

SYBEX COMPUTERBOOKS

The Easy Guide to Your Macintosh™



Joseph Caggiano

THE EASY GUIDE TO YOUR MACINTOSH™

Joseph Caggiano



Berkeley • Paris • Düsseldorf

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Library of Congress Card Number: 84-51084
ISBN 0-89588-216-7
Printed in the United States of America
10 9 8 7 6 5 4 3 2 1

For Kimi-chan

Acknowledgements

It's a pleasure to thank the people who helped with this book: Dr. Rudolph Langer for the invitation to write it; Frank Scott for his enthusiasm and meticulous editing; Karl Ray for masterminding the book's production.

Thanks, too, to Roger Gottlieb for ongoing conversations. And special thanks to my wife Kim, patient observer and skilled critic.

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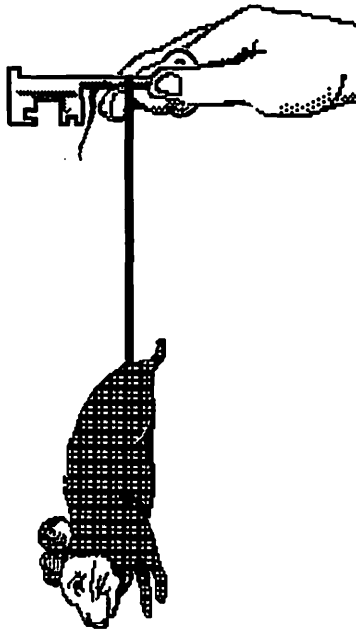
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Easy Guide to your Apple Icons

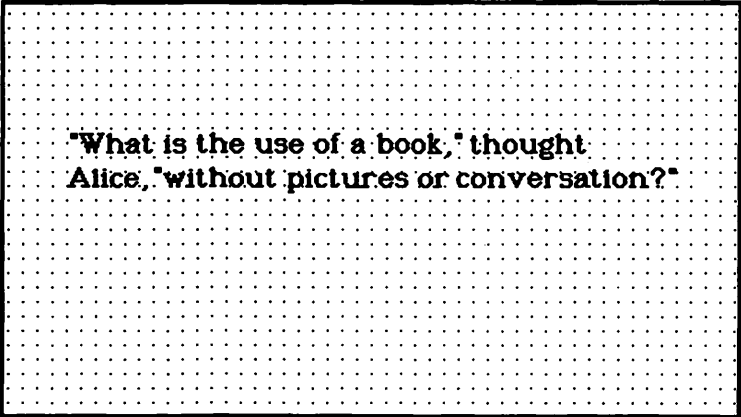


	Apple Menu (Desk Accessories)
	Disk
 Trash	Trash Can
	Document Folder
	System Software
	Application Program
	Application Document
	Wristwatch
	Error



Introduction

Using This Book



"What is the use of a book," thought
Alice, "without pictures or conversation?"

Introduction

We live in a world of information. Words and numbers, facts and figures fill our time at work, at school, even at home. Knowing how to handle information—knowing what's important and what to do with it—is the key to business and personal success.

It's a new environment and computers are the tools for dealing with it. That's where the Apple Macintosh comes in. This remarkable machine redefines the personal computer to make it more familiar and easier to control. With Macintosh, the computer is no longer something alien that people have to confront. It's a convenience that invites you to use it.

This isn't a theoretical book about Macintosh or a history of the machine's development. It is a *practical guide* for discovery and mastery of Macintosh techniques. You'll find detailed, step-by-step instructions about the mouse, windows, and disks. You'll also find demonstrations of popular Macintosh software and tips for using the computer efficiently.

To use this book, you need curiosity, not previous experience with computers. If you have a Macintosh, the book will show you how to use it confidently and successfully. If you're thinking about buying a Macintosh, this book will give you a good idea of what it's like to use the machine.

The chapters are organized in sequence from plugging in the computer to performing routine operations and actually using software.

Chapter 1 has a little background information about Macintosh and shows how to set up the machine.

Chapter 2 introduces the Macintosh work area or electronic desktop. You'll see what the desktop is, what it does, and start to use it.

Chapter 3 shows how to work with windows and has details about the mouse.

Chapter 4 tells what you need to know about caring for and using disks.

Chapter 5 explains the Macintosh work cycle or sequence of actions for using software and saving your work on disk.

Chapter 6 includes step-by-step demonstrations of MacWrite, MacPaint, and Multiplan. By following the instructions in Chapter 6, you'll begin learning how to use these applications.

Chapter 7 explains what you should know about menus, the lists of commands that carry out various actions. This chapter also shows how to use the convenient desk accessories that are built into Macintosh.

Chapter 8 describes how you can customize your Macintosh with various software and equipment options.

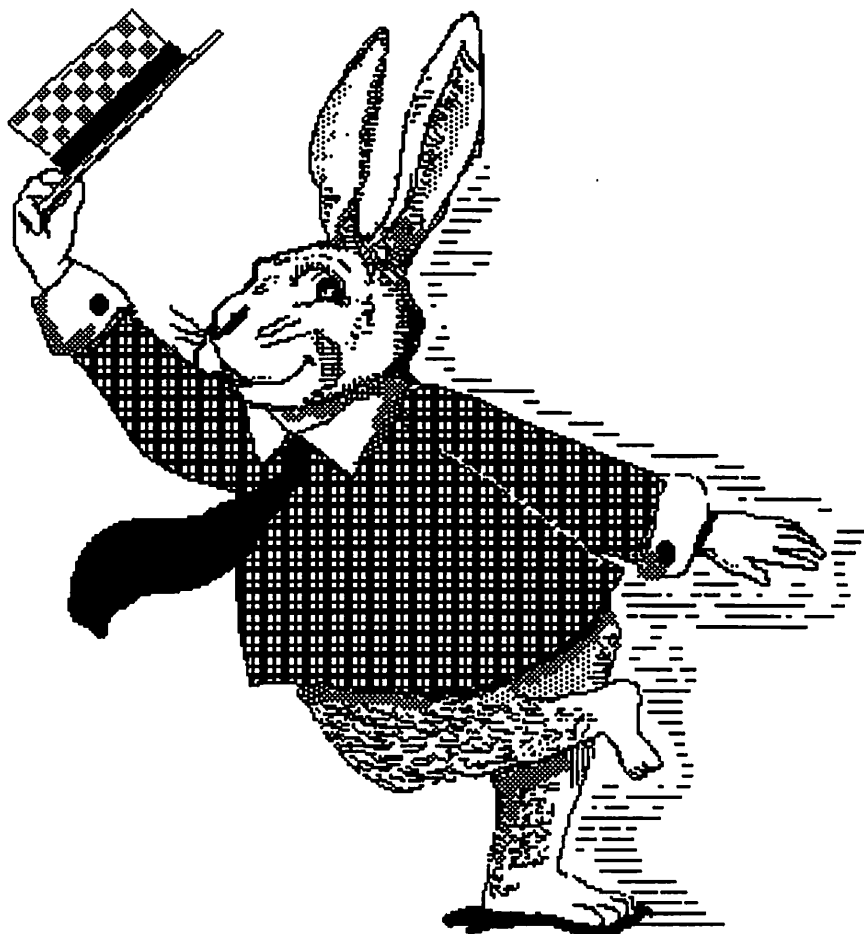
Chapter 9 contains *one-minute recipes*, step-by-step instructions for some of the typical things you'll want to do when using Macintosh.

Appendix A, *MacHelp* tells you how to get out of certain problem situations that may occur.

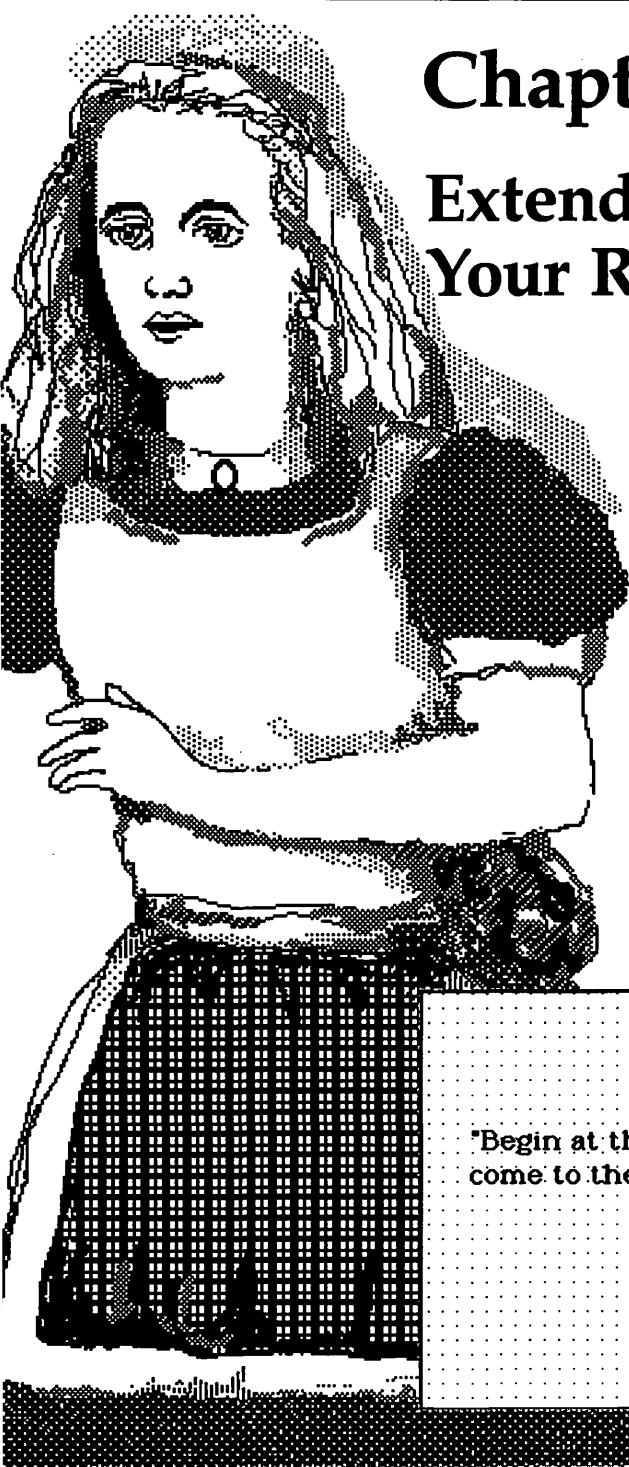
Appendix B, *MacWords*, is a short glossary of terms used with Macintosh.

Follow Alice — and enjoy the trip through Windowland!

*Thus grew the tale of Windowland
Thus slowly, one by one,
Its quaint events were hammered out—*







Chapter One

Extending Your Reach

"Begin at the beginning...and go on till you
come to the end: then stop."

Computers have a lot to offer for business and personal use, education, and entertainment. But that doesn't mean much unless we can use these machines confidently for the things we want to do.

Macintosh is designed to simplify personal computing and bring it within reach of more people than ever. It aims to make computing a smooth extension of familiar ways of doing things.

This chapter is a quick orientation to the ideas behind Macintosh and the machine's basic ingredients: hardware and software.

Instructions for setting up your computer are at the end of this chapter.

A Smart Machine?

You can use Macintosh without knowing about the nuts and bolts of computers. After all, you don't need to be a mechanic to drive your car or an engineer to enjoy the stereo. But there's something about computers which can make people uncomfortable or a bit apprehensive. Perhaps it's their reputation as mysterious devices tended only by experts.

Macintosh, though, is a *personal* computer. It's small, it's yours, and it's no more intimidating than a television set. (It even looks like one.)

But your television is a dumb machine. It receives signals from somewhere and shows you a picture. Macintosh, being a computer, is relatively smart. It's not confined just to showing information—budget figures, for example, or the draft of a sales report. Instead, you can use Macintosh to work with the information in many ways to change and rearrange it, compare it to something else, or store the information away for later use.

While this happens Macintosh may display questions on its screen or ask for further instructions. You and the machine work together to get things done. This is the computer's

real power. It's just a machine, but it works closely with you to extend your control over things.

To get the most from a computer, you need to know what the machine can do and how to do it.

That's what this book is for. It's an easy guide to putting Macintosh to work for you.

What's Different About Macintosh?

Apple designed Macintosh to simplify the way people work with their computers. The idea is to eliminate computer intricacies which are hard to learn and often get in the way of what you're trying to do.

You'll find Macintosh very different from the "glowing letters in the dark" you may expect from a computer. Macintosh takes a familiar environment and gives us the computer equivalent. It's a visual and immediate experience—you see things as they happen.

To carry out this idea, Macintosh imitates the usual way of doing things. The work area you'll use on screen is Macintosh's equivalent of a desktop. You'll be able to move things on it, rearrange them, and choose what to work with just as you would on a regular desktop.

How do you know what's on your desk? By looking! The answer is so simple, it's not something you think about. Look at your desk and you'll see books, pads, pencils and files—whatever it is you work with. Macintosh keeps this obvious way of working. It represents familiar objects with symbols called *icons*. The icons on Macintosh's screen show at a glance where things are and what's available to work with.

On a desktop, it's only natural that we can move things around and pick what's needed. Macintosh uses the mouse to carry this idea over to the computer. The mouse is your tool for reaching onto the Macintosh desktop, arranging things, and getting to work.

Macintosh's sense of simplicity extends to the software made for it. All the software shares the common set of things you'll learn about in this book. Once you know about the mouse, windows, and menus, you'll already know a lot about any Macintosh software. This differs from the typical situation in which different software for the same computer has completely different commands and ways of working. Usually, you start on the ground floor whenever you learn to use new software. Apple's intention with Macintosh is that you're already on the tenth floor when you start.

Macintosh's designers know that a computer is only a machine. You shouldn't have to pay more attention to the machine itself than to the work you're doing with it.

Main Unit

Hardware refers to the actual machinery of a computer. Macintosh has three hardware components: the main unit, the keyboard, and the mouse.

The *main unit* is the compact plastic box that looks like a TV set. Macintosh's electronics are inside the main unit. At the heart of things is the microprocessor, the device which keeps Macintosh running smoothly. It controls the computer's internal workings and gives the machine its particular character.

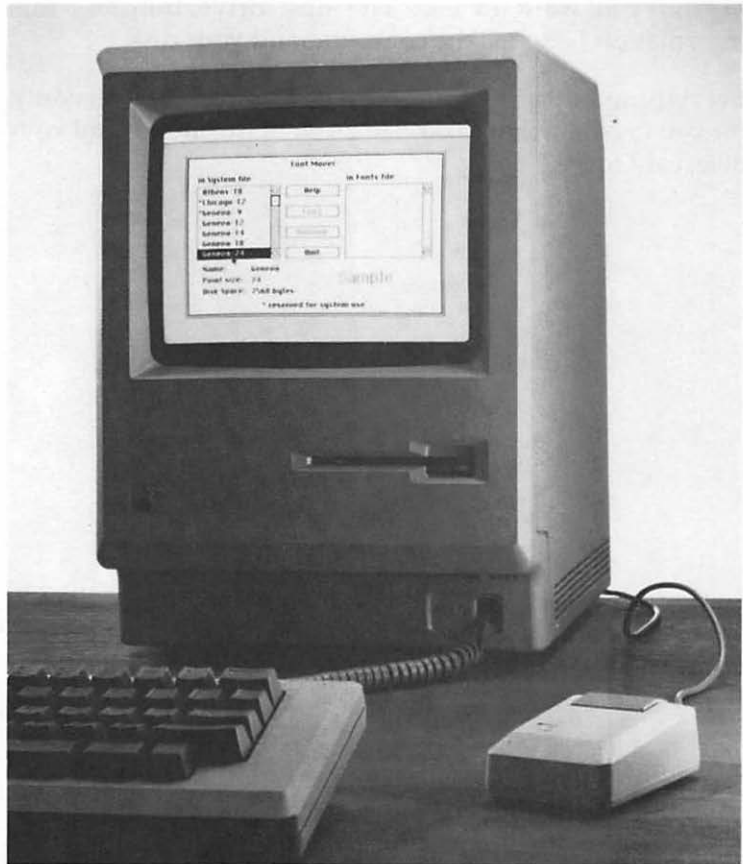


Figure 1.1: Main Unit

The microprocessor works closely with another set of devices called *memory*. This is where Macintosh stores instructions and the information it gets from disk or directly from you. The contents of memory change according to the specific things you're doing—running a program or making calculations, for example.

The *video screen* shows what's happening as you use Macintosh. It's where you'll see your work and Macintosh's response.

The slot below the video screen is the *internal disk drive*. This is where you'll insert disks with programs and information you want to use. The disk drive transfers this information between the computer and your disk.

Everything in the main unit is ready to work. It waits only for you to tell it what to do. That's what the mouse and keyboard are for.

Keyboard

Macintosh's *keyboard* is like a typewriter's, with a few additional keys. As you type text and numbers at the keyboard, they'll appear on screen.

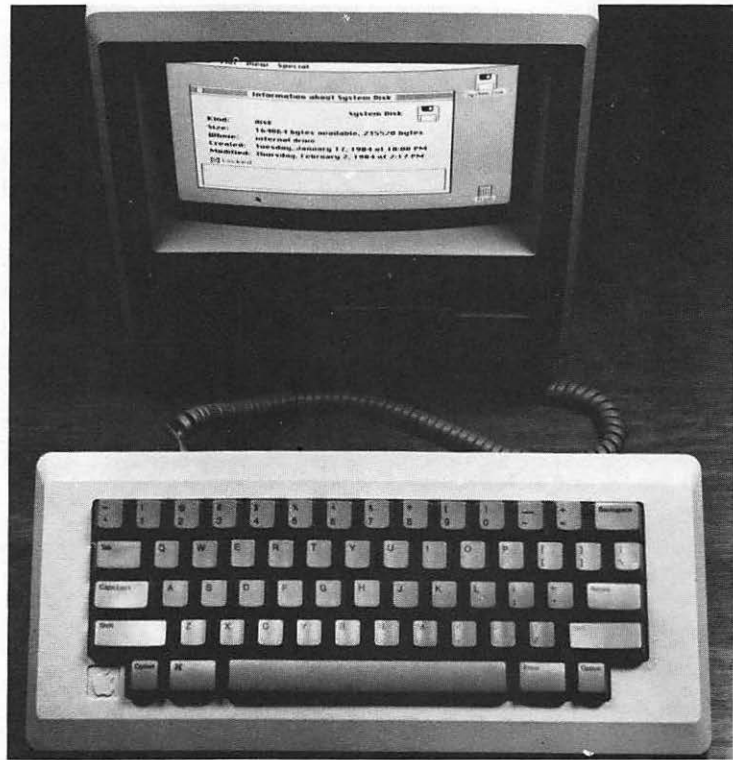


Figure 1.2: Keyboard

With most personal computers, the keyboard is your only way to communicate. You use the keyboard to get information into the machine and to give commands telling the computer what to do. That means typing things in a format the computer understands. Many people find these formats awkward to learn and difficult to use.

With Macintosh, the keyboard is just one way to communicate. Macintosh understands information from the keyboard, of course. But you'll give the computer most of its instructions and do much of your work simply and directly with the mouse.

Mouse

The *mouse* is a small rectangular box with a long cable attached to it.

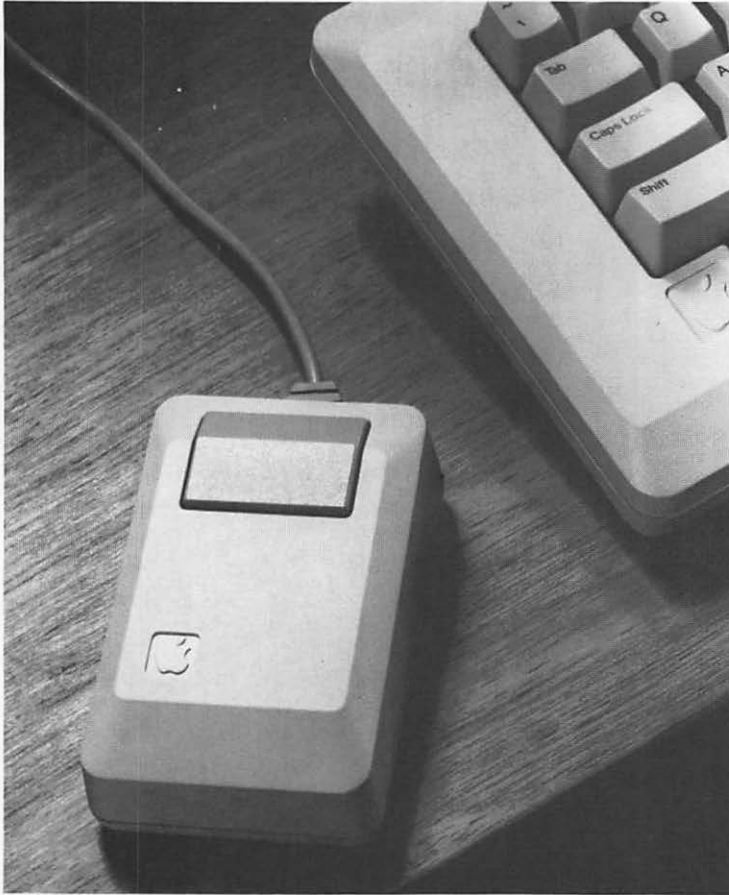


Figure 1.3: Mouse

The bottom of the mouse has a roller built into it, and there's a flat button on the top.

The mouse is made to fit your hand and roll smoothly on a flat surface. When Macintosh is on, the mouse is linked electronically to a *pointer* on the computer screen. Moving the mouse on your desktop moves the pointer on screen.

To give an instruction or perform an operation, you'll move the pointer on screen by rolling the mouse. When the pointer is on the icon or instructions you want, you click the button on the mouse. Macintosh will immediately go to work. You don't need to remember what command to type. Just use the mouse to make your choice!

The mouse makes Macintosh a quick, visual experience. You can concentrate on your work, not on the computer. Chapter 2 will start you off with the mouse, and Chapter 3 has all the essential mouse techniques.

Software

Hardware is the computer's machinery. Software makes the hardware useful.

Software refers to sets of instructions or *programs* which tell a computer what to do. Software is stored on disks for you to use when needed. For example, one of the disks you received with Macintosh is the *system disk*. This disk contains *system software*, an important set of programs which organize Macintosh's internal operation and make the machine ready for use.

Software may be designed for specific jobs or *applications*. MacWrite™, for example, is an application program for word processing. This program makes Macintosh a versatile machine for producing and working with text. A *spreadsheet* program like Multiplan concentrates Macintosh's power on numerical calculation and analysis.

There's a wide range of application software available for Macintosh. But the idea behind all of it is the same: to make the computer an efficient tool for doing something in particular, whether managing a business or playing a game.

You'll use application software to create information on disks. Next year's budget forecast, the charts you did for yesterday's meeting, or the lab results you just typed up can all be stored as data on disks. These disks will contain the raw material and the finished products of your work.

Since disks contain your software and data, it's important to handle them properly. Chapter 4 explains how to manage disks efficiently and keep them out of harm's way.

What's in the Box?

Macintosh is sold as a complete computer. When you open the shipping box, you'll find everything needed to use the computer immediately.

Carefully unpack the box and be sure you have these items:

- main unit
- keyboard
- keyboard cable (this looks like a telephone cable)
- mouse
- power cord (it's in the tray containing the Macintosh manual and disks)

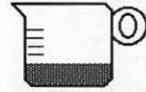
You should also find a Macintosh system disk, a copy of the system disk, a Macintosh manual, a MacWrite manual, a Guided Tour disk and cassette, and a plastic switch stamped with the words *Interrupt* and *Reset*. This is called a *programmer's switch*. You'll need the switch if you're writing application programs for Macintosh. Otherwise, set it safely aside.

Setting Up Macintosh

The main unit has a high profile and covers about the same area as a 9" × 11" file folder. It's designed to fit comfortably on a desk without crowding out everything else. At less than 20 pounds, the main unit can be lifted and moved without much trouble. The hand grip between the vents on top of the main unit is a convenient lifting point.

The mouse needs a flat surface on which to move. When setting up Macintosh, choose a spot with room enough in front of the main unit to move the mouse comfortably. Allow at least several inches of space behind the main unit for connecting the mouse and any optional equipment.

When you've decided where to put Macintosh, you can set it up in a few steps.



1. Plug one end of the keyboard cable into the back of the keyboard and the other end into the front of the main unit.

The keyboard cable has the same kind of snap-in connectors as a telephone.

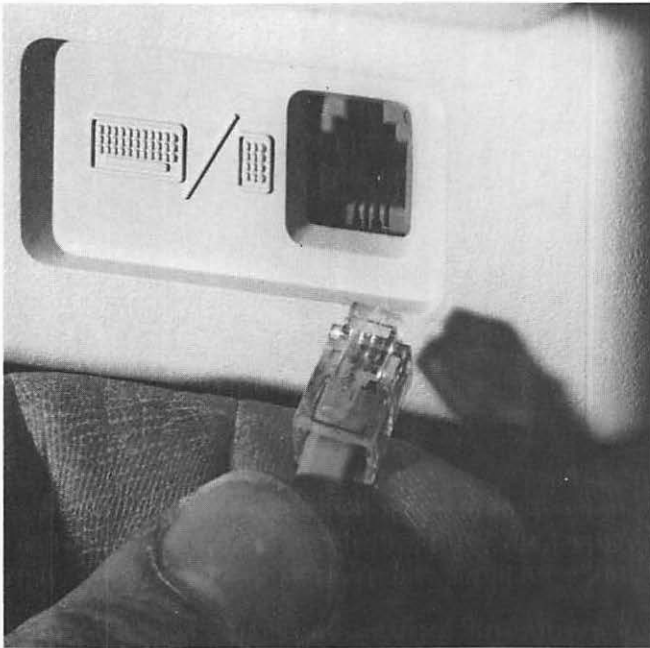


Figure 1.4: Keyboard Cable

2. Plug the mouse cable into the back of the main unit. Tighten both screws to connect the mouse cable securely.

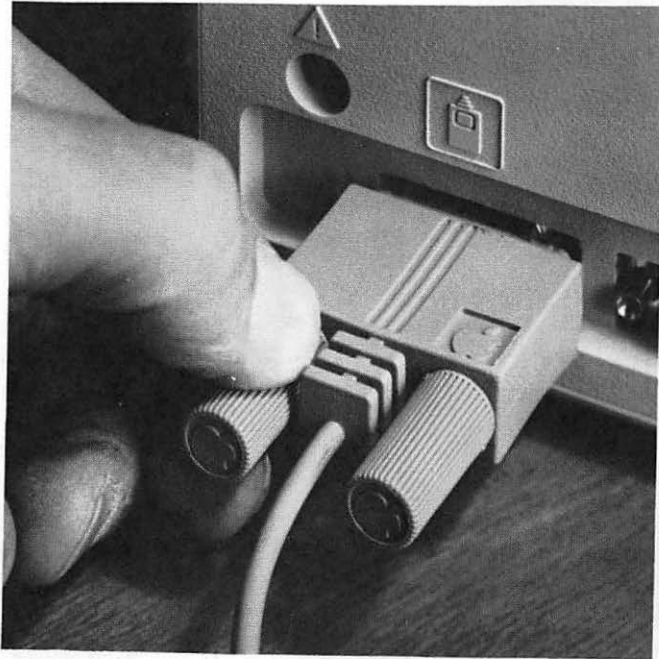


Figure 1.5: Mouse

3. Plug one end of the power cord into the back of the main unit below the on/off switch.

Plug the other end of the power cord into a **grounded** outlet.

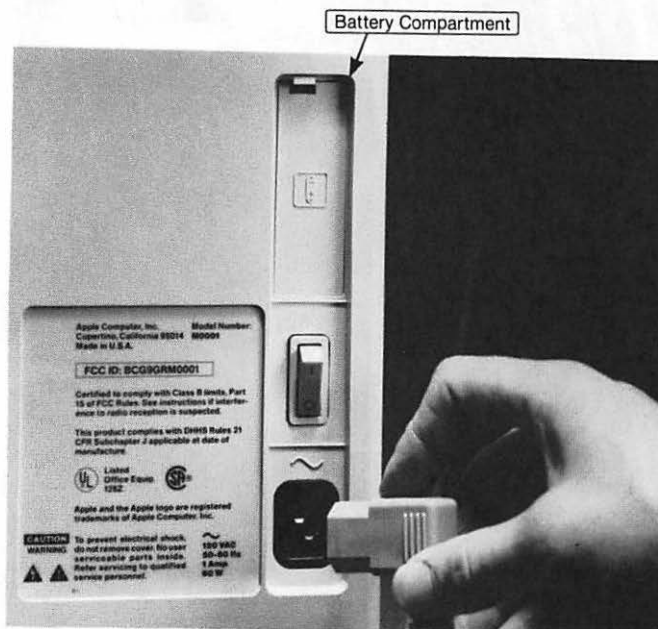


Figure 1.6: Power Cord

The main unit has two controls:

The *on/off switch* on the back of the unit turns the machine on (1) and off (0).

The *brightness control* below the Apple emblem on the back of the main unit adjusts video brightness.

The *battery compartment* above the on/off switch contains a battery which runs Macintosh's clock. The battery is replaced only when the clock becomes

Macintosh—simple to set up, simple

2. Plug the mouse cable into the back of the main unit. Tighten both screws to connect the mouse cable securely.

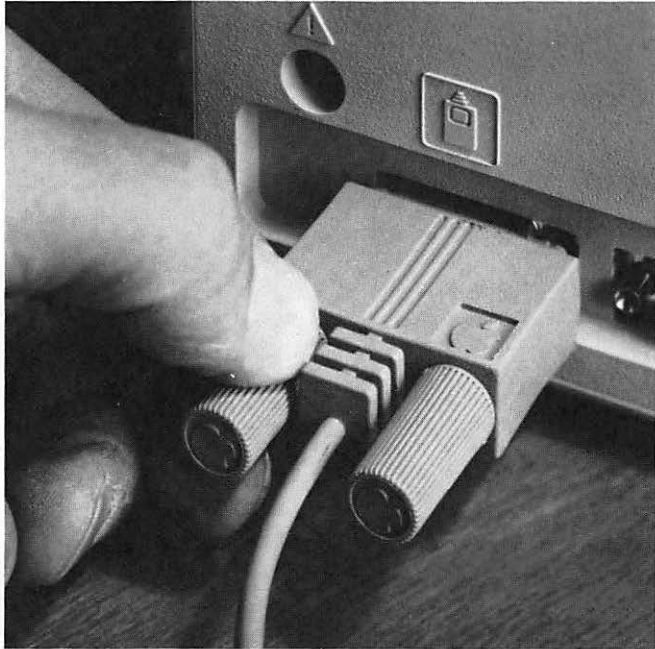


Figure 1.5: Mouse

3. Plug one end of the power cord into the back of the main unit below the on/off switch.

Plug the other end of the power cord into a **grounded** outlet.

