MEETING
Thursday, April 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. "Backups"

Bob Jorritsma will be discussing: What do we need to back up? How do we do it? We'll cover backing up to iCloud, using "Time Machine," making a "clone," and Internet backups.

7:00 P.M. "How to Search"

Mark Weinberg will cover what to search for, where to search, and how to find what you're looking for on the Internet.

Top 10 Things To Backup

1) Pictures
2) The Entire Operating System
3) Partition Tables
4) Computer Registry
5) Boot Files
6) Most Important Drivers and Software Installation Files, Product Keys
7) Email, Attachments, and Contacts
8) Documents, Databases, Working Files, Accounting Data Files
9) Saved Game Data
10) Bookmarks and Favorites

IN THIS ISSUE -

- Top 10 Things To Backup
- Load Up Your iPad with a Massive Library of Over 38,000 Free eBooks
- Safari tricks for iPad and iPhone enhance your web experience
- 10 Indispensible iPad 2 Tips and Tricks
- iOS: How to back up
- Deleting Your Personal Information

Load Up Your iPad with a Massive Library of Over 38,000 Free eBooks

Paul Horowitz OSXDaily

The iPad is a great device to read on, and if your digital library is feeling a little bare then you've come to the right place. We've found some of the best places to get free ebooks, ready to be downloaded and opened with iBooks on your shiny new iPad (or iPhone, iPod, Kindle, Nook, or Android, for that matter).

• Project Gutenberg Top 100 – http://www.gutenberg.org/browse/scores/top

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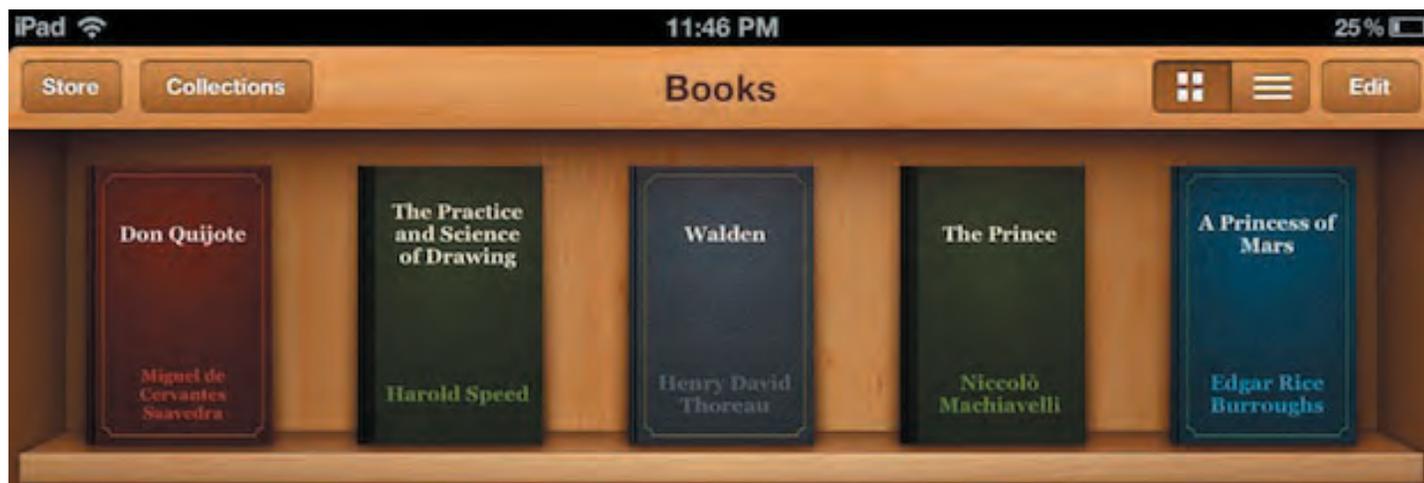
• SneeKidsBooks – http://www.snee.com/epubkidsbooks/

A handful of childrens picture books like the Three Bears and Little Bo-peep

If you download the books onto a Mac or PC, emailing them to an iPad or iPhone is generally the easiest way to transfer them over quickly without syncing. From there they can be directly imported into iBooks or the Kindle app. View this helpful article:

http://osxdaily.com/2012/03/25/transfer-mobi-epub-ebook-files-to-ipad/

iBooks offers a large amount of high quality books as well. Tap Browse, tap "Free" tab to see.

