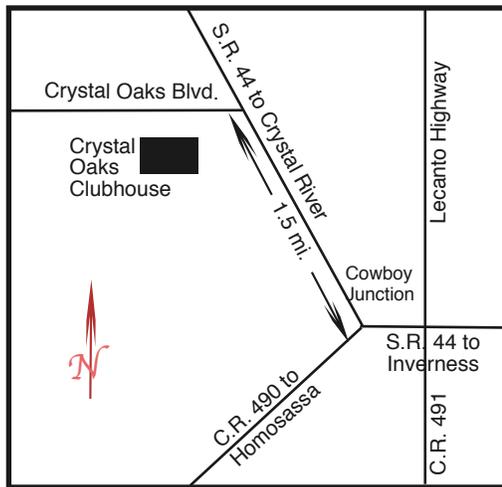# citrus macintosh users group

CMUG

MAGAZINE

Happy New Year 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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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.
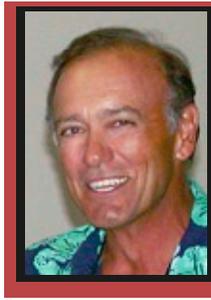
Welcome to 2007 with CMUG. January is the month we renew our memberships. Your interim membership chair person is awaiting your renewals. If you downloaded the monthly magazine you have all you need. If not, look under "About Us" at cmugonline.com, where this year's form is there for download. I want thank you for remaining with us another year. Through your commitment to CMUG we are able to offer scholarships to each high school in Citrus County.

Santa ruined my Christmas! I was prepared to start this year without anything new from Apple, so Santa drops off an iPod. An iPod is like buying a new dress. I have no accessories, and you just can't have that. Ashopping I must go. Well, OK, Santa didn't really ruin my Christmas.

I mentioned last month that this year we will be starting off with a class on iPhoto in January. Bill Dean will be leading us through all the ins and outs of iPhoto as seen using iLife 6.

Every year seems to be a better year with Apple. This coming year, I am looking forward to Leopard (10.5) with 64-bit processing. As with all new upgrades, we will have demo's on this new system at our monthly meetings. If all goes well, this will be my year for a new iMac or PowerBook. PowerBook only if they come out with a G5.

I'll see you at our January meeting for a little show and tell.

> **An iPod is like buying a new dress. I have no accessories, and you just can't have that.**
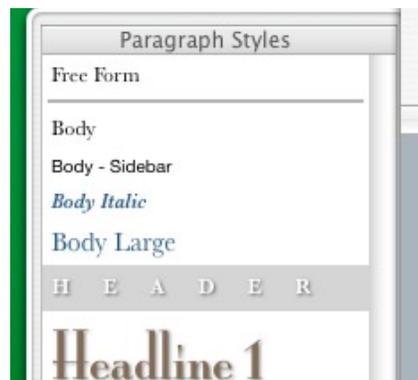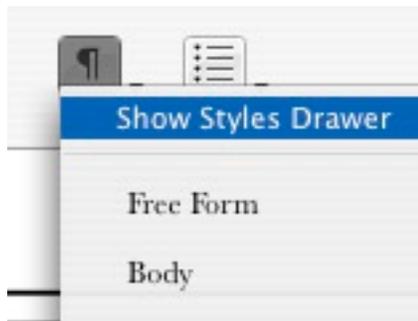
Styles in Pages

Curt Herrin

Your signature is an individual as your finger print. But unlike your finger print, it can be copied with ease. The style you created for a signature has evolved through the years. When you look at your signature, you use the same letters available to all, yet it is different because of the Style in which you reproduced these letters—on a computer we call them Fonts. They may lean to the left, right, have curly tails and so on.

This month, in Pages, we are going to learn just what Styles are.