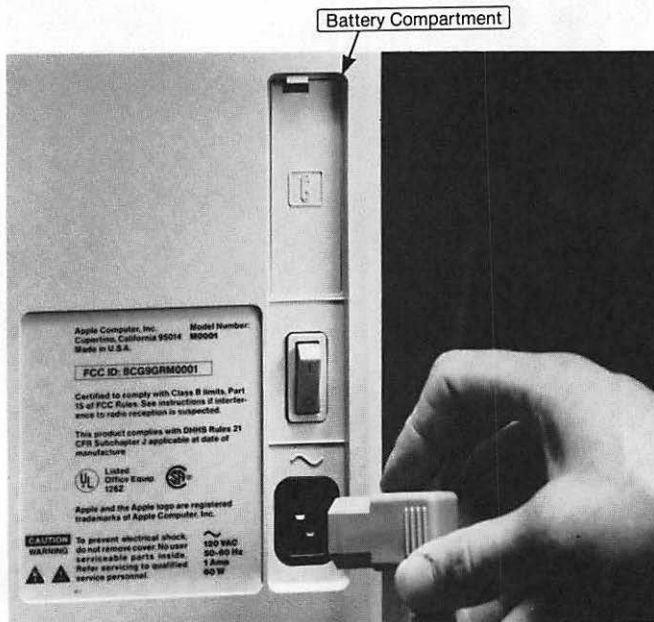


Figure 1.6: Power Cord

The main unit has two controls:

- The *on/off switch* on the back of the unit turns the machine on (1) and off (0).
- The *brightness control* below the Apple emblem on the front of the main unit adjusts video brightness.

The battery compartment above the on/off switch contains a 4.5 volt battery which runs Macintosh's clock. The battery needs replacement only when the clock becomes inaccurate.

That's the basic Macintosh—simple to set up, simple to control!



Quick Tip

The vents on top of the main unit help keep the machine cool. It's not a good practice to place books, papers, or similar things on top of the machine.

Connecting Optional Equipment

You can connect such optional equipment as a printer or external disk drive to your Macintosh. The icons on the back of the main unit show where various things should be plugged in. Figure 1.7 identifies these icons and equipment sockets.

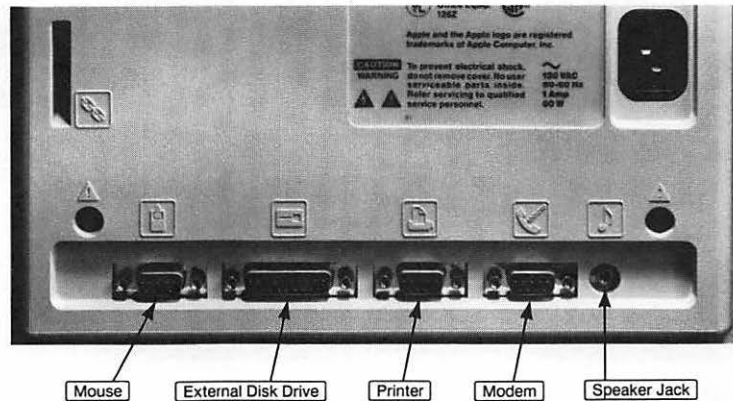
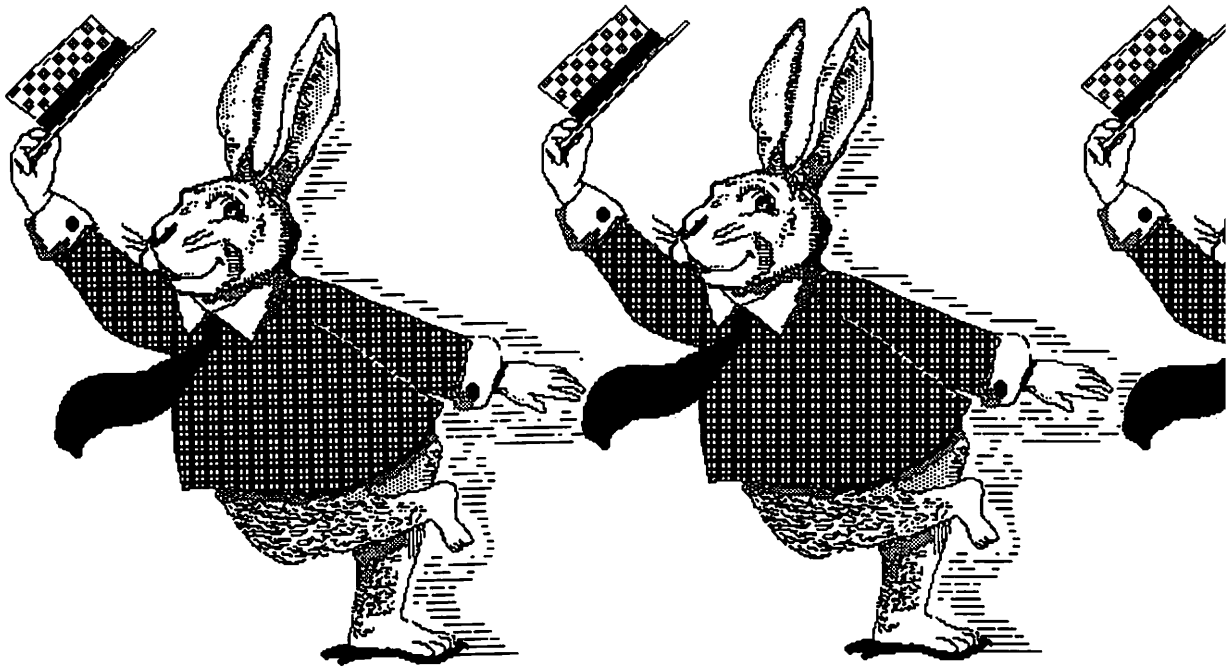


Figure 1.7: Equipment Sockets

Chapter 8 describes some of the equipment options you can add to Macintosh. Each piece of optional equipment will have its own instructions for connection and setup. You don't need anything optional, though, to begin using your Macintosh.



-
2. Hold the Macintosh system disk, label up, metal part toward the computer, and slide it completely into the disk drive.

This is the way to insert any Macintosh disk.

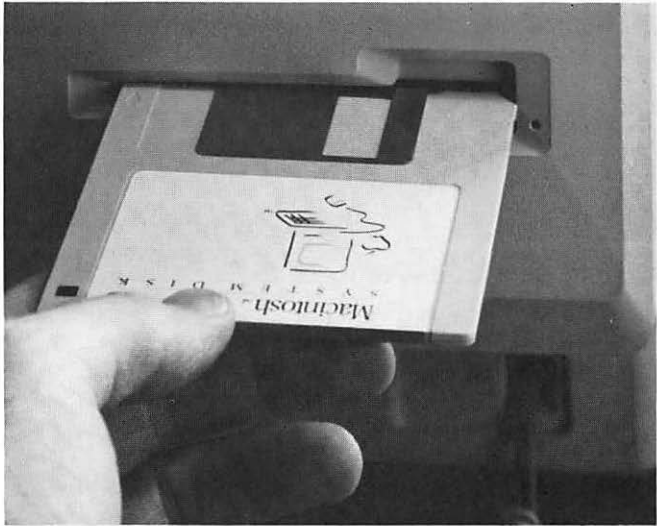


Figure 2.1: Inserting a Disk

The disk will snap into place and turn on the disk drive for several seconds. The greeting *Welcome to Macintosh* will appear briefly before the screen changes again.

The screen you see next will be similar to one of those in Figure 2.2. The exact appearance of your screen depends on whether your system disk has been used before and how it looked when manufactured or last used.



Adjust the picture to a comfortable level using the brightness control on the main unit.

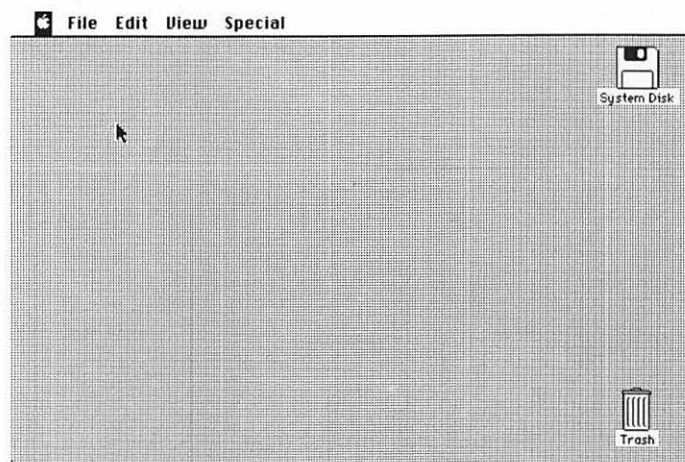


Figure 2.2(a): The Electronic Desktop

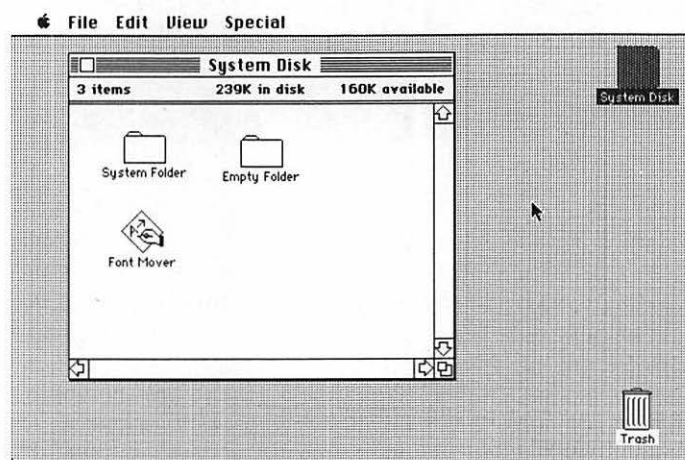


Figure 2.2(b): Open Window on the Desktop

The gray shaded portion of Figure 2.2(a) is the Macintosh work area or *electronic desktop*. Figure 2.2(b) shows a viewing area on the desktop called a window. We'll describe the electronic desktop first, then return to the window.

The Electronic Desktop

A desktop is a place to arrange and organize your work. Paper and pencils, reports, documents, and so on are familiar things you move around and use as needed.

Macintosh gives new meaning to the idea of a desktop. It replaces pencil and paper, folders and files with their electronic equivalents. The functions are the same. You'll still write, calculate, combine, and rearrange information. It's just that Macintosh changes your workspace from the top of your old desk to your computer screen. With Macintosh, the computer screen is your electronic desktop.

The advantage of the electronic desktop is that you can do things faster and in new ways.

What's on the Desktop?

The desktop in Figure 2.2(a) has two symbols or *icons* on it and a few words printed horizontally above it. Figure 2.2(b) shows a desktop with three icons.

Macintosh icons are visual symbols which identify things on the desktop and on the disk you're using. Each icon consists of a symbol and a name or label printed under it.



One of the icons on your screen is labelled SYSTEM DISK. This icon represents the disk you inserted in the disk drive. Whenever you insert a disk, an icon identifying it will appear on the desktop.



The TRASH icon symbolizes Macintosh's wastebasket. When you need to discard something on the desktop, you'll put it in the trash and empty the trash can.

The heading printed across the top of the desktop is called a *menu bar*.

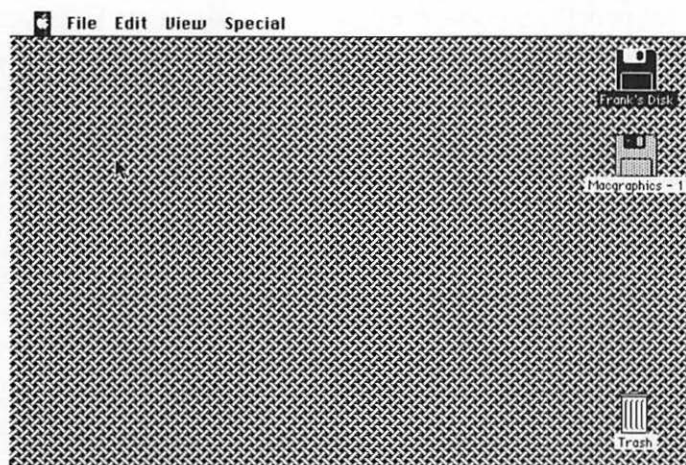


Figure 2.3: The Menu Bar

The menu bar identifies various things you can do while working on the desktop. You'll be able to carry out different actions by choosing them from these menus. In this chapter, we'll use the menu labelled File.

Quick Tip

One of the icons on your screen may appear highlighted or darker than the others.

Pressing any key on the keyboard—even accidentally—will change the name of the highlighted icon. This can easily happen without your noticing it. When you look for the icon, you'll probably wonder what happened to its name.

To restore the name of a highlighted icon, press the Backspace key until the changes are removed; then type the correct name. Use the Backspace key to erase any typing errors.



How Does the Desktop Work?

It's easy enough to think of Macintosh's screen as a new workspace or electronic desktop. But to use it we must be able to select things on the desktop and know how to work with them. That's where the mouse comes in. It gives us access to the electronic desktop.

Look at your Macintosh screen and locate the little arrow or *pointer* shown on it. This pointer is linked to the mouse. Each movement of the mouse causes a corresponding movement of the pointer on screen.

Try it. Position the mouse on a flat surface. Hold the mouse without pressing the button on top of it. As you watch the screen, slowly move the mouse. The pointer on screen moves with it.

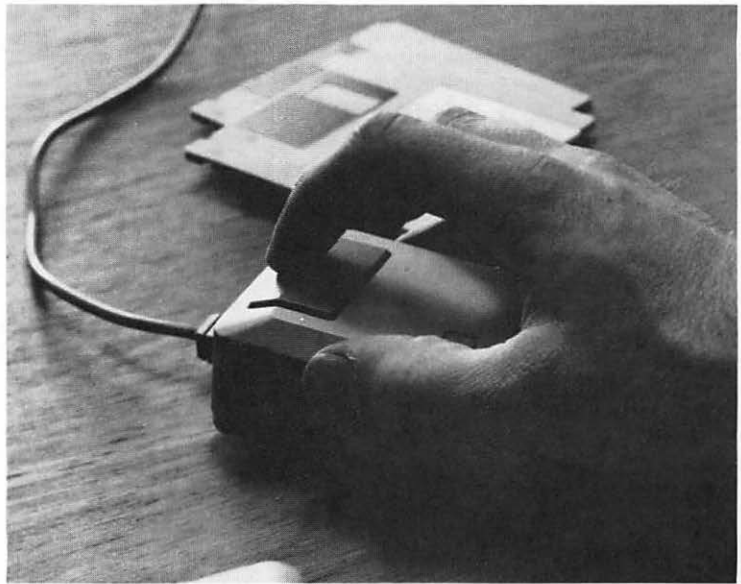


Figure 2.4: Moving the Mouse

If you hold down the mouse button while moving the pointer, you may start moving the icons around on the desktop. Chapter 3 explains this technique, called *dragging*. For the moment, though, things will be simpler if you **don't** press the mouse button while moving the pointer.

Quick Tip

If you run out of room for mouse movement—the mouse bumps into the keyboard or reaches the edge of your desk—just lift the mouse.

The pointer stays in place until you set the mouse down and begin moving it again.



Moving the mouse moves the pointer. That's the first rule for getting around the electronic desktop. The next step is to choose something on the desktop to work with. This is called *selecting* an item. We'll select the system disk as the thing to work with.

Selecting the System Disk

Here's how to select the system disk:



System Disk

1. Without pressing the mouse button, position the pointer directly on the system disk icon. Be sure the pointer is on the icon itself, not the label under it.
2. Press the mouse button once and release it. (This is called *clicking* the mouse button.)

The system disk icon becomes darkened or highlighted. This means you've selected the system disk to work with.



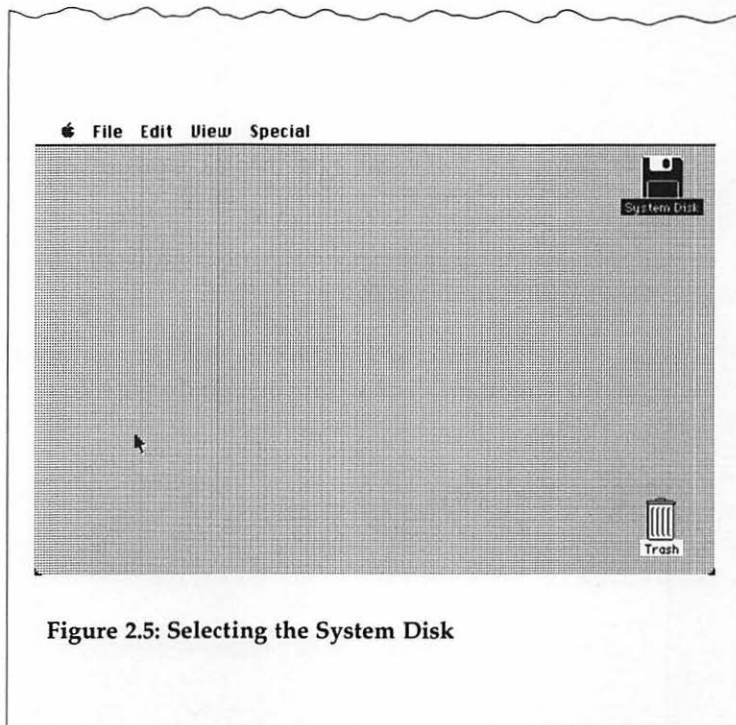


Figure 2.5: Selecting the System Disk

Opening a Window

Once you've selected an icon, you can do various things with it: copy it, move it around, or open the icon's window.

The system disk icon identifies the disk currently in the disk drive. How do we see what the disk contains? By opening a viewing area that shows another set of icons. This viewing area is called a *window*. The icons in the window represent the contents of the disk.

To see what's on the system disk, we'll move the pointer again and make another selection—this time from the File menu.



1. Without pressing the mouse button, move the pointer from the darkened system-disk icon to the word *File* in the menu bar.

2. Press the mouse button while the pointer is on the word *File* and hold it down.

Holding down the mouse button like this shows the File menu. The menu lists what you can do with the system disk.

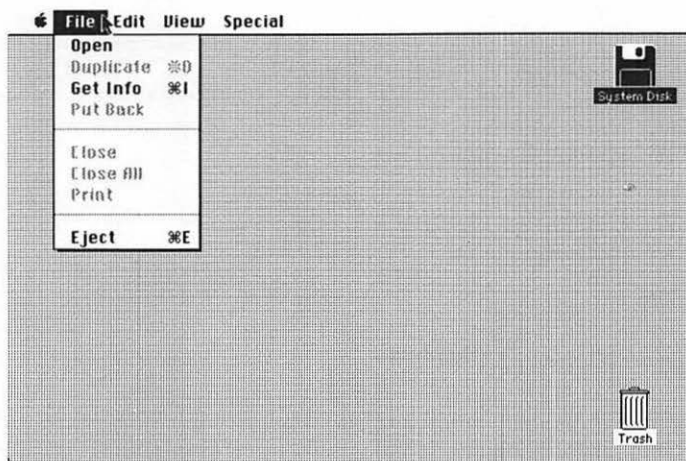
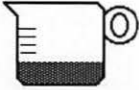


Figure 2.6: The File Menu

The File menu will stay on screen as long as you keep the pointer on File and hold down the mouse button.

There are eight entries in the File menu. The ones which appear in boldface are choices available for use with the system disk. The dimmed entries are not available at the moment. We'll select the first item in the menu, Open.



1. Hold down the mouse button and move the pointer from File onto Open in the File menu.

This highlights Open to show that it's your selection.

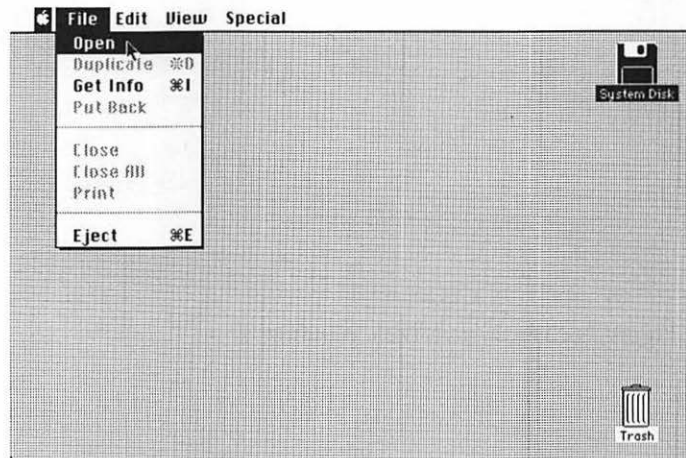


Figure 2.7: Choosing from the Menu

2. Watch the screen and release the mouse button. A figure quickly expands out of the system disk icon and forms a large square labelled SYSTEM DISK. This is the system disk window.

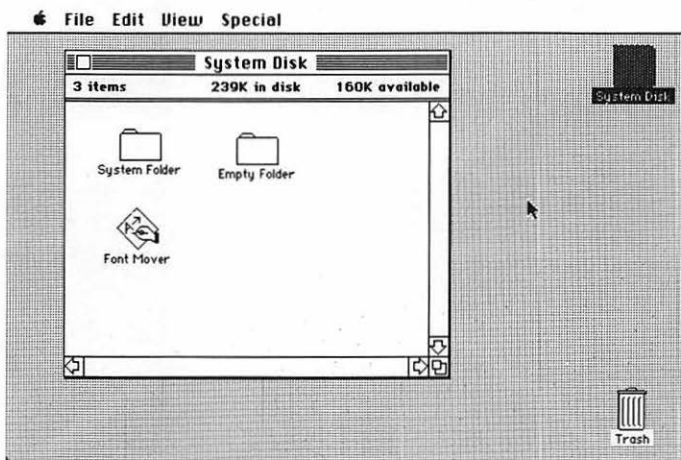


Figure 2.8: The System Disk Window

Your system disk may have opened a window like this immediately when you placed it in the disk drive. If so, it means the window had been left open when the disk was manufactured or last used. The sequence of steps above, though, shows how to select *any* disk and open its window.

There are three icons in the window in Figure 2.8. These icons identify the contents of the System Disk:



System Folder—the set of programs Macintosh needs for internal housekeeping and correct operation.

Empty Folder—an electronic file folder for organizing information.

Font Mover—a set of type styles for text display and printing.

All these items are stored on the System Disk.

By opening the window we've started to get a more detailed picture of the system disk. We could continue along this path by opening windows for the system folder or font mover. We'd be at another level of detail and see windows within windows. This is exactly what happens in Chapter 3, where we'll manipulate windows and explore their various uses.

Rather than start here, though, we'll backtrack a bit and complete this chapter's cycle of actions. The next step is to close the window, then eject the disk from the disk drive.

Closing the Window

To close the system disk window we'll move the pointer again and make another choice from the File menu. It's the same kind of procedure you've already followed.

In fact, there's a general rule for doing things with Macintosh:

Rules of the Game

To use Macintosh—

1. *Select an object on the desktop to work with by
 - *positioning the pointer on the object*
 - *clicking (press once and release) the mouse button**
2. *Choose the action you want from a menu.*



Here's how the rule works for closing a window:

1. Move the pointer to File in the menu bar.
2. While holding down the mouse button, move the pointer to Close in the file menu.



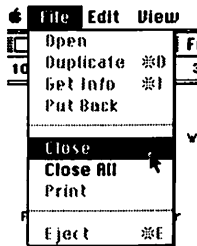


Figure 2.9: Choosing from the Menu

3. Watch the screen and release the mouse button. The window closes and shrinks back into the system disk icon—quickly!



Quick Tip

If you've experimented a bit (or your finger slipped) and opened other windows, here's what to do.

To close all the windows and clear the desktop:

1. *Move the pointer to Close All in the File menu.*
2. *Release the mouse button.*

We've returned to an empty desktop. Nothing on the system disk has been disturbed or changed in any way. We'll finish by ejecting the system disk from the disk drive.

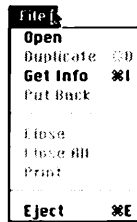
Ejecting the System Disk

Ejecting a disk conforms to the general rule: *select an object, choose an action.*



1. Position the pointer directly on the system disk icon. Be sure the pointer is on the icon, not the label below it.
2. Press the mouse button once and release it. This selects the system disk (its icon darkens).
3. Without pressing the mouse button, move the pointer from the darkened system disk to File in the menu bar.
4. Press the mouse button while the pointer is on File and hold it down.

This shows the same File menu you used to open the system disk window.



5. Hold down the mouse button and move the pointer to Eject at the bottom of the File menu.

6. Release the mouse button.

The disk drive turns on for a moment, then ejects the system disk.

Remove the disk from the drive slot and set it safely aside.

Although you've ejected the system disk, its icon is still on the desktop. Its window would also be there, if you hadn't closed it. That's because Macintosh is still storing information about the system disk.

After you've ejected the system disk, you can experiment a bit with the icon still on the desktop. The system disk can't be harmed since it's not in the disk drive. You might open the disk window again or hold down the mouse button and move the pointer along the menu bar. You'll see the menu lists we use in this book. Most commands won't work, though, because there's no disk in the disk drive.

To turn Macintosh off, press the switch on the back of the main unit.

Step-by-Step Summaries

Selecting a Disk

1. Move pointer to the disk icon.
2. Press mouse button once and release (click it).
3. The icon darkens or becomes highlighted to show you've selected it.

Choosing from a Menu

1. Select an icon to work with.
2. Move pointer to the menu heading.
3. Hold down the mouse button to see the menu. Available choices are in **boldface**.
4. Hold down the mouse button and move pointer to your menu choice.
5. Release the mouse button.

Ejecting a Disk

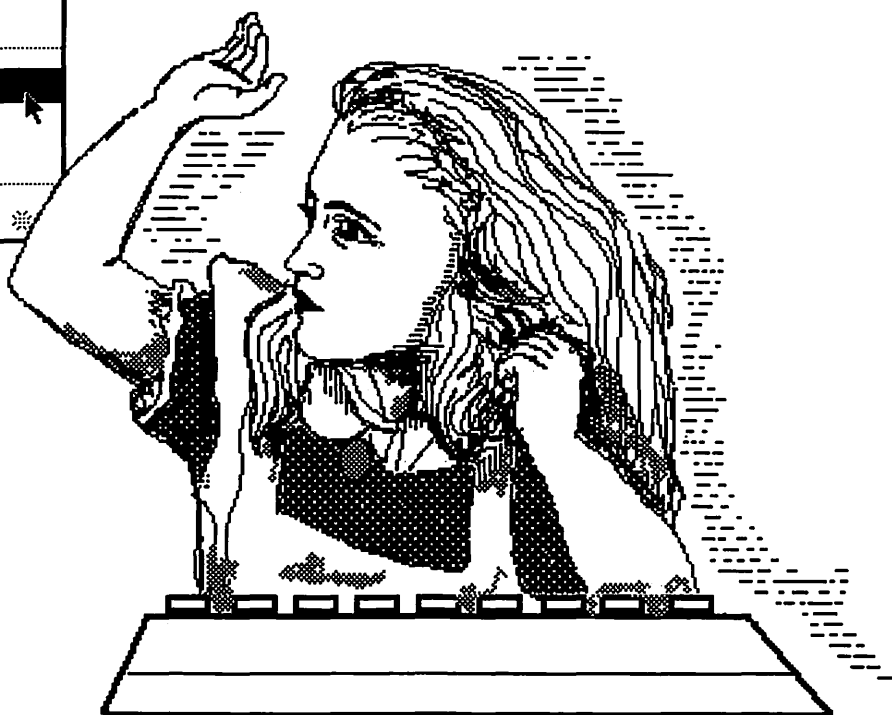
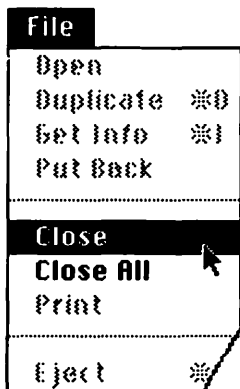
1. Move pointer to Close or Close All in the File menu.
2. Release the mouse button.
3. Move pointer to Eject in the File menu.
4. Release the mouse button.

Keyboard Commands

Some commands can be typed at the keyboard as well as selected from menus with the mouse. To give these commands, hold down the Command key ⌘ and type the appropriate letter.

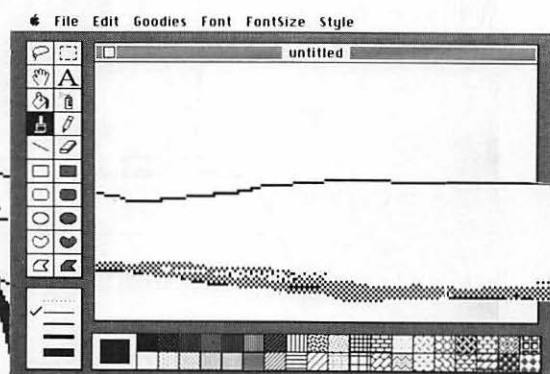
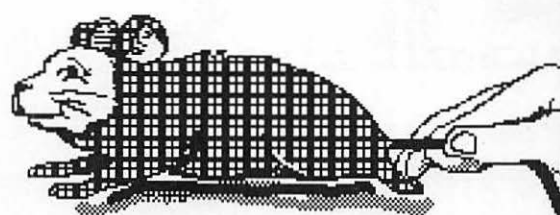
File Menu	Keyboard Commands	
Duplicate	⌘ D	Copies selected documents, folders, or applications
Get Info	⌘ I	Shows information about selected icon
Eject	⌘ E	Ejects disk from internal drive

Edit Menu		
Undo	⌘ Z	Cancels previous action
Cut	⌘ K	Removes selected material from a document and places it on the clipboard
Copy	⌘ C	Copies selected material from a document to the clipboard
Paste	⌘ V	Copies material from the clipboard into a document
Select All	⌘ A	Selects the icons in the active window



**Style Menu
(Macwrite/Macpaint)**

Plain Text	⌘ P	Standard text style
Bold	⌘ B	Shows selected text in boldface
Italic	⌘ I	Shows selected text in italics
Underline	⌘ U	Underlines selected text
Outline	⌘ O	Outlines selected text
Shadow	⌘ S	Shows selected text in shadowed characters



Chapter Three

All About Windows



This chapter has more details about windows and their uses. The techniques you'll learn are the foundation for working with Macintosh.

Getting Started

We'll use a MacWrite/MacPaint disk to demonstrate window techniques. If you don't have MacWrite/MacPaint, use another application disk or your system disk instead.

Turn Macintosh on and insert the disk you're using.

Whether or not a window opens when you insert the disk depends on the disk:

- a window that was open when you last ejected the disk will open when you insert the disk;
- a window that was closed when you last ejected the disk will be closed when you insert the disk.

If the disk window hasn't opened, click the disk icon to select it and choose Open from the File menu.

Figure 3.1 shows the window for the Write/Paint disk we're using as an example. The window for your disk will be similar but may have different icons.

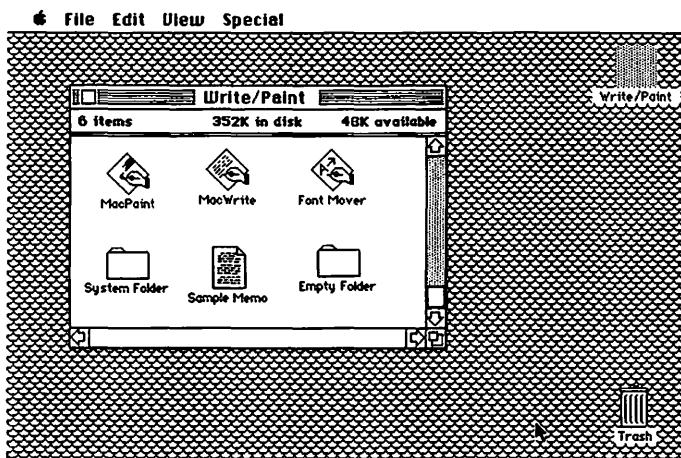


Figure 3.1: Write/Paint Window

What is a Window?

