



NEWSLETTER OF THE LONG ISLAND MACINTOSH USERS GROUP

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

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Text-Edit Plus,  
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Galliard Pro.

November's Meeting



At our November meeting, Ilene Strizver of The Type Studio, made an excellent presentation called, "Are you a type criminal?" This is not literal – what it actually means is, "are you guilty of making glaring typographical errors?"

Ilene went through the most typical errors people make when creating a document on the computer. To emphasize her point, she quoted the title of a well-known book by author Robin Williams, entitled "The Mac is Not a Typewriter." We can do things on the Mac, which we could never do, or even imagine doing, on a typewriter. Example one: "dumb (") quotes" versus "Smart (") quotes." For most instances, you would want to use smart quotes (also known as *typographer's quotes*).

The second point she made: avoid inserting two spaces between sentences. In the "old days" of the typewriter (and monospaced type) this was necessary in order to make new sentences easier to recognize. With the real typography on the Macintosh, fonts are designed to fit letterforms (*i.e.* not monospaced) so that the new sentence is obvious without the added space.

The third type crime she discussed was underlining. If you want to emphasize something there are many *other* options. You can use: **bold**, *italics*, CAPITALS, or different **colored** typefaces – all of which are preferable to underlining.

The fourth crime: (that few people consider because they haven't found out it's a crime) is type size. It was noted that some type fonts are designed to look better at a large point size (they are weight-, space- and shape-adjusted), others at a small to medium point size, are also adjusted in the same manner.

The final crime that was discussed, was the use of computer-generated, bold, and italic styles. This technique should be avoided. Instead, the *actual* typeface style should be used – **Galliard Bold** or **Galliard Italic**, etc.

Ilene's presentation was very informative and entertaining. We thank her, and hope to have her back for a future presentation. ↴

–Scott Randell

December's Meeting



Holiday time is here again so polish up your smile and party spirit. Our December meeting will begin with Bradley's Q&A, and this month we'll let him go on longer than usual if the questions keep coming (but we will cut him off at eight o'clock to allow time for our other plans).

After the Q&A we'll screen Al Zygiel's LIMac documentary, followed by announcements; then elections for 2007 officers will be conducted; and finally, we'll hold our monthly raffle.

When all business has been completed it will be time to **party!** Please remember to bring a tasty snack for the party table; something to share with the members. (No alcohol, nothing requiring continual refrigeration and no glass containers please.) During the festivities, Brian Revere will open his *Photoshop Fun House*, a fun, photo-tweaking session where you can rework and doctor your portrait in the style of fun house mirrors and more.

–Rick Matteson

**Thank You's:**

The LIMac Board would like to thank George Canellis and Designscapes landscape designers for their donation of an iPod to each of the raffles at our meetings last year. They have renewed their sponsorship and will be donating an iPod to each of the monthly LIMac raffles for all of 2007. ↴

**General meeting time schedule:**

Meetings are held at **The New York Institute of Technology, Building 300 (Anna Rubin Hall), Old Westbury, Long Island.**

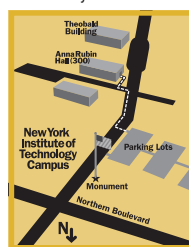
Meetings start promptly at 7:00 p.m.

**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/raffle drawing.



**SIG (Special Interest Group) meetings**

8:30–10:00 p.m.

**Photoshop SIG:** No meeting this month.

**Multimedia SIG:** No meeting this month.

**MacBasics SIG:** No meeting this month.

▶ In bad weather, call (516) 686-7789.

▶ The next LIMac board meeting will be at the Plainedge Library, (516) 735-4133, on Wednesday, December 13th, at 8 p.m.



