

citrus macintosh users group

# MAGAZINE



CMUG

OCTOBER 2010

TREAT YOURSELF TO A  
CMUG MEETING - OCTOBER 22

PRESIDENT ALAN WENTZELL  
WILL DEMO

PORTRAIT PROFESSIONAL  
AND  
NAME MANGLER.



## 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 80 GB Sony, which she says she is still learning how to use.

### CAROLYN HERRIN



Carolyn served as membership chairwoman previous to volunteering to run for vice president education. She has given meeting demos and is currently leading a beginner's SIG.

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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**Johanna Foster**, Editor

Cover design by Johanna Foster

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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 CFCC Lecanto campus. 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.

Monthly, we hold a Sunday Lab/Tune-up from 1 to 5 p.m. at the College of Central Florida (CF) Citrus campus in Lecanto. At the lab, which 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 a member benefit that is distributed as a PDF document online at CMUG online.com, which also has a great deal of information and forum for members. The club also has a Facebook account.

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

Free special interest groups (SIG) that are formed by members who have an interest in exploring a particular area in depth may be held during Lab/Tune-ups, Workshops or other location determined by the leader of the SIG.

## 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.

For more information about CMUG, visit [cmugonline.com](http://cmugonline.com) and click the About Us button.



## FROM THE PRESIDENT

ALAN WENTZELL

*October already!* Where has the year gone? The great thing about fall is that the nights are cooler and our members who summer elsewhere are returning.

The attendance at September's meeting was great, John Engberg's presentation on Skype and iChat was outstanding and very well received. Another milestone for CMUG is that we have reached 300+ members and we are still counting. Also, The newest revision of our By-Laws was passed at the last meeting.

For those of you who use Photoshop Elements, Adobe has just released Elements 9 for the Mac and PC. I have reviewed the changes to the latest upgrade. The changes are minimal in my way of thinking. The new features include: a guided CD/DVD label creator, an interface to add pictures to Facebook, some additional effects, a style matching tool, a new photo repair and unclutter tool, and improvements to importing from

DSLR and Flip Cameras. Almost all of these are already achievable in Elements 8. The Style Matching Tool is a big plus but for my money I'll wait for the next release before upgrading. I am performing all of the other features utilizing Elements 8, maybe not in one step but so what, I'm retired and the extra step (or two) really don't take that long.

When was the last time you ran a utility program on your Mac? There are three utility programs that are available without cost that I recommend. AppleJack, Onyx and Disk Utility. AppleJack is now available for Snow Leopard. It will check and repair problems that have a tendency to cause your computer to slow down and act a little funny. Disk Utility resides within your utility folder, and will repair permissions. Onyx will

## When was the last time you ran a utility program on your Mac?

clean out your cache. Together these three will help keep your Mac in top running order. If you don't feel comfortable running these programs come to one of the Labs or Workshops and we will assist you in running them. Be sure to call or e-mail John or Bill to set an appointment as this will make things go much smoother.

See you at the next meeting.



Curt Herrin

There was a full house at the September meeting.

# Beginner Blunders – Lesson Learned

Carolyn Herrin



Well, in my zeal to help a fellow “mugger,” I learned a valuable lesson that I want to share.

Ellie Goss wanted to make her computer at home and laptop more secure. While I couldn't help with the computer at home, I thought it would be valuable for her to have a log in window on the laptop. She said she remembered the password and so, we set up a log in window and restarted the laptop. Guess

what happened! When she attempted to log in, it rejected the log in information. Now she had no way to get in to the laptop. Great help, huh? Bill had to start her laptop with a startup disc and then we had to change the password. When Bill went in to check the data that was there, we found that Ellie DID remember the correct password, but her hubby had used TWO SPACES between first and last name, unbeknownst to us.