A window is a viewing area on the desktop. It usually appears as a rectangle or square in contrast to the desktop behind it.

A window shows information. The window in Figure 3.1 uses icons to represent the contents of the Write/Paint disk. This type of window is called a disk window or *disk directory*. Different types of icons represent applications, folders, and documents.

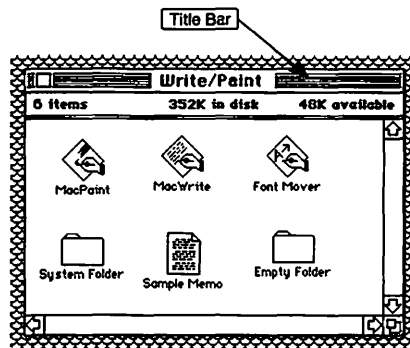
The disk window isn't the only window you'll use. But it's the one you'll start with when you insert a disk. From this first step, you'll open other windows to actually do your work. The techniques for handling the disk window are the same as for other types of windows.

Working with Windows

Windows are not static parts of the desktop. You can move and adjust them in various ways with the mouse.

Moving a Window

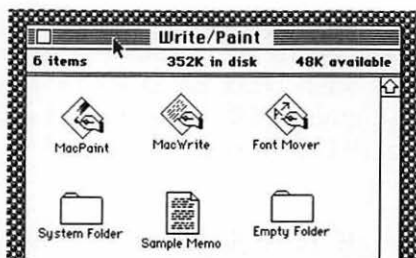
Notice the striped lines along the top of the window shown below:



This area of the window is called the *title bar* because it shows the disk name or title. The small square at the left of the title bar is the *close box*. Clicking the close box will close the window, but we won't do that just yet.



1. Position the pointer anywhere in the title bar except the close box.

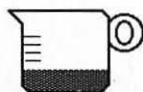
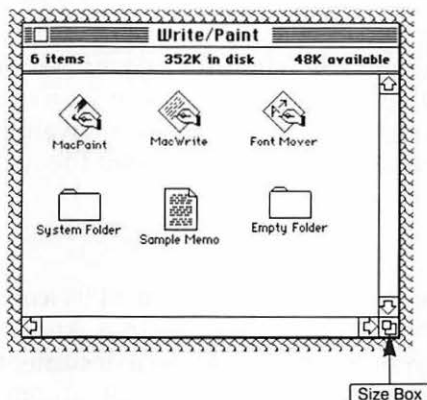


2. Hold down the mouse button and slowly move the mouse. As long as you hold down the mouse button, the window's outline moves with the pointer.
3. Release the mouse button. The entire window moves to the new pointer position.

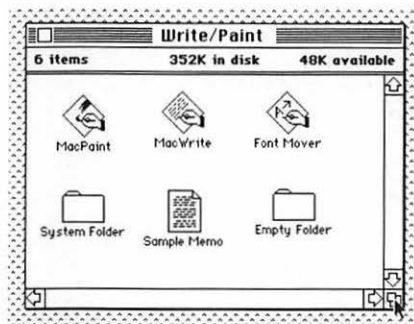
The technique of holding down the mouse button while moving the pointer is called *dragging*. So, to move a window, position the pointer in the title bar and drag.

Adjusting Window Size

The lower right corner of the disk window is called the *size box*. The size box has two small overlapping squares in it, like this:



1. Position the pointer on the size box.



2. Hold down the mouse button and move the mouse. As you drag the size box, an outline of the window moves with the pointer. The outline shows what size the window will be when you release the mouse button.
3. Release the mouse button.

The window adjusts to the size you've given it. If you've made the window too narrow or small, you

may not be able to see all the icons in it. Enlarge the window until all the icons are visible again.

You could expand the window to cover the entire desk or shrink it to about the size of one icon. Practically, though, window size depends on how much you want to see at once and how much desktop space you want the window to take up.

Scrolling

There may be so much on a disk that all its icons won't fit in the directory window at the same time. And when you use an application program to work on a document, you'll usually see only part of the document at once. Scrolling changes the area in a window. If you think of the area in a window as one frame on a role of film, scrolling rolls the film so you can see different frames.

Figure 3.2 shows the directory window for the Write/Paint disk we're using.

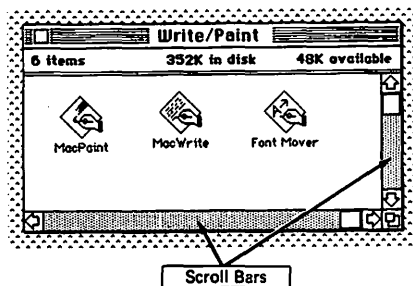


Figure 3.2 Write/Paint Disk

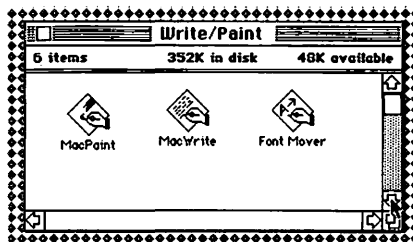
The disk has six icons, but this window shows only three. Where are the others?

Notice the shaded areas along the right and bottom edges of the window in Figure 3.2. These shaded areas with arrows at each end are the *scroll bars*. The shading means there are more icons than shown in the present window. To see the other icons we need to scroll the area in the window.

Here's a demonstration for the disk you're using.



1. Make the disk window on your desktop smaller until some of the icons are not visible.
2. Look at the scroll bars. The shading (on one or both scroll bars) means this window doesn't show all the disk's contents.
3. Position the pointer on an arrow at the end of a shaded scroll bar.



Watch the window and click the arrow. The area in the window moves as you click.

4. Move the pointer in the shaded scroll bar and click again. Each time you click the scroll bar, the area in the window changes.

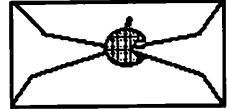
Use the scroll bar on the right edge of the window to scroll up and down. Use the bar under the window to scroll left and right.

Practice a bit to see all the icons scroll in the window.

When you've finished scrolling, enlarge the window so you can see all the icons you started with.

Rules of the Game

1. To move a window, position the pointer in the title bar and drag.
2. To adjust the size of a window, position the pointer in the size box and drag.
3. To scroll in a window, position the pointer in a scroll bar and click or hold down the mouse button.

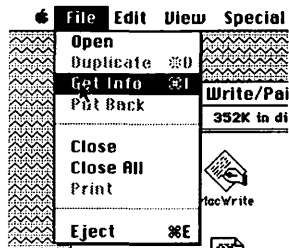


The Active Window

So far we've had only one window open on the desktop. When you actually use Macintosh, you'll often have several windows open at the same time. We'll see how to manage them and keep track of things.

The disk window should be open on your desktop.

1. Look at the disk icon to be sure it's selected. If the disk icon isn't darkened, move the pointer onto it and click to select the disk.
2. Choose Get Info from the File menu.



Get Info opens an information window like the one in Figure 3.3.



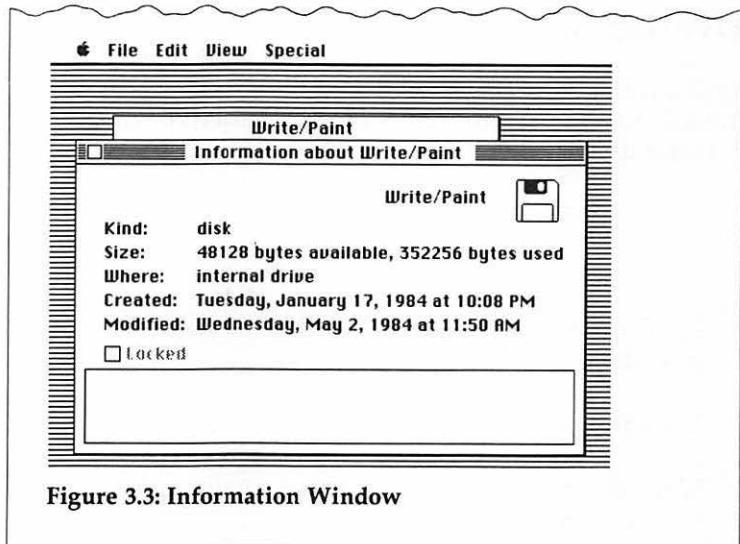


Figure 3.3: Information Window

This window has details about the Write/Paint disk. The information window on your desktop will have similar details about the disk you're using.

The information window opens on top of the disk window. In Figure 3.3, the title Write/Paint is the only part of the disk window visible. But the disk window is still on the desktop, under the information window.



Quick Tip

Can you still see the disk window on your desktop? If not, choose Close from the File menu to close the information window.

Enlarge your disk window so it won't be completely covered by the information window. Then choose Get Info from the File menu to reopen the information window.

When more than one window is open, only one of them will have a striped title bar. This window will be on top of the others and is called the *active window*. The active window is the one you're actually using at any point. You can move and manipulate the active window as if it were the only window on the desktop.

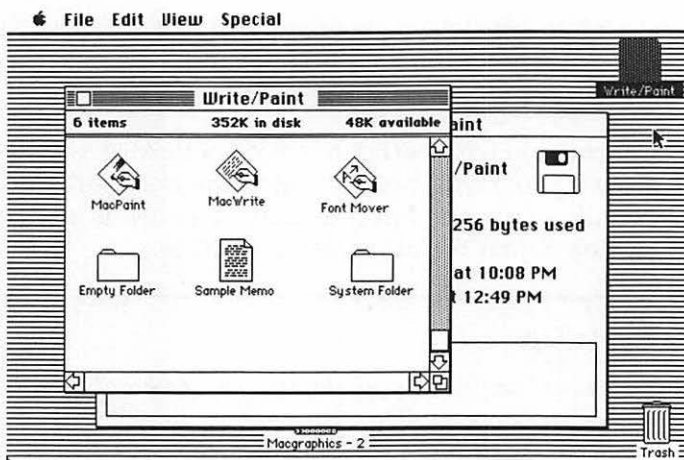
Overlapping Windows

In Figure 3.3, the information window is the active window. But you can make any window the active window by clicking it.

1. Position the pointer on any part of the disk window that's visible.

Click the pointer.

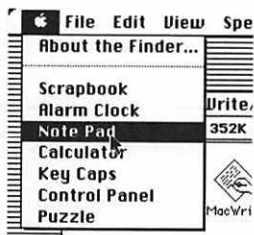
Now the disk window is active again and has a striped title bar.



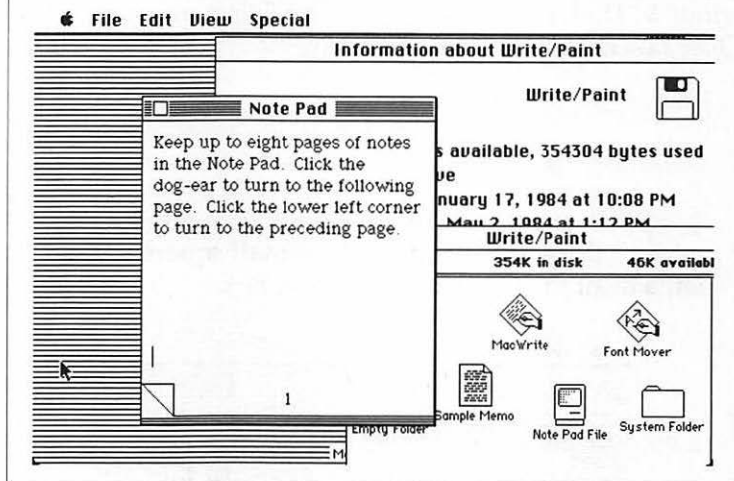
We'll open one more window to demonstrate how you might use several windows together.



2. Choose Note Pad from the  menu.



The Note Pad opens on top of the other windows.



Imagine you opened these windows because you want to check something about the disk you're using. You can click the windows to shuffle through them and get the information you're looking for.

For example, you could look at the disk window to see that a certain folder was on the disk; check the information window to see when the disk was last modified; then type this information in the Note Pad.

Having more than one window open usually means you're doing several things at once. Work deliberately when there's more than one window open so as not to lose track of things.

Quick Tip

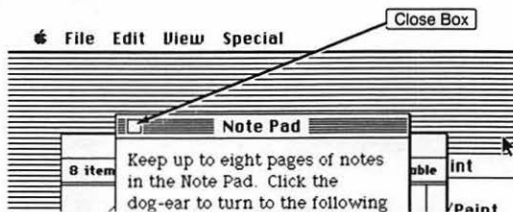
If you open so many windows at once that you forget what's underneath or can't make a window active because it's completely covered, close or drag the topmost window.



Closing Windows

When there are several windows on the desktop, you can close any one of them by clicking it to make it the active window. Then choose Close from the File menu or click the Close Box in the window's title bar.

1. Click anywhere in the Note Pad window to make it the active window. The small square on the left side of the title bar is the Close Box.



2. Click the Close Box to close the Note Pad.
3. Click anywhere in the information window to make it active. Close the Information window by clicking the Close Box or choosing Close from the File menu.



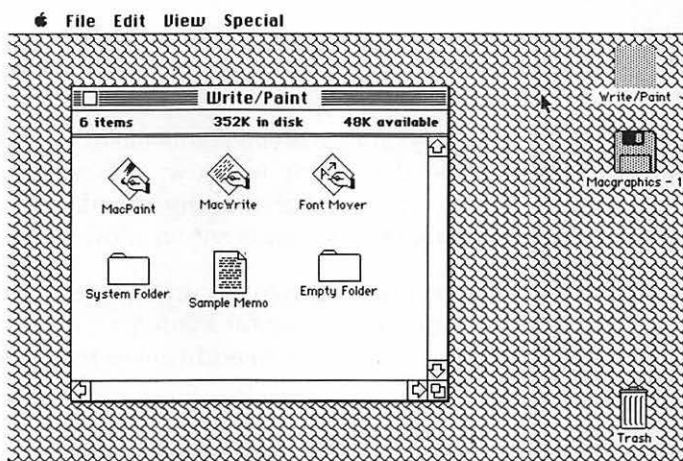
We're back at the desktop where we started. In the first part of this chapter, you've learned how to manipulate windows. In the second part we'll look more closely at the contents of windows.

What's in a Window?

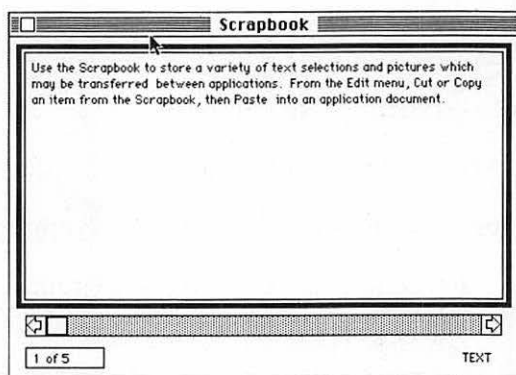
Windows show information, but the kind of information you see varies with the window. Icons in a disk window represent the contents of the disk:

- application programs like MacPaint and MacWrite
- documents or the work you create with applications
- folders that contain documents or programs you want to store together

You can see several kinds of icons in the window below.



Macintosh also has windows for special purposes, like the Information window you saw earlier in this chapter. You open the Information window to see specific details about a selected disk, document, or application. Several of these special windows, called *desk accessories*, are choices on the Apple menu. The Scrapbook window, for example, opens when you choose Scrapbook from the menu.



Chapter 7 has details about desk accessories.

A third type of window is called a *document window*. As you use an application, the document window shows your work. If you're typing, drawing, or making calculations, you'll see what you're doing in a document window.

Each application program has its own document window. Figure 3.4 shows a document window for MacWrite. Notice that it has scroll bars and a close box in addition to features of its own.

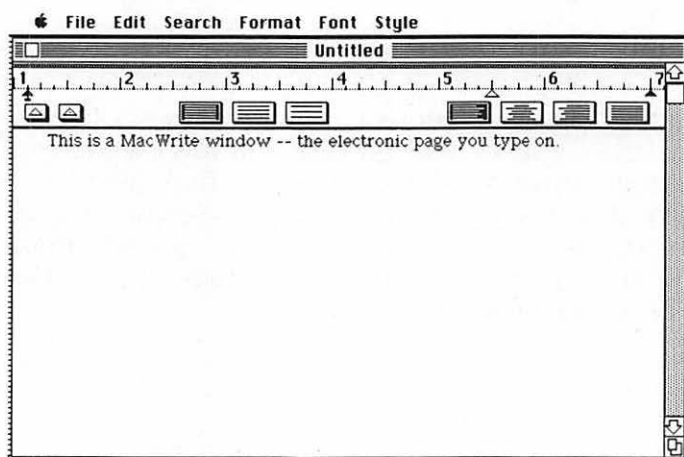


Figure 3.4: MacWrite Window

The software demonstrations in Chapter 6 show document windows for other applications.

Using Macintosh means working with windows and the information they show. You'll need only a few mouse techniques to do it.

The Mouse in Action

You've already used the mouse to make menu choices and move windows. How does the mouse work inside windows? We'll try a few mouse techniques and see what they do.

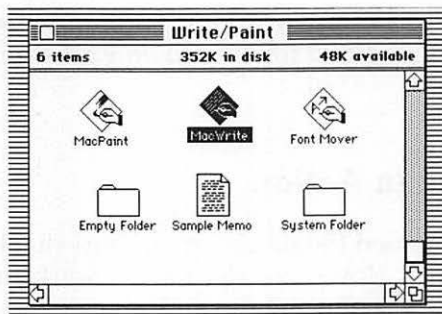
We're still using a MacWrite/MacPaint disk. If you don't have this disk, use another application disk or your system disk.

Selecting

Selecting something to work with is a fundamental part of using Macintosh. You can select disks, icons, portions of documents, and other things on the desktop. The selected item always appears darkened or highlighted and is always affected by the next action you take.

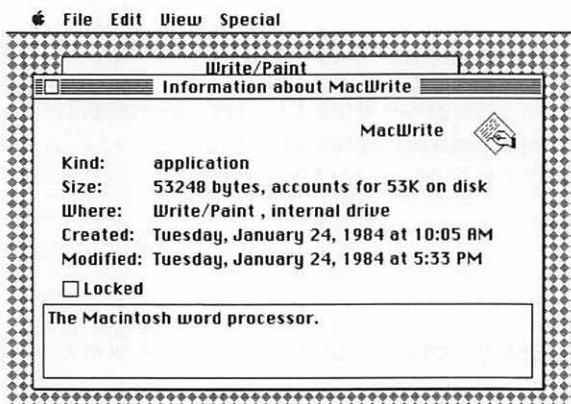


1. Open the disk window for the disk you're using.
2. Position the pointer directly on one of the icons in the window. Be sure the pointer is on the icon itself, not on the label below the icon.
3. Click to select the icon. The icon darkens to show it's selected. In the figure below we've selected the MacWrite icon.



The next thing you do will affect the icon you've selected.

4. Choose Get Info from the File menu. An information window opens to show details about the selected icon.



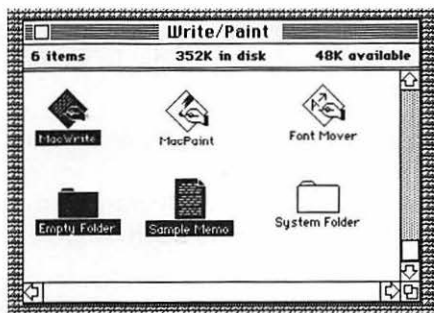
5. Close the information window by clicking its Close box. The icon you chose is darkened to show that it's still selected.
6. Click the pointer anywhere outside the darkened icon. The icon is no longer selected.

Multiple Selections

You may want to select several icons at the same time. The next action you take will affect all the icons you've selected together. The technique for selecting a group of icons is called *shift-clicking*.



1. Select an icon by clicking it. Be sure to select the icon, not just the label underneath.
2. Hold down the Shift key on your keyboard.
3. Select one or two more icons. Release the Shift key.



All the icons you selected are darkened. An action you take for one of them will affect them all.

4. Click anywhere outside a selected icon. None of the icons remain selected.

Shift-clicking is useful for such things as moving several icons at the same time or copying all the icons in a group. You won't need to repeat the same action for each item in the group.

Dragging

The dragging technique you used to move windows also works for icons.



1. Position the pointer directly on an icon in the disk window.
2. Hold down the mouse button and move the pointer. The outline of the icon moves with the pointer.
3. Release the mouse button. The icon moves to the pointer position.

You'll often use the dragging technique. On the desktop, dragging is the way to move things. In documents, dragging selects material to work with.

You can drag icons from the disk window onto the desktop itself. You'll do this to copy documents or applications onto other disks. And, when you want to erase something from a disk, you'll drag its icon into the trash.

You can also drag icons into other windows or folders. Collecting a group of documents in one folder is an efficient way to keep related items together. Figure 3.5 shows three memos stored together in a folder named Personnel.

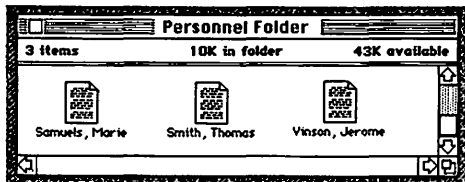


Figure 3.5: Memos in Personnel Folder

To keep track of things when you begin using Macintosh, you may prefer to keep most icons visible in the disk window. As you become more experienced, you can move icons into folders to organize your work efficiently.

Double-Clicking

Double-clicking is a technique we haven't used before. On the desktop, double-clicking is a way to open an icon without choosing Open from the File menu. Double-clicking will open any icon—a disk, an application, a document, or a folder.

To double-click something, position the pointer on it, then quickly press and release the mouse button twice.



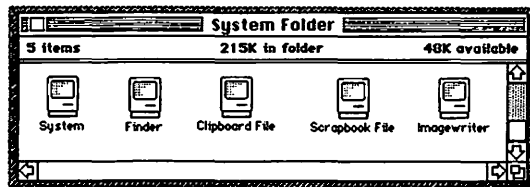
1. Position the pointer on the System Folder in your disk window.



System Folder

2. Quickly press and release the mouse button twice. A window opens from the icon you double-clicked. If the window doesn't open, double-click the icon again. It may take a little practice to double-click quickly enough.

The system folder on our disk opened into this window:



These icons represent a set of programs contained in the system folder. The window on your desktop should be similar but may contain different icons. Notice that we opened the window without choosing Open from the File menu.



1. Click the close box to close the system-folder window. The disk window should look much as it did when you started.

Click the disk icon to select it. Choose Eject from the File menu to eject the disk.

If you didn't close the disk window, it will still appear on the desktop. The next time you insert the disk, the disk window will open automatically.

Mouse Methods

The mouse techniques you've learned work on the desktop, in windows, and in documents. Sometimes, though, a technique has a different effect in a document than it does on an icon. Dragging an icon, for example, moves it. Dragging through text in a MacWrite document selects the text but doesn't move it. However, mouse techniques are always the same even if they're used for different effects.

Here's a quick summary of mouse methods.

To select something for an action—click it. (Position the pointer on the item; press and release the mouse button.)

To select several items together—shift-click. (Select the first item; hold down the Shift key while selecting the others.)

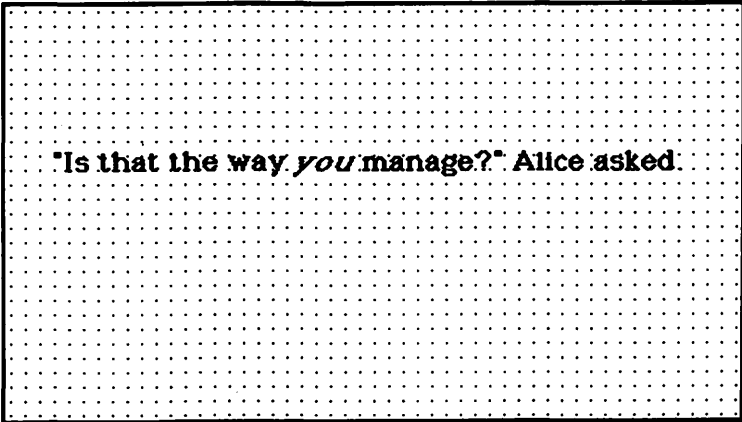
To move something on the desktop—drag it. (Position the pointer on the item; hold down the mouse button while moving the mouse.)

To open an icon without using the File menu—double-click it. (Position the pointer on the icon; quickly press and release the mouse button twice.)



Chapter Four

Working With Disks



"Is that the way *you* manage?" Alice asked.

Using disks efficiently is important to making best use of Macintosh. This chapter describes how to manage your disks and keep them in good condition.

What is a Disk?

Disks are the computer equivalent of books. They contain information—your work and the software you use to do it. Like books, disks need a little care if they're to last and remain useful.

The disks Macintosh uses are called 3½-inch hard-shell disks. These disks are more compact and easier to handle than the flexible disks used in many computers.

Each disk has a thin, grooved wafer sealed inside a hard plastic shell. Figure 4.1 shows what a disk looks like.

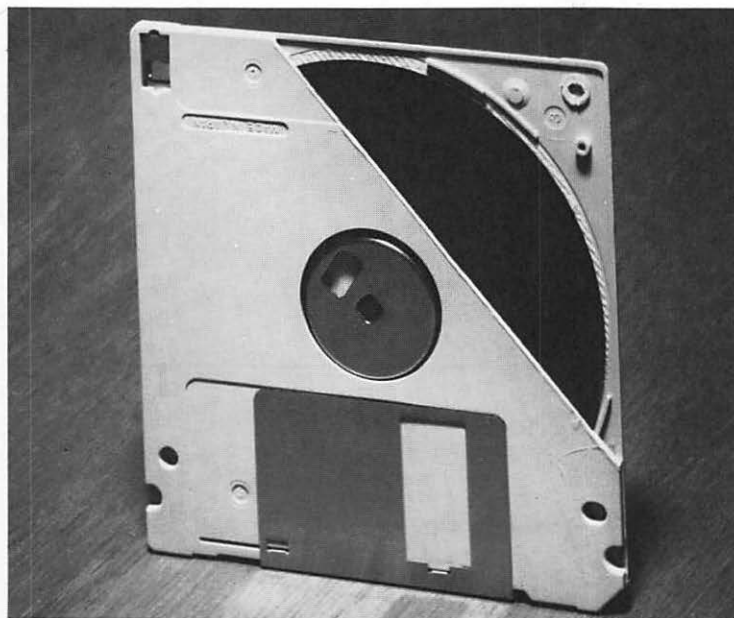


Figure 4.1: A Macintosh Disk (Cutaway)



The wafer inside the shell is like a miniature stereo record. It stores information magnetically, much the way a record stores music. The shell protects the wafer from scratches, fingerprints, and other hazards which can destroy the information on it.

Disks fit into the disk drive. Macintosh gets information from the disk you insert, lets you work with it, then stores the results back on disk. Getting information from a disk is called *reading* the disk. Putting information on a disk is called *writing* to it. Whenever the disk drive operates, Macintosh is reading from or writing to the disk in the drive. If this takes more than a moment, a small wristwatch icon will appear on screen while the drive is running.

What's on a Disk?

You can buy two kinds of disks: blank ones with no information or disks with software already on them. The software may be anything from games to business applications or programming languages.

You usually won't do anything to change the disks that already contain software. Instead, you'll use the software to create work documents which are stored on separate disks. The general rule is to divide your disks into two categories:

- disks which contain application software and Macintosh system documents. These are application disks.
- disks which contain only work documents. These are called *data* or *document disks*.

You can use a disk over and over again subject to its capacity to store information. The capacity is measured in units of information called bytes. Each Macintosh disk can hold 400 thousand bytes or units of information (also written as 400K). This is equivalent to about 200 double-spaced pages of text.

Caring for Disks

Since disks contain valuable information (your work or expensive software), they should be handled carefully. The basic idea is to keep disks safe from anything which can damage their recording surface or the information on a disk.

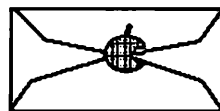
Rules of the Game

Store disks in a cool, clean, dry place.

Handle disks by their plastic shell, without touching the wafer inside.

Protect disks from liquids, scratches, smudges, and dust. These can damage a disk and make it unusable.

Keep disks away from electrical or magnetic devices (office machines, televisions, etc.)



Treating your disks carefully is a habit worth developing. It can make the difference between smooth sailing and suddenly finding that you've lost information or can't use a disk.

Preparing Blank Disks

When you insert a blank disk for the first time, Macintosh displays a dialogue box like the one in Figure 4.2.

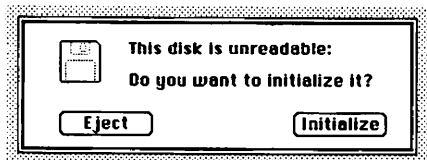


Figure 4.2: Initializing a Disk

Initializing is a way of preparing a disk so the computer can use it. You won't be able to use a blank disk unless you do initialize it.

To initialize a disk, move the pointer to Initialize in the dialogue box and click the mouse button. The disk drive will run for a few seconds. When the disk is initialized, Macintosh asks you to give the untitled disk a name.

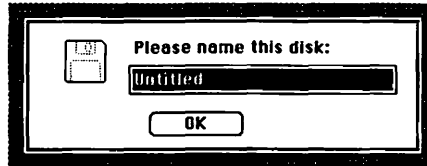


Figure 4.3: Naming a Disk

If you know what you'll be using the disk for, it's a good idea to type in a name which will identify the disk according to its use. *Forecasts*, for example, would be an appropriate name for a disk which will contain sales forecasts.

A disk name can be up to 27 characters long, the only restrictions being that it can't start with a period (.) or include a colon (:). The name should also make sense to you.

For example, these disk names are valid:

proposal 5-10	Biochem Rpts
YTD ANALYSIS	Staff Memos

But these names are not:

.BLDG BIDS (starts with a period)
sales:status (includes a colon)

Use the Backspace key to erase any typing errors while naming a disk. You can then type the correction.

After you've named the disk, click OK in the dialogue box. An icon for the newly initialized disk will appear on screen. If you're not naming the disk, click the OK box without typing anything.

To eject the disk, choose Eject from the File menu. Label the disk with the name you've given it, and it's ready for use.

You need to initialize a disk only once. If you change or erase the information on it afterward, the disk stays initialized and usable.

Quick Tip

You can change the name of any icon by selecting it and typing the new name.

Once an icon is selected, even an accidental keystroke will change the icon's name—perhaps without your noticing it. When working with icons, be careful this doesn't happen without your realizing it.

To restore the name of any icon, select the icon and type the name. Use the Backspace key to correct typing errors.



Checking Disk Contents

To see what's in a book, you turn to the table of contents. There you'll see chapter titles, topics, and how the book is organized.

To see what's on disk, click the disk icon to select it, then choose Open from the File menu. In the window that opens you'll see icons for the folders, documents, and software on the disk.

Figure 4.4 shows the window for a Write/Paint disk.

