



April 2008 Double Click Main Meeting Report

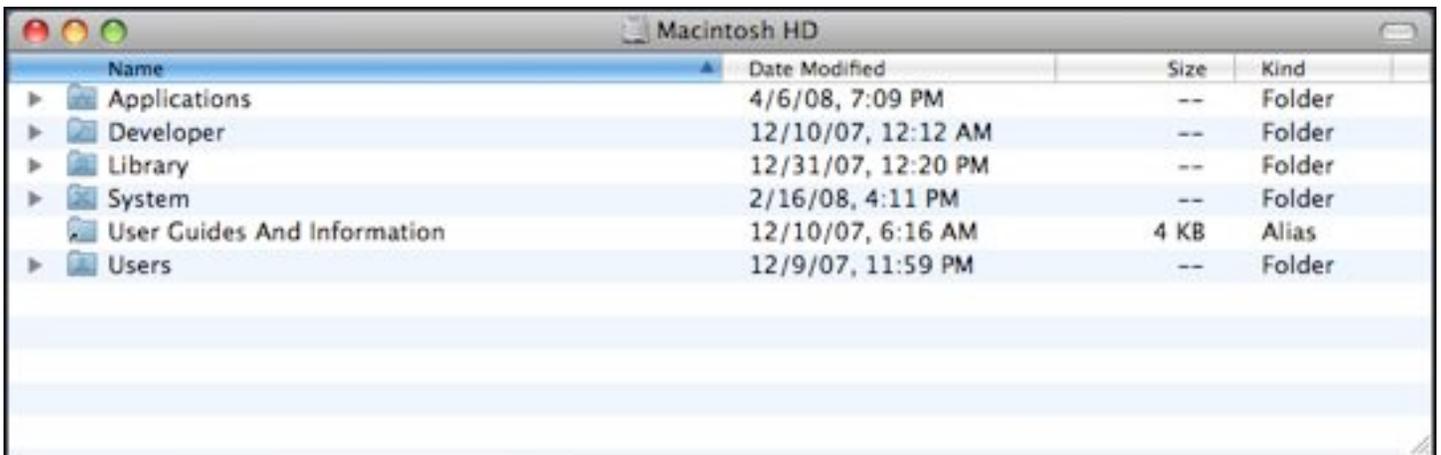
(If any Double Click member is interested in helping out with the newsletter, please contact one of the Double Click officers.)

Our April meeting included a Beginners presentation, a Q&A session, the yearly Double Click elections, the main presentation and ended with our monthly prize raffle. Attendance was somewhat greater than average.

Beginners Session - April

Finder Windows, Part 1

In the early days of the Macintosh, the layout and content of Finder windows was very simple. Here's an approximation using a stripped down Finder window in Leopard:



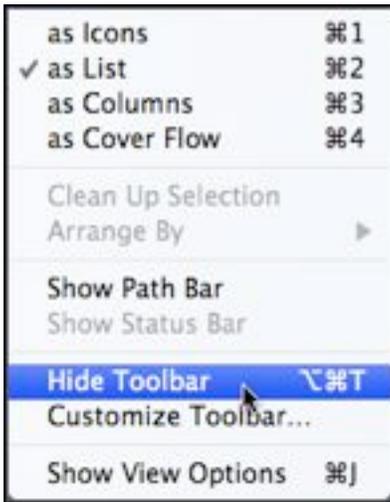
The situation has improved quite a lot in the 24+ years since the Macintosh was first introduced. The current version of the Macintosh Operating System (Mac OS X, version 10.5.2, "Leopard") offers Finder windows with very rich content and function.

