

The South Bay Mug

MACINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Jan. 2007

MACHinations

A personal view from Bob

Who's There?

Just as you lock your house and car, you should use passwords to protect your Mac and its contents. There are bad guys who will take advantage of any open door. In OS 9 passwords were optional; in OS X, they are de facto. You may complain about having to enter a password to install software or make changes to the System, but it's to protect you. Years ago you only worried about someone with physical access to your Mac; now with full time connections to the Internet, a hacker anywhere in the world is a potential thief.

How much security do you need? Assess your risk. Are you a casual Mac user with little of value or do you use it for business and finance? Apple assumes you're the former and auto-login is enabled by default. Apple's Keychain, where many of your passwords are stored, uses your login password and is automatically unlocked when you log in. If someone, who may do you harm, has physical access to your Mac, change your keychain password, and lock Keychain before going to lunch. This adds a level of security but is an additional hassle. That's life.

Out of the box a wireless router (base station) has encryption turned off and it's up to you to turn it on. Otherwise, with a blank or easily-guessed system password, someone parked in front of your house can access your hard drive, read and copy your files. Turn on WPA or WEP encryption on your wireless router. WEP is OK but WPA is more secure.

Password Managers. It's OK to use a simple password for benign stuff, but if serious money is involved don't use your pet's name or zip code. The more obscure, the better. Ed552C%^^Bn is a strong password, but how do you remember it? Keychain, Apple's built-

in password manager, is automatically invoked for many activities, like accessing your mail, but for other things, like logging into a banking site, keychain doesn't work. Use a password manager. It's a database for storing passwords, user names and URLs. They range from free to \$30. The password manager is locked with a master password that you should memorize. Many accept a pass-phrase, a long sequence like "SBAMUGmeetseverylastWedsinRB" that's easy to remember but hard to crack. Most store a URL that can automatically open the sign-in web page. Click-paste your user name and password into the login boxes.

PasswordVault and PasswordVault2Go cost \$15.

The Lite version is free but holds only 15 entries.

There's a versions for the desktop and "2Go" versions for Mac (.app), Linux (Lin) and PC (.exe), that go on a



flash drive. All use the same data folder, can be synchronized to the desktop application and opened on "any" computer so long as the flash drive has a universal format (Fat32), the default format.

Encrypted Disk Image. My August 2006 article described how to secure private files by putting them into an encrypted disk image. Don't open the disk image with keychain, unless you have a strong, separate keychain password and guard it carefully. Otherwise, if it's automatically opened when you turn on your Mac, your private files are available to anyone with access to your Mac.

Backup. Finally, be sure to back up your keychain files, stored in the System and user libraries, as well as password files and any encrypted disk images.



Bob Brooks
Helping Beginners
310-545-8060
SBAMUG@gmail.com

The South Bay Mug

MAGINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Feb 2007

MACHinations

A personal view from Bob

Take Freeway to the web

A web site is a collection of web pages linked to each other and to media files. Each web page is written in plain text using HTML "tags" that tell the browser how to display it. Media can include graphics, movies and music. All you need to create a web page is a text editor, but you must know HTML. Working with raw HTML offers the greatest power and flexibility. There are several text editors, like BBEdit (\$125) and Taco HTML Edit (free), that help by providing a library of tags and other support. Though HTML is easy to learn, modern web pages can be very complex and writing them in HTML is time consuming. That's where web-authoring software comes in. It eases the task by shielding you from the HTML code and providing a "page-layout" or WYSIWYG view.

High-end: Web-authoring software, like Adobe GoLive or DreamWeaver, has a user-friendly, page-layout interface with direct access to the underlying HTML code. Many web authors use BBEdit to tweak or fine tune pages they've created with other programs. These high-end programs are powerful and flexible but have a steep learning curve and are expensive (\$400).

iWeb: It's part of Apple's iLife package (\$79, but free with new consumer Macs) and is a template-based solution that is easy to use and incorporates some high-end features. You can publish the site directly to your iDisk (with a .mac account) or, using an FTP (file transfer) program, to any web server where you have access. It's a snap to master but not very flexible.

Freeway: Softpress.com sells two programs that fall between the extremes — Freeway 4 Pro, \$249, and Freeway 4 Express, \$89 (Download versions; boxed versions are a bit higher. Use

SBAMUG211206G for a 25% discount). Both work like page layout programs and are easy to learn and use. I've been working with the Pro version and like it. It's very powerful, though not quite as flexible as GoLive. Freeway 4 Express lacks some of the high-end features of the Pro version, but it's a good, easy-to-use way to create an attractive, uncomplicated web site.

Instead of directly editing the HTML files, as do most web-authoring programs, Freeway edits and stores the entire site, pages and media, in a single site document. When finished and ready for the web, Freeway "publishes" the site to create a site folder with HTML pages and web-optimized media that are uploaded. This provides automatic site management (no broken links) but disallows editing with another program. To modify the pages you must edit the site document with Freeway. Pages modified with other programs can't be opened with Freeway.

