citrus macintosh users group

MAGAZINE

CMUG

JANUARY 2010

May 2010 be filled with LIGHT

Contributors

Gail Mitchell

Gail has been a member of CMUG since the beginning. She currently has both a G5 Mac, MacPro and a PowerBook. Gail enjoys creating newsletters with iWeb, and she loves her Nikon D40 camera, which she says she is still learning how to use.

Jean Clark

Jean Clark served as CMUG vice president education. Jean uses her Mac to maintain websites for some clubs she is active in, and occasionally buys and sells on eBay. She shared her working knowldge of eBay to members through a meeting demo.

CMUG members are invited to share their experiences, expertise, how-tos and other computer-related—including peripherals—stories or information as occasional articles or monthly columns. (Really long submissions should be broken into segments to serialize.)

The magazine deadline is at the beginning of the month for the current issue. However, contributions can be sent anytime.

Include a photo and short statement about yourself to include with the mug.

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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 in January each year. Dues for new memberships after July are pro-rated; renewals remain at the annual rate.

FROM THE PRESIDENT

Alan Wentzell

Happy New Year. New year is our chance to start anew, we wipe the slate clean, so to speak, to do things differently.

I started the new year with a new look. I shaved my beard. Our holiday was great. Our two sons, our daughter-in-law and all the grandchildren were home with us for Christmas. Lib gave us a helicopter tour over King's Bay and that was something we hadn't done before.

I'm looking forward to the coming CMUG year

The New Year is a great time to take a look at your computer to perform some basic maintenance

also. The New Year is a great time to take a look at your computer to perform some basic maintenance.

It is also a great time to back up your files and archive your work from last year. While our Macs are great computers, they do fail on occasion. We have several members who can attest to this. A back up will lessen the trauma of such a catastrophic event.

Secondly, Click on the icon of your hard drive or in the Finder window click Go > Computer and then click on the icon of your computer. Next hold down the Command Key and press the "I" key. This will bring up the Get Info window. Check to see if you have at lease 15GB of free space; 15GB of free space will ensure room to install new programs and to keep your computer running at optimum speed. If there is less than 15GB of free space, then now is the time to delete some of the seldom-used files from the computer's hard drive that you have just archived.

The third thing to do is to perform a repair of your disk permissions. To do this, in the Finder window click Go > Utilities > Disk Utility. Then select your hard drive and look to the lower left and select the Repair Disk Permissions button. Depending on how long it has been since you last run this utility, the process may take 15 minutes to an hour or more to run. Wait till the message appears that disk permissions repair is complete before you proceed.

If you would rather not tackle this last step by yourself, remember that we have a monthly Lab/Tune-up and Workshop to assist members with their computer challenges. It's a great place to learn from members with more computer knowledge and experience. The Lab/Tune-up for January will be at Crystal Oaks on Sunday, January 24. The Workshop will be at Beverly Hills on Tuesday, January 26. Be sure to e-mail Bill Dean for the Workshop and Chris Dusombre for the Lab.

On another note, February is our annual social. This year is our 15th anniversary. So the party is going to be a celebration of the two combined. Please send your ideas for this party to myself or any other officer of the club. I'm still in need of your pictures for the slideshow that will be played during the party. Please don't wait until the last minute; I need time to put it all together.

Again, Happy New Year. Hope to see all of you at the meeting on the 22nd of this month.

Hal Seckinger, front, and Dorothy and Dick Schwartz took the iWeb class taught by Curt Herrin in November.
Curt Herrin

A Larger View

Jean Clark

Working with a laptop and wishing you had a bigger monitor?

The only Macs I have are laptops, a 3-year-old MacBook and an older iBook. The MacBook has a 13-inch diagonal screen, and, while fine for most things, when I want to edit photos, there is no way I can see an 8- by 10-inch photo full size. I was making do with seeing about one-third of the photo at a time, but it was frustrating. Time to get something bigger, but my budget certainly wasn't going to stretch to a new iMac or a larger laptop, so the next step was looking at flat screen monitors. I found one that is ideal for my situation after researching online for reviews, prices, etc. I got my HP2009m at Walmart for less than $150.

The monitor comes with a CD, but it is useless with the Mac. Because I wanted to set it up to have it match my laptop as far as contrast, etc., I went to the HP website, then to the manual for the unit and found the directions for setting it up. There are three small buttons on the lower right for adjustments, and it was very simple to do.

