

# Mouse Times

*An announcement from SBMUG President Bob deLaurentis:*  
I'm pleased (oh, am I pleased) to announce that Michael Guinn has volunteered to coordinate the nominees for next year's SBMUG board. As nomination chair, he will be seeking to determine the desire of existing board members to continue serving on the board, and casting about a net for additional members willing to help continue SBMUG's success.



## You need Help

*[Note: Some of this text is lifted directly from the Help pages on your Mac. —Ed.]*

You use Help Viewer to look at an application's help files. These files might include information, charts, instructions, or other helpful materials. To find answers to your questions about Mac OS X, choose Mac Help from the Finder's Help menu. When you're connected to the Internet, Help Viewer automatically displays the latest information available. For example, my PowerBook has never seen a mighty mouse, but the Help Viewer already knows about it.

Novice Mac Users (you know who you are) should open the Help Viewer from the Finder's Help menu, and click on the link listed under "Discovering your Mac." Choose the first link on the page to explore the excellent tutorials about windows, menus, the Dock, buttons, icons, and everything that makes up OS X.

To search, type a few words in the search field, then press Return. You can press Option-Command-F to jump to the search field anytime.

You can choose whether to search just the help you have open or all available help, by clicking the magnifying glass icon in the search field.

Searches may also retrieve topics from a product support site on the Internet (if one is provided). To turn this feature on or off, choose "Include Product Support Searches" from the Help Viewer menu.

When the search is complete, select a topic in the results list and click Show. If you want to see a brief summary of a topic, rest the pointer over the title for a moment until the summary appears.

If a search doesn't return results you expected, try using a different word or more than one word when you search.

You can click links to browse through help pages or topic lists. Some applications may include special pages (such as What's New) or an index that make investigating easier.

To see a previous help topic, click the Back button. To return, click the Forward button.

To see a list of recently viewed help topics, click the Go menu or press the Back or Forward buttons.

To get back to the front page of help, click the Home button.

You can have more than one Help Viewer window open at a time. To open a new window, choose File menu -> New.

To quickly open a different application's help, click the Library menu and choose the help you want.

Everyone should search the Help Viewer for the phrase "mac terms" and study the help page titled "What's it called on my Mac?" It's a great comparison of Windows OS terms and Mac terms.

Many of us have trouble reading small text, so choose "make text bigger" from the View menu. Choose it again so the text is even bigger.

Most applications have shortcuts, such as keyboard commands. To learn about shortcuts, choose your application (from the Library menu) and search for "shortcuts."

**Archive before uploading your files or folders:**

SBMUG member Jack Meyer recently e-mailed an important tip to the SBMUG mail list. His message follows:

"This is another one of those, "Oh, yeah, I must have known this" comments, also known as "Tips for Dummies #42."

"From time to time I will throw a folder of assorted files onto my iDisk and then pick it off at home to do some work on it. If there are multiple files in a dragged folder, the copy process to the iDisk seems to take quite a while, an annoyance if I am trying to get out of my classroom in a hurry. I've always figured it was that WebDav technology and that the user had to put up with the copy time.

"I realized yesterday, however, that if I simply archive the folder (zip it with the built-in archiving capabilities of OS X, Panther), a folder of files copies in a snap. [Editor's Note: select the file or folder, choose File menu -> Create Archive of...]

"While watching a 3-megabyte folder of word processing files copy at a snail's pace and reach

ing three-fourths of the way across the progress bar, I zipped the original folder, dragged it to the iDisk, and watched finish before the original file got close.

"The downside is that one can't browse a zipped folder, but the difference in speed is such that one could drag it to the desktop and open it faster."

**AAPL up 25%:** At the time of October's SBMUG meeting, Apple Computer stock (NASDAQ—AAPL) was trading at 49.25. At Friday's close, AAPL was valued at 61.54.

<b>SBMUG Meeting Schedule</b> (at Goleta Library)		
<i>Date</i>	<i>Time</i>	<i>Presentation</i>
<b>November 17</b>	6 PM	Filemaker Pro 8
<b>December 14</b> (Wednesday!)	6 PM	TBD (Genealogy?)

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