The Finder Window Today

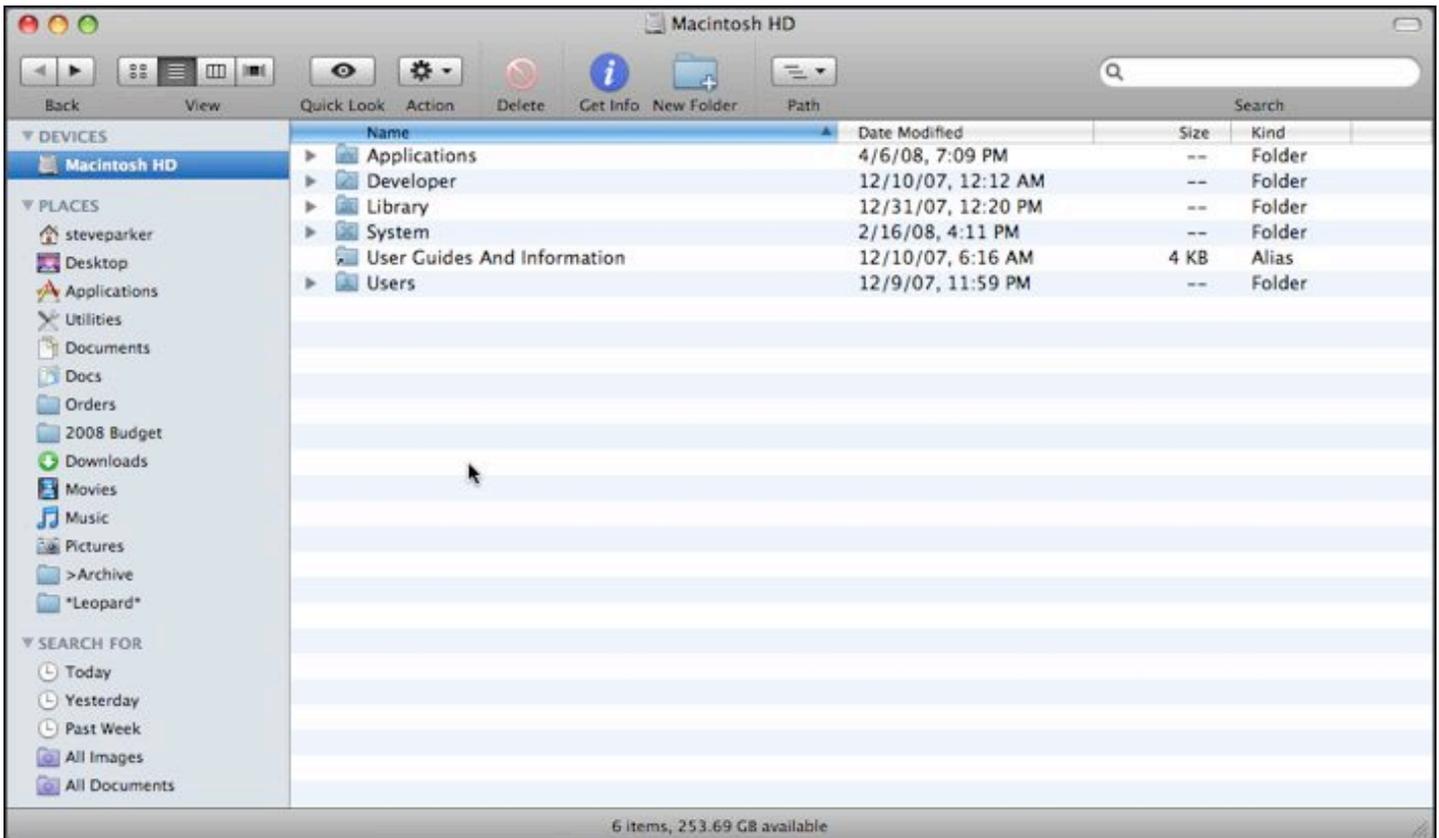
Notice the lozenge-like button at the top right corner of a Finder window. This button was introduced with Mac OS X and is known as the Toolbar Disclosure Button. A simpler name is to call it the "old finder button." Some just call it the toolbar button. Click on this button and see how the Finder window has improved. We now have a toolbar at the top of the window and a sidebar at the left side of the window. (We'll explore these features further at the next meeting,)

In addition to clicking on the toolbar button, you can toggle between these two modes by going to the Finder's **View** menu and selecting **Show (Hide)**

Toolbar (see below) or by using the keyboard shortcut **Command-Option-T**.



