Subject: AMUG Minutes April 2013

Date: Monday, 3 June 2013 8:28:05 PM NZT

From: Tony & Iris Climo

http://www.amug.co.nz
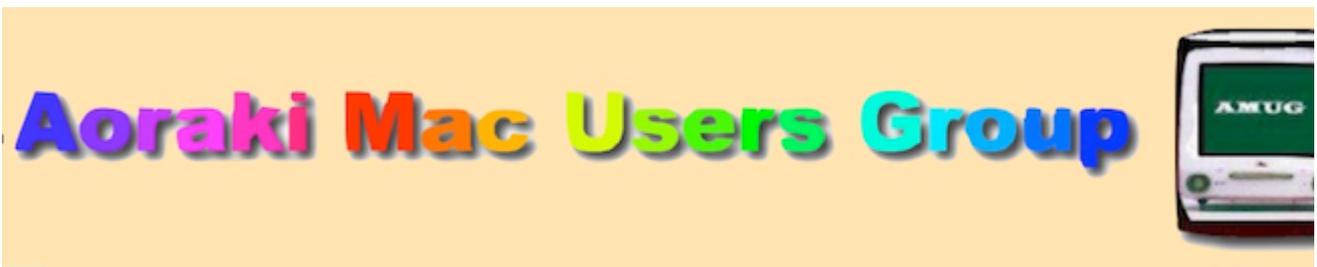
AMUG : Aoraki Mac Users Group - Home

MINUTES OF AMUG APRIL (!) MEETING
3 May 2013

PRESENT

Barry Robinson, Rex Smith, Mary Vincent, Noel Lindale, Hugh Hunter, Jamie Crilly, Tony Climo, Matt & Caleb Cameron, Yvonne & Holly Waldron, Rodger Lamb, Sheryl Roberts & Nathan, Noel Muirhead, Roland & Marjorie Latta, Ray & Colleen Rodley.

APOLOGIES

Robin & Caroline Wills, Fay Skelton, Russ and Win Carter, Barbara Newton, Gordon Rosewall.

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 in is available in PDF format. Download the latest issue (or any previous issue since 2006) from the Applebyte Archive at:

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

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

SENIORNET MAC CHRISTCHURCH INFOLETTER

This is emailed to AMUG bimonthly – if you would like it forwarded to you, please let Tony know.

QUESTIONS AND ANSWERS

OPENING PUBLISHER FILES
How can I open Microsoft Publisher files on my Mac?
As Microsoft Publisher is a PC-only app, you can't open .pub files or view their contents. Apart from creating a Windows partition on your hard drive, then purchasing and installing Publisher, a suggested solution is to se online services to convert files to PDFs – you can then view the contents of the files in Preview.

For an explanation and contact details, visit [How to Open a Publisher File on a Mac Computer | eHow](#)

KEYCHAIN REQUEST
Why does my email application (Mail) keep asking for my Keychain password?
Some suggestion were made, but none seem to work - or if they do, don't continue to work. Any ideas?

SESSIONS

MacBASICS: TEXT FORMATTING OPTIONS

Tony described a variety of ways of adjusting the format of text in word processing files. Plain text can be formatted in a number of ways, such as changing the font or size, and adjusting the colour or style, which includes making the text **bold**, *italic* or underlined.

The ways of making these adjustments (called formatting) are relatively standard, but vary according to the application being used. Remember to highlight (by dragging the cursor across the test) before doing any formatting.

In most instances users have a choice of methods, including:

STANDARD APPLICATION MENU
These are the drop-down menus which appear at the top of the screen when using an application. To adjust text, use the following menus:

- in Pages, use the Text menu,
- in Word, use the Font or Format menus,
- in Mail or Entourage, use the Format menu.

TOOLBARS
Applications such as Pages and Word provide a toolbar at the top of the window with buttons which perform a variety of tasks, including those for text formatting. The button labels are fairly standard, including B for Bold, I for Italic and U for Underline.

The **Pages** toolbar (called the Format Bar) appears by default in a new document, but can be turned off/on by going to the View Menu and selecting Hide/Show Format Bar.

Being a Microsoft app, **Word** in its word processing mode goes in for overkill, as it provides both a basic Formatting Toolbar (fonts/alignment/colours/lists styles) and a more detailed Ribbon toolbar, which includes not only the basic formats but also many other advanced features. Both the Formatting Toolbar and the Ribbon can be turned on/off under the View Menu.

KEYBOARD SHORTCUTS

Holding the ⌘ (Command) Key while typing another key provides a <u>keyboard shortcut</u> which enables you to format while you type. As with the buttons, the shortcuts are fairly standard, such as Apple+B (bold), Apple+I (italic) and Apple+U (underline).

