

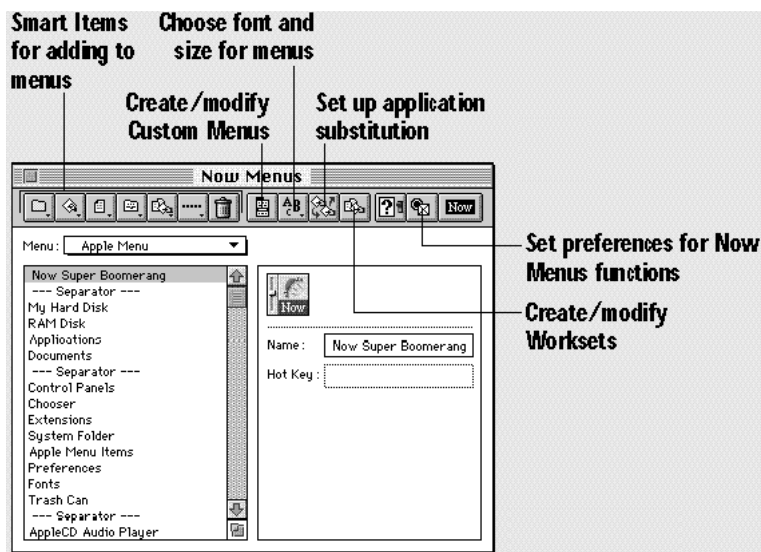
## Now Utilities 5.0 Quick-Start Summary

Here are the basic instructions for using Now Utilities...because of all the graphics, this Word document scrolls pretty slowly. For more information, without all the graphics, choose Now Scrapbook from your Apple menu, and open the "About Now Utilities" document.

The graphics below look crummy onscreen, but they'll print out nicely.

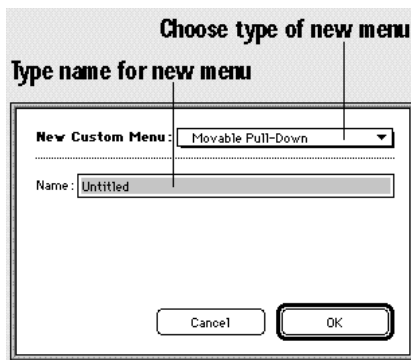
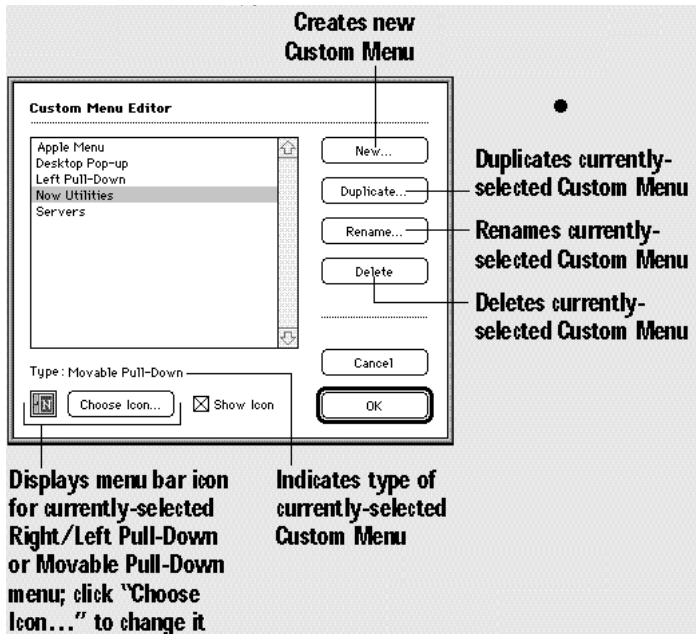
### Now Menu

Custom Menus give you quick and easy access to documents, applications, folders and other items on your hard disk. The steps below show you how to create new Custom Menus besides the default ones created at installation.

