MacTidings

Newsletter of the Redwood Coast Mac Users Group, Gualala, California

AUGUST 2001 **VOLUME 7 ISSUE 5**

SEPTEMBER MEETING: Bob Carter will demonstrate how to make your Christmas cards, using Photoshop.

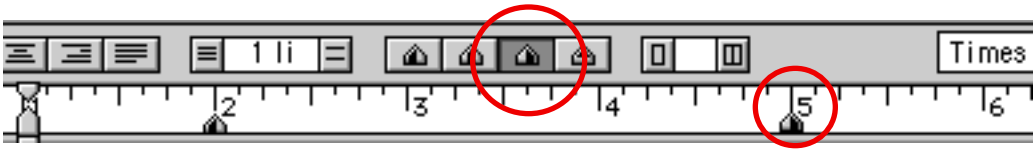
Gualala Arts Center, Saturday, September 15, 2:00 p.m.

More on Setting Tab Stops and How to Use Tab Fills in AppleWorks

By Keith Thomas

In the last issue of *MacTidings*, I showed you how to set tab stops manually by using the drag and drop method. In this article, I will discuss two additional methods to set tab stops (actually one is more of a tip) as well as how to use tab fills and the Copy Ruler/Apply Ruler commands.

Quickly Set Tab Stops – A Tip: Rather than using the drag and drop method to set tab stops that was discussed in the last newsletter, tab stops can be quickly set by clicking the desired tab then clicking on the ruler where it is to be placed.



In this example, click the right tab icon then click on the ruler at the desired location—in this case the five inch mark. AppleWorks 6.1.2 is used here but the procedure is the same for ClarisWorks/AppleWorks 5 users.

Use the Tab Menu to Set Tab Stops

1. For this example, tabs will be set to prepare to create a table of contents—type format that contains a dot fill. Note: To apply tabs to existing text, select the text first.
2. Go to the **Format** menu and choose *Tabs...* A **Tab** dialog box appears. If desired, place the mouse pointer in its title bar and drag the dialog box to a new location.
3. Set a left tab one half inch from the left margin; type **.5** in the **Position** box. Click **Apply**; a left tab icon is placed at the **1.5** inch mark on the ruler. By default, the AppleWorks word processor margins are set at one inch; the tab marker is placed one half inch **inside** the left margin.

