Easy

MACINTOSH®

IN FULL COLOR!

PRESS Enter

TYPE A

que®

Easy Macintosh®

Shelley O'Hara

Easy Macintosh®

Easy Macintosh is based on Version 6 of the Macintosh operating system.

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Contents at a Glance

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Introduction

Congratulations. You have at your disposal one of the best tools ever created—the Macintosh computer.

What can you do with a Macintosh? Everything that you can do with any other personal computer. What does that mean? Well...everything.

With the Macintosh, you can type professional-looking letters, draw a map to your house, create letterhead, balance your checkbook, pay your bills electronically, create charts, inquire about stock prices, play games, do homework, learn how to type, and so on, and so on.

To accomplish anything on the Macintosh, however, you need a program or application. (The terms *program*, *application*, and *software* are used interchangeably. Sometimes the terms are combined: application program, software application— they mean the same thing.)

Think of a program as a specialist hired to perform a task. You might need an accountant to calculate your budget and taxes, a typist to do

To celebrate our new home, we (Reggie and Val) are inviting you to the party of the decade . . . the decade of the 70s, that is. Yes, come one, come all, come in your track shorts and tube socks, come in your three-piece white suit and gold chains, come in your powder blue polyester prom dress. It's the first official 70s bash, and we want you there.

♥ Thrill to dancing cheek-to-cheek to such classic love songs as Samantha Sang's "Emotion" and Andy Gibb's "I Just Want to Be Your Everything."

♥ Get down and boogie to the best in dance music with the BeeGees, the Commodores, and K.C. & the Sunshine Band.

♥ Relax and unwind while watching a screening of the Academy Award nominee of 1977, Saturday Night Fever.

♥ Enter the first official hustle and disco contest and walk away with our grand prize zodiac medallion.

Hope to see you there. We'll keep a lava light on for you.

Date: February 11

Place: Reggie and Val's pad (2414 Seymour Lake Road)

Time: 8:00 until the last pair of boogie shoes leaves the dance floor.

mailings, an artist to create a logo, a stockbroker to quote stock prices, and so on. Rather than have a specialist, you have a program. For accounting tasks, you might use a spreadsheet program. For typing letters, you would use a

word processor. You can use a drawing program for creating maps and logos. Each of these programs runs on the Macintosh.

The Macintosh and programs go hand-in-hand. You can do some things with the Macintosh by itself, but you cannot do anything with applications unless you have a Macintosh.

The programs are designed to perform specific functions, and the Macintosh is designed to perform other functions. In particular, the Macintosh is used to

Start programs. You store your programs on the Macintosh. To start and use the program, you first start the Macintosh.

You're cordially invited to the grand opening of our new store in Greenwood. Grab a friend, load the Winnebego, and head out to receive fabulous savings on every kind of tome your heart desires. We have it all—classics, biography, fine literature, how-to, art, technical...everything! Bring in this invitation for a 10 percent discount on every regular-priced book you purchase.

Captain Ahab Books
3901 Breaker—In the Greenwood Plaza

Manage documents. An application creates a document. For example, a letter, a budget, and a mailing list are all separate documents. (Sometimes the words *file* and *document* are used interchangeably. Both terms mean the same thing.) You can use the Macintosh to display documents, copy documents, move documents, rename documents, and perform other file-management tasks.

Use Macintosh desk accessories. A desk accessory (also called a DA) is a miniprogram with a limited function (display the time, calculate numbers, hold notes, and so on). The Macintosh comes with several desk accessories, including an alarm clock, calculator, notepad, and puzzle.

Learn new programs. All Macintosh programs follow the same basic guidelines; many use similar menus and commands. These programs work essentially the same way. After you learn one Macintosh program, you can easily learn other Macintosh programs.

Why You Need This Book

This book is designed to make learning to use the Macintosh *easy*. This book helps the beginning Macintosh user perform basic operations. You don't need to worry that your knowledge of the Macintosh is limited. This book teaches you all you need to know for basic operations.

You don't need to worry that you might do something wrong and ruin a program or the Macintosh. This book points out mistakes you might make and shows you how to avoid them. This book explains what to do when you change your mind—how to escape from a situation.

Reading this book will build your confidence. It will show you what tasks are necessary to get a particular job done.

Remember: The Macintosh does only what you tell it to do. Don't tell it to delete a document unless you would do the same thing manually (that is, send the only remaining copy of that document through a shredder).

How This Book Is Organized

This book is designed with you, the beginner, in mind. The book is divided into several parts:

- Introduction
- The Basics
- Task/Review
- Reference

This Introduction explains how the book is set up and how to use the book.

The next part, The Basics, outlines general information about your computer and its keyboard layout. This part explains basic concepts, such as using the mouse, selecting commands, and understanding the Macintosh display.

The main part of the book, Task/Review, tells you how to perform a particular task. The first task explains how to start the Macintosh.

The last part, Reference, contains a quick reference for performing common Macintosh operations, a software guide of different Macintosh programs, and a glossary of common computer and Macintosh terms.

How To Use This Book

This book is set up so that you can use it several different ways:

- You can read the book from start to finish, or you can start reading at any point in the book.

- You can experiment with one exercise, many exercises, or all exercises.

- You can look up specific tasks you want to accomplish, such as moving a window.

- You can flip through the book, looking at the Before and After screens, to find specific tasks.

- You can read just the Task, just the Review, or both the Task and Review sections. As you learn the program, you might want to follow along with the exercises. After you learn the program, you can use the Review section to remind yourself how to perform a certain task.

- You can read any part of the exercises you want. You can read all the text to see both the steps to follow and the explanation of the steps. You can read just the text in red to see the actions to perform. You can read just the explanation to understand what happens during a particular step.

As you read, you don't have to worry about making a mistake. All tasks have an Oops! note that explains how to get out of a situation. The book also points out errors you might make.

Task section

The Task section includes numbered steps that tell you how to accomplish certain tasks, such as copying a document. The numbered steps walk you through a specific example so that you can learn the task by doing it. Blue text below the numbered steps further explains the concept.

Oops! notes

You might find that you performed a task, such as deleting a file, that you did not want after all. The Oops! notes tell you how to undo each procedure or get out of a situation. By showing you how to reverse nearly every procedure, these notes enable you to use your Macintosh more confidently.

TASK

before

Display information about a document

Oops!
Click on the close box to close the window.

1. Double-click on the **Hard Disk** icon.
   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **HyperCard** icon.
   This step opens the HyperCard folder. You should have this folder. If not, open any folder.

3. Click on the **Home** icon.
   This step selects the Home document. Be sure to click on it only once; do not double-click on it.

4. Click on **File** in the menu bar; hold down the mouse button.
   This step opens the File menu. You see a list of File commands.

5. Drag down until you highlight **Get Info**.
   This step selects the Get Info command.

6. Release the mouse button.
   You see an Info window that displays information about the selected item.

110

8

Before and After Screens

Each task includes Before and After screens that show how the computer screen will look before and after you follow the numbered steps in the Task section.

Other notes

Each task contains other short notes that tell you a little more about the procedure. These notes define terms, explain other options, refer you to related sections in the book, and so on.

after

Try a shortcut
Select the document and press the ⌘-I keyboard shortcut to select the Get Info command.

Kind	Kind of icon, in this case, a HyperCard document
Size	The size in bytes and kilobytes (K)
Where	Location of the icon, in this case, Hard Disk
Created	Date that the document was created
Modified	Date that the document was last modified

The insertion point is located in the comment box at the bottom of the window. If you want, you can type a comment. You might, for example, make a note of what the document contains.

7. Click on the **close box**.
This step closes the Info window.

REVIEW

1. Click on the document icon for which you want information.

2. From the **File** menu, select **Get Info**.

3. Click on the **close box**.

To display information about a document

Review section

After you learn a procedure by following a specific example, you can refer to the Review section for a quick summary of the task. The Review section provides more general steps for completing a task so that you can apply those steps to your own work. You can use these steps as a quick reference to refresh your memory about how to perform procedures.

How To Follow an Exercise

The Macintosh is flexible because it enables you to perform a task many different ways. For consistency, this book makes certain assumptions about how your computer is set up and how you use a Macintosh. As you follow each exercise, keep the following key points in mind:

- This book assumes that you have a hard drive and that you have already set up your Macintosh and installed the System and Finder software. (See the Basics section for a definition of these two items.)

- This book shows the screens in color, but you might not have a color monitor. If your monitor is mono-chrome (see the Basics part for details), or if you use different color settings, your screens will appear differently.

- Only the Before and After screens are illustrated. Screens are not shown for every step within an exercise. Where necessary, the text discusses screen messages and how to respond to them.

- You might see the windows displayed in the Before and After screens in a different location or different size than on your screen. You can arrange the appearance of the desktop, and the Macintosh remembers how the desktop looked the last time you used it. Also, your desktop might contain different icons, folders, and documents than the Before and After screens. These differences simply mean that you have different programs, files, and folders on your Macintosh.

Where To Get More Help

This book does not cover all Macintosh features or all ways of completing a task. This book is geared toward the beginning user—someone who wants just the basics. This user isn't ready for advanced features, such as running more than one program or customizing the Desktop.

As you become more comfortable, you might need a more complete reference book. Que offers several Macintosh books to suit your needs:

Que's Big Mac Book

Que's Little Mac Book

The Mac Classic Book

Using the Macintosh with System 7

Que also offers several books on specific Macintosh programs:

HyperCard 2 QuickStart

QuarkXPress 3.1 Quick Reference

System 7 Quick Reference

Using Excel 4 for the Mac

Using FileMaker Pro

Using MacDraw Pro

Using PageMaker: Macintosh Version, 2nd Edition

Using Word 5 for the Mac, Special Edition

Also of interest:

Introduction to Personal Computers, 2nd Edition

Que's Computer User's Dictionary, 2nd Edition

The Basics

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Understanding Your Computer System

When you talk about the Macintosh, you can be talking about both the hardware and the software. The *hardware* is the physical components of the Macintosh (such as the mouse, the keyboard, and the screen). The *software*—in this case, the System software—is what communicates with the hardware. The System software tells the Macintosh when to display an item on-screen, when to print a document, or when to issue a command.

System unit

Monitor

Floppy disk drive(s)
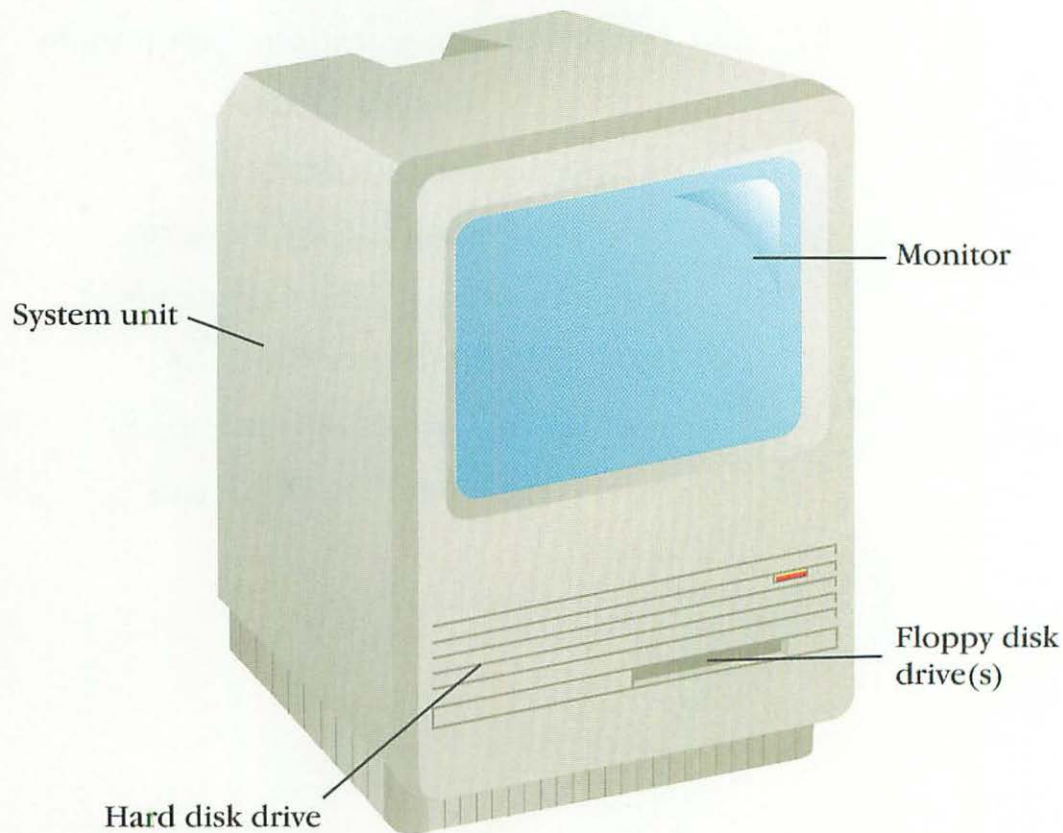
Hard disk drive

You will also have a mouse, which is a pointing device, and a keyboard, which looks like a typewriter.

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Hardware

Your computer system is made up of these basic parts:

- The system unit
- The monitor
- The keyboard
- The floppy disk drive(s)
- The hard disk drive
- The mouse

You also might have a printer and a microphone.

System unit. The system unit is the box that holds all the electrical components of your computer. The floppy disk drive and hard disk drive also are usually inside the system unit. (The size of the system unit varies.) The power switch usually is located on the back of the system unit.

Monitor. The monitor displays on-screen what you type on the keyboard. Your monitor and system unit might be all-in-one or separate items. Your monitor might also have a power switch. If so, be sure to turn on the monitor, also.

Keyboard. The keyboard enables you to communicate with the computer. You use it to type entries and to issue commands. You type on the keyboard just as you do on a regular typewriter. A keyboard also has special keys that you use. (Different computers have different keyboards.) These keys are discussed in the section *Using Your Keyboard.*

Floppy disk drive. The floppy disk drive is the door into your computer. It allows you to put information on the computer—onto the hard drive—and to take information off the computer—onto a floppy disk.

Hard disk drive. The hard disk drive stores the programs and files with which you work.

Mouse. A mouse is a pointing device that enables you to point to what you want on-screen, select windows, and issue commands.

Printer. A printer gives you a paper copy of your on-screen work. To print, you need to attach and install a printer.

More on Floppy Disks
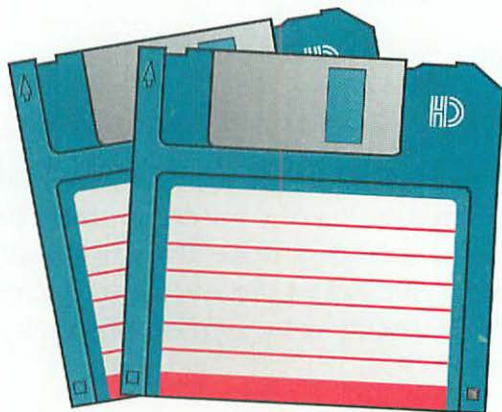
All *floppy disks* basically look the same; they are 3 1/2 inches in size and are encased in hard plastic. (The floppy part is the magnetic disk inside.) Disks differ in the amount of information they can store. The amount of information is measured in kilobytes (abbreviated K). One kilobyte equals around 1000 bytes (1024 to be exact), and one byte equals about one typed character.

Very old Macintoshes used single-sided disks that were capable of storing only about 400,000 characters of information (or 400K). These disks are now generally obsolete.

The standard Macintosh disk is double-sided (meaning that it can store information on both sides of the disk, much like a phonograph record). This disk is capable of storing around 800,000 characters of information (or 800K). This disk is called double-sided double-density (sometimes abbreviated DSDD).

A newer disk is the double-sided high-density disk (DSHD). This disk can store 1.44 megabytes of information. (A megabyte is 1024 kilobytes and is abbreviated M or meg.) The drives that can use these disks are sometimes called SuperDrives or high density drives.

The disk type you use must match your disk drive. If you have a drive that can read only 800K disks, you can use only 800K and 400K disks. If you have a drive that can read 1.44M disks, you can use either 800K or 1.44M disks.

Floppy disks are usually blank when you purchase them (some companies have begun selling preformatted disks). To prepare a disk for use, you must initialize (format) it. See *TASK: Initialize a disk* in the Task/Review part.

More on Hard Disks

A hard disk is similar to a floppy disk in that it stores information, but a hard disk is much larger and much faster. Small hard disks can contain as much as 25 times the data stored on a floppy disk. Hard disks are measured in megabytes (M or meg) and come in various sizes: 20M, 40M, 80M, 100M, and up.

A hard disk is also hard (rather than floppy) and is usually encased in the system unit. (You can add an external hard drive—a drive that is outside the system unit.) Some programs require a hard disk. This book assumes that you have a hard disk.

System Software

The Macintosh System software consists of two parts: the System software and the Finder. The System is the basic program the Macintosh uses to start itself (sometimes called *booting*). Without the System, you cannot start or use the Macintosh.

The Finder creates the Desktop (the Macintosh screen) and enables you to display and manage files. The Finder and the System are stored in the System Folder and together are known as the Macintosh operating system.

Note: The newest System software is System 7. This book is based on System 6. If you have System 7, most features work the same way. If you are using System 7, you might consider purchasing a System 7 book (such as Que's *Using the Macintosh with System 7*) when you become more comfortable with Macintosh basics.

Using a Mouse

The *mouse* is a pointing device. When you move the mouse on your desk, the mouse pointer moves on-screen. You can use the mouse to tell the Macintosh what to do; for example, you can tell the Macintosh to

- Open windows
- Close windows
- Open menus
- Select menu commands
- Select text
- Drag an item to the Trash
- Eject a disk
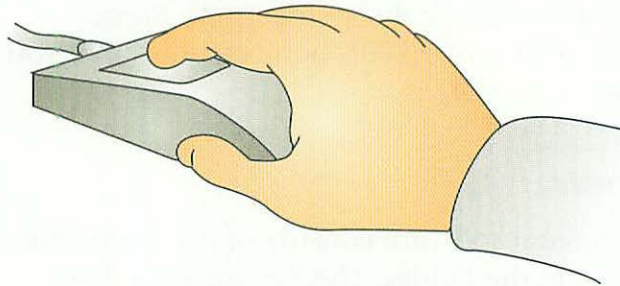
Using the mouse is the easiest and most natural way to learn any program. For some tasks, however, using the keyboard is easier. You cannot, for example, type with the mouse. In most programs, you use both the mouse and the keyboard.

There are several basic types of mouse actions, including:

Action	Procedure
Point	Position the mouse pointer on an item. Be sure to place the tip of the mouse pointer on the item.
Click	Point to an item, and then quickly press and release the mouse button.
Double-click	Point to an item and press the mouse button twice in rapid succession.
Drag	Point to an item. Press and hold down the mouse button, and move the mouse. When the item is at the desired location, release the mouse button.

Keep these terms in mind as you follow a task.

If you double-click the mouse and nothing happens, you might not have clicked quickly enough, or the pointer might not be in the right place. Make sure that the tip of the pointer is where you want it and try again.

Using Your Keyboard

In addition to using the mouse to tell the Macintosh what to do, you also can use the keyboard. A computer keyboard is just like a typewriter, only a keyboard has additional keys:

- Numeric keypad keys
- Arrow keys
- Other special keys, such as Option and Command

Depending on the type of Macintosh you have, your keyboard might look different. You can familiarize yourself with the keyboard by reading the names on the keys.
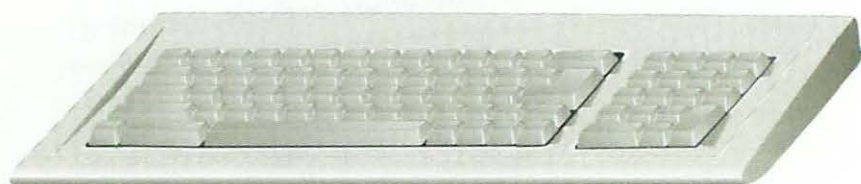
Macintosh Plus Keyboard
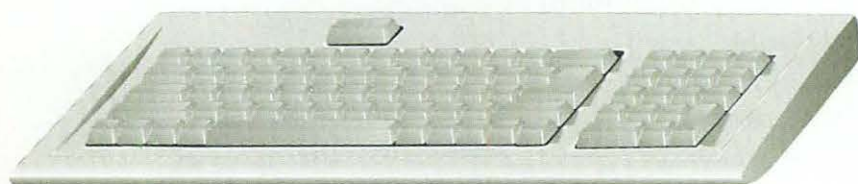
Macintosh SE Keyboard
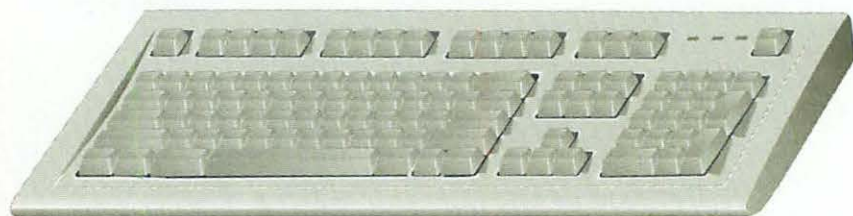
Macintosh Extended Keyboard

Different keys perform different actions, depending on the program you are using. In general, the keys perform these actions:

Numeric Keypad. The numeric keypad enables you to enter numbers quickly (as if you were working with a calculator). The keypad contains keys for performing common math calculations, such as multiplication (*) and division(/). The Enter key confirms your numeric entry. The Clear key clears (deletes) a numeric entry. Different application programs might respond differently.

Arrow keys. The arrow keys let you move around on-screen or select text when you are using a program.

Shift. The Shift key on your Macintosh functions similarly to the Shift key on a typewriter. Pressing this key makes text uppercase and selects different special characters.

Ctrl (Control key). The Ctrl key serves different purposes, depending on the program that you are using.

Option. The Option key accesses special characters such as ™ and ®. This key has various functions, depending on the application program you are using.

Command (⌘ or ⌘). The Command key accesses menu commands quickly. Pressing the ⌘-N keyboard shortcut, for example, selects the New Folder command.

Return. The Return key confirms a command or inserts a carriage return when typing.

Delete. The Delete key deletes characters to the left of the insertion point.

This book indicates key combinations (also called *keyboard shortcuts*) with a hyphen. To use a keyboard shortcut, hold down the first key. While holding down the first key, press the second key. Then release both keys. If you were to use the ⌘- N keyboard shortcut, for example, you would press and hold down the ⌘ key, type the letter N, and then release both keys.

Understanding the Desktop

When you first turn on the Macintosh, you see the Desktop. (If you want to follow along, turn on your Macintosh. See *TASK: Start the Macintosh* in the Task/Review part.) The computer Desktop is similar to your desk or office.
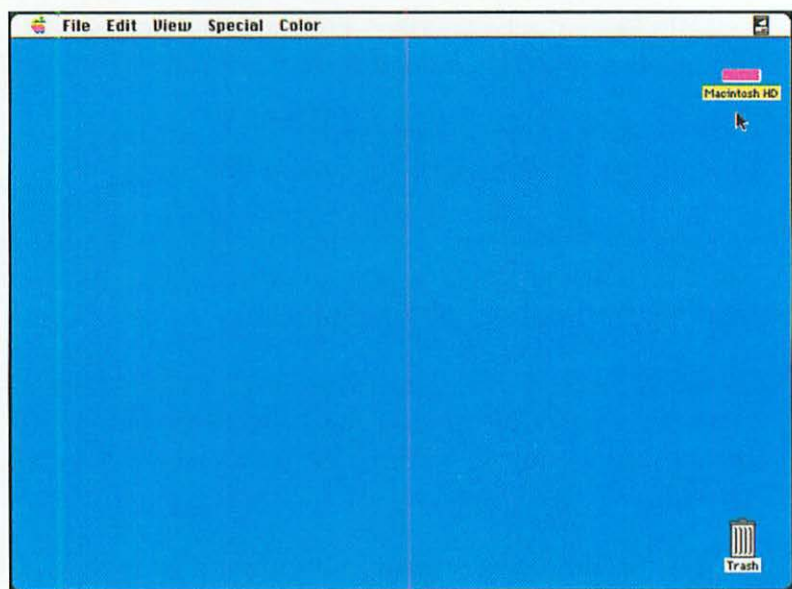
Files, Folders, and Icons

Think about how you store items in your office. In your office, you might have a filing cabinet. In that filing cabinet, you probably have folders that pertain to different projects, clients, patients, or some other grouping—maybe logical, maybe not. Within each folder you have articles, letters, diagrams, reports—anything you want to save. This storage method carries over to the Macintosh.

On the Macintosh, the hard disk is your filing cabinet. On that disk you have *folders*, and within a folder you have *files* (individual documents). The same items that you store in a paper folder (memos, articles, diagrams) are stored in electronic form in a file on the Macintosh.

Items that appear on the Desktop are represented by pictures, which are called *icons*. Folders are represented by icons that look like folders. In most cases, files are represented by icons that look like documents. Applications are also represented by icons. These are folder icons:
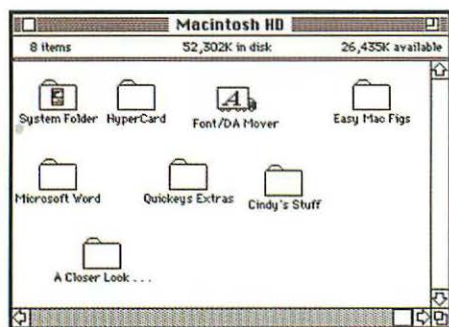
These are file icons:
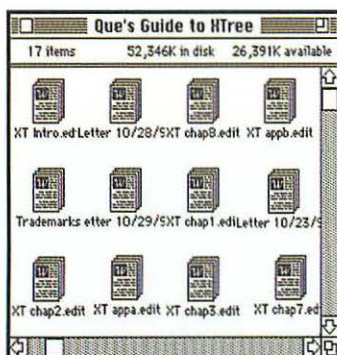
These are icons for specific applications (HyperCard and Microsoft Word):

Be sure to use some method of organizing files. You might organize by project or by client or by application. Pick one method and stick to it. The following illustration shows several ways to organize files:

| Memos | Charts | Art |

or

| PM Files | Word | Excel |

or

| Aps | Data | System |
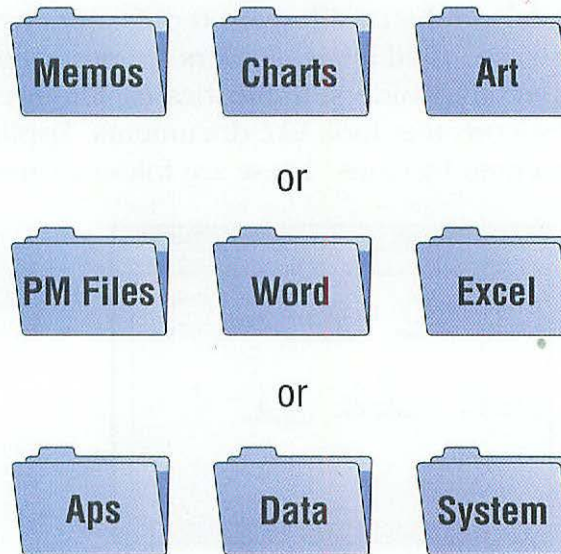
Keep in mind that you can store folders within folders.

Standard Desktop Items

Menu bar
Disk icon
Trash can icon

Three items always appear on the Desktop:

- Disk icon
- Trash can icon
- Menu bar

As discussed in the section *Understanding Your Computer System*, you can use two types of disks: floppy disks and hard disks. The Macintosh uses a different icon to represent each. The following shows icons for both a hard disk (named "Macintosh HD") and a floppy disk (named "Data Disk"):

The Trash can icon can contain items that you want to throw away. You probably have a trash can in your office. Well, you also have one on the Desktop, and it serves a similar purpose. You drag the item that you want to throw away to the Trash can icon.

You use the menu bar to select commands.

Selecting a Menu Command

The *menu bar* contains the names of the menus—, File, Edit, View, Special and Color. (If you are using System 7, your menu bar will look a little different.)

To view a menu, point to the name in the menu bar, press and hold the mouse button. The menu does not stay on-screen unless you keep the mouse button depressed.
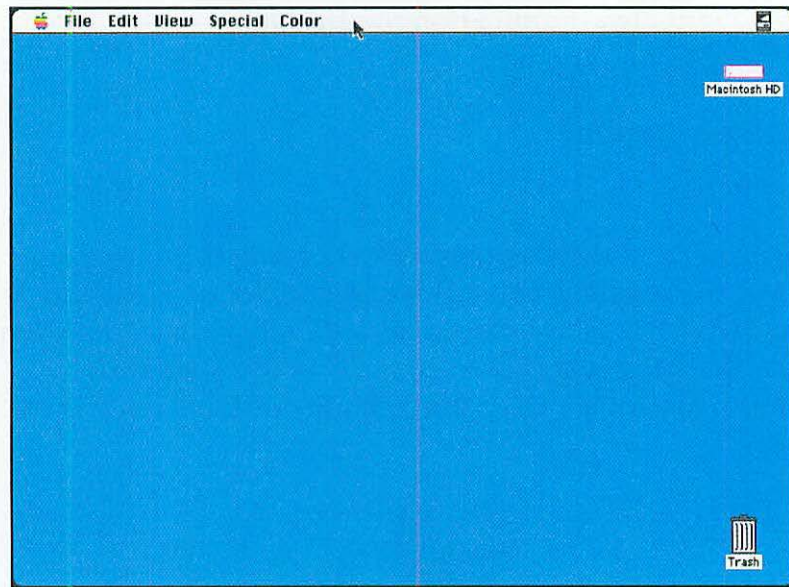
To select a menu command, open the menu and then drag the mouse down through the list of commands until the one you want is highlighted.
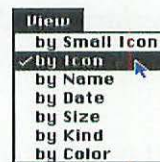
Then release the mouse button. The command is activated. (You will know that the command has been activated because it will flash. If it doesn't flash, try again.)

If you don't want to select a command, just drag the mouse off the menu.

If you go past the command you want, drag up until you highlight the command.

The menus tell you other information:

- If an option is grayed, it cannot be selected at that time.

- If an option has a shortcut key, the shortcut is listed on the menu.

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- If a command is followed by an ellipsis (...), you must specify additional options before the command can be activated. In this case, a dialog box appears. The dialog box might prompt you to enter text, make a choice about options, or confirm an operation.

Tip: Most Macintosh programs use similar menus. To learn a new program, take a look at the menus. You already might have used the same or similar commands in a different program.

Working with Windows

If you open a disk, the contents appear in a window on-screen. If you run an application, it creates a window for you to work in. If you create a document, it appears in a window.

Close box —
Title bar —
— Zoom box

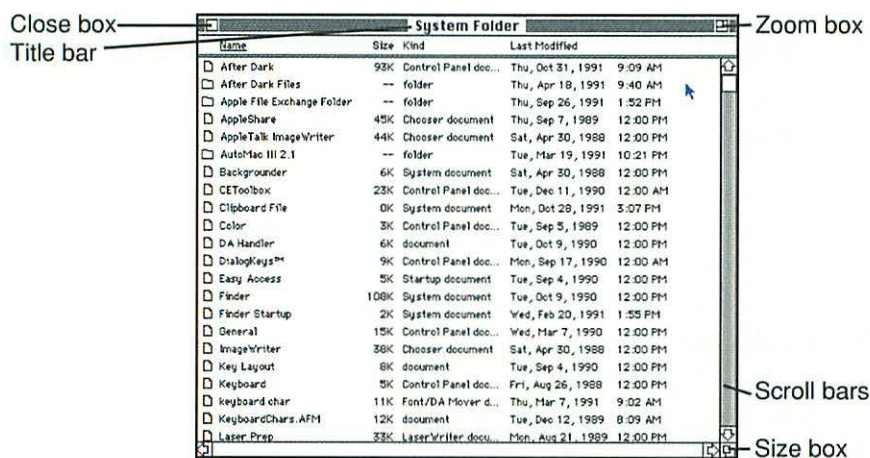| Name	Size	Kind	Last Modified	
After Dark	93K	Control Panel doc...	Thu, Oct 31, 1991	9:09 AM
After Dark Files	--	folder	Thu, Apr 18, 1991	9:40 AM
Apple File Exchange Folder	--	folder	Thu, Sep 26, 1991	1:52 PM
AppleShare	45K	Chooser document	Thu, Sep 7, 1989	12:00 PM
AppleTalk ImageWriter	44K	Chooser document	Sat, Apr 30, 1988	12:00 PM
AutoMac III 2.1	--	folder	Tue, Mar 19, 1991	10:21 PM
Backgrounder	6K	System document	Sat, Apr 30, 1988	12:00 PM
CEToolbox	23K	Control Panel doc...	Tue, Dec 11, 1990	12:00 AM
Clipboard File	0K	System document	Mon, Oct 28, 1991	3:07 PM
Color	3K	Control Panel doc...	Tue, Sep 5, 1989	12:00 PM
DA Handler	6K	document	Tue, Oct 9, 1990	12:00 PM
DialogKeys™	9K	Control Panel doc...	Mon, Sep 17, 1990	12:00 AM
Easy Access	5K	Startup document	Tue, Sep 4, 1990	12:00 PM
Finder	108K	System document	Tue, Oct 9, 1990	12:00 PM
Finder Startup	2K	System document	Wed, Feb 20, 1991	1:55 PM
General	15K	Control Panel doc...	Wed, Mar 7, 1990	12:00 PM
ImageWriter	38K	Chooser document	Sat, Apr 30, 1988	12:00 PM
Key Layout	8K	document	Tue, Sep 4, 1990	12:00 PM
Keyboard	5K	Control Panel doc...	Fri, Aug 26, 1988	12:00 PM
keyboard char	11K	Font/DA Mover d...	Thu, Mar 7, 1991	9:02 AM
KeyboardChars.AFM	12K	document	Tue, Dec 12, 1989	8:09 AM
Laser Prep	33K	LaserWriter docu...	Mon, Aug 21, 1989	12:00 PM

— Scroll bars
— Size box

Each window has several standard items:

title bar. The bar that appears at the top of the window and contains the name of the window. Usually, the window name is the name of the document or folder that is open. Horizontal stripes appear in the active window. (You can have more than one window open at one time.)

close box. The square box in the upper left corner of the title bar. To close the window, you can click on this box.

zoom box. The small box on top of a larger box in the upper right corner of the window. Click on the box to enlarge the window. Click on it again to restore the window to its previous size. See *TASK: Zoom a window*.

scroll bars. The bars that appear along the right and bottom of some windows. If the scroll bar is white, the entire contents of the window are displayed. If the scroll bar is gray, more items appear outside the window. See *TASK: Scroll a window* to learn to display these hidden items.

size box. The small box within a box in the lower right corner of the title bar. Drag this box to change the size and shape of the window. See TASK: *Resize a window*.

Taking Care of the Macintosh

Take care of the Macintosh hardware (everything you can see and touch) the same way you would care for your TV or VCR. Don't feed it, water it, drop it, or expose it to extreme heat or cold.

Take care of your Macintosh software the same way you would care for audio or video cassettes. Don't leave them in the heat, don't spill anything on them, don't open the metal shutter, and keep them away from magnets. Keep in mind that all electrical equipment puts out a magnetic field. This means the telephone, the electric pencil sharpener, and even the Macintosh. Of course, you don't have to keep your phone in a desk drawer—just don't keep floppy disks near the phone.
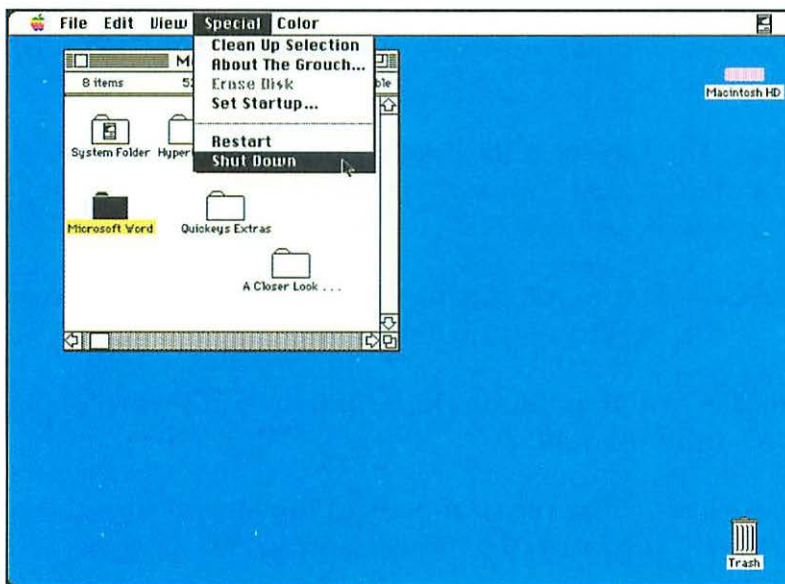
Finally, always turn off your machine properly. Close all applications, and be sure that the Desktop appears on-screen. Then use the Shut Down command. (See *TASK: Shut down the Macintosh*.)

