



Feb./March 2009
Double Click
Main Meeting Reports

(If any Double Click member is interested in helping out with the newsletter, please contact one of the Double Click officers.)

Note: Sorry for the delay in getting out these meetings reports. I'll try to catch up over the next few months...

Jim Macak, Acting Newsletter Editor

Beginners Session - February

Using Spaces

*Credit: theAppleBlog – January 2, 2009 – Charles Moore
Take Control of Customizing Leopard – Matt Neuberg*

A great feature in Mac OS X best features is that you can run many programs at the same time—well, as many as available memory allows. However, one unintended consequence of this capability is that you can end up with many windows cluttering your screen.

Spaces: Virtual Desktops

Leopard, addresses this issue with an implementation of virtual desktops, which is called Spaces. The idea here is that you can have more than one workspace (or virtual desktop), and each workspace can contain its own applications and windows. You can then move among these virtual workspaces to access the applications and their windows that are assigned to each virtual desktop.

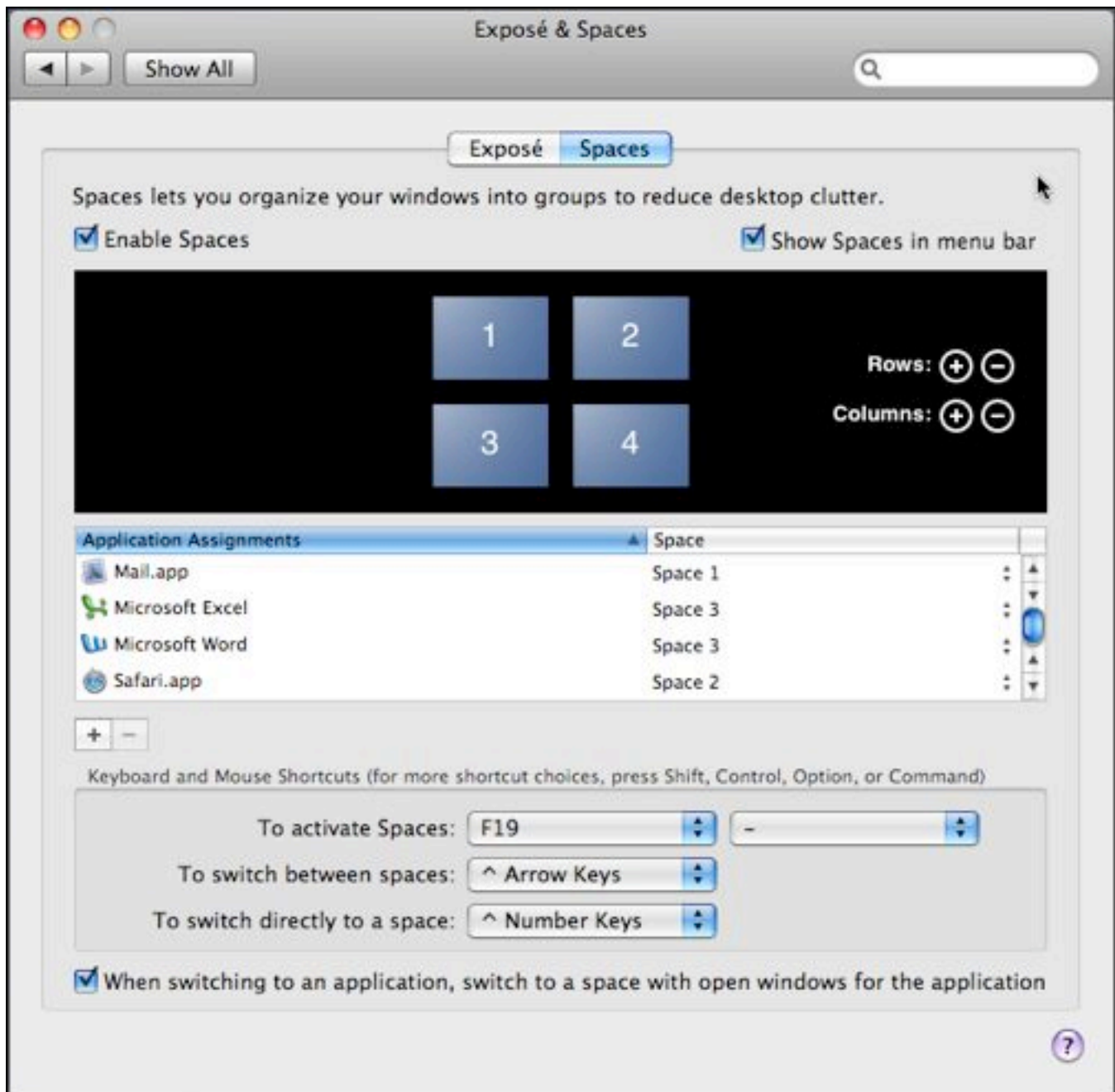
The advantage of virtual desktops is that they let you keep your workspace uncluttered. For example, if you're working on a project, you may have a word-processing application, a photo application, a Web browser program, and maybe even a spreadsheet running; when working on a report, you might be using a word processor and a spreadsheet program. You might also have your email program running, and maybe iTunes as well. Each task requires different software and different windows—and all of them running at once can lead to a lot of clutter on your desktop. You can switch among the programs and even hide some of them to reduce the clutter somewhat, but it's still there creating some level of distraction.

