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New Sheriff in Town

By Jay Castillo

There's a new sheriff in town — and I'm it! I have taken over as Managing Editor of the *Journal* on an interim basis, replacing Bob Jarecke. Bob, after long and faithful service, is lightening his Washington Apple Pi workload. He has been the driving force behind the development and evolution of our electronic *Journal*, and the results have been outstanding. He deserves the praise and gratitude of our membership. The good news is that Bob will continue to advise and contribute, and he will be assisting me as I transition to my new interim role. We still need a permanent Managing Editor, so please, if you have some project management experience, enjoy writing, and relish working on a team, come aboard!

In this edition of the *Journal*, we feature an article by Bob on controlling the intake and disposal of email spam. We also include a helpful *iTunes* tip for classical music lovers, and one on iPad reading recommendations. Don't miss Travis Good's article on taking advantage of unique iPhone capabilities in an emergency. We also have the usual fare, including Tips and Tricks and a cartoon. We hope we have something for everyone.

Our goal as we assemble each edition of the *Journal* is to provide informative and occasionally entertaining articles about matters that are of interest to you. Please let us know what you would like to see in the *Journal*. Or, best of all, write something and send it to us! That would help us achieve another important goal: to publish on time. Gathering content is our biggest challenge. So join in!

Moving Forward

By Jay Castillo

It's a new year, so may you be prosperous and wiser, and may all your Mac problems be easily solved. It's time for your Washington Apple Pi Management Committee to look ahead to determine how we can be better and smarter as an organization, and ensure that you, the Pi members, are getting the most from your membership. As we do this, we will always benefit from your feedback, and suggestions for improvement. So please participate in making the Pi a better place for all of us.

A New Plan

We will be revisiting our strategic plan of two years ago to assess our progress and evaluate our circumstances. A well-known military axiom states, "No plan survives contact with the enemy." Management courses teach us that the plan is nothing; planning is everything. Careful and objective thinking must be the basis of our view of the future. We must be realistic about our objectives and most of all be realistic about the resources available to us to accomplish our objectives. So on to our next plan. Are you willing to be a part of it?

We few, we happy few

I am well into my second year as the President of the Washington Apple Pi. The presidency has been an honor and a significant responsibility. It's also a challenge. I have to discharge my fiduciary responsibilities to ensure that our funds are spent wisely and to the benefit of the membership. I also must ensure that commitments we undertake are

beneficial and practical. Here is where resource management becomes important. Our most important resource is the volunteer men and women who really get things done. I am impressed with the vigor, tenacity, and cheerfulness of those relatively few Pi members who do the real work of delivering what the Pi promises. Ensuring that the Pi Web services are reliable and up to date, making the monthly General Meeting informative, functional, and nourishing (Coffee! Doughnuts!), and executing the plans that we make are done by a few dedicated individuals who always answer the call. To you, I declare a heart-felt "Thank you." I will continue to make the call for additional volunteers. While there are specific jobs that need to be filled, we will accept anyone who is willing to chop wood or carry water. There is always work to be done. Help us make this year a great one for the Pi.







Pi Membership Benefit #2

Monthly General Meetings

Pi General Meetings are a great source of information presented in a friendly, comfortable setting. The meetings are currently being held on the George Mason University campus in Fairfax, VA.

A typical meeting will look like this:

- Begins @ 9:30 a.m. with Questions and Answers hosted by Lawrence Charters or backup.
- 10:00 a.m. Club business is covered by the current Pi President.
- 10:30 a.m. Coffee Break fresh coffee and pastries as provided by Kitty Richardson.
- 10:45 a.m. Main presentation by assortment of presenters, some Pi members, some not.
- 12:00 p.m. Close out of meeting or pizza lunch if there is an afternoon session.

The benefits of the meeting are many and varied. To start with you will most likely learn something new and beneficial from the presentation or other meeting attendees. The camaraderie, too, is great as you mix and mingle with other Apple computer enthusiasts.

If you can't attend the monthly Pi gathering, you are missing out on a super benefit of the club. But not to worry, the meeting is being videotaped as well as simultaneously broadcast on the Internet. During the next monthly meeting, just check in on the Web broadcast at the following url:

http://www.ustream.tv/channel/wap-general-meeting



Lawrence Charters enlightens the audience (yet again) as he uses the room's document reader to project an image of his iPad's screen. The dark cast behind Lawrence adds to the mystery of the moment.

Find My iPhone to the Rescue

By Travis Good

elp, I'm lost in a forest!" That's the first thing my daughter Kelsey said when she called me one recent evening, quickly followed by, "And don't tell mom!" It seems my daughter had decided to go for a run in Scotts Run Nature Preserve on her way home after hockey practice. Being 16 and so feeling indestructible, she didn't think ahead about any possible difficulties with an early evening run. She just figured that a jog through the forest would be fun, so she put on her running shoes and headed out.

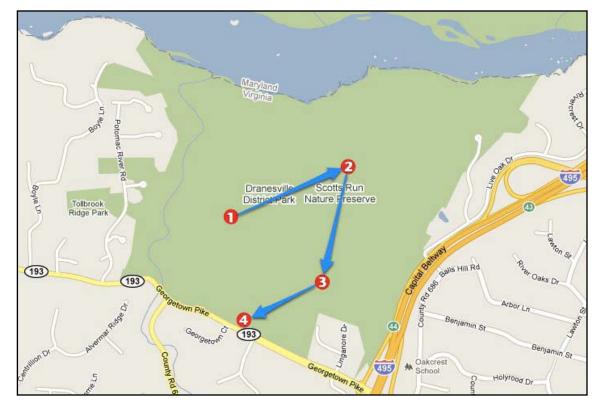
The outing started off well. Kelsey enjoys the obstacle course that is a run along a forest trail. Not until she started to have trouble seeing did she realize that: (1) it was getting dark; (2) she didn't know where she was; and (3) she had no idea how to get back to her car.

She wandered around for a little while trying to find a road, a sign, or even the Potomac River — anything to help guide her back to civilization — without success. While a bit of evening light still hung in the air, she called me in a minor panic. "Dad! Help! I'm lost in a forest!"

It's amazing how a geek's mind works: the first thought I had was, "Hey, I can figure out where you are by using the *Find My iPhone*! application." We got this service as a part of MobileMe, and it has proven its value time and again in locating our daughters' misplaced phones. I knew from experience that with *Find My iPhone* I could locate Kelsey's phone on a map. If she moved, I could pinpoint her new location — and so on. As she moved, I could track her movements on a map and guide her back to her car. Our exchange went like this:

- 1) "I see where you are. Now I want you to walk in a direction you think is right."
- 2) "No, that took you deeper into the forest. You need to swing about 120 degrees to the right of the direction you were headed. Start walking and I'll update you in a few minutes."

Figure 1: Here is the way out of the forest that my daughter and I devised.



- "OK, I see where you are. You're heading in the right direction. Soon you should see the backs of some houses. These houses are on a cul-de-sac. Head toward them to get to the road."
- "What? You say there's a fence along the backs of those houses? OK then, follow the fence to the right and it'll eventually get you to the main road."

This is as far as I got in helping her because the next thing I heard was, "Daddy! I see my car!!!" I could hear the relief in Kelsey's voice, and see the worried look on my wife's face start to evaporate. (Yes, of course I told mom!)

Happy daughter. Relieved wife. Mission accomplished!





Figure 2:

With the release of iOS 4.2, Find My iPhone is now free for anyone with an iPhone 4, a 4th generation iPod Touch, or an iPad, whether or not you subscribe to MobileMe. You can download it from the App Store, use it to easily locate a missing device on a map, and have it display a message or play a sound. You can remotely lock or wipe data from a lost device, to protect your private information — and you can even track your teenager and help her find her way home.



Figure 1. When you insert your music CD, you will see this window and dialog box. Make sure to select "No."

