

Macaholics UNANIMOUS

The Official Newsletter of the Upper Keys Macintosh Users Group



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Macintosh 101 A Huge Success!

by Sue Beal

When we head into the long, hot summer and all our snowbirds have flown North, our meeting attendance usually drops off dramatically. Not this summer! Our May meeting was attended by over 40 people, many of them new faces to our group. Awesome!

We thank Joe Kukella for coming up from Key West, and we thank Macintosh Systems Solutions for lending him to us for the evening. Joe not only drew a big crowd, but he held them. Often, people leave at the break when they've absorbed all they can handle for one evening, but at that meeting, I don't think we lost anyone at the break!

By the way, for those of you don't attend because you think the meetings might be "over your head" ... coming for the first half is a good strategy. You might be surprised at what you'll pick up - even when the topic doesn't sound like "your thing."

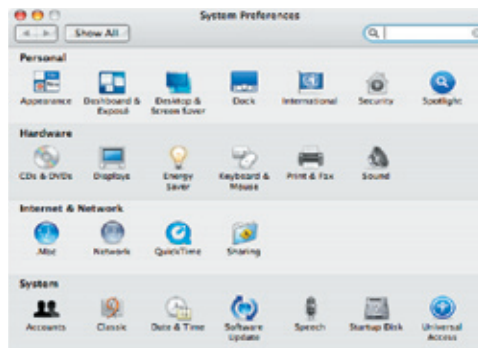
And now there's another reason to come. Starting in June, we're trying a new "Beginner's Circle" concept. Come early (at 6:30), and bring your laptop (if you have one) and your questions. We'll have some experienced people there to help you informally, one on one or in small groups. Just come for that, if that's all you're comfortable with — we're here to help!

So, back to Joe's presentation ... he was working in Leopard 10.5.6, so if your machine does not work as described here, you may find you are not on the same version of the System (see orange box).

System Preferences

The first thing Joe talked about was the System Preferences, which is accessed under the Apple in the upper left corner of your screen. The

Macintosh Systems Solutions offers free classes on Key West on a variety of topics. Plan a trip and take a class! Email Joe at techsupport@macintoshsolutions.biz and ask to be put on the email notification list.



System Preferences window shows a lot of icons, and each one represents a "pane" that allows you to set some aspect of your preferences. The first several items below are panes under System Preferences.

Desktop & Screen Saver

This setting allows you to change your desktop background image. You can choose from the standard presets shown or plug in any photo or group

How Do I Know if I Have Leopard 10.5.6?

Mouse up to the little Apple in the upper left corner of your screen, pull down the menu and choose "About this Mac." A little window will pop up. At the Top it says **Mac OS X**. Under that, smaller, it has the version number of the operating system you are running. They are always in sequence; if it's less than 10.5.6 then some of the things in this article may not be available on your computer.

of photos you like (use the sidebar on the left of the window to choose an iPhoto album).

At the bottom you see a slider bar for Menu Translucence. This controls how much you can see through the menu on your screen. More translucence can make it hard to see the words in the menu, so keep that in mind.

It used to be important, when screens used phosphor, to use a Screensaver to protect your display from "burn in."

June 11, 7pm, KL Library

More Basics:

Macintosh Tips & Tricks

Continuing with our summer theme of Basics for Beginners (and the rest of us!!) Sue Beal will pull together a collection of cool tricks and helpful tips to help you improve your Macintosh computing experience.

Sue will cover some frequently asked questions and problems we all encounter, plus she'll show some great shortcuts and other things you may not yet have discovered.

Come at 6:30 for More Help for Beginners:

Karen Strobel made a great suggestion and we are going to try this for the summer: bring your laptop and your questions at 6:30, and for a half-hour prior to the main meeting we'll have some experienced folks available to help beginners, one on one, or in small groups.

Now it's just for fun! You can plug in an iPhoto album and have your Screensaver display a slide show for you.

