

EAMUG

November 7

1:30 PM

at the
Elsie Quirk Library

At our meeting

1:30 ~ 2:00; **'Mac 101'** Mountain Lion "Get Info" by Seth Eberhardt
2:00 ~ 2:45; **'EAMUG'** website preview by David Pascal and
New menu items and add ons by Carl Schwartz
2:45 ~ 3:00; **'Social Break'** (nominations & SIG vote)
3:00 ~ 3:45; **Quick Time Pro - Mike Volpe**
3:45 ~ 4:00; **One More Thing & Members Door Prize**



Contents

- 2 Prez Message *by* Seth
- 2 Helps: Library, SIG, Dues, *and* MUG o' the Month
- 4 Computer Tutor, too Break *by* Mary Lou Dobson
- 5 Helps & Shortcuts *by* Carl Schwartz
- 5 Spotlight Menus *by* Dan Frakes
- 9 SIG NEWS *by* Carl Schwartz
- 10 Board Meeting Minutes & Contacts

Welcome back for another season of EAMUG excitement! The Board met in October to discuss agenda items and plan activities for the Group, and to consider what we might do for SIG (Special Interest Group) topics.

Mark your calendar and join us for our next EAMUG meeting at 1:30-4:00 pm on Thursday, November 7 at the Elsie Quirk Library, upstairs in the Meeting Room.

A reminder that in November we nominate Club Officers, so be prepared to make suggestions, with elections in December. Also, please consider a role on the Board, as we have some openings. The job requires little time, and you have a say in the running of the Group!

At this November Group meeting our program will feature "Mac 101" by Seth Eberhardt (me), a preview of our new website (nicely done) by David Pascal, "Menu Items & Add-Ons" by Carl Schwartz and "Tricks w/QuickTime Pro" by Mike Volpe. A full agenda!

We would like to schedule a SIG for November 14 @ 2:00 pm in the Conference Room, the week after the General Meeting. Topics being considered are "Bring Your Problem Mac" and "iDevices" (iPad, iPhone, etc.). Based on audience response, we may alternate these topics, but would appreciate your input for new topics.



—*Seth T Eberhardt*

PS: Don't forget about our next SIG on Thursday, November 14 - see page 9



Help for Beginners/Newcomers

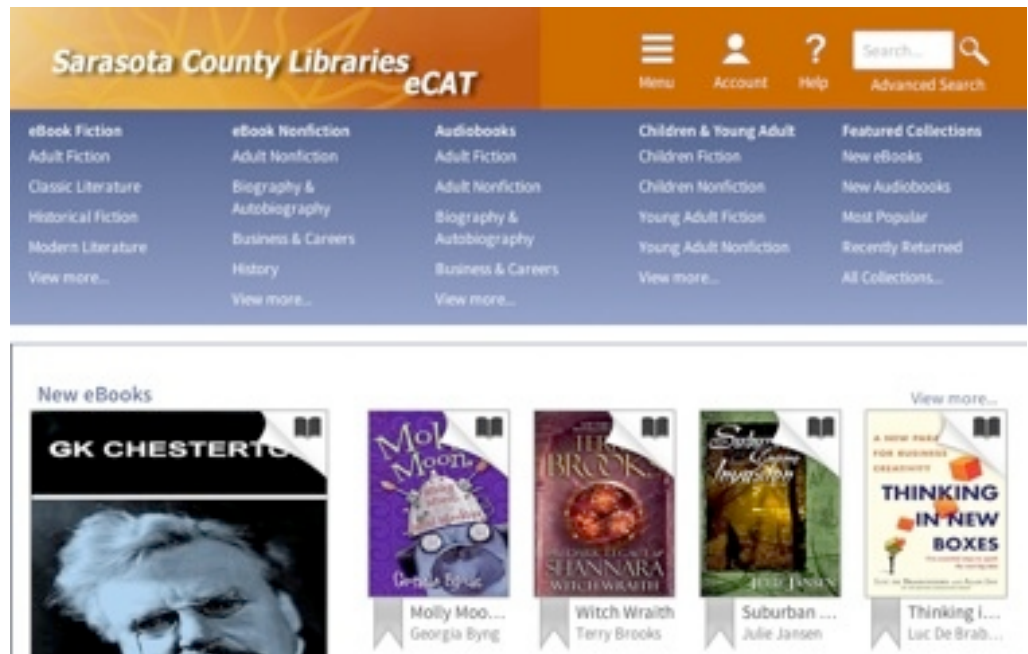


Our own **Sarasota County Library** which provides our meeting place, also has a selection of Ebooks for your device or computer. Check it out!

