



March & April 2007 Double Click Main Meeting Reports

(Due to time constraints during a suddenly busy month, your newsletter editor was not able to complete the Double Click newsletter for March. So, we'll catch up with this double issue.)

In addition to the usual "Beginners' Session," the Q&A session and the main presentation, our March and April meetings included the annual DC election proceedings. In addition, the March meeting featured the quarterly special "Super Raffle," this time offering two fifth generation video iPods.

Beginners Session (March) – Notes by Steve Parker

Customizing Finder Windows and Views

Mac OS X provides numerous ways to set up how it works so you can use your Mac the way *you* want to.

Set up the Default Finder Window

It can be convenient to have each Finder window open with predictable features (same size window, which view, etc.). You can customize these features by creating a *default Finder window*. To set up the default Finder window, follow these steps:

1. First start with a clean slate by closing all open Finder windows.
2. Next, open a new Finder window by choosing:
File > New Finder Window (or by using the keyboard shortcut: **Command-N**).
3. Adjust the window size by dragging its lower right corner. (This is important. If you don't change the window size, your other changes might not be preserved when you close the window.) Choose a size that's comfortable. Consider a size that's large enough for the view you will work in (icon, list or column) but not so large that you can't open two Finder windows at once without changing the height of either one.
4. Adjust the window's position on the desktop by dragging it by its title bar.
5. Set the view: icon view, list view, or column view. In case you have made a previous change, choose **Finder > Preferences (Command,)**. Then click the **General** icon. Check to see if the box is checked for **Open New Windows in Column View**. (If you don't, new Finder windows will always open in column view.) Then decide if you want this feature or not by checking or unchecking the box.
6. Now set your desired view type by going to the Finder's **View** menu and choosing **View > as Icons**, **View > as List**, or **View > as Columns**.

7. Customize the viewing options by choosing **View > Show View Options** (keyboard shortcut: **Command-J**) and set any other preferences you like. It's helpful to do this now, because one of your choices, text size, can affect adjustments you may want to make later in this step.
8. Column View Adjustments. In Column view, you see the hierarchy for a selected item in a series of adjacent columns. When an item is clicked in one column, its contents are shown in the next column. For example, if you click a folder in one column, its contents will be shown in the next column.

Preview Column. This is the right-most column in the group. It displays information about the currently selected file, such as its size and modification date. It also responds to the scroll wheel if needed. It also has a **More Info** button that lets you bring up the file's **Get Info** window.

Column Width. To set the column width, hold down the **Option** key and drag the size widget at the bottom of a column separator. (Dragging the size widget without the **Option** key sets the size of only that one column, and is temporary.) Try to make the columns fit evenly into the window without sacrificing legibility. (If an occasional filename is too long, you can see a tooltip showing its full name by hovering the pointer over its name while pressing **Option** key.)

9. Icon View and List View. When you have chosen **View > Show View Options**), you must select a radio button to indicate whether your choices apply to **This window only** or **All windows**. That's confusing, but **This window only** in this context means precisely the default Finder window, the very thing whose appearance we're determining—so it's what you want.

In the case of list view only, use the view options window to specify which columns should appear.

If you prefer list view, then after dismissing the view options window, adjust the width of the columns, directly in the default Finder window, by dragging the edge of a column header. You can also specify the sort order (A to Z, largest to smallest, etc.) by clicking a column header. (To reverse the order, click the same column header again.)

10. Now, without doing anything else, *close the default Finder window.*

From now on, whenever you open a new window in the Finder, it will have the size, position, and style of the window you just closed.

Limits to Customizing Finder Windows. Unfortunately, there are rather severe limits as to how far you can customize Finder windows by this technique. For example, if you prefer list view, you can set the default Finder window (the one that appears when you press **Command-N**) to be in list view; but you cannot specify that you want *every* Finder window you *ever* open to be in list view. Thus, if you click the **Music** icon in a Finder window sidebar, you may find that the Music folder opens in icon view, and there is no setting by which you can prevent this.

Opening Finder Windows

There are a variety of ways to open new windows in the Finder.

