Macaholics UNANIMOUS

Macintosh 101 was hot in August!

by Sue Beal

We had a great response for our August Macintosh 101 forum with Joe Kukella. Joe is one of our favorite speakers; not only is he knowledgeable on many topics, but he makes learning fun!

We expressly invited new users and people who are thinking about switching to Macs this time. We even advertised in the local papers, and it paid off. We saw a lot of new faces at the meeting as well as some "old" faces we haven't seen at a meeting in a long time. Nice to meet you/see you all again!

Terminology

Joe started off with terminology, because knowing what things are called makes it so much easier to ask the questions you might have!

Joe Kukella, Store Manager and Education Director for Macintosh Systems Solutions in Key West.

This is the operating system called SNOW LEOPARD, which comes on every new Mac these days. Once you've taken the Mac out of the box and answered the setup questions, this is what you'll see. The FINDER is the program that controls everything, it runs the computer. It also helps you find things; hence the name.

The DESKTOP is the pretty purple galaxy area you see. Across the top is the MENU BAR, where the pull-down menus and settings live. Across the bottom you see the DOCK, which you customize to hold all your programs and frequently used items.

To expressly bring up the FINDER, click the Finder icon in the botom left of the DOCK. This opens a WINDOW. Don't be confused, this is not the Windows Operating System, it's just a way of looking into your Mac.
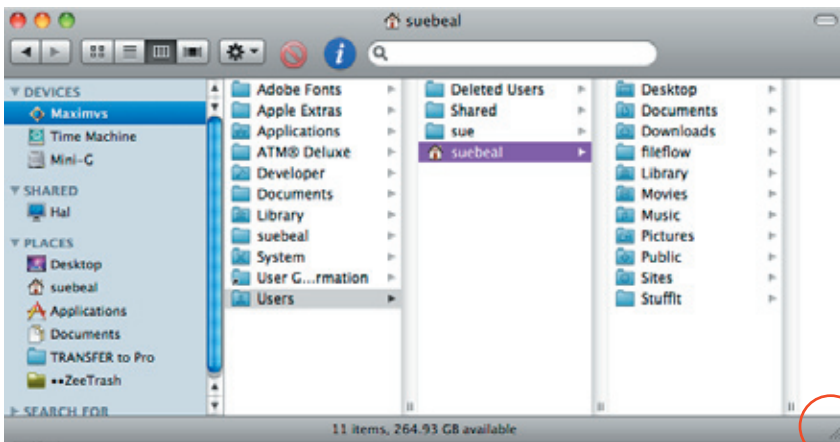
We had 44 people show up for our August meeting! We saw some faces we haven't seen in years, and good number of new faces as well!

COLUMN VIEW

ICON VIEW
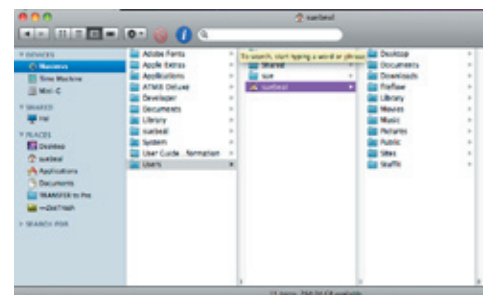
LIST VIEW

To reposition a window, use the mouse to put your cursor over the fat grey bar at the top of the window, CLICK and hold the button down as you DRAG the window where you'd like it to be. Let go when it's in the right place. If it's too big or too small, click and drag the three little diagonal marks you see in the bottom right corner of the window frame (see red circle above). Drag diagonally in or out to resize.

The blue column on the left side of the window is called the SIDEBAR. It shows you places in your computer that you might want to go. First listed are your DEVICES, which might show just your computer itself (the one above is named Maximvs). If you have other hard drive attached, you'll see them listed there as well. If you click once on any of those items in the list, the contents of the window will change to show you a view into that Device.

