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February Program:

Tuesday, Feb 8th, 2011

*How Does The Apple iPad Compare With the Mac Laptop
—presented by Bobby Adams*

See bottom of page 8 for more program content details!



President's Corner by N.C. Sizemore

Hello Everyone,

I hope that by the time you read this, you (and I) are enjoying beautiful Florida Springlike weather! If you missed our January

meeting, you missed a wonderful opportunity to hear how a local community effort is paving the way to ultimately reduce health care costs and improve your healthcare provider's ability to care for you. They do this by linking all of them to all of your healthcare information which will reduce duplicate testing and imaging and prevent contra-indicated prescriptions. That's the short version. The long version was more interesting and informative. My interest in this subject dates back to July 28, 2008 when Dr. Melvin Seek presented this concept to the Kiwanis Club of Ocala. I tried, unsuccessfully, to get Dr. Seek to present this to our club a few times and never succeeded. Our Program Director, Burt Stephens did me one better. He got the database developer (who probably knows more about its mechanics than Dr. Seek does, to make the presentation last month. Better yet, the developer Bob Holloran, is a MAC user and said he is going to join our group!

Speaking of Kiwanis and programs: I am the program chair for The Kiwanis Club of Ocala for the month of February. I have found that it is easier to get four programs for Kiwanis for a month than it is to get one one program for OMUG. Why? because OMUG programs have to be related to MACS— Kiwanis programs can be related to anything interesting. This is another reason why I appreciate Burt so much and urge everyone to help him with program suggestions and/or presentations. Another thing I am working on for Kiwanis is our annual spring Gala (dinner dance auction) which is a major event to raise funds to support the numerous projects our club does to promote literacy, safety, and character for the children of Marion county. FMI: <http://ocalakiwanis.org/index.php?type=news&cat=20> (I'm also Kiwanis webmaster).

If you missed the January Workshop, you also missed a detailed talk about iCal – I learned a lot – I even learned some MAC basics I was unaware of. (I'm ashamed to tell you what!) OK I'll tell you. A two finger click on the MacBook Pro is a right click. I didn't know that. Phil does a great job with these workshops and he had the attendees help him rank interest in future workshops. You will see the results of this in the March issue of MUGSHOT.

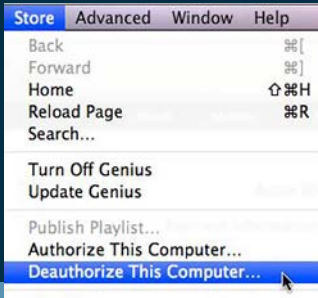
In Apple news, Steve Jobs is on medical leave again. We wish him well. In the meantime, the company seems to be in good hands with an experienced team including COO Tim Cook running the show. Apple had fantastic results for the quarter just ended. They sold over 16 million iPhones, over 7 million iPads, and over 4 million Mac computers. The article I read did not mention iPods but they obviously sold untold millions of those as well.

I'm looking forward to our February meeting where our own BOB ADAMS will present a program contrasting the iPad with the MacBook Pro. One of the things I learned in the January workshop is if Shelley and I are attending these workshops together, we need another portable computer. Should it be an iPad which I would like to have, or another MacBook? My heart says iPad but I think my brain says laptop as I don't think the "OSes" (at this time) are sufficiently compatible to make a workshop on one suitable for the other. I'll wait to see what Bob has to say before making a final decision.

In closing, you may have been happy to hear a rumor that Apple was putting "Genius Bars" in Best Buy stores. The latest on that rumor is: "it is not true". Not true for the reason that Genius Bars would under cut Geek Squad sales and reduce sales of extended warranties. This could be just Apple and Best Buy's attempt to quell the rumor mill until they are ready to announce; my guess is it will be a long time, if ever, before we see a "Genius Bar" in our local Best Buy.

NCS ■

De-authorizing Your Mac When You Get Rid of It



When you are getting rid of your old Mac and getting a new one, you probably know that you need to wipe out the hard drive and reinstall a fresh copy of Mac OS X, but there is one other step called “de-authorizing” that many people don’t think about.

Authorizing your Mac lets you play protected media such as TV Shows, Movies and Music purchased before 2008. (Apps from the App/Mac App Store don’t need to be authorized.) You can authorize up to 5 Macs with one Apple ID.

Since few people have 5 Macs, most people never bump into the limit. The problem comes in, however, when you get rid of a computer without de-authorizing it.

If you had two Macs, sold one without de-authorizing, and bought a new one, you are now using three of your authorizations. Certain major repairs can require you to re-authorize the Mac when fixed so if you didn’t de-authorize before the repair, there goes another one of your authorizations.

De-authorizing your Mac is easy. Go to iTunes and go to Store / Deauthorize This Computer... on the Menu Bar.

You can check how many of your 5 authorizations have been used by going to your account information screen in the iTunes Store. (Click your Apple ID at the top right of the iTunes Store window.)

If you have used all 5 of your authorizations, there is a De-authorize All button. Click this button and then you will need to re-authorize each of your current Macs. You can only De-authorize All once per year.. ■

Thanks to: ChrisB of Basics4Mac



Apple Mail housekeeping tips—

The Apple Mail application is an excellent email client that supports many email types and is easy to configure and use. However, unless you do some periodic housecleaning your mailboxes will

get cluttered and the application will slow down.