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RCMUG Membership: Annual dues are $15, due Jan. 1. Make checks out to Joanne Hafner, PO Box 12, TSR, 95497
RCMUG Newsletter is published bimonthly by volunteer members of the Redwood Coast Mac users Group. Send your submissions (articles, classifieds, announcements, or Letters to the Editor) to the Editor's address, preferably by e-mail or on disk, using any common program.
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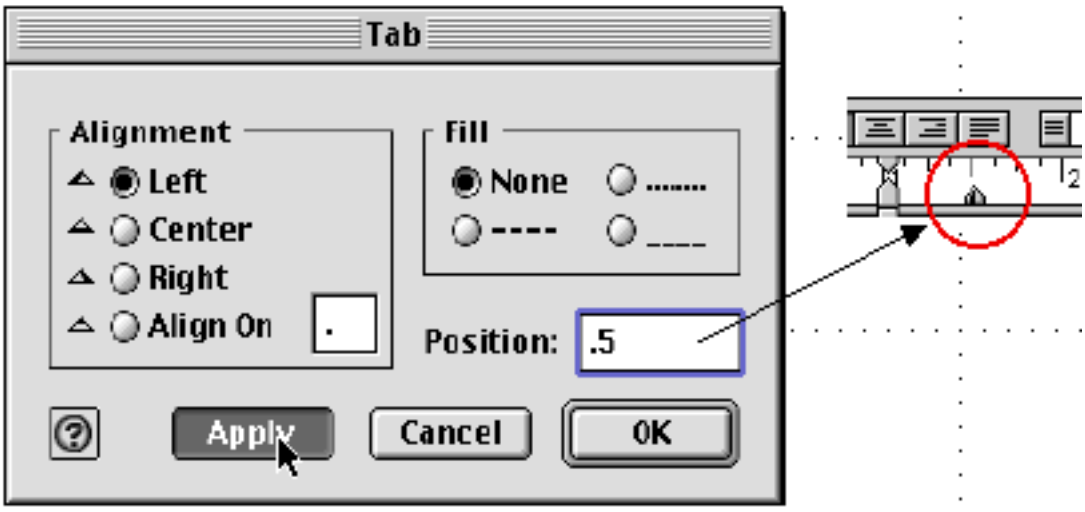
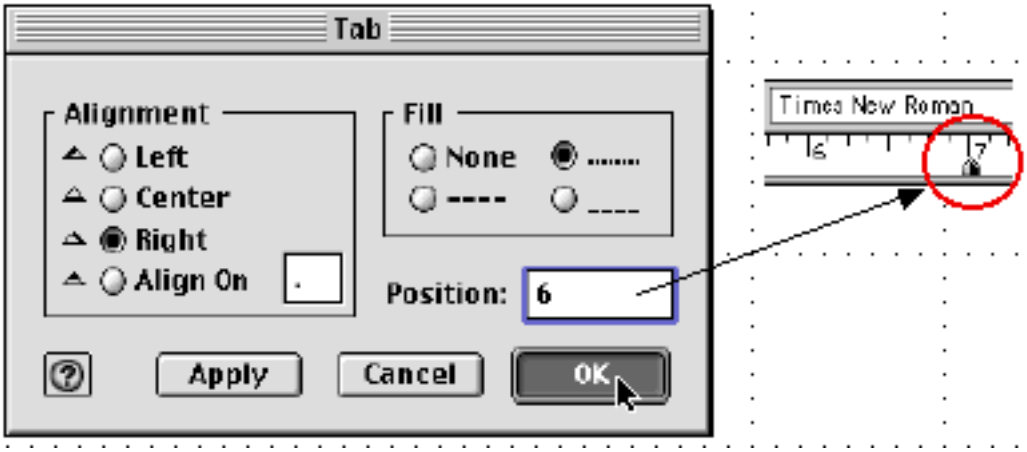
This issue was produced using AppleWorks 6.1.2 with Mac OS 9.1.



4. Clicking **Apply** does not dismiss the dialog box; it remains open so additional tabs may be set.
5. For the next tab, enter **6** in the **Position** box.
6. In the **Alignment** section, click the **Right** radio button.
7. In the **Fill** section, click the "**dots**" radio button. Click **OK**. A right tab icon is set at the seven inch mark (six plus one) on the ruler.

Tip: To quickly summon the tab dialog box, simply double click any tab icon.



Create a Table of Contents

1. If desired, enter a title—in this case "Table of Contents", centered, followed by two returns.
2. Press the **Tab** key and type the first item on the first line.
3. Press the **Tab** key (dots should appear), type the second item on the first line followed by two returns. If dots did not appear, double click the right tab icon **on the ruler**, at the seven inch mark, to summon its **Tab** dialog box; click the "dots" radio button.
4. In the same manner, continue entering additional lines of the text for the table of contents.
5. Experiment! Use tabs and line tab fills to design forms that request written information.

Table of Contents

Preface.....ix

Acknowledgments.....xvi

Chapter 1.....3

Chapter 2.....68

Chapter 3.....101

More About the Align On (decimal) Tab

The **Align On** tab is set, by default, to a decimal point. However, any character, such as a hyphen (-), asterisk (*), percent sign (%), etc. may be used for column alignment. To change the default for the **Align On** tab, summon the **Tab** dialog box by one of the methods described above; enter the character desired in the entry box beside the **Align On** choice. In the following example, a percent sign has been entered.

Copy Ruler and Apply Ruler Commands

The copy ruler and apply ruler commands can be of great benefit to the user of any word processor. Let's say you have created a paragraph format that contains a variety of tab settings, indents, etc. and realize you need exactly the same format in the same or even a different document. Don't repeat all the work you've already done, instead use the **Copy Ruler** and **Apply Ruler** commands. To copy a ruler setting from one document to another, both documents must be open.

