

PRODUCTIVITY

APPLEWORKS

WHO ?

APPLE

WHAT ?

MULTIPURPOSE

WHERE ?

WWW.APPLE.COM/APPLEWORKS/

HOW MUCH ?

\$79.00

WHAT ELSE ?

AppleWorks lets you create a multitude of documents: word processing, spreadsheets, databases, drawings, paintings, and presentations. What's more, you can combine text, spreadsheets, tables, and graphics in the same document—seamlessly, using the same tools—just by clicking and dragging.

Starting Points make it quick and easy to create almost any kind of document. The Starting Points window has several tabs: for new empty documents, for Assistants that walk you step-by-step through the creation of a new document (like address lists, business cards, and calendars), for Templates, for additional resources available on the Web, and for recently opened files. The Templates tab includes everything from agendas to event trackers, flash cards, presentations, postcards, posters, stationery, and To Do lists. The Web tab lets you access a growing library of templates, many from AWUG, the AppleWorks User Group (www.awug.org). The Internet files are compressed so they download quickly, and they open right in AppleWorks (you don't need to use your browser). You can also add your own tabs to the Starting Points window to help you keep your frequently used files organized (just drag them from the Finder).

A Clippings window displays a collection of clip art (and lets you search from more than 25,000 images on Apple's servers). Like the Starting Points window, you can add your own tabs, then drag bits of frequently used text to the Clippings window for easy access.

AppleWorks has all of the basic tools you need for creating all but the most demanding documents. Tables can include text, backgrounds, pictures, and movies.

You can add photos and movies to presentations and choose from 26 included transition effects. There's a built-in spell checker (although it kept telling me that AppleWorks was misspelled!), a thesaurus, and a Word Count feature that will give you the vital statistics on your file. AppleWorks includes 50 professional fonts from ITC, which (along with the vast clip art collection) should help you spice things up. And Auto-Save and Auto-Recover features keep your work safe from surprises.

AppleWorks is easy to work with. The program is powerful, but the options are not overwhelming. It's flexible, too. You can add your own buttons to the Button Bar, and then attach common actions (like opening files or other applications) or AppleScripts. You can open multiple windows with different views of the same document.

AppleWorks is no Office X replacement, and if you're used to Office there are small things you're likely to miss immediately (the spell checker doesn't check as you type, for instance, and there's no support for a scrolling mouse), and some bigger things you'll miss if you have to create more complex documents (like the ability to create a table of contents or an index). AppleWorks does allow you to import and export Word X and Excel X files without a hitch (using the included DataViz MacLinkPlus translators), so you can still play nice with others.

SO WHAT ?

If you have an iMac or an iBook, you're already familiar with the benefits of AppleWorks, which comes preinstalled. But if you don't, and you're on a shoestring budget, AppleWorks is worth a serious look. It's a simple and powerful program that let's you do a lot of things well, and it won't break your piggy bank.

BBEDIT

WHO ?

BARE BONES SOFTWARE

WHAT ?

HTML & TEXT EDITOR

WHERE ?

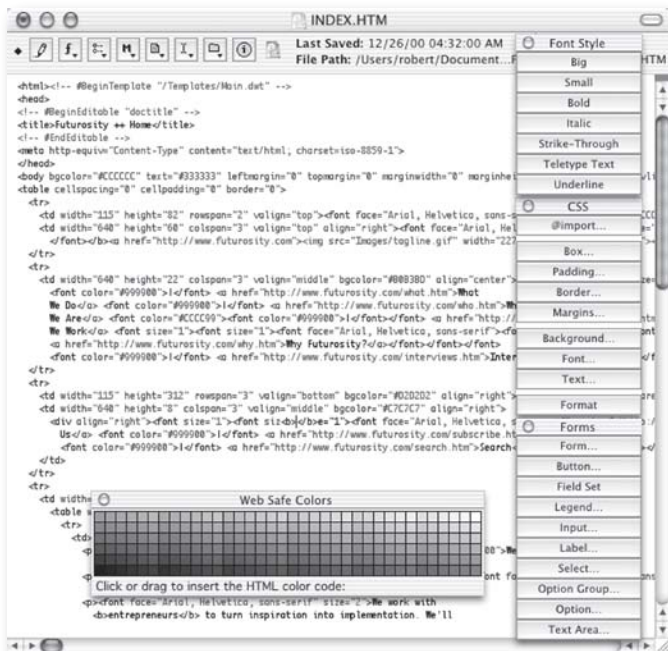
WWW.BBEDIT.COM

HOW MUCH ?

\$19.00. FREE FOR BBEDIT LITE

WHAT ELSE ?

BBEdit bills itself as a "Professional HTML and Text Editor for the Macintosh." While WYSIWYG Web design tools, like Adobe GoLive (see page 106), become more powerful with each new version, nothing gives you as much control over your text, your HTML, and your code as BBEdit.



Hands-on HTML editors will appreciate BBEdit's powerful editing tools. New in this version is Cascading Style Sheet (CSS) support, including markup, formatting, and syntax coloring (BBEdit also supports syntax coloring for over twenty languages, XML, Java, JavaScript, Perl, and Python). You can drag and drop HTML tags from floating tools palettes, and a context sensitive Tag Maker shows you a list of valid tags for the current insertion point. BBEdit now supports multiple clipboards (you can store as many as six separate clippings). Snippets of text, HTML markup, or code can also be stored in a floating Glossary window.

