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**Mark Hattersley**

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**Mac OS X Panther Timesaving Techniques For Dummies** Larry Ullman,Marc Liyanage,2004-03-22 The Mac OS X Panther is incredibly full featured Chances are you don t fully appreciate all the shortcuts and timesaving options you have right at your fingertips Mac OS X Panther Timesaving Techniques For Dummies gets you up to speed fast with over 60 timesaving techniques While it includes keyboard shortcuts to expedite basic tasks it goes further and shows you how to customize your Mac so it works faster for the way you work and the types of things you work on Step by step instructions help you Perfect your keyboard and mouse navigation techniques so you can get where you want to go faster Use keyboard shortcuts and create shortcuts of your own Customize the Finder Windows and the Dock Handle files aliases favorites and icons so you always know what s what and what s where Get proficient and efficient with Safari and Internet Explorer Web browsers searches e mail and more Mac OS X Panther Timesaving Techniques For Dummies was written by Larry Ullman and Marc Liyanage Larry is the Director of Digital Media Technologies at DMC Insights Inc author of four other computer books and an obsessive Mac tinkerer Marc is a senior software engineer at FutureLAB AG He has programmed Macs professionally for 15 years and writes Cocoa software for fun No you probably don t need to know what that is but if you want to you ll find it in the book With an easy style and lots of screen shots they show you how to Make the most of multimedia Take advantage of services at least a dozen handy little tools available in many of your applications like the Grab utility for taking screen shots and Mail Services Save time online with AutoFill forms Make the most of iChat for communicating with your buddies and iTunes for managing your music collection Use iPhoto to manage your digital library create photo albums present photographs online edit images and more Configure and use Rendezvous to network computers and devices locate

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web the more details about why the person deserves this award the better include identification narration and magnification practice your handshake and how to hand the award to the recipient tell them what the award is tell them why they deserve the award give them the award wish them well

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