

EAMUG

November 3

1:30 PM

at the
Elsie Quirk Library

At our meeting

1:30~2:00' Mac 101'

2:00~2:45' Lion'

2:45~3:00 Social break

3:00~3:45 'Easy Word Processing' Carl Schwartz

3:45~3:55 TBA;

4:00 Door Prize Drawing

Mary Lou Dobson

Mari Schupp



Contents

- 2 President's Message** *by* Mary Lou Dobson
- 3 Tips From Computer Tutor, Too** *by* Mary Lou
- 4 Helps: Library, SIG, Dues, and MUG o' the Month**
- 5 Remember When Hypercard** *by* Carl Schwartz
- 7 Preferences and Toolbars** *by* Carl Schwartz
- 11 Board Meeting Minutes, Odds, Ends & Contacts**

It was a sad day at our October meeting with Steve Jobs' passing on all our minds. He certainly had a big influence on all the Macintosh User Groups.

Attending were at least 3 people who have switched from Windows to Mac. I spoke about Parallels as a method of using Windows on the Mac. I neglected to mention that BootCamp is an application that comes with the Mac and let's you do the Windows thing as well. If anyone wants to know something about the topic, or wants a demonstration, please let me know.

There were 37 people at the meeting. Unfortunately Mari Schupp, a local Apple rep, had to stay at BestBuy where she works. Since she was unable to be there, I extended the Mac 101 session to answer more questions from the audience. That was followed by our newsletter editor Carl Schwartz explaining a little about *Readability*, an add-on that was featured in October's newsletter. VP Mike Volpe showed us how he uses *BatCHMod* to empty his Trash when it gets a little stubborn. It's a free utility from cnet. Find out more about what else it does at http://download.cnet.com/BatChmod/3000-2248_4-19574.html Then it was time for member Curt Lundeen to do his slide show presentation of Visualizer, part of *iTunes*. Even though it has been part of iTunes for a long time, many in the audience had no awareness of it, and were glad to have it introduced and demonstrated. Such fun!!

I recently got an email supposedly from a longtime member of EAMUG. It suggested that the person wanted me to look at some pictures, a video or a slideshow and included information similar to the information shown here. (member's email id) "shared a new photo slideshow with you View Now" then (member's email id) "time spent in this site helps schools for the blind." I emailed that member at her usual email address, and she replied that she had no idea about where it came from, or why I got it. It had nothing to do with her. I had not clicked the link that was included. So I put the .com name of the return address in Google's search blank and up came several million results, many of which (on the first page) had to do with viruses and spam. It doesn't hurt to be careful. So I Bounced those 4 emails (using Message > Bounce in Apple's Mail) and will be waiting to see if I get any more. Bounce is supposed to return the message to the originator indicating that my address is not a working one. I don't ever just Reply to them, or unsubscribe or anything, just Bounce it. If I reply or unsubscribe, they figure that the address is a live one and they probably even pass that address around to other spammers. I do unsubscribe if the email is from a sender that I did subscribe to but don't want emails from any more.

—Mary Lou Dobson

Information for Pre-Lion Mac Users



[Peachpit.com](http://www.peachpit.com) is the place to order Ms. Robin Williams' book *The Little Mac Book, Snow Leopard Edition*. (<http://www.peachpit.com/store/product.aspx?isbn=0321646916>) You'll also find other OS X books there, and

with some you can click on the 'Sample Content' tab to find the place where you can download the a .pdf into your Downloads folder on the Dock, and view it with *Preview*, the *Apple* app that came on your Mac. I recommend that new users get a book, start at the first page while sitting in front of the Mac and follow along with the book.

Description Reviews Sample Content

Sample Chapter(s)

Download Chapter 5: Menus & Shortcuts

Table of Contents

- 1 A map of your Mac
- 2 The Mouse
- 3 The Dock
- 4 Finder Windows
- 5 Menus & Shortcuts

I discovered the following links when I went to the Nashville (TN) Mac Users site which was noted in April's Mug o' The Month. http://www.myfirstmac.com/index.php/mac/articles/5_things Even *Before You Buy* is a topic on the Navigation Bar. Here's another good site for you <http://www.apple.com/support/mac101/> as well as <http://www.apple.com/support/switch101/> All those links are so helpful and will give you practice using the Internet.

Sometimes it is easier to show you how to do these tips than it is writing about them.

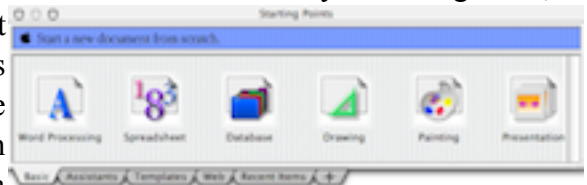
<http://store.apple.com/us/browse/sitemap> makes it easier for me to find information

Bento can import .csv, .tab, .tsv, .numbers, .xls, .xlsx files.