Importing Classical Music into *iTunes*: An Improved Experience

By Jay Castillo

Suffering for my Art

Conventional wisdom is that *iTunes* is not optimized to manage classical music collections. Over the years I have imported my classical music CDs into various versions of *iTunes*, in which the CD tracks are imported separately and managed independently. In older *iTunes* versions, I could, with some effort, create playlists in which I had collected and transferred the tracks that made up a classical music selection — typically three, four, or more. Then,

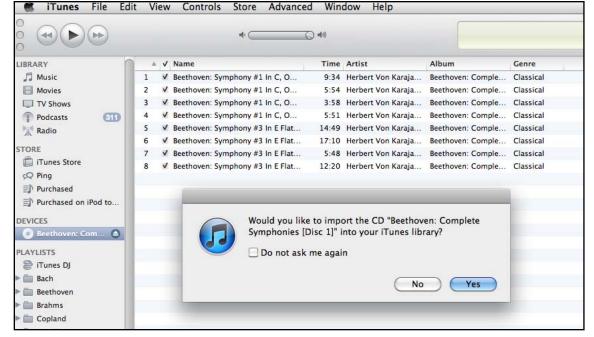
by selecting a playlist, I could hear the proper movements of the selection in order. I was vaguely aware that there might be third-party utilities or scripts that would import classical music selections as linked tracks, but I didn't pursue them. As a result, when I played music using the Shuffle command, for example, the first movement of Beethoven's Seventh Symphony (absolutely sublime!) might be followed by a raucous rock tune. I would much rather hear the complete symphony as a selection.

Aha! Joining Tracks

Recently, I imported some classical music CDs using *iTunes* 10. I discovered that I could readily join the tracks to create a single selection, making life a lot easier. Here is the process for those who want to take advantage of it.

How It's Done

It's straightforward, but there are a few requirements that you need to be aware of. Begin by opening System Preferences and selecting the CDs & DVDs icon. The window that opens allows you to specify what your computer should do when you insert various CDs and DVDs. Scroll down to the "When you insert a music CD" line and select "Open iTunes" in the instruction box. Now insert your classical CD. *iTunes* will open a window like the one in Figure 1, that shows the individual tracks on your CD, accompanied by a dialog box that asks you whether you would like to import that CD into your *iTunes* library. Select "NO!" This is counterintuitive but very important. You cannot link the CD tracks together after they have been imported into *iTunes*!





Once you have clicked "No," the dialog box will close, leaving the window that shows all the tracks on your CD. In the example that illustrates this article, I inserted a CD with two Beethoven symphonies, each of which has four tracks.

The next step is to select the tracks to be joined. You can highlight them using the command key-click method. Now come two more critical requirements. First, the tracks you select to link must be listed in ascending numerical order. It will not work if the order is reversed. Second, the selected tracks must be contiguous. There cannot be intervening non-selected tracks.

In this example, I selected tracks one through four, which together comprise Beethoven's first symphony. Now, in the *iTunes* toolbar, select "Advanced," then select "Join CD Tracks." The CD track list, shown in Figure 2, now shows a new Track 1, consisting of the four tracks I selected to be joined. The joined tracks are indented and bracketed. Repeat the process for the next set of tracks, and the final CD track list, shown in Figure 3, will show two tracks, one for each symphony.

Now import the CD into your *iTunes* library, by clicking on the "Import" button on the bottom right corner of the *iTunes* window. The CD will appear as two tracks, Symphony #1 and Symphony #2. You can now manage each symphony as you would any single *iTunes* track. Enjoy!



Figure 2. After you join tracks, you will see a window like this one. The tracks you selected are bracketed and indented under the new Track 1.



Figure 3. This window shows the CD after I have finished joining tracks. I now have two tracks, one for each symphony.



Whether the message is trying to sell you Viagra, or asking you to help move a large sum of money out of an African country, or trying to get you to provide an account name and password, the theme is the same: the spammers are trying to separate you from your money.

Living with Spam

By Bob Jarecke

enjamin Franklin told us that the only certainties in life are death and taxes. I suggest there is a third certainty: spam. This electronic menace drags down computing worldwide. It results in lost productivity and data, costing the business world huge sums of money. It is frustrating and costly for individual users like us as well. We try to thwart email spammers using spam filtering. We change email addresses, and in extreme cases limit our connection to the Internet. Is there a better way?

The focus of this article is junk email — unsolicited email messages, and unwanted email messages. Unsolicited email is by far the most prolific and the most infuriating. Unwanted email may not be as obvious, but it could end up taking up more of your time to deal with it. In the end, either kind of email spam requires action on your part to make the best of a tiresome situation. Below you will find suggestions for how best to minimize junk email, and how best to keep up with the spam that gets through. The troublesome spam may never stop, but at least you will know how to better deal with it.

Minimizing electronic spam

Minimizing junk email is the first line of defense. How to best do this depends on the type of email you are dealing with.

Unsolicited emails are typically sent out en masse to large lists of email addresses. How do the spammers get their email address lists? They can be harvested in a variety of ways. Some are obtained from Web pages, including email discussion lists that are posted on the Web. Some come from emails that have your email address in them and then have been forwarded. Yet others are generated by spam robots (spambots), which can crank

out endless email address combinations with the certainty that some of them will be legitimate. The last, and most surreptitious, technique involves planting code on a computer (almost exclusively a Windows computer) that forwards the email address book of the user to a spammer. This malicious code can infiltrate your computer's operating system via a spam email message. In many cases the virus is embedded in an attachment to the email message (see the sidebar item entitled "Email Attachments: Friend or Foe"). It can also be introduced to your Mac via a clickable link in an email message. If you click on the link, you are taken to a Web page, and when you connect with it, malicious code may be downloaded.

How the bad guys got your email address is not necessarily the issue; the point is you have been spammed. Whether the message is trying to sell you Viagra, or asking you to help move a large sum of money out of an African country, or trying to get you to provide an account name and password, the theme is the same: the spammers are trying to separate you from your money. An inbox replete with easy-to-spot, unsolicited spam emails is shown in Figure 1.

Manage your email address(es)

Don't lose heart though. There are a couple of ways to protect your email address.

Many email addresses that are generated for the user follow a set naming standard. A case in point is the email service offered by the Washington Apple Pi, which has a naming nomenclature of first name /dot/ last name @ wap.org. In this case, it doesn't take spammers very long to figure out your email address and pepper it with ads for Rolex watches. The next time you set up an email

	§ ₽ • •	From	Subject	Date Rec
*	•	《店长手册》	《店长必看》优秀店长的营销、管理、经营和服务技能提升 office	6:29 PM
	•	Terrence Hope	RE: Message 05443	8:46 PM
Ш	•	Финансовый Анализ	Финансовое моделирование	5:59 PM
П	•	SuperPfizer	Hey office, 80% OFF. Hindalco edition	4:45 PM
Н	•	SuperPfizer	Hey info, 80% OFF. Tamines	3:08 PM
Ш	•	SuperPfizer	Hey office, 80% OFF. At two of Fennoscandia Italian	2:46 PM
Ш	•	Diego Bledsoe	Newsletter Thu, 11 Nov 2010 22:45:41 +0300	2:45 PM
Ш	•	Директору по ВЭД	Система таможенного законодательства.	2:04 PM
Ш	•	Disc Makers Shop	Save \$250 on the Reflex X5 Pro with instant rebate	2:03 PM
Ш	•	Аренда офисов в Москве	Офисы и склады в районе м.Кожуховская - идеальнОе решение	11:42 A
Ш	•	TruePills for men	Dear office, Order at 75% off. between application to	8:39 AM
Ш	•	123bingoonline	\$25 Free No Deposit Required	8:04 AM
Ш	•	Branded but cheap watch. Noel Hemp	Want to have a trendy style? Start with branded accessories. Lowes	7:34 AM
П	•	Authorized OEM	The Hottest Files, CS5 and more at Authorized OEM	7:30 AM
Н	•	Rolex.com	info@wap.org Rolex For You -29%	6:48 AM
Ш	•	Недобросовестные контрагенты	Способы противодействия придиркам налоговой	6:34 AM
Ш	•	Аренда офисов в Москве	Офисы и склады в районе м.Кожуховская по смешным ценам	6:18 AA
Ш	•	PfizerWebstore	Hi office, Save 75% on every order. are to	6:02 AM
Ш	•	Аренда офисов в Москве	Офисы и склады в районе м.Кожуховская по дОступным ценам	5:14 AM
	•	Addie Mims	Dont attend university but have a qualified diploma.	4:35 AM
Ш	•	Soud Kazim	Deira Branch Dubai Islamic Bank Business Proposal	9:32 PM

Figure 1. Here is a list of emails from the Pi's Office email folder. Looks like the spam filter needs some tweaking. Some of the Subjects are really amusing: check out the first one — he, he! Oh, you don't know Mandarin? Sorry.

address, consider one that is unconventional. Use many characters. numbers, and symbols to create a "complex" email address that will be much harder for a spammer to figure out.

