Mac 101 with Jack & Chris

by Sue Beal

In January we welcomed All Keys ComputerGuy, which is Jack Buccellato and Chris Muller, with a presentation aimed at bringing new Mac owners on board. Just for starters, the presentation began with the coolest music and animation... showing one way having Macs improves our experience!

Jack began by talking about the Desktop and the Dock, giving newbies the definitions to get started and understand the concepts so they can ask questions.

The Desktop is what you see when you first look at your Mac's screen. It's how you "get at" everything. Just like a real desk top, you have a surface, folders and documents, a trash can, and tools you use (stored in the Dock at the bottom of the screen).

The Finder is the power behind everything —- it's the part of the Operating System that you see and interact with. Oh, and it helps you find things! Duh!

The Finder allows you to open Windows into your Mac, and you can set a lot of different Preferences about how those windows look and act. The idea is, this is YOUR workspace, you can make it look any way you like!

At the left you see a Finder Window. If your window doesn't look like this, click the bubble in the green oval and it will.

See the 4 buttons in the red oval? These control your views. More on that later.

The left column shows Places in your Mac. Click on any of them and the content of the Window changes to reflect what's found there.

You can search within that Place by using the Search Bar (upper right, white area, with the magnifying glass.)
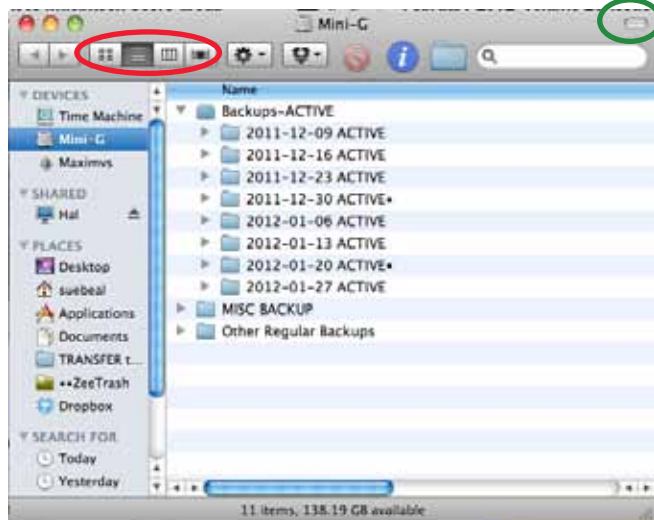
Apple User Group — Upper Keys Mac User Group Meeting

Stay Safe Online

PC Users Welcome

"Information no one else tells you"

7 PM Thursday Feb. 9

Key Largo Library <u>Community Room</u>, MM 101.4 Oceanside Tradewinds Plaza

Allan Miller
of Binary Engineering Inc.

Allan Miller is the Owner and Chief Engineer at Binary Engineering, Inc., a Miami-based boutique computer consulting company specializing in making computer technology helpful and affordable to small business and individuals.

Check out his website, which is geared to help parents find safe material for their kids: **wwwBinaryBackyard.com**

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 !
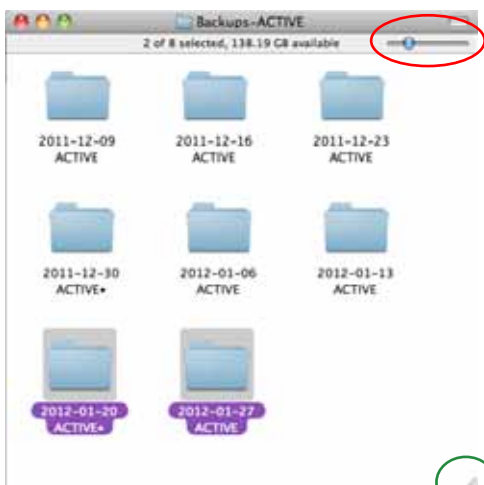

Coming in March:

Field Trip to the Apple Store at the Falls in South Miami!

Meet the staff, take the tour, learn how to access their services, like the Genius bar and classes. Fnd out what's new and play with the toys! Stay tuned for more info - we are going to be carpooling.

ATTENTION: MAC PEOPLE OF MARATHON!!