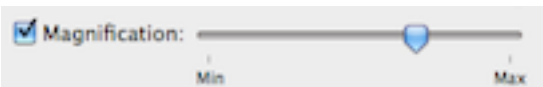


In Numbers, there is a checkbook template, for those of you who would like such a useful item. At the left is what it looks like in the template chooser.

Trying to open AppleWorks from the icon on the Dock and even in the Applications menu gave no results for one of our members. Double-clicking an AppleWorks document did open the App. I noticed that the app was set up to open to Starting Points. Within that is a Recent Items folder. I located that folder by searching for it, opened it, selected all the items (which are only aliases and do not affect the originals), and deleted them. Thereafter AppleWorks opened from the Dock and the Applications menu, as well. (Some may not know what AppleWorks is. It is a multipurpose application no longer supported by Apple and not included with Mac OS X for a long time. Some who had it before reinstalled it in their newer systems. Don't understand what I'm writing about? Ask me.) Sometimes a file in the Recent Items folder is corrupt for no apparent reason.



If you haven't gone to our EAMUG buy/sell page recently: <http://home.comcast.net/~maryloud/buysell.html>
Why is it that some users' Dock shows as an arch, and some do not? Go to System Preferences > Dock and



turn on the Magnification feature by clicking in the empty check box and choosing the level of magnification you want. I find by doing that I can have a narrower Dock than otherwise.

Wow, what magic! I visit the Sarasota County Library calendar. There I click on an item of interest. It opens and one of my options is to Download to Calendar. I click on that and a blank page appears in Safari. (Safari is my default browser, which means if I click on a link somewhere, like in an email, it will open in Safari.) I go to Downloads (the Default for Safari downloads) in my computer and there is a new *iCal* file named Event.ics. I double-click it, it opens in my iCal, asks me what category I would like to put it in. I select the one I want and the event pops right into the calendar in the right date. Try it yourself. <http://fl.evanced.info/sclibs/lib/eventcalendar.asp>



Some of you (one of you?) may be interested in the choices found at this site: <http://pinkmutant.com/smug/features.html#tutor> as well as this related site: <http://www.pinkmutant.com/articles.html> There are tips, hints and tutorials there.

Under the Apple on the menu bar are many items. One of them is Recent Items. If you don't use it, turn it off by going to the Apple menu, System Preferences > Appearance. In the third section you will find Number of Recent Items. Choose None in the Applications and Servers drop down menus. (In the Documents drop down menu, *Do Not Have* the recent items at less than what is convenient for you because that will eliminate the contents of the Open Recent choice in your File menu in your various Apps. (Open Recent Items is one of my favorite features.) Unfortunately in doing this article, I did select None and guess what, next time I went to open a recent document in *TextEdit*, the choices were gone!! I like to put the number 10 or 20 in the Documents because I use that feature so often.) If that is not a feature you use, and set it to zero, you probably will find that your computer will be a little faster since it doesn't have to keep track of what you open.

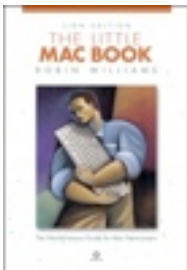
Some day, when you have nothing else to do, visit <http://www.youtube.com> and search for **Mac** or other Macintosh-related terms. You'll find many videos there!

—Mary Lou Dobson

Help for *Lion* Beginners/Newcomers



[Peachpit.com](http://www.peachpit.com) is the place to order Ms. Robin Williams' book *The Little Mac Book, Lion Edition*. (<http://www.peachpit.com/store/product.aspx?isbn=0321776585>)



Peachpit has been selling her books for over ten years. I recommend that new Mac users get the book, start at the first page while sitting in front of your Mac and follow along with the book. Another Robin Williams' one is *Mac OS X Lion: Peachpit Learning Series* at <http://www.peachpit.com/store/product.aspx?isbn=0321777018> *Mac OS X Lion: Visual QuickStart Guide* by Maria Langer may be good as well. I'm

not familiar with much of her writing. <http://www.peachpit.com/store/product.aspx?isbn=0321786734> Save by signing up (free) as a member. There are other publishers, check your favorite bookstore.

O'Reilly Books also has some new *Lion* books. <http://search.oreilly.com/?q=lion>

I discovered this link when I went to April's Mug o' the Month. http://www.myfirstmac.com/index.php/mac/articles/5_things Even *Before You Buy* is a topic on the Navigation Bar. Here's another good site for you Snow Leopard users. <http://www.apple.com/support/mac101/> as well as <http://www.apple.com/support/switch101/> All those links are helpful and will give you practice using the Internet. Perhaps after a while *Lion* will be included.

Questions? e-Mail: bessen@verizon.net

Phone: in Venice:(941) 497-4894

EAMUG Dues - Join or Renewal - Individual \$12/Family \$18

Dues can be paid by check or cash to the Treasurer, Louis Bessen, at the User Group meeting (in an envelope, please) or by mail to:

Louis Bessen, Treasurer
2221 Bal Harbour Drive
Venice, FL 34293

Make checks out to: Louis Bessen, Treasurer (NOT TO "EAMUG") New members, include your application form.

