The LIMac FORUM

MAY 2007 www.limac.org

NEWSLETTER OF THE LONG ISLAND MACINTOSH USERS GROUP

LIMac was established in 1984, when the Mac was introduced. Annual dues for membership are $36. (*The first meeting is free.*) For information, contact any of the following:

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April's Meeting

This month, we had a really great presentation by Justin D'Onofrio, and Steven Tze, from Freeverse software, located in New York City. You may know Freeverse from the *Burning Monkey* games. Justin handled the microphone, while veteran illustrator Steven, demonstrated the program. This made for a super-smooth presentation.

Lineform, is a vector-based drawing program, made for both the graphic artist, and the average computer user. It sports a simple interface and small tool set. This makes it easier for those new to drawing programs and those with experience using other programs, but are new to *Lineform*. In case you are not familiar with the term "vector based," it means that once you have your project completed, it can be resized with no loss in quality.

OK, you have just chosen a tool, and are not sure what to do with it, or how to perform certain functions with it, there's no problem –*Lineform's* built-in help menus to the rescue! What is a built-in Help Menu? Just click on a tool, and instructions on how to use the tool, and its modifier keys, appear directly under the tool bar. This is the first time I have seen this, and it really helps. Want to add text to make a flyer? *Lineform* has robust text editing tools, everything is dynamic (can be modified at any time) and all of the text tools, (color, size, etc.) built into *Mac OS X* are available.

If you are like me, (not an artist) you can make your drawings look a lot better – easily – with *Lineform*.

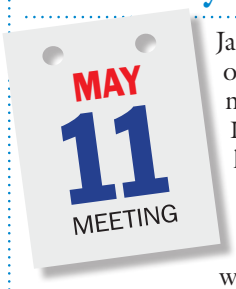
You really had to be there to see Justin and Steve demonstrate the program, or go to *www.freeverse.com*, download the demo, and see for yourself.

At $79.95, this is a powerful program that will not overwhelm a new user, but will make a savvy graphics user quite happy.

Many thanks to Justin and Steve, for a really great presentation.

–Scott Randell

May's Meeting



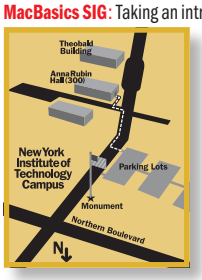
James H. Lee, Jr., President of Tropical Software will make his second visit to LIMac in May, and he's hoping for better weather this trip. (If you remember our 2005 Holiday Party you'll remember that the weather was not exactly hospitable.) This time he's got even more to show us. In addition to *TopXNotes* he'll show us the new *TopXNotes iPod*.

TopXNotes began as a brand new twist on that old favorite, the old Apple *Notepad*, but *TopXNotes* has evolved to be much, much more. It has all the basic functionality of your word processor, including choice of fonts, style, and colors. *TopXNotes'* unique features include: *MultiView*, the ability to view many notes at once; the *NoteOrganizer*, an advanced table of contents with categories and groups you define based on your information; and most popular, *QuickNotes*, the ability to access your key notes instantly from the desktop from a menu in a floating toolbar or from the same menu in the dock. *TopXNotes* also features automatic backups, unlimited *Undo*, *Find*, and note encryption to keep sensitive information safe.

TopXNotes iPod is a modern note organizer with all the useful features of *TopXNotes* plus the ability to export selected notes and groups

(March's Meeting continues on Page 2)

General meeting time schedule:
Meetings are held at The New York Institute of Technology, Building 300 (Anna Rubin Hall), Old Westbury, Long Island.
*Meetings start promptly at **7:00 p.m.***
Bradley Q&A 7:00–7:30 p.m.
Beginner's Q&A 7:00–7:30 p.m.
Featured presentation 7:30–8:20 p.m.
followed by announcements and raffle drawings.
SIG (Special Interest Group) meetings 8:30–10:00 p.m.
***Photoshop* SIG:** Photoshop CS 2 – Layers
Multimedia SIG: "How to tell a story in a home video" from expert Al Zygier.
MacBasics SIG: Taking an introductory look at the *iLife* package, consisting of *GarageBand*, *iDVD*, *iMovie HD*, *iPhoto*, and *iWeb*. What can we use them for? What sort of fun can be found in this versatile *package?*



- In bad weather, call (516) 686-7789.
- The next LIMac board meeting will be at the Plainedge Library, (516) 735-4133, on Wednesday, Mayl 18th, at 8 p.m.

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About Meetup and LIMac:
By George Canellis

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TIP!

Redefine paragraph styles in *Adobe InDesign CS2*:

If you need to make changes to a *Paragraph Style*, you could double-click on the style listing in the *Paragraph Styles* palette and then make the changes in the multi-tabbed dialog that opens. You can even check a preview box in the lower left hand corner of the window to see each of the changes update.

But there is a way that seems a lot more intuitive. You simply reformat one paragraph that has the *Paragraph Style* applied to it. Then, with the text cursor anywhere in the reformatted text, go under the *Options* menu of the *Paragraph Styles* palette and select *Redefine Style*. This applies your formatting changes in this one paragraph to all paragraphs that have the style applied.

Bradley's Tech Session

What is Flash?

This used to be Macromedia's technology, now it's Adobe's (because Adobe bought Macromedia) for interactive animated multimedia content for web sites and cell phones. There is the now-shipping $700 *Flash CS3 Professional* to create flash files and there is the free *Flash Player 9* Internet plug-in for your Web browsers. Both were just updated for the Mac. There is also the companion to *Flash Pro CS3* the *Flash CS3 Video Encoder*. Its only purpose is for converting your movie files, say in *QuickTime.mov* format into an *flv flash video* format for use in sites like the very popular *YouTube.com* Beyond *Flash*, there is also the new $499-$7.49 *Adobe Flex Builder 2* integrated design environment for creating flash-based *Rich Internet Applications*. It is not part of any *Adobe Creative Suite 3* bundle. It's based on the *Open Source Eclipse 3.2* software development kit which is itself based on Sun's *Java code*. *Flash*-enhanced Web sites are becoming more commonplace as Web developers go beyond what is possible with just HTML. As an end-user, the only thing to watch out for is to the proper version of the new 9.0.45.0 version of *Adobe Flash Player* for Intel-based or the older PowerPC-based Macs running *OS X*. This new release support the new *ActionScript 3.0* from *Adobe Flash CS3*.