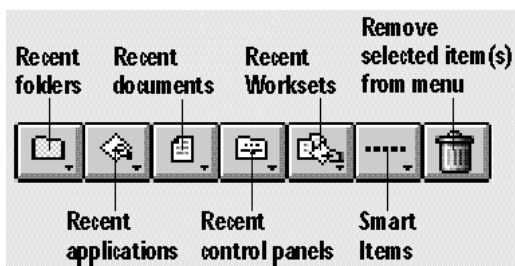


To create a Custom Menu, click the "Create/Modify Custom Menus" button. In the dialog box that appears, click "New...". Choose the type of Custom Menu that you want to create, and enter a name for it. (If you're creating a Modifier

Key Pop-Up menu, select the keys that you want to activate the menu.)



Click "OK" twice to return to the control panel. Your new Custom Menu is displayed so that you can add items to it. Use the pop-up menus at the top left to add items.



Add Smart Items for special functions:

**Separator**—Adds one to the menu.

**(Recent Files/Folders/Apps)**—Each displays a list of the corresponding items in the menu.

**(Active Apps)**—Displays a list of the currently-running applications.

**(Menu Bar)**—Displays the menu titles currently shown in the menu bar.

**(Now Utilities)**—Displays all Now Utilities components.

**“Other...”**—Opens a dialog box that lets you choose an application or document to open.

**“Find...”**—Lets you search for (and open) files and folders very quickly.

**Memory Viewer**—Lets you check memory usage on your Mac.

**Memory Sizer**—Lets you change an application's memory allotment.

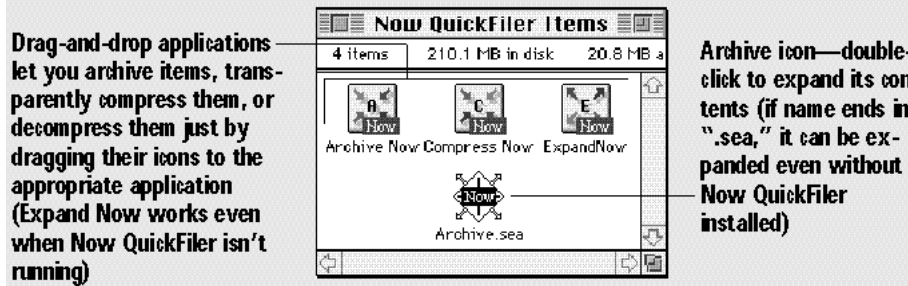
**Edit Recent...**—Lets you modify the database of recent items.

## **Now QuickFiler**

### **Finding files and folders**

To use Now QuickFiler's fast and flexible searching function, choose “Find...” from the Now

QuickFiler Finder menu or press Command -F (when the “Use Now Find as Find command...” checkbox is selected in the General pane of the Now QuickFiler control panel). The Now Find dialog box appears (shown below).



**Now Find Sets let you save your frequently-used search criteria to repeat searches without re-entering criteria**

**Specify where to search: the startup disk, all mounted volumes, individual volumes, the frontmost open window in the Finder, or any currently-selected items**

**Type the text to search for (depending on the selection in the first pop-up menu, this item may be a pop-up menu instead of a text field)**

**Click to use fewer criteria in the search**

**Select to specify searching in archives**

**Select to have matching items added to a list of found items already displayed in the Find Inspector window**

**Click to add more criteria to the search**

**Get Info, Inspect, Print and Settings buttons**

**Move To, Copy To, and Alias To buttons**

**Find and Add to File List buttons**

**Compress When Idle, Compress, Decompress and Don't Compress buttons (for transparent compression)**

**The contents of the item named in the title bar**

**Shows the total number of files compressed or archived, total original and compressed size, and % of savings through compression when a folder or volume is selected**

