NEWSLETTER OF THE LONG ISLAND MACINTOSH USERS GROUP

A not-for-profit, volunteer, member-supported organization

The LIMac FORUM

June 2014

www.limac.org

May Meeting
*Bernie Flicker*

There is a Lot More to Microsoft WORD!

Many of us who use *Microsoft Word 2011* tend to be satisfied with knowing and using only a small fraction of its many useful features. We don't realize how our creativity can be enhanced by employing some of the many more available features. Two of our members Scott Randell and David Ross, teamed up to do this presentation.

Scott Randell, an experienced user, showed us how to get the most from the very basic, and often overlooked features, that can be used to create professional looking documents.

When you open *Word* you see the Document Gallery. *See Screenshot-1.* In the center pane of the window you can select from templates that are partially formatted documents or choose a Blank page and add your own settings.

After double clicking your choice, you will see three horizontal Bars, a Menubar, a Toolbar, and a Ribbon. *See Screenshot-2.*

The menus File, Edit, View, Insert, Format, Font, Tools, Table, and Help. Scott described and showed some of the sub-menus of each menu item. He also suggested new and experienced users should explore all the sub-menus.
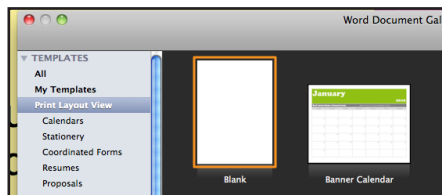
Screenshot-1

June Meeting
Scott Randell

JUNE
13
MEETING

Many LIMac members may not know the complicated process involved in the planning for our monthly meetings. It's easy to just arrive at NYIT at 7 PM on the second Friday of the month, grab a chair and wait for the show to begin. Sure, our current board of directors has been doing it for a long time now, and the equipment setup usually goes smoothly, but lately the presentation planning has become more of a challenge. It's more difficult to book outside companies for live demonstrations. Software publishers and hardware manufacturers don't have the budgets to send representatives on road trips to far-flung MUGs, and because so much information is currently available on the Internet they may not feel traveling around the country benefits them financially; they are all in business to make money, after all.

That's why the June general meeting is all about remote presentations. We'll focus on three different methods of communicating with a presenter in a far away location: Apple's *FaceTime*, Microsoft's *Skype*, and Google *Chrome's Hangouts*. We'll tell you what you can and can't do with each of the applications and demonstrate each one. One demonstration will include a surprise guest appearance by a long-time friend of LIMac who has visited us in person many years ago and now lives quite a distance away. I'm not going to say any more. You'll just have to come and see for yourself!

Following our usual agenda, the meeting will begin with two Q&A sessions; Bradley's in the main room and the MacBasics across the hall. Our remote presentation demonstrations will be next, followed by announcements and our monthly raffle.

Bradley's Tech Session

Bradley Dichter
Technical Advisor
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▶ **My screen jumps around when I use my Bluetooth Magic Mouse. What's happening and how can I fix it?**

■ I assume you mean your cursor is jumping around, not the whole screen˝. That would be seriously weird. If you have a recent Mac mini and USB 3.0 drives, there is a known interference problem due to poor internal shielding which will affect both Bluetooth and WiFi signals. The fix is to move your external hard drive farther away from the Mac. I'd plug in a good old USB wired mouse to check. The other thing I find is many folks have a mouse pad without a geometric design, perhaps a photo or some logo. An optical mouse like Apple's needs to detect light and dark changes, that's why glass top tables don't work for modern optical mice. The old school fabric top single color mouse pads work well as they offer regular and close spaced horizontal and vertical lines for the sensors to track the reflections. The only problem is they wear away, leaving fluff on your mouse's optics. I've recommended the 3M Precise Optical Mousing Surface which is said to be battery saving as well due to the light color. There are basically three varieties. The MP200PS is a flat 8.5 x 7 inch rectangular sheet with a sticky sheet on the bottom. Then there is the more two models with a gel wrist rest. The 8.6 by 6.75 inch MW309LE and the larger 8.6 by 6.75 inch MW310LE.