I'm going to have my hard drive replaced and I've already backed up my documents. I know there is my *Applications* folder in the sidebar, but what is in there – and should I back up the Apple apps as well as the ones I've added? I'd like to be able to restore my laptop to the same state as before.

You should backup everything to make it easier to put everything back. If you do things piecemeal, then something always falls through the cracks and gets lost. A bootable *FireWire* external hard drive with a clone of your entire hard drive, would allow you to overwrite the new hard drive with just the original Apple software with everything you had before, right down to the *dock* and *desktop* and every update and preference intact. After the restoration the external drive becomes your backup drive. Anyway, if you click the *Applications* icon in the sidebar, it opens the window for (*Q&A continues on Page 3.*)

President's Message

Once again, I need to give you a "heads up" on our upcoming June 2007 general meeting.

It will be on the second Friday in June, – specifically, June 8th, but we have moved the meeting location to C.W.Post (1/4 mile east) for this meeting only. Maps will be on the back of the monthly poster and on our Web site. We will in meet the Humanities Building, just in from the Tilles Center.

Why all the fuss you ask? We will have Dave Marra, an Apple Senior Systems Engineer, to talk about all the new things coming from Apple. As we know, Apple has changed its name from Apple Computer to Apple Inc. and has increased its product line to include other products such as the iPod, the Apple TV and the upcoming iPhone.

I am mostly interested in how these products work and integrate with our Macintosh computers. Dave will offer information and insight in all things Apple. Aside from making so many things possible, the Macintosh also makes them more fun.

(March's Meeting continues from Page 1)

to iPod. In addition to all of the above features also found in *TopXNotes*, *TopXNotes iPod* can export a subset of your notes (designated by you) and the enclosing group hierarchy (also created by you) to your iPod. The result is that your notes are organized the same way on your iPod and your Mac.

Mac OS X 10.3 (*Panther*) or higher is required for *TopXNotes iPod*. *TopXNotes iPod* also requires a newer (3rd generation or newer) iPod. Apple has not used the informal "generations" terminology and it is not easy to learn about. However, if an iPod has an LCD and *Dock* connector, and the *Apple Notes Reader* is installed, it should work. According to Apple, the *Notes* feature is available on iPod models with a dock connector including: iPod mini, iPod with color display (iPod photo), iPod (Click Wheel), iPod (with Dock Connector), iPod nano and iPod with video.

Of course, there'll be our usual Q&A, raffle and SIGs, so make sure to mark your calendar for this month's informative and interesting meeting.

–Rick Matteson

Bill Medlow
President
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Remembering the last point size used in *Adobe InDesign CS2*:

You just resized the headline in an ad to 76 points (a size that's not listed as a *Preset* in the *Point Size* popup menu in the *Character* palette). You open another layout (*File* >) and you'd like to make its 72-point headline the exact same size as in the first ad. Now what was that size? If you go to the *Point Size Preset* menu, 76 points is magically listed at the top of the *Presets* menu. The last point size you used (or selected) that's not a *Preset* will always be listed at the top of the *Presets* menu. It will remain in the listing until you use or select type that's another point size not listed in *Presets*, or until you *Quit* the application.

–Jeff Witchel
Certified Adobe Training Provider.

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"A convenient, non-threatening way to connect to other people who share similar interests and live nearby." *Time*

"...helps groups of strangers organize monthly powwows at local watering holes." *Newsweek*

"...it's important to stay true to your passions or interests, whatever they may be... An opportunity to reconnect with yourself and others in a stress-free environment. It's as simple as that." *Toronto Sun*

Opening? Saving? *Spotlight* Is There

Okay, it's time to save a file, so you choose *Save As* and the typical *Save* dialog appears. You want to save your document in a particular folder, but you can't remember exactly where that folder is. No sweat, because *Spotlight* lives in the *Save* (and *Open*) dialog as well (it's everywhere!). Just type the name of the folder you're looking for in the *Spotlight* field in the upper right-hand corner of the *Save As* dialog and all the folders with that name appear in your *Save* window, so you can get right where you want blindingly fast. Nice.

Sending Huge Attachments

Most e-mail servers have a limit to how large an attachment they'll accept. Most limit an attachment size to 5MB (some even less), and if you e-mail somebody a 6MB file, it's probably going to get "kicked back" to you as undeliverable. Want to get around that? Use *iChat* instead. Once you have an *iChat* session started with someone, you can go under the Buddies menu and choose *Send File*. Navigate your way to the file you want to send, click OK, and the file will be sent to the person you're chatting with (and a link to download your file will appear in their *iChat* window). No matter how big the file size is, it'll get there.

Is That Task Done Yet? The Dock Knows

Let's say you're working in a power-crunching app

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More of Bradley's Tech Session

TIPS!

Fix embedded media in *Safari*:

QuickTime: To fix a *QuickTime*-related problem with *Safari*, quit *Safari* and look in the */Library/Internet Plug-ins* folder (this is the Library folder at the root level of your hard drive, not the one inside your *Users/username/* folder). Try removing the *VLC Plugin.plugin* (if you have it) and *QuickTime Plugin*. plugin files from this folder (start with any third-party plugins that are present), and then, relaunch *Safari*. If the problem isn't fixed, a different plugin may be to blame, keep removing files from this folder (start with any third-party programs that are present) until the problem disappears. Replace the plug-ins that don't cause any problems.