Free Alternatives: Nvu 1.0 is open source but unfinished. SeaMonkey, based on the old Netscape Communicator, includes a "Composer" module that's easy to use and looks a lot like Nvu.

Server Space: You need, a place (a server) that's connected to the Internet to "park" your site. Most ISPs give you free space. You can even host your web site on your own Mac but most people don't want to leave it running 24/7 or pay for a static IP address.

Extras: Use a graphic editor to prepare artwork. There are several along with many free utilities for resizing and editing files. An FTP program (I like RBrowser, free) is useful to manage your uploaded site.

See you on the web.



between the extremes — Freeway 4 Pro, \$249, and Freeway 4 Express, \$89 (Download versions; boxed versions are a bit higher. Use



Bob Brooks

Helping Beginners

310-545-8060

SBAMUG@gmail.com

The South Bay Mug

MAGINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Mar. 2007

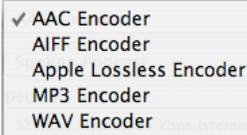
MACHinations

A personal view from Bob

Audio Books - it's more than music

I've been using iTunes for a long time and love it. I store all my music there and am still finding new ways to use it. The latest is for audio books. There's a huge number of them for sale and many on the Internet (e.g. Gutenberg.org) are free. Commercial audio books come on CDs. A typical novel takes 10 or more discs. Each holds up to 75 minutes on as many as 99 tracks. I like to convert CDs to compressed MP3 or AAC files (30 to 60 MB/hour), store them in iTunes and listen to them on my iPod.

MP3 and AAC formats. iTunes encodes imported audio in several formats, selected in the Preferences. I use two compressed and unprotected formats, MP3 (.mp3) and AAC (.m4a). MP3 is the most common. The AAC



format won't play on many non-Apple players, but sound better at the same bitrate and is rapidly gaining popularity. It's also bookmarkable, as I'll explain later.

Bitrate (kbps = kilobits/sec) represents the amount of information, or detail, that is stored per unit of time in an audio recording. In general the higher the bitrate the better it sounds, but the audio file is larger. MP3 and AAC music is typically recorded at 128 kbps or higher, but for audio books 64 kbps stereo (32 kbps mono) is quite adequate. Uncompressed audio (CD quality) takes about 10 MB/min to store, compared to about 1 MB/min for compressed music or about 0.5 MB/min for audio books in stereo.

Join Tracks. Commercial audio CDs have up to 99 tracks, each lasting only a minute or two. A 10-CD book can result in as many as 1000 files cluttering your hard drive. I discovered the "Join CD Tracks" com-

mand under the iTunes Advanced menu that lets you encode many CD tracks as one track. Insert the CD, select the tracks to be joined (I select all) and use the Join CD Tracks command to combine them into a single, compressed file. A vertical line shows the joined tracks, as shown right. Encoding a CD as a single, long track reduces file clutter, but what if you want to stop listening in the middle and return later? Encode with AAC and create a bookmarkable file (.m4b).

1	<input checked="" type="checkbox"/>	Track 01
2	<input type="checkbox"/>	Track 02
3	<input type="checkbox"/>	Track 03
4	<input type="checkbox"/>	Track 04
5	<input type="checkbox"/>	Track 05
6	<input type="checkbox"/>	Track 06
7	<input type="checkbox"/>	Track 07
8	<input type="checkbox"/>	Track 08
9	<input type="checkbox"/>	Track 09
10	<input type="checkbox"/>	Track 10
11	<input type="checkbox"/>	Track 11
12	<input type="checkbox"/>	Track 12
13	<input type="checkbox"/>	Track 13
14	<input type="checkbox"/>	Track 14
15	<input type="checkbox"/>	Track 15
16	<input type="checkbox"/>	Track 16
17	<input type="checkbox"/>	Track 17
18	<input type="checkbox"/>	Track 18
19	<input type="checkbox"/>	Track 19
20	<input type="checkbox"/>	Track 20

Bookmarkable tracks let you stop listening, go do something else and come back to resumes playing where you left off. Converting files to bookmarkable AAC files is a little tricky. Fortunately Doug Mac-Adam (dougscripts.com) has an iTunes AppleScript "Make Bookmarkable 2.1" to do the job. Put the AppleScript file in your user library>iTunes>Scripts folder and it will show in the Script menu in iTunes. He also has a small application "Join Together" that will join a collection of MP3 files already in iTunes, to create a single file that can be bookmarked, although it takes longer than joining and ripping from a CD.

Protected Files So far I've talked about unprotected files. Apple's iTunes Music Store sells books in protected AAC (.m4p) format that restricts how it can be copied and played. Audible.com sells a huge selection of downloadable audio books in a protected bookmarkable format (.aa) with some severe restrictions (two Macs, two iPods and burn to one CD).

