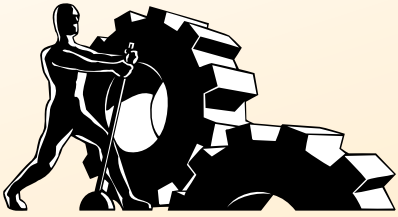


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Read Me First

Welcome to *Take Control of Safari 4*, version 1.0, published in June 2009 by TidBITS Publishing Inc. This book was written by Sharon Zardetto and edited by Tonya Engst.

This book shows you how to make the most of Safari, a deceptively powerful Web browser with features you may have never even tried. Although it focuses on Safari 4, well over 80 percent of its information applies to Safari 3, too.

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BASICS


There are only a few basic items you need to know to make your “reading experience” smoother:

- **Menu references:** The general “shorthand” description to refer to choosing something from a menu is, for instance, File > Open. Occasionally a command's name changes partially to match its context; I describe these commands with an obvious placeholder such as File > Sync *TheDevice*.

- **Path names:** The route you take to a file on your hard drive, whether by looking through columns in a window or by double-clicking your way through folders, is the file's *path*, and there's a standard "syntax" for referring to these paths.

The disk's name is always the first thing in a path; we assume the disk is always there, so we don't include its name, but we preserve the slash that would separate it from the next item. So, *HardDrive/System/Library* becomes */System/Library*.

A path to something in a user's home directory starts with the drive's name, followed by *Users* and then the user's name. The convention, however, is to replace those first three items with ~ (tilde), so *HardDrive/Users/Miriam/Library* becomes simply *~/Library*. (You've probably noticed by now that path text is formatted in special type.)

- **System Preferences:** To work with System Preferences, choose System Preferences from the  menu and in the window that opens, click the icon for the settings you want to adjust. I describe this procedure simply as, for instance, "Open the Parental Controls preference pane" or "In System Preferences, open Parental Controls."
- **Safari Preferences:** Applications have their own preferences, separate from System Preferences. In Safari, choose Safari > Preferences (Command-Comma), then access a specific group of preferences—such as General, Bookmarks, or RSS—by clicking its icon at the top of the preferences window.
- **Contextual menus:** When I refer to accessing a contextual menu, I usually write "Control-click on [whatever] for the contextual menu...". This is a little ironic since I never Control-click—my main computer is a laptop, and I use a two-finger tap for a contextual menu. You might do the same, or you may be using a mouse that's programmed to open a contextual menu with a right-click. Whenever you read "Control-click" or "right-click," use whatever method you like to open a contextual menu.

Tip: After you click a link to jump to a different spot in this book, you can return to where you were by using Go > Back (Command-]) in Preview, or View > Go To > Previous Page (Command-Left arrow) in Acrobat.

Introduction

Why do you need a book about Safari? You've been using Safari for seeming eons, and you're doing just fine.

But you don't have to settle for "fine." In all likelihood, Safari does more than you've been asking it to, and those things you *have* been doing with it can be done more quickly, elegantly, and efficiently when you know Safari's ins and outs. I can vouch for that because when Safari 4's beta version was released, I vowed to finally, *finally*, explore Safari thoroughly, in order to find the best way to organize bookmarks, give it another chance as an RSS reader, learn about tab options instead of using them in the most obvious way—oh, and deal with the pesky issue of having dismissed the offer to save a password for a site and never again being asked to do so.

The fact that Safari 4 offered some new features was both the impetus for the exploration and the icing on the cake: the nifty Top Sites view, "smart" address and search fields, searching the content of history and other bookmarked pages—this time I planned to get ahead of the curve by learning how to make the most of Safari.

And, now that I've devoted all that time to it, you don't have to! You won't have to learn bits and pieces from various sources, experiment on your own, or click your way through the not-exceptionally-helpful Help system to put together disconnected tidbits of information.

Whether you have been using Safari 4 or are about to upgrade to it, this book is for you. If you plan to stay in Safari 3 for quite some time, this book is still for you: at least 80-85 percent of what's covered here also exists in Safari 3. (Check [What's New in Safari 4](#) to find out what doesn't apply its predecessor.)