▶ **I recently updated my iMac to *Snow Leopard* and *Microsoft Office 2011* is giving me problems. It freezes with the spinning beach ball. I don't recall what version I have.**

■ I would have to guess if you have quite old software and upgraded from *Mac OS X 10.5.8* to *Mac OS X 10.6*, then I would have to assume you also have not been updating your Office applications. If you go to the Help menu from any of the programs, say *Microsoft Word*, you will find Check for Updates. That starts up the *Microsoft AutoUpdate* program. You can click the Check for Updates button. It's not always effective, so you may need to download and install the updates yourself. From the initial install, I find you will need the version 14.1.0 upgrade first, the *AutoUpdate 2.3.6* update, the MERP 2.2.9 update, and the final 14.4.2 update. I'm not sure it's really needed, but I usually install the 14.2.3 update before the 14.4.2 update. Furthermore, the *Office 2011* installer puts in several obsolete copies of fonts your Mac already has. You should use Apple's *Font Book*, select all and select Validate Fonts from the File menu. That should help you find the duplicate fonts. Choose Show Font Info from the Preview menu and look for the version number of both duplicates. Delete the lower numbered font. Don't just disable it. Don't go by the dates. While you are there, disable whatever fonts you are sure

President's Message

Bill Medlow
President
archbill@optonline.net

As Rick and I have reiterated for a very long time, presentations at our General Meetings every month are a group effort. Except for last month's presenter, mostly Rick's. We believe in bringing you something that can be shared, discussed and enjoyed by a large group of our members at monthly meetings, (yes, you could possibly get this from the Internet on your own, but will you have the benefit of others commenting on the subject and a meaningful exchange of ideas?).

For our June meeting, we will conduct an 'almost live' presentation and a comparison of various interactive ways of reaching out to presenters, possibly all over the globe. The future will be on our 110" screen giving the ability to connect presenters directly. It will be our group to them and vis a vis.

Bill

DAN DANGLO

"No, you were not delivered by a drone."
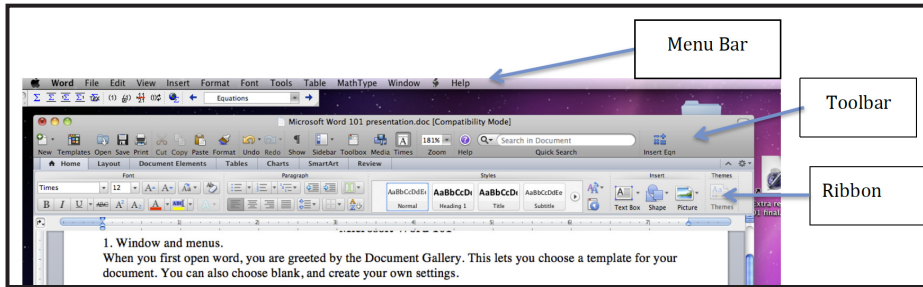
Screenshot-2

Next Scott showed the Toolbar. He pointed out what tools are available in the Toolbar. He showed what each Toolbar item does. In addition he showed how to add and remove items from the Toolbar. *See Screenshot-3*
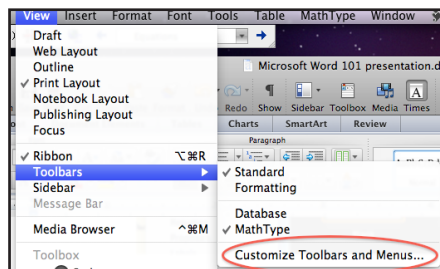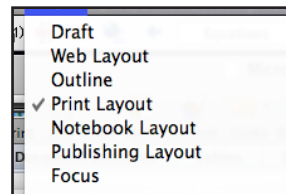

Screenshot-3

Scott then went on to the Ribbon. The Ribbon has 7 modes. Home, Layout, Document Elements, Tables, Smart Art, and Review. He went through some of these and urged the audience to experiment with the others.

He also showed the Views menu and demonstrated the Draft and Print Layout views. (See Screenshot-4) The question of why choose *Word* was discussed and basically the reason is, if you work in an environment where coworkers use it and you are frequently exchanging and collaborating on documents the alternatives like Apple's *Pages* cannot retain the formatting.

Screenshot-4

Time went by quickly, so Scott skipped to showing how to create Personal Template for future use.

If this is something you would like to do follow the steps below.

1. Open a blank file from the template chooser. (File ➜ New from Template ➜ Blank)

2. Select the font you prefer, and set the margins. (Format ➜ Document ➜ Margins ➜ see left image) You should also decide if you want headers and/or footers, which you can do in the same dialog box.

