KEYSTONE MacCentral

printout

**We will not have meetings during July and August.
Our next meeting will be
September 18, 2007.**

Meet us at

Gannett Fleming

Gannett West Building
209 Senate Ave ❖ Camp Hill

Tuesday, September 18, 2007, 6:30 p.m.

Attendance is free and open to all interested persons.

Contents

Keystone MacCentral is a not-for-profit group of Macintosh enthusiasts who generally meet the third Tuesday of every month to exchange information, participate in question-and-answer sessions, view product demonstrations, and obtain resource materials that will help them get the most out of their computer systems. Meetings are free and open to the public. The *Keystone MacCentral Printout* is the official newsletter of Keystone MacCentral and an independent publication not affiliated or otherwise associated with or sponsored or sanctioned by any for-profit organization, including Apple Computer, Inc. Copyright © 2007, Keystone MacCentral, 305 Somerset Drive, Shiresmanstown, PA 17011.

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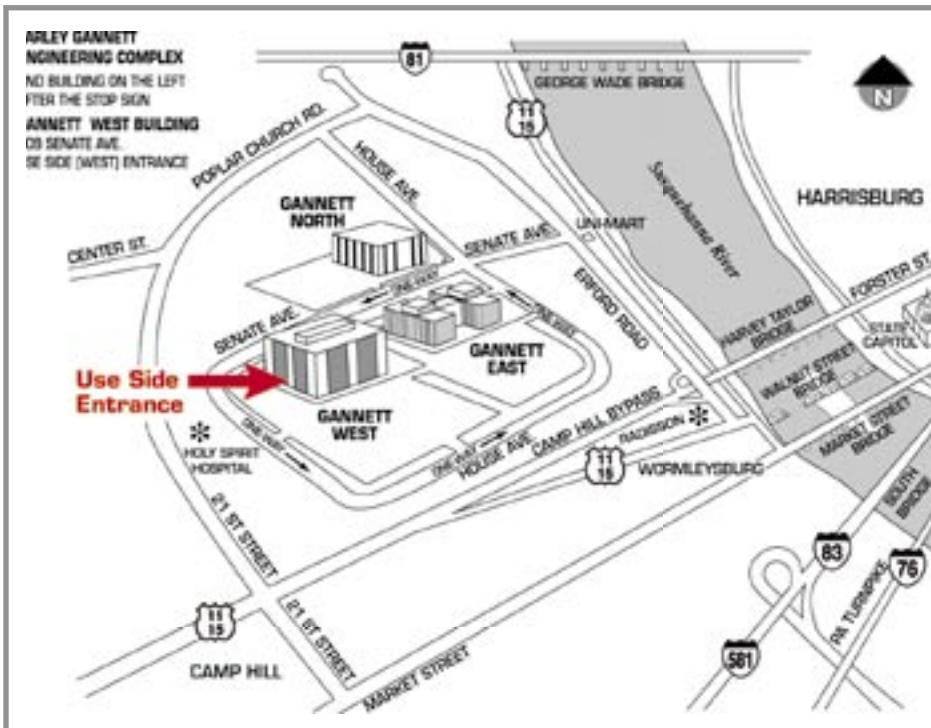
Keystone MacCentral Essentials

Meeting Place
Gannett West
209 Senate Avenue
Camp Hill

Web Site
http://www.keystonemac.com

Mailing Address
305 Somerset Drive
Shiresmanstown, PA 17011

by Gary Brandt, Recorder

Keystone MacCentral Minutes

June 19, 2007

Business Meeting

Those of us who braved severe thunderstorms to get to our June meeting arrived at Gannett-Fleming only to discover that the electric power was out. The overhead lights did flicker on briefly, but power was never fully restored while we waited. Because we could not connect our laptop for the scheduled presentation on Pages 2, we sat around in the semi-darkness and held an informal Q & A session.

We talked about services to host web sites. There are many such places and most offer enough storage space for anything you want to post. You may have to pay a significant surcharge, however, if your site's visitors end up using a lot of bandwidth downloading files.

Another question was posed about help for those with disabilities who want to use a Mac. The Universal Access preference pane can be used to test a number of settings that may be useful for those with hearing and sight problems. Keyboard and mouse settings can also be set to make using key combinations or the mouse easier for those who need this assistance. KeyMac member Tucker Hill is involved with the Center for Independent Living, which might be of additional help with specific cases.

