

M Treasure Coast acintosh® Users Group

1819 SW Willowbend Lane •
Palm City FL 34990 • (772) 283-5646

Mouse Tales
Newsletter



November 2015 • Vol. 28 - 11

MEETING

Thursday, Nov. 19

LOCATION - Children's Services Council • 101 SE Central Parkway, Stuart 34994

- In the Green building between Unity Church and Bridges Montessori. Click on this map link - <http://tinyurl.com/clq2mkk>

5 - 8 P.M. "Here To Help"

Bring your laptop, iPad or iPhone and enjoy a format with Beginners tables throughout the room, where you can just join any group:

- iPad
- iPhone
- iPhoto
- Basic Help
- Email & Internet
- How can I ...

6:30 P.M. PRESENTATIONS:

"Quick Tips by Doctor Dick"

Everyone can follow along with Dick Lewis as he walks us through a few new and cool things for the iPhone and iPad.

"Make Your Own Website"

Chris Kilbride shows step-by-step designing of a simple free personal website to an advanced business selling products on Weebly. Anyone can do it with a few tips!

See you there!

- Early Front Page Edition •
<http://www.tcmug.net>

MISSION: Since 1988, TCMUG has provided a forum for Apple users by creating a member network to share information and offer support in the evolving world of technology.

Dues by Jan. 31!

The **2016 Dues** are collected from

10/15 - 1/31 by cash, check, or credit card on our website <http://www.tcmug.net>



Please fill in the **membership form on page 7**. Dues will remain at **\$30** with the helpful monthly newsletter.

To check your 2016 dues status, email Chris at <mailto:president@tcmug.net>

IN THIS
ISSUE -

Happy
Thanksgiving

- Create a photo greeting card in Pages
- Facebook is slowly eating your phone's operating system
- iPhone and iPad tips
- iCloud: Why am I getting junk mail (spam)?

Create a photo greeting card in Pages '09

Custom greeting cards are a great way to show friends and family that you care (and that you're creative). They're also a snap to put together with Pages '09. With spring birthdays, not to mention Mother's Day, Father's Day, and graduations on the horizon, here's how you can create an original photo greeting card for an inkjet printer in less than 20 minutes.

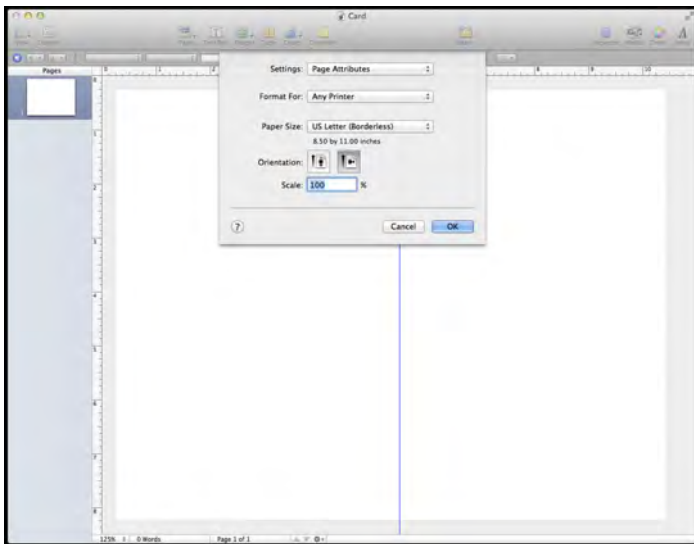
Step 1: Prepare your file

Open Pages and choose File -> New from Template Chooser. You'll see that the app includes templates for cards and invitations, but because they're so generic and rigid, it's best to start from scratch. Instead, click Page Layout -> Blank and then double-click the blank landscape canvas option to create a new file. (The card itself will be portrait style, with the page folded down the middle.)

Adjust the page size for borderless printing.

