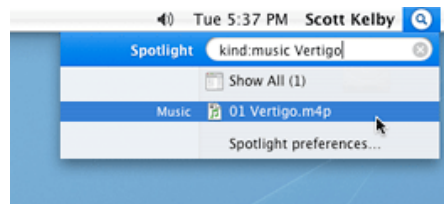


Tip # 1

Narrowing Your Search by Giving Spotlight a Hint

If you want to immediately **narrow** your search results in **Spotlight**, you can **add a category when you type the term in the Search field.**



If you are **looking for a song** named **“Vertigo”** (by the band **U2**). There’s no sense in having **Spotlight** bring you a list of email messages from your doctor.

So if you give **Spotlight** a hint as to what you’re looking for, **you can get just songs as your Spotlight search results.**

Here’s how: Type **“kind:music”** (with **no space in between or quotation marks**), then **add one space** and type **“Vertigo”** (again, **you don’t need the quotes**).

Your search will look like this: **kind:music Vertigo.**

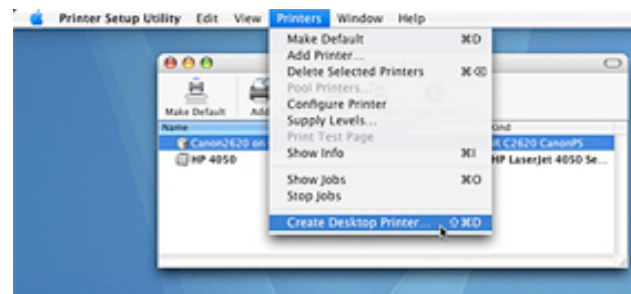
Now **Spotlight** will **only search in “songs”**, and **you’ll only get song results.**

Tip # 2



Drag-and-Drop Desktop Printing

You have the ability to print a document right from your desktop, without first opening the application. In the Apple Menu choose, **System Preferences**, then choose **Print & Fax**. When that **preference pane** appears, click on the **Printer Setup** button, and when the **Printer Info dialog** appears, press **Command-L** to show the **Printer List dialog**.



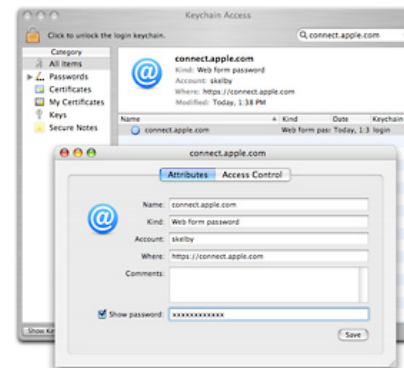
Your printer should appear in this dialog. **Click on your printer**, then go to the **Printers menu** (in the menu bar) and choose **Create Desktop Printer**. A standard **Open/Save dialog** will appear asking you where you want to save it (I **save mine on the desktop**). Click **Save** and an icon for your printer will appear on the desktop.

To print a document, just **drag-and-drop it on this icon**. Some documents, such as **TextEdit** files and **PDFs**, will go straight to the printer. **Other files** will launch their **default application** and open the **Print dialog**.

Tip # 3

Can't Remember the Password?

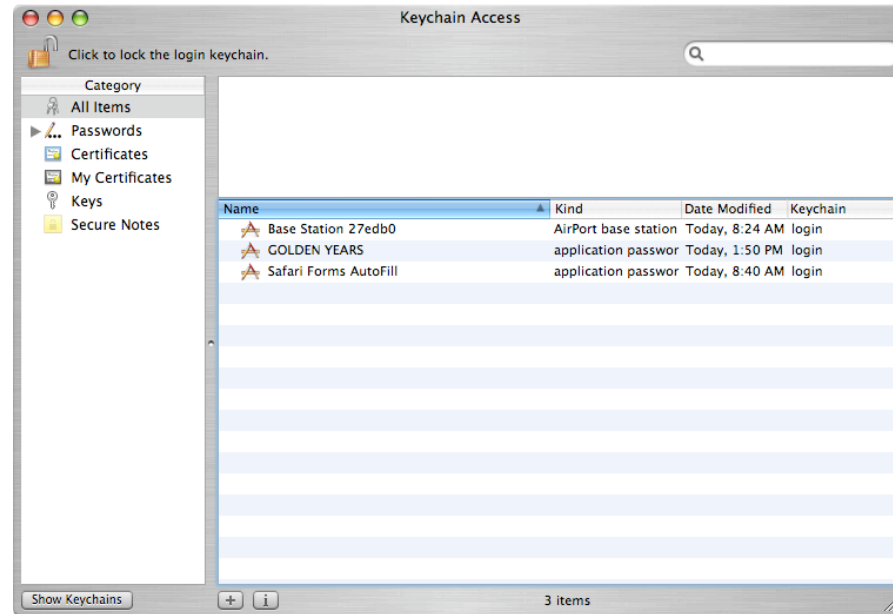
If you can't remember a **password** for a **website** (or anything else for that matter), many of your passwords are saved in the Keychain Access utility. You can do a **Spotlight** search from right **within Keychain** to quickly find the **password** you're looking for.



