

# Apple PEALINGS



Have a BYTE!

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

October 2008, Vol 13 Number 9

GENERAL MEETING \* THURSDAY \* **OCTOBER 2, 2008**

## *Special Notice, Change of date for October Meeting*

CLUBHOUSE 1 \* 7:00 P.M.

### *"iPhoto for the Holidays"*



by Dave Osborne and Brian Ramirez  
of the Irvine Spectrum Apple Store

**6 p.m. "Ask the Gurus" Q & A**

#### *Inside ...*

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## Board Roster 2008...

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

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### 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...



**Dues** are due. We have started accepting membership renewals for 2009. New resident members signing up this year will have memberships expiring at the end of 2009. The number of nonresident members are subject to a quota, maximum of 10% of total membership.

If you are a current nonresident member, applications will be processed only during October on a first come, first served basis until the quota is filled. Please renew during October or your membership may not be accepted due to a full quota.

If you are not a member and not a resident, membership applications will be accepted in November, also subject to our quota. Read the fine print under "Non Resident yearly Dues" in the enclosed membership form.

Your membership dues are important to the financial health of the club. For example, we spend money to keep the Learning Center up and running, pay rental for our Club House 1 meeting place, and purchase software.

**New iMacs.** We have received four new 24-inch 2.8 GHz iMacs to replace four older Macs. The new iMacs are up and running in the Learning Center. The retired Macs will be collected in the warehouse for sale under sealed bids to the public. The bidding notice will be given in The Globe newspaper at some future date.

### Pages.

Our dear old reliable AppleWorks software is no longer supported or sold by Apple. If you have it on your Mac, it will still work just fine. Apple now sells an office suite called iWork which contains three programs, Pages, Numbers, and Keynote (word processing, spreadsheet, and presentation, respectively). Shell Weinberg has added a class on Pages to his repertoire of monthly classes in the Learning Center. Check the Calendar on the back of each Apple Peelings newsletter for details. In addition, you can view the newsletter at our web site, themacclub.org.

Cheers....Charles

# Program ...October 2008

*Please note change of Date!*

THURSDAY \* OCTOBER 2, 2008

## ***"iPhoto for the Holidays"***



**by Dave Osborne and Brian Ramirez  
of the Irvine Spectrum Apple Store**

**Come and see how you can use iPhoto to organize, crop, enhance, edit and share your holiday photos in many attractive, professional ways. Following the presentation, Dave and Brian will answer questions from the audience.**

### **Door Prizes**

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

**If you don't drive at night:  
The Night Bus (597-4659) is available for your convenience.**

Here are the names of the Door Prize winners of the September, 2008, General meeting, in the order drawn:

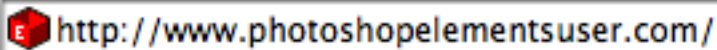
Richmond Quackenbush Carol Peterson Metche Franke

# "Anne's Corner"

## How Can I Place a Bookmark in the Dock?

Bookmarks from Safari and other browsers can be placed in the Dock using these two easy steps:

1. Go to the web site. For example: [photoshopelementsuser.com](http://photoshopelementsuser.com). The URL will be displayed in the browser's Address field:



2. Drag the small icon, located in front of the URL, to the Dock, somewhere between the applications and the Trash. A silver colored "@" sign icon (shown below) will appear in the Dock. When you hover the mouse over this icon, the name of the web site will be displayed.



Then, anytime you want to visit the web site, click on this icon. The browser will open and display this web site.

If you wish to remove a bookmark from the Dock, click and hold it with the mouse button and push it away from the Dock.

Enjoy!

Anne

Just a corner of  
"Anne's Corner".

"The  
Mac  
Learning  
Center"