MARK'S CORNER

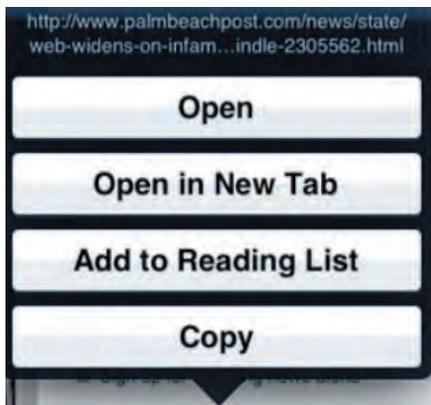*By Mark Weinberg, Vice President • Treasure Coast Macintosh Users Group*

Safari tricks for iPad and iPhone enhance your web experience

The built-in Safari web browser for the iPad and iPhone does a beautiful job of displaying Internet pages. It also has a number of easy-to-use features to help you enjoy browsing the web and keeping track of the web pages you visit.

Bob Jorritsma has covered these features in a recent presentation to the Treasure Coast Macintosh Users Group. I'll review some of the handiest ones. You can print this article and use it for a "cheat sheet."

When you **find a link** to a web page you want to visit, you can tap the link to visit that page. But if you tap and hold your finger down on the link for a moment, a handy list appears

You can open the page, open it in a new tab (so you can get back to the page you were on when you started), add the page to your Safari Reading List (more on that in a moment) or copy the link to paste into a document or e-mail message.

The built-in **Reading List** lets you store web pages to read them later. To save a web page in your Reading List, tap the Bookmarks icon at the top of the browser window. It looks like a book opened to a page (for you to add a bookmark; get it?), then tap the "+" sign to the right of the words "Reading List."
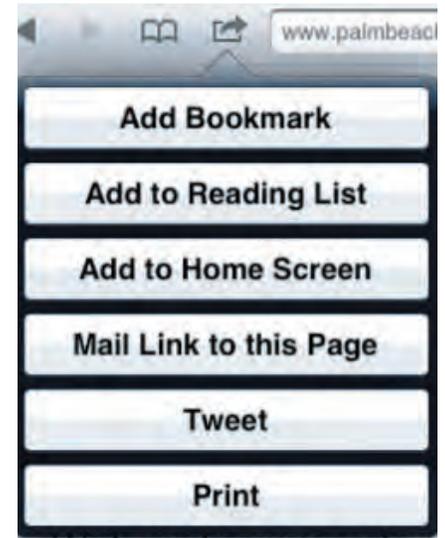

To **delete a page** from your Reading List, swipe your finger from left to right across the name of the page. You'll see a red "Delete" window. Tap it, and you've deleted the page from your Reading List.

If you tap the **"Share"** icon to the right of the Bookmarks icon (a little rectangle with an arrow pointing out from it), you have a handy set of choices.

