

KeyMac Journal

Volume 9 Number 4

April, 2005

PRESIDENT'S MESSAGE

Mike Wall

Does the word 'skype' mean anything to you? A neighbor has been urging me for weeks to get it but I was skeptical ('skypetical'??.....sorry) until a recent phone call from a relative in Europe opened my eyes. The lady was calling me on her computer and the call was as crystal clear, glitch free and instantaneous as if she'd been on a regular phone next door (I was on a regular phone).

Skype is one of several software and/or hardware means by which you can use your computer for phone calls anywhere in the world, which are either free or very cheap. Skype itself is a free software download (www.skype.com) and if your computer has a microphone and speaker you don't have to buy a thing. If you call another person who has Skype—it works on both Macs and PCs—the calls are totally free, anywhere; if you call someone on their regular phone it is 2.3 cents per minute anywhere in the continental US, any day, any time. That's cheaper than any regular phone service or prepaid phone card I've found. Rates to other parts of the world vary but are very low; my relative in Europe told me that our conversation, which lasted about 40 minutes, cost her \$2.50 (the computer screen shows a running tally of your charges, if any). I'm certainly going to give Skype a try; seems like a great way to save on one's phone bill with no downside that I know of. Their website, shown above, should answer any questions, including overseas rates for Skype-to-phone.

This is just the latest example of how our computers can radically affect longtime habits. Another is Apple's iSight camera which enables one to see the person on the other end of the conversation; at least one of our members has one of these and is very pleased with it. At our June meeting Bobby Morrison, the Apple rep from Greenville who addressed us in February, will give us an overview of all these neat possibilities—internet telephony, iSight, iChat. He expects the new 'Tiger' version of OS X to be available by then and hopes to arrange a live three-way phone call using iSight; currently it's only one-to-one. Mark your calendars for June 21. □



MONTHLY PROGRAMS

APRIL 19: Alan Houtzer, our own "Mac Genius," will preside over an ever popular Q&A and general discussion session. He will review some of the lesser known functions in the menu bar and on other applications. Please bring your questions.

MAY 17: Interesting and Useful Websites and how to more effectively use the Keowee Key site. Please contribute two of your favorite sites; you may email them to Mike Wall: dillysdad@pop.mindspring.com, or bring them to the April meeting.

JUNE 21: Bobby Morrison, the Apple representative at CompUSA, will discuss the program iSight, iChat and Internet telephony. iSight offers one the opportunity to video conference.

LATE BREAKING NEWS

Apple announced on April 12, Mac OS 10.4 "Tiger" will go on sale Friday, April 29. Please go to the following web sites for more details:

<http://www.apple.com/>
<http://www.apple.com/pr/library/2005/apr/12tiger.html>

MASTHEAD

Published by the KeyMac Computer Club

Co-President.....Bob Beaupre
spyglass25@mindspring.com
 Co-President.....Mike Wall
dillysdad@pop.mindspring.com
 V.President.....Drake Hawkins
drakhawk@earthlink.net
 Co-Secretary.....Joan Englehart
joaneng@bellsouth.net
 Co-Secretary.....Al Kishbaugh
kish12@earthlink.net
 Treasurer.....Arlene Stanicek
astan01@bellsouth.net
 Co-Editor.....Gladys Calhoun
gladyscalhoun@earthlink.net
 Co-Editor.....Joan Englehart
joaneng@bellsouth.net



ALAN HOUTZER
 "Our Own Mac Genius"

TREASURER'S REPORT

Balance March 2, 2005	\$1181.08
Interest Feb & March	.95
Dues were received from 3 members:	+ <u>45.00</u>
Balance as of April 7, 2005	\$1227.03

✓ it Out

You can now verify warranty coverage for your computer system. This check warranty feature is available at: <http://www.apple.com/support>
 Look for the 'About your Apple Product' section on the right-hand side. By entering a serial #, you can access warranty information about your computer, including:

- Model name
- Estimated date of purchase
- Warranty information (including AppleCare Protection Plan status)
- Web support resources specific to your product

If your computer was purchased more than 6 years ago, use the web address: www.info.apple.com/usen/legacy/ and enter your information. □

Most of our Club members know Alan, and all of us who attend Club meetings have seen him. He is the tall man who sits on the side operating a laptop and who occasionally receives cell phone calls. He also is involved in equipment setup for our meetings as well as handling equipment/operator malfunctions during meetings. Most important of all, he is the voice of knowledge (the final authority in all things regarding computer technology).

