

NEWSLETTER OF THE LONG ISLAND MACINTOSH USERS GROUP

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

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Produced using:

Tex-Edit Plus,
TextSoap, Adobe's
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Officina Sans and
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February's Meeting

Jason Fiske, Business Account Manager for *FileMaker*, gave our monthly presentation. Jason introduced *FileMaker*'s new personal database *Bento*. (Be aware that *Bento* is a *Leopard*-only application. If you have not upgraded, or have no plans to upgrade to *Leopard*, you might not want to read further.)

Jason started by stating that this application can make the individual more productive. From what I could see, *Bento* would be useful for:

- ▶ Running a small business
- ▶ Managing a list of club members such as those in our own organization
- ▶ Managing a list of team members

Jason, using a fictional person he created and a corresponding fictional business run by that person, showed both the *Table View*, and *Form View* of the application. The *Form View* shows all the information about the individual record, and the *Table View* shows all of the records in that category. The categories are called *Collections*. These can be created using information stored in your *Address Book*, or events stored in *iCal*. *Bento* integrates seamlessly with these applications (which you are already familiar with). These fields can be such things as *address*, *phone number(s)* and *cell phone number*, *e-mail*, *the service you provide for the client*, *any specific client information you might need*, and *even a photo of the client*. You can also make a separate *collection of tasks* and relate it to the clients. The dates for these tasks can be linked to *iCal*. Anything you change in *iCal* or *Address Book* will be reflected in *Bento*, and vice-versa. Adding fields to a record is a simple drag-and-drop operation.

If you need to use a database program, and *FileMaker* is too intimidating, or even just overkill, *Bento* is a good solution. At \$49.00, *Bento* is a real bargain compared to other databases. If you're still not sure, go to www.filemaker.com/bentomac, look at the demos, or download the 30-day trial version. —Scott Randell

March's Meeting



Dino Thomas, Account Executive from Olympus Imaging America, Inc. and a representative from Berger Bros. the famous Long Island family-owned camera, video, digital store, will show off Olympus' latest offerings including the *FE* series (cutting-edge digital technology in slim, easy-to-use designs), the *Stylus* series (the latest point-and-shoot technology in sleek bodies), the *Stylus SW* series (durable shock- and waterproof designs built for performance – even in extreme conditions) and the new *E-3* digital single lens reflex (a groundbreaking camera with unique technological advances in speed, image quality live view and reliability).

The main presentation is preceded by Bradley's *Q&A Session*. Our raffle follows and the meeting concludes with our SIG sessions from 8:30 'til 10:00.

General meeting time schedule:

Meetings are held at The New York Institute of Technology, Building 300 (Anna Rubin Hall), Old Westbury, Long Island.

Meetings start promptly at 7:00 p.m.

Bradley Q&A 7:00–7:30 p.m.

Beginner's Q&A 7:00–7:30 p.m.

Featured presentation 7:30–8:20 p.m. followed by announcements and raffle drawings.

SIG (Special Interest Group) meetings 8:30–10:00 p.m.

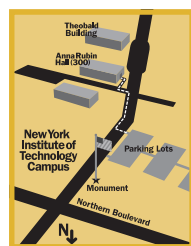
Photoshop SIG: How to use the RGB channels in *Photoshop*. How to add spot colors to *Alpha Channels*. How to create a four-color effect with just two channels (for hard-core graphic arts professionals).

Multimedia SIG: Join us for training in all of Apple's *Video* programs!

MacBasics SIG: An introduction to *iMovie*.

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

▶ The next LIMac board meeting will be at the Plainedge Library, (516) 735-4133, on Wednesday, January 16th, at 8 p.m.



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Drag and drop file uploading in Safari:

If there's a button to upload a file in version 3 of Safari (including the version available for Tiger), if you want, you can simply drag and drop the file onto the button instead of clicking to open a dialogue. Much easier!
-Leopard Tips

First Look: Entourage 2008

Updated e-mail and calendar manager feels smoother than previous versions by Tom Negrino
For this longtime Entourage user, the key feeling I get from Entourage 2008 is refinement. It feels smoother and more elegant than previous versions of Microsoft's e-mail, task, and calendar manager, without sacrificing the power to which Entourage

users have become accustomed.

Though it doesn't sport as many flashy new additions as the rest of the Office 2008 programs (i.e. Elements Gallery and Smart Art), the new Entourage does have useful new features which will win it converts.

Refreshed - inside and out

My snap impression of Entourage 2008 is that it finally looks like a native Mac application. Like the rest of Office 2008, Entourage is now a Universal Binary, running equally well on (Continues on Page 3)



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TIP!

Hit ESC to exit a text frame:

Here is one of those great small details that makes Adobe's InDesign CS3 upgrade such a pleasure to work with. Eventually, most designers want a shortcut to switch to the Selection tool while you're working inside a text frame. You can't tap the V shortcut because you'll just end up adding the letter "v" to your text.

Now with InDesign CS3, when you are finished editing your text, just hit the ESC key on your keyboard. This is the quick-and-easy way to jump out of an active text box and switch directly to the Selection tool.

