



Have a BYTE!

July/August 2008, Vol 13 Number 7

NO GENERAL MEETINGS * JULY AND AUGUST 2008

A New Class Photoshop Elements 6



On Thursday, July 17, 1-3 p.m., at the Mac Learning Center, Anne Clark will begin a "Photoshop Elements 6" class. This class will demonstrate, and provide hands-on practice of, new tools in Photoshop Elements 6. On July 17, the topics will be the "Quick Selection" tool and "Fixing Group Shots."



Pages

On Wednesday, July 9. 1-3 p.m,
Shell Weinberg will be giving his new class,

"Fundamentals of Pages" by Shell Weinberg" .

Inside ...

Board Roster
President's
Message

Page 2

"Word of
Caution"
Faye Pearl

Page 3

Anne's Corner
Editing
Word Files

Page 4

Bio
Carol Peterson
Business Cards

Page 5

Louise
Dawson
Reviews:

Page 6

Shell Weinberg
Mac Learning
Center

Page 7

Calendar
Class Schedule

Back Cover

Board Roster 2008...

Charles Clark, President.....	837- 6080
Email: cclark@comline.com	
Willem Vermolen, Vice President/Supervisor	472-5002
Email: Wimolen@mac.com	
Anne Clark, Secretary/Web Manager/Instructor.....	837-6080
Email: aclark@comline.com	
John Hansen, Treasurer/Membership.....	830-5260
Email: jhansen@comline.com	
Shell Weinberg, Supervisor/Instructor.....	581-8481
Email: shell@comline.com	
Gladys Greene, Publication/Supervisor.....	768-7700
Email: greenefg77@comline.com	
Murray Massin, Supervisor/Instructor.....	837-0878
Email: emngee@comline.com	
Ed Egan, Past President	859-1938
Email: eegan@fea.net	
Bob Payne, Supervisor.....	472-0356
Email: bobpayne@aol.com	
Fern Lerner, TLC Committee.....	951-8494
Email: falerner33@fea.net	
Carol Peterson, Membership Assistant.....	586-2720
Email: carolpeterson1@mac.com	
Faye Pearl, Supervisor	470-9409
Email: fayepearl@comline.com	
Ruth Williams, Librarian.....	598-2953
Email: ruthe@comline.com	
Ed Fuller, Mailing.....	770-9211
Email jeff12@fea.net	

Mac Board Associates...

Louise Dawson, Apple Ambassador.....	Email only
Email: yesyoucan@mac.com	
Michael Moore, Supervisor/Instructor.....	770-9796
Email: mikes59@myway.com...	
Audrey Glenn, Telephone Tree.....	588-0656
Email: amglenn@webtv.net	

Mac L. C. Supervisors . . .

Craig Hoyt, Supervisor.....	859-8007
Email: craig@aztech4mac.com	
Louise Doslu, Supervisor.....	855-9010
Email: loeydos@Gmail.com	
Dennis McGovern, Supervisor.....	462-3681
Email: dmcgovern@mac.com	
Ned Read, Assistant Supervisor.....	457-9190
Email: nedread@comline.com	
Metche Franke, Assistant Supervisor.....	462-9316
Email: metche@comline.com	

Board Meetings.....Tuesday afternoon, 1:15 p.m., following the Thursday General Meeting each month.

Important Information...

Mac Learning Center Phone..... 268-2263
The Mac Club Web Site..... www.TheMacClub.org
Anne Clark, Web Manager Email: aclark@comline.com

President's Message...



General meetings. There will be no General meetings in July and August. However, the Learning Center will be staffed with no change in hours, and most of the classes will continue. Check the newsletter and the club web site for more details: <www.themacclub.org/LearningCenter.html>.

Mac OS X 10.5.3 update. I had one problem with updating an old flat-panel iMac to the latest OS X update. The download and installation proceeded without problems. My problem began when the iMac restarted. The screen would not proceed from the revolving 'gear wheel' officially known as the Indeterminate Progress Indicator. Many troubleshooting tips are available on the web to solve problems. One tip for software installations is to disconnect the USB or FireWire cables to your printer and/or external hard drive. My malcontent iMac was connected to a very complicated HP all-in-one printer. I disconnected the printer cable and proceeded to restart. The iMac completed the install process and displayed a normal Finder window. Finally!