Spaces lets you create individual workspace containing just the tools and files that you need at a time. It provides onscreen organization via a key-stroke or a menu selection.

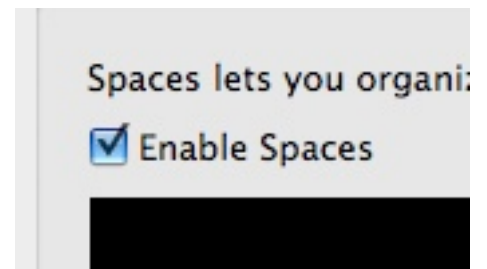
If you're running Microsoft Windows through a virtualization such as Parallels or Fusion, you can even use Spaces to dedicate a workspace to the other operating system.

Creating Workspaces

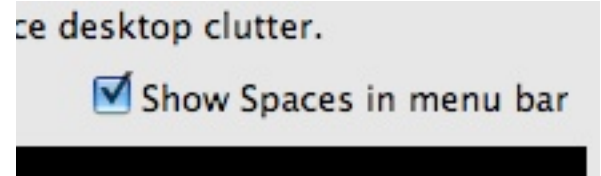
You enable Spaces in the Exposé & Spaces pane in System Preferences.



First, turn the Spaces feature on by clicking in the "Enable Spaces" checkbox.



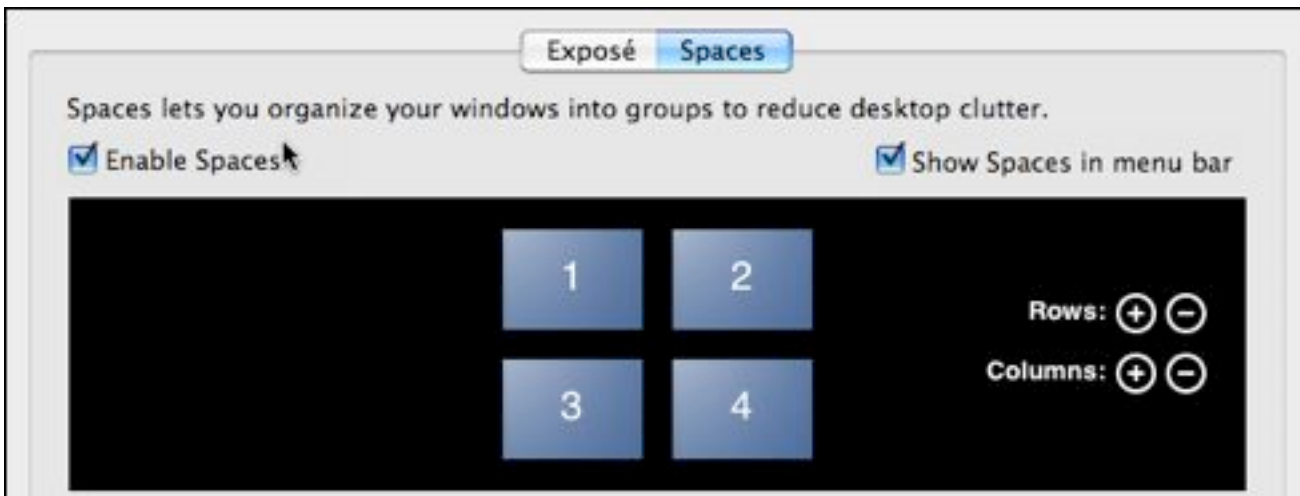
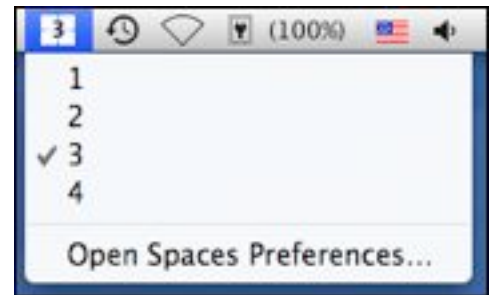
Next (recommended), add the Spaces menulet to the menu bar by clicking the "Show Spaces in menu bar" checkbox.



This menulet (which appears in the menu bar area on the right side of your screen) will provide a menu of your virtual workspaces.



It will give you another method for switching among your workspaces and will also show a number to remind you which workspace you're working in. The menulet also provides a safety net in case you forget the keystroke for switching among your workspaces.



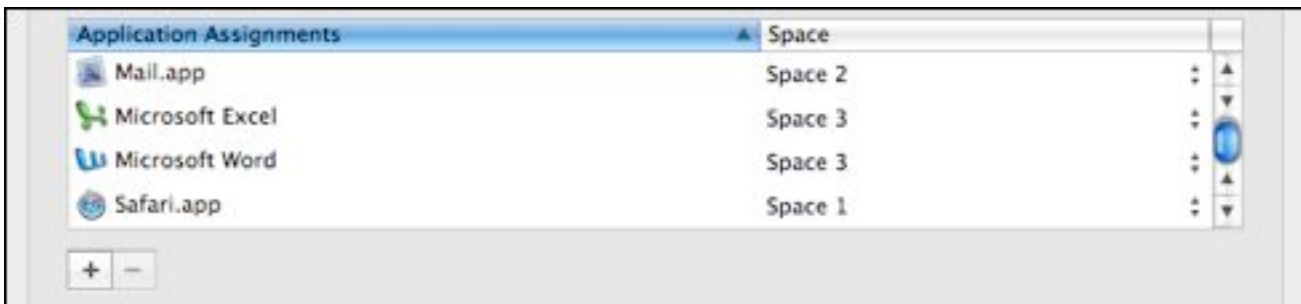
The top portion of the Exposé & Spaces pane shows the arrangement of your workspaces.