Flash: The most common *Flash* problem is that the audio doesn't work, usually caused by an erroneous *Audio Output* setting. Here's the fix:

1. launch *Audio MIDI Setup (/Applications/Utilities)*.

2. Click the *Audio Devices* tab at the top of the window.

3. In the *Properties For* pull-down menu, select *Built-In Audio*.

4. Change the *Audio Output>Format* setting to 44100.0Hz.

5. Quit *Audio MIDI Setup*.

6. Quit and relaunch *Safari*.

Rosetta: If you have an Intel-based Mac, running *Safari* in *Rosetta* can also resolve some plug-in issues.

First, quit the app if it's open, and then, in your *Applications* folder, select *Safari* and press *Command-I*. In the *General* area of the *Safari Info* dialog that appears (click the disclosure triangle if this area is not already expanded), select *Open Using Rosetta*, and then close the *Safari Info Dialog*. Relaunch *Safari*.

–*Mac|Life Magazine*

the *Applications* folder on your hard drive where, presumably, all your Apple provided and 3rd-party applications are installed, at least the bulk of them. Many applications include parts elsewhere on your hard drive, in your *Library* folder and your *Home* folder's *Library* sub-folder. It would be a daunting task to back up a bit here and there on a pile of CDs or DVDs and try to put everything back correctly. Particularly so as many folders are larger than even a DVD holds, so breaking things up becomes a problem. *Toast 7* and *8* can backup large amounts of data that span many discs and includes on the first disc a program that can put it all back together, but a hard drive of adequate size is so much faster and easier. I've been suggesting the 3-year limited warranty blessed silvery plastic Western Digital *My Book Pro Edition* drives with *FireWire 800, 400* and *USB 2.0* interfaces. Not to be confused with the black 1-year warranty *Premium* or *Essential Editions*. $148, $230 or $379 for 250 GB, 500 GB or 1 TB sizes at *amazon.com*. LaCie's brand desktop drives have been getting a lot of bad feedback lately about faulty and under powered power adapters, so I don't recommend their full-size desktop hard drives. Their *FireWire* bus-powered mobile hard drives (80 to 160GB) are good. Nevertheless, it's a good idea to also backup your critical files onto CD or DVD to be sure.

▸ Scott Randell suggested a Seagate bare drive and an external enclosure to take advantage of Seagate's 5-year warranty on their internal drives.

As much I do like 5-year warranties and Seagate, most people don't want to assemble and format their own external drives. Anyway, back to the problem at hand, once you have some external hard drive available, preferably hooked up via *FireWire*, to make a bootable copy, you need some software like the freeware *Carbon Copy Cloner* or LaCie's *SilverKeeper* or the $28 shareware *SuperDuper!* By the way, LaCie not long ago started offering the *Universal Binary 1-Click Backup Software version 1.1.1*, but this application does not make a bootable copy. Then, once you get your laptop back, use the program to clone back your files.

▸ I've been using Apple's *iWeb* to create a Web site with music and video and pictures. Some people can't see it. Does that mean I should include a link to download *QuickTime* to see the movies?

Depends on what format the videos and music are in. Obviously in the format they are in now – yes. If you converted the movies to *.avi* format and the music to *.mp3* (*iWeb* can accommodate these formats) that would be better cross-platform, as both Macs and Windows can use them out-of-the-box. When you drag an *.mp3* format onto the page, it's treated like a *QuickTime* movie with a placeholder for a picture. Still it should work better, I should think, but if it doesn't, then give up and include a link to *www.apple.com/quicktime/download/*. *Windows Vista* users don't have a solution, nor do *Windows 98* or *Me* or *NT* users, just *Windows 2000* and *XP* can install *QuickTime 7*, but *Windows 98/Me* users can install *QuickTime 6.4*, so that may help. Point them to *http://docs.info.apple.com/article.html?artnum=120297* or *QuickTime 6.3 for Windows NT* at *http://docs.info.apple.com/article.html?artnum=120261* Have you tried the $40 *RapidWeaver* from Realmac Software? It's easy and similar to *iWeb* ("themes" based templates) and works with a *.Mac* account.

▸ I have an external hard drive and I want *iPhoto* to use it. Do I have to install *OS X* on the external drive?

No need to install *OS X* again. *iPhoto* itself has no option for pointing to a non-standard library folder, but you can use the free *iPhoto Librarian 1.2* from Scruffy Software to help. Get it at *www.scruffyware.com/products/iPhotoLibrarian.html*. You can command-drag (to move not just copy) your existing "iPhoto Library" in your *~/Pictures/ folder* to the external drive and then use the *iPhoto Librarian Applescript* to *Choose...*, navigate to the *iPhoto Library* folder and with it selected, click the *Choose* button and then start up *iPhoto* and everything should be fine from then on, at least until you need to change the location again.

▸ I already have images on the external drive. Can I drag them in the moved *iPhoto Library* folder?

No. You should drag them into the *iPhoto* window when it's running in order to properly import any files. In order to avoid any future duplications of images you drag in, you can go

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like *Photoshop*, and you go to apply a filter to a high-res image, and it's going to take a minute or two to process your command. You're going to get a progress bar so you can see how long the process is going to take, right?

Well, thanks to *Mac OS X*'s way-cool Dock, you can switch out of *Photoshop* to work on something else and the *Dock* will let you know when the filter is applied. How? Well, when a progress bar appears in *Photoshop*, the *Dock* automatically adds a tiny little progress bar to the bottom of the *Photoshop* icon in the *Dock* so you can keep an eye on the progress, even when you're doing something else (like checking your mail, shopping online, or writing a letter).

Saving *Spotlight* Searches

Spotlight also lives in your *Finder* windows (right where the old *Search* field was in previous versions of *Mac OS X*), but when you search here, you get a little bonus – avable searches.

