



Treasure Coast Macintosh® Users Group

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

Mouse Tales
Newsletter



January 2012 • Vol. 25- 1

MEETING

Thursday, Jan. 19

5:00 P.M. "Here To Help"

Bring your laptop (or just yourself)
and enjoy a format with Beginners tables
throughout the room, just join any group -

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

6:00 P.M. "2012 Resolutions"

Tom Stout will be covering in detail the "most needed" items including Passwords, Backups, Security, File System and New Apps. This presentation will help you start your Mac New Year off with a great "to do" list that you can do yourself to optimize your computer.



mobileme

**7:00 P.M. "Replacing
MobileMe's
Missing Parts"**

Bob Jorritsma will show us how to replace the features in MobileMe that disappear when you upgrade to Lion. At some point we will all be upgrading, so it's great to learn this ahead of time - or catch up if we're in Lion now.

-
- 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.

This Might Be Your Last Newsletter!

The **2012 Dues**

are collected from
10/15 - 1/31 by cash,
check, or credit card
on our website [http://
www.tcmug.net](http://www.tcmug.net)



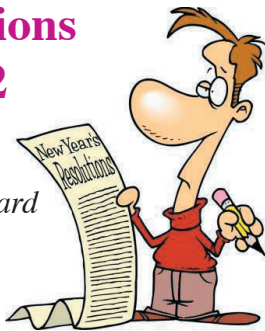
Please fill in the
membership form on page 7. Dues will
remain at **\$30** with the helpful monthly news-
letter. To check your 2012 dues status, email
Chris at <mailto:president@tcmug.net>

IN THIS ISSUE -

- Resolutions for 2012
- Boot from an Optical Disc
- A Clean Mac
- Keychain, Smechain
- 2011 TCMUG Newsletter Articles
- Library System offers downloadable music from website

Resolutions for 2012

by Tom Stout,
TCMUG Board



- **Better Manage My Passwords:**

Know all the passwords you have. Be able to locate them even if your Mac is down. Use effective (hard to guess) passwords. Don't use the same password for everything. Store them in a secure space, preferably off site. Use Key Chain.

- **Implement an Effective Backup Strategy**

Use Time Machine and a recent clone (SuperDuper or CarbonCopy Cloner) of your entire system as a minimum. Update as often as required to let you sleep at night... Old Chinese saying, It's not if, but when will your hard drive crash!

- **Take Steps To Secure My Identity**

Monitor your Bank and Credit Cards closely. Be careful on line. Check for "s" in site addresses. Never give your SS# over the phone. Secure mail and trash.

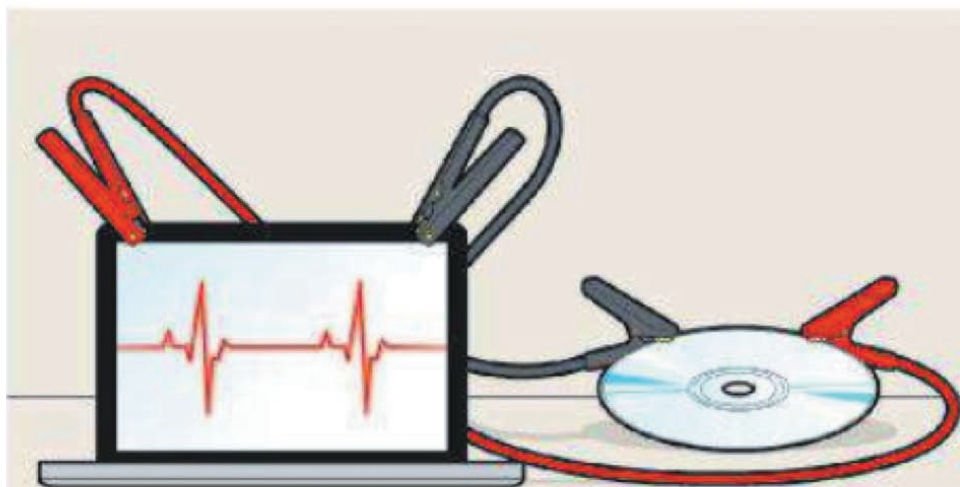
- **Develop an Effective File System**

Use Apple suggested filing system. Keep a clean desktop. Don't rely on Spotlight to routinely find stuff. Use external drives, DVDs, etc to keep critical files, especially financial records.