Choose View -> Show Layout. You're likely to see a grey perimeter around the page, which means that the document is not currently configured for borderless printing. If your printer offers a borderless printing option (many older printers do not), here's how to configure it. Choose File -> Page Setup, click the Paper Size pop-up menu and choose US Letter Borderless. (The text for the edge-to-edge paper size is dependent on the printer driver, and can vary across manufacturers.) Click OK to continue, and the grey perimeter will disappear.

Choose the US Letter (Borderless) as your Page Size to ensure edge-to-edge printing.



Turn on Alignment Guides. Choose Pages -> Preferences and then click Rulers. At the bottom, you'll see two preferences for Alignment Guides. Check each item (if they're not already), and then close Preferences.

Add a guide. Add an alignment guide to divide the page in two. Choose View -> Show Rulers (if necessary), click the ruler at the left and then, without letting go of the mouse, drag a guide to the middle of the page (x: 5.50 in).

Add a Second Page. Now you'll need to create a second page for the interior of the card. Choose Insert -> Pages -> Blank, and repeat the last step to place an alignment guide in the center of the page.

Refer to graphic at lower left.

Step 2: Create the card front and back

Once you've set up your file, you can start assembling your card.

Create a shape. Go back to page 1 and Choose Insert -> Shape -> Rectangle and a square will appear in the center of the page. Choose View -> Show Inspector (if necessary), and then with the square selected, click the Inspector's Metrics button (the ruler icon). Under Size, enter a width of 5.5 inches and a height of 8.5 inches, and then under Position, enter a X coordinate of 5.5 inches and Y coordinate of 0 inches. This will change size of the rectangle and justify it on the middle right of the page, where it becomes the front of your card.

Add a photo. Choose View -> Show Media Browser (if necessary) and click Photos. Find a photo you want to use as the cover of the card and then drag it into the shape. Once the photo pops into place, double-click it to adjust its size, position and angle within the shape. The Edit Mask slider control below the shape lets you enlarge or reduce the photo, and you can move the photo simply by clicking and dragging it wherever you wish. You can rotate the photo, too; just revisit the Inspector's Metrics section and twist the Rotate dial.

Add text. Choose Insert -> Text Box and you'll see a text field appear smack-dab in the middle of the page. Don't worry about adding text or tweaking font and color just yet. Instead, click elsewhere to deactivate the text field and then click and drag the text box onto your

photo. Once you've settled on the perfect spot for the text, double-click the text box and enter your greeting. Choose Format -> Font -> Show Fonts, and pick a font, font size and color that works best with your photo. Text box too small? Hover your cursor over the box's corner controls until the resize arrows appear and then drag the box to expand it. To make the card look professional, you

might add a copyright notice at the bottom left side of the card.

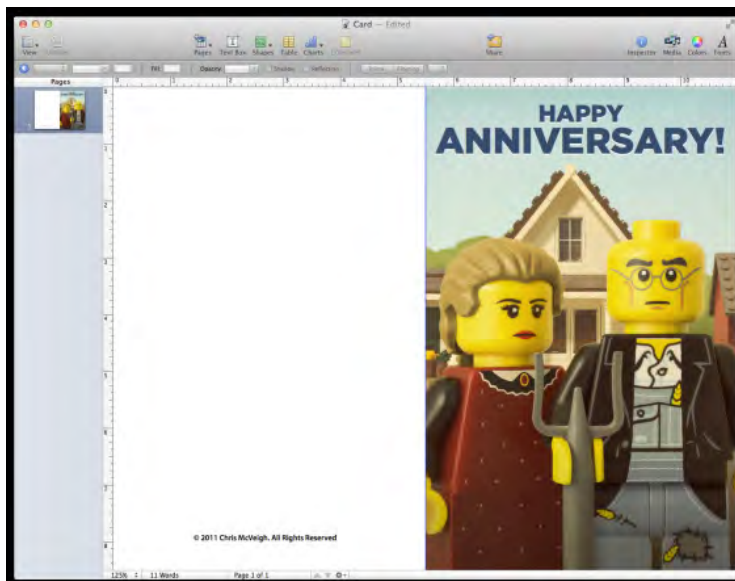
Refer to graphic above.