Or, choose the Mosaic option and watch while it creates a dynamic mosaic made from pictures in your selected iPhoto folder (no drooling on the keyboard — this is amazing!!). If you have 10.5.6, stop reading and try this. Now!

Set a Hot Corner... this is a corner that will bring up your Screensaver instantly when you mouse to it. You can also designate a "disable screen saver" corner.

Set the timing on the slider bar for when you want the Screensaver to kick in. Keep in mind that this setting works subordinate to the Energy Saver. If you have your Energy Saver set to sleep in 10 minutes and you set your Screensaver to 15 minutes... you'll never get to see your Screensaver in action!

Dock Preferences

The Dock is that bar of items that's usually seen at the bottom of the screen.

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The icons in it represent frequently used applications and documents, and you can personalize your Dock to serve your own preferences.

Your dock can be moved to either side of your display, or kept at the bottom. You can Hide it or leave it to be seen all the time. If you choose to Hide it, all you have to do is mouse over it and it will pop up.

You can also change the size of the icons, and you can Turn Magnification On - one of my favorite things - as you mouse over an icon it gets bigger and displays its name.

Screen Resolution

People with a new computer are often dismayed to find that "everything is so small, even though I bought a bigger display." This is a function of the screen resolution and it's easy to customize.

The bigger the numbers, the more pixels are put into the area. More pixels means everything gets smaller. So if you want to see things get bigger, pick the smaller numbers.

Track Pad / Multitouch

This one varies by the model of computer - laptops have trackpads, but desktop systems do not.

The newer models have "Multitouch" which senses how you are moving 2 fingers on the pad, giving you more functionality. If you look at the system Panel setting for Track Pad, (only on 10.5.6, and only if your machine has the Multitouch Trackpad) you will see a movie demo of how to use it.

You can turn options off and on, set the speed of the response to your touch, and learn more about it, all under this pane.

Finder Window

Now we are leaving the System Preferences area and moving on to the Finder.

Click on Finder in your Dock to get a Finder Window to open or double-click a disk icon.

Click on the grey frame of the Window and drag it to position it on the screen. Use the triangle in the lower right corner to resize the window (pull diagonally).

There are lots of ways to look at the contents of your computer... these are called Views and there's a menu for it. There are 4 views:

Icon View - you see each item as a little picture. They are placed on a grid by default but you can move them around any way you like.

List View - you see tiny icons but basically this is a sorted list, first sorted by name. A triangle beside a name means that it's a folder and there is more content inside; click to turn the triangle and see what's inside, indented in the List.

To change the order of the list, click on the column titles. You can sort by Date Modified (good for finding that document you just saved that you can't figure out the name of!), Size, Kind... sort by any of the titles you see.

Column View is a little like List View, in that the items are listed, but as each level appears under a folder, it is shown in an additional column to the right. Eventually, when you get to see a single item you'll see a large icon with some information about it, like its size and type. Click once on that icon, hit the spacebar, and you'll get a Quicklook Preview of the document content!

Coverflow is an iTunes-like View (only in Leopard) where there is a list at the bottom but the top of the window shows a large icon which displays a preview of the actual content of the documents (even for multipage documents). Joe says he find this view the most useful one. You use the right and left, up and down arrow keys to navigate in the window.



See More... Or Less

You can go to the Finder's View Menu and select View Options at the bottom to add or subtracts columns in your Windows. It also lets you change icon sizes and further customize each of the 4 views.

Lost?

Sometimes you can get lost in all the folders within folders. Simply Command-click on the name of the Window at the center top (Command is the key to the left and right of the spacebar - the one that has an Apple and a scrolly-looking symbol on it).

Sidebar

On the left side of the Window is a blue sidebar area. This shows Devices, Places, and Stored Searches, and it is can be customized.

This is a good place to put folders you use all the time - just drag the folder into the window and drop it; an alias (a copy) will appear. (Later, if you want to remove an item, drag it out and drop it onto the desktop, and Poof! It will disappear. Don't worry... remember it was an alias and the original is still there.)

