



# BMUG PDF enewsletter

## May 07

### committee

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Margaret Boyles  
David Dixon  
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*our email addresses  
are on the website...*



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### May 9 meeting — Garry Barker, the Green Guide Mac Man

Apples, as we all know, come from far-of California, and we always seem to be hanging out for the latest news about new machines and new software.

Well BMUG is delighted to announce a rare opportunity to hear from Garry Barker, an internationally recognised Apple journalist , who attends all the big Mac occasions overseas, and will be sharing many insights with us.

This is your big opportunity to be the first kid on the block to get advanced notice about this year's innovations. Tell your friends to come along, too — they won't get a better chance to hear from one of the best-informed Apple enthusiasts in the country.

And as always, there will also be ample opportunities later in the meeting to trouble-shoot any difficulties you are experiencing, and to try out new skills on one of the many laptops in the room.

### April 25 meeting



Here you can see gobsmacked members participating in an iChat with Ron's friend in Scotland!

Our iChat demonstration of free overseas video chats was lively and interesting, while Dick's final Mail presentation completed a wonderful series of workshops.

Many searching questions were asked, and we were delighted with the participation of all concerned, and with the surprising number of paid-up members we have achieved this year. Word-of-mouth advertising seems to be working really well for us!

[BMUG website](#)

[email BMUG](#)

[Go to contents & breaking news about the new improved manuals...](#)



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## Members WANTED

We are always looking for new members. How about bringing a friend along?

And now that BMUG has a number of member benefits to offer even if people are unable to actually attend meetings, we are keen to recruit *virtual members*, who participate from remote locations. Our first virtual members were signed up over January. Do you have Macintosh friend who lives elsewhere, perhaps even interstate? Encourage them to join and take advantage of the membership benefits listed below...

[check out  
free web  
hosting](#)

**Member benefit 1— members get FREE website hosting!**

**Member benefit 2 — members get privileged access to AUSOM FirstClass**

**Member benefit 3 — ‘Getting started’ manuals**

[check out  
BMUG  
Manuals](#)

## Breaking news about BMUG manuals!

Although we have been delighted with the response to our manuals, there has always been a big snag... All the screenshots — the images of windows and menus — looked great on the screen, but were gloomy and not particularly helpful printed in greyscale.

Well now, the Club has bought a colour laser printer, and we can announce that from our May meeting, all the manuals are now available coil-bound, in full colour, so you can sit them right next to you, open flat on the desk, as you work through issues.

Obviously the price has had to go up, but we hope members will still see them as fantastic value for money, particularly as we will respond **immediately** to any constructive criticisms.

**Here is the editor’s rash promise...**

**If any member can point out a major omission or error in a manual, we will not only correct it , we will give you a revised copy free!**

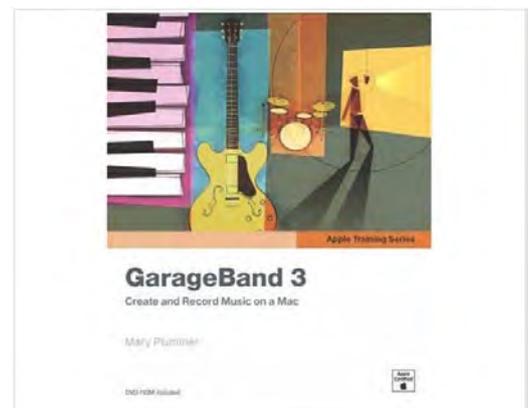
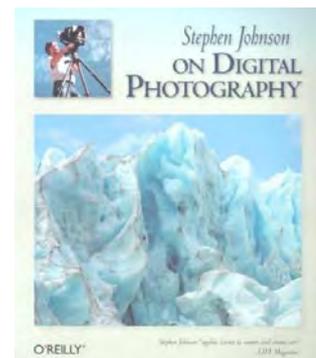
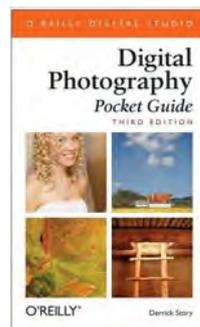
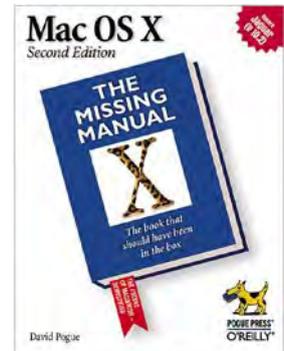
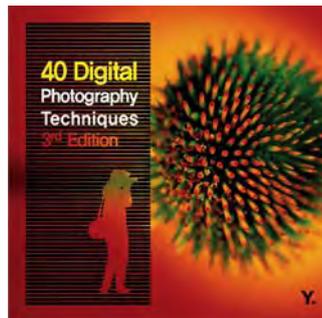




## Member benefit 4 BMUG reference library

We have established partnerships with a number of publishers of Macintosh reference books and the club has a growing number of titles to borrow. To find out more, speak to or email our librarian, David Dixon.

