

NEWS



BREAK

MACINTOSH USERS GROUP, ONEONTA, NEW YORK

Volume 16, Number 7

October 2001

OCTOBER 2 MEETING:

DIGITAL PHOTOGRAPHY FOR EVERYONE

WITH PROFESSIONAL PHOTOGRAPHER

GERRY RAYMONDA

IRC CLASSROOM #1 - NOTE LOCATION CHANGE

Join us on **Tuesday, October 2nd** at 7:30 PM in **Instructional Resources Center Classroom #1** (our old stomping grounds) on the SUNY Oneonta campus.

Professional photographer **Gerry Raymonda** will share his expertise and enthusiasm as he leads us through the exciting world of **digital photography**. Gerry is an engaging speaker and is immensely knowledgeable. He plans to show us some of the latest hardware and software (including shareware) and answer as many questions as we can throw at him.

Whether you're thinking about getting started or are an experienced digital photographer, this is a program you don't want to miss. Invite your Mac and PC friends to this informative evening.

For more information, contact Terry Helsler at 432-8123 or email us at mugone@stny.rr.com.



Jay Manning leads his last MUG ONE meeting as President on September 4th; Christine Manning enjoys a joke

MICROSOFT OFFICE 2001 TO BE RAFFLED TO RAISE FUNDS FOR RELIEF EFFORTS

MUG ONE would like to do our part for the relief efforts for those affected by the acts of terrorism on September 11th. At the September officer's meeting, we decided to raffle off the full version of *Office 2001* (retail value \$499.99) that was generously donated to our group by Microsoft, and to donate the proceeds to relief efforts.

Tickets for the raffle will be available between October 2 and November 6, with the winning ticket drawn at the November 6 meeting. You may buy as many tickets as you like, and you don't need to be present to win. We'll decide details, including the price of tickets (\$5 or \$10?) at the October 2 meeting.

MUG ONE ELECTIONS IN NOVEMBER

Annual elections for MUG ONE officers will be held at our November 6th meeting. We welcome candidates for all offices, and especially candidates to fill the anticipated vacancies in the offices of Vice President, Treasurer and the two Program Co-Chair slots.

To learn more about the responsibilities of the offices and their attendant privileges (these include the option of free MUG ONE membership, participation in our always enjoyable pizza meetings at Ruffino's, and invitations to MacWorld User Group Breakfasts), contact any of the current officers.

TIME TO RENEW YOUR MEMBERSHIP; RAFFLE PRIZE IS PHOTOSHOP ELEMENTS

October marks the beginning of the new membership year for MUG ONE. All memberships are up for renewal, unless you have already renewed or joined after April of this year.

Just to give you that extra nudge to join or renew now, we're featuring a brand new copy of *Photoshop Elements* as the grand prize in the October raffle. The catch? You must be a current member to participate.

So bring that check for \$24 (\$18 for full-time students) to the meeting on October 2nd, or mail it (made out to MUG ONE) to Joanne Johnston, 9 Wisteria Avenue, Oneonta, NY 13820. Membership forms can be downloaded from the MUG ONE website, www.mugone.com.

Don't forget to include your current email address, so we can keep our emailing list up to date.

SEPTEMBER 4, 2001 MUG ONE MEETING

Elsa and Jay started the meeting as members and guests continued to arrive, bringing chairs with them. Eventually the classroom was stuffed with over 40 Mac enthusiasts.

Announcements

We are GROWING, which prompted a reminder that annual dues (\$24 for an individual or family, \$18 for a full-time student) are due at the October 2nd meeting. Elections will be held in November, and we're seeking candidates in particular for the positions of Vice President, Treasurer, and the Program Co-Chairs (two positions). Email mugone@stny.rr.com or ask an officer for information about these rewarding jobs.

Jay announced the OS 9.2 update for users of OS X while Elsa hooked up her G4 Powerbook for the evening's presentations. For the content of the question and answer session, see page 3.

MacWorld Expo Report and Demos

Elsa gave us a *PowerPoint* slide show of the NYC MacWorld Expo attended by several members in July. Because of budget problems, though Adobe hosted a user group breakfast it had no booth. Also somewhat unexpected was the lack of a major hardware announcement by Apple. Minor upgrades included a new G4 tower enclosure and the CD read/write drives shipping in all new Macs. Members who attended were polled on their own "best of show."

Brian Foley was impressed with *Maya*, a professional 3D graphics program (\$7,500 if you are interested) and John Maas raved about the 3D scanner Doug Kinney bought. (How about a demo, Doug?) Gerry Stoner asked for interest in a program on *Quark*, and several hands went up. It looks like there is enough interest in publishing to create a publishing Special Interest Group.