So, for example, you search for all the e-mail, images, and other junk sent to you by your friend Alan. When you do this in a *Finder* window, the *Finder* window updates to show the results right there in your window. Oh, but there's more. Now you'll find a *Save* button near the top-right side of your window. If you click it, it saves your results in a folder in your sidebar, where you can re-access those files at any time. How cool is that!

But this is no ordinary folder, my friend. This is a *Smart Folder*, which means the next time Alan sends you something (or you mention Alan in a document, e-mail, etc.), it will automatically be added to that *Smart Folder*. It's live, baby!

Printing from the Desktop (without a Desktop Printer)

Don't want a printer icon cluttering up your desktop, but you still want to print files from

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Sore Eyes

Helen and Sheldon Gross
shel9@verizon.net

Note: *Sore Eyes site referrals are for your information only. Neither the Grosses nor LIMac endorse any of the sites or their products.*

Well, we're back from China, after having taken about 1000 pictures by actual count. Even after we discard those we're unhappy with, we'll still have many hundreds to play with. We traveled with the laptop, and the job every evening was to download the day's photos and then empty the camera for the next day. We found this technique most feasible for our purposes.

First order of business was adapting all our electrical appliances to Chinese electrical connections. Of course we had the converters for this purpose, but it's hard to use only one converter when you need to recharge organizers, batteries, blackberries, computers and other assorted incidentals. It was a life saver to find out that the nicer hotels had at least one outlet that was a 110-line, in addition to all the 220-lines in the room.

The next issue was the Internet. All the hotels and airports claimed to have wireless and/or Ethernet connections, but the operative word is often 'claimed.' Sometimes they had wireless, but you needed a login name and a password. Occasionally, the wireless was so weak that it didn't work in the rooms. All the hotels seemed to have business offices, but most were not staffed by anyone who could explain the intricacies of the system in English. Occasionally, the wireless was provided by T-Mobile and you had to join (and pay money) to use it. Some hotels, although not all, also added an extra charge for Internet service.

The most surprising, however, was the difficulties with e-mail. We have an ISP provided by Verizon and usually try to get our e-mail from their Web site when away from home. Often the Apple *Mail* program cannot send e-mail, since the outgoing mail server will not be recognized by the particular hotel network. But China is having a dispute with Verizon, so they don't even let you traverse the Verizon site. When we entered the site in *Firefox*, it would go to the home page, but not actually enter the site. Logging-in was impossible. We could pick up our mail with Apple *Mail* but not send it with Verizon. We could only send our mail through Google and/or Yahoo, but they worked fine for that purpose.

I really don't know if other people with other ISP companies had a similar problem, since I was not able to converse with any others on this topic. My Cantonese is non-existent and my Manderin consists of one phrase – 'sia sia' which means 'thank you.'

At any rate, we had a wonderful time and are still working on the slideshows.

George Canellis
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User Group News

LIMac is a proud member of the Peachpit User Group Partner Program and as such all LIMac members are entitled to a 30% discount off of the list price of any of Peachpits books. When ordering at their Web site (*www.peachpit.com*) at checkout, right before you enter your credit card number, you must enter the user group coupon code UE-23AA-PEUF (case-sensitive). This coupon code is an exclusive offer that may not be used in conjunction with any other coupon codes. Through the generosity of Peachpit, LIMac will also be receiving free books as raffle prizes. Look for them on the prize table when youre purchasing your raffle tickets at the monthly meeting.

The following vendor offers require a top-secret user group offer code. If you are interested in any of the following products, please send an e-mail to me at *gwc11713@optonline.net*.

▸ **Prosoft** is dedicated to creating professional quality software designed to be easily used by both novice and expert users. Prosoft adopts the role of being data advocates, fighting to preserve data and prevent data loss. Prosoft offers a 25% discount to all MUGs using the special MUG discount code. Their products include: *Drive Genius* – Maintain, Manage and Optimize Your Hard Drive; *Picture Rescue* – Digital Picture Recovery; *Data Backup* – Backup Made Easy; *Data Rescue* – Emergency File Recovery; and *TuneTech for iPod* – Maintain, Manage and Optimize your iPod. (*www.prosofteng.com*)

▸ **MUG members** can now take 30% off a single book or 35% off two or more books from O'Reilly, No Starch, Paraglyph, PC Publishing, Pragmatic Bookshelf, SitePoint, or Syngress books you purchase directly from O'Reilly. (*www.oreilly.com/store*)

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the desktop or a *Finder* window (kind of greedy, aren't you)? Then try this little trick: *Control-click* on the file you want to print to bring up a contextual menu. Now just choose *Print* from the menu. Once you choose it, it will either start printing or take you directly to the default application's Print dialog.

Focusing your searches

By default, *Spotlight* pretty much searches everything on your Mac, from songs to e-mail, to contacts and System preferences. It's annoyingly thorough (if it were human, it would make a great book editor). Anyway, if there are certain areas you don't need it to search (for example, if you don't want it rummaging through your songs), you can tell it what to search through and what to ignore. You do this by first going to *Spotlight*'s *Preferences*. Just click on the *Spotlight* icon in the menu bar, type a search word, and from the bottom of the list of found items choose *Spotlight Preferences*. When the dialog appears, turn off the checkboxes for the areas you don't want searched.

Super shortcut to having an app load at login

If you'd like a particular application to open every time you log into (or start up) your Mac, now all you have to do is *Control-click* (or *click-and-hold*) on the application's *Dock* icon and choose *Open at Login* from the pop-up menu.

Now restart your Mac and the application will launch automatically. If you want to hide the application after it automatically launches (so it stays hidden from view until you click on it in the *Dock*), here's how: Go under the *Apple* menu (or to the *Dock*) to *System Preferences*. In the *System Preferences* pane, click on the *Accounts* icon, then in the *Accounts* pane, click on the *Login Items* tab. Now click on the *Hide* checkbox

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E-mail Etiquette: Fonts and Formatting

Ilene Strizver
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Ilene Strizver, founder of The Type Studio, is a typographic consultant, designer, writer and specializing in all aspects of typographic communication, from the aesthetic to the technical. Ilene conducts Gourmet Typography Training internationally. For more information, visit www.thetypestudio.com.

