

KeyMac Journal

Volume 10, Number 1

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PRESIDENT'S MESSAGE

This is my first message to you, and I am a bit bashful about it, following years of past president Mike Wall writing to you – I have only been in South Carolina nine months, so, what do I know? Well, according to the locals, not much. But, that aside...

Your KeyMac organization is alive and well, witness the great job that our folks have done recently getting KeyMac publicity and pictures everywhere, from the Scuttlebutt to the Anderson newspaper.

Our stage is getting bigger by the day. Apple CEO Steve Job's keynote speech at last week's MacWorld in San Francisco highlighted a record Holiday Quarter, with \$5.7 billion in total Apple sales in the three months, a new record, and, the 135 retail Apple stores had 26 million visitors in the same period.

iTunes Music Store has sold 850 million songs, and folks like us download 3 million of them every day. Do you believe that there are now 42 million iPods out there?

All these things bring a stronger Apple to you, one that will continue to provide the very best products, service and support. Apple, on April 1, 2006, will mark its 30th anniversary—30 years of making the best personal computers in the world.

Steve also announced the first new Intel-powered Mac, an iMac, is shipping now. The new Intel-powered MacBook Pro laptop is shipping in February. The iMac runs two to three times faster than the current one, and it is the same price. The laptop is four to five times faster.

And, there is a new iLife '06, much improved from '05, and now including iWeb, an easy to use web page builder. iPhoto now has a feature called Photocasting—if you tell your kids to subscribe to your iPhoto album, every time you add a new photo to that album, they will get a notice and the photo will appear in their computer—and they don't even have to have a Mac.

All great stuff. We will be taking orders at the meeting for the new version of iLife—a five-computer license is only \$99—at \$20, it is a bargain. We hope to see you there.

Gene Madill



MONTHLY PROGRAMS

January 17: Jack Leitch will present the program on the use of TurboTax.. A Question & Answer period will follow Jack's presentation.

February 21 Bobby Morrison will be back with all the news from MacWorld. "Once again we have proven why we are the the best and why everyone else just imitates." His enthusiasm for Mac products may be very contagious.

WELCOME NEW BOARD MEMBERS

At the Annual Meeting of the KeyMac Club new officers were elected. Gene Madill will be the new Co-President with Bob Beaupre. Drake Hawkins will continue as Vice-President. We welcome Margret Nordquist as Co-Secretary with Joan Englehart. Arlene Stanicek will serve as Treasurer. Gladys Calhoun and Joan will continue as Co-editors of the *Journal*. Joanne Hawkins and Joyce Ostrowski have volunteered again to be hostesses. A big THANK YOU to Mike Wall, President and to Al Kisbaugh, Secretary for the wonderful work you have done to keep the Club a vital organization. All the members really have appreciated your leadership. Thank you to all the new officers for volunteering your time. □

MASTHEAD

Published by the KeyMac Computer Club

- Co-President.....Bob Beaupre
spyglass25@mindspring.com
- Co-President.....Gene Madill
madillg@bellsouth.net
- V.President.....Drake Hawkins
drakhawk@earthlink.net
- Co-Secretary.....Joan Englehart
joaneng@bellsouth.net
- Co-Secretary.....Margret Nordquist
margret061836@bellsouth.net
- Treasurer.....Arlene Stanicek
astan01@bellsouth.net
- Co-Editor.....Gladys Calhoun
gladyscalhoun@earthlink.net
- Co-Editor.....Joan Englehart
joaneng@bellsouth.net

TREASURER'S REPORT

Balance November 30, 2005	\$1231.54
Interest	.51
Balance December 30, 2005	\$1232.05
Interest	.51
Balance January 7, 2006	\$1232.56

Annual Dues

A reminder that our annual dues are now payable. The dues are \$15, for an individual or couple. Please mail your check, payable to KeyMac Club, to Arlene Stanicek, 13 Windlass Ct., Salem, SC 29676. Or you may pay Arlene at the meeting. □



Attention OS X Users Who Have Not Upgraded to Tiger:

The following column may apply to all OS X versions of the operating system.



TAME THAT TIGER

**USE MAIL'S SMARTS
(Part 2 of a 2-part Series)**

Forwarding and Replying to an Email

If you are just starting to work with the Mail application, it's perfectly reasonable that you might not be familiar with how to forward or reply to an email. Here's how:

Forwarding Email Manually

1. Open Mail and select a message.
2. Choose Message > Forward, or click the Forward button in the toolbar.
3. Type the address you want to send the message to in the To field, add your comments, and click Send.

If you want to forward only a portion of an email, select that portion before choosing Message > Forward or clicking the Forward button in the toolbar.

Let's say you want to forward two paragraphs out of a four-paragraph email and they are the first and fourth paragraphs. It's easiest to select all four paragraphs, click Forward, then delete the unwanted two paragraphs in the new email message before you sent it..

Please remember to delete all extraneous information from the message before forwarding it, most importantly the email addresses of other recipients of the original email.

You can also set Mail to automatically include just selected text or all of the original message when you forward an email message. It works well to have it include all of the original message because all you have to do is click Forward and then delete whatever you do not want to forward.

To set your Mail Preferences to do this, choose Mail > Preferences and click Composing. You should see three main sections: Composing, Addressing, and Responding. Under Responding, select the "Quote the text of the original message" checkbox. It is helpful to also select "Increase quote level," as it will visibly indicate what you're forwarding with a straight line to the left of the text and the text will be in a different color. You can also choose to "Include all of the original message" or "include selected text if any, otherwise include all."