MUG ONE had its own Expo booth, manned in two hour shifts on Thursday, July 19; quite a coup for our small group. modeled her MUG ONE polo shirt and thanked Judy Sellers for making the MUG ONE logo tee shirts for the MacWorld User Group Booth volunteers. Elsa modeled her MUG ONE polo shirt and thanked Judy Sellers for making the MUG ONE logo tee shirts for the booth volunteers.

Elsa demoed two favorites she picked up at the Expo. One was the little triangular Zio! adapter from Microtech (www.microtechint.com) for @ \$30 that accepts Compact Flash cards from your digital camera and plugs in to a USB port for instant access to the photos. SmartMedia and MultiMedia/Smart Digital versions are also available.



The Zio! adapter

For \$59 you can get *Print Explosion® Deluxe* from Nova Development (www.novadevelopment.com) with tons of clip art and templates to make every kind of card, label, calendar, banner, etc. imaginable. Elsa showed us how easy it is to

import and export graphics and how to change fonts and text styles. Jay finally got to give us a tour of Microsoft *Outlook Express 4.5* which he upgraded to 5.0 on the spot.

Program: Outlook Express Secrets

Jay praised Microsoft for doing a good job with *Outlook Express*. He demonstrated that *OE* can support several user accounts at the same time. Get to this through the Tools menu to Accounts and select the options you want. In *OE 4.5* this is under Preferences, I discovered. To edit settings and options for an account, select it in the Accounts window. If you check "Don't show addresses to group," it eliminates that long list of addresses from the header of an email sent to a group.

To back up your address book, choose "Export Contacts." (I assume you can then "Import" it to recover or update your addresses between two computers.) Under Tools you can also Schedule tasks like emptying deleted emails on quit, etc. To delete an email without opening it, hold down the Control key and press the mouse button on the message line. Keep the mouse button depressed until the contextual menu pops up; drag down and release on the Delete Message option. You can also drag the message to the Deleted Items folder in the left frame. The flag button in the button bar attaches a flag to the message to alert you not to delete it or whatever. Clicking the blue star on the button bar of the Inbox will bring flagged messages and unopened emails to the top of the list.

To do maintenance on the data bases *OE* generates, go the your hard drive's Documents folder, open the MS User Data folder, then the Identities folder, then Messages to get to the actual email files. If you don't have a Documents folder, do a search for MS User Data. These are the files to back up, or to copy if you want to move your Messages file from one computer to another. To put your bloated *OE* files on a diet, hold down the option key while launching *OE*. A window should pop up asking if you would like to compact the database. Answer yes and go do housework for a while as it clears and reconfigures the files. This deletes those files you've marked as deleted but might still be in the database. You can also choose a complex rebuild option which does a better job, but takes longer.

Outlook Express 5.0 is free at MacTopia, the Microsoft Mac website (www.microsoft.com/mac), and also ships with recent Macs and operating systems. Thanks, Jay for a very informative program. We hope you'll visit us on occasion when you need to rediscover the snow and cold that Florida lacks. We will all miss you and your lovely wife terribly, especially when something won't work on our Mac!

It being well after 9 PM, five raffle tickets were drawn. Winners took home a "Procreate" bunny T-shirt from Corel, a Quicken 2000 CD donated by Elsa, pens, markers and more. The Diet Pepsi, Sprite, OJ, chocolate chip and Oreo cookies disappeared while networking flourished. Good job, guys.

— TERRY L. HELSER

SEPTEMBER QUESTIONS AND ANSWERS

There were so many questions and answers at the September meeting that we decided to extract them from the meeting minutes. Here are the highlights:

Have a problem with a Zip disk that can't be renamed? Go to the Apple Menu, then Control Panels to File Sharing, and turn it off. That should unlock the disk so you can rename it.

A short "which browser is best?" query set off testimonials for *iCAP* and *Opera*, but there are security and *Java* issues with these.

To correct a computer that restarts after being shut down, try swapping keyboards to see if it is a hardware problem. Also check the Shutdown and Startup folders in the System Folder to see if there's a file there that might be causing problems. You may have to start from a system CD (hold down the C key while you start up to select it as your startup disk) to override your computer's recursive loop.

To see if you can change fonts on eBay or other Web postings, contact their customer support.

To burn a CD from old cassette tapes, Jay suggested getting the free *ProTools* program from DigiDesign. Roxio's *Toast Deluxe* also does this, and comes with cables. Elsa asked Jay to write up a short piece on this for the next *Newsbreak*. To find programs like this Jay uses *VersionTracker* at www.versiontracker.com. *Version Tracker* now offers a premium for-pay service called *TechTracker Pro*, with personalized tracking of software updates.

