



# June 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 June 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 about average.

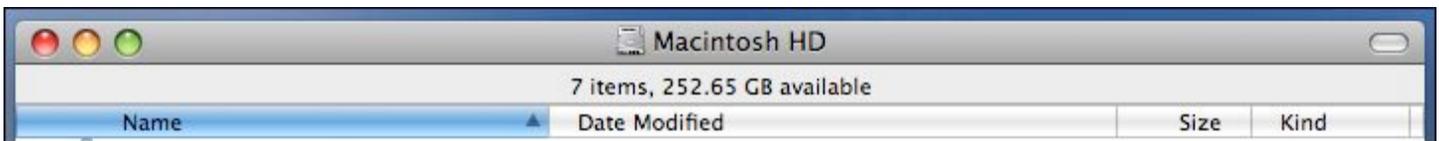
# Beginners Session - June

## Finder Windows, Part 3 (The Toolbar)

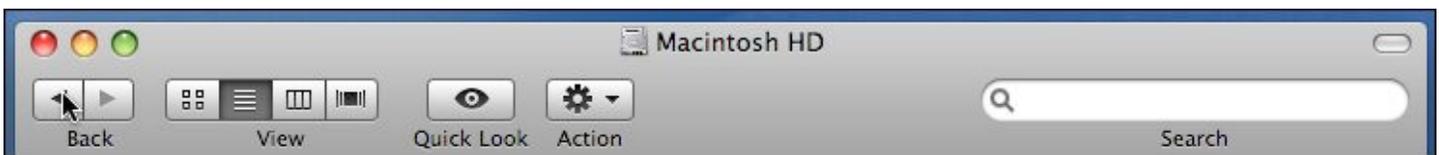
Over the last two months, we looked at the various ways that Finder windows can be viewed to display their contents. First we examined the four Finder views available in Mac OS X 10.5 Leopard (icon view, list view, column view, and cover flow view). Then we explored the features of the Sidebar (listings groups for devices, and places search for) and how to customize it. This month, we explored the Toolbar.

### The Toolbar

The top portion of every Finder window is known as the title bar. In its simplest form (see below), it contains the close, minimize and zoom buttons on the left, and the window title in the center. On the right is found the oval button that's used to switch between the "old Finder view" and the expanded window view containing the Sidebar and the Toolbar.



When the button at the top right corner is clicked, the Finder window expands. After clicking, we now have a Sidebar at the left side of the window (which we discussed last month) and a Toolbar in the expanded title bar at the top of the window. Here's the Toolbar:



**Basic Toolbar.** When Mac OS X 10.5 is run for the first time, the default set of icons (or buttons) shown above appear in the toolbar. There are four sets of buttons and a Search bar.

**Back/Forward.** The Finder works a bit like a Web browser. You work within a single window as you navigate through the various folders on your hard