In response to another question, Jim Carey noted that SD memory cards should never be erased on the computer because this can corrupt the card. It is best to use the camera to reformat the card. As for archiving photos, most pro photographers are now backing up to DVD instead of CD. DVDs seem to have more stability than CDs for long term storage. Jim recommended multiple backup copies using different media brands. Backups made to hard drives might be easier to search but hard drives do fail. Again, a strategy of multiple backups to multiple drives would be preferred.

Linda Cober asked for recommendations on 17" and 19" LCD monitors for her friends in the islands. Power consumption would be an issue although Linda noted that this is not always the easiest information to find. Decent monitors for everyday use can be had for several hundred dollars. For graphics intensive work, a more expensive monitor would be needed.

Our Next Meeting

The lack of power in our meeting room allowed us to start KeyMac□s summer hiatus an hour or so earlier than planned. We are taking the summer months off and we will return for the September meeting with a program discussing Mac tips and tricks. We encourage all members to make note of anything they find useful or interesting and to bring their notes to the September meeting for sharing. We hope to make everyone's computing experience a little more user-friendly with your shared tips.

By Adam C. Engst
<ace@tidbits.com

Visions of the Sublime and the Inane

Thanks to the Internet, it's becoming possible not just to communicate with people around the world but to see what they're thinking, or at least what they choose to share with the world. Flickr has long enabled people to share their photos either with small groups of friends and family or with any other Flickr user, and while there's a wide range of pictures on Flickr, it seems that most people practice some level of selection and filtering, choosing only the best or most interesting. While I can't pretend that I have much time to spend on Flickr, when I'm directed there for one reason or another, I'm often impressed by the photos I see. There's something both specific and universal about them, even when you don't know the places or people pictured.

In contrast with Flickr is the latest hot service for mobile navel-gazers: Twitter. Twitter defines itself well as "A global community of friends and strangers answering one simple question: 'What are you doing?'" You've heard of solutions looking for a problem? Twitter is thousands of answers looking for a question that no one cares about. For instance, did you need to know that as I wrote this, laurennmcc is off to the dogpark? Or that thatguynamedtom has to go to class but would rather sleep in all day? Oh, the drama of it all!

What's ironic is that what Twitter users are doing is wasting time informing the world of just how mundane most of our lives really are. There are a few interesting uses, such as comedian Steven Wright's one-liners, a timer service that reminds you of events via Twitter, and someone who is twittering the first lines of books. And of course, in a very small circle of Twitter-using friends, there could be the occasional bit of status information that would be actually useful.

Why would I be comparing Flickr and Twitter? Because of a pair of new services from David Troy: Flickrvision and Twittervision. Both services display a world map, scrolling around in it to display either a photo recently posted on Flickr or a message recently posted to Twitter. I watched one service, then the other, for a few minutes.

I was first mesmerized by the photos flickering by in Flickrvision, providing a pictorial glimpse into the lives of total strangers across the world. It was a bit like flipping through the participatory 24/7 photo books created by Rick Smolan and David Elliot Cohen - I didn't know any of these people, nor did I recognize any of the places pictured, but that was as much the charm of it as anything else. I could build stories in my head around the people in those pictures, and I could imagine staring out at the landscapes shown. By providing a geographic context for these random photos, I was able both to learn more about another part of the world and to add my own take on each photo in some small way, giving it yet another level of meaning, at least for me. Want to see Flickrvision without browsing to it directly? Download Chris Bailey's Visionary screen saver.
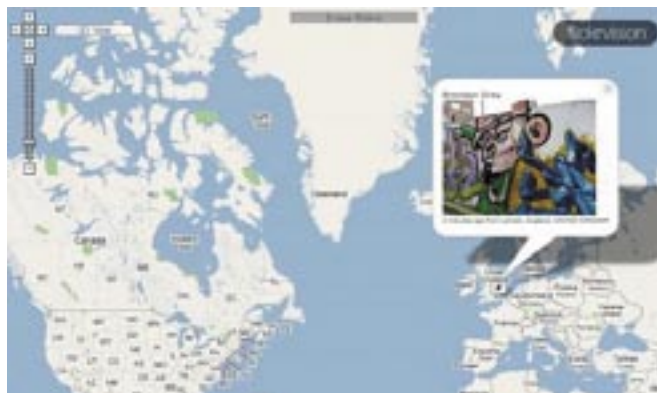
The dialog balloon messages in Twittervision, using exactly the same map interface, gave me an entirely different feeling. I watched it with horrified fascination, trying to figure out from each message why the person had chosen to share that particular thought, or just who might actually care one whit to read the message. Occasionally I could divine some utility to a message, but most seemed purely to be the result of random neurons firing. And worse, while I particularly enjoyed seeing photos from other parts of the world via Flickrvision, Twittervision made me realize that random neural firings from other countries are, not surprisingly, in other languages - making them even more nonsensical. Amazingly, I once saw a message from someone with whom I've exchanged email in the past, saying that he was taking the bus home, apparently in

