January 2007
Double Click
Main Meeting Report

by Jim Macak

Double Click's President Jim Macak opened the January 21st meeting with an average-sized crowd in attendance despite the snowy weather. The agenda was announced to include the "Beginners' Session" by Steve Parker, the Q&A session, a special video iChat MacWorld Expo report with Bob Wood, the main presentation about *FileMaker Pro* by Dan Neesley and, concluding the meeting, the monthly Double Click raffle.

Beginners Session – *Notes by Steve Parker*

Spotlight

Review of Spotlight, Part 1
Mac OS X, version 10.4 introduced a major improvement, called Spotlight, that takes finding things to a new level.

Spotlight Basics. Spotlight lets you search for files, folders, e-mail messages, calendar events, and other items stored on your Mac—and find them fast. These items might have your search term in their names, in their content, or in other information the files contain.

Type in a word or words into Spotlight's search box, and Spotlight responds with a list of related items on your Mac. Spotlight is always available in the menu bar. It's also available in Open, Save and Save As dialog boxes.

When you first start up a new Mac or a Mac that's just been updated to OS X 10.4, Spotlight indexes all your files. It scans your files and creates a database containing their names, content, and other information about them. Every time you add a file to your Mac, Spotlight immediately indexes that file, adding information about it to its database. If you modify a file and save it, Spotlight records the changes; delete a file, and Spotlight removes its information from the database.
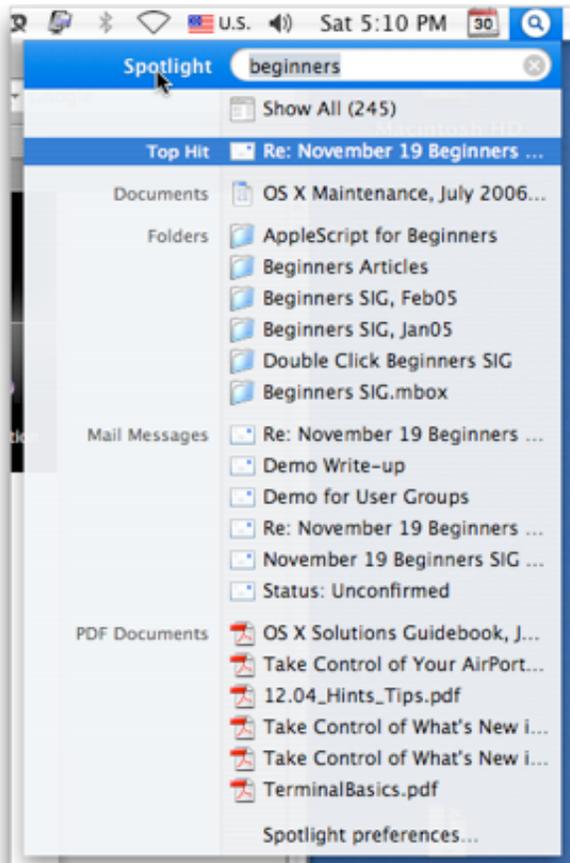
Opening the Spotlight Menu. The Spotlight menu is a little magnifying glass that's located on the right of the menu bar. Click on the menu icon, and Spotlight will open:

Click again, and Spotlight will close. The keyboard shortcut to opening Spotlight is **Command-Spacebar**. Use it once to open and again to close Spotlight. You can also use the **Esc** key to close Spotlight.

Searching With Spotlight. Once you've opened Spotlight, just begin typing to identify what you want to find and open. As you type, Spotlight's results menu begins to grow, listing everything that Spotlight can find containing what you've typed so far. A turning gear at the top left of the Spotlight menu bar indicates that the search is underway. When the gear stops turning, Spotlight is done searching. Here's an example of a Spotlight search result for the word "beginners":

The result is a list of the top 20 hits that Spotlight found organized by type (programs, documents, folders, mail messages, PDF documents, and so on). Spotlight also shows its Top Hit at the beginning of the list. If you want to see all the hits that Spotlight produced, click on the **Show All** icon at the top of the results window.

Scroll through the list with the **up** & **down arrow keys**, and select an item by pressing the **Return** or **Enter** key. The item selected will then be opened and displayed. You can also select an item by just clicking on it.

Spotlight, Part 2

At the January meeting, we delved further into the inner workings of Spotlight.

Spotlight Menu Tips
Spotlight comes loaded with lots of options. Here are a few:

Opening the Top Hit. If the first item—labeled the Top Hit—is the file that you were looking for, there's no need to click on it. Just press the key com-

bination **Command-Return** or **Command-Enter** to open it. In fact, when you just press the **Command** key, Spotlight highlights the Top Hit.

Go to the Hit in the Finder. If you want to see the file for any hit in a Finder window (assuming it's not an application-specific item such as an Address Book contact), just hold down the **Command** key and click on the item. A Finder window will open at that location, with your file selected.