No matter how you use Safari now—for lightweight general surfing, or middleweight targeted browsing with a pile (probably a disorganized pile) of bookmarks, this book will take you to the heavyweight division, with toned tabs, a buffed bookmarks bar, total control over RSS feeds, and more.

Safari 4 Quick Start

The material in this book is the least linear of any Mac book I've ever written: there are few interdependencies among the topics, so you can start with any one that piques your interest or is likely to answer the burning questions you have about using Safari—whether they're of longstanding duration or specifically about Safari 4. Luckily, ebook links lend themselves to just that sort of approach!

On the other hand, if you don't want to accidentally miss anything, just follow the advice given to Alice: "Just start at the beginning, and when you get to the end... stop."

Download and install Safari 4:

- If you haven't moved to Safari 4 yet, [Appendix B: Update to Safari 4](#) (p. 85) shows you how easy it is to do so, and discusses the system requirements for the upgrade.

Check out Safari 4's new features:

- If you want to hit the highlights of new features, use the links in [What's New in Safari 4](#) (p. 9).

Customize your experience:

- From top (the toolbar) to bottom (the status bar), you can tweak Safari's looks and behavior. See [Customize Your Safari Environment](#) (p. 10) and [Organize the Bookmarks Bar](#) (p. 47).
- Set your Safari preferences. Its various preference panes are covered in their topic areas, such as [Know Your Link-Opening Options](#) (p. 28), [Turn on AutoFill Sources](#) (p. 64), [Set the Download Preferences](#) (p. 70), and [Set Your RSS Preferences](#) (p. 73).

Learn key browsing techniques:

- You know the basics, but learn their details in [Navigate to and within Web Sites](#) (p. 17), [Track Your Downloads](#) (p. 70), [Use AutoFill for Forms and Passwords](#) (p. 64), and [Scan Site Highlights with RSS Feeds](#) (p. 73).
- Juggle multiple sites with finesse by learning how to [Handle Multiple Pages with Window Tabs](#) (p. 28).

- Read about the differences in the ways your previously visited Web sites are stored automatically or manually in [Go Back to Where You've Been](#) (p. 19). Explore the details for each of the methods in [Manage Your Top Sites](#) (p. 24), [Set Up and Use Bookmarks](#) (p. 34), and [Retrace Your Steps through History](#) (p. 52).
- Protect your privacy: [Store and Edit Your Passwords](#) (p. 66), and learn about [Stealth Browsing](#) (p. 54) and how to [Erase All Your Tracks](#) (p. 55).
- Optimize your search techniques in various areas with [Use the Google Search Field](#) (p. 56), [Search within a Page](#) (p. 59), and [Search Your History and Bookmarks](#) (p. 61).

What's New in Safari 4

Many of Safari 4's new features are background improvements—such as increased page-loading speed and support for the CSS Effects standard—that can enhance your browsing experience but don't require any action (or learning) on your part.

From a user's point of view, Safari 4 is so similar to its predecessor that you can transition to it with neither fuss nor muss. Yet it does offer new features that, if not revolutionary, are evolutionary in Safari's development.

The new features:

- The flashiest new feature, Top Sites—which turns out to be some steak as well as sizzle—is covered in [Manage Your Top Sites](#) (p. 24). On the opposite end of the flash spectrum is the extremely useful new full-page zoom described in [Supersize Me](#) (p. 16).
- “Smart...field” is a Safari 4 buzz phrase. [Use the Address Field](#) (p. 17) covers the smart address field, while [Use the Google Search Field](#) (p. 56) describes the smart search field and [The Search Snapback](#) (p. 57).
- “Full...search” is another buzz phrase. The Finder's iTunes-inspired Cover Flow view has spread to Safari for reviewing your bookmarks and history ([Figure 12](#), p. 36; [Figure 18](#), p. 53). Both can now be searched not just by URLs or page titles, but also by the page *content*. [Search Your History and Bookmarks](#) (p. 61) covers this incredibly convenient improvement.
- Safari 4's tab bar has a few subtle changes, covered in [Take the Tab Tour](#) (p. 30).

Customize Your Safari Environment

From top (the toolbar and bookmarks bar) to bottom (the status bar), and several things in between (such as starting pages), you have some choices as to how Safari's window looks and behaves. In this section, I walk you through the most important basic customizations that you should do when you start using Safari. I cover many other customization options throughout this ebook.

