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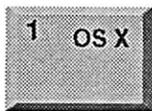
Volume 27, Issue 6



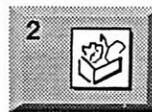
mini'app'les newsletter

the minnesota apple computer users' group, inc.

J U N E 2 0 0 4						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 OS X 7:00	2 7:00	3	4	5
6	7 7:00	8 7:00	9 7:00	10	11	12
13	14	15 6:30-8:00pm	16 7:00 DIGITAL IMAGING SIG	17 7:00	18	19
20	21	22	23	24 7:00	25	26
27	28 6:00 7:00 ?	29	30			



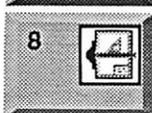
OS X SIG
The Foundation
1621 Hennepin Avenue South
Minneapolis, MN 55403
Craig Arko 612-379-0174



AppleWorks SIG
Penn Lake Library
8800 Penn Ave S, Bloomington
John Hunkins, Sr. 651-457-8949
hunkins@mac.com.



Board of Directors
mini'app'les members welcome.
Merriam Park Library
1831 Marshall Avenue St. Paul
Les Anderson 651-735-3953



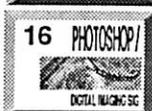
VectorWorks SIG
Apple Store Mall of America
Bloomington
Charles Radloff 952 941 1667



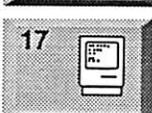
Microsoft Word SIG
Eagles lodge
9152 Old Cedar Ave Bloomington
Tom Ostertag, D 612-951-5520 E
651-488-9979



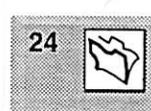
Vintage Mac / Apple SIG 6:30PM
Augsburg Library
7100 Nicollet Ave S, Richfield
Tom Gates 612-789-1713



Multi Media SIG 7 P.M
Photoshop-Digital Imaging
Penn Lake Library
8800 Penn Ave S, Bloomington
Gary Eckhardt, 952-944-5446



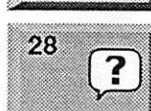
Macintosh Consultants SIG
Embers 7:00 AM
7525 Wayzata Blvd
St. Louis Park
Bob Demeules, 763-559-1124



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



Meet Your iMac / Mac SIG
Merriam Park Library
1831 Marshall Avenue
St. Paul
Brian Bantz, 952-956-9814



Macintosh Novice SIG
Merriam Park Library
1831 Marshall Avenue
St. Paul
Richard Becker, 612-870-0659



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

For the latest information please visit <http://www.miniapples.org>



mini'app'les

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

Board of Directors:

President	Tom Gates 612-789-1713 tgages@isd.net
Vice President	Bert Persson 612-861-9578 skallgang@yahoo.com
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Treasurer	Don Walz 651-426-5602
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Publications Director	John Pruski 952-938-2818 johnpruski@aol.com
SIG Director	Dave Peck 651-423-4672 huntn@charter.net.
Director at Large	Les Anderson 651-735-3953 anderslc@usfamily.net
Membership	Erik Knopp
Apple II	Owen Aaland

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Questions – Please direct questions to an appropriate board member. Users with technical questions should refer to the Members Helping Members section.

Dealers – mini'app'les does not endorse specific dealers. The club promotes distribution of information which may help members identify best buys and service. The club itself does not participate in bulk purchases of media, software, hardware and publications. Members may organize such activities on behalf of other members.

Advertisers – For information, see Newsletter Ad Rates box within this issue.

Newsletter Contributions – Please send contributions directly to our Post Office, Box 796, Hopkins, MN 55343, or 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.

