

# NEWS BREAK

Volume 23, Number 9

December 2008



## DECEMBER 3, 2008 MEETING HOLIDAY MEETING AND PARTY!

Join us on **Wednesday, December 3** at 7:30 p.m. on the SUNY Oneonta campus, Hogdon IRC Lecture Hall 2 for our December MUG ONE meeting.

It's time for MUG ONE's annual **Holiday Meeting and Party!** This is your chance to show off your favorite Mac-related hardware, software, accessories, websites or whatever you think might tickle our fancy. Special emphasis will be on items that make good gifts for the holiday season. Come see your fellow MUG ONE members' favorites! If you want to present and have specific tech needs, please contact Brian Foley.

After the presentations and door prizes, we'll socialize and enjoy holiday goodies.

**Please bring a plate of cookies, healthy nibbles or other favorite holiday food to share.**

As always, the meeting will begin with a question and answer session and end with a door prize drawing for current members. The MUG ONE library will be available.

MUG ONE meetings are free of charge and open to the public. Everyone is welcome.

Directions to Hogdon IRC building: <http://www.oneonta.edu/navigation/directions.asp>

For more information, call Brian Foley at 607-988-7031 or email Elsa Travisano at [mugone@stny.rr.com](mailto:mugone@stny.rr.com)

## MUG ONE TAKES A WINTER BREAK

MUG ONE does not meet in January. Enjoy the holiday season, and join us in February for our first meeting of 2009. Watch for date and location information.

Visit MUG ONE's web site at <http://www.mugone.com>



## TIDBITS ARTICLE OFFERS SECURITY TIPS FOR SAFE ONLINE HOLIDAY SHOPPING

TidBITS has posted a very timely article by Rich Mogull, Security Tips for Safe Online Holiday Shopping. He gives recommendations on buying safely by choosing the best method of payment, avoiding email fraud and protecting your web browser.

Read the article at the TidBITS website:

<http://db.tidbits.com/article/9890>

## MUG ONE OFFICERS ELECTED FOR 2008-9

MUG ONE officers for the November 2008-October 2009 term were elected at the November 5 meeting of MUG ONE. The current slate of officers was proposed for re-election and received a unanimous vote from the attending members. The officers for 2008-9 are:

- President, Elsa Travisano
- Vice President, Keith Robisch
- Secretary, Brian Foley
- Treasurer, Terry Helser
- Program Co-Chairs, Sven Anderson and Brian Foley
- Co Librarians, Mark Dye and Keith Robisch

Congratulations to the newly re-elected officers! Thank you for your willingness to serve.

### MUG ONE OFFICERS FOR 2008-2009

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## NOVEMBER 5, 2008 MUG ONE MEETING – MICROSOFT OFFICE FOR MAC 2008

The November MUG ONE meeting began with announcements, followed by the question and answer period. Sven Anderson told us about a deal through SUCO where staff and students can get great deals on Macs and software. For instance a MacBook Pro for \$1,300 or Microsoft Office 2008 for \$19.95 (those are the staff prices- student prices are a bit higher).

It was announced that the December meeting will be our annual members show-and-tell for cool gear and such.

Our Fearless Leader (MUG ONE president Elsa Travisano) announced that her husband Tom's book, "Words in Air, the Collected Correspondence of Elizabeth Bishop and Robert Lowell" will be the subject of an interview with Tom on "Weekend All Things Considered" on NPR radio. Date to be announced. Cool runnin's, Tom!

### Program

Elsa then gave a thorough and lively presentation about Microsoft's new Office for Mac 2008.

The requirements for this suite of programs, which consists of Word, Excel, PowerPoint and Entourage, is a 500 GHz processor G4 and above, with at least 512 MB of RAM (but more is better). When you first install the program, it offers you an orientation to the software's features at the end of the installation process. If you don't take the time to do it when you install, it's very hard to find that training again, but Elsa has found the materials on the Microsoft Mactopia website:

<http://www.microsoft.com/mac/help.mspix>

There are some differences in the splash screen between this version and the previous version (Microsoft Office for Mac 2004). You can change your splash screen settings in the preferences, and turn off the Project Gallery that automatically pops up at startup so that you can go directly to the application that you have launched.

Apropos preference settings – the new interface for them is more like the regular Apple preference settings than in previous versions of Office.

