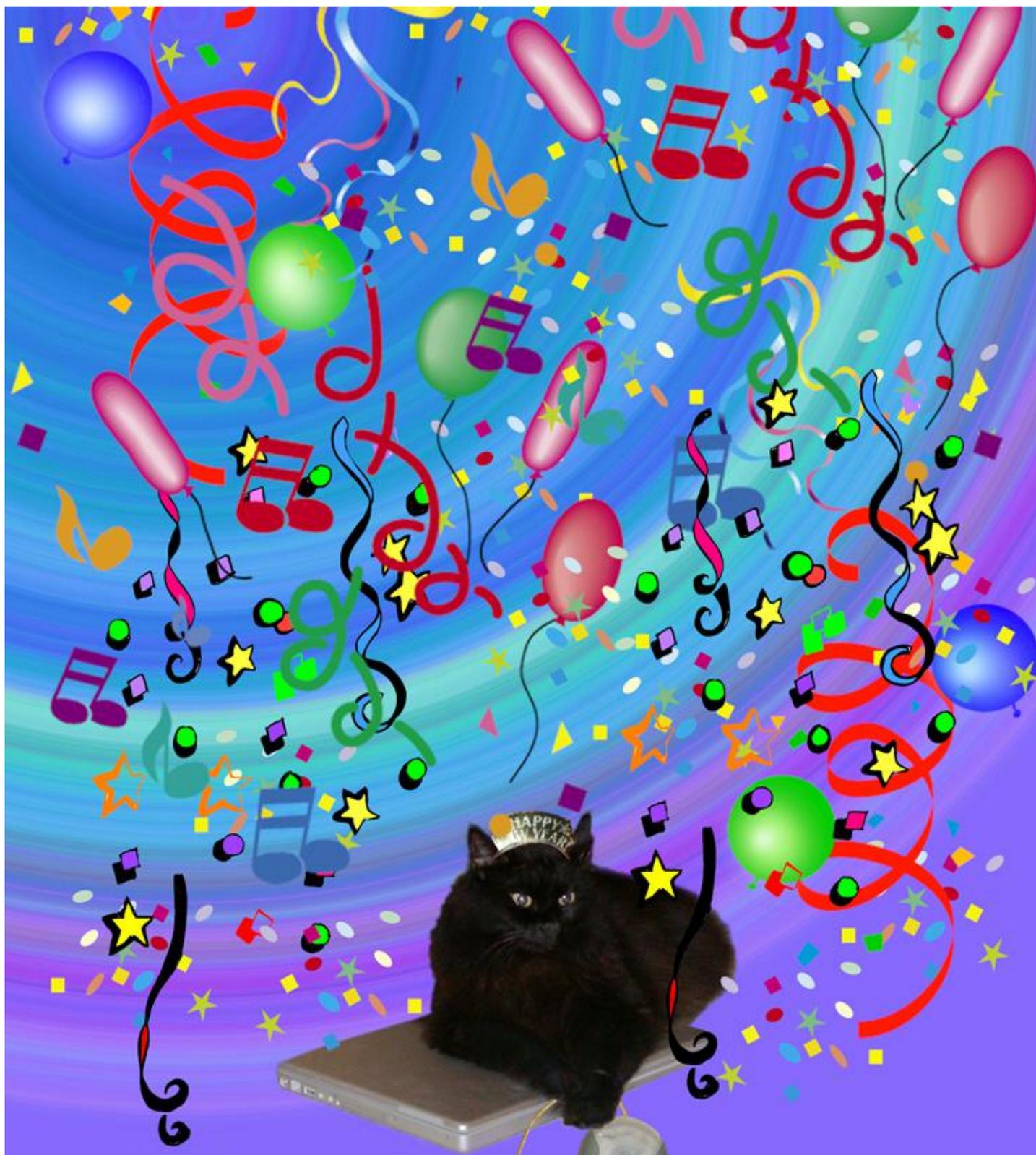# citrus macintosh users group
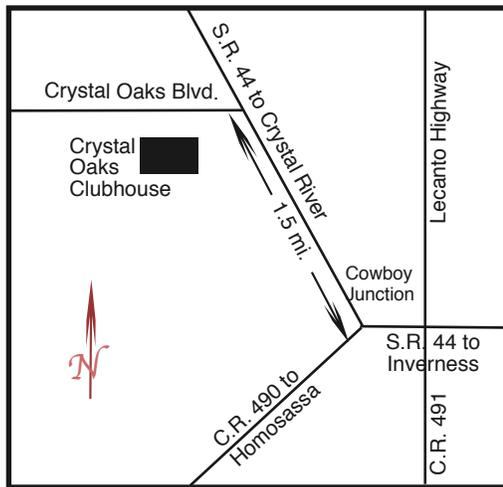
MAGAZINE

