

Creating a Smart Folder

How do we use the Smart Folder capability in the Finder? To get full use of Smart Folders, you have to be up to speed on Spotlight. Using my handy new Kibbles Smart Mailbox, I find that Kibbles & Bytes # 415 covered Spotlight http://www.smalldog.com/newsarchive/kibbles_display.php?id=413.

I write a lot about health care, often for presentations at civic events, to testify at the legislature, or for presentations to my board at Vermont Businesses for Social Responsibility. I have Word documents, Keynote presentations, Excel charts, and .pdf files. I often write the same thing for these presentations and it sure would be handy to have all these documents in one place. I could manually find them and drag them into a folder, but Smart Folders with its live updating keeps everything where I need it. Here's how I created my Health Care Smart Folder: In the Finder, I selected *New Smart Folder* from the File menu. It presented me with a window that looks an awful lot like a normal Finder window. On the left is Sidebar with my drives and servers on top and Desktop and important folders below. There is a gray bar above the search window that allows you to choose Servers, Computer, Home, Others. Most of your Smart Folders are likely to be from files stored on your computer, so that is the default and the choice I used.

Next, I typed Health into the Spotlight search box. Within seconds I was presented with the Spotlight search results that included my email folders, Word documents, Address Book cards, presentations, and any file with the word health in it. I further refined the search selection by using the drop-down boxes to set the criteria for the Smart Folder.

There I have selections that include dates, kind, keywords, and a host of other options if I choose "other." I wanted to include documents that had the keywords Vermont and health in the content, so I added another criterion. Once I had the list of files, I hit Save and selected a location for my new Smart Folder. You can check a box to put the Smart Folder in the Sidebar, too. Now I have all the health care documents in one place.

Another frequent use for a Smart Folder is to keep track of your recent work. I created a folder that keeps a rolling record of "this week's work." With a Finder window open, I selected Smart Folder. The default is two criteria "Kind" set to

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"Any" and "Last Opened" set to "any date." I only wanted files I was working on, so I selected "Home" instead of "Computer," changed "Last Opened" to "Last Modified," and set the qualifier to "This Week."

After hitting "Save," I chose to have this folder in my Sidebar for handy access to my work. Just like that I can easily find and open any file I worked on in the last week.

Of course, after seven days the files will be dropped, so if you are planning to back this up you will want to set Backup to copy that Smart Folder weekly as well.

Creating a Burn Folder

If you frequently burn the same items to disc -- for example, employee manuals, procedures, forms, and other necessary files for a new employee -- you can simplify this process with a Burn Folder. This special folder will contain aliases of the files you want to burn to disc.

To create a Burn Folder, in the Finder select "New Burn Folder" from the File menu. Once you have named the folder it appears in the Finder window with a little Burn icon on it. Now all you have to do is move the files you want on your disc to this folder. Your Mac will copy aliases, not the actual files, to the Burn Folder.

To burn a disc, double-click on the Burn folder and insert a blank disc. To make it even easier, if you drag your Burn Folder to the sidebar, it will have a little Burn icon next to it that you can click to burn a disc.

Actual notes from Hospital charts:

1. The patient refused autopsy.
2. The patient has no previous history of suicides.
3. She has no rigors or shaking chills, but her husband states she was very hot in bed last night.
4. Discharge status: Alive but without my permission.
5. Patient had waffles for breakfast and anorexia for lunch.



HACKette

NEWSLETTER OF APPLE/MACINTOSH USERS' GROUP OF HAMILTON VOL. 24 NO. 9 MAY 2006

The next meeting is on:
Wednesday
May 10, 2006
in Dundas
6:30 P.M.

Jim Auty demonstrating Quark Express



COMING MEETINGS...
June 14, 2006



NEXT EXECUTIVE MEETING...
May 15, 2006
at Mike's

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A MESSAGE FROM THE PRESIDENT

It is that time of year again! Executive Elections. At the June meeting there will be a vote to elect next year's executive. We are fortunate that most members of last year's executive are willing to be nominated again, but if you would like to nominate someone else, please let Dave Walton know, and we can have elections in June.

We do have an opening at "Member at Large". Anyone interested in joining please let us know. Dave would be very happy to explain the duties of any of the positions.

See you on Wednesday
Dave

Slate Of Candidates for 2005-06

President	David Walton
Past President	Jim Auty
Vice President	Lorimer Rutty
Secretary	Graham Worthington
Treasurer	Alan Adams
Membership	Alan Adams
Programming/ CCUG Representative	Alan Adams
Publicity	Caroline Fehr
Newsletter Editor	Ralf Gmell
Web Master	Don Nicklin
Member-at-Large	Mike Scanlan to be filled



iPhoto Hints

Organize Your iPhoto Library

You can add folders to iPhoto 5's Source list in order to organize your photo library. You can group your albums by event or year, or keep your albums, slideshows and books together in one folder. Choose File > New Folder and drag whichever albums, slideshows, books or other folders you want into it.

