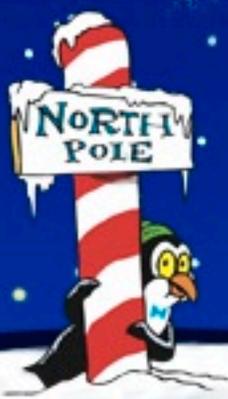


citrus macintosh users group

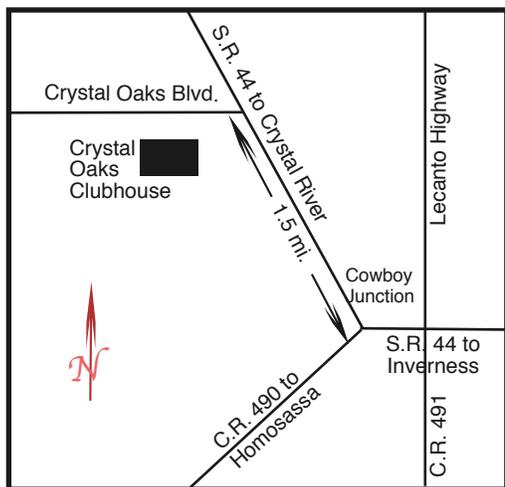
# MAGAZINE

CMUG

December 2007



## DIRECTIONS



### From:

**Inverness** — State Road 44 West. 1.5 miles west of County Road 490. On S.R. 44 turn left at entrance to Crystal Oaks on Crystal Oaks Blvd. Clubhouse is .10 mile on left.

**Crystal River** — S.R. 44 East off U.S. 19. Go 4 miles. Turn right at entrance to Crystal Oaks on Crystal Oaks Blvd. Clubhouse is .10 mile on left.

**Homosassa** — U.S. 19 to Home Depot. Turn east on W. Venable. Stay on this road for 5.5 miles. Do not worry about name change. Clubhouse on right.

**Homosassa via C.R. 490** — Turn left at S.R. 44. Go 1.5 miles. Turn left at entrance to Crystal Oaks on Crystal Oaks Blvd. Clubhouse is .10 mile on left.

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Citrus Macintosh Users Group Magazine was produced using Adobe Photoshop CS and Adobe InDesign 2.0.

**Johanna Foster**, Editor

Cover design by Johanna Foster

## ABOUT CMUG

Citrus Macintosh Users Group is a tax-exempt, nonprofit educational organization, dedicated to helping all people in our area become familiar with their computers.

We meet on the fourth Friday monthly at the Crystal Oaks Clubhouse. The meetings start at 6:30 p.m. with an informal question-and-answer period led by some of the club's Mac tech people. A business meeting follows at 7 p.m., followed by a presentation covering a variety of topics, such as graphics, web pages, or using hardware and software related to the Macintosh computer.

On the Sunday following the meeting, we hold a Lab/Tune-up from 1 to 5 p.m. at the Crystal Oaks Clubhouse. At the lab that is free for members, tech members correct problems with hardware and software.

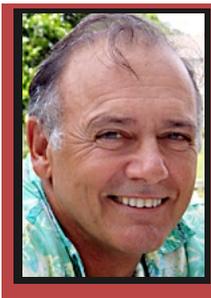
We offer Saturday afternoon classes monthly. The classes allow participants to learn Mac software programs and techniques in a hands-on-setting. Cost for the classes are \$10 for members, \$15 for member families, and \$20 for nonmembers.

The monthly magazine with articles from members is also a member benefit, as well as free special interest groups (SIGs) that are formed by members who have an interest in exploring a particular area in depth.

We also offer an informal workshop for members at the Beverly Hills Community Building on the fourth Tuesday monthly. The workshop can either cover a specific topic or address various computer problems of participants.

## CLUB DUES

Annual dues for members are \$20 for an individual membership, \$30 for a family membership and \$10 for a student membership. The membership period begins Jan. 15 each year. Dues for new memberships after July are pro-rated; renewals remain at the annual rate.



## FROM THE PRESIDENT

CURT HERRIN

Christmas has come early for a couple of our members. Gail Mitchell is one. She has her husband Bob, home again. Two long hospital stays this year have kept him away. We are happy for his return.

As for the others, I will defer to them to share the happiness and surprises the season has brought them.

