

A Monthly Cupful For South Bay Apple Mac User Group Members, Nov. 2006



A personal view from Bob

Disk Utility

versatile and essential program that comes with Mac OS X is Disk Utility. It's in the Applications/Utilities folder and also on your bootable

install CD/DVD. What I describe below pertains to OS 10.4 (Tiger). Other versions of the OS (operating sys-

| tem) vary slightly. Disk Utility shows | 📃 233.8 GB Maxtor |
|---|-------------------|
| all mounted volumes - disks, CDs and | 🗐 G5 |
| partitions, their capacity and available | 🧾 G4 |
| space. The utility's functions are organ- | 🧾 Data |
| 1 0 | 6 599.2 MB MATSH |
| ized using different tabs and menus. | 💿 Satin Doll |

| First Aid | Erase | Partition | RAID | Restore |
|-----------|-------|-----------|------|---------|
|-----------|-------|-----------|------|---------|

First Aid: Select the volume containing the OS to Verify/Repair disk permissions. It's recommended you repair permissions before and after backing up your System or a major update. If you're having problems, verify and repair your drive. Disk repair requires you to boot from the install CD/DVD or another bootable drive (e.g. an external FireWire drive). The install disk also has a utility for recovering your password.

Erasing disks: Erasing a disk or volume removes the information needed to access the files, but doesn't actually remove the files. If you want to erase the actual files, click Security Options.

Partitioning disks: You can use Disk Utility to divide a drive into partitions or "volumes" so it looks like more than one drive. Partitioning a drive erases everything, so be sure to back up any important files first. If you buy a large external drive for backup, and they are all big these days, you can partition it to match the various volumes you want to back up. You CANNOT back up more than one system to a volume. When I recently bought a new computer I first partitioned the

drive, shown at the right, and used Apple's Restore DVD to reinstall Apple's software on the first partition. This makes backing up the OS much easier.

RAID: For critical application that requires high-speed data access or data redundancy, Disk Utility can set up a RAID scheme. This uses several hard disks instead of one to store files (the reverse of partitioning) and is probably something



only more demanding users will want to use.

Disk Images: Use Disk Utility to create a "disk image," a virtual volume that stores other files or folders of files. You can create it using a folder or disk, or create an empty image and add files later. Use a disk image to move files from one computer to another, to send in emails, or for encrypted storage (see: Aug 2006). Burn a disk image on a CD or DVD disc as a backup copy of your files. I prefer to use a "sparse image" which, like a balloon, expands to fit my data.

Restore: If you back up your files using a disk image or another disk, you can use Disk Utility to restore your files.. To start, click Restore then specify the source and destination for the files. This is similar to using SuperDuper or Carbon Copy Cloner to backup/ restore.

Burn a CD/DVD: Use Disk Utility to burn data onto a blank disc, or erase and reuse a rewriteable disc. You can also perform multisession burning: burning items to a recordable disc in multiple sessions until it's full. Disk Utility will also unmount and eject stubborn CDs. Get familiar with Disk Utility; it's very useful.



Bob Brooks

Helping Beginners 310-545-8060 SBAMUG@gmail.com



P. O. Box 432 Redondo Beach, CA 90277-0432

310-644-3315 Email: info@sbamug.com

Officers & Volunteers:

President:.....Glen Terry Vice President:.....LJ Palmer Secretary:.....Wayne Inman Treasurer:.....Herb Epp Directors at Large:.....Dave Nathanson, CW Mitchell, Jim Pernal, Dorothy Weeks, George Kiefer, Louise Polsky Membership Director:....CW Mitchell WebMaster & User Group Ambassador:Bob Brooks Server Director:.....Dave Nathanson USPS Liaison:.....Don Myers PD Disk Editor:....Jim Pernal Program Director:.....George Kiefer Newsletter Editor:....Dorothy Weeks Raffle Chairman:.....George Griffiths Refreshment Coordinator:..Louise Polsky

Welcome to South Bay Apple Mac User Group

You and your friends are invited to attend our next meeting. Our membership dues are only \$35 per year, entitling you to this newsletter each month and many more benefits. If you would like to become a member or get more info on SBAMUG, feel free to check out our web site at: www.sbamug.com

Meetings are held at the

Redondo Beach Community Center 320 Knob Hill, Redondo Beach (see map & directions on page 11)

Membership Report:

(You may notice your name is in larger letters on your card. That is so it can be used as a name tag at the meetings. Your Membership Cards are in the mail!)

