



# The *GAB'er*

The Newsletter of the Greater Albany Apple Byters

Volume 24, Number 5 - January 2008

## Macworld Expo

IDG World Expo, the leading producer of world-class tradeshows and events, announced the largest selection of in-depth training and educational opportunities ever presented at Macworld Conference and Expo. Highlights include new two-day training classes on popular Mac products such as Final Cut Studio, Aperture, Adobe™ Creative Suite and Filemaker; a session exploring Apple's new Mac OS X version 10.5 Leopard operating system; new MacIT sessions specifically for IT professionals deploying Apple technology; the exciting debut of "A Day At The Office: Microsoft® Office 2008"; and the enhanced Macworld Educator Academy. Macworld Conference & Expo is scheduled to take place January 14-18, 2008 at San Francisco's Moscone Center.

"This has been one of the most significant years in Mac history, with the best hardware and software lineup ever," said Paul Kent, General Manager, Macworld Conference & Expo. "At Macworld, Mac users can get an in-depth training curriculum taught by a world class faculty to help them get the most out of the tools they rely on every day."

Macworld, the largest Mac event of its kind, will present over 400 exhibitors and is expected to draw more than 50,000 attendees in 2008. Macworld's five-day conference program features 191 sessions with world-class content appropriate for Mac users of all levels and backgrounds.



## Coordinator's Corner

by John Buckley

While it is the beginning of 2008, we will take a look at a program that has been around for a long time. While many just use it for viewing video or listening to sound files, there are many other things *QuickTime* can do. As part of our "Green Apple" sessions, we will look at this versatile program that has been around for a long time.



As with all meetings, we will have a good Open Question period during the first hour. In addition, Macworld San Francisco will be on the week after the meeting, so we will have the latest rumors from the Mac World.

This meeting is for all those new Mac owners out there who are not exactly sure how things are supposed to work. Those of us who have had a Mac for a while will also most likely learn something new.

So bring your questions and get ready to get your hands clicking a mouse and hitting the keys.

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**Next GAAB Meeting**  
**January 9, 2008**

**QuickTime**  
**7:00 p.m.**

**Troy High School**  
**1950 Burdett Avenue, Troy**

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*Serving the Apple Computer User Community Since May 1984*

The Greater Albany Apple Byters is an Apple Computer User Group. Meetings are held the second Wednesday of each month (except July and August) in Room 212 of Troy High School, located on Burdett Avenue, Troy, NY.

Annual membership fee is \$10.00. Membership privileges include this newsletter, access to a large public domain software and video/audio tape library, local vendor discounts, special interest groups, and other special offers.

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## Apple Ambassador

The first weeks of January are always exciting for Mac Users because of the up coming Macworld Conference in San Francisco which will kick off with Steve Jobs giving the Keynote Speech on January 15<sup>th</sup>. Since we in the east have not had a Macworld Conference for a number of years, most of us will get the news via the web. There will be web broadcasts of Steve Job's' keynote speech a reports galore of all the new products. Because of the way the calendar falls, Macworld will be after our meeting, so we will have to wait until the February meeting to discuss the news.

The following are some of the big rumors from Apple Insider with the biggest story being the possible subnotebook to be announced.

#### Rumor: \$1,500 Mac subnotebook & 3G iPhone

Jim Goldman at CNBC launches the mother of all rumors

Christmas may have come early for those lusting after the near-mythical Apple subnotebook. First rumored by AppleInsider, CNBC is now \*confirming\* the existence of preproduction models of the MacBook Thin (moniker by The Professor) with an unveiling at Macworld Expo 2008. The MBT is reputed to be "50 percent thinner than the MacBook Pro," which would mean one-half inch and the thinnest Mac laptop ever. It is said to use a 12" display, contradicting the current rumor of a 13" display, but in keeping with the original rumor will "not feature a disk drive, using flash-based memory instead."

