



THE SEED

A Newsletter From Your...

DENVER APPLE PI

Macintosh User Group

September 2009

Vol 31 No 9

DENVER APPLE PI Calendar

SIG and Help Meetings are
HELD AT THE CONSOLIDATED MUTUAL
WATER DISTRICT BUILDING
12700 W 27th Avenue
Lakewood – 7 to 9 pm
unless otherwise noted
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MEETING DATES SET FOR
SEPT – DEC 2009

Mac SIG	Sep 15	Tues
Help SIG	Sep 23	Wed
Mac SIG	Oct 20	Tues
Help SIG	Oct 28	Wed
Mac SIG	Nov 17	Tues
Help SIG	Nov 25	Wed
Mac SIG	Dec 15	Tue Party
Help SIG	Dec 30	5 th Wed

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MAC SIG MEETING
TUESDAY, September 15, 2009
Larry Fagan: Screenium, Potpourri

MEMBERSHIP ANNOUNCEMENTS

September 2009 Membership renewals are due for the following DAPI Members:

- Barbara Cott
- Kate Cusack
- Annette Rau
- Marie Zimmerman

If you receive a snail mail copy of The Seed, your dues are \$20 per year. If you receive an email PDF copy of The Seed, your dues are \$15 per year.

You can bring your payment to the monthly meetings or you can send your remittance to the club mailing address:

Denver Apple Pi
6501 Welch Ct.
Arvada, CO 80004-2223

DAPI RECYCLES

Please bring your used injet and laserjet cartridges to our meetings so that we can recycle them.

DENVER APPLE PI PROGRAM DVDs AVAILABLE

To get a copy, send an email to awaltjw@yahoo.com and put "DAPI Program DVD" on the subject line. See August 2009 Seed for titles of programs. Please let Jim know several days before a meeting so that he can burn a DVD prior to the next meeting. Each DVD is \$1.00

9NEWS, LG ELECTRONICS, AND WASTE MANAGEMENT

PRESENT THE 9NEWS LIVE GREEN ELECTRONICS RECYCLING EVENT

Saturday,
September 12th
7am-12pm
or when we reach capacity

Limit of 10 items: (5 televisions / 5 non-televisions). Residential recyclables only, please.

Drop off at these locations:

Dick's Sporting Goods Park
6000 Victory Way, Commerce City
PARKING LOT G (Please use
Quebec Parkway and 60th entrance)

Invesco Field at Mile High
1701 Mile High Stadium Circle,
Denver
PARKING LOT C (Please use Federal
and Dick O'Connor entrance)

We will accept:

- Computers/CPUs
- Televisions
- Computer Monitors
- VCRs/Stereos
- Computer
Peripherals/Keyboards
- Home & Office Phones
- Printers / Photocopiers
- Mobile Phones
- Fax Machines
- Consumer Electronics

Waste Management has a shear at their Denver plant that will be utilized to cut each hard drive into 4 pieces. It will then be sent to a local shredder

(audited by Basal Action Network) and shredded into small pieces that are smaller than a .50ct piece. This will keep any would-be hackers from being able to read any data.

We will **not** accept:

- Non Decontaminated Medical Equipment
- Dehumidifiers
- Microwaves
- Thermometers
- Smoke Alarms/Detectors
- Any unit with sludge or liquids
- Fire Alarms/Detectors
- Large Appliances – Refrigerators, etc...



KEYBOARD COMMANDS IN PHOTOSHOP AND PHOTOSHOP ELEMENTS

By Tom Lentz, DAPI

The following instructions apply to the Photoshop version that I use - CS (1). Sometimes, Adobe chooses to change things about or drop altogether parts of the PS program. You may have to search PS Help, the internet or books to find the usage for your version.

Well, you've been working with Photoshop (PS) or Photoshop Elements (PSE) for a while now, and constantly searching and using Menus might be getting tiring. If so, it's time to explore and begin using keyboard commands (shortcuts) for a more time efficient workflow. (Workflow is just computer speak for doing task "a" before "b," "b" before "c," and so forth.) A little bit of time invested in memorization now can save lots of time in the future, and the saving starts the next time you use PS.

PS and PSE provide prompts for easily accessing tools and commands in two obvious places. For the tool shortcut, simply rest your cursor on the respective tool icons in the toolbox, and the tool name will appear followed by a letter in parentheses. [e.g., Magic Wand Tool (W)]. That letter "W" or "w" is the shortcut to acquire this tool immediately. Similarly, to acquire the Paint Brush tool, simply press the letter "B" or "b." Bam - you have the tool at hand for use.