I've come to love this simple little keystroke. Pass it along to another friend in your life who uses InDesign.
-CreativeTechs.com

Bradley's Tech Session

► I'm looking to record HD TV programs off the air for my High School class (I teach). I heard about the Apple TV, can that record like the TiVo?

No it can't. There is no cable tuner and no (baseband or RF video input. It has nothing to do with broadcast TV at all, just downloaded SD or 720p HD Quicktime files via a wired or wireless network. Ideally purchased from the iTunes Music Store. Any of the products for the Mac from Elgato record in HD if fed an HD signal from Cablevision or FiOS TV. It does require a dual G5 or Intel-based machine for HD work. The included EyeTV3 software turns the Mac into a personal video recorder like the TiVo. It also offers Wi-Fi access which allows you to watch your recordings via Safari on your iPhone. You can export to many formats for editing in, say, iMovie. For the hardware encoder equipped EyeTV 250, you can use the iPod Assistant software for encoding the video for the iPod or iPhone. The \$150 EyeTV Hybrid plugs in via USB and has a coaxial connect to connect to the RF connection from the provider or even an over-the-air antenna. It requires the computer to do the encoding so while it's great for laptops, you might consider it's bigger brother, the \$200 EyeTV 250 Plus with its hardware encoder. For the same \$200 you may find a use for the HDHomeRun which has two tuners and connects to your network. It can connect in parallel with your cable modem and router. There is also the Hauppauge Computer Works' WinTV-HVR-950 and the Pinnacle TV for Mac HD Stick which uses Elgato's EyeTV Lite software. It should be noted the ATSC tuners in these devices cannot understand the scrambled digital cable TV signal coming on the wire. You need to use the provided set-top box. On the other hand, only the Elgato tuners have support for digital clear QAM, so it doesn't need the set-top box if all you need to record/watch are the unscrambled channels on digital cable TV. As Elgato's 3 choices come with the full EyeTV 3 software and support Clear QAM and offer HD options on fast Macs, that makes them the clear leader. The company has been shipping Mac products for more than five years. For people needing alternatives for standard definition TV, there is also Miglia's TVMicro

President's Message

I've been a LIMac member for a very long time and it is unbelievable to think that things have not changed so much in all that time. It's exciting to see all the members coming in the front door every month; members still full of enthusiasm and interest. Some very eager to get to their seat and ask an important question.

Bradley gives his expert answers and is supported by our many knowledgeable members who have their own experiences.

Sometimes it feels like it's only the software and equipment that changes.

Recently, we have been getting new members from those that were using PC computers running Windows. They are referred to as "switchers" and in many cases, this brings a whole new way to look at many items to re-energize our thinking.

It used to be that LIMac was all about the Mac; now it's all about so much more, more interesting problems, solutions and people.

Hope to see you at our next meeting in March, where Olympus and Berger Brothers have donated a digital camera for our raffle. ↗

Express and TVMax+. Don't forget it will take quite a bit of disk space to hold an hour's worth of video, particularly HD video.

► I backup regularly with Carbon Copy Cloner but never delete the old files. Is that OK? After it backs up, I eject the backup volume and turn off the drive but don't pull the FireWire cable. If the Mac fries, will the backup drive go as well?

Like most of my answers, yes and no. It's the nature of magnetic media to allow you to update the backup with newer versions, but there is a potential problem. If you have backed up a bunch of files that you later deleted because you didn't need them anymore, then the backup would still have them. If these files were in a folder that was overwritten as a whole then the previously deleted files' copy on the backup drive would also get deleted, but on the other hand, if they were loose or in a folder at the root directory, and thus could not be selected for a refresh, they would remain on the backup drive which could eventually run out of disk space as these obsolete files pile up. A program like SuperDuper!, recently updated to (Q&A continues on Page 3.)



Bill Medlow
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TIP!

Extract graphics from MS Word:

If your client gives you a Microsoft Word document with embedded graphics, you can extract all the graphics at once by using Word's File > Save as Web Page feature. This creates a text file that you can throw away, and a folder that contains the full-resolution images in PNG format and lower resolution versions of the images in JPG format.

~Santee Cohen
InDesign Magazine

(Continues from Page 2)

Macs based on Intel and PowerPC chips.

Part of that transition also led *Microsoft* to adopt a standard toolbar. Like most other applications, you can customize the toolbar to show icons or small icons, icons and text, or just text buttons, and you can add and subtract buttons from the *Toolbar*.

This is especially welcome, because in previous versions, *Entourage* was the only appli-

cation in the *Office* suite that didn't allow customizing the toolbar.

The new customizable *Favorites Bar* sits under the main toolbar, and allows you to add shortcuts to items in the *Folder List*, so you can get to them with a single click. This makes it very easy to jump to the new *To Do List*, or the *Inbox*, or one of your saved mail searches.

Entourage's e-mail is different in small but

significant ways. New anti-phishing features automatically block potentially malevolent file attachments, such as scripts and executable programs. *Microsoft* updated the application's junk mail filter, and *Entourage's* product manager promises more-frequent updates to keep up with wily spammers. Some changes require a bit of adjustment, because features have been moved around as part of the program's user interface changes.