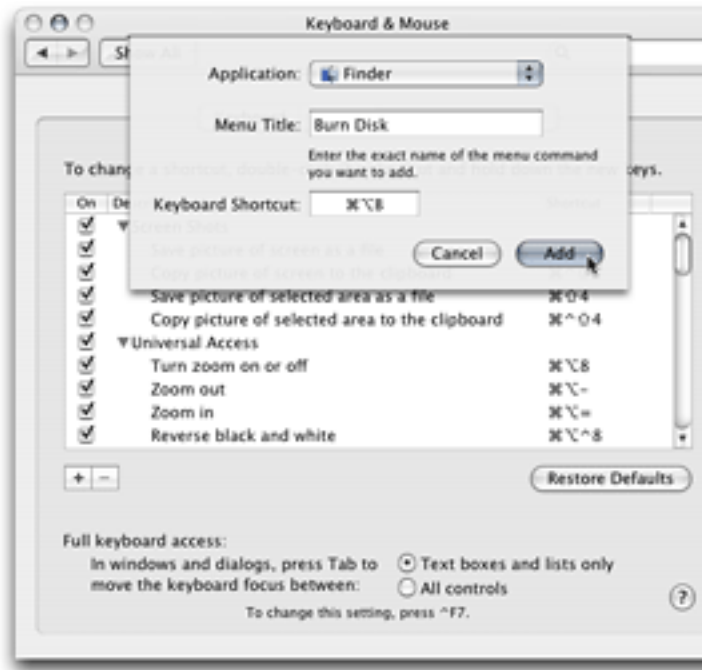


# Apple - Pro - Pro -Tips

## Pro Tips..... Tip of the Week

### Create Your Own Keyboard Shortcuts.

Keyboard shortcuts are such huge timesavers, but sadly, not all Finder commands have them. But they can, because you can create your own. Here's how: Go under the Apple menu, to System Preferences, and choose Keyboard & Mouse. When the dialog appears, click on the Keyboard Shortcuts tab, then click the plus (+) sign at the bottom left of the dialog. Another dialog will appear. Choose Finder from the Application pop-up menu, and then type the exact name of the menu command you want to add a shortcut for. Now type the shortcut you want to use and click the Add button. It's that simple.

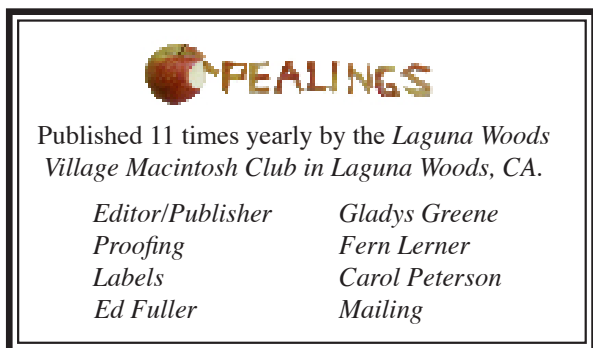


 <p><b>iMentor</b> Private Computer Tutoring Installations and Troubleshooting <b>Rick Thues</b> 714-728-3224 iMentor@pobox.com </p>	<p><i>"When the CHIPS are down"</i> CALL <b>THE APPLE DOCTOR</b> Steven M. Spiegel Apple II &amp; Macintosh Computers Repairs, Accessories &amp; Upgrades</p> <ul style="list-style-type: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

## Sparkpeople.com

Looking for support to add fitness to your life? Check out <sparkpeople.com>. You will find an abundance of articles, videos, recipes, expert advice and, most important of all, Internet buddies to interact with and encourage you. Sparkpeople is the creation of Chris Downie, an Internet Gazillionaire who decided to use some of his money to help people get more fit in every sense of the word. You can join “Teams” for just about anything that interests you such as medical concerns, running, fashion help. Well, if you need it, they have a team for you. Create your own homepage, post to message boards and explore this huge site to find the people and tools you need to make your life even better.

Louise Dawson



## From the Mac OX Leopard Book Chapter 1.

-Scott Kelby

### What to do if an Application Freezes

Every once in a while, for one reason or another, an application will freeze up. You go to do something and you get a spinning “beach ball”(as we call it). If that happens, press-and hold the Option key, then go to that application’s icon in the Dock and clickand hold on to it to bring up a pop-up menu. If it is indeed frozen you’ll see the phrase Application Not responding in gray letters at the top of the menu. in that case, choose Force Quit from the bottom of the menu. That will usually force the application to quit, so you can restart it. The only downside to force quitting is if you had a document open in that application before it froze and hadn’t saved it in a while, then you’ll lose any unsaved changes in that document.

By the way, you have to open an open document by pressing Command-S (I do every few minutes, or right after, or right after I’ve done anything major that I don’t want to lose). Now, in some instances, you’ll choose Force Quit this way, and it doesn’t quit the program. In that case, go under the Apple menu and choose force Quit (or by press Command-Option-Esc). This brings up the dialogue you see above, which lists all your running applications. Click on the one that won’t quit and then click the Force Quit button to do the trick.

