

## Part III: Application Secrets

### Chapter 16: Multitasking, Multi-Platforms

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MultiFinder

Hazards of Multitasking

Multitasking in System 7

Memory management

Not knowing which program is open

Multitasking Secrets

Publish and Subscribe

Why hasn't it caught on?

The basics of Publish and Subscribe

Publish and Subscribe step-by-step

Editing the subscriber

Controlling when editions are updated

Subscriber options

Publish and Subscribe Secrets

Types, Creators, and Double-clicking

Creator codes

Type codes

Why you want to change type and creator codes

Changing type and creator codes

Type and Creator code Secrets

Which Copy Will Launch?

Which copy on your system

Which version of the program

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PC documents

PC programs and CD-ROMs

PC-to-Mac Secrets

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Universal Word Processing Secrets

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Customizing menus

Adding keyboard shortcuts

Customizing Word 6 Toolbars

Styles and style sheets

AutoCorrect, AutoText, and the Glossary

Templates and Settings files

- Microsoft Word Secrets
- Word 5.1 (or earlier) Secrets
- WordPerfect
  - WordPerfect Secrets
- Nisus, WriteNow, MacWrite Pro
- ClarisWorks
  - ClarisWorks Word Processor Secrets
- SimpleText — and TeachText, too
  - SimpleText Secrets

## Chapter 18: Page Design

Page-Layout Principles

- Two font families, three at most
- Page grid
- In defense of the ragged-right margin
- Break up the text
- Use rules
- Reverse type
- Widows and orphans
- Indents
- How to start a paragraph
- Watch those line lengths
- Keep your eyes open

PageMaker

- PageMaker Secrets

QuarkXPress

- Measurements palette
- Document palette
- QuarkXPress Secrets

## Chapter 19: Number and Data Crunching

Spreadsheet Basics

- Excel Secrets

Quicken

- Quicken Secrets

FileMaker and ClarisWorks

- FileMaker/ClarisWorks Secrets

## Chapter 20: Graphics and 3-D

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- Painting pointers
- Editing high-resolution bitmaps
- ClarisWorks

ClarisWorks paint Secrets  
Adobe Photoshop (and Color It)  
Photoshop Secrets

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Selecting and grouping multiple objects  
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## PostScript Drawing Programs

Paths and wireframes  
Faster, more reliable printing  
Universal PostScript drawing Secrets  
FreeHand Secrets  
Illustrator Secrets

## File Formats

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TIFF files  
JPEG  
EPS files  
GIF files  
SCRN (Startup screens)

## 3-D Graphics

QuickDraw 3-D

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How To Use ResEdit

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ResEdit Secrets

Top Ten ResEdit Pranks

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Hard-Disk Repair and Recovery Software

Disk Utility Secrets

Virus Protection

Where viruses live  
Software protection

QuicKeys and Tempo II

Intro to QuicKeys  
Batch processing  
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- Tempo II
  - Tempo II Secrets
- AppleScript
  - Scripting and recording
    - Apple Events
      - What to do with Apple Events
      - What it's good for now
- Screen Savers and Screen Grabbers
  - Screen savers
  - Screen grabbers
  - Screen saver/grabber Secrets
- Compression Software
  - Kinds of compression programs
  - Segmenting files
- Now Utilities
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- Font, Icon, Desktop, and Other Utilities
  - Desktop pattern editors
  - Extension managers
  - Extension manager Secrets
  - A few utilities you already own

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  - How to record sounds
    - Microphone Secrets
  - What to do with sounds
    - Sound Secrets
- Music with MIDI
  - Sequencing
    - What you need
    - MIDI Secrets
- QuickTime Movies
  - How to record your own movies
  - How to play back and edit movies
  - What good is it?
    - QuickTime Secrets
  - QuickTime VR
- Mac Meets TV
  - Bringing TV to your Mac
  - Bringing your Mac to TV
- Speech I: The Mac Talks
- Speech II: The Mac Listens
  - The importance of Speech
  - What you can say to the Mac

## Part IV: Attachments

### Chapter 24: Inside Fonts

#### The Evolution of Mac Fonts

- Font format #1: bitmapped fonts

  - Font format #2: PostScript fonts

  - ATM

    - ATM Secrets

  - Font format #3: TrueType

  - Font format #4: GX fonts

  - Working with multiple font formats

  - Which font version is that?