For users in corporate environments that use a *Microsoft Exchange* server, there are many e-mail and calendar improvements, including an *Out of Office Assistant* that allow you to set different e-mail replies for different recipients. It is now easier to manage meeting invitations and updates in the calendar, and *Entourage* works with the *Exchange* server to keep all meeting participants up to (Continues on Page 4)



TIPS!

Fast Toolbar rearrangement in Leopard:

If you want to simply rearrange your *Toolbar*, there is a faster way than *Right-Click -> Customize Toolbar*. Simply *Command- Drag* an item from the *Toolbar* to a new position or outside to delete it. It works for the *Menu Bar* as well. -LeopardTricks

Removing and rearranging Menu Bar icons in Leopard:

Moving around icons in the *Dock* is a breeze, because you can just drag them around and in and out of the *Dock* if necessary. The same can be done with the *Menu Bar*. You can remove and rearrange icons in the *Menu Bar* by holding down the *Command* key and clicking the icon you wish to remove or rearrange. Then, if you want to remove it, simply

More of Bradley's Tech Session

version 2.5 to work in *Leopard*, can do a smart backup which scans for new or updated files and just copies them and can delete from the backup any files no longer found on the source hard drive. Dismounting and shutting off the drive will protect it from directory damage when not in use. *FireWire* ports are protected by a resettable fuse. But about it getting fried when the Mac's hard drive gets fried, then I'd say you should not worry about leaving the wire connected. The usual cause of a drive dying is from the insides breaking or wearing out, which cannot simultaneously affect the external hard drive. A power surge could fry both at the same time, but since you say your external drive is turned off, it's protected. Of course the external drive and the Mac should both be plugged into a good surge suppressor or better yet a battery backup. Considering all the power glitches, even the one second ones, we get on Long Island, it's well worth it to get a decent battery backup.

► I have an iPod formerly used with Windows. Is there any way to reformat for Mac?

Not a problem. Actually the *FAT32* formatted iPod will mostly work with the Mac, except it will be slower and you can't do a firmware update. Nevertheless, you can reformat the iPod in *iTunes*. When the iPod appears on the *Source* panel on the left in *iTunes* and then select it, switch to the *Summary* pane by clicking on the *Summary* tab and click the *Restore* button. Use *Restore Option 3* to restore with the latest iPod Software. You'll need to enter your password. There will be two stages to the process. During stage two you should see an Apple logo and a progress bar on the screen of the iPod. You can then name the iPod and choose a syncing preference. If set to do so, it should start copying your music to the empty iPod. You could also erase the drive with the use of *Disk Utility*. Also in your *Utilities* folder, you may find, in the iPod Software Updater sub-folder, is the iPod Updater 2006-06-28, which can be used to *Restore* an iPod back to factory settings which includes switching to Mac format.

► How can I recycle a dead Mac, it is in pieces here in Locust Valley? It doesn't feel right to just put it out in the trash.

Apple offers a free recycling program where

they will take your old computer when you buy a new computer or just a new monitor. See www.apple.com/environment/recycling/program/index.html Apple also has a recycling program for iPods and cell phones. They can send you a mailer or a shipping label for your own box. www.apple.com/environment/recycling/ipodrecycling/ You could also try *Freecycle Network*, post an offer and maybe somebody will come and pick it up. See <http://groups.yahoo.com/group/nassaufreecycle/> In the same vein you could also try <http://longisland.craigslist.org/>

► What is the advantage of using the new Apple Time Capsule and Leopard's Time Machine over a cheaper regular 500GB or 1TB hard drive?

The advantage is the wireless backup option. A regular *FireWire* or *USB* connected drive would be cheaper, but force you to stay in one place while it backs up, which *Time Machine* does every single hour. For a constantly mobile user with a *MacBook Air*, that could be a problem. As for the price, the *Time Capsule* also includes the functions of an Apple *Airport Extreme* wireless router. So besides offering wireless Internet access to several machines and perhaps a shared *USB* printer to these wireless clients, it offers Internet and printing to wired clients as well. The \$500 price of the *1TB Time Capsule* could be broken into the \$179 value of the normal *Airport Extreme* and then say the \$349.95 value of a *Western Digital 1TB My Book Studio Edition*. If you are not always mobile, then it would be faster to backup with a directly connected *USB* or *FireWire* drive and not buy the *Time Capsule*. If you have just one laptop, it's still convenient to use the wireless connection to a *Time Capsule* to avoid the hourly needs of *Time Machine*. If the *1TB* drive is destined to back up several machines, then it becomes a problem as each machine running *Leopard* would want the drive every hour and you would have to connect the drive just in time for *Time Machine* and then move it to the next machine and so on. Not (Q&A continues on Page 6)

drag the icon off the *Menu Bar*. If you want to put it somewhere else on the *Menu Bar*, drag it around until its in your desired location, just like in the *Dock*. There's a whole folder full of *Menu Bar* options in *HD:System:Library:CoreServices:Menu Extras*: In addition to *Spaces, Wifi, Sound, Battery, and Time*, you can also add *Bluetooth, Displays, an extra Eject button, Faxing, and .Mac Syncing* to the *Menu Bar*, and this tip is directed towards people with a *Menu Bar* full of icons that need to be specifically placed in a certain order.

