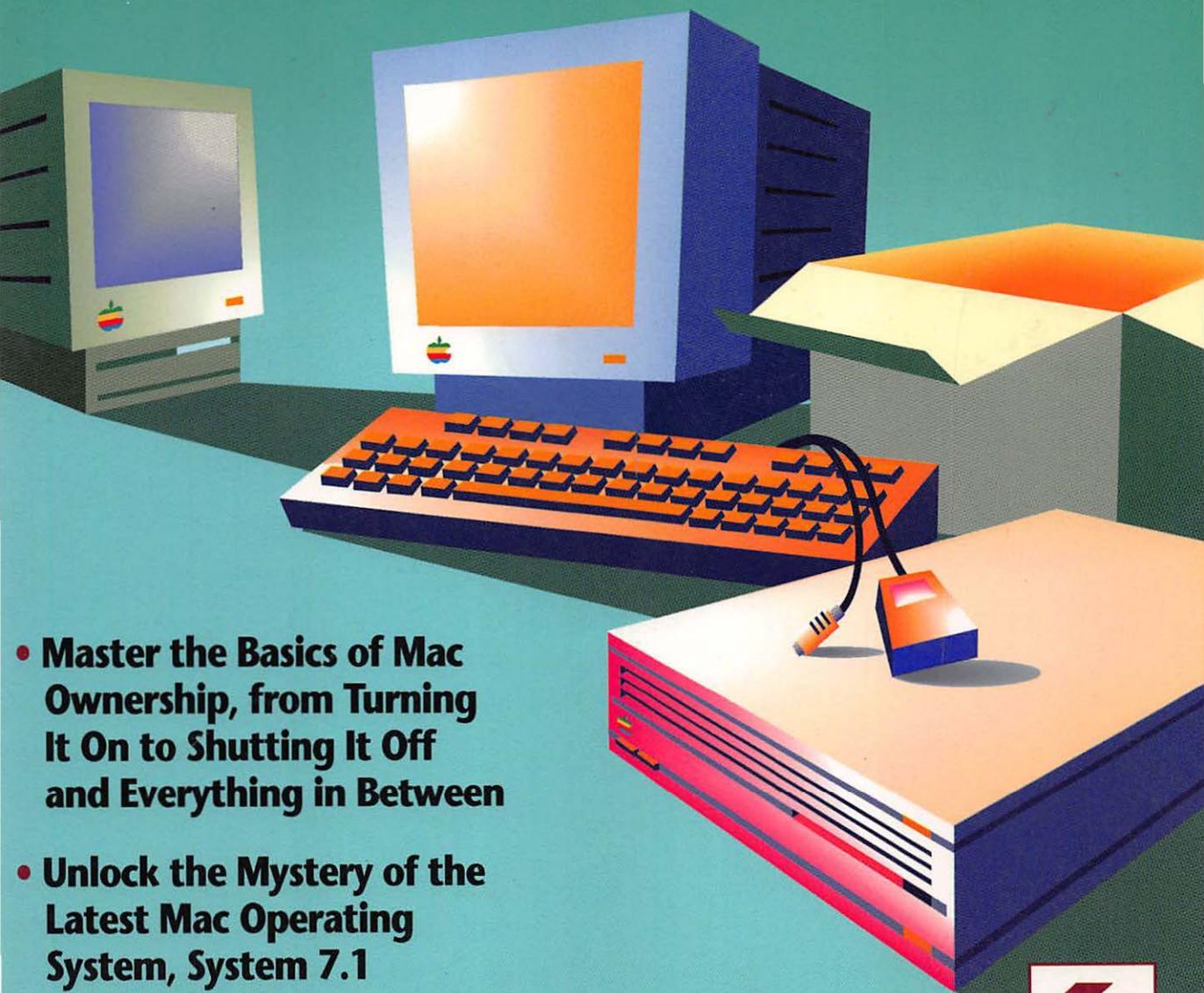


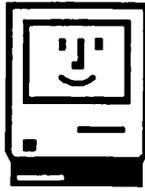
Your First Mac[®]

Tom Cuthbertson



- **Master the Basics of Mac Ownership, from Turning It On to Shutting It Off and Everything in Between**
- **Unlock the Mystery of the Latest Mac Operating System, System 7.1**
- **Get a Handle on the Latest Programs for Your Mac**





Ten Ways to Keep Your Mac Smiling

The following list tells you ten easy things you can do to make sure your Mac gives you a smile every time you start it up and keeps working well as you use it.

one

Plug everything in firmly, and keep things plugged in as you use your Mac.