Remember our **EAMUG** Library for Members!

David Pascal is our 2011 EAMUG Librarian.

The website for you to see which some books that are available and read some information about them is below.

<http://home.comcast.net/~maryloud/EAMUGlibrary70411.html>

Checkout period is for one month or till the next meeting. All books will be available at the meeting. There are also *MacFormat* magazines from 2009 and 2010.

The books are currently being stored in the meeting room closet, and are readily accessible at the meetings.

New Additions to our EAMUG Library:
Mac OSX Lion: the missing manual by David Pogue and *Degunking Your Mac* by Joli Ballew

November MUG o' the Month



Las Vegas MUG

<http://www.lvmug.com/home/Home.html>

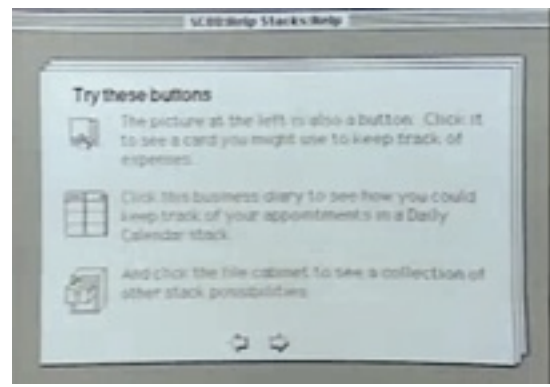
Don't Miss Our
Next **PSIG**

November 18 2-4 PM

at the Elsie Quirk Library.
With Curt Lundeen

Remember when 1987

in the early days of the Macintosh, for a year or two a creative flash card was supplied with your computer?



Hypercard

HyperCard is based on the concept of a "stack" of virtual "cards". Cards hold data, just as they would in a [Rolodex](#). A special "Home" stack (precursor to the home page on a website) was available as an application launcher, a repository for shared scripts, and a facility for setting preferences.

HyperCard is not only a database system. The layout of each card could be unique, just as one can write additional non-standard information on a Rolodex card. A special background layer contained elements that appeared on all cards of that stack or on all cards grouped under a certain background. Backgrounds could include pictures.

The programming language within HyperCard is called HyperTalk and is [object oriented](#). HyperTalk is verbose, hence its ease of use and readability. HyperTalk code segments are referred to as "scripts," a term that was considered less daunting to beginning programmers.

HyperCard has been used for all sorts of hypertext and artistic purposes. Before the advent of [PowerPoint](#), HyperCard was often used as a general-purpose presentation program. Examples of HyperCard applications include simple databases, [choose your own adventure](#)—type games, educational teaching aids, and [the first wiki](#). from <http://en.wikipedia.org/wiki/HyperCard>

HyperCard was originally free, but became so popular Apple started charging \$250. In the mid-1990s, it was spun off with Apple's Claris software division. Then it was brought back to Apple and finally put on ice when Steve Jobs returned to Apple in 1997. from <http://www.wired.com/gadgets/mac/commentary/cultofmac/2002/08/54365?currentPage=all>

One of the greatest pieces of software Apple ever produced is slowly dying because the company can't figure out how to sell it or whom to sell it to ... "How such a forward-thinking company can allow such a clearly superb piece of software to stagnate is quite simply astonishing," he added. "Given the right push under Mac OS X, HyperCard could still be a great product, way ahead of anything else in the field." from <http://www.wired.com/gadgets/mac/commentary/cultofmac/2002/08/54365?currentPage=all>



for a good Video about HyperCard:
go to http://www.archive.org/details/CC501_hypercard

Don't worry, see the next page for what today's schools and students are using...

Today 2011

*Not the same, but better using
WEB connectivity*



website ... [Flash cards, vocabulary memorization, and study games | Quizlet](#)

Quizlet is a free flash cards and study games website. An online learning tool created by high school sophomore Andrew Sutherland, it was originally conceived in October 2005 and released to the public in January 2007. As of April 2011, Quizlet has over 5 million user-generated flashcard sets and more than 1.6 million registered users. from <http://en.wikipedia.org/wiki/Quizlet>

Quizlet is the largest flashcards and study games website with over 7 million free sets of flashcards covering every possible subject. It's the best place to play educational games, memorize vocabulary and study online. [Learn More.](#)

Study modes As a memorization tool, Quizlet lets registered users create "sets" of terms customized for their own needs. These sets of terms can then be studied under several study modes.

Familiarize This mode is shown automatically on the set's main page. This study mode is very similar to traditional paper flashcards. In addition if you want to shuffle the order of the flashcards this option is also included.

Learn In this mode, users are either prompted with the term or definition and is prompted to define the other.

Test The "Test" mode lets users create randomly generated tests through selecting options to customize a test so that the test may comprise of, for instance, only multiple-choice questions and matching questions.

Scatter This mode is a matching game where terms and definitions are randomly scattered around the screen.

"Space Race" is a mode that allows players to test their typing skills while memorizing.