Using options in System Preferences > Hardware > Displays the new monitor can be set up to be a mirror of your laptop or independent, shown in top photo where I have Mail open on the laptop and iPhoto on the larger monitor.

The monitor comes with a nice stand already attached, but it doesn't raise it up very much. If you are using a laptop as I am, it is a good idea to have some sort of platform to set it on. The one I have is about 5.5 inches high and puts the monitor at an idea height for me. I can look directly forward at it and none of it is hidden by the laptop screen.

Getting the monitor hooked up, I needed a DVI adapter since the laptop has only a mini DVI jack. I got the mini DVI to regular DVI jack at Best Buy in Ocala for less than $20.

I don't use the monitor all the time, but it is sure useful when I do want it.
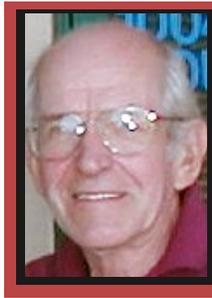

The three adjustment buttons, lower right of the monitor, were easy to use to match the monitor to the laptop.
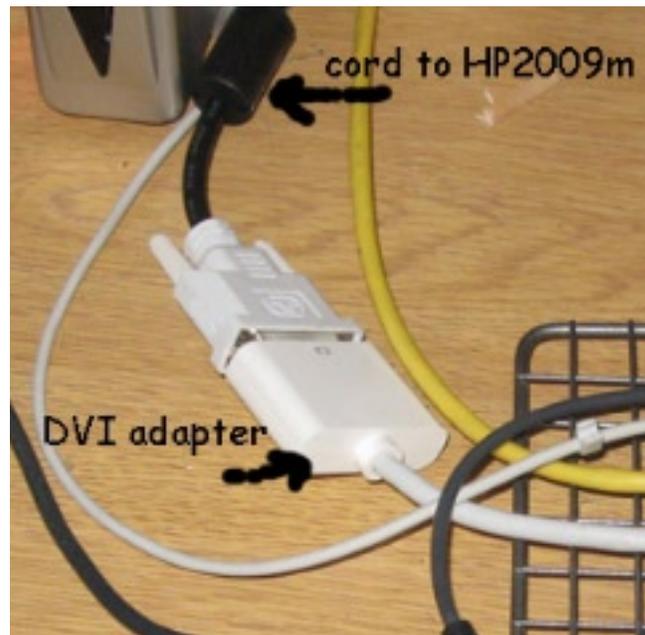
The DVI adapter to hook up the monitor to the laptop was $20 at Best Buy in Ocala.

POINTERS FOR THE PERPLEXED

BILL DEAN
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Opening documents without the software

You have friends who send you attachments made in Microsoft Office, which you do not have on your Mac. How do you open them?

Apple makes it simple to do this. You already have TextEdit in your Applications Folder. It will open Microsoft Word. If you have iWork (Pages, Numbers and Keynote) you can open all Office files automatically, including PowerPoint.

Neooffice, downloadable at neooffice.org, will open all Office files.

How do you know if you have a Microsoft attachment?

You can tell by its extension, the letters at the end of the file name. I have one named pointers.doc, another called cancer_donations.xls and another Fotos 1950-1960.pps. iWork opens all of them.

Microsoft Word is .doc or .docx Opens with Pages, Text Edit or Neooffice.

Microsoft Excel is .xls Opens with Numbers or Neoofice.

PowerPoint is .pps Opens with Keynote or Neooffice.

Microsoft Office to Mac

iWork applications will automatically open Word, Excel or PowerPoint files you receive in e-mails. Likewise, Neooffice will open all Microsoft Office files. And TextEdit will open Word.

A Windows user can save Word or Excel files as PDFs, which any Mac can open and read in Preview. Also a Word file saved as Rich Text (RTF) on the Windows machine would be readable on a Mac.

iWork contains Pages for word processing, Numbers for spreadsheets and Keynote for presentations.

Microsoft includes Word for word processing, Excel for spreadsheets and Powerpoint for presentations.

Pages or Numbers to Word or Excel

You can easily convert Pages or Numbers files to the corresponding versions of Microsoft Word or Excel. Go to File > Export and be sure either Word or Excel is selected. Click Next. Name the File and Destination. Click Export. You can now send the new Word or Excel file to your Windows-using friend. Note that you have other choices for Export format (PDF, RTF, Plain Text).

Without Pages, you can prepare files for Word in TextEdit and use File > Save As to select a Word format.

If you use Neooffice, you can prepare Word or Excel files and use Save As to select an appropriate Microsoft format. In addition to the Microsoft apps, Neooffice has database and draw functions, much like AppleWorks.

