



Macintosh Users Group
www.TheMacClub.org
Laguna Woods Village Macintosh Club
Laguna Woods, California

Have a **BYTE!**

January 2010, Vol. 15 Number 1

➡ **GENERAL MEETING • THURSDAY • JANUARY 14, 2010** ➡
➡ **CLUBHOUSE 1 • 7:00 P.M.** ➡



iCal - A Powerful Desktop Calendar

Presented by Forrest Blanton and
Brett Blake of the Irvine Spectrum
Apple Store

➡ **6:00 P.M. Ask the “Gurus” Q&A** ➡

Inside...Apple PEALINGS



Board Roster 2010 ...

Mac Board Members...

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Anne Clark, Webmaster, Secretary, Instr., Supervisor
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Louise Doslu, Instructor, Supervisor
email: loeydos@gmail.com.....855-9010

Mac L.C. Supervisors...

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email: craig@aztech4mac.com.....859-8007

Dennis McGovern, Supervisor
email: dgovern2@mac.com.....462-3681

Ned Read, Assistant Supervisor
email: nedread@comline.com.....457-9190

Volunteer to assist YOUR Club today!

President's Message...

Welcome 2010. Thank you, members, for renewing your Mac Club membership. If you have not yet renewed, please drop in at the Mac Learning Center before the end of January and fill out our 'really short' membership form with your check for \$10. Non-residents are welcome for \$20 (one per household), subject to Golden Rain's '10 percent membership' limit.



House Calls. I have received a few calls recently for help in reconnecting to the Internet. If you call West Coast Internet for help, they will tell you to disconnect the power plug from the cable modem, wait a few seconds, and reconnect. Works 99% of the time. Not so in a recent visit. After verifying cable connections for Ethernet, power, and coaxial, and seeing the green lights on the cable modem, there was still no connection. I decided to enter the cable modem's web interface number: In your browser's web address field, type 192.168.100.1 and press Enter. This will display the status of your cable modem. I saw that the Cable Modem Status was "Disabled" instead of "Operational." In the "Configuration" page, you can click the "Restore Factory Defaults" button. I clicked the button, waited a few minutes, and closed the browser window (click the red window button). Voilà! The Internet connection was working. I cannot explain how the cable modem became 'Disabled' in the first place.

Password. I expect all Mac owners using OS X to know their Admin User Name and its password. Guess what? I can assure you that I do not know your password. This is the password you use to install your Mac's software updates. If you forget, Apple has a back door that allows you to reset your password using the Mac OS X system disc that came with your iMac. Do you know where your system discs are? If not, I'll use mine. If you know your password, I suggest you write it on a Post-It note and affix it to the bottom of the keyboard for easy retrieval. The last sentence will bother security purists but not me.

Happy New Year!

Cheers...Charles

Important Information...

Mac Learning Center Phone.....268-2263
The Mac Club website.....www.TheMacClub.org
Anne Clark, Webmaster.....aclark@comline.com
Board Meetings....Tuesday at 1:15 P.M. following the Thursday General Meeting each month.

Program - Thursday, January 14, 2010 - 7:00 P.M.



iCal - A Powerful Desktop Calendar

Presented by Forrest Blanton and Brett Blake of the Irvine Spectrum Apple Store

If one of your new year's resolutions is to manage your time better, look no further than Apple's **iCal**.

iCal makes it easy to keep track of your busy schedule. You can create as many separate calendars as you need — one for home, another for school, a third for work, and so on. You can see all your calendars in a single window or choose to see only the calendars you want.

iCal provides all the tools you need to keep track of schedules, appointments, birthdays, to-do lists, and other important events

Door Prizes

Three door prizes will be given to lucky winners in the audience (must be a Mac Club member and present to win).

