

WHAT THIS DOCUMENT IS:

Material cut from *Macworld Mac & Power Mac SECRETS* for reasons of oldness (such as System 6 tricks), wordiness, or fading relevance. Lots of good stuff is here, but remember that it may not be current.

Have fun!

—*Joe and David*

FONTS REQUIRED FOR THIS DOCUMENT:

Palatino, Helvetica, Geneva, Chicago.

Chapter 1 (Finder)

Rebuild in System 6

System 6, too, has a trick for rebuilding the Desktop without having to restart the Mac. (You can't use MultiFinder for this trick.) All you have to do is launch some program — Word, or whatever. Then, when you quit the program, press ⌘ and Option until you're asked if you want to rebuild.

Trash can positions in System 6 and System 7

In System 7, you're allowed to keep the Trash can anywhere on the screen; just drag it wherever you find it convenient. (In fact, you can have it in more than one place, if you make an alias of it.)

In System 6, however, the Trash can always jumps back to its original position when you restart the Mac.

Chapter 3 (Desk accessories)

Under System 6, it was a running joke: they called the desktop the Finder, even though it had no Find command. (System 6 users instead get a

desk accessory, called Find File, that locates files with all the pep of a petrified slug.

Search for fonts – and maybe sounds

In versions of the System up through 7.0.1, you can't search for a screen font file (Times 12, for example). Even though these fonts are individually double-clickable, trashable, and viewable as icons, the Find command won't find them. They're hidden inside the System file; ditto with sound files, ditto with keyboard-layout files.

In System 7.1 and later, however, the Find command works for font files because they're stored in the Fonts folder. In fact, if you use the trick in Chapter 21 for storing *sounds* in the Fonts folder, you can even search for those, too.

Successive, ever-narrowing searches

In System 7.5, you can search for two or more criteria at once in the expanded Find File dialog box — by date and by name, for example. (See Chapter 3 for specifics.)

To do the same thing in earlier versions of System 7, you have to perform repetitive searches, gradually narrowing down the icons you select until you isolate one specific group. Suppose, for example, that you want to find only the files created *between* January 1 and January 6.

First, rule out all the older files by setting up the dialog box as shown in Figure 2-8.

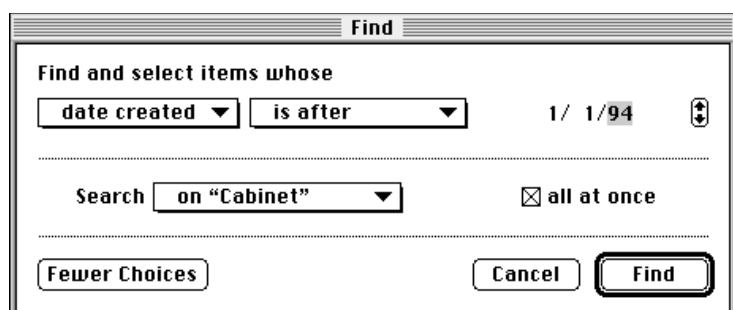
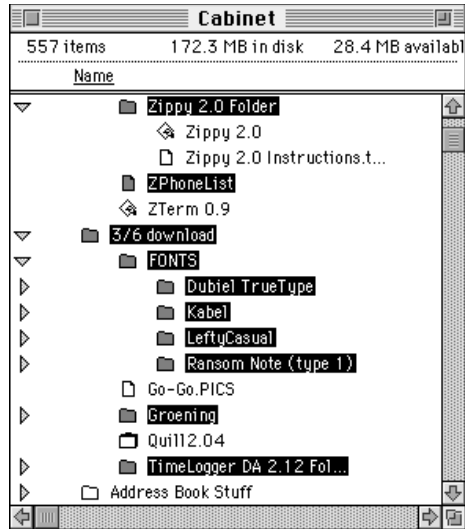


Figure 2-8: Specify that you want only the files created on 1/1 or later by choosing the “date created” and “is after” options from the pop-up menus. To set the date, you click the arrow buttons (you can't type in numbers, as you can in the Alarm Clock desk accessory!). Be sure to select the “all at once” checkbox.

The “all at once” checkbox is powerful, slowish, and a little scary. Instead of simply highlighting one icon, it highlights *all* icons matching the scenario you set up. When you click Find, the Mac creates one mammoth list-view window using the nested-folder/triangle mechanism shown in Figure 2-9.



Now, here's where things get good. Whatever you do, *don't click the mouse button now*, or you'll deselect everything and have to start over!

Instead, choose the Find command again from the File menu. (Yes, it's okay to click the mouse in a *menu* at this point.) This time, you'll rule out all the files created *after* January 6 by setting up the dialog box as shown in Figure 2-10.

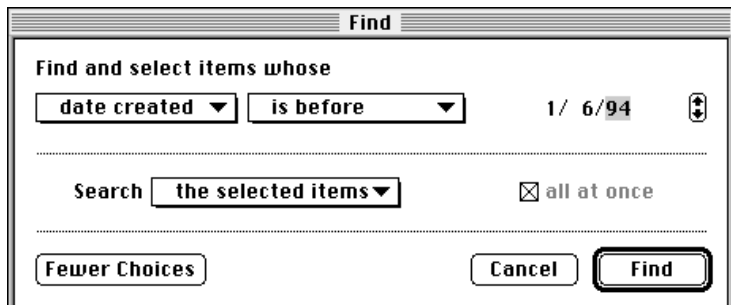


Figure 2-10: The important thing here is to choose the “the selected items” option from the third pop-up menu. In other words, you want the Mac to search through only the items you highlighted the first time around.

You've just done it; the first search ruled out the files created before 1/1, and the second search ruled out (from the first group) those created after 1/6.

Incidentally, you don't have to spend half an hour after each “all at once” search painstakingly closing folders that were opened by the Find command. In two keystrokes, you can collapse all those list-view folders:

- Select everything in the window by pressing ⌘-A (or choose Select All from the Edit menu).
- Press ⌘-Option-left arrow to collapse all the open folders in the outline view. (Alternatively, switch to icon view and back.)

Find all locked files at once

Use the Lock item in the first pop-up menu to locate all the locked or unlocked files on a disk or in a certain folder. (You use the third pop-up menu to limit the search to the folder that is open on the screen.)

A fast Puzzle cheat

Suppose somebody gives *you* a customized Puzzle to solve. Here's the quickest way to see what the heck you're working on. With the Puzzle open, choose Copy from the Edit menu, and click the Desktop (so that you're back in the Finder). Then choose Show Clipboard from the Edit menu. You'll see what the puzzle will look like when you finally solve it.

Chapter 7 (On, Off)

System 6 to 7: stop that darned desktop-rebuilding

Every time you use System 7 on a particular disk after having used System 6, you have to sit and wait while the Mac rebuilds the desktop file. If you're doing a lot of switching back and forth, this gets annoying in a hurry.

Our Secret, therefore, is that you can merrily click Stop in the Rebuilding the Desktop... dialog box that appears on the screen. You don't hurt a thing by doing this, and you save yourself a lot of time. (A file or two may appear with blank icons, but they'll return the next time you rebuild.)

If you have other disks, they, too, will go into rebuild-desktop mode by themselves. Here, too, you can click Stop

without compunction.

The only problem with this method is that the *next* time you turn on the Mac, it will again attempt to rebuild the desktop. Of course, you can keep clicking Stop forever, but the Mac will also keep trying to rebuild forever, until you finally let it rebuild to completion.

A Mac you can't turn on

First-time users are bound to be surprised when they first attempt to turn on the Color Classic. Pressing the power key on the keyboard does nothing unless the rocker switch in the back is on. But turning the rocker switch in the back doesn't turn the computer on, either — unless you *then* press the keyboard power key.

Fortunately, after you have the computer home, you can leave the rocker switch in the On position permanently. Thereafter, you can use the keyboard power key exclusively for turning on and off the Mac.

Chapter 8 (Disks)

Eject a disk using only the keyboard

“Ah,” you protest, “you *can't* eject a disk using the keyboard alone--you have to use the mouse, because you have to *select* the floppy's icon before you can use ⌘-Y!” No, not if you've read Chapter 1 carefully. We know where you're coming from, though; if some Finder window is open on the screen, you can't type a few letters of the disk's name to select it, right?

Yes, you can, if you first press ⌘-Shift-Up Arrow, the keystroke that selects the *desktop* and makes all open windows inactive. *Then* type the first couple letters of the disk name, *then* press ⌘-Y. You've got it!

Erase fast

You can highlight the icons of more than one disk simultaneously (such as a floppy and a SyQuest cartridge) and use the Erase Disk command to wipe out both of them simultaneously. There's not *much* time savings, actually, but at least you don't have to encounter all those confirmation dialog boxes more than once.

Express route to the Erase Disk command

If you hold down the ⌘, Option, and Tab keys while inserting a disk into your Mac's floppy drive, the Erase Disk command will be activated automatically as soon as the disk mounts. You'll see the standard dialog box asking if you want to completely erase the disk you just inserted. Hit return and the erasing begins.

Erase even faster

Apple makes a wonderful, superbly designed program called Apple Disk Copy. You can get it from a dial-up modem service such as America Online or CompuServe, or you can get it from a Mac user

group, such as BMUG (415-549-BMUG). As a matter of fact, this is about the only useful piece of utility software for which we couldn't get the rights to include with this book. Apple wanted us to pay so many thousands of dollars (a "licensing fee") that this book would have cost \$85, and you probably wouldn't be reading it. (Weird, since they give it away free on those dial-up services...)

Anyway, Apple Disk Copy does one thing very, very well: it duplicates floppy disks. You insert the disk you want to copy; Disk Copy spits it out and then asks for the disk you want to copy *onto*. You can make as many additional copies as you want without ever having to reinsert the original disk.

It's much faster than making copies the usual way, *and* it's more accurate. Disk Copy doesn't even care whether it's a Mac or a DOS disk you're copying.

Best of all — and this is why this tip is here — Disk Copy doesn't waste any time initializing or erasing a disk before making a copy. Even if you insert a brand new disk, Disk Copy makes a perfect copy of the original disk (including window positions, icon positions, file names, disk name) without even having to initialize.

When you buy a new box of disks, we recommend that you initialize the first one (name it Blank or something). Instead of painstakingly initializing each of the other nine in the box in the usual way, just duplicate *the empty disk* using Disk Copy. This technique is faster and better.

Chapter 9 (Memory)

Virtual memory

We're sure you already know this tip, but this is a great time to remind you of it. Running a bunch of programs, any *one* of which fits in your Mac's available RAM, but whose *combined* memory requirements are too much for your Mac, is the perfect scenario for using *virtual memory*. (See Chapter 8 for more on this unique, built-in System 7 feature.)