Suggestion: Even if you are positive you know the correct password, follow these instructions first to

test it to prevent the same problem:

1. Go to System Preferences.
2. Go to Accounts.
3. Look at bottom left of window and find the lock. Click on it. A window opens asking you for your password. Enter the password. If the lock opens, then you have the correct password.
4. If you want to create a log in window, go to Help in the Menu Bar and enter log in window. It will walk you through how to set up a log in window so people cannot just start working on your computer; they must log in first. It will even allow you to have your name already listed, only requiring a password to enter. This alleviates the problem of the “two spaces” between names because it will already be present and you don't have to figure out the correct entry.

Well, that about wraps up the “lesson learned.” I hope you also learned from my mistake.

P.S. If any of you have done something wrong from which you've learned a lesson, share it with us so we can hopefully learn and not duplicate it.



Ellie Goss said she knew her password. From left are Ellie, Carolyn Herrin and Bill Dean. Curt Herrin

# Member Gallery

Curt & Carolyn Herrin



Curt and Carolyn Herrin attended a wedding in Alabama. While they were



there, there was an old boat show by a local club — some nice boats.



# Make Room for Lightroom 3

Gail Mitchell

I love taking photographs. Flowers, landscapes, animals, seascapes, and even people are subjects I enjoy photographing. I have used Photoshop for years and upgrade Creative Suites each time a new version appears. Lately, I have heard from one of our CMUG members that he uses Adobe Photoshop Lightroom to assist him with his photographs. I mentioned this to a friend at the Wildlife Park. He immediately purchased the program and raves about it. This week, I ordered Lightroom 3 to see for myself if it can do all I am told it can do. According to Adobe, Photoshop Lightroom 3 software helps bring out the best in photographs, whether perfecting one image, searching for ten, processing hundreds, or organizing thousands. That sounds just like something I need. Adobe adds that the state-of-the-art nondestructive editing tools allow the user to manage all the images you have taken. Lightroom gives you the tools you need to create great images, manage all your photographs, and showcase them with style and impact. Make your images as great as you imagined they could be using the leading-edge image processing tools in Lightroom. From sophisticated exposure and color controls to superior noise reduction and sharpening, Lightroom provides what you need to create stunning photographs.



Adobe continues that Lightroom includes a comprehensive range of leading-edge image processing tools including a flexible brush that lets you edit in targeted areas of your photo for just the look you want. Dodge and burn, convert to black-and-white, add grain, reduce noise, adjust sharpness, and much more. Lightroom is a nondestructive environment that encourages your creative exploration. Your original images are safely unaltered, and it's easy to reverse your steps or save multiple versions of any photograph.

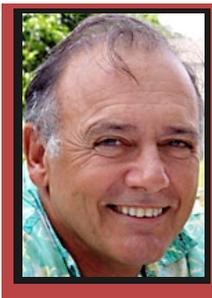
**This week,  
I ordered  
Lightroom 3  
to see for myself  
if it can do all I  
am told it can do**

Reduce or eliminate the distortion that can occur, for example, when you take a photograph with the camera pointed upward, causing buildings to appear to be leaning backward in your image. Photos may be enhanced by using tools for removing noise, adding grain, and creating stunning photo-realistic or surreal HDR images with Lightroom and Photoshop CS5, something I use already. Any image element may be removed to see the space fill in almost magically.

Lightroom can: Track the changes you make; store any number of related photos as a collection; and recall your collections with a single click and modify them at any time. With Lightroom, you can: instantly switch between views with a single mouse click; show your work in creative formats using customizable print layouts; drag one image or several shots onto a page and resize or reposition them as you like; and control the amount, size, and roughness of grain that you can add to your images to simulate the look of film using new sliders.

Edit one photograph or work efficiently with libraries of up to hundreds of thousands of images. Save time when processing images by applying the same settings to all photos in a group at once using presets or the sync feature. With Lightroom, you can create customized print packages, slide show videos with music, and elegant Web galleries.

