December 2006
Double Click
Main Meeting Report

by Jim Macak

Double Click's President Jim Macak opened the December 17th meeting welcomed all the "regulars" who were present and a first-time meeting attendee. The agenda as announced was to include the "Beginners' Session" by Steve Parker, the Q&A session, a mid-meeting break followed by the main demonstration "*TopXNotes*: A Modern NotePad" and, concluding the meeting, the monthly Double Click raffle and the quarterly "Super Raffle."

Beginners Session – *Notes by Steve Parker*

Spotlight, Part 1

For a very long time, the Mac OS has included a feature to find information stored on the computer. We've known it as **Find File** or just **Find**, and we've used **Command-F** shortcut to start the find process for years. Mac OS X, version 10.4 introduced a major improvement, called "Spotlight," that takes finding things to a new level.

Search for Most Anything
Spotlight lets you search for files, folders, e-mail messages, calendar events, and other items stored on your Mac—and find them fast. These items might have your search term in their names, in their content (for example, in the text of a *Microsoft Word* document), or in other information the files contain (for example, the genre of a file in *iTunes*).

The searching process is a lot like using Google to search the internet. Type in a word or words into Spotlight's search box, and Spotlight responds with a list of related items on your Mac. The beauty of Spotlight is that it's always available in the menu bar. There's no need to switch back to the Finder to search for an item or file. Spotlight is also available in Open, Save and Save As dialog boxes.

How Spotlight Searches
When you first start up a new Mac or a Mac that's just been updated to OS X 10.4, Spotlight *indexes* all your files. This means that it scans your files and creates a database containing their names, content, and other information about them. Every time you add a file to your Mac—when you create a new word processor document, receive an e-mail, or save a book-mark—Spotlight immediately indexes that file, adding information about it to its database. If you modify a file and save it, Spotlight sniffs it out and records the changes; if you delete a file, Spotlight jumps into action and removes its information from the database.

Opening the Spotlight Menu

Located on the right of the menu bar is a little magnifying glass icon. That's the Spotlight menu. Click on the menu icon, and Spotlight will open. Click again, and Spotlight will close. The keyboard shortcut to opening Spotlight is **Command-Spacebar**. Use it once to open and again to close Spotlight. You can also use the Esc key to close Spotlight.