People sometimes avoid virtual memory based on its reputation for slowing down your Mac. But as long as each application you're running would fit into your Mac's RAM by itself, virtual memory only makes the Mac sluggish when you *switch between* them. While you're working in a program, you won't notice much slowdown at all.

Suppose that your Mac has four megabytes of RAM. Your System heap (the System plus all your control panels, extensions, and so on) is, let's say, 2,000K. That leaves you with about 2,000K of memory in which to run your programs.

Now suppose that you want to open Canvas (suggested RAM partition is 1,500K) and HyperCard Player (suggested size 1,000K). Simple math shows you that *either* program can fit into the 2,000K of free memory, but not both.

This is a perfect time to use virtual memory. The Mac will load Canvas into RAM, along with as much of HyperCard as it can fit. Then, when you switch to HyperCard, a chunk of Canvas is deposited onto the disk, and the remainder of HyperCard is fed into memory. As we said, you'll only notice sluggishness when you switch *between* programs.

Turn off Mode32 temporarily

To turn off 32-bit addressing, open the Memory control panel. Click the Off button and restart the Mac.

If you use Mode32, you can *temporarily* disable it by pressing the Esc key on your keyboard as the Mac starts up. Your Mac will automatically run in 24-bit mode.

If you look at the Memory control panel, however, you'll still see that 32-bit addressing is turned on, which can confuse you. Don't be alarmed — that's just Mode32's way of ensuring that your Mac goes back to 32-bit mode the *next* time you restart.

What to do if your Mac crashes in 32-bit mode

You probably have either (a) hard-disk drivers that aren't compatible with 32-bit addressing or (b) a system extension that's not compatible.

It's easy to find out which. Restart the Mac, but press the Shift key during startup, so that no extensions run. If everything goes fine, then one of your extensions is the culprit and you need to remove all of them. Add them back to the System folder a few at a time, restarting each time, until you figure out which one was causing the problem.

But if your Mac still keeps crashing, the problem may be

your hard-disk driver (see Chapter 7). If updating *that* doesn't solve the problem, consider any NuBus cards installed in your Mac's slot — even some NuBus cards aren't 32-bit clean.

So what if you can't do without the program or the extension that's incompatible? You're not completely out of luck. To keep the older-style, more-compatible, 24-bit addressing but still expand your available memory beyond eight megabytes, you can buy a program called Optima from Connectix. It lets your Mac access up to 14MB of memory.

System 6 and 32-bit addressing

Actually, “System 6 and 32-bit addressing” is an oxymoron. If you use System 6, you *can't* use more than eight megabytes of RAM because System 6 doesn't offer a 32-bit addressing option.

On the other hand, Connectix does. They sell a program called Optima that grants 32-bit addressing powers to System 6 users. It works.

Sidebar: Answer Man

When 32 bits is just too much

Q: I understand about 32-bit addressing. But I'm in a real crisis. I have to use DNA Designer Pro, a sophisticated gene-splicing utility. It's not 32-bit clean — it crashes if I turn on 32-bit addressing — and yet it requires 9MB of RAM to run! What shall I do?

A: We're perfectly aware that this is a setup. There can *be* no such thing as a 32-bit dirty program that requires 9MB of memory. It wouldn't run on any Mac!

But we'll play along and pretend this is a real question. The real answer is to buy Maxima, a program from Connectix. It grants your Mac access to 14MB of RAM, *without* requiring you to turn on 32-bit addressing. If you have any RAM installed beyond 14MB, Maxima can use it as a RAM disk (see below), so that at least it's not wasted.

The stutter-start phenomenon

Q: Something goofy's going on here. When I turn on my Mac IIcx, it seems to start loading, and then it suddenly dings again and starts a second time. What's happening?

A: Your Mac IIcx is among the “32-bit dirty” Macs: the II, IIx, IIcx, and SE/30 models. In order to use more than 8MB of memory, you installed an extension — either Mode32 or Apple's 32-bit enabler. (All of this is made much clearer in Chapter 8.)

But to bestow 32-bit addressing unto these models, the extension must load into memory and then *restart* the computer in the Mac's new, memory-enhanced mode. That's why your Mac seems to do a double startup when you turn it on.

end sidebar

Chapter 11 (Monitors)

Surviving the 12" monitor

As we've mentioned, Apple's low-cost 12" color monitor wasn't its crowning achievement in planning. There's nothing wrong with the monitor itself. The problem is that too many programs were written with the assumption that the standard Mac color monitor is 13". If you run these programs on a 12" color monitor, part of the picture — sometimes an important one — is chopped off at the bottom and right side. Games, especially arcade-type games, are particularly likely to be unusable on a 12" screen.

Here's a workaround that may help you scrape by: get a program called Stepping Out II (Berkeley Systems, 510-540-5536 (*ed note: no longer sold*)). This program uses some of your Mac's memory to create a larger "virtual screen" than the one your Mac really has.

It works like this: your monitor behaves like a window onto a larger canvas. When you move the mouse to the edge of the screen, the entire screen picture scrolls to the side, bringing a new part of the virtual screen into view. It's not as good as having a full-sized monitor, but it may get you past the tight spots.

sidebar: Macintosh Secret

The word Monochrome

We've heard an alarming number of people saying, "Aw, I don't need color or grayscale. I'm just gonna get a monochrome monitor."

That's a contradiction, chum.

Monochrome means "one color." It doesn't say you can't have different *shades* of that color. In other words, monochrome *means* grayscale, not black and white.

end sidebar

Chapter 12 (Mac by Mac)

begin sidebar: Macintosh secret

Losing the drive

Apple's marchers for progress have stepped aside to make way for the marketing staff. First, Apple replaced its terrific SuperDrives of old with a new style that doesn't grab the disk out of your hand. In this new drive @md which you'll find in all recent Macs @md you have to push the disk all the way in until it disappears.

And it's only going to get worse: a recent Apple newsletter indicated that the *auto-eject* feature of today's SuperDrive floppy drives will soon become an expensive option. New Macs will feature a floppy drive that gives up its disk only when you push a manual-eject button.

We're guessing that this is Apple's response to the whiners who complain that IBM clones are less expensive than Macs @md the same people who ignore all the ways in which a Mac is *better* than those clones. Apple seems to be saying, "Hey, if you really want us to compete in price, let us compete in less-featured equipment."

end sidebar

PowerBook 170 pixel problems

The 170's active-matrix display is gorgeous, but the display is plagued by one flaw that has driven some users absolutely crazy. It's not uncommon for a few of the 256,000 pixels on the 170's display to get stuck permanently on, glowing white no matter what is supposed to be on-screen. (See Chapter 10 for insights on why this happens.)

The bad news is that Apple doesn't consider this situation to be a defect unless (a) at least five pixels go bad or (b) two of the broken pixels are within one inch of each other. If a few defective pixels are scattered across the screen, Apple won't do anything about it. Obviously, then, if you're in the market for a used 170, scrutinize its screen carefully before you purchase. (This is true of all PowerBooks with active-matrix screens.)

Keeping a Mac Portable awake

To conserve battery power, Mac Portables automatically lapse into a dormant state if no mouse, keyboard, or peripheral activity occurs for 15 seconds. Unfortunately,

this feature also can slow any automated routines performed by the Mac.

To disable the Automatic Sleep feature, open the Portable control panel and click the words *Minutes Until Automatic Sleep* while holding down the ⌘ and Option keys. Choose the "Don't Rest" option in the dialog box that appears. The computer remains on, at full power, until you change this setting.

A Portable battery Secret

Don't let the lead-acid battery in a Portable become fully discharged; it can become unusable. If the battery's charge drops below 5.4 volts, it no longer takes a recharge. A Portable's battery is being slowly drained even when the power is off. So don't put your Portable on a shelf for weeks; keep it plugged in regularly to keep the batteries freshly charged. (See Chapter 12 for more insight on this and other portable Macs.)

begin sidebar: Macintosh secret

More products daily

In 1984, *Macworld* magazine carried a one-page advertisement for MacConnection, a major mail-order house, offering a full inventory of @md brace yourself @md 27 products for the Macintosh. Of those listed, a dozen were accessories, such as dust covers, surge protectors, and floppy-disk cases. Of the 15 actual programs available to Mac owners, 10 were *games*. The advertisement did, however, promise that "more products are arriving daily."

Obviously, it was true. A typical 1996 MacConnection ad lists more than 1,000 items and covers seven pages of the magazine.

end sidebar

Shutting-down Color Classic weirdness

You turn off the Color Classic differently than you do most Macs (until System 7.5, that is). Instead of choosing the Shut Down command from the File menu, you press the Power key on the keyboard. You'll be asked whether you want to shut down. Click OK. After each program quits (and offers you the chance to save your work), the machine turns itself completely off.

Color on a Classic II?

The Classic II has a black-and-white monitor, but it does have 32-bit QuickDraw in its ROM. Therefore, it *can* display color and gray-scale information. Because it has no expansion ports, however, you need a third-party device @md such as Radius' PowerView or Aura Systems' Scuzzy View @md to connect the Classic II to a color monitor

through the SCSI port. (That arrangement offers relatively slow video-display speed.)

Avoid overheating

A general rule when working with compact Macs: be careful about placing objects on top of or against the sides of the computer. The air vents on the casing are vital to internal air circulation. Without

adequate ventilation, the innards of the computer can overheat and get damaged. This warning applies especially to the Plus; it was the last Mac model produced without an internal fan for cooling.

Changing the internal battery

A small 4.5-volt battery is responsible for keeping the Mac Plus's internal clock ticking after you shut down. You need to replace this battery after about two years. This is a do-it-yourself job on a Plus. Pull the battery out of its compartment on the upper-right side on the back of the computer case. Replace it with an EverReady 523BP, Ray-O-Vac RPX21, Duracell PX21, or Panasonic PX21.

PowerBooks and their RAM disks

A PowerBook 100 is unique. It's the only Mac whose RAM disk is never wiped out, even when you shut down the Mac.

The other PowerBooks safely preserve their RAM disks, right there on the desktop, when you put them into Sleep mode — but not when you shut them down.

How to set the cache in System 6

If you study our guidelines for setting your Disk Cache, you'll come to this conclusion yourself. But we'll do the math for you: in System 6, the most RAM your machine can use is 8MB. Therefore, never set the System 6 RAM Cache higher than 128K. The lowest you should set it is 32K.

sidebar: Answer Man

The double-blink at startup

Q: Help! I just installed Mode32 onto my IICx, as you seem to be recommending. I turned on the 32-bit addressing function in the Memory control panel. But when I start up the Mac now, before the smiling Mac appears, the screen seems to "jolt." And for a split second, there's a quick checkerboard pattern mid-screen. Then, suddenly, the smiling Mac appears, and everything's fine.

