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Take Control of   v1.2

Using Lion

Matt Neuburg

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Welcome to *Take Control of Using Lion,* version 1.2, published in November 2011 by TidBITS Publishing Inc. This book was written by Matt Neuburg and edited by Tonya Engst.

Every couple of years, Apple plunges its users into a new world with a major revision of Mac OS X. This time, it's Lion (Mac OS X 10.7). So, what's new in Lion? What's all the fuss about? This book gives you a hands-on guided tour, while pointing out the adjustments, tweaks, and customizations you can and should make in the System, the Finder, and more.

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Basics

In reading this book, you may get stuck if you don't understand a few basic aspects of using the Mac, or you don't understand the way I describe things like working with menus, preferences, and windows, or finding items in the Finder or using keyboard shortcuts.

Menus

When I describe choosing a command from a menu in the menu bar at the top of your Mac's screen, I use an abbreviated description. For example, the abbreviated description for the menu command that creates a new default window in the Finder is "File > New Finder Window."

Contextual Menus

In the old days, I would have said that a *contextual menu* appears after you hold down the Control key while clicking something that has a contextual menu, such as an icon in the Finder. Now, however, there are many ways to open a contextual menu on a Mac. You can still Control-click, but if your mouse offers a right-click option, or if you use a trackpad or other means of opening a contextual menu, you should feel free to use the method you prefer—read Trick Out Your Mouse or Trackpad.

Preferences

When I say "preference pane," especially when I speak of "the so-and-so preference pane," I'm referring to a pane in the System Preferences application. To start System Preferences, choose System Preferences from the Apple menu (or click its icon in the Dock, if it's there). You access a particular preference pane by way of its icon, or the View menu. For example, to see "the Displays preference pane," you would launch System Preferences and then click the Displays icon or choose View > Displays. (To see the icons if they aren't visible, choose View > Show All Preferences.)

On the other hand, talk of preferences for a particular application has to do with the window you see when you choose *AppName* > Preferences (where *AppName* is the name of the application). So, for example, when I say, "set Terminal to emulate a vt100 or vt102 in its

preference window," I'm telling you to start Terminal, and then choose Terminal > Preferences and do something in the window that appears.

Panes and Views

Window content in Mac OS X can be dynamic. What's in a window can change depending on what button you press. So there needs to be terminology describing the changeable portion of a window. I call the highest region of changeability in a window (often the entire content of the window) a "pane"; smaller areas within a pane that can change, I call a "view."

For example, as I just mentioned, when you start System Preferences, you can then choose from the View menu to see a particular preference pane, such as Displays or Energy Saver. Those, then, are panes. Similarly, in the Finder preferences window, you can click a toolbar item, such as General or Labels, to change the entire content of the window; so I'll speak of "the General pane" or "the Labels pane."

Smaller regions whose content changes when you click a button—the sort of area that often used to be called "tabs"—are what I call "views" in this book. So, for example, to see "the Color view of the Displays preference pane," you would launch System Preferences and then switch to the Displays pane, and then click Color to see the Color view within the Displays pane.

Paths and Invisible Libraries

I occasionally use a *path* to specify the location of a file or folder in your file system. Path text is formatted in a `colorful typewriter font`. For example, Lion stores most utilities, such as Terminal and Disk Utility, in the Utilities folder; the path to Terminal is `/Applications/Utilities/Terminal`.

The slash at the start of the path tells you to start from the root (top) level of the disk. You will also encounter paths that begin with `~` (tilde), which is a shortcut for any user's home folder. For example, if someone with the user name `joe` wants to install fonts that only he can access, he would install them in his `~/Library/Fonts` folder, which is just another way of writing `/Users/joe/Library/Fonts`.

Keyboard Shortcuts and Modifier Keys

I talk quite a lot in this book about using keyboard shortcuts to tell Lion what to do. A *keyboard shortcut* is a combination of keys that you press in place of using the mouse to run a command. For example, to close a Finder window, you could click the red Close 🔴 button at its upper left; or, you could choose File > Close Window. But, notice on the File menu, to the right of "Close Window"—the text reads ⌘-W. The menu is telling you that you can also close the window by pressing the ⌘ key on your keyboard (adjacent to the Space bar) and the W key at the same time. Your Mac is full of shortcuts like this, some noted on the menus, and some listed in System Preferences.