Pages helpfully labels the keyboard shortcuts on the right-hand side of its menus, eg. in the Format/Font menu:
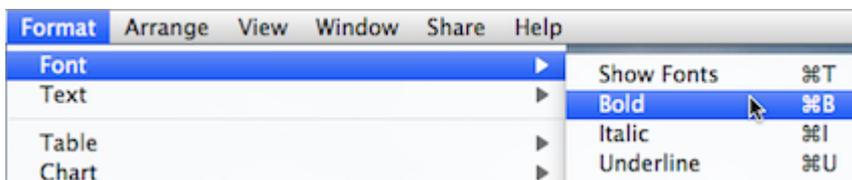
For a list of <u>Pages</u> shortcuts, go to the Help menu and select Keyboard Shortcuts.

<u>Word</u> also provides keyboard shortcuts, but doesn't label them in its menus. Many of the same ones apply as forAppleWorks. Find a full list in Word Help by searching for keyboard shortcuts, and select the <u>Word Keyboard Shortcuts</u> topic.

Thank you Tony for this explanation.

DESKTOP TIDY

Hugh described an app which can help solve your problems if you have trouble organising your desktop! <u>Desktop Tidy</u> many be the answer for you – according to its blurb:

> *Does your Desktop end up cluttered with icons, making your Desktop look untidy and difficult to find the files you really need? The Desktop is a convenient and easily accessed location for saving files, but its difficult to prevent clutter building up. This is where Desktop Tidy comes in. Take control of your Desktop with Desktop Tidy!*

For more info visit [Light Pillar - Desktop Tidy](#)
Desktop Tidy costs $NZ6.49, and is available on the Mac App Store.

TROUBLESHOOTING

Tony described a 'trouble-shooting' session used to solve hardware problems on a member's iMac computer. The procedure was described in case others had similar problems:

Whenever files needed to be saved the iMac displayed a warning message, "Insufficient HD space available". The usual clean-up procedures to get rid of unwanted or excess files were followed, such as

- emptying the Trash
- deleting or saving elsewhere large numbers of images in iPhoto, then emptying the iPhoto Trash (which is separate from the main Trash)
- deleting or saving elsewhere a large number of items from iTunes
- emptying the Downloads folder (which can contain hundreds of once-used files)
- cleaning up email (again, emptying the Deleted items, which store but doesn't remove items from memory

None of the above seemed to free up any hard disk space, so it seemed likely that there was a problem with the disk – so we resorted to using the <u>Disk Utility</u> app (found in the Applications/Utilities folder), clicking on the <u>First Aid</u> button and selecting the HD icon, not the drive itself, e.g.

and then clicking on <u>Verify disk</u>. Sure enough, this indicated that there were problems on the HD which needed to be repaired.

Now, you can't just click on <u>Repair Disk</u>, as you can't repair the HD while it is being used to work the computer (i.e. run the operating system). So, you need to find the install disc (see note, below) which came with your computer and use it to start the computer:

1. Inset the Startup Disc.
2. Hold down the C key while you restart the computer.
3. Select English as the language.
4. DO NOT select install, as you don't want to reinstall the operating system software.
5. From the Utilities menu, open Disk Utility.
6. Select the Mac's HD icon (as above) and click Repair Disk.

This successfully repaired whatever problems there were on the HD, and the iMac was then restarted with a considerably larger slice of its memory available for saving files.

The next problem was that Time Machine did not appear to be operating – a similar Disk Utility check on the back-up drive revealed that it was faulty and needed to be replaced.

NOTES:

- Install disc? If your Mac is less than 2 years old and came installed with Lion/Mountain Lion, you won't have an install disc.
- Disc/Disk? <u>Disc</u> = removable media (CD, DVD); <u>Disk</u> = hardware (hard disk, RAM disk).

Thank you Tony for describing this procedure.

REPAIRING iPHONE SCREEN

Being made of glass, an iPhone screen does not take kindly to being dropped – but a broken screen does not mean the end of the the iPhone.

Barry described his experience with successfully repairing a screen by obtaining a replacement kit (about $NZ40), and then following the instructions on a YouTube video to effect the repair.

The replacement kit was bought on eBay from
[Full Assembly Front Glass Touch Screen LCD Digitizer Tools for iPhone 3GS | eBay](#)
and the instruction video was on YouTube: [iPhone 3G screen replacement / digitizer glass and LCD reinstallation instructions – YouTube](#)
N.B These links pertain to the repair of a 3G iPhone, but similar kits and videos are available for other models.

Thank you Barry for this information.

ACCESSING APPLEWORKS FILES

Remember AppleWorks? Originally an integrated software (word processing, spreadsheet, database) package for Apple II computers, the name was later given to the Mac ClarisWorks application suite, and also included Drawing, Painting and Presentation modules.

Versions were produced until 2004, and were no longer available after 2007. The iWork suite (Pages, Numbers, Keynote) which replaced it contains features not found AppleWorks lacks, but at the same time lacks many AppleWorks capabilities.

AppleWorks, being a PowerPC-based application, will not run on any versions of MacOS later than Snow Leopard (MacOS 10.6). However,
Appleworks word processing, spreadsheet, and presentation files can be opened in the iWork applications Pages, Numbers, and Keynote respectively. Control-click (or right-click) on the file to open, then select the corresponding iWork app.

