, right where they've been all along.

Printing from the Finder

A long, long time ago, back when dying my hair was an option and not a necessity, the Finder's File menu included a Print command. It had two functions: print the contents of the active Finder window and print the contents of the selected documents.

The Finder's Print command was lost to Mac users when Mac OS X came on the scene. (Heck, we didn't care. We had plenty of cool new stuff to play with.) But Mac OS X 10.4 Tiger brings back the Print command, although not all of its old functionality. Tiger's Print command makes it possible to quickly print the contents of a selected document.

Printing a document

Using the Print command is easy:

1. Select the icon for the document you want to print.
2. Choose File > Print.

Your computer opens the application in which the document was created and sends the document to the printer. It doesn't even bother displaying a Print dialog. If you've got sharp eyes, you may spot the Printing dialog that appears briefly as the document is spooled. But then that disappears as your printer gets to work.

Tips for using the Finder's Print command

- ▶ The Print command automatically prints to the default printer—that's the one you either set as the default printer in the Print & Fax preferences pane or the one you used last.
- ▶ The Print command can use a bit of polishing to make it really ready for prime time. For example, if you select multiple documents before choosing Print, it appears to just open those documents. Hmm.
- ▶ The Print command could be a bit tidier about doing its job. Although it doesn't display the document it prints when it opens the application that created it, it also doesn't quit the application.

Spotlight

Spotlight is Mac OS X 10.4's brand new search feature. Not only is it wicked fast and super powerful, but it's convenient. Indeed, you'll find it all over Mac OS: in the menu bar, in the Find command's window, in Open dialogs, and in System Preferences. Spotlight doesn't find files and folders—it finds files, folders, Address Book contacts, iCal events, Mail messages, and System Preferences panes.

This chapter explains how you can use Spotlight to quickly find items accessible from your computer and offers some tips for making files easier to find.



Using the Spotlight Menu

One of the first things you may have noticed right after installing Mac OS X 10.4 Tiger is the blue magnifying glass icon at the far right end of the menu bar. That icon is for the Spotlight menu and it offers the absolute quickest way to search for files. After all, it's available all the time, no matter what application you're using.

Searching with the Spotlight menu

Searching with the Spotlight menu couldn't be easier:

1. Click the Spotlight menu icon to display the Spotlight search field.
2. Type a search word or phrase in the search field.

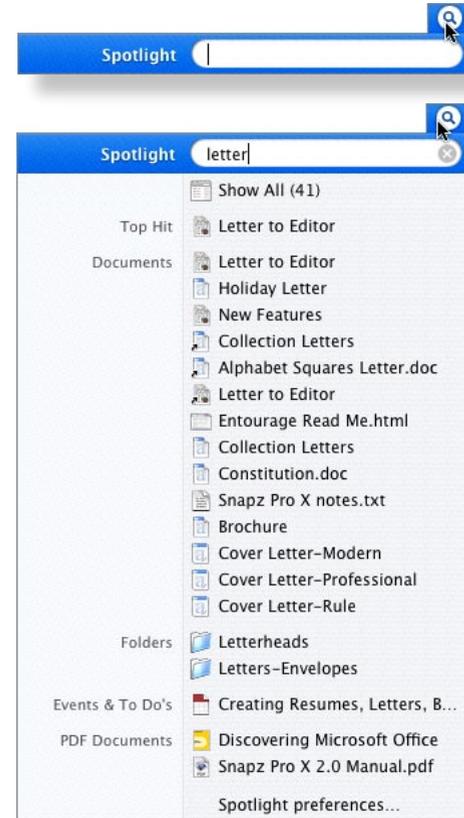
As soon as you begin typing, Spotlight goes to work, looking for items that match what you've typed so far. The more you type, the fewer items it finds. When you're finished typing, Spotlight is likely to be finished searching. It displays the search results in the Spotlight menu. As you can see here, it sorts items by type.

Opening a found item

If the item you're searching for appears on the Spotlight menu, you can open it by simply choosing it from the menu.

Viewing all search results

If the item you're searching for doesn't appear on the Spotlight menu, that doesn't mean Spotlight hasn't found it. After all, if there are a lot of

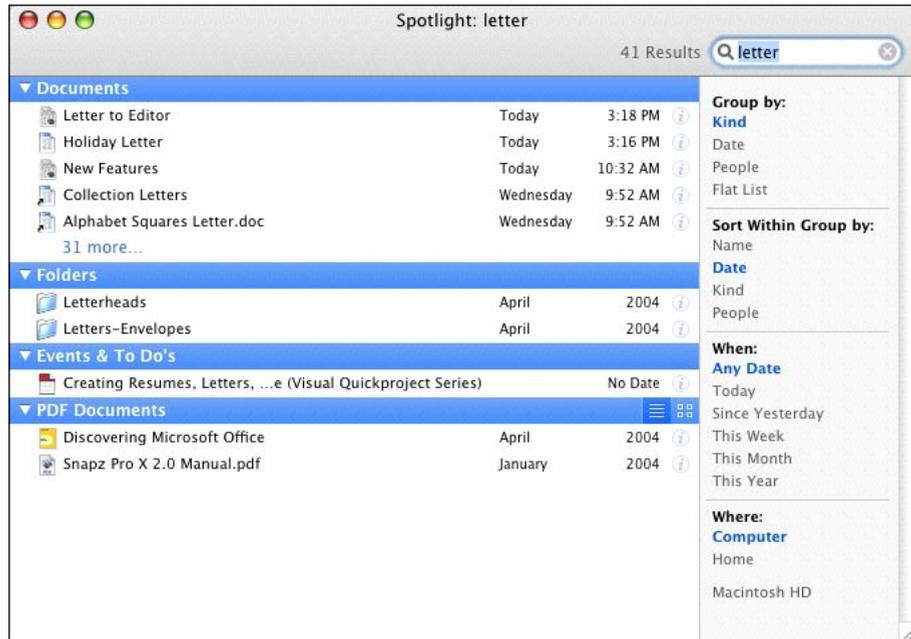


items that match your search word or phrase, they won't all fit on the menu.

You can see how many items Spotlight found by consulting the Show All item on the menu. The total number of items found appears in parentheses—41 in the illustration on the previous page.

You can see all items Spotlight found by choosing Show All from the Spotlight menu. A Spotlight window appears, listing search results. Clicking a more link (such as 31 more... in this illustration), displays all the items in the group.

As you've probably guessed, to open an item, all you have to do is double-click it.



Tips for using the Spotlight menu

- ▶ Click options on the right side of the Spotlight window to change the grouping, sorting, or search criteria for search results.
- ▶ Change the order in which search results appear by setting options in the Spotlight preferences pane.
- ▶ Click the *i* button beside an item to show additional information about the item.

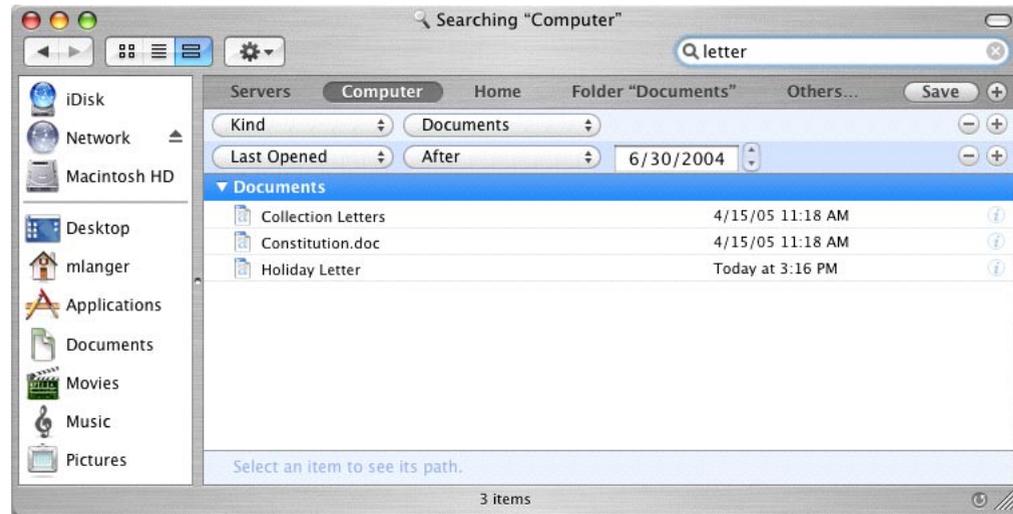
Using the Find Command

The Finder's Find command has also been modified to utilize Spotlight technology. It's just as flexible as ever, but now it's easier to use and faster to get results.

