

# ***Macaholics*** UNANIMOUS

The Official Newsletter of the Upper Keys Macintosh Users Group



July 2011 Volume 19 Issue 8

## ***June Meeting Cancelled***

*by Sue Beal*

June was the second meeting we have cancelled in the history of the club! We cancelled one of the summer meetings in 90s due to a hurricane scare. Not bad for 20 years, but I'm sorry we missed out on Joe Kukella's backups presentation. It doesn't look like Joe will be able to reschedule any time soon, so I pulled together some articles on the backup/preventative maintenance theme for this month's MU. Hopefully you'll read and heed.

I bump up against a lot of Mac users and it breaks my heart to hear about their hard drive crashes. I know I sound like a broken record, but backing up is really important. Whether it's your photo collection, your music collection, your novel in progress or all your contacts, it's horrible to realize you've lost it all, and you could have prevented it.

I don't care what method you choose, but find some way to make regular backups! The more you think about what could happen, the better you can plan what you can do to protect yourself.

For example, what would happen if you lost your phone? Your iPad? Maybe no big deal... but what if your desktop machine's hard drive crashed? What if you had a lightning strike nearby and lost everything plugged in, in your house or office, all at once? (This happened to one of our members.) Or a theft that took away all your electronics?

Think about the wisdom of putting all your backup eggs in one basket, hoping that basket will never fail you, versus covering yourself with 2 or 3 methods. Of course, how hard you should work to protect it depends on what you have in your machine to protect. Today we are increasingly dependent on our computers and devices to keep track of our lives. It isn't hard to make a plan and stick to it, to prevent yourself the heartache of losing it all.

OK, hold on while I climb down off my soapbox...

So, looking forward to July, I can't wait to see what Jack Buccellato has to show us! I haven't had time to watch the Apple roll out yet, so this will be my first look at it. Since it hasn't been released officially yet, I think we'll be seeing the developer version in action, but how cool is that? These are exciting times, but I have to be

a wet blanket (I think that's part of my job description) and suggest you NOT rush out and install Lion in the first 15 minutes it is available. It is much saner to wait a week or two and see what happens with it.

When you upgrade, take care to back up first, then and follow Macintosh Systems Solutions upgrade procedure, as found on page 3 of this newsletter.

Apple User Group Upper Keys Mac User Group Meeting

## **A First Look at Lion**

Apple's new Operating System  
by Jack Buccellato  
of All Keys Computer Guy

7PM  
Thursday July 14

Key Largo Library Community Room,  
MM 101.4 Oceanside Tradewinds Plaza



### **Beginner's Circle**

Come at 6:30 for Help for Mac Beginners: Bring your laptop and your questions; for a half-hour prior to the main meeting we'll have experienced folks available to help!

**Free and open to the public!**

**Jack Buccellato** is a recent transplant to the Upper Keys from New York. He brings considerable technical knowledge, and he's an all-around interesting guy. He says he often came to the Keys to dive, so he decided to just come and live here!

In addition to letting us see Lion in action, Jack will cover key Apple technical points and convergence, which is connecting everything—computers, tv, phones and tablets. There is a lot of cool stuff going on and Lion is just the tip of the iceberg!

Jack's web design is showcased on [twistedarts.com](http://twistedarts.com). Learn more about him (and his music) at [jackbuccellato.com](http://jackbuccellato.com). Or, just come to the July meeting!

## **Apple Mac OS X Lion sports over 250 new features**

*submitted by Graham Thomas*

<http://www.zdnet.com/blog/btl/wwwdc-2011-apple-mac-os-x-lion-sports-over-250-new-features/50001?tag=nl.e550>

## Information Request

from Karen Beal

Dear fellow Mac users.

I am working on an article for the Keys-Sunday paper. I would like to give UKMUG members a chance to add tips to the list. Please send your paper saving, energy saving, ink saving and other tips to [karen@keysglee.com](mailto:karen@keysglee.com)

I'll give UKMUG credit, and if you would like your name attached to your tip, I'll be happy to do that too. Please email me ASAP, and thanks for your ideas.

