

**Subject:** AMUG Minutes April 2012  
**Date:** Thursday, 3 May 2012 9:15:54 PM NZT  
**From:** Tony & Iris Climo  
**To:** AMUG Members  
**Category:** Family, AMUG

# Aoraki Mac Users Group



<http://www.amug.co.nz>

## *MINUTES OF AMUG MEETING 27 APRIL 2012*

### **PRESENT**

Barry Robinson, Rex Smith, Mary Vincent, Noel Muirhead, Noel Lindale, Hugh Hunter, Tony Climo, Matt & Caleb Cameron, Gordon Rosewall, Jenny Darcy, Sheryl Roberts, Rodger Lamb & Nathan, Yvonne Waldron, Carolyn & Abby Bunting, Ray Rodley, Colin Smith, Russ & Wynn Carter.

### **APOLOGIES**

Fay Skelton, Barbara Newton, Sheryl Roberts, Jamie Crilly, Janet Smith.

### **MARCH MEETING MINUTES**

As the March Meeting minutes have been circulated to members by email, Barry proposed that they be taken as read.

### **APPLEBYTE ONLINE**



The Christchurch-based Apple User Group of Canterbury (AUGC) monthly magazine Applebyte is available in PDF format.

To download the April issue click on this link:

<http://www.appleusers.co.nz/pdfs/2012/AUGCApplebyte201204s.pdf>

The public archive of all issues of Applebyte since 2006 is available at

<http://www.appleusers.co.nz/archive.php>

There is also a link to the Applebyte archive on our AMUG website.

### **APPLE iTUNES SECURITY QUESTIONS**

Sheryl pointed out that when you sign in to the iTunes Store to purchase/download music or apps, you may be asked to select questions and supply answers to them. This is a **genuine** security message from the Apple, as they have apparently increased their security arrangements.

## ***AMUG FORUM PROPOSAL***

At the March AMUG meeting it was suggested that members could have a means of sharing ideas, notices, items of interest, and information on particular computing interests.

We already have several online systems for communicating; each with their uses and limitations:

- Our **Email Minutes**, which connect all who wish to be listed (whether able to attend meetings or not) - but all communication has to be routed via the secretary.
- Our **AMUG Webpage**, our 'official' online presence with information about our organisation – but amendments and additions can be made only by the webmaster.
- Our **FaceBook Page**, which is readily available and could be used for sharing, but some members have concerns about security.

The committee have considered an alternative suggestion which would not replace the above methods, but in addition to them would provide a 'sharing' component: it's a

### **WIKI WEBSITE**

This is a free website which can be viewed by anyone with the address, but is 'protected' in that it can be modified only by people who have been invited to be 'members' of the wiki. 'Wiki' is Hawaiian for 'quick', and members can easily use it to share content, notices, favourites, etc. It works like this:

Members who are 'signed in' to the wiki have available an Edit button; click this and the webpage turns into a **document** page which can be edited by adding content – which may be text, images, files, embedded videos, weblinks, etc. The page is then **saved** and reverts to a webpage.

We have set up an ***AMUG WIKI WEBSITE*** on a trial basis – have a look and see what you think: <http://amug.wikispaces.com/>



Pages included so far are:

- Home Page with a welcome and some explanation
- How To... Page, with some downloadable instruction files
- Meeting Minutes of recent AMUG meetings
- Notice Board, for general messages

- Touch Devices Page: items of interest to those with iPads/iPhones

Other pages can be added as required (already suggested: a Favourite Apps Page).

Anyone has read-only access, but if you'd like to become a member of the wiki so that you can make changes, follow the instructions on the Home Page.

The wiki can be (but isn't yet) linked to our main website at <http://www.amug.co.nz> which Jamie intends to update before long.

Your comments/feedback/suggestions would be appreciated – send to Mary at [vindam@es.co.nz](mailto:vindam@es.co.nz)

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## SESSIONS

### ***MacBASICS - KEYBOARD SHORTCUTS***

*By request, Matt repeated a session on using keyboard shortcuts which he presented to AMUG in April 2011.*

*The following is reprinted from the Minutes of that meeting:*



When working on your Mac there's often three ways to perform basic functions:

1. clicking on buttons or icons
2. clicking on menus
3. typing keyboard shortcuts - for example, if a document or window is open onscreen, you can close it by clicking the red Close button, you going to the File/Close menu, or by typing **⌘W** (hold the Command key while you type W).