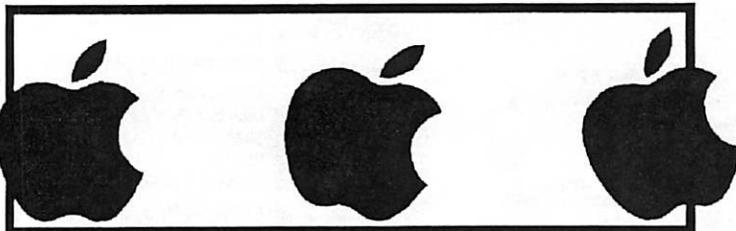
Editor/Publisher: Tom Ostertag 651-488-9979

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

mini'app'les BBS – Internet only access

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

mini'app'les e-mail: 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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July 2004 Preview

Here is the tentative calendar of our Special Interest Group (SIG) meetings for July 2004. 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
- The cognizant SIG Leader

Monday	July	5	Board of Directors meeting
Tuesday	July	6	OS X
Wednesday	July	7	AppleWorks nee ClarisWorks SIG
Wednesday	July	14	Microsoft Word SIG
Thursday	July	15	Macintosh Consultants
Tuesday	July	20	Vintage Mac/ Apple SIG
Thursday	July	22	FileMaker Pro SIG
Monday	July	26	Macintosh Novice 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
AppleWorks / ClarisWorks-Draw	6, 7, 8
Classic Macs	
Cross-Platform File Transfer	5
FileMaker Pro	
FirstClass	
iMacs	12, 14
iPhoto / iTunes / iMovie	
Mac OS Classic	7, 12
Mac OS X	14
MacWrite Pro	11
Microsoft Excel	2, 5, 13, 14
Microsoft Word	5, 14
MYOB	13
Networks	14
New Users	1, 9, 12
PhotoShop	3, 10
PowerBooks / iBooks	12, 14
Power Macs	14
Quicken	2, 13
QuickBooks and QuickBooks Pro	13
WordPerfect	4
VectorWorks	15

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. Gary Eckhardt	952-944-5446	EW
11. R. J. Erhardt	651-730-9004	DEW
12. Richard Becker	612-870-0659	EW
13. Ardie Predweshny	612 978-9774	DEW
14. Andre' Benassi	763 786-3891	EW
15. Charles Radloff	952-941-1667	D

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
1/6 page 2.5" Width x 5" Height	\$10
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
Outside back cover . 7-1/2" Width x 7-1/2" Height . .	\$50
Inside back cover . . . 7-1/2" Width x 10" Height . . .	\$60

mini'app'les will accept all ads for publication that do not affect our nonprofit status, or the postal regulations dealing with our nonprofit mailing rates. Examples of ads that will be rejected are; but not limited to, ads that:

1. endorse a political candidate or cause
2. attack a person or cause
3. are in "bad taste" (x rated or similar)
4. expound or demean a religion or practice.

Ads should be for a product or service. Because of our nonprofit mailing rates we must limit ads that are not related to computers.

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

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

Miniapples Directors Meeting April 5, 2004

Submitted by Jim Nye

PRESENT: Les Anderson, Greg Buchner, Don Walz, John Pruski, Bert Persson, Erik Knopp, Jim Nye, Harry Lienke

ADOPTION OF AGENDA: agenda adopted.

APPROVAL OF MINUTES: minutes approved.

TREASURERS REPORT: all bills to date have been paid. Balance sheet for February 1-29, 2004 passed out to Board.

Auditor's report- Harry Lienke made a brief appearance at the meeting and reported that the audit showed everything was in order. He volunteered to do the audit next year. He was thanked by President Anderson and the Board for his service to the club.

OFFICERS AND COORDINATORS REPORTS:

President Anderson- noted that the use of the Domain name required that a user name and a password be supplied. Question arose who should be keeper of the password. John Pruski suggested that the Treasurer and President should be keeper of the name and password. Board agreed.

Secretary Nye- inquired if the unapproved minutes should be submitted to the general membership on BBS. Opinion was that the minutes shouldn't be placed on BBS, but will be printed in the newsletter after they are approved. A copy on BBS will be sent to the Directors.

Mac OS X: Keyboard shortcuts

Learn about common Mac OS X keyboard shortcuts.

Common Mac OS X keyboard shortcuts

Keystroke
Description

Press X during startup
Force Mac OS X startup

Marketing Director Buchner- he has been working on getting information out. Presently, member CD's are being sent out.

Director at Large Persson- Bert Persson and John Pruski attended the Mid -Winter Madness Radio Swap meet in Delano, passed out newsletters, answered questions and got some exposure for the club.

UNFINISHED BUSINESS

Novice Workshop- President Anderson asked that the newsletter be sent out by April 23rd so that the Novice Workshop being held on May 1 can be publicized in the newsletter.