Ann Arbor, Michigan. Alas, I don't know him nearly well enough to care.

The human brain is in constant activity, and we all have innumerable thoughts throughout the day. One aspect of growing up is learning just which of those thoughts is worth sharing with the people around you, and in what fashion. Flickr, particularly given life via Flickrvision, shows how the interpretation of thoughts and experiences via still photos can prove sublime. Twitter, especially when laid bare via Twittervision, makes clear just how important it is for us to filter our internal thoughts to avoid polluting the infosphere with them. ♨

by Tim Sullivan

Rumors and Reality

Around Apple

• Brian Croll, senior director of product marketing for the Mac OS, said, "ZFS is not happening," when asked whether Sun's Zettabyte File System would be in Leopard. Instead, Leopard would use Apple's current hierarchical file system, called HFS+.

ZFS is an file management system that we mentioned in last month's column. According to Sun Chief Executive Jonathan Schwart the system was to be adopted by Apple for Leopard. Perhaps Jonathan Schwart was not aware that it is a really bad idea to upstage Steve Jobs.

ZFS was introduced by Sun in 2004. Unlike traditional file systems, ZFS has built-in data integrity and disk volume-management capabilities.

• "Just-breaking news..." ZFS will be included with Leopard. But only as a read-only option from the command line. Read-only means that at a later date, if there are ZFS volumes, those systems would be able to read ZFS volumes. You cannot write data into the system. I guess what they are saying is "ZFS is sort of included in Leopard." I'm glad that's cleared up.

• The latest update to Apple's operating system is 10.4.10. It intro-duces a small annoyance in that this is the first time that the extension (10.4.10) has required 5 digits. Some applications compare their requirements against the current version number of the operating system. For instance, if the application requires OS 10.4.4 or greater, it will check the extension number. Unfortunately the check routine only uses the first 4 digits — it sees 10.4.10 as 10.4.1. The application won't run.

For the moment, there is no cure.

• Just for the record, the iPhone is available for purchase.

by Tim Sullivan

July Software Review

Freshly Squeezed Reviews:

Can't Touch This
by Frank Petrie

Product: Dragster v1.02
Company: Ambrosia Software
<www.ambrosiasw.com/utilities/dragster/>
Requirements: OS X Tiger (10.4) or later
Universal Binary

Price: $19.00
Test Rig: PowerMac G4/DP 1.42Ghz/1.5 GB RAM/OS 10.4.9
Review Date: 11 April 2007

A few months back, I wrote a column about the dearth of new shareware to write about. Apparently, Ambrosia Software heard my call.

"Dragster is an incredibly useful application that takes the drag out of file transfers. Just drag and drop files or folders on Dragster's icon in the Dock, and away they go! Dragster can send files via email, upload them to remote servers, copy them to your iDisk, or copy/move files anywhere on your local drives."

Somehow, someway, they made drag n' drop even easier! Who'd a thunk?

The Juice

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Software Review

In the essence, Dragster takes the idea of Finder window shortcuts and makes an even shorter cut. And integrate it into your workflow the way that you feel most comfortable with – you can either set it up in your dock (with or without icons) or (my favorite) within your contextual menu.