Tip – Rename the Keyboard Shortcut for Spotlight: If you wish, you can assign another keyboard shortcut to open Spotlight. First, open System Preferences. Click on its icon in the Dock, or choose it from the Apple menu. Then select the Spotlight preference. Use the "Spotlight menu keyboard shortcut" pop-up menu to choose one of the F-keys (the top row of keys on the keyboard) to open Spotlight. You're not limited to choosing just the F-keys for the keyboard shortcut. You can also click on the keyboard shortcut name (which will highlight it) located next to the pop-up window button and then press the keyboard shortcut key combination that you wish to use. The new keyboard shortcut will now be displayed.
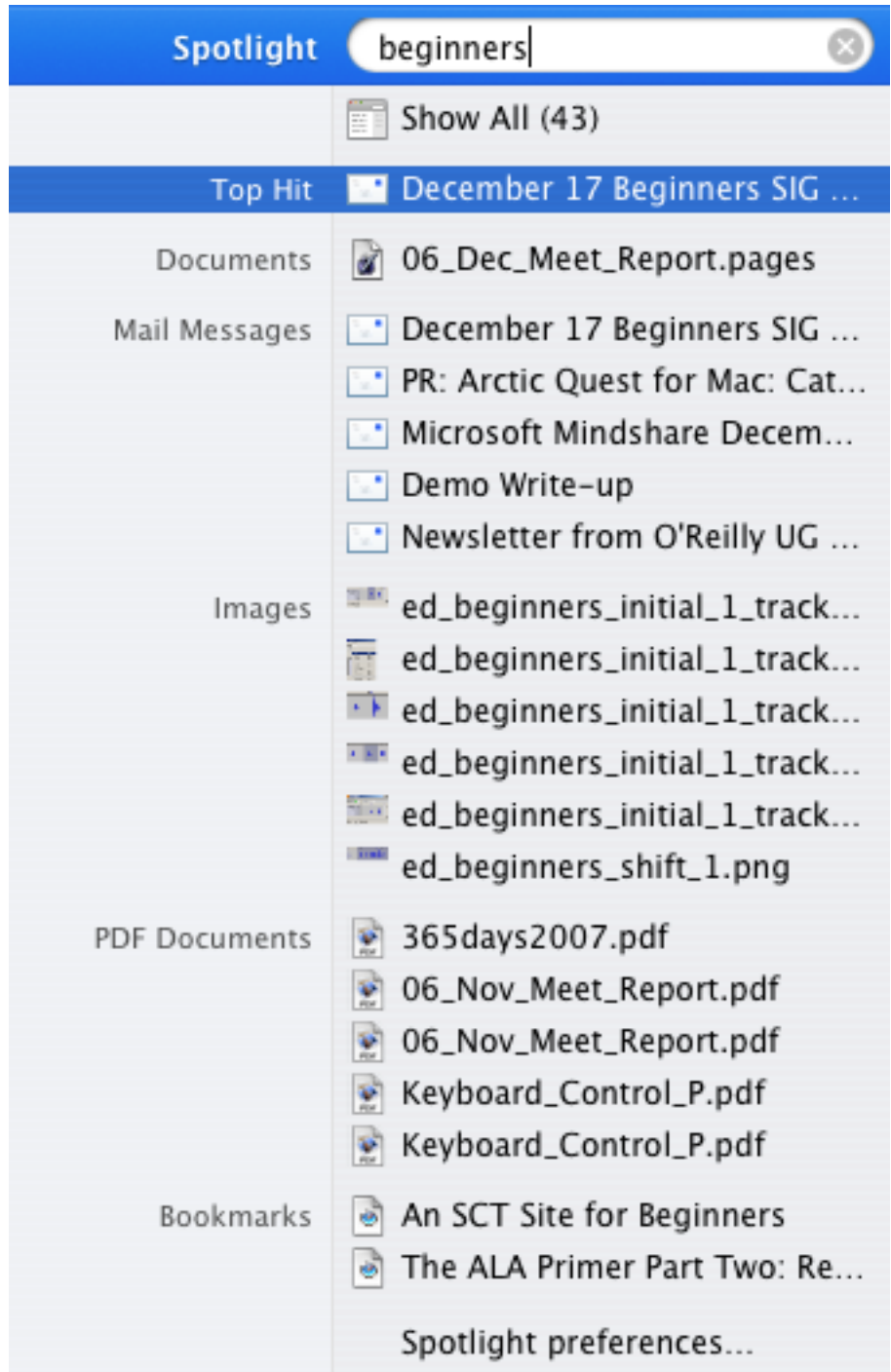
Searching With Spotlight

Once you've opened Spotlight, just begin typing to identify what you want to find and open. As you type, Spotlight's results menu begins to grow, listing everything that Spotlight can find containing what you've typed so far. (This is a live, interactive search. That is, Spotlight modifies the menu of search results as you type. It can be a bit disconcerting to watch the menu change, but you get used to it. If you type your entry quickly, you can often overcome the menu change.)

Tip – Search Terms: Spotlight only recognizes the beginning of words in its searches. Typing "eginners" won't find a document containing, or even named, "beginners."

As the Spotlight search progresses, a turning gear at the top left of the Spotlight menu bar indicates that the search is underway. When the gear

stops turning, Spotlight is done searching. The search is usually very quick, so you may not see the turning gear for long.

To the right is an example of a Spotlight search result for the word "beginners". The result is a list of the top 20 hits that Spotlight found organized by type (programs, documents, folders, mail messages, PDF documents, and so on). Spotlight also shows its "Top Hit" at the beginning of the list. If you want to see all the hits that Spotlight produced, click on the **Show All** icon at the top of the results window. Scroll through the list with the up & down arrow keys, and select an item by pressing the **Return** or **Enter** key. The item selected will then be opened and displayed. You can also select an item by clicking on it.