**Archive, Dearchive and .sea/.now buttons**

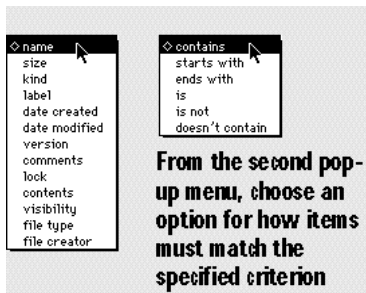
**Convert and Open/Launch buttons**

File Name	Original	Compressed	Saved	Status	Creator	Type	Label	Last Modified
Applications	87.6M	68.1M	22%	Don't Compress: Parent			None	Thu, Nov 17,
Documents	195.4M	81.8M	58%	Don't Compress: Item			None	Wed, Nov 23,
System Folder	38.0M	.....	.....	Don't Compress: Item			None	Wed, Nov 23,
Temporary Items	97.1K	.....	.....	Don't Compress: Parent			None	Wed, Nov 23,
Trash	0	.....	.....	Don't Compress: Parent			None	Wed, Nov 23,

Choose the volume (disk) to search, then specify your search criteria. For a simple search, just type the filename you're looking for (or part of it) in the

search text field. For more advanced searching, add more criteria by clicking “More Choices”—more available criteria appear.





After specifying your search criteria, click “Find.” Now QuickFiler searches, then displays any matching items in a special Inspector window.

Using the Inspector window makes it easy to view and manipulate the contents of your hard disk. The button bar provides quick access to essential functions like moving, copying, aliasing and deleting files, as well as printing files and opening the Get Info window. To open the Inspector window, select the item whose contents you want to view and choose “Inspect...” from the Now QuickFiler Finder menu.

## **Archiving files**

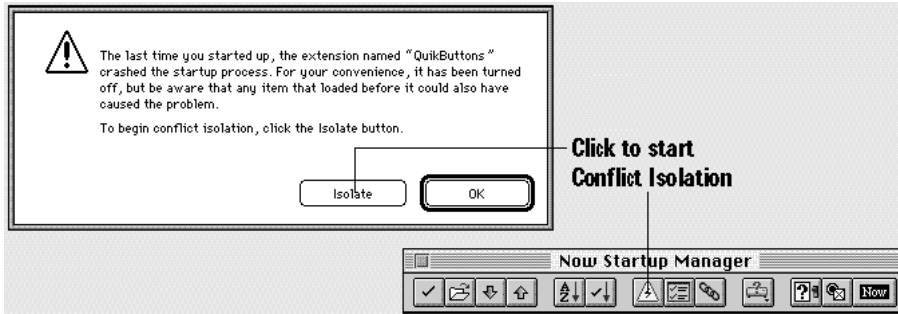
Archive files to save time when sending them across a network, or simply to save disk space. Just select the files you want to compress into an archive (Shift-select multiple files) or select the folder(s) containing the files, then choose “Archive” from the Now QuickFiler Finder menu or click the “Archive” button in the Inspector window. You can even drag the files or folder(s) to the icon

of the “Archive Now” drag-and-drop application. Name the archive and save it. An archive is self-extracting by default, so that the person receiving it can open it without Now QuickFiler installed.