Current Membership - 172

Welcome New Members - Benjamin Bundoc, Mark Gelbaum, Jane Van Tour. Thank You Member Renewals - Hector Ayala, Robert Brooks, Dan Colburn, John Fahey, George Griffiths, Dr. George Kawahara, Gene Knell, Dave Nathanson, Jayne Palmer, Billy Peightal, Karin Petersen, Janet Shultz, C.M. Stubben, Joseph Zelik.

MONTHLY CALENDAR

Ist Sat - SBAMUG Core Group Mtg @ announced locations, 10 am Ist Thur - LB Mug @ Emerson School, Palo Verde & Willow, Long Beach, 7 pm Ist Sat - Orange Apple UG, Orange Coast College, Chem Bldg, Costa Mesa, 8am-1pm 3rd Sat - Adobe Tech Exchange Toyota Bldg on Grammercy near 190th, 9 am; \$10 Last Wed - SBAMUG Monthly Meeting Last Tues - WOCMUG @ Emerson School, Palo Verde & Willow, Long Beach, 7 pm

Last Sat - TRW / Northrop Ham Radio & Computer Swap Meet, 7 am - 11:30 am

The SOUTH BAY MUG (ISSN 1058-7810) is published monthly for \$35.00 per year by South Bay Apple Mac User Group, 2550 Via Tejon, Suite 3J, Palos Verdes Estates, CA 90274. Periodicals Postage Paid at Palos Verdes Peninsula, CA and at additional mailing offices. POSTMASTER: Send address changes to THE SOUTH BAY MUG, P.O. Box 432, Redondo Beach, CA 90277-0432.

The South Bay MUG is published by the South Bay Apple Mac User Group (non-profit). Excerpts may be reprinted by user groups and other non-profit media. Credit must be given to SBAMUG and the author. In addition, a copy of all reprinted materials must be sent to us at the address listed above. The South Bay MUG is an independent publication not affiliated or otherwise associated with or sponsored or sanctioned by Apple® Computer, Inc. The opinions, statements, positions and views stated herein are those of the author(s) or publisher and are not intended to be the opinions, statements, positions or views of Apple® Computer, Inc.

Members are invited and encouraged to submit articles and original artwork for publication. Newsletter deadline is the last Wednesday of the month. Articles may be edited to fit in available space. Please send to: dhweeks@sbamug.com

SBAMUG November 2006 PD CD

Eight programs this month, as fall and winter are coming. One program called iPhotodiet is here because of a discussion from our eGroup.

BirthdaybookINS.zip- A birthday reminder program. Stores names and displays reminders up to 30 days in advance. Can display famous person's birthdays, too. Can import birthdays from iCal or Address book. You can enter them manually, too.

ConanX.dmg- Totally silly update of a init from system 7 days. Requires OS 10.3 and a Mac with a built in mike. "Turns friends into enemies!" It's Conan the Librarian, don't talk too loud or you will be chastised by Arrrnold!""Quiiiieeeet!" A faceless program that won't show up after it's launched, will require a restart or use of the terminal utility program to quit.

iphotodiet.dmg- Eliminate duplicates in iPhoto. You can eliminate true duplicates, thumbnails, backups of rotated/modified pictures, or originals. Note there is a real need for thumbnails and originals, to display and to revert to if you mess up respectively. I'd back up your iPhoto library first.

MirrorPaintUniversal.sit - This is aimed at the young users. Paint and have it duplicated in mirrored areas of the page. Has a simple LOGO based programming language built in, also. Now Universal binary for the new Intel Macs too! Can run on PPC machines back to 8.6, quite a rarity these days. OS9 and before support among shareware is almost non-existant these days.

NumNotebookOSX.dmg- This is a Numismatists notebook a.k.a. Coin Collecting. Year/Mint/Qty/Grade/cost/value/(pictures)/com ments are the database columns for you to record your coins in. You can sort on these columns. OSX, not specific to the version in the documentation.

PDFLab.dmg- A great utility for PDF files. You can split or join pdf files. Insert JPEG images into the pdf's. Add watermarks. Encrypt/decrypt the pdf files. Requires OSX 10.3.9 or better and Java 1.4.2. You should already have the latter (or later version of Java) in OSX.