1. The first, and most obvious thing, is to slim down your mailboxes a bit.

Create a new folder in Mail and move all your old emails into that folder (or use the Archive function if you have a Gmail account). This way mail only has to load the most recent emails when it launches and instead of having to synchronize a list of over 20,000 emails with the server it only has to deal with 500 or so, saving your precious bandwidth if you are on a mobile connection. You will always be able to find your archived mail by using Mail’s excellent search tool.

2. It is a good idea to rebuild your mailbox every now and then. Like everything else on your computer it may become corrupted which can slow down or crash Mail, so select Rebuild from the Mailbox menu to have Mail check and automatically repair it.

3. Clean your previous recipients list. Mail stores a list of everyone you’ve ever sent a message to so that it can suggest their email addresses when you are writing a new email. The problem is that many of these recipients are people you only emailed once, or addresses which have changed so the list can become full of out of date and irrelevant addresses. Select “Previous Recipients” from the Window menu to clean up the list.

4. Finally, if you are using Mail to read RSS feeds it might be a good idea to go through your subscriptions and delete the ones you no longer read as Mail essentially treats an RSS subscription as a mailbox. This means that as the number of posts increases Mail will slow down, so keep an eye on your feeds!

Add the OMUG meeting calendar to iCal on your computer—

The OMUG meeting and workshop schedule is maintained as a google calendar which can be easily added to your computer’s iCal application. This can help you keep track of any schedule changes and any events that might be of interest to OMUG members. As with most things on our Macs there are several ways to do this, but the easiest is to subscribe using the public icalshare website. [Here is how](#)

1. Go to the icalshare website; <http://www.icalshare.com/>

2. Search for ocala; then select “ocala mac user group”

3. Click “subscribe to calendar”

4. A window will pop up with the URL to the OMUG calendar; do not change anything. Just click “subscribe”

5. Another window will open and you can change the name of the calendar, add an optional description, change options for alarms, attachments, to do items, and set an auto-refresh time. I suggest keeping all the default settings except the refresh time. Use the drop-down menu to select “every day.”

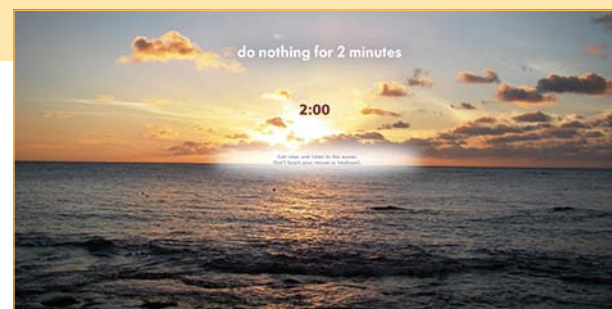
6. Click OK.

And lastly—

A peaceful break.

Don’t worry, no surprises at the end.

<http://www.donothingfor2minutes.com/>



Beyond Sunset: The Different Phases of Twilight— *edited from an article by James Brandon, of the Digital Photography School*



Photographer James Brandon explores the magical world of twilight that begins after the sun has disappeared beneath the horizon.

Sunsets are one of the most common and widely photographed events in nature. They are stunning and inspiring to watch and never seem to last quite long enough before everything is over. Once the sun dips below the horizon, the majority of people pack up their gear and head home. They see a setting sun as the end of shooting, but they are missing so much!

What most photographers don't understand is that once the sun has disappeared, a new window of opportunity begins, the three different phases of twilight, each with very distinct and unique features that open up different worlds of opportunities for your images.

Sunrise and Sunset— The period of time leading up to sunset or directly after sunset is the most popular times for photographers. The light is beautiful and perfect for portraits and landscapes. The sunlight is diffused and less harsh, and beautiful warm tones are cast across the horizon. Sunsets and sunrises are also popular photographic opportunities because the sun acts as another interesting element in a photograph because of its low relative position to the horizon, which can't be done during the day time in most cases. These times of day are spiritual, calming and invigorating. They have a way of making people stop and take everything in. Twilight is upon them and the many photo ops of the evening have just begun.

Civil Twilight— Civil twilight is the brightest phase of twilight and occurs from the moment the sun dips below the horizon and lasts until the center of the sun is 6 degrees below the horizon. This period of time lasts about 30 minutes on average but can be longer or shorter depending on the time of year and your position on the globe. During civil twilight, you may also be able to see the brightest stars in the sky, as well as some planets like Venus. The horizon is clearly visible and taking handheld pictures is relatively easy to do. Objects are clearly defined and no additional light is needed in most cases. The light cast during this phase can be anywhere from warm golden tones to cool pink tones.

