



May 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 May meeting included a Beginners presentation, a Q&A session, the yearly Double Click elections, the main presentation and ended with our monthly prize raffle and special "Super Prize" raffle. Attendance was about average.

Beginners Session - May

Finder Windows, Part 2

Last month, we looked at the various ways that Finder windows can be viewed to display their contents (icon view, list view, column view, and cover flow view). This month, we explored the Sidebar.

The Sidebar

At the left side of every Finder window, there is a pane known as the Sidebar. It contains icons (actually aliases) that when clicked will change the window to display the contents of the icon that was clicked.

If the Sidebar isn't present, click on the lozenge-like button at the top right corner of a Finder window. After clicking, we now have a Sidebar at the left side of the window (see below) and a Toolbar in the title bar at the top of the window. (We'll discuss the Toolbar next month.)

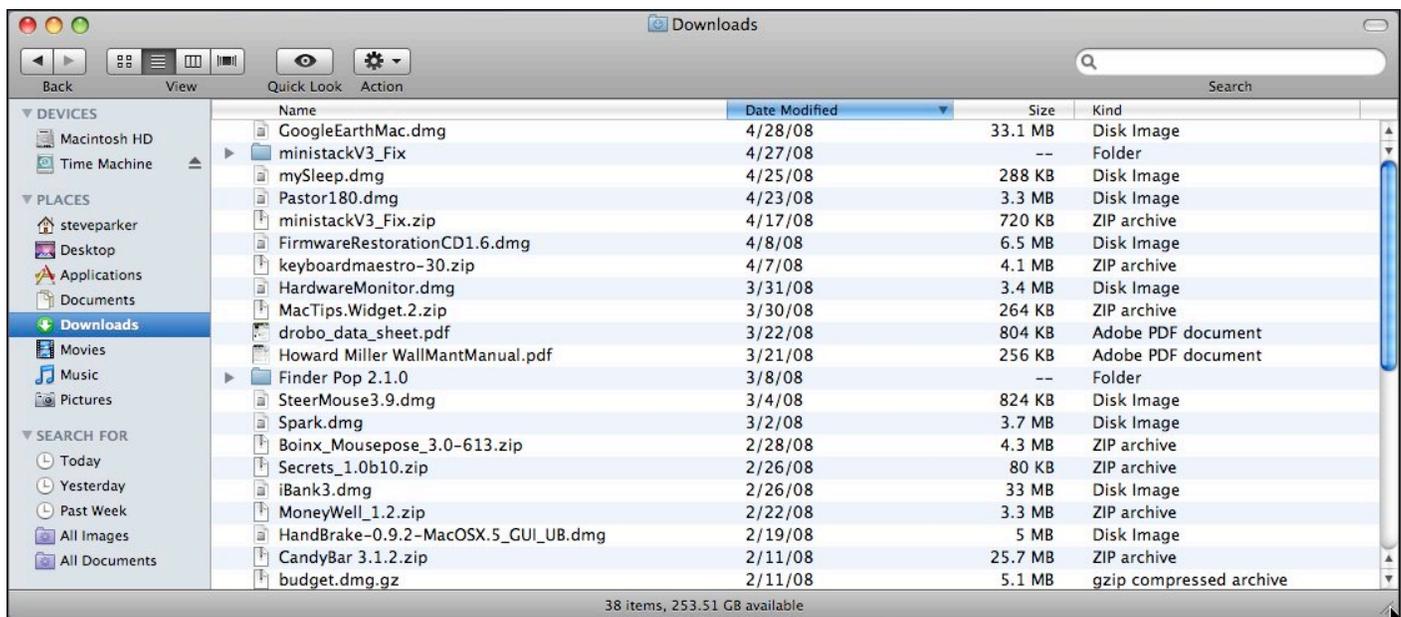


The Sidebar is generally divided into three sections: Devices, Places and Search For. (There's also a fourth section (Shared) for network devices, but it's only displayed when you're connected to a computer network.)

Devices. This section lists all the storage devices that your Mac is connected to. They may be internal hard drives, CDs, DVDs, USB flash drives, iPods, disk images, and so on. Click on one of the icons to open the window to that storage device.

Whenever removable media are inserted, the item shows up in the Devices section with a small Eject button symbol to its right in the Sidebar. Click on this button to eject the disk or other removable media.

Places. This is the section where you'll likely spend most of your time. Here is the place where you can add the icons of anything that you want quick access to (folders, files, applications, disks, or whatever). Clicking on any of them will bring the window to that location in an instant. For example, clicking on the Downloads folder changes the window to view the contents of that folder.