Voice race Only available for terms that contain only letters.

from [http://en.wikipedia.org/wiki/](http://en.wikipedia.org/wiki/Quizlet)

[Quizlet](#)

just for fun, see who in the world is using this software...

<http://quizlet.com/officeview.php>

A variety of apps are available for your devices, some free, some not...

[Study & Flashcard iPhone apps | Quizlet](#)



Device Notes : I have tried **Flashcards+** By Connor Zwick and **Flashcardlet 2.8 (Flashcards)**...

Both work on the new iPad2, but only Flashcards+ on my old "touch" (2nd Gen iOS 4.1)

-Carl Schwartz

Preferences and toolbars

Usually our articles introduce something new for your computer. In this case, after giving you a look at the general topic, I will introduce an easier and better program in word processing.

We all have our preferences.... It's the best way, for us, to do stuff. But with a computer...

Preferences are how a program (or document, picture, recording, or Video) behaves. You can also alter things with a menu bar and a toolbar. In other words, its all about choices.

You may ignore them and accept the **default**. After all the default is what programmers *think most people would choose*. Ignoring preferences at first is the simplest thing for a beginner or new user.

After a few days or months, depending on the person, you want an easier way of doing a repetitive task. That's when preferences may help you. *Toolbars on the other hand can help you right away.*

For the Macintosh user Mail, TextEdit, Pages, and Safari all have preferences. But only Mail, Pages, and Safari have a toolbar. The problem with using a menu bar is that you need to remember which menu actually has the item you wish to choose. A toolbar also gives you more of a visual clue for your choice, making it easier to remember. To make life better for the user, all of the toolbars have ways of changing to fit your desire. Usually toolbar changes are hidden in View on the menu bar. *Notice that TextEdit does not have a toolbar, this is one of the reasons that Bean is better.*

So it takes time to mouse up and select the item. With a toolbar you just select what you want. (A **keyboard shortcut*** is quicker but you have to remember 2 or more key-presses)

Preferences

System Preferences: Yours will vary (a way to get to 20 or so other preferences)

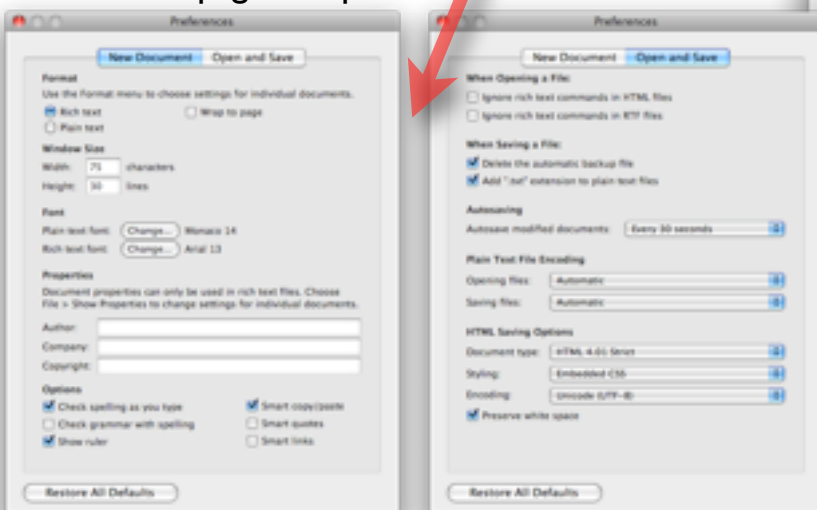
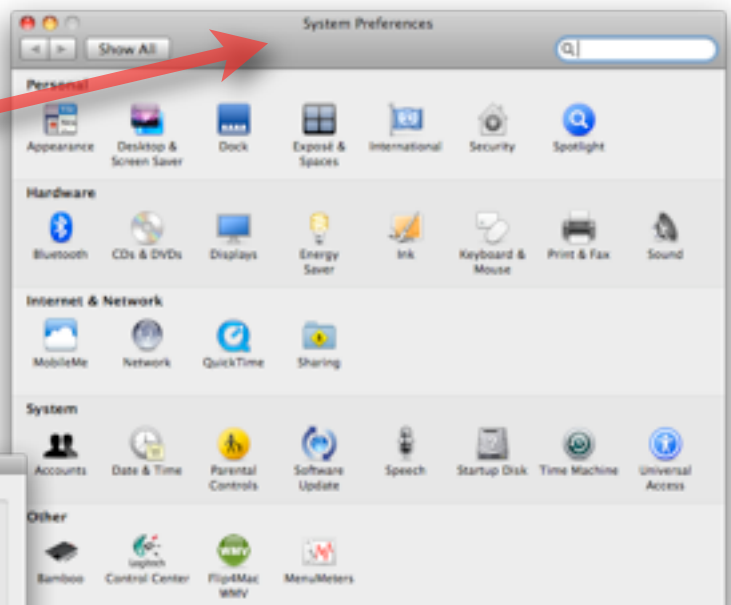
TextEdit: 2 pages of preferences

