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UNLOCK THE HIDDEN POWER OF YOUR SYSTEM

INCLUDES 37 POWER UTILITIES ON 2 DISKS!

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CUSTOMIZE IT FOR MAXIMUM PERFORMANCE

MAC POWER TOOLKIT

UNLOCK THE HIDDEN POWER OF YOUR SYSTEM

MAC POWER TOOLKIT

Maria L. Langer

Hayden Books

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In memory of Charles Chilingerian

(1916 - 1993)

We'll miss you!

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Maria L. Langer is a free-lance writer and Macintosh consultant who specializes in Macintosh software applications and related training. While working as a financial analyst (read that "Lotus jockey") for a Fortune 100 corporation several years ago, she bought her first Mac for home use, claiming it would "change her life." Within a year, she had a brand new career centered around the Macintosh.

Maria is the author of several other Macintosh books. Her articles have appeared in various publications, including *MacUser* and *Data Training*. She edits a monthly news and productivity newsletter, *Macintosh Tips & Tricks*, which is widely distributed in print and electronically. She also runs one of the oldest dedicated Macintosh bulletin board systems in New Jersey, The Electronic Pen BBS. When the weather's too nice to sit in front of her Macs, chances are she's out on her motorcycle.

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I need to thank Mike Britton, who first got me involved with this project, but I'm not quite sure where he is these days.

I need to thank the developers of the products mentioned throughout this book (as well as the developers of products that didn't make it into the book), for giving me an opportunity to try their products and for answering my questions. There are too many names to mention here, but most of the organizations are included in appendix A at the end of this book.

I need to offer additional thanks to the authors of shareware and freeware products. These folks never get enough thanks, praise, recognition, or reward for their work. Here's some from me, guys.

I need to thank Bernard J. David for going against his first instinct and hiring me to write a chapter of one of his books years ago. Writing four chapters for that book and co-authoring another with him was enough to get me started writing my own books.

Finally, I need to thank my family and friends for their never-ending support. My thanks to Mike, Mom & Tom, Laura, Norb, Grandma, Dad, Charlie & Julia, Paul & Susan (& Molly), Suzy, Tom H, Ralph M, Mike B, Eve G and Mark B, Oscar & Lily, and Cheryl S. These people touch my life on an ongoing basis and assure me that I've taken the right path.

Maria L. Langer
Harrington Park, NJ
May 1993

Introduction

The Macintosh is a powerful computer, more powerful than the casual user might think. It can do just about anything you need a computer to do, but what makes it special is that the Macintosh makes things *easy* to do. A consistently applied interface makes it possible to learn new applications incredibly fast. A new user can become a power user before he even realizes it.

This book covers all kinds of software tools you can use to increase the power of your Mac. Make your Mac faster, easier, and just plain better to use. Improve the way you manage files and disks. Use well-thought-out tools to organize, manage, and share your data, ideas, and schedules. And while you're at it, personalize your Mac with custom icons, buttons, windows, screens, and sounds.

These things increase or fully tap the power of your Mac. The more powerful your Mac becomes, the more powerful you, sitting at its keyboard, become.

What's a Tool?

A tool is anything that helps you get a job done more efficiently. If you need to dig a hole, you'll use a shovel as a tool. If you plan to build a house, you'll use hammers, saws, and screwdrivers as tools. If you want to go somewhere, your car, a plane, a train, or a bus might be your tool.

There are tools to help you work with computers, too. I don't mean screwdrivers or chip pullers that a technician uses to work with a computer's hardware. I mean software that the average user can use to help him get a job done—or simply improve the way something on his computer works. Software tools normally fall into a broad category called *utilities.*

Throughout this book, I use the word "tool" as a synonym for utility software that performs a specific task or set of tasks. These tools may be applications, system extensions (or INITs for those still running System 6.x), control panels (or CDEVs), or even desk accessories that change the way your Mac works. They unleash or tap the power of your Macintosh by altering, improving, or adding features or functions you don't normally have access to.

Why This Book Is for You

If you're brand new to the Macintosh, *Mac Power Toolkit* is for you. It discusses dozens of utilities you can use to get more out of your Mac. You don't need years of Mac experience to take advantage of the power locked away inside your Mac. Basic and more advanced concepts are explained in easy-to-understand terms. Learn about not only Macintosh utilities, but about how your Macintosh works.

If you've been using a Mac for years, you should already have an idea of the kinds of powerful things your Mac can do. But *Mac Power Toolkit* goes beyond just telling you about these things. It provides illustrated details on tools that take your Mac beyond where you thought possible.

What's in This Book

The *Mac Power Toolkit* is broken down into four parts:

- **Tools to Make Your Mac Faster and More Functional**
  This part covers System enhancement tools. See what tools you can use to improve Finder performance, change the way Finder and System functions work, automate tasks, work better with RAM, improve menus and windows, work with fonts, launch and switch applications, enhance standard dialog boxes, manage INITs, and monitor System performance.

- **Tools to Help Manage Files and Disks**
  This part of the book tells you about tools that help you manage files and disks. See what tools you can use to keep track of files, synchronize files stored in two different locations, label disks, copy files and disks, squeeze more data onto a disk, partition, format, and optimize disks, examine and repair damaged disks, protect data from loss and viruses, keep private files private, recover lost data, and edit disks at the byte level.
- **Tools to Help You Work Better**
  This part of the book covers some tools that help you manage and process data, like address books, reminders and schedulers, word processing and printing tools, and file conversion tools. It also discusses tools you can use to open and read MS-DOS disks on your Macintosh so you can share information with co-workers using non-Mac computers.
- **Tools to Change the Way Your Mac Looks and Sounds**
  This part of the book shows you tools that let you change icons, buttons, cursors, windows, desktop pattern, menu bars, and startup screens. It also tells you about tools that make your Mac speak out with sound.

Each of these parts is broken down into chapters full of basic information and illustrated descriptions of the hottest Mac tools around.

Icons Used Throughout This Book

Like most Macintosh books, this book uses icons to call your attention to certain things. Here's a list of the icons used in this book:

Author's Choice

Marks specific products that I thought were among the best in the book. These are products I recommend—and I don't take recommendations lightly.

Marks important pieces of information about the way your Mac or a specific program works.

Marks information about your Mac or a specific product that I found especially interesting or beneficial. It also marks advice or tips.

Marks shareware and freeware products included on the disks accompanying this book.

What's on the Disks

Mac Power Toolkit includes two disks chock full of shareware and freeware utilities mentioned in the book. Appendix B provides more information about what these disks include and how you can use them. With these disks, you can start unlocking the power of your Mac right now.

There is one important thing to remember about the software on the disks. Some of it is shareware: copyrighted *try-before-you-buy* software. That means the author is letting us give it to you to try out, but if you like it and continue to use it, you may owe him money or some other form of compensation (like a postcard). Be sure to read the Read Me and Documentation files that accompany some of these programs. If the author of the product is asking for compensation for his work, comply with his wishes if you use his product. By supporting shareware authors, you help convince them to keep producing high quality, low cost software products you can take for a test drive *before* paying for them.

Freeware is like shareware, but the author asks nothing in return for his work. But you might consider sending a freeware product's author a postcard if you really like his product. Everyone likes to get praise for his work.

Finding Other Tools

In appendix A you'll find a list of all the products and vendors mentioned within its pages, along with appropriate contact information. Use this list to get more information or find out where you can obtain these products.

We Want to Hear from You

Writing this book turned out to be a much bigger task than I originally imagined. But it was worth it. I got a chance to learn about hundreds of Macintosh utilities. I got a chance to meet and work with new people. And I got a chance to share valuable information with people like you. That might be one of the most rewarding things about writing books.

I love to get feedback from the people who read my work. If you'd like to drop me a line, I'd love to read it. Contact me on the following electronic mail addresses:

CompuServe: 70461,1663

America Online: MariaL1

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Fidonet: 1:2605/157

Or call my FirstClass-based BBS at 201.767.6337 (log in as "Guest" with a password of "Guest"). You can also send a letter via the U.S. Mail to P.O. Box 212, Harrington Park, NJ 07640-0212. I can't promise a response to any mail I get, but I'll do my best.

I look forward to writing more books—and hope you look forward to reading them.

What readers think of us here at Hayden Books is crucial to our sense of well-being. If you have any comments, no matter how great or how small, we'd appreciate your taking the time to send us a note, fax us a fax, rhyme us a rhyme, and so on. We can be reached at the following address:

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If this book has changed your life, please write and describe the euphoria you've experienced. Do you have a cool book idea? Please contact us at the above address.

Part 1

Tools to Make Your Mac Faster and More Functional

The first part of this book covers some tools you can use to make your Mac faster and more functional. Improve Finder and system performance, change the standard functions work, enhance menus and windows, work with fonts, change the way you launch and switch applications, manage INITs, and check system performance. These are only a few of the things you can do with tools discussed in chapters 1 through 5.

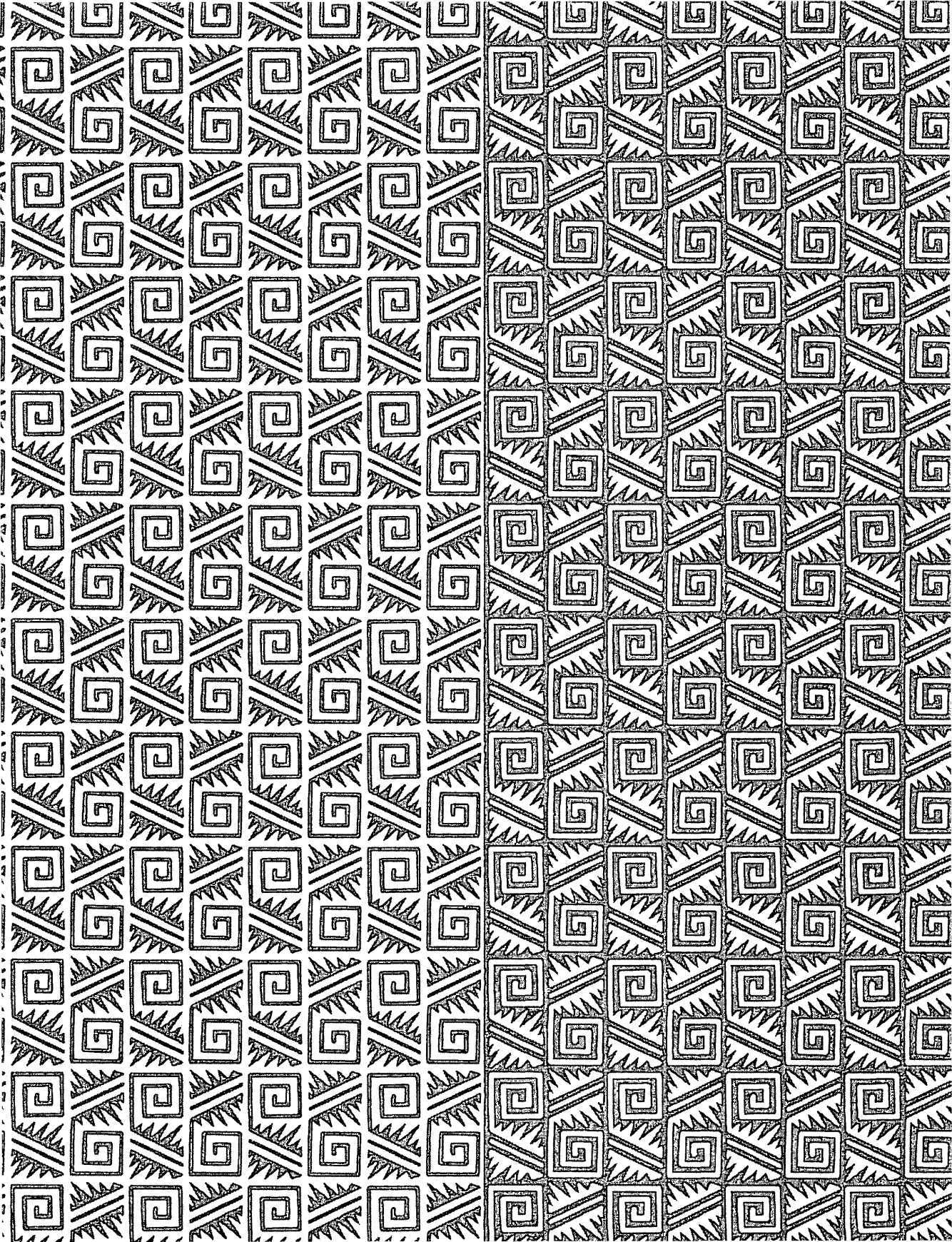
Chapter 1: Finder Grinders and System Stretchers

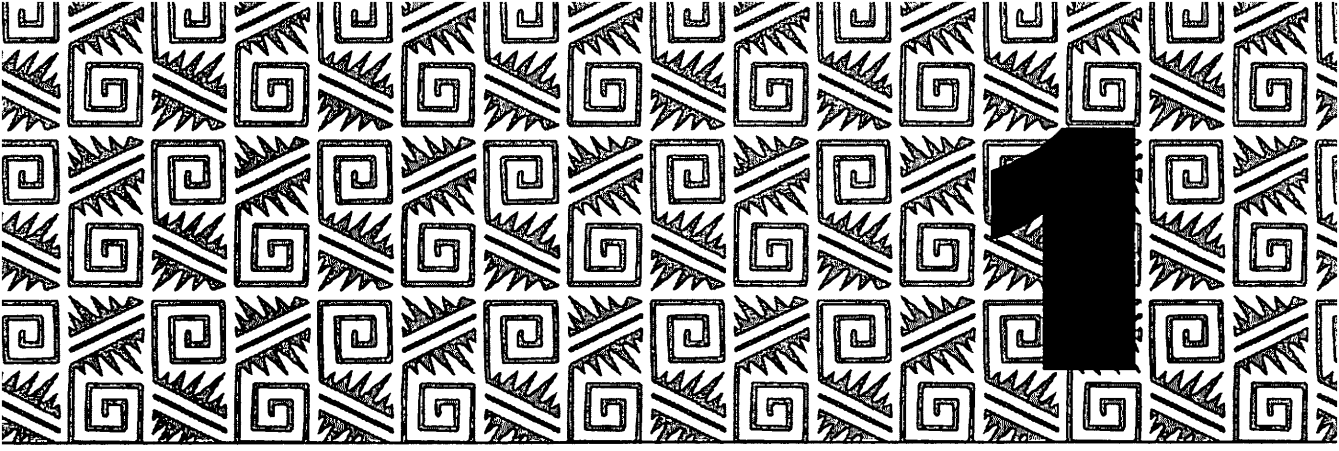
Chapter 2: Menu and Window Enhancers

Chapter 3: Font Tools

Chapter 4: Application Managers and Enhancers

Chapter 5: System Configuration and Performance Tools





Finder Grinders and System Stretchers

Operating system software, commonly referred to as *system software,* is a vital component of any computer system. It translates software commands into instructions that hardware components can understand. Without system software, *application software* (programs like spreadsheets, word processors, and games) would not be able to communicate with your Mac, meaning the applications simply would not run. In addition, you would have no way to get even the most basic information from your computer.

Your Mac depends on system software. If you try starting a Mac without it, you'll be greeted with a blinking question mark icon. That's how the Mac requests system software. You won't get any further without it. However, once your Mac has access to system software, it automatically loads it, completes the startup procedure, and waits for your instructions.

The *Finder* and the *System* are the two main components of Macintosh system software. They let you work with files on your Macintosh and help provide consistency between software applications.

The Finder manages files and disks and it's a great example of the Mac's *graphic user interface* (GUI). GUI, pronounced "goo-ey," is a program design that enables you to perform computer tasks by directly manipulating objects with your mouse. Instead of using hard-to-remember commands, you use the icons, windows, and menus that appear on the desktop to organize files, folders, and disks. Everything is visual and, to a great extent, logical.

The System file is a set of instructions that tells the Macintosh how to read and organize disks, how to open and create the Finder, and how to communicate with you, the user. It communicates with information stored in your Mac's ROM (read-only memory) chips and with application programming code.

The System is also partially responsible for the consistent "look and feel" of Macintosh applications. It contains font, sound, cursor, window, and dialog box information stored in *resources.* Resources are objects or program segments you can use to build programs, files, events, and interface structures on the Mac. Common resources include fonts, FKeys, sounds, menus, dialog boxes, and icons. Since smart programmers know it's easier to access these resources than to rewrite them from scratch, the vast majority of Macintosh programs use System file information. As a result, most programs share the same familiar appearance.

Throughout the years, Apple has made considerable improvements to its system software. The release of System 7 in 1991 was a major revision in that it added many powerful new features. (In fact, some of the utilities you read about in this book will work only with System 7 because they need to access its new routines.) But despite Apple's periodic revisions and improvements, many software developers have found more ways to improve the way Macs work. They distribute tools that let you "tweak" the Finder and System files, thus changing various Macintosh operations.

This chapter presents some of the applications, system extensions, and control panels you can use to customize standard Finder and System operations like opening windows, making aliases, emptying the Trash, shutting down, capturing screen images, using the Clipboard and

Scrapbook, and accessing Balloon Help. All the tools in this chapter help increase your Macintosh's operating speed or add convenience to the way things work.

Get Better Finder Performance

Shortly after the release of System 7, a number of Finder editor utilities began appearing, especially in shareware circles. Most of these programs are designed to speed up the System 7 Finder by changing the way your Mac performs standard functions like:

- **Copying files.** Finder editors can speed up copying by enabling you to specify the amount of Process Manager (MultiFinder) memory the copying function uses or by increasing the size of blocks copied.
- **Opening and closing windows.** Finder editors can speed up the opening and closing of windows by turning off *zoom rectangles* (or *ZoomRects*), the animation displayed by the Finder when a window opens or closes.
- **Renaming files.** Finder editors can speed up the renaming of files by reducing or eliminating the delay between the time when you select the file name and when it becomes an edit box into which you can type a new name.
- **Displaying dialog boxes.** Finder editors can speed up your Mac by removing unwanted dialog boxes.
- **Selecting menu commands.** Finder editors can make it quicker to select Finder menu commands by offering keyboard shortcuts not normally offered by the Finder.
- **Opening documents.** Finder editors can make it quicker and more convenient to open document files by letting you specify applications to open specific document types. TeachText may not have to be the default application for opening documents.

In addition to increasing Finder performance, many Finder editors offer useful and fun customization options. These change the way your Mac looks and works. The four Finder editor utilities in this section are good examples.

SpeedyFinder7

Developer: Victor Tan

Type: Control Panel (System 7 Only)

Distribution Method: Shareware

SpeedyFinder7 (see figure 1.1) offers options to speed up Finder operations, link documents to applications, and otherwise customize the Finder's appearance and operation.

Make the Finder faster by changing the way it copies files, opens windows, empties the Trash, and lets you rename files. Specify applications to open document types. Add command key alternatives and a Quit command to the Finder. Hide the Balloon Help menu and specify a hot key combination to turn Balloon Help on. These options work together to make the Finder work faster and easier, as well as to add features.

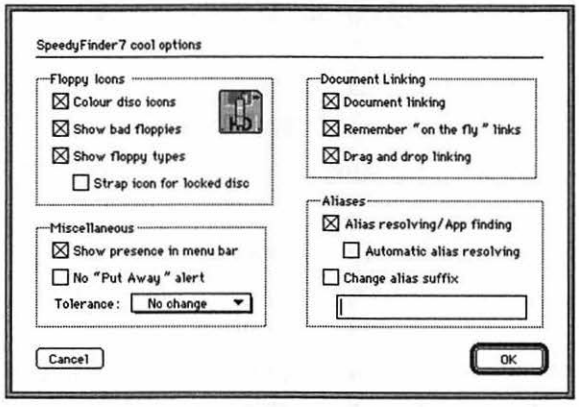


Figure 1.1 The Cool Options available in SpeedyFinder7's control panel

SpeedyFinder7 has a few fun features, too. For example, you can set it up to use custom icons for floppy disks. Display disks in color. Put a

bandage on a damaged disk. Stamp "HD" on a high density disk. Put a strap across a locked disk. All of these options can be turned on or off with check boxes in the Cool Options window.

Because SpeedyFinder7 is a control panel that patches the Finder when it loads, the changes it makes are not permanent. To restore the Finder to its original state, simply remove SpeedyFinder7 from your Control Panels folder and restart.

System 7 Pack!

Developer: Adam Stein/Insanely Great Software

Type: Application (System 7 Only)

Distribution Method: Shareware

System 7 Pack! (see figure 1.2) works differently, but offers many of the same features as SpeedyFinder7. Rather than using a system extension or control panel to patch the Finder, System 7 Pack! is an application that actually edits the Finder file. The changes you make are permanent—or will at least remain in effect until you run System 7 Pack! again or replace the Finder file.

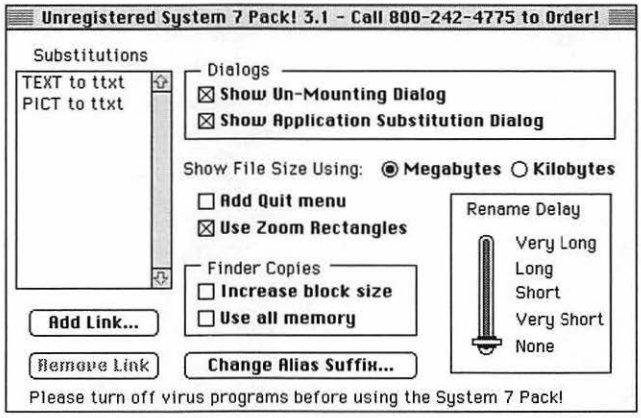


Figure 1.2 System 7 Pack!'s main configuration window

To enable you to edit the Finder, System 7 Pack! quits the Finder (or lets you open a different Finder file) and then changes Finder resources. Because of this, back up your Finder file before you start tweaking with System 7 Pack!.

System 7 Pack! offers these options that customize the Finder: increase copying speed, change Command key alternatives, add links between document types and applications, remove unwanted dialog boxes, change the names of some menu items, add a Quit menu item, speed up the opening of windows, remove the delay when you rename an icon, and change the default alias suffix. Not all of these changes are possible in System 7.1, but most are. System 7 Pack!'s documentation provides more details.

FinderEdit

Developer: Dan Weisman

Type: Application (System 7 Only)

Distribution Method: Shareware

You'll find FinderEdit on Disk #1. UnStuff it and read its Docs file. Before trying it out, open your System Folder, select the Finder icon, and select Duplicate from the File menu to make a back-up copy of your Finder file (just in case!). Now double-click FinderEdit's icon. Choose Add Quit Command from the Finder menu. If desired, specify a Command key equivalent to quit the Finder (Command-Q perhaps?) and click OK. Now quit FinderEdit and launch another application. Switch to the Finder and select Quit from its File menu. The Finder quits, freeing up additional RAM that you can use for other applications. To relaunch the Finder, simply quit all other open applications.

Like System 7 Pack!, FinderEdit quits the Finder to edit Finder resources. But the changes it makes are more for personal preference than performance. For example, change the default application for file type codes, edit the sample font string (normally "How razorback jumping frogs . . ."), add a Quit command, and change alias styles. (You can read more about aliases in the next section.)

Since FinderEdit actually edits your installed Finder file, be smart and back up your Finder file before you tweak it.

One of the best features of FinderEdit is its capability to add version information to any file, including document files. You can view this version information in the Finder's Get Info window (see figure 1.3), directly beneath the file name and beside the word *Version.* This enables you to provide specific version or date information for a document.

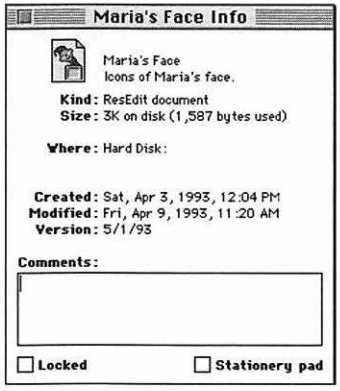


Figure 1.3 Use FinderEdit to add version information that appears in a document's Get Info window.

If you have other applications open when you launch FinderEdit, the Finder won't immediately relaunch when you're finished editing. You'll have to quit all open applications to relaunch the Finder. Or try working without the Finder for something a little different.

Whiz-Bang Window Accelerator

Developer: Casady & Greene, Inc.

Type: System Extension

Distribution Method: Commercial (part of Conflict Catcher and Other Innovative Utilities)

If you're just looking for ways to speed up the opening of Finderwindows, Whiz-Bang Window Accelerator might just be the answer. Drop it into your System Folder and restart your Mac. The faster your Mac, the more dramatic the increase in Finder window opening and closing speed. Whiz-Bang Window Accelerator won't speed up anything except Finder windows.

Create and Control Aliases

With System 7, Apple gave us the ability to create aliases. An alias is a special file that acts as a pointer to another file, folder, or disk. When you double-click an alias, your Mac opens the original. Keep original applications and documents anywhere on your hard disk and access them with aliases you can place on your desktop or drop into your Apple Menu Items folder.

Here are a few good things about aliases:

- An alias is very small, usually only a few kilobytes (K) in size, no matter how big the original file, folder, or disk is.
- You can put an alias in any folder on your Mac, or even on the desktop, without worrying about any configuration files that may need to accompany the original file. Say you want to launch Microsoft Excel from your desktop. If you put the Excel application icon there and double-click it, there's a good chance Excel will complain that it can't find some of the files that came with it—files it needs to run. Even if it doesn't complain about that, try using the Help command. Excel, which is a pretty smart application, can't even find Help. That's because all these files

need to be kept together, the way they are when Excel's installer installs them. But if you leave the Excel application icon in its folder, make an alias of it, and put the alias on the desktop, you can double-click the alias to launch Excel without any grief.

- An alias remembers its original file, even if you change the original's name or move the original to another location on disk. It even remembers what its original is if you change the alias's name or move the alias to another location on the disk. The only time an alias gets amnesia about its original is when you move the original to another volume (disk) or delete it.

Making Aliases

Making an alias is as simple as selecting an icon and choosing Make Alias from the Finder's File menu. Try it by following these steps.

1. Choose an icon you want to make an alias of.
2. Click once on this chosen icon.
3. Select Make Alias from the Finder's File menu.

The alias appears right beside its parent, as you can see demonstrated by the Microsoft Excel icons in figure 1.4. Notice that its name is italicized and includes the word *alias*. You can change the name, but it will always be in italics—that's how you can distinguish an alias from a regular file in a single glance. Remember, you can move an alias anywhere on your Mac. Double-clicking it will always launch the parent application or file.

Figure 1.4 Original file and alias right after alias creation

Aliases are only available to System 7 users. If you're using System 6 and are interested in aliases, check out QuicKeys, which is covered later in this chapter, for information about how you can use it to create System 6 "aliases."

Placing an Alias in Your Apple Menu

Many System 7 savvy folks use aliases to add their most used applications, documents, and folders to their Apple menu. After doing this, they can open applications and documents without making a mess on their desktop by digging through folders to find them.

To add applications and documents to your Apple menu, open your System Folder and find the Apple Menu Items folder (see figure 1.5). Drop the icon for the application, document, or alias into the Apple Menu Items folder. Pull down the Apple menu and immediately you'll see your addition (see figure 1.6). You don't even have to restart your Mac.

Figure 1.5 The Apple Menu Items folder

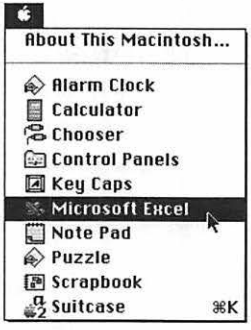


Figure 1.6 Apple menu after installation of Microsoft Excel alias

There are some folks who think this is too much work. First you find the original file. Then you make an alias of it. Then you find the System Folder and open it. Then you find the Apple Menu Items folder and drag the alias into it. Along the way, you're resizing and shuffling

windows and making a real mess on your desktop. And when you're finished, you've got a *Microsoft Excel alias* in your Apple menu. So you open your Apple Menu Items folder and rename the alias so it doesn't say *alias*. And then you have to close all those windows.

A few software developers have taken the drudgery out of creating aliases and placing them in your Apple menu. They've created utilities to do most of the work for you.

AppleEase

Developer: Peter Kaplan

Type: Drag-and-Drop Application (System 7 Only) and System Extension

Distribution Method: Shareware

AppleEase consists of two utilities that work together to make creating and removing aliases easier: AppleEaseIn and AppleEaseOut.

AppleEaseIn is a drag-and-drop utility. Leave it on your desktop. When you want to create an alias and add it to the Apple menu, simply drag the original icon onto AppleEaseIn's icon and let go. Not only does AppleEaseIn create the alias, but it puts the alias into the Apple Menu Items folder without the word alias after it. If you hold down a specific keyboard key while dragging the original icon, AppleEaseIn puts the alias in another place. For example, hold down the Command key and AppleEaseIn puts the alias into the Startup Items folder. Hold down the Option key and AppleEaseIn puts the alias on the desktop. Other keys put the alias other places, without opening a single folder.

AppleEaseOut is a system extension that you put in the Extensions folder inside your System Folder. It loads when you restart your Mac. When you want to remove an alias from your Apple menu, hold down the Option key while selecting the item from the Apple menu. The alias moves out of the Apple Menu Items folder and onto the desktop. You can then delete it by dragging it to the Trash.

Alias Director

Developer: Laurence Harris

Type: Application (System 7 Only)

Distribution Method: Shareware

You'll find Alias Director on Disk #1. After unStuffing it and reading its Read Me file, leave its icon on your desktop. Open your Apple Menu Items folder and create a folder inside it called Games. Now find the application icon for your favorite game, hold down the G key on your keyboard, and drop the game's icon onto Alias Director. You'll find an alias of the game stored inside the Games folder you created. Do the same thing for the rest of your games. The next time you need a break, choose the Games option from your Apple menu and take your pick!

Alias Director goes a step further than AppleEase. Not only will it add an alias to the Apple Menu Items folder, but it can place this alias inside a folder within the Apple Menu Items folder. If you're like me and have so many aliases that you need to organize them into folders, this is a particularly useful feature.

Drop a file or folder onto Alias Director's icon. A dialog box appears, enabling you to specify a name and location for the alias (see figure 1.7).

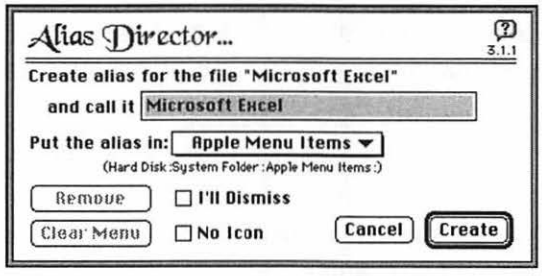


Figure 1.7 Alias Director's Manual Mode dialog box

Use the pull-down menu to select a location. Alias Director comes configured with three options: Apple Menu Items, Desktop, and New Location. Select New Location to add other locations to the menu. Its automatic mode lets you save aliases in a variety of places holding down a customizable "drop key" while dropping a parent icon onto Alias Director's icon. For example, holding down the Option key while releasing the mouse will save the alias in the Apple Menu Items folder. Holding down the A key while releasing the mouse will save the alias in an Applications folder or Aliases folder or any other folder within your Apple Menu Items folder that starts with the letter A. Alias Director's TrashEmAll feature moves a file or folder and all aliases to it on all mounted volumes to the Trash. This is a great way to make sure all aliases are deleted when a parent file is deleted.

An interesting feature of Alias Director is its capability to create an alias without an icon. This may look strange (see figure 1.8), but it can help control desktop clutter.

Figure 1.8 Microsoft Excel alias without an icon

AliasBOSS

Developer: Scott A. Johnson

Type: Application (System 7 Only)

Distribution Method: Shareware

AliasBOSS creates and removes aliases differently than Alias Director. Although AliasBOSS can be used as a drag-and-drop alias creation utility, it offers more features when you launch it and have it scan for files and aliases on your hard disk. Narrow the search by selecting scan criteria—specify type codes like *APPL* for application and *TEXT* for text files, specify creator codes like *MSWD* for Microsoft Word and *XCEL* for

Microsoft Excel, or instruct AliasBOSS to look for aliases only. The results of a scan appear in a scrolling window within AliasBOSS's Scan window (see figure 1.9).

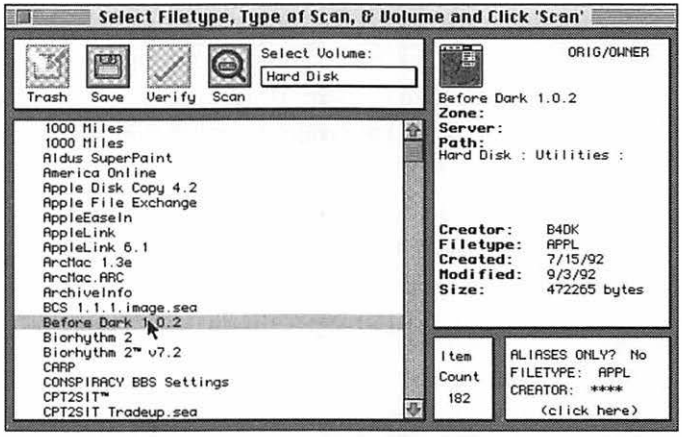


Figure 1.9 The AliasBOSS Scan window

Click on the name of an item in the scrolling window and a description of it appears to the right. Then use one of several buttons to delete a selected alias, save an alias of a non-alias item to any location on disk, and verify that a selected alias's original can be found.

When AliasBOSS verifies an alias and cannot find the original, it lets you fix the alias by searching for a possible parent or letting you select a parent document for the orphaned alias. This makes it an excellent maintenance utility to keep track of aliases and make sure they're all valid.

Take Out the Trash

Dragging a file to the Trash icon won't erase it. Selecting Empty Trash from the Finder's Special menu removes the file's name from the list of active files, but it does not erase the file. If you want to remove all traces of a file, you'll find some utilities in this section that will do that for you.

On the other hand, if you're interested in rescuing items that have been put in the Trash, or if you just want to expand your Trash options, you'll find utilities here for that, too.

TrashMan

Developer:	Dan Walkowski
Type:	Control Panel, System Extension, and Drag-and-Drop Application (all System 7 Only)
Distribution Method:	Shareware

TrashMan automates your Trash-emptying duties. Drag items to the Trash as usual, but let TrashMan empty it. The TrashMan Controls control panel lets you configure TrashMan for the way you want your Trash emptied (see figure 1.10). Settings let you specify the amount of time an item should remain in the Trash before TrashMan finally deletes it—set it for days, hours, or minutes—as well as how often the TrashMan Engine system extension should check the Trash.

Figure 1.10 TrashMan's control panel

TrashMan Emptier, the last component of this package, is a drag-and-drop application you keep on your desktop. Drag a floppy disk onto it when you want to eject the disk. Not only does TrashMan eject the disk, but it first empties its Trash. You'll no longer eject a disk with items in its Trash!

Trash Selector

Developer: Carl W. Haynes III/HCS Software

Type: Control Panel

Distribution Method: Shareware

If you're the kind of person who puts items in your Trash and then winds up taking half of them out before emptying it, Trash Selector is for you. It replaces the Empty Trash command on the Special menu with a Trash Selector command that lets you specify which items in the Trash you really want to delete (see figure 1.11).

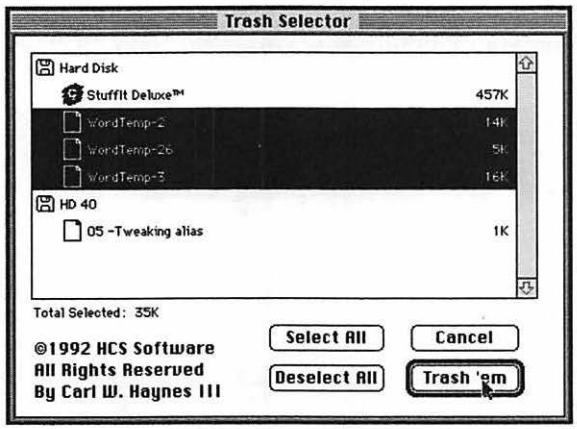


Figure 1.11 Trash Selector lets you pick through the Trash to select only those files you really want to get rid of.

The Trash Selector window not only lists the names of items in the Trash, but it indicates which volume that item was on before it was

trashed. Shift-click on the names of items you want to delete. Then click the Trash 'em button and only those files are deleted. The control panel offers you the option of having the Trash Selector menu item appear only when the Control key is held down—this enables you to decide on the fly whether you want to see the Trash Selector or Empty Trash commands when you pull down the Special menu.

Obliterate

Developer: Robert Gibson

Type: Drag-and-Drop Application (System 7 Only)

Distribution Method: Shareware

If you never want to see a fat Trash icon, Obliterate might be the answer for you. It immediately deletes files that are dropped onto it and includes an optional shredding facility.

Double-click Obliterate to set preferences (see figure 1.12). Have it show an alert before deleting files, show a status window while shredding, shred files by default, and delete locked items. Once Obliterate is set up, simply drop files onto its icon to delete them. No need to bother with an Empty Trash command—those files are gone!

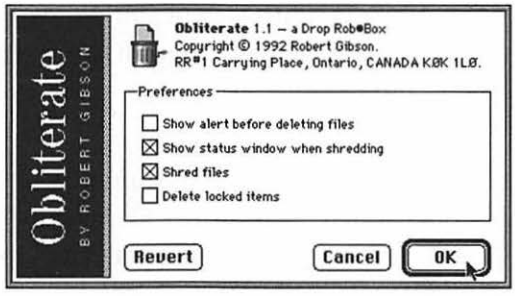


Figure 1.12 Setting preferences for Obliterate

One important thing to keep in mind when you use Obliterate is that if you drop an alias on it, Obliterate deletes the alias's original. This could be a handy feature or a dangerous situation, depending on how you look at it.

TrashGuard

Developer: ASD Software, Inc.

Type: Control Panel

Distribution Method: Commercial

TrashGuard enables you to "shred" the contents of the Trash when you choose the Empty Trash command from the Special menu.

Configure TrashGuard (see figure 1.13) to shred or not shred by default or by first asking. If you tell it to ask, a dialog box appears when you empty the Trash and offers you the choice of shredding or simply deleting each item. Items are shredded by overwriting them on disk with a custom pattern or to Department of Defense specifications—you decide. You can create a list of files, folders, volumes, applications, creators, or types that are "exceptions": you decide whether the items on this list should be shredded or simply deleted. If you're worried about someone changing your TrashGuard settings, you can password protect the control panel so that only someone with a password can access it.

A fun feature of TrashGuard is the optional shredder animation that appears when TrashGuard shreds files. A paper shredder replaces your Trash icon and paper is pushed through it. This gives you something to

watch while TrashGuard works—since it's actually writing to disk when it shreds, using TrashGuard takes a bit longer than simply emptying the Trash.

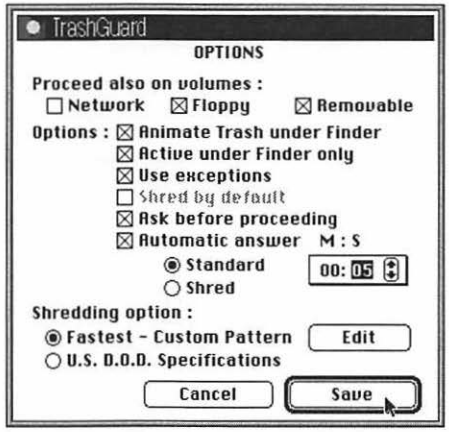


Figure 1.13 Setting up TrashGuard options

Wipe Info

Developer: Symantec Corporation, Inc.

Type: Application

Distribution Method: Commercial (part of The Norton Utilities for Macintosh)

Wipe Info doesn't work with the Trash icon or Empty Trash command at all. Instead, you use it to completely erase files and disks. Its main screen (see figure 1.14) offers three straightforward options: Wipe File, Wipe Disk, or Wipe Unused Space. No matter which of these commands you use, Wipe Info gives you one last warning before wiping away data for good.

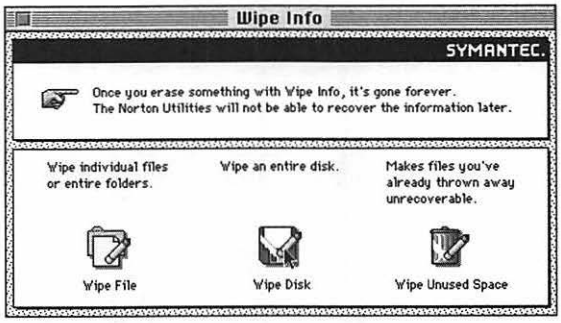


Figure 1.14 Wipe Disk's main window offers three simple choices.

Shut Down

As every good Macintosh user knows, the proper way to shut off a Macintosh is with the Shut Down command under the Finder's Special menu. This command ensures that all applications have been quit properly and that all file and window information has been updated in the invisible Desktop file, parks hard disk heads, ejects floppies, and prepares the Mac to be turned off. Once the Shut Down command has completed and the screen goes dark, depending on your Mac model, you can either flick the switch in the back to finish the job or just call it a day right then and there.

Here are two programs that handle shutting down your Mac a bit differently.

Shutdown Delay

Developer: Alessandro Levi Montalcini

Type: Control Panel

Distribution Method: Shareware

Shutdown Delay lets you change your mind when you select the Shut Down or Restart commands from the Finder's Special menu. After installing Shutdown Delay, whenever you select Shut Down or Restart, a dialog box appears (see figure 1.15) offering the following options: Cancel (don't shut down), Shutdown, or Restart. This is particularly handy for folks who choose one of these two commands by mistake.

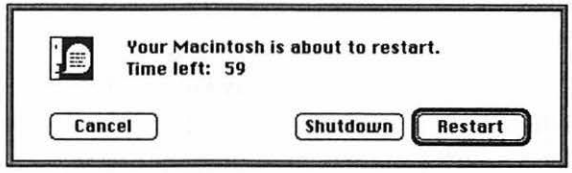


Figure 1.15 Shutdown Delay displays a dialog box when you tell your Mac to Shutdown or Restart.

Configuration options within the Shutdown Delay control panel let you change the way it works on your Mac. For example, you can have a hot key combination override Shutdown Delay's dialog box, have it work for only Shut Down or Restart rather than both, or tell it to black out the screen behind the dialog box. These are just a few of the options.

ShutDown Later

Developer:	Andreas Kokkinos
Type:	Application
Distribution Method:	Freeware

ShutDown Later works differently than Shutdown Delay. It enables you to tell your Mac to shut down after a specific amount of time has passed (called Delta Time in this program) or at a specific time (called Absolute Time). Set ShutDown Later (see figure 1.16) and click Start Countdown. When the time you specified arrives, your Mac will shut down.

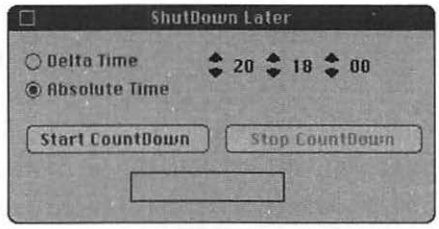


Figure 1.16 Use ShutDown Later to tell your Mac when to shut down.

What is this good for? Well, say you like to use your modem to dial into bulletin board systems and online services late at night to download files. You tell your telecommunications program to download a bunch of files and it gets right to work. Then what do *you* do? Sit around and watch it? No, you either move along to the television to watch the David Letterman's show or you go to bed. Your Mac works diligently on the task you've given it and then, like an obedient servant, it waits—maybe all night—for you to tell it what to do next.

That's where ShutDown Later comes in. Launch the program and tell it when to shut down your Mac based on your estimate of how long the task will take. Your Mac gets a rest at the end of a long day, too.

There's one important thing to keep in mind: ShutDown Later does *not* save documents before shutting down. So if you've got any unsaved documents open on your desktop, they'll be lost when your Mac shuts down.

Capture the Screen

There are times when you might need to have a picture, or screen shot, of your Macintosh screen—or part of it—saved on disk. The Command-Shift-3 key combination takes a screen shot of your entire screen and saves the image as a PICT file. If you only want to capture the active window, use Command-Shift-4. Unfortunately, these key combinations

don't work on all Macintosh models and when they do work, there aren't any options for saving the image. Here are three utilities that improve the screen capture capabilities of your Mac.

Capture

Developer: Mainstay

Type: Control Panel

Distribution Method: Commercial

Capture can save images of all or part of your Macintosh screen. Configure it (see figure 1.17) by specifying a hot key to snap the picture, a folder to save image files into, and optionally, an application to open image files. Tell Capture whether it should take a picture of a selected area of the screen, the main screen, or all screens. Select from several formats to save the image: Clipboard, Scrapbook, PICT, TIFF 4.0 or 5.0, or MacPaint. You can also use options to specify a reduction percentage, include the cursor in the screen shot, force the image to black-and-white, automatically name the file, and notify you when the screen shot is complete.

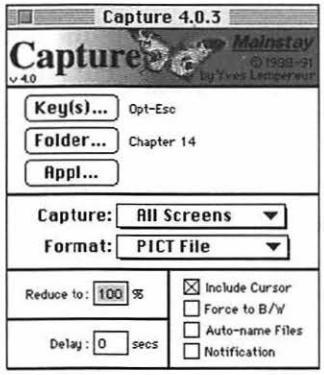


Figure 1.17 The Capture control panel

One of the best features of Capture is its capability to accept a default folder for screen image files. This can save a lot of time and effort if you need to do a lot of screen shots. Take it from me—I tried a few of them before settling on Capture, and I did almost every screen shot in this book with it.

Capture comes with a utility called Capture Viewer that you can use to open Capture files. What's great about it is that you can select any part of the captured image with a selection tool and that selection is automatically placed on the Clipboard. Capture Viewer displays the Clipboard, too, so you know what you've selected. You can also use Capture Viewer to zoom in and carefully examine the image file. It's a great complement to Capture.

Flash-It

Developer: Nobu Toge

Type: Control Panel

Distribution Method: Shareware

Flash-It is another screen capture tool. It can capture the entire screen or just the topmost window. But rather than specifying the format and location of the screen capture before you actually capture the image, Flash-It enables you to specify separate hot keys to save images to different locations: Clipboard, Scrapbook, PICT file, Printer, and Decide on the fly (see figure 1.18). You use the hot key combination to snap the kind of picture you want. For the PICT option, you can pick an application to open the file—that application name appears in the control panel. For the Printer option, you can select applications to disable printing. Remove hot key combinations for capture locations you don't use. You can also instruct Flash-It to scale the screen shot or include the cursor in the screen shot image.

Figure 1.18 Flash-It's control panel

PICTify

Developer: Scott A. Johnson

Type: Control Panel

Distribution Method: Freeware

You'll find PICTify on Disk #1. After unStuffing it and reading its Docs file, drag the PICTify icon onto your System Folder icon to install it. Restart your Mac. Now hold down the Shift and Option keys and use your mouse to drag a box around a portion of your Mac's screen. When you let go, a dialog box opens. Make sure TeachText is the selected option at the bottom of the window, then specify a name and location for the saved screen shot and click Save. Double-click on the file you just saved to view it in TeachText.

PICTify is a simpler screen capture tool. It saves portions of the screen that you select in either TeachText or ResEdit PICT file formats. Simply

hold down the hot keys you define in its control panel and drag your mouse pointer over the image you want to capture, making a box around it. When you release the mouse button, PICTify takes the picture of just that area. It's great for taking small screen shots while you work.

Improve the Clipboard and Scrapbook

When you use the Cut, Copy, and Paste commands from the Edit menu of any program, you're accessing the *Clipboard.* The Clipboard is a place in memory where you can temporarily store information. Use an application's Cut and Copy commands to place text and graphics from a document into the Clipboard. Then use the Paste command to paste a copy of the Clipboard contents somewhere else in the same document, in another document, or even in a document created with another application. The Clipboard is a great feature of the Macintosh operating system because it enables you to share information between documents without re-entering or recreating it from scratch.

There are three major drawbacks with using the Clipboard.

- You can have only one piece of information (clip) on the Clipboard at a time. Each time you use the Cut or Copy command, your Mac removes whatever is on the Clipboard and replaces it with the new item.
- You can't edit the information (or clip) while it's on the Clipboard. In order to change the contents of the Clipboard, you must first paste it into a document, change it within that document, and then copy it back to the Clipboard.
- When you turn off your Mac, the contents of the Clipboard disappear. This is because the Clipboard resides in RAM (random-access memory), which automatically loses its contents when power stops flowing to your Mac.

Apple's *Scrapbook,* which works in conjunction with the Clipboard, overcomes two of these problems. This desk accessory is a great place

for storing little bits of text, graphics, sounds, and icons you use over and over. Copy a selected item to the Clipboard, open the Scrapbook, and use the Paste command to paste it in. The item is automatically saved into the Scrapbook File, which is kept inside your System Folder. When you need to use that "scrap" again, open the Scrapbook, copy the scrap from its Scrapbook page, and paste it into your document. Simple.

Although the Scrapbook offers permanent storage and the capability to store multiple pieces of information, it does not support multiple scrapbooks or editing. You can't select part of a scrap (text or graphic) for pasting into a document, so you get either all of it or none of it.

Software developers have recognized these and other limitations in the Clipboard and Scrapbook, and developed tools to overcome them. Here are a few of them.

MultiClip

Developer: OLDUVAI Corporation

Type: System Extension

Distribution Method: Commercial

MultiClip enables you to have multiple editable clipboards. Drop MultiClip into your System Folder and restart your Mac. The program is launched and remains hidden in the background. MultiClip utilizes easy-to-remember Command keys to exchange what it calls ClipFrames between documents and itself (see figure 1.19):

Command-Option-C	copies
Command-Option-X	cuts
Command-Option-V	pastes

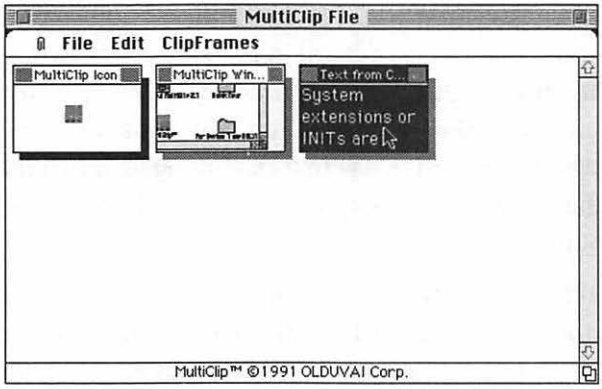


Figure 1.19 Three "ClipFrames" within MultiClip's windows

MultiClip is very fast. When you paste, MultiClip pastes ClipFrames in the order they were copied. You can reverse this order by changing one of MultiClip's options.

To access the ClipFrames stored in MultiClip, select the MultiClip option from the Apple menu (System 6) or System 7 application menu. Each ClipFrame appears in a separate little window. Edit a ClipFrame by double-clicking on it. If you select part of a ClipFrame with a selection tool, MultiClip gives you an opportunity to turn the selection into a ClipFrame. MultiClip also lets you import and export ClipFrames and to save MultiClip windows as files. This feature makes it possible to use MultiClip as a replacement for the Scrapbook.

ClipClop

Developer: Pi Zero Software

Type: Application

Distribution Method: Shareware

Like MultiClip, ClipClop enables you to have and use multiple clipboards. When you launch ClipClop, it opens two resizable

windows—a scrapbook window and a clipboard window. You can open additional scrapbooks. This makes it easy to work with multiple scrapbooks and clipboards at the same time (see figure 1.20). Each time you use the Copy and Cut commands in an application, ClipClop opens a new clipboard window. Close clipboard windows for clips you no longer want. When you want to paste the contents of one clipboard into a document, make sure that clipboard is the active (topmost) window before switching to the document's window. When you use the Paste command, the correct clipboard is pasted into the document. It's as simple as that.

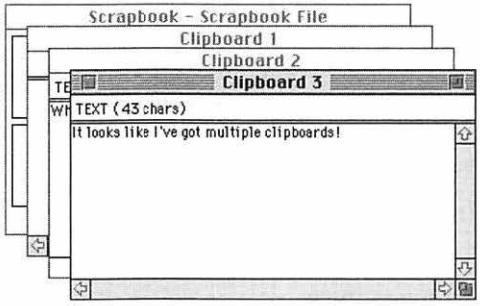


Figure 1.20 ClipClop opens as many clipboards as you need.

One thing to keep in mind when using ClipClop is memory. The more scrapbooks and clipboards you plan to open during a session, the more memory you should allocate to ClipClop under System 6's MultiFinder or System 7. (For obvious reasons, this program isn't practical for System 6 Macs not running MultiFinder.)

If you plan to use ClipClop on a regular basis, consider making it a startup document under System 6's MultiFinder or drop it into your System 7 Startup Items folder. This way it's available from the moment you start your Mac.

Now Scrapbook

Developer: Now Software, Inc.

Type: Application (System 7 Only)

Distribution Method: Commercial (part of Now Utilities)

Now Scrapbook is the Rolls Royce of Scrapbook replacements. Not only does it support multiple scrapbooks, but it offers clipboard editing and other features that overcome all the shortcomings of Apple's Clipboard and Scrapbook.

Now Scrapbook displays a scrapbook's contents in its resizable window in three ways (see figure 1.21):

- **Main view** lists all scraps and displays the selected one.
- **Info view** displays one scrap and lets you enter notes for it.
- **Thumbnail view** lets you see reduced images of a bunch of scraps at once.

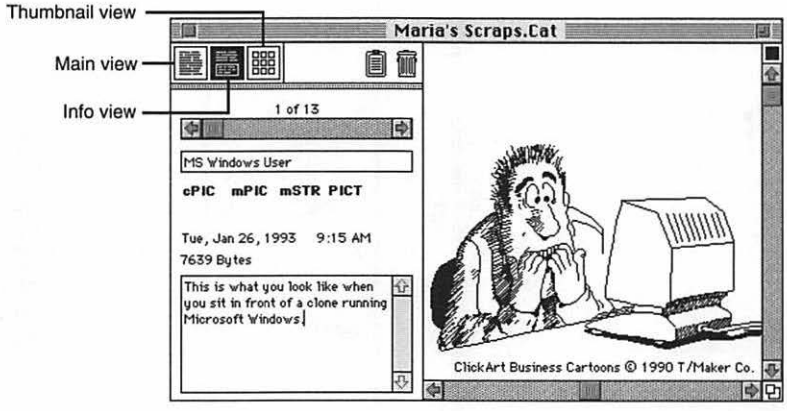


Figure 1.21 Now Scrapbook is the Rolls Royce of Scrapbook replacements.

A Clipboard icon lets you copy the contents of the Clipboard to the Scrapbook with a quick click. A Trash icon lets you delete a scrapbook item with a quick drag. Not only does Now Scrapbook support multiple scrapbook files, but it enables you to have more than one of them open at a time. Import and export scrapbook contents. Name scraps, then use a Find command to find them and a Sort command to sort them. Print scrapbook contents for hard copy reference.

A great feature of Now Scrapbook is its Clipboard Editor, which lets you edit text or graphics on the Clipboard. Zoom, scale, crop, and resize graphics. Enter, edit, and format text. Then select only what you want to paste into another document. Clipboard Editor makes Now Scrapbook an incredibly powerful tool for desktop publishers and illustrators.

A possible drawback to Now Scrapbook is the fact that it doesn't use standard Scrapbook file format. This means you can't share your scrapbook files with other Mac users unless they also have Now Scrapbook. But Now Scrapbook can convert standard scrapbook format files to its format, so you don't need to start from scratch if you decide to make the switch.

SmartScrap and The Clipper

Developer: Portfolio Systems, Inc.

Type: Desk Accessories and Application

Distribution Method: Commercial

SmartScrap is a Scrapbook replacement that overcomes many of the limitations of Apple's Scrapbook (see figure 1.22). Like Now Scrapbook, it supports multiple scrapbook files—but in regular scrapbook format. This means you can share your scrapbooks with other Mac users. Its resizable window lets you view large graphic scraps. To help you keep track of scraps, SmartScrap can generate thumbnail sketches of each one in a table of contents. Name pages and then use a Find command to find a scrap's page. A selection tool enables you to select part of text or graphics for pasting into another document. If you want hard copy of your scrapbook, print it.

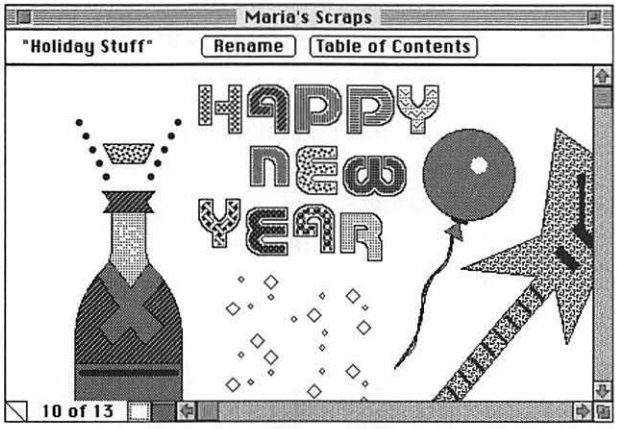


Figure 1.22 Portfolio System's SmartScrap has many features you won't find in Apple's Scrapbook DA.

SmartScrap includes ScrapMaker, an easy-to-use program that enables you to quickly import MacPaint and PICT files into new and existing scrapbooks—add them one at a time or add an entire folder of files at once. No more open, select, copy, switch to scrapbook, and then paste for each picture you want to add. A few quick steps and ScrapMaker does all the work for you.

The Clipper is the last component of this package. It enables you to scale or crop graphics on the Clipboard. For example, say your

Scrapbook is full of graphics files you want to use in a document. The trouble is, you don't want to include all of a particular picture in your document, so you'll need to crop it.

Copy the Scrapbook scrap to the Clipboard and then paste it to The Clipper. Use The Clipper's resizable window to get the exact dimensions of the space available in your document (see figure 1.23). Use the scroll bars to scroll your graphic to the correct position within the window. Use the Trim command to trim off excess and copy the cropped image into your document.

Figure 1.23 Clipping Clipboard clips with The Clipper

The Clipper can also scale images, so if you've got a graphic you need to stretch to fit a certain size frame, The Clipper just might be the right tool to do it for you.

ClickPaste

Developer: Mainstay

Type: Desk Accessory and System Extension

Distribution Method: Commercial

ClickPaste uses a desk accessory and system extension to replace the Scrapbook with specially formatted object files that you can summon

with a key combination and mouse click. When working in a document, place your cursor where you want to paste an object. Then hold down the Shift and Option keys while pressing the mouse button. A hierarchical pop-up menu of objects appears (see figure 1.24). Select an object from the menu and a balloon containing the name and contents of that object appears. When you release the mouse, the object is pasted into your document. This is a lot more convenient than summoning the Scrapbook, using the Copy command, switching windows, and using the Paste command.

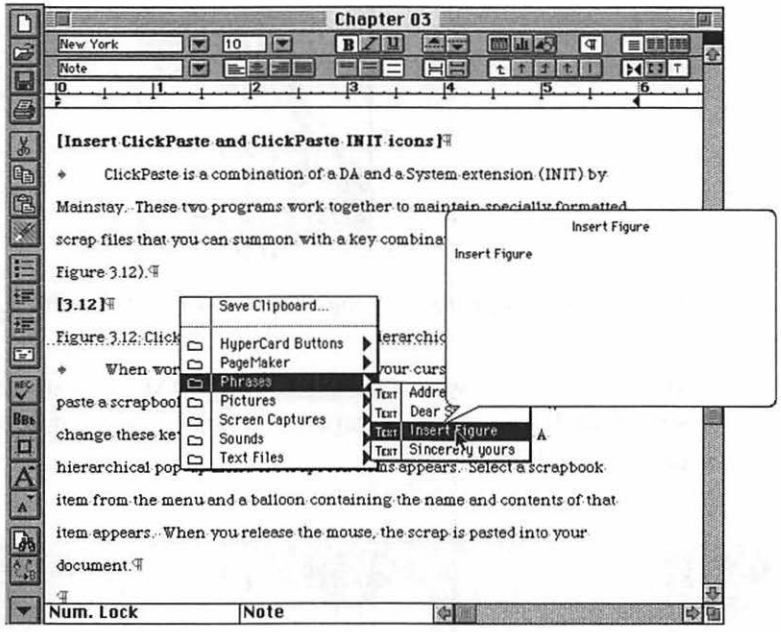


Figure 1.24 ClickPaste gives you a pop-up hierarchical scrapbook.

A Save Clipboard option on the pop-up menu lets you turn anything on your Clipboard into a new ClickPaste object. When you select it, a Save As dialog box appears, enabling you to specify a disk location and object name. Since ClickPaste uses folders to store objects, you can file your object in an appropriate folder to make it easier to find.

The ClickPaste DA is used only when you want to change default settings for hot key, menu font and color, object folder, balloon and sound options, and when you want to view objects. What you might find a bit annoying is the short delay you experience when you select a ClickPaste object from its menu, but the convenience ClickPaste offers makes up for any speed shortcomings.

ScrapIt DA

Developer: John V. Holder

Type: Desk Accessory

Distribution Method: Shareware

You'll find ScrapIt DA on Disk #1. If you're using System 6, use Font/DA Mover to install it. Otherwise, double-click the ScrapIt DA suitcase folder to open it and drag out ScrapIt DA. Launch ScrapIt DA. Select New Scrapbook from the ScrapIt menu. Specify a scrapbook name and disk location. Now start adding scraps to your new scrapbook. When you want to switch scrapbooks, use ScrapIt's Open Scrapbook command to select another.

ScrapIt DA is another Scrapbook replacement. It supports multiple scrapbook files in the regular Scrapbook file format. Its Scrapbook window (see figure 1.25) is resizable so you can see large graphics, but you can also reduce scraps to fit inside the Scrapbook window. Import MacPaint, PICT, and TEXT files; export PICT and TEXT files. Name scraps so you can select them by name from a pop-up menu. A Find command enables you to find text scraps based on search characters and phrases. And, like the other Scrapbook replacements discussed here, ScrapIt lets you select part of a text or graphic scrap for pasting into another document.

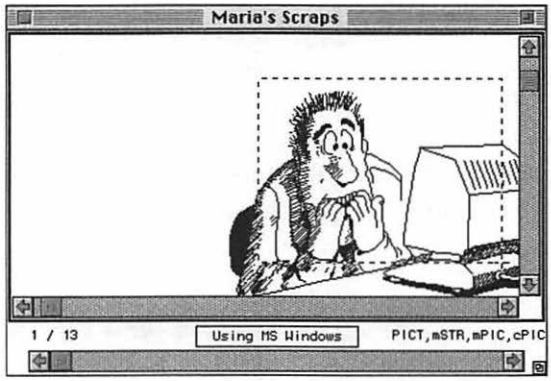


Figure 1.25 ScrapIt DA's scrap window

MergeScrap DA

Developer: Marcio Luis Teixeira

Type: Desk Accessory

Distribution Method: Shareware

You'll find MergeScrap DA on Disk #1. If you're using System 6, use Font/DA Mover to install it. Otherwise, double-click the MergeScrap DA suitcase folder to open it and drag MergeScrap DA out. Launch MergeScrap DA. Click the Merge button. Use the Open dialog box to specify the Scrapbook file you created with ScrapIt DA (above) as the Source file and your Apple Scrapbook File as the Destination file. (If you haven't tried ScrapIt yet, duplicate your Apple Scrapbook File before launching MergeScrap and use that as your Source file.) When the merge is done, click the Quit button. Now open the Scrapbook DA. The contents of the two Scrapbook files are now contained in one file.

MergeScrap DA doesn't replace or enhance the Clipboard or Scrapbook. Instead, it enables you to merge scrapbook files. Click the Merge button and MergeScrap prompts you, via a standard File Open dialog box, for a source file and a destination file. MergeScrap DA adds the contents of the source file to the destination file.

Customize Balloon Help

Balloon Help is another feature that Apple introduced with System 7. Use the Show Balloons command under the Balloon Help menu to turn it on. (The Balloon Help menu is next to the System 7 Application menu on the right side of the menu bar—see figure 1.26.) Use your mouse to point to something on your screen. Depending on the application you're in, a cartoon-like balloon containing information about the item you're pointing at should appear (see figure 1.27).

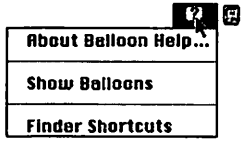


Figure 1.26 Use the Balloon Help menu to turn on and off Balloon Help.

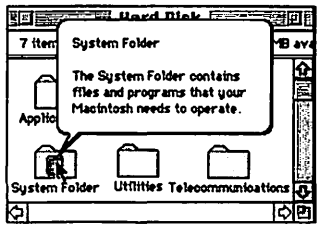


Figure 1.27 Balloon Help offers pop-up information for items that appear on your screen.

SpeedyFinder7, which was discussed earlier in this chapter, has options that change the way Balloon Help works by enabling you to remove the

Balloon Help menu and set up a hot key combination to turn Balloon Help on or off on the fly. The two utilities in this section also modify the way balloon help works.

Helium

Developer: Robert L. Mathews

Type: Control Panel (System 7 Only)

Distribution Method: Shareware

You'll find Helium on Disk #1. After unStuffing it and reading its Release Notes file, drag the Helium icon onto your System Folder icon to install it. Then restart your Mac. Now point to a menu and hold down the Command and Option keys at the same time. A Balloon Help balloon with information about that menu appears—without you turning on Balloon Help!

Although Balloon Help is a great feature for new Macintosh users to learn more about using their Macs, those balloons can grow tiresome very quickly. Helium makes Balloon Help bearable. Like SpeedyFinder7, it enables you to specify a key combination to access Balloon Help(see figure 1.28). Press the keys while pointing at something with your mouse and the appropriate help balloon appears. Release the keys and the balloon disappears. Why didn't Apple think of this?

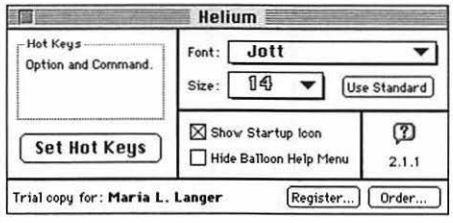


Figure 1.28 Helium's control panel breathes new life into Balloon Help.

In addition to specifying a key combination to get help, you can also change the font and size of text within the balloons and hide the Balloon Help menu. But before you hide that menu, keep in mind that many software developers put their online help command there. That balloon has more to it than the Show/Hide Balloons commands.

Inflater

Developer: Peter Kaplan

Type: Control Panel (System 7 Only)

Distribution Method: Freeware

If you're not interested in how Balloon Help is triggered and only want to change the size of the characters in balloons, Inflater may be just what you're looking for. It enables you to change the font size of text in Balloon Help balloons. That's it.

Like a few other control panels, Inflater doesn't need to be installed in your Control Panels folder to work. Just launch it and make the change. The font size remains what you set it at until you change it again.

Automate Tasks

Shortcuts can make typing easier and quicker for you. The simplest of these shortcuts are *macros*. Macros are sequences of keystrokes and mouse moves, stored for future use and attached to special keys, like the function keys across the top of extended keyboards. You can create a macro to do practically anything. For example, you can make a macro to type the date. If you write a lot of letters, typing the date gets old in a hurry. A macro can reduce date-typing to a single keystroke, sparing you from the monotony of the alternative.

QuicKeys, from CE Software, is a popular program that's best known for its macro-making capabilities, but also offers you a variety of other features. Entire books have been written about QuicKeys, so I won't write another one here. Instead, I'll just run down some of the features of QuicKeys so you can get some ideas of the things you can do with it.

QuicKeys

Developer: CE Software, Inc.

Type: System Extension

Distribution Method: Commercial

Author's Choice

QuicKeys is one of my favorite tools because it enables me to automate redundant tasks and create macros for programs that normally wouldn't have macro capabilities.

You can automate many of your routine chores, from typing your name to creating, saving, and printing complex reports with macros, called QuicKeys by CE Software.

A QuicKey can be part of the Universal keyset so that it works in all applications or it can be part of a specific application's keyset so that it works with only that one application. You build QuicKeys with options under QuicKey's Define menu (see figure 1.29). These options let you incorporate a wide variety of commands and functions into the macro. If you prefer, you can record a "real time" sequence: simply tell QuicKeys to begin recording and then perform all the steps necessary to complete the task. QuicKeys takes note and writes the QuicKey for you. You can assign a keystroke to a QuicKey or use its timer options to specify a time the QuicKey should be activated automatically. This enables you to have your Macintosh perform tasks without you watching over it.

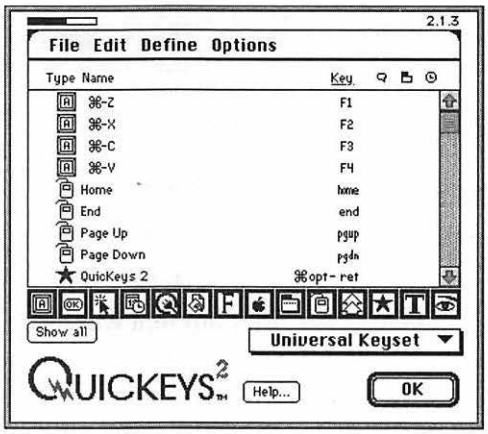


Figure 1.29 The QuicKeys' window

Extension Manager

Developer: CE Software

Type: Application

Distribution Method: Commercial (part of the QuicKeys package)

QuicKeys utilizes QuicKeys Extensions to add capabilities to QuicKeys. Extensions let you automate tasks like mounting AppleShare volumes, changing printers, and sending commands to other programs like UserLand's Frontier and Aladdin's StuffIt. They also allow System 7 users to incorporate Apple Events into their QuicKeys. The great thing about QuicKeys Extensions is you don't need to install all of them. Install only the ones you use. This saves memory and disk space. You can always add extensions later with the Extension Manager application that comes with QuicKeys.

Instant QuicKeys

Developer: CE Software

Type: Application

Distribution Method: Commercial (part of the QuicKeys package)

Instant QuicKeys is a program that walks you through the creation of QuicKeys (see figure 1.30). It's designed for new users, but can also be useful to experienced QuicKeys users who want to quickly and easily create new QuicKeys. Once QuicKeys are created, you can group them together on SoftKeys palettes that let you invoke QuicKeys with the 1 through 0 keys at the top of your keyboard.

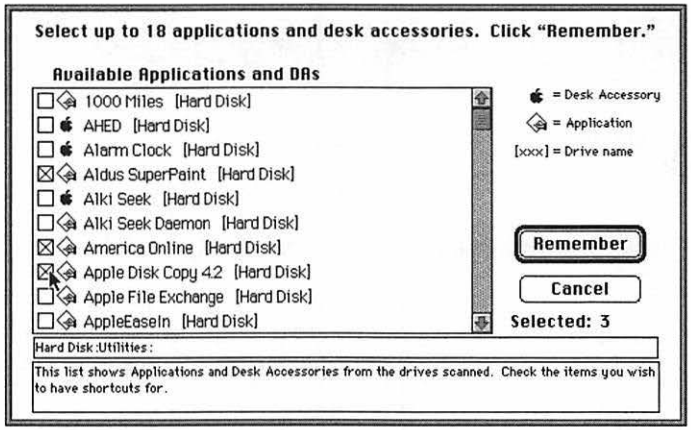


Figure 1.30 Instant QuicKeys makes QuicKeys creation easier for novices.

QK Icons

Developer: CE Software

Type: Application

Distribution Method: Commercial (part of the QuicKeys package)

QK Icons lets you create "mini applications" out of your Universal or Finder set QuicKeys. Simply select a QuicKey in QK Icons' scrolling window and click the Create button. A Save As dialog box lets you specify a name and a disk location for the new file. With a little imagination, System 6 users can make their own "aliases": use a File QuicKey to launch a specific application and then turn that QuicKey into a mini application. Leave the icon on your desktop. System 7 users get the additional benefit of drag-and-drop printing: use the Choosy extension to create a QuicKey for a specific printer, turn that QuicKey into a mini application, and then drop documents onto the icon to print them to that printer.