Use the Finder's File Menu. Simply click on the **File** menu, and select **New Finder Window**.

Use the Keyboard Shortcut. Press the **Command** and **N** keys at the same time (**Command-N**). Press the modifier key, **Command**, first before pressing the **N** key.

Double-click on a Folder Icon. Rather than opening the contents of the folder in a new window, double-clicking on a folder's icon will show its contents in the same window, replacing what was there previously. If you prefer to see the folder's contents in a new window, there are two options:

Open New Window & Keep Previous One Open. Hold down the **Command** key while double-clicking on the folder's icon to open the folder's contents in a new window while also keeping the previous window open.

Open New Window & Close The Previous One. Hold down the **Option** key while double-clicking on the folder's icon to open the folder's contents in a new window and to close the previous window.

Next month, we'll examine some additional ways to customize Mac OS X.

--Steve Parker

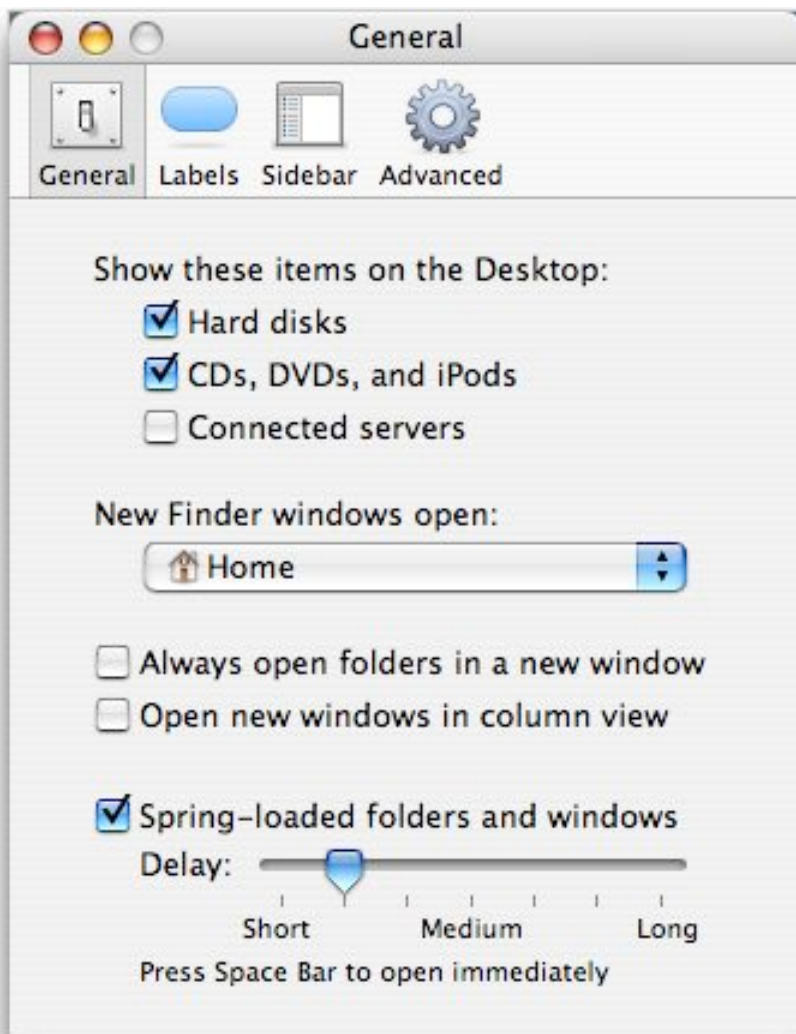
Beginners Session (April) – Notes by Steve Parker

Customizing Mac OS X

In April, we continued to look at various ways to set up Mac OS X so that you can use your Mac the way *you* want to.

