



## SIERRA MACINTOSH USERS GROUP JULY 2010

<http://www.goldrush.com/~smug/Home.html>

"Founded for the purpose of increasing the knowledge of Macintosh users in the use of their computers and software"

Founded March 15th, 1995

**Meeting:  
Tuesday, July 13th**

**Arnold Firehouse  
EPFD Station 1 on Blagen Road in Arnold  
7 pm**

The street address is 1037 Blagen Road in Arnold. It is between the Post Office and the Library on Blagen. To reach it you come up (or down) Hwy #4 into Arnold. When you reach the Chevron Station on the left hand side (coming up), you make a gentle left turn onto Blagen Road, which will take you past Ace Hardware and the Post Office. The Station is on the left hand side and is the big building full of Fire Engines if they are not out on a call. To park, drive to the right hand side of the building and into the parking area in the back. If all the spaces are full in the black top area use the gravel area to the right after you pass by the building. The building we use is in the back, with an entrance with a door--it's a classroom.

## **Our meeting feature—**

Brian Thomas, technology specialist and trainer for the Calaveras County Office of Education, will conduct a tour of Google Docs, a **free**, web-based word processor, spreadsheet, presentation, forms, and data storage service. (Wow! Ye ed.) He will demonstrate how to create and collaborate using these capabilities.

As always, your questions and problems can range far from Google Docs, and will be welcome, and, hopefully answered or resolved.

(Thanks, Bob Reagan)

## **An Opportunity—offered again**

With Bruce and Gay now moved to Lincoln, and with the fact of life that our help desk has helpers who have been volunteers for YEARS, it's time for us to ask among ourselves, can we (I, you) choose to volunteer to be responders for the many members of our users group who really need our advice and help? Let's build up our resource!

Can you be such a person? The calls are sporadic and yet urgently needed. If you have—very often from experience—a comfortable understanding about our Mac software apps, hardware configurations, internet, or interconnection issues; if you have found out what's not in the help files or manuals; and if you are just naturally a detective and problem solver, PLEASE consider joining our help team! Perhaps you understand the major apps such as Office, iPhoto, Safari, Mail, Firefox or other packages others use. We need your understanding when we want to expand our power over the Mac genie, or kick it back to life when it's clogged.

Please consider joining a very nice, very patient team!

As an alternative, each of us may be skilled and experienced in using and trouble-shooting a particular application: for example, you may have survived pitfalls and dead ends in Excel, Word, iChat, or another popular application that we all wish would not trip us up. Could you be a resource in the form of answering a telephone call from someone in trouble within an application—trouble you resolved long ago? Let's talk about this.

## **TIPS**

Here are some tips gleaned from Macworld July 2010. (The material is copyrighted, and so we require that you not reprint, republish or forward Macworld tips to anyone not a member of SMUG.)

**Really removing trash:** First, remember that when you put stuff in Trash, it's still in there until you empty it. You can chose and click Empty Trash from the Finder menu (or click and hold on the Dock's Trash icon and select Empty Trash from the menu that appears.

There is another trash repository kept by iPhoto. Deleted images (pictures, movies) go into iPhoto's Trash (Look on the sidebar). Control-click on Trash and choose Empty Trash.

**Reducing some duplicates.** In *Address Book* choose Card>Look for Duplicates. Address Book will compile a list of duplicate cards and entries. Click Merge and the information from duplicate cards will be merged onto a single card.

**Pokey Desktop.** If the Finder has become pokey and you have lots of items on your desktop, be aware that items on the desktop are windows, not just files or folders. Reduce the clutter on your desktop (filing away subordinate files into folders, for example) and you will probably see improved Finder response.

## YOUR OFFICERS

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