

QCMUG Meeting Notes: May 17, 2005

Bettendorf Public Library, Norm Kelinson Room

Business Meeting:

Attendance: There were 14 in attendance at the May 17th meeting, 13 members and 1 guest. The members in attendance were: Duke Roth, Wilma Hauser, Tom Boyd, John Schenck, D. S. Arney, Stan Furlong, Lois Harker, Jim Hall, Don Schaefer, Don Patridge, Sue Berger, Robert Custer and Bill Burns. The nonmember present was Len Adler.

Attendance: The meeting was called to order by President Don Patridge @ 6:40 PM. President Patridge asked any guests to identify themselves, and we found we had one guest Len Adler, from Maryland, who is a member of the Washington D. C. Mac Users Group. He indicated that this group has 1100 members. (Later, he said that about 100 attend meetings, and less than 40 actually present programs or serve an active role at meetings.)

Meeting Notes: Membership: The president indicated that there are a number who are in arrears for membership dues, and he suggested getting membership dues in to Treasurer, Dean Arney (who was present, and who Don Patridge identified, in case any member did not know him). He also identified the other officers: Jim Hall, Vice President and Don Schaefer, Secretary. He said that the Minutes he has received have not been published to the web site because of problems he has encountered in trying to make the present software work with OS X.

Treasurer's Report: Treasurer, Dean Arney, reported that the club has just over \$1304.17 in the treasury, plus the asset of about 6 months rent (to the Bettendorf Library) in advance (through December). Dean also reported that the library would be closed on the date of our June meeting (June 21st), so we would have to find a different meeting place, or choose a different date. President Patridge pointed out that Mike Hughes will be presenting a program on the new OS X (Tiger) operating system, and has arranged for this date, so it might be best to find a new location - providing it has facilities that would permit Mike to present his program. Following discussion, it was decided to permit the officers to make a decision after discussion with Mike, with a possibility to go to Mike's home location, in Sylvis. Then, President Patridge could inform everyone through the QCMUG List. Dean Arney suggested that a motion was not required, and the discussion should provide the authorization needed. Jim Hall suggested that the library should give us a rebate for the meeting we will be holding elsewhere; Dean Arney said they would probably extend our coverage by one month instead.

Old Business: Don Schaefer asked whether the letter to the library, requested by the President at the April meeting, had in fact been written; and, whether or not the letter had included both a request for written clarification of the actual reserved status of the Norm Kelinson room for QCMUG and a thank you for the person who "bailed us out" at the previous meeting. Dean Arney said he would write that letter. Dean Arney said that he had not seen the Minutes, since it has not been possible to get them published to our website and had forgotten about the letter. Don Schaefer

gave Dean a printed copy of the Minutes.

Computer Rental: President Patridge asked where a computer could be rented. He had received a request by e-mail. Apparently, no one present knew of a place that does this, especially with Macs.

CDs available: Don Patridge described CDs that are available for purchase, on which he has assembled freeware and shareware information. Anyone can obtain these CDs, from treasurer Dean Arney, for \$5 each (which is a minimal charge, mainly covering cost of making the CDs). He also pointed out materials displayed on a back table, including information on the AWUG, the Appleworks Users Group where membership is under \$40 per year - they have many CDs.

PROGRAM: “Tutorials, Hints and Tips for AppleWorks 6 Users”

Don Patridge, Presenter

Don explained the range of topics, relating to AppleWorks, that he planned to describe and demonstrate, and stated that he had placed everything of significance on a CD which could be purchased, again for a cost level price of \$5 each. On this CD are his presentation notes, as well as tutorial sites that relate to different functions and capabilities of AppleWorks. Other sites contained .pdf format instructions relating to AppleWorks which could be downloaded and printed out by anyone accessing the sites. He demonstrated how to use the information he made available by accessing a number of the sites and specific tutorials and running them during his presentation, each addressing a different aspect of one of the other capabilities of AppleWorks 6.

In setting up his presentation, Don had incorporated the use of links within his presentation document, so he could go from topic to topic by simply clicking on the appropriate link, some of which took him to internet sites. It is important that Don has included, on the disk, the exact presentation document he used, so any member, with the disk, could have a real time-saver in being able to access any or all of the sites Don used, as well as additional sites/topics he did not have time to access during his presentation. While Don has previously demonstrated how to use Power Point or Keynote, he made use of the Presentation application from AppleWorks to prepare this program. He also demonstrated how it was possible to have cue information show on the presenters' computer, while not showing on the projected image on the screen.

AppleWorks 6 consists of 6 different interrelated applications in one: Word Processing, Spreadsheet, Database, Drawing, Painting and Presentation. Don called attention to each of these in his presentation. He also demonstrated functions within each application (such as Assistants and Templates) within the Word Processing application. Included was an illustration of how one could produce his/her own template and have it added to the Templates group. Many of the sources of information and tutorials are free, and some require paying a fee for total access for a period of time (often, for a year). The .Mac account has numerous tutorials

relating to iLife and OSX which are available to those with .Mac yearly membership - some of the AppleWorks related sites operate in a similar fashion.

For those who make use of AppleWorks, the QCMUG Secretary made a recommendation to the QCMUG List that they acquire this highly useful disk of information from the Treasurer, Dean Arney, and many have done so.

Open Forum: One of the first questions was about how to make address labels, and the use of a database starting point was discussed, as well as making use of the format provided by companies such as Avery.

Question: The default font persisted in database documents, even after changing it. Even if changed in preferences, the original font persists. One suggestion was for the user to make a template of the type database they want to produce, with the fonts they prefer, and then save it (it doesn't have to be saved specifically as a template). The questioner responded that this had been tried with a database document, and whenever a new record or field is added, it reverts to the unwanted default font. While a number of suggestions were made, it seemed that the problem persisted when further tests were made. Every test done at the meeting verified the questioner's observation. It was decided that this must be a defect in the program itself.

Don pointed out a number of the special services offered by AWUG (AppleWorks User's Group), such as the special CDs they have available on many topics; those about AWKs database, spreadsheet etc. but in addition, those related to OS, clip art and other topics. There were no other questions, so the meeting was adjourned at about 8:30 PM.

Respectfully Submitted: Don Schaefer - QCMUG Secretary