- **Learn a New Application**

A good place to start - <http://www.apple.com/find-outhow/mac/>

100 THINGS Startup



Boot from an Optical Disc

- 1 Sometimes—most notably when Mac OS X doesn't start up normally—you need to boot from an optical disc (such as the installation disc that came with your Mac). To do so, insert the disc as soon as possible after pressing the power button and then hold down the C key. (See "12 Startup Keys" for other options.) If Mac OS X is already running but you want to reboot from an optical disc (perhaps to repair your startup drive using the installation disc's copy of Disk Utility), go to System Preferences and choose Startup Disk. Next, select the disc in the pane near the top, then click Restart.—**KIRK MCELHEARN**

by Kirk McElhearn, Macworld

A Clean Mac

by Kirk McElhearn, Macworld

Clean that keyboard

It's fair to say that the dirtiest part of your Mac is its keyboard. Even if you wash your hands every time you sit down to type, the keyboard collects the germs and sweat from your fingers, and the dust in your room or office.

First, unplug your keyboard from your computer or, in the case of a wireless keyboard, remove its batteries. (If you're cleaning a laptop keyboard, shut down the computer and unplug the power adapter.) Blow out the dust and, if necessary, vacuum the space between the keys (or under them, depending on the type of keyboard you have).

If the keys themselves look dirty, put a drop of standard dishwashing detergent in a glass of water. Soak a soft cloth in this concoction and then wring it out until it's barely damp. Now wipe the cloth over the keys to get rid of the grime. Rinse the detergent out of your cloth, wring it out, and then finish up by wiping your keyboard off again. Be very careful not to get water under the keys. You should do this regularly, to make sure that no germs fester under your fingers.

You might prefer using alcohol wipes. Since the alcohol evaporates, there's no risk of liquid damaging the keyboard, and it's a better disinfectant than soap. (Note: if you want to disinfect a keyboard or input device that many people use, Apple has instructions here.)

Prevent the keyboard from getting dirty

The iSkin ProTouch keyboard protector is easy to wash and you can choose from multiple colors. (There's even a glow-in-the-dark

The iSkin ProTouch keyboard protector is easy to wash and you can choose from multiple colors. (There's even a glow-in-the-dark version.)



version.) If cleaning your keyboard proves a mighty chore, or if you have a new one you want to protect from pet hair, cookie crumbs, and the like, you might want to use a keyboard protector, such as the iSkin Pro Touch, a silicone keyboard protector that's easy to wash, starting at \$25. You can get one for your desktop keyboard and for your laptop, so when you're out in a coffee shop, you can make sure that no stray liquids get under your keys.

An even thinner option is the \$25 Moshi Clearguard CS for an Apple Keyboard or \$30 ClearGuard FS for the Apple Keyboard with Numeric Keypad. Moshi also offers a line of Clearguard protectors for laptop users.

Get rid of dust

While most Macs today are designed so you can't open them, the Mac Pro remains the one model that's easy to get inside. Unfortunately, because of the way it's designed, it also collects a lot of dust. I had one for several years, and found I had to clean it every few months. If you open the Mac Pro—after turning it off, of course—you can use a vacuum cleaner to remove dust from some parts of it, notably the CPU and RAM areas. If you slide out the hard drives, you can get further

inside the Mac Pro and get dust out of the nooks and crannies. A can of compressed air can help get dust out of the tightest corners, but if you use this, you should take the Mac outdoors.

Without regular cleaning, the inside of your Mac can get dusty and stop working properly. Other Macs are harder to de-dust. The iMac, for example, has inputs below the display and a large exhaust at the top, behind the display. If you have a powerful vacuum cleaner, you can suck some dust out of the bottom, but it's not easy, and probably won't help much.

The current Mac mini doesn't seem to collect a lot of dust, but you can open the round bottom cover and check inside to see if there's an accumulation of dust, pet hair or anything else that your vacuum can remove.

Note: If you're worried about static electricity from the vacuum zapping your Mac's insides, use a battery-powered vacuum or just haul the computer outside and use a can of compressed air to blow the dust out.