Modifier keys are used in keyboard shortcuts (otherwise your Mac would think you were typing regular text). These are keys such as ⌘ (Command), Option, Control, and Shift. Refer to Modify Your Modifiers to see the symbols and names for common modifier keys.

The term trigger sometimes comes up in this context, too. A *trigger* is anything that invokes a command. It could be a keyboard shortcut, but it could also be a gesture on a trackpad or Magic Mouse. It could even be a modifier key with a gesture!

What's New in This Edition

Take Control of Using Lion is the fifth edition of an ebook I originally wrote in 2003, then called *Take Control of Customizing Panther*. Fast-forward to 2011, and although *Take Control of Using Lion* still covers customization, it also looks more fully at understanding and using this newest iteration of Mac OS X.

If you've been reading this ebook through its previous incarnations, or feel that you already know a great deal about previous Big Cat versions of Mac OS X, take note of the Know What's New chapter, a few pages ahead; it summarizes new goodies, methods of working, and other changes in 10.7 Lion, and helps you locate the related new info in this book.

> **Note:** You won't get the full Lion experience unless you use finger gestures with a trackpad or a similar modern mousing device. Although this ebook will work nicely for you no matter what your input device, I wholeheartedly describe finger gestures for trackpads (and Apple's Magic Mouse) throughout.

Like previous editions of this ebook, this one is sold with a companion ebook with the word *Upgrading* in its title, intended to be read before this one. We coordinated even more tightly than usual between the two manuscripts this time. As a result, a chapter in *Take Control of Upgrading to Lion,* "Perform Post-installation Tasks," explains a few immediately important customizations that I don't talk about here, and then sends you here to learn more. You certainly don't need *Take Control of Upgrading to Lion* to use this book, and if you've already been using Lion for a while you likely don't need it at all. However, many people do buy these two books together.

What's New in Version 1.2

A major new Mac OS X system version is usually not fully "baked" until Apple has issued at least a couple of additional updates. Therefore, before issuing version 1.2 of *Take Control of Using Lion*, we deliberately waited until Apple had issued their 10.7.2 Lion update, so that we could take account of any changes. As it turned out, there were very few: the main surface change is that, in Mission Control's All Windows mode, Spaces can now be rearranged manually. Some minor interface changes necessitated retaking a couple of screenshots. Also, a few Third-Party Solutions now give you more control over the Resume feature. Of course, we also took the opportunity to benefit from suggestions from helpful and attentive readers.

The really big change in Mac OS X 10.7.2 is the introduction of iCloud. But, ironically, this ebook doesn't discuss it at all! That's because we've left that task to Joe Kissell's brand new ebook on this subject, *Take Control of iCloud*. Please refer to it for all your iCloud needs!

Introduction

If working with computers teaches us anything, it's that things change. Change is exciting! So I'm sure you're excited about your brand new installation of Mac OS X version 10.7 Lion. As you've doubtless already noticed, it's full of eye-catching animations; window styles have been tweaked; interface widgets are drawn differently; and there are some new features to play around with.

But change is also exhausting. It can even be confusing. When I first saw Lion in action on my monitor, my first thought was: "Whoa, what's all this?" Since then, I've gotten my head more or less wrapped around Lion, and I've come to enjoy using it. This book is my report to you about what I've learned. You can think of me as an explorer, a pioneer returned from the frontier to show you the easiest path through a strange new landscape. Maybe I was initially exhausted and confused by Lion, but you don't have to be! Together with this book, you can meet Lion head-on, understand what it's about, and start working with it efficiently and successfully, straight out of the box.

My goal in this book, as in my previous Take Control introductions to new systems, is to make you productive. Your computer isn't a mere interface display; it's a tool for getting things done. Now that you've upgraded to Lion, that tool might feel a little unwieldy at first. I want to get you past that feeling as fast as possible. You don't just want to *look* at Lion; you want to *use* it. And you certainly don't want it to use you; you don't want what's new and unfamiliar to keep you from getting back to work comfortably and quickly.

That's what this book is for. What options, settings, choices do you need to tackle, what new techniques and possibilities, what ways of thinking and working and understanding do you need to know about, in order to start using Lion comfortably and efficiently, so you can stop gaping at your computer and get back to *using* it? This book will show you.

It's already a cliché, I know, but I'll say it anyway: pick up that whip, grab that chair, and let's tame Lion together!