Set up the Desktop

The desktop has been a key component of the Mac experience from the beginning. It's the area that you see behind the windows in the Finder, and it's meant to mimic a real desktop where you place things. Here's how to change your Mac desktop to your liking:



Set which items show on the Desktop:

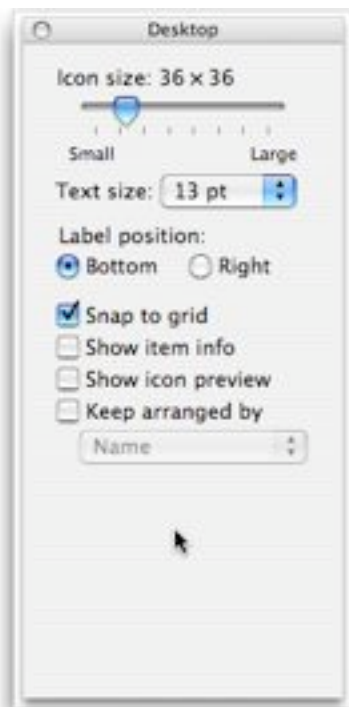
Choose **Finder > Preferences** (keyboard shortcut: Command-,) and click the **General** tab.

As you can see, there are three check boxes under **Show these items on the Desktop**: (1) Hard disks; (2) CDs, DVD and iPods; and (3) Connected servers. Notice that an item disappears from the desktop if you uncheck one, and it's displayed if you check the box for it. Since many users aren't connected to a server, the boxes for Hard disks and CDs, DVE and iPods are checked by default.

Some people like to maintain a totally clean desktop and do so by unchecking all the boxes. Of course, this approach can also mean not putting any documents on the desktop. More on this later.

As we learned last month, there are a few additional preferences that can be set. There are check boxes for whether folders open in a new Finder window and whether new windows open in column view. There is also a pop-up menu under "New Finder windows open:" that lets you choose where a new Finder window opens onto (your Home folder, your Documents folder, the top level for your computer, your start-up hard drive, your iDisk if you're using .Mac, or any other folder or drive that you choose). Finally, you can also decide whether or not to use spring-loaded folders and windows by checking the box as well as setting the delay time before folders spring open.

Set how items appear on the Desktop:



Choose **View > Show View Options** (keyboard shortcut: Command-J) to set how you want the icon size, text size, label position, and grid arrangement of the Desktop to appear. View Options also lets you set other display features (Snap to Grid, Show item info, Show icon preview, and Keep arranged by). Thus, you have a lot of control over how items appear on the desktop. There is a similar set of view options for windows as well.

Adjust these customizing features to set up the desktop for the way you like to work. For example, you might find it easier to spot a desired file on the Desktop quickly if you choose **Keep Arranged by Name**.

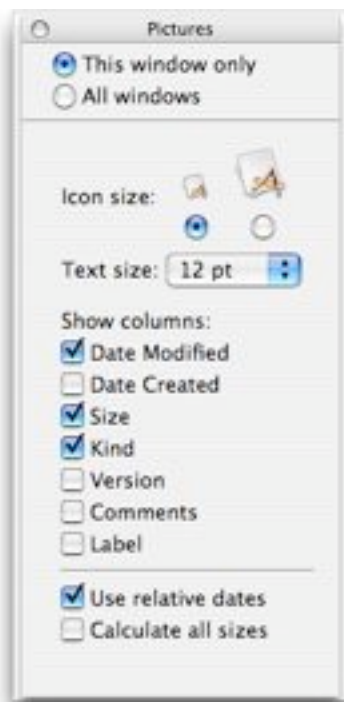
Tip: There is a natural tendency to use the Desktop for temporary storage of files, such as for those that are a work in progress. Even Safari defaults to using the Desktop for downloaded files. Often, users place aliases to commonly used documents and applications on the Desktop. The result can often be dozens of items on the Desktop. The Desktop becomes a sort of scratch pad. While this approach works for some, it's not particularly good from an organizational standpoint. The more items you have on the Desktop, the

more you have to search through to find the one you want. Sometimes they even get hidden behind open windows..

One way around this situation is, of course, to put items away into folders that you've set up in the Documents folder. However, a first step might be to create a new folder—call it the Desktop Stuff folder or whatever—in the Documents folder and periodically move Desktop items there. Then, once a week, drag everything from the Desktop to this folder. You might even violate the "clean Desktop" rule and place an alias to your Desktop Stuff folder on the desktop for convenience and as a reminder. Of course, this approach merely postpones the problem of categorizing and dealing with these items, but it does help organize your Desktop.