*Click on the cover images of our new library titles to read more about them at Amazon:*



## Donate your unwanted books and magazines

Is it about time you tidied the study or the spare room? David is looking for donations of books and magazines and I'm sure we all have something we could bring along to share with our new members.

Just bale them up and bring them along to our meeting — don't bother with the really tatty ones, we are looking for good stuff!



## Members' marketplace — wanted or for sale...

### *We are always looking for good older iMacs...*

Many of our members are running old machines that won't run OS X. Imagine how frustrated they become when they are constantly hearing about stuff they just can't do!



### email Steve with your advert

If you know someone with an unwanted older machine running OS X that is in good condition, ask them to email Steve and we will advertise it in this newsletter for just \$5.

Of course members' adverts are **free**.

BMUG members are always welcome to send us brief descriptions of any computers or accessories you would like to buy or sell. Obviously the club cannot take responsibility for any grievances that might arise from transactions, so keep the descriptions of gear as accurate as possible.



### ***In your home or office, at a time to suit you***

- ✿ Geelong, Surf Coast & district
- ✿ Troubleshooting, problem solving, tuition
- ✿ Broadband, Airport, networking
- ✿ Hardware installation and setup
- ✿ Mac OS X upgrades
- ✿ Digital photography & scanning

***Expertise – experience – very reasonable rates***

**5243 2946 or 0419 331 424**

# Mac Assist



## BMUG mentor program

Are you participating in our formal club mentor program?

A group of highly experienced members are willing to answer your queries over the phone, by email, and even by attending at your home to give you personal training sessions.

The program has been running all year, and we are getting very positive feedback from members who say the sessions have given them the confidence to really progress with their machines.

From our experience so far, may we suggest:

- if you are using a really old machine, particularly if you are not running System OS X, we can do little to help you, so consider upgrading. Already several members have made this move, and they are invariably delighted with the new opportunities that are available to them.
- Invest in some handbooks. We highly recommend David Pogue's *Mac OS X, the Missing Manual* and our own *BMUG Absolute Beginners manual*.

Presently, the following members are participating in the mentor program, and we are getting very good feedback from them:

Bruce Murray — assisted by David  
Leonie & John Crook — Don  
Gwen Cox — Dick  
Carol Wilson — Steve  
Ed Scouller — Dick  
Keith Wayth — Ron  
Jill Martin — Don  
Lesley Fox — Steve  
John Druce — Don & Steve

[email Steve  
about the  
mentor program](#)

**To participate, either as a mentor or as a beginner, sign up at the next meeting, or phone Steve on 5254 2576. And if you are a virtual member, we can always offer assistance by phone or email.**

## BMUG flier

Can you think of a local corner shop, newsagent, or bulletin board where a BMUG flier might be displayed? We are not talking about computer shops in Geelong or anywhere similar, the Committee members are looking after big opportunities like that, but about more *local* possibilities right in your neighbourhood.

**If you can think of a suitable spot, print off the flier on the next page on your colour printer and ask about displaying it. One of your friends or neighbours might be interested in receiving one, also.**

**To print, simply specify print page 6, in either Adobe Reader or Preview.**

**And let us know by email if you've been successful...**



# Welcome to Bellarine Mac User Group

## *What do you do with your Mac or iPod?*

We hold informal meetings on the second Wednesday of each month at:



*the Ocean Grove Neighbourhood Centre,  
91 The Parade, Ocean Grove, starting at 4.00 pm.*

And whatever you do with your Mac or your iPod, our group can help.

Someone at BMUG will be able to advise you on any issue, someone will answer your questions. Our group is very experienced in helping beginners, especially people who don't even own an Apple yet. We also welcome *virtual members* who can't make it to meetings, but still enjoy all our benefits, like free mentoring, and our very helpful manuals on Apple topics.

We work hard at being making our workshops practical and entertaining, so don't worry if you are totally uninterested in technicalities. BMUG also welcomes your suggestions for topics.

***For more information...***

***email: [info@bellarinemac.org.au](mailto:info@bellarinemac.org.au)***

***website: [www.bellarinemac.org.au](http://www.bellarinemac.org.au)***

***or call Ron Begg at 5256 3045 or 0411 273 750.***



## This month's TOP TIP

We all spend a great deal of our time at the Mac clicking, double clicking and dragging, so let's review some basics...

**clicking** is done with the index finger on the top of the mouse, or on the left side of the top on a fancy two-button mouse. This is generally how we choose from options.

**option click** toggles or reverses an action. If a click in iPhoto rotates an image clockwise, for example, an option click rotates it anti-clockwise.