Karen

### Green your world with your computer!

#### Limit paper

Stop catalogs you don't really need. Shop online and sign up for email specials and discounts. You will shop smarter.

Sign up for paperless invoices and pay bills with autopay or online banking.

Rather than hand out packets of information, share documents for meetings via email before a meeting. It gives people more time to be prepared and later give you their full participation. This will save ink also.

For less than \$5, you can purchase an app that will use OCR (optical character recognition) to enter the contact information from a quick photo of the card, brochure or handout. And it is a business deduction.

Here is the ultimate in paperless and convenient: Earth Class Mail ([earthclassmail.com](http://earthclassmail.com)) offers a service that will collect your mail and packages, scan the outside and send you a notice. You go to a secure website and decide to have them open what you would like to see, scan and send you the image. They will also hold the items or forward, shred or recycle it, as you choose. Incoming checks can be automatically deposited in your bank account.

## Are you tuning into this?

from Karen Beal

<http://itunes.apple.com/us/app/main-feature/id431168066?enlh=9&ls=1>



#### Scan documents

Go through your files and piles and scan what is important. When printed they look like the paper copy. Shred personal info, recycle non-personal documents and re-file the originals that you should really keep.

#### Other benefits

For travel, upload copies of your passport, tickets etc. to a DropBox and have them available any where any time you need them.

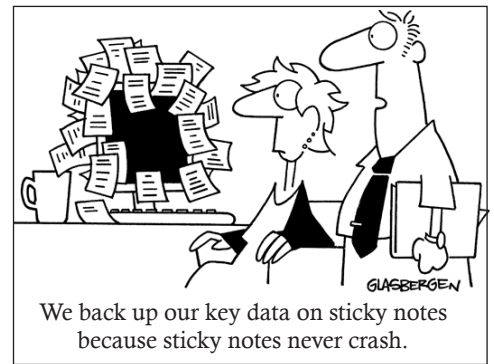
Give a CD copy of your various accounts, policies and other important information to your 'second in command' should anything happen to you.

#### If you must print

Change your default document margin to .6 inches on the sides and .75 top and bottom. You will fit more on a page. Remove headers and footers if they are not necessary.

#### Energy counts

Set your computer on 'energy saver' mode, this will conserve energy use when it is on using screen brightness and sleep mode.



## Backup Solutions

compiled by Sue Beal/from Apple.com

### Time Machine - Easy & Automatic

Time Machine is the automatic backup application that's part of Mac OS X Leopard. To use Time Machine, simply connect an external hard drive to your computer. The first time you connect it to your Mac, the Mac displays a dialog asking if you'd like to use it as your backup location.

*If the dialog doesn't appear, don't worry:*

- Choose System Preferences from the Apple menu.
- Click the Time Machine icon.
- Click Choose Backup Disk.

Time Machine toggles on, changes the image for your backup disk, and indicates when the next (in this case, the first) backup will occur.

For best results, you should use a drive that's at least as large as your Mac startup drive. (If your internal hard drive can hold up to 250GB of data, your Time Machine volume should hold at least 250GB.) And it's a good idea not to store any other data on your Time Machine drive. That way, you maximize the amount of space you have to backup your files.

Time Machine will automatically back-up everything on your main hard drive, at specified intervals.

### Time Capsule - automatic wireless backup

With Time Capsule, the nagging need to back up has been replaced by automatic, constant protection. It all happens wirelessly, saving everything important, including your sanity.

Time Capsule includes a wireless 2TB or 3TB hard drive designed to work with Time Machine. Just set Time Capsule as the designated backup drive for Time Machine, and that's it. Depending on how much data you have, your initial backup

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Logos for MacsimumNews, Macworld, versiontracker, and Apple are visible.

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# Macintosh Systems Solutions' Patented Upgrade Procedure

by Tom Mulhall

## Upgrading to Macintosh OSX 10.7 (Lion)-

Lion is *only* available from the App Store as a download, and you *MUST* have Snow Leopard (10.6.8 at least) installed to both go to the App Store and install Lion. There is no direct upgrade path from 10.4 (Tiger) or 10.5 (Leopard)-- one must upgrade to 10.6 (Snow Leopard) first before Lion, and run all updates prior to beginning the process. Additionally, your Mac must have an Intel Core 2 Duo, Core i3, Core i5, Core i7, or Xeon processor to run Lion.

