

Mac Productivity Bootcamp

Parts 1 & 2

Don McAllister

July 2009

MacMania9

ScreenCasts**Online**

Welcome & Introduction

Don McAllister

Professional New Media Producer and Consultant

Host/Producer of **ScreenCastsONLINE**

<http://www.screencastsonline.com>

Mac Industry Pundit & Commentator

MacBreak Weekly - Guest Panelist

Mac Voices Podcast - UK & European View

Mac Roundtable Podcast - Geek Tech Podcast

The Mac Jury - Panel Discussions

Magazine Contributor

MacFormat Magazine - London, UK

iCreate Magazine - London, UK

iProng Magazine - Los Angeles, US

International Speaker on Podcasting

Podcast and New Media Expo - Los Angeles 2007

Macworld - San Francisco 2008 & 2009

New Media Expo - Las Vegas - 2008

Podcamp Barcelona - 2008

What is **ScreenCastsONLINE**?

A weekly video podcast delivering Mac based software tutorials via iTunes

Video Tutorials - ScreenCasts
Over 200+ Tutorials available

Complete Show List

Oct08	SCO0173 - Mac Montage 03	HD	ED	DT & iPod
Oct08	SCO0172 - OSX Speech Technologies	HD	ED	DT & iPod
Oct08	SCO0171 - Dropbox	HD	ED	DT & iPod
Oct08	SCO0170 - PDFPen v4 Update	HD	ED	DT & iPod
Oct08	SCO0169 - Mac Hints and Tips Montage - 02	HD	ED	DT & iPod
Sept08	SCO0168 - Pixelmator v1.3 update	HD	ED	DT & iPod
Sept08	SCO0167 - iTunes 8 update	HD	ED	DT & iPod
Sept08	SCO0166 - Circus Ponies NoteBook v3.0	HD	ED	DT & iPod
Sept08	SCO0165 - Mac Hints and Tips Montage - 01	HD	ED	DT & iPod
Aug08	SCO0164 - Twitter Desktop Clients	HD	ED	DT & iPod
Aug08	SCO0163 - Twitter	HD	ED	DT & iPod
Aug08	SCO0162 - Bee Docs Timeline & Timeline 3D	HD	ED	DT & iPod
Aug08	SCO0161 - MobileMe Web Services	HD	ED	DT & iPod
Aug08	SCO0160 - 1Password on your iPhone/iPod Touch	HD	ED	DT & iPod
July08	SCO0159 - How I.... Backup!	HD	ED	DT & iPod

What is **ScreenCastsONLINE**?

A weekly video podcast delivering Mac based software tutorials via iTunes

Video Tutorials - ScreenCasts

Over 200+ Tutorials available

Over 25,000 downloads per week

Over 5,000,000 downloads

Free three month membership for MacMania 9 attendees

Complete Show List

Oct08	SCO0173 - Mac Montage 03	HD	ED	DT & iPod
Oct08	SCO0172 - OSX Speech Technologies	HD	ED	DT & iPod
Oct08	SCO0171 - Dropbox	HD	ED	DT & iPod
Oct08	SCO0170 - PDFPen v4 Update	HD	ED	DT & iPod
Oct08	SCO0169 - Mac Hints and Tips Montage - 02	HD	ED	DT & iPod
Sept08	SCO0168 - Pixelmator v1.3 update	HD	ED	DT & iPod
Sept08	SCO0167 - iTunes 8 update	HD	ED	DT & iPod
Sept08	SCO0166 - Circus Ponies NoteBook v3.0	HD	ED	DT & iPod
Sept08	SCO0165 - Mac Hints and Tips Montage - 01	HD	ED	DT & iPod
Aug08	SCO0164 - Twitter Desktop Clients	HD	ED	DT & iPod
Aug08	SCO0163 - Twitter	HD	ED	DT & iPod
Aug08	SCO0162 - Bee Docs Timeline & Timeline 3D	HD	ED	DT & iPod
Aug08	SCO0161 - MobileMe Web Services	HD	ED	DT & iPod
Aug08	SCO0160 - 1Password on your iPhone/iPod Touch	HD	ED	DT & iPod
July08	SCO0159 - How I.... Backup!	HD	ED	DT & iPod

