

TIPS AND TECHNIQUES
FOR THE
MACINTOSH
C.O.M.P.U.T.E.R



Susan Sutphin

R1040

Tips and Techniques for the Macintosh Computer

**SUSAN
SUTPHIN**

PRENTICE-HALL, INC., Englewood Cliffs, New Jersey 07632

Library of Congress Cataloging in Publication Data

Sutphin, Susan. (date)
Tips and techniques for the Macintosh computer.

Includes index.

1. Macintosh (Computer) I. Title.

QA76.8.M3S87 1985 001.64 85-599

ISBN 0-13-922170-0

Editorial/production supervision: LISA SCHULZ

Interior design: JUDY MATZ-CONIGLIO

Cover design: PHOTO PLUS ART

Manufacturing buyer: ED O'DOUGHERTY

Macintosh[®] is a trademark licensed to **Apple Computer, Inc.**

Apple[®] is a registered trademark of the **Apple Computer, Inc.**

© 1985 by PRENTICE-HALL, INC., Englewood Cliffs, New Jersey 07632

The author and publisher of this book have used their best efforts in preparing this book. These efforts included the development, research, and testing of the theories and programs to determine their effectiveness. The author and publisher make no warranty of any kind, expressed or implied, with regard to these programs or the documentation contained in this book. The author and publisher shall not be liable in any event for incidental or consequential damages in connection with, or arising out of, the furnishing, performance, or use of these programs.

All rights reserved. No part of this book may be reproduced, in any form or by any means, without permission in writing from the publisher.

Printed in the United States of America

10 9 8 7 6 5 4 3 2 1

ISBN 0-13-922170-0 01

Prentice-Hall International, Inc., London

Prentice-Hall of Australia Pty. Limited, Sydney

Editora Prentice-Hall do Brasil, Ltda., Rio de Janeiro

Prentice-Hall Canada Inc., Toronto

Prentice-Hall Hispanoamericana, S.A., Mexico

Prentice-Hall of India Private Limited, New Delhi

Prentice-Hall of Japan, Inc., Tokyo

Prentice-Hall of Southeast Asia Pte. Ltd., Singapore

Whitehall Books Limited, Wellington, New Zealand



CONTENTS

Preface v

CHAPTER 1 Tips on Disk Management 1

Create Work Disks 2

Copy the System Disk 7

Create Storage Disks 7

Create Duplicate Storage Disks 9

Renaming Disks 10

Working with More Than One Document at a Time 10

Hard Disks 11

CHAPTER 2 General Use Tips 14

Folders Within Folders 16

To Quit or Not to Quit? 23

Close, Save and Save As ... 25

CHAPTER 3 Tips on the Apple Menu 29

About the Scrapbook 29

Storing Images in the Scrapbook 30

Storing Text in the Scrapbook 38

Copying from the Scrapbook Into a MacPaint Document 44

About the Alarm Clock 46

About the Note Pad 50

About the Calculator 52

About the Key Caps 56

About the Control Panel 56

CHAPTER 4 Tips on MacWrite 58

About MacWrite 58

About Rulers 58

About Headers and Footers 73

Working Within MacWrite's Document Size Limitations 74

Chaining Documents for Printing 80

Printing Selected Portions of Two-Part Documents 80

About Fonts and Styles 81

General Tips 84

CHAPTER 5 Tips for Fun and Profit 86

Tic Tac Toe 86

Hangman 88

Creating Your Own Games 89

Design-A-Message 90

Adventure and Fantasy 91

Clip Art 92

Tips for Profit 92

CHAPTER 6 Tips on Buying Software 96

The Manual 96

Mouse Technology 98

Flexibility 99

What to Look for in File Management Software 99

What to Look for in a Financial Program 102

Appendices 104

Game Software 104

Educational Software 106

Clip-Art 107

Art and Design Software 108

General 108

Financial Software 109

Word Processing Software 110

File Management Software 110

Programming Aids 112

Communications Hardware and Software 113

Peripherals and Accessories 113

Index 115



PREFACE

Whether you're a new or experienced computer user, it's a certainty that you're most impressed with how easy it is to use the Macintosh. You are not required to memorize numerous keyboard commands to accomplish tasks, as you are with other microcomputers. Instead, the commands are available as pull-down menus on-screen and are accessed with the mouse. Also, because of the many mini-programs built into the computer's memory at the factory and its unique operating system, tasks are accomplished rapidly, often with just a single click of the mouse. It has been said that anyone can sit down at the Macintosh and learn to use it almost immediately, and I tend to agree with this statement.

However, there are so many built-in features and often many ways to accomplish similar tasks that users may tend to utilize the Mac like any other microcomputer and not take full advantage of all it has to offer. This book is designed to show you how to integrate the Macintosh into your daily environment and make the most efficient use of its many features. Included are tips and techniques that can be applied in many different environments. The information is presented in an easily referenced format, making it possible for you to locate the technique you need quickly. Also included are valuable tips on what to look for when buying software, based on my own experiences during the writing of this book.

As you read these pages and experiment with the techniques, it is my hope that you will become aware of the real beauty of the Macintosh.

It has so many useful features that it can and should be at the very forefront of your daily environment. This is not to say that the Mac is perfect; it does have its limitations, but they can be easily overcome and my solutions have been included in these pages.

This book assumes that you are already familiar with the Macintosh, its functions and terms, and the use of the mouse. Refer to the Macintosh manuals for a review of mouse functions and terminology.

Susan Sutphin

1

Tips on Disk Management

As you begin integrating the Macintosh into your daily environment, you will undoubtedly see the need for a comprehensive disk management system. This involves making backup copies of the disks that came with your computer, setting up certain disks to hold certain applications and documents, and arranging each disk's contents in an efficient and orderly manner. A good disk management system, once set up, can provide you with rapid access to documents and applications, prevent the loss of data, avoid unnecessary disk-swapping, and much more.

The nice thing about the Macintosh is that you can set each disk up to meet the needs for which it is to be used. You are not limited by preset formats set up at the factory, as is the case with many other microcomputers on the market. As an example of this, you may want to view one disk's contents by date, another's by icon, and still another's by size (all accomplished by means of the View menu available on-screen). Disks can be further individualized by making effective use of folders to subdivide their contents, resizing windows so that all or only a portion of a disk's contents are visible at any one time, and moving windows around on-screen. All such changes are maintained in the 15K reserved on each disk for disk management, and will be immediately available when the disk is inserted in the Mac's drive.

The tips and techniques in this chapter are designed to aid you in setting up a disk management system that meets your individual needs.

Although designed primarily for owners with a single disk drive, information is provided, where applicable, for those persons with an external drive. Also included in this chapter is a brief discussion of hard disk drives.

TIP: Create work disks. A work disk is a disk that contains the System Folder and one application (MacWrite or MacPaint, for example). The System Folder contains information that the Macintosh needs to power-up; if you insert a disk that *doesn't* contain the System Folder on power-up, you will get no response from the computer.

The System Disk and the MacWrite and MacPaint disks that came with your computer all contain copies of the System Folder, but these disks shouldn't be used in your everyday routine. Instead, the necessary information should be copied from these disks onto work disks. The originals should be stored away from your daily work disks so that if your work disks are damaged you always have the originals and can create new work disks.

To create work disks for each application:

1. Insert the System Disk on power-up. Once the disk icon is visible, open it (click the icon to select it and choose Open from the File menu, or double-click the icon) to display the contents of the System Disk by icon (Fig. 1-1). If the contents are not displayed by icon, choose By Icon from the View menu.
2. Eject the System Disk by choosing Eject from the File menu. Insert a blank disk. If the new disk has never been used, a box will be displayed (Fig. 1-2) that asks if you would like the disk initialized. Click Initialize, and after a short pause, another box will be displayed (Fig. 1-3) that allows you to name the disk. Note that the Title box is blackened, meaning it is selected. To enter the name, just begin typing. With the first keystroke, the box opens up so that whatever you type appears in the Title box. (Hitting Backspace before beginning to type also clears the Title box.) Start with MacWrite and name the newly-initialized disk MACWRITE/WORK. Click OK when the name in the Title box is correct. (If you make a mistake, just use the Backspace key and retype the information until it is correct.) The disk is now initialized and named, and its icon should be visible. You should now have two disk icons on the desktop, the System Disk icon and the work disk icon. The System Disk should still be opened into a window, with its contents displayed by icon.

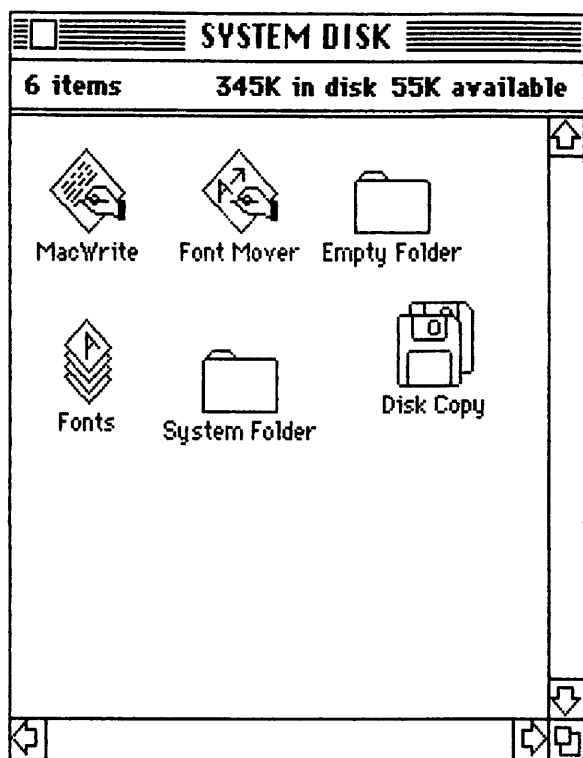


Figure 1-1 Open the System Disk so that its contents are displayed by icon.

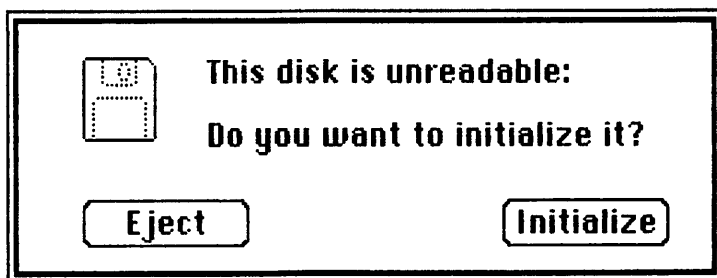


Figure 1-2 When a blank disk is inserted, a dialog box asks if you would like it initialized.

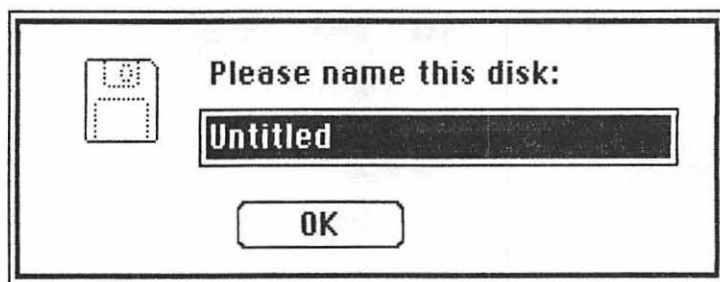


Figure 1-3 Another dialog box allows you to name the new disk.

3. To copy the contents of the System Folder to the MACWRITE/WORK disk, click the System Folder icon to select it and drag the folder to the MACWRITE/WORK disk icon. You will now be given a series of disk-swapping instructions as the computer copies the folder's contents to the MACWRITE/WORK disk. Note that although the folder's contents are transferred to the new disk, the original folder remains intact on the System Disk. When copying from one disk to another, the Macintosh retains a copy on the origination disk; a duplicate is transferred to the destination disk.
4. When the copying is complete, close the System Disk window (click the Close box or choose Close from the File menu) and eject the System Disk.
5. You are now ready to copy MacWrite to the new disk. Insert the MacWrite/MacPaint disk that came with your computer, and once the disk icon is visible, open the disk (click to select and choose Open from the File menu, or double-click the disk icon) so that its contents are displayed by icon (Fig. 1-4).
6. Click the MacWrite icon to select it, and drag it to the MACWRITE/WORK disk icon. You will again be given a series of disk-swapping instructions as MacWrite is copied to the MACWRITE/WORK disk. When the copying is complete, the System Disk will be in the drive and the MacWrite/MacPaint disk's contents will still be displayed by icon. To verify the contents of the new disk, close the window, eject the System Disk, insert the new disk, and open it into a window. You should see the System Folder, the MacWrite icon, and an Empty Folder, as shown in Figure 1-5. (The Macintosh creates an Empty Folder when a blank disk is initialized.) Your first work disk is now ready to be used. Follow this same procedure to create a work disk for MacPaint and any other applications.

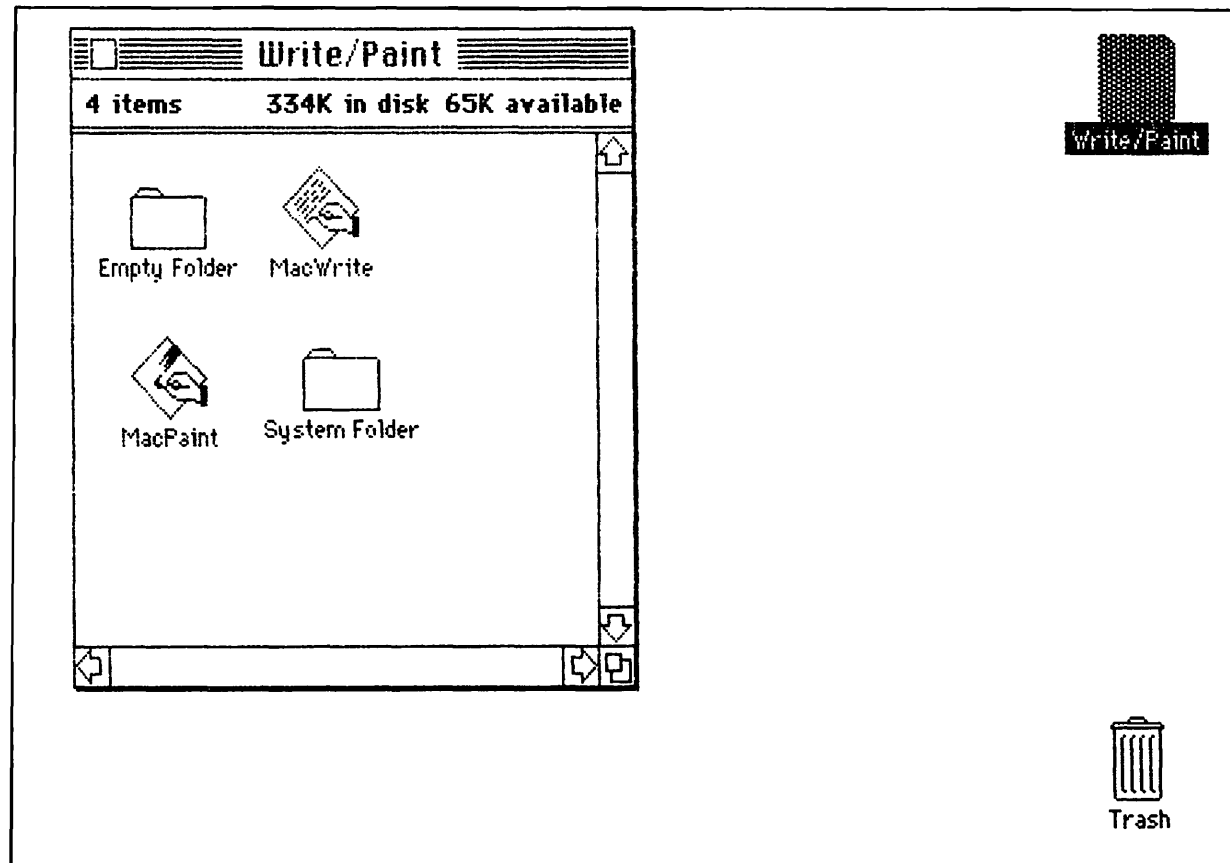


Figure 1-4 The MacWrite/MacPaint disk's contents displayed by icon.

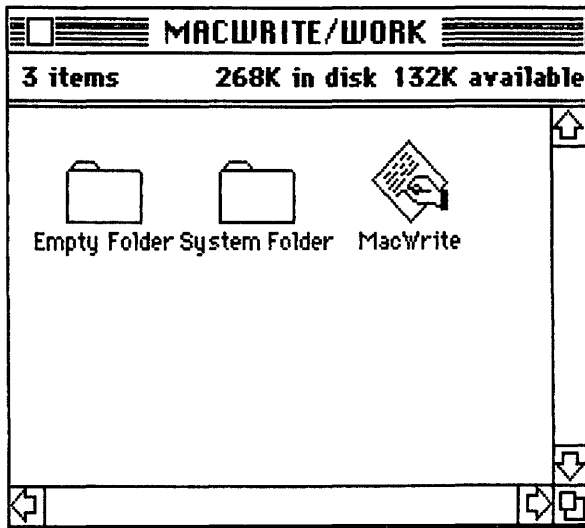


Figure 1-5 A MacWrite/Work disk.

Your work disks should be used as daily start-up disks. They are appropriately named work disks, because they will be used to create new documents in your daily work. However, they should not be used for storage, primarily because of the limited amount of space available. A blank 3 $\frac{1}{2}$ -inch disk is capable of holding approximately 400K, which is roughly equivalent to 400 pages of single-spaced text, or 400 MacPaint documents. The work disks just created, however, already contain the System Folder, which occupies 209K, and either MacWrite (55K) or MacPaint (61K). Another 15K is reserved for disk management (a directory of the disk's contents, etc.). This leaves a little more than 100K available for storage of documents. If you use your Mac as an integral part of your daily routine, you'll find that this space can become occupied very quickly. Also, in the process of printing a document, the computer automatically saves a copy of what is to be printed to the disk currently in the drive. (The printer accesses this copy. Once the print operation is complete, the copy is erased; the original document remains intact.) If the disk is full (or close to full), the computer cannot perform this automatic copying, and the print operation will be cancelled.

To prevent this, a work disk should be just that—a disk for work, not for storage. While a document is incomplete, it may be saved to the work disk so that it can be retrieved and edited on the same disk that contains the application and the System Folder but work disks should not be used for permanent storage of complete documents.

The advantages to using work disks should be obvious. All the information the computer needs is on one disk, thus avoiding the necessity of having to switch disks when the computer needs either the application or the System Folder. There's certainly enough storage space on the work disks to a) allow you to store incomplete documents there, and b) allow the computer to save a printed copy to disk before a print operation.

If you have an external disk drive, you may want to put the System Folder on one disk by itself, and each application on a work disk that doesn't include the System Folder. The disk with the System Folder can be inserted in one drive; the other drive will contain the work disk for the application currently being used. In this way, the computer is able to access both the System Folder and the application as needed, and you have more disk space available for documents.

TIP: Make a complete copy of the system disk. In the previous exercise, note that only the contents of the System Folder were copied to each work disk. Also included on the original System Disk, however, are two programs, Font Mover (used in conjunction with Fonts to add and delete fonts) and Disk Copy. Generally, these are not used on a daily basis and really don't need to be copied to each application's work disk. Since we've already made a number of copies of the System Folder, we have insured that if the original System Disk is damaged, we can always copy the System Folder from a work disk. However, Font Mover and Disk Copy, although not used on a daily basis, need to be backed up as well. The simplest solution is to make a complete copy of the System Disk, and this can be done using the Disk Copy program on the System Disk.

The Disk Copy program provides Mac owners with a single-drive with a quick and easy means of copying an entire disk. To use Disk Copy, insert the original System Disk on power-up and open the disk so that its contents are visible by icon. Double-click the Disk Copy icon and follow the computer's instructions.

TIP: Create storage disks. Storage disks are used to store documents and nothing else. Since these disks will not contain the System Folder or an application, you should be able to store about 385K (400K minus the 15K used for disk management). You can use storage disks like a filing cabinet, with one set up to hold correspondence, another for artwork, and so on. You can create a series of storage disks ahead of time or create them as the need arises.

To create a storage disk ahead of time:

1. On power-up, insert a disk that contains the System Folder. After a few seconds, the disk icon will be visible.
2. Eject the disk and insert a blank disk. Click Initialize and give the disk a name. I label mine with an appropriate name followed by an S for storage (i.e., COR/S for a storage disk for correspondence). The storage disk is now ready to receive documents.

To create a new storage disk after completing a document:

1. Choose Save As from the File menu. A dialog box will be presented (Fig. 1-6).
2. Enter a name for the document, click the Eject button, and the work disk will be ejected. Insert a blank disk, and follow the computer's prompts for initialization and naming. Once this is complete, the original dialog box will still be visible, and you can now click Save to save the document to the newly created storage disk.

Storage disks should be used for the storage of complete documents that generally will not need to be retrieved for extensive editing. If it becomes necessary to retrieve a document from a storage disk for modification or printing, however:

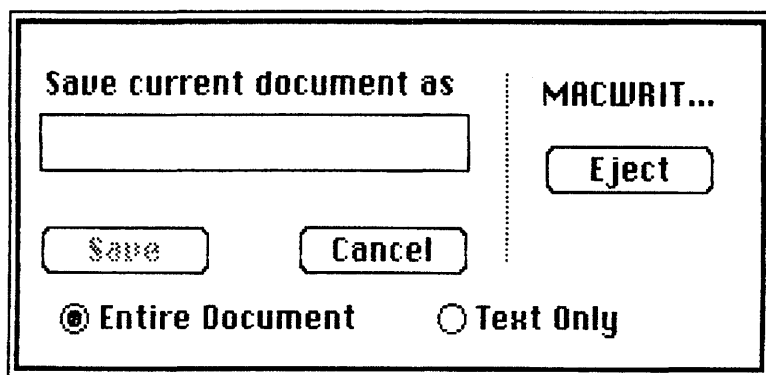


Figure 1-6 After choosing Save As . . . , you will be allowed to save the document to a different disk.

1. On power-up, insert a disk that contains the System Folder and the application under which the document to be retrieved was created.
2. Eject the disk, and insert the storage disk. Open the disk so that its contents are displayed by icon and scroll, if necessary, so that the icon that represents the document is visible.
3. Select the document and drag it to the work disk icon. You will be given a series of disk-swapping instructions as a copy of the document is transferred to the work disk. An original will be retained on the storage disk. You can now work on the document without having to swap disks to access the application.
4. When you're finished working on the document, choose **Save As** from the File menu. A dialog box will be displayed. This time, the Title box will contain the current name of the document. Click **Eject**, and the work disk will be ejected.
5. Insert the storage disk and click **Save**. The computer will tell you that a document with the same name already exists on the storage disk. This is the original document. If you wish to keep both the original and the modified document, you can rename the modified document. If not, click **Save**, and the modified document will replace the original on the storage disk.

TIP: Create duplicate storage disks. It's a good idea to keep duplicates of all your documents on duplicate storage disks so that if the original is damaged, you've still got the duplicates. This may seem like a lot of work at first, but if you've ever lost data while working with a computer, you know that it can be very frustrating. To avoid this type of situation, create duplicate storage disks.

Duplicate storage disks are created in the same way as storage disks. What I do is give my duplicate disks the same name, but follow the name with a *D*, as in COR/D for a duplicate storage disk for correspondence. You can create the disks ahead of time, or create them as the need arises. To save a document to two different disks, you simply run through the **Save As . . .** procedure twice, making sure the proper disks are in the drive before clicking the **Save** button in the dialog box. After the first save to the original storage disk is complete, you choose **Save As . . .** a second time, eject the disk currently in the drive and insert the duplicate storage disk.

RENAMING DISKS

As your Macintosh is integrated into your daily routine, you'll soon find that it becomes necessary to rename disks and shuffle documents around to make your computerized filing system more specific and efficient. This is really no problem. I recommend that you reorganize periodically, just as you reorganize a filing cabinet when it becomes too unwieldy.

To rename a disk:

1. Drag the disk icon to the center of the screen so that it's easier to work with.
2. Position the pointer (which becomes a crosshair when in the current name of the disk) where you wish to make a change. If you want to delete the current name completely, position the crosshair at the end of the name and use the Backspace key. Once the old name is deleted, just type in the new name. I find it's easier to just delete the old name completely and retype the new name rather than spend time editing.

WORKING WITH MORE THAN ONE DOCUMENT AT A TIME

There will be times when you'll want to work with more than one document and be able to shuffle information from one document to another rapidly. This is certainly possible, even if the documents were created under different applications.

To work with two documents created under the same application but stored on two different disks, the easiest thing to do is copy the documents to the appropriate work disk and work on them there. Remember, only copies of the documents are transferred, so the originals will still be intact on their origination disks. You can do all the experimenting you like on the duplicates without affecting the originals until you save the revised versions.

To work with documents created under different applications, I recommend that you copy each document to its appropriate work disk and proceed from there. This may seem like too much work, but I've found that it's the simplest solution. If you're planning to transfer some

artwork to a MacWrite document, you first have to open the MacPaint document, which causes the computer to request that a disk that contains MacPaint be inserted into the drive anyway. This happens because when a document is opened, the application under which it is created is opened as well. If you dragged all the documents, regardless of the application under which they were created, onto your MacWrite work disk, for example, you would still need to do some disk-swapping when you wanted to open a document that wasn't created under MacWrite. I think it's easier (and more orderly) to drag the documents to the work disk that contains the application under which they were created, because I'll have to switch disks anyway.

If you have two drives, you may want to drag the documents you'll be working with to the desktop and have the appropriate applications available in the drives. In this way, the computer can access each application as needed. When the documents are complete, simply choose Put Back. The computer will take care of the rest.

HARD DISKS

Hard disks offer many advantages over standard disks, including rapid access to applications and documents, greater reliability, and higher performance. They come in a variety of configurations and capacities so a user can choose a hard disk that best meets his or her needs. Also, a hard disk can store many times the amount a standard disk can. For example, a 10-megabyte hard disk is capable of storing the equivalent of 28 disks, so you can store all your applications and documents on a single hard disk, avoiding the necessity of having to swap disks during a work session. Also, access time is greatly reduced. You rarely have to wait more than a few seconds between closing one application or document and opening another.

A hard disk normally comes with software on a standard disk that contains a special System Folder to access the hard disk. This System Folder is not interchangeable with other System Folders and must be used on start-up when the hard disk is to be brought on-line.

Current manufacturers of hard disks for the Macintosh include Davong, Corvus, Tecmar, and Micro Design; other manufacturers are also gearing up at the present time. I had an opportunity to use a 10-megabyte fixed hard disk from Tecmar during the writing of this book. This was my first experience with a hard disk, and I found it to be so

much more efficient that I'll probably never go back to standard disks for primary storage.

Installation of a hard disk takes less than 15 minutes and can be done by anyone. All that's required is connecting the Mac and the hard disk with cabling (included). My unit was a *fixed* hard disk, which means the unit is completely enclosed; you never actually see the disk or need to open the unit.

When on-line, the hard disk is visible on screen as an icon and can be manipulated in the same manner as standard disks. To gain access to documents and/or applications on a standard disk, however, it's necessary to "eject" the hard drive by choosing Eject from the File menu when the hard disk icon is selected. The disk isn't actually ejected; this is just a means of taking the hard disk off-line to gain access to a disk in the internal drive. This is also necessary before shutting the system down to prevent any loss of files.

The only catch is that once the hard disk is "ejected," signalling the computer to take it off-line, you have to shut the system down, turn it back on, and reinsert the drive software to re-access it. For this reason, it's necessary to save everything to the hard disk during a session and to "eject" only at the end of the session. If you want to access files on standard disks, you must power-up using a standard disk with the standard System Folder. The hard disk is not brought on-line using this method. When work with the standard disk is complete, you then insert the drive's system disk to bring the hard disk drive on-line. When you want to create back-up files on standard disks, the dragging technique is used after the files have first been saved to the hard disk.

The process just explained is common to all hard disk drives currently available for the Macintosh. Although it may sometimes pose a few inconveniences, the advantages of a hard disk drive certainly outweigh the disadvantages. Current manufacturers state that the problems associated with having to "eject" the hard disk are due to the internal design of the Macintosh.

The only problem that users may encounter when using a hard disk is that you must be careful not to "eject" it by mistake during a session. When you have a lot of disk icons on the screen, it's easy to forget to select a disk's icon before choosing Eject. If the hard disk's icon happens to be the one currently selected and you choose Eject, the hard disk is taken off-line and you have to shut the system down to re-access it. This is why you can't save a document to a standard disk when the hard disk is on-line. When you choose Save As to attempt to do this, a dialog box

is displayed and you are given the opportunity to “eject” the hard disk. Again, if you do this, the hard disk is taken off-line and the system must be shut down and turned back on to bring it back on-line. Also, users may forget to “eject” the hard disk at the end of a session. If this is not done, there’s a chance that files will not be closed properly and may be damaged.

If or when the hard disk becomes full, files not used on a regular basis can be copied to standard disks. The originals that remain on the hard disk are dragged to the Trash Can to free up space for more current files.

Most applications currently available for the Macintosh can be copied to a hard disk with no problems. However, I did encounter a problem with a file management program. A check with the company revealed that a new version of their program would soon be available to make it compatible with a hard disk. If you do purchase a hard disk, check with the manufacturers of your applications to make sure they are compatible with hard disks. See the appendices for a list of current manufacturers of hard disks for the Macintosh.

2

General Use Tips

Although the Macintosh can certainly be put in a class all by itself as far as ease of use is concerned, there are so many features and different routes to take to accomplish a task that new users are often overwhelmed. They may learn one route and apply it in each and every situation rather than take a chance and try something new. Although this is normal, it's not necessary for you to accept these self-imposed limitations, especially since the Macintosh offers you so much flexibility.

This chapter will provide you with tips and techniques of a general nature that can be applied in many environments. They are designed to provide solutions to frequently encountered problems, illustrate different routes that accomplish the same thing, and save you time.

TIP: Turn your computer off when changing applications. This isn't absolutely necessary, and Apple states that the Mac can be left on 24 hours a day if desired. However, it's a very good idea to switch the computer off and then back on again between applications to avoid the need for disk-swapping.

Apple tells me that the original disk inserted on power-up becomes a sort of main terminal that must be accessed when actions associated with the Finder (printing, saving, general disk management, etc.) are taken. If you set your disks up as outlined in Chapter 1, you'll have work disks for each application. These disks are complete in themselves and

allow you to use the Finder without having to swap disks. However, if you switch to a different application without shutting your computer off, you'll soon find that you are asked to insert the first disk inserted on power-up even though the new application's work disk also contains the System Folder. After speaking with Apple about this, they tended to agree that in order to avoid having to re-insert the disk used for start-up, it's advisable to turn the computer off and back on again between applications.

TIP: Leave a disk in the same state you want it to be on reopening. In other words, if you want the disk closed to an icon on reinsertion, make sure you close it before ejecting. If you prefer to see the disk's contents as soon as it is inserted in the drive, don't close it. This tip applies to the View menu and any changes you make to windows (moving, resizing, etc.) as well. Whatever view is in effect when the disk is ejected will remain in effect. By the same token, if you re-size windows on a disk, these changes will remain in effect as well. Keep in mind, however, that **each disk is independent of all others**, so don't expect changes you make on one disk to be reflected on all disks.

TIP: Keep duplicates of *everything* on separate disks. Disks, computers, and the people using them are not infallible! Only a fool keeps one copy of anything. With disks currently at about \$40 or \$50 for ten-packs, keep a supply of blanks on hand, and *do* keep duplicates of all documents, applications, etc.

TIP: Use folders. Folders can un-clutter a disk's directory window immensely. Use them as mini-filing cabinets to hold documents of a similar nature. They can be opened into windows in the same way as a disk to reveal their contents. You can set up each folder the way you want (size of window, type of view, location on the desktop, etc.) You can even set up folders so that all those on a disk can be opened into windows at the same time with none overlapping. Each time you need a new folder, click the Empty Folder and choose Duplicate from the File menu. A second Empty Folder labeled Copy of Empty Folder will appear in the window. You can then rename the folder and begin dragging appropriate documents to it. You are not limited in the number of folders allowed on each disk, and a folder can contain documents created under different applications if desired.