Beyond Books: There's also podcasts, radio shows, magazines and newspapers. Enjoy.



Bob Brooks
Helping Beginners
310-545-8060
SBAMUG@gmail.com

The South Bay Mug

MAGINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Apr. 2007

MACHinations

A personal view from Bob

Me and My Mac

Everybody does email and surfs the web, but the Mac is capable of so much more. Here's some of the things I do and productivity software I use.

Web page authoring is a major activity. I manage several web sites, including our club's site, each directed to a different audience. A web site is where people can *pull* information, not *push* it as email. I make a lot of information available without forcing it on you. I like to put photo galleries on the web. Instead of a printed Christmas letter, I have a personal web site where I continually update my activities and include more material than I could in a printed letter, while saving paper, ink and postage. I use Adobe GoLive and BBEdit but recently started using Freeway.

Photos and graphics. I have photos everywhere — web sites, presentations and slide shows — and use a collection of photo and graphic apps and utilities.

- iPhoto and iPhoto Buddy to store and organize my photo collections.
- Photoshop and GraphicConverter to edit images.
- Galerie to create photo slide shows from various events that I post to the web.

My Life Story: Off and on (mostly off) I'm writing my life story as a web site with photos and maps. I can put it a CD to be viewed with a web browser. I use SBook, a free database, to sort and document various life events as I plow through boxes of old material.

iMovie and iDVD: I show the best photos from my activities as a slide show in iPhoto and use iDVD to burn a DVD. I often "film" an event with my digital video camera and then edit and put it on a DVD using iMovie and iDVD.

Finance

- Quicken for bank, credit cards and investments.
- TurboTax to prepare my tax return.
- Excel to manipulate lots of data.

Music

- iTunes to store, play and create music CDs.
- Audio Hijack Pro to capture music from the Internet.
- SoundStudio for audio recording and editing.
- Finale to produce good-looking sheet music.
- Barfly to play and manipulate ABC music notation files.

Text and Print

- Tex-Edit to clean up and manipulate text.
- BBEdit for HTML text.
- Appleworks and Pages for page layout and print documents.
- Keynote for presentations.
- Microsoft Word for Word files I get from others.

Database and data storage

- Filemaker Pro and Appleworks to maintain medical, inventory, auto and house repair and recipes. I even use the Appleworks database to print "social" cards.
- Entourage and Address Book for my contacts.
- SBook for quick addresses and misc info.
- Yojimbo and Journier for storing snippets.
- Remember? for birthdays and anniversaries.
- Now Up-to-Date for my calendar appointments.
- Reunion is my genealogy database.

Skype is for telephony. I can call Macs, PCs and regular telephones. iChat is nicer, but it's Mac-to-Mac only.

I'd love to hear what you do.

	Bob Brooks Helping Beginners 310-545-8060 SBAMUG@gmail.com
--------------------------------------------------------------------------------------	----------------------------------------------------------------------------

The South Bay Mug

MACINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, May, 2007

MACHinations

A personal view from Bob

System Updates

Each major System release, e.g. OS 10.3 to 10.4, is invariably followed by a series of system updates to correct problems, enhance performance and thwart security threats. Each update is also followed by reports of major problems. I've never had any and you are probably hearing from the few with problems and not from the millions who've installed the update smoothly. Still, it is prudent to exercise caution when installing updates since it's replacing important system components. Re-installing the System is not fun and I occasionally back up my computer to a bootable external hard drive just in case.

Some people recommend rather elaborate procedures: back up before updating; both before and after updating, clear caches, repair permissions, and run Disk-Warrior; and so forth. But if updating is too complicated, users won't do it at all or, even worse, will just be confused. MacFixIt.com has recommended a simple, minimalist procedure for performing system updates and I am basing this article on it. I always wait a while after an update is released. Apple is watching and if serious problems occur they will take steps to correct them.

1. General principles.

1. Leave all Apple-installed components where they are. Don't, for example, move Safari out of /Applications, or move your user Home folder.
2. In System Preferences > Software Update, make certain that "Download important updates in the background" is not checked. If your computer has multiple users, do this for every user. It might also be wise to uncheck "Check for updates"; one user, the administrator, should then be responsible for

checking manually for updates from time to time. (To do so, choose Apple > Software Update.)

2. When an update is available in Software Update, do not press the Install button in the Software Update window. Instead, download any desired update packages individually and without actually performing the installation. Software Update allows you to do so, but this feature is not at all obvious, so here are instructions:

1. Make sure there is a check-mark at the left of all and only the packages you want to download.
2. Choose Update > Download Only. After performing the download(s), note the location, on your hard drive, of the downloaded material.

