



Macworld
Superguide

MAC OS X
Hints
LEOPARD EDITION

By Rob Griffiths

\$12.95

Foreword



Back in the fall of 2000, I was making the transition from Mac OS 9 to OS X and finding the new operating system both complex and a bit unintuitive. In particular, I kept getting tripped up by features that weren't documented on Apple's Web site or covered in OS X's help files. Being somewhat geeky by nature, I decided to create a Web site where I could keep track of all the little tips, tricks, and hidden features I was discovering in OS X. That way, I could easily access the tips from any machine I happened to be using. And because I knew I wasn't the only one out there exploring the inner workings of Apple's new operating system, I built the site so others could post their own OS X tips and insights.

I had no grand aspirations for the Web site; I merely hoped it would serve as a useful resource for OS X tidbits. Over the last eight years, however, that little site—MacOSXHints.com, in case you haven't guessed by now—has grown into a collection of more than 10,000 OS X tips, covering every major release from the initial public beta through 10.5. (Along the way, the site also changed the direction of my career; *Macworld* purchased it and hired me in 2006.) The site still focuses on demystifying OS X's hidden features and sharing useful knowledge that you won't find in any help files. And with thousands of contributors from across the globe, it offers a constantly growing collection of OS X knowledge—all freely searchable.

But the site's not perfect. Many of the tips assume a high degree of familiarity with OS X and fairly deep technical knowledge—especially tips involving Terminal. And searching through more than 10,000 hints to find the one you really want can be complicated, to say the least. That's where this book comes into play. We've scoured not just MacOSXHints.com, but also Macworld.com, to find the most useful tips and tricks for OS X 10.5 users. We've also rewritten them all in a clear, straightforward fashion, complete with screenshots, to make them as easy to use as possible.

The tips in this book cover almost every corner of Leopard, from customizing the Finder to unlocking hidden System Preferences to speeding up Safari. Whether you're a power user looking to bend OS X to your will, or a relative newcomer hoping to get more from your OS, these tips will give you the inside scoop you're craving. And we encourage you to share the wealth—post your own discoveries and tips at www.macosxhints.com.

—Rob Griffiths, Editor, MacOSXHints.com
March 2008

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Dabbling in Terminal shouldn't be taken lightly. It only takes one typo to irrevocably mess up your system. This section explains what commands require extra care, as well as what measures you can take to minimize the risk.

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OS X HINTS, LEOPARD EDITION

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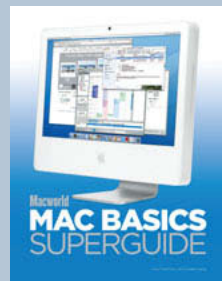
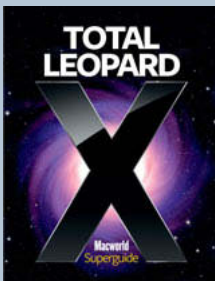
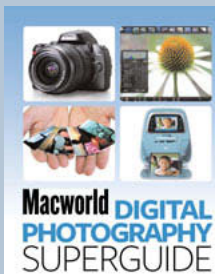
Greg Knauss has been programming computers since he was 13 years old. He wrote "Learn the Terminal Basics" in the *Take Command of Terminal* chapter.