*Check the book at the Mac Library.  
It’s great.*

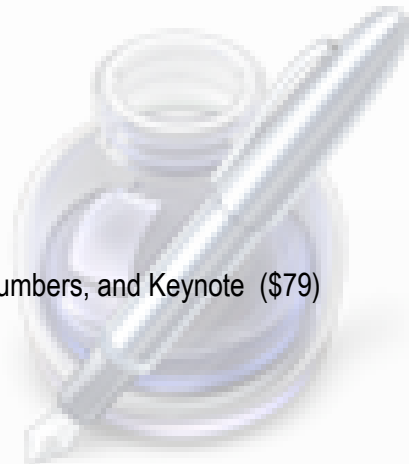
# Macintosh Learning Center

--- 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



## Glossary and some guidance when using *Pages*...

**iWork '08**..... software bundle containing 3 applications: Pages, Numbers, and Keynote (\$79)

**Pages**.....word processing

**Numbers**.....spreadsheet

**Keynote**..... presentation (similar to a slide show)

**Pages window**..... you can start with a blank document or a professionally designed template

**template chooser** shows when Pages is launched, offers about 145 different user friendly templates

**template**.....already designed document including a layout and suggested text and object areas

**placeholder(s)**.....the changeable objects or text fields that appear in a designed template

**Toolbar**.....at top of Pages window, default offers 12 tools... tool icons can be added or removed

**Format Bar**.....beneath Toolbar, offers convenient format setting options for Font, Style, Size, etc.

**description tag**.... pop-up description that appears when pointer hovers over an icon or button

**Inspector**..... on Toolbar, main formatting tool, offers 10 Inspectors and over 165 available options

**Styles drawer**.....a sidebar that offers Paragraph, Character, and List styles for selection

**Table**..... on Toolbar, single click will add a mini-spreadsheet to your word document

**cell**..... a Table is made up of cells, the default Table presents a group of 9 cells to start with

**Rows & Columns** go to Format menu, select Table for the various options

**Chart**..... on Toolbar, for creating visually appealing charts to present numerical data

**Media**..... on Toolbar, provides access to media files: iPhoto & iTunes libraries and Movies folder

**Object**..... can be: image, shape, table, chart, photo, graphic, PDF file, sound file, movie file

**Inline Object**.....pasted object will position at the Insertion Point, will then move like a text character

**Floating Object**... requires special paste, object can position anywhere in the document and moved freely

**select an Object**...click on object to select it, will then show handles

**handles**.....the small squares around selected object; can drag a square to change object's size

**Shapes**..... on Toolbar, Shapes menu offers: line, square, circle, triangle, star, etc.

**Colors**.....on Toolbar, Colors offers: color palettes & color choices to fill a shape or color text

**Text Box**.....on Toolbar, single click inserts a separate text box into a document as an object

**header & footer**....to turn off select Inspector, Document Inspector, uncheck Headers & Footers

**change margins**...pre-set at 1"... to change select Inspector, Document Inspector, see Document Margins

**Layout**.....to show layout guidelines... drop View menu, select Show Layout or Hide Layout

**group**.....select objects while holding down Shift key, then drop Arrange menu and select Group

**Invisibles**..... go to View menu, select Show Invisibles or Hide Invisibles



Laguna Woods Village Macintosh Club  
Laguna Woods, CA

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**Please note change!**  
**The meeting Date for this month**  
**is October 2, 2008.**  
**This is a week earlier!**

## Calendar ■ **October 2008**

<b>* e-Mail / Internet CLASS</b> (Anne Clark)	Thursday, October 2	1:00 - 3:00 pm
<b>Comp BEGINNERS' SESSION</b> (Murray Massin)	<del>Friday, October 3</del>	D a r k
<b>* Mac for Dummies &amp; Pages class</b> (Shell Weinberg)	<del>Wednesday, October 8</del>	D a r k
<b>GENERAL MEETING</b>	Thursday, October 9	6:00 - 8:15 pm
<b>BOARD Meeting</b> in Spruce Room (Adm. Bdg.)	Tuesday, October 14	1:15 - 3:30 pm
<b>* Photoshop Elements 6 CLASS</b> (Anne Clark)	Thursday, October 16	1:00 - 3:00 pm
<b>* INTERMEDIATE OS X CLASS</b> (Wim Vermolen)	Tuesday, October 28	1:00 - 3:00 pm
<b>iMovie Q &amp; A</b> (Michael Moore)	<del>Friday, October 31</del>	D a r k

### **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.

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

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