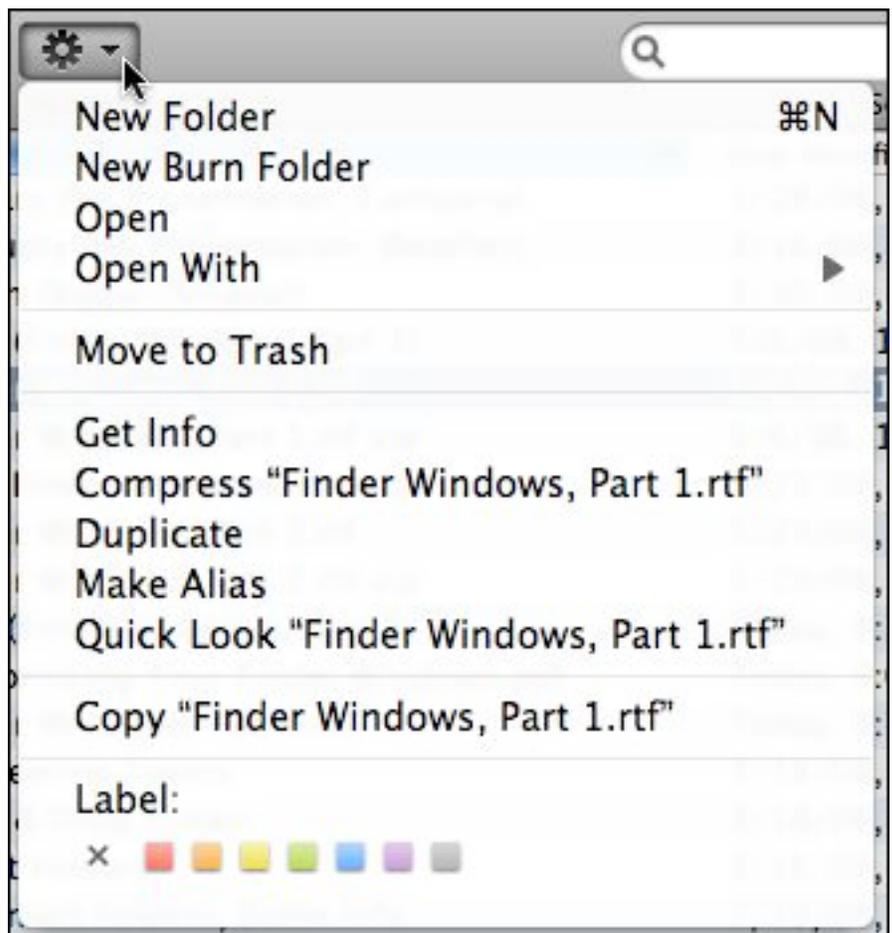
drive. When you click the **Back** (◀) button, you move to the previous folder that you were just looking at (similar to moving back to the previous Web page). Instead of clicking the Back button, you can use the Finder's **Go** menu and select the **Back** menu item. You can also use the keyboard shortcut, **Command-[**.

The **Forward** button (▶) only shows up when you have previously used the Back button, and it allows you to move forward to the window that you just moved backward from. You can also use the Finder's **Go** menu and select the **Forward** menu item, and you can also use the keyboard shortcut, **Command-]**.

View Buttons. The next group of buttons are the view controls. When you click on them, they allow you to change the current window view to icon view, list view, column view, or Cover Flow view. Each of these view buttons has a keyboard shortcut, respectively **Command-1**, **Command-2**, **Command-3** and **Command-4**.

Quick Look. Click on the **Quick Look** button (the one with the eyeball icon) to display a preview of any file or folder that's highlighted in the Finder window.

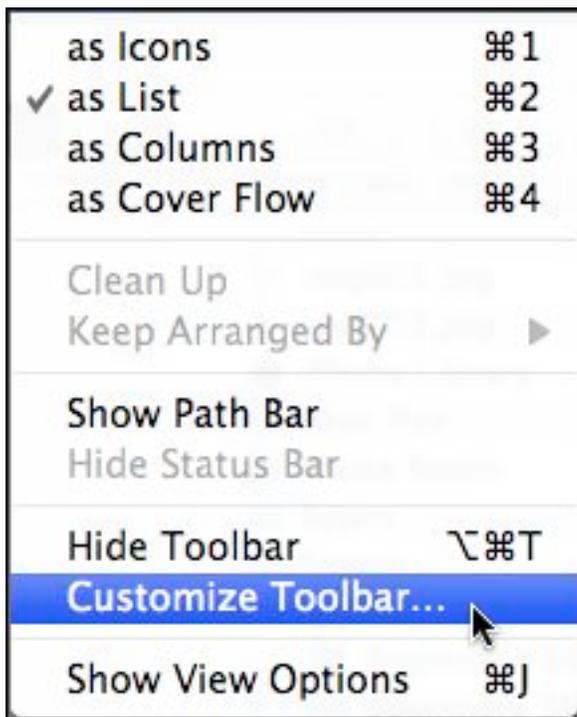
Action. Click on the **Action** button (looks like a gear) to display the action drop-down menu for the file or folder highlighted in the Finder window. The Action menu will display a list of actions (such as Move to Trash) that you can take on whatever is selected in the current (active) window.