A: Mode32 does some clever and devious things to make your Mac 32-bit clean. This "double-boot" business is just the way it works. It's normal. Don't sweat it.

end sidebar

Chapter 13 (Power Macintosh)

sidebar: True Fact

The history behind the history makers

As the 1990s dawned, the battle lines were drawn in the computer industry. Microsoft (software) and Intel (chip maker for IBM compatibles) dominated personal computers. Apple, Motorola (chip maker for Macs), and IBM were down on their luck and worried about the future. The latter three formed the PowerPC alliance in an effort to swing fortune their way.

The alliance couldn't set up shop at one headquarters or another; the cultures (Apple's jeans-and-T-shirt, IBM's button-down) were too different. So a new facility was built in Austin, Texas. The companies called it Somerset, after the location of King Arthur's Round Table, where the knights were supposed to check their quarrels at the door. About 350 people work at Somerset. Most of them came from IBM, Motorola, or elsewhere in the industry; only six people there work for Apple, a company that never did make processor chips.

The group's main efforts are directed toward developing the 603, 604, and 620 chips. Believe it or not, the PowerPC 601 chip found in the first-generation Power Macs *wasn't* developed by this alliance. Instead, this particular chip was designed @md and nearly completed @md by IBM for use in its workstations. Apple and Motorola, in a hurry, merely adapted it.

A fake-out FPU for the Power Mac

As we mentioned, a few high-end programs (scientific analysis, modeling, and so on) crash on the Power Mac because they require the old-style math coprocessor chip (FPU), which the PowerPC chip lacks.

If you're a modem-savvy person, you can trick about 75 percent of these programs into working on the Power Mac; just install the \$10 shareware program Software FPU (available on America Online or another on-line service). It's much, much slower than a real FPU (although not so bad for Photoshop filters), but at least it'll carry you through until your high-end programs are released in native versions. On the other hand, some programs run extremely slowly in emulation; Microsoft Excel 4, alas, is one of them.

The missing FPU (and the emulation process) hits this program particularly hard, grinding its spreadsheet recalculations nearly to a halt. Some calculations can take 20 times longer on a Power Macintosh than on a Quadra 800.

end sidebar

Chapter 14 (PowerBooks)

In the first year of its existence, the Duo's sales didn't skyrocket. It was too hard for people to understand, we kept hearing. There were some reports of mechanical problems: the original keyboard had a numb spacebar, for example, that would sometimes fail to type a space when you pressed it.

Then there was the Apple Express Modem, a \$300 high-speed internal modem for the Duo. For a year, it was the only internal modem on the market for the Duo @md and it was trouble-prone.

But Apple has cleared up the Duo's mechanical flaws. If you have the unresponsive Space bar, call 800-SOS-APPL, and they'll happily send someone to pick up the Mac, install a redesigned keyboard the next day, and overnight it back to you, all for free. The new keyboard is no bigger, but the touch is better and the keys all work. As Apple has updated the Express Modem's software, it's gotten better, too.

begin sidebar: True Fact

SCSI Disk Mode when your Mac has no drive

If you have an old Mac that still, after all these years, has no internal hard drive, the cabling arrangements for hooking up to a PowerBook in SCSI Disk Mode are slightly different.

* *Classic series, LC series, IIfx*: Desktop Mac → normal SCSI cable
→ (any other SCSI devices) → the terminated PowerBook/cable ensemble

* *Portable (with or without internal drive) or Mac Plus:*
Portable/Plus → normal SCSI cable → unterminated PowerBook/cable ensemble

* *Any other Mac:* Desktop Mac → normal SCSI cable → a terminator → (any other SCSI devices) → the terminated PowerBook/cable ensemble

end sidebar

Another Battery DA failing

There's another problem with the Battery DA. If you use a PowerBook 100-something, you can't *tell* when your battery is recharging! When you plug in the Mac, and open the Battery desk accessory to see whether or not you're receiving power, you'll see the lightning-bolt icon *regardless* of whether or not the outlet is working. In fact, you'll see this "now

recharging" icon even if the far end of the PowerBook's adapter cord isn't plugged into *anything!*

On the PowerBook 100 series, it actually takes about 20 minutes before the Mac displays a message saying that your battery isn't, in fact, recharging. (Later PowerBook models are much smarter; the Control Strip tells you instantly whether you're plugged in.)

Therefore, let us make our profoundly low-tech suggestion to anybody who **travels with a PowerBook 100-something**: *take a night light*. Spring the \$1.59 on some cheapo Disney-character night light. Sock it into your PowerBook carrying case. When you want to confirm that some outlet is actually working, shove Mickey into it and get an immediate answer.

Notes on the startup chime

The PowerBook's wonderful second-inversion C triad startup sound has a breathy, relaxing feel to it. But there's nothing relaxing about the angry glare you'll get from the sleeping passenger next to you if you're continually chiming away (each time you restart, for example).

The beginner can't be blamed for making a racket; it turns out that, unlike **most** other Macs, the PowerBook 100-series' startup chime is controlled by the sound level you've set in the Sound control panel. Set it at 7 and you get a loud startup chime. Set it at 1 and you get a soft one.

Set it at *zero*, though, and you get the *loudest* startup chime!

We don't know what sense this makes, either, but we have two solutions to propose. First, go ahead and set the speaker level to 1. The resulting chime is pretty darned quiet.

The second method is to plug some miniplug into the speaker jack in back of the PowerBook. A miniplug is the little pinlike affair found on the end of Walkman headphones, for example. In fact, a pair of Walkman headphones does just fine for this purpose; anytime a miniplug is in the PowerBook's speaker jack, no sound comes out of the PowerBook speaker at all.

Of course, it's less klutzy to get a miniplug that's not connected to headphones or anything else — just a miniplug. You can get one at a Radio Shack, or you can snip one off the end of some stereo cable (or off a pair of Walkman headphones!).

Or just get a later-model PowerBook; **later-model** PowerBooks' **and Duos'** startup chimes shut up completely when you set the Sound volume to zero.

sidebar: Macintosh Secret

PowerBook 100 battery notes

You'll read, if you haven't already, our advice to discharge a PowerBook's battery completely every couple of months. This does *not* apply to the PowerBook 100, however. Its lead-acid battery is very different and may actually be damaged if you let it drain away to nothing.

Under normal working circumstances, this can never happen. The Mac will let you know when the battery is approaching that danger point, and it goes to sleep before the battery becomes too depleted.

However, once the computer's asleep, the risk remains that the tiny trickle of power (that maintains a PowerBook's memory while the computer is asleep) will deplete the battery to the danger point if it's left untouched for weeks.

That's why, on the left side of the back panel (right next to the power-adaptor jack), there's a battery cutoff switch. If you're going to be storing the PowerBook 100 for a long time, flip this switch downward (Off) to prevent further depletion.

end sidebar

Recover from your Duo's window deprivation

The Duo's elegant gray-scale screen leaves only one thing to be desired: the shading of the windows. Any desktop Mac in gray-scale mode shows a nice 3-D tinting to its title bar and scroll bars, but not the Duo.

Having read Chapter 3, you know how to adjust whatever color scheme the PowerBook uses for these accents (with the Color control panel). But you'll find that, weirdly enough, on a Duo nothing happens at all when you choose from among the delicious-sounding choices.

It turns out that the black-and-white window phenomenon is a side effect of the Duo's System Enabler.

In theory, you can restore the tinting to your windows as follows: Start up the Duo from your Disk Tools disk. Launch ResEdit, included with this book, and open the System Enabler inside your Duo's System folder. Find the icon called WDEF and click it. Then choose Cut from the Edit menu, save, and restart.

We say *in theory*, because we tried this twice. Once it

worked beautifully and restored the gray tinting to the windows. Another time it made our windows act funny. Both times we restored everything by reinstalling the System folder.

Carrying the Duo

At this writing, there aren't even any carrying cases on the market that are designed to fit the PowerBook Duo.

So one of your cheerful co-authors used a Magenta 7 carrying case designed for the original PowerBook — the smallest he could find — to carry his Duo. Turns out that if he put the MiniDock onto the Duo, its added bulk made the Duo just about fit right into the case.

But eventually, a funny problem turned up: the lower mouse button seemed to be losing its alignment and responsiveness. Turned out that this non-rocket scientist had been inserting the Duo/MiniDock unit into the case front-edge first. If you're familiar with the Duo, then you realize what that also meant — *mouse button* first. (The Duo's lower trackball button wraps all the way around the front edge of the machine like a protruding lower lip.)

And that put the combined weight of the Mac and its dock onto the mouse button as the entire affair was carted around the violent city of Manhattan. No wonder the lower-lip button got cranky.

Today, this author still uses the same carrying case and transportation scheme (attaching the MiniDock before traveling). Now, however, he puts the *MiniDock* edge into the case first, and hasn't had any further problems.

Come to think of it, this advice probably applies even if the Duo *isn't* attached to a MiniDock.

Using a recharger

As we've mentioned, the PowerBook battery recharges automatically whenever it's in the Mac and the Mac is plugged in.

If you're a serious PowerBook mogul, though, with several additional batteries, you may find it worthwhile to buy an external battery recharger. Apple sells one that juices up two batteries at a time (but this takes twice as long as charging just one). It's a little awkward because it requires

the PowerBook's wall adapter — which, therefore, you can't be using with your Mac at the same time.

One tip about Apple's recharger: don't leave batteries in the recharger when it's not plugged in. You'll wind up draining the batteries all over again.

You can buy a recharger from Lind Electronic Design, too (612-927-6303). It's more expensive, but does more for you. In addition to giving you a set of lights that indicate the battery's current charge status, it can deep discharge your battery. (This, as we've mentioned, is the cure for the memory effect, and keeps your battery in tip-top condition.)

Chapter 16 (Multitasking)

Here are a few great uses for Publish and Subscribe:

n Create a chart in Excel and publish it. Import it (subscribe) into a report you did in a word processor. Each month, when the numbers change, you can update the numbers in the spreadsheet and print out the updated report with very little effort.

n Do an advertisement in FreeHand or Illustrator. Publish it and subscribe to it from a page-layout program. When the specs or prices listed in the ad change, edit the original graphic in the drawing program. You've saved the time of re-importing, placing, and sizing the graphic.

n Publish from one Word document — or even *part* of a document — to another. When you create a presentation, for example, write your speech and the audience-handout text on the same page (which *you'll* be looking at). Then publish only the audience-handout text into a separate document, which you can print and hand out.

Easy Open and System 7 Pack: Make substitutions permanent

What if you want *all* documents of one creator type to be changed at once to another?