Tip # 3 cont.

Start by looking inside your Applications folder for the Utilities folder. Or, in the Go menu – select Utilities. Select – Keychain Access, and press the return key.

Or Press
Command-
Shift-“U”



In the search field, in the upper-right corner, type the name of the site, or item, that you are looking for. Double-click on the result and an info dialog will appear. To see your password, turn on the show Password checkbox.

Tip # 3 cont.

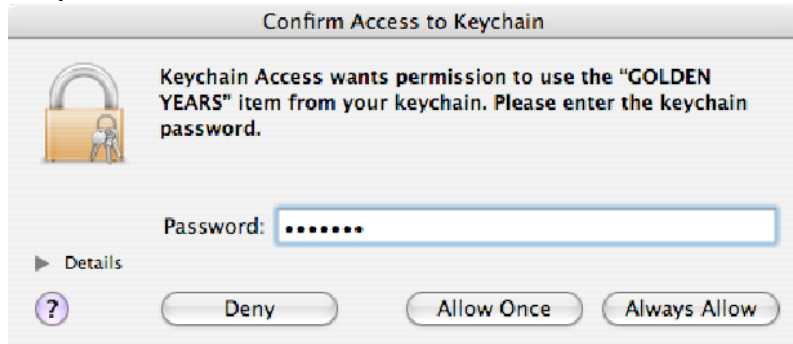


Double click on the appropriate item.

The detail pane opens as shown here. Check the "Show password".

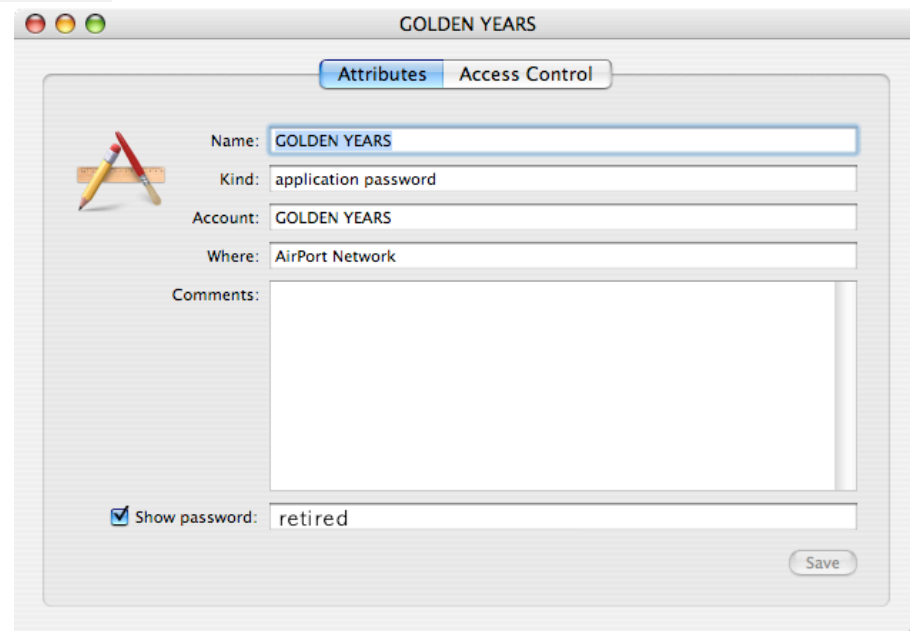


Tip # 3 cont.



Keychain request your “Keychain Password.” Enter your password, press the return key, then select “allow once.”

Keychain will display the requested password, you can then copy it and use it.



Apple Tips Sources

<http://www.apple.com/pro/tips/>

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