Visit [www.adobe.com/products/photoshoplightroom/features/Photoshop](http://www.adobe.com/products/photoshoplightroom/features/Photoshop) to view videos of how wonderful Lightroom 3 is and understand why I purchased it. Lightroom 3 may be purchased for \$299 or upgrade for \$99.



## BEGINNERS & GURU

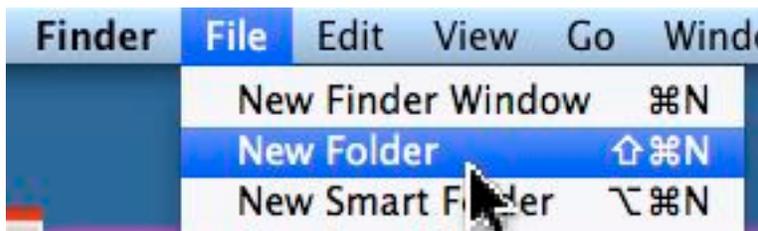
CURT HERRIN

# Rename Folder

As experienced users of Macs, we sometimes forget that we also started were you are—looking at a screen and wondering, “now what?”

So when I have users ask me how to change the name of a folder or document, I must think back to the day I didn’t know how to do that task. So let’s review or learn this technique.

First, we need to create a folder. If at the top left of your screen next to the apple it says Finder we can then click on File, and you will see a choice, New Folder.



Move your mouse to that and release. If Finder is not at the top left, just click on your desktop and it will appear. The new folder is now located on your desktop and has a name of “untitled folder.”

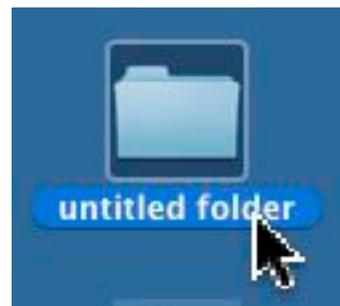


Now, you know how all those untitled folders got on your desktop.

Let’s say we had a purpose for creating this folder and it was to put all of CMUG’s monthly magazines in it. In order to know what is inside that folder we need to give it a proper name.

Let’s say we had a purpose for creating this folder and it was to put all of CMUG’s monthly magazines in it. In order to know what is inside that folder we need to give it a proper name.

This is how. Place you mouse right on the lettering and click once.



Click once.

This tells the computer you are talking to this folder and an oval forms around the a second and click again. Now you will see a rectangle around the lettering and it is completely shaded blue.

lettering. Wait



Click again.

Start typing the new name and all of the old text disappears and new lettering appears as you type.

It is that simple.

If you make a mistake, just use your delete key to correct the error. If you have already clicked off the folder, just do the first two steps again and then click a third time. Now your curser is inside the rectangle flashing and you can use your delete key to get rid of any text you chose.



Flashing cursor.

Little hint here, you can change a document’s name the same way. Should your document have a dot-pdf or any other suffix, leave it there. Your

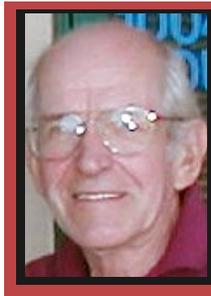


Leave the suffix on the file name.

Mac uses it to determine which application is needed to open that file.

## POINTERS FOR THE PERPLEXED

BILL DEAN  
bjdean@embarqmail.com



### Option key

That's the key between Command and Control on standard keyboards left and right of the Space Bar. On laptops, it's to the left of Space Bar. What does it do? In many applications, it will perform actions without your having to mouse around in menus. Sometimes, it works in combination with other keys.

**Shut Down, Restart**—Holding option skips the warning, the one that asks if you are sure you want to do it.

**Empty Trash**—Holding option will empty locked files.

**In Photo Booth**—Holding option will bypass the countdown before snap (3, 2, 1, click). Adding Shift will eliminate the “flash.”