Move Through Spotlight's Categories. Spotlight only shows the 20 most likely search hits, spread evenly among the categories in the Spotlight menu. To see the complete list, you must open the Spotlight window (see below). Move from category to category by pressing **Command-Down Arrow** and **Command-Up Arrow**. Move up and down within a category with the **Up Arrow** and **Down Arrow** keys, or use these keys to move through all the hits if you wish.

Multiple Word Searches. If you type in more than one word, Spotlight searches just like *Google* does. It finds things that contain *both* words somewhere inside the file.

Note that in this example there are 4330 items that contain both the word "Mac" and the word "OS" in them.

Searching for a Phrase. If you're searching for a phrase (where the words belong together), put quotes around the words.

In this example, although the same two words were used in the search, they were searched for as a phrase (Mac OS), and the phrase was placed in quotes ("Mac OS"). Note that the number of hits dropped to 1089.

Confine Your Search to Certain Categories. Using a simple code will confine your search to certain categories. For example, to find an application, type *kind:app*. Refine this search by combining it with some additional information, such as the application's name. For example, type *kind:app address* to locate the Address Book application.
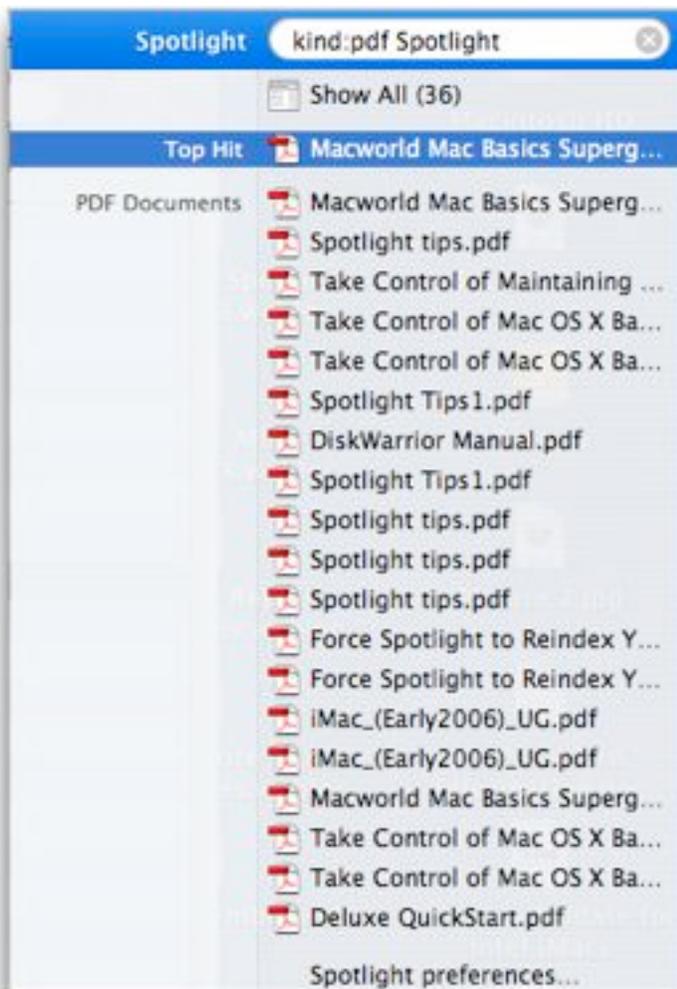
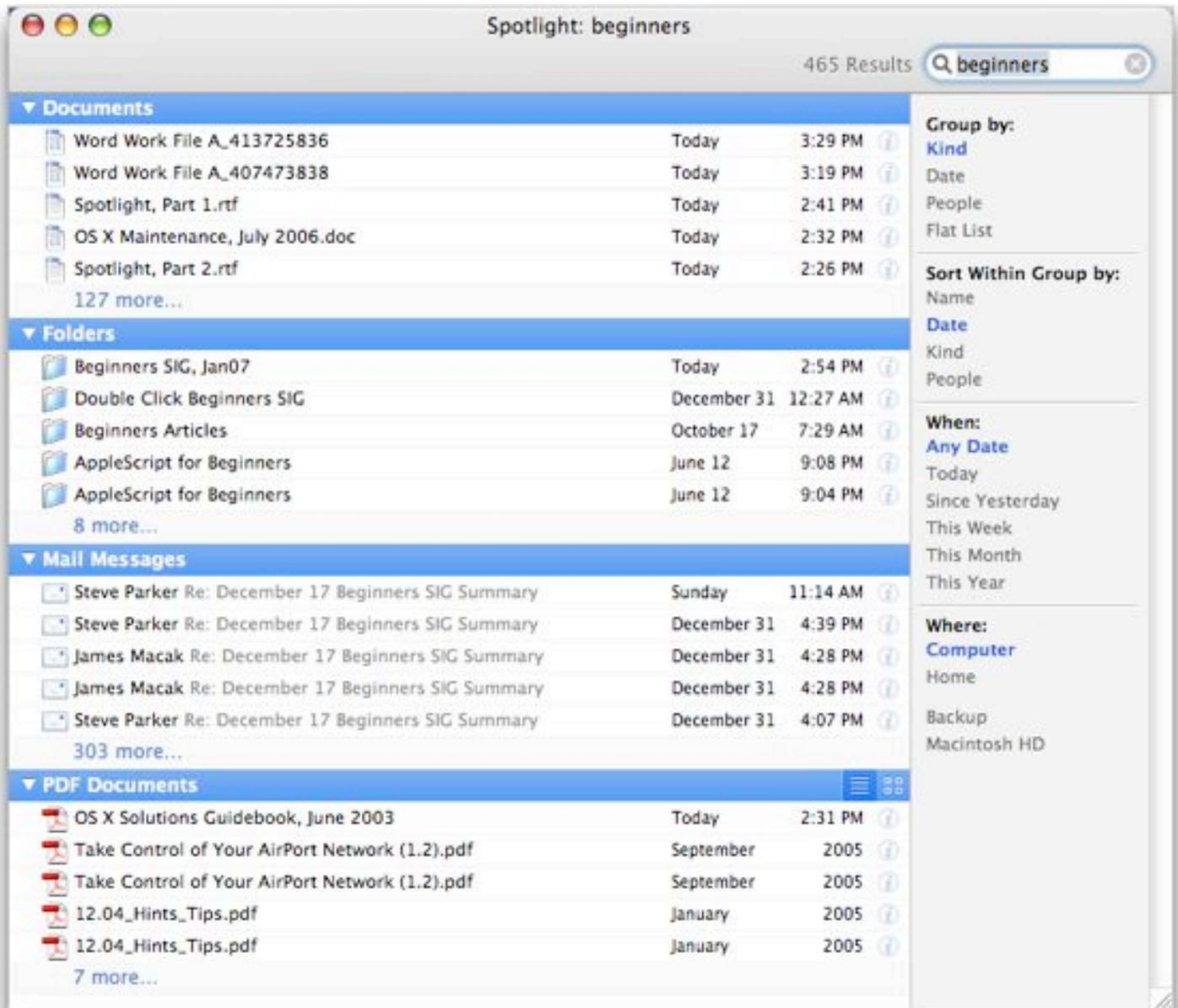| To find this:	Type this:
Applications	kind:application, kind:applications, or kind:app
Contacts	kind:contact or kind:contacts
Folders	kind:folder or kind:folders
E-mail messages	kind:email, kind:emails, kind:mail message, or kind:mail messages
iCal events	kind:event or kind:events
iCal to-do items	kind:todo, kind:todos, kind:to do, or kind:to dos
Images	kind:image or kind:images
Movies	kind:movie or kind:movies
Music	kind:music
Audio	kind:audio
PDF Files	kind:pdf or kind:pdfs