Once you've created a right-justified shape, it's easy to add a photo and text.

Step 3: Create the card interior

The interior of your card can contain anything you like, including a verse, a funny comment, or a photo. You might even want to leave it blank and write in something by hand for a personal touch. The only thing you'll need to consider here is how you intend to print and construct your card. A number of inkjet papers have an optimal printing side, for example, so if you intend to create your card out of a single sheet of paper it might be best to restrict photos to front of the card.

Add text. To add a customary verse to your card, scroll to your second page and choose Insert -> Text Box. Choose Format -> Text -> Center, enter the text of your verse, and then change the font if you wish. Now click and drag the



box to the center of the the right side of the page. (A smart alignment guide will appear to let you know you've centered the text relative to the photo on the front of the card.)

Step 4: Print your card

Although the exact method will vary from printer to printer, these guidelines will help make sure you get the best results when printing your card.

Use quality paper. Choose a sturdy paper (24 pounds or better). Heavyweight matte paper is usually the best choice because it's easier to fold than photo paper. Use double-sided paper for the best results. Some papers to consider might be Epson Premium Presentation Paper Matte, HP Premium Presentation Paper, HP InkJet Brochure Paper, Canon Matte Photo Paper MP-101, or Canon GP-502 All Occasion Greeting Cards (glossy).

Printing technique. Use the manual feed tray so that the paper isn't curved when printing. You'll

also want to print interior of the card first (assuming it's just text), because the heavier print on the front of the card may require more drying time before you can run it through your printer again. Choose File -> Print and click Show Details and then, under Pages, enter From: 2 to 2. Print the page and allow it a minute to dry. Now flip it over from top to bottom and place it back into the printer's

manual feed tray. Repeat the printing process, but this time, print only the first page (From: 1 to 1).

Folding basics. The thicker the paper you're using, the trickier it is to fold nicely. A simple solution to this problem is to use a straight-edge (or ruler) and a precision knife to score the edge of the fold. Place the card with the interior side down and then, using the straight-edge as a guide, lightly run the knife across the paper. The card should now fold in half without a struggle.

~ Chris McVeigh

NOTE from a reviewer: During card setup you need to go to the inspector and turn off headers and footers and make the margins zero before you insert your first 5.5x8.5 text box in step 2. Secondly, when you insert the greeting text box in step 2, you need to go to the wrap inspector (third icon from the left in the inspector) and deselect "object causes wrap".

Facebook is slowly eating your phone's operating system

Take a look at your iPhone. Chances are, the lockscreen is probably cluttered with notifications about e-mail, news, weather and other information. All of these notifications are produced by separate apps, built by separate developers, and all routed through Apple's iOS.

Now, Facebook wants to take all that information and route it through a platform it controls instead: Notify, an app that's purpose-built to send you notifications.

With Notify, you subscribe to various "channels" that provide you with information you might otherwise get via someone else's app. Want CNN breaking news alerts? You can get those through Notify by toggling a setting. Want sports scores? You can get those through Notify, too. Updates about the new Star Wars movie trailer? Yep. Just make sure Fandango is enabled in Notify.

Notify isn't just a bid to get you more information, faster. What it really stands for is an attempt by Facebook to become the dominant interface for your own smartphone.

By now, you're probably familiar with Facebook's overall strategy, which is to ensure that consumers spend as much of their Internet time on Facebook. This leads to more user engagement with Facebook, which means more ad revenue, which means a stronger business. Facebook has an incentive to keep you on its social network, or on properties associated with the social network, as much as possible.

Apple represents a barrier to greater user engagement with Facebook. In order to reach Facebook's app, users have to unlock an Apple-built lockscreen, swipe through Apple-built homescreens, tap on a Facebook app that's designed to meet Apple specifications. What if Facebook could bypass all that, reducing the number of steps before Facebook could begin interacting with users?

"Your push notifications live one level above every single app," Josh Miller (who was once on Facebook's team) wrote. "No matter which icon you tap first every time you open your phone, or which service you check twenty times per day, the push notifications on your lock screen are always the first feed you see when you use your smartphone."

