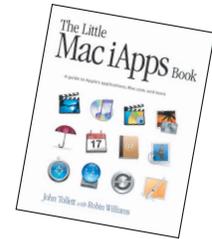


Little Mac iApp Tips

Beloved authors [John Tollett](#) and [Robin Williams](#) are back with an easy-to-read, fun guide devoted exclusively to the iApps that ship with Mac OS X. In their inimitable style, Tollett and Williams explain how to use Mail, iCal, iChat, Rendezvous, iPhoto, iTunes, iMovie, Preview, and iDVD. We've pulled out some of their best tips here for fast access to advice on advanced audio editing, making chapter markers for iDVD projects, and seriously cool Safari and Google search techniques.

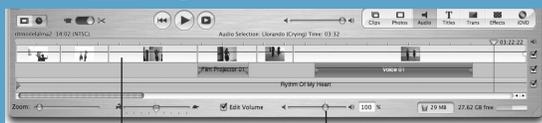


The Little Mac iApps Book
by John Tollett with
Robin Williams

Advanced Audio Editing

iMovie 3 adds **advanced audio editing** features that are similar to those used in Final Cut Pro and other professional-level editing software. This feature gives you control over the placement and the duration of audio fade-ins and fade-outs. It enables you to easily create professional effects, such as lowering the volume of a background music track while a voice-over narrates the video, then lowering the video clip volume so the background music is emphasized. Very cool stuff. And easy.

1. Click the **"Edit Volume"** checkbox. A volume level bar (a black line) appears in every audio and video clip.
2. To set the volume for an entire clip (audio or video), select the clip, then move the clip volume control slider left or right.



Volume level bar Clip volume control slider

3. To set various volumes in a single clip, or to create gradual changes of volume in a clip, click on the volume level bar.

A yellow marker appears on the volume level bar. Drag the marker up or down to raise or lower the volume. The percentage number next to the clip volume control slider changes as you drag. Create as many markers on the volume level bar as necessary to create the changes in volume you want. When you drag a marker up or down, you see a small red marker at your original click point. Grab that red marker and move it away from the yellow marker to increase the duration of the volume change, making it more gradual.

Create Chapter Markers in a Movie

One of the best ways to share movies is to burn them onto a DVD. And one of the biggest advantages offered by iDVD is the ability to jump to predesignated markers in a movie, called "chapters." Chapter markers you create in iMovie are automatically exported with your movie when you create an iDVD project.

To create chapter markers:

1. Open an iMovie project that is completed.
2. Click the iDVD button in the iMovie toolbar to reveal the iDVD Chapter Markers panel.
3. Move the Playhead in the Timeline to the point you want to place a chapter marker.
4. Click the "Add Chapter" button in the Chapter Markers panel. A thumbnail image for the marker appears in the panel.
5. Name the chapter something descriptive. Later you can choose to let iDVD use the chapter names when automatically creating menus and submenus for imported movies.



Click to add a new chapter: You can add up to 36 chapters.

Click to remove a chapter.

Chapter marker

Chapter marker

Click to create an iDVD project.

Tip:

There may be times when you want to use the audio from a video clip—without the video.

To extract audio from a video clip: Select a clip in the Clip Viewer or in the Timeline Viewer. From the "Advanced" menu, choose "Extract Audio." The extracted audio is automatically placed in an audio track in audio track 1 (the top track in the Timeline). The audio remains in the source clip but is muted.

To restore the audio, select the clip, click "Edit Volume," then adjust the slider to the desired volume.

Little Mac iApp Tips

Quick Safari Tips

Bigger or smaller text on the web page

Depending on how the web designer designed the page, it is often possible for you to make the reading text larger or smaller. This will not affect any text in graphics, however.

Make text bigger: Command +

Make text smaller: Command -

Or if you have the "Text Size" button displayed in your Safari toolbar, click the large or small A icon.

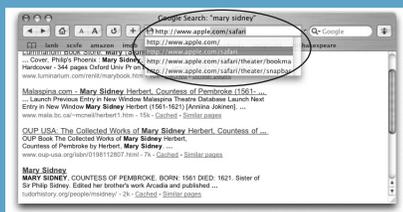
Death to pop-up windows

Do you hate those annoying little advertisement windows that pop up without your permission? Press Command K to prevent their appearance. If you decide you want them, press Command K again to allow their presence. You'll find this command in the Safari menu.

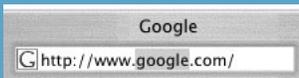
Web address tips

If a web address ends in .com, all you need to type is the main name, such as **apple**, **toyota**, or **nfl**, then hit Return. That is, you never have to type **http://** or **.com**. To go to a web site that ends in anything besides .com, you will need to type that part (such as .org, .edu, or any country code).

You'll notice as you type a web address that previous and similar addresses appear below the Address field. When you see the correct address appear, stop typing, then use the DownArrow key to select the address you want to go to. When it's highlighted, hit the Return key and off you'll go.



*This is one of my favorite features: just double-click in the domain name between **www** and **com**, and only that one word, the one you need to change, is selected. No more trying to press-and-drag across that tiny word in the tiny Address field to select it!*



Link Tips

Sometimes you want to open several links at once without losing the page you're on.

To open a link in a new window, Command-click on it (that is, hold down the Command key and click on the link). The page will open in a separate window.

To open a link in a new window that is behind the current window, Shift-Command-click on it. This is one of my favorite features—I can go to a search results page and open a dozen windows in five seconds, then go see what they are about.

Google Search

If you've ever used **Google** as your search engine, you know how amazing it is. If you haven't yet, once you do you might never use anything else. Because it's so great (it even figures out if you've misspelled something you're looking for), Apple has included it in your Safari toolbar. Use it just as you would if you went directly to the Google.com site. Here are a few extra tips for searching (these tips apply to any search tool, actually).

Limit your search even more

Use Boolean operators to limit your search. That is, put a + sign in front of any word or phrase (in quotation marks) that you want to make sure Google finds; put a - sign in front of any word that you do not want to appear on a page. Do not put a space after the + or -.



- A search for just the word **safari** gave me 2,370,000 results.
- A search for **safari +apple -africa** gave me only 94,300 results, and pages about Apple's Safari were right at the top.
- A search for **safari +browser +apple -africa** gave me only 47,900 results, again with Apple's Safari at the very top.

Extra tips

Here are a couple of handy menus for Google.

- Click on the tiny magnifying tool and triangle in the Google field and you'll get a menu listing the **last 10 searches** you did in Google, as shown to the right. Safari maintains this list no matter how many windows you open or even if you quit Safari.
- Select a word or phrase on any web page, then Control-click on that word. A **contextual menu** will appear with the option to do a "Google Search," as shown to the right. Choose it and the new results will appear instantly.

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