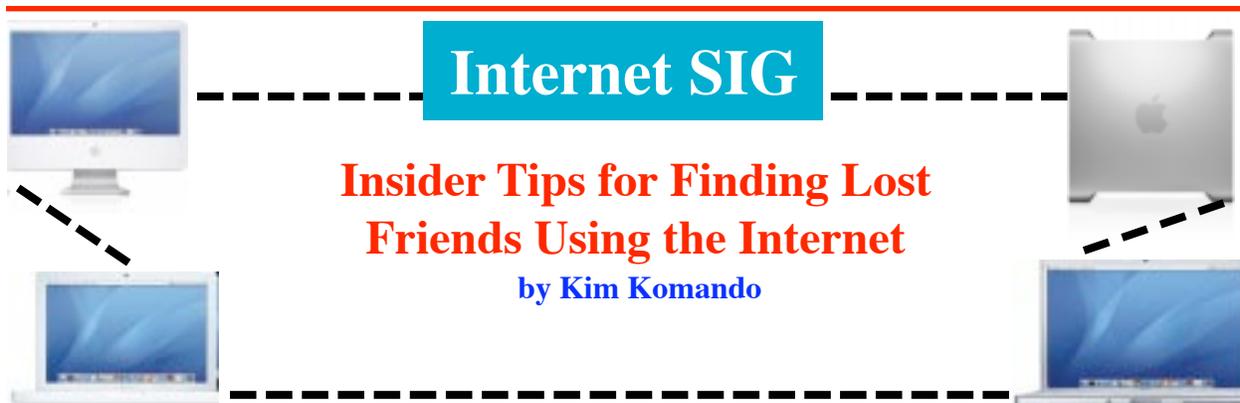
However, the big news is price. Looking at the specs of similar subnotebooks, cost runs \$2000 plus, but the MBT is supposed to sell for "around" a jaw-dropping \$1,500.

Is it hard for anyone else to imagine a \$1,500 Mac subnotebook and a 3G iPhone at the Keynote in January? Say it with me, "I do believe in rumors, I do, I do, I do!"

MacRumors has heard reliable confirmation about some features in upcoming Apple notebook due at Macworld San Francisco 2008.

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It isn't uncommon to fall out of contact with friends. Over the years, you've probably lost contact with a few friends. This year, resolve to locate friends from your past.

Start by searching Google. Enter your friend's name surrounded by quotes. Try nicknames and variations on the name, also.

For common names, narrow the search by adding a location, profession or interests.

Google Alerts may also help. You'll be automatically notified via e-mail when new pages meeting your search terms are found. Enter your friend's name, along with variations, and how often you'd like updates.

Your friend may also be looking for you. So search Google for your name.

#### **Start a blog**

People often search for themselves on the Internet. Take advantage of this by starting a blog. Blogger.com, LiveJournal.com and WordPress.com are free blogging services. You'll be up and going in minutes.

Use your friend's full name and any nicknames in postings. You might also list the last-known location and interests. Include a way to contact you. Just be careful not to give out too much contact information. Your e-mail address is enough. Online hustlers use detailed contact information to lure the unsuspecting into various scams.

#### **Search social-networking sites**

Social-networking sites are incredibly popular. Maybe your friend uses one. But searching Facebook, MySpace and LinkedIn individually is time consuming.

Wink.com searches popular social-networking sites, along with blogs and other sites. Simply enter your friend's name. Narrow search results by adding a location and interests.

You can click through to profile pages on the networking sites. You'll get a better idea if a listing is your friend.

Consider registering for a free profile on Wink. People can use it to locate you. Enter your name and information about yourself. If you wish, link to your profiles on other sites.

PeekYou.com is another site similar to Wink.

#### **Search the deep Web**

Pipl.com claims to search the deep Web. These are pages omitted from most search results. You can search Pipl by name and location only.

Pipl searches public records, publications, store profiles and more. The results could point you in the right direction. You may find a store profile that lists a city. Use this information to narrow your search.

As with many people search sites, some results link to paid sites.

#### **Try school sites**

Your school's alumni site may help you find college friends. Many have directories. Some even have networking sites.

These sites will be limited to school alumni. You must verify that you're an alumnus of the school. Additionally, you may need to join the alumni association. Make sure the association has your current information.