Preference panes   kind:preference or kind:preferences
Bookmarks   kind:bookmark or kind:bookmarks
Fonts   kind:font or kind:fonts
Presentations   kind:presentation or kind:presentations

Search by Chronology. If you type *date:yesterday*, Spotlight limits it search to items that you opened yesterday. Similarly, you can search other time periods using these keywords: *this week, this month, this year, today, yesterday, tomorrow, next week, next month, and next year*. Of course, the last four keywords only apply to upcoming iCal appointments. You can't search for files you haven't created yet!

Combine Search Codes. You can use more than one search code in a search, and you can also include search terms as well. Here are the results of a combined search using the code "kind:pdf" and the keyword "Spotlight".
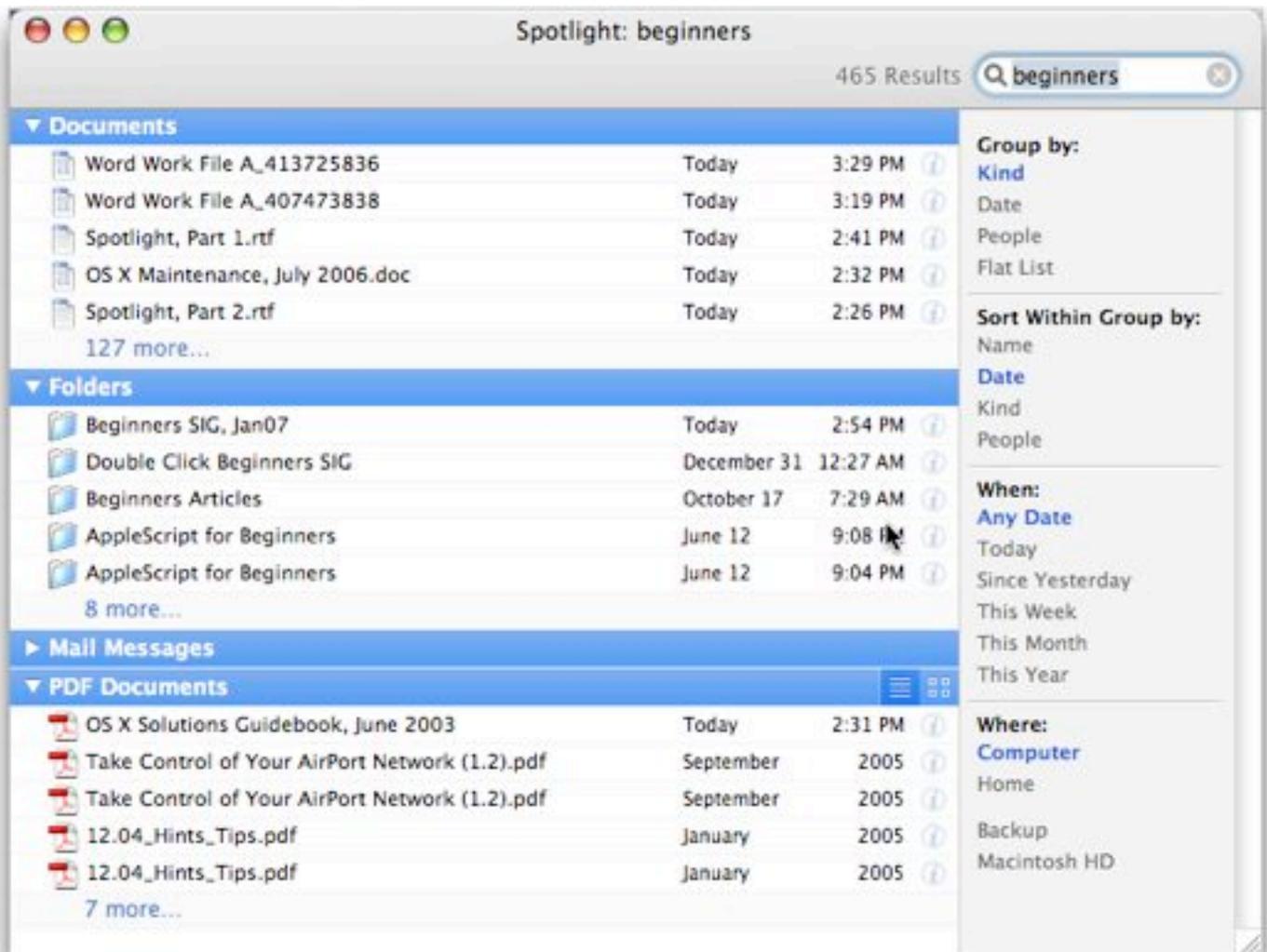
The Spotlight Window

The Spotlight menu only displays the top 20 *most likely* matches for your search term. There are usually a lot more of them, which you'll see if there is a *Show All* item at the top of the Spotlight menu. This item is already highlighted, so you can just press **Return** or **Enter** (or click on the item if you wish) to open the Spotlight window.

You now have a complete list of all the matches to your search term neatly organized by category. Even this list only shows the top 5 matches in each category. If there are more, click on the link that says, *"127 more…"* (or whatever number is shown) at the bottom of the list.

