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Take Control of   v1.0

Safari 6

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COVERS
LION &
MOUNTAIN LION

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Welcome to *Take Control of Safari 6,* version 1.0, published in October 2012, 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 6, a deceptively powerful Web browser with features you may have never even tried.

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Basics

There are some basics you need to know to make your reading experience smoother:

- **Menu references:** The shorthand description for referring to choosing something from a menu is, for example, File > Open. For menu commands that toggle between wordings based on circumstances, I often use something like this: "View > Show/Hide Tab Bar."

- **Mac OS X versions:** I usually refer to the current and recent Mac systems by both their cat monikers and numbers—"10.8 Mountain Lion" or "10.7 Lion." To see what system you're running, choose Apple > About This Mac.

- **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 describing 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 do 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 standard convention, however, replaces 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 Apple > System Preferences and, in the window that opens, click the icon for the settings you want to adjust. I describe this procedure simply as, for example, "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 type of preference—such as General or Bookmarks—by clicking its icon at the top of the Preferences window. I usually refer to a Safari preference pane as, for instance, "Safari's General preferences" or "the Bookmarks pane of Safari's preferences."

- **Contextual menus:** When I refer to accessing a contextual menu, I usually write "Control-click [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 set to open a contextual menu with a right-click. Whenever you read "Control-click" or "right-click," use your favorite method to open a contextual menu.

- **Gestures:** I often mention two-finger (and sometimes three-finger) swipes, and even pinching and two-finger double-tapping, as a way of, for instance, scrolling pages, looking through Tab View, accessing Mission Control, or zooming. This assumes you're using the common defaults for those gestures. Yours may be set differently in System Preferences, including (but, as the lawyers say, "not limited to"):

  ‣ The Trackpad pane: Scroll & Zoom and More Gestures views

  ‣ The Mission Control pane

  ‣ The Mouse pane

What's New in This Edition

This ebook is effectively the third edition of an ebook that I've been writing about Safari, beginning with Safari 4, continuing with Safari 5, and now focusing on Safari 6.

Out with the old, in with the new! That about sums it up. I've deleted obsolete material (RIP, RSS!) and added coverage about new features in Safari (see What's New in Safari 6). In addition, I've tweaked some general information that's system-specific, since we're two systems

(10.7 Lion and 10.8 Mountain Lion) beyond what was current for the last edition of this book. So for instance, using the new-in-Lion Mission Control/Application Windows (Switch Windows) and full-screen mode (Hide Windows with Full-Screen Mode) to control Safari window clutter get their due. Also, the concept of mailing Web links or pages, and how Safari coordinates with Apple Mail isn't new, but there is a new way to access the options as well as new ways to format the information you send, as described in Email Links or Page Content.

Some things are new to this edition that aren't new to Safari 6 because of the leapfrogging nature of app updates and book updates:

- The Reading List, which was added to Safari 5.1, is new to this book because it came out after the Safari 5 edition did. (But the feature was considerably updated for Safari 6, so make sure you read all about it, in Work with the Reading List.)

- Now that extensions are not the Brand New Thing, it's easier to poll experts about the ones they recommend, which is just what I did, and I've added the list for your convenience. I put special notices, like the one below, throughout the book wherever I discuss a feature (or lack thereof) that a specific extension addresses, linking it to the fuller description in Recommended Extensions, where you'll find links to downloadable versions.

Extension alert! Full descriptions are in Recommended Extensions.

Introduction

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

But you don't have to settle for "fine." In all likelihood, Safari does far more than you've been asking it to, and those things you *have* been doing with it you can do more quickly, elegantly, and efficiently when you know Safari's ins and outs. I can vouch for that because back 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, learn about tab options instead of using them solely 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. Ever since then, I jump on Safari's newest releases to explore its changes.

Because I devote so much time to this, 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 bits of information.

No matter how you use Safari—for lightweight general surfing or middleweight targeted browsing with (a probably disorganized pile of) bookmarks—this book will take you to the heavyweight division, with toned tabs, a buffed bookmarks bar, ad-free main-article reading, read-it-later-offline storage, and more.

Safari 6 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 long-standing duration or specifically about Safari 6. 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: "Begin at the beginning and go on till you come to the end: then stop."

Upgrade to Safari 6 if you have 10.7 Lion:

• Safari 6 is automatically installed with 10.8 Mountain Lion, but is also available—sans a few features—for Lion systems. Choose Apple > Software Update if you haven't upgraded yet.