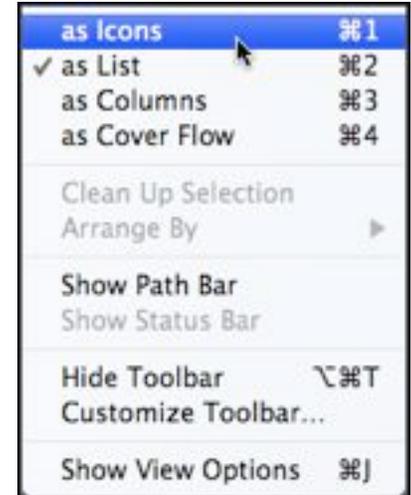
Here's the new implementation of the Finder window:



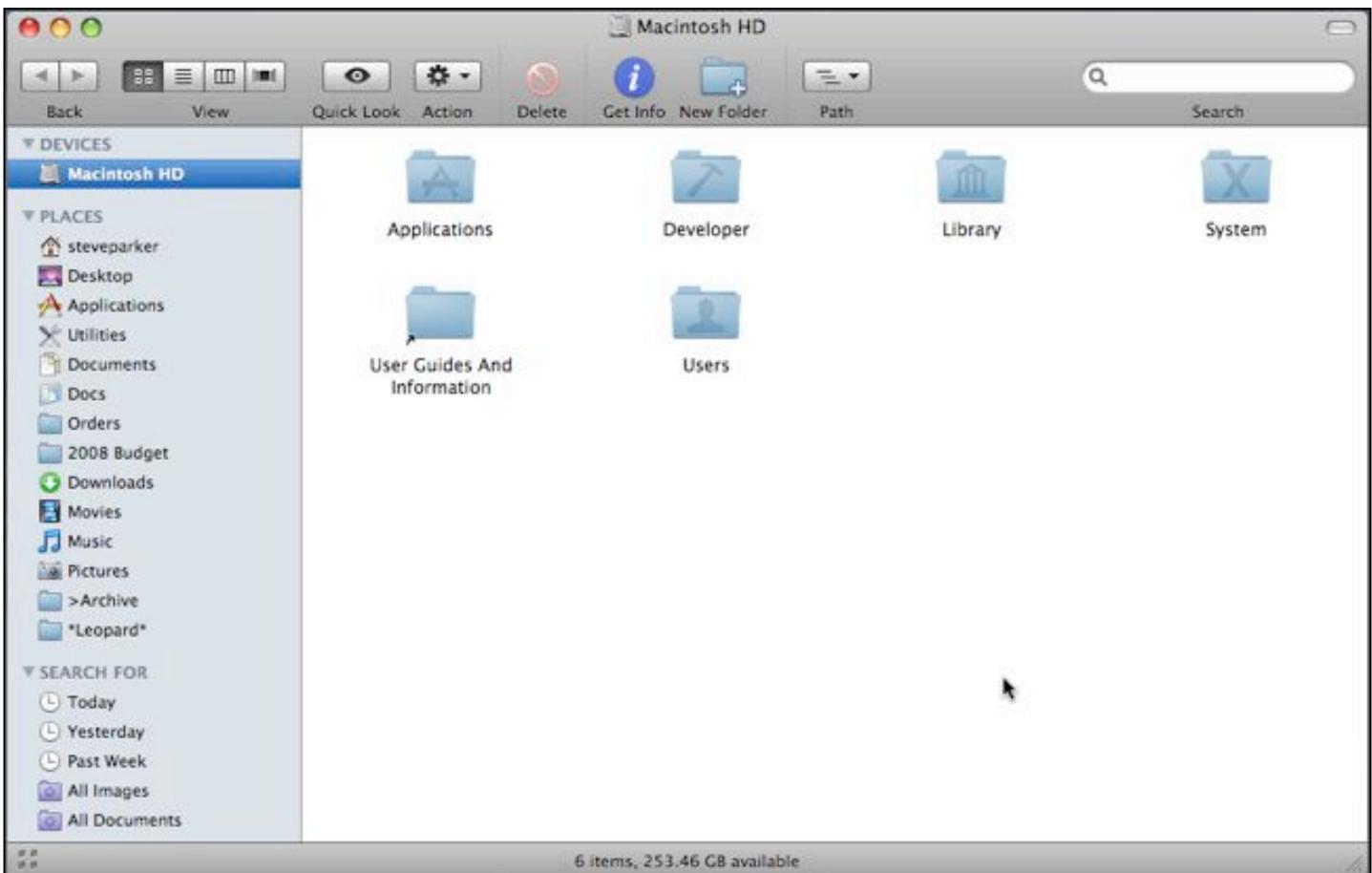
The Four Window Views

Way back in Mac antiquity, you had the choice of two ways to view windows in the Finder: by Icon or as a list. Of course, these remain as staples today.