Folders can greatly aid when copying documents to different disks.

If you have a lot of documents to copy, you can save time by dragging them all to the Empty Folder first. Then drag the whole folder to the icon that represents the destination disk. The computer will take care of all the copying in one step. You'll still have to do some disk-swapping, but you'll have saved the time of dragging each document individually. When the copying is complete, you can remove the documents from the Empty Folder by opening the folder and dragging each back to their origination point.

FOLDERS WITHIN FOLDERS

To further aid in managing documents on disks, folders can be placed within folders, more folders can be placed within that level of folders, and so on. For example, you may have a storage disk that is used for correspondence and have many folders for different types of correspondence. Within each folder, you might want to break the documents down by date and have a separate folder for each month. Within the month folders, you might then want to break the documents down into different categories by addressee so that each addressee would have a monthly file. This can all be easily accomplished, and once set up, will give you rapid and efficient access to documents.

During the writing of this book, which was prepared in manuscript form with the aid of the Macintosh, I kept a copy of each chapter in progress on my MacWrite work disk and stored chapters that were pretty much complete on storage and duplicate storage disks. Because of MacWrite's document size limitation, I had to break chapters down into two and sometimes three separate documents. During initial saves to the storage disks, each document was represented as an icon in the disk directory window, as shown in Figure 2-1. As the book grew, however, this system became unwieldy, so I decided to set up folders for each chapter. The process that I used to do this will be used to illustrate the method of installing folders within folders.

1. Open the disk so that its contents are visible by icon, as shown in Figure 2-1.
2. Click the Empty Folder to select it, and choose Duplicate from the File menu. A duplicate of the Empty Folder, called Copy of Empty

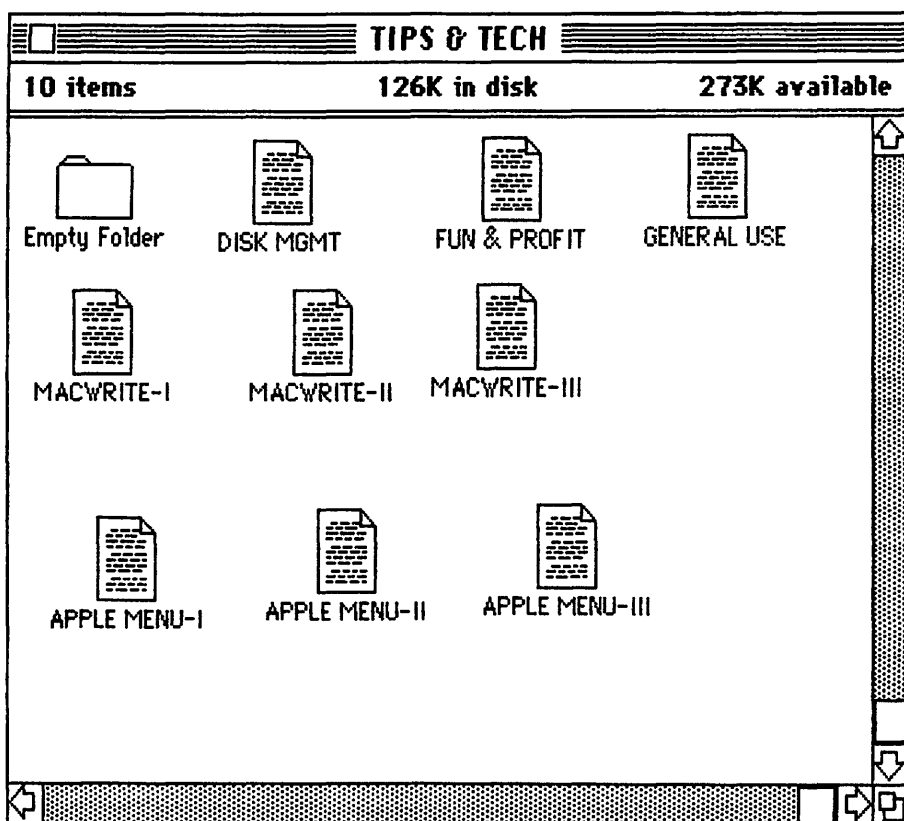


Figure 2-1 Original filing system, in which each document seen as a document icon in the disk directory window.

Folder, will appear, as shown in Figure 2-2. Move the copy to a vacant area in the disk directory window, and begin dragging documents to it. When all documents to be stored in the folder have been dragged to it, rename the folder. I named mine **MANUSCRIPT**, as shown in Figure 2-3, and all the documents previously displayed as icons in the disk directory window were stored in this folder. It was then possible for me to shrink the directory window, as shown in Figure 2-4. Figure 2-5 shows the **MANUSCRIPT** folder opened into a window.

I still wasn't satisfied with this arrangement, so I decided to store each chapter in a separate folder within the **MANUSCRIPT** folder. In this way, those chapters that were contained in more than one document would be in their own folder.

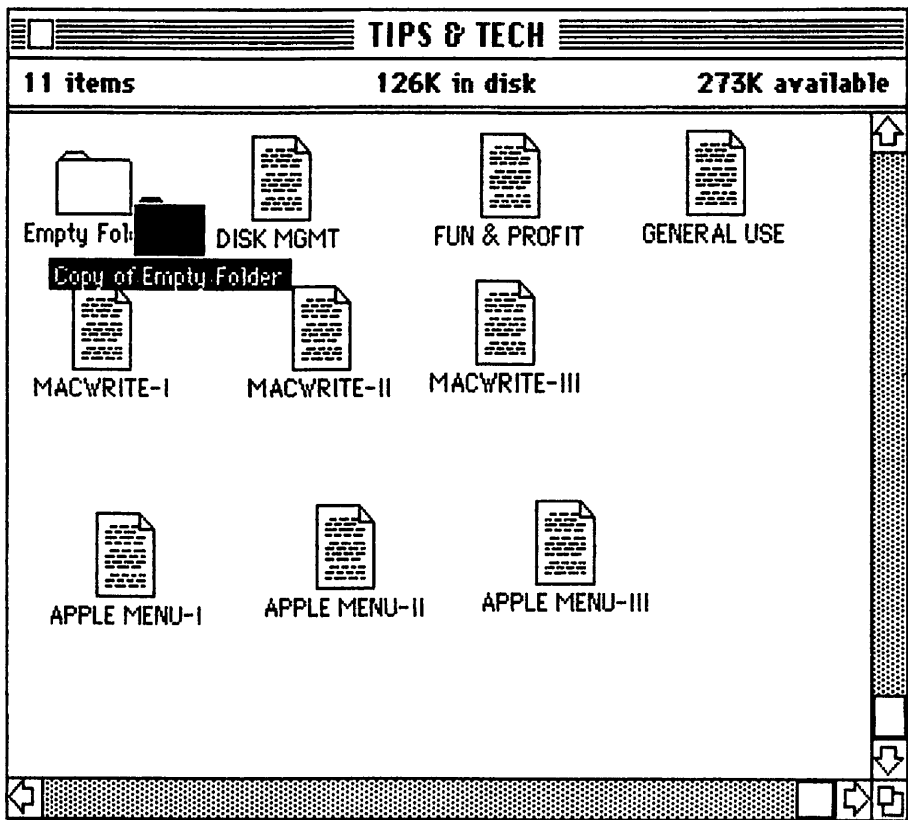


Figure 2-2 A duplicate of the Empty Folder is created by choosing Duplicate from the File menu.

3. To do this, I closed the MANUSCRIPT directory window, clicked the Empty Folder to select it, and made another copy using the Duplicate command, as shown in Figure 2-6. I then dragged the copy to the MANUSCRIPT folder. When the MANUSCRIPT folder was opened into a window, there was the copy, as shown in Figure 2-7. I then began by dragging the three MacWrite documents to the empty folder and named the folder MACWRITE. Figure 2-8 shows the contents of the MACWRITE folder after its three separate documents had been transferred. I then proceeded to repeat this process to put each chapter in a separate folder within the MANUSCRIPT folder. Figure 2-9 shows the final results.

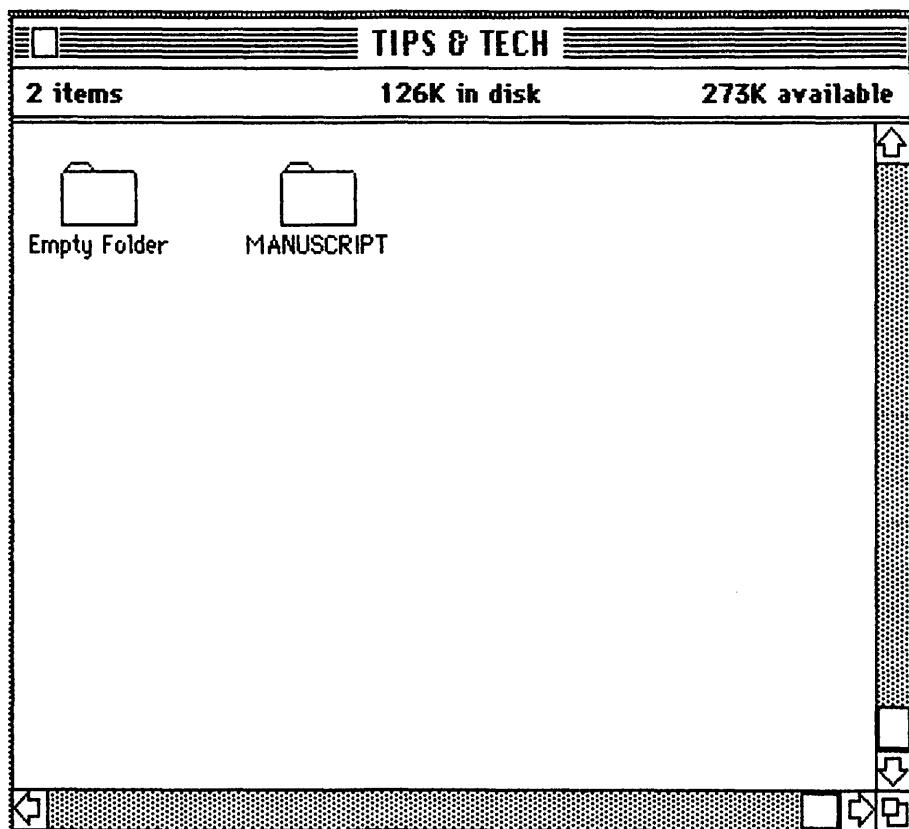


Figure 2-3 Disk directory window after all documents were dragged to the MANUSCRIPT folder.

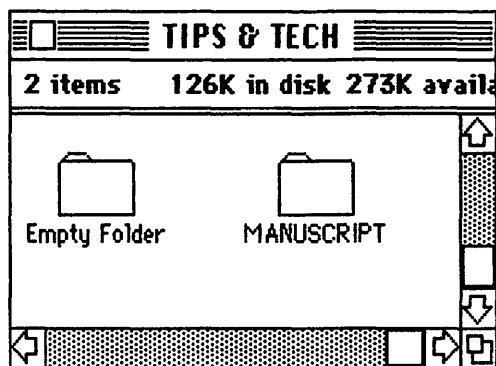


Figure 2-4 The disk directory window can then be resized.

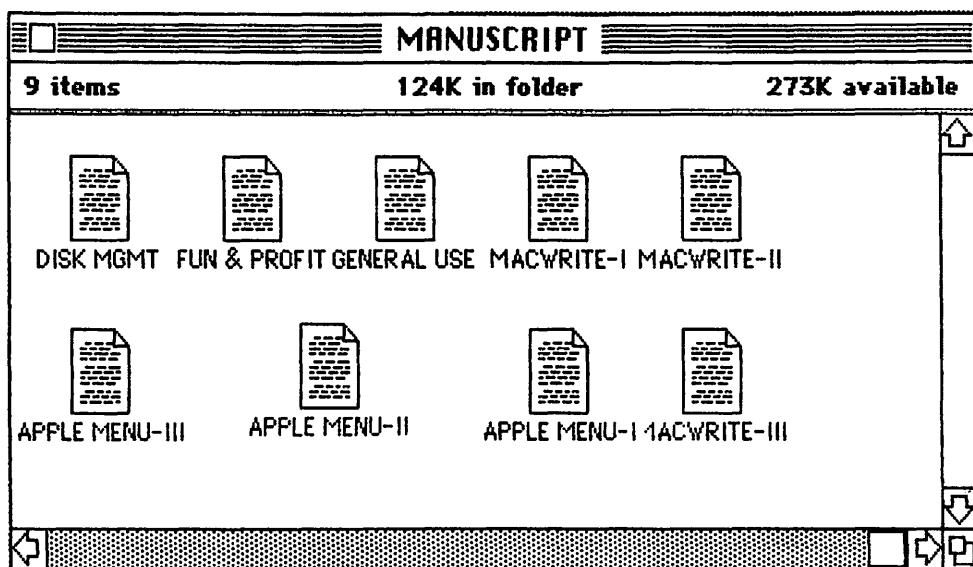


Figure 2-5 The contents of the MANUSCRIPT folder.

To subdivide further, the process would be the same, except once an empty folder is dragged to the main folder, it would then be dragged to the appropriate folder within the main folder. You can subdivide as much as you like. The only limitation is that no two items on a disk can have the same name, and this applies to the name of the disk and the names of all folders and documents as well. In other words, I had to name my main folder MANUSCRIPT rather than TIPS & TECH because the disk was already named TIPS & TECH and the computer will not allow anything on the disk, whether folder or document, to have the same name as the disk. By the same token, the names of the separate

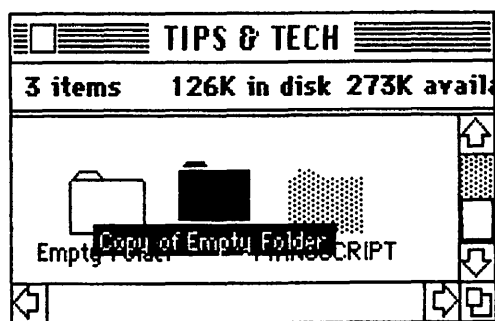


Figure 2-6 A second Empty Folder is created.

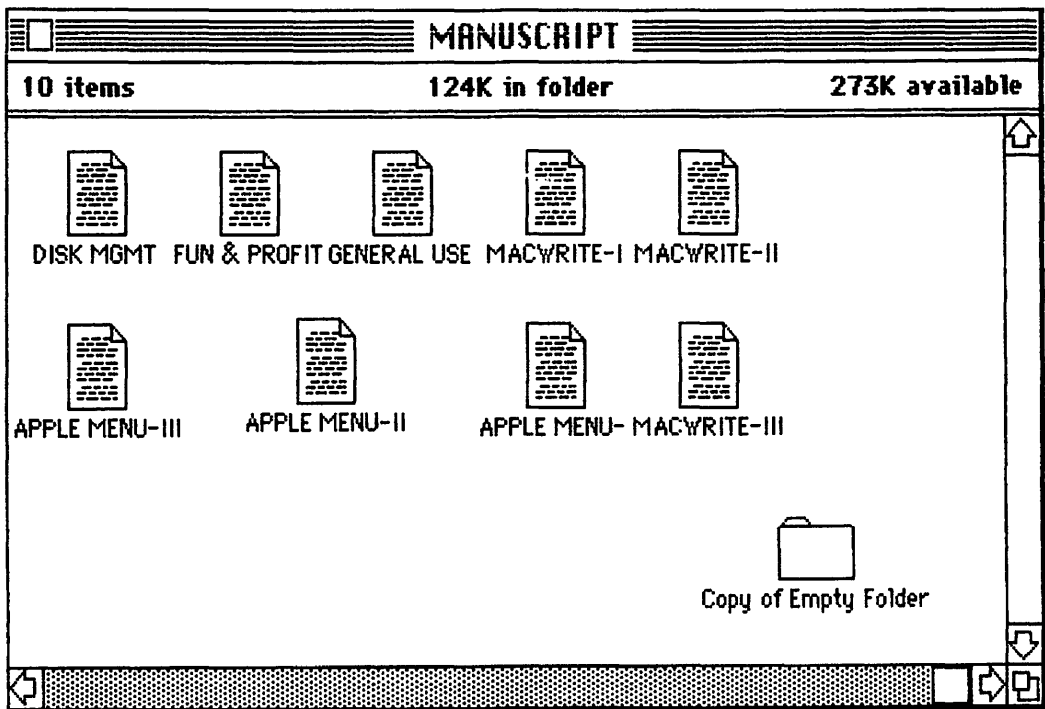


Figure 2-7 After the Copy of the Empty Folder is dragged to the MANUSCRIPT folder, it appears in the folder's window.

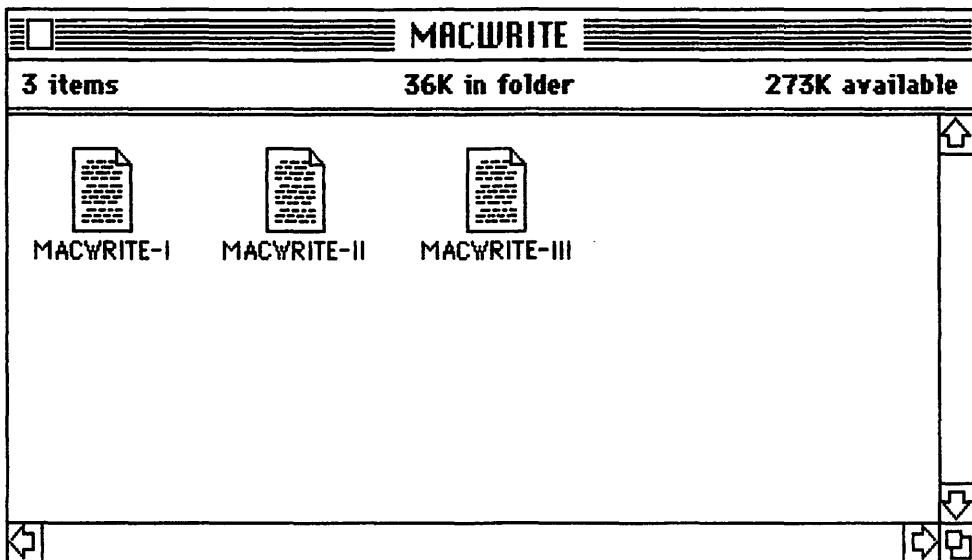


Figure 2-8 The MacWrite folder within the MANUSCRIPT folder.

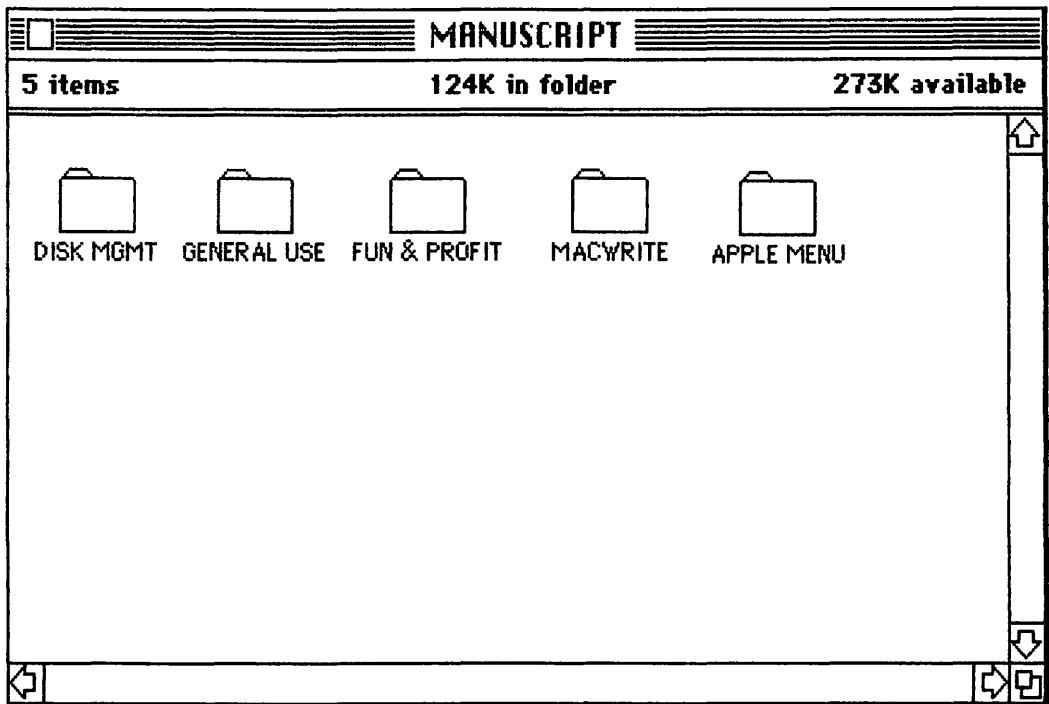


Figure 2-9 The contents of the MANUSCRIPT folder, with each chapter in its own folder.

documents in each sub-folder had to be different than the name given to the folder.

The nice thing about subdividing a disk's contents is that it's easier to select a group of related files. If I wanted to select the whole manuscript, I would just click the MANUSCRIPT folder. To select a chapter, I would open the MANUSCRIPT folder to see the sub-folders. To select portions of a chapter, I would open the chapter folder. Also, I can still use Get Info to obtain information on the whole manuscript or any portion of it.

To select a group of related documents for printing, however, it will still be necessary to open the appropriate folders and surround the documents with a dotted rectangle, or use the Shift/click method. You can't choose Print from the File menu until actual documents, not folders, are selected.

Subdividing also allows each user to arrange each disk in a manner appropriate to the types of documents stored. No two users will have the same filing system, and each disk can have its own filing system that is

independent of all other disks' filing systems. If you set up a disk one way and find it doesn't suit your purposes, you can always modify it at any time. To rearrange a disk, all you do is start at the smallest subdivision and drag documents out of folders and eventually out to the largest subdivision. You can then begin all over again.

Persons new to computers tend to get a little nervous about moving things around, and this is normal. However, when rearranging a disk's contents, have no fear! You may lose track of a document while rearranging, but as long as you don't drag anything to the Trash Can, you're safe. It may be easier to make a list on paper before beginning to rearrange so you know where you're going to put everything. Once the process is complete, the disk directory window should clearly indicate to you where certain documents are filed, in the same way that a file cabinet's drawers are clearly labeled to indicate where documents are stored. Also, when dragging documents and folders stored on the same disk, copies are not left behind, as is the case when dragging from one disk to another, so you don't have to drag any copies to the Trash Can after a transfer.

TO QUIT OR NOT TO QUIT?

This question arises at different times during a work session, and most users, not understanding all their options, make it a practice to always choose Quit after completing a document. However, there are a number of different methods that can be used to access different documents or open new documents within an application without Quitting.

Quit closes an **application**. If you're closing one document and opening another (new or otherwise) within the same application, **don't** choose Quit. When a document is closed (by choosing Close or clicking the document's Close box), its application is still open. To see the contents of the disk currently in the drive once a document has been closed, choose Open . . . from the File menu. A directory of the disk's contents (Figure 2-10) will be displayed by name. You can scroll through this list for the document you want. When you see it, you can open it by clicking to select (Figure 2-11) and then choosing Open from the File menu, or by simply double-clicking its name. Since the application is still open, it will take only a short time for the computer to open the document. If you had Quit the application, the computer would have to reopen it at the same time that the new document is opened.

This same method can be used to access a document on another

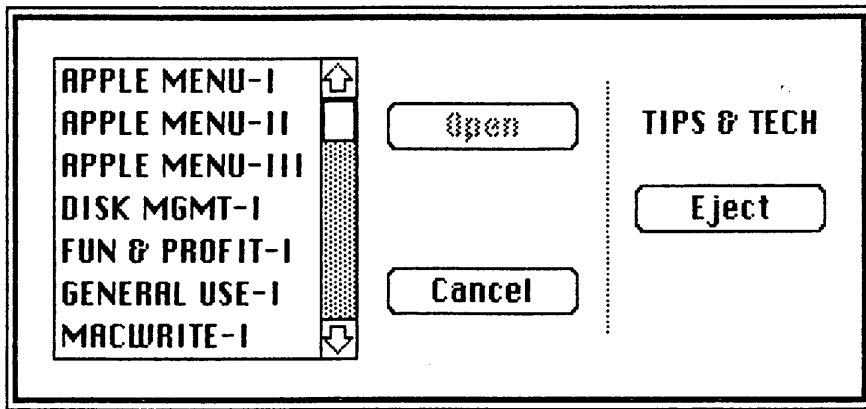


Figure 2-10 When in an application, a disk's contents can be displayed in a dialog box.

disk as long as you remain in the same application. Close the current document, and select **Open . . .** from the File menu. The same box is displayed (Figure 2-10). Note that an **Eject** button is available. You can click **Eject**, insert a different disk, and its contents will be displayed.

To begin a new document within the same application, close the current document, and choose **New** from the File menu. Again, don't choose **Quit**, since the same application will be used with the new document. This won't, however, work when changing applications, and if you stick with my tip to shut your Mac off and back on again between applications, this situation won't arise anyway.

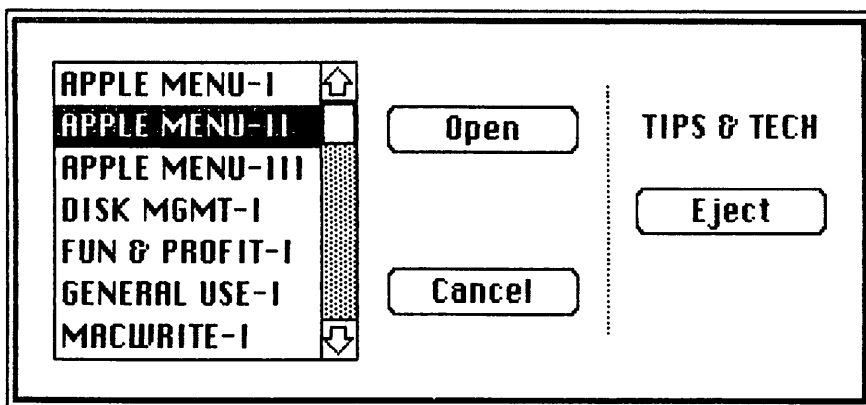


Figure 2-11 A document can be opened by selecting in the dialog box and clicking the **Open** button or by double-clicking the name.

Of course, if you need to have a disk's contents visible by icon (to transfer or print documents, for example), you'll have to choose Quit to get back to the standard disk directory window, even if you plan to stay within the same application. Choosing Open . . . while in an application doesn't allow you to do anything except open a document on the disk currently in the drive, eject the disk to view the contents of another disk, or cancel the Open . . . operation. However, to shuffle documents around, the computer doesn't need to open an application anyway, so you haven't sacrificed anything by Quitting the application.

CLOSE, SAVE AND SAVE AS . . .

As with Quit, there is some confusion as to when to Close and when to choose Save over Save As . . . Rather than choose one method and stick with it all the time, the following information may be helpful.

If working with a new, untitled document:

1. **Choosing Close** (or clicking the Close box) will cause a dialog box (Figure 2-12) to be displayed that asks if you would like to save the document. You can then click No, Yes, or Cancel. If you click Yes,

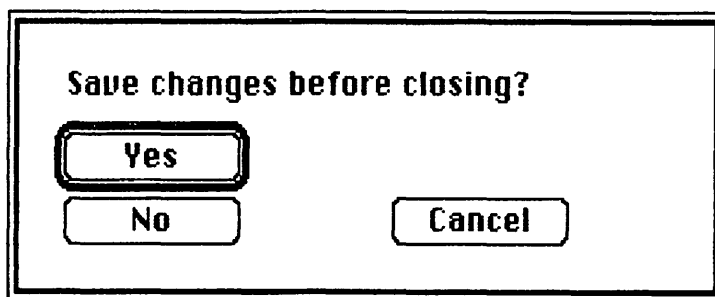


Figure 2-12 This dialog box will be presented (1) if you choose Close when working with a new, untitled document; or (2) if you choose Close to close a retrieved document that has been altered; or (3) if you choose Save to save a retrieved document that has been altered.

a second dialog box (Figure 2-13) is displayed. Note that you again have the option to cancel. To save the document, you give it a name and click Save to save it to the disk currently in the drive. To save

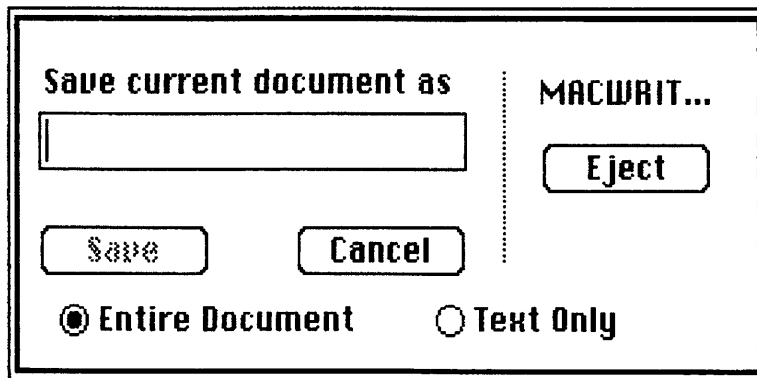


Figure 2-13 This dialog box will be presented if you choose Close, Save, or Save As . . . when working with a new, untitled document.

it to a different disk, you give it a name, click Eject to eject the disk currently in the drive, insert the destination disk, and click Save.

2. **Choosing Save** causes the previous dialog box (Figure 2-13) to be displayed. The same options are available; i.e., cancel, name and save to the disk currently in the drive, or name and save to a different disk).
3. **Choosing Save As . . .** produces the same dialog box (Figure 2-13).

You can see that when working with a new, untitled document, you have the same options, whether you choose Close, Save, or Save As . . .

If a document is retrieved from disk, but is not changed in any way (retrieved for printing, for example):

1. **Choosing Close** automatically closes the document. When a document is retrieved from disk, you are given a copy to work with; the original remains on disk. Since no changes were made to the document, the copy is cleared from memory, and the original remains intact. When you choose Close, no dialog boxes are provided and you have no options; i.e., you can't save to another disk, cancel the save, or save the retrieved document under a different name.
2. **Choosing Save** does the same thing. The computer recognizes that the document in memory is the same as the document still on disk. No action is taken, and you have no options.

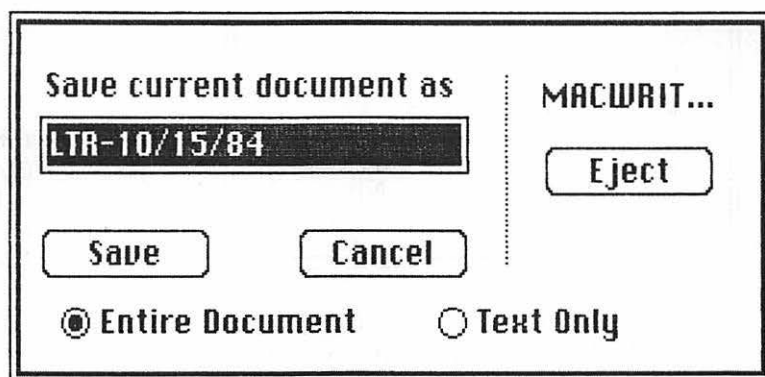


Figure 2-14 This dialog box will be presented if you choose Save As . . . when working with a retrieved document to which no changes have been made.

3. **Choosing Save As . . .** causes a dialog box (Figure 2-14) to be displayed. Here, the Title box contains the name of the retrieved document, and you have the option of cancelling the save, replacing the document on disk with the document in memory, giving the document in memory a new name and saving to the same or a different disk, or keeping the same name and saving to a different disk.

