

Macaholics UNANIMOUS

The Official Newsletter of the Upper Keys Macintosh Users Group



July 2009 Volume 17 Issue 08

Leopard Tips & Tricks

by Sue Beal

There was such an enthusiastic response to Joe Kukella's Macintosh 101 presentation in May that I decided to fill in with more Leopard Tips and Tricks in June. There is always more we can learn about what our Macs can do for us — there are so many areas to play with and customize!

I came armed with pages and pages of notes, and right away, people in the audience began chiming in with more tips and tricks! I think everyone in the room learned *something* that night! Thank you to everyone who contributed!

The order of these tips might seem a little chaotic, but it's all here, plus a few that got missed along the way.

Dock Schlock

Go under the Apple and choose System Preferences, then click the icon for Dock. We went through the show and Hide options, and the positioning of the Dock... all things Joe covered.

But then we turned on the **Animated Open and the Genie Effect** and moused over the Dock to show what they did. We also saw this cool trick, which has no practical use whatsoever: **hit the yellow button to minimize a window while holding down the shift key**; you get the minimizing effect (Genie or Scale) in slow motion! Useless but cool!

Red-Yellow-Green

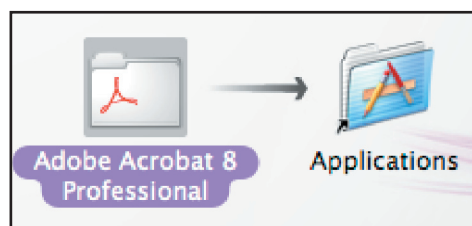
Almost every Mac user knows that the Red Button (upper left corner of any Window) closes the Window. The Yellow Button minimizes the Window, (which means it gets small and goes down into the Dock on the right hand side). And the Green Button causes the Window to zoom to full size (hit it again, it goes back to the original size).

But did you know that in iTunes, the Green button does something special? **The Zoom function for the iTunes Window yields a small control-panel-like window that gives you controls and a small display.** You can even click again on that small window and it will get even smaller - cutting out the display part.

Downloading & Installing

New users find this a little confusing, so we went over how to download and install an application. You click the download button on the site and watch it come down (it may take a while, the files can be large.) When it's finished downloading, you should see a file on your desktop or in your Downloads folder with the .dmg suffix. (DMG stands for Disk Image).

Double click the DMG to open it. You'll something like this:



Pick up the folder and drag it to the Applications Folder alias you see there. That copies it from the disc image, which is temporary, to your Applications folder, which is permanent. You can then trash the DMG (your Trash Can will turn into an Eject Symbol - that's because it's pretending to be a disk).

If you want to put the new application into the Dock, open your Applications folder, locate the application, and drag & drop it to the desired spot in the Dock.

Bonus Tip:

Be selective and careful when downloading Applications! Make sure you are downloading a solid app from a reputable site, and don't do a whole bunch of them at one time; pace yourself. That will make it easier to figure out which one is responsible if you start having problems.

Don't ever download pirated software; you run the risk of infecting your computer with a Trojan Horse virus!

To remove something from the Dock, just drag it out and drop it. You'll see it go "poof!" and disappear.

July 9, 7pm, KL Library

Free Web Tools for groups & organizations

For our July meeting, Karen Beal, Diane Marshall and MaryAnne Roper have put together a suite of free web tools for organizing various aspects of your social and service life! There are four parts to this one: PB WORKS - for building websites EVITE - for coordinating an event DOODLE - for schedule coordination SURVEY MONKEY - for following up.

This should be fun to see, and if you are involved in any organizations, bring along your co-volunteers.

These sites are not just for Mac users; they're available to all.

Come at 6:30 for More Help for Beginners:

New! Beginner's Circle: bring your laptop and your questions at 6:30, and for a half-hour prior to the main meeting we'll have experienced folks available to help beginners, one on one, or in small groups.

You did not really delete it; you only deleted an alias (a pointer) to it. *This happens frequently by mistake!* If you have lost something that used to be in your Dock, find the original application or folder and drag it back in!!

Hitting the Trash Can

Do you find it annoying that the Trash Can moves when you try to put something into it? Try **highlighting what you want to trash, and hit Command Delete** (Command is the key with the Apple and the scrolly thingy on it—hold them both down at the same time). It's in the trash now!

Safari/Browser Tips

Most new Mac users use Safari as their web browser because it comes installed. Occasionally, you'll have problems when accessing a particular website. It could be your Safari that's the problem! There are two things that

continued on page two

IMPORTANT SOFTWARE UPDATE TIP:

DO NOT casually update everything that Software Update hands you! Choose carefully, and when you decide to update your operating System (Tiger or Leopard), follow the steps that Tom Mulhall gave us last month. Email me if you need to see Tom's Tips again!!

are easy to try.