Keep the power cord and all the cables to your keyboard, mouse, external hard drive, printer, network, and any other devices plugged in all the way, all the time. Don't unplug and replug things while the Mac is running. See Chapter 1 for details.

two

Shut down the Mac before you turn it off.

Choose Shut Down from the Special menu when you are in the Finder BEFORE you turn off the power switch on the back of the Mac. See Chapter 1 for details.

three

Keep the Mac still while it is on.

Don't move the Mac around while the power is on. If you happen to give it a jolt or jostle while the hard disk is whirling around, you can do major damage and lose all the data on the hard disk. Although PowerBooks seem to be movable, you must be careful with them, too; they have hard disks that can be damaged by rough handling. Don't move your printer around while it is on, either, particularly if it is a laser printer.

four

Do one thing at a time.

Any time the Mac takes a moment to carry out your command, wait for it to catch up before you go on working. Stacking up commands on the Mac can confuse it.

five

Rebuild your desktop once a week or so.

Choose Restart from the Special menu and hold down the ⌘ and Option keys all during the startup process, until you see a dialog box asking you if you are sure you want to rebuild. Click OK in the dialog box. Do it more often if you open and close things often or move lots of things around on the desktop. You lose all comments in the Info boxes for your applications and documents when you rebuild.

six

Defragment your hard disk once a month or so.

Use a utility like the Norton Utilities Speed Disk to rearrange all your documents and applications on your hard disk so the hard disk can work at optimum efficiency. Make sure you back up all your work before you defragment. See Chapter 6 for details.

seven

Keep only ONE copy of the system software in the Mac at a time.

You can have only one System Folder on your hard disk, with one System file in it, and you should not normally put any floppy disks into your Mac that have system software on them. See the "Extra Connections" section of Chapter 1 for details.

eight

Keep your System file small and keep your System Folder tidy.

Keep only the fonts and sounds you really need in your System file, and keep only the most important utilities and extensions in your System Folder.

nine

If you have an external hard drive, make sure it is on whenever the Mac is on.

Start the external drive before you start your Mac and turn the external drive off after you shut down and turn off the Mac. See Chapter 6 for details.

ten

If you have more than one external hard drive, make sure they have different ID numbers.

Set the SCSI ID numbers to be something other than 0 (zero) or 7, and make sure they are different from each other. See "Connect and Initialize the Hard Drive Properly" in Chapter 6 for details.

Your First Mac



Your First Mac[®]



Tom Cuthbertson



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For Colleen!



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Introduction



I would like to introduce you to a computer with a heart.

Meet the Macintosh, the computer that was made for your enjoyment. The whole intent of the Mac is to encourage you to do your best work, and to make working on a computer so easy that anybody can enjoy it.

Why is the Mac so nice to use? Because it was designed by people who cared. Of course, most computers are designed by folks who care about their product. But the Mac designers went beyond that; they didn't just care about the bits, bytes, bells and whistles. They cared about the people who would use the thing. As Mac software whiz Andy Hertzfeld said, "It's the product I want my best friends to have."

This attitude has continued to guide the development of the Mac to this day. With each improvement in the Mac's design—whether the change was to the hardware or to the system software that runs the Mac—Apple engineers have made ease of use their top priority. Now, with the introduction of System 7, the Mac is more powerful and friendlier than ever.

If you have been hesitating about buying a first computer, now is an excellent time to take the initiative and buy a Mac. The Mac is not only more powerful and easier to use than ever, it is also less expensive. In response to falling prices of all other computers, Apple is lowering the prices of its Macintosh line. You can buy your first Mac at a bargain price and be the envy of all those Mac hot-shots who bought their computers several years ago. You'll soon be able to do more things than they can on their old Macs, and do them faster, without spending all the money it used to cost to get into the Mac world.