Slight Schedule Change

Mac Productivity Bootcamp

Part 1 - 8:30 - 10:00

Part 2 - 10:30 - Noon

Practicing Advanced Productivity Workflow

Monday

5:45pm - 7:15pm

Other Sessions

Backing up your Mac

Tuesday - 5:45pm - 7:15pm

Managing your Mac data

Thursday - 8:30am - 10:00am

ScreenCasting 101

Thursday - 3:30pm - 5:00pm

Today's Session - Part One

**Mainly Live
Demos!**

- ✦ Productivity Workshop?
 - ✦ Keeping Focus
 - ✦ Application Switching & Launching (and more)
 - ✦ Re-using Components
 - ✦ File Management
 - ✦ Identity & Password Management

Productivity

**Output per unit of
input:
a measure of efficiency**

Warning

Some of these apps will increase productivity out of the box - some may take longer than others!



Keeping Focus

Remove all distractions!

- ✦ Switch off Twitter
- ✦ Switch off Email
 - ✦ See **Practicing Advanced Productivity Workflow**
- ✦ Hide the Dock?
 - ✦ Those pesky badge notifications
 - ✦ Built in controls or Dock Gone (Old Jewel Software)

Keeping Focus

Remove all distractions!

- ✦ Switch off Twitter
- ✦ Switch off Email
 - ✦ See **Practicing Advanced Productivity Workflow**
- ✦ Hide the Dock?
 - ✦ Those pesky badge notifications
 - ✦ Built in controls or Dock Gone (Old Jewel Software)

Demo

Keeping Focus

Remove all distractions!

- ✦ Switch off Twitter
- ✦ Switch off Email
 - ✦ See **Practicing Advanced Productivity Workflow**
- ✦ Hide the Dock?
 - ✦ Those pesky badge notifications
 - ✦ Built in controls or Dock Gone (Old Jewel Software)

Demo

Keeping Focus

Remove all distractions!

- Use Application Full Screen Modes
 - Pages, Scrivener, Writeroom

Keeping Focus

Remove all distractions!

- Use Application Full Screen Modes
 - Pages, Scrivener, Writeroom

Keeping Focus

Remove all distractions!

- ✦ Use Application Full Screen Modes
 - ✦ Pages, Scrivener, Writeroom
- ✦ Use Applications
 - ✦ Spirited Away or HideAllApps

Keeping Focus

Remove all distractions!

- ✦ Use Application Full Screen Modes
 - ✦ Pages, Scrivener, Writeroom
- ✦ Use Applications
 - ✦ Spirited Away or HideAllApps

Keeping Focus

Remove all distractions!

- ✦ Use Application Full Screen Modes
 - ✦ Pages, Scrivener, Writeroom
- ✦ Use Applications
 - ✦ *Spirited Away* or *HideAllApps*
- ✦ Use Spaces
 - ✦ Set up Context Related “Spaces” - Email, Writing, Graphics

Keeping Focus

Remove all distractions!

- ✦ Use Application Full Screen Modes
 - ✦ Pages, Scrivener, Writeroom
- ✦ Use Applications
 - ✦ *Spirited Away* or *HideAllApps*
- ✦ Use Spaces
 - ✦ Set up Context Related “Spaces” - Email, Writing, Graphics

Application Switching

- ✦ CMD TAB is your friend
 - ✦ Switching and Closing
- ✦ What about minimised applications?
 - ✦ Witch - Many Tricks

Application Switching

- ✦ CMD TAB is your friend
 - ✦ Switching and Closing
- ✦ What about minimised applications?
 - ✦ Witch - Many Tricks

Application Launchers (and more!)



Spotlight



Quicksilver



Launchbar

Application Launchers (and more!)



Spotlight



Quicksilver

Dodgy abandonware?



Launchbar

Application Launchers (and more!)



Spotlight



**Google
Quick Search Box**



Launchbar

Application Launchers (and more!)