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# LITE SWITCH X



I've been a big fan of Proteron's *LightSwitch X* - which replaces OS X's *Command-Tab* application switcher with a more functional version - for a long time. Unfortunately, until recently, it didn't work on Intel-based Macs. The long-awaited *LightSwitch X* v2.6 (\$5; [www.proteron.com](http://www.proteron.com)) takes care of

that shortcoming and adds some new features. Over the years, *LightSwitch X* has become one of my must-install utilities, so I'm happy that I can finally run it in my MacBook Pro. But recently a number of people have raised the question - in e-mails to me and on my Mac-centric blogs - of why someone would spend \$15 for functionality that's "already built into OS X." First and foremost, *LightSwitch X* lets you choose your preferred keyboard shortcut; you

can't choose just any shortcut, but it gives you a variety of choices, so you'll probably find one you like. (With OS X's built-in switcher it's *Command-Tab* or nothing.) You can also prevent particular applications that you never access via the on-screen switcher - *LaunchBar*, *DragThing* and *Office Notifications*, say - from showing up. Or conversely, you can choose to display hidden (background) applications in the switcher.

*LightSwitch* also lets you perform more actions on an application selected in the switcher. When an application is highlighted in *LightSwitch X*'s on-screen display, you can use keyboard commands to quickly switch to it, hide it, quit it, force quit it, or switch to it and hide all other apps. Former Mac OS 9 users will appreciate the fact that *LiteSwitch X* lets you customize window ([LightSwitch X Continues on Page 3](#))

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**Bradley Dichter**  
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## Bradley's Tech Session

► **I just got a Quicksilver Power Mac G4, which is a big upgrade from what I had before, but it has only Mac OS 10.4 on it and my old Mac OS 9 programs from my previous Mac don't work on it. Do I need a second hard drive or an external drive for OS 9? Can I partition my drive?**

If there is enough space on the internal hard drive, you can have both *Mac OS 9* and *X* and applications for both on the same hard drive. That's how it's normally done by Apple. You don't have to partition your current hard drive and if you did, you would lose everything on it, unless you first had a place to back it up. Besides, the hard drive you have now is probably too small to hold everything you may need for both *OS 9* and *OS X* needs. I'm talking about not just the systems themselves, but also the applications and your files. It's simple to add an external FireWire 400 hard drive and use the Apple install CDs to install *Mac OS 9* on the external drive and put your old applications on that drive as well. Having two hard drives has two advantages: A) you can boot off *Mac OS 9* if *Mac OS X* ever gets damaged or the other way around. And B) having a second hard drive, regardless of the operating system or systems installed on it, you can use the other drive for backup of some critical files. Sooner or later, a hard drive will fail, so having a quick and easy backup option is great. As this model could be more than 5½ years old, the Apple original hard drive may be on it's last legs. It could also be only 40GB in size, but could be replaced with a 120GB model. In fact, there are connections for a second 120GB internal hard drive. Many people don't feel they are competent enough to install internal drives, so that's why I first suggested an external one. Besides, external ones can be higher in capacity. You could buy a second internal drive, set for slave to the first Master drive. A 120GB internal drive is just \$76 for a Seagate drive with a 5-year warranty. *Mac OS X* wants to be on the Master drive, so if you added the 120GB to your existing 40GB, I would use the free *Carbon Copy Cloner* to copy *OS X* to the slave 120GB drive and then swap the drives and move both jumpers to make the bigger and newer drive the *Master OS X* drive and install *OS 9* on the 40GB one if not both. You should



### TIPS!

#### Using old disk repair utilities:

Apple changed details of the *Mac OS* filing system with the introduction of *Tiger (Mac OS X 10.4)* and warned that versions of *TechTool Pro* earlier than 4.0.4 should not be used with it. Currently, no version of the *AppleCare CD* has this latest version of *TechTool Pro* on it - most have v3.0.3 - which means that no *AppleCare CD* should be used to run *TechTool Pro* on a Mac with *Tiger* installed.

In general, the same kind of warning applies to other "pre-*Tiger*" disk utilities. You should not use any version of *Disk Warrior* earlier than v3.0.3, nor any version of *Norton Disk Doctor* whatever, this utility not having been updated for *Tiger*.