As for me and CMUG, we are ready to dive right into 2008. Our hopes are to help our winter residents catch up with some of the classes offered this past summer. If you have already had the class to be held for our winter residents, you might want to consider a refresher. Who knows, perhaps the BOD will approve a special price for return students?

# Have a Merry Christmas and very safe New Year



We even have our meeting demo's lined up for three

out of four months. Why not four out of four? March is party month! Once again, we anticipate having our annual Social in March. This year, we hope that Vito and Julie get to attend. They headed the Social committee the past two years and for medical reasons, were not able to attend last year's. I know they are looking forward to this year's event.

Our Membership Drive ends on January 18. We usually end it on the 15th but I moved it to the 18th, because it falls on a Friday. I hope this does not cause any confusion after doing the 15th for all the years the club has existed. To attend the March Social, you have to be a member in good standing. So please renew by the 18th.

Leopard is now up to 10.5.1. So you might say the initial bugs have been addressed. Please read Bill's e-mails and articles about Leopard. We have Leopard on the club computer. NICE, really nice. Is it worth \$129? Hmmmm. Depends whom you ask. My vote is YES. Or you could just buy another computer and it comes with it. Then, it's only \$1,200 plus or minus.

Have a Merry Christmas and very safe New Year.

# User Shortcuts

Curt Herrin

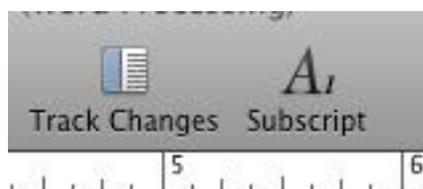
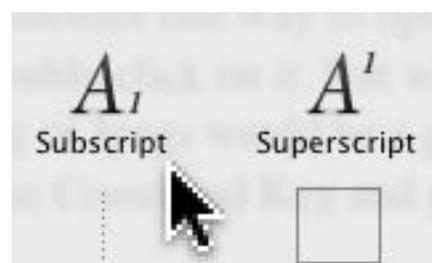
One of the pleasures of using a Mac is the seemingly endless ways we can accomplish a task. I will refer to these as shortcuts. Double clicking a document icon is the simple method of opening it—a shortcut. Otherwise, you would have to make four separate steps to get the same results. For this last task the steps would be: Click on the icon, move your mouse to the top menu bar, search for the Open command, and select that.

Key commands are another fine way to open documents. For one document it would be best to just double click on it. What about opening multiple documents? A string of JPEGs would be a good example. After selecting all the JPEGs, hold down the Command Key and press the "O" key. How much time did that shortcut save?

Toolbars are another method of saving movements and time when searching for something you know you saw in the menu. By default, most toolbars (that big thick grey area above your document) have the shortcuts used most. Let's say the document we are creating requires the use of Subscripts. In this Pages document I can find it under Format > Font > Baseline > Subscript. What a waste of time that would be. Instead, we will look now for "Customize Toolbar" in our menu. Drag



what we need to the toolbar. Now, it his there to use. Every time I need a subscript, I just click on the shortcut, type the text and click on it again to return to my normal font.

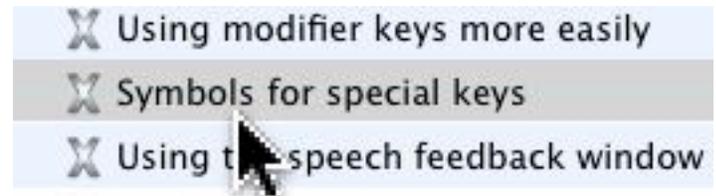


Shortcuts are also found in your Finder Window Toolbar. Once again, these are the default icons but you do have a couple more choices when customizing. You are not

limited to just these choices for the Finder Window. For example, let's say after last month's article you have fallen in love with Grab but it is such a hassle to navigate to the Utilities folder every time you want to use it. Do this. Click and hold on the Grab icon and drag it to your Finder Toolbar. Release the mouse and now your shortcut to Grab is there. You can do this in the Finder Window Toolbar with most any icon. Don't you just love this stuff?



If you would like to know what keyboard shortcuts are available just go to System Prefs > Keyboard & Mouse > select Keyboard Shortcuts tab. You can modify these if you like. How? That will be another article. The symbols you see represent specific keys. To find out what the symbols mean you will have open Mac Help and enter Key Command. In the window of choices, select Symbols for special keys. Being most of us are over 50, you might want to print that page and keep it close by. This article has ended. So I will do, Command S, Command W.