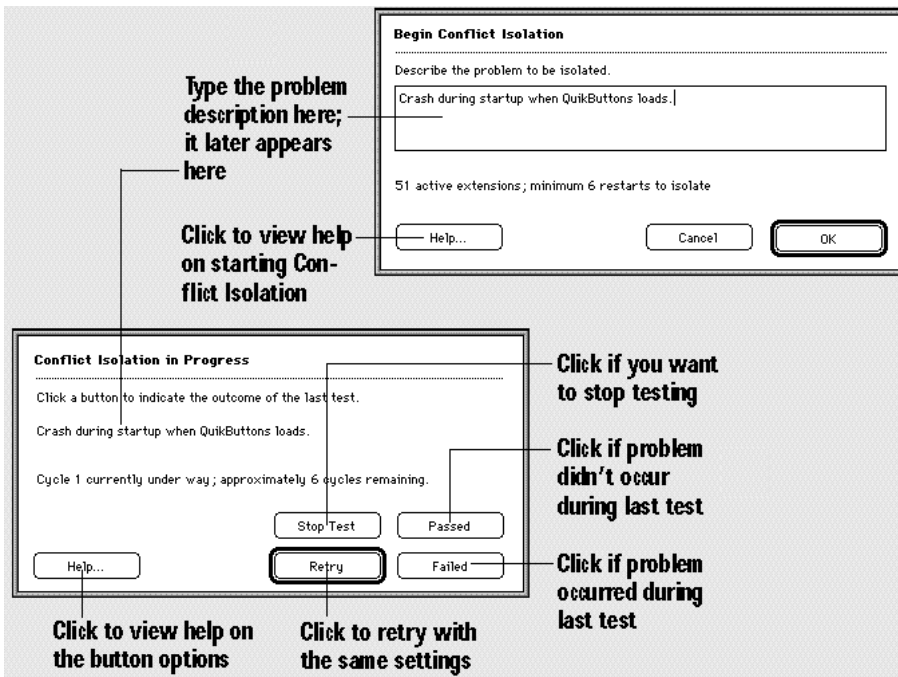
## **Now Startup Manager**

### **Using automatic Conflict Isolation**

If your Macintosh crashes during startup, don't panic! Just click “Isolate” in the dialog box that Now Startup Manager displays upon re-starting after the crash. If your Macintosh crashes sometime after startup, restart if necessary, then open the Now Startup Manager control panel and click the “Conflict Isolation” button.



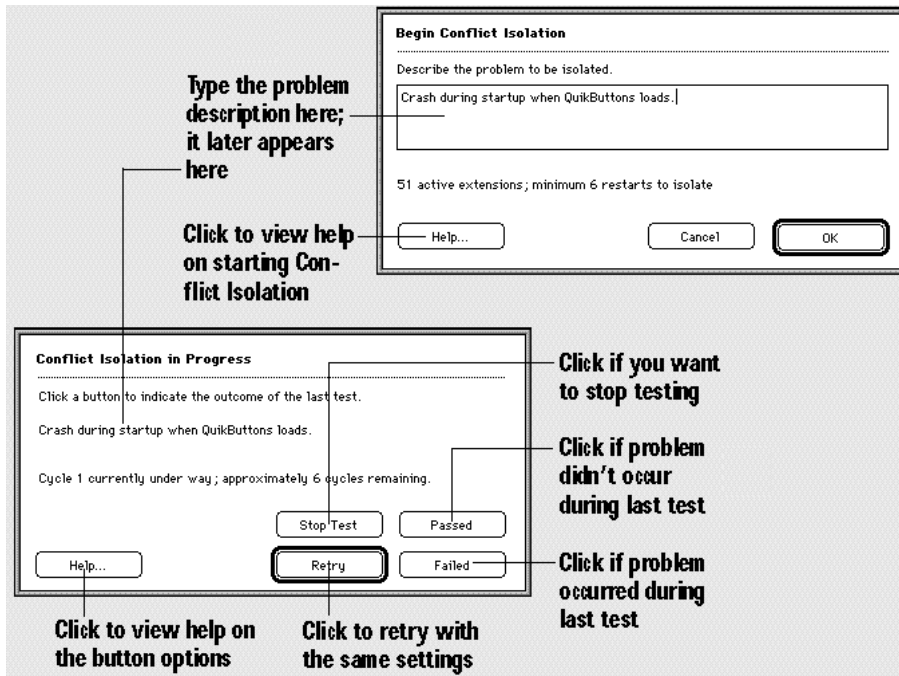
In the "Begin Conflict Isolation" dialog box, enter reminder text to help you remember the nature of the problem throughout the testing process. Click "OK," then turn on any "essential extensions"—for example, AppleShare may be essential if you need to interact with a file server. If Now Startup Manager has opened during the startup process, click "OK" to continue with startup; if you opened the Now Startup Manager control panel after startup, close it now and restart.



After startup is complete, repeat any previous

actions that seemed to cause the problem, and watch for signs that it's recurring (if your problem is a crash during startup, it'll be easy to tell if it's recurring). After testing sufficiently, restart.

A dialog box appears when you re-start, prompting you to indicate the outcome of testing. If the problem recurred, click "Failed"; if it didn't, click "Passed." Repeat the steps in these last two paragraphs until the Results dialog box appears.

