Macaholics UNANIMOUS

Pages'09 - Best Value by Far!

by Sue Beal

March's meeting was a long time coming, two weeks late, as we were bumped from our normal "second Thursday" by the Purple Isles Art Show, but that didn't seem to take anything away from the enthusiasm with which Pages'09 was presented and received!

I took it upon myself to learn Pages'09 in order to present it. We'd had Joe Kukella scheduled to do it in the fall, but he had a last-minute scheduling problem... so we were overdue for the topic. I do page layout (graphic design) for a living, so it was a natural fit for me to learn this program. And just having learned it, I think it makes for a better presentation, because my questions and problems are probably the same as any beginner to the program would have.

I found excellent online help, blogs, manuals and ideas... see the box on page three. When you get stuck, Google it — make sure you use "Pages'09" when you do, because "Pages" is just too generic a term!

I can't emphasize enough how impressive Pages'09 is... this app is part of iWork (for $79) or available alone for just $19.99 from Apple. You can even get a free 30-day trial version to try before you buy. It's also available for the iPad. If I could only have one app, this is the one I'd have... it's that good! You can't get more bang for your buck.

Pages'09 combines word processing and page layout in one program, and does both very well. While it isn't aimed at publishing professionals, it allows anyone to look

Sue gets ready to present Pages '09.

like a professional, for pennies. If you are printing your finished products from your desktop, or from a color copier, Pages'09 is all you need!

Since most presentations on Pages'09 start with all the cool templates that are included with it, I had to be different and start from scratch - a blank word processing (WP) document.

The parts of the Pages workspace are shown on page two. Take your time to explore what each symbol is. There is a huge amount of function in those buttons at the top. And the **Inspector — the multifunction palette that comes up on the right side — is the key to the whole experience.**

We had a great turnout at the March meeting - 53 people! We also had a great time... everyone seemed to take away something they could use!

BEGINNER'S CIRCLE: Bring your laptop and your questions at 6:30, and for a half-hour prior to the main meeting we'll have experienced folks available to help, one on one, or in small groups.

Pages'09 -vs- Microsoft Word?

They both do many of the same things. Word can be tricky to use (this coming from someone who didn't grow up in a Microsoft world), while Pages'09 seems simple and fun to use. Word is better at some of the more advanced WP functions, while I believe Pages is better at some of the more advanced page layout and graphic functions. Pages is certainly much cheaper to purchase!

After the presentation, someone told me, "Now I know how to use all that stuff in Word that I never understood before!"

You can open Word docs in Pages. And, you can create Pages docs and export them as Word docs. This is a really useful feature! However, at the moment, Pages'09 does not handle *.docx* documents, which are from the latest Word version. The solution? Take your *.docx* to Google Docs and convert it to a *.doc*. Unless the creator has used some super-advanced new feature, it will convert smoothly and you can then open the *.doc* in Pages.

The Pages Interface (at the right)

1. **Toolbar**: includes buttons that are shortcuts for some of the commands in the Pages menus.

2. **Format Bar**: allows you to quickly change the settings for the currently selected object.

3. **Page Thumbnails**: shows small pictures of the pages in your document.

4. **Document Canvas:** this is the main work area in Pages, where you will add text, images and other content.

5. **Inspector**: the palette where most Pages settings are found.

6. **Status Bar**: provides information about your document (such as the word count) and includes the zoom and navigation options.
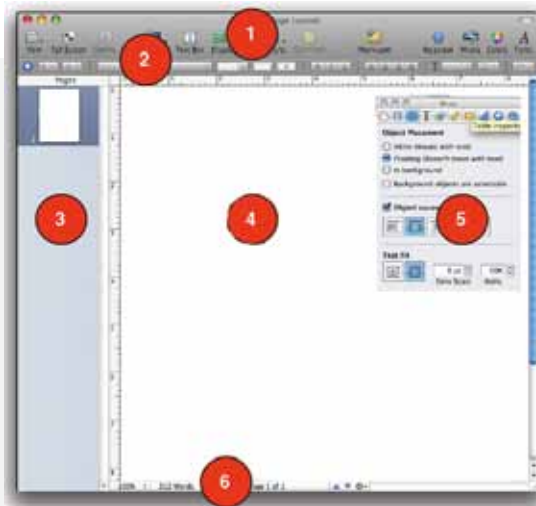
The Pages'09 Workspace.