First - **make sure your Safari is up to date** by using Software Update (under the Apple) to check it.

Second - **download and install an alternate browser** - Firefox is popular and free, and so is Opera. Try those browsers to see if it's Safari or the website that has the problem.

Where Am I?

Joe showed us how to Command-click the name of the Window to see where that Window fits in the storage hierarchy. You can also **go to the View Menu and choose "Show Path Bar" for a permanent bar at the bottom of each Window** with this information.

Windows Management

Ever get way too many Windows open on your Desktop and lose your way? You don't have to sit there and click each one's Red Button to clean up! You have several options:

Command-W closes the active Finder window.

Option-Command-W closes all Finder windows. Option-clicking the Red Button works the same way.

Exposé provides some slick tricks for finding what you need in a hurry.

There are 3 Exposé keys:

- **F9** - shows you **all active Windows**, shrunk down to fit on your screen
 - **F10** - Shows you **all application Windows** the same way
 - **F11** - my personal fav - gets all Windows out of the way and **lets you see your desktop**. Great for finding that document you need to attach to an email. Find it, click on it, and hold down the mouse button while you hit F11 and go back to the email program... and drag & drop it in!
- By the way, **these are the default keys set in the system**. If you want to customize them, go to System Preferences > Exposé/Spaces > Exposé and set them as you like.

Don't Forget Dashboard!

F12 brings up your Dashboard Widgets! Click anywhere (not on a Widget) to make them disappear.

View Options

Joe showed us all the different views that can be used for Windows: Icon, List, Column and CoverFlow. But for grins, **open the View Options** (View Menu > Show View Options) and click through the different views, playing around with the settings. You'll see info available that does not come up by default.

Warning: Do not turn on "Calculate Size" for any more than a folder or two at a time. Having this turned on for a lot of folders will cause your computer to churn and churn, recalculating the folder sizes.

Viewing Shortcuts

In Column View, you can use the four Arrow Keys to navigate easily.

In List View you can select multiple folders, and then **open them by using the right arrow key**. As long as they

are still highlighted, the left arrow key will close them all.

To select multiple files and folders, shift-click or command-click them. The difference is that shift-click will take the folders in between (in List or Column Views) and command-click only selects or deselects the ones you click on directly. Remember, the Command Key is the one with the Apple on it.

To open all the folders inside other folders in List View, use **Option Right Arrow**. **Option Left Arrow** closes them (if they are still highlighted.)

Opening Documents

There are so many ways!

- Select it and choose Open from the File Menu (boring!)
- Select it and type Command-O
- Double click it
- Drag it and drop it onto the Application icon in the Dock (especially good if it does not automatically open in the Application you prefer.)
- Last resort - open the Application and use the File > Open command to try to open it.

Save Time Opening Documents

If you have a type of document in your system that does not open with the program you'd like (for example, your JPGs open in Preview and you'd rather open them in Photoshop) highlight a document of that type and use **Command-I to Get Info**.

Look down the panel for the "open with" section. Click the little triangle to open up that section. Choose the preferred Application from the popup list. Then click "Change All" **to make all documents of the same type open with the chosen program**. Close the window.

Want to change something about a bunch of documents at once? Select 10 or more documents and use Command-I to Get Info. You get one panel to make the changes, but the **changes apply to all the documents**. Fewer than 10 and you get individual panels! Command-Option-W closes all of them at once (this also closes all the open windows on your Desktop!).

Google Images

Not a Mac thing, but handy for grabbing little pictures to use for custom icons and other things. Open Safari or your browser of choice, put "puppy" or something you're looking for in the search field, and browse for images. You'll get tens of thousands of them!

HOW DO YOU TYPE THE EURO SYMBOL (€)?

Option - shift - 2 - But you need to be using a font that supports it; Times New Roman works, as does Arial. Look for the accompanying email attachment that documents many commonly used special characters. Keep it for reference!

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Custom Icons

We found a SMALL image of a cute puppy to use for a custom icon. You want **as small a picture as possible**, since your operating system has to handle these pixels every time it is displayed (this is a good reason to use custom icons sparingly). The puppy you see here is available in 147k or 28k on Google; we used the 28k one. Here's how you make it into an icon:



Open the puppy picture in Preview. Copy (Command-C). Go into the Finder and highlight the item for which you want a custom icon. Command-I to Get Info. Click on the icon (top left of the panel). Paste (Command-V). Close the panel.