Set how items appear in Finder windows:

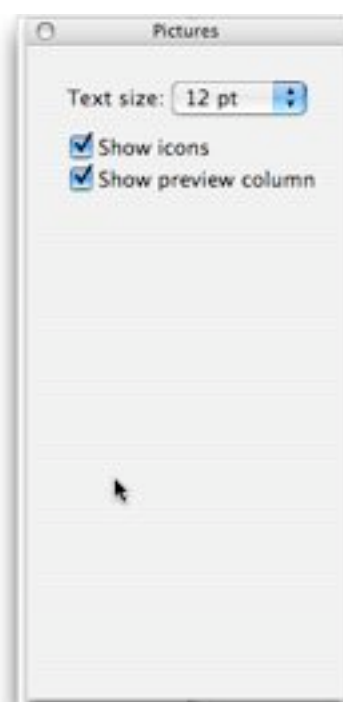
First, open a Finder window by choosing **File > New Finder Window** (keyboard shortcut: Command-N). Then choose **View > Show View Options** (keyboard shortcut: Command-J) to set how you want the icon size, text size, label position, and grid arrangement of the window to appear. The available options depends on which window view you choose to use (icon, list or column). Here are the three variations for view options:



List View



Icon View



Column View

The options for the List and Icon views are similar. Both let you set the icon size and text size, although in List View you can only choose between small and large icons.

In List View you can also control which information columns are displayed (**Date Modified**, **Date Created**, **Size**, **Kind**, **Version**, **Comments**, and **Label**). You can also decide if relative date information is presented (yesterday and today; sorry but no “tomorrow”), instead of absolute dates.

In Icon View, the features are similar to those for the Desktop View (**Snap to Grid**, **Show item info**, **Show icon preview**, and **Keep arranged by**). An additional feature allows you to change the background of the window (**White**, **Color** and **Picture**).

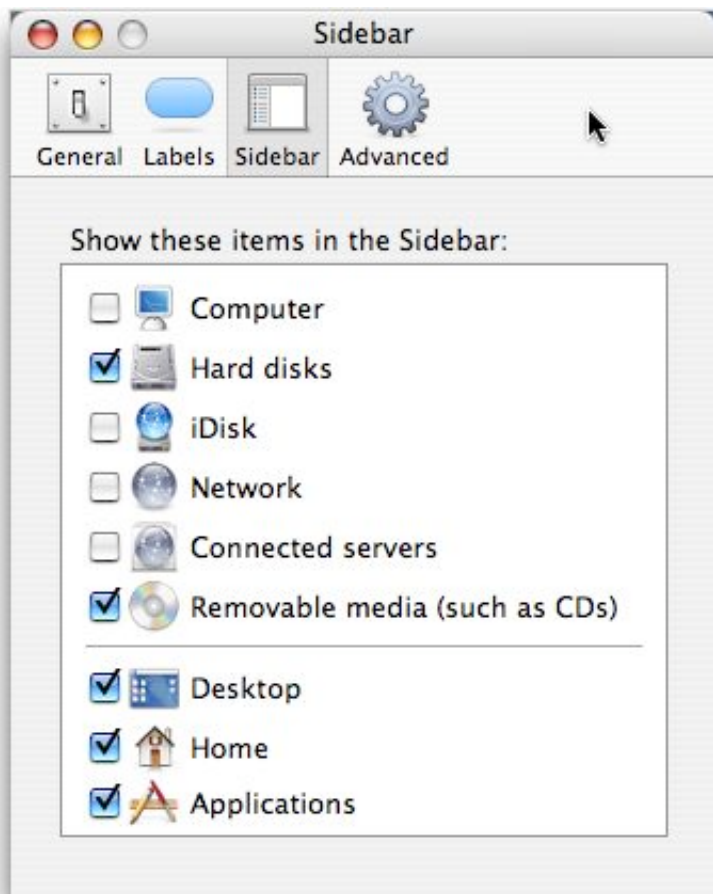
If you click on the **Color** button, a small window icon is displayed. Click on that icon, and the Colors window is displayed from which you can choose the background color for your window. Similarly, if you click on the Picture window, a **Select** button appears. Clicking on the **Select** button brings up an Open dialog box which opens to the Desktop Pictures folder (found in the Library folder on your hard drive) from which to select a picture file to use as the window’s background.