<u>Open the Spotlight Window Directly</u>. You can do this by adding the **Option** key to the Spotlight shortcut. Press ***Option*-Command-Spacebar** to open the Spotlight window. You can then enter your search term into the Search Box.
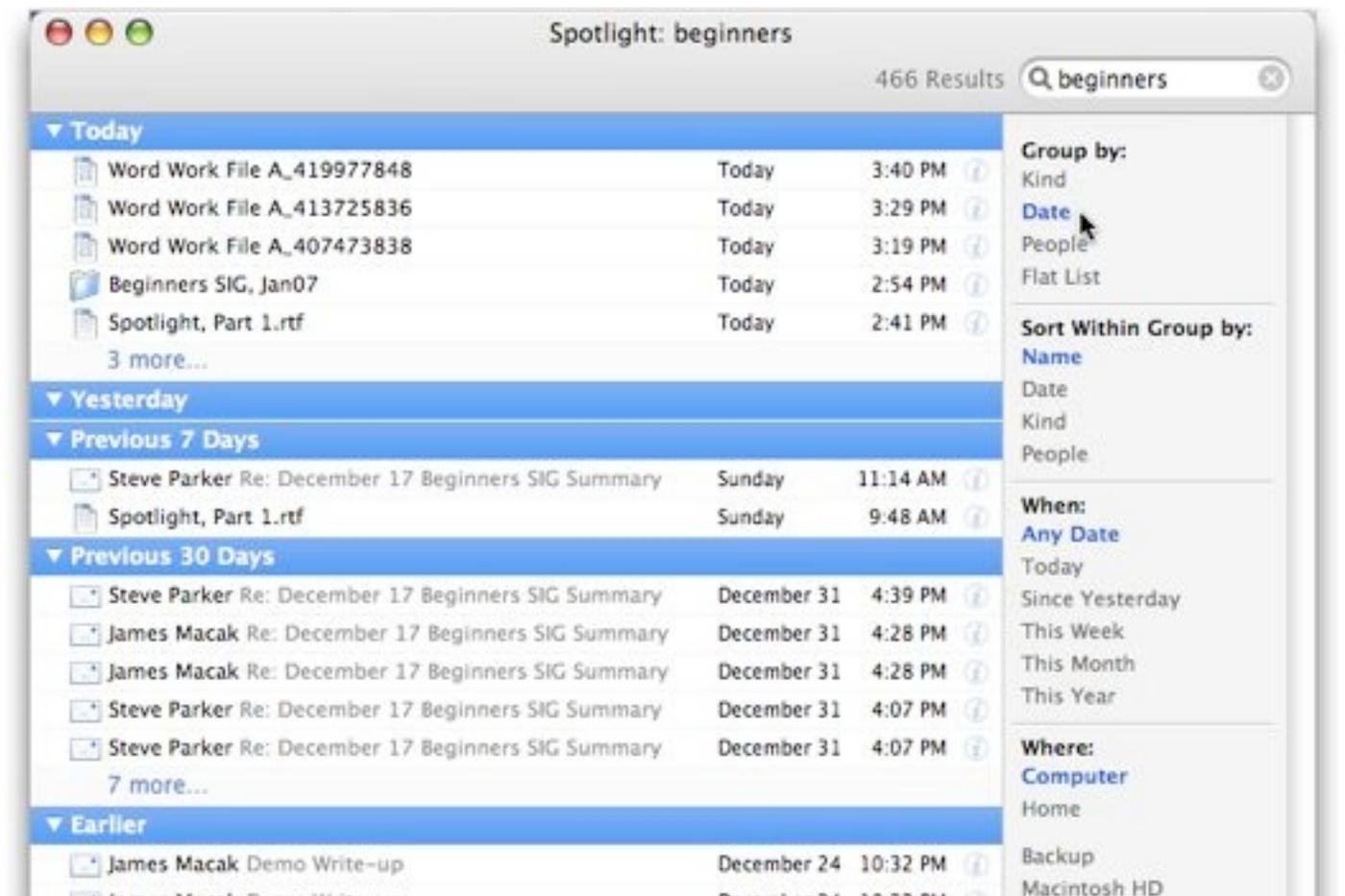
<u>Expand or Collapse the List</u>. Click the "flippy" triangles to show or hide the category list. Here the Mail Messages category has been collapsed so the messages list is hidden:

Option-click one of the flippy triangles to expand or collapse *all* of the categories.

