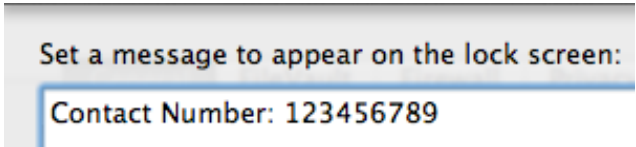# Tips and Tricks for OS X Lion 10.7

Introduction:

Lion was introduced in the middle of 2011 and came with lots of changes such as Mission Control and Launchpad. However here are a list of smaller changes, ones which you may never have noticed...

1/ Put your contact info on the login screen

Lion now allows you to place a personal message with your contact information on the login screen which may be useful if your laptop is lost or stolen.

To enable the feature, go to your Security & Privacy in System Preferences, click on the General tab and click on the padlock in the lower left corner to unlock your settings. Then tick the box labeled "Show a message when the screen is locked".

Click on the "Set Lock Message..." button and type in the message which you would like to appear on your login screen.
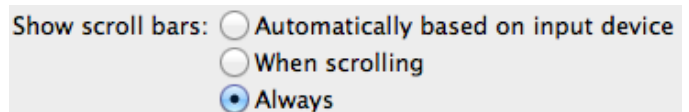
2/ Always Display Scroll Bars

Under Lion, scroll bars on the side have been reduced in importance. In the past, users dragged the scroll bar or used the arrows under the scroll bar. to navigate a document or window. With the advent of trackpads these scroll bars are now just an indication of your position on a page. Under Lion the scroll bars fade out after a few seconds unless you change a setting. In System Preferences, click on the General section, and then choose the "Always" option.
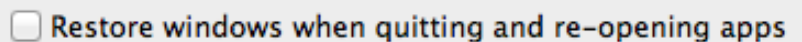
3/ Turn Off Restore Windows

Lion also brought in a "restore windows" feature which means that windows which are open when you quit an app re-open the next time you choose that app.

This can be annoying, and so you can turn this off in the General pane of System Preferences.

4/ Turn on Find My Mac

If you are an iCloud member, you can turn on a "Find My Mac" feature so that your Mac can be tracked online using your iCloud account. This is very useful if your laptop is lost of stolen. Open iCloud in System Preferences, and then tick the "Find My Mac" option in the list.

Extra tip: Make SURE you do this on an iPhone too. Choose Settings->iCloud on your iPhone and turn this feature on today!

5/ Control Your Trackpad

In Lion there are now lots of new trackpad gestures, which can be customised. Go to System Preferences and click on Trackpad. You can browse through and change the settings as you wish.

6/ New Desktop Pictures

Apple have added some nice new desktop pictures in Lion. Open System Preferences, click on Desktop & Screen Saver, and select the Desktop tab. Select Desktop Pictures in the sidebar and have a look at the new images available. Select one to set it as your desktop picture.

Finder:

The Finder is the bedrock of your Mac- the place for storing files and folders. Here are a few tips to improve the features in the Finder...

1: Status Bar
By default in Lion, there is no status bar at the bottom of Finder windows. This status bar tells you the number of items in folders or disk space available on drives.
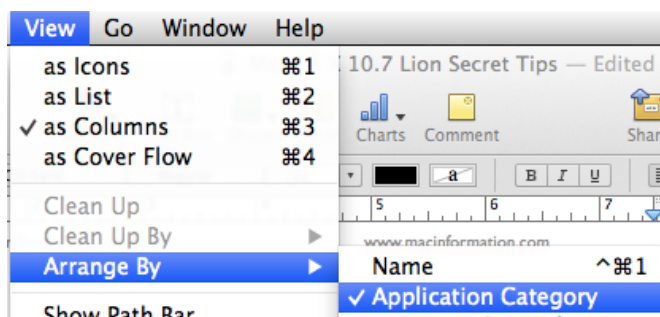
To turn this back on, open a Finder window and choose "Show Status Bar" in the View menu at the top of the screen. Now the bottom of each Finder window will have the grey bar, showing your details of the folder:
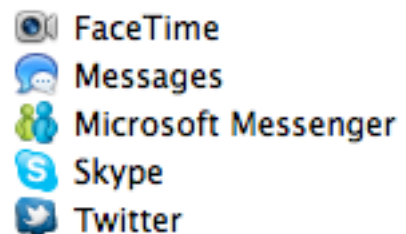
Show Status Bar   ⌘ /

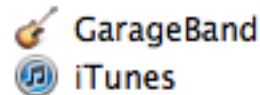1 of 74 selected, 1.19 TB available

2/ Arrange Apps by Category
When you open your Applications folder, you normally see one long list of applications, arranged by name.
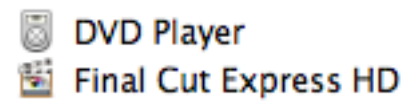
Under Lion you can arrange this list by categories.
Open your Applications folder, and then choose "Arrange by Category" from the View Menu >Arrange By