When you have a new mail message open, with your forwarded text, and you want to add a comment, decide whether you want to add a comment before or after the forwarded information. You probably will prefer to put comments before it. Why? If the comment isn't before the forwarded message, it's very easy for the recipient to assume all he/she is getting is the forwarded message and not look further down the email.

Forwarding Email Automatically

You can create a rule that makes Mail automatically forward incoming messages. You can have Mail add new text to the message before it is sent. Why would you want to do this? For example, Cousin Joe sends you emails on a regular basis chatting about family, and you want to forward them on to Cousin Paul, who is not on Cousin Joe's mailing list for no particular reason. To do this:

1. Choose Mail > Preferences and click Rules.
2. Click Add Rule and type a descriptive name for the rule.
3. Set the conditions necessary for the rule to apply to a message.
4. Choose Forward Message from the "Perform the following actions" pop-up menu.
5. Enter the forwarding email address.
6. Click Message and enter the text for your forwarded message. Mail will include the text you enter, along with the full text of the original message, in the message that is sent.

After a rule has processed a message, the message's status icon changes to a gray straight arrow, showing that the message was forwarded.

Forwarding Several Messages

If you want to forward several messages, you can combine them into one new message instead of sending them individually.

1. Select the messages you want to forward in the message list and click Forward in the toolbar. You don't have to open the messages. If you want to send an entire thread, choose View > Organize by Thread and select the thread you want to send (for use with OS 10.3 or higher).
2. Enter an address in the To field, and type any text that you want to appear before the messages. Click Send.

If you have already started a message and want to append some messages, select the messages in the message list and choose Edit > Append Selected Messages, or click Append in the toolbar. Then send your message.

The messages you selected are inserted at the end of the current message, in the order in which they appear in the message list. The recipient sees your name in the From column and the date you forwarded the messages in the Date Received or Date Sent column.

Replying to Email

After reading an email, you can send an email reply to the sender only, or to the sender and all other recipients.

To reply only to the sender: Select the message and choose Message > Reply, or click the Reply button in the toolbar. Add your comments, and click Send.

To reply to the sender and everyone who received the email: Choose Message > Reply All or click the Reply All icon in the toolbar. If you choose Reply, and then change your mind and want to reply to all, you can use the Reply All command even after starting your reply.

By default, a copy of the original message is automatically copied (or "quoted") in your reply message. To stop automatic quoting, deselect the "Quote the text of the original message" checkbox in the Composing pane of Mail Preferences.

A curved arrow appears in the Status column next to messages you reply to. To review your reply, click the curved arrow. A copy of the message you sent appears.

Sending a Blind Carbon Copy

The following paragraph appeared in the April, 2005 KeyMac Journal, but it merits repeating here:

Sometimes you may want to copy someone on a message without other recipients knowing. If using OS 10.3 or higher, choose Bcc Header from the View menu, or press Command-Option-B to expose the Bcc field. (If using OS 10.2.8, choose Bcc Header from the Edit menu, or press Shift-Option-B to expose the Bcc field.) Any addresses you put in this field will not be shown to those to whom the message is addressed or copied. You can also use this feature to send an e-mail to a long list of recipients (so you won't be sharing e-mail addresses with everyone). Just address the e-mail to yourself and put all the other addresses in the Bcc field. □

Where to Go for Help

Tech Tails, Small Dog Electronics Newsletter

Here's a list of our favorite web sites that we use when we need answers to tech problems:

Apple's Support is a great place to start, especially if you are trying to solve possible software issues. Apple has discussions for just about every piece of software and hardware that they make. This is where you should check before you install new software to see if anyone has posted about problems they encountered. There is a separate support section for Tiger, links to manuals, and a searchable tech library.

<http://www.apple.com/support/>

MacFixIt is our next stop when we're trying to solve a problem. Some information is only available to subscribers (there is a fee). A search here will at least give you an idea if the problem has been talked about.

<http://www.macfixit.com/>

Mac OS X Hints might not solve serious problems for you, but it will help answer nagging questions about the best way to do things.

<http://www.macfixit.com/>

MacIntouch and Tidbits are also good resources to see if the web is chattering about problems.

<http://www.macintouch.com>

<http://www.tidbits.com>

MacForum Index is a very active collection of forums that are Macintosh only.

<http://www.mymac.ws/> □

✓ it Out

My Mac Cheat Sheet

There are often times when we need information e.g. passwords, dial up numbers, email addresses, etc. Now you can download a **Mac Cheat Sheet** and have all that information at your fingertips. If you would go to:

<http://www.apple.com/support/mac101/cheatsheet/>

You can then download and print the form that allows you to keep all this information on one sheet. This would be helpful whenever you have a problem or a "senior moment". It is suggested that you store this document in a safe and secure place, away from prying eyes. □

SHORTCUT?

Did you realize that if you are using Tiger that you can access the Widgets by using the F12 key? □

NEWS

Looks like the BlackBerry will now work with a Mac.

Research in Motion (RIM) and Information Appliance Associates (IAA) today (1/13/06) announced a licensing agreement whereby RIM will offer PocketMac for BlackBerry to Mac users. PocketMac for BlackBerry is a desktop application that enables Mac users to synchronize data between their BlackBerry devices and Macintosh applications including OS X Tiger applications and Microsoft Entourage. PocketMac for BlackBerry synchronizes the email, contacts, calendar, tasks and notes of Microsoft Entourage, OS X's Address Book and iCal, Now Contact and Now Up-to-Date, DayLite, and Stickies, among other applications. It is expected to be available as a free download from BlackBerry beginning in February. □