Tweak Your Finder and System Some More

Here are a few more utilities that help you customize the Finder and System to work harder, faster, or better for you. Although they didn't quite fit into the other categories found in this chapter, they are just too good to pass up.

HotDA

Developer: Casady & Green, Inc.

Type: Control Panel

Distribution Method: Commercial (part of Conflict Catcher and Other Innovative Utilities)

HotDA lets you specify a hot key to launch a desk accessory. Open the control panel, specify a key combination, and select a DA from the pull-down menu. When you use the key combination you specified, that DA automatically launches.

A drawback to HotDA is that it can only launch one DA. If you want to assign a hot key to more than one DA, make a copy of HotDA for each DA you want to launch.

Dismount

Developer: Daniel Azuma

Type: System Extension

Distribution Method: Freeware

You'll find Dismount on Disk #1. After unStuffing it and reading its Read Me First file, drag its icon onto your System Folder icon to install it. Now restart your Mac. Insert a floppy disk. Try ejecting it by pressing Command-E. After the disk comes out, does the disk's image remain on your desktop? It should. That's because it's ejected but not unmounted. Reinsert the disk and press Command-Option-E to eject it. The disk should come out and its image should disappear from your desktop. That's Dismount at work.

The Finder has a command to eject a disk, Eject Disk, and a Command key alternative, Command-E. But although this command ejects a disk, the disk remains mounted. You still have to drag it to the Trash to unmount it. The Finder may ask to see the disk again before it unmounts it.

System 7 added the Put Away command and Command-Y key combination. Although this command ejects and unmounts a disk, you still have to first click on the disk to select it.

Dismount, however, both ejects and unmounts a disk when you press Command-Option-E. If you have a two-floppy Mac, use Command-

Option-1 and Command-Option-2 to eject disks from Drive 1 and Drive 2 respectively. No clicking or dragging is required.

It's Your Default!

Developer: Robert Gibson

Type: Control Panel

Distribution Method: Freeware

The application font stored in parameter RAM (a place where many of your Mac's default settings are stored) is used as the default font for programs like TeachText and control panels. The default application font is Geneva. Don't confuse the application font with the System font. The System font, Chicago, is used for menus and dialog boxes.

Use It's Your Default to change the default application font for just one session (until you restart your Mac) or permanently. If you elect to make a permanent change, the new selection is written to parameter RAM. To remove it, you have to use It's Your Default again or zap parameter RAM (a task that requires three hands these days).

Daylight Saving Time

Developer: D. Grant Leeper

Type: Control Panel

Distribution Method: Freeware

Drop Daylight Saving Time into your System Folder and you'll never have to worry about adjusting your Mac clock for daylight saving time again—Daylight Saving Time does it for you twice a year.

Screen Shrink

Developer: Carl Smigielski/BackPorch Systems

Type: System Extension

Distribution Method: Freeware

Did you ever wonder how much more picture you're seeing on your 13-, 14-, 19-, or 21-inch monitor? Ever wonder what a 9-inch Macintosh monitor would look like in color? With Screen Shrink installed, you can stop wondering and see for yourself. Just drop it in your System Folder, use your INIT Manager software (covered in chapter 5, "System Configuration and Performance Tools") to make sure it loads first (or, if you don't use an INIT Manager, rename it so it comes first alphabetically), and restart your Mac. Your screen might look like the one in figure 1.31.

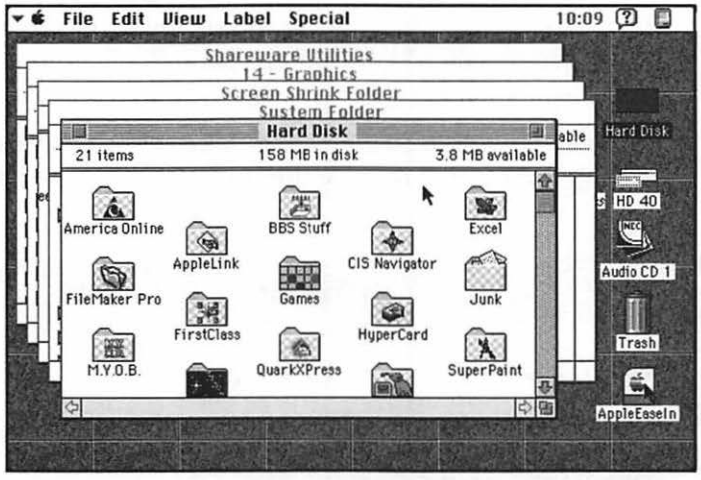


Figure 1.31 Downgrading a 13-inch color monitor with Screen Shrink

Of course, figure 1.31 doesn't show the extra wide black border to the left and bottom of the screen image. That's the real estate on your monitor that the folks using 9-inch monitors are missing out on.

Why would you want to do this to your screen? Well, if you've got to put together a program or presentation for someone using a 9-inch Mac screen, it's a good way to see what they might see—without having to buy a compact Mac.

SpeedyCD

Developer: ShirtPocket Software

Type: Control Panel

Distribution Method: Commercial

CD-ROM drives are quickly gaining popularity as their prices come down to where real people can afford them. A CD-ROM disk can hold over 600M of information—that's far more than the average person can fit on his hard disk.

The trouble with CD-ROM drives is that they aren't particularly fast. Here are some numbers. The average hard disk has an access time of less than 19 ms (milliseconds or millionths of a second). The average CD-ROM disk has an access time of 350 ms. That's almost one twentieth the speed! A snail's pace as far as your Mac is concerned.

Enter SpeedyCD. SpeedyCD speeds up common CD-ROM access activities like opening and closing folders, searching for files and folders, and using the Get Info command on files and folders.

How does SpeedyCD do all this? When you mount a CD-ROM disk, SpeedyCD creates a special database of information for all the files and folders on the disk. It saves this file to your much faster hard disk. Then, when you access the CD-ROM, SpeedyCD searches its database for the information you need to open folders, find files, and Get Info. It does this much faster than your Mac could without its help.

SpeedyCD can also make it possible for you to do the impossible: rename, move, and delete files and folders, create brand new folders, and change window views—on a CD-ROM disk! How does SpeedyCD perform this miracle? Since it's really accessing its database for file and folder information, it simply includes your changes in its database. Nothing is written to the CD-ROM (that really is impossible). Your changes remain until you delete the SpeedyCD database for that disk.

Create and Use RAM Disks

A *RAM disk* is not really a disk. It's a section of random-access memory (RAM) that your computer uses as if it were a disk. When you create a RAM disk, a disk icon appears on your desktop. Copy files to it and you can access them much faster than files you access on your hard disk and much, much faster than files on a floppy disk.

A few words of warning: Although all of the RAM disk utilities mentioned in this section are able to save RAM disk contents to hard disk automatically when you shut down, they're not always able to save RAM disk contents in the event of a System bomb, power surge, or power outage. This means anything in the RAM disk could be lost if the power goes out. So although you can put anything you like in a RAM disk, make sure you keep a copy of it on your hard disk just in case.

A RAM disk may also benefit PowerBook users. By storing information in RAM, your Mac doesn't need to access the hard disk quite as often. This not only saves wear and tear on the hard disk, but it conserves precious battery power.

AppDisk

Developer: Mark Adams

Type: Application

Distribution Method: Shareware

You'll find AppDisk on Disk #1. After unStuffing it and reading its Read Me file, double-click its icon. An AppDisk disk icon should appear near your hard disk icon. Drag your favorite utility onto this icon to copy it to the RAM disk. Now double-click the AppDisk disk icon to open it and double-click the utility file inside it to launch it. See how quickly it loads? That's because it's already in RAM. Use the AppDisk RAM disk to store applications or documents that frequently access your hard disk. You'll experience a noticeable improvement in performance.

Unlike most RAM disk utilities, AppDisk is an application that lets you create a RAM disk at any time—without restarting your Mac. Configure AppDisk's RAM disk size with the Get Info command under the Finder's File menu. Change AppDisk's application size to reflect the size of the RAM disk you want. A portion of the application size is reserved for AppDisk's operation, so if you want a 2M RAM disk, give it a few hundred kilobytes more for AppDisk use. Once configured, double-click on the AppDisk application icon. An AppDisk icon appears on your desktop. Use that icon as you would any other mounted disk.

AppDisk offers several settings options to customize the way it works for you (see figure 1.32). Among these is the capability to save the contents of the RAM disk on shutdown or periodically while you work. If you elect to save the contents on shutdown, the next time you launch AppDisk, whatever was inside its disk last time you used it will still be there.

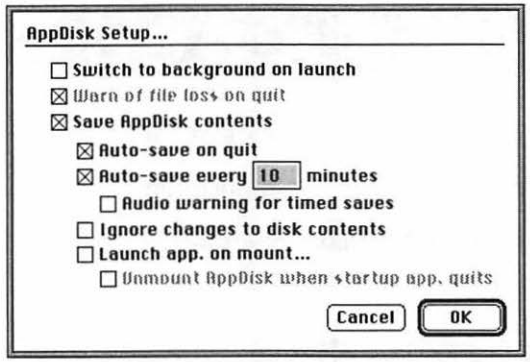


Figure 1.32 AppDisk's settings enable you to customize it for the way you want it to work.

Maxima

Developer: Connectix Corporation

Type: Control Panel

Distribution Method: Commercial

Maxima is a control panel you can use to make separate RAM disk configurations for 24 and 32 bit addressing under System 7. It protects RAM disk contents so they survive restarts and crashes. It automatically backs up the contents of the RAM disk onto your hard drive. It also enables you to use the RAM disk as your boot drive—its documentation provides complete instructions for setting up something like this.

The only problem I found with Maxima was that it requires a Mac with a whopping 9M or more of RAM, exactly 1M more than my Mac IIcx has.

RamDisk+

Developer: Roger D. Bates

Type: Control Panel

Distribution Method: Shareware

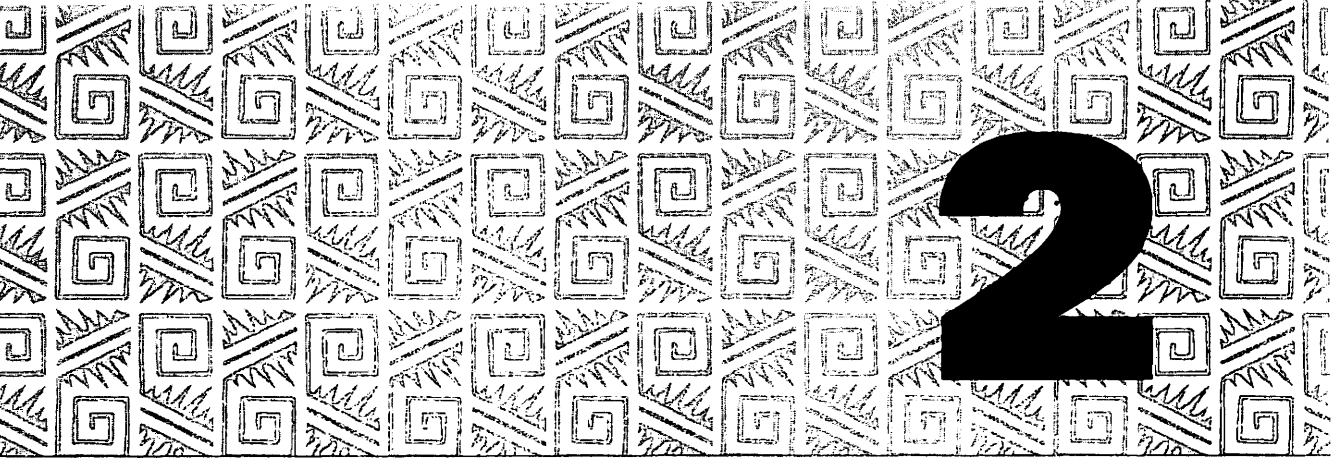
RamDisk+ is also a control panel that enables you to create a RAM disk each time you start your Mac. You can specify RAM disk size and an icon. RamDisk+ can automatically copy files and folders to the RAM disk and backup modified or new files to your startup volume. A "crash saver" feature helps protect information in the RAM disk in the event of a System bomb. You can even switch control of your Mac to the RAM disk and eject a startup floppy—this is a great feature for a system without a hard disk.

Summary

Although Apple has improved its system software over the years, you may still feel a need to tweak it. Fortunately, there are programmers who devote time to creating utilities you can use to change the way system software works.

Finder editors offer useful and fun customization options that change the way your Mac looks and behaves. Trash utilities allow you to completely remove files from a disk. Shutdown utilities add variety to an otherwise mundane activity. Screen capture utilities give you options you didn't have before. Even the reliable Clipboard and Scrapbook features can be improved with the right software.

This chapter gave you a sampling of what utilities offer. Chapter 2, "Menu and Window Enhancers," tells you more about customizing your Mac's operating system when it introduces tools that enhance menus and windows.



Menu and Window Enhancers

The Finder and System aren't the only things you can customize with utilities. You can also customize menus and windows to make them more functional and easier to use. This chapter covers a number of tools that enhance menus and windows not only in the Finder, but within applications.

Improve the System 7 Apple Menu

The Apple menu is one of the few constants on your Macintosh menu bar. No matter what application you might be using, the Apple menu is always there, the first menu on the left. Even the items it contains remain constant from one application to another.

Under System 6 (and previous versions of the system software), the Apple menu offered access to *desk accessories*, special programs that had to be installed in the System file with an Apple-provided tool called Font/DA Mover. Desk accessories, like Apple's Scrapbook (discussed in chapter 1), Note Pad, and Calculator, were originally created as tiny programs that could be used at any time, even while working with another application. Back in the dawn of Macintosh

computing, that was a big deal. It was the beginning of *multitasking*—the ability to run more than one application at a time. The Apple menu was Apple's way of ensuring that users always had access to all the desk accessories installed in their Macs.

The Macintosh continued to evolve. MultiFinder made it possible to run more than one *real* application at a time. Higher RAM capacities made it possible to have enough RAM to run multiple applications of significant size. Desk accessories, although still widely available and regularly developed, have become less important. Why use Apple's silly little Calculator DA when you can keep a spreadsheet running in the background? Or use a better-designed calculator application?

Then came System 7. Now the Apple menu isn't just for desk accessories. System 7 enables you to put virtually anything under the Apple menu: applications, documents, folders, sounds, and yes, even desk accessories. To add something to your Apple menu, simply drop it into the Apple Menu Items folder inside your System Folder. Aliases (discussed in chapter 1, "Finder Grinders and System Stretchers") are especially useful for this.

Selecting an item from the Apple menu is the same as double-clicking it in a Finder window. Select an application and the application launches. Select a document and the document opens. Select a folder and the folder opens. Select a sound, and the sound plays. Select an alias and the alias's original item—application, document, folder, or sound—launches or opens.

Although the use of the Apple menu has changed over the years, it's still a constant—you'll find the same items under the Apple menu no matter what application you use. That means whatever you place in the Apple Menu Items folder will always be accessible to you.

If you're like me, you'll find the Apple menu so handy for accessing frequently used applications and documents that you'll cram it with dozens of items. If this is the case, there's a good chance that your Apple menu might be longer than you can display on your screen. You'll have to scroll down past the last displayed entry to find the entries that don't fit on the menu (see figure 2.1).

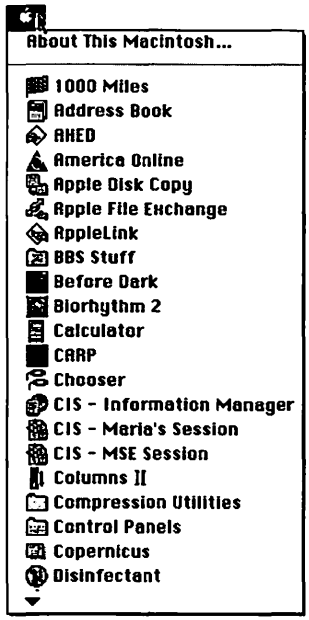


Figure 2.1 A messy Apple menu

You're not stuck with this mess. Just as you organize your Finder windows with folders, you can organize your Apple menu with folders. Create folders inside your Apple Menu Items folder for each type or category of Apple menu item you have. Then sort the Apple menu items into the folders to better organize them (see figure 2.2).

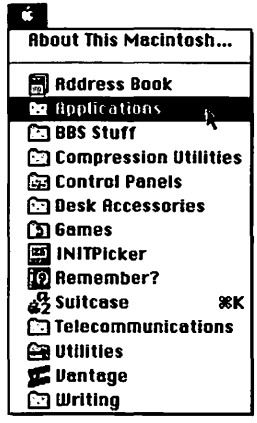


Figure 2.2 A neater Apple menu

The trouble with this is that when you select a folder containing the item you want to access, that folder's window opens on your desktop. While this is not an earth-shattering problem, remember that one reason you place items in the Apple Menu Items folder is to prevent desktop clutter. Using folders in your Apple Menu Items folder may make your Apple menu neater, but it does little to prevent Finder windows from cluttering up your desktop.

Of course, when there's a reason to complain about the way something works on your Mac, some software developer comes up with a product that eliminates it. In this situation, there are a number of products that can turn the contents of folders in your Apple menu into hierarchical pop-out menu items. Using one of these products makes it possible to convert the Apple menu in figure 2.2 to the much nicer one in figure 2.3.

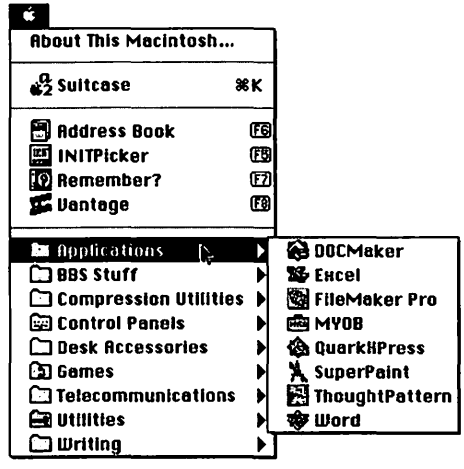


Figure 2.3 The neatest Apple around, courtesy of NowMenus

This section tells you about utilities that enable you to keep your Apple menu neat and functional after you've crammed dozens of Apple Menu Items into it.

NowMenus

Developer: Now Software, Inc.

Type: Control Panel (System 7 Only)

Distribution Method: Commercial (part of Now Utilities)

Author's Choice

NowMenus is one of my favorite tools because it's easy to use, flexible, and very useful. I know I only take advantage of a small portion of its capabilities, but that's enough to make me happy with it.

NowMenus is a control panel that creates hierarchical submenus up to five levels deep for folders in your Apple menu. But this is only one of the many things NowMenus does. It also lets you add items to your Apple menu by creating aliases of folders, applications, documents, control panels, and worksets (groups of applications and documents you define).

If you think your Apple menu already has enough junk in it, use NowMenus to create and maintain two additional pull-down launch menus (one on the left side of your menu bar and one on the right), a desktop pop-up launch menu, and up to sixteen other pop-up launch menus you can summon with a keystroke and a press of your mouse button. You can rearrange the order of items appearing in any of these menus and insert separator lines to better organize them. You can assign keyboard shortcuts to menu items (including Finder menu items like Empty Trash and Show Clipboard), change the font and size of menu item names, tell NowMenus to show recently opened items with applications, and even have NowMenus automatically adjust the color depth and sound level when an application is launched. You do all this (and more) through the NowMenus control panel shown in figure 2.4.

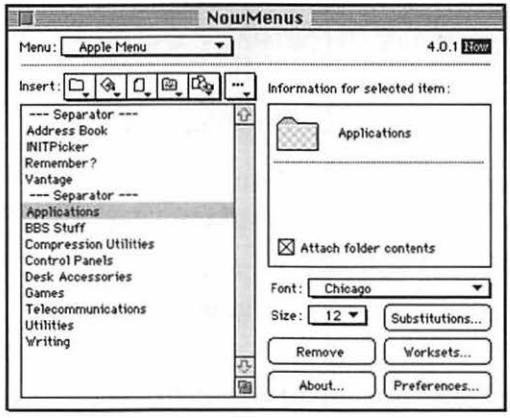


Figure 2.4 The NowMenus control panel

And if all that isn't enough, NowMenus can maintain lists of recently opened files, folders, and applications and display these lists as part of any of its menus. It lets you create "Workset" files of applications and documents you often open together—open the workset and all the applications and documents it contains open.

It can also let you specify applications to open files with specific creator or type codes. If you're tired of your Mac asking you whether it should open an unknown text file with TeachText, use NowMenus' application substitution feature to tell your Mac to open all unknown text files with your favorite word processor. You'll never see that annoying dialog box again.

If you've been reading carefully, you may realize that a few of the features offered by NowMenus are also offered by some of the Finder editors discussed in chapter 1.

As you can see, not only is NowMenus the ultimate Apple menu organizer, but it goes a few steps further to add much more convenience to the way you launch applications and documents on your Mac.

HAM

Developer: Inline Design/Microseeds Publishing

Type: Control Panel (System 7 Only)

Distribution Method: Commercial

HAM stands for Hierarchical Apple Menu. It creates hierarchical submenus up to five levels deep for folders in the Apple Menu Items folder. Although HAM doesn't offer all the whiz-bang features of NowMenus, it lets you sort and reorder Apple menu items and keep track of any number of recently opened applications, documents, folders, and even file servers which will appear in a Recent menu. It also lets you create *HAMlets*—collections of applications and documents that are open when you access the HAM control panel (see figure 2.5). HAMlets can be saved as double-clickable icons, included in the Apple menu, or opened automatically at startup.

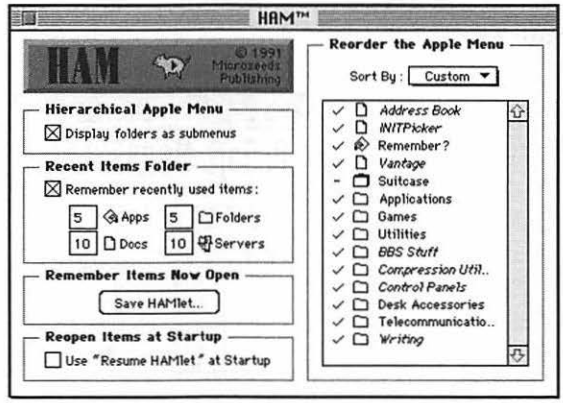


Figure 2.5 The HAM control panel

A great feature of the HAM documentation is the section called "Power User Tips," which tells you how you can use ResEdit (Apple's resource editor) to customize HAM. Following these instructions, you can access features not available in the control panel.

MenuExtend

Developer: ALSoft

Type: Control Panel (System 7 Only)

Distribution Method: Commercial (part of ALSoft Power Utilities)

MenuExtend also creates hierarchical submenus up to five levels deep for folders in the Apple Menu Items folder. It offers three options that give you some control over the order in which items are displayed (see figure 2.6).

Figure 2.6 The MenuExtend control panel

Although this isn't as ritzy as the reordering capabilities of NowMenus or HAM, what's interesting about MenuExtend is that whatever option you select is carried through the contents of folders within folders. So if

you want folders grouped at the bottom of your Apple menu, folders are also grouped at the bottom of the submenus.

A feature of MenuExtend is that you can elect to have it show invisible files and folders in your Apple Menu Items folder. Why you'd want to do this is beyond me, but it's certainly something to think about.

MenuChoice

Developer: Kerry Clendinning

Type: Control Panel (System 7 Only)

Distribution Method: Shareware

You'll find MenuChoice on Disk #1. After unStuffing it and reading its Read Me file, drag the MenuChoice icon onto your System Folder icon to install it. Restart your Mac. and pull down your Apple menu. Notice the way your Control Panels folder offers a list of its contents when you position your mouse pointer over it? You can select an item from this submenu to open that item without opening the Control Panels folder. Use MenuChoice to access the contents of any folder inside your Apple Menu Items folder the same way.

MenuChoice turns the contents of the Apple Menu Item folder into hierarchical menus. But where the other control panels mentioned so far can only go five levels deep, MenuChoice lets you go as deep as you like.

MenuChoice's control panel (see figure 2.7) also offers limited sorting of Apple Menu Items folder contents, the capability to create aliases on

the fly, and a menu full of recently opened items. Its Desktop menu feature can add a submenu called Desktop to the Apple menu. This submenu will contain any items on your Mac's desktop.

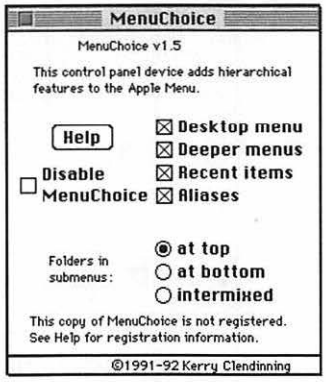


Figure 2.7 The MenuChoice control panel

If you use MenuChoice's Desktop menu feature, you can access any file on your hard disk right from your Apple menu!

Improve Other Menus

The Apple menu isn't the only menu you can customize. In this section we'll take a look at a few tools that change the way other menus work—or let you add your own menus to the menu bar.

AliasMenu

Developer: Benoît Widemann

Type: Control Panel (System 7 Only)

Distribution Method: Shareware

Apple, File, Edit, View, Label, Special. Those are the menu titles in the Finder's menu bar. With AliasMenu, however, you can add another menu with commands that let you launch your favorite applications and documents. If one menu isn't enough, add as many as you like. If your menu bar isn't long enough, add icons to represent menus instead (see figure 2.8).

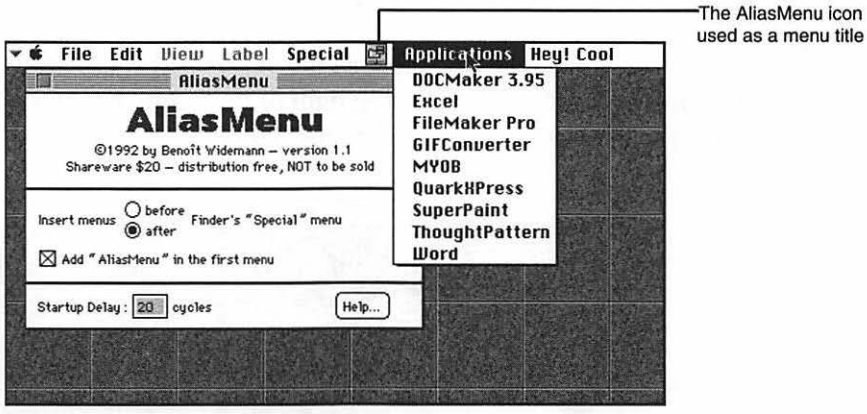


Figure 2.8 AliasMenu enables you to add menus to your menu bar, including menus with icons instead of names.

AliasMenu creates a new folder in your System Folder called AliasMenu Items. Within this folder, create additional folders and name them with a number, a period, and the name you want to appear on the menu. The numbers in the folder names specify the order the menus will appear in the menu bar. Each menu appears as soon as you create and properly name a folder. Pulling down a menu displays a list of all documents, applications, and aliases within the corresponding folder. Selecting one of these menu options opens that item.

To replace menu names with icons, simply use the Finder's Get Info command to paste a custom icon over a folder's standard icon (for more information about icons, see chapter 15, "Interface Customizers"). That new icon becomes the menu title. Figure 2.8 illustrates how the AliasMenu icon looks as a menu title.

TearOFFs

Developer: Bad Boys' Software

Type: Control Panel

Distribution Method: Shareware

TearOFFs doesn't add menus. Instead, it turns all your menus into tear-off menus—menus you can drag right off the menu bar and place anywhere on your desktop (see figure 2.9).

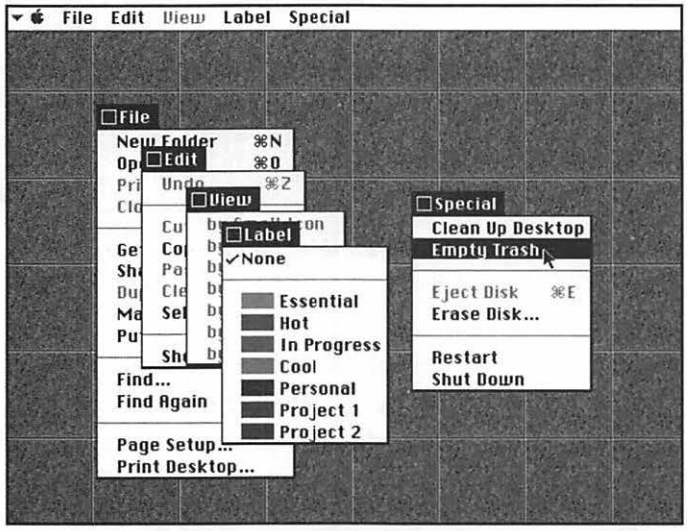


Figure 2.9 TearOFFs lets you tear your menus right off the menu bar.

Drop TearOFFs into your System Folder, restart your Mac, and simply pull menus off and leave them on your desktop. Each menu has its own title bar and close box, so you can reposition it anywhere you want and dismiss it with a click of your mouse. Overlap menus and click on one to bring it to the top for use. This is great for dealing with font and style menus, including hierarchical menus found in many applications.

Options within the TearOFFs control panel let you customize the way TearOFFs works for you. Best of all, TearOFFs works with System 6 and System 7 so everyone can take advantage of it.

AutoMenus II

Developer: Michael Conrad

Type: Control Panel

Distribution Method: Shareware

AutoMenus changes the way existing Finder and application menus work by enabling you to drop down menus without pressing the mouse button. Simply position your mouse pointer over a menu you want to view and the menu drops down. Then use your mouse to click on the option you want from that menu.

One good feature of AutoMenus is the capability to specify menu bar areas that AutoMenus works with. For example, utilities like NowMenus (discussed earlier) add menus to the left of the Apple menu or to the right of the MultiFinder/System 7 Application menu icon. AutoMenus enables you to determine whether AutoMenus should work when your mouse pointer enters either of these two areas. Thus, you can elect to have it recognize or ignore additional menus added by other programs.

DoWindows

Apple's System software contains the resources that programs use to create standard Macintosh windows. That's why the windows in one program look so much like the windows in another or the windows in the Finder.

Each window has several basic parts, as illustrated in figure 2.10. But if you think Apple's window design is a masterpiece that cannot be improved upon, think again. Here are some utilities that change the way your Mac's windows look and work.

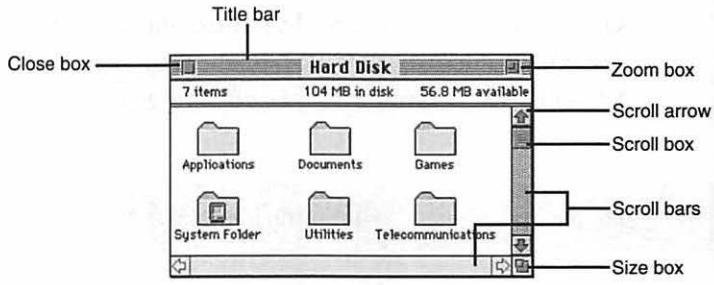


Figure 2.10 The basic parts of a Finder window are found in the windows of most other applications.

Stretch

Developer: Ross Tyler

Type: Control Panel (System 7 Only)

Distribution Method: Shareware

Stretch puts a special border around all windows. Use this border to stretch the window in *any* direction—not just down and right (see figure 2.11).

Stretch also enables you to turn any window into an icon by double-clicking on its title bar. These icons can be positioned anywhere on your desktop. They take up less space and help reduce desktop clutter. To bring them back to full size, simply double-click on them.

WindowShade

Developer: Rob Johnson/Interactive Technologies, Inc.

Type: Control Panel

Distribution Method: Freeware

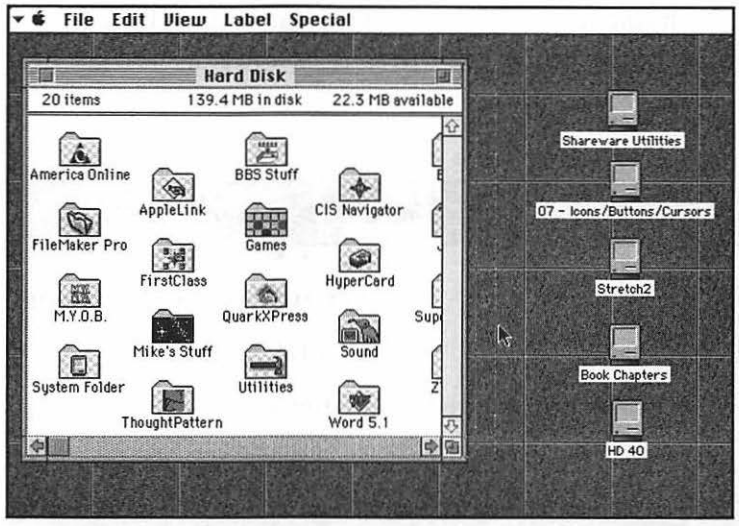


Figure 2.11 Stretch enables you to resize your windows from any side and turn your windows into little icons.

WindowShade is another utility that tucks windows out of the way without closing them. It rolls windows up into their title bars with a double-click (see figure 2.12).

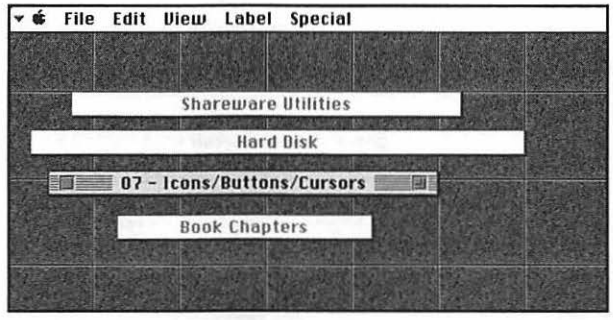


Figure 2.12 WindowShade rolls up windows to get them out of the way.

Use WindowShade's control panel to set the number of clicks, specify a modifier key if desired, and turn sound effects on and off. From then on, when you click a title bar the specified number of times, its window disappears, leaving only a moveable title bar on the Desktop. Clicking on that title bar the specified number of times brings the window back.

If you have the sound effects turned on, each time you use WindowShade, you'll hear the sound of a—you guessed it—window shade being rolled up.

DoubleScroll

Developer: Edward Voas/ISYS Development

Type: Control Panel

Distribution Method: Shareware

You'll find DoubleScroll on Disk #1. After unStuffing it, drag the DoubleScroll icon onto your System Folder icon to install it. Then restart your Mac and check out the funky scroll arrows on all your windows!

DoubleScroll changes the way scroll bars on windows look and work. It puts a double arrow on each end of a scroll bar (see figure 2.13) so you can scroll in both directions without moving your mouse pointer all the way to the other end of the scroll bar.

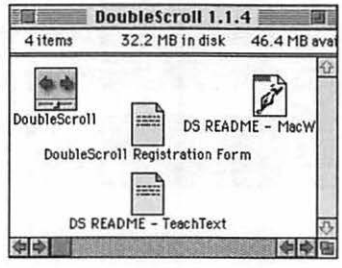


Figure 2.13 DoubleScroll adds arrows to scroll bars.

DoubleScroll is smart enough to know when a double arrow wouldn't be appropriate for a scroll bar. You can configure it with a minimum scroll bar length to include the double arrows. If the scroll bar is shorter, DoubleScroll uses standard scroll arrows so that the scroll box (or *thumb*, as some people call it) has room to move. You can also configure DoubleScroll to exclude incompatible applications so when those applications are launched, the standard scroll arrows always appear.

SmartFolder

Developer: Scott Fenton

Type: System Extension (System 7 Only)

Distribution Method: Freeware

You'll find SmartFolder on Disk #1. After unStuffing it and reading its Read Me file, drag the SmartFolder icon onto your System Folder icon to install it. Then restart your Mac. Any folder icon that isn't a custom folder icon will display a number corresponding to the number of items within the folder.

SmartFolder doesn't change the way windows work. It changes the way folders inside Finder windows work by drawing a number on each folder to indicate the number of files or folders inside that folder (see figure 2.14).

What's great about SmartFolder is that the number on a folder is updated almost as soon as a change is made to that folder's contents. In addition, it can display numbers on small icons that appear in Finder list views just as well as it displays full-size icon numbers.

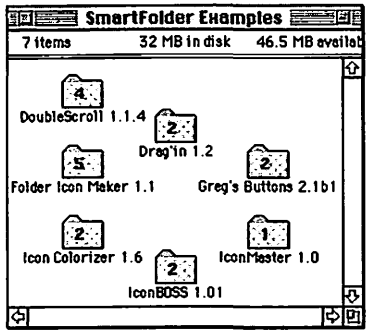
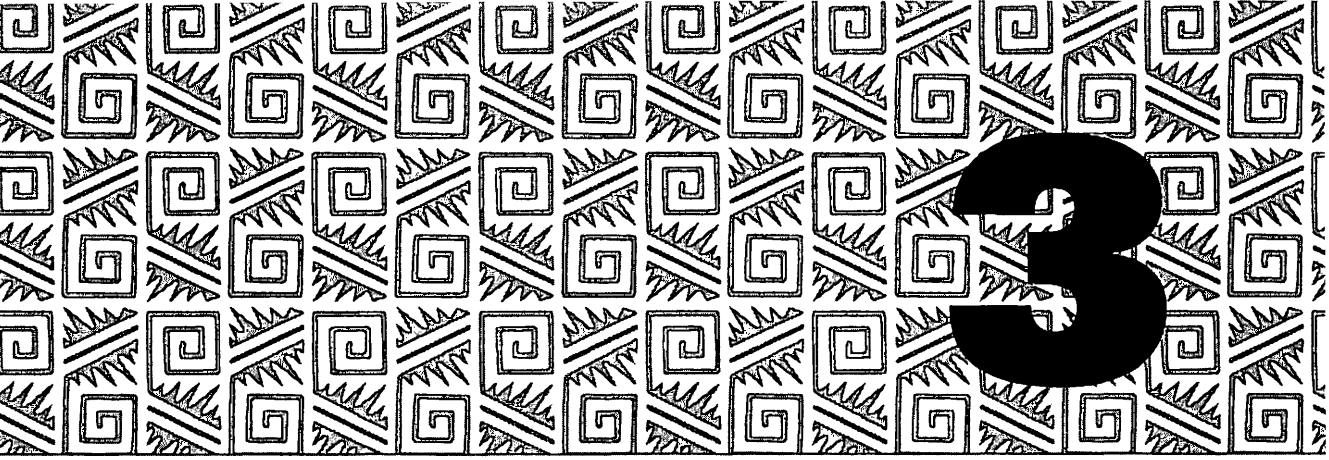


Figure 2.14 SmartFolder tells you how many items are inside each folder.

Summary

A variety of utilities are available that will help you enhance your Mac's windows and menus. Possible enhancements include creating multi-level hierarchical submenus in your Apple menu, adding new menus to your menu bar, putting a double arrow on each end of a window's scroll bar. Although some of the enhancements are cosmetic, many of them increase your productivity by making tasks quicker or easier to do.

Chapter 3, "Font Helpers," examines tools you can use to help you work with fonts: convert them, manage them, and view them. In it you'll also find a font primer of sorts that gives you the basic information you need to work with fonts on your Macintosh.



Font Helpers

When the Macintosh first appeared in 1984, it was set apart from other computers by its use of fonts or typefaces. From the very beginning, Macintosh computers offered a variety of fonts that could help users express themselves with style. The fonts were part of the system software and could be applied to selected text with a menu selection—you didn't need special codes to instruct your printer to use these fonts. Not only were these fonts available for printed documents, but they also appeared on screen. This "what-you-see-is-what-you-get" display, or WYSIWYG, meant your screen looked exactly like your printed document.

Fonts, like other components of Apple's system software, have become more complex and more powerful. We still have the ability to change fonts with the drag of a mouse, but instead of having only a handful of typefaces to chose from, there are literally thousands to choose from now. Font technology has changed too—offering us high quality font images on screen and paper. With font conversion utilities, you can use the fonts on your Macs with other platforms: like IBM-compatibles and NeXT computers.

This chapter discusses utilities that can make working with fonts easier and provides basic information that helps you understand how different types of fonts work so you can choose the font type that's best for you.

Learn about Fonts

There are three main types of fonts: bitmapped, PostScript, and TrueType. This section discusses each font type as it appeared on the font-evolution scene.

First There Were Bitmapped Fonts

In the beginning, there were bitmapped fonts. These bitmapped fonts, which are stored in suitcase files, provide the Mac with specific instructions for drawing a character to a specific size, using a specific number of *bits* or *pixels* (picture elements). The fonts tell your Mac exactly which bits to turn on or off to create the image.

Think of the scoreboard at your favorite team's stadium or arena. Each number or letter on the scoreboard is created by turning on or off a light. The computer system that runs the scoreboard tells it which lights to turn on or off based on diagrams programmed into it.

Bitmapped fonts on your Mac work much the same way. For each character, a certain set of pixels or screen dots must be turned on or off. The bitmapped font file tells your Mac which pixels to turn on or off based on diagrams within it. For a larger character, more pixels need to be turned on—a different diagram (font file) with a different combination of dots.

A bitmapped font always includes its size as part of its name—like Times 10, New York 12, and Helvetica 9. To have an accurate onscreen representation of a bitmapped font's characters in a specific size, you must have that font in that size installed in your Mac. If you don't, your Mac diligently attempts to scale the bitmapped font based on the closest size it does have. The results are less than satisfactory—a case of The Jaggies (see figure 3.1).

This situation resulted in font manufacturers generating fonts in almost every common size. It also meant that System files were full of fonts. The bigger the font size—the bigger the font file. Hard disk manufacturers probably enjoyed this trend.

Figure 3.1 An example of The Jaggies

Then Came PostScript

PostScript, developed by Adobe Systems Incorporated, is an entire computer language. PostScript fonts provide mathematical information that will draw a character's outline at any size; it then fills in that outline with dots resulting in a complete character. PostScript fonts can be scaled to any size—they don't use individual diagrams of characters, or font files, for each size.

PostScript fonts often come with "Metrics" or "AFM" files. AFM stands for Adobe Font Metrics. These files include instructions that some programs may use to *kern* characters. Kerning refers to the way properly typeset characters are moved closer together to remove unnecessary space between them.

There are two catches to using PostScript fonts on your Mac. First, you need at least one corresponding bitmapped font of any size installed in your System file just to get that font's name in a font menu so you can use it. That isn't a big deal. Second, the PostScript instructions can be

read and understood by PostScript printers only. In fact, the fonts are downloaded to printer memory before they can be used. Macs ignore them completely.

Although PostScript fonts eliminated jaggies on PostScript printers, jaggies remained a problem onscreen and on non-PostScript printers.

Adobe Type Manager Helps Out

After a while, Adobe developed a great utility called Adobe Type Manager (ATM). ATM teaches your Mac how to read and understand PostScript font instructions. With ATM installed, your Mac can produce properly scaled fonts onscreen just as nicely as a PostScript printer produces them on paper. Not only that, but it can send these characters to non-PostScript printers. With ATM and PostScript fonts, jaggies are no longer a problem.

Of course, you still need at least one bitmapped font of any size in your System Folder for each PostScript font. But as I said earlier, that's not a big deal.

Enter TrueType

Evidently Apple thought it was a big deal. Or maybe it thought Macintosh users shouldn't have to depend on a third party developer for fonts without jaggies. Whatever the case, Apple developed and released TrueType fonts. This third type of font currently available to Macintosh users hit the streets around the same time as System 7. System files haven't been the same since.

On the surface, TrueType fonts look like bitmapped fonts because they're stored in suitcases. But rather than each suitcase containing multiple sizes of the same font, there's only one TrueType font that covers all sizes. Like PostScript fonts, TrueType fonts also provide information for drawing a character's outline at any size and filling it in. But unlike PostScript fonts, the ability to read TrueType fonts and draw them onscreen and on paper is built into the Apple System software. It's a component of System 7 and can be installed in System 6.0.7 and

later versions with Apple's TrueType INIT. The result: no jaggies and no need to buy additional software.

Which Type Font Do You Use?

Although you may think the entire Macintosh world would rejoice the coming of TrueType, it didn't. PostScript fonts are widely used in desktop publishing and business. PostScript characters are not always the same as their TrueType counterparts. The jury's still out on which method of producing characters onscreen and on paper is better, faster, and cheaper. So the two main outline font technologies—PostScript and TrueType—peacefully coexist.

Of course, this situation created a need for utilities that convert fonts from one type to another. We'll look at them in the next section.

Converting Fonts

These days font conversion doesn't mean simply converting between TrueType and PostScript formats. First of all, there are two PostScript formats: Type 1 (more commonly used) and Type 3. (Type 2 never quite made it past the drawing board.) Second, computers other than Macs can use fonts. Why not convert to a format they can read as well? And if that isn't asking for too much, why not have the ability to save fonts in a format that graphics applications can use too?

The two font conversion utilities presented next rise to the challenge to meet all your conversion needs.

Metamorphosis Professional

Developer: Altsys Corporation

Type: Application

Distribution Method: Commercial

Metamorphosis Professional (or just plain Meta Pro) offers a simple interface for converting batches of fonts from one format to another (see figure 3.2).

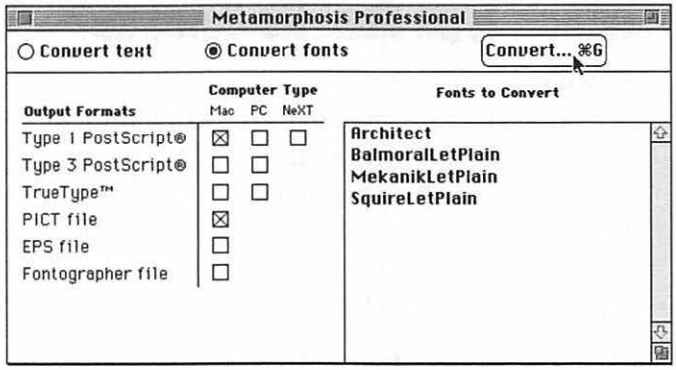


Figure 3.2 Metamorphosis Professional's conversion window

Meta Pro can open bitmapped and TrueType font files stored on your disk, installed in your system file, or stored on another computer you have access to over a network. Once you select the fonts you want to convert, simply click on check boxes for each of the formats to which you want to convert. Meta Pro can convert fonts to the following formats:

Macintosh

- TrueType
- Type 1
- Type 3
- PICT
- EPS
- Fontographer formats

PC/Windows

- TrueType
- Type 1
- Type 3 (for use with ATM for Windows)

NeXT

- Type 1

The PICT and EPS formats are handy for editing in graphics applications. Fontographer is a font creation and editing package by Altsys.

As you perform a conversion, Meta Pro charts its progress with a pie chart. The more fonts you convert and the more formats you convert to, the more time the conversion takes. Generally speaking, a quick one font to one format conversion shouldn't take more than a minute or two. When generating a PostScript or TrueType font, Meta Pro also provides a 24-point bitmapped font.

FontMonger

Developer: Ares Software Corporation

Type: Application

Distribution Method: Commercial

FontMonger also has a batch conversion mode that enables you to convert fonts to a wide variety of formats (see figure 3.3).

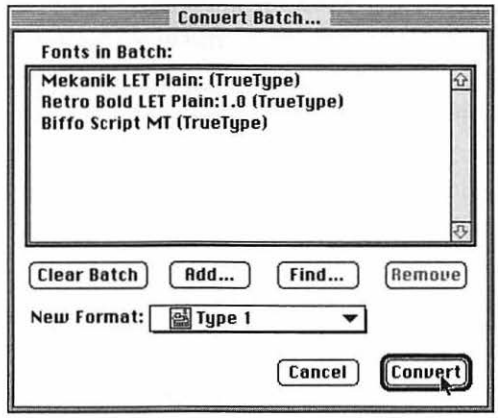


Figure 3.3 FontMonger's batch conversion window

Use FontMonger's Convert Batch command to open suitcases and font files, select fonts to add to the batch, and make the conversion. FontMonger can convert fonts on disk between the following formats:

Macintosh

- TrueType
- Type 1
- Type 3

PC/Windows

- TrueType
- Type 1
- Type 3

PC

- Nimbus Q

NeXT

- Type 1

When it converts to Type 1 format for the Mac, it also provides a 13-point bitmap of the font. The TrueType suitcase contains only the TrueType font.

But FontMonger isn't just a conversion tool. It can perform other font-related jobs. Use it to get access to unencoded characters that usually aren't accessible from the keyboard. Merge characters from several fonts into one font. Change the way characters look by scaling, slanting, and rotating them (see figure 3.4). Add fractions and composite characters. Edit character outlines to change existing fonts or create brand new ones. Import graphics into fonts. Export characters for editing in graphics programs. FontMonger enables you to do all this, making it much more than a font conversion utility.

Install Fonts

The way you install fonts on your Macintosh depends on two things: the kind of font and the version of system software you're using. Here's a brief rundown of what you need to know.

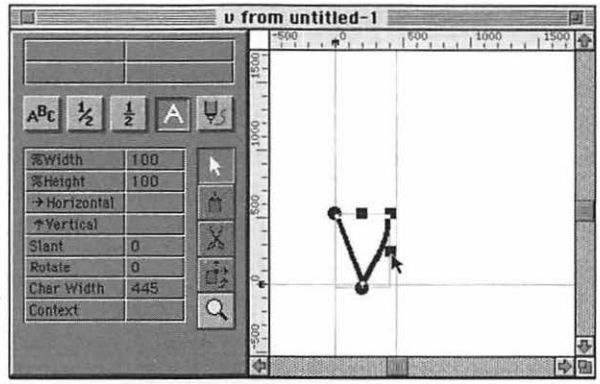


Figure 3.4 Exercise a font's characters with some stretching in FontMonger.

Fonts and System 6

Under System 6, you install fonts with an Apple-provided application called Font/DA Mover. Font/DA Mover removes bitmapped and TrueType fonts from their suitcase files and installs them in the System file.

Although TrueType fonts also come in suitcase files and are installed the same way as bitmapped fonts, your System 6 Mac won't be able to use them unless you have the TrueType INIT installed. Apple provides this INIT as part of its system software. Apple claims that it works with System 6.0.7 or 6.0.8, but I'll tell you a secret: folks using System 6.0.5 should be able to use it, too.

As for PostScript fonts, under System 6 you install them by dropping them into your System Folder. They cause a lot of clutter, but some utilities (like ATM) let you organize them into different folders.

Fonts and System 7

System 7 users don't have to use Font/DA Mover. Just double-click on a suitcase file to open it and see the font files stored inside. Font files have icons that look like the ones in figure 3.5. Since bitmapped font names always have the point size as part of the font name, you should be able to figure out which of these icons is for a TrueType font and which is for a bitmapped font.

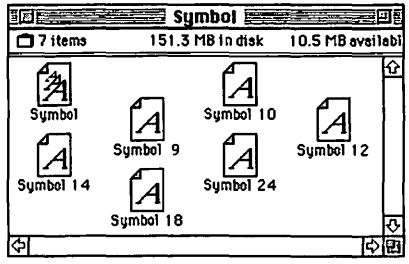


Figure 3.5 Font icons for TrueType and bitmapped fonts

As for getting them into the System file, just drag the font file icons onto the System file to drop them in. Or drag the font suitcase icon onto the System Folder icon and let your Mac put them away for you.

Under System 7, you install PostScript fonts by dragging them into the Extensions folder inside your System Folder.

Fonts and System 7.1

System 7.1 makes font management a little easier. If you're using System 7.1, all your fonts, including suitcase files, PostScript font files, and AFM files, are stored in a Fonts folder inside your System Folder. Your Mac recognizes all the fonts in that folder as installed. To remove a font, just drag it out of that folder.

Manage Fonts

This section tells you about some utilities you can use to make your System file and font menus more manageable. Use these utilities to install fonts on the fly, group together font *families* (a group of fonts with the same basic typeface but varying weights and styles), and create suitcase files in which to store fonts.

Because fonts, desk accessories, sounds, and FKeys have a lot in common—mainly, they can be stored in suitcase files and installed in the System file—some of the tools in this section can also be used to manage desk accessories, sounds, and FKeys.

Suitcase

Developer: Fifth Generation Systems, Inc.

Type: System Extension and Control Panel

Distribution Method: Commercial

Suitcase enables you to store fonts in suitcase files outside your System file—and even outside your System Folder.

Use the Suitcase window (see figure 3.6) to open suitcase files containing fonts, DAs, FKeys, and sounds. Suitcase offers the capability to create sets of suitcases you open for specific projects. Five predefined sets exist, including one for Permanent suitcase selections that you want opened each time you start your Mac and one for Temporary selections that you open on an as needed basis for the current session only. Simply add suitcases to a set and tell Suitcase to open them. No restarting is required because the contents of newly opened suitcases are available immediately for use.

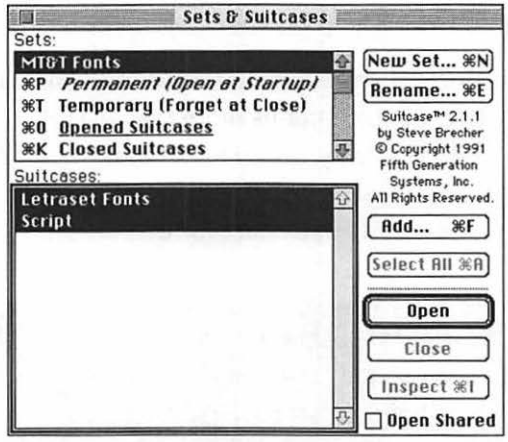


Figure 3.6 Suitcase enables you to open suitcases on the fly, making fonts, DAs, FKeys, and sounds immediately available.

Suitcase offers a number of other features you may want to take advantage of. For example, you can instruct Suitcase to compress screen (bitmapped) fonts, reducing the amount of disk space needed to store them. When Suitcase opens one of these compressed fonts, it automatically decompresses it for use. Suitcase automatically alerts you to conflicts that may occur when two or more fonts have the same font ID number (a number used by the system software), and it offers to change numbers on the spot. Suitcase can display fonts in their actual typefaces in application menus so you can see what fonts look like before you use them.

Suitcase can create empty suitcase files so System 7 users can better organize fonts after they've been removed from their original suitcases.

Like Suitcase, MasterJuggler also enables you to open font, DA, FKey, and sound suitcases as you need them. It installs a pop-out menu full of

its utilities under the Apple menu. Select MasterJuggler from that menu to specify the suitcases you want to open (see figure 3.7). MasterJuggler offers compression and decompression of fonts and sounds to save disk space.

MasterJuggler

Developer: ALSoft

Type: Control Panel and Desk Accessory

Distribution Method: Commercial (part of ALSoft Power Utilities)

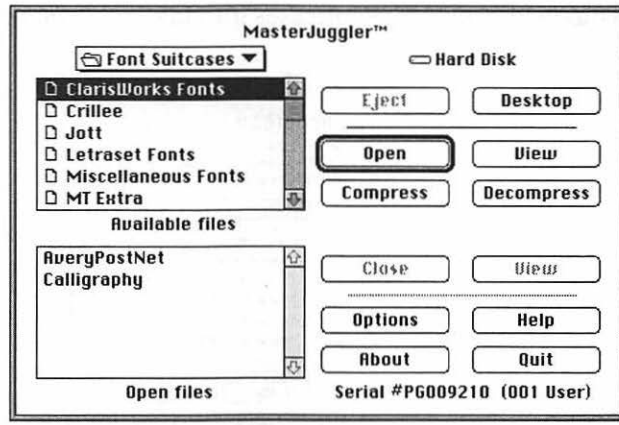


Figure 3.7 MasterJuggler's main DA window

Other items on MasterJuggler's pop-out menu enable you to launch applications without returning to the Finder, launch DAs from a scrolling window of open DAs, view fonts in their typefaces, open FKeys from a scrolling window, and set and play system sounds. A number of other utilities that come with MasterJuggler help you work with applications, fonts, and sounds.

Carpetbag

Developer: James W. Walker

Type: Control Panel

Distribution Method: Shareware

Carpetbag, like Suitcase and MasterJuggler, enables you to keep fonts, sounds, and FKeys outside your System file or Folder.

Use Carpetbag to select folders full of suitcases you want to open at restart (see figure 3.8). Carpetbag opens all the suitcases in each folder you select rather than allowing you to select specific suitcase files, so you need to organize suitcases into folders. Then restart your Mac.

Figure 3.8 Carpetbag's control panel

Although Carpetbag can open suitcases on the fly, it warns that serious problems could occur if the Finder quits (not something that happens often, but as we saw in chapter 1, it is possible). It isn't wise to use Carpetbag with DAs, but the documentation provides specific instructions if you really feel you need to do this.

Carpetbag comes with some other useful utilities. CarpUnmount makes it possible for you to close suitcases when unmounting a volume containing open suitcases. Outboard Sound makes sure beep sounds installed with Carpetbag appear in Apple's Sound control panel. Two versions of Outboard Keyboard make it possible to use custom keyboard layouts with Carpetbag under System 7. Universal Suitcase is an empty suitcase file that can contain any combination of fonts, sounds, and keyboard layouts. And Laser Path is a System 7-only extension that makes it possible to store PostScript fonts somewhere other than the Extensions folder.

Simsonite

Developer: Don Munsil

Type: Application

Distribution Method: Freeware

You'll find Simsonite on Disk #1. After unStuffing it and reading its Read Me file, double-click the Simsonite icon. A font suitcase file appears on your desktop. Hold down the Option key and double-click the Simsonite icon again. A desk accessory suitcase appears on your desktop. Use these suitcases to organize and store your fonts and desk accessories.

Simsonite is a great little utility that does one thing: it creates empty suitcase files. This is particularly handy for System 7 users who have thrown out their copy of Font/DA Mover and need to put fonts in a suitcase file.

Double-click on Simsonite and it creates an empty font suitcase. Hold down the Option key while double-clicking on Simsonite and it creates an empty DA suitcase. That's it. That's all it does. Remember it the next time you need an empty suitcase file.

Find and Use Fonts and Characters

If you've got more than two dozen fonts installed in your Mac, you might have an idea of the downside to having so much flexibility over typefaces. Not only do these fonts take up space on your hard disk, but they make font menus a lengthy maze of confusing font names. And do you really know what all those fonts look like before you apply them to text?

And here's another question for you: how many characters are included in each font? If you're counting keys on your keyboard, stop. Most fonts include far more characters than you can see on your keyboard, characters like the bullet (•), trademark symbol (™), registered trademark symbol (®), copyright symbol (©), and even upside-down question mark (¿). You access these characters by holding down the Option key or Shift and Option keys together while pressing another keyboard key. For this reason, these special characters are often referred to as *optional characters.*

Apple provides one tool you can use to explore the characters hidden away within your fonts: Key Caps. Open this desk accessory, select the font you want to examine, and look at the tops of the keys in the Key Caps' window. When you hold down the Option key, you'll see some of the special characters (see figure 3.9). When you hold down the Shift and Option key together, you'll see more. To enter a character from your keyboard, simply press down the Option or Shift and Option keys and type the keyboard key where the character appears in the Key Caps window.

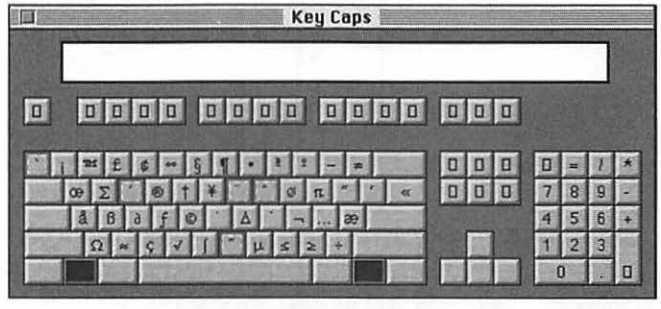


Figure 3.9 Key Caps lets you see the special characters in a font.

In this section you'll find other tools that help you work with fonts by showing you what font characters look like and helping you find and use special characters.

WYSIWYG Menus

Developer: Now Software, Inc.

Type: Control Panel

Distribution Method: Commercial

Even with a program like Suitcase, MasterJuggler, or Carpetbag installed, your font menus could still be crowded with members of font families displayed alphabetically in the boring Chicago font. Figure 3.10 is a good example.

Figure 3.10 A crowded, disorganized font menu

Although Suitcase can display the fonts in their typefaces, there's room for more improvement. For example, wouldn't it be better if the menu looked like the one in figure 3.11?

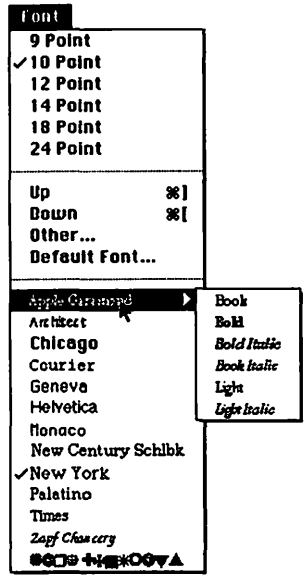


Figure 3.11 The same font menu WYSIWYG Menus installed

WYSIWYG Menus displays font names in actual typefaces. It enables you to change the order, size, name, and color of fonts in menus. It lets you assign hot keys to fonts. And, perhaps best of all, it groups font families together with pop-out menus of their members, thus making them easier to find.

Once you've got your System file and font menus under control, you may be interested in a little utility to help you find and use font characters that aren't displayed on your keyboard. Although Apple's Key Caps desk accessory can show you where special characters are located, wouldn't it be nicer to simply have a menu of them pop up on your screen for you to select the characters you want? That's what PopChar does.

PopChar

Developer: Günther Blaschek

Type: Control Panel

Distribution Method: Freeware

Author's Choice

PopChar is one of my favorite tools because it makes it so easy to find and use optional characters. No fiddling around with font menus—PopChar already knows what font you're working with and shows only the characters in that font.

PopChar puts a hot spot on your menu bar. Put your mouse in that spot and hold your mouse button down. The PopChar window appears, showing every character available to you in the current font (see figure 3.12). Simply drag your mouse pointer over to the character you want, release the mouse button, and PopChar disappears, inserting the character into your document at your insert cursor. Or, if you want more than one character, select the More option at the top of the window to have PopChar stick around with an edit box you can click characters into for insertion in your document.

Figure 3.12 PopChar pops up characters on your screen.

ASCII Chart

Developer: Jon Wind

Type: Desk Accessory

Distribution Method: Shareware

ASCII Chart offers another way to display all the characters in any installed font. It's a desk accessory that provides additional font and character information not found in Key Caps (see figure 3.13).

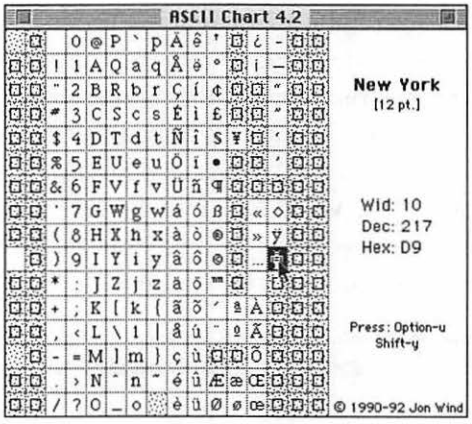


Figure 3.13 ASCII Chart's character display

When you click on a character in the ASCII Chart window, it displays the character's width (in pixels), decimal and hexadecimal values, and keystroke. The keystroke information is especially handy if you want to enter characters directly from the keyboard. Otherwise, use the Copy command to copy a selected character to the Clipboard for pasting into a document. Press the Command key to see the character at 72 points. Commands under the Chart menu let you change the font, size, and style displayed. You can also print font samples in four formats, create a PICT file of the ASCII Chart window, or generate a text "font census" that lists font names, ID number, disk location, number of characters, type, and sizes installed.

FontView

Developer: Simon Brown

Type: Desk Accessory

Distribution Method: Shareware

You'll find FontView on Disk #1. After unStuffing it, be sure to read its Read Me file. If you're using System 6, use Font/DA Mover to install FontView. Otherwise, double-click the FontView suitcase folder to open it and drag FontView out. Now launch Fontview. Click on characters to enter them in the edit box—or simply type them in. To change the font, size, or style, use options under the FontView menu. Use FontView to see all the characters in all your fonts!

Like ASCII Chart, FontView displays all the characters in a font, but it adds an edit box at the bottom of its window so you can enter sample characters (see figure 3.14). You can then copy these characters to the Clipboard and paste them into another document.

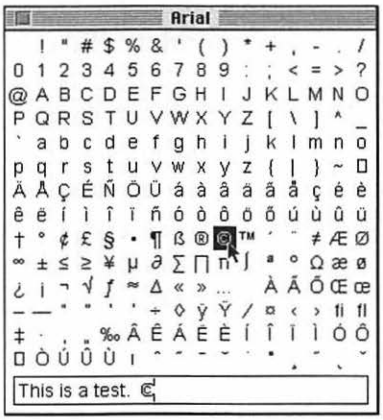


Figure 3.14 FontView's character display

FontView provides additional character information including size, numeric values, and keystroke. It provides typeface information like font name, location, and type. You can change the font, size, and style displayed. FontView can also open font suitcase files, so you can view and get information about a font without actually installing it. For printed font samples, use the Print Window command.

theTypeBook

Developer: Jim Lewis/Golden State Graphics

Type: Application

Distribution Method: Freeware

theTypeBook doesn't help you organize or use your fonts on your Mac. Instead, it enables you to create printed samples of your fonts in several different formats.

When you launch theTypeBook, it scans for all installed fonts (including fonts opened with utilities like Suitcase, MasterJuggler, and Carpetbag), and presents them in a scrolling window (see figure 3.15). Select one or more fonts from the list and print typebook pages. A Sample prints all the characters of the font in sizes from 6 to 48 points, as well as sample text you can specify in a number of different point sizes and leading settings. A Key Caps table prints a list of all keyboard keys and what characters are produced with a simple keystroke or with the Shift, Option, or Shift-Option keys held down. A Character Set shows all characters in a font in a size you specify, or you can have theTypeBook print all characters at a size that fills the page. Line Showings prints two lines of standard characters for each font selected. Type Showings prints six fonts' worth of character and text samples on each page. An Index page lists all the selected fonts and provides a short sample of each.

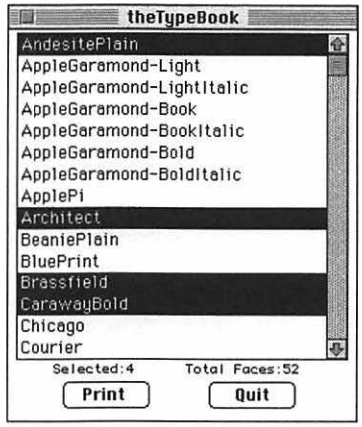


Figure 3.15 Use the TypeBook's scrolling window to select the fonts you want to print samples of.

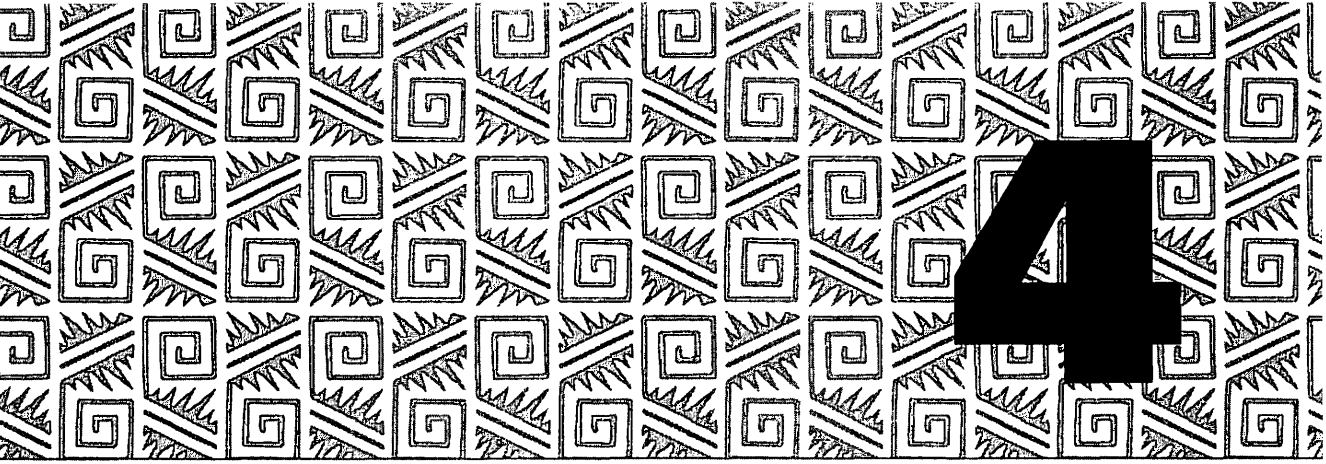
If you do a lot of desktop publishing and are looking for a way to create consistent and complete samples of your fonts, theTypeBook certainly is a great solution.

Summary

Fonts have always been important to the success of Macintoshes. In the beginning, users could use their newly discovered type freedom to express themselves in style. Granted, there weren't many fonts to choose from, but at least they were easy to use.

Like so many other things, fonts have become more complex and powerful over the years and now they require management. Fortunately for us, developers have been working hard to provide us with helpful tools. Their utilities take the worry out of converting and installing fonts and simplify using fonts by allowing us to view all of each one's characters.

Chapter 4, "Application Managers and Enhancers," takes you back to Apple's operating system. It introduces application launching and modification tools. You'll learn how these tools can help increase your productivity.



4

Application Managers and Enhancers

Chapters 1 through 3 covered utilities that change the way the Finder, System, and their components work—tools that change performance, appearance, and operation. Although most of these tools change the way things work on the operating system level (in the Finder), some, like the Clipboard utilities and font tools, also make changes that affect applications. This is because many components of the Macintosh operating system are also used within applications, which makes it easier for programmers to work and ensures consistency between programs. This is the core of the Macintosh philosophy and part of what has made it so successful.

This chapter introduces a number of utilities that work specifically with applications, from Finder replacements to dialog box modifiers. They change the way you launch applications, switch between open applications, use standard dialog boxes, and deal with application memory size. These tools have one thing in common: they make it quicker or easier to perform specific tasks when you work with applications.

Replace the Finder

The Finder is the component of Apple's operating system that enables us to communicate with our Macs. Through icons and menu commands, the Finder offers options for manipulating files and launching applications. This graphic user interface is so user friendly that at least one major corporation (which will remain nameless here) has created its own (inferior) version for use on another popular computer platform.

Although the Finder makes intuitive the most basic filing chores, the more files and folders you have on your hard disk, the more likely you are to find yourself wading through a maze of folders each time you need to work with a file. After all, you can't open a document or folder or launch an application until you can see its icon. If the icon you need to double-click is buried deep within the folder hierarchy of your filing system, you may have to open a bunch of other folders just to find it.

Several software developers have come up with utilities you can use to replace Apple's Finder. Their products offer a different interface for accessing documents, folders, and applications. They perform the same functions as the Finder, and many more. This section examines this sort of software.

What you may realize as you read about these products is that many of the features are especially useful to System 6 users. Remember, System 7 gave us new ways to launch applications and documents. Using aliases under the Apple menu is just one example. But System 6 users can't take advantage of aliases or the ability to add items to their Apple menus. Fortunately, all of the following applications work fine under System 6.

One thing to consider if you're planning to replace or supplement the Finder on your Mac: whenever possible, try to set up the Finder replacement program as the startup application so it's available as soon as you start your Mac. Under System 6 MultiFinder, use the Set Startup option under the Special menu. Under System 7, drop an alias of the application or desk accessory in the Startup Items folder inside your System Folder.