You can check your syntax and links in HTML documents, and a Balance Tag feature makes it easier to make corrections. Just place the insertion point between any two tags, choose Balance Tags, and BBEdit selects everything between the enclosing tags. BBEdit can also clean up code created in less capable WYSIWYG HTML editors. If you need to make changes, you can use Grep searching, which allows you to search for very specific patterns. You can also do find and replace on multiple files, or use Compare Differences to compare files or folders.

BBEdit is a powerful program, but also an example of great design. The options are almost endless, but they show Bare Bones Software's attention to detail at every turn. For example, there's a printing option to add a 1-inch gutter, so you'll have room to punch holes for a binder. The Web-safe colors palette can be viewed as a Visibone palette, a unique arrangement that makes it easier to find the right color. Shell Worksheets allow you to execute terminal commands from within a document.

SO WHAT ?

Great design and flexible tools make BBEdit the ultimate text editor.

COMPOSER

WHO ?

OKITO SOFTWARE

WHAT ?

WORD PROCESSOR

WHERE ?

OKITO.NET

HOW MUCH ?

FREE

WHAT ELSE ?

Composer is an elegant little word processor designed specifically for OS X. Written in Cocoa, it takes full advantage of the Aqua interface, including drawers and sheets. While it's in the early stages of development, it provides a glimpse of what a word processor can be without the bloat.

Composer keeps things tidy by putting tools in a drawer where they're within easy reach. You can adjust the page view with a click (to show the page width, or the entire page) or drag a slider to zoom. Select fonts from a drop-down menu, or resize the font list into a combo box. You can adjust font size, line spacing, and indentation with sliders. Composer includes Leap, Search and Replace tools (Composer will leap to the next match as you type). You can rearrange all of these tools within the drawer or tear them off and float them as palettes if you prefer.

On the surface, Composer doesn't seem to be much more than TextEdit with a toolbar. Composer is limited to RTF and RTFD documents, and it doesn't have most of the advanced features you've come to expect from a full-featured word processor. But how many of those features do you really need for most documents?

SO WHAT ?

Composer is a beautiful and solid TextEdit replacement, and a preview of what word processors will eventually look like on OS X. Keep an eye on this one.

FILEMAKER PRO

WHO ?

FILEMAKER

WHAT?

DATABASE

WHERE ?

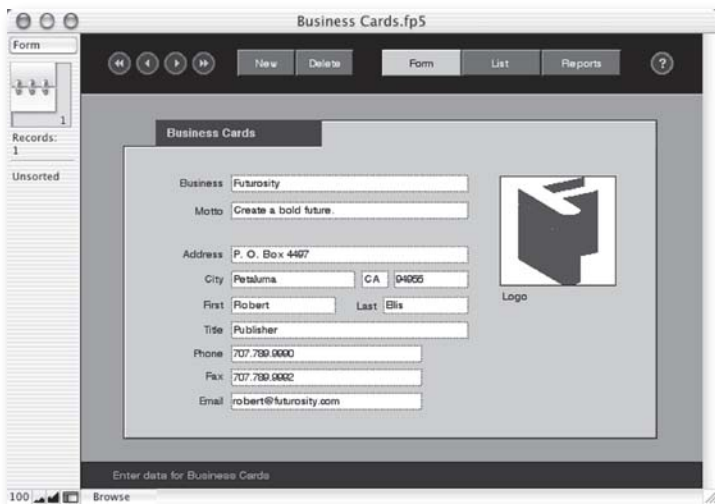
WWW.FILEMAKER.COM

HOW MUCH ?

\$249.00

WHAT ELSE ?

FileMaker Pro allows you to create and manage databases, share them on a network, and publish them to the Web. FileMaker is easy enough for creating a database to catalog your CD or video collection, and powerful enough to create a workgroup solution to track people and resources for your business.



FileMaker Pro includes a number of database templates (including Asset Management, Collections, Event Planning, Expenses, Personnel Records, Recipes, Inventory, etc.), or you can convert an existing file from several applications (like Microsoft Excel). Starting from scratch is pretty easy, too. However you create

your database, FileMaker Pro's design tools make it easy to customize the look and data handling, and you can make changes at any time without having to rebuild your file. FileMaker supports custom fields for popular graphics formats, QuickTime video and VR files, and sounds. New in this OS X version is support for PDF files. And a Layout/Report Assistant walks you step-by-step through the creation of custom reports and summaries.

FileMaker is as powerful as it is easy to use. FileMaker is capable of creating relational databases, so you can use one-to-one, one-to-many, and many-to-many relationships. You can set the contents of a values list to update dynamically based on the values in a related field. FileMaker supports automatic data entry and validation, and you can merge data from different files (making it easy to update changes you've made to a copy on your PowerBook).

You can share data over a network (and across platforms—FileMaker shares files seamlessly between Windows and OS X), publish your database instantly on the Web, or synchronize your data with your Palm OS device and take your data with you (using FileMaker Mobile, sold separately).

Publishing your database on the Web takes only a couple of minutes. FileMaker Pro includes the multi-threaded Web Companion, which allows you to share information in workgroups of up to 10 guests. For larger workgroups, you'll need FileMaker Server, which supports up to 250 guests, or FileMaker Pro Unlimited (a Developer version of FileMaker Pro rounds out the FileMaker family). You can limit access to your database by filtering IP addresses and protect individual records with the built-in Record Level Security feature.

FileMaker is easy to use, but you'll still find yourself referring to the excellent documentation, including the printed *User's Guide* and *Getting Started Guide*, and extensive online help.

SO WHAT ?

With great design tools and Instant Web Publishing, FileMaker Pro makes it easy to create, manage, and share information.

FREEWAY

WHO ?

SOFTPRESS SYSTEMS

WHAT ?