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

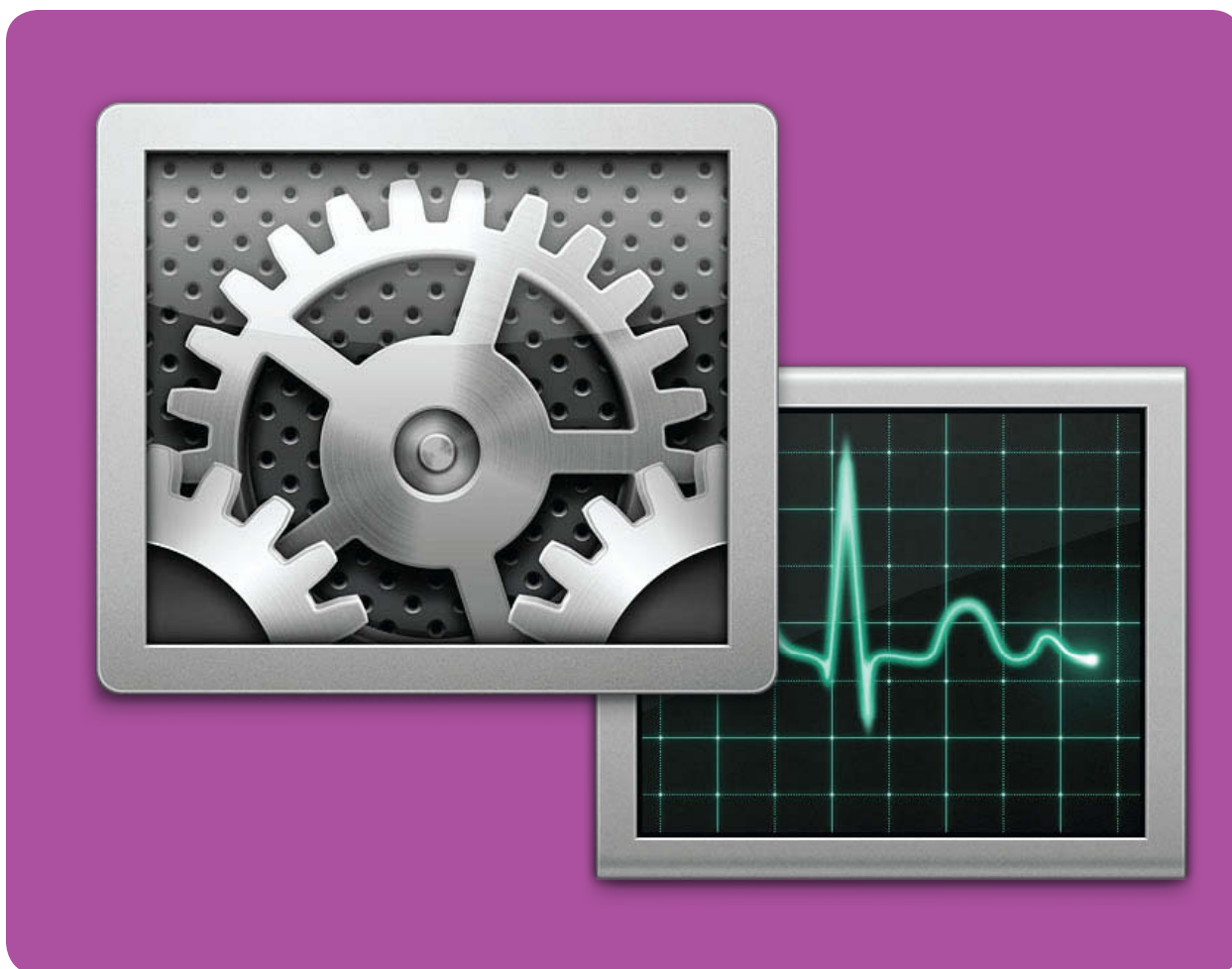
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Master Your System