It's tempting to format outgoing e-mail with different fonts, point sizes and colors, and to punch up your text with the use of *italics* and **boldface**. Unfortunately, what you send is not necessarily what your recipient gets.

Some e-mail programs don't read special formatting, including fonts that your reader's computer doesn't have. And many allow the user to set preferences for plain text instead of rich text, which includes styling. The result: your carefully formatted e-mail is reduced to plain text, or worse, littered with 'alien' characters *(more on that below)*.

What's the solution? First, stick to system fonts, such as *Arial*, *Times*, *Verdana*, *Trebuchet* or *Geneva*, which virtually all users have. And, unless you're certain that the recipient can read your formatting, keep it simple and use only keyboard characters and styling that won't get lost in translation. For emphasis, try surrounding your important text with *asterisks.* ALL CAPS is another option, but one to be used sparingly. Remember that CAPS are considered SHOUTING in the cyberworld!

For most people who have access to personal computers, e-mail has rapidly overtaken 'snail mail' as the preferred means of sending written communication, both business and personal. The near-immediate delivery and low cost of e-mail are hard to beat, but the technology does have limitations when it comes to typographic finesse. Here are some dos and don'ts to ensure that your electronic communication is received with its message intact.

Safe Characters

One of the most puzzling occurrences in e-mails is the occasional appearance of strange, unfamiliar characters in the text, often foreign or mathematical in nature. We can usually read around them, but even so, what are they and how did they get there?

This can occasionally happen to non-standard keyboard characters when they're sent from one e-mail program to another. These characters include such typographic niceties as 'smart' quotes and apostrophes, en and em dashes, and bullets. These characters and others like them are not always encoded or translated consistently from one e-mail program to another. The result? Your carefully formatted curly quotes, ligatures and ellipses can turn into something unrecognizable to your recipient's inbox.

The solution is simple: play it safe and stick to the standard keyboard characters (see illustration above). While this means using 'dumb' straight quotes and double hyphens instead of correct dashes, at least your message will arrive in a readable form. (But don't forget: when copying and pasting text from an e-mail into a designed piece for print, reformat these 'dumb' characters to adhere to the principles of good typography!)

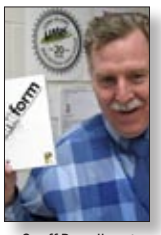
Signatures and Attachments

Other points of good e-mail etiquette include using a signature and being savvy about attachments. A signature is a short block of copy that identifies you and includes your contact information. Most e-mail programs allow you to set up one or more signatures to choose from, or to select a default signature that will automatically appear at the bottom of every e-mail you send. Usually used for business, signatures can be a great time-saver if you use them appropriately. Remember to include your signature in each subsequent e-mail to the same recipient so no one has to search for the e-mail with your phone number. Another tip: don't include images and logos in your signature. These are often filtered out by spam filters and could result in your addressees not getting your e-mail at all.

As for attachments, keep them to a minimum and small: between 50K and 2MB is best. In fact, e-mails with attachments that are 50K or less are often screened out by spam filters as a means of virus control. For attachments over 2MB, check with the intended recipient before sending and ask for confirmation afterwards. Sometimes mailboxes have maximums on the size of acceptable attachments; others are too full to accept them at all.

And, a final tip: proofread your email carefully. Once you hit *Send*, that's it!

APRIL RAFFLE WINNER



Geoff Broadhurst

LIMac's Privacy Policy:

General Information Collection: LIMac acquires mailing and e-mail addresses from our members and no other outside sources in order to communicate with our membership. We use this information to send out the LIMac FORUM and to send occasional notices.

Disclosure to Third Parties We do not disclose mailing addresses, e-mail addresses or any other confidential information to third parties.

Questions If you have any questions concerning LIMac's Privacy Policy, please e-mail them to *about-limac@aol.com*.

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next to the application's name. Close the dialog and your application's set.

Narrowing your search: give *Spotlight* a hint

If you want to narrow your search right off the bat, you can add a category when you type the term in the *Search* field.

For example, if you're looking for a song named "Vertigo" (by the band U2), there's no sense in having *Spotlight* bring you a list of e-mail messages from your ear doctor, right? So if you give *Spotlight* a hint as to what you're looking for, you can get just songs as your *Spotlight* search results. Here's how: Type "kind:music" (with no space in between or quotations), then add one space and type "Vertigo" (again, you don't need the quotes). So your search will look like this: *kind:music Vertigo*. Now it will only search songs, and you'll only get song results. Schweet!

Drag-and-Drop Desktop Printing

Want the ability to print a document right from your desktop (without opening the application first)? Go under the *Apple* menu, under *System Preferences*, and choose *Print & Fax*. When the preference pane appears, click on the *Printer Setup* button, and when the *Printer Info* dialog appears, press *Command-L* to show the *Printer List* dialog.