Basic Word Processing

Like any WP program, Pages has all the tools for editing text. Click in the blank document window and start typing, or paste in some text from elsewhere if you just want to experiment. You need to SELECT IT TO AFFECT IT. Position the cursor at the beginning of the text you want to mess with, and drag through to the end of it. That highlights it ("selects" it), so it is affected by the options you choose next.

Look at the Format Bar (area#2 above). You can change the typeface (font), the style (bold, italic, etc.), the size of type, and the color of type. The little letter "a" with the line through it is a tool for highlighting the type; it puts a colored bar behind the selected type (deselect by clicking elsewhere, to better see this). Continuing across the Format bar, you can (yet again) choose bold or italic, and apply an underline to the type.

Pages Text Selection Shortcuts

In a blank WP doc:
Double click on a word
to highlight the whole word.

Triple click and you get
the whole paragraph.

In a template WP doc:
In a template, the selections behave differently! One click on anything and it's all selected. A little strange, to my mind, but that's how it works.

See the button on the extreme right of the Toolbar that looks like a letter "A"? Click this to pop up the Apple font selection palette. This is the same font palette you see in other Apple programs. It's just another way to choose your text options.

The same applies for the color selector (second button from the right). Noodle around with it - there are lots of ways to choose colors! Try the sliders and see what happens. Tip: when you have favorite colors you want to save to use again, **drag and drop them into the little boxes at the bottom of the color palette.** Your Mac remembers them and you'll see those pre-

COLOR PALETTE

Choose the interface you like... from a color wheel, CMYK sliders, mutliple palettes of swatches, a box of crayons, or a web-friendly palette.

Pages'09 is set up in an RGB colorspace.

Store your favorites by dragging and dropping here.

selected swatches come up in any other Apple programs you use!

Now we move on to formatting whole paragraphs. These alignments affect the whole paragraph, no matter how much text you have selected.

The next 4 buttons allow you to align the paragraph to the left, right, center or justify to both margins (like a newpaper column.) The little pictures on the buttons give you a good idea of what will happen.

The next tool is for line spacing. Sometimes it's useful to squeeze out a little space between the lines, or fluff it up a little to fill the space. In the publishing world, this is

called leading. Play with it and you'll get a feel for how much is the right amount.

Next is the Column button. When you click it, a popup comes up and you choose how many columns you want. It applies to the whole document, which may not be what you had in mind. See the blue box for how to control where and when you use multiple columns.

There are invisible characters in all WP documents, which control things like breaks and tabs. To make this less mysterious, go to View>Show Invisibles and you can see them. When you're annoyed by all the little symbols, you can go back and View>Hide Invisibles!

Layout Breaks

When you use templates, you automatically get layout breaks, which allow you to better control the columns. Try this and I promise you'll understand a lot better how Pages works...

When you change the number of columns mid-document, you need a LAYOUT BREAK. Position the cursor where the change will be. Go to Insert>Layout Break. Then click on the new number of columns in the Format bar. Go to where you want to change back to the one-column format, and again choose Insert>Layout Break. Then click on one column in the Format bar.

Break Out the Inspector!

There's a very powerful button on the Toolbar, fourth one in from the right side; the Inspector button. The Inspector is the key to the kingdom, it unlocks all the power of Pages!

The content of this palette is multi-dimensional; there is a row of buttons across the

top that gives you ten different aspects of your document to play with. Within each aspect there are sub-tabs which give you even more options.

I found it very useful to just start going though everything in the Inspector. When I didn't understand something I hovered the cursor over it. (A helpful little popup will identify the thing you are hovering over.) This would give me the name, which I could then Google for more help.

In the Document Inspector, Document Tab you can set margins, access the printer Page Setup, and control your Headers and Footers. Hyphenation and ligature controls are found here as well. You can password protect your document at the bottom.

Under the Document Inspector, TOC Tab you can set up Table of Contents controls (use this in conjunction with Paragraph Styles).

The second Inspector is the Layout Inspector. Under it you find detailed controls for columns and sections.