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## Education SIG

### Nanoscale Science and Technology Connections with K-12 Education

by Ethan Allen

*The following article defines a very important direction for education as we incorporate more nanotechnology into our lives. This article has been edited and the original can be found at <http://www.newhorizons.org/strategies/technology/allen.htm>*



Over the past few years, the popular media have devoted a great deal of attention to nanotechnology, yet for many people a clear idea of this rapidly growing field remains elusive. Many reports herald revolutions in manufacturing, medicine, and energy based on advances in nanoscale science and technology. A few writers warn of catastrophic environmental degradation from nanotechnology processes running amok. But despite the obvious potential importance of these projected changes, over 80% of respondents in a recent survey indicated they know “little” or “nothing” about nanotechnology.

While the products of nanoscale science and technology are already showing up in our daily lives, broad agreement exists that the major impacts from these advances are still years to decades away. This time scale means that nanoscale science and technology issues are of the most profound importance to today’s youth. It is the children of today who will inherit as adults the majority of both the benefits and the costs of our current early explorations into nanoscale science and technology.

Given this impact on our children, it is worth considering the implications of nanoscale science and technology for K-12 education. In what ways can, should, and do nanoscale science and technology influence what and how we teach our students? What do the developments of these fields imply about the knowledge and skills our youth will need to survive and thrive in a changed world? Equally, but perhaps less obviously, we ought to examine the reciprocal question: What are the implications of K-12 education for nanoscale science and technology? How are the decisions we make today about our children’s schooling likely to affect the development and maturation of these emerging fields?

#### What are nanoscale science and technology?

The terms nanoscale science and technology, nanoscience, and nanotechnology are used somewhat interchangeably in casual conversation and in the popular media. In general, nanoscience may be considered as the study of chemical and physical consequences of manipulating materials on the 1-100 nanometer (nm) length scale. In turn, nanotechnology is concerned with the developing of tools for characterizing and manipulating materials on this scale and exploiting these tools for the development of new products or processes. As the underlying science and derived applications are so often intermingled in this field, the more general term of nanoscale science and technology, covering both of these aspects, is often to be preferred.

#### Why are science and technology at the nanoscale important?

Materials’ properties – physical, chemical, and electrical - depend on how their atoms and molecules interact with each other and with the other atoms and molecules near them. These interactions, in turn, depend in part on the quantity of material. In “bulk” form - that is, billions or more atoms, the scale on which we normally consider and confront matter - only a tiny fraction of the atoms are typically exposed on the surface of the material. In nanoscale quantities, a much higher percentage of atoms are exposed on the surface than is the case for bulk quantities. If you consider the case of atoms packing together in regular cubical or spherical arrays, then simple “ballpark” calculations reveal a marked difference in the percentage of atoms exposed on the surface of nanoscale vs. bulk quantities. A quantity of a billion to a trillion atoms typically will have less than one-half of one percent of its atoms exposed on its surface. But in quantities of less than 1,000 atoms, over 50 percent are likely to be exposed on the surface, available for interaction with the surroundings.



For these reasons, the shift from bulk to nanoscale quantities can have major impacts on properties. For example, in bulk form gold is a shiny golden-colored, non-reactive metal; it does not readily tarnish or oxidize, making it ideal for use as jewelry as it does not interact with the oils, moisture, or acids from our skin. Yet nanoscale sized particles of gold will take on different colors from red to green as their particle size is reduced from about 100 nm to 50 nm. And, far from being chemically non-reactive, nanoparticles of gold may bond with certain other elements, becoming excellent catalysts. Such dramatic shifts in physical and chemical properties are not specific to gold, but rather are typical on reducing the particle size of many different types of materials to nanoscale dimensions

### Why are nanoscale science and technology important for K-12 education?

The importance of nanoscale science and technology for K-12 education lies in two distinct areas – one being that of fundamental or theoretical impact and the other being that of applications or practical importance. Within the realm of fundamental or theoretical impacts on education, nanoscale science and technology investigations are both expanding our understanding of the very nature of matter and also unifying a broad spectrum of the sciences

As we gain knowledge about how atoms and molecules actually interact and what types of environments and situations promote or inhibit certain types of interactions, we are moving toward a more accurate and comprehensive understanding of our universe. This kind of progressive learning about the universe lies at the core of science (recall that the root of “science” is the Latin “scio” – to know). The enhanced knowledge of matter derived through nanoscale investigations then has the potential to reveal new “laws” of science and to re-shape our conceptions of some core aspects of scientific understanding. It is certainly and obviously critical that such new knowledge and understanding be passed along to our students in their science education.