WEB AUTHORIZING

WHERE ?

WWW.SOFTPRESS.COM

HOW MUCH ?

\$249.00

WHAT ELSE ?

Freeway brings desktop publishing to the Web by letting you focus on design without ever looking at a line of code. If you're familiar with any of the popular page layout programs, you'll take to Freeway pretty quickly. Not everything works exactly as you'd expect (right-clicking your mouse zooms in, for example), but you'll feel right at home by the time you've finished the tutorial.

Multiple master pages let you create the look and feel of your site (layout, navigation, etc.), and it's easy to create individual pages based on the masters. Adding content is as easy as drag and drop. Just drag Illustrator, Photoshop, GIF, JPEG, QuickTime, MPEG, and Flash files into Freeway. Imported graphics can "pass-through" so you don't have to create space-consuming copies if they're already optimized for the Web. Freeway creates temporary styles as you format text, which you can also save as permanent styles. It can convert text to GIFs and optimize them for the Web, while the original text remains editable. Freeway can also create rollovers.

A new link map helps you visualize your site and manage links. It checks internal links automatically and can verify external links. After creating your site, Freeway can upload your files to the Web.

SO WHAT ?

Freeway is a novice-friendly, yet powerful application for Web page layout, graphics optimization, and site management. If you want one of the easiest programs for Web site creation, Freeway is an excellent choice.

GOLIVE

WHO ?

ADOBE

WHAT ?

WEB AUTHORING

WHERE ?

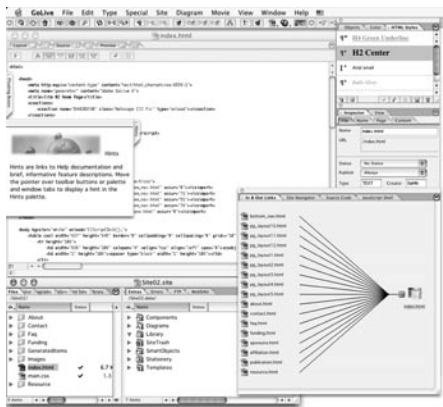
WWW.ADOBE.COM

HOW MUCH ?

\$399.00

WHAT ELSE ?

GoLive is a comprehensive design environment for creating and managing dynamic content for the Web. GoLive includes all the tools you need for Web authoring, site management, and dynamic publishing to the Web or wireless devices.



GoLive helps you thoroughly plan—and jump-start—your Web site. You can create a blank site, import an existing site from a folder or from a server (GoLive can automatically download and import someone else's site from the Web, which is a great way to study how a site you like is put together), or you can choose from several built-in templates. You can also create templates of your own, specifying which areas of a page are editable. You can create a Design Diagram, a chart of the structure of your site, then have GoLive automatically create the

pages and sections, including a Table of Contents. Then you can add content or apply templates to the pages.

Page layout is a snap in GoLive. You build your page by dragging objects (text boxes, tables, images, etc.) from the Objects palette and dropping them on a layout grid, where they snap into place (or just double-click objects to add them, then arrange them on the grid). GoLive's document window is tabbed so you can switch from Layout view to Source view or Preview. There are also tabs for Frames view, and an Outline Editor view. You can split the document window and view your Source code with any other view, so you can layout pages and tweak your code at the same time. GoLive includes a CSS Editor, which helps you create style sheets without having to write a line of code, and you can also use HTML Styles to format text.

Smart Objects help you integrate content created in outside applications and optimize it for the Web. For example, it's easy to add an image from Photoshop (or any graphic file in a supported format, such as BMP) and resize it within GoLive. You can also optimize the image for the Web in the Save For Web dialog box, which lets you compare various optimization settings side by side.

GoLive is a powerful program with lots of options, accessed by numerous palettes. It takes an innovative approach to solving the palette clutter problem: Palette Stashing, which lets you minimize any palette to a tab and dock it on the top or either side of your monitor. Click on the tab to use the palette; it automatically stashes out of the way when you're done. A Library palette lets you store frequently used objects—logos or snippets of text, for instance—for quick access. A Hints palette offers context sensitive help and links to the Help file.

Even with Palette Stashing, it can be a bit cumbersome to manage your desktop, but every time you have to move something out of the way it reminds you of just how much you can do with GoLive. Everything you need for Web development is in this program. My only real complaint about the interface is that the interface fonts are so tiny at higher resolutions that you'll find yourself squinting until you know your way around.

SO WHAT ?

GoLive gives you everything you need to design and create content for the Web and manage your site.

GRAMMARIAN

WHO ?

CASADY & GREENE

WHAT?

GRAMMAR CHECKER

WHERE ?

WWW.CASADYG.COM

HOW MUCH ?

\$49.95

WHAT ELSE ?

Grammarian is a powerful grammar checker that works with almost any application, and has more than five times the built-in grammar writing rules as Microsoft Word.

Using Grammarian is straightforward. Grammarian allows you to select from different Rule Groups (English Writing Rules, Grammar Instruction, Proofreading, and Publishing) and Writing Styles (which vary by Rule Group), or you can select any combination of rules to apply. A Writing Style consists of different rules for Phrase Usage (like clichés and euphemisms), Grammar Mechanics (like dangling modifiers and sentence fragments), and Punctuation and Mechanics (like missing commas and unbalanced quotation marks). Grammarian does homophonic checking, too: It can tell the difference between “their” and “they’re,” or “accept” and “except.” You can also create your own rule for personal phrases, and you can save the changes you make to any style.