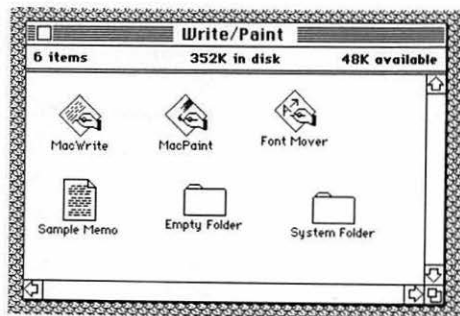


Figure 4.4: A Disk Window

A window that shows the contents of a disk is called a disk *directory*. The icons in Figure 4.4 show that the disk contains

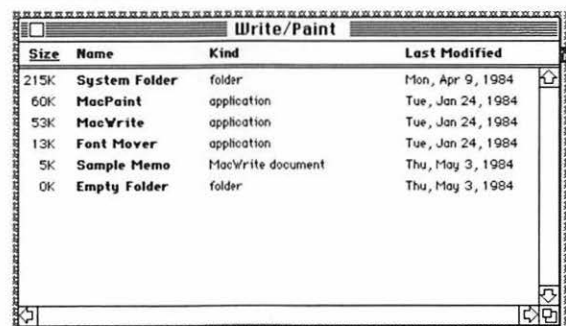
- 2 application programs (MacWrite and MacPaint)
- 1 MacWrite document (Sample Memo)
- 1 empty folder
- 1 set of system programs (the System Folder)

The information line across the top of the window shows the total number of items on the disk (5), the amount of space they take up (in bytes), and how much space is left.

Figure 4.4 uses icons to represent the contents of the disk. By choosing from the View menu you can also check the directory

- by Name—to see an alphabetical list of items on the disk
- by Date—to see a chronological list showing when each item was last changed
- by Size—to see the contents listed by size from largest to smallest
- by Kind—to see the contents grouped by folder and application

Figure 4.5, for example, shows what's on the Write/Paint disk by size. This choice gives more details about each item on the disk.



Size	Name	Kind	Last Modified
215K	System Folder	folder	Mon, Apr 9, 1984
60K	MacPaint	application	Tue, Jan 24, 1984
53K	MacWrite	application	Tue, Jan 24, 1984
13K	Font Mover	application	Tue, Jan 24, 1984
5K	Sample Memo	MacWrite document	Thu, May 3, 1984
0K	Empty Folder	folder	Thu, May 3, 1984

Figure 4.5: Disk Directory by Size

Even though the items in Figure 4.5 are not shown by icon, you could open them in the usual way: select the item and choose Open from the File menu.

Menu Commands for Disks

These are menu commands most often used for disks.

FILE MENU

Open: opens the window of the disk you've selected and shows what's on the disk.

Get Info: shows space available on the disk you've selected; when the disk was created or last changed; and whether the disk is locked.

Eject: ejects the disk from the internal drive.

VIEW MENU

by Icon: shows disk contents by icon

by Name	}	these list disk contents and show when documents were last modified
by Date		
by Size		
by Kind		

Figure 4.6: Menu Commands for Disks

Copying Disks

Copying disks is a standard procedure you'll want to learn quickly. Having backup copies of your software and work disks protects you should the originals be lost or damaged.

Copying a disk doesn't alter or change the information on it. It just duplicates the information on another disk.



Rules of the Game

Make at least one backup copy of each application disk, the Macintosh system disk, and any data disk with important information on it.

Work with your copies. Store the original disks in a safe place.

Copying to a disk that contains information replaces anything already on the disk. Macintosh will check with you before copying to a disk that isn't blank.

It's not difficult to copy a disk. Chapter 9 has a step-by-step recipe for doing it.

Locking a Disk

You may want to protect the information on a disk from being changed or removed accidentally. You can do this by *locking* the disk.

Each Macintosh disk has a small locking tab in one corner, as shown in Figure 4.7.

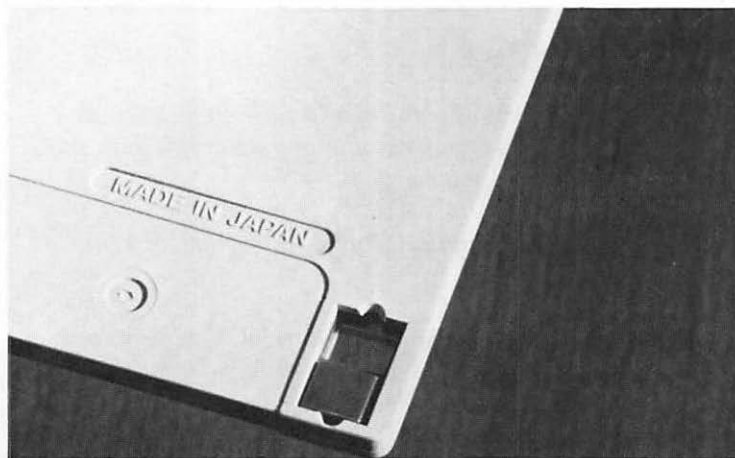


Figure 4.7: Disk Locking Tab

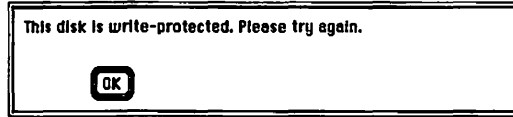
To *lock* a disk, slide the tab all the way to the edge of the disk. This uncovers a square hole in the disk shell.

As long as the disk is locked, the information on it can't be changed. Macintosh will make no additions, deletions, or modifications to a locked disk. To be sure that the contents of a disk aren't changed inadvertently, it's a good idea to lock the disk.

To *unlock* a disk, slide the tab away from the edge of the disk and over the square hole. Unlocking a disk makes it fully functional again. You can modify, delete, move, and work with its contents as usual.

To see whether a disk already in the disk drive is locked, choose Get Info from the File menu. This will open a window with information about the disk. If the disk is locked, there'll be a check mark next to the word *Locked* in this window.

You may be able to open documents on a locked disk, read the documents, and print them. You may even be able to add and delete things on the computer screen. But Macintosh won't save any of the work you've done. Instead, you'll see a message like this when you try to save the document:



It's an unwelcome surprise to discover that you've been working with a locked disk. To save your work in this situation, you'll have to eject the disk and unlock it:

- click OK in the Write-protect dialogue box
 - choose Save As from the File menu
 - click Eject in the Save As dialogue box
 - slide the disk locking tab to the unlocked position.
- Reinsert the disk in the drive and save your document.

A quick glance at the locking tab when you insert a disk will show whether it's locked or unlocked.

Start-up Disks

The master program which controls how Macintosh works is called system software or *the system*. Any disk with Macintosh system software on it is a *start-up disk*.

The first disk you insert after turning Macintosh on must be a start-up disk. If it isn't, Macintosh will eject the disk and display an icon like this:



If this happens,

- remove the disk
- shut the machine off
- turn it back on
- insert a start-up disk.

Figure 4.8 shows a complete set of system software on a start-up disk.

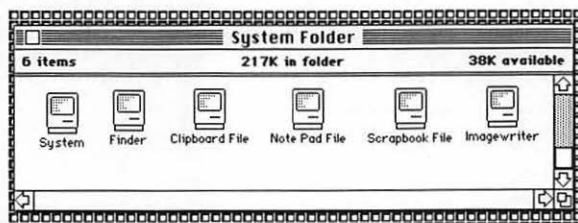


Figure 4.8: System Software

System software is usually (but not necessarily) grouped together in the system folder. If there's a system folder on a disk, you should be able to use the disk to start the machine.



Quick Tip

You can make any disk a start-up disk by copying the system documents onto it.

Select the system folder (or the system documents) and follow the recipe in Chapter 9 for copying to another disk.

Using Disks Efficiently

As you work with Macintosh you'll use application software like MacWrite and Multiplan to create and change work documents. You have several ways to organize applications and documents on disk.

One possibility is to keep an application program and its documents on the same disk. Figure 4.9 is the directory window of a disk with two applications and three documents on it. MacPaint and MacWrite are the applications. The documents are named *Sample page*, *cut/paste memo*, and *Screen 0*. The disk also contains a system folder, which makes it a start-up disk.

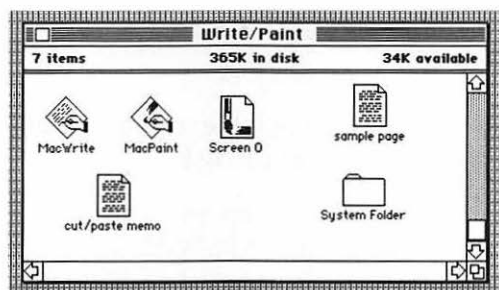


Figure 4.9: Directory

At first glance it seems reasonable to keep applications and documents on the same disk. It puts the things you're working with in one place.

However, there is a disadvantage to organizing your disks this way. Because the application programs and system software take up space, you'll have less room on each disk for your work documents.

To get maximum space for your work and minimize the number of disks to manage, it's preferable to use separate disks for application programs and work documents. Figure 4.10, for example, shows a MacPaint application disk with no work documents on it.

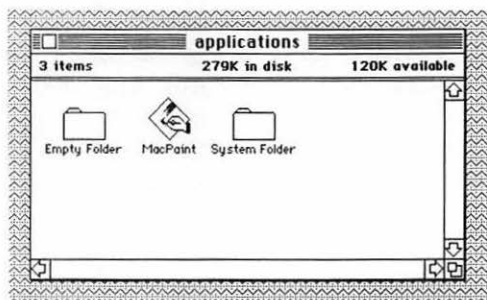
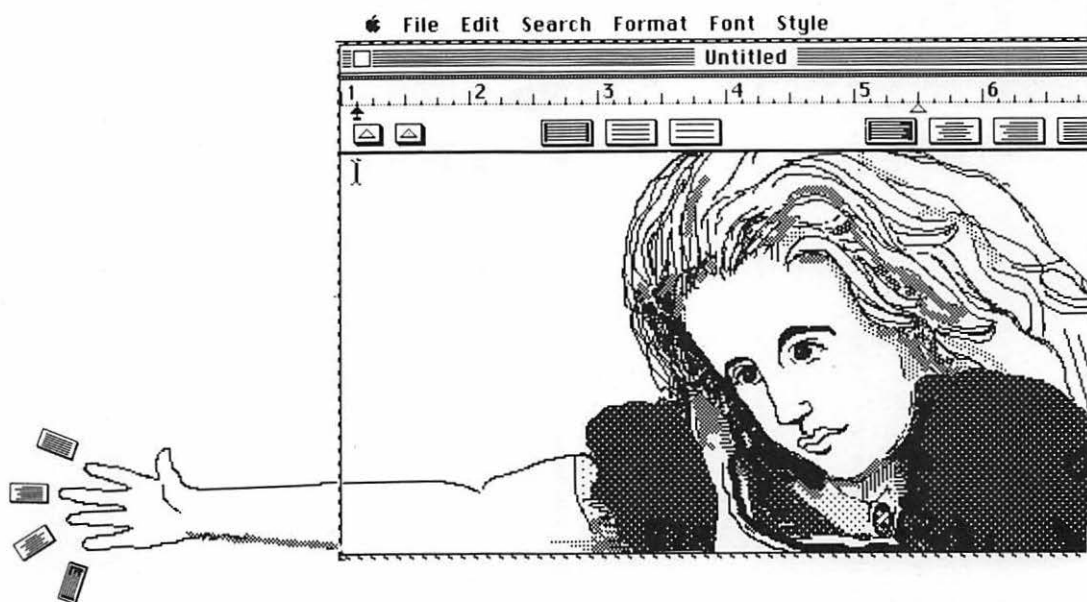


Figure 4.10: Application Disk

It's also a good idea to keep the system folder on each application disk so you can use it as a start-up disk.

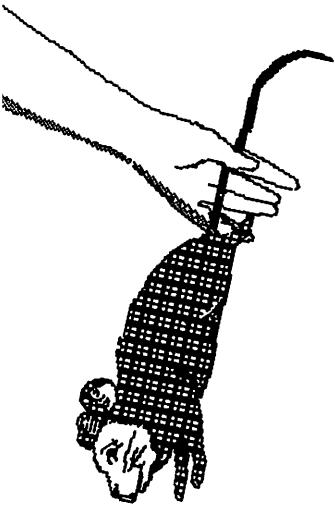
Depending on their size, you can keep more than one application program on the same disk. MacWrite and MacPaint, for example, fit together easily on one disk. Similarly, one document disk can contain many separate documents created with different applications. Be sure to label your document disks so it's clear to you what's on them.

You'll find that Macintosh's single disk drive requires you to switch back and forth fairly often between application and document disks. If this proves inconvenient, you may decide to keep application and work documents on the same disk even though it reduces your work space on the disk. A real remedy is to add an external disk drive to your Macintosh. With two disk drives, you won't need to insert and eject disks several times to open and save documents.



Chapter Five

Managing the Desktop



"Let me see--how /s it to be managed?"

Thursday morning, 9:15.

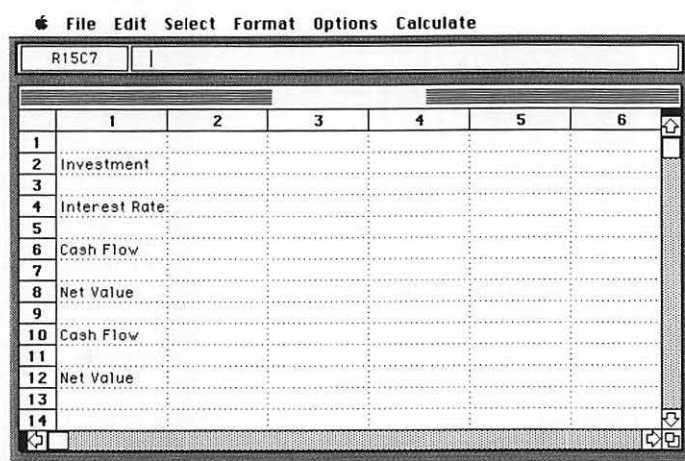
The V.P. just asked for a status report on some work I've been doing. Not too fancy, just a summary.

I'll use Multiplan for the numbers. Where's the disk?

Turn Macintosh on . . . insert Multiplan . . . open a new document.


There's the worksheet.

First, type a few labels to identify things.



We have two alternatives for that \$35,000 investment. Let's see which has the better return.

Fill in the numbers . . . and calculate the net values.

<div>  File Edit Select Format Options Calculate </div>						
R16C2						
	1	2	3	4	5	6
1						
2	Investment		\$35000.00			
3						
4	Interest Rate		%14.00			
5						
6	Cash Flow	\$9000.00	\$11000.00	\$14000.00	\$14000.00	\$16000.00
7						
8	Net Value	\$7407.50				
9						
10	Cash Flow	\$7000.00	\$9500.00	\$13000.00	\$15000.00	\$18000.00
11						
12	Net Value	\$5454.76				
13						
14						

Interesting. The difference in net value is about \$2000. Pasting these figures into the report should make the choice clear.

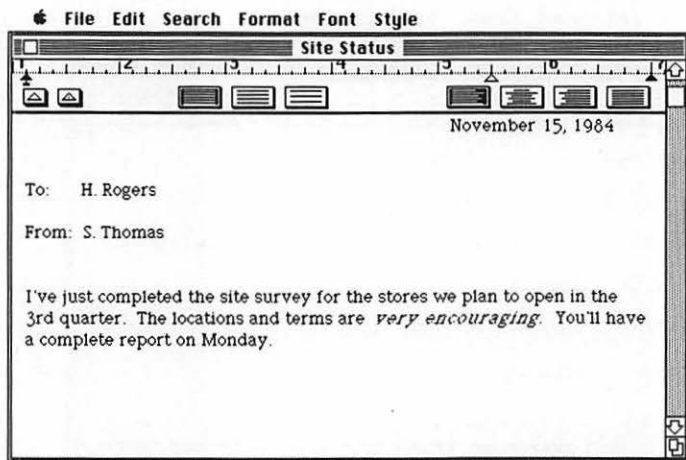
Select the figures . . . choose Copy from the Edit menu . . . the worksheet's on the Clipboard when I'm ready to paste it.

Done with the worksheet, so . . . save it . . . and eject the Multiplan disk.

Now to write the report.

Insert a MacWrite disk . . . open a new document, and start typing.

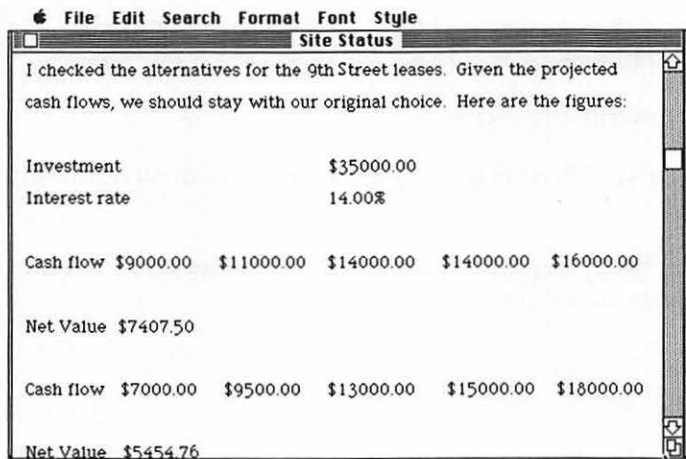
Add a little emphasis in the second sentence . . . Italics should be just right.



Right to the point . . .

Mention the 9th Street leases . . . and bring in the figures from Multiplan . . .

Set the insertion point . . . click! . . . choose Paste from the Edit menu . . . and there they are.



That should do it.

Now . . turn on the printer . . . choose Print from the File menu . . . and there it is.

November 15, 1984					
To: H. Rodgers					
From: S. Thomas					
I've just completed the site survey for the stores we plan to open in the 3rd quarter. The locations and terms are <i>very encouraging</i> . You'll have a complete report on Monday.					
I checked the alternatives for the 9th Street leases. Given the projected cash flows, we should stay with our original choice. Here are the figures:					
Investment	\$35000.00				
Interest rate	14.00%				
Cash flow	\$9000.00	\$11000.00	\$14000.00	\$14000.00	\$16000.00
Net Value	\$7407.50				
Cash flow	\$7000.00	\$9500.00	\$13000.00	\$15000.00	\$18000.00
Net Value	\$5454.76				

Exactly what I had in mind . . .

Finish by saving the status report and . . . ejecting the disk.

Done! Thanks, Mac!

The Work Cycle

Working with Macintosh is really a sequence of activities. The cycle begins when you turn on the machine and insert a disk. It ends with saving your work and ejecting the disk. In between, you use application programs to do particular types of work. The scene you've just read is a work cycle. Someone has:

- a job to do (write a memo, get some figures together)
- the application programs for doing it (Multiplan and MacWrite)

and the Macintosh desktop to work on. Here's the general sequence:

- turn Macintosh on and insert an application disk
- open an existing document or start an application to create a new document
- use the keyboard and mouse to work in the document
- cut and paste to move information in a document or between documents
- choose Print from the File menu to print the document
- save the document on disk
- leave the document to return to the desktop
- eject the disk and turn Macintosh off.

Although the details will vary, you'll follow a cycle much like this whenever you use Macintosh. The commands and techniques may vary with your specific purpose, but they'll follow the overall sequence.

The Finder

The work cycle actually has two levels of activity. One level involves everything you do outside a document. Copying disks, arranging icons, or duplicating folders are typical activities on this level.

The other level involves what you do in a document. Typing and editing text, rearranging it, and printing, are typical activities within a document.

The bridge between these levels of activity is a special program built into Macintosh called the Finder. When you move between a document and the desktop, you're using the Finder.

The Finder includes many of the routine menu commands for managing the desktop and your documents. For example, when you open a document, the Finder moves you from the desktop into the document. When you leave the document, the Finder takes you from the document back to the desktop.

You can visualize the work cycle as starting at the desktop, moving from the desktop into the document where you work, then ending back at the desktop.

Applications and Documents

Applications (or application programs) are the software you use for specific jobs like word processing or graphics. Documents are the work you create with applications. Both applications and documents are stored on disks.

Each application has its own type of document and set of menu commands. The menu commands are tailored to the application's specific task. A document's icon identifies the application used with the document. A MacPaint document, for example, has an icon with a paintbrush on it. Icons for MacWrite documents look like miniature typed pages.

As Macintosh becomes part of your workstyle, you'll accumulate applications programs and documents. The applications will be the software most useful to you. The documents will be your record of work completed and in progress.

There are several stages to working in a document:

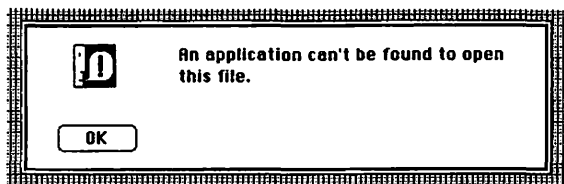
- create a new document or open an existing one
- work in the document
- save the document
- leave the document and return to the desktop

Creating and Opening Documents

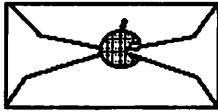
Documents don't exist until you create them. But you can create a document just by starting the application you want to use. The application automatically opens a new document for you to work in. MacWrite opens a blank page ready for typing. MacPaint opens a drawing board. Multiplan opens a worksheet ready for numbers. These new documents are untitled until you save and name them.

When you open an existing document, Macintosh starts the application program used for it. You can begin working with the document as soon as it appears on the desktop.

Sometimes, though, Macintosh can't start the application for your document because you haven't yet inserted the application disk. Macintosh tries to open the document but isn't able to. Instead, you'll see this message.



Here's what to do: eject the disk that's in the drive. Insert a disk containing the application for the document you want to open. Eject that disk; insert the disk with the document, and open the document. A dialogue box may ask you to remove and insert disks again. If so, follow the instructions in the dialogue box.



Rules of the Game

To create a document,

1. *Select the icon for the application you want to use.*
2. *Choose Open from the File menu.*

Work in the document window which opens.

To open an existing document,

1. *Click the document's icon to select it.*
2. *Choose Open from the File menu. Work in the document which opens.*

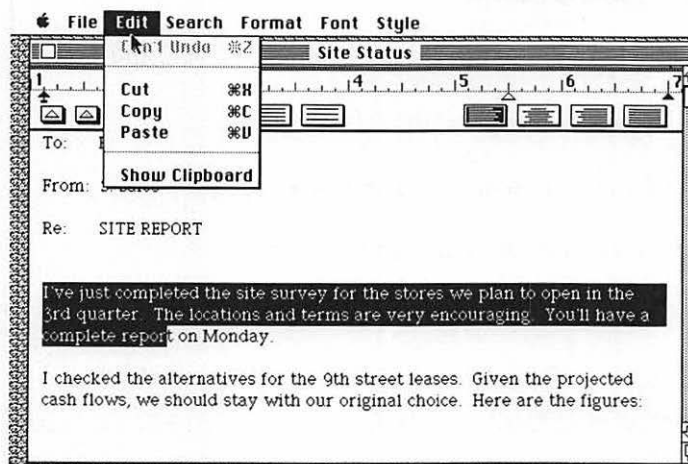
Working in Documents

The kind of work you do in a document is defined by the application you're using. With a word processor, you'll be typing and editing text. With a worksheet program, you'll be making calculations and analyzing numbers.

Once a document is open, you use the application program to work in it. The application's menu commands are available. You can type at the keyboard, manipulate your work with the mouse, or use the special tools provided by applications like MacPaint.

Fortunately, information can be moved not only in a document, but between documents. You can include something from a worksheet in a MacWrite document and vice versa.

Cut and paste is the technique for moving material within and between documents. This technique uses commands from the Edit menu.



The material you cut or copy from a document is stored on the Clipboard until you replace it with new material or turn off the computer. You can paste the contents of the Clipboard anywhere in the document you're working in or close the document, open another one, and paste the contents there. Cut and paste integrates work from various applications in the way that's most effective. Chapter 9 has a detailed recipe for using cut and paste to move information between documents.

Saving Documents

The work you do in a document isn't stored on disk until you save it. Until then your work is stored temporarily in Macintosh's memory. Unfortunately, if something cuts off or interrupts electrical power to Macintosh, everything in memory—including the work you haven't saved—will be erased. To minimize the loss should this happen, save your work often while working in a document.



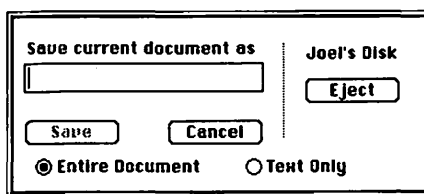
The File menu has commands for saving a document or returning from the document to the desktop.

The Save command makes a disk copy of the document you're working in and leaves the document open so you can continue using it.

Quick Tip

While working in a document, choose Save from the File menu every 20 or 30 minutes. This keeps your document updated on disk. If power is interrupted, only the work you've done since the last Save will be lost. The rest will be intact on disk.

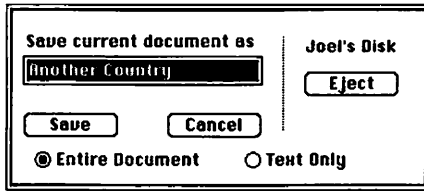
When you first save a document which hasn't been named, Macintosh displays a dialogue box like this:



Type the name you'll use for the document. The name should make sense to you and shouldn't be longer than about 30 characters. Use the Backspace key to erase typing errors; then type the corrections.

After typing the document name, click Save in the dialogue box and resume work on your document.

Save As is a slightly different command. When you choose Save As, Macintosh always displays a dialogue box.



The document's name, if any, will be shown in the dialogue box. To name the document or change the name it has, type a new name. Click Save in this dialogue box to copy the document to disk with the name you've given it. The document remains open so you can continue to work in it.

You can also use Save As to save the document on another disk instead of the one in the disk drive. Click Eject in the dialogue box to eject the disk. Then insert the disk on which you want to save the document and click Save in the dialogue box. This is how to save a new document on a data disk, for example, instead of an application disk.

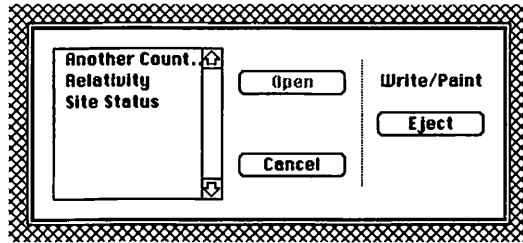
Closing a Document

Choose Close from the Edit menu to close the document you're working in. Before closing the document window, Macintosh checks whether you've changed the document since last saving it. If so, you'll have a chance to save the changes.

After the document closes, you'll see a blank desktop. You have three choices from the File menu at this point. Choose New to open a new document using the same application as the document you just closed.



Choose Open to display a catalogue of documents for the application you're using.

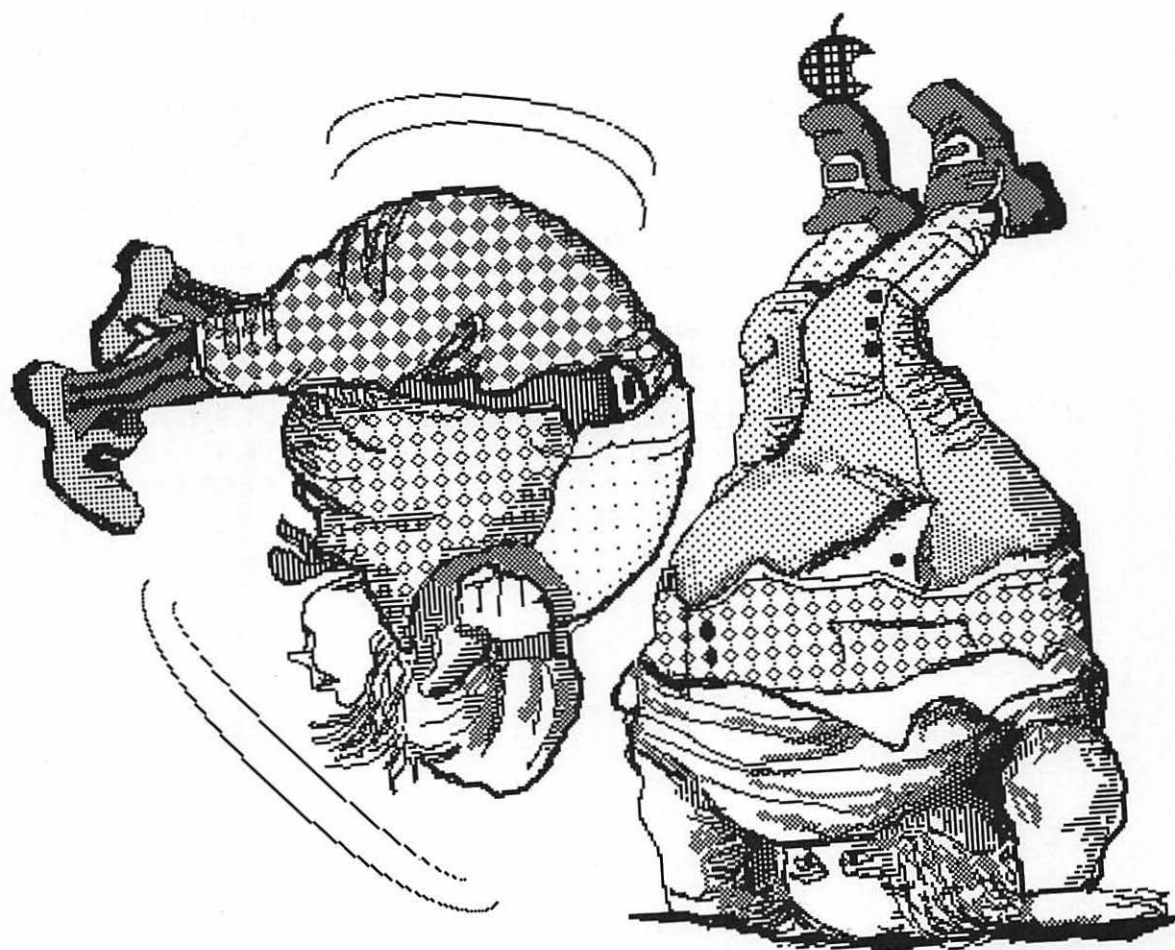


To open a document listed in the catalogue, click the document name to select it. Then click Open in the catalogue window. The document you selected will open on the desktop.

When you've finished working with a document or application, Quit will take you out of the application and back to the desktop. If you choose Quit while working in a document, Macintosh checks whether you've changed the document since last saving it. You'll be able to save these changes before Macintosh closes the document.

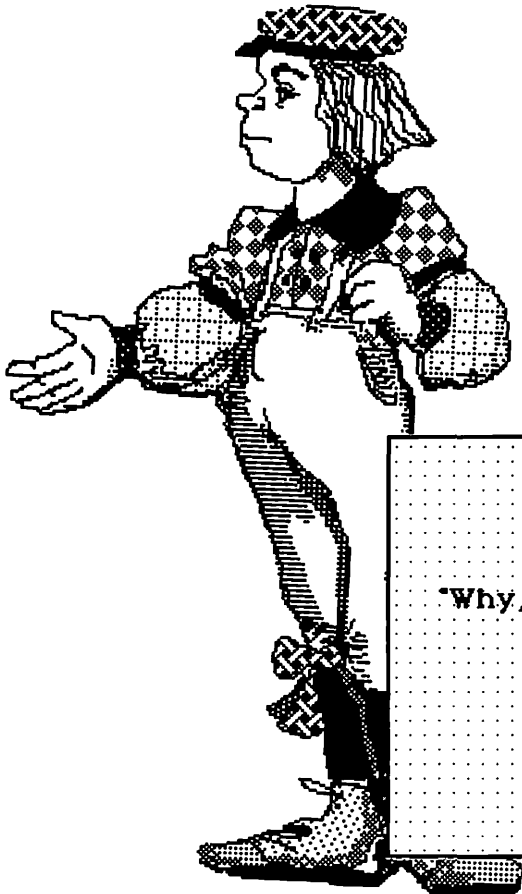
After returning to the desktop, you can start another application or do any desktop activity.

