



NEWSLETTER OF THE LONG ISLAND MACINTOSH USERS GROUP

LIMac was established in 1984, when the Mac was introduced. Annual dues for membership is \$36. First meeting is free. For information, contact any of the following:

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April's Meeting



Our April feature presentation was given by Dennis T. Cheung from Microsoft's Macintosh Business Unit. He did a wonderful demonstration of the upcoming *Office 2004 for the Mac*. (Dennis is from Great Neck.)

The first part of the suite he demonstrated was *Word*, the most used part. *Word 2004* contains many new features including: note-book view, and a recording feature which allows you to record a lecture while working. The recording format is AAC, which allows you to play back the recording in *iTunes*. Also included in the new features, is a new *Translucent Formatting Palette* that becomes translucent when it is not in use, making it less obtrusive. Another new and very useful feature is *Scrapbook*, which is reminiscent of Apple's old *Scrapbook*. Also new is the ability to create a task for another part of the suite while working in *Word*.

Have you ever created a spreadsheet, printed it, and then found out it was too large for the page? Well, Dennis showed us the new page layout view in *Excel*, which allows you to see how your spreadsheet will print. The best part however, is that in the new *Excel 2004*, you can change the page setup directly from the formatting palette, and immediately see the results, and choose the number of pages you want for your spreadsheet – *Excel* will take care of the formatting for you.

PowerPoint now has 100 new templates. New *Transitions* and a *Special Presenters* views are also included. The *Presenters* view allows you to see things that the audience does not, such as what is coming next.

The entire suite includes a compatibility report. This displays what versions of *Office* (including *Windows* versions) might have a problem with certain parts of your document. You can then click on a *One Click Fix* button that will make it all compatible.

Dennis also demonstrated new features in *Entourage*. He was on the *Entourage* part of the team. The *Junk Mail* filter has been improved.

An excellent presentation. Thanks! ✨
–Scott Randell

May's Meeting



On Friday, May 14th LIMac will host Daniel East, founder and president of the Mid-Atlantic Macintosh User Groups Team (MaMUGs) who will showcase effective Web design.

“...East will present ‘Intro to Effective Web Design: Making it work for everyone,’ along with the latest Mac news and ‘Tech 911 Q/A’ help for members. Designing sites for fun, home business or e-commerce changes continuously with the growing numbers of PDAs, cell phones and other wireless devices as well as new technologies for home and office. This session will discuss what makes a site inviting, fun and functional; hosting from .Mac to ISP to dedicated servers; avoiding SPAM attacks; and, the “easy way” to get into putting your ideas online.”

So, if you've ever wondered how to construct and publish a Web site, this presentation is for you.

Don't forget Bradley's Q&A and shmoozing with the other members. ✨

–Rick Matteson

Friday, May 14th, at 7 p.m., Building 300 (Anna Rubin Hall), New York Institute of Technology, Old Westbury, Long Island. ✨

The Internet SIG: Bethpage Public Library, (516) 931-3907, on the third Monday of each month at 7:30 p.m.

Multimedia SIG: The Multimedia SIG now meets on the last Friday of the month at Ray Nieves's office in Westbury. Members can continue to e-mail Bernie Flicker for announcements and directions.

SIGs immediately before or after the general meeting:

Beginners SIG: *AppleWorks* 6 databases.

MacSkills SIG: *iPhoto* and *Photoshop* essentials.

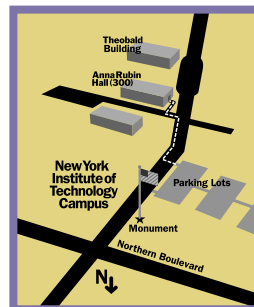
DTP/Photoshop SIG: (TBD).

Photography SIG: (TBD).

◀ LIMac meetings, unless otherwise noted, are held in Building 300 (Anna Rubin Hall) at the New York Institute of Technology on Northern Boulevard in Old Westbury, L.I.

▶ In bad weather, call (516) 686-7789.

▶ The next LIMac board meeting will be at the Plainedge Library, (516) 735-4133, on Wednesday, April 17th, at 8 p.m.