Do not turn off your Macintosh when you are using an application:
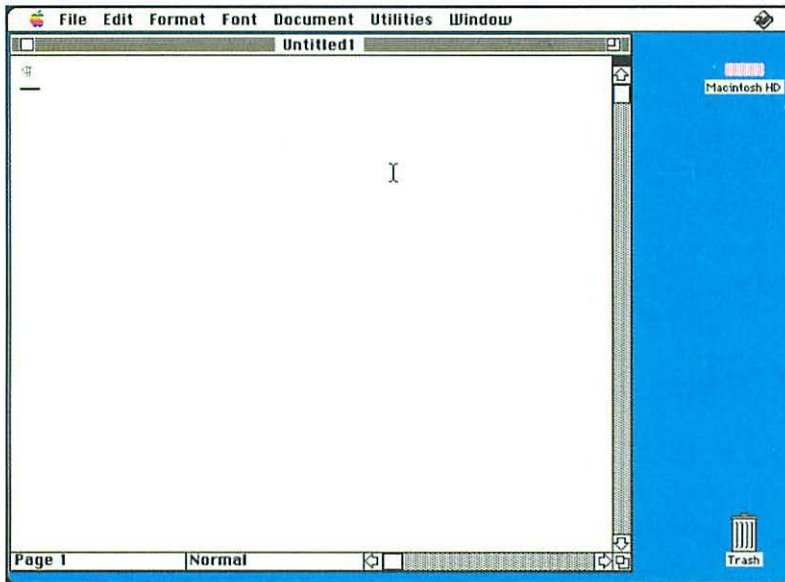
Do turn off your Macintosh when you have closed all applications and the Desktop appears on-screen:

Understanding Key Terms

As a checkpoint after reading this section, you should understand the following terms.

application. A computer program used for a particular task—such as word processing. In most cases, the terms *program*, *software*, and *application* mean the same thing and can be used interchangeably.

click. The action of pressing and releasing the mouse button.

Desktop. The on-screen work area of the Macintosh.

document. A generic term used to describe what you create with applications. A document can be a letter, a picture, a worksheet—any item that you create with an application.

double-click. The action of pressing the mouse button twice in rapid succession.

drag. The action of pointing to an item, and then pressing and holding down the mouse button as you move the mouse.

file. The various individual reports, memos, databases, and letters that you store on your hard drive (or disk) for future use. Also called a *document*.

Finder. Part of the Macintosh operating system that keeps the Desktop organized.

folder. An item on the Desktop that stores icons of files and other folders.

hardware. The physical parts of the Macintosh—the screen, the keyboard, the mouse, and so on.

icon. An on-screen picture that represents a file, folder, or application program.

menu bar. A list of menu names at the top of the screen.

program. A set of instructions that tells a computer what to do. A *program* is the same as an *application*.

software. Another term for computer programs or applications. You run software on your hardware.

System Folder. The folder that contains the files necessary to start and use the Macintosh.

title bar. The horizontal bar at the top of a window; the title bar contains the name of the window.

Trash can icon. An icon (in the shape of a trash can) used to delete files, folders, and applications.

window. A rectangular area on-screen in which you view an application or a document.

Task/Review

Easy Macintosh

Alphabetical Listing of Tasks

Easy Macintosh

Working with Disks and Windows

This section covers the following tasks:
Start the Macintosh
Shut down the Macintosh
Restart the Macintosh
Open a disk icon
Close a window
Move a window
Resize a window
Zoom a window
Insert a disk
Initialize a disk
Eject a disk
Rename a disk icon
Display information about a disk
Erase a disk
Copy the contents of a floppy disk to a hard disk
Copy a floppy disk to another floppy disk

Start the Macintosh

Oops!
If the Macintosh does not turn on, make sure that it is plugged in and that all cables are connected.
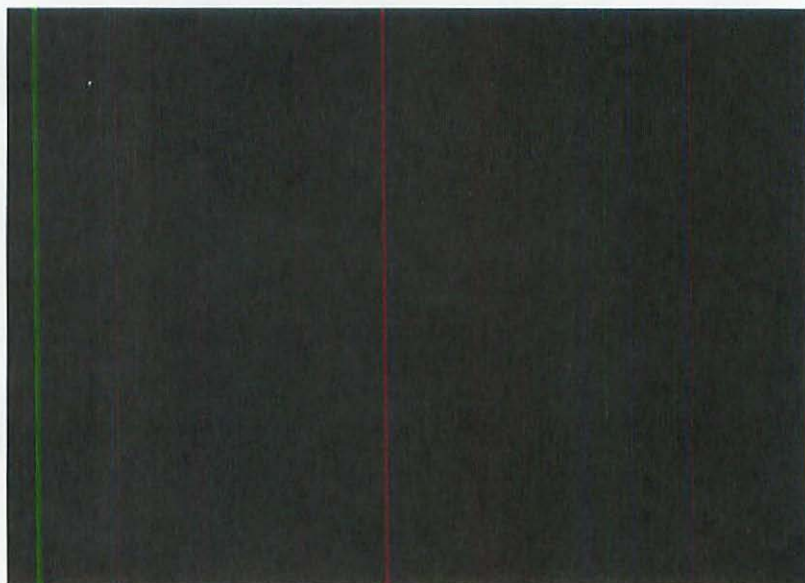
Press the On switch.

Your On switch might appear in a different location, depending on the Macintosh model that you have. On some Macintoshes, the power switch is located on the keyboard; on others, it is located on the back of the system unit. Press the On switch to turn on the monitor, if necessary.

You see the Happy Macintosh Face, the Welcome to the Macintosh screen, and then the Desktop.

On the Desktop, you see the hard disk icon, the Trash can icon, and the menu bar. For a more complete discussion of the Desktop, see the Basics part of this book.

after

Press the **On Switch**.
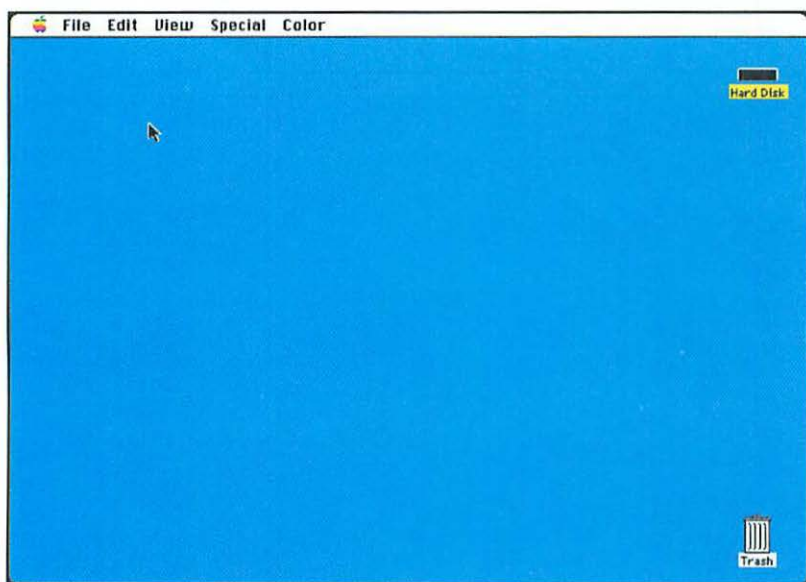
To start the Macintosh

Sad Macintosh face appears?
If you see a sad Macintosh face, contact your dealer. You might have a problem with your equipment.

See something different?
The Macintosh remembers how the Desktop appeared the last time you used it. If you have opened or rearranged windows, you will see a different arrangement than the one shown in the After screen.

Shut down the Macintosh

before
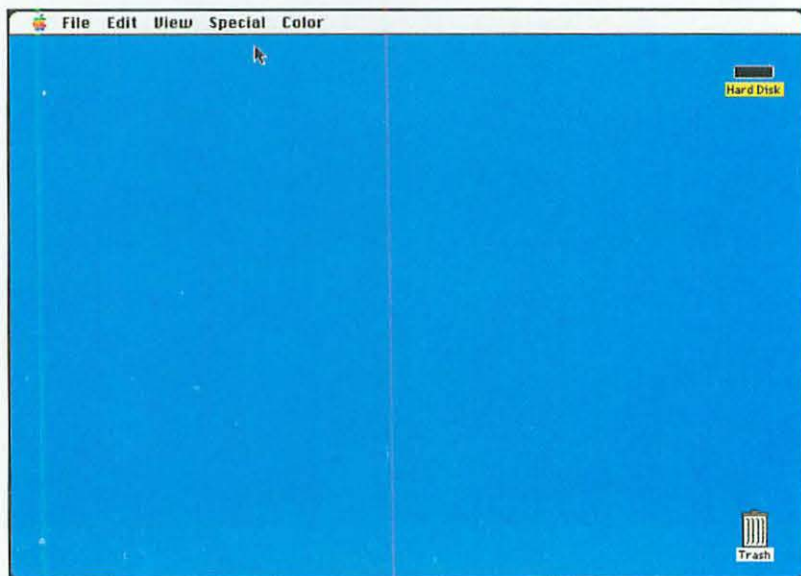
1. Click on **Special** in the menu bar; hold down the mouse button.

   This step opens the Special menu. You see a list of commands.

2. Drag down until you highlight **Shut Down**.

   This step selects the Shut Down command. (The After screen shows this step.)

3. Release the mouse button.

   Depending on the model you have, your Macintosh turns off after this step, or you see a message You may now switch off your Macintosh safely. If this message appears, follow step 4.

4. Turn off the Macintosh.

   The power switch is on the back of the system unit or on the keyboard, depending on the type of Macintosh you have. This step completes the shut down operation.
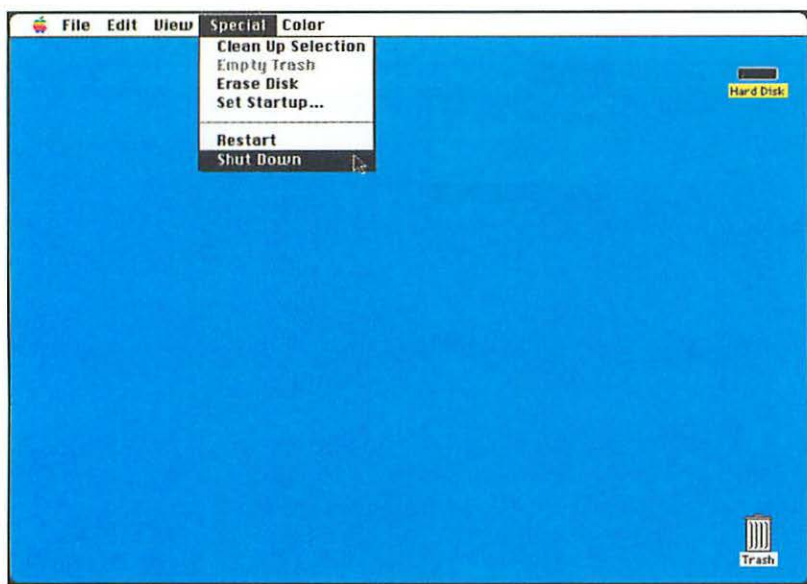
Easy Macintosh

after

Why use Shut Down?
The Macintosh keeps track of information about your Desktop. You must use the Shut Down command so that the Macintosh can do some "housekeeping" before it shuts down. Don't turn off the Macintosh in the middle of an application or you might damage your software.

1. From the **Special** menu, select **Shut Down**.

2. If you see a message telling you that you may turn off the Macintosh, turn off the Macintosh.

To shut down the Macintosh

Restart the Macintosh
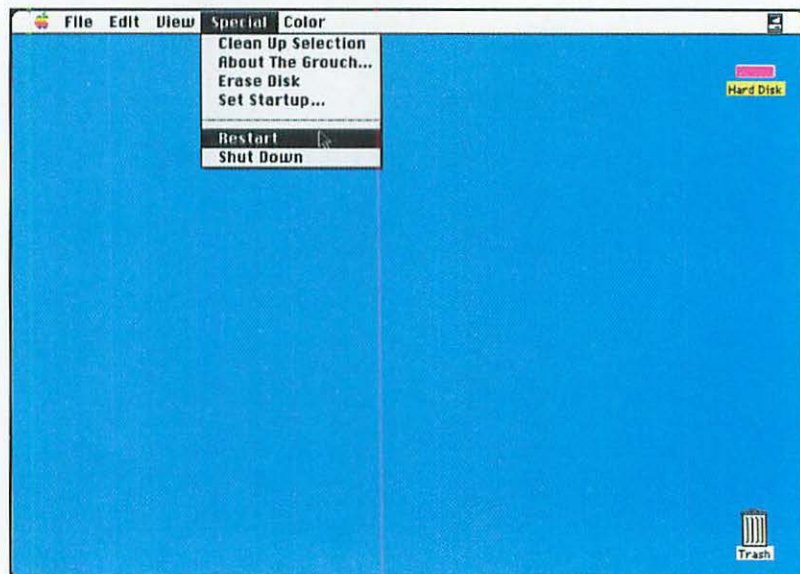
before

1. Click on **Special** in the menu bar; hold down the mouse button.

   This step opens the Special menu. You see a list of commands.

2. Drag down until you highlight **Restart**.

   This step selects the Restart command. (The Before screen shows this step.)

3. Release the mouse button

   The Macintosh is restarted.
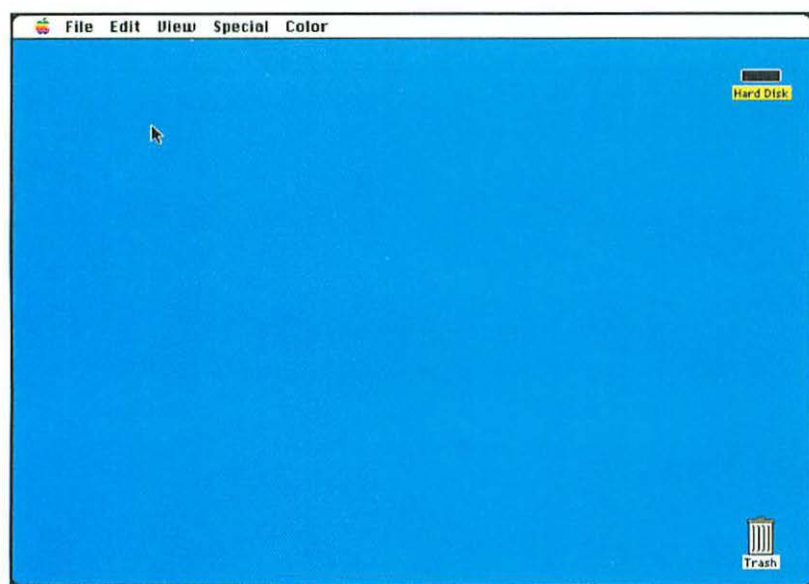
after

Why restart?
When you make certain changes (install a new application or add an item to your System folder), you need to restart so that the Macintosh can make note of these changes.

From the **Special** menu, select **Restart**.

To restart the Macintosh

Open a
disk icon

File Edit View Special Color

Hard Disk

Trash

1. Position the mouse pointer on the disk icon named
   Hard Disk.

   This step points to the icon that you want to open. Your hard disk
   might have a different name. In this case, point to that icon.

2. Double-click the mouse button.

   Double-clicking means to press the mouse button twice in rapid
   succession. This step opens a disk window that shows the contents
   of the disk. The name of the window, Hard Disk, appears in the
   title bar. If icons appear (rather than file names), the title bar
   displays the number of items in the window and the size of the
   items appear under the title bar. The amount of space remaining
   on disk also appears.

   The disk in the After screen contains the System Folder,
   HyperCard, a Data folder, and Microsoft Word. Your disk might
   contain different items.

   Icons are usually displayed to indicate each item on the disk. You
   also can display item names instead of icons (see *TASK: View a
   window by name*).

   You use this same procedure to display the contents of hard disks
   and floppy disks.
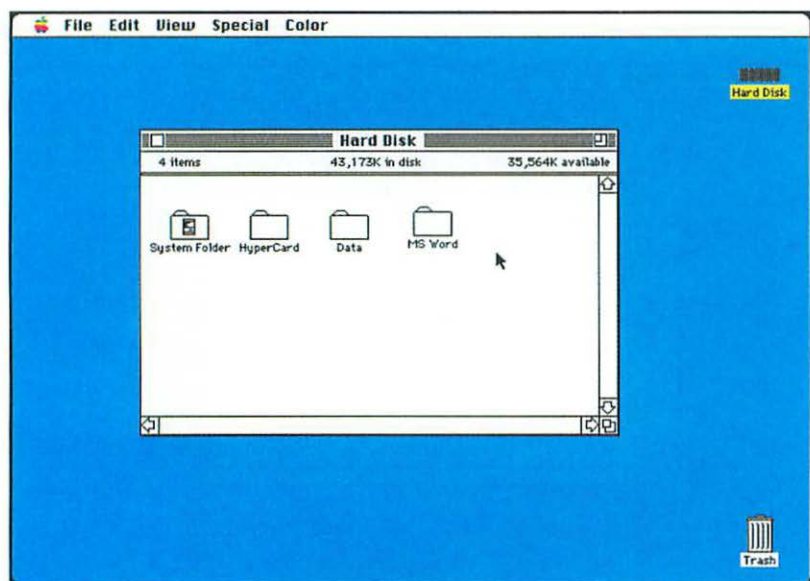
after

1. Point to the disk icon.

2. Double-click the mouse button.

To open a disk icon

Close a window


```
 File  Edit  View  Special  Color
                                                        Hard Disk
                                                     ┌─────────────┐
                                                     │ Hard Disk   │

                    Hard Disk
4 items              42,675K in disk        36,062K available

    System Folder  HyperCard    Data    MS Word

                                                          ┌─────┐
                                                          │Trash│
```
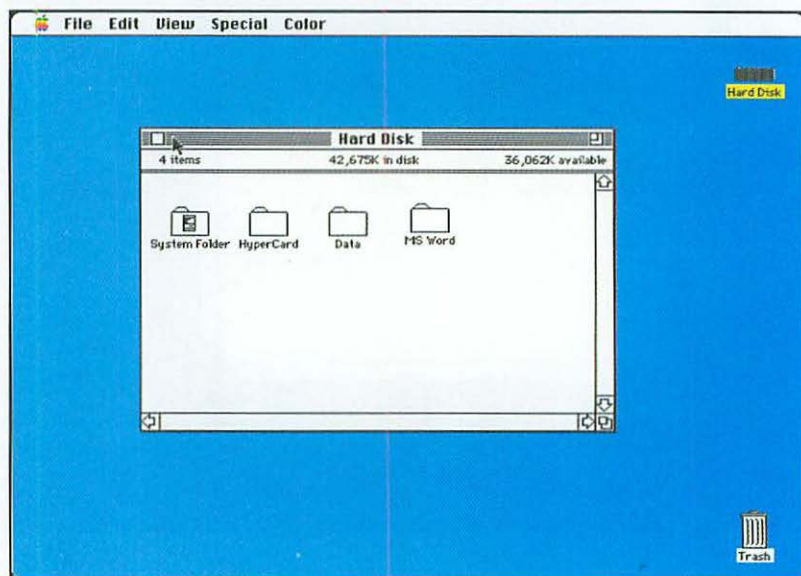
Oops!
To reopen the window, double-click on the disk icon.

1. Point to the **Hard Disk** icon.

   This step selects the icon that you want to open. (If you already have a window open, you can skip this step and step 2.)

2. Double-click the mouse button.

   This step opens a disk window that displays the contents of the disk.

3. Click on the **close box**.

   The close box is the small square in the title bar of the window. This step closes the window.

   Use this procedure to close any type of window—a disk window, a document window, a folder window, and so on. When you close the hard disk window, you see just the Desktop. When you close a folder window, you see the disk window. When you close a folder within a folder, you see the previous folder window. Windows are stacked on-screen in the order that you opened them.
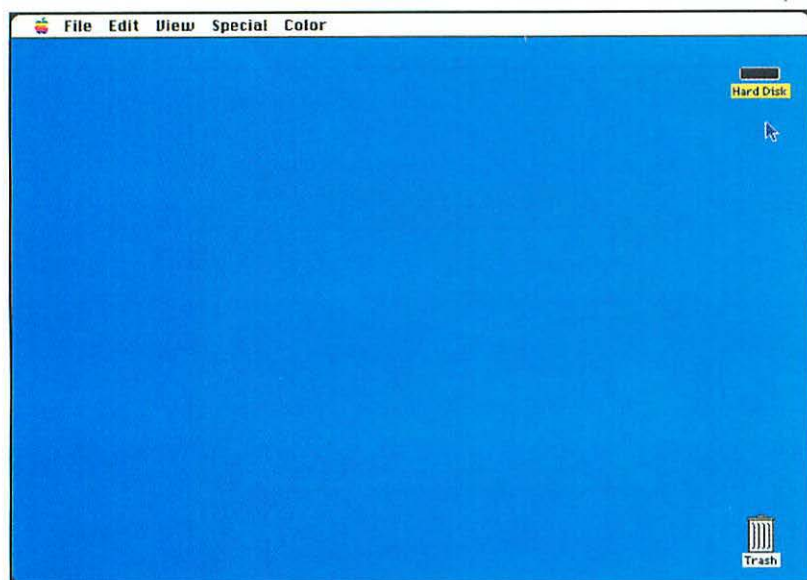
after

Try this Tip
To close all windows, press and hold the Option key; then click on the close box.
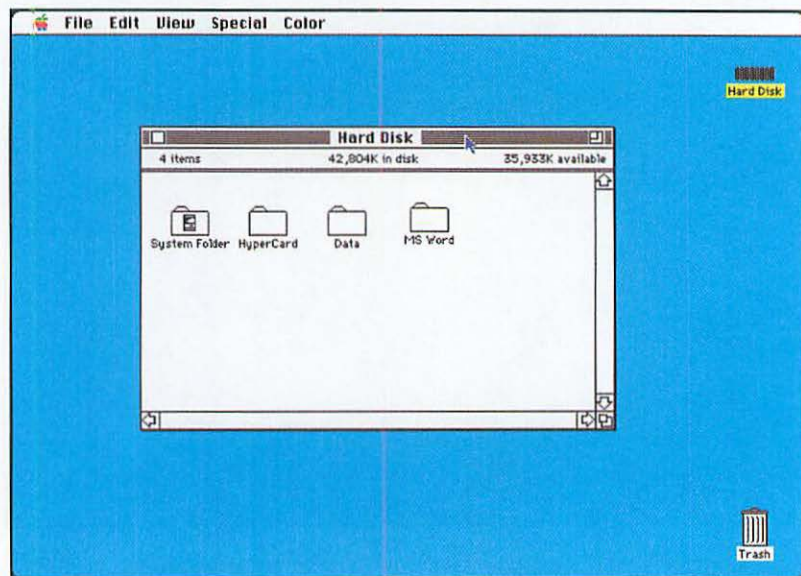
Click on the **close box**.

To close a window

before

Move a window

File Edit View Special Color

Hard Disk		
4 items	42,804K in disk	35,933K available

System Folder   HyperCard   Data   MS Word

Hard Disk

Trash

1. Double-click on the **Hard Disk** icon.

   If you already have a window open, you don't need to follow this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

   This step opens a disk window that displays the contents of the disk.

2. Point to the title bar of the window.

   The title bar is the lined row at the top of the window.

3. Click and hold the mouse button.

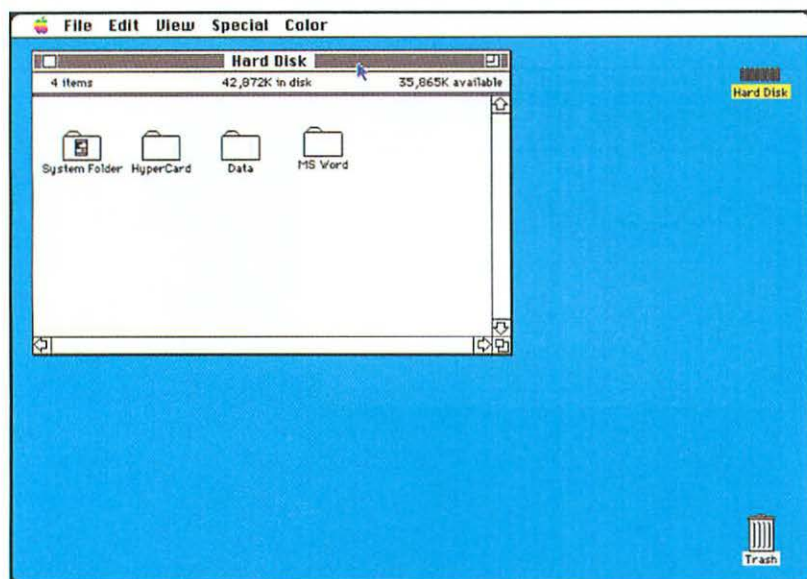   This step selects the window.

4. Drag until the window is in the upper left corner of the Desktop.

   As you drag, you can see an outline of the window.

5. Release the mouse button.

   This step completes the move. The window appears at the new location.

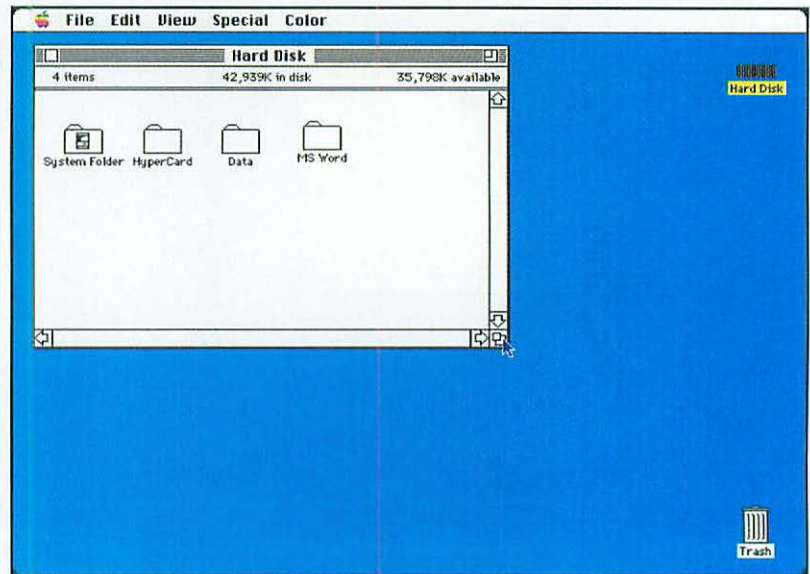*Easy* Macintosh

after

REVIEW

1. Point to the title bar of the window you want to move.

2. Click and hold the mouse button.

3. Drag the window to the new location.

4. Release the mouse button.

To move a window

Resize a window

Oops!
Follow this same procedure to resize the window again.

1. Double-click on the **Hard Disk** icon.

   If you already have a window open, you don't need to follow this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

   This step opens a disk window that displays the contents of the disk.

2. Position the mouse pointer on the **size box**.

   The size box is in the lower right corner of the window. The icon is a smaller box on top of a larger box.

3. Click and hold the mouse button.

   This step selects the size box.

4. Drag up until the window is about half its original size.
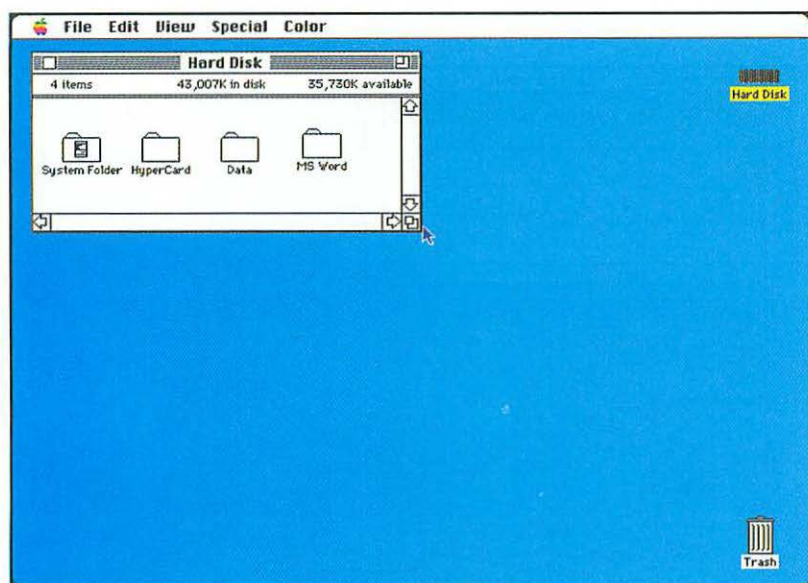
   You see an outline of the window moving with the mouse pointer.

5. Release the mouse button.

   The window is resized.

   Windows have a size limit. If you are resizing a window and the outline stops moving, you have reached the limit of the window.

after

Zoom the window
To zoom the window
(enlarge it to almost full-
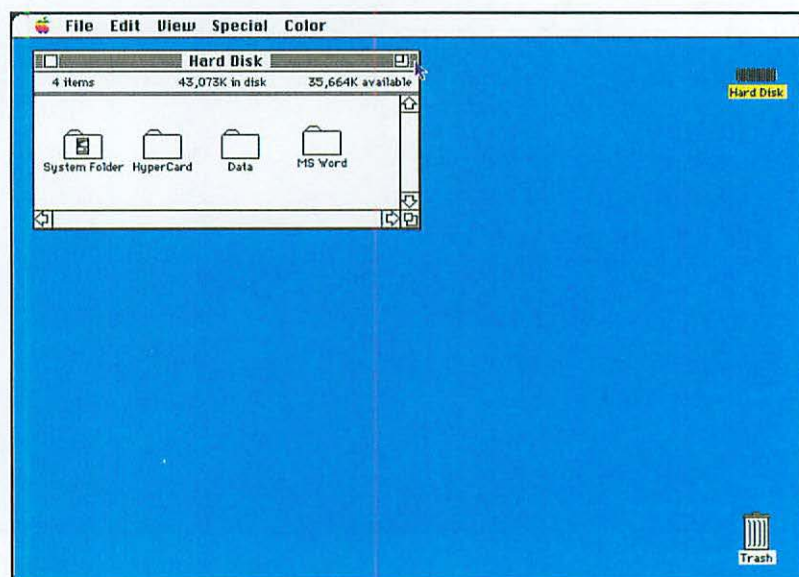screen size), see *TASK:
Zoom a window.*

REVIEW

1. Click on the **size box** and hold down the mouse button.

2. Drag the window until it is the size you want.

3. Release the mouse button.

To resize a window

Zoom a window

before

1. Double-click on the **Hard Disk** icon.

   If you already have a window open, you don't need to follow this step. Your hard disk might be named differently; double-click on the icon for your hard disk.
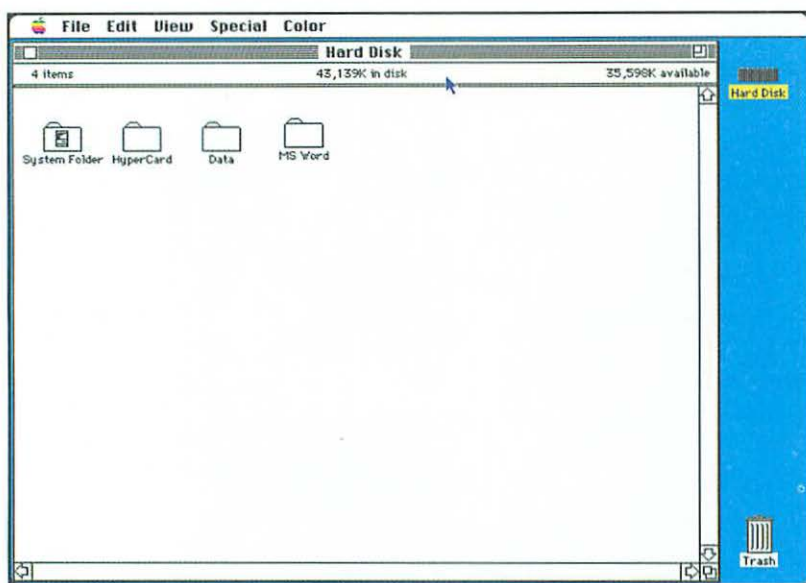
   This step opens a disk window that displays the contents of the disk.

2. Click on the **zoom box**.

   The zoom box is in the upper right corner of the window—in the title bar. It is represented by a small box within a larger box.

   This step enlarges the window to fill almost the entire screen.

Easy Macintosh

after

Click on the **zoom box**.

To zoom a window

Insert a disk

before

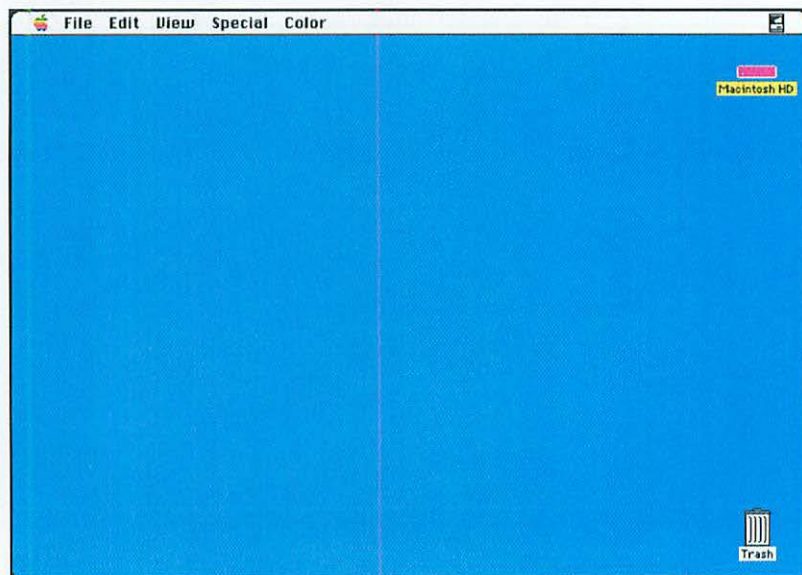**Oops!**
If you see a round metal circle in the center of the disk, the disk is upside down. Turn the disk over before inserting it into the Macintosh.

1. Hold the disk so that you can see the label and the metal part of the disk is pointing towards the computer.

   Just as you should not insert a video cassette tape upside down into your VCR, you should not insert a computer disk upside down. Be sure to insert the disk with the label facing up. Some disks have an arrow on them that indicates the direction to insert the disk.

2. Insert the disk into the drive.
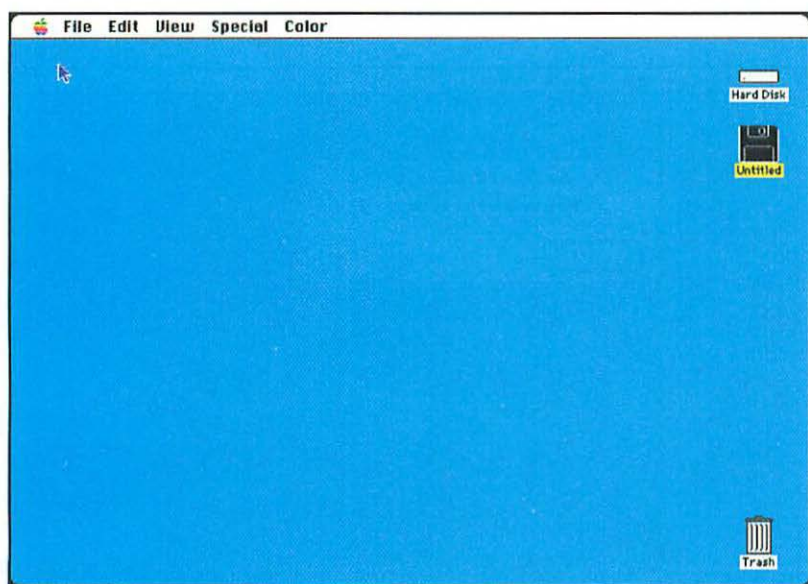
   You hear a click and the disk icon appears on-screen. The icon is darkened because it is selected.