This wouldn't be the first time Facebook has leapt into the smartphone user-interface world, either. In 2013, the company unveiled Facebook Home, a launcher for Android phones that, when installed, replaced the default Android homescreen. At the time, Om Malik called the idea a "start button for apps that are on your Android device." Facebook Home basically made Facebook the portal through which all other Android interactions took place.

Notify takes this idea further. With Notify, you could disable many of the notifications your various apps currently produce and simply rely on Notify's version. Acting on those notifications allows you to read full articles, watch linked videos or open up



entire sites, according to its promotional page.

In the same way that the Internet is increasingly being consumed through apps, more apps are now going to be consumed through Notify — or at least, that's the future Facebook is hinting at. More broadly, it suggests Facebook is interested in supplanting key aspects of all mobile operating systems, which is of course the next best thing to actually selling its own.

~ Brian Fung, washingtonpost

• • •

• *Notify can give notifications about all these sources (Facebook also calls them channels):*

<https://notify.co/sources/>

• *If you want to reduce the way Facebook takes over your iPhone, the obvious solution is: don't install "Notify by Facebook - Notifications that matter" on your iDevice, as I suggest to Facebook users.*

• *And, of course, Apple has an article telling you how to manage notifications and put you back in control!*

<https://support.apple.com/en-us/HT201925>

~ Bob, TCMUG



See what your iPhone and iPad can do now

~ Stuart Miles & Elyse Betters

More from Safari in iOS 8

DuckDuckGo: If you want to set DuckDuckGo as your default search engine over Google, Yahoo, or Bing, go to Settings > Safari > Search Engine and select the privacy friendly search engine as the default.

Auto suggesting websites: Like Safari on the desktop, you can have the iPhone or iPad Safari recommend suggested search results as you type. It's on as default but if you don't want it, go to Settings > Safari > Search Engine Suggestions and toggle the feature off.

Auto suggesting apps: Likewise, as you type in popular app names into the Safari search url box, Apple will try and match that with apps you either have or might want. It's on as default, but if you want to turn it off go to Settings > Safari > Spotlight Suggestions.

Getting the website link quickly: Settings > Safari > Quick Search will determine whether Safari offers up website matches or not for you.

Making websites load faster or saving your data: Safari in iOS 8 preloads the first hit of the search result to make loading your choice seem quicker. The downside is that this could use up data. If you want to turn it off go to Settings > Safari > Preload Top Hit and turn it off.

Searching on page: If you are looking for a specific word on a page, simply start typing that word into the URL bar at the top of the page. The results will show you the Google search results first, but if you scroll down it will show you "On This Page" and let you jump through the mentions of that page.

Scan your credit card: Rather than having to type all your details you can now use the camera to scan your credit card. When it comes to entering the credit card details, either press to auto fill if you are already using that feature with Keychain, or press it and then select Use Camera on the next menu you get.

Swipe forwards and backwards: Swiping from off the screen on to the screen from the left of the screen, goes back through your browsing history while swiping from the right of Safari goes forward through your browsing history.

Getting Handoff and Continuity to work

Enabling Handoff between iOS 8 devices: Go to General > Handoff & Suggested Apps and then toggle the box.

Accessing Handoff apps: On the Lock Screen press the app icon in the bottom left corner or if you are using the phone already, double tap the Home button and swipe left to reveal the app page to the left of the home screen.

Stopping your iPad ring when someone calls your iPhone: One of the new features of iOS allows you to take calls on all your devices regardless. To stop you feeling like all the phones ring at once - go to Settings > Face time and turn iPhone cellular calls ring.