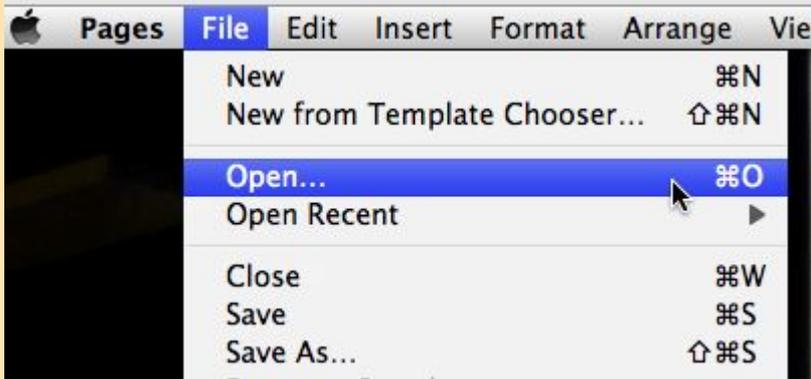
Which way or combination of ways you use is a matter of personal preference, depending on how you work. Matt discussed the use of keyboard shortcuts, and discussed a selection of those which he frequently uses; a PDF file of these is attached to these minutes.

To use some keyboard shortcuts you need to know what the following symbols mean:

**⌘ Command Key    ⌥ Option Key    ⇧ Shift Key    ^ Control Key**

Keyboard shortcuts vary with the application being used, although many shortcuts are common to a variety of programmes, eg. **⌘P** is nearly always the instruction to Print, and **⌘S** the instruction to Save.

Shortcuts available in an application are shown on the right-hand end of the drop-down menus:



The System Preferences/Keyboards/Keyboard Shortcuts pane enables you to modify shortcuts, or create your own, if you wish to.

Further lists of shortcuts can be found in the Help screens: in the Finder, go to the Help menu and type 'shortcuts'. This will take you to links for these categories of shortcuts:

- system basics
- system features
- files and folders
- application features

Go to [AMUG : Aoraki Mac Users Group - How To...](#) page to view/download a list of Matt's favourite keyboard shortcuts.

*Thank you Matt for re-presenting this session.*

## *MacBASICS – SAFARI TOOLBAR FOLDERS*



Tony showed how to make folders in the Safari Bookmarks Bar:

There's a limit to how many websites can be entered on the Safari Bookmarks Bar before they start to disappear off the right-hand end. It can be convenient to create folders for groups of bookmarks, eg. for Google apps, as above. To do this:

1. Open the Bookmarks page by clicking on the small book icon at the left of the Bookmarks Bar.
2. In the sidebar, under Collections, click on Bookmarks Bar
3. Click in the panel to the right (which contains the list of items in the bar).
4. In the menu bar at the top of the screen, go to Bookmarks, and scroll down to **Add**

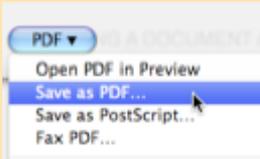
### **Bookmark Folder**

5. Name the folder and drag desired websites into it. It will also appear in the drop-down list when you click the + button before the web address in the top-centre of the Safari window.

*Thank you Tony for showing how to do this.*

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## ***MacBASICS – SAVING PDF FILES***



Barry described the process of saving any document - whether it be a word processing file, spreadsheet, image, or webpage – as a PDF file.

**PDF** stands for **P**ortable **D**ocument **F**ormat, and means that a file saved as a PDF retains its original appearance when viewed on any computer (Mac, PC or mobile device) which has a suitable viewing application – such as Adobe Reader, Preview or most web browsers. Because a PDF file is in effect an 'image' of the original, its appearance when being viewed does not depend on the settings of the recipient computer. To convert a file to PDF format:

1. Go to the Print menu.
2. In the lower left of the Print dialog box, click the PDF button.
3. From the drop-down menu, select **Save as PDF**.
4. Name and choose a destination for the file, which will be saved with a .pdf suffix.