File Director

Developer: Fifth Generation Systems, Inc.

Type: Application, Desk Accessory, and System Extension

Distribution Method: Commercial

Although File Director has top billing in this utilities package, DiskTools is the Finder replacement component, so I'll talk about it first.

DiskTools displays a full-screen window that enables you to perform all kinds of Finder tasks. A scrolling window displays the contents of a disk or folder. This window works like the directory window in a standard Open or Save As dialog box, but it's so much bigger and displays so much more: label, file name, type, creator, size, and modification date. Click on any of the window headings to sort by that piece of information. Icons along the top of the window put commands for Get Info, New Folder, Delete, Rename, Move, Copy, Find, and Size Info a mouse click away. The DiskTools menu in the menu bar adds the capability to assign labels to selected items, Shut Down, or Restart your Mac, along with access to other DiskTools features. And of course, double-clicking any file or folder in the directory window opens it.

DiskTools can create sets of Marked Files. Use a command under the DiskTools menu to create and name a new set, then use the directory window to select files and folders you want included in that set. When you select the set from the Marked Files menu, those files all appear together in the directory window as they do in figure 4.1, even if they're all stored in different folders or disks on your Mac. This enables you to view and access items from many different locations on your disk at once, without having a bunch of Finder windows open, cluttering up your desktop.

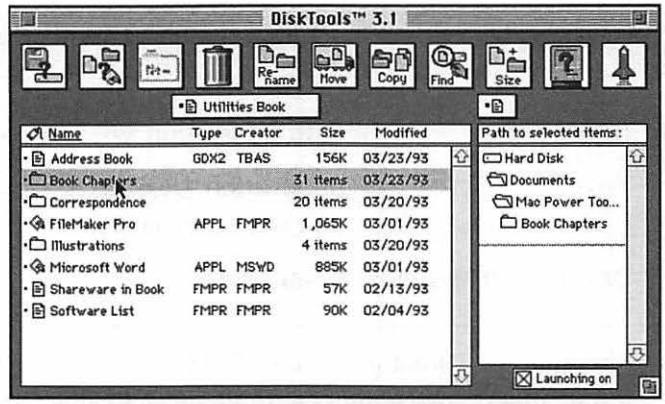


Figure 4.1 The DiskTools window can group and display files stored in a variety of folders or disks.

A great feature of DiskTools is the QuickLaunch system extension that works with it. Once QuickLaunch is installed, you can add files and applications to it. Clicking the QuickLaunch icon (which looks like the Space Shuttle) or pressing a customizable key combination brings up its window. Double-click on an item to launch it. QuickLaunch enables you to specify the order of items in its menu and insert separator lines or labels between groups of items. Its window is resizable so you can see as many entries as your monitor can display (see figure 4.2). System 6 users should find this a great substitution for aliases.

Figure 4.2 The QuickLaunch window

Use File Director to attach applications and documents to buttons that appear on your desktop. Clicking the button launches the application and/or documents attached to it. This is handy for launching groups of documents or applications that you usually use together. The larger your monitor, the more buttons you get. Since File Director provides sixteen "pages" of buttons, there are plenty to go around. A nice thing about File Director is that it hides everything on your desktop, so all you see is the desktop pattern and the File Director buttons you've defined. This certainly cures (or at least hides) desktop clutter.

One drawback to using File Director is that it requires a lot of setup. If you often add and remove applications and documents from your hard disk, maintaining the File Director setup might prove more trouble than it's worth.

MasterFinder

Developer: OLDUVAI Corporation

Type: System Extension and Application (System 7 or System 6 MultiFinder) or Desk Accessory (System 6 Single-Finder)

Distribution Method: Commercial

MasterFinder provides an entirely different file management environment than Apple's Finder. It offers several views of disk contents. The MasterFinder View has four Windowpanes you can open to view the contents of disks and folder (see figure 4.3). Dragging files and folders from one pane to another copies or moves them. Double-clicking files launches them. In this view, the File menu has these commands: New Folder, Print, Duplicate, Total Sizes, Delete, Rename, Compress to File (with Aladdin's StuffIt, discussed in chapter 8), Get Privileges, Make Alias, Open Finder Window, Send Apple Event, Restart, Shutdown, and Quit. Most of these commands can be used with one or more items selected in the MasterFinder View window.

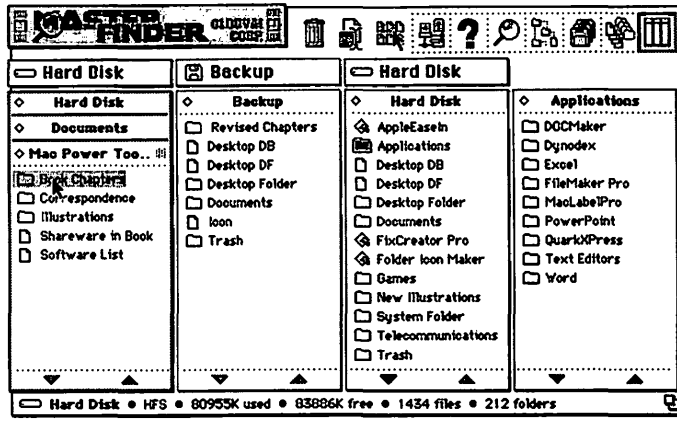


Figure 4.3 Windowpanes in MasterFinder View

Folder View displays files and folders within a folder, providing the item name, size, creation and modification dates, creator and type codes, and data and resource fork sizes. (Data and resource forks are the two parts of a Macintosh file.) You can sort by any of these categories. If you want more information about a file, Get Info View provides it. Not only does it show standard information about a selected file, but it lets you change the creator and type codes. It also shows some highly technical application and file attributes and allows you to change some of them. This is a powerful feature for power users.

MasterFinder offers other views. Disk View shows all mounted volumes. Network View shows all devices on the network. Catalog View displays a tree-format catalog of all files and folders within a disk or folder (see figure 4.4). These catalogs can be saved on disk and opened even when the disk isn't mounted, making it possible to use MasterFinder to keep track of files on other disks.

MasterFinder's Find command lets you find files and folders by name, modification date, creation date, size, type, or creator. You can create preset searches for commonly used search criteria. Find View displays the results of a search. Found Files appears in one Windowpane while another disk or folder can be displayed in another. Between them is a window that displays information about selected files.

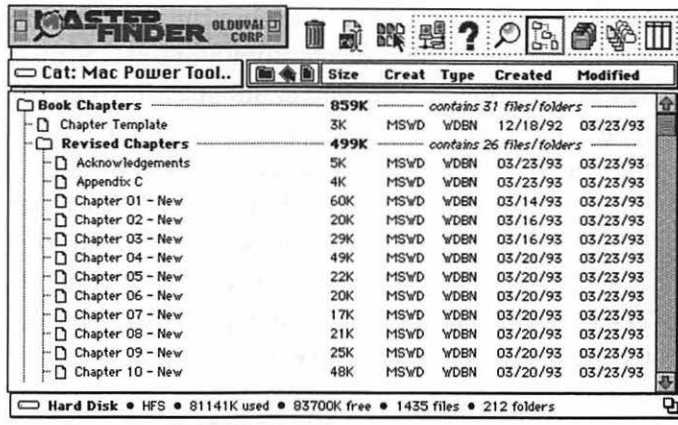


Figure 4.4 MasterFinder's Catalog View

MasterFinder's Launch menu enables you to launch files and applications right from the menu—another possible solution for System 6 users looking for alias-like operations. Add or remove the files and applications you want to launch. Use the Launch Override command to specify applications to open documents with specific creator or type codes. This makes sure that only your favorite applications launch documents that you double-click on.

DiskTop

Developer: CE Software, Inc.

Type: System Extension and Desk Accessory

Distribution Method: Commercial

DiskTop also handles all Finder chores and more. Launching the DiskTop desk accessory opens a file directory window that displays files and folders within a disk or folder (see figure 4.5). The window displays each item's icon, name, type, creator, data and resource fork size, and modification date. To sort by a specific type of information, click on its

heading. Buttons enable you to copy, move, delete, rename, and get the size of selected items. Eject or unmount selected disks. Change disks. The Find button enables you to find files and folders based on name, type, creator, creation date, modification date, and file size. To narrow the search, select a specific disk or folder to examine. DiskTop's menu offers other commands, including: Get Privileges, Get Info, New Folder, Print List, Save List, Restart, and Shut Down. The Preferences option enables you to set your level at Technical, Normal, and Normal Locked. The level you pick, as well as other preferences you specify, determines what you see in the DiskTop window.

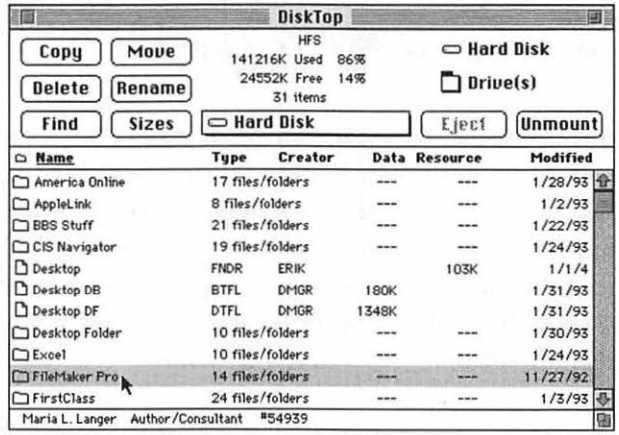


Figure 4.5 DiskTop's window

DT Launch is an option that appears on the Tools pop-out menu under your Apple menu when the DiskTop.Extras and CEToolbox system extensions are installed (see figure 4.6). Add applications to DT Launch and you can launch them from this menu—yet another System 6 "alias" solution. A configuration option enables you to customize DT Launch for the way you work.

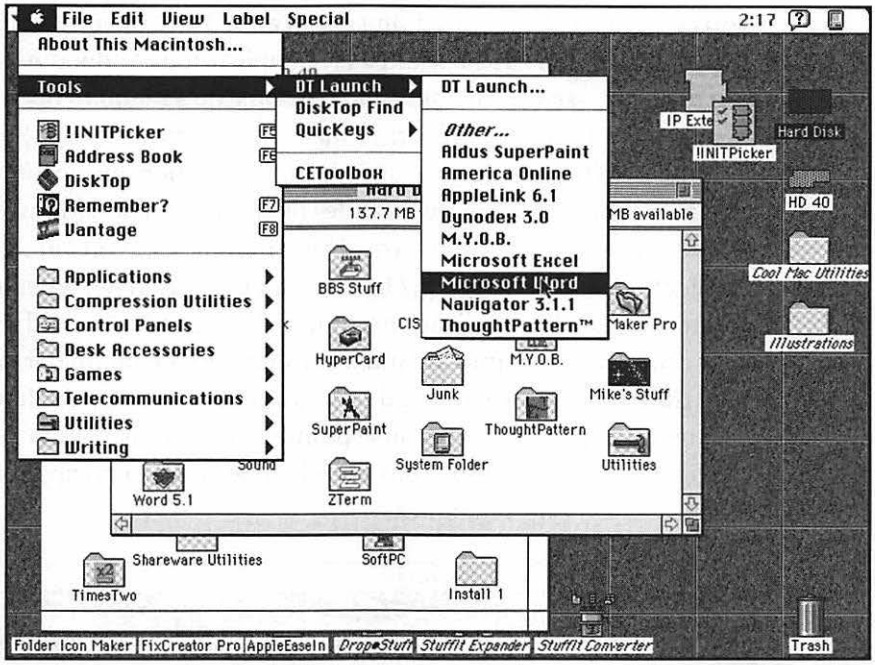


Figure 4.6 DT Launch pops out of the Apple menu.

On Cue II

Developer: ICOM Simulations, Inc.

Type: System Extension and Desk Accessories

Distribution Method: Commercial

On Cue II is a file and application management software package that can perform many Finder tasks.

The On Cue II extension is at the root of On Cue II. It puts an On Cue menu icon in the right or left side of your menu bar (see figure 4.7).

You configure On Cue by adding applications and documents you want to launch quickly. Create multisets of applications or documents you use together—select the multiset from On Cue's menu to open all items at once. Create On Cue folders to make hierarchical menus. You can also use the On Cue menu to switch from one open application to another and access On Cue modules like KeyLauncher, MatchMaker, Quitter, Restart, and Shut Down. These modules let you launch applications not included in On Cue's menu, match file types and creators to specific applications, quit open applications, and restart or shut down your Macintosh. And if travelling to the menu bar is too far, hold down the Control key and press your mouse button to have the On Cue menu appear at your mouse pointer. On Cue also offers configurable key combinations to switch between open applications and access On Cue's modules.

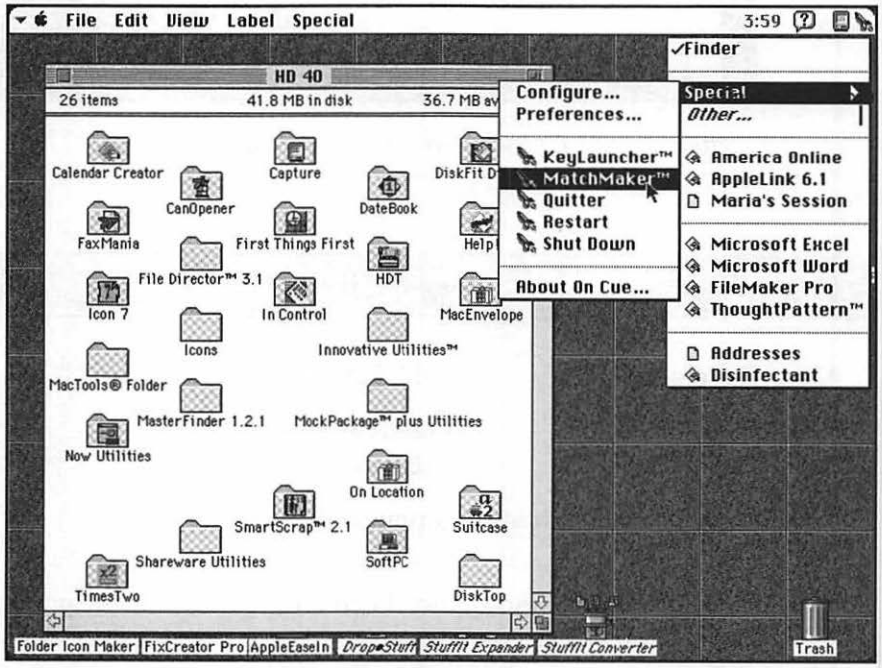


Figure 4.7 The On Cue II menu lets you open files and access On Cue modules.

How does this replace the Finder? It doesn't. That's where On Disk comes in (see figure 4.8). On Disk is a DA that works with the On Cue II extension to change the way Open, Save, and Save As dialog boxes work. Rather than make the kinds of simple changes made by utilities covered later in this chapter, On Disk goes a step further by providing the following Finder commands: Comments, Delete, Duplicate, Find, Get Info, Get Path, Make Alias, Move, and New Folder. The Find command enables you to find files based on name, type, creator, date, and size on any or all disks. On Disk also remembers recently opened files and folders and enables you to add commonly accessed files and folders to its menus.

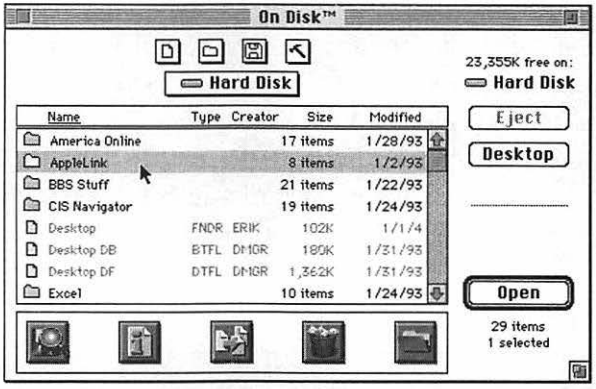


Figure 4.8 On Disk's maximized directory dialog box

Another component of On Cue is QuickFinder. This DA searches for all applications and documents based on type or creator. Use its pull-down menu to select the kind of file you want to find. You can edit this menu to add the kinds of files you find most often and remove the kind you don't look for often. Then you can launch a file by double-clicking its name in the scrolling window of files that appears almost instantaneously. This is a great way to find all the files created by a specific application—and view them all at once.

Launch Applications

If you're not interested in replacing the Finder, but want tools to make launching applications and opening documents quicker or easier, read on. This section covers some utilities that add new ways to launch applications and open documents—including some that might interest System 6 users. It also includes other utilities that automatically perform specific tasks in the background when you launch applications.

You'll find Stapler on Disk #1. After unStuffing it and reading its Read Me file, double-click the Stapler icon. Use the Add command from the Staple menu to add a few applications and documents to the Untitled window. When you're finished, use the Save As command under the File menu to name and save the Stapler document. Quit Stapler. Now double-click the Stapler document you just created. All applications and documents you added are opened.

Stapler

Developer: Chris Patterson/ Patterson Software Works

Type: Application (System 7 Only)

Distribution Method: Shareware

Author's Choice

Stapler is one of my favorite tools because it makes it so easy to group together commonly used applications and files. I recently recommended it to an Excel user who wanted to group together files from different applications in workbook-like files.

Stapler enables you to "staple together" multiple files, folders, and applications in one file (see figure 4.9). Simply double-click that file's icon and all items stapled into it open.

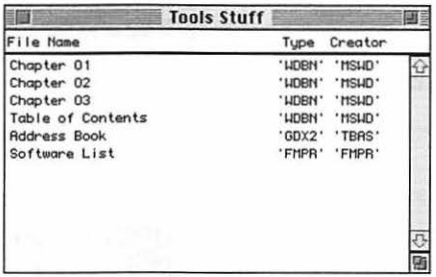


Figure 4.9 Stapler enables you to group together files, folders, and applications.

Stapler works by creating references to the files you want to group. But rather than putting each reference in a separate file like a System 7 alias, all references go together in a Stapler document. Documents can be in separate folders, disks, or computers linked by a network—as long as your Mac can access the file, Stapler can find it and open it.

The Stapler documentation offers good tips for using Stapler. The most obvious use is to create worksets of documents and applications for specific projects or jobs. You can also put a Stapler document into your Startup Items folder and have it open all the files stapled into it when you start up your Mac. Turn on your Mac and go get a cup of coffee—when you return to your desk you'll be all ready to start working.

If you've been reading carefully, you may recall that two tools discussed in chapter 2 offer the capabilities of Stapler in addition to their primary function as Apple menu enhancers. NowMenus' Workset feature and HAM's HAMlet feature do the same thing. Like Stapler, they both require System 7.

PowerAlias

Developer: Andrew Anker/A2Z Software

Type: Application (System 7 Only)

Distribution Method: Shareware

You'll find PowerAlias on Disk #2. After unStuffing it and reading its Read Me file, double-click its icon. Click the Set Up button. In the small edit box on the first line, type in the first letter of the name of your favorite word processor. Click on the long edit box on the first line. A standard Open dialog box appears. Use it to find and select this favorite word processor. Back in the Set Up window, enter a T in the small edit box on the second line. Click on the long edit box in the second line and use the Open dialog box to find and select TeachText, which should be somewhere on your Mac. Click OK and then click Quit to complete configuration. Now hold down the letter you entered in the first line edit box and drag PowerAlias's Read Me file onto the PowerAlias icon. The Read Me file should open with your word processor. If you hold down the T key while dropping the document icon onto PowerAlias, it should open with TeachText.

PowerAlias performs a completely different function than Stapler. It enables you to specify applications to launch documents. This is especially useful for plain text documents if you have several applications capable of reading them. Rather than settling for whichever application your Mac wants to use to launch the document, PowerAlias lets you decide—on the fly.

Launch PowerAlias to configure it. On each line that appears in its configuration window, enter a key and then select an application to work with that key (see figure 4.10). Be sure you don't repeat keys. Quit PowerAlias and leave its icon on your desktop. When you want to

open a document in a specific application, hold down the key you've assigned to that application and drag the document icon onto PowerAlias's icon. The document opens in the application you specified.

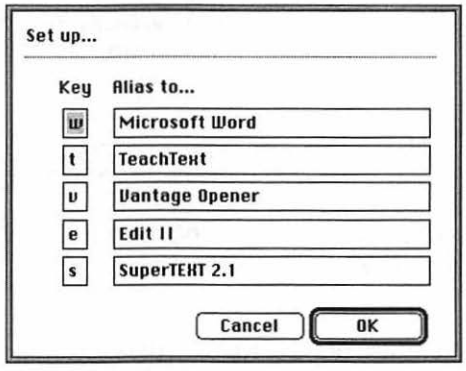


Figure 4.10 Specify up to five applications to open documents with PowerAlias.

Easy KEYS

Developer: Kerry Clendinning

Type: Control Panel

Distribution Method: Shareware

Easy KEYS enables you to assign function keys and key combinations to launch applications, desk accessories, control panels, and FKeys. Rather than using Finder windows or menus to launch your favorite programs, Easy KEYS lets you do it with a keystroke.

Use the Easy KEYS control panel to select the kind of thing you want to launch, the actual file to launch, and a key combination (see figure 4.11). As long as Easy KEYS is installed, the keystrokes you specify will launch their associated files.

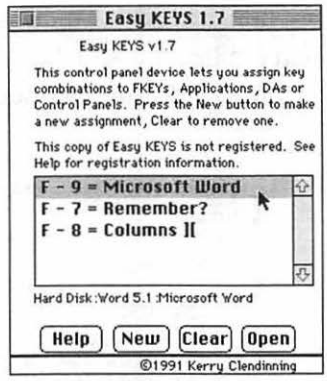


Figure 4.11 Easy KEYS enables you to launch applications, DAs, control panels, and FKeys with a keystroke.

A great feature of Easy KEYS is that it works under both System 6 and System 7, so everyone can take advantage of it.

Bail

Developer: Christopher Evans/Natural Intelligence

Type: System Extension

Distribution Method: Freeware

Did you ever launch an application by mistake? You know, double-click an icon that you meant to single-click? If so, you had to wait for that application to completely load before you could quit it. Some applications take a long time. You wouldn't have had to wait if you'd had Bail installed. With this extension you can simply "Bail out."

With Bail installed, each time you launch an application, Bail displays dots in the left corner of the menu bar and pauses three seconds. During that time, you can click your mouse button to return to the Finder without launching the application. If you don't feel like waiting three seconds, simply press the G (for Go) key on your keyboard and the program is launched without delay.

Color Coordinator

Developer: Casady & Greene

Type: Control Panel

Distribution Method: Commercial (part of Conflict Catcher and Other Innovative Utilities)

Want your color Mac to work faster for you? Here's an interesting tidbit from the Color Coordinator documentation: your Mac may have to move four to eight times as much data to display color than to display black-and-white. What does that mean? If you run your favorite word processor or spreadsheet or page layout program in black-and-white, you could experience a significant increase in performance.

To change your Mac's color depth settings, you need to use the Monitors control panel (see figure 4.12). On a color Mac, you'll have a choice between several depths of color (4, 16, 256, or more), several depths of gray (4, 16, 256, or more), and black-and-white. Select the radio button and number of colors or grays you want and close the Monitors window to accept the changes.

Figure 4.12 The Monitors control panel enables you to change color depth on your Mac.

If you think using the Monitors control panel is a pain in the neck, you're not alone. The folks who developed Color Coordinator would probably agree. That's why their program automatically changes the color settings for your Mac based on the applications you launch. Simply launch the program as you normally would and Color Coordinator steps in and changes the color depth for you—the way you want it.

Use Color Coordinator's control panel to select applications (see figure 4.13). For each application, specify whether it should be opened in color, gray scale, or black-and-white. If you choose color or gray scale, the number of colors or shades of gray you can choose from are: 4, 16, 256, or whatever number your monitor can support. While you're in there, don't forget to specify settings for the Finder. This way, when you exit a program, the color depth is changed back to the way you want to view your desktop.

Figure 4.13 Color Coordinator's control panel

Color Coordinator also enables you to set up hot key combinations for color depth settings. This makes it possible to quickly change color depth while running a program or make changes for programs you haven't included in Color Coordinator's configuration.

By the way, Color Coordinator isn't just for people who want to increase performance by reducing the number of colors their Macs display. Some applications and documents—certain HyperCard stacks and one of my favorite games, SimCity, come to mind—r*equire* a certain color depth to open. If you've got a few files like this on your Mac, you should easily recognize the value of a program like Color Coordinator to make the color depth setting changes for you.

TimeLog

Developer: Coral Research

Type: Control Panel and Application

Distribution Method: Commercial

TimeLog doesn't change the way you launch programs. It doesn't change the settings on your Mac when you launch programs either. Instead, it automatically tracks computer usage by file and application and prepares a variety of reports.

Install the TimeLog Startup control panel and restart your Mac. TimeLog immediately goes to work in the background, keeping track of open applications and documents as you work. Use the TimeLog application to get graphic reports of your activity for a certain time or for specific applications and files (see figure 4.14). TimeLog can show activity on a time line, by percentage, and by total time. It can also create printed reports and export data to spreadsheets. If your job requires you to bill clients based on computer work, TimeLog is just the tool to effortlessly collect billing information.

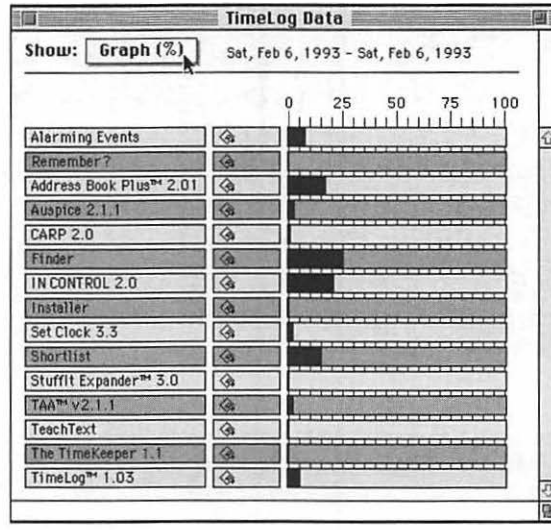


Figure 4.14 TimeLog tracks time in applications and documents.

Switch Applications

Under System 6's MultiFinder or System 7, you can have as many applications open as available RAM allows. For some people, this is an invitation to open four, five, six, or even a dozen applications at once.

How do you know how much RAM is available to open applications? In the Finder, pull down the Apple menu. If you're using System 6 under MultiFinder, select About the Finder. If you're using System 7, select About This Macintosh. You'll get a window something like the one in figure 4.15. In it, you'll see a list of open applications. Each application is accompanied by a bar representing the amount of RAM it is allocated (the whole bar) and the amount it is currently using (the darkened part of the bar). The Largest Unused Block number represents the amount of RAM available to open other applications.

If you try to open more programs than available memory allows, you'll probably get a dialog box something like the one in figure 4.16. The actual wording of the dialog box and the options it offers depends on

what program you're trying to open, how much memory is needed and available, and what version of the system software is running on your Mac. The point is, your Mac lets you know when you can't open another application and tells you why.

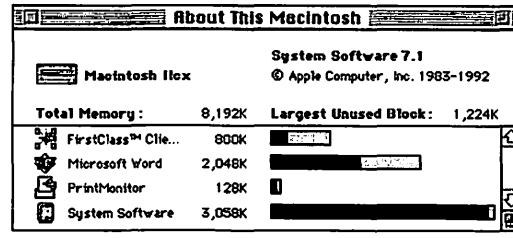


Figure 4.15 See how much RAM is used and available by selecting About This Macintosh (or About the Finder) under the Finder's Apple menu.

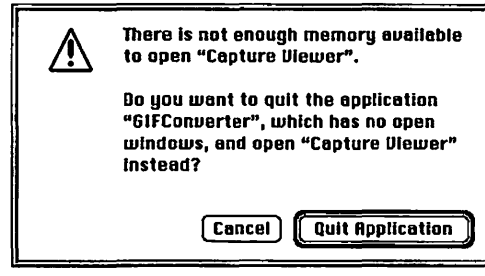


Figure 4.16 You could get this message if you try to open more applications than available RAM allows.

The great thing about having more than one application open at a time is that it's really convenient if you need to copy and paste between documents using different applications. (We talked about how you could do this in chapter 1 when we discussed the Clipboard and Scrapbook.) Even if you're not copying and pasting, sometimes its just nicer to be able to work on several different things at once—or have your Mac work on a background task, like exchanging files via modem, while you do something else in the foreground.

Once you've got more than one application open at a time, you need to know how to switch from one to another. The most basic way is to click on an open window of an application you want to work with. That application comes to the front. But sometimes the window you want to work with is completely hidden behind other windows—your desktop can become a real mess when you've got a lot of things open on it. That's when you use the MultiFinder application icon (System 6) or the System 7 Application menu (System 7), a tiny icon in the far right corner of your menu bar. Under System 6, click once on this icon to switch to the next open application. Under System 7, pull down the menu under this icon and select the application you want to work with (see figure 4.17).

Figure 4.17 Use the System 7 Application menu to switch from one open application to another.

Now we get to the real purpose of this section: switching applications. Here are a few tools that provide application-switching options not offered by Apple.

PwrSwitcher

Developer: David B. Lamkins

Type: Control Panel (System 7 Only)

Distribution Method: Freeware

PwrSwitcher puts the power key on your keyboard to work as an application switcher.

The power key is the keyboard key with a triangle on it. On extended keyboards, you'll find it in the upper right corner. On other keyboards, it's usually somewhere along the top of the keyboard. If you have a Mac II series or newer computer, you probably use this key to turn on your Mac. If you have an older Mac, you probably always wondered what this key was for since it doesn't seem to do anything for you.

With PwrSwitcher installed, pressing the Control key and the power key together switches from one open application to the next. This enables you to switch applications without using the mouse. It also enables the owners of older Macs to get some use out of this key.

You can configure PwrSwitcher to skip over hidden applications (applications you hide with the System 7 application menu's Hide command). Hide the Finder, then use this feature to toggle between two applications without having to stop at the Finder each time you go around.

A "Secrets" section of the documentation offers additional tips and hidden features for the program. And for those people who don't want to press two keys, PwrSwitcher comes with a version that doesn't require the Control key to be pressed. The author warns, however, that this may cause problems in some applications and he doesn't recommend using it.

Just Click

Developer: Luis A. Bardi

Type: System Extension (System 7 Only)

Distribution Method: Freeware

As discussed earlier, under System 6's MultiFinder, clicking on the MultiFinder application icon simply switches from one open application to the next. Under System 7, though, the Application icon is a menu that requires additional effort to switch applications. With Just Click installed, however, quickly clicking on the System 7 Application menu icon cycles through each open application, just like System 6's MultiFinder. Just Click gives you the best of both worlds by enabling you to pull down the menu as well.

Applicon

Developer: Rick Holzgrafe/Semicolon Software

Type: Application (System 7 Only)

Distribution Method: Freeware

You'll find Applicon on Disk #1. After unStuffing it and reading its Read Me file, double-click the Applicon icon to launch it. At least two tile-like icons should appear on your screen: one for the Finder and one for Applicon itself. Launch other applications and additional icons appear. Click on an application's icon and that application comes to the front.

Applicon offers another way to switch from one open application to another. Launch Applicon and it creates an icon for each open application (see figure 4.18). Clicking on one of these icons brings that application to the front. Applicon enables you to change the size and position of icons. You can also specify a hot spot on your screen—moving your mouse pointer to this hot spot automatically brings Applicon's icons to the top so you can access them.

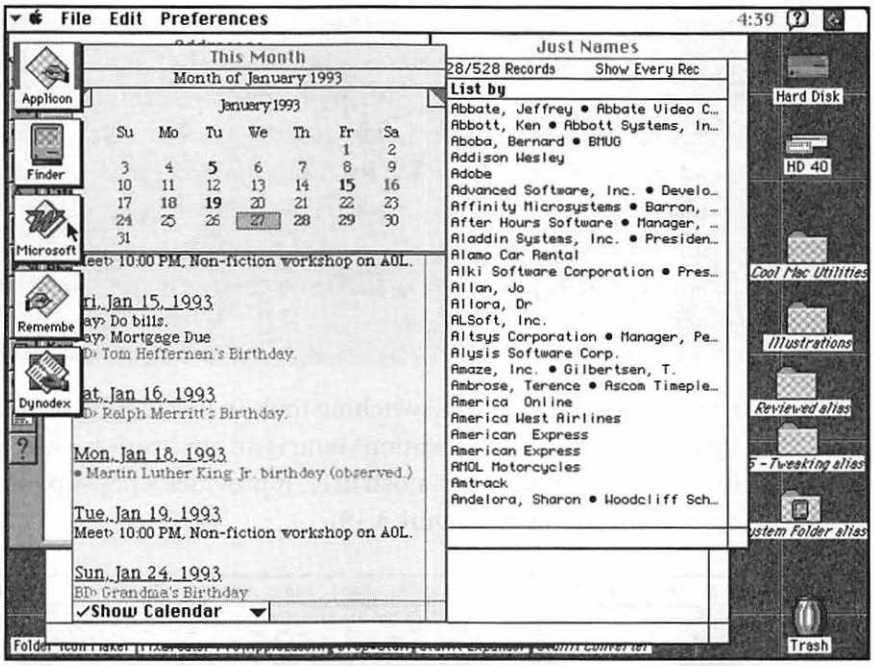


Figure 4.18 Applicon creates clickable icons for each open application.

Here's a tip: If you put Applicon in your Startup Items folder, it launches when you start your Mac and immediately begins keeping track of open applications. You don't have to remember to launch it.

ApplicationMenu

Developer: Larry Rosenstein

Type: Control Panel

Distribution Method: Freeware

You'll find ApplicationMenu on Disk #1. After unStuffing it and reading its Doc file, drag the ApplicationMenu icon onto your System folder icon to install it. Restart your Mac. Now launch a few applications. To switch from one application to another, hold down the command and option key while pressing your mouse button anywhere on your screen. A pop-up menu of open applications appears. Select the one you want and it becomes active.

So far, all the application-switching tools in this section have been for System 7 users. But ApplicationMenu is an application-switching utility for any multitasking Macintosh user. It provides a pop-up menu of all open applications (see figure 4.19).

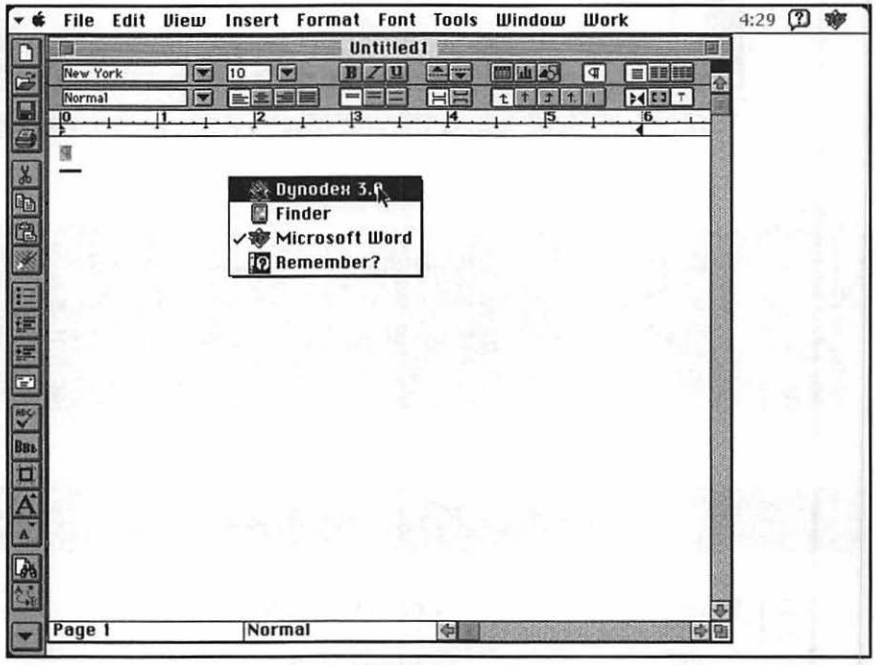


Figure 4.19 ApplicationMenu can put a menu of all open applications anywhere on your screen.

Configure ApplicationMenu to display its pop-up menu to the left of the Apple menu, to the right of the MultiFinder or System 7 Application menu, or anywhere on your screen. To have the menu appear anywhere on your screen, you must hold down hot keys you can specify and press your mouse button. The menu appears at your mouse pointer position. Select the application you want and let go. That application comes to the front so you can work with it.

Enhance Open, Save, and Save As Dialog Boxes

A truly great feature of Apple System software is the standard dialog boxes Apple has incorporated into it for Open, Save, Save As, Page Setup, and Print commands. These standard dialog boxes make learning how to use new Macintosh software a breeze. If you can open a file in one application, you can open one in any application. The same is true for saving and printing files.

The standard Open, Save, and Save As Dialog boxes have the same basic parts as illustrated in figure 4.20. You use them to navigate through disks and folders and to locate folders and files. Although some applications modify these dialog boxes to add additional features, you'll find the basic operation of the dialog box remains the same from application to application.

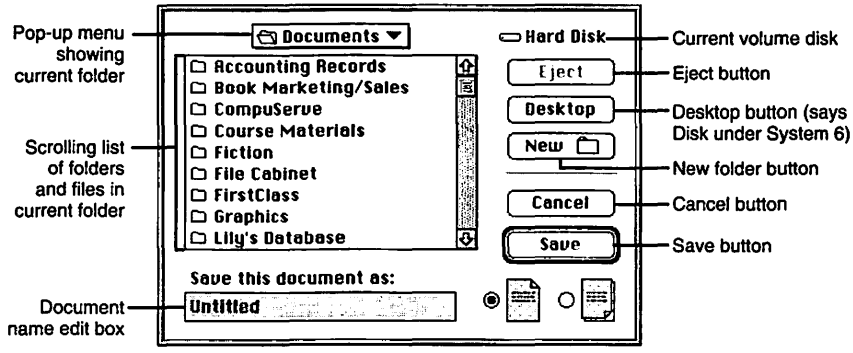


Figure 4.20 A standard Save As dialog box contains these basic parts.

As usual—this is becoming an underlying theme for this book—software developers have found ways to improve on the Apple standards. We've already seen the kinds of changes On Disk (part of On Cue) can make to these dialog boxes. This section shows you some other tools you can use to customize your Open, Save, and Save As dialog boxes to work better for you.

Directory Assistance II

Developer: Symantec Corporation

Type: System Extension

Distribution Method: Commercial (part of The Norton Utilities for Macintosh)

Directory Assistance II adds a menu bar and a number of other features to your Open, Save, and Save As dialog boxes (see figure 4.21).

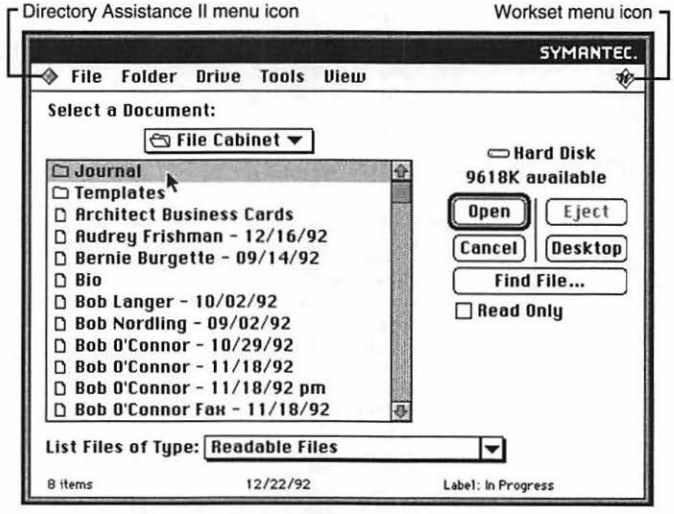


Figure 4.21 Microsoft Word's Open dialog box with some improvements made by Directory Assistance II

One of the powerful features of Directory Assistant II is its capability to monitor the files and folders you open as you work. It provides a list of these files and folders under the Files and Folders menus. These are temporary items. You can permanently add items to these menus, as well as to the Drive menu. Selecting a file, folder, or drive from one of these menus opens that file or opens the folder or drive in the file list window. The Tools menu adds Finder commands to the dialog box like New Folder, Get Info, Duplicate, Find, and Delete. The Get Info command not only provides general information about a selected item, but lets you change file or folder attributes and edit the item's icon. (Editing icons requires System 7.) The View menu lets you change the order of items in the file list window.

A great feature of Directory Assistant II is the capability to have different settings for different applications, or even disable Directory Assistant II for specific applications. Commands under the Directory Assistant II menu and the Workset menu enable you to customize Directory Assistant II for the way you work. Tell Directory Assistant II how many files and folders to track for each application and add or delete files and folders already tracked. Customize the dialog box so that it shows more files and folders. You can even create keyboard equivalents for each of Directory Assistant II's menu options.

Super Boomerang

Developer: Now Software, Inc.

Type: Control Panel (System 7 Only)

Distribution Method: Commercial (part of Now Utilities)

Like Directory Assistance II, Super Boomerang adds a menu and additional features to the Open, Save, and Save As dialog boxes (see figure 4.22).

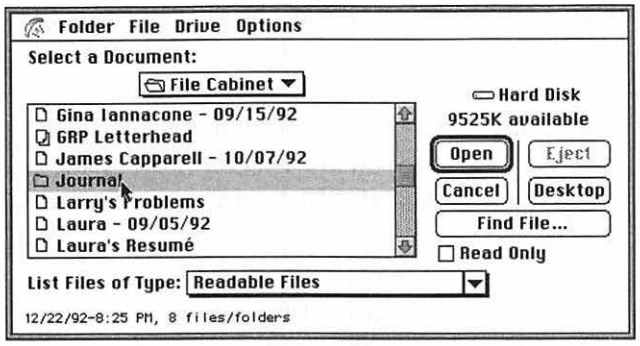


Figure 4.22 How Super Boomerang customizes Microsoft Word's Open dialog box

Super Boomerang's dialog box menu bar has four menus: Folder, File, Drive, and Options. The first two menus enable you to open recently opened folders and files. The Drive menu enables you to change volumes. The Options menu has commands to find and edit (duplicate, rename, or delete) files, create new folders, and show information about a file or folder, including creator and type codes. Super Boomerang's Find command enables you to search for files and folders based on name, text in contents, and modification date. The Options menu also provides commands to add permanent folders and files and clear the Folder and File menus. You can assign keyboard shortcuts for Super Boomerang functions. You can also specify preferences that change the number of files and folders it displays on its menus (up to ninety-nine on each), exclude applications from working with it, and tell it to re-launch applications at startup or reopen files when launching an application. These last two capabilities are particularly handy if you often work with the same few applications or documents.

Super Boomerang doesn't just change the Open, Save, and Save As dialog boxes. It also adds an alias of itself to the Apple Items Folder. A pop-out menu from this alias enables you to open recently opened files and folders right from the Apple menu, adding even more convenience to the way you open files and launch applications.

Shortcut

Developer: Aladdin Systems, Inc.

Type: Control Panel

Distribution Method: Commercial (sold separately or as part of StuffIt Deluxe)

Shortcut also adds a menu and features to the Open, Save, and Save As dialog boxes. But rather than add a whole menu bar, it adds a single menu that appears when you click a Shortcut icon in the dialog box (see figure 4.23).

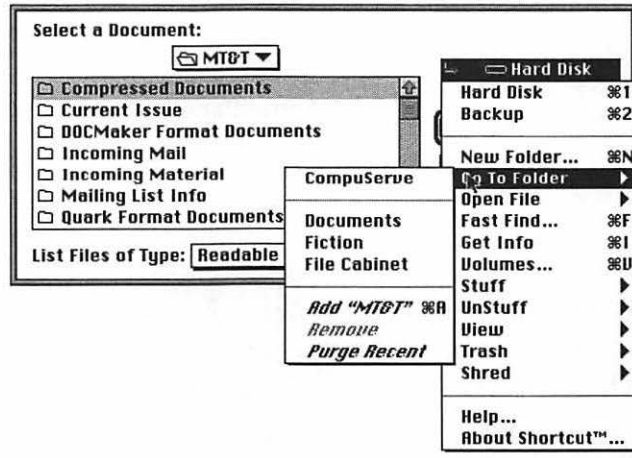


Figure 4.23 Shortcut's answer to customizing Microsoft Word's Open dialog box

Shortcut's menu offers several options, including several not found in either Directory Assistance II or Super Boomerang. Switch drives. Create a new folder. Open, add, or remove recently accessed files or folders from the File and Folder pop-out menus. Find a file or folder

based on name and creation or modification date—even if that file is part of a StuffIt archive (more on StuffIt in chapter 8, "File Compressors"). Get information about a file, folder, or disk and change the creator and type codes for files while you're at it. Find out how much free space is available on disk. Stuff (compress), unstuff (decompress), view, delete, or shred files and folders—all from this one menu.

Shortcut's control panel lets you specify keyboard shortcuts for many of Shortcut's commands. You can also add or remove permanent folders from Shortcut's pop-out Folder menu and remove files from its pop-out File menu on an application by application basis.

Open-wide

Developer: James W. Walker

Type: Control Panel

Distribution Method: Shareware

You'll find Open-wide on Disk #1. After unStuffing it, drag the Open-wide icon onto your System Folder icon to install it. Restart your Mac. Open the Open-wide control panel and use the About and Help buttons to learn more about Open-wide. Then click the Set Parameters button. Click the Drag button beneath Maximum Dialog Rectangle and drag the corner of the outline that appears to make a bigger box. Then click the Drag button beneath Optimum File List Rectangle and drag the corner of that outline to make a bigger box (but not as big as the Dialog box). Click Save. Now launch an application and access an Open or Save as dialog box. What a difference!

One of the drawbacks of Apple's standard Open, Save, and Save As dialog boxes is the fact that even though files and folders can have

names up to thirty-one characters in length, the file list window is not wide enough to display all of these characters. In System 6, characters that don't fit are simply cut off. In System 7, the font displaying long file names is compressed to squeeze the names in.

Open-wide changes all that by letting you make the Open, Save, and Save As dialog boxes wider and longer (see figure 4.24). Not only can you see entire file names without compressed characters, but you can see more files in the list.

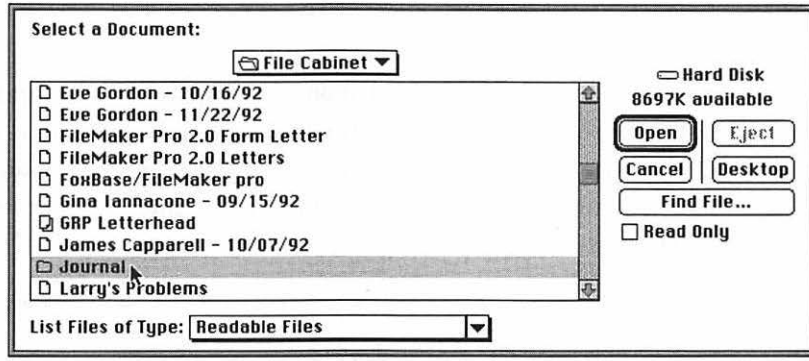


Figure 4.24 Open-wide changes the length and width of the file list window.

Use Open-wide to determine how wide and tall to make a dialog box by dragging an outline of the dialog box to the desired size. If you want, you can make the dialog boxes as big as your Mac's screen. It also enables you to specify applications that it should not work with, so you can pick and choose where you want big dialog boxes to be.

Dialog View

Developer: James W. Walker

Type: Control Panel

Distribution Method: Shareware

You'll find Dialog View on Disk #2. After unStuffing drag the Dialog View icon onto your System Folder icon to install it. Then restart your Mac. Open the Dialog View control panel and click the Info button to learn more about it. Use the control panel to select a font, font size, and icon style. Close the control panel. Now launch an application and access its Open or Save As dialog box. The choices you made in Dialog View should be reflected in the file list window.

Dialog View (formerly List Font) enables you to change the font, font size, and icon size in the file list windows of Open, Save, and Save As dialog boxes (see figure 4.25). It was designed so it could be used with Open-wide, which is by the same developer. Use Open-wide to make dialog boxes bigger, then use Dialog View to make the contents of scrolling windows inside the dialog boxes bigger.

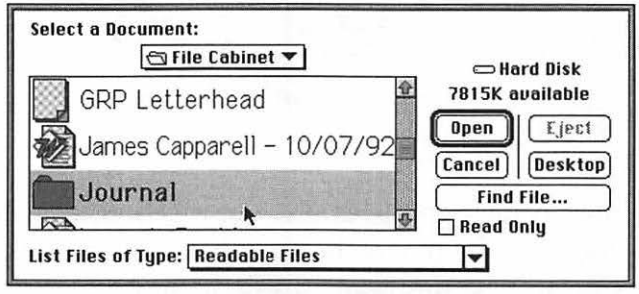


Figure 4.25 Dialog View can make file names in dialog boxes really stand out.

One great feature of Dialog View is the capability to make folder or file names appear bold to help you distinguish one from the other. A Try It button in the control panel enables you to see what your changes look like without actually testing them in a dialog box.

QuickFolder

Developer: Mark Ingra

Type: System Extension

Distribution Method: Shareware

QuickFolder makes one very simple change to the Save As dialog box: it adds a New Folder button. While it's true that some applications now include this button in their dialog boxes, not all do. QuickFolder remedies that problem.

Escapade

Developer: Christopher R. Wysocki

Type: Control Panel

Distribution Method: Shareware

Escapade changes the way all—not just Open, Save, and Save As—dialog boxes work by letting you use your keyboard for virtually all dialog box functions.

Once Escapade is installed, you can use the Escape, Command-. (period), or Command-Delete keystrokes to click the Cancel button in a dialog box. Choose a button by pressing the first letter of that button's name. Use Cut, Copy, Paste, and Select All commands. Have Escapade automatically convert regular quote characters to smart or curly quotes (quote characters that curve toward what they enclose). Use a standard text editing cursor to select text in edit boxes.

Since Escapade won't work with all applications, you can set it up to work differently for different applications. Some applications, like Microsoft's Word and Excel, have many of Escapade's features built-in.

Monitor and Adjust Application Size

Earlier in this chapter, we looked at how you can find out how much RAM each open application is allocated and uses. Under System 6's MultiFinder and System 7, you can tell your Mac how much memory to allocate to any application.

Start by clicking once on the application's icon in a Finder window to select it. Select Get Info from the File menu. The Get Info window, which has a variety of information about the file you selected, suggests a value for memory allocation and enables you to enter a value you prefer. Under System 6 and System 7.0, you enter a value in the Current Size edit box. Under System 7.1, you enter a value in the Preferred Size edit box (see figure 4.26).

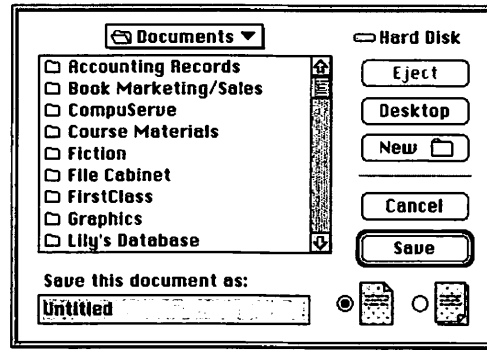


Figure 4.26 Changing the preferred application memory size under System 7.1

What's all this about? Why bother with it? Well, if you've got a limited amount of RAM available for applications, you can use this feature to reduce the amount of RAM an application uses when it runs. This

doesn't mean the application is guaranteed to run without problems—if you reduce RAM too much, the application is likely to crash. Even if you have plenty of RAM, you may discover that some applications work better or faster with more RAM than what's suggested in the Get Info window. This is especially true with graphics applications or any application that needs to open very large files. In that case, you can increase the amount of RAM for that application.

How do you know what the right number should be? How can you change that number on the fly? How can you make sure RAM-hungry applications get as much RAM as possible? The next utilities answer all these questions.

MemINIT

Developer: Seth LaForge

Type: Control Panel

Distribution Method: Freeware

You'll find MemINIT on Disk #1. After unStuffing it drag the MemINIT icon onto your System Folder icon to install it. Restart your Mac. Open the MemINIT control panel and click Help! to learn more about it. Then make sure the Pie Active check box is turned on and close the control panel. A pie chart replaces the Apple menu. The used portion of the pie represents the portion of RAM the current application uses. Keep an eye on the pie as you work with an application. If it remains mostly empty, you can probably lower the amount of RAM allocated to that application. If, on the other hand, it remains mostly full, you might want to consider allocating more RAM to it.

MemINIT puts a graphic representation of an application's RAM usage in the menu bar. Examining this representation helps you determine whether an application should be allocated more or less RAM.

Configure MemINIT to use a pie chart or bar graph (or both) to indicate memory usage for each application. If you select the pie chart, the chart replaces your Apple menu in the menu bar (see figure 4.27). Change colors as desired. Now, when you open an application, MemINIT displays the portion of allocated RAM that the application actually uses. Since this amount is dynamic—it changes depending on what the application is actually doing—you can easily monitor RAM usage for an entire session with an application before determining whether changes should be made.

Figure 4.27 MemINIT's pie chart of memory usage

MemINIT includes not only the ready-to-run control panel, but source code and instructions that power users can use to modify it beyond the options available in the Control Panel window.

AppSizer

Developer: Michael Peirce/Peirce Software

Type: Control Panel

Distribution Method: Shareware

You'll find AppSizer on Disk #2. After unStuffing it and reading its Read Me file, drag the AppSizer icon onto your System Folder icon to install it. Restart your Mac. Now hold down the Control key while launching an application. A dialog box appears, enabling you to enter an application memory size for that application. Enter a new value as desired and click OK. The application opens, using the RAM you specified.

If you frequently change an application's memory allocation in its Get Info window, you'll find AppSizer very useful. It enables you to change an application's memory size as you launch it. No need to bother with the Finder's Get Info command.

After installing AppSizer and restarting your Mac, hold down the Control key while launching an application to change its application size. A dialog box appears that shows you how much RAM is available and the suggested and minimum memory sizes (see figure 4.28). You can enter a new value in the Application Memory Size edit box. Click OK to make a one-time change or click Save to make a permanent change. AppSizer then launches the application with the memory size you specified.

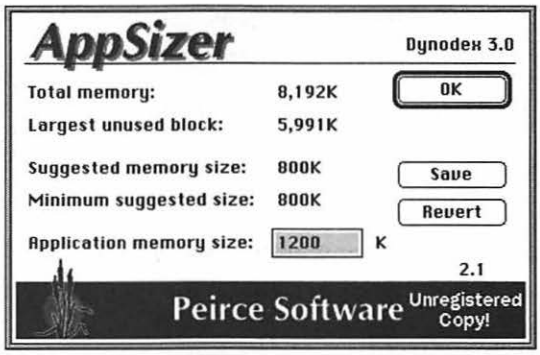


Figure 4.28 AppSizer enables you to change an application's memory size on the fly.

The AppSizer control panel provides information on using AppSizer and lets you change the key you need to hold down when launching an application to invoke AppSizer.

Memory Maxer

Developer: Casady & Greene

Type: Control Panel and Application

Distribution Method: Commercial (part of Conflict Catcher and Innovative Utilities)

Memory Maxer maximizes the amount of RAM available to launch your applications. It does this by enabling you to specify how much of a Mac's available RAM an application should use and whether it should quit the Finder to free up more RAM when launching that application.

Use the Memory Maxer control panel (see figure 4.29) to configure it for a default setting and for specific applications. Answer these questions:

1. Should Memory Maxer quit the Finder to free up more RAM when this application is run?
2. Should Memory Maxer assign all of a Mac's available RAM to the application when it is launched?

If the answer to this second question is no,

3. How much RAM should Memory Maxer leave available for other applications?

Tell Memory Maxer whether it should use the default settings for all other applications or relaunch the Finder when all other applications are closed.

The Memory Startup application resides in your System Folder. At startup, your Mac launches Memory Startup before the Finder so that when Memory Maxer quits the Finder, the RAM used by the Finder (roughly 300K) can be assigned to other applications. What's great

about Memory Startup is that it can perform a few basic Finder functions when the Finder is not running. Use it to launch applications, launch the Finder, or quit the Finder. It only takes up 48K of RAM.

Figure 4.29 Memory Maxer's control panel

The Memory Maxer documentation explains how you can get around a problem that results when you quit the Finder: DAs no longer appear under the Apple menu. This is because under System 7, DAs are handled by the Finder rather than the System. Simply use Font/DA Mover to install DAs into the System file like you would under System 6. Then DAs will always appear under the Apple menu, even if the Finder isn't running.

Change Type, Creator, and Finder Attributes

The words *type* and *creator* appear throughout this book. It's time for a definition for those not familiar with these terms.

Each Macintosh file has a type code and creator code. The type code tells your Mac what kind of file it is. The creator code tells your Mac what application created it so your Mac knows what application to

launch when you double-click its icon. (Document linking, which was discussed in chapter 1, instructs your Mac to override the creator code and launch documents with the applications you specify.)

As you can imagine, there are thousands of combinations of type and creator codes. The interesting thing about these codes is that you can change them to open a file in a different application than the one that created it. For example, a TeachText file is nothing more than a text file with a type code TEXT and a creator code ttxt. (These codes *are* case sensitive.) If you wanted to be able to double-click on this text file and have it automatically launch Microsoft Word rather than TeachText, you'd need to change the creator code to MSWD.

Finder attributes are a little more complex. These are settings within the file that determine whether a file is invisible, locked, a Stationery pad—all kinds of things. If you don't know what Finder attributes are, you might not want to change them. But if you do feel an overwhelming urge to experiment, do it on a copy of a file, not the original.

Beware of the Invisible attribute! Making a file invisible makes it impossible to open from the Finder!

The utilities in this section let you change type and creator codes or Finder attributes or all three.

FileTyper

Developer: Daniel Azuma

Type: Application

Distribution Method: Shareware

FileTyper enables you to change a file's type, creator, and Finder attributes. It works as a regular double-clickable application or, under

System 7, as a drag-and-drop application. Use it to open any file or folder. FileTyper offers a window that enables you to make changes (see figure 4.30).

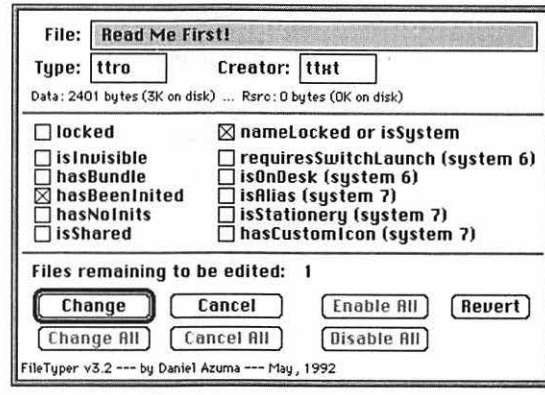


Figure 4.30 FileTyper enables you to change a file's type, creator, and Finder attributes.

MakeAutoTyper is a great little System 7 only application that comes with FileTyper. Use it to create small drag-and-drop applications that automatically make specific changes to files or folders dropped onto them. Leave these applications on your desktop to lock or unlock files, change creator codes, or do just about anything that FileTyper can do—without launching FileTyper.

GetInfo

Developer: Robert Gibson

Type: Application (System 7 Only)

Distribution Method: Shareware

GetInfo (or Drop•GetInfo) also enables you to change the type, creator, and Finder attributes of any file. Drop a file onto it to open a window

that enables you to make changes. Use the Same As button to make the settings the same as another file on disk. An interesting feature of GetInfo is the capability to change the depth and size of a file's icon. Your mouse pointer turns to a pointing finger when you place it over the icon in GetInfo's window. Use that cursor to view a menu of icon selections (see figure 4.31) and select one.

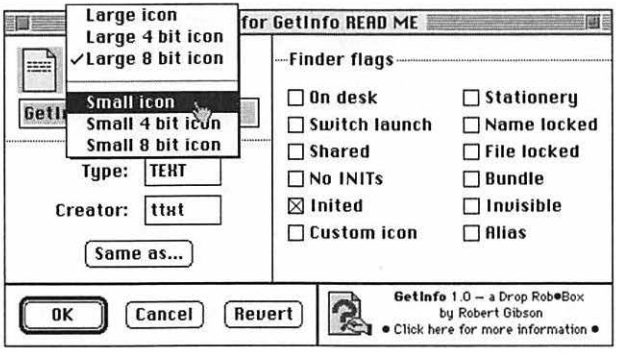


Figure 4.31 Changing a file's type, creator, Finder attributes, and icon depth and size with GetInfo

Get More Info

Developer: Scott Fenton

Type: System Extension

Distribution Method: Shareware

You'll find Get More Info on Disk #1. After unStuffing it and reading its Read Me file, drag the Get More Info icon onto your System Folder icon to install it. Restart your Mac. Now select an

unimportant document's icon in a Finder window, hold down the Option key, and select Get Info from the File menu. Turn on the Name Locked check box and click OK. Now try changing the name of the document—it should be impossible!

Get More Info enables you to change type, creator, and Finder attributes from within the Finder. After installing Get More Info and restarting your Mac, select one or more files, hold down the Option key, and select Get Info from the Finder's File menu. Get More Info's window opens, giving you access to far more information than the Finder normally gives you (see figure 4.32).

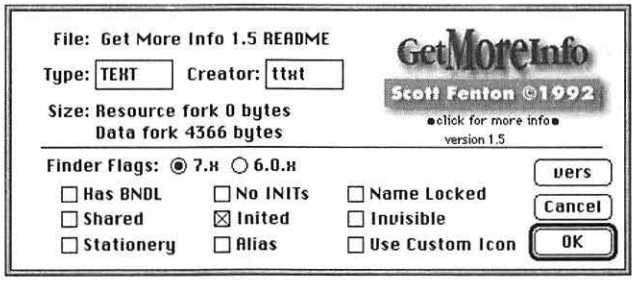


Figure 4.32 Expand the Finder' Get Info feature with Get More Info.

TypeChanger

Developer: HALESTORM, INC.

Type: Application (System 7 Only)

Distribution Method:

TypeChanger is a drag-and-drop application. Drop files onto its icon to change their type, creator, and Finder attributes (see figure 4.33). A

handy pull-down menu makes it easy to get the creator codes right by letting you select from a number of different preset options.

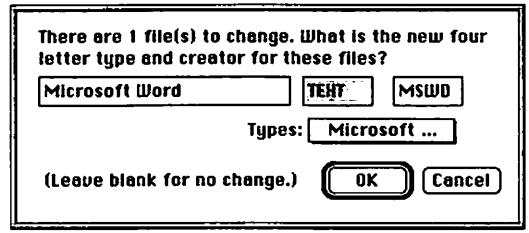
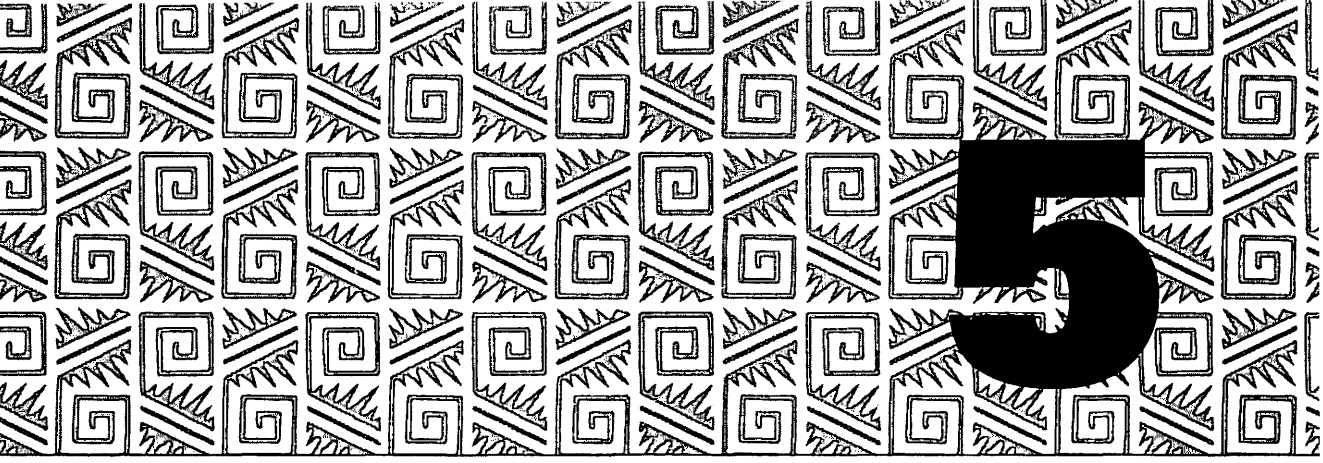


Figure 4.33 TypeChanger offers drag-and-drop convenience for changing file types, creators, and Finder attributes.

Summary

Although the Finder's graphic user interface makes chores like manipulating files and launching applications intuitive, don't think it can't be improved. This chapter presented a number of tools you can use to enhance the Finder. You also read about programs that improve the standard dialog boxes used to open and save documents and other programs you can use to manage application memory size and change the Finder information for document files.

Chapter 5, "System Configuration and Performance Tools," introduces you to system extensions, control panels, how they interact, and how you can successfully manage them.



System Configuration and Performance Tools

Throughout the first four chapters of this book and most of the chapters that follow, we discuss control panels and extensions you can install to customize the way your Mac works. This chapter explains what these programs are, how they work, and what problems they can cause. It also provides information about tools you can use to manage control panels and extensions, search for and isolate problems, and check your system performance.

INITs and INIT Managers

System extensions are little programs that load when you start or *initialize* your Mac. Most system extensions use what are called *INIT resources*—bits of programming code that patch the system software to change the way your Mac works. If you watch the bottom of your Mac screen as you start your Mac, you may see icons for each extension as it is loaded. Extensions don't make permanent changes (at least, they

shouldn't), so if you don't like a change that one of them makes, you can simply remove it or turn it off.

This book focuses on the two main types of system extensions:

- **Initialization Resources.** These are files with a type code of INIT. You install an INIT by placing it inside the Extensions folder inside your System Folder (under System 7) or inside your System Folder (under System 6).
- **Control Panel Devices.** These are files with a type code of cdev (remember, type codes are case sensitive). You install a cdev by placing it inside the Control Panels folder inside your System Folder (under System 7) or inside your System Folder (under System 6).

The main differences between an initialization resource and a control panel are:

- Extensions load first—at least under System 7. Under System 6, extensions and control panels load together, alphabetically.
- Control panels offer an interface to change program settings and preferences.

A Closer Look at Apple's Control Panels

The Apple system software includes several control panels to help you customize your Mac. Under System 6, you access control panels with the Control Panels DA under the Apple menu. Once the DA opens, select the icon on the left that corresponds to the control panel you want to work with. Under System 7, you can open the Control Panels folder inside your System Folder and double-click on a control panel to open it. The System 7 installation procedure creates an alias of the Control Panels folder and puts it into your Apple Menu Items folder. When you pull down your Apple menu, you see an option called Control Panels just like System 6 users do. Seleting that option opens the Control Panels folder. Simply double-click on the control panel you want to work.

No matter which version of the system software you're using or how you access a control panel, your changes are written to the control panel or a preferences file as soon as you close the control panel's window. Your changes may not take effect immediately, however. You may or may not need to restart your Mac to see the changes—the control panel you access usually tells you whether you need to restart.

In chapter 4, "Application Managers and Enhancers," you read about the Monitors control panel, which enables you to set color depth and specify information about your monitor. This chapter examines other Apple control panels you can use to customize your Mac's settings.

General Controls

Developer: Apple Computer, Inc.

Type: Control Panel

Distribution Method: Part of System Software

The General Controls control panel (see figure 5.1) lets you set

- the desktop pattern (the colors and pattern of the area beneath the windows and icons on your screen)
- the number of times a menu item blinks when you select it
- the blinking rate of the insert cursor
- the time
- the date

(With System 6, you can also specify other options, like the size of a RAM cache and the speaker volume. Under System 7, those options are handled by the Memory and Sound control panels.)

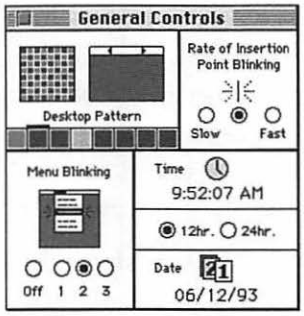


Figure 5.1 The General Controls control panel

Sound

Developer: Apple Computer, Inc.

Type: Control Panel

Distribution Method: Part of System Software

The Sound control panel (see figure 5.2) enables you to specify a sound for the system beep. When you install the system software, these sounds are installed into your System file. On some Mac models running System 6.0.7 or later, you can record sounds using the Sound control panel and an Apple microphone. Chapter 17, "Noise Makers," examines some sound tools you can use to extract sounds from applications and edit existing sounds.

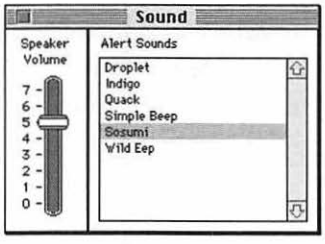


Figure 5.2 The Sound control panel

Views

Developer: Apple Computer, Inc.

Type: Control Panel

Distribution Method: Part of System Software

The Views control panel (see figure 5.3) is only available to System 7 users. It enables you to specify how your Mac should display icons in Finder windows in icon and list views. Select font and font size, type of grid, size of icon, and specific information to include or exclude from the window.

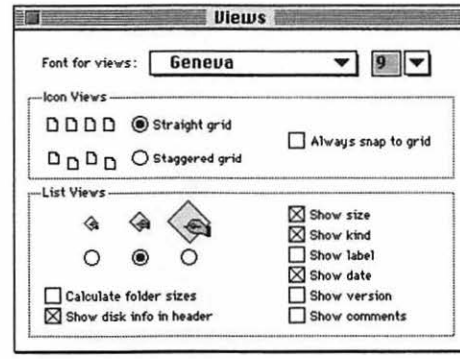


Figure 5.3 The Views control panel

Although it's nice to see the amount of disk space occupied by files in each folder displayed in list view, it takes time for your Mac to make the calculations necessary to display this information. For faster Finder operation, you may consider keeping the check box for Calculate Folder Sizes.

Labels

Developer: Apple Computer, Inc.

Type: Control Panel

Distribution Method: Part of System Software

The Labels control panel (see figure 5.4) is also available only to System 7 users. It enables you to specify text to accompany each of the colored labels that appear under the Finder's Label menu. Click in each edit box and type in a new label beside the color. Now, when you pull down the Finder's Labels menu, you'll see the labels you specified (see figure 5.5). Select an icon, then choose the label you want from the Label menu. Now everyone—not just folks with color Macs—can take advantage of the Label menu's options.

Figure 5.4 The Labels control panel

Figure 5.5 The Finder's Label menu reflects settings in the Labels control panel.

When INITs Collide

Unfortunately, sometimes two or more INIT resources will compete with one another to perform a task. This can cause your Mac to behave erratically—software might not work correctly or you may experience more system crashes or freeze-ups than usual. (When you call technical support with a problem, the first question usually asked is: "What INITs are you using?") It might even cause your Mac to freeze in the middle of the startup process. Sometimes problems can be solved simply by changing the loading order of programs with INIT resources. Other times, you just won't be able to use the two arguing programs together. You have to disable the troublesome program, and hope you disabled the right one.

One sure-fire way to keep your Mac from loading a system extension is to remove it from your System Folder before restarting. If you're using System 7, remove it from the Extensions, Control Panels, or System Folder, wherever it might be. This means digging through folders and dragging out icons. Not something you'd want to do every time you needed to turn on or off a particular control panel or extension.

INIT managers make it easier to turn system extensions on and off. In this section, we'll look at some of them. We also look at a few utilities that can help you track down problems relating to system extensions.

