

# KeyMac Journal

Volume 10, Number 2

February, 2006

## PRESIDENT'S MESSAGE

We were pleasantly surprised last month when twenty people came to hear **Jack Leitch** give his annual program on using Turbo Tax. Many of us had used the software, but we are always looking for confirmation that we are doing it right, seeking affirmation that our approach to its use is appropriate, and gets us the result we are looking for. And, I am sure many of you showed up to support the group and keep it alive. Thanks.

Jack is a co-founder of our Mac user group and he is one of our true experts. Next month he and I will launch the annual ritual of free courses for members and guests (whom we would like to become enthused and become members). The course schedule and sign-up instructions are on page three of the *KeyMac Journal*, but the first one is only a month away, on March 16. Help us spread the word.

We are pleased to have **Bobby Morrison**, our regional Apple Computer manager, at our meeting next week, on Tuesday, February 21. I'm not sure all Apple's new toys can fit in Bobby's trunk, but we can ogle all the new goodies that he does bring, and hear about the remarkable success and changes in the direction of the company. See you there—bring a friend.

And, mark your calendar for next month's meeting—March 21st. Keowee Key resident and eBay entrepreneur **Paul Putnam** gives us the benefit of his seven years of experience selling on the auction site, and **Alan Houtzer** helps us solve problems and shares the many great tips that he comes across every day as Keowee Key's Manager of Information Technology.

What can we do to make your Mac user group more responsive to your needs? Drop me an email at [genemadill@mac.com](mailto:genemadill@mac.com) and let me know.

Gene Madill



## MONTHLY PROGRAMS

**February 21:** Bobby Morrison from Apple will be the guest speaker. Bobby will share with us information from the recent MacWorld meeting in San Francisco, and a question-and-answer period will follow.

**March 21:** Paul Putnam, from Keowee Key, will begin the program at 10 a.m. with the basics of eBay. He will list a few items on eBay and spend the rest of the hour answering questions and offering tips. The second half of the program will feature KKPOA's own Alan Houtzer who will address problems members have encountered. Please bring your questions for Alan.

## ANNUAL DUES

The annual dues are now payable. The dues are \$15 for an individual or couple. Please mail your check to Arlene Stanicek, 13 Windlass Court, Salem, SC 29676, or bring your check to the meeting.

**MASTHEAD**

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**TREASURER'S REPORT**

Balance January 31,2006	\$1232.56
Withdrawal (Christmas Party)	378.56
Deposit (dues)	395.00
Interest	.55
Balance February 9, 2006	\$1249.55

**✓ it Out**

Excerpted from an article by Chris Sherman,  
Associate Editor **Search Engine Watch**

For those running 10.4.x who haven't checked it out, **Google Earth** is a neat way to roam the planet. The application is a "console" with controls allowing you to manipulate 3D satellite imagery of the Earth in a viewer directly above the controls. When you first start the application, your view is of the entire globe. You can either use the controls or Google Earth's search functions to zoom in on a specific location.

Google Earth has three primary search features: Fly To, Find Businesses and Directions, each accessed by buttons at the top-left of the application.

The Fly To feature accepts an address, place name, cross street or simple Latitude/Longitude coordinates and zooms you quickly in to the specified location, typically stopping at an altitude of about 3,000 feet above ground. From this point, use the controls to zoom, tilt, pan or rotate the view.

Checkboxes next to the navigation controls allow you to overlay lodging, roads, terrain, dining, geographical borders and 3D buildings over the satellite image. Even more overlays are available using the "layers" features. Additional layers allow you to overlay data points of geographic interest over images. These include shopping areas, gas stations, stadiums, schools and churches, crime statistics, volcanoes—lots of interesting information, to say the least.

The Find Business feature allows you to enter business type and a location in search fields. Find Business search currently works for businesses in the U.S., Canada and the U.K.

Local search results are displayed with icons on the satellite image and as a list of text results beneath the search box on the left of the screen. Clicking a result opens a balloon pop-up with more information about the business, including options to get more local search results or driving directions to or from the location. You can also click a link to get a printable view of the search results from Google Maps.

The Directions search feature offers driving directions to and from places in the U.S., Canada, and western Europe. Detailed directions are displayed beneath the search box, and the viewer displays your route overlaid on an image. A very cool new feature lets you "fly" from your starting point to your location, allowing you to see exactly what your route looks like.

You can annotate locations with "placemarks" that let you attach notes to specific places. Simple placemarks allow you to write a brief description.

Google Earth allows you to save searches and placemarks as "my places" that work much like bookmarks. You can also create folders within the My Places folder, allowing you to pull together all the information you need for a visit to a specific city, for example, and be able to recall that information with a simple click of the mouse

Download at <http://earth.google.com/>. Enjoy your travels.

