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Volume 25, Issues 10



# mini'app'les newsletter

the minnesota apple computer users' group, inc.

| OCTOBER 2002 |                |          |                              |                 |     |                                 |
|--------------|----------------|----------|------------------------------|-----------------|-----|---------------------------------|
| SUN          | MON            | TUE      | WED                          | THU             | FRI | SAT                             |
|              |                | 1        | 2  7:00                      | 3  7:00         | 4   | 5 Novice Workshop 9:00AM - Noon |
| 6            | 7  7:00        | 8        | 9  7:00                      | 10  7:00        | 11  | 12                              |
| 13           | 14  7:00       | 15  7:00 | 16  7:00 DIGITAL IMAGING SIG | 17 7:00  7:00am | 18  | 19                              |
| 20           | 21  7:00       | 22       | 23                           | 24  6:30        | 25  | 26                              |
| 27           | 28  6:00  7:00 | 29       | 30                           | 31              |     |                                 |

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**AppleWorks SIG**  
Washburn Library  
5244 Lyndale Ave S. Mpls  
John Hunkins, Sr. 651-457-8949  
hunkins@mac.com.

3

**VectorWorks SIG**  
Washburn Library  
5244 Lyndale Ave S. Mpls  
Charles Radloff 952 941 1667

5

**Novice Workshop**  
St Charles School  
2727 Stinson Blvd Mpls  
Tom Gates 612-789-1713

7

**Board of Directors**  
mini'app'les members welcome.  
Ramsey County Library Roseville  
County Rd B  
Les Anderson 651-735-3953

9

**Microsoft Word SIG**  
2850 Metro Drive Rm 124,  
Bloomington  
Tom Ostertag, D 612-951-5520 E  
651-488-9979

10

**Macintosh Main**  
Washburn Library  
5244 Lyndale Ave S. Mpls  
Robert Marking 651-442-2702

14

**iMovie SIG**  
Oxboro Library  
8801 Portland Ave So Bloomington  
John Pruskic, 952-938-2818

15

**Vintage Mac / Apple SIG**  
(Formerly Apple I/IGS SIG)  
Augsburg Library  
7100 Nicollet Ave S, Richfield  
Tom Gates 612-789-1713

16

**Photoshop-Digital Imaging**  
Washburn Library  
5244 Lyndale Ave S. Mpls  
Gary Eckhardt, 952-944-5446

17

**Macintosh Consultants SIG**  
Embers  
7525 Wayzata Blvd  
St. Louis Park  
Bob Demeules, 763-559-1124

17

**Quicken SIG**  
2850 Metro Drive, Rm 124  
Bloomington  
Dale Strand, 952-835-5872

21

**eBay SIG**  
Walker Library  
2880 Hennepin Ave So  
Denis Diekhoff 612 920-2437

24

**FileMaker Pro SIG**  
Megaclean  
769 Kasota Ave  
S.E.Minneapolis MN 55414  
Steve Wilmes 651-458-1513

28

**Meet Your iMac / Mac SIG**  
Liberty State Bank  
176 Snelling Ave. N, St Paul  
Community Room  
Brian Bantz, 952-956-9814

28

**Macintosh Novice SIG**  
Liberty State Bank  
176 Snelling Ave. N, St Paul  
Community Room  
Richard Becker, 612-870-0659

**Programming SIG**  
For meeting time contact  
<http://www.visl.com/~andre/>  
Andre Benassi 763-786-3891

For the latest Information please call mini'app'les Voice Mail-651-229-6952



# mini'app'les

The Minnesota Apple Computer Users' Group, Inc.  
P.O. Box 796, Hopkins, MN 55343

## Board of Directors:

|                              |  |
|------------------------------|--|
| <b>President</b>             | Les Anderson<br>651-735-3953<br>anderslc@usfamily.net      |
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| <b>Apple II</b>              | Owen Aaland  |

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**Newsletter Contributions** – Please send contributions directly to our Post Office, Box 796, Hopkins, MN 55343, or [tostertag@usfamily.net](mailto:tostertag@usfamily.net)

Deadline for material for the next newsletter is the 1st of the month. An article will be printed when space permits and, if in the opinion of the Newsletter Editor or Manager, it constitutes material suitable for publication.