In this section the term "extensions" refers to all system extensions and control panels.

INITPicker

Developer: Inline Design/Micro-seeds Publishing

Type: System Extension and Control Panel

Distribution Method: Commercial

Author's Choice

INITPicker is one of my favorite tools because it's well thought out, easy to configure, and it works. One feature I find very valuable is the capability to specify the Caps Lock key to invoke INITPicker at startup. This way I don't have to wait around holding down a key while my Mac starts.

INITPicker enables you to specify which extensions should load at startup. It offers a variety of features that make it one of the best INIT managers around.

INITPicker lists all system extensions installed in your Mac (see figure 5.6) and enables you to pick the ones you want loaded. Selections can be permanent or for one time only. Create and name sets of extensions for the kind of work you plan to do in a work session. INITPicker even lets you change the loading order of extensions. (Normally order is based on System Folder location and file name.)

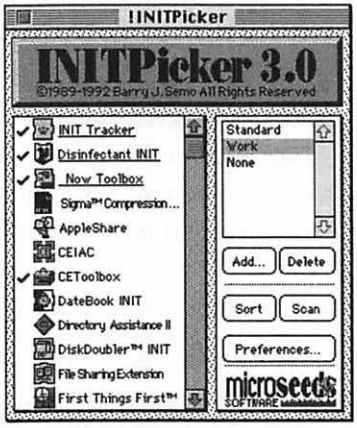


Figure 5.6 INITPicker's control panel

A number of preferences let you customize the way it works for you. Specify a key you want to invoke INITPicker at startup. Determine how extensions should appear in INITPicker's window. Create a text log file of extensions that are loaded—a very useful feature for tracking down conflicts.

BombGuard Incompatibility Detection is a great feature of INITPicker that you can elect to turn on or off. When turned on, BombGuard can find the cause of any crashes that occur at startup. If it's a conflict between two or more extensions, BombGuard prevents the problem extension from loading and tells you about it. This takes the guesswork out of troubleshooting INIT conflicts.

Startup Manager

Developer: Now Software, Inc.

Type: Control Panel (System 7 Only)

Distribution Method: Commercial (part of Now Utilities)

Author's Choice

Startup Manager is one of my favorite tools because it's well thought out, easy to configure, and it works. (Sound familiar? That's because I said the same thing about INITPicker. I can't decide which one I like most.)

Startup Manager offers many of the same features available in INITPicker—turn extensions on or off (see figure 5.7), create startup sets of extensions, and change loading order. Selections can be permanent or temporary. Its linking feature enables you to create links between two extensions that depend on each other or prevent incompatible extensions from loading. Startup Manager's preferences let you customize it for the way you work. Like INITPicker, it can automatically disable extensions that bomb during startup.

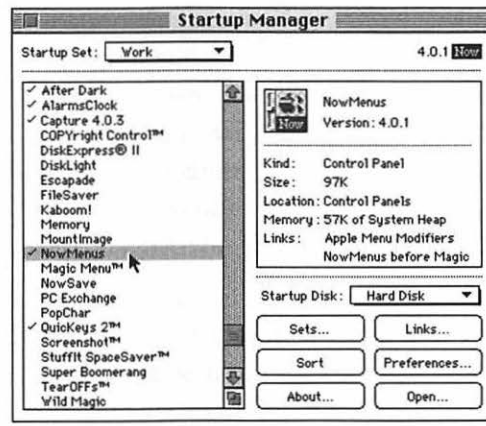


Figure 5.7 Startup Manager's control panel

Startup Manager has a number of additional features that increase its usefulness. You can launch control panels from within the Startup Manager control panel. A pop-up menu lets you pick which volume (hard disk) should be the startup disk when you start your Mac—this is handy if you have more than one System Folder (each on a separate disk). When you disable extensions, Startup Manager automatically places them in special "disabled" folders in your System Folder. This is great for System 7 users because it reduces the number of icons in their Control Panels folder, making it easier to find and adjust an active control panel's settings.

Conflict Catcher

Developer: Casady & Greene

Type: System Extension and Control Panel

Distribution Method: Commercial (part of Conflict Catcher and Other Innovative Utilities)

Conflict Catcher helps you manage extensions and identify the sources of conflicts. It lets you turn extensions on and off, create sets of extensions, and change extension loading order (see figure 5.8). Not only does it show system extensions and control panels, but it also shows other startup files, like applications in the Startup Items folder and daemons (similar to extensions) under System 7. It displays these files in two ways—by type and by loading order. To disable extensions, it stores them in separate folders inside the System Folder.

Conflict Catcher's Linking feature enables you to link together extensions that depend on each other to run properly. Use its Conflict Test feature to track down the source of startup problems. This feature enables you to lock required extensions on and then repeatedly restarts your Macintosh, turning on and off particular extensions. Each time it completes a restart, it asks if the problem has gone away. If not, it

restarts again, with a different combination of extensions. When the problem has disappeared, Conflict Catcher reports on its source. Although this isn't as glamorous as automatic disabling of problem extensions, it offers a systematic approach to the problem that's better than manually installing and disabling extensions.

Figure 5.8 Conflict Catcher's control panel

Extensions Manager

Developer:	Ricardo Batista/Apple Computer, Inc.
Type:	System Extension and Control Panel
Distribution Method:	Freeware

Extensions Manager doesn't offer all the features of commercial packages, but it does the job. Turn extensions on and off by clicking on them in the Extension Manager control panel window (see figure 5.9) and create sets of extensions to be loaded at startup. Extensions Manager disables extensions by placing them in separate folders inside your System Folder. It cannot change the loading order of extensions.

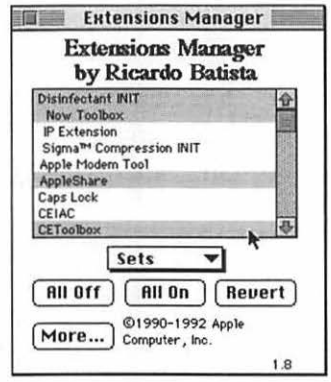


Figure 5.9 Extensions Manager is Apple's INIT management solution.

Extensions Manager has two features that go beyond those offered by other INIT managers. It enables you to recover extensions turned off by other INIT managers. Extensions turned off this way may not be recognized by many INIT manager programs. It also has a power user feature that enables you to modify the file types Extensions Manager looks for when scanning for extensions. As the dialog box for this feature warns, don't play with it unless you know what you're doing.

INIT Tracker

Developer: Andrew Welch/Ambrosia

Type: System Extension

Distribution Method: Shareware

You'll find INIT Tracker on Disk #2. After unStuffing it and reading its Docs file, drag the INIT Tracker icon onto your System Folder icon to install it. Restart your Mac. As system extensions

load, you'll see animated paw prints on your screen, indicating that INIT Tracker is recording information. When startup is completed, use TeachText or any other word processor to open the file called INIT Tracker File in your System Folder to read a record of the extensions that were loaded.

INIT Tracker doesn't manage extensions. Instead, it loads before any other extension and records what each extension that loads after it does. It creates a text file called INIT Tracker File that includes all kinds of highly technical information useful for people with extension conflicts. The documentation that comes with INIT Tracker explains what all the log entries mean. Not only can it help you solve extension-related problems, but it's a great learning tool for people who are interested in exploring the mysteries of INIT resources.

Diagnose and Report System Configuration

When you experience frequent System bombs and freeze-ups, it's a good indication that your Mac has a hardware or software conflict. How do you find out exactly where the conflict is? How do you even know what software is running on your Mac? The utilities in this section can help when you know there's a problem but can't pinpoint it.

Help!

Developer: Teknosys, Inc.

Type: Application

Distribution Method: Commercial

Help! uses a knowledgebase of information to alert you to conflicts, suggest corrective actions, and provide details about your system configuration.

Help! builds a profile of your Mac's system and compares it to its knowledgebase. It then summarizes findings in three broad categories: critical, non-critical, and notes (see figure 5.10). The details follow the summary. The Diagnostic Results section is broken down into conflicts, incompatibilities, environmental, damaged files, uninstalled files, duplicate files, and current versions. The Configuration Information section is broken down into general, System Folder, applications, fonts, DAs/drivers, system settings, SCSI devices, volume information, expansion cards, video information, and currently open files. Needless to say, the report is quite exhaustive, providing everything you could possibly want to know about your Mac. The report for my system with its 240M of disk storage space was seventeen pages long and took a full six minutes to generate.

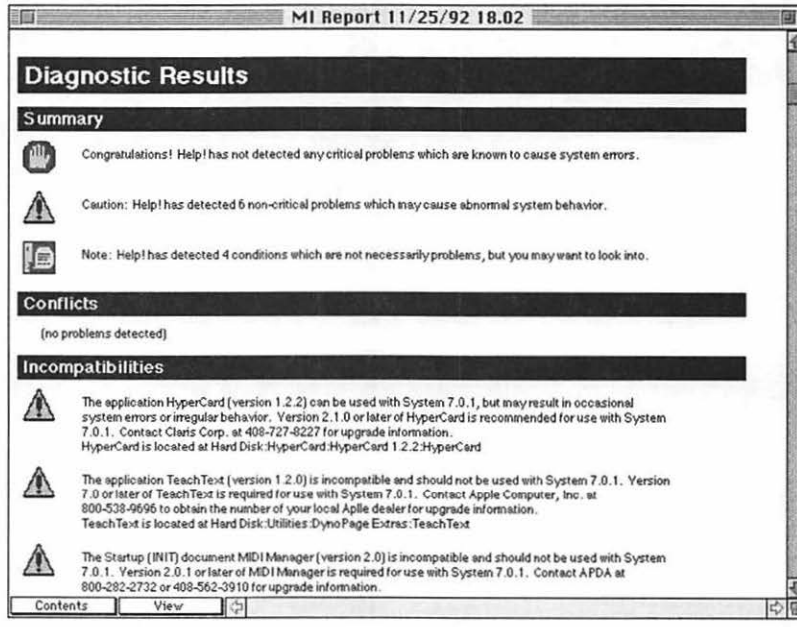


Figure 5.10 Help! tells you everything you always wanted to know about your Mac and more.

Help! also offers a Simulation mode to have your Mac simulate another model, system version, memory configuration, monitor, math-coprocessor availability, PMMU availability, virtual memory setting, 32-bit mode setting, and file sharing setting. This is especially useful if you want to see what kind of conflicts you could expect if you reconfigured your system or bought a new Mac.

Unfortunately, the Current Versions section of Help!'s report depends on the version of knowledgebase you have. Teknosys updates its knowledgebase quarterly and requires a subscription fee for updates. In addition, although the current version's information is quite extensive, I found that it was not entirely complete or accurate, especially when it listed popular shareware products. (Disinfectant was listed as version 3.0 in the November 1992 version of the knowledgebase. Version 3.0 wasn't released until March 1993.) Still, the Current Versions section of the report is useful, even to point out instances where the version of software you have installed is different from that listed in the knowledgebase file.

Now Profile

Developer: Now Software

Type: Application

Distribution Method: Commercial (part of Now Utilities)

Now Profile creates simple but useful reports of a Mac's system configuration. Launch Now Profile and tell it what to report on. Select from among System, CPU, memory, drivers, extensions, fonts, DAs, applications, volumes, aliases, and duplicate files. Most of these areas offer three reporting options: detailed, basic, and omit. Now Profile can

generate a report based on any selection of mounted volumes. It creates a plain text report listing everything it found based on your settings.

A Now Profile report is a great way to be able to provide detailed responses to questions asked by technical support personnel when you need help.

MacEKG

Developer: MicroMat Computer Systems

Type: Control Panel

Distribution Method: Commercial

While Help! and Now Profile work primarily with software installed in your Mac, MacEKG works primarily with hardware.

MacEKG is a computer diagnostics control panel that tests your Mac and diagnoses problems found. Configure it to specify the tests to perform (see figure 5.11) and how often to perform them. MacEKG loads last at startup. When it loads, it performs tests on logic performance, RAM stability, video processing, integrated circuit integrity, and media verification. The results of these tests appear on its main screen and, if the sound modules are properly installed, they're announced aloud. MacEKG logs test results to track performance history and creates a histogram that graphically illustrates performance fluctuations over time. It's also a great tool for doing standardized benchmark testing among multiple Macs.

MacEKG's documentation includes a good troubleshooting guide to help you pinpoint the cause of problems you may be experiencing.

Figure 5.11 Configure the MacEKG control panel to perform specific tests periodically.

Speedometer

Developer: Scott Berfield

Type: Application

Distribution Method: Shareware

You'll find Speedometer on Disk #1. After unStuffing it and reading its Read Me files, double-click the Speedometer icon to launch it. Click OK on the copyright notice screen that appears. Use buttons in the information window to learn more about the tests Speedometer can perform. Then click OK to start testing. Choose a test from the Tests menu. Follow any instructions that appear on your screen. When the tests are done, the results displayed show how your Mac stacks up against a Mac Classic for each test performed.

Like MacEKG, Speedometer performs a complete battery of hardware tests on your Mac. Its tests and reports are broken down into several categories: benchmarks, color tests, performance rating tests, FPU tests, system information, and analysis reference. Online help explains what each test in each category is and what it does. Running all tests takes about ten minutes—go and get a cup of coffee or a soda while Speedometer works. Once the tests have been completed, use the System Comparison command to compare the test results to other Macintosh systems tested with Speedometer (see figure 5.12). You can also save the results of your test to the Machine Records file that comes with Speedometer so you can compare it to other systems and to future performance.

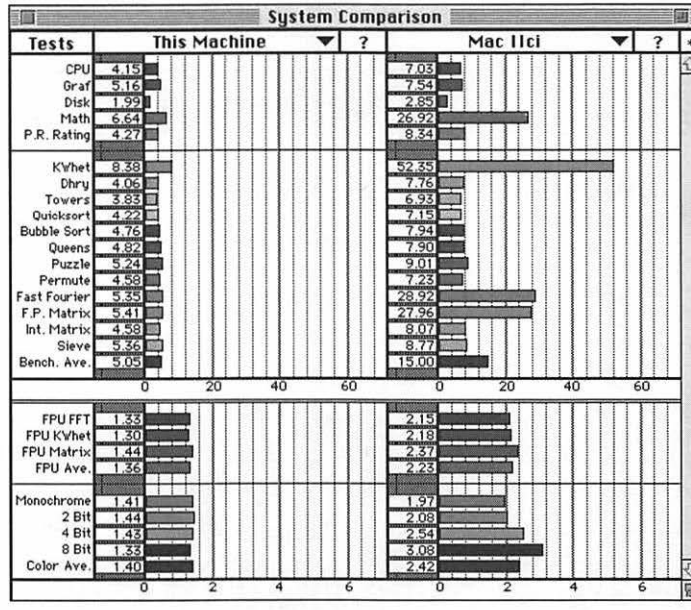


Figure 5.12 Speedometer can show you how your Mac compares to others.

Switch System Folders

Every Macintosh startup disk contains, at a minimum, a System file and an application to run (usually the Finder). Normally, these files are

stored in the disk's System Folder. When you turn on your Mac, it looks for the System Folder on its startup disk. It then loads the System file, followed by the extensions in the Extensions folder, Control Panels, and System Folder. If it can't find a System Folder on the startup disk, your Mac continues looking for one until it finds one—perhaps on a floppy disk. It then uses *that* System Folder to start up.

What many Mac users don't realize is that it's possible to have two System Folders on your Mac. Why would you want to do such a thing? Perhaps you want to be able to run two different versions of the system software. Of course, your Mac can only run one version of the System at a time.

The System Folder used when you start your Mac is called the *blessed folder.* Tell your Mac which System Folder it should use when it restarts. The next time you start your Mac, that System Folder, and the software it contains, is the blessed folder.

Although you can have two System Folders on your Mac, it isn't a good idea to have them both on the same disk. Doing so may confuse your Mac and cause all kinds of System-related problems as you work. If you must have two different System Folders, place them on separate disks.

Here are two utilities that make it easy to switch from one System Folder to another.

Switcher

Developer: Keisuke Hara

Type: Application

Distribution Method: Shareware

Switcher provides an easy-to-use interface to search for System Folders on all mounted volumes. Double-click on a disk icon to search for System Folders on it. Then click on the System Folder and the Switch button. When you restart, the System Folder you selected is the blessed folder.

System Picker

Developer: Kevin Aitken

Type: Application

Distribution Method: Freeware

System Picker lets you select which folder should be the active System Folder upon restart. One of the best parts of System Picker is its documentation. It explains exactly how you can install additional System Folders on your hard disks.

Summary

System extensions and control panels—when you understand what they are and how they work, you're well on your way to understanding system software. And once you understand that, it won't be long before friends are asking for your advice on System bombs. Fortunately there's plenty of software you can rely on to make you look good. Those tools can track down problems and report on System configuration.

Chapter 6, "File Trackers," provides information about file management—a topic that grows in importance as each of us creates and receives more and more files.

Part 2

Tools to Help Manage Files and Disks

Part 1 of this book discussed tools you can use to make your Mac work better and faster. This second part covers tools you can use to work more efficiently with files and disks. They also allow you to keep track of files, copy files and disks, squeeze more files on disk, take care of disks, and protect and secure your data. The tools to do this are discussed in the next few chapters.

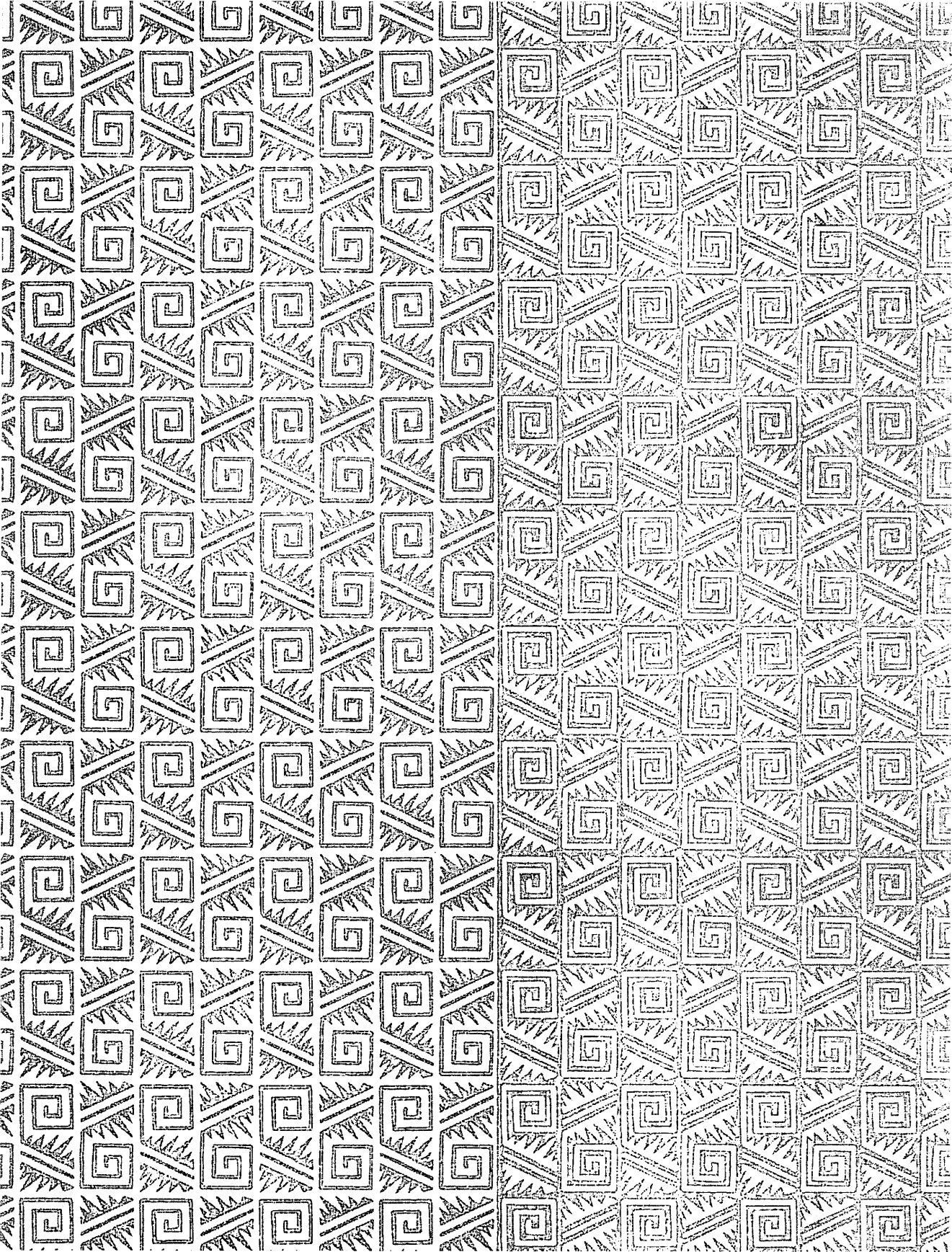
Chapter 6: File Trackers

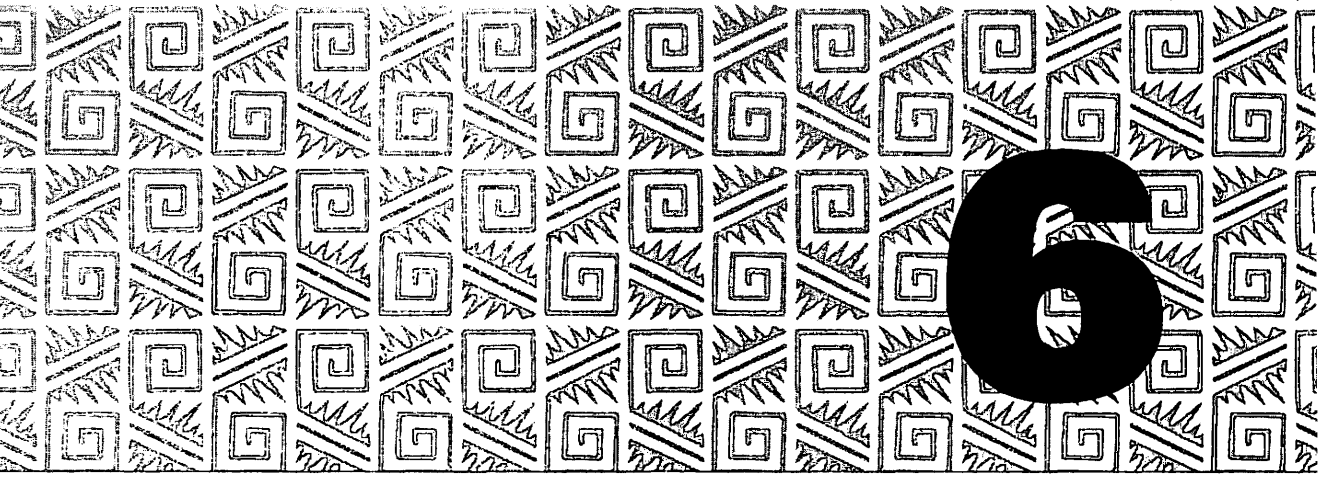
Chapter 7: File and Disk Copiers

Chapter 8: File Compressors

Chapter 9: Disk Caretakers

Chapter 10: Data Protectors





6

File Trackers

In this day and age when it's possible to have thousands of files on a hard disk, SyQuest cartridge, or CD-ROM disk, it sometimes is difficult to find a particular file. This problem is further complicated for people with more than one Macintosh. (Which Mac has the latest version of that monthly report?) The problem of file management takes on new dimensions.

This chapter provides information about utilities that can help you find files, keep track of files on one or more disks, synchronize files on two disks or computers, and generate disk labels.

Find Files

Apple's Find File is a System 6 desk accessory that helps you find files you've misplaced. All you need to know is part of the file name and the volume (or disk) it's on. Find File searches the specified disk for the specified text string. With luck, it comes up with one or more file name matches and shows you the path to each one. You still have to close Find File and dig through all the folders in the path to get to the file you're looking for. This is kludgy, to say the least.

System 7 has a Find command built into the Finder so Find File is not necessary. Find enables you to search all mounted volumes for files based on a variety of search criteria. Select Find from the Finder's File menu. In the dialog box that appears, enter part or all of the name of the file you're looking for. Or click the More Choices button to expand the dialog box (see figure 6.1) and enter more detailed search criteria. Click Find. When your Mac finds the file, it opens the window where the file resides so you can immediately work with it. The Find Again command under the File menu continues the search if the file that is found is not the one you were looking for. The trouble is, the Find command enables you to specify only one search criterion at a time, limiting the way you can use it to look for files.

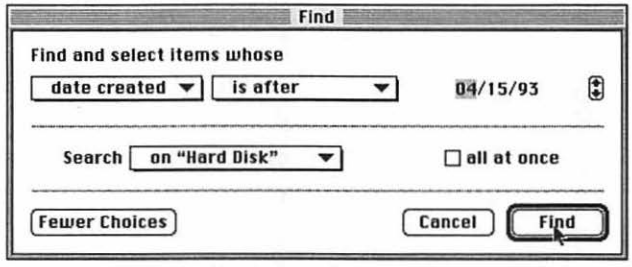


Figure 6.1 System 7's Find command offers more choices than System 6's Find File desk accessory.

For those who aren't satisfied with either Find File or the System 7 Finder's Find command, here are two other desk accessories that can search for files on a mounted disk.

Alki Seek

Developer: Alki Software Corporation

Type: Desk Accessory

Distribution Method: Commercial (sold separately or included with MasterWord)

Alki Seek lets you find files based on a wide variety of criteria, including file name, text contents, Finder comments, disk location, type and creator code, size, file attributes, and Microsoft Word summary information (Word 5 files only). You enter criteria with intuitive buttons and edit boxes; the criteria is displayed in easy-to-understand terms in a scrolling window. A Start button begins the search.

Once Alki Seek finds files matching your criteria, it displays a list of them. Then you can select a file and view its contents (see figure 6.2), attributes, comments, Word Summary information, and disk location. System 7 users can open one or more files with the applications that created them by clicking on the Open button. Use the Seek menu to move files to the desktop or create aliases from the Alki Seek window.

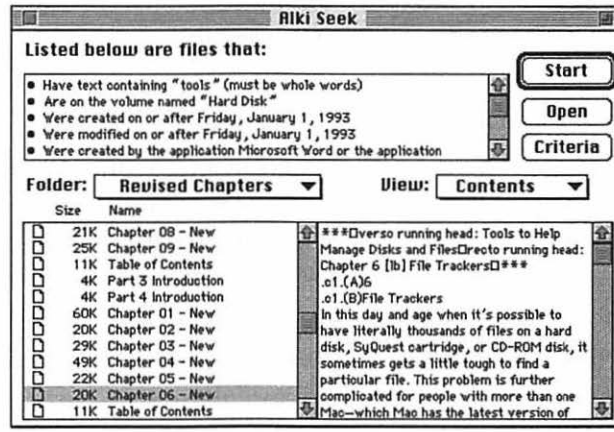


Figure 6.2 Alki Seek's Results window, displaying the contents of a file

Alki Seek lets you create and save preset searches. For example, say you commonly search for all files over 500K in size so you can compress them with your favorite compression utility. Create a preset based on file size and store it. To search for these files, simply double-click the preset.

If you want to view Balloon Help in Alki Seek, don't bother turning it on under the Finder's Balloon Help menu. Simply hold down the Control key while pointing to a window element you want help for. A balloon for that item pops up only when you want it.

Fast Find

Developer: Symantec Corporation

Type: Desk Accessory

Distribution Method: Commercial (part of The Norton Utilities for Macintosh)

Fast Find does everything that Find File does, and more (see figure 6.3). Use it to search for characters in a file name on one or more disks or in a specific folder on a disk. Once Fast Find has come up with one or more files or folders that match the search criteria, use it to open, view, or move the file to the desktop. A Get Info command enables you to get and edit the same information available through the Finder's Get Info command, change the file or folder attributes for some kinds of files, and edit file, folder, and disk icons.

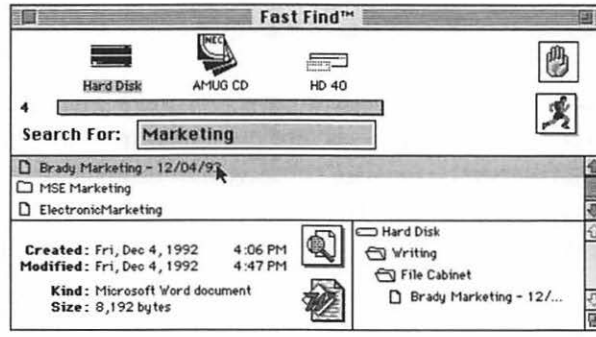


Figure 6.3 Fast Find may look like Find File, but don't let appearances fool you—it does far more.

Catalog Files and Disks

Say you've got four hard disks, a SyQuest drive with two cartridges, a CD-ROM drive with twenty CDs, and a box of a hundred floppy disks you've been using to collect sound and graphics files from your favorite BBS. You need to get your hands on a file you know you have somewhere. How do you find it?

You might start by mounting as many storage devices as your Mac can handle and using the Finder's Find command or one of the file finders in the previous section to search them. When that search comes up blank, it's time to start switching media. If you really don't have a clue about where the file could be, it could take quite a while to find it, but not if you'd already cataloged all your storage media with a disk cataloging utility.

Chapter 4 presented MasterFinder, which has the capability to save disk catalogs. This makes it possible to use MasterFinder to keep track of files on other disks. This section presents a few tools designed specifically for tracking files. Using one of these tools enables you to quickly locate files stored on any disk—even if the disk you want is sitting in the bottom of your file cabinet.

On Location

Developer: ON Technology, Inc.

Type: System Extension and Desk Accessory

Distribution Method: Commercial

On Location builds indexes of all files on any mounted disk or volume. Its index contains not only the names of files, but can also contain all the text in text files. This index typically takes up less than 2% of a disk's space. With the On Location Extension installed, On Location automatically maintains the indexes of mounted volumes to keep them up to date. Although this is handy for floppy disks, it's probably a lot more

useful for hard disks, CD-ROMs, removable media like SyQuest cartridges and Bernoulli drives, and disks accessed over a network.

Once a volume is indexed, you can search the index for a specific file by the file name or text within the file. As soon as you begin typing the search criteria, On Location begins looking. It's incredibly fast. It displays the found files in a file list window, along with each file's size, kind, modification date, and path (see figure 6.4). You can sort each field in ascending or descending order. You can view, launch, print, copy, move, delete, and rename files that appear in the window. You can also create new folders to handle file management without even leaving On Location.

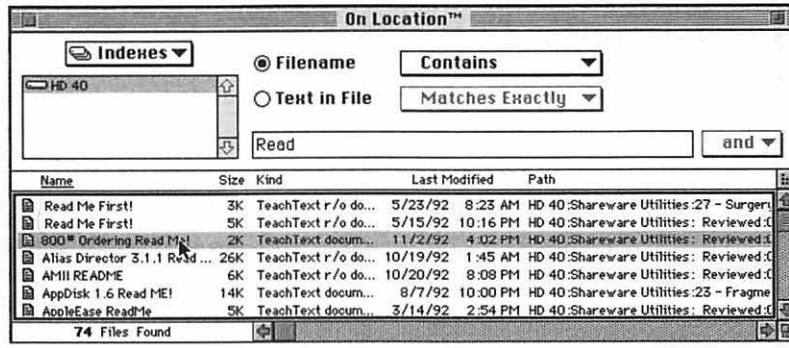


Figure 6.4 On Location searches its index to find and display specific files very quickly.

OffLine

Developer: SNA, Inc.

Type: Application

Distribution Method: Commercial

OffLine is a disk cataloging tool that can catalog any mounted disk (including MS-DOS disks). It's particularly handy for cataloging floppies. Create and name a catalog file, then start inserting floppies. OffLine reads each disk as it is inserted, ejects it, and waits for the next one. It builds one catalog from all the disks, giving you a master disk catalog file. Once disks are cataloged, you can search the catalog for a file based on name, label, type, or creator (see figure 6.5). Click on a disk in the left scrolling window to get its serial number (assigned by OffLine), size, free space, catalog date, number of files, and number of folders. Click on a file in the right scrolling window to get its size, creation date, modification date, label, type, creator, and comments. Export catalog data for use in another program. OffLine also creates disk labels based on its catalog file, making it very easy to properly label disks.

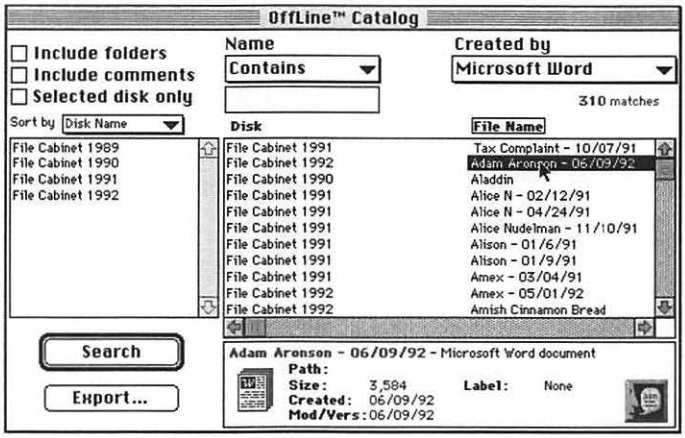


Figure 6.5 Search OffLine catalogs and get information about files you find.

A great feature of OffLine is its capability to look inside StuffIt, Compact Pro, and AppleLink archive files. So even if the file you're looking for is part of an archive file, OffLine can find it. (See chapter 8, "File Compressors," for more information on file compression software and archive files.)

FileList+

Developer: Bill Patterson

Type: Application

Distribution Method: Freeware

FileList+ is another disk cataloging tool. It scans disks for file information and records it in its two windows—one shows disk information and the other shows file information (see figure 6.6). Display the information you want: name, match, version, type, creator, size, creation date and time, modification date and time, volume, and path. Sort in ascending or descending order based on any of these fields, or a combination of them, just by clicking on the field name.

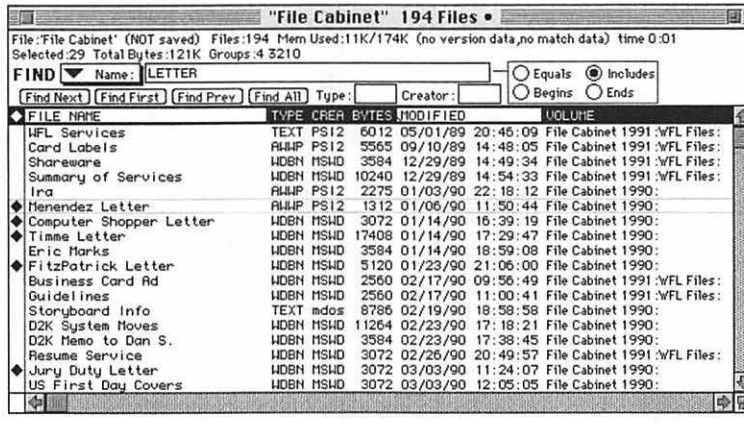


Figure 6.6 FileList+ displays information about files in its catalog.

FileList+ is great for cataloging floppy disks since it automatically scans and ejects them as they're inserted. It can look into StuffIt and Compact Pro archive files to list their contents. It can also see invisible files that many other cataloging programs can't see. An extensive filter feature enables you to filter out files based on attributes, type, and creator. Once you create a catalog, search for files based on name, parent folder,

volume, or type and creator codes. Export information to a tab-delimited text file to use it in another application, or print catalog lists.

DirectoryMan

Developer: HALESTORM, INC.

Type: Application (System 7 Only)

Distribution Method: Shareware

DirectoryMan uses a different approach. It's a drag-and-drop cataloging application. Drag one or more folders or disks onto the DirectoryMan icon. Provide a file name for the directory when prompted. DirectoryMan creates a tab-delimited text file of the path, file name, file size, type, creator, creation date, and modification date for each file in the folders or disks dragged onto it. You can then open that file in a spreadsheet or import it into a database application.

What's the best thing about DirectoryMan? It's very fast—it scanned and listed 30M of files in less than a minute.

Synchronize Files and Disks

Say you've got a PowerBook and a desktop Mac. Or maybe you just have two desktop Macs, one at the office and one at home. In either case, there's a good chance you'll have copies of some of the same documents on both machines. How do you make sure you're always working with the latest version?

The arrival and popularity of PowerBooks has created a need for a whole new class of software: synchronization software. These products can automatically compare two disks or folders and determine what needs to be done to ensure the latest versions of common files or folders are on both. You don't have to keep track of which files you updated on each disk—the software can do it for you.

PowerMerge

Developer: Leader Technologies

Type: Application

Distribution Method: Commercial

PowerMerge is a file synchronization tool. To use it, specify a "left folder" and a "right folder." The folders can be disks, folders, or network volumes. PowerMerge compares the two and indicates, with little black boxes on file icons, which files exist in the folders (see figure 6.7). It also indicates, with arrows, which files need to be updated. Select the files you want included in the update and use the Move command to synchronize them. A delete command enables you to delete files from either folder or both.

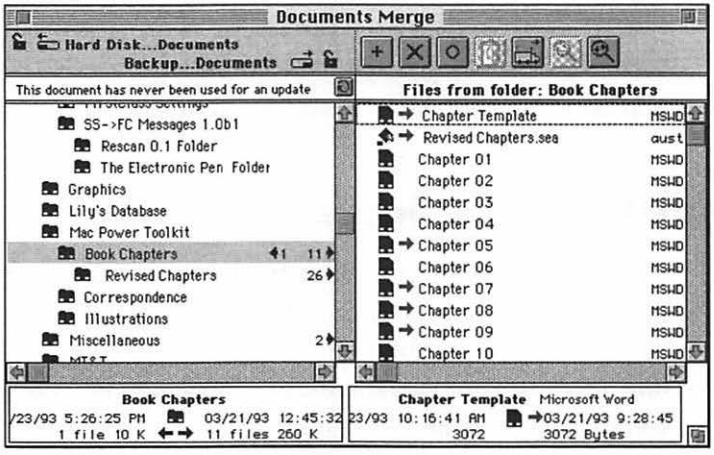


Figure 6.7 Synchronizing files in two different folders with PowerMerge

Inline Sync

Developer: Inline Design

Type: Application and System Extension

Distribution Method: Commercial

Inline Sync uses dialog boxes to prompt you through the synchronization process. Specify two disks and specify whether you want them to be exactly the same or whether only certain folders need to be exactly the same. If you only want to synchronize certain folders, Inline Sync scans both disks for possible matches. A file list appears, enabling you to see which files are linked (see figure 6.8). Symbols indicate which files are matched, linked, to be copied, to be replaced, or have both versions changed. Select items to link if necessary and synchronize.

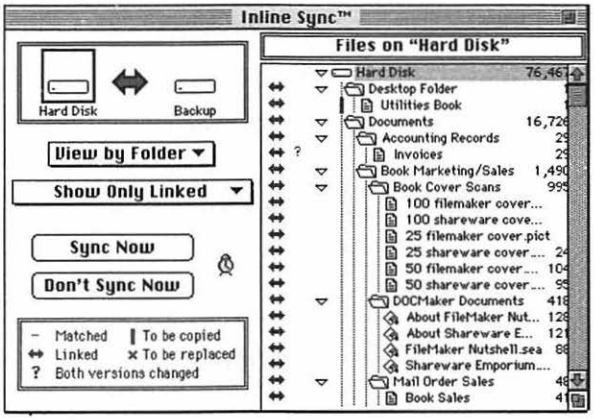


Figure 6.8 Inline Sync's file list window

With the Inline Sync INIT installed, you can schedule synchronization by time or in the background when your Mac is idle. You can also create synchronization scripts that you can run any time. A QuickSync feature creates double-clickable documents that automatically perform a synchronization when launched.

Label Disks

Another part of file management is proper labeling of floppy disks. If you recall, OffLine, mentioned earlier in this chapter, has a labeling feature. Here are two other programs that can create disk labels based on the contents of disks you insert, making the labeling chore a bit less tedious and a lot neater.

myDiskLabeler III

Developer: Williams & Macias

Type: Application

Distribution Method: Commercial

myDiskLabeler III is a labeling program with features specifically for creating floppy disk labels. It can read floppy disks as you insert them, sort disk directories, and print labels with up to one hundred file names on each. You can use predefined disk label formats or create your own with myDiskLabeler's tools. Import graphics, include icons, and generate serial numbers. You can also generate directory reports for floppy and hard disks in five different formats.

If you prefer, you can create disk labels based on text you enter with the text tool; you don't need to have myDiskLabeler read disks to make labels for them. You can also use a utility called Template Maker that comes with myDiskLabeler (see figure 6.9) to make custom templates if myDiskLabeler doesn't include a template you need. This utility helps make myDiskLabeler a powerful and flexible tool for creating custom disk labels with the least amount of effort.

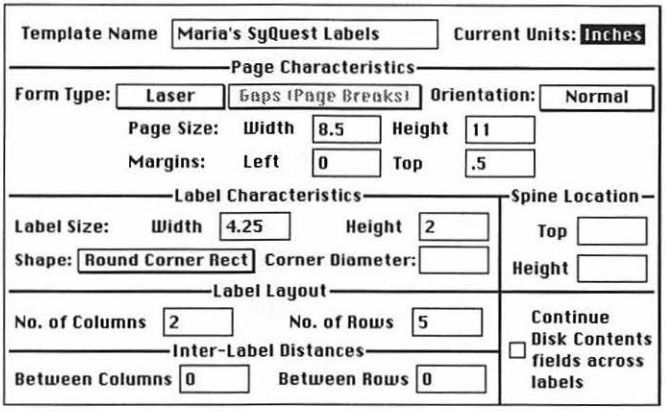
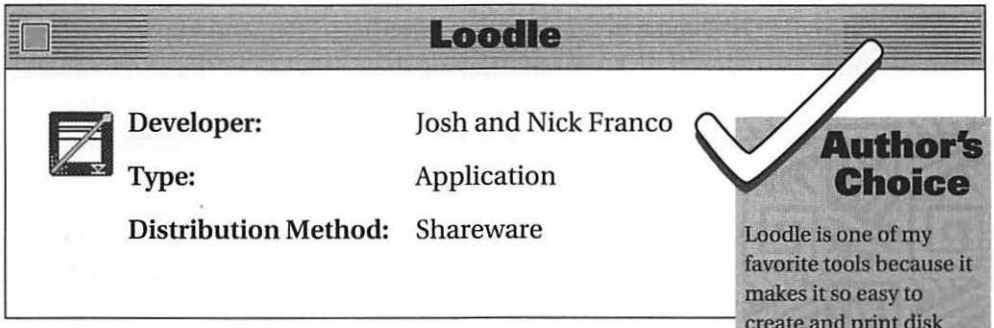


Figure 6.9 myDiskLabeler's Template Maker utility enables you to create your own label templates.



Loodle reads floppy disks as you insert them and creates disk labels for each (see figure 6.10). It can read StuffIt and Compact Pro archive files and list their contents. It automatically adjusts font size to fit as many file names as it needs. You have some control over label design, but not much. You can, however, include icons and a disk comment on each label for some customization. In addition, you can save a catalog of indexed disks in tab-delimited text format that you can open with another application. This provides some of the same kind of disk cataloging capabilities as products mentioned earlier in this chapter.

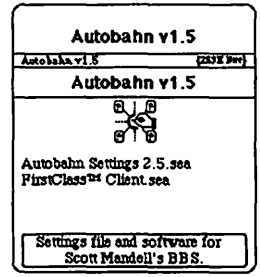
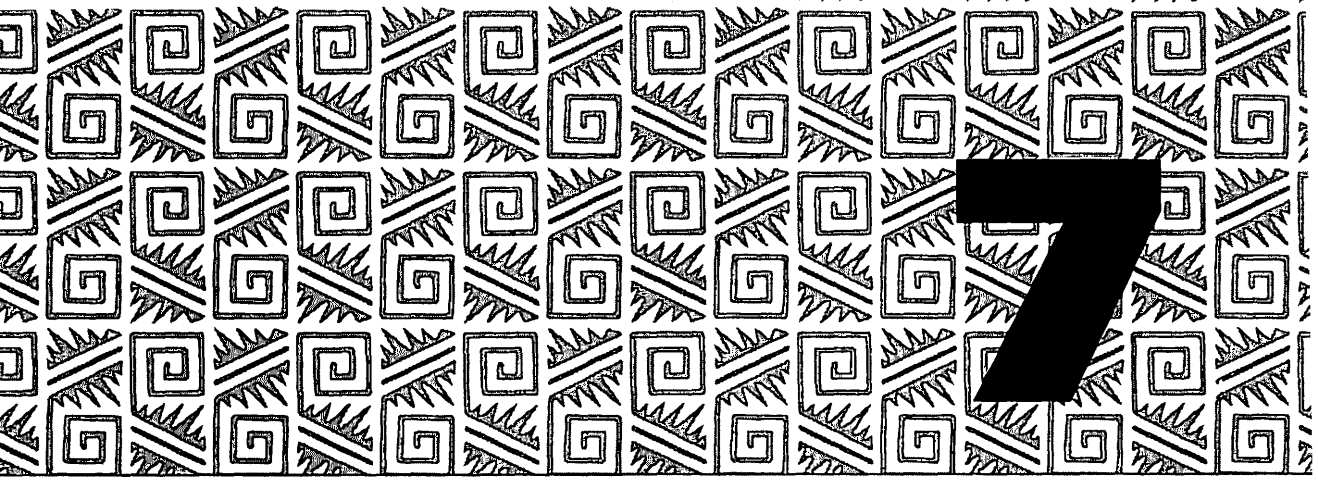


Figure 6.10 Loodle automatically generates floppy disk labels.

Summary

Each year the number of computer files we create, receive, and need access to grows higher. And as it climbs, the need for a system to manage them becomes more necessary. Being able to locate quickly a specific file, even when its name is long-forgotten, and knowing what files are on each disk, without having to mount each one, saves valuable time. Software that compares disks or folders and determines what needs to be done to synchronize their contents becomes essential as our computer use expands beyond a single machine.

The topic of working efficiently is explored further in chapter 7, "Files and Disk Copiers," where you'll read about tools that speed up, add flexibility, and even automate file copying.



File and Disk Copiers

One thing you need to do on any computer system is make copies of files. You copy files to install software, send them on floppy to someone else, and even back up files (see chapter 10, "Data Protectors").

This chapter covers some tools that make it easier or faster to copy files and disks. If you think copying files is as simple as dragging them from one window to another in the Finder, read on. This chapter should teach you a few new tricks.

Copy Files

Apple's Finder offers an easy way to copy a file—drag its icon from one window to another (see figure 7.1). If the windows are on two separate disks, your Mac copies the file. If the windows are on the same disk, your Mac moves the file. You can make your Mac copy a file from a window on one disk to another window on the same disk by holding down the Option key while you drag its icon.

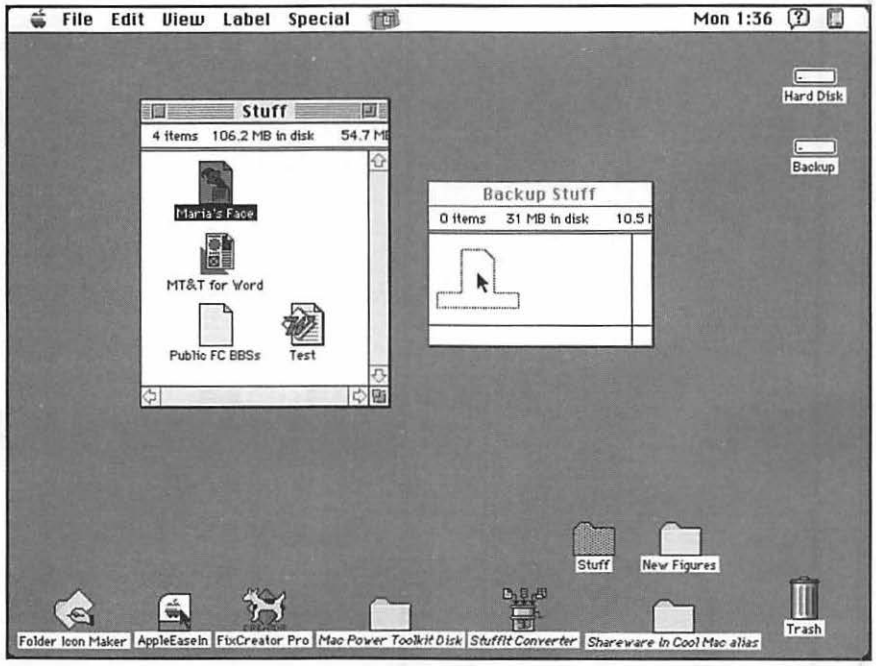


Figure 7.1 Dragging a file from one window to another to copy it

One problem with copying files in the Finder is that it takes time. What might be worse, however, is that you can't perform any other Finder operations while the Finder works on the copying. In addition, you have to tell the Finder what to copy when you're ready to copy it.

Chapter 1, "Finder Grinders and System Stretchers," introduced a few Finder editor tools that can speed up copying. Here are four more tools you can use to speed up, add flexibility, and even automate the copying of files.

COPYright Pro makes it possible to copy files in the background, leaving the Finder free for other tasks. But that's just the beginning of what COPYright Pro lets you do.

COPYright Pro

Developer: CSG Technologies

Type: Control Panel and Application (System 7 Only)

Distribution Method: Commercial

Author's Choice

COPYright Pro is one of my favorite tools because it enables me to do something I always wanted to do: copy files while working in the Finder. I also found its scheduler feature useful to back up files automatically.

With COPYright Pro installed, the Finder's Copy window is replaced with COPYright Pro's. As figure 7.2 illustrates, you can copy multiple files to multiple destinations at the same time! If you want to continue performing other tasks, click on a Finder window to send the copy window to the background. Drag windows and icons, launch applications, do any Finder task you like. If you do a lot of copying in the Finder, COPYright Pro can save time by just freeing up the Finder for other work while copying goes on in the background.

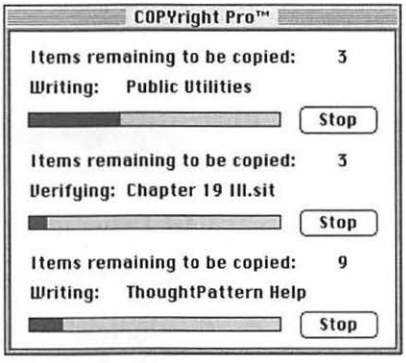


Figure 7.2 COPYright Pro enables you to copy multiple groups of files to multiple disk locations simultaneously.

COPYright Pro goes a step further by enabling you to schedule copies. Use the COPYright Pro scheduler feature to set copying dates, times, and intervals (see figure 7.3). Tell COPYright Pro whether it should replace, duplicate, or merge copied items. Set file filters based on name, type, creator, size, modification date, and creation date. You can even create a filter that tells COPYright Pro to copy only files that have changed since the last copy time, making this a great tool for automated backups. COPYright Pro even maintains a text file of copy history so you have a record of what was copied and when.

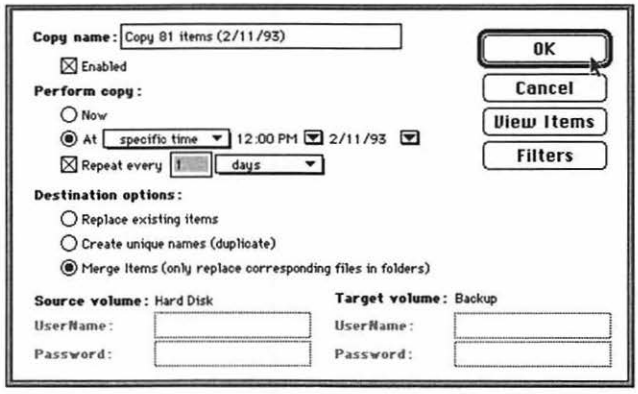


Figure 7.3 Scheduling copies with COPYright Pro

CopyDoubler

Developer: Fifth Generation Systems, Inc.

Type: Control Panel (System 7 Only)

Distribution Method: Commercial (available separately or with AutoDoubler)

CopyDoubler increases the speed of copying and deleting files. Once installed, CopyDoubler can double the speed of Finder copying.

When you make a copy, CopyDoubler's copy dialog box appears (see figure 7.4). It shows information on copy throughput and time remaining for the copy. Unlike COPYright Pro, however, you can't perform other tasks in the background while CopyDoubler is working. But CopyDoubler's Smart Replace feature, which copies only changed files when the files you're copying already exist on the destination disk, can further speed up the copying process.

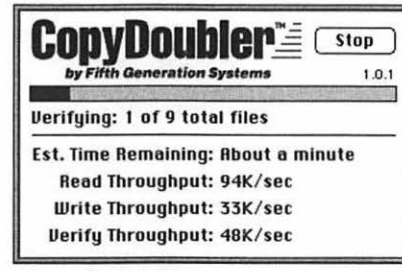


Figure 7.4 CopyDoubler copies files faster than the Finder.

CopyDoubler's Fast Trash feature can make emptying the Trash ten times faster than normal. A Security Erase feature completely removes all traces of the file, making it unrecoverable. Use this when you want to delete sensitive data without worrying about someone else recovering it. A few of the Trash tools discussed in chapter 1 can also perform this function.

Magnet

Developer: No Hands Software

Type: Application and System Extension

Distribution Method: Commercial

Magnet automates copying by enabling you to create macro-like routines called "magnets" to handle file management and synchronization tasks. Tell Magnet what files to look for based on any combination of criteria: name, kind, location, content, modification date, label, creation date, and size. Tell Magnet what action to take: make aliases, copy, or move found files. Tell Magnet what should trigger the event: date, time, or system events like idle, disk mount, and shutdown. All your selections appear in plain English in a help window (see figure 7.5). Save the Magnet file in the folder you want the files or aliases to be pulled into. With Magnet Extension properly installed and Magnet running, when the trigger time or event you specified occurs, Magnet goes to work and completes the task. Magnet is great for automated backups to mounted media (like a SyQuest cartridge or network server) and general file management.

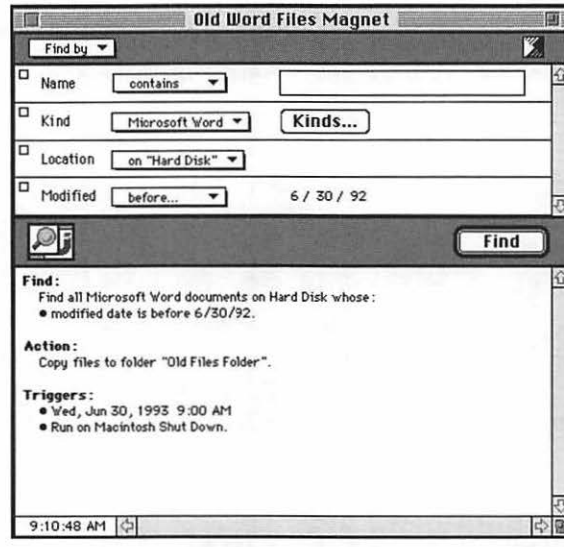


Figure 7.5 A Magnet to find and copy files

Magnet also has a synchronization feature. When you use the Synchronize command and specify the folders or disks to synchronize, Magnet automatically creates two Magnets, one in each folder. Then, when the trigger event occurs, Magnet synchronizes

the two folders like the synchronization tools discussed in chapter 6, "File Trackers."

FileMover

Developer: John Sarapata

Type: Application

Distribution Method: Shareware

FileMover automates copying. Its scripting language enables you to create executable file copying macros. Double-click on a macro file and it performs the task programmed into it.

Use FileMover's spreadsheet-like window to specify script commands, command modifiers, and arguments (see figure 7.6). FileMover offers thirteen script commands including copy, move, delete, select, prompt, new folder, mount, unmount, and shutdown. Use these commands to handle a wide variety of file management tasks with or without user intervention. FileMover can compare files to determine whether they have been updated since the last copy. It can understand wildcard characters in file names. A FileMover script can run in the background, leaving you free to do other things. It can also automatically shut down your Mac so you don't have to wait for a long script to finish.

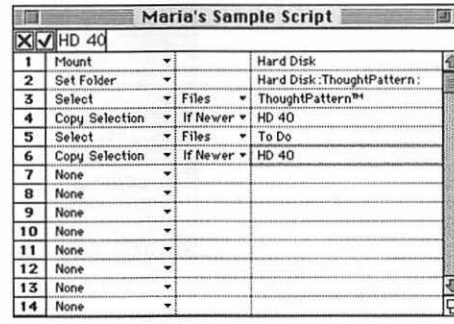


Figure 7.6 A FileMover script to copy two files to another disk only if they've changed since the last copy

FileMover looks like a great tool for backing up batches of files on a regular basis. Create a FileMover executable script and drop it in your Startup Items folder. Each time you start your Mac, the script runs, backing up your important files while you go to work.

Copy Disks

Copying disks is a bit more troublesome if you have only one floppy disk drive (which most of us do). Here's what you have to do:

1. Insert the disk you want to copy (the source disk).
2. Use the Eject Disk command or press Command-E to eject the disk without unmounting it. Its disk icon image remains on the desktop.
3. Insert the disk you want to copy to (the destination disk). If it isn't formatted yet, your Mac will prompt you through the formatting process. Its disk icon appears on the desktop beneath the source disk's icon.
4. Drag the icon for the source disk onto the icon for the destination disk (see figure 7.7) and let go. Your Mac displays a dialog box confirming that you want to copy the source disk to the destination disk (see figure 7.8).

Figure 7.7 To copy a disk, drag the icon of the source disk onto the icon of the destination disk.

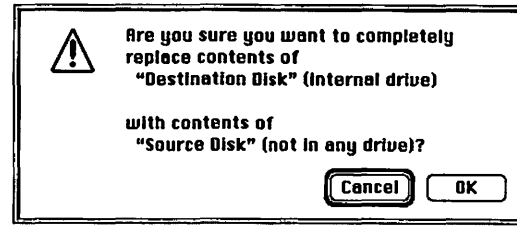


Figure 7.8 Confirm that you want to make a copy.

5. Click OK to make the copy. Your Mac ejects the destination disk and prompts you for the source disk.
6. Insert the source disk. Your Mac reads information from the source disk, displaying a progress bar dialog box on the screen as it works. When it's done reading, it ejects the source disk and prompts you for the destination disk.
7. Insert the destination disk. Your Mac writes information from memory to the destination disk, displaying a progress bar dialog box on the screen as it works. When it's done writing, it may eject the destination disk again and you'll have to repeat steps 6 and 7 here—that depends on how much RAM your Mac has and what capacity the disk is.
8. When the copying is finished, the progress dialog box disappears and the destination disk remains in your disk drive.

As you can see, copying a disk with a one-disk system requires a lot of disk-switching and working with ejected but not unmounted disks. It's time-consuming and not the least bit fun.

Disk copying tools are your best bet for this kind of copying, especially when making multiple copies of the same disk. In this section, we'll look at a few good ones.

Floppier

Developer: Symantec Corporation

Type: Application

Distribution Method: Commercial (part of The Norton Utilities for Macintosh)

Floppier is a simple application that copies and formats floppy disks (see figure 7.9). Click buttons and check boxes to set up Floppier. It prompts you through the entire copying (or formatting) process. Its Multiple Disks feature enables you to make multiple copies of the same disk without clicking any buttons during the copy process—Floppier spits out each disk and asks for the next one until you tell it to stop. Floppier also opens and creates disk image files (more about that later in this chapter).

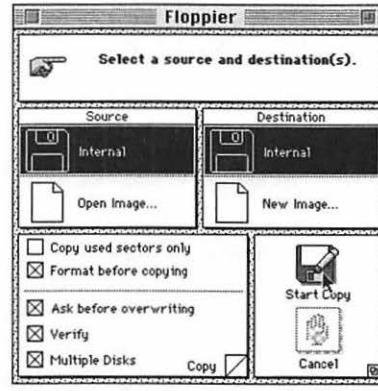


Figure 7.9 Floppier enables you to copy or format floppy disks quickly and easily.

Disk Copy (or Apple Disk Copy) is Apple's floppy disk duplicator. It's covered by Apple's old software licensing agreement, which means that if it didn't come with your Mac's system software, you can get it free from most Macintosh user groups or your Apple dealer.

Disk Copy

Developer: Apple Computer, Inc.

Type: Application

Distribution Method: Freeware

Author's Choice

Despite its kludgy interface, Apple's Disk Copy is one of my favorite tools because it works so well. Call me old-fashioned, but it's the disk copying tool I reach for first when I need to duplicate disks or make disk images.

Use Apple Disk Copy to make single or multiple copies of floppy disks and to read and create disk image files. The interface (see figure 7.10) isn't exactly easy to understand—for example, you need to insert a disk *before* Disk Copy enables you to click the Read Master Floppy button. This is neither intuitive nor documented in the program. (Balloon Help? You won't find it in Disk Copy.) In addition, there are commands under Disk Copy's single menu (whatever happened to the Edit menu?) that don't appear on its main screen—be sure to check them out. And what about access to desk accessories? Disk Copy offers one option under the Apple menu—About Disk Copy. The rest of the menu is gone. An Apple software product that doesn't follow the developer's guidelines? Hmmm. . .

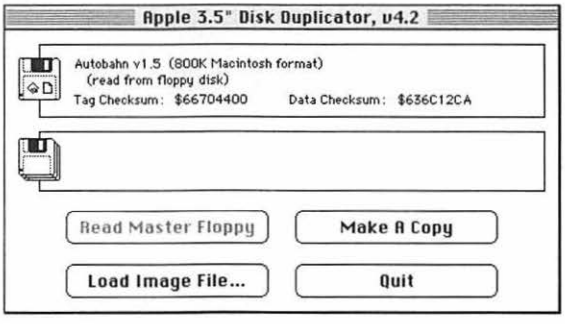


Figure 7.10 Duplicating disks with Apple Disk Copy

Toss aside all negative things about Disk Copy and consider this: Disk Copy creates an exact copy of the master (source) floppy. This makes it one of the best tools around to back up original software disks. It even copies disks that other disk copying programs can't get right. That makes it a powerful tool no matter how bad the interface might be.

Work with Disk Images

A disk image is a file that contains all the information on a disk, including information in invisible files that might not be copied when you simply drag a disk's icon onto your hard disk. Using a program like Floppier or Disk Copy, you can open a disk image file and create an *exact* copy of the original disk. Disk image files are commonly used to distribute Apple System software electronically via online services and CD-ROM disks.

Normally, you'd have to transfer a disk image onto a disk before you could use it. This is time-consuming and requires one disk for each disk image. But here are two utilities that enable you to mount disk images as disks without actually copying them to disk. Not only do you save time and effort by not having to create disks, but you can mount as many disk images as you like. No more disk swapping during a software installation. All the disks are right there on the desktop and your Mac can read them faster than it can read any floppy disk.

MountImage

Developer: Steve Christensen

Type: Control Panel

Distribution Method: Freeware

Drop MountImage into your System Folder and restart. Then access the MountImage control panel (see figure 7.11). Tiny icons say "click me—I'm a disk wannabe." Click an icon and use the Open dialog box that

appears to select a disk image. When you open it, a floppy disk icon for that image appears on the desktop. Do this for as many disk images as there are icons in MountImage's control panel.

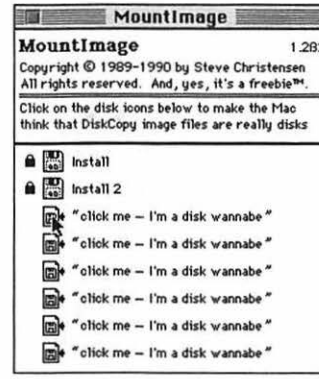


Figure 7.11 MountImage enables you to mount disk images like regular disks.

Once the images are mounted, you can double-click them to open them just as if they were regular disks. When you're finished working with a disk image file, drag its icon to the Trash to unmount it. That's all there is to it.

Mt.Image

Developer: Basuke Suzuki

Type: Application (System 7 Only)

Distribution Method: Shareware

Mt.Image works with MountImage to provide a drag-and-drop alternative to mounting disk images.

With MountImage installed in your Control Panels folder, drag disk image icons onto the Mt.Image application icon. Each image you drop

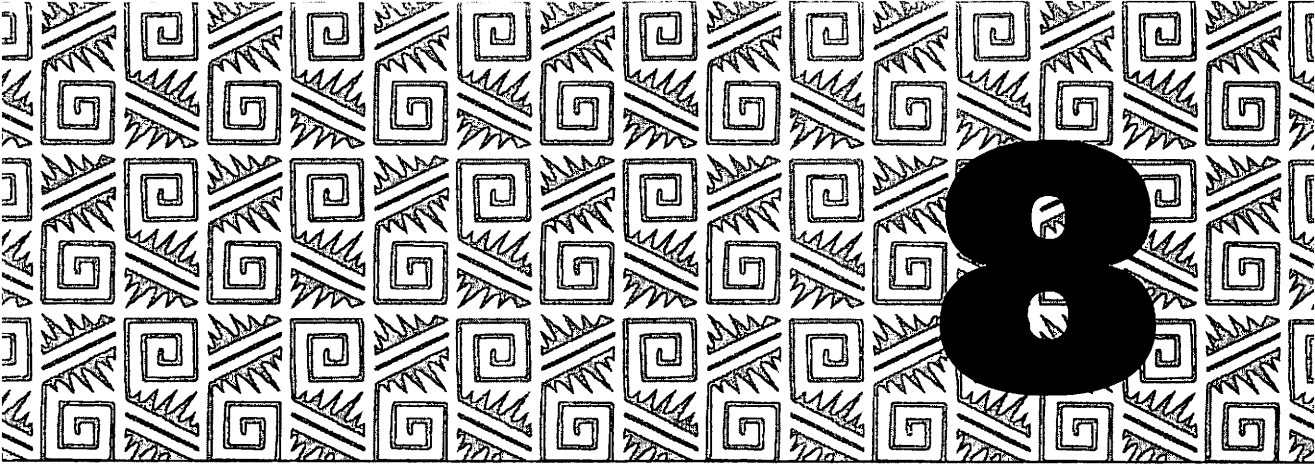
on appears on the desktop as a mounted disk. To unmount a disk image, simply drag it to the Trash. There's no need to open MountImage's control panel and deal with Open dialog boxes. This is a quick and easy alternative.

Summary

Over time you may copy hundreds, even thousands, of files—when you install software, when you need to give a file to a friend or co-worker, when you back up your system, and even when you copy files from one disk to another as you continue to organize your system, to name just a few occasions. Apple's Finder offers a way to copy files, but it isn't flawless. Fortunately, developers have created tools you can buy to speed up the process and give you some additional copying options.

Copying disks with a single floppy disk system is another job that's been improved by developers. Their software spares users from all the disk switching and issues involved with working with ejected but not unmounted disks.

Chapter 8, "File Compressors," continues the discussion of disks and files as it introduces you to products that compact files to allow more of them to fit on each disk.



File Compressors

In the days when it was still possible to use a Macintosh without a hard disk, disk capacity and file size weren't very important. Back then, you could get a System Folder and an application on one 400K floppy disk. How big could your *files* possibly be?

Things have changed. You might be able to get a stripped down version of System 7 on a high-density floppy disk all by itself. But do a complete system software installation on your hard disk, add the fonts, sounds, system extensions, and control panels you can't live without, and see how big your System Folder is when you're done. Then install a few disk-hungry applications like Microsoft Word, Microsoft Excel, and Aldus PageMaker. How much space is left for your favorite games? Not much.

Before you start trashing the files you think you can do without or spend a lot of money on a larger hard disk, take a look at the file compression tools in this chapter. They can make your hard disk seem a lot bigger than it really is.

Compress Files

What is file compression? How does it work? These are two commonly asked questions among people interested in making files take up less space on disk.

A file compression method or scheme encodes a file so that it takes up less space on disk. Without getting too technical, it does this by replacing redundant information (like repeated characters in a text document) with shorter codes. For example, it might decide that the word "the" should be replaced by the character "@". This saves two characters for each occurrence of the word "the." File compression schemes do this for an entire file, cutting the amount of space it needs on disk.

Different compression schemes work differently and have different effectiveness. There's usually a trade-off between effectiveness and speed—you can't have them both. And, of course, since a compressed file is actually encoded, you need a software product to decompress or de-encode the file so you can read it again.

Most file compression products include a freely distributable decompression program that you can share with others. They also enable you to create *self-extracting files*—compressed files that automatically decompress when you double-click them. This makes it possible for you to compress files that you send over a network or modem connection and not have to worry about whether the recipients have the necessary software to decompress the file. The drawback to creating self-extracting files is that they include programming code for decompression that adds to the file size. So a self-extracting file is never as small as it possibly can be.

If you download files from a computer bulletin board system (BBS) or online service, there's a good chance the files you download will be compressed with some kind of compression scheme. There's a simple reason for this: compressed files take less time to upload or download. You save time and perhaps even money when you transfer compressed files to these services. Do yourself (and others) a favor and use file compression software when you upload to these services. The most popular file compression packages are StuffIt and Compact Pro, both of which are discussed in this chapter.

The programs in this section are file compression software products. Some compress and decompress automatically, some manually, some both ways. They each have different features and capabilities. But they all have one thing in common: they let you put more on a disk.

StuffIt Deluxe

Developer: Aladdin Systems, Inc.

Type: Application, System Extensions, and Control Panels

Distribution Method: Commercial (available as a complete package; StuffIt SpaceSaver is also available separately)

Author's Choice

The StuffIt Deluxe Package is one of my favorite tools because it offers so much. I use file compression quite often and am very pleased with the convenience offered by Magic Menu and StuffIt SpaceSaver.

StuffIt is the legendary file compression software package for the Macintosh. Originally written by Raymond Lau and marketed as shareware, StuffIt has come a long, long way since Aladdin Systems, Inc. acquired it a few years ago. It's powerful and very flexible.

The StuffIt Deluxe package includes a number of applications, system extensions, and control panels that work together to handle all your file compression needs. The StuffIt Deluxe package enables you to compress one or more files or folders into an archive file (see figure 8.1). An icon palette gives you access to commands—click on them or drag files in StuffIt's window. You can add files and comments to the archive, view the contents of compressed files, unStuff one or all files in an archive, and even launch files in an archive.

An Add Match feature instructs StuffIt to add files to an archive that matches certain criteria, like name, comments, kind, label, size, creation date, and modification date. Have multiple archive windows open at once and drag files from one to another. Decompress files created with just about any compression software package, including packages for the IBM platform like ZIP and ARC. Create self-extracting archive files that can be unStuffed by anyone with a Mac. Password protect some or all files in an archive. Use StuffIt with your virus protection software to scan files for viruses as you unStuff them. Write and run scripts to automate repetitive tasks. StuffIt is System 7 savvy so it can handle Apple Events.

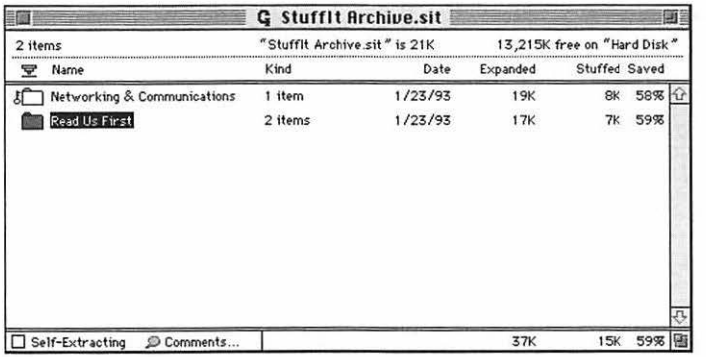


Figure 8.1 StuffIt Deluxe's archive window and icon palette

StuffIt SpaceSaver is a control panel that automatically compresses, decompresses, Stuffs, or unStuffs files. Configure SpaceSaver's Compression preferences to compress or never compress files depending on file name or label (see figure 8.2). Using the default settings, whenever you start or end a file with the characters "small," SpaceSaver automatically compresses the file. Remove the characters from the file name and SpaceSaver automatically decompresses the file. Create a folder with the "small" string at the beginning or end of its name and any folder you drop into it is automatically compressed. If you selected a label in the preferences dialog box, any file or folder with that label is automatically compressed. If there are certain files you never want compressed, use the never compress string (the default is "big") or

label. SpaceSaver's compression, which is very fast, is virtually transparent. Double-clicking a file still opens it. And when you copy a compressed file to a floppy disk or send it via modem or network connection, the file is automatically decompressed before it is copied or sent.

