# November 2006 Double Click Main Meeting Report

*by Jim Macak*

Double Click's President Jim Macak opened the November 19ᵗʰ meeting with a hearty "Welcome!" all  the "regulars" who were present and to the two first-time meeting attendees. The agenda was announced to include the "Beginners's SIG" by Steve Parker, the Q&A session, a mid-meeting break followed by the main demonstration "Holiday Show & Tell: A Macintosh Gifting Guide"  and, concluding the meeting, the monthly Double Click raffle.

# Beginners Session – *Notes by Steve Parker*

The Mac OS has, since its beginnings, included a feature called "screen-shots" for capturing what is displayed on the screen. This feature has evolved through the years into what's now in Mac OS X. However, there are more ways to capture information. Read on…

**Screenshots.** Being able to capture what is displayed on your Mac's screen provides a way of building an archive of illustrations that you can reference in the future. So, why would you want to do this? One reason would be to save certain set up information about your Mac—say, the various settings that you made in the preferences for Apple's Mail program. Perhaps you want to save a copy of a receipt for an order placed online. Here's how to capture:

The Whole Screen. Press *Command-Shift-3* to create a picture file on your desktop of the entire screen image. A satisfying camera shutter sound will tell you that you were successful. The picture file will be in the PNG format. PNG is an acronym for Portable Network Graphics. A file called *Picture 1.png* will be placed on the desktop. Each time that you press Command-Shift-3, you will get another file (called *Picture 2.png*, *Picture 3.png*, and so on) on the desktop.

One Portion of the Screen. To capture a rectangular section of the screen, press *Command-Shift-4*. The cursor will turn into a cross hair. Select a starting point, and drag the rectangle outline diagonally across the desired section of the screen. Again, a picture file with the name *Picture x.png* will be placed on the desktop.

One Menu, Window, Icon (with its name), or Dialog Box. Once you've got the desired object (say, a window) positioned on the screen, press *Command-Shift-4*, but instead of dragging diagonally across the object, press the *spacebar* instead. Your cursor will turn into a tiny camera. Move over an object that you wish to capture, and then click. As before, a picture file with the name *Picture x.png* will be placed on the desktop.

If, after pressing Command-Shift-4 and then pressing the spacebar, you decide to not take the picture, then just press the spacebar again to cancel out.
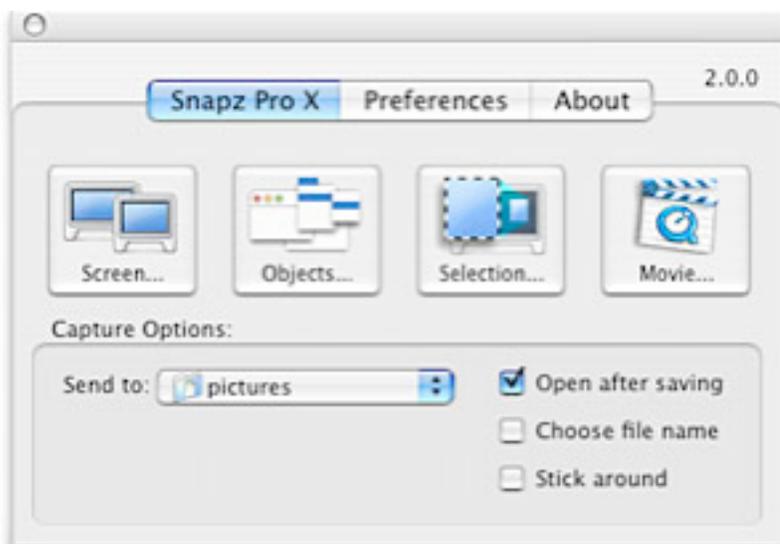
Tip: Save Screenshot Pictures to the Clipboard. If you hold down the *Control* key in addition to the keys for any of the screenshot techniques described above, then the picture file is saved to the clipboard, ready for pasting, instead of to the desktop. For example, if you wish to capture a rectangular portion of the screen to the clipboard, then press *Control*-*Command-Shift-4* and then click.