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

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

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Preferences

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

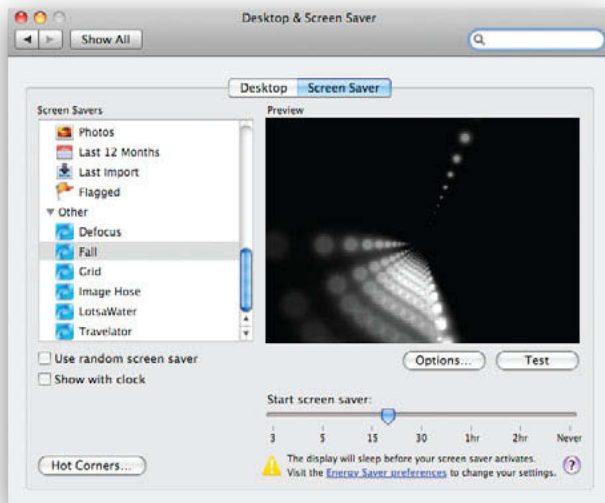
ACCESS INVISIBLE LOGIN BUTTONS

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

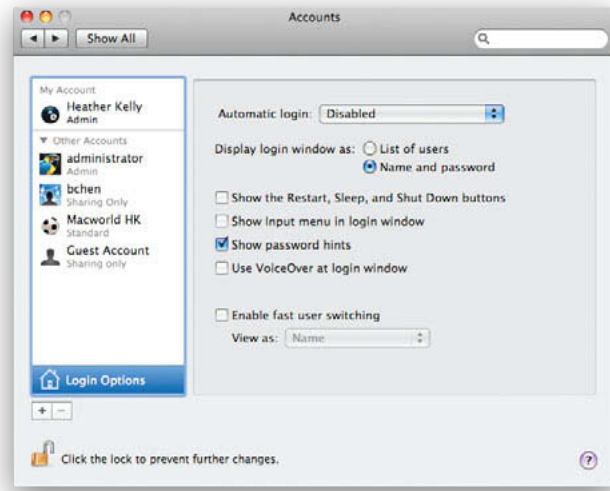
But what if you want to put your machine to sleep, restart it, or shut it down from the login window after you've disabled the buttons? No problem—just make sure your login window is in Name And Password mode (see "Childproof"). You can set this permanently in the Login Options window by selecting the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

REVEAL LOGIN ITEMS IN THE FINDER

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



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



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

COPY AND PASTE PARENTAL CONTROL SETTINGS

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

UNCOVER SECRET SCREEN SAVERS

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



Navigate Leopard

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

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

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The Finder

The Finder is your Mac's home base. With Leopard, Apple has added valuable new tools to make the Finder faster to use and easily customizable.

PUT THE PATH BAR UP TOP

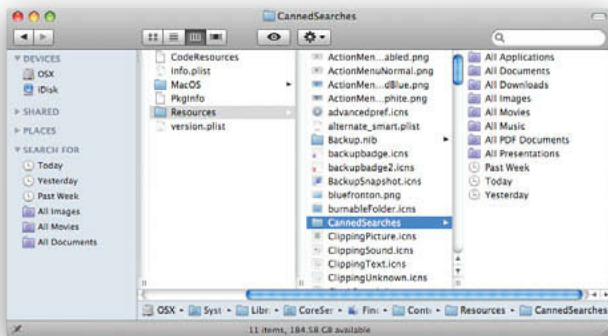
Love the convenience of the Finder's path bar but want to change its location? When you select View: Show Path Bar, the path to the current folder will appear at the bottom of the Finder window. That display is also functional: You can drag an item onto any of the folders shown in the path bar to move the item to that folder, and you can double-click on any folder in the path to quickly switch to that folder. If you want to see the path to the current folder at the top of the window, open Terminal and type:

```
defaults write com.apple.finder -
FXShowPosixPathInTitle -bool YES
```

Then press return. Next, holding down the option key, right-click on the Finder icon in the Dock and select Relaunch. From now on, the path should appear, in traditional Unix format, in the title bar of all your Finder windows. To undo the change, repeat the procedure, replacing **YES** with **NO**, and then relaunch the Finder.

ADD MORE CANNED SEARCHES

There are still some predefined searches available in the Search For section of the Finder's sidebar, but a number of additional searches didn't quite make the cut. To find them, go to /System/Library/CoreServices and control-click on Finder.app. From the pop-up menu, choose Show Package Contents, and navigate to /Contents/Resources/CannedSearches (see "Can It"). There, you'll find searches such as All Applications, All Music, and All Presentations. To add one of these bonus canned searches to your sidebar, copy it to the desktop. Then control-click on it and choose Show Package Contents from the pop-up menu. In the first folder that opens, you'll see a search.savedSearch file. Rename this to whatever you like, and drag it into the sidebar.



Can It Add any of these helpful canned searches to your finder.

GEEK IT UP

EASILY CREATE NEW FOLDERS

Have you ever had to create a series of folders, perhaps for a new project, for a new client, or just as part of organizing your massive hard drive? If so, you know that it's a cinch to create a single folder in the Finder: just press \mathfrak{H} -shift-N. But if you have 20 or 30 folders to set up, the process can get tedious. Terminal can make things a lot easier.

