



Meet us at

**Giant Food** 

Corner of Trindle Road & 32nd St (Route 15) 3301 East Trindle Road, Camp Hill, PA 17011

## Tuesday, January 21, 2014 6:30 p.m.

Attendance is free and open to all interested persons.

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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 Inc. Copyright © 2013, Keystone MacCentral, 310 Somerset Drive, Shiresmanstown, PA 17011.

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#### Keystone MacCentral Essentials

#### **Meeting Place**

Giant Food (upstairs) Corner of Trindle Road & 32nd St (Route 15) Camp Hill

#### Web Site

http://www.keystonemac.com

#### **Mailing Address**

310 Somerset Drive Shiresmanstown, PA 17011

# Keystone MacCentral Minutes November 19, 2013

### Business Meeting

President Linda Cober will be looking into a meeting room at Bethany Village because of the problems we have encountered with the projector and slow internet connection in the Giant meeting room. Wendy Adams mentioned that her church might have a meeting room available.

### Q&A & Comments

Linda was looking for recommendations on how best to use a \$50 Best Buy gift certificate. Consensus was to apply it toward an Apple TV. She was also considering an Airport Extreme.

Someone reported problems using Netgear routers. Dennis McMahon suggested that members bring their Mac-related gift suggestions to the December meeting. When we discovered that quite a few members could not attend that meeting on its regularly scheduled date of December 17, Wendy Adams suggested that we move the meeting up to December 3 and hold it at the West Shore Plaza Family Restaurant in Lemoyne, where the board usually meets on the first Tuesday of the month. A show of hands supported that idea and we expect to see quite a few of our members there.

Someone asked about using a flat screen TV with a computer in a 10 person conference room. It was suggested that a 55 inch model would work, with LG models being recommended. A model with four HDMI ports would be preferable and you might need a VGA port. Jim Carey suggested possibly using a soundbar to improve the sound quality coming from the TV. He recommended using an Apple TV with Airplay for easy setup. Airstream software allows you to connect an iPad.

### Photography Corner

We watched an Introduction To Photography video made by Joel Sartore, a photographer for National Geographic. He stressed that the key to good photos was to "see well", with iconic images taken that enhance the original situation. He said that the best way to get good images was to view the subject, light, background, and space in a photo as individual elements.

Joel said you can get starting by mastering a few key camera settings and then you can go back to learn more about your camera when you are ready to use additional features. A good picture combines great light, good composition, and an interesting subject.

He mentioned that sometimes "You gotta pet the whale", explaining that there are times when it's best to set the camera down and enjoy the moment.

#### Program Notes

Tim Sullivan has been using Mavericks at home and he explained some of its new features for us. Mavericks is a free 5 GB download from the App Store. Tim mentioned that it is always a good idea to have a backup of your current system in case you encounter any problems with the Mavericks installation. He suggested backing up a copy of the Mavericks installer. Looking on Google for "how to make a bootable Mavericks install drive" before you get started can help. You could then put a bootable version of Mavericks on a flash drive.

Tom Owad suggested archiving the installer if you don't want a new version to overwrite it a a later date. Dennis McMahon said the important stuff for the installation was a file called "Install ESD.dmg" in the Shared Support folder. You can make a DVD installation disk from that file. You will have to right-click or Control-click on the Installer app to show package contents to find that file.

Tim likes some of the features in Mavericks but he noted that he experiences pauses of up to ten seconds sometimes when changing windows on screen. Tim uses QuicKeys to run macros. He needed to go to the Security & Privacy pane of System Preferences to change the setting to allow QuicKeys to control his Mac. That pane now houses Accessibility controls. Newer macro programs might work better with Mavericks.

App Nap is a feature that slows down an app if it is completely hidden and has not been used for a while, ostensibly to save system resources. If you want to prevent App Nap from affecting an application this way, you can adjust the setting on an individual app basis in its Get Info window.

Mavericks adds tabs to the Finder. Files can be moved by dragging them onto a tab. The Finder has more view options for column view. Files can be tagged by color (replaces labels) or words.