PLACES, also listed in the SIDEBAR, is a list of frequently used FOLDERS. Folders are how you organize things on your Mac. Some folders are there when you first get your computer; you may create more folders and even folders within folders, in order to keep all your documents organized.
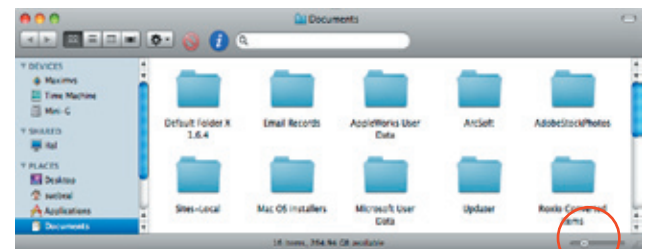
At the top of the window, you have some very useful items. The top center shows the name of the folder you are currently looking into. Hold down the Command key and click on that name and you'll see the hierarchy of folders that got you there.
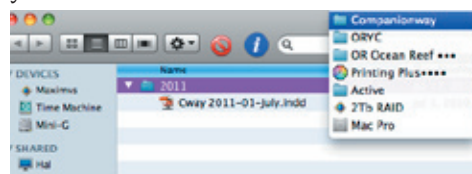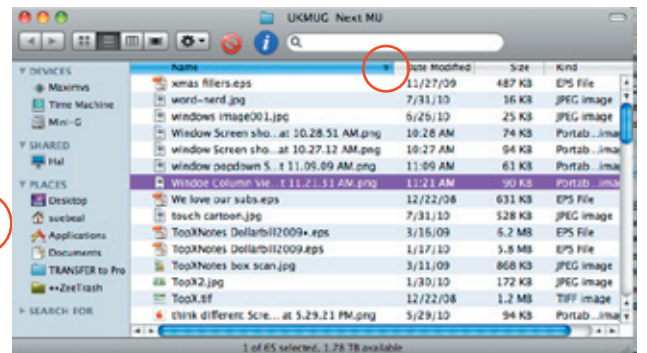

In the upper left corner you see three colored buttons: red, yellow and green. The red button CLOSES the window, the yellow MINIMIZES it, which means it gets really small and goes down into the DOCK for temporary storage, and the green one resizes it to an optimum size for the contents.

Below that is a row of squarish buttons. The two on the left are for navigating - back (points left) and forward (points right). If it's grayed out, that direction is not an option at the moment.

Next to that are the VIEW buttons. These are fun to play with! The leftmost one looks like 4 boxes. This is for ICON VIEW, the one that looks like a set of lines is LIST VIEW, the third button is COLUMN VIEW, and the last is COVER FLOW. Each view is useful in its own way. If you are spacially oriented, you may like having the icons just where you want them.
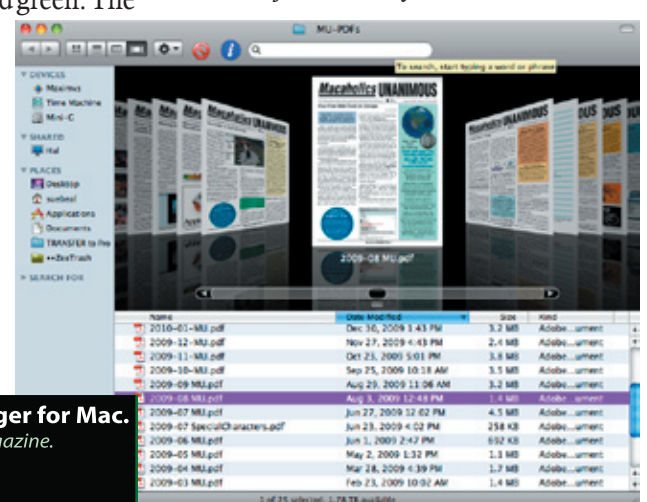
COVER FLOW VIEW

You may find it useful to have bigger or smaller icons. Use the little slider in the bottom right corner of the window frame for sizing the icons (see red circle, above.).

If you are looking for something, List View helps you find it quickly. Click on any of the headings (Name, Date Modified, Size, etc.) and the list will sort on that attribute. Click again on the title and the sort

switches order (from oldest to most recent, or from smallest first to largest first). See the little triangle in the column heading? That tells you what you're currently sorting on and the direction of the sort.

And there are more triangles in List View for you to use! Any folder you see in List View has a little triangle to the left of the folder icon. Click the triangle and you'll see the contents on that folder listed down below. (Look at the window to the right.)