Finding files with the Find command

Using the Find command is pretty straightforward:

1. Choose File > Find or press Command-F to display the New Search window.
2. To search for text, enter a search word or phrase in the Spotlight search box at the top-right corner of the window.
3. To choose a search location, click one of the buttons beneath the toolbar. Normally, Computer is selected, but you can select a different location or use the Others button to add other search locations.
4. Use the pop-up menus in the criteria line(s) beneath the location buttons to set other search criteria. This illustration shows an example with two criteria lines set. The first one searches for items of the Kind (or type) Document and the second one searches for items last opened after 6/30/2004.



5. To add a criteria line, click the + button at the end of a criteria line and set options in the line that appears.
6. To remove a criteria line, click the – button at the end of the line.

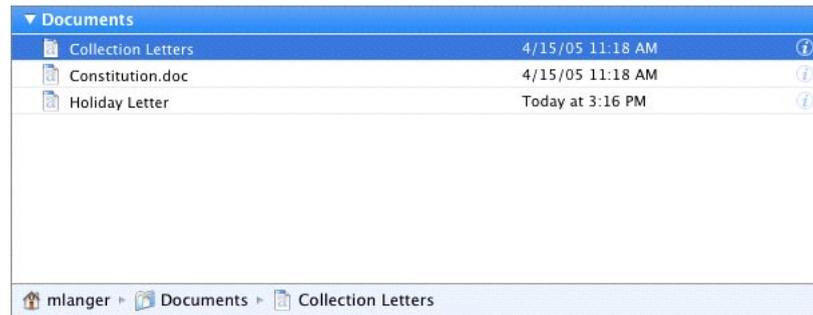
Of course, while you're doing all this, Spotlight is hard at work, finding items that match *all* of the criteria you set. It displays results in the Searching window, which is shown on the previous page.

Working with search results

Once Spotlight has found items that match your search criteria, you can work with them as follows:

- ▶ To open an item, double-click it.
- ▶ To see a file's path (location on disk) select it and consult the information at the bottom of the window.
- ▶ To move an item to another location, drag its icon to the destination location.
- ▶ To delete an item, drag its icon to the trash.

You get the idea.



Tips for working with the Find command

- ▶ Did I tell you that the Find command finds items that match *all* search criteria? Of course I did. But I'm telling you again, because it's important. Each time you add a line of search criteria, you narrow the search results, reducing the number of items Spotlight finds.

- ▶ Click the *i* button beside an item to see more information about that item.
- ▶ You can click the Save button in the Searching window to save the search as a smart folder. (Consult Chapter 2 for more information about smart folders.)

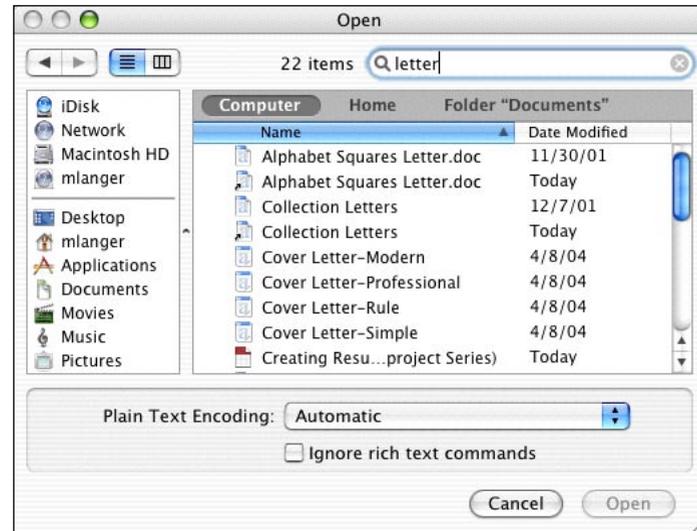
Using Spotlight in the Open Dialog

Spotlight is all over the place, including in the standard Open dialog you'll use with most Mac OS X applications. This makes it possible to search for the item you want to open from within the application you want to open it in. No more clumsy searching using locations in the Sidebar or the location pop-up menu.

Searching for files in the Open dialog

You can find Spotlight in the top-right corner of the Open dialog in most applications:

1. While working with an application, choose File > Open.
2. In the Open dialog that appears, enter a search word or phrase in the Spotlight search box at the top of the dialog. Spotlight goes right to work, and displays a list of search results. Here's what it might look like in TextEdit.
3. Select the item you want to open and click Open.
Simple, no?



Tips for using Spotlight in the Open dialog

- ▶ You can click a button at the top of the file list to specify a search location.
- ▶ To restore the Open dialog to its usual appearance without closing and reopening it, clear the contents of the search box and, if necessary, select a different location in the dialog's Sidebar.

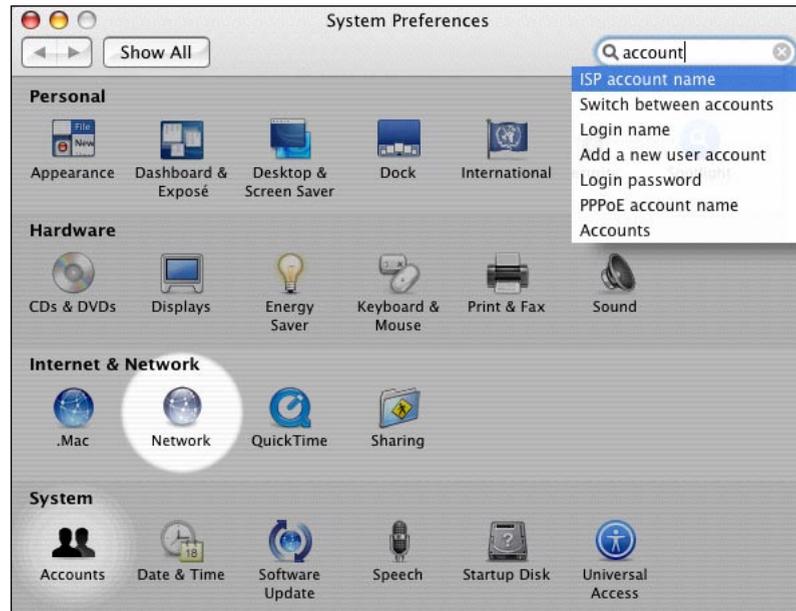
Finding System Preferences

Spotlight works in System Preferences, too, helping you to find the preferences pane you need to get a job done. And the name "Spotlight" really makes sense in the System Preferences window, as you'll see here.

Searching for a preferences pane

You can use the Spotlight search box at the top of the System Preferences window to find the preferences panes that match your search criteria:

1. Open the System Preferences window.
2. Enter a search word or phrase in the Spotlight search box at the top-right corner of the window. As usual, Spotlight gets right to work. It does two things: It displays a menu of configuration options that might meet your needs and it highlights, with a spotlight, the icons for the preferences panes that might meet your needs.



3. Either select the option you want from the menu Spotlight displays or click the icon for the preferences pane you want to open.

Tips for finding System Preferences

- ▶ Keep your search word or phrase simple. The simpler it is, the more matches you'll see.
- ▶ The brighter the spotlight on a preferences pane icon, the more likely it is to meet your needs.
- ▶ Whenever possible, choose a Spotlight menu item rather than a preferences pane. When you choose an item from Spotlight's search results menu in the System Preferences window, Spotlight takes you right to the pane that displays the option you want to set.