[Alternatively, go to apple.com/support/downloads/ and download the desired package. With major system updates, this is the way to obtain the full "combo update", which is often better than the incremental update offered by Software Update.]

3. Restart into Safe mode, by holding down the Shift key from the moment you hear the startup "bong" to the moment the "spinning gear" appears. Expect this startup to take longer than usual. Don't be alarmed if the fans whir loudly during the "spinning gear" display. Eventually you will be presented with the Safe Boot login screen. Log in as the administrator.

4. Without launching any other applications, double-click one installer package and perform the installation. Do nothing else; just sit there and wait until the installation is complete.

5. Repeat step 3 after every installation. Finally, restart normally. This, too, may take longer than usual, and you may experience a "double-restart." Be patient!



Bob Brooks

Helping Beginners

310-545-8060

SBAMUG@gmail.com

The South Bay Mug

MAGINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Jun 2007

MACHinations

A personal view from Bob

Please Be Nice

When we converse, we expect others to observe certain rules of behavior. The same is true of email. I'm not perfect, but I'm trying. Some tips:

Be concise and to the point. Summarize in the subject line and make it informative. Sometimes you can say the whole thing in the subject, but then add EOM "End of Message" to the subject so the person doesn't have to open an empty message. Avoid meaningless subjects like "Hi". That's a favorite of spammers and doesn't say anything.

Important: When you reply to a message select the relevant part of the message and click "Reply" instead of "New Message". Answer all questions, and try to pre-empt further questions. Don't quote the entire message including ads for AOL or Yahoo. Nothing is more wasteful than replying to a long message with the words "I agree" or "Okay" at the bottom.

If a message is intended for a specific person don't send it to a group. Our entire eGroup doesn't need, "Thanks Don for your reply".

If you need to send a message to a group, use BCC (Blind Carbon Copy). Just as it's not nice to give out someone's telephone number without their permission, don't distribute everyone's email address. Spammers love getting all those addresses.

Avoid using all capital letters except for emphasis. USING ALL CAPS MAKES IT LOOK LIKE YOU'RE SHOUTING AND IT'S HARDER TO READ.

Don't write anything you don't want the world to see. Nothing is private. Anyone can forward it, even accidentally, and systems administrators can read any and all mail. If you are sending a message that might be

inflammatory, let it cool overnight first. Once sent it can't be retrieved and will live forever. You may run for political office someday and regret that email.

Be careful about sending jokes. Some people enjoy them but others might consider them a nuisance. After a joke is forwarded a few times you might be sending something like,

```
>>>>>>> Joke has been forwarded  
>>>>>>> too many times.
```

Entourage (and others) can remove quotations and re-wrap messages to make them more readable. Otherwise use a text editor (Find-Replace) to clean 'em up. Not everyone has DSL or cable, so be careful sending large attachments, e.g. >1 MB. If in doubt, ask first.

Using HTML or Rich Text to format messages so that they have fancy fonts, colors or whatever is asking for trouble. There are email programs (and some servers) that can't handle messages in these formats. The message will come in as utter gibberish or in the worst case, crash their email program.

Don't forward chain letters or reply to spam. Don't forward virus warnings. Most are hoaxes and it turns you into a spammer.

Take care with abbreviations and smileys and don't mark messages urgent or high-priority unless it really needs it. Try to use good spelling, grammar and punctuation. Don't expect everyone to read and reply to their email daily. I do, but my niece uses a library computer once a month.

If you are on an email list and activate an automatic reply feature, don't send "Bob is out of the office until July 31" in reply to every list message you get. It happens a lot and is not a good way to make friends.



Bob Brooks

Helping Beginners

310-545-8060

SBAMUG@gmail.com

The South Bay Mug

MAGINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, July 2007

MACHinations

A personal view from Bob

Protect yourself

I've recently had to dump a couple of my email addresses because they were overwhelmed by spam. In the old days I didn't worry too much about protecting my address, but now spam is a big problem and I'm much more careful. I've discussed many of these steps before, but a review doesn't hurt.

- Have several addresses. Use one for close friends and others for doing business on-line. Be prepared to eventually jettison them if they get infested.
- Use jetable.org to create temporary addresses for use with outfits you don't trust.
- If you have a web page, encrypt the addresses. Spammers routinely comb web pages looking for addresses. I used SpamStopper which converts an email address with it's telltale mailto: and @ into an text string or a java applet. Since I still get spam, I suspect some spammers may have figured a way around this approach.
- I now use a graphic for addresses on my sites. This requires the spammer to view the graphic and use an optical character recognition (OCR) procedure to retrieve it. Unfortunately the viewer can't just click the address to send you mail. They have to type it in. Use a font that may give the OCR readers a bit more trouble. *Member@ISP.com*
- Some people try to hide an email address by eliminating telltale clues, e.g. member_at_ISP_dot_com. Hopefully the viewer understands this and can enter the correct address.
- Beware of PDF files. Spammers can scan the contents of a PDF file, so don't put your email address in

it unless it's a graphic. My articles are posted on our web site as PDF files but have my address as a graphic element (see bottom right).