If you look closely at the bottom right corner of many tools in the tool box, you will see a tiny dark triangle present. That simply means that more than one tool is housed at that location. By placing your cursor on a respective tool icon then pressing and holding the left or main click button on the mouse, the other housed tools will appear in a drop-down menu. The default shortcut for quickly rotating through the tool choices (while a particular tool is in use) is to simply hold down the shift key while repeatedly tapping the tool selection shortcut letter, i.e., to rotate through the various Lasso tools (lasso, polygonal lasso, magnetic lasso), just hold the shift key and tap the "L or l" key repeatedly. So doing will cause the tool icon to change as the tool choice and function scrolls through the various choices. In the

Photoshop preferences, a choice is also given to elect to scroll through choices simply by tapping the letter without the shift key being necessary. That is how I have my PS enabled.

The two platforms, PC and Mac, differ slightly in keyboard configuration. On the PC, the Control key is equaled on the Mac by the Command key (the Mac also has a "control" key, but its function and use is different. Don't be confused.). For purposes of this explanation, I will just use the abbreviation of "con/com" to denote the use of the control (PC) or the command (Mac) on the respective systems. The second similarity/difference in keys occurs with the Alt (PC) and Option (Mac) keys. Similarly, I will use the abbreviation alt/opt here.

In the menu command shortcuts, the code for each shortcut is given to the right of the command title in the drop-down menus: e.g., for a simple redo - edit > redo - (a step back in the workflow), con/com plus the letter "z" will move you back in the history to the previous state, effectively canceling your last action in PS. But repeating this command will move you back to the last history state, the one before you did the redo (a bit confusing, but fumble around, and you will figure it out). Essentially, this is a toggle action between the present state to the previous state and back to the present state again. (In my PSE version [PSE 2], the above sequence proceeds differently, so be aware these things are not universal across all versions. Check the menu/shortcut codes.) Again, do not be afraid to check your

Help menu, it's a built-in PS book.

Be aware that not all menu commands have shortcuts. If one doesn't appear, it may or may not exist. Books are written about shortcuts (I have a couple), but a quick internet search will often yield faster results. Just enter search criteria such as "Photoshop + selection + luminance" and often several items will be available. I regularly create a folder for such a subject, then copy and save each pertinent article I find into that folder. This creates my own mini-book on each interesting subject I research. Simple and cheap.

Now that you know a bit about shortcuts, I suggest you learn the following ones immediately, as they really speed up the PS process:

1) Lost your cursor? I lose mine all the time when using a small brush and I am distracted. Just hold down the spacebar, and your tool temporarily becomes the hand tool, with its large hand cursor. Handy, eh? Release and you are back to your tool of last choice.

2) When zoomed in on a portion of your image, hold down the spacebar to get the hand tool to click then drag to navigate about the image. Release it, and you revert to the previous tool in use. (You can also use this when using a tool while zoomed into a portion of an image and you find your tool approaching the edge of the image window; release to re-access your former tool in the adjusted image space and resume your task.)

3) Zoom into the image by just holding the Con/Com key and tapping OR holding the "+" key. Zoom back out by tapping or holding the "-" (minus) key while holding the Con/Com key.

4) Want to quickly fit the image on screen space? Just hold the Con/Com key and press the KEYBOARD NUMBER "0" (zero) [The number keypad is not used for any of these shortcuts.] To quickly move to 100% image view, just hold both the Con/Com and the Alt/Opt and tap the number "0" (zero) key.

5) Want to zoom into a specific area directly? Just hold down both the spacebar AND the Alt/Opt key. Then click and drag the cursor diagonally to enclose the zoom area to be examined.

6) Think the tool cursor in use is rather cumbersome for fine work? Just tap the "caps lock" key and you instantly access the fine or precise crosshair cursor. Tap it again and it toggles back to the normal tool cursor. (Don't forget to check if it is locked if you really can't find your cursor as you change tools.)

7) Need to regulate the opacity of a layer easily? With the layer AND either the hand or move tool active, just tap the keyboard numbers (not the numbers pad) to move up and down in percentage increments of

10%. (zero = 100%) If you want 17% percent, however, just hit the numbers one and seven in quick succession. (Try this trick for many situations that require % values. Just remember to have the hand or move tool active.)