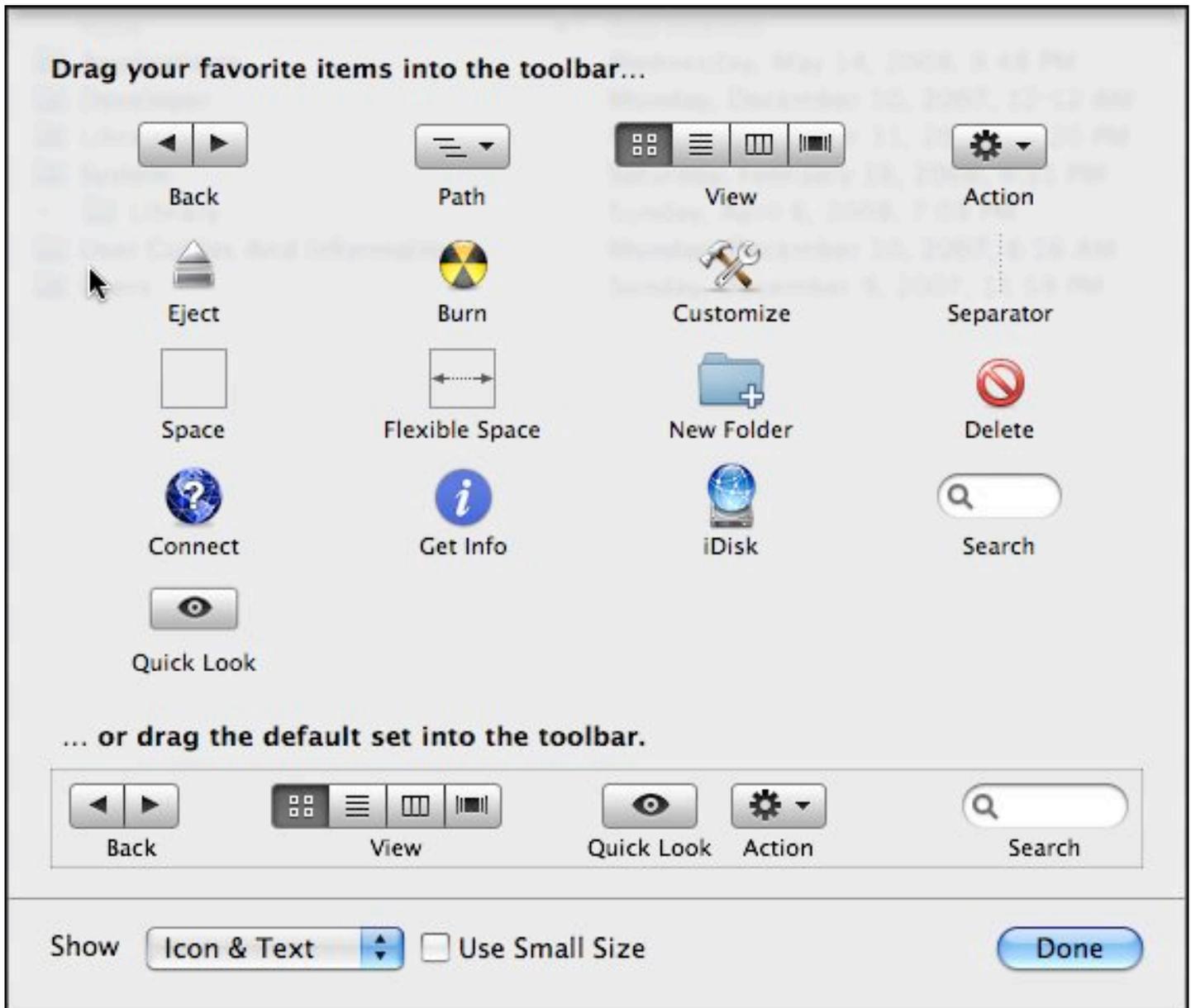
**Changing the Toolbar Display Size.** When you Command-click on the oval button at the top right hand corner of the Toolbar, the Toolbar will shrink in size. There are six settings to cycle through that include combinations of large and small icons and text labels. These combinations can also be selected from the Customize Toolbar drop-down window (discussed below).