Using Lion Quick Start

This book describes many areas of Lion worth exploring and understanding, some of which will be more important to you than others. Naturally, I think that sooner or later you should take the time to read this book from start to finish, but I also understand that you're eager to get working with Lion and that you might want to know what's most important to know and do right now, and come back to the rest of the book later. So, I suggest a three-stage approach:

• Right away, perform certain customizations that will immediately improve your interface experience.

• Learn about Lion's new features, so that you can get the most out of them in your work.

• Catch up on the rest of this book whenever you have time.

Here, then, is how I suggest you start using Lion.

Do these things right away:

• Although it is entirely fine to use only this book to learn about Lion, this book picks up where *Take Control of Upgrading to Lion* leaves off. If you have that other book, read "Perform Post-installation Tasks" there first. (If you don't have that other book, don't worry.)

• You're going to be using System Preferences a lot, especially at first; so Straighten Out Your System Preferences.

• The Dock is always present (or would like to be), so set it up the way you want it: Dominate the Dock.

• Make sure you can see clearly; you'll be miserable if your monitor isn't helping you see colors correctly and read text clearly. At the very least:

    ‣ If colors seem washed out or unsatisfactory, Calibrate Your Screen.

    ‣ If text isn't easy on the eyes, Smooth Your Text. (That section has instructions for a Terminal hack that was important to me when I started using Lion; without it, I couldn't read text at all.)

‣ If the cursor is hard for you to see, you might prefer to increase its size (a new Lion rendering of the larger cursor makes this a particularly pleasing option): Grow the Cursor.

‣ If the menu bar is hard to see because the color of the desktop background bleeds through, Make the Menu Bar Opaque.

• Decide how you want scrollbars to work. This is particularly important if you're coming from any earlier Mac OS X system, because the look and behavior of Lion's scrollbars can be a big surprise. Read Survey Your Scrollbars.

• Don't stop now! Go right on to the next section…

Explore major new aspects of Lion:

• There's a lot to know about that's new in Lion! Read Know What's New. Follow the links there to learn about and explore new Lion features. In particular:

‣ Resizing windows works in a new way, and so does customizing a window's toolbar. Read Resize Efficiently, Lose the Lozenge.

‣ Prepare to have windows reappear when you launch an application or restart the computer: Get Ready for Resume.

‣ What's that double-arrow at the top right of the window? It's so you can Make Full-Screen Windows.

‣ Some applications have no Save menu item anymore. That's right: you're about to Stop Saving.

• Now you're ready to Meet Mission Control and Manage Spaces. (As time permits, read the rest of Wash Your Windows.)

• Curious about Launchpad? Time to Adopt a Launcher.

• Get acquainted, or reacquainted, with the Finder, Spotlight, and Open and Save dialogs, all of which are chock full of new tweaks and behaviors: read Handle the Hierarchy.

• If you have a Magic Mouse, a Magic Trackpad, or a modern Mac laptop, Lion is a gesture-based world; get acquainted with those gestures by reading Trick Out Your Mouse or Trackpad.

Do these things as needed and when time permits:

- Tweak keyboard shortcuts and keyboard behavior to match your needs and habits; read the rest of Master the Mouse, Control the Keyboard.

- Simplify your font access and make Lion run leaner and meaner; read Fix Your Fonts.

- Meet Lion's new spelling correction interface and discover a new way to enter accented characters: Tackle Your Text.

- Make effective use of the icons at the right end of your menu bar; read Customize Status Menus.

- Make various additional small customizations; read Perform Miscellaneous Configurations.

- Be ready to continue exploring customizations; read Keep Using Lion.

Know What's New

If you're familiar with an earlier version of Mac OS X, pay attention to this chapter! Lion presents interesting changes that you'll want to take account of as you adjust your work habits to fit the new environment. This chapter lists some of the most important ones.

For some Lion innovations, I refer you to later chapters of this book for more detailed discussion; but for others, this chapter is the only place where I discuss them. So be sure to read this chapter to get an idea of what to expect as you start using Lion. (If you are new to the Mac or don't understand all the terminology used here, don't worry—all the important points are discussed later in the book.)

Here are the main points of what's new in Lion:

Resume

When you quit an application in Lion, its windows are remembered, and are restored automatically when you launch that application again later. You will want to revise your work habits accordingly. Read Get Ready for Resume.