DO BASIC SETUP FOR THE "BARS"

The top of the Safari window has, of course, the title bar, and it also accommodates tabs, the toolbar, and the bookmarks bar; at the bottom is the lowly status bar.

Except for the title bar, you can make the bars come and go as you please: use the Hide/Show commands in the View menu. On a big screen, there's no reason to turn them off; on a laptop, however, you can get an extra 4–6 lines of text in the window when you turn off all of them.

Toolbar

The Safari 4 toolbar has nearly twice as many customization options as did its predecessor, but add them sparingly because a too-crowded toolbar cuts down on the size of the address and search fields, especially when you work with less-than-full-width windows. (Truth be told, the buttons aren't all that handy; most have convenient keyboard and menu equivalents, as shown in **Table 1**, next page.)

To change the toolbar:

1. Choose View > Customize Toolbar to open the Customize dialog.
2. With the Customize dialog open, drag items onto or off the toolbar.
3. Reorder items as desired by dragging them to new spots. (You can't separate the address and search fields; buttons must go to their combined left or right.)

Navigate to and within Web Sites

In life, the journey may be the reward, but when you're surfing the Web, it's the destination that counts. In this section I explain how to get there quickly and move among various "theres" with a minimum of effort.

USE THE ADDRESS FIELD

Typing a *URL* (Universal Resource Locator, a Web site's "address") into Safari's address field and pressing Enter takes you directly to that page. It's not necessarily a *quick* route, depending on your typing skills, but it's direct.

Tip: To activate the address field from the keyboard—since you're going to type anyway—use Command-L, the shortcut for File > Open Location. (So *that's* what that command means!)

If Safari recognizes what you're typing, it lists the most likely matches (**Figure 4**); to go to a suggested site, click on one, or use the Up and Down arrow keys to select one and then press Enter. Safari also proposes destinations based on your bookmarks.

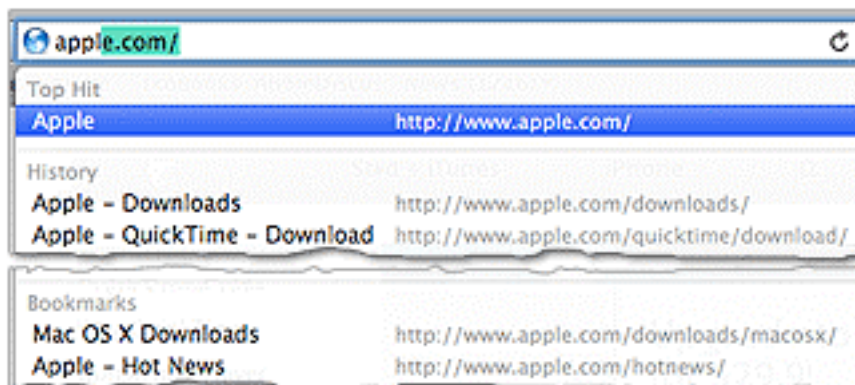



Figure 4: Typing in the address field (only *app* was typed for this picture) fills in the rest of the address that Safari thinks you want, which is also identified as the Top Hit.

Manage Your Top Sites

Safari 4 is Big Brother-ish in a good way: it keeps track of where you've been, and how often and how recently you've been there, and cleverly calculates a Top Sites list stripped of such distractions as sign-in pages and multiple pages from the same site.

The presentation of Top Sites can be deceiving: more than just eye candy, it provides a way to scan multiple, identifiable thumbnails in an instant—you'll wish you could view your bookmarks and history in the same way.

TOP SITES BASICS

Go to your Top Sites by choosing View > Top Sites (Command-Shift-1) or by clicking the Top Sites button () in the bookmarks bar. The sites are displayed in a curved gallery of thumbnails; pages whose content has changed since you last visited are flagged with a can't-miss white star on a blue background (**Figure 6**). Go to a page by clicking on its thumbnail; it expands to fill the screen, but is slightly dimmed until it's updated from the site.

No Top Sites button? Add the button to the bookmarks bar through Safari's Bookmark preference pane; check *Include Top Sites*.

Tip: The search field in Top Sites searches through your History, not just the Top Sites, but it's better to start elsewhere for that search; see [Search Your History and Bookmarks](#).