You already have the answer, so let's go see where we find Styles in Pages 2.0

I will be using the "Family Newsletter" Template. Once opened, in the tool bar at the top, you will see Style with a paragraph icon. Click on that and select Show Styles Drawer. This is also the first choice under View in the top menu. The Paragraph Styles draw will open to the left or right of your document. In this vertical window, or draw, you will see lots of titles like Headline 1 and Mast… .

In order to see the entire word, put your cursor on the little hash mark just below and to the left of the, M in the margin of the widow and you can then click and drag opening the draw wider until "Masthead" appears. We need to open two more windows. In the tool bar, click on Inspector and Fonts. With the Inspector open click on the T in its tool bar. Make the font window larger.

A Style is predefined formatting that you can apply to text with the click of your mouse. Once you define a style, you can type your text in any font and then apply a Style to the text that will change it to that Style. This can save you a lot of time. There you are.
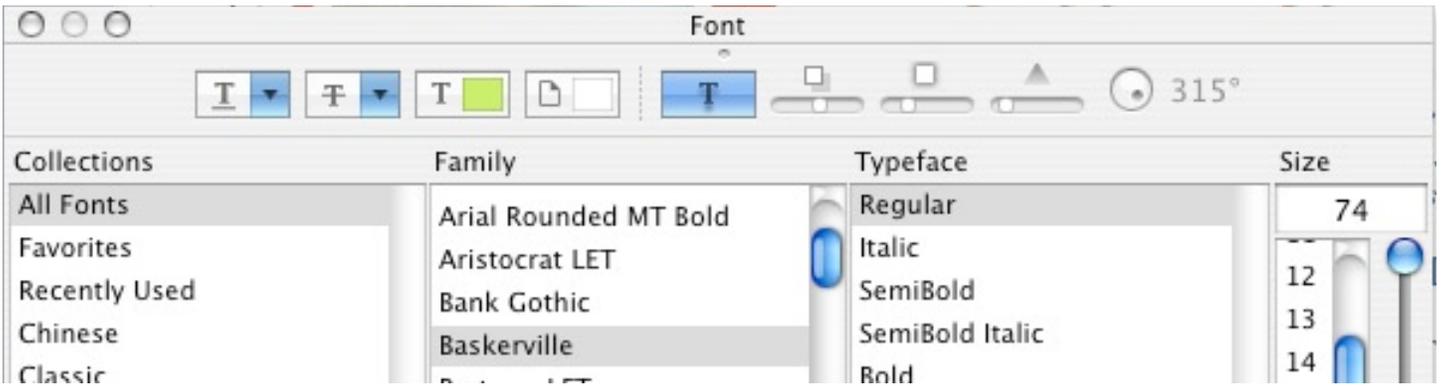
To see which style applies to which text in this template, Click on the big word, Johnson. Look in the style draw and Masthead is highlighted. Look in the fonts window and note what is highlighted there—Baskerville, regular, size 74. Click on Family and you will notice it is the same Family font, only italic and size 85. Also notice what happened in the Inspector window. Johnson and Family are in Place Holders. In order to understand that, read last month's Pages article or reference Pages Help.

Spend some time clicking on the different text areas of this document and note what happens in the Inspector and Fonts window. Also note which Style highlights. Change the fonts and sizes. Play with the other selections in the fonts Tool Bar. In the inspector, play with those options and watch the results. This way you will learn how Pages works. When it gets so messed up or confusing, close the window and open that template again.

Styles and their titles are created by you. Masthead is a title that told the person what and possibly where that style might be used. You can copy or modify the styles in any of the Pages Templates or create your own. For specifics, just follow the Help guides in Pages.

In the past three articles you have learned enough to get you started in Pages. If you just study the templates like I have suggested in these articles, you will master Pages in short order. Er-r-r-r close.

The Tax Time Cometh

Gail Mitchell

I know. It's starting to be time to search all the records you so carefully kept during the year, examine the W-2s, the 1099-Rs and statements from investment companies and banks so you can prepare that yearly requirement of filing your tax returns.