Tim showed how the Library folder in a Home folder is accessed. It is usually hidden in Mavericks. Bluetooth setup should be easier and iCloud now allows you to sync the Keychain. The Dictation & Speech pane (also in Mountain Lion) is where you would adjust settings to convert speech to text. Enhanced Dictation mode allows you to talk for more than 30 seconds, which was a prior limitation. In Tim's experience, contractions and grammar are well handled. You still have to enter punctuation. Tim did report trouble trying to set CAPS on.

The Calendar app has been changed. If you add address information for an event, Maps will display a map of that address if it is recognized.

by Adam C. Engst

## Western Digital Warns Mavericks Users of Data Loss

**Hard** drive manufacturer Western Digital is warning users of the company's external hard drives that there may be conflicts between OS X 10.9 Mavericks and the bundled utilities WD Drive Manager, WD Raid Manager, and WD SmartWare. These conflicts could case data loss, and until more is known, Western Digital recommends that users of these applications delay upgrading to Mavericks or delete the applications and restart. Thanks to reader Charlie Colosky for the alert!



\*\*\*\*\* PLEASE DO NOT REPY TO THIS EMAIL \*\*\*\*

Dear WD Registered Customer,

As a valued WD customer we want to make you aware of new reports of Western Digital and other external HDD products experiencing data loss when updating to Apple's OS X Mavericks (10.9). WD is urgently investigating these reports and the possible connection to the WD Drive Manager, WD Raid Manager and WD SmartWare software applications. Until the issue is understood and the cause identified, WD strongly urges our customers to uninstall these software applications before updating to OS X Mavericks (10.9), or delay upgrading. If you have already upgraded to Mavericks, WD recommends that you remove these applications and restart your computer.

The WD Drive Manager, WD Raid Manager, and WD SmartWare software applications are not new and have been available from WD for many years, however solely as a precaution WD has removed these applications from our website as we investigate this issue.

Sincerely, Western Digital

The RoaringApps software compatibility site lists WD Drive Manager as being incompatible with Mavericks, with one commenter claiming that Mavericks identified it as incompatible during the upgrade. The other Western Digital utilities either lack Mavericks-specific information or aren't listed with RoaringApps.

[Update: 6 November 2013: Western Digital has sent out a followup email, saying that the problem is yet to be fixed, but affects only a small number of users. Western Digital urges customers running Mavericks to uninstall the Western Digital software (an uninstaller is available), reboot, and if there's any difficulty accessing the drive, to disconnect it and contact customer support. The company says that lost data can likely be recovered with a data recovery utility.]

Application compatibility table		Show all Favour	rites Developed	by Western Digital	Technologies	Filters 🔻	Optio	ons 🔻 L	.egend 🔻
Display 10 + apps per pa	ge			Search				Previous	; Next
Арр	Developer	URL	Mavericks	Mountain Lion	Lion	Snow Leopard	iOS 7	iOS 6	iOS 5
Mionet	Western Digital Technologies	http://mionet.com/							
My Passport	Western Digital Technologies	www.westerndigital.com							
WD Drive Manager	Western Digital Technologies	http://support.wdc.com/product/d	8						
WD SmartWare	Western Digital Technologies	http://community.wdc.com/t5/Ext		×					
WD Macintosh +TURBO Drivers	Western Digital Technologies	http://support.wdc.com/product/d	$\checkmark$						
WD Quick Formatter for Mac	Western Digital Technologies	http://download.wdc.com/misc/W							

Editor's Note: I was able to determine that the hard drive in my desktop is a Seagate. Using the Disk Utility app, press the Info Button to display a window which includes the name of the drive (in my case "ST3500418AS Media." Using a browser search I got Seagate.

#### by Josh Centers

# All about Tagging in the Mavericks Finder

**Tags** have been popular since the dawn of "Web 2.0," but I never quite wrapped my head around them. So when file tagging was announced as a feature of OS X 10.9 Mavericks, I wasn't terribly excited. But after playing with the feature for a few weeks, my eyes have been opened to just how powerful tagging is.

For those not in the know, tags are a form of metadata that enables non-hierarchical grouping. In plain English, that means that you can collect files together without using folders, and do so in a way that's easier and more flexible than working with aliases.