## Mark your Calendars

### Basic Macintosh Training Classes

Jack Leitch and Gene Madill will conduct three classes for KeyMac Club members and other Mac computer users from 10:00-12:00 noon in the Cherokee Room of the Keowee Key Activity Center.

**March 16**    **Basic Macintosh**  
**April 20**    **Apple Works**  
**May 25**     **Mail and Internet**

To register for any of the three workshops, contact Jack Leitch, 944-6255, phyjac@mindspring.com, or Gene Madill, 944-7161, madillg@bellsouth.net.

### Monthly OS X Discussion Group

KeyMac members who want to discuss OS X questions and problems meet on the first Tuesday of the month from 10:00-12:00 noon in the Cherokee Room of the Keowee Key Activity Center. No reservations are necessary. Questions: Contact Jack Leitch, 944-6255, phyjac@mindspring.com.

**March 7**  
**April 4**  
**May 2**  
**June 6**  
**July**        **No Meeting**  
**August 1**  
**September 5**  
**October 3**  
**November 7**  
**December**    **No Meeting**

**Annual Christmas Cocktail Party and Dinner**  
**Tuesday, December 12, 2006, Magnolia Room**  
 ☐☐☐

## Personal Review of the iPod Nano

### Gladys Calhoun

Having never camped before, your editor was somewhat apprehensive about a recent 3-day camping experience out in the Sahara desert in Morocco. In order to soothe her possible jangled nerves at night, she brought along her brand-new iPod nano with 10 hours of music downloaded on it. She had even purchased an

accessory (a lanyard with earbuds to hang the iPod around her neck) so that it would be close at hand.

The iPod nano proved to be very useful. On the first night in camp (no electricity, no heat) with below freezing temperatures and the restrooms located in "far yonder" tent, both your editor's and her husband's flashlights ceased to work. It was much too dark inside the tent to be able to find the lighter to light the one small candle available. But the iPod came to the rescue as your editor turned it on and the glow from the backlight provided enough illumination for her to be able to find the lighter and to proceed from there.

The event, however, did require a good listening session to the music (Johnny Cash, Coldplay, inspirational and spiritual songs), which was as crystal clear audibly as was the night sky visibly with a beautiful display of an almost full moon and a magnificent host of stars.

The iPod nano plays music, podcasts, audiobooks, and holds up to 25,000 photos. It also features games, clocks, contacts, calendar, and has many customized settings available.

Since your editor uses her new iPod nano for music only, this review is limited to this feature. The basic iPod nano comes with Earbud Headphones, USB Cable, and a Dock Adapter. The 4 GB model has a capacity of 1,000 songs based on 4 minutes per song at a cost of \$249.00 from the Apple Store. It provides 14 hours of music between battery charges and 4 hours of slideshows with music.

Your editor purchased the following accessories:

**USB Power Adapter**, \$29.00. This is used for charging the iPod on the road or whenever the iPod is not connected to a computer, using the USB cable that comes with the iPod. Many reviewers think that this item should be included with the basic iPod package.

**iPod Nano Dock**, \$29.00. This is used to hold the iPod nano upright as it plays music, charges, and transfers music and photos. In order for the battery to be charged, the computer must be turned on and the USB cable that comes with the basic iPod nano must be connected to the computer. In addition, the Dock has a line out port, enabling the user to play music from the iPod nano over externally powered speakers or a home stereo. An audio cable with a standard 3.5 millimeter stereo miniplug is required.

**iPod Nano Lanyard Headphones**, \$39.00. Enables the user to "wear" the iPod around the neck.

**Also Purchased: third-party protective case** for the iPod nano, which is helpful in preventing scratching of the unit.

**Bose Sound Dock Music Digital System** with remote control. There are several similar portable speaker systems available.

**Conclusion:** Your editor is thoroughly enjoying her iPod nano with accompanying accessories. What she likes best is that all of her favorite music (with good sound quality) is organized into playlists which are easily accessible and contained in one small portable device. *Two other iPod nano models are available: the 1 GB at \$149.00 and the 2 GB at \$199.00* □



**TAME THAT TIGER**

GLADYS CALHOUN

## Remove Hidden Data In Microsoft Word Documents

Excerpted from *The Greenville News*, January 24, 2006  
by Kim Komando

Some of you probably email business letters and personal documents as Word documents. If so, you may be telling people things that would make your hair curl. Unless you take extra steps, recipients of Word documents can easily see items deleted or modified.

For example, how about that letter you sent to your least favorite nephew, Stan, who frequently asks to borrow money? You first referred to him as a "moocher" but then you changed that to "great guy." But Stan may know what you really think.