🚌 If you don't drive at night: 🚌

👉 **The Night Bus (597-4659) is available for your convenience.** 👈



“Anne’s Corner”

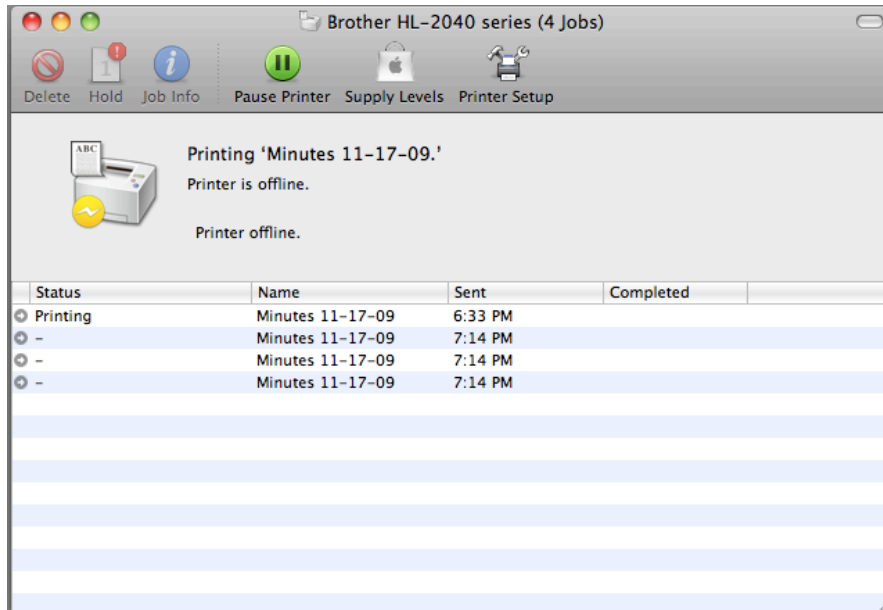
What is the Print Queue?

The print queue is a list of print jobs waiting to be printed. The queue builds when you send documents to the printer in rapid succession. The printer will print them in sequence. The queue also builds if you repeatedly attempt to print a document but the printer is not responding.

There are two ways to access the printer window and see the print queue:

1) Click on your **printer's icon in the Dock**.

OR: 2) Go to **System Preferences** (on the Apple menu), click on **Print & Fax**, and **double-click on the name of the printer** in the left side bar.



Before solving your print problem, delete any print jobs from this list that you do not want to print. To delete print jobs from the list, select them one by one and click the red Delete button in the toolbar.

When the printer problem is solved, the print jobs remaining in the print queue will be printed, one after the other. To close the printer window, click the red window button in the upper left-hand corner.

The printer problem in the above case was that the printer was unplugged for this demonstration. After it was plugged in again, printing resumed. Printer problems will be addressed in future issues of Anne's Corner.

Enjoy!

Anne Clark

*Recent additions
to our
MacApple Library*



390 *iPhone Pocket Guide, Third Edition*
by Peachpit Press 2009

391 *The Little Mac Book, Snow Leopard*
by Robin Williams 2010

392 *Mac OS X Snow Leopard, Teach YV*
by Paul McFedries 2009

393 *iPod Touch for Dummies*
by Wiley Press 2009

LAGUNA WOODS VILLAGE MACINTOSH CLUB
(<http://www.themacclub.org>)

2010 APPLICATION and/or RENEWAL FORM

Date _____

Resident - Single - - - - NEW or RENEWING Member \$10

Resident - Couple - - - - NEW or RENEWING Members \$15

Non-Resident(s) - - - - NEW or RENEWING Member \$20

Check # _____ or Cash

Please PRINT LAST Name &

FIRST Name

If "Couple" print other LAST Name &

FIRST Name

COMPLETE Street Address

City, State and Zip Code

Telephone Number

First email address

Second email address

Give this completed form and either cash or a check made out to **The Mac Club** to a Supervisor in the Learning Center, or send it to the Mac Club's treasurer **W.A. Vermolen, 3346-A Bahia Blanca East, Laguna Woods, CA 92637**




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Macintosh solutions & Instruction