Change the File Type of a Screenshot. By default, Mac OS X uses the PNG file format for screenshot pictures. If you wish to save in another format, perhaps JPEG, you'll need to change the default screenshot picture format. There are a variety of freeware and shareware programs to do this. I demonstrated the freeware application Screenshot Settings.app (version 1.1), found at the ScriptBuilders web site: (http://scriptbuilders.net/files/screenshotsettings1.1.html). You can find a variety of third party screenshot utilities, including those to change the file format of screenshots at VersionTracker.com and MacUpdate.com

**Snapz Pro X 2.** This is a professional program for capturing screen information available from Ambrosia Software. The web page for SnapzPro is (http://www.ambrosiasw.com/utilities/snapzprox/). It allows you to effortlessly record anything on your screen, saving it as a screenshot, or even a QuickTime® movie, that can be emailed, put up on the web, or passed around however you please. SnapzPro is currently at version 2.0.3 and costs $29 for static screen capture and $69 for the version that includes the QuickTime movie capture feature. A free demo version is available.

You define the keyboard shortcut—the default is Command-Shift-3—to invoke Snapz Pro X for all screen capture functions. When you do, you'll see this window:
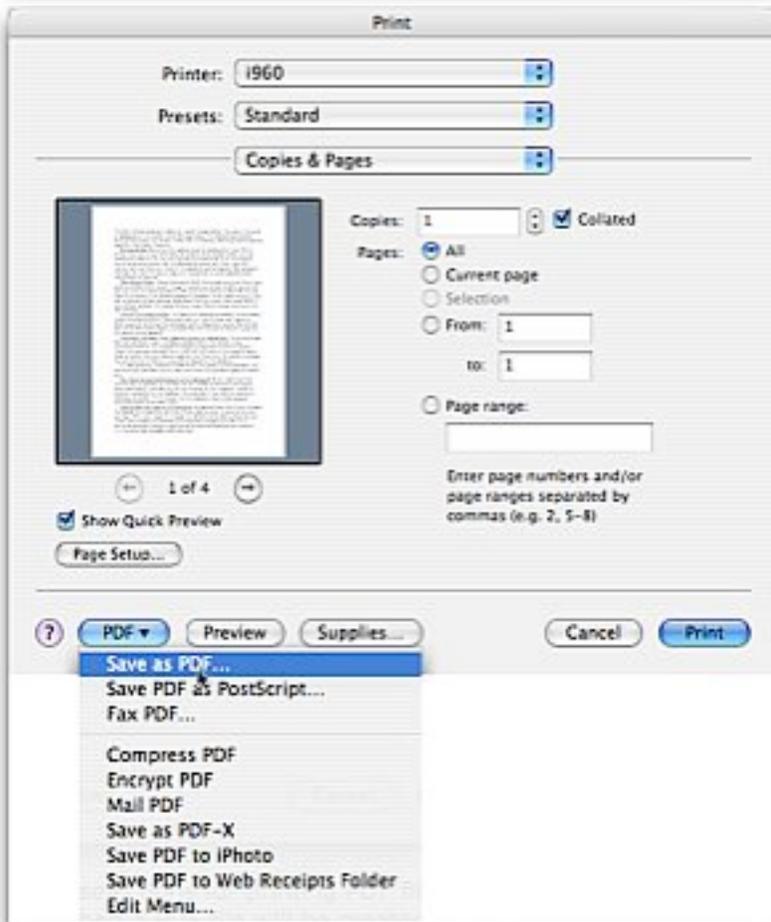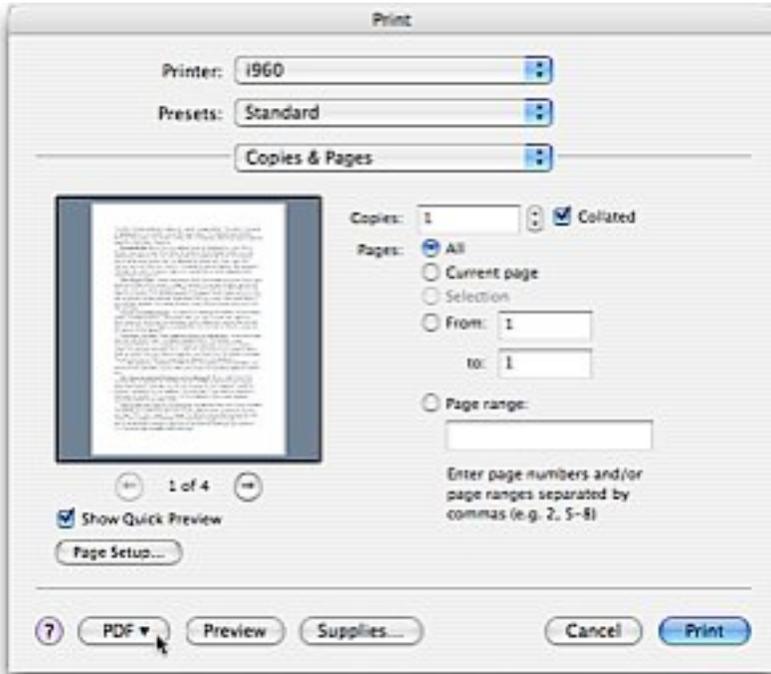