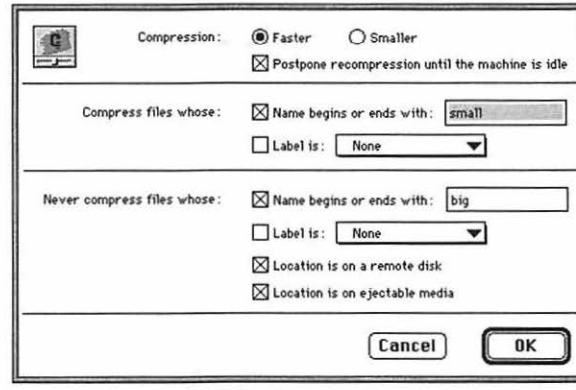


Figure 8.2 Setting Compression preferences for StuffIt SpaceSaver

To have StuffIt SpaceSaver automatically unStuff files downloaded from online services as they arrive on your computer, make sure they download into a folder with the "small" name or label. If you're interested in compressing files automatically in the background, use SpaceSaver's Idle Time Compression feature to compress all files except those recently modified. When enabled, this feature only works on a file when your Mac is idle so it doesn't interrupt your work. You can access this feature, as well as the StuffIt SpaceSaver control panel, from the SpaceSaver menu that appears to the left of the Balloon Help menu.

With SpaceSaver installed, you can add the suffix ".sit" or ".sea" to a file or folder name to turn it into a regular or self-extracting StuffIt archive file. (A StuffIt archive file is generally smaller than the same file compressed with SpaceSaver.) To unStuff these files, simply remove the file name suffix.

Magic Menu is another component of the StuffIt Deluxe package. It's a control panel that puts an additional menu in your menu bar. Use it to decompress, compress, and Stuff files, as well as get information about files compressed with SpaceSaver. Its preferences dialog box (see figure 8.3) enables you to set it up to work the way you want it to. Magic Menu puts StuffIt Deluxe commands at your fingertips.

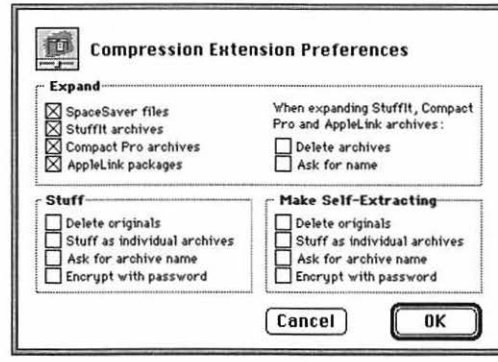


Figure 8.3 Magic Menu's preferences dialog box

StuffIt Deluxe also comes with a number of additional useful utilities. Drop•Stuff and Drop•UnStuff enable you to stuff and unstuff files dropped onto them. StuffIt Converter enables you to convert batches of files compressed with other compression schemes to the StuffIt Deluxe format. StuffIt Expander is a freely distributable application that enables you to unstuff or expand files created with just about any compression scheme. Together with the rest of the StuffIt Deluxe family, these utilities can meet all your file compression needs.

You'll find StuffIt Expander on Disk #1. Use it to unStuff all the files on the two disks that accompany this book. (StuffIt Deluxe made it possible to include so many shareware and freeware packages on the disks—without it, you'd have far fewer products to try!) Detailed instructions for installing and using StuffIt Expander are included in appendix B at the end of this book.

If you're interested in trying out some of the features of StuffIt Deluxe, track down StuffIt Lite, the shareware version. It creates and opens StuffIt archive files, but doesn't have all the whiz-bang features you'd find in the Deluxe package.

AutoDoubler and DiskDoubler

Developer: Fifth Generations Systems, Inc.

Type: Control Panel, System Extension, and Applications

Distribution Method: Commercial

AutoDoubler works much like StuffIt SpaceSaver. It's a control panel that automatically compresses files in the background, creating DiskDoubler archives. It compresses all files except those in the System Folder or those excluded from compression based on file name, label, or age (see figure 8.4). You can set mouse position corners to force immediate compression or prevent compression, much like you can specify corners to sleep or wake a screen saver.

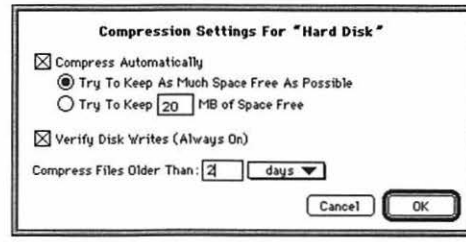


Figure 8.4 Configuring AutoDoubler Compression settings

AutoDoubler comes with an application called AutoDoubler Internal Compressor. This program can manually compress applications,

control panels, and system extensions by compressing the resources of files rather than the whole file. The interesting thing about this is that files compressed with internal compression only do not require AutoDoubler to run. Unfortunately, not all files can be compressed this way. The AutoDoubler Internal Compressor knows which files it can and cannot compress and explains why it can't compress certain files (see figure 8.5).

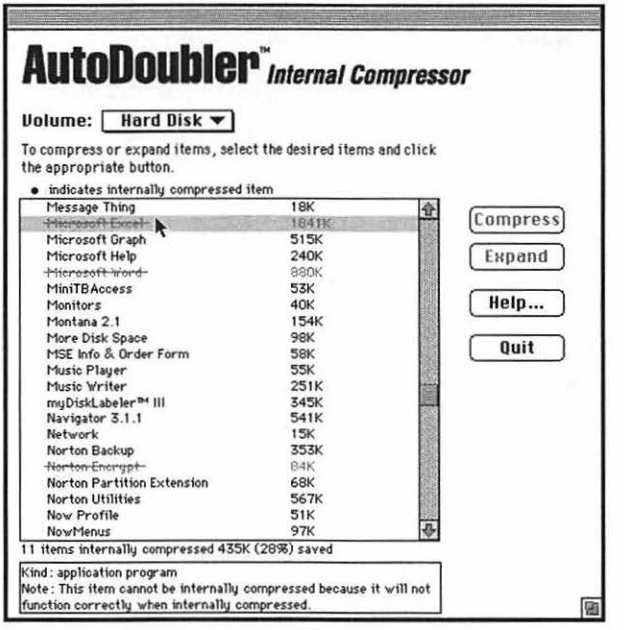


Figure 8.5 AutoDoubler Internal Compressor enables you to compress the internal resources of applications, control panels, and extensions.

DiskDoubler is a file compression program that enables you to manually compress entire files. These files can be opened automatically by AutoDoubler, DiskDoubler, or a freely distributable program called DD Expand. Like StuffIt, DiskDoubler can also create self-extracting archive files that can be opened on any Macintosh.

More Disk Space and SuperDisk!

Developer: Alysis Software Corp.

Type: Application and Control Panel

Distribution Method: Commercial

More Disk Space frees up disk space by compressing applications and documents, and, under System 7, replacing duplicate files with aliases. Use it as a one-time hard disk "expander," an automatic hard disk file compression tool, or as a manual file compression utility to decrease the amount of space files on your hard disk take up.

More Disk Space's Options dialog box (see figure 8.6) enables you to configure it for the way you want it to work. Set options to automatically decompress files when duplicated or copied in the Finder, make compressed applications *transportable* so they can be used on any Macintosh, automatically recompress files after they've been edited, add its menu to the menu bar, run continuously in the background, shut down automatically after compressing a large batch of files, and specify the amount of idle time before automatically compressing files. If you elect to have a More Disk Space (MDS) menu, commands from that menu enable you to decrease (compress) or increase (decompress) files you select. This makes More Disk Space's compression commands easy to access.

After setting options, you need to use the Install command to install More Disk Space on your startup disk. More Disk Space actually adds resources to the System file rather than working as a system extension or control panel. To deinstall it, you need to use a Deinstall command.

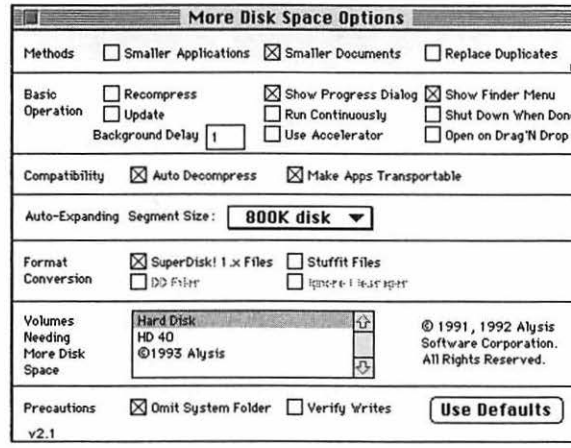


Figure 8.6 More Disk Space's Options dialog box

SuperDisk! is a control panel that works with More Disk Space. With it installed, you can add an extension to a file or folder name to tell SuperDisk and More Disk Space to work on that file (see figure 8.7). Compress a file, secure (add a password to) a file, prevent a file from being compressed, create an auto-expanding compressed file, or create an auto-segmenting compressed file. All without accessing More Disk Space directly!

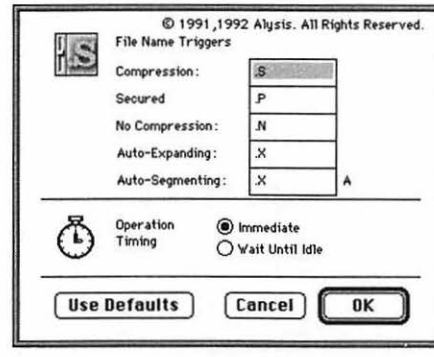


Figure 8.7 Configuring SuperDisk!

Compact Pro

Developer: Bill Goodman/Cyclos

Type: Application

Distribution Method: Shareware

If you're not interested in automatic file compression but need an inexpensive, efficient, and reliable file compression tool, Compact Pro might be just what you're looking for.

Compact Pro enables you to add one or more files and folders to an archive file (see figure 8.8). See information about items in the archive, add comments and password protection, and create self-extracting archives that can be opened on any Macintosh. When opening an archive file with Compact Pro, you can extract just the separate files or folders you want to see.

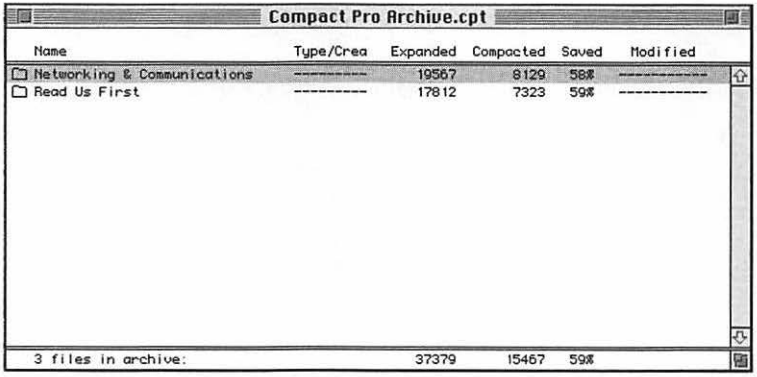


Figure 8.8 Compact Pro's archive window

Compact Pro uses a very tight compression scheme that makes files very small. This is especially handy when sending files to other computers via modem or network. If you're worried about people at the

other end of the transfer not being able to open compacted files, either send them self-extracting archive files or CptExpand, a tiny, freely distributable application that extracts the contents of Compact Pro archive files. And remember, StuffIt Deluxe can open Compact Pro files now, too.

DeSEA

Developer: Ken Hancock

Type: Application

Distribution Method: Freeware

You'll find DeSEA on Disk #2. After unStuffing it and reading its Release Notes file, double-click the DeSEA icon. Pull down the Convert menu to make sure all three options are turned on. Then use the Open command under the File menu to open a self-extracting archive file you have on disk. Use the Convert button to convert one selected file or the All button to convert all self-extracting archives in a folder. Or, if you're using System 7, don't bother launching DeSEA at all. Simply drop self-extracting archive files onto its icon to remove the self-extraction code quickly and easily.

DeSEA does one thing: it removes self-extraction code from self-extracting archive files created with StuffIt Deluxe, DiskDoubler, and Compact Pro, leaving a regular archive file behind.

Why would you want to do this? Although the self-extraction code added to archive files may make it possible for any Mac user to open them without special software, it also adds 10K to 18K to the file's size. Take a hundred of these files and we're talking about over 1M of overhead.

DeSEA works as a regular double-clickable application or as a drag-and-drop-application under System 7. It converts batches of files very quickly. If you've got a bunch of .sea files sitting on your hard disk when you've got the right software to decompress them as regular archive files, consider DeSEAing them. You'll be surprised at the amount of disk space you can reclaim.

Compress at the Disk Driver Level

File compression isn't the only way to squeeze more files onto a disk. You can also compress at the disk driver level by installing special software onto your hard disk. Although several Macintosh products of this kind are under development, only one was available in time for inclusion in this book.

TimesTwo

Developer: Golden Triangle Computers, Inc.

Type: Application

Distribution Method: Commercial

Author's Choice

TimesTwo is one of my favorite tools because it makes it possible to store more on a disk without worrying about file compression software. I was very impressed when it turned my old internal 40M hard disk into an 80M hard disk, giving me the additional disk space I needed to store the files I used when writing this book.

TimesTwo expands the capacity of hard disks, as well as SyQuest, Bernoulli, and erasable optical disks. With it, you can virtually double the capacity of your SCSI disks.

Unlike the rest of the utilities discussed in this chapter, TimesTwo is *not* a file compression program. It replaces the standard disk driver with its own driver. Upon installation, the TimesTwo disk driver creates a logical disk twice the size of the original disk, then

compresses the storage blocks assigned by the Macintosh File Manager so twice as many of them fit on the same disk. This means you, the Finder, the Mac operating system, and all applications see a disk that's twice the size.

Because TimesTwo doesn't compress files, there's no need to worry about decompression applications, system extensions, or control panels. The files on the disk remain unchanged. The TimesTwo disk and the files it contains are completely compatible with all Macintosh software. And because TimesTwo doesn't utilize a system extension or control panel, you can install it on a SyQuest cartridge or Bernoulli drive and still use it on another Mac.

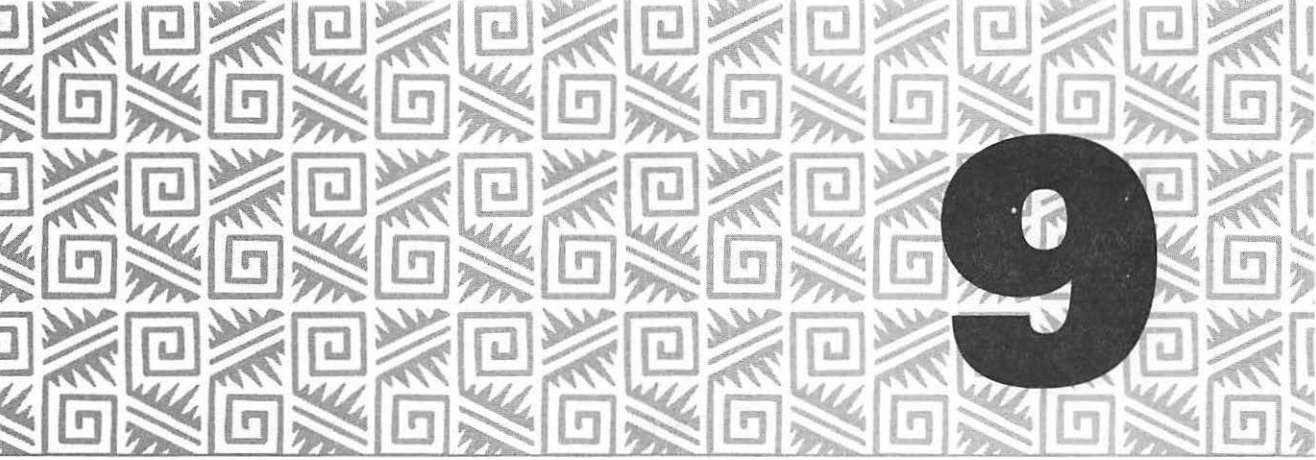
Sound too good to be true? I thought so, too. But when I turned my old 40M hard disk into an 80M hard disk and worked with it for three months, I was convinced. It really does work!

Summary

If you find your Macintosh is running low on disk space, don't buy any new hardware until you've experienced the joys of compression software. A good file compressor helps you squeeze the maximum amount of information on each disk; some even compress files automatically while you work on your Mac.

Another compression option is to use a tool that performs compression at the disk level. This enables you to store more files on your hard disk without special file compression software.

Chapter 9, "Disk Caretakers," explores the world of SCSI disks. You'll read about tools for formatting, mounting, partitioning, optimizing, diagnosing, and repairing disks. You'll also learn what these terms mean and why tools like these should be a part of any serious Macintosh user's toolkit.



9

Disk Caretakers

A hard disk's performance depends on a number of factors. Certain software, like disk drivers, can make it run faster. Certain drive settings, like the size of partitions and allocation blocks, can make files larger than they need to be. Certain conditions, like file fragmentation, can slow it down. Certain events, like System bombs and incorrect shut-downs, can make directories hard to read and files hard to find. Although these concepts can get very complex, there are many easy-to-use software tools that can keep your hard disk running at peak performance. This chapter shows you the best of them.

The term SCSI (pronounced scuzz-y) is used quite a bit in this chapter. SCSI is short for Small Computer Systems Interface. A *SCSI device* is any kind of peripheral that attaches to the SCSI port on the back of your Mac. That includes external hard disks, SyQuest drives, Bernoulli drives, optical media, CD-ROM disks, and even some printers. Up to seven of these devices can be attached to your Mac by daisy-chaining them together. You also have two SCSI devices inside your Mac: the internal hard disk (assuming you have one) and the Mac itself. Each SCSI device is assigned a different number on the SCSI bus. Just so you'll know, your Mac is always 7 and your internal hard disk is usually 0.

Format and Mount Disks

All disks—hard, floppy, and removable—must be physically *formatted* before you can use them. The formatting process maps the disk's platters into concentric magnetic grooves called *tracks* which are further broken down into subdivisions called *sectors* (see figure 9.1). Your Mac stores data in these sectors, which normally have a capacity of 512 bytes or 0.5K. The formatting process also locates and maps out bad *blocks* or groups of sectors so that your Mac doesn't use them.

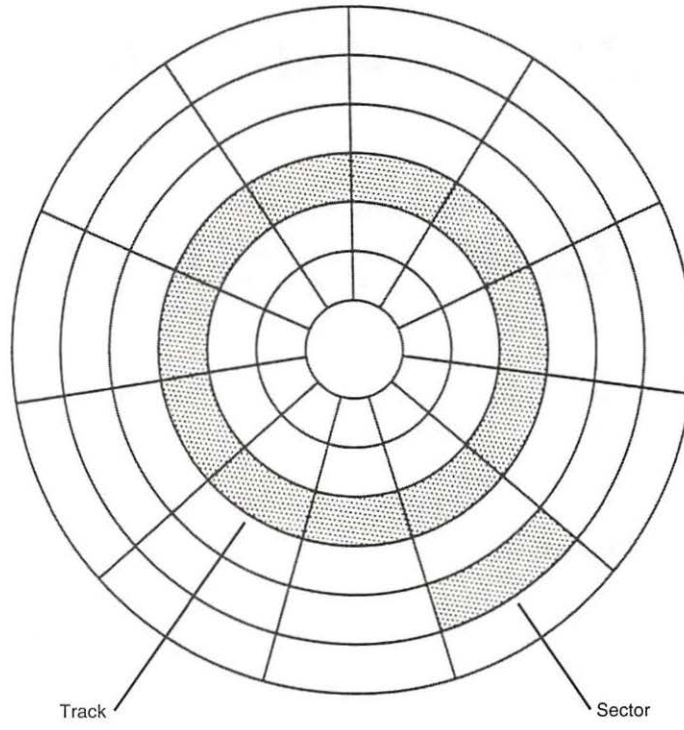


Figure 9.1 Tracks and sectors created when a disk is formatted

The formatting process destroys any data that might already be on the disk. Be sure important data is backed up before formatting a disk.

In addition to formatting, disks must also be *initialized.* The initialization process puts boot (startup) and directory information on the disk that the operating system uses to locate files and folders. This destroys all directory information on a disk, but not the data. If you accidentally initialize a disk (but don't format it), there's a chance you can recover any information that was on that disk. When you format a disk, initialization is usually part of the process since you can't use a disk that hasn't been initialized.

The Finder's Erase Disk command (under the Special menu) was designed to format floppy disks. When used on a hard disk, it simply initializes the disk; it doesn't actually format it. That means that with the right tools, you can recover any data that was on an "erased" hard disk. Take my word for it or, if you're feeling particularly brave, try it for youself. You'll find the proper tools in chapter 10.

Before you can use a disk or other storage device on your Mac, it must be *mounted.* Mounting refers to the process of making a disk or other storage device readable during a work session with your Mac. A disk or storage device is mounted when its icon appears on the desktop. The startup disk is always mounted. Mount a floppy disk by inserting it in the floppy disk drive. Other kinds of disks, especially removable media like SyQuest and Bernoulli drives, may require special tools to mount them—we'll look at a few of them in this chapter. To unmount a disk, drag its icon to the Trash. This also ejects a floppy disk.

When you got your Mac, most likely its hard disk was already formatted and initialized with a program called HDSC Setup. This program, which is provided by Apple Computer, Inc. as part of the system software, can format Apple (and only Apple) hard disks. Apple dealers use it when they prepare a Macintosh for delivery to a customer. So when you got your Mac, your hard disk was probably already formatted and the system software was probably already installed. You opened the box, plugged in everything, powered it all up, and were ready to go. So why should you be interested in formatting and initializing hard disks?

Part of the hard disk formatting and initialization process is the installation of a *device driver*. A driver is a program that translates commands between the Mac's operating system and the hard disk. Like any other software, some drivers are better and faster than others. So although your Mac may have come all ready to go, its hard disk might not be as fast as it can be.

I'm not suggesting that you run out and buy formatting software to reformat your internal hard disk and squeeze an additional two or three *milliseconds* (millionths of a second) of access time out of it. But there may come a time when you *need* to format or reformat a hard or removable drive. When that time comes, these are some formatting tools you should keep in mind to get the best performance.

Hard Disk Toolkit

Developer: FWB Incorporated

Type: Applications, Control Panels, and System Extensions

Distribution Method: Commercial

Author's Choice

Hard Disk Toolkit is one of my favorite tools because it's powerful, easy to use, and effective. I've used it to format all five of my hard disks and all my SyQuest cartridges.

Hard Disk Toolkit•Personal Edition (HDT•PE) and Hard Disk Toolkit (HDT) are two versions of hard disk formatting and management software. Both include modules that enable you to format, initialize, partition (more about partitioning later in this chapter), and test hard and removable disks, as well as perform other functions.

HDT•PE is designed for beginner to intermediate users. Its HDT Primer PE application scans the SCSI bus for devices and displays them in a

window (see figure 9.2). Select the device you want to work with and use the Format, Partition, Mount, Unmount, Test, and Info buttons to work on it. It installs efficient drivers that help you get the most out of your hard drive. It offers password protection to prevent unauthorized access to disk data. It also tests your disk's integrity and maps out bad sectors so your Mac won't save data there. HDT•PE includes the HDT Extension to enable you automatically to mount removable media and the HDT Prober control panel to search for, mount, and unmount SCSI devices.

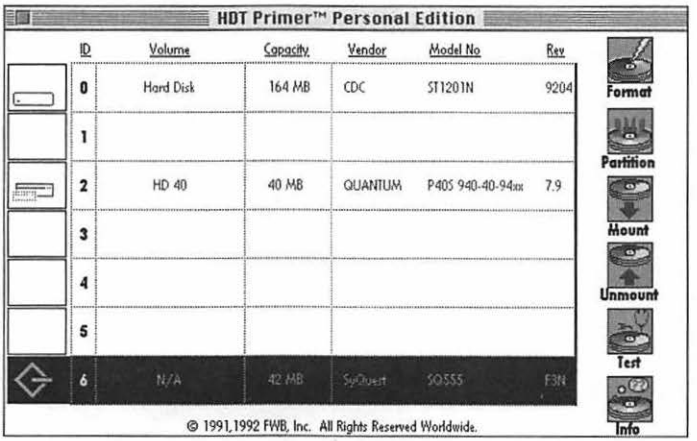


Figure 9.2 HDT•PE's HDT Primer PE application

If you want more power and more utilities, go for HDT. It includes all the utilities of HDT•PE and more. My favorite is HDT BenchTest which enables you to test the performance of your hard disk. It provides performance figures and an overall rating. Save results to a data file that already contains some hard disk results and see how your disk compares. One of the best features of HDT is its manual—it starts out by explaining, in plain English, everything you could want to know about hard disks and SCSI.

DiskMaker

Developer: Golden Triangle Computers, Inc.

Type: Application, Control Panel, and System Extension

Distribution Method: Commercial

DiskMaker is a disk formatting and partitioning utility package with several modules. The DiskMaker Formatter application has a simple window that displays all SCSI devices and enables you to format, format with partition, partition, or install a new driver on a disk (see figure 9.3). It offers three drivers: UHS (Ultra High Speed), which is the fastest but isn't compatible with all devices; Standard, which is more reliable but not nearly as fast as UHS; and Mac Plus, a special driver for Mac Plus computers only. You can password protect disks and partitions with a master password.

Figure 9.3 DiskMaker Formatter's main window

DiskMaker comes with a control panel and an extension. The DiskMaker control panel enables you to search for, mount, and unmount SCSI devices. The Removables extension automatically mounts removable devices like SyQuest and Bernoulli drives.

Disk Café

Developer: Bering Industries

Type: Applications and Control Panel

Distribution Method: Commercial

Disk Café is a hard disk formatting and management utilities package with three modules: Disk Café, Cappuccino, and Kitchen.

Disk Café enables you to format and partition hard disks and removable media. It also provides information about your Macintosh that most other products don't offer: environment information (system software, ROMs, keyboard, etc.), Apple Desktop Bus connections, NuBus information, SCSI devices, and local area network connections. Some highly advanced commands enable you to change the way your Mac starts up (see figure 9.4). You can also reset the SCSI and Apple Desktop Buses.

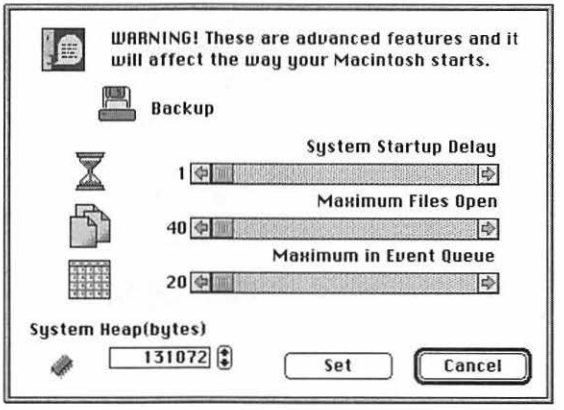


Figure 9.4 Disk Café offers advanced commands to change the way your Mac starts up.

Cappuccino is a control panel that scans the SCSI bus and enables you to mount SCSI devices. Kitchen is an application that tests storage media and drives. It also enables you to work directly with disk sectors,

modify disk partitions, and do SCSI tests. These are powerful features, but Kitchen puts them into an interface that makes them easy to use.

SCSIProbe

Developer: Robert Polic

Type: Control Panel and Extension

Distribution Method: Freeware

If you're looking for a utility that gives you control over your SCSI devices, SCSIProbe can do the job. Once installed, it identifies and mounts SCSI devices. Its window displays type, vendor, product, and revision information for each device (see figure 9.5). It also includes an extension that you can install that automatically mounts removable storage devices without accessing the SCSIProbe control panel at all.

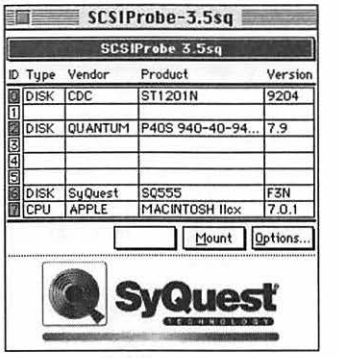


Figure 9.5 SCSIProbe enables you to identify and mount SCSI devices.

Partition Disks

In the previous section, the term *partition* was used a few times. Let me explain what partitioning is all about.

A partition is a portion of a hard disk or other storage media that is set aside for a certain use or user. Each hard disk can have several

partitions. Each partition will show as a separate hard disk icon on your desktop.

There are several reasons to partition your hard disk:

- By partitioning a large hard disk, you make it easier to keep track of files. If your hard disk can be compared to a file cabinet, a partitioned hard disk is like having two or more small file cabinets rather than one enormous one.
- Since partitions can often be encrypted or password protected, partitioning offers an easy way to control access to some of the data on a hard disk but not all of it.
- The access time on a large hard disk may not be as fast as on smaller partitions on the same hard disk.
- The larger your disk, the larger the *allocation block* size is. This means that tiny files will take up more disk space than they really need since two files cannot share the same allocation block.

Each of the formatting software products mentioned in the previous section can also create disk partitions—*hard partitions.* Hard partitions are created as part of the formatting and initialization process. They usually cannot be modified without data loss.

The products in this section, on the other hand, can create *soft partitions.* These are partitions you can create on the fly as you need them and delete when you're finished. Although soft partitions don't change the allocation block size or access time for files, they can make it easier to find, use, and protect files.

MultiDisk

Developer: ALSoft

Type: System Extension and Desk Accessory

Distribution Method: Commercial (part of ALSoft Power Utilities)

MultiDisk is a tool that creates soft partitions on mounted media. With the MultiDisk extension installed, use the MultiDisk DA to create soft, resizable partitions on any mounted device, or open and close existing partitions. It offers the capability to lock, encrypt, and password protect partitions (see figure 9.6). You can also set up partitions so they mount automatically and can be opened without a password if necessary.

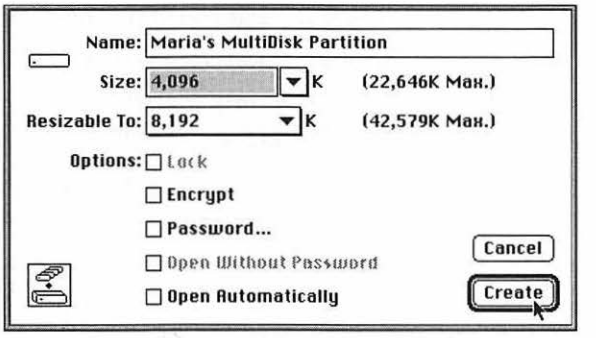


Figure 9.6 MultiDisk enables you to set up soft partitions.

Norton Partition

Developer: Symantec Corporation

Type: System Extension and Desk Accessory

Distribution Method: Commercial (part of The Norton Utilities for Macintosh)

Norton Partition is another soft partitioning tool. With the Norton Partition extension installed, use the Norton Partition DA to create and maintain soft partitions on your hard disk (see figure 9.7). Provide the name, size, and parent volume for each partition. Set the following options: automount, read only, contiguous or expandable, encryption (four types), password, and enable emergency access. Use the DA to mount and unmount partitions created with Norton Partition.

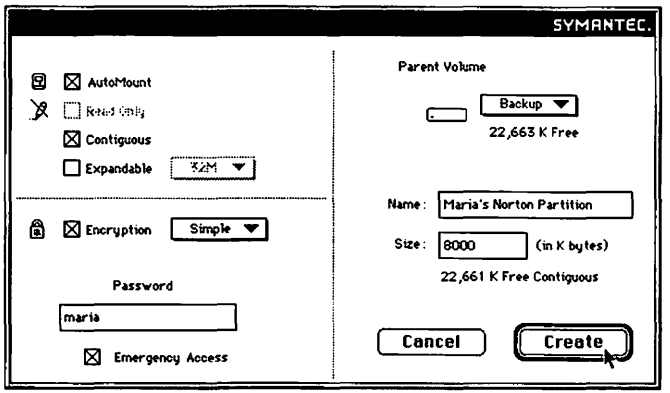


Figure 9.7 Norton Partition enables you to set up soft partitions.

Optimize Disks

When you copy or save a file, the Mac's File Manager finds room on the disk and stores the file's information in it. The best way to store files is in contiguous, 512-byte sized sectors on your hard disk—this makes it faster and easier to read the entire file. Sometimes, however, there isn't enough contiguous free space to store a file. So the File Manager breaks the file into smaller pieces and stores them wherever it can (see figure 9.8). This is called file *fragmentation.*

Since the File Manager makes a note of where the file's pieces are stored, your Mac has no trouble finding them and putting them all together when you want to access the file. But which do you think is faster, getting the file all at once or getting pieces of the file from places all over your hard disk and putting them back together? Getting it all at once, of course. So file fragmentation can slow down your Mac. The more fragmentation, the slower the access time and the slower your Mac operates. Not only that, but your hard disk has to work harder to get information for you. This increases wear and tear and can make it old before its time.

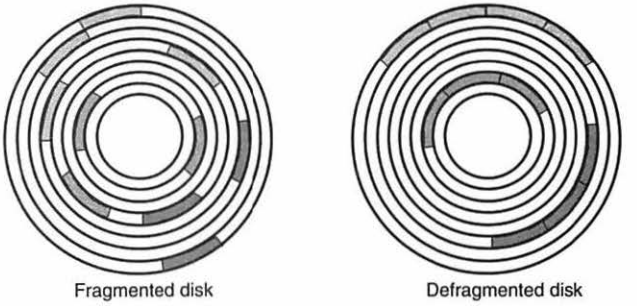


Figure 9.8 Fragmented and defragmented files

Optimization is the solution to this problem. When you optimize a disk, the optimization software takes all the separate pieces of a file and puts them back together on contiguous disk space. Your Mac can read these files faster. Some optimization products also consolidate free disk space into one big block and group seldomly updated files at the beginning of the disk since they're less likely to be changed and cause fragmentation.

Optimizing your hard disk isn't difficult if you've got the right tools. Here are a few good ones.

DiskExpress II

Developer: ALSoft

Type: Control Panel

Distribution Method: Commercial (part of ALSoft Power Utilities)

DiskExpress II is a control panel that automatically optimizes your hard disk. Install it and configure it for your Mac (see figure 9.9). You can tell it to automatically optimize, verify (check the disk for errors) before optimizing, monitor all volumes, and verify reads and writes. If you take advantage of the automatic optimization feature, you can specify an optimization index; this way DiskExpress II only goes to work when the

optimization level falls below a certain percentage. You can also specify times when automatic optimization should or shouldn't start by selecting hours on an optimization times chart. DiskExpress II optimizes disks in the background while you work.

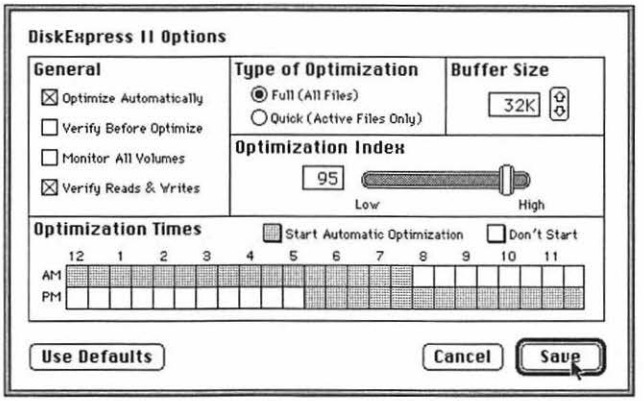


Figure 9.9 Configuring DiskExpress II

You don't need to depend on DiskExpress II's automatic optimization feature. If you prefer, you can access its control panel to check on file fragmentation, verify disk integrity, and optimize. When checking fragmentation, DiskExpress II offers two views: a file fragmentation view that shows fragmented files and a file activity view that shows file activity. Use these views to decide for yourself whether it's time to optimize.

Speed Disk

Developer: Symantec Corporation

Type: Application

Distribution Method: Commercial (part of The Norton Utilities for Macintosh)

Speed Disk is another optimization tool. It offers two skill levels: Easy and Expert.

Easy level is designed for novices who don't know much about disk optimization and don't need a lot of details about file fragmentation. Click the Check Drive button and Speed Disk checks for file fragmentation. It then presents a graphic representation of file fragmentation and one of seven "diagnoses" that describe, in simple terms, the amount of fragmentation. It also offers an estimate of the performance gain you might expect if you decide to optimize the disk.

Expert level offers more information (see figure 9.10). It provides color coding on the graphic representation of file fragmentation so you can see where each type of file—directory, system, document, application—is located. Place your mouse pointer over the graph and you can see exactly what file is located on that part of your disk.

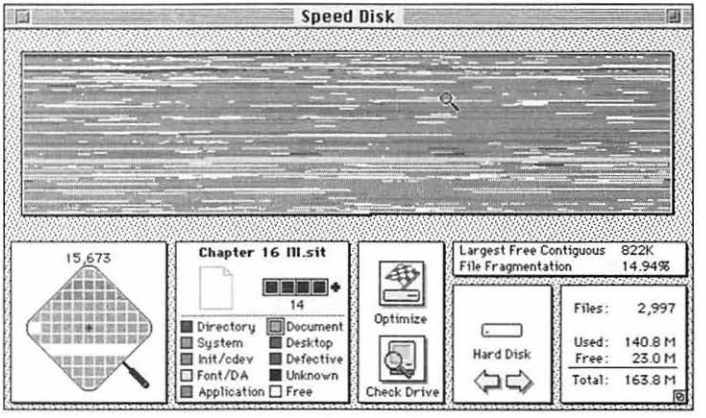


Figure 9.10 Speed Disk's Expert level

Speed Disk optimizes by putting fragmented files together and optionally changing the order that files are saved on disk to further increase performance. You can also use Speed Disk to verify the readability of a disk, mark off bad blocks, and confirm that the data it optimizes is accurately written to disk. All these options take additional time. When you optimize a disk, Speed Disk shows the elapsed and estimated remaining time so you know how long optimization will take.

Diagnose and Repair Disks

When you initialize a disk, the initialization software reserves some space on the disk for boot and directory information. As you work with your Mac, it writes information to this area to keep track of data it needs to work properly and find files. Some of the information it stores is listed here.

- **Boot Blocks.** The boot blocks always occupy the first two sectors of a disk. On startup, your Mac looks at the boot blocks to find essential information it needs to start up.
- **Volume Info Block.** This area tells the Mac what the volume (disk) name is, how much free space is available, and where the System Folder and other important files are located.
- **Volume Bit Map.** The volume bit map is the Mac's directory. It tells the Mac which blocks are free and which are available.
- **Catalog Tree.** The catalog tree works with the volume bit map. It keeps track of exactly where on disk files are located by recording where a file begins and how long it is.
- **Extents Tree.** The extents tree works with the catalog tree to keep track of fragmented files.

No matter how new or well-treated a hard disk is, errors can occur in the way it stores data. Errors are particularly common when your Mac bombs, when it freezes up and you are forced to reset it or cut power to it to restore it, or when you force quit an application under System 7 (by pressing Command-Option-Escape). In all of these situations, your Mac may have been writing to disk when the problem occurred. Be-cause it was interrupted, the data—or important directory information for the data—might not have been written correctly. That's when errors occur.

Here are two programs that can check your hard disk for data errors and inconsistencies. They can also successfully fix most errors.

If you use either of these utilities or a utility like them, don't save it for when you're having trouble. Use it periodically to give your Mac a hard disk checkup. This makes it possible to prevent serious problems *before* they occur.

Central Point DiskFix

Developer: Central Point Software, Inc.

Type: Application

Distribution Method: Commercial (part of Central Point MacTools)

Author's Choice

Central Point DiskFix is one of my favorite tools because it's powerful and easy to use. It recently repaired a problem on one of my hard disks that no other utility could repair.

Central Point DiskFix is a powerful utility you can use to check any disk for problems. Its tests are broken down into four broad categories: File Information, Disk Information, Maintenance, and Viruses. (You can read more about viruses in chapter 10.) Within each category, you can specify the kinds of things it should look for with check boxes in its Options dialog box (see figure 9.11). This enables you to customize the tests—the more you test, the longer the test takes. DiskFix offers more tests than most other disk diagnosis software packages—not only does it check for basic disk and file problems, but it can also analyze fragmentation and check for known viruses as part of its regular examination. It offers three repair options: never repair (report only), prompt to repair (you decide), or automatically try to repair. This last option is especially convenient when used with Central Point's Scheduler; you can have DiskFix run automatically at times you specify and handle problems as they are found without bothering you about them.

A great feature of DiskFix is its capability to keep a record of each repair it makes. That record can then be used to "undo" a repair.

Because Central Point DiskFix cannot always repair problems on a startup disk, it includes two Emergency Disks, a high density disk with System 7 and DiskFix and a double-sided disk with System 6 and DiskFix. These disks can be a lifesaver when problems are so serious that you can't even mount your startup disk.

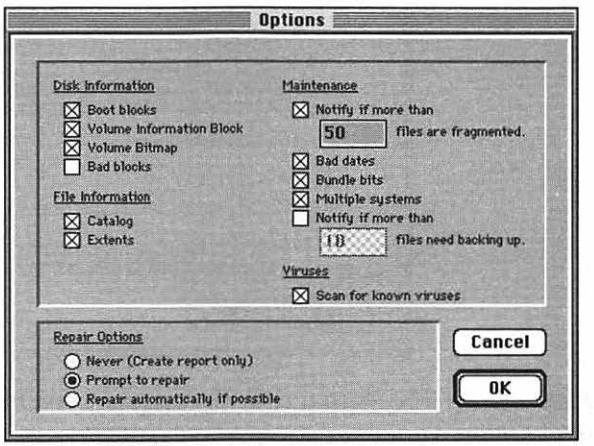


Figure 9.11 Central Point DiskFix's options enable you to specify the tests to perform.

The Norton Disk Doctor

Developer: Symantec Corporation

Type: Application

Distribution Method: Commercial (part of The Norton Utilities for Macintosh)

Similar to Central Point DiskFix, The Norton Disk Doctor tests your hard disk and repairs most problems found. It performs tests in six areas: check volume information, analyze directory, check hierarchy, check allocation, look for lost files, and analyze files—all of them. The tests are not configurable. When it finds a problem, it alerts you,

describes the problem, and asks if you want to fix it (see figure 9.12). It won't attempt to automatically fix problems so you must be present when it runs. At the end of its run, it offers to display a detailed report of its findings. You can save this report as a text file for later reference.

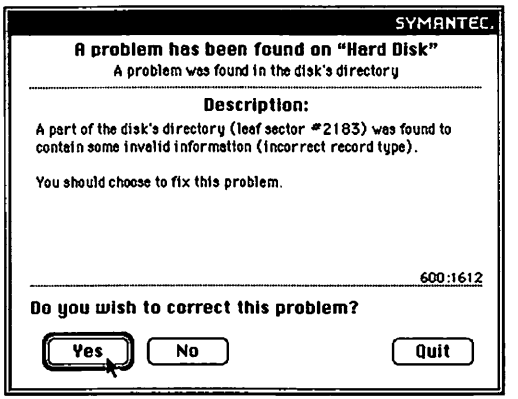
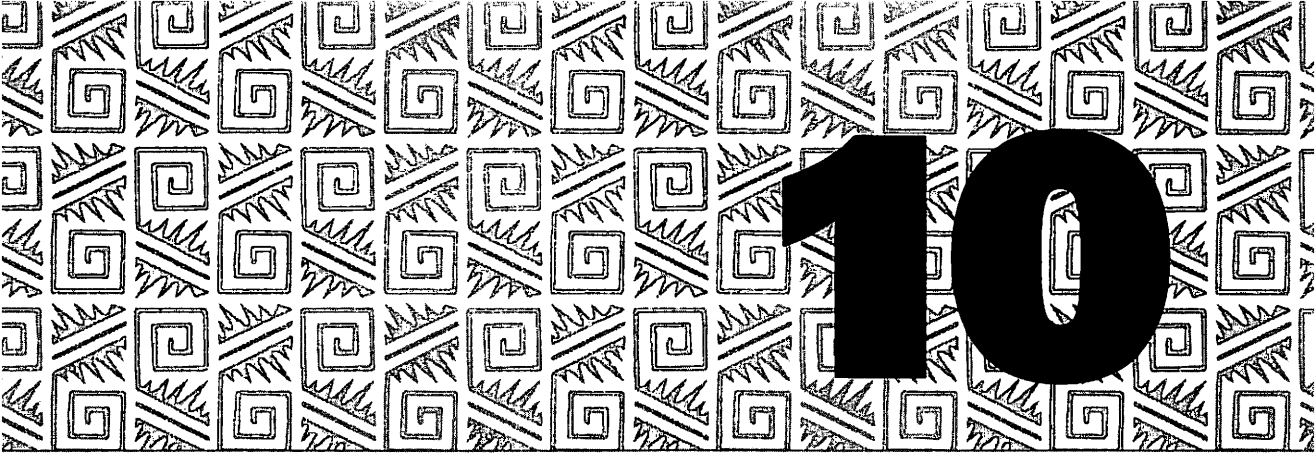


Figure 9.12 The Norton Disk Doctor alerts you to errors, offers advice about them, and asks permission to fix them.

Summary

The care and maintenance of disks should not be taken lightly. Why tempt fate by not preparing for the worst, especially when there are so many good tools that will do the work for you? This chapter introduced you to products that format, mount, partition, and optimize disks. It also recommended some tools that can help save data by diagnosing and repairing damaged files.

In chapter 10, "Data Protectors," you'll read about tools that can protect your data from loss and from prying eyes, and other tools that may be able to resurrect the dead—deleted files, that is.



Data Protectors

What would happen if you accidentally deleted the folder containing a project you'd been working on for several weeks? Or if you started up your Mac and the hard disk refused to mount? Or a System bomb occurred right before you saved an hour's worth of work on a complex spreadsheet? Or a virus infected your Mac and damanged important files beyond repair? Or some extremely sensitive data got into the hands of your competitor?

If you think things like this only happen to other people, think again. Those other people thought the same thing once.

This chapter covers a variety tools you can use to protect data from loss or unauthorized access: automatic file savers, crash recovery programs, file unerasers, backup programs, file openers and editors, virus protection packages, and security programs.

A Few Explanations

It's only fair to take a moment to cover the basics of file recovery and backup. The concepts and terms explained and defined in this section are used throughout this chapter.

About Deleted Files

Some of the utilities in this chapter make it possible to recover deleted files. To understand how they do this, you need to know how files are saved and deleted.

When you copy or save a file for the first time, the application you're using passes along information about the file to the Mac's File Manager. The File Manager checks its records to see where the next area of free space on the disk is located. When it finds enough space, it writes the file to disk. It then goes to its file catalog and stores the file's information, including the file name and location, so it can find the file later. When you edit and resave a file, the File Manager looks up the file and makes appropriate changes to the stored information. In reality, it's a lot more complicated than this, but this simple explanation is sufficient for our purposes.

When you delete a file, the File Manager goes to the catalog where it recorded the file's information, erases its record of the file, and makes a note in the catalog that the area once occupied by that file is now free. The file's data is not touched at all. The file, although deleted, still exists. It continues to exist until the File Manager, when looking for a place to store another file, uses some or all of its disk space.

The utilities in this chapter that can find deleted files on disk and recover them do this by knowing *where* to look for files—usually because they keep track of them—or by knowing *how* to look for files. So a deleted file can often be undeleted.

About Backups

The best way to protect information is to make a copy of it. Some of the utilities in this chapter are designed to do just that—they're specialized backup software packages.

Backup software can usually perform several types of backups.

- A ***full*** backup takes everything on the source disk and copies it to the destination disk (or disks).

- A ***partial*** backup enables you to specify which files to back up, thus saving time and backup disk space. Why back up applications when you can always restore them from the original program disks?
- An ***incremental*** backup compares the last backup to the files on the source disk and then copies only those files that have changed since the last backup.
- A ***differential*** backup compares the original full backup to the files on the source disk and then copies only the files that have changed since the full backup.
- An ***archival*** backup enables you to select files to back up, then copies the files and deletes them from the source disk. This makes it possible to save old or seldomly-accessed files somewhere else, freeing up disk space on your main work disk. If you need them, you can always restore them.

Recover. Restore. What do these terms mean? They're sometimes used interchangeably because they mean just about the same thing. Remember, you back up files and disks in case something happens to the originals. If something does happen to the original, you can recover the disk or restore the files from the backup. These terms refer to the process of getting the data off the backup and back to where you can use it.

Different backup software programs back up files differently. Some use the single-file approach. They take all the files to be backed up and turn them into one big file on disk or segmented onto separate floppy disks. They often use file compression to reduce the amount of disk space the backup requires. The drawback to this is that you need the backup software to restore or recover files. Other backup software programs do Finder copies. They simply copy files from one disk to another like the Finder does. When you open the backup disk in the Finder, you see all the files on it. You can restore or recover files by dragging them from one disk to another—or even by mounting the backup and using it. The drawback to Finder copies is that file compression isn't really possible so more disk space is used.

There is no best kind of backup. There is no best backup method. The backup software you use—if you use any—should depend on your needs and the way you work.

Prevent Data Loss

As you work on your Mac, all active applications and documents are stored in *RAM* (random-access memory). RAM is fast and makes it possible for your Mac to process commands and data at speeds that make using a computer worthwhile. But RAM depends on electricity to retain data. If the power goes out, RAM is wiped clean. The same holds true for System bombs and freeze-ups that force you to restart your Mac.

For this reason, smart computer users make it a habit to save files as they work on them. Don't create a document and wait until it's done before you save it. Save it as you work on it, every five or ten minutes. This way, if your computer bombs or the power goes out, the most work you could have lost is five to ten minutes worth.

If you have trouble remembering to periodically save your work, these tools can help.

NowSave

Developer: Now Software, Inc.

Type: Control Panel

Distribution Method: Commercial (part of Now Utilities)

Author's Choice

NowSave is one of my favorite tools not only because it saves my work for me so I don't have to, but because it doesn't bother me while it's doing it.

NowSave automatically instructs applications to save files periodically as you work with them. This way you don't have to worry about forgetting.

Configure NowSave in its control panel (see figure 10.1). For each application, specify save frequency based on minutes, keystrokes, and mouse clicks. Exclude files based on file names—this is a great way to prevent NowSave from overwriting template files. You can also set up hot keys and specify announce options for saving.

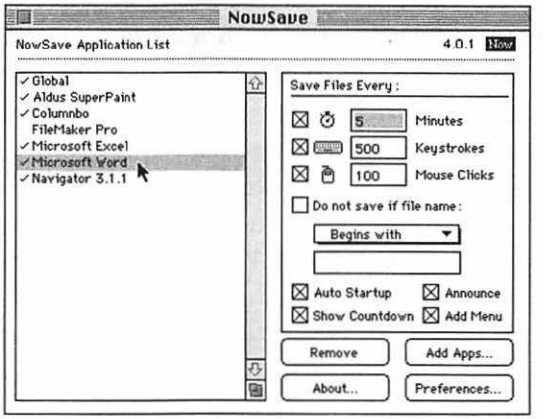


Figure 10.1 Configuring NowSave

A great feature of NowSave is its Key Capture feature. With this enabled, your keystrokes are saved to a file in the System Folder. This makes it easier to reconstruct files that are lost due to a System crash or power failure—transparent protection before you need it.

Crash Barrier

Developer: Casady & Greene

Type: Control Panel

Distribution Method: Commercial

Crash Barrier protects you another way. It intervenes in the event of a System crash or freeze-up by offering options not available in the System bomb dialog box.

When the System bombs, Crash Barrier's dialog box appears. There are two versions of this dialog box: a beginner version and an expert version. The beginner dialog box offers three options: Fix It, Restart, and Quit. The expert dialog box offers four additional options: Continue, Resume, Reenter, and Un-hang. The availability of these options varies depending on the type of system problem that occurs. The dialog box explains each option, depending on the problem, and suggests the best choice for the situation. The idea is to regain control of your Mac so you can save your open documents, properly quit applications, and restart. You can also invoke Crash Barrier's dialog box yourself by pressing a key combination you specify in its control panel configuration. Use this to get control of your Mac in the event of a freeze up since the Mac doesn't recognize this as a System bomb. An option to unfreeze the mouse is available if the mouse is frozen.

Crash Barrier also offers automatic saving of documents. Rather than set options for each application you want Crash Barrier to work with, you set general options and then make exceptions. Crash Barrier can also monitor System memory and tell you when it gets low. This can prevent System crashes.

Safety Belt

Developer: Alysis Software Corp.

Type: Control Panel

Distribution Method: Freeware

Many applications, like Microsoft Word and QuarkXPress, utilize temporary files as they work. These files are created and deleted automatically by the application—normally, you probably don't even notice them. Some applications can save these files to disk in the event of a System bomb.

If you ever suffer a System bomb on your System 7 Mac and find your Trash icon mysteriously fat when you restart, take a look inside it. Chances are you'll find a folder called *Recovered from Hard Disk* (or something similar). Inside that folder may be the temporary files your Mac was working on when the bomb occurred.

Safety Belt knows about these files. It notifies you when a temporary file is left on your hard disk after a System crash or power outage. These temporary files may contain the most recently edited version of data you were working on prior to the crash but after your last save. Safety Belt tells you about these files and reminds you how to use them (see figure 10.2).

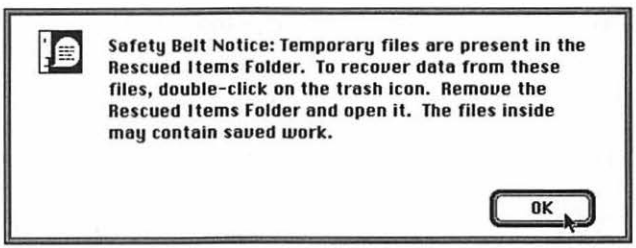


Figure 10.2 Safety Belt tells you about temporary files on your hard disk after a crash.

If you seem to be accumulating "temporary" or "temp" files on your hard disk, this may be because of the way you shut down your Mac. You should avoid flicking off the power switch when an application is running on your Mac. Use the Shut Down command under the Finder's Special menu instead. If you're wondering what to do with all those temporary files, you can trash them. Just make sure the application that created them is not running when you do.

Protect and Recover Data

There are a number of popular utility packages designed specifically for protecting data, preventing data loss, and recovering lost data. They seem to work like magic when you need it most. Each package has far more features than I could begin to cover in this book, but I'll list the important ones. If you think you need a package like one of these (and who doesn't?) find the one with the feature set that best meets your needs.

Central Point MacTools

Developer: Central Point Software, Inc.

Type: Applications, System Extensions, and Control Panels

Distribution Method: Commercial

Author's Choice

Central Point MacTools is one of my favorite tools because it's so powerful and convenient. Its scheduler feature automates many maintenance tasks for me so I don't have to remember to take care of them.

Central Point MacTools includes a number of disk utilities. Its data protection and recovery system utilizes several of its tools.

First on the agenda is Central Point Mirror, a control panel that keeps track of files. It begins by copying a disk's file directory and then logging files you delete. You specify how many deleted files it should keep track of at any one time—the more files, the larger Mirror's data file (see figure 10.3).

Having Mirror keep track of deleted files makes them easier to recover with another utility, Central Point Undelete. This application recovers deleted files from hard, floppy, and removable media. Although it works without Mirror installed, it works best with it. It utilizes three methods

for recovering deleted files: Quick Undelete (see figure 10.4), File Scan for certain file types and creators, and Text Scan for certain text strings within a deleted document. Files that can be recovered are listed in a window along with the recoverability of the file and other file info. You can view files before undeleting them to make sure you're recovering the right ones.

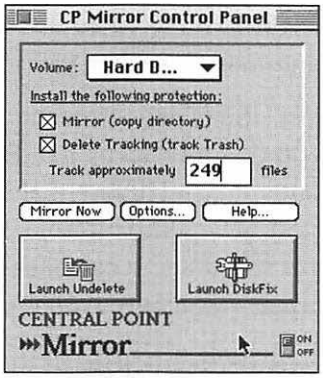


Figure 10.3 Configuring the Central Point Mirror control panel

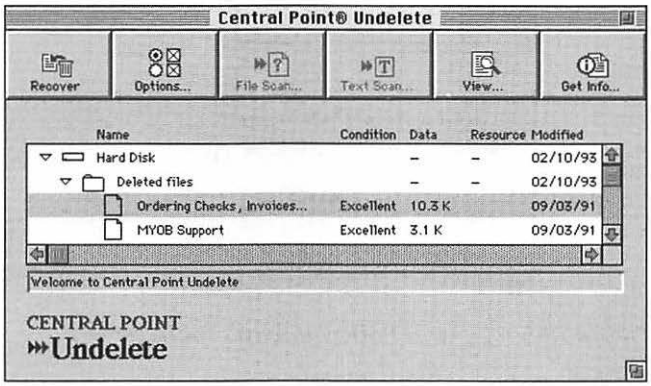


Figure 10.4 Recovering files with Central Point Undelete

If you're having trouble with Microsoft Excel or Word files that you can't open, Central Point FileFix may come to your rescue. This application repairs Excel documents and extracts text from Word documents. It also fixes file problems like bundle bits and invalid dates and enables you to change the type and creator codes for files.

For data recovery problems more serious than a few deleted or damaged files, Central Point DiskFix could be the answer. This application (which was also discussed in chapter 9) analyzes and repairs hard and floppy disks and recovers data. Not only is it great for recovering lost data, but it's a good maintenance tool to prevent problems from occurring. One of the features of Central Point MacTools is that it includes a system extension called CP Scheduler Extension that enables you to schedule some of the utilities, like DiskFix, to run automatically when you schedule them.

Of course, the best kind of data protection is regular backup onto another disk. Central Point Backup handles this (see figure 10.5). It makes full, incremental, and differential backups. Pick files based on name, date, or kind. Save setup information for future use or for use with Central Point Scheduler. It can back up in Central Point (single file) or Finder format—whichever you prefer.

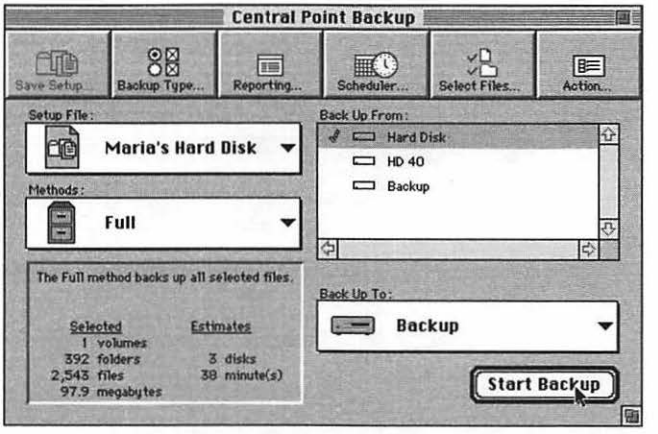


Figure 10.5 Central Point Backup's main screen

Together, these utilities offer a great deal of protection and emergency help if disaster strikes.

The Norton Utilities for Macintosh

Developer: Symantec Corporation

Type: Applications, System Extensions, and Control Panels

Distribution Method: Commercial

Another very popular file protection and recovery package is The Norton Utilities for Macintosh. Like MacTools, it offers a number of modules for protecting and recovering data.

FileSaver is Norton's first line of defense. This control panel keeps track of files as you delete them. Configure it to maintain information about a certain number of deleted files (see figure 10.6)—the more files, the larger its tracking file. FileSaver's information is used extensively by Norton's file recovery modules.

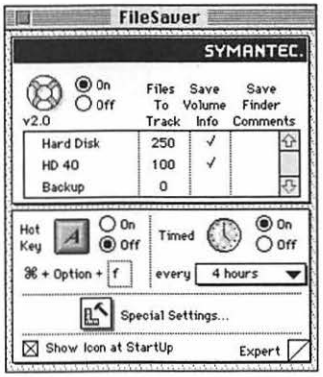


Figure 10.6 The FileSaver control panel

The Norton Utilities application contains other file recovery and backup modules. UnErase recovers files that have been deleted. Quick UnErase begins by searching for FileSaver data and generating a list of

deleted files. It displays the chances of recovering each file (see figure 10.7). Double-click on a file to unerase it. If that doesn't work, UnErase can scan for specific file types or look for text in the deleted file. For serious data recovery needs, Volume Recover is the next step. Use it to recover data from damaged hard and floppy disks.

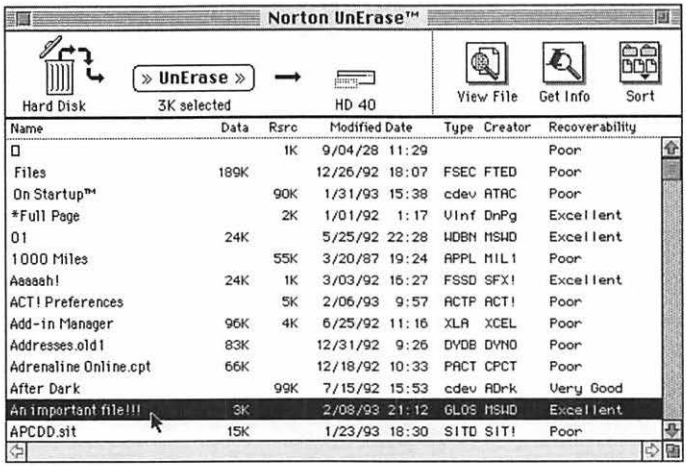


Figure 10.7 Unerasing files with Norton Utilities' UnErase module

Norton Utilities also includes a Backup module called Norton Backup. Select files or folders to back up (see figure 10.8) or have Norton Backup select them for you based on modification date or type—you can exclude applications, documents, or System files. Use compression to minimize backup size. Back up to floppies or a Mac file on larger media. If you want automated backups, use the Norton Backup Extension to schedule them.

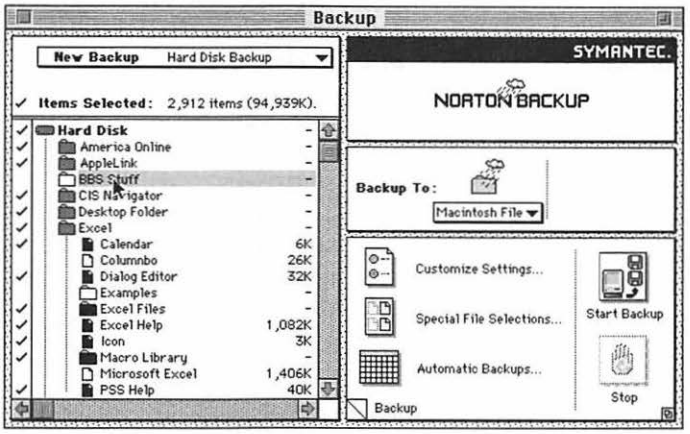


Figure 10.8 Selecting files to back up with Norton Backup

Public Utilities

Developer: Fifth Generation Systems, Inc.

Type: Control Panel and Application

Distribution Method: Commercial

Public Utilities is another data protection and recovery option. It consists of a control panel called Prevention and an application called Public Utilities with several file recovery modules in it.

Prevention works in the background or during idle time, scanning for disk errors. Configure it to work the way you want (see figure 10.9). It notifies you when it finds errors so you can fix them before they cause data loss. (Remember, "An ounce of prevention is worth a pound of cure.")

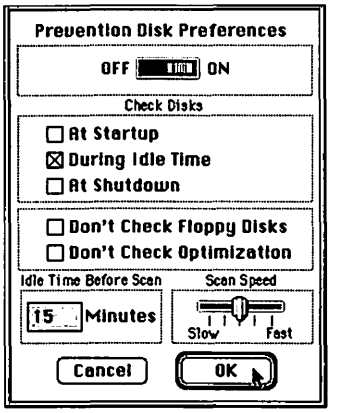


Figure 10.9 Prevention's disk preferences

If Prevention discovers an error, you can use the Repair Disk module of Public Utilities to fix it. Repair Disk checks disks for problems in blocks, catalog information, file fragmentation, System Folder and boot blocks, and files. If it finds a problem, it notifies you and attempts to repair it. If it can't repair a damaged disk, it gives you the opportunity to salvage files from it, even partial files.

Repair File is another part of Public Utilities. It recovers text from damaged or unreadable files and files saved on bad blocks. A good feature of Repair File is that it strips out all unprintable characters that may be part of the file—formatting information, for example. This helps assure that you get usable data and not data mixed with unusable garbage. And of course, Public Utilities offers Undelete File to recover files deleted in error. It works with or without Prevention data to get files back from beyond the Trash.

911 Utilities

Developer: Datawatch Corporation

Type: Control Panel and Application

Distribution Method: Commercial (part of SuperSet Utilities)

(911 Utilities was formerly called Microcom 911 Utilities)

911 Utilities includes two tools that are useful for recovering data: Complete Undelete and 1st Aid HFS.

Complete Undelete is a control panel that not only monitors deleted files, but enables you to recover them—right from within its control panel. Select the disk you want to undelete from and click the Show Deleted Files button. Complete Undelete displays a list of all deleted files it has on record (see figure 10.10). It includes the date the file was deleted, the name of the file, and the file's creator code. You can sort by any of these fields. If you're not sure which file is the one you want to undelete, use the PreView button to view a file before undeleting it.

When Complete Undelete undeletes files, it recovers them to the same sectors on disk. This is not only fast but it helps protect other deleted files on disk from being overwritten. Complete Undelete further protects deleted files by changing the operating system's Free Map information to reduce the chances of space taken up by recently deleted files being immediately reused.

1st Aid HFS contains modules that can diagnose and recover damaged disks. Use it as a last resort to recover lost data.

Back Up Data

What better way to make sure data is safe and sound than to have multiple copies of it? Here are some backup software products in addition to the ones included in some of the packages discussed earlier in this chapter.

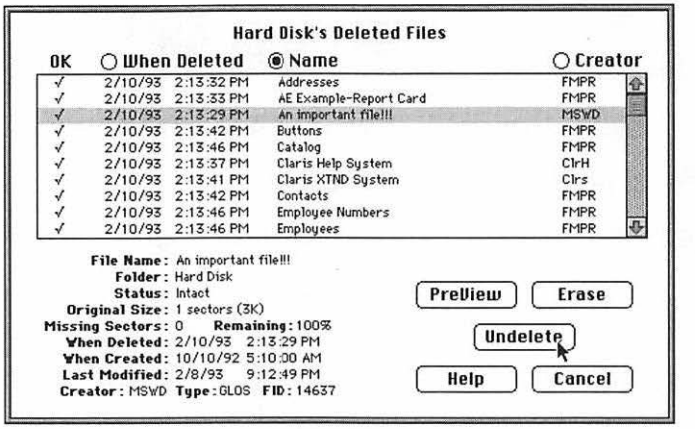


Figure 10.10 Undeleting files with Complete Undelete's control panel

Do yourself a big favor by storing backups of your data away from your computer. If your computer and data are lost in a fire or flood, what good will the backups be if they're destroyed in the same disaster?

TwinIt

Developer: Golden Triangle Computers, Inc.

Type: Control Panel

Distribution Method: Commercial

TwinIt offers continuous backup protection. Once installed, any file you save to disk is automatically saved to that disk's twin. The two disks remain identical at all times.

Access TwinIt's control panel to configure it (see figure 10.11). Select a primary drive and a twin drive. The twin should be the same size or larger than the primary drive. Click on the Start Twin button. TwinIt

automatically copies all files on the primary disk to the twin disk. From then on, every time you save a file to the primary disk, TwinIt also saves the file to the twin drive. If the primary disk goes bad, simply mount its twin and continue working. No downtime, no lengthy restore process, no need for special backup recovery software. Only a slight slowdown as each file you save is written to disk twice.

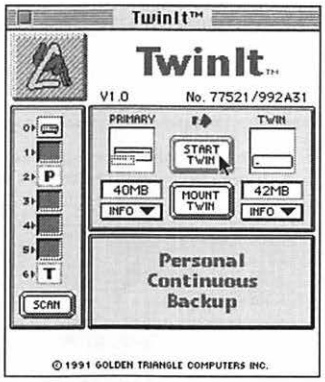


Figure 10.11 Configuring TwinIt

Of course, the biggest drawback to TwinIt is that your backup media—hard disk, SyQuest cartridge, Bernoulli drive—must be large enough to hold all the files that you could put on your primary disk. But once you overcome that hurdle, TwinIt is an effective and transparent way to back up your files—all of them. And if you're interested in automatic backups to a network server, you might want to check out SnapBack, another Golden Triangle product that does just that.

DiskFit Direct and DiskFit Pro

Developer: Dantz Development Corporation

Type: Applications and Control Panel

Distribution Method: Commercial

DiskFit Direct is a simple backup utility designed to make full and incremental backups. Install it on the disk to be backed up and launch it. DiskFit Direct prompts you for a disk or the first disk in a "Smart Set." This can be a hard disk, a floppy disk, or removable media. Pick all files or only documents and, if you want, specify only certain folders to be backed up (see figure 10.12). DiskFit Direct automatically records this information in a Smart Set file for the next time you need to back up that disk. Each backup after the first is automatically an incremental backup.

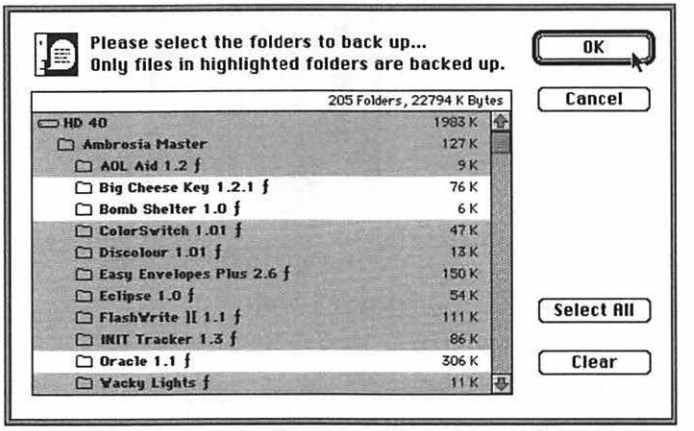


Figure 10.12 DiskFit Direct enables you to select the files and folders you want to back up.

DiskFit Pro offers several additional features over DiskFit Direct. It doesn't need to be installed on the disk that is being backed up. Select from Duplicate (full) or Smart Set (incremental) backups. If Smart Set, select files to include by the kinds of files, folders, or file type code. The DiskFit Pro Reminder control panel reminds you when it's time to do a backup but won't do it automatically for you.

What's great about these programs is that they're both fast and they both make regular Finder backups. That means that when you need to recover a file from a backup, you won't need special software to do it. Just mount the disk and find the file right in the Finder.

Fastback Plus

Developer: Fifth Generation Systems, Inc.

Type: Application

Distribution Method: Commercial

Fastback Plus is another popular backup software package. It offers a wide range of features with interfaces for varying user skill levels.

Fastback Plus's Express Mode is probably the simplest interface ever for backing up a hard disk. Select the source and destination and click OK. Fastback Plus goes right to work. For users who don't mind spending a few minutes specifying exactly which files they want backed up, Fastback Plus offers commands to select files by name, label, folder, size, date, creator, or type. You view file selections in a window you can customize to show exactly the information you want (see figure 10.13).