#### Put it back where it was:

It sometimes hap-

## President's Message

We are really finishing this year with a bang. We have started something with the Apple store that we hope will continue for a long time. Through the efforts of Apple Business Consultant, Rick Johnson and Apple Store Manager Daren Hom, we held our Multimedia meeting, at the Walt Whitman Apple Store on November 17th. Our first meeting at the store, was a test run on an evening where we battled heavy rains, 26 MPH winds - and we made it. Our Multimedia Special Interest Group is not that large, so it was perfect to get a feel for this venue. As you know, we are always looking for someone with a fresh idea or a new slant on any subject and the group, lead by Al Zieger (SIG leader) looked into some different tricks in *iMovie*, *Final Cut Express* and *Final Cut Pro*. One of the big benefits of this venue, aside from the great state-of-the-art computer equipment, turned out to be Apple Multimedia Specialist, Tom Abruzzo who had some great ideas on some things such as adjusting sound and video in ways that we have not broached before. Anything you create is only as good as the sum of all its parts and we were there to learn and become aware of the bigger picture, as we are all at different levels. It was a great meeting at the Apple Store, with thanks to Rick and Daren, and we need to emphasize what a great asset/presenter the Walt Whitman store has in Tom Abruzzo! He is really really good, and has great command of his subject. We had a very successful year regarding the raffle, where Designsapes has donated an iPod for each raffle and has decided to continue this donation through the end of next year. ([President's Message continues on Page 3](#))

be able to find LaCie brand external FireWire hard drives at local stores like the Apple Stores, CompUSA and Micro Center. Generally they are pretty good, but with just a one-year warranty, I've been recommending ordering online with Other World Computing and getting their Mercury Elite Aluminum Pro FireWire drives with an enclosure that resembles the MacPro and a two-year warranty. There is also the Western Digital *My Book Pro Edition* (and larger dual-drive *ITB Pro Edition II*) drives in 250 and 500GB capacities which offer three-year war- ([Q&A continues on Page 3](#))



**Bill Medlow**  
President  
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pens that you're half-way through dragging an icon in the *Finder* when you realize it's the wrong icon or that you've changed your mind about the move, but for some reason it's not easy to return the icon to its original location - maybe you've even forgotten where that was. The first way to recover the situation is simply to continue dragging the icon right up to the top of your screen, into the *Menu Bar*, before releasing the mouse button. You'll find that the icon will return to its original location. The second way is to release the mouse button wherever the cursor happens to be at the time, thereby dropping the icon at that location, but then to go immediately to the *Edit* menu and choose *Undo*. Yes, *Undo* works in the *Finder*, too (*OS X* only), and *Undoing* your drag will return the icon to its original location. -AUSOM News (via *Apple Barrel* and *Mac Hints & Tips*)

(LightSwitch X Continues from Page 2)

layering – for example, so that clicking on a window brings all windows from that application to the front. And I especially like the feature that automatically opens a new window in an application if no windows are open when you switch to it.

LightSwitch also now includes integration with Cocotech's PathFinder 4.5 (v4.1.1); Software Jackpot; a Finder replacement. And it has other options for customization, like choosing the color



of the Switcher on screen.

Granted, LightSwitch X's appeal is probably limited to OS X geeks, productivity freaks, and people who enjoy power-user tweaks. And its individual features – not all of which I cover here – may seem minor. But as a whole, LightSwitch X is a major productivity booster that I can't do without. 🐘

–Dan Frakes

## More of Bradley's Tech Session



### TIP!

#### Lost for Words:

Say you're typing in the Tiger version of a text-centric Apple application such as TextEdit, Mail, iChat, or Stickies, and you can't conjure up the complete word you're looking for – just type the first couple of letters in the word and press the Escape key. A list of words that begin with the letters you've typed appears. Select the one you want, and it replaces the letters you've typed.

–Scott Mahrer  
Chris Breen's Mac 911 via AUSOM News (and Apple Barrel and Mac Hints & Tips)

ranties. Plenty of cooling slots and a very cool capacity gauge on the front. Amazon.com has the 250GB model for \$180. OWC's and LaCie's d2 similar triple interface model goes for \$170 for comparison. You can use the Startup Disk System Preference or Control Panel to switch between booting up as OS 9 or OS X. Of course, you can essentially run both and take advantage of OS X applications when possible and fall back on OS 9 applications by booting up as OS X and using the classic environment, run any OS 9 program as needed. (After you install OS 9 that is) Hopefully you will be able to upgrade most of your OS 9 applications to newer OS X versions as time and money allow and leave OS 9 behind in favor of the more stable and powerful all OS X experience.

