



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

Have a **BYTE!**

November 2009, Vol. 14 Number 10

GENERAL MEETING · THURSDAY · NOVEMBER 12, 2009
CLUBHOUSE 1 · 7:00 P.M.



“Backing Up”
Learn to
back up
once and for
all!

Presented by Anne and Charles Clark

👉 6:00 P.M. Ask the “Gurus” Q&A 👈

Inside...Apple PEALINGS



Board Roster 2009 ...

Mac Board Members...

Charles Clark, President
email: cclark@comline.com.....837-6080

John Hansen, Vice President
email: jhansen@comline.com.....830-5260

Anne Clark, Webmaster, Secretary, Instr., Supervisor
email: aclark@comline.com.....837-6080

Wim Vermolen, Treasurer, Membership, Instr., Supv.
email: wim@comline.com.....472-5002

Faye Pearl, Instructor, Supervisor
email: fayepearl@comline.com.....470-9409

Shell Weinberg, Instructor, Supervisor
email: shell@comline.com.....581-8481

Fern Lerner, TLC Committee
email: falerner33@fea.net.....951-8494

Metche Franke, Assistant Instructor, Supervisor
email: metche@comline.com.....462-9316

Ruth Williams, Librarian
email: ruthe@comline.com.....598-2953

Ed Fuller, Mailing
email: jeff12@fea.net.....770-9211

Ed Egan, Past President
email: eeagan@fea.net.....859-1938

Bob Payne, Board Member
email: bobpayne@aol.com.....472-0356

Kevin O'Connor, Newsletter Editor, Asst. Supervisor
email: kcoconnor31@hotmail.com.....770-2485

Mac Board Associates...

Louise Dawson, Apple Ambassador
email: yesyoucan@mac.com.....email only

Audrey Glenn, Telephone Tree
email: amglenn@webtv.net.....588-0656

Michael Moore, Instructor, Supervisor
email: mikes59@myway.com.....770-9796

Lee Wight, MD, Product Liaison Representative
email: lwright@comline.com.....587-5770

Ted Miller, Supervisor
email: t2j2@aol.com.....547-1918

Mac L.C. Supervisors...

Louise Doslu, Instructor, Supervisor
email: loeydos@gmail.com.....855-9010

Craig Hoyt, Instructor, Supervisor
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...

Gladys Greene. Gladys Green, former newsletter editor and Board member, has moved to Arizona to be with her family. Gladys fought this move for months, but after she tripped over her beloved dog, she consented to the move.



Call for Volunteers. We have several openings in our Mac Board. If you wish to make an impact on our club and make some nice friends, please contact me (837-6080). I can invite you to a Board meeting so you can see for yourself if you are a fit. Common sense is a plus. Technical skill, not so much.

Renewal time. Your 2009 membership dues will expire at the end of the year. Dues are \$10 for residents, \$20 for nonresidents. Combined with our 'world-class' Learning Center, your membership is very special and very affordable. While \$10/\$20 dollars is a nominal amount, your dues do help the Mac Club maintain the Learning Center, paying for ink, toner, paper, and the printing of newsletters. New members signing up now will have their membership extended to the end of 2010.

Mail Call, Not. The Post Office now requires bulk rate users, such as us, to deposit their mailings at the Santa Ana Processing and Distribution Center, not at the Laguna Hills office where we enjoyed good relations for many years. This has proved to be a hardship. The Board has decided to use first class stamps for the November and December mailings. Cost is a bit more but saves in gas and time. Furthermore, the Mac Club will no longer mail newsletters to members after the December issue. You may pick up a paper copy in the Learning Center or at our general meetings. You may also read the newsletter for free at our website, www.themacclub.org/newsletter.html. You can even print out a copy at your printer.

Happy Thanksgiving!

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, November 12, 2009 - 7:00 P.M.



“Backing Up” Learn to back up once and for all!