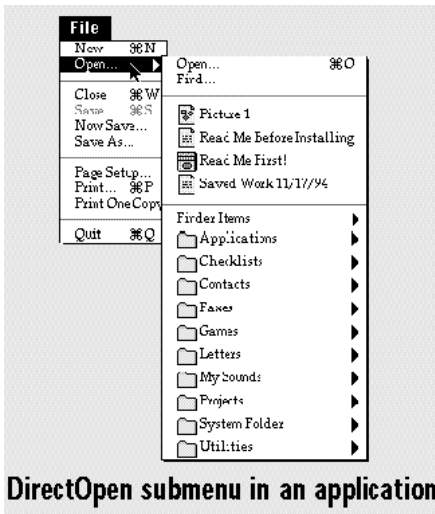


In this dialog box, clicking the “Change Order” button will reverse the order in which the two extensions load relative to each other—this is often the best way to resolve a two-way conflict. If you’re in a hurry, just click “Done” to turn off both suspect items and do without them for a while. “Isolate Further” allows you to diagnose complex three-way conflicts, which are quite rare.

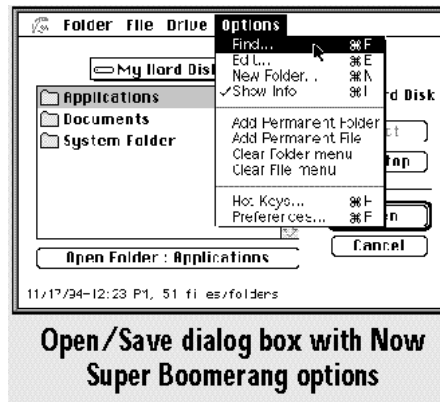
## **Now Super Boomerang**

### **Using recent file/folder menus**

You can open recent files and folders using the Now Super Boomerang menu in the Apple menu, or the DirectOpen submenu attached to the “Open...” command of applications.



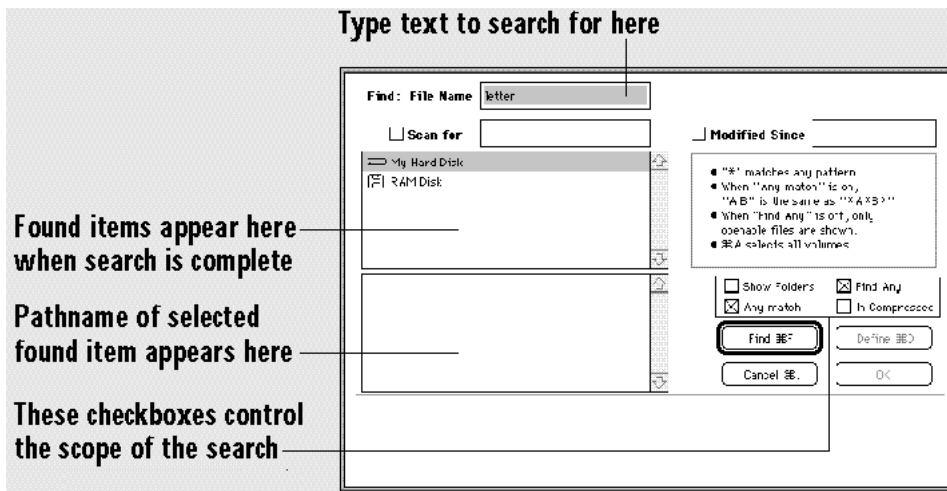
DirectOpen submenu in an application



Open/Save dialog box with Now Super Boomerang options

## Finding files and folders

To locate an item when you're in an application and don't want to return to the Finder, choose "Find..." from the Options menu in an Open/Save dialog box. The Find dialog box appears.