► **I want to do a résumé like someone might do in Microsoft Word, but with Apple's software. What do you suggest? Keynote?**

AppleWorks' Word Processor function should do nicely, or if you have it, Pages – part of the iWork bundle. If you must get fancy, AppleWorks Drawing sub-program allows for more free-form arrangement of text blocks. On the other hand, these programs may not be on your computer and they would cost money to buy. If you don't need to get overly fancy, then plain old TextEdit should do. It's got fonts with superscript/subscript and stylesheets and tabs (including decimal) and tables with fills and borders and you can even drag in a photo, but the text can't wrap around it. Not that a résumé needs it, but you can put in active Web and e-mail links. TextEdit should do the trick. Keynote is a slide presentation program, part of iWork. It's not well suited for doing a résumé.

► **I got a new iMac and some of the CDs I get from the library don't work, they just eject. They work in other CD players. Some disks are karaoke songs.**

I'd assume they are severely scratched or the center hole is malformed and the machine can't read the disc and thus ejects it. If the iMac can't read any disc then I'd be concerned. Just as a test, try changing iTunes' preferences – Advanced – Importing and turn on Use Error Correction to see if that allows iTunes and your optical drive to read the disc. The new iMac's drive spins up the disc to very high speeds at least 24 times normal, compared to older drives

and audio-only drives (1x speed), so it's going to be sensitive to damaged discs. CDs you borrow from the public library are famous for scratches from other careless other. If you really want to get the music, try buying a CD repair kit, which is like polishing compound for your car, where you buff down the surface to remove the scratches and scuffs. Karaoke (or karioke) disks are usually CD+G format which can be more problematic on the Mac as it may have a problem interpreting the disc's data. Some of these disks may be protected from being read by a computer. A normal CD player or special Karaoke machine has the special circuitry to allow them to play these discs.

► **I added a second hard drive to my old G4. When I boot off the new drive the items I had on my desktop are not there. How can I transfer them or use the original drive as a backup?**

The desktop items are stored in the other hard drive's /Users/<your name>/Desktop/ folder. So at the very least, drag the contents of this folder to your desktop to copy them to your current drive. There are many other things to copy over besides the desktop folder. Once everything is copied over, if you want to duplicate the current drive to the old drive, overwriting what was there, for a backup, then use the free Carbon Copy Cloner to copy everything in a bootable fashion. I would suggest using the shareware SuperDuper! for future scheduled backups. Of course if you have more data on the new drive than the old drive can hold, assuming the old drive is smaller, then you would have a problem. 🐘

(President's Message continues from page 2)

We are very grateful to Designscapes and to George Cannellis, our Apple User Group Ambassador, who made this donation to LIMac possible. An Internet link to Designscapes can be found on our Web site and we encourage our members to support those that support us, take a look. A very big thank-you is in order.

Hope to see you at our year-end holiday party on Friday, December 8. Bringing something creative and fun would be great, but if you can't bring anything, bring yourself, we want to share this evening with you.

Happy Holidays and Happy New Year. 🐘



### TIP!

#### Finding your hidden tools in Adobe Illustrator CS2:

There are lots of tools hidden behind other tools in Illustrator. This makes it easy to totally forget where some of them are. To quickly refresh your memory, Option-Click on any tool in the palette, with a small arrow to its lower right, to reveal the next hidden tool down with each click. Or you can click on any of these tools, and hold down your mouse until all tools hidden under it are revealed in a pop up.

–Jeff Witche

NOV. NANO WINNER



Michael DeAngelis

## Intel Macs' headphone volume

By Rob Griffiths (macosxhints@macworld.com)

If you've got a new Intel-powered Mac, here's a feature you may not have even known you had.

For years, all Macs have had the ability to have different volume levels for different inputs. Plug in a USB-powered iMic, for instance, and you can set its output volume level independently of that of your internal speakers.