At this point, you can choose which type of screen capture that you wish to do by clicking on the appropriate icon. You can also determine which location to save your screenshot picture if other than the default location that you set in the Snapz Pro X preferences. After selecting which type of screen capture to use, the
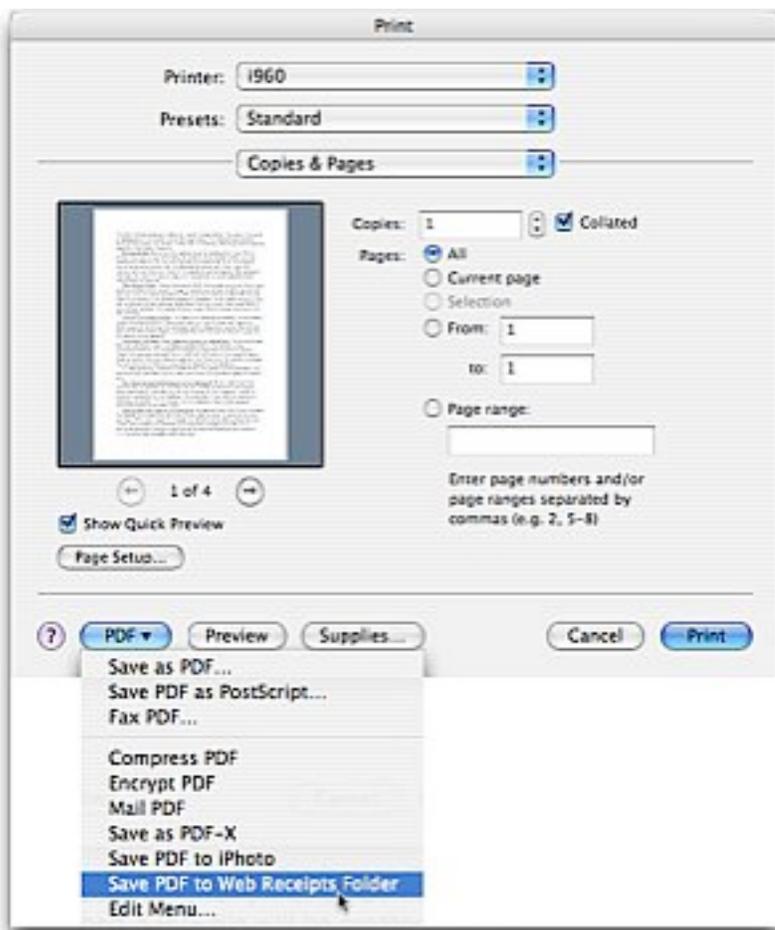
screen capture window will disappear, and a selection rectangle will be added to the screen for you to finalize and fine tune your selection prior to capture. You will be able to adjust the image (size, type, quality, scaling, etc.) as well as to preview it before saving.

**Using the PDF Option When Printing.** One way to capture certain screen information (for example, an on-line order receipt from the web) is to print it. Rather than print a hard copy, why not save a picture of the receipt instead? (You can always print a copy later from the picture if you wish.)

While the receipt is showing in your browser, select Print from the File menu (or press *Command-P*). In the Print window, click on the *PDF* button at the bottom left of the window. On the left an example from Microsoft Word.

Click on the *PDF* button to display selections for printing PDF files. If you choose the *Save as PDF…* option, then a PDF file will be created, and you will be presented with a *Save* dialog box in which to choose a name for your file as well as the location to save it to. In the second illustration on this page, the *Save as PDF…* option is being chosen.

There is another convenient option for saving PDF files of items, especially for receipts. When creating the PDF file, choose the *Save PDF to Web Receipts Folder* option.