In this chapter, you've seen the general sequence for working on the desktop and in documents. The software demonstrations in Chapter 6 follow this sequence to create actual documents.



Chapter Six

Software Demonstrations



"Why, the best way to explain it is to do it."

This chapter is an introduction to three application programs: MacWrite, MultiPlan, and MacPaint. MacWrite is a word processor for typing and editing text. Multiplan is a worksheet program for numerical calculation and analysis. MacPaint is a graphics program for drawing and illustration.

These programs share common Macintosh features such as the mouse, windows and pull-down menus. You can also move information between documents created with these programs.

Use this chapter as a step-by-step guide or to get a general sense of how Macintosh software works. Before trying these applications, you should know how to make selections with the mouse and choose from menus. See Chapter 3 if you're unfamiliar with these techniques.

MacWrite

MacWrite is a program for typing, editing, formatting, and printing text. These are typical word processing functions, but MacWrite introduces new graphic and printing options.

Here's the sequence for this MacWrite demonstration:

- Start the MacWrite program
- Open a document
- Type and edit
- Save the document on disk
- Print the document
- Leave MacWrite

You'll need a MacWrite disk and an initialized disk for saving your document.

Starting MacWrite



1. Turn Macintosh on if it isn't already. Insert the MacWrite disk into the disk drive. The drive will run for a few moments.
2. You'll see the MacWrite icon in the disk window. If the disk window doesn't open automatically, click the MacWrite disk to select it; choose Open from File menu.



MacWrite

3. Click the MacWrite icon to select it. If you click another icon by mistake, move the pointer to the MacWrite icon and click again.

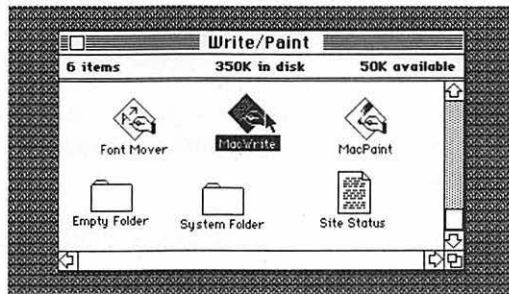


Figure 6.1: Selected MacWrite Icon

4. Choose Open from the File menu to open MacWrite. The desktop clears while the disk drive runs for several seconds. When the disk drive stops, you'll see the MacWrite document window.

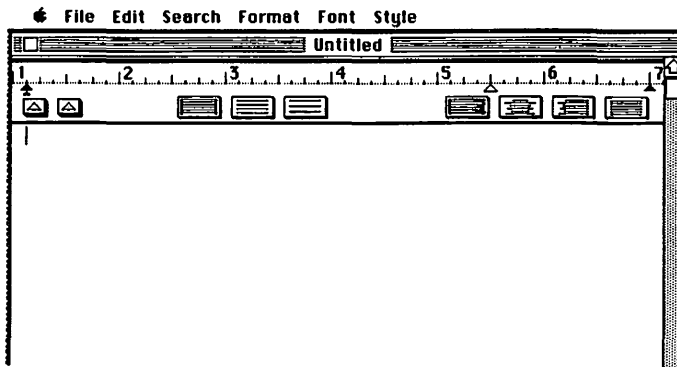


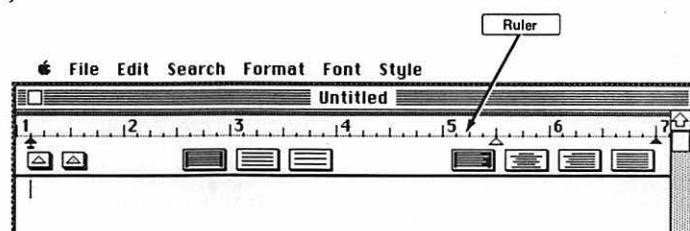
Figure 6.2: MacWrite Window


The Document Window

The MacWrite window shows the blank page you'll type on. It has features common to any Macintosh window plus a few of its own. The window includes

- a menu bar. These menus list commands available in MacWrite.
- a title bar with the name of the document. The document in Figure 6.2 is untitled.
- scroll arrows and a scroll bar for scanning through the document.
- a size box for adjusting the size of the window.

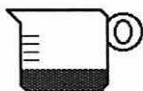
The document window also has a ruler running from left to right below the title bar. Tab and margin settings can be adjusted on this ruler.



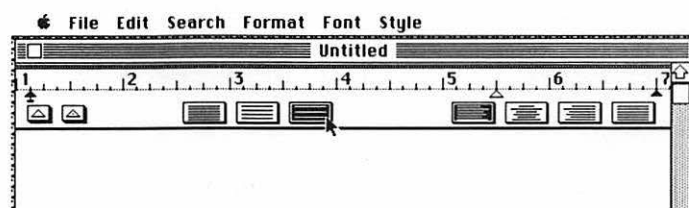
When the pointer is on or above the ruler, it looks like an arrow. When the pointer is below the ruler, it looks like this . This shape is called an 'I' beam.

Setting the Format

The ruler includes three boxes which indicate line spacing. Macwrite's line spacing is preset to single space. For this demonstration we'll use double space.



1. Move the pointer to the double space box on the ruler.



2. Click to select double space.

Typing Text

The short flashing line just below the ruler is the insertion point. Text will appear at the insertion point as you type.

When you reach the right margin, the insertion point moves automatically to the next line. You don't need to press the Return key to move down a line.

Don't worry about errors as you type this sample. Type:

One advantage of a word processor is that it doesn't put your message on paper until it's just right. You can change a word as quickly as you wish. You might say that for the first time writing can keep up with thinking.

Editing Text

The first step in editing is to set the insertion point by:

- positioning the pointer where you want to make a change in the text
- clicking the pointer to set the insertion point. The flashing line you'll see is the insertion point.

We'll do three typical kinds of editing: inserting, deleting, and replacing text.

Inserting Text

Inserting adds something to what's already typed.

1. Without pressing the mouse button, position the pointer in the second sentence on the *a* of the phrase *as quickly*.

One advantage of a word processor is that it doesn't put your message on paper until it's just right. You can change a word *as quickly* as you wish. You might say that for the first time writing can keep up with thinking.



2. Click the pointer to set the insertion point.
3. Type *or sentence* (including a space after *sentence*). MacWrite makes room for the words you've inserted and adjusts the text to fit the margins.

One advantage of a word processor is that it doesn't put your message on paper until it's just right. You can change a word or sentence as quickly as you wish. You might say that for the first time writing can keep up with thinking.

You can insert letters or entire sentences in the same way: set the insertion point and type the additions.

Deleting Text

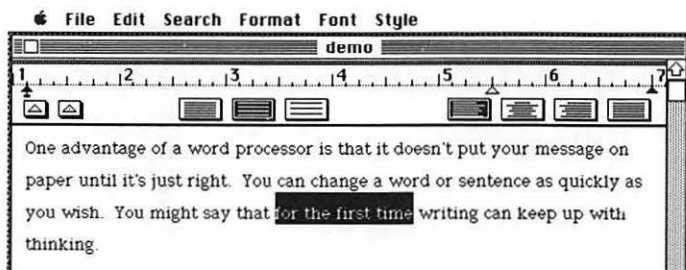
Deleting erases something already typed.



1. Without pressing the mouse button, position the pointer in the last sentence on the *f* in the phrase *for the first time*.

One advantage of a word processor is that it doesn't put your message on paper until it's just right. You can change a word or sentence as quickly as you wish. You might say that ~~I~~ for the first time writing can keep up with thinking.

2. Hold down the mouse button and drag the pointer across *for the first time*. Dragging the pointer selects the phrase.



If you drag too far and select more than these words, click the mouse button to cancel the selection. Drag again to make the selection.

3. The next action will affect the entire selection. Press (and release) the Backspace key. The entire selection is erased. Now the sample looks like this.

One advantage of a word processor is that it doesn't put your message on paper until it's just right. You can change a word as quickly as you wish. You might say that writing can keep up with thinking.

Selecting text and pressing the Backspace key is one way to erase material. There's another technique which is convenient for erasing single letters or words.

-
4. Position the pointer in the last sentence after the word *that*.

One advantage of a word processor is that it doesn't put your message on paper until it's just right. You can change a word or sentence as quickly as you wish. You might say that I writing can keep up with thinking.

5. Click the pointer to set the insertion point.
6. Press and release the Backspace key four times. Each time you press and release the Backspace key, the insertion point erases one character to the left. If you keep the Backspace key pressed down, the insertion point sweeps to the left and erases everything in its path!

Generally, it's easier to erase single letters or a small amount of text by using just the Backspace key. To erase larger amounts of text, it's more efficient to select the text first, then use the Backspace key.

Replacing Text

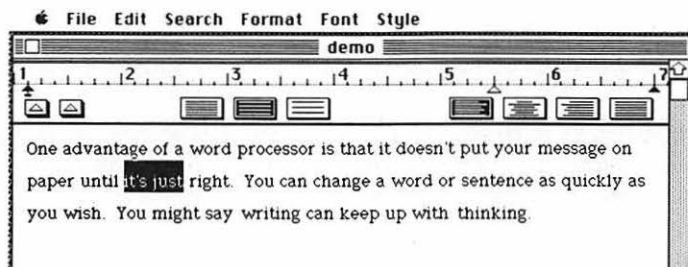
Replacing types over something already typed.



1. Position the pointer in the first sentence at the beginning of the phrase *it's just right*.

One advantage of a word processor is that it doesn't put your message on paper until *it's just right*. You can change a word or sentence as quickly as you wish. You might say writing can keep up with thinking.

2. Hold down the mouse button and drag the pointer across *it's just*. Dragging the pointer selects the words.

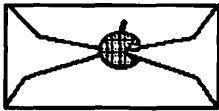


If you drag too far and select more than these words, click the mouse button to cancel the selection. Drag again to make the selection.

3. Type *the message is* (including a space after *is*). The new phrase replaces the selection. Macintosh adjusts the text to fit the new material and stay within the margins. Now the text reads this way:

One advantage of a word processor is that it doesn't put your message on paper until the message is right. You can change a word or sentence as quickly as you wish. You might say writing can keep up with thinking.

Don't worry if your document doesn't look exactly like this. You might want to practice a bit more typing or editing. When you're ready, continue on to see how to change type styles.



Rules of the Game

Inserting text: *Position the pointer where you're inserting text. Click the pointer to set the insertion point. Type the additional text.*

Deleting text: *Use the Backspace key to delete single characters or words to the left of the insertion point. To delete larger amounts of text, drag the pointer across the text to select it. Press the Backspace key to erase the selection.*

Replacing Text: *To replace text, drag the pointer across the text to select it. Type the new material.*

Changing Type Styles

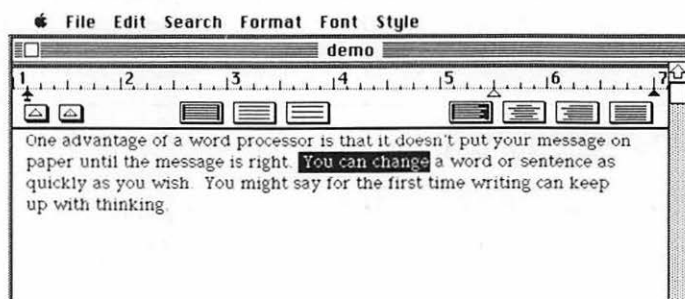
Your sample document should look something like this.

One advantage of a word processor is that it doesn't put your message on paper until the message is right. You can change a word or sentence as quickly as you wish. You might say writing can keep up with thinking.

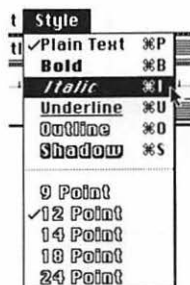
Here's how to add emphasis to the text and make it visually interesting.



1. Drag the pointer to make this selection



2. Move the pointer to the Style menu and choose *Italic*. The selection appears in italics.



3. Click the pointer anywhere outside your selection to remove the highlighting.

4. Select any portion of text by dragging through it.
5. Choose one of the fonts in the File menu.

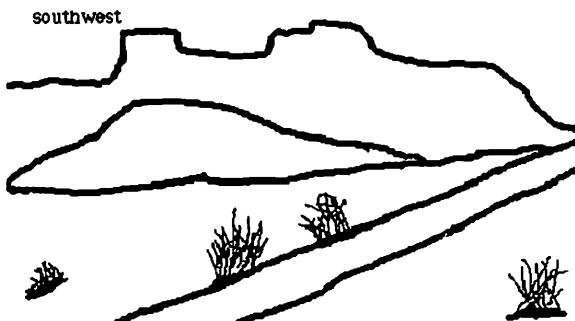


Your selection appears in the new font.

6. Click the pointer anywhere outside the selection to remove the highlighting.

MacWrite's variety of type styles and fonts means you can create distinctive, eye-catching documents. The Imagewriter printer will print your document exactly as you see it.

One of Macwrite's most versatile techniques is called **cut and paste**. It's the way to *move text and graphics* in a document or from one document to another. The drawing below was pasted onto this page directly from **MacPaint** and printed as part of the text.



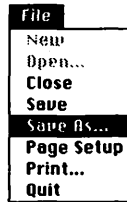
MacWrite integrates word and image to communicate your ideas.

Saving the Document

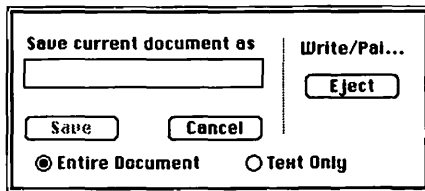
This is how to save your MacWrite document on disk. You'll need an initialized document disk.



1. Choose Save As from the File menu.



Macintosh opens a dialogue box:

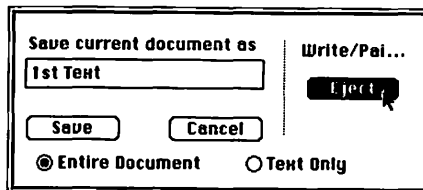


2. Type: 1st Text

This will be the name of your document. To erase typing errors in the name, press the Backspace key; then type the correction.

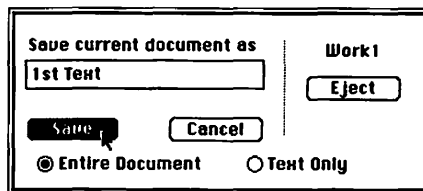
It's preferable to save the document on a document disk rather than on the MacWrite disk.

3. Click Eject



4. Insert an initialized document disk into the disk drive.

5. Click Save

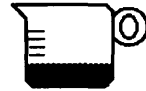


Macintosh asks you to insert and remove the MacWrite disk and the document disk. Follow the instructions in the dialogue boxes.

Although the document has been saved on the document disk, Macintosh still displays it after the disk drive stops. You can now print the document or leave MacWrite.

Printing the Document

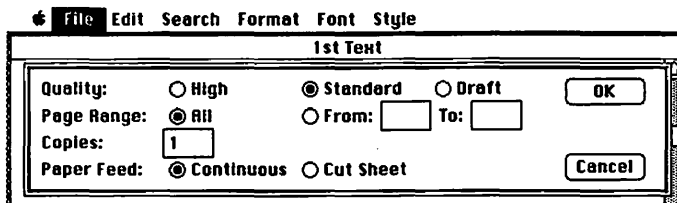
Be sure your printer is properly connected and turned on.



1. Choose Print from the File menu.



Macintosh displays a dialogue box.



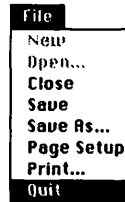
2. Click OK to print the document.
3. When the document is printed, you'll see another dialogue box. Follow the instructions in the dialogue box. You'll have to remove and insert disks several times.

Leaving MacWrite

We'll end the demonstration by leaving MacWrite and returning to the Macintosh desktop.



1. Choose Quit from the File menu.

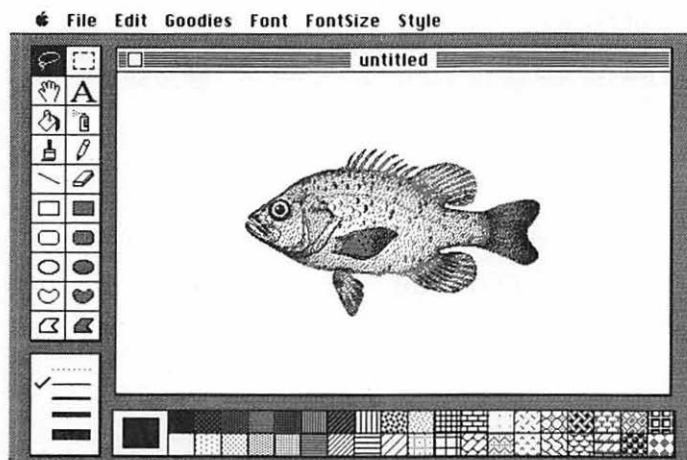


2. The disk drive turns on for several seconds.

If a dialogue box appears asking whether to save changes, click No.

When the disk drive stops, you'll see the Macintosh desktop with the MacWrite directory open on it.

3. Choose Eject from the File menu.



MacPaint

MacPaint is a tour de force graphics program designed by Bill Atkinson of Apple. MacPaint makes the mouse a drawing tool which gives free rein to your visual creativity. You're able to change and manipulate drawings, add text, and combine the results with other Macintosh documents. MacPaint does things that would be hard to duplicate with paper and brush, whether for recreation or professional graphics.

This is what you'll do in the MacPaint demonstration:

- Start the MacPaint program
- Open a MacPaint document
- Practice drawing
- Save the document on disk
- Print the MacPaint document
- Leave MacPaint

You'll need a MacPaint disk and an initialized disk for saving your document.

Starting MacPaint



1. Turn Macintosh on if it isn't already. Insert the MacPaint disk into the disk drive. The drive will run for several seconds.

2. You'll see the MacPaint icon in the disk window. If the disk window doesn't open automatically, click the MacPaint disk to select it; then choose Open from the File menu.



3. Click the MacPaint icon to select it. If you click another icon by mistake, move the pointer to the MacPaint icon and click again.

4. Choose Open from the File menu to open MacPaint. The screen you'll see when the disk drive stops is your drawing board.

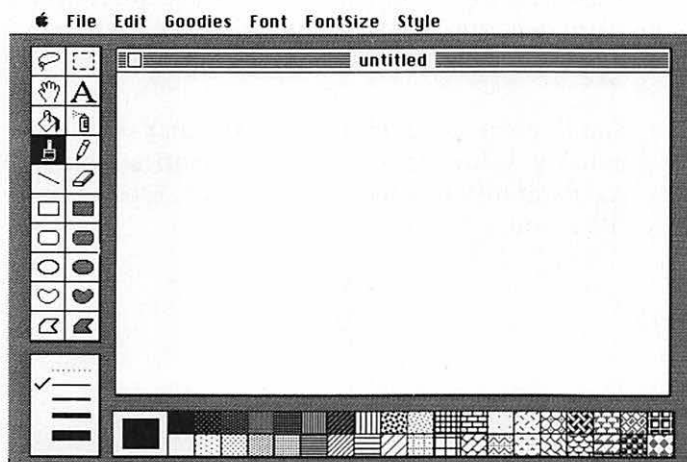
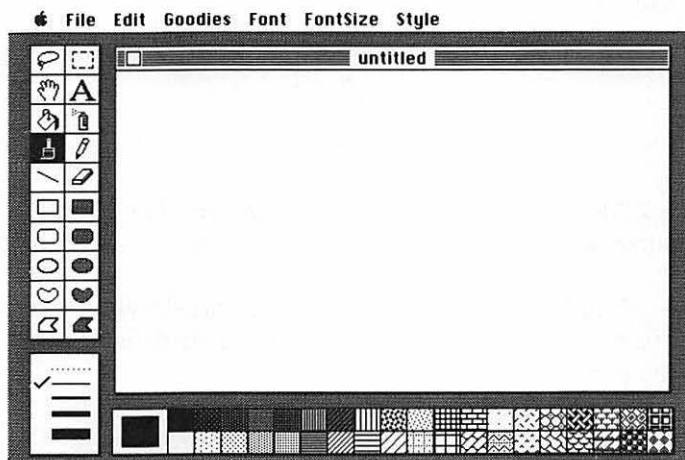


Figure 6.3: MacPaint Drawing Board

The Drawing Board

The MacPaint drawing board is equipped with everything you need to create graphics:

- the menu bar lists MacPaint commands
- the large blank window is the drawing area. The title bar and close box are above the window.
- the icons to the left of the window are drawing tools.



- the box below the drawing tools shows brush widths.
- the boxes below the window are drawing patterns.

To use MacPaint, you'll select tools and patterns, then draw with them in the window.

Painting with the Mouse

We'll try several drawing tools.



1. Locate the paintbrush icon on the left side of the drawing board.

Click the paintbrush to select it.



2. Move the pointer into the window. The pointer becomes a dot when it's in the window.

3. Hold down the mouse button and slowly move the mouse. The mouse becomes a paintbrush, and the pointer is its tip!

Move the pointer around in the window to practice a bit. Hold down the mouse button to draw. Release it to move the pointer without drawing.

Surprised? The drawing in the window follows the motion of your hand.

When you're drawing, it's always helpful to have an eraser nearby.



1. Click the eraser to select it.



2. Move the pointer into the drawing window. The pointer looks like a square when it's in the window.
3. Drag the pointer across any part of your drawing. Whatever you drag across is erased. To move the pointer without erasing, release the mouse button.

It takes no time at all to put down the eraser and pick up another drawing tool:



1. Click the spray can to select it.



2. Move the pointer into the window. This time the pointer looks like a small cloud of paint spray.
3. Click the mouse button, then move the mouse and click again. Each click is one spray of the paint can. To leave a spray trail, drag the mouse.

The technique for using drawing tools is the same:

- click the tool to select it
- move the pointer to the drawing window. The pointer becomes the tool you've selected.
- hold down the mouse button and draw.
- to move the pointer without drawing, release the mouse button.

Select various drawing tools and try them out to see what they do. Use the eraser whenever you need it.

Quick Tip

To erase the entire window, double-click the eraser.



Adding Text

You can add text to a MacPaint document just by typing it. It's possible to combine word and image for eye-catching effects.

1. Use the eraser if necessary to clear some space in the window for text.



2. Click the text icon in the drawing tools to select it.



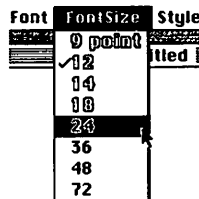
3. Move the pointer into the drawing window. This time the pointer looks like an 'I' beam.
4. Click the pointer where you want to add text. The flashing bar you'll see when you click is the insertion point. Whatever you type will appear at this point.
5. Type:

The robots are here!

If you make an error while typing, press the Back-space key to erase it; then type the correction.

We'll add some visual impact to the message.

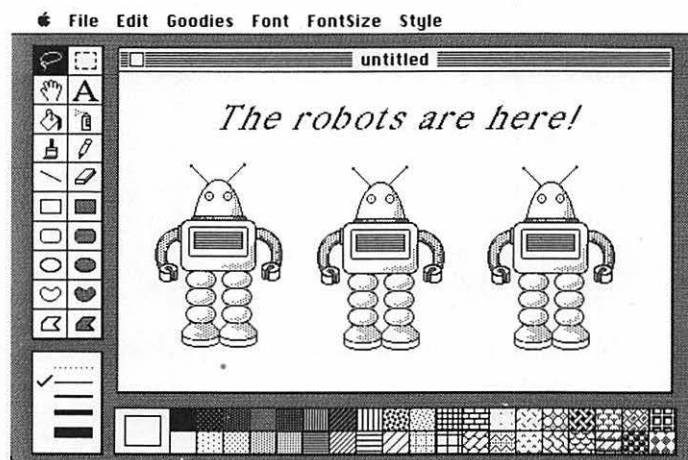
6. Move the pointer to the Font Size menu and choose 24 point.



7. Move the pointer to the Style menu and choose Italic.



The message is a bit more dramatic. Here's how it might look when combined with a drawing.



To add text anywhere in the window, set the insertion point and type. First, though, return to a smaller type size.



1. Choose 12 from the Font Size menu.

Choose Plain from the Style menu.

2. To erase anything you've typed, drag the eraser across it.

Drawing Techniques

You could say that MacPaint is a boxful of special effects. The best way to discover the program's many variations is to try it. Here are a few techniques that should be useful as you begin.



1. To draw straight lines, hold down the Shift key while dragging the paintbrush or the pencil.

2. To move your drawing in the window:

- click the hand icon



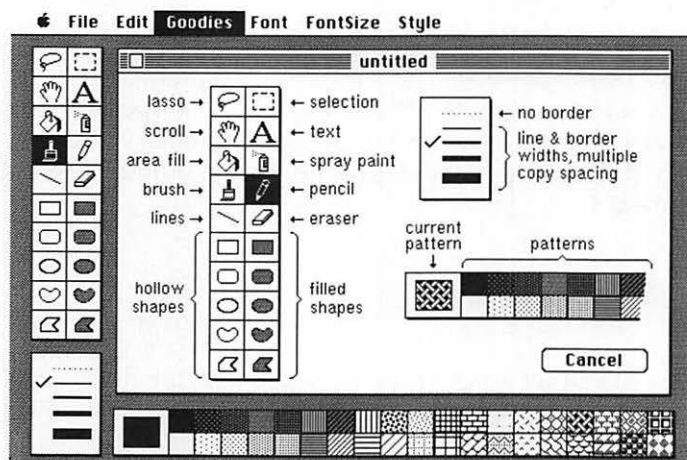
- place the hand anywhere in your drawing and drag it.

3. To change the paintbrush pattern, click one of the pattern boxes below the drawing window. The paintbrush will draw with this pattern until you click another.

4. To undo your last action at any point, choose Undo from the Edit menu.

5. For a quick reminder about what's on the drawing board:

- Choose Introduction from the Goodies menu.



You'll see a labelled version of the drawing board.

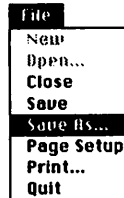
- Click Cancel to return to your document.

Saving the Document

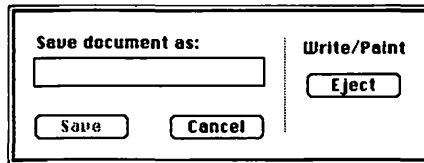
This is how to save the drawing you've done on disk. You'll need an initialized disk for the document.



1. Choose Save As from the File menu.



Macintosh opens a dialogue box:

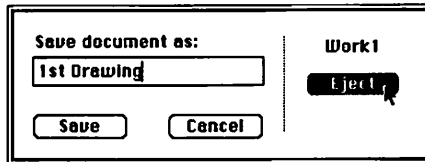


2. Type: 1st Drawing

We'll use this as the name of your document. To erase typing errors, press the Backspace key; then type the correction.

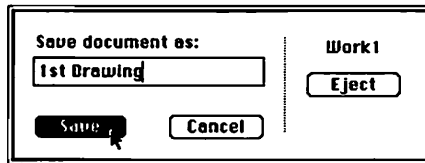
You could save the document on the MacPaint disk, but it's a better idea to keep it on a document disk.

3. Click Eject



4. Insert an initialized document disk into the disk drive.

5. Click Save



Macintosh asks you to insert and remove the MacPaint disk and the document disk. Follow the instructions in the dialogue boxes.

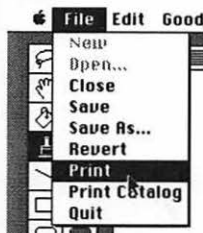
Although the MacPaint document has been saved on the document disk, Macintosh still displays it after the disk drive stops. You can print the document or leave MacPaint at this point.

Printing the MacPaint Document

Be sure your printer is properly connected and turned on.



1. Choose Print from the File menu.



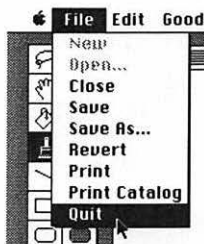
2. Macintosh asks for the MacPaint disk and prints your document. You'll see the document on screen as it's being printed.

Leaving MacPaint

To end the demonstration we'll leave Macpaint and return to the desktop.



1. Choose Quit from the File menu. The disk drive runs for several seconds.



If a dialogue box appears asking whether to save changes, click No.

When the disk drive stops, you'll see the Macintosh desktop with the disk window open on it.

2. Choose Eject from the File menu.

File Edit Select Format Options Calculate						
R14C6						
Untitled						
	1	2	3	4	5	6
1			MYCO, INC			
2			415 WEST HARRISON STREET			
3			JACKSON, CALIFORNIA 94223			
4						
5			INCOME STATEMENT			
6			=====			
7			JAN	FEB	MAR	APR MAY
8	INCOME					
9	-----					
10	SALES	\$1500.00				
11	RET&ALLOW	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00
12	NET	\$1425.00	\$0.00	\$0.00	\$0.00	\$0.00
13						
14	EXPENSES					

Multiplan

Multiplan is a program for typing and manipulating numbers. You can use it to make calculations and see how changing one number affects related numbers.

The Multiplan demonstration follows this sequence:

- Start the Multiplan program
- Open the worksheet
- Type numbers and calculate
- Save the worksheet on disk
- Print the worksheet
- Leave Multiplan

You'll need a Multiplan master disk and an initialized disk for saving your document.

Starting Multiplan



1. Turn Macintosh on if it isn't already. Insert the Multiplan disk into the disk drive. The drive will run for a few seconds.

2. You'll see the Multiplan icon in the disk window.



Multiplan

If the disk window doesn't open automatically, click the Multiplan disk to select it; then choose Open from the File menu.

3. Click the Multiplan icon to select it.

If you click another icon by mistake, move the pointer to the Multiplan icon and click again.

Choose Open from the File menu to open Multiplan.

If Macintosh asks you to insert the Multiplan master disk, follow the instructions in the dialogue box. When the disk drive stops, you'll see the Multiplan worksheet.

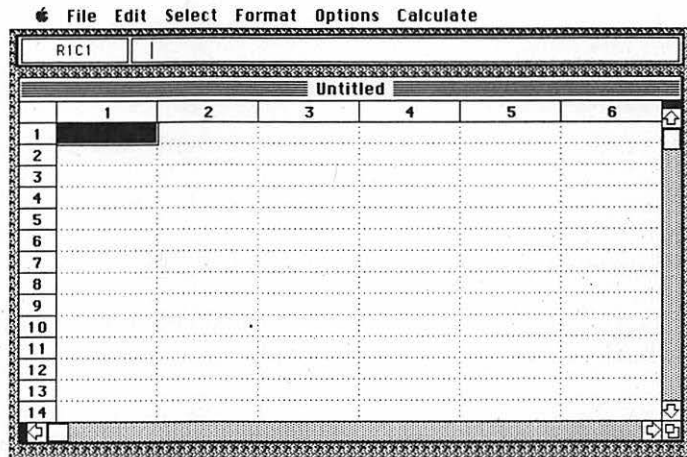


Figure 6.4: Multiplan Worksheet

The Worksheet

Mutiplan documents look like a gridwork of individual spaces or cells. This *worksheet* is designed for orderly arrangement and manipulation of numbers.

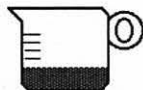
The worksheet includes

- a menu bar which lists Multiplan commands
- a reference box which identifies the current cell
- a narrow formula bar running below the menu bar
- a title bar for the name of the document
- the gridwork of cells which defines the work area
- row and column numbers for identifying cells
- scroll bars for scanning the spreadsheet vertically and horizontally.