Customizing Spotlight

You can customize Spotlight using the Spotlight preferences pane. This makes it possible to specify what kinds of items are found and what order they appear in search results. It also enables you to exclude certain locations from searches.

Setting search results options

Search Results options control the kinds of files that are found and the order in which they appear.

1. In the Spotlight preferences pane, click the Search Results button.
2. To indicate that an item should be included in search results, turn on the check box beside that item. Since all items are turned on by default, as shown in the illustration on the following page, you're more likely to turn off the check boxes for the items you don't want to find.

3. To change the order in which an item appears in the search results, drag the item up or down in the list. You can do this repeatedly to shuffle the search results so they don't look anything like the list shown here.

Closing the Spotlight preferences pane automatically saves your changes.

Setting privacy options

The Privacy options in the Spotlight preferences pane enable you to exclude locations you specify from a search.

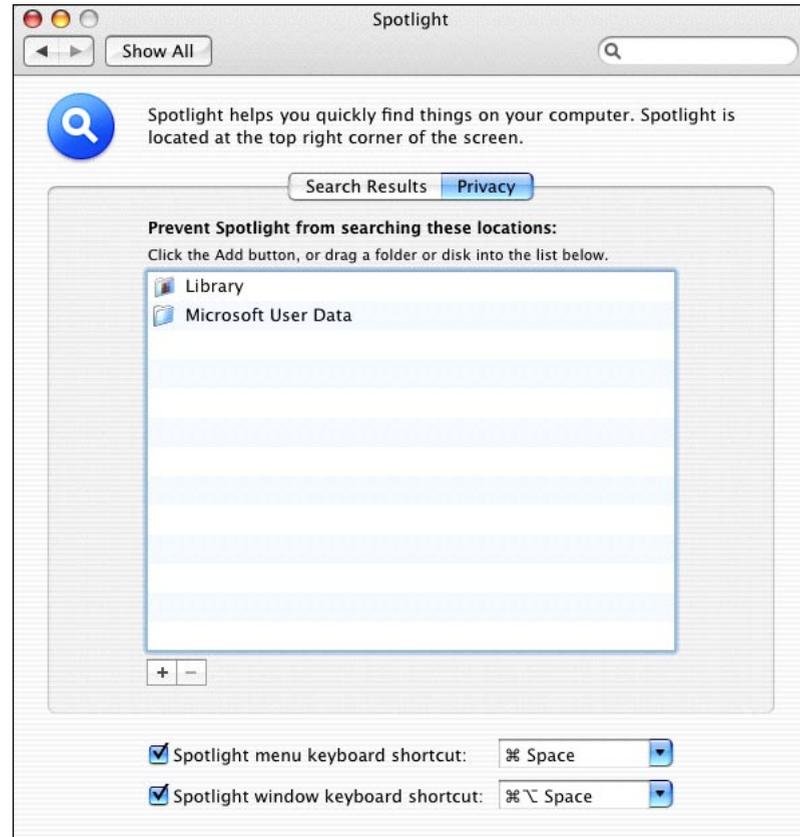
1. In the Spotlight preferences pane, click the Privacy button.
2. Use one of two methods to add a folder or disk you don't want to search to the list: Click the + button and use the standard Open dialog that appears to locate, select, and choose a disk or folder. (You can even use Spotlight within the dialog to find it!) Or drag the disk or folder icon from a Finder window. The illustration on the next page shows an example with two folders added.
3. To remove an item from the list, select it and click the – button.

Closing the Spotlight preferences pane automatically saves your changes.



Tips for customizing Spotlight

- ▶ You can make Spotlight more useful by unchecking the types of items you never search for. For example, I never look for Bookmarks, so I've turned that off on my computer.
- ▶ Moving the types of items you search for most often to the top of the search results list makes these items easier to find without a lot of scrolling.
- ▶ Spotlight does not search the Home folders for other users. So if your computer has multiple accounts, don't expect to search someone else's account from yours using Spotlight.

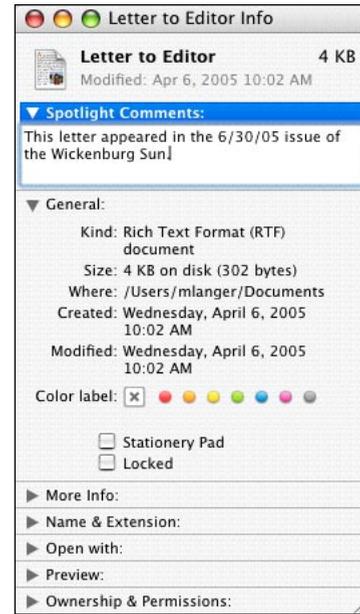


Entering Spotlight Comments

The Info window for items in Mac OS X 10.4 now includes a Spotlight Comments field. You can use this field to enter comments about an item. Spotlight will check the comments for each item on disk when searching.

Entering comments in the Spotlight Comments field is easy:

1. Select the icon for the item you want to add Spotlight Comments to.
2. Choose File > Get Info or press Command-I to display the Info window for the item.
3. If necessary, click the triangle beside Spotlight Comments to display the Spotlight Comments field.
4. Type the comments you want to include in the field.
5. Click the Info window's close button to save the comments.



Dashboard

Dashboard is one of the cool new features of Mac OS X 10.4. It enables you, with the push of a button or the click of a mouse, to display a number of preconfigured applications called widgets. You use the widget you need to use, then press a button or click your mouse to get on with your work.

When I first learned about Dashboard, I wasn't very excited about it. To me, it seemed as if Apple were recycling old ideas: Dashboard seemed very similar to the old Desk Accessories of Mac OS X 9 and earlier. But I soon grew to love Dashboard and appreciate its usefulness. I think you will, too.

In this chapter, I explain how to activate and close Dashboard, give you an overview of the widgets that come with Mac OS X 10.4, and explain how you can configure widgets so they're ready to use when you need them.



Activating & Closing Dashboard

When you activate Dashboard, you basically put whatever you're doing on hold. The screen goes dark and the widgets you used last appear. When you're finished, you close Dashboard to get back to work.

Activating Dashboard

There are two ways to activate Dashboard:

- ▶ Press the F12 key. (This is my preferred method.)
- ▶ Click the Widget icon on the Dock. (I think this is Apple's preferred method, since Apple keeps saying that widgets are "only a click away.")

There's a third way, too, but it requires you to set options in the Dashboard and Exposé preferences pane. I'll let you explore that on your own.



(In case you're wondering why I'm monitoring the weather at three locations, here's the scoop. I live in Wickenburg. I have some vacation property about 40 miles south of the Grand Canyon and was there last weekend. And I'm planning a trip to Sacramento tomorrow, which is why I'm still working at 7:21 PM. Got to get this book done!)

Closing Dashboard

Similarly, there are two ways to close Dashboard:

- ▶ Press the F12 key.
- ▶ Click anywhere onscreen except on a widget.

Do it slowly

Want a weird, useless tip? Of course you do! Here it is: Pressing Shift-F12, opens or closes Dashboard in slow motion.

Using the Widget Bar

The Widget Bar, which is illustrated on the following page, is where you can find widgets to add to your dashboard. All installed widgets are listed in alphabetical order. To add one to your dashboard, simply drag it from the Widget Bar to the place you want it to appear onscreen.

Displaying the Widget Bar

Displaying the Widget Bar is easy:

1. If Dashboard isn't already showing, display it.
2. Click the big round + button at the bottom-left corner of your screen.

The Widget Bar appears. The number of widgets that are displayed varies depending on your screen resolution and the number of widgets installed on your computer. You can click the arrow on the left or

right end of the Widget bar to display widgets that aren't showing.