The bottom center of the window tells how many items are in the current window, and shows how much free space you have on your hard drive.

You can use the ARROW KEYS to navigate in any window - up, down, left, or right. When you get all the way to the end and focus on a single item in Column view, you get a big icon and lots of information about the item you're viewing.

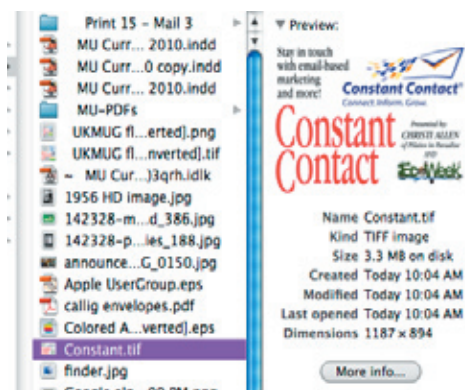COVER FLOW is the most visually exciting of the views, the fourth button. Its name comes from iTunes, where it was invented for flipping though the album covers in your music collection. You can use it to visually flip through large previews of your documents, and in many cases, to look into those documents or play movies without even opening a program! If a multipage document comes up in Cover Flow view, just click on it. You'll get two extra arrows to navigate through the pages!

SCROLL BARS are located on the right side and bottom of any window that has more information than it can show you. When you see the scroll bars, there's more to look at. Drag the blue bubble down, up or across to see more of the contents. On a track pad this is a "2-fingered drag."

More Viewing Options

Select any item or a group of items and hit the space bar. This is called QUICK VIEW. You get an expanded view, a preview if it's
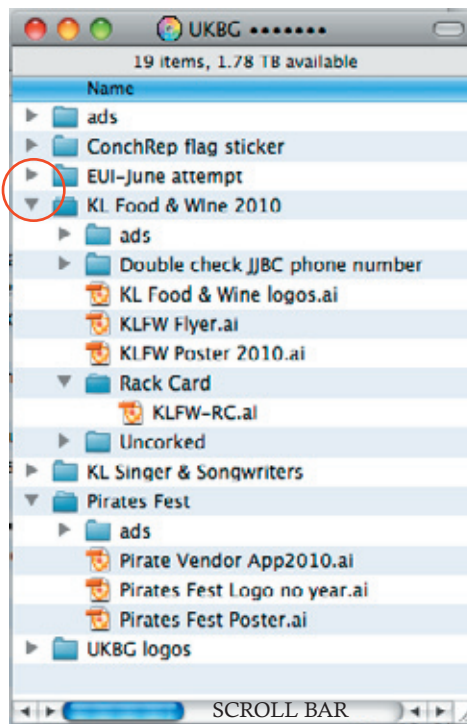
available and more information. Hit the space bar again to make it go away.
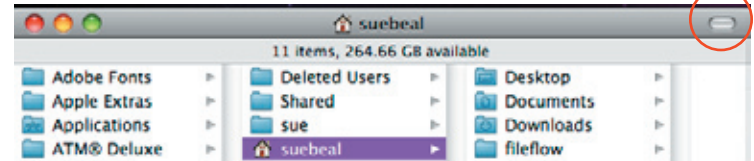
Selecting Items

Here's how you select items: you click once on an icon to select it. If you want to select more than one you can hold down the Command key (That's the one just to the left or right of the space bar).) While holding the Command key, click on additional items. Picked up one you didn't want? Command click it again and it drops out of the selection.

Another way to select items, ,if you're in icon view, is to click and hold down the mouse button, then drag diagonally across a bunch of items. All of them will be selected.
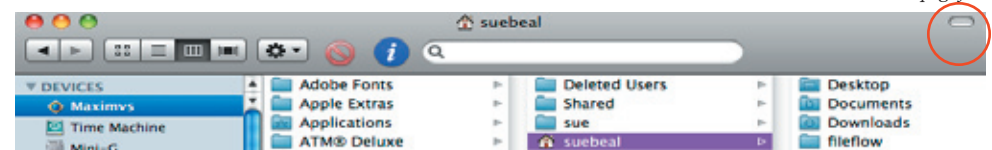
Click to little bubble in the upper right of the window to make the header and sidebar go away and reappear.

