

California Computer Care

News,
Views,
Tips and
Cool Techniques
for CCC Members

January 2002
Vol. V, No. 1

We
speak
Geek,
so you
don't
have to.

Re-runs in January?

Several new members have requested reprints of the monthly news tips. Here is a collection of the most useful tips from the first four years of California Computer Care News.

Screen Shot From September, 1998—

Have you ever wanted to record the way your Mac's screen looks? It's easy to do and is built into every Mac. Here's how:

1) On your keyboard, hold down the *Command* key (the one with the Apple logo or four-leaf clover thingie) and the *Shift* key.



2) With your other hand, type the number 3 key (use the 3 that is above the W key). You'll hear a crackly sound.

3) Open your hard drive icon and look for an icon called *Picture 1*. Double click on it and there's your screen snap shot.

4) You can do up to 10 screen shots. They will be named Picture 1, 2, 3, and so on.

Searching From Nov./Dec., 1998—

Have you gone to your favorite internet search site like *Yahoo*, *Alta Vista* or *Google*, entered the information you wanted, say, *Ceramic Tile Installer* and had the search engine bring back thousands of matches? You just got every web page that has the words *Ceramic* or *Tile* or *Installer* on it! You can narrow the number of results by using quotation marks around your request. If you typed in "*Ceramic Tile Installer*" instead, the results will be limited to pages that contain the entire phrase. For example, *Alta Vista* returned 54,600 results (mostly useless) without the quotation marks and 6 results (but useful ones) when quotation marks were used.

Rebuild the desktop From May, 1999—

Here's another task to add to your monthly chores: *Rebuilding the desktop on your Mac*. There is an invisible file on all Macs that contains the Table of Contents to your hard disk drive. This file gets filled with outdated information whenever you move or delete a file. Each time a file's location changes, a new entry is added for that new location. The old entry is not deleted, instead it is amended with the equivalent of a sign saying that the file isn't here anymore. This builds up and can leave your desktop file so loaded with old, useless in-

formation that it takes noticeably longer for your Mac to find a file and can cause confusion. Here's how to *Rebuild the Desktop*:

- 1) Start up your Mac.
- 2) When you hear the Startup tone, hold down the *Command* ⌘ and *Option* keys and hold them down until you see a dialog box that asks if you really want to rebuild the desktop.
- 3) Click OK.

The process will take a few minutes, but will pay off with faster and more reliable performance. Do this once each month and your Mac will be very happy with you.

Bookmark Names From January, 2000—

Ever create a bookmark in *Netscape Communicator* only to have it appear in your bookmarks as something silly like [MediaIdx_Top.htm?](#) Here's how to fix it.

- 1) From the *Bookmarks* menu, choose *Edit Bookmarks*.
- 2) Click on the bookmark you wish to change.
- 3) Hold down the *Command* ⌘ key and type the letter: *i*.
- 4) A new window opens. In the *Name:* field (already selected and ready to receive your changes) type the name you want the bookmark to have in your Bookmarks list.
- 5) Close the window and you're done.

Save Often From April, 2000— SAVE, SAVE, SAVE!

If you've ever lost work because of a crash, power outage or a mistake, then you know how frustrating that is! The solution is simple: *SAVE* and *SAVE* often.

The easy way to *SAVE* is to hold down the *Command* ⌘ key and type the letter: *s* (this works in every application). Or, go to the *File* menu and choose *Save*.

SAVE at least every five minutes and you'll never lose more than five minutes of work. Or, if you are forgetful, use a utility like *Hi's Universal Saver** that will automatically save for you at your specified times.

*Available from [Download.cnet.com](#).

Static *From November, 2000—*

As we approach winter, your Mac's greatest enemy becomes more bold. Static electricity can damage any electronic device. Your Mac is more sensitive to static electricity than your TV or radio and needs some extra protection. If you find yourself getting shocks around the home or office (when you touch a doorknob, for instance), that same shock can damage your Mac. Make sure that your Mac is plugged into a properly grounded electrical outlet (a real three-pronger, no adapters allowed!). Better surge suppressors will check your outlet for a good quality ground or you can get an inexpensive tester from many home improvement stores or good, old Radio Shack.

Naming CDs *From February, 2001—*

If you use *Roxio's Toast* software to burn (copy files onto) CDROM disks, you may have noticed that the CD gets named after the first file copied; rather annoying! To make sure the CD is named as you want it to be, do this:

- 1) Create a new, untitled folder and name it the name that you want on the CD.
- 2) Move all the files and folders that you want to copy to the CD into this folder.
- 3) Drag the new folder into the Toast window and burn the CD.

When done, your CDROM will be named and arranged just like the new folder; no surprises or mysteries.

Quit when done *From July, 2001—*

Don't Close—Quit!

When you finish using an application, DO NOT close the last window, QUIT! Nothing could be simpler and more important to keep you and your Mac out of trouble.

This addresses the most common mistake made. In most applications, closing the last visible window does not quit the application, it just removes the most obvious clue that the application is still running. In time you may have five, six or more applications running without being aware of them. Unless you have a super fast Mac and tons of RAM, this will slow you down and eventually cause "out of memory" messages and crashes. Plus, you will be surprised the next time you open one of these applications and no window appears on screen. "Why didn't that work?," you ask. It *did* work, only you earlier told the application NOT to show you a window, so none is there to greet you. Remember, don't close, choose *Quit* from the *File* menu instead.

Background Print *From May, 2001—*

Background Printing can be a bit mysterious; here's what it does: Background Printing allows you to start a print job and then go and do other work while the printer prints. Without Background Printing, you have to wait until the print job is done before you can use your Mac for another task.

Most laser printers use Background Printing by default. Background Printing is optional on most inkjets.

Turn Background Printing on in the Chooser like this:

- 1) Open the Chooser.
- 2) Click once on your printer's icon.
- 3) Click the Background Printing On button.
- 4) Close the Chooser.

Control your Background Printing with the Print or Epson Monitors.

Dead Disk *From November, 2001—*

Ouch! You just popped in a backup floppy, Zip or CD and your Mac has responded:

This disk is unreadable by this Computer. Do you want to initialize the disk?

No, you don't. If you choose to initialize the disk, you will erase everything on it.

What to do?

- 1) Eject the disk and try again.

If that doesn't help...

- 2) Eject the disk. Next:
 - Find and launch the *Disk First Aid* application.
 - After the *Disk First Aid* window appears, insert the damaged disk.
 - If the disk shows up in the *Disk First Aid* window, click on it and then click the Repair button.

If the disk is fixed, quit *Disk First Aid* and go back to work. If the disk fails to be repaired, contact me. Thanks.

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computer.