The worksheet in Figure 6.4 has 14 rows and 6 columns. The entire Multiplan worksheet can be as large as 255 rows and 63 columns. But you'll only see a portion of the worksheet at one time.

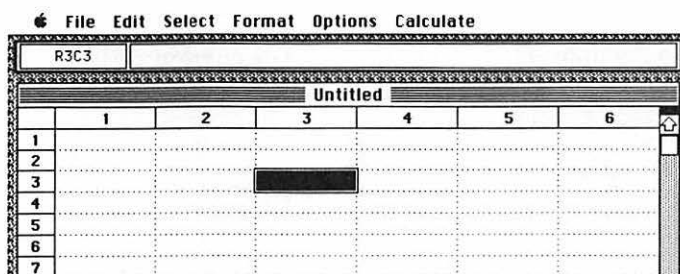
The Current Cell

Each cell on the worksheet is identified by column and row position. The darkened cell with a narrow white border around it is called the *current cell*. This is the cell you're actually using at any point. The reference box always identifies the current cell.



1. Without pressing the mouse button, move the pointer to the cell in row 3, column 3. Be sure the pointer is in the cell, not on its corners.

Click the pointer to make R3C3 the current cell.



The reference box at the top of the worksheet also shows that R3C3 is the current cell.

2. Move the pointer to another cell and click to make it the current cell. Check the new entry in the reference box.

Clicking the scroll bars on the bottom and right edges of the worksheet changes the visible portion of the worksheet. The column and row numbers will change with each click. This can be confusing if you're not expecting it.

If your worksheet doesn't show columns 1 through 6 and rows 1 through 14, click the lower left and upper right corners of the scroll bars until it does.

Typing Text on the Worksheet

Now we'll create a short revenue report for a three-month period.



1. Move the pointer to cell R1C1 and click to make it the current cell.

Type: Store 7

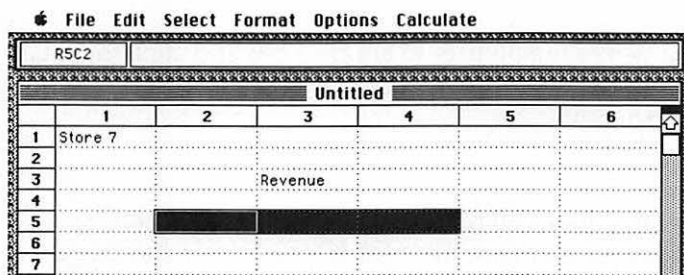
As you type, the word appears in the current cell and in the formula bar at the top of the worksheet. Erase typing errors by pressing the Backspace key; then type the correction.

2. Click cell R3C3 to make it the current cell.

Type: Revenue

3. Move the pointer to R5C2. We'll select three cells in this row.

Hold down the mouse button and drag the pointer from R5C2 to R5C4.



The white border around R5C2 means it's the current cell.

4. In R5C2, type: July

Press (and release) the Enter key.

In R5C3, type: August

Press the Enter key.

In R5C4, type: September

If you make an error while typing, press the Back-space key to erase it; then type the correction.

5. Click cell R5C6 to make it the current cell.

Type: Total

Your worksheet should look like this:

	1	2	3	4	5	6
1	Store 7					
2						
3			Revenue			
4						
5		July	August	September		Total
6						
7						
8						
9						
10						
11						
12						
13						
14						

If your worksheet looks different, you can erase the contents of any cell by clicking the cell and pressing the Backspace key. Then type the corrections.

Typing Numbers

Next, we'll add some numbers to the worksheet.



1. Move the pointer to R7C2.

Hold down the mouse button and drag the pointer from R7C2 to R7C4. This selects three cells at the same time.

The white border around R7C2 means it's the current cell.

File Edit Select Format Options Calculate

R7C2						
Worksheet1						
	1	2	3	4	5	6
1	Store 7					
2						
3			Revenue			
4						
5		July	August	September		Total
6						
7						
8						
9						

2. In R7C2, type: 29000

Press (and release) the Enter key.

In R7C3, type: 31500

Press the Enter key.

In R7C4, type: 33600

If you make an error while typing, press the Back-space key to erase it; then type the correction.

Row 7 should look like this when you're done:

	1	2	3	4	5	6
1	Store 7					
2						
3			Revenue			
4						
5		July	August	September		Total
6						
7		29000	31500	33600		
8						
9						
10						
11						
12						
13						
14						

If it doesn't, click the cell you want to correct and type the correction.

Making the Calculation

What is the total revenue for three months?



1. Click R7C6 to make it the current cell.
2. Type an equal sign, like this: =
3. Click 29000

Click 31500

Click 33600

As you click each cell, Multiplan builds a formula in the formula bar and in the current cell. The complete formula looks like this

= RC[-4]+RC[-3]+RC[-2]

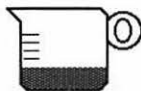
The formula instructs Multiplan to add the three cells you clicked in row 7.

(If you don't see a formula like this, you may have forgotten to type = in step 2. Click R7C6 again and repeat steps 2 and 3.)

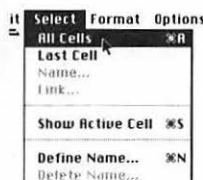
4. We'll see the total for the numbers you entered. Press the Enter key. The total appears in R7C6: 94100

Changing the Worksheet Format

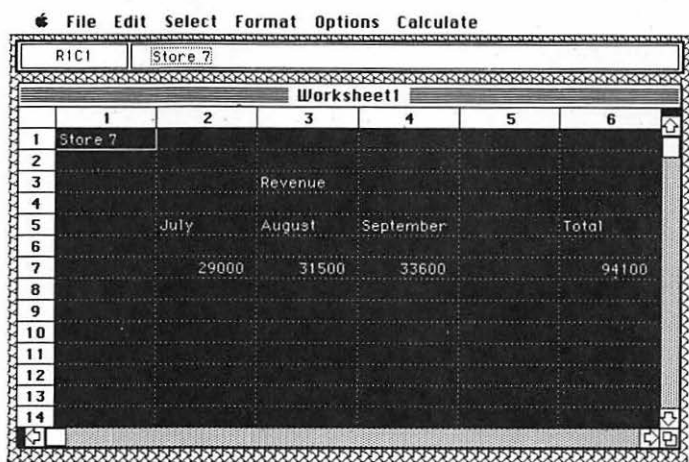
Since this is a financial calculation, it would be convenient to show the numbers in dollars and cents.



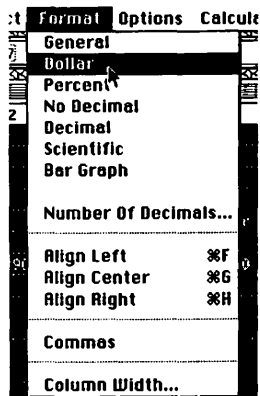
1. Move the pointer to the Select menu and choose All Cells.



The entire worksheet darkens to show that all cells are selected.



2. Choose Dollar from the Format menu.



All values on the worksheet are changed to dollars and cents.

We'll also center the text to give the worksheet a more polished appearance.

3. Choose Align Center from the Format menu. Click the pointer anywhere on the worksheet to remove the dark background.

Here's the finished worksheet:

File Edit Select Format Options Calculate

R14C1

Worksheet1

	1	2	3	4	5	6
1	Store 7					
2						
3			Revenue			
4						
5		July	August	September		Total
6						
7		\$29000.00	\$31500.00	\$33600.00		\$94100.00
8						
9						
10						
11						
12						
13						
14						

Figure 6.5: Completed Worksheet

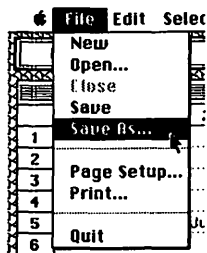
If your worksheet looks different, you might want to re-trace the steps we followed.

Saving the Worksheet

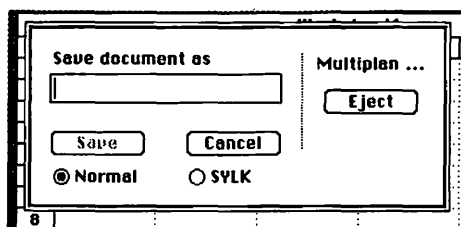
This is a simple example, but you've practiced the basics for using the worksheet. The next step is to save your work on disk.



1. Choose Save As from the File menu.



Macintosh opens a dialogue box:

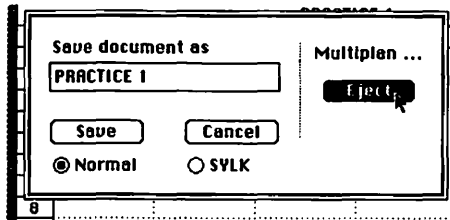


2. Type: PRACTICE 1

This is the name we'll give the worksheet. Use the Backspace key to erase typing errors. Then type the correction.

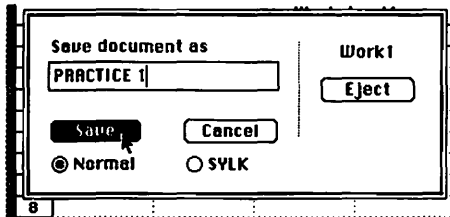
You could save the worksheet directly on the Multiplan disk, but it's a better idea to keep it on a document disk.

3. Click Eject



4. Insert an initialized document disk into the disk drive.

5. Click Save



Macintosh asks you to insert and remove the Multiplan disk and the document disk. Follow the dialogue boxes. You'll have to switch disks several times.

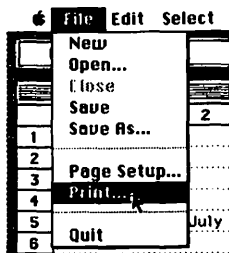
Although the worksheet has been saved, Macintosh still displays it after the disk drive stops. You can print the worksheet or leave Multiplan at this point.

Printing the Worksheet

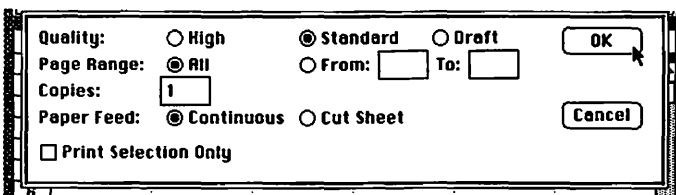
Be sure your printer is properly connected and turned on.



1. Choose Print from the File menu.



Macintosh asks for the Multiplan disk. After you insert the disk you'll see another dialogue box.



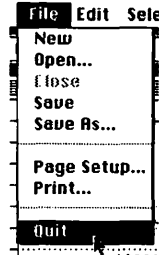
2. Click OK to print the worksheet.

Leaving Multiplan

To end the demonstration we'll leave Multiplan and return to the Macintosh desktop.



1. Choose Quit from the File menu.

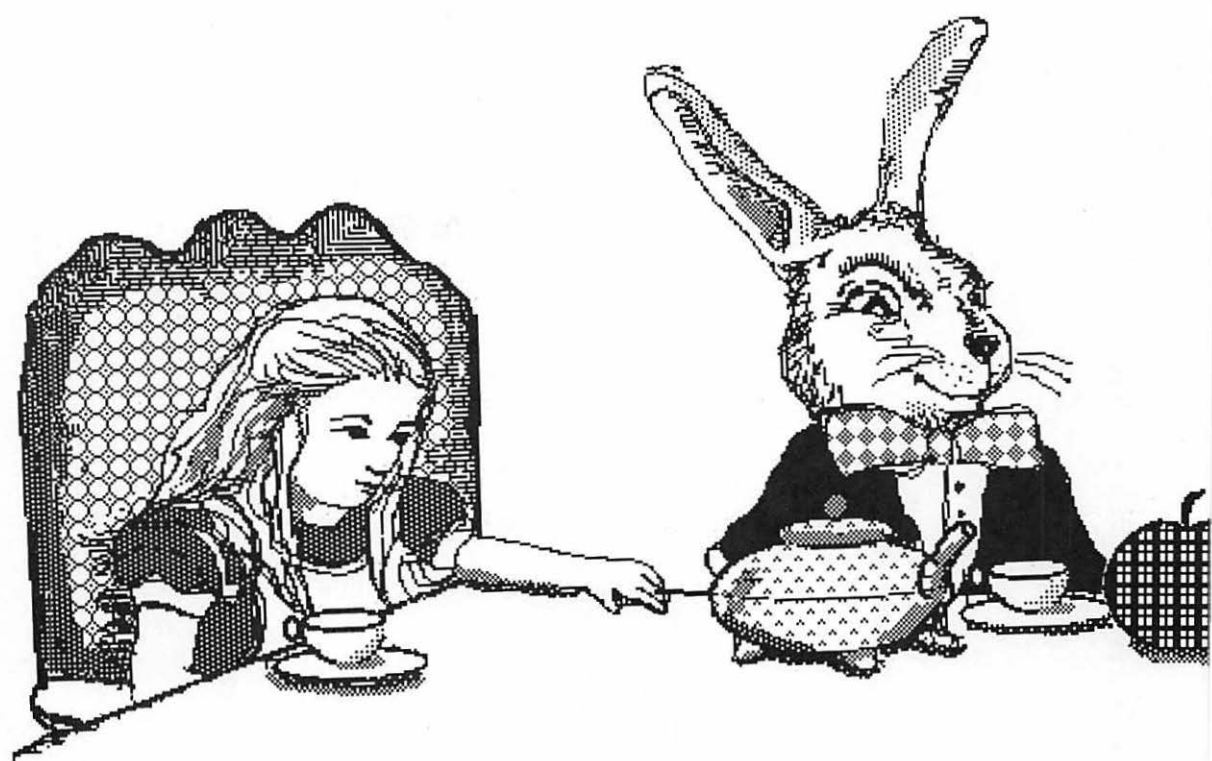


2. If Macintosh asks whether to save changes before quitting, click No.

Follow the instructions in any other dialogue box which may appear.

When the disk drive stops, you'll see the Macintosh desktop with the disk window open on it.

3. Choose Eject from the File menu.





Chapter Seven


More About Menus

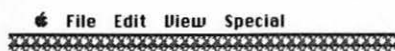


"I should like to have it explained."

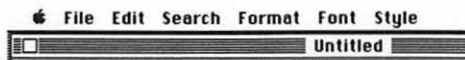
This chapter describes menus we haven't used yet: the , Edit, and Special menus. The  menu includes desk accessories such as a clock and calculator for your convenience. The Edit menu lists commands for cutting and pasting material between documents. The commands on the Special menu will tidy up the desktop or dispose of things you no longer need.

Menus in General

Menu list commands—the things you can do on the desktop or in a document. You have a great range of available actions: anything from copying a disk to setting the alarm clock or moving information around in documents. Rather than remembering how to type individual commands to do what you want, you simply choose actions from menus. Menu titles always appear in the menu bar across the top of the desktop. Each word (and the Apple icon, ) in the menu bar is the name of a menu. Before you start an application or open a document, the menu bar looks like this:



The menu bar in a document will be different, depending on the application you're using. The menu bar below identifies menus specific to MacWrite:



The choices on most menus depend on whether you're working in a document or on the desktop. The File menu on the left in Figure 7.1 is the one you see on the desktop. The File menu on the right is the one you see in a MacWrite document.

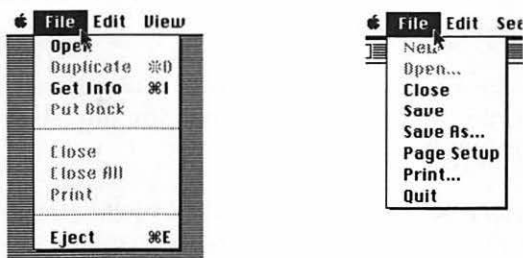


Figure 7.1: File Menu


The menus show that what you can do in the document differs from what you can do on the desktop.

To see a menu, pull it down from the menu bar; to use the menu, make a choice from it:

- position the pointer on a title in the menu bar. Hold down the mouse button to see the menu. Available choices are in **boldface** on the menu.
- drag the pointer to highlight your choice in the menu and select it.
- release the mouse button when your choice is highlighted. Macintosh carries out the action you've chosen.


This technique is the same for all menus and applications. You'll find that working with Macintosh means using sequences of menu commands for specific tasks.

Desk Accessories


A desk should make your work easier. It's nice to have conveniences like a clock to keep track of the time or a notepad for jotting things down. Not surprisingly, the electronic desktop does have built-in gadgets. They're called *desk accessories* and are listed on the  menu.

The accessories include a Scrapbook, Notepad, clock, calculator, puzzle, and a control panel for adjusting various features of the desktop.

When you choose a desk accessory, it opens like a window. You can do the same things with an accessory that you do with a window: drag it, open it together with other windows, and close it by clicking its close box.

The choices on the  menu are the same in a document and on the desktop. The accessories are always available; you can open and use any of them at any point in your work.

In some applications, you'll have to close desk accessories before resuming work in a document. In other applications, you can keep desk accessories open while working in a document.

When a document and desk accessories are open at the same time, you can use each in turn by clicking its window. To activate a desk accessory, click it. To return to the document, click anywhere in the document (in some applications you'll close the desk accessories first). Clicking activates the document window and brings it to the foreground. A large document window (it may fill the entire screen) can easily cover any desk accessories visible when you clicked the document! The accessories are still open; they're *behind* the document where you may not be able to see them. To make any desk accessory visible again, choose it from the  menu.



When using a document and desk accessories at the same time, you may want to reduce the size of the document window. Then you can place the desk accessories *next to* the document so they're not covered when the document window is active. As long as you see part of the desk accessory, you can click it to activate it. In the figure below we've made a MacWrite window small enough that it doesn't cover the calculator and clock behind it.

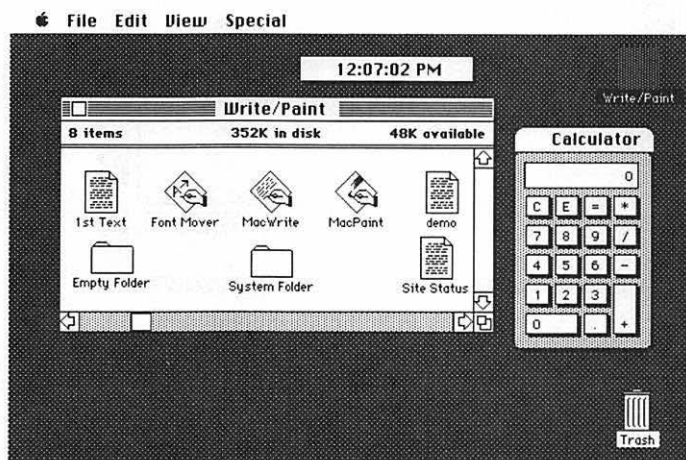



Figure 7.2: MacWrite Document and Accessories

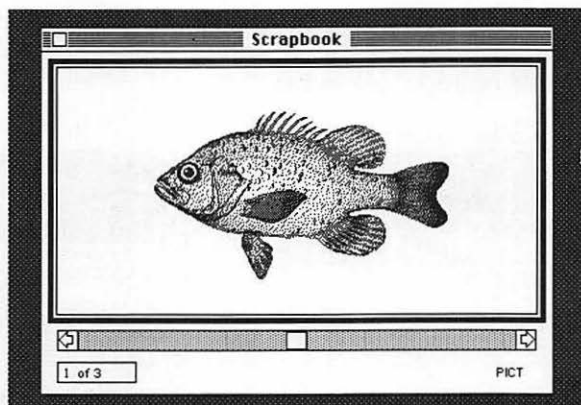
We'll describe the desk accessories separately. If you want to try them out, insert the system disk or an application disk:

- to open a desk accessory, choose it from the Apple menu.
- to close a desk accessory, click its close box, or select it and choose close from the File menu.

The Scrapbook

The Scrapbook is a storage place for text or graphics that you've pasted in from documents and want to keep for further use. Each disk has its own Scrapbook; the contents can vary from disk to disk. When you've pasted something into the Scrapbook, it remains there until you remove it.

To open the Scrapbook, choose Scrapbook from the  menu. The Scrapbook always opens to its first page. What you see depends on the disk you're using. The figure below is in the Scrapbook on a MacWrite/MacPaint disk.



You may see a different picture, text, or the message "This space for rent". The message means there's nothing in the Scrapbook on that particular disk.

The box in the lower left of the Scrapbook window shows the page number. To scan through the Scrapbook, click the arrows at either end of the scroll bar or drag the scroll box.

The Scrapbook is a good place to keep standard text or graphics for use in different documents. You can paste things from the Scrapbook into documents or from documents into the Scrapbook. Chapter 9 has a detailed recipe for doing this.

The Scrapbook adds a page for anything you paste into it and stores the new material on that page. If you've pasted in a large picture or block of text, you may not be able to see it all in the Scrapbook window. But the material is there, and all of it will appear when you paste it into a document.

Here's a quick summary for using the Scrapbook:

- to place something in the Scrapbook, cut or copy it from the document you're using and paste it into the Scrapbook.
- to place something in a document, cut or copy it from the Scrapbook and paste it into the document.
- to erase something from the Scrapbook, scroll through the Scrapbook to the material you're removing. Choose Cut or Clear from the Edit menu.

Be very deliberate about cutting or clearing things from the Scrapbook. If you clear something or cut it without pasting, you won't be able to recover the material you've removed.

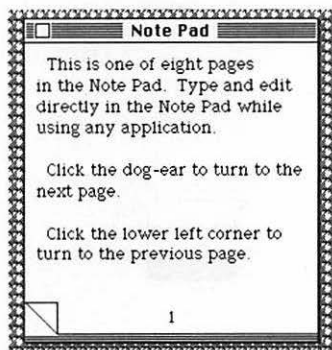
To close the Scrapbook, click its close box.

Note Pad



The Note Pad is a handy place to write down things that occur to you while working. Each disk has its own Note Pad, so the contents can vary from disk to disk. To open the Note Pad at any time, choose Note Pad from the Apple menu.

Like the Scrapbook, the Note Pad always opens to the first page. Unlike the Scrapbook, you can type directly in the Note Pad.




The Note Pad has eight pages: click the dog ear in the lower left of a page to turn to the next page; click the corner below the dog ear to turn to the previous page.

The flashing line you'll see in the Note Pad is the insertion point. Whatever you type will appear at the insertion point. The Note Pad uses the same typing and editing techniques as MacWrite:

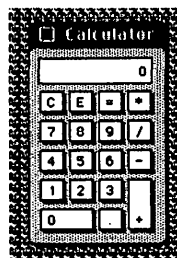
- position the pointer on a page and click to set the insertion point
- type your notes
- use MacWrite techniques to insert, delete, or replace text. The MacWrite demonstration in Chapter 6 describes these techniques.

You can also cut and paste material between the Note Pad and documents. However, the Note Pad isn't meant to store graphics or large amounts of text, and Macintosh won't paste them in. To close the Note Pad, click its Close box or select it and choose Close from the File menu.

Calculator

The desk accessories include a four-function calculator. To open it, choose Calculator from the  menu.

To operate the calculator, click its buttons or use the corresponding keys on your keyboard or keypad. You can paste numbers from the calculator into documents and vice versa. A number pasted into the calculator will appear in the results panel where you can work with it.



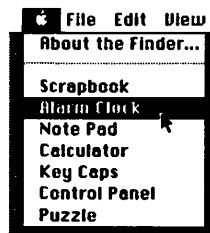
All About Time

The desk accessories include a clock which shows the current time and has calendar and alarm features. This clock is run by the battery in the back of the main unit. (When the clock begins to slow down, replace the battery.)

The clock is very convenient for keeping track of time while you work. You may need to reduce the size of the document window you're working in so you can display the clock next to it.

To see the clock, choose Alarm Clock from the  menu.

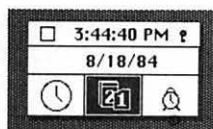
Here's how to set the time, calendar, or alarm.



1. Choose Alarm Clock from the  menu.



- Click the flag on the right of the ticking clock. Clicking the flag to the down position opens a clock panel.

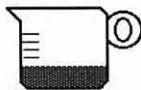


The clock panel shows three icons: a clock face, a calendar, and an alarm clock. The space above the icons shows time or date, depending on which icon is selected:

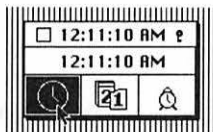
- select the clock face to show the time (it's displayed twice)
- select the calendar icon to show a date
- select the alarm clock icon to show when alarm is set

You can do three things with the clock panel: set the time; set the date; set the alarm.

To set the time:



- Click the clock face.



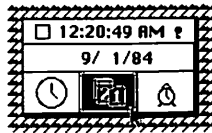
2. Position the pointer on the ticking clock above the icons.

Click the digits for hours, minutes, or seconds that you want to change. The clock stops ticking, and two arrows appear.

3. Click the arrows to adjust your selection forward or back.
4. When you've set the correct time, click the watch face. The clock will begin ticking again.

To set the date:

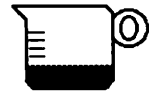
1. Click the calendar icon.



2. Position the pointer on the date above the icon. Click the digits for month, day, or year that you want to change.

Two arrows appear when you make a selection.

3. Click the arrows to adjust the date forward or back.
4. When you've set the date, click the calendar icon.



To set the alarm:



1. Click the Alarm Clock icon.



The alarm is set for the time shown above the icons.




2. Position the pointer on the time shown. Click the digits for hours, minutes, or seconds you want to change.

Two arrows appear when you make a selection.

3. Click the arrows to set the time forward or back.
4. Notice the switch at the left of the time you've set. To turn on the alarm for the time you've set, click the switch to the *up* position.

To turn off the alarm, click the switch in the *down* position.

5. When you've set the alarm, click the Alarm Clock icon.


At the time you've set, Macintosh will sound a tone and the  icon will begin to flash. The flashing  icon is your reminder to do whatever you set the alarm for. To stop the flashing, choose Alarm Clock from the  menu.

To close the clock panel, click the close box.

Showing Time and Date in a Document

Do you need a record of when you worked in a document?
If so, you can stamp the document with the time and date.



1. While working in the document, choose Alarm Clock from the  menu.

If the clock is already displayed, click it to be sure it's selected (the close box appears when the clock is selected).

2. Choose Copy from the Edit menu.
3. Position the pointer where you want to stamp the time in your document.

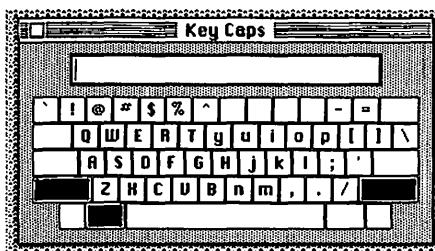
Click the pointer to set the insertion point. (If the document window is large, the clock may disappear behind it).

4. Choose Paste from the Edit menu. The time and date will appear at the insertion point in your document.

Key Caps

The Macintosh keyboard can produce many special characters and accent marks. To type them you'll use combinations of keys shown by the Key Caps accessory.

Choosing Key Caps from the  menu opens this window:



The window shows lower-case letters or the lower characters on each key. Typing at the keyboard produces the characters shown in the key caps window.

Three special keys change the keycaps: the Shift key, the Option key, and the Caps Lock key. In addition, holding down the Shift key and the Option key together produces another set of characters. Hold down any of these keys and see how the key caps change.


To see the different characters at any time, open the Key Caps window. Press one of the special keys and notice the changes on the key caps. The characters shown are the ones you can type while pressing the special key.

Anything you type while the Key Caps window is active will appear in the window's display panel. To erase characters from the display panel, use the Backspace key. You can also paste any characters in the display panel into documents or other accessories. To select characters for cut and paste, drag the pointer across the display panel.

The Personal Desktop

Macintosh has many little features you can adjust to your preference: speaker volume, keyboard touch, insertion point flashing, and the desktop finish itself.

These settings are all found on Macintosh's control panel.

To open the control panel, choose it from the  menu.

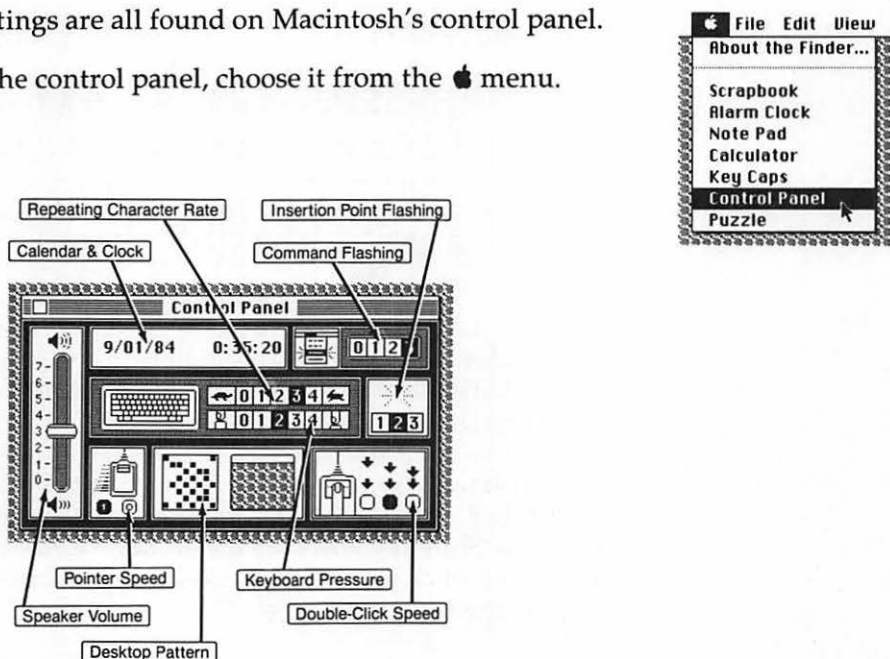


Figure 7.3: Control Panel

The control panel has nine adjustments. It does everything but carve your initials in the desktop! Settings generally remain in effect until you change them. Change any of them whenever you wish.

Speaker Volume Speaker volume determines how loud the tone will be when you turn on Macintosh or when it beeps to get your attention. The scale ranges from 0 (lowest) to 7 (highest). Drag the volume control up or down the scale to set the speaker volume.

Calendar and Clock The calendar and clock are the same as shown in the Alarm Clock desk accessory. Changing the clock or calendar here will change it in the alarm clock and vice versa. Click the portion of the calendar or clock you want to change. Click the direction arrows which appear to set the date or time forward or back. The clock shows universal time rather than A.M. and P.M. Hours are counted from 0 to 24.

Command Flashing Menu commands flash when you release the mouse button to choose them. This setting controls the flashing rate. The scale ranges from 0 (no flashing) to 3 (very rapid flashing). Click your choice on the scale.

Repeating Character Rate If you hold down any key on the keyboard, the character it types will repeat until you release the key. This control determines how quickly the character repeats. The scale ranges from 0 (slowest repeat rate) to 4 (fastest). Click your choice on the scale.

Keyboard Pressure This controls how heavily you need to press a key before its character repeats. The scale ranges from 0 (repeating turned off) to 4 (light pressure causes the character to repeat). Click your choice on the scale.

Insertion Point Flashing The insertion point marks the place in documents where text will appear when typed. This control sets how fast the insertion point flashes. The scale ranges from 1 (slowest flashing) to 3 (quickest). Click your choice on the scale.

Pointer Speed This controls pointer speed across the desktop. In setting 0, the pointer moves at a constant speed as you move the mouse. In setting 1, the pointer moves faster and covers more distance on the desktop with less movement of the mouse. Click 0 or 1.