How This Book Can Help You

This book is an introductory guide to buying and using the Mac. It is designed to help you choose the best Mac and the best computing tools or applications for your work. Once you've purchased your first Mac, it will help you make the most of the Macintosh desktop interface and all the things you can do with it. You can do *so much* with a Mac! Anybody can! No matter who you are or what you do, you can use a Mac to be more productive, more creative, and more self-sufficient. You don't have to be a nerd. You don't have to memorize obscure commands. You just point that mouse and click what you want! And almost anything you want is available on the Mac, from a kid's sketching pad to full-color magazine layout tools, from a button calculator to financial planning tools that can handle a corporation's budget.

A Mac Book for New Users

My goal in this book is to help you do the best you can with your Mac. I want to help you get over that queasy feeling of being intimidated by new things on the computer. In a way, the job is easy; the Mac itself is the best encouragement you could have. It rewards you with positive feedback when you try something new and it works, and it gives you gentle warnings and reminders if you ever try something new that could lead to problems. All I have done in this book is give you helpful advice, so you can make a good start with the friendly Mac.

Help with Buying Your Mac

If you are looking at computers for the first time, I offer you lots of tips and advice as to which Mac you should get for the particular kind of work you do, and I give you information about the applications that will be the best tools for your work. There are brief descriptions of the key Mac models,

printers, and application software. Each of these Product at a Glance summaries tells you who makes the product, what requirements or specifications it has, and what it can do for you, in simple, clear terms. You can make good choices when you shop, without being intimidated by all the options or the sales talk of the vendors.

Help with Using Your Mac

Once you have your first Mac, you can turn to the chapters that tell how to set up and use it effectively, and how to make the best use of the applications you have chosen to do your work. If you take things one step at a time you'll soon feel right at home working on your Mac, without going through a period of being intimidated by every new procedure you learn.

Now, you don't have to be doing any earth-shaking type of work to get that intimidated feeling. I remember my first day with the Mac; I was intimidated every time I pulled down a menu. I was scared I'd blow the thing up or corrupt all the data on it if I released the mouse button when the wrong command was highlighted. I wrote this book to help you overcome that scary feeling.

If you are new to the Mac and computers in general, the first chapters and the simple exercises for each application can help you get past being intimidated by the Mac itself. I encourage you to feel your way into the use of the mouse, the keyboard, and the desktop, and then I show you easy things to do that give you confidence and a sense of how much fun it is to do work on the Mac. After writing a little memo or two and painting a few simple pictures, you'll forget you were ever afraid of menus.

After you have used your Mac some, you still might not be able to get much out of it because you feel intimidated by applications that seem hard to learn. Or the techniques of using the desktop may seem too complex. This book will give you a quick, easy way to get into the powerful features of the Mac and its applications. You can use this book as a springboard, a way to make the leap from just plugging along to really making the most of your Mac.

How the Parts of This Book Work Together

This book has three parts, and they cover things in order, from picking out a Mac to doing your best with applications. But you don't have to plow through the book from start to finish. I wrote each chapter in such a way that you can find and learn just the information you need for whatever you want to do at a particular time. You can look up things quickly, as if you were using an encyclopedia. If you have a question or problem, you can find an answer easily, because each chapter in each part is designed to help you find out what you need to know in order to get on with your work.

At the beginning of each chapter there is a description or explanation of the hardware or software the chapter focuses on. I tell you what this item can do for you and what to look for if you are shopping for the item. Then I give clear example procedures that give you hands-on experience learning how to use the item. Finally, I provide a troubleshooting section, to resolve the most common problems you may have in using the item.

Part One: Introducing the Macintosh

This part of the book gives you a clear, relaxed first view of the Mac: how to choose one, how to start and stop one, and how to use the basic parts of the computer comfortably. There are plenty of simple exercises you can do along the way, so you develop a feeling of confidence as you learn about your Mac.

- Chapter 1 gives you a thorough introduction to the Mac, helps you decide which Mac is best for your needs, and tells you how to set up and turn on your Mac.
- Chapter 2 shows you how to use the mouse, the keyboard, and the desktop. It takes you through the basic techniques one step at a time and helps you master the fundamentals so that all your other work on the Mac will come more easily.

- Chapter 3 tells you how to print things you create on your Mac. It also helps you choose, set up, and maintain the printer that's right for you.