Skip the next Inspector and go to the "T" button - this is the Text Inspector. Under the Text Tab, in addition to the things you've already seen in the Format bar, you can play with character spacing. (This is fun, and can be very useful... try it!) You can also change spacing between paragraphs.

Under the List Tab, you can control listed items. Here's where you can have it apply bullets, use pictures and other custom bullets, color them, resize them, respace them, make numbered items, and control the indents...all those cool things. Again,
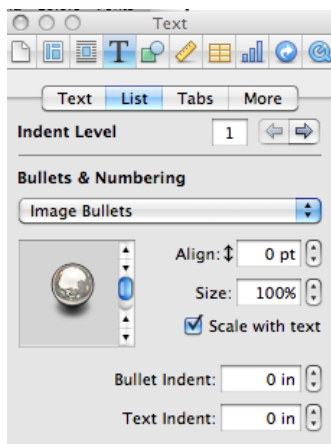
play with it - hit every option, pull down every menu and see what it does. There is a lot of function hidden behind this simple interface.

The next Tab under the Text Inspector is the Tabs Tab! It's too complicated to completely cover tabs here but just remember that you have default tabs every half-inch in Pages. Depending on what you want it to do, this can be a blessing or a curse. If you already know how to use tabs and want to be in perfect control, then highlight your text and remove the default tabs before you begin to apply your own. To remove a tab, just drag its little icon off the ruler and it will go "poof;" to change a tab from left to right to center, just double click on the little tab icon in the ruler.

Under the Text Inspector's More Tab, you can control formatting options for a text box. (Click the Text Box icon in the Toolbar to isolate text in a free-floating box.) Add a border rule line around it, or above or below, etc., pick the color and thickness of that rule, make it dotted or solid; fill the background behind the text with color. Set paragraph styles and pagination options here, and more. Oh, duh, that's right. It's the "More" Tab!

Let's leave the Inspector for a moment. Pages has a multitude of advanced WP features. Change tracking, spell check, find and replace, sections, page numbering... it's all in Pages'09.

About mail merge, two items come to light. Your data for it needs to come from Contacts or Numbers. Excel is not supported. And if you're thinking of doing your Christmas card labels with a mail merge in Pages, forget it, or be prepared to use a workaround. When Pages does the mail merge, all

the fields on page one get the first set of data, page two gets the second... so you end up with 30 labels for the first person, and then 30 for the second.. and so on! Not very useful. Until they get that fixed (can you say Pages'11?) here's an AppleScript from Yvan Koenig to work around it: **http://idisk.me/koenigyvan-Public?view=web**

Don't forget the templates!

Open up and look at some of Page's templates for word processing. They might be just the ticket to easily lend some style to your next correspondence!
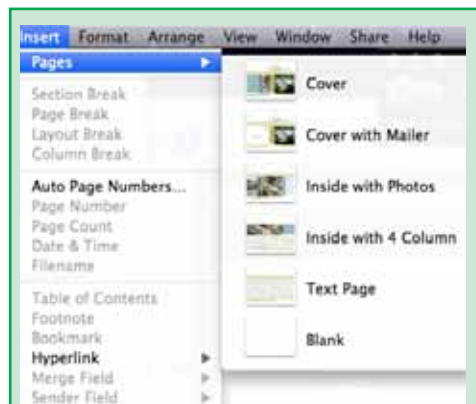
Page Layouts in Page'09

There are so many cool things you can do to make attractive pages in Pages! Posters, flyers, brochures, rack cards... anything you need to put on a page goes together easily in this amazing program!

Use the Media Inspector button (third from the right in the Tool Bar) to open a window into your iPhoto, iTunes, and iMovie libraries. I haven't quite figured out why you would want a movie or music in a brochure (Harry Potter's newspapers come to mind), but I think you can take Pages documents and put them into iWeb to make web pages.

It is really handy to have the photo tab active. Point it at iPhoto or wherever you put the photos, clip art or other images you want to use in your document.

Continuing with the goal of printing what we make, we have some more Inspectors (under the circle-i Inspector button) to look at. These are where magic happens!

The Graphic Inspector relates to shapes you draw with the Shapes Tool in the Toolbar. Select the shape, resize with the little handles that pop up, and click away to see all the things you can do!