Presented by Anne and Charles Clark

Backing up your important files and pictures is essential ... but how? Learn the basics of backing up, including:

- Backing up Your Address Book.
- Backing up Photos from iPhoto to CD.
- Using the Burn Folder.
- Backing up to a Flash Drive.
- Backing up Your Home Folder.
- Backing up manually to an external hard drive.
- Using Time Machine.

Every person in the audience will receive a handout.

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**



"Anne's Corner"

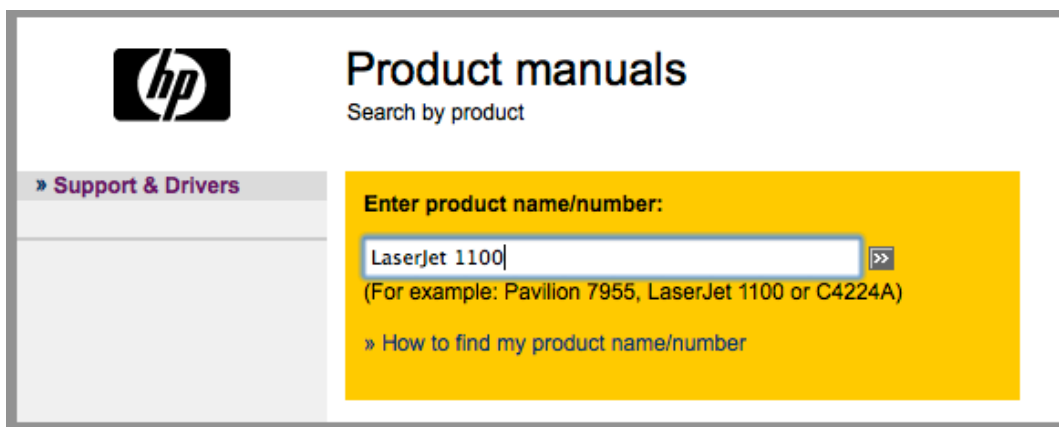
Can't Find Your Printer Manual?

Need your printer manual but cannot find it? Don't despair! Download it from the Internet.

Most printer manuals - and most any other user guide and manual for any product - can be downloaded from the Internet.

For example, to download a manual for an HP printer, type in the Google search field "HP Product Manuals" and press Enter.

An HP web page opens at which you can enter your product name/number, for example "LaserJet 1100" and press Enter. See example below:



On the next page, select your printer, then scroll down to your printer and click on the type of manual you want, such as Quick Reference Guide.

The Guide will be downloaded as a PDF document and automatically opened in Preview or Adobe Reader. Save it to your desktop or documents folder for future reference.

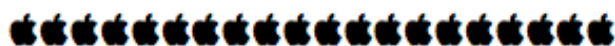
Every company's support page looks different. But look for manuals or user guides until you find yours.

I'll be glad to go through these steps with you at the Learning Center on Thursday afternoons, except the 1st and 3rd Thursdays during class.

Enjoy!

Anne Clark

*Recent additions
to our
MacApple Library*



382 *Mac Computing for Seniors*
by Nick Vandome 2008

383 *Macs for Seniors FOR DUMMIES*
by Mark L. Chambers 2008

384 *iWork '09 THE MISSING MANUAL*
by Pogue Press 2009

385 *Teach Yourself the Internet & www*
by maran Graphics 1997

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**




iMentor

Macintosh solutions & Instruction

Rick Thues, the iMentor

714-728-3224
iMentor@mac.com

 Consultants Network
theiMentor.com



"When the CHIPS are down"
CALL

THE APPLE DOCTOR

Steven M. Spiegel

Apple II & Macintosh Computers
Repairs, Accessories & Upgrades

- State Licensed #E-26047
- 25 Years Experience
- By Appointment ONLY
- CALL: (949) 859-2362