Clean the screen

I keep a microfiber cloth—the kind you use to clean eyeglasses—handy to clean my Apple display. Sometimes I see little spots on the screen; I just breathe on them, the

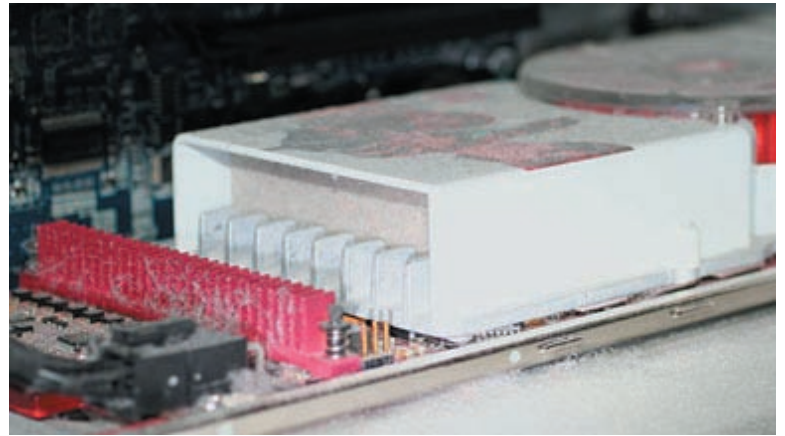
way I do with my glasses, and use that cloth to wipe away the offending grime. Apple recommends that you use a soft, slightly damp, lint-free cloth to clean screens more thoroughly.

I've never used any special monitor cleaning solutions on my Macs, though if you spill something on your laptop, for example, and get something really icky on its screen, you may need to go that route. You can buy many kinds of monitor wipes, pre-treated with appropriate cleaning solutions, and these are probably good to have just in case of a disaster. Check iKlear and RadTech for options.

Clean behind the screen

I had an iMac that went for service a few months ago, and when it returned, I thought it had a dead pixel. Looking closely, though, I realized that there was a bit of dust behind the screen; actually, between the display's plastic

Without regular cleaning, the inside of your Mac can get dusty and stop working properly.



cover and the actual display. To my surprise, it was easy to remove the front cover to clean this out.

Find a suction cup, at least a couple of inches wide. Press it onto the black bezel near the top of the display. (Don't worry if it covers the visible part of the display; you can clean off any marks it leaves later.) Pull gently, and you'll find that the plastic cover of the display comes right off; it's held onto your Mac or your display by magnets. (This is the case for Apple's current and recent iMacs and displays

that have black bezels around them.) Clean off the inside of this cover, with a soft cloth, and put it back in place starting from the bottom edge, then let the magnets do their work. You can watch a helpful video of this process here.)

While you don't need to be obsessive about cleaning your Mac, these simple tips can help you spruce it up regularly—that's an especially good idea if you have a laptop that you tote around wherever you go.

Keychain, Smeechain

by Kali, kali@smalldog.com

Keychain is the program that keeps your password(s) saved so that you're not prompted every time to input it into your computer. Whenever you access your email account with Mail or save a password with Safari, Keychain remembers it for next time.

Your Keychain can be tricky unless you understand these features:

1) You create an administrative password when you set up your Mac for the first time. You should either write it down in a safe place (in case you do need to recall it for some reason—trust me, you don't want to get locked out of

your computer after trying too many wrong ones), OR make it blank (most people don't need to password protect their Macs, anyway; it's just a feature that newer operating systems have to keep your data safe). Leaving your password blank is a great option (no fuss - just press the Return key when prompted).

2) If you ever change your password, your original keychain needs to be deleted.

If you did create a password when you set up your Mac, and for some reason have forgotten what it is, you will have to do a Password



Reset, using your original Restore Discs that came in the box (side note: Small Dog offers this service in our Retail Service Department because it's such a pain!). However, once you reset the password with your Restore CD, you're not done.

To work correctly, you then need to log back into your computer, go into your Utilities folder (found in the Applications folder), and open Keychain Access. From there, you must delete your original keychain with your username (not the System keychain).