**dragging** means clicking on something, then holding the click while you move the icon or graphic or piece of text to a new location. In *Word* and *Mail*, words and even whole paragraphs may be dragged and dropped in new locations in the piece of writing.

**tab** moves you from one highlighted text box to the next when you are filling in an online form, such as an email address and subject, or your banking details and password.



**double-clicking** is the usual way to open a file, folder or application. It works almost universally, though only one click is needed for items in your Dock. A double click on text in *Word* selects a whole word.

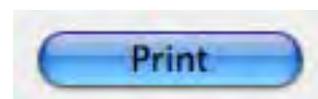
**treble-click** in *Word* selects a whole paragraph at once.

**command key** also called the Apple key, is the keystroke that drives 99% of keyboard shortcuts, as you see on the next page.

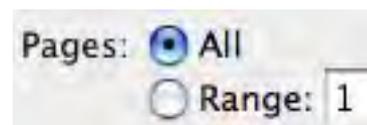
**menus** are typically found in the menu bar at the top of the screen. They usually open down into a list of choices from one click, then go away after you have clicked your preferred option.

**pop-up menus** actually pop *down* to show a list of choices when clicked.

**button** there are two types of buttons. The first, like *print*, is simply clicked to start an action. A *return* on your keyboard also works any highlighted button.



A radio button toggles alternatives *on* or *off*, like *Pages: All* and *Range* in any print dialogue box.



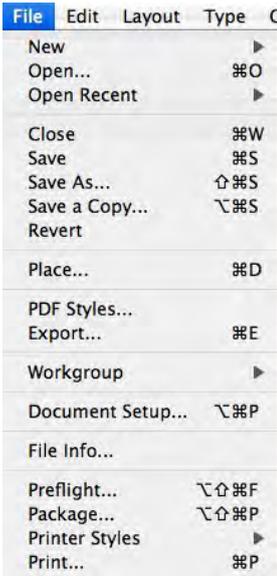
**shortcuts** are shown in any menu. They indicate the keystroke equivalents of everyday menu options. Because they save time and effort, you will soon learn to use them. They are quite intuitive, and nearly (but not completely) universal.

**Useful keyboard shortcuts may be found on the next page...**



**Keyboard shortcuts appear next to menu options. In most applications, they are:**

⌘ O	command O:	open
⌘ Z	command Z:	undo (sometimes goes back more than 1 step)
⌘ X	command X:	cut
⌘ C	command C:	copy
⌘ V	command V:	paste
⌘ A	command A:	select all
⌘ N	command N:	open new document
⌘ Q	command Q:	quit the application



In *Mail*, and some versions of *Word*:

⌘ B	command B:	bold a word
⌘ I	command I:	italicise a word

In some applications, such as *InDesign*, use ⌘ ↑ B or I — command shift B or I.

In *Word*:

⌘ ↑ >	command shift right arrowhead:	enlarge font size on a selected word
⌘ ↑ <	command shift left arrowhead:	shrink font size

In the finder:

⌘ ↑ N	command shift N:	make new folder
⌘ ⌥ D	command option D:	toggle <i>dock hiding</i>

### ***Things we take for granted about our keyboard...***

There are two distinctly different kinds of keys:

1. Those which make marks in the document — letters, numbers, punctuation, symbols etc; and
2. Modifier keys which don't make marks themselves, they modify the marks. Examples include shift, control, option, command, enter and so on.

**[Link to comprehensive information about keyboard shortcuts...](#)**



***Voilà...***



## Leopard lopes to Sydney in October!



Apple has announced that Leopard, the new and eagerly awaited version of our system software, will not be released soon, as originally expected, but will be delayed until October.

This, perhaps, was not surprising, as it was clear that the new iPhone was a very high priority, and would absorb a great deal of Apple staff time, but Mac gurus world-wide were staggered to find that Steve Jobs will be conducting the launch in Australia at the Sydney Opera House. It will be interesting to hear what our guest speaker, Garry Barker, has to say about this radical move.

Apple assures us that Leopard will be well worth the wait, and reminds us that they only ever promised a launch in Spring, without specifying which hemisphere they were referring to!

## Photography Classes at arQ Studios & Gallery



BMUG committee member Dick Brown is to be the tutor for some Photography Classes offered by arQ Studios and Gallery in Portarlington. These are to be small group discussions dealing with analysis, planning and taking photos using both film and/or digital techniques. They are planned to run with groups, maximum size of ten, on Thursdays 7-9pm for a 10 week term at a cost of \$150, materials not included.

Anyone who is interested in enrolling or requiring further details should contact either:

- Trevor Sault at arQ on 5259 1123 during working hours or 5257 1073 AH, or
- Dick on 5259 1614.

***arQ also run classes for Life Drawing on Monday evening, Pottery on Tuesday afternoon, & Painting on Thursday afternoon.***