Alan was born in Auburn, Indiana, and moved to Florida as a child, living in North Miami Beach and Venice. He was graduated from the University of Florida, Gainesville, where he majored in computer and information sciences. Beginning his career in the computer field in Sarasota working for Arthur Andersen, Alan worked at that location for ten years, in the area of tax software development.

Alan and his wife, Debbie, were married in 1989. They met in college, Alan working as a grill cook and Debbie as a waitress. (Alan estimates that he has cooked 1.2 million eggs during his stint as a grill cook.) Alan and Debbie were attracted to the Upstate while on annual vacations hiking and camping in the Blue Ridge mountains.

He and Debbie moved here in 1995, and he continued working for Arthur Andersen via telecommunications for five years. After a brief time working for a firm based in Columbia, Alan joined KKPOA as the Information Technology Manager.

Alan's introduction to the Apple world was in 1983 when he acquired an Apple IIe, which he hauled on his motorcycle to the campus in Gainesville. He bought a Macintosh SE in 1987. From his first motorcycle obtained at age 15, Alan's interest in them has been mainly practical—a means of transportation—although he appreciates the daily “breaks” it gives him from his work.

Alan, Debbie and their three children—Sophia, 14; James, 12; and Michael, who is 3—live in Walhalla. As a family, they continue to enjoy hiking and camping as well as soccer and boy scouts, interests of the two older children. Alan is also deeply involved in church activities at the West Union Chapel and Walhalla Presbyterian Church, serving as a substitute lay pastor. This year he gave the Easter message at the chapel's Easter Sunrise Service.

In his work experience at Arthur Andersen, Alan lived in a PC world, writing software for DOS and Windows. He has used his Macs both for programming DOS and Windows computers and for personal use. As a result, he can seamlessly move from one platform to the other. When asked how the KeyMac club can best serve members' needs, Alan suggests that we concentrate on the excellent features that the Mac offers, such as the iLife and iWork packages, and also on using a Mac in a Windows world. □

MacHOME HOTTIPS

DEFINITIVE DELETION

Aware that users are becoming increasingly conscious about security and privacy, Apple has incorporated a secure method of trashing files into OS 10.3. Once you toss sensitive files into the trash, you can now choose Finder>Secure Empty Trash. This overwrites the files seven times with a random pattern of 1s and 0s so that it cannot be recovered. □

HIDDEN KEYBOARD CHARACTERS

Mike Wall

We ran a brief item on KeyCaps a few months ago, but for those who may have a need here is a more comprehensive discussion of the subject. If you're not sure what this is about, it's about how to access the many 'hidden' characters on your keyboard, several of which are quite useful—things like ¢, £, €, ¢, Σ, ¶, ° (as in °C or °F), Δ, π(pi), and many others; even 🍏 or 🍏. They are accessed by holding down the option key, or

the option and shift keys together, then typing. The problem is to know the location of the character you want, and the method varies a bit depending on which OS you're using; here's how to do it in the three I have been able to check out. Don't be intimidated, it's really much simpler than it may sound; and although I have spelled out precisely which OS I used, the procedures should work for all versions within the same family, i.e., the OS 9, OS 10.2 and OS 10.3 families.


THESE ARE THE PROCEDURES WHEN USING APPLEWORKS (they may vary, such as in Microsoft WORD, when using other word processing applications.)

OS 9.1 Under the 🍏, click on KeyCaps which will open a virtual keyboard on your screen. On your real keyboard press and hold the Option key to see the hidden characters; press and hold Option and Shift together to see more. Note where the character you want is located, return to the document you want to use it in and place the cursor where you want it; then on the real keyboard press the key combination that produces the character. Or, on the virtual keyboard you can do the same thing which will make the character appear in the small window at the top of the virtual keyboard; then cut and paste it into your document in the usual way. To type an accent over a letter press the keys to produce the accent, then release them and type the letter you want, e.g., é.