Your printer will appear in this dialog. Click on it, then go up under the *Printers* menu (in the menu bar) and choose *Create Desktop Printer*. A standard Open/Save dialog will appear asking you where you want to save it (I save mine on the desktop). Click *Save* and an icon for your printer will appear on the desktop. To print a document, just drag-and-drop it on this icon. Some documents, such as TextEdit files and PDFs, will go

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More of Mac User Groups News

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▸ **Adam and Tonya Engst of TidBITS** are continuing their sixteen years of supporting user groups with a special 10% discount for all orders in their new *Take Control* electronic book series. *Take Control* e-books provide highly practical, tightly focused, inexpensive help from leading Macintosh authors. Titles are delivered in PDF layout with active links, and are optimized for viewing and printing. The user group code to take advantage of this generous offer is CPN31208MUG. (*www.takecontrolbooks.com*)

▸ (MYOB)Do you own or work in a Mac-based small business that has grown out of its computerized checkbook? Have you grown tired of creating invoices using *InDesign* or *Word*? If you think you are ready to move beyond your shoebox, MYOB has the right tool for you at a great MUG discount. MYOB US, Inc., the leader in Mac small business management, has just released MYOB FirstEdge, a new Mac only product that will help you run your business quickly and easily. MUG members get $25 off the regular price of $99 on First Edge or $100 off AccountEdge. (*www.myob.com/us/*)

▸ Actoris Software's ***Xpress Schedule*** is **the** Macintosh tool for preparing employee work schedules. Create better schedules in less time, print schedules and even send them to your staff by e-mail or text message. *Food Cost Manager* is a complete back office solution for food service businesses. Manage your inventory, calculate recipe and menu costs, and prepare nutritional information for your customers. *Xpress Schedule*, regularly $99, is available for a special Apple User Group price of $74, and Food Cost Manager, regularly $249 is available at $185, that s a 25% discount. Get the user group order form at *www.actorissoftware.com/mug* and then e-mail your order to *sales@actorissoftware.com*.

▸ ***Protect your MacBook or MacBook Pro*** by choosing from any combination of Case-mate products. Immediately available items include: innovative *Handle* that doubles as a passive heat sink, regularly $50; sleek leather *Sleeve*, regularly $89-$99; luxurious leather *Suit*, regularly $149-$159; *Glovez* thoroughly modern neoprene laptop cases, regularly $25-$29. These Case-mate products make your laptop more convenient to carry and easier to use, all while protecting it from dirt, dust and scratches. User group members receive 20% off any Case-mate product by using the coupon code *wizard2*. *This offer is valid through May 31, 2007.* (*www.case-mate.net*)

Speck has become a dominant market leader in the iPod, MacBook, smart phone, cell phone and satellite radio accessory category, selling spirited, fun and unique products. Speck's special deals for group members include MacBook SeeThru 15", clear or red (Core Duo version only) at $25.00, regularly $49.95; iPod Video (60gb/80gb) SeeThru (3-pack of clear, black, red)at $15.00, regularly $29.95; iPod nano 1G Canvas Sport (pink, black, white) for $12.00, regularly $14.95; iPod nano 1G ToughSkin (clear, black) at $12.00, regularly $14.95. Go to www.speckproducts.com/aug-specials.html to directly access these special items. User group members also get an additional 15% off online items whenordering from speckproducts.com by using the code: *APPLEUSERS* during check out. This offer is valid through May 31, 2007. (*www.speckproducts.com*)

▸ ***TopXNotes*** has evolved from a simple replacement for Apple's *Notepad* into a modern note organizing system. Its unique features include *MultiView*, the ability to view many notes at once, and a sliding toolbar that keeps text controls above where you type. *NoteOrganizer* is an advanced table-of-contents with user-defined categories/groups. The most popular benefit is instant desktop access via *QuickNotes* to your critical information. *TopXNotes* also includes automatic backups, unlimited *Undo*, *Find* and note-encryption to keep sensitive information safe.(User group members receive a 25% discount by purchasing *TopXNotes* for $22.50, regularly $30.00, or *TopXNotes iPod* for $26.25, regularly $35.00 at their Web site by using the coupon code UGSpecial. This offer is valid through May 31, 2007. (*https://secure.tropic4.com/index.shtml*)

▸ ***CJRTOOLS*** ebooks publishes easy-to-use guides to *Mac OS X 10.4* software, including *Safari*, *Mail*, *System Preferences* and *TextEdit*. The e-book's features include screenshots to help readers understand important concepts, appendices with additional resources, non-encrypted PDF downloads and free updates. Usually priced between $7 and $8, Apple user group members qualify for a 20% discount on

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APRIL NANO WINNER

Stephen Hechler

Moving to digital audio:

By Christopher Breen (mac911@macworld.com)

Q: A reader seeks a tool to help him make the transition from analog audio to digital. He writes: "I have a large collection of reel-to-reel tapes that I would like to transfer to my computer. I tried Griffin Technology's *Final Vinyl* software, but found that it didn't recognize blank space, with the result that I got a single file of six hours of music. Editing such a file is too time-consuming to contemplate. Do you know of any software that will recognize blank space to make file separations such that separate songs, albums, or classical music pieces could be easily transferred to new, smaller folders or music libraries?"

A: Sure. You can approach this a couple of ways. You can use an application that, while it captures audio, attempts to create separate song files when it recognizes gaps. Or you can capture everything in one long file, as you've done, and then use a program to automatically chunk it into pieces after the fact.

Rogue Amoeba's $32 *Audio Hijack Pro* can record audio from any source, including the Mac's internal sound as well as audio you bring in from the outside via an audio input source (the Mac's microphone port or a USB audio interface, for example). It includes a *Silence Monitor* feature that seeks out gaps and creates a new audio file whenever it finds one. You can customize the *Silence Monitor* so it looks for particular audio levels (-30dB for example) and gap lengths (1.5 seconds, for instance).

If you have a copy of Roxio's *Toast Titanium*, you can use its *CD Spin Doctor* II to do something similar. Like *Audio Hijack* it will record audio from an input. It can't, however, split it on the fly. Instead, it saves it as a single file and then you ask it to define gaps based on where it detects silence. You can adjust split

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straight to the printer. Other files will launch their default application and open the *Print* dialog.

Making ZIP files (compressed Files) in a click

One of my favorite *Mac OS X* features is the ability to create ZIP compressed files from within the *OS* (basically, this shrinks the file size, ideal for files you're going to e-mail – smaller file sizes mean faster file transfers). To create a compressed file, either *Control-click* on the file and choose *Create Archive* (which is Apple-speak for "make a compressed ZIP file"). Or you can click on a file, then go to the *Action* menu (the button that looks like a gear up in the *Finder* window's toolbar), and choose *Create Archive* from there. Either way, it quickly creates a new file, with the file extension ".zip." This is the compressed file. You can also compress several different files (like three, for example) into one single archive file – just *Command-click* (or *Shift-click* contiguous files) on all the files you want included, then choose *Create Archive of X Items* from the *Action* menu. A file will be created named "Archive.zip" (that's it!).