Part Two: Exploring the Mac

This part of the book describes the System 7 software, the almost magical program that runs the Mac interface and helps you do your work and store it. No matter what you do on the Mac, your efforts will depend on the workings of the system software described in Part Two. You may not want to learn every detail in this part of the book right at first, but you can keep referring to the section to increase your power as a user.

- Chapter 4 covers the basic techniques for using applications and documents. Applications are the tools for your Mac work and documents are the products of your work on the Mac. You learn how to install and start applications, how to find and open documents, and how to switch between application and document windows as you work.
- Chapter 5 tells you how to organize your work on the Mac desktop. You learn to put all your documents in well-organized folders, so you can find things easily and move quickly from one item to another.
- Chapter 6 explains how to use hard and floppy disks to save your work. You also learn how to take care of your disks so that you'll never lose any important files.
- Chapter 7 shows you how to manage your Mac's memory. Each Mac has only so much, and you learn how to make the most of what you have.
- Chapter 8 is about customizing your Mac so it looks, sounds, and works just the way you want it to.

Part Three: Applications for the Mac

The third part describes the tools you can use to do the special kind of work you choose on the Mac. Once you have the Mac basics down, you can branch

out to work in whatever applications suit you, and you can take advantage of the application that will help you most. Just read the chapters that apply to your needs, and forge ahead. The sky is the limit.

- Chapters 9 through 15 cover all of the basic types of applications you can use on the Mac. Each chapter tells you how to pick the application that will work best for you and how to start doing your work with it. There are chapters on word processing, page layout applications, painting and drawing applications, spreadsheets, databases, and money management applications. There is also a chapter that explains how to combine different kinds of work from different applications in a single, integrated document.

Some Special Help along the Way

As you learn about the basics and then develop your own special field of Mac expertise, you may have some problems. The Mac is wonderful, but it is not perfect. Both the Mac and the software that runs on it were made by humans like you and me, and we all make mistakes. To take care of the problems you may encounter, there are troubleshooting sections at the ends of all the chapters. Whenever you have a problem, look at the end of the chapter that deals with what you are doing and see if your problem is covered. If it isn't covered in that chapter, look in the index; it might be covered under a different heading. With a little patience and effort, you can usually get the Mac running smoothly again in a matter of minutes.

The illustrations in this book are intended to be supportive of the text, but they are not meant to limit what you do at all. Many were made by taking pictures of what was on my Mac's screen. They may look a bit different from what you see on your Mac. My Mac shows shades of gray, so lots of things look three-dimensional on it; if your Mac shows only black and white, you won't see all those little shadows and shapes to the objects on the screen. The examples of data are my own inventions, too. You should come up with examples that work best for you and are fun for you. If your screen looks a bit different from mine for one reason or another, don't let the different scenery throw you; the basic workings of the Mac behind the scenery are the same.

In fact, the key to using this book and your Mac is to keep trying things, even if they seem a little new and different. The Mac will reward your efforts. That's why I say it is a computer with a heart: It encourages you to do your best. And my greatest hope is that this book can give you the same sort of encouragement.

Part One

Introducing the Macintosh



The first part of this book is an introduction to the Macintosh for new users. You'll start by learning about the Macintosh hardware (the pieces of machinery you set down on your desk) and software (the programs that go in the machinery and make it do what you want). You'll also learn how to set up your Mac and get it running.

Then you'll explore the basic techniques for using the Mac: how to use the mouse and the keyboard, how to maneuver around on the desktop that appears on the screen, and how to tell the Mac to do things. Finally, you'll learn how to print documents you produce on the Mac.

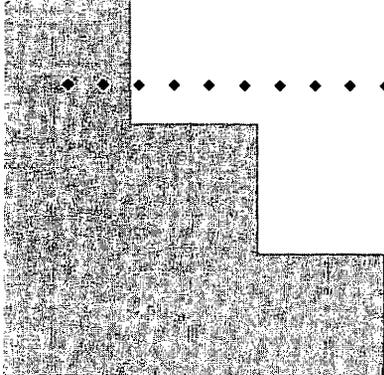


Meet the Mac



Featuring

- ◆ What's inside your Mac and how it works
- ◆ Which Mac is best for your needs: compact, modular, or PowerBook
- ◆ How to set up your Mac so it's well-connected and ready to use
- ◆ Starting, shutting down, and turning off the Mac
- ◆ Setting up the Mac's hard disk if it isn't set up already
- ◆ Troubleshooting problems with setup and starting your Mac



First Steps

To decide which Mac you should buy: 8

You should learn the basics of how a computer works and what it does. Then you can think about what your real and immediate needs are. Decide what jobs you need to do with the computer, and how much you can spend. Then compare the different models, keeping in mind that the faster the CPU (the processor chip) is, the more RAM (memory) a computer has, and the more space it has on its hard disk, the more you will be able to do with it.