Another important option is whether or not you want the customization to apply to just this window or all Finder windows.

Set Up The Sidebar

The *Sidebar* is an area located at the left of a Finder window (and in Open and Save dialogs), where you can set up easy access to commonly used items, such as storage volumes, folders, applications, and documents. In the Finder, single-clicking something in the sidebar navigates directly to it if it’s a folder or volume, and opens it if it’s a document or application. The icons in the sidebar represent things you can jump to moving instantly through the hierarchy of folders to the desired item or location rather than having to navigate the hierarchy one level at a time.

The sidebar is divided into two regions. The default icons for each region are set in the **Sidebar** tab of the Finder Preferences window:



The upper region is automatically populated with icons for all the storage volumes that fall into certain categories that you choose in the **Sidebar** tab of the Finder preferences window—hard disks, removable media such as CDs, your iDisk, etc.

The contents of lower region of the Sidebar is yours to control. In the **Sidebar** pane of the Finder preferences window, you can set whether or not icons for the Desktop, Home, and Applications folders appear in the sidebar. The default is to have them appear—a good recommendation. The default set up in Mac OS X is to also include icons for the following additional folders: Documents, Favorites, Movies, Music, Pictures and

Utilities. You can also add more.

For other files and folders, you can add them to the Sidebar by dragging their icons into the lower region of the sidebar. You can also arrange the contents of the lower region however you like, by dragging the icons to different locations within the region. This is a drag and drop operation. Simply drag an icon into a space between icons, not on top of one. As you drag an icon, the others will move out of your way, just as they do when dragging icons in the Doc. To remove an icon, just drag it out, and it will disappear in a puff of smoke, again just as when you drag something out of the Dock.

You can customize the lower part of the sidebar so that it contains any items you like, in any order you like. So what should you put there? The sidebar is there for your convenience and productivity. It should provide easy access to frequently used material—material that you might want to jump to quickly at any time, from any Finder window or Open and Save dialog. When you customize the sidebar in any Finder window, you are customizing it for every Finder window, as well as for all Open and Save dia-

logs. One folder I've added to my Sidebar is called Apps, and it contains aliases for frequently used applications. I've done the same for frequently used documents, and my Docs folder is also in my Side bar. So is my Internet Downloads folder.

Upcoming Beginners SIG Meetings

There won't be a Beginners SIG meeting in May as I won't be available. At the June Beginners SIG meeting, we'll continue with more customization tips for Mac OS X.

--Steve Parker

"Q & A" Sessions / Announcements

The March and April Questions and Answers session included discussions about Finder tips, the recently released software updates, Safari and problems with web pages and where to find Apple discounts.

Finder Windows

As a followup to Steve Parker's March Beginners Session, we further discussed Finder window size and location. One member noted that folders don't seem to "remember" their previous size and location when reopened in the Finder. It was noted that there is a greater likelihood of that information being "remembered" for individual windows if you open the window, change it to its preferred location and size and then immediately close the window without doing anything else. It seems as if the more you do after resizing or relocating a Finder window, the less likely that the Finder will "remember" those changes the next time the window is opened.

Safari Compatibility

We discussed Safari compatibility with web pages when a member noted that some websites would not load when Safari was used as the web browser. This would normally make one suspect that Safari was misbehaving and causing the problem. However, the programmers working on Safari at Apple are very serious about making Safari religiously comply with current web programming standards. Hence, a problem opening or viewing a web page in Safari is actually more likely a problem with the way the web page was coded as opposed to a problem with Safari.