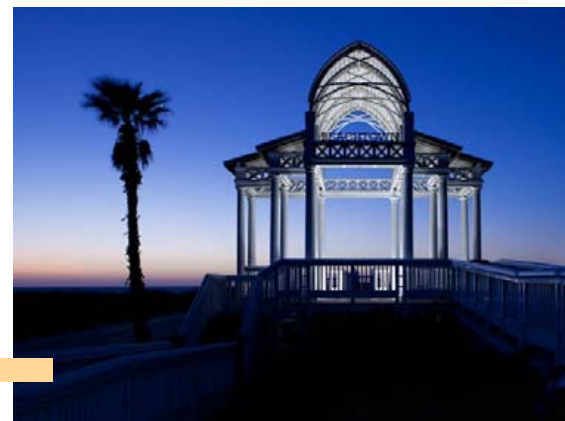
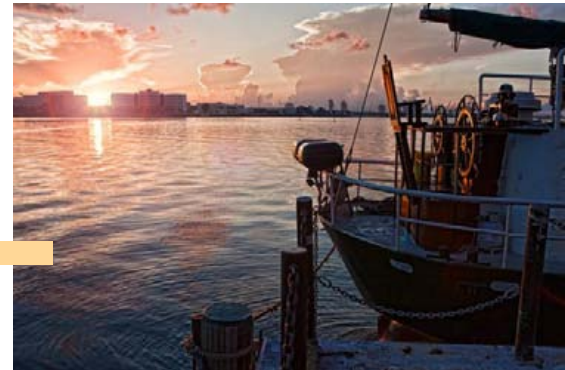
The colors of the sky change quickly. The sunset colors go away and an entire new set of colors splay out across the sky, cooler in temperature as time goes on. It's important to adapt to the quickly changing conditions. As the next phase of twilight approaches, the gradation from the sunset point to the other end of the sky is going to become very smooth and pleasant, and the dynamic range of light in your images is going to decrease drastically.

Nautical Twilight— Nautical twilight occurs right after civil twilight in the evening, and right before civil twilight in the morning. This phase occurs when the center of the sun is between 6 and 12 degrees below the horizon in the evening. This period also usually lasts around 30 minutes and the primary color cast across the atmosphere is usually a deep blue tone with still noticeable orange and yellow hues left over from the fading sun. The horizon is still visible during this time but hand held shots are going to be somewhat difficult by now. The light has started to dissipate quickly and silhouettes are going to be more prevalent in your shots. Details will be harder to make out during this time but there is still some remaining light on the horizon from the sun.

During nautical twilight, the artificial lights in buildings and structures will really begin to take over the scene. Be sure to use a tripod during this time as hand held images will be extremely difficult. Pay attention to the way the remaining light and manmade light in your scene interacts with the subjects in your image. Use the directional light from the horizon to add hints of definition to objects and be ready to take multiple images as the light conditions will change rapidly.

Astronomical Twilight— The last phase of twilight is known as "astro" twilight. This period of twilight occurs when the center of the sun is between 12 and 18 degrees below the horizon and slowly degrades over a period of 30 minutes. A tripod is strongly suggested. During this phase of twilight, there is still some useable light to make for very interesting pictures.

Cityscapes really comes to life during this time and the smallest light becomes a powerful tool of illumination. There is still a faint cast of dark blue across the horizon at first, and this slowly turns to black as night time begins. Away from the city, stars will be very visible and can be incorporated into some shots. Details will be somewhat difficult to make out without the help of some sort of artificial help. This phase of twilight is certainly the most difficult for creating images, but it can still be very rewarding. ■



[Click here for the complete article!](#)

Editor's note— this article has been presented for those of you that want to push the envelope of your digital photo capture beyond the ordinary.



How to make a solid Mac backup—What should you back up, and how? Prioritize your data and keep it safe. You know you should back up your data.

While some may fail to do so because they believe it's a complicated process, and others because of their misplaced faith in the robustness of hard drives, many Mac users simply don't have a reasonable idea of what to back up and how to best go about it.

Edited from an article by Christopher Breen, Macworld.com—

What should you backup?

Perhaps the best way to determine which data to back up is to consider just how terrible you'd feel after losing a particular class of data.

The Personal and Irreplaceable. When considering what to back up, this is the first broad filter you should employ—data and media that holds a special place in your heart and can't be recreated. High on the list of the Personal and Irreplaceable are photos and home videos. Although it's possible that you have the original images and videos on a tape or storage card, unless you're the worst sort of hoarder, it's likely you've erased or overwritten the original content.

This is important to back up. Your teenager will never again be a toddler nor will your hair-line naturally return to its 2002 whereabouts. And unless you have a photographic memory, you can't recreate the letters you sent to your lady love in college (but really, you should have hand-written them). If such documented memories are important to you, backing up such media is the first thing you should do.

Reaction if lost: Weeping and garment rending.

If Lost Will Get You Fired Or Thrown in Jail.

Nearly as important as The Personal and Irreplaceable is that data which, if missing, threatens your job or freedom. Such files include work documents you've brought home that aren't backed up at your place of business, documents you've spent months creating for tomorrow's presentation, the Great American Screenplay due to the director in two day's time, and your tax records.

Reaction if lost: Trembling fear.

Would Be a Drag to Replace. A surprising amount of the stuff on your hard drive falls into this category. This includes music in your iTunes library (music you've ripped from CD or purchased online), iTunes videos, your browser bookmarks, address book contacts,

and calendar events. (Of course, if your business depends on those bookmarks, contacts, and events—this class of data moves up in the order of importance.)

Reaction if lost: Non-stop cursing.

The Rest. This can be old e-mail, applications that you haven't run since transitioning from OS 9 to OS X, your résumé from 1997... just about anything that you thought you might need some day but, in truth, were unlikely to ever look at again.