You can bookmark the page, add it to your Reading List, add

it to your device's Home screen as an icon you can tap to open the web page, mail a link to the page, "Tweet" the page (if you have a Twitter account configured in your device's "Settings") or print the page to your printer.
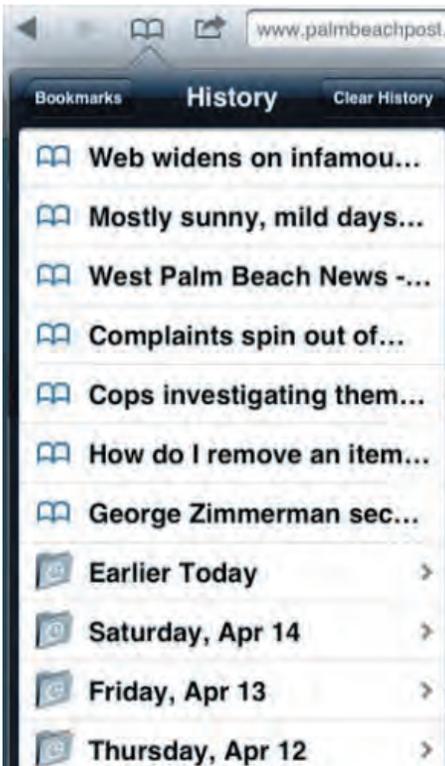
Another feature is the **Bookmarks Bar** which is visible toward the top of any browser window. You can use it for quick access to websites you visit frequently. To add a web page, tap the Bookmark icon and navigate to the Bookmarks Bar. You can name the web page with a couple of words to shorten the title and save space on your Bookmarks Bar.
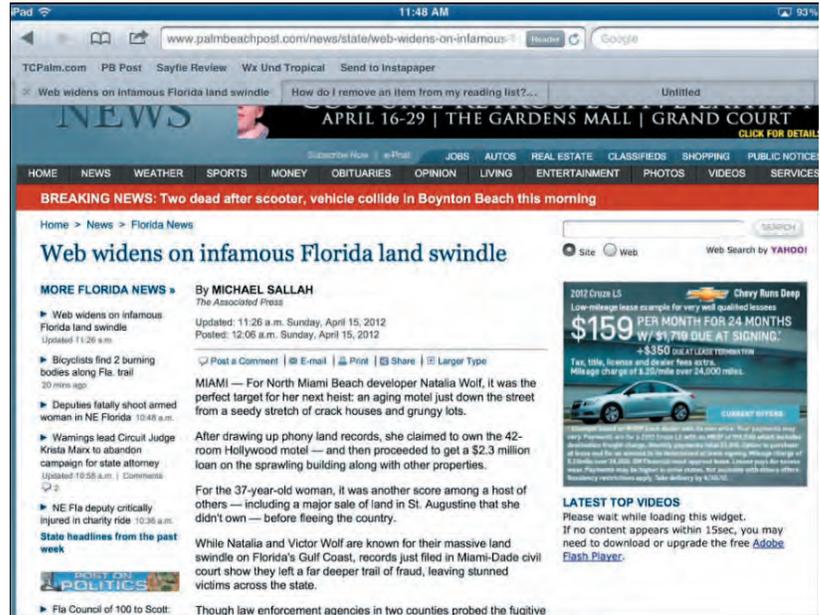
Another handy feature is the **History folder** that keeps track of the webpages you visit.
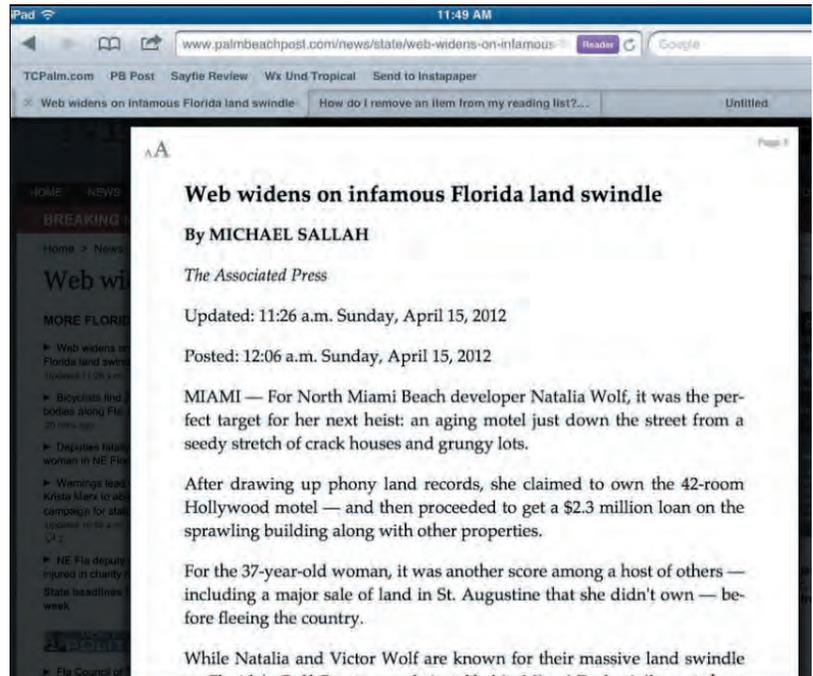

Tap the Bookmarks icon, then tap the History folder and you have several choices to help you find the webpages you have visited today, the day before or earlier.

One more feature that you can find in Safari on your Mac, iPad or iPhone is called **"Reader."** That's the little "Reader" box just to the right of the address of the web page you are visiting. Have a look at a web page displayed without Reader. and notice the clutter of links, ads and other distractions.