Sort the List. The search results in the Spotlight Window can be grouped in a variety of ways. Grouping by Kind is the default. For example, click on "Date" in the "Group by:" section to group the results in each of the categories by their date:
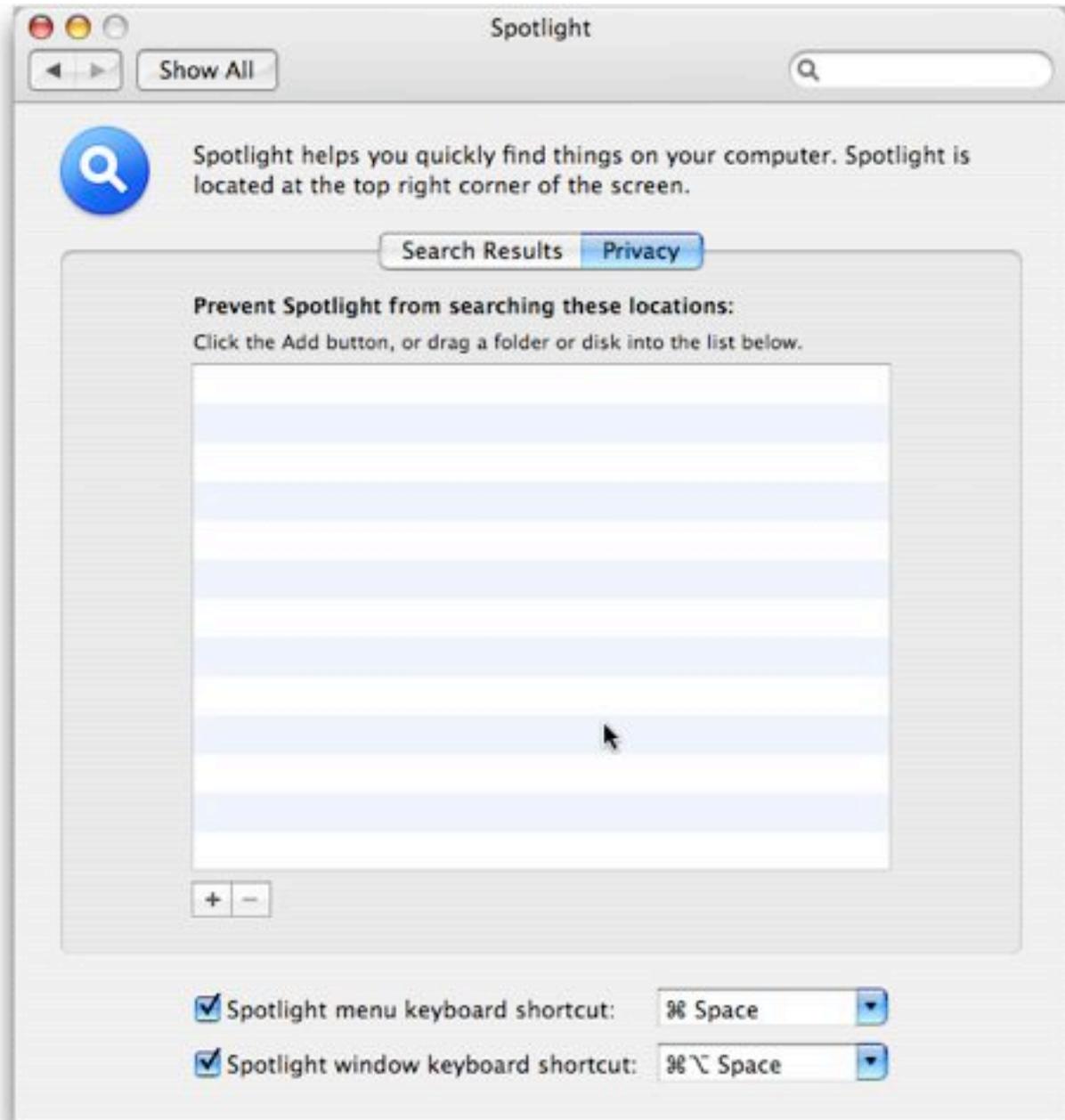
Spotlight Preferences

Spotlight's preferences may be adjusted to suit your taste. You can open its preferences in two ways: Open the Preferences application by selecting it from the Apple menu or the Dock and then clicking on the Spotlight icon in the Personal category. The other way is through the results pane of the Spotlight menu. The last item displayed in the list is labeled "Spotlight preferences…". Click here to go to the Spotlight preferences pane.

Search Results Tab. – Click on the check box next to a category to turn it on or off in Spotlight searches. In the example above, Spotlight will not search for Fonts. You can also drag the categories to change the order in which they appear in the Spotlight results menu as well as the Spotlight window.

At the bottom of the Spotlight preference pane you have the option to turn off the individual keyboard shortcuts for the Spotlight menu and the Spotlight window. You can also change the keyboard shortcut for each of them by typing a new one in the box or selecting one from the pop-up menu.

<u>Privacy Tab</u>. Use the Privacy tab to limit where Spotlight searches.

Click on the **[+]** button to open a dialog box and select a folder or disk that you don't want Spotlight to search and add it to the "don't search here" list. Click on the **[-]** button to remove a folder or disk from the list. You can also

drag the icon of a folder or disk into the list area to add it to the list of places where Spotlight will not search. However, you can't drag a folder or disk out of the list. You have to select it and then click on the **[-]** button.

Spotlight is a fast and capable search tool for your Mac, and it has lots of options. Give it a try!