Allowing SMS messages on your Mac: You need to enable the feature on your iPhone. Make sure you are running iOS 8.1 and then go to Settings > Messages > Text Message Forwarding. Find your Mac or iPad you want to allow access and pair the two devices with a security code. You'll now be able to see and send Text messages via the desktop.

iOS 8 Keyboard tricks

Adding Emoji keyboard: Go to Settings > General > Keyboards > Keyboards > Add New Keyboard. Scroll down and select the Emoji keyboard (it's after the Dutch keyboard) - :)

Accessing additional keyboards beyond Emoji: If you have more than three keyboards installed the keyboard will show a globe icon next to the spacebar. In any app that has a keyboard tap on that globe icon and then again to reveal the next keyboard you've got installed.

Hiding or showing auto suggestions on QuickType keyboard: The new Apple keyboard shows word suggestions on what you type. If you don't use this you can hide it to give you more space on the screen. gently press and hold at the top of the auto-suggest bar and drag it towards the top row of keys. You can bring it back by dragging up from the top of the keyboard if you change your mind.

iCloud: Why am I getting junk mail (spam)?

iCloud automatic junk mail filtering

To minimize junk mail, iCloud uses techniques such as trend analysis, dynamic lists, and content filtering to automatically detect and block junk mail before it reaches your Inbox. However, no strategy for managing junk mail is 100% effective, so some junk mail may still reach your Inbox.

If you think a message may be junk mail, don't open it

Sometimes the seemingly innocent act of opening a questionable email can alert spammers that their message was received and opened at an active email account. This can encourage more junk mail. To avoid this, you can delete any messages that look like junk mail before you view them.

Spammers can use the email image-loading feature to determine whether your email account is active. Here's how to keep images from loading automatically:

In OS X Mail, choose Mail > Preferences. In the Viewing tab, deselect "Display remote images in HTML messages".

In iCloud Mail, choose Preferences from the Action (gear) pop-up menu in the sidebar. In the General tab, deselect "Load images in HTML messages".

Consider using an iCloud email alias

You can use an iCloud email alias



to prevent junk mail from being sent to your primary iCloud email address. For example, you can use your iCloud Mail address for emailing friends and family, but use an email alias for online registrations, purchasing products, and joining mailing lists, for example. This makes it easier to monitor the sources of unwanted messages. For more information, read about iCloud email aliases.

Troubleshooting false-positives

Due to the complexity of accurately detecting and filtering out junk mail, on rare occasions a legitimate email from a friendly source may be blocked from reaching your Inbox. This is called a false positive.

If you feel that a legitimate email message was inadvertently filtered, you may want to ask your friend to send a follow-up email to verify that the issue exists. If you notice that multiple email messages are being delayed, bounced, or not delivered, contact iCloud Support. Also make sure to check your Junk folder for email messages that were incorrectly marked as junk mail. To check your Junk folder at iCloud.com, choose the Mail application and click the Junk folder in the sidebar. Email messages in the Junk folder are automatically deleted after 30 days.

Why you might get junk mail

- Senders of junk mail (spammers) have applications that guess common email addresses, such as addresses that use only a first name,

a first initial and last name, or a popular nickname.

- When you sign up for a service, the service could sell your email address to other services, and those services might send you unsolicited email.

- When you post your email address on a public webpage, your address could be copied and used for unsolicited email.

- Spammers who have your email address may provide it to other spammers.

Report junk mail

You can report junk mail to the mail administrators of both iCloud and the Internet domain from which the email was sent. If the administrators can verify that the message is junk mail, they can help make sure that future messages from that sender aren't delivered to your mailbox. Follow the instructions for your email client:

OS X Mail

Open the message and choose "Forward as Attachment" from the Message menu.

Forward the message to iCloud spam@icloud.com.

Forward the message again to abuse@domain, replacing domain with the part of the sender's email address after the @ symbol. For example, if the sender's email address is spammer@spammydomain.com, forward the message to abuse@spammydomain.com.

Microsoft Outlook 2010 and Outlook 2013

Choose File > Options.

In the Options window, click Mail in the left-hand panel.

In the "Replies and Forwards" section, note the current setting so that you can change it back later.

continued >>>

Then change the “When forwarding a message” setting to “Attach original message”. Click OK.

Forward the message to iCloud spam@icloud.com.