**Add Buttons to the Toolbar.** In addition to the default set of buttons on the Toolbar, you can add buttons and icons for anything to the Toolbar. Apple includes a set of additional buttons for your use, and you can add your own as well.

Apple's Toolbar Button/Icon Collection. To access Apple's Toolbar button/icon collection, go to the View menu and select **Customize Toolbar...** .



A drop-down window will appear that contains all the buttons and icons that Apple offers:



You can add any of these buttons/icons to the Toolbar by dragging them from the "gallery" to the Toolbar. As you drag an icon onto the Toolbar, a large ⊕ indicator (green with a white plus symbol inside) will be displayed next to the icon indicating that it's being "copied" to the Toolbar. Here's what each of the buttons does:

*Path.* This button creates a pop-up menu that when clicked reveals the hierarchy of folders that must be opened to reach the selected folder, file or application. By following this hierarchy, you travel the path from the top level of your hard disk to reach the desired file, folder or application. Using the Path button is the same as Command-clicking on the title bar of a file or folder in the Finder.

*Eject.* This button will eject whichever disk or disk image that is currently selected in the window. Using the Eject button is the same as selecting **Eject** from the File menu.

*Burn.* This button will burn a blank CD or DVD with the folders and files that you've selected and dragged onto the disk. Clicking is equivalent to selecting **Burn** from the File menu.

*Customize.* Use this button to open the Customize drop-down window. Using the Customize button is equivalent to selecting **Customize Toolbar...** from the File menu.

*Separator.* This isn't a button. Drag it to the Toolbar in order to place a faint separator line between Toolbar icons or groups of icons in order to provide some additional organization and appearance to the Toolbar.

*Space.* This isn't a button either. Drag this icon to the Toolbar in order to add a gap of blank space between it and whatever is next to it on its left. The gap is about the width of one of the Toolbar button icons.

*Flexible Space.* Nor is this a button. Just like the Space icon, the Flexible Space icon adds a gap of blank space in the Toolbar. However, this space will expand as the window is widened. Apple used this feature to move the Search box over to the right of the Toolbar.

*New Folder.* Click this button to create a new folder within the Finder window that you're currently viewing. This is equivalent to selecting **New Folder** from the File menu (or using the **Shift-Command-N** keyboard shortcut).

*Delete.* Click this button to move whatever is highlighted in the current window into the Trash. Using the **Delete** button is the same as selecting the **Move to Trash** menu item in the File menu (and equivalent to using the keyboard shortcut **Command-Delete**).

*Connect.* If you're on a home or office network, this button might come in handy because it will open the Connect to Server dialog box. Here you can connect to a shared disk on another computer on your network. However, you'll still need to enter the network address of the shared disk in the dialog

box. Using this button is the same as selecting **Connect to Server** (keyboard shortcut: **Command-K**) from the Finder's Go menu.

*Get Info.* Clicking on this button will open the Get Info window for whatever is selected in the current window. It's the same as selecting **Get Info** from the File menu (or using the **Command-I**) keyboard shortcut.

*iDisk.* If you subscribe to .Mac (soon to be MobileMe), then you likely also have an iDisk, 5 MB (soon to be 20 MB?) of storage space supplied by Apple. Click on this button to access your iDisk, which is the same as selecting **iDisk** from the Go menu (or using **Shift-Command-I** keyboard shortcut).

*Search.* This icon represents the Spotlight search bar where you enter information to search for files, folders and applications.