3. Save this as a Template. (File ➜ Save As ➜ in the dialog box choose Word Template (.dotx) or Word Template 97-2004 (.dot). (See image on right.) (Brad suggested that using .dotx would be preferable because there would be fewer potential problems.)

4. Name your template, and then click save. Your newly created template will then appear in the document gallery under My Templates

David Ross explained when you should use *Word*. If you regularly work on documents with others who use Word, because formatting is not transparent from one program to another. He also showed *Apache OpenOffice* as an alternative to *Microsoft Office* and therefore *Microsoft Word*. Below are all the features of this **Free** alternative as he described them.

Apache OpenOffice (AOO) offers a suite of office applications:

● WRITER - word processor ● BASE - database ● CALC - spreadsheet ● IMPRESS - presentation ● DRAW - graphics

● MATH - formula editor

Each app is full-featured and robust without always duplicating one- for-one every *Microsoft Office* capability. AOO has its roots in *OpenOffice.org* (OOo) which originated as *Star Office*, developed by German company StarDivision in 1985. In 1999, StarDivision was acquired by Sun Microsystems for $59 million, a less expensive option than licensing *MS Office* for a staff of 42,000.

Like *LibreOffice* and OOo, AOO evolved from Oracle *OpenOffice* in 2010. The sidebar interface was based on *Lotus Symphony*, donated by IBM in 2012. Despite the multiple code inputs, using AOO is intuitive.

Writer offers a long list of functions: document templates, frames, mail merge, a style manager, section-based headers and footers, and much more. The sidebar docking feature introduced in Apache *OpenOffice 4.0* is very useful if you have a wide monitor, as it's easy to place multiple panels so that all controls are visible and accessible.

Bottom line: Although *MS Word* may still be the gold standard for business and education, for a Mac owner considering a second word processor to "supplement" *Pages*, free is good. ⬈

Some of LIMac's future presentation methods will be on display and if you want to get a preview, you should make it a point to be here. It will be more than "remotely" interesting, I'm sure! ⬈

to not use. There are several you won't be allowed to disable. Of course any font's that don't pass the test, disable them. If you have disabled a font you don't think you need, but you may later open a template or some old file that needs some of these fonts, I would suggest using *Font Book's* Preferences and turn on Automatic font activation. Now of course there may be other old programs running in the background that may need an update. Check your login items and LaunchDaemons and LaunchAgents in your /Library folder. Of course your whole Mac may be having problems because of directory damage or lack of free disk. Run *Disk Utility* and click Verify Disk and click Repair Permissions. It's also possible you now have less available RAM (memory) so you may be getting more spinning beach balls. If you have any PowerPC coded applications, you will have to install the optional Rosetta which was standard back in Mac OS X 10.5.x

▶ **I found some things in my Dock, the *Microsoft Document Connection* and *Messenger*. What are they and can I get rid of them?**

■ Normally I wouldn't bother to include this in the newsletter as most Mac users never use this application, but since I found a web site that explains it, I figured I might as well: *http://www.mactech.com/articles/mactech/Vol.25/25.07/NewToolsforCollaboration-IntroDocumentConnection/index.html* It comes with *Microsoft Office*, you can probably toss it from your /Applications/Microsoft Office 2011/ folder and off the

dock. *Messenger* was Microsoft's answer to *AIM* but it has since been superseded by Microsoft buying up *Skype*, so assuming you have *Skype*, you can get rid of this phased out software too.

▶ **I have a Imation USB floppy disc and since I updated to *Snow Leopard*, I have found that it can read a disk but not write to it.**

■ I'm thinking it has nothing to do with *Snow Leopard*. Two possibilities come to mind: A) You have forgotten that the HD micro floppies the drives can read have two square holes in them. One so a drive can detect it is in-fact a HD floppy and the other has a movable shutter. When the hole is open, the disk is write protected, and when the shutter is slid back up and closes the hole, you can write to it. I would eject your disk and move the shutter to close the hole. B) The other possibility is the drive is defective and despite the shutter on any disk, it thinks it's write protected. If you need a replacement, the LaCie 108045 or the Y-E DATA brand 4x USB 2.0 floppy drive, if you can find one, was the best. I'm not sure if the floppy heads are dirty, it would show as write protected, but they may need cleaning. See this other bit of history. Now you say this is a Imation drive. Could it in-fact be a LS-120 SuperDisk drive that could also record on 120MB special disks? I read a post on Apple's Support communities of a guy with *Mac OS X 10.6.8* on his Mac mini and his drive works. **UPDATE:** On further research at home, I found this web page, and I think I found out it is related to