**Scan For:** Search for text within files.

**Modified Since:** Search for files by modification date.

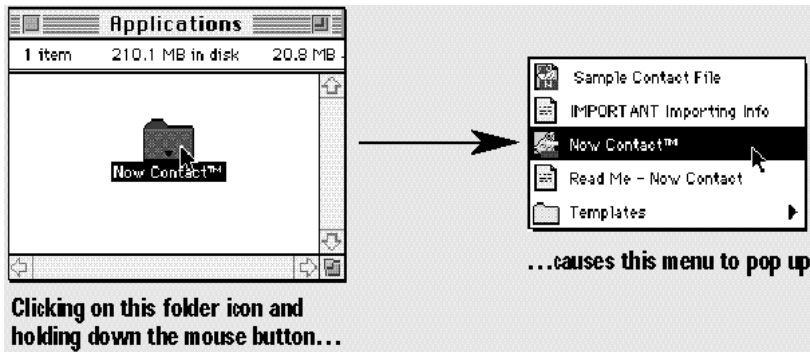
**Show Folders:** Find folders matching the search criteria as well as files.

**Any match:** Treat spaces as wild-cards.

**Find Any:** List all matching files whether or not the current application can open them.

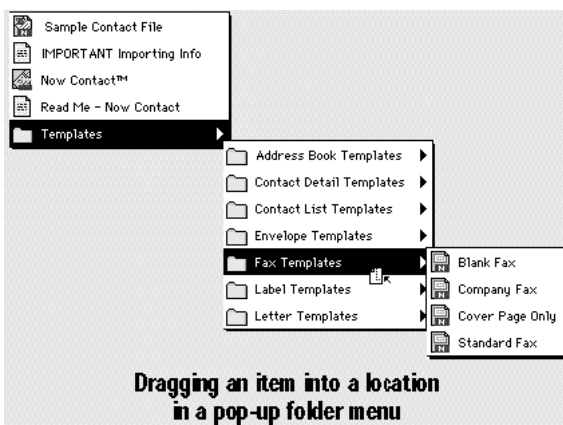
**In Compressed:** Within archives.

**Now FolderMenus**



Now FolderMenus lets you “pop up” a menu of any folder’s or volume’s contents just by clicking on the item and holding down the mouse button. By default, Now FolderMenus displays arrows on the icons of folders and volumes to indicate that you can pop up a menu to view their contents. You can then view the contents of nested folders, and open folders or documents within folders by selecting them and releasing the mouse button.

You can even move an item into a folder simply by dragging its icon to the folder, holding down the mouse button over the folder to pop up the folder menu, and dragging the item to the desired nested folder.

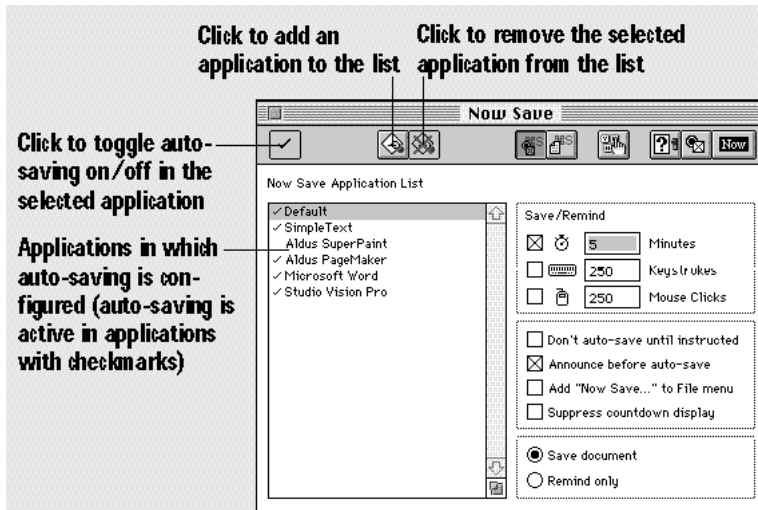




The Now FolderMenus control panel lets you set the delay between clicking the mouse button and popping up the menu as well other basic options for its operation.

## **Now Save**

To activate auto-saving within an application, you need to add it to Now Save's Application List. You can do so by clicking the "Add Application" button in the control panel, then selecting the desired application. Once you've added an application, specify its auto-save settings in the right-hand section of the control panel.