Now, tap "Reader" and you have a full screen view of a story you can read with no clutter.

A little practice with these features will make them second nature in short order, and using these features will make your web browsing more convenient.

I created the illustrations using the "Reflection" app for the Mac which lets me display my iPad's screen on my Mac. I took the screenshots using "Snapz Pro X" which gives me easy access to all kinds of features for making the screenshots look good. ■

10 Indispensible iPad 2 Tips And Tricks

By Shane tcgeeks.com

If you are a new iPad or iPad 2 user and you want to learn some great tips and tricks to get the most out of your iPad and impress others then here are ten indespensible iPad 2 tips and tricks to get you started.
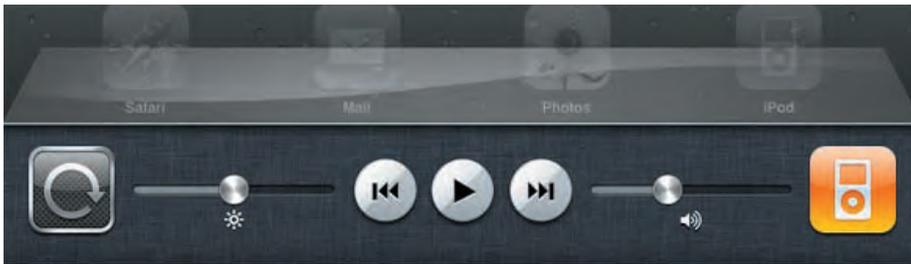
Top 10 iPad Tips And Tricks
A while back we wrote about 30 iPad tips and tricks. A lot of those are still great ones to know but since the introduction of iOS 4.2, there are some even better iPad tips that you might want to learn and use. Once you learn these iPad tips, you can impress others with your in-depth knowledge of the iPad.

1. Tapping and Hold Virtual Keys (see graphic below)

Holding down on certain virtual keys will display a popover that lets you choose some additional options. Press and hold a vowel, for example, and a popover will display that lets you select special characters. Even some of the consonants, like the C, S, and N will display special characters when you hold down on them.

Additionally, hold down on certain punctuation marks and you will get a popover with some extra helpful options. It's best to try them all out to get a feel for your options.

2. The Comma Key

Well, we all know that the iPad's virtual keyboard is not as convenient as a real one but here is something you may not have even known about the keyboard. Swipe up quickly on the "comma" key and it will insert an apostrophe. Swiping up on the period key inserts a quotation mark. It's not a tap...just a quick swipe.

3. Auto-correction

If you are using the on-screen keyboard, this is a great iPad 2 tip to know about. You will become a virtual typing pro in no time by putting some faith in the auto-correction algorithm. Don't be tempted to look and correct everything you type because the faster you allow yourself to type, the better the the algorithm will become and it will soon learn the words you actually meant to type.

tip: after you are done typing, check to see how close it came and if it's an important email, definitely check before tapping "send".

4. Common Keyboard Shortcuts

Here is another great iPad 2 tip. If you connect your iPad to the Apple Bluetooth keyboard or the Apple iPad Keyboard Dock you can actually use some of the same keyboard shortcuts that you are used to using on your Mac. Here are some great keyboard shortcuts you can use:

• Command-C, X, and V for Copy, Cut and Paste
• Command-Shift-Arrow key-based text selection
• Option-key shortcuts for typing diacritical characters
• Command-Z and Shift-Command-Z for Undo and Redo
• Control-A, Control-E, and Control-K

5. Avoiding Application Exits

Ever pressed the home button by mistake in an app and had it close out on you? Instead of letting the app close, finding its icon and then relaunching it, you can tell your iPad that you did not want to shut that app down. Here's how: don't let go of the Home button. That's it. If you keep holding down the Home button without letting go it is essentially telling the iPad that you really didn't want to close down that app.

6. Closing Background Apps

Here is a great iPad 2 tip you definitely want to know about. There may be times when you want to close apps that are still running in the background. Even after you close an app, it may still be running in the background (multitasking) and this really isn't an issue but sometimes apps get weird and you might want to close it out completely. In fact, some chew up data and resources while running so that's another reason you may want to completely close them out.

To force an app to close completely, double-tap the Home button to bring up the multitasking bar, then press and hold on any one of the apps you see until them start dancing around. Now tap the red circle on the running apps in your multitasking bar that you 'd like to quit.

iOS: How to back up

iCloud and iTunes can back up most data on your iPhone, iPad, or iPod touch.