**Grab.** This is an Apple utility (found in your Utilities folder) for use in taking picture of your Mac's screen. So why use a separate utility for taking pictures when the screenshot options (Command-Shift-3 and Command-Shift-4) work so well? There are three cases where Grab may be a better choice if you're using the pictures in a set of instructions or something similar:

Timed Screen Capture. Grab has a feature that provides you with a 10 second delay before the screenshot is taken. After you activate the Start Timer button, you have time to activate a window, pull down menus, move things around on the screen, and otherwise set up the shot before Grab takes the picture.

Size Your Screenshot. Using Grab's Selection command, the size of your screenshot selection is displayed in pixels just under the pointer as you drag, so you can precisely size your selection.

Include the Cursor. Grab gives you the option of including the cursor in your selection, which can be useful when you want to also show the menu selec-

tion or a button being pressed in your picture. The screenshot keystrokes, by contrast, never include the cursor.

Similar features are included in the Snapz Pro X utility discussed earlier. Then again, Grab is already included with Mac OS X while Snapz Pro X must be purchased. Your choice will depend on how much you need to use screen capture features, how much convenience you want to have, and how much you're willing to pay. I used Snapz Pro X for the illustrations in this discussion.

**Clippings.** In most programs, you can select material in a document and drag the selected material onto the desktop. When you do, a *clipping file* is created that you can use later. What type of clipping file you get depends on what kind of material you selected. Here are example icons of a text clipping (left) and a picture clipping (right):




You can drag these clippings into a document, and their content will then be pasted into the document.

-- Steve Parker

# "Q & A" Session / Announcements

The Questions and Answers session included discussion of several topics, including…

## iPhoto photo archiving

A member noted that he had accumulated a large number of photos in his iPhoto library and was wondering how to save them to another place.

Two methods of saving photos in iPhoto were suggested. One was to use the built-in "Export" capability of iPhoto. Just select the photo (or photos) that you want to save elsewhere and then choose "Export…" from iPhoto's "File" menu. You will be offered choices of the size and format to save the photo(s) and if you want to save the items as files, a web page or a Quick-Time movie. Once you have verified that the photo(s) have indeed been successfully saved, you could then move the originals in iPhoto into the iPhoto trash in order to delete them from iPhoto.

One may also find the location where iPhoto stores its photos on your hard disk and **copy** them to another location using the Finder. "Copy" is emphasized because it is imperative that you do not move or delete photos from iPhoto's library folders when you are using the Finder. Doing so will wreck havoc on iPhoto's photo library database and could result in the loss of some or all of your photos!

The default location that iPhoto uses for storing its photos follows this path: your home folder --> Pictures --> iPhoto Library. Again, do not move or delete or add iPhoto Library items from within the Finder.

## iTunes playlist sharing

Another question was asked about how to duplicate and share a music playlist of one user with another user in iTunes. As an aside, Jim mentioned that this is the sort of question that the built-in "Help" system of OS X can often answer quite successfully. Most every OS X application will have a "Help" menu and, by putting a little thought into phrasing your search

query, the Help functionality will often provide the answer to your question or problem. The Apple applications use the Help system quite effectively and Jim encouraged users to take advantage of it.

Nobody in the audience had an immediate answer to the iTunes question but, as Jim was explaining the value of Help on OS X, another member actually queried Help on the Mac that he had at the meeting and indeed found the answer! Thus, a search for "save a playlist" yields this answer:

**Here are ways to archive or use playlists on another computer:**
- To archive a single playlist or use it in iTunes on another computer, select the playlist (below Playlists), choose File > Export, and then choose XML from the Format pop-up menu.

- To save a copy of all your playlists, choose File > Export Library. The exported information is saved in XML format.

- To import an iTunes playlist, choose File > Import. The imported playlist includes only songs and videos already in your iTunes library. Unavailable items are removed from the list.

So, the moral of this story is; use the built-in OS X Help functionality! The answer to your Mac questions is often available there…

# Member Presentations

We had two "Tell Us About Your Business" presentations at the November meeting. Alan Goodstone is a photographer and spoke of his business. His website is http://goodstonephoto.com/ He presented several examples of his work and demonstrated the improvement that results from applying some Photoshop "touching-up."

George Zagel noted that he does custom picture framing. He encouraged Double Click members to contact him if they needed this service, noting that his prices are an excellent value as compared to those of the typical picture framing shops in the area.