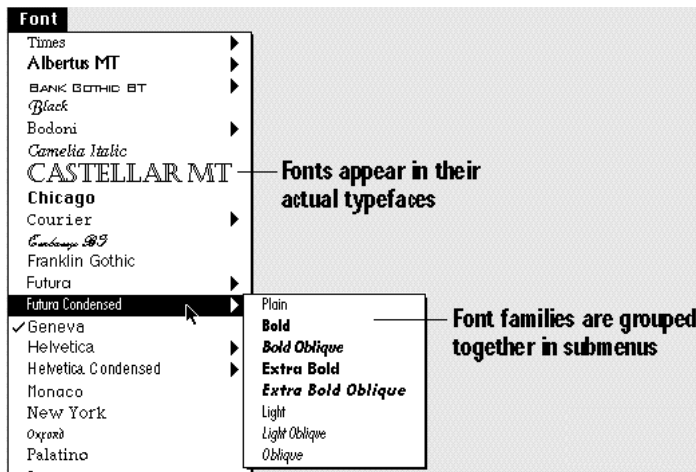
Within an application, set up auto-saving by pressing Command-Shift-Option-S (the default Hot Key) and setting options in the Configure dialog box, which offers the same options as the control panel.

You can also exclude certain filenames from being auto-saved if you wish.

Use the Key Capture function (turned on by default) to record all of your keystrokes to a text file in case of a crash.

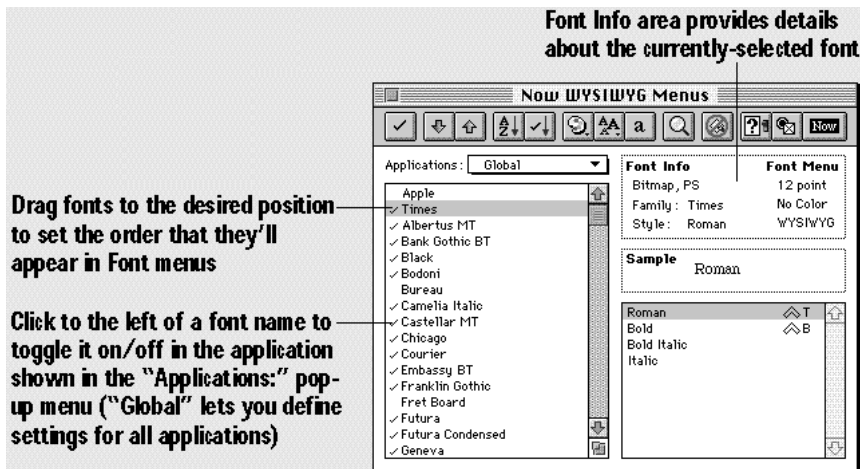
## **Now WYSIWYG Menus**

Now WYSIWYG Menus lets you see fonts in their actual typefaces when you pull down the Font menu in applications. The Size and Style menus will also display the currently-selected font in the available sizes and styles, so you can always choose fonts and styles quickly and know what the results will look like.



