

# KeyMac Journal

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## President's Message

KeyMac's last meeting in June seems eons ago. I know some of you have gotten new Macs in the meantime, and all of us have questions about some software or hardware issues.

Our meeting Tuesday will feature helpful things for everyone. Our gurus will be present to tell you, from memory, how to solve the problem you have read every available reference on solving and still cannot make it work. They will tell you of things that will help you; things that you didn't know existed. And they are hoping your light bulb turns on so that you can help others.

We are on our way to becoming a recognized Apple User Group—think discounts and giveaways! Our newest member, Wayne Walker, is hard at work designing a KeyMac web site. Mike Wall has volunteered to be Wayne's mentor, helping him with KeyMac history, proofing, etc. We will spend some time at the Tuesday meeting discussing what you would like to see on the web site.

It is also that time of year that we seek new blood—fresh faces to volunteer to help with Club activities. Do you want to help? Refreshments, editing the journal—what do you have in mind? Talk to me.

And mark this date: **Tuesday, December 12** for the annual Christmas party at the Club at 5 o'clock. Jack Leitch, our party planner extraordinaire, tells me he is doing the same format as previous years—heavy hors d'oeuvres (paid for by our treasury, right Arlene?), with a cash bar and optional dinner to follow. Last year Margret even got our picture in the Anderson newspaper.

I look forward to seeing you on Tuesday, September 19.

Gene



## MONTHLY PROGRAMS

**September 19:** The program will be a continuation of the "how to" and technical show started in June since there was not enough time to cover a number of subjects brought up by members.

**October 17:** TBD

**November 21:** TBD

**December 12:** Christmas Party

## OS X DISCUSSION GROUP

An informal gathering of members where questions are answered and problems solved—members helping members. All are welcome. The schedule for the year is:

**Tuesday, September 6**

**Tuesday, October 4**

**Tuesday, November 1**

**MASTHEAD**

Published by the KeyMac Computer Club

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**Treasurer's Report**

Balance June 7, 2006	\$1427.85
Withdrawals	
Print costs for classes	225.70
Deposits:	
Dues	56.00
Interest:	.50
Balance July 7, 2006	\$1258.65
Interest:	.53
Balance August 7, 2006	\$1259.18

**Interesting Website**

There is a weather station here in Keowee Key that will give you current radar and all technical information one would want. The web address is:

<http://www.n4arz.com/>

If anyone has more information about this weather station in Keowee Key your editors would be most interested. We would like to give them credit for a very informative site.

**Tips to Increase Laptop Battery Life**

(Submitted by Al Kishbaugh)

Rechargeable batteries come in two popular types. Lithium-ion batteries are generally found in laptops, cellphones and iPods; nickel metal hydride (NiMH) batteries are used in cordless phones and less-expensive digital cameras, plus a few laptops.

Batteries of both types are usually manufactured specifically for the devices they power, with their own proprietary recharging plugs, leaving the typical consumer with a jumble of chargers to manage. But following a few routines can help make the batteries run longer and more safely.

**Keeping a Charge**

Lithium-ion batteries are particularly sensitive to heat. To avoid the danger of a fire, they should not be stored in places that get direct sunlight, like a car's interior. Many manufacturers specify a temperature range for operation. In addition, the connectors should be kept away from metals that could cause a short circuit.

Regardless of type, there are a number of ways to increase the life of a rechargeable battery. According to Brian Kimberlin, director of consumer batteries for the Panasonic Battery Corporation of America, one of the best strategies to prolong battery life is to use them. Otherwise, "they will lose their capacity to hold a charge," he said.

On the other hand, continually keeping a laptop's lithium-ion battery at full capacity also reduces the battery's ability to live a long life. "Leaving a notebook charged all the time is not a good idea," said Andrew Bradner, senior product manager for the American Power Conversion Corporation, a maker of charging devices. To keep the battery able to hold a charge, it is best to use the battery and wall current alternately to run the laptop.