Rate Your Pictures

You can rate the photos in an iPhoto album (roll) from 1-5 stars easily by rating them during a slide show. Open the album you want to rate. Press the "SlideShow" button. Press "Play" and as each picture appears, press a number from 1-5. I turn off the music while rating pictures.

You can rate all the 5 star pictures in an album or the entire library by clicking on the first 5 star picture you find. Now, holding down the Command key, click all the rest of the 5 star pictures. When all are selected, Command/5 rates them all with 5 stars.

iPhoto Keywords

You can add or select keywords to help classify your photos. Keywords are labels you can add to your photos, allowing you to easily view images by category.

To add a keyword to a photo or selection of photos, just drag them onto any keyword in the Keywords pane at the bottom left of the iPhoto window. (To view the Keywords pane, click the Keyword button -- it looks like a key.) To remove all keywords from a photo, drag it onto the "Reset" button in the Keywords pane. To view photos by keyword, click any keyword button in the Keywords pane. Want to add a Keyword? Select "Preferences" from the iPhoto menu and then go to the Keywords pane. You can also select keywords for a photo in the Get Info box by selecting the photo and hitting Command/I.

Duplicate photos before editing.

When preparing a picture in iPhoto for printing or other specific output, you might want to duplicate it before you start editing. This allows you to keep the pristine, original image for future use right beside the edited version. To duplicate a photo, click on the thumbnail once to highlight it, then press "CMD D" or choose "Duplicate" from the "File" dropdown menu.

If you forget to duplicate and want to restore an edited photo back to its original state, you can select "Revert to Original" from the "File" dropdown menu.

The Apple Macintosh User Group of Hamilton is a non-profit organization that meets informally at 6:30 PM, the second Wednesday of each month at the Marlatt Family Center, 195 King St. W., Dundas. This group is made up of users of the Apple Macintosh family of personal computers, whose interests range from word processing to publishing, music, and games to formal presentations, art to accounting and often times . . . more. Our main purpose is to provide a forum for questions, solutions and inspiration for everyday computing. For more information about the user group, please attend the next Club meeting, contact a member of the executive, or visit our web site.

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Submissions for Next Issue

May 25, 2006

Smart and Burn Folders

You have seen Smart Folders in iTunes, Mail, and iPhoto. They are handy ways to make playlists and slideshows or to organize your mail. Mac OS X Tiger has Smart folders and a special folder called a Burn Folder built right into the operating system. These tools make finding and organizing your files easier than ever before!

I've used Smart folders in iTunes, which are called Smart Playlists. For example, I have a smart playlist for the newest music that I add to iTunes. It was simple:

Creating a Smart Playlist

While in your iTunes library, choose "New Smart Playlist" from the File menu. You are then presented with a dialog box that allows you to set a number of criteria, such as Album, Artist, Compilation, Composer, Date Added, Genre, Rating, Name, Play Count, etc. By pressing the "+" button, you can add additional criteria to further refine your playlist and choose whether "any" or "all" of the criteria need to be met to qualify. You can also limit the number of songs in the playlist and select those by another set of criteria. Checkboxes for "Matching only checked songs" and "Live Updating" are also available.

To make the newest music playlist, I chose "Date Added" is in the last three months. I did not limit the songs but selected only checked songs (there are some old Fugs songs in my library that I can only listen to once in a while) and Live Updating. Now whenever I launch iTunes and want to play only the newest music that I ripped from CDs or bought at the Apple iTunes Music Store, I have a playlist that is constantly updated.

Creating a Smart Mailbox

The process is similar in Mail but perhaps even handier. I tend to save a lot of mail. Mail is my file cabinet. I have come to rely on Smart Mailboxes as my file clerk! Here's an example of how to create a Smart Mailbox. I wanted to have an archive of all the issues of Kibbles & Bytes so that I can recycle and update articles from previous issues or refer to them for other reasons.



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I went under the "Mailbox" menu item, selected *New Smart Mailbox*, and was presented with a now familiar dialog box. After naming the Smart Mailbox "Kibbles," I selected "subject" "starts with" Kibbles & Bytes # and then clicked on the "+" to add a second criterion, which was that the sender contained "@smalldog.com." You have the option to include messages from the Trash and Sent mail. In seconds I had a complete archive of all the Kibbles & Bytes issues.

Other criteria that you can use to create a Smart Mailbox are keywords from the entire message, from, to, date, whether the sender is a member of a group (i.e., my management team or dog pound groups), attachments, whether the message is flagged, etc.

Creating a Smart Album

The process in iPhoto is pretty much the same. In iPhoto, Smart Albums are much easier to make and more useful if you take the time to name each photo rather than have them automatically named (i.e., IMG_0012.JPG). I made a Smart Album with pictures of Hammerhead. First I named all the pictures in a fit of organizational fury. Then it was a simple matter of telling the Smart Album to include all pictures whose filename included Hammer. You can also select items for your Smart Album by date, rating, roll, comments, etc.

[Editor's note: There is a freeware application called Keyword Assistant

that makes it incredibly easy to add keywords to images and groups of images. You can then make a Smart Album using these keywords. For more info, use this link: <http://homepage.mac.com/kenferry/software.html>]

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