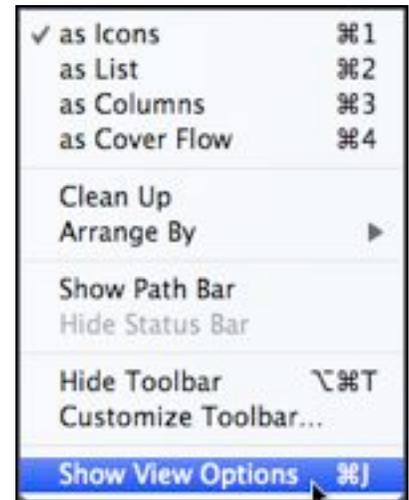
Icon View. While viewing a Finder window, go to the **View** menu and select **as Icons** as shown below. You can also use the keyboard shortcut **Command-1**. There is another way using the Toolbar, which we'll discuss at the next meeting.



Here's the result:



View Options. When in any Finder window, you can change some of the characteristics of the window by going to the Finder's View menu and choosing **Show View Options** (keyboard shortcut: **Command-J**). (This method also applies to the Desktop as well. Just click on the Desktop first.)



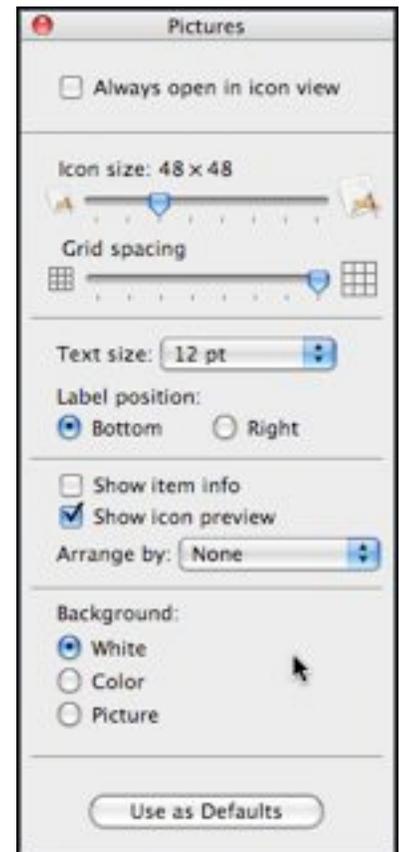
The View Options window for the Icon View:

The View Options window for Icons is divided into six sections according to the view option to be adjusted.

Always open in icon view. This allows you to tell the Finder to always open this window in icon view.

Icon Size & Grid Spacing. Drag the top slider to change the size of the icons displayed in the window. Drag the bottom slider to adjust the grid spacing of the icons.

Text Size & Label Position. Click on the pop-up menu and select the text size that you wish to use. This can be handy when using high resolution monitors since because the pixels are close together, text can appear tiny. Use a larger text size to improve readability. Chose one of the two label position buttons to position the label under the icon or to its right.



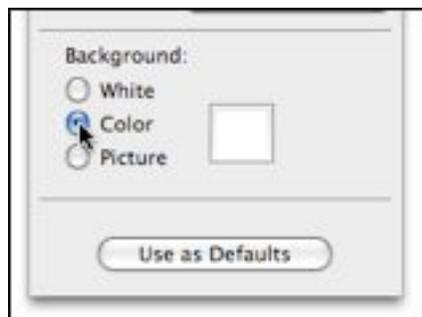
Show Item Info, Icon Preview & Arrange By. Check the **Show item info** checkbox to display additional information about each file and folder in the window. For a folder, the number of items inside is displayed. For a graphic file, its dimensions in pixels is shown. For other types of files such as PDF files and text files, nothing additional is displayed.

Show icon preview applies mainly to graphics files. Often Mac OS X displays only a generic icon that's stamped with a file type marker such as JPEG, TIFF or PDF. By clicking on the checkbox, the face of the icon shows a miniature display of the image itself similar to a thumbnail marker. This might be helpful when dealing with a folder full of images.

Click on the **Arrange by:** pop-up menu to control how the icons are displayed within the window. The **None** option applies no arrangement to the location of the icons. The **Snap to Grid** option causes the icons to move to locations according to the grid spacing specified earlier but not in any specific order. To snap icons to the grid and control the order in which they are displayed, select one of the six remaining options (**Name, Date Modified, Date Created, Size, Kind, or Label**).

Background. You can control the background used in a Finder window by choosing one of the three options.