Grammarian works fine with Cocoa applications (like Mail and TextEdit), and should work with Carbon applications (like Microsoft Office). In my testing, Grammarian worked fine in Entourage, but I had problems with PowerPoint and Word. Also, the fonts in the Grammar Check window are very small and there’s no option to adjust them.

SO WHAT ?

No grammar checking program is perfect, but Grammarian does a thorough job. If looking good on paper is important to you, Grammarian is worth the investment.

INDESIGN

WHO ?

ADOBE

WHAT ?

PAGE LAYOUT & DESIGN

WHERE ?

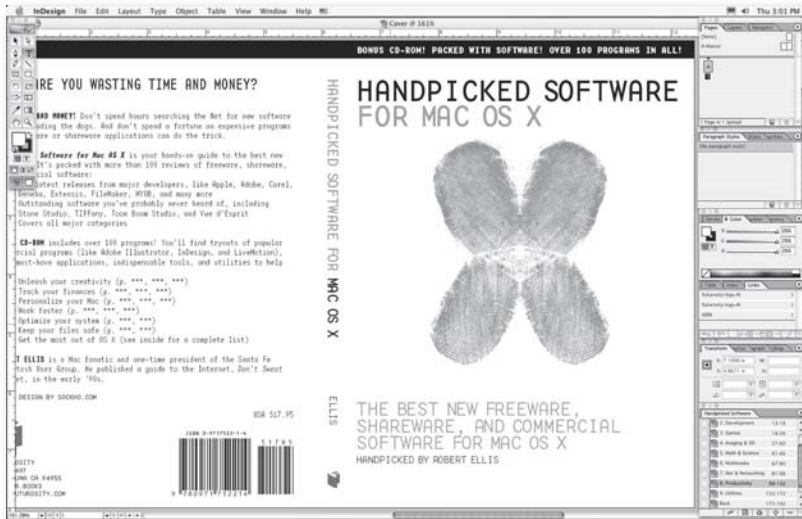
WWW.ADOBE.COM

HOW MUCH ?

\$699

WHAT ELSE ?

With long-standing aspirations to dethrone Quark as the standard for professional desktop publishing, this version of InDesign brings some 800 enhancements, along with OS X compatibility.



Several outstanding new features include support for transparency, drop shadows, tables, a Preview mode that allows you to hide all non-printing items with one click, support for OpenType fonts, enhanced printing controls, long-document support (tables of contents and indexes), overprint preview, enhanced typography

with paragraph composer (visual justification), structure view for XML, and export to various formats (PDF, XML, SVG, eBook, and HTML).

InDesign puts you in control of your documents. You can create multiple-page spreads, like centerfolds. There is support for automatic page jumps, so InDesign will automatically track changes to “Continued on page...” links. A Layout Adjustment feature automatically adjusts text fields and images to fit your page if you change the margins or page size. You can open multiple views of a page: display the master in one window and the page view in another; then watch the page update as you make changes to the master.

InDesign gives you complete control over text and typography, with numerous options for managing hyphenation and justification, and enhanced support for OpenType. You can compose text in the Single-line Composer or Paragraph Composer. Single-line Composer finds breakpoints one line at a time, fine for headlines but leading to awkward spacing in longer paragraphs. Paragraph Composer finds breakpoints based on the entire paragraph, resulting in better spacing and fewer hyphens. You can also define settings for hyphenation and justification. Language support lets you apply different dictionaries to selected text, so foreign words are spelled and hyphenated correctly. Optical Margin Alignment can adjust punctuation marks at the margins so they look visually more even. And InDesign highlights any problems (such as substituted fonts or glyphs, and loose or tight lines) so you can easily identify them and make corrections manually.

InDesign now includes everything you need for working with long documents. You can create a book file and add documents to the book. The book file is a palette that lets you arrange the documents so they are numbered sequentially. One file becomes the style source, and the styles in that document are applied to the other documents in the book. InDesign also allows you to create tables of contents, which creates a table based on paragraph styles in your document. You can also create an Index and manage entries in an Index palette.

You create tables in InDesign by inserting them into a text frame. InDesign allows you to flow tables, which makes it easy to link them across pages. You can also import tables from Word and Excel, or convert text to tables. You can add diagonal lines and automatically add alternating strokes and fills to a table.

InDesign gives you several ways to preview your document as you work, helping you predict more accurately what your output will actually look like. Preview Mode hides all non-printing elements, like rulers, grids and guides, and frames. It also trims any bleeds so you can see what the printed page will actually look like. If you have objects that overlap other objects, you can select Overprint Preview to see how they will interact when printed.

InDesign does have a few quirks (not Quarks). Selecting Drop Shadow brings up a Drop Shadow dialog box, but you have to click a checkbox before you can adjust any settings or apply it (an unnecessary extra step), and it doesn't retain changes to the settings. There's no scrolling mouse support, which seems puzzling since other Adobe applications support it.

SO WHAT ?

InDesign is full of the features you need for flexible page design, advanced typography, and long document management. With this version, InDesign comes of age, just in time for OS X.



LIVEMOTION

WHO ?

ADOBE

WHAT ?

INTERACTIVE ANIMATION

WHERE ?

WWW.ADOBE.COM

HOW MUCH ?

\$399

WHAT ELSE ?

LiveMotion is the ideal tool for quickly developing interactive content for the Web. LiveMotion allows you to design, code, and debug scripted animations.