CMUG

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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Inside

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
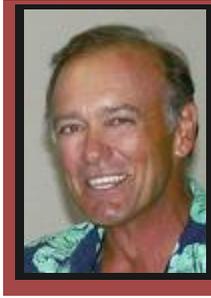
Where do we start this January? First and foremost, with membership renewal. If you have not renewed, please visit cmugonline.com and download your 2006 Renewal Form found under the "About Us" link. Your renewals allow us to offer scholarships to each of our three high schools in Citrus County. This is really something to be proud of.

Second, you can really help us with your educational needs by completing the 2006 Educational Request form found at the "News and Events" link. We have the first three months covered and would like to focus on your desires rather than just guessing. We need your input.

At last month's meeting we honored Bill and Jackie Dean for all the years and time they have donated for CMUG. We are probably more attuned with the things that Bill does because most of you have received a visit from Bill when your computer got sick or you just forgot to plug in the phone line.

Thus he acquired the title of "Dr. Bill." This slightly over shadowed his years as an elected officer. Bill's years in these positions helped form what we enjoy today as CMUG. Jackie set high standards of record keeping for CMUG during her term as our secretary. These will be emulated for years to come. The transition was quite smooth and she is on call for any help that might be needed. None of this means we will no longer see either of them. It only means if they go on a vacation there will be no guilt if a meeting or class is missed. Bill and Jackie, again, Thank You.

Speaking of vacations, this year we will be posting our calendar online. It will list the dates of all classes, meetings, and workshops. If you need to plan your trips around an event, it will be there to assist you. Once it is posted, I will send out an e-mail. Right now, I strongly suggest you attend the first class of '06 all about OS X. By the end of class, you should have a better idea how System Ten is set up and understand Route, Home, and Paths, also, which folders you can play in an which ones to leave alone—and lots and lots of other stuff.

If I don't see you on January 21, I hope to see you at the meeting January 27.

Johanna Foster

CMUG President Curt Herrrin, left, presents Bill and Jackie Dean with Certificates of Appreciation and a gift certificate to Nicole's restaurant for their many years of leadership service and the too many to count meetings, workshops, classes, board meetings and labs.

MAGAZINE CMUG

On Line Issues Index
June-December 2005

Thank you Bill Dean for submitting an index of articles and photos that is included on page 11.

Is it a disk or a disc?

Gail Mitchell

Each time I answer an e-mail with questions about the Macintosh computer, I find myself wondering if I am using the work "disk" correctly. I know it's not a bid deal, but there must be a correct usage.

I decided to do a Google search on disk/disc to find the answer. By searching through several sources for an answer, I found the following information interesting: Everyone has his or her own standard, and while some experts feel very strongly that they have the answer, there is no consensus. So, the good news is that it is very difficult to be entirely wrong.

Most general publications have adopted the standard that disk is correct in all circumstances, but allow that many people also use the variant disc. The *New York Times,* the *Wall Street Journal* and Random House all adopt this stance.