Pencils_Down_3.0.zip- A test creation program for teachers. Requires 10.3 or better. Universal binary. Generate multiple choice questions including those with more than one correct answer, (A, B, C are correct not D) Also makes the test answer key.

SkoobyRenamerv125.dmg- A utility program to rename files and folders. Can change case and make Unix/Windows compatible names. Searching is outside of finder and contained within the program. You can preview image files. Camera buffs can then rename the image files in groups; i.e., Vacation 2006 1...250. OSX 10.3.9 is the minimum system requirement.

The CD for this month will be at the December meeting as the November-December 2006 CD. Catch you at the November meeting. *Jim Pernal, PD Editor*

How to Effectively Use Apple's Knowledge Base

By Art@Smalldog.com Suggested by Glen Terry

One resource I find myself turning to almost daily is Apple's Knowledge Base website located from within Apple.com/Support. Being able to quickly find help is important as we take tech support phone calls, answer email, and research questions for our customers. I have found that knowing some keywords becomes handy in order to narrow down the vast amount of documents that one has to search through to find a matching topic. Here is a link to the Apple Knowledge Base document dealing with keywords and their usage within the site: http://docs.info.apple.com/article.html?artnum=7 5178

There are plenty of tips for putting keywords to use, and making the visit to this section of the Apple support site effective and efficient. Hope you get as much out of this resource as we have.

How to Become a Literate Mac User

By John Martellaro j.martellaro@comcast.net

What is a literate Macintosh user? It's quite different than an expert Mac user. An expert Mac user is someone who understands both Unix and the architecture of Mac OS X. They can diagnose deep problems, work on the command line, write shell scripts, and utilize advanced tools for trouble shooting. They may have written software or done consulting. They're the the person you call when things go very wrong with your Mac, and you need help.

But you don't have to be an expert Macintosh user to be a literate user. For example, in the English language, a literate reader is someone who is aware of and well read in various literary forms and styles, notable authors, and the history and culture of English literature. They can put what they read into context while other less experienced readers cannot.

Why would one want to be a literate Macintosh user? The reason is because the combination of a complex operating system with vast storage connected to the Internet and various forces on the Internet (popups, spam, malware, phishers and splogs), creates an environment in which security and your time can get out of control. Even though using a Macintosh makes us a little more immune to these exploits by its design, knowing something about the design and function of the Mac allows us to put into context what we read about the dangers on the Internet. It also allows us to be more efficient with our time. A literate Macintosh user, in other words, is not just someone who lives in the relaxed comfort that they're using a superior computer. Rather, they're the ones who do some studying and learn how to actually exploit the advantages of their Mac.

A Body of Knowledge

How does being literate differ from having a nice collection of tips and tricks? Every day on the Macintosh Web or in the Mac-oriented

Magazines you can find an interesting tip or trick. Some may have the Eureka! effect: they provide the answer to a problem you've had for a long time. Sometimes the trick relates to a piece of Apple software you may not use so much, for example, Keynote. So it's not so handy. Simply having your own collection of tips, even if it's in a SoHo Notes database may not make you literate, just as having read a lot of science fiction doesn't make you truly literate.

Other tricks are just very basic to the Mac OS X experience, and we pick them up along the way. We see those come to the surface when we read about, typically, a PC analyst or someone new to the Mac, making one of those astounding statements, like, "Macs don't have a built-in screen shot capability." Or, "Apple's don't ship with a C compiler." We know these things because, basically, we were born knowing them, but other users, when thrust into a Macintosh experience, don't have enough experience to even ask the right questions. After all, it's not like Macs ship with a 1,500 page manual, and you just go to the index and look up "screen shot."

One of the things that help you become a more literate Macintosh user is to have a good library of Mac OS X books. One may argue that the body of information on the Internet makes buying books about the Mac unnecessary, but that would be a mistake. Book publishers have a fairly good sense about what constitutes a well written book. It has to have a valuable theme, and it must organize that knowledge in a useful way. The Internet, on the other hand, doesn't generally organize information in useful ways. (Wikipedia is one exception.) And so, if you want to structure your own personal knowledge about Mac OS X in a literate way, it's a good idea to be exposed to books that organize their own knowledge in a constructive way -- one that you can exploit.