--Steve Parker

"Q & A" Session / Announcements

The Questions and Answers session included some discussion of email problems. One member noted that he was surprised when a message that he had emailed took several hours to reach its destination. One response to his comment was that the timing of email delivery can be affected by both the email servers of your own Internet Service Provider (ISP) and also by the email servers of the ISP of the email's recipient. Maintenance or temporary glitches anywhere along the email pathway can result in delayed delivery.
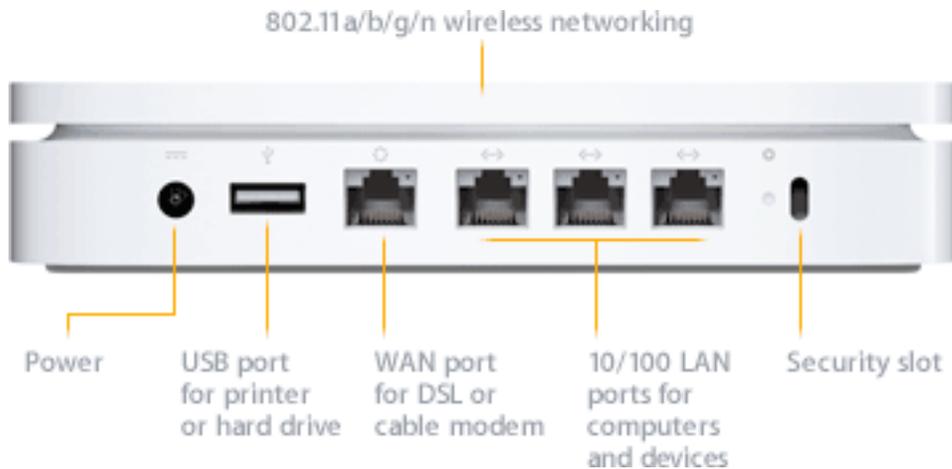
Worse yet, it was reported that Earthlink, a large nationwide ISP that some Double Click members use, had admitted a few months ago that, since June 2006, Earthlink's mail system has been so overloaded that some users have been missing up to 90 percent of their incoming e-mail. The email isn't bounced back to senders; it just disappears! Earthlink was supposed to be working on a fix that should have been implemented by now… let's hope so!

Jim Macak related a problem that he recently had with his ISP, Roadrunner. One morning he noted that he had no Internet service. He called Roadrunner support and was told his cable modem was the cause. He was offered a service call the next day to have it replaced or the option of going to a Roadrunner location and exchanging the cable modem immediately. He opted for the latter and installed the replacement modem. However, once he had installed it, he was not able to get email from any of his Roadrunner email accounts.

After more tech support phone calls (enduring very lengthy waits "on hold,") Jim eventually found out that the modem exchange was incorrectly handled by the Roadrunner office staff. The error resulted in the resetting of his Roadrunner main account, which wiped out all email on the Roadrunner email servers for his main account and his other sub-accounts. Jim pursued this further and finally spoke with a "third tier" Roadrunner technical help supervisor who admitted that this was a "known problem" that "rarely occurred."

Jim recommended that, if ever you need a cable modem serviced by Roadrunner, remind them beforehand to not reset your account!

In conjunction with the MacWorld news as reported to us by Bob Wood (see below), a nearly overlooked Apple new product announcement at MacWorld by was discussed. The product is the new version of the [Apple AirPort Extreme Base Station](#), a wireless router. The "all-new" AirPort Extreme offers 802.11n (draft specification) wireless connectivity that provides much greater connection speed and distance. The very latest Intel Macs that are AirPort equipped also can potentially offer the 801.11n protocol, though that capability will have to be activated by a software enabler from Apple.

The new AirPort Extreme Base Station also has the capability to share an attached USB hard disk drive with all of the computers on its network. This would provide a very handy means of sharing files or performing backups. The list price of the new AirPort extreme is $179.

Member Presentations

Due to time constraints for this meeting, we did not have a "Tell Us About Your Business" presentation this month.

Files of the Month

Also due to time constraints for this meeting, Jim Macak did not present his usual "Files of the Month" demonstration this month.

Main Presentation – *Notes by Jim Macak*

Part 1: "MacWorld - San Francisco 2007: A First-Hand Report"

Presented via video iChat with Bob Wood, Double Click member (misplaced in Arizona).

Bob Wood, an ex-president of Double Click who has moved to warmer climes (imagine that!), attended the annual MacWorld exposition in San Francisco and offered to provide us with a report of his experiences and impressions. Gene Braun, our Double Click Vice President, set up a video iChat with Bob and we used our Double Click projector to view the iChat. Meanwhile, using the in-room video projector, we viewed dozens of photographs that Bob had taken at MacWorld, burned to disc and mailed to us for use at this presentation.

Commenting on his photos as they were projected, Bob took us on a tour of his MacWorld journey. He noted that he greatly enjoyed the User Group breakfast and other functions that he attended, representing both Double Click and his new Mac User Group, the Tucson MUG.

Unfortunately, Bob did not have a ticket to the MacWorld "keynote" address by Steve Jobs, so he avoided direct exposure to the famous "reality distortion field" generated by the Apple CEO, but I have a feeling Bob it least got a taste of it as he watched live text reporting of the speech via the Internet with other MacWorld buddies.

As with most everyone, Bob was quite impressed with the newly announced Apple iPhone once he viewed it on the MacWorld show floor. (He admitted that, had he a chance to buy it, he probably would have come home with two of them!)

Bob concluded his iChat by noting that he was thoroughly delighted with his experience and recommended that anyone interested in the Macintosh should attend a MacWorld expo if they ever have the chance.

Part 2: "*FileMaker Pro*: A Database Primer"

Presented by Dan Neesley, Double Click member and FileMaker consultant

Dan actually started out his presentation with a trio of goodies unrelated to FileMaker but that would likely be of interest to many Mac users.