6 Mesa Circle
Aliso Viejo, CA 92656
Cell: (949) 683-0323
E-Mail: appledoctor@cox.net

www.themacclub.org

www.themacclub.org

www.themacclub.org

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

**West Coast
Internet**

Generously providing
high speed cable
connection to the
Mac Learning Center

Phone
949.487.3302

NetSTAR
COMMUNICATIONS

Generously providing
standard Internet
connection to the
Mac Learning Center

Phone
888.336.3878

CLASSES... *each Class is offered once every month at the Macintosh Computer Learning Center*

All CLASSES are drop-in • 1:00 to 3:00 • \$2.00 donation to support the Learning Center

CLASS for Novices • *Instructors: Faye Pearl, Metche Franke & Louise Doslu*

The CLASS for Novices addresses the needs of new and near-new computer users, focussing on learning both basic and essential skills required to master computer use. Through demonstrations and hands-on exercises we go from mouse skills to file management for documents, photos, addresses and email.

*Meets on **first Wednesday (10:00 a.m.)** of every month unless preempted by a holiday or summer break.*

Mac 101, Hands-on & Lecture CLASS • *Instructor: Shell Weinberg*

Designed for *Beginners, New Users, users with some knowledge*, who want to know more about the **Fundamentals & Basics** of Mac computer operation. Basic information is offered about such things as: *the Finder, the Menu Bar, the Dock, setting Preferences, features of a window, organizing files and folders*, and may also include a glimpse at *Pages Word Processing* and other programs. Some hands-on exercises to help you experience the actual task as it is demonstrated.

*Meets on the **second Wednesday** of every month unless preempted by a holiday or summer break.*

Mac 201, Hands-on & Lecture CLASS • *Instructor: Wim Vermolen*

This CLASS is the next step **after Mac 101**. Information and exercises learned there will be presented in greater detail. This CLASS features the Mac Operating System and accompanying applications. Each session will highlight one or more apps such as *iLife, iPhoto, iWork, Mail, Preview, Safari and TextEdit*. Tips and tricks on how to use your computer will be discussed and unique keyboard commands (shortcuts) will be emphasized.

*Meets on the **last Tuesday** of every month unless preempted by a holiday or summer break.*

Email & Internet CLASS • *Instructor: Anne Clark*

For email and Internet users on all levels. Topics may include *OS X Mail, Gmail, Yahoo! Mail, Safari, and Firefox*. This CLASS allows for a combination of instruction, demonstration, hands-on experiences, questions and answers, and discussion. Sending and receiving attachments will be covered in every session. All attendees are encouraged to bring their questions and contribute information based on their own experience. Every participant will receive a handout for future reference and review.

*Meets on the **first Thursday** of every month unless preempted by a holiday or summer break.*

Digital Photo CLASS • *Instructor: Anne Clark*

This CLASS offers information, demonstration, and hands-on exercises for anything related to digital photos. This might include how to import your digital photos from your camera into your Mac, how to organize them, how to edit them, and how to share them via email, Internet albums, and printing. In each class session, some aspects of different photo related applications will be covered. Examples of these applications are: *iPhoto, Photoshop Elements, Picasa, Preview*, and more. This CLASS allows for a combination of discussion, questions and answers, and teaching, with hands-on activities. Every participant will receive a handout for future reference and review.

*Meets on the **third Thursday** of every month unless preempted by a holiday or summer break.*

Slideshows 101 CLASS • *Instructor: Michael Moore*

This CLASS is presented using the **Keynote** program. The Instructor will demonstrate 3 different styles available including: *iPhoto Slideshow, iDVD Slideshow, and iMovie Slideshow*. Each has its special way to create and produce a slideshow. A demonstration disc is available for those students asking for it.

*Meets on the **last Friday** of every month unless preempted by a holiday or summer break.*

- Date & Time Schedules available:**
- *the Macintosh Computer Learning Center*
 - *monthly Club Newsletter, "Apple PEALINGS"*
 - *Club Website, www.themacclub.org*
 - *Laguna Woods Globe, published on Thursdays*
 - *Channel 6, on TV*



10-21-09

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: the Clipboard, Cut, Copy & Paste

Every Macintosh computer has a **Clipboard** hidden inside of it. Clipboard is a **temporary** holding area for items that are sent there when you give the **Cut** or **Copy** commands.