A Personal Business Plan

One of the secrets to being a a literate Macintosh user is to realize that a lot of marketing by Apple and hype by others is designed, like propaganda, to get you into or retain you in the Macintosh camp. After Apple sells you a computer, and cashes the check, their job is mostly done. (Admittedly, they have some support and warranty issues to attend to.) And of course, they want you to be a happy customer so you'll buy more Macs and iPods. Other Websites want you to come and visit so that they can put some kind of advertisement in your face. Some are very subtle and some are not, but the Webmasters and authors can't put food on the table and pay their ISP bill if they don't entertain, inform, and occasionally delight you.

Your idea of delight may vary.

But your job, after the sale is completed, is quite different. Let me give you a good example. You've had a Mac for years. You've accumulated 4,500 family photos and photos related to your photography business and 20 gigabytes of iTunes music. You diligently back up your home directory every day to an external disk.

One day, someone breaks into your apartment and grabs not only your iMac but that cute little external drive on which you had your backup. Now what?

Clearly the business of being a Macintosh user consists not only in understanding the key technology issues surrounding the Mac and its ecosystem but also some fairly practical details of family data security, banking security, file encryption, time management, trusted vendors, and information management. Basically, you are a mini-corporation. You have assets and information to be managed and protected.

Here's another example. You go to a Website, say CNN, and there's a news item with an accompanying video. You want to watch the video, but it won't play. You wonder what's wrong with your Mac. Is it something you did?

These things are not something you are typically reminded of as you read Mac Websites or watch Apple's cute "I'm a Mac, I'm a PC" ads. Being a literate Mac user means that you are aware of the core issues surrounding the life of a Macintosh user. You have trusted sources and resources. You can put what you read into context and you're not distracted by trivia and Internet innuendo. That doesn't mean you shouldn't have some fun now and then. But just as your idea of fun probably doesn't include walking around the shipyards at 2:00 in the morning with hundred dollar bills stuck to your clothes, Internet fun must also be prudent.

Being your own IT manager requires that you have a plan. So much is thrown at us these days, it's all to easy to skip over the part where we decide what's important to know and what's important to do. Being a literate Mac user helps us do both. Remember, you're not just a surfer. You are, possibly, the family banker. You're the family historian. Someone in your family probably manages the family Website. Perhaps you're the family librarian of music, movies, TV shows and photos. Maybe some medical records. As we saw recently when notebook computer taken home by an employee of the Veteran's Administration was stolen, the integrity and security of quite possibly a terabyte of your own data in the home is not something to be taken lightly. Mishandling that data can affect not only you but other family members in not so amusing new ways as Internet thieves get better and better and the technologies change faster than you can assess them.

Being the family librarian, for example, means you have to worry about the things that professional librarians worry about: data migration. For example, what are the long term prospects for your archival media? If you've stored a lot of data on, say, ZIP drives in the past, you've come to realize that these removable media types are risky business and don't migrate well into the future.

There was a time when we used analog modems and our total storage consisted of perhaps a few hundred megabytes. Fairly soon, I promise you, home users will have to learn about a storage concept called RAID. Trust me on this one.

Navigating the Digital Lifestyle

In summary, being Mac literate means that you are aware of, technically conversant with and can assess the various Macintosh technologies that you will need to use in your digital lifestyle. You don't make silly mistakes. You have a feel for what to expect. You are aware of the limitations and capabilities of your Macintosh imposed by the current state-of-the-art. You are also aware of issues related to using 3rd party software. It also means that you strike a wise balance between using the Internet for entertainment and building skills.

Just what are some of the elements that go into becoming a literate Macintosh user in terms of Macintosh knowledge, home IT management, and system security? What are the best sources for learning this information? In the coming weeks, we'll discuss more details about all these matters.

Originally published at Applelinks.com on 10/20/06

<http://www.applelinks.com/index.php/category/ C55/>

Copyright © 2006, *John Martellaro, All rights reserved. Reprinted by SBAMUG with permission from the author and publisher.*

Skype Releases Version 2.0 for Mac OS X by Glenn Fleishman <glenn@tidbits.com>

Bay's Internet telephony division released Skype 2.0 for Mac OS X today. The latest

version, in testing for some months, brings video conferencing among Mac users or across



supported platforms. That appears to be all that Skype is claiming for this upgrade from 1.5 to 2.0. Skype software is free, and version 2.0 is a universal binary; it's a 23 MB download.