White is the standard format.



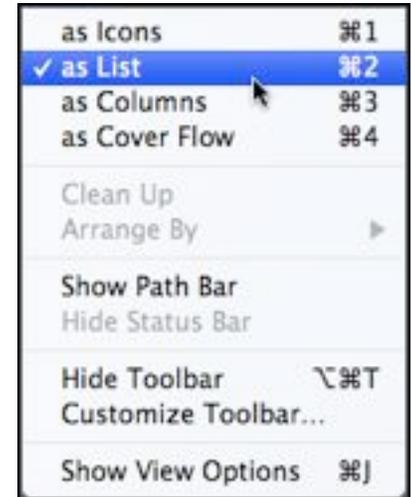
Checking the **Color** button displays a small color selection box. If the window was already white, the color box is also white. Click in the color box to bring up the Color Picker window. Here you can choose among several color selection options—Crayons are my favorite—and then pick the color you wish.



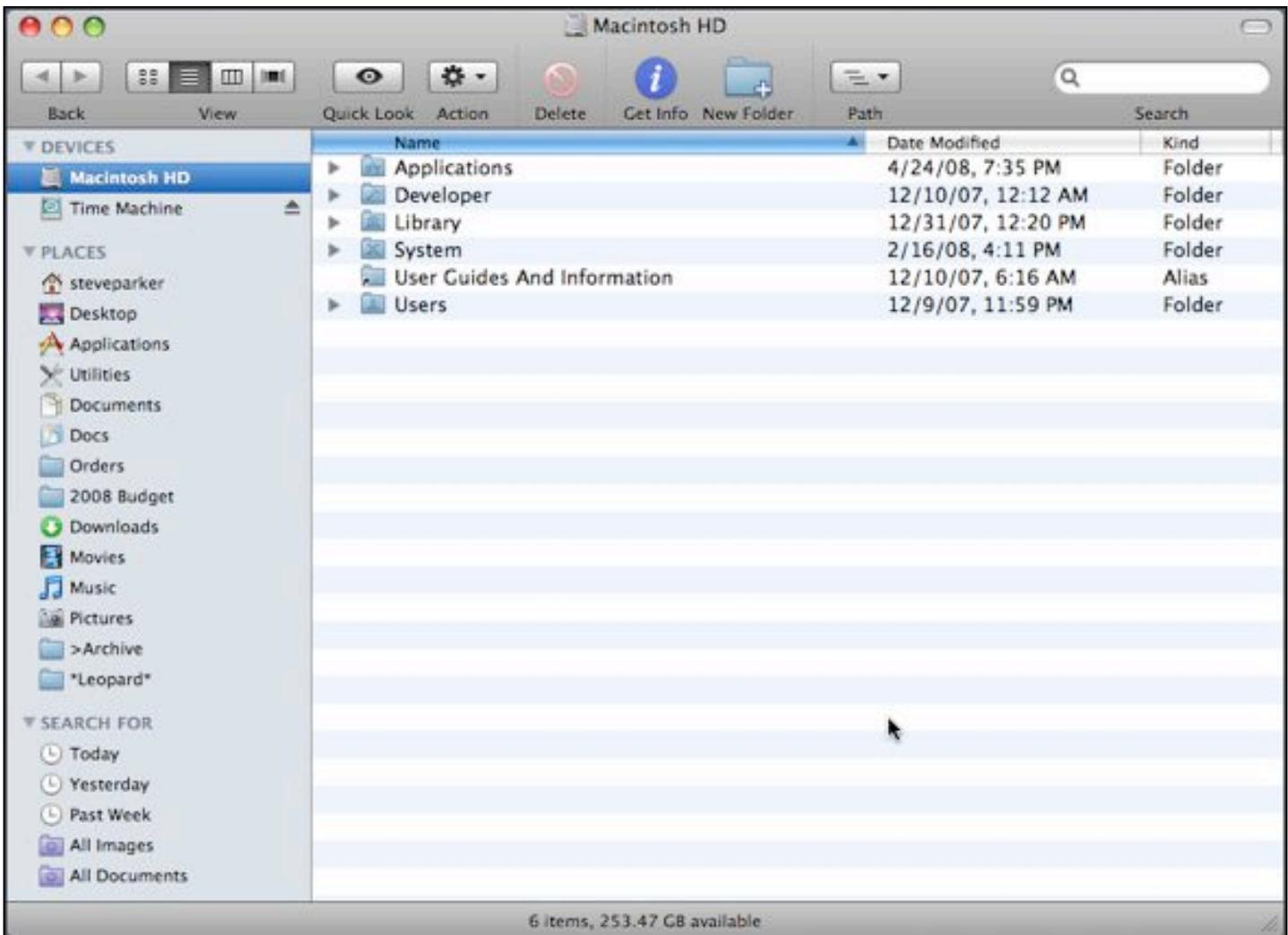
Finally, a picture can be inserted as a window background. Click on the **Picture** button, and a **Select** button is displayed. Click on this button and you are taken to the Desktop Pictures folder (found inside the Library folder) to choose a picture.