Be aware that Rich Text and PDF (Portable Document Format) files are cross-platform, meaning that both Mac and Windows users can open them. To make iWork, even good old AppleWorks, convert to Rich Text, select an appropriate Word format in File > Save As > File Format.

To make a PDF, go to Print, find PDF in the lower left corner of the print dialog box and select Save as PDF.

E-mail me with comments or questions about this article.

VP TECH

CHRIS DUSOMBRE

iPod Touch phone

Hello CMUGGERS.

I got my hands on the new iPOD Touch and I've got to say it is amazing.

And here is something that you may not know about it. It technically can be turned into an iphone. But if you think that is amazing wait for this—its free to do it. All you have to do is this very easy process.

Go to the Apps store on your iPod. Do a search for iCall and download the free version. Activate the app and register.

This next step is tricky because you have to route your iPod to a real phone. It could be your home or cell phone.

Another cool thing is that when it is routed to a cell phone like mine is, it does not waste your minutes. Once you have all that done, call someone and enjoy.

Now remember, the calls are limited in time just like a pay phone, and it only works on what we call Voice Over Internet Protocol (VOIP). Basically that means

you need to be in range of a wireless network in order to use this app. But hey, free is free. Right? Also, the program will say that the head phones, the ones that come with the iPod, cannot be used, and you need a microphone. Well, I am using it now with the standard headphones with the standard microphone built into the volume level and it works great.

Have a Happy New Year!

Are you getting your e-mail?

Gail Mitchell

Most Mac "old timers" already know about sending an e-mail to someone only to have it rejected with the message that the recipient's mailbox is full and has no room for your very important message. Perhaps, people sending messages to you have had the same problem. Not to worry. There is an easy solution to the problem.

Recently, I sent an e-mail to a friend only to have a message sent back to my mailbox with the note that my friend's mailbox was full and could not accommodate my extremely important message. Thinking there might be a problem with his computer, I called and asked if I might check his computer for him to see what the problem might be. When I arrived, I was taken to his Mac and saw that the mail in his in folder was meager, so that could not be the problem. The same was true with his outbox and trash. Both had been recently emptied, since he had been informed of the problem and thought that cleaning his Mail folders would solve the problem. It did not. I asked when he last checked his Web mail to see if there were messages located there. His blank stare told me all I needed to know.

When asked what his Web mail password was, he had no idea since he had never checked his Web mail. I explained that the e-mail address the Web page would ask for would be the same as his regular e-mail address. Since he had Road Runner, I went to webmail.tampabay.rr.com. The first line at that Web page is where I had him put in his e-mail address. It took time, but he finally located it.

I had him send an e-mail to himself so he could find his e-mail address.

The second line asked for his password. He could not remember what it was, so we had to indicate that the password was forgotten through an e-mail to Road Runner and were asked to create a new one. After he had done that, I told him to remember his password for future use. He had selected one that meant something to him that he said he would never forget. We then entered this new password on the Road Runner Web mail page and were immediately taken to his Web mail site. He had more than 400 e-mails in the Web mail Inbox. No wonder his mail would not arrive. Many had photos and were megabytes in size. We deleted those he said he did not want to keep, which was almost all of them. There is a little box at the top of the column. I had him click that little box, and all items in the row were then selected. He then clicked on the Delete Button, and all were placed in the Trash. We did that until all had been put into the Trash, we did the same thing with each item in the Trash until all 400+ e-mails were deleted from his computer. We then went to his regular Mail account, and I sent him a message from my computer. It arrived in lightning speed. His problem was solved.

I find that if I do this once or twice a month, I have no problems getting e-mail. Good reading.

He had more than 400 e-mails in the Web mail Inbox

Gail Mitchell
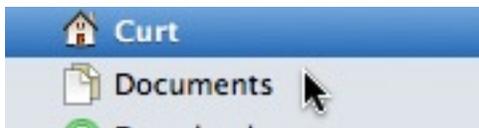Jackie and Bill Dean share a private moment at the November meeting.
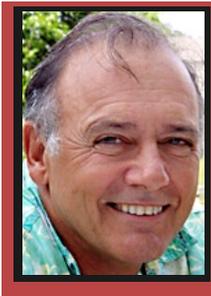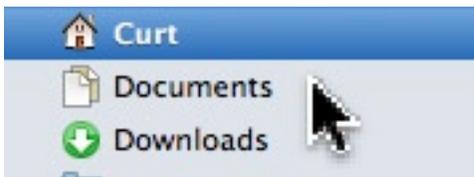
Curt Herrin

Enlarge your cursor

At almost every class, lab or workshop we help at least one person with this little improvement. If we haven't seen you at any of these, then perhaps I can help you via this medium.