Make a Folder in Terminal The command `mkdir` creates new directories—in other words, folders. For instance, the following command creates a new folder named My Folder in the current directory:

```
mkdir "My Folder"
```

To change the current directory, type the command `cd` and then the path to the correct location. (Drag a folder to the Terminal window to add its path automatically.) For example, if you want the folder to appear in your Documents folder, use this command before you create the folder:

```
cd /Users/your_user_name/Documents
```

Make a Few Folders To create several folders at once, add additional names to the command. You must include quotation marks around each new folder's name if the names contain spaces—for example:

```
mkdir "My Folder" "My Other Folder" "Not That Folder"
```

Make Bunches of Folders If you have a lot of folders to create, make a text file containing the name of each folder you want—one entry per line. Name the file `dirlist.txt`, place it in the folder where you'd like all the new folders to appear, and then use the `cd` command to make sure you're in that folder in Terminal. Finally, type this command:

```
cat dirlist.txt | xargs mkdir
```

Each entry in the file will become a folder in the current directory.

Automate the Names When you'd like to create a selection of folders, each with the same basic name and a unique suffix—for example, Project A, Project B, Project C, and so on—you don't have to type out all those names. Use this command:

```
mkdir "Project" "{A,B,C,D,E,F}"
```

You're not restricted to single letters, of course—anything you want can go within the curly brackets. Just remember that if you want spaces in the names, you'll need to enclose them in quotes, too—for example:

```
mkdir "Project" {"New Home", "Vacation", "To Do"}
```



Unleash OS X's Programs

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

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

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

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Mail

If you're like most of us, the first thing you do when you sit down to your Mac in the morning is check your e-mail account for new messages. Your e-mail manager is also probably one of the few programs you actively monitor all day long. With so much time invested in e-mail, shouldn't you make sure you're being as productive as possible? If you use Mail, these tips will help you move through your messages more efficiently, streamline the program's interface, and automate tedious tasks.

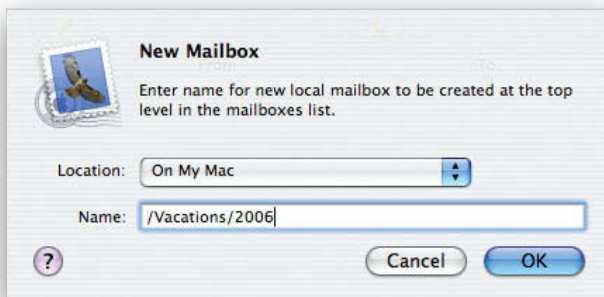
ORGANIZE YOUR FOLDERS

In the new version of Mail, the sidebar folders—Mailboxes, On My Mac, Reminders, Smart Mailboxes, and so on—can now be rearranged. Just click and hold on any folder, then drag it to a new position. You don't even have to have Mailboxes at the top of the list; it can be moved elsewhere, too. This is useful, for example, if you have a lot of IMAP accounts cluttering the sidebar with needless folders. While you can't get rid of the folders, you can at least now move On My Mac up above them, making it easier to file e-mails.

CREATE NESTED MAILBOX FOLDERS

If you have a lot of mailboxes, you can help keep things tidy by organizing them into folders. In fact, you can create a folder and nested mailbox in a single stroke.

Select Mailbox: New Mailbox. In the dialog box that appears, type a forward slash (/), then two names separated by another forward slash. The slashes indicate a path hierarchy. For example, say you wanted to create a new, white Vacations folder, and within that, a subfolder named 2006. You'd open the New Mailbox dialog box and type `/Vacations/2006` into the Name field. The leading slash tells Mail that the Vacations folder needs to be



A Mailbox Shortcut Quickly create nested mailboxes in Mail by typing a slash and then their names, separated by another slash, into the New Mailbox dialog box. Here, we're creating a folder named Vacations that contains a folder named 2006.

at the top level of your hierarchy (otherwise, it will go within the currently selected folder). The second slash tells Mail to create the 2006 mailbox within the Vacations folder (see "A Mailbox Shortcut"). Click on OK, and you'll find a new Vacations folder in your list of mailboxes, and a 2006 folder within it.

You can now move folders into and out of (or create new folders within) the Vacations folder as you see fit.