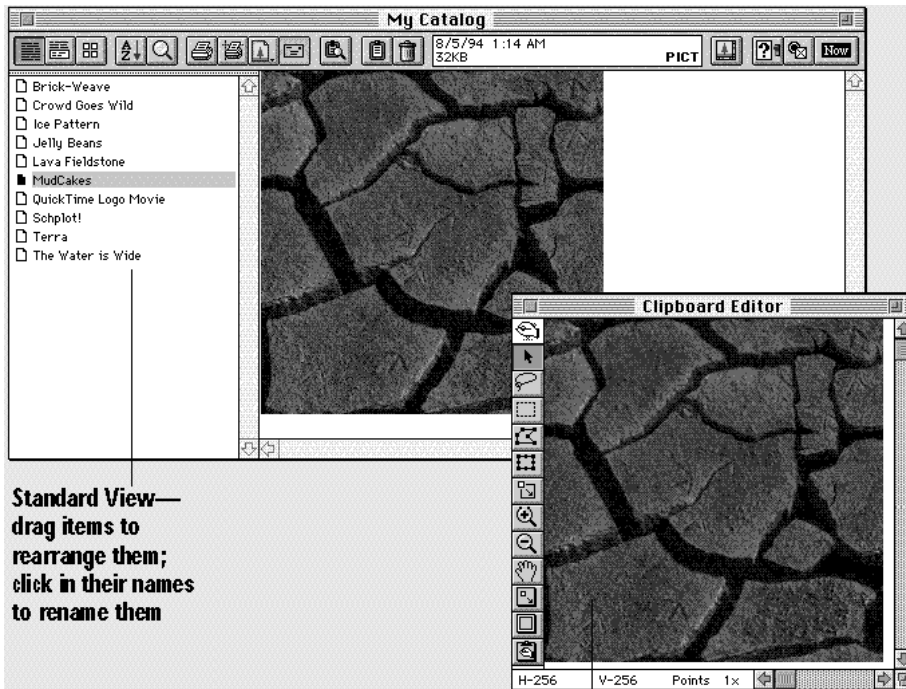
In the control panel, you can change the order in which fonts appear in the Font menu (placing frequently-used fonts at the top, for example), sort your fonts to restore alphabetical order, specify special colors and/or sizes, and

turn fonts on/off in the Font menu. You can create these settings for all applications, or set options separately for different applications. For example, you might make only a few fonts available in a basic text-editing application, but make them all available in a graphics application.



## Now Scrapbook

Use Now Scrapbook to store your text items, graphics in many different formats, QuickTime movies and sounds. Keeping them in Now Scrapbook catalogs allows you quick access and central storage.



**Standard View—**  
drag items to  
rearrange them;  
click in their names  
to rename them

**Clipboard Editor—**use the tools at  
left to make the desired changes

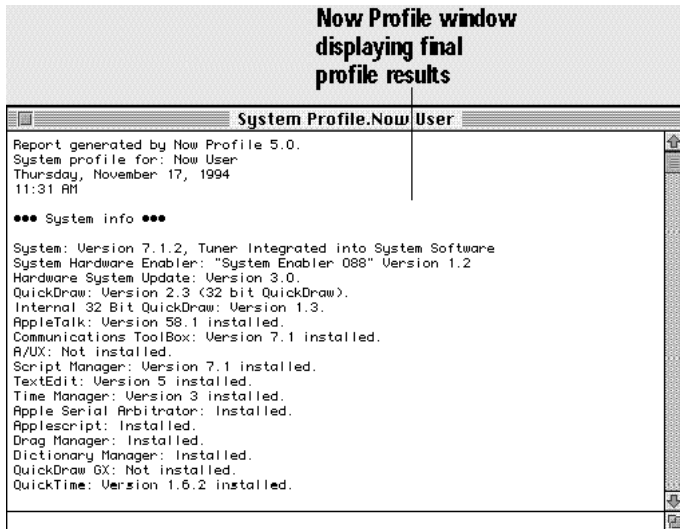
You can look at catalog items in three views: Standard, Detail and Thumbnail. In the Standard and Thumbnail Views, rearrange items by dragging them. Double-click an item to open the Detail View for it.

When you want to resize or crop an image or edit a text item, drag it to the Clipboard icon in the button bar, then click the Clipboard Editor button—the Clipboard Editor opens (shown in Graphics mode at right), and you can use the tools along the left edge to make the desired changes. In Text mode, the Clipboard Editor's menu bar offers options for finding text and setting font, size and style.

### **Now Profile**

Now Profile is an indispensable tool for checking your system and for troubleshooting problems. To create a system profile, just open the application and click "Profile" in the Preferences dialog box—the default settings give you a thorough profile.

When the profile is complete, it appears in a scrolling text window. You can print and/or save this information, which can be very useful when you're talking with a software vendor's technical support department or when you're trying to maintain consistent configurations on several machines.



Once in a while, it's a good idea to set up Now Profile to report on Aliases and Duplicate Files. Since it can find aliases whose original files are gone and identify duplicate files as well, you can save valuable disk space by checking for them periodically.