

(Approx. 1,147 words)

Mac Tips

By Ernie Cox, Jr., Member of the Computer Club of Green Valley, Arizona

<http://gvcc.apcug.org>

Ecoxjr (at) cox.net

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Mac New Administrator Password

On a Mac computer, over time you may get tired of using the "Admin Password" and want to change to a new one.

Go to System Preferences and click on "ACCOUNTS." An "Accounts" window will drop down. Click on the lock at the bottom left hand side of the window. You must know the old password to open the lock. When the lock opens, click on the name with "Admin" under it. Next click on "Password." Just to the right is "Change Password," click there. A window will drop down for you to fill in the current password and new password. You must know the old password and verify the new password after writing it in.

Click on the words "Change Password," a window will drop down telling you that the password will be changed. If you want to change the administrator name along with the password, you will have to log out of the old name and then log into the new name on start-up to use the new account.

Once you have done the new log in, you must go to the My Account column. At the bottom are plus and minus signs.

Click on the old name with Admin and then click on the minus sign to delete the old name Admin. From there, you will log out and then log back into the new name Admin.

Quick General Mac Tips

Forgot your admin password? Dig up your OS X install disk and insert it into your Mac drive. Restart your Mac, while holding down the "C" key. Select your lingo. In the menu bar, select "Utilities" and then select "Reset Password." Be sure to follow the directions, and you will be in business.

Perhaps your DVD or CD is stuck in the drive and won't come out after pushing the "eject" button. Try holding down the "E" key and "Command/Apple" key to eject the disc. If that doesn't work, shut down the computer, restart and hold down the "Ejection" key, (top right) on startup of your computer.

Changing colors and size of a photo can be done in either iPhoto or Preview. These programs are good for beginners and for people who don't have higher-grade programs. Preview can be used to put titles, type and other art into your pictures.

If you are having trouble sending large files (10, 12, 15 MB size), you might try using a program called "YouSendIt" (www.yousendit.com). It's free for the first 2 GB.

Apple Mail Tips

1. You can mail someone a photo by firing up iPhoto and either dragging the selected image into Mail, or using iPhoto's Share > Email command. But there's a quicker, easier way that bypasses iPhoto. In Mail, choose Window > Photo Browser. A floating window will appear instantly, showing the complete contents of your iPhoto library. Find the picture you want, drag it into a message window, and you're done.

2. If you receive mail in "plain text," you can decide what font, size, style and color the messages will use. You can extend the same courtesy to others. Mail uses "Rich Text" by default for outgoing messages, but you can change this by choosing Mail > Preferences, clicking the Composing icon on the toolbar, and then choosing Plain Text from the Message Format menu. (To change the format for an individual message, choose Format > Make Rich Text, or Format > Make Plain Text.)

3. If you encounter problems sending or receiving mail, you can find out exactly what's wrong by choosing Window > Connection Doctor. Mail will check each of your incoming and outgoing account connections, and display a window with a plain-English description of any problems found, usually with advice for fixing them.

4. If you sent a message to multiple email addresses, and later realized you forgot to include someone, you don't have to go to the trouble of opening the message in your Sent mailbox, copying its contents, and then pasting the text into a new message. Instead, select the message, choose Message > Send Again, and replace the existing recipients with the new one(s). The subject and message contents remain the same as before, although they can be edited if you like.

5. Attachments in messages you've received or in copies of outgoing messages in your Sent mailbox can eat up a lot of disk space. For IMAP or Exchange accounts that impose a storage quota this can be a significant worry. Mail can remove attachments from stored messages. If you've already saved a copy of the attachments elsewhere, using this feature is a good idea.

Locate one or more messages with attachments and choose Message > Remove Attachments. Behind the scenes, Mail duplicates the message (omitting attachments) and deletes the original one.

Mac Tip - Back-up

It's a smart idea to make a backup of important software discs, like those for your personal use (for example Mac OS X and extra applications discs). With the disc in your optical drive, open Disk Utility. Then click the disc's name in the list on the left (one level

below your optical drive), and click the New Image button. A dialog appears where you can name your disk image and choose where it's saved. In the dropdown for Image Format, choose DVD/CD Master.

Click Save, and Disk Utility will create a disk image that ends with a .cdr extension. This is an exact copy of the optical disc in your drive, so you can double-click the image to mount it, and it's just like you've mounted the disc itself. To burn a copy of the disk image to another optical disc, open Disk Utility, click the Burn button, navigate to the disk image you just created, and click Burn.

Computer Backups

You never know when you might lose some of that good stuff on your computer and need to restore it. So, back it up. There are a number of ways to back up your computer, several of which have been written about many times: Time Machine, external hard drives, websites and Apple's Mobile Me. Now there's another way--your iPhone/iPad/iPod [device]. There's an application [app] named Phone View that can be purchased for \$20. Phone View can let you use your device as an external drive for storing files. Then Phone View makes it easy to search your device and transfer any piece of info back onto your computer should something be lost or accidentally deleted from your computer. The pictures will be smaller than originals because iTunes makes them smaller for the device.