To set up your Mac: 13

First you need to unpack all the components (if they are still in the boxes) and make sure the components are all there and in good condition. Then make sure the power switch on the Mac is set to Off. Once everything is prepared, plug the power cord into a grounded, surge-protected outlet. Connect the keyboard, mouse, and (if necessary) monitor to the computer, and connect anything else you need to, such as a printer or an external hard drive.

To turn on your Mac: 17

Turn on any external devices such as a printer or hard drive, then turn on the Mac's power switch and (if necessary) the monitor. If you don't turn the external devices on first, the Mac can't recognize them when it is starting up, so they don't become available to you.



CHAPTER 1

To shut down and turn off your Mac: 18

Remember to save your work in any applications you are using before you shut down or turn off your Mac. When you have saved your work, quit the applications. Then choose Shut Down from the Special menu. When you see the dialog box that says it's safe to do so, you can turn off the Mac's power switch and (if necessary) the monitor. Finally, turn off any external devices you have been using, such as a printer or hard drive.

To set up your hard disk so the Mac runs off it instead of off floppy disks: 20

First turn your Mac off, then insert the Install 1 floppy disk and turn the Mac on. A welcome window appears, and you click the OK button in it after reading the message. Soon a large dialog box appears, with choices for installation. After you make sure the hard disk you want is selected (you click the Switch Disk button to select a different disk), you can click the Install button in this dialog box. The installation program takes over. You just insert the floppy disks that the installer requests. At the end of the installation process a dialog box should appear, telling you that installation was successful.



the more it costs, and the more your Mac costs. Exception: Newer Macs tend to have quicker CPUs, even the cheaper models. People use all kinds of complex jargon and empirical details to describe how fast the CPU works, but the concept is simple: Cheap old Macs are slow, new Macs are quick, and pricey new Macs go like blazes.

The *memory* is the part of the computer that remembers things. There are several types of memory, but for your purposes Random Access Memory (RAM) is the key. Your Mac's CPU needs memory it can use any time it wants, and that's what RAM is.

The more RAM your Mac has inside it, the more it can remember as it works on things. If your Mac doesn't have enough RAM, it works slowly, just as you write slowly if you keep forgetting the meanings of words you want to use. If you don't have much memory in your Mac, you may not be able to open more than one program at a time. There is a vital difference between your memory and your Mac's, though. You can go to sleep and wake up in the morning and still remember *most* of what you had in your memory the day before. When you shut down your Mac for the night, everything in the RAM disappears.

Floppy Disks and Hard Disks

Since your Mac forgets everything in the RAM when it's off, there has to be a place where your Mac can store things permanently. This is called disk storage. If you want to keep something from disappearing when you turn your Mac off, you save it on a disk.

There are two basic types of disks. *Floppy disks* go in a floppy disk drive slot at the front of your Mac, or in an external floppy disk drive that plugs into the back. A floppy disk drive is sort of a cross between a record player and a cassette player/recorder; it can write things onto the floppy disk and read things off it. It works much faster than a record player, though. A floppy disk can hold a fair amount of stuff, like a book's worth of text.

There are also *hard disks* (sometimes called hard drives; the disk and the drive mechanism are usually all in one unit). Hard drives can be internal, inside the Mac, or external, sitting next to the Mac or under it. A hard disk can hold much more than a floppy disk, like a personal library's worth of text, or more. Hard drives read and write data faster than floppy disk drives, too. Needless to say, the bigger a hard disk you have, the less you'll have to shuttle those

The Color Classic

Manufacturer:
Apple Computer, Inc.

System Specifications (Basic Model):
CPU: 16MHz 68030
RAM: 4MB
Hard Disk: 80MB

Description:

Although it is a descendent of the original Macintosh, and is about the same size and shape, the Color Classic is different in many ways. It has (at the time of this writing) a 16MHz 68030 CPU, and the basic model comes with 4MB of RAM and an 80MB hard drive. It has an expansion slot for instant upgrades or accelerators, and most important, it has color.