The other ways to protect your email address work for unwanted emails as well as unsolicited emails. One option is to create an alias email address, i.e., an address that points to your actual email address. These are offered by Internet Service Providers and other email service providers like Apple's MobileMe service. You need not worry about the makeup of the alias address, since you are likely to be using it only temporarily. Aliases are good for certain types of activities like signing up for contests, or entering "required" addresses on forms in order to get non-critical services. If the alias gets plagued with spam, delete it and create a new one.

Another option: Consider having more than one email account. This affords a second or third option that you could use when communicating with businesses and Web sites that might, for marketing reasons, pass your address along to others. Like alias email addresses, using multiple accounts requires some discipline. If you use a particular account for banking, you probably don't want to use the same account for a contest to win an iPad; the marketing group holding the contest will surely use your contest entry to send you more marketing. (Speaking of passing along email addresses, could you be guilty too? See the sidebar item entitled "Take My Email Address — Please!")

Manage your unwanted email messages at the source

Unwanted email messages are unwelcome but generally not unsolicited. This email ends up in your inbox because of some online contact you have made, and although these

contacts may have been initiated with the best intentions, they now have become unimportant, uninteresting, or worse, a nuisance. These unwanted emails can be the result of interaction with Web sites or social groups, or of ordinary email messages to family and friends.

Have you ordered anything online? Did you sign up for a regular, informational email from some group or activity? Do you keep in regular contact with many of the folks on your contact list? All of these activities can result in loads of emails showing up in your inbox. Let's look first at activity on the Web.

In many cases, when you register on a Web site you are required to set up an account name and password, and provide an email address as part of the process. In the usual accompanying fine print agreement,

which you must sign off on to complete the registration, by default you will be placed on an email list that will be used to send email notices, alerts, and possibly marketing announcements. Only by opting-out, by deselecting that option in the agreement, will you be spared what could be a barrage of emails. Automatic opting-in is commonplace; the onus is on you to choose otherwise. The good news is that most legitimate emails will have a link, generally near the bottom, that takes you to a Web page giving you the choice to stop (opt-out) the unwanted emails. The bottom line: when registering on Web sites, read the fine print; it could save you some email clutter. Email aliases, mentioned above, are ideal for handling such sites.

Another set of unwanted emails results when you agree to be contacted by a group, organization or business enterprise. The subject matter could be financial alerts or notices, news updates, political information, or special product-marketing notices. A good example would be an alert from your bank that you are reaching a low balance or a deposit has been made. The key difference typically, in most of these cases, is that you initiated the request for the email by selecting the option within your account settings on the entity's Web site. These emails can be turned off by returning to the site's Web page and unchecking the particular email notice option in your account settings.

Dealing with the unwanted emails is important because it might be affecting your handling of more crucial or time-sensitive messages. Ask yourself this question: Do you find that you have too many emails in your inbox that you have not read? In Apple Mail, this would be shown by a host of blue dots indicating unread email, and if your mail is displayed chronologically, the unread emails can stretch back for days with important ones interspersed between junk. Before promising to do better, remove the unread emails from the equation. No, you need not delete them, just set them aside. So how might one do that?

To move a block of emails, in this case unread emails, you need to sort them into a group that can be moved en masse out of the Inbox. (I know, this seems counterintuitive; unread mail should be in your Inbox, but, in this case, we are talking about gobs of unread emails that are a mental block to reviewing any emails.)

The quickest way to group the entire batch of unread emails would be to click on the Message Status column header – the one in which all the blue dots reside. Or you can click on View in the *Mail* menu and select Sort By > Message Status.

All of the unread messages are now grouped in sequence. Now, create and appropriately name a new Mailbox into which you can move the entire group of messages. These relocated messages are still available for review and disposition, but they are not cluttering up the Inbox and keeping you from dealing with the other, more important ones waiting there. When the most important emails are dealt with, go back to this Mailbox with the emails you set aside, and deal with them accordingly.

A final group of unwanted emails are the more personal ones —those from family and friends — and these are a bit tricky to deal with. Again, it was your contact with kin or acquaintance that got the ball rolling, and you can't deal with the resultant barrage of emails by just opting out. So, what kind of emails are we talking about?

Do you find you have lots of emails (and I mean lots) from the same person? Or do you find yourself inundated with too many emails from family and friends, more than you have time to answer? The remedy is not easy and may take some courage; the words "tough love" come to mind.

In the case of being bombarded with jokes and cartoons by a well-intentioned family member or friend, a "knock-it-off" reply might offend. You need to explain diplomatically that although you appreciate their sending you the humorous messages, you don't have time for them, so please, for now, take you off their "joke" email list. If these people ignore your pleas, you can next explain that your spam filtering has been set up to move their emails to a separate folder, and you may unintentionally miss more important emails from them, so it might be better if they remove you from the list.

As for the host of patriotic and inspiring messages that are being forwarded by many folks, your decision to cut them off is a wee bit harder. Some of the messages are worth viewing, but many have a hook at the end that asks you to forward it to others. In my case, I have a personal rule of not inundating other friends and family with these onerous emails. It is more about personal discipline in this case. If the decision is too hard, filter them to a separate folder using a Rule in Preferences. At least they will be out of your inbox and you can then make a thoughtful decision of when and how to deal with them at your leisure.

Another option, which is not directly related, is to become a member of Facebook and keep your "friends" (family and others) updated on your activities through that medium. This would keep the folks informed and eliminate long explanatory emails about how things are going. Besides that, it is a great way to keep up with some of the goings on of the family, especially the younger ones, should they decide you are worthy of "friend" status.

Filtering spam

Of course, none of these tips can stop all email spam from getting through. You need to learn how to use the "big guns:" spam filters. Most (if not all) current email applications have a built in spam filter or "Junk Mail" filter, as Apple *Mail* refers to it. While using your email program's built-in spam filtering is okay, there are also third-party applications dedicated to the task, and they can be used quite effectively against nuisance emails. In either case, you need to set up the filtering before the application can properly sorted or deleted annoying emails.

Setting up spam filtering in Apple *Mail* is very simple. Email is either Junk or Not Junk; mark it accordingly using the convenient toolbar tool. The whole process is progressive; the more you mark spam as Junk Mail, the better *Mail* recognizes what is good email and what is not. Full instructions are available via Help in *Mail*'s menu.

All other spam filter applications work in much the same manner as Apple *Mail's* filtering process, but keep in mind that those applications have one, and only one, purpose: to filter email spam. It thereby follows that they should do a very good job. I personally use *SpamSieve*, and over the years it has become exceptionally good at its assigned task. Some spam does still get through, but if it does, it is most likely because a new spam variant has surfaced. The bottom line: set up a spam filter and keep up with marking spam or good emails accordingly as time goes on.

Please note, if you elect to use a third-party spam filter, it might ask that you turn off *Mail's* Junk Mail filter. Such is the case for *SpamSieve*, the spam filter I use. It requires this so there are no filtering conflicts.

There is one more technique to dispensing with the most bothersome spam emails, and it involves using Rules in *Mail* Preferences. I have several rules set up so that an email falling within its criteria is deleted; no side trip to the Spam folder,

just straight to the dustbin. Figure 2 is a screen shot of one such rule that deals with the ubiquitous ads for Viagra.

For those of you who actively use your WAP email account(s), the Pi employs a very effective email filtering software program called *SpamAssassin*. This open source software screens every piece of email that comes through the Pi's email server using a plethora of up-to-date filtering criteria to assign point values to various aspects of each email message. If there are enough "offending" aspects in the email and the associated point values exceed a set limit (the default point setting is five), the email will be marked as spam. When your email client retrieves this mail, it will more than likely end up in your Junk Mailbox. If you access your email via Webmail, these emails will have notification that they were judged spam and there will be an alert message so stating. Figure 3 is an example of an alert relating to an email sent to a Pi account that *SpamAssassin* assesses to be spam. Note the detailed point criteria used to make the determination.