The Stored Searches that are pre-installed help you to find things easily. For example, search "Today" for that document you just saved from the scanner and can't seem to find.

If you'd like to get the sidebar off the screen to make more room for other things, click the tiny bubble at the upper right of the window. This will make the Toolbar (across the top of the Window) and the Sidebar disappear. Click again and they'll come back.

Use the Finder Menu -> Preferences to customize what you see in the Sidebar.

Spotlight

Spotlight is powerful way of searching your computer and making sense of what you find. In the upper right corner of your display you'll see a magnifying glass icon - that's Spotlight.

Advertisement for TopXNotes, a personal note manager for Mac. It features a list of benefits like 'Quickly create, access, update and categorize notes' and 'View multiple notes at once'. It also includes logos for Macworld and Tropical Software, and a 'TRY OUR 30 DAY DEMO' button.

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TIPS FROM TOM:

With the recent release of OS X update 10.5.7, I would like to remind everyone of the proper procedures for installing a operating system update for your Mac.

First, you should always check the "health" of the directory structure on your hard drive by running Disk Utility/Repair Disk from the restore Disk that came with your computer (it is under Utilities in the menu bar when you start on the restore disk{CMD & C}, available after the first page).

After checking the health of your hard drive, it is most important to perform a current backup of your drive (you do backup, don't you?) before continuing.

Once the Repair Disk process and Backup are completed and there are no errors reported (run Repair Disk at least twice, until you get two sequential reports of No Errors), the first thing to do when shut down is to disconnect everything but the keyboard and mouse from your system--yes--Everything but the keyboard and mouse!

Now restart your computer normally, assure that all applications are 'quit' (nothing but the Finder and Dashboard should have little triangles under them in the Dock).

Now you can go to the Software Update function under the Apple and start the update procedures. At this point, once you have started the update and agreed to any licensing, it is im-

perative that you walk away from your computer like it is a hive of angry killer bees. Do not touch your system while the update(s) are downloading and installing. Only respond to prompts from your system. Once it is safe to restart, do so and again step away while updates are completed. Please note that it is normal for several restarts to take place at this point, and it is also normal for these restarts to take longer than normal. After your system reboots back to a normal desktop and all updating processes are completed, it is now safe to once again use your system.

Never, ever use your computer when a Operating System (or other Apple supplied) updates are being run.

—Tom 



"THE COMPUTER SAYS I NEED TO UPGRADE MY BRAIN TO BE COMPATIBLE WITH ITS NEW SOFTWARE."

Friends don't let friends use Windows.

Macintosh Systems Solutions

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Apple Authorized Sales, Service, and Training from Key Largo to Key West. Cool.

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Spotlight goes beyond looking at document and folder names. It also looks at the content of documents. It groups the results by the type of matches it finds.

Spotlight is also built into every Finder Window, in the upper right hand corner, but when you use that Spotlight, it only searches the contents of the Window you are in.

Once you've searched, you can click Save in the upper right corner, give it a name, and the Search will be saved into the Sidebar for you.

Every time you access that Search from the sidebar it will be automatically updated with anything that has changed since you last viewed it.

Mail and Attachments

Someone asked the question: How do you choose where your email attachments go when you download them?

In Mail, open Preferences. You'll see your designated default folder, and you can change that to be what you'd prefer.

Downloads from Internet sites can be a little trickier to tame. Your Safari preferences have a similar setting for a default place for the downloads to land, but not every web programmer follows the rules and puts it there.

Organizing Mail

You can create folders, called Mailboxes, to help keep your mail organized. At the bottom left of the Mail Window, you see a button with a plus sign. Click that to create a new mailbox. You can make one for Jokes, one for Family Photos, whatever you like. Just pick up the email from the list, drag and drop it onto the new mailbox, and it will go in.

Email on Vacation

Joe says you have 2 options when you'll be away from your computer.