Reaction if lost: "Huh."

Know your backup options.

The days of casually jamming a floppy disk into a slot and dragging a couple of files on to that disk are gone. We now have multiple gigabytes of data to back up and slow, low-capacity solutions are no longer an option. These are the common backup choices at your disposal.

Writable optical media. Although Apple sees writable CD and DVD media as something of a dead-end, a lot of today's Macs still bear a SuperDrive. Proponents of these discs once promised this media would survive for dozens of years. Regrettably, such claims haven't been born out by the facts. Writeable CDs and DVDs can degrade over time, particularly when exposed to sunlight and moisture. And scratch it badly enough and your data is toast. It's also a terribly slow means for backing up a lot of data. In a pinch, however, it's a reasonable part of a sneakernet solution—one where you need to easily move data from one computer to another when you don't have a network connecting the two.

While not natively supported by the Mac, writable Blu-ray discs are another option. Although subject to the same environmental threats as CD and DVD media, they hold more data—25GB on a single-layer disc and 50GB with dual-layer media. And Blu-ray burners have dropped in price. For around \$250 you can purchase an external Blu-ray burner and copy of Roxio's Toast Titanium 10 Pro, which allows your Mac to burn Blu-ray discs.

A Mac with second hard drive. Attaching a second hard drive to your Mac is the most common way to use Time Machine. Just plug in a FireWire or USB drive (or add a second internal drive if your Mac allows), switch on Time Machine, and let it do its stuff. Although Time Machine doesn't allow you to choose specific items to back up, it does let you exclude items. So, for example, you could save some space by asking it to exclude the System folder at the root level of your startup drive. When you do this Time Machine offers you the option to additionally exclude all system

applications and UNIX tools. This may be the easiest way to back up your data as it requires effort no greater than purchasing and plugging in a compatible hard drive.



Excluding system files from your backup can save you a lot of space.

The pros are obvious. Configuring a Time Machine backup with a second hard drive is dead simple to set up. The greatest effort it takes is purchasing the drive and plugging it in. The cons may not be quite so apparent to everyone. Should there be a cataclysmic event—a massive power surge, fire, flood, or earthquake—you could lose both your Mac's hard drive and the secondary drive attached to it.

Mac with two external hard drives.

The idea is similar as the single back up drive. The difference is that you rotate the drives and keep one of the drives off-site—in a bank's safe deposit box, for example, or at a friend's house. (If you have to store it on-site, get a waterproof fire-safe and place your second drive in it.) So, attach Drive A on Monday and let it back up your Mac throughout the week. Detach it on Sunday and swap in Drive B, allowing it to back up the Mac during the next week. If the worst happens, you lose, at most, a single week's work. (*Ed. note— heavy users.*)

Time Capsule with network of Macs.

If you have multiple Macs to back up, Apple has a solution in the form of its 1TB and 2TB Time Capsule wireless hard drive/routers (priced at \$299 and \$499 respectively). Like the single hard drive solution, it means your backup drive is on-site.

Home network server. If you live in a home with multiple Macs consider turning one of those Macs into a backup server. Detailed at length in the linked article, you can use a variety of software tools to automate the backup of multiple Macs over a network to a hard drive attached to the server.

RAID backup. RAID arrays—boxes that contain multiple hard drives packed with redundant data—were once the purview of corporations and well-heeled geeks. Thanks to Data Robotics' Drobo and similar simplified RAID arrays, such boxes are now finding their way into home offices. "Redundant" is the key advantage here. If one of the array's hard

continued on page 5 >>

Back-up, continued—

drives takes a dive, your data is still safe, as it's backed up on another of the device's drives. Again, it's an on-site solution so it's threatened by the same acts of nature that can destroy your Mac.

Online backup. Online backup provides a way to protect your data from those on-site disasters. Using an online backup solution such as MobileMe's iDisk, Dropbox, or one of the many commercial online backup services you can upload your most precious data to the cloud. Should a real cloud flood your Mac and its local backup solutions, you can restore your data from the ether.

Make a backup plan!

How you backup depends a great deal on what you backup. You will, for example, wish to make multiple backups of Personal and Irreplaceable data and keep a rotating off-site backup. The rest can be backed up to the Time Machine drive attached to your Mac or, if you're tired of being tethered to the past, ignored altogether. Now that you've determined which data is the most precious to you and understand the options for backing it up, let's consider the steps you should take to back it up.

For your most prized data you must have a redundant backup plan. This starts with at least one local backup drive running Time Machine or another hunk of backup software—a tool such as Shirt Pocket Software's \$28 Super-Duper or Bombich Software's free Carbon Copy Cloner if you want a bootable backup. (Optionally you can back up to a home network server.) A second backup drive that you keep off-site and rotate in on a regular basis is the second step.

For the *crème de la crème* of your data collection—your iPhoto library and iMovie projects, for example—add an online storage service. This provides off-site backup without you having to leave the house. If you can get by with just a couple of gigabytes of storage, Dropbox is an excellent and free choice. If you need up to 20GB of storage and have a MobileMe account, use your iDisk. And if you have a lot of data (and plenty of time to wait for it to upload) consider a more flexible online storage solution such as the \$54-a-year CrashPlan. CrashPlan not only lets you back up your data to its servers, but you can also back up data to a friend's computer.