According to Michelle Thatcher, a senior associate editor at [CNET.com](http://www.cnet.com), if you use only wall current to run the device, you should remove the laptop's battery to prevent it from being constantly charged and becoming overheated.

A laptop continues to draw battery power when it is put to sleep. To cut back on power consumption, shut down the computer completely. And if your laptop comes equipped with Bluetooth and Wi-Fi abilities, shut them

off if you are not actually using either; otherwise, current is drawn as the laptop searches for compatible devices with which to connect.

To reduce battery consumption further, both the Windows and Mac operating systems include control panels that allow users to increase battery life by simultaneously decreasing performance. (To get to the control panel in a Mac, go to the Energy Saver pane in System Preferences. On a Windows laptop, choose the Performance and Maintenance tab in the Control Panel icon, which is found under the Start menu.)

The hard disk can be made to spin down whenever possible, and the screen can be dimmed from maximum brightness when battery power is being used.

Other battery-saving strategies include removing a CD or DVD from the laptop's slot when not in use to prevent the disk drive from needlessly spinning, and quitting any applications not currently in use. If you do not plan on using your laptop for several months, Apple Computer recommends that you remove the battery and store it at 50 percent of its charge. Storing it when completely discharged will prevent it from holding a charge later, while storing it when fully charged will reduce its maximum life, the company says. □

## Informative Website

Apple has recently published a new tutorials website that is available to the public: iLife '06 Multimedia Tutorials<<http://www.apple.com/ilife/tutorials>>

Take a few minutes and check out these free tutorials for all of the iLife '06 bundled applications: iPhoto; GarageBand; iTunes; iMovie HD; iDVD; and iWeb □

## Helps from Apple Tech Support

*Editor's note: The following article is condensed from the Small Dog Electronic Newsletter: Kibbles and Bytes. It was written by an Apple employee on the Tech Support team.*

There is a specific group in Apple (the one I work for) that deals with all the iApps and a few pieces of the OS. For the iApps, we work with the five pieces of the iLife suite (iPhoto, iMovie, iDVD, GarageBand, iWeb) and with the iWork suite (Keynote and Pages). Note:

iTunes is no longer part of iLife; it's now its own app

handled by the people who address iPod questions. For the OS, we work with iCal, iSync, Front Row, and Photo Booth.

We handle questions relating to areas of programs that aren't working, report any bugs that are found, and correct any errors. We usually refer any "how-to" questions to our help menus and knowledge base since we don't have the bandwidth to be able to walk people through issues that we have documented and are readily available. However, we do what we can to make sure that we point our customers to the right path so that if we are directing them to self-help resources, we want to make sure that the resource is there and that they are accessing it correctly.

### Helpful Suggestions

**1. iPhoto Library:** If we could give one piece of advice to our customers, we would say, NEVER DO ANYTHING TO YOUR IPHOTO LIBRARY FOLDER!!!!!!! You can always copy it and back it up. But, other than that, don't touch it. If you want to delete photos, do it through iPhoto. If you want to attach photos to an e-mail message, do it through iPhoto. If you want to attach photos through a web browser or upload them onto a site, export your photos into a folder onto your desktop and then attach them or upload them. But, whatever you do, don't go into your iPhoto library, delete photos from there, or change the organization. It is organized in a certain way for iPhoto, and if you change it, it will create havoc in your iPhoto library. Then, on our end as techs, we will instruct you to move your library out, create a new one, reimport your photos, and rebuild all your albums, reorganize all your photos, and do a lot more work than you would have done using the iPhoto interface. Final warning: if you delete the photo in iPhoto, put it in the iPhoto trash, and empty the trash, the photo will be gone.