Dragster sets up your system with several defaults: Local Folders, Remote Servers, your iDisk and eMail. Then, let the customizing begin with self-created shortcuts. For example, I send my brother copies of The Onion's podcast once a week. Normally, I would have to launch Mail, find the .mp3 in my iTunes Library, request a new mail form, attach the file then atach the file and send the shebang. But, and this is really amazing, Dragster has it's own eMail client built-in. All I do is locate the file, right-click on it, highlight Dragster and then eMail. Up comes Dragster's eMail client with the file already in the body. Plus, surprise!, it's made friends with my Address Book when installed. Type in the first few letters of my brother's name, up comes his address and click on it. Done.

Prefer icons. Exactly the same steps, except that you drag the file over the dragster icon in the dock and then the revealed eMail icon and proceed the same way.

And the speed of the transfer is great, particularly for back ups to external drives . But your disk is on another network with a different protocol? Your in luck. "Dragster isn't simply an FTP client, it supports FTP, SFTP, SCP, SMB (Windows File Sharing), as well as AFP (AppleShare) for file transfers. Best of all, you don't even have to know what protocol to use: simply select "Best Available" and Dragster will figure it out for you! There's also no need to mount servers before uploading files, Dragster takes care of this for you!"

The Pits

Nada.

The Rind

Nada.

The Pulp

Ambrosia is known predominantly for its excellent Snap Proz X. But this app is worth every penny and more. Already using an FTP program like Transmit or Fetch for uploading files? No problem, Dragster is meant to complement them, not replace them.

And here I thought that only Steve could pull off the "one more thing" routine.

Rating: 10 out of 10

PopChar X 3.2 Gets More Subtle

By Adam C. Engst
<ace@tidbits.com>

Along with fixing a variety of bugs, Ergonis Software's recently released PopChar X 3.2 font utility adds an option to hide the application's corner "P" unless the cursor is nearby, something regular users might appreciate, whereas less frequent users may prefer the constant reminder of PopChar's presence. (See "PopChar X 3.0 Improves Usability," 2006-07-03, for a more detailed description.)

Other improvements include an option to highlight recently selected characters for easier re-use, faster display rendering, and an architectural change to make PopChar X resolution-independent for future Mac OS X releases. PopChar X 3.2 is free for customers who purchased within the last two years; new copies cost 30 euros and upgrades are 15 euros. The program requires Mac OS X 10.3.9 or newer, and is a 1.7 MB download.

Sound Studio 3.5 Adds Numerous Features

by Andy J. Williams Affleck
<andyjw@raggedcastle.com>
Freeverse has released Sound Studio 3.5, which adds many new features of interest to all users of this excellent audio editor and recorder. Sound Studio has long been my favorite tool for editing audio files, whether I'm producing a podcast, trimming a file in my iTunes library, or recording my son's funny snore one night (and later removing the laptop fan noise from the recording - it's important to have high quality embarrassment material for when he's a teenager).

Among Sound Studio 3.5's many new features are the addition of new audio formats for opening and saving, including Apple Lossless, ADTS AAC, NeXT/Sun Audio, and Ogg Vorbis. In addition, Sound Studio now supports 8-, 16-, and 24-Kbps bit rates when saving MP3 format files.

For podcasters, Sound Studio has added the capability to manage all iTunes-supported tags, including the podcast bit that determines whether a file appears in the Podcasts section of iTunes or in the regular Music section. This is a major boon to me, since I would like to move podcasts I want to keep into my music collection and let all others automatically delete themselves after listening, something that's been difficult to accomplish so far. Now I can open the file in Sound Studio, toggle the appropriate checkbox and re-import the file into iTunes where it appears in my Music section rather than in the Podcasts section. The reverse approach enables you to move spoken audio files from the Music section into the Podcasts section, if you so desire.

Podcasters will also appreciate the fact that markers set by Sound Studio within audio files are now automatically saved as chapters in podcasts. In other words, when playing back in iTunes, the marker titles are listed within the Chapters menu and enable one to jump directly to that spot in the playback. (For more information on how to use Sound Studio for podcasting, see my ebook, "Take Control of Podcasting on the Mac.")

Other enhancements in Sound Studio 3.5 include new preferences for how scrolling occurs during playback, the capability to loop sound in filter previews (rather than requiring you to play the sound over and over as you make adjustments), and new Apple-Script support for referencing individual tracks and changing the pan and volume of each track.