1. Click anywhere in a paragraph (to set the insertion point/cursor) whose ruler settings (format) is to be copied.
2. In AppleWorks 6.1.2, go to the **Format** menu and choose ***Rulers/Copy Ruler*** (**Shift -C**). In ClarisWorks/AppleWorks v5 go to the **Format** menu and choose *Copy Ruler* (**Shift -C**).
3. Click in the paragraph to which you want to apply the copied ruler settings.
4. Go to the **Format** menu and choose *Rulers/Apply Ruler* (**Shift -V**). In ClarisWorks/AppleWorks v5, go to the **Format** menu and choose *Apply Ruler* (**Shift -V**).

Keith Thomas - kthomas@mcn.org

Joanne's Websites

By Joanne Hafner

www.photopoint.com/help/working/organizing/

Beautiful photographs don't do you any good if they are stuck in boxes. Advice on organizing, displaying and editing online from Photopoint.com might actually mean that next time you want to show off a special photo, you'll be able to.

http://edis.ifas.ufl.edu/MENU_IG:Household_Pests

When it comes to the battle against household pests - first know they enemy! This University of Florida Website offers the lowdown on everything from fleas, carpet beetles and book lice - and how to get rid of them.

http://goodhousekeeping.women,com/gh/advice/house/tools/00stai24.htm

So often one person at home becomes the stain expert. Here's a long list of stains and how to rub them out. Now everyone can get a crack at restoration. What's the trick to removing Spot's spot? Well, that depends, but it often includes vinegar, according to Good Housekeeping Magazine's guidelines.

www.howtoadvice.com/WindowWashing/

There is a secret to cleaning windows. Put down the newsprint. That was your grandmother's trick. Pick up a $41.99 squeegee instead and get ready for streak-free views.

http://ths.gardenweb.com/forms/disaster/

Sometimes weird things happen at home and you just need to vent. Welcome to That Home Site, Gardenweb's Home Disasters forum. Squirrels in the attic? Moss in your time grout? Birds dropping dead down fireplaces? Crayons melted in kids pockets? Good dog, bad neighbor? Find cyber-friends who feel your pain - and have oodles of suggestion for fixing things.

http://spiders.ucr.edu/gallery.html

If you can't tell a brown recluse from a daddy-long-legs, put down the rolled up newspaper. Don't risk squashing a beneficial arachnid. This Web site from UC Riverside will help you identify the good, the bad and the ugly spiders.

http://www.cchem.berkeley.edu/ChemResources/Weights-n-Measures/weights-n-measures.html

A yard is approximately the length of a man's outstretched arms, but what defines a cord, a dram or a peck? UC Berkeley's chemistry department puts it all on one page, including metric equivalents of common cooking measurements.

www.uen.org/utahlink/weather/clouds/cloud_id.html

If you must walk around with your head in the clouds, at least be certain whether you're hiding in altocumulus or stratus varieties. This site offer a cloud field guide with great photo links.

www.gourmetsleuth.com/cpairing.htm

It's hard to entertain if you don't have confidence in pairing wine with cheese. Everybody know that Stilton goes with Port, but what about Zamarano? Pave Affinos? or Mozzarella Bufala cheeses? Here's the chart that eliminated with guesswork and proves once and for all that Monterey Jack does go with Riesling and that the only truly complementary drink for Limburger cheese—is beer.

www.orchidworks.com

Did you know that orchids are so coveted that there are orchid bandits? Other orchid enthusiasts resist the urge to steal, embarking instead on photographic safaris. A quick cyber-helicopter ride to Belize's orchid jungle awaits you at this Web site.

www.abcl.org

The American Contract bridge Association Web site is a great place to learn how to shuffle your deck and play, find partners, teachers or competitions. Bridge is often cited as a game that sharpens mental acuity. Magazine guru and avid bridge player Malcolm Forbes was known to say, "If you can count to 13, you can play bridge."

www.royal.gov.uk

If the royal family intrigues you, you could spend a great deal of time amassing knowledge on the lineage of the British royal families. Sound stuffy? Consider the sudden death of Anglo-Saxon King Edgar at age 33. His two sons, Edward and Ethelred, amassed rival succession supporters. Edward ruled from 975 until 978 when at Corfe Castle, he was murdered by supporters of his 7-year-old half-brother.

www.sculpturecenter.org

Sculpting is easy. You just keep chipping away until the form trapped in the marble reveals itself. For further instructions before taking up the chisel and hammer, check out this Web site that hosts working sculptor forums, information on conservation and a calendar of sculpture shows, hosted by the Sculpture Center of Cleveland, Ohio.

www.mystickoi.com/showcase.html

They're beautiful, they don't bark or scratch the furniture and devotees swear they smile when sung to. They're koi, the colorfully marked, large pond fish nurtured first by Japanese enthusiasts. They continue to gain fans in the US despite price tags for single fish that start in the hundreds and soar into the thousands of dollars.