The design is new, too. It uses up a space on your desk that is about 10 inches by 12½ inches, and it is 14½ inches tall, so it is just a bit bigger than the old compact Macs. It has a larger bezel around the color screen, so the flat front of the Mac looks bigger, too; the rest of it has a rounder look, though, and there are those cute little round feet. The whole effect is like a squatting basset hound with a very flat face.

The Color Classic is much faster than the original Mac, but not as fast as most other current Macintosh models. The Color Classic is best suited to word processing, simple paint applications, and educational games that are fun to play in color. It costs about a third again as much as the least expensive compact Macintosh.

Modular Macs

These Macs are made up of several components, or modules, as opposed to the all-in-one-box compact models. You can use either a color or a monochrome monitor with any of the modular models. They all have one or more slots for expansion cards, which can be used to extend the Mac's power or to allow the use of Apple IIe software. The expansion slot can also be used to attach another monitor or to attach your Mac to an Ethernet network. Figure 1.2 shows a modular Mac.

There are some modular Macs with relatively slow CPUs, and others that are about as fast as desktop computers can get. Most models come with RAM that is only adequate for basic use, but all allow for easy addition of RAM. The main differences between the models are the speed of the CPU, the degree of expandability, and the power of the color video support. Some models are well suited for desktop publishing, others are good for number-crunching, and still others are perfect for high-resolution, large-scale color graphics editing.

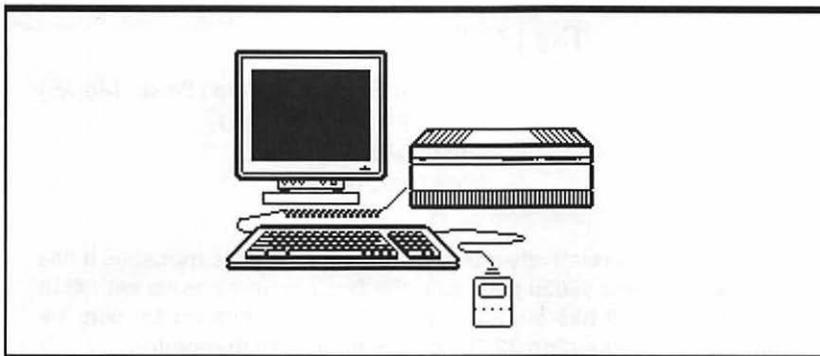


Figure 1.2

A modular Mac

The most expensive modular Macs are powerful enough to use as network servers on big Ethernet/AppleTalk networks, or they can be used as workstations for scientists, engineers, and high-tech designers who use three-dimensional applications or multicolored formats. The CPU of a high-end Mac can be more than ten times as fast as some of the older compact models.

The options for the top Macs are staggering. For example, some can carry more than 200 times as much RAM as the old Mac plus came with, and they can have more than a gigabyte of data stored on a hard disk inside; SCSI ports allow for almost unlimited external storage. They support all kinds of different monitors, including many made by companies other than Apple.

PowerBook Macs

PowerBook Macs, like the one in Figure 1.3, are at a different extreme from the high-end modular models. They are masterpieces of miniaturization. They pack a surprising amount of power for their size, but they definitely have limits.

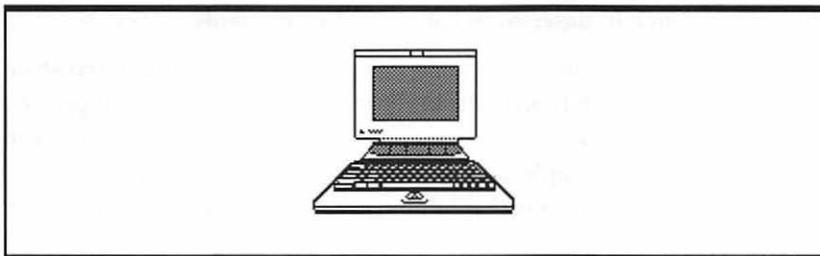


Figure 1.3

A PowerBook Mac

The LC III

Manufacturer:
Apple Computer, Inc.