It is important to note that any "legacy" (applications that are current running under Rosetta-- i.e.: old PowerPC based applications) will NOT run in Lion, as Rosetta support, as of this writing, has been dropped from OSX 10.7. All Applications must be "Universal" to run under Lion. These can be pre-checked by doing a Get Info (Command-I) on the application and looking at "Kind" (see below).

### Now, with that said---

When the time comes to update your OS from 10.6 to 10.7:

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), shut down and 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 Apple App Store and download Lion (10.7). At this point, once you have started the download and agreed to any licensing, it will take many, many hours (depending on your internet connection speed) to download the Lion installer, as it is approximately 4GB (yep, GigaBytes) in size. I would note that it will be virtually impossible to download Lion unless you have either AT&T Hi-Speed DSL or Comcast Cable-- it would take over a day on a 3G card (and the cost would be horrific!) and it's impossible on dial-up.

Once the download is completed and the installation begins (there will be on-screen instructions to install Lion), it is imperative 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 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 possibly to take place at this point, and it is also normal for these restart(s) 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. **MM**



## Backup Solutions

continued from page two

could take overnight or longer. After it completes, only changed files are backed up — automatically, wirelessly, and in the background. So you never have to worry about backing up.

Have multiple Macs in your house? Time Capsule can back up and store files for each Mac running Mac OS X Leopard or later on your wireless network.

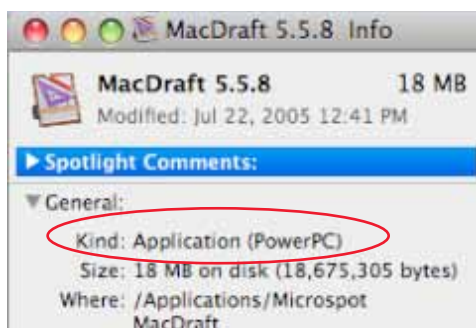
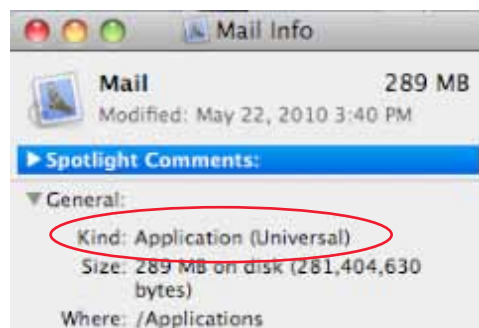
### What is iCloud?

Coming this fall... iCloud stores your music, photos, apps, calendars, documents, and more. It wirelessly pushes them to all your devices — automatically. It's the easiest way to manage your content. iCloud is more than a hard drive in the sky. It's an effortless way to access just about everything on all your devices. iCloud stores your content so it's always accessible from your iPad, iPhone, iPod touch, Mac, or PC. It gives you instant access to your music, apps, latest photos, and more. And it keeps your email, contacts, and calendars up to date across all your devices. No syncing required. No management required. In fact, no anything required. iCloud does it all for you.

When you sign up for iCloud, you automatically get 5GB of free storage. That's plenty of room, because of the way iCloud stores your content. Your purchased music, apps, and books, as well as your Photo Stream, don't count against your free storage. That leaves your mail, documents, Camera Roll, account information, settings, and other app data. And since those things don't use as much space, you'll find that 5GB goes a long way.

When you update your iPhone, iPad, or iPod touch to iOS 5, your favorite Apple

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apps become seamlessly integrated with iCloud. Just like that. So all your content and information is available and up to date, no matter which device you're using.

### **Backing up with Disk Utility**

This alternative backup process will produce a disk image of your entire Mac OS X disk's contents. A disk image backup is good for an archive-type backup for offsite storage.

You may wish to store the external disk in a different location (an offsite backup). If your external disk does not have enough free space to hold future backups, consider using a different disk or deleting prior backups to free up space on the external disk.