OS 10.2.8 Go to Applications (click on Go in the Finder menu), scroll down to Utilities and click it then double click on KeyCaps which will open the virtual keyboard; if it seems a bit small you can enlarge it by clicking on its green button. Choose the font you'd like, then press option—or option and shift together—to see the hidden characters. Type the character you want on the virtual keyboard and it will appear in the small window at the top; from there you can cut and paste it into your document (or press the appropriate keys on the real keyboard, as in OS 9.1). You handle accents the same as in OS 9.

In either of the above cases you can shorten the process somewhat by making an alias of the KeyCaps icon and dragging it to your dock or the A-W button bar or wherever it suits you.

So far as I know there is no way in OS 9 or 10.2.8 to directly type a special character into your basic document using AppleWorks, a shortcoming which is fixed in OS 10.3.6.

OS 10.3.6 Look in your menu bar at the top of the screen; you may see a small US flag. If it's not there, do the following: open System Preferences under the  and click on International in the first grouping; in the window that opens, click the heading 'Input Menu' then check the boxes Character Palette, Keyboard Viewer and the US flag; close System Preferences, and you should now have the flag at the top of your screen.

Click on the flag, then click on Show Keyboard Viewer in the drop down menu and you should get a virtual keyboard on your screen. Now, hold down the option key on your real keyboard and you will see the hidden characters on the virtual keyboard; if you also hold down the Shift key, you will see still more. Open the document in which you want to use the special character and position the cursor where you want it; return to the virtual keyboard, locate the character you want and click on it while holding down the option (or option and shift) key. The character will appear in your document and you can then resize it, color it or do almost anything else you could normally do.

For even more choices, again click on the flag and in the drop down menu click on Show Character Palette (you can also access this by clicking on Special Characters under Edit in Finder); make sure 'by Category' is highlighted then select the category of interest.

In all these cases, be aware that not all characters are available in all fonts so you may have to do some experimenting by changing fonts in order to get the character you want (particularly true with the Character Palette). Exploring what's available is quite an interesting way to pass some time, so have fun! r

MacHOME POWER TIPS

TURN OFF AUTOFILL'S OTHER FORMS: Having Safari automatically fill out all forms means it has to keep track of lots of information. Uncheck the Other forms box in the AutoFill preference pane to speed Safari up considerably.

MAIL

Apple's Mail application is more powerful than most users realize. Here are some quick power tips and tricks that will give you more versatility in working with Mail.

BLOCK MESSAGES FROM A SENDER:

If you repeatedly get spam from the same email address,

block it using Mail's powerful Rules feature. Click on the Rules icon in Mail's Preferences, then click the Add Rule button. Set the criterion to From Contains and insert the email address of the person you want to block. Choose Delete Message from the Action menu, name your rule and click OK.

ADD A BCC: Sometimes you may want to copy someone on a message without other recipients knowing. If using OS 10.3, choose Bcc Header from the View menu, or press Command-Option-B to expose the Bcc field. (If using OS 10.2.8, choose Bcc Header from the Edit menu, or press Shift-Option-B to expose the Bcc field.) Any addresses you put in this field will not be shown to those to whom the message is addressed or copied. You can also use this feature to send an email to a long list of recipients (so you won't be sharing email addresses with everyone). Just address the email to yourself and put all the other addresses in the Bcc field.

QUICKLY ADD A SENDER TO YOUR ADDRESS BOOK: Highlight or open the message from the person you want to add to your Address Book, then press Command-Y.

DRAG AND DROP A FILE TO ATTACH IT: You do not need to click the paper clip to attach a file, just drag it onto your message.

FORWARD MULTIPLE MESSAGES AS ONE: Select the messages you want to forward in the Mail Viewer window (you can select more than one by Command-clicking them). Then click the Forward icon, or select Forward from the Message menu. All the selected messages will appear as the content of one, shiny new mail message. Just address it to whomever and hit Send.

VIEW MESSAGES BY MESSAGE THREAD (for use with OS 10.3 only): If you have a lot of email messages on the same subject (e.g., "Golf Buddies" or "Cooking Club Newsletter"), you can view all of them together by choosing Organize by Thread from the View menu.

QUOTE OF THE MONTH

"Why is it drug addicts and computer aficionados are both called users?"
Clifford Stoll