Fastback Plus does full, incremental, differential, and archival backups. It can use file compression to get more backup data on disk, or do regular Finder copies. As it works, it creates a history file you can review for information about the backup. You can password protect your backups to ensure that no one else uses them to access confidential files. And, to simplify repetitive backup procedures, it offers a scripting language to create backup macros and the ability to schedule automatic backups with its Fastback Plus Autostart control panel.

Open and Edit Files and Disks

Your hard disk has more files on it than you see represented with icons. There are many invisible files you'll never see in the Finder. There may also be damaged files that aren't listed in directories where your Mac can find them. What do you do if you need to read one of these files?

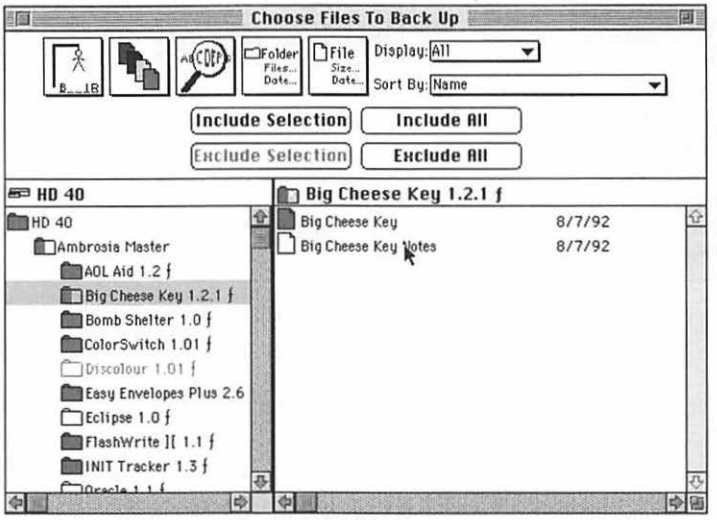


Figure 10.13 Choosing files to back up with Fastback Plus

The tools in this section can open invisible or damaged files, and files you can't open because you don't have the application that created it. They also give you the ability to copy information out of these files or edit them at the disk level.

This section uses terms that were discussed and defined in chapter 9. If you've skipped over that chapter, you should go back to it now and read the section called "Diagnose and Repair Disks."

One word of advice when using any file or disk editor: Whenever possible, work on copies of the files you're editing. Disk editors are very powerful tools. When used incorrectly, they can make files unreadable by your Mac or destroy data forever. Know what you're doing before you start tinkering with these programs!

CanOpener

Developer: Abbott Systems, Inc.

Type: Application and Desk Accessory

Distribution Method: Commercial

Author's Choice

CanOpener is one of my favorite tools because it's powerful and easy to use. I recently found its search feature a lifesaver when I had to locate a damaged message file on my BBS—I didn't know the file name and there were thousands of messages on the hard disk. I entered a search string and CanOpener found and opened the file for me so I could recover the message contents.

CanOpener enables you to open any file on any disk, even if the file is damaged. Its main window has three scrolling windows (see figure 10.14). Use the upper left window to locate the file you want to open and double-click it. The upper right window displays the components of that file. Double-click on a component to view it in the lower window.

CanOpener also enables you to merge two files, search for files based on name or contents, copy text from documents, and store text, pictures, or sounds in a CanOpener Library file for future use. Because you can use it to locate and view damaged files, it's a good tool to help recover lost documents—you can copy text from a damaged file and paste it into a new file. For people still using System 6 under single-Finder, CanOpener also comes with a DA version.

Central Point DiskEdit

Developer: Central Point Software, Inc.

Type: Application

Distribution Method: Commercial (part of Central Point MacTools)

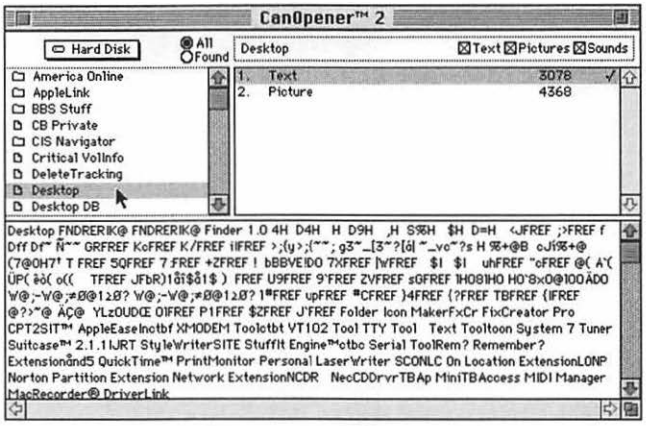


Figure 10.14 CanOpener can even open the invisible desktop file on a hard disk.

Central Point DiskEdit is a very powerful disk editing utility. Launch DiskEdit, select a disk to view or edit, and use one of the seven buttons at the top of the window to select the editor you want to use. DiskEdit offers a Hex Editor, a Boot Blocks Editor, a Volume Information Editor, a Directory Editor, a Volume Bitmap Editor, an Extents Editor, and a Catalog Editor. These editors give you the ability to view and change any character on the disk. To see and edit a file's type, creator, and Finder attributes, double-click on it in the Directory Editor (see figure 10.15). You can use a Find command to search for strings in a file.

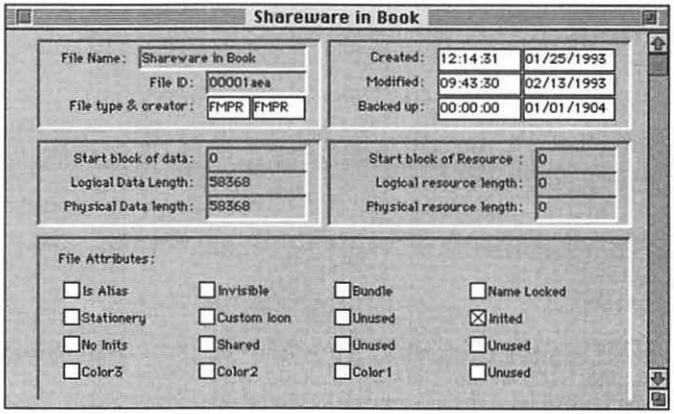


Figure 10.15 Central Point DiskEdit enables you to edit Finder attributes and much, much more.

Norton Disk Editor

Developer: Symantec Corporation

Type: Application

Distribution Method: Commercial (part of The Norton Utilities for Macintosh)

Norton Disk Editor is another powerful disk editing utility. Launch it and tell it which volume you want to explore. Its Objects menu enables you to view Boot Blocks, Volume Information Block, Extents Tree Header, Extents B-Tree, Catalog Tree Header, Catalog B-Tree, and Directory. You can read a disk sector by sector or search for a specific file by string, name, type/creator, attribute, or file number. A hex editor enables you to change the contents of any file on disk (see figure 10.16).

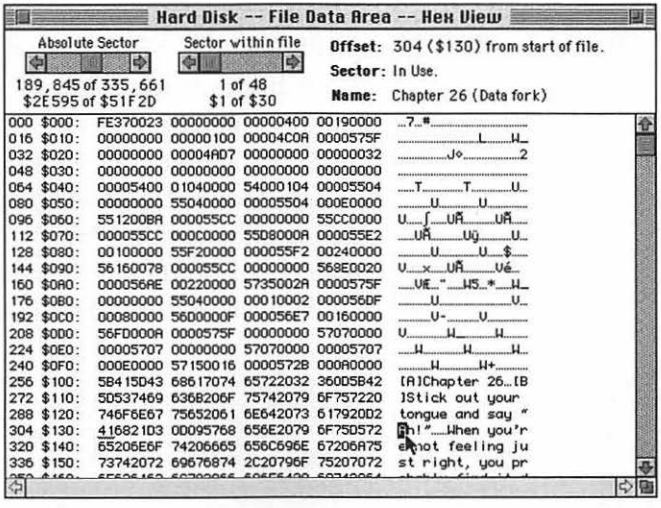


Figure 10.16 Norton Disk Editor enables you to change any file on disk.

ResEdit

Developer: Apple Computer, Inc.

Type: Application

Distribution Method: Freeware

Author's Choice

ResEdit is one of my favorite tools simply because of its power. It can open and edit any resource.

Macintosh programming code is stored in files as resources. Resources, which are stored in the resource fork of a file, can often be shared among programs—for example, the System and Finder files make resources available for other programs. Other times, resources simply provide instructions for a single program.

Originally intended for programmers, ResEdit (short for RESource EDITor), is one of the programs Apple makes available through online services, user groups, and Apple dealers. That means *anyone* can get it.

ResEdit enables you to edit the resources contained in files and to create brand new resources from scratch. It includes editing tools and templates to create many kinds of resources without knowing a single thing about programming (see figure 10.17). Non-programmers often use ResEdit to edit and create icons (resources of type ICON, cicn, ic18, etc.), cursors (CURS), and desktop patterns (ppat). You can also use it to change file type and creator codes and Finder attributes. These are just examples. ResEdit is extremely powerful and flexible.

The most important thing to remember about ResEdit is that it enables you to change *any* resource. It doesn't provide error checking—if you make a change that doesn't make sense, ResEdit doesn't tell you. Using it incorrectly could easily damage an application so it doesn't start. Be smart. Edit copies of your important files rather than originals.

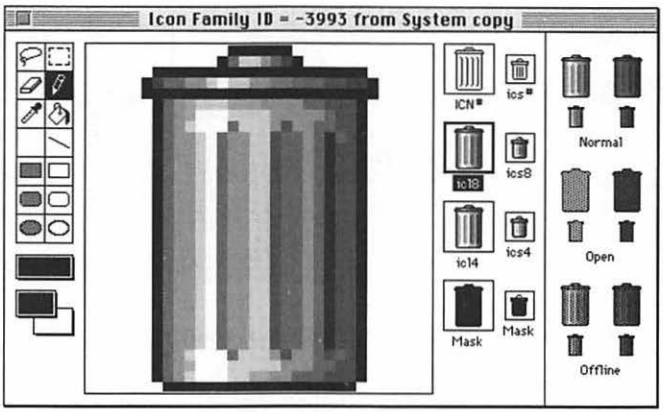


Figure 10.17 Editing the System file's Trash icon with ResEdit

Prevent, Detect, and Cure Viruses

Computer viruses are an unfortunate fact of life. They are programs or bits of programming code within a program or file that cause a computer to operate erratically. Sometimes viruses even destroy data. What makes talented programmers want to write such rubbish?

Although most Macintosh viruses are not the damaging variety, they can be annoying. To make matters worse, viruses can spread from computer to computer like a biological virus can spread from person to person. Most often, they spread by floppy disk: you take your favorite game disk and stick it in my infected Mac. Your disk gets infected. Then you bring it over to Karen's Mac to show her the game and her computer is infected. Later, Karen takes the monthly report and puts it on a disk she sends in the mail to the San Francisco office. That disk is also infected, and soon half the computers in the San Francisco office might be infected as well. Viruses can also travel by network or telecommunications link—any way your computer exchanges information with another computer.

You can protect your floppy disks from infection from other computers with one very simple precaution—flip the write protect tab so the disk is locked. Nothing—not even a virus—can be written to a locked disk. This is why you should write protect all your original program disks before sticking them into any computer.

There are many different kinds of computer viruses, but I'm not going to go over each one in detail. Instead, I'll provide some information about a few software tools you can use to prevent, detect, and cure virus infections. If you're interested in learning more about computer viruses, check the documentation that accompanies the virus protection software. I highly recommend that you use some kind of virus protection software, especially if you frequently exchange data with other computers.

One very important thing to remember when selecting and using a virus protection software package: no matter what package you use, you *must* make sure you keep it up to date. Most virus protection products can find only *known* viruses—viruses that the developer of the software knew about when he wrote the software. When a new virus comes out, an existing virus protection package may not be able to detect it. Virus protection software packages are usually updated as soon as a new virus is discovered. It's your responsibility to obtain and install updates as they are released.

Disinfectant

Developer: John Norstad

Type: Application and System Extension

Distribution Method: Freeware

Author's Choice

Disinfectant is one of my favorite tools because it works well, it's updated regularly, it's easy to find on online services and BBSs (I can usually obtain the latest version within hours of its release), and it's free.

Use Disinfectant to scan or disinfect disks, folders, or files. A progress window shows the files it scans and the results of the scan (see figure 10.18). It can scan or disinfect in the background if you want to work on other things while it runs. The more it scans, the longer the scan takes.

If you're interested in protecting your Mac against viruses on an ongoing basis, use the option under the Protect menu to install the Disinfectant INIT. This system extension loads each time you start your Mac and monitors system activity as you work. It can detect any known non-HyperCard virus. When it finds a virus, a message appears on your screen telling you what it found and recommending action. The Disinfectant INIT does not warn you about suspicious actions like some other virus protection software does. Thus, it's providing less protection, but it's also a lot less obtrusive.

One of the best things about Disinfectant is the information available in its online help feature. It lists all the known viruses, what they do, and how they were discovered. It's fascinating reading and a great place to learn about Macintosh viruses.

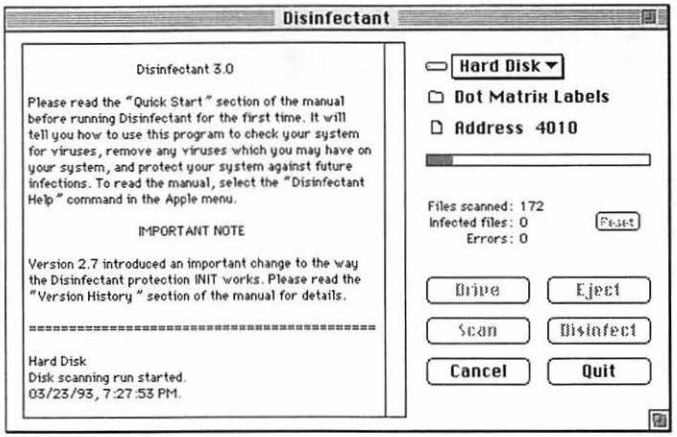


Figure 10.18 Disinfectant scans and disinfects disks, folders, or specific files.

Virex

Developer: Datawatch Corporation

Type: Application and Control Panel

Distribution Method: Commercial (part of SuperSet Utilities)

Use the Virex application to scan your disks for viruses. Its window indicates its progress and findings as it scans (see figure 10.19). Not only can Virex detect and repair known viruses, but it can also detect possible new or unknown viruses by understanding how viruses work.

The Virex INIT control panel (see figure 10.20), when properly installed, continuously monitors the System, files, and disks and reports problems as it finds them. You can configure it to scan your Mac at startup, shutdown, or when you press a hot-key combination. You can also password protect the control panel settings to prevent others from changing them and leaving your Mac unprotected.

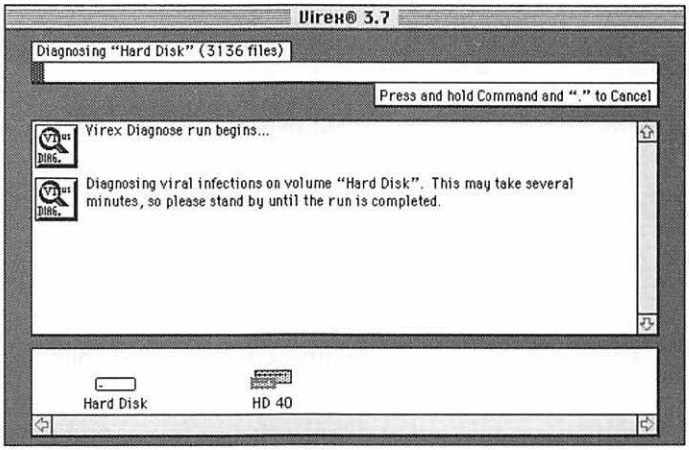


Figure 10.19 Virex scans for viruses and repairs disks.

Figure 10.20 The Virex INIT control panel offers several configuration options.

One great feature of Virex is that it's user configurable for new viruses. As new viruses are discovered, you can customize Virex to recognize them.

AntiToxin

Developer: Mainstay

Type: Application and System Extension

Distribution Method: Commercial

The AntiToxin application scans for and removes known viruses when you run it. It works on volumes, folders, and specific files. While it works, its window shows its progress (see figure 10.21). This window can be zoomed out to display viruses found and removed. AntiToxin can also repair main virus-damaged applications (although your best bet is to reinstall any applications that have been infected). The AntiToxin INIT prevents virus contamination by watching for virus activity while you work.

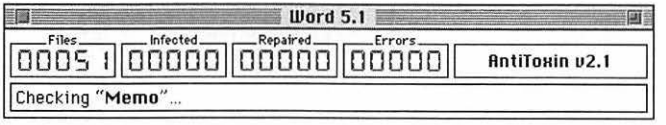


Figure 10.21 AntiToxin scans for and removes viruses on disks, folders, or files.

Secure Your Data

Sometimes the information you work with on your Mac is private. You could protect data on your Mac from prying eyes by securing the area around your computer. But sometimes that's just not feasible. That's when security software packages come in handy.

There are many security programs available, more than I could write about in this book. Each offers different features. Most are very well thought out and almost transparent to the user.

When selecting a few security packages to include in this book, I looked for secure packages that weren't scary to use. (Scary means the documentation and warnings were so intimidating that I was afraid to install the software on my own computer.) If you need very, very tight security, you may want to look beyond the products mentioned on the following pages. You'll find that the makers of these products may have other security offerings as well. Contact them for information about their entire security product line.

I looked at a few shareware security packages and was very disappointed. All of them could easily be circumvented, usually by booting off another disk. To my knowledge, these can't. But then, I didn't spend weeks trying to break them.

Please remember one thing when using any kind of security software: a good security software package has no "back doors." (A back door is a way around the product's security features.) If you forget a password or lose a required disk, your data is gone, probably for good. Read the instructions and warnings on security software packages carefully before installing them and you may save yourself a lot of grief in the future.

FolderBolt

Developer: Kent•Marsh Ltd.

Type: Control Panel and Application

Distribution Method: Commercial

FolderBolt enables you to lock folders on hard, floppy, and removable disks. Use the FolderBolt control panel to create three types of "bolted" folders: Password Protected, Password Protected Drop, and Read-Only (see figure 10.22). A bolted folder's icon indicates the kind of folder it is

(see figure 10.23). A password is required to open any of these folders or to remove the bolt. If you prefer, you can bolt folders within the Finder using predefined keystrokes and mouse clicks.

The FolderBolt Administrator application offers other control over folders. Protect the System Folder and System file. Generate logs by folder, user, or project. Logs also show all attempts (including unsuccessful ones) to open folders. Create sets of folders to unlock at startup and lock at shutdown. Get access to bolted folders for backup purposes—they cannot be backed up without the FolderBolt Administrator application. Protect the FolderBolt control panel itself to prevent tampering. FolderBolt provides good security without intimidating either users or administrators.

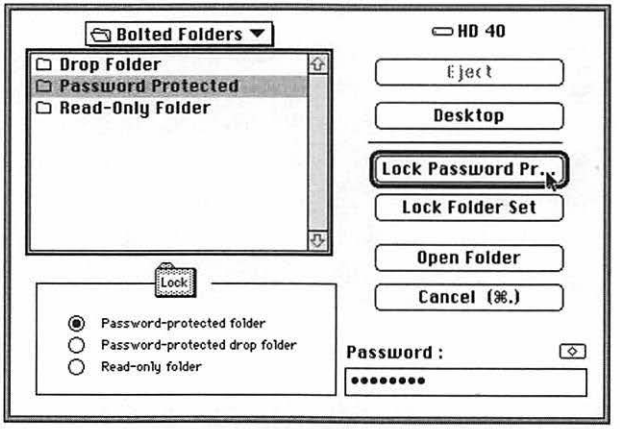


Figure 10.22 Use the FolderBolt control panel to bolt folders.

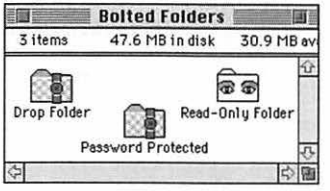


Figure 10.23 A bolted folder's icon indicates the kind of folder it is.

NightWatch II

Developer: Kent•Marsh Ltd.

Type: System Extension and Application

Distribution Method: Commercial

If you need tighter security than a few locked folders, NightWatch II might be the answer. This package password protects entire disks.

NightWatch II is easy to install. Indicate which disk you want to lock, specify an administrator name and password, and restart your Mac. You can then use the Administrator application to create separate access settings and passwords for each system user. Check boxes make it easy to set preferences for each user (see figure 10.24). Force users to periodically change passwords. Restrict access days and times. Lock out the screen with a password protected, animated screen saver pattern. Maintain an activity log. You can also require users to access the system with a key diskette in addition to a password to further enhance security.

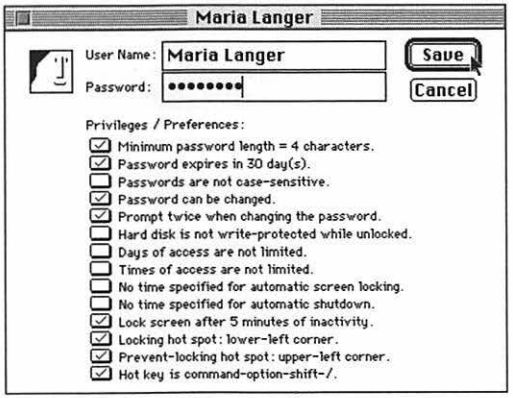


Figure 10.24 Setting user privileges and preferences with NightWatch II

FileGuard

Developer: ASD Software, Inc.

Type: Control Panel

Distribution Method: Commercial

FileGuard is a flexible security system that enables you to protect folders, documents, applications, and entire hard disks against unauthorized access or accidental deletion.

FileGuard has a number of powerful features. Set up separate privileges for each user, file, folder, application, or hard disk. Prevent diskette insertion so users can't copy to or from the hard disk or introduce viruses. Password protects applications so that a password is required to run the software. Copy protect applications so they can only be used on that computer. Put an expiration date on an application to create "demo" software. FileGuard automatically encrypts and decrypts protected information. It keeps a detailed log of each user and operation so you know who is using the system and what it's being used for.

SoftLock

Developer: David Davies-Payne

Type: Application

Distribution Method: Shareware

SoftLock is an application that places a software lock on any disk. A software lock write protects a disk much like the disk's write-protect tab does. Once locked, nothing can be written to disk. SoftLock isn't really a

security program like the others mentioned in this section, but it does protect a disk from being tampered with. What's interesting about SoftLock is that it can write protect disks without write-protect tabs—like hard disks.

Launch SoftLock and use its pull-down menu to select a disk to lock or unlock (see figure 10.25). Click the Lock button to lock the disk or the unlock button to unlock it. A padlock icon appears in the disk window to indicate that it's locked.

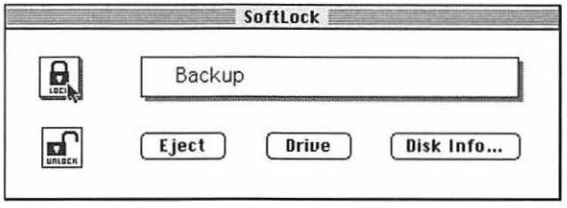


Figure 10.25 SoftLock locks disks.

SoftLock also offers the capability to password protect a software lock so that a password is required to unlock the disk with SoftLock software. But like any other password protection schemes, if you forget your password, you're out of luck. Only SoftLock or Disk First Aid (an Apple utility) will be able to unlock the disk—and only by erasing it.

Summary

An ounce of prevention is worth a pound of cure.

This old saying is especially appropriate when applied to the issue of data protection. Don't risk losing an important file because you failed to save it, or because you saved it but allowed it be become infected by a destructive virus. And don't tempt fate (and nosy co-workers) by not taking precautions to keep your private files private.

With the number of good products currently available, you have no reason to wait until the unspeakable happens before taking the time to prepare for data loss, viruses, and invasions of privacy. The utilities

covered in this chapter were primarily commercial products, but investing in them now will prevent unnecessary worry later.

If you're tired of learning how paranoid you ought to be, chapter 11, "Address Books, Envelope Printers, and Labelers," will be a nice change of pace. It offers some good ideas for using your Mac to organize your life.

Part 3

Tools to Help You Work Better

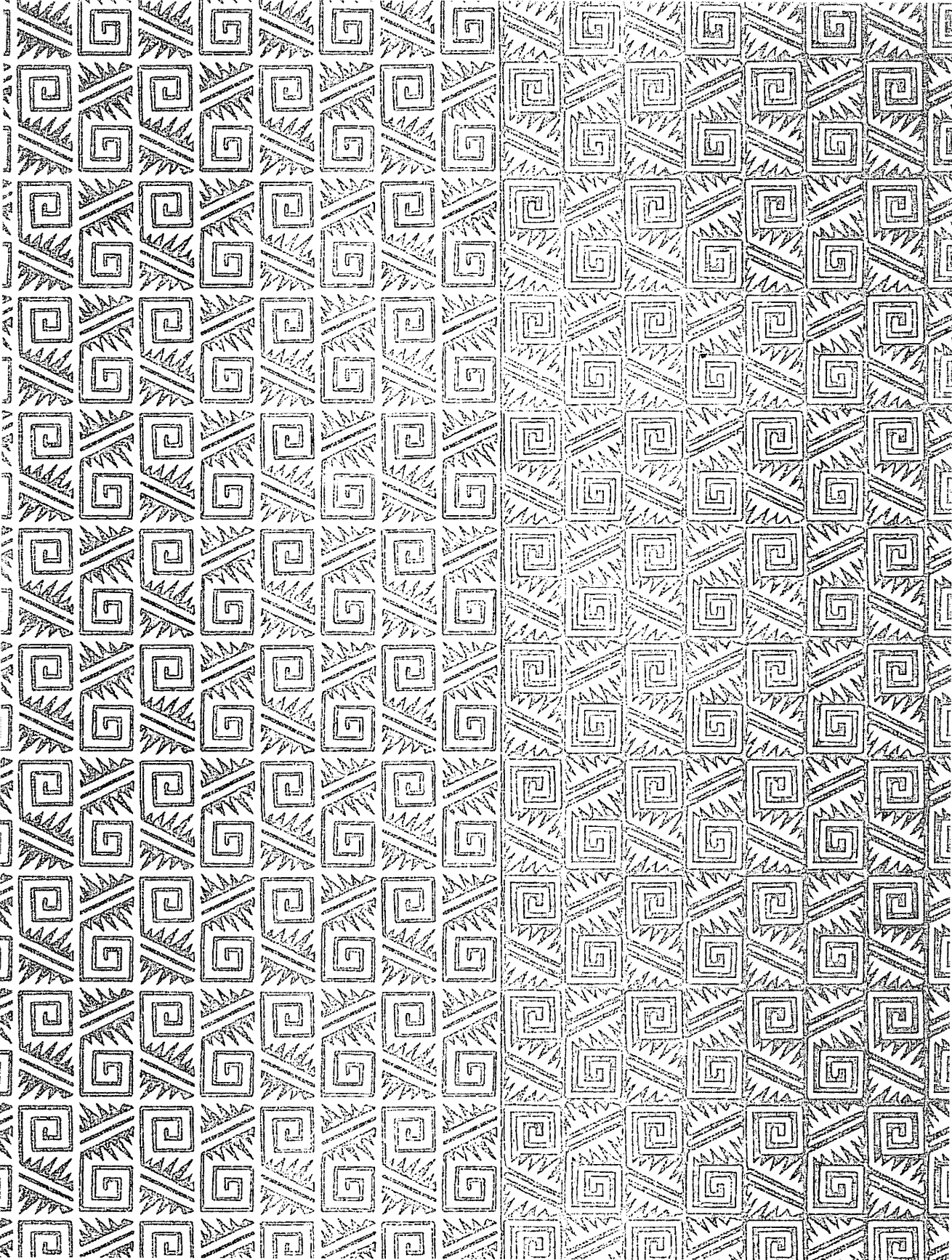
Like the first two parts of this book, Part 3 discusses tools you can use to work better and faster on your Mac. However, while the preceding chapters concentrated on productivity tools you can use to manage your Macintosh and its files, the chapters in this section cover tools you can use in your day-to-day work: address books, schedulers, word processing and printing tools, and data converters. It even presents tools that enable you Mac to read MS-DOS disks. Put simply, these tools help you work better.

Chapter 11: Address Books, Envelope Printers, and Labelers

Chapter 12: Schedulers and Reminders

Chapter 13: Writing and Printing Tools

Chapter 14: Converters and Translators



11

Address Books, Envelope Printers, and Labelers

An old-fashioned address book is nothing more than a book you use to keep track of the names, addresses, and phone numbers of people you know. If someone moves, you scratch out the old entry and write in a new one. If someone marries and changes her name, you scratch her out of one page and write her in, with her husband, on a new page. After a while, when it becomes impossible to read entries because of all the scratching out, you buy a new address book and painstakingly re-enter all the correct information. Of course, soon you're scratching out again.

Rolodex cards make life a little easier. Throw out one card and replace it with a new one. But they're not particularly transportable. And you still have to manually create labels and envelopes.

Computer-based address books are different. Not only can you maintain an address book on your Mac, but you can use its entries to create neat phone books, custom labels, envelopes with bar codes, and even fax cover sheets and memos. It can even dial the phone for you.

Enter the information once and use it a multitude of ways. Finally, an address book you can really use!

The address books in this chapter have a wide variety of features, including many of the ones mentioned above.

Store Addresses in Fields

A fielded address book organizes each piece of information—name, address, city, state, ZIP code, phone number, etc.—into a separate place in the entry screen or layout of the file. Each field or category contains the same kind of information. For example, you'll always find a city name in the City field. This is similar to the way a database application would let you organize the information.

The benefit of a fielded address book is that the information can be easily *imported* (brought in from another file) or *exported* (sent out to another file) to share it with other applications. The drawback of a fielded address book is that it often contains fields you don't use or omits fields you do use. Most fielded address books, like the ones in this section, are customizable to some extent, but there's a limit to how you can change them.

Address Book Plus

Developer: Power Up! Software Corporation

Type: Application and Desk Accessory

Distribution Method: Commercial

Address Book Plus has a number of features that make maintaining and using an address book easy. Enter address book information in Address Book Plus's entry form (see figure 11.1). This form has standard fields that you can rename, as well as a user-definable field you can use for almost anything. Keep track of comments in a scrolling note field. For each entry, you can assign any number of categories and then use these categories to search for groups of people.

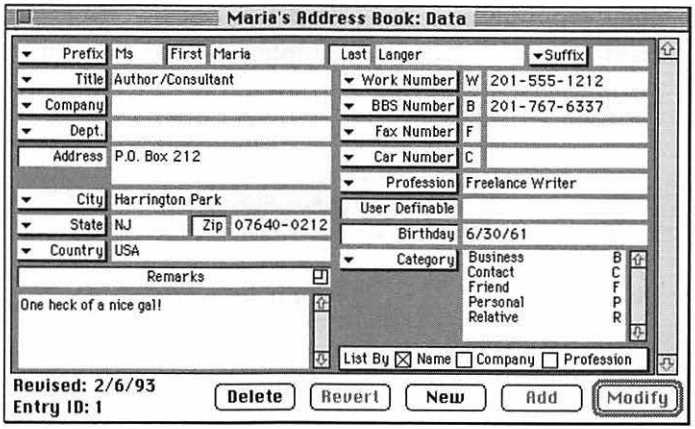


Figure 11.1 Enter address information into Address Book Plus's entry screen.

Address Book Plus maintains a list of your address book entries in a Browse window. Customize it to display just the fields you want to display. If you like viewing information in more than one format, set a View for up to ten formats and then pick the format you want from a menu. The sort feature gives you up to four sort levels and enables you to add frequently used sort criteria to a menu. You can also search the database for matches in any field, format text, automatically dial phone numbers, import and export information, and mark or unmark entries. Print standard and custom address books, phone lists, labels, and envelopes right from your Address Book Plus file.

One of the best features of Address Book Plus is the capability to create pull-down menus of possible data for many fields. This makes data entry quicker and consistent. And if you're still running System 6 without MultiFinder, you'll find the AB+ Desk Accessory particularly handy to access your Address Book Plus file at any time.

Dynodex is another address book package. Enter information into Dynodex's Entry window (see figure 11.2). A scrolling note field enables you to enter detailed notes for each entry. Dynodex offers several user-definable fields. Buttons along the left side of the Entry window give you immediate access to many of Dynodex's commands, like the capability to scroll through records, create new records, print, find, sort,

dial the phone, and date stamp. You can also open a Just Names or All Fields window to provide an alphabetized index of all the entries. Click on an entry in this window to see the Entry window for that record.

Dynodex

Developer: Portfolio Software, Inc.

Type: Application and Desk Accessory

Distribution Method: Commercial

Author's Choice

Dynodex is one of my favorite tools because of its printing capabilities and label support. With it, I can turn entries in my address book into any kind of printout without having to create a layout from scratch.

A great feature of Dynodex is the capability to create "shorthand keys" for commonly used entries. For example, create a shorthand key for "Marketing Manager" in the title field and turn the shorthand keys option on. Then, when you begin to type that title into that field, Dynodex completes the entry for you. This is a real timesaver, especially since you can set up multiple shorthand key entries for many fields. Another good feature is the capability to tell Dynodex to list each entry by a person's name or their company. This is handy in situations where you can remember a name better than a company—or a company better than a name.

Printing is one of Dynodex's strongest points. It prints virtually any kind of envelope, label, address book, memo form, or fax sheet you can imagine. In addition, if you can imagine a type of form that isn't provided, use Dynodex's customization features to create your own layout for it.

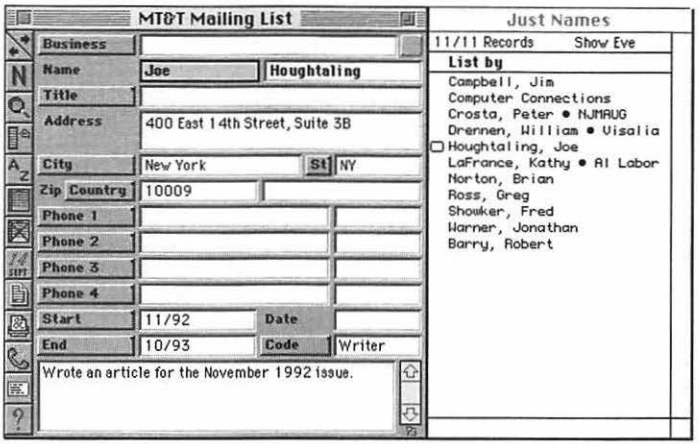


Figure 11.2 Dynodex's Entry and Just Names windows

TouchBASE

Developer: After Hours Software

Type: Desk Accessory

Distribution Method: Commercial

TouchBASE is a simple address book that does the job without a lot of frills. For each person in your address book, enter information in a resizable entry form window (see figure 11.3). Some of this information is automatically recorded on a sample Rolodex-like card on the screen. Customize fields and check marks for your own use. (In figure 11.3, some fields are used for electronic mail addresses.) Add notes to a note field and take advantage of TouchBASE's time/date stamp it stamps at the top of the note field rather than at the bottom, so you can always see the most recent note in the window. A list window lets you view a list of all your records.

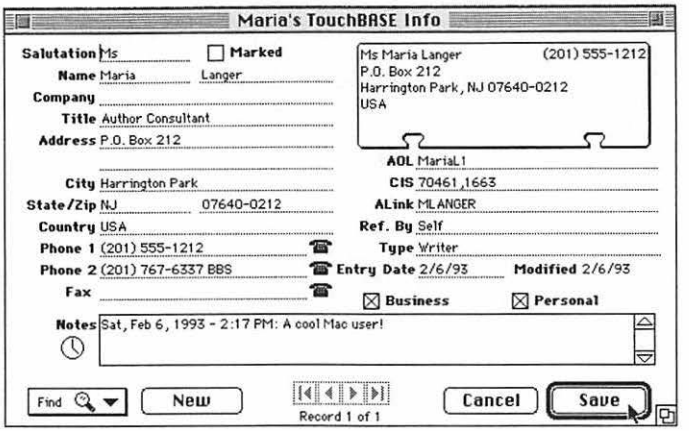


Figure 11.3 TouchBASE's entry screen

TouchBASE has extensive search capabilities. Its Copy Label command makes it easy to paste names and addresses into word processing documents. TouchBASE prints envelopes, labels, address books, listings, and fax cover sheets. Templates are included and customization is possible. And if you use DateBook (covered in chapter 12, "Schedulers and Reminders"), you'll like the fact that DateBook can access information in TouchBASE files. This is a nice feature if you want to integrate your calendar and address book applications.

Address Book

Developer: Jim Leitch

Type: Application and Desk Accessory

Distribution Method: Shareware

Address Book has fewer fields than most fielded address book programs, but if offers plenty of features. Enter address book information into Address Book's entry screen. You can optionally check off up to thirty-two user-definable categories for each entry. Address Book

maintains an alphabetical index of all entries. Double-click on an entry in the index to see that entry's information (see figure 11.4).

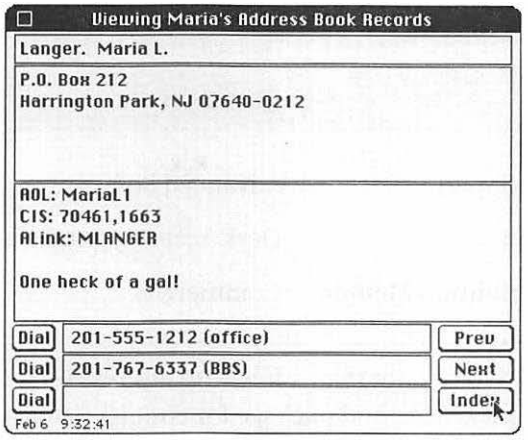


Figure 11.4 An Address Book entry

Address Book enables you to find records by category or other search criteria. Mark or unmark records. Print envelopes with bar codes, labels, complete records, Rolodex cards, or phone books. Import and export information. Change preferences and screen colors.

Address Book can keep a log of time you spend on the phone. Start the log manually or let it go to work when you use Address Book's autodialer. This is a great way to keep track of billable business calls.

Store Addresses in Freeform

A freeform address book lets you store information almost any way you like. The benefit of a freeform address book is that you can store whatever information you want in any order you want. The drawback of a freeform address book is that the information cannot be easily imported or exported to share it with other applications.

Here are two freeform address books, each with special features that may make them more useful than the fielded address books discussed in the previous section. One of them might be just right for you.

InTouch

Developer: Advanced Software

Type: Desk Accessory and Control Panels

Distribution Method: Commercial

Snap*

InTouch is more than a freeform address book. It combines features that make it a good package for contact management.

Use the InTouch desk accessory to record the names, addresses, phone numbers, and notes for your contacts. Names and addresses go on the left side of InTouch's resizable window while other information goes on the right (see figure 11.5). Both sides of the window scroll to fit as much information as you need to enter. Buttons along the bottom of the window give you access to most of InTouch's commands like auto-dialing, searching, printing, importing and exporting, sorting, searching, time/date stamp, and reminders. InTouch prints envelopes, labels, address books, fax forms, and to do lists that you can customize. The InTouch Reminders control panel works with the InTouch DA to enable you to create one-time or recurring reminders that you can attach to records. When the reminder time comes, a pop-up window alerts you.

A great feature of InTouch is the Snap* control panel that comes with it. Snap* enables you to define a hot key you can use to print, search, and dial while in other applications. For example, say you're writing a letter with MacWrite and want to print an envelope. Highlight the inside address in the letter and press the hot key. Snap* pops up and offers you the option of printing in any one of InTouch's formats as well as adding the highlighted name and address to the InTouch database file.

If you don't have the name or address in your letter, use the hot-key combination to search InTouch's file for the one you want.

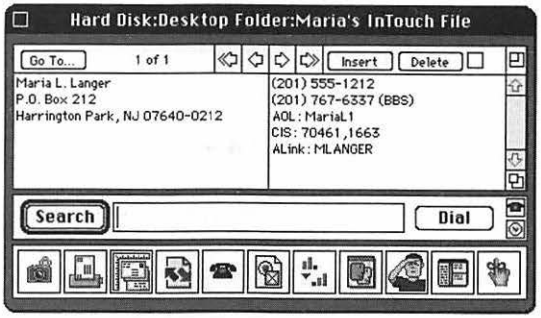


Figure 11.5 InTouch's freeform address book

Super QuickDEX

Developer: Casady & Greene

Type: Desk Accessories and Application

Distribution Method: Commercial

QuickDEX II is a freeform database not unlike a Rolodex card. Enter any information you want into its scrolling window (see figure 11.6). Create a new card for each person, place, or thing you want to record. Features include timestamping, the capability to have multiple "decks" of cards, preferences for deck font and font size, and autodial. But QuickDEX's real strength is in its speed. Type characters into the Find edit box, press Return, and QuickDEX zooms to the entry that matches it.

QuickELOPE is a desk accessory that prints labels and envelopes based on information selected and copied from a QuickDEX II file. It includes templates you can edit and prints postal bar codes. PrintDEX II is an application that prints rosters, envelopes, labels, and address books using QuickDEX II or tab-delimited information. These two utilities make getting printed output from a QuickDEX II file easy.

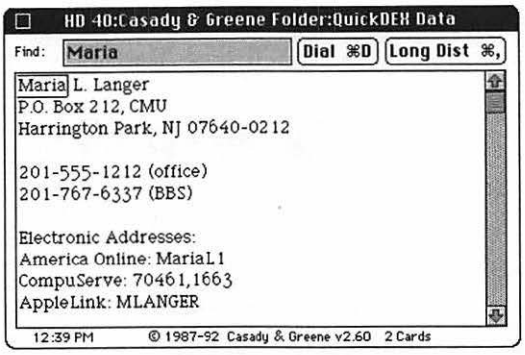
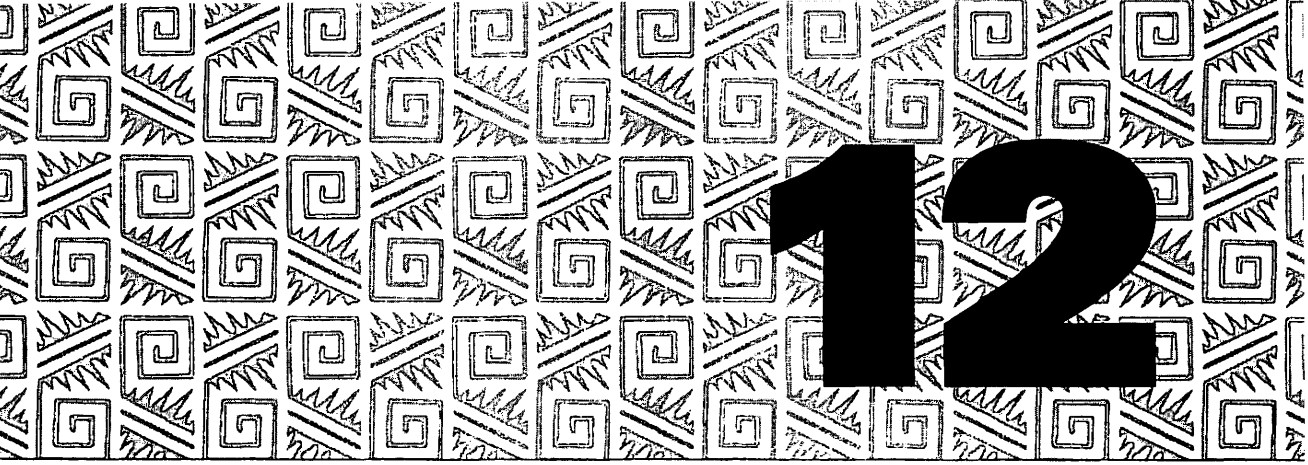


Figure 11.6 QuickDEX II's freeform database

Summary

There's something nice about a well-worn address book that's full of memories, but there's also a lot to be said in support of a computer-based address book that can create custom labels, envelopes, fax cover sheets, and memos. Only you can decide if you want everyday charm or workday efficiency, but if you opt for efficiency, remember the assortment of available tools introduced in this chapter.

Chapter 12, "Schedulers and Reminders," continues this part's emphasis on efficiency with more tools to help you take control of your life.



12

Schedulers and Reminders

In this all-too-busy world, time has become a very valuable commodity. There are so many time-based things the average person has to set aside time for and remember: birthdays, meetings, appointments, business trips, vacations, deadlines—the list goes on and on. While calendar books are good for noting these things, your Mac offers a better way. With the right tools, your Mac can help you schedule events, remember things, and maintain lists of things you need to do.

Schedule Events

Being able to schedule your time is an important skill. It becomes especially important when your calendar fills up quickly with multiple events on the same day. You need to see what days and times are open. You need to avoid conflicts. You might even need your Mac to remind you when it's time to go to a meeting, make a phone call, or have lunch.

The programs in this section help you schedule your time by providing calendars you can fill with appointments, meetings, phone calls, and even vacations.

DayMaker

Developer: Pastel Development

Type: Application and System Extension

Distribution Method: Commercial

DayMaker offers several features that make it a good tool for keeping track of meetings, appointments, and other things you need to do or remember.

Use the DayMaker application to schedule events and things to do. For each item, enter the date, time, and description. Descriptions can be very long. Set priorities (high, medium, or low) and attach customizable tags that enable you to organize and group types of events. A recurring item feature is very flexible and makes it easy to schedule regular events. If you've got the DayMaker Startup extension installed, you can use DayMaker's alarm feature to set reminders. View entries in five main formats: list, to do (which separates items based on completion status), month, week, and day. You can also create your own custom views and save them for future use (see figure 12.1). Find events by date, tag, priority, contents, and other information. Sort information in any view and save frequently used sorts. Print calendars and to do lists to take on the road.

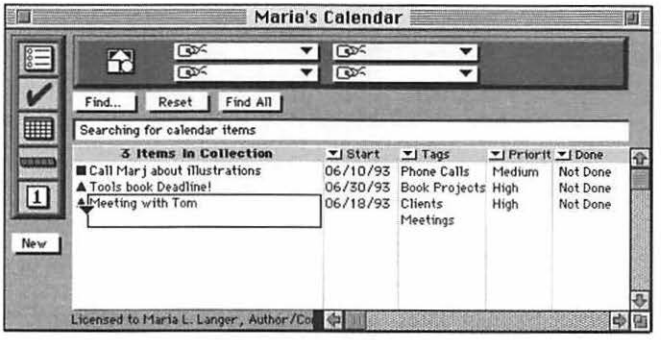


Figure 12.1 A custom DayMaker view

DayMaker has pop-up menus that make data entry and customization very easy. A great feature is its drag-and-drop schedule changes—if you need to change the date of a meeting, simply drag it to a new date in one of DayMaker's calendar views. This is fast and easy.

Amaze Daily Planner

Developer: Amaze, Inc.

Type: Application

Distribution Method: Commercial

The Amaze Daily Planner doesn't just schedule your time—it lets you have a little bit of fun while you do it by putting a page-a-day cartoon calendar in your Mac. Several themes are available, including *The Far Side*, *Cathy*, and *Trivial Pursuit*, but it's a great scheduling tool even without a theme pack.

Launch Amaze Daily Planner and use its Event Editor to add events to your calendar. Amaze Daily Planner supports three types of events: Time, Day, and List. Enter the date, time, title, notes, category, calendar, priority, status, and, if you want, an alarm for the event. If it's a Day type event, you can use a range of dates, which is especially good for vacations and business trips. If it's a List event, specify the list you want it to appear on—you can maintain as many lists as you like. Event categories are things like meetings, lectures, trips, and exercise. You can click on icons or select them from a scrolling list. The calendar option enables you to place the event on a specific calendar. You can then filter events by calendar, category, priority, or status to see only certain groups of events.

Once you've accepted your entries in the Event Editor, view them in the Daily Planner Window (see figure 12.2). Tabs along the right edge of this window give you access to six views: Theme View with a cartoon and the date, Day View with two days of events, Week View, Month View, Year View, and List View for displaying List events. In Day view, icons

for the category of event are animated. Along the top of the window are buttons for many menu commands like printing, filtering, and moving from day to day.

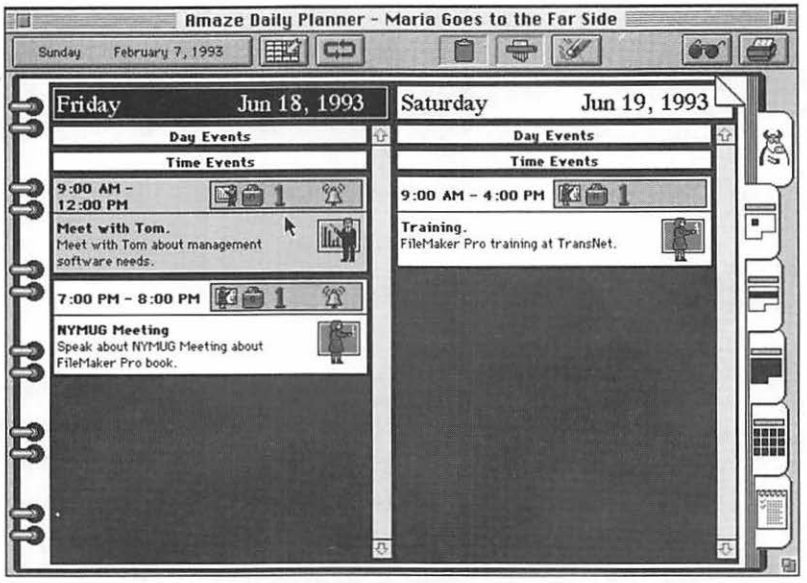


Figure 12.2 Amaze Daily Planner's Day View

The Far Side is just one of the theme packs available with the Amaze Daily Planner. Once installed, it shows a cartoon animation at startup and a different cartoon appears each day in Theme View. One drawback to using the Amaze Daily Planner with a theme pack: it takes up a sizeable chunk of hard disk space—at least 2M.

Calendar Creator

Developer: Power Up! Software Corporation

Type: Application

Distribution Method: Commercial

Calendar Creator makes calendars based on event lists you build. Add new events in the Event dialog box (see figure 12.3). Specify the event's name, date, and time. Click on as many days as you like in the calendars that are part of the window. For recurring events, use the Recurs button to set the frequency. Format the font, style, and size of each event. You can have as many event lists as you like in a calendar. This makes it possible to show the schedules of more than one person, or a personal and a work schedule on the same calendar.

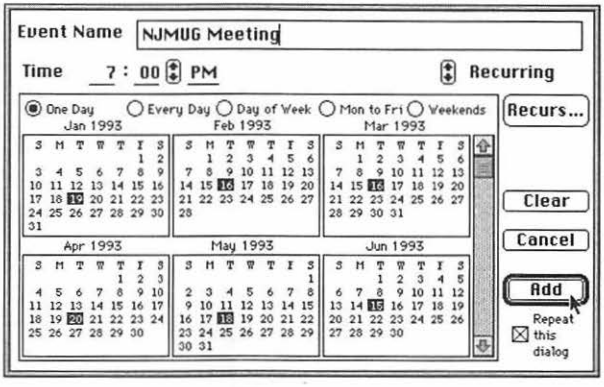


Figure 12.3 Calendar Creator's Event dialog box

Events in open event lists are automatically added to the calendar. Calendar Creator provides several formats including daily, two-day, weekly, weekly schedule, two-weekly, monthly, six-weekly, wide (three months that you tape together), and yearly. Calendar Creator prints in these formats so you can take your calendar with you.

DateBook

Developer: After Hours Software

Type: Application and System Extension

Distribution Method: Commercial

DateBook offers two types of scheduling items: events and to do items. For either one, enter a date, summary, description, group, category, and optionally, an alarm (see figure 12.4). Groups and categories help you find specific kinds of events and to do items. For events, enter a start time and an end time or duration. For to do items, enter a priority and optionally check boxes for carry forward or done. Both events and to do items can be recurring.

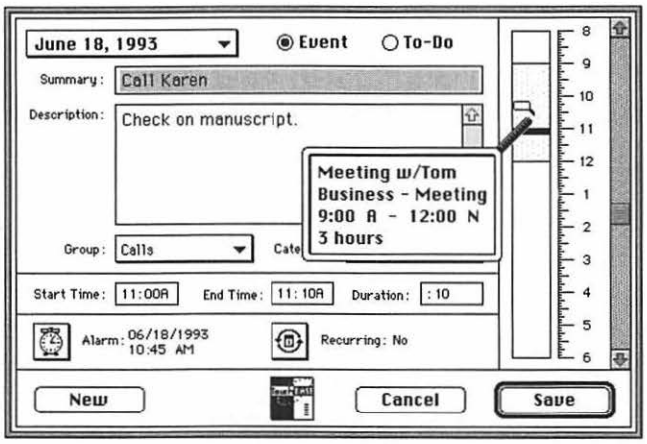


Figure 12.4 Scheduling an event with DateBook

DateBook offers several views of scheduled items, including year, month, week, day, and list views—buttons make these easy to access. It can display a time bar that shows scheduled and free time or Gantt Charts. Figure 12.4 illustrates a great feature: place your mouse pointer over a shaded part of the time bar and a balloon pops up with information about what's scheduled there. DateBook uses colors to indicate the amount of activity during a particular part of the day and to point out conflicting schedule items. Search a DateBook calendar by type, category, group, description, or summary fields. List alarms. Have multiple windows open at once. And, of course, print your calendars.

Remind Yourself

Although some of the scheduling utilities in the previous section included alarm or reminder features, those were secondary to their scheduling capabilities. Reminders are especially useful if you spend most of your working time in front of your Mac. Here are a few utilities that act primarily as reminders while you work on your Mac.

Alarming Events

Developer: CE Software, Inc.

Type: Desk Accessory and System Extension

Distribution Method: Commercial

Use Alarming Event's Day View window to schedule reminders (see figure 12.5). Enter the subject and notes. Select the type of reminder: Pop-up Alarm, Flashing Alarm, Timed Event, To Do, or Done. Specify the advanced notification time to tell Alarming Events how far in advance to notify you of an upcoming event. Alarming Events supports recurring events. In addition to the day view, it also offers a five-day view that shows events scheduled for the next five days.

If you selected a pop-up alarm to remind you of an event, a window pops up on your screen at notification time. Buttons give you options to postpone notification until event time, mark the event as completed, postpone notification for awhile, open the single day window, archive the event, and delete the event. This makes it easy to deal quickly with alarms when you're working on something else.

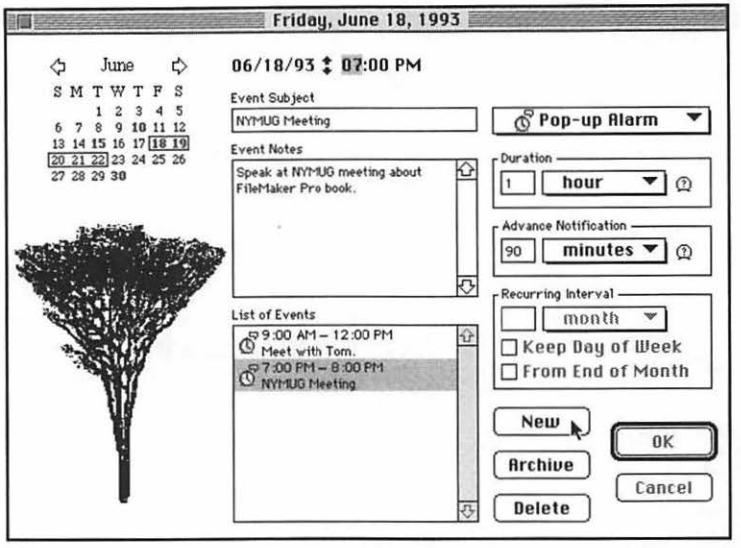


Figure 12.5 Setting a reminder with Alarming Events

Remember?

Developer: David Warker

Type: Desk Accessory and System Extension

Distribution Method: Shareware

Author's Choice

Remember? is one of my favorite tools because it's well thought out, highly customizable, and very useful.

Remember? combines a reminder system with a calendar you can elect to display or not display.

Use the Remember? desk accessory to schedule reminders or "occasions" (see figure 12.6). Name and configure up to thirty-two occasion types, setting options like entry prefix, alert sound, font, size, style, and color for each one. Occasions appear in Remember?'s What's Happening window. Display this window for a day, a week, a month, or a custom time from one to forty days. Show or hide a calendar for the

period of time you display. Use corners of the calendar to change day, week, month, or year displayed. Since Remember? supports multiple occasion files, you can store different files for different people or projects, then display some or all of the occasion files to show different combinations of events.

You'll find Remember? on Disk #2. After unStuffing it and reading its Read Me file, follow the instructions in Part 1 of its documentation to install it. Restart your Mac. Now open the Remember? desk accessory. Use the menu at the bottom of the window to make sure the calendar is turned on. Double-click today's date and enter information about a sample event in the Occasions window that appears. When you close the window, the occasion is saved. At the time you specified, Remember?'s reminder window appears. Click on it to dismiss it or use its pop-up menu to access the Remember? desk accessory.

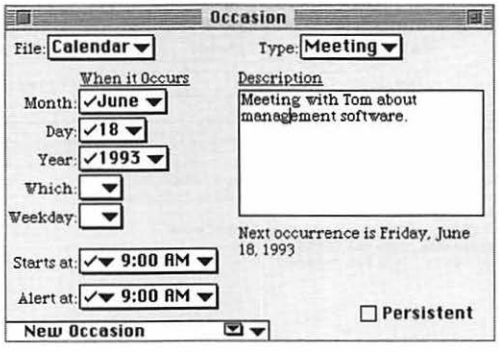


Figure 12.6 Scheduling an occasion with Remember?

Remember?'s pop-up reminder is a three-dimensional animated window that appears on your desktop in a place you specify. Click on the reminder's icon to dismiss the event or access the Remember? desk accessory. Remember?'s preferences options let you customize almost every aspect of Remember? so it looks and works just like you want it to.

First Things First

Developer: Visionary Software

Type: System Extension

Distribution Method: Commercial

Drop First Things First in your System Folder and restart your Mac. The first thing you'll notice is the floating clock icon that appears on your desktop. Move it around or drag it into your menu bar. Double-click it to access First Things First. Create events and to do items. Provide an item description, priority, category (a customizable field), date, time, and reminder date and time. First Things First supports recurring events. Its preferences dialog box enables you to select from a dozen or so clocks for your desktop. A reminders list shows all the scheduled reminders based on category, time, priority, and type. Use pull-down menus to select options for what you want to see (see figure 12.7).

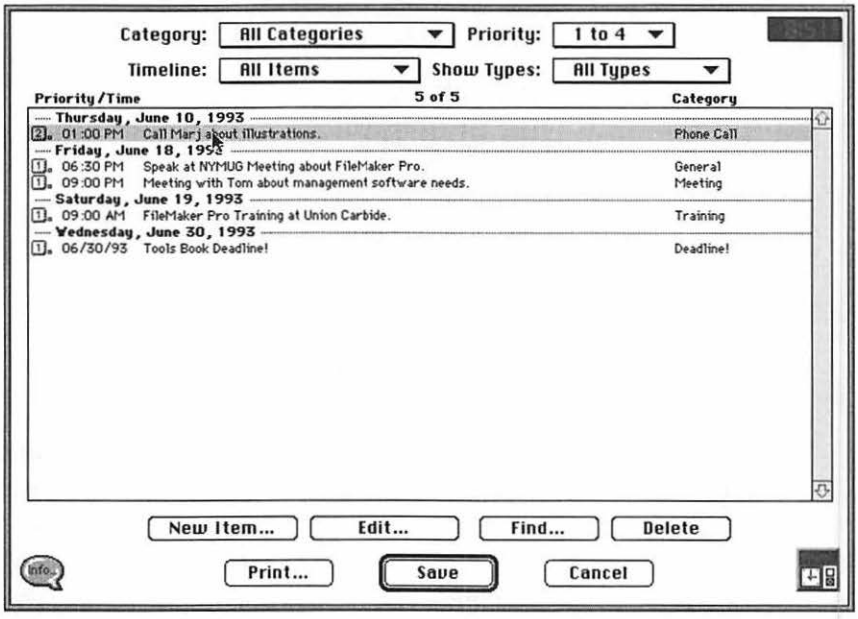


Figure 12.7 A list of events in First Things First

When it's time for a reminder, First Things First's clock turns into an In Box with a blinking arrow on it. Click the In Box to mark the event as complete, snooze the reminder, or open First Things First.

An interesting feature of First Things First is that by itself (without the additional files that come with it), it's a demonstration version of the file. Visionary Software encourages you to share this file with your friends. So look around a bit—there's a good chance you can track down this First Things First demo and take it for a test drive.

Maintain To Do Lists

Everyone has things to do. The people who are organized make lists of them and check them off as they're completed. The people who are really organized maintain these lists on their computers. This section includes a variety of project management tools you can use on your Mac, from a simple to do list to a complex project tracking package.

To Do!

Developer: Andrew Welch/Ambrosia

Type: Desk Accessory

Distribution Method: Shareware

To Do! is a to do list desk accessory that's simple to use and beautiful in its simplicity. To Do! has two windows, one for topics and one for things to do (see figure 12.8). Create topics for each project or type of to do item. Then select a topic and click the New button under the to do window to create things to do under that topic. You can enter an item name and detailed description for both topics and things to do. You can

also assign priorities to things to do or mark them done. Buttons along the bottom of the resizable window enable you to access all of To Do!'s commands. You can also print your to do lists for one, some, or all topics.

You'll find To Do! on Disk #2. After unStuffing it, be sure to read its Docs file. If you're using System 6, use Font/DA Mover to install To Do!. Otherwise, double-click the To Do! suitcase icon to open it and drag out To Do!. Now launch To Do!. Click on the window that appears to inform you To Do! is creating a new file. When the To Do! window appears, click on the New button on the left side of the window to create a new topic. Click OK to accept the topic. With the new topic still selected, click the New button on the right side of the window to create a new to do item for that topic. Click OK to accept the item. Repeat these steps as necessary to build your to do list.

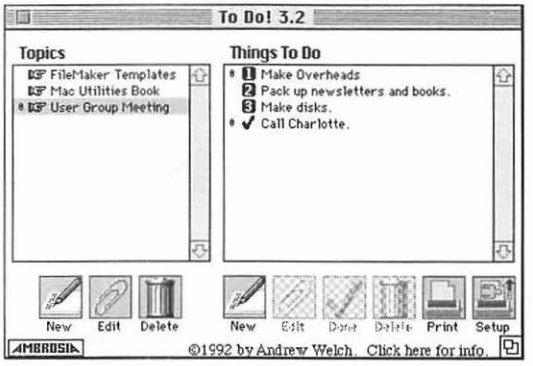


Figure 12.8 To Do! provides a straightforward way to manage a to do list.

IN CONTROL

Developer: Attain Corp.

Type: Application

Distribution Method: Commercial

IN CONTROL takes to do list management a step further. It uses an outline view to enable you to organize projects and activities by topic (see figure 12.9). Create, re-order, and resize columns to display whatever information you want wherever you want it. Collapse and expand all or part of an outline to show only the topics you're interested in. Set formats for outline levels to better present the information. Check off and optionally hide items that have been completed. Use the extensive sorting and searching capabilities to customize reports. Edit the outline by dragging items around on it. Change dates by dragging them on a calendar you can display at the bottom of the window. Add reminders.

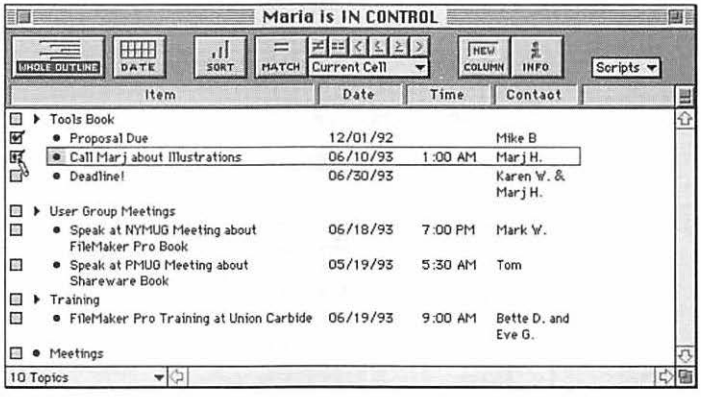


Figure 12.9 IN CONTROL displays your to do list in an outline view.

IN CONTROL has two particularly useful features. First, you can create value lists with pop-up menus to select values from. This makes data entry easier and more consistent. Second, you can create scripts to prepare on-screen or printed reports.

Shortlist

Developer: Brainchild Corporation

Type: Application

Distribution Method: Commercial

Shortlist is a project management package that combines project tracking tools with contact management tools to help you completely manage projects.

Create a separate Shortlist file for each project. Within each project file, create contact lists or import contacts from other project files. Then create events in six different categories: calls to make, mail to send, things to do, calls expected, mail expected, and meetings. Include details for each event and attach contacts to them. Shortlist automatically keeps track of contact history. All of a project's events are summarized in a Project Log window (see figure 12.10). As you check things done, Shortlist draws a line through them.

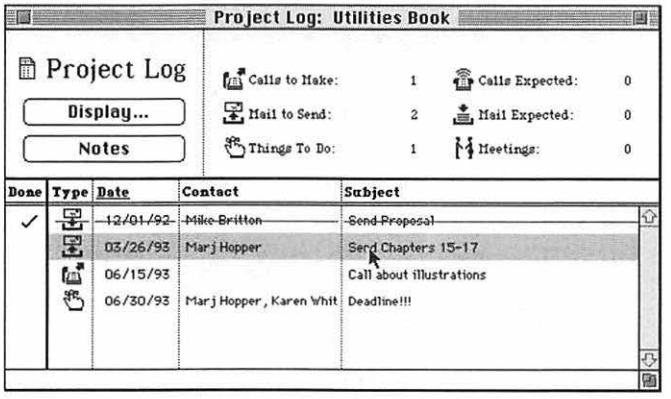


Figure 12.10 Shortlist's Project Log window

Shortlist has find and sort features so you can display only the information you want in the order you want to show it. It includes a built-in word processor and mail merge feature. You can use it to print contact information, event information, labels, and notes. You can also use Shortlist to create Gantt Charts and daily schedules.

Summary

Albert Einstein was one of the greatest thinkers of all time, but he didn't know his own telephone number. People say he figured *that* was something he could always look up—why charge his mind with remembering such a trivial bit of information?

Likewise, computer-based schedulers and reminders can spare you from having to remember the date and time of appointments, meetings, and special occasions. You can then concentrate on doing all the work necessary to prepare for them.

Similarly, there's a variety of software packages available to you for creating and maintaining lists of things to do. Let your Mac keep track of what you've done already and what's left to do while you focus on the tasks at hand.

Chapter 13, "Writing and Printing Tools," continues this part's simplify-your-workday trend by covering tools that can improve how you work with text-based documents.

13

Writing and Printing Tools

Many people use their Macs primarily for word processing and other text-based communication. They launch their word processor more often than any other program. They work with text on a daily basis—they make notes, create documents they share with others, edit text, and print their work. I'm one of these people. If you are, too, you'll appreciate this chapter because it presents tools you can use to work with text-based documents.

Take Notes

Are you one of those people whose desk is littered with little scraps of paper and sticky notes filled with information you need to remember? Don't you know that you can jot down those notes on your Mac and get rid of those pieces of paper forever?

Apple thoughtfully provides a Note Pad desk accessory you can use to enter little notes. It's installed as part of the system software installation. Pull down your Apple menu and select Note Pad to see it (see figure 13.1). Type notes in the window. Use the folded page corners to move from page to page.

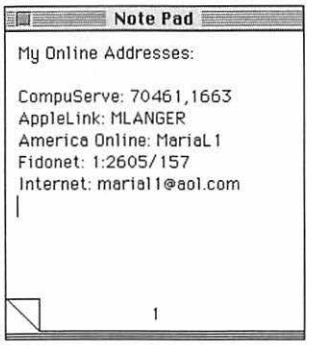


Figure 13.1 Apple's Note Pad lets you take notes on your Mac.

The trouble with Apple's Note Pad is that it's only eight tiny pages, hardly enough for a wordsmith to even get started. There's no page indexing, find feature, import and export capabilities, or even the capability to maintain more than one Note Pad file. In short, Apple's Note Pad leaves much to be desired.

But here are two far superior notepad desk accessories you can use to replace the one Apple provided.

NotePad++

Developer: Alexander S. Colwell

Type: Desk Accessory

Distribution Method: Shareware

You'll find NotePad++ on Disk #2. After unStuffing it, be sure to read its Read Me file. If you're using System 6, use Font/DA Mover to install NotePad++. Otherwise, double-click the NotePad++ suitcase icon to open it and drag NotePad++ out. Now launch

NotePad++. Enter text just as you would on any other word processor. Select text and use commands at the bottom of the NotePad++ window to format it. Use the numbers and arrows on the right side of the window to move from page to page. The question mark icon at the bottom of the window provides information on all the commands that line the right and bottom edges of the window.

NotePad++ is more than a notepad desk accessory because it has all the features you'd expect to find in many word processors. It offers thirty-five resizable notepad pages (see figure 13.2) of up to 32,000 characters each. (That's more characters than this whole chapter has—you could write a whole book with NotePad++!) As for formatting, NotePad++ enables you to change font, size, style, and color of selected characters. Change justification and margins. Use a Find/Replace command to search for and change character strings. Do word counts. Change character case. Use a time-stamp. Create an index table. Import and export text. Strip out unnecessary characters like IBM-world linefeeds. Print. Set preferences for the way you work. And if one pad of thirty-five very big pages isn't enough for you, NotePad++ lets you have multiple notepad files.

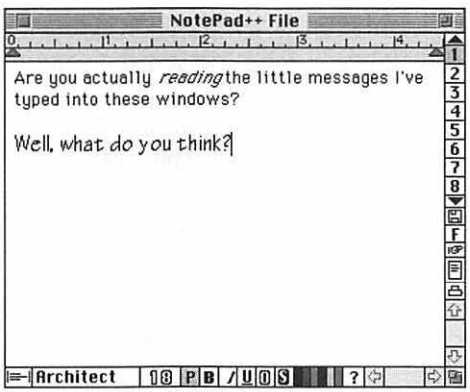


Figure 13.2 NotePad++ has features that surpass those of commonplace notepads.

FlashWrite][

Developer: Andrew Welch/Ambrosia

Type: Desk Accessory and System Extension

Distribution Method: Shareware

You'll find FlashWrite][on Disk #2. After unStuffing it, be sure to read its Docs file. If you're using System 6, use Font/DA Mover to install FlashWrite][. Otherwise, double-click the FlashWrite][suitcase icon to open it and drag out FlashWrite][. Now launch FlashWrite][. Enter text as you would in any word processor. Use commands under FlashWrite]['s font and style menu to change the appearance of text on the page. Add pages with the New Page command under the Page menu. FlashWrite][prompts you for a page name. All pages are listed in alphabetical order at the bottom of the Page menu, making appropriately named pages easy to find quickly.

FlashWrite][(see figure 13.3) doesn't have all the whiz-bang features of NotePad++, but it has a few of the best ones: up to 32,000 characters per page, a resizable window, and Word Count, Find, and Print commands.

Figure 13.3 FlashWrite][, Andrew Welch's version of the notepad desk accessory

FlashWrite][goes a step further than NotePad++ with several of its features. For example, not only can you import and export text, but you can specify the file creator code for exported text so that double-clicking on its icon in a Finder window opens your favorite word processor. You can name FlashWrite][’s pages and these page names are maintained alphabetically in a menu for easy access. There is no limit to the number of pages you can have.