**Editor/Publisher:** Tom Ostertag 651-488-9979

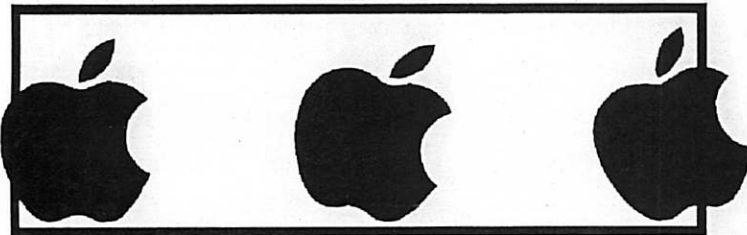
**Newsletter Layout:** John Pruski 952-938-2818, Bert Persson 612-861-9578

**mini'app'les BBS** – Internet only access

**mini'app'les Voice Mail** – 651-229-6952

**mini'app'les WWW site:** <http://www.miniapples.org>

**mini'app'les e-mail:** [miniapples@mac.com](mailto:miniapples@mac.com)



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## CHANGE OF ADDRESS

Moving? Going to be away from home and leaving a forwarding address with the Post Office? Please send us a Change of Address when you are informing others. By using a moment of your time and a few cents to drop us a card, you save the club some money and you get your newsletter delivered promptly to your new address. If you don't inform us, the Post Office puts your newsletter in the trash (they don't forward third class mail) and charges the club for informing us of your new address. Change of Address should be sent to the club's mailing address: mini'app'les, Attn: Membership Director, Box 796, Hopkins, MN 55343.

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## November 2002 Preview

Here is the tentative calendar of our Special Interest Group (SIG) meetings for November 2002. Please pencil these events on your calendar. As always, when doubtful of a SIG date, time, or location, confirm with one of the following:

- At [www.miniapples.org](http://www.miniapples.org)
- Our Voice Mail Telephone number: 651-229-6952
- The cognizant SIG Leader

|           |          |    |                                 |
|-----------|----------|----|---------------------------------|
| Monday    | November | 4  | Board of Directors meeting      |
| Wednesday | November | 6  | AppleWorks nee ClarisWorks SIG  |
| Thursday  | November | 10 | Macintosh Main SIG              |
| Monday    | November | 11 | iMovie SIG                      |
| Tuesday   | November | 12 | VectorWorks SIG                 |
| Wednesday | November | 13 | Microsoft Word SIG              |
| Monday    | November | 18 | eBay SIG                        |
| Tuesday   | November | 19 | Vintage Mac/ Apple SIG          |
| Wednesday | November | 20 | PhotoShop / Digital Imaging SIG |
| Thursday  | November | 21 | Macintosh Consultants           |
| Thursday  | November | 21 | Quicken SIG                     |
| Monday    | November | 25 | Meet Your iMac / Mac SIG        |
| Monday    | November | 25 | Macintosh Novice SIG            |
| Thursday  | November | 28 | FileMaker Pro SIG               |

# Members Helping Members

Need Help? Have a question the manual doesn't answer? Members Helping Members is a group of volunteers who have generously agreed to help. They are just a phone (or an e-mail) away. Please call only during the appropriate times, if you are a member, and own the software in question.

|                                     |               |
|-------------------------------------|---------------|
| Apple II / IIGS Software & Hardware | 1, 5, 7, 12   |
| AppleWorks / ClarisWorks-Draw       | 6, 7, 8       |
| Classic Macs                        | 10            |
| Cross-Platform File Transfer        | 5,12          |
| FileMaker Pro                       |               |
| FirstClass                          |               |
| iMacs                               | 14, 16        |
| iPhoto / iTunes / iMovie            | 17            |
| Mac OS Classic                      | 7,14, 17      |
| Mac OS X                            | 16, 17        |
| MacWrite Pro                        | 13            |
| Microsoft Excel                     | 2, 5, 15, 16  |
| Microsoft Word                      | 5, 16         |
| MYOB                                | 15            |
| Networks                            | 10, 16        |
| New Users                           | 1,9,14        |
| PhotoShop                           | 3, 11         |
| PowerBooks / iBooks                 | 10,14, 16, 17 |
| Power Macs                          | 16            |
| Quicken                             | 2, 15, 17     |
| QuickBooks and QuickBooks Pro       | 15            |
| WordPerfect                         | 4             |