Here's where System 7 Pack comes in handy. We've included this program with the book (see the *SECRETS* disks). Among its other features, System 7 Pack lets you specify replacement creator codes for your documents.

System 7 Pack lets you set up substitute type codes for a more successful double-clicking experience. In this example, TEXT means a text file, PICT means a graphics file, and MACA is a MacWrite document. They've been told to auto-open as TeachText, Photoshop, and Word documents, respectively.

(The shareware version included with this book lets you specify up to three such pairings. If you register System 7 Pack, you'll get a password over the phone that "unlocks" the feature, giving you an unlimited number of application-substitution pairs.)

If you'd prefer a more flexible and official version of the same thing, you can buy Apple Easy Open (or get it with System 7.5, a Performa, and so on). This System 7 extension has even more intelligence. If you double-click a

Finder icon whose parent application doesn't seem to be on the disk, you don't get the "application not found" message.

Instead, you get a neat list of every program you own that *can* open the document. You can choose which program you want to open it.

If and when software companies make their programs Easy Open-compatible, this tool will become increasingly more useful. You'll be able to double-click a MacWrite file, for example, and choose from among several programs that have appropriate converters.

How Excel 4.0 does Publish and Subscribe

Excel 4.0 doesn't show those thick gray borders around material it has published or subscribed to. And it doesn't have Publisher Options or Subscriber Options commands in the Edit menu.

Instead, these options are offered in a place you'd never think to look — the Links command in the File menu. When you choose it, you get a list of all publishers in the document or, if you use the pop-up menu at the top, a list of all subscribers.

What's neat is that you can double-click any publisher or subscriber in this list. The dialog box closes, and you're taken directly to the place in your spreadsheet containing the selected information.

Note, too, that this dialog box contains an Options button. This button displays the usual Publisher Options or Subscriber Options dialog box. You have the same old choices — Get Edition Now and so forth — they're just hidden away behind this button.

Actually, you don't *have* to use this hidden-away version. You can also bring up the Publisher Options or Subscriber Options dialog box by *double-clicking* a published or subscribed area in the spreadsheet. (This doesn't work for charts you *published*. It does work for charts to which you subscribe, and it works for all other data types, both published and subscribed.)

In Microsoft Word: linking entire documents, or not

You can publish all the text in a document, if you wish. Be careful what you select, though. If you use the Select All command to highlight the entire document *including* the final paragraph mark (see Figure 16-22), then you won't be able to add anything to the end of any *new* document you create that subscribes to the edition.

Figure 16-22: In Word, turn on the Show ¶ command in the View menu. Now you can see the ¶ marking at the end of the text. If this marking is selected when you create the edition (top left), then you won't be able to add any text to the end of the subscriber document (bottom left). On the other hand, if you stop the selection just *before* the final paragraph mark, you'll be able to add more text to the end of the document (right).

Publish and Subscribe in Photoshop

We want to reiterate that every program's Publish and Subscribe commands are slightly different. Take Photoshop, for example, which has only two commands: Create Publisher and Publisher Options.

Furthermore, we said earlier that the Create Publisher command is dimmed unless you select some material. But in Photoshop, Create Publisher is dimmed if you *have* selected something! What's going on?

Photoshop is, at its core, a painting program. By nature, its entire screen is one solid bitmapped graphic. It doesn't have lots of discrete objects, like a drawing program (such as MacDraw) or a word processor. Therefore, you can only publish the entire document at once. (That's why the Create Publisher command is dimmed if anything is selected.)

Since you can't very well subscribe to text or object-oriented graphics (because they have to be treated as distinct objects in order to be individually updated), there's no Subscribe command at all. Finally, since you can't publish only *part* of a Photoshop document, the Publisher Options command is only available after you've published the entire image...whereupon the Create Publisher command *is* dimmed! In other words, of Photoshop's two Publisher-related commands, at least one is always dimmed.

Give Photoshop credit, though; most painting programs have no Publish and Subscribe commands at all.

sidebar: Macintosh Secret

Switch-launch into MultiFinder

As you know, the instructions for using MultiFinder say that turning multitasking on and off involves restarting the Mac each time. In a given work session — that is, one time that the Mac is turned on — it can only be in MultiFinder mode or not.

This isn't perfectly true, however. Here's an undocumented tidbit that lets you use both Finder and MultiFinder in the same work session.

Start up the Mac with the regular Finder. When you want to switch to MultiFinder, open your System folder. While pressing ⌘ and Option, double-click the MultiFinder icon. Your Mac will jump-start into MultiFinder without your having to restart the machine.

To go *back* to single Finder, however, you still have to use Set Startup and restart the Mac; this is a one-way Secret.

end sidebar

Chapter 17 (Word Processing)

About Word 5's Glossary

In versions of Word prior to 6.0, you can store frequently used words, phrases, graphics, table formats, and graphics in the Glossary — and then retrieve them with a couple of keystrokes. The Glossary is one of Word's great built-in, labor-saving devices, but it's one that is all too often ignored by users of the program.

In Word 6.0, the Glossary command has been renamed AutoText. It works a little bit differently, but the idea is the same: You can store chunks of text and have Word retrieve them for you on command.

Suppose that you're a newspaper reporter (as Joe, one of your cheerful authors, was for years). Putting together crime stories, you routinely write that an individual "was arrested and charged with" some crime. You can save that 29-character phrase as a glossary entry and give it a short simple name, like *ar*. In the future, all you have to do is hit the glossary command, type *ar*, and hit Return (or just click the AutoText button in Word 6.0). Word will type the phrase into your document automatically. But wait, it gets better: Assign this same glossary entry its own keyboard shortcut using the Commands command (in Word versions 3 through 5) or the Customize command (version 6.0), and you've reduced 29 keystrokes to one! (See the section called "The Commands command and Customize" in this chapter for more on assigning custom keystrokes.)

Here's another example: If you have a graphic you often use as a logo or letterhead, you can save the graphic as a glossary entry called "logo." To add the graphic to a document, you simply use the glossary command and type **logo**.

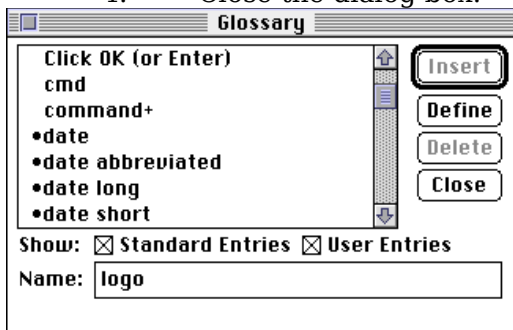
Word also has preloaded glossary entries that automatically type in the date, time, file name, author, or other basic information. You can scroll through these standard entries in the Glossary window.

Creating a new glossary entry

Here's how you define a new glossary entry in versions prior to 6.0:

1. Select the text, graphic, or anything else you want to store in the glossary. A glossary entry can be any length — even pages long.
2. Choose Glossary from the Edit menu or press ⌘-K. The Glossary window appears (see Figure 17-19). Type in an easy-to-remember name in the empty name field. Glossary entry names can be up to 31 characters long, but, obviously, a long glossary name defeats the whole point of this feature (retrieving a chunk of text with as few keystrokes as possible).
3. Click Define or press ⌘-D.

4. Close the dialog box.



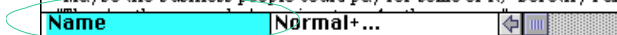
If you're using Word 6.0, you define new AutoText entries by selecting the text you want stored, choosing the AutoText command from the Edit menu, typing in the name of the entry, and clicking the Add button.

Inserting a glossary entry into a document

You *can* insert glossary entries into a document by choosing them in the Glossary window and using the Insert button, but that takes entirely too long. Use one of the methods below:

■ *The fast way to insert glossary entries.* Press ⌘-Delete. The status bar at the lower-left corner of the document window becomes highlighted and the word Name appears. Type the name of the glossary entry you want to retrieve. Then press Return or Enter. The glossary entry is inserted into the document at the insertion point (see Figure 17-20). Don't try this in Word 6.0 — the ⌘-Delete key combination now performs the Delete Previous Word command! Instead, type the name of the AutoText entry right into the document and click the AutoText button (or press ⌘-Option-V).

Given limited budgets, Interim Town Manager Peter Karstens recom-
mended the chamber look into cutting back on the size or length of the st-
atement. "This is a big expense," Karstens said. "It might be time to look for a
more effective way to do this. You might be able to cut down the length
of the statement or get a lower-level package."
Springerville resident Dorothy Parks suggested the chamber can
encourage local businesses for direct support of the fireworks event.
"Maybe the business people could pay for some of it," Dorothy Par-



■ *The really fast way to insert glossary entries.* Use the Add to Keys command described below to create a keyboard command for the glossary entry. You'll bypass having to enter the name of the entry at all. In Word 6.0, open the Customize dialog box, select AutoText from the list of categories, and then select the entry you want from the list of available AutoText entries. You can then assign this AutoText entry its own keystroke or place it on a menu or a toolbar button.

Remember, you can store just about *anything* in the Glossary — a preformatted table, large graphics, even an entire form letter. Cumulatively, this feature can save you thousands of keystrokes, especially when combined with the Add to Menu and Add to Keys features.

Saving a glossary

This is one of Word's dirtiest, not-so-little secrets. Ever stop to think about how you *save* all the changes you make to your glossary?

With the Glossary window open, choose Save from the File menu. Or you can wait until Word asks you if you want to save it (when you quit the program). In either case, you're supposed to save your glossary as Standard Glossary, right into the folder that *already* contains the Standard Glossary. Inevitably, you get asked "Replace existing 'Standard Glossary'?"

We like to think that this "Replace existing?" message is a last-chance *warning* that the Mac gives. It's supposed to mean you're about to make a mistake.

But in Word, this is what you're *supposed* to do to save changes to your Glossary! We can't think of a more poorly designed feature.

Oh, and incidentally: if, when quitting Word, you click any of the three No or Cancel buttons you encounter, thus electing *not* to replace the existing Glossary, then all your new Glossary entries are gone forever.

Fortunately, Microsoft cleared up this goofy scheme in Word 6.0. AutoText entries get saved into your default document configuration automatically.

sidebar: Macintosh Secret

To format or not to format

As you create glossary entries, keep in mind that in some cases you want to preserve an entry's format and in some cases you don't. If you save your letterhead in the glossary, for example, you want to keep the formatting intact so that the letterhead looks the same every time you insert it. But for entries consisting of *boilerplate text* — words or phrases you insert into a variety of documents — you want the entries to match the format of whatever paragraph they are inserted into.