Skype offers free computer-to-computer calling. Skype handsets have just started to become available for the same sort of calls, including Skype cordless telephones, which use a computer running Skype as a rela y, and Skype Wi-Fi phones, which can connect to any open or simply secured Wi-Fi network to which you have access. Skype's computer software and handsets also offer fee-based calling into and out of the regular phone network, with free phone calls to the U.S. and Canada until the end of 2006.

Unless otherwise noted, this article is copyright 2006 by <u>Glenn Fleishman</u> <<u>glenn@tidbits.com</u>>, published in TidBITS 852, copyright 2006 TidBITS Electronic Publishing, all rights reserved.

Originally published in TidBITS#852/23-Oct-06. See TidBITS < http://www.tidbits.com/> for more information.

Freeware Tip!

Easy Find

E asyFind is an alternative to or supplement of Spotlight and finds files, folders or contents in any file without the need for indexing. This is especially useful if you are tired of slow or impossible indexing, outdated or corrupted indices or if you are just looking for features missing in the Finder or Spotlight.

| DEVONthink | | | | 9 | 8 |
|--|--|-----------------|---|--------------------------------|----|
| Files & Folders Only Files Only Folders File Contents | All Wo Any W Phrase Wildca Operation | ord rds | Case Insensitive Package Contents Invisible Files & Folde | | ₩L |
| Name | | Size | Modified | i eb | |
| Save to DEVON | | 4 KE 62 KE | | Software | |
| DEVONthintl | | 323 KB | 2/8/04 7:02:44 PM | 🗸 🗊 DEVONtechnologies | |
| DEVONthinn | ces_1.jpg | 54 KB | 2/8/04 7:02:44 PM | 🖉 🂭 Movies of ant/images fold) | |
| DEVONthinn | ces_2.jpg | 52 KB | 2/8/04 7:02:44 PM | 💭 Music | |
| DEVONthinn | ces_3.jpg | 48 KB | 2/8/04 7:02:44 PM | Pictures | |
| 👷 DEVONthinn | ces_4.jpg | 50 KB | -,-, | /Documentationt/images.told) | |
| 👷 DEVONthinn | | 48 KB | -,-, | Applications (mages fold) | |
| 👷 DEVONthinp | erties.jpg | 80 KB | -,-, | 💿 🔯 Developer | |
| DEVONthink | | | 5/51/04 1.05.10114 | 🗊 Library | |
| DEVONthinc | 51.5 | 62 KB | -,-, | Network | |
| DEVONthintl | | 323 KB 40 KB | -,-, | 🗊 System | |
| <u>we</u> | | 40 KB 56 KB | -1-1 | 🗊 Users | |
| DEVONTHIN | | 50 KB | | Demonstatio Nthink/images | |
| DEVONthinn | | 49 KE | -,-, | III Desktop | |
| 100 | | 42 KB | | Documents | |
| <u></u> | - 343 | | 1 | 🚺 Library | |
| | | | | Movies | |

Password Advice

Contributed by our own Dr. Dave Nathanson, as originally posted on the eGroup

I see a lot of people really struggle with passwords. It's as if life was complex enough before passwords, and now "with passwords" it's almost too much to bear.

Most of these people then resort to one of several paths (I DON'T recommend these.)

* They get angry every time they are supposed to make a new password, and quickly pound out random letters that they will never remember and they refuse to write down. This gets them even angrier when they need to use that password later. These people spend a lot of time using the "Forgot my password" feature if it is available. And they hate that too.

* They use the same password for everything.

* They use very easily guessed passwords such as: pet's name, family member's name, house number, asdf, 123, last 4 of SSN, birthday, or the most popular password ever: "password".

* Telling the person on the telephone something like; "OK, if the password isn't Fluffy, then try 112753, that's my birthday & I use it for the important stuff, like my online banking." (!)

* They write all their passwords on a piece of paper & post it prominently on the wall. (Or under the keyboard, or in the middle desk drawer).

Passwords are not merely a nuisance, their purpose is to protect you, and keep the bad guys out. I compare passwords to keys. Your house key isn't supposed to fit every house in the neighborhood. You have different keys for your car, house, etc. The concept that some people don't get right away is that passwords (& keys) are to PREVENT access by others, not grant access to everybody. If you use the same password for everything, all it takes is for one disgruntled employee to try your password at PayPal, eTrade, eBay, your webmail, even your bank. If it works, they can withdraw your money, run up bills, quit your job, change your address so you won't know about it so quickly, or even SELL your password to crooks. Lots of very bad trouble!