**Copy files**—Holding option while dragging files to a new location (desktop, for instance) duplicates the file.

**Hide or Show Dock**—Option plus Command.

**iPhoto**—Option changes the direction of Rotate.

**At Start up**—Brings up the Startup manager, which shows all bootable drives.

**Force Quit**—Option plus Command plus Esc. Do this when an application freezes.

**Numbers**—Option plus up arrow adds row above selected. Option down arrows adds row below. Option right arrow adds column to right of selected. Option left arrow adds column to left of selected.

**Mail**—Hold option and drag a message to new mailbox, leaving a copy in the original mail box.

**TextEdit, Pages**—Option plus Esc will show list of possible completions for a partial word.

### Change a Bookmark name

If you have a long Bookmark name in your Bookmarks Bar, you can save space by easily changing its name. Right Click (Control Click) on the Bookmark, select Edit Name and type a new one with just a word or two.

### Use white on white to hide text

This showed up in a list of tips that I recently looked at on the Web. It's a suggested way to keep a list of passwords hidden with other text in TextEdit. It says to select what you want to hide and change the text color to white. Then when you want to see the hidden word(s), change back to black. It's probably a silly thing to do, but I enjoyed playing with it.

## A little Fall cleanup

Make your Mac happy with a little bit of cleanup of some things you may not always think of.

**Mail Downloads:** Yes, Mail keeps a record of everything you have downloaded from e-mail. To get rid of some or all of them, go to Go > Home > Library > Mail Downloads. Send what you want to get rid of to Trash.

**Previous Recipients:** This is one I continue to nag people about. Mail keeps a record of all e-mails you have sent. To clean it out, in Mail, go to Window > Previous Recipients. Select All and send them to Trash.

**Safari and Firefox Cache and History:** In Safari, go to the Safari Menu and select Empty Cache. Follow the prompts. Go to History and select Clear History. For Firefox, go to Tools and select Clear Recent History. From the Menu, select Time range to clear. Then check what you want to get rid of and click Clear Now.

## Member Gallery

Bill Dean



Hummingbird feeding at the Pruneyard Plaza in San Jose.

# Key Commands

Johanna Foster

A board member suggested using an article from The Villages Macintosh User Group publication Apple Slices in the September CMUG Magazine when it looked like we wouldn't have much in it without minutes and photos because we don't meet in August. But I try to avoid reprints, especially from other clubs because it's the CMUG publication which is a club that depends on its members to share information.

However, this got me to wondering about whether or not and where one would find keyboard shortcuts/key commands formatted in a user-friendly way.

The first place I looked was the Finder Window Help menu item for Apple's contribution. While it produced a long list of results, keyboard shortcuts are sprinkled among the different items, which was not very handy or complete.

The obvious next step was to Google it: keyboard shortcuts Mac. Three results looked good:

✦ Wikipedia. Entry: Table of keyboard shortcuts.

✦ MacRumors at guides.macrumors.com/Keyboard\_shortcuts.

✦ Dan Rodney's website (indicates on Home page that the information is free) at www.danrodney.com/mac/index.html.

For this article, I'm using the Wikipedia page, which has a table of key commands with 13 categories and four different computer operating systems. The other two sites are Mac only. I'm also going to use two browsers—Firefox and Safari.

OK, now that we've found a useful table, it's kind of unhandy to have to go to the website to use it. It would be much easier to have information on the computer. But wait, this is a series of tables; can't just copy and paste the text.

In Firefox, once the page is up, go to File > Save Page As. In the dialog after naming the file and selecting where to save it, go to the lower Save As drop-down menu and choose Web Page, HTML only.

To open the HTML document on your computer, double click it. The file opens in your browser or default browser if you have more than one whether or not you're connected to the Internet at the time.

While this is an easy process in Firefox, there is a disadvantage to downloading the page to HTML; one can't delete any of the information. Wikipedia has 13 categories of key commands, several of which I do not need. On the other hand, although Safari has an extra step, the final product is a tad more user friendly.