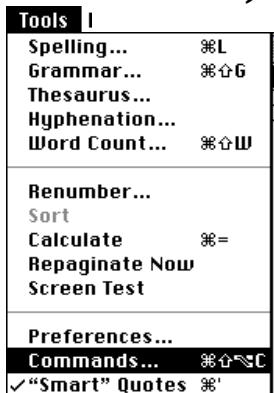
Here's the secret: If you want formatting preserved with an entry, select the paragraph mark (the gray ¶ symbol that appears at the end of each paragraph when you choose Show ¶ from the View menu) along with the text when you create the glossary entry.

If you want glossary entries to take on the style and formatting of the paragraphs into which they are inserted, *don't* select the paragraph mark following the text when you add the entry to the glossary. (In Word 6.0, you also have the option of saving AutoText entries as plain text or with formatting attached.)

end sidebar

Word 5's Commands command

To view the complete selection of Word commands in versions prior to 6.0 and to move items from one Word menu to another, you must use the Commands dialog box. (see Figure 17-23). You open it by choosing Commands from the Tools menu, as shown in Figure 17-23, or by pressing ⌘-Option-Shift-C. (In Word 6.0, you use the Customize command to load up, remove, or relocate commands.)



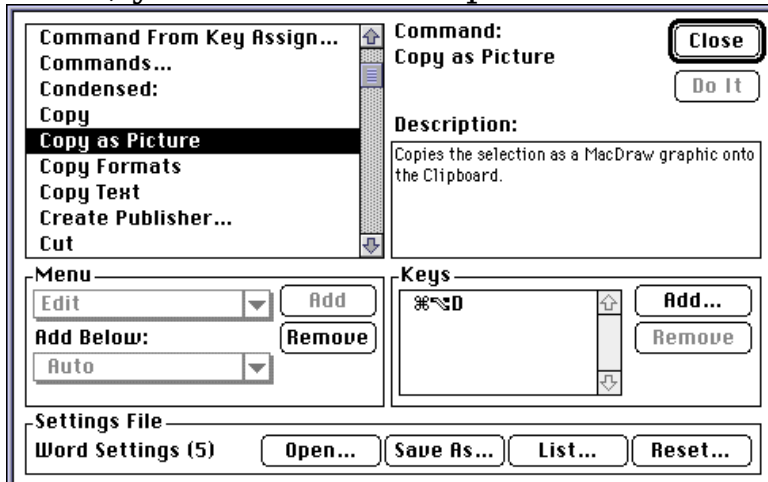
The Commands dialog box (see Figure 17-24) shows a scrollable list of every Word command, whether or not it currently appears in a menu. A short description of each command is displayed in the Description field. By selecting a command and clicking Do It, you can perform any of the commands in the list.

More importantly, by selecting a command and clicking one of the Add buttons, you add the command to the menu of your choice, select a keyboard shortcut for the command, or both.

To add a command to a menu, select the command you want to add. Then use the Menu pop-up menu to specify which menu the command should appear in. Use the Add Below pop-up menu to determine where on the selected menu the item should appear.

You can even use this feature to move commands from one menu to another. So if you think Page Preview command really belongs in the View menu instead of File, you can do it. Or if you'd rather have the Word

Count command at the *top* of the Tools list instead of further down, you can move it up.



To move commands around, first select a command from the list in the Commands dialog box. Then click Remove. Use the pop-up menus to select the new location of the item. Finally, click Add.

Here are a few commands worth adding to your menus:

- *Allow Fast Saves*: See our “Deflating bloated files” Secret, later in this chapter.
- *Fractional Character Widths*: See “Master fractional character widths,” earlier.
- *Show Heading 5*: If you use the outliner, you’ll discover that Word’s one-click level-collapsing buttons only go up to 4! There’s no way to see additional levels unless you add Show Heading commands to your menus.
- *Sentence Case*: It’s invaluable when you get an e-mail or other document that’s been typed in all capital letters. This command converts text to normal upper/lowercase instantly.
- *Small Caps*: This is a priceless, good-looking style variation for subheads and titles.
- *Redefine Style from Selection*: If you use Word’s Styles feature, described earlier, you’ll love this. Add this command to the menu, and you can change every occurrence of a style in one step. (The alternative is to use the Style pop-up menu on the ruler, which involves several steps.)

begin sidebar: Answer Man

Sine qua non

Q. Oh, great. I was so impressed with your earlier section on using the Remove From Menu command to remove unneeded items from my menus that I got carried away and removed the Commands command itself. Now what do I do? I can't open the Commands dialog box to put the Commands command back on the menu!

A. Yes, you can. Even if you delete the Commands command from the Tools menu, you can still open the Commands dialog box by using the keyboard command ⌘-Option-Shift-C.

end sidebar

Solving the space-before-paragraph dilemma

When defining a Word style, you can specify the amount of blank space you want to appear before each paragraph. This gives you consistent spacing throughout a document. Trouble is, if a paragraph formatted with leading space appears on the *top* of the page, the space preceding the paragraph creates the appearance of an overly wide top margin.

How can you get rid of the extra space at the top of the page? Here are two solutions:

The laborious method: Select the paragraph at the top of the page. Open the Paragraph dialog box (⌘-M). Change the number in the Spacing Before box to zero. Click OK.

The easier way: Define a second version of the paragraph's style, identical to the first style in every way, except that it includes no space before the beginning of the paragraph. If, after repaginating your document, you find a paragraph with extra space at the top of a page, apply the secondary style to eliminate the extra space.

Removing more than one menu item at a time

You can remove multiple menu items without having to repeatedly press ⌘-Option-minus sign. The trick is to hold down the Shift key as you remove each item; this will keep

you in Remove From Menu mode so you can continue to select items for removal.

To make this work, you have to press the Shift key *after* the fat minus sign appears but *before* you pull down a menu to select the first item to remove.

By the way, if you activate either the Add to Menu or Remove From Menu command and then change your mind, you can escape by pressing ⌘-. (period).

Keyboard control in dialog boxes (Word 5)

Almost every button in Word's Spell Checker and Thesaurus can be triggered with keystrokes. In many Word dialog boxes and windows, such as the Word Count (in versions prior to 6.0) and Save As dialogs, you can use keyboard shortcuts to select and deselect checkboxes and other options. For example, you can simply type the letters C, W, L, or P to select and deselect the checkboxes in the Word Count dialog box.

In most dialog boxes that *don't* contain a text field, you can trigger buttons by pressing only the first letter of the button's name — without any modifier keys. For example, in Yes/No dialog boxes, instead of clicking the Yes, No, or Cancel buttons, type a Y, N, or C. (This is a great shortcut! When you quit Word, don't even wait for the "Save changes before closing?" box. Type a bunch of Y's or N's in rapid succession, without even waiting to be asked.)

In dialog boxes that do contain a text field, you generally have to press ⌘ as well as the first letter of the button's name (see Figure 17-18) so that Word won't think you are trying to type into the blank.

⌘-D

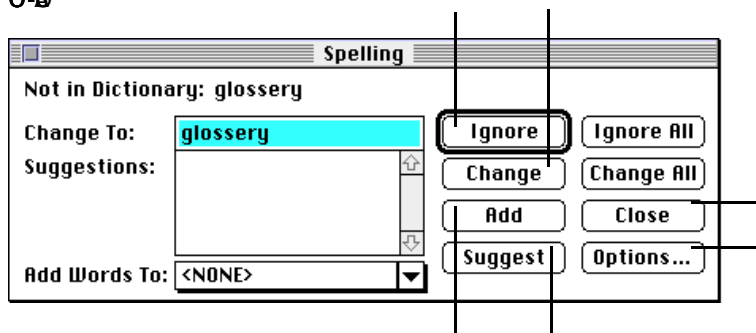


Figure 17-18: Using

the Command-key shortcuts in Word's Spelling dialog box.

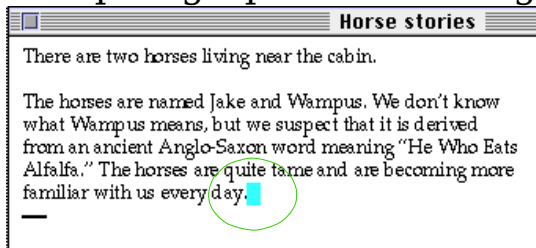
One more trick: when a dialog box is on the screen, you can cycle through the various buttons, pop-up menus, and text fields by pressing ⌘-Tab (or *Shift*-⌘-Tab to move backward through them). Word indicates that you've "selected" one of these elements by drawing a strange flashing underline

beneath it. To select the one you've just flashed — to put an X in the checkbox, for example, or to choose an item in a pop-up menu you've opened — press the zero key on the numeric keypad (Num Lock must be off).

Picking the paragraph

You can select the invisible, nonprinting paragraph mark (¶) at the end of a Word paragraph quickly — and without having to turn on the Show ¶ command — by pointing to the end of the paragraph and *double-clicking* in the white space right after the last word of the paragraph (see Figure 17-34).

Why bother? Here's one good reason: Word stores each paragraph's formatting — style, margins, font, and so on — in that little paragraph mark. By copying a paragraph mark and pasting it at the end of *another* paragraph, you transfer all of the first paragraph's formatting to any other part of a document.



The art of paragraph splitting

Suppose you want to split a paragraph into two separate paragraphs. Generally, you do this by positioning the insertion point at the split and pressing Return to insert a new paragraph mark. That works, but it moves the insertion point to the beginning of the new paragraph. If you have anything else to add to the previous paragraph, you must navigate back.

Versions of Word prior to 6.0 have a special paragraph-splitting command, ⌘-Option-Return, which makes this a little easier. This command divides the paragraph as described, but it places the insertion point at the end of the *first* paragraph so that you can add more to it.

Gray text

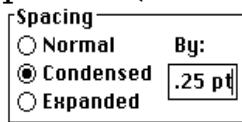
Word's text colors can be used to print halftoned text on a laser printer (if you have Version 6.0 or later of the LaserWriter driver). Yellow, cyan, and green create lighter gray text, while magenta, red, and blue print darker grays.

Tracking and kerning

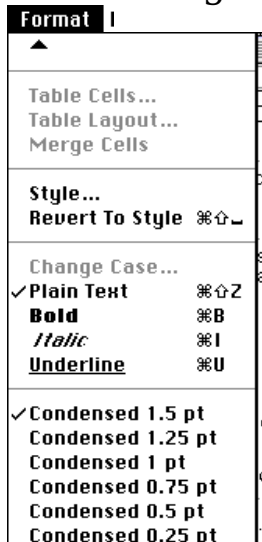
Word offers two methods of adjusting the space between

characters. The Character dialog box (or, in Word 6.0, the Font dialog box) lets you finely adjust the overall tightness of letter spacing. And Word's code-like formula typesetting command lets you do actual kerning. (See Chapter 24 for more on tracking and kerning.)