And the interdisciplinary and cross disciplinary thinking required by nanoscience suggest further needed changes in K-12 education, including greater emphasis on connecting fields of inquiry. The current “silo” organization of teaching the various branches of science as distinct and independent fields of physics, chemistry, and biology is becoming increasingly untenable. The advances of nanoscale science and technology are illustrating in dramatic ways that the frontiers of our knowledge often lie at the intersections of these traditional

fields, and require knowledge, perspective, and methodologies from several of these simultaneously.

In these fundamental ways, nanoscale science and technology should and must ultimately shape K-12 education processes. It is noteworthy that both of these suggested areas – revealing fundamental core knowledge and building connections among the branches of science - parallel the changes in science education suggested by recent investigations into learning (see, e.g., the National Research Council’s 2000 book, *How People Learn*).

Beyond these core issues, there exist simple and practical reasons that nanoscale science and technology are important in K-12 education. In this realm, we have only to look around us. Nanoscale science and technology are already parts of our everyday lives and becoming more deeply intertwined with them with each passing day. Current applications and products of nanotechnology are already in use, for example, in the following commercial areas:

**Electronics:** Our computers, cell phones, etc. depend on ever smaller and therefore faster circuitry to carry out their increasingly sophisticated operations. Transistors have shrunk to a few tens of nanometers in size and research is ongoing to create switches and other circuit components as single molecules.

**Textiles:** Nanoparticle coatings on synthetic fibers have produced fabrics with multiple desirable properties: good “hand” (i.e., feels soft and luxurious), breathable but largely waterproof, resist stains, long-lasting.

**Autos:** Beyond the electronics increasingly integrated into our cars, lighter and stronger side panels and safer tires have been developed through nanotechnology

**Sport:** Tennis balls with a better (nanotechnology-based) seal and therefore longer life complement tennis rackets infused with nanoparticles to provide improved functionality.

**Paints:** The ability to now create color without pigments, based on size-sorted nanoparticles and enabling permanent, non-fading paints, is re-shaping the industry.

**Cosmetics/sunscreen:** Better penetration and balance of coverage and transparency is being offered by reducing the size of cosmetic constituents to nanoscale dimensions.

This list, by no means exhaustive, is growing every day. While it may not be necessary for every child to possess a sophisticated understanding of the science underlying all of these advances, it is certainly worthwhile that our children be provided with an education that enables them to understand the scientific bases for these phenomena. If one of education’s purposes is to foster a better understanding of the world in which we live, and that world



contains increasing numbers and types of nanotechnology-based products, today's education must provide our young learners with the tools to study and learn about nanoscale processes.

As future applications and practical impacts from nanoscale science and technology are likely to become ever more pervasive, it is vital that we begin the job of introducing the nanoscale to our students now. Many experts predict a nanoscience-based revolution in manufacturing and production, with entirely new materials and processes coming to market over the next decade. Nanoscale self-assembly is likely to enable innovations in medicine, impacting processes from diagnostics to drug delivery; preventative medicine, treating potential health threats before they impact patients, will likely grow and flourish. The ways in which we are able to capture, store, and use energy are virtually certain to advance rapidly thanks to our improved understanding of materials' properties; It is apparent that the impacts of nanoscale science and technology are spreading rapidly into virtually every aspect of our lives. It seems only sensible that today's school children should learn the basic science that underlies such pervasive technology. To fail to provide them with an education that does so will surely limit their capacity to explore their world, disadvantage them in a competitive global economy, and disenfranchise them from the potential benefits of twenty-first century life.