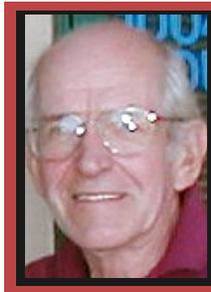
## POINTERS FOR THE PERPLEXED

BILL DEAN

### No N-Up? Bummer.

Printing from iPhoto 7 does not seem to me to be an improvement over iPhoto 6. In that earlier version, going to the iPhoto print dialog, I see several choices that make printing multiple photos easy. I can choose Contact Sheet, Full Page, Greeting Card, N-Up, Sampler or Standard Prints.

In version 7, I still get Contact Sheet and Standard, but none of the other old options. It shows Simple



## I like everything else about iPhoto 7

Border, Simple Mat and Double Mat. I usually don't do borders on any print.

The old N-Up provided a simple means of printing two or more copies per U.S. Letter sheet, and the Sample option allowed a print of the kind you get from a school photographer—a 4x6 and five wallet-size prints, for instance.

In iPhoto 6 and earlier, I can make a greeting card very simply, either a two-fold or four fold. In version 7, a card costs \$1.99 each when you order one to 24 cards.

Another minor irritation is the paper selection. In v. 7, The default is Photo on Matte Paper. There is no specific paper type for glossy paper.

Overall, I find printing in iPhoto 7 more compli-

cated than I desire. My solution will be to copy pictures I want to print to my iBook and print from iPhoto 4 when I want multiple prints on a single sheet.

I like everything else about iPhoto 7, but I feel cheated on the print functions.

### Another Bummer

I've been working in Pages on this and other word processing tasks. It's good for a number of things. Inserting graphics and text wrap is very easy. I like that. For the most part, it's a good word processor. But I can't find a Word Count like I have with AppleWorks. That feature is useful to me when I write this column, for instance. If I write more than 400 words, I know that I should probably edit so that it will fit on one page in the magazine. If I want a word count on what I've written so far, I have to copy to AppleWorks, do the count, cut or add, and then paste back to Pages. (363 words so far).

Another small irritation—I'm used to using three mouse clicks to highlight a line of text. In Pages, triple click highlights a paragraph. I can't select a line of type.

Spell check in Pages is a plus. It will check spelling as I type. AppleWorks doesn't do that. Pages does not have a Make Upper Case/Make Lower Case function

In many ways, old is better.

Total words: 445. So I'm over.



# Macbook as camera

Bill Dean

I forgot to bring my camera to Curt Herrin's iWeb class, so I used Photo Booth on my Macbook to capture these snapshots.



Kim Pace

Mae Lewis



Pat Paterson



Mimi and Patrick Conrey

# All I want for Christmas...

**Gail Mitchell**

This has been an very interesting year for Bob and me. First he had a triple bypass, and next he broke his hip and has spent a month in the rehab center. So I think one thing I want for Christmas is a healthy husband. However, since I am a Mac person, there are also a few items I feel would make me very happy this Christmas.

I have a new MacPro, a new Xerox color laser printer, a 30-inch monitor, and Leopard OS. But that still leaves my desire for an iPhone. Several friends have these marvelous communication devices, and I know I would love having one as well. Right now, I have a cell phone that I seldom use, but that iPhone is so darn cute!

I have Bose speakers for my G5, but the Bose Companion 3 Series II would be great with my MacPro! I could really play Christmas carols that would thrill the whole house.

I just purchased a 500 GB hard drive to copy all the data from my PowerBook prior to loading Leopard, but I could always use another Iomega 500 GB UltraMax Desktop Hard Drive.

Microsoft (I know; that is a dangerous name) has informed us that Office 2008 will be available for Macs early in 2008. I use Excel, Word, and PowerPoint, and I look forward to the updates. Maybe this will be an Easter gift from the Easter Bunny. I love iLife '08, so I am not being a Mac deserter!

I am not a gamer or an experimenter with programs as are Curt, Bill, Ed, and John. So I am thankful they offer classes where we can learn about their searches. So, I guess my final wish for Christmas would be that these classes were

offered on evenings during the week. Since I work at the Wildlife Park every weekend and holiday, I am unable to attend these wonderful classes.