Once the page is open in Safari, go to File > Mail Contents of This Page (Cmd I), and mail it to yourself.

In Mail, select the e-mail and go to File > Save As. In the dialog, after naming the file and choosing a destination, in the lower Format drop-down menu, choose Rich Text Format, which makes it a TextEdit document that can be edited, and those extra tables can be deleted.

## Desktop shortcuts

Action	Windows XP / Vista / 7	Mac OS
Activate Menu bar	Alt	Ctrl+F2
File menu	Alt+F	
Edit menu	Alt+E	
View menu	Alt+V	
Cycle through opened items	Alt+Esc	
Undo the last operation	Ctrl+Z	⌘ Cmd+Z
Redo the last operation	Ctrl+Y	⇧ Shift+⌘ Cmd+Z
Cut the selected area and store it in the clipboard	Ctrl+X or ⇧ Shift+Del	⌘ Cmd+X
Copy the selected area into the clipboard	Ctrl+C, or Ctrl+Ins	⌘ Cmd+C
Paste contents of clipboard at cursor	Ctrl+V, or ⇧ Shift+Ins	⌘ Cmd+V
Paste special	Ctrl+Alt+V	
Select everything in focused control or window	Ctrl+A	⌘ Cmd+A
Toggle between installed keyboard languages	⇧ Shift+Alt	⌘ Cmd+Space (activates Spotlight instead on OS X ≥ v10.4)

## SEPTEMBER 24 MEETING MINUTES

RITA COFFMAN

32 members and 3 guests attended.

Question-and-answer period prior to meeting presided over by Alan Wentzell, president.

Business meeting started at 7:05 p.m. by Alan.

Guests—Dee Bennett, Holly and Talmage Scott were introduced.

Membership dues run from Jan. 1st to Jan. 31st of the following year. The CMUG Board will decide on the cost for people joining in Oct., Nov., and Dec.

The CMUG Board members were introduced to the members.

Education—Carolyn Herrin

October classes will be on iTunes and Facebook.

Carolyn will be sending out surveys to the members. Please fill them out. She wants to know what you the members would like to have as a class. An interactive program is being looked into so that members will be able to respond on the survey that she sends.

Alan explained that there are no meetings in August and Dec.

Two classes a month will be given. Saturday and Monday from 1-5 p.m.

Lab will be moved from Sunday, due to college being closed, to Mondays from 1-5 p.m. in January.

Workshops from 1-5 on Tuesday. The club is here to help you.

Lab—John Engberg

There will be a lab this Sunday. It is important for people wanting to attend to put down the time so everyone doesn't show up at the same time.

Security some options are Apple File Vault and File Wand. Check under System Preferences and make sure that your Firewall is turned on.

Scholarships—Jo Foster

Libby has delivered the material to the three high schools. They are

due back in Jan. A minimum of \$500 is given to each recipient.

Magazine—Jo Foster

She needs articles and photos for the magazine. Photos do not have to be computer related.

Membership—Curt Herrin

We now have over 300 members. Since Jan. we have had 18 new families and 30 singles join.

Treasurer—Julie DePinto

Balance as of 8/1/10 \$7,962.60

Income \$196.00

Expenses \$1,955.80 ( \$1,000.00 paid for 1 scholarship and \$955.80 paid for the rent to the end of the year).

Balance as of 8/31/10 \$6,202.80

Vote for the change in the By-Laws. No discussion. Passed.

John Engberg did a demo on iChat and Skype. He called his friend Stan Grant who lives in another state to use as a demo. In Skype, you can call anywhere in the world for free to another Skype member. iChat has different requirements. John and Stan showed us the many features of both. In Skype, you can share files and in iChat you can take over the other's computer. The demo was very informative and entertaining.

The meeting adjourned at 9 p.m.



Carolyn Herrin

Curt Herrin taught a class in iMovie in September.