The other major school of thought tends to be supported by technical writers and has been adopted as the style of Wired, Emedia, IEEE Computer Magazine, the Optical Video Disc Association, the DVD Video Group, and others. This orthographic standard makes the distinction between disks that are 'magnetic media' like floppy disks or hard disks, and discs that are 'optical media' (*i.e.,* read with a laser) like audio compact discs or CD-Roms. Even the techno-geeks hit the wall of disagreement if you ask about magneto-optical disks/discs. No one has all of the answers.

Further confusion is introduced by the orthographic preference in British English for disc over disk as a general rule with the sole exception of floppies and hard disks which are written disk because of the influence of American English. Disk and disc both come to English from the French disque (spelled with a *-que,* no less!) so there is no etymological reason to prefer one or the other.

According to another source, a disc refers to optical media, such as an audio CD, CD-ROM, DVD-ROM, DVD-RAM, or DVD-Video disc. All discs are removable, meaning when you unmount or eject the disc from your desktop or Finder, it physically comes out of your computer. A disk refers to magnetic media, such as a floppy disk or the disk in a hard drive or iPod. Disks are always rewritable unless intentionally locked or write-protected. Although both discs and disks are circular, disks are usually sealed inside a metal or plastic casing. (Often a disk and its enclosing mechanism are collectively known as a "hard drive.")

In my personal writing, I fall in with the techno-spelling standard, though not because I understand the difference between magnetic and optical storage. For me the round objects like audio CDs and CD-Roms are discs and the rectangular things—or the ones that look rectangular from the outside—are disks.

My advice to you would be to write whichever comes naturally, but to try to stay consistent. If you can only do this by simplifying everything to disk, then count yourself in good company and wave the *Times* at anyone who picks on you. If you are comfortable with the optical-magnetic distinction, then use it. The techies will applaud you.

Chaos is the rule when disk meets disc.

Tax Time Again

Although death and taxes were once said to be the only sure things in life, most people do not want to think of either until it is too late. I am not prepared to discuss death, but I certainly enjoy talking about taxes.

The 2005 TurboTax for Mac is now available at most office supply stores or online from Intuit.com. I received my copy early in December. I have even started to complete my tax return with the information Bob and I have on hand.

Last year, I was fortunate to have a number of CMUG members join a tax return SIG. We had some individual meetings after the SIG meetings to finalize returns.

This year I hope to hold another SIG on preparing taxes using TurboTax for Mac. I purchase the Premiere edition, but if your tax return is a simple one, you can purchase the basic edition. The cost is about $30.00, but you will be able to file your taxes on line with the rebate card included in the program.

If enough people are interested, I would also be happy to offer a class where a larger number of people could be instructed in the completion of their tax returns. Several years ago, I offered this class to CMUG members, and felt that the class explained how to complete a tax return with only a few tears and several words of displeasure at the taxing idea of doing taxes.

If you are interested in a SIG or a class, let Ed Romans or me (gmitche7@tampabay.rr.com) know. The class and/or SIG would be in March to allow sufficient time for all data to be on hand and to meet the filing deadline.

Collaging with Layer Mask in Photoshop Elements

Johanna Foster

Creating a collage from two photos gives interesting effects. The process involves masking (printing term that means hiding) different areas of each photo so that parts of each show in the final image. Although Photoshop Elements doesn't have a masking tool, there is a way to create a mask using an Adjustment Layer and a Clipping Group — and it can be done in 12 easy steps. All you need is two images and Photoshop Elements.

1. Open an image in Photoshop Elements.

2. Open a second image. Drag and drop the second image into the first document with the Move Tool (V).

3. In the Layers Palette, select the bottom image.

4. Click the half black and half white circle to add an Adjustment Layer > select Hue/Saturation. Click OK in the dialog box.