Finally, Sound Studio now provides an innovative way to set the beats per minute (BPM) of a track. BPM is a piece of metadata that appears in the iTunes tag editor and as part of the display grid of the main Sound Studio window; it can be useful for generating smart playlists of slow or fast music in iTunes. All you have to do to set the beats per minute is click a button in time with the rhythm of the music.

Sound Studio 3.5 costs $80, and upgrades are free to registered owners of 3.0 or higher. Special upgrade pricing for users of earlier versions is available as well, as is a free demo (a 10.2 MB download) for anyone who hasn't yet tried Sound Studio.

[Andy J. Williams Affleck built Dartmouth College's first Web site in 1993, created the original Web site for the sitcom Friends, and started a virtual community that's still around a decade later. When he's not producing his Podcrumbs podcast or working on "Take Control of Podcasting on the Mac," he's a senior project manager and accessible Web design expert.]

Here's a SideNote For You To Try

by Tim (Surfbits) @ 2:09 pm.

Hi! Trent here from The MannersCast with a look at Sidenote from Peter Chatel.

Sidenote takes a "Stickies" type workflow for clipping and saving information to a whole new level in the form of a multi-document drawer that hides on the edge of your screen and peeks out when you roll your mouse near it or call it with a hot-key, and it not only includes support for Rich Text but images as well. Sidenote will automatically expand so that you will be able to drag into it any picture, text clipping or pdf file from the finder or your favorite application. Sidenote also has an auto-saving feature that keeps you from having to make sure to save every time you make a new note or an addition or change to a current note. But it's also possible to click on the save button just in case.

Sidenote has a nice Preferences Window with a host of customizable features like opacity and height of the drawer (that's what the main window is called), the position on the screen (left or right side), and hot-keys for many of the functions of Sidenote.

The Sidenote drawer pops in and out much like the OS X Dock can do and usually goes away when your cursor leaves the drawer's real estate. However, there is also a little thumb tack button that will cause Sidenote to remain open if you need it to. If Sidenote needs to stay open but it seems to be in the way, it's even possible to grab the drawer and drag it up and down the edge of the screen.

Notes can be color labeled, printed, export to rtf, or emailed right from within the interface. All of those functions live in Sidenote's drop down menu. That is actually where the menu bar functions can be found as well.

Once you have all of your notes built, there is a Notes Manager that allows for drag and drop rearranging of notes as well as easy deletion. Or if you just want to see a list of your notes and pick a different one to look at, Sidenote has a drop down menu that lists all the notes with names and color coding to make navigating through them very easy. Sidenote is a well designed app that is very intuitive, meaning that if I thought a drag or a double click or something would work a certain way, it did.

Sidenote is at version 1.7.2, is universal binary, and requires Mac OS X 10.3.8 or later.

Sidenote is Freeware, but donations are accepted. To get Sidenote go to http://www.chatelp.org

And until next time… remember to use your Mac for good and not evil.

Apple Updates

iTunes 7.3 for Mac
06/29/2007

System Requirements
  – OS 10.3.9
  – OS 10.4.7 or later
  – OS 10.4.10 or later required for iPhone

• Activate your iPhone service
• Sync iPhone with your music, movies, TV shows, and more
• Wirelessly share digital photos from any computer in your home with Apple TV

MacBook Pro Software Update 1.0
06/28/2007

System Requirements
  – OS X 10.4.9 or later
  – MacBook Pro 2.2GHz or 2.4GHz

This update provides important bug fixes and is recommended for all 2.2/2.4GHz MacBook Pro models.

Final Cut Pro 6.0.1
06/27/2007

System Requirements
  – OS X 10.4.9 or later
  – Final Cut Pro 6

Final Cut Pro 6.0.1 contains several updates, including:
• Improved stability
• Support for the AVCHD format through the Log and Transfer interface
• FXPlug improvements with Motion and third-party applications
• Improved master template support

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• Resolution of issues with long file-names (greater than 32 characters, up to 255 characters) on non-HFS file systems (network or Xsan volumes, FAT32 volumes, and so on)

This software update is recommended for all users of Final Cut Pro 6.0.