System Specifications (Basic Model):
CPU: 25MHz 68030 CPU
RAM: 4MB
Hard Disk: 80MB

Description:

This is the Mac for all seasons. It is relatively powerful and relatively inexpensive. It has (at the time of this writing) a 25MHz 68030 CPU, and the basic model comes with 4MB of RAM and an 80 MB hard drive. It has built-in support for 256 colors on 13-inch, 14-inch, and 16-inch monitors, or a whopping 32,768 colors on a 12-inch monitor.

The LC III is fast enough to handle all business and desktop publishing applications, and it can churn through some of the more demanding graphics and number-crunching applications if you put an appropriate accelerator or coprocessor in the expansion slot. By the way, you can put all kinds of expansion cards in that slot, for everything from running Apple IIe software to running the LC III at a blistering 50Mz. But it isn't a big, cumbersome machine. It takes up a space on your desk that is about 12 inches by 14½ inches, and the total height is about 15 to 16 inches, depending on which monitor you use.

The LC III is suited to almost all kinds of computer work, other than very demanding graphics and math applications. It is so popular that it will be around for years, and it is so easy to upgrade that you can count on it to grow with your needs and the growth of computer technology. Such a deal.

The lowest priced PowerBooks are slowish, have only a small hard drive (20MB–40MB) and smaller, less readable screens than some other portables.

The more expensive PowerBooks are faster, have higher capacity hard drives, and clearer, larger displays. However, most cannot be expanded easily, nor can you add RAM easily. Many cannot display color or grayscale graphics. Also, they have a slightly undersized keyboard, which takes a while to get used to if you are a touch-typist, and the touch is unusual—somewhat squishy compared to the crisp feel of most Mac keyboards.

Instead of the mouse, the portable and PowerBooks have a built-in trackball. It is a ball in a socket in front of the keyboard. You use it to move the pointer, and you use the buttons next to it to click. The trackball is used as a way to keep the whole unit simple, and to save the space it takes to use a mouse. Some users don't like the trackball as much as a mouse, but others find it easy to adapt to.

Overall, PowerBook Macs are best used to fill special needs, like recording changes in financial data or writing text while you are on an extensive trip with many stopovers. Jet-set executives love them. So do globe-trotting journalists.

Product at a Glance

The PowerBook 180

Manufacturer:
Apple Computer, Inc.

System Specifications (Basic Model):
CPU: 25MHz 68030
RAM: 4MB
Hard Disk: 80MB

Description:

This Mac is for those who fly first class. And who fly a lot. I get around on a bicycle, for the most part, so the PowerBook 180 reaches beyond my needs and has a price tag beyond my means. But I admire it. It zips through work with its 25MHz 68030 CPU. The standard model comes with 4MB of RAM and an 80MB hard drive, but if I were getting one, I'd go for the 8/120 option. There aren't any expansion slots in PowerBooks, but the 180 can do all of the word-processing, spreadsheet, and presentation work that business people do, with agile grace and ease. Your work appears in gorgeous, clear, grayscale images on the 180's active matrix screen, and if you want to do a color presentation for a group, you can plug a color monitor into it and get on with the show. The 180 has built-in support for 256 colors on a 16-inch monitor. You can install a fax modem right in your PowerBook for communication with the home office or makeshift printing.

The 180 is the same size as the other PowerBooks, 11.25 inches by 9.3 inches by 2.25 inches, and it weighs less than 7 pounds. Wow. It really is a wonderful, powerful little computer. The one drawback is that all its power uses up batteries quickly. Get the best batteries you can find, always carry at least one extra, and make sure your battery charger is top-quality. You can do various tricks to extend battery life, but the best rule is to plug in the PowerBook whenever possible. There are some airlines that provide outlets for you to plug your PowerBook into. Of course, that's only on first class.

Setting Up Your Mac

The first thing you'll notice as you unpack any Mac is that it looks simple; there aren't hundreds of indescribable little parts and connectors that you have to put together. And there are very simple instructions for hooking things together, in the setup booklet. Follow those instructions and within about ten or fifteen minutes you'll have your Mac all connected and ready to



If you have PowerBook Mac, you may wonder how to turn the thing on. In most cases, you can just press any key to power up. If that doesn't work, see the owner's guide.