Why would you want to do this? Let's say that you have a project that involves different kinds of files: spreadsheets, images, and documents. A recent example is a chart I prepared to compare Apple's product sales over time. I compiled the data and chart in Numbers, which I saved into iCloud in case I needed to collaborate on it with the editorial staff. Next, I exported the chart as a PDF, which I saved in my Documents folder. Then, I converted the PDF to a PNG in Preview, and dropped that file into my Pictures folder, which the automation utility Hazel subsequently organized into my TidBITS Screenshots folder. I tagged each of these files as "Apple Financial," so despite being scattered all around my hard drive, I can easily group them in one place. Admittedly, that could be accomplished with aliases, but tags make it so the document I stored in iCloud appears with all the rest, something that's not possible with aliases.



"But why not just keep them all in the same folder," you may ask. Well, a file can live in only one directory at a time. What if a file falls into different categories that make choosing a single location difficult? For example, I have a lovely engagement picture of my wife and me that makes for a good Desktop background. With tags, I can tag it with (Josh) (Hannah) (Wallpapers) (Engagement), and then store it in a folder of photos named for the month in which they were taken.



What's most important, though, is that the tags make it easier for me to find that photo later, since I don't have to remember exactly when it was taken. Instead, I can look under any of those tags to find it, along with other files that share the same tags.

In short, grouping files with tags makes them much easier to organize. You can also group folders together with tags. As another example, take what Adam Engst has done with Take Control. Each ebook's files exist in a variety of folders, one for the Dropbox folder used by Leanpub, another shared Dropbox folder for the cover graphics, a folder on his local file server for the final production files, and a series of folders for each distribution format. With appropriate tags, he could collect all the folders for a particular book together, despite the many places in which they must live.

Let's examine how you can use tags in Mavericks, from creating and applying your own tags to finding and working with tagged files and folders.

**Create, Apply, and Remove Tags** – Adding tags to an existing file is easy, which is essential, because if tagging takes too much time, you won't bother. Equally important, for tagging to be useful, you must be consistent in your tagging efforts.

To start, let's look at tagging files and folders in the Finder, since you'll probably want to tag a bunch of the existing items with which you're working.

The most obvious way to assign tags to files and folders in the Finder is by using the sidebar in Finder windows, which displays your tags. Drag one or more items in the Finder to a tag in the sidebar to assign that tag to the dragged files and folders. (As far as I can see, holding down a modifier key while dragging a file to a tag makes no difference.)

Otherwise, you'll work in the tag editor, a popover with a text entry field and a list of existing tags. In it, you can:

Assign tags to "crop0001.jpg"
Josh Untagged
○ TidBITS
O NIN-Concert-2013-10-22
O iOS Screenshot
○ Test Tag
<ul> <li>Sweethome</li> </ul>
○ Apps
○ Hannah
<ul> <li>Engagement</li> </ul>
<ul> <li>High School</li> </ul>
⊖ Food
○ Family
O Dollar General
○ Show All

• Click a tag in the list to add it to the field. The list shows 12 tags; if you have more, a Show All item at the end gives you a scrollbar to see the rest. (I'll explain how to control which 12 appear here shortly.)

• Type a few characters from a tag's name; Mavericks suggests auto-completions that you can choose from with the arrow keys and select by pressing either Tab or Return. Clicking a suggestion also works.

• Create a new tag by typing its name and pressing Tab or Return or comma. Tags can have spaces in their names. Press Escape if you start creating a tag and want to back out without doing anything.

• Remove a tag from the file by clicking it in the text field and pressing Delete or Forward Delete. In fact, tags work just like any normal text character, so you can arrow between them, select them with Shift-arrows, and so on. The tag editor appears in a variety of places in the Finder, but works similarly in all of them. You can invoke it in the following ways after selecting the items you want to tag:

- In a Finder window, click the Edit Tags button in the toolbar.
- Control- or right-click, and choose Tags from the contextual menu that appears.
- Choose File > Tags.

• Select an item, choose File > Get Info (Command-I), and in the Info window, click in the Add Tags field at the top.

In two of these cases — when you Control- or right-click an item in the Finder, and when you drop the File menu — you'll also see seven favorite tags that you can click directly within the menu to add or remove, without having to choose Tags. You can apply or remove only a single favorite tag at a time, so if you want to work with multiple tags, bring up the full tag editor instead. More on how to set favorite tags in a bit.