We have a growing number of people from the middle Keys who are traveling up to the meetings in Key Largo. If you are interested in carpooling (and meeting your fellow Marathon-area Mac devotées, contact Jody at gyokeres52@gmail.com
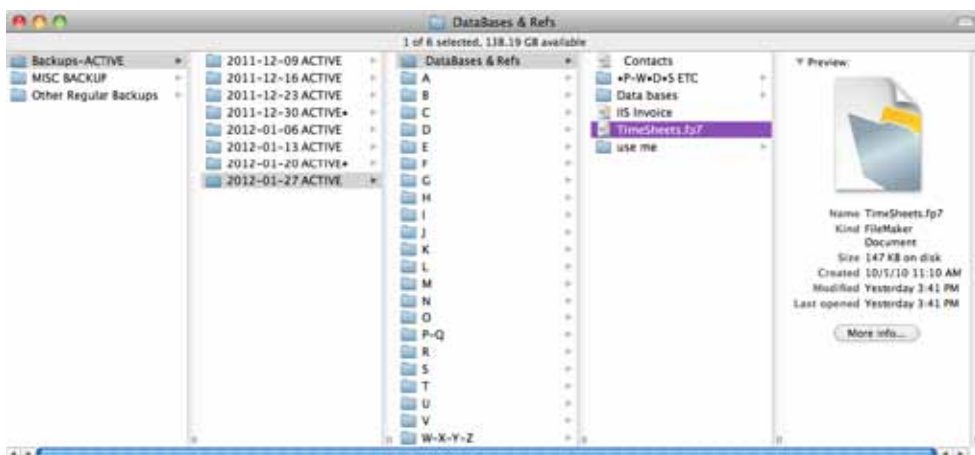
So, how you see the information in the Window is your choice. Remember those View Buttons? From left to right they are: Icon View, List View, Column View and CoverFlow.

Above is Column View. This is Jack's favorite because it's a hybrid of the other views, and it packs the most information in. It shows the contents listed in order, yet when you Select any one item, it shows you what's inside, and so on, over to the end, which gives you the icon and information about the document. You see the hierarchy, and you always know how you got there.

And the final view (shown at the right) is CoverFlow. This is one that Apple borrowed from iTunes, and while it may be cool to flip through your album covers this way, it's not as useful in Finder. There's an animated stack of icons at the top and a List View below . You'll have to give it a try and see what you think, who knows, you might love it!

Above is Icon View. You see the little file icons, or pictures. If this were a file full of photos, you'd see little thumbnails of the images. In the red oval is a slider bar; use this to make the icons bigger or smaller. At the bottom right (green circle) is a little triangle you can use to resize the Window. (This is on every Window.) The two folders at the bottom look different because they were Selected (clicked on) at the time the screen shot was taken.
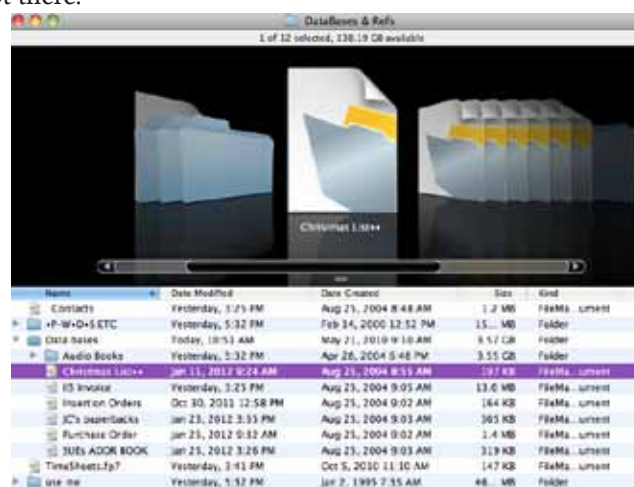

Above is List View. You see a small icon next to the name of the folder or file. You also see more information, Date Modified, Size, Kind. (Use Command-J with any Window open to customize the columns for that Window.) See how the title of the Name column is highlighted in blue? That tells you this list is sorted on Name. See the tiny triangle (circled in red)? That tells you the sort is ascending. Click on it and it changes to descending. Click on any other title to sort by that attribute. Very handy when trying to find something you know is really large or recently worked on but you can't remember what you called it. (Again, the two folders at the bottom were Selected.)

How do you choose what suits you? Try them. You might find in some Windows you like one, and it others, another View works better for you. Play with it... you can't break it!

File Operations

When you are creating documents, it's important to know what the basic operations are, and where you put them, so you can find them again.