Meet the Widgets

Here's a quick list of the widgets that come with Mac OS X 10.4 Tiger:



- ▶ **Address Book** gives you access to the contacts you maintain in the Address Book application.
- ▶ **Calculator** gives you a handy calculator.
- ▶ **Calendar** displays a month-at-a-glance calendar.
- ▶ **Dictionary** lets you look up word definitions and synonyms.
- ▶ **Flight Tracker** lets you find commercial airline flights between cities and see the location and speed of airplanes enroute.
- ▶ **iTunes** offers a handy control for iTunes so you don't have to display its application window.
- ▶ **Phone Book** looks up yellow pages listings in an online phone book.
- ▶ **Stickies** is a Dashboard version of the Stickies application.
- ▶ **Stocks** (see image below) enables you to get slightly delayed stock quotes.
- ▶ **Tile Game** is the digital version of the old tile game.
- ▶ **Translation** enables you to translate text between two languages.

- ▶ **Unit Converter** converts between different units and can perform currency conversions.
- ▶ **Weather** displays a five-day forecast for a specific city.
- ▶ **World Clock** displays the time in the city of your choice.

Opening a Widget

There are two ways to open a widget:

- ▶ Click the widget in the Widget Bar. This opens the widget in the middle of Dashboard. You can move it to another location by dragging it there.
- ▶ Drag the widget from the Widget Bar to the location you want it to appear. Not only does this put the widget where you want it without moving it, but on some computers, it shows a cool looking widget on water visual effect. (Please don't ask me which computers. For some reason, it displays this effect on my dual processor G5 but won't display it on my 800 MHz G4 eMac. That gives me the idea that it has something to do with processing power.)

Closing a Widget

You should notice a close button, which looks like an X in a circle, in the upper-left corner of each widget when the Widget Bar is displayed. This is the close button.

- ▶ To close a widget with the Widget Bar displayed, click the widget's close button.
- ▶ To close a widget when the Widget Bar is not displayed, hold down Option, point to the widget you want to close, and click the close button that appears.



Hiding the Widget Bar

The Widget Bar has its very own close button. It looks like an X in a circle and it appears right above the left side of the widget bar. Click it to hide the Widget Bar from sight.

Tips for using the Widget Bar

- ▶ The following widgets require an Internet connection to work: Flight Tracker, Phone Book, Stocks, Translation, Unit Converter (for currency conversions only), and Weather.
- ▶ When you activate Dashboard, it automatically displays the widgets you used last. So if you arrange the widgets you use most in Dashboard and leave them open, you'll always see them as soon as you activate Dashboard, eliminating the need to mess around with the Widget Bar.

Setting Widget Options

Many widgets can be configured by setting options on the “back” side of the widget.

Flipping a widget

To get to the back side of a widget, you must flip the widget:

1. Point to the widget you want to flip.
2. A tiny *i* button should appear, probably in the lower-right corner of the widget. Click this button.

The widget flips over to display its back side.

Flipping a *what*?

Don't you just love it when a heading sounds like it means something other than what it really means?

Setting options

Once you're looking at the back side of a widget, you can enter text or values, choose menu options, toggle check boxes, click buttons, and do other typical Mac OS tasks to set options.



Since the options for each widget are different, I won't go into them in detail here. (Besides, they're described in detail in *Mac OS X 10.4 Tiger: Visual QuickStart Guide* and my editors at Peachpit would kill me if I repeated them on these digital pages.) In most cases, you should be able to figure out what to enter, choose, toggle, or click. Experiment! You can't break anything. Close a widget and reopen it to start all over again.

Tips for setting widget options

- ▶ When you close a widget, all custom settings are lost. The next time you open the widget, it appears with default values. (That's another good reason to set up widgets in Dashboard and leave them open if you expect to use them over and over.)
- ▶ Not all widgets can be customized by setting options. Calendar, for example, has no back side.

Getting More Widgets

Did you happen to notice the More Widgets button that appears when you display the Widget Bar? Clicking this button displays the Dashboard Widgets page on Apple Computer's Web site, www.apple.com/downloads/macosx/dashboard/. That's a good place to start your search for additional widgets.

The selection of widgets on the Dashboard Widgets page seems to be growing exponentially. There were about a dozen there when Tiger was released on April 29; a week later there were over 100. My favorites? Hula Girl, which puts a dancing hula girl on your Dashboard (where she belongs!), and Sloth-Cam, which enables you to get updated images from the Webcam of your choice.



Tips for getting more widgets

- ▶ Widgets come in several flavors: **freeware** widgets are free, **shareware** widgets are fully functional but require you to pay a fee if you continue using them past a trial period, and **demo** widgets are partially functional or expire after a certain period unless you pay a fee.
- ▶ Some widgets only work with other software. Be sure to read the system requirements before downloading a widget. If a widget requires software that isn't installed on your computer, it probably won't work.
- ▶ If a widget isn't installed automatically when you download it, you can install it by dragging its icon to the Widgets folder inside the Library folder in your Home folder.



Check out my view!

Want to see the current view from my office window? Use SlothCam (or a Web browser) to visit <http://www.wickenburg-az.com/images/webcam.jpg>.

Automator

Automator is Apple's new task automation feature. With Automator, you build **workflows** consisting of **actions** that make up the steps of a specific task. When you run the workflow, Automator repeats the actions to perform the task.

For example, suppose you start every day by printing a list of your iCal events. You'd open iCal, display the current date, and use the Print command to print the list. Not many steps, but wouldn't it be nice to cut it down to just one? With Automator, you can turn those steps into actions in a workflow and perform the entire task by just running the workflow. Since your computer can perform the steps much faster than you, the task is complete in far less time.

This chapter explains how you can get started with Automator.