-LeopardTricks

Safari URL trick in Leopard:

Command-Click the *Safari* title and you get a menu of URLs containing your current one.

-LeopardTricks

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date with the latest meeting status. For all users, the look of the calendar has been improved, softening the frankly ugly look of the 2004 edition.

My Day dawns

The new *My Day* looks like a widget, but isn't in *Dashboard*. It's actually a companion application that can appear even if *Entourage* isn't open; *My Day* displays your upcoming

calendar events and *To Do* items. A hotkey makes *My Day* appear and disappear.

It's convenient to get a quick look at your schedule, but *My Day* is limited to viewing events, creating new Tasks, and marking *To Do*'s as complete. Unfortunately, you can't create new events with *My Day*, and if you need more information about an event other than its name, time, and location, you must open *Entourage* anyway. Personally, I'd rather

just keep *Entourage* running all the time, perhaps in one of *Leopard's Spaces* to keep it out of the way when I'm doing something else.

Because *Entourage* is a full *Sync Services* client, you can synchronize your *Entourage* contacts, calendar, tasks, and notes with *Address Book*, *iCal* and *iMac*. Then you can use *iSync* or other software to get your data to and from your smartphone or other devices.

First impressions

Entourage 2008 is a fine update to an already-mature product. For most users, its improvements will be welcome, but hardly revolutionary. Still, it earns its place. ↗

Viewing PDFs with Safari:

What many Mac users don't realize is that PDF technology is natively built in to the *Mac OS X*. This means you can automatically create (Continues on Page 5)

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Helen and Sheldon Gross
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Note: *Sore Eyes* site referrals are for your information only. Neither the Grosses nor LIMac endorse any of the sites or their products.

Sore Eyes

This column is the beginning of an unofficial survey about *iPhones*. Let me begin by stating that although there are several *iPhones* among my family members, Shelly and I do not use them. I, however, have it on good authority that *iPhones* are definitely "chick magnets."

There, I've said it. My 50-plus daughter "B" (who doesn't look her age) walked into a diner in upscale Connecticut and bumped into an old friend - "R." He was very busy explaining to a lady about some of the uses of the *iPhone*. When my daughter joined them, the lady apologized profusely, saying that she was "not hitting on the guy." B replied that she didn't mind but that R's wife might not feel so comfortable with the meeting. After the lady left, both B & R agreed that she really was "hitting on him."

I called my son, "S" and his wife, "A" for their comments. Both of them agreed that the number of accidental meetings with strangers has increased dramatically for each of them,

when they are alone, but not with each other. They both have *iPhones* and the phenomenon seems to occur with both of them, but it's always females who approach my son and males who approach my daughter-in-law.

My granddaughter, "R," a senior in college, agrees with this scenario. It seems better than a dog in Manhattan since you don't have to stand out in the cold in this weather. Now I use a *Palm Treo*, which can do just about everything that the *iPhone* can do, but it's clearly not as hot. Also, although the *Treo* has many capabilities, I only use a very few, so I'd be of no help to anyone who really wanted assistance. Besides, I'm not sure that the phenomenon does not extend to the advanced age that we have reached.

I would like to continue with this survey. Please write and tell me your experiences with this new gadget. Maybe there really is a strong desire among new owners to learn all the capabilities available. ↗

downloadable replacement images to alter your indicators, separators, etc: <http://www.theehlebrachts.com/DockIndicators/Home.html>. Hit ESC to exit a text frame



Here is one of those great small details that makes Adobe's *InDesign CS3* upgrade such a pleasure to work with:

Eventually, most designers want a shortcut to switch to the *Selection* tool while you're working inside a text frame. You can't tap the *V* shortcut because you'll just end up adding the letter "v" to your text.

Now with *InDesign CS3*, when you are finished editing your text, just hit the *ESC* key on your keyboard. This is the quick-and-easy way to jump out of an active text box and switch directly to the *Selection* tool. I've come to love this simple little keystroke. Pass it along to another friend in your life who uses *InDesign*.

User Group News

The following is just a small sampling of the vendor offers available to LIMac members. Please visit the LIMac Bulletin Board at www.limac.org/invboard/ for a complete and up-to-date list.