GET RID OF THE RSS FOLDER

If you're not using Mail's RSS reader, you might think you're still stuck with that RSS folder in your sidebar. You're not. To make it vanish, open up the RSS folder, hold down the shift key, and click on each listed feed. Then control-click on the selection and choose Delete Feeds from the pop-up menu. Confirm when asked, and when all of the feeds are deleted, the RSS folder icon in the sidebar will also vanish.

QUICKLY HIDE MAIL'S PREVIEW PANE

Mail's preview pane lets you quickly read messages without having to open them in separate windows. (Don't see the preview pane? Double-click on the little dot at the bottom of the Mail window.)

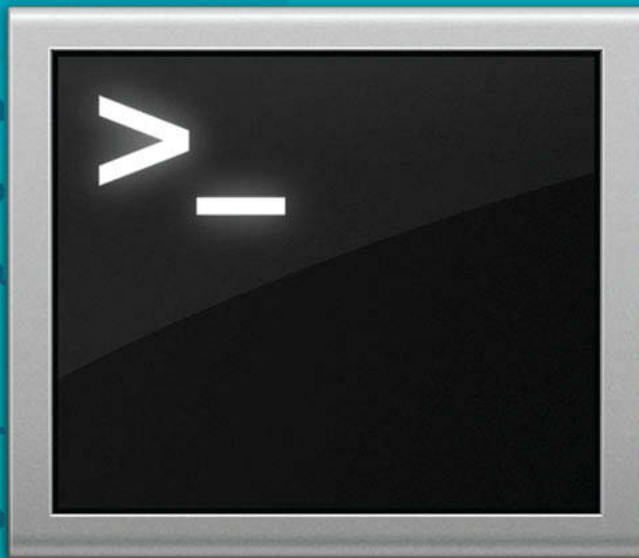
The problem is that when you use your Mac in an open office environment, there may be times when you want to quickly hide the contents of the message you're reading. Perhaps it's a note about an upcoming surprise party, and the subject of said party is walking toward your cubicle.

There are many ways to handle this situation. First, in the message list, ⌘-click on the message that's currently displayed in the preview area to deselect it. The preview area will become blank. You can also hide the entire preview pane, by double-clicking on the bar that divides it from the message list. However, the ⌘-click method makes it easier to return to preview mode when you're done being secretive—just click on any message to reveal it again.

REPLY IN MAIL WHILE KEEPING THE ORIGINAL OPEN

When you have an e-mail message open in a separate window and then click on the Reply button, Mail takes over the existing message window and turns it into the reply window. The same thing happens when you click on Reply All or Forward—Mail steals the window for your response. This can be pretty annoying, especially if you were going to copy and paste discrete sections of the original into your reply. Of course, you can select the text you wish to quote in the message before clicking on Reply

```
set myWin to window 1
set theWin to (quoted form of POSI
tell application "Terminal" activate
tell window
do script "cd
end tell
on
application "
ed form of POSI
do script "cd
application "Fi
ed form of POSI
tell application "Terminal" activate
tell window 1 do script "cd " & theWin -- do script "cd
end tell
```



Take Command of Terminal

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

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

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Learn the Terminal Basics

Before you start typing away in the Terminal window, take a moment to learn how the command line works, as well as some basic commands to get you started.

HOW IT WORKS

Unix commands can be broken down into four parts. The first part is the command-line *program*, which is like any other Mac application, but has a text-based rather than a graphic interface.

Next come *options*. The command-line equivalent of preferences, options allow you to modify how a program functions. The general rule is that options are identified by either a single dash or a double dash, followed by either a single character or a whole word. An additional parameter may follow the option.

The third component is *arguments*, or the input the program acts upon. A program's arguments are usually file names, but they can be almost anything, including the output of other command-line programs.

Finally, there's *output*, the result of the program. Just like a regular program's output, a command-line program's output can be a file or a printed page, but most often it's a screen test.

PROGRAMS Hundreds of command-line programs are available in the standard installation of OS X, ranging from the incredibly simple (**echo** will output whatever you type as its arguments) to the ridiculously obscure (**yes** repeatedly presses the Y key for you).