2011 Mouse Tales Newsletter Articles Treasure Coast Macintosh Users Group

JANUARY

+ New Camera - import & organize

+ Mac App Store

- First look: Hulu Plus
- Don't Touch Your Mac During Software Updates
- Change Formats Easily
- iPod - Stop Syncing
- Make Everything on Your Screen Bigger
- Attachments in Mail
- Tech Tips For the Basic Computer User
- Speed Up OS X:
 - 79. Build websites faster
 - 80. iWeb inspector
 - 81. Multiple libraries
 - 82. Multiple edit in iTunes
 - 83. Batch Change
 - 84. Multiple send
 - 85. Quick iTunes import
 - 86. iPhoto events
 - 87. iPhoto full screen
 - 88. Create playlists from the library
 - 89. iTunes Visualizer
 - 90. Share your media
- Mac 411: Get over AppleWorks with new software
- Safari 5

FEBRUARY

+ Do You Facebook?

+ Apple's Secret

- Mark Weinberg: Turn off the startup sound
- Bob Jorritsma: WiFi
- iPad 101: Reverting to an older version
- 100 Tips and Tricks to Speed Up OS X
 - 91. Movie preferences • 92. iDVD slideshow
 - 93. Quick copy • 94. Get iTunes artwork
 - 95. Make a quick web page
 - 96. Back up solution • 97. Make a video message
 - 98. iMovie toggling • 99. Share music in home
 - 100. Back up in iTunes
- Open some old PICT files

- Mac 411: Some Quicken tricks for a Mac
- Bob Jorritsma: Norton Subscription Renewal
 - Magical Macintosh Key Sequences

MARCH

+ Preview Potpourri

+ Apple's New Announcements

- Bob Jorritsma: First experiences with new iPad 2
- Enable iPhone Push Gmail, Contacts & Calendars
- Hints for Photoshop bunnies
- Remotely Controlling Your Mac Via the Web
- Fonts you could make from your handwriting
- Keyboard Shortcuts and other Tips

APRIL

+ Text Edit

+ Keychain

- Smartphone pictures pose privacy risks
- Tom Stout: TextEdit
- Bob Jorritsma: Keychain
- Use iPad to Watch Free Educational Videos
- Mac OSX Keyboard Shortcuts You Don't Know
- Bob Jorritsma: Ghostery - Are we spied upon?

MAY

+ Mail Adventures

+ Sync or Swim MobileMe

- Sell That Old Smartphone
- Bob Jorritsma: Google's Gmail to filter addresses
- How to Change an AirPort Password
- Maximize Battery Life: iPad, iPhone, iPod Touch
- ALERT - MAC Defender: Bogus AntiVirus
- Ejecting External Drives in OS X
- Mac 411: Two Macs? Subscription Clones All

JUNE

+ Google Chrome

+ Planning for a New Mac

- Hulu Desktop
- Mark Weinberg: Your calendar is Fantastical
- Bob Jorritsma: File quarantine OS X10.5 & 10.6
- iPad Tips
- Help me customize my ringtone
- Websites to Make You Think
- FAQs About Apple ID
- Disable Facebook's Facial Recognition

JULY

+ Skype, FaceTime & iChat

+ New OS 10.7 Lion

- Mark Weinberg: A tale of two companies
- Quicken won't run on Lion: 10 Mac finance apps
- Getting Your Mac Apps on More Than One Mac
- How to force your Mac to update its malware

AUGUST + No Meeting

- Etiquette and the BCC field
- Mark Weinberg: Incase Origami Workstation
- Photo Editing Online, easy as pie
- Bob Jorritsma: Lion install repair & recovery
- I cannot delete my pictures from my iPad!
- Shortcuts — I'm talkin' shortcuts
- Migrating to a new Mac
- How older Mac programs can tame Lion

SEPTEMBER

+ TV and Mac

+ First Steps in iCloud

- Steve Jobs's Patents
- Apple's Steve Jobs: In his own words
- Bob Jorritsma: Resume
- Apple iCloud: What it is and What it Costs
- Tom Stout: Hulu • Apple TV • Netflix
- iPad Note Taking Apps And The Best Stylus
- Apple Magic Trackpad
- vPike Mobile Travel Website