Forward the message again to abuse@domain, replacing domain with the part of the sender's email address after the @ symbol. For example, if the sender's email address is spammer@spammydomain.com, forward the message to abuse@spammydomain.com.

To return Outlook to your previous settings, repeat steps 1 to 4, but in step 3 change the “When forwarding a message” setting back to the way it was. If you don't remember the setting, choose “Include original message text”.

Microsoft Outlook 2007

Choose Tools > Options.

In the Options window, click Email Options in the Preferences tab.

In the Email Options window, under “On replies and forwards,” note the current setting so that you can change it back later. Then change

the “When forwarding a message” setting to “Attach original message”. Click OK.

Forward the message to iCloud spam@icloud.com.

Forward the message again to abuse@domain, replacing domain with the part of the sender's email address after the @ symbol. For example, if the sender's email address is spammer@spammydomain.com, forward the message to abuse@spammydomain.com.

To return Outlook to your previous settings, repeat steps 1 to 4, but in step 3 change the “When forwarding a message” setting back to the way it was. If you don't remember the setting, choose “Include original message text”.

Mark and filter junk mail

You can use the Mail app to mark messages as junk so that later messages from the same sender are automatically marked as junk:

- In iOS 7 or later, open the message, tap the flag icon at the bottom, then tap Move to Junk.

• In OS X, select the message and click the Junk (thumbs down) icon in the Mail toolbar.

• At iCloud.com, select the message, then click the flag icon and choose Move to Junk. Or just drag the message to the Junk folder in the sidebar. The message is then automatically reported to iCloud as junk mail.

You can also set up rules in OS X Mail and at iCloud.com to automatically filter (move or delete) junk mail when you receive it. If you're using a different email application, consult that application's documentation for information about how to set up filters and forward a message with full email headers.

~ apple.com



2016 MEMBERSHIP

Joining the Treasure Coast Macintosh Users Group will keep you from missing out on the best Mac resource since the mouse — including the *Monthly Meetings • Newsletter • Help Sessions* and more! Membership is just \$30 a year per family - getting your colorful newsletter by e-mail.

\$30 Yearly Dues

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Name(s) _____

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City _____ State _____ Zip _____

Home Phone _____ Cell _____

Email address _____

Birthday (ex. Sep.24) His _____ Hers _____ Retired? _____

___ Beginner ___ Intermediate ___ Advanced ___ Genius

Computer model(s) _____

Most used programs _____

___ Photos ___ Web design program: _____

___ Photoshop ___ Quicken ___ Skype ___ FaceTime

___ FileMaker ___ InDesign ___ Microsoft Office

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<http://www.tcmug.net>

Check what devices and items you use:

- | | |
|--------------|----------------------|
| ___ iPhone | ___ Time Machine |
| ___ iPad | ___ Preview |
| ___ iPod | ___ Pages (layouts) |
| ___ iMovie | ___ Keynote (slides) |
| ___ Messages | ___ Numbers (data) |
| ___ iDVD | ___ iBooks |
| ___ iTunes | ___ 2+ computers |

What help content would you like to see in TCMUG meetings & newsletter: _____

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2015 CALENDAR

Jan. 15 • Feb. 19
March 19 • April 16
May 21 • June 18
July 16 • Aug. 20
Sept. 17 • Oct. 15
Nov. 19 • Dec. 17
**All located at the Children's Services Council Auditorium*

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 • **MONTHLY VIDEOS** •
<http://www.youtube.com/user/tcmug/videos>
 =====

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 • **BOARD OF DIRECTORS** •
 Friday, Oct. 23 Noon
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A variety of programs for Beginners to Advanced Mac enthusiasts.

MEETING INFO

(772) 283-5646

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Dues may be paid in person (cash or check), by mail or credit card (tcmug.net)

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MEETING LOCATION

Children's Services Council • Stuart

<http://tinyurl.com/clq2mkk>

101 SE Central Parkway, Stuart • (772) 283-5646 •

Green building between Bridges Montessori & Unity Church.

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<http://www.apple.com/retail/thegardensmall/>

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