If you want to tag files even faster with a keyboard shortcut, try this tip from our pal Brett Terpstra.

• Open the Keyboard pane of System Preferences, click Shortcuts at the top, and click App Shortcuts in the left column.

• Click the plus button to create a new shortcut, and choose Finder from the Application pop-up menu.

• In the Menu Title field, enter Tags... (the ellipsis character is necessary; get it by pressing Option-;).

• In the Keyboard Shortcut field, enter your desired key combination — a safe one that doesn't conflict with any Finder defaults is Control-Shift-T — and click the Add button to finish.

Appli	cation: 📓 Finder 🗘 🛊	]
To change a sl	u Title: Tags	w keys.
Launchpa Display Mission C Keyboard Sh	enter the exact name of the menu of you want to add.	command 순왕/
Keyboard	Cancel	Add %/
<ul> <li>Screen Shous</li> <li>Services</li> <li>Spotlight</li> <li>Accessibility</li> <li>App Shortcuts</li> </ul>	Josh Centers ≺josh@tidbits.cc	>m> ^M
[	+ -	
Full Keyboard Access: In wind Text boxes and lists only All controls	ows and dialogs, press Tab to move k	eyboard focus between:

Now you can select items in the Finder and pull up the tag editor with a quick key press.

You don't have to wait to add tags to a document you're working on, since a Tags field also now appears below the Save As field (where you enter your file's name) when you save a document. Click it to bring up the now-familiar tag editor.

	Save As:	untitled text 147.md		
A VORITES A Macintosh HD Dropbox Desktop A Applications Documents Downloads Movies	I ags: III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	<ul> <li>TidBITS</li> <li>NIN-Concert-2013-10-22</li> <li>iOS Screenshot</li> <li>Engagement</li> <li>Apple Financial</li> <li>iTunes Library</li> <li>Hannah</li> <li>Game Capture HD Screenshot</li> <li>High School</li> <li>Food</li> <li>Family</li> <li>Dollar General</li> </ul>	a.	Date Modified Yesterday 10/27/13 10/25/13 10/24/13 10/22/13 10/22/13 10/22/13 10/22/13
have to r tags to f them much	emember ind it easie	Line breaks: Unix (LF) Encoding: Unicode (UTF-8)	is. I o	

If you're working in an application that supports Apple's Modern Document Model, you can bring up the tag editor for that document by clicking the arrow to the right of the file name in the title bar and then clicking in the Tags field.

Screen Sh	ot 2013-1	0-29 at 12.52.21 PM -
	Name:	Screen Shot 2013-10-29 at 12.52.21 PM
	Tags:	Mac Screenshot
<b>D</b> F	Where:	Screenshots

The presence of that arrow when you mouse over the name of a document in the title bar is the best indication of an app that supports the Modern Document Model; Apple apps like Pages, Keynote, Numbers, and TextEdit do, whereas apps with a longer lineage (and less reason to toe the party line) like Microsoft Word, Excel, and PowerPoint, along with BBEdit and Nisus Writer Pro, tend not to.

**Find Tagged Files and Folders** – Now that you've tagged some items, it's time to put your tags to use. The main place where you interact with tags is in the Finder, specifically within the sidebar of Finder windows. (You can manage your tags in numerous ways within Finder windows too; I'll get to that shortly.)

Most notably, click a tag in the sidebar to display all the files and folders to which that tag has been assigned. If you're using tabs in the Finder, you can Command-click a tab in the sidebar to open it in a new tab (for full details about tabs, see "Using Tabs in the Mavericks Finder," 31 October 2013).

The only problem with using the Finder sidebar to bring together tagged files and folders is that you could easily end up with too many items sharing the same tag, rendering the grouping useless. There's no way to perform a more complex selection from the sidebar, such as selecting items that have the Red tag but don't also have the Blue tag.

However, you can bring Spotlight to bear on the problem in two ways. First, if you click a tag in the sidebar and then run a Spotlight search in that window, it's limited to items with that tag. That makes it easy to find specific files. Second, when you're typing in the Spotlight search field, if you enter the first few characters of a tag name, you can select the Tag label to include that in a search that also includes filename or data criteria, for instance. As a tip, to search for a tag directly, it can be easiest to start your search with tag: and then a few characters of the tag name.