By default, you have four workspaces, arranged horizontally. However, you can add additional spaces by clicking on the plus sign [+] button for Rows or Columns. The limit is a maximum of four rows and four columns (16 workspaces). Similarly, you can reduce the number of spaces in a row or column by clicking on the minus sign [-].

How you choose to organize these workspaces doesn't affect how you work within each one. It affects only how you switch between them.

Note: Spaces keeps your desktop and the Dock the same across workspaces. You can't have different items on your desktop or have different Dock contents in each workspace.

The middle portion of the pane is where you assign programs to your workspaces. Click the [+] button to view your Applications folder. Then select one or more applications to add to a Space. Whenever one of the applications is opened, your display view will switch to that Space.



If you want an application to open in a different Space, click on the Space designator, and select a different Space in the pop-up menu. Since it's used so often, consider adding the Finder to every active Space.

The bottom portion of the pane is where you can assign keyboard and mouse shortcuts. The default is to use the Control key for the keyboard assignments. However, any combination of the Control, Command, Option, and Shift keys may be used.



Spaces Isn't for Everyone

If you turn on Spaces and find that it doesn't suit you, turn it off. Spaces can be useful if you approach using it the right way. You need to think in terms of spaces and windows, not applications. Assemble the windows for a given task in one space. Then stay in that Space as long as you're working

on that task. Don't switch Spaces unless you want to work on a different task. Within a Space, don't switch between applications; switch among windows of that Space, without regard to what applications those windows come from.

Many of us use the Command-Tab keyboard shortcut to switch among the various applications that we're using. Unfortunately, application switching using Command-Tab can make Spaces behave unpredictably. (I've noticed that when switching to another application while using spaces, the windows of the application don't always come forward. When switching to the Space where that application and its windows are kept, everything works fine.) So, if you want to effectively using Spaces, you need to suppress your habit of using Command-Tab (or the Dock for that matter). Remember, you want to switch windows (or Spaces), not applications. To help with this, Exposé's All Windows mode (shows all the open windows) can be very helpful in switching to the window you want to work in.

--Steve Parker

Beginners Session - March

Add Keyboard Shortcuts

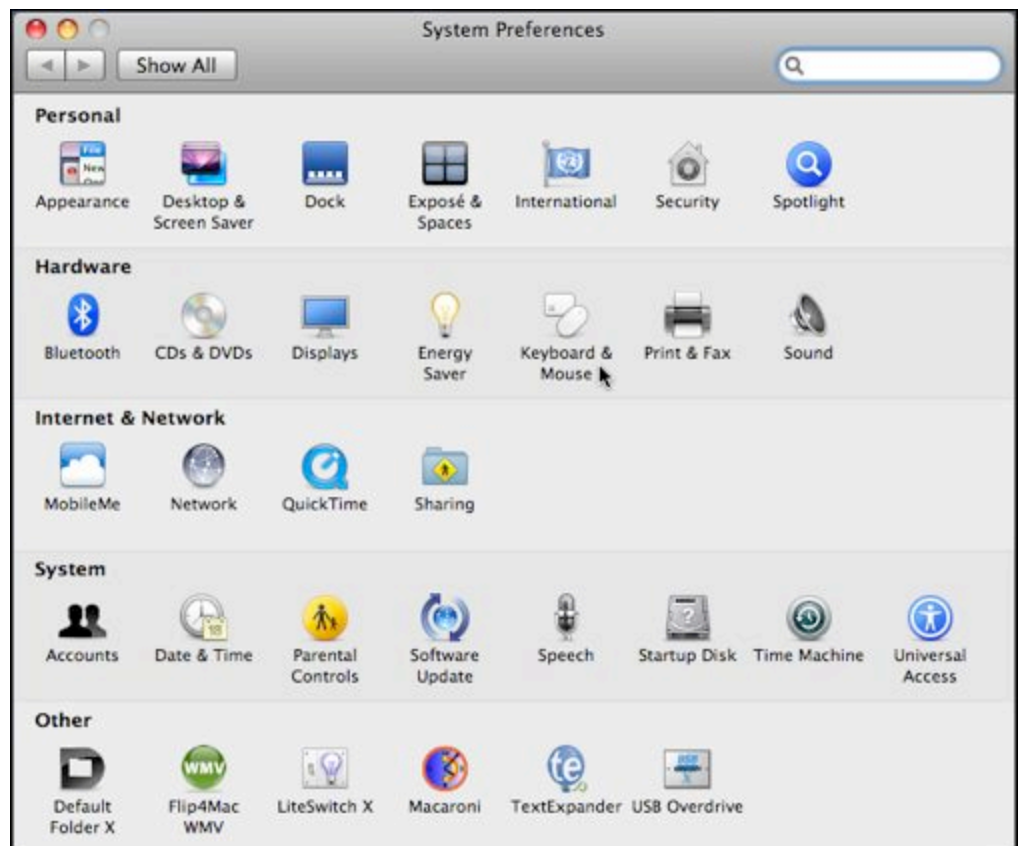
Credit: Take Control of Customizing Leopard by Matt Neuburg

There are times when you may find it convenient to alter the keyboard shortcut for a menu item in an application. Perhaps you find the keyboard shortcut provided for an application inconvenient to use. Another possibility is that a menu item you frequently use doesn't have a keyboard shortcut.