Drag and Drop

To move items, click and hold with them selected, drag them to the destination. Look for the destination to change to indicate you "hit" it, then let go. This is called DRAG and DROP.

When you are carrying some items and hover over a folder and it pops open and shows you its contents, it's called SPRING LOADED FOLDERS. This is a nice shortcut when you're trying to figure out where to put something.

If you make a mistake and drop what you're "holding" when you didn't mean to... and of course, it disappears and you have no idea what you just did (!)... don't panic. The Finder has UNDO! You can select "undo" from the Edit Menu or use Command-Z. This will put things back where they were, and you can try again.

Keyboard Shortcuts

Almost everything in the Finder can be done through the menus or through a command-Key shortcut. To learn the shortcut, just look beside the command on the menu.

What's up with those cat names?

Since System 10, Apple has started nicknaming its system releases with cat names. We're not sure why, either!

However, here's how it works. Every MAJOR major release gets a number, We're up to 10, now, affectionately known as "X."

Within System X, each release gets its own second number and cat name. 10.2 was

New to the Mac? Here's a guide that might help

⌘ is the Command (or Apple) key located next to the space bar on both sides on most Mac keyboards.

⌥ is the Option (or Alt) key located next to the Command keys on both sides on most Mac keyboards.

^ is the Control key located next to the Option keys on both sides on most Mac keyboards.

⇧ is the Shift key located above the Control key on both sides on most Mac keyboards.

Jaguar, 10.3 was Panther, 10.4 was Tiger, 10.5 was Leopard, and the current one is 10.6, which is Snow Leopard. Within each release are minor revisions, called 10.6.2 or 10.6.3 (identified by the 3rd number. You pay to go from major release to major release; the minor revisions are free and available through an automatic process called SOFTWARE UPDATE. Generally, these minor revisions just fix security issues and minor bugs, but it's a good idea to apply them when Software Update prompts you to do so. It checks weekly to see if there's anything you should do, and it lets you know.

When you decide to apply a minor revision, back up first, quit out of all of your programs before downloading and installing, and don't use your computer for anything else until you're done with the install.

How do I know what system I have?

See that Apple in the upper left hand corner of your screen? Pull down that menu and select "About this Mac." It will tell you that, and lots more if you click the "More Info" button. There's even a button there to start a manual Software Update if you like!

System Preferences

Also under the Apple Menu you'll find Systems Preferences. (On a PC they call this a Control Panel.) In this window are settings for so many things that control how you use your Mac!

Change your desktop image (PC: Wallpaper), change how your mouse responds, set up a screen saver, set up an RSS News feed (in your screen saver!), set how you want the Dock to behave, set up network-ing, display/monitor behaviors, keyboard options, accounts & security... and so much more!

How does the Trash Can work?

When you want to delete something from your computer, you drag it and drop it into the Trash Can at the right hand side of the Dock. It stays in there until you empty the Trash, which is a command under the Finder Menu. It's ok to let things sit in the Trash, unless you are concerned about having enough space on your hard drive. If you find you mistakenly deleted something, you can open the Trash and take it out, as long as it hasn't been emptied.

A discussion ensued about securely emptying the Trash and getting items back that have been deleted after you've emptied the trash. Here's the bottom line:

If you're concerned about security, use the "Secure Empty Trash" command. If you use that command, it's really and truly gone afterwards. (And, if you're deleting a lot of items, this can take a while!)

If you use the regular "Empty Trash" command, and you mess up and delete something you shouldn't have, (and it's a major problem worth spending money to fix,) shut down your computer immediately and call Macintosh Systems Solutions. But try not to get in that position! Make regular backups and don't put anything in the Trash you're not sure about deleting.

Speaking of Backing Up

Time Machine is the operating system's built-in backup function. To use it, you hook up an additional hard drive, designated for Time Machine's use only. It take a backup of everything on your main hard drive, then updates it periodically with just what's changed since the last backup. This allows you to go back in time and find something you used to have! Select it and hit Restore, and you get it back! Magic!

What's on Your New Mac

The Mac comes with the Operating System (whatever is current when the box is packed), Email (called MAIL), Contacts, iCal (Calendaring), Safari Web Browser, Adobe Acrobat, iPhoto, iMovie, iTunes, and Garage Band (for composing music).