   Open the icon like any other disk icon—double-click on it.

   Never force a disk into the drive.

Easy Macintosh

File Edit View Special Color

Hard Disk

Untitled

Trash

after

REVIEW

1. Hold the disk label up.

2. Insert the disk into the computer.

To insert
a disk

Initialize a disk

```
 File  Edit  View  Special  Color
```

This disk is unreadable:
Do you want to initialize it?

Eject   Initialize

Hard Disk

Trash
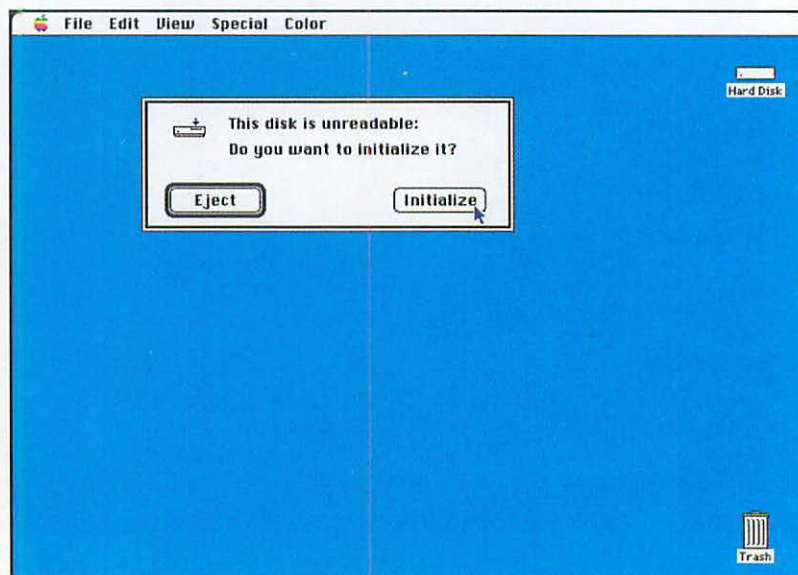
1. **Insert a blank disk into the drive.**

   For help with this step, see *TASK: Insert a disk*. You see the
   message `This disk is unreadable: Do you want to initialize it?`

   Depending on the type of disk that you have inserted, you see
   these choices:

   `Eject` or `Initialize`

   or

   `Eject, One-Sided,` or `Two-Sided`

2. **If you see the first message, click on Initialize. If you
   see the second message, click on Two-Sided.**

   This step tells the Macintosh to initialize the disk. You see the
   message `This process will erase all information on this disk.`

3. **Click on Erase.**

   This step confirms that you want to erase the disk. You see the
   message `Please name this disk:`. The current name,
   Untitled, is highlighted.

4. **Type Reports.**

   This is the name that you want to assign the disk. The name can be
   up to 27 characters long; do not use the colon (:) in the name.
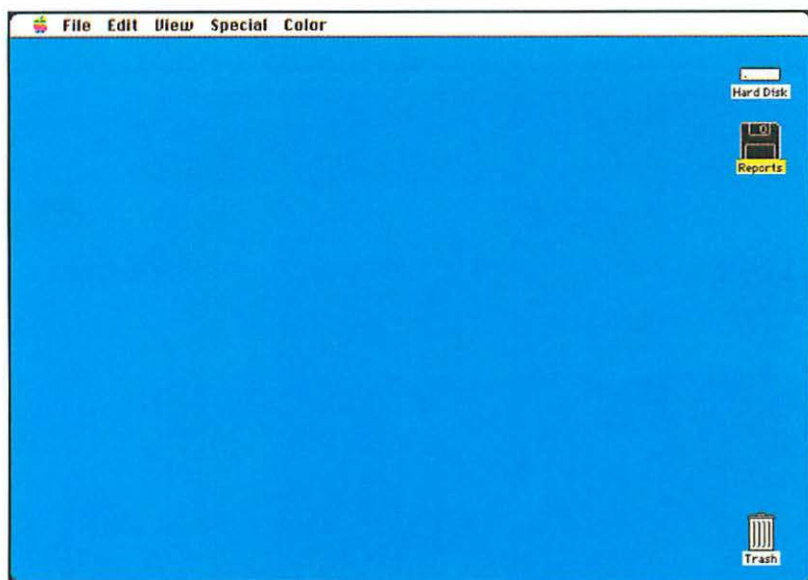
after

5. Click on **OK**.

   This step confirms the name and starts the initialization process. You see the messages `Formatting disk...`, `Verifying Format...`, and `Creating Directory...`

   When the process is complete, the disk icon appears on the Desktop.

1. Insert a blank disk.

2. Click on **Initialize** or **Two-Sided**, depending on the message that appears.

3. Click on **Erase**.

4. Type a name for the disk.

5. Click on the **OK** button.

Be careful!
When you initialize a disk, you erase all information on that disk. Of course, if the disk is blank when you insert it, erasing information is not a problem.

Erase a disk
If you want to initialize a disk that has already been initialized once, see *TASK: Erase a disk*.

before

Eject a disk

1. Click on the floppy disk icon.
   This step selects the disk; the icon darkens.

2. Hold down the mouse button and drag the floppy disk icon to the **Trash can** icon.
   An outline of the disk moves on-screen as you move the disk icon. When the disk icon is in the proper location (on the Trash can icon), the Trash can icon darkens, and the floppy disk is ejected. This step does not erase the disk. It simply ejects the disk.
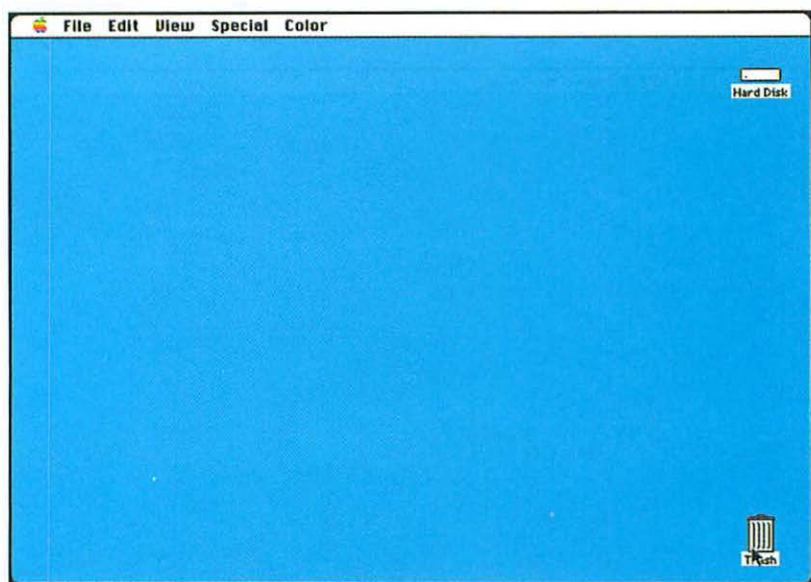
Easy Macintosh

after

REVIEW

1. Click on the disk icon.

2. Hold down the mouse button and drag the icon to the
   Trash can icon.

To eject
a disk

Try a shortcut
Press the ⌘-E keyboard
shortcut to eject a disk.

Rename a disk icon

before
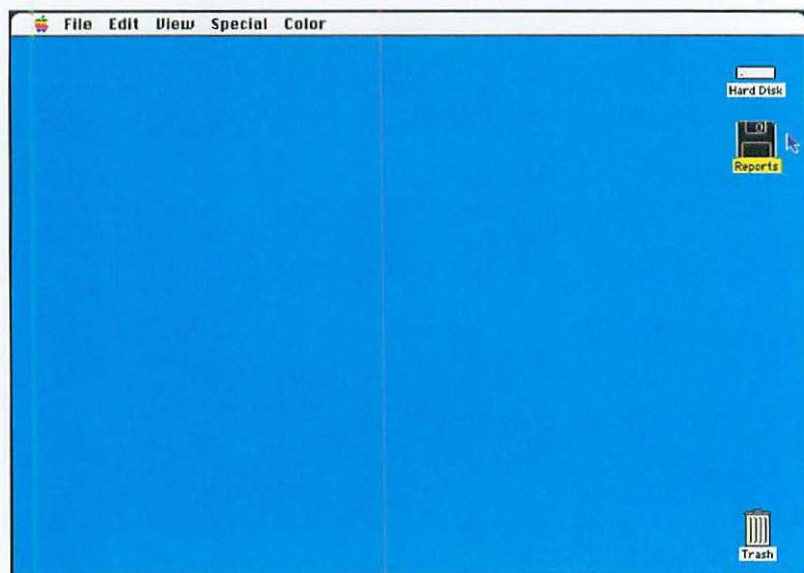
1. Insert the **Reports** disk.

   If this disk is already inserted, skip this step. If you don't have this disk (see *TASK: Initialize a disk*), insert another disk.

2. Click on the disk icon.

   This step selects the disk icon. The icon darkens.

3. Type **Reports 92**.

   When you start typing, the previous name is deleted, and the new name appears under the disk.

   This is the name you want to assign to the disk. The name can be up to 27 characters; do not use the colon (:) in the name.

4. Press **Return**.

   This step confirms the name. The disk icon remains selected.
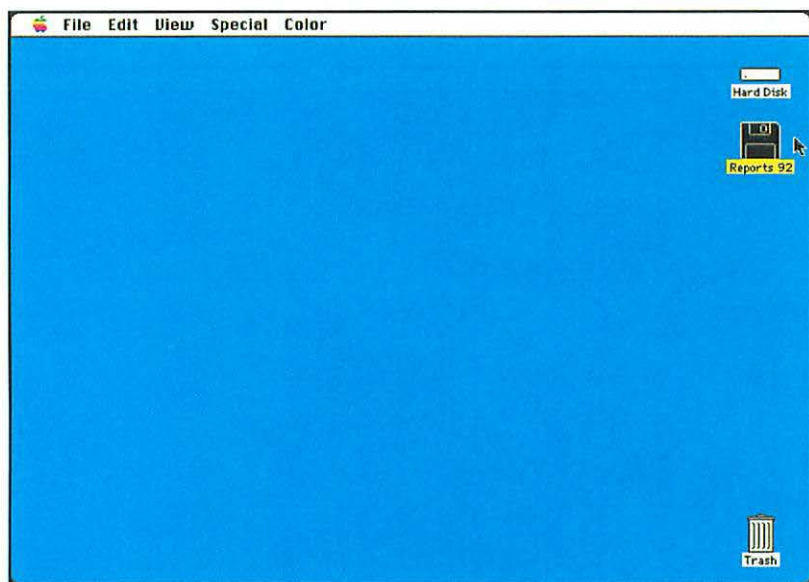
Easy Macintosh

after

REVIEW

1. Click on the disk icon.

2. Type the new name.

3. Press **Return**.

To rename a disk icon

Display information about a disk

before
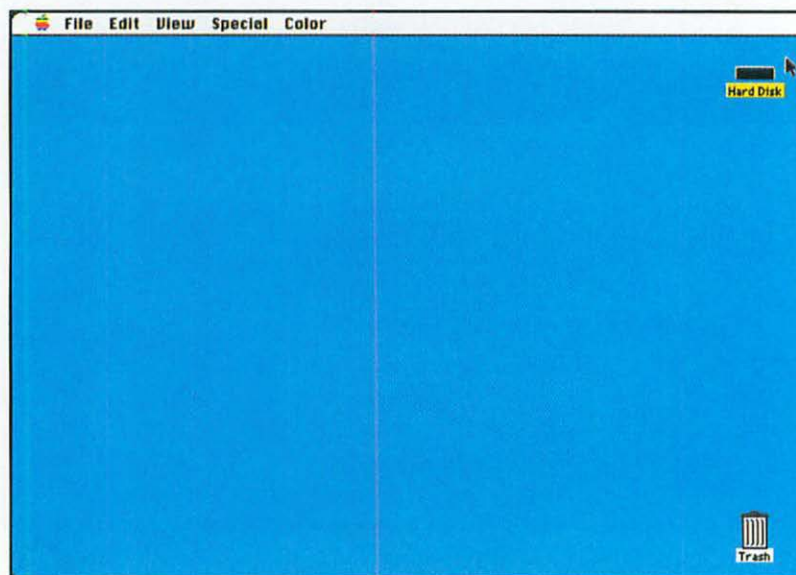
1. Click on the **Hard Disk** icon.

   This step selects the hard disk icon. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Click on **File** in the menu bar and hold down the mouse button.

   This step opens the File menu. You see a list of File commands.

3. Drag down until you highlight **Get Info**.

   This step selects the Get Info command.

4. Release the mouse button.

   You see an Info window on-screen that displays the following information:

Kind	The kind of item selected; in this case, a disk.
Size	The size in bytes (characters) and kilobytes (K) and the number of files on the Macintosh.
Where	The location of the selected item; in this case, the ID number of the disk.
Created	The date that the disk was created.
Modified	The date that the disk was last modified.
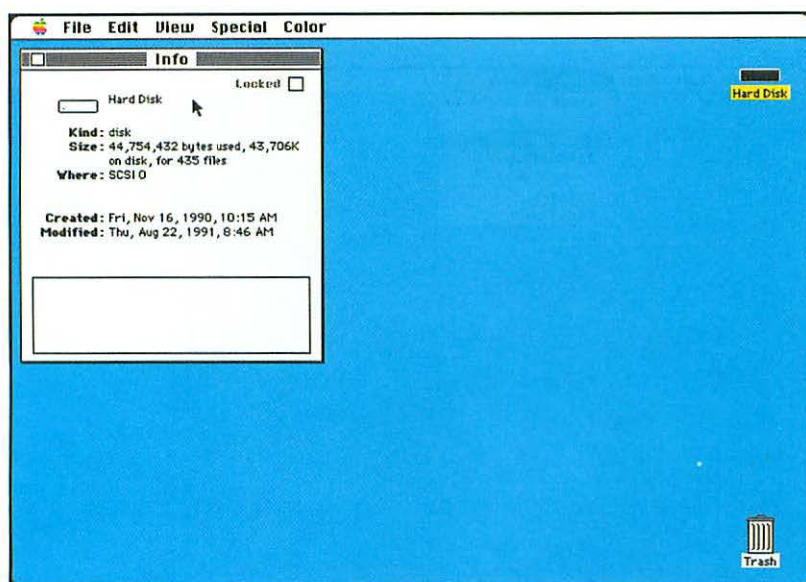
after

The insertion point is in a comment box at the bottom of the window. If you want, you can type a comment.

5. Click on the **close box**.

This step closes the Info window.

1. Click on the disk icon.

2. From the **File** menu, select **Get Info**.

3. Click on the **close box**.

To display information about a disk

before

Erase a disk

1. Insert the **Reports 92** disk.

   If the disk is already inserted, skip this step. If you don't have this disk, insert another disk. Be sure that it is a disk you don't need.

2. Click on the **Reports 92** icon.

   This step selects the disk. It darkens on-screen.

3. Click on **Special** in the menu bar; hold down the mouse button.

   This step opens the Special menu. You see a list of Special commands.
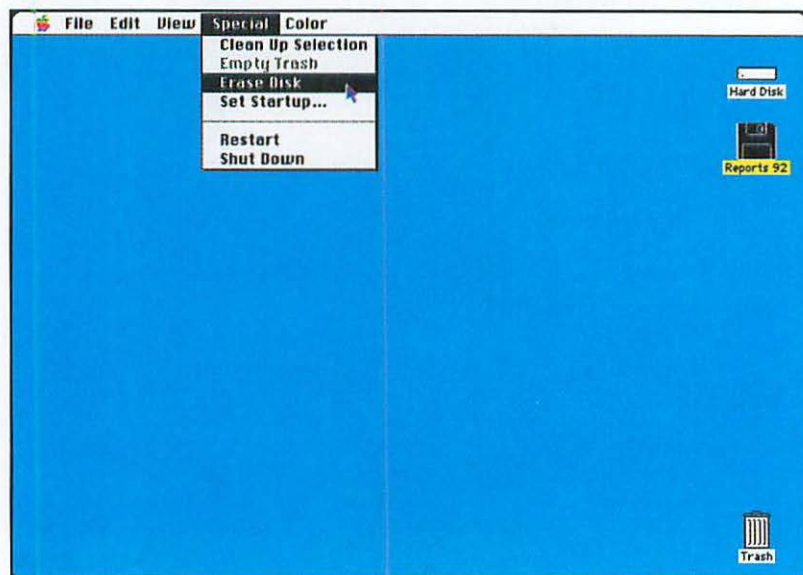
4. Drag down until you highlight **Erase Disk**.

   This step selects the Erase Disk command. The Before screen shows this step.

5. Release the mouse button.

   You see a message that says Completely erase disk named "Reports 92" (internal drive)? Depending on the disk type, you see these choices:

   Cancel or Initialize

   or

   Cancel, One-Sided, or Two-Sided

Easy Macintosh
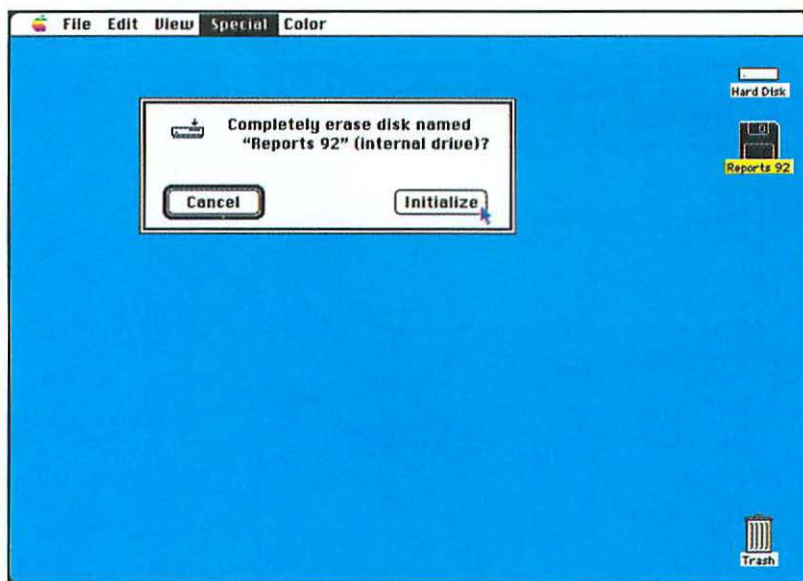
after

6. Click on **Initialize** or **Two-Sided**, depending on what options appear.

   This step confirms the name and starts the initialization process. You see the messages `Formatting disk...`, `Verifying Format...`, and `Creating Directory...`

   When the process is complete, you see the disk icon on the Desktop.

REVIEW

1. Click on the disk icon.

2. From the **Special** menu, select **Erase Disk**.

3. Click on **Initialize** or **Two-Sided**, depending on the disk type.
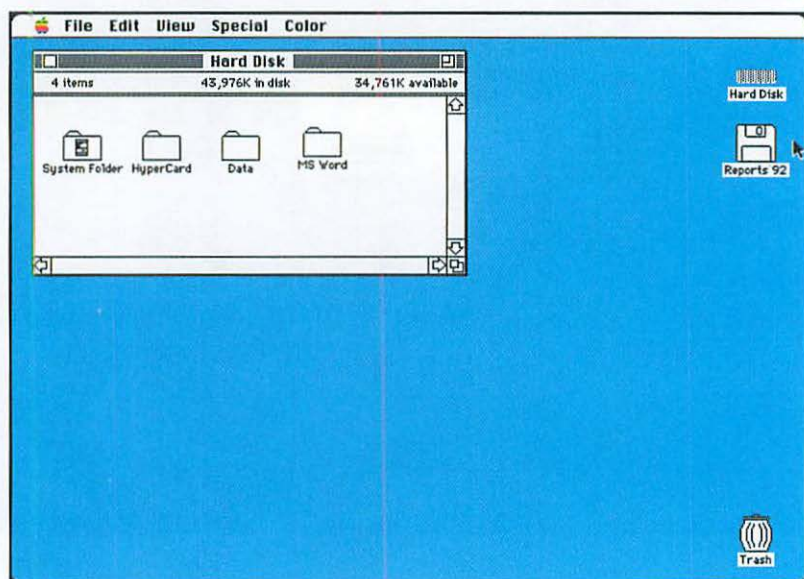
To erase a disk

before

Copy the contents of a floppy disk to a hard disk


```
 🍎  File  Edit  View  Special  Color
┌──────────────────────────────────────────┐
│▐  ▬▬▬▬▬▬▬  Hard Disk  ▬▬▬▬▬▬▬  ▣▐        │
│ 4 items        43,976K in disk    34,761K available│
│                                          ⇧│
│   📦        📁       📁      📁           │
│ System Folder HyperCard  Data   MS Word    │
│                                          ⬇│
│◁▭                                    ▭▷⬚│
└──────────────────────────────────────────┘
                                              Hard Disk

                                              💾
                                              Reports 92

                                              🗑
                                              Trash
```

Oops!
To cancel the procedure, click on Cancel for step 6 of the Task section.

1. **Double-click on the Hard Disk icon.**

   This step opens the Hard Disk window. Your hard disk might be named differently; double-click on the icon for your hard disk.

   You don't have to open the hard disk window, but doing so will enable you to see the folder that is created.

2. **Insert the Reports 92 disk.**

   For help with this step, see *TASK: Insert a disk*. If the disk is already inserted, you can skip this step. If you don't have this disk, insert one that you do have.

3. **Click on the Reports 92 icon; hold down the mouse button.**

   This step selects the disk. It darkens on-screen.

4. **Drag the disk icon to the Hard Disk window.**

   This step tells the Macintosh to place the contents of the floppy disk onto the hard disk. As you drag, you see an outline of the disk. Be sure to drag to a blank area of the window. If you drag to a folder, the contents of the disk will be placed in that folder.

5. **Release the mouse button.**

   You see the message `The two disks are different types, so the contents of "Reports 92" will be placed in a folder on "Hard Disk".`
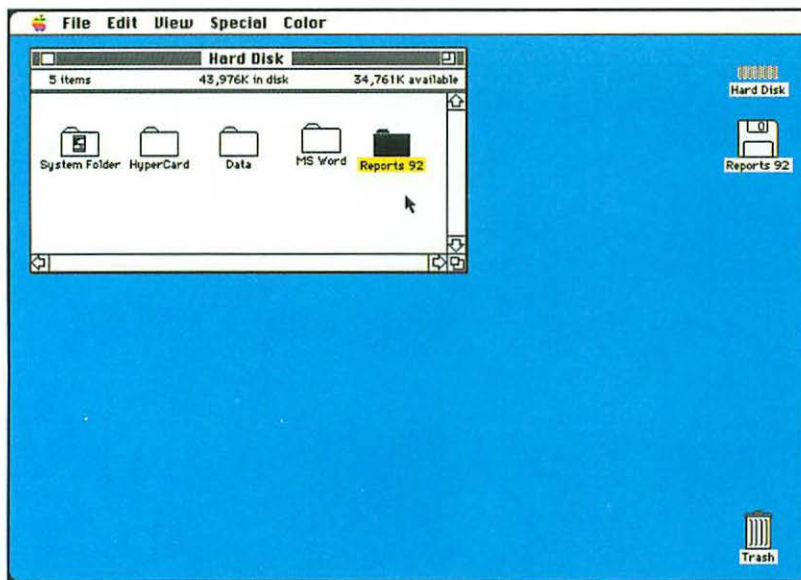
after

6. Click on **OK**.

   Clicking on the OK button confirms the copy. You see a progress window at the top of the Desktop. This window tells you how many files are copied and written to disk. Then you see a new folder on the hard disk.

REVIEW

1. Open the hard disk window.

2. Insert the floppy disk.

3. Click on the floppy disk icon; hold down the mouse button.

4. Drag the floppy disk icon to the hard disk window.

5. Click on the **OK** button.

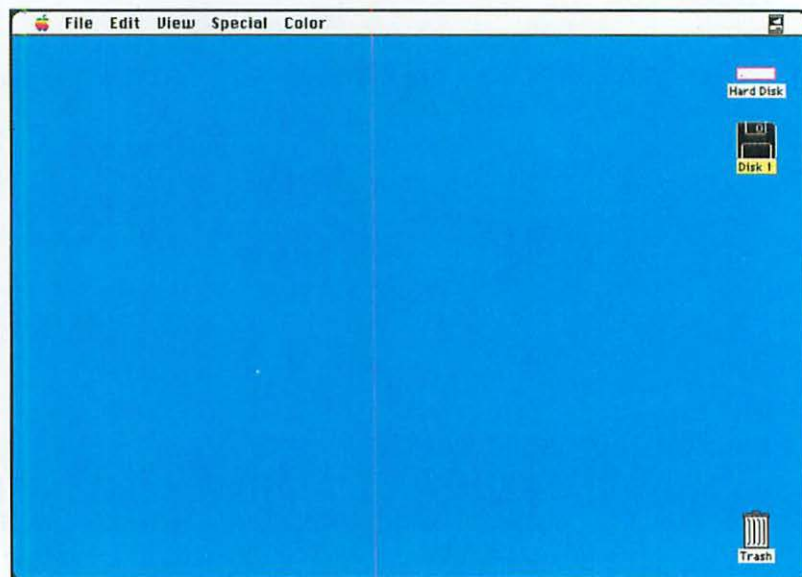**To copy the contents of a floppy disk to a hard disk**

before

Copy a floppy disk to another floppy disk


```
 File  Edit  View  Special  Color
```

Hard Disk

Disk 1

Trash

1. Insert the floppy disk that you want to copy to.

   For help with this step, see *TASK: Insert a disk*. You see the disk icon on-screen.

2. From the **File** menu, select **Eject**.

   This step ejects the disk, but leaves a shadowed version of the disk icon on-screen. The information about the disk is still in memory.

3. Insert the disk you want to copy.

   For help with this step, see *TASK: Insert a disk*. You see the disk icon on-screen.

   This procedure replaces the contents of one disk with the contents of another—it does not just copy and add the contents of one disk to the other. Be sure that you don't need the information on the disk that you are copying to.

4. Drag the icon for the disk you inserted in step 3 to the icon for the disk you inserted in step 1.

   This step tells the Macintosh to copy the first disk to the second disk. You see a message that asks whether you are sure you want to completely replace the contents of the second disk with the contents of the first disk.
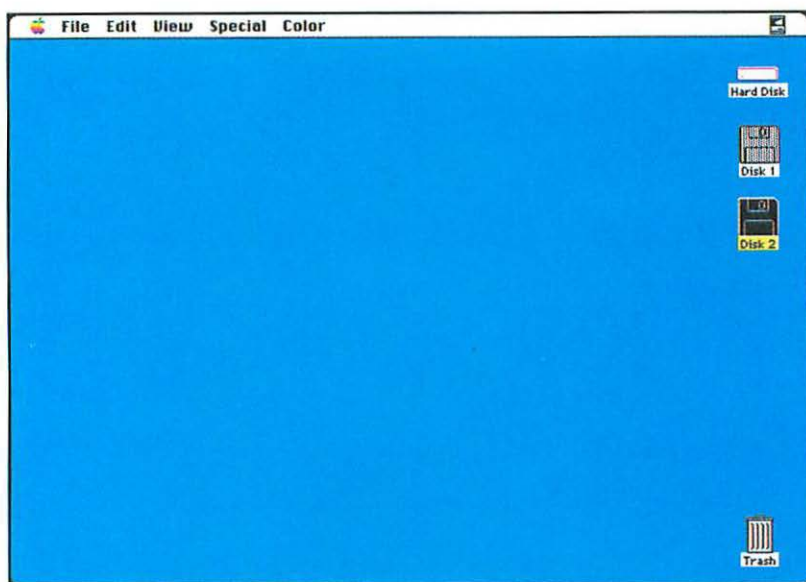
after

5. Click on **OK**.

   Clicking on the OK button confirms the operation. You see a message prompting you to insert the first disk.

6. Insert the disks as requested.

   You are prompted several times to swap the disks. When the disk is copied, you will see icons of both disks on-screen. You can eject the disks. See *TASK: Eject a disk*.

1. Insert the disk that you want to copy to.

2. From the **File** menu, select **Eject** to eject the disk.

3. Insert the disk you want to copy.

4. Drag the disk that you inserted in step 3 to the disk that you inserted in step 1.

5. Click on the **OK** button.

6. Swap disks as prompted.

To copy a floppy disk to another floppy disk

Viewing the Desktop

This section covers the following tasks:

Move an icon

Arrange icons

Open a folder

Select a window

Scroll a window

View a window by small icon

View a window by name

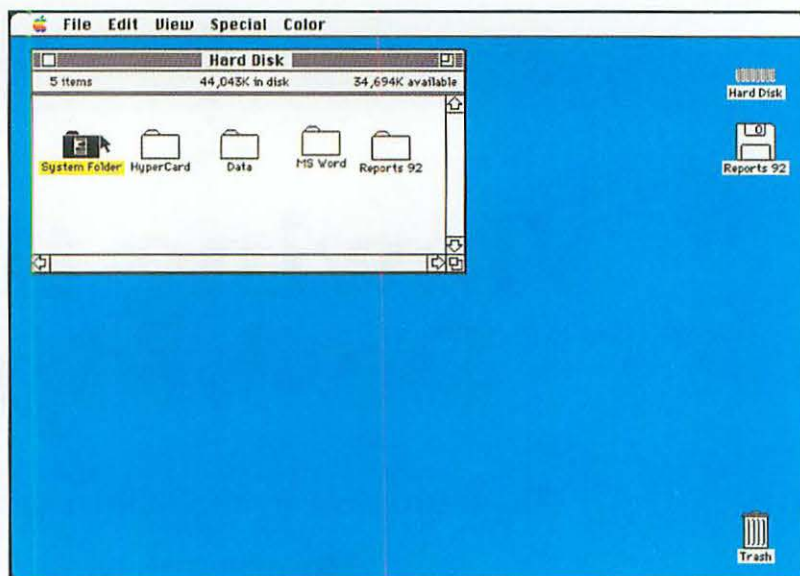View a window by date

View a window by size

View a window by kind

Move an icon

before

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Click on the **System Folder** icon and hold down the mouse button.
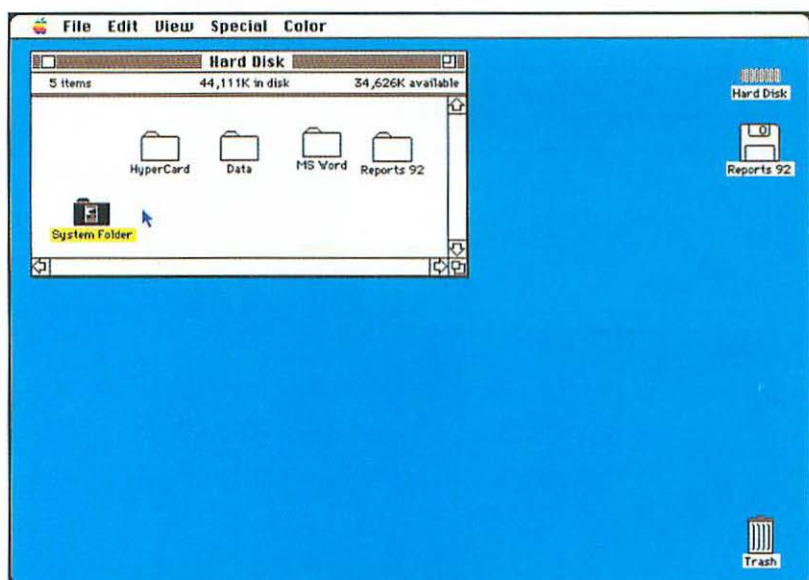
   This step selects the icon. The icon darkens.

3. Drag the icon down.

   This step moves the icon in the window. As you drag, you see an outline of the icon move on-screen.

4. Release the mouse button.

   This step completes the move. The icon appears in its new location.

Easy Macintosh

after

REVIEW

1. Click on the icon that you want to move; hold down the mouse button.

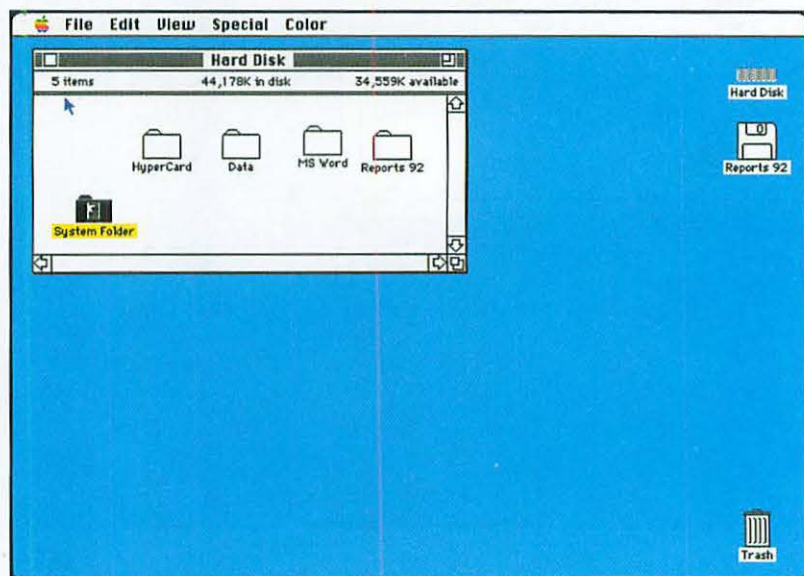2. Drag the icon to the new location.

3. Release the mouse button.

To move an icon

Arrange icons

before

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Click on the **System Folder** icon and hold down the mouse button.

   This step selects the System Folder icon. The icon darkens. The Before screen shows this step.

3. Drag the icon down.
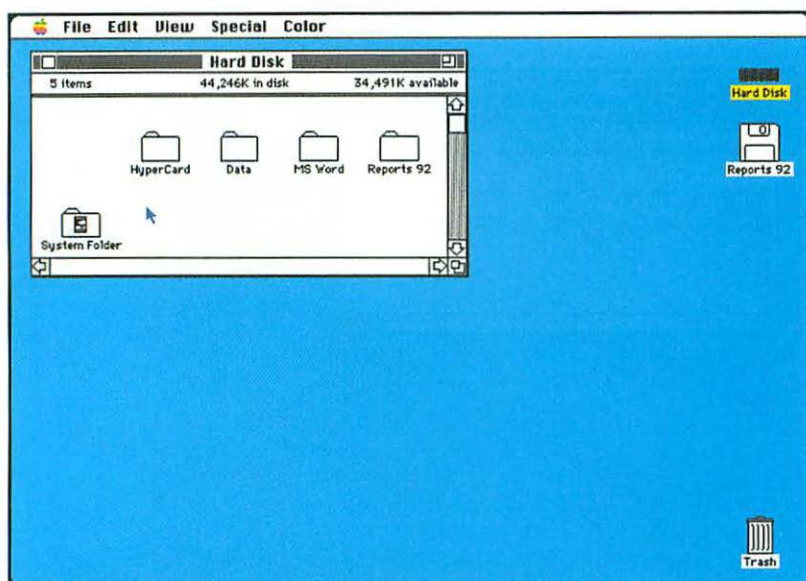
   This step moves the icon in the window.

4. Release the mouse button.

   This step completes the move. The icon appears in its new location.

5. Click on a blank part of the window.

   The step deselects the icon and selects the window. To clean up the entire window, you must select the window. (If you have just one item selected, the following steps will align only that item.)

Easy Macintosh

after

6. Click on **Special** in the menu bar; hold down the mouse button.

   This step opens the Special menu. You see a list of Special commands.

7. Drag down until you highlight **Clean Up Window**.

   This step selects the Clean Up Window command.