A few handouts about this will also be available at our meeting.

Link:

Sarasota County Libraries eCAT



Questions? e-Mail: bessen@verizon.net

Phone: in Venice:(941)

EAMUG Dues - Join or Renewal - Individual \$12/Family \$18

Dues can be paid by check or cash to the Treasurer, Louis Bessen, at the User Group meeting (in an envelope, please) or by mail to:

Louis Bessen, Treasurer
2221 Bal Harbour Drive
Venice, FL 34293

Make checks out to: Louis Bessen, Treasurer (NOT TO "EAMUG") New members, include your application form.

Remember our EAMUG Library for Members!

David Pascal is our 2012-2013 EAMUG Librarian.

Checkout period is for one month or till the next meeting. All books will be available at the meeting. There are also *MacFormat* magazines from 2010 and 2011.

The books are currently being stored in the meeting room closet and are readily accessible at meetings.

Sig

Don't Miss It!!

**Thursday, November 14,
2013 2-4 PM**

at the Elsie Quirk Library.

With ??

So nice to chat with you again. I am back in Englewood for the November 7th meeting! I'm really looking forward to it as I haven't been to any this summer. Had a wonderful summer in Brookfield, WI, including a few side trips. Enjoyed being near an Apple Store as well. While there I picked up an Apple TV and the HDMI cable for it. Haven't tried it out yet, but hope to later this fall.

Got another nice surprise, too, my Wisconsin son and his wife want to give me the new iPhone as a combination Christmas and birthday gift. I've never had one yet. I'm going to wait about a month or so. Looking forward to iOS 7 as well. I see it already downloaded to my iPad Mini, and haven't installed it yet. Will wait until after iOS 7.0.3.

It was interesting to walk into the Mayfair Mall and go past the area where Microsoft is selling the new Surface tablet. There were 5 or fewer people there each day that I went by on my way to the Apple Store where there were about 35 or more people shopping in the store.

I download many books, both fiction and nonfiction, to my iPad mini using *Overdrive*. I am able to sign in using whichever library system I have a library card for. Not all the libraries offer the same books. I spend quite a bit of time reading. I'm able to subscribe and download the *MacFormat* magazine to my mini, it is so handy and I don't have to be on the internet to read it once I've downloaded it. I read it in the *Newstand* app. Costs less than paper copies and doesn't take up much room.

I've just started downloading ebooks from the Charlotte County library system. Instead of *Overdrive*, that system uses *3M Cloud*. I tried to read one of my selections today while I was not near Wi-Fi and was unable to read it. A message told me I was not on the Internet, so I figured I must read it while it is stored somewhere on the *3M Cloud*. With *Overdrive*, the book is stored in my computer so it is always available when my iPad mini is charged.



In the RV I rented this summer, there was an LP Gas detector on the wall, the bottom of which is only 3 inches above the floor and only then about 4 inches high. There was a different light on it the other day and I didn't know what it meant, couldn't get down on the floor to read the front of it, and didn't have enough information to look it up on the 'net. So I got my iPad Mini out of its case, bent down and took a photo of the appliance. Viewing the photo, I found that it wasn't big enough to make out the words. Just tapped the photo, it enlarged, then I could read the front and was able to download and print the manual/guide for it.

I downloaded the free app Piikki for my iPad mini. (Anything that is suitable for the iPad is also suitable for the iPad mini.) It is a receipt scanner app for iPhone or iPad. I can send the scans to Dropbox and Evernote, among others, without leaving the app. There are In-App Purchases available to help with organizing if you want to purchase them. It has a rating of 4+.



I'm looking forward to using the free iOS 7 apps for *Pages*, *Numbers* and *Keynote* on my iPad mini.

I will have downloaded OSX Mavericks by November 2 because I have a client who has a new iMac. I never learned much about Lion or Mountain Lion, so I am ready to learn something newer than Snow Leopard. Fortunately my MacBook Pro is new enough that I don't have to get a new computer. If you get a new-to-you computer that has an older OS on it and it is capable of running Mavericks, I would suggest you get Mavericks ASAP so that you don't have to learn one of the earlier OSes.

