

Mac OSX 10.11 El Capitan Apple's latest incarnation of Mac OSX

A few weeks ago Apple released this year's OSX upgrade - El Capitan. The response has been muted, and I can understand why. Having installed it on my Mac mini the biggest difference I which have seen has been a drop in performance. It's not huge, but I notice it. There have also been some interface changes which overall I feel have taken away more than they have given. Little things, like it is no longer possible (as far as I can see) to have icons with text labels in the toolbar of a Mail email window. It is possible for the main Mail window, but not for individual email windows. Curious. There is one feature which I do like - wagging the mouse temporarily enlarges the cursor making it much easier to find on a large screen. I currently see no reason to rush into this upgrade and I don't feel that I can recommend it. It works, but I don't feel it add's anything significant over Yosemite, OSX 10.10.

You can find a full list of all the changes in El Capitan on Apple's website at <http://www.apple.com/nz/osx/> If your Mac is running OSX 10.8 or above, it should be able to run 10.11.

A neat bit of software

I have come across Stay, a wee application for remembering where you want windows to be located on your screen. Since upgrading to FileMaker Pro 12 I have been very annoyed by the way it opens the database which I have chosen into the size and location of the window of the database to which I last made a change (I know, I'm picky). With Stay, I have able to set where and what size I want the windows to be, and chosen for Stay to automatically apply this, and now its doesn't matter what order I open databases in, they appear in a correctly (from my perspective) located and sized window. It's just wonderful. Stay is one of the very specific bits of software that just does one thing and does it very well. Cost is around NZ\$24. You can find more details at <http://cordlessdog.com/>

Away from the desk...

My wife and I thoroughly enjoyed our High Tea at Lake House in Takapuna during this year's Auckland Heritage Festival.



Getting to Grips with...Email, part 3

Attachments

One of the great things about email is being able to send and receive files (documents) as attachments. However, opening attachments can be quite a different matter.

First of all, let's dispel a common misconception. The ability to open an attachment is **not** determined by the type of computer which was used to create the file or to email it. The Mac OSX and Windows operating systems are software which allow applications to run on the computer hardware. They do not control the format of the file. It is the **application** which creates the file that controls the format of the file.

If you receive an attachment and are unable to open it, this is because you don't have an appropriate application on your Mac. For example, if you are sent a document created in Microsoft Word, you will need either Microsoft Word or Apple's Pages installed on your Mac in order to open it. A PDF file (like this one) will need either Adobe Reader or Preview.

When you can't open an attachment, take a look at the file type to see what the file format is. The file type is indicated by the three or four letter extension at the end of the filename (after the dot). So, a .doc or .docx file is a Word document. A .mov file is a video clip so will require QuickTime or something similar to open it. To find out what sort of application you need in order to open an attachment, do a Google search for the file extension or take look at <http://fileinfo.com/filetypes/common>

If you receive a file with a .exe extension, this is a Windows application and you will not be able to open it on your Mac unless you install some virtualisation software and a copy of Windows.

Where are attachments stored?

When you receive an attachment it is stored as part of your email. It does not become a discrete file until you do something with it. You have a couple of choices:

1. Open the attachment from within the email, and then from within the application which opened it do Save As... and store the document in a suitable location.
2. Save the document directly out of the email. In Mail this is done by choosing Save Attachments from the File menu, or, move the cursor to the line at the top of the message text and this toolbar will appear:



The number by the paperclip indicates the number of attachments. Click on the downward pointing arrow to see a drop down menu, and choose the attachment. Save it in a suitable location.

To save directly from Outlook, select the attachment in the email header and then from the Message menu choose Attachments and Save.

Archiving Emails

If you have to manage a large number of emails, it can slow down whichever application you are using. The first option is to delete old emails that you no longer need, but there may be times when you want to keep

old emails, just in case. This is when you want to archive emails so that they are still on your Mac, but not clogging up your email application.

The first step, no matter which application you use, is to create a new folder or mailbox within the email application. Then, move the emails that you want to archive into that folder. Finally, export the folder.

Archiving with Mail

From the Mailbox menu choose New Mailbox. Choose On My Mac in the Location menu, and give the Mailbox a name. Once you click on OK the new Mailbox will appear in the sidebar. Drag the emails you want to archive into the new Mailbox. Then, select the Mailbox and from the Mailbox menu choose Export Mailbox. Choose a location on your drive and click on Choose to export the Mailbox. Once this is done, select the Mailbox and from the Mailbox menu choose Delete Mailbox to remove it from Mail.

Archiving with Outlook

In Outlook, from the File menu choose New > Folder. Double click on the folder in the sidebar and give it a name. Drag the emails you want to archive into the folder. Then, select the folder and drag it from the Outlook window onto your Desktop. You can then file the .mbox file which is created wherever you want to on your Mac. Finally, in Outlook select the folder of archived emails and from the Edit menu choose Delete.

Next issue...the Finder.