New - Open - Save - Save As ... these are basic things you can do with documents. The first three are self-explanatory. Save As saves another version under a new name (which you assign during the Save As process). Someone noted that if you aren't sure where you just put something when you saved it, start to do a Save As (you don't have to finish, you can cancel). But while the dialog box is open, it will tip you off as to where it just saved the last document.

Jack cautions against using Auto-Save. This is an option in some programs, not all. He encourages users to learn to save and be in control at all times, to be responsible for their data. If you make it a habit to save, you don't need the program thinking for you.

How do you find documents after you have saved them?. First, make it a habit to pay attention when you do the first Save or Save As - so you see where it's going to be stored. Some folks like to

save everything to the Desktop, then explicitly put it away in the proper place later. (Commnd-D in the Save Dialog box takes you there.) Some like to throw everything in the Documents folder and not worry so much about organizing.

If you put documents on your Desktop … do make sure you put them away later. Leaving a lot of files and folders on the Desktop can slow down your Mac, as the Desktop is "live." The System is always looking at it and updating it. Big files also slow it down.

Cut - Copy - Paste … these are commands available to you almost all the time, in almost every App, and in the Finder. Cut and Copy are how you "grab" something to use later, like a paragraph of text or an email address. Paste is how you deposit what you grabbed.

Jack says to avoid Cut. The difference between Cut and Copy is with Cut the original goes away. With Copy, you leave the original and still grab a copy. Cut is dangerous!!

Oh, how do you actually use these? Select something, like a line of text. Go to the Edit menu and select Copy, or use Command-C. Then position the cursor where you'd like to see the copied text go. Use the Edit Menu and select Paste, or use Command-V. (Paste is V because it's next to C… and Command-P is always "Print.")

You can even use Copy and Paste at the Finder level to duplicate files. Now that's a new one to me … I'm still learning too!! —Sue

Spotlight

Spotlight is a great way to find things on your computer. See the icon on the Menu Bar at the top of your screen, all the way in the top right hand corner? It looks like a magnifying glass — that's Spotlight. Click on it and start typing… anything you're looking for. It will search emails, the content of documents, the names of documents, even metadata, and it shows you a nicely organized results report as you type. Instantly!

Go Menu

Another quick way to get to some of the Places in your computer is in the Finder's Menu Bar - the Go Menu.

Userland ("Home")

Jack calls the Home directory Userland, an apt name! This is where you create your own space within the Mac.

It's on your hard drive, in the Users folder, under your user name (your Mac can have multiple users, and there could be multiple usernames within the Users folder.) As you can see by the icon above, my username is "suebeal."

All your "stuff" is in there - your music, photos, videos, downloads, documents… anything you've set up as yours. Each user on the computer has all their stuff in their own home folder, so each user's area is kept separate and safe from the others.

Good Habits

Jack urges that you stay organized and put your stuff in the right place. Not only is it easier to find, but it's also easier to recover if a professional needs to go in fix your computer.

The ultimate good habit is to back up. Copy important files and folders onto different media (burn to DVD, copy to a thumb drive or external drive… something apart from your computer). Give a copy to a trusted friend or relative to keep for you. The idea is, if there's a fire, hurricane or theft, the backup is nowhere near your computer, so you still have it after the disaster.

The Cloud (iCloud, or any internet-based storage service) may be used for a quick backup on the go, like when you want to save your photos in the midst of a long vacation, but it's not meant for huge amounts of data, not for sensitive or private data, not for a long-term backup.

Backing up is the most important habit you need. I cannot stress this enough!!

Time Machine

Time Machine is an App built into the Mac to back up your stuff. You provide a hard drive and set up what you want backed and when, and it does it automatically for you. Then, when you've accidently deleted something, you go into Time Machine (clock-like icon ion the top right of your screen) and step back in time (cool interface!) to get it back. How far back it goes depends on how much stuff and how much storage you have devoted to it.

Time Capsule works in conjunction with Time Machine to back up your mobile devices using a WiFi connection, you just have to have them on the same WiFi network.

IT'S DUES TIME

It's dues time again! $25 per year is our requested and *voluntary* donation… to keep UKMUG running smoothly. We ask for dues in Jan-Feb-Mar.

Please send a check payable to UKMUG at 219 2nd St., Key Largo, FL 33037 or hand it to Sue or John Thomas at the next meeting.

Thank you to the ones who already paid, and to those who live far away and still support the club. You're especially appreciated!

Last year, Harold Pinder asked me, "What do I get for my dues?" I answered that paying dues gets you nothing you can't already get for free! Then he asked, "What does the group get for my dues?"