When you **highlight** (or **select**) a line of text, an entire paragraph, or a complete book for that matter... or a graphic, or even a sound file, and then give the **Copy** command, the Mac will send a copy directly to Clipboard,... **BUT**, will **keep** the item in your original.

Likewise, if you give the **Cut** command, the computer will send a copy directly to the Clipboard... **BUT**, will **delete** the item from your original document. Think of a scissors cutting out a piece of your data.

Once on your Clipboard, the item can then be pasted into any open document (*and this can be done repeatedly, until a new image replaces the old one*). Note the Clipboard will only hold **one item** at a time. Each time you Cut or Copy, you will automatically delete the old item and replace it with the new item.

Also understand, if you unexpectedly lose power, or if you Shut Down, the Clipboard will be cleared.

After highlighting an item there is more than one way to **activate** the commands... or do the Paste:

drop **Edit** menu, select Cut, Copy or Paste on keyboard, press **command X** to Cut on keyboard, press **command C** to Copy on keyboard, press **command V** to Paste
if you change your mind,
on keyboard, press **command Z** for Undo. Undo is also available in the **Edit** menu

Anytime you want to see what is currently on the Clipboard... you must be active in the **Finder**, then drop the **Edit** menu, then click on **Show Clipboard**.

A related function you may find useful... to capture a part of the screen (this is called a *screen shot*) and send the image directly to the Clipboard:

1. press/hold **command shift control**
2. with your other hand press **4**, release keys
3. cursor now shows as a **target crosshair**
4. position cursor, press/hold mouse button
5. drag, this draws a gray square over data
6. release mouse button
7. cropped data has been copied to **Clipboard**
8. you can now **Paste** into any open document

The above instruction is especially helpful when online doing research. Say that you are viewing a website page that has many paragraphs of info, a reference chart, and maybe a photo or other graphic. Much more data than you really find interesting or useful.

You would like to have a reference copy of a single paragraph and one photo. Using the above directions you can actually **capture** just the one paragraph, then **paste** it into an open *Pages* (or other app) document. Then do the same for the single photo, first capture and then paste.

You'll find each pasted image has become an **object with handles** and now you have the flexibility to move the two object images into any position of your choice.

You could even add in your own text data or other special graphics to complete the document... and then send it to the printer for a printed paper copy. Or, format the document as a PDF and attach it to an email message. This demonstrates the power and flexibility when using the **Copy** and **Paste** functions.



LAGUNA WOODS VILLAGE MACINTOSH CLUB
LAGUNA WOODS, CA

KEVIN O'CONNOR
C/O SHIRLEY O'CONNOR
120 VIA ESTRADA UNIT D
LAGUNA WOODS, CA 92637-4082

Calendar ■ **November 2009**

CLASS for Novices *

(Faye Pearl, Metche Franke & Louise Doslu)

Wednesday, November 4 10:00 - 11:30 am

eMail / Internet CLASS* *(Anne Clark)*

Thursday, November 5 1:00 - 3:00 pm

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

Wednesday, November 11 1:00 - 3:00 pm

GENERAL MEETING *in Club House 1*

Thursday, November 12 6:00 - 8:15 pm

BOARD MEETING *in Spruce Room (Adm.Bldg.)*

Tuesday, November 17 1:15 - 3:45 pm

Digital Photo CLASS* *(Anne Clark)*

Thursday, November 19 1:00 - 3:00 pm

Slideshows 101 CLASS* *(Michael Moore)*

Friday, November 20 1:00 - 3:00 pm

Mac 201 hands-on CLASS* *(Wim Vermolen)*

Tuesday, November 24 1:00 - 2:30 pm

THANKSGIVING DAYS (L.C. CLOSED) Thursday and Friday, November 26 and 27

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 on **Holidays (November 26 & 27)**

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

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