Social Networking
- FaceTime
- Messages
- Microsoft Messenger
- Skype
- Twitter

Music
- GarageBand
- iTunes

Video
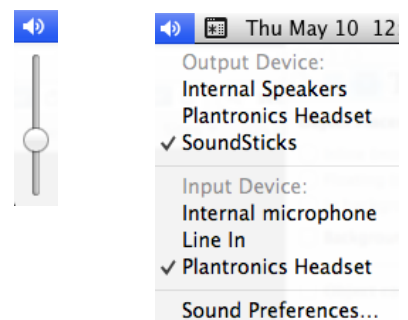- DVD Player
- Final Cut Express HD

3/ Remove Items from the Sidebar
Under Lion it is a bit more tricky to remove rogue items from the sidebar of Finder windows. If you find an unwanted item in the sidebar, hold down the cmd key and then drag the item out to the desktop and it will disappear in a puff of smoke. Apple changed this under Lion to prevent accidental removal of important items, but the cmd key is the way to achieve this.

4/ Menu Extras
Holding down the alt/option key when clicking on a menu extra in the top right of the screen will bring up extra options. For example, on the right is the volume menu extra: with (left) and without (right) the alt/option key being held down:
Very handy for switching between speakers or microphones.

Thu May 10 12
Output Device:
Internal Speakers
Plantronics Headset
✓ SoundSticks
Input Device:
Internal microphone
Line In
✓ Plantronics Headset
Sound Preferences...

5/ Place a Group of Files in a folder

If you have a few files on your desktop, you can quickly place them in a new folder. Just highlight the files, hold down the ctrl key and click on one of the highlighted files. Then choose "New Folder with Selection" from the pop-up menu. All of the items will be sucked into a new folder.

6/ Resize any Window from Any Side

You can resize any window using any window edge. In the past you needed to resize using the bottom right hand corner, but Lion now lets you grab any corner or edge and drag it in or out.
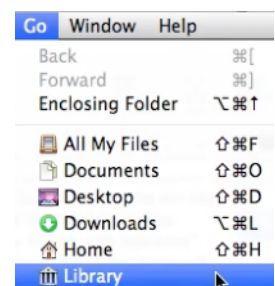
7/ Mission Control Zoom

This is a great new Finder accessory to allow you to see your open documents and windows, to get an overview of your Mac. However you can enhance this using your pointer and the space bar. Hover your pointer over a document or window in Mission Control and press the space bar to zoom in on that item.

8/ Show the Library Folder

Under Lion the "Library" folder inside your Home folder is hidden. Most of the time you should not need to look in this folder as making changes to it can cause problems. However here is how to access it if you do need it. Hold down the alt/option key and click on the Go menu. The Library folder will now be listed.

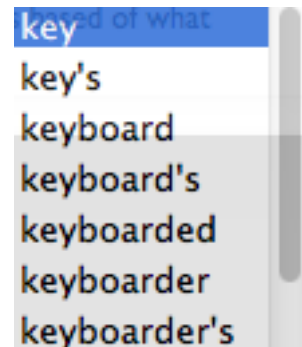## 9/ Time Machine Backups Encrypted

In Time Machine, there is now an option to encrypt backups on external drives. In Time Machine in System Preferences, choose "Select Disk". Tick the option to encrypt.

Apple Apps:

Apple's applications such as Pages, TextEdit and iChat all obey certain rules introduced in Lion 10.7. Here are a few examples...
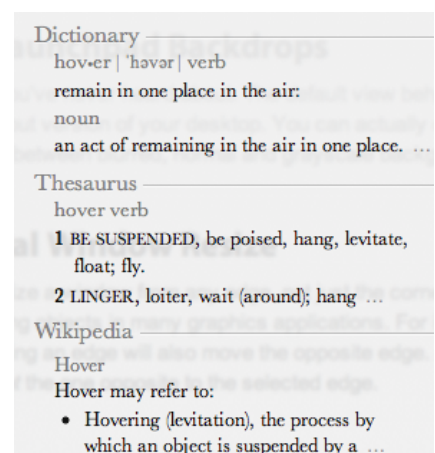
1/ Auto-Complete Words

If you are struggling for the word you are after when typing a letter, you can use the Apple auto-complete. For example, in Pages or TextEdit, type the start of a word, then hold the alt/option key and press the esc key. A pop up menu will appear showing all of the alternative words based of what you have typed so far. Choose one from the list to place that word in your document.

2/ Show Dictionary Definition of a Word
Ok we are cheating slightly as this was available under 10.6 too, but this is a great feature which most people don't know about.

Highlight any word in Safari, Pages, TextEdit etc., and then hold the cmd and ctrl keys, and press D. A pop up box will display a dictionary definition of the selected word.