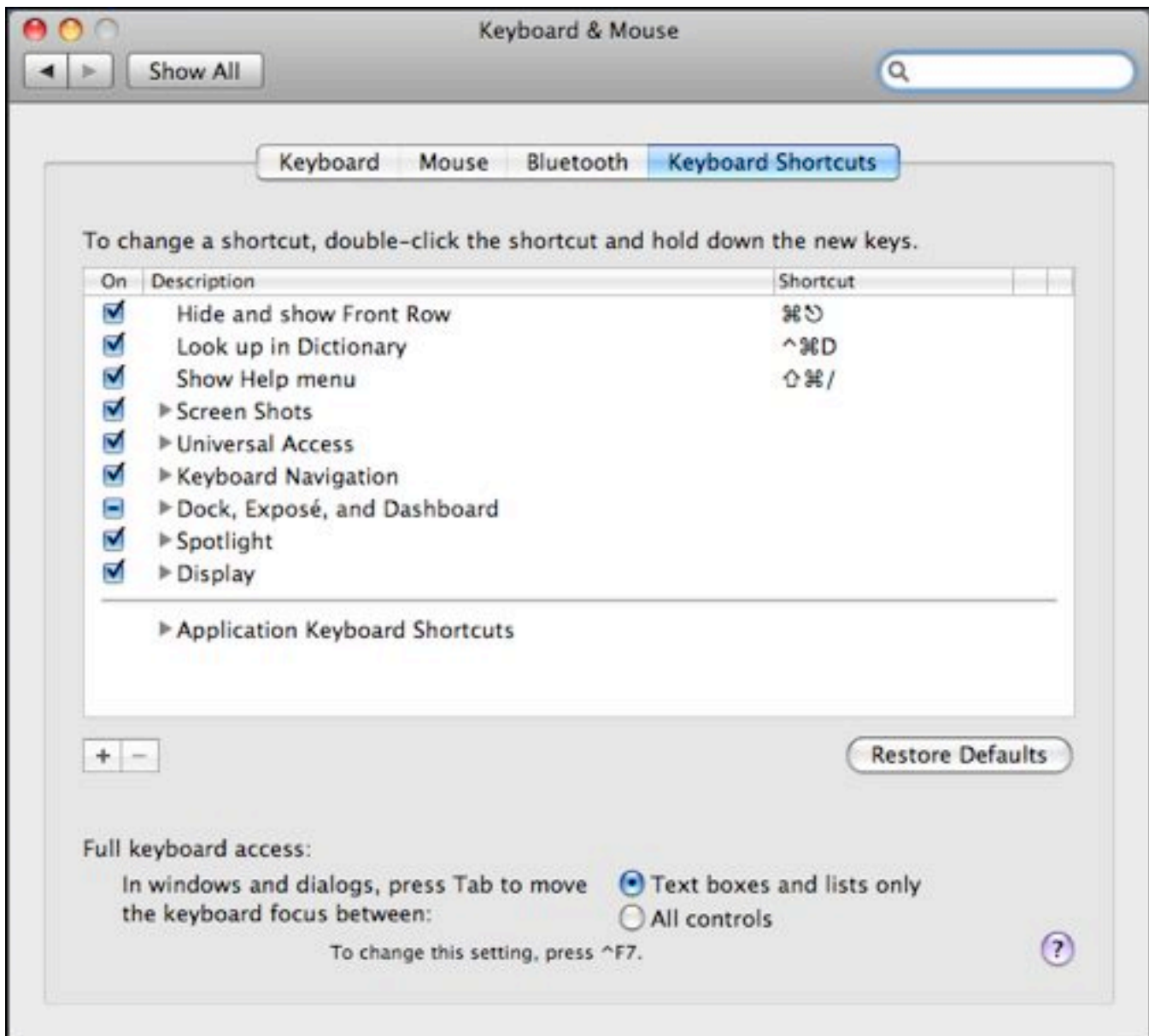
Suppose you often click the Zoom button in the title bar of a window to grow or shrink the window. Perhaps you'd like to use a keyboard shortcut instead, but you can't because there is no keyboard shortcut for zooming a window. However, your application does have a Window > Zoom menu item, and you can attach a keyboard shortcut to this menu item. You can do this through the Keyboard & Mouse preference pane.