Handle Multiple Pages with Tabs

I'm always surprised at the number of users who disdain to use tabs because they assume the feature is a useless add-on. But window tabs are possibly the best thing since sliced bread; come to think of it, they're sort of like sliced window.

Tabs let you keep multiple Web pages open in a single window; this is especially useful on a laptop with limited screen real estate, but it keeps window juggling to a minimum on any screen. And they provide a convenient organizational tool: you can, for instance, have several windows open, each with a subset of related Web pages in tabs, when you're researching a topic—whether the topic is global warming or which wireless, Bluetooth speaker you should order from Amazon.com.

KNOW YOUR LINK-OPENING OPTIONS

Before browser-window tabs were invented, a Command-click on a link opened it into a new window, as an alternative to the plain click that changed the current window's contents. Power users, and lots of normal people, loved this feature; now, however, with the ubiquitous availability of tabs, Command-clicking a link opens it in a new tab.

But Safari's Tabs preferences let you set the Command-click shortcut to open a link in a new window *or* a new tab. You can also change the default of new tabs and windows opening in the background instead of as the active page. I suggest you leave all the default settings, but no matter which you choose, learn the keyboard modifiers that let you temporarily override the defaults:

- **Use Option to change the window/tab default:** If Command-click opens a tab, Command-Option-click opens a window, and vice versa.

Set Up and Use Bookmarks


Bookmarks are, at heart, simple things: pointers to pages you want to revisit. But their flexibility—the different ways you can store and access them, how they interact with tabs—make them far from simple tools.

I used to keep very few bookmarks on my bookmarks bar, and most of the rest in what amounted to a big pile (nothing in folders or subfolders), with little or no renaming of my bookmarks from their default, often long-winded, titles. I bookmarked a lot of sites, yet rarely used the bookmarks to go back to them because the lack of organization made it too much of a bother.

Once I started exploring bookmark options and discovered their versatility and power, however, I was converted—and now I’m proselytizing. Knowing how convenient bookmarks make my browsing has encouraged me to become, and stay, organized—a philosophy I have yet to apply to my closets. Naming a bookmark and putting it in a certain folder when I first save it has become second nature in a very short time. (I still have a catch-all bookmark folder for when I’m in a hurry or don’t know exactly where something should go—just like I have a junk drawer in the kitchen. And in the dining room. And in almost every other room.)

FLAG FAVORITES WITH BOOKMARKS

No matter how you want to access a bookmarked page later, you start the same way:

1. While on the page you want bookmarked, choose **Bookmarks > Add Bookmark** (Command-D), or click the **Add Bookmark** button () in front of the address field.
2. Name the bookmark in the slide-out dialog (**Figure 11**).

The default name is that of the page; it’s often too generic and too long to be useful as the bookmark title. Keep bookmark names short but clear, and extra-short if you’re putting them on the bookmarks bar (“WikiP” for Wikipedia, for instance).

Retrace Your Steps through History

Even if you don't recall where you've been on the Web, Safari does, and it provides a myriad of ways for you to return to any site you've seen in... well, up to almost forever, although that can make for a ridiculously large, and therefore largely useless, list of visited pages.

A BRIEF HISTORY LESSON

Your surfing history is tracked by a series of bookmarks—one for every page you view (yes, every *page*, not every *site!*). These history bookmarks are divided into subsets for each day and are available from:

- **The History menu:** A generous handful of “Today’s” recent sites are listed individually for convenience, with the rest stuffed into an Earlier Today submenu. The menu includes additional submenus for previous days.
- **The Bookmarks window:** The History collection shows a single subcollection for the current day, and one for every previous day up to the limit you’ve set in Safari Preferences (**Figure 18**). You can delete individual bookmarks or entire folders from the History collection, but you can’t reorganize or rename them as you can other bookmarks and folders.

Open the Bookmarks window by choosing either History > Show All History (inconveniently situated way at the bottom of the menu, without a keyboard shortcut) or Bookmarks > Show All Bookmarks (at the top of the menu, and with a Command-Option-B shortcut). The only, very small, price you pay for the latter option is having to click on the History collection when the bookmarks list opens.

Set the limit for the number of days included in your history in the General pane of Safari Preferences, with the Remove History Items menu. (The “Manual” option means Safari won’t ever erase a history bookmark, but if you choose a time limit you can still get rid of selected bookmarks manually.)