Such a redundant backup plan should leave you fairly well protected. But there are additional steps you can take.

Go even further.

For example, if you have a particularly hot project you're working on at the moment, consider jamming a USB key drive into a spare slot on your Mac and copying that project's files to it every hour or so. Should something awful happen and your regular backup system hasn't had time to save your data, you lose only an hour's work at most. (You can create an Automator workflow to automate this process.)

iTunes provides an additional level of backup protection. You can burn a selected playlist to CD or DVD as data. To properly configure this option, select a playlist in iTunes' Source list and choose File -> Burn Playlist to Disc. In the Burn Settings window that appears, enable the Data CD or DVD option and click the Burn button. After inserting a blank disc you'll be told that the disc is only for data storage. If there's more data than will fit on a single disc you'll be asked if you'd like to split the playlist across multiple discs. Click Data Discs to confirm your choice to do so.



Burn your music to disc as data.

Regrettably, iPhoto no longer offers an option to back up your iPhoto library to optical media. Rather, you can burn only images to the disc rather than the library itself and you can't burn to multiple discs if the selected number of photos won't fit on a single CD or DVD.

While you don't need to back up your applications—because you can always install fresh copies—you should absolutely keep a record of your applications' serial numbers and registration codes. That way, should you lose those applications, you needn't go through the bother of contacting each software company in the hope that they'll supply you with the numbers you need to run their programs.

Similarly, having a copy of your passwords and Internet configuration information will be a *lifesaver* if your hard drive dies. You can back up many Internet passwords by making a copy of your keychains. You'll find them by going to youruserfolder/Library/Keychains. Agile Web Solutions' \$40 1Password is a terrific way to

create and store passwords. Additionally, you can export 1Password archives for backup. These files should be part of a larger backup, but it doesn't hurt to keep spare copies around. As for Internet configuration settings, one of the easiest ways to "back them up" is to take screen shots of the appropriate Network system preference and AirPort Utility screens and then print and back up those screen shots.

Safety in numbers.

For many of us it's no exaggeration to say that we store much of our lives on our Macs— be it our financial history, online personalities, media, or memories. Losing that data is no longer a minor inconvenience. And because it isn't, we must take serious steps to back it up. You now know what to back up and how to go about it. All that's left is the seemingly most difficult step— actually taking the time to do it. ■



Using Apple.com Support— Apple has reorganized the Support section of Apple.com.

Quite a lot of effort has been put into creating a one-stop place for all the support you may need for your Mac, software, iPod, or iDevice.

Here's a rundown of what you can find:

- Troubleshooting tips
- Product manuals and user guides (Remember when these came in the box?)
- Technical Specs
- Genius Bar reservations
- Apple Care support
- Training tips and videos
- Express Lane, which is a way to give information about your product and your problem to Apple Support before you call them which saves time when you are actually on the phone.

Obviously, **Apple.com** is a great sales and information tool for Apple, but if you need assistance after the sale, their new support page is top-notch. ■



Installing software on a Mac with a dead DVD drive—

by Christopher Breen, *Macworld.com*

A reader passed along an old Mac mini to her son. When setting it up she inserted a CD to install some software and discovered that the media drive is broken—the CD just spins and spins and never mounts. She has a MacBook with a working media drive. Is there some way she can connect the Mac mini to the MacBook to install software?

Yes. You can use the media drive on your MacBook to install software to the Mac mini. This can be accomplished via FireWire Target Disk Mode or through disc sharing. They work this way:

FireWire Target Disk Mode method:

String a FireWire cable between the two Macs. Restart the MacBook while holding down the T key. Boot the Mac mini and you should find that the MacBook's hard drive appears on the mini's Desktop. Now insert an install CD or DVD in the MacBook's media drive. It too will appear on the mini's Desktop as a removable volume. Open that volume and double-click on the installer. The installer will go about its business.

Disc sharing method: Disc sharing is a scheme designed by Apple that allows a MacBook Air to use a CD or DVD inserted in another Mac on the same local network. With a slight bit of trickery you can make it work with your MacBook and Mac mini too.

To do so, first launch System Preferences on the MacBook, select Sharing, and enable DVD or CD Sharing. (If you want to be asked before sharing a disc, make sure the Ask Me Before Allowing Others To Use My DVD Drive option is enabled.) Now here's the trickery. Launch Terminal on the Mac mini and enter these two commands, pressing "Return" after each:

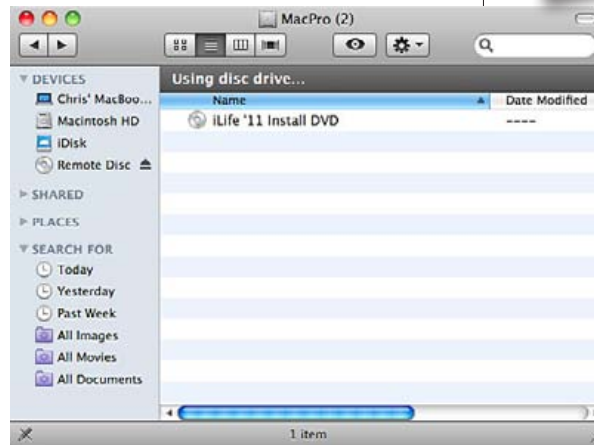
```
defaults write com.apple.NetworkBrowser  
EnableODiskBrowsing -bool true
```

```
defaults write com.apple.NetworkBrowser  
ODSSupported -bool true
```

Restart the Mac mini.