There are several options available to you if you choose to seek assistance in preparing your return. You can do it yourself, using TurboTax for Mac or another program that your Mac can use, you can visit a paid preparer and have them prepare your taxes for you, or you can visit one of the AARP tax sites to have them also prepare your return for you at no charge.

I'll look at the last alternative first. There are a number of volunteers who have passed the IRS exams after taking classes AARP has arranged for them on preparing tax returns who are willing and able to assist you each year. They are located at several sites throughout the county so they are able to assist as many residents as possible. There will be notices in the local newspapers giving the times and places. They will request you have a copy of last year's tax return with you and all data necessary to file your return this year. There is no charge for their services, and they are a bunch of friendly neighbors. AARP tax professionals will also e-file your return at no cost to you.

There are several options available to you if you choose to seek assistance in preparing your return

The second alternative is to visit a paid preparer. There are several large companies represented in our county. They are also located at convenient places to serve you. They do charge for their services, but they also are able to prepare more complicated returns than the AARP volunteers are permitted to do. If you have a complicated return, have rental property, or

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several business incomes to report, they might be your best source for assistance.

Finally, you can do your own return, using tax preparation software available at a nominal cost. OfficeMax has copies you may purchase. TurboTax for Mac is the one I use at home. Each year I find that the program has been improved and is even easier to use. There are different levels of programs available, and you should examine your last year's return to see which program would be of most benefit for your particular return. If you have a simple return with just retirement income, interest income, and investment income, I think you might use the Basic program. It usually costs about $19.95. The Deluxe edition would be of benefit if you choose to itemize and need to file a state return. It costs about $44.95. The Premier version assists with stocks, bonds, and mutual fund sales and calculates the cost basis and helps if you have rental property. It costs about $74.95. If you have a business, you might prefer the Home and Business program that has extended help with Schedule C and business write-offs for sole proprietors; its cost is $89.95. Each program allows you to e-file your return.

The old saying that we have nothing for certainty except for death and taxes might be true, but I prefer taxes to the alternative. I am also aware that for some people, the other alternative at times looks brighter. Utilizing these three alternatives might just make you as happy as I am at tax time as I sit at my Macintosh and prepare our return for the IRS.

Macs & External CD/DVD Burners

Jean Clark

My desire for getting an external CD/DVD burner came when I attended a digital camera course where the instructor used a brief slide show video at the start of each class to inspire us. Seeing those slides transition from one to the next with accompanying music was all I needed to spur me on.

My PowerBook G4 is CD/DVD ROM … so my quest for an external DVD burner began. I did a lot of research online to learn about DVD burners and how one might use an external one with a Mac. One very important fact I found was that there is a need for certain software in order for your Mac to recognize the external burner and that the software is available at www.patchburn.de. There are different versions, depending on which OS you are running. It is free but a donation is appreciated, and I certainly agree the software is well worth it.

I started checking out DVD burners at stores locally and in Ocala, only to find that boxes often said "For PC." The more I read the more it seemed that the "For PC" seemed to be the software bundled with the burner. After some more research about Patchburn and iMovie I decided that since I could get Patchburn and already had iMovie I would gamble and pickup a DVD burner even though the box specified PC and see what I could do. After all, the burner is an inanimate object, it doesn't know if it is connected to a PC, Mac or refrigerator, and if the Patchburn worked as described, it would be fine.

The other thing I learned in my research is that I would need some version of Roxio Toast that would convert the "movie " I created in iMovie into the format needed for a DVD and then it would actually instruct the burner. I found a copy of Toast Lite on Ebay and ordered it.

First step was to download Patchburn. Next step was to connect the shiny new Sony DVD burner, via USB. Then, I installed Patchburn and it immediately found and selected my Sony burner. Nothing else for me to do with that. I then installed Toast Lite and since I have only the external burner it automatically goes to that one to burn my CD or DVD.