Double-click Speed This control has three settings, indicated by boxes with double-arrows above them. The left-most setting allows the longest interval between clicks in a double-click. The right-most setting allows the shortest interval. Click the setting you prefer.

Desktop Pattern Use this part of the control panel to design the background pattern for your desktop. This area of the control panel includes two boxes. The box on the left is an enlarged view of the pattern shown in the box on the right. The box on the right is a miniature "desktop" where you can see different patterns. There's a blank panel above the miniature desktop:

- to scan through desktop patterns, click the blank panel. The patterns on the miniature desktop change as you click.
- to change a pattern on the miniature desktop, click the dots in the box on the left to erase them; or click the blank spaces to add data.
- to transfer a pattern to the actual desktop, click the miniature desktop.

Repeat this procedure to get the most pleasing desktop. You can also use different patterns for different disks. The figure below shows two of the many desktop variations.

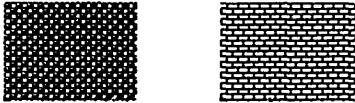


Figure 7.5: Two Desktop Patterns

If you try to open the control panel from a disk other than the start-up disk, Macintosh may ask you to insert the start-up disk. If so, follow the dialogue boxes.

To close the control panel, click its close box or select it and choose close from the File menu.

Quick Tip

When a document and desk accessories are open at the same time, keep the document window small enough to see at least part of each accessory. The accessories won't be hidden behind the document. You can move between desk accessories and document by clicking them.



The Edit Menu: Cutting and Pasting

Cut and paste are commands on the Edit menu. They're used together to move text and graphics within documents, between documents, or between documents and desk accessories. Transferring material between documents integrates work done with different applications. A single MacWrite document, for example, could include text, illustrations done with MacPaint, and worksheet figures from Multiplan.

In this section we'll describe the general cut-and-paste sequence:

- select the text, graphics, or other material you want to transfer
- cut or copy the material to store it temporarily on the Clipboard
- paste the material where you want it in a document or desk accessory.

Select the Material

The first step in cutting and pasting is to select what you want to move. This could be a block of text, a picture, lines of a program, or worksheet numbers:

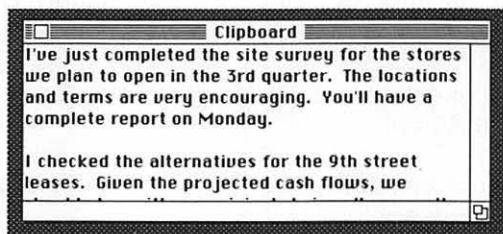
- in a document or the Note Pad, select material by dragging the pointer across it.
- in the Scrapbook, select a page by opening to it.

Cut or Copy the Material

After selecting the material, the next step is to cut or copy it from the document or desk accessory you're using. The Cut command *removes* the selected material from the document or desk accessory. The Copy command *copies* the selected material but leaves it in place.

To cancel a cut or copy immediately after making it, choose Undo Cut or Undo Copy from the Edit menu. This restores your selection to the document or desk accessory. The Undo command is available only as the very next action after Cut or Copy. If you do something else instead, you won't be able to undo the cut or copy.

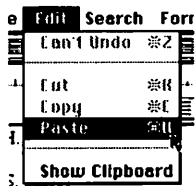
Both the Cut and Copy commands store your selection temporarily on the Clipboard. To see what's on the Clipboard, choose Show Clipboard from the Edit menu. The Clipboard contains only the most recent item you've cut or copied. Each new cut or copy replaces anything already on the Clipboard.



The Clipboard stores material only while Macintosh is on. Turning off the machine erases the Clipboard. The Clipboard will be blank when you next turn on the computer.

If you *cut* something but don't paste it in, you'll lose the material when you turn off the machine or cut or copy something else. If you *copy* something, the copy is on the Clipboard but the original is still in place. You won't lose the original material even if you lose the copy on the Clipboard. Until you're comfortable with the technique, it's safer to copy rather than cut material.

Cut and Copy are listed on the Edit menu in documents. The Edit menu on the desktop also has a Clear command. You'll use this Edit menu when working with icon labels or text in information windows and desk accessories. Choosing the Clear command will *erase* the selected material without placing it on the Clipboard.



Paste the Material

The cut-and-paste sequence isn't complete until you paste the text, graphics, or other material you've selected.

To paste in the same document from which you cut or copied:



1. Position the pointer where you're pasting the material. Click the pointer.
2. Choose Paste from the Edit menu. The material you cut or copied appears in the new location.

To paste from document to document:



1. Close the document from which you cut or copied. The material you're moving will be on the Clipboard. Choose Show Clipboard if you want to check it.
2. Open the document you're pasting to. Position the pointer where you're pasting in the material. Click the pointer.
3. Choose Paste from the Edit menu. The material you cut or copied appears in the new location.

You can paste the contents of the Clipboard as many times, in as many places, as you wish. Remember, though, that the Clipboard stores only the most recent material you've cut or copied, and only while the computer is on. Sometimes, too, the material you paste in may look a bit different than it did when you cut or copied it. For example, tab settings or ruler lines you've inserted may be lost when you paste MacWrite text into a MacPaint document.

Chapter 9 has detailed cut and paste recipes for the Scrapbook and for transferring material between documents. The Scrapbook recipe is a model for cutting and pasting between a document and any desk accessory.

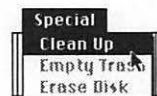
Tidying Up

The Special Menu is available on the desktop but not in documents. This menu lists commands for cleaning up, emptying the trash, and erasing the disk.



Clean Up

Clean Up arranges icons in the directory window into orderly rows and columns. This command is available only if you're viewing disk contents by icon.



Empty Trash

The Empty Trash command disposes of any icons you've placed in the trash. When the trash empties, whatever the icons represent is erased from the disk. Once erased, the documents, folders, or programs you've trashed can't be recovered.



To open the Trash window, click the Trash icon and choose Open from the File menu.



To place a document or folder in the trash, drag it onto the trash icon or into the Trash window. The trash empties:

- when you choose Empty trash from the Special menu
- when you start an application
- when you eject a disk
- when Macintosh needs to clear space on the disk

Before dragging a document or folder into the trash be sure you don't need it.

Fortunately, you can recover things from the trash before it empties:



1. Click the Trash icon to select it; open the trash window to see what it contains.
2. Drag any icons you don't want to dispose of out of the trash window.

You can't trash locked documents or folders. To unlock an item for disposal, click its icon to select it. Then:



1. Choose Get Info from the File menu to open an information window. If the lock box in the information window is checked, the item is locked.
2. Click the lock box to remove the check mark and unlock the document or folder.

Erase Disk

Erase Disk removes everything on the disk in the disk drive and makes the disk blank. You can't recover what you erase. Before using this command, be sure you don't need anything on the disk.



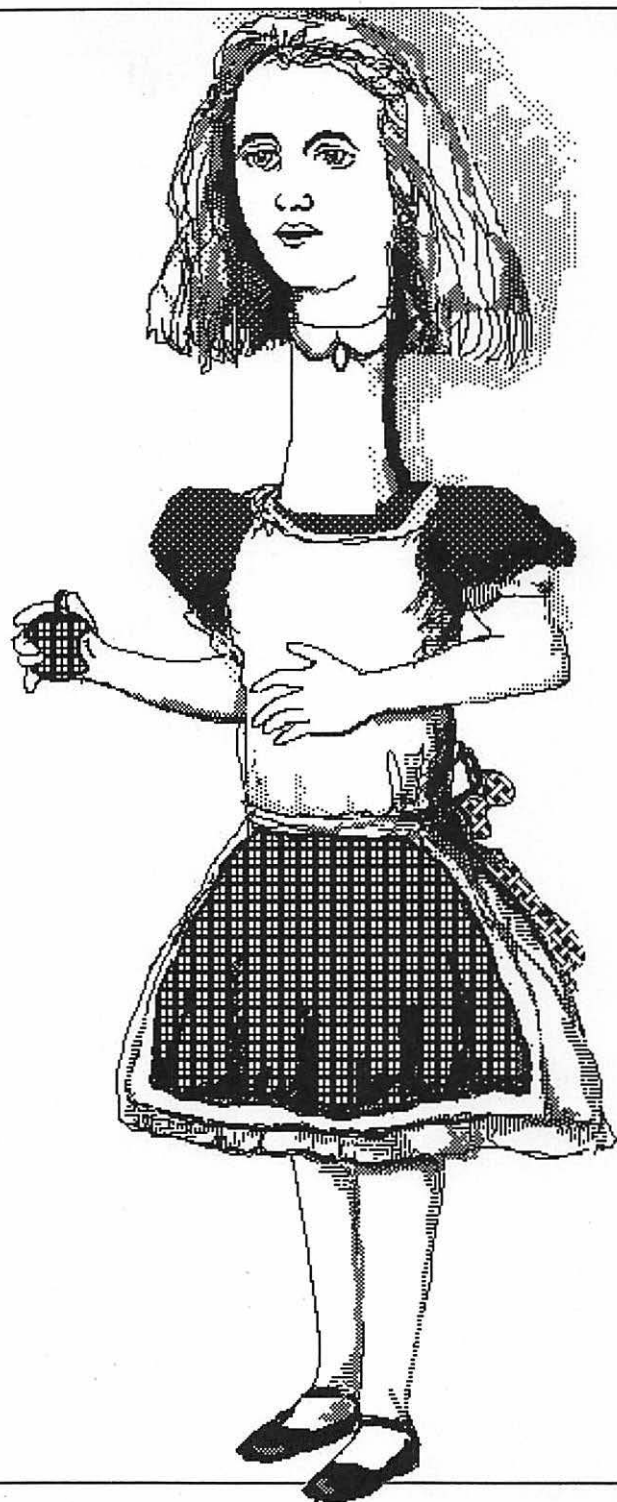
To erase a disk:

1. Insert it in the disk drive; if the disk is already in the drive, click the disk icon to select it.
2. Choose Erase Disk from the Special menu. Macintosh displays a dialogue box asking you to confirm that you want to erase the disk.
3. Click OK to turn on the disk drive and erase the disk or Cancel to prevent it.
4. When the disk drive stops, the disk will be blank. Use the disk as you would any blank disk.



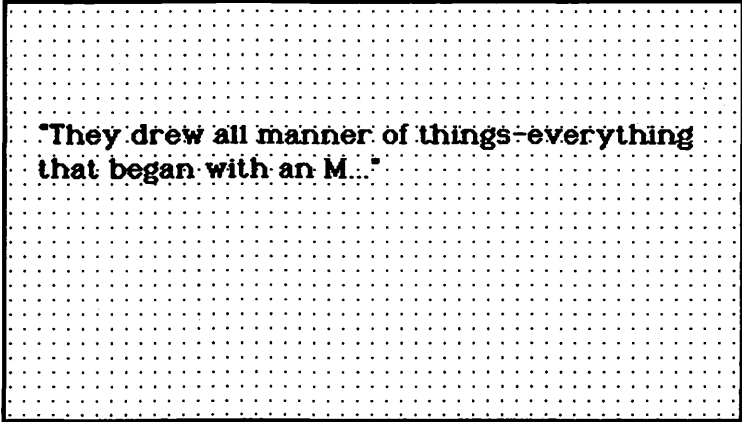
Macintosh will not erase the start-up disk; a locked disk; or a disk that has any locked items on it. You'll need to unlock the disk or its contents before you can erase the disk.

By this point you know Macintosh pretty thoroughly. The next chapter describes several options that make Macintosh a customized computer.



Chapter Eight

Expanding Your System



**"They drew all manner of things-everything
that began with an M..."**

A wide variety of optional hardware and software is available to make your work more efficient or open new ways to use Macintosh. By choosing among these options you can customize the computer to best suit your needs.

This chapter describes major types of hardware and software that may be useful as you become experienced with Macintosh.

Software

Software is indispensable to any computer. You have many choices about the kind of software to buy, its price, and what it will do.

All Macintosh software uses the mouse, windows, and pulldown menus. Once you're familiar with these things, you already know a lot about using any Macintosh program.

Application software makes Macintosh a tool for specific jobs like word processing or accounting. The work you're doing determines the software to use. When one job is done, you can switch software and go on to another.

There are several large categories of software for business and personal use. These aren't the only kinds of software, but they'll give you an idea of what's available.

Word Processors

A word processor is the space-age version of a typewriter. What you type at the keyboard is displayed on Macintosh's screen. Then the special features of word processing come into play. You can edit and rearrange your material, store it on disk, merge it into other documents, and print it out. Software like MacWrite offers a variety of type styles and can incorporate MacPaint graphics. With Microsoft Word, a more sophisticated word processor, you can even design style sheets and write in 2- or 3-column format.

Many people find they write more effectively with a word processor. Because it's so easy to change and revise what you've written, you can capture exactly what you want to say. This holds true for memos and letters as well as complex reports and documents.

Spreadsheets

Spreadsheets do for numbers what a word processor does for words. These are programs for entering and manipulating numbers, making calculations, and testing relationships between different values. Spreadsheet programs like Multiplan have built-in functions which reduce complex calculations to a few keystrokes. You can print your work, store it on disk, or incorporate it into other Macintosh documents.

Spreadsheet software is widely used in business for budgeting, financial modeling, and forecasting. But spreadsheets are generally applicable to any situation in which you work with or keep track of numbers.

Database Programs

A database is a collection of information organized so you can store and retrieve items in a systematic way. Inventory records, the contents of a file cabinet, and a library catalogue are all databases.

With database software you can use Macintosh to keep information on disk instead of on paper. The first step in using this software is to design forms for recording the data you want. By keeping your records on these forms, you'll replace a drawer full of paper with a disk. You can retrieve, update, sort, or cross-reference the records with computer speed and thoroughness. PFS File and Microsoft File are typical database programs designed for efficient record-keeping.

Word processors, spreadsheets, and database programs have been the most prominent kind of application software. These programs established the usefulness of microcomputers and contributed to their acceptance. But there are many other kinds of software for Macintosh:

- Integrated software like Lotus 1-2-3 combines several applications into one master program. 1-2-3 includes spreadsheet, graphics, and database applications which can interchange data.
- Programming languages like Macintosh BASIC are tools for writing software or computer instructions. These languages are used to develop applications programs or to write custom programs for particular situations.
- Educational software capitalizes on the mouse and graphics which make Macintosh easy to interact with and accessible to children. Macintosh Logo, for example, is designed to teach the elements of programming and structured thinking.
- Entertainment software ranges from action and adventure games through chess and murder mysteries. In action games, especially, look for those that take advantage of Macintosh's speed and graphics.

Software is the fastest growing part of the personal computer industry. The variety and number of programs for sale increases each week. To stay informed, keep in touch with your computer dealer, join a Macintosh user group, or check the personal computer magazines.

Quick Tip

First identify the job you want to do. Then find the software most suitable for you.



Hardware

Most optional equipment for Macintosh plugs directly into the main unit. There's no need to add special electronics to the computer. Apple makes some of this equipment, but much of it is available from other manufacturers. Before buying any piece of equipment, be sure it's designed to work with Macintosh.

Printer

If your work has to be on paper at some point, you'll need a printer.

Macintosh uses the Apple Imagewriter printer. This is a dot-matrix machine which prints each character as a pattern of tiny dots on the page.



Figure 8.1: Apple Imagewriter-Printer

The Imagewriter offers a choice of print quality for your documents. Your choice (draft, standard, or high quality) determines how crisp and well-defined the printed characters look. Figure 8.2 shows three print samples.

THIS IS HIGH-QUALITY PRINTING.

THIS IS STANDARD-QUALITY PRINTING.

THIS IS DRAFT-QUALITY PRINTING.

Figure 8.2: Print Samples

In standard or high-quality printing, the Imagewriter will reproduce any Macintosh type size, style, or graphics. The fastest printer speed is 120 characters per second in draft-quality printing.

Macintosh is designed to run the Imagewriter. Before buying another printer, ask whether Macintosh can use it without modification and whether it prints all Macintosh type styles and graphics.

Printing usually ties up the computer so it can't do anything else at the same time. If this is inconvenient, consider adding a printer buffer to your system. The printer buffer stores data for printing and frees Macintosh so you can use it for other things.

Printer technology evolves rapidly. Before buying a printer it's a good idea to check with a knowledgeable source about what's available.

External Disk Drive

Macintosh performs adequately using the internal disk drive. However, you will have to switch disks frequently to make copies or work with application and document disks. You may find this a time-consuming and potentially confusing process.

Adding an external disk drive to your system eliminates having to change disks so often. Generally, an application disk will stay in one drive and a document disk in the other until you're done with them. This is a faster, more efficient way to work and handle disks.

The external disk drive is housed in a plastic box which connects directly to Macintosh's main unit. The drive uses regular 3½-inch Macintosh disks.

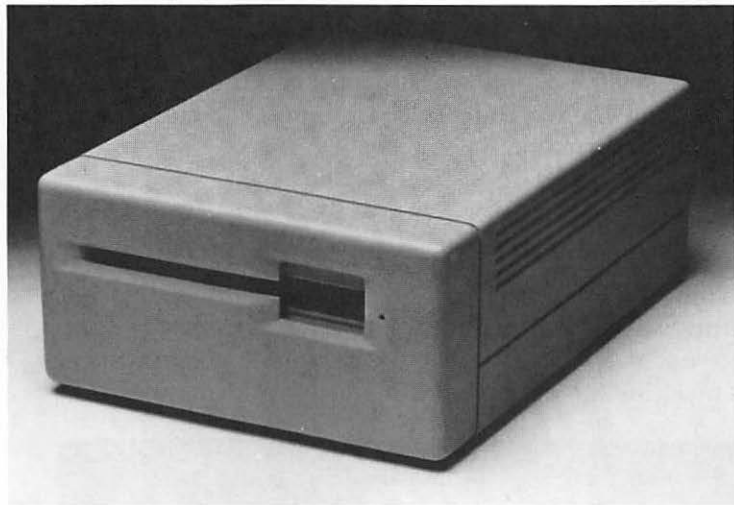


Figure 8.3: External Disk Drive

Photo Courtesy of Apple Computer, Inc.

Hard Disks

A hard disk is a special kind of external disk. Its principal advantages over regular 3½-inch disks are capacity and speed.

A 3½-inch disk holds 400 thousand (400K) bytes or characters of information. Hard disks for Macintosh can store from 5 million to more than 20 million bytes. At the minimum, a hard disk will hold as much information as a boxful of 3½-inch disks. It's possible to keep application programs and work documents on one hard disk, or for several people to share the same disk.

Macintosh also moves information to and from a hard disk more quickly than with a 3½-inch disk. So it takes less time to open, work with, and save documents.

A hard disk is considerably more expensive than a 3½-inch disk drive. As you accumulate program and document disks, or if several people work together on the same jobs, a hard disk may be worth its price in time saved and simplified disk management.

Modems

A modem is a small device which links Macintosh to other computers over the telephone line. The modem—and the software which runs it—make the computer a communications machine for sending and receiving information.

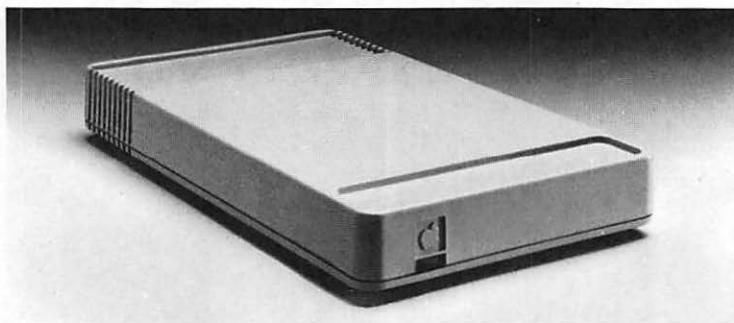


Figure 8.4: Apple Modem

Photo Courtesy of Apple Computer, Inc.

Adding a modem to Macintosh opens many possibilities. Messages, reports, and other documents can be sent to another computer in minutes, across town or country. It's a new way to get business or personal information quickly to its destination.

A modem also opens a shopper's world of information services. These services use large computers to store everything from stock quotations and news bulletins to classified ads, airline schedules, research reports, and software. The trend is to create a marketplace of information you can tap into by modem. Some services are free. In most cases, though, you'll pay a subscription fee and be charged for the service you use. The personal computer magazines or a Macintosh user group are good sources for more details.

Networks

A modem is one kind of communications device. There are other ways to connect Macintosh with the equipment used in businesses and schools. In a typical situation, Macintosh might be linked to

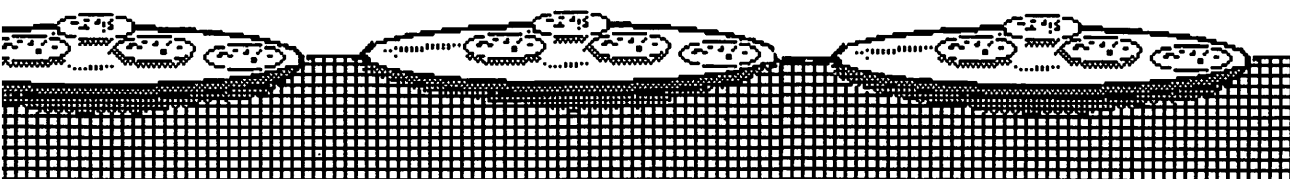
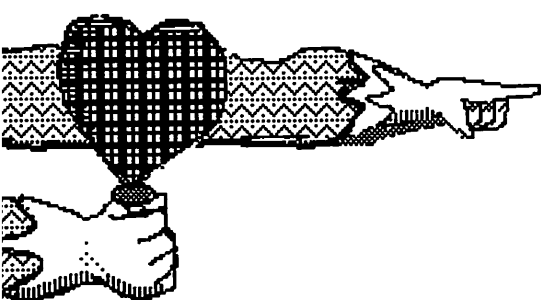
- other Apple computers
- shared equipment such as printers and hard disks
- a central computer.

An arrangement which links computers to each other or to different machines is called a network. For example, as many as 32 Macintosh or other Apple computers can be linked on the AppleBus network. Then these machines can be tied into a larger network connected to a main computer.

The purpose of a network varies from one situation to another. It might be to provide common access to an information source; share data between people using the network; or make best use of particular equipment. It's advisable to get expert advice about network options for your own requirements.

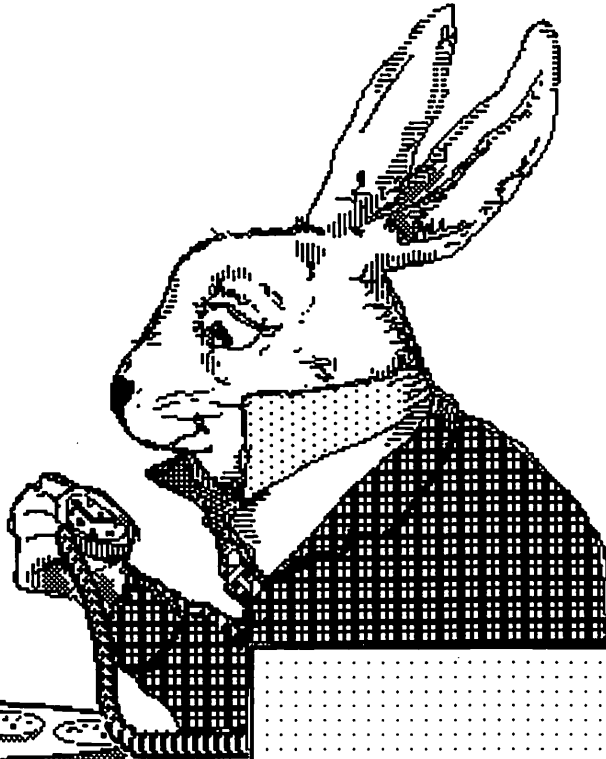
As more Macintoshes are sold, the variety of options increases. Think of Macintosh as the center of a personal computer system which becomes more versatile as time goes on. Watch for other SYBEX books which will help you get the most from this versatile machine.

•



Chapter Nine

One-Minute Recipes



"Oh dear! Oh dear! I shall be too late!"

This chapter has step-by-step instructions for a few of the routine things you'll want to do. Use it as a quick guide for working with Macintosh. These recipes assume only that you know how to use the mouse and select items on the desktop.



Copying a Disk

Copying duplicates information but doesn't change it. You can copy an entire disk or individual items on the disk. Disks are copied to other disks. Individual items can be duplicated on the same disk or copied to another disk.

It's always a good idea to copy any disk with valuable software or work on it. Store the original disk and use the copy.

1. Insert the disk you're copying if it's not already in the disk drive. We'll call this the *source disk*.
2. Eject the disk.
3. Be sure the disk you're copying to (we'll call it the *destination disk*) isn't locked. Macintosh won't copy to a *locked disk*.
4. Insert the destination disk into the disk drive and close any windows that may be open.

If the destination disk isn't initialized, initialize and name it.

5. Drag the icon of the disk you're copying (the source disk) onto the icon of the destination disk. Actually place the source disk icon over the destination disk icon.

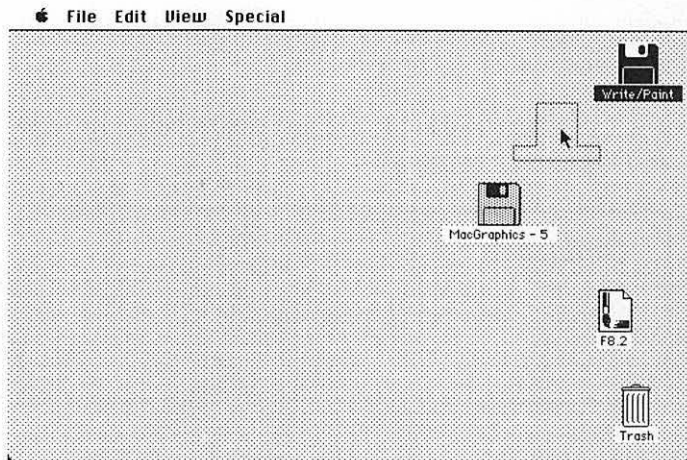
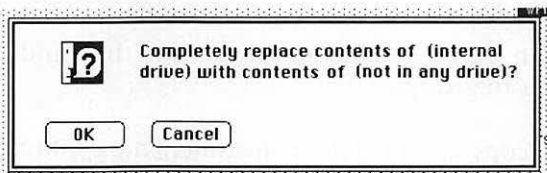


Figure 9.1: Dragging the Disk Icon

6. Macintosh asks

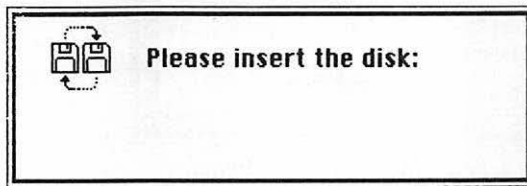


Copying will erase anything already on the destination disk. Be sure there's nothing there that you want to keep.

7. Click OK to start copying or **Cancel** to prevent it.

8. Clicking OK turns the disk drive on.

Macintosh begins a dialogue asking you to insert and remove the disks as it copies each file.



Follow the instructions in the dialogue boxes until your entire disk is copied.

9. To rename the copy you just made, select its icon and type the new name.

Quick Tip

You can't copy over the start-up disk.



Copying on One Disk

You can duplicate items on the same disk, individually or in groups.

1. To copy a single folder, document, or application, position the pointer on its icon and click to select it.

To copy a group of items, select one item in the group by clicking it. Hold down the Shift key while clicking the other items in the group to select them.

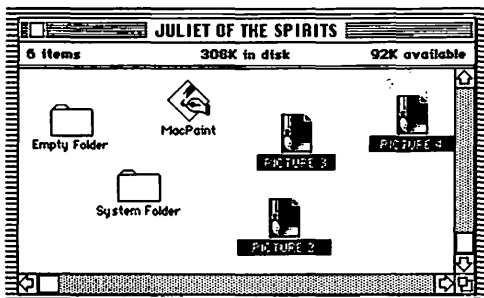


Figure 9.2: Selecting a Group of Items



2. Move to the File menu and choose Duplicate. This turns the disk drive on as Macintosh makes the copy.

3. A new icon labelled *COPY OF* _____ appears next to the original icon.

If you've copied a group of items, new icons will appear for each item copied.

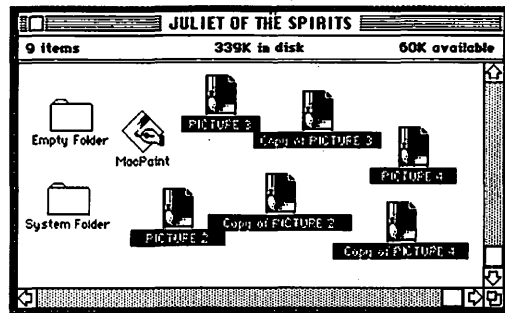


Figure 9.3: Duplicate Documents

4. To rename a copy, select its icon and type the new name.

5. To use a copy, click its icon twice (double-click) to open it or choose Open from the File menu.



Copying to Another Disk

You can copy individual items or groups of items from one disk to another.

1. To copy a single folder, document, or application, position the pointer on its icon and click to select it.

To copy a group of items, select one item in the group by clicking it. Hold down the Shift key while clicking the other items in the group to select them.

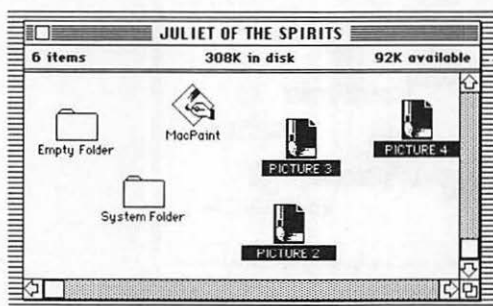


Figure 9.4: Selecting a Group of Items

2. Eject the current disk.

3. Be sure the disk you're copying to (we're calling this the destination disk) isn't locked. Macintosh won't copy to a locked disk.

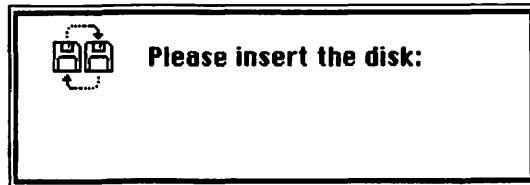
4. Insert the destination disk into the disk drive.

If the destination disk isn't initialized, initialize and name it.

5. Drag the icon of what you're copying onto the icon of the destination disk. Actually place the icon you're copying over the destination disk icon.

If you've selected a group of things to copy, drag any icon in the group onto the destination disk icon.

6. The disk drive turns on. Macintosh begins a dialogue asking you to insert and remove the disks as it makes the copy.



The dialogue continues until everything you've selected is copied.

If any item on the destination disk has the same name as one of the items you're copying, Macintosh asks whether it's OK to copy over it. Click OK to make the copy or Cancel to prevent it.

7. When copying is finished, you can eject the source disk or resume working with it.



Editing a MacWrite Document

This is a recipe for changing and editing a Macwrite document.

1. To INSERT text, position the pointer where you want to add the new material. Click to set the insertion point.

Type the new material.

The first step for the other choices in this recipe is to select text to work with. After you've selected the text, you can replace it, delete it, copy it, move it in the document, or change the type style.

2. To SELECT text, drag the pointer across it.

OR

Click the pointer where you want to begin and shift-click it where you want to end. (To shift-click, hold down the Shift key and click the mouse button.)

OR

Drag the pointer vertically through the text (for large blocks of material).

The text you select becomes highlighted.