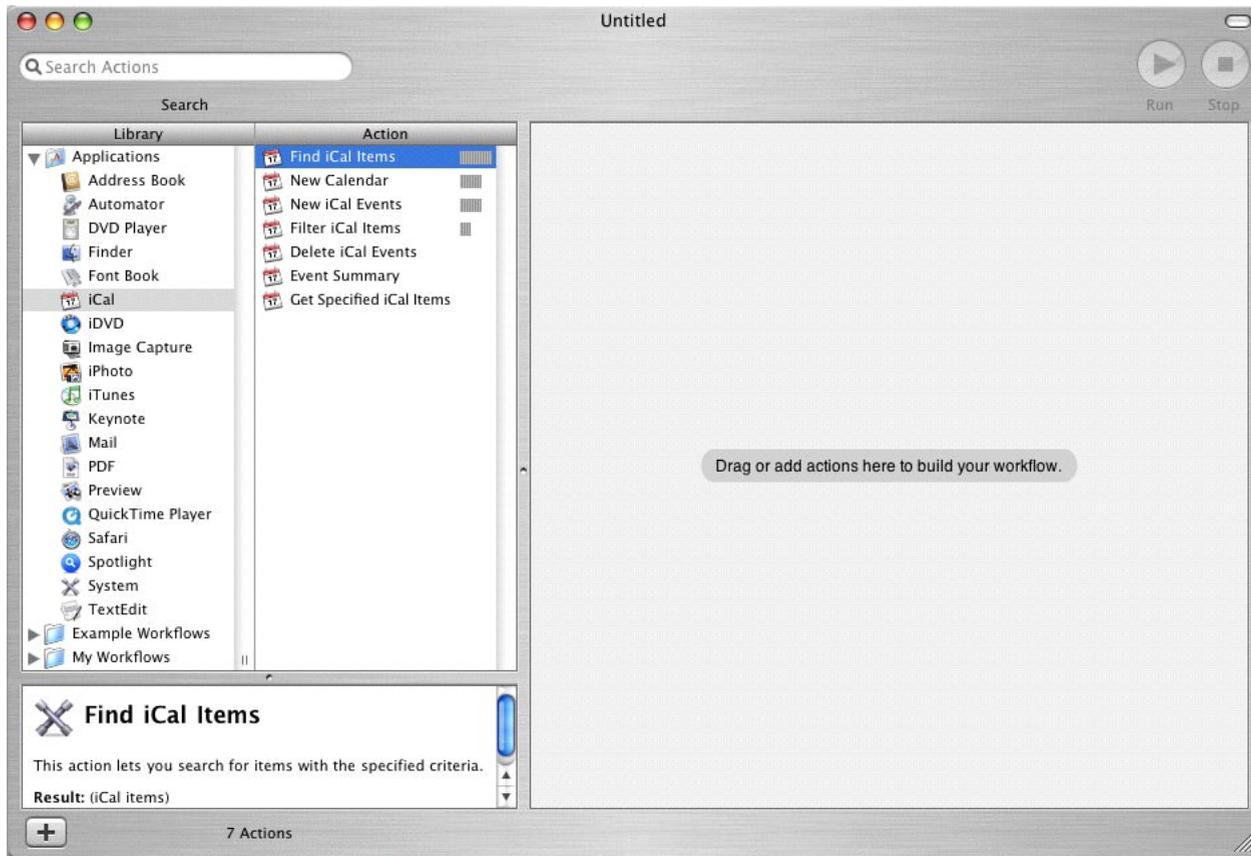


Creating a Workflow

You create a workflow within the Automator application, which you can find in your Applications folder. Build the workflow by adding and configuring actions, then save the workflow so you can use it again and again.

Opening Automator

When you install Mac OS X 10.4 Tiger, Automator is automatically installed in your Applications folder. Double-click the Automator icon to display an Untitled Automator workflow window like the one shown here.



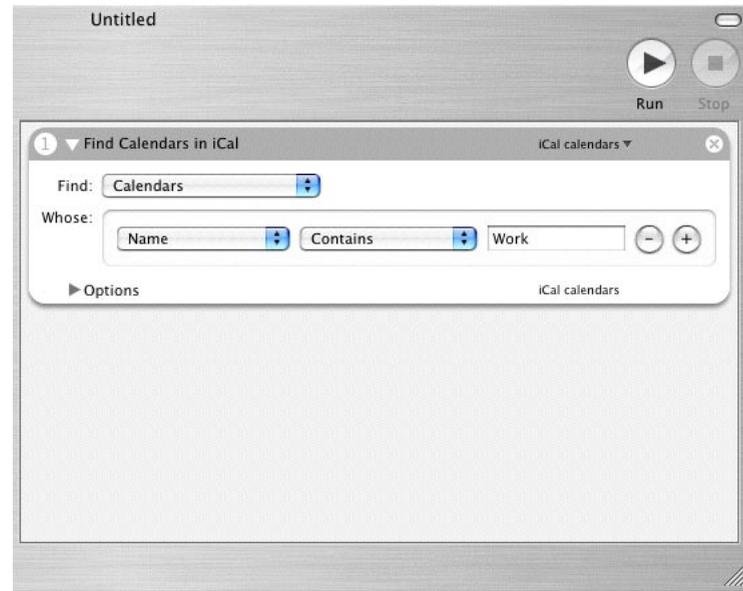
The window is divided into four columns and panes:

- ▶ The Library column lists all of the application libraries available for use with Automator, as well as example workflows that come with Automator and any workflows you've created and saved.
- ▶ The Action column lists all of the actions for the item selected in the Library column. For example, if you select Applications, it lists all actions. If you select Finder, it lists only the actions available for Finder.
- ▶ The small pane at the bottom left of the window provides additional information about Getting Started with Automator or about the selected action.
- ▶ The big pane on the right side of the window is where you add actions and configure them to build your workflow.

Adding actions

You add actions by dragging them from the Action column to the workflow area on the right side of the window. Then configure them for the options you want.

1. In the Library column, select the application that will perform the action.
2. Drag the action you want to add to the workflow from the Action column to the workflow area. The action appears in its own pane, as shown here.
3. Set options for the action in the workflow area.



Understanding input and results

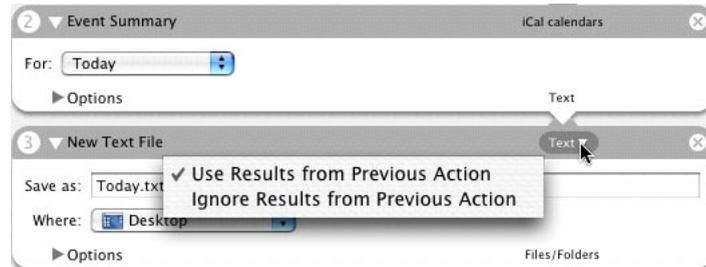
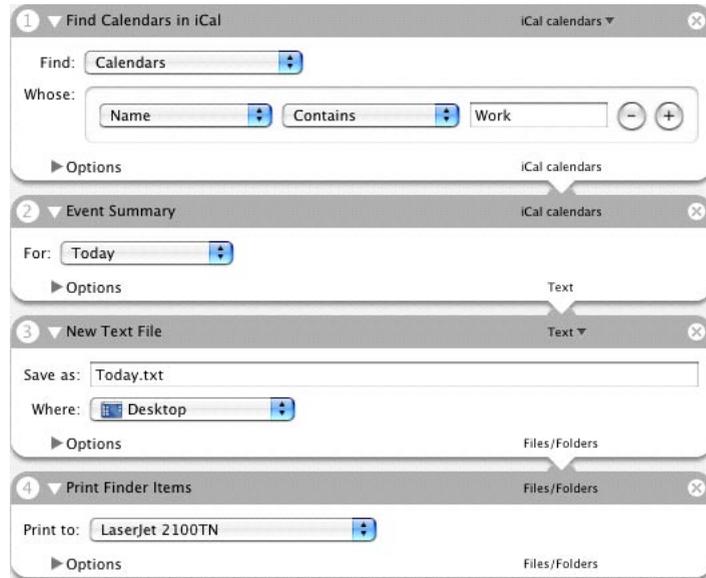
In many cases, an action will take **results** from a previous action as its **input**. For this to work properly, the input type from one action must match the results type from the previous action. You can see if they match by checking the types at the bottom of one action and the top of the next action. The sample workflow shown here shows how they might match up.

Of course, you don't have to use the results from one action as the input for the next action. Two independent actions can be included consecutively in the workflow if you need them to.

Using results for input

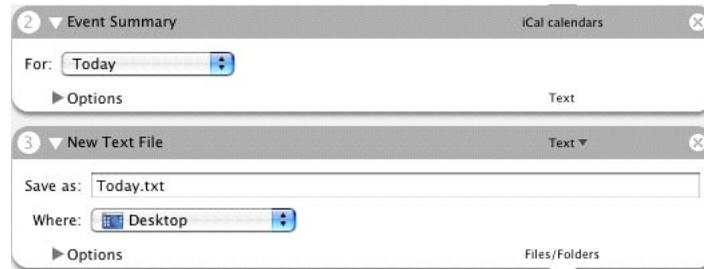
To use the result of one action as the input for the next action:

1. Confirm that the two types match.
2. Choose use Results from Previous Action from the pop-up menu for the input type. The action panes will appear linked, as shown for all actions at the top of this page.



Not using results for input

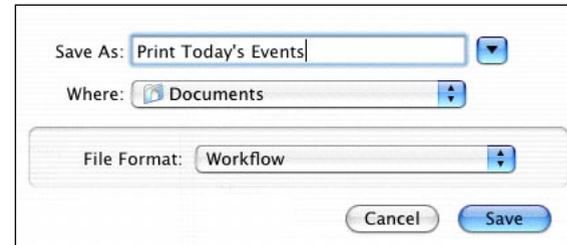
To not use the result of one action as the input for the next action, choose Ignore Results from Previous action from the pop-up menu for the input type. The action panes will appear as separate, unlinked panes, as shown here.



Saving the workflow

When you're finished creating your workflow, save it:

1. Choose File > Save to display a Save As dialog.
2. Enter a name for the workflow in the Save As box.
3. Choose a location to save the file.
4. Choose a format from the File Format pop-up menu: **Workflow** saves the workflow as a workflow file, which must be run from within Automator and **Application** saves the workflow as an application, which can be run from the Finder.
5. Click Save. The name of the workflow appears in the title bar.