What's not there: Word Processing, Spreadsheet and Presentation software. For that you can buy the Microsoft Suite for the Mac at $446, or you can get iWork for $79. iWork has Pages (for Word Processing and Page Layout), Numbers (for spreadsheet) and Keynote (for presentations). Apple's programs work with Microsoft's document formats, so you should be able to pull up documents from your old computer and go forward with them.

Coming Up for UKMUG

Come back in November when Joe comes back to tell us all about iWork! Joe's also just begun free classes on iWork in Key West at the Apple Store. Call 293-1888 for more information.

We thank Joe for coming all the way up to Key Largo to "infotain" us once again, and sure look forward to his next visit! **MU**
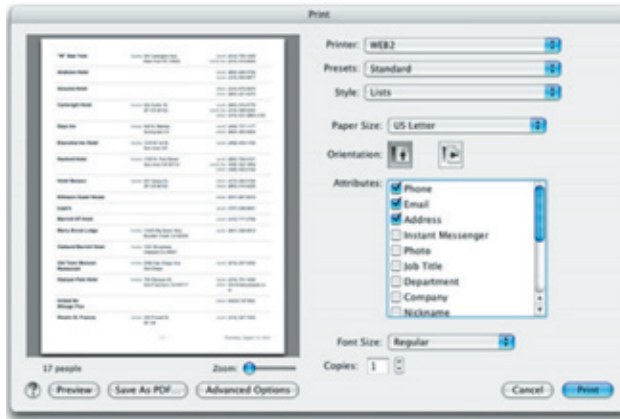
Address Book Printing Tip

from Sandra Beese
The Villages Mac User Group

Open Address Book and highlight all the entries in the center Name column that you want to include in this export. Then choose the Print command. Under Style, select "Lists," then check the Attributes you want to include. Now click on the "Save As PDF" button, and Address Book will create a beautiful .pdf file with all of your contact information, which you can read on any computer. *MU*

Free Manual for New & Old Mac Users!

Thanks to Gary Kampel, SEMUG

This 69-page PDF guide (from Makeuseof.com) supplies you with numerous tips, tricks and free applications. Get the hang of the interface and discover what your Mac is really capable of.

If you're a MAC newbie, or an old pro, and looking for a quick and easy guide to get you started (or back up to speed) this is it.

Download it from our collaborative UKMUG website:
http://ukmug.pbworks.com/ *MU*

Convert PDFs to JPGs with Preview

from Sandra Beese
The Villages Mac User Group

Some clipart collections and sites now provide images as PDF files. These work fine in Pages and other places, but often you need to convert the image to a JPEG or other format to use on Web sites or to adjust colors. You can perform this conversion with only Preview. Just open the PDF in Preview and select File, Save As. You now have the option to choose a format such as JPEG or the more versatile PNG.

I also find Preview useful when I get an AI or EPS file too sophisticated for my version of Adobe Illustrator. I open it in Preview and save it as a PDF, then drag the PDF and drop it onto Illustrator. It usually opens just fine then!—Sue MU

MagicJack is a Moneysaver!

submitted by Donna Pacho

MagicJack is compatible with Intel-based Macs. Go to www.magicjack.com for a free 30 day trial. (Then it costs $50 a year, but it can replace a regular phone line!) *MU*
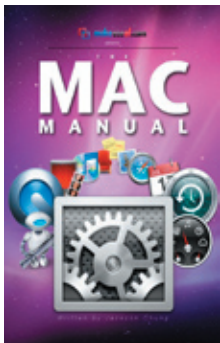
Protecting Your Privacy

from Diane Marshall

Before you post photos--or take photos that you share with family and friends--be sure to read this article in the New York Times. Photos carry geotags, which reveal where photos were taken. If taken in your home, it can show someone (not necessarily someone you know) where you live.

http://www.nytimes.com/2010/08/12/technology/personaltech/12basics.html?_r=1&ref=personaltech

Once you read the article, you should consider going to **www.ICanStalkU.com** When there, check out the right hand column and click "Help Me Fix This." It will take you to a page to show you how to disable the geotagging on your iPhone, Palm Pre or other device. I did it on my iPhone. It was pretty simple. *MU*