Auto Save

Some applications now save documents automatically as you work. Autosaving as a user option has been built into the system for applications to implement if they see fit since 10.4 Tiger, but this is different: it isn't a user option; it's a wholesale change in how these applications work, and in how you'll work with these applications. Moreover, applications that autosave allow you to review and revert to earlier versions of a document, similar to Time Machine. Read Stop Saving.

Straighten Out Your System Preferences

Throughout this book, I'll be advising you to make (or consider making) some adjustments in your System Preferences. One of the first things to do in a clean Lion installation is to make sure you can navigate System Preferences easily.

To start System Preferences, choose System Preferences from the Apple menu (or click its icon in the Dock, if it's there).

The default arrangement of preference pane icons in the main System Preferences window is by category (Personal, Hardware, Internet & Wireless, and System). Perhaps this arrangement is to your taste, but it certainly isn't to mine, because what I know isn't a preference pane's category, but its name! Therefore, I like to see these icons arranged alphabetically by the name of the preference pane. To obtain that arrangement (**Figure 2**), start up System Preferences and choose View > Organize Alphabetically.

Figure 2: The main pane of System Preferences, with its icons arranged alphabetically.

Dominate the Dock

The Dock is a major component of the Mac OS X interface. Using a computer whose Dock isn't how you want it is annoying. It makes sense to become familiar with the Dock early on, and to know how you can modify its appearance and behavior.

Different users use the Dock in different ways. My Mom likes to see the Dock all the time, and she likes it to be filled with the icons for the applications she uses most often (because otherwise she has trouble launching an application). I like the Dock hidden by default, freeing up valuable screen real estate, and I like it to contain only icons for applications that are currently running. Our approaches to the Dock are diametrically opposed, but they are both legitimate. Your goal should be to make the Dock work the way *you* want it to.

How the Dock Works

The Dock displays (reading roughly from left to right):

- **Application icons:** These may be running applications (which appear automatically) or pointers to application files.

- **A divider:** Drag this dashed line to resize the Dock. Summon the divider's contextual menu to bring up a menu with quick access to some of the settings in the Dock preference pane and a command for opening the Dock preference pane.

- **File and folder icons:** These are all pointers. By default, the Documents and Downloads folders appear initially.

- **Minimized windows:** These represent open windows of running applications, which you've "hidden" by choosing Window > Minimize (or by clicking the yellow, middle button at the top left of the window).

- **The Trash:** Drag files and folders from the Finder into the Trash to get ready to delete them. They aren't actually deleted until you *empty* the trash (Finder > Empty Trash, or Control-click the Trash and choose Empty Trash from the contextual menu). You can also

Ease Your Eyeballs

A common complaint about using computers is an inability to see comfortably. You sit at the computer for long stretches of time; you read text on the screen; you peer at minute details. You deserve as pleasant a viewing experience as you can possibly get. Lion gives you many ways to improve the way your monitor portrays the computer's world.

Calibrate Your Screen

When you first install Lion, the default screen calibration may give your screen a pale, washed-out appearance, making icons difficult to distinguish and text difficult to read.

If you don't like, or have doubts about, the way your screen looks, go to the Color view of the Displays system preference pane and pick a different display profile, if there is one. If that doesn't help, you can calibrate the display manually. Follow these steps:

1. Wait until a time of day, and be in a location and under lighting conditions, where you commonly use your computer. Your perception of the screen is greatly affected by the incident and ambient light. Position yourself where the screen is at its best viewing angle. Many screens give false colors or reduced visibility if seen from too high or low, or from one side.

2. Prepare your monitor: In the Display view of the Displays preference pane (or using whatever control is supplied by your monitor), set the screen's brightness to maximum. In the Seeing view of the Universal Access preference pane, set the "Enhance contrast" slider to normal (and if your monitor has a contrast control, set it to maximum).

3. It may be useful to have some windows open in the background that can serve as a reference point. I like to open TextEdit, because the background of an empty window works as a standard white point reference. Also, in Text Edit, I like to summon the Open dialog and display it in List view (press Command-2), because the blue and white stripes are quite indicative of how things are going.

