

Workshop: Apps, Tools, Tips

- November 17, 2012

Basic Apps

Launching Apps

- Spotlight ⌘ **Spacebar**
- Launchpad no shortcut
- Alfred ⌘ **Spacebar**

TextEdit

- Load TextEdit
- Useful Shortcuts (for many apps) **shortcuts.rtf**
 - Save a file ⌘ **S**
 - Duplicate a file ⌘ **S** ⇧
 - Save a copy of a file ⌘ **S** ⇧ ⌘
 - Print to PDF directly ⌘ **P P**
 - Help shortcut ⇧ ⌘ **/**
 - Send to trash ⌘ **DEL**
 - Empty trash ⇧ ⌘ **D**
- Open **text-edit-test.rtf**
- Files
 - **Input** formats - RTF, RTFD, text, HTML, .doc, .docx, markdown
 - **Output** formats - RTF, RTFD. Text, HTML, web archive. .doc, .docx
 - Save to iCloud or save locally
- Menu
 - Many menu items are common across apps
 - Use option key with keyboard for some symbols
 - View **document properties**
 - View **special characters**
- Speech Edit > Speech > Start Speaking
- Open **Blank Document** (⌘ **N**)
- Demonstrate **wrap on/off** (⌘ ⇧ **W**)
- Demonstrate **Dictation** (fn fn)
- Demonstrate **completing text** (ESC)
- Create and use styles
 - Enter: Title, Chapter 1, Section 1, Subsection, Lipsum
 - Apply styles for Title, Chapter 1, Section 1
 - Create a style for Subsection; add to favorites
 - Create a style for block indent; add to favorites
 - Use paragraph drop-down to invoke new style
- Use Text Edit to get a **list** of your files/folders
 - Select files; paste-and-match style ⌘ ⌘ ⇧ **V**
 - Open the folder that you want to list > select all ⌘ **A**

- Launch TextEdit > Edit > Paste and Match Style ⌘ ⌥ ⌘ V
- Save as txt or rtf

Preview

- Open **mountainlion-impressions.pdf**
 - Keep PDFs in the cloud or local
 - Demonstrate viewing options
 - Discuss Preferences
 - Show/Hide Edit bar
 - Show/Hide Sidebar
 - Modify Tool Bar
 - Show Inspector ⌘ I
 - Demonstrate Search
 - Demonstrate Magnifier use ` key
 - Copy/paste text from PDF to TextEdit
- Open **text-edit-test.pdf**
 - Demonstrate merge
 - Insert page from file (+)
 - Rearrange pages using contact sheet
 - Demonstrate Annotation
 - Tools > annotate > note
 - View > highlights and notes
 - highlight text
- Save modified pdf to cloud
- Open file **page-test.pages**
- Open image **150h.png**
 - Instant alpha - remove background
- Open image **glass.jpg**
 - Crop images
 - Enhance images
- Screen grab
 - capture entire screen to a file ⌘ ⌥ ⌘ 3
 - capture a selection to a file ⌘ ⌥ ⌘ 4
 - capture entire screen to clipboard ⌘ ⌥ ⌘ ^ 3
 - capture a selection to clipboard ⌘ ⌥ ⌘ ^ 4
 - Then - open Preview > File > New From Clipboard
- Alternate Apps: PDFPen and PDFPen Pro

Safari

- Safari 6 in Mountain Lion: <http://support.apple.com/kb/HT5364>
- Safari Shortcuts: <http://support.apple.com/kb/PH11843>
- Bars:
 - title bar
 - toolbar
 - bookmarks bar

- tab bar
- status bar
- Modify toolbar
 - Show **toolbar-buttons.pdf** - PDF
 - hide/unhide toolbar
- Preferences
 - Show passwords
- Manage tabs
 - Right-click on a tab
 - New tab, close tab, close other tabs, move tab, reload tab, reload all, add bookmark
 - Open link in new tab; make active ⌘ **CLICK**
 - Open link in new tab ⌘ ⇧ **CLICK**
 - Open link in new window; make active ⌘ ⌘ **CLICK**
 - Open link in new window ⌘ ⌘ ⇧ **CLICK**
 - = Show All Tabs – Click button to show tabs in Tab View (use 2-finger swipe)
- Send a page via email 4 ways
- Reading List - add OMUG to reading list
- Reader button - retrieve from reading list to demonstrate
 - <http://www.mactricksandtips.com/?p=2793>
 - <http://www.makeuseof.com/tag/3-simple-steps-fixing-computer-issues/>