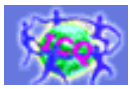
www.mtna.org/index1.htm

How do you get to Carnegie Hall? Practice! This Web site for the Music Teachers National Association, which was founded in 1876, can put you on the path to mastering the instrument you always said you'd learn to play...someday.

www.geocaching.com/ and www.navicache.com

With a GPS, compass, and maps, you can do high-tech treasure hunting. Find a cache near you on this site, enter a zip code and the site will list nearby caches.This craze has exploded in just one year. The idea is to hide a five-gallon bucket and then log its location on the Web site. When you find the treasure you take something from it and add something too it. Then notify the Web site which cache has been found. So far there are 667 caches in California, including dozens in and around Sonoma County. It is a fun activity for hikers as well as geeks. It can be a family fun thing to do. (Global positioning systems can be purchased at stores such as Wal-Mart and Best Buy or online at Amazon.)

Instant Messaging



By Bill Davy

Just when you thought that you finally had begun to understand the intricacies of email and learned the some of the neat little nuances of Eudora, here comes another internet communicating system known as Instant Messaging. It is popularly referred to as IM by those who use it, most of whom, as of now, are under the age of 20. The big attraction, when compared to email, is its immediacy. While not quite as demanding of your attention as a phone call, it is much more in the present tense than email, where messages can languish for days if the IN box isn't checked regularly. This article introduces the essential features of IM and discusses some of the IM providers. In the interest of full disclosure, the author has not as yet used any of the IM systems, but rather has done some poking around on the net about this subject and wishes to give the reader the benefit of those findings.

IM is essentially a system that allows you to send messages directly and instantly to another user, *or users*, who is/are connected to the net. It naturally requires some software, part of which runs on your Mac, some on an IM host, and some on the other person's pc. Pc, in this case, is generic because IM is supposed to run on and talk to both MacOS and Windows machines. The IM host service can come directly through your internet provider, such as AOL, or can be a host such as Yahoo! that is accessed through your web browser.

The IM concept is not new. Similar systems were developed in the late 60's or early 70's for institutions such as universities or laboratories that were running large local networks with nodes that were widely scattered. At NASA Ames, we had such a system running just as soon as remote computing was introduced and we got rid of the card punch machines. It proved to be very convenient when two or more physically separated users were trying to debug some software or get a data acquisition system going.

So the bad news is that to use IM, you will have to learn some new software. But the good news is that, so far at least, both the software and the service are ***free*** from most hosts. And it doesn't appear that most IM software is of the same befuddlement level as a lot of email programs. But of course, as we all know, there is in fact no free lunch, so to use these "free" services, the user, at the very least, must put up with ubiquitous and often irritating advertisements.

Currently, there are four big IM providers: 1) AIM (an acronym for AOL *Instant Messenger*, which is the most widely used service), 2) MSN, the Microsoft ISP, 3) ICQ (a phonetic acronym for "I seek you"), and 4) Yahoo!. To use either of the first two, you do not have to be a user of their ISP service, but they get their hooks into you by other nefarious means. For example, to avail yourself of AIM, you must first obtain a password by completing a sign up form that includes your email address and birthday. AOL claims these data are stored in a secure data base and, to be sure, they are available from other sources if an interloper really wanted them. But at the very least, completing this sign-up may well expose you to some unwelcome AOL spam. The Microsoft service is much the same, in that you must have a "passport" name that is obtained by a similar sign up process. And, oh by the way, once you have a "passport," you can benefit from all sorts of other web services offered by Microsoft.