### **Why is K-12 education important for nanoscale science and technology?**

Closely following on the question of why nanoscale science and technology are important for K-12 education is its converse - Why is K-12 education important for nanoscale science and technology? As today's schoolchildren will be not only the recipients of our explorations in nanoscale science and technology, but also the controllers, shapers, and users thereof, the education they acquire will surely shape the future of this immense, emerging field. K-12 education is vital to the future of nanoscale science and technology in at least three distinct, yet interconnected areas:

- Interdisciplinary & Cross Disciplinary Learning
- Highly trained workforce
- Societal decisions

First, carrying out nanoscale science and technology requires people trained in and able to connect diverse branches of science and mathematics. This need for interdisciplinary and cross disciplinary thinking goes hand-in-hand with having flexible, thoughtful workers, comfortable with a problem-solving approach; in nanotechnology, biological problems may well have

physics-based solutions or vice versa. This need for interdisciplinary and cross-disciplinary learning is encapsulated by the Will Rogers' quotation: "There is nothing so stupid as an educated man, if you get him off the thing he was educated in."

Second, the vital nature of education's role in nanotechnology is highlighted by need for a highly trained workforce for an estimated one million jobs that are expected to emerge in the nanotechnology field over the next decade. These jobs will require workers with a wide range of post-secondary educational experiences, ranging from certificate programs and two-year community college degrees, to bachelors, masters, and doctoral degrees. As many of the nanoscale science and technology jobs of tomorrow do not even exist today, the educational opportunities we provide for our children in this arena must emphasize not only the multidisciplinary problem-solving strengths noted above, but also flexible, problem-solving, higher order thinking skills.

The third major area in which nanotechnology will depend on K-12 education concerns our increasing need for societal decisions on issues involving science. As our world is re-shaped by increasing adoption and infusion of nanotechnology in areas such as business, energy, medicine, law, and others, it is vital that we have a citizenry capable of making informed decisions about such nanoscience-based concerns. This is a huge area that merges into and incorporates such realms as ethics. The issues with nanotechnology are not so much unique to nanoscale science, but rather illustrate the broader concern of the societal requirement for science literacy among our citizens. As a society, we must decide, for example, on how much of our limited resources we wish to spend on health care. Further, within the area of health care, we must as a society decide how our limited resources will be allotted. Do we want to support palliative, end-of-life support or should we emphasize pre-natal and peri-natal care? How do we balance individuals' rights to privacy with increasing access to information about their health? Can or should we compel preventative or "pre-emptive" treatment for a disease, based on a genetic marker that shows a pre-disposition for it? How do we balance the costs and benefits of such decisions?

### **Conclusion**

Nanoscale science and technology are emerging arenas of research and development with tremendous potential to improve the human condition along with some real (albeit slight) possibilities of significantly worsening mankind's situation. The knowledge emerging from nanoscale science and technology is impacting K-12 education on both



fundamental scientific and practical application levels. Equally, K-12 education will have profound effects on how nanoscale science and technology are carried out. The decisions we make as a culture about how we employ nanoscale science and technologies intimately involve scientific as well as ethical issues. In short, there exists a highly reciprocal relationship between K-12 education and nanoscale science and technology.

### About the author

Ethan Allen is the Education and Outreach Manager for the Center of Nanotechnology at the University of Washington. He received his doctorate in neuroscience from the University of Oregon and did postdoctoral research both there and at the University of Texas, Austin. He then developed exhibits for Chicago's Museum of Science and Industry and designed and implemented science education renewal programs throughout Chicago's public schools. More recently, Ethan led science education partnerships at the UW's Department of Molecular Biotechnology and then at the Institute for Systems Biology. At the CNT, Ethan works with education programs for graduate, undergraduate, and pre-college students, as well as for broad public audiences. He can be contacted at ethana@u.washington.edu

## Internet SIG

*Continued from page 3.*

Reunion.com and Classmates.com can help you find high school or college class mates. To contact someone via the site, you must join.

### People search sites

There are plenty of other people search services. At Zabasearch.com, you can search by name and location. You'll get a list of matching addresses and phone numbers. There may also be a birth year.

Clicking a name leads you to Intelius.com, a paid background check site.