5. There is now a white Adjustment Layer between the two images. This is the Mask Layer.

6. In the Layers Palette, select the top image to activate the layer.

7. Click Command G to make a Clipping Group. (There's an arrow pointing down.)

8. Click the white rectangle on the Adjustment Layer in the Layers Palette to make it active — a frame appears on it.

9. Select the Gradient Tool (G). Click Enter to access the Gradient Picker. Choose the first gradient —white to black.

10. In the Image Window—the top image is showing—draw the gradient across the image. If the effect isn't quite right, redraw the gradient until it is.

11. Touch up with the Paint Brush. Choose a soft, large brush and reduce the opacity in the tool bar for more control.

12. Paint black to hide and white to reveal. Press X to toggle between black and white.

This technique was gathered from the free online sample issue of Photoshop Elements User in the "Elements Q&A" column by Jan Kabili. For information about subscribing to PEU, go online to photoshopelementsuser.com.
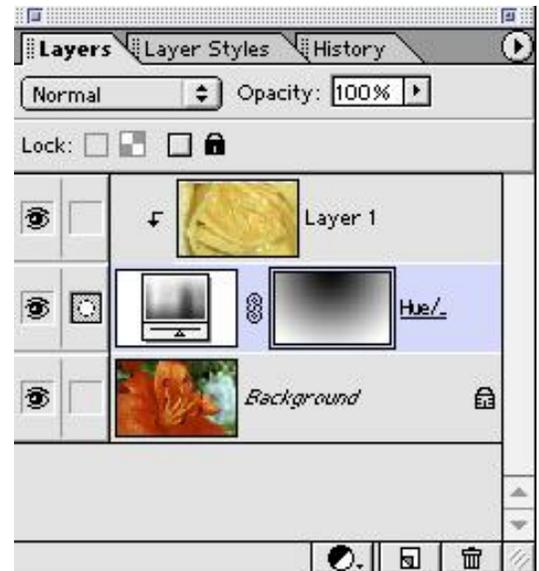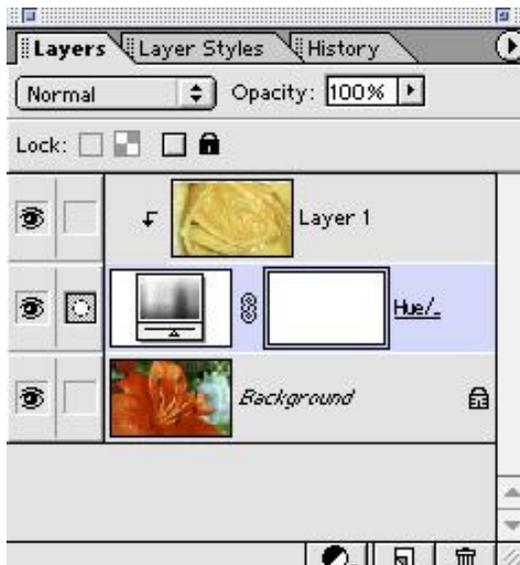
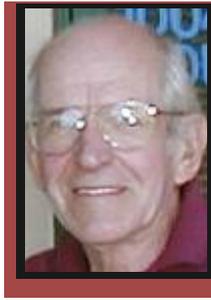# Pointers for the Perplexed

Bill Dean

A confession—I've been using a Microsoft application.

My Jaguar Mail on the iMac has been giving me fits. I know I could fix it, but I don't want to bother. It's nothing major, just an irritation. I could use old reliable Eudora or maybe Opera, of course. Never Netscape. What else is available to me? There in my Application Folder sits Entourage, part of Office X, a gift from a generous friend. It seems like a dumb name, Entourage, but I have to admit I like it. I even liked old Outlook Express, but I seldom used it.

For one thing, Entourage offers much more than other e-mail programs. It has a Calendar, a Note Pad and a Task reminder. The Notes feature does the job of Stickies or the old OS 9 Note Pad—a place to keep addresses, phone numbers, URLs and other information you want easy access to. The advantage is that you can't lose it accidentally, something that happened to me when my Stickies file got trashed.

The Calendar is handy, but I turned off the Reminder feature, which nags me when a scheduled event is coming up. The Calendar does not include holidays by default, but you can set them in General Preferences. You can set it for holidays in a variety of countries if you wish.