Tips for creating a workflow

- ▶ If the results type for one action doesn't match the input type for the next action, both types will appear in red in the workflow area.

- ▶ Workflows you save should appear in the My Workflows folder in the Library column of the workflow window.
- ▶ You can share workflows with your friends. Just send them the workflow file you created. If the actions are valid on their computers, the workflow should work flawlessly.

Running a Workflow

Once you've built and saved a workflow, you can run it. How you run it depends on how you saved it.

Running a workflow from within Automator

To run a workflow saved as a workflow:

1. Open Automator.
2. Find the workflow in the My Workflows folder in the Library column and double-click it to open it.
3. Click the Run button in the upper-right corner of the window. The action runs.

Running a workflow from the Finder

To run a workflow saved as an application, double-click the application's icon in the Finder. The workflow opens and runs.

Tips for running workflows

- ▶ If Automator encounters an error while running a workflow, it displays an error message. Otherwise, it just completes each action of the workflow as you configured it and plays a tone when it's finished.

- ▶ Automator is a bit sloppy. It opens all of the applications it uses, but doesn't quit any of them when it's done.

Getting More Actions and Workflows

As you may have guessed, Apple is making automator actions and workflows available for download from the Apple Web site. Visit www.apple.com/downloads/macosx/automator/ to see what's available.

Tips for getting more actions and workflows

- ▶ Actions and workflows come in several flavors: **freeware** actions and workflows are free, **shareware** actions and workflows are fully functional but require you to pay a fee if you continue using them past a trial period, and **demo** actions and workflows are partially functional or expire after a certain period unless you pay a fee.
- ▶ Some actions and workflows only work with other software. Be sure to read the system requirements before downloading an action or workflow. If an action or workflow requires software that isn't installed on your computer, it probably won't work.
- ▶ If an action isn't installed automatically when you download it, you can install it by dragging its icon to the Automator folder inside the Library folder in your Home folder.

Family Controls

Although the Internet offers a wealth of useful and interesting information, it can also be a rather trashy place. Think of it as a huge library that just happens to stock porn among the reference books.

Responsible parents need to keep tabs on what their kids are doing online and prevent them from accessing inappropriate material or being contacted by unsavory characters. That's where Mac OS X 10.4's new **family controls** comes in. It enables a parent to control a family member's access to the Internet, as well as material right on the computer's hard disk.

This chapter introduces the family controls feature and explains how you can get started using parental controls.



Accounts and Family Controls

Tiger's family controls feature works with its multiple user account feature. In other words, to use family controls, you must set up a separate account for each user you want to control access for.

How it works: An example

Suppose you're a mom with a husband and two kids aged 15 and 6.

Chances are, you and your husband will share one account, with administrator privileges, to use the computer. You might want to create two more accounts, one for each child, and assign different privileges to them. Your 15-year-old may get access to most applications and be allowed to receive e-mail from anyone. But your 6-year old might be limited to a few educational games and be prevented from receiving e-mail from anyone you don't know.

Setting up accounts

The ability to set up user accounts and log in and out of a user account is not new in Tiger and, thus, beyond the scope of this eBook. It's covered extensively in *Mac OS X 10.4 Tiger: Visual QuickStart Guide*, so if you haven't got a clue how to proceed, I highly recommend that you track down this book and buy it. (And yes, that's another shameless plug for my book. I have a mortgage to pay, you know.)

I will give you a hint to get started, however. Open the Accounts preferences pane. That's where you'll set up Parental Controls options, so you'll get a closer look at it in a moment anyway.

Setting Parental Controls

You set up the family controls feature by setting Parental Controls options in the Accounts preferences pane for the account you want to control.

Accessing Parental Controls settings

Dive into the Parental Controls settings for a user like this:

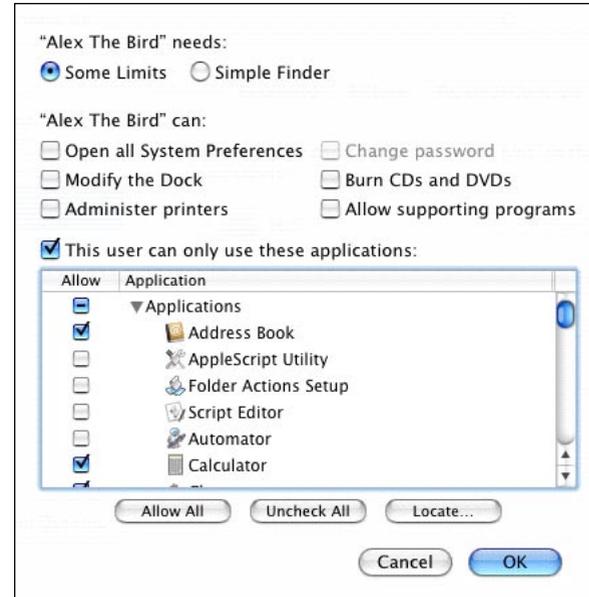
1. If necessary, log in with an administrator account.
2. Choose Apple > System Preferences to open the System Preferences window.
3. Click the Accounts button to display the Accounts preferences pane.
4. Click the lock icon at the bottom of the window. Then enter an administrator name and password in the Authenticate dialog that appears and click OK.
5. In the account list, select the account of the person you want to set controls for.
6. Click the Parental Controls button to display the main pane of options, shown here. (Okay, so I don't have any kids. But I'm worried about what my parrot might see if he happens to start using my computer.)



Control categories and settings

As shown in the previous illustration, you can set controls in five different categories:

- ▶ **Mail** enables you to specify who the user is allowed to exchange e-mail with. When you enable this option, you can click Configure to display a window where you list valid e-mail addresses, as well as the address that e-mail should be forwarded to for permission by unauthorized senders.
- ▶ **Finder & System** lets you limit access to the Finder, Mac OS X, and software installed on the computer. This is a powerful group of settings, many of which were formerly available in the Limitations pane of the Accounts preferences pane for a user under Mac OS X 10.3 Panther. As shown in this illustration, you can set some limits or enable Simple Finder to really limit things. You can also control access to certain Finder activities and software.
- ▶ **iChat** enables you to specify who the user is allowed to chat with. When you enable this option, you can click Configure to display a window where you list valid AIM addresses.
- ▶ **Safari** makes it possible to limit access to Internet sites that you approve. Configuring this option is a bit more time-consuming than the others. First leave this option turned off, then quit System Preferences, and log out. Log back in using the account you are setting controls for, then launch Safari and add bookmarks for the sites that the user is allowed to access. Quit Safari, log out, and log back in with an administrator account. Finally, turn on this option for the user account. (Whew!) The user will only be able to access pages on bookmarked sites.



- ▶ **Dictionary** prevents the user from looking up certain words (you know which ones) in the Dictionary application or widget.

Tips for setting parental controls

- ▶ As Mac OS X will tell you, you cannot set parental controls for someone who has administrator privileges.
- ▶ If you're going to use the family controls feature, don't tell your kids what your account's user ID and password are. (My mother once told my kid brother what the password was to unlock the cable TV channels because she could never figure out how to do it on her own.)
- ▶ Set appropriate controls for each of your kids and explain to them why you've done what you've done.

If you love your kids, you'll limit their computer time

Computers are great educational tools. Computer skills are required to succeed in almost every business. But don't let those two statements give you an excuse to give your kids unlimited time in front of a computer screen.

Personal interaction with people and participation in sports and other outdoor activities are an important part of growing up. Online chats and video games aren't substitutes. Help your kids get the most out of their childhood by setting limits to the time they spend in front of any screen, whether it's connected to your computer or your television receiver.

.Mac Sync

7

If you have more than one computer and have been using Mac OS X for a while, you probably already know the value of iSync to synchronize Address Book contacts, iCal events, and Safari bookmarks. After all, isn't it nice to have the same information on all of your Macs?