Zabasearch also lets you leave messages readable by the public. Your friend may find your message on the site. You should watch for replies.

You also can sign up for Zaba Alerts. You'll be notified if someone searches for your name. You'll also learn when new information is posted. Enter your name and the person's you're trying to find.

InfoSpace.com is similar to Zabasearch.

## Apple Ambassador

*Continued from page 2.*

A Mac sub-notebook is indeed expected to be coming at the Macworld and, as rumored, will not come with an internal optical drive. This omission is presumably due to Apple's ongoing efforts to reduce the size of their laptops. Instead, Apple is said to be offering an external optical drive with the sub-notebook. This detachable external drive would allow customers to read/write from CDs or DVDs as usual, but would allow users to leave this extra bulk at home when on the road.

Apple is also said to be introducing more than one notebook revision at Macworld. What combination of Sub-Notebook, MacBook or MacBook Pro remains unknown, but we've heard that at least one of these new notebooks will incorporate a multi-touch trackpad. The possibility of a multi-touch trackpad has been suggested by both rumors and published patent applications but has not previously been explicitly confirmed.

If that weren't enough rumor news, Goldman also had the word on a 3G iPhone. He expects the company to ship the device in "late May, early June." Finally, it appears the iPod Touch is "selling far better than expected during the current holiday shopping quarter." Sources related to one company making the iPod Touch are saying production has been increased to over 5 million units for the holiday quarter, a number that would exceed the most optimistic forecasts by around 1.5 million.

Other news and rumors are as follows:

Thursday, January 3rd, 2008

### Netflix and LG to make a run at Apple TV and iTunes

Netflix, the world's largest online movie rental service, and electronics maker LG said Thursday they have joined forces to develop a set-top box for consumers to stream movies and other programming directly from the Internet to HDTVs — bypassing the need to use a personal computer.

### Apple filing proposes iMac-like notebook docking station

A quick-and-dirty patent filing on the behalf of Apple Inc. proposes a new notebook docking station modeled after its all-in-one iMac desktop computer, where a notebook computer would be inserted into the side of the iMac-like



chassis, essentially morphing it into a streamlined desktop system while docked.

### Apple developing dynamic OLED-based keyboard

Apple Inc. in a new patent filing proposes to solve the ages-old problem of having to manufacture distinct keyboards to support the various alphabets and key arrangements of foreign countries by developing an OLED-based model where key arrangements are altered on the fly by software.

### Apple set to ship Macs with Blu-ray support

Apple Inc. at this month's Macworld Expo will outline a high-definition video strategy that will see its weight thrown further behind Sony Corp's Blu-ray DVD format as opposed to Toshiba's HD-DVD, according to one Wall Street analyst.

### Rumor places Jay-Z and Apple in record label deal

Hip-hop mogul Jay-Z may be on the verge of launching a new record label in concert with Apple Inc. where music releases would take place on the iPod maker's iTunes download service, according to rumors published this week by one blog site.

Wednesday, January 2nd, 2008

### Apple presenting "secret" at Final Cut meet; Radiohead on iTunes

Apple will present a product it has yet to announce at a Final Cut Pro user group event just a day after the Macworld keynote. Also, longtime digital music holdout Radiohead has officially released its first album through iTunes.

### Will Apple Rescue Intel's Silverthorne?

Sources familiar with Apple's plans for 2008 report that the company is eyeing a new mobile processor from Intel code-named Silverthorne for use in a new generation of handheld devices. That has broad implications for Apple's expanding role in consumer electronics, and holds out the prospect for the company to play the savior for a chip originally designed to power the second-generation of Microsoft's beleaguered UMPCs.

### Net stats place Mac user share at 7.3 percent in December

Apple's share of web users has topped 7 percent for the first time at the expense of Windows, according to the latest

statistics from web researchers at Net Applications.

Monday, December 31st, 2007

### Apple Q108 results webcast Jan. 22nd; more on iPhone 1.1.3 leak

Apple Inc. intends to discuss its results for the just-ended fiscal quarter in late January. Also, a video has surfaced of the major changes rumored to accompany the iPhone's 1.1.3 firmware upgrade.