Motion 3.0.1
06/27/2007

System Requirements
– OS X 10.4.9 or later
– Motion 3.0

Motion 3.0.1 improves stability and resolves performance issues that may be encountered when using Motion 3.0 on both PowerPC-based and Intel-based Macintosh computers. This software update is recommended for all users of Motion 3.0.

Color 1.0.1
06/27/2007

System Requirements
– OS X 10.4.9 or later
– Color 1.0

Color 1.0.1 contains several updates, providing the following fixes:
• Improved stability
• Improved metadata support from Final Cut Pro
• Improved single-display mode
• Floating-point processing on computers with NVIDIA graphics cards
• Dissolves of 2K files during rendering

This software update is recommended for all users of Color 1.0.

Compressor 3.0.1
06/27/2007

System Requirements
– OS X 10.4.9 or later
– Compressor 3.0

Compressor 3.0.1 contains several updates, including:

• Improved performance
• Improved stability
• Provides compatibility updates for Apple Devices

This update is recommended for all Compressor 3.0 users.

Soundtrack Pro 2.0.1
06/27/2007

System Requirements
– OS X 10.4.9 or later
– Soundtrack Pro 2.0

Soundtrack Pro 2.0.1 contains several updates, including:

• Improved stability

• Improved performance

• Delay Designer surround effect plug-in

This software is recommended for all users of Soundtrack Pro 2.0.

Pro Applications Update 2007-01
06/27/2007

System Requirements
– OS X 10.4.9 or later

Pro Application Update 2007-01 includes fixes to underlying frameworks and shared components for the updated Final Cut Studio 2 applications.

SuperDrive Firmware Update 2.1
06/27/2007

System Requirements
– OS X 10.4.4 or later
– MacBook Pro Core Duo (15 -inch 1.83GHz, 2.0GHz, or 2.16GHz)
– MacBook Pro Core 2 Duo (15 - inch 2.16GHz or 2.33GHz)
– MacBook Core Duo (13 -inch 1.83GHz or 2.0GHz)
– MacBook Core 2 Duo (13 -inch 1.83GHz or 2.0GHz)

The SuperDrive Update improves readability of certain CD media. The updater application will be installed in the /Applications/Utilities folder. Please follow the instructions in the

updater application to complete the update process.

Security Update 2007-006 (10.3.9)
06/22/2007

System Requirements
– OS X 10.3.9

Security Update 2007-006 is recommended for all users.

Security Update 2007-006 (Universal)
06/22/2007

System Requirements
– OS X 10.4.9 (Intel)
– Mac OS X Server 10.4.9 (Universal)

Security Update 2007-006 is recommended for all users.

Security Update 2007-006 (PPC)
06/22/2007

System Requirements
– OS X 10.4.9 or later
– PowerPC-based Macintosh

Security Update 2007-006 is recommended for all users.

Mac OS X 10.4.10 Update (PPC)
06/20/2007

System Requirements
– OS X 10.4.9
– PowerPC-based Macintosh

The 10.4.10 Update is recommended for PowerPC and Intel-based Mac computers currently running Mac OS X Tiger. This update includes general operating system fixes, as well as specific fixes or compatibility updates for the following applications and technologies:
• RAW camera support
• Mounting and unmounting external USB devices
• Support for 3rd party software applications
• Security updates

Mac OS X 10.4.10 Combo Update (PPC)
06/20/2007

System Requirements

- OS X 10.4.9 or later
- PowerPC-based Macintosh

Security Update 2007-006 is recommended for all users.

AirPort Extreme Base Station with 802.11n Firmware 7.1.1

06/08/2007

System Requirements
- Airport Utility 5.1
- AirPort Extreme Base Station with 802.11n

This update includes all fixes in Firmware 7.1 plus additional compatibility updates for the AirPort Extreme Base Station with 802.11n*.