Speed Tip: When you're looking for files in either *List* view or *Column* view, some of your files with long names will have some letters cut off from view. Here is a tip that will save you from having to resize your columns – hold your cursor over the file's truncated name for a few seconds and eventually its full name will pop up. Instead, hold the *Option* key, then put your cursor over the file's name, and its full name will appear instantly.

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points and add your own. From there you can export the tracks to iTunes (exporting it as in AAC, MP3, or Apple Lossless format) or send them to *Toast* for burning to CD. *CD Spin Doctor II* isn't the most accurate tool I've used for detecting gaps after the fact, however.

A more accurate tool is Rogue Amoeba's $32 *Fission*. Unlike *Audio Hijack Pro* and *CD Spin Doctor II*, *Fission* won't record audio. Instead, it's the tool to use when you already have an existing audio file – much as you do with your six-hour reel-to-reel recording. Just open the file in *Fission*, choose *Tools -> Smart Split*, and *Fission* will guess where the gaps lie (and its first guess is usually pretty good). If the guess isn't so good, adjust the Length (length of gap) and Sensitivity (volume determined to be silence) sliders and new suggested split points will be added or subtracted. When you have the split points you want (you can add some of your own if you like), click the *Split* button and *Fission* creates split points. You can then export the files in a variety of audio formats.

Finally, you could opt for a full-blown audio editor that has an option to create markers based on audio gaps. The audio editor I'd suggest is HairerSoft's $40 *Amadeus Pro*. It's a terrific multitrack editor that, like its predecessor, *Amadeus II*, includes a *Generate Markers* command that can be used to search for silences (you can configure the gaps' minimal length as well as maximal level). Impose this command and the program creates markers where it believes gaps lie.

You can adjust the position of these markers as well as create your own. Once you're satisfied with the split points choose *Sound -> Split According to Markers* and the program does as you ask, letting you choose the audio format you'd like to save the files in.

(Q&A continues from Page 3)

to *iPhoto's Preferences…* select the *Advanced* category and un-check the option to *Copy* files to *iPhoto Library* folder, but of course you can never rename or move and certainly not delete these files you dragged into *iPhoto* under these conditions, as *iPhoto* will not be able to find them if you do. Also never go mucking around in the *iPhoto Library* folder's contents or sub-folders. If you want to make copies of some images, it's probably best to drag them to a new folder on the *Desktop* from the *iPhoto* window. You can also select *Export…* from the *File* menu to make copies of a selection of pictures.

▸ How can I protect an external hard drive so no one can copy data off of it?

You can keep private data within a password-protected disk image stored on the hard drive. It requires no special software, it's free and the disk image can be stored on a FAT32 MS-DOS-formatted drive, so it can work cross platform. From the *File* menu, select *New*, and then *Blank Disk Image…* Select a name (I used "expand-me-to-500 MB", avoid spaces if this going to be on a MS-DOS-formatted drive. Specify a location, a maximum size (for example a sparse volume that can grow to 500 MB initially takes up 18.1 MB on disk but shows 484.1MB available for files), select AES-120 from the *Encryption* pop-up and choose sparse disk image from the *Format* pop-up and then click *Create*. Then specify a password, twice, don't save the password in a keychain and click *OK*. It will create the *.sparseimage* file and mount it on the desktop. Copy your private files to the mounted volume. When finished for now, eject the mounted volume. When you need it again, double-click on it, enter the password in the dialog box that pops up (again don't have it remember the password), it mounts on the desktop and you can drag more stuff to the mounted volume or delete whatever you need from it. Empty the trash if you do delete stuff. You will find that the *.sparseimage* file does not really compress if you delete most everything back to the original file size. You can use the free *FreeDMG 0.54b* which has a *Compact…* menu choice from it's *Images* menu to shrink it back to a reasonable size. You can also use *FreeDMG* to resize the maximum permitted size for the sparse disk image. It can change the password, too. The only problem with this plan is the *.sparseimage* file itself can be deleted out of frustration by someone after your encrypted data. You can try turning off the *Ignore ownership on this volume* option in the *Get Info…* window for the drive and thus any other user should not be able to delete the file, as it should be read only for guests. Of course they would not be able to erase any other file on the drive besides the *.sparseimage* file.

GoodSearch

Give to LIMac by searching the Internet.

LIMac has just been registered on *GoodSearch*, as seen in OPRAH magazine, ABC News, THE NEW YORK TIMES, WALL STREET JOURNAL, USA TODAY, and FORTUNE.

There is a search engine called *Goodsearch.com* that donates 50% of its revenue to charities and schools designated by its users. LIMac is now a member – and *Goodsearch* will donate to us about one cent for every search our members make via *GoodSearch.*

A penny does not sound like a lot, but the site is all about numbers. How much money is raised will depend on how well we can spread the word to our members – the more LIMac members use *Goodsearch* for their Internet searches, the more money we will raise. 200 of us searching four times a day will raise about $2,433 in a year without anyone spending a dime!

Think of all the money that could be raised while you and your friends and family are surfing the Web at *www.goodsearch.com*!

Come to the April meeting and find out more about *GoodSearch.*

Send your $36 check to:
Long Island Macintosh Users Group, P.O. Box 2048,
Seaford, NY 11783-0180

More of Mac User Groups News

In *Preview*, selecting *Rotate* from the *Tools* menu rotates every page of a PDF left or right:
This can be a pain if (say) you have a portrait-format brochure which includes one landscape-format map. An undocumented feature, though, is that you can hold *Option* while selecting *Tools Rotate*, and this will rotate the current page only.

