



November 2007 Double Click Main Meeting Report

(If any Double Click member is interested in helping out with the newsletter, please contact one of the Double Click officers.)

Our November meeting included the usual "Beginners' Session," the Q&A session, the main presentation and ended with our monthly prize raffle.

Beginners Session - November

Mac OS X Services - Notes by Steve Parker

The Applications menu of virtually all Mac OS X programs has a menu selection called **Services** that provides access to several functions that actually belong to other programs. These are reviewed below. Unfortunately, unless you are using a program that's been developed using Apple's Cocoa development system, these functions are likely dimmed out (unavailable) unless the program's developer made a special effort to include them.

Many of the services are of limited use to the average Mac user, but a few can be really handy. So what are these functions, and how can you make use of, well, some of them?

ChineseTextConverter

The first command on the Services sub-menu is a really obscure and generally useless function for most of us—unless of course, you're working on a document written in Chinese. This function converts text that you've written in Chinese using its Simplified text system into the Chinese Traditional text system, or vice-versa. OK, this one isn't particularly useful.

Disk Utility

If you are a programmer or someone who administers Mac systems, this Services command will let you check to make sure that a disk image which has been selected in the Finder hasn't been altered by verifying its checksum. (A checksum is the result of running error checking routine.) Regardless, this service isn't likely to be used by many of us.

Finder

This Services function has three commands (**Open**, **Reveal** and **Show Info**), *but they only work in one specific situation: when you have highlighted some text that precisely matches the name and folder path of any icon.* **Open** will open the file. **Reveal** will take you to the Finder where the icon is

highlighted within its enclosing folder. **Show Info** also switches to the Finder where a Get Info window is displayed for the icon.

Font Book

Font Book is Apple's font management program for Mac OS X. Among its many features, it can gather selected fonts into a Collection (a grouping of fonts which is given a name). It can also create a Library, which is a grouping of Collections.

The Font Book service allows you to create a Collection or Library of the fonts contained in selected document text or the entire document itself. The value of this comes when you provide the text or document to someone else (say, someone else who will be doing some further editing) who might not have the same fonts. Since Font Book has an Export function, you can export the Collection of fonts for your document to a new folder and then provide that folder along with your document to the other person.

Grab

Grab is Apple's screen capture program. It's in the Utilities folder which is found in the Applications folder. You use Grab to capture something on the screen, or the whole screen itself, into a graphics file. You may wish to capture something on the screen so you can paste the graphics image into a document for illustration purposes.

The Grab service looks to be a handy one since you could capture the image within the application you are using (as long as it's a Cocoa application) without having to separately find and launch the Grab utility. Unfortunately (there's that word again), *the Grab service is available only in programs that can accept pasted graphics*. If the program you are using and want to capture an image from doesn't accept pasted graphics, then you're out of luck using the Grab service.

Import Image

This service will let you import a digital photo from a digital camera or scanner, if the device is already attached and ready to go. However, *it has the same limitations as Grab because it works only within Cocoa-based applications that can accept pasted graphics*. This service is further limited to

digital cameras that can function as a Webcam and certain compatible scanners. Here the additional limitations are due to the Import Image service being based on Apple's Image Capture program, which among other things, allowed a compatible digital camera into a Webcam.

Look Up in Dictionary

Highlight a word in a document, and then use this Services command to access the Dictionary program and see the definition for the word. (Of course, there's an even easier method. Just Control-Click (or right-click if you're using a two-button mouse), and select **Look Up in Dictionary** from the contextual menu. And, if you're just looking for a shortened definition, simply place your cursor on a word and then hold down **Control-Command-D**.

Mail

Just select some text in a program to be able to use this service. (Remember the limitation to Cocoa-based programs or others that have been modified to use the Services function.) The Mail service has two options: **Send Selection** and **Send To**.

Send Selection: By highlighting some text and choosing **Send Selection** from the Services sub-menu, the Mail program will be opened to a new message, and the selected text will be pasted into the body of the message.

Send Selection: To make use of this command, you must first highlight an email address in a text document. Then using **Send Selection** will cause the Mail program to be opened to a new message, and the selected text will be pasted the "To:" field.

Make New Sticky Note

Here's a handy Services command. This selection from the Services sub-menu copies the text that you've highlighted, opens the Stickies program, creates a new sticky note, and pastes your selected text into it. For convenience, Apple even gave this function its own keyboard shortcut: **Shift-Command-Y**.

Open URL

When you highlight a Web address in a program, choosing this Services command will open your Web browser to the indicated page.

Script Editor

If you're a fan of using AppleScript, the Script Editor service might be helpful to you. It has three options:

Get Result of AppleScript: This command processes whatever text you've highlighted as an AppleScript. Then it replaces the selected text by the result of your AppleScript. Apple felt this command was potentially so useful that it gave the command its own keyboard shortcut: **Command-***.

Make New AppleScript: This command works just like the Make New Sticky Note, except that it copies your text into the Script Editor.

Run as AppleScript: Use this command to run selected text as if it were an AppleScript. It's similar to the **Get Result of AppleScript** command, except that it doesn't replace the selected text with the result of your script.

Search with Google

This one is possibly the handiest Services command of all. Simply highlight a phrase of text, select this function, and your web browser will open with the results of a Google search. Apple also gave this function its own keyboard shortcut: **Shift-Command-L**.

Send File to Bluetooth Device

Bluetooth is a short-range, wireless communication technology that eliminates the need for a cable between devices. It's frequently used to communicate between a headset and a cell phone. In the computer world, Bluetooth is handy for transferring files between two Bluetooth-equipped computers or syncing address books between devices.