|                           |              |     |
|---------------------------|--------------|-----|
| 1. Les Anderson           | 651-735-3953 | DEW |
| 2. Mike Carlson           | 218-387-2257 | D   |
| 3. Eric Jacobson          | 651-645-6264 | D   |
| 4. Nick Ludwig            | 612-593-7410 | DEW |
| 5. Tom Ostertag           | 651-488-9979 | EW  |
| 6. Owen Strand            | 763-427-2868 | D   |
| 7. Bruce Thompson         | 763-546-1088 | EW  |
| 8. Pam Lienke             | 651-457-6026 | EW  |
| 9. Tom Lufkin             | 651-698-6523 | EW  |
| 10. Ben Stallings         | 612-870-4584 | DEW |
| 11. Gary Eckhardt         | 952-944-5446 | EW  |
| 12. Michael Cumings-Steen | 651-644-8653 | DEW |
| 13. R. J. Erhardt         | 651-730-9004 | DEW |
| 14. Richard Becker        | 612-870-0659 | EW  |
| 15. Ardie Predweshny      | 612 978-9774 | DEW |
| 16. Andre' Benassi        | 763 786-3891 | EW  |
| 17. Dave Peck             | 651-423-4672 | DEW |

D: Days, generally 9 a.m. to 5 p.m.  
 E: Evenings, generally 5 p.m. to 9 p.m.  
 W: Weekends, generally 1 p.m. to 9 p.m.

Please call at reasonable hours, and ask if it is a convenient time for them. By the way, many of these volunteers can also be contacted on our BBS. We appreciate your cooperation.

If you would like to be a Members Helping Member volunteer, please send an e-mail message to John Pruski on our BBS, or call him at 952-938-2818, with your name, telephone number, contact hours, and the software or hardware areas you are willing to help others.

## Newsletter Ad Rates

|  |  |
|--|--|
| 1/12 page . . . . . 2.25" Width x 2.5" Height. . . . . \$5       | Outside back cover . 7-1/2" Width x 7-1/2" Height . . \$50   |
| 1/6 page . . . . . 2.5" Width x 5" Height . . . . . \$10         | Inside back cover . . . . 7-1/2" Width x 10" Height . . \$60 |
| 1/3 page . . . . . 2.5" Width x 10" Height Vert or 5.5 H. . \$20 |  |
| 1/2 page . . . . . 7.5" Width x 5" Height (save 5%) . . . \$30   |  |
| 2/3 page . . . . . 5" Width x 10" Height (save 7%) . . . \$40    |  |
| Full page . . . 7-1/2" Width x 10" Height (save 15%) . . \$60    |  |

All ads must be prepaid and submitted on electronic media. Ads of \$20 and under must run for a minimum of three months.

Mail inquiries to: PO Box 796, Hopkins, MN, 55343  
 Phone inquiries to: John Pruski, 952-938-2818

# mini'app'les Board Meeting Minutes, Aug 5, 2002

Submitted by Bruce Thompson

Present: Les A., Greg B., Denis D., Bruce T., Dave P.  
Also attending: André B.

1. Adoption of Agenda - Changes  
M/S/P

2. Approval of Minutes M/S/P

3. Treasurers Report - Don Walz  
Absent

Officers and Coordinators Reports

a. President - Les Anderson Tried to contact John Bald

b. Vice President - Denis Diekhoff - Annual Meeting

c. Secretary - Bruce Thompson

d. Marketing - Greg Buchner

e. Membership - Erik Knopp -

f. SIG Director - Dave Peck - Has tried to contact Bryan Lienke, will continue to do so

g. Publications - John Pruski - Absent

f. Past President - Bert Persson - Absent

Unfinished Business

a. Annual Budget - Bruce & Les will coordinate, Bruce will send file to Les  
b. SIG Leader for Main Mac - will try a bit of "arm twisting" at the next meeting

c. Bylaws

1. Records - Still looking for anything anyone has

2. Surety Bond - Don W probably has it

3. Audit - Has posted request on BBS and will have an item in newsletter

d. Yearly Plan - Annual Meeting - Denis has contacted Brooklyn Pk and hotel, both rather pricey; will contact Southdale Library

e. BBS Calendar - Need a text version from John P. Should post in the SIG conference on the BBS.