—Mary Lou Dobson

Shortcuts & menu Helps to Personalize your Mac

This is a short outline of my presentation

Part 1 **Getting started:** (about 20 min)

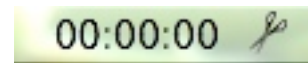
A few words about the computer basics and then TextEdit and iCal.

Part 2 **experienced user:** (about 20 min)

Menu bar helps Tiny menu bar apps that work on all recent systems 10.4 to 10.8)

Countdown timer (Application) Makes a great reminder if you tend to get lost surfing the net.

Demo



Jump cut (Application, Utility) A backup for cut and paste

Why bother: a memory aid

Demo

MenuMeters (Application, Utility, System Preferences) A visual display of what your mac is thinking.

Why bother: What is happening. Is your computer getting confused?

Demo



Desktop Eye candy: use your mac desktop as a beauty spot *Why bother: Fun*

How to set up: System Preferences > Desktop & Screen Saver > Then choose

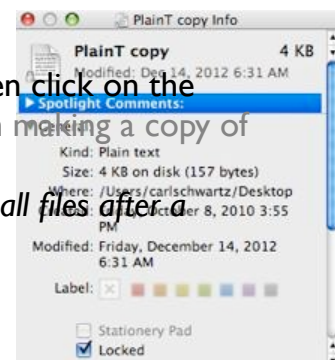
Demo & Snapshot

Locked files *Why bother: Security and convenience.*

*How to set up: use the **command I** shortcut on the selected file or folder and then click on the Locked box in the small dialog window or pallet. I use this with a TextEdit file when making a copy of my library books out from the county library system.*

Note: one of the "features" of the LION operating system is that it locks all files after a while, so you need to respond to a locked file dialog to make changes in your own file!

Demo & Snapshot



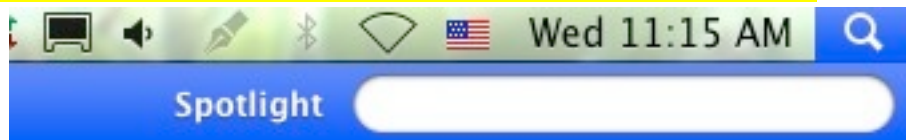
A note about **Add Ons:**

Readability or **Reader** Add-on in software: A piece of software which enhances another software application and usually cannot be run independently. In this case a browser extension, which modifies the interface and/or behavior of web browsers

Demo & Snapshot



Make the Most of the Spotlight Menu



Dan Frakes from March 7, 2013

Apple's Spotlight search technology is everywhere in OS X, but the easiest and quickest way to use it is the systemwide Spotlight menu: the little magnifying-glass icon at the far right end of your menu bar. Click this icon, and you can instantly search for many kinds of files and data on your hard—even applications; just select a result to open it.

But chances are you aren't getting as much out of this menu as you could be. In this video, I'm going to show you a few tricks for making the Spotlight menu more useful.

Tweak your Spotlight settings: Before I get to the menu itself, let's take a trip to the Spotlight pane of System Preferences. First, click the Privacy tab. If there are particular volumes or folders you never want Spotlight to search, drag them into the list here. Items contained in these folders and volumes will never appear in your Spotlight-menu search results.

Click the Search Results tab, and you can choose which *kinds* of items appear in Spotlight-menu search results. Uncheck any item you want to omit. For example, I personally never search for email messages using the Spotlight menu, so I've unchecked Messages & Chats.

You can also choose the order in which items appear in Spotlight-menu search results by dragging categories up or down the list. I've got Documents, PDF Documents, and Folders at the top of my list, because those are the items I search for most often.

At the bottom of the window, you can also choose your keyboard shortcut for activating the Spotlight menu. Pressing this shortcut, no matter what you're doing in which app, displays the Spotlight search field, ready for you to type your query.

Refine your searches: While simply typing a word or two—or even just part of a word—will often be enough for Spotlight to find what you're looking for, sometimes it will find so many matching items that the menu can't display them all (or displays too few of the particular type of file you're looking for). The solution is to use better queries.