You can make an icon from almost anything you can Copy...just remember to keep the image size small!

Screen Shots

It is often handy to capture a website image or take a picture of something on your screen. The captured screen shot can be saved, printed, emailed or edited. There are a couple ways to do it:

- **Command-Shift-3:** Takes a picture of your whole screen - active window and background.
- **Command-Shift-4:** You see a cross-hair where the cursor is - drag it

across what you want to capture. Let go and it takes the picture.

- **Command-Shift-4:** Hit the spacebar and the active window highlights. Click the mouse button for the picture.

Whichever method you use, after you do it you will see a new file on your desktop called picture.n.png. Those PNG files can be opened and manipulated in Preview or Photoshop.

Drag and Drop

This little technique is your friend! Highlight a line or two of text. Click on a letter and drag & drop it into another document, or onto the Desktop, where it makes a little document called a **text clipping**. Drag & drop it into an email. You can drag and drop both text and graphics. When in doubt, just try it!

Contextual Menus

These are available in the Finder; **Control-Click any icon see what actions are available to you.**

Quick Alias

Select an item. **Hold down Option- and Command while you pick it up and drag it** to another folder or your Desktop. You've just made an Alias without that word "alias" appended to the name! (See the icon still has the little arrow, telling you it's an Alias.)

Size Down Photos For Emailing

Drag the photo into the email. Look at the bottom right of the Mail Window. **Select small, medium or large.** This resizes the photo(s) you are sending

without affecting the original.

Fast CD/DVD Burn

In the Finder go to the File Menu and Select **New Burn Folder**.

See the icon? Drag the items into it that you want on your disc (it makes Aliases of them). Open the Burn Folder and **click the Burn Button** at the top right. Follow prompts to put in a CD or DVD and continue.

Speech Options

This is one you just gotta play with! Under **System Preferences, choose Speech**. Check out all the voices and try turning on the Announce Alerts option, the Announce When Apps Need Attention and Speak Selected Text. Play with it! This one is pure fun!

When Things Go Wrong

You can Force Quit an application that's hung up, by choosing Force Quit from the Apple Menu. But if your Mac isn't responsive, try hitting **Option, Command and Escape all at the same time**. This also brings up the Force Quit Menu.

For More Tips and Tricks

Go to Apple.com and type "Pro Tips" in the search field. Use the resulting screen as a jumping off point for tutorials, downloads and the tip of the week.

HELP is great on the Mac. If you need help with Finder subjects, make sure you're in the Finder when you go to the Help Menu. Type in a key word or two and check it out. Application Help is also available. [\[1\]](#)

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All About Twitter

Exerpts from Anne P. Mitchell
at the Internet Patrol

Many people don't understand what Twitter is. Here is a clear, plain English, real-world explanation that answers the questions "What is Twitter?" and "How do I use Twitter?"

First, with all due respect to Twitter founders Biz and EV, Twitter is misdescribed as "microblogging" - it is more accurately described as "one-to-many instant messenger." Instead of "you send a message and I see it", you send a message and many people can see it. In fact, anybody who "follows" you will see it.

It's that simple. If somebody "follows" you, they see whatever you write. If they are not following you, they won't see it (there is one exception, which is explained below).

Messages that you write on Twitter, by the way, are sometimes known as "Tweets".

Once you have an understanding of Twitter as one-to-many instant messenger, then it's easy to understand the rest. Here is how the various messaging functions of Twitter work:

Imagine you are at a big party, and you stand in the middle of the room and say something, to nobody in particular, out loud in the middle of the room.

That's how it is when you type a regular message into Twitter and hit Send. The people who follow you may or may not be paying attention to you; they may or may not hear you.

Now, let's say that instead, you go up to someone at the party, and tap them on the shoulder to get their attention, and then say what you want to say directly to them.

That's the same as using "@username" on Twitter. You have their attention and are talking to them, and they will hear you, but anybody who is around listening can hear it too.

It's important to note that you don't have to be following someone to send them an @ message, and they don't have to be following you. They will still get it. (This is the exception mentioned above.)

Now, let's say that you go up to that person and whisper in their ear, so that only they can hear it. That's analogous to using "D username" on Twitter. Only the person in whose ear you are whispering (or, sending a message via "D their-username-here") can hear it.

By the way, the "D" stands for "Direct Message", and for that reason, in



"Yes, I twitter, but when will they invent something that's more immediate and doesn't take as long to read?"

Twitter lingo, people will say "DM me", meaning, send me a direct message using the "D username" function. You can only send DMs to people who are following you.

It's important to note that for an @ message, there is no space between the @ and the username, but for a private message, there is a space between the "D" and the username.