Mireth Technology produces easy-to-use software for the Mac, including *ShredIt - File Shredder*, *NetShred - Internet Track Eraser*, and *iVCD - DVD, VCD, SVCD burner*. Mireth is well known in the industry for providing robust, well-tested products and outstanding customer support. Take advantage of this Apple User Group member discount coupon and save 25% off the regular prices for Mireth Software that range from \$15.00 to \$39.95. For details, free trials and purchases visit www.mireth.com

This offer is valid through March 31, 2008.

eMedia Music offers a line of award-winning and critically acclaimed software for learning guitar, piano and more. *Guitar Method* CD-ROM includes 165 step-by-step lessons with over 50 large-format videos featuring songs from Bob Dylan, the Rolling Stones and more. *Piano & Keyboard Method* includes over 300 lessons from a former Juilliard instructor. Learn

to read music and play songs. Provides specific interactive feedback on your playing. Over one million have learned to play the eMedia way... it's the easiest way to learn - guaranteed. This user group special offers *Guitar Method* or *Piano Method* for only \$44.96, regularly \$59.95.

valid through April 30, 2008. **A Memory Upgrade For Your Brain...** *iData 3* is a flexible database for storing (and easily retrieving) freeform text, field-based text, images, links, and more. It is highly user-configurable, but has well-chosen default settings, making it easy for anyone to begin using right away. *iData 3* imports e-mail, bookmarks, and more; lets you design and print envelopes and labels; and even dials the phone. User Group price: \$49.95, way below the regular price of \$69.95.

This offer is valid through April 30, 2008. **YourView**, an innovative video tagging application, allows users to tag video at the touch of (User Group News continues on Page 6)



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(Cont. from Page 3)

Custom Dock Indicators.

Basically, you can alter the look of the *Dock* by changing or replacing the images that make up the *Dock's* features. [system > library core services > dock > contents > resources](#) some

(Continued from Page 4)

PDF files from within any *Print* dialog box without needing additional software. It also means that you can natively view PDF files in *Preview* and *Safari* without having to install *Acrobat Reader*.

But if you already installed *Adobe Reader* or *Acrobat Professional*, those apps may try to hijack your native PDF viewing within *Safari*. To work around this, launch *Adobe Acrobat* or

Adobe Reader, go to *Preferences > Internet*, and uncheck “*Display PDF in browser using.*” From that point forward, PDF files will be viewed in *Safari* using *MacOS X’s* native PDF-viewing engine. —*MacLife*



Ignoring Optical Margin Alignment in Adobe InDesign CS3:
Optical Margin Alignment is

a wonderful feature that makes the characters along the edges of Frames (and Columns within those Frames) line up optically down the page. This helps avoid the “in and out” look that is the result of variations in the sizes and shapes of various characters. It’s a cool concept that has always had one major drawback. *Optical Margin Alignment*, which is turned on in the *Story palette (Type>Story)*, is applied to *entire Frames or Stories* (all text

frames that are Linked together). In CS2, there’s no way to turn the feature on or off for any particular paragraph. This frame-based formatting had always been an all-or-nothing proposition. But not any more! In CS3, you can turn off *Optical Alignment* for any selected paragraph. Just look under the *Options* menu of the *Paragraph* panel and select “*Ignore Optical Margin*” and the align- (Continues on Page 6)



Ilene Strizver
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Ilene Strizver, founder of The Type Studio, is a typographic consultant, designer, writer and specializing in all aspects of typographic communication, from the aesthetic to the technical. Ilene conducts Gourmet Typography Training internationally. For more information, visit www.thetypestudio.com.

TypeTalk: Do’s and Don’ts

This column covers spaces, faces, traces, and more!

To Convert or not to Convert... Text-to-Outline, that Is!

Q. *Is it acceptable to convert text to outline when sending files to the printer to avoid font problems?*

A. Yes and no. Here’s the scoop:

It might be tempting to convert text to avoid the licensing issues related to sending fonts to the printer, or to sidestep missing font and text-reflow problems. However, here’s why you should think twice before converting text to outline.

It’s difficult to make changes after the conversion. Because of this, last-minute corrections present a problem if the file is on press or at the printer and there’s no time to go back to the unconverted version (which you should always have, of course!) to make the change.

Converting type to outline also makes the type a tiny bit heavier, thus changing the overall color. The smaller the type, the more noticeable the heavier weight is. This is especially true for type with a marked weight contrast and type with thin strokes. Even if you don’t mind this slight distortion in color, converted text won’t match type that has not been converted to outline.

On the other hand, converting type to outline may be beneficial for these reasons:

- ▶ Converting display type to outline makes it easier to perform customizations, such as minor adjustments to character overlaps.
- ▶ Using color in creative ways on a headline, such as making the dot of the “i” or the counter of the “o” a different color, is simpler when you convert the letterforms into outline. (For tutorials on this effect, see “*InDesign How-to: Fill Type with Artwork*” and “*Fill Type with Artwork in QuarkXPress.*”)
- ▶ Converting text to outline can be handy when you want the type to be a bit heavier for production purposes, such as tinting type with hairline thins or dropping type out of black – both instances where ink spread and dot gain might obliterate serifs – or fill in small or light-weight type.
- ▶ Converting text to outline might be necessary when you’re importing or repurposing the type or layout in another program.



Figure 1. The upper of these two examples set in ITC American Typewriter is not converted to outline, while the bottom example is. Notice how the weight of the light type on top is true to the original design, and the bold type remains solid black. In the converted example at bottom, the weight of the light type is noticeably heavier (which might or might not be beneficial to your work), and the dots of the bold “i’s have been custom-colored.