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Mac OS X Regular Maintenance:

Mac OS X does its own maintenance by automatically running background tasks (on a pre-determined schedule) to do such things as delete temporary files, clean up log files, and remove system files that are no longer needed. These system maintenance procedures can help prevent problems on your computer and keep certain log files from becoming too large, keeping your computer running smoothly.

Try *MacJanitor*, a free program that allows you to run maintenance tasks whenever you want. Another one is *XJanitor-PL*, but it doesn't seem to be as simple to use as the others mentioned in this article. It is more for the "techy" minded. A fairly new one is *OnlyX 1.4*. It runs on *Panther* only. No OS X prior to *Panther* will run it. Use it to run maintenance, optimize, and personalize your *System*. You can also configure hidden parameters in the Dock and

Finder. It's Free. *Doktor Kleanor 10.2* runs on *Jaguar (10.2-10.2.8)* only. It will do the maintenance, clean caches, repair permissions, and verify (and fix, if needed) problems with mounting disk images. It's also free.

The system maintenance is broken into three parts: daily, weekly, and monthly maintenance. By default, your OS X has it scheduled to occur at 3:15 am every day, 4:30 am on Saturdays, and 5:30 am on the first day of each month

(in your local time zone). However, these tasks cannot run if your computer is shut down or in sleep mode. So, if you regularly have your computer off or asleep at those times, you don't get the benefits of that maintenance.

I use *Panther Cache Cleaner*. It runs on both *Panther* and *Jaguar*. In addition to running the maintenance scripts, it can repair permissions, clean the caches, rebuild prebindings, and a whole bunch of other very technical stuff. If you



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**TIPS!****Quickly load a group of Web sites in Safari:**

Chances are you're a creature of habit when it comes to Web surfing. Granted, you may browse the Internet quite a bit, but you undoubtedly visit a certain number of the same Web sites each day. If that's the case, you can set up a *Bookmark* in *Safari* to automatically load each of these pages as a group with the click of a button.

To do so, first create a new folder on the *Bookmarks* menu by choosing *Bookmark > Add Bookmarks Folder*. Name the folder or something else that will be unobtrusive on the *Bookmarks* bar. Then, propagate the folder with a few of your favorite Web sites and click on the *Bookmarks* button in the *Bookmarks*

Bradley's Tech Session

► **I'm running Mac OS 10.1.5 and I want to upgrade to Panther, Mac OS 10.3.3. Am I going to have to upgrade all my drivers for printers and scanners?**

Depending on the age of the drivers you have now, you may have to. The bigger issue is if a compatible driver exists in the first place. Some scanners and printers have no *Panther*-compatible driver. As always, it's best to check the Web site of the manufacturer of your products to see if there is a downloadable update for your software you have now. Microtek and Polaroid have abandoned support for some of their scanners with the advent of *Panther*. Agfa and UMAX gave up support for some a long time ago and didn't even support *OS 10* at all. They have abdicated support to LaserSoft's *SilverFast*, which in the case of *SilverFast SE 6*, not so bad at \$49, but some would require their *Ai version 6* which is \$299. See www.silverfast.com/highlights/en.html. Another nearly universal scanner driver that is compatible with *Panther* is *VueScan* by Hamrick Software. See www.hamrick.com/. At \$60 to \$80 just for software, which I personally dislike, you should consider buying a new USB scanner, like the Epson Perfection 1670 which is only \$100 and offers 1600 dpi scans with a transparency adapter for 35mm slides. Microtek would have you believe you need the expensive *Ai* version, but *SilverFast SE* version is available for their popular legal size ScanMaker X12-USL. Some old digital camera card readers also won't work with *Panther*. Lexar Media's readers work great. I would download or buy the *Panther* compatible fixes before installing the *Panther* upgrade. Some are compatible with *10.1.5* as well, so you can and should install them before the upgrade. You may have to remove some old versions first, then install the *Panther* upgrade and then install the upgrade. A program like *QuickKeys X* is a good example of something that has to be removed first, and then the latest version installed after. Even some networked *Postscript* laser printers have issues with *Panther*, as their PPDs need updating to correctly handle paper from the multi-purpose feeder. I think the *Panther* upgrade is worth the research to get the updates, but I had to get a new scanner to avoid *VueScan*. If you are going to buy a new

President's Message

I would like to apologize to those who were inconvenienced when LIMac seized an opportunity and switched the last presentation from the iPod and iTunes to *Microsoft Office:mac 2004*. First, let me say that we saw this as an opportunity as *Office:mac* will be released within the next few weeks and many people have been waiting for it. Since this came up just after The FORUM was mailed out, we printed and distributed extra copies of our monthly LIMac poster, our Web site's home page advertised *Office:mac 2004* and we sent e-mail to our members the week before and the week of the meeting.