So, Santa, here is my list. You can see it is very short. I have a camera, a video camera, and lots of computers. You won't be overloaded with the few little presents I listed. By the way, I'll have hot chocolate and homemade cookies awaiting you. If you have time, visit

us at Homosassa Springs Wildlife State Park on the 20th through the 24th from 5:30 p.m. until 9 p.m. for our Celebration of Lights. I hear you are planning on visiting one of those evenings. We are even having a very special evening of lights on the 29th as well.

Merry Christmas and Happy New Year to all of you CMUG members. What a joy it is in my life to be part of this wonderful group of Mac users.



*Gail Mitchell*

This is one of the many camellias that are blooming in Gail's yard. She said, "What a blessing at this time of year to have these beautiful pink promises of a coming spring."

The Lab went well, with all problems solved. We finished early.

Frank Schwartz had been unable to download the Magazine from cmugonline.com. John Engberg adjusted the preferences in Acrobat Reader and was able to get the Magazine. Frank will continue to have this problem at home as long as he has a dial up connection.

Dan Techentin's iMac cursor freezes. John ran Disk Repair, DiskWarrior and Repaired Permissions. This seems to have corrected the problem.

Shirley Carpenter had locked folders on the desktop of her iMac that she could not put in Trash. Bill Dean used BatchMod to unlock the Folders. Shirley's

LaCie external hard drive would not mount. Bill discovered that the drive was not formatted for Mac. Shirley had to leave, so Bill will format the drive later at Shirley's house.

Jose Masaoy needed instruction on using Snap-NDrag. Bill Showed him how to do it and also showed him how to edit e-mails in forwarded text. Curt Herrin also showed him how to use Grab for screen shots.

Bill Clark could not get pictures directly from his camera, nor was he able to open scanned photos. Curt used a work-around to get the pictures to load from the camera. The camera may not be supported by Apple. The scanned pictures were not formatted as JPEG.

Chris Dusombre worked on his own laptop, updating his Panther to 10.3.9 and installed several utilities.

## Wired

Johanna Foster

On the weekend before the November issue's deadline, instead of putting the magazine together, I got Wired.

It started so innocently—as all these things seem to do—by borrowing a pile of past issues from a colleague at the Chronicle in order to check out its unique page design, although magazine format has no relation to newspaper design.

So, OK, if you can say page layouts are compelling—exciting, you can say that of Wired. However, it isn't so extreme that the reader gets lost navigating through an issue unlike a magazine I used to get about five years ago—what was its name? And that's the point, it designed itself out of existence. Wired uses design tricks to deliver information in interesting concise ways. And those folks pack in the information.

The Wired staff have put together a great looking publication that month after month gives readers, to use their words, "... an inside look at how technology is shaping innovation in business, medicine, entertainment

and communications." The best part is that they do this without falling into incomprehensible technospeak.

One little "tired" aspect—to use a rating term from the magazine—is that some of the type in shorts may be a little small or in a color ink other than black, so keep the magnifying glass handy. Despite this, the information delivery is fun and entertaining, but, most important, there is a wide range of information and a lot of it.

You can read the magazine online at [www.wired.com](http://www.wired.com), but the subscription price is reasonable (see below) if you prefer hands on the real thing. This Conde Nast publication is \$10 for one year—12 issues and \$20 for two years—24 issues. Subscribing is easy, with a choice of three methods: online at [www.wired.com](http://www.wired.com)—go to the bottom of the page on the right—if you choose, they will bill you; phone at 800-SO WIRED; or mail to P.O. Box 37706, Boone, IA 500037-0706.



### Please Note

**There is no meeting  
in November and no class  
in December. The combined  
November-December meeting  
date is December 14.**



## EDUCATION

JEAN CLARK

- Mail/Address Book
- iPhoto
- iMovie
- iWeb

PLEASE respond to Jean Clark, VP-Education at borderbrae@aol.com with your preferences ASAP so we can plan accordingly.

### December Schedule

Friday, Dec. 14, 6:30-9 p.m., Meeting at Crystal Oaks. Al Wentzell will do a presentation on digital photography. Meetings are held at Crystal Oaks and start at 6:30 p.m. with an informal Question-and-Answer session, followed by a brief business session and the evening's program. If you have any questions about the meeting, please contact Curt Herrin via e-mail at CurtisHerrin@mac.com.