"*WhatSize*" is a simple software utility that allows the user to quickly measure the size in bytes of a given folder and all subfolders and files within it. You would be surprised at how many useless files might be laying around on your hard disks. The files and folders are automatically sorted by size, with the biggest sizes first.
http://www.id-design.com/software/whatsize/index.php

"*TechTool Protogo*" is a Mac OS X application that lets a Macintosh user easily turn an old iPod, a flash drive or other similar device into a bootable diagnostic tool that contains several of Micromat's utilities. Users may also install other utilities if desired. This device can then be used to boot, check, maintain and repair Macintosh computers. This makes for a very handy way to get a problematic Mac started up in order to proceed with diagnosis or repairs.
http://www.micromat.com/index.php?option=com_content&task=view&id=186&Itemid=85

"Hard Drive Gasket" - Use this to protect an uninstalled hard drive when you are transporting it or using it outside of your computer case. The Hard Drive Gasket silicone jacket provides impact protection on all edges and corners of your drive.
http://www.cyberguys.com/templates/searchdetail.asp?productID=13131

FileMaker Pro

Dan then proceeded to introduce us to *FileMaker Pro*, a versatile database program that runs on both Macintosh and Windows computers.

There were two things that impressed me most in Dan's demo. One was the ease of use of FileMaker with respect to importing data and using it in cre-

ating a database. As an example, Dan demonstrated how zip code data in an Excel spreadsheet could very easily be turned into a FileMaker database.

Secondly, I was impressed with the versatility of FileMaker. Dan showed us how he had implemented an update process for a web site's online catalog that merely requires a couple of clicks to perform the update on the remote site. Very smooth…

Dan provided a number of links related to his demo of FileMaker. Following is an annotated listing of them.

At this website you'll find videos, templates and resources related to learning and mastering FileMaker Pro software.
http://www.filemakermagazine.com/

The "Advisor Guide to FileMaker" is a web site for advanced users and developers on how-to build database solutions with FileMaker Pro, FileMaker Advanced, FileMaker Server, FileMaker Mobile, and more, for Windows and MacOS.
http://filemakeradvisor.com/

Special Edition Using FileMaker 8 - "This is the comprehensive reference book that every database developer needs on their shelf."
http://www.amazon.com/o/ASIN/0789735121

FileMaker 8 Functions and Scripts Desk Reference - "The only book on the market expressly focused on describing each calculation formula and how and when to use each one."
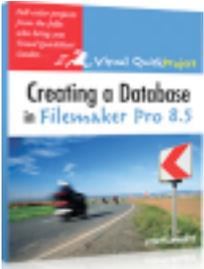http://www.amazon.com/o/ASIN/0789735113

Listing of FileMaker Custom Functions
http://www.briandunning.com/filemaker-custom-functions/list.php

Listing of FileMaker Web Viewer Examples
http://www.briandunning.com/filemaker-web-viewer/list.php

The "home" of FileMaker products the FileMaker, Inc. website.
http://www.filemaker.com/products/

Buy a FileMaker product and register it by June 21, 2007 and get the FREE eBook *Creating a Database in FileMaker Pro 8.5: Visual QuickProject Guide.*
http://www.filemakeroffer.com/85ebook/

The FileMaker Pro 8.5 list price is $299.

Dan generously distributed CDs that he had burned with a 30-day trial version of FileMaker. For those of you who missed the meeting, the installer for this can also be downloaded from the FileMaker web site at http://www.filemakertrial.com/nskto/form/formF.aspx?

Finally, Dan noted that FileMaker 9 is in the works. Its release is rumored to be planned for mid-late 2007. Among the changes planned for FileMaker 9 are object scaling based on window size, scripting triggers when entering and leaving fields, and significant ODBC changes. In addition, support for reading and writing to SQL databases will be added in FileMaker 9.

double Click

February 18ᵗʰ Meeting Preview:

"System Preferences:
Optimizing and Personalizing Your Mac"

Presented by Jim Macak,
Double Click President and a Mac consultant

Unless your Mac was set up by someone else, you have almost certainly used "System Preferences" of OS X at one time or another. Some users practice "set it and forget it" whereas others are frequently tweaking their preference settings, fine tuning the way their Mac behaves.

Whether you are a tweaker or a "hands-off" infrequent user of System Preferences, Jim's demo should prove to be interesting and educational. He'll discuss various settings that he has found useful, preference settings that are highly recommended for security purposes and introduce you to preference panes from third parties that are great additions to any Mac.

So come to the February Double Click meeting and find out how a setting change here and there can improve your Mac experience, customizing your Mac for the way you like to use it!

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.

Jim is an Apple Certified Help Desk Specialist and Macintosh help consultant for the Milwaukee area. His website is www.yourmacdoc.com