8) Want to quickly view the effect of various layer blending mode when mixing the pixels of two layers? With the hand OR move tool active, click on the uppermost layer in the layer stack that you are mixing with the one below and then try holding the shift key while tapping the "+" OR "-" keys. If this doesn't work, try tapping the up/down arrow keys. One of the methods should work on your platform.

9) Accidentally lose your selection? Try a redo (Con/Com + Z) and often it will come right back as the last history state.

10) Need to quickly add to a selection? Hold down the shift key and draw the addition with the selection tool in use, OR change to a different selection tool and proceed. To subtract from a selection already made, just hold down the alt/opt key and carve away with the same or a different selection tool.

11) Need to reactivate a selection previously made on a layer? Just hold the con/com key and click on the layer thumbnail in the layers palette.

12) Accidentally bring up a dialog that you don't want? Try hitting the escape key.

13) Are you using a dialog box and want to change the values

entered? Just hold down the Alt/Opt key and the "cancel" box changes to "reset" which restores the original values when you accessed the dialog. Just click on the new "reset".

Those are some of the most common command/tool shortcuts that I use on most images I edit. I hope this helps rather than hinders your progress.

Too much to learn? Save this list and resolve to use and LEARN one new shortcut with each editing session. Soon you will have them all and will wonder how you ever lived without them at hand.



FREE SOFTWARE PROGRAMS FROM INC.

Best for Word Processing

[Zoho Writer](#) is an excellent alternative to MS word or Google Docs. *It allows users to collaborate on a document on line in real time.* There is an offline mode which allows you to work on documents even without internet access. Zoho Writer can also be used to post directly to a blog. Zoho's 18 other free apps include a customer relationship management tool, database software, and an applicant tracking program.

The bottom line: Zoho comes closest to hitting the sweet spot for online apps, offering a good balance between features, ease of use, and responsiveness. The availability of a complete set of other business-savvy software—including apps for note-taking, invoicing, managing contacts, creating wikis [Wiki is a piece of server software that allows users to freely create and edit Web page content using any Web browser], planning projects, and lots more—is an added bonus.

COMPANY: AdventNet Inc.

CONTACT: www.zoho.com

PRICE: Free

REQUIREMENTS: Firefox 1.5 or Safari 2.0 or later, with JavaScript enabled Truly free. Zoho Sheet can use VBA macros. Zoho Show imports photos from Flickr or Picasa. Many other online apps available too. The Write, Sheet, and Show apps are fairly basic. Only Writer can go offline.

Operating systems: Apple Macintosh / Linux / Microsoft Windows

Best for Making VoiP Calls

The latest version of **Skype** offers much better audio quality while using 50 percent less bandwidth. The improved video calls are now easier to start and can fill up your whole screen at a smooth 30 frames per second. A new screen-sharing feature allows you to share a document, presentation, or website with another Skype user: Skype charges for some features, but *calls to other Skype users are always free.*



DRAG AND DROP

From *ComputerEdge Online*
Wally Wang's *Apple Farm*

The slow, clumsy way to do anything is through pull-down menus . . . so the fast way to do most things on a Mac is to drag and drop. If you want to open a file using a different program than the one that created it, you have two choices.

The first choice is to, right-click on that file so a pop-up menu appears. See Figure 1. Then choose Open With to display a submenu that lists different programs to open that file.

The second choice is the drag-and-drop method. You can just drag a file out of the Finder window and drop it over a program icon on the Dock. If you wanted to open a Microsoft Word file in Pages, just drag that file and drop it over the Pages icon on the Dock. This will simultaneously load Pages and the file you just chose.

Both the Open With menu command and the drag-and-drop method accomplish the same results, but the drag-and-drop method just feels more intuitive than right-clicking and choosing menu commands. As you get more familiar with the Macintosh, experiment with dragging and dropping, and you may be pleasantly surprised at how many times this method works to simplify different tasks.