Check out Safari's new features:

• If you want to hit the highlights of new features, use the links in What's New in Safari 6.

Customize your experience:

• From top (the toolbar) to bottom (the status bar), you can tweak Safari's looks and basic behavior—see Customize Your Safari Environment.

• For more advanced customization, find out how to Organize the Bookmarks Bar and how to Expand Safari's Capabilities with Extensions.

• If you're setting up Safari for a child, you can set limits with parental controls, as described in A Different Kind of Careful Browsing.

• Set your Safari preferences. Its various preference panes are covered in their topic areas, such as:

  ‣ Set Your Tab Preferences

  ‣ Override Window-Opening Links

- ‣ Set Your Bookmark Preferences
- ‣ Define Your History Range
- ‣ Turn On AutoFill Sources
- ‣ Set the Download Preferences

Learn key browsing techniques:

- You know the basics, but you can learn their details in:
  - ‣ Navigate to and within Web Pages
  - ‣ Track Your Downloads
  - ‣ Use AutoFill for Forms and Passwords

- See how you can read an "article" without ads distracting you or having to click from one page to the next when it's split across several pages in Tune Out Page Clutter with Reader.

- Juggle multiple sites with finesse by learning how to Tame Multiple Pages with Window Tabs.

- Learn about the different ways you can go back to previously visited Web sites in Manage Your Top Sites, Set Up and Use Bookmarks, and Retrace Your Steps through History.

- Read how you can store a Web page for later reading, offline, in Work with the Reading List.

- Protect your privacy: Store and Edit Your Passwords, and learn about Stealth Browsing and how to Erase Your Tracks with the Reset Command.

- Optimize your search techniques in various areas with:
  - ‣ Search the Web
  - ‣ Search within a Page
  - ‣ Search Your History and Bookmarks

What's New in Safari 6

Safari 6, released with OS X 10.8 Mountain Lion, is another step in the evolution of Apple's browser. No, it's not revolutionary by any means, but there are convenient, welcome improvements. In this chapter, I first list what's new in Safari 6, and then I note which of the new features you won't find if you're still running 10.7 Lion.

Here are the new features in Safari 6, and where they're explained:

- The former "smart address field" is now exceptionally clever, and works as a combined address and search field, as described in Use the Address Field to Load a Page.

- The Tab View lets you peruse all of a window's open tabs without having to move from tab to tab.

- Work with the Reading List to read Web pages offline.

- Share from the Share Button to put email, messaging, tweeting, and more at your fingertips.

- When more Web sites get up to speed with this HTML5 feature, you'll be able to Handle Web-Page Notifications.

- Use iCloud Tabs to pick up where you left off on another computer or device with the syncing of left-open tabs.

- There's a new Safari preference pane that lets you Store and Edit Your Passwords.

But, Apple giveth and Apple taketh away: RSS feeds are no longer available, and sorely missed.

What's Not New in Safari 6 in Lion

The version of Safari 6 that's available for 10.7 Lion is missing some features that are in the Mountain Lion version (most are dependent on Mountain Lion features):

✦ Notifications.

✦ iCloud Tabs: These are a special syncing convenience that lets you see what tabs you left open on one computer or mobile device when you're using one of your other ones.

✦ Tab View.

✦ Share button: The soon-to-be (if not already) ubiquitous Share button came to Mountain Lion from iOS. It's not available in Lion, but some of its commands (it sports a drop-down menu) are available elsewhere. *Not*, however, the Message, Twitter, and Facebook commands, since those connect to Mountain Lion's innards.

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 chapter, I show you the most important ways to customize Safari when you start using it. I cover many other customization options throughout this ebook.

Do Basic Setup for the "Bars"

