

Apple PEALINGS



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

Have a **BYTE!**

October 2009, Vol. 14 Number 9

GENERAL MEETING · THURSDAY · OCTOBER 8, 2009
CLUBHOUSE 1 · 7:00 P.M.



iWeb '09

How to create your own
personal website!

Presented by Irvine Spectrum Apple Store Creatives

👉 6:00 P.M. Ask the “Gurus” Q&A 👈

Inside...Apple PEALINGS



Board Roster 2009 ...

Mac Board Members...

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Dennis McGovern, Supervisor
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Ned Read, Assistant Supervisor
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Volunteer to assist YOUR Club today!

President's Message...

Annual Membership Dues. Our 2010 membership renewal drive is now open. Your dues are good for one year and expire on December 31. Dues for Laguna Woods Village residents are only \$10 per person (\$15 per couple, if applying/renewing together).



You may renew either in person at the Learning Center (where we have application forms and a Supervisor can assist you) or you may go to our website, www.themacclub.org, and fill in the online application. Full remittance instructions are on the application form. \$10 is quite a bargain! Your dues are important to the club.

New members who join now will receive membership for the remaining months in 2009 and the full year 2010 for \$10. The Board voted to reduce the \$15 first-year membership dues to only \$10, same as the renewal dues.

Slow eMac. Recently a member needed help with his eMac that had become sluggish when surfing the Internet. Memory was insufficient. The eMac had only 384 MB of memory. Due to owner inexperience, no maintenance routines had been performed, such as Repair Disk Permissions and Repair Disk.

I installed 1 MB of memory. Increasing memory is the best investment you can make in your Mac. Memory prices are very reasonable. I also installed a newer operating system. If you are two or three versions behind the current operating system, your Mac will miss out on improvements and support for new equipment.

Finally, I used my favorite tune-up script, AppleJack. The use of AppleJack was written up by Anne in last month's Anne's Corner. One AppleJack feature I like very much is purging your user cache files. Over time these cache files grow in large numbers (thousands!) and any performance improvement is offset by the delays in finding and reading the cache files. AppleJack deletes all cache files. Your Mac will be snappy and you will be happy.

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, October 8, 2009 - 7:00 P.M.



iWeb '09

How to create your own personal website!

Presented by Irvine Spectrum Apple Store Creatives

iWeb '09

A Mac and iWeb '09. That's all you need to design and publish your own personal website. Start by picking an Apple-designed theme. Each theme comes with coordinated fonts, backgrounds, and colors to give your site a consistent look throughout.

Next choose a page template. iWeb features ready-made templates for welcome, about me, photo album, movie, blog, and podcast pages. Create as many pages as you like.

Then it's time to customize your layout with easy-to-use iWeb tools. Drag in photos or movies or type text into placeholders. Resize and rotate photos. Create overlays. There's no coding required. No complicated design programs to buy. No obstacles between you and a great-looking website.

Door Prizes

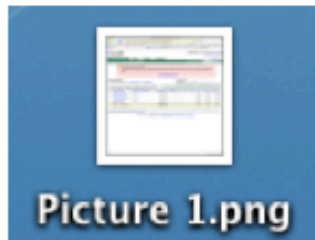
Three door prizes will be given to lucky winners in the audience (must be a Mac Club member and present to win).

🚌 If you don't drive at night: 🚌

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

“Anne’s Corner”

Screen Shots in Snow Leopard



In Leopard and earlier operating systems, a screen shot file was named “Picture 1.png,” “Picture 2.png,” etc.

In Snow Leopard, Apple has improved this naming convention to include the term “Screen shot” and the exact date and time.

For instance, a screen shot taken on September 10, 2009, at 9.44.31 AM will have the file name “Screen shot 2009-09-10 at 9.44.31 AM.”