User Group Offers

George Canellis
User Group Ambassador &
Vice President
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NCH Software maker of *Mac OS X* software for business, audio conversion, vinyl to CD, MP3 recorder, video editing & more. ████████████████

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You know that you're ready to install more RAM in your desktop or notebook, but you're not sure which memory module is right for your particular Mac. Crucial has the tools to make finding the right memory upgrade fast and easy and Crucial memory has a limited lifetime warranty and comes with free shipping! ▮▮▮▮▮▮▮

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game every day for Mac, PC and Big Fish Unlimited players. There are over 350 games available on iPad and iPhone. Big Fish has a library of 3,000+ premium downloadable games. ▮▮▮▮▮▮▮

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ZAGG, maker of great screen protectors (invisibleSHIELD), mobile keyboards, cases, audio accessories and more. ▮▮▮▮▮▮▮

MacGameStore was launched in April 2005 and since then has grown into the leading Mac-only distributor of digital download games with over one million Mac games sold. Their goal is to provide the best shopping experience that Mac gamers deserve with hot new selections every day, excellent customer service, daily specials, great bundles, and useful information

to make purchasing decisions easier. MacGameStore's special department is rolling out the amazing savings up to 75% on nearly 15 games, as low as $2.99. ▮▮▮▮▮▮▮

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SlideShark from BrainShark, Inc. is a free app that converts *PowerPoint* presentations to view on your iPad. It is easy to use and designed with professionals, educators, and students in mind. It preserves animations, fonts, graphics and colors, and allows you to tap or swipe to advance animations and slides. With *SlideShark* you can view and present your slideshow on the iPad the way it was meant to be seen (and show on your TV with the iPad 2). See a demo at *https://www.slideshark.com/* ▮▮▮▮▮▮▮

Too many passwords to remember? *1Password 3 for Mac* is a password manager that goes beyond simple password storage by integrating directly with your web browser to automatically log you into websites, enter credit card information, fill registration forms, and easily generate strong passwords. As an Apple user group member, you are entitled to get the single user *1Password* on the Mac for $29.99, well below the normal retail price of $39.99 ($52.49 for the 5-user family version, which is usually $69.99). You also get a 25% discount on everything in the Agile store. *1Password* is separately available for the iPhone or iPad ($9.99) and iPad/iPhone combo ($14.99) from the Apple *iTunes Store*. Get yours today:

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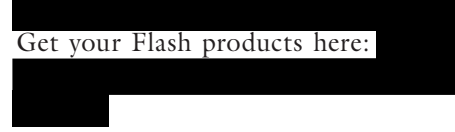
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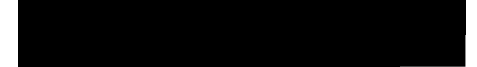
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30th Anniversary Puzzle *Created by Bradley Dichter*
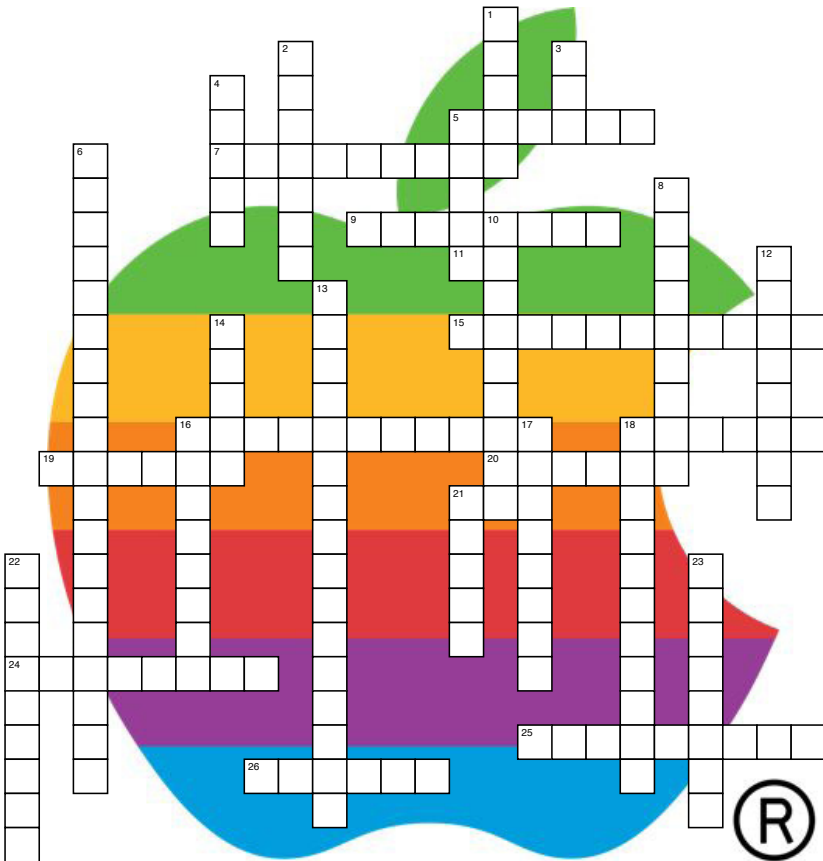
Across