You can see that Save As . . . provides you with the most flexibility, while Close and Save, regardless of the order in which they are chosen, give you no options.

If a document is retrieved from disk and altered:

1. **Choosing Close** causes a dialog box (same as in Figure 2-12) to be displayed. Here, you are asked if you would like the changes saved. If you click Yes, the altered document in memory replaces the document on disk. You do **not** have the option of saving to a different disk or saving the altered document as a different document. If you click NO, the altered document is erased from memory, and all you have on disk is the original. If you click Cancel, the Close is cancelled.
2. **Choosing Save** produces the same dialog box (Figure 2-12). Again, you do **not** have the option of saving the altered document along with the original, either on the same disk or on a different disk. You do, however, have the option to cancel.

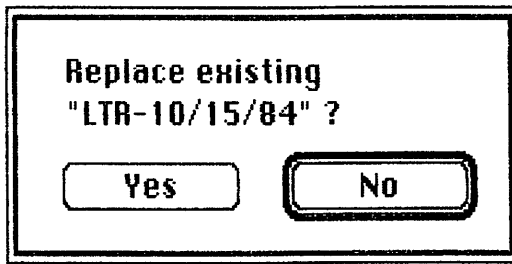


Figure 2-15 This dialog box will be presented if you choose Save As . . . when working with a retrieved document to which changes have been made.

- 3. Choosing Save As . . .** causes a different dialog box (Figure 2-15) to be displayed. Here, you are asked if the altered document is to replace the original on disk. If you click Yes, the replacement takes place. If you click No, you are presented with another dialog box (same as Figure 2-14) that allows you to rename the altered document and save it to the disk currently in the drive, keep the same name and save to a different disk, replace the document on disk with the document in memory, or cancel the save.

You can see that in most situations Save As . . . gives you the greatest flexibility. In general, I tend to stick with Save As . . . because it provides the maximum number of options, regardless of the nature of the document (new, unchanged, or altered). If a document is on a work disk and is retrieved for editing over a period of days, for example, the edited version is most likely the only one you'll want to keep. Here, choosing Close or Save (regardless of the order) causes the edited version to automatically replace the original, and this is fine in this type of situation. However, if all versions are to be kept and you erroneously choose Close or Save, the document on disk is replaced by the edited version and there's nothing you can do to cancel. This is why I stick with Save As . . . You've always got a Cancel box, and there's no danger of a document on disk being replaced unless you so indicate by means of the dialog box.

3

Tips on the Apple Menu

The Apple Menu contains seven desk accessories that are available on power-up and while working in an application such as MacWrite or MacPaint. They each have distinct and very useful features, but are often not put to full use. The information in this chapter will give you some valuable tips and techniques for integrating the desk accessories into your daily work environment.

ABOUT THE SCRAPBOOK

The Scrapbook can be a most valuable tool because it provides you with a place to store frequently used text and pictures. It is important to know, however, that **each disk has its own Scrapbook that is independent of Scrapbooks on other disks.** In other words, if you store text or pictures in a Scrapbook on one disk (your MacPaint work disk, for example) and want to retrieve the item for use in a MacWrite document stored on your MacWrite work disk, some disk-swapping will be necessary. This is in contrast with text or pictures cut or copied to the Clipboard, which is a temporary holding area in computer memory. Anything cut or copied to the Clipboard is stored in the computer's memory, **not** to disk.

The simplest solution, then, is to store items in the Scrapbooks on

the disk or disks that will be using them. The same item can be placed in as many Scrapbooks on as many disks as you like. In this way, each Scrapbook can be set up so that it contains the items most frequently used by the applications on the disks.

STORING IMAGES IN THE SCRAPBOOK

In keeping with the above, an image created in MacPaint that is to be used on a regular basis in MacWrite documents should be stored on the appropriate MacWrite work disk.

**To store an image created in MacPaint
to a Scrapbook on a different disk:**

1. Create the image or open the document that contains the image. Figure 3-1 shows a picture that my son created in MacPaint. I used the image to create a flyer in MacWrite that was to be used to

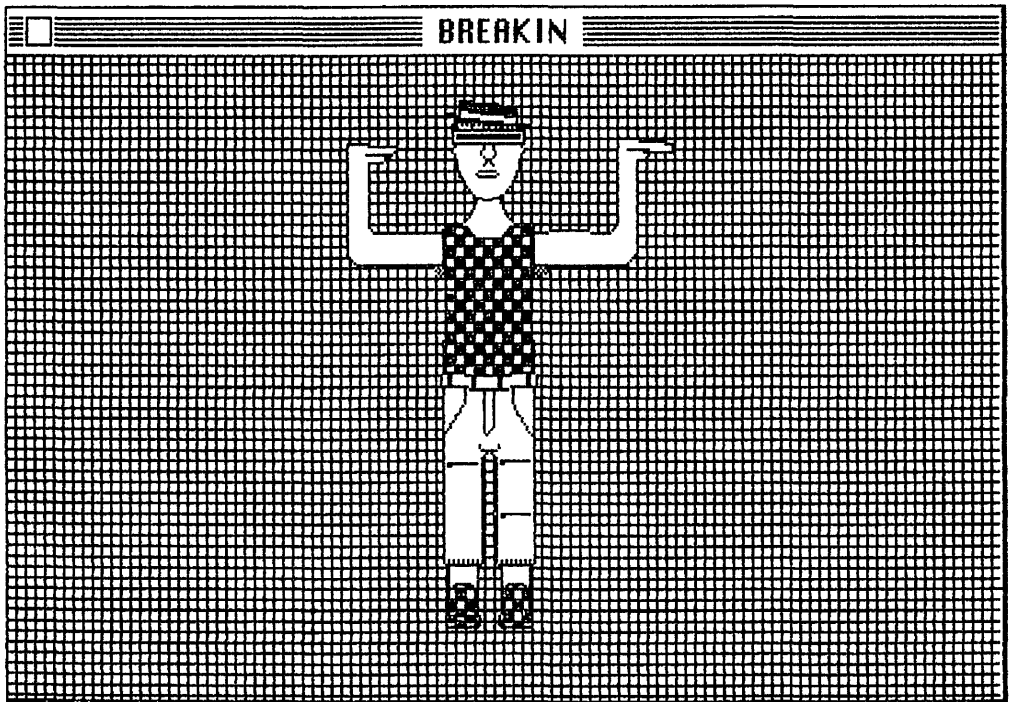


Figure 3-1 Sample image created in MacPaint.

advertise a breakdancing contest, so I wanted to copy the image to a MacWrite document. Because I wanted to have the image available for use in other documents as well, I decided to place a copy in the Scrapbook on my MacWrite work disk, rather than just copy it directly to the MacWrite flyer document.

2. Click the selection rectangle (to the right of the lasso) in the MacPaint window and select the image by dragging the mouse and drawing a dotted rectangle that completely surrounds the image, as shown in Figure 3-2.
3. Choose Copy from the Edit menu. A copy of the image is placed on the Clipboard.
4. Close the MacPaint document, Quit MacPaint, and eject the disk.
5. Insert the disk whose Scrapbook is to receive the image currently stored on the Clipboard.
6. At this point, go to the Apple menu, and you'll see that all desk accessories, including the Scrapbook, are gray, meaning that they

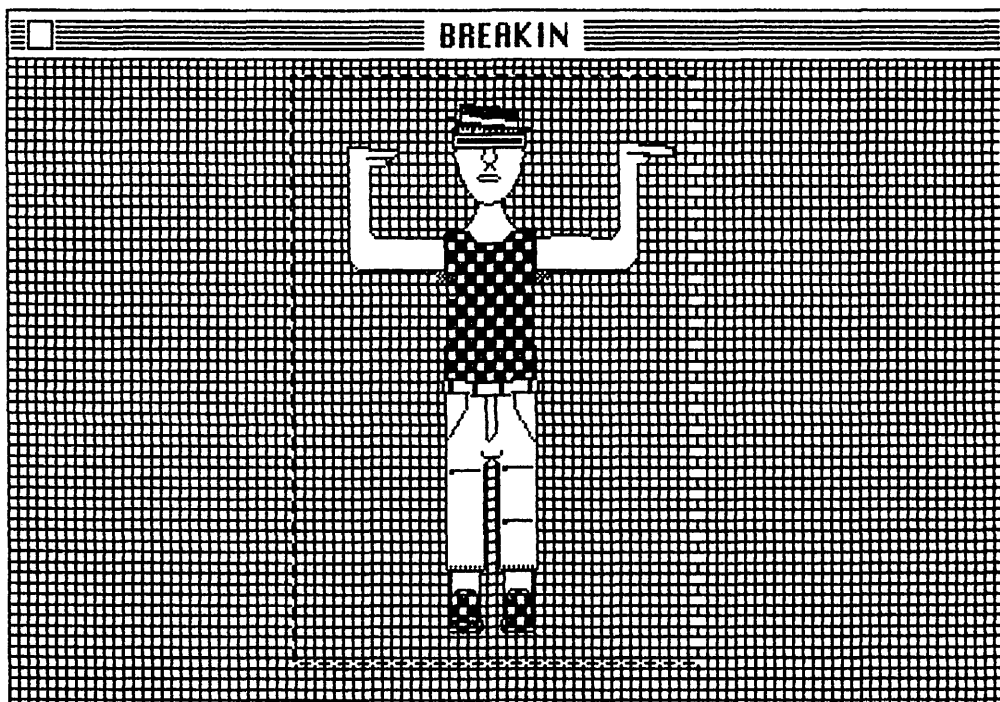


Figure 3-2 The image is surrounded by a selection rectangle.

can't be selected. I thought, and you might have thought, too, that the image on the Clipboard could now be pasted to the Scrapbook, but it's necessary to open an application first.

Open the disk so that its contents are displayed by icon, and open a document or begin a new document. (It really doesn't matter which, because this is only necessary to gain access to the Scrapbook, and the document won't be accepting any information.)

7. Now, go to the Apple menu and choose the Scrapbook. When the Scrapbook is opened, the first item in the Scrapbook will be displayed. It's not necessary, nor is it possible, to scroll to an empty area in the Scrapbook. Any new items to be placed in the Scrapbook are automatically placed at the end of the file. The item currently displayed will not be erased during the Paste.

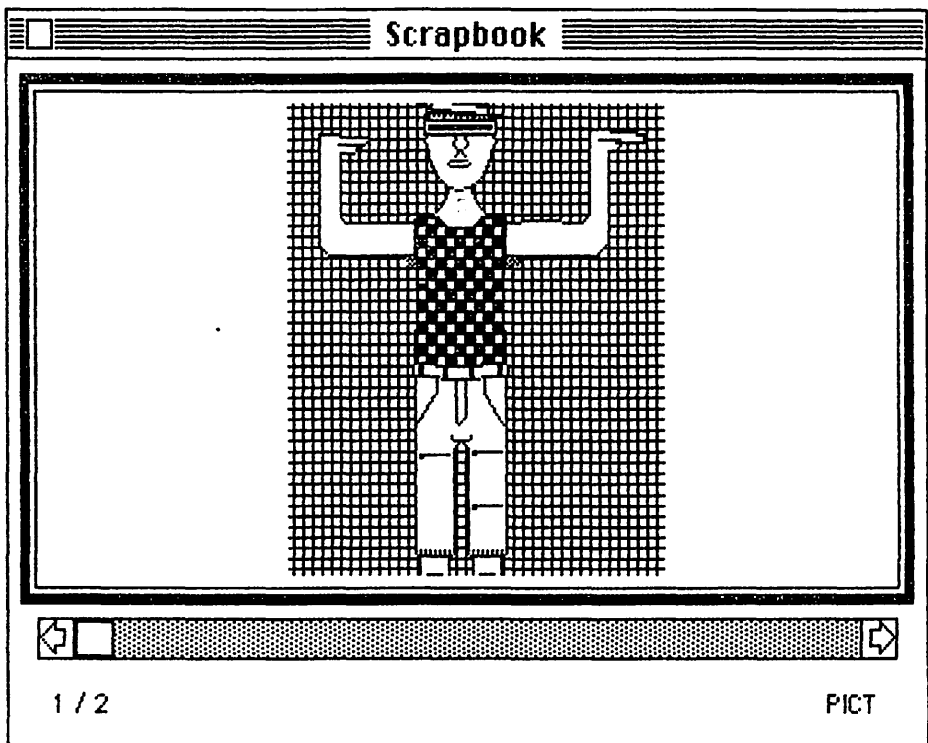


Figure 3-3 The image appears constrained when pasted into the Scrapbook.

8. Choose Paste from the Edit menu. After a few seconds, a copy of the image will be visible in the Scrapbook window. My image is shown in Figure 3-3, and you can see that the image appears somewhat constrained. However, when an image is copied into a document, it appears in its original form.

Since I had only one other item stored in the Scrapbook on my MacWrite work disk, the breakdancer was stored as the second item, as indicated by the number 2 at the bottom left of the window.

NOTE: Apple includes a few images in the Scrapbook on the disks that came with your computer. If you wish to erase any of these images, scroll to them one at a time and choose Cut from the Edit menu. If you wish to keep them, any new items you place in the Scrapbook will automatically be placed at the end of the file.

**To retrieve an image from the Scrapbook
and paste it into a MacWrite document:**

1. Choose Scrapbook from the Apple menu.
2. Scroll through the Scrapbook until the image is visible.
3. You do not have to select the image; once it is visible in the Scrapbook window, it is automatically selected.
4. Choose Copy from the Edit menu. A copy of the image is placed on the Clipboard.
5. Close the Scrapbook (optional) and open the document to which the image is to be pasted. The top of the MacWrite document to receive my breakdancer is shown in Figure 3-4.
6. Select the insertion point in the document. If the image is to be pasted to a new, untitled document, you'll have to use the Return key to move the crosshair. If the document is an existing one, you'll use the mouse. Either way, though, all you need to do is select the line in the document at which the top of the image is to appear.
7. Choose Paste from the Edit menu, and the contents of the Clipboard (the image copied from the Scrapbook) are pasted into the document. Note in Figure 3-5 that the breakdancer is initially placed at the lefthand margin of the document. This will always be the case when anything created in MacPaint, be it text or an image, is pasted into a document. Also, even though there is a considerable amount of space to the right of the image, it is not possible to utilize any of this space. Any blank space to the left or right of a pasted item



Figure 3-4 The top of a flyer to which the breakdancer is to be pasted.

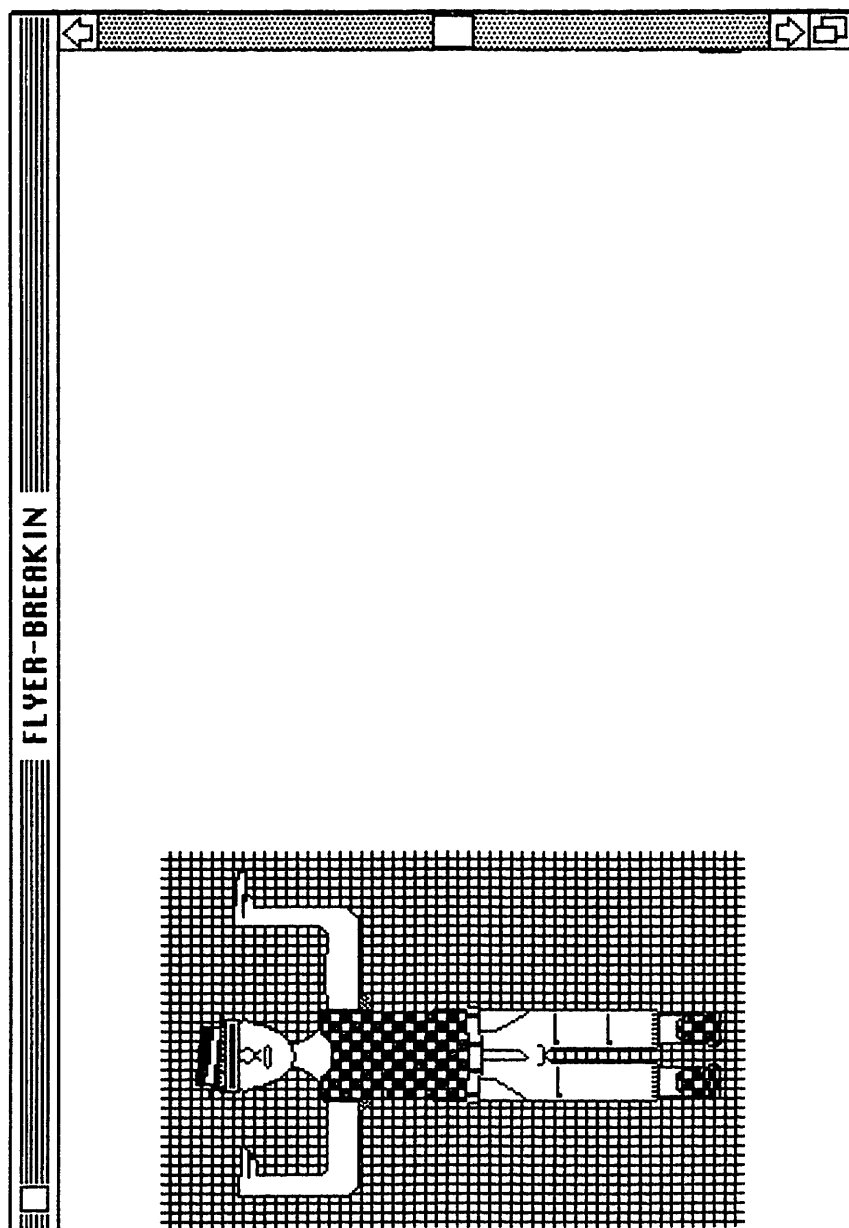


Figure 3-5 When the image is pasted, it appears at the far left of the document.

created under MacPaint (text or image) cannot accept text (or another image for that matter). In other words, in my case, if I wanted to put text to the right of the breakdancer, I would have to include it in the original MacPaint document and copy both the text and the image to the Scrapbook.

8. To move an image horizontally, select the image by clicking anywhere on it. A black border will appear around the picture. Position the pointer on the right or left edge and drag. I wanted to move the breakdancer to the center of my document, so I placed the pointer on the right edge. My final document is shown in Figure 3-6.

It is not possible to move an image vertically once it is placed into a document, so be careful when selecting the insertion point for an item. If you do make a mistake, however, you can always undo it immediately after it is pasted, select another insertion point, and repeat the paste.

9. While an image is selected, you can also resize it by means of the three black boxes at the bottom edge of the border (Figure 3-7). Resizing an image causes it to be stretched or shrunk, depending on which way you drag. The middle box is used to lengthen or shorten the image vertically. The boxes at the left and right are used to widen the image. Using the size boxes requires a bit of experimentation, but you always have the option of undoing a size change, so this gives you the freedom to make adjustments until you're satisfied with the results.

STORING TEXT IN THE SCRAPBOOK

The Scrapbook can be used to store frequently used text that is created under both MacWrite and MacPaint. If the text is created under MacPaint, the procedure will be the same as outlined above. When the text is copied to the Scrapbook, an exact copy will be placed in the Scrapbook; and when it is pasted into a MacWrite document, it will only be necessary to select the line at which the top of the text is to appear. Also, the text will initially appear in the document at the far left, and it will be necessary to select and drag it to reposition it horizontally. The sizing boxes will also be available when the text is selected, allowing you to stretch or shrink it at will.

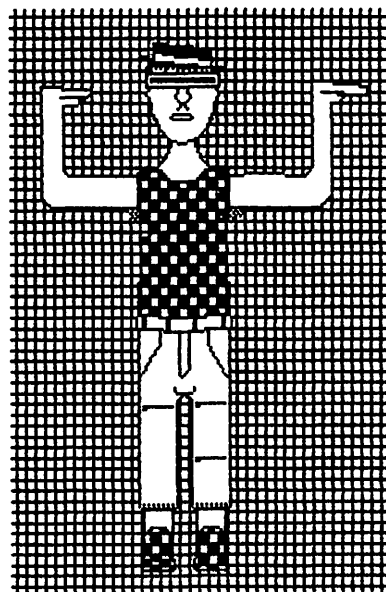
Text created under MacWrite and stored to the Scrapbook does not retain its font, size, and style. It will always appear as 12-point New York,

BREAKDANCING CONTEST!

MARCH 15, 1985

2:00 P.M.

APPLE BLOSSOM MALL



FIRST PRIZE: APPLE IIe COMPUTER

SECOND PRIZE: 10-SPEED SCHWINN

THIRD PRIZE: ALBUM OF YOUR CHOICE

Figure 3-6 The final flyer.

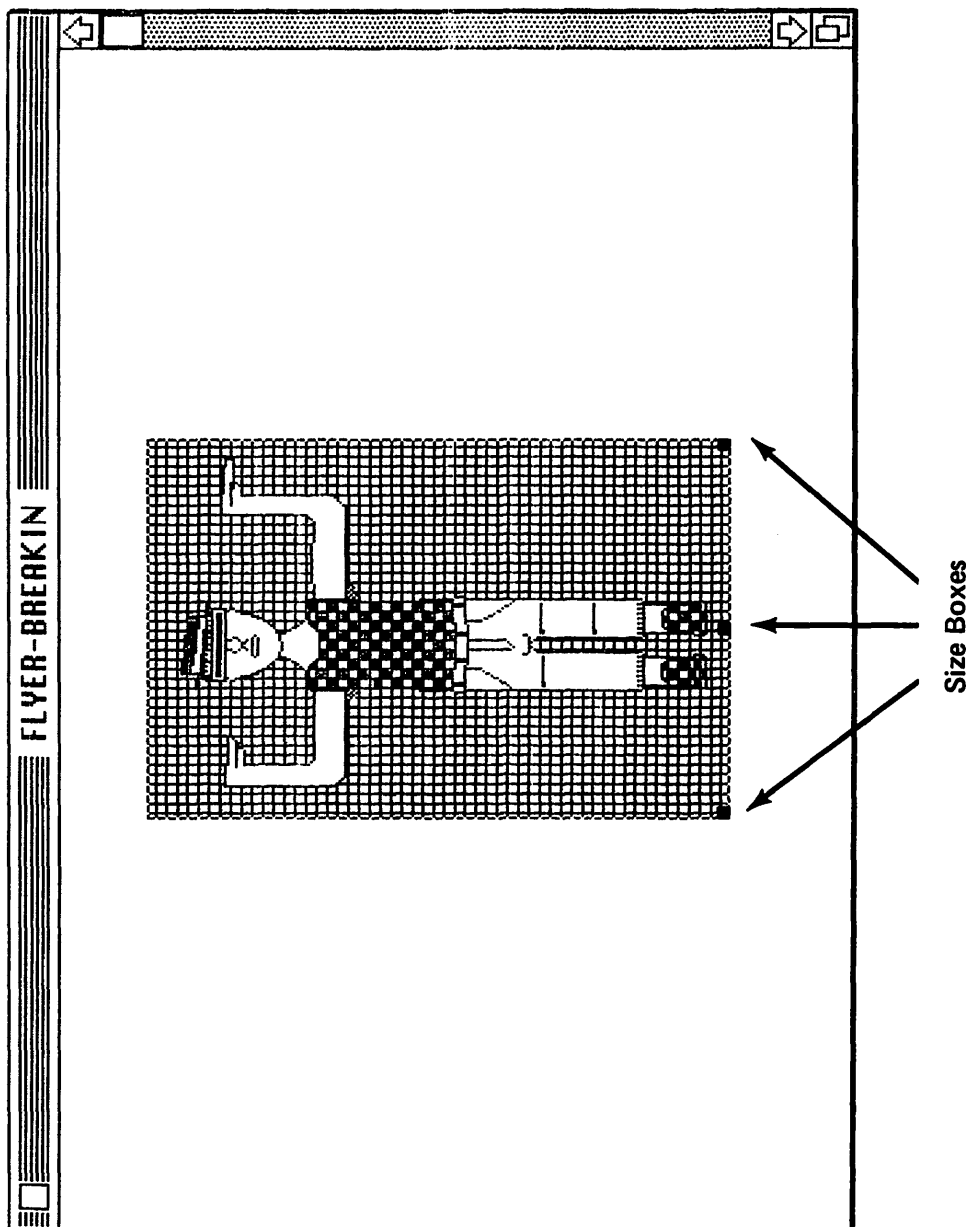


Figure 3-7 When an image is selected, it can be resized by the three black edges on the bottom border.

plain text. However, when the text is copied from the Scrapbook and pasted into a document, it will again assume its original font, size, and style.

To store text created under MacWrite in the Scrapbook:

1. Create the text, or open the document containing the text. Figure 3-8 shows the top of a flyer I created for a local grocery store. Each week, the store offers certain products at a discount to senior citizens, and each week, the products change. I decided to store this portion of the flyer in my MacWrite work disk's Scrapbook so that I could retrieve it and paste it into a new MacWrite document each week. I could then add the products, print as many copies as I needed, and retain a copy of each week's flyer as a separate document, keeping the top portion always available in the Scrapbook.
2. Select the text so that it is blackened, as shown in Figure 3-9.
3. Choose Copy from the Edit menu. A copy of the text is placed on the Clipboard.
4. Close the document from which the text was copied (optional) and choose Scrapbook from the Apple menu.
5. Choose Paste from the Edit menu, and in a few seconds, the text will appear in the Scrapbook window, as shown in Figure 3-10. Note that the text is not stored in its original font, style, and size. This will always be the case with text created under MacWrite.

To retrieve text created under MacWrite from the Scrapbook for pasting into a MacWrite document:

1. Open the Scrapbook and scroll to the text.
2. Choose Copy from the Edit menu. A copy of the text is placed on the Clipboard. Figure 3-11 shows my Clipboard. Note that the text has assumed its original font, style, and size.
3. Open the document to which the text is to be pasted. If this is a new, untitled document, MacWrite's preset ruler will be all that's displayed. At this point, it will be necessary for you to change this ruler to reflect the format in which you want the text to appear. In my case, I wanted the text center-aligned and line spacing at 1 1/2, since these settings were in effect when the text was first created. This is necessary because as you saw in both the Scrapbook and the

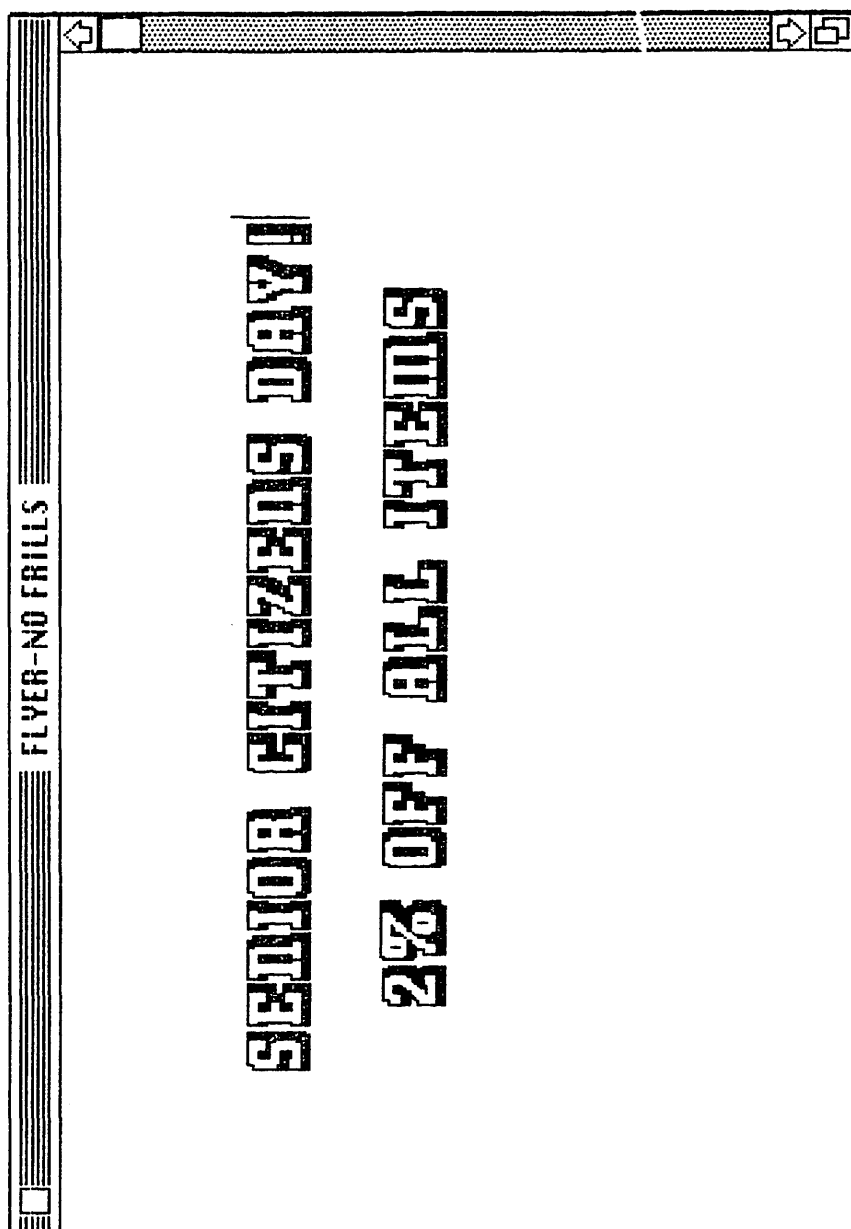


Figure 3-8 Text created in MacPaint to be stored in the Scrapbook.

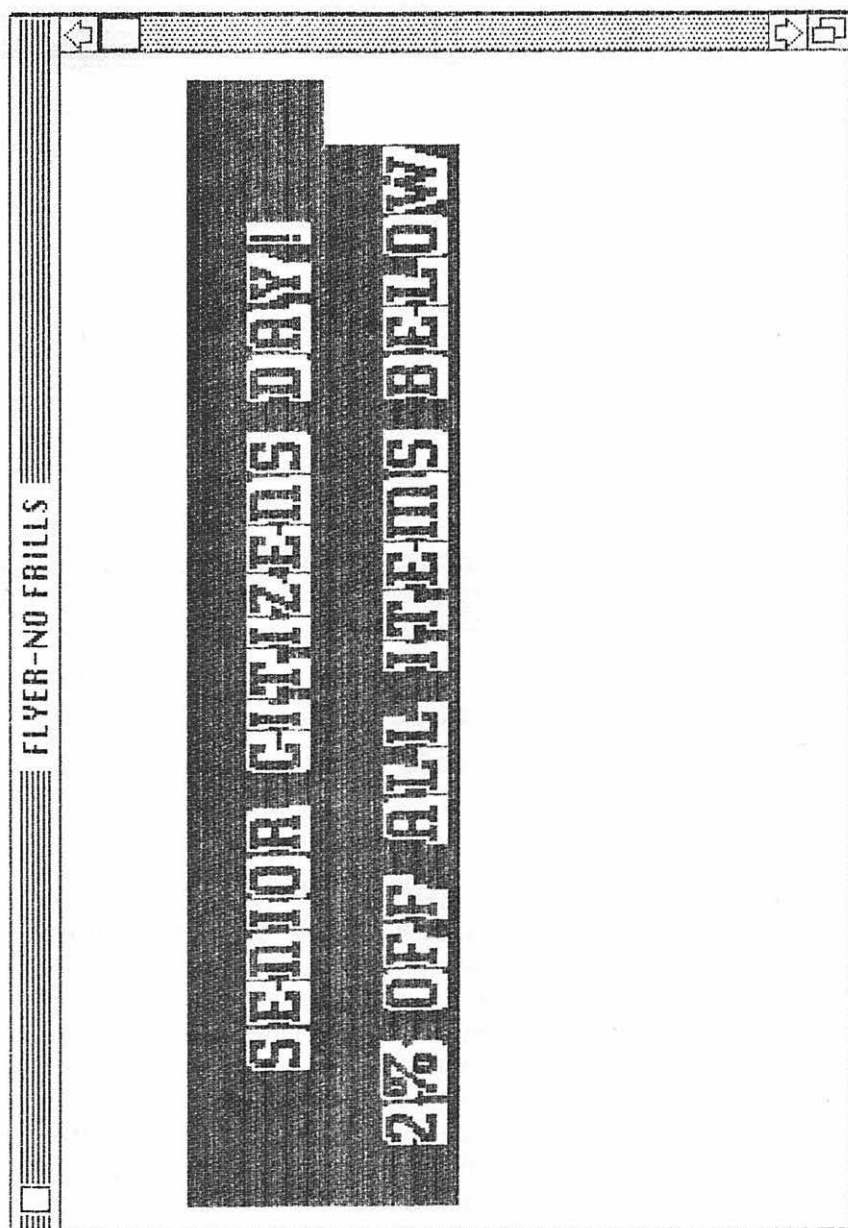


Figure 3-9 The text is selected.