So, my next point is to be careful who you give your passwords to. Be sure you are giving the password to the right place, and not a Phisher, or scam. Don't just click on a link in email. Why? Because it might be a scam that sends you to a good looking, but fraudulent website where you can accidentally give up your name & password to the bad guys.

So what is the answer to all this password mess?

You need to use different passwords for different things, and you need a way to keep them all straight. Ideally you need a system that is easy to use, and also protects your passwords from the bad guys. A decent password manager application can fit the bill. So you only have one really really important password to remember; the one to open the password manager! I use PasswordWallet from Selznick software because it is easy to use, securely encrypted, and it can synchronize to my Palm PDA phone which is also encrypted. So even if my Mac or Palm phone fall into the wrong hands, my passwords are still safe. That's important to me. There are a number of password manager programs to choose from.

<http://www.selznick.com/products/passwordwa llet/>

If you'd prefer a low tech solution, try using a piece of paper to keep track of all your passwords & where to use them. But make sure you never lose that paper! Keep it at home, hidden inside an unpopular book. You might want to do something tricky, like write the company and username on one side of the paper, and the password on the back of the paper, so you have to fold it right to make them line up. Anything you can do to protect yourself from the bad guys if that paper got lost or stolen. Another low tech solution to the password mess is to make a little rule for your passwords. Something that YOU can figure out quickly and easily, but unlikely that anyone else ever would. Sort of like a combination lock.

Here's one way; Choose a key word. This is a word you will need to remember. Then add the initials of the company that the password is for. As an example; Suppose you choose AAPL (Apple's stock symbol) for your KEY word, and suppose you need to make up a password for Wells Fargo bank. Start with your key word (AAPL) and add WF to get AAWFPL. That's the AAPL with the WF jammed in the middle. Who is going to guess that? Nobody. But since you know the combination to the lock, you can figure it out in 1 or 2 guesses. :-) Other variations are to always add a number also. Maybe the number of initials. Whatever rule you make, stick with it. So that might be AAWF2PL because it's AAPL with the WF in the middle, and the WF is 2 letters, so you pop a 2 in there as well to get AAWF2PL. If you wanted a password for Union Bank of Calif, (4 letter of initials) it might then be AAUBoC4PL. (AA UBOC 4 PL). Get it? It doesn't have to be difficult, just not obvious to the untrained eye.

Hope this helps. Best, Dave Nathanson, Mac Medix

Two Seconds to Sleep

Want the fastest way to put your Mac right into a deep, sleepy-bear hibernation-like sleep (no whirling fan, no dialogs, no sound nuthin' — just fast, glorious sleep)? Just press Command-Option and then hold the Eject button for about 2 seconds and Zzzzzzzzzzzzz. It doesn't get much faster than that.

ZZZZZZZ...

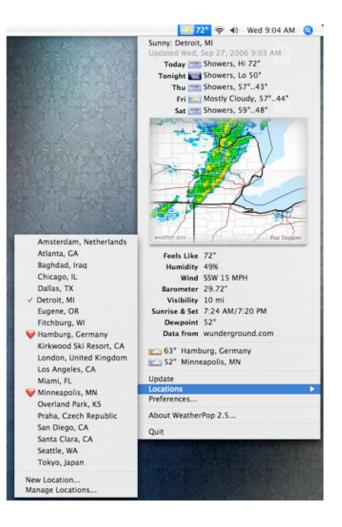
Shareware Tip!

WeatherPop Advance - \$8

National Weather Service forecasts for the US, with watches and warnings. my.aol.com, wunderground.com, usatoday.com forecasts for International Users •3 to 5 day forecasts depending on your location •Redesigned color icons indicating both weather conditions and time of day •Up to 6 favorite locations in addition to the

your main location

•Preferences interface redesigned for OS X



Courtesy of NCMUG and Apple's website

Mac 911: Solutions to Your Most Vexing Mac Problems

by Christopher Breen Courtesy NCMUG News

Restoring sidebar entries

I accidentally removed the Computer entry from the Finder sidebar. How can I get it back?-Nathan Parker

It's easy enough to lose things in the sidebardrag them out, and they disappear in a puff of smoke. Thankfully, they're easy to replace. Choose Finder: Preferences, click on the Sidebar tab, and enable Computer. Your computer will reappear in the sidebar. Want to add other items to the sidebar? Just select them in the Finder and press Command-T.