Hidden within that letter was your original wording. Microsoft Word dutifully saved it all. And Stan doesn't have to be a rocket scientist to find it.

Anybody who uses Word risks exposing sensitive information. Word inserts metadata (information about data) to help identify author names, document titles, keywords, print and save dates, and names of people who have reviewed and saved a document. Metadata can

also spill the beans about the name of the network server or hard drive on which the document is saved and any comments added.

Some of this data is easily seen in Word. And some can be viewed only by opening the document in a specialized program. Regardless, the data is there.

Metadata is useful when multiple people are working on one document. Let's say you create a document and send it to your co-committee members for approval or comments. You'll probably want to track changes made.

However, it could be embarrassing if others discover the information. Imagine submitting a list of possible candidates for officers (KeyMac Club members excepted) with various comments as to abilities or lack thereof, etc.

Corporations with information technology departments run into this problem. The software company Bitform studied Word, Excel and PowerPoint files on the Web sites of several Fortune 100 companies. Bitform was able to identify thousands of user names from these documents.

There are a number of ways to ensure that your personal data stays with you:

**Turn off Fast Save:** This feature speeds up saving a document by saving only changes made to a document. However, text that you delete from a document may still remain. Microsoft recommends turning off this feature to eliminate any chance of deleted text remaining in the document. Under File, click Save for new documents, then Options. Clear the "Allow fast saves" check box and click OK.

**Turn off the Track Changes Tool:** In word 2002 and 2003, click Tools, then Track Changes. In Word 2000 and earlier versions, click Tools, Track Changes, Highlight Changes. Click to clear the check mark in the "Track Changes while editing" box.

You can tell if the Track Changes feature is on by looking at the status bar (located at the bottom of every document). When Track Changes is enabled, TRK appears in the status bar. When Track Changes is disabled, TRK is dimmed.

Track Changes must be disabled before writing the document. Otherwise, any changes made will not be removed.

**Finally**, a free Microsoft tool removes hidden data from Word, Excel and PowerPoint. The Remove Hidden Data add-in tool ([snipurl.com/3osw](http://snipurl.com/3osw)) will delete hidden text and comments from individual files or a batch of files at once.

**Big Question:** Is there a similar situation embedded within AppleWorks? Just wondering.

*Editor's Note: When checking her version of Word, your editor discovered that these features were already turned off by default. It's nice to know, though, that the reverse is true—that you can enable Word to track changes if, for example, you have several people working on the same document and need to see the sequence of changes.*



## HOT TIP

### Screen Capture of Just One Window

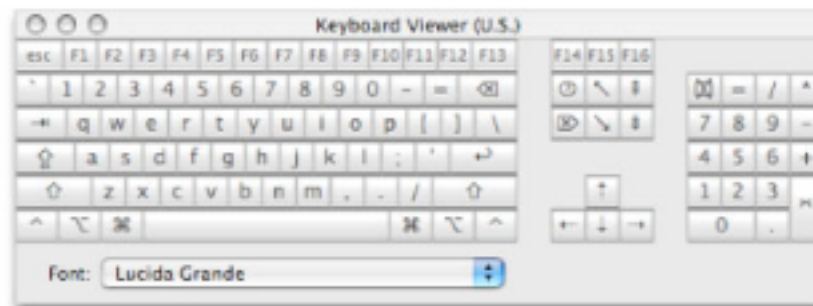
If you want to take a screen capture of just one window, there's a little-known keyboard shortcut. Just press Shift-Command-Spacebar-4 (in that order) and your cursor will change into a large camera. Click this camera cursor on the window you want to capture, and it will create a capture of just that window, which will appear on your desktop as Picture 1. Screen captures are very useful because they allow you to show exactly what is on the screen when you are trying to explain how to do something, or to show a specific item. They can be included in documents or emails.

To prove this point your editor captured a screen showing another hint from the Apple website. This explains an easy way to show the keyboard characters as you are formatting a document.



**Hunting for special characters and accents on a standard keyboard can slow you down. Let OS X Tiger bring you back up to speed.**

Tiger's Keyboard Viewer palette allows you to see the results of a key combination before you type it. Floating above whatever document you're working on, the viewer displays your entire keyboard. Press a modifier key like shift, caps-lock, option, or control, and the viewer updates to show you all the new characters that become available.



Now, you don't have to remember that option-shift-8 will give you the degrees (°) symbol! You can use the Viewer as a cheat sheet while you type, or select a character directly from the Viewer palette with your mouse. Any "keys" you click are entered directly into your document just as if you had pressed the physical key on your keyboard.

Enabling the Keyboard viewer is easy. Open up the International preference panel in System Preferences and select the Input Menu tab (even easier, use Spotlight and search for "Keyboard Viewer").