Instructions for backing up to an external hard disk via Disk Utility:

1. Connect an external hard drive (FireWire or USB) that has sufficient free space to hold at least one copy of the contents of your Macintosh HD.

2. Start from your Mac OS X Install DVD. (Insert the disc, then restart while holding down the C key.)

3. Select your language, but do not start an installation.

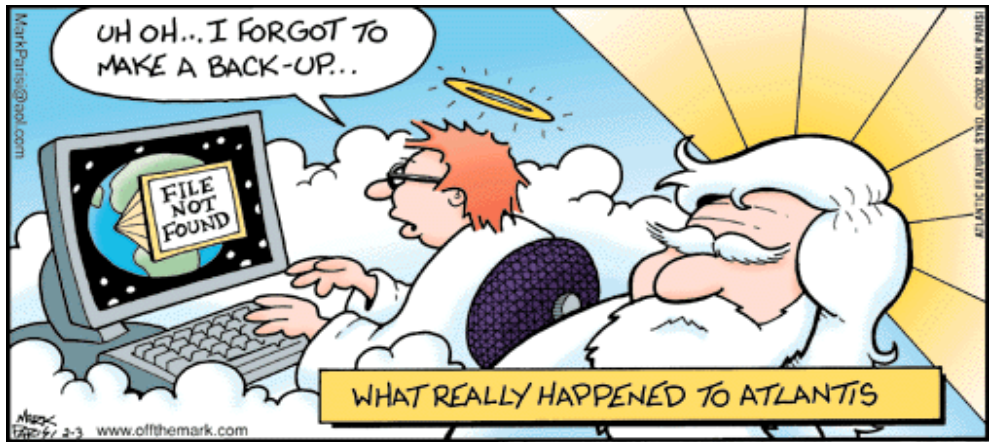
4. Choose Disk Utility from the Utilities menu.

5. Select the disk you wish to back up (your source disk, such as Macintosh HD) in the source pane on the left.

6. Click "Verify Disk" to check the hard disk for issues. If an issue is found, click "Repair Disk" to repair.

7. Click the "New Image" button in the toolbar.

8. Give your image a useful name such



as "04-15-2009 Macintosh HD backup". A date in the name makes it easy to tell when the backup was made.

9. Be sure the Save destination is a location on your external hard disk, then click "Save" to continue.

10. Enter your admin name and password if prompted. The imaging process will begin. The time it takes to complete the imaging process depends on factors such as the amount of data on your Macintosh HD. Approximately 1 GB per minute will be imaged, depending on various factors.

11. When the imaging process is complete, select the newly created disk image in the device pane. Then, choose Images > Scan Image for Restore... from the menu bar, and let the scan complete.

12. Quit Disk Utility (press Command-Q). Then press Command-Q to quit the Mac OS X installer. You will be prompted to restart.

### **Using iDisk and iWork.com to back up important files**

MobileMe or iWork.com subscribers can back up files to MobileMe iDisk or iWork.com (for iWork '09 files) via the Internet.

These services can be considered "offsite backups" for important files. Restore files, via the Internet from any OS X based Mac.

*Be aware that Mobile Me is going to be replaced soon by iCloud.*

### **Mobile Me Backup vs. Time Machine**

You may be wondering when to use the Backup application versus Time Machine to back up your important files and data. The answer depends on which files you will be backing up and where they will be backed up.

Depending on your desired backup strategy, you can use either method, or both. For example, you can use Time Machine to back up your entire hard drive to a Time Capsule, and/or use Backup to back up your contacts and calendars to your iDisk.

### **Manually backing up files**

You can also manually drag files to an external storage device. You can burn backup copies to blank CDs or DVDs in the Finder. Write two copies and give a copy to a friend or family member to keep for you.

Don't worry about burning copies of your apps and systems folders on these disks; those items can always be recreated/reinstalled. It's the stuff you really care about - photos, music, email, contacts and other data that you need to back up.