Spotlight



**Google
Quick Search Box**



Launchbar 5

Spotlight

Enhanced in Leopard

Simple Application Launcher & Search

Available on all Leopard Macs

Check System Preferences

Supercharged Searching - Part Two



Demo



Spotlight



**Google
Quick Search Box**



Launchbar 5

Google Quick Search Box

Written by Alcor - QuickSilver

Search - Local & Web

Launch & Actions

Free Download



Demo



Spotlight



**Google
Quick Search Box**



Launchbar 5

Launchbar 5

New Release

Commercial Software

Locate, Navigate, Operate & Customise

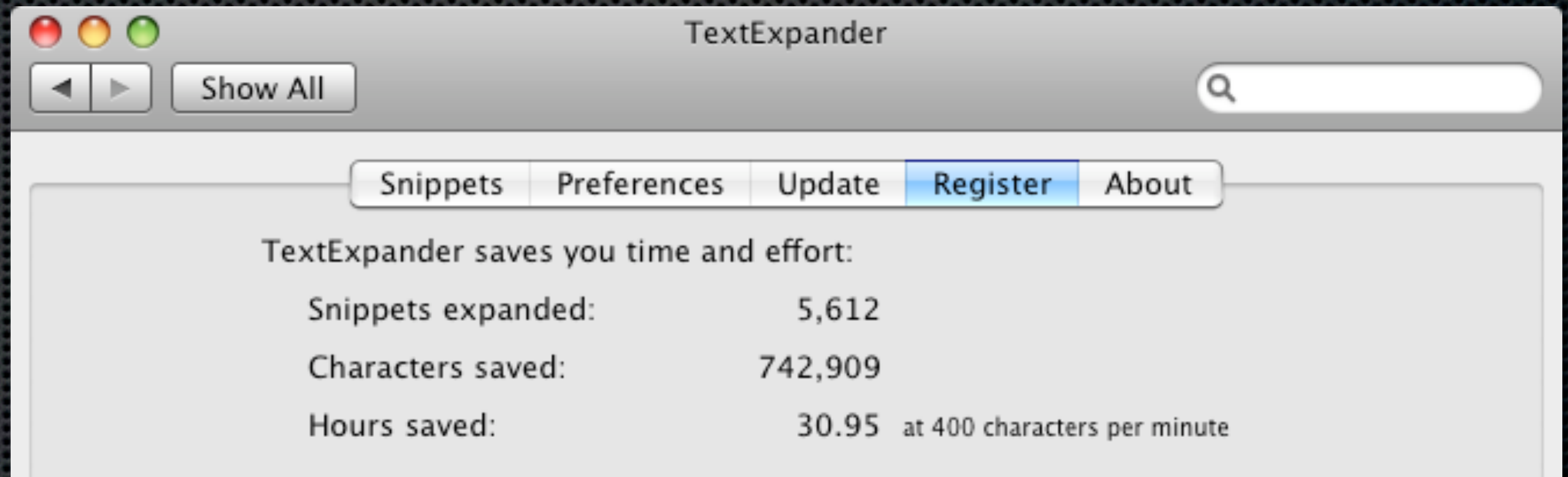


Demo

Re-using Components



TextExpander



Demo

TextExpander

- ✦ **TextExpander** - SmileOnMyMac
 - ✦ Text and Graphics Snippets
 - ✦ All cruise members have a free copy!

<http://www.smileonmymac.com/macmania/>



Identity & Password Management

- ✦ Password Management
 - ✦ Generates strong passwords
 - ✦ Auto complete & auto logon
 - ✦ Prevent phishing attacks



1Password

Identity & Password Management

- ✦ Identity Management
 - ✦ Cross Browser Compatibility
 - ✦ Multiple Personalities
 - ✦ AutoFill Forms
 - ✦ Hold & Autofill Credit Card Information



1Password

Identity & Password Management



Demo

Identity & Password Management

Now on the iPhone



iPhone Client

Requires latest version of iPhone software
Not upgraded Jailbroken 2G



iPhone Client



Identity & Password Management

Run, do not walk!!



1Password

File Management

File Management



Hazel



PathFinder



**Default
Folder X**

Demo

Desktop Navigation



**Mercury
Mover**



FiWi

Any Questions?

Contact Details

Don McAllister

screencastsonline@gmail.com

Next Session in 30 minutes!

Free three month subscription to **ScreenCastsONLINE**

Just pass me your business card or email me