Use as Defaults. You can set window view options individually for each Finder window. If you wish, you can have all new Finder windows that you open in Icon View be displayed according to the settings you selected.

List View. While viewing a Finder window, go to the **View** menu and select as List as shown below. You can also use the keyboard shortcut **Command-2**.



Here's the result:



Notice that the window is display with alternating blue and white strips which helps you to read across a line of information. To open a folder and display its contents, click on the small disclosure triangle (sometimes called the “flippy” triangle) to the left of the icon for the folder. When the folder opens, the triangle rotates to point downward. Click the triangle again to close the folder (and the triangle rotates back to its original position).

The View Options for the List View is on the left:

The View Options window for the List view is divided into four sections according to the view option to be adjusted.

Always open in list view. Checking this option will override any system-wide preference settings for windows and cause all Finder windows to open in the List view.

Icon size, Text size, and Show columns

Choose either the **small** icon or the **large** icon size for the icon that’s displayed next to each file name or folder.

Click on the **Text size** pop-up menu to choose the size of font to use for file names. With today’s high resolution LCD monitors, it’s sometimes handy to bump up the text size a point or two to improve readability.

The **Show columns** option allows you to pick the information columns that are displayed (Date Modified, Date Created, Size, Kind, Version, Comments, and Label). Drag the column headings to change the order of the columns. Click on a column heading to change the order in which the list of files, folders, applications, and disks are sorted. Finally, you can change the width of a column by dragging the divider between columns.

Use relative dates, Calculate all sizes, and Show icon preview



Normally, a date would be displayed in this format: "Sunday, April 20, 2008." When the **Use relative dates** option is checked, the words "Yesterday" and "Today" is used where appropriate.

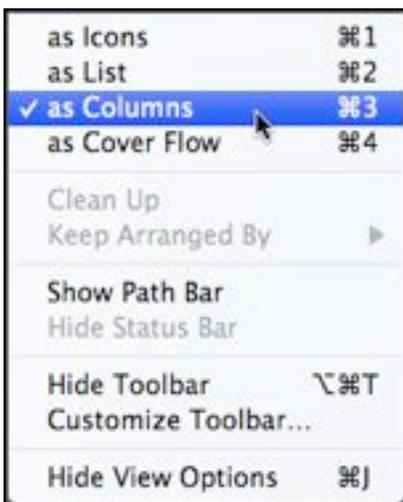
When the Size column is used, the size of each folder and disk is initially displayed as a couple of dashes (--). If the **Calculate all sizes** option is selected, the Mac determines the size for each file in a folder or disk and then calculates the sum. When this operation is completed, which can take a long time depending on the number of files involved, the result is displayed.

Just as in Icon view, the **Show icon preview** option changes the icons of graphics files in to miniatures of the images for each file.