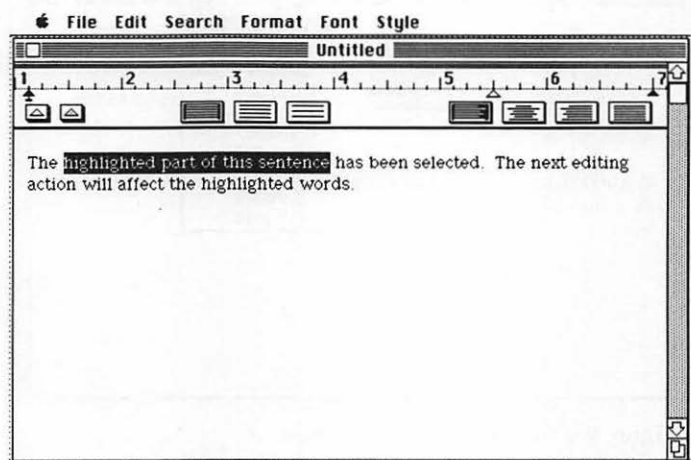


Figure 9.5: Selecting Text

3. To **REPLACE** the selected text with new text, type the new text. The old text disappears when you begin to type.
4. To **DELETE** the selected text, press the Backspace key or the space bar.
5. To **UNSELECT** text, move the pointer anywhere outside the selected material and click the mouse button.
6. To **CHANGE** the type style of text you've selected, move the pointer to the Font or Style menu. Choose the new font or style from these menus.

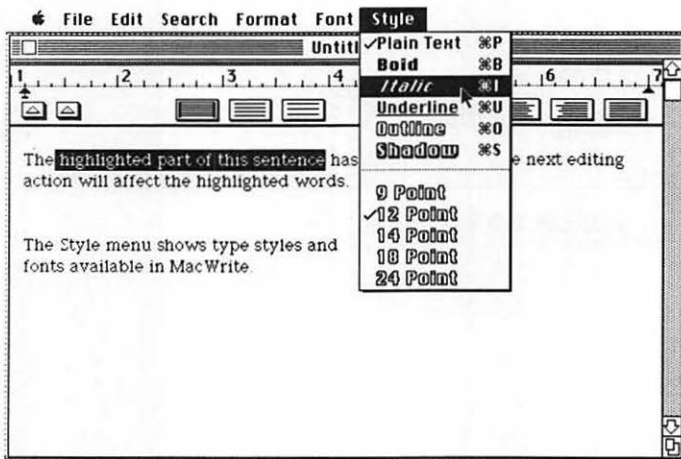


Figure 9.6: Changing the Type Style

The type style changes but the selected material is still highlighted. Move the pointer anywhere outside the highlighted text and click to remove the highlighting.

7. To COPY the text you've selected, choose Copy from the Edit menu.

Place the pointer where you want the text to be copied.

Click to set the insertion point.

Choose Paste from the Edit menu. Your selection appears at the insertion point.

8. To **MOVE** selected text to another place in your document, choose **Cut** from the **Edit** menu. This removes the text from its original location.

Place the pointer where you want to insert the text.

Click to set the insertion point.

Choose **Paste** from the **Edit** menu. Your selection appears at the insertion point.



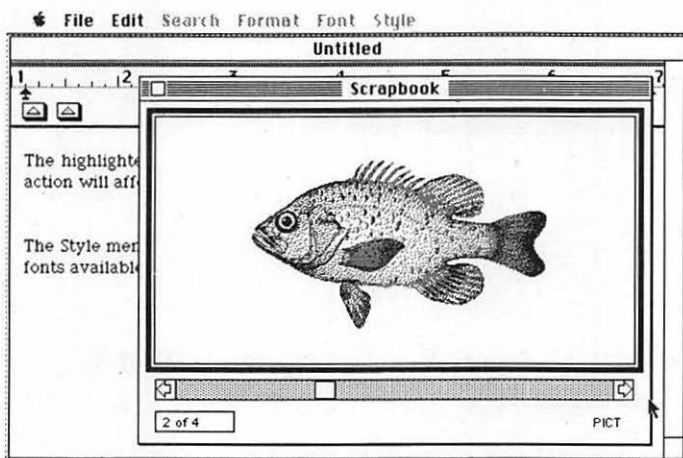
Pasting from the Scrapbook into a Document

Cut and paste is one of Macintosh's most useful capabilities. It's an efficient way to shift material from one place to another within documents or between them.

These recipes use the Scrapbook to show cut-and-paste technique. If you're not familiar with the Scrapbook, it's a good idea to check Chapter 7 before using these recipes.

If you're working on a document and want to paste in something from the Scrapbook:

1. Choose Scrapbook from the menu. This opens the Scrapbook and places it on your document.



2. Use the scroll bar to scan through the Scrapbook to the page you want.
3. Choose CUT or COPY from the Edit menu.

CUT removes the text or graphics you've chosen from the Scrapbook. COPY duplicates it and leaves the original intact. Either choice stores the page temporarily on the Clipboard.

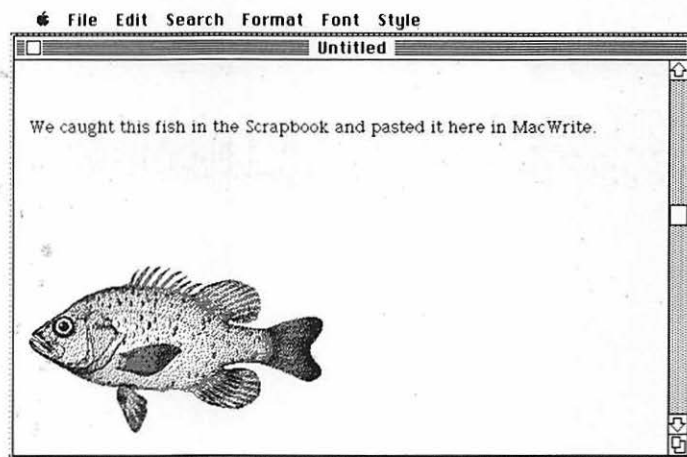


Quick Tip

Be careful about cutting things from the Scrapbook. Once something's cut, it won't be in the Scrapbook when you next look for it.

It's generally safer to copy an item unless you're sure you no longer want it in the Scrapbook.

4. Close the Scrapbook. This returns you to your document.
5. Set the insertion point where you'll paste the item from the Scrapbook. You can set the insertion point by clicking the pointer.
6. Choose Paste from the Edit menu. The item from the Scrapbook will appear in your document.



If you change your mind about what you've pasted in and want to erase it, select Undo Paste from the Edit menu before doing anything else.

7. Continue working with your document.

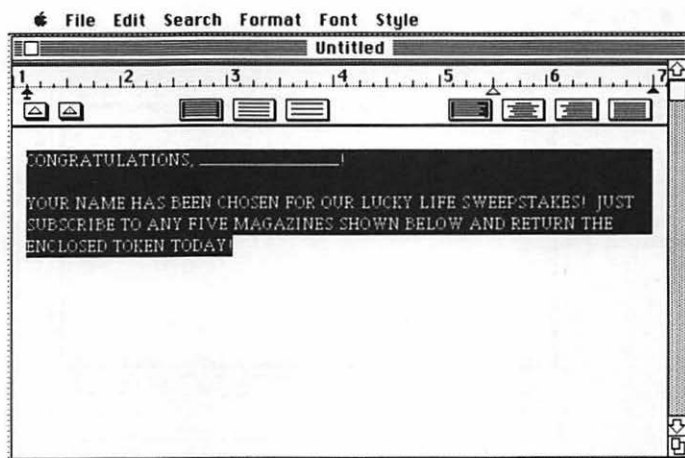
Pasting from a Document to the Scrapbook

You can transfer pictures, blocks of text, or other material from documents to the Scrapbook. The Scrapbook is a convenient storage space for standard text or graphics you want to use in different documents.

To paste something into the Scrapbook while working on a document:



1. Select the text or picture by dragging the pointer across it or clicking the pointer where you want to begin and shift-clicking it where you want to end.



2. Choose Cut or Copy from the Edit Menu.

Cut removes the material from your document. Copy duplicates it and leaves it intact. Either choice temporarily stores your selection on the Clipboard.

3. Choose Scrapbook from the menu. This places the Scrapbook on your document.

4. Use the scroll bar to scan through the Scrapbook to where you're inserting the material.

5. Choose Paste from the Edit menu. Macintosh adds a page to the Scrapbook and puts the selection from your document on it.

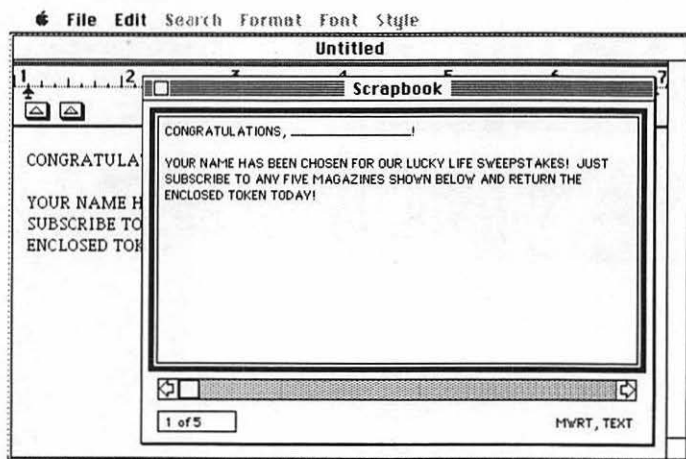
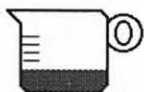


Figure 9.7: Pasting into the Scrapbook

If you decide to erase the material you pasted in, select Undo from the Edit menu before doing anything else.

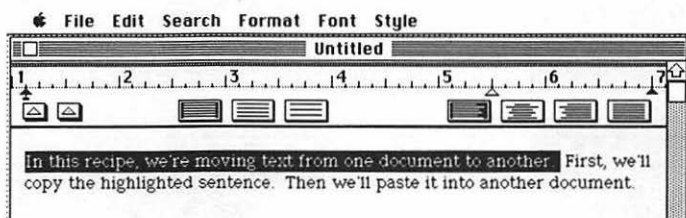
6. Close the Scrapbook and resume work on your document.



Moving Information Between Documents

This cut-and-paste recipe shows you how to move material between documents created with the same application or with different applications like Macwrite and Macpaint.

1. Select the text or other material in your current document that you want to copy or transfer.



2. Choose Cut or Copy from the Edit menu.

Cut removes your selection from the document. Copy duplicates what you've selected and leaves it intact.

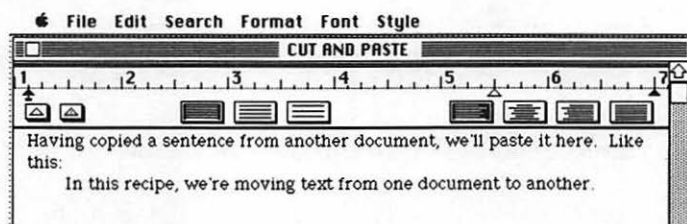
Either choice stores the material temporarily on the Clipboard.

3. Choose Quit from the File menu to leave your document and return to the Macintosh desktop.
4. Open the document to which you're moving the text or other material.

If this document is on another disk, eject the current disk and insert the new one; then open the new document. Macintosh may show you a series of dialogue boxes before you can open the new document.

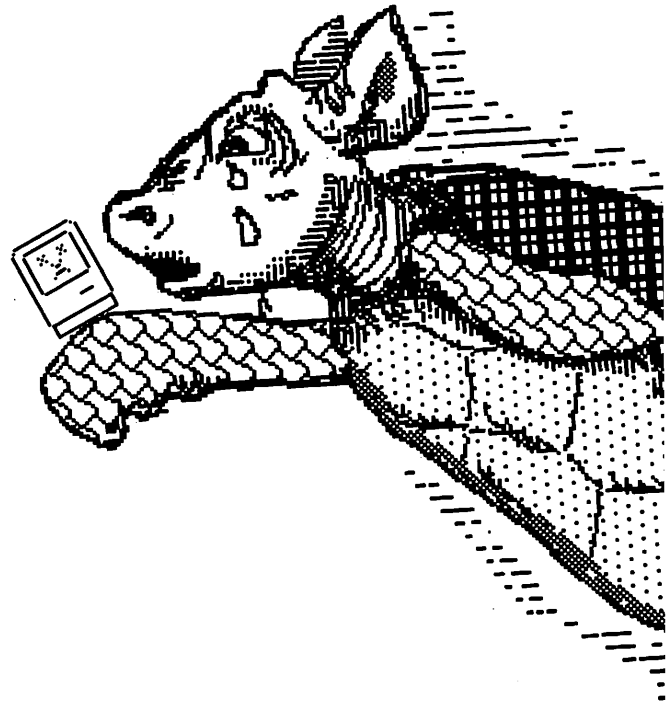
5. Set the insertion point where you'll paste the material from the original document. You can usually set the insertion point by clicking the pointer.

6. Choose Paste from the Edit menu. Your selection from the original document will appear in the new document.



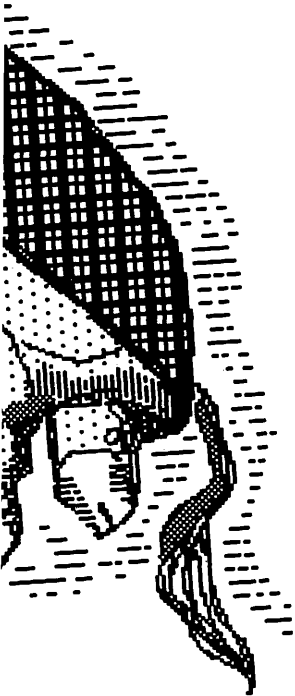
If you decide to erase the paste-in, select Undo Paste from the Edit menu before doing anything else.

7. Continue working with your document.



Appendix A

MacHelp: If There's a Problem



The Mock Turtle drew a long breath and said,
"That's very curious!"

Nothing is perfect. Sooner or later you'll run into a problem. Perhaps in the hardware or software. Or maybe because Macintosh can't handle what you're trying to do. Sometimes (but not always) you'll see a dialogue box with instructions about what to do next.

If there is a problem, stay calm. Step back for a moment and consider what you're doing. Many times you can trace down what's wrong. Perhaps a cable is loose or you're using a damaged disk. Here's a list of some typical problems and what to do about them. If you can't eliminate the problem or if it occurs with different disks, you may need help from your Apple dealer.

Screen Problems

The screen is blank.

Be sure Macintosh is plugged in and turned on. Turn up the brightness control on the front of the main unit.

The screen is frozen; the pointer won't move.

Check the mouse connection.

To eject the disk: turn off Macintosh; turn it on again while holding down the mouse button. Insert another disk. If problem recurs, check with your Apple dealer.

There are random patterns on the screen.

Eject the disk and turn off Macintosh. Insert another disk. If problem recurs, check with your Apple dealer.

Disk Problems



A frowning Macintosh appeared when I inserted a disk.

The disk may be damaged or may not be a start-up disk. To eject the disk: turn off Macintosh; turn it back on while pressing the mouse button. Insert another start-up disk to see if the problem occurs again.



An X-disk appeared when I inserted a disk.

The disk may be uninitialized or damaged. To eject the disk: turn off Macintosh; turn it back on while pressing the mouse button. Insert another start-up disk to see if the problem recurs.

There is not enough memory to remember this disk.

Click OK. Turn off Macintosh. Turn it on again and insert the disk.

Sorry . . . A serious system error has occurred.

Repeat the action. If problem occurs again, turn off Macintosh; to eject the disk, turn it on again while pressing the mouse button. Use another disk. If problem recurs, contact your Apple dealer.

I can't eject the disk.

Type 1 while holding down the Shift key and the Command key. If this doesn't work, turn off Macintosh. Turn it on again while holding down the mouse button. The disk should eject.

Application Problems

I've closed the document, but the desktop is blank.

You're still in the application (look at the menu bar). To get back to the desktop, choose Quit from the File menu.

I copied 5 columns of numbers onto the Clipboard. But they appeared as 2 columns when I pasted them into a MacWrite document.

You need to set as many tabs in the MacWrite document as there are columns. Set 5 tabs and paste again.

I tried to save a document and found out I was using a locked disk. Is there anything I can do?

Yes. Choose Save As from the File menu. When the dialogue box appears, click Eject. Slide the locking tab to unlock the disk. Insert the disk back into the drive and save your document.

An application can't be found to open this document.

Insert a disk with the application you want to use. Eject the disk, then open the document.

When I try to resume work in MacPaint after using a desk accessory, nothing happens.

You have to close the desk accessories first. Then you can resume work in the Macpaint document.

I tried to save a document on an uninitialized disk. When I clicked Initialize in the dialogue box that appeared the screen froze and nothing happened. Is there any way to save my document?

Yes. Press the Space Bar while the message "Initializing disk . . ." is on screen. This should start the disk drive and initialize the disk. After the disk is initialized you can save your document.

Printer Problems

Imagewriter printer doesn't work correctly.

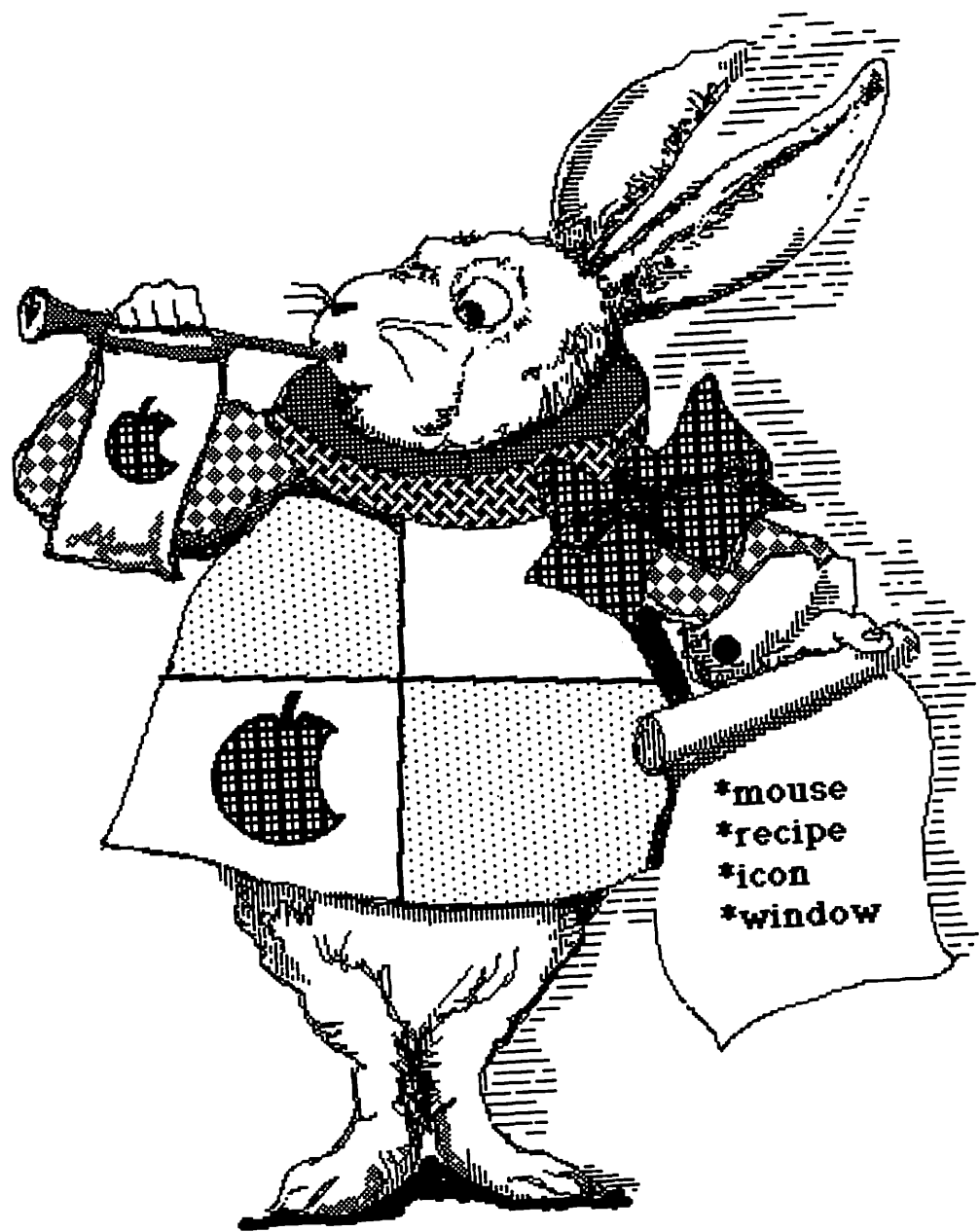
Be sure the printer is plugged in and connected to Macintosh.

Check switch settings in the printer (see the Owner's Guide for the printer):

- SW 1 - switch 6 should be closed. All others open.
- SW 2 - switches 1 and 2 closed. Switches 3 and 4 open.

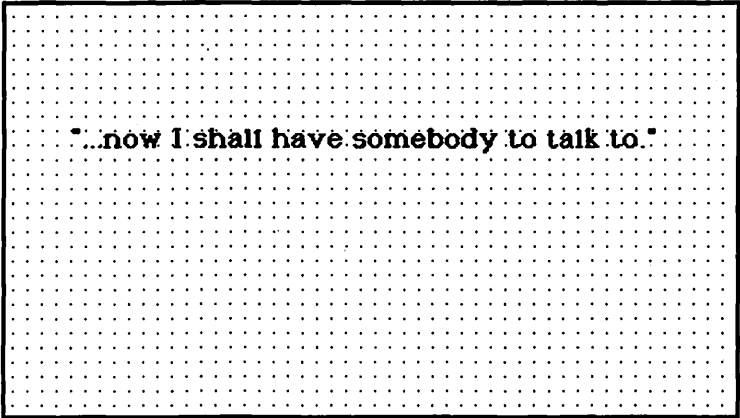
The screen froze up when I tried to print; the pointer won't move.

Be sure the printer is turned on and connected to Macintosh. Try printing again; the screen may unfreeze after several seconds and printing will start.



Appendix B

MacWords: A Short Macintosh Glossary



"...now I shall have somebody to talk to."

Active window - the window you're working in at any time. When several windows are open, the active window is always in the foreground and has a striped title bar.

Application (or application program) - the software you use for a particular kind of work such as word processing or graphics.

Choose - to pick an item on a menu. To choose from a menu: position the pointer on the menu title and hold down the mouse button; drag the pointer to your choice on the menu and release the mouse button.

Clicking - a mouse technique for selecting something to work with. To click something: position the pointer on it; hold down and quickly release the mouse button.

Desktop - the Macintosh workspace. Icons, documents, and accessories always appear and are used on the desktop.

Dialogue box - any panel that displays questions or messages from Macintosh to you. Some dialogue boxes show actions you can take by clicking OK or prevent by clicking CANCEL.

Directory - a window that shows the contents of a disk or folder by icon or as list.

Document - the work you create with an application; for example, MacPaint graphics or MacWrite text. Documents are saved on disk and represented by icons.

Double-click - a mouse technique for opening an icon. To double-click an icon: position the pointer on it; quickly press and release the mouse button twice.

Drag - a mouse technique for moving things on the desktop or selecting information in documents. Dragging is done by positioning the pointer on the object to be moved, holding down the mouse button, and moving the mouse. The object you've dragged moves to the pointer position when you release the mouse button.

File - related information grouped together on a disk. This is another name for a document.

Finder - the master program that coordinates your work on the desktop and starts and closes applications.

Folder - a storage place for documents and applications you want to keep together.

Font - a print style and size; one of the options for displaying and printing text in MacWrite and MacPaint.

Icons - symbols which represent the disks, applications, and documents you work with.

Memory - the part of Macintosh's electronics which stores information and instructions.

Menu - a list of commands or actions available at any point.

Pointer - the marker which moves on the desktop as you move the mouse. On the desktop, the pointer is a small arrow. In documents, the pointer may have a different shape.

Read - a disk drive operation which transfers information from a disk to Macintosh's memory.

Select - to designate the object of your next action. To select something you click it (on the desktop) or drag across it (in a document).

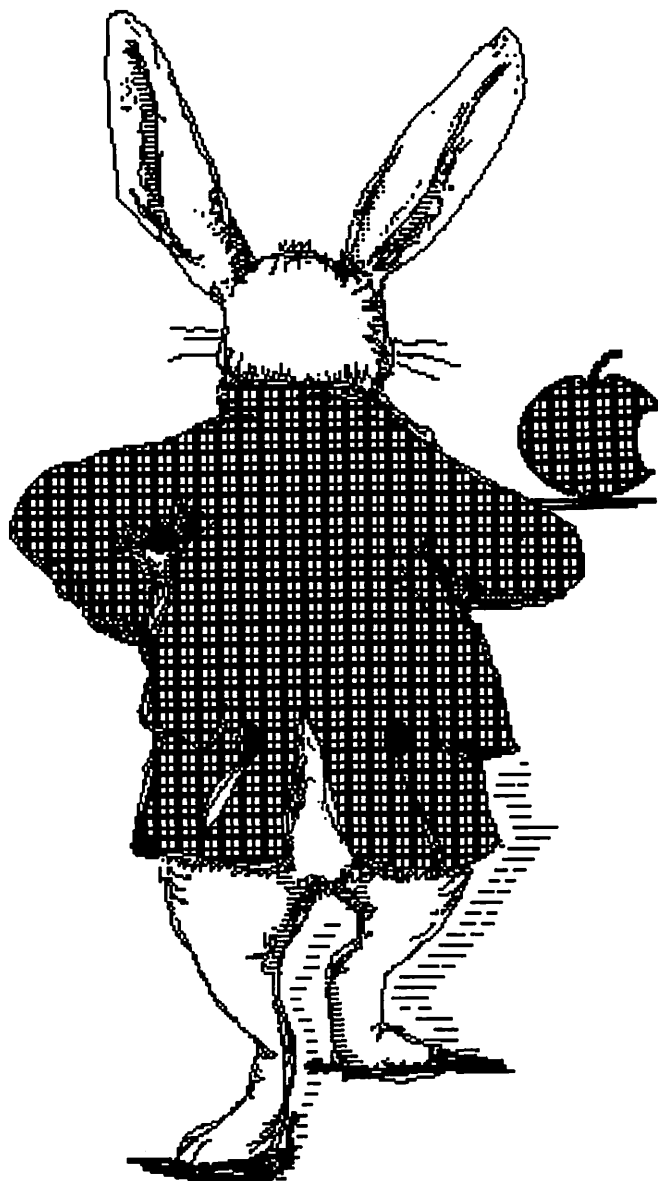
Selection - the object you've selected: a disk, document, or application on the desktop; text and other information in a document. Selections usually appear highlighted.

System - the master software which controls Macintosh's internal operation. System programs are usually kept together in the System Folder.

Window - a viewing area on the desktop which shows icons, the document you're working in, or other information.

Write - a disk operation which transfers information from Macintosh's memory to a disk.

*And now the tale is done,
And home we steer, a merry crew,
Beneath the setting sun.*



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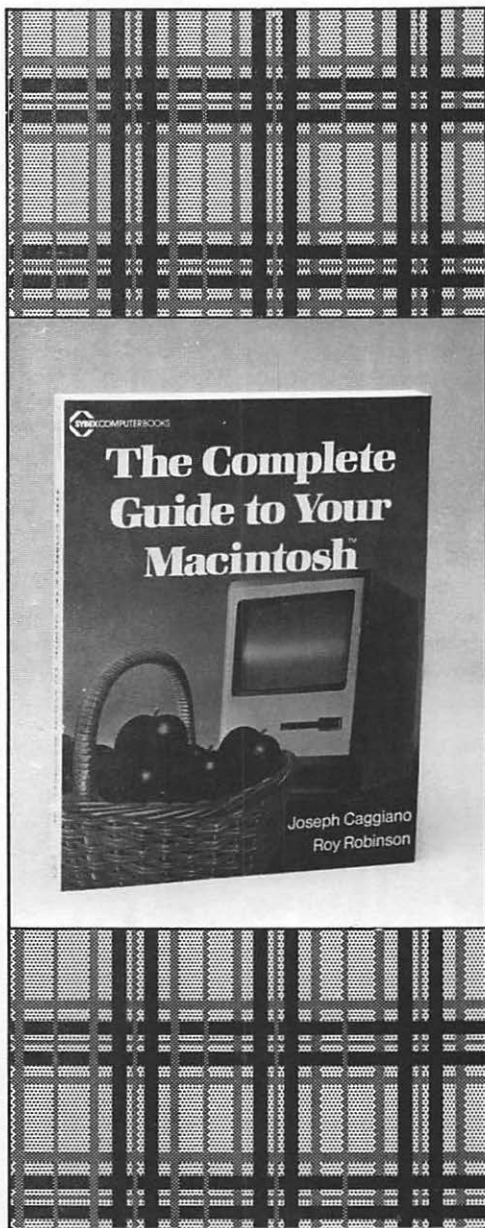
All the art in this book was
done on the Macintosh Computer

Design, Art and Composition by George Graphics,
a division of George Lithograph,
San Francisco, California.

Art Director: George Collopy
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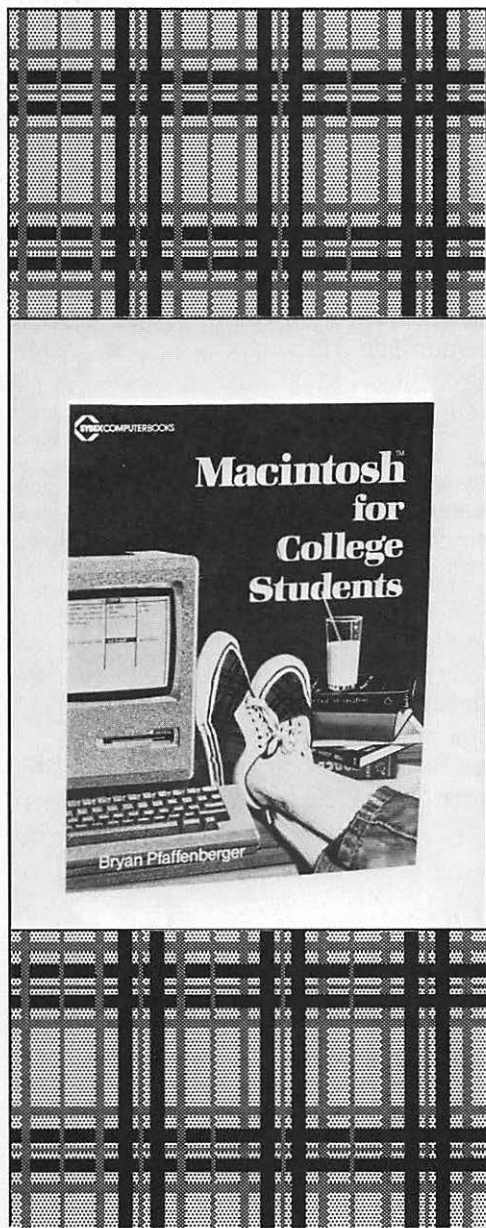
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About the Author: Joseph Caggiano has spent most of his professional life working to humanize various aspects of technology for non-technical people. In addition to writing, teaching, and consulting, he currently manages the editorial department of a software publishing firm. He is also the author of the forthcoming *The Complete Guide to Your Macintosh* from SYBEX.



ISBN 0-89588-216-7