f. eDOMs - New Member CD - Do we need one, what is on it? Will continue investigation

g. Novice Workshop(s) - Have heard nothing to change.

h. TCPC - Nothing for mini'app'les, will drop unless direct approach from them

i. OS X SIG - André will check location (probably S. Mpls/Richfield) and try for 3rd Mon

j. SYSOP - Should probably have two people to provide backup

New Business

a. eBay SIG - Denis has room at Walker Library (29th & Hennepin)

Will check on dates

b. email address - .MAC is pricey for what it offers the club. Bruce T will check on possible alternatives

c. Auction - Sat, Dec 7. from about 10 am (opening of library) to 5, auction from 12:30-4 pm. Need auctioneer and workers

Next meeting TUESDAY, Sep 3, 7 PM at Ramsey Library—Roseville

## August Main Mac Meeting

Submitted by Les Anderson

In spite of the meeting date confusion, we had a good turnout for the August Main Mac SIG. Sandy Foderick made the long trip from Zimmerman, MN to tell us about MAC WORLD NY. Sandy is the User Group Liaison for Apple. She had literature on the new

Macs, and on the new OS X 10.2, (Jaguar). Her presentation consisted of slides and her comments. There wasn't much need for a Pie SIG, because Sandy brought along four dozen Krispy Kream donuts to eat during her presentation.

At the end we had a drawing for the many door prizes. Tee shirts, turtle

necks, notebooks (the paper kind, not the computer kind) and a jacket. There was also an Apple pen if you bothered to pick up the literature package.

Thanks to Sandy for her efforts, we hope to have her back after the next Mac World.

## Tips for X: An Option for Minimizing

Submitted by Bruce Thompson  
EXCERPT FROM APPLE ENEWS  
August 8, 2002, Vol. 5, Iss. 17

You know all about minimizing, right? In Mac OS X, you can easily dispatch a document to the Dock either by clicking the yellow Minimize button or by double-click-

ing the menu bar. Minimizing certainly comes in handy, but when you have two or three browser windows, several folders, or five or six Excel documents open, it would be a pain if you had to minimize each of those windows individually. But you don't.

Mac OS X lets you minimize an entire

collection of Finder or document windows at once. Simply hold down the Option key when you click the Minimize button or double-click the menu bar, and each of those browser, folder, or document windows will find its way to the Dock.

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

## The Miniapples Annual Auction

Submitted by Bert Persson

On Saturday December 7th we will have our Annual Auction at Washburn Library located on 5244 Lyndale Ave So, Minneapolis.

We plan a preview at 12:00, auction starts at 1:00 PM.

If you like to donate equipment or help with the auction please contact John Pruski (952) 938-2818 or Bert Persson (612) 861-9578

More information on the auction will be published in the November newsletter.

# Marathon

Submitted by Dave Peck

I'm a fairly normal guy. My life was good, until reality shifted into the Mac gaming zone. Feebly, I raised my arm to point. Gibberish drooled from my mouth as a vision appeared before my eyes. The music vibrated my soul "da da da...da-duh-da".....then the army choir shouted: MAR-Ah-THON!!"

Where was I? The Year: 1994. My Mac Performa (68030 processor) was at the local Mac Retailer being upgraded to a brand new PowerMac 7100. The Starship Marathon on the store's display Mac reeled me in and grabbed hard, just like an Alien's extensible chompers. A fleet alien figure came sprinting up the long corridor zap-ping me with electric shocks. And with just a pistol, I rose to the occasion- blam! blam! Despite my wife rolling her eyes, life had just gotten better.

Besieged by Pffhor, S'pht (no, I don't have a speech impediment), an assortment of alien critters and toyed with a rogue-personality-construct named Durandal, it can be argued that Marathon by Bungie Software is the single most influential game series to ever appear on the Mac's desktop. With an ancestry dating to Castle Wolfenstein, Doom, and Pathways Into Darkness, Marathon was the first good looking First-Person-Shooter (FPS). It had textures on the walls, gee-whiz lighting, an atmosphere, a story, maximum action, and lots of aliens to entertain you. It pushed the computer hardware of the time, but ran without a dedicated graphics card and most importantly, Mac users had it! While the PC minions were drooling over Doom (the poor deluded fools), Mac users were truly blessed with a superior gaming experience.