5. Last name of the Frenchman who replaced Steve Jobs as head of Macintosh Development in the late '80's

7. Besides Steve Capps, who was the other primary programmer who developed the original Macintosh Finder

9. Back in the 1990's LIMac had a EdSIG. We had a large percentage of teachers. What was the surname of the leader of that group?

11. Steve Jobs didn't want the original 128K Mac to have a fan. The 512K and the 512Ke also had no fan. What two letter designation was used for the first model to have an internal fan?'

15. Apple's inkjet printers bore this family name.

16. One of our longest term members, now passed on, used to get us book discounts. He was an Excel maven and photography and library aficionado. First and last name.

18. The Macintosh Desktop Experience is embodied by this applicaton, the first a user interacts with after the Mac starts up

19. While Larry and Joyce were the Editors of the Forum many years ago, this man actually did the page layout. Last Name

20. Our secretary for many years, now since passed away. Lived in Seaford with his wife Evey. Last name.

21. That first modular Macintosh also introduced this low speed serial peripheral interface first seen on the Apple IIGS in 1986. Created by Steve Wozniak. Used the 4 pin mini-DIN connector. Looking for the three letter acronym.

24. The Long Island Computer Association had their own montly newsletter. What was it? (Hint: two words)

25. When LIMac needed a projector for our Mac Plus, we all chipped in to buy this brand's monochrome projector.

26. Long Island Macintosh Users Group grew out of a Macintosh SIG of the Long Island Computer Association. Who was the first guy to hang around the Apple II SIG looking for Mac users? He is still an active board member. Looking for his first name only.

Down

1. For years this gentleman ran the Desktop Publishing SIG and later was the Forum editor. First Name.

2. The month in which the Macintosh 128K was introduced over 30 years ago.

3. Before there was HFS Plus was the Hierarchical File System. What came before that for Finder 1.0 to 4.1? Looking for a three letter acronym.

4. The first Macintosh to support a series of external displays used this 32-bit bus originally developed by MIT, but sold to Texas Instruments by 1984 in time to be incorporated into this 1987 machine.

5. A husband and wife team who ran the public domain library of micro floppy diskettes back in the early days of LIMac. Looking for the surname.

6. Top song of the Billboard Hot 100 the week the Mac was introduced. I'll give you a hint, It's was by the English rock band Yes.

8. LIMac meetings are nowadays held at the buidling containing the 300 series classrooms. Who is this hall named after? (two words)

10. This guy was a Apple Software Wizard and as part of the Macintosh design team, was the lead designer of the Mac operating system and the ROM code and the User Interface Toolbox. The father of the Control Panel. What was his last name?

12. January 24, 1984 was a Tuesday. Can you name the top prime time TV show on NBC that night?

13. LIMac also once had a Business SIG. What woman ran it? First Name.

14. The Photoshop SIG was led by the 8th generation grandson of this Revolutionary War figure. First name only.

16. The company that made the first few generations of CPU used in the Mac before 2003

17. A later Editor of the Forum. Worked with his wife Loretta on the Forum for many years, during which we won first prize at the National Mac Users Group Newsletter Competition. Surname:

18. Back in 1984, the LICA and the Macintosh SIG met in another building, further back in the NYIT Old Westbury campus. It's not named after anybody. It's just known as the XXX Building. Spell out the words for XXX.