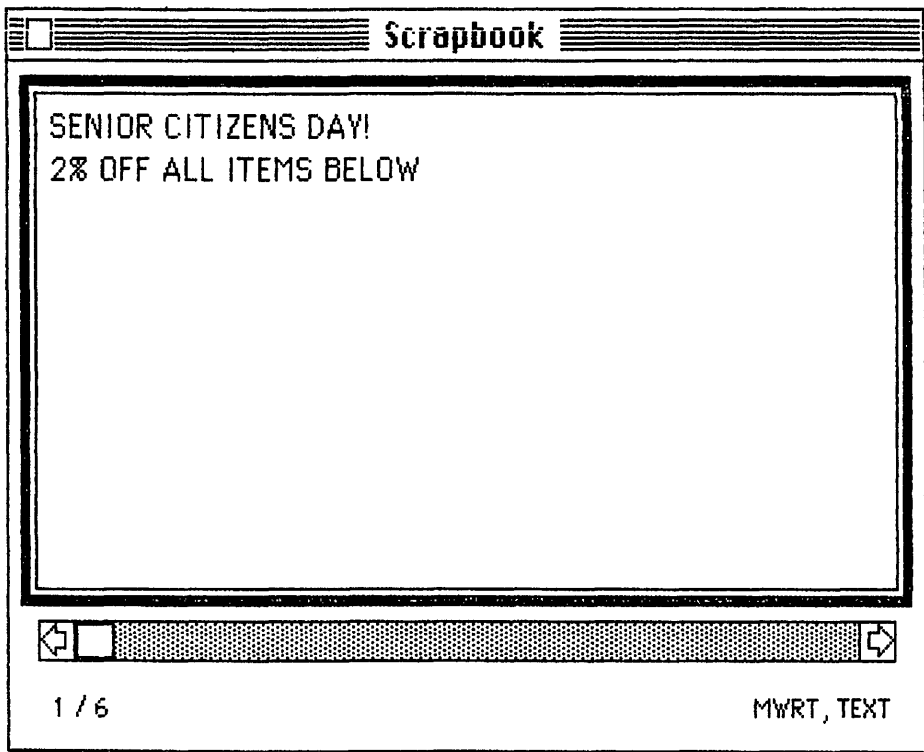


Figure 3-10 When pasted into the Scrapbook, the text is stored as plain text.

Clipboard, the text is single-spaced and left-aligned. If you don't make any changes to the first ruler in the new document, it will appear in this format when the text is pasted. It's important, then, to make whatever adjustments are necessary to the first ruler so that when the text is pasted, it will reflect either the format under which it was originally created or a new format determined by you.

If pasting into an existing document, choose Show Rulers from the Format menu. Determine where you wish to paste the text, and check the format of the ruler that governs this placement. If the ruler's format is not appropriate, it will be necessary for you to insert a new ruler.

4. Select the insertion point for the text using the mouse and/or the keyboard.

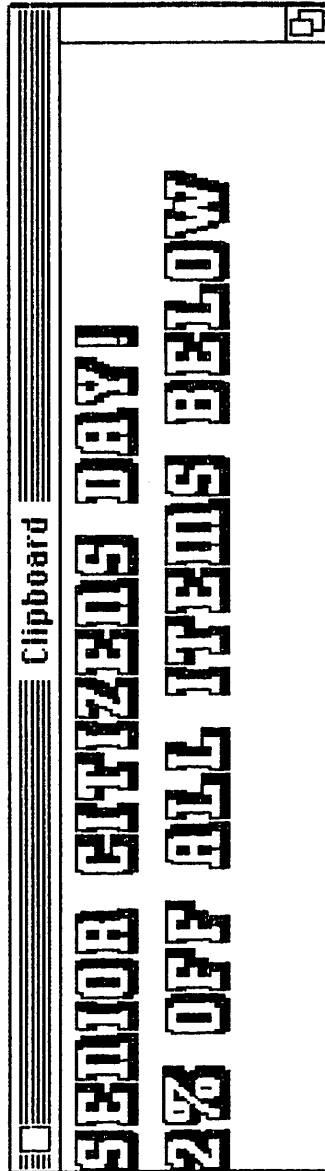


Figure 3-11 When transferred to the Clipboard, it assumes its original font and style.

5. Choose Paste from the Edit menu; the contents of the Clipboard will be pasted into the document.

If the results are not what you wanted or expected, remember that you can always undo the paste and try again. Most often, problems are encountered due to ruler formats and placement, and it takes some experimenting before you get the proper spacing and alignment. See Chapter 4 for tips about the use of rulers.

COPYING FROM THE SCRAPBOOK INTO A MACPAINT DOCUMENT

When copying an item created under any application (MacWrite or MacPaint, for example) into a MacPaint document, you have a little more flexibility, because you can use either the dotted rectangle tool or the lasso to select the location and size.

**To copy an item from the Scrapbook
into a MacPaint document:**

1. Open the Scrapbook and scroll to the item to be pasted. For this demonstration, I used the robot included in the Scrapbook on purchase. When the item is displayed in the Scrapbook window, it is automatically selected.
2. Choose Copy from the Edit menu to place the item on the Clipboard.
3. Open the MacPaint document to which the item is to be pasted.
4. To select the location where the item will be pasted, click the dotted rectangle tool and drag. When you release the mouse button, a selection rectangle will be visible on the screen. The rectangle can be any size; the item to be pasted will be adjusted to fit. Figure 3-12 shows the selection rectangle I drew to accept the robot.
5. Choose Paste from the Edit menu, and after a few seconds, the item will be pasted into the selection rectangle, which will disappear once the item is pasted. Figure 3-13 shows the robot pasted into my selection rectangle.

At this point, the pasted item will appear to be flashing. If you are satisfied with the location of the item, click anywhere on the screen and the item will stop flashing. If you want to move the item, you can do so

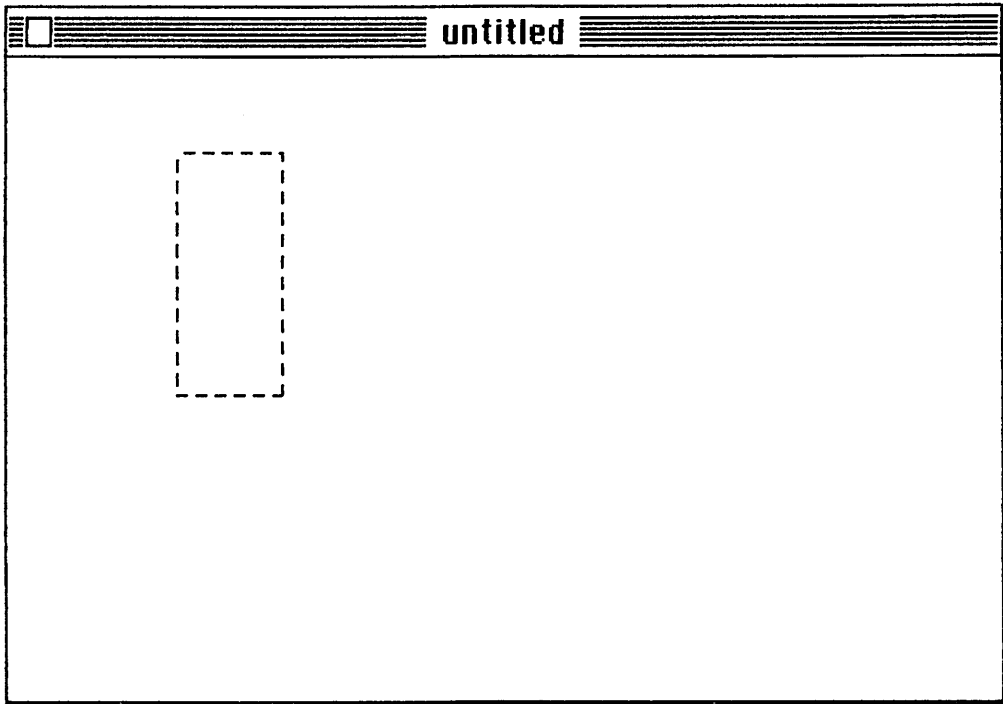


Figure 3-12 An area is selected using the selection rectangle.

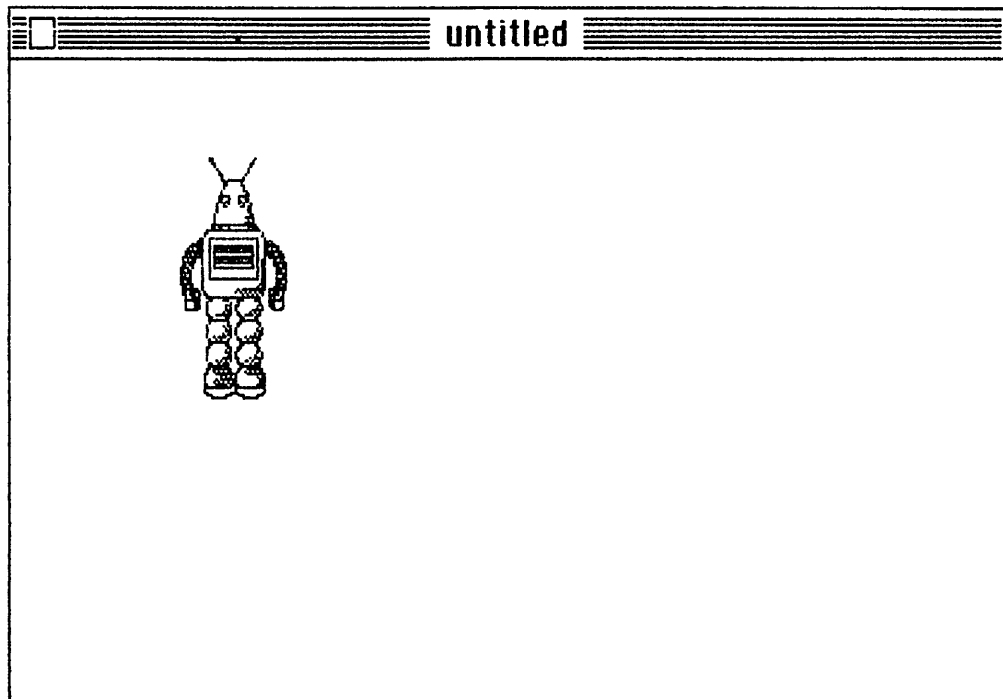


Figure 3-13 The robot is pasted into the selection rectangle.

while it's flashing by using any of MacPaint's standard techniques. And, of course, if you change your mind at any point, you can always choose Undo to undo the last selection or select the item again using the dotted rectangle. If you don't use the dotted rectangle to select an area for the item, it will automatically be placed at the center of the window.

You can see that you have a little more flexibility when pasting to a MacPaint document. The procedure outlined above applies to both text and images, and the item to be pasted can be created under any application. Regardless of where it was created, the procedure is the same.

ABOUT THE ALARM CLOCK

The Alarm Clock desk accessory, when opened into a window, displays the current time in hours, minutes, and seconds (Figure 3-14). To see

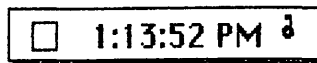


Figure 3-14 The Alarm Clock desk accessory.

the current date, all you do is click the small lever to the right of the time (Figure 3-15). Below the date are three smaller boxes that are used to make changes to the time and date, and to arm the alarm.

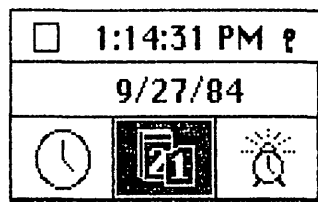


Figure 3-15 When the lever is clicked, the Alarm Clock opens to display the date.

To reset the date, position the pointer (which becomes a cross) on the element you wish to change (month, day, or year) and click to select. The element is now blackened. A button with up and down arrows appears to the right of the date (Figure 3-16). To adjust the selected element, click the appropriate arrow (up to increase, down to decrease). Each click represents an increase or decrease in the element selected. To rapidly

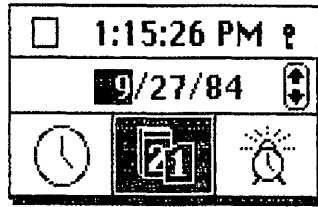


Figure 3-16 When an element is selected, a button with up and down arrows allows you to increase or decrease the selected element.

increase or decrease the selected element, hold the mouse button down. When satisfied with the adjustment, click between the arrow button and the date.

To reset the time, click the clock face in the bottom left box. A duplicate of the clock in the top of the window appears. The lower clock is for making adjustments. Click the element in the lower clock that you wish to adjust by positioning the cross and clicking the mouse button. Again, a button appears to the right that allows you to increase or decrease the element selected. Note that once an element in the lower clock is selected, the time is frozen, although the upper clock continues to keep time. Use the arrows to make whatever adjustments you like. When satisfied, click either the blackened clock at the lower left of the window or anywhere on the top clock. The adjusted time will now be displayed in the top clock.

To arm the alarm clock, click the alarm clock icon at the lower right of the window. The middle block will display the time at which the alarm is currently set to go off. To the left of the time is a button that is used to arm the clock. When armed, the alarm clock icon at the lower right will look like that shown in Figure 3-16 (as if sound were emanating from it). Again, use the arrow button that appears in the middle box to set the time you wish the alarm to go off. When satisfied, arm the clock, and click the lever to the right of the time in the upper box. The two bottom boxes will fold up, and only the current time will be displayed. The window can be closed at this point.

When the alarm clock is armed, the computer will emit a beep at the preset time and the Apple at the top left of the screen will begin flashing. You can then open the accessory and disarm the alarm. If the computer happens to be off when the alarm is set to go off, a beep will be emitted on power-up and the Apple will be flashing. Again, open the accessory to disarm the alarm.

It is possible to send a copy of the Alarm Clock desk accessory to

the printer, have the current time and/or date displayed in the header or footer of a MacWrite document, and cut and paste the time and date using the Edit menu. However, both the current time (at the time of the Cut) and the date are copied. It is not possible, however, to copy only the date or the time.

To copy the current date and time:

1. Open the Alarm Clock desk accessory.
2. Choose Copy from the Edit menu. It's not necessary to select anything before choosing Copy. Also, you can choose Cut at this point without harming the accessory in any way (the original remains; a copy is still placed on the Clipboard). Figure 3-17 shows the contents of the Clipboard after the time and date were copied from the Alarm Clock desk accessory.
3. Open the document to which the time and date are to be pasted; select the insertion point.
4. Choose Paste from the Edit menu to paste the date and time into the document at the selected insertion point. They will be pasted in plain text.

Of course, if the time and date are pasted into an application with Font and Style menus (MacWrite or MacPaint, for example), you can then choose from either or both and make whatever changes you like. Also, because both are automatically copied to the Clipboard, once pasted, you can always delete one or the other if only one is needed.

If you're working with a MacWrite document, you have the option of placing the date or time in the header or footer of each page of the document. Headers and footers, once set, however, appear at the top and bottom of each and every page, so this means the date and/or time, if placed in the header or footer, will be on all pages of the document.

When the Alarm Clock is opened, it initially becomes the active window and you can't work in any other windows that may be opened while it is the active window. When working in an application, I tend to utilize the full screen, especially when working in MacWrite, so I have no room for the Alarm Clock unless I shrink the screen I'm working in. I tend to keep this accessory tucked up into the Apple menu because of this and open it only to check the time now and then. The alarm will go

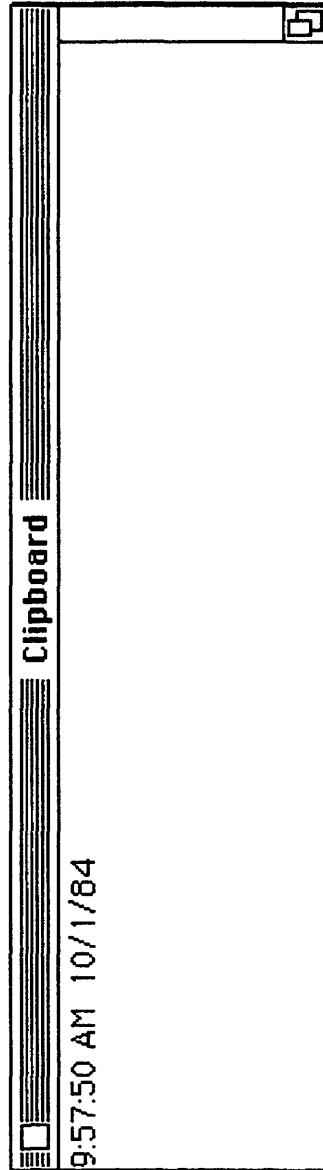


Figure 3-17 The time and date as they will appear in the Scrapbook.

off whether the window is opened or not, so there's no need to have it on the desktop to hear the alarm.

You can also open the accessory before beginning an application. In this way, you could shrink the application's window, check the time, enlarge the application window, and continue with your work. When the document is closed, there's the Alarm Clock again.

To print the Alarm Clock window, open it and use the lever to the right of the time to bring the tucked-up portions into view. Set the window up with the displays you want printed, and press the number 4 key while holding down both the Shift and Option keys. A copy will be sent to the printer.

ABOUT THE NOTE PAD

The Note Pad desk accessory is used to store information in much the same way as the Scrapbook, because anything placed on the Note Pad is stored on disk, not in memory. Only text can be placed on the Note Pad, however. The text may be typed directly to the Note Pad, or it may be pasted using the Edit menu. Text typed into the Note Pad appears in plain text, and text pasted into the Note Pad, regardless of its font and style, will also appear in plain text.

The Note Pad should be considered a semi-permanent holding area, primarily due to its space and text-only limitations. You can store up to eight pages of text on the Note Pad, and like MacWrite, it's not necessary to hit return at the end of a line because of the wraparound feature. Standard editing is possible on the Note Pad as well, allowing you to make changes to the text once placed on the Note Pad.

Each page in the Note Pad is independent of all others. This means that when you run out of space on a page, the computer will not automatically begin moving text to the next page for you. Once a page is full, it's necessary for you to use the "dog-ears" at the lower left of the window to begin a new page.

When text is pasted to the Note Pad, it is pasted in plain text. Unlike the Clipboard and the Scrapbook, however, it does not reassume its original font and style when cut from the Note Pad and pasted into a document. Once pasted, it will be necessary for you to re-establish the original font and style.

Even though MacPaint allows you to create text, it is not possible to cut or copy this text to the Note Pad. Text from applications that use the Mac's font and style menus, however, can be pasted to the Note Pad,

although again, they will be pasted in plain text, regardless of their font and style.

The Note Pad can be used to make lists, to store frequently-called telephone numbers, to create an appointment calendar, and even to act as a disk directory. If you begin to accumulate a lot of disks and need an easily accessible directory, the Note Pad can come in quite handy.

To create directories for each disk:

1. Open the disk so that its contents are displayed. Use the View menu to cause the contents to be displayed By Name, By Type, or By Size, whichever you prefer.
2. Open the Note Pad.
3. Size the windows so that both are visible.
4. Type a heading at the top of a Note Pad page that applies to the disk and its contents. You can use numbers and then label each disk with the appropriate number.
5. Type each document into the Note Pad, along with any information you wish to have available.
6. If a disk's contents don't fit on a page, use the dog-ears to begin a new page and continue typing.
7. When all the disk's contents have been entered into the Note Pad, print the window by pressing the number 4 key while holding down both the Shift and Option keys.

Repeat this process for all your disks, and once you have printouts, you can tack them all up on the wall and refer to them when looking for a certain document. If you label your disks by number and arrange them in numerical order, you can easily locate the proper disk by referring to the directories.

Because of the Note Pad's space limitations, you won't want to keep the directories stored here permanently. Once a directory is complete and printed, you can erase it to begin another, and so on. If a directory needs to be updated at a later time, you'll have to retype the whole directory. Alternately, you can paste each directory to a MacWrite document and keep a copy on disk. In this way, you can open the document, make changes, and get a new printout. It's easier, however, to initially type the directories onto the Note Pad, because you've got both the disk contents and the Note Pad visible on the screen at the same time.

ABOUT THE CALCULATOR

The Calculator provides you with an easily accessible means of performing calculations. It has some very interesting and unique features as well. To perform any type of calculation, simply open the Calculator and use the pointer to click the numbers and desired operations. As numbers are clicked, they will appear in the top box of the calculator. When the equals sign is clicked, the calculator will compute the answer and display it for you. As with other desk accessories, the Calculator can be opened while working in an application, hidden under an application's document window, or sized so that it is visible while in an application.

Once an answer has been obtained, it is possible to paste it to a document using standard methods. It is also possible to copy each number, one at a time, as it is entered into the calculator. When a Copy is performed, whatever is visible at the top of the calculator will be copied, whether it is the final answer or one of the numbers to be used in the final calculation. Numbers will appear on the Clipboard and in the document in which they are pasted in plain text. Once pasted, you can use the Font and Style menus in the standard manner. Numbers from the Calculator can also be pasted to the Scrapbook, although each number is pasted independently of all others to its own page in the Scrapbook. Because of this, you may find it impractical, since the numbers used in the calculation and the answer to the equation will all occupy separate pages in the Scrapbook.

If you find it time-consuming to enter long lists of numbers into the Calculator using the pointer, you have a number of options. First, once the Calculator is visible, you can use the keyboard. As you hit a key on the keyboard, the corresponding button on the Calculator will flash for an instant and the numbers will appear at the top.

The second option involves opening both the Note Pad and the Calculator onto the desktop and using the Edit menu.

To Cut and Paste Calculations into the Calculator:

1. Open both the Note Pad and Calculator. Move the windows around so that neither is obstructed by the other, and make the Note Pad active, as shown in Figure 3-18 (Note Pad has a close box, meaning it is active).

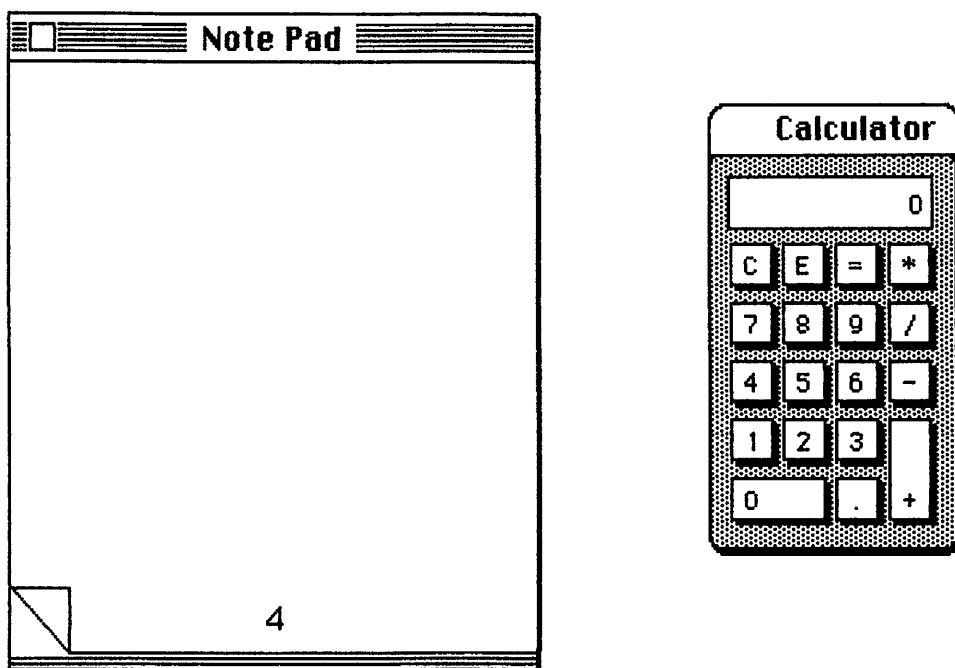


Figure 3-18 The Note Pad and Calculator opened onto the desktop.

2. Use the keyboard to type the equation onto the Note Pad. The equation can be typed in a column or across a line (Figure 3-19); either method will work as long as operators (plus sign, etc.) are included to indicate the type of operation to be performed. If you want to enter the numbers in a column, include the proper operator to the right of the number.
3. Select the equation so that it is blackened, as shown in Figure 3-20, and choose Cut or Copy (better to choose Copy) from the Edit menu. The equation will be copied to the Clipboard.
4. Make the Calculator active by clicking anywhere inside the window. If a previous equation has not been cleared (by clicking the C button at the top left of the Calculator), clear it now.
5. Choose Paste from the Edit menu. After a few seconds, the Calculator will come to life and you will hear a series of beeps as the numbers are input. You will also see different buttons on the Calculator flash, but this happens so quickly that if the equation is a long one, you

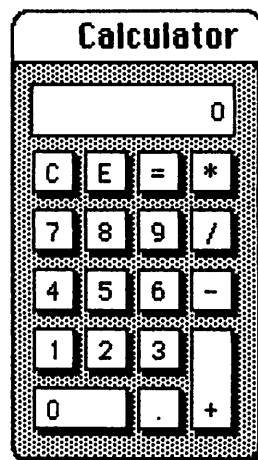
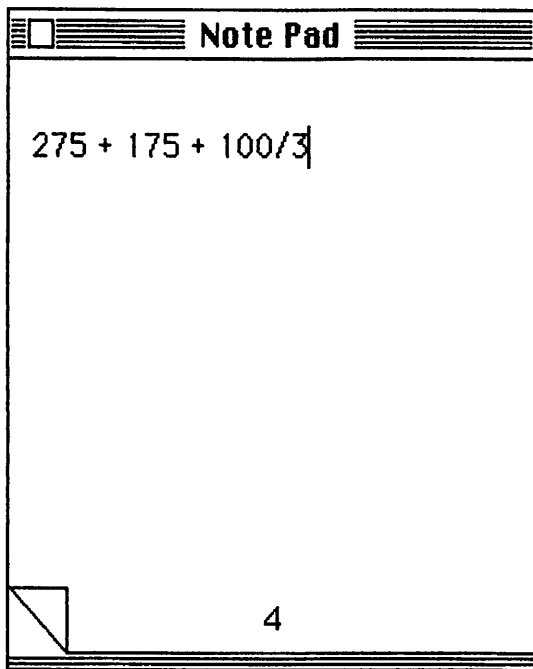


Figure 3-19 Enter the calculations into the Note Pad.

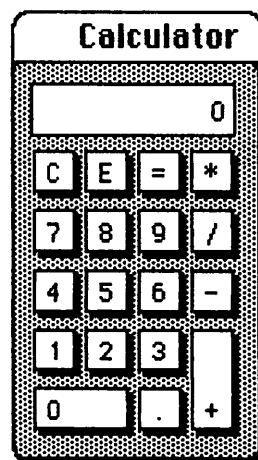
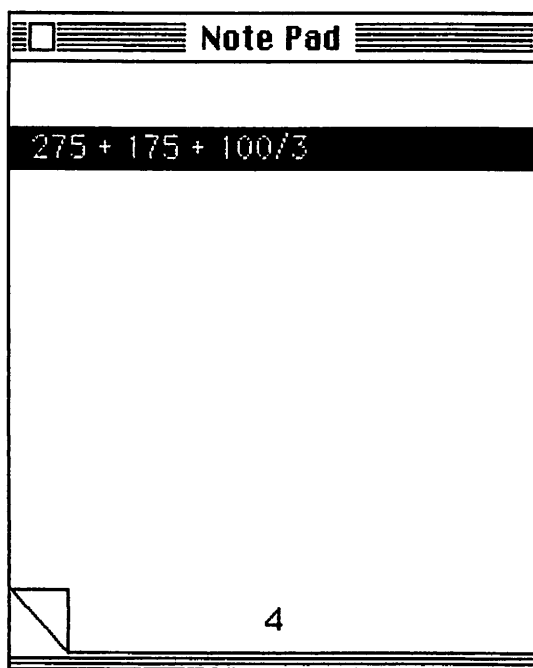


Figure 3-20 Select the calculations in the normal manner and paste them into the Note Pad.

won't be able to pick up the actual input of the numbers. Figure 3-21 shows the final results of my equation.

6. When a calculation is complete, the answer will be visible at the top of the Calculator, and it may now be cut and pasted in the normal manner. It can be pasted to the Note Pad, which contains the equation, or to a document.

This same method can be used while working in MacWrite as well. The equation can be entered into the document, taking advantage of MacWrite's decimal tab to line the numbers up, and inserting operators to the right of each number. The entire equation can then be copied to the Calculator, the calculation(s) performed, and the answer copied back to the document. You would then simply use MacWrite's editing features to remove the operators where necessary, and a neat column of numbers with the answer displayed below would be the result.

To perform a quick calculation while working in an application, simply open the Calculator, perform the calculation, and close the Cal-

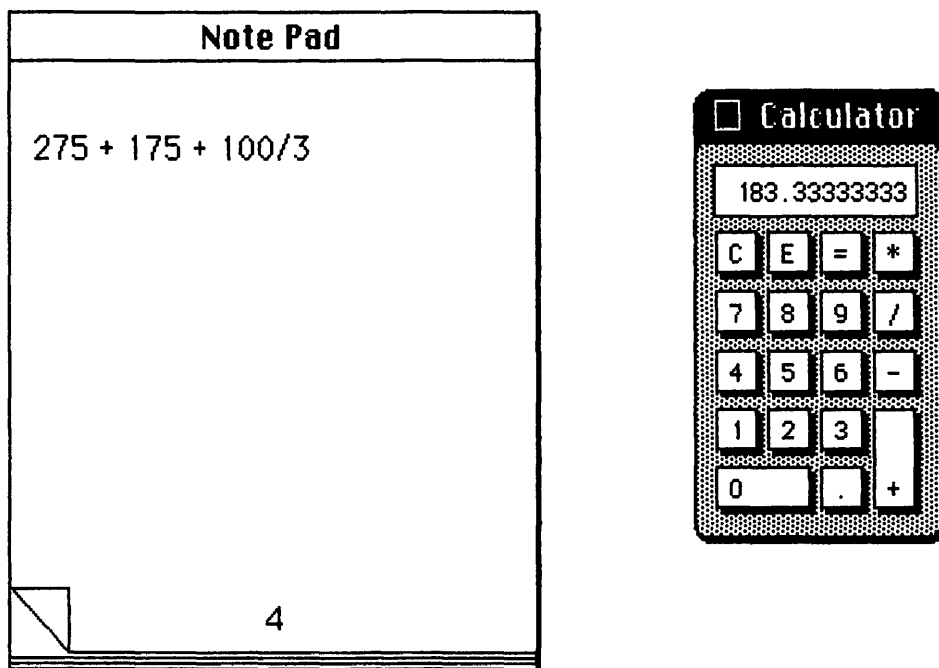


Figure 3-21 The calculation is performed, and the answer is displayed at the top of the Calculator.

culator. The answer to the equation will remain on the Calculator until cleared, so if you need to access it more than once (or forget the answer), you can always re-open the Calculator. Just make certain you clear the Calculator before beginning another calculation.

ABOUT THE KEY CAPS

The Key Caps desk accessory displays the different characters available while holding down the Option, Shift, or Caps Lock key. When this window is active, anything you type appears in the blank bar at the top of the window and can then be edited or cut and pasted, either to another desk accessory or a document.