One very useful feature of FlashWrite][is its FlashWrite][Opener. This system extension, which accompanies FlashWrite][, enables you to define a “hot key” that opens FlashWrite][. Press the key combination you specify and the Opener launches FlashWrite][. This feature is especially useful for System 6 users who don’t have the benefit of System 7 aliases for launching programs.

Look It Up

Most word processors these days come with a built-in spelling checker. But a spelling checker isn’t the same as a dictionary—it offers spellings but not meanings or synonyms. If you need to know what a word means or find another word to replace it, you still have to reach for a book—unless you have one of these reference tools installed on your Mac.

American Heritage Electronic Dictionary

Developer: Houghton Mifflin Company

Type: Desk Accessory

Distribution Method: Commercial

Open American Heritage Electronic Dictionary (AHED) and select Dictionary or Thesaurus from its menu. Enter a word and press return or click the Lookup button. AHED quickly searches for meanings or synonyms (see figure 13.4). Click on a word in the scrolling window and

immediately look it up in the dictionary or thesaurus. AHED keeps track of the words you look up in a pull-down menu so you can easily backtrack over the words you've looked up in that session.

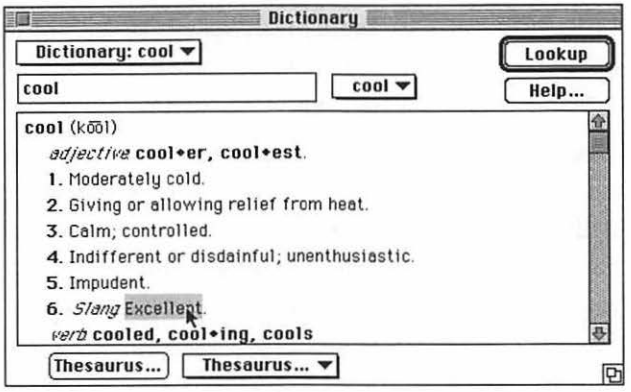


Figure 13.4 Looking up a word in AHED's dictionary

AHED's Searchtext feature enables you to search for words in the definitions of words in its dictionary. Its Wildcard feature finds words based on characters and wildcard characters. Need a four letter word that begins with c and ends with l? Wildcard can find it for you fast. (This is a crossword puzzle lover's dream.) The Anagram feature finds words inside character strings you enter. If you play Scrabble or like anagram puzzles, this one's for you.

Webster's Ninth New Collegiate Dictionary

Developer: highlighted data, inc.

Type: Application (CD-ROM based)

Distribution Method: Commercial

Webster's Ninth New Collegiate Dictionary contains the entire text of this popular dictionary, including all main entries (160,000 of them), definitions, illustrations, tables, and front and back matter.

Use the MW software to access the dictionary on CD-ROM. Use alphabetic tabs to "thumb" through pages. Use a search command to find a specific word. A scrolling window appears with the word and its definition (see figure 13.5). If you have the sound option turned on, you'll hear a professional speaker pronounce the word. This is not a synthesized MacinTalk-like voice, but a digitized recording. So you learn not only what a word means, but how to say it.

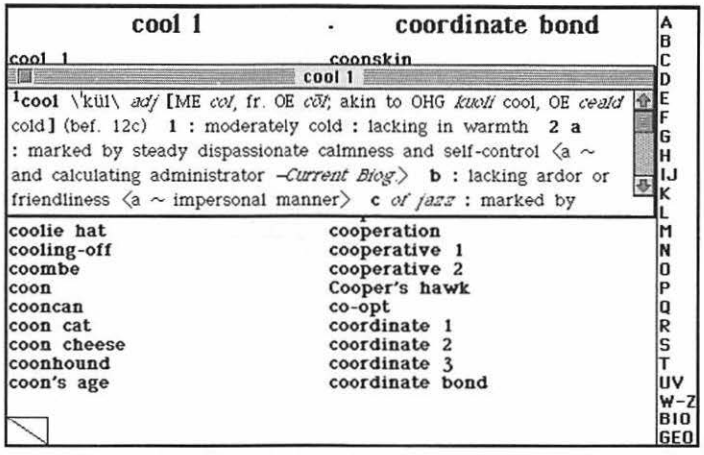


Figure 13.5 Using MW to access Webster's Ninth New Collegiate Dictionary on CD-ROM

One of my favorite features of MW is its Random Entry command. Use it to have MW pick a word at random. It's like learning new words by opening up your dictionary to a random page and plunking your finger down on an entry.

Word Finder Plus

Developer: Microlytics, Inc.

Type: Control Panel

Distribution Method: Commercial

Word Finder Plus enables you to find synonyms for words in documents as you create or edit them. With Word Finder Plus installed, a new menu appears on your menu bar: WF+. While working with a document, select a word you want to find a synonym for and select Lookup Word from the WF+ menu or press Command-1. A list of synonyms for the word appears (see figure 13.6). You can select any of these words to replace the word in your document or do further lookups. Word Finder Plus is very fast.

Figure 13.6 Word Finder Plus quickly finds synonyms.

Get Interactive Assistance

One drawback to most spelling checkers is that they only check text when you tell them to. Wouldn't it be nice if they checked text as you typed it and enabled you to make corrections as you worked? Or if they recognized typos as you made them and corrected them without bothering you. Or how about if they just kept frequently typed text on hand and typed it in for you when you entered a code for it? The interactive word processing tools in this section can do this and more.

Thunder 7

Developer: Baseline Publishing

Type: Control Panel

Distribution Method: Commercial

Thunder 7 is an interactive spelling, thesaurus, and shorthand glossary control panel. As you type, it alerts you to possible spelling errors and adds a number of useful features to just about any word processor or application.

After installing Thunder 7, its lightning bolt icon appears in your menu bar, giving you access to its commands and configuration options. Whenever you make an error, Thunder 7 makes a sound to alert you to it. You can then elect to have Thunder 7 suggest correct spellings (see figure 13.7), add the word to its dictionary, or go back and change the word yourself. When adding a word to Thunder 7's dictionary, it prompts you for possible word endings for that word so you can include all forms of the word in the dictionary. This prevents Thunder 7 from bothering you when you use other forms of a word you added. If you prefer not to be bothered while you type, you can also use Thunder 7 to check text after you type it. It will also find synonyms for words in typed text.

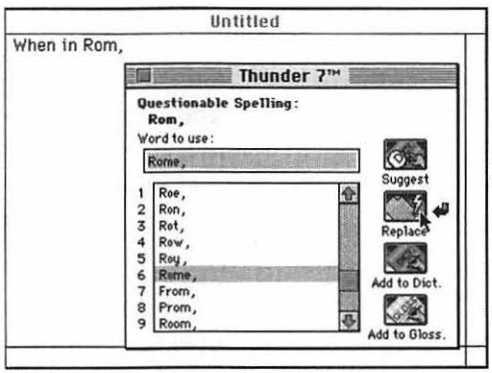


Figure 13.7 Thunder 7 suggests spellings.

A very useful feature of Thunder 7 is its Shorthand Glossary. You can use this feature to have Thunder 7 automatically enter frequently typed text, like your name and address, when you type in a few characters denoting that entry. Take this a step further, though. Say you have a habit of typing the word "clock" as "clcok." You can enter the misspelled version into Thunder 7's Shorthand Glossary along with the correct version and every time you type "clcok," Thunder 7 fixes it automatically.

Thunder 7 comes with a number of dictionaries, including a handy computer terms dictionary that includes words like "Mac," "Claris," and "CPU." All of these dictionaries can be edited. Thunder 7's Ghostwriter feature can track your keystrokes to make it easier to recreate an unsaved file after a System bomb. It can fix capitalization and replace regular quotes with smart quotes in selected text. These features make it a valuable tool for anyone who spends a lot of time with his word processor.

TypeIt4Me

Developer: Riccardo Ettore

Type: System Extension

Distribution Method: Shareware

TypeIt4Me automatically substitutes abbreviations with longer text. After installing TypeIt4Me, a tiny icon appears in the menu bar to the left of the Apple menu. Use this menu to access TypeIt4Me. Create entries by entering them into a word processor, copying them to a clipboard, and selecting Add Entry from TypeIt4Me's menu. Each entry should include an abbreviation followed by a Return character and the text you want TypeIt4Me to type. The text can be as long as you like. After adding it to TypeIt4Me's file, whenever you type the abbreviation, TypeIt4Me replaces the abbreviation with the text you specified for it. Or, if you prefer, you can select the entry directly from TypeIt4Me's menu, which also includes predefined entries for the date and time (see figure 13.8).

Like Thunder 7, you can use TypeIt4Me to correct common typos by entering the incorrect spelling as the "abbreviation" and the correct spelling as the entry. TypeIt4Me will fix any error included in its file.

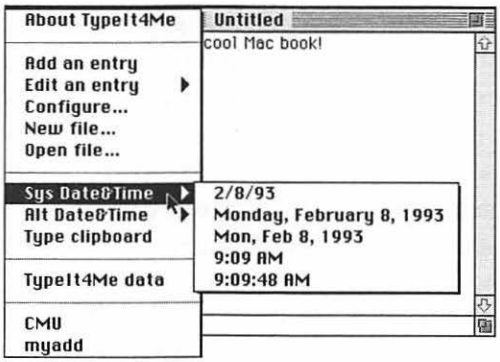


Figure 13.8 TypeIt4Me's menu offers access to its configuration options and entries.

SmartKeys

Developer: Maurice Volaski

Type: Control Panel

Distribution Method: Freeware

You'll find SmartKeys on Disk #2. After unStuffing it and reading its Docs file, drag the SmartKeys icon onto your System Folder icon to install it. Then restart your Mac. Access the SmartKeys control panel to set it up. Select Ligatures from the pull down SmartKey menu. Then turn on the check box for "fl, fi." Close SmartKeys. Now launch your favorite word processor and type. When you type a word like "flood" or "fight," the "fl" and "fi" keys automatically change to the appropriate ligature characters—fl and fi.

SmartKeys automatically changes text as you type. Install SmartKeys and configure it for your preferences (see figure 13.9). It can replace all instances of two spaces with one space, replace two dashes with an em or en dash, convert regular quotes to smart quotes, replace component characters of ligature with the corresponding ligature character, turn the second capitalized letter of a capitalized pair into a lowercase character, and fix shifted punctuation. It does any or all of this on the fly without bothering you about it, helping you work more efficiently and effectively. You can list specific applications, desk accessories, and fonts that you don't want SmartKeys to work with to prevent conflicts.

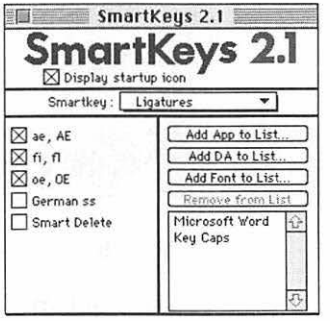


Figure 13.9 Configuring SmartKeys

Work with Documents

This is the "miscellaneous" section of this chapter. It includes three great word processing-related tools you can use to share documents electronically with others, view text documents with an improved interface, or improve the way Microsoft Word works.

You'll find DOCMaker on Disk #2. After unStuffing it and reading its Doc file, double-click the DOCMaker icon to launch it. In the Open dialog box that appears, click the New button. Now enter text in the Untitled window. Use commands under the Format

menu to change text font, font size, style, and color. Paste in graphics from the Scrapbook or another file. Use commands under the Chapters menu to insert additional chapters before or after the current chapter. Create a table of contents with commands under the Table of Contents pop-out menu under the Document menu. Save the completed document and Quit DOCMaker. Now double-click the icon for the document you created. It opens without launching DOCMaker. That document can be shared with any Macintosh user.

DOCMaker

Developer: Mark Wall/Green Mountain Software

Type: Application

Distribution Method: Shareware

DOCMaker enables you to create stand-alone documents that include formatted text and graphics. Each document can contain a number of chapters. Generate a hypertext table of contents that enables readers to double-click on a topic and go right to it. Specify whether readers can print or export text. Include a custom About dialog box accessible from the Apple menu. Use a custom icon. When your document is finished, open and read it on any Macintosh computer—if you used standard fonts when creating it, it'll look just the way you formatted it no matter what Mac you read

Author's Choice

DOCMaker is one of my favorite tools because it enables me to share information with other Macintosh users without worrying about what kind of word processor they'll use to open the file. I can include formatted text and graphics in a DOCMaker file and it'll look the same on every Mac. I use it to electronically publish my monthly newsletter, *Macintosh Tips & Tricks*. Look for it on your favorite bulletin board system or online service!

it on (see figure 13.10). This is a great way to share information electronically without having to worry about how readers will see your work.

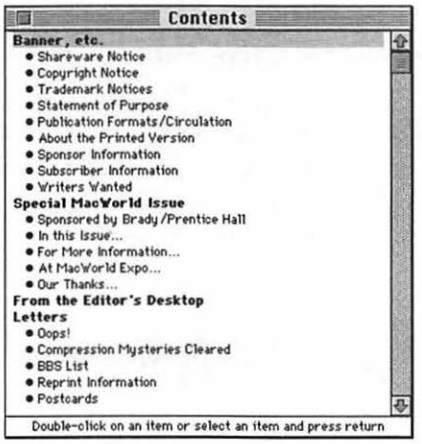


Figure 13.10 Macintosh Tips & Tricks, *an electronically published shareware news and productivity newsletter, is created with DOCMaker.*

EasyView

Developer: M. Akif Eyler

Type: Application

Distribution Method: Freeware

EasyView is a text reading application you can use to read plain text files or text files formatted with setext formatting, like *TidBITs*. Put setext-formatted documents into the same folder as an EasyView document configured to read them. Double-click on the EasyView document. It launches EasyView and creates an index of the setext documents in the folder. You can then read the documents in the EasyView window and take advantage of EasyView features such as

Search and Go commands and an on-screen, double-clickable table of contents (see figure 13.11).

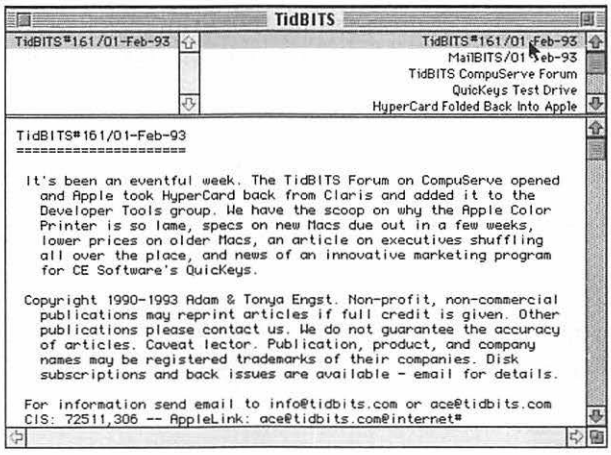


Figure 13.11 Reading the TidBITs *weekly freeware electronic newsletter with EasyView*

MasterWord

Developer: Alki Software Corporation

Type: Microsoft Word Plug in Module (requires Microsoft Word 5.0 or later) and Desk Accessories

Distribution Method: Commercial

If you're a Microsoft Word 5 user, MasterWord is a plug in module (PIM) you might want to look into. It adds and improves Word features.

MasterWord enables you to create a custom Toolbar (see figure 13.12), or even have multiple Toolbars. Anchor them to the window or put them where you want to see them. Create macros and attach them to

buttons. Use the Gallery of Tables to quickly format tables. Print large gray text over a page with the Watermark command. Insert properly formatted fractions. Organize your windows with the Arrange Windows or Cascade Windows command. Print envelopes with bar codes, pictures, and comments. Change the default bullet character. Summon Balloon Help by holding down the Control key and pointing. Take advantage of improved online help and index features. These are only a few of MasterWord's features.

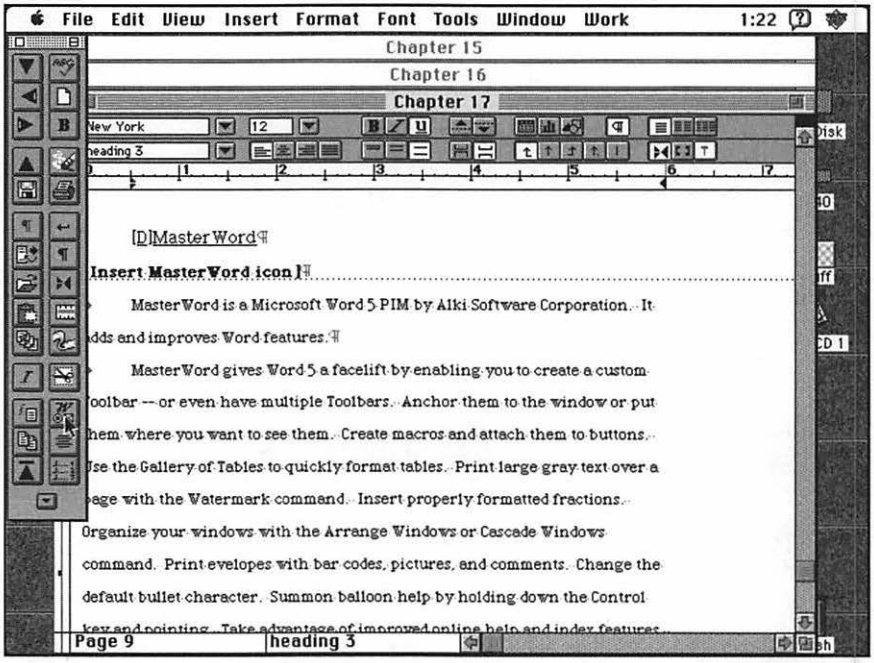


Figure 13.12 Create a custom Toolbar with the commands you use most and automatically arrange your windows neatly onscreen with MasterWord.

MasterWord comes with three desk accessories you can use to work more productively. Alki Seek (mentioned in chapter 6) finds files fast. Alki Calc offers spreadsheet-like functions for calculations. Alki Scale enables you to calculate graphic and page sizes. Use these desk accessories with Word or any other application.

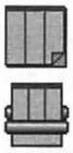
Print

Back when computers were first gaining popularity, the people who were selling them claimed that computer use would reduce—and even eliminate—the need for printed documents. The sad truth of the matter is that we use far more paper than we ever used before.

Want to help save the world? The next time you print something and it doesn't come out quite right, don't throw the page away. Save it. Make a pile of sheets just like it. Then, when you need a piece of scrap paper, use *that*. After all, there's only writing on one side. If everyone did that, how many trees do you think we could save?

But this section isn't about how to save paper. It's about how to use it. Here is a bunch of tools that'll help you get just the kind of printouts you need from your printer.

DynoPage



Developer: Portfolio Systems, Inc.

Type: Control Panel, Printer Driver, and Application

Distribution Method: Commercial

DynoPage enables you to print any Macintosh file on any size paper in a wide range of page layouts. Once DynoPage is installed and turned on (the Command-Shift-6 key combination toggles it on and off), each application that can print gets two new dialog boxes. Select Page Setup from the File menu. After specifying normal page setup options for your document and printer and clicking OK, DynoPage's Page Setup dialog box appears. It provides options for page layout that enable you to print

multiple document pages on one sheet of paper, as well as options for image reduction. Make your selections and click OK. Select Print from the File menu when it's time to print. After specifying normal print options for your document and printer and clicking OK, DynoPage's Print dialog box appears (see figure 13.13). It provides options for double-sided printing, booklet printing, and stacked page printing. A check box enables you to preview your document prior to printing. Make sure this is turned on. When you click OK, you'll see each page of your document laid out as it will print.

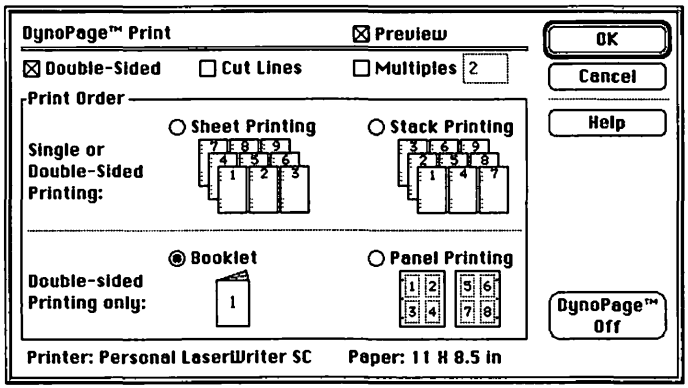


Figure 13.13 DynoPage's Print dialog box

DynoPage prints in a wide variety of formats, many of them designed specifically for popular pocket organizers. In fact, many calendar and address book applications come with a version of DynoPage called DynoPage Lite that has many of the features of the regular DynoPage package.

Another useful feature of DynoPage is its DynoPage Drop drag-and-drop application. Store frequently used DynoPage Setup and Print options in this System 7 only application, then drop a document file on top of it to print in that format. It makes custom document printing fast and easy.

Freedom of Press Light

Developer: ColorAge, Inc.

Type: Application

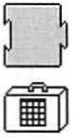
Distribution Method: Commercial

Freedom of Press Light makes it possible for non-PostScript printers to print PostScript documents.

PostScript is a page definition language that is read and understood by PostScript printers. QuickDraw printers, like the StyleWriter and LaserWriter IIsc, don't understand a word of the PostScript language and can't print PostScript documents without help. Freedom of Press Light helps by acting as a PostScript interpreter. It intercepts PostScript documents before they go to the printer, interprets them, and renders (or draws) each page. It then sends the information for each page to the printer where it prints.

Freedom of Press Light is not for all Macintosh users. It requires MultiFinder or System 7 and a bare minimum of 1M of application RAM to run—it really prefers closer to 1.5M. It comes with two different versions, one for computers with a math co-processor and one for computers without it. It's a bit finicky about background printing and works better with it turned off. It isn't exactly fast, either—my sample Microsoft Word document of two different PostScript fonts each at five different point sizes emerged about two minutes after I issued the print command. That was on a Mac IIcx (a 68030 machine with a math co-processor)—not exactly a snail. But the output is great. It's definitely a plausible solution for anyone who occasionally needs to print PostScript files but can't afford to upgrade or replace his printer.

SuperLaserSpool



Developer: Fifth Generation Systems, Inc.

Type: System Extension and Desk Accessory

Distribution Method: Commercial

SuperLaserSpool is a print spooler. Use it when you print to regain control of your computer while printing occurs in the background.

SuperLaserSpool is not only a bit faster than PrintMonitor, the print spooler Apple provides as part of the system software, but it offers a number of features PrintMonitor doesn't have: use its Laser Queue desk accessory to preview documents onscreen before printing them, re-route print jobs to other available printers when the printer originally specified is busy, and receive notification of print jobs when they're finished. Like PrintMonitor, SuperLaserSpool can automatically resume printing upon restart after a power failure or System bomb.

SuperLaserSpool is not just for laser printers. It works with just about all Apple-compatible printers. But if you're a System 6 user with a directly connected ImageWriter, you might want to look into SuperSpool, a version of the program specifically for Mac users like you.

BatchPrinter

Developer: Thomas C. Russler

Type: Application

Distribution Method: Shareware

BatchPrinter prints batches of text files. When you launch BatchPrinter, it presents a dialog box you can use to select and add files to a list of files to print (see figure 13.14). After adding all the files you want to print, click the Print button. BatchPrinter prints them for you.

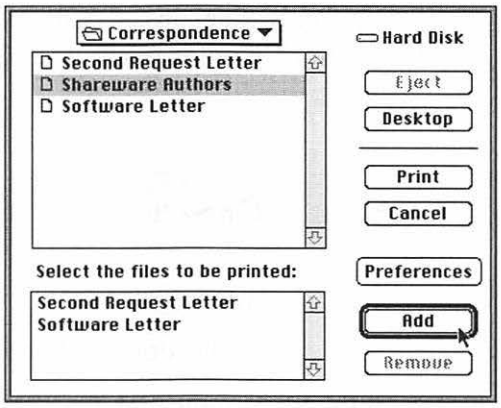


Figure 13.14 BatchPrinter enables you to print text files in batches.

DTPrinter

Developer: Leonard Rosenthol/Lazerware, Inc.

Type: Application (System 7 Only)

Distribution Method: Freeware

DTPrinter enables you to create "desktop printers" you leave on your desktop and drop files onto when you want to print. Start by making a copy of the DTPrinter application. Double-click on the copy to configure it. Use the Customize command under the File menu to bring up a dialog box of all the printer drivers on your computer. Select a printer driver and, if necessary, a specific printer on a network. Click OK and Quit. The DTPrinter copy you configured gets an icon representing the printer driver you specified and the name of the printer, preceded by "DTP/". Now, when you want to print a file on that printer, drop the file's icon onto the printer icon. It's automatically routed to that printer and printed.

Of course, DTPrinter is best used in situations when you have access to several printers. Configure a copy of DTPrinter for each printer you

have access to and leave them on the desktop. When it is time to print, drag your document onto the appropriate icon—no more trips to the Chooser.

StickyBusiness Plus

Developer: Williams & Macias

Type: Application and Desk Accessory

Distribution Method: Commercial

StickyBusiness Plus is a label creation and printing utility that can print just about any kind of label. It includes templates for mailing labels, shipping labels, file folder labels, serial number labels, disk labels, audio and video cassette labels, rotary file cards, post cards, index cards, name badges, and more. It supports labels by all of the popular label manufacturers, so you never need to worry about the size and layout of labels.

Use tools in the StickyBusiness Plus window to add text, draw graphics, and paste graphics and icons on templates (see figure 13.15). You can format the font, size, and style of text. A print merge feature enables you to create labels from database information. You can also generate bar codes and serial numbers. QuickStick, a DA that comes with StickyBusiness Plus, enables System 6 single-Finder users to access StickyBusiness Plus label files while working in other applications.

When you're ready to print, specify the number of copies of each label as well as the label starting position on the page. You'll have no more half-used sheets of laser labels.

If you often have small label printing jobs, you might be interested in Williams & Macias's ECO Labels—small label sheets that help

eliminate waste. Although Williams & Macias sells a custom printer tray for these labels, there's a good chance your printer won't need it. My LaserWriter didn't.

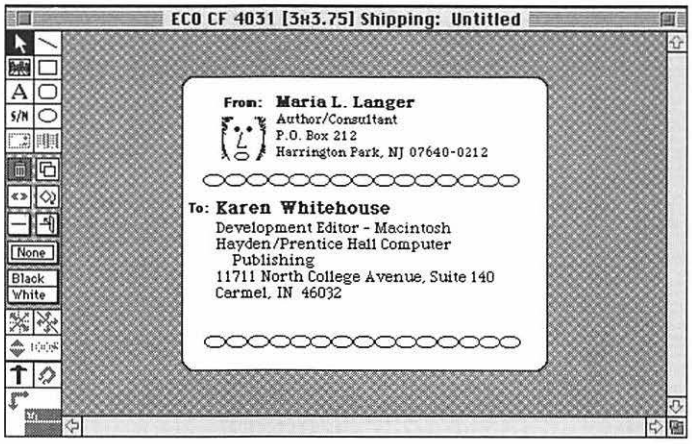
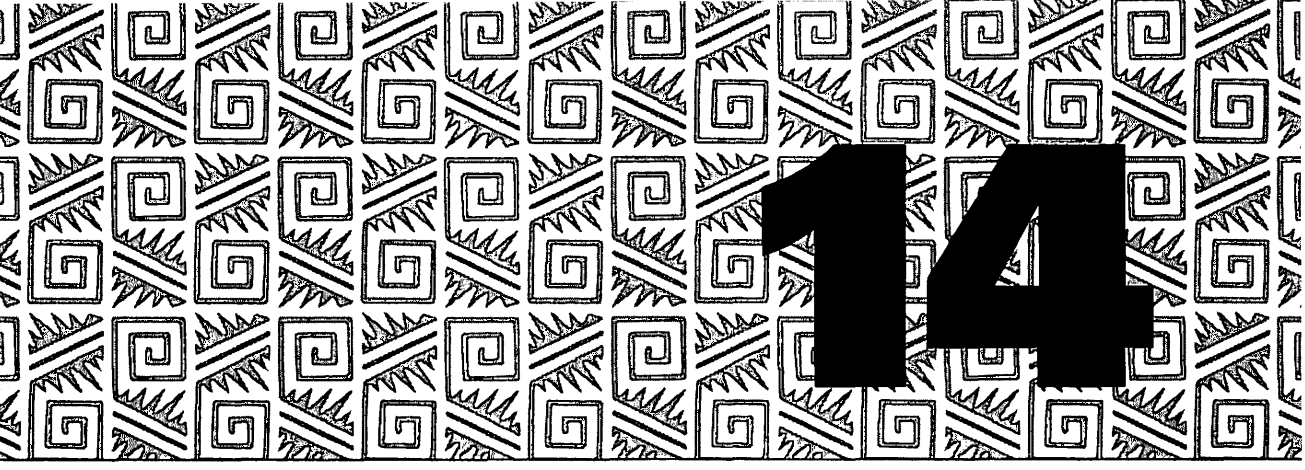


Figure 13.15 Create custom labels with StickyBusiness Plus.

Summary

Throughout *Mac Power Toolkit* you've seen how software developers take what's good and make it better. This chapter was no exception. Apple's Note Pad desk accessory is a nice idea, but not as useful as NotePad++ or FlashWrite][. A spelling checker is fine, but not as convenient as a computer-based dictionary or as feature-rich as an interactive word-processing tool. Even the act of printing has been improved by software developers.

Chapter 14, "Converters and Translators," introduces you to the wonders of text conversion, graphics conversion, and platform conversion.



14

Converters and Translators

In chapter 4 you read about some software tools that enable you to change the creator and type codes of document files. As you may recall, changing the creator code of a document enables you to open the document with a different application than the one that created it—simply by double-clicking on its icon.

But sometimes it isn't enough to simply change a creator or type code to make a document file readable by another program. Sometimes you need to go a step further and convert the actual data within the file to another format.

This chapter covers a number of file converters that can change the format of text and graphics files so they can be read easily and used on your Mac and other computer platforms. It also has a section devoted to Macintosh users who often exchange disks with IBM-compatible users.

Convert Text

Text files use ASCII characters. ASCII stands for American Standard Code for Information Interchange. There are 256 ASCII characters. These characters correspond to all the keys on your keyboard as well as keystroke combinations that utilitize the Shift, Control, and Option keys. Each character has an ASCII code. For example, the letter A is ASCII 65, the number 7 is ASCII 55, and the bullet character (which you can get by holding down the Option key and pressing 8 in most fonts) is ASCII 165. These values are the same on all computer systems. Because of this, ASCII text files can be read on virtually every computer system.

Although you can read any text file on your Mac, text files created on non-Macintosh computers are often littered with additional characters like carriage returns, line feeds, and end of document characters. These control characters, which your Mac neither needs nor uses, often appear as little boxes in most text editors and word processors (see figure 14.1). These additional characters may need to be removed so you can better format and work with the file. In addition, non-Mac text files don't have many characters that Mac users have come to expect, like smart quotes (“ ” and ‘ ’), elipses (. . .), and em dashes (—). Compare figures 14.1 and 14.2 for a good example of the difference this can make.

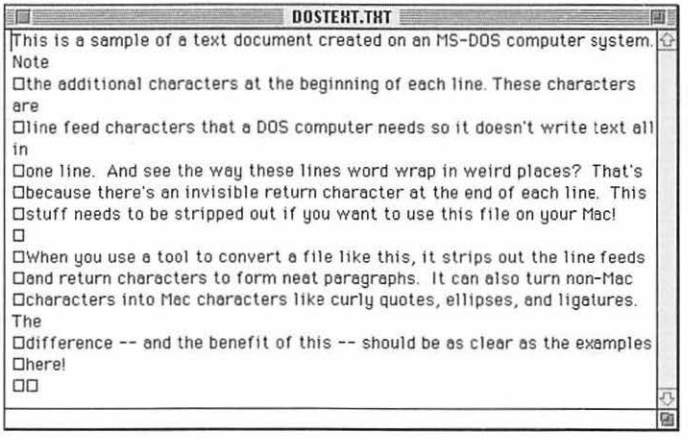


Figure 14.1 A text file created on an MS-DOS computer includes formatting characters Macs don't need.

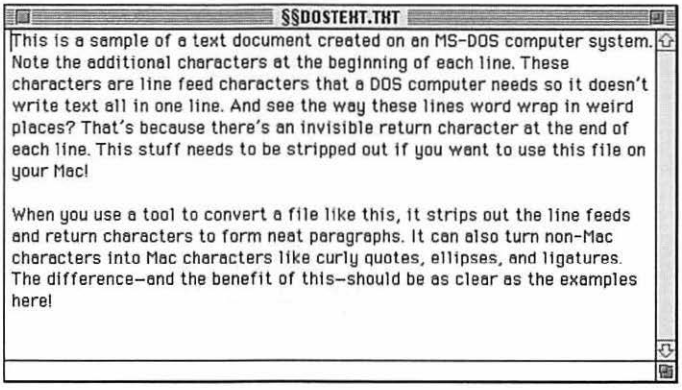


Figure 14.2 Stripping out unwanted characters and substituting curly quotes and em dashes makes an MS-DOS file far more Mac-like.

Here's a tool that strips out unwanted characters and makes text files more Macintosh-like.

Add/Strip

Developer: Jon Wind

Type: Applications

Distribution Method: Shareware

Add/Strip cleans up files created on other computer systems to make them more Mac-like. It can remap characters; make paragraphs; add or strip line feeds and carriage returns; make ellipses, em dashes, smart quotes, smart apostrophes, and ligatures; strip trailing spaces; change sentence spacing; and adjust case—all automatically. Just configure Add/Strip to make the conversions you need (see figure 14.3) and put it to work.

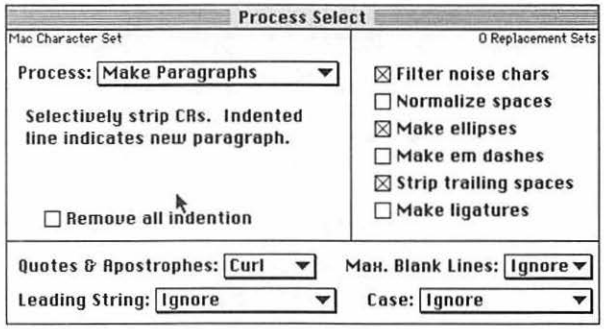


Figure 14.3 Configure Add/Strip to make any combination of conversions.

Add/Strip also comes with an application called Edit Add/Strip that you can use to customize Add/Strip to work just the way you want it to.

Convert Graphics

Graphics files come in many formats, including some created by non-Macintosh computers. There are far more graphic file formats than I can write about in this book, but here are a few you might run into in the Mac world:

- **PICT** (short for PICTure) files are the kind created by drawing packages like MacDraw. They're object oriented and use QuickDraw routines built into the Mac.
- **Paint** files are the kind created by painting packages like MacPaint and SuperPaint. They're bitmap images and have low resolution—the same as most Mac screens. Paint files are sometimes known as *PTNG* files. PTNG refers to the file type code.
- **TIFF** (short for Tagged Image File Format) files are like paint files, but have better resolution.
- **EPS** (short for Encapsulated PostScript) files combine PostScript code and PICT images. These files are commonly used to produce high quality graphics images for desktop publishing applications.

- **GIF** (short for Graphic Image File) files are commonly found on online services and BBSs. They're popular graphics files for two reasons. First, they usually contain high quality color images. Second, they can be read on just about any computer platform without conversion.

This section looks at two tools that can convert graphics files between a variety of formats.

GraphicConverter

Developer: Thorsten Lemke

Type: Application

Distribution Method: Shareware

GraphicConverter converts graphics files from one format to another, edits images, and generates lists with picture information.

Use GraphicConverter to open a graphics file on disk. GraphicConverter can recognize well over a dozen file types, including those commonly found on Atari, Amiga, and IBM computer platforms. GraphicConverter displays the graphic file and provides editing tools and information for it (see figure 14.4). Its menus offer a wide variety of editing features and special effects. Save your file in PICT, MacPaint, TIFF, GIF, IFF or LBM, PCX or SCR, Image, or Startup Screen format. GraphicConverter also offers various compression schemes depending on the format you save it in.

If all you're interested in is conversion, GraphicConverter does an admirable job. The Convert More option enables you to select and convert graphics files without opening them (see figure 14.5). A great feature of GraphicConverter is its ability to create custom icons for every file you save or convert with it (see figure 14.6). The icon has a tiny image of the graphics file. No more guessing what a graphic looks like.

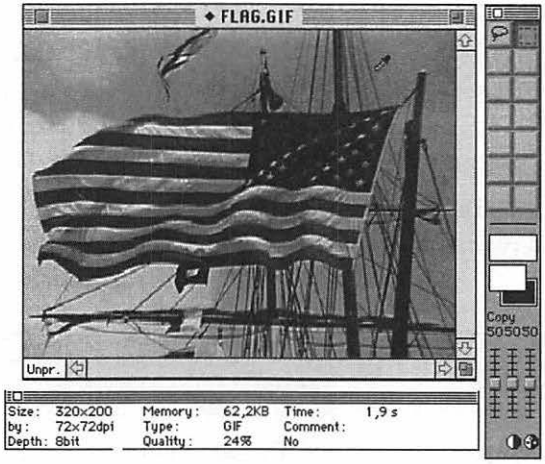


Figure 14.4 GraphicConverter lets you view and edit graphics stored in almost any format.

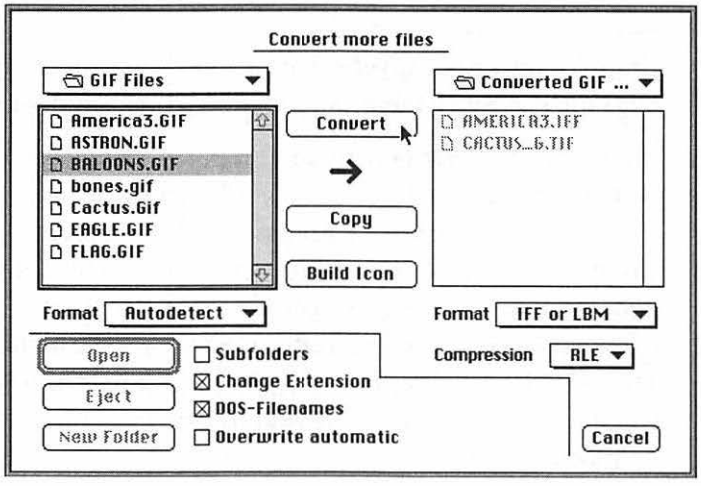


Figure 14.5 GraphicConverter's Convert More option enables you to quickly convert groups of graphics.

GraphicConverter requires a Mac LC, II series, or better computer, System 7, and at least 2M of free RAM. The program was written in Germany, but an English version is available. The translation didn't carry well, though, and you'll notice some oddities like commas where

we put decimal points and not-so-correct words in menus and dialog boxes. But those things are easy to overlook when you consider all the features and power GraphicConverter offers.

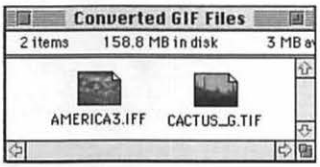


Figure 14.6 GraphicConverter can create custom icons for your graphics files.

GIFConverter

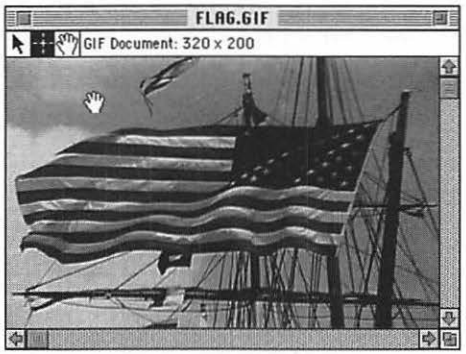
Developer: Kevin A. Mitchell

Type: Application

Distribution Method: Shareware

Don't let the name fool you—GIFConverter is for more than GIF files. Open virtually any kind of graphics file. Use editing tools and commands from GIFConverter's menus to edit the file (see figure 14.7). When you're finished making changes, save the file in any of these formats: GIF, RLE, Paint, Scan Image, PICT, Startup Screen, RIFF, TIFF, JPEG/JFIF, EPSF, or EPSF text only. GIFConverter also offers compression options depending on the format used for saving files.

GIFConverter also offers a slide show feature. Build a list of files to include in the slide show and then start it. Your screen goes black while GIFCoverter opens the first graphic file and displays it. (It waits an amount of time you specify before displaying the file.) You can have images display in a loop if you like.



Figrue 14.7 Viewing graphics with GIFConverter

If you've got a lot of great looking color GIF images you want to show off on your Mac, the slide show feature is a great way to do it. Use it as a screen saver when you're away from your desk.

Work with DOS Disks

When you buy a box of floppy disks, they're usually unformatted or uninitialized. When you stick one in your Mac, it knows this and automatically offers to format or initialize it for you. You need to format a disk to use it in your Mac.

It's almost the same in the MS-DOS (IBM-compatible) world. When you stick an unformatted disk in an MS-DOS computer, it doesn't automatically know that it's unformatted and offer to format it. You have to tell the computer to format it so you can use it in that machine. The point is, a disk needs to be formatted before you can use it in an MS-DOS machine.

The trouble is, Mac formatting and MS-DOS formatting are not the same. So when you stick an MS-DOS-formatted disk in your Mac, chances are your Mac will think the disk is unformatted (because it can't read it) and offer to format it for you. If that disk contains MS-DOS files that you want to read and you tell your Mac to format it, you'll delete all those files.

Because the MS-DOS and Windows (which is used on top of MS-DOS to give it a graphic user interface) platforms remain popular, we often find ourselves in situations where we need to read or write information to MS-DOS disks. This is not only possible for Mac users, but easy if you have the right tools. This section covers a few of these tools.

One thing I need to point out: in order to read MS-DOS disks on your Mac, your Mac *must* be equipped with an Apple SuperDrive or third party floppy disk drive capable of reading MS-DOS disks. A SuperDrive is an Apple floppy disk drive that can read and write high density 1.4M floppies. If you bought your Mac brand new within the past four years, chances are you have a SuperDrive. If you have an older Mac, like a Plus or SE, you probably don't have a SuperDrive.

Apple File Exchange

Developer: Apple Computer, Inc.

Type: Application

Distribution Method: Part of System Software

Apple File Exchange enables you to read MS-DOS disks and translate between MS-DOS and Mac file formats.

When you need to exchange files between Mac and MS-DOS disks, launch Apple File Exchange. A dialog box with two main windows appears. The window on the left lists files and folders on your Mac. You can use this window to navigate to a particular volume, folder, or file on your Mac. Now insert an MS-DOS disk. Your Mac reads it, then lists the files and folders (MS-DOS users call folders "subdirectories") on that disk. Click on the name of a file or folder on one side of the window and use the Translate button to copy it onto the other side (see figure 14.8). This enables you to copy Mac files to MS-DOS disks or MS-DOS files to Mac disks.

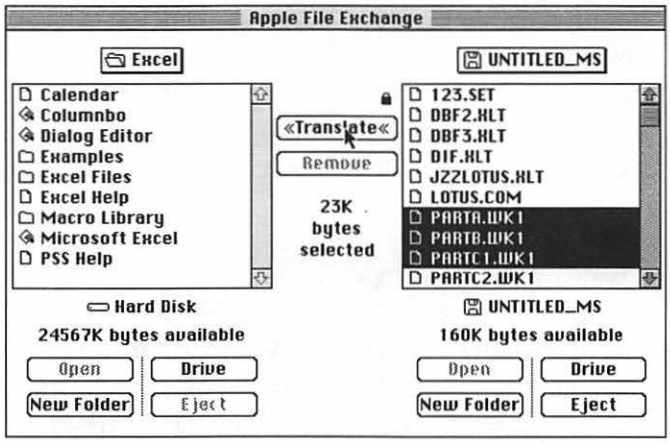


Figure 14.8 Copying DOS files to a Mac with Apple File Exchange

Apple File Exchange's menus offer a few other options for translating files. Under these menus, you'll find options to use translators that you install. Translators are Apple File Exchange documents. A few of them come with Apple File Exchange and others are available from Apple and third party developers. But always try translating a file without special translators (use the default translation) before hunting down translators you might not even need.

Apple File Exchange also enables you to format disks for use in MS-DOS computers. With Apple File Exchange running, insert an unformatted disk. Apple File Exchange enables you to choose from among Macintosh, ProDOS (Apple II format), and MS-DOS formats (see figure 14.9). Pick the format you want and click on Initialize. This enables you to create MS-DOS disks.

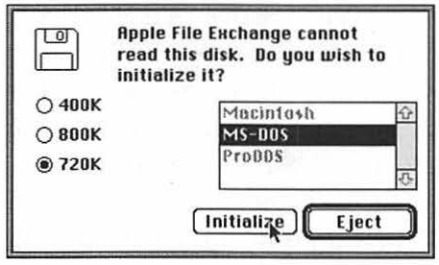


Figure 14.9 Apple File Exchange enables you to initialize disks in three different formats.

PC Exchange

Developer: Apple Computer, Inc.

Type: Control Panel

Distribution Method: Commercial

PC Exchange enables your Mac to mount and read MS-DOS disks. Configure it to map MS-DOS file name extensions to Macintosh applications and file types (see figure 14.10). By doing this, when you open an MS-DOS disk on your desktop, Macintosh icons replace the default MS-DOS icons normally assigned by your Mac. You can sort entries in PC Exchange's control panel window by DOS suffix, application program, and document type. After inserting and mounting an MS-DOS disk, double-click it to open it. Then you can double-click a file icon to open it right from the MS-DOS disk in the Mac application you've assigned for that kind of document.

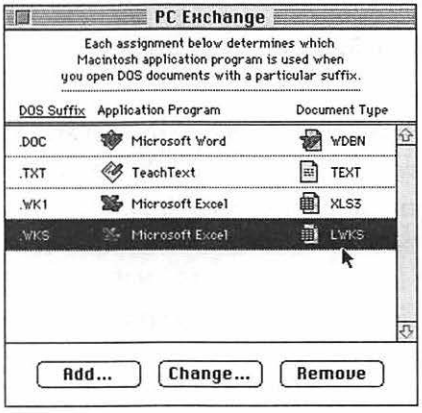


Figure 14.10 Map DOS file name extensions to Mac applications and file types with PC Exchange.

PC Exchange also enables you to format disks in DOS format. When you insert an unformatted disk with PC Exchange installed, you'll get a

dialog box like the one in figure 14.11. Pick the format you want and click Initialize to format it.

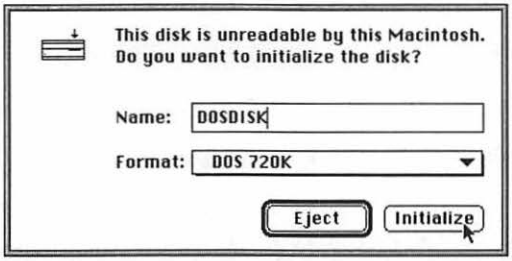


Figure 14.11 PC Exchange changes the appearance of the disk initialization dialog box.

DOS Mounter

Developer: Dayna Communications, Inc.

Type: Control Panel

Distribution Method: Commercial

DOS Mounter enables you to mount and read DOS disks on your Mac. It works very much like PC Exchange. Use its control panel to map MS-DOS file name extensions to Mac applications (see figure 14.12). This makes MS-DOS files that are included in the map double-clickable. You can even format a disk in MS-DOS format; insert a disk while DOS Mounter is installed to get the dialog box in figure 14.13.

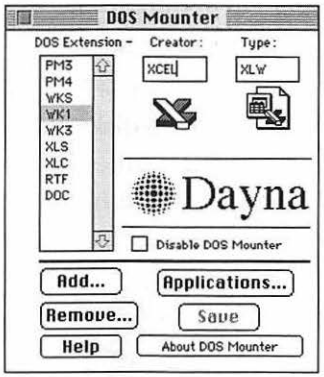


Figure 14.12 Map DOS file name extensions to Mac applications with DOS Mounter.

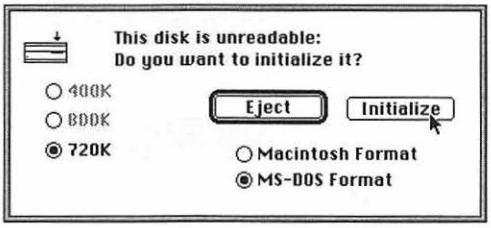
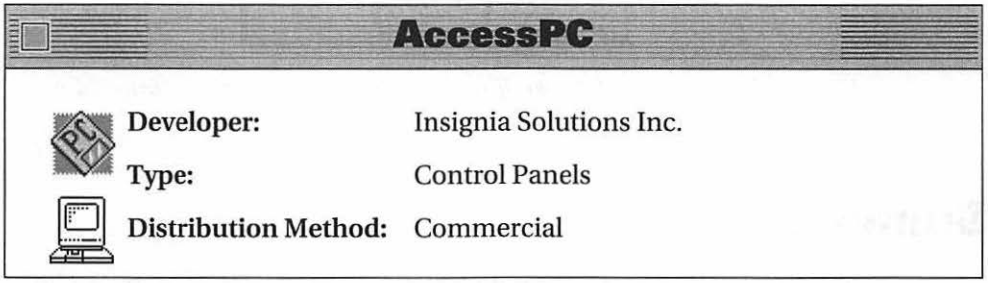


Figure 14.13 Formatting a disk with DOS Mounter installed



AccessPC also enables you to mount, read, and write to MS-DOS disks, including removables. The AccessPC control panel enables you to map MS-DOS file name extensions to Macintosh applications (see figure 14.14) so MS-DOS files have Macintosh icons and are double-clickable in the Finder. You can also use AccessPC to mount hard disk files

created by Universal SoftPC (an Insignia Solutions application that enables you to emulate an IBM-compatible computer and run MS-DOS applications on your Mac). The Multi-Driver control panel lets you mount removable MS-DOS disks like SyQuest, Bernoulli, and magneto-optical drives. AccessPC enables you to format disks in MS-DOS format; insert an unformatted disk with AccessPC installed and you'll see its initialization dialog box (see figure 14.15).

Figure 14.14 Map DOS file name extensions to Mac applications and file types with AccessPC.

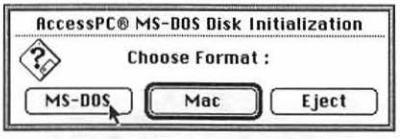


Figure 14.15 AccessPC's version of the disk initialization dialog box

Summary

In the perfect world there would be a single computer platform and it would be Macintosh. The world isn't perfect, so there are several platforms. Chances are good that you'll have to work with files that weren't originated on a Mac. Or maybe you'll need to send your Mac files to a PC user who will need to be able to work with them.

Converters and translators provide the technology you need, without being overly complex.

The next chapter begins the last part of this book—a fun part that's full of ideas for changing the way your Mac looks and sounds. Chapter 15, "Interface Customizers," starts the ball rolling with interface customizers that change buttons, cursors, and icons.

Part 4

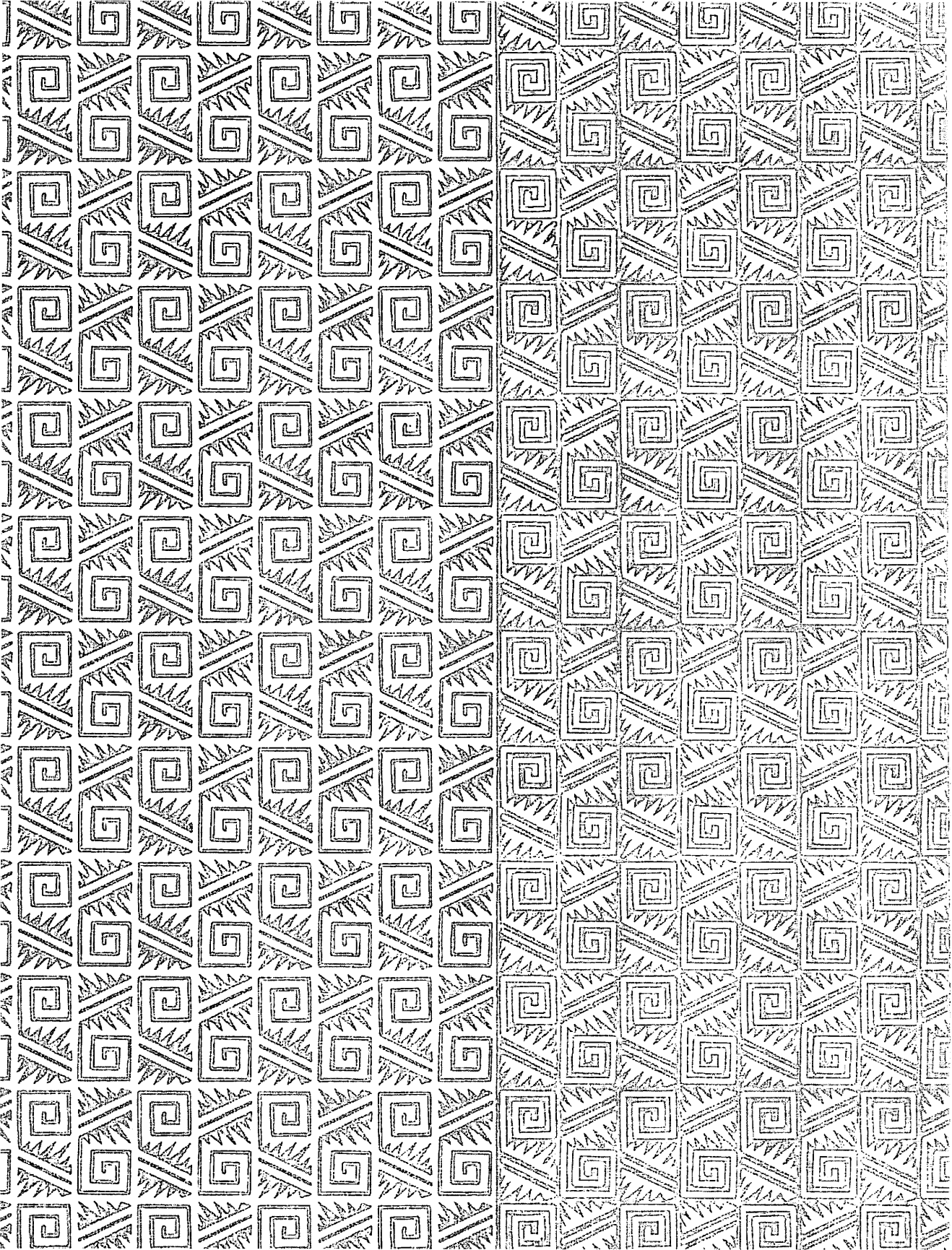
Tools to Change the Way Your Mac Looks and Sounds

The first three parts of this book covered a variety of utilities that make your Mac faster, easier, and more convenient to use. Although many of the tools also change the way the standard Mac interface looks, that is not their main purpose. On the other hand, the tools in Part 4 have been designed to change the way your computer looks and sounds. They help you customize you Mac and give it personality. Any productivity improvements are purely coincidental.

Chapter 15: Interface Customizers

Chapter 16: Desktop Customizers and Screen Savers

Chapter 17: Noise Makers



15

Interface Customizers

Icons, buttons, cursors, and windows are components of the Macintosh operating system that are standard from one application to another. Why? Because programs draw them on your screen using programming calls to built-in Toolbox routines and resources in the System and Finder files. These routines and resources are basically the same in every Macintosh. As a result, a Finder window on your Mac looks the same as a Finder window on someone else's Mac. Dialog box push buttons, check boxes, and radio buttons look the same. Cursors look the same. Occasionally an application customizes the way a button, cursor, or window looks, but that's the application's doing, not your Mac's. The Mac is standardized.

This chapter is for people who aren't satisfied having icons, buttons, cursors, and windows that look like everyone else's. Here are the tools that make your Macintosh stand out in a crowd.

Edit Resources

The Macintosh screen elements are often contained in *resources*—pieces of programming code used over and over in a program or shared by a number of programs. Icons, dialog boxes, cursors, and fonts are examples. When you change the way your Macintosh screen elements look, you're often changing a file's resources. There are two ways to do this—the hard way and the easy way.

The hard way is to use a resource editor to edit or add resources in existing files. Not only is this usually more difficult than using someone else's customization utility, but it's more dangerous. Editing resources should only be attempted by people who know what they're doing. If you don't know what you're doing and feel you must edit resources anyway, be smart about it and edit a copy of a file rather than the original. ResEdit, a tool covered in chapter 10, is widely used for editing the icon, dialog box, cursor, and window resources.

The easy way is to use someone else's customization utility to make one or more specific changes or patches to specific resources. When you're using these utilities, you probably won't even know you're editing or patching resources. It's transparent—and, for the most part, safe. Most of the utilities in this chapter are customization utilities that make customization simple.

Change Icons

System 7 enables us to quickly and easily replace a file's icon with an icon from another file. You can do this right in the Finder, without any special tools. It's just a matter of Copy and Paste:

1. In the Finder, select the icon you want to copy.
2. Select Get Info from the File menu.
3. Click on the icon in the Get Info window (see figure 15.1).
4. Select Copy from the Edit menu.
5. Close the Get Info window.
6. Click on the icon of the file you want to copy that icon to.

7. Select Get Info from the File menu.
8. Click on the icon in the Get Info window.
9. Select Paste from the Edit menu.

Figure 15.1 Selecting an icon in a Get Info window

The icon from the first file appears on the second.

Editing an icon—actually changing its appearance—is another story. You need an icon editor for that. Use it to edit one or more members of the icon's *family*—a group of icon resources, each of which is used for a specific display purpose. This section includes some icon editing and replacement tools, including some that are designed specifically for System 6 users.

I Like Icon

Developer: Baseline Publishing

Type: Application and System Extensions (requires Quicktime, which is included, and System 7)

Distribution Method: Commercial

I Like Icon is an icon editor and animator. It offers an icon editor with all the expected standard features. It enables you to create brand-new icons, edit existing icons, and turn scanned images into icons. If you're

not much of an artist, I Like Icon includes literally hundreds of icons you can customize. Use I Like Icon to paste these icons onto your files, folders, and disks.

I Like Icon uses its Mini-Movie Extension and QuickTime to play back animated icons that you can create. Simply create a series of icons, each a little different than the one before it. Then drag the icons, in order, into the Mini-Movie Maker (see figure 15.2). Mini-Movie options let you specify play rates (the number of frames per second) and attach sounds. Click Preview in the Mini-Movie Maker window to see the movie. Save it, then link it to an existing file or folder icon. The movie's first frame becomes the icon. Back in the Finder, click on the icon to see the movie and play its sound.

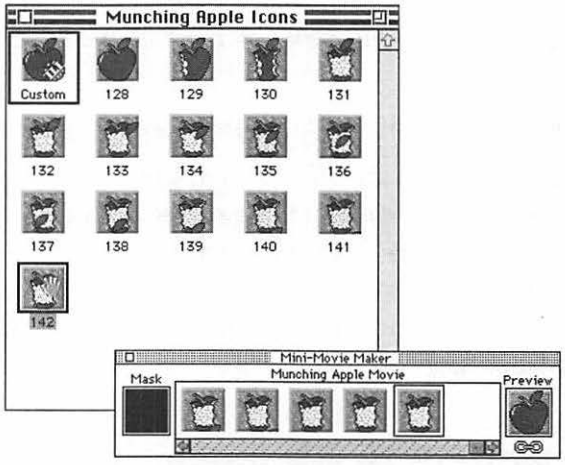


Figure 15.2 Adding icons as movie frames to the I Like Icon Mini-Movie Maker

If you attach a custom icon to a QuickTime movie on your disk, clicking the movie's icon plays back an iconized version of the movie. This is a great way to preview your QuickTime movies.

Unfortunately, I Like Icon isn't for all Macs. It requires System 7 and 4M of RAM running on a color-capable Mac. If you've got all these things

and have always wanted to create your own movies, this might be your big break!

Icon 7

Developer: Inline Design/ Microseeds Publishing

Type: System Extension (System 7 Only)

Distribution Method: Commercial

Author's Choice

Icon 7 is one of my favorite tools because it's convenient, powerful, and easy to use. I don't have to go crazy digging out editing tools when I want to edit an icon. Everything is right in my Get Info windows.

Icon 7 makes icon editing quick and easy by providing access to its editor right from the Finder's Get Info window.

Install Icon 7 and restart your Mac. Select the icon you want to edit by clicking on it in the Finder window. Use the Get Info command from the File menu to open the Get Info window. Click once on the icon in the window to select it, then double-click on it. Icon 7's icon editor appears. (See figure 15.3.)

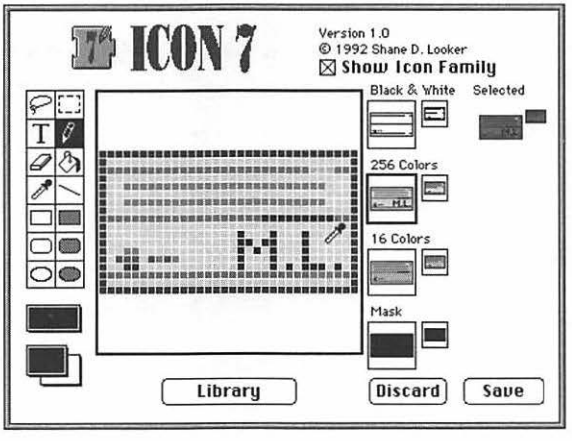


Figure 15.3 Icon 7's icon editor

Icon 7 enables you to edit all members of the icon family using standard icon editing tools. The Icon 7 menu provides additional editing capabilities, like nudging (moving) and flipping icons. It also provides font, size, and style options for the icon editor's text tool. Once you create an icon you really like, you can save it to Icon 7's library file (inside your Preferences folder) so you can call it up and paste it onto a file at any time. Icon 7 comes with icons in this file that are neatly organized by category to make them easier to find.

One of the best things about Icon 7 is that it's always available, lurking in the background, waiting for you to double-click on an icon in the Get Info window. That adds convenience that no other icon editor offers. You can edit icons whenever the mood strikes you!

IconBOSS

Developer: Scott A. Johnson

Type: Application (requires System 7 and 256 colors)

Distribution Method: Shareware

You'll find IconBOSS on Disk #2. After unStuffing it and reading its Documentation file, double-click its icon to launch it. Use the Open command under the File menu to open the icon on an existing file. Use the editing tools and color palette to edit and color in the icon. Then select the Save command under the File menu to save your changes. (Please note that your changes may not appear immediately.) Or, if you want to save your changes for use in another program, save the file as a ResEdit document with the Save As command.

IconBOSS features standard icon editing tools and a great looking three-dimensional interface (see figure 15.4). It displays all members of an icon's family. Use it to edit and apply icons to any file. You can also save icons as ResEdit documents for use in applications and further editing with ResEdit.

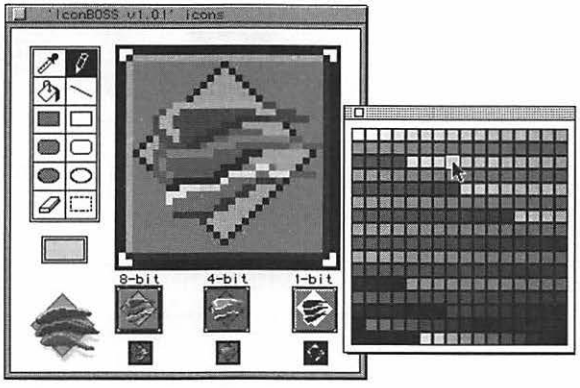


Figure 15.4 The IconBOSS icon editor

Folder Icon Maker

Developer: Gregory M. Robbins

Type: Application (System 7 Only)

Distribution Method: Shareware

Author's Choice

Folder Icon Maker is one of my favorite tools because it's quick, easy to use, and creates dynamite icons with very little effort. Now I use custom folder icons all the time on my Mac.

You'll find Folder Icon Maker on Disk #2. After unStuffing it and reading its Note file, drag the Folder Icon Maker icon onto your desktop. Now open the folder containing your word processor. Hold down the F key on the keyboard and drag the application icon for your word processor onto the Folder Icon Maker icon. Folder Icon Maker launches and creates a custom folder icon, then pastes it onto the folder you opened and closes the folder. Quick, easy, and sharp looking!

Folder Icon Maker automatically creates custom folders based on almost any icon (see figure 15.5).

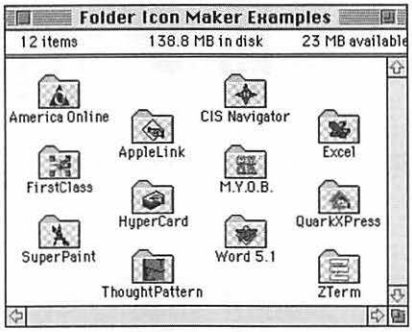


Figure 15.5 Some custom folders made with Folder Icon Maker

To make a custom icon for a folder, simply select a file and drag it on top of the Folder Icon Maker icon. When you let go, Folder Icon Maker launches. It creates a new folder, naming it after the original file, and places a miniaturized version of the file's icon on it. It then quits, returning you to the Finder. Folder Icon Maker uses anti-aliasing to create startlingly clear miniature icons.

Change where Folder Icon Maker places the custom icon by holding down a specific key when releasing files dropped onto its icon. For example, hold down the letter F while dropping and Folder Icon Maker places the custom icon on the file's parent folder. You can also launch Folder Icon Maker by double-clicking on it and then using its menu commands to specify options and a file to open. This isn't as fast as drag-and-drop, but it enables you to create custom icons for files without digging through folders to find them.

SunDesk

Developer: Frédéric Miserey and nOne corp.

Type: System Extension (System 6 Only INIT, Color QuickDraw required)

Distribution Method: Shareware

SunDesk replaces System 6 black-and-white icon resources with System 7 compatible ic18 resources, thus enabling System 6 users to colorize their desktop icons.

SunDesk draws icons on the fly based on the contents of a SunDesk Icons file in your System Folder. Whenever your Macintosh needs to draw an icon, SunDesk steps in and checks the SunDesk Icons file for a color version of the icon it needs to draw. If it finds one, it draws it. If not, it draws the black-and-white icon already available.

SunDesk Strip

Developer: Morgan Davis Group

Type: Application

Distribution Method: Commercial

SunDesk Strip works with SunDesk to trim down the SunDesk Icons file so it only contains the icons your system needs to display. It enables you to store all icons in a file called Icon Gallery. It then looks through this file and your invisible Desktop file to determine what icons are needed. It adds only those icons to the SunDesk Icons file. This helps speed-up SunDesk and minimize the amount of disk space needed to store icons. SunDesk Strip also includes detailed instructions on how you can create new icons with ResEdit and add them to the Icon Gallery file.

Icon Colorizer

Developer: Robert P. Munafo

Type: System Extension (System 6 Only INIT, color QuickDraw required)

Distribution Method: Freeware

Icon Colorizer works like SunDesk, but can also use icon resources of type cicn. For each color icon, it loads a black-and-white equivalent (ICN# resource) that points to the color icon. Although it is a system extension, it can be configured by pressing down the Option and Command keys and double-clicking its icon.

Icon Colorizer includes detailed instructions for adding resources to it with ResEdit.

IconMaster

Developer: Nicholas Jay Schlott

Type: Control Panel

Distribution Method: Shareware

Even people with black-and-white Macs running System 6, can change the icon of their startup disk with IconMaster (see figure 15.6).

IconMaster includes dozens of icons, including many cartoon characters. Its built-in pixel editor lets you change icons so they're exactly what you want. Breathe life into your Mac Plus. Give its icon a brand new look.

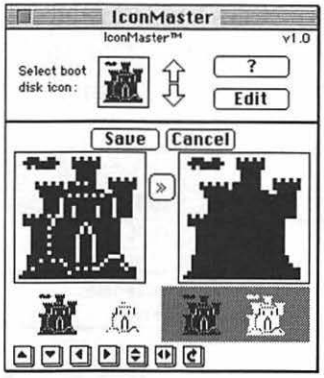


Figure 15.6 IconMaster provides an alternative for the hard disk icon on black-and-white Macs running System 6.

Change Buttons, Cursors, and Windows

Although you can use resource editors to change buttons, cursors, and windows, the tools in this section make it far easier. Not only do they provide easy-to-use tools to make these changes, but they offer a library of buttons, cursors, and windows to choose from. This makes it possible for people with no artistic abilities (like me) to turn their Mac interface into a real work of art.

ClickChange

Developer: Dubl-Click Software, Inc.

Type: Control Panel and Application

Distribution Method: Commercial

Author's Choice

ClickChange is one of my favorite tools because it's easy to use and offers so many customization options. I especially like the predefined color settings for a seasonal or holiday look on my Mac.

ClickChange enables you to install and use custom cursors, sounds, colors, buttons, scroll bars, and windows (see figure 15.7). Together, these changes can totally customize your Mac's work environment.

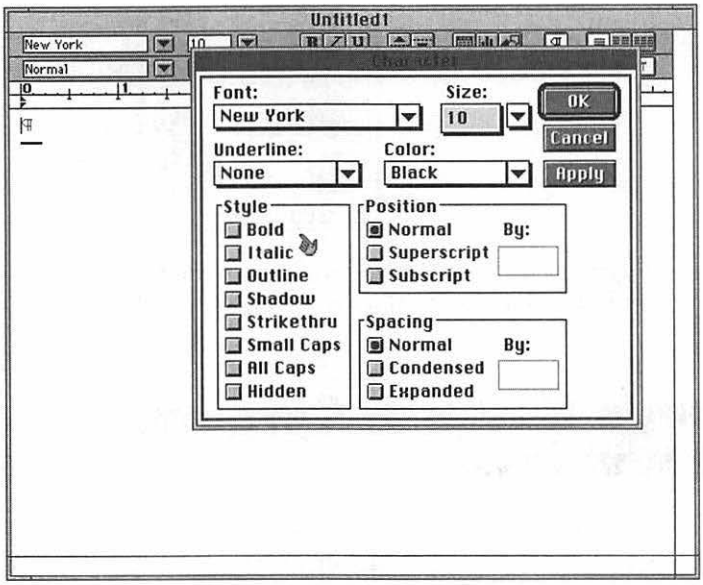


Figure 15.7 ClickChange can even make your Mac look more than a little like a Macintosh imitator.

ClickChange includes an extensive library of animated cursors, sounds, color combinations, buttons, scroll bars, and windows. You can use built-in editors to edit just about any of the elements to look just the way you want them to, or add your own. Change your watch cursor into a frog eating flies. Make your Mac yell out "Hey!" when it shuts down. Color screen elements for holidays or seasons. Give buttons a three-dimensional effect. Add a pattern to your scroll bars. Change the design of windows. You can even make your System 6 Mac look like it's running System 7!

Because selecting and installing these elements is as simple as clicking on buttons and options in scrolling windows, you can change your Macintosh's looks weekly, daily, or even hourly without spending a lot

of time or needing technical expertise. ClickChange makes it simple. Customization for the masses!

ClickChange includes an application called CC Runner which enables you to access ClickChange without opening the control panel (see figure 15.8). It gives you the capability to turn some or all of the custom elements off for specific applications that don't like to be messed with. ClickChange also includes patches for some programs so they work better with ClickChange. Its documentation explains how to use them.

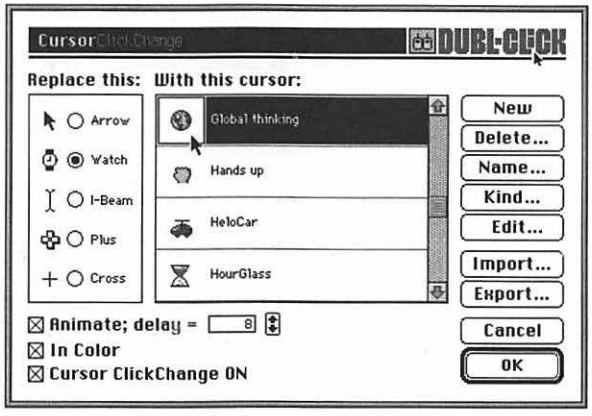


Figure 15.8 Changing a cursor with ClickChange

CursorAnimator

Developer: Wilhelm M. Plotz and Alexander Falk

Type: Control Panel

Distribution Method: Shareware

CursorAnimator enables you to substitute all five system cursors—arrow, watch, text, crosshair, and plus—with a static or animated replacement (see figure 15.9).