  - Hinting

#### Where Do They All Belong?

- Where to put fonts in System 6

- Where to put fonts in System 7.0 and 7.0.1

- Where to put fonts in System 7.1 and later

  - System 7 Font Secrets

#### Why Text Prints with Jaggies

- For any printer

- For StyleWriter-type (QuickDraw) printers only

#### Style Variations

- Style variations for bitmapped fonts

- Style variations for PostScript fonts

- How to apply bold and italic

- Other styles — and Multiple Masters

- Other derived styles

#### The Non-Typographer's Guide to Type

- Proportional fonts

- Spaces between sentences

- Don't use underline style

- Use tabs, not spaces

- Em dashes

- En dashes

- Special spaces

- Leading

- Tracking

- Kerning

- Ligatures

- Hyphenation

- Fractions

- Ellipses

- Curly quotes
- When to use dumb quotes
- The Option-key character set
  - Option-key Secrets
- Where to get fonts
- Font Futures
- Common Font Problems
  - Font-menu problems
  - Option-key character glitches
  - The classic “damaged” suitcase problem

## Chapter 25: Macintosh Printing Secrets

- How Printing Works
  - Dot-matrix printers
  - Inkjet printers
  - Laser printers
  - Tales of DPI
    - General printing Secrets
- QuickDraw Printing
  - QuickDraw versus PostScript
  - The ImageWriter series
  - The StyleWriter series
    - StyleWriter Secrets
- The Truth about PostScript
  - PostScript fundamentals
  - PostScript printing
  - PostScript fonts
  - PostScript Page Setup
    - PostScript printing Secrets
- PostScript — the Language
- LaserWriter 8: a New Level
  - What you get with LaserWriter 8
  - A tour of the Level 2 PostScript driver
    - LaserWriter 8 (Level 2) Secrets
- QuickDraw GX
  - Features you get instantly
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  - Why GX is mostly irrelevant
    - QuickDraw GX Secrets
- PostScript Printer Guidebook
  - Background printing
  - The messages you see during printing
  - What a difference RAM makes
  - LaserWriter Utility/Apple Printer Utility
    - PostScript printer Secrets

- PrintMonitor
- Notes on Color Printing
  - Color printers
  - Color separations
- Secrets of the Service Bureau
  - Service bureau checklist
  - PostScript files: the pros and the cons
  - Service Bureau Secrets
- Printing Troubleshooting
  - When the printout doesn't match the screen
  - Font and graphics problems
  - General printer errors
  - Complex printing errors
  - Poor printout quality

## Chapter 26: Scanning Secrets

- How It Works
- Hooking Up Your Scanner
- Color Scanning
- Which Scanner to Buy
  - Other kinds of scanners
- Choosing a Resolution
  - Hand-held scanners — and the PaperPort
  - Scanning Secrets
- All About OCR
  - How OCR software works
  - Faxes and OCR
  - The end of spell-checking?
  - OCR Secrets

## Chapter 27: Mysteries of the Modem

- The Hardware
  - Modem speeds
  - Standards and protocols
  - Beyond the modem
  - Handshaking: two modems get acquainted
- The Software
  - Modem settings demystified
  - The Hayes AT command set
  - The modem initialization string
- How to Dial Up Another Mac by Modem
  - Transferring files
  - File-transfer protocols
  - Telecom Secrets

- The Mac as Fax
  - How to fax
  - Fax/modem Secrets

- The GeoPort
- MegaPhone and GeoPort 2.0

## Chapter 28: The Web, the Net, and Everything Online

- Online Services

- Working offline
  - The Secrets guide to online etiquette
  - Online service Secrets

- The Internet

- What it is
  - What's on it
  - How to get on it
  - Getting around: Internet addresses and URLs
  - Where to go on the Internet

- The World Wide Web

- A World Wide Web warning
  - Web browsers
  - Where to go on the Web
  - HTML — The language of the Web
  - Internet and Web Secrets

## Chapter 29: A Short CD-ROM Chapter

- CD-ROM Basics

- The speed issue
  - How a CD works

- What to Do with 600MB

- Shovelware
  - Interactive CDs

- Getting Your CD-ROM Up and Running

- Photo CD

- After you have a Photo CD disc

- Make Your Own CDs

- CD-ROM Secrets

## Chapter 30: The SCSI Chain — and IDE

- What is SCSI?