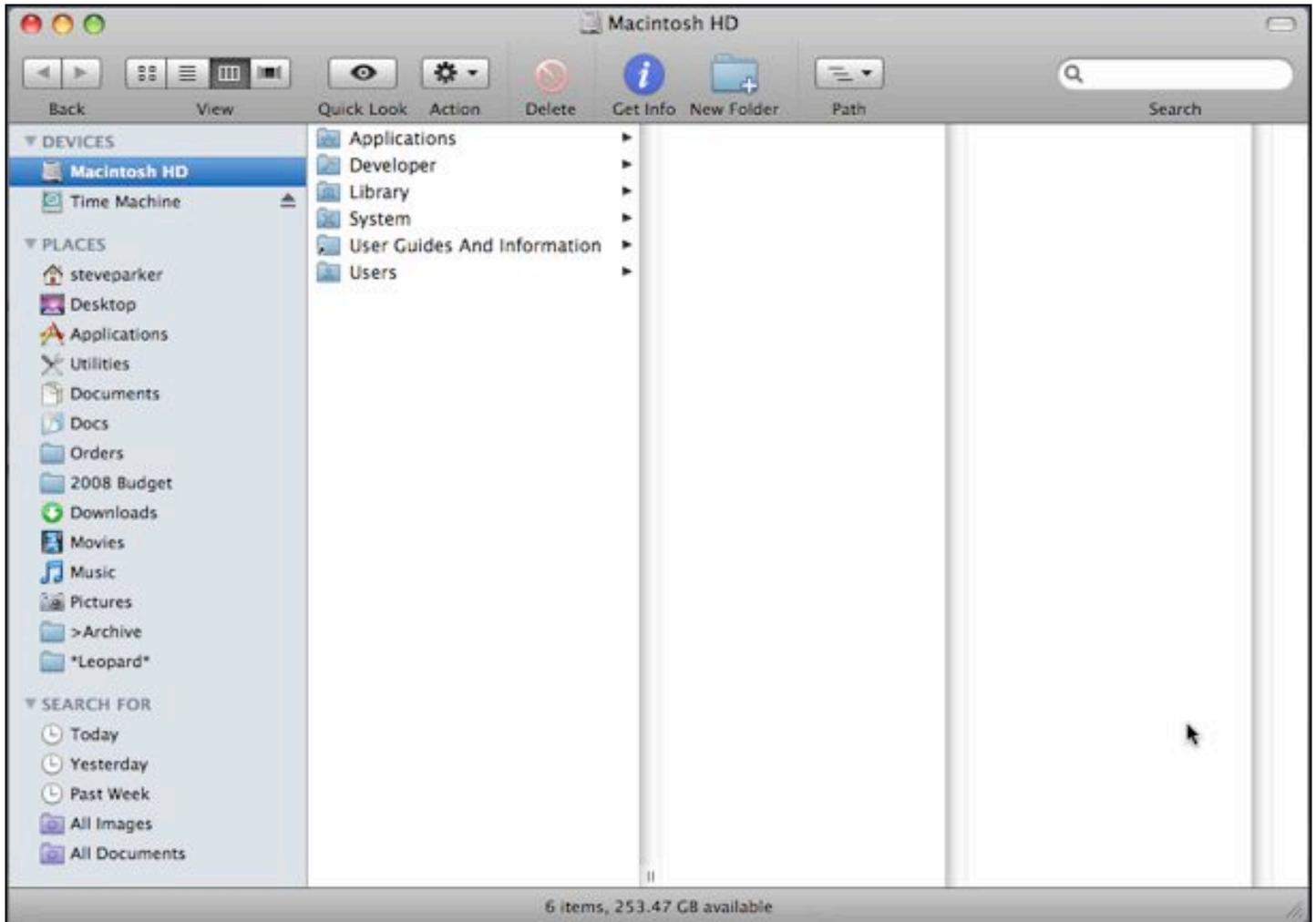
Use as Defaults. If you want to make all your settings in the View Options for the List view apply to all Finder windows, click this button. Hint: If you come across a misbehaving window, Option-Click this button to restore it back to your default settings.

Column View. To view the contents of a Finder window as a series of columns. When the icon for an item in the first column is clicked, its contents is displayed in the next column to the right. Change the size of a column by dragging its right side handle (located at the bottom of the column, looks like a pair of small vertical parallel lines).

Go the **View** menu and select **as Columns** as shown below. You can also use the keyboard shortcut, **Command-3**.



Here's the result of selecting View as Columns:



The View Options for the Column View:

There aren't many options to choose from. The View Options for the Column view has only two sections.

Always open in column view. As with the other window views, this option lets you override your system-wide preference settings for all Finder windows.

Text size, Show icons, Show icon preview, Show preview column, and Arrange by

As with the List view, click on the **Text size** pop-up menu to select the font size to use for file names.

Click the **Show icons** button to toggle the display of icons to the left of folder names, file names, etc. in the various columns.

The **Show icon preview** option works the same as in the other views to display the contents of a graphic image on the icon.

Show preview column sets the far right column to display special information about the file. If the icon is for a music file, hover the mouse over the icon until the play button is displayed. Click the play button to play the music. While playing the button changes to a stop button. Click to stop playing the music. If the icon is for a graphic file, double-click the icon to display the graphic. If the icon is for a word processing document, double-click the icon to open the document.