Know Your Search Options

Safari offers three distinct types of searching: across the vast Web, within the currently displayed Web page, and through the titles and content of your browsing history and bookmarks.

USE THE GOOGLE SEARCH FIELD

At its core, the Google search field hasn't changed between Safari 3 and 4: you can use it the same way you always have—with, perhaps, some honed techniques you'll learn here. But Safari 4 has added two new features: the drop-down list and the SnapBack button.

The Drop-Down List

Start typing in the Google field in the Safari toolbar, and a drop-down menu appears, with ten suggested completions (**Figure 19**).

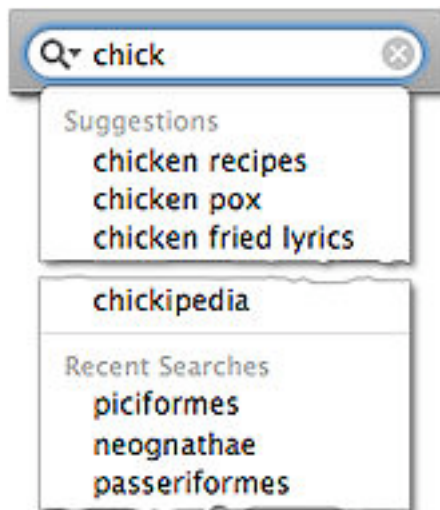


Figure 19: The Google drop-down menu (shortened in this picture) provides ten suggestions that change as you continue typing in the field, and a list of your last ten search terms. If your search term appears on the current Web page, the bottom of the menu lets you know how many occurrences there are; selecting this Find command opens the Find banner (see [Search within a Page](#)).

Tip: Clear the contents of the search field quickly so you can start again by clicking the Cancel button (⌫), or by pressing Esc or Command-Period.

Use AutoFill for Forms and Passwords

Safari's AutoFill feature helps fill in the blanks on Web pages—for forms and even user name and password information. It uses information from the sources you've allowed, and it can fill in fields on a Web page one at a time or in one fell swoop.

TURN ON AUTOFILL SOURCES

Safari can gather form-filling information from three sources, but you have to tell it which ones it's allowed to use:

1. Open Safari Preferences and click AutoFill (**Figure 23**).

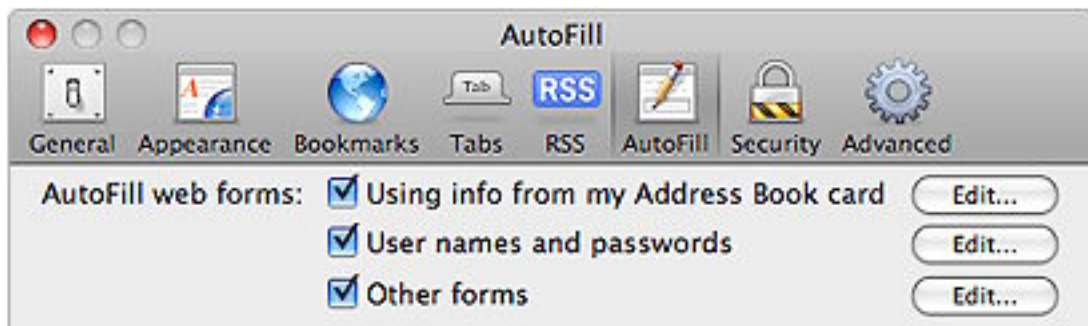


Figure 23: The Edit buttons in AutoFill are somewhat misleading: only the first lets you edit information, by opening your card in Address Book. The other two open lists for which your only editing option is deleting entries.

2. For the most complete AutoFill behavior, check all the choices:
 - **Using info from my Address Book card:** Your “me” card in Address Book can store the frequently asked-for basics of name, address, phone, and email.

This card should have been automatically created as part of your Mac OS X setup. Look in Address Book (it's in your Applications folder) for a card with your name on it, and a small white-on-gray “me” stamp in the lower left corner of your account icon at the top of the card. If there's no “me” card, make a new card, fill

Track Your Downloads

Most of us don't give a second thought to downloads: click a link, download, perhaps have it auto-open, and move on. A little attention to the details, however, never hurts—and might help.