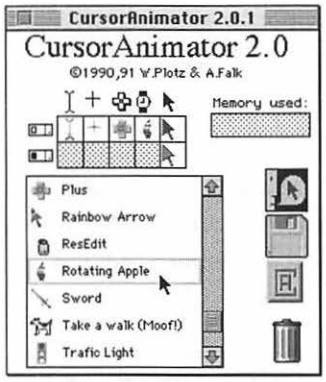


Figure 15.9 CursorAnimator's control panel lets you bring your cursors to life.

Open the CursorAnimator control panel. Click and drag the cursors to replace the standards. Animated cursors move in the window so you can see what they look like. You can import or export cursors or delete cursors stored within CursorAnimator. The documentation provides details on creating your own cursors with ResEdit.

Greg's Buttons

Developer: Gregory D. Landweber

Type: Control Panel (System 7 Only, color QuickDraw required)

Distribution Method: Shareware

You'll find Greg's Buttons on Disk #2. After unStuffing it and reading its Docs file, drag the Greg's Buttons icon onto your System Folder icon to install it. Restart your Mac to see Greg's

Buttons in action. Access its control panel to customize it for your own taste.

Greg's Buttons replaces standard, black-and-white System 7 buttons with three-dimensional color-coordinated ones (see figure 15.10).

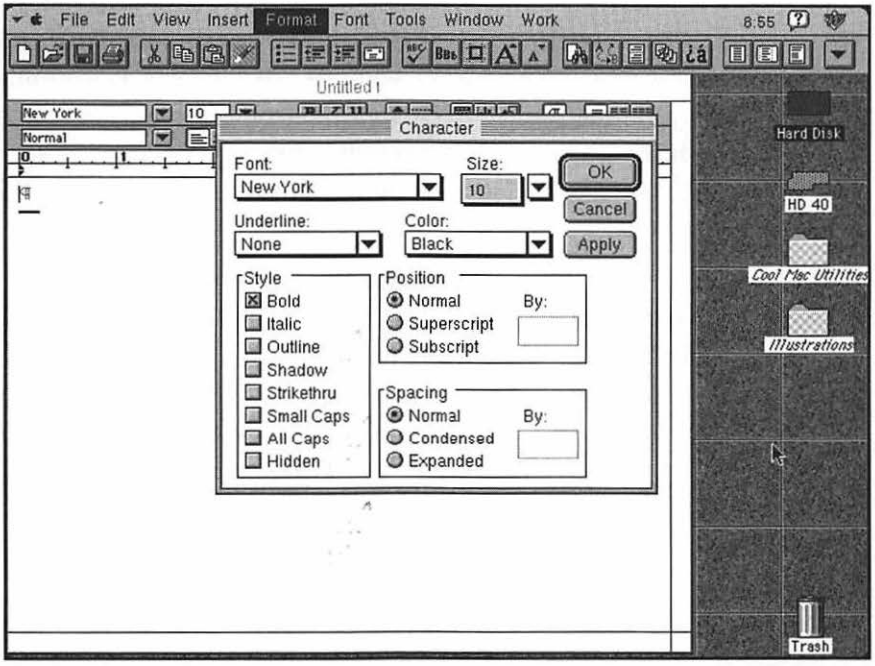


Figure 15.10 Greg's Buttons finishes the job Apple started when it designed the System 7 "look."

Greg's Buttons is a complete set of three-dimensional push buttons, check boxes, and radio buttons that match the color you select for your windows with Apple's Color control panel. But Greg went a step further when he designed his control panel. It also colorizes the stop sign, caution, and note alert icons. It offers options to change the standard Chicago font in menus and dialog boxes to a Helvetica-like font similar

to the one in the NeXT computer. And it changes the background color of the menu bar to a light shade of gray. These subtle changes work together to give your Mac a classier look.

Summary

In a time of encouraged individuality, why would you want your Mac to look like anyone else's? Customizing its appearance can be as easy as clicking and dragging when you take advantage of a customization utility. Animate and edit cursors and icons. Change the design of windows. Give buttons a three-dimensional effect. It's all so easy, you can drastically change your Mac's appearance as often as you change your clothes.

Chapter 16, "Desktop Customizers and Screen Savers," continues the redecorating theme with its presentation of tools that change the look of your desktop pattern and menu bar.

16

Desktop Customizers and Screen Savers

Your Macintosh screen has more graphic elements than just icons, cursors, and windows. Under these elements is your desktop, which provides a customizable backdrop for everything you open. Even before you reach the desktop, your Mac displays a picture called the Startup-Screen. And if you're interested in preventing screen burn-in, you probably use a screen saver, another way to show pictures on your Macintosh screen.

This chapter looks at software tools that change your Macintosh screen: desktop pattern and menu bar customizers, startup screen tools, and screen savers.

Change Your Desktop Pattern

You can edit your desktop pattern with Apple's General Controls control panel. If you've never tried this, open it now and take a look (see figure 16.1). Use the tiny arrows on top of the miniature desktop to

scroll through built-in patterns. When you see one you like, click in the middle of the miniature desktop to install it. Use the pattern editing area to the left to edit the pattern by turning pixels on and off. If you have a color or gray-scale Mac, you'll also have a color bar to select colors for editing.

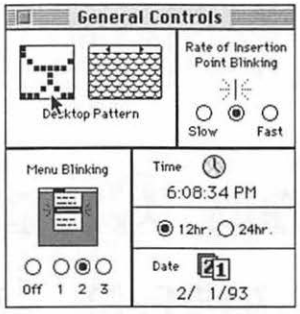


Figure 16.1 Editing the desktop pattern with the General Controls control panel

This is customization, but it isn't much. Fortunately, a few software developers have come up with better, more exciting and effective ways to change what's under everything on your Mac.

Wallpaper

Developer: Thought I Could

Type: Control Panel and Applications

Distribution Method: Commercial

Wallpaper is a control panel that enables you to install, access, and edit desktop patterns on your Mac (see figure 16.2).

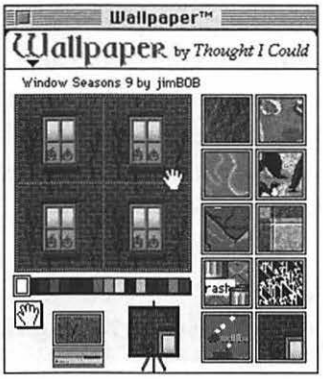


Figure 16.2 Wallpaper's control panel

Wallpaper comes with well over a hundred Wallpaper patterns—specially formatted desktop pattern files. You can store up to ten of these patterns in the Wallpaper control panel. Patterns can range in size from 8 by 8 pixels (standard Macintosh size) to 128 by 128 pixels. The larger the pattern, the more complex and interesting it is. Edit these patterns with a built-in editor that features standard editing tools. Capture or grab part of a graphics file on your screen to turn it into a new desktop pattern. Wallpaper includes complete instructions for creating patterns in a paint program. Give your new patterns names and sign them, just like an artist. Wallpaper's randomize feature lets you install a different desktop pattern each time you restart your Mac or periodically throughout a work session.

Wallpaper comes with two other utilities—Customiz-O-Matic and Wallpaper Hanger. Customiz-O-Matic creates custom icons for System 7 users when they drop a Wallpaper file onto its icon. These custom icons include a portion of the Wallpaper pattern. Wallpaper Hanger is a utility for System 6 or System 7 users that lets them view and install Wallpaper patterns without opening the Wallpaper control panel. Launch Wallpaper Hanger and use it to open Wallpaper files; it spreads the pattern out on your desktop. An install button installs the currently viewed pattern.

If the dozens of Wallpaper patterns included with Wallpaper aren't enough for you, Thought I Could also offers MoreWallpaper. This package, which requires the Wallpaper control panel, includes close to 600 additional patterns. In addition, since Wallpaper makes it so easy to create desktop patterns, patterns are widely available on online services and BBSs, often for free.

Before Dark

Developer: Craig Marciniak

Type: Application (System 7 Only)

Distribution Method: Shareware

For System 7 users on a budget who are willing to forego a few of the features of Wallpaper, Before Dark is another desktop pattern option. This application by Craig Marciniak installs *ppat* (pixel pattern) resources in the System file (see figure 16.3).

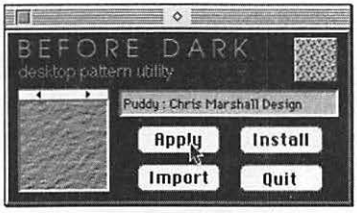


Figure 16.3 Before Dark installs ppats into your System file for custom desktop patterns.

Rather than working with specially formatted desktop pattern files, Before Dark uses ppat resources you can create with ResEdit. Thirty of these resources are included in its application file. You can import, export, and delete ppats with sizes up to 128 by 128 pixels. Each pattern can have a name. An Apply button applies the desktop pattern before you actually install it. This is handy for temporary installations since your Mac will revert back to the installed pattern after a restart. An

install button actually performs the installation, changing the System file. No extension or control panel is necessary, so you don't need to restart the system to change the pattern and you don't have to worry about the possibility of INIT conflicts. A Virginize System command strips out installed ppats, returning your System file to its default state.

Before Dark is not compatible with Wallpaper and cannot read its files. However, ppat files are widely available on online services and BBSs so there shouldn't be much trouble tracking down additional patterns when you're ready for more. And of course, you can always use ResEdit to create new ppat resources.

Change Your Menu Bar

What about that menu bar? No matter what you do to the desktop, you've still got that white strip across the top of your screen.

Greg's Buttons, a tool covered in chapter 5, can make changes to the font and color of your menu bar. Here are a few other utilities you can use to customize your menu bar by adding a pattern, a clock, or a disk access indicator icon, or even an animated Apple menu!

Menu Bar Pattern

Developer: Steve Stockman/Sonflower Softworks

Type: Control Panel (System 7 Only)

Distribution Method: Shareware

Menu Bar Pattern can install a ppat as a menu bar pattern (see figure 16.4).

Menu Bar Pattern comes with a number of ppat resources stored inside it. Use the Import button to import others stored inside other files, like Before Dark. Double-clicking a pattern opens a simple editor you can use to edit the pattern. Install a pattern with the Install button.

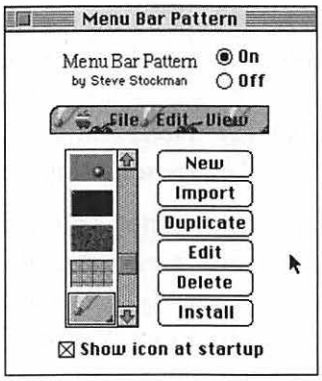


Figure 16.4 Menu Bar Pattern's control panel enables you to use ppat resources for your menu bar.

If you want a really wacky effect, install a Before Dark ppat as your desktop pattern and then install the same ppat for your menu bar. Only a thin black line separates the menu from the desktop (see figure 16.5).

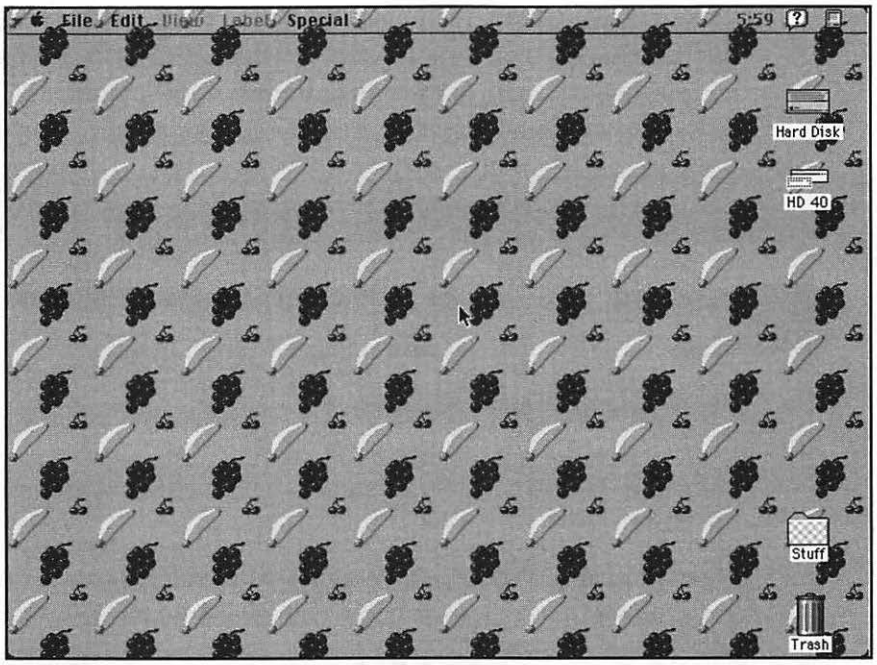


Figure 16.5 With Menu Bar Pattern and Before Dark, your desktop can look like this!

SuperClock!

Developer: Steve Christensen

Type: Control Panel

Distribution Method: Freeware

Author's Choice

SuperClock! is one of my favorite tools because it's well thought out, easy to configure, and useful. I've come to depend on having a clock in my menu bar.

SuperClock! is a classic clock-in-your-menu bar control panel. Use the SuperClock! control panel to specify clock options like font, size, color, date display, and chiming (see figure 16.6). A sample clock appears in the window for you to check before accepting your changes. Other configuration options enable you to set a timer that counts up or down and to set an alarm. With SuperClock! installed, you can get rid of the clock on your wall—the time is always right where you can see it on your desktop.

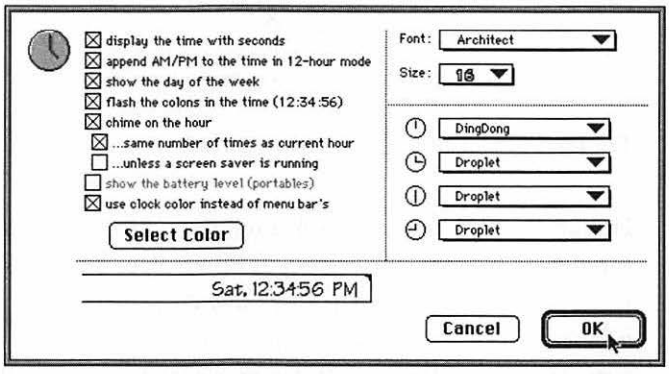


Figure 16.6 Setting some of SuperClock!'s options

In Use

Developer: Sam Barone

Type: Control Panel

Distribution Method: Freeware

In Use displays an icon to the left of the Apple menu when your hard disk is accessed (see figure 16.7).

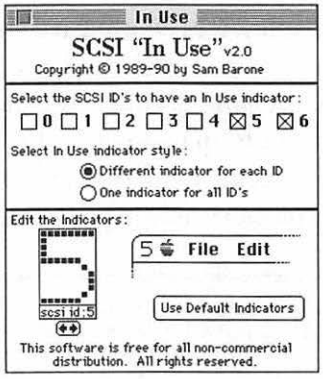


Figure 16.7 The In Use control panel

Unlike similar control panels included with packages like Central Point MacTools, Hard Disk Toolkit, ALSoft Power Utilities, and The Norton Utilities for Macintosh, In Use doesn't indicate floppy disk activity, enable you to choose which side of the menu bar its icons should appear in, or distinguish between reads and writes. But it does one thing most of the others don't: it displays a different icon for each SCSI device. So if you've got several devices, you can easily tell which one is running. In Use even enables you to edit each icon so it appears the way you want it. Get artistic and draw little pictures of each device on your SCSI chain.

Zipple

Developer: Christopher Suley

Type: Control Panel

Distribution Method: Shareware

You'll find Zipple on Disk #2. After unStuffing it and reading its About file, drag the Zipple icon onto your System Folder icon to install it. Restart your Mac. Your Apple menu icon is replaced with a spinning globe. Access the Zipple control panel to select the animation you want or create your own.

Zipple places an animated image in your menu bar. Use Zipple's control panel to select, edit, and even create animated sequences (see figure 16.8). Each sequence consists of a series of icons, each a little different than the icon before it. When played in sequence, they appear to move. Zipple includes a bunch of really cool icons, but if you want a wider selection, import icons or create your own.

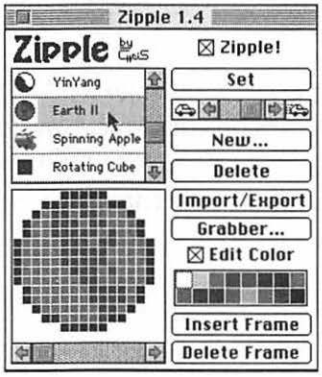


Figure 16.8 Zipple's control panel enables you to select, edit, and create animated icons for your menu bar.

For more options, click on the top of the Zipple control panel. Use the dialog box that appears to tell Zipple whether you want it to replace your Apple, Balloon Help, or System 7 application menu. (My favorite icon is the three-dimensional spinning Apple to replace my Apple menu. A very subtle change that most people don't even notice.) You can also let Zipple randomly select one of the icons from its collection each time you restart your Mac.

Switch Startup Screens

Whenever you start your Mac, one of the first things you see is the startup screen. The standard startup screen is a rectangular box with a Macintosh icon and the words "Welcome to Macintosh." You've seen it hundreds of times.

Of course, those in the know have discovered how to replace the standard startup screen with a customized one. I'll let you in on the secret. Pick a graphic you like and open it with GraphicConverter, GIFConverter, or any other program that can save in Startup Screen format. Then use the Save As command to save the file in Startup Screen format with the name StartupScreen (one word). Drop it into your System Folder. When you restart your Mac, you'll see your graphic instead of the standard startup screen. This works for System 6 and System 7 users.

Days, weeks, maybe months go by. The same startup screen greets you each time you turn on your Mac. How long before you get bored with it? Well, you can always change it. But there is a better way. These two utilities can automatically change your startup screen for you each time you restart.

Screen Init

Developer: Michael Dolan

Type: Application (not an INIT or system extension as the name implies)

Distribution Method: Freeware

Screen Init instructs your Mac to cycle through a folder full of startup screens to display a different one each time you start.

Screen Init is so simple, it's ingenious. First, set it up. That means creating a folder full of startup screens in your System Folder and making a specially formatted text file index to go with it. Drop Screen Init in your Startup Items folder (System 7) or make it the Startup Application under MultiFinder (System 6). When you start your Mac, it displays the current startup screen and does its usual startup stuff. Then it launches Screen Init. Screen Init deletes the current Startup-Screen file and copies one of the startup screen files in its folder to the System Folder with the name StartupScreen. So the next time you start your Mac, it displays *that* startup screen. Screen Init then quits so you don't have to worry about it taking up RAM and processor time while you get to work.

ScreenChooser

Developer: Marcio Luis Teixeira

Type: Control Panel

Distribution Method: Shareware

Use ScreenChooser to select a folder full of startup screen files. It randomly selects one of the startup screens to use the next time your Mac starts up.

The nice thing about ScreenChooser is that it randomly selects one of the screens in the folder—you never know which one to expect.

Save Your Screen

Screen burn-in can be a serious problem for any computer left on for extended periods of time. Your Mac is no exception. Burn-in occurs when images are left so long on the screen that they are permanently drawn on the monitor's inside surface. If you leave your Mac on all day every day, you may soon see the Apple, File, and Edit menus on your screen—even when it's turned off.

That's why screen savers were developed. These programs monitor your activity and automatically blank out your screen (put it to sleep) after a certain amount of idle time has passed. Some simply blacken or dim the screen. Others display still or animated graphics contained in modules, sometimes accompanied by digitized sounds. (There's more about sounds in chapter 17.) There are even a few screen saver games out there. When you move your mouse or press a key or your Mac signals with some other event, the screen returns to normal (or wakes) so you can get back to work.

This chapter looks at other screen savers that you can depend on to protect your monitor investment.

After Dark and Star Trek: The Screen Saver

Developer: Berkeley Systems, Inc.

Type: Control Panels

Distribution Method: Commercial

You've seen the original television series. You've seen the movies. You've even seen *The Next Generation* and *Deep Space Nine.* But have you seen the screen saver?

Berkeley Systems has created a version of its popular After Dark screen saver package that's dedicated to Star Trek themes and sound effects (see figure 16.9). Whether you viewed Star Trek when it was originally aired in the 1960s, or have grown up with it on syndicated television, if you're a Trekkie, this one's for you. See and hear Captain Kirk, First Officer Spock, and other characters from the series. Litter your screen with Tribbles. Lock the U.S.S. Enterprise in a space net. Have messages beamed onto your screen. And if you need a break from your work, select the Final Exam module, press your Caps Lock key, and answer multiple choice questions about Star Trek episodes. (I thought I was a Trekkie, but this sure humbled me.)

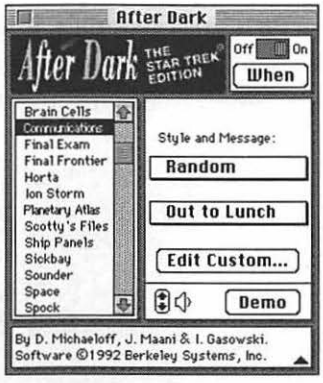


Figure 16.9 Star Trek: The Screen Saver is a special Star Trek version of After Dark.

Star Trek: The Screen Saver is nothing more than a series of After Dark modules that works just like After Dark. Pick a module or use the Randomizer module to display, in random order, the modules you want to see. Configure and demo each module. Use the When button to set up sleep and wake preferences and passwords.

For me, the best thing about Star Trek: The Screen Saver is the sound effects. Dozens of bits of Star Trek music, voice clips, and sound effects really add to this screen saver, bringing back memories I thought had been erased. There's even a module called Sounder that does nothing more than blank out your screen and play all those clips.

Intermission

Developer: Amaze !nc.

Type: Desk Accessory and System Extension

Distribution Method: Commercial

Intermission works to protect your screen against burn-in with entertaining screen saver modules. Its extension loads upon startup and monitors your activity while its desk accessory enables you to configure the program (see figure 16.10).

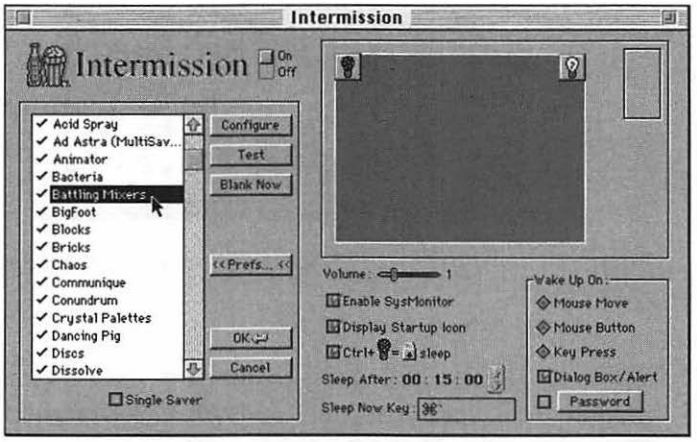


Figure 16.10 Intermission's desk accessory provides configuration options in a sleek-looking window.

Use the desk accessory to select one or more Intermission modules to display randomly on your screen when your screen sleeps. For each module you can configure options like sounds, colors, speeds, and objects; these vary by module type. Test modules to make sure they're set up the way you want them. A MultiSaver module enables you to combine multiple modules for a custom module you can save and use like any other.

The desk accessory also enables you to set preferences for the way you want Intermission to work. Set up sleep and wake times, events, and screen corners. If you want, you can even configure Intermission so that it requires a password to wake the screen. This is handy if you want to keep prying eyes off your computer when you're away from your desk.

Intermission includes over fifty modules and can also use After Dark and Pyro! modules (discussed next). My favorite Intermission modules are the Battling Mixers and Dancing Pig. They've got to be seen (and heard) to be believed.

Pyro!

Developer: Fifth Generation Systems, Inc.

Type: Control Panel and FKey

Distribution Method: Commercial

Pyro! has the honor of being one of the first screen savers for the Mac. But don't think it's old-fashioned. Pyro!, which has been periodically updated throughout the years, is still one of the hottest screen savers around.

Use Pyro!'s control panel (see figure 16.11) to turn its modules on and off in a scrolling window and configure each module. If multiple modules are selected, Pyro! rotates through them in order each time it puts the screen to sleep. Set preferences for when Pyro! should sleep and wake the screen. You can also specify a password to prevent waking the screen when you're not around.

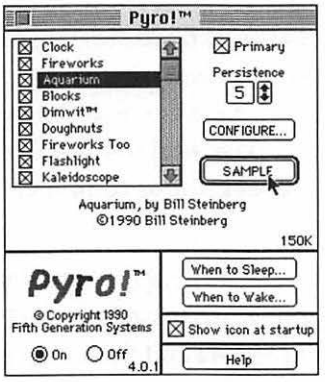


Figure 16.11 Pyro!'s control panel

Since different kinds of modules require different amounts of RAM and processor time, Pyro! makes a distinction between primary and secondary modules. Primary modules are larger and more processor intensive. You set a persistence level to tell Pyro! how much background activity it should tolerate before switching to a secondary module. The secondary modules are simpler, smaller, and less processor-intensive. This way, if your computer is performing a task in the background—say, recalculating a large and complex spreadsheet—Pyro! will switch to a less demanding module so as not to interfere.

Pyro! also comes with an FKey you can install with Suitcase (see chapter 3), ResEdit (see chapter 10), or another utility for installing FKeys. With this FKey installed, pressing Command-Shift-8 launches Pyro!. Installation of the FKey is not required to use Pyro!. If you're running System 7 and like to change settings often, simply keep an alias of Pyro! on your desktop or in your Apple Menu Items folder.

DarkSide of the Mac

Developer: Tom Dowdy

Type: Application (System 7 Only)

Distribution Method: Freeware

If you're concerned about INIT conflicts and prefer a screen saver that isn't a system extension or control panel, DarkSide of the Mac might be what you're looking for (see figure 16.12). This application, which comes with forty screen saver modules, has many of the features you'd find in commercial screen savers.

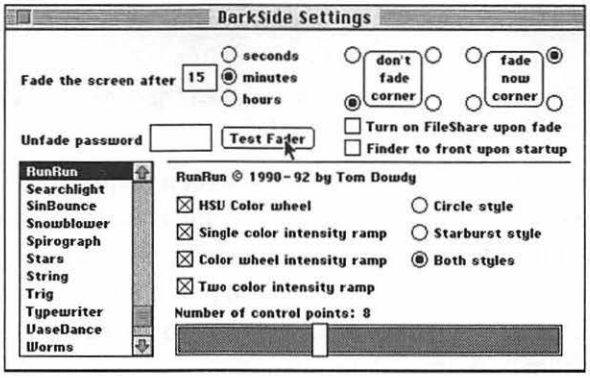


Figure 16.12 DarkSide of the Mac is a freeware screen saver application.

DarkSide requires System 7 to run. Install it by putting an alias of it in your Startup Items folder. Then, when you start your Mac, DarkSide is already running. You can use a menu command to configure and select modules stored as files in DarkSide's folder. A Random module instructs DarkSide to randomly display modules each time it puts the screen to sleep. You can specify sleep and wake options and password protect the waking function.

Eclipse

Developer: Andrew Welch/Ambrosia

Type: Control Panel

Distribution Method: Shareware

You'll find Eclipse on Disk #2. After unStuffing it and reading its Notes file, drag the Eclipse icon onto your System Folder icon to install it. Restart your Mac. If you move your mouse pointer to the upper right corner of the screen, your screen immediately sleeps and you can see Eclipse in action. To customize it for the way you want it to work, access the Eclipse control panel. Be sure to click the question mark icon to learn more about Eclipse.

If you don't need to see fancy screen graphics or hear sounds, consider Eclipse. Use Eclipse's control panel (see figure 16.13) to configure it for sleep and wake options. Eclipse displays the time when it puts your screen to sleep, so you can also pick a font and font size for the clock display. If you have a PowerBook, you may be interested in the Dim White Background option.

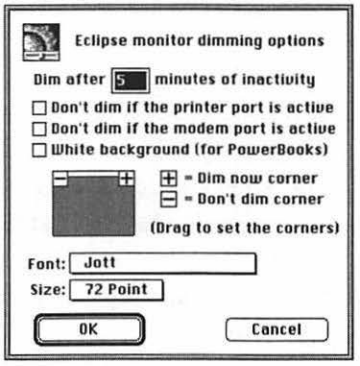


Figure 16.13 Eclipse doesn't have any fancy bells or whistles, but it only needs 5K of RAM.

One of the best features of Eclipse is that it takes up very little RAM—only 5K—and processor time. This makes it less likely to interfere with the operations of background tasks.

ScreenSavor

Developer: MIFP Development

Type: Application (requires After Dark or Intermission)

Distribution Method: Commercial

Rather than being an actual stand-alone screen saver, ScreenSavor is an application that works like an After Dark or Intermission module to display high quality photographs or artwork. You must already have one of these two screen saver packages to use ScreenSavor.

After installing ScreenSavor, access it through After Dark's control panel or Intermission's DA as a module and configure it (see figure 16.14). You have several options. Select the methods to display ScreenSavor files, set the controls for each method, and tell Screen-Savor which folders contain image files. Split the screen into four images or have full-screen images. ScreenSavor comes with a variety of image files by professional photographers and artists, most of which are 640 by 480 pixels in size. Image quality is excellent. MIFP distributes additional image files for use with ScreenSavor, so contact them when you're ready for more.

ScreenSavor is not for the average Mac user. In addition to requiring After Dark or Intermission, it also requires QuickTime (which is included on its disks) and a minimum of 8-bit color (256 colors), at least 4M of RAM, and System 6.0.7 or later with MultiFinder or System 7. That's quite a list of requirements for a program that simply blanks out your screen!

Figure 16.14 Configuring ScreenSavor from within After Dark

Summary

If it ain't broke, don't fix it.

If that's one of your favorite sayings, this may have been an unpleasant chapter to read because many Macintosh users happily customize, tweak, and improve their machines for the fun of it. Tools exist that make these activities a breeze. You can edit your desktop pattern, accessorize your menu bar, revamp your startup screen, and fight screen burn-in with flair—all without breaking into a sweat.

Chapter 17, "Noise Makers," wraps up the book with a look at how the Mac can entertain your ears.

17

Noise Makers

All computers beep when they want to get your attention. Most computers use computer-generated tones that sound like . . . well, computer-generated tones. Effective but not very interesting.

Macintosh computers, however, use digitized sounds for System beeps. Digitized sounds are created by sampling actual sound waves with a microphone and special software. They sound as if they have been recorded because, in effect, they have been.

Your Mac stores sounds as resources in the System file. The Apple system software includes a number of sounds. These sounds differ depending on the version of system software you're using. To add more sounds, add more sound resources to the System file. Then, to select the sound you want to hear as the alert sound, use the Sound control panel (see figure 17.1). On some Macs, the Sound control panel also enables you to record sounds with an Apple microphone so you can record your own alert sounds. With a little ingenuity, your Mac can make virtually any sound you want it to when it needs to get your attention.

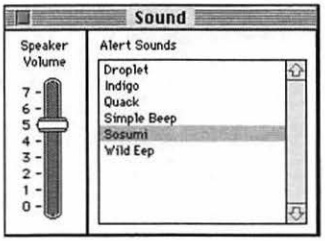


Figure 17.1 The Sound control panel enables you to select a System alert sound from among the resources stored in your System file.

The tools in this chapter enable you to use sounds for more than just alerts. They also let you pull sound resources out of files and record and edit digitized sounds on your Mac.

Make Some Noise

From the first words it spoke at its introduction in 1984 to the digitized sounds it plays to alert you to potential problems, the Mac has always been a noisy computer. Face it, how many computers come with a headphone jack built right in?

The utilities in this section enable you to help your Mac sound off by playing anything from digitized sounds to MOD files to audio CDs.

Zounds

Developer: Digital Eclipse Software, Inc.

Type: Control Panel and Application

Distribution Method: Commercial

Zounds includes sound modules that will take you away from your desk—well, at least in your mind. After installing Zounds and its modules, use the Zounds control panel to select a module and configure the sounds it includes (see figure 17.2). Pick a module like

"It's Raining" and tell Zounds whether you want it to play rain or thunder or both. Configure the sounds for preferred volume, delay, and frequency—you can build your own thunderstorm! Then use the On/Off button to turn on Zounds, close your eyes, and imagine the rainstorm all around you. The sounds play continuously, even after you've closed the Zounds control panel. Use Zounds to set up a sound atmosphere around your Mac. Zounds comes with a number of modules that'll play sounds from tropical islands, the ocean, an aviary, streams, and more.

Figure 17.2 The Zounds control panel enables you to build your own thunderstorm.

The only drawbacks to Zounds is the amount of disk space and application memory required to play sounds. Zounds comes compressed on six disks so you get an idea of how much disk space it might eat up. Fortunately, you can install only the modules you know you'll use to keep the Zounds Files folder slim.

Kaboom!

Developer: Nova Development Corp.

Type: Control Panel

Distribution Method: Commercial

Kaboom! is based on SoundMaster, the classic shareware sound tool by Bruce Tomlin. Use the Kaboom! control panel to associate any of 150 included sounds to different Macintosh events like Startup, Shut Down, Bad Disk, and Disk Eject. Select an event in the left scrolling window, then select a sound from the right scrolling window to associate with it (see figure 17.3). Buttons in the control panel window enable you to test sounds and change the volume. When you've got a sound you like, click on the speaker icon before the event. The sound is attached when sound waves appear before the speaker icon. Changes take effect on restart.

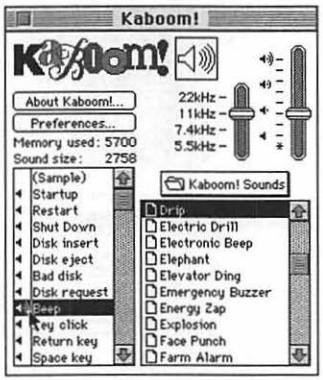


Figure 17.3 Kaboom!'s control panel enables you to attach sounds to Macintosh events.

If the 150 sounds that come with Kaboom! aren't enough, you can add more by dropping sound files into the Kaboom! Sounds folder. Record them yourself, get them from friends, or download them from online services and BBSs.

Chime

Developer: Robert Flickinger

Type: Control Panel

Distribution Method: Shareware

Chime enables your Mac to chime the hours like an expensive timepiece. Select sound files to use for each chime event—every quarter hour, 15/30/45 minutes past the hour, on the hour, on 15 minutes past, on 30 minutes past, on 45 minutes past, and to mark time. You don't need sounds for all of these events. Give each sound a specific name to tell Chime when to play it. Then drop them into a Chime Sounds folder and restart with Chime installed. Chime plays each properly named sound at its specified time. The Chime control panel displays check marks beside each sound that will play (see figure 17.4) and enables you to set other options for the way Chime works.

Figure 17.4 Chime chimes the hours—and more.

The Sound-Trecker

Developer: Frank Seide

Type: Application

Distribution Method: Shareware

The Sound-Trecker plays MOD soundtrack files. MOD files are commonly used by Commodore and Amiga computers. They efficiently store high quality sound in reasonably sized files.

The Sound-Trecker enables you to open multiple MOD files at once (see figure 17.5). They play through your Mac's speaker or speakers attached to your Mac's headphone jack. Use controls to repeat and shuffle opened files or play them in stereo sound. Change settings to alter sounds. A background button puts The Sound-Trecker in the background while it continues to play.

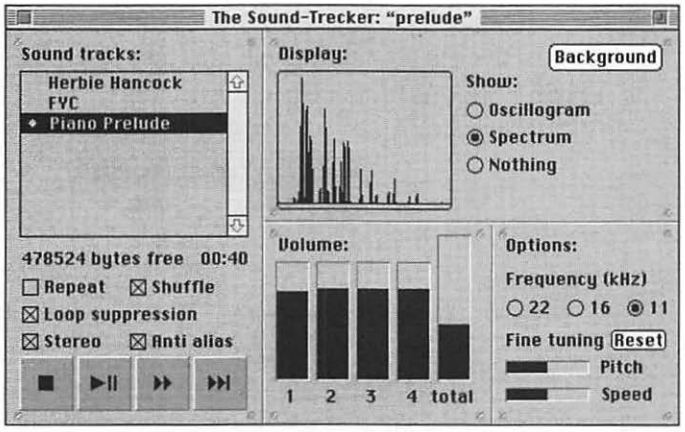


Figure 17.5 Play MOD soundtrack files with The Sound-Trecker.

MOD files can be found on major online services and BBSs catering to Commodore and Amiga users. These files produce very high quality sounds. An impressive thing about The Sound-Trecker is the fact that it only requires 640K of RAM, no matter how many MOD files are loaded into it.

CARP

Developer: Craig Marciniak

Type: Application (requires a CD-ROM player and driver software)

Distribution Method: Shareware

CARP—which is short for Craig's Audio ROM Player—turns your CD-ROM player into an audio CD player. CARP's sleek looking little display provides buttons for Eject, Stop, Play, Pause/Resume, Previous Track, and Next Track as well as a track number indicator (see figure 17.6). Use it just like you'd use a regular CD player. It will automatically play an audio CD when the CD is mounted or when CARP is launched. The CD continues to play until you stop it or restart your Mac, even if you quit CARP.

Figure 17.6 CARP's sleek little control bar

B-Panel

Developer: Alessandro Levi Montalcini

Type: Control Panel

Distribution Method: Shareware

B-Panel adds a screen message to the System beep. Use the control panel to specify a message to display, a font, a window size, and a message display duration. Use check boxes to tell B-Panel to play the System sound, display the message, or both. From then on, every time the Mac beeps, the message appears.

Get and Edit Sounds

If your Mac came with a microphone (all the new models do these days), you have everything you need to record your own digitized sounds. Just use the Sound control panel (discussed earlier) and microphone to record sounds and save them to disk. Then use them in just about any of the programs mentioned in the previous section of this chapter.

But what if you don't have a microphone? Or what if you're already bored with recording your own voice, your dog's bark, and your favorite rock and roll guitar licks? That's when it's time to go hunting for sounds someone else recorded.

Where do sound files come from? You'd be surprised. You can find sounds in the most unexpected places. Does your favorite game make sounds as you play? Does your screen saver make sounds? Well? Wouldn't it be nice to pull those sounds out and use them for other things?

These utilities help you track down sound files and convert them to a format that you can use.

Sound RoundUp

Developer: Robert Gibson

Type: Application

Distribution Method: Shareware

Sound RoundUp extracts sounds from any file or folder dropped onto it. System 7 users can drop a folder containing files onto the Sound RoundUp icon and it automatically copies all the sound resources out of the files and stores them in a folder on disk.

Sound RoundUp is not only easy to use, but it's fast. I dropped my System Folder onto it just to see what it would come up with. Less than two minutes later, there were 241 sound files taking up over 4M of disk space in a folder on my hard disk. Wow!

SndConverter

Developer: David Lambert/Dejal Userware

Type: Application

Distribution Method: Shareware

SndConverter copies sound resources out of files containing sounds and converts them to one of three formats: SoundEdit files, System 7 sound files, and SoundMover files (see figure 17.7). It can also automatically downsample sound files from 22kHz to 11kHz to make them smaller. (The sampling rate affects the quality of sounds as well as sound size—the higher the sampling rate, the higher the sound quality and the larger the size.)

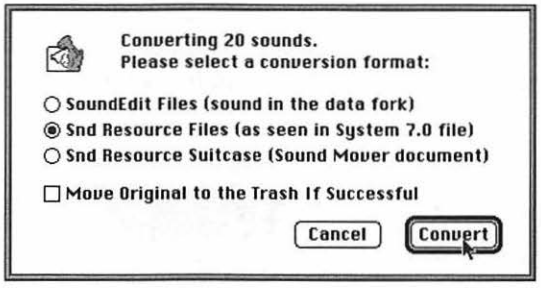


Figure 17.7 SndConverter extracts sound resources out of files and saves them in one of three formats.

Sound Swiper

Developer: Jim Moore

Type: Application

Distribution Method: Shareware

Sound Swiper copies sounds out of any folder full of files. Set a directory for Sound Swiper to work on and click the Swipe Sounds button. Sound Swiper copies all sounds in the files contained in that folder and displays them in a scrolling window (see figure 17.8). You can play sounds or remove them from the list. Sound Swiper also saves these sounds to a special resources file in the Preferences folder inside your System Folder. Next time you use Sound Swiper, it adds to this file. You can also use the Save As command to save a sound as a separate System 7 sound file for use with another program.

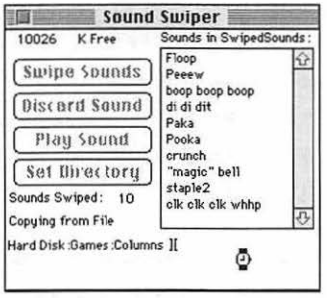


Figure 17.8 Sound Swiper swipes sounds out of files.

Wavicle

Developer: Lee Fyock

Type: Application

Distribution Method: Shareware

Wavicle doesn't actually extract or convert sounds, but it does let you record and edit them. Its main window enables you to record a sound with an Apple microphone, a MacRecorder, or a similar device (see figure 17.9). If you don't have a recording device, don't worry. You can open up existing sound files and edit them. Select part or all of a sound you want to edit, then use Wavicle's effects modules to downsample,

fade, filter, perform level correction, add reverb, reverse, or scope the sound. Online help explains exactly what each of these modules does.

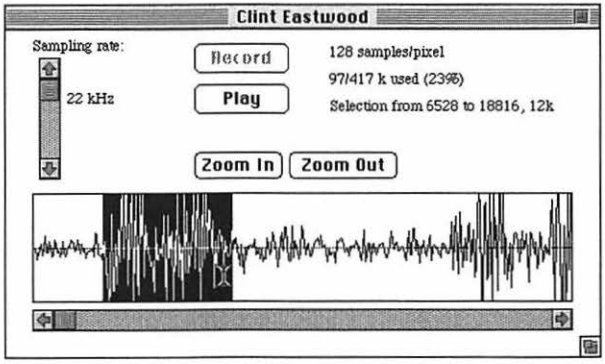


Figure 17.9 Wavicle's main window

Summary

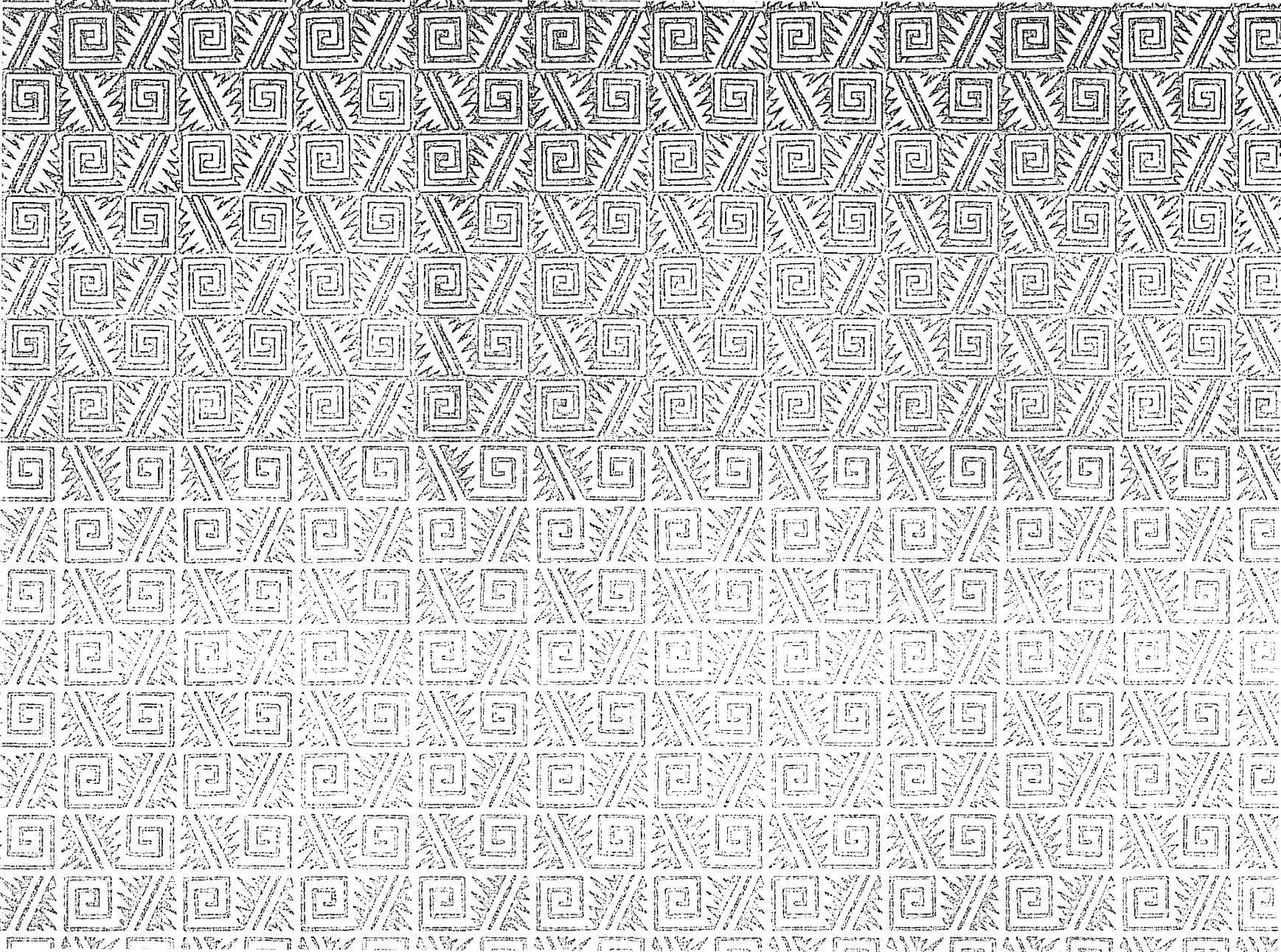
The Mac is more than just another pretty face; it sounds good, too. Some sounds are included with the machine—candidates for its alert sound. But being a Macintosh, there are many more sound options for you to discover. You can add interesting sounds to common events like startup, Shut Down, and Disk Eject. Your Mac can chime the hours. And if you grow weary of pre-packaged sounds, your Mac can help you track down and capture new ones.

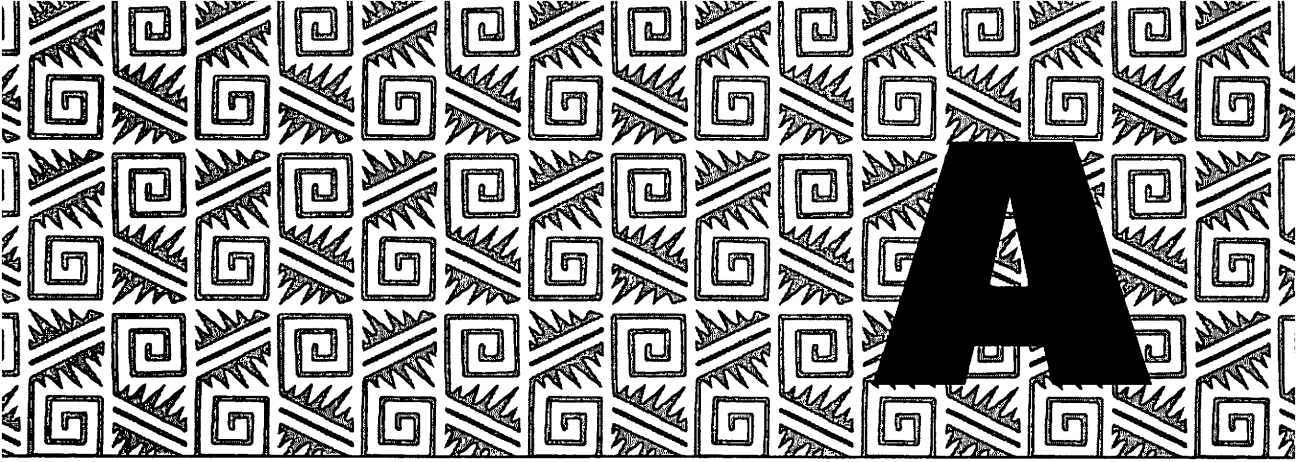
Part 5

Appendixes

Appendix A: Developer Contact Information

Appendix B: What's on the Disks and How to Use Them





Developer Contact Information

If you want more information about any of the software products in this book or want to order a product directly from its developer, use the contact information in this appendix. Be sure to tell them you read about their products in *Mac Power Toolkit*!

We've made every effort to confirm this contact information before including it here. But things change. Companies and individuals move. Area codes change. Products change hands. Although the information here was accurate at the time this book went to press, don't expect it to be just as accurate in 1997!

Commercial Software Developers

Most of the commercial software products discussed in this book are available at discounted prices through mail order organizations like MacZone, Mac Connection, and Mac's Place. Chain stores like Egghead Software and WaldenSoftware may also carry many of these products at reduced prices. Another source may be your local Macintosh user group—vendors sometimes make special offers to MUG members.

Of course, you can always order software directly from the developer. The following addresses and phone numbers are for the commercial software developers mentioned in this book.

Abbott Systems, Inc.
62 Mountain Road
Pleasantville, NY 10570
Main Phone: 914.747.4171
800 Phone: 800.552.9157
Fax Phone: 914.747.9115
AppleLink: D5679

Adobe Systems Incorporated
1585 Charleston Road, P.O. Box 7900
Mountain View, CA 94039-7900
Main Phone: 415.961.4400
800 Phone: 800.648.2846, 800.833.6687
Fax Phone: 408.562.6775
AppleLink: ADOBE.APDMKT
CompuServe: GO ADOBE

Advanced Software, Inc.
1095 E. Duane Avenue, Suite 103
Sunnyvale, CA 94086
Main Phone: 408.733.0745
800 Phone: 800.346.5392
Fax Phone: 408.733.2335
AppleLink: D2495

After Hours Software
Tri Center Plaza
5990 Sepulveda Boulevard
Van Nuys, CA 91411
Main Phone: 818.780.2220
800 Phone: 800.995.9968
Fax Phone: 818.780.2666
AppleLink: AFTERHOURS
America Online: AHSoftware
CompuServe: 73260,2551

Aladdin Systems, Inc.
165 Westridge Drive
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Main Phone: 408.761.6200
Fax Phone: 408.761.6206
AppleLink: ALADDIN
America Online: Aladdin

Alki Software Corporation
300 Queen Anne Avenue N., Suite 410
Seattle, WA 98109
Main Phone: 206.286.2600
800 Phone: 800.NOW.WORD
Fax Phone: 206.286.2785
CompuServe: 72400,3716

ALSoft, Inc.
P.O. Box 927
Spring, TX 77383-0927
Main Phone: 713.353.4090
800 Phone: 800.257.6381
Fax Phone: 713.353.9868
Electronic Mail: AppleLink: D0259

Altsys Corporation
269 West Renner Parkway
Richardson, TX 75080
Main Phone: 214.680.2060
Fax Phone: 214.680.0537
AppleLink: D0590
America Online: Altsys
CompuServe: 76004,2071

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San Francisco, CA 94122
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Fax Phone: 415.566.9692
AppleLink: ALYSIS
America Online: ALYSIS
CompuServe: 75300,3011

Amaze !nc.
11810 115th Avenue NE
Kirkland, WA 98034-6923
Main Phone: 206.820.7007
800 Phone: 800.395.1546
Fax Phone: 206.823.0568
AppleLink: AMAZE

Apple Computer, Inc.
20525 Mariani Avenue
Cupertino, CA 95014
Main Phone: 408.996.1010
800 Phone: 800.538.9696

Ares Software Corporation
565 Pilgrim Drive, Suite A
Foster City, CA 94404
Main Phone: 415.578.9090
Fax Phone: 415.378.8999
AppleLink: ARES

ASD Software, inc.
4650 Arrow Hwy., Suite E-6
Montclair, CA 91763
Main Phone: 714.624.2594
Fax Phone: 714.624.9574
AppleLink: ASD

Attain
48 Grove Street
Somerville, MA 02144
Main Phone: 617.776.2711
Fax Phone: 617.776.1626
AppleLink: ATTAIN

Baseline Publishing
Suite 14
1770 Moriah Woods Boulevard
Memphis, TN 38117-7118
Main Phone: 901.682.9676
Fax Phone: 901.682.9691
AppleLink: BASELINE.PUB

Bering Industries
1357 Dell Avenue
Campbell, CA 95008
Main Phone: 408.364.2233
800 Phone: 800.237.4641
Fax Phone: 408.374.8309
AppleLink: Bering1

Berkeley Systems, Inc.
2095 Rose Street
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800 Phone: 800.877.5535
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510.540.5630
AppleLink: D0346
America Online: BrklySystm
CompuServe: 75300,1376

Brainchild Corporation
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Cincinnati, OH 45244

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AppleLink: BRAINCHILD
CompuServe: 75720,3100

Casady & Greene, Inc.
22734 Portola Drive
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Fax Phone: 408.484.9218
AppleLink: D0063

CE Software, Inc.
P.O. Box 65580
W. Des Moines, IA 50265
Main Phone: 515.224.1995
800 Phone: 800.523.7638 (orders only)
Fax Phone: 515.224.4534
AppleLink: CESOFTWARE
America Online: CESOFTWARE
CompuServe: 76136,2137

Central Point Software, Inc.
15220 N.W. Greenbrier Parkway, #200
Beaverton, OR 97006
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Fax Phone: 503.690.8083
AppleLink: D6201
CompuServe: GO CENTRAL
BBS: 503.690.6650 (2400), 503.690.4777 (9600)

ColorAge Inc.
900 Technology Park Drive
Billerica, MA 01821
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800 Phone: 800.4.FREEDOM
Fax Phone: 508.667.8821
AppleLink: FREEDOM
CompuServe: 70300,2063

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2655 Campus Drive
San Mateo, CA 94403
Main Phone: 415.571.5100
800 Phone: 800.950.5880
Fax Phone: 415.571.5195
AppleLink: CONNECTIX

Coral Research
P.O. Box 2055
Stateline, NV 89449
AppleLink: D2569

CSG.Management Science Associates, Inc.
530 William Penn Place, Suite 329
Pittsburgh, PA 15219-1820
Main Phone: 412.471.7170
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Berkeley, CA 94709
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AppleLink: DANTZ

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3700 Lyckan Parkway, Suite B
Durham, NC 27717
Main Phone: 919.490.1277
Fax Phone: 919.490.6672
America Online: Virex1

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Sorenson Research Park
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Salt Lake City, UT 84123
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America Online: DaynaCOM

Digital Eclipse Software, Inc.
5515 Doyle Street, #1
Emeryville, CA 94608
Main Phone: 510.547.6101
800 Phone: 800.289.3374
Fax Phone: 510.547.6104
AppleLink: DESI
America Online: DIGECLIPSE
CompuServe: 71333,254

DublClick Software
22521 Stiles Street
Woodland Hills, CA 91367
Main Phone: 818.888.2068
800 Phone: 800.266.9525
Fax Phone: 8108.888.5405
America Online: DublClick

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Baton Rouge, LA 70809
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800 Phone: 800.766.7283
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FWB Incoporated
2040 Polk Street, #215
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Fax Phone: 703.516.9216

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648 S. Wheeling Road
Wheeling, IL 60090
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AppleLink: ICOM.MKTG

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Fax Phone: 203.435.1091
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America Online: INLINE
CompuServe: 75300,2014

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AppleLink: INSIGNIA.MKT

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CompuServe: 73730,274

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AppleLink: LEADERTECH

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AppleLink: D0397
CompuServe: 76004,1525

MicroMat Computer Systems
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Fax Phone: 415.897.3901
America Online: MicroMat3

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CompuServe: 71764,3251

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GEnie: m.davis42

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Fax Phone: 415.593.6868
AppleLink: NOHANDS

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Calabasas, CA 91302
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800 Phone: 800.395.NOVA
Fax Phone: 818.591.8885
AppleLink: D0035
America Online: NovaDev

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800 Phone: 800.237.3611
Fax Phone: 503.274.0670
AppleLink: NOWSALES

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9200 South Dadeland Boulevard
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Fax Phone: 305.670.1992
AppleLink: D0283
America Online: OLDUVAIGUY

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Cambridge, MA 02141
Main Phone: 617.876.0900
800 Phone: 800.548.8871
Fax Phone: 617.876.0391
AppleLink: ON.MKTG
AppleLink: ON.TECH
America Online: ON Tech

Pastel Development Corporation
113 Spring Street
New York, NY 10012
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Fax Phone: 212.431.3079
AppleLink: PASTEL.SALES

Portfolio Software, Inc.
10062 Miller Avenue, Suite 201
Cupertino, CA 95014
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Fax Phone: 408.252.0440
AppleLink: DYNOSALES

Power Up Software Corporation
2929 Campus Drive
San Mateo, CA 94403
Main Phone: 415.345.5900
800 Phone: 800.851.2917
Fax Phone: 415.349.1356

ShirtPocket Software
P.O. Box 40666
Mesa, AZ 85274-0666
Main Phone: 602.966.7667
Fax Phone: 602.894.9136
AppleLink: SHIRTPOCKET
CompuServe: 72167,3717

SNA Inc.
Suite 404
2200 NW Corporate Boulevard
Boca Raton, FL 33431
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Fax Phone: 407.241.3195
AppleLink: D4413

Symantec Corporation
10201 Torre Avenue
Cupertino, CA 95014.2132
Main Phone: 408.253.9600
800 Phone: 800.441.7234
Fax Phone: 800.255.3344

Teknosys, Inc.
Suite 111
3923 Coconut Palm Drive
Tampa, FL 33619
Main Phone: 813.620.3494
800 Phone: 800.873.3494
Fax Phone: 813.620.4039
AppleLink: TEKNOSYS

Thought I Could
107 University Place, Suite 4D
New York, NY 10003

Main Phone: 212.673.9724
AppleLink: D1254
America Online: LindaK
CompuServe: 15056,1733
Prodigy: MWXK59A

Visionary Software
1820 S.W. Vermont, Suite A
Portland, OR 97219
Main Phone: 503.246.6200
Fax Phone: 503.452.1198
AppleLink: VISIONARY

Williams & Macias Inc
South 3707 Godfrey
Spokane, WA 99204
Main Phone: 509.458.6312
800 Phone: 800.752.4400
Fax Phone: 509.623.4276
AppleLink: WMITECH

Writing Tools Group
201 Alameda Del Prodo
Novato, CA 94949
Main Phone: 415.382.8000
800 Phone: 800.227.5609
Fax Phone: 415.382.4952

Shareware and Freeware Software Developers

The shareware and freeware products mentioned in this book are widely available on commercial online services like CompuServe, America Online, and GEnie as well as computer board systems (BBSs) catering to Macintosh users. If you don't have a modem, you can also try your local Macintosh user group—many MUGs distribute shareware to members for the cost of the disk it's stored on.

If you're looking for a particular shareware product that you can't seem to find anywhere, you may want to contact the product's developer. The following addresses are for the shareware and freeware software developers mentioned in this book. Please be aware that most shareware authors work on a tight budget and can't be expected to send out disks free of charge. Contact the author for his policy regarding distribution.

In addition, be aware that most shareware authors will not provide product support for unregistered users. If you regularly use a shareware product, please comply with the author's wishes regarding registration. Only by paying shareware fees when requested can we be assured of a steady flow of quality software products from developers and programmers like these.

Mark Adams
Maverick Software
11215 Research Boulevard, #2036
Austin, TX 78759
America Online: MarkA38
AppleLink: Maverick.Sft

Kevin Aitken
1670 El Camino Real, #162
Menlo Park, CA 94025.4101
America Online: HartAitken
AppleLink: AITKEN.K

Andrew Anker
A2Z Software
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America Online: AndA
AppleLink: A2Z
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Daniel Azuma
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Bad Boys Software
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Simon Brown
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San Francisco, CA 94114
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Pi Zero Software
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America Online: Pi Zero

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America Online: MichaelC50
CompuServe: 73457,426
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1 New Zealand

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AppleLink: Wingsmith
CompuServe: 75156,2563
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CompuServe: 72571,1010
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GEnie: G.FRANCO

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David B. Lamkins
America Online: DBLamkins
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Princeton, NJ 08540
Internet: gdl1000@cus.cam.ac.uk

Jim Leitch
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Willowdale, Ontario Canada M2J 1H9
CompuServe: 70416,1532
AppleLink: CDA 0710

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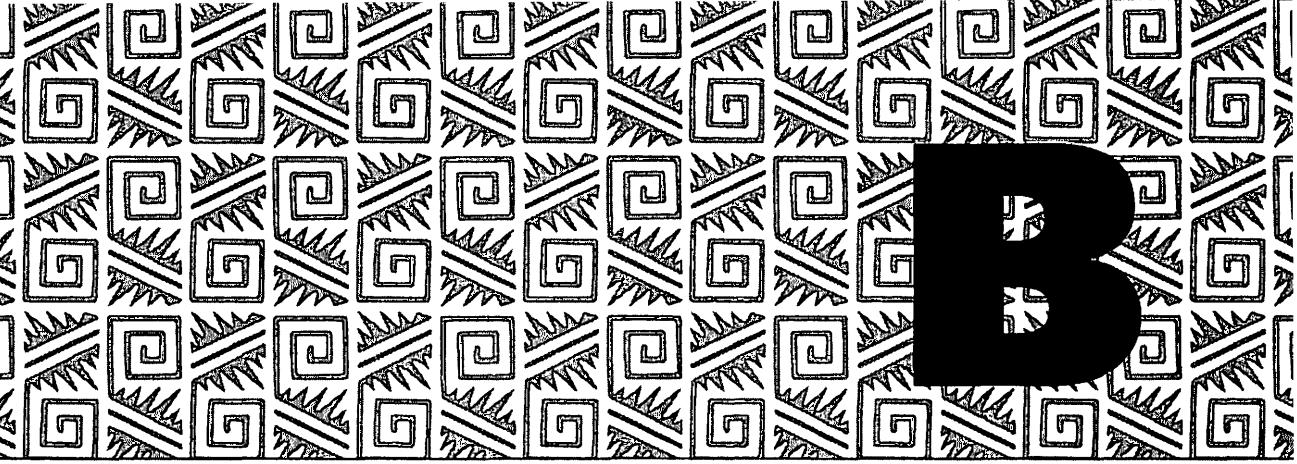


What's on the Disks and How to Use Them

This book includes two double-sided disks full of shareware and freeware tools mentioned within its pages. Try out these programs right now for a first-hand look at the power tools available to you.

What's on the Disks

Here's a list of all the programs included on the disks, along with chapter references.

Program	*Read About It in This Chapter*	*Find It On This Disk*
Alias Director	1	1
AppDisk	1	1
ApplicationMenu	4	1
Applicon	4	1
AppSizer	4	2
DeSEA	8	2
Dialog View	4	2
Dismount	1	1
DOCMaker	13	2
DoubleScroll	2	1
Eclipse	16	2
FinderEdit	1	1
Flash Write][	13	2
Folder Icon Maker	15	2
Font View	3	1
Get More Info	4	1
Greg's Buttons	15	2
Helium	1	1
IconBOSS	15	2
INIT Tracker	5	2
MemINIT	4	1
MenuChoice	2	1
MergeScrap DA	1	1
NotePad++	13	2
Open-wide	4	1
PICTify	1	1

Program	*Read About It in This Chapter*	*Find It On This Disk*
Power Alias	4	2
Remember?	12	2
ScrapIt DA	1	1
Simsonite	3	1
SmartFolder	2	1
SmartKeys	13	2
Speedometer	5	1
Stapler	4	1
Stuffit Expander	8	1
To Do!	12	2
Zipple	16	2

How to Use the Disks

In order to squeeze as many shareware and freeware products as possible onto the two disks, we used Aladdin System's StuffIt Deluxe software. This package, which is discussed in detail in chapter 8, uses file compression to make files smaller. Before you can use them, however, you must decompress or "unStuff" them. We've included a copy of the freely distributable software product StuffIt Expander on Disk #1 for just this purpose.

Installing StuffIt Expander

To use StuffIt Expander, you must first unStuff it. It's a self-extracting archive file, which means you can double-click its icon to unStuff it. Follow these steps:

1. Insert Disk #1 from the envelope at the back of this book into your Mac's disk drive.

2. If necessary, double-click the Disk #1 icon to open the disk's window.
3. Double-click on the icon for StuffIt Expander 3.0.1.sea. The file launches its self-extraction code.
4. Click Continue in the copyright window that appears.
5. Use the standard Save As dialog box that appears to select a location on your hard disk to install StuffIt Expander. (You must select your hard disk; the unStuffed program will not fit on the floppy disk it comes on.) Click the Save button.
6. A progress bar appears indicating that the self-extraction code is hard at work. A moment later, you'll hear your System alert sound and a dialog box with the message "Installation was successful!" should appear. Click Quit.

After following these steps, you should have a folder called StuffIt Expander 3.0.1 on your hard disk in the location you specified in step 5 above. Open that folder to use the StuffIt Expander application and read the documentation file that comes with it.

UnStuffing Files

StuffIt Expander works two ways: as a regular double-clickable application and as a drag-and-drop application under System 7. Either way, StuffIt Expander is configured to unStuff files and place them in the same folder as the original archive file. For this reason, you should copy the files you want to unStuff from Disk #1 and Disk #2 to your hard disk before using StuffIt Expander to unStuff them.

Follow these steps:

1. Insert the disk containing the file you want to unStuff.
2. If necessary, double-click the disk icon to open its window.
3. Drag the icon for the file you want to unStuff from the floppy disk window to a window on your hard disk. A status bar indicates that your Mac is copying the file.
4. Double-click the StuffIt Expander icon to launch StuffIt Expander.

5. Select Expand from the File menu.
6. Use the standard Open dialog box to select the file you just copied to your hard disk. Click Expand.
7. A status bar indicates StuffIt Expander's progress. When it disappears, the file is unStuffed.
8. Quit StuffIt Expander by selecting Quit from its File menu.

If you're running System 7 on your Mac, you can simply drag the icon for the file you want to unStuff onto the StuffIt Expander icon (rather than following steps 4 through 8). StuffIt Expander launches, unStuffs the file, and Quits. Use this method for unStuffing batches of files quickly.

You can also change StuffIt Expander's preferences to prompt you for a destination, delete originals, or perform other functions. See the StuffIt Expander documentation for details.

Using the Programs

Most of the shareware and freeware tools included on the disks come with documentation or "Read Me" files. Read these files with your word processor to get more information about how to install and use the software. These files also tell you what the software author expects as compensation for his work if you continue to use his product. The price of this book does not include compensation for shareware authors whose work appears on the disks. Please comply with the software author's wishes!

If a documentation file is not included with the software product, you can often find information within the program itself. Launch the program and look for Help, About, or question mark push buttons. Or, if you're using System 7, try the Balloon Help menu.

You can also get tips on how to use a product by consulting the chapter within this book where it is discussed. Wherever possible, I've provided brief instructions for trying one or more features of a program included on disk. Use these instructions to get started.

Troubleshooting

If you're having trouble following any of the instructions above, please read through this section before calling Hayden (or me!) for help. It offers solutions to problems you may encounter.

If your Mac can't read the floppy disks . . .

Both disks included with this book are double-sided (800K) disks. If you're using a very, very old Mac, your Mac may only be able to read single-sided disks. Take these disks and four blank, formatted single-sided disks to your local Macintosh dealer or Macintosh user group and ask them to copy the files on these disks to your blank disks. Then give these disks to a friend with a newer Mac.

If StuffIt Expander tells you there isn't enough room on disk . . .

You can't unStuff the files onto the same disks they came on. There simply isn't enough room. Copy them to your hard disk before unStuffing them. If you have copied them to your hard disk and you still get this message, your hard disk may be full. Time for some spring cleaning!

If your Mac begins to bomb unexpectedly or displays strange error messages after installing one of these programs . . .

First of all, I want to make it clear that all the files on these disks have been checked for viruses. Your computer cannot get a virus from either of these disks.

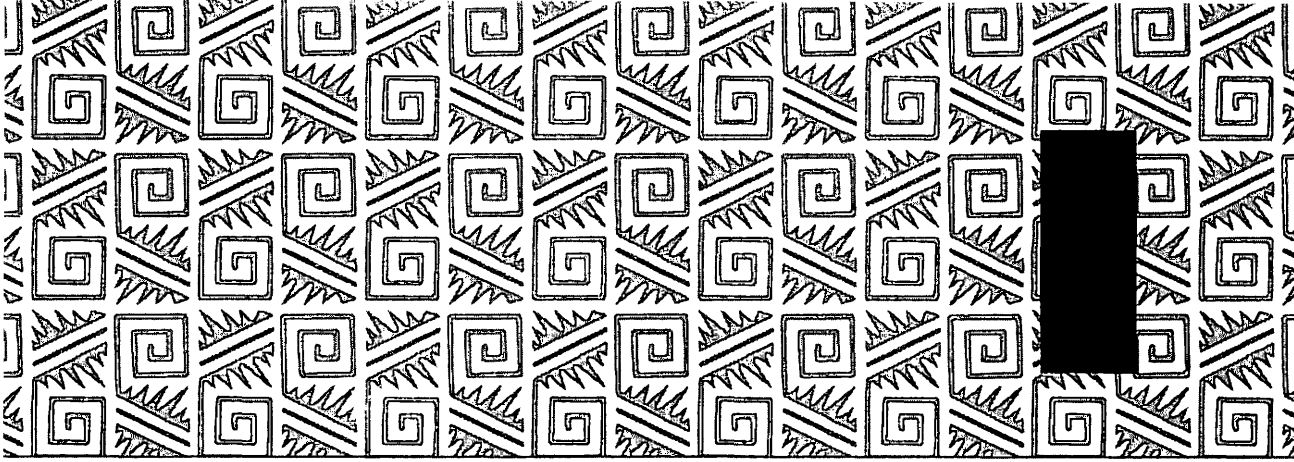
Check the documentation for the files you've installed. Is your system compatible with all of them? For example, if you're using System 6 Mac and you install a program that requires System 7, you may have all kinds of problems.

If your system is compatible with the products installed but the problems continue to occur, your Mac may be suffering from a software conflict. That means one or more of the programs installed on your Mac doesn't work properly with another. This problem occurs most often with system extensions—see chapter 5 for more information. To track down the culprit, deinstall all the products you installed and then install them, one at a time, until the problem reoccurs. Then either contact the software developer to let him know about the problem (perhaps he has a newer version that eliminates the problem) or simply stop using it.

One Last Word

Shareware authors work hard and seldom get the reward or praise they deserve. If one of these products changes your life, be sure to tell its developer about it. You'll make his day.

And you can tell me, too. My contact information is in the introduction to this book.



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The two disks included with Mac Power Toolkit are full of shareware and freeware that's mentioned throughout it's pages. Use them to try out thirty-seven power tools on your Mac right now.

For more information about the disks and how you can use them, refer to appendix B.

Your Macintosh is a powerhouse—a machine packed with efficiency, performance, and versatility. This book gives you the tools you need to enhance it.

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Greg's Buttons—gives your Mac a clas look with 3-D color buttons

PowerAlias—lets you specify applicati to launch documents

Remember?—reminds you of important meetings on your busy schedule

Speedometer—performs a complete ba tery of tests (visually) on your Mac

Stapler—groups together files, folders, and applications

Zipple—enables you to select, edit, and create animated icons for your menu

About The Author

Maria L. Langer is a successful Macintosh compu er book author. She runs the Electronic Pen bulleti board system and is a co fessed Mac addict.

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