Bean has 9 pages of preferences

Mail has 3 pages of preferences

Pages has 3 pages of preferences

Mail has 3 pages of preferences

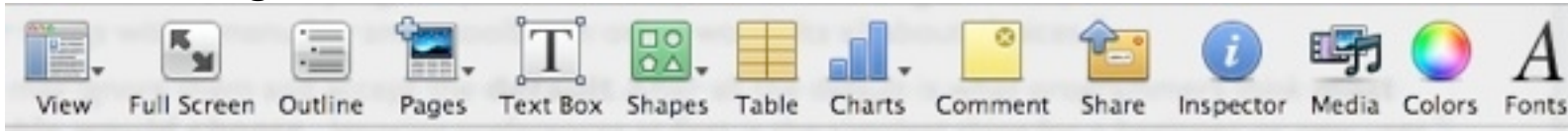


* My favorite Shortcuts are...
Control z Undo
Control c Copy
Control x Cut
Control v..Paste
Control p..Print

Toolbars

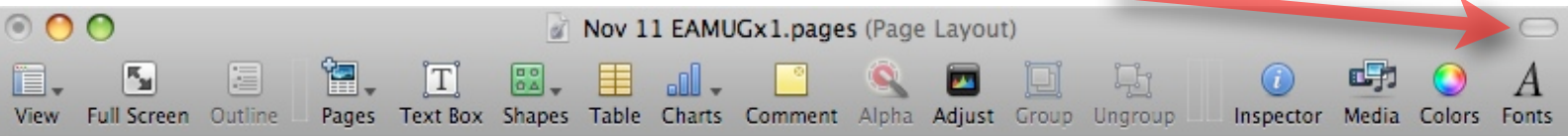
On the computer, toolbars can make life easy. When you open a new document in word processing the toolbar may be confusing. Perhaps this is why there is not one for TextEdit. Remember that the View menu usually has a customize toolbar choice.

Here is **Pages** Default toolbar

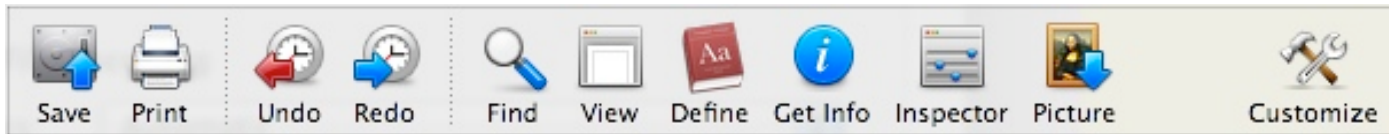


Here is Carl's Pages toolbar After 2 years of use

Click on the "pill" to hide the toolbar



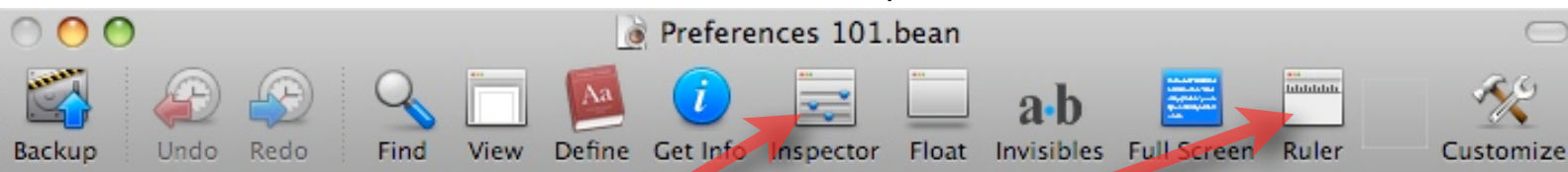
Here is **Beans** Default toolbar Note the Undo and Redo



*

Here is Carl's Bean toolbar

After 2 months of use I took out the shortcuts I already know and added some cool new features.*

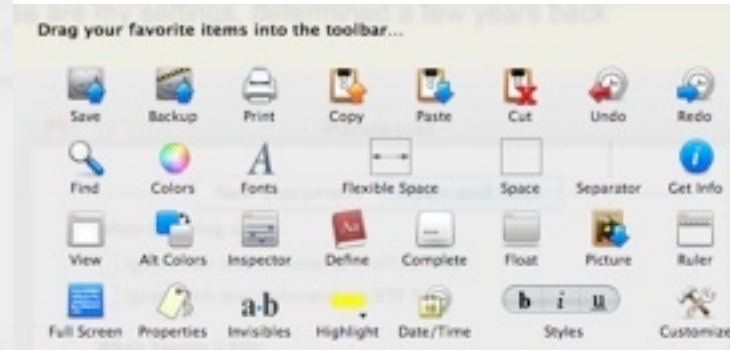


An inspector, just like in Pages, but does more! Hides or shows the ruler (I like hiding to avoid clutter)

Lots of choices... **Pages**



Bean



*In TextEdit you must use the **menubar** to find stuff, info on this is on the previous page.*

