

# SCUM Meeting Minutes

November 1, 2010

The meeting was called to order by Pete Vanderbilt.

Jack Fisher reported we had \$2373 on hand

Edd Dundas gave an update on the December party. The location will be the Patio Room, with a capacity of 53. Only members and spouses are invited, and you should send a RSVP response to Edd if you have not either already responded or placed your name on the sheet at today's meeting.

The Mentor program is still viable; anyone interested in getting help should contact Edd.

Pete gave an excellent review of methods of selecting -- most of the methods work in most of the Mac programs, but not all work in all! Try them out, and use them so that you don't lose them.

Pete's Selecting keyboard commands:

- click-drag
- double- and triple-click
- shift-click
- shift-arrows (& with option)
- command(⌘)-select
- command-A (⌘-A)

(Also with Finder, Email & many other applications)

## SCUM 411:

*How to fill in data on a form (PDF)?*

This problem stumped most of the experts until Joe Kimble suggested Appleworks, a program that is still around but not maintained by Apple:

- Open a new document in Word. Paste the form in the document.
- Insert/Text Box and drag the box to a one inch square (don't make it too small). Type the text.
- Put the cursor on the edge of the box and drag it into position.
- Save it as a PDF document.

Here is how you do it in Pages:

- File/New Blank. In the lower left corner of the work space, change the view magnification to 75%. In File/Page Setup, select Portrait or Landscape.
- Drag and drop the form to be filled in onto the blank page. In the Inspector, click on the first icon; change all margins to 0; deselect headers and footers.

Shift-click-drag the corner and side anchors to fit the form onto the blank page (with shift, the form retains the original dimension ratio). Return the magnification to 100 or 150 as desired.

- In the Inspector, click on the third icon (wrap inspector). Select Floating, and deselect Object causes Wrap. Click on the Text Box Icon -- the big T.
- Select an appropriate font face and size from the header. Type the desired text on the first line, then return and type a second line, etc., if appropriate. Use tab where needed. You will be putting all of the text in this one text box; however, if you prefer or if the form has scattered fields to be filled in, you can make any number of text boxes. To adjust the line spacing to fit the form, select every line that needs spacing. In the inspector select the big T. Change the Before Paragraph spacing so that the lines fit the form; use the up arrow of the Inspector to tweak the spacing.
- Save the document.
- If you are sending it as an attachment on an email, make it a PDF file: open it in Preview. File/Save and select Save as PDF. That will open on any platform.

To return to any text box, click in the interior of it to show the anchors.

*Does the Time Machine back up a memory stick that is inserted into a USB port during backup?*

A fairly reliable NO was heard from the group.

*What are the comments on the new iLife, and is it worth the upgrade?*

Dan volunteered to report on it in January.

Geoff made a presentation on Faxing and Scanning. There were lots of questions, many that were challenging, and everyone must have gotten lots out of the work that he did. You will find his Keynote in the Previous Presentations link on the Home Page . I thought that there was lots of info presented but I just could not take good notes on the Q and A items. One point that Geoff made, and I took notes on, was that if you are having trouble with your scanning program, you might consider buying VueScan (8.6.66 is current; \$40; free trial at web site). Very well done, Geoff.

Respectfully submitted by

Fred Offenbach