The first Marathon started with little fanfare, as you arrived on the Starship Marathon. Something was terribly wrong there. And immediately the assault on your senses began. In those early days, I remember being extremely tense and loving every minute of it. The Marathon Series is a story of heroism (yours), manipulation (Durandal's), and target practice, lots

of it as you search and explore exotic environments, search and destroy hostile aliens. The series whisked you from the Starship Marathon, to huge alien structures with planet-side vistas, cool blue waters and sometimes, the bubbly green slime of the sewers. Marathon never disappointed.

And greater than the solo story was the JOY, yes the joy of multiplayer gaming. Its multiplayer capabilities brought gamers together for countless LAN parties. I have probably forgotten more memorable moments than I can remember, there are so many of them. I remember my amazement that 4-8 players and their computers could be synchronized in a common arena for such good-natured carnage. Grenade hopping. The Bobs running around getting in your way, while shouting "they're everywhere!". The pesky floating bots that collapsed in a plume of smoke (when shot). Loon calls. The over grown, sludge-throwing sewer rats. The easy long shots when we were all new to this game. The splat of guts on the wall after a dead-on rocket impact. The juggernauts. The insane adrenaline rush of double sawed-off shotguns in a small arena. Players who live to snipe. The smiley face on the head of a rocket coming right at you. The Marathon mods- Like Devil in a Red Dress and Marathon Evil.

My list of favorite arenas is a huge one, but here are a few - Circular Death, Mutiny is Good, For a Few Shotguns More, Hata, Egan-rac, Mars Needs Women, B'rak Station, and most of the Randall Shaw (FrigidMan) maps not already mentioned.

This outstanding game fulfilled most of my multiplayer gaming needs for a good 7 years. Quite a run! Marathon is the only game from my first PowerMac that still remains on my hard drive. And fans don't want this game to go away.

At the last LAN party I attended (July 2002), we broke out Marathon (the original series) and gave it a shot. Sadly, the MacOS (classic v9.2) seemed to have left Marathon behind.\*\* No one could get decent mouse performance from it. Although the Sun is setting on Marathon, its

place in the Mac Gaming Hall-Of-Fame is secure. And its influence and spirit lives on in games such as Unreal Tournament (with its Marathon Mods), Quake 3 Arena, and most significantly in the Microsoft/Bungie X-Box console game, "Halo", where you can still play "skull" games. (MS just announced their intentions to release the Mac/PC version of Halo.) I think I'm getting teary. So I'll wrap this up by saying, "Marathon- thanks for the memories! You got me addicted to computer gaming and my wife will never forgive you." (Still happily married.)

Link: Read the MacGamer Marathon Review.

\*\*Note: The Sun may not be set on Marathon just yet. Bungie set Marathon free several years ago with release of its code, which is now open source. Aleph One is a OpenGL update of the classic Marathon series. This version may work better with MacOS9.2 There is also a MacOSX version posted. I briefly looked at Aleph One press info, but have not played it. My impression is much work must be done to get it up to today's gaming graphic standards. If you'd care to critique Aleph One as compared to UT or Q3A, feel free to talk about it in the MacGamer Forums or drop me a note. See Marathon.org for the latest Marathon info. - D. Peck

<http://www.macgamer.com/features/?id=1222>

# Some common Macintosh keyboard shortcut combinations

Submitted by Bert Persson

Keyboard shortcuts can be a significant time-saver for those commands which are executed very often by a user. These keystrokes offer the advantage of being more direct in achieving a desired function. Integrating these shortcuts into one's computing habits will result in a more efficient and productive Macintosh session.

All these commands use the 'command' key, located next the space bar, on either side. This 'command' key also has the apple symbol on it as well. To issue one of these keyboard shortcuts, continually hold down the 'command' key and then hit the appropriate alphanumeric key (do not release the 'command' key until the alphanumeric key has been pressed). Here is a list of commonly-used functions supported by keyboard shortcuts.