Web-Safe Fonts

Q. *I’m designing a Web site and need to “spec” its fonts. I don’t want to use a font that the majority of the site’s visitors won’t have installed. Do the Mac and Windows operating systems share any system-level typefaces?*

A. As you obviously already know, the typefaces used for text on the Web have to be installed on the viewer’s computer; if they aren’t, the fonts default to something else on the user’s system, which might not work with your design. To maintain better control over what your viewers see, stick to the five Web-safe fonts that are available on both Mac and PC: *Verdana*, *Trebuchet MS*, *Georgia*, *Times New Roman*,

Verdana

Design is first and foremost an intellectual process. Contrary to popular belief, designers are not artists. They employ artistic methods to visualize thinking and process, but, unlike artists, they work to solve a client’s problem, not present their own view of the world.

Trebuchet

Design is first and foremost an intellectual process. Contrary to popular belief, designers are not artists. They employ artistic methods to visualize thinking and process, but, unlike artists, they work to solve a client’s problem, not present their own view of the world.

Arial

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Times New Roman

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(Continues from Page 5)

ment will be turned off for just that particular paragraph. By making this option part of a *Paragraph Style*, you will have total control of what kinds of paragraphs use and don't use *Optical Alignment*; a major step forward! –Jeff Witchel

Playing video in VLC!

This is for both *Tiger* and *Leopard*. VLC is

really a great alternative to *QuickTime* and I use it all the time when *QuickTime* is having problem getting the right codec. There is an interesting feature that I discovered that is similar to the behavior of DVD Player. If you want to go forward or backward in DVD Player, there is a new timeline in *Leopard*, but I still often prefer using a keyboard shortcut. The keyboard shortcut works both in *Tiger* and *Leopard* and is *Shift > Command > Right Arrow*

for going forward and *Shift > Command > Left Arrow* for going backward. What is news to me is that the same shortcut can also be used in *VLC*. What I like about the way it works in *VLC* is that it doesn't look like the old-fashioned vhs fast-forward and rewind like in DVD Player. It is actually possible to press *Shift - Command - Right Arrow* only once and it will move forward one minute. –MacGeek

My InDesign document window is stuck behind the Control Panel.

Here's a problem that's bound to happen to everyone at some time or another. I was working on a couple of *InDesign* documents at the same time – dragging-and-dropping objects from an older layout to a new design. To see both layouts at the same time, I (Continues on Page 7)

(User Group News cont. from Page 4)

a button to create highlights, filter, watch and share, turning hours of boring video into favorite moments. *YourView* exports your clips straight into *iMovie HD/08*, and allows you to publish to *YouTube* and the video-sharing community, or share with family and friends via your *iPhone*, *iPod Touch* or *Apple TV*. This user group special offers *YourView* for \$14.99, which is half the retail price of \$29.99. www.yourview.tv/ Promotion code: This offer is valid through April 30, 2008.

SMART Utility is an application to scan the internal hardware diagnostics system of hard drives. *SMART* is a system built into hard drives by their manufacturers to report on various measurements of a hard drive's operation such as mechanical or electrical problems, and potential failure. *SMART Utility* can read and display all of these attributes that hopefully allows time to backup data, and replace the drive. Receive 25% off regular \$20 retail price of the IO-unit license. www.volitans-software.com. Coupon code: This offer is valid through April 30, 2008.

LaCie d2 DVD+/-RW 16X Firewire DVD burner with LaCie's *LightScribe* disc labeling technology and *Toast 7 Titanium* recording software. *Mac OS X* users can store and archive as much as four hours of high-quality DVD video, up to 16 hours of VHS video or up to 8.5GB of data, music or photos on a single double layer DVD-R disc. User group special price of \$99, which is a \$30 savings off regular price. Purchase by calling 503-844-4500 x2 Promo code: or go to: www.lacie.com/us/products/product.htm?pid=10113. This offer is valid through April 30, 2008.

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Extract graphics from MS Word

If your client gives you a *Microsoft Word* document with embedded graphics, you can extract all the graphics at once by using *Word's File > Save as Web Page* feature. This creates a text file that you can throw away, and a folder that contains the full-resolution images in PNG format and lower resolution versions of the images in JPG format.

–Sandee Cohen
InDesign Magazi

(Continues from Page 6)

maneuvered the document windows around my screen. At some point, I realized that the entire title bar of one layout was hidden behind the Control panel, which was docked to the menu at the top of the screen. Without being able to grab the title bar, how could I move the document around my screen? I spent a minute or so trying to grab hold of

some other part of my document window but I quickly realized that was a waste of time. But then an old "Tip of Day" came to the rescue. I pressed my Tab key to make all panels disappear from my screen revealing the title bar of my "stuck" document.

I grabbed hold of the title bar to move the document window, and then pressed the Tab key again to make all panels visible. There's

nothing like a good old reliable tip to solve new problems.