We are a computer users group, and to my knowledge, all members have some access to the Internet. We strongly suggest that you check our Web site periodically. We also suggest that you make sure Donald has your correct e-mail address. This is your responsibility. Within the next year, there will be many changes and we want you to be part of them.

Regarding the e-mail that Donald sent out: we will be doing this once each month before the meeting. This we be another opportunity to disseminate information and advise you of special events and changes.

If you received the e-mail last month you also received a copy of the monthly LIMac poster in PDF format. Aside from it being a colorful reminder, it is also a opportunity for you to share it with a friend or drop it off at your local school/library.

As for the the iPod and iTunes presentation, we are trying to reschedule this for July. ↗

USB device, like a card reader or scanner, look for a *USB 2.0* capable version. It's not likely to be more expensive than a similar *USB 1.1* version, but the speed advantage is worth it. Maybe not now if you currently have a Mac with only *USB 1.1* support, but your next one will or you can inexpensively add this via a PCI card for your desktop or PC/Cardbus card for your PowerBook. Sorry, older iMacs and eMacs. *Panther* offers, above and beyond *Mac OS 10.1.5*, support for *iLife '04* products, *Adobe Creative Suite*, Apple *Safari 1.2.1*, Apple *iChat 2.1*, Apple's *Final Cut Pro HD* and *DVD Studio Pro 3* or even *Final Cut Express 2.0.3* needs at least *10.2.5*. It's a mess, but *QuarkXPress 6.1*



Bill Medlow
President
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bar to display the *Bookmark* items. Be careful not to fill the folder with too many Web sites as this will slow down *Safari* as it attempts to load each of the pages simultaneously.

Now, activate the *Auto-Tab* option for the new folder. Then, click on the item in the *Bookmarks* bar. When you do, *Safari* will load each item in its own tab and download the bookmarked page. That way, with a single click, you can load all of your favorite Web pages to review. —Element K Journals

are an advanced user, you can use *Terminal* to run those maintenance items. If you don't want to keep your computer running overnight, you can perform these procedures manually, on your own schedule.

A few programs are out there to help.

► *Open Terminal (Application>Utilities >Terminal).*

► Type: *sudo sh/etc/daily* and press the Return

key. (Note: To run the weekly or monthly tasks, type weekly or monthly in place of daily.)

► When prompted, enter your *MacOS X Administrator* password and press Enter.

► Quit *Terminal* when the task is complete.

Monthly tasks may require more time to run than weekly or daily task

-Victoria Maciulski Conejo Ventura MUG, Camarillo CA

Privileges

In *OS X* and *OS X.1* there was that annoying problem where if you wanted to move or delete certain files or folders, you'd be told you didn't have the right access privileges even though you were the Admin user. The only way around that was to dangerously log-in as *Root*. In *OS X.2*, merely select the file in the *Finder*. Perform a *Get Info...* under *File* in the menu and select

Ownership & Permissions. Then select the *Lock* icon to unlock the item. You will be asked for your *Admin* password.

Once unlocked, you can select the owner by looking for your name. You now have privileges for that file. ↵

-Rich Lenoce, Connecticut Mac Connection, Hartford CT



TIPS!

Hear Your Mistakes:

Having your Mac read text documents to you is a great way to proofread your writing - you're more likely to notice mistakes when you hear them. The *Services* command in *OS X*'s *Finder* menu offers a *Speech* command from which you can choose *Start Speaking Text*, but this service works only in applications such as *Apple's TextEdit, Safari, and Mail*.

If you're using *Microsoft Word*, the service is unavailable. Although you could copy and paste your *Word* document into *TextEdit*, there's a simple way to hear your text within its original application.

Open the *Speech Preference Pane*, click on the *Spoken User Interface* tab, and enable the *Selected Text When The Key Is Pressed* option.