Working in LiveMotion is similar to working in any drawing or animation program. You'll find the basic toolset for drawing—Bézier pen, Polygon, Ellipse, and Rectangle tools—and the familiar timeline. You can work with raster and vector artwork, adding textures, drop shadows, layer masks, and more. LiveMotion lets you import most common graphic and audio formats, including MP3. You can export streaming MP3 to synch to an animation, so your audience can begin playing sound immediately. You can also quickly apply bitmap effects by dragging them on to objects from the Textures, Library, or Styles palettes. LiveMotion includes numerous preset Styles for animation sequences and graphics effects, and you can save any animation or effect as a Style for future use.

The Photoshop-based text engine enables sophisticated typography. You can convert text into objects for animation in a single step using the Convert into objects command. It works smoothly with other Adobe applications, too. You can drag Photoshop or Illustrator files into LiveMotion and turn layers into independent objects ready to be animated.

LiveMotion is perfect for creating animations and navigation for a Web site, and support for ActionScript makes it powerful enough for developing sophisticated applications like chat rooms, interactive training, and e-commerce applications. LiveMotion can also create interactive content for CD-ROM, PowerPoint presentations, PDAs, wireless phones, kiosks, and more.

LiveMotion supports JavaScript, which you can use to write automation scripts to streamline production. Several scripts are included for automating tasks, and you can add your own scripts to a script folder, which is accessible from an Automation menu. The Script Editor includes built-in syntax descriptions, syntax coloring, find and replace, and break points. A Preview Mode lets you preview scripts from within LiveMotion, and an integrated source-level script debugger lets you review your code line by line. LiveMotion lets you create your own custom palettes, or Live Tabs, to control automation scripts. Live Tabs provide an interface for automation scripts and, like scripts, can be easily shared.

LiveMotion allows you to optimize your final composition at the object level before exporting. You can adjust the settings and preview the results. These tools allow you to make the best decisions in dealing with the tradeoff between quality and file size.

If you're familiar with other Adobe products you'll take to LiveMotion quickly, and tight integration with the Adobe family will streamline your work. It's easy to get started, and the program is powerful enough to give novices plenty of room to grow.

SO WHAT ?

Support for ActionScript and JavaScript, along with seamless integration with other Adobe products, make LiveMotion a powerful yet user-friendly choice for interactive content creation.

MACJOURNAL

WHO ?

DAN SCHIMPF SOFTWARE

WHAT ?

JOURNALS

WHERE ?

HOMEPAGE.MAC.COM/DSCHIMPF/

HOW MUCH ?

FREE

WHAT ELSE ?

MacJournal is a beautifully designed Cocoa application for creating and managing journals. At first glance, MacJournal looks almost like an ordinary text editor: You have the flexibility to make any formatting changes to fonts or colors, to hide or display rulers, and check spelling as you type (you can even have MacJournal read your entry to you using your Mac's built-in speech capability). MacJournal adds a Topic field under the toolbar so you can give your entry a title, and a drawer keeps all of your entries organized. You can search entries by date, topic, text, or keyword. You can filter your view by date, topic, text, or a combined view (which shows the date and topic).

MacJournal lets you create multiple journals. A list of your journals is displayed in a drawer, and each journal can be locked with a different password. You can transfer entries from one journal to another. You can print, import or export journals or individual entries (MacJournal exports to RTF, TEXT, and HTML files).

You can customize the toolbar, and there are toolbar icons for almost every option (there's a Help file that explains everything). Don't miss the Taco icon: It spits out random Simpsons quotes, like "Mmmm, free goo."

SO WHAT ?

MacJournal is a refined program with all the essential features. It's perfect for personal journals, for keeping project notes, or stashing clippings. Best of all, it's free.

NOTEBOOK

WHO ?

STEVE HARRIS

WHAT ?

NOTE EDITOR

WHERE ?HOMEPAGE.MAC.COM/STVEEHARRIS/NOTEBOOK/INDEX.HTML**HOW MUCH ?**

FREE

WHAT ELSE ?

NoteBook is the perfect little utility for capturing and organizing your thoughts, clippings, images, and movies. NoteBook supports Services, so adding a clipping from your Cocoa Web browser (see OmniWeb on page 87) is as simple as highlighting the text and selecting Add to NoteBook from the Services menu. Or just drag text and drop it in the NoteBook window. NoteBook supports most common image formats, too (including JPEG, GIF, PICT, Photoshop, PDF, and TIFF). You can also store QuickTime files in NoteBook, including audio files, movies and QuickTime VR files. When you add them to NoteBook, you'll have the option of copying the file, or just creating a link to it.

NoteBook will automatically name new entries with the first few words of your note or use the Index drawer to rename notes and organize them into folders and subfolders. NoteBook lets you add keywords to images and movies (be sure to drag them into the Index so they have their own entry, and not into the NoteBook window, or they'll just be added to a note), and you can search your entire NoteBook using the Search field in the Index.

SO WHAT ?

NoteBook is the perfect place to store random thoughts, Web clippings, and miscellaneous files.

NOW UP-TO-DATE & CONTACT

WHO ?

POWER ON SOFTWARE

WHAT ?

CALENDARS & CONTACTS

WHERE ?

WWW.POWERONSOFTWARE.COM

HOW MUCH ?

\$129.95 BOX, \$119.95 DOWNLOAD

WHAT ELSE ?

Now Up-to-Date & Contact has long been one of the most popular calendar and contact management programs for the Mac. It actually runs as two different programs (so you can open your calendar without opening your contacts, or vice versa) that work seamlessly together:

View your contacts and events in a list, or in various detailed views. You can assign and sort by categories or by keywords (in your calendar, you create "sets"). You can create different groups that may include contacts or events from several different categories (a Christmas card list, for example). QuickDay and QuickContact (shortcut menus that can be displayed in either the Dock or the menu bar) provide quick access to your data without opening the programs. A Web Services menu in Contact lets you grab information from the Web, including nearby restaurants, Zip codes, street maps, local weather, and satellite photos.