Oddball email problem. A member complained that he could not receive email and requested I take a look at the problem. I opened Mail Preferences... and reviewed the Account Information data. All was well. I then opened the Advanced tab. There I found the checkbox was not checked for 'Remove copy from server after retrieving a message.' What this meant was that all incoming email collected by his ISP, say West Coast Internet, would remain on their mail server until you remove it or ask them to remove it. If you do not remove the old mail, eventually the email storage space allocated to your account fills up. In this case, the mail server was full and could not function. I corrected the situation by adding the missing check mark and clicking the 'Remove know' button. Since there were over three megabytes of data on the mail server, the erasure took some time. West Coast Internet has pleaded with me that you set your Advanced with the 'Remove copy...' pop-up button to read 'Right away.' No harm in that. All your email will be transferred to your Mac, and the mail server will have space to collect new mail.

Cheers Charles

No Programs in July and August 2000

A Word of Caution: Faye Pearl....

I don't know if this applies to PC users; but I can attest to the fact, after having had multiple problems, that the webmail West Coast Internet is now using is NOT reliable for Macintosh users.

A couple of months ago I was out of town. In going to the mail.comline site several problems occurred. One was that I was unable to navigate the site. The second very big issue was that only junk, advertisement, and group mail came through; no personal mail. The personal mail was forever lost.

I had many long distance phone calls with West Coast Internet. Their overall attitude was that I was at fault, the Macintosh computer I was using (my sister's) was out of date, they tested it at their end and everything was working fine.

On my return home I complained to whoever would listen. A support technician came to my home to check the problem. He verified that webmail was not working properly; that I could not navigate the site. He asked me to switch from Safari to Firefox. I did that and again he witnessed that the program was not responding.

Very recently I was again out of town. My son told me that he sent me an email which was returned to him as "undeliverable". Again I started with the long distance calls and email to determine why this occurred. My son re-sent the message to me both to my gmail account and to my comline account. The gmail delivered the email; the comline again returned it to him as undeliverable.

I informed Paul, with West Coast Internet, of this. I got a song and dance routine. In the end his advice to me, via email, was that if Gmail was more reliable--I should use it. They were, overall, quite satisfied with their program.

I have no idea what emails I have not received; and it's disquieting. It is also very uncomfortable for me to know that West Coast Internet does not have a reliable responsive webmail program as a priority.

The Door Prize winners at the
General Meeting, June 12, 2008

Michael Moore
Ted Mille
Carol Stephenson
Diki Sields
Gladys Greene
Robert Iehl
Ted Mille



Published 11 times yearly by the *Laguna Woods
Village Macintosh Club in Laguna Woods, CA.*

<i>Editor/Publisher</i>	<i>Gladys Greene</i>
<i>Proofing</i>	<i>Fern Lerner</i>
<i>Labels</i>	<i>Carol Peterson</i>
<i>Ed Fuller</i>	<i>Mailing</i>

"Anne's Corner"

Editing Word Files - Without Word

In OS X 10.5 "Leopard," it's easy to work with Microsoft Word files on your Mac, even if you don't have Microsoft Word installed on your computer.

TextEdit, your Mac's built-in word processing program, can open MS Word files (which are often distinguished by a ".doc" or ".docx" suffix). Simply double-click the document icon. It will automatically open in TextEdit if that's the only word-processing program on your computer. If you have several, you can specify which program to use by Control-clicking on the file icon (or right-clicking if you have a two-button mouse) and selecting your desired program.

Now you can edit the file just like any other document. However, if you want to share your file with MS Word users, be sure to save your work in Word format. Here's how:

1. From the File menu, choose Save As⌘ or type Command-Shift-s.
2. Click-hold on the File Format tab and choose one of the Word formats.
3. Click Save.

If you own iWork '08, you can use similar techniques in Pages, Apple's advanced word processor. But instead of using the Save As⌘ command, select Export from the File menu. Choose the Word option and press Next.

This Apple Pro tip is published at http://www.apple.com/pro/tips/word_files.html and will be reviewed in the next Email/Internet class.

Enjoy!

Anne Clark

My Autobiography , Board Membership.....

I am Carol Peterson, happy resident of Laguna Woods since 2000. I was born and raised in East Chicago, Indiana, where I met and married my husband Frank.