You can even search for multiple tags, as in tag:Red tag:Blue. Unfortunately, Apple's support for tags in Spotlight doesn't seem to include Boolean operators, so you can't insert NOT or OR between two tags in the search field for more interesting searches, such as Sharon Zardetto describes in her comprehensive "Take Control of Spotlight for Finding Anything on Your Mac." Nor can you find untagged files. One last thing. Say you've identified a file by clicking an associated tag in a Finder window's sidebar. What if you want to see what other files are in its actual folder? Or perhaps you want to compress it or burn it to a disc? (Those commands disappear from the contextual menu because they don't make sense on a file that has no apparent location — the same is true of the results of a Spotlight search.) To trace back to a tagged file's actual location on disk, choose File > Show in Enclosing Folder (Command-R) or the same command from the contextual menu. And, as our own Michael Cohen pointed out, you can also find the actual location by enabling the Path Bar in View > Show Path Bar (Command-Option-P). Note that you can doubleclick any folder in the Path Bar to open it.

**Manage Tags** — The sidebar of Finder windows provides direct access to numerous tag management capabilities, and the few things you can't do from the sidebar are exposed in the Tags pane of the Finder Preferences window. In the sidebar, you can:

- Drag a tag within the sidebar to rearrange the order. The first 12 appear in the tag editor directly; the rest can be revealed by clicking Show All in the tag editor.
- Drag a tag off the sidebar to remove it from the sidebar; you can also Control- or right-click it and choose Remove from Sidebar. This does not delete the tag or affect any files with that tag.

• Control- or right-click a tag to access two other important commands: Rename and Delete. The former selects the tag's name for editing; the latter deletes the tag and removes that tag from all items to which it has been assigned.

• When you Control- or right-click a tag, you can also choose a color (or no color) for it from the seven available.

Enge	Open in New Tab	
Har	Rename "Engagement"	
	Remove from Sidebar	
) Hia	Delete Tag "Engagement"	
O Foo	O No Color	
) Farr	Red	
Dol	Orange	
Nat	Green	
Gar	Blue Concerns to a second	
) Mac	🕘 Purple	
Aut	Gray	

• The final item in the Finder window's sidebar is always All Tags. Clicking it displays yet another sidebar within the window that lists all your tags, in alphabetical order. It's a good way to access little-used tags that you normally don't want to see on the main sidebar. You can use the tags in this secondary sidebar exactly as you would in the main sidebar, though you can't rearrange them or remove them from the sidebar. (It would be logically consistent if Controlor right-clicking a tag that had been removed from the main sidebar provided an Add to Sidebar command.)

00	O All Tags
DEVICES	<ul> <li>1Password</li> <li>1st Round Proofed</li> <li>2013-10-14</li> </ul>
SHARED	O 2013-10-21
💭 brw008	Air Purifiers     Apple Financial
TAGS	O Apple Script
TidBITS	O Apps
NIN-Co	<ul> <li>Automator</li> </ul>
iOS Scre	○ Avatars
O ZIP	Blue
Test Tag	○ Chris
<ul> <li>Sweetha</li> </ul>	<ul> <li>Daisy Disk</li> </ul>
O Sweetho	O Dollar General
O Hannah	<ul> <li>Engagement</li> </ul>
Apps	O Family
High Sc	
Food	Came Canture H
Family	Grav
O Dollar G	• Green
Nate	O Hannah
Engage	○ Harris
Apple Fi	⊖ High School
C Tunes I	○ Home
O Trunes L	Important
Josh	iOS Screenshot
<ul> <li>Avatars</li> </ul>	O iTunes Líbrary
Harris	⊖ Josn
O All Tags	Mac Screenshot
×	0 items 💽

So how would you add a removed tag back to the Finder window's main sidebar? For that, turn to the Tags pane of the Finder Preferences window; choose Finder > Preferences > Tags. In it, you can perform the following tasks:



Show these tags in the sidebar:

○ TidBITS	
O NIN-Concert-2013-10-22	
Red	
iOS Screenshot	
<ul> <li>Engagement</li> </ul>	•
<ul> <li>Apple Financial</li> </ul>	•
🔿 iTunes Library	•
🔿 Hannah	
Game Capture HD Screenshot	•
O High School	
⊖ Food	
○ Family	
<ul> <li>Dollar General</li> </ul>	
∩ Nata	đ

Drag your favorite tags to the area below to make them available for quick use in Finder menus.