The included server software installs on any Mac and allows users to connect through a local network or the Internet. You can publish your events and contacts as Web pages. If you're on a network, you'll have both private and public categories, so you can decide which contacts and events you want to share. You can also synchronize your files with Palm and Handspring Visor.

SO WHAT ?

Now Up-to-Date & Contact is a classic updated for OS X, full of features for the individual user, and ideal for a network.

OMNIGRAFFLE

WHO ?

THE OMNI GROUP

WHAT ?

DIAGRAMS

WHERE ?

WWW.OMNIGROUP.COM

HOW MUCH ?

\$59.95, FREE VIEWER

WHAT ELSE ?

OmniGraffle is a full-featured diagramming application. You can create any kind of diagram, including family trees, flow charts, mind maps, networking diagrams, and org charts. OmniGraffle comes with a variety of palettes containing the most commonly used shapes and you can also create your own shapes and palettes.

Creating a diagram is as simple as drag and drop. Changing shapes is easy. Just click a different shape to change it instantly (though this works only with the basic shapes). Once you've drawn lines to connect the shapes, you can rearrange your diagram and the lines will automatically reformat as needed. You can even have OmniGraffle layout your diagram automatically. A hierarchical layout will straighten up any tree diagram (such as org charts or family trees), and a "force-directed" layout will animate your chart into various arrangements, allowing you to tweak the layout until you're satisfied.

OmniGraffle can import OmniOutliner files, as well as EOModel, Diagram II and DOT files, and can generate class inheritance diagrams from Project Builder files and from Frameworks. When your diagram is complete, you can export to any of several common formats, like PDF, TIFF, or JPEG. The free version of OmniGraffle lets you view and print any OmniGraffle document, making them easy to share.

SO WHAT ?

If you need to make diagrams, OmniGraffle offers some advanced features in a powerful, easy to use package.

OMNIOUTLINER

WHO ?

THE OMNI GROUP

WHAT ?

OUTLINER

WHERE ?

WWW.OMNIGROUP.COM

HOW MUCH ?

\$21.12, FREE VIEWER

WHAT ELSE ?

OmniOutliner is a simple outlining program, perfect for creating quick outlines, checklists, or brainstorming. You can enter items at random, then drag them around to change their order or indentation.

OmniOutline can manage large lists, too. You can hoist any part of the list to make it the root temporarily, so you can focus on just a part of your list. Add multiple columns to keep track of additional information, like completion dates, priorities, comments, or anything else. Use the optional checkboxes to track progress through the list.

OmniOutliner allows you to edit each line so you can apply any number of formatting changes, including fonts, size, and color. You can also specify styles for each level of an outline to apply formatting automatically, even if you rearrange entries to a different level.

OmniOutliner can import a number of different formats, including tab delimited text, iTunes song playlists, and PLIST files. When you're done with your outline, you can export it to text, RTF, or HTML. The free version of OmniOutliner can view, print, and save any OmniOutliner document, making it easy to exchange files.

SO WHAT ?

OmniOutliner's ease of use make it perfect for quick outlines and checklists, and checkboxes, multiple columns, and ability to handle large lists make it the perfect mini project manager.

OMNIPAGE PRO

WHO ?

SCANSOFT

WHAT ?

SCANNING & OCR

WHERE ?

WWW.SCANSOFT.COM

HOW MUCH ?

\$499

WHAT ELSE ?

OmniPage has long been the standard for OCR (Optical Character Recognition) software, and this version for OS X brings improved accuracy and advanced features like PDF conversion, spreadsheet and table recognition, and Voice Read-Back.

OmniPage is easy to use. An Assistant will help you set up OmniPage for automatic scanning, or you can adjust settings manually. Then, just scan a document, or import an image file. OmniPage opens the document and begins performing OCR. You can proofread the document after it's scanned or use Voice Read-Back to have your text read to you so you can proof by ear. You can save the converted file to any of several formats, including ASCII Text, RTF, Excel, Word, or HTML.

OmniPage supports more than 100 scanners for scanning directly into the program (unfortunately, it didn't support my HP PSC 950 at the time I wrote this, but I was able to scan files and then bring them into OmniPage without any problems). OmniPage does a good job of retaining your original page layout, including tables and fonts. And while no OCR software is perfect, OmniPage's accuracy is impressive.

SO WHAT ?

OmniPage Pro X is easy to use and surprisingly accurate, making it the ideal paper-to-digital solution.

STONE STUDIO

WHO ?

STONE DESIGN

WHAT ?

MULTIPURPOSE DESIGN TOOLS

WHERE ?

WWW.STONE.COM

HOW MUCH ?

\$299.00

WHAT ELSE ?

Stone Studio is a suite of seven applications offering everything a personal or professional design studio needs in one bundle. The centerpiece is Create, an innovative drawing, page layout and Web publishing program. The other programs, which are also available separately, include PhotoToWeb (for quickly creating Web pages from folders of images), SliceAndDice (for creating navigation bars, JavaScript rollovers, and complex image maps from any image), PStill (for converting EPS and PostScript files to PDF), PackUpAndGo (for creating compressed file archives), TimeEqualsMoney (for tracking time and producing invoices), and GIFfun (for creating Web animations from GIF files). Together, they make a comprehensive designer's toolkit.