# *Main Presentation* – *Notes by Jim Macak*

## "Holiday Show & Tell: A Macintosh Gifting Guide"

Jim Macak, Double Click President, hosted the annul end-of-the-year main presentation in which members of Double Click are encouraged to present a favorite Macintosh-related item that they thought was especially useful/fun/ handy that they considered to be a "must-have." Several Double Click members responded and volunteered to present their "finds" at the meeting. They included:

## **Skype** - demo by Alan Goldberg



*Skype* is software that lets you make free calls to anyone else using *Skype*, anywhere in the world. (Also, until the end of the year you can also make free calls to landlines and mobile phones in the US and Canada from *Skype*.)

Alan noted that, even though the calls are free, they generally are of excellent quality. If you and your friends, family or business contacts are using webcams, you can also make free video calls. You can even call landlines and mobile phones at inexpensive per minute rates. (There is no setup or subscription fee for *Skype*.)

At the meeting, Alan used *Skype* to call his daughter who is currently studying abroad in Argentina. Her voice came through quite clearly.

*Skype* runs on Macs and Windows PCs, allowing users of either platform to send and receive "calls."

Freeware

Requires OS X 10.3.9 or later
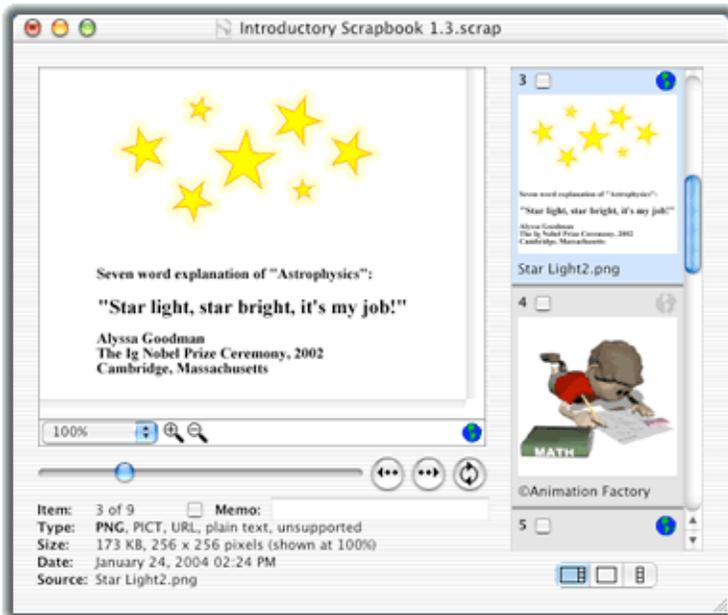
http://www.skype.com/

# **ScrapX** - demo by Jerry Smeiska

Jerry used an iWork *Keynote* presentation for his demonstration of *ScrapX.* He noted that he extensively utilized the Scrapbook desk accessory of OS 9 (and earlier) before he changed to Mac OS X. He missed its functionality as there was no direct replacement for it provided by Apple in OS X.

Jerry has found that *ScrapX* provides a solution to his dilemma. *ScrapX* stores, displays, and dispenses content that can be copied and pasted or drag-and-dropped among apps running under Mac OS X and Classic, or that is imported from Classic Mac OS scrapbooks.

Content can be text, images, movies, or sounds. It is displayed if it is in one of the supported data format or types. Currently these include: aGIF (animated GIF), BMP, EPS, GIF, HTML, JPEG, PDF, PICT, PNG, RTF, RTFD, TIFF, URL, plain text, movie, sound, and (classic) sound resource. Supported sound formats include .m4a (AAC) and .m4p (protected AAC).

Multi-page content can be scrolled, and movies, sounds, and animated GIFs can be "played" within *ScrapX*. Items in supported types can be exported to files or dragged to the desktop to create clippings. Scrapbooks can be searched and sorted using multiple criteria, and can be displayed in three views. Even when *ScrapX* is hidden, a "Dropbox view" can be kept on the desktop so content or files can be dragged to a scrapbook.

Shareware - $20.00 (Demo mode for 30 days at no cost.)

Requires OS X 10.2 or later

http://www.aqueoussoftware.com/scrapx/

# **Jumpcut** - demo by Jerry Smaglik

*Jumpcut* is an application that provides "clipboard buffering" — that is, access to text that you've cut or copied, even if you've subsequently cut or copied something else. The goal of *Jumpcut's* interface is to provide quick, natural, intuitive access to your clipboard's history.