**APPLE key = command**

**CONTROL key = Ctrl**

**ENTER key = Enter**

**OPTION key = Option**

**POWER ON key = PWR** (note: this key is on the top right corner of the keyboard on some machines)

**Force Quit**

(command - Option - ESC)

Use this feature with extreme caution. You should definitely not rely on this as a usual way to quit an application. It is useful in the event that you have unsaved work in other applications when your current application freezes up. By using this feature, you can return to the Finder and save the work in your other applications. You should restart your computer after using this feature.

**To boot up PowerMac off CD-ROM**  
(Hold down the letter "C" and Restart the Mac)

**To boot up off external drive**  
(command - Shift - Option - Delete - and Restart the Mac)

**Soft Boot Restart**  
(command - Control - Restart)

This feature should also be used with

caution. Use only in the event of a freeze up and after you have tried Force Quit. It will restart your computer without having to turn it off and on again. The Restart button is one of two buttons found on some Mac models. It has a left-pointing triangle symbol on it. The buttons can be found on the side, back or front of the Mac. If your Mac has one, pressing it when your Mac has frozen, is the preferred method for restarting. The other button is called the Interrupt button and is used by programmers.

**Reboot without Restart button**  
(command - Control - Power)

**Zap the PRAM**  
(command - Option - P - R - and restart the Mac)

PRAM stands for Parameter RAM. Your Mac's Chooser and control panel settings are stored there, even when the computer is turned off. Sometimes these settings need to be reset.

**Rebuild the Desktop**  
(command - Option - ..... at RESTART)

**Take Snapshot of screen**  
(command - Shift - #3)

This feature allows you to capture your screen as a PICT file. Files are saved on your hard drive as Picture X (where X is a number from 0 to 9.)

**Turn Off Extensions**  
(Shift - ..... at RESTART)

This disables, for this startup only, any items that load at startup, such as system extensions, control panels, or chooser extensions. It also disables virtual memory, and background printing with Print Monitor, and turns the Disk Cache down to 16k (the minimum.) It also prevents launching any items in the Startup Items Folder.

**To empty Trash with locked files**  
(Option and Empty Trash from Special menu)

**Bypass Set Start-up Device**  
(command - Option - Shift - Delete - ..... at RESTART)

**Copy Selection**  
(command - C)

After a selection of text is highlighted, its contents can then be copied for temporary storage by typing command-C and be used elsewhere later on. Copying also works for names of icons in the system. See Paste Selection on how to place the copied information.

**Cut Selection**  
(command - X)

To remove a highlighted selection of text and temporarily save it, one can use command-X to cut it out immediately. See Paste Selection on how to place this cut information elsewhere.

**Paste Selection**  
(command - V)

Whether a highlighted selection of text has been copied or cut, it can be placed by positioning the cursor at the desired start point. Using command-V will paste the cut or copied information at that desired location.

**Undo**  
(command - Z)

For a faster undo, try command-Z. This key combination will restore the previous state before the most recent change. Most major applications which have an Undo feature use this key stroke combination as well.

**New**  
(command - N)

In the operating system, command-N will create a new folder in the current window. In applications which use documents, command-N creates something new but this depends on the type of application; some examples are New Window, New Spreadsheet, and New Document.

**Open**  
(command - O)

Using command-O from the system will open the icon which has been selected. If the icon is a document file or an application, it will start-up the appropriate application, just like dou-

ble-clicking on it with the mouse. If the icon is a folder, it will reveal its contents in a window. In an application, command-O usually opens an existing file for that particular application.

#### **Close Window** (command - W)

To close a particular window without having to click on that little box in the upper left hand corner, use command-W which performs the same function of closing it. Make sure that the window to be closed is selected before doing so.

#### **Close All Windows** (command - Option - W)

#### **Save File** (command - S)

#### **Save File As -....** (Shift - command - S)

#### **Make Alias** (command - M)

#### **Get Info** (command - I)

For info on a particular icon, click on the icon and type command-I. For an icon representing an application, using command-I immediately displays the memory requirements and other information for that application.

#### **Eject Disk - Permanently** (command - Y)

Dragging a floppy disk or CD-ROM icon to the trash to eject a disk can be time consuming and misleading. An alternate way is to click on the disk icon and then hit command-Y, which will eject the disk and send its icon automatically into the trash.

#### **Eject Disk - Temporarily** (command - E)

Another way to temporarily eject a floppy disk or CD-ROM is to use command-E. Note that the icon does not go away from the desktop and expects to get the disk back sometime later in the session.