ICQ was one of the first to offer an IM service and is now run by AOL, through

acquiring Mirabilis, the company that developed ICQ. The Yahoo! IM service is sort of a late starter in the competition, but in an effort to play catch up they have introduced kind of a neat wrinkle -- transmitting video images captured via a Webcam (a pc camera made by Logitech) during an IM session. More about this feature in a bit, but first let's consider the rudiments of an IM session.

After signing up with an IM source and downloading their software, you will be able to open an IM session, using your password of course. Immediately, you will want to know if anyone of your circle is also on the net. This information comes by way of a "contacts list" that you build, using the IM software. Using this list, it goes out on the net to check for those entries on your list available for exchanging messages. The software also opens an IM window (in addition to your browser window) that is used to type and receive anything you wish to communicate. You can select more than one member of your contact list with whom to talk, so that in effect, you can open your own private chat room. That's about all there is to basic IM usage.

There are a couple of caveats: First, all the IM systems should be considered as very insecure, hence never transmit any data that you don't want the world to know about. Second, there will be times when an IM session is not right for you. Maybe you just don't feel like it or maybe don't have the time right then because of some time constraint, such as meeting a deadline for your MacTidings article. In that case, you can always dash off a quick note to whom ever explaining the situation, but some IM systems also have a provision that allows you to change your status so that you will not appear as "on line" to other contact lists when in fact you are connected.

IM technology is evolving very rapidly and competition among the big four is very fierce. In an effort to get a leg up on the rest of the field, each provider is continually adding new features to their system. Some of them have added voice input to the IM session, so that once the session is initiated, you can use voice communications instead of the keyboard. You will need a microphone jack and speakers on your system of course, but just about all Apple systems have those. Unfortunately, at this time MSN limits voice capability to Windows systems (isn't that just like Microsoft?) so you may want to cross them off your list and check some of the others.

As I indicated above, Yahoo! has taken the enhancements race to the next level and added image transmission to the IM session. In a deal cut with Logitech, Webcams now sold in the US of A are bundled with a copy of Yahoo! Messenger, Yahoo!'s IM software system. This will presumably allow the transmission of pictures captured via the Webcam at the rate of about one frame per second. Webcam is that funny little eyeball shaped camera that sits on top of your monitor and generates digital images. The basic model sells for about $50. Now, as a grandparent, I think this may be something of interest. Think of the potential of getting essentially real time images of your grand kids just by fiddling with your Mac for a bit! That's oversimplification of course, but still worth investigating.

Some experts are predicting the IM will become the dominant communications mode of the internet, with email a distant second. Even though IM is very insecure at present, some third party software groups are working on versions that they claim will be much more private. This is because more and more businesses are finding the convenience of IMing. All of which may explain the rapid evolution and fierce competition in the IM software race. An interesting sidelight to this