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AzTech

Professional On-Site Service

Craig Hoyt

Macintosh Specialist

261-B Calle Aragon
Laguna Woods, CA 92637

Phone: 949-295-2242

craig@aztech4mac.com
www.aztech4mac.com

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949.487.3302

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Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Town Centre

Laguna Woods Village Community Center, 3rd floor

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

The PDF... a truly remarkable invention

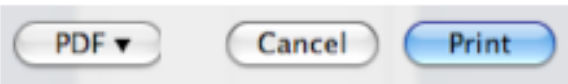
We can thank **Dr. John Warnock** for creating the **Portable Document Format**, also called *Portable Document File* by some folks, about nineteen years ago. From an existing page description language known as *PostScript*, he refined and developed new technology that has evolved into the **Adobe Systems PDF** format we use today.

What is so remarkable is that when a file is saved, using the PDF format, it can then be viewable and printable on virtually any platform... Mac OS, Microsoft Windows, UNIX, and many mobile platforms as well.

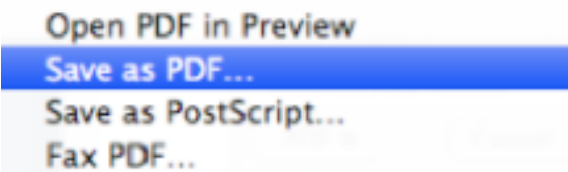
A **PDF file looks exactly like the original** and **captures** all the original source file information, such as: the fonts or typefaces, sizes and styles, graphics, drawings, photos, all images, overall layout, video, maps, etc. When you think about all the behind-the-scenes technical data embedded into a single document when using some of the elements I have just mentioned, it is really amazing.

Although there are other ways to create a PDF file, I personally take this path:

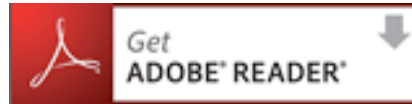
1. have open document
2. drop **File** menu
3. click on **Print** command
4. click on **PDF** button



5. click on **Save as PDF...**



Mac OS X provides **Preview** to open a PDF document... however, **Adobe Reader** (originally known as *Acrobat Reader*) is the better software that enables anyone to view and print PDFs. If your Mac, or computer, doesn't have it, go online to www.adobe.com to download the **free software**... click on:



When thinking back to the earlier days of personal computer use... the difficulties we had with file exchanging between Mac and PC users, and also the frequent problems when trying to open email attachments... I say “**thank you**” to Adobe Systems for giving us an easier way.

Nowadays, when you distribute PDF files to other people, they see precisely the same fonts, colors, page design, and other elements that you put in your original document. And here's the beauty of it... they will see all of this even if they don't have the fonts or the software you used to create the document.

The use of the PDF is now considered to be universal. Everyone can send or receive such a file and no longer have to consider the kind of computer, or operating system, you or your correspondents may be using.



The other day someone asked me which animal belongs with which OS X version... and I couldn't remember. So for those that may want to know, and to help me remember:

OS X v10.0	Cheetah
OS X v10.1	Puma
OS X v10.2	Jaguar
OS X v10.3	Panther
OS X v10.4	Tiger
OS X v10.5	Leopard
OS X v10.6	Snow Leopard

Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Town Centre

Laguna Woods Village Community Center, 3rd floor

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

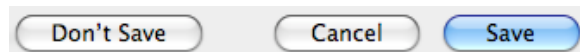
Reviewing Fundamentals & Basics:

Fun to peruse for more clues...

The dictionary definition of the word “**clue**” includes: “*a fact or idea that serves as a guide or aid in a task or problem*”.

A previous column about **clues** was so well received that I thought we would look for a few more to help you understand and use in your Mac computer activities.

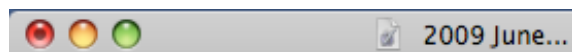
One of the most often seen dialogs is the one showing buttons: **Don't Save, Cancel, Save**. One button is always **blue** (or **highlighted**).



The blue is a visual clue that you can press the **return** or **enter** key to activate that blue button, instead of doing a mouse click on it. FYI, this works throughout the System.