Sunday, Dec. 16, 1-5 p.m., Lab/Tune-up at Crystal Oaks. The lab/tune-up will be on Sunday at Crystal Oaks. Bring your computer for tune-up, correction of problems or for one-on-one instruction in Mac applications. Make sure that you bring all the necessary hardware to run your computer. The mouse and cables are frequently forgotten. iWEB class attendees, if you have your Web pages created but would like some help uploading them to your webspace Curt and Jean will be on hand to assist you. As was mentioned in the class, a lot of servers provide space for websites with your e-mail account, but you will need certain information from the server. If you have questions about this please e-mail Jean at borderbrae@aol.com before the lab.

For the lab, sign up with Al Petry at apetry@tampabay.rr.com or 563-2524.

Tuesday, Dec. 18, 1-4 p.m., Beverly Hills workshop. The Beverly Hills Workshop will be held on Tuesday at the Beverly Hills Community Building. Come for instruction, minor tune-up, class follow-up when possible, software and hardware problems. Make sure that you bring all the necessary hardware to run your computer. The mouse and cables are frequently forgotten. If you would like to request a specific topic you wish covered, check with Bill Dean via e-mail at bjdean@embarqmail.com or contact him for questions about the Workshop.

### 2008 February-April Classes

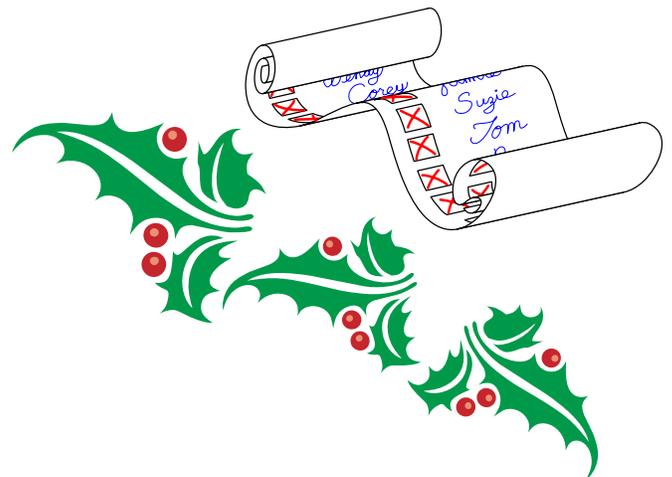
Since requests for classes were minimal, the BOD has decided to offer classes based on response to the poll. The classes will include changes/updates in iLife '08. These classes will be hands-on with help, easier than doing it at home, alone with the DVD. The class with the most positive responses will be offered in Feb. with the rest following according to votes:

### Something to look forward to:

Friday, Jan. 16, 6:30-9 p.m., Meeting at Crystal Oaks. James Lee will do a presentation on X-Notes. Meetings are held at Crystal Oaks and start at 6:30 p.m. with an informal Question-and-Answer session, followed by a brief business session and the evening's program. If you have any questions about the meeting, please contact Curt Herrin via e-mail at CurtisHerrin@mac.com.

Sat. January 19, 1-5 p.m., Class at Crystal Oaks. More about Print Shop. At the November meeting John Engberg did a demo of just a couple of the many things Print Shop is capable of. We thought members might be interested in a class where we will cover it in much more depth. This software enables you to do a variety of greeting cards, business cards, pamphlets, certificates and much more. The club has Print Shop ensemble on CDs in the library that can be installed on systems up through OS 9.2.2 and Classic.

The class will be at Crystal Oaks on Saturday, Jan. 19. Instruction will begin at 1 p.m., and we will run until 5 p.m. We hope to see you there. The class fee \$10 for individuals, \$15 for family and \$20 for nonmembers. Come earlier to set up your computer. To sign up for this class, e-mail Jean Clark at borderbrae@aol.com or phone 249-3263.



# Leopard Tips & Tricks

Bill Dean

## ■ Get Fast access to System Profiler.

You can get directly to System Profiler in the Apple Menu. Hold Option before or after clicking on Apple Menu. System Profiler will show instead of About This Mac.

## ■ Zoom in or out with PDFs or images in Quick Look.

For PDFs, zoom out with Command-Plus. Zoom in with Command-Minus. With images, zoom out with Option-click.

Zoom in with Option-Shift-click. An easy way to open Quick Look is to select the file you want and press the space bar.

