

Macintosh Learning Center

--- Shell Weinberg

Third Floor, Southeast corner

Laguna Woods Village Community Center

Laguna Woods Town Centre

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

Some things you can do with your Mac...

It is possible you are one of the estimated 90% of Laguna Woods Village computer users that only knows how to get on the Internet, send and receive email, and maybe play games such as Solitaire. The estimated statistic is mine, and it is based on my observation as a Learning Center Supervisor and Instructor over 13 years.

There are other opportunities for you to use your Mac... and I am going to describe some of them for your consideration. Maybe you will realize the computer can actually make your life somewhat more comfortable and enjoyable by learning how to produce such items for your own personal use.

I am a member of Kaiser Permanente HMO and each year they send me a new Guide Book. It is usually about 60 pages of phone numbers and addresses of all their Orange County facilities, together with general information. Over the years I have come to realize that it would be convenient for me to have a **label pasted on the cover** that would show me my Medical Record No., a list of my personal doctors, and the most used phone numbers for making appointments, ordering prescriptions, emergency needs, and Membership Services. This label is personalized and updated each year. Using the computer I can make changes, print the document, cut it to size, then paste it on the Guide Book front cover for my easy reference. You can do this too, using a basic word processing program.

Here is another suggestion, related to a yearly Address Book. Each new year I purchase an "AT-A-GLANCE" address book with two sections. One section is for appointments, the other for names, addresses, phone numbers. It seems that every year I have additions, changes, corrections, that need to be made in the address section. Before my computer I would hand write all this at the beginning of each new year.

I decided there must be an easier way to do this using the computer. So, I began by gluing together pages A B C in the address section... I then created a computer composed single page with all A B C entries (*using a word processing program*). Then print, then cut to size, then paste the page into the address book. And so on... till the address book alphabet pages were completed.

Now it is a digital file on my computer and each new year I simply update the file pages, using the computer, print them, cut them and paste them into the new address book. This allows me to **salvage about 90-95%** of the data and gives me an address book that is really easy to read.

Another suggestion you may find helpful... I always **Date&Time Stamp** documents I print for later reference. This will require a one-time preparation task to create a reusable template.

Launch a word processing program. Open up a **New Document** window. If using *AppleWorks*, begin by dropping **Edit** menu, then select **Insert Date**, submenu select **Auto-updating**, release mouse button. The current date will appear in your document window at the Insertion Point position. If you also want the time recorded, repeat the path above and select **Insert Time**, select **Auto-updating**. **Save** file to the Desktop.

You now have your template set up... here is how you can use it. Suppose you are on the Internet and see a paragraph of copy, a photo, or a stock quote, etc., and you want to save it for reference. Press and hold down the following 3 keys, **command shift control...** with other hand press the **4 key**. Your cursor now shows as a cross hair, push your mouse button down, drag over the item you want to copy (*a gray square shows*), release the mouse button. You have now **copied** the item to the Clipboard.

Open the template you made, **Paste** the item in the document, go to **Print**. The document will print with the current date / time. *Note:* When you Close the template window the computer will ask Don't Save, Cancel, Save. **Click on Don't Save**. This will restore the template to its original condition and will be ready for your next use.