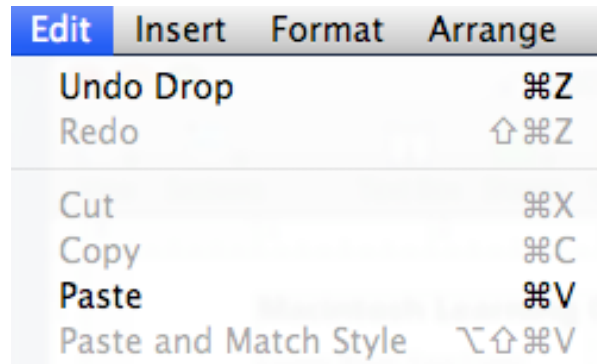
Also, although it is not a typical clue, it is worth knowing about... the **Cancel** button can be activated by pressing the keyboard **esc** key.

If you are using the latest **Pages** app, when viewing the Title bar in an open window look at the red **Close** button. If it has a **dot inside**



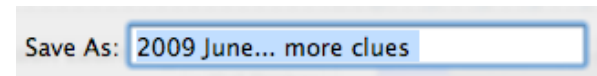
it means you have not yet saved the work, or changes, on this document. The dot will disappear when you **Save** the document.

Re Menus, when commands in a menu are **gray** instead of **black**, the Mac is giving you an important visual clue. Menu commands that are gray cannot be activated at that time. Those commands that are black are **available** and can be activated with a single click.



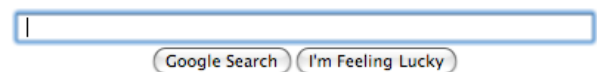
When looking at a dropped menu you should also notice the characters on the right side of the column. These are clues of a sort and are called **keyboard shortcuts**. They are useful when you prefer not to point&click with the mouse. An example... to **Paste** something simply press **command v** keys.

Clues related to **text entry areas...** although this example may be showing black&white, on your screen it will show a **blue border** around the area and the data is **highlighted**.



This is telling you it's ready for you to start typing. Your typing will **automatically** delete the highlighted data and put in the new data.

This is another typical **text entry area** with the **blue border**, however it is showing a flashing **Insertion Point**. This clue is also telling you it's ready for you to start typing.



It is a good idea to keep an eye out for the many **visual clues** the Mac gives us. They are designed to offer us help and guidance. Sometimes our eyes will glaze over because there is so much visual stimulation presented on the computer screen, however, if we will be patient and take the time to actually look and read the information provided it will help us to be more proficient and have more fun.

🍏🍏🍏 Calendar ▪ **January 2010**

NEW YEAR HOLIDAY (L.C. CLOSED)

*** CLASS for Novices**

(Faye Pearl, Metche Franke & Louise Doslu)

*** e-Mail / Internet CLASS** *(Anne Clark)*

*** Mac 101 hands-on CLASS** *(Shell Weinberg)*

GENERAL MEETING

BOARD Meeting *in Spruce Room (Adm. Bdg.)*

*** Digital Photo CLASS** *(Anne Clark)*

*** Slideshow 101 CLASS** *(Michael Moore)*

*** Mac 201 CLASS**

Friday, January 1

Wednesday, January 6

Thursday, January 7

Wednesday, January 13

Thursday, January 14

Tuesday, January 19

Thursday, January 21

Friday, January 29

no class

10:00 - 11:30 am

1:00 - 3:00 pm

1:00 - 3:00 pm

6:00 - 8:15 pm

1:15 - 3:00 pm

1:00 - 3:00 pm

1:00 - 3:00 pm

ALL CLASSES (*) ARE DROP-IN with a request for a \$2 donation

Macintosh Computer Learning Center is open Monday through Friday, 9:00 a.m. - 3:00 p.m.

EXCEPT when Classes are given it will be closed, and on **Holidays**.

Schedule subject to change, see <http://www.themacclub.org> for the latest information

Mac Learning Center telephone number **268-2263**



Happy New Year from The Mac Club!