Once you launch *Jumpcut,* a scissors icon will appear in your menu bar. Now, whenever you cut or copy a text item, it will be added to the "stack" of clippings that *Jumpcut* has recorded. Clippings can be accessed in one of two ways:

• Under the menu bar
Simply choose a clipping from the *Jumpcut* menubar menu.

• Through a pop-up bezel
In any application into which you want to paste an item from *Jumpcut's* stack, press the *Jumpcut* hotkey to activate *Jumpcut's* bezel. (The default value for this hotkey is Control-Option-V.) A little window like the one you see when using the application switcher or the brightness controls will appear. While holding the modifier keys (for the default hotkey, this is the Control-Option combo), you can use your keyboard's arrow keys to scroll through the stack.

When you've selected a clipping, *Jumpcut* will put it on the Clipboard and attempt to paste it into your application.

Freeware

Requires OS X 10.3.9 or later

http://jumpcut.sourceforge.net/

# **Otterbox** cases - demo by George Zagel



George began his presentation by providing testimony to the savings available from the Apple on-line store in their "Special Deals" section. He saved quite a lot of money by purchasing a refurbished iPod (with full warranty) there. George recommended that other members check it out: go to the Apple Store and click on the "Special Deals" link.

George was concerned with protecting his iPod and wasn't impressed with the rather flimsy "skins" that some people use. He wanted something that provided more rugged iPod protection. The solution he found was OtterBox for iPod, made with tough polypropylene plastic.

Described on their website as the most versatile, durable iPod cases on the market and available for iPod 20GB, 30/40/60GB, mini, and shuffle models, the OtterBox for iPod provides unbeatable protection for expensive iPods and music collections. Interactive, waterproof, and drop-resistant, these iPod cases are ready for any adventure. Bring on the rain, snow, dirt and dust!

George noted that the front controls are accessible through an overlying membrane and the standard earbuds connect via a waterproof socket. (He noted that waterproof earphones are available and some people have been known to swim using them and their iPod in a waterproof Otterbox case!)

George's iPod case had a list price of about $50, but he ordered it via Amazon.com for just $35.

Otterbox also offers cases for other equipment.

http://www.otterbox.com/

# PithHelmet - demo by Jim Macak

Jim noted that he does a lot of Internet surfing and had become rather disenchanted with the plethora of distracting ads that clutter some websites. Wouldn't surfing be grand without all of those ads? Never fear, the shareware *PithHelmet* comes to the rescue!

*PithHelmet* is a software add-on that works in Safari and blocks advertising on web pages, including images, javascript, Flash ads and GIF animations. It can also collapse blocked content so that it is hidden from view. It is fully customizable for a specific site or group of sites and contains an advanced rule editor in addition to a custom Safari Preferences pane.

Jim showed a couple of different popular Macintosh-oriented websites, comparing them as viewed with and without the benefit of *PithHelmet*. The difference was considerable!

In case you actually *do* want to see a whole site with its ads in place, a quick key combo of *command-shift-R* will reload the site without any *PithHelmet* blocking. Jim noted that the author of *PithHelmet* is very timely about updating his product as needed when new versions of Safari are released. Jim considers *PithHelmet* to be the best $10 he ever spent on Mac software.

Shareware - $10

Requires Safari under OS X 10.4 (older versions of *PithHelmet* are still available for OS X 10.3)

http://culater.net/software/PithHelmet/PithHelmet.php

# double Click

## December 17th Meeting Preview:

### "*TopXNotes*: A Modern Note Pad"

Hosted by James Lee,
President of Tropical Software, Inc.

Many people carry around an "organizer" or notebook of some kind in which they keep various tidbits of information relevant to their daily lives. A computer-based alternative would be handy, however, our Macs don't offer a useful built-in application for this purpose. *TopXNotes* is a product to fill that void. It is a flexible organizing tool for your own personal notes and information.

James Lee has demonstrated *TopXNotes* to Mac users groups across the country and his demos have been very well-received. Come to our December meeting to see what *TopXNotes* can do to help organize your own info. It may even help you finally achieve your perennial New Year's resolution to "get better organized!"

**Double Click will be having another "Super Raffle" at the December meeting.** The special prize for the additional raffle will be Canon PIXMA iP6220D color printer and a copy of *The Print Shop* software.

Check the Double Click website for more meeting information:

www.double-click.org

*This Double Click meeting report was written, edited and produced by Jim Macak, the President of Double Click, Inc.*

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