- All this is for naught if your friends don't protect your address. When sending an email to a group, put the addresses in the bcc: (blind carbon copy) box so all the recipients won't see the addresses. Otherwise, if a recipient has their computer compromised, the list may fall into the hands of a spammer and be used to send spam.
- Use a more obscure email address. bob@isp.com, joe@isp.com, jim@isp.com and mary@isp.com are obvious targets for dictionary spammers.
- Look on the Internet (e.g. Google) for your email address. You may find someone has put it on their web page. I wrote a software review and found that the publisher added it to their web page as a testimonial, along with my email address. Great! I was unable to contact them to have it removed. While you're there, check your telephone number. Unless it's unlisted, a cell phone or or you opt out, Google will display your name and address. This may be OK and does help people trying to find you. Also check your social security number.
- I use MyPopBarrier to scan my messages on several servers and delete spam on the spot, rather than downloading it to my computer.
- Thwart Web Bugs. Spammers put hidden HTML requests in their messages to tell them when you read it and to confirm your email address. Turn it off in the preferences. You can always load images manually if they look legit.



Bob Brooks

Helping Beginners

310-545-8060

SBAMUG@gmail.com

The South Bay Mug

MAGINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Aug. 2007

MACHinations

A personal view from Bob

Toast your discs

All Macs ship with CD drives that will burn (record) CDs. Many have DVD burning drives, single or dual layer. Burning to a CD/DVD is easy. In OS 10.4 Select File>New Burn Folder. Drop files in the Burn Folder, click the Burn button and you'll be prompted to insert a blank disc.



iTunes, iPhoto and iDVD also make burning easy. This may meet your needs, but if you want to go beyond basic burning you'll need more powerful medicine.

Toast by Roxio, roxio.com, is king of disc burning software and Toast Titanium 8, recently released, is a giant step up in it's support for all types of media — Music DVDs, HD video and DivX video.

It seems like it does everything. There's so much that I've only been able to try a few of it's functions. Drag and drop to the Toast window to create music, data or video CDs or DVDs — single or multi-session. Toast will convert DivX video files into standard DVDs or create your own DivX disc. Blu-ray (25-50 GB) disc burning is supported.

If you want to copy a scratched or unreadable disc, there's hope. Toast will attempt to re-read or bypass damaged areas to create a clean, readable copy.

In addition to the main Toast program Toast 8 comes with some additional programs.

- Spin Doctor is a basic, but capable audio recorder. It will help you set up your equipment, record from vinyl records or cassettes, filter out noise, split tracks, add song information and one-click burn to CD/DVD. It doesn't save in MP3 format but you can import into iTunes for that.



- Disk labeler with LightScribe creates attractive labels from a huge collection of templates. It prints to labels or direct to disc if you have a compatible printer. It also creates jewel case covers and booklets.
- DiskCatalogMaker creates searchable catalogs of disc contents.
- DejaVu is a backup program, a preference pane in System Preferences, that can hand off files to Toast for burning, spanning multiple discs if needed.
- Motion Pictures HD creates stunning slide shows in many different formats (traditional and HD) from your photos with music and that can be burned to a DVD to play on a Mac or PC or brought it into iMovie to create a DVD movie.

Roxio's Jam for pro-audio recording and Popcorn for high-end DVD recording, were separate programs but many of their capabilities are now included in Toast 8.

If you have a TiVo (personal video recorder) you can now transfer content to DVD, iPod or Playstation. You need a TiVoToGo™ compatible TiVo digital video recorder connected directly to your Mac or to your home network — via wired or wireless connection. It does not work with a DIRECTV® DVR with TiVo. However one of our members has successfully transferred video content from his DTVDVR using the ADC PYRO A/V link, analog to DV video converter, that many of you bought. EyeTV is an analog TV tuner that lets you watch TV on your Mac and record it to your drive. Toast will burn it to DVD, DivX or a Blu-ray Disc. Backup an entire 9 GB, unprotected DVD to a standard 4.7 GB DVD disc. Fit-to-DVD™ compression uses all available space to maximize video quality.

The documentation seemed a bit sparse with many things not explained. Roxio's web site helps but doesn't answer everything. Otherwise, Toast 8 is a winner.



Bob Brooks
Helping Beginners
310-545-8060
SBAMUG@gmail.com

The South Bay Mug

MACINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Sept 2006

MACHinations

A personal view from Bob

Text Editors

Text editors are not for writing letters. They are for manipulating text. This can be text you get in an email message, grab from a web site or a PC document and which needs to be cleaned up.