—Jeff Witchel

The Fastest Way to Switch Selection Tools in Adobe InDesign CS3:

For as long as I can remember, when you double-clicked with your Selection tool (V) on a Text Frame, you switched to your Type

tool and got an insertion point to start typing. I've always wished that a similar tool switch would occur when you double-click with your Selection tool on an image contained in a Picture Frame. This wish has finally been granted in InDesign CS3.

I uncovered this time saving tip when I inadvertently double-clicked on a Picture (Continues on Page 8)



TIP!

A Horizontal Tools Panel in Adobe InDesign CS3:

"Is there a way to make my Tools panel horizontal?," a designer asked in a recent class. "It keeps getting in the way when I'm working on the far left side of my layout." I answered, "Sure! If you find this happening all the time, you may want to change your Preferences (Command + K and look at the top of the Interface section). But if you want to display your Tools as a horizontal row temporarily, first you'll have to 'undock' the panel (if it's docked) by clicking and dragging from its title bar. Then click on the small double arrows to the left side of the title bar. This will

(Q&A continues from Page 3)

to mention that the daily backup is normally configured to go off at 11 AM for each Mac, and it can't be connected to every Mac at the same time. Unless you have a Mac running Leopard & Personal File Sharing or better yet, Mac OS 10.5 Server, the only other option for network shared Time Machine backups is the Time Capsule. Thus it's still a big value. If you are thinking you need more than 1TB for multiple machine's Time Machine needs, then you can make use the the Time Capsule's USB port and add additional storage which some machines can use, say some on the internal and

(Strizver continues from Page 4)

and Arial.
Sans Serif

Verdana: Considered the most legible of the five, this sans serif was created by Matthew Carter for Monotype. With its tall X-height, comfortable width, and rather open letter-spacing, Carter specifically designed Verdana to be readable at small sizes on the Web.

Trebuchet MS: This sans serif retains clarity and readability at small sizes on the Web. It's slightly narrower than Verdana, allowing more copy to fit in the same space. Its curved stroke endings and unusual lowercase "g" give it a bit more personality than Verdana.

Arial: Although not specifically designed for the Web, Arial is a fairly readable sans which works in print and on the Web. It's similar to Helvetica in both width and spacing, but with slight character modification.

Serif

Georgia: Matthew Carter designed this Times alternative for the Web. With its open letterforms and spacing, Georgia is crisp, clean, and easy to read on the Web, especially at smaller sizes.

Times New Roman: Designed for print, this commonly used typeface is hard to read on the Web, especially at smaller sizes. If you like Times, try Georgia instead.

Ellipsis Confusion

Q. Is it proper to put spaces before & after ellipses?

A. Confusion reigns over this issue, as we've all seen ellipses used with and without spaces before and after. I'll try to shed light on the matter.

The grammatical rules and conventions for

some on the external drive. By the way, the Apple Web site page for Time Machine needs to be updated (I've informed Apple) only shows USB and FireWire and the server options for Time Machine targets and does not show the soon-to-ship Time Capsule. One other thing, Time Machine backups over a wireless connection are going to be considerably slower than wired connections, but a gigabit wired network is about as fast as a direct-connected FireWire 400 or USB 2.0 drive, so it's not a real problem (speed-wise) going with a network backup.

ellipses vary depending on how you're using the ellipse. The most common usage is to indicate an omission within a sentence.

According to both The Chicago Manual of Style and The Associated Press Stylebook, there should always be a space before and a space after an ellipsis if it indicates an omission and if it's not followed by punctuation, such as a period or question mark. But the reality is, the spaces are often deliberately omitted in professional typography to avoid the gaping hole they can create in text.

IN THE ATTITUDE of silence the soul finds the path ... into crystal clearness.

— Mahatma Gandhi

IN THE ATTITUDE of silence the soul finds the path...into crystal clearness.

— Mahatma Gandhi

Figure 3. While the top example shows the grammatically correct usage of an ellipsis with spaces on both sides, the bottom illustrates a common typesetting convention that eliminates the spaces for better color and flow. Set in Terminal Design's Enclave.

Your decision might depend on the look and spacing of the ellipsis, both between the dots and before and after it, as ellipses differ considerably from font to font. Should you use three periods instead of the true ellipsis glyph (Figure 3), you can adjust the spacing between the dots using tracking, although this can be cumbersome for lengthy copy. Before you decide whether to include or omit the space before an ellipsis, ask whether there's a style manual associated with what you're working on, and use that as a reference.

(Strizver continues on Page 8)

change the configuration of your Tools panel, with each click, from a single column to a single horizontal row to the familiar double column [from CS2]. To redock your Tools panel (no matter what the configuration), click and drag from its title bar to the far left side of your screen. When a highlight appears, release your mouse and the panel will be docked in a vertical format."

—Jeff Witchel

(Cont from P. 7)

Frame with my Selection tool and switched automatically to my Direct Selection tool. This allowed me to move the picture contained in the Frame instantly.

Cool! When I was done moving the image within its Frame, I double-clicked on the Frame again and switched instantly from the Direct Selection tool back to my Selection tool.

Even cooler! This ability to quickly switch Selection tools is yet another little improvement that I can't live without now that I'm using CS3.