With the two Macs on the same network, insert the install CD or DVD into the MacBook's media drive. A Remote Disc entry will appear in a Finder window's sidebar on the Mac mini. Select it and you'll see the name of

the MacBook. Double-click on the MacBook entry and you'll find the disc that's inserted in the MacBook's drive. Double-click it to install. Because it's operating over a network the installation will take longer than it would if you were using the disc in the mini's media drive (if it worked, of course).



An install DVD seen through disc sharing

Disk image method: Finally, you could create a disk image on the MacBook, copy it to the Mac mini, and then run the disk image as if it was the original disc. To do that, insert the disc in the MacBook's media drive and launch Disk Utility (found in /Applications/Utilities). In Disk Utility's Sources list select the disc. Choose File -> New -> Disk Image from nameofdisk. In the sheet that appears choose DVD/CD Master from the Image Format pop-up menu, None from the Encryption pop-up menu, and click Save.

Disk Utility will take some time creating the disk image. Once the image has been created, copy it to the Mac mini over the network, double-click on it to mount it, and run it as if it was the original disc. ■



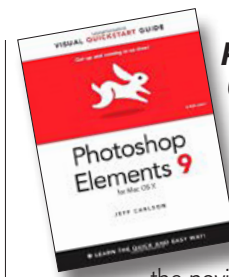
Mac Switcher Guides—

By: ChrisB— *Basics4Mac*

If you are a **Windows** user that is switching to a Mac (Welcome!) or know someone who is, you might be interested in a series of articles from Macworld to get you going on the switching process.

This series is about a year old, but the information these guides contain is still current. Go to the main article to find links on moving your files and hardware to the Mac, getting used to OS X, running Windows on a Mac, and understanding Mac security.

Switchers guide: moving from Windows to the Mac— [CLICK HERE](#)



PS Elements 9, Visual Quickstart Guide— an InfoManager review—

By: Jeff Carlson (edited)

A good reference book which can be read from the first chapter for the novice, or just used a reference guide for the medium to advanced 'PS Elements 9 user. There are 14 chapters and seven pages of Keyboard shortcuts at the end of the book.

There's some great content in here, like resolution and image size which few people understand, and the under-used Paint Bucket tool. Like correcting for camera distortion (when the buildings in your photos appear to bend inward). With Photoshop Elements 9 you can correct that

easily, but few people understand that you can, or even care to. Some people feel that's the way cameras work and just accept that. Some of us just can't think that way.

This is a book that I can recommend for those who buy Photoshop Elements 9 and have that *deer in the headlights* glaze in their eyes when they first open up the program. This book should help you get your battery jump-started. ■

Easily Find Specialty Symbols—

By Kali Hilke, *SmallDog.com Kibbles & Bytes*

I can now find ® and ™ in my sleep. However, if you find yourself hunting for those or any of the hundreds of other specialty symbols, look no further than the Character Palette (actually now known as just "Characters" in OS 10.5 and 10.6).

There, you will see a full lists of characters, from punctuation to mathematical symbols to braille patterns. To get to it, just do the following:

- Select Edit > "Special Characters..." from whatever application you're in (e.g. TextEdit, Safari or Mail) or choose the Character Viewer icon in the upper righthand part of the menu (if you've chosen to display the icon there. More on that in a sec.)

Keyboard shortcut: Shift-Command-T

- Choose "View: All Characters" from the drop down menu in the window (if it doesn't automatically display all by default)

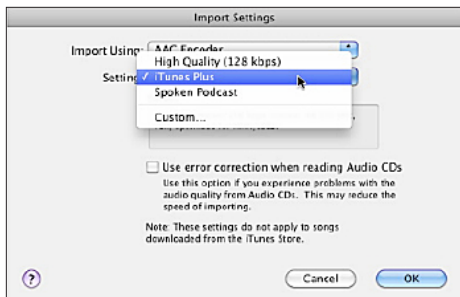
Add your most used to the Favorites section, and you'll be good to go!

Easily copy music CDs to iTunes—

by Christopher Breen, Macworld.com

There's a very good chance that you already have a load of music just waiting to make its way to your computer and iOS device—your CD library. Here are the steps for turning your discs into digital files.

Step One: Check your iTunes settings—



By default, iTunes will import (or rip) CD tracks using the AAC encoder at 256 kbps. This is a “lossy” compression format (meaning iTunes makes your tracks consume less space by removing audio data that you shouldn't be able to hear). However, it's also a lossy compression format set at a high bit rate, which means it should be extremely difficult (if not impossible) to detect any difference between the original and ripped versions.

If you'd like to change the encoding settings—either to save more space by choosing a smaller bit rate such as 128 kbps or to get a higher quality file by choosing a lossless encoder such as Apple Lossless or AIFF—choose Preferences from the iTunes menu and click the General tab.