I've not used the Tasks feature. It's a "To Do" thing. I ought to use it and let the computer nag me about what I'm supposed to do today.

The mail part of Entourage works mostly like any other e-mail application. You send, receive, reply, forward, send attachments. You have an address book. Making groups for mass mailing and sending Blind Carbon Copy is easy.

I especially like checking progress in sending or receiving. It gives much more information than Activity Viewer in OS X. Progress shows how many messages are coming in, who sent the current message, the subject and how much of the incoming is completed. I find this useful for large files.

At $399, Office X is too expensive just to get a backup mail program. Of course, you'd get Word, Excel and PowerPoint, too. If you've got the bucks to spend, it's a good deal.

A backup mail program is important. Things go wrong. You can check and send mail on your server's Web mail when your regular program is quirky. Eudora, Opera, Netscape are all free and make good alternates or primary mail apps.

> ... **Entourage offers much more than other e-mail programs.**

Bill Dean

Curt Herrin helps Mae Lewis with iPhoto and video problems at the December Workshop.

HTML

Curt Herrin

<body> I left Jan Fredrickson's SIG all pumped. This HTML is neat stuff. You download the free Web-page program Nvu at www.nvu.com and you are in business.

NOT.

Well, sort of. There were a lot of things Jan stressed in her SIG and one was that; WYSIWYG; What You See Is—not always—What You Get. I found this out the first time I opened a Nvu HTML document I created in several different browsers. Things were not where I left them.

In order to accomplish uniformity between browsers, you do need to know HTML language. That is the neat part. Now, I can go back into Nvu, add these little symbols called tags—and voila. Each browser should now show my HTML document correctly. Jan also showed us how we can view the HTML language of any Web page we look at. This is when you realize you don't know Jack. If you want your Web page to render properly you have to know what those tags mean and what reaction they will cause on a Web page.
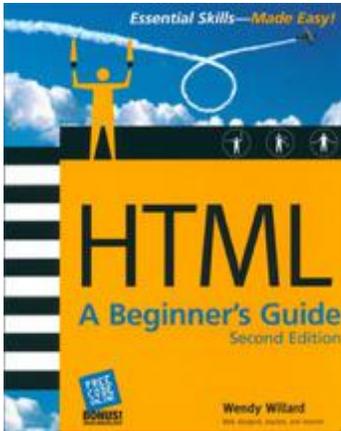
I should have gotten scared when I noticed Jan's library of HTML textbooks. Most every book had a gazillion little yellow strips of paper to mark important spots for later referral. But not me. Like most of my endeavors, I just figured if they can do it, I can do it.

My first purchase was the "HTML Beginner's Guide" by Wendy Willard. What I like about her guide is you have online tutorials to download which assist and confirm your work. It is a little taxing right now but my successes are very gratifying. Amazing how all these strange tags make a Web browser react. As you learn HTML you can get a feel for how technical the computer language must be.
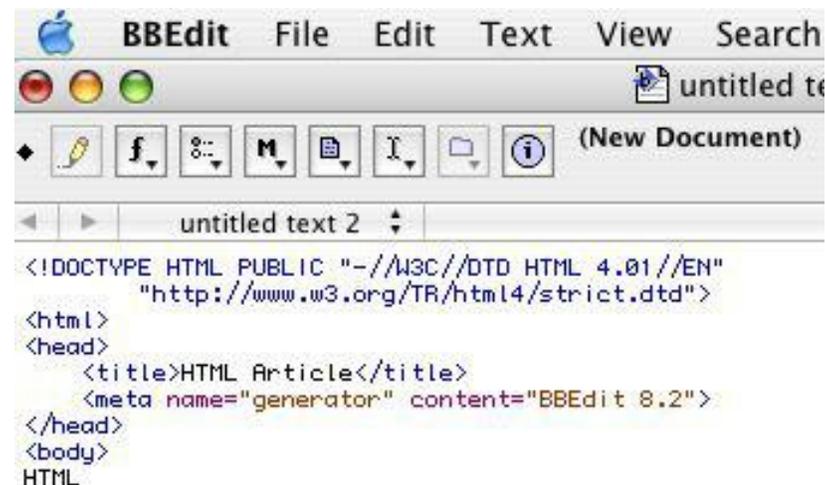
To make things somewhat easier, I am using a demo of BBedit (www.barebones.com) to write HTML documents. BBedit can write Web pages from scratch. Thus, WYSIWYG.
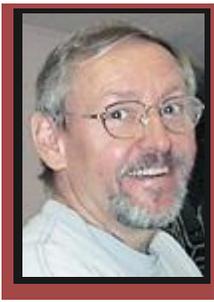
I am impressed with the program, but is the free Nvu good enough for me? Are others like DreamWeaver a more proper investment? For now, all I can