Keyboard & Mouse Preference Pane

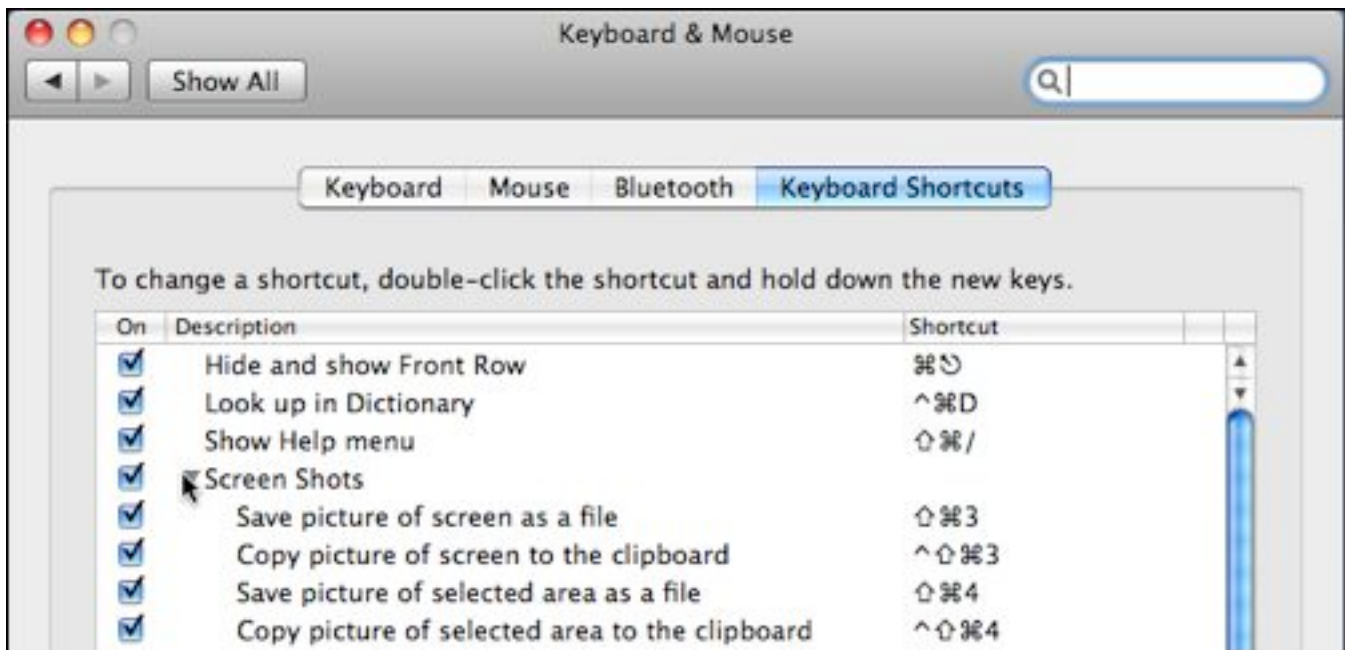
First open the System Preferences application, either by selecting it from the Dock or by selecting **System Preferences...** from the Apple menu.



Next, select the Keyboard & Mouse preference pane. Once it's open, choose the Keyboard Shortcuts tab to go to this section of the preference pane.



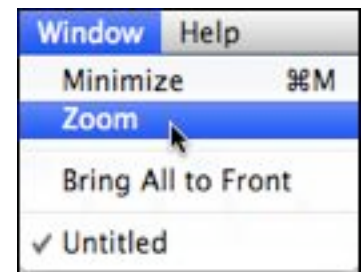
All the keyboard shortcuts that apply globally are organized by category in the top portion of the pane. For example, if you want to review or change the keyboard shortcuts assigned to taking screenshots, click on the disclosure triangle to show the various choices. as shown below.



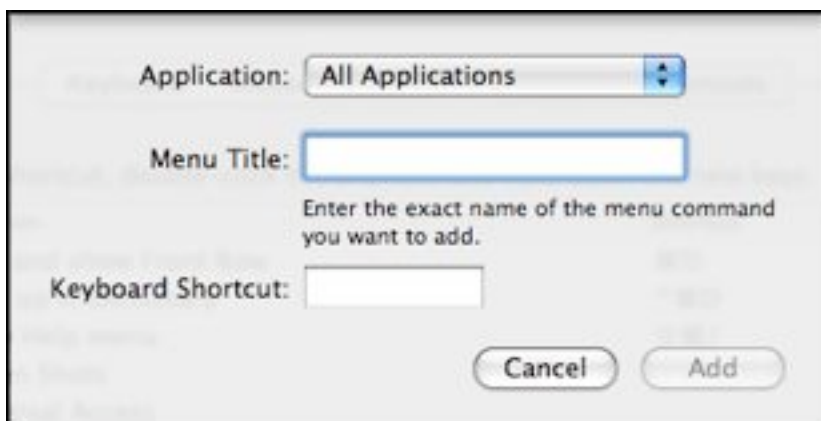
However, we're going to focus on those shortcuts that are specific to applications. To do this, we'll be using the bottom portion of the pane.

Example 1: Add a Keyboard Shortcut for Zoom to the TextEdit Application

Consider the TextEdit application. It doesn't have a keyboard shortcut for zooming a window, and we want to add one.



