

PTSLUG Mac Programs Workshop (SIG) June 2009

Apple Program Integration

Apple programs are designed to work with each other. Learn how to take advantage of this powerful cross-program system. For example, Spotlight searching is available in iCal, Mail and Address Book. You can send an email to someone in Address Book or add an email address to Address book from Mail. You can enter birthdays in Address Book and have them show up in iCal. The "Services" menu is available in all Apple applications. You can send photos via Mail from iPhoto. You can make a slideshow in iPhoto and turn it into an Apple QuickTime movie with sound from iTunes. You can sync your iCal calendars, Address Book Contacts and Safari bookmarks on your Mobile Me account (formerly dot Mac). You can create a note with photos or graphics in TextEdit or Pages and put it into a Sticky Note. You can open a web page in Safari and send it via email using Mail. These are just some of the integrated operations available on your Mac.

Note- Not all the cross-program features covered below are available on Macs that are running the Tiger (OS 10.4) or earlier operating systems.

i Photo

If you use Apple's Mail, you can select one or more photos within iPhoto and click on the Email icon at the bottom of iPhoto. You will be able to select one of three sizes (small, medium and large). Your Mac will open Mail, open a new email, insert the photo(s). All that is needed is for you to add the address, subject and some text, if desired.

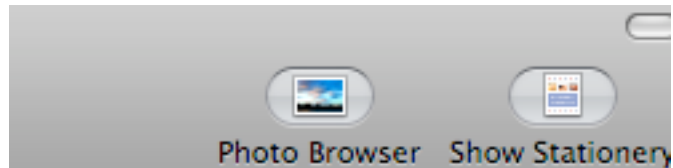
When the photo(s) come into Mail's email from iPhoto it (they) will be at the top of the email. To move them down in order to add text above the imported photo, put the cursor to the left of the photo and do one or more returns. That will put space above the photo.

You can make a slide show in iPhoto and then within iPhoto select one or more songs from your iTunes library. Once your slide show is ready you can export it as a QuickTime movie, which will run on any PC or Mac equipped with the free QuickTime Player.

Apple Mail

As noted above you can import a photo from iPhoto. You can also access the Address Book from Within Mail. Spotlight is also available for searching. In the newest version of Mail (OS 10.5, Leopard) you can access or change the To Do notes in your iCal. The account where a to-do item is stored depends on how you created the item, and determines the calendars you can use to track the item. If you created the to-do item from text in a note or message, the item is stored in that same account. If there was no

selection, the item is stored according to the settings in the Composing pane of Mail preferences. Also in 10.5 Mail you can directly access your photos in either iPhoto or Photo Booth from the icon on upper right corner of a new message.



Pages, Numbers and Keynote

In these programs clicking on the “Media” button will allow you to access Audio (iTunes), Photos (iPhoto and Photo Booth images), and Movies (movies in your Movies Folder, in iPhoto, & in Photo Booth and in iTunes (Movies and Podcasts)).

Address Book

If you wish to add items, such as birthdays, to your Address Book, go to the Address Book Preferences and select the Template Preference, then select “Add Field”. The choices include adding a phonic first or last name, a prefix, a middle name, a nickname, a job title, a department, a maiden name, phone, email, a URL, a birthday, dates, related names, instant messaging and an address. If any of these items are already on the Address Book template they will be grayed out. Once added they will appear on all your Address Book cards. In the General Preference you can also click on the option to synchronize contacts using MobileMe.

Once you have added “birthday” and entered a date into a person’s Address Book card it will appear on your iCal calendar IF you have selected “Show Birthday” in iCal’s General Preferences.

When you have selected a contact you can click on the word “home” or “work” next to the email address and Apple’s Mail will open with a new email page with the person’s name already inserted. Here you can also do a Spotlight search as well.

If you do this on the word next to the description of the phone (e.g. on “home”, or “work” or “mobile”) you will get a window allowing you Dial with Skype, send SMS with Skype (a text message), or can see a large type visual of the telephone number.

Clicking on the word “spouse” or “child” will show that person’s card or do a spotlight search for that person. Click on the “home” address will give you the option of opening a “Google Map of” the address, copying a mailing label, or making a copy of the URL of the map.