Nevertheless, if you find a web page that gives Safari problems, Apple wants to hear about it and you should send a bug report about the problem to Apple. **Note:** Don't file a problem report with Apple if the website states that it will not work with Safari. Instead, contact the owner of the website to complain (and consider boycotting the website!).

Here is a link to a somewhat complicated web form to file a bug about Sa-

fari (or about any Apple software) with Apple:

<http://developer.apple.com/bugreporter/bugrptform.html>

An easier way to submit a problem with Apple's web browser Safari (such as a web page that won't load properly) is to, when in Safari, choose "Report Bugs to Apple..." under Safari's "Safari" menu, fill in the information in the box that appears and then click on the "Submit" button.

Software Updates

Just before the March meeting, Apple released some important software updates. An update to OS X - Tiger brings it to version 10.4.9. QuickTime was recently updated as well as iTunes and iPhoto 6. As usual, Apple recommends that all users install these updates. (There are not only functional fixes and enhancements included in them but also important security fixes.) Members were reminded that a good time to make sure their important data is backed up is before applying extensive software updates. *Addendum: An important security update was issued by Apple on April 19, during the week after our April meeting.*

Apple Discounts

If you don't absolutely need a brand spanking new piece of Apple hardware, significant discounts on Apple "refurbished" gear can be found online. This equipment is refurbished by Apple and usually carries the same warranty as equivalent new hardware. Yet prices can be 10% to 40% lower than new gear.. quite a good deal! Our local Apple Retail Store will receive some "credit" if you start your online shopping from the store's web page. So, support out local store and go to the following link to shop:

<http://store.apple.com/Apple/WebObjects/AppleStoreCustom?qprm=71666>

If you are looking for discounted items, scroll down that page and click on the "SAVE" picture near the bottom of the right column.

Application Preferences

One way to try and "rein in" problematic applications in OS 9 and earlier was to delete the application's "preference" file, which tended to be easily found in the "Preferences" folder within the OS 9 "System Folder." In OS X, deletion of the preference file of an application can be similarly helpful, but that file may be a bit more difficult to locate under OS X. The application that was discussed at the meeting that will help you associate ".plist" (preference) files with the proper application in OS X is "AppZapper." Find it here:

<http://appzapper.com/>

Web Receipts

We discussed the "web receipts" capability of OS X 10.4 (Tiger) at a previous Double click meeting. Briefly, when you have purchased an item on the web, you are often encouraged to "print this screen" to serve as a receipt of your transaction. In OS X 10.4, from the print dialogue box, via the PDF button you can choose to "Save PDF to Web Receipts Folder." This will place a PDF "printout" of the web page receipt in a special folder in your "Documents" folder. Appropriately, that folder is entitled "Web Receipts." The advantages of using web receipts include saving paper and printing supplies and having your receipts all gathered in one place.

A disadvantage is that if you order again from the same site, an earlier web receipt for that site may be overwritten when you save the new web receipt. One of our Double Click members was affected by this and asked if that situation could be avoided. Acting on a recollection of Jim Macak, Marc Wolfgram found a workaround for the auto-deletion of old web receipts on the "Mac OS X Hints" website. Here is the URL for that information:

<http://www.macosxhints.com/article.php?story=2007020700285547>

Video Tutorial Links and Info

In March, we viewed a QuickTime video by Chris Breen, an editor at MacWorld, which was produced exclusively for Macintosh User Groups. The video was about enhancing your browsers.

Member Presentations

Long-time Double Click member Pat Kenney talked about his multi-year Mac experience and satisfaction with the Macintosh platform.

Double Click Elections

At the March meeting, we began the annual Double Click elections process by soliciting nominations for officers and board members. Further nominations were accepted at the April meeting and the elections were held immediately thereafter. The four officer positions were uncontested and the current office-holders were reelected by consensus. There were five nominees for the three Double Click Director positions and that vote was held by secret ballot. The final election results were:

President	Jim Macak
Vice-President	Gene Braun
Secretary	Jerry Smaglik
Treasurer	Mal Bertsch
Director	Chuck Floading
Director	Kevin Sears
Director	Bob Stone

We commend those who volunteered to run for the Director position and give our special thanks to outgoing Director Patricia Lidicker, who served as a Double Click Director for the past few years.