Click the [+] button at the lower left of the Keyboard & Mouse (Keyboard Shortcuts) preference pane. A dialog box will appear:



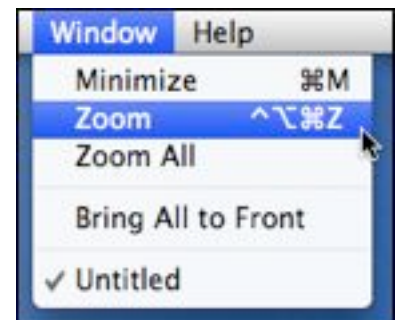
In this dialog box, you must do three things:

- Choose the application (in this case, TextEdit) from the **Application:** dropdown menu.
- In the **Menu Title:** box, type the name of the menu item to which you want to assign a keyboard shortcut (in this case the Zoom menu item in the Window menu). You must type the exact menu item name.
- Set the keyboard shortcut. We'll choose **Control-Option-Command-Z** (^⌘⌥Z), the three keys to the left of the spacebar plus **Z**.

Following is the completed dialog box. Click **Add** to set the keyboard shortcut.



When we now open the TextEdit application, we'll see that the keyboard shortcut has been added to the Zoom menu item.



Note: The assignment of a keyboard shortcut to the Zoom menu item could have also been made globally so that it applies to all applications. Instead of selecting **TextEdit** for the application, simply choose **All Applications** in the Keyboard Shortcuts dialog box.

Example 2: Change the Keyboard Shortcuts for “New Finder Window” and “New Folder”

I find the choice in Mac OS X 10.5 of having the **Command-N** keyboard shortcut assigned to **New Finder Window** menu item inconvenient. I’d rather have this keyboard shortcut assigned to the **New Folder** menu item. However, **New Folder** has already been assigned the keyboard shortcut **Shift-Command-N**.

What I want to do is to switch the two keyboard shortcuts. Here’s how using the technique described above.

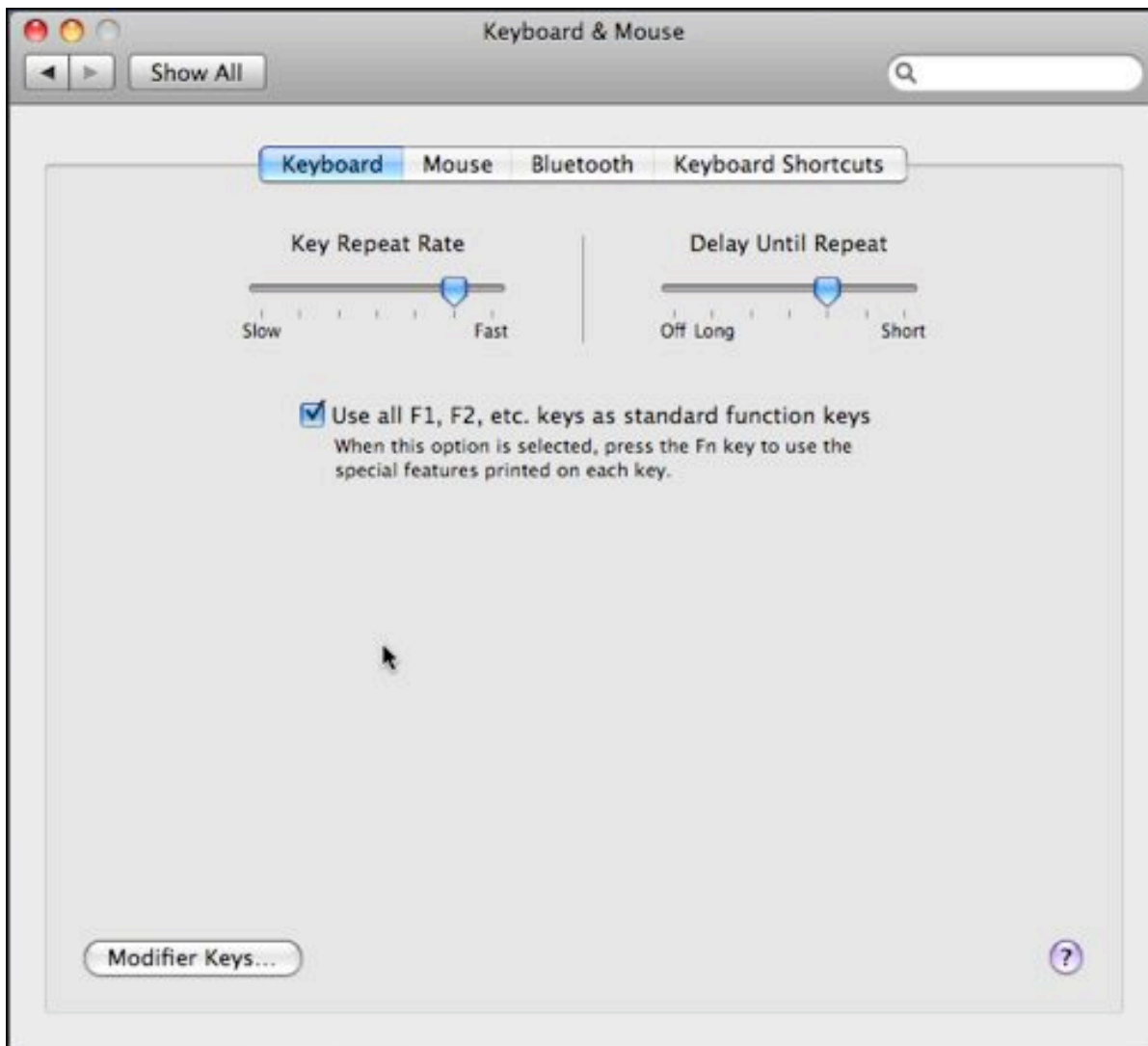
- Using the method shown in Example 1, change the keyboard shortcut for **New Finder Window** from **Command-N** temporarily to something else that’s not being used (say, **Control-Option-7**). This step will free up the **Command-N** keyboard shortcut for use with the **New Folder** menu item.
- Now that the keyboard shortcut **Command-N** has been freed up, change they keyboard shortcut for **New Folder** from **Shift-Command-N** to **Command-N**. (This will also now free up the **Shift-Command-N** keyboard shortcut.)
- Finally, change the keyboard shortcut for **New Finder Window** from **Control-Option-7** (our temporary setting) to **Shift-Command-N**. (Note: All that you need to do in this case is to double-click on the keyboard shortcut itself and then press the keys for the new assignment.)