I know Curt is going to run a class soon on iMovie so I won't go into explanations about that program. Suffice it to say once I had the burner connected I can drag a movie to Toast where I have minimal options and click on Burn.

What fun these Macs are!!

> **After all, the burner is an inanimate object, it doesn't know if it is connected to a PC, Mac or refrigerator, …**

From The Librarian

Chris Dusombre

Hello. I don't think that the CMUG Library has been formally introduced into the magazine before, so I guess, I'll start like this,

My name is Chris Dusombre and I am the CMUG librarian.

In our Library, we have no late fees, and you can keep the book and or software until your done with it.

In our Library, we have no late fees, ...

The only issue is that if you want it you have to find a way to receive it.

We have items all the way from OS X books to iLife software.

Hope this quick introduction has given you a better understanding of the CMUG Library.

Lab Report   Bill Dean

What should have been a simple task—installing Panther on Jean Clark's G4 iBook—turned into a nightmare of failed attempts. We were finally able to get 10.3.4 installed after an Erase and Install. Fortunately, Jean has all her important files backed up, a lesson for all of us. We had to install AppleWorks. Jean will do system and AppleWorks updates at home.

Frank Schwartz's G4 PowerBook got a system upgrade and installation of all current Apple software updates.

We were unable to get Patrick and Mary Conrey's G4 iMac to recognize CDs. Apparently the optical drive is inoperable and will require replacement, a task that should be done by Apple. They will decide what to do later.

Tech staff: John Engberg, Bill Dean, Chris Dusombre, Curt Herrin, Al Petry.

Pointers for the Perplexed

Bill Dean
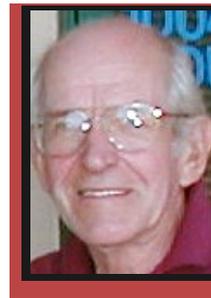
A Look Back

In keeping with the fashion of year-end reviews in newspapers and on television, I took a look back at the record of the 140 house calls I made in 2006. Most of the problems involved failures in browsing or e-mail—34 occurrences. Others were: failures or upgrades of operating systems (23); software installs or upgrades (21); set up new Macs (18); printer failures (18); general instruction on system or software (9); replace battery (6); connection with ISP (5); dead iMacs caused by lightning or power surges (4); and bad hard drive replacement (3).

The most frustrating difficulty came from forgotten or unknown OS X passwords. Six times, system upgrade/install or software installation was impossible because of this. There are ways to get around this, but it can be difficult. Please be sure you know the password for your account.

You can avoid some of the e-mail problems by cleaning out your mail boxes, including the deleted items, as much as possible. I found as many as 2,500 items in one inbox. Also, you should clean out the mail in your Web mail.

Of course, unplugging your modem during thunderstorms and disconnecting the electrical cord when there is a power outage will prevent damage. You can't avoid hard drive failures. They all eventually go bad. Be sure to back up your important files regularly .

Updating systems and browsers will help prevent browsing problems.

Opening Microsoft Word documents received as e-mail attachments

Text Edit will open most word.doc files. Put Text Edit on the dock. Find it in applications. Drag the Word icon to Text Edit. Save it.

Clean up your Desktop

Don't let your Desktop get cluttered. Make aliases and put the originals in your Home Folder. Your Mac sees each icon as a separate window, using up memory unnecessarily. Also, there is the danger of accidentally trashing important files. To make an alias in OS X, use Command-L. In OS 9, use Command-M.

Get a flash drive for back up

You can find these at stores such as Office Max, Wal-Mart and Kmart. Get one that holds at least 1 GB.
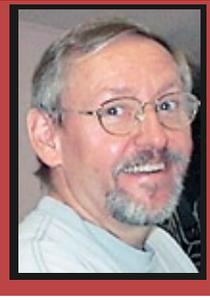
iPhoto Class:
Saturday, January 20,
1-5 p.m. at Crystal Oaks

Learn how to import pictures from a camera or other source, organize your pictures and enhance pictures at this class for beginners. We will also show how to make slide shows, send pictures by e-mail and print from iPhoto.