Tracking: In the Character dialog box, you can expand or condense selected text in 0.1 point increments, using the Spacing commands. In versions of Word prior to 6.0, you're limited to .25-point increments and you can expand character spacing only up to 14 points or condense spacing up to 1.75 points (see Figure 17-36).



Granted, using the Character or Font dialog box isn't the most convenient way to tighten text. But remember, you can add these commands to a menu (as shown in Figure 15-37) or assign them keyboard shortcuts to speed up formatting. (Try ⌘-left arrow for tighter spacing, for example, or use whatever keystroke matches the kerning command in your favorite page layout program.)



Kerning: This method of kerning isn't nearly as convenient or as flexible as it is in page layout programs. You can only move characters closer together or farther apart in one-point increments. And you have to use Word's typesetting formula commands — in this case, the Displace command. Furthermore, this technique doesn't work in Word 6.0.

To use the formula typesetting approach, it helps to pick Show ¶ from the View menu (or press ⌘-J).

To tighten the space between two characters, position the insertion point between them and press ⌘-Option-\ to begin the formula. Next, type the letter **d**, which stands for the Displace command.

Then press ⌘-Option-\ again, and follow this with the letters **ba**. The **ba** stands for backwards, telling Word you want to move the characters closer together. Type the number of points you want to move the characters (a whole point value; no fractional amounts) and close the formula with empty parentheses ().

If you wanted to kern letters closer together by two points, therefore, the formula would look like this:

\d\ba2()

When you choose Hide ¶, the formula disappears and the effects of the kerning become visible.

To move characters farther apart, follow the same formula, but replace the **ba** with **fo**, the abbreviation for *forward* spacing. To move two characters apart by one point, then, you type the formula: **\d\fo1()** exactly as it appears here.

Obviously, all this formula typing is tedious. The best strategy is to save the finished formulas as Glossary entries, add them to your Work or Format menu, and assign them keyboard shortcuts (see Figure 17-38).

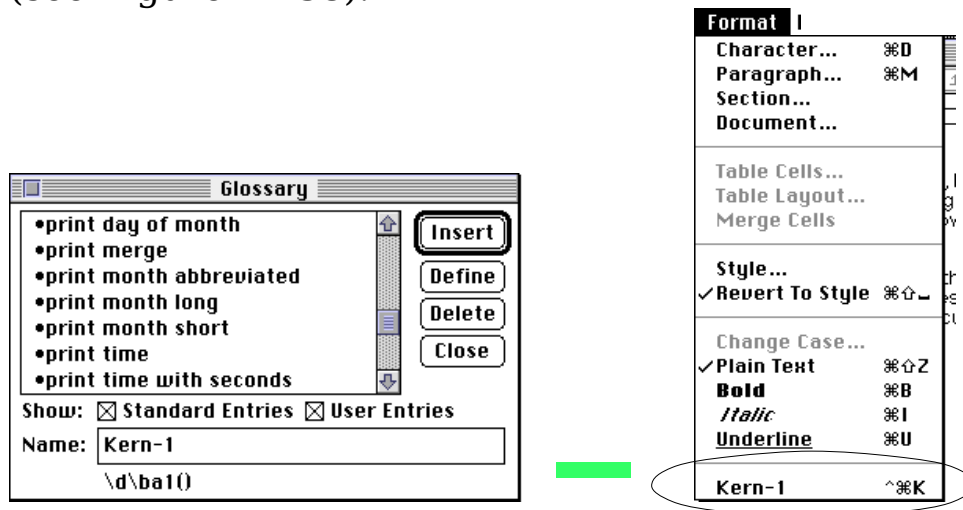


Figure 17-38: You can save yourself the hassle of repeatedly typing Word's formula typesetting commands by saving them as Glossary entries, adding them to a menu, and assigning them key combinations. In this example, the `\d\ba1()` command, which moves characters together by one point, is saved as an entry named Kern-1 and assigned the keystroke ⌘-Control-K.

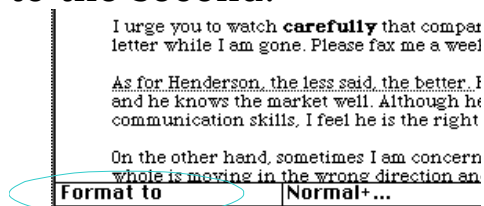
A word of caution about using these typesetting formulas: After you insert a formula into a word, it effectively splits the word in two, even

though the word *appears* unbroken. Double-clicking a word bisected by a Displace command only selects *half* the word. And the Word Count command considers a word containing a kern formula as two separate words!

Copy formatting

You can copy the *format* of one selected portion of text and apply it to another selection without copying the text itself. To do so in versions of Word prior to 6.0, select the text with the format you want to copy and press ⌘-Option-V. In the lower-left corner of the document window, you see the words “Format to” (see Figure 17-39).

Then select the text to which you want to apply the formatting. The selection appears with dotted underlining. Press Return or Enter; the format characteristics of the first selection are applied to the second.



Alternatively, you can transfer formatting using this method: Press ⌘-Option-V without selecting text. Once again, you see the “Format to” message in the window. Select the text with the format you want to *copy* and press Enter or Return. Then place the insertion point wherever you want and start typing; the format attributes you copied will be applied to anything you type.

Here’s the thing to remember: The formatting you copy using the Format to command depends on what you select. If you select an entire paragraph, the command will copy the paragraph-level formatting; if you select a string of text *within* a paragraph, then the command copies the *character*-level formatting.

In Word 6.0, all of this is much easier. All you have to do is use the Copy Format and Paste Format commands to transfer formatting. (If these commands don’t appear in your Edit menu, you can put them there using the Customize command.)

Customized spacing

Word doesn't contain any tools for precisely adjusting the spacing between individual words. But you can rig up some custom-sized spaces using the following method: select a character with the width of the custom space you want to create. Then, using the Color pop-up

menu in the Character dialog box (⌘-D), pick White as the color of the character.

The character becomes invisible and can be used as a space. Use large characters to make wide spaces; use tiny characters, such as punctuation marks, to make narrow spaces.

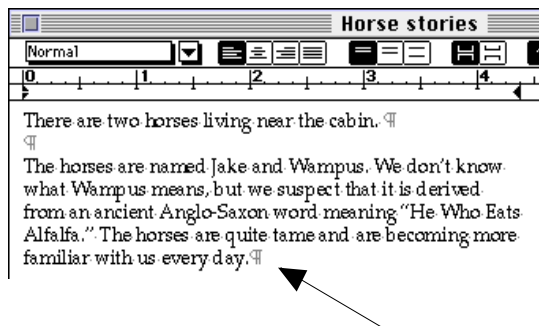
To make the whited-out characters readily available for spacing, save them as Glossary entries, add them to your Work menu, and assign them keyboard equivalents. When you save the spacing characters in the Glossary, all the formatting, including the White color, are preserved.

Alternatively, you can add White as an option in the Format menu. You can also create a keyboard shortcut for applying White, using the Add to Menu or Add to Key commands.

Transferring headers and footers to a new document

You can copy the headers and footers from one Word document to another by copying and pasting a single character — the paragraph mark at the end of the last paragraph in the document (see Figure 17-44).

The final paragraph mark, which appears as a grayed-out ¶ symbol when you choose the Show ¶ command, contains all the document's header and footer information. When that mark is pasted into a new document, the document inherits the headers and footers of the source document.



The amazing thing is that after you paste the paragraph mark into the new document, you can go ahead and delete it; the header and footer information remains in place.

Solving the space-before-paragraph dilemma

When defining a Word style, you can specify the amount of blank space you want to appear before each paragraph. This gives you consistent spacing throughout a document. Trouble is, if a paragraph

formatted with leading space appears on the *top* of the page, the space preceding the paragraph creates the appearance of an overly wide top margin.

How can you get rid of the extra space at the top of the page? Here are two solutions:

The laborious method: Select the paragraph at the top of the page. Open the Paragraph dialog box (⌘-M). Change the number in the Spacing Before box to zero. Click OK.

The easier way: Define a second version of the paragraph's style, identical to the first style in every way, except that it includes no space before the beginning of the paragraph. If, after repaginating your document, you find a paragraph with extra space at the top of a page, apply the secondary style to eliminate the extra space.

Editing large tables

Unless you have a very large monitor, editing big tables can be exasperating. You have to continually scroll back to read row headings in cells that are no longer in view.

Here's a trick to make it easier. Open the table in a *second* window and keep that window scrolled to the row headings. Line the window up with the first window, and you can read the row headings *and* the cells all the way across the page — at the same time (see Figure 17-46).

Product	CSS087	CMS1123	CMM3423
List Price	\$322	\$12	\$399
Sale Price	\$299	\$10	\$21
Months on market	8	12	24
Number of Sales outlets	132	121	121
Inventory	3,321	10,394	2,990

Exporting Word tables

Got a table in Word? If you try to export it to a graphics or page layout program using the standard Copy command, you'll be in trouble. When you paste the table into the new

program, you lose the table's formatting, gridlines, and cell spacing.

To export tables successfully, use the Copy as Picture command (⌘-Option-D). That copies the entire table as one graphic, as a PICT file with all the formatting intact.

Here's a really neat twist: If you paste a Word table into an object-oriented drawing program after copying it with the Copy as Picture command, you can still edit it. Each element of the table — including all the text entries and the individual grid

lines — becomes a separate object that can be moved, deleted, or altered independently. Fonts can be changed, text can be retyped, gridlines can be thickened, and the whole table can be stretched, resized, or distorted.

Making tables scroll faster I

The Copy as Picture command described in the previous Secret (⌘-Option-D) can speed up scrolling in Word itself. Use the Copy as Picture command (it's called Copy Picture in Word 6) to copy a whole table. Then paste it back into the same document, replacing the original table with a *graphic* — a PICT file — of the table. (You might have to exit to the Finder and then return to Word in order for Word's clipboard to convert the copied table into a PICT image.)

The advantage of this system is that Word scrolls through a picture of a table much faster than it can scroll through the table itself. You completely bypass that painful row-by-row appearance of a table. For even more scrolling speed, choose the Picture Placeholders option in the Preferences dialog (or Options, in Word 6) to temporarily hide all the graphics in a file.