As an all-in-one program, Create offers most of the features you would expect from a drawing, page layout or Web design program, and you can access all of these features in a single document window. In other words, you can draw in the document, add graphics and apply effects, embed objects, add text, manage multiple master layers and pages, and convert everything to Web pages. Create can autoflow pasted text and insert the required number of pages. A Page Thumbnail window makes navigating multiple-page documents a snap. When you export your files for the Web, Create can automatically generate a table of contents page, complete with thumbnails of all the pages and navigation rollovers.

Create includes a lot of powerful tools, like an Animator for creating animations, an Auto Tracer for converting images to editable splines, and a Pattern Editor for editing or creating custom patterns. You can save Create files as editable AppleScripts. The Preferences and Info palettes let you control almost every aspect of the program.

The other applications in the suite supplement the work you do in Create. You can use SliceAndDice to slice images and automatically create tables. To add them to a Web page, just drag and drop the SliceAndDice file into Create. You can compose images in Create, then save them to a GIFfun file to create an animated GIF.

Working in Create can take a little getting used to, but once you understand that *everything* in Create is an object, you begin to appreciate the inherent flexibility of working that way. For example, after creating patterns, blends, effects, art, or pages, you can drag your creations to a Library Resources palette where they can be stored for easy access (you could store logos or design elements that you use repeatedly in different documents). An Image Well lets you select any graphic or group of graphics and create an image file in any of several commonly used formats. Just select the graphic or graphics, select the file format from the Image Well, and drag the Image Well into a folder in the Finder.

Stone Studio comes with numerous sample files, and thorough documentation that can be viewed in Apple's Help Viewer, in your favorite Web browser, or as a PDF file in Preview or Adobe Acrobat.

SO WHAT ?

Stone Studio is a powerful, and flexible, package for graphic design, page layout, and Web design. It's an all-purpose suite at an affordable price.

TEA TIMER

WHO ?

HERWIG HENSELER

WHAT ?

COUNTDOWN TIMER

WHERE ?

WWW.HERWIG-HENSELER.DE/TEATIMER

HOW MUCH ?

FREE

WHAT ELSE ?

Tea Timer is a simple, elegant, cozy countdown timer. Of course, it isn't just for timing tea, but the idea of a tea timer adds a human touch to an otherwise impersonal task. It's a tiny application, beautifully executed, with all of the options you really want in a countdown timer: You can set the timer to go off in a certain number of minutes, or at a set time; you can display the countdown in a window or in the Dock icon; you can set the alarm to play a sound and/or bounce in the Dock; and you can change the Dock font color.



In a bit of whimsy, Tea Timer is actually two applications: Tea Timer; and Tea Timer for Lefties (the lefties version displays the cup handle on the left side).

SO WHAT ?

There are more full featured timers, but if all you need is a simple countdown timer, Tea Timer does its job elegantly, beautifully, and with a lightness that is missing from most applications.

TIME-X

WHO ?

YOURHEAD

WHAT ?

SKINABLE CLOCK

WHERE ?

WWW.YOURHEAD.COM

HOW MUCH ?

\$10.00

WHAT ELSE ?

Time-X is a skinable, dockable, multi-function digital clock. Time-X has five modes: time, date, chronograph, timer, and alarm. You can display Time-X in a window or hide the window and show the time in the dock.

There's a dock menu for quickly changing modes.

You can set several preferences for displaying the time, including using a leading zero, appending AM/PM, flashing the time separators, or using 24-Hour time format. You can also set Time-X to float above all other windows. Time-X is easier to use than my digital wrist watch (how do I turn the damn alarm off?!), and the Time-X Guide offers complete instructions.



Time-X has more features than the Clock application that comes with OS X, and it looks great. Because it's skinable, you can change the look to add a little variety to your desktop. Several skins are available on the YourHead Web site, including different size skins to match your preferences. And if you really want to tinker, you can create your own skins. Refer to their Web site for the details.

SO WHAT ?

If you're looking for a full featured Clock that looks great, Time-X is an attractive choice.

TIME PALETTE

WHO ?

TRYGVE H. INDA

WHAT ?

WORLD TIME & MAPPING TOOL

WHERE ?

WWW.TIMEPALETTE.COM

HOW MUCH ?

\$29.95

WHAT ELSE ?

Time Palette bills itself as a world time and mapping tool, but it's much more. True, you can display the current local time in several (up to 24) different world cities in a floating time bar. Yes, you can display a map of the world or a region of the world—in Political style (showing borders) or Living Earth style (photo-realistic, complete with moonlight and city lights), from any Projection Center (any city you choose), in any of several projections, zoomed from 100% to 300%, and all with correct sun-shading.

To begin using Time Palette, you open an Atlas window to select your favorite cities. There are over 10,000 locations included with the program, and you can easily add a location if, by some strange chance, you can't find the city you're looking for. Your favorites are available in drop-down menus in the Time Bar and the Info Panel. You view maps in the Info Panel, but you'll also find Alarms, Schedules, Almanac, Distance and Weather. In the Alarms panel, you can set as many as 12 alarms for any location. The Schedules panel allows you to graphically compare the local time with the time in as many as six other cities.

The Almanac panel presents detailed information on the positions of the sun and moon relative to any city in the world. The Distance panel calculates distances between cities in miles or kilometers. The weather panel displays the current weather in up to four cities.

SO WHAT ?

If you need to know more than the local time, Time Palette is a well-designed application that puts the world in the palm of your hand.

VIAVOICE

WHO ?

IBM

WHAT ?

SPEECH RECOGNITION

WHERE ?

WWW.IBM.COM/VIAVOICE

HOW MUCH ?

\$179.95

WHAT ELSE ?