Preview items: If you're not sure if a particular item is what you were looking for, you don't have to open it to see. Just hover the pointer over an item, and a Quick Look popover appears showing a preview of that item. (You can also use the arrow keys to select an item, and then press Command +Y to show the preview.) For the Dictionary option, you see a preview of the actual Dictionary entry.

If an item is a multi-page document or webpage, move the pointer over the preview and you can scroll through the pages. If it's a movie or audio file, moving the pointer over the preview gives you a Play button.

Work with items directly: Once you've found what you want, you can of course open it, but you can also grab it and drag it out of the menu. Drag it to the Desktop or to a Finder window to copy it there, or drag it onto or into an application to use the item in that app. If you hold Command +Option when dragging an item, you create an alias to the item wherever you drop its icon.

Make the Most of the Spotlight Menu

Keyboard shortcuts: One last thing: If you're a keyboard person like me, you'll be happy to learn that the Spotlight menu offers keyboard shortcuts for most of its features.

For example, after typing your search query, press Command to immediately show a preview of the top result, or press Command+T to immediately open that item. Command+L shows a Quick Look preview of the dictionary or thesaurus entry for the search term, Command+D opens it in the Dictionary app, Command+K opens Dictionary to the Wikipedia entry for the search term, and Command+B performs a Web search.

You can use the arrow keys to select a result in the menu, and then press Return to open the item, or Command+Return (for a file or folder) to reveal the item in the Finder. If you instead wait a moment, a Quick Look preview appears. You can also press Command+I to open the Finder's Get Info window for the selected item.

I've included the full list of keyboard shortcuts here for OS X 10.8 Mountain Lion; most have equivalents in OS X 10.7 Lion.)

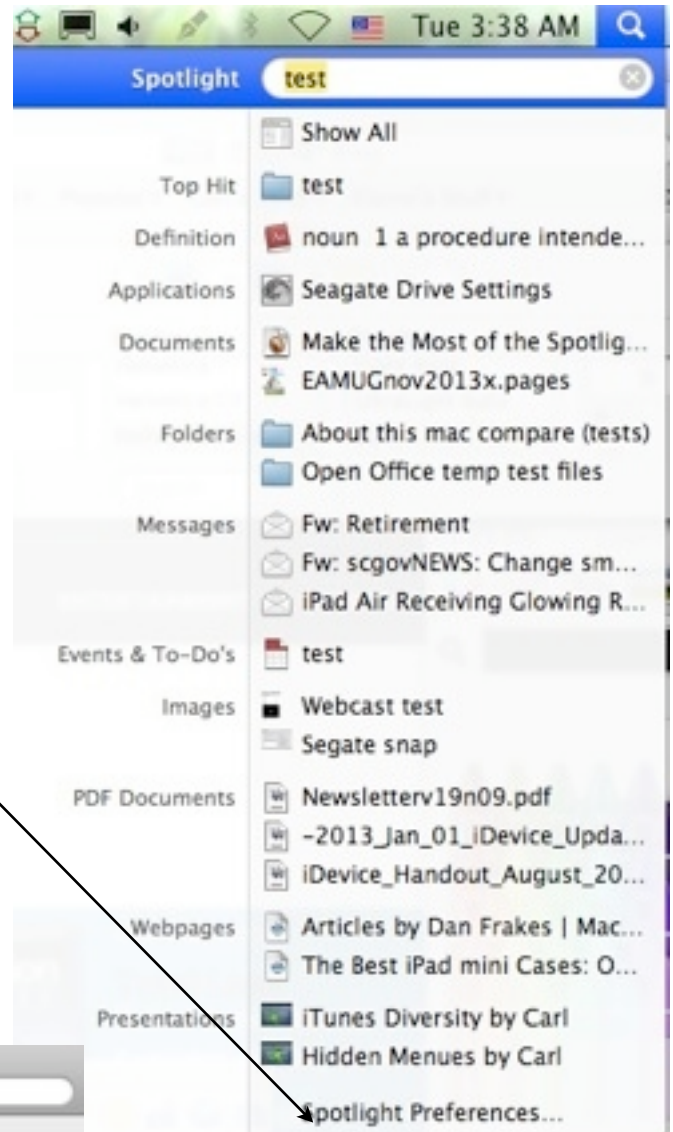
- Activate Spotlight menu: Command+Spacebar (configurable)
- Move up or down in results: Up and Down arrows, respectively
- Move to first item in next (or previous) category: Command+Down (or Up) arrow
- View dictionary/thesaurus popover: Command+L
- View term in Dictionary app: Command+D
- View Wikipedia entry in Dictionary app: Command+K
- Perform web search for search term: Command+B
- Preview Top Hit: Command
- Open Top Hit: Command+T
- Use arrow keys to select an item, then:
 - Open item: Return, Enter, or Command+O
 - Reveal item in Finder: Command+Return or Command+R
 - Show file name, then path: Command
 - Show path immediately: Command+Option
 - Display Finder Info window: Command+I
- Clear search field: Escape
- Close Spotlight menu: Escape when search field is empty