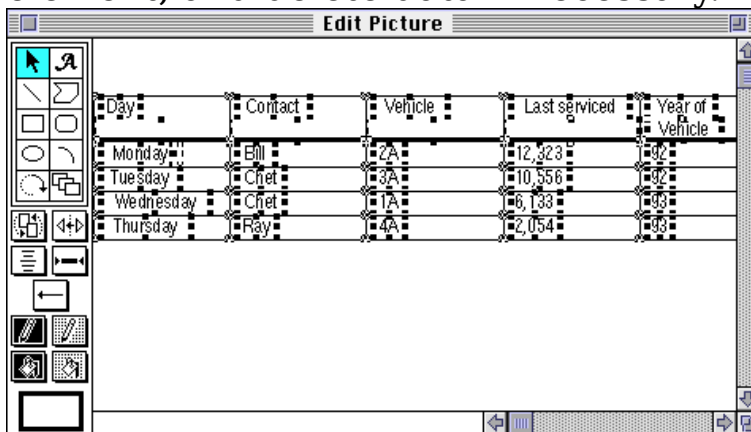
Of course, replacing a table with a picture of a table means you no longer can tab through the table, adjust the size of its cells, or edit the text as you can on a regular table. (See the next Secret.)

Making tables scroll faster II

So what happens if you replace your tables with uneditable PICT graphics, as described in the previous Secret — and then you discover you need to make a change in the table?

No sweat. Just double-click the graphic. This opens a picture of the table in Word's Edit Picture window. In the editing window, you can select each element of the table graphic as a separate object and move, delete, or edit it (see Figure 17-47). So if you decide you want to change the font used in the table headings, just select all the headings and choose a new font from the Font menu. Using the editing tools in the window, you can edit the text, change the color of any table

element, and delete data if necessary.



Day	Contact	Vehicle	Last serviced	Year of Vehicle
Monday	Bill	2A	12,323	92
Tuesday	Chet	3A	10,556	92
Wednesday	Chet	1A	6,133	93
Thursday	Ray	4A	2,054	93

Creating custom borders

This Secret isn't for everyone; it's slightly more adventurous because it involves typing PostScript code directly into Word to precisely set the widths of borders in tables. This works only if you are using a PostScript printer (or PostScript emulation software, such as Freedom of Press, that can interpret the code for a QuickDraw printer).

To set the width of a cell border to 1.5 points, for example, you type the following code into the cell:

```
.cell.1.5 setlinewidth  
wp$box stroke
```

After you enter and highlight, your next step is to apply the PostScript style to it. Press the Shift key; from the Styles pop-up menu on the Ruler, select PostScript (a style you may not have seen before). The code is formatted as hidden text and disappears (unless you have the Show Hidden Text option selected in the View menu). The results of the code are visible only when you print to a PostScript printer.

Justification on the last line of a paragraph

The last line of a justified paragraph normally remains left-aligned — and that's the way it usually looks best. But if you want that last line to be justified, too, press Shift-Return at the end of the last line of text (see Figure 17-50).

But now the mouse cursor froze, immovable, on the screen. There was a flickering of the screen pixels around the perimeter of the screen for two seconds, followed by an error message that only half appeared. He could barely make out the wildly flickering words "Sorry, a system error has occurred."

Copying section formatting

Word stores all the formatting for a section in the *section mark*, the double dotted line that runs across the screen at the end of a section. You can copy the formatting — fonts, line spacing, margins, and so on — for an entire section by simply copying the section mark. When you paste the mark at a new location, all the text preceding it takes on the formatting stored in the mark.

Incidentally, you can double-click any section mark to open the Section dialog box. (In Word 6, this opens the Page Layout dialog box.)

Nisus

We don't use this high-horsepower, multiple-Undo, programming-languaged word processor much. Here are a few Secrets worth passing on, however.

Quick access to dumb quotes

As we discussed earlier, curly quotes go a long way toward making documents look typeset. But they're just wrong when used to indicate feet, inches, and minutes.

In Nisus, you turn on smart quotes in the Editing Preferences dialog box. What's nice is that, to override that setting for just one inch mark (for example), you just press the ⌘ key while typing the quote mark. It comes out uncurly.

(As a matter of fact, this works in reverse. If the Editing Preferences are set *not* to display curly quotes, the ⌘ key *will* produce one.)

Jump between windows

The window title bars in Nisus work just like the Finder's! If you press the ⌘ key and click a window's title, a submenu appears, listing all open windows. From it, you

can jump to any other window by choosing a window name.

Window zooming

Double-click a window's title bar to make it zoom to its full size. Double-click a second time to restore the window to its original size.

WriteNow

WriteNow is a great little word processor with a size that belies its power. The program itself takes up a ludicrously tiny 276K on your hard drive and requires less than 600K of RAM to run — yet it's full-featured and fast, with easy-to-use formatting tools and good keyboard shortcuts.

Here are a few of our favorite tricks for getting the most out of the program.

Using character styles

One of WriteNow's best features is its support of *character-level* styles. This lets you save a set of formatting characteristics — font, size, or style, for instance — and apply them all at once to some selected text without actually changing any *paragraph* styles.

This can be extremely useful if, for example, you're writing a play script and you want dialogue to appear in one font, but parenthetical stage directions to appear another, italic font.

If you created a separate paragraph style for each (as you might in Microsoft Word), the stage directions and dialogue would have to appear in separate paragraphs. But, by creating two character-level styles — one for dialogue and one for stage directions — the two styles are combined within a single paragraph:

MS. PAPAYA: (*adamantly*) You heard what he said. Now, do it!

DOUG: (*gasping, suddenly*) I guess there's nothing more to discuss. (*He begins scribbling notes furiously.*)

MS. PAPAYA: (*shaking her head*) From the bottom of my heart, I pity you.

And because these are actual styles, you can subsequently change their look, everywhere in the document, in one step.

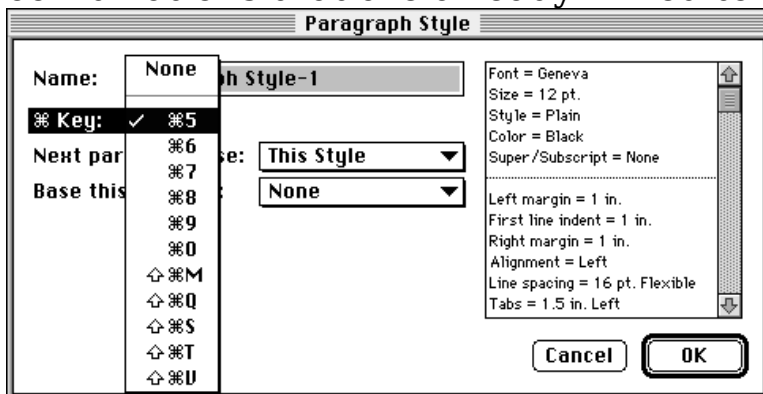
You can assign a keyboard command to a character style, as explained in the next tip.

Keyboard shortcuts for character and paragraph styles

WriteNow allows you to assign a keyboard shortcut to any paragraph or character style when you create it (but you're limited to 11 available ⌘-key combinations).

When setting up a new style in the Paragraph Style (or Character Style) dialog box, just pick a ⌘-key combination from the Command-Key pop-up menu. The key command will automatically be linked to the style (see Figure 17-52). WriteNow automatically grays out key

combinations that are already linked to other commands.



Pop-up menus for paragraph and character styles.

Instead of choosing paragraph or character styles from the Custom menu, you can use the status bar at the bottom of the document window. The pop-up menu on the left gives you access to all currently saved *paragraph* styles, and the pop-up menu on the right lists all saved *character* styles. (These pop-up menus don't appear until you save at least one custom style.)

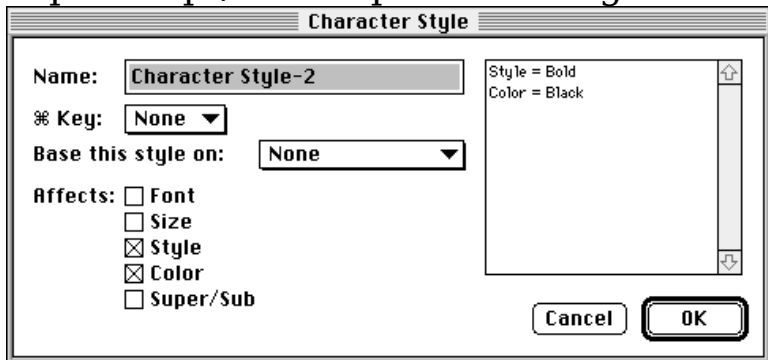
Transparent styles

Generally, applying a character style produces text in a specific font, size, and style. But with WriteNow, you also create transparent styles — styles that change *only* the font, *only* the size, or *only* the style when applied — without affecting any other formatting.

You can create a bold, double-underlined transparent style, for example. When you apply the style to text in any paragraph, the font and size of the text remain unchanged, but boldface and underlining are added.

You create a transparent style by selecting and deselecting checkboxes in the Character Style dialog box. In Figure 17-54, only style and color are checked, so the new style changes the style and color of text to which it is applied, but it doesn't affect font, size, and

superscript/subscript formatting.



Fast page navigation

To move to another page of a WriteNow document quickly, double-click the page number box in the lower-left corner of the document window. A dialog box appears. Type in the number of the page you want to view. Click OK or press Return.

Copying character formats

You can quickly copy the font, size, and style of a selected block of text — without copying the text itself — and transfer that formatting to another block of text.

First, select the text that has the format you want to copy. Use the Copy Font-Size-Style command — or just press ⌘-3. Then select the text you want to inherit the style and press ⌘-4, the Paste Font-Size-Style Command.

Global formatting changes

There's a variation on the Copy Font-Size-Style command that lets you change the format of *all* text in a document sharing identical attributes. In other words, you can change every occurrence of 10-point New York bold to 12-point Helvetica italic — without affecting any other text in the document.

First, change the font, size, or style of the first chunk of selected text according to your preference. Press ⌘-3 or select the Copy Font-Size-Style command.

Select all the remaining text in the entire document. Then hold down the Shift key while choosing the Paste Font-Size-Style. All the text that was formatted identically to the

original selection takes on the new style attributes.

Copying ruler settings

To quickly transfer the margins, spacing, alignment, and tabs of one paragraph to another, use the Copy Ruler command. First, select the paragraph containing the ruler settings you want and press ⌘-1. Then select the paragraph or paragraphs to which you want to transfer the formatting and press ⌘-2 (the keyboard shortcut for the Paste Ruler command). Fonts, size, and style aren't affected — only margins, spacing, alignment, and tabs.

Superscript and subscript shortcuts

You can change the vertical position of any selected characters to create subscripts and superscripts from the keyboard. Pressing ⌘-H (which stands for “higher”) pushes the selection up in one-point increments. Pressing ⌘-L (“lower”) moves the selection down in one-point increments.