Bring your computer, camera, card reader if you have one, and a CD of your favorite music if you don't have music in your iTunes.

We will use iPhoto 6.0.5 for this class. Many of the features in this version will be similar to older versions. It's part of the iLife 6 software. You must have a G4, G5 or Intel Mac and at least 256 MB of memory, 512 MB recommended.

If you do not have iPhoto 6, you can get it for $79 from the Apple Store in Tampa or online at www.apple.com/ilife. For a few dollars less go to www.megamacs.com/v1/index.php?action=view&pid=3119760&p=1&criteria=ilife.

You should have version 6.0.5. Updates are available at www.apple.com/ilife/iphoto. Scroll down to find the updates on the right side of the window.

Bill Dean will be the instructor. Direct questions to him at bjdean@basicisp.net or 527-8405.

Sign up with Ed Romans at edromans@mindspring.com or 527-6522.

Also, this is the first class for the suite of programs in iLife 6. In February, we will have a class on iMovie followed in March by iDVD.

Gail Mitchell

At the December 2006 meeting, John Engberg presented a program on Mac utilities.

Attendance 22 members and two guests, Dillon Miley and Ruby Clarkson.

Committee Reports

Membership — total to date 268.

Scholarship — Jo is now waiting to receive student applications in the mail.

Classes — Beginning in January, Bill Dean will give a presentation on iPhoto. In February, Curt Herrin will present iMovie, and in March, John Engberg will present iDVD.

Treasure — Julie reported the club has a little over $4,000 in the bank.

Meeting Topics: iWorks and iWeb are scheduled for future meeting topics.

CDs — Curt has made CDs on "Mail Address Book" and "Beginning System 10" for our members. They can be purchased for $5 each.

Alan Wentzell — Alan is back and feeling great. Welcome back, Alan.

Sunday the 19th workshop — So far, two members have signed up

Library — Chris Dusombre, the club's librarian, announced that he has items that the members can borrow at any time. Vito suggested that a column in the CMUG Magazine, listing the available items might be a benefit to all the members.

Membership — Curt is still asking for a volunteer to be our Membership Chairperson. So far, no takers.

Calendar — Curt announced that the yearly calendar, as well as renewal forms are now online.

Photos from Jeff's class — You can now find photos that were done in Jeff's class online at CMUGonline.com under News and Events.

Charter Presentation — Curt presented Earlene with a charted membership name badge for her long-standing membership in the club.

Tonight's Presentation — Mac Utilities by John Engberg. John gave a comprehensive presentation on Mac Utilities for system 10. Some of the insightful subjects he touched upon were Mousepose, International Preferences, Fontbook, Disk Utility, First Aid, and File Juicer. We were so fascinated by all of this useful information that even though it went into overtime no one wanted to budge from their seat. Nice job John.

Gail Mitchell

President Curt Herrin presents Earlene Williams with a charter member nametag at the December 2006 meeting.

CMUG M E M B E R S H I P 2007

Renewal DUE Jan. 15, 2007

CMUG

Date___/____/_____   Member since _____

New Member Dues are
50% after July 1.

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

Check # _____

Name_____

Spouse Name   _____

Spouse E-mail (Family Members Only) _____

Address_____

City:_____   Zip 344_____

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

E-mail_____

Phone_(_____)_____ - _____

Address for Winter Residents: Str: _____   BX , APT _____
                                                                    (Circle)

City:_____ St: _____ Zip: _____

Submit Dues to: CMUG
                                  P.O. Box 641112
                                  Beverly Hills FL 34464

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: _____

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

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(January-December 2006)

Gail Mitchell
President Curt Herrin showed he has Christmas spirit at the December 2006 meeting.

Shirley Carpenter

"Morning Glories" was a product of the four-week Photography/Photoshop class.