Saturday, December 29th, 2007

### New report claims 24-hour, variable price iTunes rentals

Adding to the media frenzy surrounding possible iTunes movie rentals, a Hollywood magazine alleges that Apple's rentals will only last for short stretches of time and will use a flexible price structure. More studios reported linked to iTunes rentals.

20th Century Fox will not be alone among studios when Apple reveals an iTunes movie rental service, according to one claim. Also, new photos purport to show simulated GPS and other features in upcoming iPhone firmware.

To check out the complete story behind each of these and other Mac News and Rumors, go to: <http://www.appleinsider.com/>

## Program Coordinator

*Continued from page 1.*

Also be aware that our website is available at <http://www.applebyters.com>.

The January 2008 meeting will be held at Troy High School in room 212 on Wednesday, January 9, 2008. The meeting will begin at 7 p.m. Troy High School is located at 1950 Burdett Avenue two blocks south of Samaritan Hospital. From the Northway, take exit 7 to Alternate Route 7. Follow Alternate Route 7 to Troy. Route 7 becomes Hoosick Street in Troy. Travel east on Hoosick Street to the first light past a liquor store on your right. This is Burdett Avenue. Turn right and travel past Samaritan Hospital for about two blocks. Troy High School will be the second school on your left. The name is on the front of the building. You can park in the front lot. Come in the main entrance, go up the main stairway to the second floor, turn left and go to room 212. **If needed there is a new elevator in the lobby, which is open to the public and requires no key.**



# Mac Tips

## Go with the Flow

Leopard gives you the option of viewing your files in an iPod-style “Cover Flow” view—so now you can flip through your files like a stack of CDs. This view is especially useful for searching through photos and other graphics files.

You may already know how to switch Finder windows between Icon, List, and Column views by using the keyboard shortcuts Command-1, Command-2, and Command-3, respectively. (If not, try it! It’s guaranteed to accelerate your Desktop chops.)

To switch a Finder window to Cover Flow view, just type Command-4. You can also change views by clicking the Icon, List, Column, and Cover Flow icons at the top of each Finder window, but key commands are generally faster.

### Cover Flow

Once you’re in Cover Flow view, here’s how to navigate:

- \* Click any image to select it and bring it to the foreground. Double-click to open it.
- \* Scroll through the images using your trackpad or your mouse’s scroll wheel, or by dragging the onscreen navigation bar beneath the images.
- \* You can flick through the files one at a time using your Down- or Right-Arrow key to move left to right. Use the Up- or Left-Arrow key to move in the opposite direction.
- \* If your folder contains many items, you may find it useful to scroll through the contents without changing your selection. To do so, move your cursor to the list view beneath the cover images, and scroll up and down with your trackpad or scroll-wheel mouse.
- \* Clicking a Sidebar item in a Finder window jumps you to that location without exiting Cover Flow view. If you browse through certain folders on a regular basis, you may want to create Sidebar icons for them. To do so, just locate the folder in a Finder window and drag it into the Sidebar. To remove a Sidebar item, simply drag it out of the Sidebar.



## Saving Documents and Web Pages as PDFs

Adobe’s PDF format offers a great way to save and send electronic documents, from formatted business letters to product brochures. PDF documents appear identically on all computers, so you don’t have to worry about things like whether the recipient has access to the same fonts as you or if your company logo and other graphics will display properly.

PDFs are also an excellent way to quickly save “snapshots” of web pages for future reference. Since some web pages change frequently, PDFs are a useful way to capture or archive content that might be hard to find again later.

To save a document or web page as a PDF, open it and press Command-P, just as though you’re going to print the page. But instead of clicking Print or pressing the Return key, click the PDF button in the lower left corner of the Print dialog. Choose Save as PDF at the top of the menu, navigate to the location you’d like to save to, and click Save.

The PDF button also contains other useful options. Mail PDF opens a new message in Apple’s Mail program, with the PDF already attached. Encrypt PDF lets you protect your file with a password. And Compress PDF creates a more compressed version of the file — great for emailing large, multi-page PDFs.