Links to

- [Articles by Dan Frakes | Macworld](#)

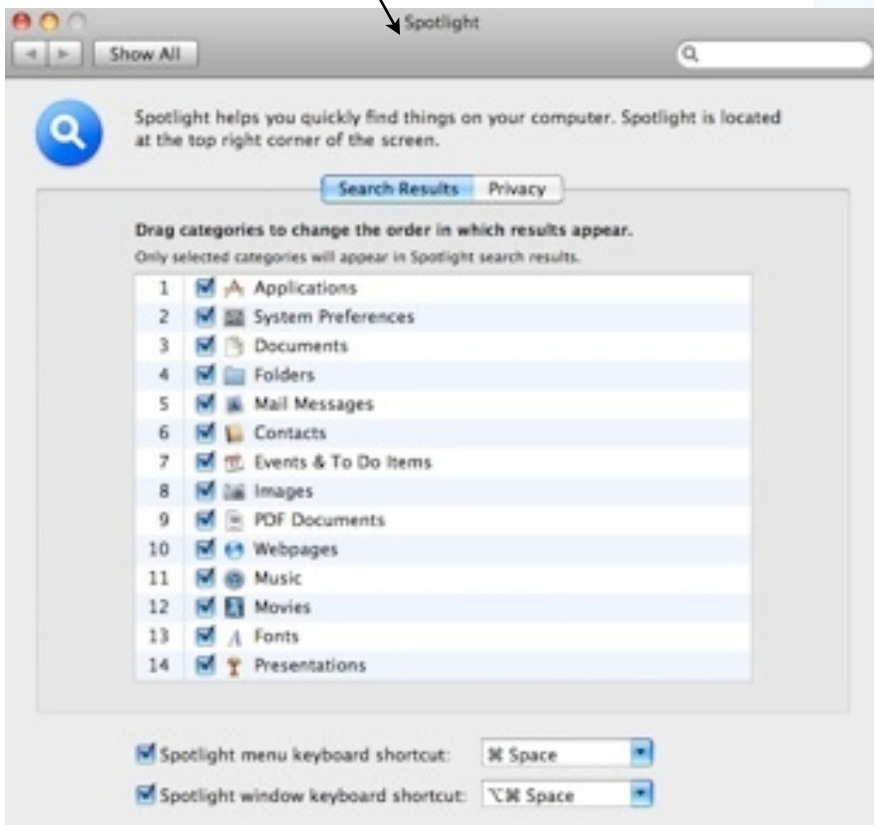
● On the next page, Carl has a few Spotlight snapshots. Even though this article was about Lion, you can use it with earlier Mac OS systems.

Make the Most of the Spotlight Menu



In Tiger, (Mac OS 10.5.8) you click here.

To get this.



November 2013



EAMUG SIG group

Bring your iPhone, iPod
and iPad and enjoy
learning some new stuff.

iDevices SIG*

2nd Thursday at the Library from 2-4



*

- * **IDevices SIG** or one on **“Bring Your Problem Mac”**
- * in the Library Conference Room. (around the corner from our usual meeting room)
- * **Vote** your **SIG choice** at the general meeting on the 7th!

-Carl Schwartz.

Hi Pod, Phone, Pad people!