Click on *Change Key* and enter a keyboard command for activating text-to-speech (choose a key combination your applications don't use). Once you've set this up, you can select the text in any application and press your keyboard command to hear

won't work in *10.1.5* and needs *Jaguar* or better. Heck, even *QuickBooks 6* won't work with just *10.1.5*. *Panther* offers so much more and works faster, I'd say almost anything is worth it to upgrade from the old *10.1.5*.

► **I've got a 500MHz iMac G3 with 640MB of memory and it's running beautifully. I'd like to try OS X. I installed OS 9 on a 80GB FireWire hard drive (7200 RPM) and tried installing OS X and got an error message saying You cannot install Mac OS 10 on this**

Special Powerbook raffle.

LIMac will have a special raffle for an Apple G3 400MHz PowerBook (PISMO) with a 14.1" 1024x768 color active matrix LCD display, DVD-ROM 2X drive, 2 USB ports & 2 Firewire ports, VGA output, 10/100 Base-T Ethernet, V.90 56k internal modem, 1 PC Card slot and rechargeable battery.

This PowerBook's processor is upgradeable to faster G3s & G4s, the RAM is upgradeable to 1 Gb. You can also upgrade the hard drive.

Donald will be selling tickets for \$5.00 each during the months of May, June and July, and this special raffle will be held during the July general meeting on July 9th. ↵



Bernie Flicker and Bill Medlow, at Science EXPO 2004 at the C.W. Post Campus of Long Island University. Multimedia presentation on human heart anatomy, created with Apple's iMovie software.

(Sore Eyes continued from Page 4.)

tion by everyone that the program *Word Perfect* is so far superior to *Word* that everyone will make the switch. I'm sure that if I wait long enough, some of my list will come true. Here's hoping at least. More of that at another time. ↵

More Of Bradley's Technical Session

disk. You cannot start up your computer using this disk.

According to Apple's documentation, *Read Before You Install*, page 2, paragraph 2, I quote: *Installing Mac OS X on a FireWire or USB disk is not supported.*

On the other hand, your iMac supports *FireWire* booting, so if you install *OS X* on the internal hard drive and then use *Carbon Copy Cloner* to move it to the *FireWire* hard drive, assuming it's formatted for *Mac OS Extended*, then that should work. Many *FireWire* drives were shipped as DOS-formatted volumes. Apple's *Drive Setup* or the software the drive came with, like *Intech's Hard Disk SpeedTools 3.6*, can format the drive as *Mac OS Extended*, also known as *HFS+*. Watch out for *Maxtor's* drives, as their version of *Intech's* software is not supported beyond *Mac OS 9.1*, but you should be able to use someone else's software to erase the drive and use alternative drivers. Make sure the drive does not have a forward slash in the name, which *OS X* would not tolerate. You may need to update to *Mac OS 9.2.2* and the latest firmware as well. Also on the iMac, you will probably have to install it on a partition of slightly less than 8GB, if your drive is larger than this. You do at least have enough RAM for *OS X* as it needs 128MB as a bare minimum and 320 MB would be a bottom practical limit. One other rare thing for some other iMac would be the installer won't run if it finds a third party video card. ↵

(User Group News continued from Page 4) www.4d.com/offers/mug/.

4th Dimension - offer expires July 31, 2004. *4th Dimension* is a database program that lets you store and track all types of data, print labels, create reports, build charts and more. Regular Price: \$349 User Group Price: \$99 plus free books: *Jumpstart 4D* and *Training Guide 4D v6.8: Getting Started*. www.4d.com/offers/mug/. ↵

Pay Your 2004 Dues:

Send your \$36 check to: Long Island Macintosh Users Group, Post Office Box 2048 Seaford, New York 11783-0180; or bring it to the next meeting! ↵

the text read aloud. Press the keyboard command again to stop it.

-Garrick Chow
Chris Breen's Mac 911 via Connecticut Macintosh Connection, Hartford CT

Staying Awake:

Regrettably, I've yet to find a way to tie *Energy Save* activation to individual applications.

However, here's a method easier than opening *Mac OS X*'s *System Preferences* - the free utility, *SleepLess*. When you launch *SleepLess*, it produces a tiny, floating palette with a button that reads *Never Sleep*. Click on this button, and your Mac will have a case of insomnia until you click on the button - which now reads *Sleep OK* once again.