"You Suck at Photoshop" Tutorials

from Ivy Kelley

Ivy Kelley wrote:
http://laughingsquid.com/you-suck-at-photoshop-by-donnie-hoyle

I have learned so much! He's totally on the edge, but I love the examples he gives. For some reason, it sticks better with me. The one with the train (perspective) was like a short film. *MU*

Adobe Design Products on Facebook

from Sandy Santiago

Adobe has jumped into the fray and have regular posts where they link us up to really useful sites... here is the one "Illustrator" just posted

http://www.astutegraphics.com/blog/category/avoiding-10-publishing-pitfalls/

I got linked to Photoshop and InDesign as well. *MU*

Let the iPhone be your guide at New York's Natural History museum

by David Dahlquist, Macworld.com

If you've ever had to navigate through an expansive museum like the Louvre or the Air & Space Museum, you've probably experienced at least one moment of disorientation, intimidation, or downright frustration brought on by the sheer magnitude and labyrinthine layout of these enormous institutions. The American Museum of Natural History in New York wants to put an end that frustration, and it's turning to the iPhone to help get the job done.

The museum's AMNH Explorer app turns your iPhone and iPod touch into a virtual tour guide. The free app tracks your location in the museum and offers turn-by-turn directions to exhibits, bathrooms, cafes, and giftshops.

AMNH Explorer provides photos and information on exhibits at New York's American Museum of Natural History as well as a detailed map of your current location.

With 45 permanent exhibition halls alongside theaters, cafes, and gift shops, the museum is one the largest in the world. Visitors can explore more than 500,000 square feet over four levels, so it isn't hard to see how a mobile companion can come in handy. I had a chance to take AMNH Explorer for a test drive around the American Museum of Natural History during a press event this week to show off the newly released app.

While AMNH Explorer is available through the App Store, the museum will also make it available to visitors who don't have an iPhone or iPod touch handy. The museum will keep a stockpile of 350 iPod touches to loan out for free; visitors just have to provide an ID.

During my visit to the museum next to Central Park, I downloaded the Explorer app onto my iPhone 3GS and connected to the museums' free wireless network. The museum refers to the app's location tracking abilities as "indoor GPS," but it actually relies on a dense network of Wi-Fi hot spots to triangulate your location. This allows the app to better track your location inside the building, and, more important, determine what floor you,re on.

While your experience with the AMNH Explorer ideally starts at your home, where you can peruse the exhibits and set up your own customized tour of the museum, the app makes it easy to dive right in and start exploring when you,re on-site. The home screen offers a simple directory from which you can find exhibits, embark on a museum tour, find food and shops, or find restrooms and exits. I tapped on the Find Exhibits button and had the app lead me to the museum's famed Tyrannosaurus rex skeleton. The app provided me with a map of my current room, and turn by turn instructions to get me to the exhibit.

In addition to serving as a guide, the Explorer also provides interesting facts and tidbits of information on more than 140 specimens and objects on display Eventually, the app will offer audio tours of the museum.

You can mark exhibits as "visited,"or bookmark exhibits so you can learn more about them at home. If you'd rather not put together your own tour, the Explorer includes its own pre-packaged tours, such as the Dino Tour and the Highlights Tour. It also features a fossil treasure hunt in which you are directed to hunt for pictured items at certain exhibits, and includes social media links for sharing pictures and comments about the museum on Facebook or Twitter.

App Support Team members are dispersed throughout the museum to help visitors use the Explorer app.

I left the American Museum of Natural History feeling thoroughly satisfied with the app's performance, and think it will truly enhance the experience of any visitor to the museum. But perhaps even more exciting than the effectiveness of the app itself is the glimpse into the future it provides ... a future where our smartphones will not only guide us around the city, but also through our museums, libraries, hospitals, and shopping centers. *MU*

Another glimpse of the future

German Concept Laptop

from Sandra Beese

http://www.youtube.com/watch_popup?v=7H0K1k54t6A *MU*

UKMUG and iCal

by Sue Beal

John Hammerstrom encouraged me to offer an iCal event to members of our group, to "mark their calendar" for the meetings.

I'm not an iCal user but I'm trying to set it up.