Apple has pre-populated Places with likely locations and folders that you will want to visit. For example, you can quickly move to your Documents folder to save a file by clicking on **Documents**. Once there, you can move about within the folder or any sub-folders that you may have created. Want to see that last movie you made? Click on **Movies** to open the Movies folder. Of course, to make the best use of Places, you need to organize and store your files in the appropriate locations. While you can save that movie in the Documents folder, it would be best to store it in the Movies folder to be able to quickly locate it later using the Sidebar.

Search For. This section is a little more complex. The locations here are based on what are known as smart folders. Smart folders aren't really folders. They are way to quickly generate a dynamic folder based on certain search criteria. Apple has pre-populated Search For with several searches that you will likely want to use. For example, if you click Today, the window will display all the files and folders that you have worked on today.

Shared. There is a fourth section that's shown only if your computer is connected to a network, such as a home network. This section shows up just after the Devices section. If you are on a network, then each of the other computers on the network whose users have turned on File Sharing will be displayed.

Customizing the Sidebar

There are two ways to customize the sidebar (besides turning it off altogether).

Finder Preferences. Choose **Finder Preferences** (keyboard shortcut: **Command-,**) and click on the Sidebar tab. Here you will be able to control which of the preset items are displayed in the Sidebar. Just click on the checkbox next to each item to toggle them on and off.

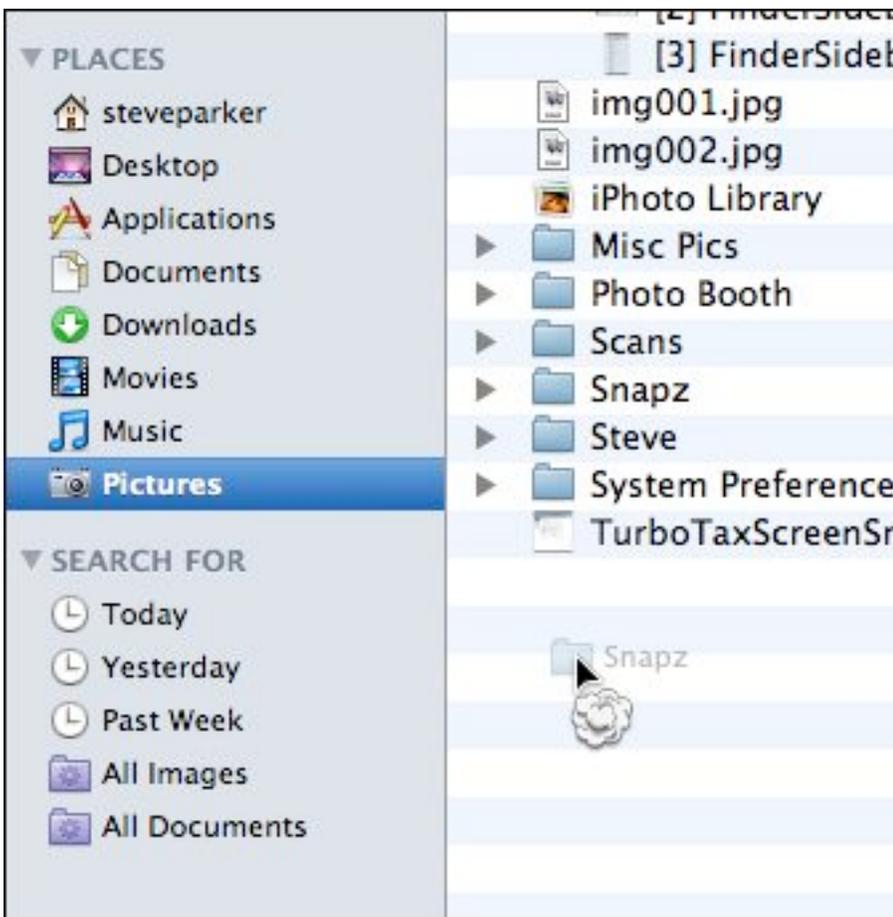
Personalize the Sidebar. Mac OS X offers a number of ways to personalize how the Sidebar appears.

Resize the width of the Sidebar by dragging the right side divider. (Your cursor will change to a set of cross arrows.) As you drag the divider, there will be a point where the width of the Sidebar pane will snap into place.