To change the import settings, click on the appropriately named Import Settings button. In the resulting Import Settings window you can choose AAC Encoder, AIFF Encoder, Apple Lossless Encoder, MP3 Encoder, or WAV Encoder from the Import Using pop-up menu. AAC and MP3 are both lossy encoders. The Apple Lossless encoder cuts file size approximately in half without losing audio quality. The AIFF and WAV encoders maintain audio files at their original size and resolution. (Using these encoders a 4-minute track is approximately 40MB.)

When you select either AAC Encoder or MP3 Encoder in the Import Using pop-up menu you can choose a different bit rate in the Setting pop-up menu below. When you choose AAC Encoder your preset choices are High Quality (128 kbps), iTunes Plus (256 kbps), or Spoken Podcast (64 kbps). Choose MP3 Encoder and your preset

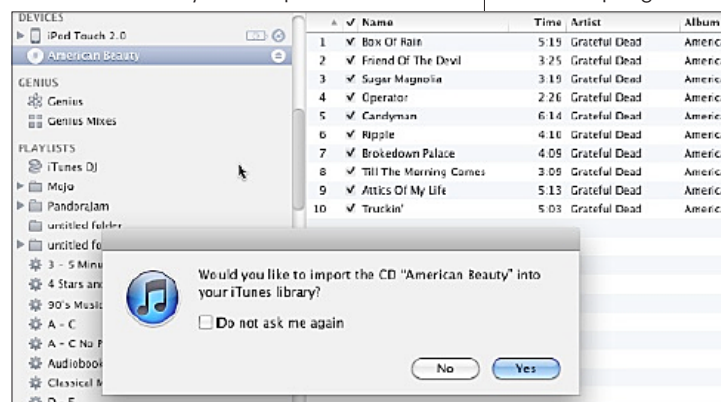
choices are Good Quality (128 kbps), High Quality (160 kbps), and Higher Quality (192 kbps). For each encoder you also have a Custom option. Select it and a new window opens where you can choose from among a variety of bit rates. Again, the higher the bit rate, the better the audio quality and the bigger the file.

You can also view iTunes' Import Settings by selecting the CD in iTunes' Source list and clicking the Import Settings button at the bottom-right of the iTunes window. Additionally, with Doug Adams' free Rip A Few My Way AppleScript installed, you can invoke the script from iTunes' AppleScript menu and choose the encoder you'd like to use for selected CD tracks.

Step Two: Insert and select a CD—

Insert a music CD into your Mac's media drive. By default, iTunes will launch, the CD's name will appear in iTunes' Source list and be selected, and the CD's track names will appear in iTunes' main window.

If the CD's track names don't appear it either means that your computer isn't able to



communicate via the Internet (which is how iTunes obtains album, artist, and track names) or the CD is one that's not recognized by iTunes (a “mix tape” CD a friend has created, for example). For those CDs that don't have track names automatically added, you can click on individual titles & add names manually.

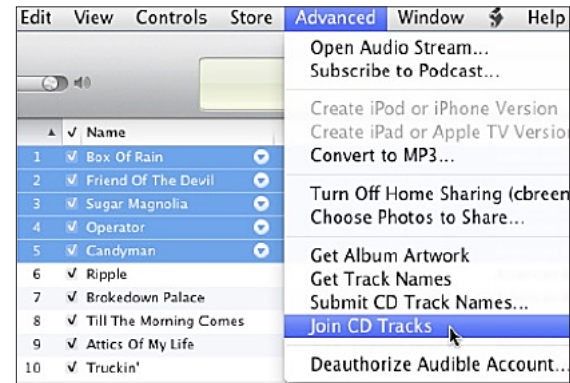
Also, by default, a window appears that reads:

Would you like to import the CD “name of CD” into your iTunes library?

Click Yes to import all the individual tracks on the CD or No if you'd prefer to not import the tracks at all (or do it at another time).

If you click No and later wish to import the tracks from the CD, select the CD in iTunes' Source list and at the bottom-right of the iTunes window click on the Import CD entry. iTunes will begin ripping the CD and adding the tracks to the iTunes library.

If you'd like iTunes to rip just selected tracks, uncheck the tracks that you don't want to rip.



Step Three: Optionally join tracks—

There may be times when you want to combine multiple tracks into a single track. For example, if you have an *audiobook CD that includes lots of short files that you'd like to play as a single larger file*, or a series of live songs that segue smoothly and you'd like to keep together. To combine tracks,

simply select the files you want to join and choose Join from iTunes' Advanced menu. iTunes will place a bracket next to the tracks that will be joined when you click Import CD. ■



Google Privacy: A Look At Cookies—

with Maile Ohye,
Google Support Engineer

- **Transparency**— Google provides detailed information about our advertising policies and practices.
- **Choice**— Google offers innovative ways to view, manage and opt out of ad cookies.
- **No personally identifying information**— We don't collect or serve ads based on personally identifying information without your permission.

Editor's note: To learn what you can do to limit your exposure to unwanted ad messages when using Google, [go here](#) to view a series of videos with Maile.