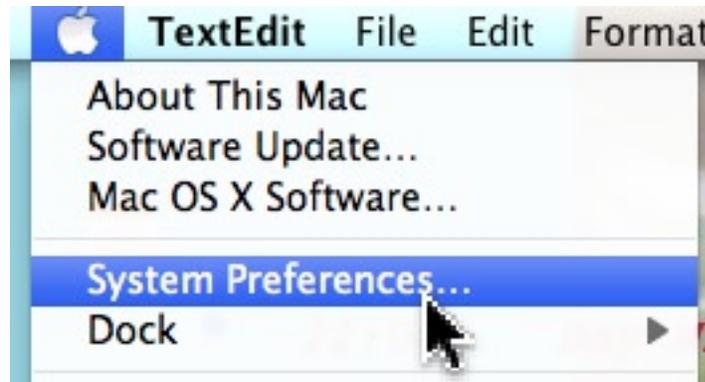Are you happy with your mouse cursor size? Is it hard to see on your desktop and look like this?

Would you like it larger like mine?

It is easy if you are using System 10.4 or better.
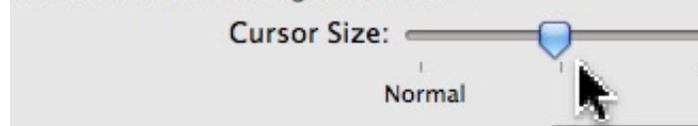
First, open System Preferences located under the Apple.

Then select Universal Access. Once you have chosen that, then click the tab Mouse and look at the bottom of that window. Apple even says, "For difficulties seeing the cursor" and gives you a sliding bar to move, thus enlarging the cursor.

Love them Apple folks.
While you are there. See anything else you might like to play with?

Alan Wentzell explains the featurres of Pages to Annevirginia Clements at the December Workshop at the Beverly Hills Community Building.
Bill Dean

COMING UP IN JANUARY

This month's class: Pages
Date: January 16
Time: 1-5 p.m.
Location: Crystal Oaks Clubhouse
Directions: Visit cmugonline.com
Instructor: Curtis Herrin

iWork—Pages

Pages is one of three applications with iWork. Pages is now up to version 4.0.3 and is what Curt will be using at this month's class. If you have an earlier version you will still learn how to do most, if not all of the tasks covered. Pages is primarily a way to make text documents; everything from business cards to resumes. Pages supplies lots of templates in each category. You can use them as is or for starting points. You may also create your own template. The additional features are what makes Pages so neat. It can open Office documents; take graphics and movies, link to the Internet, just to mention a few.

The first Pages class was completed over a two-month period. Curt will condense the material so you can have a good understanding of how to get started doing most everything, even some of what was covered in the second month. Participants will be given a DVD that contains the entire class and an outline of all the tutorial clips so you might refresh your memory and/or continue to learn at home.

If iWork is not in your application folder, you can download the latest version and use it for 30 days.

Go to store.apple.com/us/product/MB942Z/A/iWork-09?fnode=MTY1NDAzOA&mco=MTM3NDc5MDI.

To register for the class, contact Carolyn Herrin at cmuged@tampabay.rr.com.

This month's club meeting demo: Converting VHS tapes to digital format
Date: January 22
Time: 6:30-9 p.m.
Location: Crystal Oaks Clubhouse
Directions: Visit cmugonline.com
Speaker: John Engberg

Converting VHS tapes to digital format

We will demonstrate the use of the Roxio Easy VHS to DVD system for converting old commercial or home-made VHS tapes to DVD. This is a simple three-step process that will produce a high quality DVD from any standard size or small video cassette, such as those used in a video cam.

Also, if there is time John will do a short demo of Art Text.

Art Text is an application for creating high quality textual graphics, headings, logos, icons, web site elements and buttons. It has multi-layer support for creation of complex graphics. It is simple to use and finished products are stunning.

Fran Cooperrider and Chris Dusombre chat during a break at the November CMUG meeting at the Crystal Oaks Clubhouse. *Curt Herrin*

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Bill Dean

Carolyn Herrin, right, guides Melinda Roehl at the basic OS X SIG during the December Lab/Tune-up.