Sometimes someone whom you are following will say something so profound, so funny, so witty, or so dumb, that you will want to share it with all of your followers. This is known as "retweeting", or, in Twitter lingo, "RT". This is very similar to forwarding an email, only instead of forwarding email, you are 'forwarding' the message to all of your Twitter followers.

There is no command for retweeting something - you just copy and paste it and send it on out as your own message. But there is a protocol, and that protocol is that you preface the copied message with "RT" or "Retweeting" or some other words that indicate to your followers that you are quoting someone else; and you put that someone else's (the person you are quoting) username right after the "RT" words, along with the @, so that that person will be sure to see the message and know that you quoted them.

To recap all of the above, if you wanted to just sent out a message saying "Check out the cool stuff at The Internet Patrol!", you would simply type that into Twitter.

If you wanted to bring it to my attention, but in public, you would type:

@AnnePMitchell Check out the cool

stuff at The Internet Patrol!

If you wanted to tell that to me privately you would type:

D AnnePMitchell Check out the cool stuff at The Internet Patrol!

And finally, if it was me who had said "Check out the cool stuff at The Internet Patrol!" and you wanted to pass that along to your followers, you would type:

RT @AnnePMitchell Check out the cool stuff at The Internet Patrol!

Finally, the last thing you need to know to really jump in and start swimming in Twitter, instead of feeling over your head, is just what the heck all those words with the # in front of them are.

The # is known as the "hashtag" - this is not a Twitter term, but rather a term that has been used in programming for years, and has become common usage to refer to the # symbol.

The hashtag is used in Twitter to signal a key word or keyword - something that lots of people are talking about - and messages that have the #word in them are contributing to that topic. That way, if you are interested in what people are saying about that subject on Twitter, you can search for that hashtag.

If I wanted to see what people were saying about the situation in Iran, I would search for the hashtag "#iran". If I wrote something on Twitter about Iran, I would include the hashtag "#iran", so that others could find it.

By the way, Twitter does not care about upper- versus lowercase letters - it doesn't matter to the system whether you capitalize something or not, and this is true for commands as well. [WU](#)

Google Information

submitted by Eugene Hasiak

This is something you will want to have and use! I still remember when the telephone company charged me \$1.50 to get a phone number from information! My compliments to Google! Leave it up to Google to come up with something like this!!!

Here's a number worth putting in your cell phone, or your home phone speed dial: **1-800-goog411**.

This is an awesome service from Google, and it's free -- great when you are on the road.

Here's an example: The voice at the other end says, "City and State." I say, "Garland, Texas." He says, "Business, Name or Type of Service." I say, "Firewheel Golf Course." He says, "Connecting" and Firewheel answers the phone. How great is that? This is nationwide and it is absolutely free!

Follow the link below and watch the short clip for a quick demonstration.


<http://www.google.com/goog411> 



iTunes Question of the Week

submitted by Karen Beal

Q: How do I add the Artist Name to a whole album full of songs when I bring it into iTunes? This is one where it wasn't a commercial album, so it didn't fill in automatically.

A: Click on the song or shift-click a group of songs. Use Command-I (get info). Go to the Info Tab and fill in the fields. Click OK. 

How to Decipher Gmail Gibberish

By J. D. BIERSDORFER, NY TIMES

Sent by Graham Thomas

Published: June 10, 2009


Q. I sometimes get garbled messages in my Gmail account. Is there anything I can do to make these readable?

A. To account for the various characters and accented letters used around the world, different mail systems use different text encodings. When you get a message, Gmail tries to guess what encoding the sender used so that it can properly open and display the message.

If Gmail guesses wrong, you end up with a screen full of gibberish because the message wasn't translated properly from one encoding to the other. And you can get gobbledygook if your browser's default text encoding does not recognize certain characters in the message.

If you get a messed-up message, click on the arrow next to the Reply button in Gmail and select the "Message text garbled?" option. Gmail should then open a plain-text version of the message in a new window.

If you have consistent problems with garbled messages, you might try adjusting the text encoding settings of your browser to see if it makes things anymore readable. Most browser programs keep the encoding options under the View menu. (Stand-alone e-mail programs also have text-encoding settings.)

The Gmail Help site also has tips for dealing with garbled file attachments. 



Looking for a Web Volunteer!

by Sue Beal

Is anyone interested in revamping our UKMUG website and making it more interactive, more fun and more useful? We have a site - UKMUG.ORG - but it is static. We meet the bare minimum of what Apple says we must have, but we could do so much more!