If you highlight the path of a file, this Services command will locate the file and pass it to Bluetooth File Exchange, a utility that will transmit the file to a nearby Bluetooth computer.

Speech

If your application hasn't implemented Apple's text-to-speech feature, this Services function will. It has two options: **Start Speaking Text** and **Stop Speaking**. Simply highlight some text and choose **Start Speaking Text** to have it read back to you. Choose **Stop Speaking** to end.

Spotlight

Spotlight, Apple's search function on steroids, is available in every program by simply typing Command-Spacebar. However, this option then requires you to enter a search phrase. The Spotlight service command triggers a spotlight search for something that's already been typed. It, too, has been given a keyboard shortcut: **Shift-Command-F**.

Summarize

Highlight some text, and then choose this Services command to invoke Apple's Summary Service program. Your text will be analyzed and summarized into a shortened version in the Summary Service window. The amount of summarization can be adjusted by moving the slider at the bottom of the window. Also, by clicking the appropriate button, the summary can be presented as a series of separate sentences or as summarized paragraphs.

TextEdit

This Services command allows you to access TextEdit. It has two options: **New Window Containing Selection** and **Open Selected File**.

Highlight some text (say, in a web browser) and then choose **New Window Containing Text**. TextEdit will open a new untitled document and then paste in the selected text.

Open Selected File only works when you've highlighted some text that matches the name and file path of a TextEdit document.

Services Added by Other Programs

Some programs provide access to their functions by adding these to the Services menu. For example, on my Mac running Mac OS X, 10.4.7, the fol-

Following commands have been added: **Copy to Tex-Edit Plus**, **Create QuicKeys Shortcut**, and **Open File with Super Get Info**.

December 16 Beginners SIG Meeting

At the December Beginners SIG meeting, we'll explore Smart Folders.

-- Steve Parker

"Q & A" Sessions / Announcements

The November Questions and Answers session (as usual) covered a wide range of topics.

Note: We would like to expand the meeting report coverage of his discussion and need someone to help take notes of the questions and answers during this session at our monthly meeting. If any member can do this for us on a regular or semi-regular basis, *please volunteer!*

Files of the Month

In view of the length of the main presentation, no Files of the Month were presented at the November meeting.

Member Presentation

There was no member presentation at the November meeting. However, if you are interested in talking a bit in front of our group, read on!

Double Click members have an opportunity to address their fellow members at a main meeting.

The **"3 Minute Ticker"** is an opportunity for you to tell the rest of us at the meeting about a great computer program or feature you came upon... or something that turned out to be a waste of money! You could tell us about your best (or your worst) computer purchase, hardware or software, or perhaps about a good or bad experience relative to computer service. Share it with the rest of us! As the title of this feature implies, members will have three minutes to tell their story. A limited number of speakers (one or two) will be featured each month.

"Tell Us About Your Business" provides Double Click members an opportunity to introduce the group to their business in a five to 10 minute talk. Suggested points that you may wish to address would be:

- are you the owner, or a key employee?
- when did your business start?
- what product or service does your company provide?
- tell us about the Mac computers you use.
- how can Double Click members help you?
- what do you consider a good referral?

Your membership in Double Click provides you access to computer expertise... now it may also improve your customer base. There may be customers for you right in the room!

Members interested in presenting a "3 Minute Ticker" or "Tell Us About Your Business" talk should email the member talk coordinator, Jerry Smaglik, at [<jsmaglik@wildblue.net>](mailto:jsmaglik@wildblue.net).

Main Presentation

“OS X 10.5 - Leopard”

Presented by Jim Macak, Double Click President.



Apple’s much-anticipated major new upgrade of its OS X operating, version 10.5 “Leopard” was released on October 26th. An early adopter of Leopard, I’ve been using it since then and I’m mightily impressed by it. My presentation covered some of the highlights of Leopard, concentrating on its brand new features.

Rather than recount my demo in this article, I’d like to refer you to Apple’s excellent [Leopard introductory material](#) on its website. There are many pages there dedicated to [Leopard’s features](#) and there is an excellent video [Guided Tour](#) of Leopard’s top attractions.

Potential switchers to Leopard should note that its Macintosh system requirements are a bit more demanding than they were for previous OS X versions. Leopard requirements include:

- a Mac computer with an Intel, PowerPC G5, or PowerPC G4 (867MHz or faster) processor
- 512MB of memory (RAM)
- DVD drive for installation
- 9GB of available disk space

Leopard retail prices are \$129 for a single-user installation and \$199 for a five-user "Family Pack" installation.

Relative to pricing, an interesting *MacWorld* on-line article examines what it would cost to add Leopard-like features to a Macintosh running the previous version OS X, i.e. Tiger. The final tally in the ["What's Leopard Really Worth"](#) article is \$429. This makes the \$129 cost for Leopard seem like a "steal of a deal!"

-- Jim Macak



December 16th Meeting Preview:

**“Holiday Show Tell:
A Macintosh Gifting Guide”**

Hosted by Jim Macak,
Double Click President

The year is nearly at its end and the holiday gift season is once again upon us. Following our long-standing Double Click tradition, we’ve invited Double Click members to participate in this “Show & Tell” meeting.

Several members have responded and have agreed to share their favorite Mac stuff that they have found especially useful/fun/handy and that they consider a “must-have.” Included in the planned demos are: USB devices, creating a Christmas letter with iWork’s Pages application, a narrated Key-note presentation with multiple gift suggestions in various price ranges, running Windows under Apple’s Boot Camp software, and recording and saving Internet radio programs.

Check the Double Click website for more meeting information:

www.double-click.org

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