OCTOBER

+ TV & Mac

+ New: iOS5, iPhone 4S & iCloud

- I cannot delete my pictures from my iPad!
- Bob Jorritsma: Should I upgrade my Mac?
- Where's My iDisk?
- MobileMe to iCloud Hot News
- Apple iCloud: What it is and What it Costs
- iPad 2 To the Rescue!
- AirDrop and Drop Copy
- Wireless Printing on an iPad

NOVEMBER

+ QuickTime

+ Safari Reader

- How to secure your e-mail under Mac OS X and iOS 5 with S/MIME
- All about iCloud: Common signup scenarios
- Introducing Macworld's "100 Things" e-book
- Tom Stout: QuickTime 7.6.6 or 10

DECEMBER

+ Head in the iClouds

+ My U-verse

- Do not enter those passwords!
- How To Share iTunes
- How to configure iCloud if you share an Apple ID
- Installing Lion
- Free WiFi in Martin County
- Getting Used to the New Mail Windows
- The Beatles Yellow Submarine



Special Thanks to our TCMUG Board for their dedicated **Team Spirit**.

The year they started on the Board is noted in **red**.

TCMUG Board of Directors

Chris Kilbride - President & Newsletter Editor **1988**

Mark Weinberg - Vice President & Columnist **2000**

Kathy Finnerty - Secretary **2000**

Dorothy Wharton - Treasurer **1998**

Anita Farrell - Hospitality **2005**

Bill Farrell - Videographer **2000**

Moe Goldy - Hospitality **2005**

Jacques Hein - Membership **2000**

Bob Jorritsma - Technical Advisor

& Apple Ambassador **2004**

Dick Lewis - Photo/Graphics **2004**

Guy Reer - Hospitality **2007**

Dave Sochrin - P.Bch. Liason **2010**

Tom Stout - At Large **2004**

Fred Ulbrich - Hospitality **1997**

Carol Vertesch - Beginners **2004**

Always welcoming new volunteers and instructors to our Board!

Library System offers downloadable music from website

Martin County Library System has a new database called **Free-gal (for Free and Legal music)** which offers access to songs from Sony Music's extensive catalog of legendary artists. The service will allow the Library System to increase the size and diversity of its music collection by offering access to hundreds of thousands of songs. Registered card holders of the Martin County Library System can download three Sony Music tracks in the MP3 format each week for free from the Freegal database.

The Library Foundation of Martin County will underwrite the purchase of the music. The Freegal database can be accessed on the Martin County Library System website at <http://www.library.martin.fl.us> by clicking on the "Research" link.



How Freegal Music Works

Library users have a weekly download limit of three songs. You will be able to keep track of your downloads in the upper right corner of the site. Every song has a sample clip you can listen to before you download.

The library has an overall weekly limit, too. If the library runs out of downloads for the week, you can go to "My Wishlist" in the upper right corner and queue up for future music.

The downloads on this site are all in the MP3 format with no DRM. This service will work with any MP3 player, including iPod, and can be loaded into iTunes. It works on both PCs and Macs.

Be sure to check out the browsing areas, especially Artists A to Z (bottom of page) and the genre lists (menu bar). Click on see all genres to view dozens of categories.

To learn more about the Martin County Library System visit the library website, pick up a Library Connection at any Martin County library or call (772) 221-1403.



2012 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 • Special Interest Groups* and more! Membership is just \$30 a year per family - getting your colorful newsletter by e-mail.

\$30 Yearly Dues

Check payable to: TCMUG (or Treasure Coast Macintosh Users Group)
Mail to: 1819 SW Willowbend Lane • Palm City FL 34990

Name _____
 Address _____ Apt. _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email address _____
 Birthday (ex. Sep.24) His _____ Hers _____ Retired? ___
 ___ Beginner ___ Intermediate ___ Advanced ___ Consultant
 Computer model(s) _____
 Most used programs _____
 ___ iPhoto ___ Keynote ___ Pages ___ Numbers ___ iWeb
 ___ Photoshop ___ Quicken ___ Skype ___ Appleworks
 ___ GarageBand ___ Filemaker ___ InDesign ___ MS Office

Check what items you use:

<input type="checkbox"/> iPhone	<input type="checkbox"/> MobileMe acct.
<input type="checkbox"/> iPad	<input type="checkbox"/> Scanner
<input type="checkbox"/> iPod	<input type="checkbox"/> Airport/wireless
<input type="checkbox"/> iMovie	<input type="checkbox"/> Pages (layouts)
<input type="checkbox"/> iChat	<input type="checkbox"/> Keynote (slides)
<input type="checkbox"/> iDVD	<input type="checkbox"/> Numbers (data)
<input type="checkbox"/> iTunes	<input type="checkbox"/> Laptop
<input type="checkbox"/> iWeb	<input type="checkbox"/> Dual Core
<input type="checkbox"/> OS X ___ OS 9	<input type="checkbox"/> G5 ___ G4 ___ G3
<input type="checkbox"/> Digital Camera	<input type="checkbox"/> 2+ computers

Officers

President & Newsletter • Chris Kilbride
283-5646 chris@tcmug.net

Vice President & Publicity • Mark Weinberg
465-4890 mark@tcmug.net

Treasurer • Dorothy Wharton
220-9433 dorothy@tcmug.net

Secretary • Kathy Finnerty
220-8691 kathy@tcmug.net

Beginners SIG • Carol Vertesch
283-0843 carol@tcmug.net

Hospitality • Fred Ulbrich
220-1303 fred@tcmug.net

- Anita Farrell (after 12pm)
370-7167 anita@tcmug.net
- Moe Goldy
340-0652 moe@tcmug.net
- Guy Reer guy@tcmug.net

Membership • Jacques Hein
288-2532 jacques@tcmug.net

Photos & Graphics • Richard Lewis
287-4948 dick@tcmug.net

Technical Advisor (Apple) • Bob Jorritsma
398-0748 bob@tcmug.net

Video Production • Bill Farrell (after 12pm)
370-6407 bill@tcmug.net
924-1084 (MagicJack)

Member At Large • Tom Stout
288-3737 tom@tcmug.net

Palm Beach Liaison • Dave Sochrin
dave@tcmug.net

Helpline

Circus Ponies Notebook • Mark Weinberg
465-4890 mark@tcmug.net

Comcast • Bill Farrell - after 12PM
370-6407 bill@tcmug.net

DropBox • Bill Farrell - after 12PM
370-6407 bill@tcmug.net

FileMaker • Chris Kilbride
283-5646 chris@tcmug.net

iDVD • Bob Jorritsma
398-0748 bob@tcmug.net

iMovie • Bill Farrell - after 12PM
370-6407 bill@tcmug.net

InDesign • Chris Kilbride
283-5646 chris@tcmug.net

Internet • Bob Jorritsma
398-0748 bob@tcmug.net

MagicJack • Bill Farrell - after 12PM
370-6407 bill@tcmug.net
924-1084 (MagicJack)

OS X & Mac • Bob Jorritsma
398-0748 bob@tcmug.net

Photos & Graphics • Dick Lewis
287-4948 dick@tcmug.net

TurboTax • Norm Argus (after 12PM)
561-968-0554 nargus@bellsouth.net

Websites • Bob Jorritsma
398-0748 bob@tcmug.net

- Tom Stout
288-3737 tom@tcmug.net

2012 CALENDAR

Jan. 19 • Feb. 16
March 15 • April 19
May 17 • June 14*
July 19 • August 16
Sept. 20 • Oct. 18
Nov. 15 • Dec. 20
**Library needed the room during
our usual 3rd Thursday*

• **MONTHLY VIDEOS** •
[http://www.youtube.com/user/
tcmug](http://www.youtube.com/user/tcmug)

BOARD OF DIRECTORS
January 27 @ Chris' office

A variety of programs for Beginners to
Advanced Mac enthusiasts.

MEETING INFO (772) 283-5646

<http://www.tcmug.net>

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

MAILING ADDRESS

Treasure Coast Macintosh
Users Group (TCMUG)
1819 SW Willowbend Lane
Palm City FL 34990

MEETING LOCATION

Morgade Library • Stuart

<http://www.tcmug.net/downloads/MorgadeMap309.pdf>

5851 S. E. Community Dr. • (772) 288-5702

US. 1 go west on Salerno Rd.

Between Indian River State College and Martin Memorial South Hospital.



West Palm Beach Apple Store - Gardens Mall:

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

West Palm Beach Apple Store - Wellington Green:

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

Find Out How:

<http://www.apple.com/findouthow/mac/>