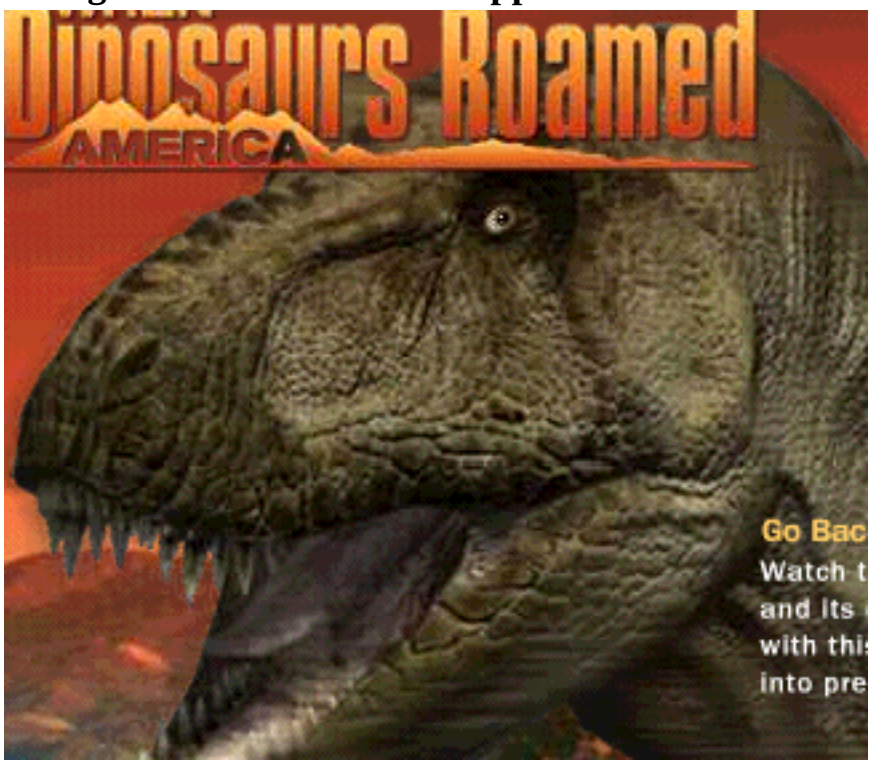
competition is the battle between the two *Tyrannosauri Rex* of the internet, Microsoft and AOL. In typical Microsoft fashion, Gates *et al* are trying to undercut AOL's dominant IM position by publishing its MSN IM source code, then "encouraging" third party developers to include their IM features in any new program applications. And all the while yelling loudly to the FTC, the Justice Department, and anybody else who will listen that AOL is practicing unfair competition, because AOL has withdrawn its "open" IM code and MS can no longer see how to bugger it. Reminds me of my old pappy's favorite saying, "Do as I say, not as I do." However, AOL is not the pussy cat that Netscape was and so Microsoft has a real hassle on its hands.

All the IM systems I looked at required Mac OS 8.5 or later. In case you are thinking about going to OS X, you may not be able to run these IM packages without reverting back to "classic" mode, i.e., System 9. That being so, OS 9 will boot up automatically under OS X. There is, however, a small freeware program available from **Epicware.com** called Fire (not to be confused with Firewire, Apple's high speed data bus). It is a cocoa version, that is, written in native OS X language and hence very efficient. It is supposed to handle any of the popular IM systems, but this may no longer be true for AIM since AOL has closed its source code. Because of the rapid IM program changes discussed above, frequent update downloads are required. An excellent discussion of the current state of IM (sometimes referred to as "Instant Mess") can be found on **smart-computing.com/editorial/.** This article also contains a good comparison chart of the services currently offered by the popular IM providers.

Now that I have done this research, Irene and I hope to get an IM system running soon and encourage all our kids, bothers, sisters, etc. to do likewise. We also look forward to demonstrating IM at an RCMUG meeting, maybe even with the Webcam feature.

Bill Davy

Digital dino created with Apple's Final Cut Pro



Get the Scoop on These Great Applications Built for Mac Os X

AccountEdge

AppleWorks

Bias

Bryce

Deneba Canvas

Cinema 4D

Corel

GraphicConverter

LightWave 3D

Macromedia FreeHand

Look for the links for these apps and a thousand more for MacOS X, at http://www.apple.com/macosx/applications/