Mail

- Customize Tool bar; add address icon
- View accounts
- Mail Preferences
- Searching Mail
- Keyboard shortcuts
 - Create a new message ⌘ **N**
 - Delete current message ⌘ **DEL**
 - Forward current message ⌘ ⇧ **F**
 - Reply to the current message ⌘ **R**
- Attachments - open message
 - Quick Look - view attachments
 - Change from icon to full view; right-click > View as Icon, or View in Place
 - Instantly create a new email with an attachment by dragging the file to Mail's Dock icon
- Dealing with spam
 - SpamSieve - <http://c-command.com/spamsieve/> (\$30)
 - Create filters
 - Use Gmail as a filter: demonstrate
 - Create a blacklist folder - add blacklist rules
 - add blacklist mailbox (folder)
 - create rule: preferences > rules
 - if [condition] then move to blacklist folder
 - [condition] can be address, IP address, other
- Mail in Mountain Lion: <http://support.apple.com/kb/HT5361>

OS X Toolbox

- Lion/Mountain Lion Tweaks - <http://tweaksapp.com/app/mountain-tweaks/>
- Use Spotlight as a Calculator: calculate; copy result

System Preferences

- General
- Language & Text
- Security & Privacy
- Keyboard
- Mouse or trackpad > uncheck scroll direction: natural
- iCloud
- Sharing
- Users & Groups: change password; change login options
- Dictation & Speech
- Accessibility

Preference Pane Utilities

- Secrets - <http://www.macupdate.com/app/mac/27025/secrets>
 - examples: show calculator; grab
- Time Machine Scheduler
- Hazel - automated organizer (\$25)
 - <http://www.noodlesoft.com/hazel.php>

Disk Utility: format, repair, troubleshoot, create disk images, create CD/DVD

- Sidebar - disk / volume
- First Aid: Verify, Repair
 - boot from recovery disk to repair startup disk (⌘ R while rebooting)
- Partition
- Erase
- Disk Images: look and function like a disk; contains files & folders
 - create; burn to CD/DVD; send via email or Droplr
- Toolbar - info
- Restore

Keychain Access Utility: passwords, notes, certificates, keys

- Keychain uses the User Password, unless you change it
- How to Manage Passwords: <http://www.macworld.com/article/2013756/how-to-manage-passwords-with-keychain-access.html>
- Secure Note
- Password Assistant
- Show passwords

Network Utility: ping, traceroute, whois

Console: diagnostic reports

Activity Monitor

Expanded Toolbox

Finder alternatives

- Alfred- <http://www.alfredapp.com/> (free) - power pack (15€ - \$20)
 - Launch applications
 - Search the web - google - maps ocala - images mac - translate ocala
 - Find files: find - open - in
 - Preferences > Features
- Pathfinder - <http://cocoatech.com/pathfinder/> (\$40)
- Leap - front end to spotlight; better finder (\$26)
- ForkLift: <http://binarynights.com.> (\$20)

Productivity Utilities

- Found - <https://www.foundapp.com> (free) - double-tap CTRL; search online sources
- Liquid Information: convert, search, reference, translate
 - convert 15 € to \$
- [1Password](#) - secure password storage (Mac, iPad, iPhone)
- [TextExpander](#)
- Hazel: <http://www.noodlesoft.com/hazel.php> (\$25.00)
- Keyboard Maestro

Uninstaller Utilities

- AppCleaner - free

Dashboard Widgets

- iStat Pro
- EasyEnvelopes - ambrosia software <http://www.ambrosiasw.com/utilities/> \$10

Other Tools

- Mac Automation Tools: <http://macosxautomation.com>
- Yep - manage PDFs, iWork, Office docs (\$26)
- AppZapper: <http://www.appzapper.com/> (\$12.95)
- AppDelete: <http://www.reggieashworth.com/appdelete> (\$7.99)
- Amnesia: <http://koingosw.com/products/amnesia.php> (\$19.95)
- AppDelete (lite): <http://itunes.apple.com/us/app/appdelete-lite/id451960925?ls=1&mt=12>
- CleanApp: <http://www.syniumsoftware.com/cleanapp/> (\$14.99)
- Services Manager
- The Unarchiver - <http://unarchiver.c3.cx/unarchiver>