Getting Subsequent Pages of Templates

When you first mouse over a template in Pages, you see the image change. This is showing you the multiple page layouts, all related to the same theme, for the template you are viewing. Yet once you open a template, you usually only see one page. What happened to the subsequent pages?

They're still there, but you have to ask nicely for them! Go to Insert>Pages> and look at the choices it gives you. Pick what you want, and it comes in. Pop out the Page Thumbnails (use the View Button on the left side of the Toolbar) to see all of your pages and their order.

You can fill with a color, or a gradient (a color that shifts from, say, red to yellow—you choose). Advanced Gradients lets you choose radial and off-center options. Fill with an image or photo, tint or fade the image, resize, rotate or crop it. Choose a border line, dotted line, picture frame (there are about a dozen frames, some are really cool!). Scale the effects, add a drop shadow, color the shadow, change the softness and angle... even add a reflection. Get clicking on those buttons and you'll be amazed at how easy it is the make really cool looking effects!

To do some image editing once a photo is in Pages, go to View>Show Adjust Image. Contrast, brightness, etc. is there.

How does your image relate to your text on the page? That's controlled by the Object Placement Inspector, which is the one we skipped over, third from the left. Sometimes it's useful to have a graphic flow with text, sometimes you'd rather it push all the text out of its way (this is called Text Wrap). Set all those options in the Object Placement Inspector

The last Inspector we covered in detail was the Metrics Inspector. This one controls positioning of your graphics and elements. Rotation angle, size, position on the page, flipping it, and whether it constrains to the original proportions when stretched (it's very useful to be able to turn this on and off).

Charts and Tables and Links, Oh My!

There are 3 more Inspectors. One for Tables, one for Charts, and one for Links. We only touched on these, in the interest of time. I am not sure I can unconditionally recommend Pages for complex Tables and Charts. You may want to create these in a more fully featured program and drop them in, if you are creating a seriously scientific document. But for simple tables and some cool charting options... Pages has it covered.

Hyperlinks and bookmarks can *POWER TIP* be added in the Links Inspector. That's also where mail merge links are set up.

Options for Saving

You save pages documents as .pages. But you can also export Word documents, PDF files, or RTF or TXT files. To prepare your document for commercial printing, make sure you've chosen CMYK-safe colors, use high res images and export a PDF with "high quality" selected. A graphics professional can take that to the next level and prepare it for the press. *MU*

Clip Art & Pages

Pages doesn't have a built-in clip art library, which is a major disappointment for most folks. However, it's not hard to find beautiful images to use. You can drag them all to a folder and open that with the Media Inspector, or simply drag and drop the graphics in from your desktop.

Here are some sources:

- There's a wealth of images in Page's templates! You might have to unlock an element to grab it, but there are tons of great graphics for the taking. See the samples here that Karen Beal pulled to show us. Remember to look on the subsequent pages of the templates for even more goodies (see the green box).

- Google Images is a great place to get graphics. Use the items down the side. Stick to medium or large size graphics to avoid fuzzy, pixilated images. You can specify whether you want clip art, black and white, lots of choices. Remember, when you see an image in the window, *follow the link to the source.* Then just drag and drop the image into your clip art folder. Rename it something meaningful.

- If you plan to publish commercially (not for personal use) make sure you only choose graphics that are not copyrighted.

- **Don't like the white box on clip art? Highlight the image, and choose Format>Instant Alpha to remove it!**
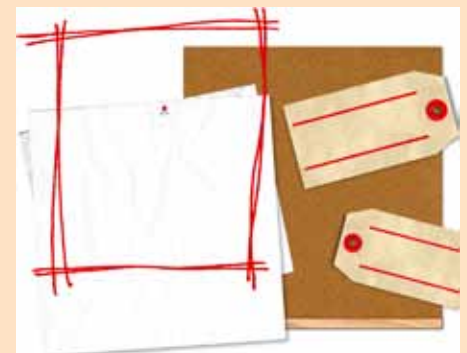
Getting iTunes to recognize MP3s as Audiobooks

by Sue Beal, with thanks to CNET

Ever notice how an MP3 audiobook doesn't act like a real audiobook in iTunes?