If you'd like to be on the iCal notification list, just email me and let me know. And please, if you're an iCal user and you have tips for me (if I do something wrong) please make suggestions! *MU*
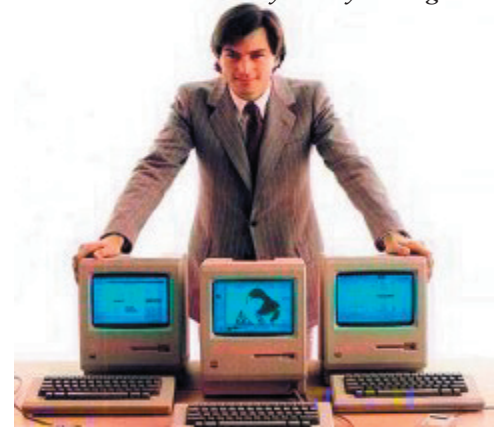
100 Things You Didn't Know About Apple & Steve Jobs

submitted by Nancy Dillingham Ⓜ

If you're into interesting facts, few companies have as secretive, cool and intriguing histories as Apple and its leader, Steve Jobs.

1. Apple didn't have two founders. It had three. Steve Jobs, Steve Wozniak, and Ronald Wayne.

2. Steve Jobs and Jonathan Ive share the same middle name: "Paul."

3. Before working at Apple, Jonathan Ive worked for a company called Tangerine.

4. The original Apple 1 computer sold for $666.66.

5. The Apple Store on Fifth Avenue in Manhattan (the cube) is said to be one of the most photographed landmarks in the world.

6. Nine U.S. states don't have Apple stores: Alaska, Arkansas, Idaho, Montana, North Dakota, South Dakota, Vermont, West Virginia and Wyoming.

7. Before co-founding Apple, Steve Jobs worked for Atari.

8. Jonathan Ive has worn the same shirt in every Apple product intro video since 2000.

9. Steve Jobs is a Buddhist.

10. Steve Jobs' birth father was a Syrian Muslim, Abdulfattah Jandali.

11. Steve Jobs met Steve Wozniak when Jobs was 16 and Wozniak 21.

12. Steve Jobs bought Pixar from George Lucas for $10 million and sold it to Disney for $7.6 billion.

13. Steve Jobs has four children: one son and three daughters.

14. Jonathan Ive has twins.

15. Steve Jobs originally denied he was the father of his first child, Lisa Brennan-Jobs.

16. Steve Jobs sold his apartment in New York City to U2 frontman Bono.

17. In 1998 Steve Jobs let Bill Clinton use his mansion in Woodside, California.

18. Steve Jobs underwent a liver transplant at a hospital in Memphis, Tennessee in 2009.

19. Apple was established on April Fools Day.

20. Apple has more than 35,000 employees worldwide.

21. Apple once disposed of 2,700 unsold Lisas in a Utah landfill. The computer originally sold at $10,000 each.

22. Only 30-50 of the original Apple 1 computers still exist, with originals selling for up to $50,000.

23. Apple's original logo in 1976 featured Isaac Newton sitting under an apple tree.

24. Apple's current logo was designed by Rob Janoff.

25. First slogan: "Byte into an Apple."

26. Apple was the first company to introduce the mouse and the trackpad.

27. After being kicked out of Apple, Steve Jobs started an unsuccessful company called NeXT.

28. In 2001, Apple's stock price was less than $8 per share. In April 2010 the price reached $272.

29. In January 2007, Apple Inc. dropped "Computer" from its corporate name.

30. Apple.com is in the top 50 websites visited worldwide and in the top 30 visited in the United States.

31. Apple wasn't started in a garage, it was started in a bedroom at 11161 Crist Drive in Los Altos.

32. Steve Jobs and Steve Wozniak both worked together as summer employees at Hewlett-Packard.

33. The longest-lived Apple computer of all time was the Apple IIe, which was on sale for nearly 11 years.

34. Apple didn't sell a Windows-compatible iPod until nine months after the iPod was introduced.

35. The time shown on all of the devices in pictures on Apple's website is the same (9:41 a.m. for iOS devices and 10:50 a.m. for Macs). The time is coordinated with when the pictures will be shown during Steve Jobs' keynote address.

