



applications.

You can combine other shortcuts with tab-command. For example, you can use Tab-Command to quickly cut and paste text between applications (as long as they are running) such as TextEdit, Word, Pages, Mail, etc. Or, you can instantly quit applications by shift tabbing to the application you want to quit, then (without letting go of the command key) use the Command-Q shortcut. I use this combination all the time to quit applications.

Note that the Command key is found to the left of the spacebar on Mac keyboards. On laptops it's often stamped with an Apple or an icon that looks like a little four-leafed clover.

**#2 Easier Renaming of Files and Folders** In the Finder, quickly change a folder or file's name by clicking on it once to highlight it, then click on the Return key. The title of the file or folder will be now be editable.

**#3 Efficiently Select Multiple Files** Here are two easy keyboard shortcuts for selecting multiple folders or files at a time. These shortcuts work in most OS X applications, including Address Book, Mail, iTunes, and iPhoto. I use these shortcuts while scrolling through iPhoto to quickly select photos for a photo album. In iTunes, I use these shortcuts to quickly make a music playlist.

To choose a sequential series of files, folders, photos, songs, etc from a larger list or group of files, click once on the first file you want, hold down the Shift key, then click on the last file at the end of the list. All files in between will be highlighted. You can drag and drop the highlighted files or even move them to the trash. This is also how you can highlight blocks of text.

If you want to pick and choose non-sequential files or folders out of a larger group, simply hold

down the Command key while selecting files. The selected files will be highlighted. Again, you can drag and drop these highlighted files or move them to the trash.

**#4 Easy Maintenance – Clear that Desktop!** \_Did you know that having many folders, images, old installers, and other files on your OS X desktop can cramp your Mac's performance, including start-up time? This is because desktop images are treated like dynamic windows, rather than static images.

Ideally, the OS X desktop should only be used for temporary, short-term storage. It's best to keep all your files stored in their proper locations, as much as possible—documents in the Documents folder, photos and images in iPhoto or the Pictures folder, etc.

You can keep a catchall folder in your Home Directory, or Documents folder, where you simply stash everything. You can drag that catchall folder into your dock, where it is always easily accessible.

**#5 Match Font Styles in Copy and Paste** -Typically when you copy text from one document or application and paste it into a new document or application, the original font, font size, and font color is preserved, possibly clashing with the formatting of the new document.

However, for many Mac applications (Pages, Mail, TextEdit) there is a simple way to force the copied text to match the font of document it's being pasted into. After copying text, navigate to the Menu bar at the top of the screen, click on Edit, and choose "Paste and Match Style" from the drop down menu.

If you prefer to use a keyboard shortcut to paste your text, hold down the following keys at the same time: Command-Option-Shift-V.

**#6 Silence the Quack** -You've probably noticed that when you adjust the audio volume on your Mac, there is a quacking or clicking sound accompanying the action. This sound can be very annoying, especially when you're wearing headphones. Fortunately, on most Macs it's easy to silence the quack: simply hold down your Mac's Shift key while adjusting the volume. *Voila*, no quack.

**#7 Subscribe to Free, Useful Calendars With iCal** - One feature in iCal I've always enjoyed is the availability of free, easy-to-download iCal-compatible calendars. These calendars cover a wide range of topics, including astronomical events, sporting schedules, national and international holidays, school schedules, music tour dates, and many more. [On Pg. 9, the Denver Broncos schedule is available.]

You can find public, shared calendars at Apple's website [by clicking here](#). You can also find over 2400 downloadable iCal ready calendars on [iCalshare](#) by clicking here. However, many of the calendars on iCalshare.com are out of date.

I usually just use Google to find iCal calendars. For example, I was looking for the Red Sox schedule and simply Googled "Red Sox iCal." That brought me directly to a Red Sox page that lists three different iCal compatible calendars.

Once I subscribe to these calendars, I can then sync and share them on all my Macs and my iPhone with MobileMe.

**#8 Forward Delete on a Mac** \_If you use the Delete key on almost any Mac, the cursor travels backwards, erasing the words behind it. However, the Apple Pro keyboard, and many other third party keyboards have a dedicated

forward Delete key. It is positioned over the four arrow keys on the extended Apple Pro keyboard, between the letter portion of the keyboard and the number pad. It is printed with a right-pointing arrow with an “x” in it, and it may also say “del.”