8. Release the mouse button.

   The icons are aligned to an invisible grid in the window (in no particular order). Some names might overlap in icon view. You can change the names (see *TASK: Rename a folder*) or change the view (see the tasks on viewing windows later in this section).

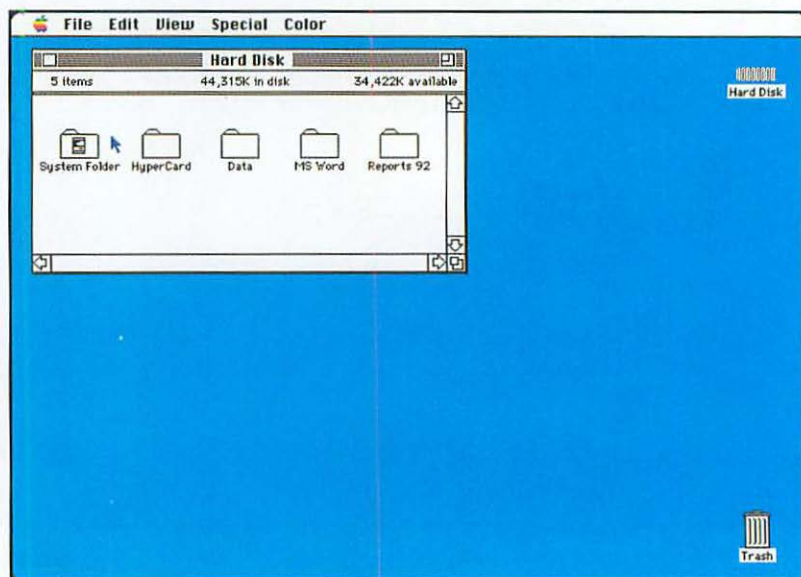From the **Special** menu, select **Clean Up Window**.

To arrange icons

before

Open a folder

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Point to the **System Folder** icon.

   This is the folder that you want to open. In icon view, this folder contains a small picture of the Macintosh.
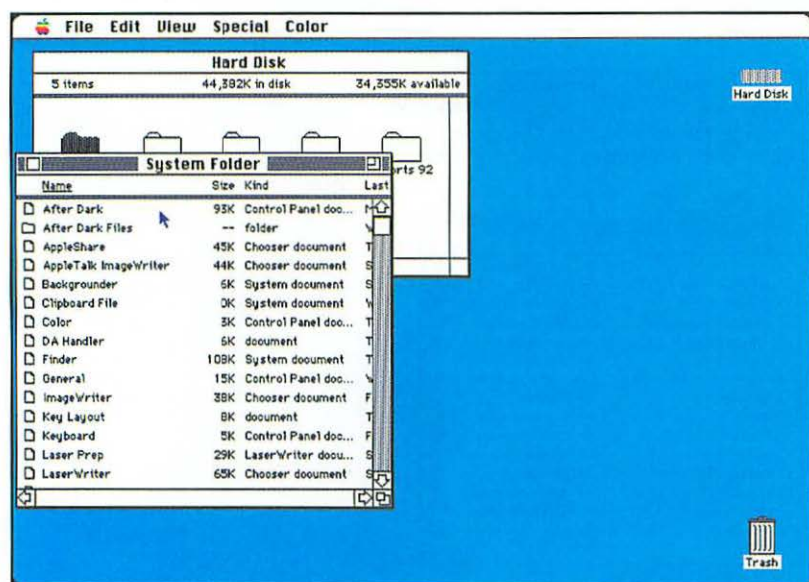
3. Double-click the mouse button.

   This step opens a folder window that displays the contents of the folder. The name of the folder, System Folder, appears in the title bar of the window.

   The default view lists files by name. You also can display icons rather than names, and you can change the order of the names. See later tasks in this section. (If you have modified the view, you will see the modified view rather than a name view.) If you look at the folder in icon view, the number of items, the disk space taken by the contents, and the disk space remaining appear under the title bar.

   Note that all disk and folder windows look identical. They are called disk window and folder window here to distinguish the contents of the window.

Easy Macintosh

after

REVIEW

Double-click on the folder icon.

To open a folder

before

Select a window

```
 File  Edit  View  Special  Color
┌─────────────────────────────────────────┐
│              Hard Disk                    │
│  5 items         44,466K in disk    34,271K available │
├─────────────────────────────────────────┤
│   ┌──────────── System Folder ──────────┐ rts 92 │
│   │ Name              Size  Kind    Last │      │
│   │ □ After Dark       93K Control Panel doc...  │
│   │ ▢ After Dark Files  --  folder            │
│   │ □ AppleShare       45K Chooser document  │
│   │ □ AppleTalk ImageWriter 44K Chooser document │
│   │ □ Backgrounder      6K System document   │
│   │ □ Clipboard File    0K System document   │
│   │ □ Color             3K Control Panel doc... │
│   │ □ DA Handler        6K document          │
│   │ □ Finder          108K System document   │
│   │ □ General          15K Control Panel doc... │
│   │ □ ImageWriter      38K Chooser document  │
│   │ □ Key Layout        8K document          │
│   │ □ Keyboard          5K Control Panel doc... │
│   │ □ Laser Prep       29K LaserWriter docu... │
│   │ □ LaserWriter      65K Chooser document  │
│   └──────────────────────────────────────┘ │
└─────────────────────────────────────────┘
```

Hard Disk

Trash

Oops!
Follow this procedure to select a different window.
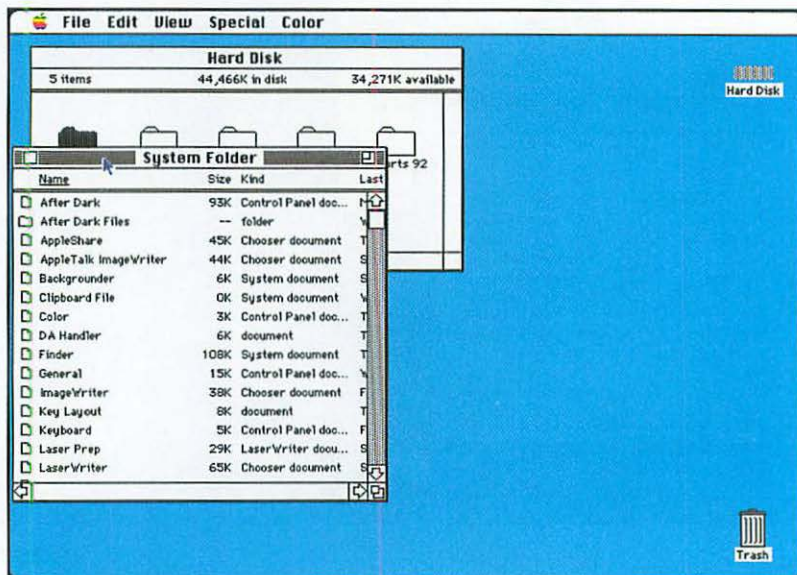
1. **Double-click on the Hard Disk icon.**

   This step opens the **Hard Disk window**. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.
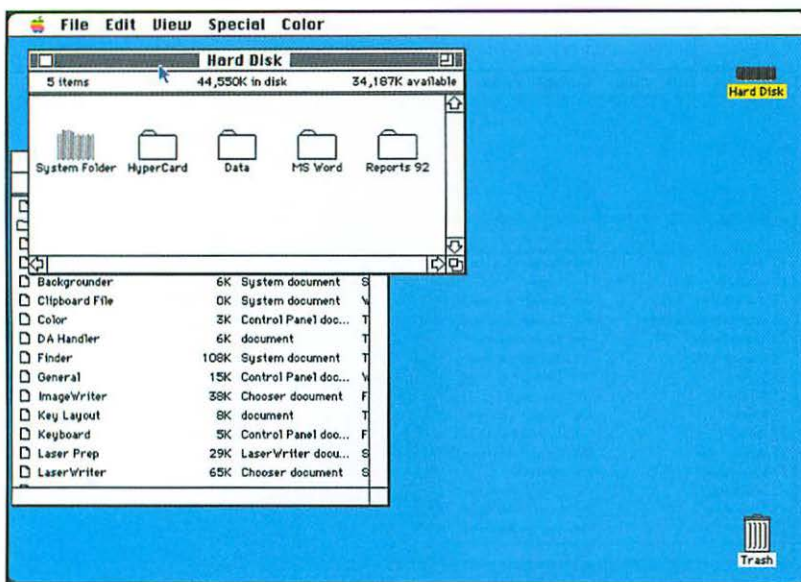
2. **Double-click on the System Folder icon.**

   This step opens the System Folder window. You see the contents of this folder on-screen. Two windows are now open. The active window (System Folder) includes lines in the title bar. You should also be able to see the Hard Disk window. This title bar does not have lines—it is inactive. (If you cannot see the hard disk window, move or resize the System Folder window.)

3. **Click any place on the Hard Disk window.**

   This step moves the **Hard Disk window** to the top of the stack. The System Folder window is still open, but it is not active.

Easy Macintosh
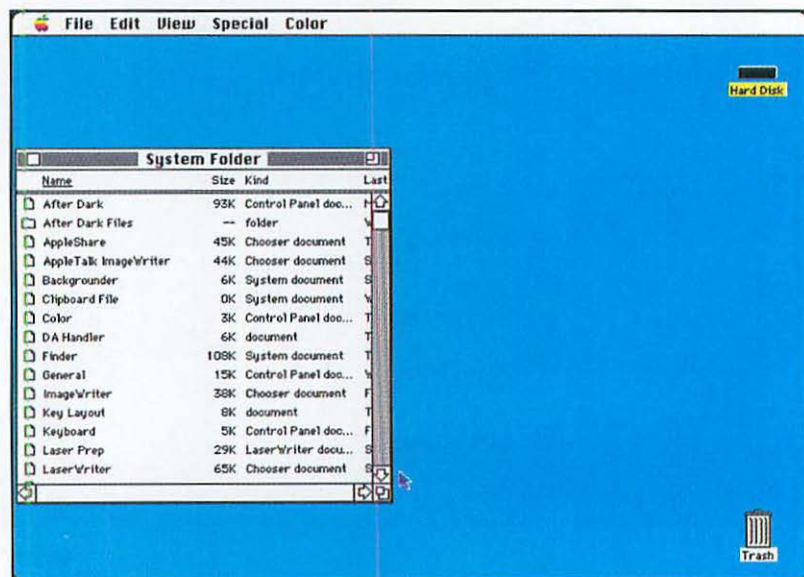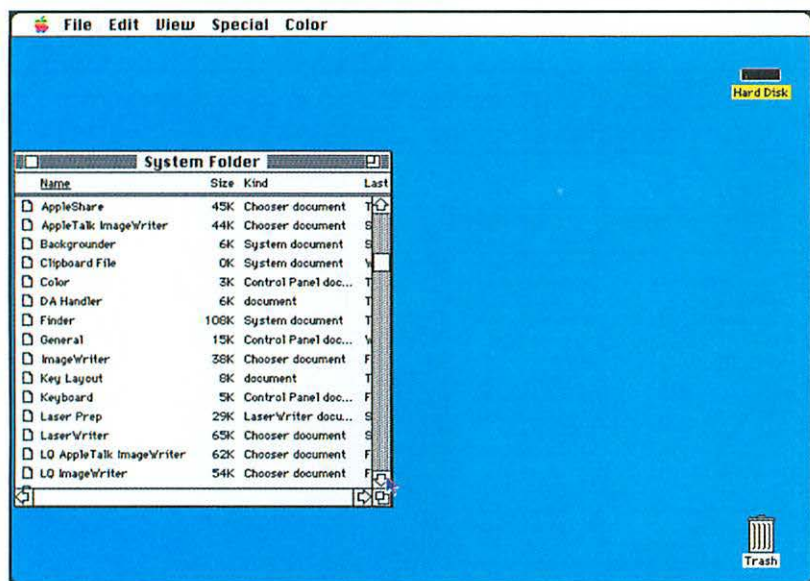
after

Click on the window you want to select.

To select a window

before

Scroll a window

```
 🍎  File  Edit  View  Special  Color
```


System Folder window contents:

Name	Size	Kind	Last
After Dark	93K	Control Panel doc...	
After Dark Files	--	folder	
AppleShare	45K	Chooser document	
AppleTalk ImageWriter	44K	Chooser document	
Backgrounder	6K	System document	
Clipboard File	0K	System document	
Color	3K	Control Panel doc...	
DA Handler	6K	document	
Finder	108K	System document	
General	15K	Control Panel doc...	
ImageWriter	38K	Chooser document	
Key Layout	8K	document	
Keyboard	5K	Control Panel doc...	
Laser Prep	29K	LaserWriter docu...	
LaserWriter	65K	Chooser document	

Oops!
Click on the up scroll arrow to scroll back up.

1. Double-click on the **Hard Disk** icon.

   This step opens the hard disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **System Folder** icon.

   This step opens the System Folder window. You see the contents of this folder on-screen. This window contains more items than can be displayed in the current window. Along the side of the window, you see the scroll bar (gray area), scroll arrows (arrows at top and bottom of scroll bar), and scroll box (white box within scroll bar).

3. Click twice on the **down scroll arrow**.

   This step displays approximately two more lines in the folder window. Note that the scroll box has moved down to show where you are in the overall screen.

Easy Macintosh

after

Click on the **scroll arrows** or drag the **scroll box**.

Scroll the window another way
You also can click on the scroll box, hold down the mouse button, and drag the scroll box to display other parts of the window. The scroll box indicates the relative position of the current window view.

Scroll bar white?
If the scroll bar is white, the entire contents of the window are displayed. You cannot scroll this window.

Viewing the Desktop

View a window by small icon
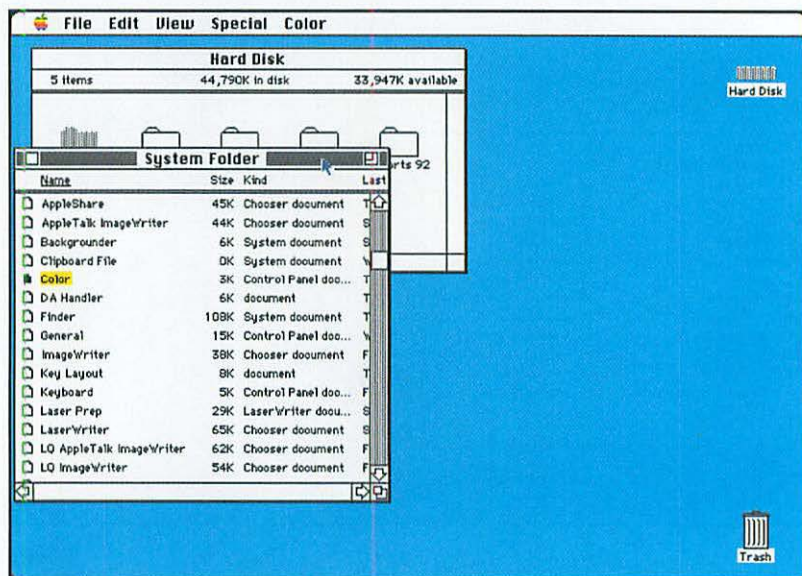
1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **System Folder** icon.

   This step opens the System Folder window. You see a list of the contents of this folder. By default, the contents are listed by name. (If this window is already open, skip this step.)

3. Click on **View** in the menu bar; hold down the mouse button.

   This step opens the View menu. You see a list of View commands.

4. Drag down until you highlight **by Small Icon**.

   This step selects the by Small Icon command.

5. Release the mouse button.

   Small icons appear—in no particular order—for each of the items in the folder. The names of some of the icons might overlap; also, the window is probably too small to display all the icons. Scroll the window to see the other icons (see *TASK: Scroll a window*).

   You can resize the window to see all the icons.
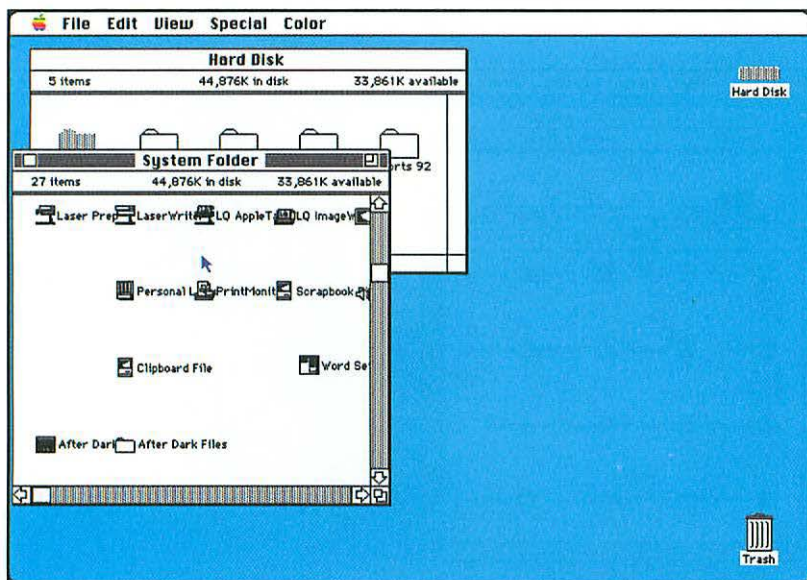
after

REVIEW

1. Open the window.

2. From the **View** menu, select **by Small Icon**.

To view a window by small icon

View a window by name
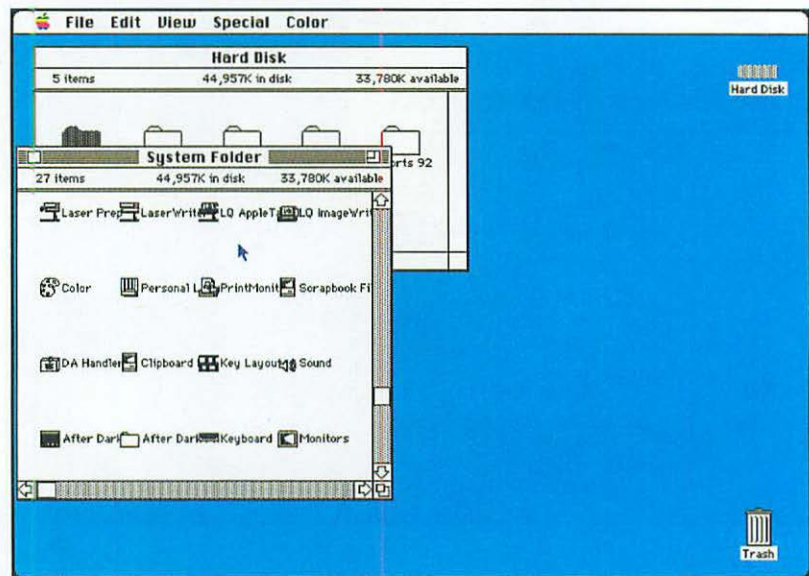
1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **System Folder** icon.

   This step opens the System Folder window. You see the contents of the folder. If you followed the preceding task, the contents appear by small icon. If you didn't follow this task, you might see a different view.

3. Click on **View** in the menu bar; hold down the mouse button.

   This step opens the View menu. You see a list of View commands.

4. Drag down until you highlighted **by Name**.

   This step selects the by Name command.

5. Release the mouse button.

   The name of each item—as well as the size, kind, and modification dates—appear in the window. The names are listed in alphabetical order. Note that Name is underlined in the window. This underline reminds you how the window is sorted.

   You might need to resize the window to show all the columns.
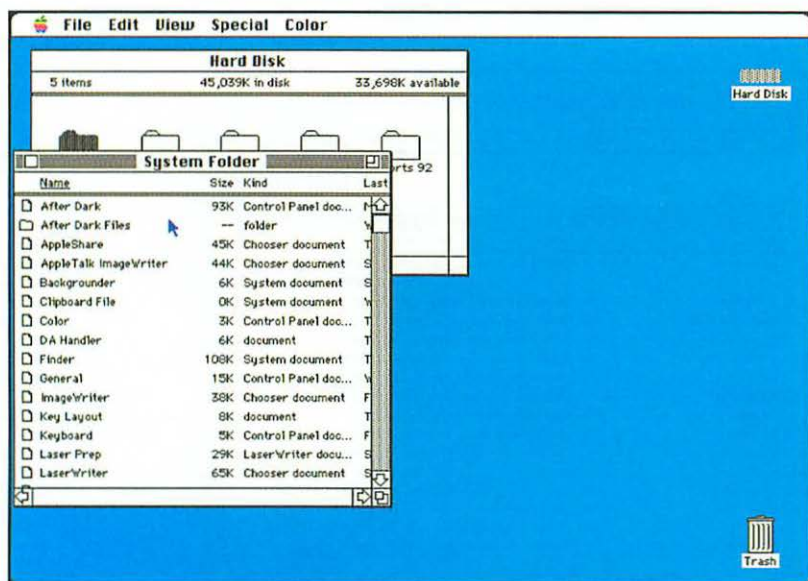
Easy Macintosh

after

REVIEW

1. Open the window.

2. From the **View** menu, select **by Name**.

To view a window by name

View a window by date

before
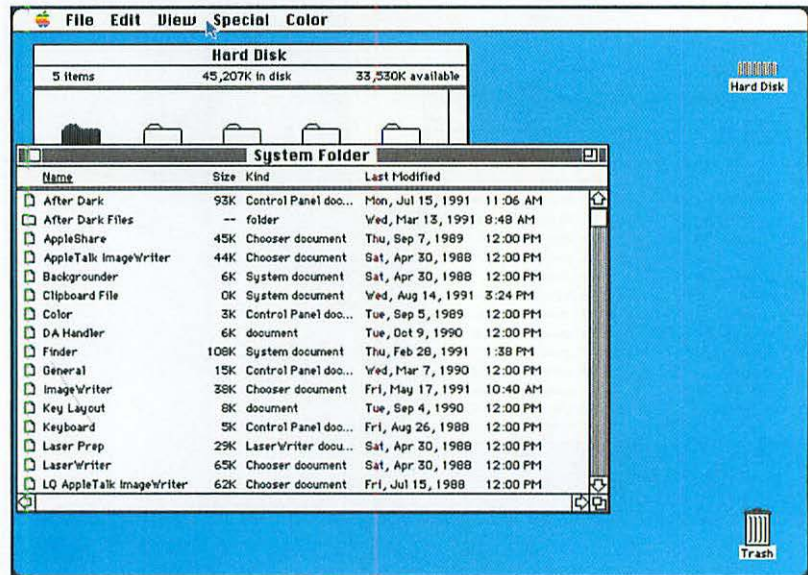
1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **System Folder** icon.

   This step opens the System Folder window. You see the contents of the folder. If you followed the preceding task, the contents appear by name. If you didn't follow this task, you might see a different view. You might need to resize the window to show all the columns.

3. Click on **View** in the menu bar; hold down the mouse button.

   This step opens the View menu. You see a list of View commands.

4. Drag down until you highlight **by Date**.

   This step selects the by Date command.

5. Release the mouse button.

   The items are listed by name and sorted by date (beginning with the most recently modified items). Note that Last Modified is underlined in the window. This underline reminds you how the window is sorted.
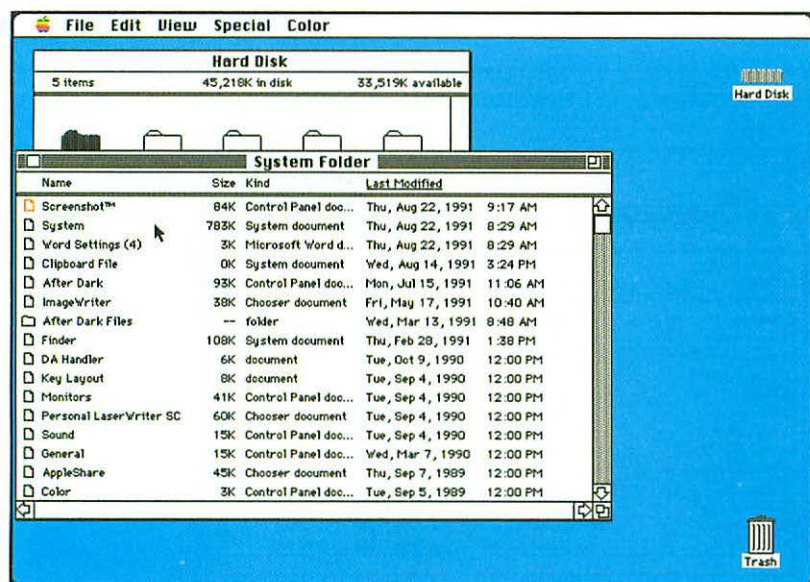
after

1. Open the window.

2. From the **View** menu, select **by Date**.

To view a window by date

View a window by size

before

```
 File  Edit  View  Special  Color

                Hard Disk
 5 items          45,312K in disk      33,425K available

                   System Folder
 Name               Size  Kind              Last Modified
 Screenshot™         84K  Control Panel doc... Thu, Aug 22, 1991  9:17 AM
 System             783K  System document   Thu, Aug 22, 1991  8:29 AM
 Word Settings (4)    3K  Microsoft Word d... Thu, Aug 22, 1991  8:29 AM
 Clipboard File       0K  System document   Wed, Aug 14, 1991  3:24 PM
 After Dark          93K  Control Panel doc... Mon, Jul 15, 1991 11:06 AM
 ImageWriter         38K  Chooser document  Fri, May 17, 1991 10:40 AM
 After Dark Files     --  folder            Wed, Mar 13, 1991  8:48 AM
 Finder             108K  System document   Thu, Feb 28, 1991  1:38 PM
 DA Handler           6K  document          Tue, Oct 9, 1990  12:00 PM
 Key Layout           8K  document          Tue, Sep 4, 1990  12:00 PM
 Monitors            41K  Control Panel doc... Tue, Sep 4, 1990  12:00 PM
 Personal LaserWriter SC 60K Chooser document Tue, Sep 4, 1990  12:00 PM
 Sound               15K  Control Panel doc... Tue, Sep 4, 1990  12:00 PM
 General             15K  Control Panel doc... Wed, Mar 7, 1990  12:00 PM
 AppleShare          45K  Chooser document  Thu, Sep 7, 1989  12:00 PM
 Color                3K  Control Panel doc... Tue, Sep 5, 1989  12:00 PM

                                                    Hard Disk

                                                    Trash
```

Oops!
To restore the original view, select the view that you want from the View menu.

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **System Folder** icon.

   This step opens the System Folder window. You see a list of the contents of this folder.

3. Click on **View** in the menu bar; hold down the mouse button.

   This step opens the View menu. You see a list of View commands.

4. Drag down until you highlight **by Size**.

   This step selects the by Size command.

5. Release the mouse button.

   The items are listed by name and sorted by size (biggest to smallest). Note that Size is underlined in the window. This underline reminds you how the window is sorted.
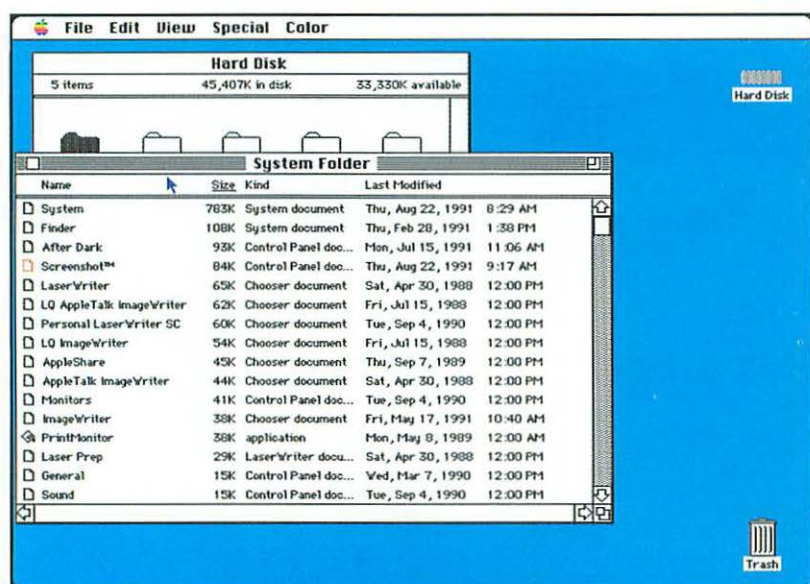
after

Which view appears?
Keep in mind that the Macintosh remembers how you last viewed the window. This view will be used the next time you open the window.

REVIEW

1. Open the window.

2. From the **View** menu, select **by Size**.

To view a window by size

Try this tip
When you need to clean up your hard disk—free up memory—use this view to see which folders and documents are taking up the most memory.

View a window by kind

Name	Size	Kind	Last Modified	
System	783K	System document	Thu, Aug 22, 1991	8:29 AM
Finder	108K	System document	Thu, Feb 28, 1991	1:38 PM
After Dark	93K	Control Panel doc...	Mon, Jul 15, 1991	11:06 AM
Screenshot™	84K	Control Panel doc...	Thu, Aug 22, 1991	9:17 AM
LaserWriter	65K	Chooser document	Sat, Apr 30, 1988	12:00 PM
LQ AppleTalk ImageWriter	62K	Chooser document	Fri, Jul 15, 1988	12:00 PM
Personal LaserWriter SC	60K	Chooser document	Tue, Sep 4, 1990	12:00 PM
LQ ImageWriter	54K	Chooser document	Fri, Jul 15, 1988	12:00 PM
AppleShare	45K	Chooser document	Thu, Sep 7, 1989	12:00 PM
AppleTalk ImageWriter	44K	Chooser document	Sat, Apr 30, 1988	12:00 PM
Monitors	41K	Control Panel doc...	Tue, Sep 4, 1990	12:00 PM
ImageWriter	38K	Chooser document	Fri, May 17, 1991	10:40 AM
PrintMonitor	38K	application	Mon, May 8, 1989	12:00 AM
Laser Prep	29K	LaserWriter docu...	Sat, Apr 30, 1988	12:00 PM
General	15K	Control Panel doc...	Wed, Mar 7, 1990	12:00 PM
Sound	15K	Control Panel doc...	Tue, Sep 4, 1990	12:00 PM

Oops!
To restore the original view, select the view that you want from the View menu.

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **System Folder** icon.

   This step opens the System Folder window. You see a list of the contents of this folder.

3. Click on **View** in the menu bar; hold down the mouse button.

   This step opens the View menu. You see a list of View commands.

4. Drag down until you highlight **by Kind**.

   This step selects the by Kind command.

5. Release the mouse button.

   The items are listed by name and sorted by kind (such as Application, Chooser, and Control Panel). Note that Kind is underlined in the window. This underline reminds you how the window is sorted.

Easy **Macintosh**

after

Which view appears?
Keep in mind that the Macintosh remembers how you last viewed the window. This view will be used the next time you open the window.

REVIEW

1. Open the window.

2. From the **View** menu, select **by Kind**.

To view a window by kind

Working with Folders

This section covers the following tasks:

Create a new folder

Rename a folder

Display information about a folder

Copy a folder

Delete a folder

Retrieve an item from the Trash

Empty the Trash

Create a new folder
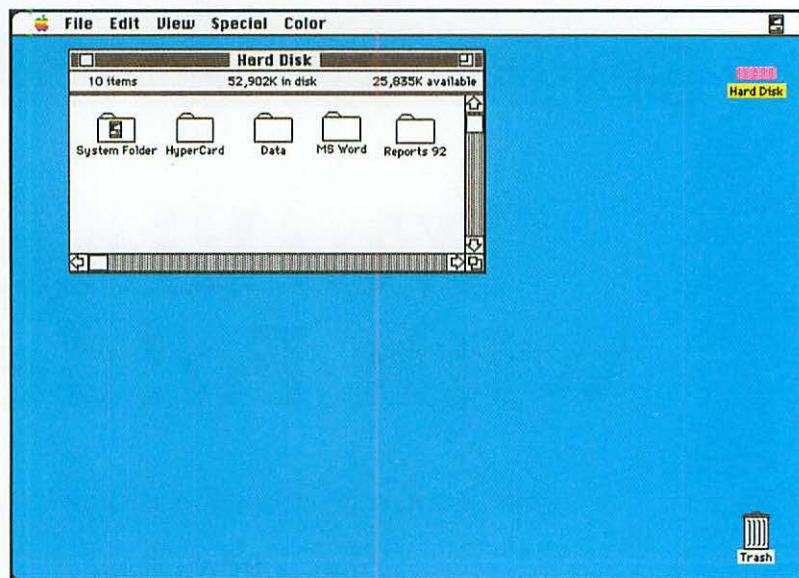
1. **Double-click on the Hard Disk icon.**

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

   The new folder will be placed on the hard disk.

2. **Click on File in the menu bar; hold down the mouse button.**

   This step opens the File menu. You see a list of File commands.

3. **Drag down until you highlight New Folder.**

   This step selects the New Folder command.

4. **Release the mouse button.**

   A folder icon is placed in the hard disk window. The folder is named Empty Folder and is selected.

5. **Type Proposals.**

   This is the name of the folder. The name may be up to 31 characters long; do not include a colon (:) in the name.

6. **Press Return.**

   Pressing Return confirms the name.
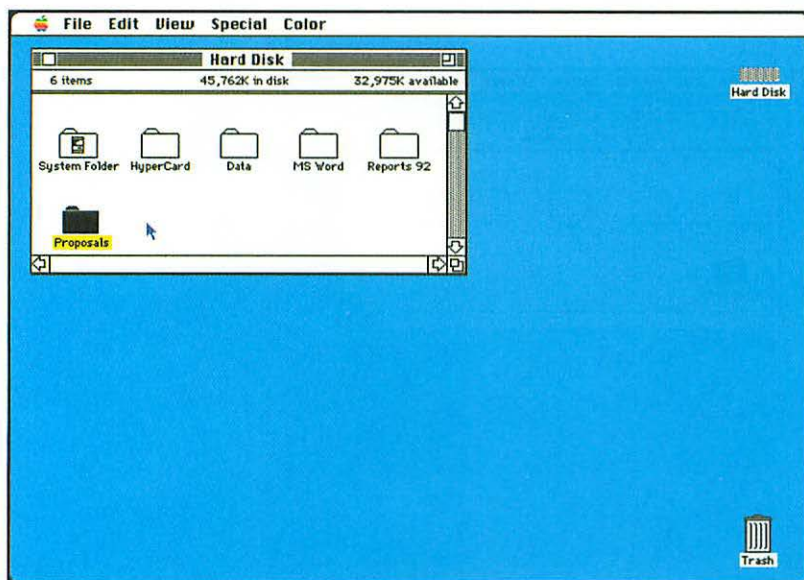
after

1. Open the window in which you want to place the new folder.

2. From the **File** menu, select **New Folder**.

3. Type a folder name.

4. Press **Return**.

To create a new folder

Create nesting folders
You also can place folders within folders (called *nesting folders*). To do so, open the folder you want to contain the new folder (see *TASK: Open a folder*). Then create the new folder.

Rename a folder

Oops!
Follow this to procedure
again to rename
the folder.
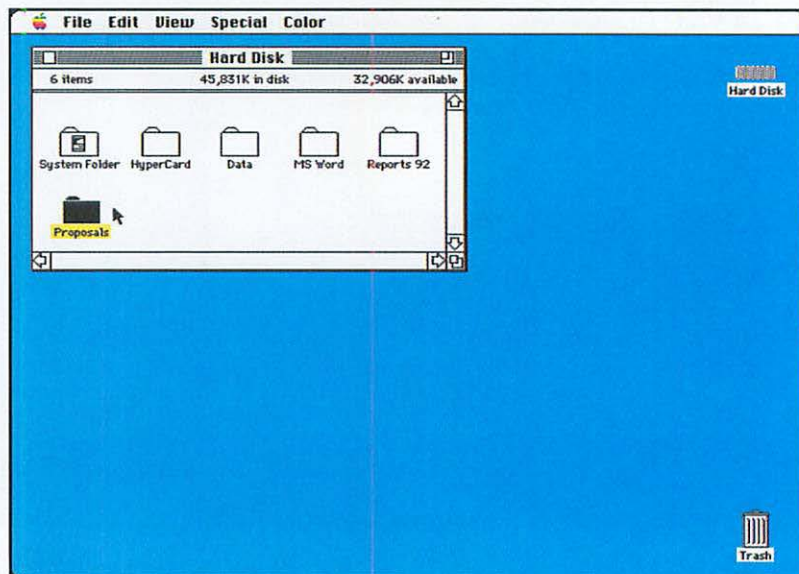
1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already
   open, skip this step. Your hard disk might be named differently;
   double-click on the icon for your hard disk.