We could have members/attenders post questions and tips, hooking up their special interest areas... post the past newsletters for anyone to download... put up pictures and comments on recent meetings... we could do so much with it if someone was willing to give us the time.


Personally I think it would be a great project for someone to do with iWeb -- to learn as they go! I have been thinking about it for some time, but even in the slow time for my business I can't seem to squeeze in more hours to do it myself. Is anyone out there willing to try? Contact me!

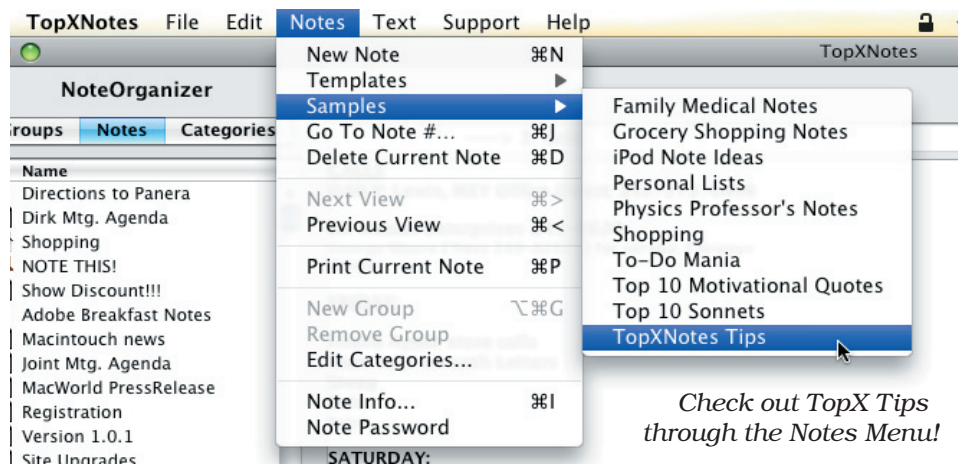
Graham, thanks for the nudge!

Google Doodles

submitted by Karen Beal

Check this out! Watch the video at <http://www.google.com/doodle4google/doodler.html>

Google doodles, the drawings that are designed on, around and through the Google logo on their home page, have long been part of Google's history. As a Google intern in 2000, Webmaster Dennis Hwang began celebrating and marking worldwide events and holidays with doodles. Since then, the work of the doodle team has been seen by millions and reached cult status, with fans waiting to see the next creation on the Google homepage. 



Check out TopX Tips through the Notes Menu!

Why Use OpenType Fonts?

from Apple's website

One of the oldest myths in desktop publishing is "never use TrueType fonts for professional publishing." Perhaps that was true in the early 90's, but there's no reason to avoid them now. However, there's an even better type of font format you should be using: OpenType. OpenType fonts are great for a number of reasons:

- * They have just one file per font, eliminating the need to manage separate screen and printer font files.
- * They're cross-platform — you can use the same font on Mac & PC.
- * They can contain thousands of



characters, so you no longer need separate expert fonts.

- * They can contain intelligent characters, such as automatic fractions, special characters, and character pairs that change depending on where they appear in a word (such as a swash character).
- * They allow OpenType-aware applications to follow special instructions inside the font called glyph variants and automatically swap out characters when relevant. For example, in a script typeface, the application would be smart enough to use one kind of "t" when it appears at the beginning of a word and a different version when it's in the middle of a word (so that it smoothly attaches to the letters around it).

Applications that are not OpenType-aware — such as older versions of QuarkXPress or PageMaker — will still work with OpenType fonts, but without the advanced glyph features and intelligence.

In an OpenType-aware application, the characters you see in this font (Adobe Bickham Script Pro) change depending on context. Here the "t" and "h" characters change form depending on whether they're at the beginning, middle, or end of a word.



ONLINE SOURCES FOR MAC HELP:

http://www.macworld.com/mac_help/
<http://www.apple.com/pro/tips/>
<http://www.mactipsandtricks.com/>
<http://www.apple.com/support/>
<http://www.mactips.org/>
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<http://tips4mac.blogspot.com/>
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<http://www.macfixit.com>

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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
 Appicare Protection Plan
 Asking price is \$850.00
 Contact John Thomas at (305) 451-4516 if interested



Great 360° Views of the Keys!

submitted by Karen Beal

<http://www.fl-keys360.com/> Take the tour or use the Navigator to see what photos they have. Move your mouse around to change the view, look up, down... amazing!

Trivia Question

from Jim Spencer

Here is today's Apple trivia question (in the same vein as last month's meeting....)

What key combination gives one the mighty symbol?

(See answer at bottom of this column.)



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Shift-option K (but not in every font)