Firmware 7.1 provided improved Mac and Windows support for:
• Printers and Routers, VPN, PPPoE, WDS(ACL), WEP(TSN)
• Localized file naming, port mapping, IPv6, and NAS
• Improved stability with keychain passwords
• Improved support for third party applications saving files to a USB disk

• Improved support for AirPort USB disk stability and power saving, disk read/write performance, disk file sharing and passwords
• Addressed an issue where Base Station would not request a password when expected

This update requires AirPort Utility 5.1. If you have AirPort Utility 5.0 installed, you can update to AirPort Utility 5.1 by installing AirPort Base Station Update 2007-001: ⌘

By Christopher Breen

Mac 911
Solutions to your most vexing Mac problems

Taking out iPhoto's trash

Q: Recently, I went through more than 2,000 photos in my iPhoto library and deleted the not-so-good ones in order to free up a little space on my hard drive. Alas, when I went to the Trash to empty it, none of the deleted photos were there. It seems that while I deleted them from the library, they are still buried somewhere on the hard drive. Where? — Gary Patterson

A: As you've discovered, your deleted iPhoto images don't appear in the Finder's Trash. Instead, you'll find them in iPhoto's own Trash. To truly remove iPhoto images from your hard drive, select the images that you want to delete from your iPhoto library and press the delete key on your Mac's keyboard. This transfers the pictures to iPhoto's Trash, which you'll find at the bottom of the Source list. To really get rid of the images, control-click on iPhoto's Trash icon and choose Empty Trash (see "Empty iPhoto's Trash"). This gets rid of the images for good.

Notice that I said to select each image in your iPhoto library. If you select an image in an album or a slide show and press delete, you remove the image from the album or slide show but not from your iPhoto library. There's a trick for this as well. Select an image and press 1-option- delete; the image will disappear from all albums and slide shows, as well as from the iPhoto library, and will then appear in iPhoto's Trash. Again, empty this Trash to delete the image from your computer.

Make Word multilingual

Q: I am living in France, which means that I write in both French and English in Microsoft Word. It's a bit time-consuming to go to the Tools: Language menu and select a different language for a document. Is there any way to develop a shortcut that will let me toggle between the two languages as I go from task to task? — Nick Brown

A: When you switch languages in Microsoft Word, you not only change the symbols that your Mac's keyboard types (as happens when you choose a different language in the International preference pane), but also instruct Word to use a different dictionary and grammar checker. One of the quickest ways to switch languages is with a Word macro — a single command that executes a series of tasks.

In Word, choose Tools: Macro: Record New Macro, enter a name for your macro — say, French — and click on the Keyboard button. In the Customize Keyboard window that appears, assign a keyboard shortcut for your macro — control-option-F, for instance — and click on Assign. Click on OK to begin recording your macro.

Mac 911

While the macro is recording, choose Tools: Language, select French in the Language window that appears, and click on OK. Stop recording the macro. Now create another macro that switches the language to English. This time, name the macro English , assign it a shortcut such as control-option-E, and choose English in the Language window while recording. Once these macros are in place, just press the corresponding keyboard shortcut to change languages. You can also assign macros to toolbar buttons. To do so, click on the Toolbars button in the Record Macro window.

Another option is to create a style based on French or English. Choose Format: Style. In the Style window that appears, name the style, select Styles In Use from the List pop-up menu, and then select Normal from the Styles list at the top of the window. Click on the New button. Choose Language from the pop-up menu at the bottom of the resulting New Style window. Then choose the language you'd like to use (French or English), and click on OK.

The New Style window will now tell you that you're using a Normal style and which language you chose. Modify the style as you like from there, and click on OK to add the style. When you want to switch languages, just impose the new style.

Switch off Spotlight

Q: How can I remove Spotlight from my Mac's menu bar? I use Xcode for application development. On my 17-inch screen, I need the space. — Curt Douglass

A: If that little corner of the menu bar occupied by the Spotlight icon is your only concern, you can remove the icon this way:

Navigate to /System/Library/Core-Services and drag the Search.bundle file to your desktop. You don't have the correct permissions to move the file (root owns Search.bundle), so this will make a copy of the file. Put this copy in a safe place in case you want to enable the Spotlight menu item again. Select the original file in the CoreServices folder and press 1-delete to move it to the Trash. You'll have to enter your administrator name and password in order to move it. When you restart your Mac, the Spotlight menu will be gone.

To put things back the way they were, drag the Search.bundle file back into the CoreServices folder. Select it, press 1-I to bring up the Info window, and change its permissions so that Owner is System and Group is Wheel. If you want to get rid of Spotlight more completely, follow the steps just outlined, and then launch Terminal (/Applications/Utilities) and type the following:

        sudo pico /etc/hostconfig

If Terminal terrifies you, try Fixamac Software's $13 Spotless (), a utility that allows you to control Spotlight's behavior. It includes features for disabling content indexing on particular volumes, deleting indexes, and switching Spotlight off altogether.