2. Click on the **Proposals** icon.

   This step selects the icon; it should be highlighted on-screen.

3. Type **Book Proposals**.

   This is the new name for the folder. If you make a mistake while
   typing, press the Delete key to delete the error.

4. Press **Return**.

   Pressing Return confirms the new name.
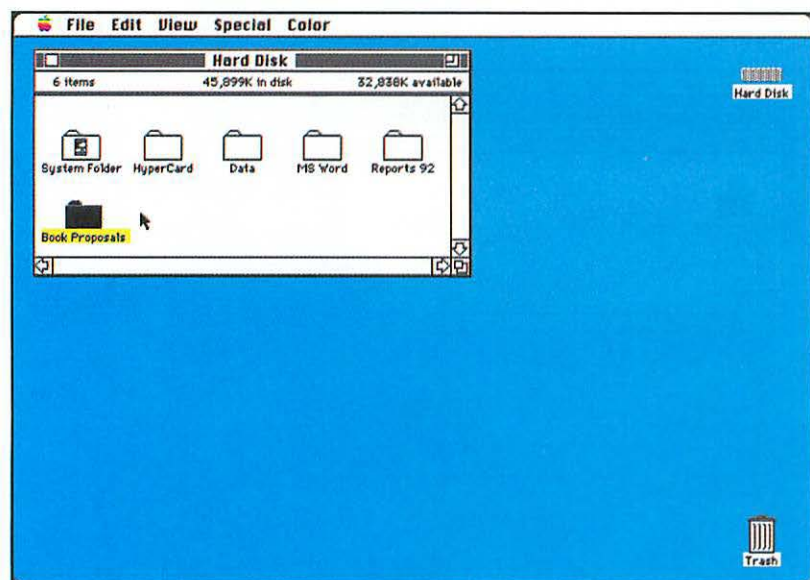
Easy Macintosh

after

1. Click on the icon you want to rename.

2. Type the new name.

3. Press **Return**.

To rename a folder

Display information about a folder

before
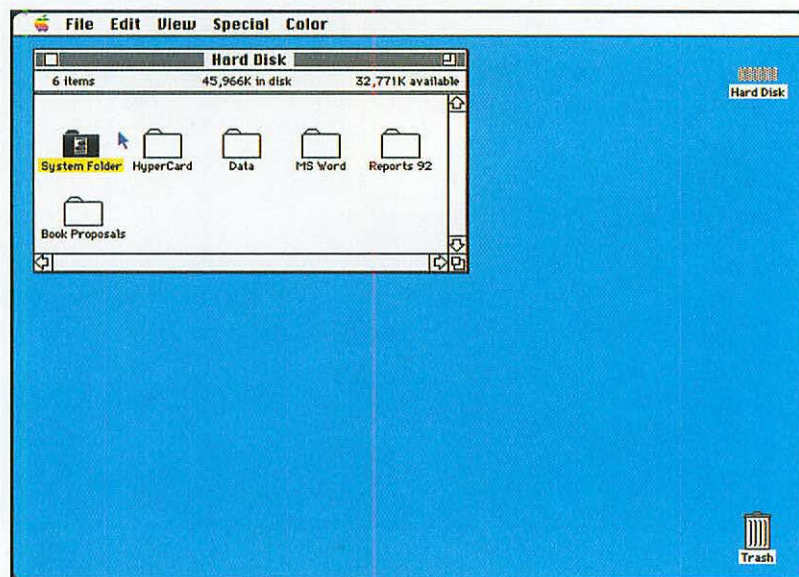
1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Click on the **System Folder** icon.

   This step selects the System Folder. (If you want to open the folder, double-click on the icon.)

3. Click on **File** in the menu bar; hold down the mouse button.

   This step opens the File menu. You see a list of File commands.

4. Drag down until you highlight **Get Info**.

   This step selects the Get Info command.

5. Release the mouse button.

   You see an Info window that displays information about the selected item:

Kind	Kind of selected item, in this case, a folder.
Size	Size in bytes and kilobytes (K) and the number of files in the folder.

Easy **Macintosh**
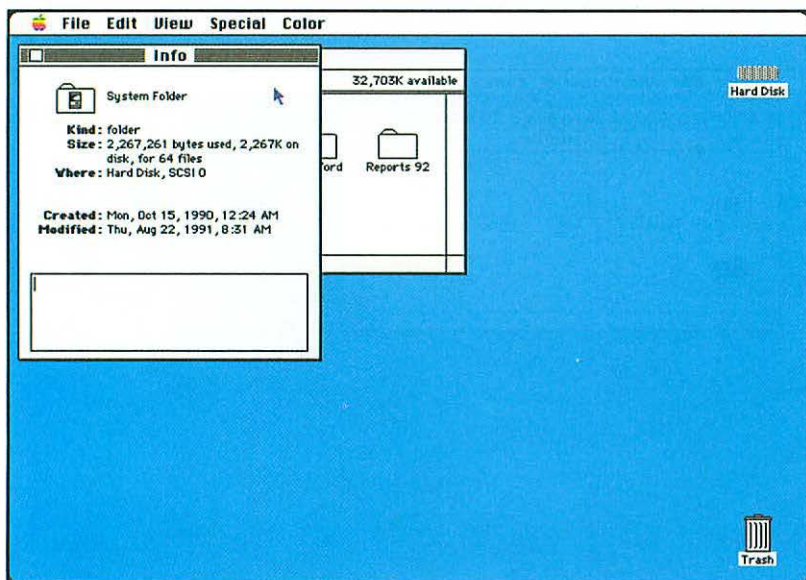
after

Where	Location of selected item; in this case, on the hard disk.
Created	Date that the folder was created.
Modified	Date that the folder was last modified.

The insertion point is in a comments box at the bottom of the window. If you want, you can type a comment. You might, for instance, make a note of what the folder contains.

6. Click on the **close box**.

   This step closes the Info window.

REVIEW

1. Click on the folder for which you want information.

2. From the **File** menu, select **Get Info**.

3. Click on the **close box**.

To display information about a folder

Copy a folder

before

```
 File  Edit  View  Special  Color
```

Hard Disk

6 items   46,104K in disk   32,633K available

System Folder   HyperCard   Data   MS Word   Reports 92

Book Proposals

Hard Disk

Trash

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Click on the **Book Proposals** icon.

   This step selects the Book Proposals folder. If you don't have this folder, click on one that you do have. (Be sure not to select the System Folder, however. This folder is special, and having two copies of it will confuse the Macintosh.)

3. Click on **File** in the menu bar; hold down the mouse button.

   This step opens the File menu. You see a list of File commands.

4. Drag down until you highlight **Duplicate**.

   This step selects the Duplicate command.

5. Release the mouse button.

   You see a progress window as the folder and its contents are copied. The copy of the folder is placed in the window and is named *Copy of Book Proposals*.
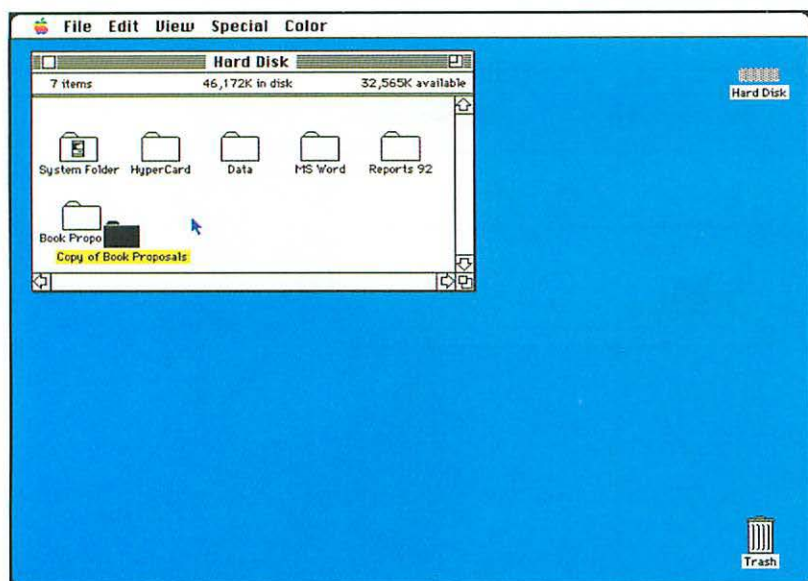
after

R E V I E W

1. Click on the folder that you want to copy.

2. From the **File** menu, select **Duplicate**.

To copy a folder

Try a shortcut
Select the file or folder and press the ⌘-D keyboard shortcut to select the Duplicate command.

Delete a folder

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Click on the **Copy of Book Proposal** icon.

   This step selects the Copy of Book Proposal folder. If you don't have a copy of this folder, see *TASK: Copy a folder* to create the folder or click on a folder that you do have. Be sure to select one that you don't need. Do not click on the System Folder.

3. Hold down the mouse button and drag the folder icon to the **Trash can** icon.

   This step places the folder and its contents into the Trash. The Trash can icon darkens and expands.

4. Release the mouse button.

   This step completes the deletion. When the Trash contains an item, the sides of the Trash can icon bulge.
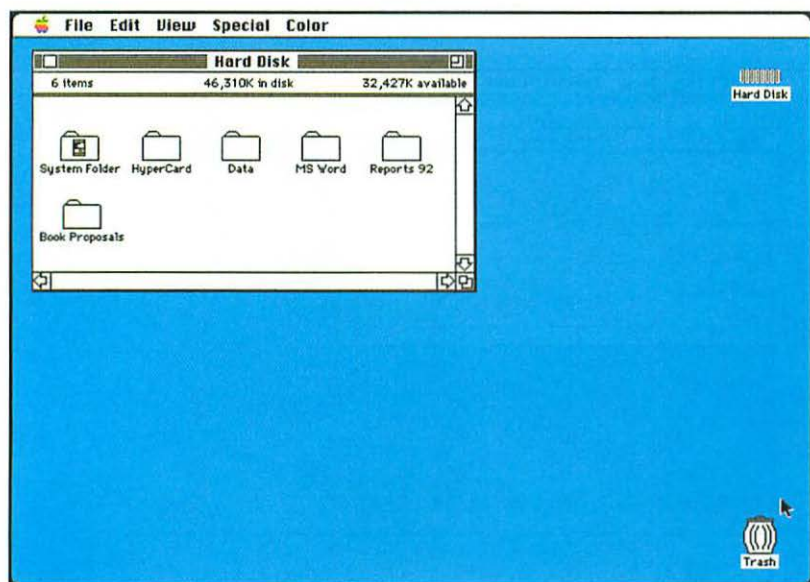
Easy **Macintosh**

after

REVIEW

1. Point to the folder that you want to delete.

2. Click and hold the mouse button.

3. Drag the folder icon to the **Trash can** icon.

4. Release the mouse button.

To delete a folder

Delete an application
If you delete a folder that contains an application, an alert message will appear. You must confirm that you want to delete the application. Chances are, you will not want to delete the application.

Retrieve an item from the Trash

before


```
  File  Edit  View  Special  Color
┌─────────────────────────────────────────────────────┐
│                     Hard Disk                         │
│  6 items          46,379K in disk    32,358K available│
│                                                       │
│   📁         📁        📁       📁       📁           │
│ System Folder HyperCard  Data    MS Word  Reports 92  │
│                                                       │
│   📁                                                  │
│ Book Proposals                                        │
│                                                       │
└─────────────────────────────────────────────────────┘
┌─────────────────────── Trash ────────────────────────┐
│  1 item                                               │
│                                                       │
│   📁                                                  │
│ Copy of Book Proposals                                │
└───────────────────────────────────────────────────────┘
```

Oops!
To remove an item permanently from the Trash (delete the item), you must empty the Trash. See *TASK: Empty the Trash*.
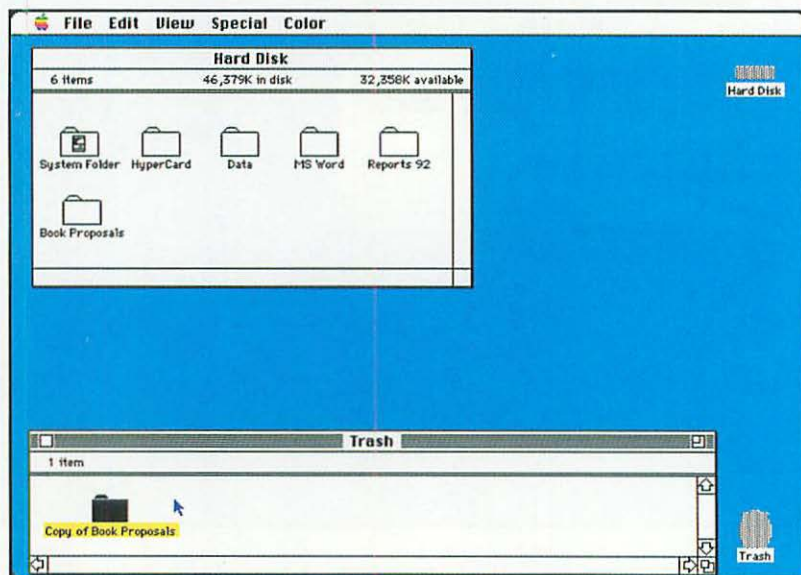
1. Double-click on the **Trash can** icon.

   This step opens the Trash can icon and displays all the documents and folders that are still in the Trash. The title bar displays the name of the window, Trash. The items in the Trash appear in the window, below the title bar.

   If the Trash is empty, delete something first. See *TASK: Delete a folder*.

2. Point to the **Copy of Book Proposals** icon.

   This step selects the Copy of Book Proposals folder, which is is the folder you want to retrieve.

3. Click and hold down the mouse button.

   This step selects the folder icon.

4. Drag the icon back to the Hard Disk window.

   This step moves the icon from the Trash to the hard disk.

5. Release the mouse button.

   This step restores the deleted item.

6. In the Trash window, click on the **close box**.

   This step closes the Trash window. The close box is the small box in the upper left corner of the Trash window.
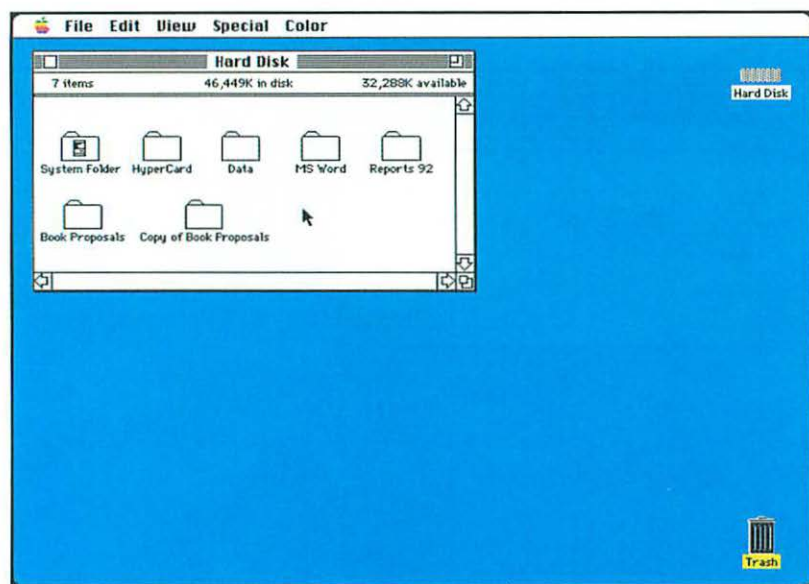
after

Be careful!
If the Trash has been emptied, you cannot retrieve items. The Trash is emptied and the icons within it are deleted when an application program starts, when the Macintosh is shut down, when you choose the Empty Trash command from the Special menu, and when you eject a disk.

REVIEW

1. Double-click on the **Trash can** icon.

2. Click on the item you want to retrieve; hold down the mouse button.

3. Drag the item to the window where you want the item placed.

4. Release the mouse button.

To retrieve an item from the Trash

Use a different method
You also can restore the deleted item by clicking on the item. Then select Put Away from the File menu.

Empty the Trash

Oops!
Check the Trash before you empty it. After you empty it, you cannot retrieve any items.
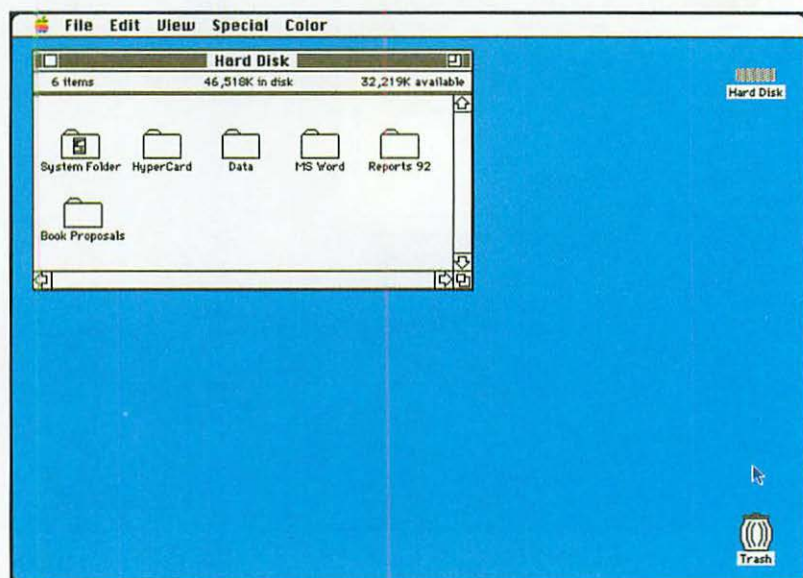
1. Click on the **Copy of Book Proposals** icon and drag it to the **Trash can** icon.

   For more information on deleting a folder, see *TASK: Delete a folder*. When the Trash contains an item, it bulges (as in the Before screen).

2. Click on **Special** in the menu bar; hold down the mouse button.

   This step opens the Special menu. You see a list of Special commands.

3. Drag down until you highlight **Empty Trash**.

   This step selects the Empty Trash command. All the items in the Trash are deleted—you cannot retrieve them. When the Trash contains items, the sides of the Trash can icon bulge. When the Trash is emptied, the Trash can icon returns to its normal shape.
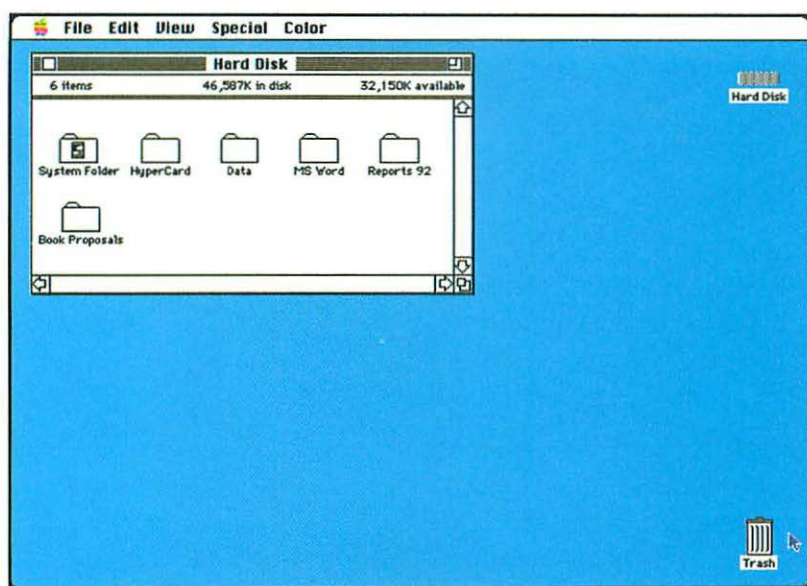
after

When does the Trash empty?
The Trash is also emptied when you start an application, shut down the Macintosh, or eject a disk.

REVIEW

From the **Special** menu, select **Empty Trash**.

To empty the Trash

Be Careful!
If you try to throw away an important item, such as an application, the Macintosh will warn you. You must confirm that you do indeed want to delete the item.

Working with Documents and Applications

This section covers the following tasks:

Display information about a document

Lock a document

Duplicate a document

Rename a document

Move a document to another folder

Copy a document to another folder

Copy a document to another disk

Delete a document

Find a document

Display information about a document

Oops!
Click on the close box to close the window.

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **HyperCard** icon.

   This step opens the HyperCard folder. You should have this folder. If not, open any folder.

3. Click on the **Home** icon.

   This step selects the Home document. Be sure to click on it only once; do not double-click on it.

4. Click on **File** in the menu bar; hold down the mouse button.

   This step opens the File menu. You see a list of File commands.

5. Drag down until you highlight **Get Info**.

   This step selects the Get Info command.

6. Release the mouse button.

   You see an Info window that displays information about the selected item:

after

Kind	Kind of icon; in this case, a HyperCard document
Size	The size in bytes and kilobytes (K)
Where	Location of the icon; in this case, Hard Disk
Created	Date that the document was created
Modified	Date that the document was last modified

The insertion point is located in the comment box at the bottom of the window. If you want, you can type a comment. You might, for example, make a note of what the document contains.

7. Click on the **close box**.

   This step closes the Info window.

REVIEW

1. Click on the document icon for which you want information.

2. From the **File** menu, select **Get Info**.

3. Click on the **close box**.

To display information about a document

Lock a document

Oops!
Follow this same procedure to unlock the document.
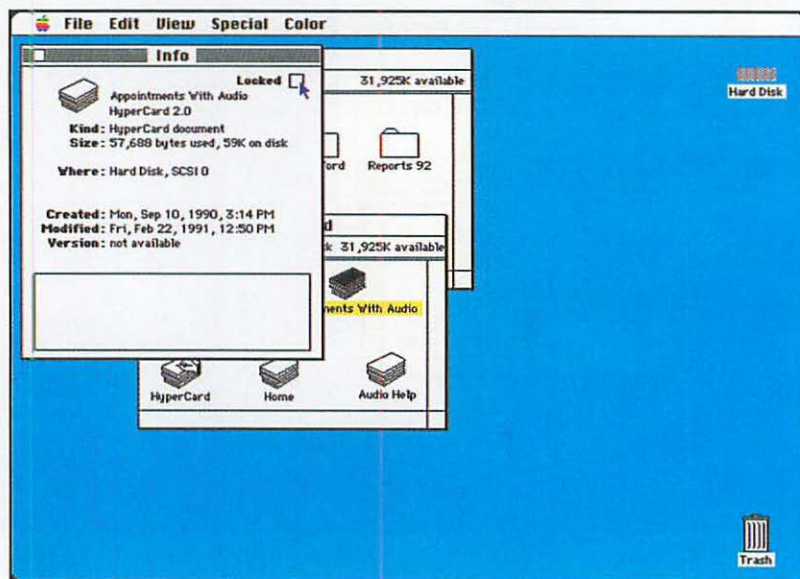
1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **HyperCard** icon.

   This step opens the HyperCard folder. You should have this folder. If not, open any folder.

3. Click on the **Appointments With Audio** icon.

   This step selects the Appointments With Audio document. If you don't have this document, click on one that you do have.

4. Click on **File** in the menu bar; hold down the mouse button.

   This step opens the File menu. You see a list of File commands.

5. Drag down until you highlight **Get Info**.

   This step selects the Get Info command.

6. Release the mouse button.

   You see a window that displays information about the selected item. In the upper right corner of the window, you see a check box named Locked. (The Before screen shows this step.)
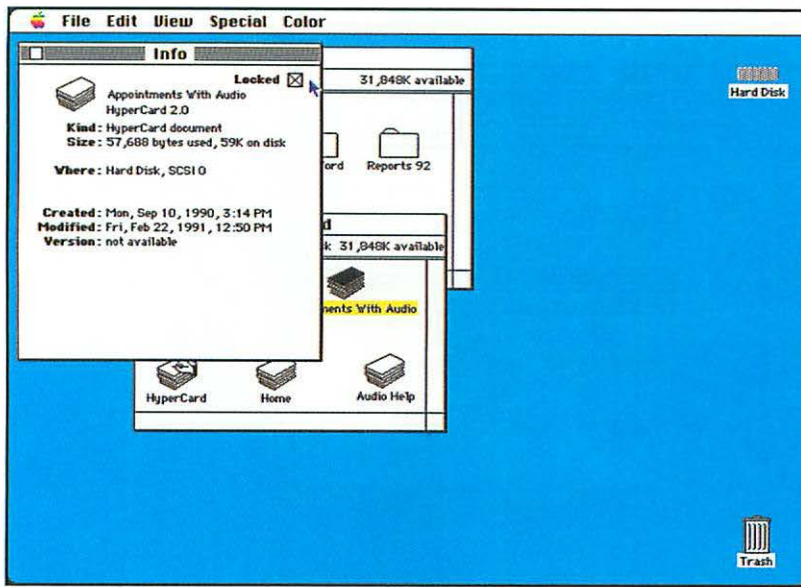
after

7. Click on **Locked**.

   This step locks the document. You cannot delete or change the document when the Locked check box has been checked.

8. Click on the **close box**.

   This step closes the Info window.

1. Click on the document icon that you want to lock.

2. From the **File** menu, select **Get Info**.

3. Click on the **Locked** check box.

4. Click on the **close box**.

To lock a document

Duplicate a document

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **HyperCard** icon.

   This step opens the HyperCard folder. You should have this folder. If not, click on any folder.

3. Click on the **Addresses With Audio** icon.

   This step selects the Addresses With Audio document. If you don't have this document, select one you that do have.

4. Click on **File** in the menu bar; hold down the mouse button.

   This step opens the File menu. You see a list of File commands.

5. Drag down until you highlight **Duplicate**.

   This step selects the Duplicate command.

6. Release the mouse button.

   As the copy is made, you see a progress window on-screen. A copy is placed in the same folder and is named Copy of Addresses With Audio.
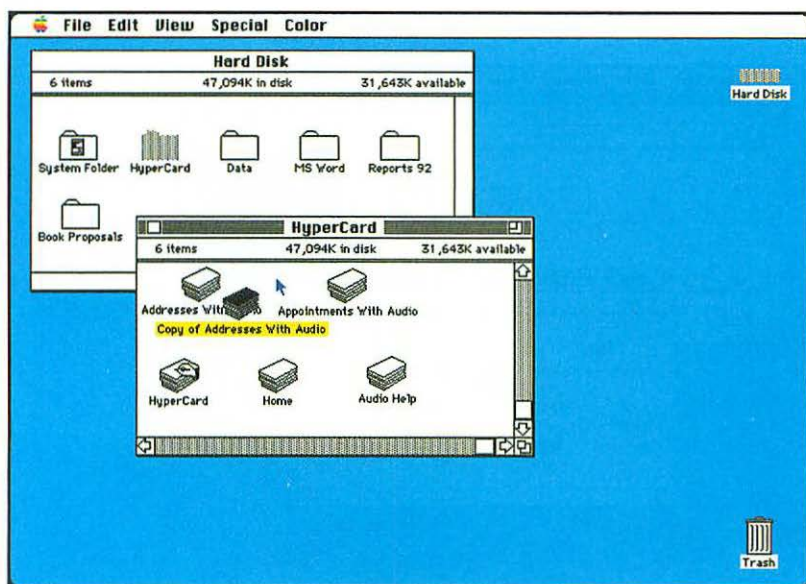
after

1. Click on the document icon that you want to copy.

2. From the **File** menu, select **Duplicate**.

To duplicate a document

Rename a document
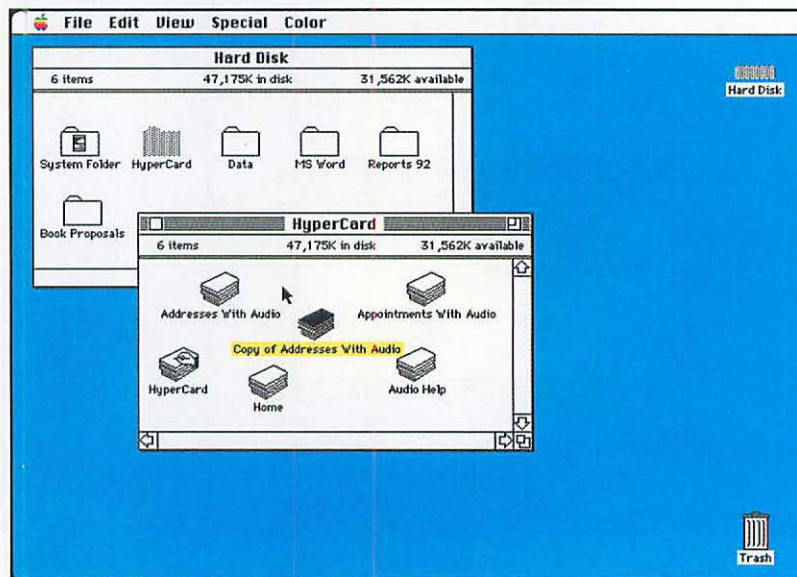
Oops!
To change the document back to its original name, follow this procedure.

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **HyperCard** icon.

   This step opens the HyperCard folder. You should have this folder. If not, open a folder that you do have.

3. Click on the **Copy of Addresses With Audio** icon.

   This step selects the Copy of Addresses With Audio document. If you don't have this document, select one that you do have. You can move this icon so that the names don't overlap.

4. Type **Clients**.

   This is the new name for the document.

5. Press **Return**.

   This step confirms the new name.
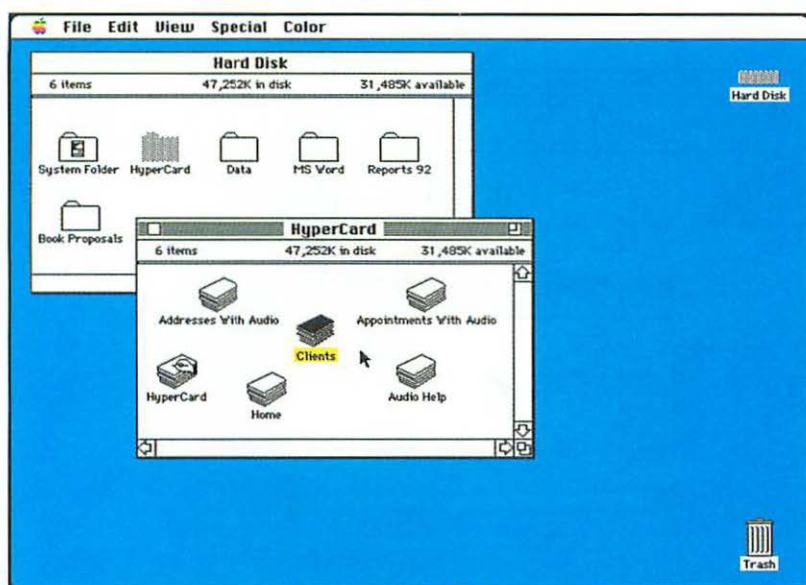
after

1. Click on the document icon that you want to rename.

2. Type the new name.

3. Press **Return**.

To rename a document

Move a document to another folder
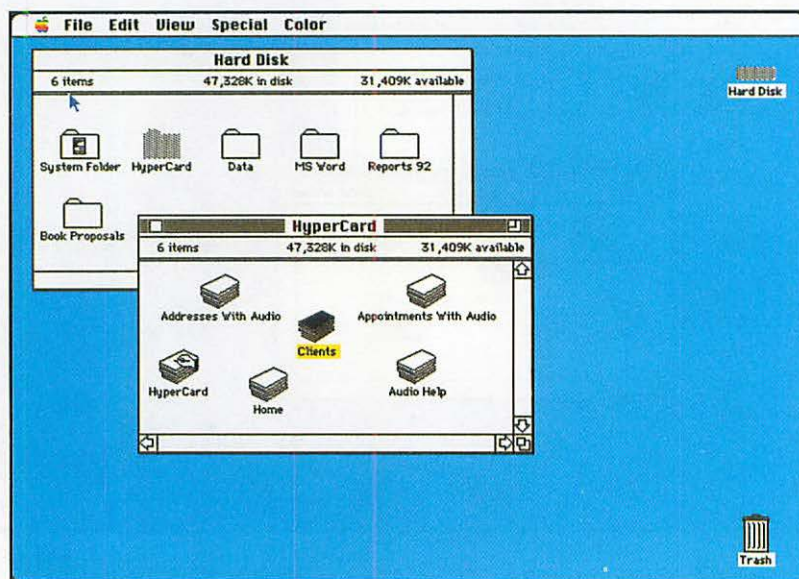
1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **HyperCard** icon.

   This step opens the HyperCard folder. You should have this folder. If not, open another folder.

3. In the **HyperCard** window, click on the **Clients** icon.

   This step selects the Clients document. If you don't have this document, select a document that you do have. The Before screen shows this step.

4. Hold down the mouse button and drag the document icon to the **Book Proposals** icon.

   This icon appears in the Hard Disk window. If you don't have this folder, select one that you do have. (Do not, however, drag the document to the System Folder.) The folder icon darkens.

   You might need to move and resize the windows so that you can see both windows.

5. Release the mouse button.

   This step completes the move. The document no longer appears in the HyperCard window. Instead it is moved to the Book Proposals folder.
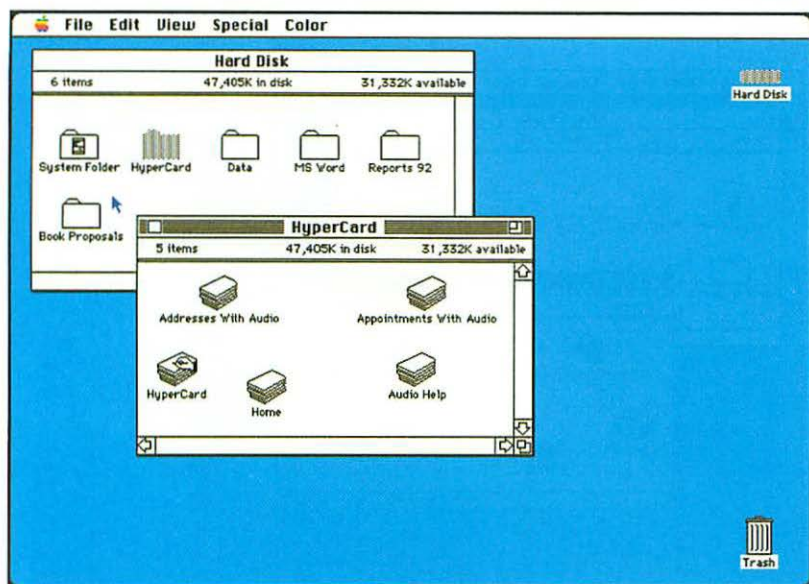
Easy **Macintosh**

after

1. Click on the document icon you want to move; hold down the mouse button.

2. Drag the document icon onto the icon of the folder you want to move the folder to.

To move a document to another folder

Copy the document
To copy the document to another folder, see *TASK: Copy a document to another folder.*

before

Copy a document to another folder

File Edit View Special Color

Hard Disk
6 items   47,480K in disk   31,257K available

System Folder HyperCard Data MS Word Reports 92

Book Proposals

HyperCard
5 items   47,480K in disk   31,257K available

Addresses With Audio   Appointments With Audio

HyperCard   Home   Audio Help

Hard Disk

Trash

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **HyperCard** icon.

   This step opens the HyperCard folder. You should have this folder. If not, open another folder.

3. In the HyperCard window, click on the **Addresses With Audio** icon.

   This step selects the Addresses With Audio document. If you don't have this document, select another document. The Before screen shows this step.

4. Press and hold the **Option** key and then click and hold the mouse button.

   This step selects the file.

5. Drag the document icon to the **Book Proposals** icon.

   If you don't have this folder, select a folder that you do have. (Do not, however, drag the document to the System Folder.) The folder icon darkens.