OMUG Meeting Information –

The Ocala Mac User Group meets on the 2nd Tuesday of the month at the following location to the SE of Ocala:

St. George Anglican Cathedral– Parish Hall

5646 SE 28th St., Ocala, FL 34471
(352) 624-0112

See www.ocalamug.org for a map

OMUG Board of Directors –

President– N.C. Sizemore
ncsizemore@gmail.com • 291-8778

Vice President– Dr. Roberto Putzeys
rputzeys@cox.net • 873-3218

Secretary– Nancy Kirby
nkirby1944@embarqmail.com

Treasurer– Judy Rankin
judyrankin@mac.com • 821-2322

Director– Philip Davis
p.davis@ocalamug.org • 369-8432

Director– Burt Stephens
burtstephens@gmail.com • 873-6177

Director– Al Sypher
aes@imageocala.com • 237-9501

Director– position open

Past President– Tim Rankin
rank.tim@gmail.com • 821-2322

Mac Users Helping Mac Users –

OMUG volunteers will try to help with your computer and software problems. Please add your name to this list if you are willing to share your expertise with other OMUG members.

General Mac Problems– Tim Rankin
rank.tim@gmail.com • 821-2201

Print Shop or Print Explosion–
Judy Rankin
judyrankin@mac.com • 821-2322

General Mac Problems– Web Design
Philip Davis (email ONLY)
p.davis@ocalamug.org

OMUG Assignments –

Assist. Secretaries– Sally Smyth and Shelley Sizemore

Fifty-Fifty Raffle– Earl Satterfield

Membership– Nancy Kirby

MUGSHOT Newsletter– Al Sypher

Program Coordinator– Burt Stephens

Refreshments– Della Marteny and Ed Jaworowski

Sunshine Lady– Virginia Baldwin
vbaldwin@atlantic.net • 629-6308

Webmaster and Apple Ambassador– Philip Davis

OCALA MACINTOSH USER GROUP – MEETING MINUTES: January 11th, 2011

NC called the meeting to order at 7 PM. There were 4 guests: Joe Atilas, Michael Berryhill, Fred Johnson and John Neal. The Christmas Party was a big success and the food provided by My Sons Catering was delicious. NC announced the death of longtime Mac User and OMUG supporter Tom Brannan. A memorial contribution was made to Camp Kiwanis in his honor.

Phil made several announcements about iPhone coming to Verizon stores in February and the new AppStore available to Mac Users with Snow Leopard which will enable you to download Applications (some free!) through an icon in the dock. Automatic download to your Applications folder, can be installed on any computer you own and keeps a list of your purchases, so if you buy a new computer you can download previously purchased software at no additional cost.

MacWorkshops: The workshops are drawing big crowds and covering lots of information. They are held at the church on the third Saturday of the month and Phil has recently released a proposed agenda for the rest of the year. See the OMUG website for more information.

S.I.G.S.: The first S.I.G., *Mac Video Group* was held on Saturday, January 15th at J.P. Leemans' home. There were 5 people in attendance and they all have homework!

Secretary's Report: The November meeting minutes were accepted with no changes.

Treasurer's Report: Judy Rankin reported that as of January 11, there was \$388.17 in the treasury.

Program Topic: Healthy Ocala– **Presenter,** Bob Halloran

Program Highlights: Bob, a long time Mac user is a Nuclear Engineer and Physicist who teaches at Central Florida College as well as retired Chairman and CEO at the National Background Data Group. He currently works with the Public Policy Institute of Marion County working to discover issues of importance to citizens of Marion County. His presentation concerned the implementation of *Healthy Ocala*, which will eventually be a means for Physicians, Hospitals and patients to access the patient's electronic health records from all sources 24/7. Just getting underway, currently there are three participating Physicians in Marion County. • See [Healthy Ocala](http://HealthyOcala.com) website for more information.

Mac Tips: Dr. Roberto Putzeys strongly recommended against using MacTune-up which completely shut down his computer!

Q & A: Questions included: request for info on best Laser printer, what to do if your screen goes black (jiggle the mouse, check your preferences for time-out setting), transferring movies from iPhone, using Magic Mouse with 20" iMac.

Phil also provided some tips and warnings about MalWare, SpyWare and Viruses which are now posted on the OMUG website. Lots of information there, so be sure to check it out often!

Members enjoyed refreshments, planned and served by Ed Jaworoski and Della Marteny.

50/50 Drawing Winners:

Elaine Smith – \$40.00 (two wins); Carolyn Docteur – Red Lobster Gift Certificate (\$25); Marilyn Kennedy and Luis Carrascoso – 2g Flash drives; Phil Davis – Outback Gift Certificate (\$25)

Attendance: Twenty-eight members. **Meeting adjourned at 9:00 PM.**

Respectfully submitted by: Nancy Kirby, OMUG Secretary

COMING UP..

"How Does The Apple iPad Compare With the Mac Laptop?" - A OMUG Presentation, **February 8, 2011**
Presented by Bobby Adams, OMUG Member

Bobby will compare the iPad with the Mac laptop. He will identify features of both devices, e.g., type, size, weight, power required, battery life. Some of the characteristics are directly comparable; others are not, e.g., their operating systems, touch-based capability, multiple-touch and gesture characteristics. The iPad represents another step in evolution of computers but is it a viable replacement for your laptop?

References used in Bobby's presentation will include: the "iPad Handbook Summer 2010" from Mac Life, an article in Popular Electronics - Oct 2010, "Taking Your iPad to the Max," "iPad Made Simple," "iPad: the Missing Manual," "Apple iPad website," - www.apple.com/ipad, and numerous blogs.

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