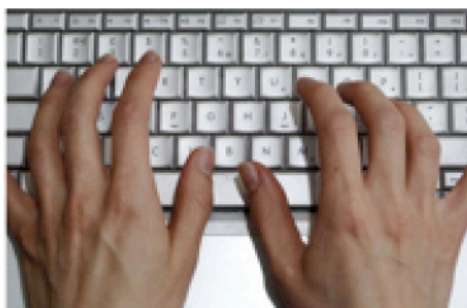
To take a screen shot of your entire screen, press Command-Shift-3.

To take a screen shot of only a section of your screen, press Command-Shift-4 to get the cross hair, then select the area of the screen you wish to capture, and when you let go of the mouse, a screen shot is taken.

To take a screen shot of an entire open window, press Command-Shift-4, let go, press the space bar (which will bring up the image of a camera on your screen), then gently move the mouse (without clicking) to the window you would like to capture, and click there.

Enjoy!

Anne Clark



FOR BEGINNERS, NEW USERS, AND
THE Mac CURIOUS

Mac 101, Hands-on & Lecture Class

Shell Weinberg and Ted Miller

Wednesday, October 14

1:00 - 3:00 p.m.

Macintosh Computer Learning Center

BOARD OF DIRECTORS - September 15, 2009



Back row, standing, left to right: Lee Wight, Wim Vermolen, Ed Egan, Charles Clark, Anne Clark, Ted Miller, Michael Moore, Shell Weinberg, John Hansen.
 Front row, sitting, left to right: Bob Payne, Faye Pearl, Kevin O'Connor, Ruth Williams, Audrey Glenn.
 Photograph courtesy of John Hansen.



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Passwords are like Underwear

by Gary Kampel, Contributor, Apple User Group Discussion List

Passwords are like Underwear... Don't leave yours (F)lying around!

An insecure password can put you and the entire computing community at risk. Be a good citizen and do your part to help maintain a secure computing environment.

Keep your password secret:

- * Never write your password down
- * Never let anyone look over your shoulder while you enter your password
- * Never use the same password on other systems or accounts

Passwords are like Underwear... Don't share them with friends!

An insecure password can put you and the entire computing community at risk. Be a good citizen and do your part to help maintain a secure computing environment.

- * Don't share your password with a support person.
- * Don't share your password with a family member.
- * Don't share your password with a roommate.
- * NEVER give your password to anyone!

Passwords are like Underwear... The longer the better!

An insecure password can put you and the entire computing community at risk. Be a good citizen and do your part to help maintain a secure computing environment.

- * Use a password that is at least 7 characters long.
- * Use a mix of punctuation marks, letters & numbers.
- * Pick letters from a phrase that is meaningful to you.

Passwords are like Underwear... Change yours often!

An insecure password puts YOU-and the entire community-at risk. Be a good citizen and do your part to help maintain a secure computing environment while you protect yourself.

Change your password if:

- * You haven't changed it in the last 6 months.
- * You have told your password to anyone else.
- * You've written your password down anywhere.
- * You've used an insecure service such as FTP or telnet.

Passwords are like Underwear... Be mysterious!

An insecure password can put you and the entire computing community at risk. Be a good citizen and do your part to help maintain a secure computing environment.

Final password cautions:

- * Never use a dictionary word, even spelled backwards.
- * Never use a foreign word.
- * Never choose a password that relates to you personally-such as your name, ID, birthdate, etc.

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:

A few useful shortcuts, tips and tricks...

If **open in a Finder window**, hold down the **option key** when double clicking on a file icon... *Finder window will disappear.*

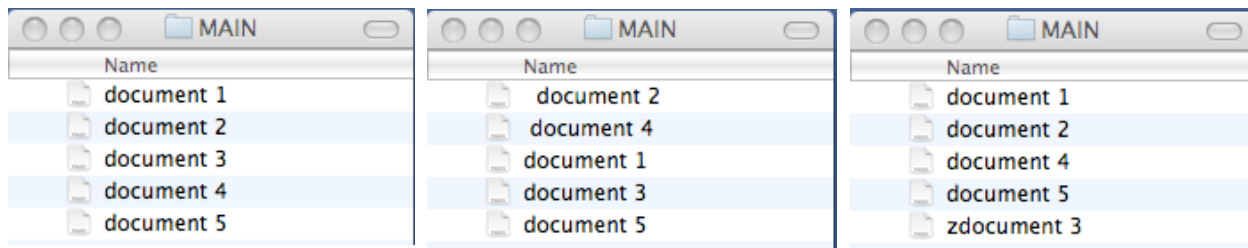
If **several windows are open**, and you want to close them all at the same time, hold down the **option key**, position the pointer over a **red close button** and mouse click one time... *all windows will close.*