- The Importance of Drivers

- The Three Basic Rules

- Rule #1: Termination
  - Rule #2: SCSI Addresses
  - Rule #3: Cabling



- The Great SCSI Power-Off Myth
- SCSI Troubleshooting
  - Spotting the symptoms
  - Solving the problems
- IDE: Cheaper, Sooner, and Less Flexible
- The Future of SCSI
  - SCSI Manager 4.3
- The Future: FireWire

## Chapter 31: NuBus, PCI, and Other Slots

- NuBus Cards
  - The big idea
  - NuBus '90
- PDS Cards
- The PCI Revolution
  - Why PCI?
  - PCI futures
- How to Install a NuBus, PCI, or PDS Card
  - Losing charge
  - The board meeting
  - NuBus and PCI Secrets

## Chapter 32: The Networking Chapter

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  - Shared devices and servers
  - AppleTalk messages and LANs
  - LocalTalk vs. PhoneNet
  - Ethernet
    - Ethernet Secrets
  - Token Ring
- Connecting One Mac, One Printer
- Connecting Two Macs (+ Printer)
  - Two Macs, no printer
  - And printer makes three
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- Network Services
  - File servers
  - Print servers
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  - A file-sharing history

- First stop: the Network control panel
- Second stop: Sharing Setup control panel
- Third stop: Users & Groups control panel
- File Sharing 2: Sharing Specific Folders
  - The Sharing command
  - The Sharing window
  - Different degrees of access
  - Open for business
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- File Sharing 3: Logging onto Other Macs
  - File-sharing Secrets
- Connecting a PowerBook to a Mac
  - Setting up the PowerBook
  - Setting up the desktop Mac
  - File synchronization
- When Nobody's Home: Remote Access
  - Remote Access Secrets
- Expanding the Net
  - General networking Secrets
- PowerTalk
  - Where it comes from
  - Sharing nicely
  - All that PowerTalk clutter
  - The key to it all
  - Totally wired
  - Files all over
  - PowerTalk for power users
- Network Troubleshooting
  - AppleTalk troubles
  - Other common problems and solutions
  - For more information

## Chapter 33: Troubleshooting

- Principles of Troubleshooting
  - A word about troubleshooting
  - More troubleshooting
- The Secrets Rule of Three
  - Step 1: Turn off your extensions and control panels
  - Step 2: A "clean reinstall" of the System
  - Step 3: Unplug the SCSI chain
  - Other things to try
- Avoiding Troubles in the First Place
- The Mac Secrets Error-Message Table
  - DS Errors
  - Negative Error Codes

- Details on the most common error messages
- Oddities on the Screen
  - “Generic” icons
  - “Generic” icons II: the SuperATM factor
  - Shimmering monitor
  - Flashing Apple menu
  - Black Apple menu
  - Finder changes don’t stick
  - No Mac icon on the System Folder
- Start-up Troubles
  - The “Sad Mac” icon
  - The blinking question-mark icon at start-up
  - Crashing on start-up
  - Twilight Zone theme, car crash, or four notes
- Disk Troubles
  - Hard-disk troubleshooting
  - All floppy disks show up locked
- File, Desktop, and Icon Troubles
  - Strange crashes with 32-bit Enabler
  - Can’t empty the Trash
- Keyboard Ailments
  - Dead key
  - Crazy slow typing
- When All Else Fails
- The Top 10 Software Suspects

## Part V: The SECRETS Software Vault

### Chapter 34: The SECRETS Software

- What You’ve Got Here
  - The Commercial Software
  - Shareware
  - Freeware
- Installation
- Disclaimer
- How the CD-ROM Is Organized
- The Secrets Software Described
  - A Zillion Kajillion Rhymes
  - Add/Strip
  - Anagrams
  - Apeiron
  - AppDisk
  - AreaCodeFinder

Art Explosion! Sampler  
ArtValve  
Before Dark  
Bitstream Fonts  
Blood  
Cache-22  
Chiral  
Clockometer  
Color Coordinator  
Color It!  
ColorSwitch  
Conflict Catcher 3 Demo  
Control Strip modules  
Dialog View  
Disinfectant  
Disk Rejuvenator  
DiskFit Direct  
DragAnyWindow  
DragStrip  
DropStuff  
Dvorak Keyboard Layouts  
Easy Envelopes+  
Easy KEYS  
Eclipse Screen Saver  
FC Text-Picture  
File Buddy  
Flash-It  
FlashWrite ][  
Folder Icon Maker  
Googol Eyes  
GURU  
Helium  
Holiday Lights  
Kaboom! Sounds  
KeyQuencer  
Label Secrets Pro  
Mac Identifier  
Mac Secrets Outtakes  
Macman Classic Pro  
Maelstrom  
MenuChoice  
MIDI Files  
Movie Play  
Movie2Snd  
Now Utilities 5.0  
Olduvai Fonts & Sounds

Oracle  
PhoneBook Plus  
PowerPCheck  
PowerSecretary demo movie  
PrintChoice  
Program Switcher  
QuickPop  
QuickTime 2.1  
Remember?  
ResEdit  
ScrapIt Pro  
SCSIProbe  
Sleeper  
SmartKeys  
Snapz  
SoundBuilder  
Startup Screens  
StuffIt Expander  
Super Comments  
SuperClock!  
Swoop  
System 7 Pack!  
TechTool  
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