3/ Add in Alternative Characters
Very simple tip to add in letters with accents. Press and hold a letter such as "a" on your keyboard, and a pop up menu appears showing the possible alternatives you may have been looking for. Click on one to insert it instead of the original "a".
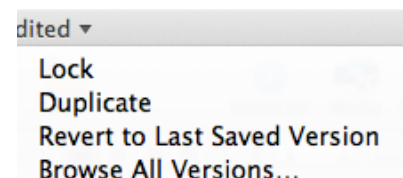
4/ Take Control of the New AutoSave
Under Lion, Apple apps use the new auto-save feature. This means that if you open an Apple document (e.g. Pages, Numbers, Keynote, Preview, TextEdit etc), any changes you make are saved automatically.
One of the benefits of this is the ability to roll back in time to undo a number of changes.
Hover the pointer over the name of the document in the title bar at the top of its window. You will see a small down arrow symbol. Click on it and choose "Browse All Versions" to view the versions of your document, and (if you wish) revert back to a older version (discarding your most recent changes).
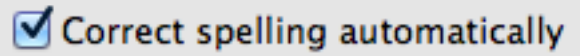
5/ Auto-Correct Text

On the iPad and iPhone auto-correct of spelling is standard. Now under Lion you can also allow your Mac to auto-correct as your type.

Open System Preferences and click on Language and Text, then click into the Text section. Here is an option to "Correct spelling automatically". Ticking this will then mean auto-correct works in Mail, Pages, TextEdit and other Apple applications.
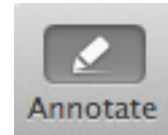
☑ Correct spelling automatically

Preview:

Preview is the Apple PDF and image viewer/editing app. It also has some new powerful features under Lion:

1/ Add a Signature to a PDF
Open a PDF in Preview and open the Annotations Toolbar by clicking on the Annotate pencil button in the toolbar.
Click on the Signature Button (the capital "S" with a line under it) and select "Create Signature from Built-in iSight".
Preview will bring up the camera, and ask you to write your name on a sheet of white paper, and hold it in front of your iSight camera on your Mac. It will then save this image, and use it as your signature for all future PDF signing.

In the future, to add a signature to your PDF just open the PDF and click on Annotate, then choose your saved signature from the drop down "S" menu. Then drag and drop the selected signature to the correct position in your PDF.

2/ Import from iPhone
A very quick way to email a photo...
Take a picture on your iPhone, connect it to your Mac with the USB cable, then open Preview and choose "Import from iPhone" from the File menu.

A "Image Capture" window will open showing you all of the photos in the Camera Roll on your iPhone. Select a photo(s) from the list and click Import or Import All. You choose where to save the photos (such as the Desktop) and the photos will then open in Preview. Now you are ready to email a photo by choosing "Mail Selected Image" from the File menu.

Extra tip: you can also delete photos from your iPhone's Camera Roll in the Image Capture window. Just select an image and click on the red delete button in the toolbar at the bottom.
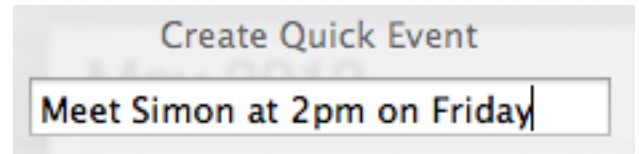
iCal:

There is a lot to like and dislike in the new Lion version of iCal! If you desperately need to go back to the original look of iCal, consider BusyCal as an excellent alternative.
Here are a few new Lion iCal tips:

1/ Add a New Event Using Text

Use the new + symbol in the top left of the iCal window to type in a an event in a plain text sentence. iCal will interpret your sentence and create the event from this information.
If you type "meet on Friday" an event will be create
for the next Friday from today. If you specify a date, such as "Friday 24th" it will use that specific date.

Extra tip: Use data detectors in Mail to create events. If someone emails you and mentions meeting at 2pm on Thursday, hover with your mouse over this text and mail should sense it as an event. Click on the down arrow and choose "create event".
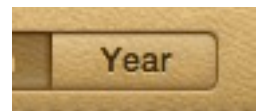
2/ Add Event to Specific Calendar

The tip above adds the event to your default calendar. However to add an event to another calendar, click and hold down the "+" button, and choose the particular calendar first. Then when you type in the event and press return on the keyboard, the event goes into the specified calendar.

3/ Year View

Not very useful for specifics as you can't see the events, but the Year view an overview of busy (hot) days and gaps in your calendar.

Address Book:

1/ Add Photos to Contacts

In Address Book, you can double-click on the silhouette box beside your contact, click on the iPhoto button and now choose a photo from your iPhoto Library for this person.

Mail:

1/ Add to Favourites

In Mail under Lion, you can add your favourite mailboxes to the favourites bar at the top of the window. You can then drag and drop messages on top of these mailboxes to file them away.