Spotlight	beginners
	Show All (43)
Top Hit	December 17 Beginners SIG ...
Documents	06_Dec_Meet_Report.pages
Mail Messages	December 17 Beginners SIG ...
	PR: Arctic Quest for Mac: Cat...
	Microsoft Mindshare Decem...
	Demo Write-up
	Newsletter from O'Reilly UG ...
Images	ed_beginners_initial_1_track...
	ed_beginners_initial_1_track...
	ed_beginners_initial_1_track...
	ed_beginners_initial_1_track...
	ed_beginners_initial_1_track...
	ed_beginners_shift_1.png
PDF Documents	365days2007.pdf
	06_Nov_Meet_Report.pdf
	06_Nov_Meet_Report.pdf
	Keyboard_Control_P.pdf
	Keyboard_Control_P.pdf
Bookmarks	An SCT Site for Beginners
	The ALA Primer Part Two: Re...
	Spotlight preferences...

January Mac Basics Discussion
At the January meeting, we'll delve further into the inner workings of Spotlight.

--Steve Parker

"Q & A" Session / Announcements

The Questions and Answers session covered just a few topics… not very many problems were raised at this meeting! Jim Macak reminded members to keep up-to-date on Apple software updates and also third party updates. We need to be especially vigilant about the latter because there is often no automatic notification about third party software updates like Apple's OS X *Software Update* application provides to us for Apple software updates. Yet third party software updates can be quite important, not only from a functionality standpoint but also for security concerns.

For example, most of us have the Flash player installed on our Macs. It provides added web graphics display capabilities to our browsers. A recent update to Flash fixed some serious Flash security flaws. Is your installed version of Flash current? Check here:
http://www.adobe.com/cfusion/knowledgebase/index.cfm?id=tn_15507

Member Presentations

We had another "Tell Us About Your Business" presentation at the December meeting. Long time Double Click member Louise Dahms told us about her publishing business. She can help you get your material to the printed page and works on brochures, newsletters, flyers, etc. (She has even produced a book!)

Files of the Month

Jim Macak presented a single item for his "Files of the Month" demonstration at the meeting.
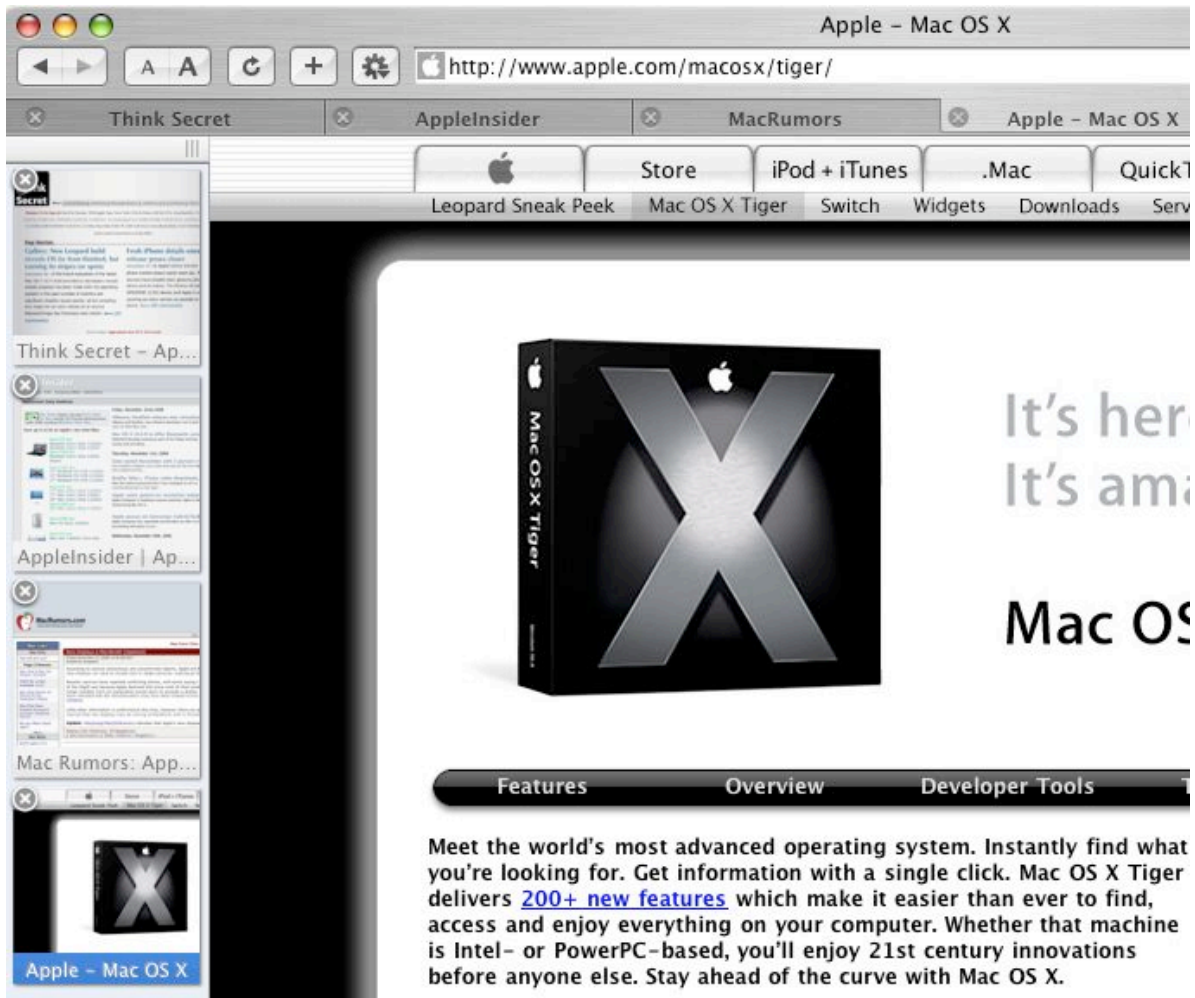
SafariStand