Main Mac SIG- the Mac Main SIG is in limbo. A new SIG Leader has not been found.

Audit- has been completed, and the finances have been found to be in good order. Information about audit printed in the last newsletter.

Ballots- were printed in the last newsletter. Ballots should be received by April 26, or by mail by April 30.

Checks- checking account will be set up for authorization to do club business for incoming President Tom Gates, and Vice President Bert Persson.

NEW BUSINESS

BBS Moderator- Craig Arko has offered his services to be a moderator. Board discussed if a moderator is needed. Motion made, a moderator is not needed at this time. motion seconded

, motion carried.

Epson Print Academy - Discussed whether club should accept advertisement or announcements on our web page for commercial endeavors. Bert Persson's opinion is that it is not good policy to accept advertisement, and web pages should be used strictly for educational projects etc. Nye and Buchner's opinion was that if it is educational and may benefit the club that it should be posted even if it is of commercial origin.

Motion made, commercial ads will not be posted on the club web page. motion seconded, motion defeated by vote.

President Anderson asked who may want to attend the Photo Session taking advantage of the Epson offer. Dave Peck will be contacted to see if anyone is interested in attending the session.

Motion made to post Epson Print Academy information on the Club web site, motion seconded, motion carried.

MEETING ADJOURNED- next meeting, May 3, 2004, 7:00 PM, Merriam Park Library, 1831 Marshall Ave, St. Paul. (meeting will be held upstairs in a back room in the corner)

network server (NetBoot)
Press R during startup
Force PowerBook screen reset

Press T during startup
Start up in FireWire Target Disk mode

Press Shift during startup
start up in Safe Boot mode and temporarily disable login items and non-essential kernel extension files (Mac OS X 10.2 and later)

Press Option-Command -Shift-Delete
during startup

Bypass primary startup volume and seek a different startup volume (such as a CD or external disk)

Press C during startup
Start up from a CD that has a system folder

Press N during startup
Attempt to start up from a compatible

Press Command-V during startup
Start up in Verbose mode.

Press Command-S during startup
Start up in Single-User mode

Finder window

Keyboard shortcut
Description

Command-W
Close Window

Option-Command-W
Close all Windows

Command-Right Arrow
Expand folder (list view)

Option-Command-Right Arrow
Expand folder and nested subfolders
(list view)

Command-Left Arrow
Collapse Folder (list view)