   You might need to move and resize the windows so that you can see both windows.
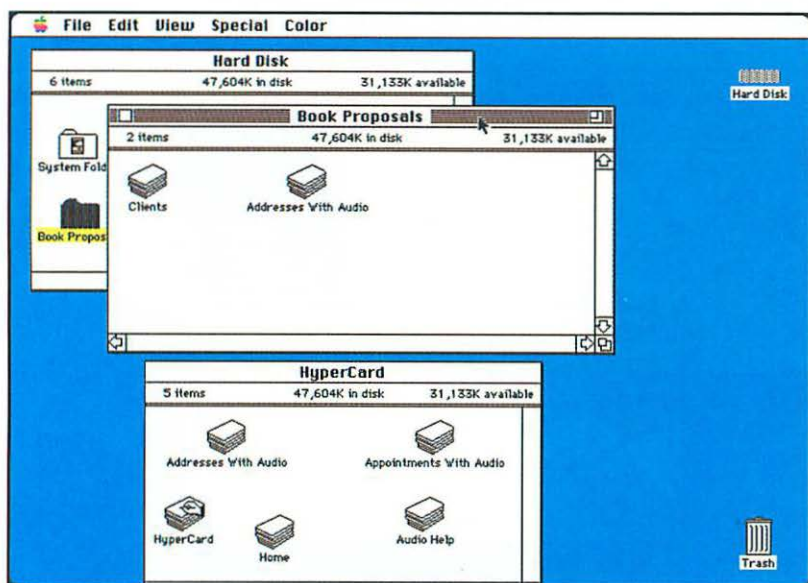
after

6. Release the mouse button and the **Option** key.

   This step completes the copy. The document appears in the HyperCard window and the Book Proposals folder.

7. Double-click on the **Book Proposals** icon.

   This step opens the folder window so that you can verify a copy was made. You might need to move and resize the windows so that you can see both windows. This copy has the same name as the original.

REVIEW

1. Click on the document icon you want to copy.

2. Hold down the mouse button and press and hold the **Option** key.

3. Drag the document icon onto the folder icon.

4. Release the mouse button and the **Option** key.

To copy a document to another folder

Copy a document to another disk
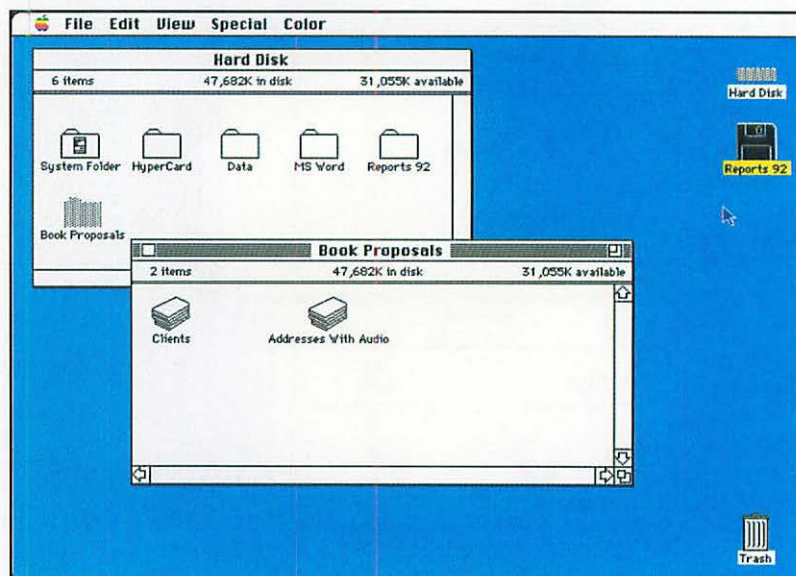
1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **Book Proposals** icon.

   This step opens the Book Proposals folder. If you don't have this folder, select a folder that you do have. (Do not, however, select the System Folder.)

3. Insert the **Reports 92** disk.

   If you don't have this disk, insert another disk.

4. In the Book Proposals window, click on the **Addresses With Audio** icon.

   This step selects the Addresses With Audio document. (If you don't have this document, select a document that you do have.)

5. Hold down the mouse button and drag the document icon to the **Reports 92** icon.

   The disk icon darkens.
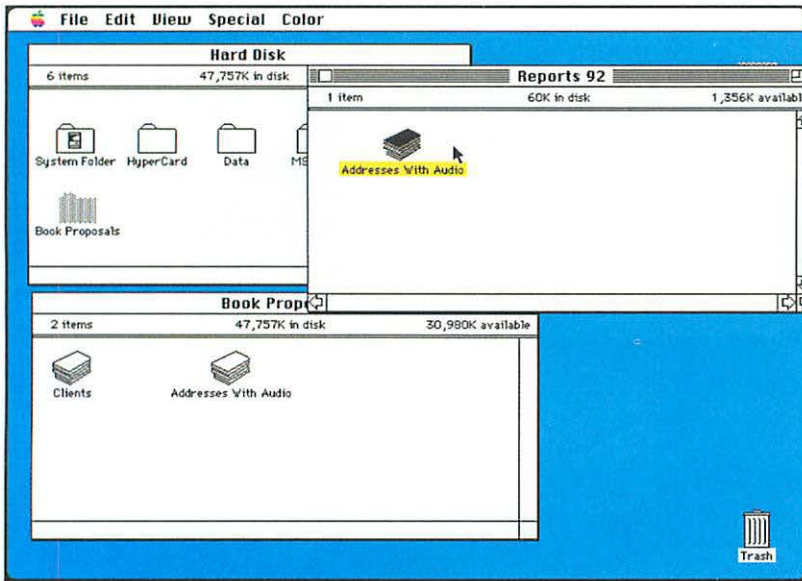
after

6. Release the mouse button.

   This step completes the copy. To see the copy, open the disk icon.

7. Double-click on the **Reports 92** icon.

   This step opens the Reports 92 disk window so that you can verify that the document was copied. The document appears in both locations: in the Book Proposals folder and on the Reports 92 disk. You might need to move and resize the windows so that you can see both windows.

REVIEW

1. Click on the document icon you want to copy; hold down the mouse button.

2. Drag the document icon onto the disk icon.

To copy a document to another disk

before

Delete a document


```
  File  Edit  View  Special  Color
┌─────────────────────────────────────────┐
│              Hard Disk                   │
│ 6 items      47,831K in disk  30,906K available │
│                                          │
│   📁        📁      📁      📁     📁      │
│ System Folder HyperCard Data  MS Word Reports 92 │
│                                          │
│   📁                                     │
│ Book Proposals  ┌──── Book Proposals ────┐│
│                 │ 2 items  47,831K in disk  30,906K available│
│                 │                         │
│                 │  📚          📚    ▶     │
│                 │ Clients   Addresses With Audio│
│                 │                         │
│                 └─────────────────────────┘│
│                                    🗑 Trash│
└─────────────────────────────────────────┘
```

1. Double-click on the **Hard Disk** icon.

   This step opens the Hard Disk window. If the window is already open, skip this step. Your hard disk might be named differently; double-click on the icon for your hard disk.

2. Double-click on the **Book Proposals** icon.

   This steps opens the folder window. You see the documents that this folder contains.

3. Point to **Addresses With Audio** icon.

   If you don't have this document, click on a document that you do have. Be sure to select one that you don't need.

4. Click and hold down the mouse button, and then drag the document to the **Trash can** icon.

   This step places the document in the Trash. The Trash can icon darkens.

5. Release the mouse button.

   This step completes the deletion. (You can tell that the item is in the Trash because the sides of the Trash can icon bulge.)
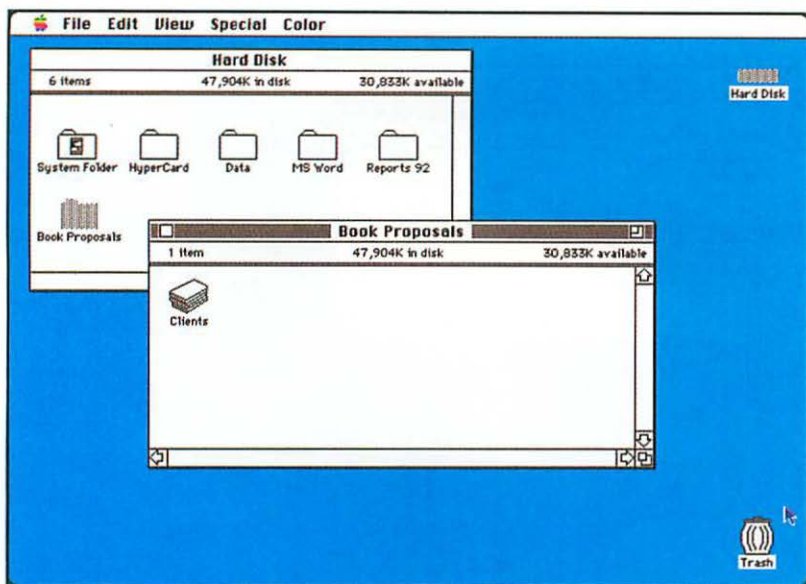
after

REVIEW

1. Point to the document icon that you want to delete.

2. Click and hold down the mouse button.

3. Drag the document icon to the **Trash can** icon.

4. Release the mouse button.

To delete a document

before

Find a document
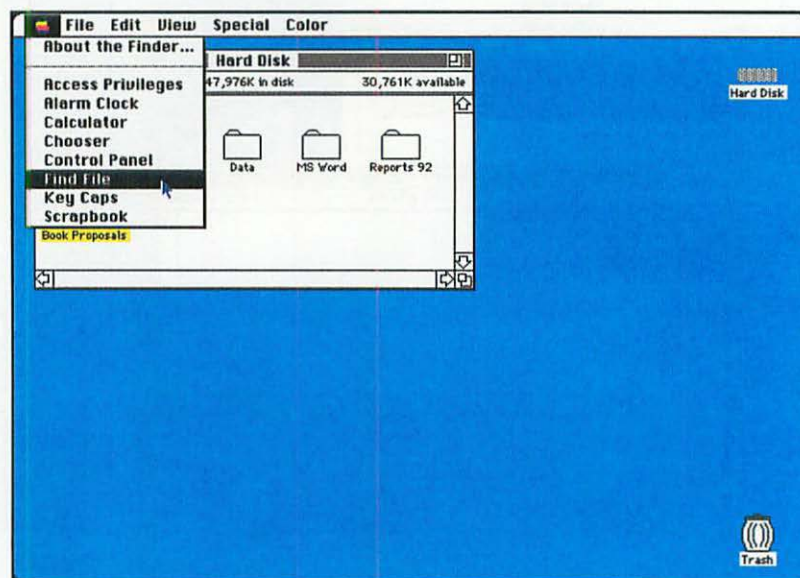
1. Click on in the menu bar; hold down the mouse button.

   This command opens the menu. You see a list of commands.

2. Drag down until you highlight **Find File**.

   This command selects the Find File accessory. To search for files, you use a special desk accessory.

   You see the Find File window. The first item lists the name of the hard disk—the item to be searched. (You can click on this item to change the item that is searched.)

   The insertion point blinks in the Search for box; this is where you type the file name you want to find.

3. Type **Home**.

   This is the item for which you want to search.

4. Click on the **running man** icon.

   This step starts the search. The files that are found—Home, in this case—appear in the middle box. You hear the alert sound.

5. Click on the name of the file that has been found (**Home**).

   This step displays information about the found file. In the lower left box, you see information about when the file was created,

Easy **Macintosh**
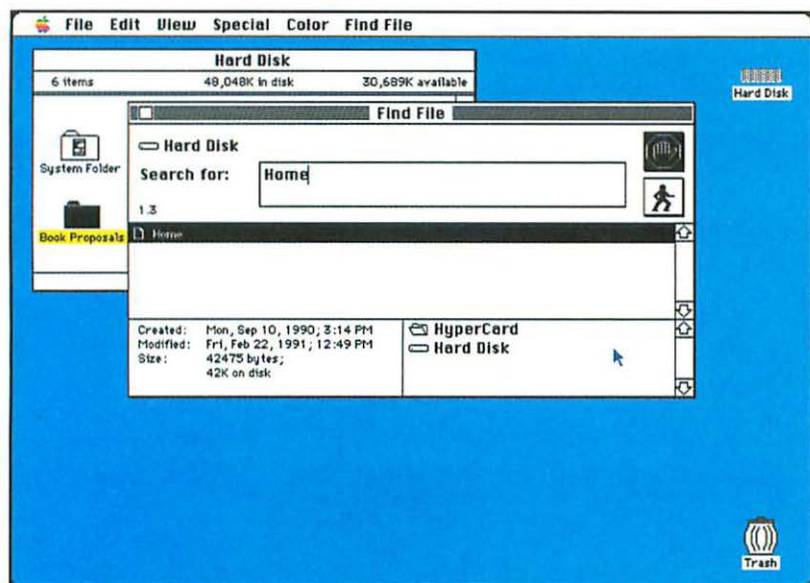
after

when the file was modified, and the size of the file. In the lower right box you see the location of the file. The folder that contains the file is listed first, followed by the hard disk (which contains the folder).

6. Click on the **close box**.

   This step closes the File Find window.

REVIEW

1. From the menu, select **Find File**.

2. Type the name of the document in the Find File window.

3. Click on the **running man** icon.

To find a document

Working with Accessories

This section covers the following tasks:

Change the Desktop pattern

Change the speaker volume

Change the date

Change the time

Change the alert sound

Display the time

Set an alarm

Use the Calculator

Display a special character
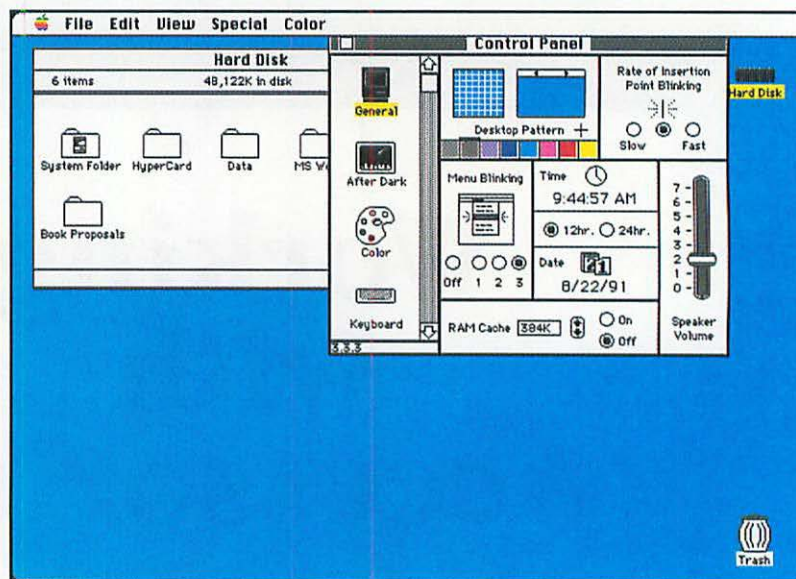
before

Change the Desktop pattern

1. **Click on 🍎 in the menu bar; hold down the mouse button.**

   This step opens the 🍎 menu. You see a list of desk accessories (DAs). A desk accessory is a small program—usually created to perform a single function (such as display the time). Some desk accessories come with the Macintosh. You can purchase other desk accessories.

2. **Drag down until you highlight Control Panel**

   This step selects the Control Panel accessory. Use this accessory to change settings for the Macintosh.

3. **Release the mouse button.**

   You see a window with control panel settings. General is selected in the left side of the window. Options include changing the Desktop pattern, changing the speaker volume, and setting menu blinking.

   Note that the Desktop Pattern box is in the upper middle portion of the window. You see two items inside this area. The first item is a small square that represents a small square of the Desktop. The second item represents the entire Desktop. Above this item you see two arrows.

after

Edit the pattern
You also can create your own pattern by clicking in the small sample area. Clicking on a spot turns the spot to the selected color; clicking on it again makes the spot white.
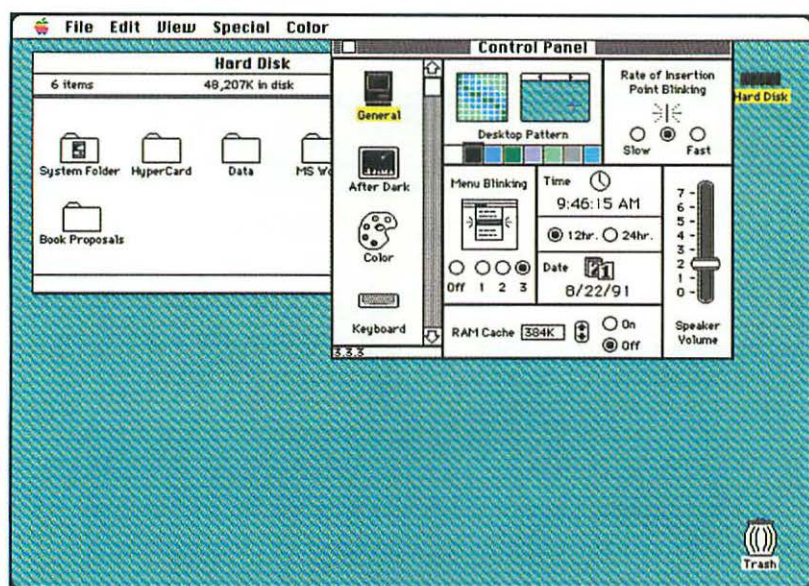
4. Click on ➤ until you see a pattern you like.

As you click on ➤, the pattern changes—both in the small square and the Desktop. Around 10-15 preselected color patterns are provided with the color Macintoshes.

5. Click on the representation of the Desktop.

Click on the Desktop in the window on-screen—not the actual Desktop. This step applies the change.

6. Click on the **close box**.

This step closes the Control Panel window.

Return to the original pattern
To return to the original pattern, follow this procedure. If you created the pattern from scratch, you will have to create the original pattern again.

REVIEW

1. From the menu, select **Control Panel**.

2. Click on ➤ or ◄, above the small Desktop, until the pattern you want appears.

3. Click on the representation of the Desktop.

4. Click on the **close box**.

To change the Desktop pattern

Change the speaker volume

before

1. Click on in the menu bar; hold down the mouse button.

   This step opens the menu. You see a list of desk accessories.

2. Drag down until you highlight **Control Panel**.

   This step selects the Control Panel accessory. Use this accessory to change settings for the Macintosh.

3. Release the mouse button.

   You see a window with control panel settings. General is selected in the left side of the window. Options include changing the Desktop pattern, changing the speaker volume, and setting menu blinking.

   Note that the Speaker volume box is in the lower right side of the window. The volume levels go from 0 (no sound) to 7. A volume bar indicates the current volume level.

4. Click on the **volume bar** and hold down the mouse button.

   This step selects the volume bar.

5. Drag the volume bar until the volume is set to **7**.

   This is the new volume.
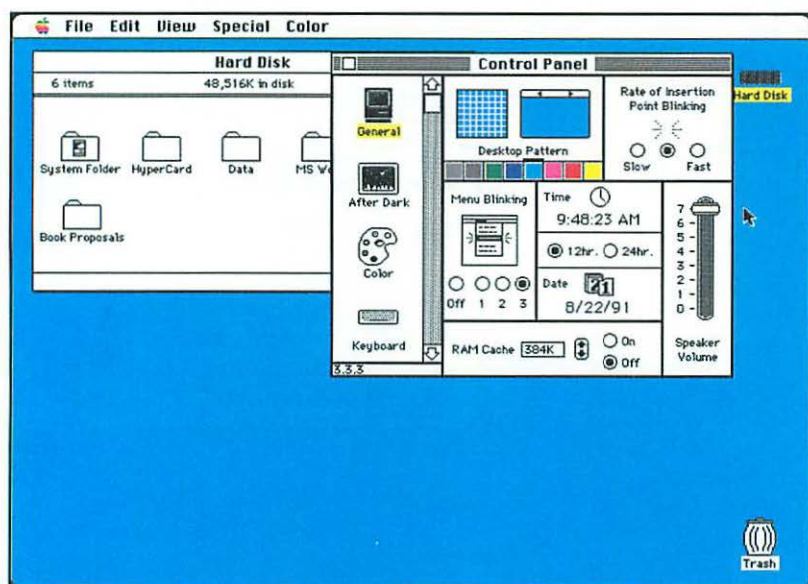
after

6. Release the mouse button.

   You hear the alert sound—a beep—at the new volume. (You might hear a different alert sound.)

7. Click on the **close box**.

   This step closes the Control Panel window.

REVIEW

1. From the menu, select **Control Panel**.

2. Click on the **volume bar** in the Speaker Volume part of the window; hold down the mouse button.

3. Drag the volume bar to a new level.

4. Release the mouse button.

5. Click on the **close box**.

To change the speaker volume
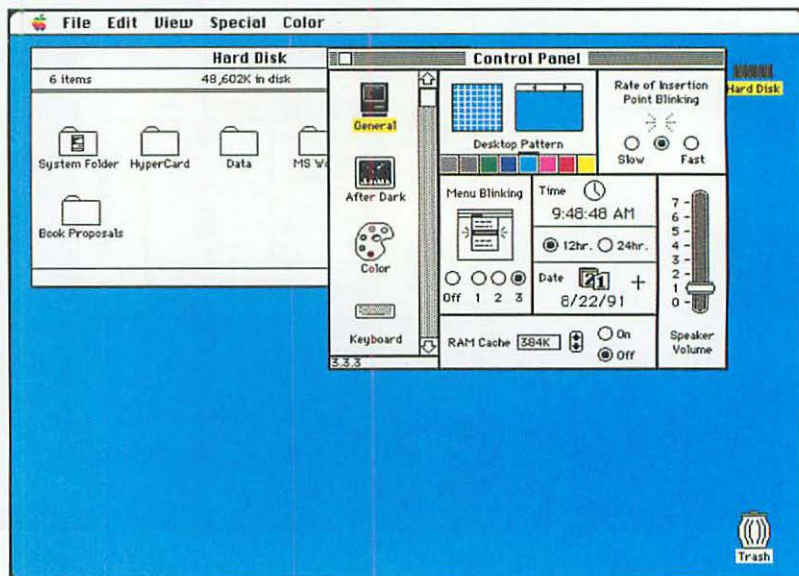
before

Change the date

1. Click on in the menu bar; hold down the mouse button.

   This step opens the menu. You see a list of desk accessories.

2. Drag down until you highlight **Control Panel**.

   This step selects the Control Panel accessory. Use this accessory to change settings for the Macintosh.

3. Release the mouse button.

   You see a window with control panel settings. General is selected in the left side of the window. Options include changing the Desktop pattern, changing the speaker volume, and setting menu blinking.

   A box for the date is located in the middle of the window.

4. Click on the year.

   This step selects the year. The year appears in reverse video. (In the Before figure, the year is 91.) You also can click on the month or the day to change these settings. The pointer becomes a cross bar, and arrows appear to the right of the date.

5. Click on ⬆.

   This step adds a year to the date.

6. Click on the **close box**.

   This step closes the Control Panel window.
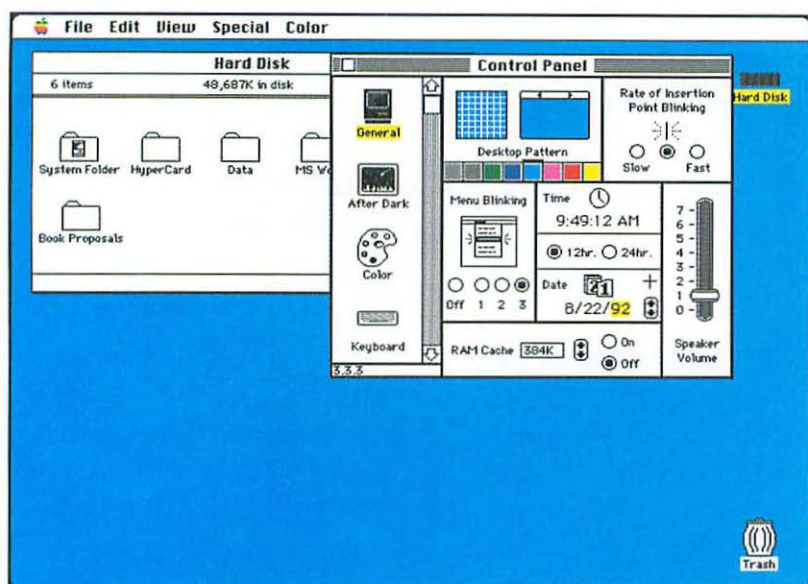
after

Be careful!
The Macintosh uses this date to keep track of when documents are modified. Be sure to enter the correct date.

To change the date

1. From the menu, select **Control Panel**.

2. Click on the part of the date you want to change—month, day, or year.

3. Click on ⬆ to increase the date; click on ⬇ to decrease the date.

4. Click on the **close box**.

Try a shortcut
When you highlight the part you want to change, just type the text for that area, and then press the key to move to the next area.

Change the time

1. Click on ![apple] in the menu bar; hold down the mouse button.

   This step opens the ![apple] menu. You see a list of desk accessories.

2. Drag down until you highlight **Control Panel**.

   This step selects the Control Panel accessory. Use this accessory to change settings for the Macintosh.

3. Release the mouse button.

   You see a window with control panel settings. General is selected in the left side of the window. Options include changing the Desktop pattern, changing the speaker volume, and setting menu blinking.

   A box for the time is located in the middle of the screen.

4. Click on the hour.

   This step selects the hour. The hour appears in reverse video. (In the Before figure, the hour is 9.) You can also click on the minutes or seconds to change these settings. Arrows appear to the right of the time.

5. Click on ↓ .

   This step decreases the hour by one (the time is earlier).

6. Click on the **close box**.

   This step closes the Control Panel.

after

1. From the menu, select **Control Panel**.

2. Click on the part of the time you want to change—hour, minutes, or seconds.

3. Click on ⬆ to increase the time; click on ⬇ to decrease the time.

4. Click on the **close box**.

To change the time

Change the time format
In the Control Panel window, you also can select 12 hr for a 12-hour clock or 24 hr for a 24-hour clock (military time). Click on the button located below the time setting.
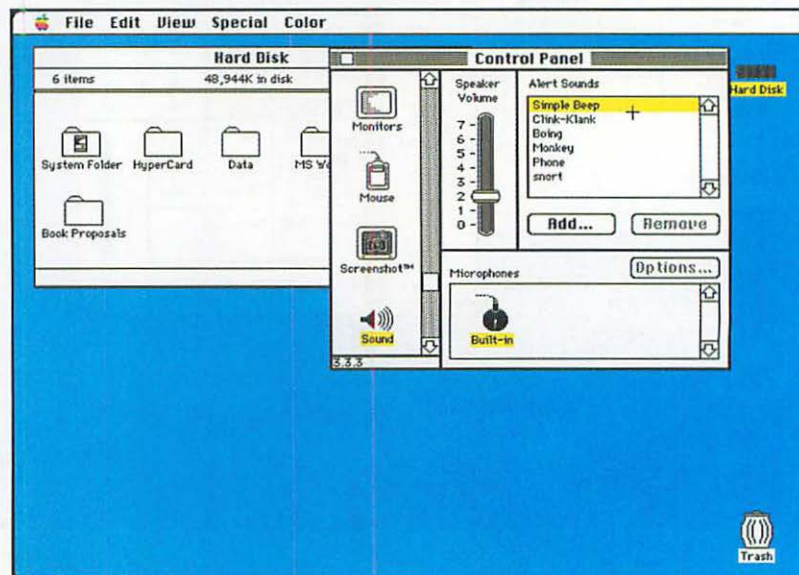
before

Change the alert sound

1. Click on in the menu bar; hold down the mouse button.

   This step opens the menu. You see a list of desk accessories.

2. Drag down until you highlight **Control Panel**.

   This step selects the Control Panel accessory. Use this accessory to change settings for the Macintosh.

3. Release the mouse button.

   You see a window with control panel settings. The left side of the window displays the different control panels.

4. Click on **Sound**.

   This step selects the Sound control panel. (You might have to click on the scroll arrows in the middle of the screen to display this option.)

   On the right side of the window, you see a list of alert sounds.

5. Click on **Boing**.

   This step selects the sound. You hear *Boing*. Depending on your Macintosh, you may have different sounds. If you don't have Boing, choose another sound from the list.

6. Click on the **close box**.

   This step closes the control panel window.
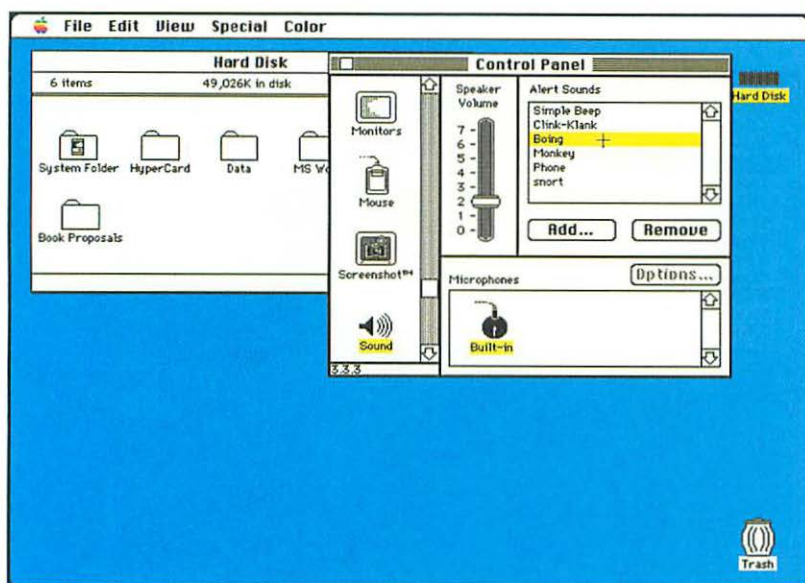
after

Change the volume
You also can change the volume with the Sound control panel. Click on the speaker bar, hold down the mouse button, and drag to a new volume.

1. From the menu, select **Control Panel**.

2. Click on **Sound**.

3. Click on the sound you want.

4. Click on the **close box**.

To change the alert sound

Display the time

File   Edit   View   Special   Color

About the Finder...

Hard Disk

Access Privileges   49,109K in disk   29,628K available
Alarm Clock
Calculator
Chooser
Control Panel   Data   MS Word   Reports 92
Find File
Key Caps
Scrapbook
Book Proposals

Hard Disk

Trash
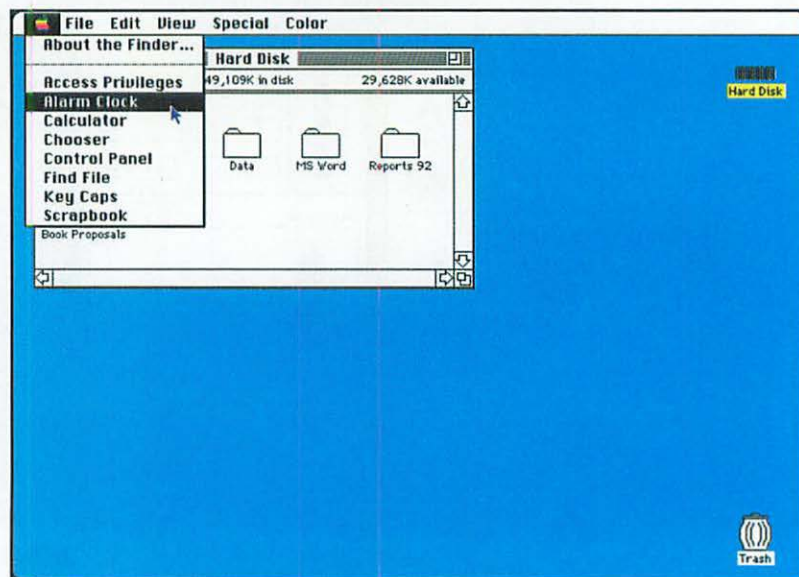
Oops!
Click on the close box to close the Alarm Clock window.

1. Click on in the menu bar; hold down the mouse button.

   This step opens the menu. You see a list of desk accessories.

2. Drag down until you highlight **Alarm Clock**.

   This step selects the Alarm Clock desk accessory.

3. Release the mouse button.

   You see a window that displays the current time.

4. Click on the lever to the right of the time.

   This step expands the box to show the date. (You can change the date and time and set the alarm in this expanded box.)
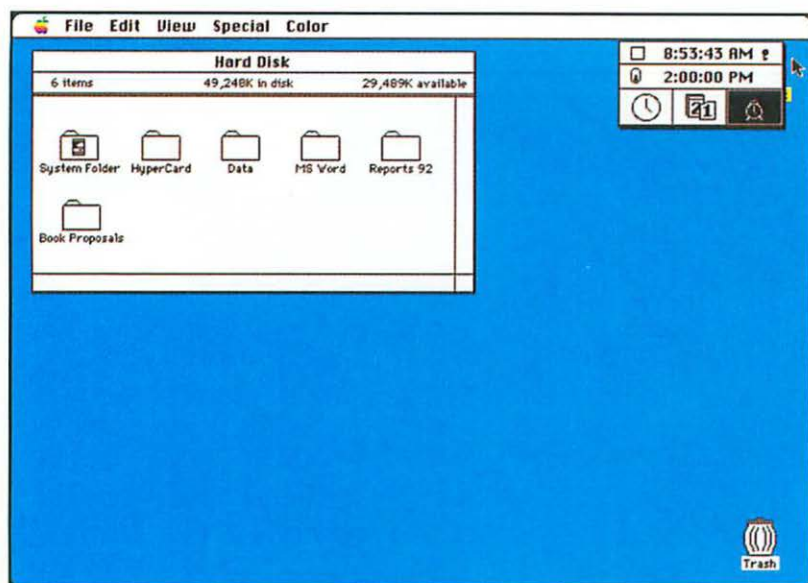
after

From the menu, select **Alarm Clock**

To
display
the time

before

Set an alarm

```
 File  Edit                                    

                    □  8:11:53 AM ⏻       ▬▬▬
                    Q  9:00:00 PM +      Hard Disk
                    ⏲  📆  ⚗

                                          📑
                                         Trash
```

1. Click on 🍎 in the menu bar; hold down the mouse button.
   This step opens the 🍎 menu. You see a list of desk accessories.

2. Drag down until you highlight **Alarm Clock**.
   This step selects the Alarm Clock accessory.

3. Release the mouse button.
   You see a window displaying the current time.

4. Click on the lever to the right of the time.
   This step expands the box to show the date and time. The Before screen shows this step.

5. Click on the **alarm clock**.
   The alarm clock is in the right corner of the expanded box.

6. Click on the hour.
   This hour control is the middle of the expanded box. (In the Before figure, the hour is 9.)
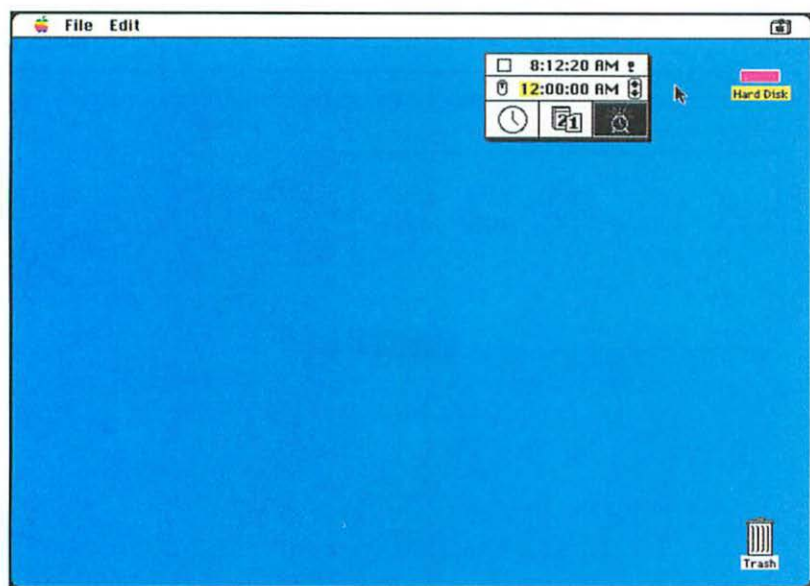
after

7. Click on ↑ until the hour reads 12.

    This step sets the alarm at 12:00:00.

8. Click on the **alarm switch**.

    The alarm switch is located in the middle part of the box. It should be in the up position, and the alarm clock shows a ringing alarm, which tells you that the alarm is set.

    At the set time, the alarm will sound—you hear the alert sound, and an alarm clock flashes over the menu.