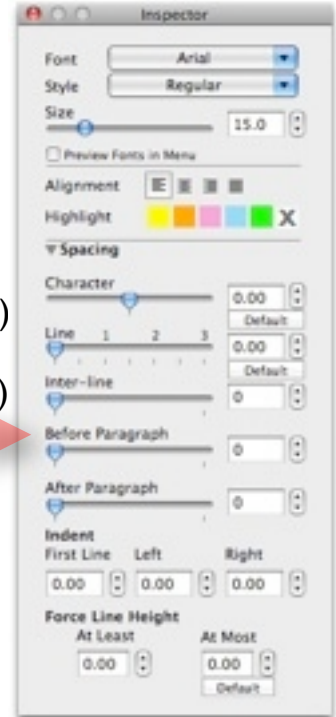


Bean

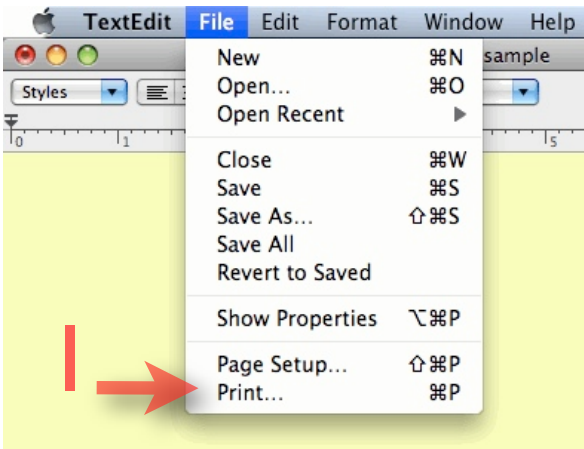
In word processing Bean is easier to learn than Text Edit, Pages or Word.

What I like best about Bean:

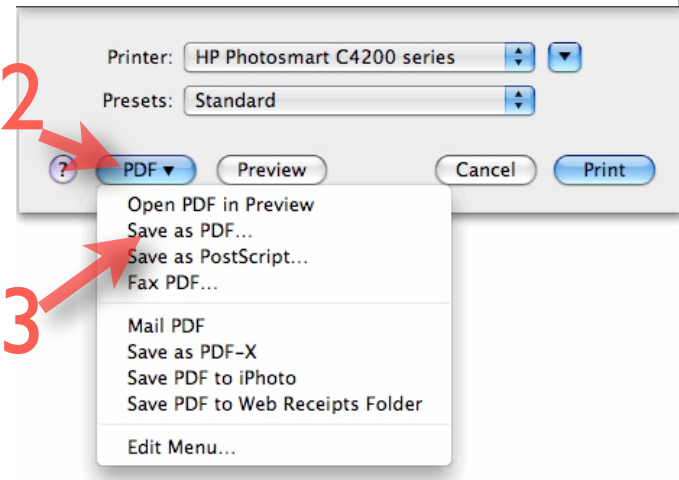
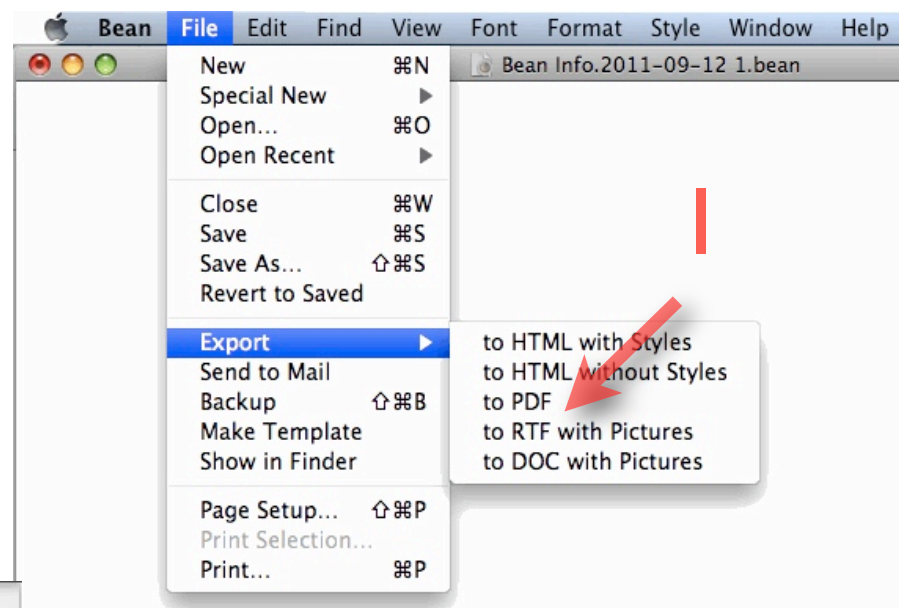
1. the pill toggle in the toolbar window avoids clutter when reading
2. toolbar features especially the following great options
 - undo (multiple) and the cool icons that tell you where you are (how many undos)
 - View toggle between margining and wrap
 - Define with a good Dictionary...Thesaurus,Apple,Wikipedia. (Or correct spelling)
 - Inspector, just like in Pages but also **highlights**
 - Fullscreen rests your eyes, (esc gets you back)
 - Ruler toggle avoids clutter
- 3 Pallets you may use some of TextEdit's (and Pages) hidden features like command-t and Colors
4. Save As features are the same...
5. Bean has an easier export feature.