Example 3: Turn off the Caps Lock key.

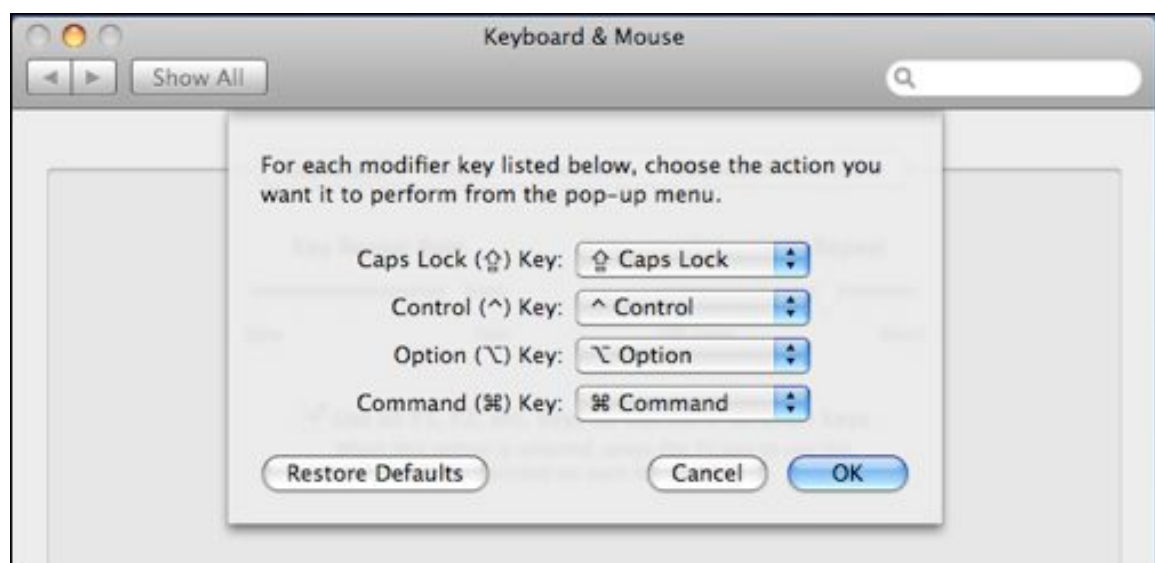
This example isn’t for a keyboard shortcut. Rather, it demonstrates another option available in the **Keyboard & Mouse** preference pane.

How many of us still use the Caps Lock feature on a keyboard? How many of us accidentally hit the Caps Lock key by mistake?

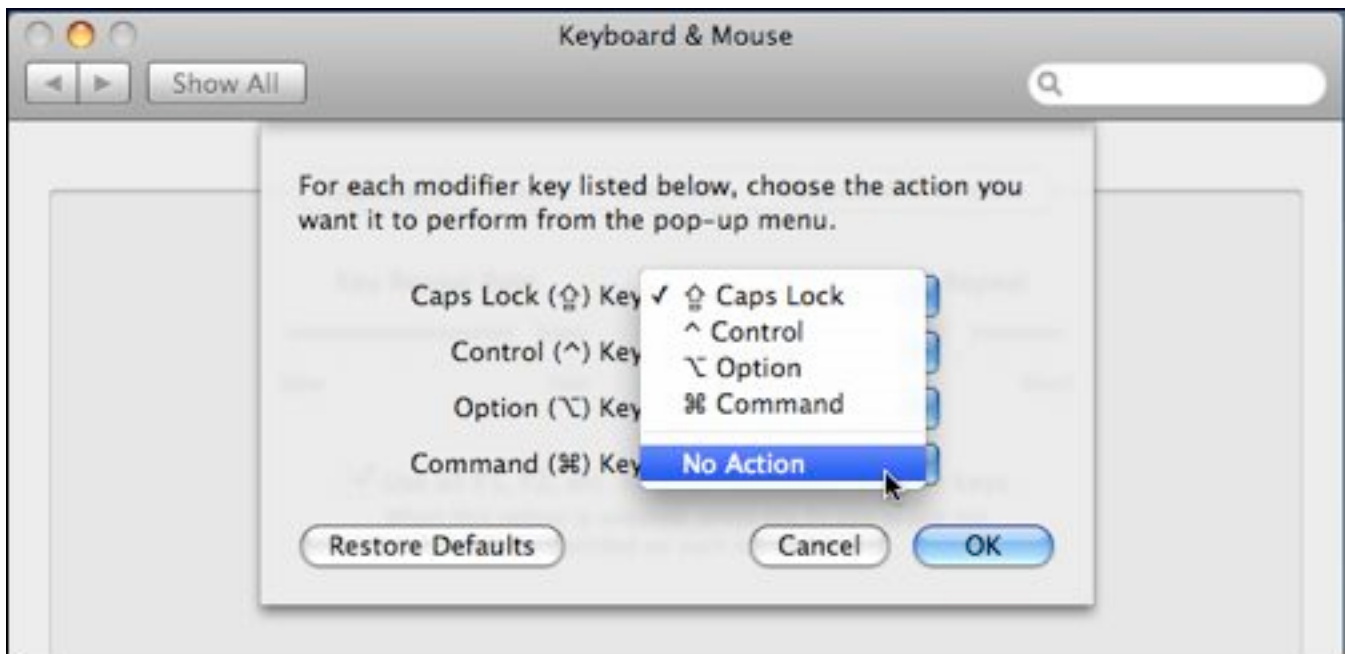
Open the **Keyboard & Mouse** preference pane and then select the **Keyboard** tab.