Resources

Books

- O'Reilly - 40–50% discounts
 - OS X Mountain Lion - The Missing Manual, David Pogue
 - OS X Lion - The Missing Manual, David Pogue

- Switching to the Mac - The Missing Manual, David Pogue
 - Master Your Mac, No Starch Press
- Take Control - 30% discounts
 - Apple Mail in Mountain Lion
 - Backing Up Your Mac
 - Maintaining Your Mac
 - iCloud
 - Speeding Up Your Mac
 - Troubleshooting Your Mac
 - Using Mountain Lion
 - Using Lion
 - Spotlight
 - Safari6
 - Safari 6
- Peachpit Press - 35% discount
 - The Little Mac Book, Robin Williams (Lion)

Tips

- Email security tips:
 - <http://www.makeuseof.com/tag/7-important-email-security-tips-you-should-know-about/>
 - Safari 6 in Mountain Lion: <http://support.apple.com/kb/HT5364>
- Safari Shortcuts: <http://support.apple.com/kb/PH11843>
- Safari Reader button
 - <http://www.mactricksandtips.com/?p=2793>
 - <http://www.makeuseof.com/tag/3-simple-steps-fixing-computer-issues/>
- Mail in Mountain Lion: <http://support.apple.com/kb/HT5361>
- How to Manage Passwords: <http://www.macworld.com/article/2013756/how-to-manage-passwords-with-keychain-access.html>

Software

- Software bundle that includes Pathfinder and TextExpander
 - http://www.productivemacs.com/?utm_source=Apparent+Software+Newsletter&utm_campaign=97f341c35a-PM4_AS&utm_medium=emailhttp://www.productivemacs.com/?utm_source=Apparent+Software+Newsletter&utm_campaign=97f341c35a-PM4_AS&utm_medium=email
- Apps
 - SpamSieve - <http://c-command.com/spamsieve/> (\$30)
 - Lion/Mountain Lion Tweaks - <http://tweaksapp.com/app/mountain-tweaks/>
 - Secrets - <http://www.macupdate.com/app/mac/27025/secrets>
 - Alfred- <http://www.alfredapp.com/> (free) - power pack (15€ - \$20)
 - Pathfinder - <http://cocoatech.com/pathfinder/> (\$40)
 - Found - <https://www.foundapp.com> (free)
 - Liquid Information (free) <http://www.liquid.info/osx/index.html>
 - 1Password <http://agilewebsolutions.com/onepassword>

- TextExpander <http://smilesoftware.com/TextExpander/index.html>
- AppCleaner (free) <http://www.freemacsoft.net/appcleaner/>
- iStat Pro (free) <http://istat-pro.en.softonic.com/mac>
- EasyEnvelopes <http://www.ambrosiasw.com/utilities/> \$10
- Other Tools
 - Mac Automation Tools: <http://macosxautomation.com>
 - Yep - manage PDFs, iWork, Office docs (\$26)
 - AppZapper: <http://www.appzapper.com/> (\$12.95)
 - AppDelete: <http://www.reggieashworth.com/appdelete> (\$7.99)
 - Amnesia: <http://koingosw.com/products/amnesia.php> (\$19.95)
 - AppDelete (lite): <http://itunes.apple.com/us/app/appdelete-lite/id451960925?ls=1&mt=12>
 - CleanApp: <http://www.syniumsoftware.com/cleanapp/> (\$14.99)
 - The Unarchiver - <http://unarchiver.c3.cx/unarchiver>
 - Hazel: <http://www.noodlesoft.com/hazel.php> (\$25.00)
 - Keyboard Maestro
 - Leap - front end to spotlight; better finder (\$26)
 - ForkLift: <http://binarynights.com>. (\$20)
 - Find any file <http://apps.tempel.org/FindAnyFile/> \$6
 - Exhaust - control login items <http://mrgeckosmedia.com/applications/info/Exhaust>
 - Easyfind (free) <http://www.macupdate.com/app/mac/11076/easyfind>
 - Launchbar <http://www.obdev.at/products/launchbar/index.html> \$35
 - Smartsleep <http://www.jinx.de/SmartSleep.html> \$6
 - Fluid <http://fluidapp.com> free - pro version \$5