1. Leave the computer and Mail on and let Auto Responder handle it.
2. If you use an email provider like gmail, you can turn your computer off and let them handle it.

To use the Auto Responder, go to Mail->Preferences->Rules. Every piece of Mail that comes in gets evaluated against the rules you put here. So you make a new Rule, call it Vacation, and set it up "if Any Recipient is me, reply... (fill in your message.)"

Sue cautions you to be very careful with this. Think about adding exclu-

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Zap a Crashing Mac

By J. D. BIERSDORFER, NY Times
Submitted by Graham Thomas

Q. What exactly happens when you "Zap the PRAM" on a Macintosh computer?

A. The Mac stores certain settings in a little area called the parameter random access memory, PRAM for short. Information like the Mac's speaker volume, alert sounds, mouse preferences and monitor settings are kept in the PRAM. (Apple has a list at support.apple.com/kb/HT1379.)

But if the PRAM data is corrupted, the computer may start crashing or behaving erratically. If this happens, manually resetting or "zapping" the PRAM clears out the corrupted data and returns the Mac to its default settings. While this can stop the crashing, it usually means you have to readjust your preferences.

To reset the PRAM, restart the Mac and hold down the Command, Option, P and R keys all at once while the computer boots up. Wait until you hear the Mac's start-up chime twice before letting go of the keys. On some Macs, you may also have to reset the system clock as well after a successful PRAM zapping. [MU](#)



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sions for any lists you belong to, and if you email yourself from your iPhone, be sure to make a rule not to respond to yourself, or you'll set up a loop that goes on forever!! Voice of experience.

Think of the gmail option as leaving your mail at the post office until you come and pick it up (when you get home, by reconnecting with your computer). Joe says both of these methods can get complicated, and the easy answer is to get an iPhone so you can check your email when traveling!

Smart Mailboxes

These are special mailboxes (check the option when you create the new Mailbox). You set up Rules that determine what email automatically goes into that mailbox.

Time Machine

Time Machine is the part of Leopard that automatically back up your computer. It does one big backup, then incrementally captures everything that changes every hour. To use it you need to have access to a hard drive (external, internal or wireless).

Along with having a backup, you can even save yourself from yourself; if you deleted something a week ago, Time Machine will still have it; you can bring it back.

Time Machine does not make a bootable copy of your system. [MU](#)

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Call or email Sue if you have something to give away or sell!
Classified ads are free.

The Upper Keys Humane Society has an **IMAC COMPUTER FOR SALE**. It was purchased new last November but has never been used. It was purchased for bookkeeping and general office use but the bookkeeper did not like the payroll program (Aatrix) so they decided to go back to a PC. The specs are as follows:

OS 10.5.5, 2008, 17" display

1.893 MHz core 2 duo processor

512 MB memory

149 GBHD

Model FA710LL/A

Applecare Protection Plan

Asking price is \$850.00

Contact John Thomas at (305) 451-4516 if interested

Sharing Contacts with vCards

Share contacts by dragging vCards to and from Address Book.

Virtual address card (or vCard) files make it very easy to add contacts to your own Address Book or share your contacts with other people. No need to enter contact data (and risk typos), just drag and drop to have street addresses, email addresses, telephone numbers, and more added to your Address Book. Want to learn more about vCards and how you can use them? Then take a look at the latest Mac OS X Pro Tips on Apple's website.

Much like their physical predecessors, vCards contain basic contact information (such as name, address, phone, and email). But you can easily add information to enhance their value, including URLs, photos, or logos. And the vCard format works cross-platform with many contacts programs, including Microsoft Outlook,.

To export a vCard from Address Book on your Mac, just highlight the contact and drag it to your desktop or directly into an email. (The file icon looks like a Rolodex card.) To import a vCard into Address Book, drag the card-shaped icon into your open Address Book application or onto the Address Book icon in your Dock or Applications folder.

Address Book opens (if not already open) and asks you to verify the import. Click Import to have Mac OS X store the vCard's contact information in Address Book. [MU](#)



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