- Wrap it. Eliminates carriage returns at the end of lines so the text flows. Converts PC-DOS to Mac.
- Line up tabular text with spaces.
- Strip control characters, eliminate multiple lines between paragraphs or multiple spaces between words. Convert space runs to tabs and vice versa.
- Smarten or stupefy quotes, ligatures and dashes,
- Capitalize The First Letter Of Each Word.
- CONVERT TO SMALL CAPS
- Strip leading or trailing spaces
- Sort and number lines.
- Do a smart Find and Replace across many documents.

There are dozens, maybe hundreds, of text editors for the Macintosh. I like Tex-Edit, a \$15 shareware program I've used for many years and TextWrangler (free), the little brother of BBEdit. Each has its own set of tools. Both make extensive use of scripts (Tex-Edit right) and plug-ins to extend their capabilities.

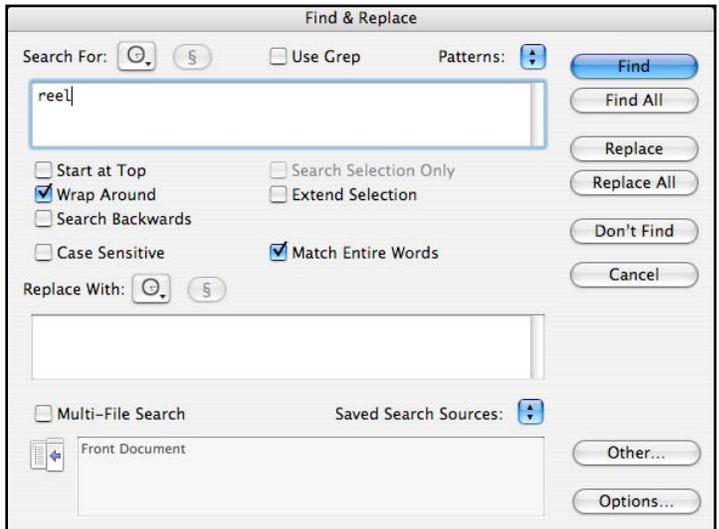
TextWrangler has very powerful find and replace capabilities, letting you search all occur-

Tex-Edit Scripts

- Block Format Quote ⌘K
- Bulletize
- Color Scheme ▶
- Convert ▶
- De-Bulletize
- Diary...
- Execute Selected Script
- Get Info...
- Hide It!
- Internet ▶
- Markup ▶
- Number Lines
- Print Envelope
- Programming ▶
- Quit Now
- Shareware Registration...
- Shutdown
- Small Caps
- Speak File...
- Startup
- Strip Leading >'s
- Styles ▶
- Superscript ▶
- Zoom All ⌘\
- Zoom ⌘\

rences across multiple files. It supports Grep (general regular expression parser) for techies.

TextWrangler lets you make vertical selection of text to add or eliminate text in the middle.



The Services Menu.

A frequently overlooked feature of OS-X is the Services Menu under the Application menu (next to the Apple). Many applications add items to this menu, a few of which are shown, but you can also add your own to the Services folder in the User Library. Go to devon-technologies and download the free WordService.service which adds many useful text manipulation items to the Services menu.

Services Menu (partial)

- BBEdit
- Caboodle
- CalcService
- Calq
- ChineseTextConverter
- ClipEdit
- Convert
- Copy to Tex-Edit Plus
- Disk Utility
- EasyFind
- Finder
- Font Book
- Format
- Grab
- Graphviz
- Import Image
- Insert
- Journler
- Look Up in Dictionary
- Mail
- Mailsmith
- Make New Sticky Note ⌘Y
- ManOpen
- Nisus Thesaurus
- Notepad



Bob Brooks
 Helping Beginners
 310-545-8060
 SBAMUG@gmail.com

The South Bay Mug

MAGINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Oct 2007

MACHinations

A personal view from Bob

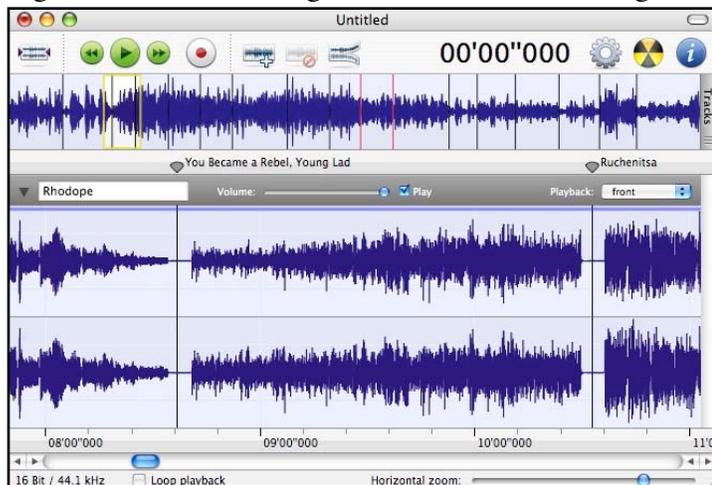
Amadeus Pro 1.1

I've used several consumer audio recording programs to convert tapes and records to CDs or to bring them into iTunes as mp3 files. My favorite so far is the \$40 Amadeus Pro (requires OS 10.4). It has many advanced features, such as multi-track recording and effects, and there are lots of free plug-ins available, but my focus here is on basic recording. What many folks want is to play a tape or record, split it into separate songs and burn it to a CD or import it into iTunes. Amadeus makes it easy.