say is, What You Are Reading Is What I Wrote. I opened with a tag so here is my finish. <body>

Education

Ed Romans

Greetings CMUG Members,

I hope you all had a great holiday season and have lots of new toys to keep you busy. Curt Herrin has volunteered to get the year off to a good start by providing instruction in OS X. Learn what OS X is all about. The "lights" will come on as you begin to understand how things are arranged in system ten and why. You will no longer fear those strange folders that seem to be duplicated and in odd places. We will learn how to get around easily and how to find the "Path" you took to get there. We will learn just what "Home" means along with lots of other tips and tricks. There are places we do not play, and play areas we need to know about. So, come on out and let's play together. It matters not if you are in System 10.1 or 10.4. What you will discover is that the basics of OS X are the same throughout each upgrade. This class is not application specific. It centers only on the OS X operating system.

The class will be at Crystal Oaks on Saturday, January 21. Instruction will begin at 1 p.m., and we will run until 5 p.m. We hope to see you there. The class fee is $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 Ed Romans edromans@mindspring.com or call (352) 527-6522. We hope to see you there!

Lab Reports – November & December

Bill Dean assisted David Stocker and his Mac mini with log-in issues and password issues. Stocker learned, too, how to direct incoming e-mails to specific folders by name or nickname.

Al Petry and Bill Dean assisted Jim Hogan and his G3 black-and-white desktop. Jim wanted Jaguar loaded onto a second internal hard drive, and the loading wouldn't take. Turns out a machine-specific 10.2.8 OS CD was needed, and when the right disk was located and attempted, Jaguar loaded fine. That accomplished, Al, Bill, and Jim then updated iPhoto to 2.0, installed Macaroni, and installed SnapnDrag. Last heard, both Jim Hogan and his black-and-white G3 were humming.

∎ ∎ ∎

Connie Nixon, running OS 8.6, had minor but bothersome problems requiring a minor tune up by Dr. Dean. One problem, lack of memory—the machine's, not Connie's—can only be helped by the installation of additional memory.

Al Petry helped Carolyn Wheathman transfer Address Book data from her iMac G5 to her PowerBook via FireWire. Sounds easy but isn't. Fortunately, Carolyn took notes, for the steps to success were many.

Judy Lamantia (G3, OS 10.2.3) had Internet and Mac Mail problems. Each were fixed by Dr. Dean by way of 'repair permissions' and changing Mail and modems setting. Plus, he installed the browser Opera and tested Safari.

—Jim McIntosh, El Jefe de Tecnología

Coming Up in January

21 Saturday, Class on OS X at Crystal Oaks clubhouse.
24 Tuesday, Workshop at Beverly Hills Community Center.
27 Friday, Meeting at Crystal Oaks.
29 Sunday, Lab/Tuneup at Crystal Oaks.

Gail Mitchell

While Gail and her husband, Bob, were in Dallas, they visited Gaylord, Texas, where the ICE! extravaganza was being presented. Every item was carved from more than 3,000 tons of ice. In front of an ice angel, her 5-year-old niece Brittany is wearing a golden jacket because the temperature was only 9 degrees. The candlesticks were carved from ice with electric bulbs on top.