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Wash Your Windows

Here's a news flash from the Department of Unintended Consequences: windows are great, but they're also a problem. As soon as you have more than a few windows open at once, it's clear that those windows are like automobiles, and your monitor is like a Los Angeles freeway—it's overcrowded, and no matter how much you widen it, it's still going to be overcrowded. This is particularly a problem for an operating system like Mac OS X, where the windows of different applications can become intermingled. Finding the window you want can be like searching, amid the distracting red herrings, for the Purloined Letter: you might not be able to see it even if it's in plain sight.

Each new major version of Mac OS X seems to take yet another stab at helping you deal with windows. Lion is no exception; it brings far-ranging changes throughout the spectrum of window management. Regardless of whether you think Lion finally gets it right when it comes to windows, you'll want to be clear on how to work with windows in Lion:

- When it comes to working with an individual window, Lion has changed the way scrollbars and window resizing operates, and I discuss those topics first in the chapter ahead. Lion also offers a way to eliminate distractions by making full-screen windows, and I discuss that in Make Full-Screen Windows.

- Lion has a new Resume feature, which causes windows you were working with to reappear each time you launch an application; you'll want to get your head around this in Get Ready for Resume.

- To handle all the windows that are open on your Mac at once, you'll want to Meet Mission Control and consider the ideas in Manage Spaces.

- This chapter also discusses how to Dominate Dashboard and offers some thoughts on the need to Consider Third-Party Window Management.

Handle the Hierarchy

Your hard disk holds programs that you want to use and documents that you want to read or edit. They live somewhere—but where? To get anything done, you must be able to find your files. The better you understand how to locate files, and the more you customize that process to suit your needs, the more productive you'll be.

There are two main ways of locating files on a Mac, which you can think of as polar opposites of one another:

- **The folder hierarchy:** Every file is in a folder, every folder is in a folder, and so on, upward, until we reach the top level, called a *volume*: this is usually your hard disk, or a partition of your hard disk. So, to reach any file or folder, you can traverse that same path downward: starting at some high level, such as a volume or your Home folder, you enter a folder, then a folder within that, and so forth, until you reach whatever you're after.

    Configure a Finder Window (just ahead) covers the basics, and later topics in the chapter go beyond the basics.

- **Jumping:** Navigating the folder hierarchy can be tedious. Besides, the hierarchy works like a filing cabinet, whereas your mind may not; and to locate something this way, you must know the entire sequence of folders containing it, which is not always the case. You need to slice through the hierarchy and reach your stuff. You want to jump directly to the file or folder you have in mind—so let's call this way of locating things *jumping*.

    If you need to quickly jump to a file, skip ahead to Jump with Spotlight or Remember about Recent Documents, and to jump to an application so you can run it, read Adopt a Launcher.

Configure a Finder Window

Browsing your folder hierarchy starts with a Finder window. With a Finder window, you can navigate to any file on any mounted volume. You can open multiple Finder windows simultaneously and navigate to different places in them (or even get multiple views of the same place).

Stop Saving

Many applications display and allow you to edit the contents of files that belong to you. Such files are called *documents*, and these are *document-based applications*; the main signs of a document-based application are that its primary windows represent files and that it lets you edit the contents of those files. (For example, TextEdit and Preview are document-based applications; Safari is not, even though its windows are sort of like documents, because its windows don't represent editable files belonging to you.)

Starting in Lion, some document-based applications participate in a new mode of being that Apple calls the *modern document model*. Such applications support Lion's new Auto Save feature. These applications no longer require that you save a document as you edit it; instead, the document is saved automatically. Although this feature is not a new concept—many Mac applications have had it as an option for years—this behavior is not optional for applications that support it in Lion, and it may mean a new way of working for you on your Mac. So you need to know about autosaving so that you'll be comfortable with applications that operate this way.

Meet the Modern Document Model

Apple's new modern document model is an opt-in technology: *you* don't get any choice whether to opt in, but an application's developer does. A developer must rewrite the application for Lion, and must choose to use the modern document model; otherwise, the application will continue to work the old way. This means that, unfortunately, applications on your Mac will now work in two different ways: most will work the old way, but some will work the new way. For example, TextEdit and Preview have been rewritten to use the modern document model.

