



November 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 November meeting included a Beginners presentation, a Q&A session, the main presentation and ended with our monthly prize raffle and the Super Raffle. Attendance was a bit higher than average.

Beginners Session - October

Information About Your Mac

There are some quick ways to grab some information about your Mac. Here are three of them:

About This Mac

First, you can select “About this Mac” from the Apple Menu—it’s the first menu selection—to produce a small window that provides some basic information:

- The version of the Mac OS that’s installed
- The speed and the processor type used in your Mac
- The amount of memory that’s installed
- Which disk (if you have more than one connected) is the Startup Disk

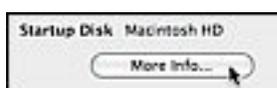


There’s more information available:

- Click the version number field, and it changes to the OS X build number.
- Click it once more, and your machine's serial number is displayed.
- Repeated clicking cycles through all three items of information: version number, OS X build number, and serial number.



Finally, there’s a “More Info...” button. Clicking this button starts the System Profiler application to display a variety of hardware, network and software information about your Mac.



System Profiler

The System Profiler application is found in the Utilities folder. When opened, its window has two panes. The Contents pane on the left has three main sections: Hardware, Network and Software. (If a section that you want to explore isn't displaying its contents, just click once on the disclosure triangle next section name—just like using the Finder in List view.)



Hardware – Here you can learn about the hardware features of your Mac. Even the section headers provide information.

For example, click on "Hardware" to bring up a Hardware Overview for your Mac. Click on one of the sub-items for specific information.

Click on one of the hardware categories, such as FireWire or USB, to learn about the devices connected to these busses.

Click on the Graphics/Displays category to learn about the graphics cards/processors and the displays connected to your Mac.

Network – This section provides information about the AirPort card, the Firewall, the Locations (as set up in the Network system preference), any Modems being used, and any storage volumes on a connected network.

Software – In this section, you will find, for example, information about the applications installed on your Mac (including a lot of background applications that you're likely not aware of), the fonts that are installed, logs about system operation that are maintained, and the preference panes that are installed.

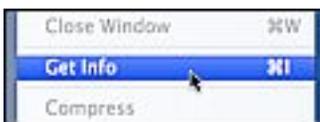
Get Info

(Credit: Mac 101 section at The Unofficial Apple Weblog.

<http://www.tuaw.com/category/mac-101/>)

You've probably all heard a reference like, "do a Get Info on that." Get Info is a means of obtaining information about an item selected in the Finder.

Single-click a file or folder to select it in the Finder. Then select "Get Info" from the File menu (or press Command-I on your keyboard).



A new window appears. This is the Info window, and it provides a lot of information.

- First, you'll see the file's name, size and most recent modification date. Below that is a field for storing comments or keywords to improve Spotlight search results. For instance, you might add "Colorado," "Map" and "Vacation" to a PDF you'll need for that upcoming trip.
- Next, under the "General" section, you'll see the file's kind, size (again), location on your hard drive, creation date and most recent modification date (again). You can also add a color-coded label to any files you want to group visually.

- Two checkboxes follow. Selecting “Stationery Pad” will force that file to open a copy of itself when double-clicked, and selecting “Locked” will prevent future changes (as well as deletion).

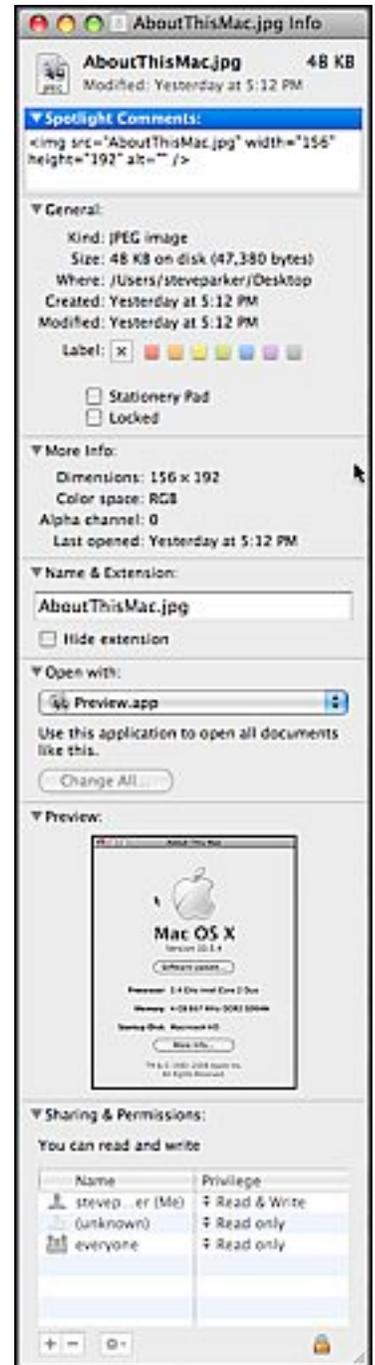
- The information displayed in the “More Info” section depends on file type. For instance, an image will list data like dimensions, color space, etc. A Pages document will list last time opened or edited.