This is a utility for Apple's *Safari* web browser that works as an InputManager plugin and adds various useful functions to *Safari*, such as bookmark/history searching, adding a thumbnail tab sidebar and viewing related cookies/css/images for a site.

Some of the additions that *SafariStand* provides to *Safari* are:

• Sidebar with thumbnail tabs
• 'Stand Bar' (Bookmark, History, Side Bar compatible, Simple RSS Reader)
• 'Quick Search'
• 'Stand Search' - supports Spotlight
• 'Action Menu'
• 'Arrange Tabs' - by dragging and dropping
• 'Site Alteration' - alter aspects of sites you are viewing
• intelligent Plug-in blocking
• original bookmark property (color label, category, comment, rate)
• syntax coloring of html in viewed source
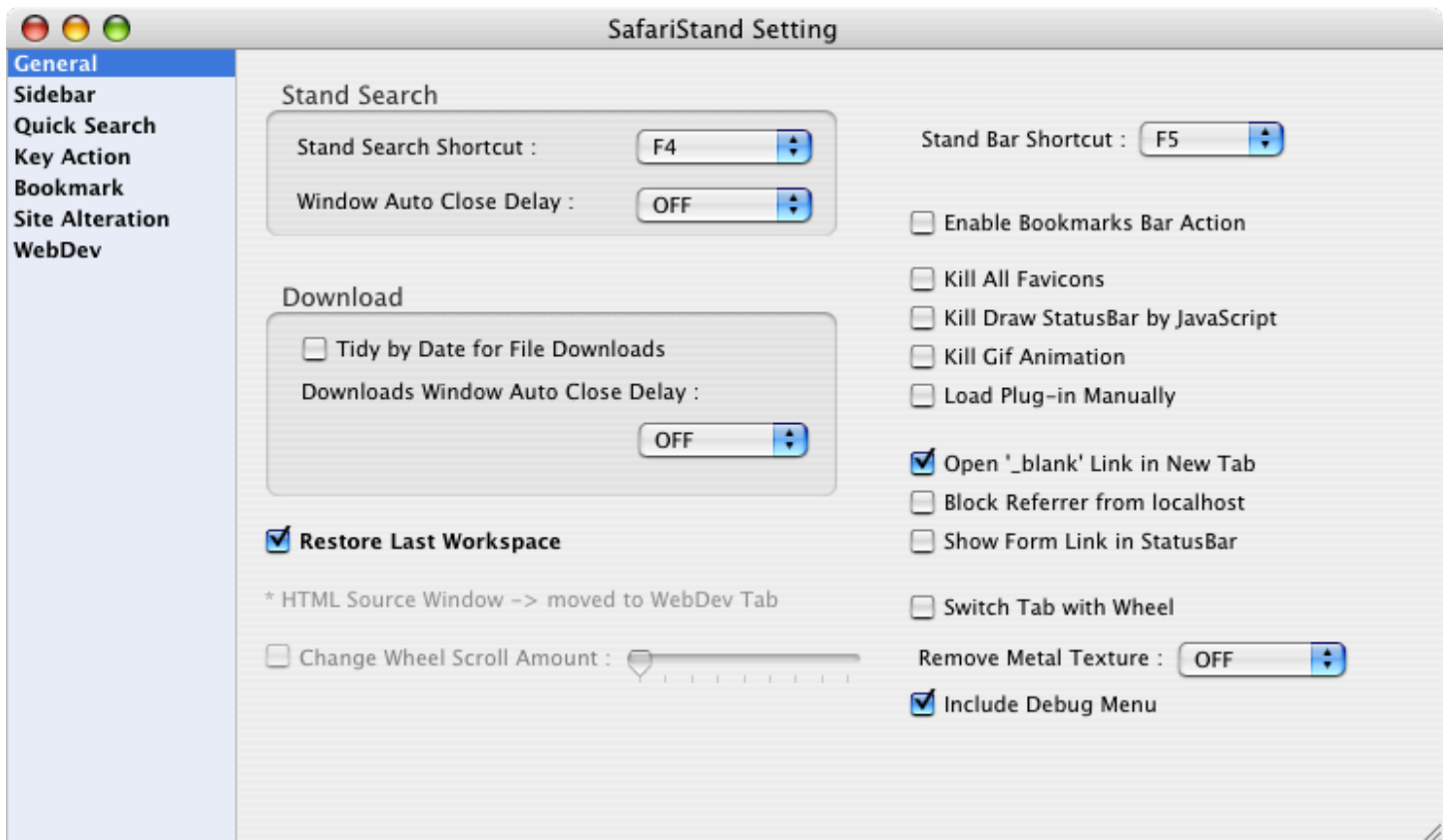• open "_blank" link in new tab