• Control sidebar visibility with the checkbox to the right of the tag's name. Selected tags appear in the sidebar; deselected tags don't. But what are those "partially selected" minus signs in the checkbox? They're applied to newly created tags that you haven't explicitly acted on in the Tags preference pane. If you move the tag, it becomes selected. John Siracusa's description of this feature doesn't entirely match with our tests, but we still agree with John that it's a lousy interface.

• Drag tags within the list to rearrange the order in which they appear in the sidebar. Again, the first 12 appear in the tag editor.

• Rename a tag by clicking its name and giving it a new one. The only reserved character that you can't use, not surprisingly, is the comma.

• Change a tag's color by clicking the colored dot to the left of its name and choosing a new color from the pop-up menu. You can't modify the list of colors or the colors themselves.

• Control- or right-click a tag if you want to delete the tag; the contextual menu also shows the familiar Rename command and lets you pick a color for the tag.

• To set a tag as a favorite, for quick access in the Finder's File and contextual menus, drag it to a particular position

in the Favorite Tags area at the bottom of the window. Since favorite tags display their names in Finder menus only when you hover the pointer over them, assign their colors carefully. By default, these are set to what used to be Finder labels.

Speaking of the previous Finder labels, they live on as tags, and the ones you've always used are still there, although you may need to put them back in the order you expect after upgrading to Mavericks. If you're sharing files with a previous version of OS X, tagged files will appear to be labeled with the last (in the Get Info window's tag list) tag that has a color assigned to it.

**Sharing Tags, for Good and III** – So what happens if you share a file via e-mail, Messages, file server, Dropbox, or the like? It depends on whether metadata is preserved in the process, so tags are lost when sending a tagged file via e-mail or Messages, but are retained when sharing via a local file server, Dropbox, or external storage devices like hard disks and USB flash drives, even those formatted as FAT32. There's one way to prevent tags from being lost, no matter what transfer or storage method you choose. If you compress a tagged file in the Finder and send the Zip archive to a Mavericks user, the tags are preserved and will appear on the other end.

As a result, it's entirely likely that you'll end up with a cornucopia of unfamiliar tags that have wormed their way into your system via shared files and compressed e-mail attachments. But be careful when deleting unfamiliar tags, because if a tag has come in via a shared Dropbox folder, for instance, deleting it will remove it from all those shared files, which might prove problematic for someone else's workflow.

Fortunately, tags that come in via shared files are not displayed in your sidebar by default, so you don't have to worry about colleagues adding prank tags.

**Tagging It to the Next Level** – Once you get the hang of applying tags and managing files using them, you can automate the process, using the recently updated Hazel from Noodlesoft (\$28). Hazel watches folders you specify, and when files in them match criteria you've set, it

performs actions on those files. The latest version of Hazel supports tags, so you can both perform actions based on the tags applied to files, and create rules that add and remove tags from files.

For instance, I have a Hazel rule that moves photos and screenshots from my Dropbox Camera Uploads folder and my Desktop into my Pictures folder. It then sorts PNGs into my Screenshots folder and JPEGs into a dated folder. It also tags photos as Untagged and screenshots as either iOS Screenshot or Mac Screenshot, depending on the file name. I can then easily find screenshots for either platform by viewing the associated tag in the Finder. As for photos, I can see which have the Untagged tag and apply more appropriate tags based on where the photos were taken or who is in them.

00	Hazel
Show All	Q
Folders © Downloads 1 Audio Hijack TidBITS Recordings © Desktop	Info       Rules       Sort Out Screenshots       Sort Out Movies       Sort Photoshop Documents       Sort Pixelmator Documents       Mark New Photos Intracond & Sort
Applications	Tag RAW & Sort Sort into Subfolders
Pictures	Rules Below This Apply to Subfolders
Camera Uploads	+ - /
Annotated Screenshots	Throw away:
Home Movies + − ⊙ ☆▼	Duplicate files
	?