1. From the menu, select **Alarm Clock**.

2. Click on the lever to the right of the time.

3. Click on the **alarm clock**.

4. Set the time you want the alarm to sound.

5. Click on the **alarm switch**.

To set an alarm

before

Use the calculator

Oops!
If you press the Return key, you hear the alert sound. You must press = (equal) or Enter.
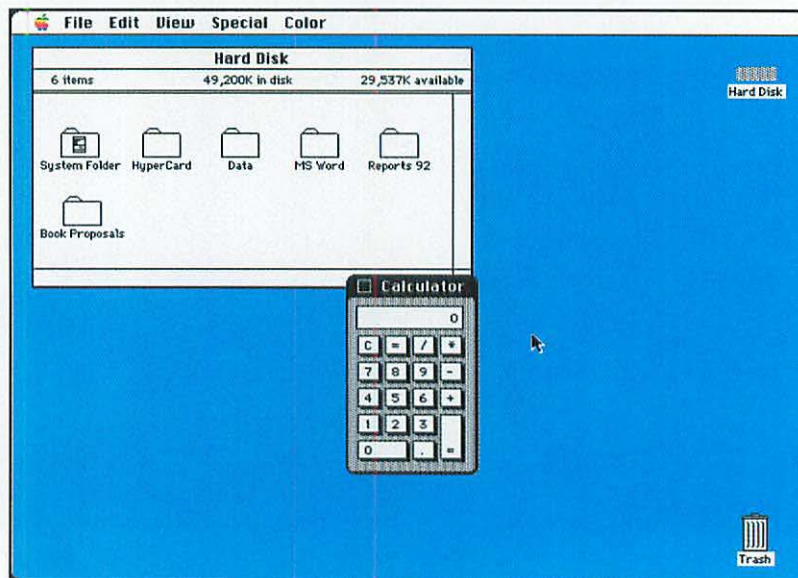
1. Click on in the menu bar; hold down the mouse button.

   This step opens the menu. You see a list of desk accessories.

2. Drag down until you highlight **Calculator**.

   This step selects the Calculator desk accessory.

3. Release the mouse button.

   You see an on-screen version of a calculator.

4. Type **50**.

   Use the numbers on the numeric keypad. 50 is the first value of the calculation. (You enter calculations just like you do with a hand-held calculator. This example shows a simple multiplication formula.)

5. Press *****.

   This step tells the Calculator to perform a multiplication formula.

6. Type **.15**.

   This step completes the formula (50 multiplied by .15).

7. Press **Enter** on the numeric keypad.

   You see the results on the entry line—in this case, 7.5. You also can press the equal sign to see the results.
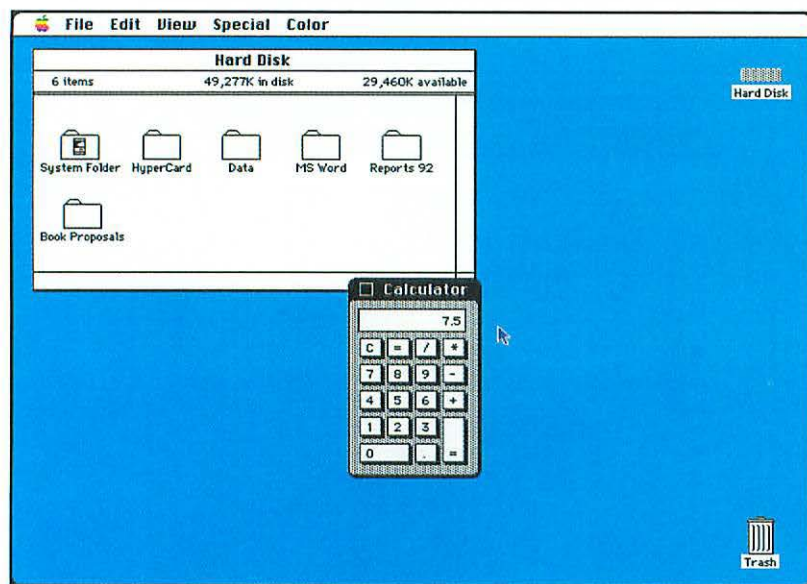
after

Close the calculator
Click on the close box to
close the calculator.

To use the calculator

1. From the ❤ menu, select **Calculator**.

2. Type the equation.

3. Press **Enter** on the numeric keypad.

Use the mouse
You also can use the
mouse to enter numbers.
Just click on the
on-screen calculation
buttons.

Display a special character
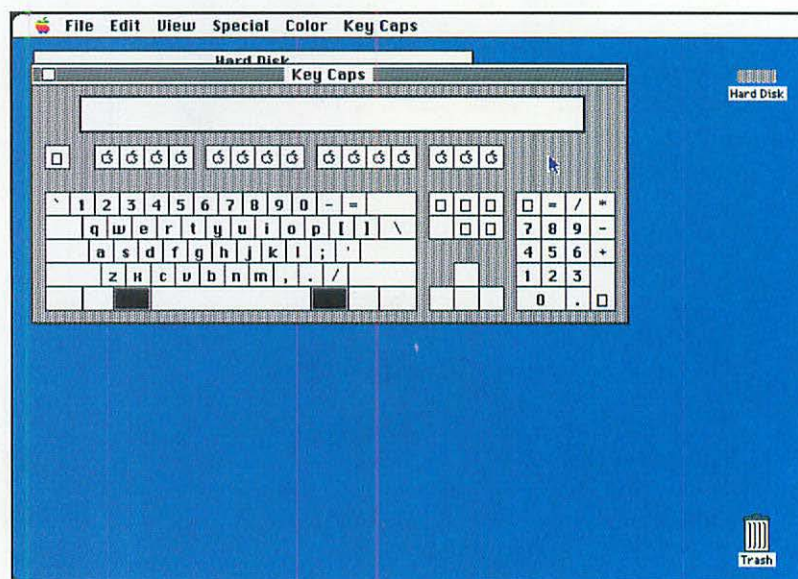
Oops!
Be sure to hold down the
first key while pressing the
second key.

1. Click on in the menu bar; hold down the mouse button.

   This step opens the menu. You see a list of desk accessories.

2. Drag down until you highlight **Key Caps**.

   This step selects the Key Caps desk accessory.

3. Release the mouse button.

   You see an on-screen version of the keyboard. The top part of the window includes a box for you to type characters.

4. Press and hold the **Ctrl** key.

   The keyboard changes to display other characters. The keyboard will display different characters, depending on the font you have selected and the key you press.

5. Type **T**.

   You see the symbol in the entry window.

after

REVIEW

1. From the menu, select **Key Caps**.

2. Press and hold the **Ctrl**, **Option**, or **Shift** key to see what characters are available.

3. If you want to display the character in the entry box, press the letter of the character you want.

To display a special character

Working with HyperCard Stacks

This section covers the following tasks:
Open the Addresses With Audio stack
Quit HyperCard
Add a new address card
Display a different address card
Find an address card
Add a note to an address card
Edit an address card
Delete an address card
Open the Appointments With Audio stack
Display a different appointment date
Add an appointment
Find an appointment card
Add a note to an appointment card
Edit an appointment card
Delete an appointment

Open the Addresses With Audio stack

before

```
 🍎  File  Edit  View  Special  Color                                    ▣

                    ▣              HyperCard            ▣          ▤▤▤▤▤
                  5 items        53,706K in disk    25,031K available   Hard Disk

                    📚                      
                  HyperCard         ▶         📚
                                            Home

                    📚              📚              📚
             Addresses With Audio   Audio Help   Appointments With Audio


                                                                       🗑
                                                                      Trash
```
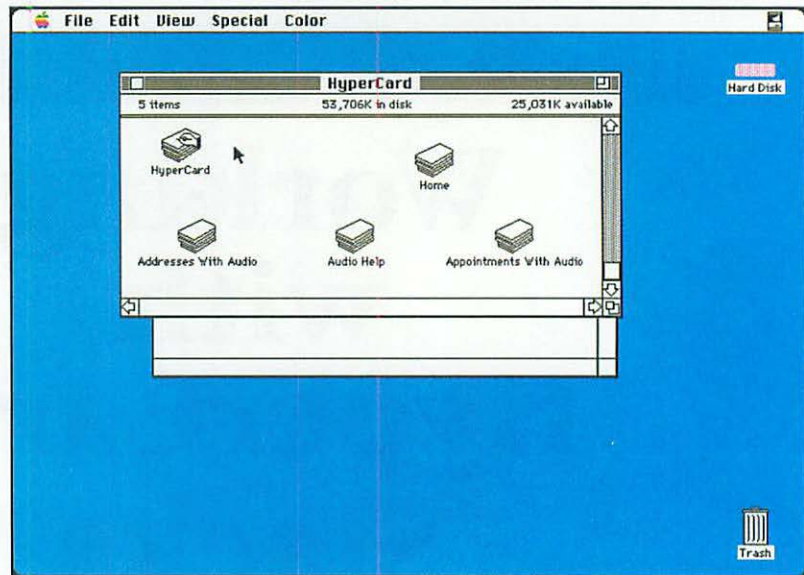
1. Open the **HyperCard** folder.

   For help with this step, see *TASK: Open a folder*. You see a window with several different stacks. A HyperCard stack is a collection of cards.

2. Double-click on the **Addresses With Audio** icon.

   This step opens the Addresses With Audio stack. This HyperCard stack is supplied with the Macintosh. If you do not have this stack, skip this and all the other address tasks in this section.

   You see an on-screen version of an address book. A sample entry appears with entries for the name, company, address, and telephone number.

   Buttons appear to the right of the address card. These buttons let you find a card, add notes, delete a card, and move among cards. (See the other tasks in this section.)
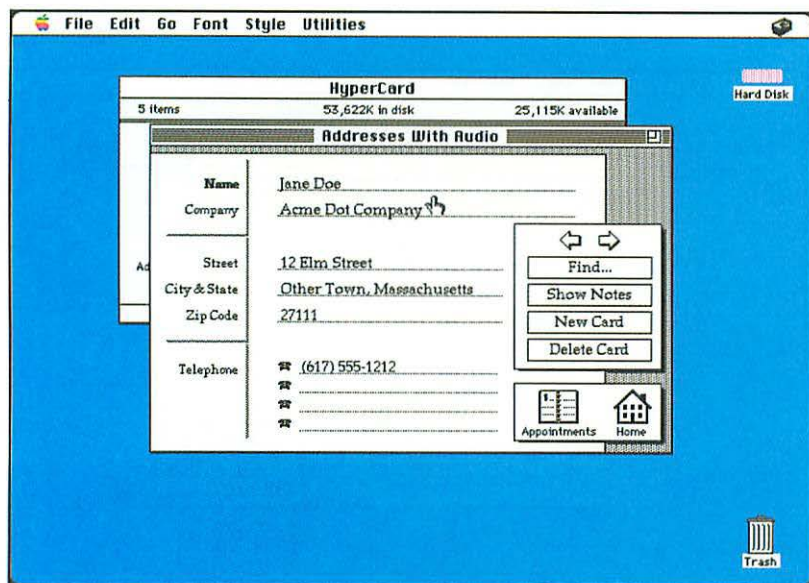
after

REVIEW

1. Open the **HyperCard** folder.

2. Double-click on the **Addresses With Audio** icon.

To open the Addresses With Audio stack

What is HyperCard?
HyperCard is a complete application with its own menu system. For help with all HyperCard tasks, see Que's *HyperCard 2 QuickStart*.

Quit
HyperCard

before
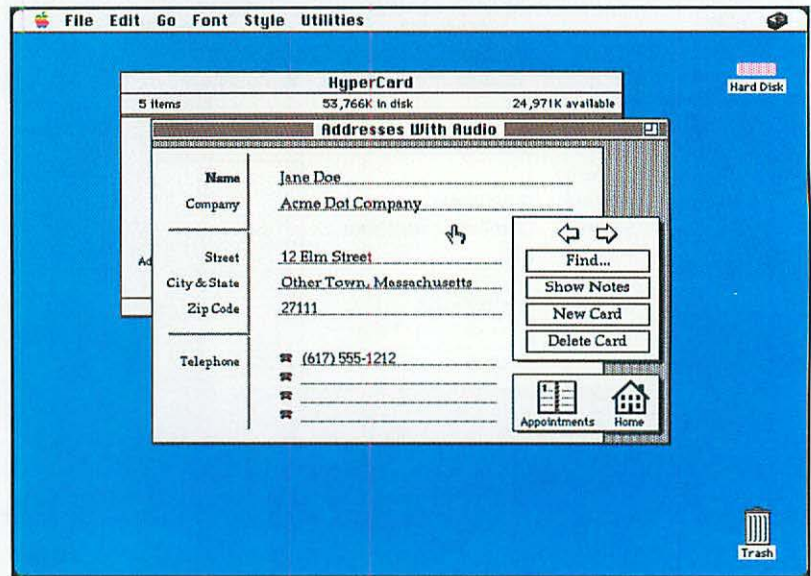
1. Click on **File** in the menu bar; hold down the mouse button.

   This step opens the File menu. You see a list of File commands.

2. Drag down until you highlight **Quit HyperCard**.

   This step selects the Quit HyperCard command.

3. Release the mouse button.

   This step closes the HyperCard stack and quits HyperCard.
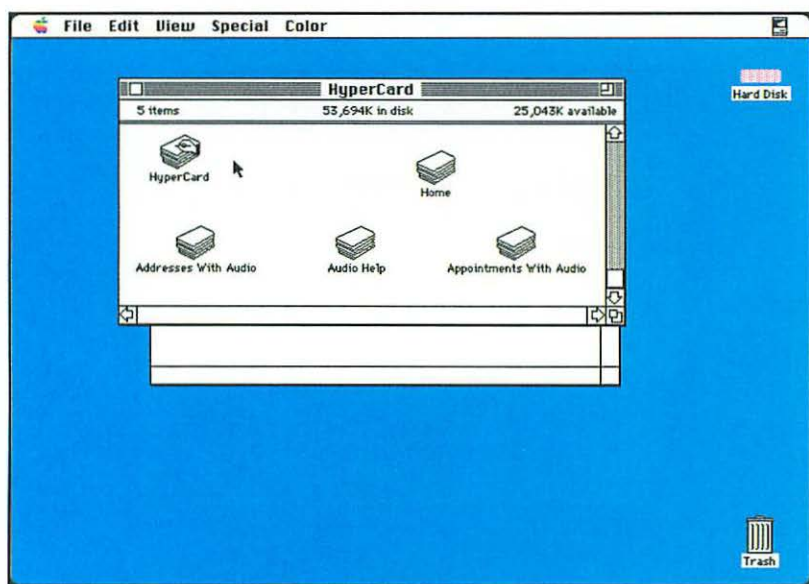
after

R E V I E W

From the **File** menu, select **Quit HyperCard**.

To quit HyperCard

Add a new address card.
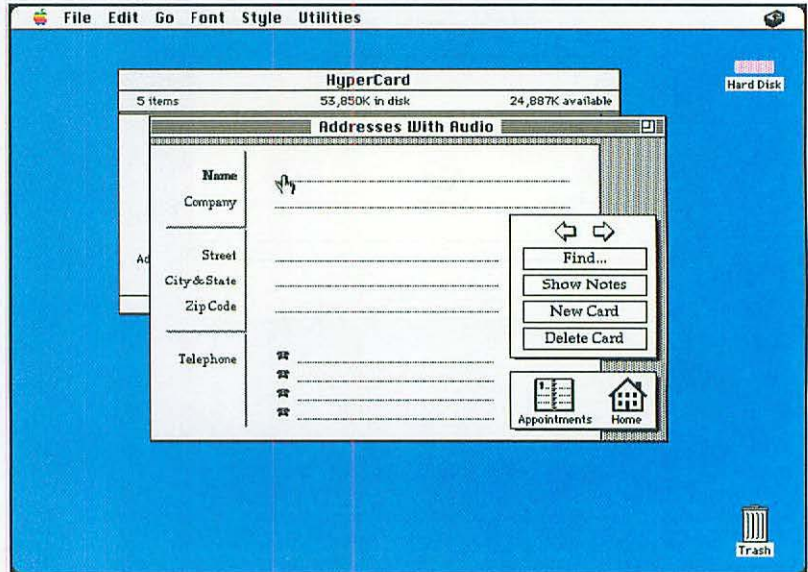
1. Open the **Addresses With Audio** stack.

   This step opens the address stack and displays a sample address
   card. For help with this step, see *TASK: Open the Addresses With
   Audio stack.*

2. Click on **New Card**.

   This step selects the New Card button and displays a blank card.
   The Before screen shows this step.

3. In the Name field, type **Darlene Ball** and press **Tab**.

   This step enters the name for the address card and moves the
   insertion point to the Company field.

4. Type **Gerdt House** and press **Tab**.

   This step enters the name of the company and moves the insertion
   point to the Street field.

5. Type **1 Main Street** and press **Tab**.

   This step enters the address and moves the insertion point to the
   City and State field.

6. Type **Oldenburg, IN** and press **Tab**.

   This step enters the city and state and moves the insertion point to
   the ZIP Code field.
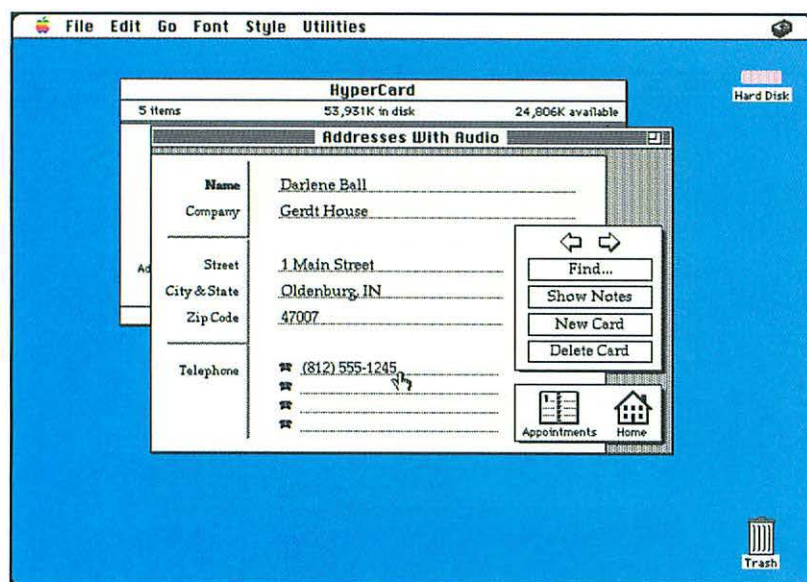
after

7. Type **47007** and press **Tab**.

   This step enters the ZIP code and moves the insertion point to the telephone field.

8. Type **(812) 555-1245**.

   This step enters the telephone number. The card is now complete.

1. Open the **Addresses With Audio** stack.

2. Click on the **New Card** button.

3. Type the entries for those fields you want to complete.

To add a new address card

Display a different address card


```
File  Edit  Go  Font  Style  Utilities
                    HyperCard
5 items          54,099K in disk        24,638K available
              Addresses With Audio

     Name      Jane Doe
     Company   Acme Dot Company

     Street    12 Elm Street                    Find...
     City & State  Other Town, Massachusetts    Show Notes
     Zip Code  27111                            New Card
                                                Delete Card
     Telephone   (617) 555-1212

                                          Appointments  Home
```

Oops!

If there is only one card, nothing happens when you click on the arrow button. You need to add more cards before you can display other cards.
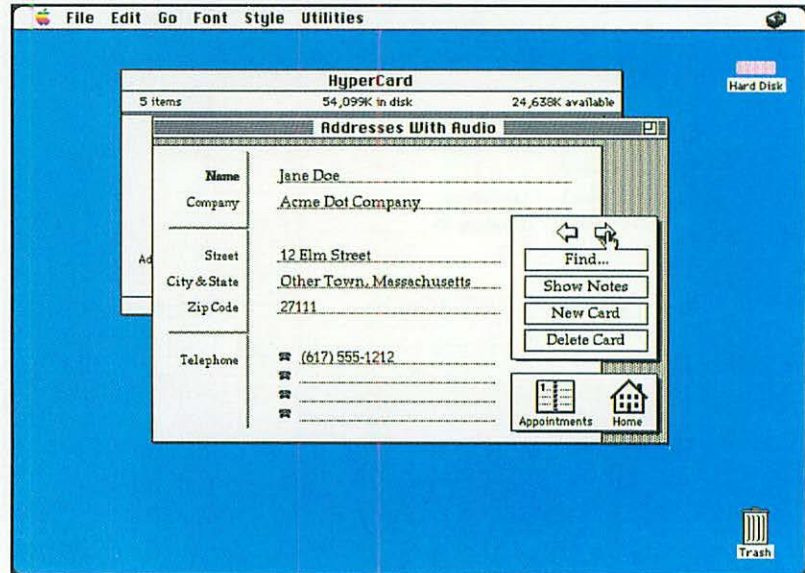
1. Open the **Addresses With Audio stack**.

   This step opens the address stack and displays the first address card. For help with this step, see *TASK: Open the Addresses With Audio stack*.

2. Click on the ➡ button.

   This step displays the next card in the stack.
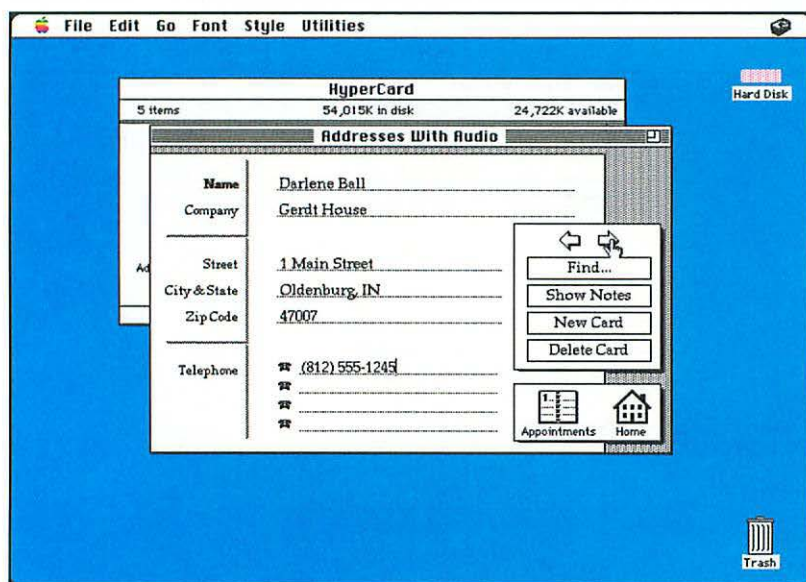
after

REVIEW

1. Open the **Addresses With Audio** stack.

2. Click on the ➡ button to display the next card; click on the ⬅ button to display the previous card.

To display a different address card

Don't have HyperCard or the stacks?
If you don't have HyperCard or the stacks mentioned here, you cannot complete this or any of the other tasks in this section.

Find an address card

1. Open the **Addresses With Audio** stack.

   This step opens the address stack and displays the first address card. For help with this step, see *TASK: Open the Addresses With Audio stack*.

2. Click on **Find**.

   This step selects the Find button. You see a dialog box that prompts you What text do you want to find?

3. Type **Ball**.

   This step specifies the text you want to find. You can enter text that is in any field on the card.

4. Click on **OK**.

   Clicking on the OK button tells HyperCard to search the stack and display the first matching card. The text you entered in step 3 is boxed on the card.

after

REVIEW

1. Open the **Addresses With Audio** stack.

2. Click on the **Find** button.

3. Type the text you want to find.
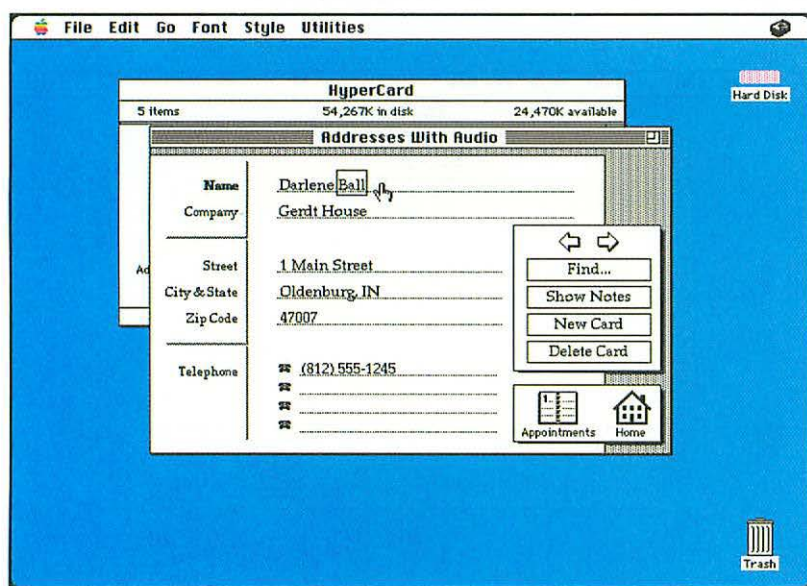
4. Click on the **OK** button.

To find an address card
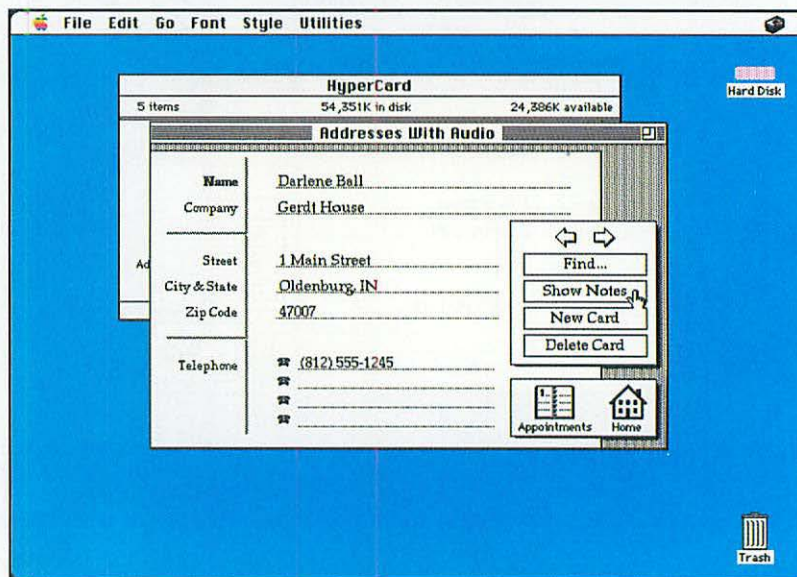
Add a note to an address card

1. Open the **Addresses With Audio** stack.

   This step opens the address stack and displays the first address card. For help with this step, *see TASK: Open the Addresses With Audio stack.*

2. Click on the ➡ button until you see the card for Darlene Ball.

   For help with this step, see *TASK: Display a different address card.* The Before screen shows this step.

3. Click on **Show Notes**.

   This step selects the Show Notes button. You see a note box.

4. Click in the note box.

   This step places the insertion point in the note box so that you can type the note.

5. Type **Quilts, dolls, doll houses**.

   This step enters the note for the address card. The After screen shows this step.
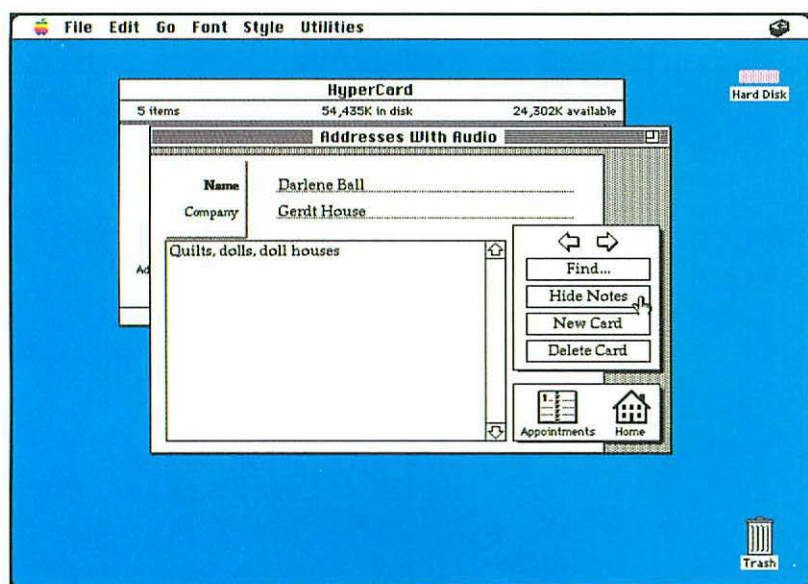
after

To display a note
Click on Show Notes to display the note you have entered.

1. Open the **Addresses With Audio** stack.

2. Display the card for which you want to add a note.

3. Click on the **Show Notes** button.

4. Click in the note box.

5. Type the note.

To add a note to an address card

Don't have HyperCard or the stacks?
If you don't have HyperCard or the stacks mentioned here, you cannot complete this or any of the other tasks in this section.

before

Edit an address card


```
 File  Edit  Go  Font  Style  Utilities

                    HyperCard
  5 items          54,516K in disk      24,219K available

                Addresses With Audio
       Name    Darlene Ball
       Company  Gerdt House

       Street   1 Main Street                 ⇦  ⇨
  Ad   City & State  Oldenburg, IN              Find...
       Zip Code  47007                        Show Notes
                                              New Card
                                              Delete Card
       Telephone  ☎ (812) 555-1245
                  ☎
                  ☎                          Appointments  Home
                  ☎
```

1. Open the **Addresses With Audio** stack.

   This step opens the address stack and displays the first address card. For help with this step, see *TASK: Open the Addresses With Audio stack*.

2. Click on the ➡ button until you see the card for Darlene Ball.

   For help with this step, see *TASK: Display a different address card*.

3. Click on the second line of the telephone field.

   This step moves the insertion point where you want to add text. The Before screen shows this step.

4. Type **(812) 555-3900 FAX**

   This step adds a second phone number to the address card.
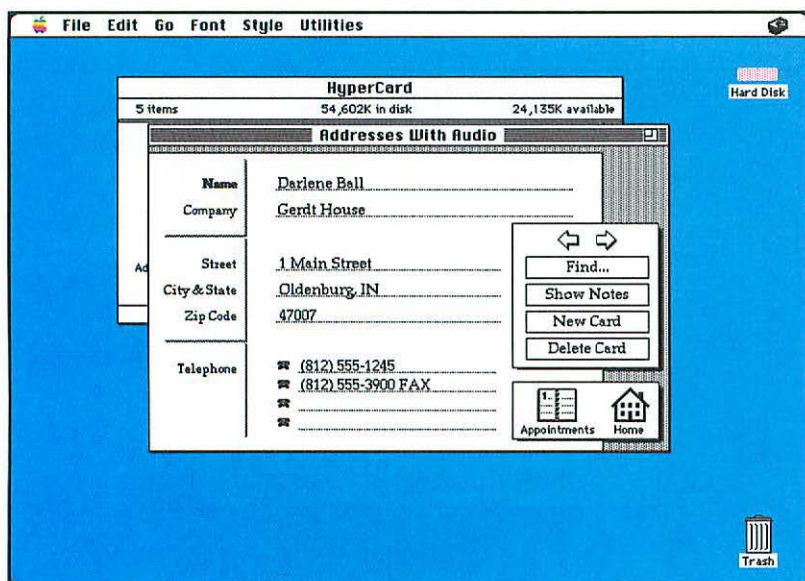
after

REVIEW

1. Open the **Addresses With Audio** stack.

2. Display the card you want to edit.

3. Make any changes.

To edit an address card
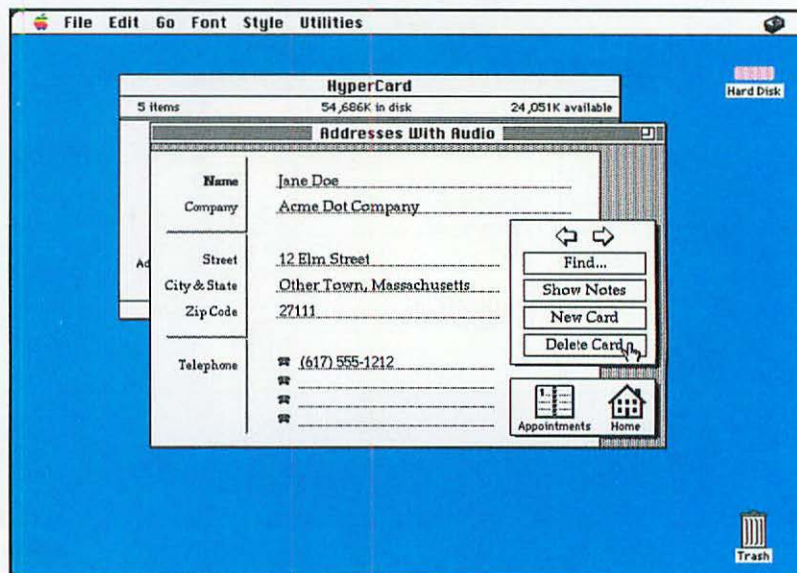
Delete an address card

1. Open the **Addresses With Audio** stack.

   This step opens the address stack and displays the first address card. For help with this step, see *TASK: Open the Addresses With Audio stack*.

2. Be sure that the sample card is displayed.

   HyperCard includes a few sample cards. Display the one for Jane Doe.

3. Click on **Delete**.

   This step selects the Delete button. You see an alert box that asks `Delete this address card?`

4. Click on **OK**.

   Clicking on the OK button deletes the current card and displays the next card in the stack.
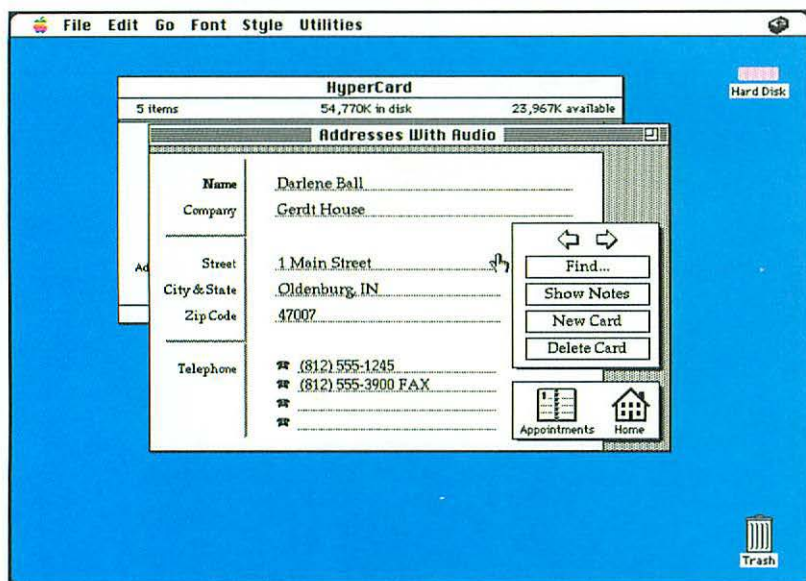
after

REVIEW

1. Open the **Addresses With Audio** stack.

2. Display the card you want to delete.

3. Click on the **Delete** button.

4. Click on the **OK** button.

To delete an address card

Open the Appointments With Audio stack

before
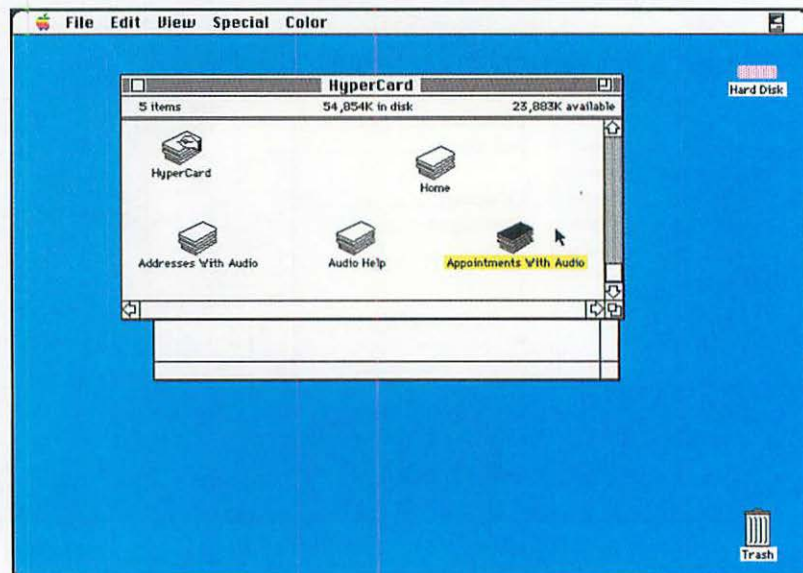
1. Open the **HyperCard** folder.