- The “Name and Extension” section lists a file's name as well as an option to display or hide its extension. You'll also find an option to determine a file's parent application (the one used to open it), a preview of that file and finally sharing and permission information.

- In the “Open with” section, you will see the default application to open the selected file. Use the selections in the pop-up menu to change the application for that file. Click on the Change All button to change the default application for all files that are like the one selected. This is one way, for example, to change the default application for JPEG files from Apple's Preview application to Adobe's Acrobat Reader.

- The “Preview” section provides a preview of the selected file. For example, if it's a JPEG file, a thumbnail image of the file is displayed. If it's a word processing document, the preview will show a thumbnail preview of the first page. As a bonus, you can double-click on the preview thumbnail to open the document.

- Finally, the “Sharing & Permissions” section displays the types of users and their privileges to use the file (typically “Read & Write,” “Read only” or No Access.” If you have the necessary privileges for the file, you can click on the Lock icon at the bottom right of this section and be able to change the privilege settings.



Summary Information - To see a summary of information about multiple items, select the items and then hold down the Control key as you choose

File > Get Summary Info (“Get Info” changes to “Get Summary Info”). You can also add the Control key to the keyboard shortcut (result: Control-Command-I) to access the Summary Information window. The resulting window displays summarized information about all the selected items, including their total size.

The Inspector - To see information about each item as you select it, select one of the items and then hold down the Option key as you choose File > Show Inspector (“Get Info” changes to “Show Inspector”). An Inspector window displays information on the selected item. When you select another item, the Inspector’s contents are replaced with information on that item.

--Steve Parker

Beginners Session - November

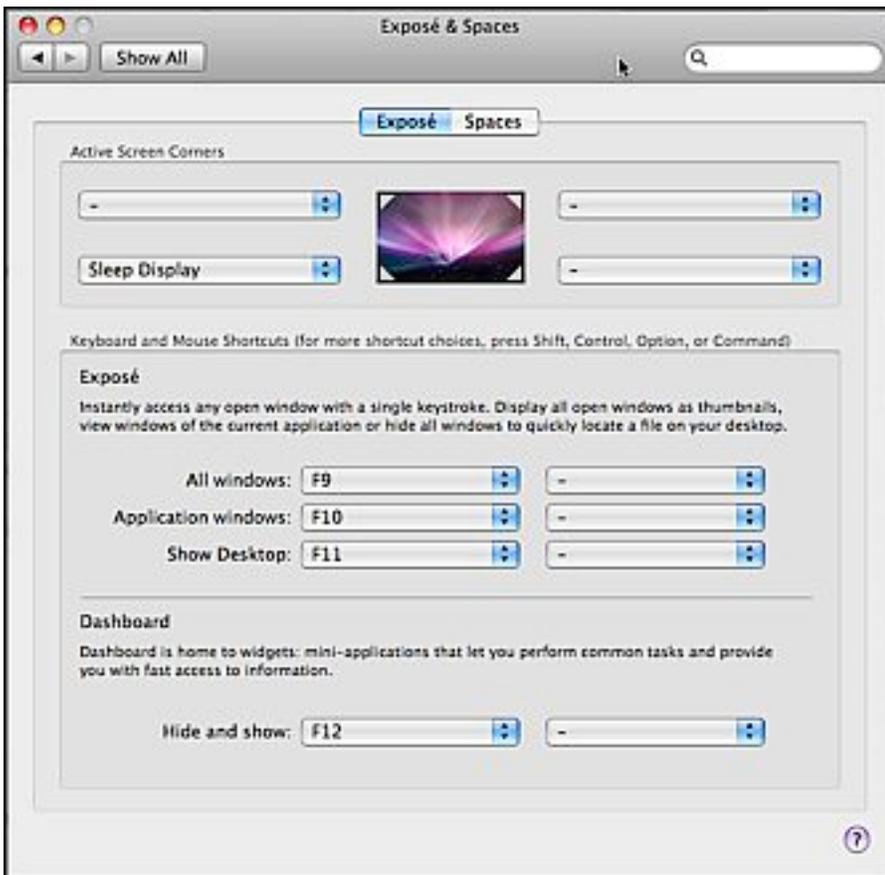
Active Screen Corners

Here's a feature that's been in the Macintosh operating system for some time, but we often forget about it: using the Active Screen Corners to perform an action such as activating your screen saver or putting your monitor to sleep. This feature works regardless of the application that you're using.