It would be nice to have printed copies of the optional character sets, but because the Option and Shift keys are used to print windows and print the entire screen, this is not possible. If you use any of the optional characters on a regular basis, the best thing to do is position the Key Caps window so that it is visible when the characters are needed.

ABOUT THE CONTROL PANEL

The Control Panel allows you to set up your Mac according to your personal preference in the areas of speaker volume, keyboard control, and mouse speed and tracking. It is also possible to set the internal clock and the date on the control panel rather than in the Alarm Clock desk accessory.

The most interesting feature, I think, of the Control Panel is the ability to redesign the desktop pattern. Included are a number of sample designs from which you can choose, or you can design your own pattern by clicking dots in the mini-desktop provided on the Control Panel. You can even make the desktop completely black if you like. To view the sample patterns, click the small bar at the top of the righthand mini-desktop. The small window to the left shows you a tiny portion of the desktop to the right, in much the same way as Fat Bits in MacPaint. To design your own patterns, use the mouse in the left window to create or erase dots. When you click a white area, a black dot is drawn. When you click an area that already contains a dot, it will be erased. You can also drag to create or erase in the same way. The mini-desktop to the right will reflect your changes. When satisfied with the pattern in the left

window, click anywhere in the mini-desktop at the right and your Macintosh desktop will reflect the pattern. If not satisfied with the results, just return to the Control Panel and begin again.

The other adjustment available in the Control Panel require experimentation on the part of each user. Try each adjustment and note the effect. I keep my speaker volume at the highest level, and because I'm a fast typist, I set my rate of repeating keys quite low. I also keep the double-click speed at the highest level so that I must double-click quickly. This is a safety precaution and insures that only two clicks in rapid succession are interpreted as a double-click. I made this adjustment after finding that I was inadvertently opening documents or applications if two mouse clicks, not meant to be interpreted as a double-click, occurred. If you experience this, adjust the double-click speed to the highest setting.

You cannot cut or copy anything from the Control Panel, although like other windows, you can obtain a printout. You can also move, enlarge, and shrink the window at will. Also, most of the changes made on the Control Panel are remembered and will be available on power-up.

4

Tips on MacWrite

ABOUT MACWRITE

If you've never used a word processor before, consider yourself lucky to have started with MacWrite. There are many, many word processing packages available for microcomputers today. Some are fairly simple to use, but most involve learning numerous keyboard commands that can take many months to master. Fortunately, MacWrite has done away with much of this learning process, primarily due to the way it is written and the ease of use associated with the mouse and pull-down menus, which are always available at the top of the screen. Of course, nobody's perfect, and neither is MacWrite. It does have a few limitations, but in its present form (and with the unexpanded 128K Macintosh), none are what I term unworkable.

ABOUT RULERS

MacWrite's rulers give you the flexibility to design each and every document you create with its own unique format. When a new document is opened, MacWrite automatically displays a ruler that contains preset specifications. This same ruler will appear each time you begin a new

document. There's nothing very difficult about working with rulers, but there are a few tips and techniques that apply.

TIP: Use the Return key to position the insertion point on the correct line in your document BEFORE inserting a new ruler. For example, you may want to begin a document by centering a title one inch from the top of the page and by triple-spacing between the title and the beginning of text. Figure 4-1 shows a sample document with the first ruler set to reflect this format. Note that I have set line spacing to 1 1/2 and selected the center-adjust alignment. Note also that the current insertion point is immediately past the centered title of the document. You might think that the next step would be to choose Insert Ruler from the Format menu, but it's not. **First**, hit Return twice. (The ruler specifies 1 1/2 line spacing, so this will take care of triple-spacing between the title and the text to follow.) The insertion point is now three lines below the title and at the center of the screen (due to the center-adjust specification in the ruler), as shown in Figure 4-2. **Now**, you can choose Insert Ruler and set the format for the next portion of the document. First, select left-adjust, and note that the insertion point immediately moves to the left margin, as shown in Figure 4-3. Make any other adjustments necessary (line spacing, tabs, or whatever), and you're ready to begin entering text.

You can see that by setting the spacing at 1 1/2 on the first ruler and hitting return before inserting another ruler, I have allowed for the triple spacing between the title and the text to follow. Always use Return to position the insertion point at the line where new text is to be entered **before** inserting a new ruler. If you don't, you may have difficulty correcting the line spacing afterward. It can be done, but it's a whole lot easier if done beforehand.

TIP: Hide rulers once set. I like to work with a document and see it as it will appear when printed. Once I set my rulers, I choose Hide Rulers from the Format menu and they're no longer displayed. MacWrite still has access to them, and they are still stored with the document when it is saved to disk. Using the example above, Figure 4-4 shows this document (with text added) when the rulers are displayed and Figure 4-5 shows the same document with the rulers hidden. You can see that not only do the rulers occupy space on the screen, but because of their size, you're not really seeing the spacing of the document as it will appear when printed.

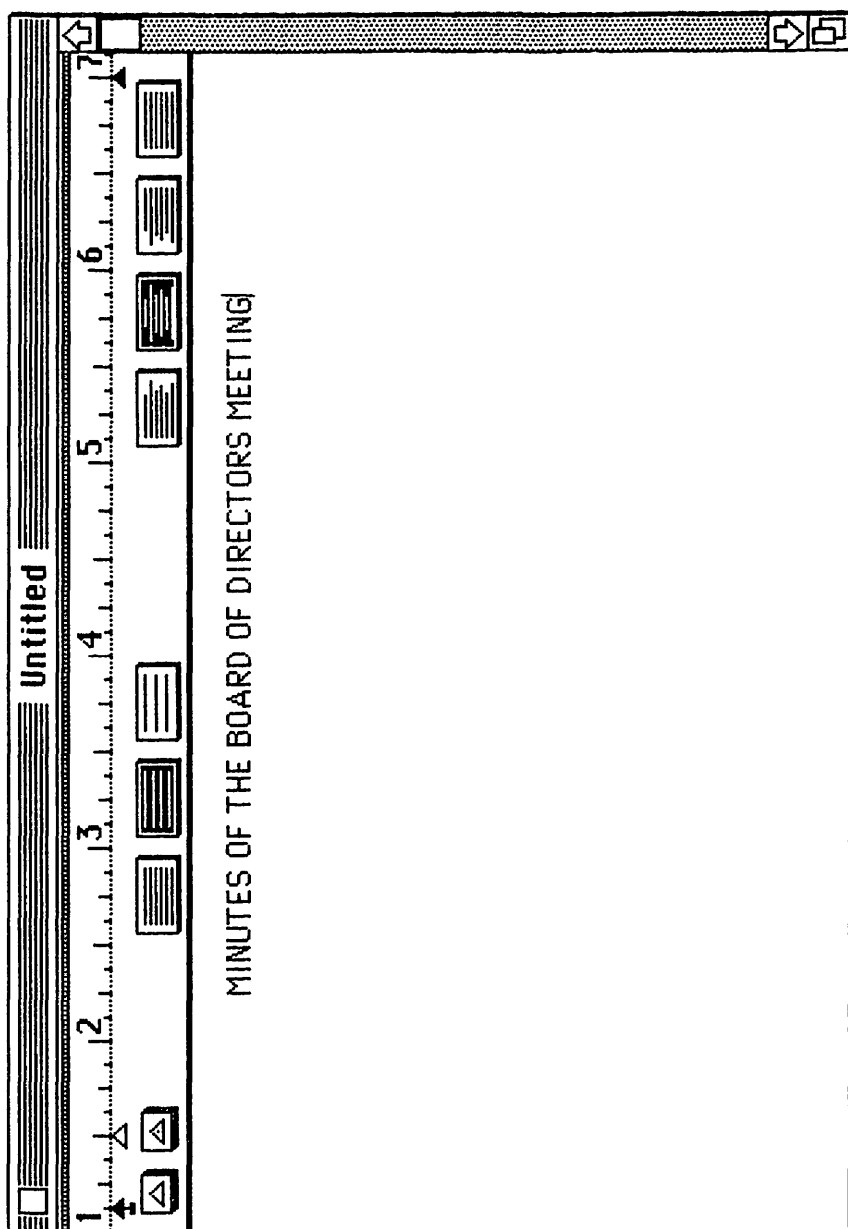


Figure 4-1 Sample document.

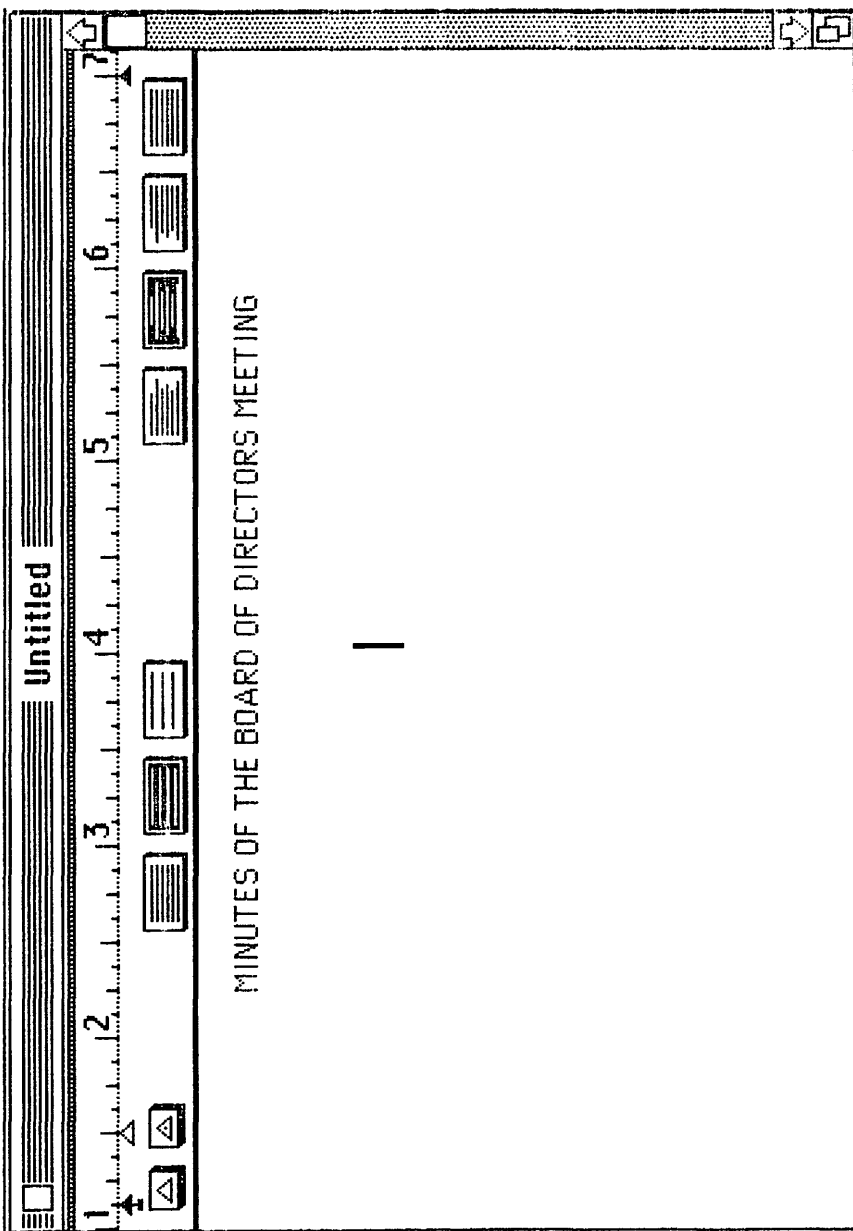


Figure 4-2 Hit Return twice, and the insertion point is now three lines below the heading.

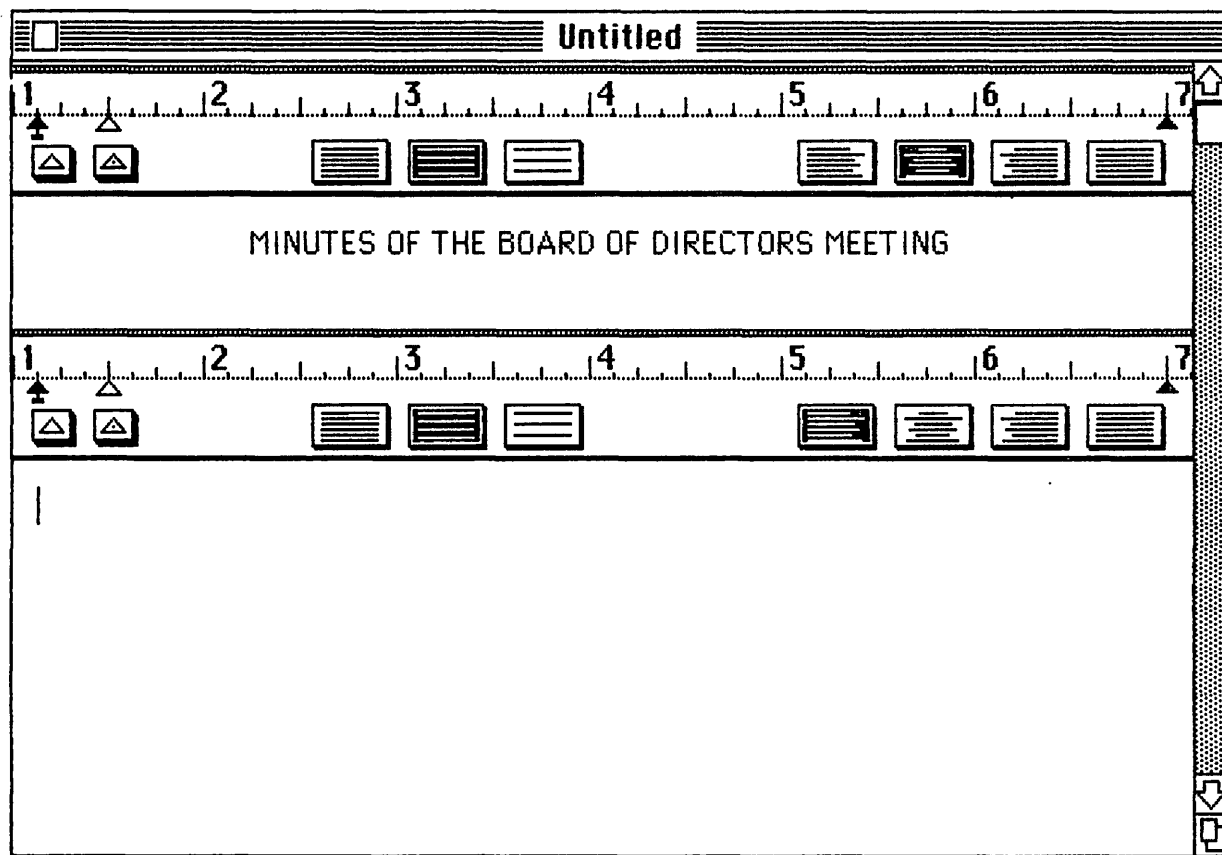


Figure 4-3 A second ruler appears, and after selecting left-adjust, the insertion points moves to the left margin.

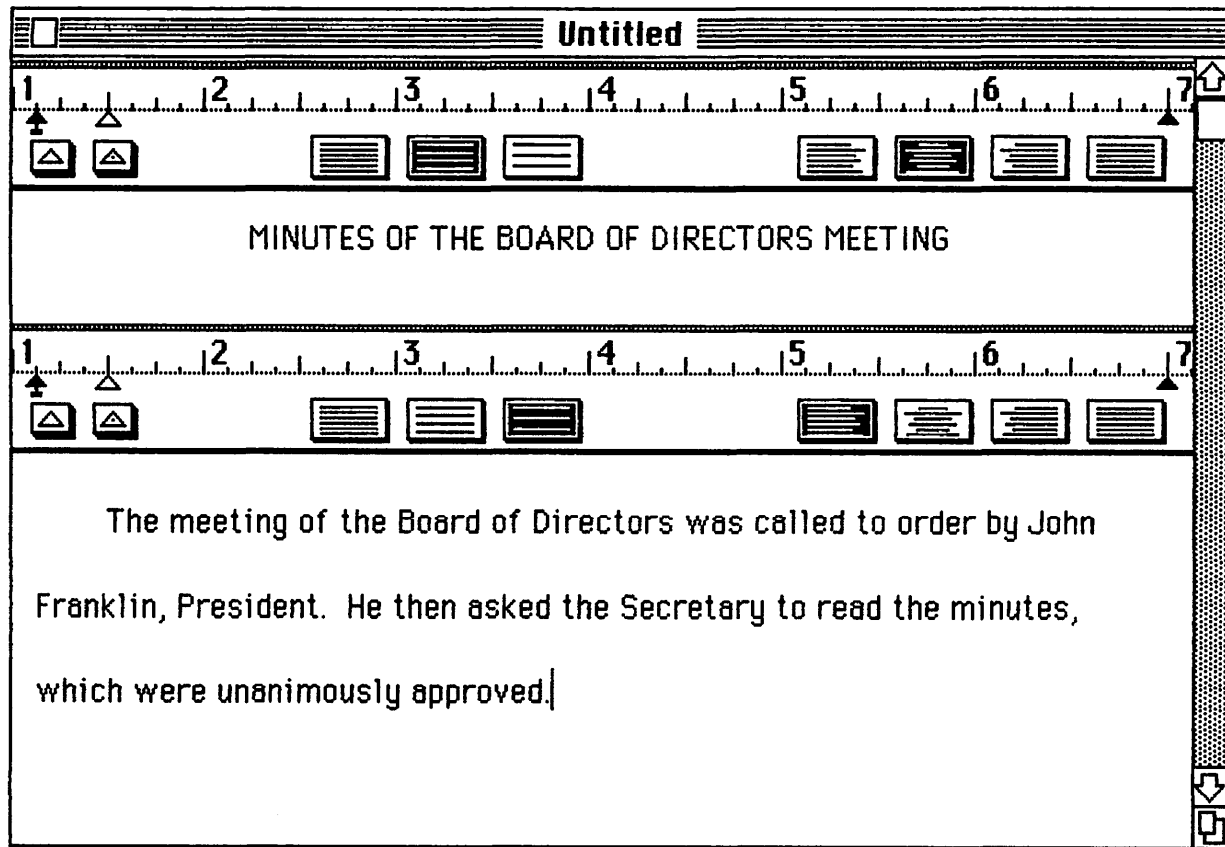


Figure 4-4 MacWrite document with rulers displayed.

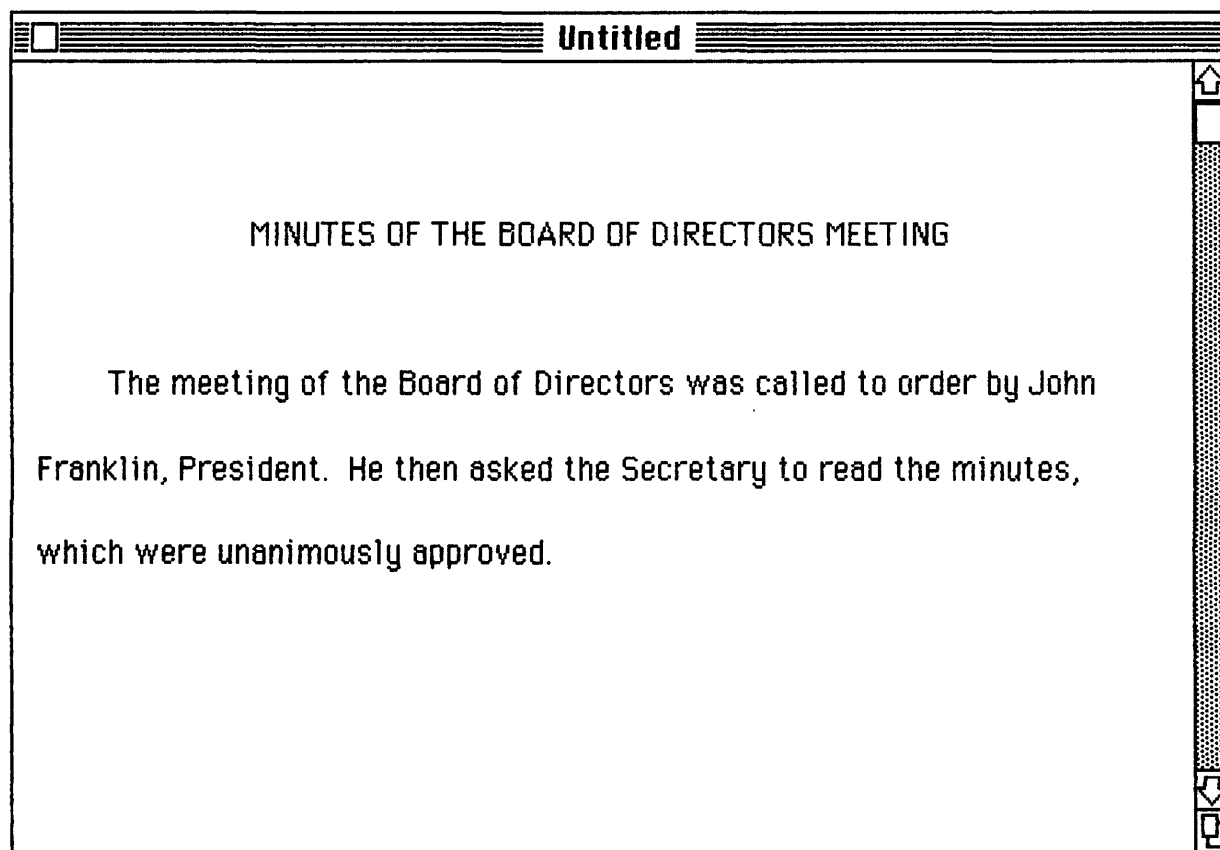


Figure 4-5 Same document with rulers hidden.

TIP: Copy an existing ruler rather than inserting a new one. If you're working on a document that goes back and forth between two formats, this may be the route to take.

To copy an existing ruler:

1. Use the Return key to move the insertion point to the line in the document where new text will be entered after the new ruler is inserted.
2. Choose Show Rulers from the Format menu.
3. Scroll through the document to locate the ruler you wish to copy. This can be any existing ruler in the document, including the first ruler. (The first ruler can be copied, but it **can't** be cut.)
4. Select the ruler by clicking anywhere above the intersecting line of the ruler. (When a ruler is selected, it will be blackened in the same way that text is blackened when it is selected.)
5. Choose Copy from the Edit menu, and a copy of the ruler, with all its specifications, is stored on the Clipboard. (Don't choose Cut, or the ruler will be removed, unless it's the first ruler. If you do choose Cut by mistake, though, you can always choose Undo to reinsert it.)
6. Choose Paste from the Edit menu, and the ruler stored on the Clipboard will be inserted at the point you selected in Step 1.

The Clipboard copy of the ruler can be pasted into other portions of the document as many times as you like, until another Cut or Copy is made. This may pose a limitation for those who edit as they work, since the old selection (the ruler) will be cleared to make room for a new cut or copy, but as long as you save your editing until the document is complete, the ruler will remain on the Clipboard, ready to be pasted.

TIP: Match margin adjustments to screen width, but save and print document with wider margins. The Macintosh margin settings on start-up are always the same—1 1/8 inches at the left and seven inches on the right. Also, you are only able to see about six inches of the ruler at any one time on the Macintosh screen. When your document is printed, however, the margins will be visible, even though you can't see them while you're in MacWrite.

It is possible to adjust the left margin to one inch rather than 1 1/8, and this is done by moving both the margin and indentation markers to

the one-inch setting at the left of the ruler. Since this portion of the ruler is visible, you'll still be able to see all of each line of your document while working on it. However, if you wish to adjust the right margin so that it too is set at one inch, for example, the process is a bit different.

To adjust the right margin:

1. Open a new MacWrite document. The preset ruler will be displayed.
2. Adjust the left margin so that it is set at one inch.
3. Adjust the right margin so that it is set at seven inches.
4. Type your document.
5. When the document is complete and ready for printing, position the pointer in the top margin of the MacWrite window and drag the window toward the left. Stop dragging when the dotted line is on the 6 on the ruler, as shown in Figure 4-6. The MacWrite window should then look like that shown in Figure 4-7.
6. Position the pointer in the size box in the lower righthand corner of the window and drag to the right, releasing the mouse button when the window is once again the size of the screen. The MacWrite window should look like the example shown in Figure 4-8.
7. Move the right margin marker to 7 1/2. You can now print the document with one-inch margins on both sides.

This method can be used any time you wish to create documents with margins wider than the width of the Macintosh screen. However, I recommend that you work on the document within Mac's screen limitations for ease of editing. Make the margin adjustments before printing and possibly before saving if you wish to have a permanent record of the document exactly as it was printed.

TIP: Create Dummy Documents. There's no way that you can alter the preset specifications of the first ruler in a new document, but there is a way to create your own specifications and have them available each time you start a new document. This would be useful if you tend to stick with the same specifications for many types of documents and can save you the trouble of rearranging MacWrite's specifications each time you open a new document.

A dummy document is simply an empty document that contains ruler specifications that you use frequently. If you use more than one

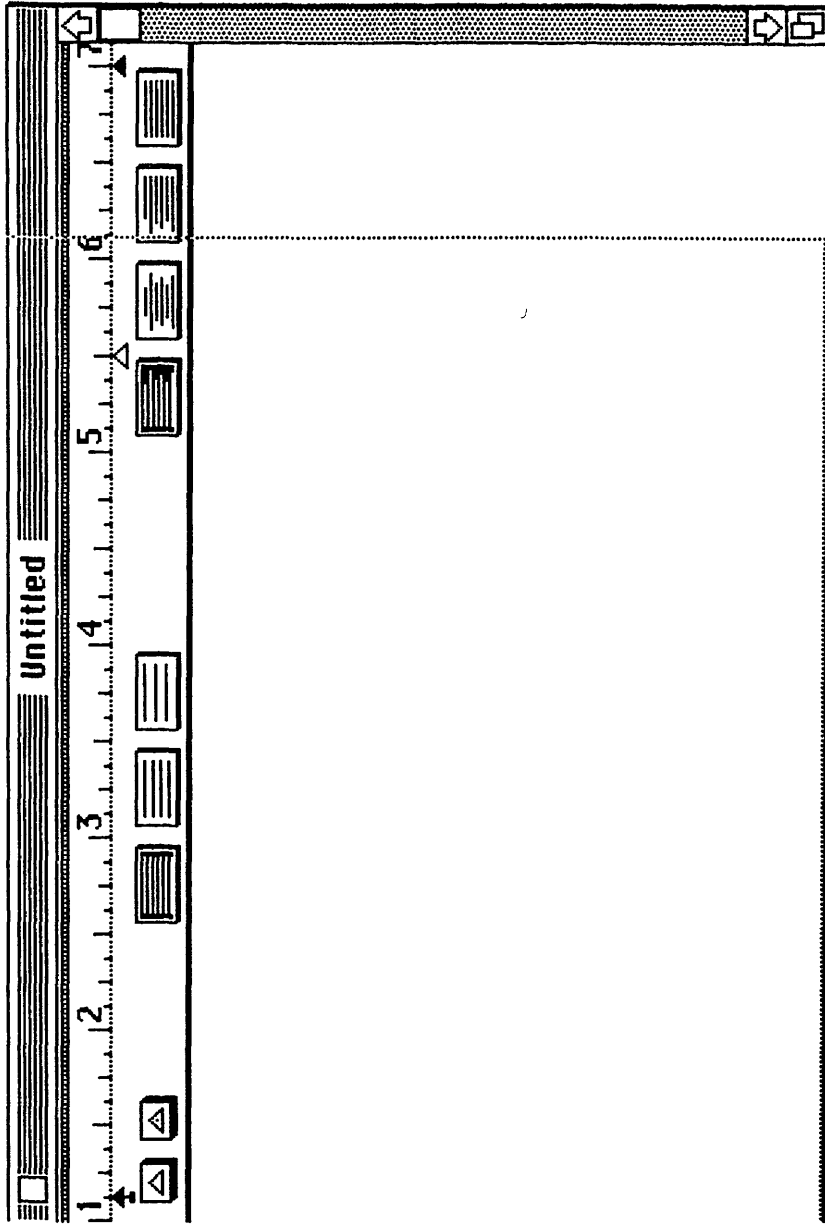


Figure 4-6 Drag the window to the left until the dotted line is as shown here.

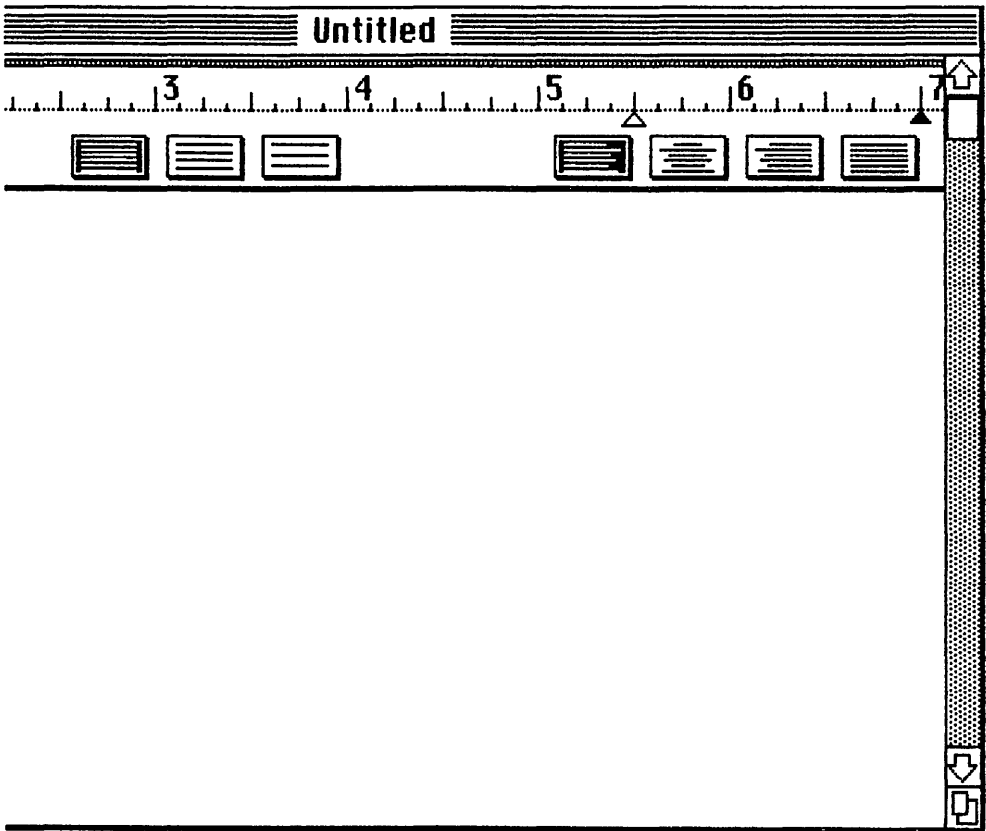


Figure 4-7 After the mouse button is released, the document looks like this.

type of format on a regular basis, you can create a file of dummy documents with appropriate names and store them all in a folder.

To create a dummy document:

1. On start-up, insert the MacWrite work disk. Open the disk (by choosing Open from the File Menu or double-clicking the disk icon).
2. Open a new document (by choosing New from the File menu or double-clicking the MacWrite icon). You are now presented with a blank, untitled document whose ruler is set to MacWrite's preset specifications (Figure 4-9).