Figure 2. Depicted here is a "Viagra" rule in *Mail* Preferences. If the word shows up in the Subject line or within the message, the email does not pass Go, does not collect \$200, but goes directly to the dustbin!

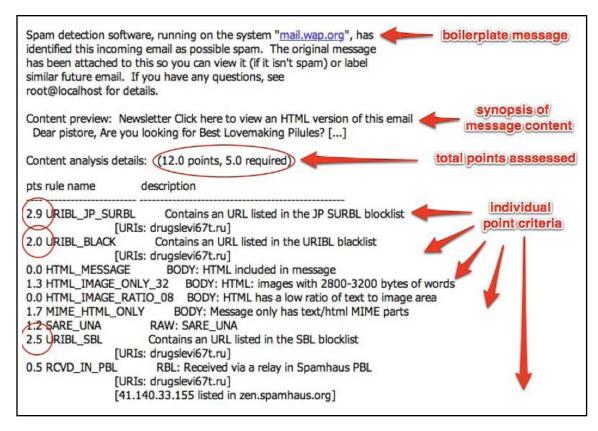


Figure 3. Reader, beware! This spam alert message precedes any email message sent to a WAP email account and judged to be spam. The assessment of why it is considered spam is quite detailed.

A small side note regarding Webmail: I personally do not use it unless I am having trouble receiving or sending email via my regular email client, Apple *Mail*. I like to have email from all my accounts show up in one spot where I can effectively manage all my messages. The versatility and interconnectivity of *Mail* is also a plus. What's not to like?

For those of you who feel you are getting too much spam (or if you are a sadist, too little), you can make manual adjustments to the Pi's email service via your Pi Connect Web page. Figure 4 shows what the Filter tab settings look like. If you feel the amount

of spam you are getting in your WAP email account is too much, adjust the point setting lower. Keep in mind that with a lower threshold limit more "good" email could end up designated as spam; therefore it will behoove you to review all of this email to ensure there are no important messages that have been mislabeled as spam. Just how to conduct the spam review is covered next.

Dealing with spam emails

Now that you have done what you can to minimize spam emails and filter the emails you do get, you should make it part of your email review process to check the Spam folder each time you check for new emails. If you keep the Spam folder cleaned out (or at least cleaned up), making decisions on the few spam messages that get through will be a lot easier. To take it one step further, discipline yourself to deal with the new emails in the Spam folder before you look in your inbox. View the reading of your "regular" email as a reward for first cleaning out the spam emails.

In some cases, you may have been away from your computer for a while, long enough to build up a hefty number of emails in your spam folder. Sorting through the long list of emails is no picnic, but there are a couple of techniques that can weed out large groups at once. Step one: select one of the most obvious spam emails, such as the one with all the Chinese lettering in the Subject. Step two: click on the Subject column header and this will sort all your emails by Subject – in this case all emails with Chinese language in the Subject line. If the highlighted email is no longer visible because the list exceeds the boundaries of your viewing window and the sort has the email listed out of view, just tap the down arrow key; this will move you to the next message in the list and also bring that original email you highlighted into view. Step three: highlight the entire group of Chinese character messages and trash them. Sorting your spam emails by Subject or From can quickly group unwanted emails and allow you to make a wholesale decision about them.



Figure 4. This screen shot shows the Junk Filter settings tab at the E-Mail option on the Pi's Connect page. Every Pi member has an option to adjust spam filtering on his or her WAP email account(s).

Ultimately, some spam email messages will have to be evaluated individually. Start your review of your spam at the top-most message, highlight it and then with your finger on the Delete key, review, decide, and delete if the message is spam. If you run into a message that is truly not spam, use the tool or menu selection to mark it as good, and after it has been moved or removed to the inbox, go back to the reviewing and deleting procedure. The more often you review your spam, the easier it becomes for you to spot emails that are of no interest to you. But, how about those emails in the spam folder that look legit?

The best advice about email messages that look legitimate: if you don't know the person, it is inconsequential. Don't be tempted to open any attachments, click on any links, or even reply back. Delete the message and purge or empty your trashed emails.

Encouraging Words

In the end, email spam is here to stay. Regrettably. And it is foolhardy to think that all junk email could be banished, and even crazier to think the email polluters could be punished for the mess they create. However, with an understanding of the topic and some discipline, you can use the techniques described here to better deal with it.

Consider the above options and let us know what works for you. Or if you have other tried-and-true methods, just send an email message to feedback@wap.org to pass them along. We can include your input in future writings on the topic, or perhaps as a letter to the Editor. What say you?



Email Attachments: Friend or Foe?

There was a recent exchange on the Pi's TCS Forum about viruses being transmitted via email. While most Mac experts claim that there are, as yet, no viruses that can infect Mac OS X, a Mac user can pass along a Windows virus to their unenlightened PC-user friends or family members. It is therefore important to be wary of all email attachments, images or otherwise.

The question was this:

What is the difference between remote images in HTML messages and attached images that friends will send me, which mostly appear in the body of a message without me having to do anything? Why is one a potential danger and the other is not?

The answer, as provided by the Pi's General Meeting Q&A guru Lawrence Charters, addressed the questions from a couple of angles. In several paragraphs on the topic, Lawrence replied:

They both are potential dangers, but in different ways. And they both are far more dangerous in the Windows world.

First, an attachment: An "attachment" in an email is a file that has been encoded as part of the SMTP (Simple Mail Transport Protocol) stream of that message. If you think of an email as a file transfer

(which it is), the photo is turned into text (since mail is always 7-bit text), wrapped up in metadata that tells the recipient client program what it is, and embedded in the message file. When you receive the message, your email client sees that there is an attachment, decodes the text into a photo, and attaches it to your email. The photo can be displayed in-line, as part of the message, or not; sometimes you must manually tell your mail client to display or download the message. But in either case, the photo is _part_ of the message.

Now, what is the danger? The danger is that the "photo" may be something other than a photo. It might be a program that says, "Erase David's hard drive." No such programs exist in the Mac world, but they are fairly common in the Windows world. Hackers have been feverishly at work trying to create malignant Mac programs for the past 25 years. Just think of the prestige and prison sentence for the first guy to succeed!

For remote images, it is a very different matter. The photo or any other file is never embedded in the text stream. Instead, the message has instructions which point to an image or file on an external server. When you read the message, your email client will then initiate a request for that external

file. A good hacker will send you a message with a unique serial number, so when your client requests the external file, the server records that "image so and so was requested by victim 5419038527748," and then they use a simple database to determine that 5419038527748 is really david.harris@ hellokitty.com. This tells the spammers and hackers, "We've got a live one!"

In the Windows world, it gets even more dangerous, as *Outlook* has the ability not only to request the remote file, but to execute it. So long, hard drive! Or whatever action the file is set to perform.

There are other dangers. Spammers can deliberately send you multiple large files to fill up your mail box and deny you access to mail (a certain corporation tried this against a U.S. regulatory body a couple years ago, hoping the regulators wouldn't be able to see a stream of legal documents), or send zillions of attachments to fill up and crash the server, or simply send zillions of bogus requests to so overload the server that it can't do legitimate work, or...

Criminals, for the most part, are not inventive. But cyber criminals, unfortunately, are way brighter than your average criminal.



Take my email address — please!

ave you ever received an email message from a friend or family member that was forwarded multiple times, and contained a host of email addresses of folks you didn't know? You know the kind of email — it contains a joke, or a patriotic or inspirational message, and tries to guilt you into forwarding it to several other "victims" in your email address list. Figure 1 is an example of such an email. Well, if you have forwarded it without scrubbing the previous email addresses, you have contributed to the email address proliferation problem.

Now I am not suggesting that you shouldn't be forwarding email, especially since those with a good laugh or inspiring message are, in my opinion, nice to pass along. But do your family, friends, and others you don't know a favor by expunging them from the email first. The process is simple.

In an email client application, like Apple Mail, select the message and click the Forward option in the toolbar at the top. You now have a draft email ready to be addressed and sent, but before you do, sanitize your email. Go to the section where the previous email addresses are listed, highlight the addresses and hit the Delete key. Voila, content gone! This technique works equally well if you are using a Web browser and Web mail, such as Google Gmail.