What never used to work, however, was

setting a different volume level for a standard set of headphones plugged into your laptop's headphone port. Even though the system would recognize the fact that you had plugged in a set of headphones (the display in the *Output* tab of the *Sound System Preferences* panel changes, for instance), any volume level changes you made were universal. Remove the headphones, and whatever setting changes you had made would remain, even though you were now using

the internal speakers as the output device.

With the Intel-powered Macs, however, things have changed. The headphone jack is now seen as a "real" output source, so any volume settings you make with headphones connected are not retained when you unplug the headphones. This is a very nice change, as it allows you to easily have two distinct volume settings in action – one "with headphones" setting and another "without headphones" setting.

One possible use for this tidbit of knowledge is to create a muted "non-headphone" setting. Plug in a set of headphones, set the volume level to your preferred level, then unplug the headphones. Now mute the system sound by hitting F3 (or Fn and F3, if you have your machine so set). Until you plug in your headphones, your Mac will be silent to the world, letting you use it in the library without fearing everyone will  
(**Headphones** Continues on Page 6)

# 4



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.



George Canellis  
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## TIP!

### Chaos to Order:

**Q:** *iTunes* insists on an alphabetic listing of all songs. This precludes any balancing of the list. Is there any way around this that will allow me to burn a disc in the order I prefer?

**A:** At the top of each column, you'll see a

## Sore Eyes

It was fun to finally get to a LIMac meeting in November. It's a long drive and unbelievably difficult for us to manage the traffic, so our visits are short and infrequent, but we think of you often.

Have a great party and a happy New Year.

We cannot really manage our lives without the computer. Here's our latest project:

We have a vacation home in the middle of the woods in upstate New York. The telephone service is quite limited and extremely expensive, since the company that serves the area is a small independent company (very independent!). Naturally, we turned to a cell phone as the only method of communication with the outside world. We tested out all our friends with different cell phone carriers, but only Verizon was able to give service.

For a while in the past, we were at least able to connect. But service on the cell phone is no longer available. Progress in the form of new phones messed us up. We can no longer get through most of the time.

Enter our hero. *Skype*, VOIP (Voice Over Internet Protocol) has made it possible to talk to the rest of the world. The connection goes out thru our airport and that's all we need. As

long as we have electricity we have this connection.

Downloading *Skype* is easy and the software is free. All calls to other *Skype* numbers are free, and until December 31, 2006, calls to any phone number are also free. When they begin to charge, the cost will be two cents a minute, which is well below the 12 to 15 cents that my local company charges. The sound quality beats any other telephone line I have ever used. It is available for local, long distance and international calls.

Upon going to the *Skype*, site I found various reviews from other computer users. We are using *Skype 2.0.0.6* which appears to be the latest version for Mac. *Skype* is available for *Windows*, *Mac* and *Linux*. Other comments indicated that they had trouble with the Mac version, but we have not experienced any, other than the fact that you must have a working microphone. My cube doesn't have one, and this fact threw me at first but *iSight* filled the bill, and I also bought a USB mike for that computer.

We are delighted with the solution. The only thing I cannot understand, is why we did not do this before. 🐁

header such as *Name*, *Time*, *Artist*, etc.

These are actually buttons that control the organization of the items in the playlist. Click *Time*, for example, and the playlist will organize itself from longest to shortest song; click it again and it will reverse this order. To have an unstructured playlist, click to the leftmost column header. (It is blank and you'll see a series of numbers under it). As soon as you click it, you can drag-and-drop tracks in any order you want.

—macHOME HotTips

### Join Multiple Tracks:

Ever have a series of audio tracks – like a live album of your favorite recording artist – that you'd like to join together into one continuously playing "song"?

Sure, you can use the Join CD Tracks that iTunes provides to do this on import, but what if you've already imported the CD?

Enter *Join Together v5.1*, ([www.doug-scripts.com/itunes/scripts/scripts02.php?page=5#jointogether](http://www.doug-scripts.com/itunes/scripts/scripts02.php?page=5#jointogether)) a script created by AppleScript maven Doug Adams that enlists the help of *QuickTime Player* to bring unity to those separate tracks. (Use Search box to locate the script)

—Mad Mac News, Madison WI

## 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 the list price of any of Peachpit's books. When ordering at their Website ([www.peachpit.com](http://www.peachpit.com)) at checkout, right before you enter your credit card number, you must enter the user group coupon code (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 you're purchasing your raffle tickets at the monthly meeting.