It comes in looking like a really big song, or hundrds of little ones! That makes it hard to find, your place is forgotten when you are reading it, and it pops up when you least want to hear it, in a shuffle. Just a pain all around!

Here's how to fix it:

Step 1: Import your audio into iTunes

To create an audiobook file in iTunes, first import the audio you want to use. This could mean ripping an audiobook from CD, downloading one from the Web, or even recording your own using an application such as Audacity. Whatever it is, drag and drop the audio into iTunes.

Step 2: Get information on your files

Find the imported files and select them all by clicking on the first file, holding down the shift key and clicking on the last file. With all the files highlighted, go to the iTunes File menu and select "Get Info" (or just right-click and select "Get Info" from the context menu).

Step 3: Change your options

Under the Options tab of the Get Info window, change the Media Kind to Audiobook. Changing this setting will affect all the selected files in one shot.

Step 4: Remember position

While you're still in the Options tab, change the "Remember position" setting to Yes.

Step 5: Get labeled

Now, click over to the Info tab and enter in any relevant information you want to include about the audiobook, as well as any cover artwork. (What's a book without a cover?) By opening up a browser window and performing a Google image search for the book title, you can typically find what you're looking for and just drag the image directly from the browser into the iTunes artwork field. Hit OK.

Step 6: Find your book

Your audiobook files should have vanished from your music collection and relocated to a separate Books library, found in the left column. If you don't see a Books library, open up your iTunes preferences in the Edit menu and check off the selection for Audiobooks in the General tab and hit OK. Once you've found it, double click on its cover to reveal the list of audio files.

Step 7: Fix your titles

If you loaded the audiobook in from CDs and you have zillions of tracks, you need more work. *You can follow the instructions below, or use the handy little utility Audioboook Builder to make one big file out of hundreds of little ones.*

To make sure your files play sequentially, you'll need to make sure the files fall in the correct order when sorting by name. For example, the first nine chapters could be titled with a single digit "Chapter 1" instead of two digits "Chapter 01", which places the file named "Chapter 2" immediately before "Chapter 20." It's worth taking a few minutes to glance over your file names and fix any discrepancies.

Step 8: Sync and go

Just connect your iPod and sync it over. Remember, your books won't appear in your iPod's music library. iPod audiobooks are found in a separate Audiobooks folder within the Music menu. *MU*
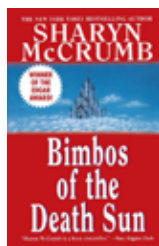
Pages for the iPad

Just $9.99 at App Store

Pages has been completely redesigned for iPad. Documents look stunning on the bright, vivid iPad display. Use Multi-Touch gestures to lay out letters, flyers, brochures, reports, and more. You can start with a template or import an existing Pages or Microsoft Word document from Mail, your MobileMe iDisk, or a WebDAV service.

Pages has everything you need to create and share documents, easy-to-use formatting options, and advanced layout tools. Start with the perfect template, create your document from scratch using your choice of colors, fonts, and textures... or import a Pages '09, Microsoft Word or text file.

Pages makes it easy to edit and format your document. Style text, insert tabs, and set indents and margins with the streamlined style ruler. Use the Media Browser to add photos and videos from your Photos app. And make them look great with masks, shadows, reflections, and picture frames. You can resize, rotate, and move images around the page, and dynamic word wrapping automatically flows your text around them. Tap to layout your text in multiple columns or insert tables to organize your data.

When your document is complete, use full-screen view to show your work right on your iPad. You can also send your document to anyone in Pages '09, Microsoft Word, or PDF format via Mail or iWork.com public beta. Or copy it to your MobileMe iDisk, your Mac or PC, or to the web using WebDAV. Using AirPrint, you can send your document to a printer on your wireless network.

Work without worry as documents are automatically saved whenever you make a change. Use the Undo button to go back through your previous changes — even the next time you open your document. *MU*

In Depth Look: Pages on the iPad

By Christopher Ryan, April 2010
(note the date)

http://gigaom.com/apple/in-depth-look-pages-on-the-ipad/

Five Printer Nightmares and How to Avoid Them

submitted by Bernie & John Cooper, exerpted from article by Melissa Riofrio, PCWORLD.com

No wonder everybody loves to hate printers. When you need them most, they'll display an error message and create a hot mess of jammed paper and spilled ink. But before you pick up a baseball bat to express your rage, take a deep breath. With some patience and attention, you can overcome the printer problem--and avoid having it recur in the future. Here's how to address five of the most common printer complaints:

1. Paper Jams

Paper jams occur when the paper feeding through the printer goes awry. Sometimes the printer ignores the problem and extrudes a crumpled mess into the output tray; sometimes the printer stops in midjob, and the crumpled mess--or parts of it--remains trapped somewhere inside the machine.