36. Apple once created a stand-alone game console called the Pippin.

37. The famous 1984 Macintosh ad was directed by Ridley Scott, director of Alien and Gladiator.

38. Apple created the Dogcow in 1983. The sound she makes is "Moof!"

39. Steve Jobs' largest parody Twitter account is @ceostevejobs.

40. Steve Jobs pays himself an annual salary of $1.

41. Steve Jobs' annual income from Disney shares is $48 million.

42. Despite being one of the biggest companies in the world, Apple's current board of directors (at six) is among the smallest in the Fortune 500.

43. Former U.S. Vice President Al Gore is on Apple's board of directors.

44. Steve Jobs was a college drop out.

45. Steve Jobs was awarded the National Medal of Technology from Ronald Reagan.

46. Steve Jobs commonly dons a black long-sleeved mock-turtleneck made by St. Croix, Levi's 501 blue jeans (he owns more than 100), and New Balance 992 sneakers.

47. In 2008, Bloomberg accidentally published a 2,500 word obituary of Steve Jobs in its news service, leaving blank spaces for his age and cause of death.

48. Steve Jobs traveled to India looking for enlightenment in 1974.

49. Steve Jobs is dyslexic.

50. Steve Jobs said he let snakes loose in his third grade classroom and "exploded bombs."

51. While Steve Jobs worked at Atari, he was moved to the night shift because he had poor personal hygiene and smelled bad.

52. Steve Jobs and his wife are strict vegans.

53. Apples are Steve Jobs' favorite food.

54. Steve jobs convinced the president of PepsiCo to work for Apple.

55. During the introduction of the iPhone in 2007, Steve Jobs used the phone to call Starbucks and order 4,000 lattes to go.

WANT MORE? GO TO:

http://teqnolog.wordpress.com/2010/06/14/100-things-you-didnt-know-about-apple-and-steve-jobs/ Ⓜ

FREE CLASSES IN KEY WEST!

Macintosh™ Systems Solutions has a free class almost every Saturday morning at the store in Key West! Visit them at 1001 Truman Avenue at the corner of Grinnell. They offer a wide range of classes for new and experienced Mac users. Stop by for all your Apple sales, service, and training needs, or call 293-1888.

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/
http://www.macosxhints.com/
http://tips4mac.blogspot.com/
http://www.mac-hints-tips.com/
http://www.macfixit.com

MU Classifieds • MU Classifieds

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/; Applecare

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

Do you use Twitter?

from the Internet Patrol

If so, you'll want to read our article on why people who you aren't even following on Twitter may seem to be showing up in your Twitter timeline. (And if you aren't yet using Twitter, and want to have it explained in plain English, you'll want to read this article here:

http://www.the-internetpatrol.com/twitter-explained-in-plain-english-what-twitter-is-and-how-to-use-twitter/?awt_l=G3cDq&awt_m=1dTPHoQu5MK295

Come at 6:30 for the Beginners Circle:

New! 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, one on one, or in small groups.

Synching Tip

from Alan Beth

I use **www.dropbox.com** all the time - keeps my PC laptop and my iMac in sync. You get two GBs free at signup.

Did you see that picture of you, taken at the last meeting?

Go to
http://ukmug.pbworks.com/
and check it out!

FREE OS X CLASSES

The Apple Store at the Falls has free OS X classes every Saturday from 9-10 am! Call for more info:

Apple Store at The Falls
305-234-4565
8888 SW 136th Street,
Miami, FL 33176
Mon-Sat:10-9:30pm
Sun: noon-7pm
http://www.apple.com/retail/thefalls

THANK YOU, KAREN STROBEL for taking photos at the last UKMUG meeting! Please, anyone who has a digital camera or iPhone is encouraged to snap a shot or two and send it in!

Macaholics UNANIMOUS

is the official newsletter of the

Upper Keys Mac Users Group

A nonprofit organization devoted to the use (and sometimes abuse) of the Macintosh computer. Subscriptions are $25.00 for one year. Contents © 1993 - 2010 by the Upper Keys Macintosh Users Group except where noted. All other rights reserved.

219 Second St. • Key Largo FL 33037
(305) 451-4601 • ukmug@bellsouth.net