The Sidebar functionality is illustrated below. Note that four web pages are open in tabs in *Safari*. Along the left side of the *Safari* window are graphic "thumbnails" of the web page of each tab. The tab being viewed (the Apple OS X page) has its name highlighted with a blue background.

The size of the Sidebar thumbnails can be customized and the web page under view can be changed by clicking on its thumbnail. The page's tab can also be closed by clicking on the "X" of its thumbnail image.

Jim noted two especially useful additional capabilities that *SafariStand* added for his *Safari* use. The first is that *SafariStand* changes the behavior of links that would normally open in a new window (a website behavior that can at times be quite irksome) such that the links open instead in a new tab. Set this link "behavior modification" with the "Open "_blank" Link in New Tab" option in the *SafariStand* "General" setting pane.

Secondly, Jim relished the ability of *SafariStand* to reload tabs that had been open when *Safari* was last quit. Thus you can easily return to the same pages that were open at the end of your last browsing session. This is set with the "Restore Last Workspace" option, as seen in the following *SafariStand* settings window:

SafariStand is programmed by an individual who does not speak/write English natively. Thus, English documentation on the *SafariStand* website is limited. However, there is more thorough documentation available in English on the "PimpMySafari" website at:
http://pimpmysafari.com/safaristand

More information is available here:
http://pimpmysafari.com/search/?q=SafariStand&x=0&y=0

For one of the *SafariStand* installation options, get SIMBL here:
http://culater.net/software/SIMBL/SIMBL.php

License: Freeware

Download *SafariStand* here:
http://hetima.com/safari/stand-e.html

Requirements: OS X 10.4 or greater, *Safari* 2.0 or greater (Older versions of *SafariStand* are available for Panther.)

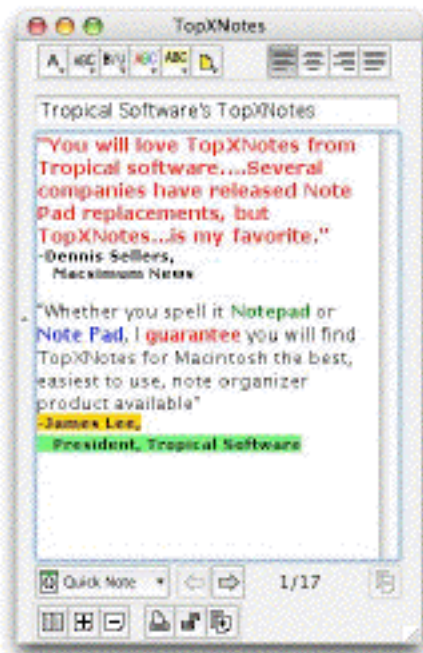# *Main Presentation* – *Notes by Jim Macak*

"*TopXNotes*: A Modern NotePad"

James Lee, President of Tropical Software., Inc, and developer of *TopXNotes*, was our guest presenter at the December meeting. James flew in from Florida and was especially impressed by two things on his way to the meeting: the lack of snow (he has memories of having been caught in a New Years day Wisconsin blizzard in about 1980) and the Calatrava "wings" of the Milwaukee Art Museum.