**2. Provide Feedback:** In almost every program, under the menu next to the blue apple (the one with the name of the program), there's an item that says "provide-feedback." Take advantage of it. We truly treasure and listen to our customers' feedback. Many changes to our programs come about because of it. Changes don't just happen from a bunch of engineers that come up with their own ideas; they come from our customers. So many of our customers use this dedicatedly for so many different reasons, both personal and professional. So, if you think there are things that should be changed, tell us about it. Either look for that feedback link under the menu, or go to our website at [www.apple.com/feedback](http://www.apple.com/feedback) and send us something.

**3. Know Your Self-help Resources:** We refer our customers to three places to find answers.

**a. Help Menus:** The help menus are a great resource that explains very well the basics of how to do simple things in programs. We use them all the time to point our customers in the right direction. They should always be the first place customers look if they have a question about how to do something in any of our programs.

**b. Knowledge Base:** Our knowledge base, or kbase, on top of containing all the help articles you can find in the help menus, contains articles that we post on various fixes and issues to things that we are seeing and hearing from our engineers, customers, and tech support agents. So, the "bug" you think you found might be something we already know about and already have documentation on in our knowledge base.

**c. Discussion Boards:** When all else fails, a great place to look is our discussion boards. They are a great resource because it allows you to talk to other mac gurus. Normally, our computers come with 90 days of phone support, and you can purchase AppleCare (which extends your phone support to 3 years) within the first year. If you are out of your 90 days and cannot purchase or are beyond the 3 years if you had AppleCare, an alternative to the \$49 charge we would charge for support is to use our discussion boards. This is something that we offer and suggest to our customers over the phone. So, take advantage of your resources. They are there, they have lots of knowledge, and they should be able to answer your question 90-95% of the time. One piece of advice, though: don't treat it like Ask Jeeves...use short keywords.

## TextEdit from Kibbles & Bytes

If you've recently purchased a new Mac, you might be surprised that AppleWorks is no longer included with the bundled software. The only dedicated word processor is TextEdit, which, if you're used to Word, Pages, limited.

However, TextEdit is a fairly robust program. It's also fast, stable, and easy to use. It also contains some advanced features that are not necessarily obvious to the casual user.

It is always recommended to explore in the menu bar of any application, particularly in the Preference pane. This can help you set up TextEdit to your liking. For example, when TextEdit launches, you can always choose Format >Wrap to Page and Format >Rich Text. This makes TextEdit feel like a "real" word processor and gives a preview of how the printed document will look. These options can be set as the default settings for TextEdit under File > Preferences.

The text formatting menu in TextEdit is worth exploring. Access this by holding down the command key (the one with the Apple on it) and the T key at the same time. A menu will pop up that allows you to choose fonts, font sizes, and font colors. You can also use this menu to adjust space between lines, underline or strike out words, give words drop shadows, set kerning (the space between letters), and more. At the bottom left of the Formatting Menu is a little icon that looks like a gear, which Apple calls the action menu. When you click on this, one of the options is "Show Preview." If you select this, you will get a preview of exactly how the font style will look when it is applied to your document.

You can also use the action menu to designate a favorite font. For example, you can keep a list of favorite fonts in TextEdit for web design and another list of favorite fonts for formal letter writing.

You can use TextEdit to open and edit Rich Text documents (RTF), Simple Text documents, Word documents, and even HTML pages. You can open and edit HTML pages in a "what you see is what you get" format, or as raw HTML code. By default TextEdit opens HTML documents in the "what you see is what you get" rich format. Go to TextEdit's Preferences, and select "Ignore rich commands in HTML files." Now TextEdit will open HTML files as plain text files, allowing you to edit the raw code—perfect for basic HTML markup.

TextEdit can make tables; simply browse to Format > Text > Table to insert a table. (RTF)

**Editors Note:** Bobby Morrison from CompUSA tells us that all new Apple computers include a trial of iWork '06, which includes 2 applications: **Keynote**, is a presentation software similar to Powerpoint and **Pages**, which is a cross between MS Word and MS Publisher. You can access more information at this website: <http://www.apple.com/iwork/>