If your printer offers diagnostic advice, follow it. Also, take time to check the printer's documentation for help in clearing jams. Here are the basic steps you'll follow to correct the problem:

Turn off the printer. If you're going to be working inside the printer, you don't want any trouble with electricity or moving parts. And if you're dealing with a laser printer, wait for the fuser to cool off.

Open all doors leading to the paper path. Carefully pull out paper sheets and scraps--pull paper firmly but very carefully and slowly, and if possible, in the direction it is supposed to go. Backward can strain the printer's mechanics. Take care to remove all of it, as scraps that remain could cause further jamming. If you break a mechanical piece in the printer, stop and call for service.

Close all doors and turn on the printer. If the printer is still jammed, double-check for stray paper scraps, and then close all the doors again. If the printer continues to complain, try turning it off and then back on. If that doesn't work, you'll have to call for service.

How do I avoid this next time? Use only one kind of paper at a time in your input tray. Tell the printer what kind of paper you have in the tray: Most printer controls includ ea drop-down list where you can pick a paper by name, type, thickness, or other quality. When you reload your tray, pay attention to how the paper should be loaded and whether the length or width guides need adjusting. Store your paper carefully.

2. Stuck in the Print Queue

A printer can print only one job at a time. Sometimes a job will get held up for some reason and block every job behind it. If you've confirmed that the printer hasn't stalled for a mechanical reason, such as a jam or a lack of supplies, check the print queue. As a last resort, turning the printer off and on might help it untangle its priorities.

3. Spilled Toner or Ink

Toner can spill inside the printer as well as onto surfaces, clothing, skin, or carpets when you're replacing a cartridge.

For spills on hard, smooth surfaces, you can use a disposable sweeping device (cardboard, paper or envelope, paper towel) to sweep the toner carefully into a plastic bag or other sealable receptacle for disposal.

A special toner vacuum is the only kind of vacuum you should consider using. Do not use a conventional household vacuum cleaner, as it might blow the toner out the back and you should not inhale it.

It's unusual for ink to spill from a cartridge unless the cartridge has been damaged. A refilled cartridge may be more susceptible to leakage; handle it carefully. Online advice about cleaning up printer ink spills recommends using substances ranging from rubbing alcohol to WD-40 to hairspray to bleach. The effectiveness will depend on where the ink landed, as well as on the ink's chemical content.

Handle spills quickly yet cautiously, starting with basic cleaning procedures and escalating as necessity dictates. First step in all cases: Blot spilled ink with an absorbent cloth or paper towel.

How do I avoid this next time? Handle cartridges carefully. Before working with cartridges, protect surrounding areas by covering them with newsprint or paper towels.

4. Power Loss in the Middle of a Print Job

If this ever happens to you, you can treat it as if it were a special kind of paper jam. Turn off the printer. You don't want its parts to start churning unexpectedly while you're working on recovery.

Clear the paper path. Remove any paper that's stuck in mid print. Turn on the printer (assuming that power to the machine is restored). As the printer initializes, check for error messages or odd noises indicating damage. If you have a laser or LED printer, check the documentation for a maintenance routine you can use to clean untransferred toner from the drum. An inkjet cartridge that stopped in midsquirt may require cleaning. Run a test page and check the output for stains, streaks, and other abnormalities. Consult your printer's documentation for further troubleshooting guidance.

How do I avoid this next time? Plug your printer into a UPS device so that it can finish printing and power down normally the next time the electricity fails.

5. Printing on the Wrong Side of Photo Paper

You wait eagerly for your photo to come out of the printer, but what you get is big splotches of ink sitting--and not drying--on the wrong side of the photo paper.

Cancel the print job if you can. This is especially important if your print job calls for printing multiple sheets of photos, as each wrong-way sheet will just add to the mess.