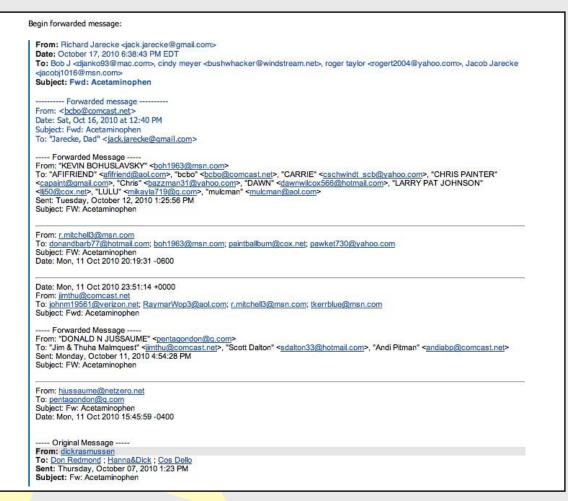


Figure 1: This is an example of an email that has made the rounds! I guess if you really wanted to make friends (or enemies) you could click on an address and introduce yourself.



There are a couple of other ways to sanitize emails you are forwarding. If you use *Mail*, the simplest is to address the forwarding email message using the Bcc option. (Bcc stands for Blind carbon copy.) This ensures that the recipients do not see any other email addresses. Or, if you are using the *Address Book* application, you can create a new contact group — let's say one called Family & Friends — to be used explicitly for these types of emails. When you want to forward an email to this group, just start typing the first couple of letters of the group name in the To: address field. Mail will show you a dropdown list of potential addresses. Now go to *Mail* Preferences, Composing tab, Addressing section, and deselect the second option: "When sending to a group, show all member addresses." Then when you send the email, the name of the group will appear as the addressee but the addresses of the individuals in that group will not. Figure 2, below, is an example of a message I am addressing to the Management Committee that does not reveal the email addresses of its members.

There you go: email addresses made private to give you and others peace of mind.

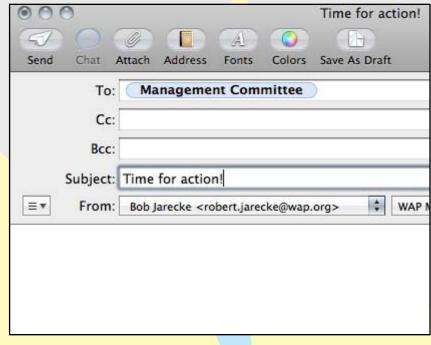


Figure 2: Here is a draft email I addressed to all the members of the Management Committee, without revealing individual email addresses.



Using Spaces in Snow Leopard

By Jay Castillo

When I first read about Snow Leopard, I noticed an application called *Spaces* but passed over it, not seeing anything of interest to me. I later purchased a 27-inch iMac, which came with Snow Leopard installed. Wanting to make the most of the beautiful screen and its enormous real estate, I read one of the *Taking Control* books to help me along. That's when I really understood what *Spaces* was about. I had never consciously performed application switching in my daily Mac sessions, but I realized that *Spaces* was a powerful and efficient application-switching tool, along with a lot more.

Getting Started

To begin using *Spaces*, open System Preferences, and select Expose & Spaces. Then select *Spaces*. This will open the *Spaces* preferences pane, shown in Figure 1. This window allows you to configure the application.

The first choice you have to make is how many separate screens you want to display on your Mac. You can have up to 16 screens, in four rows of four columns each. I use six screens, set up in three rows of two columns. I also chose to check "Show Spaces in menu bar." This displays the number of the selected window.

Next, you have to decide which applications you want in each window. Click the plus sign to add an application (and the minus sign to delete). Select the applications you want and assign them to the windows you want them in. You can have the same application in multiple screens, operating independently of each other. The applications will start up when you boot your computer. This does, however, increase your start-up time.

My Choices

I use *Spaces* to separate my work activities and always have my favorite applications available. Screen one is my starting screen. I have *Safari* open, with *iCal* and *Mail* windows just showing behind the *Safari* screen. With one click, I can move

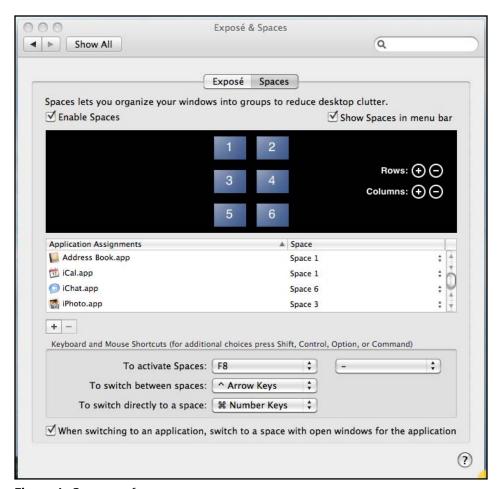


Figure 1. *Spaces* preferences pane.



from one to the other. If *Mail* is invoked from *Safari*, it becomes the front-most window. Screen two is for *iTunes*. I go there to manage my music and my iPod Touch. Screen three is for *iPhoto*. I use Screen 4 for creating documents, spreadsheets, and presentations. Typically, I have *Pages*, or *Word* open there. Screen 5 is for my alternate browser, in case I encounter a site that chokes on *Safari* (which doesn't happen as much as it used to). I use *Firefox*, with its news site as the home page. Screen 6 is my clean screen. I have a mostly clear desktop, except for the relatively small *Skype* window. I use this screen for any new project I'm working on which uses different applications from those already opened in other screens.

Moving Around

It's easy and quick to move from one screen to another. The *Spaces* preferences screen lists keyboard and mouse shortcuts you may wish to use to navigate. You can click on the *Spaces* display in the menu bar, and select the window number from the list displayed there. You can go directly to a window by holding down the command button and typing the number of the window you want. You can also cycle through the windows sequentially using the control and arrow keys (right or left arrow key). While you are doing this, a grid of the windows is displayed, indicating which window is being shown.

Conclusion

For me, *Spaces* is an excellent workflow tool. It enables me to get to my favorite applications quickly, and provides uncluttered windows with lots of workspace. It's one of those things I didn't know I needed until I found out about it. Try it...you might like it.

Editor's Note: In this article, the author describes his personal experience using the Snow Leopard application, Spaces. For a detailed description of the functionality of Spaces, see "Twelve Full Monitors" in the March 2010 edition of the Journal.

Quotable Quote: Upgrade Advice*

Recently on the TCS* a Pi member sought advice about buying an iPad for his wife, but as sometimes happens on our members-only forum, the electronic conversation took off on a tangent. Toward the end of the message thread, there was interest expressed on procuring an external hard drive for back-up purposes. The advice flowed freely and to the point. The original poster said:

Member quote

"Thanks, Lawrence and Al. I have just ordered the My Book for Mac from Amazon (\$95, free shipping). It sounds like the terms "idiot proof" and "hassle free" would apply, and this is appealing.

*Source: TCS item #4507 "Shopping advice"



Cool Products at Macworld 2011

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The article below is a reprint of an article from an entry on the TidBITS Web site and used with permission of Adam Engst, TidBITs publisher. Portions of the piece judged to be of lesser interest have been redacted for the sake of brevity. The permanent URL for this article is:

http://db.tidbits.com/article/11934.

ace it, we can talk about how useful Macworld 2011 was in terms of education and business networking (and that's true), but a huge part of the enjoyment of Macworld Expo is seeing cool new products. Or really strange products. Either way, here are our picks for the best, the worst, and the silliest products, and those things that just tickled our fancy in one way or another.

Best Way to Retrieve Files from Home

Local network-attached storage devices seem like a great idea, but can be frustrating when you're travelling. Dane-Elec thinks it has found a good solution for local and remote access with its myDitto [1], a plug-and-play network drive that uses USB keys to restrict remote access. Geared toward home and small business users with an introductory price of just \$139.99 for 500 GB of storage, the *myDitto* could store all sorts of shared files—music, documents, photos, and the like—among a family. Authorized users can connect over the local network. When outside the local network, you install software on a computer—Mac OS X, Windows, or Linux flavors are supported—and plug in a USB dongle with an encryption key. This establishes a secure connection while also authenticating the user. An iOS app is also available for connecting to the *myDitto* using an iPhone, iPad, or iPod touch; apps for other mobile platforms are also available. Two hard drive sleds in the back enable you to increase the device's storage capacity up to 4 TB. (UPnP port mapping may be required on your router. Apple's base stations lack this protocol.)

