

# KeyMac Journal

Volume 9 Number 8

November, 2005

## PRESIDENT'S MESSAGE

Bob Beaupre

Cheers! As outgoing President Mike Wall might say, KeyMac will have a good year. Mike has done a great job. It reminds me of a project when I thought my partner was doing most of the work. If you compare 60% to 40%, 60 is 50% larger than 40.

Thanks Mike for doing that much. We hope that you will continue to help just as Jack Leitch, our Co-founder has done for years.

Gene Madill, our new President, has already shown the capability to do the job as well as his predecessors.

Last year, Joan Englehart and Gladys Calhoun volunteered to be Co-Editors. Joan and Gladys do their job pleasantly and makes it seem easy. This should help us if we seek new volunteers.

Margret Nordquist has made a well-organized start on being Co-Secretary. Al Kishbaugh has been a big help on the turnover and he agrees to continue to be Librarian. □



## MONTHLY PROGRAMS

**November 15:** The subject is .Mac; Jacob Miller, of Adamant Technology, is the speaker. .Mac offers innovative software and many services.

**December:** No meeting.



**December 6:** The KeyMac Club's Annual Christmas Cocktail and Dinner Party will be held at The Club at Keowee Key.

The cocktail party begins at 5:00 p.m. with the hors d'oeuvres, both hot and cold, supplied by KeyMac. A cash bar will be available and dinner will be served at 6:30 p.m.

Please R.S.V.P. to Jack Leitch, 944.6255 or email to [phyjac@mindspring.com](mailto:phyjac@mindspring.com)

**MASTHEAD**

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**TREASURER'S REPORT**

Balance October 30, 2005	\$1232.17
Interest	.51
Deposits:	
New Member	15.00
Reimbursement for Tiger program	42.00
Disbursements:	
Copies for program	<u>18.48</u>
Balance as of November 4, 2005	\$1231.54

**Smaller than Nano?**  
*(from Kibbles & Bytes)*

The newest iPod is called the Nano and weighs only an ounce and half. Have you given any thought to what happens when Apple makes a product even smaller than a nano and they have to name it?

A nano is the prefix for numbers of 10 to the -9th power. Smaller than a nano is pico (10 to the -12), femto (-15), atto (-18), zepto (-21), and yocto at 10 to the negative 24.

I can't wait for an iPod zepto! □

Attention OS X Users Who  
Have Not Upgraded to Tiger:

The following column for this issue,  
Tame That Tiger,  
may apply to all OS X versions of the  
operating system.



## TAME THAT TIGER

**USE MAIL'S SMARTS**  
**(Part 1 of a 2-part Series)**

### Organizing Incoming Mail

With so many people now rarely picking up the phone, it's easy to find yourself overwhelmed by a deluge of e-mail. The Mail application included with OS X can help.

Let's suppose you receive mail from a variety of sources: your family, your bowling league for which you have administrative responsibilities, your stamp collecting interest group, to name a few. Instead of having all e-mail appear in the Inbox, it would be more convenient to have separate mailboxes for each source so that e-mail could be pre-sorted and delivered automatically to the appropriate mailbox.

How can this be done? First, you need to create a new mailbox by opening the Mailbox tab in the menu bar and choosing New Mailbox. Give a descriptive title to the mailbox (e.g., Susie's Family or Bowling Members), and it will appear along with the others. Repeat for as many new mailboxes as you need.

Next, you have two options: Option 1 works well if you have only two or three persons, with separate e-mail addresses, whose mail you want to receive in a designated mailbox; Option 2 is best if there are several persons.

**Option 1:** Assume that daughter Susie's family has three members. Open the Mail tab in the menu bar and choose Preferences; choose Rules; choose Add Rule.

Now you are in the box for setting up the rules. Next to **Description**: you can title the rule if you want (not necessary). Choose **If any of the following conditions are met**; on the next line retain **From** and **Contains** designations; in the next empty box (same line), key in the e-mail address of one of the family members; press the **plus** button and continue adding the next two e-mail addresses in the same manner.

Under the **Perform the following actions** line, in the first box, choose **Move Message**; in the second box, choose **Susie's Family**. Press OK.

Now your mail from these three persons will arrive in that special mailbox and not in the Inbox. An indicator will appear alongside the mailbox whenever mail has arrived. **(end of Option 1)**

**Option 2:** Assume that your bowling league has 36 members. You probably have set up a group in your address book so that you can easily send e-mail updates to the members. (If not, you need to do so.)

Open the Mail tab in the menu bar and choose Preferences; choose Rules; choose Add Rule.

Now you are in the box for setting up the rules. Next to **Description**: you can title the rule if you want (not necessary). Choose **If any of the following conditions are met**; on the next line in the first box, choose **Sender is member of group**; in the second box, choose **Bowling** (or whatever name appears as the title for the group in the Address Book). Under the **Perform the following actions** line, in the first box, choose **Move Message**; in the second box, choose **Bowling Members**. Press OK.