Remove the paper carefully, making sure that the ink doesn't run. Avoid getting it on your hands by wearing gloves or by using a paper towel to handle the paper. Throw the whole thing away.

How do I avoid this next time? Check the printer's documentation and tray markings to make certain that you are inserting the photo paper correctly. *MU*

4/2/11 PM

Floating Clock App

submitted by Graham Thomas

Graham wrote: "I find this small app very useful."

From the "Read Me:"

What's this?

It's a clock. A simple, floating analog clock that sits on your desktop any where you'd like to put it. It works on Mac OS X 10.5 and up, and runs natively on PPC and Intel machines. Use control-click on the clock face to bring up options or quit.

Why?

Because Apple got rid of that option in the stock clock with the release of Leopard. Some people like it.

Pretty boring, isn't it?

Well, yeah. You can customize it a bit if you open the Preferences window with a control-click or right-click on the clock face. There's really not much to do to a clock and still leave it useful, though. If you've got some ideas, send them along.

Alright. How much?

Nothing. Nada. Zip. It's free, just like Jeffrey White asked for when he wrote to MacInTouch. Now, that said I certainly wouldn't mind joyful tears of appreciation directed my way, or small donations via PayPal to gweston@mac.com or Greg Weston, PO Box 54, Avon CT 06001. But that's utterly up to you. *MU*

Save Money on your Supplies

by Sue Beal

This tip can apply to inkjet ink, laser toner, photo paper, CDs and DVDs, anything you use in quantity and want to save on.

I will only put the original manufacturer's brand supplies in my Ricoh printer, but that doesn't mean I have to pay retail for them.

I keep a search saved on eBay for my toner. When someone lists it, eBay emails me and shows me the listing. When I see a great deal, I pounce, buying ahead of when I need it.

Normally, a set of toners costs $450, retail, plus shipping. With eBay I usually get a set for $215-$250, shipping included!! Plus I get PayPal and eBay protection on my purchase. *MU*

Tropical Software has a New App!

Dear Friends:

This has turned out to be a big week for Tropical Software. Just a few days ago our flagship product, TopXNotes, was placed in the new Apple Mac App store.

It is with great excitement that I am writing to announce that another application by Tropical, Kitchen Timer, has been accepted into the App Store. Here is the link:

http://itunes.apple.com/us/app/kitchen-timer/id402358411?mt=12&ls=1

If you need a good, inexpensive timer try Kitchen Timer. Or know anyone who might need a good Kitchen Timer for their Mac please mention us or send the link above. We do need ratings!

Thanks for your feedback and help in continuing to improve our products.

James H. Lee, Jr.
President - Tropical Software, Inc. *MU*

CoconutBattery

from Sandra Beese / Apple Slices

CoconutBattery isn't just a tool that shows you the current charge of your battery – it also shows you the current maximum capacity of it in relation to the original capacity your battery had as it left the factory. You also get information about the battery load cycles (how often did you fully load your battery), and the current charger (CoconutBattery even warns you if you plugged in the wrong charger for your Notebook) and, last but not least, information about the age of your Mac. *MU*

How to Protect Files on Mac OS X Snow Leopard

by Mark L. Chambers at dummies.com
submitted by Graham Thomas

Every Mac owner needs to know how to protect files and folders from accidental deletion or editing. Snow Leopard's Info dialog lets you lock your files to protect them. By locking a file, you allow it to be opened and copied but not changed, renamed, or sent to the Trash. Locked items appear in the Finder with a small padlock attached to the icon.

To lock or unlock a file, you have to have ownership of the file. If you are working on a Mac on which you've configured only one administrator account, you should already have ownership.

If you're considering changing the ownership of a system-owned file, don't do it. You could throw a serious monkey wrench into your operating system.

To lock a file, follow this procedure:

1. Select the item and then press Command+i (the letter i).
2. The Info dialog opens. Select the Locked check box to enable it.
3. Close the Info dialog box. The changes you made are saved.

Read more: **http://www.dummies.com/how-to/content/how-to-protect-files-on-mac-os-x-snow-leopard.navId-397881.html?cid=dn_article#ixzz1IOlmfZ2X** *MU*