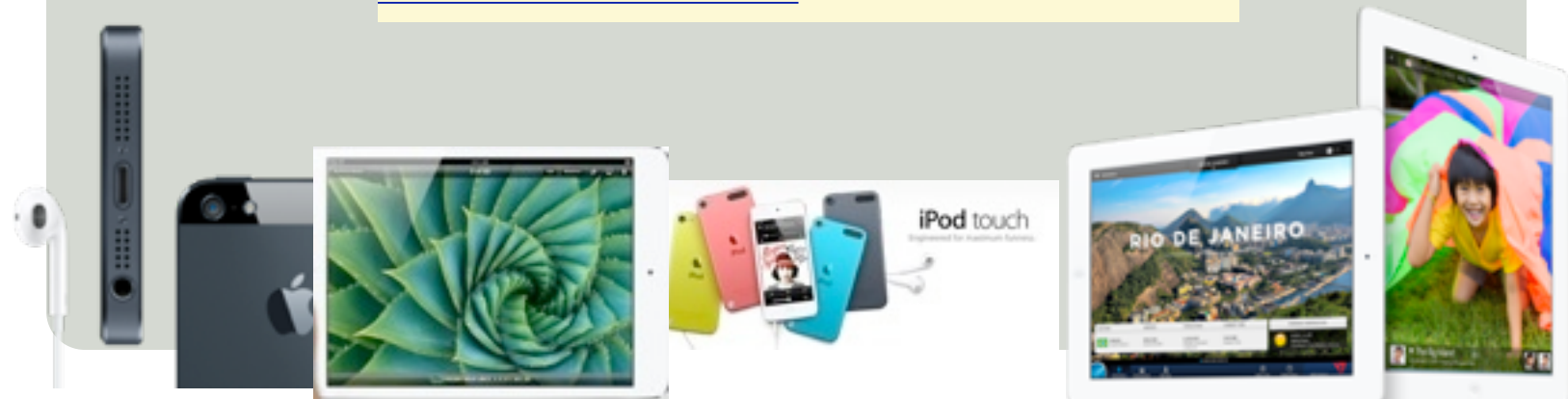
Over 10 people signed up, room for more!

If you have a device question or concern, email me at

[EDITOR: CARL SCHWARTZ](#)

or Seth on a problem on your Mac at

[PRESIDENT: SETH T EBERHARDT](#)



EAMUG Board of Directors Meeting October 10, 2013

EAMUG board met at Stefano's with Lou Bessen (Treasurer), Georgia Britton, David Pascal (Librarian), Carolyn Rosenfeld (Secretary), Carl Schwartz (Newsletter), and Mike Volpe (Sgt @ Arms), Seth T. Eberhardt (President & Programs), Tish Watson and Amy Watson were present.

Meeting began at 11:40, suspended at 12:04 and resumed at 12:25. Lou Bessen gave the treasurer's report. We have 64 individual members, 4 family membership (8 people) **paid, honorary** 17 members for a total membership of 89 people. There were very few members present at the June meeting as the weather was very stormy. Lou read a letter of thanks from Elsie Quirk Library for our club's gift to them.

Presentation Comments:

"Mac 101" by Carl Schwartz, iCal by Mike Volpe and iDVD by Carolyn Rosenfeld were all well received by the small number of members that braved the weather to **attend the June meeting**.

The board extended their sympathy to Tish and Amy Watson, to the passing of our Past President and Social Director Dale Watson. They will be leaving the area and will be missed.

David Pascal reported that the circulation of the new books and magazines was very quiet this time because of the lower attendance. He also reported that he has the website **page design** ready for our review before he puts it on the web.

EAMUG CONTACT LIST

[CLICK TO LINK TO EMAIL](#)

[PRESIDENT: SETH T EBERHARDT](#)

[VICE PRESIDENT: MIKE VOLPE](#)

[SOCIAL CHAIRMAN &](#)

[VICE PRESIDENT: DALE WATSON](#)

[TREASURER: LOU BESSEN](#)

[EDITOR: CARL SCHWARTZ](#)

[LIBRARIAN: DAVID PASCAL](#)

[MEMBERSHIP: LYNNE MARRIOTT](#)

[WEBMASTER: DAVID PASCAL](#)

[PSIG LEADER:](#)



We are asking members to consider being on the board. Dale Watson's position as Social Director and general board members are needed. So please think about this, we need new input for our club to continue to flourish.

Planned:

Board Meeting November 14, 2013 at 11:30

SIG November 14, 2013 at 2:00 PM

The meeting was adjourned at 12:45 PM.

Respectfully submitted,

Carolyn Rosenfeld

Secretary