

# a Mac mind

## ITUNES secrets

*Itunes is so much more then music you buy.*



Are you using your Itunes to it's fullest potential? Most of us use itunes to buy music and sync it to our ipods. Itunes has abilities beyond the music world. Did you know that the Itunes store also sells Books on tape? Apple has books from bestsellers to autobiographies. When you put these books on your computer or ipod you can listen to them and stop them. When you come back to them they remember where you left off in the book. Itunes also has streaming radio stations. If you look on the left hand column you will find a icon called RADIO. Click on this icon and you will find genres spanning all of the types of music and talk radio you love. KCRW fans will love the streaming Music and Talk from KCRW. Best of all these are free and play 24/7. *A hint: Click on the music that shows higher numbers in the KBPS column.* In the ITUNES store you will find a section called

PODCASTS. Podcasts are an amazing resource of Audio and Video programs that are completely free. The podcasts can be played on your IPOD, Computer, and Apple TV. You can even burn them to share with friends. One of my favorites is a 15 minute daily lesson on how to speak spanish! Muy Bien! Apple has a new section called ITUNES University. Itunes university features lectures from Colleges across the country on a range of topics. PBS has offered up a new series as well. All of these are absolutely free. Learn more about our environment on your next jog. Two last features. Apple can store PDF files. Create a playlist called PDFs and drag in documents you want stored away for easy catalogs of your most important info. Finally when you play your music try using Apple's visualizer. While music is playing go under view menu and choose Turn on visualizer. -CW

### Mac Mini

*"Forgotten, but not gone."*

Mac Mini is a little 6.5 inch by 6.5 inch by 2.5 inch high computer Apple slipped into the market to snap up the PC users that didn't want to replace their monitors, keyboards and mice. Don't be fooled by the size of the Mini. It packs the punch of a full size computer. A great way to trade out an old PC tower for an up to date computer that takes up no space. It has 4 usb ports and a firewire port - so you can plug in all of your printers, scanners and ipods. The



High end has a 120gb hard drive. You will have plenty of space to store all of your favorite music, files, and videos. If you already have a monitor and everything else this \$799 computer is the right choice to upgrade your computer life.

### QUICK TIP OF THE BI-WEEK

Are you using your IPHONE's favorites the best of its ability? Next time you are looking up a contact for the 100th time add it as a favorite. You will find Favorites in your Phone button. You can store a whole list of numbers you look up on a regular basis. Go to a contact you constantly use. At the bottom of the contact pick Add to Favorites. The iphone will ask



you which number to add to favorites. Pick the number. Click on favorites and click edit. You can drag numbers into any order you want them. In order to get to favorites quickly you can click your circle button on the front of your phone twice in a row. It will bring you right to your favorites window. Try adding a couple and you will see how easy it makes your life. -CW

WEBSITE OF THE BI-WEEK **JOTT** - [CHECK IT OUT HERE](#)



Picture this scenario. You are driving in your car and you remember a whole list of things you need to do. The only thing you have near you is your cell phone and a 30 minute drive. You can try to remember the list or you can get it out to your email right now. You pick up your phone and you call JOTT! What is Jott? Jott is a free personal assistant. Jott is there to take your spoken words and type them up into an email. This is how it works. Go to Jott.com and sign up for a free account. Jott will record what cell phone number you use. When you sign up you will also have a chance to put in a list of people you email on a regular basis. You can also create groups of people you reach out to consistently. Now you are all set. Jott will give you a number to call. Put this number as a quick dial or favorite on your phone. Dial the number and you will be asked "Who do you want to Jott?" Using just your voice you will say "Myself" The voice replies "Jott Yourself" and you will hear a tone. In a regular voice start speaking what you want to be reminded about. "Pick up the dry cleaning, call Channing and schedule a lesson on how to use Iphoto." Once you are done wait a second or two and you will here "Got it" You are now able to set a reminder. A reminder is sent as an text message to your phone at a given time and date to remind you of what you just recorded. Once you set a reminder you have a chance to Jott again. Now you want to email your boss. "Who do you want to Jott?" "Boss" "Jott your boss." Beep. You say what you want and pause when you are done. Your boss will receive and email with text of what you just said within 10 minutes of you leaving your Jott. When you get home you will also have an email of the to do list you jotted earlier. Jott uses a combination of computers and people to accomplish this quickly and precisely. The Jotts are not always perfect. You will find sometimes they can be versions of what you said. All Jotts come with a handy link to the original recording of what you jotted. Explore the site and you will find a huge list of programs on the web you can jott things to. These include blogging and online calendars you can send appointments to using just your voice. Happy Jotting!

PROGRAM OF THE BI-WEEK - YOJIMBO - [CLICK TO GO HERE](#)



We all waste paper every day printing receipts, websites pages, and snippets from our computers. I am often asked where is the best place to store important passwords, documents, and account numbers. A place that can be locked down and kept from prying eyes. Yojimbo is a storage tool for all of your miscellaneous information. You can store Text files, PDFs, Pictures and Passwords inside of Yojimbo. Putting in an item to yojimbo is as simple as printing it. In the print dialog you will see a button

for PDF. Under there you can print to Yojimbo. Yojimbo then stores a file of what you printed. The file is searchable making it easy in the future to find it. You can add keywords to each item as well. You can also type in notes and passwords. Yojimbo has templates for passwords. Once you have an item inside Yojimbo, you can protect it individually with a password you set. This way in order for you to read it , you have to type in the password to see it. Yojimbo is an amazing tool to get rid of the clutter on your computer and desk.

*Sites to Send E-cards*

[American Greetings](#)

(costs money)

[Egreetings](#)

(free)

[Blue Mountain](#)

(free)



FINAL THOUGHTS

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