What a great question!
With your dues, UKMUG:
- purchases and maintains equipment for our presentations
- pays the hosting fee for our website
- provides refreshments at the meetings
- donates voluntarily to the Library for the use of the room
- puts ads in the papers occasionally to draw in new people
- pays for duplicating the newsletter and flyers to advertise meetings
- purchases the occasional movie or software for demonstration, or item for raffle
- gives a gift to everyone at the holiday party (with help from donations by Macintosh Systems Solutions and others)

So I guess the short answer is, with your support, we can keep everything going and provide a better experience for all. *MU*

UKMUG FINANCIAL REPORT

by John Thomas, Treasurer

1/1/11 through 12/31/11

Category	1/1/11- 12/31/11
Inflows	
Donations-Income	50.00
Membership Dues	1,535.00
Total Inflows	**1,585.00**
Outflows	
Advertising-expense	85.60
Bank Charges	5.00
Donations for services	75.00
Raffle-giveaway expense	752.82
Refreshments	400.00
Website	112.45
Total Outflows	**1,430.87**
Overall Total	**154.13**

While both of these are cool, convenient and easy... they still don't cover you if a power surge fries everything in your house. So keep making those offsite backups!!

System Preferences

Under the Apple (top left corner of your screen) is System Preferences. Open it and you see the tip of the iceberg for customizing your Mac. This is where you hold the power to control your computing experience!!

Each line shows a group of icons, and each icon opens up a preference window with multiple tabs, levels and settings to change your Mac. Jack says "play and learn."

The top level is all about the look and feel of your Mac. The second level is how you set up preferences about your hardware devices. The third line - Internet/Wireless settings. Be careful when you mess with these, there are consequences! The next level has the System settings. Accounts is particularly useful, this is where you set up your Mac for multiple users, keeping their workspaces separate. Parental Controls holds good settings if you have little ones using your machine. Software Update sets the frequency of automatic checking for updates. Speech is fun to play with. And more...

Installing & Removing Apps

When you download an App, you get a file with a .DMG extension. This stands for "disk image" and if you double click it, it will open as icon that looks like a hard drive. Think of it as a virtual hard drive (it's temporary.) Open that and you see the installer icons. Most programs these days install simply by dragging the App icon to the Applications folder icon. (They usually put an alias of your Applications folder right next to the App, with an arrow. It couldn't be easier!)

If you want the new App to appear in your dock, open the Applications folder and drag the new App's icon down to the dock. (Do this from the Apps folder, not the .DMG one!!) You can trash the .DMG and the virtual hard drive after installing.

A few of the pricier/more complex Apps require you to run an installation program, because their process is more complex and needs to put things in different areas of your machine.

To uninstall, drag the App from your Applications folder into the Trash Can. To get it out of your Dock, simply drag it out a little way and drop it. You'll see it go "poof!"

Ejecting a Disk

This is the Eject Symbol. Press the key on the keyboard and hold it for 3 seconds, and your disk or disk drive try will pop out. Or, you can select the disk by clicking on its icon, then go to the File Menu and select Eject.

If a disk gets stuck and Eject doesn't work, select Restart from under the Apple and then while your Mac restarts (after the powerdown), hold your mouse button down to force an eject.

Ejecting a Thumb Drive

Ejecting a thumb drive or memory stick is similar ejecting a disk - drag the icon to the trash, or eject it using the File Menu. But one important note - wait a few seconds before you actually pull the drive out of the USB port. Make sure no lights are flashing on it. Be patient!! If you pull it out too soon you are likely to lose all the data it holds.

Never unplug a thumb drive without first Ejecting it. Not even if nothing is being done with it. Never!

Ejecting a Camera

After downloading your photos, power the camera off. Let it finish its processing and shut down. Then disconnect it.

Wireless vs. Wired

Jack said that there are a lot of cool ways out there to use Bluetooth and wireless devices,but some are just not worth the trouble. Choose carefully. A wireless mouse, like the Magic Mouse, eats batteries like crazy. If a wireless device is giving you trouble, try plugging it in... sometimes wires just work better.

Great uses for wireless devices are Apple TV and AirPlay. On the other hand, wired Internet is 2-3 times faster than wireless.

Synching

Synching is the process of keeping all your devices synchronized so that the contacts you have on your iPhone match those on your laptop, and so on. You can sync wirelessly through iCloud or Mobile Me. Or you can actually plug in and do it with a wire. It works either way, but one big caution: DO NOT SYNC EMAIL THROUGH ICLOUD. If you do, you'll

end up with multiple copies of each email, and it will drive you crazy! Email is already covered in its own "cloud."