Change Office's registration

Q: I just recently noticed that I made a typo when I registered my copy of Microsoft Office 2004. When I select Word: About Word (or the equivalent in any other Office application), my name appears misspelled after "This product is licensed to." Is it possible to fix this? — Meng Thao

A: Launch Office's Remove Office utility (/Applications/Microsoft Office 2004/Additional Tools/Remove Office). In the Welcome To Remove Office window that appears, you'll see a Continue button in the lower right corner. Hold down the option key, and the button name changes to

Remove Licensing Information Only. Click on that button to acknowledge that this is what you really want to do, and Remove Office will delete the files containing the registration information. When you next launch an Office application, the Office Setup Assistant will appear and prompt you for your name and product key.

Remove quotes in Mail

Q: From time to time, I want to excerpt something from an Apple Mail message, but if the message has been circulating for a while, it's cluttered with vertical lines in the left margin (from forwarding it and responding to it). Is there a way to remove them? — John Christopher

A: For people who don't know, those vertical lines represent quote levels in Mail. The more lines you see, the more times an e-mail exchange has included that bit of text. While Mail doesn't offer a command to eliminate them in one fell swoop, you can remove them one level at a time.

Just select the quoted text you've excerpted, hold down 1-option, and press the apostrophe (') key. With each press, one level disappears. (This is also available via a menu command — Format: Quote Level: Decrease — but having to invoke a menu command multiple times is less than convenient.)

Another option is to use Devon Technologies' free WordService 2.6.1. Download this service and drag it to your Services folder (your user folder/Library/Services). If you don't find a Services folder in this location, create one. Log out of your account and log back in again. Now select the quoted text and select Mail: Services: Format: Remove Quotes. To apply even broader formatting changes (for example, to wrap text and remove quotes), select the text and choose Reformat (1-shift-7) from the same submenu.

Finally, if you want to remove the quote levels by hand, select the

quoted text, drag it to the desktop to create a text clipping, and drag that clipping into a new e-mail message or text document. This process strips the text of quote-level formatting.

Quickly switch audio input and output

Q: Do you know of an Automator work-flow or an AppleScript that lets you easily switch the input and output of the Mac's sound system? Going to the Sound preference pane while a Skype call is coming in is inconvenient. — Ralston Barnard

A: Such AppleScripts exist, but why bother when Rogue Amoeba gives you SoundSource, a free menu-bar menu that lets you easily change audio inputs and outputs (see "Choose New Audio Settings")? Our Mac Gems meister, Dan Frakes, covered SoundSource in 2004 (). The current version (1.1) is compatible with Intel Macs.

Back up on the cheap

You know you need it. You know you should want it. But the second the phrase "backup strategy" enters the course of general conversation, you experience a strong desire to lie down in a dark room. Don't feel overwhelmed. One of the most common reasons people don't back up is because they don't know where to put their data. Here are two ways to solve that problem without breaking the bank.

1. Use What You Have Back up data to your internal hard drive, and you'll lose everything if that drive goes ka-put. So where to store your backups? External hard drives are fast and convenient, but they can be pricey. Don't let the lack of one stand in your way. Nearly all new Macs ship with a double-layer (DL) SuperDrive, capable of burning as much as 8.5GB of data to DL media. Single-layer DVDs are inexpensive and can hold up to 4.7GB. And even cheap-as-dirt 700MB CD-R discs can store hundreds of small files. For rewritable storage on-the-go, a USB key drive that holds a couple of GB of data is both inexpensive and easy to transport.

2. Put It Online When you're away from home, even if you have an external drive, you may not have access to it. You could use Apple's .Mac service, since it includes a gigabyte of storage and the convenient Backup software, but that costs $100 a year. Instead, create a free Google Gmail account and use the more than 2.5GB of online e-mail storage you get to back up important files while you're on the road. The free Gspace plug-in for Firefox makes it easy.

[Senior Editor Christopher Breen is the author of Secrets of the iPod and iTunes, fifth edition, and The iPod and iTunes Pocket Guide (both Peachpit Press, 2005).

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