We had two children and I was fortunate to be able to stay home with them. When they were teenagers, I decided to move up to the 20th century, learn how to work computers and hopefully make a buck or two. After taking classes at the local university I bought my very first computer, a Televideo with a whopping 64 megabytes of disk space.

The good news..... I learned how to work the darn thing and started doing word processing and data entry at home. I then saw an ad in the paper for a court reporter transcriber. Didn't know what that was, but I got the job anyway. My reporter would stroke the testimony in court, transfer it to a floppy disk, and I'd make a finished transcript from it.

The bad news..... I ended up with bad carpel tunnel syndrome after about six years, and had two surgeries. Doc said "No more typing all day for you".

The good news..... I love aquatic exercise, so I studied, took classes and became certified as an instructor and personal trainer.

The bad newsaquatic exercise is great for the people in the water, but hard on the instructor running around on the deck like a crazy person. I ended up with a torn Achilles tendon. End of that.

I guess I'm still trying to figure out what I want to be when I grow up, but I'm sure having fun in the process.

 <p>iMentor Private Computer Tutoring Installations and Troubleshooting Rick Thues 714-728-3224 iMentor@pobox.com</p> 	<p><i>"When the CHIPS are down"</i> CALL THE APPLE DOCTOR Steven M. Spiegel Apple II & Macintosh Computers Repairs, Accessories & Upgrades</p> <ul style="list-style-type: none">• State Licensed #E-26047• 25 Years Experience• By Appointment ONLY <p>CALL: (949) 859-2362</p> <p>6 Mesa Circle Aliso Viejo, CA 92656 Cell: (949) 683-0323 E-Mail: appledoctor@cox.net</p>
<p>www.themacclub.org www.themacclub.org www.themacclub.org</p>	<p>AzTech Professional On-Site Service</p> <p>Craig Hoyt Macintosh Specialist 281-B Calle Aragon Laguna Woods, CA 92637</p> <p>Phone: 949-295-2242 craig@aztech4mac.com www.aztech4mac.com</p>
<p>West Coast Internet</p> <p>Generously providing high speed cable connection to the Mac Learning Center</p> <p>Phone 949.487.3302</p>	<p>NetSTAR COMMUNICATIONS</p> <p>Generously providing standard Internet connection to the Mac Learning Center</p> <p>Phone 888.336.3878</p>



Louise Dawson's Review:

PEACHPIT BOOKS.

Be sure to check out <peachpit.com> for some very helpful books. Use the code UE-23AA-PEUF at checkout to receive a 30% discount. Here are just a few of our favorites:

Robin Williams' "Cool Mac Apps: Twelve Apps for Enhanced Creativity and Productivity, 3rd Edition."

Scott Kelby's "The Photoshop Elements 6 Book for Digital Photographers."

"Microsoft Office 2008 for Macintosh: Visual QuickStart Guide" by Steve Schwartz.

But my favorite book right now is "The Mac OS X Leopard Book. How To Do The Things You Want to Do On Your Mac."

The author, Scott Kelby, is "the world's #1 best-selling computer book author" according to the cover and I can see why. What a wonderful little book. It serves as a quick resource manual with a page to cover probably every aspect of using OSX Leopard and the applications you may own.

Scott is a fine author with great knowledge and the ability to educate others with expertise and humor. Each topic has its own page with screenshots, easy to follow directions and an occasional special tip. For example, on page 128, you will find one long paragraph telling you exactly how to find music at the iTunes store. On page 129 is a smaller paragraph explaining how to buy the music once you find it. The next few pages cover other aspects of iTunes. Then we move on to other music subjects such as burning an audio CD, adding music to your creations, and using speakers with your Mac.

You will find instructions regarding the use and customizing of the computer, common applications such as iPhoto, and a few tricks you may have been hesitant to try or didn't even know existed such as video conferencing. There is plenty of advice for handling every aspect of mail and web browsing including how to deal with SPAM and Parental Controls. Even if you think you know all you need to know, there is enough in this 246 page book to inspire you and take away your fear of trying new things.

At a very reasonable price of \$24.99, you can find this fun and excellent book at <Peachpit.com>. Use the code UE-23AA-PEUF at checkout for a 30% saving on any Peachpit book. Books make great gifts for the beginner, the challenged, or those who want to raise their game. Peachpit covers many areas including DVD production, Web Design and Photography so there is something for everyone, even those who don't own a Mac.