*Thank you Barry for explaining this procedure.*

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## ***EMOTICONS for iPad/iPHONE***

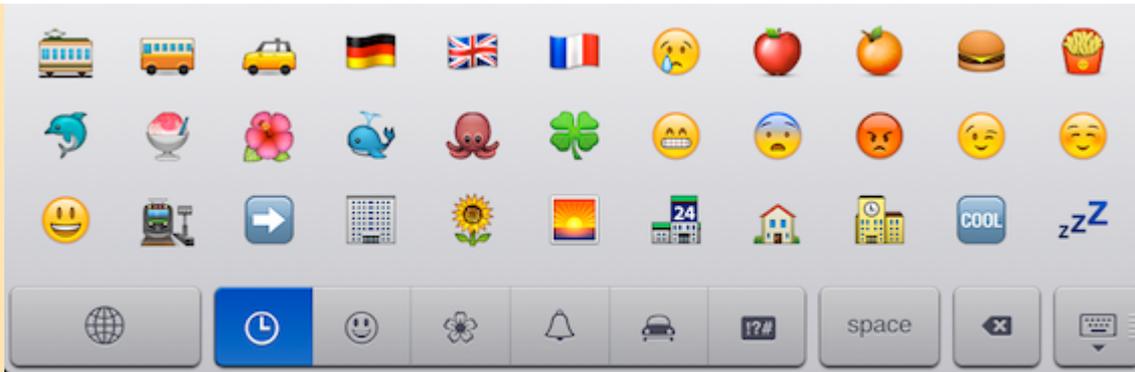


Tony explained how **emoticons**, small smiley (and otherwise) faces and other little images can be used in most text documents.

The iTunes Apps store has an Emoticons app for sale, but it is not necessary to purchase it, as an Emoticon keyboard is already included in your device's System iOS5 software. To activate it:

1. Tap on **Settings** > General, then tap on **Keyboard**.
2. Tap on **International Keyboard**, then tap on **Add New Keyboard**.
3. Scroll down to **Emoji** and tap on it.

Now, when you're using an app in which the keyboard appears (Notes/Mail/Pages etc), you'll notice a new button with a 'globe' icon at the bottom of the keyboard, to the left of the spacebar:



Tap on it, and the keyboard changes from the standard alpha/numeric to the Emoji keyboard. A new button bar appears (above) giving access to groups of emoticons: smiley faces/expressions, nature, food and small objects, transport/buildings and large objects, and various signs/flags. Each group may have up to five pages – swipe to see them all.

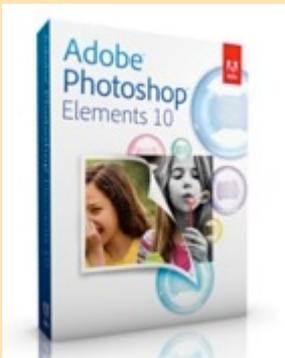
Tap on whichever icons you wish to use, then tap the globe to revert to the standard keyboard. The 3 o'clock button saves the emoticons you have used recently.

Because Emoji Emoticons are part of the *system* which created the document, be aware that if you're emailing or otherwise sending it, the receiving computer/device needs to be equipped to handle emoticons – it must be an Apple touch device running on iOS5 and with Emoji activated, or a Mac running MacOS 10.7 (Lion) with the Emoji Emoticons app installed from the Mac App Store.

*Thank you Tony for introducing this utility.*

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## **ADOBE PHOTOSHOP ELEMENTS 10**



Noel Lindale demonstrated some of the features of Adobe Photoshop Elements 10 (PSE10), a comprehensive photo-editing tool of which he makes extensive use. Apple's iPhoto application contains some basic editing features, but if you want to go further with image manipulation, then you may need to invest in Photoshop Elements.

**Adobe Photoshop** is a fully-featured tool for professional photographers, and costs \$NZ2200. However, most amateurs do not need the complete range of functionality that Photoshop contains, so Adobe produces their **Elements** version, which is still a powerful application, and costs \$NZ199.

Elements 10 consists to both an Organizer (to arrange and store photos) and and Editor (to manipulate individual images). Because it has a much greater range of features than iPhoto, the app is somewhat more complex and takes time to get used to. However, there is plenty of support for its use, both in publications and on the Internet – it has its own website crammed with tips'n'tricks, tutorials, videos and explanations: [Welcome to the PhotoshopElements.net](http://Welcome.to.the.PhotoshopElements.net)

Noel showed how Adobe PSE10 can be used to work in layers, to use shaped text, to adjust lighting/color, and a range of other features.

For detailed info and technical specs, and also online purchase, visit: [Adobe Photoshop Elements 10 - Apple Store \(New Zealand\)](#)

A trial copy is available for downloading.

*Thank you Noel for giving this demonstration.*

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## REMINDERS

Next **AMUG Meeting**: **Friday 25 May** at 7:30pm. All welcome!

Next **Committee Skype Chat**: **Tuesday 15 May** at 9:00pm

Regards to all....

*Tony Climo*

Secretary, Aoraki Macintosh Users Group

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