SET THE DOWNLOAD PREFERENCES

There are three download-related items in the General pane of Safari Preferences (**Figure 25**).

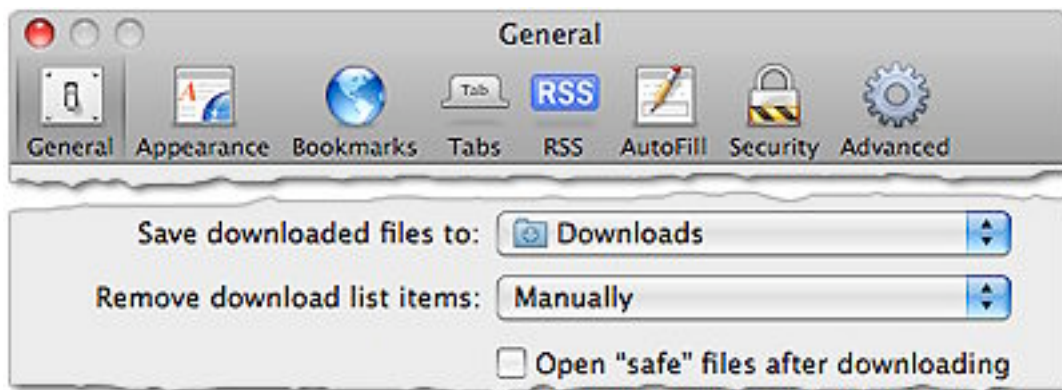


Figure 25: Default (and also recommended) settings for download-related items in Safari Preferences.

These options are best left at their defaults:

- **Save downloaded files to:** The default Downloads folder is the logical place; the only reason to change the download location is to prevent the commingling of Web downloads and email attachments from Apple Mail, both of which use this folder as a default—but I recommend changing Mail's download folder instead. (Do you think of email attachments as “downloads”?)

Tip: Keep your Downloads folder in the Dock: it bounces once when a download is complete—a nice little alert—and you can use the Grid view to see downloaded items conveniently sorted by Date Added. (Control-click on the Downloads Dock icon for its contextual menu, and choose Grid; open the contextual menu again, and choose Date Added.)

Scan Site Highlights with RSS Feeds

An RSS (“Really Simple Syndication”) feed lets you check out a Web site’s contents the way you might scan newspaper headlines, quickly deciding which information you want to read in depth—if the site’s designer has included RSS capabilities.

Most RSS feeds offer the first few lines or a hand-tooled synopsis of an item, with a MORE link to get you to the full version; some include the full text of each article. In both cases, however, you get a series of text-based information without the rest of the Web site—with its graphics, buttons, and links (and ads).

In Safari, you can view RSS feeds whenever you’re on a site that offers them, or store your favorite sources as bookmarks so you can return to them for frequent updates.

SET YOUR RSS PREFERENCES

Safari offers quite a few preferences in regard to how RSS feeds are handled, so start with a visit to the RSS options in Safari > Preferences:

- **Default RSS reader:** If you’re new to reading RSS feeds, leave Safari as the default in this menu until you get your bearings (and perhaps even afterward, when your RSS reading habits are more easily identified). If you [Use Mail as Your RSS Reader](#), choose it from this menu; for [Other RSS Readers](#), choose Other and then select your reader.

Your choice of a default reader affects Safari’s response when you access an RSS feed, whether you click a button in the address field or select one from a folder you’ve placed on the bookmarks bar.

This book defaults to Safari! The information throughout this “Scan Site Highlights with RSS Feeds” section assumes you’ve set Safari as your default RSS reader—with the exception, of course, of “Use Mail as Your RSS Reader.”

Appendix A: Create a Web-Clip Widget

If you use Dashboard a lot, you'll find it convenient to have a Web page snippet, or "clip," as a widget for quick reference, whether it's tomorrow's weather, today's stocks, or something like a joke-of-the-day. (Don't use Dashboard? Don't know what it is? It's an application, on your Dock by default but also in your Applications folder, that displays a bunch of tiny applications, called *widgets*, that do everything from tracking the weather to checking what's in your local movie theaters to—of course—letting you play games.)