When a question arose about how Elsa's TiBook was configured for the presentation, Jay showed how to pull down the Apple Menu and select Apple System Profiler. This shows EVERYthing about your system like how fast your modem is really going or that the CPU is running at 300 MHz when it was sold to you as 400, etc. Worth taking a look at.

– TERRY HELSER

MEMBERS HELPING MEMBERS LIST

At Jay Manning's suggestion, we're compiling a list of members who are willing to share their software and hardware expertise with other MUG ONE members.

Drop a note to mugone@stny.rr.com with your name, software you'd feel comfortable helping with, and your preferred method of contact (phone or email). We'll print the list in the newsletter so members can keep it at hand. You can also sign up for the list at meetings.

Don't feel that you need to be an expert to help out. For example, advanced beginners can be the best helpers for true beginners.

MUG ONE's most valuable resource is the knowledge and generosity of our members. This is a great way to connect with other members and to help each other with our Macs.



LAURENS SCHOOL COLLECTING EMPTY INKJET CARTRIDGES FOR FUND RAISER

Laurens Central School is collecting and recycling empty inkjet cartridges as a fund raiser for the Art and Music departments. Cartridges will be collected all year.

Empty cartridges from Apple, Brother, Canon, Compaq, HP, Lexmark, Panasonic, or Xerox products may be brought to MUG ONE meetings in a zip lock bag and given to Joanne Johnston. You may also call Joann and leave a message at 432-6320 to arrange to drop off cartridges.

Joann expresses her thanks for helping Laurens Central School, where she is a kindergarten teacher. Thank YOU, Joann, for giving us the chance to help this worthy cause!

SIGS – SPECIAL INTEREST GROUPS

There has been a recent groundswell of interest in Special Interest Groups. We'll be experimenting in the months to come with the best formats for accommodating SIGs. Some possibilities are: a publishing SIG, a web design SIG, and a beginner's SIG. We're also planning a "Nothing But SIGs" meeting, where attendees can explore areas of special interest.

HOW MEMBERSHIP RENEWAL WORKS

MUG ONE's membership year runs from October 1st to September 30th. Previously, we have extended the membership of new and renewing members who join after April 1 to include the following year. This has sometimes resulted in confusion, especially when current members rejoin late.

After discussion at the last two officer's meetings, it was decided that, beginning on April 1, 2002, new members ONLY will be offered a pro-rated membership of \$12 to extend through October 1, 2002. All current members will renew for one year using the October 1 date. Note that memberships which aren't renewed by December are dropped from the *Newsbreak* mailing list. So avoid the hassle and renew now!

Membership forms are available for download from the website (www.mugone.com) and at meetings. You can also email Elsa at mugone@stny.rr.com and she'll email you a PDF copy.



BOOKS: OFFICE 2001 MISSING MANUAL, WEB DESIGN, PHOTOSHOP 6 SHOP MANUAL

Office 2001 for Macintosh: the Missing Manual, by Nan Barber and David Reynolds. 637 pp. Pogue Press, 2001. \$29.95.

If you've been avoiding *Office 2001* or any of its components because it comes from Microsoft, it's time to get over your bias. As authors Nan Barber and David Reynolds point out, Microsoft's current Mac programs are polished, rich with features, and "arguably even more Mac-like than the Mac itself." *Office 2001* is a superb suite of programs, and *Office 2001 for Macintosh: the Missing Manual* is just the guide to help you leverage it to the max.

The book's first four sections cover *Word*, *Entourage*, *Excel* and *PowerPoint*, and the fifth section pulls it all together with discussions of customizing *Office* and using its graphics programs. Each section starts with a "gentle lift-off" chapter to introduce readers to the features and controls of the program, followed by chapters on specific topics and techniques for power users. Troubleshooting, workarounds, FAQs and "gem in the rough" topics cover everything from dealing with junk mail to getting rid of AutoCorrect in *Word*. The sidebars, illustrations and tips are just plain terrific. The authors don't hesitate to let you know when a feature isn't so great. They also offer workarounds and tips for working between the *Office* programs and with other programs like *FileMaker*. I marked many passages that my book ended up bristling with sticky notes.

The *Missing Manual* series was created by David Pogue, personal technology columnist for the *New York Times*, to provide the books that should have been in the box. The whole series is topnotch, and this book is simply a must-have for *Office 2001* users.