-Jeff Witchel

Recreate the originals from embedded images in Adobe InDesign CS3:

I got a frantic call from a student who was working on a brochure and ran into a "serious" problem with embedding images. She had finished her brochure, which was absolutely beautiful, and sent an Acrobat of the design to her client for one last look. The client called immediately requesting some very minor changes to a Photoshop image. Normally, if the images had been linked, this

(Strizver continues from Page 7)

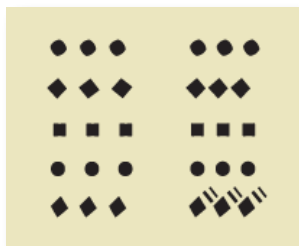


Figure 4. True-drawn ellipsis glyphs (left column) can differ from these created with three periods (right column). Shown are *Expo Sans*, *Culpepper*, *Giacomo 2.0*, *Minion*, and *Tremor*.

Q. What is your favorite typeface?

A. I can't tell you how many times I'm asked this question. I rarely answer because I don't want people to use my favorites simply because I like them, with no regard for their appropriateness for the job at hand.

Selecting typefaces is one of the most difficult parts of design; the right choice can catapult you forward toward an effective design solution; an unsuitable choice can make it difficult, if not impossible, to clearly communicate your message.

However, I'm always happy to reveal the qualities I look for when selecting a typeface:

- ▶ well-executed design concept
- ▶ well-drawn characters
- ▶ consistency of design traits
- ▶ legibility, especially for text faces
- ▶ good letterfit with good kern tables
- ▶ ability to work well at the size of my job
- ▶ appropriateness for the design goals



Figure 5. OK, OK, these are some of my favorite fonts. Can you guess their names? The first five people to correctly identify all nine typefaces and send the answers to typetalk@creativepro.com will receive a creativepro.com t-shirt.



How to better visually enjoy the FORUM:

Your Editor prefers you to use *Preview* (with OS X) or *PostView* (www.metaobject.com/Products.html#PostView)

for reading the FORUM.pdf – excellent programs that handle .pdf files with more visual accuracy than *Adobe Reader*! (Also read their *Help* files to discover the many tools and techniques they have available.)

You'll be happily surprised! ↗

A New SIG for LIMac!

The Genealogy SIG. Genealogy research has grown tremendously in the last ten years – much of it has to do with the ease of researching on the Internet. The major public genealogy magazine, *FAMILY TREE*, has increased its circulation tenfold in the last ten years.

I currently belong to a genealogy group JGSLI, but 95% of users are devoted to *Window's* genealogy applications. Like every way in the computer world's past, MacIntosh computers have had to fight back with superior technology, applications and ease of use.

On the Mac side, Leister Productions, Inc., has been creating genealogy applications for more than 15 years. Their latest version, called *Reunion 9*, was released last summer. This is a clip from *MACWORLD 2007*:

"*Reunion 9* is a top-notch genealogy program. It's beautifully designed, easy to use, and a pleasure to work with. While four years is a long time to wait for a major revision, there's enough substance in this new release to please long-time users and plenty of tools to get new users on the road to discovering their roots.

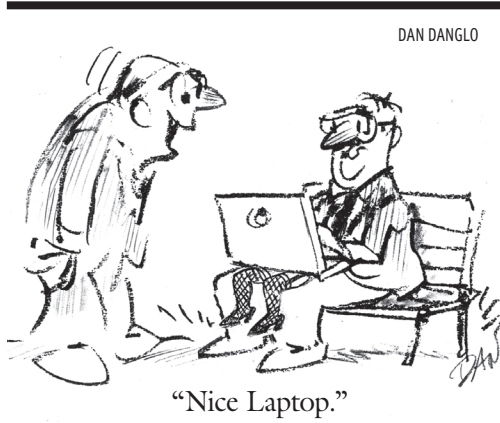
"*MACWORLD's* buying advice Rating: (5 mice: the highest rating)."

Link to this site to get the full review: www.leisterpro.com/doc/reviews/2007/mw0507.php/ or try Leister's Website at www.leisterpro.com/.

In order to start this SIG at LIMac, we need a "show of hands" by those members interested in joining this group. ↗

- Marty Vogel

Send E-mail to vogel@optonline.net or phone at 516-883-1380 or check Walter Mathews at wmmathews@mac.com or call at 516-671-4772. We can discuss this at LIMac's next meeting. ↗



DAN DANGLO

would not have been a problem. But all of the images had been embedded and she no longer had access to the originals. OOPS! So it's easy to understand why she was upset. I told her that there was nothing to worry about, because all of the information from her images was now part of her layout. And resurrecting that data back into a *Photoshop* file was simple: Select the image that needs to be altered, and under the *Options* menu of the Links panel, choose *Unembed File*. In the warning that opens about linking to the original files, press the *No* button. This will prompt you to select a folder for the regenerated image file that will be created from the image data extracted from your layout. As if by magic, the image is recreated with all its layers. The artist cried, "That's amazing! How will I ever repay you?" "By not embedding images," I answered. "It's a deal!," she responded.

-Jeff Witchel

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