Interestingly, this works with pasted-in graphics, too. After you paste in a picture, you adjust its vertical positioning by using the same two commands.

Saving compactly

Though you may not realize it, WriteNow always stores *two* copies of a document on disk — the version you most recently saved using the standard Save command and another version of the document as it existed *before* you last saved it. (The two versions are stored within one file; that's why you never notice this.) The Revert to Backup command is your safety net; it retrieves the version of the document as it was before your last save.

However, keeping that second backup version of a document takes up space; it bloats the size of the document file. If you want to eliminate the backup, press the Option key when you choose Save from the File menu. The Save command changes to Save Compact. WriteNow saves a slimmed-down version of the file, minus the backup. Of course, this means you won't be able to use the Revert to Backup command on that document.

Roll credits

To view WriteNow's cleverly animated programmer's credits, choose About WriteNow from the Apple menu to open the credits box. Click anywhere in the box while holding down the Option key.

An army of tiny people come running in, grabbing the letters in the programmers' names, and rearranging them to spell out the names of other individuals who helped with the program. Meanwhile, a bulldozer cruises through from the right and plows over the copyright notice.

MacWrite Pro

This most recent entry in the Mac word processor marketplace is marked by Claris Corp.'s usual elegant, clean design. It's not nearly as overwhelming as Word or WordPerfect — nor as big, nor as memory-hungry — yet it has many of the same features. For example, it has a spelling checker that can even check while you type; a thesaurus; automatic hyphenation; a table feature like Word's; and a powerful frame feature that, among other things, lets you wrap text around irregularly shaped graphics.

The importance of Page Setup

In any word processor, your choice of printer (in the Chooser) makes a big difference in the layout of your document. Switching from ImageWriter to LaserWriter, in particular, can completely change the way line breaks and page breaks fall in your document.

In MacWrite Pro, selecting the correct printer is especially important because the program resizes its *frames* when you change your Page Setup or Chooser selection. Therefore, be sure to choose the correct printer driver and Page Setup options *before* you create a document. Otherwise, when you change drivers, all frames will change size. You'll have to spend some time fussing with the document to restore it to its previous look.

A shorter ruler

When you're working on a PowerBook, a Classic, or any compact Mac model, you may want to collapse the ruler during your major inspiration bouts. With a smaller ruler, you can see more of your typing.

To collapse or uncollapse the ruler, double-click the bottom half of it.

Of course, you can hide the ruler completely, if you wish, by pressing ⌘-H.

Double-click tricks

Double-click the top half of the ruler to see the Document dialog box, where you can change the margins and page-numbering system.

Double-click a tab stop on the ruler to open the Tab dialog box, where you can specify detailed information about tab stops (and specify that the selected paragraph shouldn't be separated from the next one over a page break).

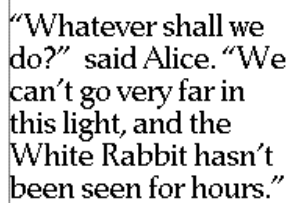
Option-double-click the page number indicator (lower-left corner of the screen) to open the Preferences dialog box.

Open an existing document directly on startup

Under normal circumstances, when you double-click the MacWrite Pro application icon, you get a new blank document. Instead, if you want to open an existing document on your disk, press ⌘ as the program is launching. You are presented with the usual Open File box, from which you can select the existing document you want to open.

Change the margin visually

Option-drag a margin guide, a column guide, or a frame edge to move it (the cursor changes to a little grabber arrow). As you drag one of these nonprinting guidelines, you see its measurements in the lower-left corner of the window. Without the Option key, you can't budge these light gray lines (see Figure 17-63).



"Whatever shall we do?" said Alice. "We can't go very far in this light, and the White Rabbit hasn't been seen for hours."

Quick zooming back and forth

One of MacWrite Pro's most unique features is that you can enlarge or reduce the display of your document and still have full editing capabilities.

Double-click the Percentage box (in the lower-left corner of the window) to type in a new zoom level (for example, type **200%** to see the text twice as big).

After you zoom to a different level, you can single-click the Percentage indicator to switch back and forth between actual size and the zoomed in (or out) size.

PowerBook scrolling keys

MacWrite Pro makes good use of the Page Up, Page Down, Home, and End keys found on an extended keyboard. But that's not of much help to PowerBook users, or anybody whose keyboard doesn't have this extended set of keys.

Fortunately, there are equivalent shortcuts for non-extended keyboards. They are:

Control-K and Control-L (to scroll up or down by a screenful)

Shift-Control-K and Shift-Control-L (to scroll up or down by a page)

Control-D and Control-A (to jump to the end or beginning of the document)

Cursor manipulation keys

Here, for your reference, are the key combos for making the cursor jump around:

Jump by one word: Option-arrow key

Jump to the start or end of the line: ⌘-arrow key

Jump up or down a paragraph: Option-arrow key (left or right)

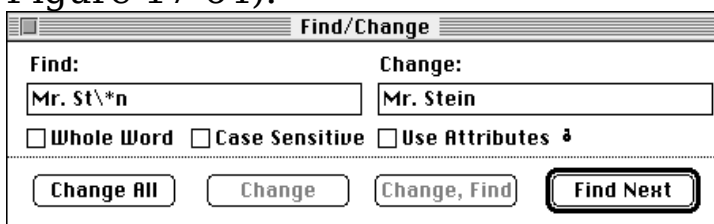
Jump to the beginning or end of the document: Option-arrow key (up or down)

Add the Shift key to any of these combos to *select* the text as you move the cursor.

Search-and-replace Secrets

When you use the Find/Change dialog box, you can use wildcard searches. Use `\?` to represent a character you don't want to specify, and `*` to specify any number of unknown characters.

Suppose that you search for `B\?G`. Your Find command locates words like *bag*, *beg*, *big*, *bog*, and *bug* — but not *being* or *bowing*. To find *being* or *bowing* (because they have several unspecified characters in between), you search for `B*G` (see Figure 17-64).



Also, keep in mind that you

can paste into the Find/Change box. If you receive a file from an

IBM user, for example, and it's full of strange boxlike characters, you can search for them and replace them all with nothing. Just paste one of the little boxes into the Find box (and leave the Change box empty).

Resize a graphic

To resize a graphic by some fixed numerical percentage, click to select its frame and then double-click the illustration itself. A dialog box appears, in which you can specify an exact new size.

On the other hand, you may have more fun by Option-dragging a graphics frame's handle. That resizes the graphic visually and doesn't preserve the original graphic's proportions. Which, in some cases, is just what you want (see Figure 17-65).



Creating a table and selecting cells in it

Claris, as far as we can tell, borrowed Microsoft Word's fantastic Table feature. This feature prevents the kind of formatting hell that usually results from trying to use tabs to line up pieces of text that don't fit in an allotted space. Figure 17-66 makes this syndrome all too clear.

Panico, Alison	Executive producer	Will be there
Anderson, Beth of next month	Account manager	Out of town until the 28th
Elfenbein, Andrew it	Sales rep	Won't make it

Figure 17-66: This is a job for

Tables. If you try to create a table using tabs, this sort of misalignment is almost inevitable. See how the second line wraps inappropriately to the first column? See how the name in the third line is too long, so it pushes past the tab stop and gets everything out of whack?

If you use a table, however, you won't have this problem (see Figure 17-67).

Panico, Alison	Executive producer	Will be there
Anderson, Beth	Account manager	Out of town until the 28th of next month
Elfenbein, Andrew	Sales rep	Won't make it

Figure 17-67: Use MacWrite Pro's table feature to keep everything in line. Each piece of text now wraps only within its particular cell.

Use the Insert Table command (Frame menu) to pop a table into your document. After you've done so, you can highlight various portions of the table as follows:

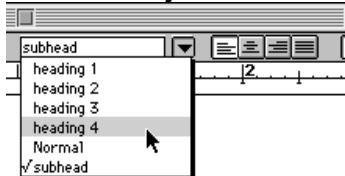
- ⌘-click a cell to select it.
- Drag across to select multiple cells or click the first one. Shift-click the last one.
- ⌘-click to select nonadjacent cells.
- ⌘-drag to resize a table column without changing the width of other columns.

Dialogue

How low can you go?

- JS:** Hey, David. I've figured out how I can change to a new Word 5.1 style sheet without even lifting my fingers from the keyboard.
- DP:** Say, Joe, nice going. What's the secret?
- JS:** All you do is hit ⌘-T to open the Styles dialog box. Then press the up-down arrow keys to highlight the name of the style you want, and press Return!
- DP:** Way too many keystrokes. I bet I can do it in only four keystrokes.
- JS:** How on earth?
- DP:** All you have to do is press ⌘-Shift-S. The word *Style* shows up in the status bar at the bottom-left corner of the document window. Then I just type the first couple letters of the style name, press Enter or Return, and that's it.
- JS:** All right, big shot. I bet *I* can change styles without pressing *any* keys.
- DP:** This I gotta see.

JS: I can just choose a style's name from the ruler, like this!



DP: That's cheating. You used the mouse.

JS: Okay, well, if I can't use the mouse, then I bet I can change styles with only *one* keystroke.

DP: No way!

JS: Yes way. All you do is choose Commands from the Tools menu. Scroll till you see Apply Style Name. In the right side of the dialog box, choose the name of the style you want to switch to. In the lower-right corner of the box, click Add, and type the *one key* you want to use.

DP: Cute. Real cute. I guess the only thing left for me to do is point out how I switch to a certain style without typing *any* keys or using the mouse at *all*.

JS: What is this? You're going to tell me you've got your Mac hooked up to some Casper voice-recognition system?

DP: No. What I did was I opened up the Styles dialog box (⌘-T). I clicked Normal, and I made all these changes to it. I like Palatino 12-point, 1.5-line spacing, with open paragraphs. So I changed my Normal style to *that*. Then, to boot, I clicked Use As Default, so *every* new Word document will, in effect, automatically switch to the style I prefer, without my having to lift a finger.

JS: Oh, yeah? Well, let's see you balance as many pennies on your elbow as I can.

end Dialog

Chapter 18 (Page Layout)

Avoid losing your manual font changes

When you change a paragraph's Style assignment, PageMaker is fairly intelligent: it doesn't nuke any *character* variations, such as bold and italic, that you applied to individual pieces of text in that paragraph.

It does, however, wipe out any *font* variations. If you placed a character or two from a symbol font, for example, or used the Chicago font to create symbols like ⌘ or @apple, the font changes to that of the rest of the paragraph when you reapply a style.

There's a trick, though, **if you're using a version of PageMaker prior to 6.0**: press *Shift* as you double-click the new style's name on the Style palette. Then PageMaker applies the new style, but won't disturb any font changes you made by hand.