   For help with this step, see *TASK: Open a folder*. You see a window displaying several different stacks. A HyperCard stack is a collection of cards.

2. Double-click on the **Appointments With Audio** icon.

   This step opens the Appointments With Audio stack. This HyperCard stack is supplied with the Macintosh. If you do not have this stack, skip this and all the other tasks in this section.

   You see a date calendar on the left side of the screen and a month calendar on the right. The current date appears in the date calendar and is boldfaced in the month calendar.

   Buttons appear to the right of the appointment card. These buttons let you find a card, add notes, and move among cards. (See the other tasks in this section.)
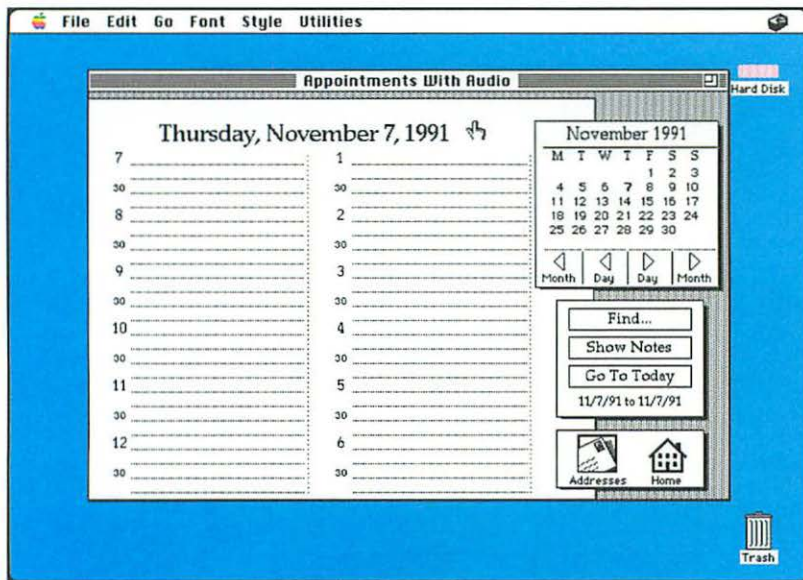
after

REVIEW

1. Open the **HyperCard** folder.

2. Double-click on the **Appointments With Audio** icon.

To open the Appointments With Audio stack

What is HyperCard?
HyperCard is a complete application with its own menu system. For help with all HyperCard tasks, see Que's *HyperCard 2 QuickStart*.
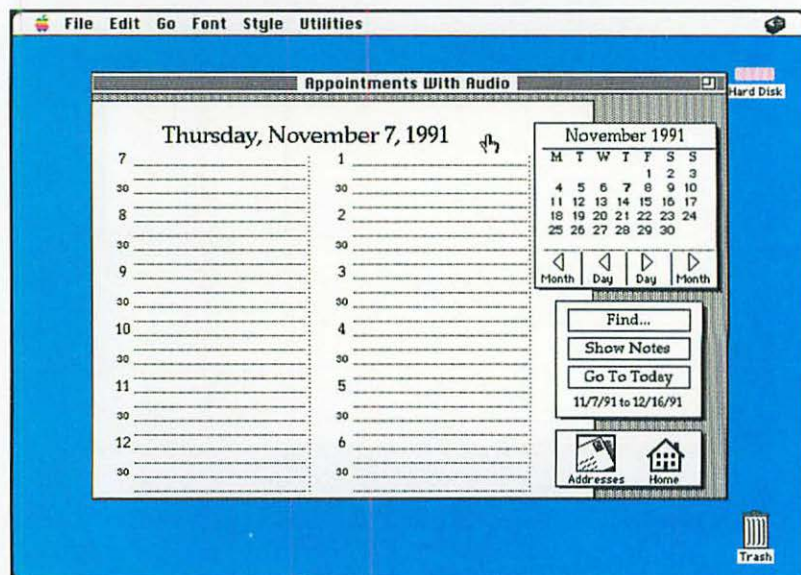
Display a different appointment date

1. Open the **Appointments With Audio** stack.

   This step opens the appointment stack and displays the current date. For help with this step, see *TASK: Open the Appointments With Audio stack*.

2. Click on the ▷ **Month** button.

   This step displays the next month in the month calendar. (In the Before screen, the next month is December.)

   You might see a note that states that no cards exist for this date. If so, click on the OK button.

3. Double-click on **14** in the calendar area.

   This step selects December 14 as the date. This date appears in the date calendar.

   You might see a note that states that no cards exist for this month. If so, click on the OK button.

   You also can click on the ▷ Day button to move to this date, but double-clicking on the date is quicker.
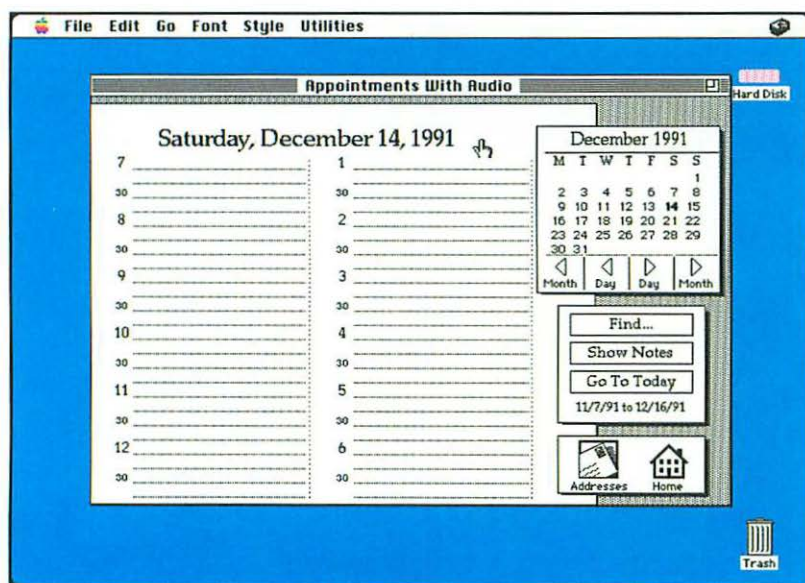
after

REVIEW

1. Open the **Appointments With Audio** stack.

2. Click on the ▷ or ◁ **Day** or **Month** buttons to display the date you want.

To display a different appointment date
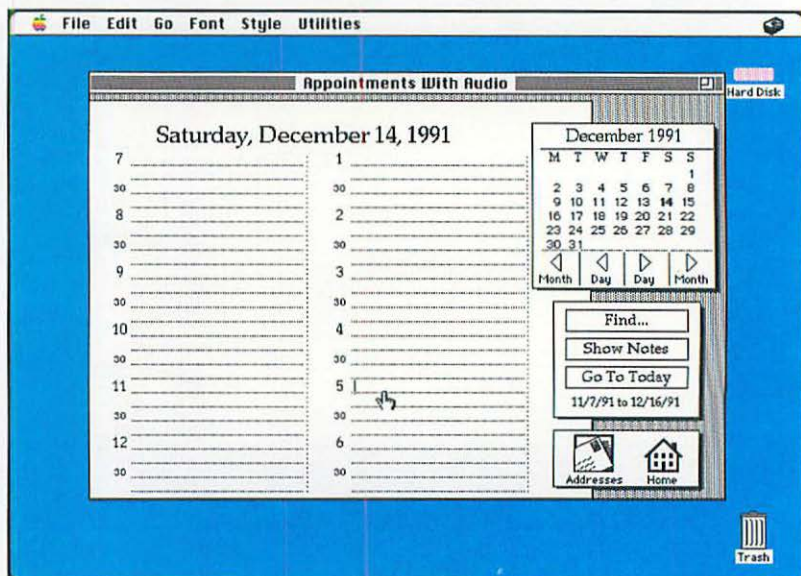
Add an appoint- ment

1. Open the **Appointments With Audio** stack.

   This step opens the address stack and displays the current date. For help with this step, see *TASK: Open the Appointments With Audio stack*.

2. Display the date **December 14, 1991**.

   For help with this step, see *TASK: Display a different appointment date*. The Before screen shows this step.

3. In the date book area, click next to **5**.

   This step selects the time—5 PM—for the appointment.

4. Type **Company Christmas party** and press **Return**.

   This step enters the first line of the appointment entry.

5. Type **Hyatt Regency**.

   This step enters the second line of the appointment entry.
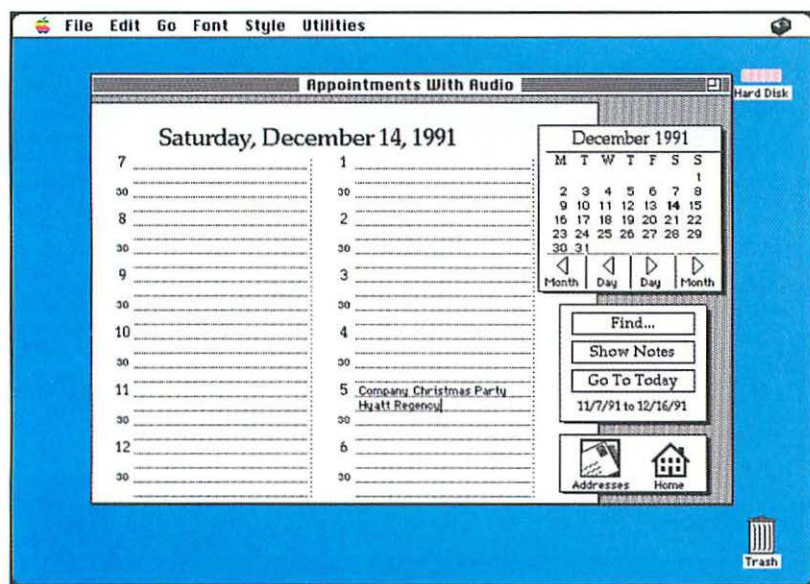
Easy Macintosh

after

REVIEW

1. Open the **Appointments With Audio** stack.

2. Display the date on which you want to enter an appointment.

3. Click next to the time for the appointment.

4. Type the appointment.

To add an appointment

Find an appoint- ment card
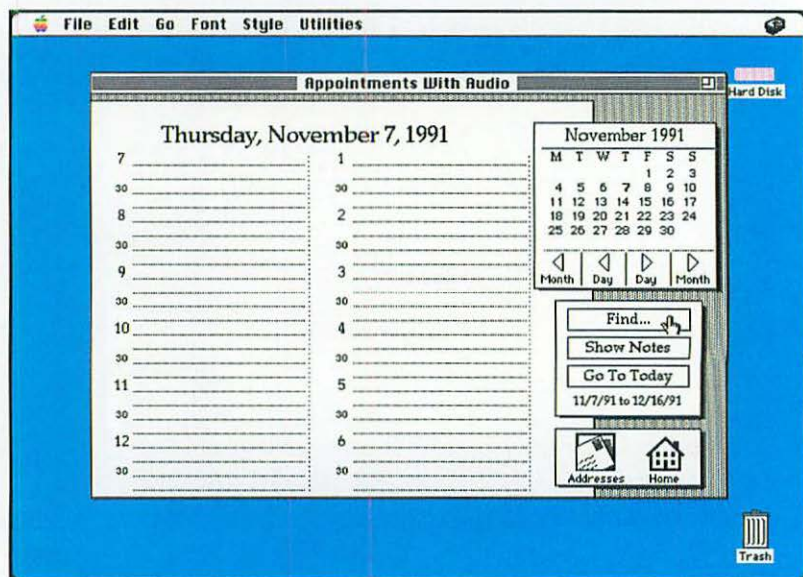
Oops!
If the selected text is not found, you hear the alert sound and a message box appears to state that the text was not found. Click on the OK button and try the search again.

1. Open the **Appointments With Audio** stack.

   This step opens the address stack and displays the current date. For help with this step, see *TASK: Open the Appointments With Audio stack.*

2. Click on **Find**.

   This step selects the Find button. You see a dialog box that asks What text do you want to find?

3. Type **Christmas**.

   This step specifies the text that you want to find. You can enter text that is in any field on the card.

4. Click on **OK**.

   Clicking on the OK button tells HyperCard to search the stack and display the first matching card. The text you entered in step 3 is boxed on the card.

Easy Macintosh

after

REVIEW

1. Open the **Appointments With Audio** stack.

2. Click on the **Find** button.

3. Type the text you want to find.

4. Click on the **OK** button.

To find an appointment card

Add a note to an appointment card

1. Open the **Appointments With Audio** stack.

   This step opens the address stack and displays the current date. For help with this step, see *TASK: Open the Appointments With Audio stack.*

2. Display the date **December 14, 1991**.

   For help with this step, see *TASK: Display a different appointment date*. The Before screen shows this step.

3. Click on the **Show Notes** button.

   This step selects the Show Notes button. You see a note box.

4. Type **Black Tie**.

   This step enters the note for the card. The After screen shows this step.
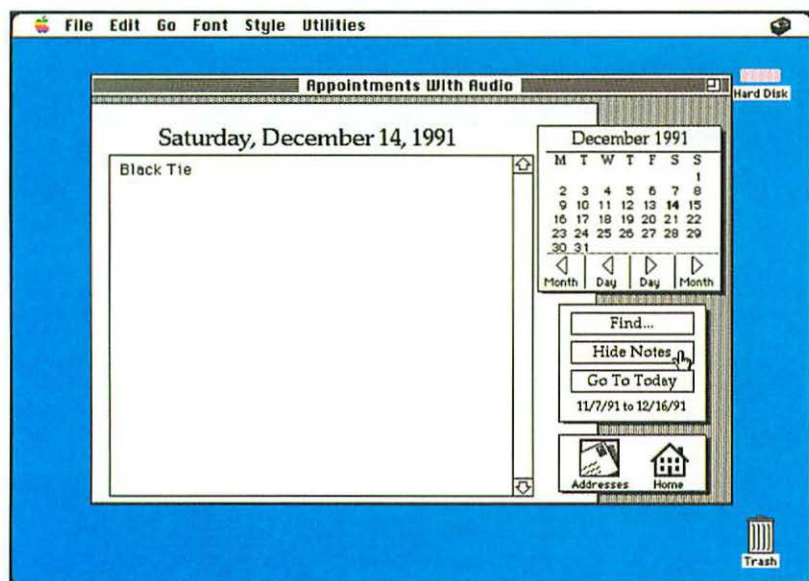
after

To display a note
Click on Show Notes to display the note you have entered.

1. Open the **Appointments With Audio** stack.

2. Display the card for which you want to add a note.

3. Click on the **Show Notes** button.

4. Type the note.

To add a note to an appointment card

Don't have HyperCard or the stacks?
If you don't have HyperCard or the stacks mentioned here, you cannot complete this or any of the other tasks in this section.

before

Edit an appointment card
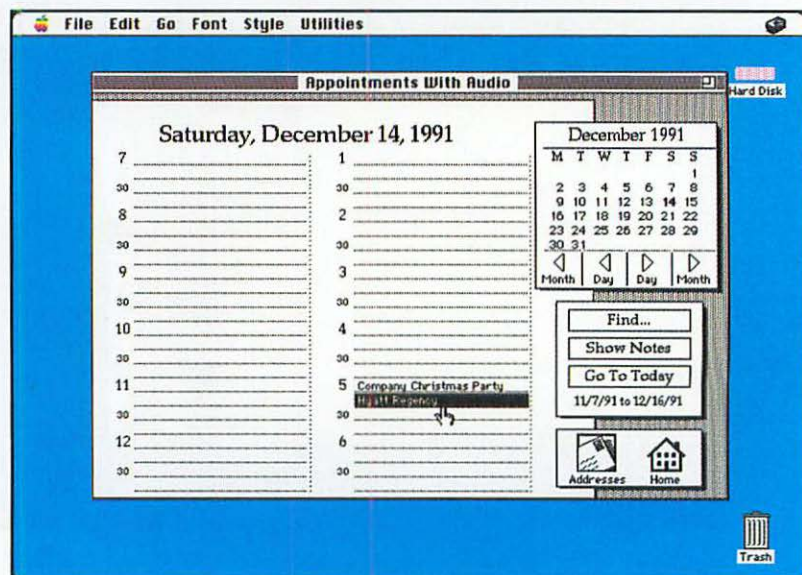
1. Open the **Appointments With Audio** stack.

   This step opens the address stack and displays the current date. For help with this step, see *TASK: Open the Appointments With Audio stack*.

2. Display the date **December 14, 1991**.

   For help with this step, see *TASK: Display a different appointment date*.

3. Click before *Hyatt Regency* on the second line of the appointment entry.

   This step moves the insertion point to where you want to change text.

4. Click and hold down the mouse button; drag across the text *Hyatt Regency*.

   This step selects the text you want to replace. The text appears in reverse video. The Before screen shows this step.

5. Type **Hilton**.

   The new text replaces the selected text.
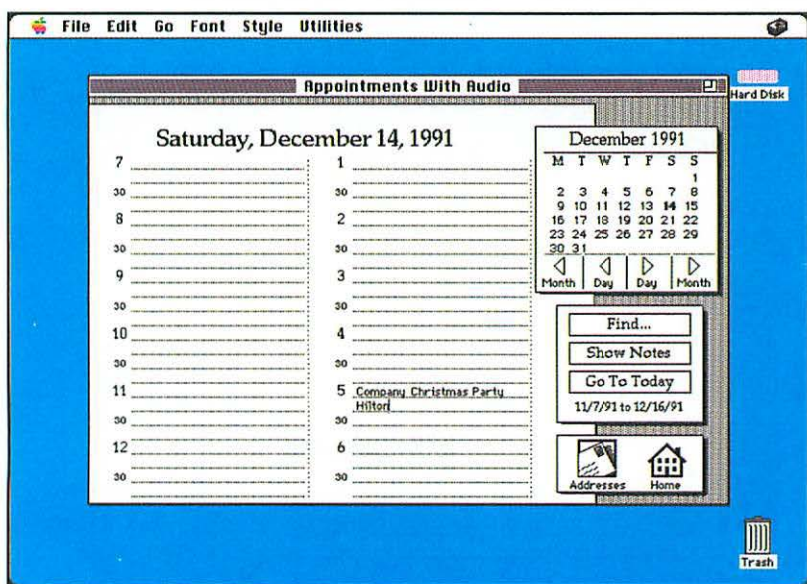
Easy Macintosh

after

REVIEW

1. Open the **Appointments With Audio** stack.

2. Display the card you want to edit.

3. Make any changes.

To edit an appointment card

Delete an appointment

before
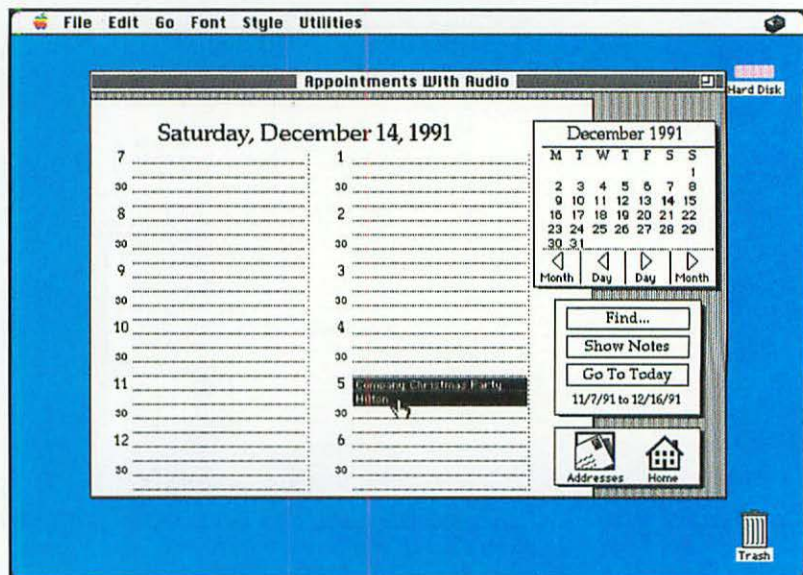
1. Open the **Appointments With Audio** stack.

   This step opens the appointment stack and displays the appointment card for the current date. For help with this step, see *TASK: Open the Appointments With Audio stack*.

2. Display the date **December 14, 1991**.

   For help with this step, see *TASK: Display a different appointment date*.

3. Click before the *C* in *Company*.

   This step moves the insertion point to where you want to delete text.

4. Click and hold down the mouse button; drag across the text to select both lines of the appointment entry.

   This step selects the text you want to delete. The text appears in reverse video. The Before screen shows this step.

5. Press **Delete**.

   Pressing the Delete key deletes the appointment entry. Keep in mind that the actual appointment card is the date—you don't want to delete the card, you want to delete the appointment entry. Deleting the card is similar to tearing a page out of a date book. Deleting an entry is similar to erasing the entry from the date book.
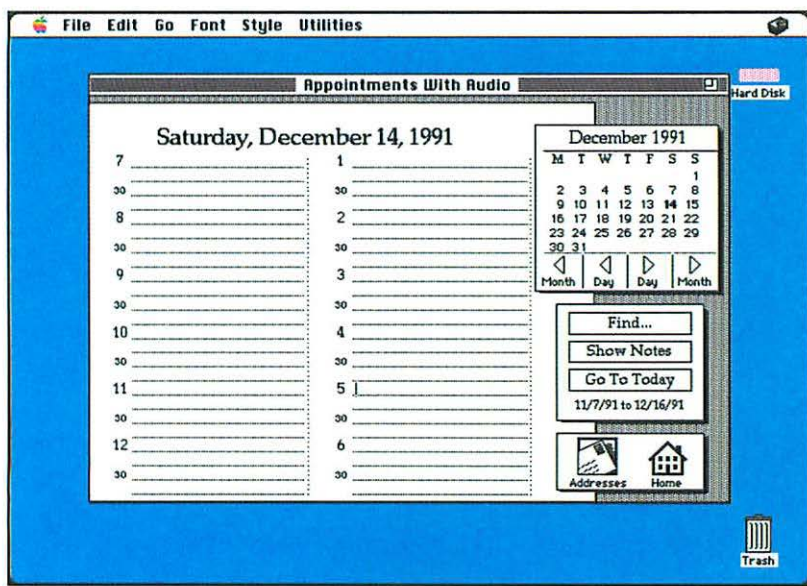
after

REVIEW

1. Open the **Appointments With Audio** stack.

2. Display the entry you want to delete.

3. Select the text for the appointment entry.

4. Press the **Delete** key.

To delete an appointment

Reference

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Quick Reference Guide

Task	Command	Shortcut Keys
Arrange icons	**Special**, **Clean Up Window**	
Create a new folder	**File**, **New Folder**	⌘-N
Close a window	**File**, **Close** or click on the **close box**	⌘-W
Change alert sound	, **Control Panel** (Sound)	
Change date	, **Control Panel** (General)	
Change Desktop	, **Control Panel** (General)	
Change time	, **Control Panel** (General)	
Change speaker volume	, **Control Panel** (General)	
Duplicate a file	**File**, **Duplicate**	⌘-D
Display information about an icon	**File**, **Get Info**	
Display special characters	, **Key Caps**	
Display time	, **Alarm Clock**	
Eject a disk	**File**, **Eject** or drag disk to the **Trash can** icon	⌘-E
Empty trash	**Special**, **Empty Trash**	
Erase disk	**Special**, **Erase Disk**	
Find file	, **Find File**	
Open an icon	**File**, **Open** or double-click on the icon	⌘-O
Shut down the Macintosh	**Special**, **Shut Down**	

Task	Command	Shortcut Keys
Use calculator	, Calculator	
View small icons	View, by Small Icon	
View icons	View, by Icon	
View names	View, by Name	
View dates	View, by Date	
View size	View, by Size	
View kind	View, by Kind	

Software Guide

To use your Macintosh to perform a specific task (writing a letter, balancing a budget, storing real estate clients), you need to purchase and install applications. Applications are tools you use on the Macintosh.

This guide discusses the most common categories of applications, briefly explains the function of each type, and lists a few representative software packages. For more information, see *Que's Big Mac Book,* 3rd Edition, or pick up a Macintosh magazine, such as *MacUser* or *MACWORLD*, and read the articles and advertisements.

Types of Applications

There are basically 10 categories of applications:

- Word processors
- Spreadsheets
- Databases
- Graphics
- Desktop publishing
- Communication
- Integrated programs
- Financial
- Education
- Games

In addition, you might want to add desk accessories (mini-applications) and utilities. The following sections discuss each type of program.

Word Processors

You use word processors to create memos, letters, reports, brochures, and other printed material. A word processor is like a typewriter—but much better.

Most word processors offer several features that make it easy to work with text. You can

See text on-screen as you type.   Because the text is not committed to paper, you can make changes and corrections—delete text, add text, and so on.

Rearrange text.   As you write, you might decide that the last paragraph really belongs in the introduction. With a word processor, you can move the text from one spot to another. This process is called *cut and paste*.

Spell check your document.   Nothing mars a document worse than a glaring typo or misspelled word. Most word processors offer a speller. You can check the spelling of your document before you print.

Save a document.   You can save the document on disk and use it again.

Format a document.   Word processors vary in the formatting features they offer. Simple word processors enable you to set tabs, change margins, select different fonts or font styles (bold, italic, and so on). Complex word processors include these features, and they also allow you to add footers and headers, create columns, insert graphics, and so on.

The most common word processing programs are

- MacWrite II
- Microsoft Word
- Nissus
- WordPerfect

Spreadsheets

A spreadsheet is an electronic version of an accountant's pad. You use a spreadsheet program to set up worksheets. Worksheets can total sales by division, keep track of a monthly budget, figure loan balances, and perform other financial analyses.

With a spreadsheet program, you can

Calculate formulas.   You can write simple formulas to add, subtract, multiply, and divide. You can depend on the spreadsheet program to calculate the results correctly every time.

Change data and recalculate.   When you change, add, or delete data, the spreadsheet recalculates the results automatically. You don't have to erase and rewrite when you forget a crucial figure. And you don't have to refigure all the amounts manually when you make a change or an addition.

Rearrange data.   With your worksheet on-screen, you can add or delete a column or row. You can copy and move data from one spot to another.

Repeat information.   You can copy text, a value, or a formula from one place to another in the worksheet. In your monthly budget worksheet, for example, you total the expenses for each month. You could write a formula that calculates January totals, and then copy this formula for February through December.

Change the format of data.   You can format your results in many ways. You can display a number with dollar signs, as a percent, or as a date. You can align text left, right, or center.

Print data.   You can print reports of your data.

Create graphs.   Most spreadsheet programs enable you to graph your data and print that graph. You can create pie graphs, bar graphs, line graphs, and many other graph types.

The most common spreadsheet programs are

- Full Impact
- Lotus 1-2-3
- Microsoft Excel
- Resolve
- Wingz

Databases

A database is similar to a complex card file. You store related information together. You can use a database to keep track of real estate clients, a baseball card collection, employees, inventory—any set of data.

Each piece of data—for example, a phone number—is stored in a *field*. A set of fields — such as a name field, an address field, and a phone number field—make up a *record*. A *database* is a collection of all the records.

Databases enable you to

Retrieve data.   After you enter data, you can easily retrieve it. Rather than sift through several paper documents, you can quickly pull up an invoice on-screen, for example.

Sort data.   You can rearrange data. For instance, you might want an alphabetical list of clients, sorted by last name, to use as a phone list. You might want to sort the same list by ZIP code to do a mailing.

Print data.   You can print reports, mailing labels, and other output.

Some of the most common database packages include

- 4th Dimension
- FileMaker Pro
- FoxBase+/Mac

Graphics

With graphics programs, you can create simple to complex illustrations. This category also includes presentation programs, which enable you to create graphs, and computer-aided design programs (CAD), which enable you to create architectural and other complex drawings.

Graphics programs offer these advantages:

Provide many drawing tools.   Different packages offer different drawing tools. These tools can enable you to draw geometric shapes (circles, squares, rectangles, lines, and so on), add fills and color, add text, trace objects, align objects, and so on.

Edit drawings.   If you don't get the drawing just right, you can modify it. You can delete and redraw parts of the drawing.

Create drawings to be used over and over.   You might, for instance, create a logo that you could use for letterhead, business cards, and so on.

Programs in this category include

- Adobe Illustrator (draw)
- Aldus Freehand (draw)
- Aldus Persuasion (graph)
- Aldus SuperPaint (paint and draw)
- CA-Cricket Graph (graph)
- Canvas(paint)
- Claris CAD (CAD)
- MacDraw Pro (draw)
- MacPaint (paint)

Desktop Publishing

Desktop publishing programs enable you to create sophisticated brochures, newsletters, fliers, resumes, invitations, menus, reports, and other output. Some word

processing packages offer desktop publishing capabilities (such as column layout), but the features offered by desktop publishing programs are more sophisticated. Keep in mind that if you do use a desktop publishing program, you will probably use a word processor to create the text.

A desktop publishing program offers these features:

Layout a page. With a desktop publishing program, you have precise control over the layout of the page—the margins, headers, footers, and so on. You also have control over the text—what font, size, and style are used; where the text is placed; and how the text flows.

Change page layout. If you don't like the way the document looks, you can change the document. You can experiment with the layout until you get the document just the way you want it.

Create templates. You can create a template for the type of document that you use over and over, such as a newsletter. The headings and layout would be set—you just have to add the text.

The most popular desktop publishing packages are

- Aldus PageMaker
- QuarkXPress
- Ready, Set, Go!
- Ventura Publisher

Communication

Communication programs enable you to use your computer to talk to other computers. You might, for example, need to access a huge computer (called a *mainframe*) that stores stock figures so that you can get up-to-the-minute reports. Or you might need some sales data from your district office's computer. With a communication program, you can send and receive information over the phone lines.

To use your Macintosh to communicate, you also must have a modem, a phone line, and a communication package. MicroPhone and White Knight are examples of this type of package. (For more information on modems, see *Introduction to PCs*, 2nd Edition, or *Que's Big Mac Book*, 3rd Edition.)

Integrated Programs

Integrated programs combine several types of programs into one package: word processing, database, spreadsheet, and communications. Each of these programs offer the benefits previously discussed. They also have the added benefit of enabling you to integrate the data from one program into the next easily. You can use the mailing list from your database, for instance, to create form letters with your word processor. You can copy financial figures from the spreadsheet to a report in the word processor. On the down side, integrated packages do not offer as many features as stand-alone or dedicated packages.

Integrated packages include

- Microsoft Works
- ClarisWorks
- Greatworks
- BeagleWorks

Financial Programs

Financial programs enable you to create tax returns, balance your checkbook, set up an accounting system, and perform other finance-related tasks. These programs range from the simple to the complex. Some examples follow:

- CheckFree (simple electronic bill-paying utility)
- M.Y.O.B. (complete accounting package—general ledger, accounts receivable, accounts payable, payroll)
- MacIn Tax (tax preparation program)

- Managing Your Money (finance management package)
- Quicken (simple check-writing program—also can be used for limited accounting purposes)
- Wealthbuilder (financial investment advisor and manager—can also read information from Quicken and Managing Your Money)

Education

The Macintosh is easy to use, which makes it ideal for learning new tasks. You can use programs to learn how to type, read, or write a story. These programs are helpful for children and adults alike.

Some sample programs include

- Dinosaur Days
- KidPix
- Mavis Beacon Teaches Typing
- New Math Blaster Plus
- Reader Rabbit

Games

And last but not least, you can use the Macintosh to play games. Available games include

- Puzzle Master
- Swamp Gas
- Talking Moose
- Where in the USA is Carmen Sandiego?

Desk Accessories and Utilities

Your Macintosh comes with a set of desk accessories (DAs). (Some of these are covered in the Task/Review part of this book.)

You also can add other desk accessories. AfterDark, for example, is a screen saver program that displays a picture on-screen if you haven't used the computer in a certain amount of time. Another DA, CanOpener, enables you to access any Macintosh document—no matter what program created it.

Utility programs help you manage your system better. You might want a program to undelete files, for example, or optimize your hard disk, compress files, check for viruses, or search files. Some utilities function as DAs; others are separate programs. Available desk accessories and utility programs include

- Checklist
- Heapfixer
- MacLink Plus/PC
- MacTools Deluxe

Others

Not all programs fit into a neat category. New programs are created every day. Programs are available that enable you to draw up a will, create a calendar, or perform complex statistical analyses. Just peruse some of the Macintosh magazines to get an idea of the world of possibilities. Explore with your Macintosh. Be productive. But most of all, have fun.

Glossary

application   A computer program used for a particular task—such as word processing. In most cases, the terms *program* and *application* mean the same thing and can be used interchangeably.

byte   A measure of an amount of information that is equal to about one character.

capacity   A term used to describe how much data you can store on a disk. Capacity is measured in kilobytes (K) or megabytes (M).

Chooser   A desk accessory that enables you to select a printer. Applications use the printer you have selected with the Chooser to print documents.

click   The action of pressing and releasing the mouse button once.

clipboard   A temporary spot in memory that holds text or graphics you cut or copy. This area is cleared after you turn off the Macintosh.

close box   A small box in the upper left corner of a window. Click on this box to close the window.

control panel   A desk accessory that enables you to customize features, such as the Desktop pattern, the alert sound, and the speaker volume.

desk accessory (DA)   A small application that performs a limited task (alarm clock, calculator, puzzle). Desk accessories are listed in the Apple menu. Some desk accessories come with the Macintosh.

Desktop   The work area of the Macintosh.

dialog box   An on-screen window that displays further command options. Many times a dialog box reminds you of the consequences or results of a command and asks you to confirm that you want to continue with the action.

document   A generic term used to describe text files created with applications. A document can be a letter, a picture, a worksheet, and so on.

double-click   The action of pressing the mouse button twice in rapid succession.

drag   The action of pointing to an item, and then pressing and holding down the left mouse button as you move the mouse.

file   The various individual reports, memos, databases, and letters that you store on your hard drive (or disk) for future use. (Also called a *document*.)

Finder   The part of the Macintosh operating system that keeps the Desktop organized.

floppy disk   A storage device. Floppy disk drives read from and write to floppy disks.

floppy disk drive   A storage device. Floppy disks are 3 1/2 inches; the floppy part is inside the plastic encasement.

folder   An item on the Desktop that stores icons. A folder can contain files, other folders, or other types of information.

hardware   The physical parts of the Macintosh—the screen, the keyboard, the mouse, and so on.

icon   A picture that represents a file, folder, or application program.

initialize   The process that prepares a disk for use.

kilobyte   Approximately one thousand bytes (1024 to be exact). A kilobyte is a measurement used for files.

megabyte   One million bytes of information.

menu   An on-screen list of commands or options.

menu bar   A list of menu names that appears near the top of the Desktop.

monitor   The piece of hardware that displays on-screen what you type on the keyboard.

program   A set of instructions that tells a computer what to do. (Same as *application*.)

scroll bars   The bars at the bottom and right of a window. At the ends of the bars are scroll arrows; click on an arrow to scroll the window in the direction of the arrow.

shut down   The action of saving all work, closing all applications, and turning off the computer.

size box   The box located in the lower right corner of a window. This size box enables you to resize the window.

software   Another term for computer programs or applications. You run software on your hardware.

System Folder   The folder that contains files necessary to start and use the Macintosh.

title bar   The horizontal bar at the top of a window. The title bar contains the name of the window.

Trash can icon   An icon used to delete files, folders, and applications.

window   A rectangular area on-screen in which you view an application or a document.

zoom box   The box located in the upper right corner of a window. The zoom box enables you to enlarge (zoom) the window.

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Now, you can learn how to use a Macintosh computer . . . the *Easy* way! With practical, fact-filled, full-color pages, this method guarantees the fastest, easiest success with Macintosh computing. You get familiar with the Macintosh—and the tools that come with it—so you can complete common computer jobs fast. *Easy Macintosh* shows you how, one simple step at a time.

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