If the Save dialog box window that opens is too big for your screen and you can't see the OK and Cancel buttons (this can happen with a document that was created on a computer with a larger monitor, for example), you can click the OK button by clicking the return key. As with any other document created for another screen size, you may have to redo your computer's screen resolution to be able to see the whole document properly. (Don't remember how to do that? That's what the Q.and A. is for at the next meeting.) The other alternative is to click the green button

at the top left of the document window, which resizes the window to fit the screen.

If you save a document in Word 2008, it saves it as a .docx extension file which cannot be natively opened by older versions of Office. To make sure your document can be read by Word 2004 and Word 97 (Windows version), save it in the Word 97-2004 format, which appears as a pull-down choice in the Save dialog box. The same is true of Excel and PowerPoint documents, which save as .xlsx and .pptx files, respectively. Users of Office 2004 can also download the XML File Format Converter for Mac utility at <http://www.microsoft.com/mac/downloads.mspix>

The new toolbar in Office 2008 is also more like the typical Mac interface, thus making it more integrated with your Mac. There are many new layouts, galleries and templates available in Word, Excel and PowerPoint; for example, there are Excel sheets with formulas built right in for tracking things like budgets and even holiday gifts. The new Publishing Layout view in Word gives a wealth of tools and design templates for creating brochures, newsletters, flyers, business cards, award certificates and more. The Toolbox has an assortment of document themes that let you apply different professionally designed color and font combinations at the click of a mouse.

An extensive Help menu is also built right in, with links to online training videos and step-by-step instructions as well as answers to particular questions.

How compatible is Word with Apple's "Pages" program? It will open Pages files, but Pages won't open .docx files. So if you're creating a document that you want Pages users to be able to work with, be sure to save it in 97-2004 format.

Next, Elsa covered Apple's MobileMe suite of internet services(formerly DotMac). There wasn't a lot of time left after that meaty Office presentation, so here's the basic poop:

You can find tutorials about MobileMe at <http://apple.com/findouthow>

MobileMe comes with 20 GB of iDisk storage space—perfect for backups of your important stuff. It's got a Public Folder for large files, which you can password protect.

You can sync your Safari bookmarks, as well as your Key-chain, contacts and iCal information. That is perfect for your iPhone or iPod Touch, or laptop.

We had delicious goodies (thanks, Terry!) and door prizes at the end.

Member Tom Cooke donated new Mac RAM chips for door prizes. Yes! Despite today's economy, the cool members of MUG ONE continue to bring you awesome door prizes.

– BRIAN FOLEY

## ***Special Discount Offers from the Apple User Group Bulletin***

These discounts are brought to you by the Apple User Group Advisory Board. You must be a current Apple user group member to qualify for these savings.

### **PocketMac Products: 40% Off**

PocketMac makes a variety of productivity tools for PDA and Mac connectivity including syncing your Mac with BlackBerry, Windows Mobile devices and iPhones. In addition, with PocketMac iCalScreenSaver, you can showcase your iCal appointments in a beautiful screensaver and PocketMac RingtoneStudio for iPhone makes the creation of iPhone ringtones incredibly easy.

Apple user group members receive a 40% discount from anything on PocketMac's website.

Coupon Code: \*\*\*\*\*

<http://www.pocketmac.com>

This offer is valid until February 28, 2009.

### **Targus for Mac: 20% Off**

Targus has announced a new family of products designed from the ground up to deliver a complete suite of Mac-exclusive solutions. These products include a Wireless Mouse, Bluetooth Laser Mouse, Bluetooth Presenter, USB Hub, Chill Mat, File Share Cable and Privacy Screens. This stuff is a cool way to complement any MacBook.

Targus is offering an exclusive discount of 20% to the Apple User Group community when you order from Targus for Mac. Prices range from \$49.99 to \$79.99.

Promotion code: \*\*\*\*\*

[http://targus.com/us/accessories\\_formac.asp](http://targus.com/us/accessories_formac.asp)

This offer is valid until February 28, 2009.

### **RadTech: 20% Off All Products**

RadTech manufactures and distributes an array of best-in-class accessory solutions for the Mac, iPhone, iPod and Cinema Displays, all designed to keep you connected and protected in style. Experience the RadTech difference through their unique product line and legendary customer support.

Apple User Group members get 20% off all products.

Discount Code: \*\*\*\*\*

<http://www.radtech.us>

This worldwide offer is ongoing.

### **RT1 Video Conferencing: 50% Discount**

Digital Union's RT1 combines high-resolution video conferencing with the most complete set of collaborative tools available. You can create, annotate or edit files with remote participants, all in real-time, from anywhere in the world with a high-speed Internet connection. Everything takes place simultaneously in a single window.