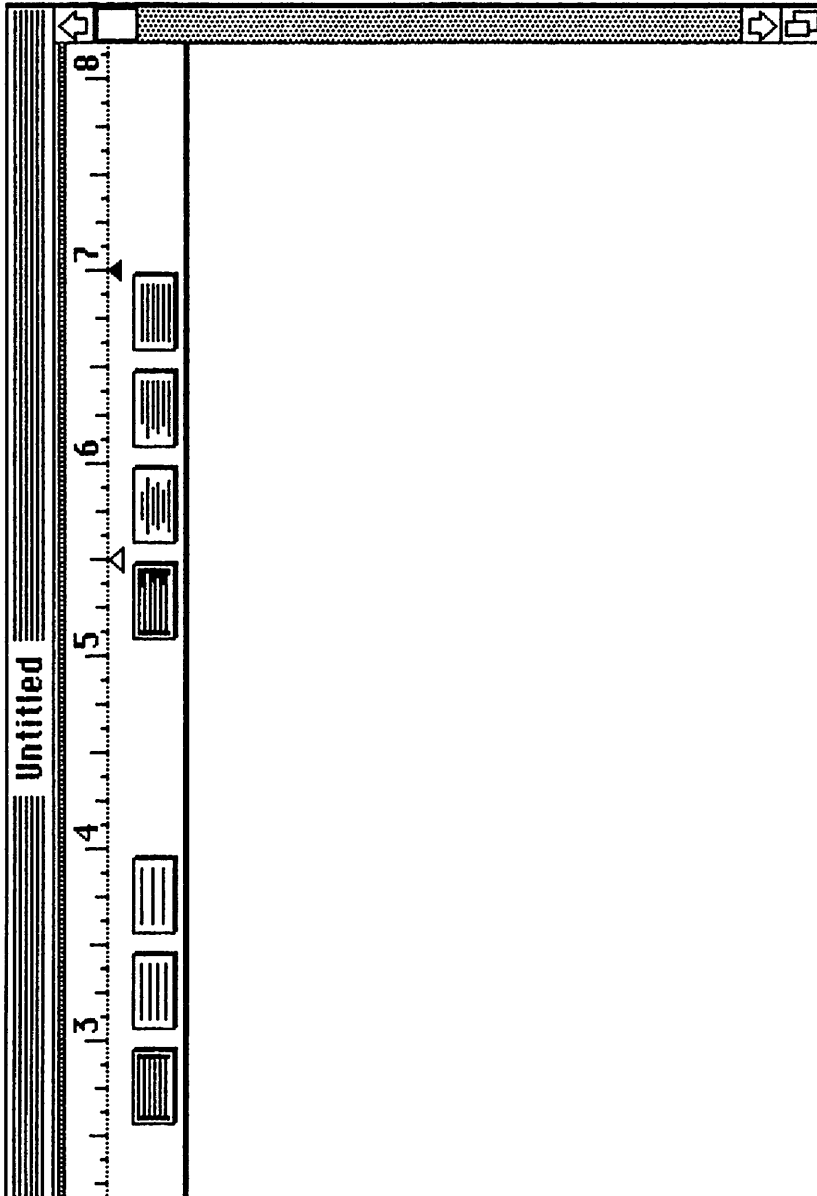


Figure 4-8 When the window is resized, you are able to see the 8-inch marker.

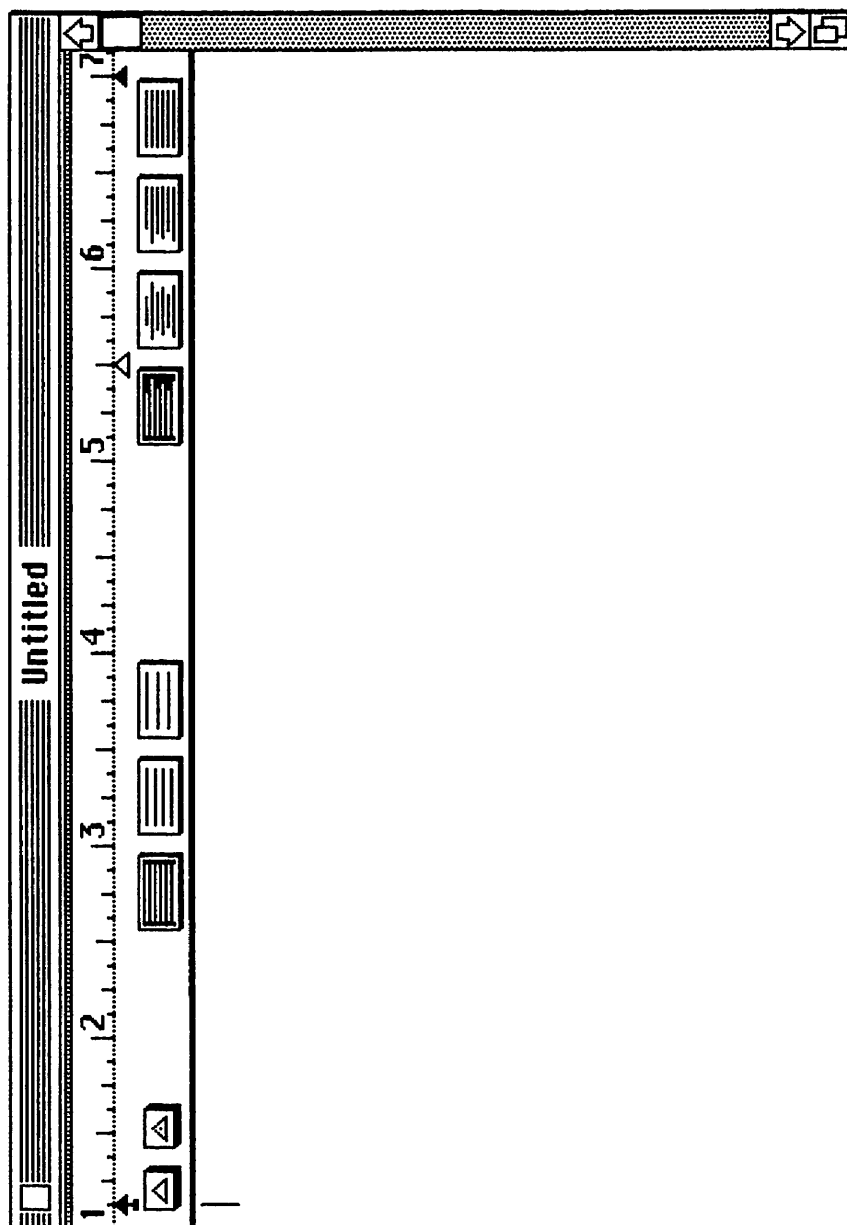


Figure 4-9 MacWrite's preset ruler.

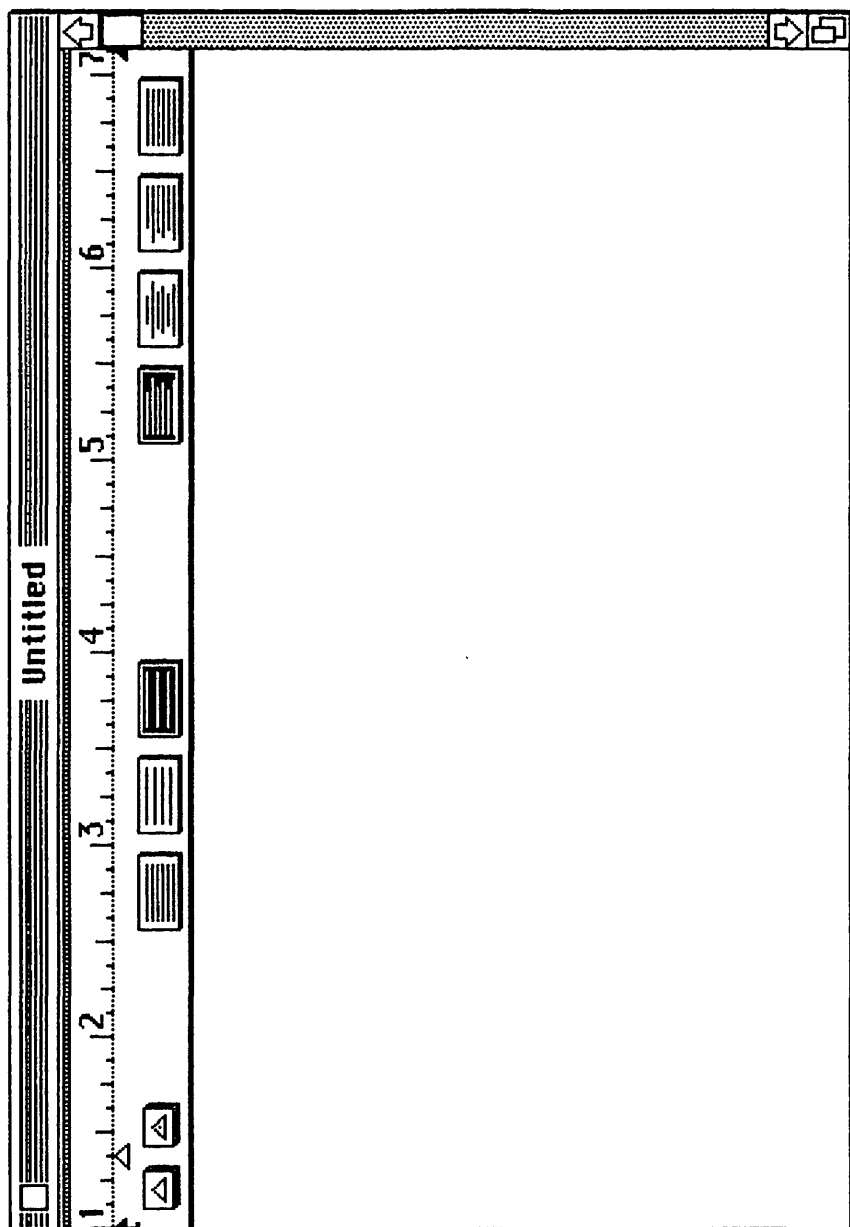


Figure 4-10 Sample format.

3. Make whatever changes you wish to the ruler (line spacing, tabs, margins, etc.). These changes should reflect a format that you plan to use on a regular basis. A format I use frequently is shown in Figure 4-10 (see page 71).
4. Choose Save from the File menu. Since this is a newly-created document, you will be presented with a dialog box (Figure 4-11) that allows you to give it a name. Choose a name that best suits the purposes for which the format will be used, and click the Save button when done. The dialog box will then disappear, and the document containing your format will be displayed with the title you gave it.

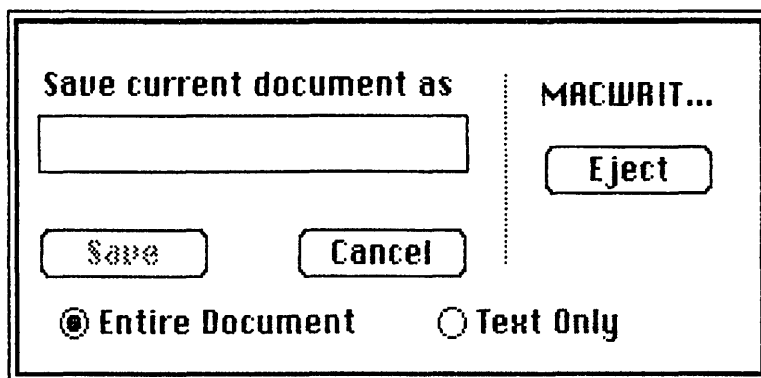


Figure 4-11 When you choose Save As . . . , you are allowed to save the dummy document.

5. To use the format, just begin entering text. When your document is complete, choose Save As . . . from the File menu and a dialog box will be presented. This time, though, the document will already have a name, and the Title Box will be blackened, meaning that it is selected (Figure 4-12). Since we plan to use this format over and over and want to retain it, give the completed document a new name. Hit the Backspace key once, and the current name will disappear, allowing you to enter a different name. Give the document an appropriate name, click Eject (to save the document on a storage disk), insert the storage disk, and click Save. Your document is now saved.
6. You can now close the document and quit MacWrite. When you do this, you'll see that the original document containing only the ruler is safely stored on your MacWrite work disk. Each time you need

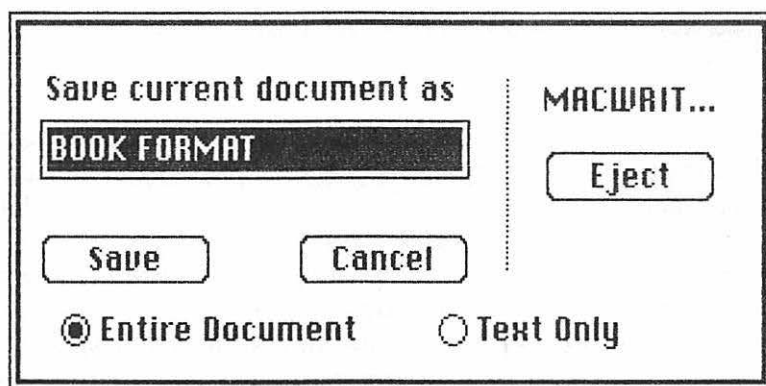


Figure 4-12 After using the format to create a document, choose Save As. . . .

this format, you simply open the document, enter text, choose Save As . . . from the File menu when the document is complete, and rename each new document created. In this way, the original dummy document will always be available on your work disk and can be used over and over again to create as many different documents as you like.

ABOUT HEADERS AND FOOTERS

Headers and footers are very easy to work with, but to avoid having to experiment with printing to get your margins the way you want them, here are a few tips.

TIP: Set headers and footers immediately upon opening a new document. Once a new document is opened and while the ruler is still in its preset form, set both header and footer. (Choose Hide Rulers first.) This makes use of the single-line spacing of the first ruler and also causes your document to appear on screen exactly as it will appear when printed.

TIP: A one-inch header or footer is created by hitting Return three times. On a typewriter, a one-inch top or bottom margin is equal to about six carriage returns. On the Mac, a one-line margin is preset. This, along with three carriage returns, is equal to about one inch.

WORKING WITHIN MACWRITE'S DOCUMENT SIZE LIMITATIONS

As a writer, it didn't take me long to exceed the limits of a MacWrite document, which is approximately 8 1/2 pages of single-spaced text. Since I normally use double-spacing for manuscripts and articles, I went beyond the 8 1/2 page single-space limit and was rudely interrupted when I tried to cut a few lines for pasting. My computer informed me that I was almost exceeding the limits of the document size and that I would not be able to Undo the cut due to a shortage of space. At that point I realized that even though the document was incomplete it would be necessary for me to begin another—in effect creating two documents that would be chained together upon printing. Since that time, I have come up with a means of “living” with MacWrite's document size limitation in a way that involves some work, but effectively deals with the problem.

Of course, Apple has recently announced that a new version of MacWrite will soon be available that will allow for documents of longer lengths. At the time of this writing, however, it was not clear whether current owners who received MacWrite upon purchase would receive the new version at no cost. If you're on a budget and have to live with the first version of MacWrite for a while, my tips will certainly come in handy.

TIP: Set a specific document length ahead of time. For example, I almost always double-space documents that are to be any length that would exceed MacWrite's preset document length specifications. Even though a double-spaced document can go beyond the 8 1/2 page single-space limitation (possibly up to 15 or 16 pages), I always end my documents at the bottom of the tenth page. This gives me some breathing room, so I never have to worry during editing about the computer informing me that space is running out. Also, keep in mind that rulers occupy space in a document, even if they are hidden. The same is true of different fonts and styles. If you are creating a document with lots of different fonts, styles, and/or rulers, then you may have to take this into account when setting the length of a document ahead of time.

When you reach the end of the document (the limit determined by

you), close and save it with an appropriate name followed by a designation that signifies to you that it is the first part of a document that is continued in another document. Open a new document and make the necessary adjustments to the first ruler so that it exactly matches those used in the first part of the document. Set up your headers and footers, and choose **Set Page # . . .** from the **Format** menu. Set the first page of this document up so that it is the number that follows the last page in the first document. In other words, if the first document ends at page 10, set the first page of this document at page 11. That's all there is to it.

Well, that's not quite all there is to it. More often than not, when using this method, I find that I have to go back to the first document and do some editing. Deleting even one word from the first document can throw off the alignment of the last page. However, this can be taken care of through cutting and pasting.

When the entire document is complete, go back to the first part and do all your editing. Once you're fairly certain you've got it right, scroll to the end of the document. Depending on the changes you made, the document may now extend past your preset last page, or it may now end before the page is full. Either way, you have to move some of the contents of the first document to the second so that when the two documents are linked for printing, there will be no gaps between them.

To move text from the first document to the second document:

1. Select the text to be moved, and choose **Cut** from the **Edit** menu, as shown in Figure 4-13. In this example, my editing caused only a single line of text to extend past the 10-page limitation I set. If all the lines to be cut can't be seen at one time, scroll to the first line and select its beginning. Then scroll to the end of the text to be cut and click the mouse button while holding the **Shift** key down. Even though all the text can't be seen, it will be selected (blackened) and will be removed from the document and placed on **Clipboard** when you choose **Cut** from the **File** menu.
2. Close the document in the normal manner, making sure your new changes are saved.

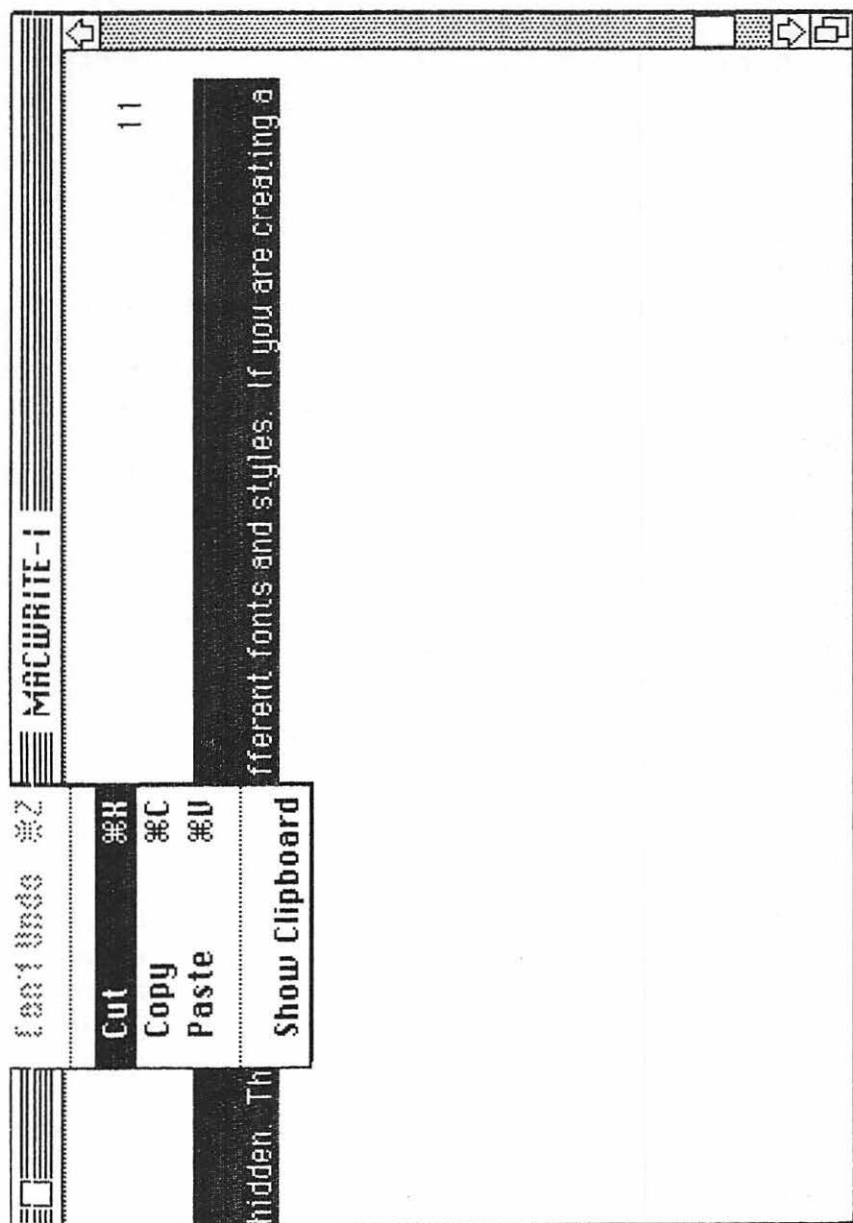


Figure 4-13 Select the text to be moved in the normal manner.

3. Choose Open . . . from the File menu. A dialog box will be displayed showing the contents of the disk by name, as shown in Figure 4-14. Select the second part of the document and open it.

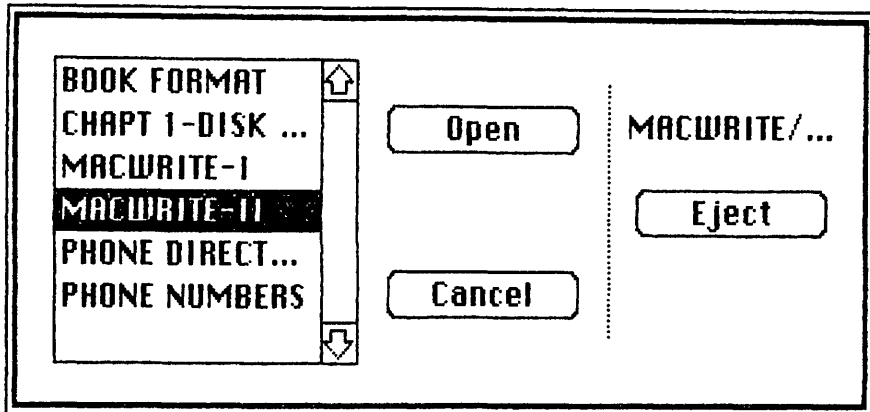


Figure 4-14 The contents of the disk are displayed by name. Open the second part of the two-part document.

4. Scroll to the beginning of the document, if necessary, and use the mouse to select the insertion point as immediately to the left of the first word on the page, as shown in Figure 4-15. Choose Paste from the Edit menu and the Clipboard's contents are immediately inserted, as shown in Figure 4-16.

If your editing shortens the last page of the first document (the last page determined by you), it is best to cut the last page and paste it into the second document. This will shorten the first document by one page, but there's no efficient way to cut from the second document into the first because of MacWrite's wraparound feature. Of course, if a paragraph from the second document is close in size to the amount of empty space left on the last page of the first document, you can probably perform the cut and paste easily. More often, though, this won't be the case, and it will be easier to shorten the first document than to perform two or three different cuts and pastes until you get it right.

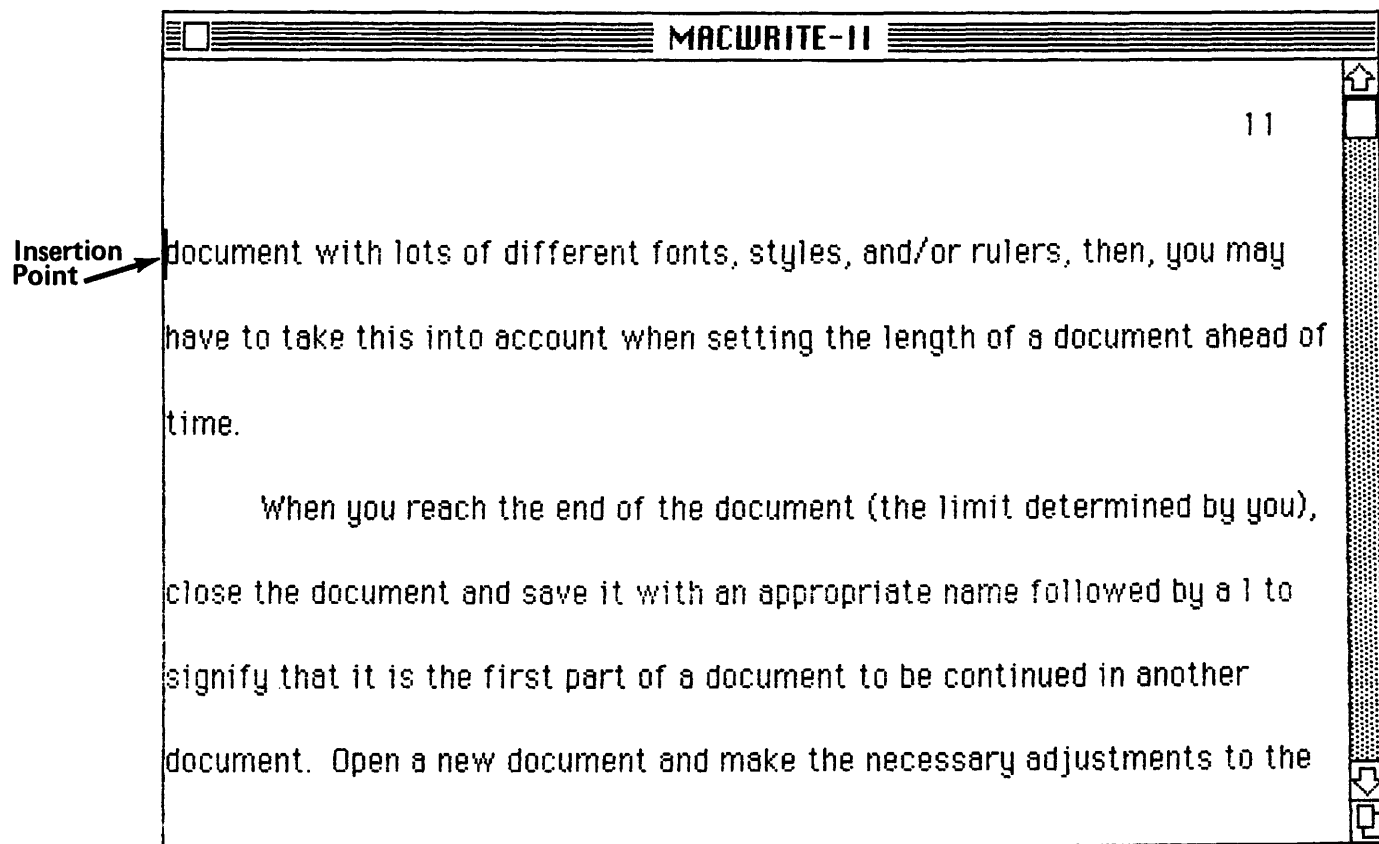


Figure 4-15 Select the insertion point as immediately to the left of the first character.

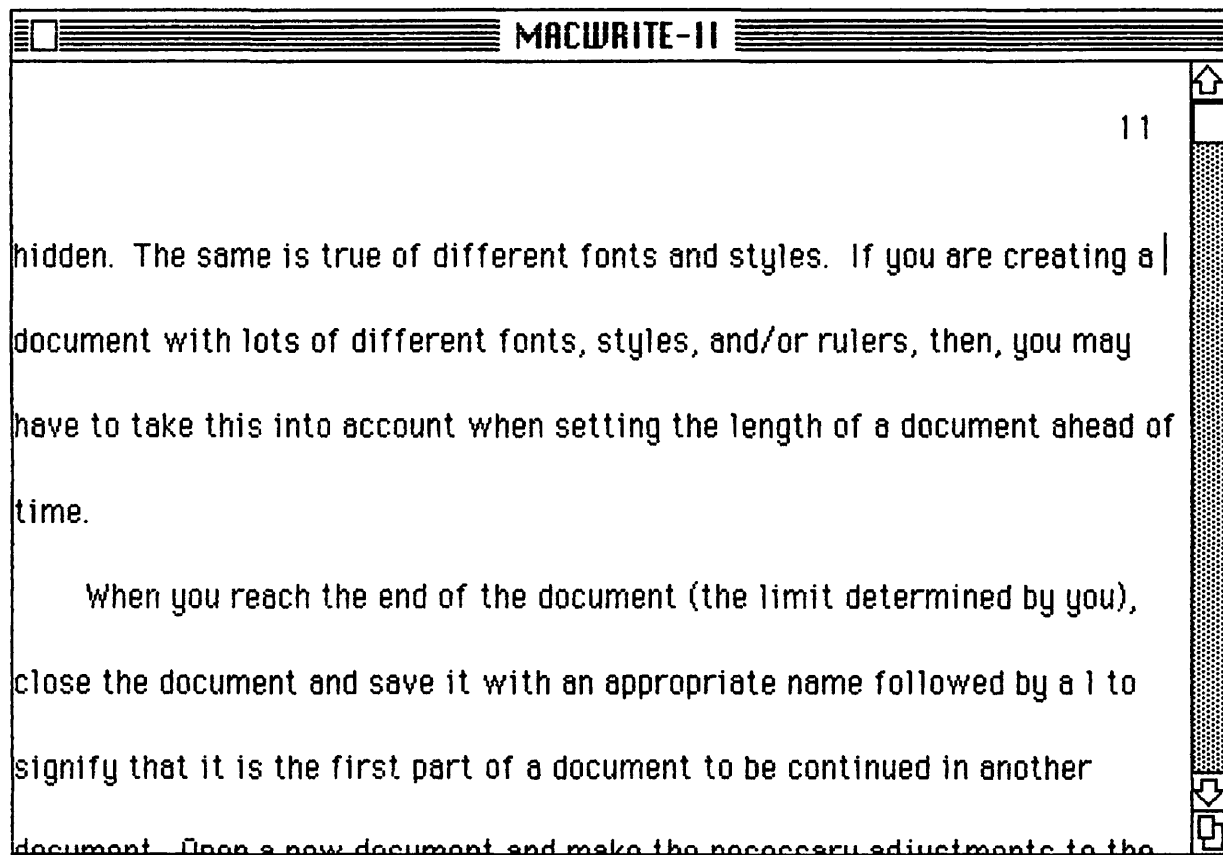


Figure 4-16 When you choose Paste, the text is inserted.

CHAINING DOCUMENTS FOR PRINTING

Any number of documents can be chained for printing. They will be printed in the order in which they are selected.

To chain two (or more) documents so that they are printed as one:

1. Open the disk so that its contents are displayed by icon.
2. Select the icons that represent the documents to be printed. You can do this by positioning the arrow to the left and above the first document and dragging diagonally until the documents to be printed are surrounded by a dotted rectangle. When you release the mouse button, the documents will be blackened, meaning they are selected. Using this method, the first document to appear in the dotted rectangle as it is drawn will be printed first, and so on.

You can also select the documents by positioning the arrow in the first document to be printed and clicking the mouse button. Position the arrow in the second document and, while holding the Shift key down, click the mouse button. Repeat this until all documents are selected.

3. Choose Print from the File menu and set your print specifications. Make sure All is selected, and click OK when ready to print. The computer will take care of the rest.

PRINTING SELECTED PORTIONS OF TWO-PART DOCUMENTS

If you create a long document that is in two documents in MacWrite and you want to print selected portions of the second part, the process is a little different.

To print selected portions of the second (or third or fourth) part of a document:

1. Select the document that contains the pages you wish to print.
2. Choose Print from the File menu. You will then be presented with the print specification Dialog Box, in which you will need to specify

the pages that you want printed. Assume the first part of the document is pages 1 through 10 and the second is pages 11 through 18. To print pages 12 and 13 in the second document, instead of entering 12 and 13 in the page boxes, you would enter 2 and 3. This is because even though the pages are actually labeled with 12 and 13, the computer recognizes the first page in **all** documents as page 1, the second as page 2, and so on, no matter what page numbers you designate.

The only time this could cause problems is if you wanted to print consecutive pages that start in one document and end in another. Here, you'd have to select the first document, run through the print operation, and repeat the process for the pages in the second.

ABOUT FONTS AND STYLES

Upon opening a new MacWrite document, you are presented with a preset font style of Plain Text, a 12-point font size, and the Geneva font. Any text you enter will be displayed in these preset specifications. You should also know that the different fonts, styles, and sizes occupy varying amounts of space in a MacWrite document and on disk as well. With these points in mind, the following tips should prove helpful.

TIP: Make font, style, and size settings ahead of time. Actually, you can't choose anything from either the Font or Style menu until text has been selected; because we're assuming the start of a new document, there's no text to be selected.