Unfortunately AppleWorks database, painting, or drawing files cannot be without converting them to a different format. A limited solution for viewing drawing and painting files is to print them to PDF format, then view them in Preview; of course you lose any editing functionality by doing this.

Thank you Sheryl and others who contributed to this session.

DESKTOP NOTES

Notes on your Desktop are handy as reminders, or as lists or containers. You can make notes in several ways:

STICKIES
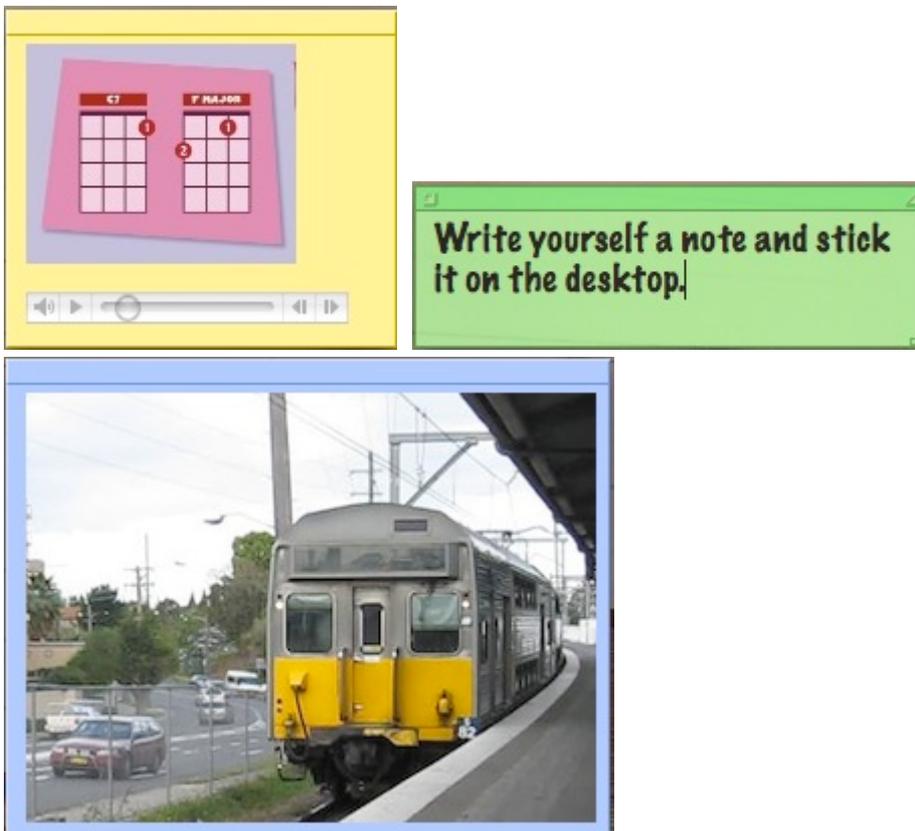
Stickies is an application that allows you to make small notes which you can 'stick' on your computer's desktop. The notes can contain text, graphics, audio files or even movies.

Stickies comes with your Mac, and is found in the Application folder. Just open it, select File/New Note and start typing. The text you type in the first line becomes the Note Title, which is displayed when the note is minimised by clicking on the bar at the top of the note. Other media (graphics, audio files, movies) are added to notes by dragging/dropping.

Sticky Notes are available in different colours, and can be made can be made to 'float', which causes them to stay in front of open windows of other applications. Sticky Notes are only visible when the Stickies app is open.

MAIL

Apple's Mail application also contains the facility to produce desktop reminder notes – just click on the Note button in the Toolbar:
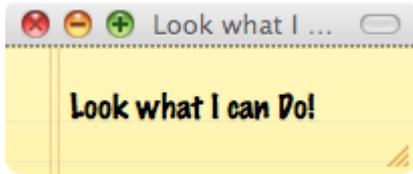
To send the note as an email message, click Send. The images used in the note stationery are added as attachments to the message, so your recipients will see the message as if on yellow note paper.

Thank you Tony and Sheryl for the information shared in this session.

APPLE TV

Jamie demonstrated and explained how the Apple TV device operates – it connects to your TV, and enables your Mac, iPad, iPhone or iPod to play content wirelessly via AirPlay. Movies, music and photos can all stream to your HDTV.

The Apple website contains several pages which explain Apple TV's features and specifications – for detailed information visit Apple — Apple TV

An Apple TV setup costs $NZ159, and is available from the Apple Store.

Thank you Jamie for this demonstration..

REMINDERS

All AMUG **Minutes since January 1012** are available on our wiki website: AMUG : Aoraki Mac Users Group - Meeting Minutes

Next **AMUG (May!) Meeting**:   **Friday 7 June** at 7:30pm.   All welcome!

Regards to all....

Tony Climo