21. The desktop publishing's major application in the early history of the Mac, PageMaker, was bought by Adobe from this company.

22. When the Macintosh II series introduced big color monitor options, there was SuperMac, Radius and this other big player in that market.

Answers to this Puzzle in next Forum

Snow Leopard, but it's not really the drive's problem. It's the disk. The old disks were formatted with Mac OS Standard format, also known as HFS. *Snow Leopard* cannot write to this format but *Mac OS X 10.5.8 Leopard* could. So you have a couple of options. Ignore the write protect, copy the stuff off the floppies and throw them away. Throw away the drive. Copy 5,555 floppies worth onto a cheap ($3.99 at Micro Center) 8GB USB flash drive. The other option is to copy the data to your hard drive, then use *Disk Utility* to erase the disk as Mac OS Extended AKA HFS+ and then you can copy the files back. Those HFS+ formatted disks can be read with a Mac running an operating system going back to 1998's Mac OS 8.1

▶ **I keep getting a message in my browser that some plug in is disabled and needs to be updated. What does that mean and how do I resolve it?**

■ It's probably referring to *Adobe Flash Player* plugin. When there is a known liability found, Apple will block your installed version and you may have to wait a few days for Adobe to release an updated release. Get the latest (version 13.0.0.214) for *Mac OS X 10.6.* or newer from here: *http://get.adobe.com/flashplayer/* If you have a fairly recent version of Adobe Flash Player, then you should also find a *Flash Player* System Preference panel (in the bottom 'Other' section) In the Advanced tab, you can click the Check Now button to get any existing updates. The Xprotect security system can also block Java web apps. *Mac OS X 10.6* uses *Java Runtime Environment 6* supplied by Apple, while *OS X 10.7.3* or later uses Oracle's *Java 7r60* or *Java 8r5* That is assuming you use *Safari* or *Firefox* as those are 64-bit browsers and *Google Chrome* is still a 32 bit application.
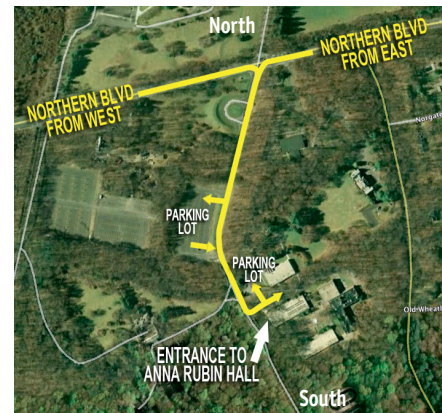
General meeting time schedule:
Meetings are held at
The **New York Institute of Technology**,
Building 300 (Anna Rubin Hall),
Old Westbury, Long Island.
For more detailed information about this location go to
limac.org

Meetings start promptly at **7:00 P.M.**
Bradley's Q&A: 7:00 – 7:30 P.M.
MacBasics Q&A: 7:00 – 7:30 P.M.
No known topic
Featured Presentation: 7:30 – 8:20 P.M.

MacBasics SIG: Q&A session only
App SIG: No meeting this month

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

▶ The next LIMac board meeting will be at the Plainedge Library, (516) 735-4133, on Wednesday, June 18th, at 7:30 P.M. For more detailed information about this location go to *limac.org*

Renewal

Membership renewal for 2014 takes place from now onwards. A bonus discount was passed by the Board of Directors a few years ago: Bring in a new dues-paying member and get a **$12** discount off your membership renewal. Bring in three new members and your renewal is free!

Bringing in a new member also includes getting a past member back into the group.

Make your **$36** check out to LIMac and bring it to the next meeting, or mail to LIMac, Post Office Box 2048, Seaford NY 11783-0180

How to better visually enjoy the *Forum*: Your Editor prefers you to use *Adobe Reader 9* or better, as long as your Mac meets the requirement of Mac OS 10.4.11 or newer. *PostView* 1.8 ($22) works from Mac OS 10.2 all the way up to 10.5 for PowerPC and Intel based Macs.

For a Year's membership Send your $36 check to:

LI Macintosh Users Group
P.O. Box 2048
Seaford, NY 11783-0180

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