Mac OS X 10.4 lets you synchronize this information, as well as keychains, mail accounts, and mail rules, signatures, and smart mailboxes. All you need is a .Mac account, an Internet connection, and Tiger's .Mac preferences pane.

This chapter explains how to set up .Mac sync on your computers.

Don't have a .Mac account?

You need a .Mac account to use the .Mac sync feature. So if you don't have one and you don't want to get one, don't bother reading this chapter.

Need to know more about .Mac? Visit the .Mac home page, www.mac.com.



Setting Up .Mac Synchronization

Forget everything you might know about using iSync to synchronize data between two computers. That was the Panther method; you do things differently in Tiger. Here's how.

Accessing Sync Options

You set up .Mac synchronization options in the Sync pane of the .Mac preferences pane:

1. Choose Apple > System Preferences to display the System Preferences window.
2. Click the .Mac icon to display the .Mac preferences pane.
3. Click the Sync button to display synchronization options, as shown here.

Setting Sync options

Setting Sync option is as easy as toggling a few check boxes and choosing a menu command:

1. In the Sync options of the .Mac preferences pane, turn on the Synchronize with .Mac check box.
2. Choose an option from the pop-up menu to specify whether you want to synchronize manually, automatically, or periodically (every hour, day, or week).
3. Turn on the check box for each type of information you want to synchronize.



4. To display a status icon and Sync menu in the menu bar, turn on the Show status in menu bar check box.

Tips for setting up .Mac synchronization

- ▶ You must enter your .Mac member name and password in the Account options of the .Mac preferences pane to set Sync options.
- ▶ Not sure how often you should synchronize? I chose Every Hour on my desktop Mac, which I use regularly throughout the workday, and Automatically on my PowerBook, which doesn't always have access to an Internet connection.
- ▶ If you elect to synchronize manually, no data will be synchronized until you either click the Sync now button in the Sync options of the .Mac preferences pane or use commands on the Sync status menu in the menu bar to start a synchronization when you want to.

First Time Synchronization

The first time you synchronize a computer, you'll probably see an Alert dialog like the one shown here for at least one type of information being synchronized. You'll have three options:

- ▶ **Merge data on this computer and .Mac** takes the existing information on your computer and merges it with whatever information is already stored on .Mac from another computer.



- ▶ **Replace data on .Mac** takes the existing information on your computer and uses it to completely replace whatever information is already stored on .Mac from another computer.
- ▶ **Replace data on this computer** erases the existing information on your computer and replaces it with whatever information is stored on .Mac from another computer.

Choose wisely!

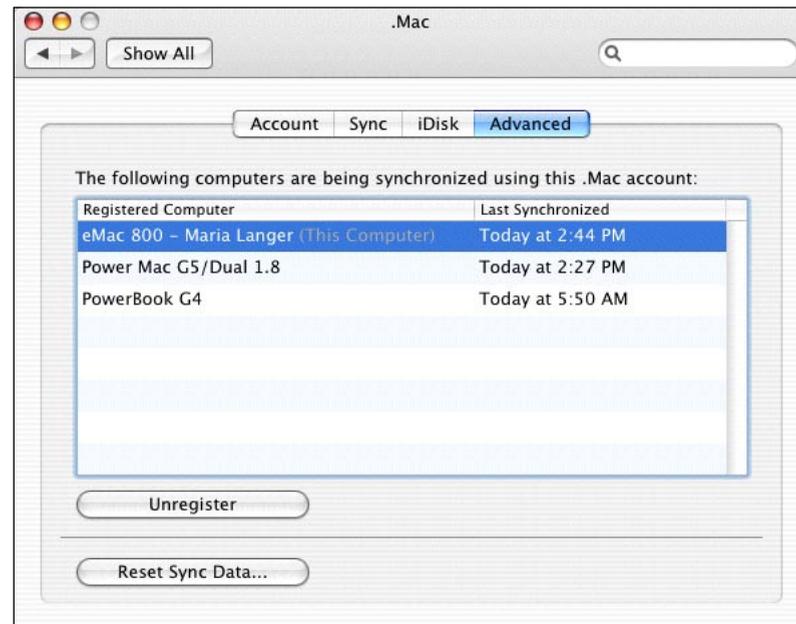
Don't just pick any option when confronted with the Alert dialog shown on the previous page. Choosing the wrong option could result in data loss!

For example, replacing the data on .Mac with data on a brand new (read that "empty") computer will erase data on .Mac and could cause that data to be erased on other computers.

Using Advanced Options

The Advanced options of the .Mac preference pane, which is shown here, lets you do three things:

- ▶ See which computers are registered with .Mac for synchronization and when they were last synchronized.
- ▶ Unregister a computer so its data is no longer stored on .Mac. This turns off the Synchronize with .Mac check box in the Sync options and disables synchronization on that computer.
- ▶ Reset the sync data on a registered computer or .Mac so you can replace it. This is, in effect, forcing the .Mac sync feature to do a first time synchronization all over



again. If you select a registered computer and click the Reset Sync Data button, a dialog like the one shown here appears. Choose an option from the pop-up menu, select a replace data direction, and click Replace.



Other Improvements

Way back in Chapter 1, I told you that Apple said it added over 200 features to Mac OS X for Tiger. I covered a bunch of them so far. But if you think I'm going to cover the rest in the remaining pages, think again. If I make this file too big, no one will want to download it.

Instead, I'm going to concentrate on the features that I think you'll find most useful. How do I know what you'll find useful? Well, I'm guessing based on what I find most useful.

Read on to learn about new features in the Safari, iChat, Mail, and Address Book applications.



What's New in Safari

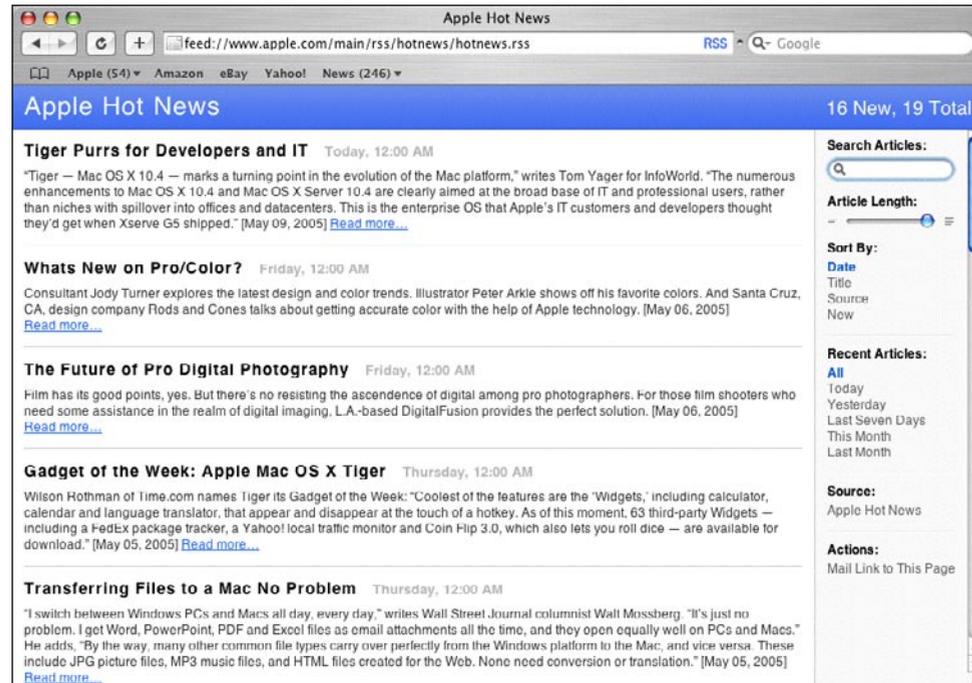
Safari was on the receiving end of a number of new features that make it more flexible and a better choice than “brand IE” for surfing the ‘Net.