Similar to the Icon view, the **Arrange by** pop-up menu lets you choose among several options (**Name, Date Modified, Date Created, Size, Kind, and Label**) for displaying the contents of all the columns. You can't choose different options for individual columns; it's "one size fits all" here.

Cover Flow View. This view is one that was borrowed from iTunes where Cover Flow simulates flipping through a collection of CDs in a storage bin.



In Cover Flow View for Finder windows, you're flipping through the collection of folders and files on your Mac.

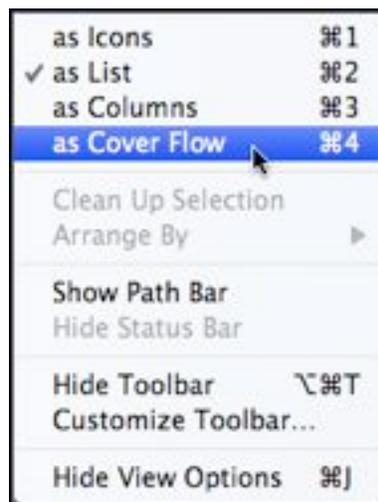
Cover Flow View is essentially the List view with a graphical view of the contents of a window added on. The result is a graphical display list in the top pane of the window and a list of files in the bottom pane. Move your cursor to a spot just above the divider between the two panes, and it will turn into a hand symbol. Click and drag to change the relative size of the two panes.

Select an item from the list (say, a folder) and then flip through its contents in one of three ways: (1) drag the slider in the graphical view pane, (2) use the right and left arrow keys, or (3) if you have one, use the scroll wheel on your mouse.

Open a file by double-clicking on it. Even better, press the spacebar and use the new Quick Look feature built into Mac OS X, 10.5.2 (Leopard) to instantaneously display the file's contents.

Go to the **View** menu and select **as Cover Flow** as shown below. The keyboard shortcut is **Command-3**.

Notice that these are the same options as those available for the List view. As with the other views, you can choose to open all windows in Cover Flow view.



A Cover Flow window:



May 18 Beginners SIG Meeting

At the May Beginners SIG meeting, we'll continue to explore more about Finder windows.

-- Steve Parker

"Q & A" Sessions / Announcements

The April 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!*

Member Presentation

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).

Elections

Double Click yearly elections were held at the April meeting. All the incumbent officers ran for reelection and there were additional nominees for any of the elected positions. The incumbents were reelected by unanimous consent. The officers are:

President: Jim Macak

Vice President: Gene braun

Secretary: Jerry Smaglik

Treasurer: Mal Bertsch

Director: Bob Stone

Director: Chuck Floading

Director: Kevin Sears

Main Presentation

“Photoshop: Layer Basics from the Bottom Up”

Presented by Lynn Rieger, a Milwaukee-area Photoshop tutor.

The ability of Adobe’s Photoshop to work in “layers” is one of its most compelling features. Lynn’s presentation covered many of the the different kinds of layers, their uses and characteristics and how to make them work in a “layer-based workflow.

Lynn has been teaching “Getting Started in Photoshop and Photoshop Elements” in the University of Wisconsin - Waukesha Continuing Education Department for 4 years. She is the president of Photo Pictorialists Camera Club and also a member of Wehr Nature Center Camera Club. She demonstrated layer techniques using her own images and will provide two reference handout sheets for the audience to use during the presentation and to take home.

Lynn’s presentation was very well-received and we issued an invitation to her to return in the future to present more Photoshop basics.

Double Click

May 18th Meeting Preview:

***“Macs in Business:
From the Front Office to Point of Sale”***

Presented by Dave Emmons,
Systems Administrator for
VyMaC Corporation (Verlo Mattress).

A business computing magazine recently posted an online article about Apple in business, suggesting that now is the time for business owners to seriously consider the Mac noting that “Over the past few years, the major reasons not to equip your business with a Mac have fallen by the wayside.”

Well, Verlo Mattress, a Wisconsin business, would seem to be well ahead of that business plan, since they have been using Macs in aspects of their business for many years. This presentation will show us how a Wisconsin business has successfully incorporated the Macintosh platform into its daily workings.

Check the Double Click website for more meeting information:

www.double-click.org

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