In Bean just Use the File menu to Export to pdf



In TextEdit you must first select Print, in the file menu, then in the Print dialog window choose PDF, then select Save as PDF.



-Carl Schwartz

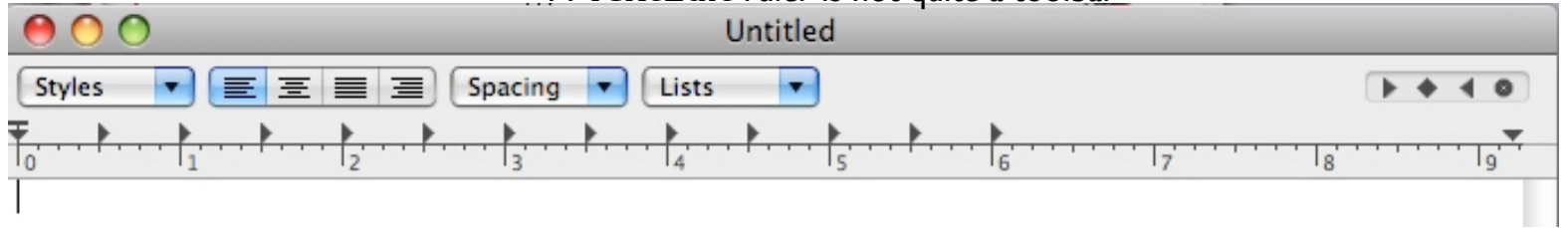


Bean and TextEdit

Here is a comparison of features with TextEdit.
Both are fast, free and easy to use.