Digital Union provides unlimited access to RT1 for individual users for \$99/month. Apple user group members can test it free for 14 days, then pay only \$49/month for unlimited access through January 31, 2010.

Promo code: \*\*\*\*\*

Begin the registration process at:

<http://www.digitalunioncorp.com/software-download/>

This worldwide offer is valid through February 28, 2009.

### **Jumsoft iWeb Themes: 35% Off**

Jumsoft creates and markets high-quality professional user-friendly applications for Mac OS X.

Jumsoft is offering a 35% discount on all its iWeb themes for the Apple user groups. Each theme for iWeb regularly sells for \$9.99. Bundles of 10 iWeb themes, 10 iWeb Sport themes, and five iWeb Education themes regularly sell for \$69.99, \$49.99, and \$29.99, respectively.

Coupon code: \*\*\*\*\*

<http://www.jumsoft.com/products/>

This offer is valid through February 28, 2009.

### **iStockphoto images: 20% Discount**

iStockphoto is the world's leading royalty-free stock destination with more than 3.5 million stock photos, vector illustrations, video footage and Flash files. Add style to your next creative project with iStock. Buy stock or sell stock - or both.

Apple user group members get 20% off your first purchase of 50 credits (iStock's currency) or more.

[www.istockphoto.com/](http://www.istockphoto.com/)

This worldwide offer is valid through February 28, 2009.

### **Ironic Software: 50% Discount**

Making files is easy, but finding them is not always so easy. Ironic Software's Leap, a tags-based file manager, and Yep, a PDF manager, help you find and track your files. Using

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## THE X LEX – Monthly Excerpts for MUGs from Take Control: The Mac OS X Lexicon

### EPONYMY

This month, a collection of eponymous words, which lets us humanize computer terminology.



#### Bluetooth

A short-range, medium-speed wireless technology used mainly as a replacement for cables in connecting computers with printers, headsets, cell phones, and other peripherals. Most Bluetooth devices are Class 2, with a maximum range of about 30 feet (10m); Class 1 devices can reach up to 100 feet (30m).

Named after Harald “Bluetooth” Gormson, king of Denmark from about A.D. 935 to 985, it was supposedly chosen because he united Denmark and Norway (at least temporarily); hence, the logo combines the Nordic runes for H and B.

#### boolean

The field of mathematical logic named for the 19th-century mathematician George Boole. What has that to do with you and your Mac? Has anyone ever mentioned that Google lets you do “boolean searches”? Have you heard anyone (including Apple) refer to Leopard’s Spotlight as being able to use “boolean logic” to find things? That means you can use the words and, or, and not in your searches, so you can specify a document whose name or contents include, for instance, the words short AND war but NOT Napoleon. But make sure you use capitals for AND, OR, and NOT, or Spotlight will just search for the words and, or, or not!

#### degauss

dee-GOWSS · To demagnetize; from the gauss, a unit of magnetic strength. Old-style color CRT monitors and televisions are vulnerable to color blotches caused by stray magnetic fields, including even the Earth’s very weak field. Degaussing eliminates these problems, so most CRT monitors perform it automatically when turned on. (LCD monitors don’t need degaussing.)



#### Dvorak keyboard

A keyboard layout designed to increase typing speed while

decreasing physical stress by keeping the most-often-used characters in the easiest-to-reach spots (unlike the standard QWERTY arrangement). You can use a Dvorak layout by going to the Input Menu screen of the International preference pane, and checking Dvorak in the list; then choose Dvorak from your Input menu (the one with the flag). You might want to get some stickers for your keys, too, since they’ll no longer match what you’re typing.

#### Hertz (You Always Hertz the One You Love)

The CPU is often referred to as the computer’s brain, but that’s not its only anthropomorphic organ: there’s a heart beating somewhere in there, too.

A computer’s heart—okay, its clock—is an oscillating crystal whose vibrations are measured in hertz (Hz): cycles per second. (The frequency unit is named for 19th-century physicist Heinrich Hertz, who first described radio waves; when asked whether they had any practical application, he replied they were “of no use whatsoever.”)

But the crystal oscillates so rapidly that the lowest unit of measure we use is megahertz (MHz): millions of cycles per second. The first Mac had an 8 MHz clock, and by the early ’90s Macs were boasting 110 MHz clock speeds—110 million cycles per second. Now, a Mac’s processor speed is measured in gigahertz; at 3 GHz, the Mac Pro beats at a dizzying 3 billion cycles a second!