Connect your tape/record player to your Mac. The easiest way is to use your Hi-Fi system. Connect its line-out or headphone jack to the Mac's input jack. Older iMacs and iBooks may lack an audio input jack so you'll need a Griffin iMic (\$40) or ADS Instant Music module to convert audio to USB.

Open a new recording in Amadeus. Adjust the recording level while watching the volume indicator to get a



The figure above shows the entire recording (top) and zoomed stereo waveforms separated by track markers.

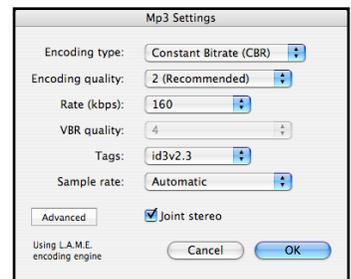
strong signal, but not so it overloads and distorts.

Click the record button in Amadeus, start the music and play the entire tape or record. When finished, zoom in on the waveform and place/adjust markers in the gaps between songs. It has a "Generate Markers" command, which works pretty well to automatically insert markers. You can also insert them by pressing the M key during recording. Markers will split the recording into tracks and can be labeled with each song.

Amadeus offers many ways to edit the recording. Trim any unwanted sound. Use the Normalize function to boost the volume of a weak recording and the Repair Center to remove clicks, pops, hiss and hum. After cleanup and separating the tracks with markers, click the burn button and Amadeus will burn a CD with each song on a separate track.

To create separate mp3 files for each song, go to [Sound>Split according to markers] and save as mp3. The recording will be automatically sliced into separate mp3 files, defined by the markers, and named with the marker labels.

Besides its own "Amadeus" format, the program supports many different audio formats, both compressed and uncompressed, although I didn't find most of them to be very useful.



- Amadeus
- AIFF
- Wave
- QuickTime Movie
- NeXT/Sun (.au)
- AAC ADTS
- Apple CAF File
- MPEG4 Audio (.mp4)
- MPEG4 Audio (.m4a)
- Bookmarkable AAC
- FLAC
- ✓ Mp3
- Ogg Vorbis
- SoundDesigner



Bob Brooks

Helping Beginners

310-545-8060

SBAMUG@gmail.com

The South Bay Mug

MAGINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Nov 2007

MACHinations

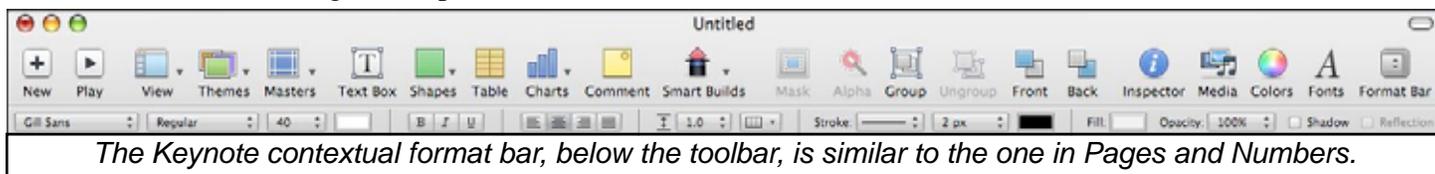
A personal view from Bob

iWork '08

IWork '08 now comprises three programs, Keynote, Pages and a new entry, Numbers, and sells for \$79. I've been using iWork since Keynote was introduced four years ago, but have only used iWork '08 for a few weeks. It's definitely the best yet. Although very similar to earlier versions, it sports many new features, making it a worthwhile upgrade. All three programs are very easy to use and include a large number of templates or themes and share a similar interface. Operations are invoked using the Inspector, Text and

podcast. Presentations export as QuickTime, Powerpoint, PDF, a set images, a Flash movie with sound, HTML or to your iPod. Files created by the new version can't be read with earlier versions, but you can save a presentation as a Keynote '05 or '06 file.