Clicking on a blank block to the left of the name will open a window which will allow you to select a photo of the person. Once selected you can edit the size of the photo. When done the photo will not only appear in the Address Book but also in any email received from that person if they used an address in your Address Book. Double clicking on the

photo will allow to edit or choose a new photo. You can also drag photos from other places, such as your desktop, into this box.

iCal

As mentioned above, iCal will pick up your family and friends' birthdays if you have entered them in Address Book and turned on iCal's Birthday preferences. iCal's To Do notes show up in the newest version of Apple's Mail program.

You can also subscribe to general calendars found in the Calendar Library on the iCal website. Choose Calendar>Find Shared Calendars or visit www.apple.com/ical/library. An example: "U.S. Holiday Calendar 1.0.". Under the Calendar drop down menu you can also "Refresh" a selected calendar.

Your calendar will show up on your Apple Mobile Me account, if you have one.

You can also subscribe to someone else's calendar if you know the URL and enter it in under the Calendar>Subscribe option.

Spell Checker

This feature is available in all Apple Programs, including TextEdit, Pages, Numbers, Mail, Stickies and Keynote.

Services

In the Application menu (under the name of the program currently selected and running) in almost every Mac OS X program is a command called "Services". In its submenu are lists of several functions that technically belong to other programs.

Here is a summary of what some of the more useful routines do (See Mac OS X Leopard, The Missing Manual by David Pogue for a more detailed list):

Look Up in Dictionary. Highlight a word and select this Service to open the Dictionary. There are more universal ways to look up words in the Dictionary, by the way, such as Control-Clicking on the word and Selecting Writing>Dictionary from the drop down menu. or press F12 to get the Widget Dictionary. Or you can point to a word with the mouse and press Control-Apple-D

Mail. You can highlight text, select Mail in Services, then "Send Selection" and the text will be dropped into a email window in Mail.

Make New Sticky Note. This command copies whatever text you have selected and puts it in a new Sticky note. Shortcut: Shift-Command-Y.

Open URL. Highlight a Web address and choose this command to open your web browser to the indicated page.

Search with Google. You can highlight a word or phrase and use this command to open Google in your web browsers and search the web for the indicated item. Shortcut: Shift-Command-L (for Lookup).

Speech. You can highlight text and Start and Stop Speaking Text.

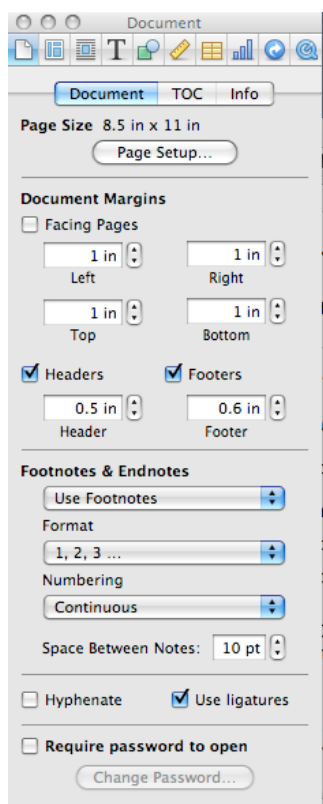
Spotlight. This will open Spotlight and search for the selected text.

Summarize. Select an entire article or any text and your Mac will analyze the sentences and display a greatly shortened version of the original text.

Other programs will add to the Services menu, including Skype, QuicKeys, Mail, Address Book, Little Secrets, Opera, QuickSilver, TextSoap and Yahoo! Messenger.

Dictionary

Dictionary is available in Pages, TextEdit, Numbers, Keynote, Safari and more. Dictionary can not only use its own dictionary but access that of Wikipedia and Apple's technical words dictionary.



The Inspector

The Inspector is your access point to various

tools in Pages, Numbers, and Keynote.



This is a typical Inspector window.

Dashboard (Widgets)

Widgets are available which access the Dictionary, Address Book and Stickies.

Keyboard Shortcuts

Most keyboard shortcuts are the same in all Apple applications, e.g. Command-C for copy, and Command-V for Paste.