In the end, what does this all mean? It means that the oscillating crystal in your Mac beats more times in one second than your heart will in your entire lifetime.

#### LZW

A lossless compression technique, invented by the three mathematicians Lempel, Ziv, and Welch. (Aren’t you glad you asked?) You can use LZW compression to squeeze a file down to a much smaller size. (How small depends on the kind of data, but a 50 to 80 percent reduction is typical.) The GIF graphics format is one that uses LZW compression.

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Take Control: The Mac OS X Lexicon is an ebook available at <http://www.takecontrolbooks.com/mac-lexicon.html>. User-group member discount, 10% on all Take Control titles: coupon code CPN31208MUG.

Excerpt files for user group publications: <http://www.33thingsbooks.com/XLex.html>. Queries: [xlex@33thingsbooks.com](mailto:xlex@33thingsbooks.com). Email Sharon ([sharonLex@33thingsbooks.com](mailto:sharonLex@33thingsbooks.com)) or Andy ([Andy@33thingsbooks.com](mailto:Andy@33thingsbooks.com)) about the Lexicon.

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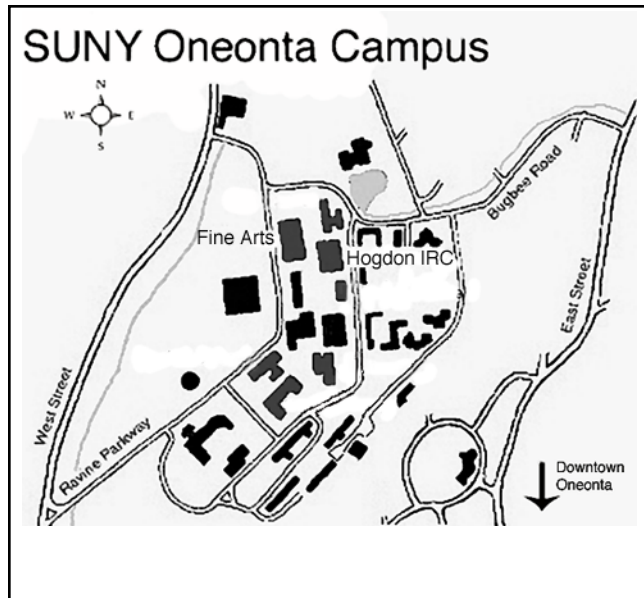
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– *Offers, continued from page 3*

tags and a very visual approach to file management, these products make it easy to see what you're looking for.

To show their support for Apple user groups, Ironic Software is offering a 50% discount when you purchase their products.

Coupon code: \*\*\*\*\*

<http://www.ironicsoftware.com>

This offer is valid through February 28, 2009.

### **Stellar Data Recovery Services: 20% Discount**

Stellar Data Recovery Inc., a pioneer data recovery service provider in New Jersey, specializes in salvaging lost data with over 1,000,000 customers in 137 countries. Equipped with trained and specialized data recovery professionals and an excellent Class 100 clean room facility, Stellar can recover data from almost all operating systems and storage media.

Stellar loves user groups and is offering a 20% discount to user group members. Provide your user group information to activate this discount.

Request for free quotes.

<http://www.datarecoveryservices.biz/quote-request.php>

Learn more.

<http://www.datarecoveryservices.biz>

This offer is valid through February 28, 2009.

### **The MUG Store: Great Prices, Great Incentives**

At the MUG store, you can check out specials, blowouts, new Macs and special value Macs. Each category contains lists of products with prices set exclusively for your users. Plus, you get points for your group every time one of your members buys!

(no User ID or password needed)

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

This offer is ongoing.

### **That's Easy: Get the Apple User Group Market, Resource Blog & Vendor Discount Offers**

Looking for information on a past offer? The Apple User Group Advisory Board publishes a single page with all current offers, expiration dates and codes. Watch for intermittent special offers.

Password after November 15, 2008: \*\*\*\*\*

<http://homepage.mac.com/ugab/offers/vendorcodes.htm>

Be sure to subscribe to the **Apple User Group Market Report** podcast. This month's session features an interview with **Henry Watanabe, Senior Product Manager of Targus, Inc.**, about their new product line for the Mac. The AUG Market Report and Resource blog are great sources for information about Apple user groups, vendor discounts, special events, interesting reviews, stimulating training, and more.

Apple User Group Market Report podcast:

<http://homepage.mac.com/ugab/resources.html>

For public information about vendor offers and more visit:

<http://homepage.mac.com/ugab/offers.html>