Sleekest iPhone Car Mount

We've been unimpressed by most solutions for mounting an iPhone in a car; they're usually ugly or hard to use, and the last one we tried worked fine for the iPhone 3GS but wouldn't hold the iPhone 4. The \$34.99 Tetrax XWAY [4] solves the problem neatly, by providing a screw-tightened clamp that attaches to car vents, and a small X-shaped mount with four magnets in the center. (There's also the FIXWAY version that you can stick anywhere with adhesive.) You attach another tiny rare-earth magnet to your iPhone or case—or to any other gadget like a standalone GPS navigator—and mounting your iPhone becomes merely a matter of letting the magnets grab onto each other. Tetrax is Italian, and their Web site doesn't do a great job of explaining all this in English (check out the pictures in the Applications [5] page instead), but I'll be buying a couple of these for our cars. The smaller FIX, GEO, and EGO models will technically work with the iPhone, but aren't as stable as the XWAY. (For those with small children around, make sure the magnets are out of reach; they're dangerous if swallowed.)

Best Way to Stabilize iPhone Movies

The iPhone 4 is a surprisingly good video recorder, but like all small video cameras, it's prone to vibration as you shoot handheld. *iMovie* on the Mac can compensate for camera shake, but there's no such facility in the *iMovie* iOS app. Creaceed's *Movie Stiller* [7] app (\$2.99 [8]) applies image stabilization to any video you've shot and stored in your photo library. After a clip has been



...a huge part of the enjoyment of Macworld Expo is seeing cool new products. Or really strange products.



analyzed. Movie Stiller offers controls for how much stabilization to apply, and can then export the finished video as a new movie to the Photo Library. *Movie Stiller* also works on the iPhone 3GS and fourth-generation iPod touch.

Best Impression of a Desk Phone

AltiGen's \$149 iFusion [9] was at first inexplicable. Why would you want to plug your iPhone into a deskset with a corded receiver? In a home, it makes little sense, but in an office, the iPhone gains a charging dock that doubles as a speakerphone, while providing a comfortable handset. The *iFusion* can also play music through its built-in speakers or output it through an audio jack. The handset is paired via Bluetooth, so the phone doesn't need to be docked to use the handset. The firm is accepting pre-orders in black and white!

Tastiest App (When Used Properly)

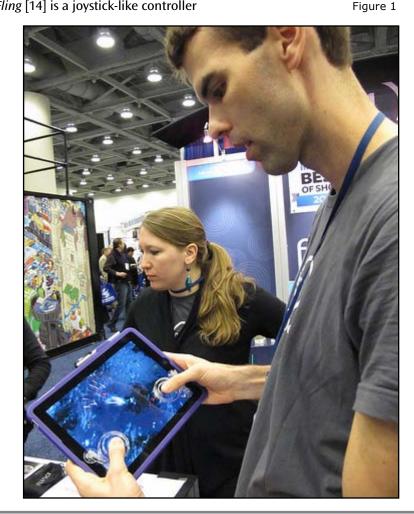
Remember when computer companies marketed personal computers for storing and recalling cooking recipes? (These ads were usually targeted at women who, presumably, had no technological needs outside the kitchen. Sigh.) Although laptops have come closer to being true "kitchen computers," the iPad may be the ideal fit: no keyboard to get in the way or accumulate food particles, and it can be mounted on vertical surfaces (like the refrigerator, using a *ModulR* [13] case and bracket), or placed in a stand. As I was browsing the mobile applications area of the show floor, the soon-to-be-released Appetites app caught my eye. Rather than present a database of recipes, Appetites uses videos of food bloggers explaining how to cook a dish from the viewer's perspective. So, not only can you know how much of a pomegranate to use, but also see how to chop it up. (The recipes are also available without the video follow-along.) Unfortunately, the company behind *Appetites*, Clear Media, doesn't yet show anything about the app on their Web site (total marketing failure, go back two squares), so you can't get a sense of how beautifully designed the app is until Apple approves it for the App Store, hopefully soon.

Most Control over iPad Gaming

Apple doesn't offer haptic feedback on its devices yet, where there's a physical response to a digital action, like pressing a virtual key on a keyboard and feeling a click. Haptics may be the future, but a set of simple plastic widgets with suction cups provide the sensation of feedback without complicated electronics. Ten One Design's Fling [14] is a joystick-like controller

for the iPad (\$19.95 for one or \$29.95 for a pair). A rubber button is mounted on a spiral of plastic that has two suction cups attached. Many games use touch-based joystick controls—the company says there are about 100 of those. which it lists on its Web site. Center the Fling over the onscreen joystick controller, and you're good to go. It seemed silly until I played an Asteroids-like game and the entire convention center disappeared. The *Fling* more fully immersed me, and faster than I would have thought possible. Plastics! If Fling (and the inevitable copycats) catch on, game designers could test against the controllers to improve the experience. (See Figure 1).

Fastest Time to Mindshare The fellows behind the Glif [18]. Tom Gerhardt and Dan Provost, had a small booth where they demonstrated





and sold their iPhone tripod mount adapter. The \$20 adapter snaps on to an iPhone 4, and contains a standard threaded bushing, allowing the phone to be used with any tripod. The adapter also works freestanding as a sort of kickstand. The *Glif* went from idea to reality in the space of a few months, raising over \$135,000 through crowdfunding [19], and changing the lives of these young designers. I wrote about them a couple times at the Economist's Babbage blog during their creative journey, and their story was written up around the world. Seeing them on the Macworld show floor was a treat. (See Figure 2).

Best Way to Clean Your iPad Screen Without Newspaper

The folks at LensPen, who make a variety of screenand lens-cleaning products, gave non-stop demos of the *SideKick*, a new touchscreen-cleaning device. The SideKick looks and feels like a small, smooth chocolate bar. You split it in half, and a carbon-laden cleaning pad on a short handle pops out. Run the pad over an iPad screen and the carbon soaks up the fingerprint oils. When you finish, you put the pad back into the case, which also somehow reconditions it. You reportedly get about 150 uses per pad. I tried the SideKick on my iPad, and it worked well. The LensPen booth rep claimed the SideKick is based on the same chemistry employed when you clean a window with a wadded-up newspaper, but I found newspaper significantly more awkward and slow to use. I can't find anything about the new *SideKick* on the LensPen [21] Web site, though the company does mention it on their Facebook page [22]. If you want a SideKick but missed the opportunity to buy it at Macworld Expo, you'll have to look for it through distributors a little later this year. The price should be around \$20 for the device plus one extra pad.

Smallest Projectors

Two companies were showing iPad-, iPhone-, and iPod touch-compatible pico projectors, which are a relatively new category of display. A pico projector uses one of several alternatives to standard projection bulbs, and runs cool. Pico projectors are designed to be much smaller than the units you see in conference rooms, but they can produce a passable large image in a dark room, and often a good small image in a lighted room. The brightly lit show floor is a tricky place to view such projections, and both devices were impressive in those conditions. Microvision revealed its \$399.99 Showwx+ [26], which connects via a dock cable. The \$479 Neo-i [27] from Optoma is larger, working as a docking station with speakers that can play music or project from its built-in pico system. as well as provide VGA and HDMI video output. You can watch a demo [28] of the Neo-i from Macworld.

Both rely on iOS's built-in video output options; no apps or tweaking is required.

Real Product That Sounds Most Like a Parody

You've tried slicing, you've tried dicing, but you've never tried sticking a television on your head! Now you can! The \$29.95 *TV Hat* [29] was the goofiest product we saw on the show floor. It's a hat-based mount for an iPod touch or iPhone designed to shade the screen from light and place it far enough away to focus your eyes through a special lens. None of us could bring ourselves to try it, possibly because of its "As seen on TV" badge. Or because we were afraid someone would take our picture while we were testing it. It's that silly looking.



