

OS X - Did You Know?

Objective

To learn about some of the built-in tools to help make things a bit easier...and more fun!

Monday's Lesson

Zooming the Screen

Turn on and off - Option/Control/8

- Zoom in - Option/Control/= (equal sign)
- Zoom out - Option/Control/- (hyphen sign)
- With the scroll wheel mouse - Control-scroll

Screen Shots

1. Create a picture of the whole screen on the desktop - Command/Shift/3
2. Create a picture of the whole screen in the clipboard - **Control**/Command/Shift/3
3. Create a picture of a section of the screen on the desktop - Command/Shift/4
 - Cursor turns to crosshairs - select your section
4. Create a picture of a section of the screen in the clipboard - **Control**/Command/Shift/4
 - Cursor turns to crosshairs - select your section

Make Highlighted Text Speak To You

Select text, then Control/Click. In the menu, select Speech -> Start Speaking

Or....select text, then under that applications menu, come down to Services. Select Speech -> Start Speaking.

Built in Dictionary in Safari

Control/Command/D or Control/Click = = =

Where Are Those Characters That Aren't On The Keyboard?

1. Open System Preferences/International

2. Click the check mark on Keyboard Viewer, Character Palette and on Show Input menu in menu bar at the bottom, then close the window. American Flag will now be showing in the menu bar.
3. Click on the flag and come down to Keyboard Viewer. A picture of a keyboard will show up.
4. Hold down Option key.
5. This will show you what will type if you hold down Option and the letter in a document.
6. Close the Keyboard viewer and go to the Character Palette.
7. This will give you millions of options for your documents. Select the one you want and simply drag it to your document, or copy and paste.

Tuesday's Lesson

Monitor Blackout (Zero brightness)

Control/Shift/Eject

This will instantly turn off your display. Move the mouse or hit the spacebar to bring it back.

Print anything to PDF

1. Create your document in any program
2. Go to Print under the file menu or select Command-P
3. In the lower left corner, click on the PDF button and select Save to PDF
4. Name the document and remember where you saved it.

Screen recording with QuickTime X (10.6 feature)

1. Prepare your screen the way you want it to look
2. Open QuickTime X
3. Under File, select new Screen Recording
4. Click on the Arrow on the bottom right of the Screen recording window. Set your microphone input, your quality and where to save.
5. When you are ready, click the red record button in the middle of the screen. Read the message that pops up and click Start Recording
6. Click the Stop button at the top or Command/Control/Esc when done. Your movie is finished and ready in the location that you saved it.

Turn Text into an Audio File - create an Automator workflow

1. Launch Automator. You can find it in the Applications folder on Mac OS X
2. Select "Text" as the starting point in the "Select a starting point to open a new workflow" window.
3. Select "TextEdit" from the "Get Content From" drop-down box.
4. Make sure "Use text of open TextEdit document" is selected in the second drop-down box.
5. Click the "Choose" button.
6. Select "Text" from the "Library" list on the far left.
7. Double-click "Text to Audio File." You can also click-drag "Text to Audio File" on to the workflow area.
8. Set the "System Voice" to "Alex"
9. Type "Audiobook" into the "Save As" text area.
10. Select where you'd like the audiobook saved on your computer. By default it saves to the Desktop.
11. Click on "File" > "Save As Plug-In" (or use the keyboard shortcut Option-Command-S).
12. Type "AudioBook" in the "Save Plug-in As" text box. You can name this however you please, but make sure it's descriptive.
13. Select "Finder" in the "Plug-in for" drop-down.
14. Click "Save".

Turn Text into an Audio File with your workflow

1. Navigate to your text file in the Finder. If you don't have a TextEdit document, copy and paste your text into the TextEdit program in Mac OS X (found in the Applications folder), save it and navigate to this file. Make sure this text file is open as well.
2. Right-click or command-click the text file in the Finder. Select "More" > "Automator" > "AudioBook".
3. Go to your Desktop and find the file named "AudioBook.aiff".
4. Double-click on "AudioBook.aiff" and it should begin playing in iTunes.

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