Notice the **Modifier Keys...** button at the bottom of the window. Click this button. A dropdown menu appears that provides the ability to change the assignments



for the various modifier keys *and also the Caps Lock key.*



Simply change the Caps Lock key to No action.

Here's the final result:



Bonus Mac Tip: Temporarily Magnify the Dock Icons

Do you have a Dock where the icons are really tiny and hard to see because you have so many items in the Dock? You can temporarily magnify the items in the Dock as you scroll over them by holding down the Control and Shift keys while moving the mouse pointer across the Dock.

--Steve Parker

"Q & A" Sessions / Announcements

The February and March Questions and Answers sessions (as usual) covered a wide range of topics.

Note: We would like to expand the meeting report coverage of his discussion and need someone to help take notes of the questions and answers during this session at our monthly meeting. If any member can do this for us on a regular or semi-regular basis, *please volunteer!*

Member Presentation

Double Click members have an opportunity to address their fellow members at a main meeting.

The **“3 Minute Ticker”** is an opportunity for you to tell the rest of us at the meeting about a great computer program or feature you came upon... or something that turned out to be a waste of money! You could tell us about your best (or your worst) computer purchase, hardware or software, or perhaps about a good or bad experience relative to computer service. Share it with the rest of us! As the title of this feature implies, members will have three minutes to tell their story. A limited number of speakers (one or two) will be featured each month.

“Tell Us About Your Business” provides Double Click members an opportunity to introduce the group to their business in a five to 10 minute talk. Suggested points that you may wish to address would be:

- are you the owner, or a key employee?
- when did your business start?
- what product or service does your company provide?
- tell us about the Mac computers you use.
- how can Double Click members help you?
- what do you consider a good referral?

Your membership in Double Click provides you access to computer expertise... now it may also improve your customer base. There may be customers for you right in the room!

Members interested in presenting a “3 Minute Ticker” or “Tell Us About Your Business” talk should email the member talk coordinator, Jerry Smaglik, at [<jsmaglik@wildblue.net>](mailto:jsmaglik@wildblue.net).

Main Presentations

February Meeting:

“System Preferences: Optimizing and Personalizing Your Mac”

Presented by Jim Macak, Double Click President

Jim discussed various settings that he has found useful, preference settings that are highly recommended for security purposes and showed some preference panes from third parties that are great additions to any Mac.

March Meeting:

A Free Screening of “Welcome to Macintosh - The documentary for the rest of us”

Hosted by Jim Macak, Double Click President

“Welcome to Macintosh - The documentary for the rest of us.” is the first documentary of its kind to mix history, criticism and an unapologetic revelry of all things Apple into a movie experience. Whether a long time Mac fanatic or new to computers, “Welcome to Macintosh” takes you from the early days of the Apple-I to the latest the company has to offer.

The film explores the early years of Apple, the many challenges Apple has faced, and what the future may hold for the company and its products. Ex-Apple employees, engineers and community members offer insight on the company’s innovations, failures, cultural impact and what the future may be like beyond the reign of its co-founder Steve Jobs.

Double Click

August 16th Meeting Preview:

"Double Click's Annual Picnic!"

*Hosted by Pete Thomas,
Double Click member.*



When August rolls around, seasoned Double Click members know it's time to break out of the lecture hall and enjoy some food and camaraderie at our annual Double Click picnic. The annual picnic is a great chance to really get to know your fellow Double Click members, so pack your picnic basket and invite your spouse or "significant other" to join us! (Be sure to RSVP by following the instructions on the DC website!)

Bring your own main course, beverages and a side-dish to share. (You might want to also bring your favorite portable lawn chair.) Double Click will provide grills and the fresh sweet-corn for our yearly summer gathering.

Check the Double Click website for more meeting information:

www.double-click.org

This electronic newsletter is Copyright © 2009 by Double Click, Inc.