Here's how to find some of the key items you'll need to back up:

Address Book:

Users/ YourUsername/Library/ Application Support/ AddressBook

Mail:

Users/ YourUsername/Library/ Mail

Music:

Users/ YourUsername/Music/ iTunes

Photos:

Users/ YourUsername/Pictures

# Friends don't let friends use Windows.

## **Macintosh Systems Solutions**

1001 Truman Avenue @ Grinnell. Key West. 305.293.1888



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

## **Here's a fun video**

**Mac vs. PC Transformers** submitted by Sandy Santiago

[http://www.thatvideosite.com/video/mac\\_vs\\_pc\\_transformers](http://www.thatvideosite.com/video/mac_vs_pc_transformers)



# 8 Free Programs That'll Help You Build a Side Business

*submitted by Karen Sunderland Strobel*

*To my fellow Mac users...*

Thought you may find the following article of interest. This is one of the regular blogs I get. I am such an information junkie! I'm going to check these out.

I've recently read that my ancient version of Office won't work when the new "Lion" comes out. I am a solo Pages/Numbers/Keynote user now, so no loss for me. I read that you should convert your ancient Office files to another program, so I'm going to convert all of mine to Pages and Numbers. I'm looking at to replace my computer, so don't want to lose anything I have in the ancient Office files. Yup, many are very old, but they're things I don't want to lose.

I also read that the old Appleworks won't work any more with Lion. I never use it any more, but liked to have it on my computer for the drawing program.

## 8 Software Alternatives to "Name-Brand" Software

The traditional view of a small business is changing.

There was a time when building a business involved joint ventures and angel investors. It involved asking the bank for a big business loan to cover overhead costs until you turn a profit. If you had the dream to start a business, you needed to invest a lot of money.

No more – today's business, particularly a web-based business, has very little overhead. Want to start writing for a living? Have a service that you wish to offer? You can build a business presence with free software that has all the features you need to get started.

Here are 9 different software alternatives to "brand name" software that can get your business up and running quickly, with no financial investment:

### **LibreOffice/Google Docs (replaces Microsoft Word/Powerpoint/Excel)**

First, if you need to work with documents, you need software that can handle them. Unfortunately, while Word is the standard, Microsoft has priced it out so that any business looking for the latest software with no money is left in the dust. LibreOffice (formerly OpenOffice) is a powerful, free desktop office suite that can handle virtually all types of documents. With LibreOffice, you won't miss Microsoft Office for a second.

If you want to go even lighter on your desktop, you can use Google Docs, which lives entirely within your Web browser. Again, you can use these tools to replace Microsoft Office pretty easily, and if you don't need to do any ultra-fancy formatting, they are more than adequate.

### **Gmail (replaces Microsoft Outlook)**

If you have separate business and personal email addresses, the last thing you want is to have to switch back and forth between them. Many people use Microsoft Outlook to handle all of their email addresses, so that they only have one place that they have to look. Instead, try using Gmail. Gmail makes it easy to handle multiple email addresses, and it runs light and quick. So if you need to search through your vast backlog of email, you have the speed and power of Google behind it. Gmail offers a number of other great little tools, but the ability to easily handle multiple email addresses is at the top of the list.

### **Evernote (replaces OneNote)**

Brainstorming is a valuable practice in a business. Whether you are keeping track of your latest ideas or just fleshing out your latest campaign, having a centralized place to store your thoughts is valuable. Microsoft OneNote is a handy piece of software, but it is expensive. Instead, sign up for Evernote, and store your thoughts online. There, you can access them from anywhere so if you are out and about and have that great business idea, you can pull out your phone and get it into Evernote (via an Evernote app or by texting through Twitter) so that you will not forget it. Their excellent notebook/tagging organizing scheme makes finding any of your thoughts as efficient as possible.

### **Spreadsheet/ClearCheckbook (replaces Microsoft Money/Quicken)**

Tracking all of your expenses and income is a hassle, especially if you have separate business expenses. While many choose to use Mint for their finances, I much prefer handling the transaction record keeping myself. Set up a spreadsheet in LibreOffice

or Google Docs (Google Docs even has a great template for it), and you can keep track of your finances on your own. Or, you can use a service like ClearCheckbook, which gives you a few more reporting options. Either way, the bloated price of dedicated financial software just isn't worth it.