Apple notebooks, Apple bluetooth keyboards, and the non-extended Apple keyboard that ships with newer iMacs don't have a dedicated forward delete key. To forward delete on MacBooks, MacBook Pros, and older Apple notebooks, simply hold down the fn key (function key) and press delete. The cursor will gobble up the words in front of it. On MacBooks, MacBook Pros, PowerBooks, and iBooks, the fn key is located on lower left corner of the keyboard, under the shift key.

**#9 Get in Character** Ever wonder where those pesky special characters that aren't written on your keyboard (e.g. ¢, ©, ®, ™) are when you're writing? They're all listed in Character Palette—part of OS X.

Easy access can be found either as a part of your other Apple Apps (such as Mail, TextEdit, Stickies, etc.) or in the International panel of System Preferences. (**System Preferences > International > Input Menu**)

If you find that you use these symbols a fair amount and would like to see them quickly, check the Character Palette checkbox and “Show input menu in menu bar.” The latter will display a little flag icon in the top right-hand corner of your menu bar (how patriotic!).

Another tip for finding some symbols that you use more than others is to remember the keyboard shortcuts. Here's a cheat sheet for my most popular ones:

Accent Acute (´): Option-E; Bullet (•): Option-8; Cent (¢): Option-4; Copyright (©): Option-G; Degree

(°): Option-K; Registered (®): Option-R; Trade Mark (™): Option-2;

And, for Mac users, one we've mentioned before and use a lot of: Apple symbol (): Shift-Option-K.

**#10 Beyond Dragging and Dropping** On a Mac, if you think you should be able to drag and drop a file or folder from one application into another, you probably can. For example: if you keep Dictionary in your dock, you can select a word and drag it onto the Dictionary icon for a definition. Drag any amount of selected text to the Mail icon, and Mail will pop open a new message with that text inserted. Select any text, drag it to Safari, and Safari will search Google for the selected text.

Create instant bookmarks in Safari by dragging a link into your Bookmarks bar. Create an instant shortcut to a webpage in Safari by highlighting the URL (address) and dragging the text to your Mac's desktop. This creates a link on your desktop—double click it and Safari will bring you directly to the webpage. Save an image from the internet by dragging it out of Safari and dropping it on your Mac's desktop.

Select any text, drag it to Stickies, and you'll have a new Sticky with the selected text. Select any text and drag it to Font Book, and it will create a library with the selected font. If you drag selected text while holding the Option key, it will be copied where you drop it—not moved. Drag and drop CD/DVD burning. Pop a blank CD or DVD into your optical drive. Drag files onto the CD or DVD's icon. Drag it to the trash and you'll be asked if you want to burn the disk or simply eject it. You'll also have the opportunity to name the disc.



## APPLE OWNERSHIP UP

*Joyce Etherton*

According to an NPD Group\* survey, approximately 12 percent of all US computer-owning households own an Apple Computer, up from 9 percent in 2008. While this growth in Apple computer ownership is up, the survey reports also that of this 12 percent, 85 percent also own a Windows-based PC. Also, Apple computer owners tend to own more electronic devices including iPod Touch, iPod, Digital SLR, Flash Camcorder, 50"+ LCD TV and Navigation. 36 percent of Apple Computer owners reported incomes of greater than \$100,000—no wonder they're purchasing more electronic devices.

\*NPD Group is the leading provider of reliable and comprehensive consumer and retail information for a wide range of industries.



## BRING EMAIL AND ADDRESS BOOKS UP TO DATE

*Joyce Etherton*

You probably have names in your email/address book that are out of date. It's remarkably easy to fix this.

- Open both your email and your Address Book and put them side-by-side on the desktop.
- Now, in your email pull down the Window menu and click on “Previous Recipients.” You will see the “Last Used” column, and from this you can determine which names you haven't sent anything to recently. By clicking at the top of the “Last Used” column, you can change from the oldest to the newest names.

- Select your prunable names, and then click the “Remove From List” box (bottom left).

Note that on this “Previous Recipients” list on the left side appear small address card icons indicating that this name also appears in your Address Book. Now, you can

- Double click on the address card icon to bring up your Address Book name.
- If necessary, remove that name by selecting it and then pull down the “Edit” menu and click on “Delete Card.”



### [InfoWallet v. 1.01](#)

Mac OS X 10.2 or later  
5-star review from MacUpdate

Where do you keep medical information, insurance information, financial records, contacts, the many passwords to remember, and software licenses? If you are like most people you probably don't have it in one easy and secure place.