To make font, style, and size settings ahead of time:

1. Set all other specifications for the document (margins, tabs, page numbers, headers, footers, etc.).
2. Type a few words (or one letter for that matter). Select the text as shown in Figure 4-17.
3. Go to the Font and style menus and make your choices. As each choice is made, the text will reflect the selection and will remain blackened until you click anywhere in the blackened area.
4. When you are satisfied with your choices, click anywhere in the blackened area. You can now begin typing your document, and

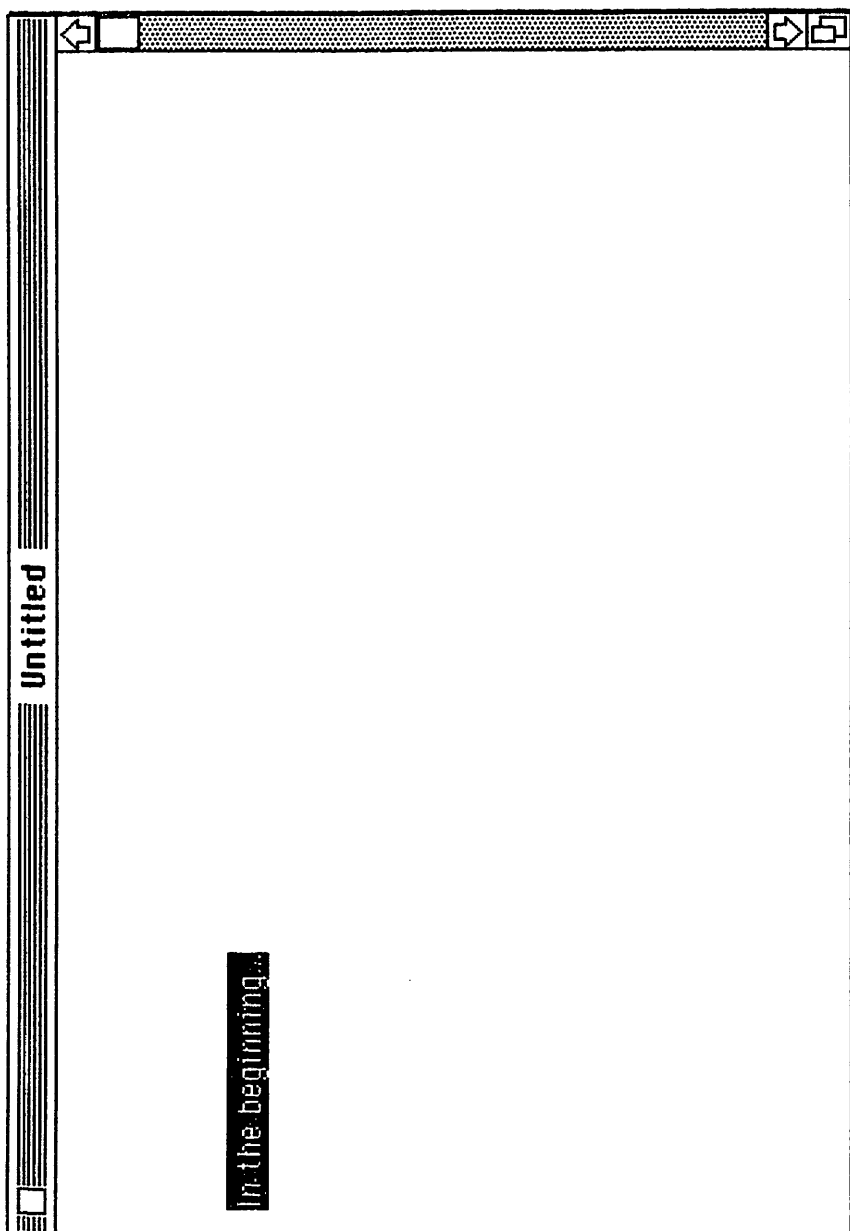


Figure 4-17 Type a few words and then select them.

everything you type will appear in the font styles and sizes you selected.

It's possible to change an entire document's font styles and sizes after it is complete, but because of MacWrite's document size limitations, you can get yourself into trouble if the document is anywhere near the maximum size. For this reason, I suggest you make all font style and size changes ahead of time. This tip may not be applicable in every situation, especially if you know beforehand that your document will not be a long one.

TIP: Make individual font style and size selections as you go along. Again, I recommend this to stay within MacWrite's document size limitation, and it may not apply for short documents that won't exceed this size. However, there's a catch to making these changes. You saw, from the previous tip, that if a portion of text is selected that has no other text following it, all text entered after any changes are made appears with the current font and style selections. For example, you type a heading and want it underlined. If you select the text immediately after typing it and before typing anything else, and then choose Underline from the Style menu, everything else that you type from that point on will also be underlined.

To make font and style changes to portions of a document:

1. Type a screen full of text using your preset font and style specifications.
2. Go back through the current screen's contents, selecting portions of text and making choices from the Font and Style menus. Don't, however, make a selection that includes the last character typed, or any changes you make using the Format and Style menus will affect any new text entered.

To make all font and style changes to an entire document at once:

1. Scroll to the beginning of the document.
2. Select the point immediately to the left of the first character in the document.

3. Scroll to the end of the document. Select the entire document by clicking the mouse button with the crosshair positioned **after** the last character in the document while holding the Shift key down. The entire document will now be blackened (even though you can't see it all). Alternately, you can select the entire document by positioning the crosshair before the first character in the document and dragging to the last line in the document. I think the first method is quicker, especially if the document is lengthy.
4. Make your choices from the Font and Style menus. Since the entire document is selected, any changes you make will be reflected in the entire document. When satisfied with the results, click anywhere in the blackened area.

I said earlier that font and style changes occupy varying amounts of space on a disk. Because of this, some persons may not want to sacrifice disk space and will prefer to save documents with MacWrite's preset specifications, changing them only for printing. This is fine, as long as you keep the document size limitation in mind and don't find yourself unable to make changes after retrieving a document from disk for printing. To avoid this, you can do some experimenting with different font styles and sizes to make sure you don't exceed the limits **before** saving the document with MacWrite's preset specifications. If you don't run into any problems, change the settings back to the preset spaces and save the document. If you do run into problems, I suggest you expand your single document into two documents and save them in the same font styles and sizes that will be used when printed.

GENERAL TIPS

The tips that follow are more of a time-saving and efficiency nature than anything else. If incorporated into your daily routine, you'll find that you encounter few problems and have access to your documents much more rapidly.

TIP: Scroll to the beginning of a document before closing it. When a document is reopened, it will be open to the point indicated by the position of the scroll box when it was closed. By scrolling to the beginning before closing, you will be presented with the beginning upon reopening.

TIP: Save before Close. This particularly applies when a document is to be saved to a different disk, but is a good practice at all times. If the document is one that was retrieved for rewriting, and you wish to retain both the original and the rewrite, choosing Close does not allow you to do this. The dialog box that's presented does allow you to cancel the close if you realize that the rewrite will replace the original, but it's more efficient to choose Save or Save As . . . , depending on your intentions.

By the same token, choosing Save over Save As . . . when you wish to retain both the original and the rewrite can get you in trouble. For these reasons, I tend to stick with Save As . . . most of the time, because it provides me with the most flexibility.

TIP: You don't have to Quit MacWrite to eject the current disk and retrieve a MacWrite document on another disk. This is a waste of time and isn't necessary as long as the document you wish to retrieve was created under MacWrite. Save and Close the current document. Next, instead of choosing Quit, choose Open A dialog box will be presented that lists all documents on the disk currently in the drive. Click the Eject button, and when the disk is ejected, insert the disk containing the document you wish to retrieve. As long as you're switching disks but remaining within the same application, once the new disk is inserted, you will be presented with a list of all its contents. You can now open the document and retrieve it much faster than if you had Quit MacWrite before switching disks.

TIP: Un-select before closing a document. If you leave anything in a document selected when it is closed, it will remain selected when the document is reopened. If you're not paying attention (or can't see the selection on the screen), you may begin typing. Whatever you type will then replace whatever is selected.

TIP: Keep your eye on the crosshair. When doing a lot of editing, pay close attention to the location of the crosshair, which marks the location where anything you type will appear. After any type of editing, the crosshair will be at the point of the change, not at the point it was before the editing.

5

Tips for Fun and Profit

One of the biggest selling points of the Macintosh is its ease of use. This applies not only to the computer itself, but to MacWrite and MacPaint as well. MacPaint in particular is designed so that anyone, regardless of their artistic abilities, can sit down and produce quality artwork in a short period of time. Even I, a non-artist, have been able to use the Macintosh to offer design services (flyers, posters, brochures) to businesses in my area. Armed with the unexpanded Macintosh and MacWrite and MacPaint, you have the tools to do the same. With the addition of a few software packages, you can offer a wide range of services.

The Macintosh is also an excellent recreational device. Although I tend to shy away from using MacPaint strictly as a creative tool, I have been able to come up with a few simple games that can be played on the MacPaint screen. Anyone with a background in art should have a field day in this area. This chapter will give you some ideas on how to use your Macintosh for both fun and profit.

TIC TAC TOE

Figure 5-1 shows a Tic Tac Toe board that was drawn using the line tool to the left of the eraser. In the lower right is a record of past wins. Each time the board is used, the letter tool (the A) is used to update this record.

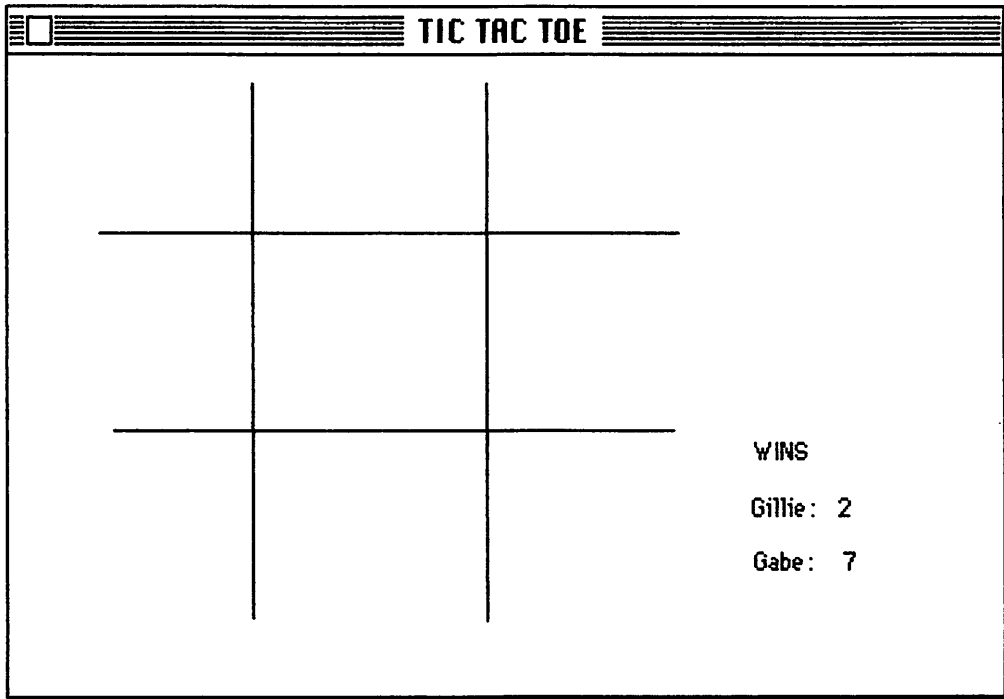


Figure 5-1 Tic Tac Toe board created in MacPaint.

The blank Tic Tac Toe board is then resaved with the current record. To enter X's and O's, the letter tool is clicked (the A). Next, you go to the Font menu and choose 36-point. Positioning the X's and O's takes a bit of experimentation, but you can always choose Undo and keep trying until they're centered in the boxes. Figure 5-2 shows a game that ended in a draw. When the game ends (either by a draw or win), you simply click the eraser and erase all the X's and O's. Then you click the letter tool, change the wins, and start another game.

To retain a copy of the blank board after it is drawn, choose Save and give the document a name (Tic Tac Toe would be nice). Each time the document is retrieved and used, erase all X's and O's, update the win records, and choose Save. A dialog box will appear asking if you want this document to replace the current document on disk. Since you want the new win record recorded, click Yes. The blank board with the current win record will replace the blank board with the previous record. Do this each time you save to maintain an up-to-date win record.

Obviously, my Tic Tac Toe board is not all that fancy, but you can

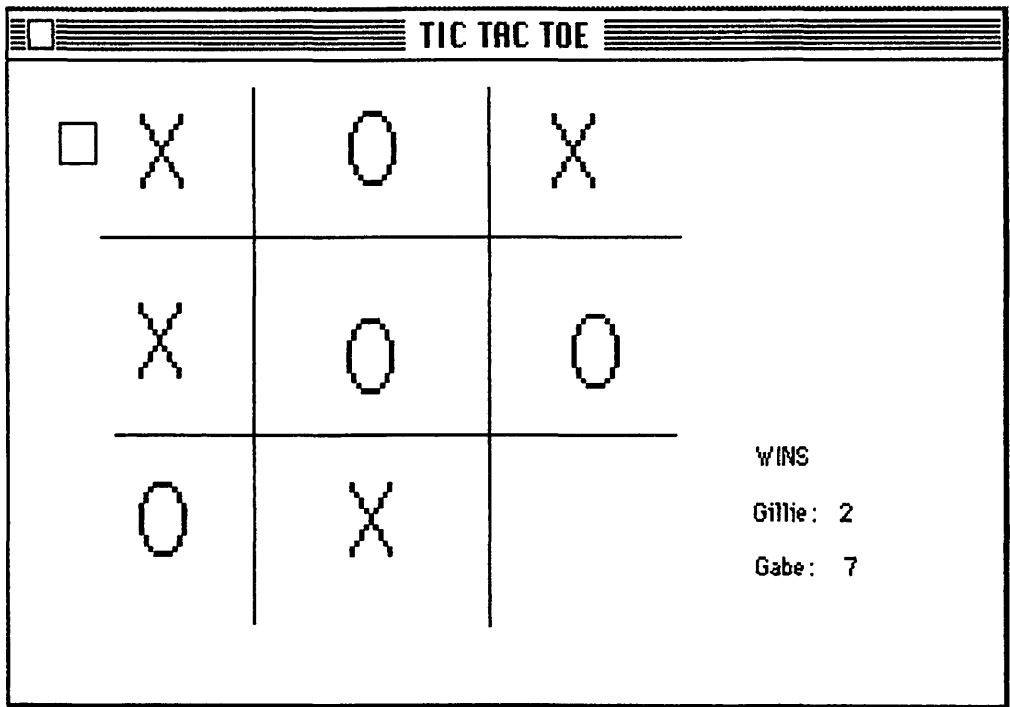


Figure 5-2 A tie game.

certainly spruce it up in many ways. You could, for example, draw the board with double lines and fill them in with a pattern, use a background pattern, make the background all black and the lines white, and so on.

HANGMAN

Figure 5-3 shows another game I created on the MacPaint screen in about 15 minutes using the line tool. Once you've got the gallows drawn, click the letter tool, choose the smallest font size, and type the alphabet at the bottom of the window. Save the document at this point. To play Hangman, one person chooses a larger font size and then uses the underline symbol (top right of the keyboard) to draw a line for each letter in the word. As a player guesses a letter, it is either inserted in the blanks or a part of the hanged man is drawn on the gallows. To keep track of which letters have already been guessed, use the selection rectangle to draw a dotted

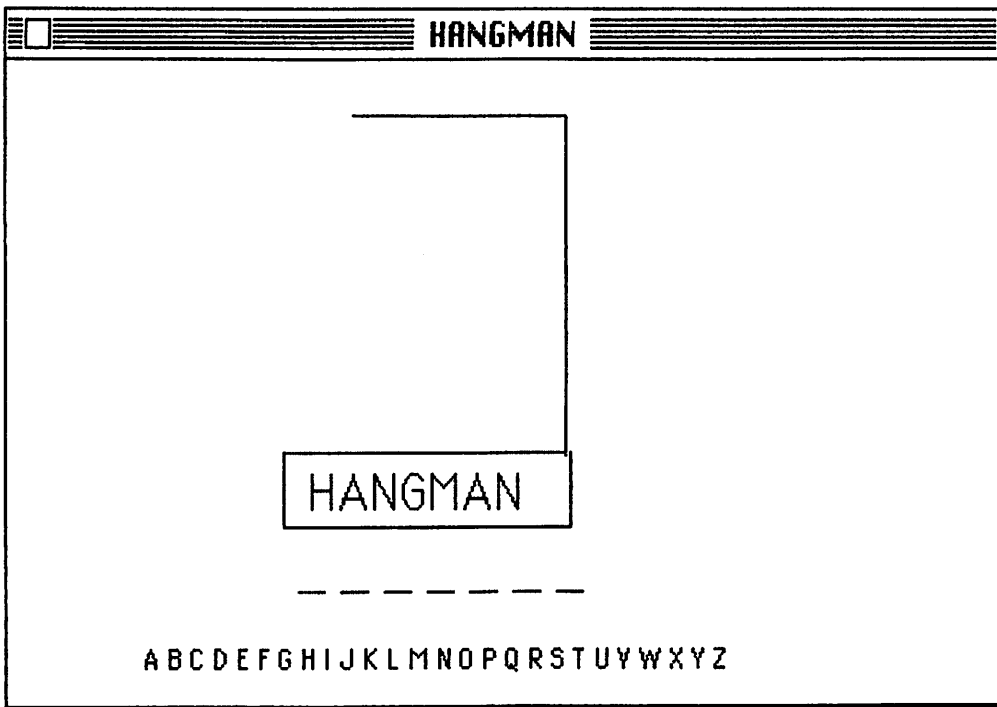


Figure 5-3 Hangman.

rectangle around a letter (Figure 5-4) and choose Cut from the Edit menu. The letter is erased. In this way, only the letters that haven't been guessed will be on the screen while a game is being played. At the end of a game, choose Close from the File menu and click No when the dialog box is presented. Then choose Open from the File menu and click the blank copy of Hangman on disk to play again.

CREATING YOUR OWN GAMES

Enterprising individuals can transfer just about any board game to the MacPaint screen. Here, you would draw the board and the pieces, and then use the Edit menu to cut and paste the pieces as you travel around the board. A game in progress could be saved to disk if desired, and then retrieved for completion at a later time. You can also create educational games for children on the MacPaint screen and provide entertaining graphics to keep them coming back for more.

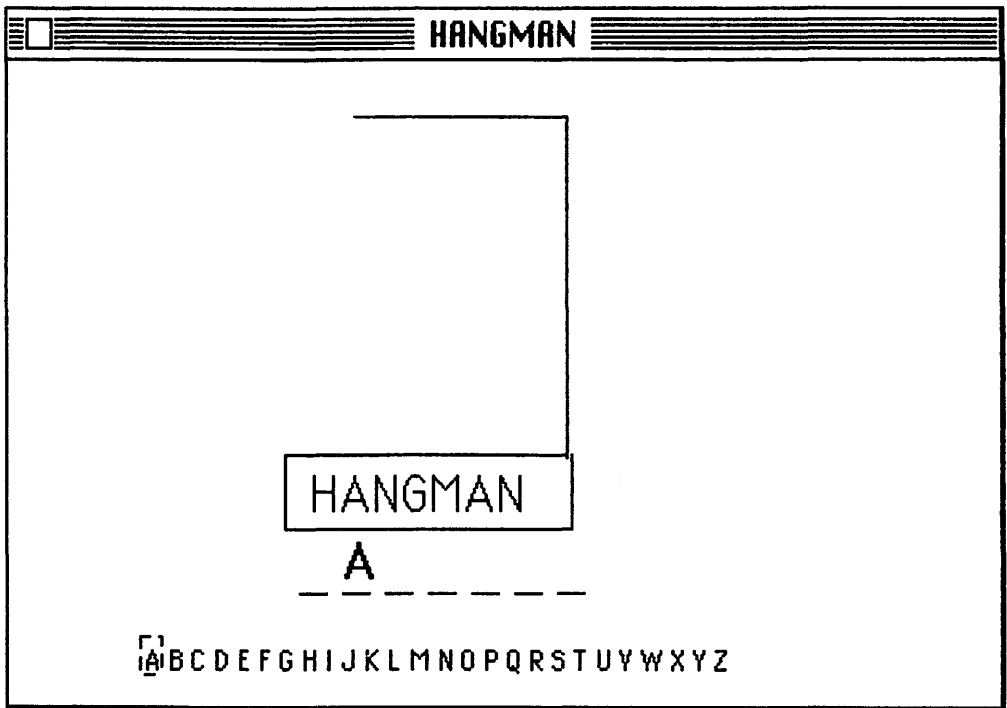


Figure 5-4 When a letter has been used, it is removed using the selection rectangle.

DESIGN-A-MESSAGE

Ah, here's one area where I really enjoy myself. If you're anything like me, you often have difficulty finding a greeting card whose message exactly meets your needs. Using the Mac, my imagination went wild and I came up with some pretty outrageous greeting cards.

The trick to designing a greeting card is sizing it so that it can be folded to look like a store-bought card. Here, all you do is purchase one and use its measurements to determine the size of your document and the placement of the artwork and message.

I have used this technique to design Christmas cards, and the nice thing about it was that I didn't have to sign each individually. I just used the pencil to sign them right on the screen and ran off copies.

ADVENTURE AND FANTASY

I used to think adventure and fantasy games were just for kids, but after running a few on my Mac, my mind is changed. If you've got the time to spend and want to see how adept you are at rescuing princesses, finding lost treasure, or going underground in vast catacombs, an adventure or fantasy game may be just the ticket.

Adventure and fantasy games range in price from about \$40 to \$60, and most take anywhere from eight to 30 hours to finish. Of course, when your mind begins to go, you can always save the game. The computer takes a snapshot of your current position, and you can then take a break and retrieve your position at a later time.

Notable in the field of adventure and fantasy are Penguin Software and Infocom, both of whom have received wide acclaim for their adventure/fantasy games for other microcomputers. Penguin has four packages for the Mac, while Infocom has thirteen. The biggest difference between Penguin and Infocom is that all Infocom adventures are text-only, while Penguin's packages include both graphics and text. Text-only adventures have been around for quite some time, but after using both types, I am partial to those with graphics. I should say, however, that after speaking with a number of teenagers on this subject, I am in the minority.

In an adventure/fantasy game, you are normally required to travel through many rooms or areas, looking for clues, picking up objects, fighting creatures, and so on. This usually involves making a map and paying close attention to your surroundings. In a text-only game, you are given thorough descriptions; in a graphics/text game, the screen display provides you with a graphic representation of your area, along with a few lines of text. I think it's easier to study your surroundings if you've got something more to look at than just text; it's also more exciting, as you can often see the results of your actions portrayed graphically on the screen.

Infocom and other text-only adventure/fantasy game manufacturers state that their prose makes up for the absence of graphics. After running a few of Infocom's packages, I did find their prose both entertaining and quite thorough, but it still took me much longer to familiarize myself with my surroundings, and I still think that the text in no way makes up for the absence of graphics. See the appendices for a complete list of game manufacturers.

CLIP ART

Clip art for the Macintosh is sure to be a hot item, and there are already many such packages to choose from. They are fairly inexpensive (\$25 to \$50), and provide you with a disk full of ready-made art that can be cut and pasted into your own documents. Some include just art, while others include borders and additional fonts that can be added to the Font menu by means of simple commands.

One package that I used, *Mack The Knife*, also included over 7,000 different textures that can be substituted at the bottom of a MacPaint document for the standard textures included with MacPaint. The fonts they included also offered many unique and interesting symbols that were available when the Option or Shift key was depressed while using a particular font (similar to the use of Key Caps). The *Mack The Knife* package also includes a number of game boards (Chess and Backgammon) that can be pasted into a MacPaint document and played right on the screen.

The advantages of prepackaged artwork are obvious, especially for those of us without any artistic ability. The artwork is there; all you have to do is copy it to your document, do some shifting or resizing, and add your own touches. You can come up with some very interesting results that can be used for both fun and profit.

The only catch is that manufacturers of such packages copyright their artwork. In terms of using the artwork for recreation, there's really no problem. I did check with one company, however, and they stated that users could certainly use their artwork for profit, but they asked that a copy of the final product be sent to them and also that their company be acknowledged on the product itself. If you plan to use any clip art that is copyrighted for profit, I highly recommend that you check with the company that sells the package first.

TIPS FOR PROFIT

The Macintosh is an excellent tool for profit. An ad in your local newspaper may net you more work than you can handle in the areas of word processing, flyer design, stationary design, file management, financial analysis, etc. Because of the quality of the Imagewriter printer and its ability to accept just about any type of paper, you can create documents that can be taken to a professional printer for reproduction. Alternately,

you can run off as many copies as you like right on the Imagewriter. With the addition of a few software packages, you have all the tools necessary to run a thriving business out of your home. Here are a few suggestions.

General Word Processing

With MacWrite, you have the capability of producing all types of documents (form letters, term papers, resume, reports, etc.). You're one step ahead of others who offer similar services on a standard typewriter because of the many fonts, styles, and sizes available in MacWrite. When MacWrite is combined with MacPaint, documents you create take on an added dimension and you can create certificates, phone message forms, letterheads, invoices, and so on.

Flyers/Brochures/Ads

Designing flyers can be a whole business in itself. Civic organizations, retail stores, and small businesses often have need of flyers, and if you take the time to look around, you'll find many taped to windows in local establishments. Most are done on a standard 8 1/2 by 11 inch sheet of paper, and their quality often reflects the hurried manner in which they were created and reproduced.

I created a few samples of flyers and spent a day or two showing them to retail merchants and civic organizations in my area. I received so many responses that I wasn't able to accept all the jobs. I also made sample sheets of stationary and little note sheets that had messages such as "From The Desk of ____" and showed them around. Again, the response was overwhelming.

If you look around local establishments, you'll also see sloppily written messages such as NO BARE FEET, SHIRTS REQUIRED, TAKE-OUT ONLY, etc. Make note of such messages, go home, and create them on the Macintosh. The next time you're planning to go to the establishment, take your creations along and show them to the person in charge.

Many restaurants update their menus regularly, and here's another area where you can offer design services. Ask the owner/manager if you can borrow a menu for purposes of showing them what you can offer, take it home and do some experimenting with a few different designs. Be sure to make them aware of the ease with which you can make changes at a later time.

File Management and Financial Analysis

With the addition of one or two software packages and possibly a background in bookkeeping or accounting, a service-oriented business can be established. You will probably need a file management package and a financial analysis package, preferably a spreadsheet.

A file management package allows you to enter related information in the form of individualized records, much as you would enter information to 3 × 5 cards or to a Rolodex. Once entered, the entire file or portions of the file can be manipulated in a number of ways (sorted alphabetically or numerically, analyzed, etc.). You can also search for individual records or related records that meet a criteria specified by you. The whole file or a portion of the file can be retrieved and placed into reports, also designed by you, and it is also possible to send an entire file or a portion of a file directly to the Imagewriter in many different formats (mailing lists, columnar by categories, etc.).

A spreadsheet package allows you to enter information to a large columnar worksheet for many types of analysis. The information can be text or numeric (or both). The beauty of a spreadsheet is that you decide its structure, how the information is to be analyzed by building formulas, and where and when any calculations will take place. All spreadsheets can be independent, in much the same manner as a document in MacWrite or MacPaint, or they can be linked so that portions of one are linked to a second spreadsheet for a different type of analysis. Portions of the second spreadsheet can be linked to a third, and so on. If you have any background in bookkeeping or accounting, you can probably see how useful such a package might be. Individual ledgers could conceivably be set up for cash disbursements, cash receipts, payables and receivables, inventories with depreciation formulas built in, and so on. All could be linked in such a manner that a comprehensive computerized bookkeeping system would be the result.

Spreadsheets can also be very useful in "what if" situations, which means that real information, financial or otherwise, is combined with projected information in order to determine the soundness of an idea before it is carried out. Once a spreadsheet has been designed, information can be inserted and deleted at will to see the results of different types of actions.

Utilizing one or both of the above, you can offer a wide range of services, primarily to small businesses. Any business that has a large inventory or an extensive list of clients could certainly benefit from your

file management services. A file management package could also be used to create check registers with reports generated that would list all expenditures by category, total all checks at the end of each month, and possibly reconcile bank statements as well. A spreadsheet package could be used to perform different types of analyses of a business operation, providing the proprietor with accurate and useful information that he or she doesn't have the time to do. This type of venture, of course, will mean gearing up by first purchasing the packages and then entering information in different formats to become familiar with them. Once you understand what they offer and how they are used, you should be able to determine the types of services you can offer.

6

Tips on Buying Software

With the popularity of the Macintosh, we can expect that many software manufacturers will be gearing up to offer software. As the market expands, Mac owners will find themselves in the same situation that many other microcomputer owners are—there will be so many packages of a similar nature that they won't know which are best suited for their needs. Certainly, some of the larger franchises train their employees to advise consumers on software purchases, but with such a large influx in such a short period of time, their advice may be limited.

During the writing of this book, I was given the opportunity to use many software packages. However, because of the rapid expansion in the software market, it is not possible, nor is it practical, to provide reviews on every package in these pages. I have, though, through running many packages of similar natures, come up with some valuable tips that should aid you in buying software.

THE MANUAL

I can't emphasize enough the importance of the manual provided with the software. The software itself may be excellent, but you'll never know how to put it to effective use (and won't want to) if the manual doesn't explain everything you need to know in language that you can understand.

Every purchaser of a Macintosh computer has been put in the same learning situation with regard to technique and terminology. Apple had to virtually create a whole new vocabulary to go along with the Macintosh because so many new concepts were being introduced (mouse technology, pull-down menus, windows, icons, and so on). We were all put in the same situation and had to learn to call our work *documents*, the pictures that represented them *icons*, the programs (MacWrite, MacPaint, etc.) *applications*, and so on. We learned the meaning of dragging, selecting, choosing, clicking, etc. as we worked with the Macintosh manuals. I feel Apple did an excellent job of introducing us to a new computer, many new concepts, and a whole new vocabulary, all at the same time.

To make software for the Mac easy to use, manufacturers should incorporate the same new concepts and vocabulary we all had to become familiar with to use our computers. Some have done this and have done an excellent job; others have virtually ignored this and instead use our newly-learned vocabulary and concepts inaccurately or not at all.

Take the time to read portions of a software package's manual. Check to see if the writers took the time to incorporate the same familiar vocabulary introduced in the Apple manuals. The package isn't worth it if it forces you to un-learn what you've just recently learned. Look at step-by-step instructions on different types of actions associated with the software. Are the instructions clear? Do they conform in concept and language to what you already know about operating the Macintosh? Look for pictures that illustrate the result of a certain action. Also look for any pictures of dialog boxes. Mac's dialog boxes are pretty much standard and incorporate certain concepts (buttons to click, with the button that corresponds to the most appropriate action a user would take already darkened) that should be incorporated in software manufacturer's dialog boxes as well. I'm not saying software manufacturers shouldn't introduce new concepts; many packages I used did, but the manner in which they are introduced should conform with concepts we're already familiar with.

Last, but not least, look at the index. If one is not included, try to imagine what it will be like when you get the package home and attempt to use the manual for reference. Are you going to be able to find answers to your questions without having to leaf through the whole manual? If there is an index, try it out. Pick something of importance in the manual and check to see if it's included in the index under a heading that is both accurate and clear. Use Apple's manuals as a guide here; their indexes are excellent and provide you with rapid access to everything in their manuals.

MOUSE TECHNOLOGY

Mac's mouse has provided computer users with a unique and greatly simplified manner of access. Apple has incorporated the use of the mouse into their applications in such a way that you soon become accustomed to accessing certain operations with it rather than the keyboard, although optional use of the keyboard is available in many instances. All of the operations associated with the mouse are pretty much standard, and Apple has gone to great lengths to effectively incorporate the mouse in their applications.

Existing software for other microcomputers is rapidly being converted for use with the Macintosh (file management packages, spreadsheets, etc.). Converting existing software, however, may not be as applicable to the Macintosh as their manufacturers may believe or may want consumers to believe. In their hurry to get a piece of the market, many manufacturers are performing slipshod conversions that make extremely limited use of the mouse and its associated actions, and this is a mistake. Packages for other microcomputers can certainly be converted to the Mac, but the process involves close cooperation with Apple, an understanding of their operating system, and extensive use of the mouse and its associated actions.