The top of the Safari window has, directly beneath its title bar, the toolbar, tabs (in the "tab bar"), and the bookmarks bar; at the bottom of the window is the lowly status bar (**Figure 1**).
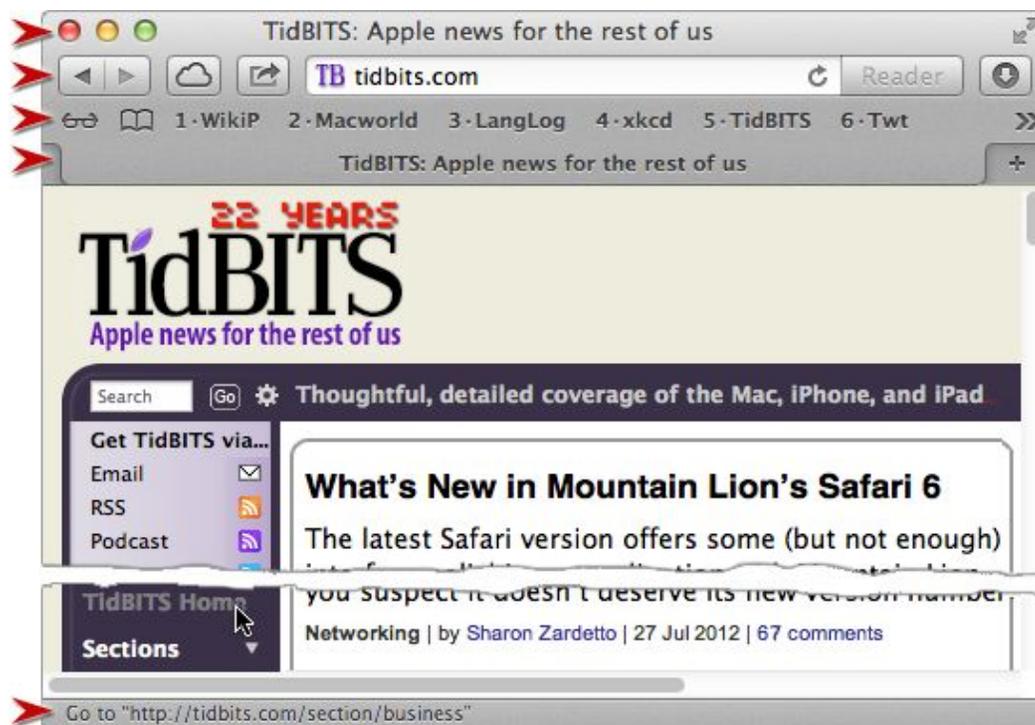
Figure 1: The top "bars" don't look like separate entities, but different areas provide different functionality. From top to bottom: the title bar, the toolbar, the bookmarks bar, the tab bar, and the status bar.

Tune Out Page Clutter with Reader

Reader was my favorite new feature in Safari 5, and it's still something I use frequently. It lets you easily read the main text on a page by consigning surrounding text, buttons, menus and—*especially* and—ads to a darkened oblivion behind a special reading window. The window uses an easy-to-read font with good line spacing, no matter what fonts the page's designer chose to impress you. As an extra bonus, Reader grabs all the text of an "article" into a single reading window, even when it's spread across several Web pages. It's perfect for not only reading, but also for printing or emailing.

Learn Reader Basics

Before you learn how to use Reader, you should understand that it doesn't work on *every* Web page. The page must have what can be considered a main "article," something that's identified by Safari as such, based on the page's code and the length of the text. (There's no code that's specific to Reader; it looks at the standard HTML coding of a page.) So, if you go to something like the home page of *Wikipedia* (http://en.wikipedia.org/wiki/Main_Page) or the *New York Times* (http://www.nytimes.com/), you won't be able to use Reader, because those pages are a conglomerate of short pieces, none of which qualify as a main article. But, as soon as you click a link to read one of the story blurbs on the top page, you can use Reader.

How can you tell when Reader's available? The Reader button that's embedded in the address field turns blue to show that it's active (**Figure 19**).

Manage Your Top Sites

Safari 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. It then cleverly compiles an easily scanned Top Sites collection of thumbnails stripped of such distractions as sign-in pages and multiple pages from the same site.

View Your Top Sites

See your Top Sites by choosing History > Show Top Sites (Command-Option-1) or by clicking the Top Sites ⊞ button in the toolbar or bookmarks bar. The sites are displayed in a curved gallery of thumbnails (**Figure 16**).

Figure 16: The Top Sites view. A blue frame surrounds the thumbnail you're pointing to (third row, middle). The Edit button lets you manipulate the thumbnails, and the Search History field is best ignored in favor of searching your history in the Bookmarks window.

Navigate to and within Web Pages

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

Use the Address Field to Load a Page

Safari's original address field became the "smart address field" in Safari 5 because you could type only part of a *URL* (Universal Resource Locator, a Web site "address") and get it auto-completed based on what was in your history and bookmarks collection.