Here is how you can recognize a modern document model application:

• The File menu contains no Save As menu item, and usually contains no Save menu item. The only time the File menu *does* contain a Save menu item is when you've never explicitly saved the document (because it's a new document); in that case, the Save menu item is

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Master the Mouse, Control the Keyboard

Advanced as it is, Lion can't read your mind. So, with the possible exception of some valiant pioneers who are making use of speech recognition or other innovations, the main way to get anything done on your Mac is still by manipulating the mouse or trackpad and by pressing keys. Therefore you owe it to yourself to give a little thought to what these input devices do.

You can make a number of customizations regarding how the Mac responds to your clicks, gestures, and keypresses. Individually, each of these customizations may seem small, but considering how much time you'll spend mousing and typing, they can add up to the difference between annoyance (or even wrist pain) and nimbleness.

Trick Out Your Mouse or Trackpad

Your input device may respond to various gestures, and you may be able to customize some of those responses. Depending on what input device you have, look in the Mouse system preference pane or the Trackpad system preference pane. In this discussion, I concentrate on the Magic Mouse, the trackpad on a relatively new portable, and the Magic Trackpad.

How new is my portable? *A portable is "new" if it has a large multitouch glass trackpad and no separate button.*

The Mouse and Trackpad preference panes, when you have one of these devices connected, are divided into separate views. Within each view are effects your gestures can have; in each case, you can elect to disable the effect, and in some cases you have a choice of gestures for causing an effect. A helpful movie illustrates a gesture as you hover the pointer over an effect.

Fix Your Fonts

Font management has always been a problem on the Mac, and fonts remain a rocky area of Mac OS X. Once you have more than a few fonts, the mere act of choosing a font in an application becomes a trial, because the list of available fonts is so long. Font versioning, especially when different fonts have the same name, is a troublesome business. And a surprisingly high percentage of crashes and other strange phenomena experienced by Mac users are due to font problems, such as conflicts between fonts, or fonts that are in some way badly structured.

For these reasons, it's good to take control of your fonts on Mac OS X. Read this chapter to implement some font management that will make your Mac quicker and nimbler by putting unneeded fonts out of sight—until you *do* need them.

At the end of this chapter, you'll learn about Lion's new Restore Standard Fonts command, a rarely used feature that you might need some day.

Know Why Font Management Is Needed

The biggest problem with fonts in Mac OS X is that they are literally all over the place. There isn't just one Fonts folder you can peek into and say "These are my fonts." Fonts load automatically into the system and become available for use in applications if they are in any of (at least) three places:

- `/System/Library/Fonts`

- `/Library/Fonts`

- `~/Library/Fonts`

So just seeing what fonts you have is a pain in the Finder. And even when you know a font file's name, that doesn't mean you know all about it:

- A font file is like an image file: its name is just a label; what you want to know is what a font face *looks* like.

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Tackle Your Text

Unless you use your Mac primarily for surfing the Web or creating graphics, sooner or later you're going to press a key on your keyboard, and a text character is going to appear on your screen. It sounds simple, but behind the scenes a lot of incredibly sophisticated stuff is happening as the mighty Mac OS X text engine swings into action.

You'll want to examine the text engine and Set Up Text Behavior, and become acquainted with Lion's new interface for correcting your spelling. Then you should Understand the Input Menu so that you can enter interesting text characters.

Set Up Text Behavior

To explore Lion's text engine, you need to work in two places at once. First, bring up the Language & Text preference pane, and switch to the Text view. Second, launch TextEdit, because unlike many other word processors and text processors it's a kind of unmediated showcase for Lion's built-in text engine features. (Mail is another application that uses the text features we'll be discussing here, but TextEdit is simpler to use for exploratory purposes.)

So, you'll customize system-level settings in the Text view of the Language & Text preference pane, and you'll experiment with the text engine in action in TextEdit.

Text Substitutions

In the Text view of the Language & Text preference pane, the Symbol and Text Substitution table is a list of changes that the text engine can make for you automatically as you type. For example, you type (c) and the text engine can automatically change it to the copyright symbol ©.

Don't worry, you can turn off text substitutions: *In an application that is text substitution–savvy like TextEdit, you can turn off text substitutions if you don't like them. Plus, if an unwanted text substitution occurs, you can always undo it with Edit > Undo.*

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Customize Status Menus

Status menus (also called status items, status icons, menu extras, or menu bar extras) are the icons that appear at the right end of your menu bar. (This area is technically called the *system status bar*.) Status menus can be a convenience or a waste of valuable menu bar space, depending on your needs, your monitor size, and what you had for breakfast. In any case, controlling which status menus appear is a customization you can and should perform.