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

Time to bite the bullet... this is *Pages*

Without further ado I have switched, from *AppleWorks* word processing, to using *Pages* to produce the column you are now reading.

I don't believe you will notice any particular difference in what you are seeing. The fonts, style, and layout appear to be identical to earlier Mac LC columns. It is creating the document that has challenging differences.

Those of you who are loyal readers of this column are aware that the previous three columns have been devoted to explaining some areas of confusion when one starts using the word processing program *Pages*.

Today we actually show you the **results** when creating a new two column word processing document using *Pages* exclusively. I must



confess, however, the first five lines were **copied** from an earlier AW doc and then **pasted** into this document. Everything else is new, fresh and *Pages* produced.

So, let's write a bit about the challenging differences mentioned earlier. For example, making the graphic of the *Pages* icon fit into the above space was a hassle because of the annoying factory defaults **object wrap** and **text fit**. I finally found the **Send Object to Background** command in **Arrange** menu.

I also learned that **control** of the wrapping of text from column **one** to column **two** required that I go to the **Insert** menu, and then select **Column Break** to get the break I wanted.

Some other general *Pages* information... if you would like to insert the **date and/or time** into a document you should drop

the **Insert** menu and select the **Date & Time** command. The default shows the **date only** in your document. Next, you must double click on that date line to open a **dialog** which offers **choose Date Format**, and there is where you will find a pop up menu showing **time setting** options for your selection.

Preset **defaults** (*factory set selections*) :

live work area is **6 1/2" x 10"**,
based on **8 1/2" x 11"** paper size
one column
font is **Helvetica Regular**
size is **12 point**
alignment is **flush left**, ragged right
text color is **black**
background color is **white**
line spacing is **1 line**
tabs are set every **1/2"**

Above settings can be changed by visiting:

Toolbar (at top of the window)
has flexibility, can add icons or remove
Format bar (beneath the Toolbar)
changes when working with graphics
Inspector (icon is on the Toolbar)
has about 165 different setting options

Re **margins...** open the **Inspector**, click on first button (**Document Inspector**). Then be sure **Document** button is highlighted. See **Document Margins** section displaying the four margins, **Left, Right, Top, Bottom**. You can make a change here and watch the change occur immediately in your open document.

Re **word count**, number of **pages**, how many **lines** in the document, etc. This information is available when you open the **Inspector**. Click on first button (**Document Inspector**), then click on **Info** button.

Should you want to include an **audio** file, or a few **photos**, or even a **movie**, in your word processing doc... click on the **Media icon** on the Toolbar and make your selection by **dragging the file icon** into your document.



Laguna Woods Village Macintosh Club
Laguna Woods, CA

Gladys Greene
5468 Paseo Del Lago E, Unit B
Laguna Woods, CA 92637-7322

NON-PROFIT ORG
U S POSTAGE
PAID
LAKE FOREST, CA
PERMIT NO. 412

🍏🍏🍏 Calendar ■ July & Aug 2008

INDEPENDENCE DAY (L.C. CLOSED)	Friday, July 4	
* e-Mail / Internet CLASS (Anne Clark)	Thursday, July 3 & Aug 7	1:00 - 3:00 pm
Comp BEGINNERS' SESSION (Murray Massin)	Friday, Aug 8 only	1:00 - 3:00 pm
* Fundamentals of Pages CLASS (S.Weinberg)	Wednesday, July 9 only	1:00 - 3:00 pm
* Mac for Dummies CLASS (Shell Weinberg)	Wednesday, Aug 13	1:00 - 3:00 pm
BOARD Meeting in Spruce Room (Adm. Bldg.)	Tuesday, July 15 & Aug 19	1:15 - 3:15 pm
* Photoshop Elements 6 CLASS (Anne Clark)	Thursday, July 17	1:00 - 3:00 pm
* Digital Photo CLASS (Anne Clark)	Thursday, Aug 21	1:00 - 3:00 pm
iMovie Q & A (Michael Moore)	Friday, July 25 & Aug 29	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 **July 4 (Holiday)**

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

Mac Learning Center telephone number 268-2263

***) NEW CLASS**