Every day, I figure out a new use for tags — using them to organize my photo collection, separate my screenshots, group projects, and even identify photos for later categorization. For me, tagging has proven a faster and more effective way of organizing files than stuffing them into folders, and hopefully I've given you some ideas on how to put them to work. But I'm sure everyone has their own ideas about how best to use tags.



### Ah, that was the day!

There wasn't more time in the day, AOL just thought you should be willing to let them take it all.

# Mac 911

#### Keep snooping relatives out of your stuff

A reader who wishes to remain anonymous (you'll see why shortly) is concerned about his curious kin. He writes:

Over the upcoming holidays, members of my extended family will be sharing my Mac to check their e-mail and surf the web. I have some files that I'd like to keep hidden from them. I'm particularly concerned that some of these files will appear in Spotlight. Is there any way to hide them?

I can recommend a few options.

The first is to force them to use your Mac's Guest account. To ensure that it's an option when your Mac starts up, launch System Preferences, select Users & Groups, click the Lock icon and enter your username and password to unlock the preferences, select Guest User, and enable the Allow guests to log in to this computer option. Additionally, click on Login Options and be sure that Automatic Login is off. If you then log out of your account, the login screen will display at least two accounts–yours and the Guest User account. To use your Mac your relations will choose that Guest User account and then do their business via Safari and webmail services.

If, for reasons best known to you, you want to let them use your account you can keep these files on another volume. If you don't have a lot of sensitive files you could copy them to a USB flash drive, delete them from your Mac's hard drive, and then tuck away that flash drive until the in-laws leave. At that point, copy them back on to your Mac.

Or you could password protect those files by placing them in a folder and then creating an encrypted disk image of that folder – a process I described a few years ago in this very column.

If you're specifically worried about your files appearing in Spotlight, just gather them together into a folder, launch System Preferences, select Spotlight, click the Privacy tab, and drag the folder into the Spotlight window. This prevents Spotlight from searching the folder.

There's one problem with this solution, however. If your precocious niece is familiar with the workings of the Mac OS (and frankly, what precocious niece isn't?) all she need do is launch that same preference, click the Privacy tab, and take a gander at what you've chosen to hide (the little sneak!).

Fortunately, you can thwart her. Just create a folder for the files you wish Spotlight (and your niece) to keep its nose out of and append .noindex to its name (My Secrets.noindex,

for example). This tells Spotlight to exclude the folder and its contents from searches. And, best of all, any folders with this extension will not appear in Spotlight's Privacy tab.

#### How to downgrade your AirPort device's firmware

*Reader Glen Green had some difficulty with a solution I recently offered. He writes:* 

In your recent article "Troubleshooting a 'Busy' Time Machine Backup" you discussed upgrading an AirPort Time Capsule's firmware. I decided to follow these instructions and discovered that my Time Capsule was running firmware version 7.5.2 so promptly updated. Now the front light just keeps flashing yellow and in the Airport Utility under Status, it says "No DNS Servers." What do I do now?

The first thing to try is resetting your network. To do that you'd follow the steps I outlined in that article. First, power down your broadband modem as well as the Time Capsule. Then plug in the modem until all the correct lights appear. And finally plug in the Time Capsule. When it fully boots it should get the proper information from the modem.

If not you could try resetting the modem – they generally have a Reset button on the back or bottom. The modem, once restarted, will look back to your ISP to pick up the proper settings and then relay them to your Time Capsule. (Check with your ISP before doing this, however, as some have more complicated procedures for resetting their modems.)

Or–and this is really the point of this article – go back to the version you were using before. If I understand your situation correctly, the firmware you previously had on your Time Capsule worked perfectly well. It might again, and thus solve the problem.

Unlike with iOS devices where you're stuck when you upgrade the device's software, you can roll back the firmware on AirPort devices. And there are two ways to go about it.

On your Mac, launch AirPort Utility. In the window that appears select your Time Capsule. Hold down the Option key and click on the version number entry. When you do a menu appears that lists previous firmware versions. Choose the one that worked for you (in your case, 7.5.2). You'll be asked to confirm that you want to do this by clicking a Continue button. Do that and your Time Capsule's firmware will be downgraded (and, I hope, solve your problem).