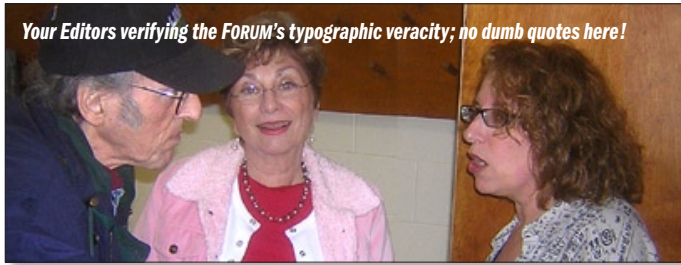
The following vendor offers require a top-secret user group offer code. If you are interested in any of the following products, please send an e-mail to me at [gwc11713@optonline.net](mailto:gwc11713@optonline.net).

► **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 35% 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. (**User Group News** continues on page 6)

### More Thanks!

Thank you to Donald Hennessy for donating the items given away as free door prizes this year. The door prize was won from a free thank-you ticket given to everyone attending the monthly meetings. 🐁



**Let 'em know you're a LIMac member!**

Our Famous LIMac logo is now available to be embroidered on any wearable item. High-quality embroidery is done by ACU Plus Custom Embroidery, located at 3700 Hempstead Turnpike, Levittown, NY 11756; (516) 520-1039. [www.acuplusembroidery.com/index.html](http://www.acuplusembroidery.com/index.html)



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NOV. SHUFFLE WINNER



Mario Tirado

## Creative Indents



**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](http://www.thetypestudio.com).

Indenting the first line of every paragraph is a habit most of us acquired in grammar school. However, for those daring souls who have always insisted on coloring outside the lines, it's time to consider using a different style paragraph indent. There are more options than you might have realized!

The purpose of an indent is to create a visual separation between paragraphs. The most

a hanging indent, or outdent. This dramatic technique is actually the opposite of an indent, in that the first line extends out to the left of the paragraph. It's a useful trick to liven up body text, especially when there are few or no graphic elements, such as photographs or illustrations.

For small amounts of copy, you can always try something more decorative: use a dingbat or any simple graphic element to separate the para-

**M**r. Darling was frightfully ashamed of himself, but he would not give in. In a horrid silence Mrs. Darling smelt the bowl. "O George," she said, "it's your medicine!"

"It was only a joke," he roared, while she comforted her boys, and Wendy hugged Nana. "Much good," he said bitterly, "my wearing myself to the bone trying to be funny in this house."

And still Wendy hugged Nana. "That's right," he shouted. "Coddle her! Nobody coddles me. Oh dear no! I am only the breadwinner, why should I be coddled – why, why, why!"

*When making traditional first line indents, set your tabs manually according to what looks good; don't rely on the default tabs of your software to dictate your design. (Excerpt from Peter Pan, by J. M. Barrie.)*

commonly used indent is the first line indent. There's no hard-and-fast rule about how much to indent your first lines, but make sure the space is proportionate to the size and column width of your text. Feel free to omit the indent from the first paragraph, since there is no need to separate the beginning of the copy from anything else.

If you have lots of space and lots of copy, try

**M**r. Darling was frightfully ashamed of himself, but he would not give in. In a horrid silence Mrs. Darling smelt the bowl. "O George," she said, "it's your medicine!"

"It was only a joke," he roared, while she comforted her boys, and Wendy hugged Nana. "Much good," he said bitterly, "my wearing myself to the bone trying to be funny in this house."

And still Wendy hugged Nana. "That's right," he shouted. "Coddle her! Nobody coddles me. Oh dear no! I am only the breadwinner, why should I be coddled – why, why, why!"

*An outdent adds graphic interest to body text.*

**M**r. Darling was frightfully ashamed of himself, but he would not give in. In a horrid silence Mrs. Darling smelt the bowl. "O George," she said, "it's your medicine!"