Member Discounts

Alan Wentzell

Important Note: The discounts listed come from the Apple User Group folks and are only for members of different Apple User Groups, one of which is Citrus Macintosh Users Group. Please honor this stipulation.

Hi Muggers,

Well this is my first column, and I just hope that I come close to filling Jo's shoes.

MacConnection: Offers special pricing and free shipping on orders over $499.00. Check out their site for hardware and software deals. Visit: www.macconnection.com offer expires January 31.

Pressure Drop: Want to replace drab computer monitor stand with a visionary peripheral that fuse technology with art. Check out the zStand. Normally $99.99 members receive 10% off. www.pressuredropinc.com. Coupon Code: ZSTAND05MUG expires March 31.

Quickertek's wireless performance products are available to members at a 20% discount. This includes the new Plug 'N Play antennas and transceivers, as well as other products and Powerbook handles. Check out the newly-released Point-to-Point internet system! Visit: www.quickertek.com Coupon code: QUICKERTEK2 expires March 31.

Roxio: Two-for-One: Toast 7 Titanium plus The Boom Box for one low price. Toast 7 is a CD/DVD burning suite, while the Boom Box is the must-have software accessory for iPod or iTunes users. Order both products for only $79.99 almost 50% off the regular price. Visit: www.roxio.com/go/mug2006 expires March 31.

Matterform: Spamfire stops unwanted junk e-mail. It works with any POP3 e-mail account and any e-mail program (support for IMAP, Hotmail and AOL is still in development). It works in OS 9 and OS X and is a Mac-only product. Members can purchase Spamfire for $23, more than 20% off. Visit the Matterform Web site: www.matterform.com/mugoffer. Offer is ongoing.

MacAddict: Subscribe or Renew. User group members can get MacAddict for only $20.95 . Subscribe: w1.buysub.com/servlet/OrdersGateway?cds_mag_code=MCD&cds_page_id=13588 expires June 30.

Macworld: Macworld offers MUG members a special subscription offer. Normal Price: $27.97 UG price $15 for 12 issues www.macworld.com user offer. This offer is ongoing.

macHOME : MacHOME offers Mac User Group members a 50% discount off of its regular subscrip-

tion prices. Normal Price: $29.95, UG Price: $14.99 (New subscriptions only). To order, call (800) 800-6542 (mention code "SMUG"), or subscribe online at: www.machome.com/subscribe/mugoffer. This offer is ongoing.

TidBITS: 10% discount for all orders in the Take Control electronic book series. Titles are delivered in PDF layout with active links, and are optimized for viewing and printing. Current titles include: "Take Control of Upgrading to Panther" by Joe Kissell; "Take Control of Customizing Panther" by Matt Neuburg; "Take Control of Users & Accounts in Panther" by Kirk McElhearn; and "Take Control of Sharing Files in Panther" by Glenn Fleishman. Catalog: www.tidbits.com/takecontrol. Coupon code: CPN31208MUG. This offer is ongoing.

Peachpit: A book club where you can save 25% on all Peachpit books by becoming a Peachpit Club Member. Membership is free and easy. Coupon Code: UE-23AA-PEUF (case-sensitive) Join the Club: www.peachpit.com. This offer is ongoing.

House Calls 2005

Bill Dean

As of Dec. 18, about 175 house calls in 2005 required 3,259 miles of driving, in excess of 270 hours and brought in more than $1,850 in donations to the club for service. It was a busy year for this tech man, and I thoroughly enjoyed all of the calls, even the two or three failures that required members to make the trip to the Apple Store for repair.

Most of the calls (65) involved problems with Internet connections, e-mail or browsing. Printer problems numbered 27, 14 Macs needed new batteries, and three modems died as a result of lightning strikes.