Figure 2.



Resources:

- [1]: http://my-ditto.com/
- [3]: http://db.tidbits.com/resources/2011-01/MW11-padx1-ledge.jpg
- [4]: http://www.tetrax.com/us/products/iphone-ipod/tetrax-xway
- [5]: http://www.tetrax.com/us/applications
- [7]: http://www.creaceed.com/elasty/iphone/
- [8]: http://itunes.apple.com/us/app/movie-stiller/id397583851?mt=8
- [9]: http://thefusionphone.com/features.html
- [12]: http://db.tidbits.com/resources/2011-01/MW11-igrill.jpg
- [13]: http://www.modulrcase.com/
- [14]: http://tenonedesign.com/fling
- [15]: http://db.tidbits.com/resources/2011-01/MW11-fling.jpg
- [17]: http://db.tidbits.com/resources/2011-01/MW11-crossover.jpg
- [18]: http://www.theglif.com/
- [19]: http://www.kickstarter.com/projects/danprovost/glif-iphone-4-tripod-mount-and-stand
- [20]: http://db.tidbits.com/resources/2011-01/MW11-glif.jpg
- [21]: http://www.lenspen.com/
- [22]: http://www.facebook.com/pages/LensPen/107122149356364
- [25]: http://db.tidbits.com/resources/2011-01/MW11-rock-bottom-cookies.jpg
- [26]: http://www.microvision.com/showwx/
- [27]: http://www.optomausa.com/Product_detail.asp?product_id=547
- [28]: http://www.youtube.com/watch?v=I95KblPjMRI
- [29]: https://www.buytvhatnow.com/flare/next

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In my opinion,
newspapers on
the iPad are much
better than the print
versions. However,
none of the iPad
editions, to my
knowledge, contains
all the content of the
printed version.

Expand Reading on Your iPad

by Roy Wagner

Editor's Note: The article below is based on a presentation given at the October 23, 2010 Washington Apple Pi General Meeting.

am a real iPad enthusiast, and I have found the iPad to be an enjoyable device for reading. The usual fare for reading is eBooks; there are other options, however, such as magazines, newspapers, comics and graphic novels. This article describes some of these other options and how you can access them. I also explain how to add PDFs to the iPad, and, as a bonus, another reading option — the use of RSS (Real Simple Syndication) readers.

Magazines

The iPad is a new and attractive platform for magazine publishers, and magazines are now becoming available for it. These electronic periodicals can be interactive, showing videos, playing audio, and doing so much more. Even the ads are more attractive. Zinio is one of the major iPad publishers and offers many magazines for the iPad (at high per issue prices). Wired magazine is probably one of best. Dale Branson, of Virgin Airlines fame, has just introduced *Project*, his iPad magazine. It is quite impressive, but expensive at \$2.99 per issue. A major problem, in my opinion, is that book, magazine, and newspaper publishers charge way too much for singular iPad editions, and do not currently offer reasonably priced subscriptions.

Newspapers

Several newspapers are currently available for free on the iPad. Among them are *USA Today, The Wall Street Journal, The New York Times, The Washington Post,* and *The Telegraph* (a leading U.K. newspaper). The common denominator for these publishers is that they are trying to figure out how to charge the iPad user for their papers. None of them appear yet to want to work with

Apple to provide a reasonable subscription service. Rupert Murdoch is working with Apple, however, to come out with a weekly subscription to *The Daily* (which is currently available for free). The subscription is expected to be 99 cents, and to be available sometime soon (probably in 2011).

In my opinion, newspapers on the iPad are much better than the print versions. However, none of the iPad editions, to my knowledge, contains all the content of the printed version. I think this is in part a bandwidth issue. It is regrettable because all these newspapers are much easier to view on an iPad; you don't have to spread them out all over the table or in your hands. They can also include more color photos and videos, and links to greater content and reader feedback.



The display with an iPad is slightly smaller than the hard copy comic book, but each frame can be easily viewed with an expanded view that is truly awesome.

All of these newspapers require Internet access to get the content, and some of them do not allow their content to be saved to your iPad for later unconnected reading.

Comics

If you are a comic book reader, the iPad is the best media device for reading comic books or graphic novels. The display with an iPad is slightly smaller than the hard copy comic book, but each frame can be easily viewed with an expanded view that is truly awesome. There are three major comic book apps, all of which use the same interface: *Comixology, Marvel*, and *DC Comics*. If you haven't looked at a comic in years, you should look at one on your iPad; all of these apps offer several comics for free.

Adding PDFs

Adding PDFs to an iPad is easy. Start in *iTunes* on your Mac and drag-and-drop any PDF into the top-most LIBRARY section. The next time you sync your iPad those PDFs will appear in the *iBooks* PDF section. In some cases, certain PDFs do not display their embedded images. If this happens, simply open the PDF file in *Preview*, select File > Save As, and save it as a PDF. Now, add this new file to *iTunes*, and the images should be displayed.

Being able to add PDFs to *iBooks* is a great feature because so many documents are available as PDFs or can be made into PDFs with other software. The problem with PDFs, however, is that you cannot highlight text in a PDF or use other iPad text-tapping enabled options as you can in standard ePub (*iBook*) files. We can only hope that this shortcoming will be remedied in the future.

While PDFs can be viewed using the *iBook* app, some PDF files, like those from LensWork, can be better viewed using other iPad PDF viewers such as *GoodReader*. This app is more versatile and it can do much more than just allow manipulation of PDFs. More details are available at the **Good.iWare Web site**.

RSS Readers

RSS readers were always difficult for me to use or view on my computer. However, RSS feeds are very easy to add and view on the iPad, with a multitude of apps. Most of these will use the RSS feeds you may have set in *GoogleReadeR*. Personally, I like *Early Edition* because it displays the RSS feed in a newspaper-like display. Other popular readers are *Reeder* and *Pulse*.

And as my final recommendation, another impressive "reader" is *Flipboard*. It combines Facebook, Twitter, and RSS feeds into a single magazine-like format. Very impressive; check it out!







THE CODE THAT IS THE HARDEST TO DEBUG IS THE CODE THAT YOU KNOW CANNOT POSSIBLY BE WRONG.



--- PROMPTING LAWRENCE CHARTERS TO ADD, "IN MY VERY FIRST PROGRAMMING COURSE, I FOUND A BUG IN THE PROFESSOR'S 'HELLO, WORLD' PROGRAM WRITTEN IN FORTRAN- THE PROGRAM CONSISTED OF A SINGLE LINE."



TextEdit Autocorrect, Adding to a PDF, and more . . .

See if any of these "tricks of the trade" make your computing a tad more productive.

I. Spelling corrections in TextEdit

Did you know that all versions of Mac OS X include a word processing application? The program is called *TextEdit*, and in the most recent Leopard operating systems, *TextEdit* has an added capability that matches what can be found in the more expensive and elaborate word processing programs like Microsoft Word. Check out this tip.

Auto completion is a search feature that initiates a search with the first keystroke. With each typed letter, the auto-complete feature in TextEdit will provide words that match them. To activate an autocomplete window, simply start typing a word and press the escape key.

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A window will pop up listing all of the words starting with the letters you entered. You can use the arrow keys to go up and down the list. Pressing enter/return completes the word in your *TextEdit* document. If there are too many words in the auto-complete list, you can type additional letters (without having to manually close the auto-complete window) and hit the escape key again to bring up the auto-complete window with the filtered-down choices. Pressing escape while the auto-complete window is open will close it. Can't remember how to spell dysfunctional? See Figure 1.

2. Adding an image to a PDF

Have you ever wanted to add something to a PDF document but didn't have (or want) Adobe Acrobat to meet this need? Guess what, the Mac OS X 10.6 version of *Preview* can do it for free! It just takes five easy steps.

Open the application *Preview* and proceed as follows:

- 1. Convert the PDF document to an image with File » Save As.... Choose PNG as the format and change the resolution as desired.
- 2. Open the image file you want to insert in the PDF and select the whole image with Edit » Select All (command – A) or by using the
- 3. Copy the selection Edit » Copy (command C).
- 4. Go back to the document the PNG image and paste the selection with Edit » Paste. Resize as necessary.
- 5. Save the file as a PDF with File » Save As.... Choose PDF as the format. You may want to rename it if the original PDF needs to be preserved.