Unfortunately, the tools for status menu management are scattered all over your computer. This chapter will help you find most of them.

Show Status Menus

How do status menus come into being? There are various ways. Some status menus are there by virtue of being enabled in System Preferences. Some status menus are put there by some application, either through its preferences or because the application is running.

The system status bar shown above has three groups of icons:

- Starting from the left, the first two status menus come from third-party utilities—respectively, the applications FastScripts and Dropbox.

- Then come status menus placed by various built-in System Preference panes—Universal Access, Time Machine, Bluetooth, Network (Wi-Fi), Language & Text (Input menu), Sound, Date & Time, and Users & Groups (Fast User Switching).

- At the far right is the Spotlight menu, which is not really a status menu.

Perform Miscellaneous Configurations

This chapter shines a light into some further corners of Lion's world. It takes the form of a list of additional miscellaneous customizations that you should not neglect in your eagerness to get on with using Lion.

Set Up Login Items

Your *login items* are applications that launch automatically when you log in to your user account. These are typically applications that you like to be always active; because of Mac OS X's virtual memory model and non-polling event loop architecture, there is usually no penalty for having numerous applications running, except that when you start up your Mac, you must wait for them all to launch before you can get much done.

Login Items vs. Resume

Login items are not the same as Lion's Resume feature (described earlier, in Get Ready for Resume). Resume will relaunch GUI applications (applications with windows) that were running when you logged out, unless you unchecked that option in the logout dialog. A login item will *always* launch when you log in, even if its process was *not* running previously, and even if its process does *not* have a GUI.

Often, login items are utilities (such as LaunchBar or Dropbox) or secondary processes needed by applications or preference panes (such as iTunes Helper, needed by iTunes, or witchdaemon, needed by Witch).

Desperate? *If you're in a tight spot where you need to log in with no login items launching, hold Shift throughout the startup process. This is called a Safe Mode startup; see http://support.apple.com/kb/ht1455 for more information.*

Keep Using Lion

There's lots more to explore and learn about Lion. This book can't cover everything; if it tried to, it would become too long and boring. You're ready to start using Lion and get serious work done, but you should also continue the process of getting acquainted with Lion's world. Keep your eyes open and you'll find plenty of new features and options.

This book has pointed out Lion features that are particularly important or difficult to find, but many others remain, and you should still search them out and tweak Lion so that it's the way you like it. For example, this book hasn't talked about setting your computer's sound volume, or specifying its Beep sound.

One wise move is to take some time, after the excitement of meeting Lion has subsided, to march through every view of every pane of System Preferences. Look at your options, and make sure things are set up the way you like them.

Similarly, as you start up an application, take a moment to examine its preferences and see what new features and options are available to you. For example, in Safari, there's a new Reading List feature; take time to explore it and think about whether it's something you'll want to use. Similarly, do you like tabbed browsing? When you click a link to open a page in a new tab, do you want holding the Shift key to mean "open the page in the background" or "open the page and switch to that tab right now"? This book hasn't talked about how you set up Safari's preferences. But those are still things you should do.

Finally, if you think a particularly important aspect of Lion has been omitted from this book, email us and let us know. Maybe we'll include it in a future update. Many of our ideas about what our readers find significant have come from our readers themselves.

Tip: To munch on the full smörgåsbord of what Lion has on offer that's new, read http://www.apple.com/macosx/whats-new/features.html.

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About the Author

Matt Neuburg is a former Classics professor. One of his students, to whom he tried to teach the fine art of composing Greek sentences, was Adam Engst, who later went on to publish *TidBITS*. Matt eventually left academe and became a *TidBITS* Contributing Editor, writing reviews of software such as outliners and databases.

Matt is also a consultant, documentation writer, and programmer; his popular Mac freeware utilities include MemoryStick and NotLight, and he has also written some iOS programs such as 99 Bottles and LinkSame. He has written four books for O'Reilly Media:

Frontier: The Definitive Guide, *REALbasic: The Definitive Guide*, *AppleScript: The Definitive Guide*, and most recently, *Programming iOS 4: Fundamentals of iPhone, iPad, and iPod touch Development*.

He lives in the village of Ojai, California, which he regards as all but indistinguishable from Paradise. You can find Matt's home page at http://www.apeth.net/matt/.

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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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