Web Design Virtual Classroom, by Laurie Ann Ulrich. 272 pp. plus CD-ROM. McGraw Hill/Osborne Press, 2001. \$39.99.

The *Virtual Classroom* book and CD-ROM do a good job of

bringing a friendly classroom experience to the home user. Author Laurie Ulrich's conversational tone and jargon-free explanations make the book a good choice for beginning through low intermediate students of web design.

Ulrich starts by discussing the different types of websites and how to choose and register a name. She then covers gathering material and organizing the site, with a particularly good chapter on storyboarding. The rest of the book concerns the nuts and bolts of putting a site together, from adding text and graphics to creating tables, frames and layers and working with multimedia. The text has a Windows and *Dreamweaver* bent, but it is careful to make instructions as machine and software independent as possible.

Lots of instructional books are featuring CD-ROMs these days. This CD-ROM has some of the best content I've seen – if you can get past the hassles and flakiness of the *RealPlayer* implementation. Nine of the fourteen chapters have video lessons produced by Brainsville.com. The screen shows a video of the instructor in the top left, with a clickable list of topics below and a large panel to the right for the video demonstrations. The instructor is a pleasure to listen to and the video demos are well implemented. However, the *RealPlayer* presentation froze repeatedly on my G3, and worked only intermittently on my G4. I was impressed by what I saw, but frustrated by the technical problems. Streaming of multiple video tracks pushes the capabilities of current machines to the maximum. Judging by the CD's troubleshooting section, the Windows version experiences similar problems. This may be a technology ahead of its time, but it's a promising one.

Photoshop 6 Shop Manual, by Donnie O'Quinn. 1074 pp. New Riders Press, 2001. \$39.99.

Photoshop can boggle the mind of even the experienced user.

– continued on page 5

– Books, continued from page 4

There are so many menus, palettes and dialog boxes to keep track of that it's not always easy to find the feature you're looking for, or to figure out how to do what you're trying to do.

Photoshop 6 Shop Manual is designed to take you directly to the information you're looking for, and offer a clear-cut explanation that doesn't depend on reading a whole section, or a whole chapter.

The book is organized into chapters on tools, controls, menus and palettes, followed by a dozen appendices on techniques. However, the real heart of the book is its extensive, detailed index which runs to 65 pages. Topic headings in the text are printed in italicized red type (actually dark pink), which makes them easy to spot on the page. Entries range from a succinct line to several pages.

The text is effectively but not lavishly illustrated in black and white, with a section of color plates in the back. Step-by-step instructions are numbered or lettered for clarity. The book itself is thick but compact, and is easy to thumb through or hold in one hand.

This is a truly useful book that belongs on the shelf of every *Photoshop 6* user. It has become the book that I reach for when I have a *Photoshop* question, and the book that I tuck into my briefcase for *Photoshop*-related consultations with clients.

– ELSA TRAVISANO

PEACHPIT BOOK ORDERS - LAST CALL!

Yes, it's your final opportunity to be part of the October order of Peachpit Press books. We will be placing our order shortly after the October 2 meeting, so if you snooze, you lose.

Get any Peachpit Press title for an amazing 40% off! These are unbeatable deals from the top publisher of books for the Macintosh. Note that Windows as well as Mac titles are available, as are titles from Adobe and Macromedia Press. See www.peachpit.com for book descriptions and excerpts.

To place an order, contact Order Coordinator Fran Sokol at fransokol@stny.rr.com or call her at 607/369-7645. You can also place your order at the October meeting.

Fran has worked hard to create a complete list of Peachpit titles, ISBN numbers, list prices and discount prices to make your shopping easier. The list is currently being massaged and updated by Elsa, and will be posted on the MUG ONE website (www.mugone.com) for download as soon as possible. We plan to have copies available at the October meeting as well. If you'd like a copy emailed to you, drop us a line at mugone@stny.rr.com.

Prices include Otsego County tax of 7% and a frugal 50¢ per book shipping charge.

– ELSA TRAVISANO

OS 10.1 TO BEGIN SHIPPING SATURDAY

Apple CEO Steve Jobs made a surprise appearance at the September 25th keynote of the Seybold Seminars Publishing Expo in San Francisco to announce the release of OS 10.1. This major update to the OS X operating system software is scheduled to begin shipping on Saturday, September 29th.

OS 10.1 is the heavily-anticipated update that promises to take OS X from a glorified beta to a genuinely useful operating system. Features include faster overall system performance, CD burning in the Finder, DVD playback and authoring, enhancements to networking and AppleScript, Finder mounting of digital cameras, and improvements to the Aqua interface including a moveable dock. Epson and other manufacturers have been waiting for the release of OS 10.1 to expand the list of OS X drivers for printers and other peripherals.