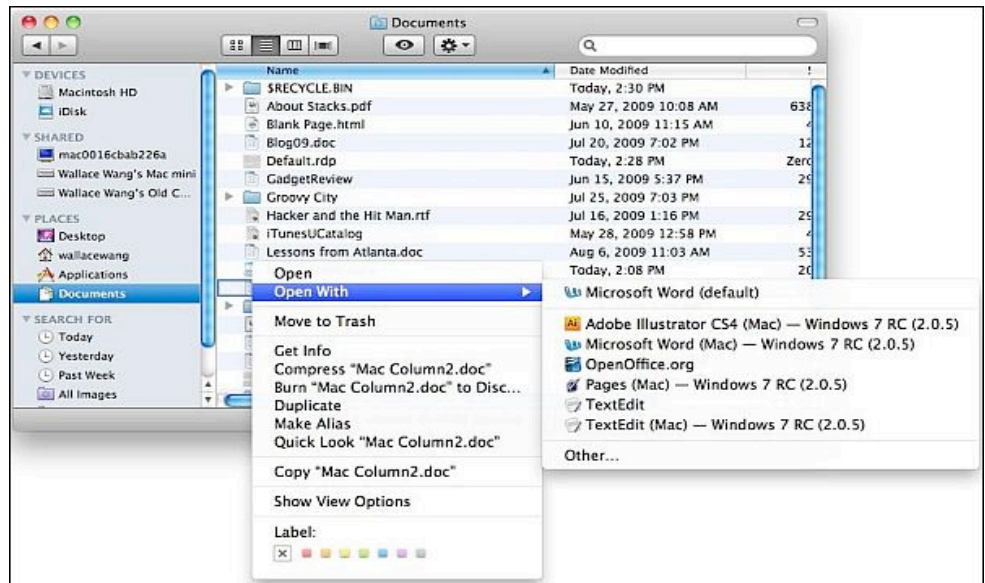


Figure 1. The Open With command lets you open a file through different programs.



SNOW LEOPARD: REASONS WHY YOU SHOULDN'T UPGRADE TODAY

Joyce Etherton

Well. In case you're one of the "early adopters" you'd better get busy and install Snow Leopard today! For the rest of us, Michelle Delio of *MacLife* suggests "10 Reasons NOT to Upgrade to Snow Leopard Right Away" posted 8/27/2009. The rest of us will watch and wait for Snow Leopard 10.6.1. She quotes an old saying: "Pioneers get the arrows; settlers get the land." I prefer getting the land.

Ms. Delio says about the upgrade that there will be bigger benefits down the road as developers fine-tune their applications. Some older software may not work with Snow Leopard. She says Snow Leopard isn't a major upgrade, so if you're happy with the way your Mac is performing now, leave it alone and enjoy it.

livepage.apple.com

http://www.maclife.com/article/feature/10_reasons_not_upgrade_snow_leopard_right_away



AVERY DESIGNPRO – 1.0

Free Software for Mac OSX 10.4 and 10.5 Intel and Mac OSX 10.4 and 10.5 PPC

Stand-alone software solution that gives users the flexibility to design and print Avery labels, business cards, dividers, T-shirt transfers, greeting cards and more with one program, providing Mac users with a complete print solution. The software includes tools to create shapes and curved text and to add borders and background colors in various gradients and opacities. Additionally, there are over 1,300 professionally pre-designed layouts and over 2,000 clip art and photo images that users can incorporate into their projects.



Denver Apple Pi Membership Information

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MEMBERSHIP DUES are \$20.00 per year for a monthly hard copy of the SEED and \$15.00 per year for a monthly pdf copy. Fill in the form below or ask for an application to send with your check to the Club mailing address:

DENVER APPLE PI, 6501 Welch Ct, Arvada CO 80004-2223

Elissa McAlear: call 303.421.8714 for information about Apple II, GS and Mac. Email elissamc@comcast.net

Our website is: www.denverapplepi.com

Macintosh SIG meets the **THIRD** Tuesday of the month, 7:00 to 9:00 p.m.
 Troubleshooter Group Mac Help meets the **FOURTH** Wednesday of each month, 7:00 to 9:00 p.m.
 SEED articles should be mailed to jjetherton@comcast.net, subject: "SEED Article"

Membership Form: Date _____
 Renewal ___ New ___ Change _____
 Name _____
 Address _____
 City _____
 Phone _____
 Email _____
 Kind of Computer: Apple II ___ GS ___ Mac ___ OS _____

Denver Apple Pi Officers, May '08-May '09

President	Larry Fagan
VP (Help)	Jim Awalt
Vic President (Mac)	Tom King
Secretary	Elissa McAlear
Treasurer	Larry Knowles
Membership Chair	Sheila Warner

For further information, call Elissa 303.421.8714

Appointees: Wes Schalamon (Librarian), Joyce Etherton (SEED Editor), Diana Forest (Webmaster)

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