### **MailChimp (replaces Aweber)**

The power of your business is in your email list. You need subscribers that are interested in hearing from you on a regular basis, so put a sign-up box on your home page and encourage people to sign up to receive updates, free reports, etc. The industry standard seems to be Aweber, which is a very powerful tool, but it comes at a cost. Instead, MailChimp offers free emailing for a large number of subscribers, so you can keep your overhead low while you build your list (their interface is a little more pleasant, too, in my book).

### **Google Voice (replaces a phone line)**

If you are dealing with clients, you don't want to be passing out your home phone number or your personal cell number, either. Who has the money to afford a separate business line? Instead, sign up for a free phone number from Google Voice and have it routed to your cell phone or your home phone. Then, you can block numbers, set up special voice mail messages, and do a ton more without having to pay for a separate line or service.

### **Gimp (replaces Adobe Photoshop)**

One of the "necessary evils" of graphic design has been Photoshop. A powerful and useful tool, Photoshop is also incredibly expensive. Gimp is a free tool that works very similarly to Photoshop. The interface is slightly different, but once you use it (and search around for a few tutorials), you can use it for plenty of graphic design and desktop publishing purposes.

### **Scribus (replaces Adobe InDesign)**

Creating a publication, whether it is a magazine or a newsletter, can be a pain without the right software. Again, Adobe claims the standard with InDesign, but Scribus is a free tool that offers much of the same functionality, allowing you to create elegant and beautiful PDFs and printed documents with little hassle (at no cost).

*Written on 6/14/2011 by Tom Meitner. Tom is a freelance writer who helps average people reach their goals at The Practical Nerd, and he publishes a free digital magazine devoted to making your life awesome at HustleLife.*

## 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.



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## Free Manual for Newbie Mac Users!

This 69-page PDF guide (from Makeuseof.com) supplies you with numerous tips, tricks and free applications.



Download it from  
<http://ukmug.pbworks.com/>

**dummies.com**

is a great place for  
useful and brief  
Mac Tips and Tricks!  
Check it out!



## Step aside PC, I'm switching to a Mac!

*submitted by Graham  
Thomas*

New Mac users  
forum; good site for  
recent converts:

[http://forums.cnet.com/7723-21575\\_102-528059.html?tag=nl.e497](http://forums.cnet.com/7723-21575_102-528059.html?tag=nl.e497) **MU**

### HELP A NEWBIE!

*Every meeting we get a couple of new users who have a lot of questions and anxiety about learning to use their Macs. Introduce yourself to an unfamiliar face. Even if you don't think you're an expert (who does?), you probably know a few things that can help them!*

*It's what UKMUG is about!*

## FREE OS X CLASSES

The Apple Store at the Falls has free OS X classes every Saturday from 9-10 am! They also have one-on-one training, workshops and the Genius Bar. 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>



## Taiwan computer makers plot against Apple

*submitted by John Hammerstrom*

<http://www.csmonitor.com/World/Asia-Pacific/2011/0606/Taiwan-computer-makers-plot-against-Apple>

Come at  
6:30 for the  
Beginners 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,  
one on one, or in  
small groups.



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### MU Classifieds • MU Classifieds

*Got Stuff for Sale or Giveaway? Need Something?  
Email [ukmug@bellsouth.net](mailto:ukmug@bellsouth.net) and I'll post it here.*

### Three G4 Macs for Sale:

G4-400 Sawtooth, G4 867 Quicksilver and a G4 MDD Dual 1.4 (fw 800). They are maxed out with ram and solid machines from a reliable source. Contact Jack: [jack@twistedarts.com](mailto:jack@twistedarts.com)

**Next collection for Mike Mongo's  
Jamaica School coming Oct./Nov. -  
save your stuff!!**

**VISIT TODAY!**

<http://ukmug.pbworks.com/>

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and requests for help

Post tips and tricks

Post your favorite links

Check on upcoming meetings

Download our newsletters & more!

## 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 - 2011 by the Upper Keys Macintosh Users Group except where noted. All other rights reserved.

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