The Internet problems involved incorrect settings in Network Preferences or Remote Access; large files, usually pictures that loaded up the mail application, especially for those using Outlook Express; and browsers and mail applications outdated. Some required OS upgrades as well as new browsers and e-mail programs, general housekeeping, and removing old messages from mailboxes. I found as many as 1,000 e-mails still stuck in mail trash on an iMac.

A couple of members called to ask what they could do about all the pornography that was coming to them by e-mail. A change in user name and checking the server's Web mail page corrected that

Some printers simply broke down and had to be

replaced. Other printers had numerous items on hold in the print monitor that had to be removed. Cartridges needed replacement. Some software had to be reinstalled.

Nine members reported trouble with AppleWorks. This was usually corrected with reinstallation of the application.

Three or four hard drives went bad and had to be replaced. One old iMac needed a CD ROM drive replaced.

Several members bought new computers and needed assistance with setting up and getting to know a new operating system. That included backing up old files and transferring them to the new Mac.

We had one iMac go dead with a bad motherboard, the result of a power surge during a summer storm.

It was encouraging to me that one of the Macs I could not fix could not be repaired at the Apple Store, either. They had to send it to Apple. Fortunately for the owner, the Mac was still under warranty.

Many of the house calls were just for instruction in new systems or with various applications.

I especially enjoyed these. I hope I helped. I'll continue to travel around Citrus County and even occasionally to Levy.

Call me when you are stuck.

December 9 meeting Minutes

Forty seven members, including new member Philip Courter were at Friday's meeting. Following the Q&A period Curt Herrin, CMUG's president, introduce the Board members; Gordon Bellinger, Johanna Foster, Jim McIntosh, and Ed Romans, Alan Jan Moore, Wentzell, Julie & Vito DePinto.

COMMITTEE REPORTS:

SCHOLARSHIP—Jo Foster read a thank you note from Jordan one our most recent recipient. Jo also announced that she received the first scholarship application from a high school student.

TREASURER— Julie reported that there was a smooth transition with the changing of the club's account from one bank to another.

TECH TIP OF THE MONTH: Curt gave a tip on creating a template in Apple's Address Book as well as customizing a field with the use of plus and minus keys.

EDUCATION: Ed reported: for the January 21 class, Curt will be doing OS X. For the January 27 meeting, Laurie Martin will be doing a presentation on "Tiger." The February 18 class will be taught by Alan Wentzell. He will be doing a demo on the subject of Photography, covering Digital photography, iPhoto, and Photoshop Elements. For the February 24 meeting, Marianne Becktel will be giving a demo on Photoshop. Ed asked the members to give him their suggestions for the kind of classes they would like have in the future.

TECH REPORT: Jim reported that he would like to unload some accumulating equipment. He said he will review the equipment and will e-mail his list to all members and if they want any it would be on a first-come, first-served basis. Whatever can't be given away will be taken to the dump.

CALENDAR SET: Members can now check CMUG's Web site for the club's yearly calendar

REFRESHMENTS—Curt made an appeal to members to sign up for refreshment duties.

LIBRARY: The club is still in need of a historian. Anyone interested in the post can contact Curt.

RAFFLE: Two iMac computers were raffled off and the winners were Judy La Mantea and PJ Romans.

CERTIFICATE OF APPRECIATION: Curt presented Bill and Jackie Dean with a plaque and a gift certificate to Nicole's restaurant in recognition for their many years of service to CMUG.

PRESENTATION: Curt gave a presentation on Neo-Office. At first he mentioned that the program had a bland side, but then he went on to demonstrated its visual versatility.

ADJOURNMENT: The meeting was adjourned at 9:00 p.m.

—Submitted by Vito DePinto

Tech Tips

Look for Bill's weekly tip every Wednesday on cmugonline.com

Also check out these sites for tips that work for everyone:

www.apple.com/pro
www.apple.com/pro/tips/index.html

Index of online CMUG Magazine
(June-December 2005)

Johanna Foster

December meeting.