#### Troubleshooting a 'busy' Time Machine backup

Reader Ernest Wilson is in earnest when he says he's having problems with Time Machine. He writes:

My Time Machine backup has stopped working and I don't know why. I see a message about a "sparse bundle" being in use. How do I fix my problem?

This is most often associated with a confused AirPort Base Station or Time Capsule (more often with a Time Capsule that's used to back up more than one Mac). The first thing I'd do is launch AirPort Utility (found in / Applications/ Utilities), select your base station or Time Capsule in the resulting window, and click on it. In the small window that pops up take a peek at the version number. If it's not 7.6.4 you should update it. Among the changes wrought by this update is: "Resolve(s) an issue that may cause AirPort Time Capsule to report that the backup disk is in use."

To update your device just select it. If an update is available an Update button will appear in the resulting window. Click it to update the device.

If your base station or Time Capsule is already up to date and you're having this problem, restart it. You do this by selecting it in AirPort Utility and choosing Base Station > Restart. Still having problems? Try rebooting your entire network. Do this by depriving your network devices of power-the broadband modem as well as your Airport device. Then bring them back to life, powering up your modem first and waiting for it to make its Internet connection. Once it has made that connection plug in your base station or Time Capsule, wait for its lights to turn green, and then see how Time Machine behaves. You should no longer see the error.

[Macworld Senior Editor Christopher Breen is the author of "Secrets of the iPod and iTunes (6th edition)," and "The iPod and iTunes Pocket Guide (4th edition)" both from Peachpit Press

and

"OS X 10.5 Leopard Essential Training (video)" from lynda. com

Find Chris' books at www.amazon.com and www.peachpit. com. Get special user group pricing on Macworld Magazine! Subscribe today at http://www.macworld.com/useroffer

## **November Software Review**

### **Apple Updates**

#### Lexmark Printer Driver 2.12 for OS X

#### Nov 14, 2013 – 181.31 MB

System Requirements

- OS X Mavericks
- OS X Mountain Lion
- OS X Lion 10.7 or later
- OS X 10.6 or later

This download includes the latest Lexmark printing and scanning software for OS X Mavericks, OS X Mountain Lion, OS X Lion and OS X v10.6 Snow Leopard.

#### FujiXerox Printer Drivers 2.5 for OS X

#### Nov 14, 2013 - 41.51 MB

- System Requirements
  - OS X Mavericks
  - OS X Mountain Lion
  - OS X Lion
  - OS X 10.6 or later

This download includes the latest Fuji-Xerox printing and scanning software for OS X Mavericks, OS X Mountain Lion, OS X Lion and OS X 10.6 Snow Leopard.

#### Samsung Printer Drivers 2.6 for OS X

#### Nov 14, 2013 – 18.74 MB

System Requirements

- OS X Mavericks
- OS X Mountain Lion
- OS X Lion
- OS X 10.6 or later

This download includes the latest Samsung printing and scanning software for OS X Mavericks, OS X Mountain Lion, OS X Lion and OS X 10.6 Snow Leopard.

#### Digital Camera RAW Compatibility 5.01

Nov 12, 2013 – 6.66 MB

System Requirements

- OS X 10.8.5 or later
- OS X 10.9 or later

This update adds RAW image compatibility for the following cameras to

- Aperture 3 and iPhoto '11:
- Canon PowerShot G16
- Canon PowerShot S120
- Fujifilm X-A1
- Nikon COOLPIX P7800
- Nikon D610
- Olympus PEN Lite E-PL6

- Panasonic LUMIX DMC-GX7
- Panasonic LUMIX DMC-LF1
- Sony Alpha ILCE-3000
- Sony Alpha NEX-5T

#### Mail Update for Mavericks

#### Nov 7, 2013 – 32.46 MB

System Requirements - OS X Mavericks 10.9

This update improves stability and compatibility with Gmail, and includes fixes for users with custom Gmail settings.

#### iTunes 11.1.3

#### Nov 5, 2013 - 220.77 MB

System Requirements - Mac OS X 10.6.8 or later

This version of iTunes resolves an issue where the equalizer may not work as expected and improves performance when switching views in large iTunes libraries. This update also includes additional minor bug fixes.







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