#### **Duplicate** (command - D)

To copy anything in the system with an icon, click on the icon and press command-D which will automatically create a duplicate of it.

#### **Select All** (command - A)

Typing command-A is a much quicker way of selecting everything. In the system, it selects all icons in the currently selected window (or desktop). In applications, it may select the entire contents of its current window.

#### **Print** (command - P)

The power of printing is also available to one's fingertips by pressing command-P. Most applications have this keyboard shortcut, which can also be used in the system. The dialog box of printing options appears as usual before the actual printing occurs.

#### **Cancel** (command - period)

In the Mac operating system, command-period (where 'period' is the period key) can be used as an alternative to clicking the 'cancel' button in cases where a dialog box is displayed.

#### **Find** (command - F)

The command-F shortcut works with the system and almost any application which has a finding feature.

#### **Find Next** (command - G)

To find the next occurrence of something much more quickly, try command-G. This shortcut bypasses any repeated button clicking that is required to perform this function when using the mouse.

#### **Quit** (command - Q)

Although there is no quit for the operating system itself, almost all Mac applications can be quit by using command-Q.

#### **Word processor** (ClarisWorks/AppleWorks 5) specific shortcuts. Select text and use the following commands.

#### **Plain Text** (command - T)

#### **Bold Text** (command - B)

#### **Italic Text** (command - I)

#### **Underline Text** (command - U)

#### **Formatting shortcuts**

#### **Copy Ruler** (Shift - command - C)

#### **Apply Ruler** (Shift - command - V)

#### **Insert Footnote** (Shift - command - F)

#### **Insert Column Break** (enter)

#### **Insert Page Break** (Shift - enter)

#### **Insert Section Break** (Option - enter)

#### **Superscript** (Shift - command - +)

#### **Subscript** (Shift - command - -)

#### **Changing font size shortcuts**

#### **Other Size** (Shift - command - O)

#### **Smaller Size** (Shift - command - <)

#### **Larger Size** (Shift - command - >)

#### **Outline shortcuts**

#### **New Topic Left** (command - L)

#### **New Topic Right** (command - R)

continued on page 11





# mini'app'les Handy Form

**New & Renewing Members-  
Specify your level of support:**

- \_\_\_ \$25 (One Year)
- \_\_\_ \$45 (Two Years)
- \_\_\_ \$60 (Three Years)
- \_\_\_ \$15 Student\*(One Year)
- \_\_\_ \$100 Corporate (One Year)

Thanks!

\* must be a full-time student  
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**Make Checks  
Payable to  
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 Occupation: \_\_\_\_\_  Check if this is a  
 Member ID# (if applicable): \_\_\_\_\_ address change.

Please list the five software  
packages you use most often:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Check if you want your name withheld from commercial and other non-club mailing lists
- Check if you are interested in volunteer opportunities
- Check if you were referred by a club member. Please give their name.

*Yes..*  
*I'd like to join!*

If this is a new membership or a renewal, please take a few minutes to fill out this questionnaire

Which personal computer(s) do you use?

- Power Macintosh model(s) \_\_\_\_\_
- Macintosh model(s) \_\_\_\_\_
- Apple II model(s) \_\_\_\_\_
- Other \_\_\_\_\_

What peripherals or attachments do you use?

- Printer
- Laser Printer
- Modem
- Scanner
- Digital Camera
- Drawing Tablet
- Voice Mail
- MIDI
- CD-ROM
- Other \_\_\_\_\_

What are your areas of special interest?

- Business Applications
- Household Applications
- Educational Applications
- Desktop Publishing
- Programming
- Networking
- Games
- Other \_\_\_\_\_

## Macintosh & Apple II eDOM Orders

Please allow up to  
6 weeks for delivery

| Disk Size | eDOM # | Title or Description | Qty. | Price @ | Total |
|-----------|--------|----------------------|------|---------|-------|
|           |        |                      |      |         |       |
|           |        |                      |      |         |       |
|           |        |                      |      |         |       |
|           |        |                      |      |         |       |
|           |        |                      |      |         |       |
|           |        |                      |      |         |       |
|           |        |                      |      |         |       |