Mail

Maya

Microsoft IE 5

Moneydance

Quicken 2002

REALbasic

Timbuktu

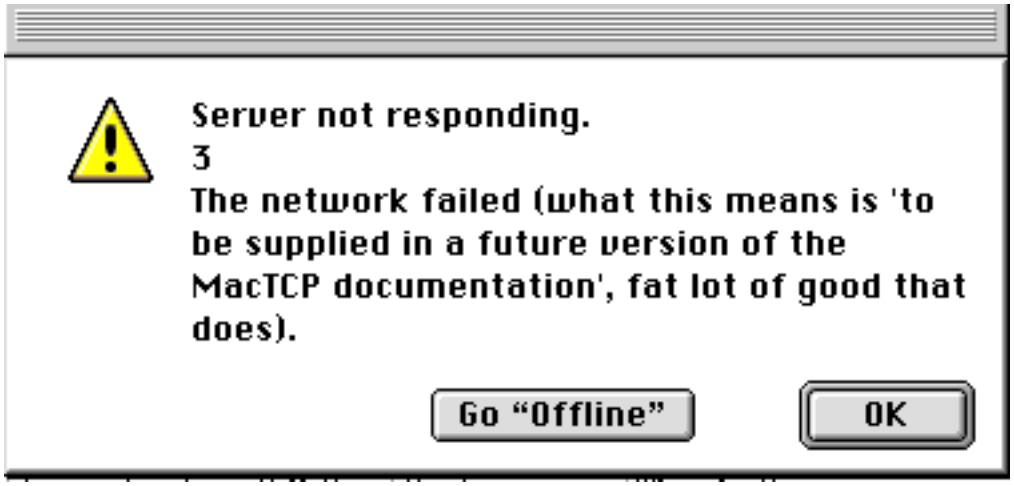
Toon Boom Studio

World Book

Pat's This&That

By Pat Rasmussen

The most informative Error Message I've ever received**:**



Apps with an attitude: If various things seem a little odd on your Mac, particularly if Help won't help anymore, after you have installed a new app, such as a game —you might try checking your Extensions file, or Unused Software. The new app just might, without so much as a by-your-leave, have taken one of your extensions (CarbonLib is a good candidate) and dropped it into

Unused Software, substituting another version which it prefers. I call that nervy! Uninstalling won't help, unless you figure out what the miscreant has done. And that reminds me**:**

A new version of Carbon Lib, 1.4, is available on Apple's website now. It is supposed to "improve the stability and increase speed performance of Carbon-based applications like AppleWorks 6." Let's hope it clears up some glitches. But what the heck—it'll probably add new ones of its own. MacUpdate readers give it only 2 stars out of 5. Anybody for CarbonLib 1.4.2? What a great game we play!

Bill Davy is making noises like someone who is about to install MacOS X**!** Let us pray. In accordance with my offer in the May *MacTidings*, I am looking up my chicken soup recipe. H'mm—would he like matzo balls with that? **Bill** and **Irene** are off roistering with Elderhostel in Alaska and presumably storing up energy to cope with the Great Changeover. They're really going to need that chicken soup! Yeah, I'd better throw in the matzo balls.

Farewell to Print2Pict: By now you may know that, as the result of an update to AppleWorks 6, I've had to change to PrintToPDF for the delivery of MacTidings. **Steve McLaughlin** credits his son **Daniel** for this suggestion that saved the day.

This $20 shareware can be found at http://www.jwwalker.com/pages/pdf.html . James W. Walker is a Ph.D in mathematics who says in large, bold letters, **"I don't do Windows";** ya gotta love the guy.

One final word on Print2Pict: the name is an awful Spoonerism waiting to happen.

The July MacPicnic was a splendid event, especially for two people:

Chuck Wilcher, president of the Mendocino Coast Mac Users Group (MCMUG), who was our guest again this year, won *three times* at Bingo! He is one competitive Bingo player! **Ray Comeau**, working the Bingo gizmo, inquired loudly, "Are we going to invite this guy back next year?" (Sure! -Ed.)

Rich Kuehn found Lucky Chuck [above], who helped him do a work-around for a bug in Final Cut Pro.that had completely prevented its use.

Laurie Bird inquires via email whether anyone has used the newest iBook, and if so, how do you like it? It has gotten very good reviews. You can respond to Laurie at birds@mail.nctc.com. She is thinking of giving one to her mom for her birthday.

Casady & Greene will give us discounts because RCMUG is now one of their registered Mac user groups. This means you can now get Mac Care Unit for $99.95 (along with other stuff you may need). I paid $129.95 for MCU and considered it a bargain, because it is a bundle of seven good utilities, "over $400 worth," including Conflict Catcher, Net Barrier (firewall for Mac), Disk Warrior, and Chaos Master (oh, if only**...**). Use: www.casadyg.com/ug/ugstore.html. As a side benefit, you may sign up for their newsletter, mostly ads, which occasionally contains an Impassioned Message on Larger Topics from their CEO, Dr. Charles R. Fulweiler. He's interesting.

See y'all on Saturday, September 15!

Please bring to the September 15 meeting suggestions in writing for short topics that you would like to have covered at the November meeting.

September 2001						
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Meeting at Gualala Arts 2:00 p.m.

Ray Comeau will lead a SIG on a subject to be announced on Saturday, October 13, 2:00 p.m., at his home.

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