-Element K Journal

Making more of the Dock with hidden key commands:

As you become a power-user with *Mac OS X*, you'll undoubtedly begin using key commands to speed up things. But these commands can be elusive. To help you out, here are a few that will save you time when working with the *Dock*:

► *Option-Click* on an open application in the *Dock* and the application's window opens while hiding all other open *Finder*



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Friday, May 14th, at 7 p.m., Building 300 (Anna Rubin Hall), New York Institute of Technology, Old Westbury, Long Island.

4



Helen and Sheldon Gross
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windows.

▶ **Command-Click** (see Page 4) (From Page 3)

on a Dock item, the Finder displays the folder that contains that file.

▶ **Command-Option-Click** on a document to launch the program that's associated with that file and hides all other windows.

▶ **Command-Option-Click** on an application, it hides all the open programs and displays only that application's folder.

-Element K Journal

Sore Eyes

I'm a great follower of the Circuits section, published on Thursdays in the NEW YORK TIMES. Just recently, they published a detailed article about databases in general and *Filemaker Pro* in particular. Of course, what this means is that they're pushing the latest version, (7) and so I read it in great detail. I picked up the May issue of MACWORLD and there, in all it's glory, was an article about *Filemaker Pro v7*. I didn't see it in MAC ADDICT, but then, perhaps they'll have it in the June issue. Apparently the latest version is a great improvement over the previously distributed versions, particularly since it is now relational throughout the program.

The only trouble with this great advance, aside from the financial aspect, is that it's not just an upgrade, and, you'll have to relearn quite a bit in setting it up. As for me, I'd love to learn it but I just don't really have a need for a good database. Everything I have is adequately taken care of with *Excel* and/or *Word*. The best part of the review, however, was the history of databases – listing long obsolete programs like *VisiCalc*, *Incredible Jack* and all the others we recall from the distant past.

I particularly enjoyed noting that although Microsoft Office includes Access, even Microsoft recommends *FileMaker Pro*. I taught Access at various colleges, in my long distant past, and what I recall most clearly was that the program (even at that time) included 27 different toolbars. Clearly my students and I found it almost impossible to remember just which item was in which toolbar. We're all waiting for Microsoft to drop Access, but it will surely not be accompanied by a reduction in the price.

My personal wish list also includes recog-
 (Sore Eyes continues on Page 3)

User Group News

Do we have your e-mail address? Several members have indicated that they missed the *Microsoft Office:mac 2004* presentation because they did not know of our last minute programming change. However all members that have supplied us with their e-mail address were notified of the change, and were therefore able to alter their plans in order to attend this great meeting. We often receive time sensitive information and if we have your e-mail address, we can notify you of changes, events, software passwords, etc. Don't miss out on important LIMac information. Send Donald Hennessey your e-mail address, aboutlimac@aol.com. LIMac will *never* send you spam or give out your e-mail address.

These special offers are brought to you by the Apple User Group Advisory Board. You must be a current user group member to qualify for these savings, etc. for savings, e-mail Max Rechtman, maxlimac@optonline.net, for any codes that you might need.

Macworld Conference & Expo is coming to Boston from July 12-15. Register before May 7 for a free Exhibit Hall Pass and before June 18 for 15% off all conference packages. You must have a user group discount code. www.mugcenter.com/macworld/mwboston2004/
You Software - offer expires July 31, 2004. Save over 40% on the award-winning *You Control* from You Software – a collection of 15 menu-based utilities that extends the functionality of Mac OS X. from the original founders of Now Software and Extensis. You can purchase *You Control* for only \$39.95, \$30 off the suggested retail price of \$69.95 (US). Visit You Software to download your copy. www.yousoft.com
 (User Group News continues on Page 3)



Max Rechtman
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ITEM!

Noted while surfing:
 A mobile platform so you can push around your (heavy) Mac G5 or G4.

The maker says:
 "Stop dragging around your heavy Mac tower. The platform looks as great as the Mac sitting on it. It's made with the highest quality materials. It cleans up your workspace. And it's fully assembled and simple to install – no tools required."
www.astro-age.com/gboard5.php