James began by noting that we should think of *TopXNotes* as a replacement for the old "*Note Pad*" desk accessory of OS 9 or the "*Stickies*" application of OS X. In fact, *TopXNotes* has been called a "*Note Pad* on steroids…"

The installation of *TopXNotes* is extremely simple. A trial version is available for free download from the *TopXNotes* web site: www.tropic4.com/index.shtml
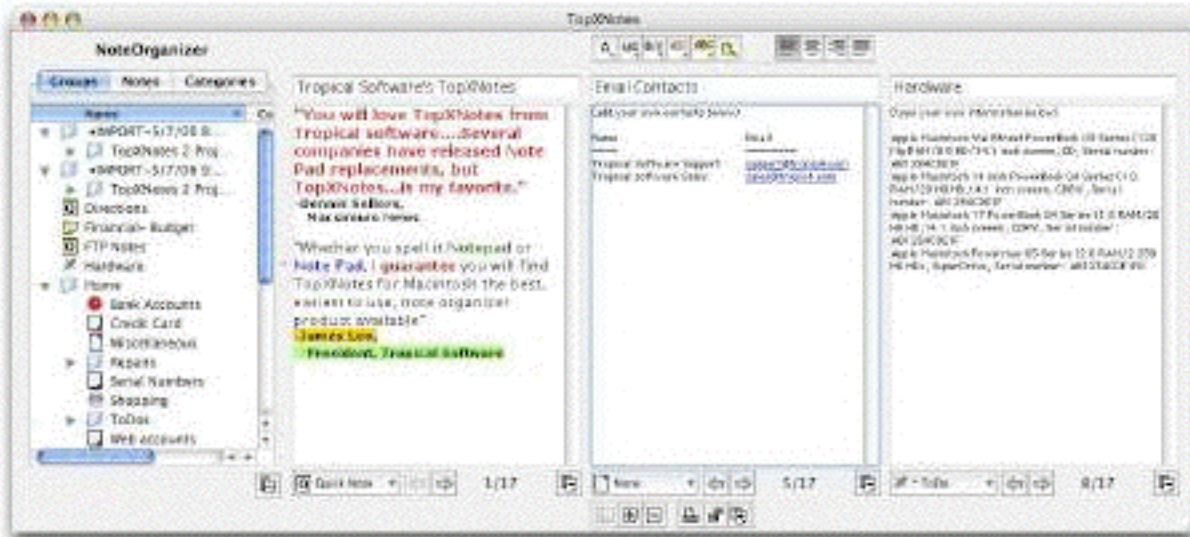
TopXNotes offers all the options of text, fonts, color of text and color of backgrounds that are typically available in modern OS X text processing applications. Its files are saved in the standard ".rtf" format and *TopXNotes* might be considered to be a "light" word processor.

One of the main interface elements of *TopXNotes* is the "Note Organizer," which is akin to a a fancy table of contents for navigating "organization groups" (think of these as folders in the Finder) that you have set up. The Note Organizer works very much like Finder list view, so using it should be second-nature to most any Macintosh user.
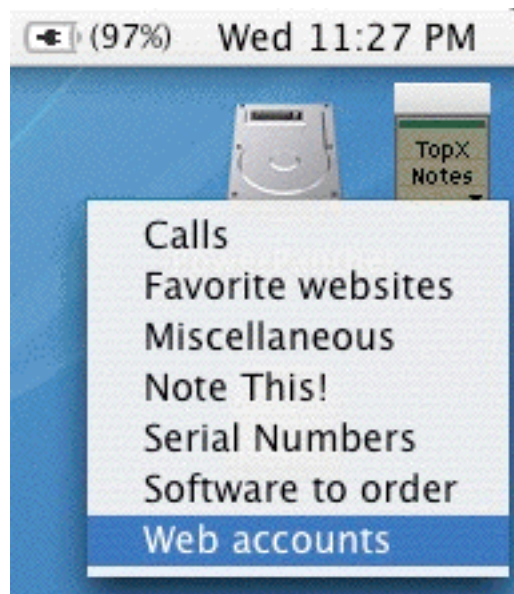
The user can define "categories" in *TopXNotes* and assign a unique name, icon and color to each category. (This is similar to choosing a color label for an item in the Finder.) Once your categories are created, you can assign a note to a category and the note takes on the