*Drag the default set.* You can always return the Toolbar to its original default state by dragging this strip of icons up straight and onto your Toolbar.

Note: If your window isn't wide enough to display all the Toolbar buttons, the window will display as many as possible, starting from the left, and will then show a >> symbol at the right end. Click on this symbol to display a pop-up menu that shows the names of all the buttons and the search box that can't be displayed. Widen the window sufficiently, and all the buttons and the search box will be displayed, and the >> will disappear.

Add Your Own Icons to the Toolbar. Apple also provides a way for you to add any icon you wish (perhaps your favorite or frequently used applications, folders, files and disks) onto the Toolbar. When you do so, you're provided one click access to them. Simply drag the desired icon onto the Toolbar. This action can be a bit tricky, however. When you drag the icon to the Toolbar, wait a moment until the large green ⊕ indicator shows up next to the icon. This indicates that the icon is about to be "copied" to the Toolbar, and you can now release the mouse button.

Rearranging and Removing Toolbar Icons and Buttons. You can rearrange Toolbar icons by moving them, and you can also remove them from the Toolbar. The key to both these actions when dragging Toolbar icons is to remember to also use the **Command** key.

*Rearrange Toolbar Icons.* You can rearrange Toolbar icons by dragging them to a new position. However, instead of simply dragging an icon to a new position (as you would with a Sidebar icon or a Dock icon), you must first hold down the **Command** key and then drag the icon to a new position. The other icons will move out of the way as needed.

*Remove Toolbar Icons.* Similarly, you can remove Toolbar icons, but you can't drag an icon off the Toolbar without first holding down the **Command** key. When you do, dragging the icon off the Toolbar will result in the familiar puff of smoke as the icon disappears.

## **July 20 Beginners SIG Meeting**

At the July 20<sup>th</sup> Beginners SIG meeting, we'll explore where to find information on basic Mac operations and more. If you have found some helpful books or internet sources bring your information to the meeting to share with the group.

--Steve Parker

## *"Q & A" Sessions / Announcements*

The May 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).

## *Main Presentation*

### **"Backup Strategies: Preserving Your Valuable Data"**

*Presented by Jim Macak, Double Click President.*

In my presentation about data backups for our recent June Double Click meeting, I noted that two excellent "ebooks" about Macintosh backups from the "Take Control" series were due for updates.

These updates have just been released and I recommend them to you as an excellent source of accurate Macintosh-specific information on backing up the data on your computer. Here is the info and clickable links:

#### [Take Control of Mac OS X Backups, Third Edition](#)

Backup expert Joe Kissell provides all the latest advice you need to create a backup strategy that protects your data and enables quick recovery. Joe compares backup media and all Mac backup programs to help you make the best choices. You'll learn to set up, test, and maintain your backups, plus how to restore!

#### [Take Control of Easy Backups in Leopard](#)

There's more to a solid backup strategy in Leopard than turning on Time Machine and hoping for the best. In this updated ebook, backup guru Joe Kissell guides Leopard users through setting up easy and reliable backups using Time Machine and other tools that fill in where Time Machine doesn't meet your needs.

# Double Click

*July 20<sup>th</sup> Meeting Preview:*

## ***"iMovie '08: Video Production Basics"***

Presented by Andrew Sears.



With the release of *iMovie '08*, Apple sought to streamline basic video production with an entirely new way to import, sort, and view your video clips. These advances open a whole new field of view for the "amateur producer."

You will learn how to get those digital video clips out of the camera and into a well-polished production using *iMovie '08*. Then, you'll learn how to take the next step and share your finished movie with family and friends using Apple's simple software solutions.

Andrew Sears is currently majoring in Visual Communications at Westwood College in DuPage, IL. Andrew has been working with non-linear editing, and A/V production for almost eight years, using a variety of editors including *Final Cut Studio*, *Avid*, *Adobe Premier*, and Apple's *iLife* suite.

Check the Double Click website for more meeting information:

[www.double-click.org](http://www.double-click.org)

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