POP and IMAP

There are two email protocols, POP and IMAP. POP stands for Post Office Protocol and IMAP stands for Internet Message Access Protocol. If you have multiple devices accessing email, you want to use POP. POP can be set up two ways - in one it sucks the mail down from the server and deletes the copy from the server. The mail then lives on the machine it got pulled onto (yours). The second one leaves a copy on the server, so you can read it on your other devices.

IMAP is the default protocol, for Apple machines. It means every device looks at what's on the server, but the mail actually stays on the server and does not get downloaded to any one device. All devices see the same thing.

Apple Mail Pointers

In Apple's Mail program you can set up as many accounts as you like. You can pull your Google or Yahoo mail into Mail and manage it there. Jack suggests you set up at least one extra Mail account - for junk mail. Keep one close - for friends and family, and use the junk one for when you have to enter something on the Internet.

A final word on Lion

Jack, along with many in the industry, does not encourage anyone to update to Lion unless they absolutely have to. Quicken and Quickbooks are still not compatible, and there are still a lot of problems with it. "If it ain't broke, don't fix it." is his official word on the subject!

We thank Jack and Chris for a very informative evening. Even this seasoned Mac user learned a few new things. We look forward to having them back again! —Sue **MU**

Famous paintings improved by cats

submitted by Denise Malefyt

http://www.sadanduseless.com/2012/01/famous-paintings-improved-by-cats/

Beware AT&T Emails

by Sue Beal

One of our members lost all of his contacts and stored emails - everything! He couldn't get it back, and here's how it happened...

He got an innocent-looking email from AT&T... it said that because he had so many unused emails they wanted him to verify his email and password. In his own words, "Duh, I fell for it."

Next all of his contacts (including me) got an email saying he was on vacation in Spain and got mugged... yadda yadda. When I got it I knew it wasn't him. A lot of these emails have been around, we've all seen them.

But at the same time, he discovered his address book and all of his emails were gone. He went to Apple and Bellsouth for help, but neither could help him.

So please, please --- be aware of this and **be highly suspicious of any request for info** from Bellsouth or AT&T. (I have seen them from PayPal and banks too.) Or from anybody for that matter. Don't reply. Go to their website independently (don't click any links in the email) and see if they are really asking for something. Generally, they aren't and you'll save yourself a world of hurt!!

Attention Bellsouth users:

Another new phishing scam is targeting BellSouth users via their e-mail accounts. This is the perfect set up for the scammers and with you being a trusting BellSouth user, they can easily get the information they want out of you.

If you're caught by this scam, you will receive an e-mail that looks like it's from BellSouth (support@bellsouth.net), asking you to verify your account with them. When you click on the link, you're then asked to send a copy of your credit card to another link within the e-mail. They then go on to tell you they need this information in order to update your account. And here's an even bigger kicker: the scammers also tell you they need this information so that they can keep you protected from other scams and identity theft. How clever!

The e-mail looks very legit and it's put together in a nice fashion, so it's easy to fall for. Then you find out your credit card info has been stolen. BellSouth will never ask you for that kind of information through an e-mail. Delete the e-mail. **MU**

Free Manual for Newbies 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!

Dear iPhone,

Please stop spell checking all of my rude words into nice words.

You piece of shut.

Sincerely,
Every iPhone User

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!

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

http://ukmug.pbworks.com/

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

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.

Tom Stack & Associates, Inc.
154 Tequesta St.
Tavernier, FL 33037
305-852-5520
www.tomstackphoto.com

We are pleased to announce our New Epson 9880 44" Printer with Vivid Magenta Technology. For all UKMUG Members we offer 20% off Printing Prices. We also offer photo restoration, as well as Stock Photograpy for your web site.

MU Classifieds • MU Classifieds

Got Stuff for Sale or Giveaway? Need Something? Email ukmug@bellsouth.net and I'll post it here.

Printer for Sale "Newish"

HP Photosmart Premium Fax C309 series Purchased for $300 , Nov. 2009. There is absolutely nothing wrong w/it -- it was used as a personal home printer. I was pretty upset when my husband replaced it w/a newer model about a year later (because it could air print) so this printer is just sitting around. $150, OBO. Please contact Lisa at n8urgirl@aol.com

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