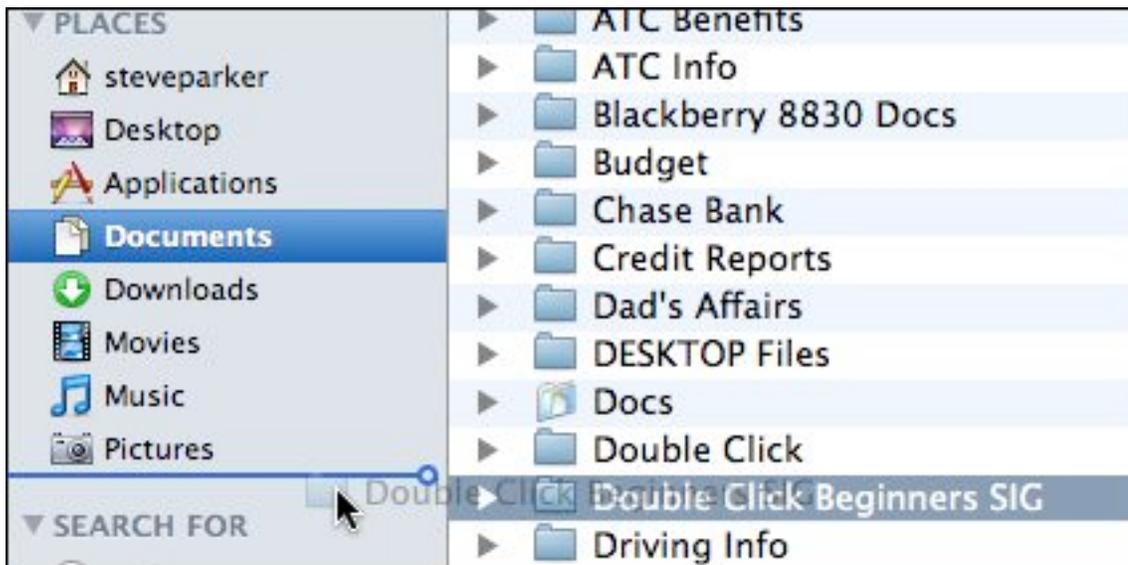


At that point the contents of the Sidebar are displayed fully. It's possible to drag the Sidebar further to the left and cover up the names of some of the items—an ellipses (...) will appear to show that part of the name is missing—but it's not possible to eliminate the sidebar display completely.

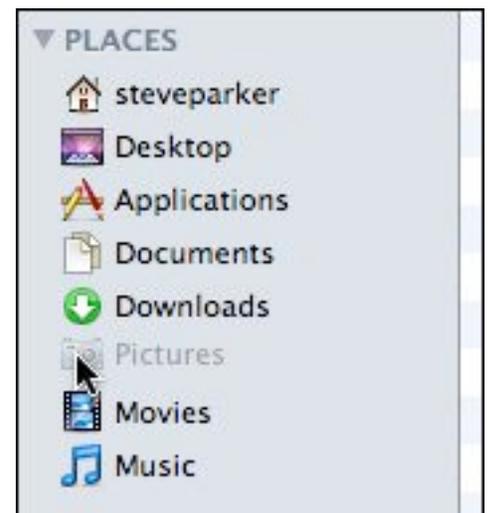
Remove an icon by simply dragging it out of the Sidebar (similar to removing a Dock icon). With a puff of smoke, the icon disappears when the mouse button is released. Of course, you haven't really deleted anything from your Mac. You've simply deleted an alias that was residing in the Sidebar.



Install an icon by dragging it out of a window (or off your desktop) to any location in the Places section of the Sidebar. In Mac OS X, version 10.5.x (Leopard), you can't drag icons to any section in the Sidebar—only into the Places section. As you drag an icon into the Sidebar, a marker line will appear to indicate where the icon will be placed. Take care, however, if you hover over a folder in the Sidebar because releasing the mouse button here may result in the item being dropped into that folder.



Rearrange icons in the Sidebar (except for those in the Shared section) by dragging the up or down in the list. As you drag an icon, the others will move out of the way to make room (just as in moving icons in the Dock).



June 22 Beginners SIG Meeting

At the June 22nd Beginners SIG meeting, we'll continue to explore more about Finder windows.

-- 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

"Macs in Business: From the Front Office to Point of Sale"

Our main presentation experienced a late cancellation because our presenter was ill. We will try to reschedule his presentation in the future.



June 22nd Meeting Preview:

**“Backup Strategies:
Preserving Your Valuable Data”**

Presented by Jim Macak,
Double Click President.

If you place any value whatsoever on your computer data, you should be backing up your Mac’s hard disk drive on a regular basis. Are you doing so? Come to this meeting to learn tips about how to backup the valuable data on your Mac.

Check the Double Click website for more meeting information:

www.double-click.org

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