One of the most common programs is the **ls** (list) command. This command displays the contents of the current folder (or directory, in Unix lingo). When you enter it, you should see the names of all the folders and files in your user folder, including Desktop, Documents, Sites, and so on. To modify the default behavior of a command, you can combine it with options.

OPTIONS You can use **ls** with several options that change the way it works. For example, **ls -l** will display a long list including such details as file sizes and modification times. **ls -a** will show all files, including those whose names begin with a dot (**.**), which are normally hidden. (Names of Unix configuration files are often preceded by a dot so they won't clutter up normal listings.) You can combine options too: **ls -l -a** will give you an expanded list of folder contents with all of the files displayed.

How do you find out what options a command has? Type **man** (manual) followed by the name of any command-line program to

see all the details about (as well as examples of) its options and functions.

ARGUMENTS Like many other commands, **ls** also takes arguments to define what input the program responds to. For instance, **ls /Users** will show you the user folders of all the users on your machine, along with the universal Shared folder. If you enter the following command, it brings up the contents of the **jdoe** and **rroe** user folders:

```
ls /Users/jdoe /Users/rroe
```

You can use wild cards to specify a range of names more easily: an asterisk can stand in for any group of characters, and a question mark can substitute for a single character. For example, **ls /usr/bin/s*** will show you all the files that start with the letter **s** in your computer's **/usr/bin** directory. This is handy when you want to narrow the program's arguments to a manageable range.

CHANGE DIRECTORIES

Unlike the Finder, which allows you to have any number of folders open at once, the Terminal limits you to a single place at any one time—this is your working directory. The **cd** (change directory) command allows you to choose a new working directory.

Type **cd Sites** to move into your Sites folder and make it the working directory. Type **cd ..** to move one step back toward the root of your hard drive, or **cd /** to move all the way there. The command **cd ~** will return you to your user folder. If you get confused about which directory you've ended up in, the command **pwd** (print working directory) will show you where you are in the folder hierarchy.

HAVE FUN WITH FILES

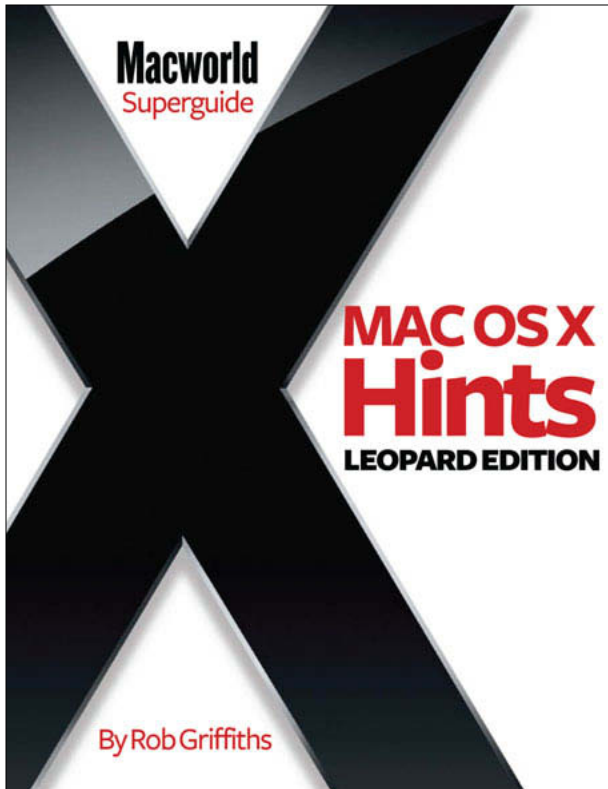
Want to do more than list files? Give the **ditto** command a try and make copies. To use **ditto**, follow it with the source file(s) or folder(s) and the destination file(s) or folder(s). Feel free to use wild cards when you're specifying the source files and folders. For example, to copy all of the word processing documents in your user folder to a folder called **Word_Docs**, type the following:

```
ditto ~/*doc ~/Desktop/word_docs
```

The **ditto** command has a lot of different options, too—type **"man ditto"** for more help with these.

To view the copies, press **⌘-shift-G** in the Finder and enter **~/Desktop/word_docs**. You can also use **cd ~/Desktop/word_docs** and **ls** from the command line.





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

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

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

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