In Safari 6, it functions as a combined address and search field and is called … *the address and search field*. But I'll continue on a friendly, first-name basis and call it simply the "address field."

The address field can jump to a conclusion if you type part of a page's:

- **URL:** A URL is a page's address, such as:

    http://www.takecontrolbooks.com/spotlight

    You don't have to type the http://www. prefix, or even start with the domain name for Safari to suggest a match. Typing apple could suggest *apple.com* and *applepie.com*, as well as *fruitpies.com/ apple*.

- **Title:** This is what appears in the Safari window's title bar, based on the Web designer's name for the page. The page at http://www. takecontrolbooks.com/spotlight, for instance, has the title "Learn easy and sophisticated ways to search your Mac with Take Control of Spotlight for Finding Anything on Your Mac."

- **Bookmark name:** If you've saved a bookmark for a page and given it a name instead of its default URL, the name is also a candidate for the address field.

Wrangle Windows

Whether you open new windows with a press of Command-N or by employing some of the fancy options for clicking links described in the previous chapter, it's easy to get buried in windows when you're working in Safari for more than, say, three minutes. There are lots of tools at your fingertips for managing a mess, such as Mission Control, full-screen mode, and even that old standby, the Minimize command.

(If you want help managing tabs within windows, see the next chapter, Tame Multiple Pages with Tabs.)

Switch Windows

The three basic ways to move from one Safari window to another are common to most Mac apps:

- **Click:** Click on any part of a non-active window.

- **Use a keyboard shortcut:** Command-~ (tilde, at the upper left of the keyboard) and Command-Shift-~ take you to the previous and next Safari windows.

- **Choose from a menu:** Use the list in the Window menu (a tabbed window is named by its frontmost tab).

The more sophisticated ways are common to most Mac apps, but they involve the Mission Control and Application Windows features introduced in 10.7 Lion:

- **Mission Control:** A basic way to access Mission Control is to click its icon in the Dock (but see the sidebar just ahead for other ways to open it). Whether you're in Safari or another app with Safari running in the background, going to Mission Control provides an overview of everything that's going on. Miniatures of your windows will be grouped around the Safari icon, and clicking on one sends you back to Safari with that window in the front.

Tame Multiple Pages with Tabs

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 tabs 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're thinking of ordering from Amazon.

Set Your Tab Preferences

Whether you've been using tabs all along, or are about to explore their usefulness, set up your tab preferences. If you have no personal preferences, start with my recommendations:

1. Choose Safari > Preferences and click Tabs.

2. From the Open Pages in Tabs Instead of Windows pop-up menu, choose Automatically. This option is detailed in Override Window-Opening Links, ahead in this chapter.

3. Select the Command-Click Opens a Link in a New Tab checkbox. Enter the twenty-first century if you've been delayed; this is *the* standard for opening tabs. (See Tabs, Tabs, Everywhere to learn how this setting affects more than just links.)

4. Uncheck When a New Tab or Window Opens, Make It Active. One of the advantages of tabs is that you can Command-click a dozen links on the page you're reading, to line up a bunch of tabbed pages that you can then read without having to move back and forth between the main page and its linked pages. You can do the same thing with opening new windows, sending them behind the current

Handle Web-Page Notifications

Notifications is one of the interface concepts that has come to 10.8 Mountain Lion from iOS. The Mac is now *infused* with notifications from Mail, Twitter, Reminders, and more—including Safari 6. If you've already used Notifications, you know how handy (and/or annoying) they can be. In Safari, you can easily manage the annoying part, leaving only the handy part.

"Notifications," also called *Server-Sent Events* by the cognoscenti, is a relatively new aspect of the HTML5 standard, and, as such, there aren't a lot of sites that utilize the feature at this point. Consider this chapter a get-acquainted introduction.

About Notifications …

You don't have to worry about being bombarded by unwanted Web page notifications. For a site to send you a notification:

- It must ask you to allow notifications from the page (**Figure 21**). Standards call for your actually clicking a button to get the request, so you shouldn't get an annoying pop-up asking for permission.

- You must agree to receive notifications from the page; you can easily rescind the permission at any time.

- You must go to the Web site for a notification to be pushed to you.

Figure 21: A notification request shows up in a slide-out dialog in response to your clicking a Request button on a page.

Work with the Reading List

The Reading List was introduced in Safari 5.1—too late for the last edition of this book, but well before the introduction of Safari 6. In Safari 6, however, it evolved into what it should have been all along—a way to store not just pointers to pages, but the page contents as well so you can read them later, when you're offline.