Smarter backup burning

I've got a smart folder in the Finder to track files created or modified after a certain date. I would love to be able to burn the contents of this folder to a disc for backup. But it looks as though it contains only aliases. Is there any way to burn the actual files to disc?-Victor Navone

You can do it, if you use Automator in league with a burn folder. First, in the Finder create a burn folder (File: New Burn Folder.) Next, grab a copy of Johan Carlsson's Get Smart Folder Contents Automator action (macworld.com/1461). Install this action and then create the following workflow: 1. Get Smart Folder Contents. From the pop-up menu, select the smart folder that contains the files you want to back up. 2. Copy Finder Items. Choose the burn folder you just created from this action's To pop-up menu. Assuming you'll always be burning the folder's contents to disc immediately after running this workflow, click on the Options triangle and enable the Replacing Existing Files option. This will ensure that the workflow copies only truly new files to the burn folder (see top screenshot). Once you've configured the workflow to your satisfaction, choose File: Save As and save the workflow as an application. When you're ready to copy the current contents of your smart folder to the burn folder, double-click on the app you've created.

Insert a blank disc in your burner, and click on the burn folder's Burn button. You can accomplish much the same thing less conveniently without Automator. Just create a burn folder, open the smart folder containing your recently modified files, and drag its contents to the burn folder. Although the smart folder's contents are aliases, the burn folder will burn the original files to the disc.

Tweaking Pages' templates

Is there any way to change the default paper size and font in Apple's Pages documents? My new documents always open in A4 paper size, and I end up changing them to letter size every time.-David Albrecht

My fervent prayer is that a future version of Mac OS will allow you to save individual Page Setup configurations for each application-A4 in Pages, US Legal in Keynote, and so on. Until that happens, you have to hold out hope that the application in question provides a way to modify its templates and save those modifications. Fortunately, Pages does. For example, if you routinely choose the Business Letter template from Pages' templates sheet, choose it, make the changes you want to its font and Page Setup settings, and choose File: Save As Template. Give it a name you're likely to remember-My Business Letters, for example-and click on Save. The template, complete with your new font and Page Setup settings, will be saved to the My Templates folder and will appear when you click on the My Templates entry in Pages' templates sheet.

A roomful of zoom

Recently, I attended a workshop where the presenter was using Keynote. When he wanted to show something on his screen in detail, he was able to zoom in on the cursor. Do you know how he did this?-Greg Larson

My guess is that he used the Universal Access preference pane, like so: Launch System Preferences and click on the Universal Access preference pane. In the Seeing tab, enable the Zoom option and click on Options. In the sheet that appears, set the Maximum Zoom slider to 2 and leave the Minimum Zoom slider where it is. Enable the Only When The Pointer Reaches An Edge option at the bottom of the sheet and click on Done. Next, in the Keyboard Shortcuts tab of the Keyboard & Mouse pane, make sure you've enabled all the Universal Access shortcuts. When you're ready to highlight something on screen, press Command-option-equal sign (=). Your Mac will zoom in by a factor of 2x, with the cursor in the middle of the magnified area. To move around, simply drag to an edge; the screen will scroll in that direction (see middle screenshot). To zoom out, press Commandoption-minus key (-). To toggle zooming on and off, press Command-option-8. You can customize all of these keyboard commands in the Keyboard Shortcuts tab of the Keyboard & Mouse preference pane.

Slimming Mail's IMAP messages

Sometimes, when I'm using Mail to check my IMAP e-mail account for one brief text message, I have to wait while a message with a huge file attachment downloads first. Is there any way to look at just the headers before Mail downloads entire messages?-Tony Sturges