Shift-Tab Hides all Adobe palettes except Toolbox:
Most designers know that tapping the *Tab* key is the quick way to temporarily hide all open palettes in *Adobe Photoshop, InDesign or Illustrator.* Very handy when your design is obscured by too many windows. Even more handy: Press *Shift+Tab* and you can keep your *Toolbox* and *Options* bar, but hide the other palettes!

Mac OS X Hints: The insiders' tips you won't get from Apple:
Assign custom icons more quickly.
OS X lets you create custom icons for your files and folders, which is not only fun but also useful – you can, for instance, place a custom icon on all of a project's folders to make them easy to identify at a glance.

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all purchases placed through *CJRTOOLS'* Kagi store (*homepage.mac.com/cjrtools/ebooks/orderebooks.html*) using the discount code *MUGD14A73C*. This offer is valid through June 30, 2007.

▸ ***Cordgo*** is a one-hand operated cord adjustment and storage accessory. Its durable, lightweight design fits in the palm of your hand. Clip it on your belt or armband, or just slip it in your pocket. *Cordgo's* fast, easy storage saves you from ever having to deal with tangled cords again. *Cordgo* was designed to perform as an integral component between cord and digital device. Regularly priced at $9.95, Apple user group members can now buy two *Cordgos* for $7.96; that's 60% off regular price by using the coupon code augvd2252. This offer is valid through June 30, 2007. (*www.cordgo.com*).

▸ ***Is your iPod lacking personality?*** Nano just not impressing you by size alone? Swank it up with more than just new music: go ahead and put some hip into it with a new strap, wrap, bone, doggy, star, *iLink, skin, iRoll, iMagnet, iMemory, miniMac* or other accessory.

▸ ***HipIpodGear*** has something for every iPod and then some. Better yet, *HipIpodGear* ships across the globe.(Want a better deal? With the coupon code *tire20* Apple User Group members can receive an additional 20% off. This offer is valid through June 30, 2007. (*www.hipipod gear.com*).

▸ ***PremiumMemory.com*** is a leading online memory provider with a commitment to superior memory products and world-class service and support. All Premium memory is backed by a lifetime warranty and made from top quality components. Premium maintains a complete inventory of compatible Mac memory upgrades and guarantees 100 percent compatibility. For all your Mac memory upgrades, visit Premium's Web site and receive a 25% discount on all Mac compatible RAM upgrades purchased at PremiumMemory.com using the coupon code *MUG-25OFF*. Better yet, you will receive free shipping on all orders over $75.This offer is valid through June 30, 2007. (*www.premiummemory.com*)

▸ *Need more space for your business files, movies, pictures and music?* A Western Digital (WD) hard drive is the easiest way to add extra storage. *WD* features the *My Book* line of external hard drives, *Passport* portable hard drives, and *WD internal SATA II* and *EIDE* hard drive kits. Get a 20% discount on all products by logging on with an e-mail account and receiving a promo code that can be used for the purchase of any*WD* hard drive. This offer is valid through June 30, 2007. (*www.wdc.com/en/buy/partnerstore.asp*).

SeeFile 3.0 is a new *Mac OSX* application that lets creative pros share their work with clients, using their own Mac as a Web server. *SeeFile* creates private folders for clients (each with a private username and password) and creates live thumbnails of photos, PDFs, and videos. It is ideal for wedding and commercial photographers, design firms, videographers and print providers. Specially priced at $395, user group members receive 20% off the list price, for the 5-account entry version; upgrades and eCommerce options are available as well. Order by phone or e-mail with the coupon code provided. Order by phone: 617-262-2421; Order by e-mail: *sam@seefile.com* Coupon code: *AGXE*. This offer is valid through July 31, 2007. (*www.seefile.com*)

▸ ***CrossOver Mac*** allows you to run many popular Windows software applications on your Intel Mac. Your applications, documents and email attachments are seamlessly integrated into the *Mac OS X*. You work as you would in *Windows*, but with the freedom and ease of the Mac. You do it all easily and affordably, without needing a Windows license. *CrossOver Mac* offers user group members a special price of $47.96, a 20% discount off the regular price of $59.95. Special Code: *macuser*. This offer is valid through July 31, 2007. (*https://www.codeweavers.com/store/*).

▸ ***Ovolab Geophoto*** is a new *Mac OS X* application for browsing and collecting digital pictures by location. User group members can purchase *Geophoto* at the special price of $14.95, a 25% off the retail price of $19.95. Coupon code: 2007. (*www.ovolab.com/geophoto/*).

How to better visually enjoy the FORUM:
Your Editor prefers you to use *Preview* (with *OS X*) or *PostView* (*www.metaobject.com/Products.html#PostView*) for reading the FORUM.pdf – excellent programs that handle *.pdf* files with more visual accuracy than *Adobe Reader*! (Also read their *Help* files to discover the many tools and techniques they have available.)

You'll be happily surprised!

DAN DANGLO

You can freely download countless types of icons from sites such as The *Iconfactory* and *InterfaceLift*. Or you can use an icon editor, such as Uncommonplace's *Icon Machine* ($25) or Mscape Software's *Iconographer* ($15), to create your own.

The problem is that assigning custom icons is rather tedious. First, you have to click on the file with the icon you want and choose *File: Get Info* (*Command-I*) in the *Finder*. Next, you click on the small icon in the *Get Info* window and copy it (*Command-C*). Then you click on the destination file, open its *Get Info* window, and paste the icon (*Command-V*) into the right spot. That's a lot of clicks, especially if you're changing multiple icons.

So here's a time-saver (for those of you running *OS X 10.3.3* or later): don't use the *Get Info* window when you're copying the custom icon. Instead, just select the source item in the *Finder* and press *Command-C* to copy the icon.

Now select the destination. Press *Command-I* to open the *Get Info* window, click on the small icon image, and press *Command-V* to paste.

– *Rob Griffiths*