ViaVoice takes dictation, reads your documents to you, and allows you to control your computer with voice commands. You'll need a USB microphone (a headset is included) and a G4 (ViaVoice is optimized for multiple processors).

The interface for VoiceCenter, the main control for ViaVoice, looks great. It takes up little space, and you can zoom it to be even smaller than OS X's Speech Recognition microphone. You can set the transparency so it won't get in the way of documents underneath.



Before you can begin using ViaVoice, you have to create a Voice Model, which helps ViaVoice recognize your voice with greater accuracy. It takes only about 10 minutes to create a Voice Model, but the results are unpredictable. To train ViaVoice properly you have to read several selections of text, which takes at least a half-hour. The process is tedious, but well worth the effort.

Fortunately, ViaVoice improves noticeably with training, and it continues to learn as you use it. When you use SpeakPad, a simple text editor included with ViaVoice, you can make corrections to your dictation. You can make corrections

manually, by voice command, or a combination of the two. Making corrections by voice command can be cumbersome and takes longer—some three times longer than the combined approach, according to IBM's research. Using voice commands for editing can be frustrating because ViaVoice will sometimes confuse your commands for dictated text, but you can solve this problem by using an Attention Word—something you have to say before ViaVoice treats your words as commands (the default is “computer,” but you can make it respond to “Hal,” or anything else you'd like). When you save your file, ViaVoice analyses the document, and adds what it learns to your Voice Model. You can also choose to transfer the text to another application (like Microsoft Word), or even dictate in another application (but you won't be able to make corrections by voice command, and ViaVoice won't be able to learn from the corrections that you do make).

ViaVoice comes with a 160,000-word vocabulary (and legal and medical vocabularies are sold separately), but if that's not enough, you can have ViaVoice analyze your documents for frequently used words in your personal vocabulary. You can select which words to train, which you do by repeating the word several times.

ViaVoice allows you to control the Finder and many applications with voice commands. You can also add your own commands to control keyboard shortcuts or AppleScripts. But like a finicky genie, you have to know the right words to say. Say “Open Sesame,” and it may or may not work—the correct command might be “Launch Sesame.” A command reference card shows you frequently used commands, but neglects to include commands for commonly used punctuation marks. To find those, you have to open Information Central (the Help file). I had to go hunting to find the command for quotation marks. ViaVoice has more than 500 commands, but you won't find them conveniently listed in any one place.

So does ViaVoice really work? The answer is yes...and no. It does a remarkably good job of voice recognition when you consider how difficult the task must be, but be prepared to invest a lot of time in training and making corrections.

SO WHAT ?

ViaVoice is a fun—and at times frustrating—application. If you're willing to take the time to train it thoroughly, ViaVoice can produce acceptably accurate results.

VIRTUAL PC

WHO ?

CONNECTIX

WHAT ?

PC EMULATOR

WHERE ?

WWW.CONNECTIX.COM

HOW MUCH ?

\$199.00 W/WINDOWS 2000

WHAT ELSE ?

Virtual PC emulates a Pentium II PC on your Mac, allowing you to run applications for DOS, any flavor of Windows, even OS/2 Warp and Linux. Virtual PC allows you to install multiple operating systems or “virtual machines,” even run them simultaneously. Adding operating systems is as easy as copying a Connectix OS Pack, a preconfigured Virtual PC disk image, to your Mac’s hard drive. Or create a disk image and install your own operating system.

Virtual PC lets you install and run applications as you would on any PC, which makes it the ideal solution for running that odd application that isn’t available on the Mac or for testing your Web site in different browsers on different platforms. You can copy and paste between your Mac and your PC, and share any folders on your hard drive with your PC. Virtual PC also offers a Virtual Switch networking option, which enables your virtual PC to have its own fixed IP address. This allows you to run a network between virtual machines and your Mac, which is useful for testing.

Virtual PC does an incredible job of emulating a fully functioning PC (with full hardware support for your mouse, CD-ROM and DVD drives, USB ports, printers, networks, etc.), but don’t expect it to run as fast as having another box sitting on your desk.

SO WHAT ?

I wouldn’t try to run Bryce or Photoshop on Virtual PC, but if you just want to see what your files are going to look like on a PC, or need to run the occasional Windows program, what Virtual PC does is really pretty amazing.

WORDSERVICE

WHO ?

CHRISTIAN GRUNENBERG

WHAT ?

TEXT SERVICES

WHERE ?

HOME.ARCOR-ONLINE.DE/GRUNENBERG/

HOW MUCH ?

FREE

WHAT ELSE ?

WordService is a service that includes 27 functions for working with text. WordService adds several new menu options to the Services menu (found under the Application menu) for all Cocoa applications (like TextEdit, Mail, Stickies, OmniWeb, and many others—but not, unfortunately, Microsoft Word, which is not a Cocoa app).

To use WordService, select any text, then select a WordService from the Service menu. WordService includes several timesaving functions. For example, you can quickly convert text in numerous ways, including changing it to all caps or all lowercase, or capitalizing just the first word of sentences, or all words, or converting line endings between Macintosh, Unix and Windows. You can automatically insert the date and time.

WordService also offers several formatting options, such as removing multiple spaces (if you're used to putting two spaces after a period instead of one, WordService can fix your entire file with one simple menu selection), removing line endings, removing quotes (handy for cleaning up '>' from emails), sorting lines ascending or descending, and trimming line endings or beginnings (removing the white space before or after lines).

SO WHAT ?

Many users completely overlook the Services menu in OS X. With numerous practical functions for manipulating text, WordService is one excellent reason to use Services.