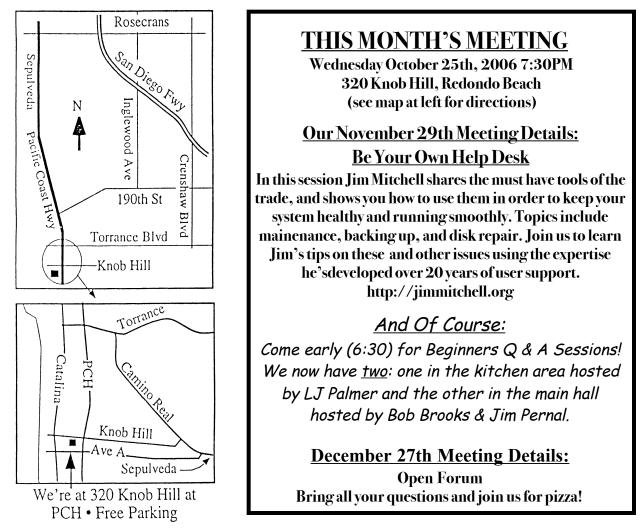
Mail won't allow you to download just the headers. But it will let you download your messages without their attachments. To do this, select Preferences: Accounts and select your IMAP account. Click on the Advanced tab. In the Keep Copies Of Messages For Offline Viewing pop-up menu, choose All Messages, but Omit Attachments. From now on, Mail will download just the messages. To retrieve attachments, you will have to click on the Save button in the messages that contain them. For POP accounts, you can ask Mail to prompt you before downloading messages over a certain size. To do so, select the POP account, choose the Advanced tab, and enter a value in the field that reads Prompt Me To Skip Messages Over X KB. When a message comes in that exceeds the size you've set, Mail will ask you whether you want to skip it. I do wish Mail was a bit more flexible in this regard. Let's say you've set up a schedule to download your mail every hour and you're not sitting in front of your computer when it starts. If you don't respond to Mail's prompt within 15

seconds, it will go ahead and start downloading messages even if they exceed your size limits. Entourage, on the other hand, allows you to download a portion of any message that exceeds a certain size. This means you can peruse the subjects at your leisure offline and then choose exactly which messages you want to download.

Sunk by sync

In iPhoto, I can create perfectly synchronized slide shows in which the images and soundtrack match up perfectly. But when I try to export such slide shows to a QuickTime movie, the pictures and sound fall out of sync. What can I do?-Craig Crossman

The solution is to not use iPhoto. Instead, open a new iMovie project, import your pictures as still images (you can import multiple images by dragging them into the clip bin), adjust their length as necessary (by selecting a photo, clicking on Show Photo Settings, and adjusting the tortoise-hare slider), and add a soundtrack to one of the program's two audio tracks. When everything is to your liking, export the project as a QuickTime movie. Choose File: Export, click on the QuickTime tab, and select an export setting from the Compress Movie For pop-up menu. Or send it to iDVD by choosing Share: iDVD. If you've already exported your iPhoto slide show as a QuickTime movie and you'd rather not re-create it in another application, drag the movie into a new iMovie project. Place it in the timeline, and choose Advanced: Extract Audio to place the movie's audio into a track of its own. Once you've got the audio separated, you can pull it back into sync (see bottom screenshot). Again, choose File: Export to save the synced-up movie in QuickTime. You can do something similar with GarageBand 3: launch it, choose New Movie Score from the opening window, name your project, and click on Create. In the resulting project window, drag the movie into the Video track to separate the video and audio (into the Video and Video Sound tracks, respectively). You can now nudge the audio track to get it into sync. Choose Share: Export Movie To Disk when you're done.



GREAT RAFFLE PRIZES TOO, TICKETS ONLY \$1 EACH!

<u>Note from the Editor</u> Would you like to help keep our SBAMUG going? There are many ways, from occasional to ongoing, that you can help out. If you can, please contact--Glen Terry at: geterry@earthlink.net or other board members.

Don't forget we have internet access at our meetings. Bring your wifi capable laptop with you when you show up for our next meeting! Any comments or ideas for future meetings? Write it down and drop it in our Suggestion Box at our monthly meetings!



| SBA | MUG Membership Application | | | |
|---|---|--|--|--|
| South Bay Apple Macintosh User Group provides Mac owners and users with a local source of shared knowledge and experience through monthly meetings, training seminars and our monthly newsletter. | | | | |
| Individual | and family membership is \$35 per year payable to SBAMUG. | | | |
| | 🗆 New Member 🛛 🗆 Member Renewal | | | |
| Name: | | | | |
| | | | | |
| | State: Zip: | | | |
| | Email Address: | | | |
| | erest: | | | |
| | /ou Use Most: | | | |
| | ut SBAMUG?: | | | |
| • | | | | |
| | | | | |
| Signature: | Date: | | | |
| | Bring Application & Fees to Meetings or Mail to: | | | |
| SBAMUG | | | | |
| P.O. Box 432 | | | | |
| | Redondo Beach, CA 90277 | | | |
| | | | | |

PERIODICALS

South Bay Apple Mac User Group P. O. Box 432 Redondo Beach, CA 90277-0432