"It was only a joke," he roared, while she comforted her boys, and Wendy hugged Nana. "Much good," he said bitterly, "my wearing myself to the bone trying to be funny in this house."

And still Wendy hugged Nana. "That's right," he shouted. "Coddle her! Nobody coddles me. Oh dear no! I am only the breadwinner, why should I be coddled – why, why, why!"

*An extreme indent looks best with more copy than shown here.*

graphs. Do this in one of two ways: either run the paragraphs into each other with only the dingbat (and added space around it) separating them, or place a dingbat between two paragraphs which are separated by a line space.

When you have room to spare and want a cleaner, more open look, separate the paragraphs with an extra line space instead of an indent. This style is often used in correspondence, and works well in long blocks of text when saving space is not a consideration.

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*A color dingbat can be used to separate paragraphs.*

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(**Headphones** Continues from Page 4)  
hear your AOL-inspired "You've got mail!" new e-mail announcement. Plug in your headphones, though, and the previously-set level is restored, and mute mode is canceled. Rock out to John Denver and ABBA all you like, and when you're done, unplug your headphones again. Bingo, your Mac is now once again muted.

Of course, you don't have to have the non-headphone Mac muted. You can simply choose

a different volume level - perhaps you have very efficient headphones, and you need them set at a quieter level than when using the built-in speakers. In short, on an Intel Mac, you can now use any volume setting you want for your headphones and your built-in output.

For more hints like this, visit the *Mac OS X Hint Weblog*, which I update three times a week. ↵



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## TIP!

### An Outline of Efficiency in Adobe Illustrator CS2:

When I first started working in *Illustrator*, *Outline* mode (*Artwork* mode) was the only way to work on a file. No work could be done in *Preview* mode (just for looking at) and hopefully admiring the art. This was not easy, and could be quite frustrating at times. Flash forward about eight versions and working in *Preview* mode is so old many users have forgotten about the advantages of working in *Outline*. Advantages? What advantages?

If you're working on a complex image with lots of *Blends*, *Effects*, *Patterns*, and *Placed Images*, everything can grind to a halt while waiting for your screen to redraw. This is especially true using older computers. To speed up your work, switch to *Outline* mode (*View>Outline*) and avoid the drawn out redraw process. The other big advantage of *Outline* mode is that it gets all those beautiful *Fills*, *Strokes*, *Blends*, and *Placed Images* out of the way, so you can select whatever is hidden behind them. Quite efficient!

-Jeff Witche

## More of Mac User Groups News

(**User Group News** continued on page 6)  
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► The Mac market has evolved, and so has *MacAddict* magazine. Starting with the February 2007 issue, *MacAddict* will become *MacLife*, the new Mac magazine that changes

all the rules. This publication recognizes Apple's dynamic role in work, play and life, and will appeal to core Apple users. Features include: in-depth how-to's, stunning design and exclusive information; *MacLife* is the ultimate magazine about all things Apple. This offer is for a one-time Apple User Group member charter subscription rate of \$14.95 for 12 issues, a savings of 40% off the basic subscription price. This offer is valid through February 28, 2007. ([www.macaddict.com](http://www.macaddict.com))

► The makers of *TechTool Pro 4*, *DiskStudio* and *TechTool Protege* (the bootable *Mac OS X FireWire* flash drive) now offer special user group discount pricing. These products and more are available from the Micromat online store. To receive a 20% discount on all Micromat products, enter the special user group coupon code at Micromat's online store. Micromat is recognized as an innovator and world leader in the development of Macintosh monitoring, diagnostic, troubleshooting and disk repair utilities for the Macintosh. This offer is valid through January 31, 2007. ([www.micromat.com](http://www.micromat.com))

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## TIP!

### Finding your hidden tools in Adobe Illustrator CS2:

There are lots of tools hidden behind other tools in *Illustrator*. This makes it easy to totally forget where some of them are. To quickly refresh your memory, *Option-Click* on any tool in the palette, with a small arrow to its lower right, to reveal the next hidden tool down with each click. Or you can click on any of these tools, and hold down your mouse until all tools hidden under it are revealed in a pop up.

-Jeff Witche

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