Main Presentation - March

“Music, Photos and Video: Mobile Entertainment on the iPod”

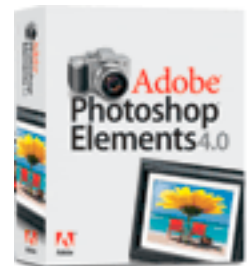
Presented by Gene Braun, Double Click Vice President.

Gene provided a fine demo of the full iPod lineup and presented the iPod/iTunes synergy in an interesting and informative manner. Although most of the information that he discussed can be found on Apple’s website at <http://www.apple.com/itunes/>, Gene personalized the demonstration, providing useful information on how he uses the iPod/iTunes family of products in his daily life.

Main Presentation - April

“Photo Fixing on a Budget: Photoshop Elements”

Presented (and reported) by Bob Stone, Double Click board member and a photographer.



Adobe’s flagship digital photo editing application, *Photoshop*, will cost you a pretty fair chunk of change, having a list price of \$650. However, as we found out at Bob’s April presentation, [*Adobe Photoshop Elements 4*](#), the current “slimmed down” version of *Photoshop* that is available for Macintosh computers, is a bargain, costing about \$80. With it, we can alter photos and other digitized material at will, equaling what the pros do in the full *Photoshop*.

Bob recommended two approaches for learning *Photoshop Elements*: Buy any *Photoshop* book by Scott Kelby to get the best, most delightful approach from a book. His website is <http://www.scottkelbybooks.com>. Secondly, if you want to learn quickly with a great instructor, check out the UW-Waukesha *Photoshop Elements* course taught by Lynne Reiger. The 15 hours of classes (on computers with *Photoshop Elements* installed for each student) are generally given over six Monday or Tuesday nights from 6:30 to 9:00 PM. (The advanced class meets four times on a different night.) A special summer session (beginning June 11) will be offered both during the daytime and at night.

Bob demonstrated how to clear up a blemish on skin or fix any other irregularity like a dust spot or scratch. Choose the "clone" tool, adjust the "brush" size to approximate the width of the blemish, then position the circle ("brush") on an unblemished area you wish to "steal" or "clone" from. Next press OPTION and click the mouse to capture the area under the circle. Now move the circle over the area to be fixed and click the mouse. *Voila!* You have cloned a portion of the image onto another spot. (The original point of selection changes from a circle to "+" as the mouse is repositioned and pressed.) If you drag the mouse rather than just click it, you can move along the length of a scratch (or telephone wire, etc.) to continually clone from where the "+" is to where you slide the circle.

Bob noted that *Elements* includes so many tools that do so much! Even placing type fonts, creating drop shadows, cropping, extracting items from their surroundings - on and on, with several ways of doing the same function. *Photoshop Elements* is not a "lite" or limited functioning software any longer. *Elements* is *Photoshop* without all the specialty depth we would never use. *Elements* has what we truly need to use on a daily basis to edit our photos. For the functions missing from *Elements* that are in the full *Photoshop*, there is usually a work-around to accomplish the same photo editing task.

Double Click

May 18th Meeting Preview:

**“Computer Networking Basics:
Connecting Your Macs to the Max!”**

Presented by Marc Wolfgram,
Double Click Vice member and
a Mac consultant

At a recent Double Click meeting, an audience poll revealed that a large percentage of members owned more than one Macintosh. This led to the choice of our main topic for the May meeting, which will provide useful and interesting information to anyone wanting to share information between multiple Macs and/or the outside Internet world.

Our presenter of this networking demonstration, Marc Wolgram, has been involved in the implementation and maintenance of computer networks ranging from the simple to the complex. He'll share lots of networking basics with us so we can get our multiple Macs “talking” with each other, sharing files, peripherals (like printers) and an Internet connection.

After this meeting, with a bit of networking hardware in hand (or maybe not, if you have wireless capabilities), you will be able to create a basic home network and join your Macs into a cohesive computing community!

Check the Double Click website for more meeting information:

www.double-click.org

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