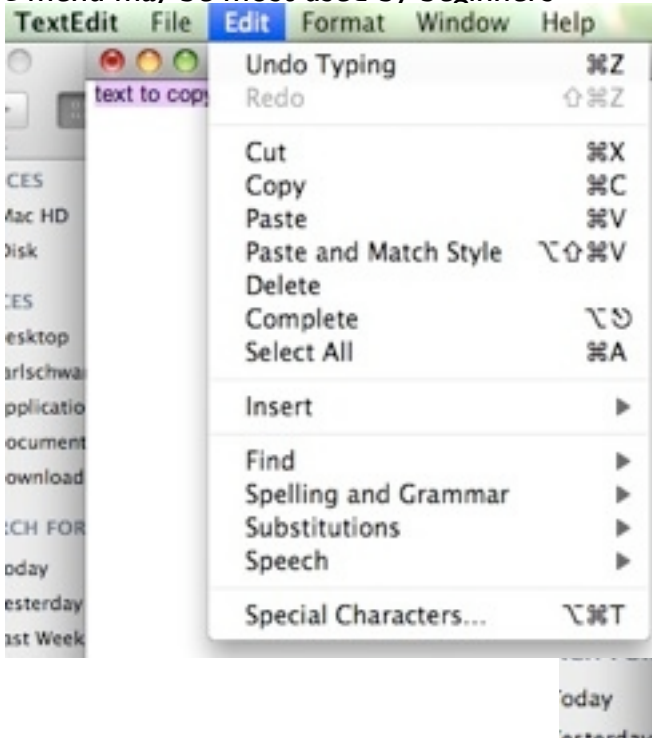


A **TextEdit** ruler is not quite a toolbar

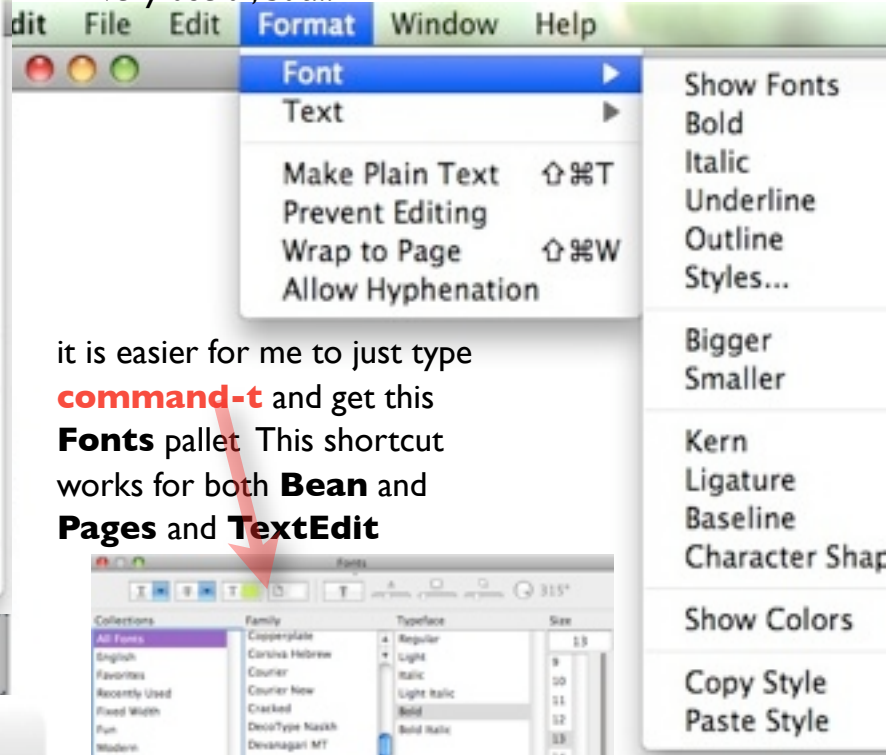


Use of the TextEdit **menubar** where is stuff...

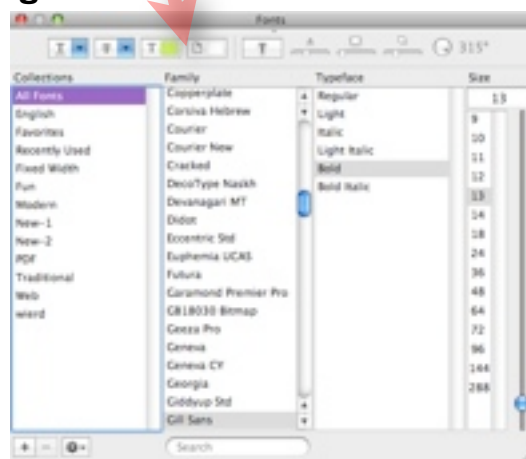
Edit menu may be most used by beginners



Use of the TextEdit **Format** The Font submenu is very useful, but...



it is easier for me to just type **command-t** and get this **Fonts** pallet. This shortcut works for both **Bean** and **Pages** and **TextEdit**



[Bean: An OS X Word Processor](#)

-Carl Schwartz

Minutes of the October 14, 2011 EAMUG Board Meeting

The EAMUG Board Meeting was held at the Elks Lodge with Mary Lou Dobson, Mike Volpe, Dale Watson, Christina Anglin, Carl Schwartz, David Pascal, Lou Bessen, Joe Consolmagno, Georgia Britton and Carolyn Rosenfeld present.

The meeting began at 12:40 PM and ended at 1:20 PM

Lou Bessen gave the Treasurer's report and Membership report. We currently have 111 members.

Mary Lou announced a schedule change due to Veteran's Day. The November board meeting and PSIG will be held on November 18 rather than the usual November date.

We reviewed the October meeting and presentations. Carl Schwartz' Readability segment was well received. Mike Volpe gave an excellent presentation on BatCHMod and Curt Lundeen presented Visualizer within iTunes. Board members agreed the subject was well prepared and very interesting.

We discussed the fall Pizza Social. Dale said we do not have a date yet.

Since we are approaching the busy holiday season, it was agreed that we would postpone the social until January. Mary Lou will send emails to poll members to find out whether any other EAMUG member is also a member of the Englewood Beach Club.

David Pascal reported that the EAMUG library is functioning well with significant use. Carl suggested we explore adding e-books to our library. (note: It has just been announced that the Sarasota Library system will now support downloading *ebooks* to *Kindle*.) Mary Lou suggested we order one or two books about Lion for the EAMUG library and the board approved.



EAMUG CONTACT LIST

[CLICK TO LINK TO EMAIL](#)

[PRESIDENT: MARY LOU DOBSON](#)

[PROGRAM CHAIR: YOU?](#)

[VICE PRESIDENT: MIKE VOLPE](#)

[SOCIAL CHAIRMAN &](#)

[VICE PRESIDENT: DALE WATSON](#)

[TREASURER: LOU BESSEN](#)

[EDITOR: CARL SCHWARTZ](#)

[LIBRARIAN: DAVID PASCAL](#)

[SECRETARY: CHRISTINA ANGLIN](#)

[MEMBERSHIP: LYNNE MARRIOTT](#)

[WEBMASTER: M L DOBSON](#)

[PSIG LEADER: JO CREBBIN](#)

[EAMUG WEB PAGE](#)

We discussed whether we, as a group, should do a tribute to Steve Jobs. Carl mentioned that notes will be in the next newsletter. We decided to not do anything further since the media has covered the event so fully.

We discussed the upcoming election. Most officers have agreed to serve if elected. Carolyn Rosenfeld agreed to serve as Secretary during the winter months.

We discussed whether it was necessary to offer assisted listening devices to members who have hearing problems. We decided that it was not necessary given the size of the meeting room. We encourage those who have hearing problems to sit much closer to the front of the room.

Program listing is on Page 1.

November 18 (not November 11)

PSIG Member Carl Lundeen with Rachel Nellis

Respectfully submitted,

Christina Anglin, Secretary