To create a widget from part of a Web page:

1. Go to the Web page you want to clip.
2. Choose File > Open in Dashboard, or click the Open in Dashboard button if it's on your toolbar.

The Web page dims and a large bright patch follows your cursor around (**Figure 36**).

3. Move the cursor to the spot on the page that you want to clip; the bright rectangle resizes to fit each article as you pass over it.

Not everything can be clipped: "Clippability" depends on the Web page design; the rectangle resizes itself only over clippable articles or graphics.

4. Click on the article to select it.
5. Resize the clipped area if necessary to make it larger or smaller (**Figure 37**).
6. Click the Add button at the right of the purple bar that appeared at the top of the window when the page dimmed. Dashboard opens with the clipped area of the page as a standalone widget.
7. Move the cursor to the bottom right of the new clip widget to make the Info button (i) appear, and click it.

Appendix B: Update to Safari 4

Updating from Safari 3 to Safari 4 is a cinch, but you can't use Safari 4 unless you also have the correct version of Tiger (Mac OS X 10.4.x) or Leopard (Mac OS X 10.5.x). The Mac's built-in Software Update feature can take care of everything for you.

Automatic software updating is controlled by the Software Update preference pane, where you can set how often the Mac checks for updates and whether downloading them happens automatically or waits for your approval. So, depending on your settings, your Mac may have already guided you through the download, and even the installation, of your required system updates and Safari 4.

If your settings are such that you manually check for and download updates (and you've avoided some of them), this section tells you how you to upgrade to Safari 4.

SYSTEM REQUIREMENTS

The Mac won't install Safari 4 unless your system software is updated to accommodate it. There are minimum Mac OS X requirements as well as a Security Update requirement if you're still running Tiger:

- **Mac OS X versions:** For Leopard (systems beginning with 10.5), you need at least 10.5.7; for Tiger (systems beginning with 10.4), you need 10.4.11, the last official Tiger release.
- **Security Update 2009-002:** This system-software update is required for Tiger systems.

If you're behind the curve on your version of Mac OS X, set aside a goodly chunk of time for updating: the combination of download time, installation, restarting—and then perhaps needing to update other software to get along with the system update—can take several hours. If all you need is the Tiger Security Update, the time you need is minimal, though dependent on your connection speed.

About This Book

Thank you for purchasing this Take Control book. We hope you find it both useful and enjoyable to read. We welcome your comments at tc-comments@tidbits.com. Keep reading in this section to learn more about the author, the Take Control series, and the publisher.

ABOUT THE AUTHOR

It's hard to believe that I've been writing about computers since before the Mac was born. There were personal computers before the Mac? Ah, yes, my first: the Timex-Sinclair with its 2K of RAM (that's *not* a typo, and it was a thrill when the 16K RAM pack became available) and cassette-tape storage. Good old days? Not by a long shot!

But I've been writing about the Mac since it arrived on the scene—hundreds of print articles, twenty or so (paper) books, and now electronic-based dissemination of Mac info—and haven't tired of it yet (and I tend to become bored rather easily).

In addition to a university-professor husband whose Macophilia rivals my own, I have two grown sons currently temporarily back in the all-too-briefly emptied nest—although I'm not sure how they coordinated moving back the exact same *week*. We live in New Jersey, just a few miles outside of Manhattan (a statement I add for the comfort of my New-York-born-and-raised husband).

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SHAMELESS PLUG

My other Take Control books are *Take Control of Fonts in Leopard*, *Take Control of Font Problems in Leopard*, and *Take Control: The Mac OS X Lexicon*. When it comes to ebooks, the topics I want to write about that don't fit in the Take Control line go to my one-woman show at <http://33thingsbooks.com/>; odds and ends wind up in my blog at <http://mactipster.wordpress.com/>, and what little is left of my life can be followed on Twitter, where I'm cleverly named SharonZardetto.

ABOUT THE PUBLISHER

Publishers Adam and Tonya Engst have been creating Macintosh-related content since they started the online newsletter *TidBITS*, in 1990. In *TidBITS*, you can find the latest Macintosh news, plus read reviews, opinions, and more (<http://www.tidbits.com/>).

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Mac news for the rest of us



Adam and Tonya are known in the Mac world as writers, editors, and speakers. They are also parents to Tristan, who thinks ebooks about clipper ships and castles would be cool.

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