Backed-up information includes purchased music, TV shows, apps, and books*****; photos and video in the Camera Roll; device settings (for example, Phone Favorites, Wallpaper, and Mail, Contacts, Calendar accounts); app data; Home screen and app organization; Messages (iMessage, SMS, and MMS), ringtones, and more. Media files synced from your computer aren't backed up, but can be restored by syncing with iTunes.

* Backup of purchased music is not available in all countries. Backup of purchased TV shows occurs only in the United States. Previous purchases may not be restored if they are no longer in the iTunes Store, App Store, or iBookstore.

iCloud automatically backs up the most important data on your iOS 5 device. After you have enabled Backup on your iPhone, iPad, or iPod touch in **Settings** > **iCloud** > **Backup & Storage**, it will run on a daily basis as long as your device is:

- Connected to the Internet over Wi-Fi
- Connected to a power source
- Screen locked

You can also back up **manually** whenever your device is connected to the Internet over Wi-Fi by choosing Back Up Now from **Settings** > **iCloud** > **Storage & Backup**. *~ apple.com*

7. Hidden Music Playback Controls (see graphic above)

Here is a great little tip that brings us back to that multitasking bar. To find the music controls, just double-tap the Home button, then swipe to the left and you will finally see the music controls. Coincidentally, you will also see this is where the screen orientation lock and brightness controls are.

8. Smarter Search

Double-tap that Home button again, or swipe to the left of your home screen. This gets you into Spotlight search (the same one you use on your Mac). This is a great way to launch apps, find emails, or look up contacts. Did you know that you can also tell Spotlight what you want to look for? You can rearrange the search order to have it not even look at certain things like your contacts or email.

To set your search preferences, just tap on Settings, tap General, and then tap the Spotlight Search.

9. Put More Apps On Your Dock

Another great iPad 2 tip. The app dock has 4 apps by default but did you know you can have 6? You sure can. All you have to do is hold down on any of your apps on the home screen (or any of your screens) until they are dancing around. Then just drag an app to your dock and it will stay right there.

10. Launch Apps Quickly

Here we are with the last iPad 2 tip. By now you are a guru and it's time to show off your new iPad skills. Before you do that, here's one more for the road. If you have a lot of apps (eventually you will), and a lot of pages of them then you might want to launch one quickly instead of swiping through screen after screen.

As luck would have it, you can use Spotlight (from tip #8) to help you launch apps a lot quicker. Tap the Home button to get to your first home screen, and then either tap it again or swipe to reveal the Spotlight. Now, start typing the first few letters of the App's name and then tap the result to launch it. The best part is that as you use this, Spotlight will remember your frequently used apps and thus they are right there for you just a tap away.

TCMUG Tech Tips

with Bob Jorritsma
bob@tcmug.net

Deleting Your Personal Information

*There are 2 ways to prepare your Mac to be **sold or given away.** They each have their advantages.*

If you really want the Mac's hard drive 100% clean, you use the original disks or another installer you bought as an upgrade.

You insert the installer disk and restart, holding the "**c**" key. The Mac will start the installer and you choose "**Erase and Install**". After this, the Mac will be as when it came from Apple, no data or programs, just what Apple supplied. This is the safest way.

The **second best way** is only a good idea if you give your Mac to people you trust since it will not do a 100% erase and re-install, but **all your Applications and the System remain intact**, **only your home directory is deleted.**

Go to the **System Preferences** and click on **Accounts**. Make a new account with administrative access and give it the name of the new owner or just "Mac User" or something like that. I suggest you give it **no password** for now so the new owner can put in their own.

Once done, go to the Apple menu and choose to "**Log Out**". Now on the next screen, click on the new account and log in. This will be a new account without data.

Now go back to **System Preferences** and **Accounts** and **select your old account**. At the bottom left side of the account box, you'll see a "+ and a —" and you will need to click on the "—" then choose to delete everything of that account.

This may take a long time but afterwards your account with all its data has been erased and the Mac is ready for its new owner.

I hope this helps!
Bob

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*A variety of programs for Beginners to
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*Dues may be paid in person (cash or
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Between Indian River State College and Martin Memorial South Hospital.

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