Again, look through the manual and check to see what types of actions can be accomplished with the mouse. If the manufacturer made a quick conversion, you should easily be able to detect this. If you have the opportunity to run the software (many stores have demo copies), check to see if any operations that could have been performed with the mouse have instead been relegated to standard keyboard input. Check for the process of selecting by means of the mouse, the ability to drag to select as opposed to using the keyboard, whether Mac's standard editing techniques have been incorporated, and exactly what is available in pull-down menus at the top of the screen.

Another thing you can easily check is speed of access by means of the mouse. A number of packages I used incorporated what seemed to be extensive access by means of pull-down menus. However, access time was very slow. When I positioned the pointer on the name of the menu at the top of the screen, there was an unfamiliar whirring and a pause before I could access any of the commands. Once I had chosen a command, I again had an unfamiliar wait before the action associated with the command took place. This can only be attributed to poor software design and limited understanding of Mac's concepts on the part of the

manufacturer. Another had lots of pull-down menus, but I can only classify them as cluttered and inefficiently organized.

FLEXIBILITY

The amount of flexibility offered by a software package is another important consideration. The more un-specific a package is, the better. Since you're probably going to be spending from \$100 to \$300 for a good package, you want it to be able to accept and manipulate information in many different ways (some provided and some determined by you). Unfortunately, these are things that you won't be able to determine unless you can run a demo copy or unless store personnel are knowledgeable enough to explain the capabilities of the packages they offer. Because of this, it's a good idea to sit down and decide what it is you want the package to do and how you want to retrieve and store information before visiting a store. Armed with specifics, you will be in a better position to discuss your needs with store personnel and hopefully, they can provide you with software that meets your needs.

WHAT TO LOOK FOR IN FILE MANAGEMENT SOFTWARE

There are already over 20 file management packages available for the Macintosh, and there are certainly more to come. Some are limited in nature; some fail to meet the criteria previously mentioned, and some are high-quality products that reflect the manufacturer's thoroughness. The following should give you an idea of what to look for in a file management package.

Design Flexibility

Most file management packages offer users flexibility, but the degree of flexibility and the manner in which it is accomplished is very important. Once information is entered, you can usually search for certain records that meet a criteria determined by you (i.e., all payables due by a certain date from a payables, file, all customers in a certain area of the country, etc.), and then place those records in a report that can be sent to the

screen or printer or both. Usually, you are allowed to design the format of a file and also design and redesign reports, making it possible to retrieve the information in any number of formats. However, although most packages allow you to design your own reports, the manner in which they do this is important. Can you design a report and save the design, or do you have to redesign the report each time you need it? One file management package I used did allow you to design your own reports, but it was necessary for me to order a screen display (or printout) to see how it looked. If the design met my approval, I could then save it, but only with the information it contained, not as a blank design I could access for later use. In other words, if I did like a design and wanted to use it over and over again with different information, I had to recreate it each and every time. Also, if I wasn't satisfied with the design, I had to start all over again, because the blank design is not saved and can't be retrieved for modification.

Another package I used, MegaFiler, provides a report and table design with each ready-made file on their disk. Here, you can redesign their report or table or design your own. The blank form is saved along with the file and can be rapidly accessed for redesign or for reloading with new information at any time. Each file can have two report designs and two table designs that are appropriate for that particular file. Once the report receives information, it can be printed, displayed, or stored as a MacWrite document on the same or a different disk, and the blank report is still available with the file to receive other information. Since the report can be saved as a MacWrite document, it can be retrieved and altered using all of MacWrite's standard Format, Font, and Style menus.

MegaFiler also allows you to use their ready-made file formats simply by duplicating them, redesigning one of the ready-made formats, or designing your own from scratch. The manner in which you work with Mega-Filer is also nice, as you are able to use the mouse, rather than the keyboard, for many operations normally relegated to keyboard input.

Some packages allow you to create many different files and compare records in one file with records in another, possibly retrieving records from different files to create an independent file or report. These packages are usually a little more expensive than standard file management packages, but if you want the ability to work with more than one file and compare it with records in other files, you will need such a package. Other packages do allow you to enter the same information to more than one file at a time by having them available as windows on the desktop,

and this may be useful if you have customers who need to be entered to a client file, a mailing list file, a payables or receivables file, and so on.

The more flexibility a package offers, the higher its price. When shopping for a file management package, take the time to decide what capabilities you will need (and possibly what you may need at a later time). Of all the packages I used, I was most impressed with MegaFiler, which offered the greatest flexibility with regard to design. I also liked the ability to save reports as MacWrite documents, independent of the file from which the report was created (a blank report remained with the file). I could then modify the report in any number of ways using all of MacWrite's standard menus and send a copy to the printer when I was satisfied with the results.

Sorting Ability

Every file management package offers the ability to sort a file by a field selected by the user (alphabetically by name, by zip code, etc.), and most offer the ability to sum fields that contain numeric data. However, some are able to do more than this and can make comparisons between more than one file in a number of ways. This places them in a field known as a *relational data base program*. These types of packages may be more expensive, and you should consider whether you will need this capability before purchasing a more expensive package. A simple file management program can meet many needs and can perform the most often-used types of sorts, while a relational data base program can do sorts and much more. If you want all the file management capabilities plus the ability to perform more sophisticated comparisons and calculations, you need a relational data base program, and need to specify this when speaking with store personnel.

Speed of Access

Another thing to check is speed of access. Can you find and obtain information about a record in the file rapidly? Can you find a record by specifying only a portion of the information, or do you have to be very specific to have rapid access? In short, can you retrieve just about anything you need from a large file in a reasonable amount of time on your part?

WHAT TO LOOK FOR IN A FINANCIAL PROGRAM

A financial analysis program allows you to input information that is then taken through a series of calculations. The most common type of financial analysis program is called a spreadsheet program. These allow you to design a worksheet on-screen, input categories and amounts (or whatever type of information you like), and then give instructions as to what to do with the information. Columns can be compared, and all types of mathematical computations are usually available. You can create a worksheet, experiment with it by inputting different figures, and analyze the outcome in a variety of ways. You don't have to be an accountant to use a spreadsheet; they can be as simple or as complex as you like, and that's what makes them so useful.

Although not available at the time of this writing, it is safe to assume that complete accounting packages will be popular with the Mac. An accounting package may consist of separate modules for payables, receivables, and so on. Here, it's common to have the ability to work with the different modules and input similar information to each. Complex accounting packages, however, usually require a lot of memory, and this has been the delay as far as manufacturers of existing software for other microcomputers are concerned.

As with file management packages, the prime factors to consider are flexibility and rapid access. If you're completely new to spreadsheets, you'll want to buy a package whose manual doesn't assume you already know how to design and use one. A good manual will take you through the use of the product with a sample worksheet.

Extensive use of the mouse and familiar Macintosh concepts in a spreadsheet program can make a big difference for beginners. A good example of this is Multiplan from Microsoft, which is available for other microcomputers as well. The Macintosh version is not just a simple conversion; Microsoft took the time to utilize many of Mac's concepts, and the results are excellent. It's the same Multiplan, but it's been revamped to make it highly compatible with the Macintosh environment.

Not included with Multiplan, but offered as a companion package, is Chart. When combined, Multiplan and Chart are at the top of my list. With Chart, you have over 80 different chart formats to choose from, and they can be constructed in just about any way you care to imagine. Totals from a spreadsheet created in Multiplan can be cut and pasted into Chart to provide a pictorial representation of the same data.

As I said earlier, some file management packages allow you to per-

form many types of analyses on information. Because of this, a good file management package can be an excellent financial tool as well. As an example, it is possible to create accounts payable and receivable files that can serve as ledgers, with the totals being posted to another file on a monthly basis. For a small business operation, a file management package currently available for the 128K Macintosh could conceivably take the place of a more expensive package that requires more memory. I currently use a file management package in this manner, and the nice thing is I was able to design a number of different files to hold each type of information I needed and "post" only what I wanted to other files, also designed to meet my needs. An accounting package may not have offered me this degree of flexibility.

A financial package does not necessarily require a background in accounting or even bookkeeping for that matter. You do need to know what it is you want the package to do as far as analysis is concerned, and you do need to know what types of calculations will be necessary to get the analysis you want. The computer and the software will take care of the rest. I admit that I do have an accounting background and may have been able to get the results I knew I wanted quicker because of this, but with a good package and a good manual, anyone can learn to use a financial package.



Appendices

APPENDIX A GAME SOFTWARE

ANN ARBOR SOFTWARE, INC.
308½ S. STATE ST.
ANN ARBOR, MI 48103
313-996-3838
LASER HOPPER, LUNAR
EXPLORER

APPLE COMPUTER, INC.
20525 MARIANI AVENUE
CUPERTINO, CA 95014
800-662-9238
ALICE

BLUE CHIP SOFTWARE
6744 ETON AVENUE
CANOGA PARK, CA 91303
808-346-0730
MILLIONAIRE, BARON, TYCOON

BRODERBUND SOFTWARE
17 PAUL DRIVE
SAN RAFAEL, CA 94903
415-479-1170
LODE RUNNER

CBS SOFTWARE
ONE FAWCETT PLACE
GREENWICH, CT 06836
203-622-2615
MURDER BY THE DOZEN

CHALLENGER SOFTWARE
18350 KEDZIE AVENUE
HOMWOOD, IL 60430
312-957-3475
LEGACY—GRAPHIC
ADVENTURE

DATAPAK SOFTWARE, INC.
14755 VENTURE BLVD #1-774
SHERMAN OAKS, CA 94103
818-905-6419
MAC-JACK

ELECTRONIC ARTS
2755 CAMPUS DR.
SAN MATEO, CA 94403
415-571-7171
PINBALL CONSTRUCTION SET

EXPERT SYSTEMS, LTD
P.O. BOX 2352
MELBOURNE, FL 32901
305-725-5614
MACGAMMON

HAYDEN SOFTWARE COMPANY
600 SUFFOLK ST.
LOWELL, MA 01853
800-343-1218
SARGON III, MASTERPIECES

INDUSTRIAL COMP. INC.
40 WASHINGTON ST.
WELLESLEY, MA 02181
617-235-5080
MACPUZZLE

INFOCOM, INC.
55 WHEELER ST.
CAMBRIDGE, MA 02138
617-492-1031
ADVENTURE/FANTASY GAMES

LEWIS LEE CORPORATION
1646 PORTOLA AVE.
PALO ALTO, CA 94306
415-853-1220
BLANK PRESIDENT

MILES COMPUTING, INC.
7136 HASKELL AVE.
VAN NUYS, CA 91406
818-994-7901
MAC ATTACK, MAC WARS

MINDSPORTS
215 FIRST ST.
CAMBRIDGE, MA 02142
GROUND ZERO

MIRAGE CONCEPTS, INC.
4055 W. SHAW #108
FRESNO, CA 93711
209-227-8369
TRIVIA

NEWSOFT
BOX 4035
NEWPORT BEACH, CA 92661
NEWGAMMON

ORIGIN SYSTEMS
1545 OSGOOD ST. #7
NORTH ANDOVER, MA 01845
617-681-0609
EXODUS: ULTIMA III, OGRE

PENGUIN SOFTWARE
830 FOURTH AVENUE
GENEVA, IL 60134
312-232-1984
TRANSYLVANIA, PENSATE,
XYPHUS

PRYORITY SOFTWARE
P.O. BOX 221959
CARMEL, CA 93922
408-625-0125
FORBIDDEN QUEST

SCREENPLAY
BOX 566
MINDEN, NV 89423
800-334-5470
ASYLUM, TRIVIA ARCADE

SENTIENT SOFTWARE
P.O. BOX 4929
ASPEN, CO 81612
303-925-9293
CYBORG

SIERRA ON-LINE, INC.
36575 MUDGE RANCH RD.
COARSEGOLD, CA 93614
209-683-6858
ULTIMA II, FROGGER, B.C.'S
QUEST FOR TIRES

SIR-TECH SOFTWARE, INC.
6 MAIN ST.
OGDENSBURG, NY 13699
315-393-6633
WIZARDRY

SOFT-LIFE CORPORATION
2950 LOS FELIX BLVD #103
LOS ANGELES, CA 90039
213-660-7940
MAC-SLOTS

VIDEX
1105 N.E. CIRCLE BLVD.
CORVALLIS, OR 97330
503-758-0521
MACVEGAS

APPENDIX B EDUCATIONAL SOFTWARE

ATI TRAINING POWER
12638 BEATRICE ST.
LOS ANGELES, CA 90066
213-546-5579
TRAINING DISKS

AXLON INC.
1287 LAWRENCE STATION RD.
SUNNYVALE, CA 94089
408-747-1900
TYPING AVALANCHE

ELECTRONIC ARTS
2755 CAMPUS DR.
SAN MATEO, CA 94403
415-571-7171
MUSIC CONSTRUCTION
SET

HUMAN ENGINEERED
SOFTWARE
150 N. HILL DR.
BRISBANE, CA 94405
415-468-4111
PROJECT SPACE STATION
PALANTIR SOFTWARE
7701 WILSHIRE PL.
HOUSTON, TX 77040
800-368-3797
MACTYPE

QUEUE, INC.
798 NORTH AVE.
BRIDGEPORT, CT 06602
800-232-2224
VOCAB ADVENTURE, HOW
BILL BECOMES A LAW

SCARBOROUGH SYSTEMS
25 N. BROADWAY
TARRYTOWN, NY 10591
914-332-4545
RUN FOR THE MONEY,
MASTERTYPE, MAKE MILLIONS

THINK EDUCATIONAL
SOFTWARE
16 MARKET ST.
POTSDAM, NY 10591
315-265-5636
MIND OVER MAC

SOFTWARE ARTS
27 MICA LANE
WELLESLEY, MA 02181
TK!SOLVER

APPENDIX C CLIP-ART

AXLON INC.
1287 LAWRENCE STATION RD.
SUNNYVALE, CA 94089
408-747-1900
ART PORTFOLIO

MAGNUM SOFTWARE
21115 DEVONSHIRE ST. #337
CHATSWORTH, CA 91311
818-700-0510
MCPIC!

DIGI-GRAPHICS
P.O. BOX 273
LOGAN, UT 84321
800-922-4900
THE PICTURE DISK

MILES COMPUTING, INC.
7136 HASKELL AVENUE
VAN NUYS, CA 91406
818-994-7901
MACK THE KNIFE

DREAMS OF THE PHOENIX
BOX 10273
JACKSONVILLE, FL 32247
904-396-6953
CUT 'N PASTE

T/MAKER GRAPHICS
2115 LANDINGS DR.
MOUNTAIN VIEW, CA 94043
415-962-0195
CLICKART

FRAZIER, PEPER & ASSOC.
P.O. BOX 3019
SANTA CRUZ, CA 95063
408-476-2358
CLIP 1

APPENDIX D ART AND DESIGN SOFTWARE

ANN ARBOR SOFTWARES, INC.
308 1/2 S. STATE ST.
ANN ARBOR, MI 48103
313-996-3838
ANIMATION TOOLKIT

BOSTON TELECOMPUTER, INC.
19 LEDGE HILL RD.
BOSTON, MA 02132
617-323-0444
MACPUBLISHER

APPLE COMPUTER, INC.
20525 MARIANI
CUPERTINO, CA 95014
800-538-9696
MACDRAW

HAYDEN SOFTWARE
600 SUFFOLK ST.
LOWELL, MA 01853
617-937-0200
DAVINCI, COMMERCIAL
INTERIORS

AXLON INC.
1287 LAWRENCE STATION RD.
SUNNYVALE, CA 94089
408-747-1900
THE CARD SHOPPE

MACINSOFT
BOX 27583
SAN DIEGO, CA 92128
619-745-6084
PAINTMOVER UTILITY
PROGRAM

APPENDIX E GENERAL

HUMAN EDGE SOFTWARE
P.O. BOX 300
PRINCETON, NJ 08540
800-624-5227
MIND PROBER-PERSONALITY
PROFILER & MGMT
SOFTWARE TOOLS

LAYERED INC.
85 MERRIMAC ST.
BOSTON, MA 02114
617-423-9041
FRONT DESK-MGMT
SOFTWARE

INTERMATRIX, INC.
5547 SATSUMA AVE.
NORTH HOLLYWOOD, CA 91601
818-985-2922
MACPHONE

LIVING VIDEOTEXT, INC.
2432 CHARLESTON RD.
MOUNTAIN VIEW, CA 94043
415-964-6300
THINKTANK

SOFTDESIGN
14145 S.W. 142 AVE.
MIAMI, FL 33186
305-253-5521
TIMEBASE-SOFTWARE MGMT
SYSTEM

TECH 2000 SOFTWARE, INC.
263 LUGONIA ST.
NEWPORT BEACH, CA 92663
714-650-7240
MACMUSCLE-EXERCISE PGM

APPENDIX F FINANCIAL SOFTWARE

APPLE COOMPUTER, INC.
20525 MARIANI AVE.
CUPERTINO, CA 95014
408-996-1010
MACPROJECT

MONOGRAM
8295 LA CIENEGA BLVD.
INGELWOOD, CA 90301
213-215-0529
DOLLARS AND SENSE

APROPOS SOFTWARE, INC.
64 HILLVIEW DR.
LOS ALTOS, CA 94022
415-948-7227
FIN, INVESTMENT & TAX
PLANNING

NEXA CORPORATION
P.O. BOX 26468
SAN FRANCISCO, CA 94126
415-387-5800
SCHEDULING AND BILLING

CHANG LABS
5300 STEVENS CREEK BLVD.
SAN JOSE, CA 95129
800-972-8800
NAMES NOT AVAILABLE

P3INC.
949 PARKLANE CENTER
WICHITA, KN 67218
800-682-2900
THE INVESTOR,
THE ENGINEER,
THE PROFESSOR

DOW JONES SOFTWARE
P.O. BOX 300
PRINCETON, NJ 08540
800-257-5114
SPREADSHEET LINK

PEACHTREE SOFTWARE
800-554-8900
BACK TO BASICS ACCTG
SYSTEM

MICROSOFT CORP.
10700 NORTHUP WAY
BELLEVUE, WA 98004
206-828-8080
MULTIPLAN, CHART

RESTON PUBLISHING CO.
11480 SUNSET HILLS RD.
RESTON, VA 22090
703-437-8900
CONSTRUCTION ESTIMATOR

**SOFTWARE PUBLISHING
1901 LANDINGS DR.
MOUNTAIN VIEW, CA 94043
415-962-8910
PFS REPORT**

APPENDIX G WORD PROCESSING SOFTWARE

**APPLICATIONS UNLIMITED
18234 E. NASSAU DR.
AURORA, CO 80013
303-699-0441
MACGAS-GLOSSARY
& SPELLER**

**CREIGHTON DEVELOPMENT
4931 BIRCH ST.
NEWPORT BEACH, CA 92660
714-476-1973
MACSPELL + —
SPELLER/THESAURUS**

**HAYDEN SOFTWARE
600 SUFFOLK ST.
LOWELL, MA 01854
800-343-1218
HAYDEN:SPELLER**

**MICROSOFT CORPORATION
10700 NORTHUP WAY
BELLEVUE, WA 98009
206-828-8080
MICROSOFT WORD**

**PALANTIR SOFTWARE
3400 MONTROSE BLVD.
HOUSTON, TX 77006
800-368-3797
NAME NOT AVAILABLE**

APPENDIX H FILE MANAGEMENT SOFTWARE

**BROCK SOFTWARE PRODUCTS
8603 PYOTT RD BOX 799
CRYSTAL LAKE, IL 60014
815-459-4210
BROCK KEYSTROKE**

**COMPUTER IDENTICS
5 SHAWMUT RD.
CANTON, MA 02021
800-MAC-CODE
MAC-BARCODE-LABEL
GENERATING SOFTWARE**

COMPUTER SOFTWARE
DESIGN
1904 WRIGHT CIRCLE
ANAHEIM, CA 92806
800-252-LION
MAC LION

MEGAHAUS CORPORATION
5703 OBERLIN DR.
SAN DIEGO, CA 92121
619-450-1230
MEGAFILER, MEGADESK,
MEGAMERGE, MEGAFORM

DESKTOP SOFTWARE CORP.
228 ALEXANDER ST.
PRINCETON, NJ 08540
609-924-7111
1STBASE

MICROSOFT CORPORATION
10700 NORTHUP WAY
BELLEVUE, WA 98009
206-828-8080
MICROSOFT FILE

EMPRESS TECHNOLOGY, INC.
510 KING ST.
LITTLETON, MA 01460
617-486-9601
THE EMPRESS

ODESTA
3186 DOOLITTLE DR.
NORTHBROOK, IL 60062
800-323-5423
ODESTA HELIX

HABA SYSTEMS, INC.
15154 STAGG ST.
VAN NUYS, CA 91405
818-901-8828
HABADEX

ORGANIZATIONAL SOFTWARE
2655 CAMPUS DRIVE
SAN MATEO, CA 94403
415-571-0222
OMNIS 1, 2, AND 3

HAYDEN SOFTWARE
600 SUFFOLK ST.
LOWELL, MA 01854
800-343-1218
HAYDEN: BASE

PROVUE DEVELOPMENT CORP.
222 22ND ST.
HUNTINGTON BEACH, CA 92648
714-969-2431
OVERVUE

MAIN STREET SOFTWARE
ONE HARBOR DR
SAUSALITO, CA 94965
800-824-8757
MAIN STREET FILER

RIO GRANDE SOFTWARE
1107 UPAS
MCALLEN, TX 78501
512-630-6979
SOFTMAKER II

SOFTWARE PUBLISHING
1901 LANDINGS DR.
MOUNTAIN VIEW, CA 94043
415-962-8910
PFS FILE

STONEWARE, INC.
50 BELVEDERE ST.
SAN RAFAEL, CA 94901
415-454-6500
DB MASTER

TELOS SOFTWARE PRODUCTS
3420 OCEAN PARK BLVD.
SANTA MONICA, CA 90405
213-450-2424
FILEVISION

APPENDIX I PROGRAMMING AIDS

APPLE COMPUTER, INC.
20525 MARIANI AVE.
CUPERTINO, CA 95014
408-996-1010
MACBASIC

BASIC BUSINESS SOFTWARE
P.O. BOX 23311
LAS VEGAS, NV 89126
702-876-9493
UTILITIES

CREATIVE SOLUTIONS
4701 RANDOLPH RD.
ROCKVILLE, MD 20852
301-984-0262
MACFORTH

EXPERTELLIGENCE
559 SAN YSIDRO RD.
SANTA BARBARA, CA 93108
805-969-7874
EXPERLOGO

FIRST BYTE
2845 TEMPLE AVENUE
LONG BEACH, CA 90806
213-595-7006
SMOOTH TALKER SPEECH
SYNTH. SOFTWARE

HIPPOPOTAMUS SOFTWARE
1250 OAKMEAD PARKWAY
SUNNYVALE, CA 94086
408-739-2601
C FOR THE MACINTOSH

MANX SOFTWARE SYSTEMS
BOX 55
SHREWSBURY, NJ 07701
MACINTOSH C DEV. SYS.

MICROSOFT CORPORATION
10700 NORTHUP WAY
BELLEVUE, WA 98009
206-828-8080
MICROSOFT BASIC AND BASIC
INTERPRETER

PTERODACTYL SOFTWARE
200 BOLINAS RD. #27
FAIRFAX, CA 94930
415-485-0714
PC-BASIC COMPILER

SOFTWARES LTD
607 W. WELLINGTON
CHICAGO, IL 60657
312-327-7666
SOFTWARES C

APPENDIX J COMMUNICATIONS HARDWARE AND SOFTWARE

APPLE COMPUTER, INC.
20525 MARIANI AVE.
CUPERTINO, CA 95014
408-996-1010
MACTERMINAL

MEAD DATA CENTRAL
9393 SPRINGBORO PIKE
DAYTON, OH 45401
800-227-4908
COMMUNICATIONS SOFTWARE

BOSTON TELECOMPUTER INC.
19 LEDGE HILL RD.
BOSTON, MA 02132
617-323-0444
1200 MODEM, SUPER MODEM,
MAC-NET

MICROCOM, INC.
NORWOOD, MA 02062
800-322-3722
MACMODEM

DOW JONES SOFTWARE
P.O. BOX 300
PRINCETON, NJ 08540
800-257-5114
STRAIGHT TALK SOFTWARE

NOVATION, INC.
20409 PRAIRIE ST.
CHATSWORTH, CA 91311
800-423-5419
SMART-CAT PLUS MODEM

APPENDIX K PERIPHERALS AND ACCESSORIES

ALPHA DELTA COMM INC.
P.O. BOX 571
CENTERVILLE, OH 45459
513-435-4772
MACC-SURGE SUPPRESSOR

APPLE COMPUTER, INC.
20525 MARIANI AVE.
CUPERTINO, CA 95014
408-996-1010
EXTERNAL DISK DRIVE,
MODEM, NUM KEYPAD

APPLIED CREATIVE TECH
2156 W. NORTHWEST HWY.
DALLAS, TX 75220
800-433-5373
PRINTER OPTIMIZER

ASSIMILATION PROCESS
151 EASTRIDGE
LOS GATOS, CA 95030
408-356-6241
DAISYWHEEL & EPSON
CONNECTIONS, OTHER
ACCESSORIES

CORVUS SYSTEMS, INC.
2100 CORVUS DRIVE
SAN JOSE, CA 95124
OMNIDRIVE (HARD DISK)

DAVONG SYSTEMS, INC.
217 HUMBOLDT COURT
SUNNYVALE, CA 94089
408-734-4900
MAC DISK

ERGOTRON, INC.
P.O. BOX 17013
MINNEAPOLIS, MN 55417
800-328-9839
MACTILT

EXPRESS COMPUTER SUPPLIES
2215-R MARKET ST. #292
SAN FRANCISCO, CA 94114
415-864-3026
COLORED PRINTER RIBBONS

KENSINGTON MICROWARE, LTD
251 PARK AVENUE SOUTH
NEW YORK, NY 10010
212-475-5200
ACCESSORIES

MACPACKS
P.O. BOX 3928
KENT, WA 98032
800-228-7042
CARRYING CASES

MICRO-DESIGN
6301 MANCHACA RD.
AUSTIN, TX 78745
800-531-5002
DRIVES-FLOPPY AND HARD

NEC INFORMATION SYSTEMS
1414 MASSACHUSETTS AVE.
BOXBOROUGH, MA 01719
800-343-4419
SPINWRITER LETTER QUALITY
PRINTER

NEW IMAGE TECHNOLOGY, INC.
10300 GREENBELT RD.
SEABROOK, MD 20706
301-464-3100
MAGIC CAMERA INTERFACE

OMNIUM CORPORATION
210 N. SECOND ST.
STILLWATER, MN 55082
612-430-2060
MINI-PRINTER STAND

QUARK INCORPORATED
2525 W. EVANS #220
DENVER, CO 80219
303-934-2211
QC10 HARD DISK

TECMAR, INC.
6226 COCHRAN RD.
SOLON, OH 44139
216-349-0600
MAC DRIVE



Index

A

Alarm Clock:

- copying, 48
- printing, 47–58, 50
- setting the alarm, 47
- setting the date, 46–47
- setting the time, 47

B

Brochures, designing, 93

C

Calculator:

- cutting and pasting, 52–55
- using the keyboard, 52

Chaining documents for
printing, 80–81

Clip Art, 92

Close command:

- vs. Save and Save As, 25–28

D

Desk accessories:

- Alarm Clock, 46–50
- Calculator, 52–56
- Control Panel, 56–57
- Key Caps, 56
- Note Pad, 50–52
- Scrapbook, 29–46

Desktop pattern, 56–57

Disk:

- creating for daily work, 2–7
- creating for storage, 7–9
- directory, 1, 6
- initializing, 2–3
- renaming, 10
- start-up, 6

Disk (*Continued*)

- storage capability, 6
- window, 15

Disk Copy program, 7

Disk drive, external, 7

Double-click, adjusting speed of,
57

Dummy documents, 66–72

E

Empty Folder, 4

- duplicating, 15

F

File Management software:

- for profit, 94–95

- tips on purchasing, 99–101

Financial Analysis software:

- for profit, 94–95

- tips on purchasing, 102–3

Flyers, 93

Folders:

- copying documents, 15–16

- managing a disk's contents, 15

- naming, 20

- rearranging, 23

- subdividing, 16–23

Font menu, MacWrite, 81–84

G

Game software, 91

Greeting cards, 90

H

Hangman, 88–89

Hard disk, 11–13

Hide Rulers command, 59

I

Insert Ruler command, 59

K

Key Caps, 56

M

MacWrite:

- copying to a work disk, 4

- document length limitations,
74–81

- fonts and styles, 81–84

- headers and footers, 73

- rulers, 58–73

Multiple-part documents,
74–81

N

Note Pad:

- creating disk directories,
51

- limitations of, 50

- printing, 51

Q**Quit command:**

- purpose, 23
- remaining within an application, 24
- vs. Close, 23
- when to use, 25

R**Rulers:**

- copying, 65
- creating dummy documents, 66–72
- Hide Rulers command, 59
- Insert Ruler command, 59
- making margin adjustments, 65–66
- Show Rulers command, 65
- using Return key, 59

S**Save As command:**

- vs. Close and Save, 25–28

Save command:

- vs. Close and Save As, 25–28

Scrapbook:

- clearing images or text from, 33
- constrained images in, 32–33
- copying to a MacPaint document, 45–46
- retrieving MacPaint image, 33–38

retrieving text created under

MacWrite, 39–44

scrolling through, 32

selecting an item from, 33

storing MacPaint image, 30–33

storing text, 38–39

Selecting:

an area to receive an image in MacPaint, 45

a desktop pattern, 56–57

an equation for pasting into the Calculator, 52–55

entire MacWrite document, 83–84

an image from the Scrapbook, 33

an image in MacPaint, 31

to move an image after being pasted, 38

a ruler for cutting or copying, 65

Show Rulers command, 65

Size boxes, 37–38

Storage disk:

- creating, 8–9
- definition, 7
- duplicates, 9
- retrieval of documents from, 8–9

Switching disks, 85

System Disk:

- creating a duplicate, 7
- original, 2

System Folder, 2

copying to work disks, 4

T

Tic Tac Toe, 86–88

U

Unselecting, 85

V

View menu, 1

W

Work disks, 2–7

TIPS AND TECHNIQUES FOR THE **MACINTOSH** C.O.M.P.U.T.E.R

Susan Sutphin

Here is a useful and valuable compilation of tips and techniques for Macintosh owners. Whether you are a first-time or experienced computer user, you will find many helpful hints on how to integrate the Macintosh into your daily environment, taking full advantage of this computer's many excellent built-in features.

Included are tips and techniques on disk management, the Apple menu, MacWrite and MacPaint, and tips for fun and profit. The author also includes a chapter that will aid you in making the right decisions when purchasing software. The author has drawn on her own personal experiences and presents her tips and techniques in an *easily referenced format*, making this book a *valuable reference source*.

PRENTICE-HALL, INC., Englewood Cliffs, N.J. 07632



ISBN 0-13-922170-0

TIPS AND TECHNIQUES
FOR THE
MACINTOSH
C·O·M·P·U·T·E·R

Susan Sutphin

Here is a useful and valuable compilation of tips and techniques for Macintosh owners. Whether you are a first-time or experienced computer user, you will find many helpful hints on how to integrate the Macintosh into your daily environment, taking full advantage of this computer's many excellent built-in features.

Included are tips and techniques on disk management, the Apple menu, MacWrite and MacPaint, and tips for fun and profit. The author also includes a chapter that will aid you in making the right decisions when purchasing software. The author has drawn on her own personal experiences and presents her tips and techniques in an *easily referenced format*, making this book a *valuable reference source*.

PRENTICE-HALL, INC., Englewood Cliffs, N.J. 07632



ISBN 0-13-922170-0