The OS 10.1 software package, which includes OS 9.2, will be available through retail channels including www.apple.com at a list price of \$129. Current OS X owners will be able to order upgrade CDs for \$19.95 through the Mac OS Up-to-Date program.

OS X users who live near an Apple Store or other participating retailer will be able to have a free CD of the update burned for them while they wait. This marks a new distribution method for Apple. OS 10.1 will not be available for download.

NEW RIDERS USER GROUP ONLINE STORE

New Riders Press announces the opening of their online store, with special discounts for members of user groups:

<http://www.newriders.com/users/store.cfm>

password: uzerz (all lowercase).

New Riders Press publishes books on graphics and design and web development, with a special emphasis on *Photoshop*. New Riders recently donated a copy of *Inside Adobe Photoshop 6* to the MUG ONE library.

NEWSBREAK is the monthly newsletter of MUG ONE – the Macintosh Users Group of Oneonta, New York. Editor: Elsa Travisano. Contact us at:

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NewsBreak is an independent publication not affiliated or otherwise associated with or sponsored or sanctioned by Apple Computer, Inc. *NewsBreak* received an award for excellence from the January 2001 User Group University.

OFFICER'S MEETING, SEPTEMBER 18, 2001

Vice President and *Newsbreak* editor Elsa Travisano, Secretary Terry L. Helser, librarian Johanna Koenig and Treasurer Joanne Johnston attended the much postponed officer's meeting at Ruffino's pizzeria on September 18, 2001. Art and Barbara Dauria had a conflict and Jay was ill, so we had to polish off the large eggplant pizza ourselves.

Joanne told us we have \$716.31 in the treasury, which is a bit low to start the year. IRC-1 was chosen for the October meeting site since we need more room than PS 121 can provide. Gerry Raymond is scheduled to give a presentation of Digital Photography, which should be well attended.

We worked to reconcile our member lists between the secretary, treasurer and newsletter editor. A complete list will be available at the next meeting.

We discussed encouraging members to run for Officer's positions, especially those that will be vacant, including Vice President, Treasurer and Program Co-Chairs. Elsa said she plans to run for President, Terry will run for re-election as Secretary, and Jo Koenig is willing to stay Librarian but could run for another office if she could recruit someone to help with the Library. Joanne Johnston will be stepping down from the Treasurer's job, Elsa will be vacating the Vice President's post and Art Dauria will be leaving his Program Co-Chair position. There are ample opportunities for members, new or old, to bring their fresh ideas to the officer's positions.

We discussed possible programs including: Tom Travisano, "Mac in a Windows World" on connectivity and *Virtual PC*; Don Gersch and Elsa, "Computing for People with Special Needs;" a "Nothing but SIGs" (Special Interest Groups) meeting (SIGs topics suggested included Publishing, Web design, Beginners (Newbies) and Digital Photography) and a program on foreign language learning programs. Perhaps Dr.



Tannenbaum could be persuaded to do an update of his superb Web site design presentation. Other possibilities include Art Dauria and possibly Dr. D. Bluman, a forensic expert witness, to demo *PowerPoint*; Software for Teachers (*MicroGrade 4.06* from Art); Audio and sound capture; Digital ethics/*Photoshop* novice how-to, a *Graphic Converter* demo, and our Holiday Favorite Hardware and Software program and party. We will ask for input at the next meeting.

We discussed the book donations we get from Peachpit Press, New Riders Press and others. Some books can be used as raffle prizes. We decided to order enough books from Peachpit Press to finish the order already started, and use the extras to sell at the meeting(s) or include in the raffles. The order will be submitted after the October 2 meeting.

We discussed how best to use the *Office 2001* software suite donated by Microsoft. One suggestion everyone liked was to do a \$5 or \$10 raffle with the proceeds to be donated to the Red Cross for disaster relief.

Finally, we decided to use the *Photoshop Elements* software package donated by Adobe at their MacWorld User Group Breakfast as a raffle prize at the October 2 meeting, to encourage new and renewal dues payments. Filled with pizza, we adjourned until October 2 at 7:30 pm in IRC-1.

— TERRY L. HELSER

MUG ONE OFFICERS FOR 2000-2001

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APPLE MUG STORE PASSWORD

Here's the current password for the Apple MUG Store:

8/1/01 - 10/31/01: UserID: apple / Password: care

This source for refurbished Macs and other goodies can be found at www.applemugstore.com or at 1-800-689-8191. Remember to mention that you're a MUG ONE member!