### Disk Prices

|                                       | Members     | NonMembers |
|---------------------------------------|-------------|------------|
| 5.25" eDOM or System Disk:            | \$1.00      | \$2.00     |
| 3.5" eDOM:                            | \$5.00      | \$10.00    |
| Mac System 7.0.1 (9 Disks):           | \$15.00     | N.A.       |
| GS/OS 6.0.1 (6 Disks):                | \$10.00     | N.A.       |
| 3.5" System Disks(All Other Systems): | \$2.00/Disk | N.A.       |

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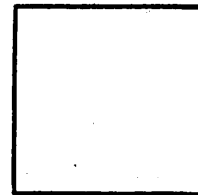
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|  |  |
|--|--|
| Total Merchandise                      |  |
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| <b>GRAND TOTAL</b>                     |  |

**Make Checks Payable to "mini'app'les"**

Last Fold – Seal with Tape

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Attention:  
 Membership Director  
 Software Director

Mini'app'les  
P.O. Box 796  
Hopkins, MN 55343-0796

2nd fold

1st fold



Dear mini'app'les  
Please direct this to the:  
 Membership Director  
 Software Director



continued from page 8

**Move Left**  
(Shift - command - L)

**Move Right**  
(Shift - command - R)

**Window shortcuts**

**Page View**  
(Shift - command - P)

**Hide Button Bar**  
(Shift - command - X)

**Show Stylesheet**  
(Shift - command - W)

**Show Links Palette**  
(Shift - command - M)  
**Show Tools**  
(Shift - command - T)

**Hide Rulers**  
(Shift - command - U)

## The 18 th Annual Minnesota Hamfest & Computer Expo

*Submitted by Bert Persson*

The 18 th Annual Hamfest Minnesota & Computer Expo will be held on Saturday October 26 ( 8:00 A.M. to 4:00 P.M. ) at the Touchstone Energy Place at RiverCentre (Kellogg Blvd. & W. 7th St.) in downtown St. Paul. This is the largest Ham and Computer swapmeet in the Upper Midwest. Here

you will find old and new computer equipment as well as software for that old machine sitting in your basement. Advanced tickets are \$ 7.00 and \$10.00 day of show. For more information call (763) 535-0637 or see their web page at [www.hamfestmn.org](http://www.hamfestmn.org) Minniapples will have a table at the show were we will distribute informa-

tion and let people know about the benefits of joining our user group. And for this we will need some members to volunteer to man the table. If you are interested in helping out at our table please contact me at (612) 861-9578 , BBS or [bpersson@isd.net](mailto:bpersson@isd.net)

## First Tech and Apple will have EXPO 2002

*Submitted by Les Anderson*

First Tech and Apple will sponsor EXPO 2002 at the Radisson South

Hotel located at Hwy 100 & Hwy 494 on Tuesday Oct 8, 9:00 - 4:00 P.M. This will be a free event showcasing new Apple products together with all

day seminars, exhibits, etc.other vendors. For more information and registration go to <http://www.firsttech.com/expo>

## Place Your Ad Here !!!

For rates see page 4



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## ***Benefits of your mini'app'les membership include:***

**A one year subscription to our monthly Newsletter**

**A free account on the mini'app'les BBS (45 minutes/day)**

Communicate with other mini'app'les members plus get up to date information on mini'app'les events and meetings. Get assistance from other members. Download freeware and shareware.

**Eligibility for frequent drawings of free equipment, software, and books.**

Just a few of the many items given away free in the past include: Connectix QuickCam, Microsoft Encarta, Quickeys, Books from Peachpit Press, MacMillan, RamDoubler, SpeedDoubler, Lind PowerBook battery Conditioners, Rechargers, Microsoft Art Gallery, T-shirts and software including Apple OS 9.0

**Discounts on book orders**

40% off Peachpit Press, 40% off MacMillan family of book companies (Hayden, Adobe Press, Que, Sams, Brady, NRP, and Alpha)

**Periodic special User Group discount offers on equipment and software.**

In the past year, Apple, Hayes, Brøderbund, and APC Power Protection (Business Security Products), among others, have offered mini'app'les members significant discounts.

**Plus, you're supporting all of mini'app'les' special interest group (SIG) meetings that you can attend each month.**

***It's easy to recoup your cost of membership  
with the above benefits.***



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