Use your **contextual menu** for a shortcut to access many helpful commands. Position the pointer over any area or any icon, hold down the **control key** and push mouse button down. *A pop-up menu appears, select a command.*

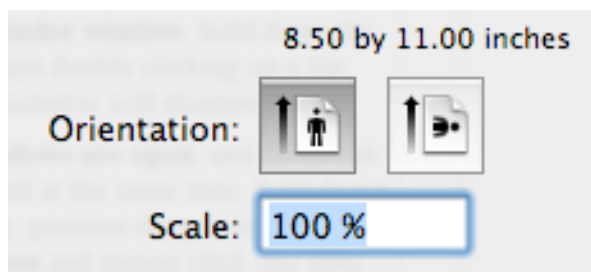
Shortcut to **Empty Trash**, position pointer over Trash basket, push/hold down mouse button, wait a few moments and menu will pop-up, drag to select Empty Trash and then release mouse button... *trash is emptied.*

To **change the Title** of a file or folder, click once on the **Title** (*not the icon*), wait a moment and then click again. The Title will highlight and is now ready for your typing. After typing, move pointer to neutral area and mouse click... *this will set the new Title.*

When files are shown in a list, and you want to **change the listing order**, do the above to **change Title** and make a **word space** the first character typed to put that item at top of list. For another level, use 2 word spaces. To send an item to bottom of list, type **z** in Title.




When **printing**, you may sometimes find the image goes beyond the 8½ x 11 boundaries of your paper or printer... the result is a second sheet, or Page 2, is printed with the overrun. A possible tip to avoid this is click on **File menu**, select **Page Setup**, will show dialog:

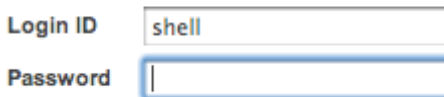


Change the **Scale** to a smaller percent, maybe **80%**, and then try printing again. **All images** in the document will be **reduced** accordingly.

Another option... change the **Orientation** to 11 x 8½ before printing. This will print your images same size as your original document, however, paper will be printed the long way (11 x 8½ is *Landscape*, 8½ x 11 is *Portrait*).

Re a feature called **Background Printing...** when using Mac OS X, this multitasking function lets you do routine computer work at the same time the printer is doing its printing. So, if you are printing out a large document, say about 25 pages or more, you can continue to work at your Mac **doing other tasks** while the printer is **also printing**.

Helpful suggestion when **filling out forms...** press **tab key** to move to next text entry area. You'll see a blue border  around the area and a flashing insertion point inviting you to type or paste in your data.





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Calendar ■ **October 2009**

eMail / Internet CLASS* (*Anne Clark*)

Thursday, October 1

1:00 - 3:00 pm

Class for Novices *

Wednesday, October 7

10:00 - 11:30 am

(*Faye Pearl, Metche Franke & Louise Doslu*)

GENERAL MEETING in Club House 1

Thursday, October 8

6:00 - 8:15 pm

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

Tuesday, October 13

1:15 - 3:45 pm

Mac 101, Hand-on and Lecture CLASS*

Wednesday, October 14

1:00 - 3:00 pm

(*Shell Weinberg & Ted Miller*)

iPhoto 09 CLASS* (*Anne Clark*)

Thursday, October 15

1:00 - 3:00 pm

Intermediate OS X CLASS* (*Wim Vermolen*)

Tuesday, October 27

1:00 - 2:30 pm

Slideshows 101 CLASS* (*Michael Moore*)

Friday, October 30

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.

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

Mac Learning Center telephone number 268-2263