Using Active Screen Corners

(Credit: Mac 101 section at The Unofficial Apple Weblog website.
<http://www.tuaw.com/category/mac-101/>)

First open System Preferences (by selecting it from the Apple Menu). Then, click the "Exposé & Spaces" icon. The resulting window is displayed:



In the Exposé tab, you'll see there are four corners that you can activate. To use an Active Screen Corner, just move your mouse all the way into that corner.

Reversing a Screen Corner Action

Reversing the action depends on the type of action (discussed below). Your choices will be:

- For Exposé actions and the Spaces action - Move your mouse out of the same corner and then back into the same corner.
- For all other actions (such as activating display sleep) - Just move your mouse out of the same corner.

Available Screen Corner Actions

For each corner, there are several Active Screen Corner options as discussed below. The four that are Exposé-related are found in the top group of the pop-up menu for each corner. If the Spaces feature is activated, there is one action found in the next group. If Spaces is not activated, no action is displayed.

All Windows¹ - Shows you every open window. If you are using the Spaces feature, every open window in the current Space is shown.

Application Windows¹ - Shows you just the windows from the application you're using now.

Desktop¹ - Temporarily hides your windows and shows you your desktop.

Dashboard¹ - Shows your Dashboard.

Spaces² - Shows you all the Spaces you have configured. If you haven't configured the Spaces feature, then this menu item won't be displayed. (Spaces can be configured in the Spaces tab.)

Start Screen Saver - Activates your screen saver.

Disable Screen Saver - This action will prevent your screen saver from appearing. This can be handy, for example, if you're watching a video or making a presentation.

Sleep Display - Puts your display to sleep.

- simply disables that Active Screen Corner.

¹This is an Exposé action. To reverse it, move the mouse just out of the corner and then back into the same corner.

²This is the only Spaces action. To reverse it, move the mouse just out of the corner and then back into the same corner.

December 14 Beginners SIG Meeting

At the December Beginners SIG meeting, we'll explore another Mac basics topic.

--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!*

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

“Holiday Show & Tell: A Macintosh Gift-giving Guide”



Following our Double Click tradition, with the holiday gift season once again upon us, we invited Double Click members to participate in an end-of-year “Show & Tell” meeting.

Several of Double Click members agreed to present a favorite Mac-related item that they have found to be especially useful/fun/handy that they consider a “must-have.” Following is a brief synopsis of the presentations...

Photo Books

Doris Bauer talked about photo books that she has given as holiday gifts after taking trips with friends. She orders the books through Apple and noted it takes a relatively short amount of time to print and receive the book. She often accompanies each book with an iMovie converted to iDVD, which can be showed in high definition on any TV.

Spiral Binding for Books and Manuals

Jerry Smaglik discussed getting your computer books spiral-bound so they lay flat, making them much more convenient to use on the desktop while working on your computer. He has this service done at a local Office Max store for less than \$5.00 per book.

Photoshop Magazines

Bob Stone showed the monthly magazine called *Elements* that covers Adobe *Photoshop Elements*. He considers it a “must have” source for anyone that wants to get the most from their software. Also, for the more advanced Photoshop folks, *Photoshop User* offers in-depth info about the more full-featured *Photoshop* software.

iPhone, iPhone and more iPhone

Dan Neesley gave an enthusiastic talk about his discovery of the utility of Apple’s iPhone and how he has become enamored with it. He also presented several utilities and applications, including:

- Google Reader - a way of keeping up with your favorite websites that is as easy as checking your email.
- 1 Password - a utility for keeping track of your various passwords
<http://agilewebsolutions.com/products/1Password>
- Jott - a voice-to-text service
<http://jott.com/>
- File Magnet - copy files from your computer to your iPhone/iPod Touch
<http://www.magnetismstudios.com/filemagnet/>
- File Chute - an interface for sending large files easily over the Internet
<http://www.yellowmug.com/filechute/>
- SplashID - an iPhone password manager
<http://splashdata.com/splashid/index.asp>

SereneSaver Pro

We saw a QuickTime video of this utility, which is described as “a cross between a moving desktop (video wallpaper) and a traditional screensaver.”

www.serenesaver.biz

Double Click

December 14th Meeting Preview:

***“Macintosh Security:
Local and Net-wide”***



Presented by
Kevin Sears and Jim Macak

Check the Double Click website for more meeting information:

www.double-click.org

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