Maybe your "check out this page" obligations are piling up: a few links in email messages, some in your Twitter feed, others that you've collected from pages that you've had time to peruse—and you have a half-zillion tabs waiting for your attention, littering your windows. Or perhaps you're heading somewhere (like an airplane) where you won't have a connection but have some research to do across a dozen Web sites. Either way, it's the Reading List to the rescue (**Figure 24**)!
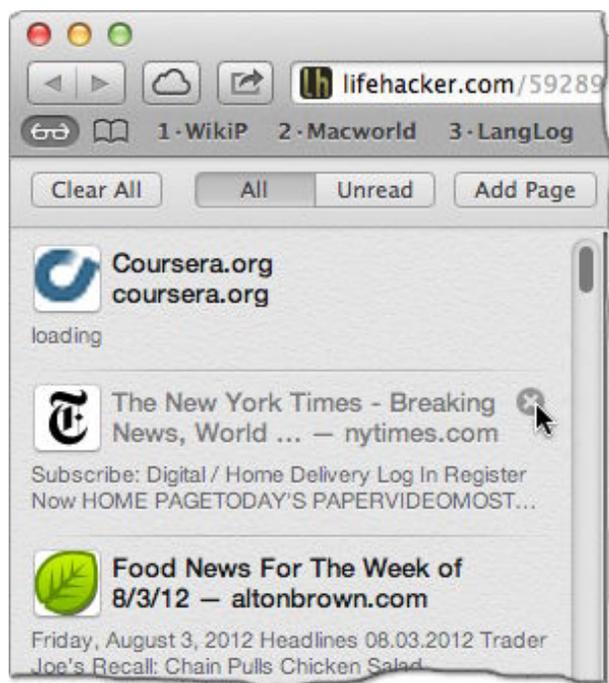

Figure 24: Unread items in the list are in black type, while items you've already read are gray; use the All and Unread buttons to filter the list. The Close button appears whenever you hover over an item in the list.

Share from the Share Button

Fresh from its successful performance in iOS, the Share ⬆ button has migrated to many aspects of Mountain Lion, including Safari 6. Its menu is a shortcut to sharing the current Web page through various routes.

The Share button is available only in the Mountain Lion version of Safari 6, although some of its commands (the ones not dependent on Mountain Lion built-in features) are available to Lion users through regular menus and other buttons.

The Share Menu

The Share ⬆ button's menu (**Figure 26**) includes six commands, two of which stretch the meaning of "share" beyond its breaking point.
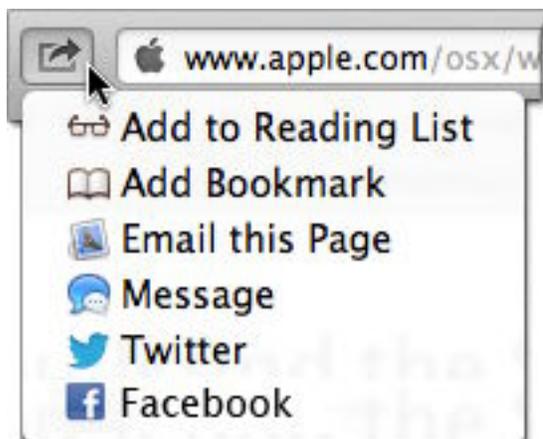

Figure 26: The Share button's menu.

If you're running Lion, you won't have a Share button, or the ability to share to Messages, Twitter, or Facebook, but you have alternatives for the first three commands:

• **Add to Reading List:** Flip back to the previous chapter, Work with the Reading List, to learn all about this feature. Alternatives (and the only options for Lion users) are choosing Bookmarks >

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.

For years, I kept 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—I wound up googling to find them again.

Once I started exploring bookmark options and discovered their versatility and power, however, I was converted—and I've been proselytizing ever since. Knowing how convenient bookmarks have made 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 folder when I first save it became second nature to me 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 I want to put something—just as I have a junk drawer in the kitchen. And in the dining room. And in almost every other room.)

Set Your Bookmark Preferences

The Safari Preferences window has an entire pane devoted to Bookmarks (**Figure 29**).