Option-Command-Up Arrow
Open parent folder and close current
window

Menu commands

Keyboard shortcut
Description

Shift-Command-Q
Apple Menu Log out

Shift-Option-Command-Q
Apple Menu Log out immediately

Shift-Command-Delete
Finder Menu Empty Trash

Option-Shift-Command-Delete
Finder Menu Empty Trash without
dialog

Command-H
Finder Menu Hide Finder

Option-Command-H
Finder Menu Hide Others

Command-N
File Menu New Finder window

Shift-Command-N
File Menu New Folder

Command-O
File Menu Open

Command-S
File Menu Save

Shift-Command-S
File Menu Save as

Command-P
File Menu Print

Command-W
File Menu Close Window

Option-Command-W
File Menu Close all Windows

Command-I
File Menu Get Info

Option-Command-I
File Menu Show Attributes Inspector

Command-D
File Menu Duplicate

Command-L
File Menu Make Alias

Command-R
File Menu Show original

Command-T
File Menu Add to Favorites

Command-Delete
File Menu Move to Trash

Command-E
File Menu Eject

Command-F
File Menu Find

Command-Z
Edit Menu Undo

Command-X
Edit Menu Cut

Command-C
Edit Menu Copy

Command-V
Edit Menu Paste

Command-A
Edit Menu Select All

Command-1
View Menu View as Icons

Command-2
View Menu View as List

Command-3
View Menu View as Columns

Command-B
View Menu Hide Toolbar

Command-J
View Menu Show View Options

Command - [
Go Menu Back

Command -]
Go Menu Forward

Shift-Command-C
Go Menu Computer

Shift-Command-H
Go Menu Home

Shift-Command-I
Go Menu iDisk

Shift-Command-A
Go Menu Applications

Shift-Command-F
Go Menu Favorites

Shift-Command-G
Go Menu Goto Folder

Command-K
Go Menu Connect to Server

Command-M
Window Menu Minimize Window

Option-Command-M
Window Menu Minimize All
Windows

Command-?
Help Menu Open Mac Help

Universal Access

Keyboard shortcut
Description

Option-Command-* (asterisk)
Turn on Zoom

Option-Command+ (plus)
Zoom in

Option-Command-- (minus)
Zoom out

Control-Option-Command-* (asterisk)
Switch to White on Black

Control-F1
Turn on Full Keyboard Access
When Full Keyboard Access is turned on, you can use the key combinations listed in the table below from the Finder.

Control-F2
Full Keyboard Access Highlight Menu

Control-F3
Full Keyboard Access Highlight Dock

Control-F4
Full Keyboard Access Highlight Window (active) or next window behind it

Control-F5
Full Keyboard Access Highlight Toolbar

Control-F6
Full Keyboard Access Highlight Utility window (palette)

The Universal Access preference pane allows you to turn on Mouse Keys. When Mouse Keys is on, you can use the numeric keypad to move the mouse. If your computer doesn't have a numeric keypad, use the Fn (function) key.

Mouse Keys

Keystroke
Description

8
Move Up

2
Move Down

4
Move Left

6
Move Right

1, 3, 7, and 9
Move Diagonally

5
Press Mouse Button

0
Hold Mouse Button

. (period on keypad)
Release Mouse Button (use after pressing 0)

Other Commands

Keystroke
Description

Option-Command-D
Show/Hide Dock

Command-Tab
Switch application

tab
Highlight next item

Command-Up Arrow
Move up one directory

Command-Down Arrow
Move down one directory

Page Up or Control-Up Arrow
Move up one page

Page Down or Control-Down Arrow
Move down one page

Option-Drag
Copy to new location

Option-Command-Drag
Make alias in new location

Command-Drag
Move to new location without copying

Shift-Command-C
Show Colors palette in application

Command-T
Show Font palette in application

Command-Shift-3
Take a picture of the screen

Command-Shift-4
Take a picture of the selection

Command-Shift-4, then press Control while selecting
Take a picture of the screen, place in Clipboard

Command-Shift-4, then Spacebar
Take a picture of the selected window

Option-Command-esc
Force Quit

Control-Eject
Restart, Sleep, Shutdown dialog box

Control-Command-Eject
Quit all applications and restart

Option-Command-Eject or Option-Command-Power
Sleep

Command-click window toolbar button (upper right corner)
Cycle through available views for the window's toolbar (dependant on the nature of the Finder or application window)

Article ID: 75459
Date Created: December 16, 2002
Date Modified: April 16, 2004

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Installing a Battery in a fruity imac

Submitted by Jim Nye

I've had my lime colored imac DVD slot loader for four years & in that time it has worked just fine for me. The only hardware problem I've had is that the battery went dead after 3 years. The problem showed itself by my computer time being incorrect and turned to Jan 1, 1904, with several programs acting up or not working. To fix the problem, I took the imac to an uptown Apple authorized repair shop and they installed a new battery.

I must admit that at the time I thought \$ 57 for putting a battery in the imac was a stiff price, but knowing nothing about computers, I was reluctant to try installing a battery myself. The consolation in having it installed by a professional was that a battery should last from 3-5 years .

Shortly after the battery installation, I asked Bert Persson, a computer knowledgeable club member, if he had ever installed a battery in his computers. He said he had installed many and that it really wasn't that difficult a job. Although he noted he had never installed a battery in an imac, he thought if you read the repair manual and took care that it shouldn't be that difficult a job. In the back of my mind, I thought when the battery goes out in 3-5 years, I'll try installing it myself.

Unfortunately, the battery didn't last 3 years, but went dead in less than a

year. I was tempted to have a professional install another battery. The only thing that stopped me was the thought of having to install a new battery at the cost of \$ 57 every year or less, plus the hassle of delivering it to the repair shop (a 40 mile drive for me). I decided to try installing the battery myself using the rational that if I ruined the imac it would give me an excuse to upgrade to a G4 or G5 Mac.