color, icon and name of the category, making the note easily identifiable relative to its association with a category.

A feature that especially differentiates *TopXNotes* from other "notes" programs is "Multiview." This function allows you to see the same note in multiple windows simultaneously… no other note organizer can do this. You can also display (at the same time) several pages related to a theme.

TopXNotes offers a useful user interface element in that its toolbar moves with the active note. Thus, when several notes are displayed, the toolbar is always very close to the note that is currently being edited, which is a useful interface refinement.

The "QuickNotes" feature of *TopXNotes* makes available (via a floating icon) quick access to your most used notes.

James noted that *TopXNotes* has the advantage of a "CUI," i.e. a Consistent User Interface. A great deal of attention has been put into the design of *TopXNotes* and this pays off in ease of use.

Relative to the options and preferences of *TopXNotes*, one can set built-in encryption of the full database or only some notes. The auto-save options include automatic main file backup and the ability to make multiple "snap-shots" of the main data file, allowing you to revert to a version of the main data file from several days in the past, if the need arises.

TopXNotes is Internet-ready with its ability to easily insert links into notes and its capability of automatic link recognition.

An advanced version of the program is available as *TopXNotes iPod*. It works just like *TopXNotes* but has the capability to a select a choice of notes for export to your iPod. Your "iPod notes" will be placed in the Notes folder of your iPod in the same order as in your *TopXNotes iPod* notepad.

James answered several question at the end of his presentation and welcomed a couple of suggestions for future enhancements to *TopXNotes.* He generously donated a copy of *TopXNotes* to Double Click for the raffle at the end of the meeting and it was snapped up as the first winner.

TopXNotes retails for $30 and *TopXNotes iPod* for $35. The direct download link for a free trial copy of *TopXNotes* is:

http://www.tropic4.com/download/TopXNotes.zip

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January 21ˢᵗ Meeting Preview:

"*FileMaker Pro*:
A Database Primer"

Presented by Dan Neesley,
Double Click member and consultant

-- and --

"MacWorld - San Francisco 2007:
A First-Hand Report"

Presented via video *iChat* with Bob Wood,
Double Click member (misplaced in Arizona)

The Macworld Expo each January always reveals the latest and greatest Macintosh related news of the year. We anticipate the same this time around and have dispatched Bob Wood, our former Double Click President (who is now misplaced somewhere in the deserts of Arizona) to check out the Expo for us and send a report!

Our intrepid roving reporter will tell his tale in a special live video iChat with us during the first half of our January meeting. This should prove to be fun and interesting, so don't arrive late or you may miss out!

After the mid-meeting break, you will experience a tour of the many facets

of *FileMaker Pro* with long-time *FileMaker* developer and consultant Dan Neesley. You'll see how easy it is to create and deploy *FileMaker* databases in your all Mac or (gasp) mixed FileMaker environments. Learn how to use *FileMaker Pro* to solve your personal productivity roadblocks by seeing Dan's "World" file in action.

Every attendee will receive a *FileMaker* trial version CD with many solutions. Additionally, everyone will receive a copy of Dan's Package Tracking System with a run-time version of *FileMaker*.

Sharing his extensive Macintosh knowledge in a casual and witty manner, Dan's suave demonstrations are always interesting and entertaining. (His presentation this past June was very well received.) Don't miss his return engagement as a Double Click meeting presenter!

Check the Double Click website for more meeting information:

www.double-click.org

This Double Click meeting report was written, edited and produced by Jim Macak, the President of Double Click, Inc.

Jim is an Apple Certified Help Desk Specialist and Macintosh help consultant for the Milwaukee area. His website is www.yourmacdoc.com

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