Retrace Your Steps through History

You certainly don't remember all the places you've been on the Web. But Safari does, and it provides a myriad of ways for you to return to almost any site you've ever visited. Maybe you want to return to page that you clicked away from ten links ago (and then jump back to that tenth page); perhaps you want to return to a blog you read last month but didn't bookmark for easy reference. Or maybe you just closed a multi-tabbed window and want it all back. Safari can help you with those situations, and others.

Your overall browsing 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 and its submenus, as well as from within the Bookmarks window through the History collection. (There's also a more ephemeral, and very convenient, history recorded for each window and tab you work in; see View Recent Pages.)

***History* bookmarks?** *What's the difference between the bookmarks you create and history bookmarks? Just that you create your own bookmarks for pages to which you'd like to return, and put them in various easy-to-access places, while Safari automatically bookmarks every single page you visit and puts them in the History collection.*

Define Your History Range

Set the limit for how long your history lasts with the Remove History Items pop-up menu in the General pane of Safari Preferences (**Figure 37**). In the absence of any choice between the too-short one-month option and the perhaps too-long one-year option—four to six months would feel about right!—I suggest you choose After One Year.

Stealth Browsing

Maybe you're at your desk during a coffee break and, in fear of being downsized, you start surfing some job sites. Maybe you and your spouse share a computer without separate accounts and you're researching a super-special anniversary present. Maybe you realize you're leaving an easy-to-follow trail, so you choose History > Clear History to erase your footprints. Not enough! Not nearly enough.

Like sloughed-off, DNA-laden skin cells at a crime scene, browsing leaves telltale signs of your presence in ways that probably don't occur to you. A savvy snoop can check all sorts of Safari detritus, such as its cache files and cookies, and even its collection of "Web site icons " (Safari's nomenclature for *favicons,* the little icons in front of a URL in the address field). Your Top Sites view and the Web search field drop-down can give you away, the Downloads list displays recent downloads, and the AutoFill pane in Safari Preferences displays a non-protected list of your user names for various sites. (I'm talking about *privacy* here, but those user names, and the AutoFill function, present security issues as well.)

In this chapter, I tell you how you can keep your browsing history secret with details on private browsing, handling your cookies, and resetting Safari.

Secret Surfing

If you're merely going down a temporary path that you want to keep private, and not worried about the rest of your browsing history, choose Safari > Private Browsing. Safari will suffer amnesia until you turn off the privacy setting: your history isn't tracked, new AutoFill information isn't stored, searches aren't added to the Web search field drop-down, downloads aren't added to the list, and tabs are not sent to iCloud. Although changes to existing cookies are discarded as soon as you exit private browsing mode, any new cookies created while you browse remain. If you "leave" private mode by crashing, however, Safari won't have a chance to clean up the cookie changes and you might want to attend to that yourself (see "C Is for Cookie," next).

Know Your Search Options

Safari offers three distinct types of searching: across the seemingly boundless Web, within the currently displayed Web page, and through the titles and content of the pages in your history and bookmarks collections. In fact, when you type something in Safari 6's new unified address and search field, its drop-down menu provides suggestions in all three areas.

Search the Web

When it comes to searching across the vastness of the Web, Safari is merely a conduit to the mighty search engines Google, Yahoo, and Bing (okay, some are mightier than others). So, the first thing to do is choose your favorite:

1. Open Safari's General preferences.

2. Choose something from the Default Search Engine pop-up menu.

Set Your Web-Search Preferences

Safari's search field is wired directly to each search engine, so set your search preferences at each site:

✦ http://www.bing.com/preferences.aspx

✦ http://www.search.yahoo.com/preferences/preferences

✦ http://www.google.com/preferences

Extension Alert! Google Search Cleanup gets rid of advertising and text-menu clutter from the Google results screen.

When you start typing in the new combined address/search field, Safari gets to work looking *everywhere*—your history, your bookmarks, the current page, and even with the search engine of your choice. It then presents a little of everything in its drop-down menu. If there's a Top Hit from your history or bookmarks, it gets pride of place in the menu, but suggestions for possible search terms get more

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 44**).

Figure 44: The Edit buttons in AutoFill are somewhat misleading: only the first lets you edit information, by opening your card in Contacts (or Lion's 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 Contacts Card:** Your card 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. You can find it in Contacts (or Address Book) by choosing Card > Go to My Card. If you don't have an official card, create or go to your existing card, and choose Card > Make This My Card to identify it as yours.