Now your mail from the bowling league members will arrive in that special mailbox and not in the Inbox. An indicator will appear alongside the mailbox whenever mail has arrived. **(end of Option 2)**

### Sending Replies Automatically

Suppose you will be out of town for two weeks and an issue has surfaced that may affect only a few people in your 36-member bowling league but you don't know specifically who they would be. Instead of sending a message to everyone saying that "Bob" is handling the matter while you are away, set up a rule that will automatically reply to anyone in the group who sends you an e-mail during the time you are away. Here's how:

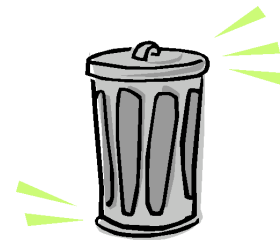
Open the Mail tab in the menu bar and choose Preferences; choose Rules; choose Add Rule. Key in a descriptive name for the rule (not necessary).

Choose **If any of the following conditions are met**; on the next line in the first box, choose **Sender is member of group**; in the second box, choose **Bowling** (or whatever name appears as the title for the group in the Address Book). Under the **Perform the following actions** line, in the first box, choose **Reply to Message**; press the second box, and key in the text for your reply message (one that indicates that you are away, that it is an automated message, and that "Bob" is handling all business until you return). Mail will include the text you enter, along with the full text of the original message, in the message that is sent.

Carefully consider the rules you specify for sending automated replies. If they are too broad, you can send messages inadvertently or create message loops (replies to replies you sent). If possible, test the rule.

#### Important Note:

*If you have multiple rules, they are applied in the order in which they appear in the Rules list. Drag a rule in the list to change its order. Mail stops applying rules to a message when the message is transferred to another mailbox, or if the Stop Evaluating Rules action is specified.*



### Trash Talk

#### Trouble Emptying the Trash?

Mike Wall

For those of you who have the recent versions of OS X which include the 'Secure Empty Trash' function: if you sometimes have trouble deleting an item from Trash using the 'Empty Trash' command, try using 'Secure Empty Trash'. It takes a little longer but I have found this will work when plain old 'Empty trash' won't.

*Editor's Note: The main purpose of the 'Secure Empty Trash' function is to delete files so that they cannot be recovered. Files deleted in this way are completely overwritten by meaningless data. This may take some time, depending on the size of the file.*

## A Worrisome False Alarm While Emptying the Trash?

For those of you who have had to re-install the current version of your operating system and now have one or more folders on your hard drive with the title Previous Systems: if you want to delete these folders in order to gain huge amounts of space on your hard drive and to speed up your system, drag them to the trash for deletion.

Do not become alarmed when you see a screen with a note saying "preparing to delete from trash" with an odometer type button rapidly counting up to a numbering in excess of 50,000 items to delete. It will eventually stop and then start counting backwards the number of items remaining to delete. It's OK; you have not wiped out your entire hard drive!

## ✓ it Out Mac Resources

(The following is from an electronic newsletter, *Kibbles & Bytes*; written by Don Mayer, the owner of *Small Dog Electronics*)

The following are free, volunteer-based help sites. If their volunteers can't find an answer, they'll open the question to everyone on their forums. Almost every time an answer has been sent within a few days, if not hours.

Both offer tutorials in the form of QuickTime movies. They're not free, but the price is reasonable, considering the amount of information available. The subscriptions are time-limited, but one can save the movies without viewing, and later view them over and over.

<http://www.macosx.com><<http://www.macosx.com>>

<http://www.lynda.com><http://www.atomiclearning.com>

## Swap Meet

The September meeting was the first Swap Meet: some of the responses were as follows:

"I sold 2/4 items and gave one away, I bought 2 items, It's a good idea."

"I brought 5 items (old) to sell and could not even give them away. I did pick up two free items."

"We brought several hardware items, we didn't sell anything."

"I sold four of the seven items I brought which was a pleasant surprise."

Should this be an annual event? Your response is appreciated.

## A Little Humor for the Holidays Tech Support

Customer: Hi, this is Celine. I can't get my diskette out.

*Tech support:* Have you tried pushing the button?

Customer: Yes, sure, it's really stuck.

*Tech support:* That doesn't sound good; I'll make a note.

Customer: No... wait a minute... I hadn't inserted it yet... it's still on my desk... sorry....

*Tech support:* Click on the 'my computer' icon on the left of the screen.

Customer: Your left or my left?

*Tech support:* Good day. How may I help you?

Male customer: Hello... I can't print.

*Tech support:* Would you click on "start" for me and...

Male Customer: Listen pal; don't start getting technical on me! I'm not Bill Gates, \$&#&\$#!

Customer: Hi, good afternoon, this is Martha... I can't print. Every time I try, it says 'Can't find printer'. I've even lifted the the printer and placed it in front of the monitor, but the computer still says he can't find it...

Customer: My keyboard is not working anymore.

*Tech support:* Are you sure it's plugged into the computer?

Customer: No. I can't get behind the computer.

*Tech support:* Pick up your keyboard and walk 10 paces back.

Customer: OK.

*Tech support:* Did the keyboard come with you?

Customer: Yes.

*Tech support:* That means it is not plugged in. Is there another keyboard?

Customer: Yes, there's another one here. Ah...that one does work.