**InfoWallet** is designed to allow you to do that and more. Not only can you keep track of all this information but you can view it on a personal timeline to get a unique view of your life.

**Easy to use**—It is easy for anyone to use yet offers advanced features. Run InfoWallet from any system on any drive, even a thumb drive!

**Secure**—Your information is not “on the Internet.” You keep it in your possession and can choose whom to share it with. It is protected by strong encryption and a password that only you know.

**Doctor Visits**—Record visits with doctors in your own words and

view a history of your visits for every doctor.

**Medications**—Past and present medications and dosages. Tracks changes over time.

**Family History**—Every doctor asks for this. Allergies, surgeries, conditions, immunizations, insurance, emergency notification.

**Timeline of your life**—A unique feature of this program. Allows you to track multiple doctors and medicines over time on a single view. No other program offers this view of your life.

**Contacts**—Names, numbers, addresses, notes, maps and more.

**Insurance Policies**—

Beginning and end dates, contacts, policy numbers, and all the details. Keeps a record of old policies.

**Bank and other Financial Accounts**—Credit cards, home/auto/boat loans, IRA accounts, investments, account numbers, agents, PINs and passwords.

**Passwords, passwords, passwords!**—It seems like every service you can sign up for has its own password. There is just no way to remember or even keep track of them. For any kind of service: Web pages, email, software, combination locks, etc. Store URLs associated with online computer services and license keys and other passwords for the software you purchase.

**Multiple people**—Each person has their own data file and they can be shared. You can carry as many wallet files as you like for your spouse, children, parents, friends, etc.

**Portable and for any kind of Computer**—On a USB flash drive (portable - zero footprint) or install directly on a computer. Runs the same on all platforms and no additional charges to do so. Everything is automatically installed.

**Password Protected and Encrypted**—You control it. No back doors. Data is always encrypted.

AES (128, 192, 256 bit), Blowfish (128, 448 bit), Triple DES (192 bit)

**Our Privacy Policy**—We are totally committed to maintaining your privacy and confidentiality of information. That's it, that's our whole policy, no exceptions or qualifications.

For free trial download, go to: <http://www.infowallet.com/>





## Colorado Council of Camera Clubs

Presents

**What: 2009 Fall Basic Digital Camera Class**

**When: Saturday 10/10/09 9:00am – 4:00pm**

**Where: Aurora Fire Station #11 E. Iliff & Joliet**

This is a class for all camera owners who want to get more comfortable with their camera's operation. Admission is free for all participants. We have room for 32 people.

Do you have questions about f/stops? Shutter speeds? Program mode? Full Auto? White balance? ISO speeds?

When to use Aperture priority or Shutter priority? Program or manual setting? Does all this confuse when you go shoot with your camera? What about basic settings and when do I use those?

Well, we will answer all these burning questions and many more at our Basic Digital Camera Class. We will have knowledgeable people there to answer all your questions for both digital SLR and Point & Shoot cameras.

Be sure you bring your camera and the owner's manual with you – these will be required for admission.

Come spend the day learning all about your camera and come away feeling more comfortable about how to use that new, older, or upgraded camera. Contact your respective clubs reps with any questions. Club members of any Council club may contact their respective reps listed below to sign up:

**Aurora Society of Photographers:** Marty Golden, 303-693-0226, [martygolden@mac.com](mailto:martygolden@mac.com)

**Englewood Camera Club:** Randy Moore, 720-488-3228, [randy@theredkitchen.com](mailto:randy@theredkitchen.com)

**Focus Camera Club:** Joe Bonita, 303-730-1346, [jbnbqz@comcast.net](mailto:jbnbqz@comcast.net)

**High Country Camera Club:** John Yurchak, 303-364-1653, [photobug@ecentral.com](mailto:photobug@ecentral.com)

**North Jeffco Camera Club:** Frank Weinzapfel, 303-425-9316, [weinzapf3@yahoo.com](mailto:weinzapf3@yahoo.com)

Not a member of any local camera club? Contact Mike Stebritz, Council President at [mstebz@comcast.net](mailto:mstebz@comcast.net) to enroll for this free informative class.

**Note: Pre-registration is required for this class due to class size restrictions at the Aurora Fire House.**

## Denver Apple Pi Membership Information

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**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](mailto:elissamc@comcast.net)

**Our website is:** [www.denverapplepi.com](http://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](mailto:jjetherton@comcast.net), subject: "SEED Article"

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