RSS news feed

Safari now has built-in RSS (really simple syndication) reader capabilities built right in. This format, which is available for many Web sites and blogs, simplifies page viewing.

There are a few ways you can open the RSS feed for a Web page or site. Here are two of them:

- ▶ If the blue RSS button appears in the address bar at the top of the Safari window while viewing a Web page, click the button to view the RSS feed. Try it for yourself by visiting www.apple.com and clicking the RSS button you see in the address bar after the page loads.
- ▶ Enter the URL for an RSS feed in the address bar at the top of the Safari window and press Return. To view the page



shown on the preview page (for the current content, of course), enter <feed://www.apple.com/main/rss/hotnews/hotnews.rss>.

E-mail page or link

Two new commands under Safari's File menu make it quick and easy to e-mail Web content or URLs:

- ▶ Mail Contents of this Page creates a new e-mail message that includes all of the formatting to reproduce the current Web page.
- ▶ Mail Link to This Page creates a new e-mail message that includes the URL for the current Web page.

Private browsing

Ever want to surf on a shared computer without letting others know where you've been? Choose Safari > Private Browsing and click OK in the confirmation dialog that appears.

From that point forward, Web pages aren't added to history, items are removed from the Downloads window, information isn't saved for AutoFill, and searches are not added to the Google search box's menu. To disable this feature, choose Safari > Private Browsing again.

What's New in iChat

iChat (or iChat AV, if you want to get technical about names), has been improved to add a few new features. If you use iChat as often as I do—primarily to bug my editors throughout our workday—you might find these useful.

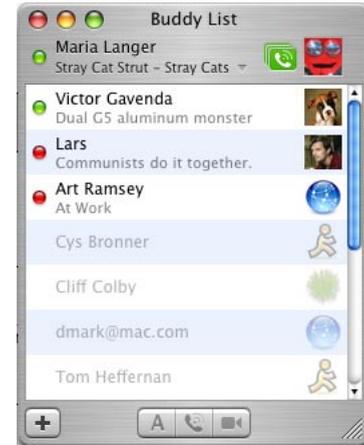
Multi-person conferencing

You can now chat with more than one person at a time:

- ▶ **Multi-person audio conferencing** makes it possible to conduct audio conferences with up to 10 people at a time.
- ▶ **Multi-person video conferencing** makes it possible to conduct a video conference with up to three people at a time.

iChat and iTunes integration

This latest version of iChat makes it possible to display the currently playing iTunes track as your iChat status. So now everyone can know how weird your tastes in music are.



What's New in Mail

Mail got a bunch of improvements to make it more useful. (It got me to switch back from Entourage. Just don't ask me why I went to Entourage in the first place.) Here are the ones I think are best.

Smart mailboxes

The smart mailboxes feature is like automatic search results. You set up a smart mailbox with search criteria and Mail automatically fills it with messages that match.

And if that isn't enough, smart mailboxes can be synchronized via .Mac Sync (as discussed in Chapter 7), so all of your computers can have the same mailbox—and smart mailbox—setup.

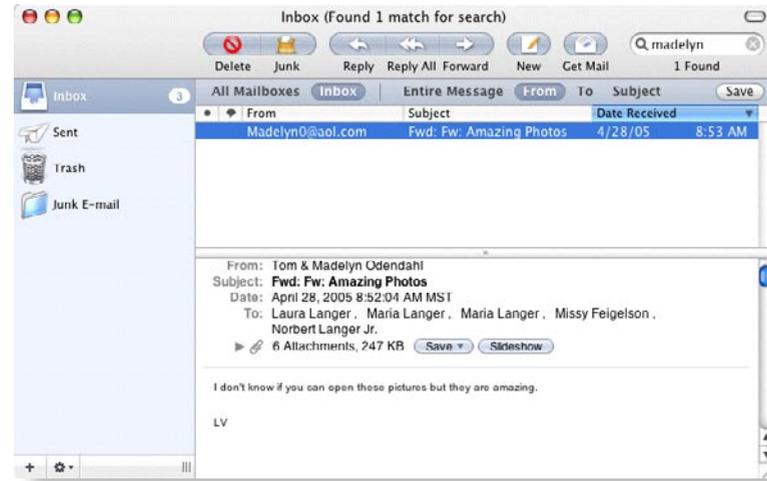
Spotlight searching

Spotlight is all over Mac OS X 10.4, including Mail. To find messages, simply enter a search word or phrase in the Spotlight search box at the top-right corner of Mail's main window. The window changes to list search results, as shown here.

Can't get any quicker or easier than that.

Slide show

This is my favorite new mail feature. Suppose a friend of yours sends an e-mail message with a bunch of photos attached. You can turn the message into an impromptu slide show, just by clicking the Slide Show button that appears near the attachment information in the message header.



What's New in Address Book

Address Book has also been improved to add some new features. Here are the ones I find most useful.

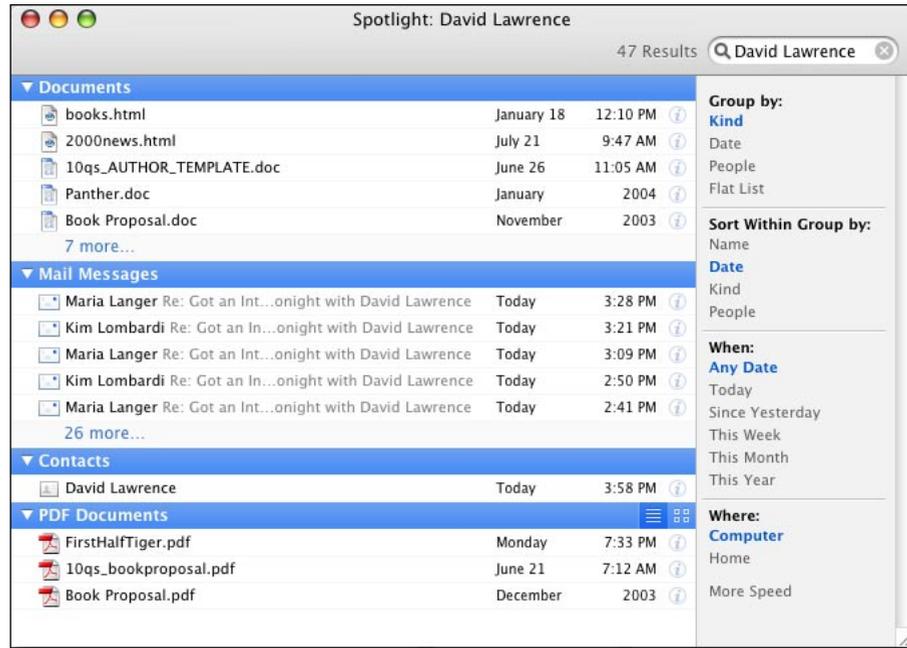
Smart groups

The smart groups feature is like automatic search results for Address Book. You create a smart group by specifying search criteria. Address Book automatically adds matching contacts to the group.

Spotlight contact

Spotlight is everywhere in Mac OS X 10.4. (Didn't I tell you that?) It's even in Address Book.

Select a contact name in Address Book's Name list, then choose Spotlight "*Contact Name*" from the shortcut menu, where *Contact Name* is the actual name of the contact. A Spotlight window, like the one shown here, appears, listing documents, messages, and other items related to that contact.



Address Book sharing

Mac OS X 10.4 now makes it possible to share your Address Book contacts

with .Mac users running Tiger. This makes it possible to view another user's contacts in Address Book.

To share your Address Book, choose Address Book > Preferences and click the Sharing button in the preferences window that appears. Turn on the Share your Address Book check box and use the + button beneath the list to add the names of people you want to share your Address Book with. Click the Send Invite button so they can access your Address Book.

If you get an invitation to share someone else's Address Book, click the link in the invitation message and follow the instructions that appear onscreen to add the user's Address Book to your Address Book Group list.

Either way, sharers and sharees will all need an Internet connection and .Mac account.