## ■ About Stacks:

Drag files, folders to or from Stacks.

You can drag and drop a file or folder from a Stack to the desktop or other location.

## ■ Open multiple files from Stacks

Hold the Option key as you select files or folders.

## ■ Use Sort By and View As.

Hold the cursor on a stack to open a menu that lets you sort items by Name, Date Added, Date Modified, Date Created or Kind. You can view stacks either as a Grid, Flow or Automatic.

## ■ Use menu to open the Folder without using Grid or Flow.

Hold the cursor on the Stack and select Open.

## Sources for Leopard Compatibility

- Mac OS X 10.5 Leopard: Software Incompatibilities:

[www.macinouch.com/leopard/comat.html](http://www.macinouch.com/leopard/comat.html)

- TidBITS Macs & Mac OS X: Leopard Compatibility List Updated:

[db.tidbits.com/article/9281](http://db.tidbits.com/article/9281)

- List of Applications Not Compatible with Leopard—Mac Guides:

[guides.macrumors.com/List:Applications\\_Not-Compatible\\_with\\_Leopard](http://guides.macrumors.com/List:Applications_Not-Compatible_with_Leopard)

Bill Dean

Use alias to avoid Stacks: Don't like Stacks? If you put an alias for a folder on the Dock, it will open in Finder instead of as a Stack

## ■ Get definitions with Spotlight.

Type a word in Spotlight's search and get a definition.

■ **Dictionary:** The Dictionary (Applications folder) in Leopard provides much more than previous versions. You can search from New Oxford American Dictionary, Oxford American Writer's Thesaurus, Apple or Wikipedia. In the Dictionary's Go menu, select the Front/Back Matter to see what additional information is available.

# Flash drive – back up on the fly

Johanna Foster

I can only speak for myself, but one of the reasons that I don't back up my important files as often as I should is that it's kind of a hassle to burn a CD.

That may sound strange, but consider—because it takes more than a minute you have to save up files to make the burn worthwhile. It's not something you do on the fly. And when you're done you have to put the disk in some sort of holder to protect it from scratches.

Remember the floppy disk and how easy it was to use? And Zip disks? All you had to do is insert and click and drag the file(s) or folder(s) to the floppy or Zip icon and the information would copy. Of course, floppy disks wouldn't hold some of the files we produce today, especially Photoshop files. Furthermore, both have wearable moving parts that do often break.

Of course, there are external drives and they are

coming down in price. But, really, they aren't all that portable—not like a flash drive, which can be put on a key chain. How's that for storage space?

All you need is a USB port and even my 1997 desktop has two USB ports beside the two ports on my keyboard. However, some high-speed models need the powered computer port.

The neat thing about flash drives is that they are solid state, no moving parts, and are reliable, durable, and portable because they don't scratch or smash easily. Plus, they are getting smaller with larger memory capacity. The 4 GB Lexar JumpDrive FireFly I just bought on sale at OfficeMax is smaller than my 256 MB San Disk Cruiser Mini I bought last year.

And best, best of all is that saving is a matter of clicking and dragging.

Well, I've gotta go and back up some files.

**CMUG MEMBERSHIP 2008**

Renewals DUE; Jan. 18, 2008



Date \_\_\_/\_\_\_/\_\_\_ Member since \_\_\_\_\_

Membership type (circle) Single \$20 Family \$30 Student \$10

Check # \_\_\_\_\_ Cash

New Member Dues are 50% after July 1.

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Spouse Name \_\_\_\_\_

Spouse E-mail ( Family Members Only ) \_\_\_\_\_

Address \_\_\_\_\_

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City: \_\_\_\_\_ Zip 344 \_\_\_\_\_

Phone (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_



**'07 Changes Only**  
**Print Clearly or Use A Return Address Label**

Summer Address for **Winter Residents:** Str: \_\_\_\_\_

Box \_\_\_\_\_ or Apt. Num. \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

**Submit Dues by Jan. 18, 2008:**

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P.O. Box 641112  
Beverly Hills FL 34464

CMUG's Magazine  
Is on the Message  
Board @  
<cmugonline.com>

My Computer: \_\_\_\_\_ Operating System: \_\_\_\_\_

**I'm willing to help:** ( Circle )

Refreshments Lab Workshop Setup Other

**I would be willing to teach a class or make a presentation.**

Subject: \_\_\_\_\_