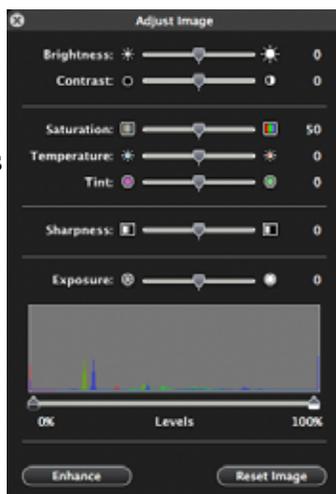
Pages is a word processing program that I use for my newsletter articles. When opening a new document choose between word processing and page layout. The latter is like the draw module in AppleWorks with linked text boxes and graphics. Control-click any word to correct spelling or look it up in the Dictionary, Thesaurus, Spotlight, Google or Wikipedia. Export as a PDF file, Word document, or text. It opens, but doesn't save AppleWorks 6 files. You can send it to iWeb but I didn't see any way to create an HTML page.



The Keynote contextual format bar, below the toolbar, is similar to the one in Pages and Numbers.

Color palettes. New in iWork '08 is a contextual format bar (see above), saving a trip to the Inspector. There's now an image adjustment palette for graphics (see below and think iPhoto).

Keynote is what I use for my presentations. I prefer it to Powerpoint because of its powerful graphics capability. It's easy to mask an image, add a picture frame, make a background transparent and add text shadows and reflections. Create charts from a table of numbers. I even use it as a drawing program. Making slide transitions, text and object animations, and object builds has been simplified. Add audio narration and make a self-running slideshow or video



Numbers (spreadsheet) is the new kid on the block, rounding out the iWork suite. Most spreadsheets are boring pages of rows and columns. Numbers is a free-form page-layout program that includes resizable spreadsheets along with photos, text, charts and drawing elements to make a gorgeous presentation. Numbers is not for accountants or spreadsheet jockeys, but rather for the home or small business user. Numbers has 168 useful mathematical functions (100 less than Excel), fewer graph types and no macros, but is very easy to use. It opens and saves in the Excel format, including the new file format in Office 2008. I opened a couple of large, uncomplicated, Excel documents and they converted flawlessly.



Bob Brooks
Helping Beginners
310-545-8060
SBAMUG@gmail.com

The South Bay Mug

MACINTOSH

A Monthly Cupful For South Bay Apple Mac User Group Members, Dec. 2007

MACHinations

A personal view from Bob

Lights, Action, Slide Show

Digital cameras are great. Film is free. Take hundreds or thousands of high-resolution pictures in a short time. That's the easy part. Then what to do with them? Print or email a few good ones or show them as a slide show. Many new HD TVs have a computer video connector so you can use it as a big-screen, high-resolution monitor connected to your laptop.

iPhoto is a great program for cataloging pictures, simple editing, creating albums, emailing, posting to the web and showing as a slide show. It's almost perfect, but has a few drawbacks. Photos are stored in a special iPhoto Library that should not be touched. Editing a photo creates a copy along with the original so the library size grows. The default title of each photo is the file name as imported from the camera, e.g. IMG_1689.JPG. You can re-title but the original file is untouched, and exported photos retains the original file name. iPhoto libraries created with one version of iPhoto cannot be opened by earlier versions and some later versions can't run on older Macs.

GraphicConverter (\$35) has an excellent slideshow feature that will display a folder, or nested set of folders, of photos. Unlike iPhoto you can edit and rename photos without problems. Slides are displayed in alphabetical order or by creation date (the date taken), but you can't otherwise rearrange the order as you can in iPhoto. Here's a hybrid approach I use:

- Transfer photos from my camera to my Mac.
- Make a copy of the photos and archive the originals.
- Open the copies in GraphicConverter's file browser.
- View an array of thumbnail images and move unwanted photos to the trash or another folder.

- In the browser Re-title each file with a descriptive name.
- Double-click a thumbnail to edit the photo. Crop, straighten, adjust levels and de-skew as needed.
- Downsize the photos using GraphicConverter's powerful "Batch Convert and Modify". E.g. a maximum size of 1024x768 matches my iBook display and the vertical dimension of my TV. The file size is greatly reduced.
- I like to intersperse my presentations with a few title slides to break it up and give additional information such as maps and agendas. I use Keynote because of its powerful graphic capabilities, although Powerpoint or other page layout programs will work.
- Export the title slides as a set of JPG files and add them to your slides.
- Optional: Use subfolders to organize by rolls/events.
- Optional: Use iPhoto Buddy (free) to create a new iPhoto library for the slide show.
- Drag the photo folder(s) into iPhoto.
- Arrange the slide order as you'd like.
- iPhoto has many options for presenting the show, including transitions and music.
- Send out viewing invitations.

Although Keynote and Powerpoint are excellent slide presentations programs and are very flexible, it takes a bit of time to prepare each slide. They don't provide much image editing and create large files that run slowly on older Macs.

I put great value on "Workflow", the ability to process many photos quickly. The hybrid approach using GraphicConverter, Keynote and iPhoto works well and gives me the best of all worlds. I hope my approach gives you some useful ideas.



Bob Brooks

Helping Beginners

310-545-8060

SBAMUG@gmail.com