I sent out a request for information on the Miniapple BBS and received good advice from several club members (Michael Rehbein, Tom Gates & Dave Peck) who directed me to web sites that discussed battery installation and what care should be taken in changing the battery. Unfortunately, the web sites discussed changing batteries in the older imacs which were not exactly like my imac DVD slot loader. The older models had a somewhat different case and required the removal of the logic board mass storage chassis to access the battery.

With determination to install the battery myself, come what may, I searched the Internet for a battery. Fortunately, I found Mac-battery.com who sells batteries and parts for Apple computers. They asked what kind of imac I had and sent me a 3.6 volt lithium , 1/2 AA type Tekcel battery which I received in 2 days from Memphis. Accompanying the battery was complete printed instructions in color on how to install the battery.

The cost of the battery with shipping was only \$ 6.88.

Much to my amazement, installing the battery was easy. I removed four screws and took off the plastic case. The next operation was removing 6 screws and the metal (EMI) shield covering the computers inner components . The old battery was easily removed and replaced by the new battery. In all, the operation took me about 1/2 hour. I was very careful and deliberate in removing the plastic casing & inner shield and if I did it again I could probably replace the battery in 15 minutes or less.

The challenge came after I installed the battery. I could not reset the time and date on the computer, nor access the Miniapple BBS mail or one of my e-mail programs. I finally managed to reset the automatic date button in the Apple date & time menu. Surprise! When I restarted the computer the time & date were automatically set. The problem of access to the BBS & e-mail program was solved by redoing some preferences.

Bert was right, with a little care and following directions it wasn't that difficult replacing the battery, plus it saved me a bundle of money.

mini'app'les Board of Directors 2004-2005 Election Results

On May 3, 2004 the mini'app'les election ballots were counted and the results are. Tom Gates is now President, Bert Perrson is now Vice President, Jim Nye is once again secretary, Don Walz is also once again Treasurer, Greg Buchner returns as Marketing Director, John Pruski stays with Publications Director, Dave Peck is once again the SIG Director, and Les Anderson becomes our Director at Large. Item #5 was also added to the mini'app'les by laws.

President	Tom Gates
Vice President	Bert Persson
Secretary	Jim Nye
Treasurer	Don Walz
Marketing Director	Greg Buchner
Publications Director	John Pruski
SIG Director	Dave Peck
Director at Large (Past President)	Les Anderson



mini'app'les

The Minnesota Apple Computer Users' Group, Inc.
P.O. Box 796, Hopkins, MN 55343-0796

Membership Application, & Renewal Form

Name: _____
Company (if mailed to): _____
Address: _____ _____
City, State, Zip: _____
Phone # (Home): _____
Phone # (Work): _____
Phone # (cel-phone): _____
Occupation (if Applicable): _____
Membership ID # (if Renewal): _____
e-mail: _____
<input type="checkbox"/> Check if OK to contact you by e-mail.
<input type="checkbox"/> Check if this is a change of address notice.
<input type="checkbox"/> Check if you are interested in volunteer opportunities.
<input type="checkbox"/> Check if you want your name added to Members Helping Members List.
<input type="checkbox"/> Check if you want your name withheld from commercial and other non-club mailing lists.
<input type="checkbox"/> Check if you were referred by a club member (if so give members name).

New Members & Renewing Members

Specify your level of support:

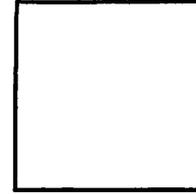
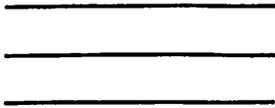
- \$25.00 One Year
- \$45.00 Two Year
- \$60.00 Three Year
- \$15.00 Student One Year*(must be a full-time student at an accredited institution)
- \$100.00 Corporate One Year

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Thank You for your support!

Last Fold – Seal with Tape



Attention:
 Membership Director
 Software Director

Mini'app'les
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Hopkins, MN 55343-0796



2nd fold

1st fold

Dear mini'app'les
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 Membership Director
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www.usfamily.net Info@usfamily.net

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 (60 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.

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, Quickeys, Books from Peachpit Press , MacSoft Games & Software, T-shirts and software including Apple OS 10

Periodic special User Group discount offers on equipment and software.

In the past, 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
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