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Track Your Downloads

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

Set the Download Preferences

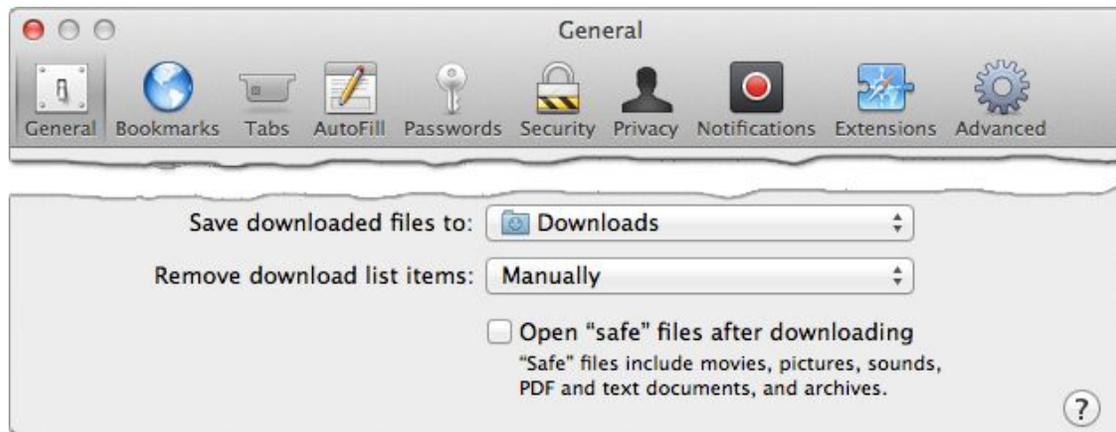There are three download-related items in the General pane of Safari Preferences (**Figure 47**).

Figure 47: Default (and also the 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 sort the folder's contents by Date Added to get to the latest download quickly: Control-click the Downloads icon in the Dock icon and choose Date Added.)

Expand Safari's Capabilities with Extensions

Extensions are small programs that extend Safari's functionality by adding missing features or improving existing ones. The addition could be as tiny as adding a button to the toolbar that takes you directly to a weather report for your area. Or, it could be much larger, and more useful: blocking annoying ads from appearing, letting you navigate from one link to another on a page using just the keyboard, providing previews of Web pages on a Google results page, or adding an entire bar at the top of the Safari window to display a news feed or Twitter messages.

Apple's Extensions Gallery is the official hub for Safari extensions, but others are available directly from developers.

Install Extensions

You can download and install extensions both from Apple's Extensions Gallery and from developers' Web sites. What's the difference? A layer of security. Extensions in the Gallery get a signed digital certificate from Apple, which ensures that any updates come from the original developer. Also, through a practice called "sandboxing," Gallery extensions are designed so that they can interact only with Safari, and can't talk to your operating system or secretly give information to Web sites (some extensions are *supposed* to provide Web sites with information—but not secretly).

Safari's extensions capability is turned on by default, but to make sure you have it turned on:

1. In Safari, choose Safari > Preferences and click the Extensions button.

2. At the upper right, click to toggle on Extensions, if necessary.

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 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 tracking the stock market to—of course—playing 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.

3. The Web page dims and a large bright patch follows your cursor around (**Figure 55**).

4. 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.*

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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—many 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). We generally have about three times as many computers in the house as people, along with such necessities as a Time Capsule, an iPad, iPod touches, and soon another iPhone.

In addition to a university-professor husband whose Macophilia rivals my own, I have two grown sons occasionally back in the all-too-briefly emptied nest due to the vicissitudes of the economy and job market—once they somehow 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—and you should understand that when we say "New York" around here, it means New York City, not the state).

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If I say "thanks, as usual" that doesn't diminish the gratitude. So, thanks, as usual, to Tonya Engst for her direction and editing. And her friendship.

Thanks also to Michael E. Cohen—I don't know what the E stands for (Editor?)—for his round of editing on the first edition of this book. I hope he enjoyed the collaboration as much as I did. (How can you not love an editor who muses in a margin note: *I wonder if the One Ring was Sauron's horcrux?)*

Shameless Plug

My other current Take Control book is *Take Control of Spotlight for Finding Anything on Your Mac,* and I write regularly for *Macworld* magazine. Other Mac-related stuff, and what little is left of my life, can be followed on Twitter, where I'm cleverly known as @SharonZardetto.

About the Publisher

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

Adam and Tonya are known in the Apple 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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