Note: The PDF made from an image is not searchable, so that is one drawback to this procedure.

This process has not been attempted in earlier versions of Mac OS X, but even if you don't have Snow Leopard, give it a go.

Figure 1.

The *TextEdit* application has a text correction feature. In this example, typing d-y-s- and then tapping the Escape key renders a long list of possible matching words. Use the arrow down key to go to the word you want, hit Enter, and keep typing. Cool.



3. Quickie Typing Tip

If you do a bit a typing you may relate. Does your typing rhythm get thrown off when you have to use the harder-to-access top row of keys — *e.g.*, typing open and closed parentheses? The next time you need them, try this: type them in sequence like this (), one after the other. Next, click the arrow left key just once to place the cursor between the parentheses, and continue typing the text that needs to be enclosed. When done typing click the enclosed text, click the arrow right once, type a space, and continue on your merry way.

It could be argued that this adds a couple of unnecessary keystrokes (arrow left and arrow right), but the arrow keys are more in line with the area of the keyboard most used, so your fingers have less distance to travel. And, there is a gain from having to only press the Shift key once while typing the open and closed parentheses keys in sequence. It works for me; see what you think.

Oh, it works when using quotes too!

4. Finding Downloaded Files

Have you ever downloaded a file (or two or three) and then been unable to find them in your Downloads folder (or wherever else your downloads might be going)? Contributing to the dilemma, you didn't note the file name and, if you are like me, you have tons of previously downloaded files so it is now a case of "by guess and by golly." What to do? The steps are rather easy.

Start by opening the folder that contains your downloaded files. Select List view (you know how to do that, right?). Click on the 2nd column header labeled Date Modified. All the files should be listed in chronological order with the most recent at the top. Not there? You may have the dates in reverse order; click the column header title again to reverse the order. Still don't see it at or near the top of the list? then the file you downloaded has a file date that is a wee bit older than today's date. In that case, you will have to read down the list a little way to see if you can recognize the file name.

Of course, there is another way, and that is using SEARCH FOR in the Finder window sidebar. This gives you an option of searching by date (today, yesterday, past week). If the download occurred recently (today or yesterday), merely clicking

on that option and highlighting the Last Opened column header will reveal in chronological order every file or application you opened. Now all you need to do is to recall about when you did the deed.

Happy hunting!

Do you have some tricks of your own? Let us know so we can share with the other readers; just use the feedback option at the bottom of page 2.

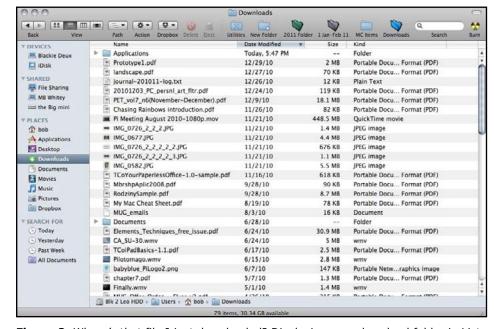
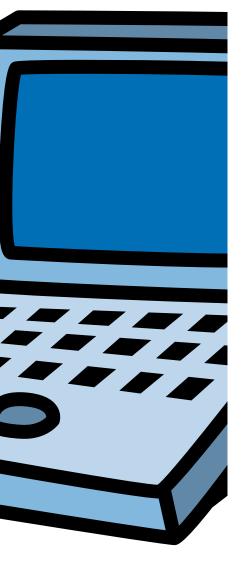


Figure 2. Where's that file I just downloaded? Displaying your download folder in List view and selecting the Date Modified should produce a list of downloaded files from latest to oldest.



Members Helping Members

Dedicated volunteers are the lifeblood of the Pi. Whether it is installing a hard drive at a Clubhouse Saturday event, answering questions at a General Meeting, or placing advice on the TCS Forums, there are many ways to pitch in and help, depending on a member's interests and talents. **Please consider making a commitment to ensure that the Pi remains a strong, viable, and energetic club dedicated to helping its members. For certain, all volunteer efforts are appreciated. Check out these areas where assistance is needed.**

Featured Position – Journal Managing Editor

The *Journal* is a time-honored, well established publication of the Washington Apple Pi and it is in need of someone to take over as Managing Editor. In addition, this person will be a member of the Pi's Publications Committee, which has oversight and responsibility for all printed material and electronic messages that emanate from the Pi. The job is challenging, but very rewarding.

If you enjoy writing and want to help the Pi progress, this is the job for you. Apply within!

Contact **robert.jarecke@wap.org** with any questions or to express your interest.



iChat Help Volunteer

Apple's *iChat* application offers a way for Pi members to help other members from the comfort of your own home. Interested? Read on.

iChat is an ideal means for direct communication using text, voice, video, or, in the last two versions of Mac OS X, screen sharing. With the Pi having commercial grade servers and server software, we now have the means to host our own *iChat* network. We are currently testing the capability of this interactive networking software, and the first results are positive.

So what will Pi *iChat* Help volunteers do? Essentially, the task is much like other help scenarios in which members have questions or a problem. But instead of a face-to-face encounter, the primary means for handling the matter will be use of the versatile *iChat* software. What's that? You don't use *iChat* or haven't even launched it yet? No problem, we will train you. We will also be providing guidance on how to deal with common issues, and on problem-solving techniques, and will supply a list of associate helpers who can help with particular issues. All you need to bring to the equation is your people skills and a genuine desire to help.

If you have even the slightest interest or any questions, contact the Management Committee Chair, Jay Castillo, at president@wap.org.

General Meeting Manager

Our General Meeting programs need someone dedicated to the planning and managing of these important club events. The job includes coordinating meeting activities, making any necessary arrangements, and managing the behind-thescenes specific tasks. While it sounds like a job for Superman, that really is not the case. If you have juggled household duties or been an office administrator, you have the skills. While another Pi manager emcees the meeting, you will be making him or her look good!

Because this activity needs to be approved by the Pi's Management Committee, the volunteer will serve as an adjunct member of that committee. This volunteer opportunity is guaranteed to keep you busy, and when the meeting is completed and meeting equipment packed up, lunch is on the Pi.

Send your inquires to robert.jarecke@wap.org.



Pi Fillings Editor

We need someone to take over producing the Pi Fillings discs. Pat Fauquet has been doing it for years, but it's time for someone else to lead the charge. Are you up for it?

We are reviewing the current format and publication cycle of the software disc. We are interested in diversifying the content and are open to suggestions on how to add value to the disc.

No previous experience is needed; we will train you. Some of the tasks that you will need to do are to search out interesting and pertinent material and files, organize the disc with the mined material and with other files supplied separately, and design a label for the disc. The production process will be separate and is not necessarily part of the job.

Contact office@wap.org to express interest and we'll go from there.

CLASSIFIEDS:

Seeking:

iPhone Developer for new projects and app updates.

Have some time and experience? let me know! r.huttinger@wap.org.

One more thing ...

The Mobile Lifestyle SIG

There's a new kid in town and it's a new Pi Special Interest Group.

From the advent of the first generation iPod to the newly released iPad, Apple has long been touting mobile computing. Apple's mobile, handheld devices have evolved considerably to where you can do almost anything on an iPhone, iPod touch, or iPad. Boy, how things have changed!

And, as often is the case, there are Pi members who are leading the charge in learning how to use these new gizmos and adapting them to their computing needs. Furthermore, these members are willing to share their wealth of experience and expertise in a semi-formal setting with all interested others.







The details are as follows:

Who: Roy Wagner will head up the Mobile Lifestyle SIG with able back up from Larry Kerschberg and Travis Good. As for who can join, anyone with an interest in learning more about mobile computing is welcome.



What: The primary focus will be on Apple devices running iOS 4 (and later versions).

The touch operating system has its own nuances worth investigating. However, the apps that run on the devices will get the lion's share of attention.

When: The SIG will meet immediately after the monthly General Meeting. The duration of the meeting will be one hour or longer, depending on the agenda and interest.

Where: George Mason University in the same location as the General Meeting.

Why: To learn more about mobile computing with fellow Apple enthusiasts and to have fun while doing it.