No matter which model of Mac you have, if you have any other extra things to connect to it, such as an external disk drive, a printer, or a network cable, see the "Extra Connections" section below.

Extra Connections

By itself, a Mac is a somewhat limited machine. But you can hook all kinds of things up to it. Many are self-explanatory, such as trackballs and stylus pointers that replace the mouse, or modems that plug into the modem port (the socket with an icon that looks like a telephone), or printers that plug directly into the printer port. Just do your plugging in *before* you turn the Mac on, follow the instructions for the item you are connecting, and make sure you have the software to make use of the hardware you are connecting up.

There are some extra connections that take a little extra know-how, however. If you are connecting your Mac to a network or an external hard drive, use the following tips to make sure you set up the connection correctly.

Connecting to a Network

To connect your Mac to a network, or to connect a laser printer via network cabling, you have to have the right kind of connector and cables. For some networks, you also need to install an expansion card in your Mac. The simplest kind of network, an AppleTalk network, doesn't require any hardware or software changes to your Mac at all. Just get a connector that will attach the network cable to your printer port (the socket with the little printer icon above it) on the back of your Mac. Apple sells connectors and cabling for AppleTalk networks (they call the hardware LocalTalk), but there are much cheaper cabling and connector options, such as the Farallon PhoneNET stuff, and the many clones of PhoneNET. These cheaper alternatives use standard phone cabling and connectors, which actually stay plugged in more reliably than the LocalTalk connectors.

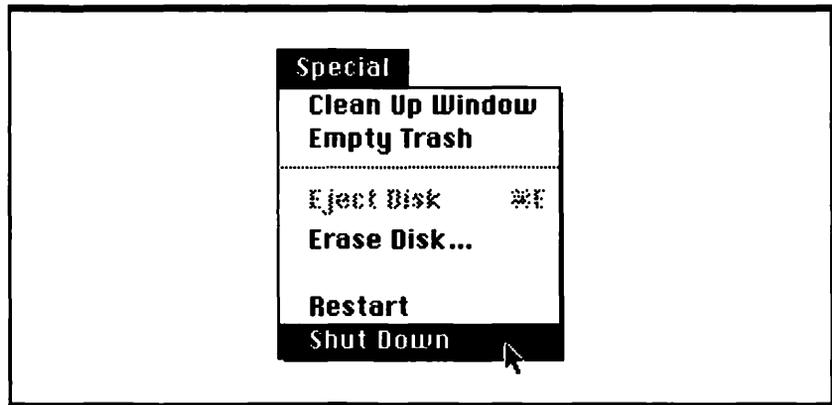
A good, inexpensive network lets your Mac do much more; it can reach out to printers, other users, shared information sources, and large storage devices or servers, where you can keep big files so you don't fill up your Mac's hard drive. If you are connecting a LaserWriter or any other laser printer that

made to encourage us, the people who use it. Some other computers are not so nice.

Shutting Down Your Macintosh

When you are through working on the Mac, you need to shut down the system software before you turn the computer off. If you are looking at the desktop, pull down the Special menu as shown in Figure 1.5, and choose Shut Down.

Figure 1.5
Shutting down your Mac



Warning

NEVER turn off the Mac without saving the work you are doing and shutting down! If you don't save your work first, it is lost when you turn the Mac's power off. For information on saving, see Chapter 4.

If you need more information about the desktop and how to use menus, see Chapter 2, "Meet the Mouse and the Desktop." After you choose Shut Down, the screen goes black. Some modular and PowerBook models turn themselves off automatically. Lower priced modular Macs and compact models show you an alert box, telling you that it is now safe to switch off your Macintosh. Press the on/off switch on the back of the computer to turn the power off. If you have an external hard disk drive or printer, you can turn it off after turning off the Mac. If you have a portable Mac, all you have to do is choose Shut Down from the Special menu, and the computer turns itself off. If you want to put your PowerBook in the half-off state that you get when you use Shut Down on other Macs, choose Sleep from the Special menu.

Troubleshooting Hardware and Installation Problems

The following sections discuss the problems you can have in installing and starting up your Mac.

Mac Doesn't Start Up

The screen stays dark and you don't hear any startup beep or whirring of the hard drive. Like, you turn the switch on, and NUTHIN' happens. The Mac is not getting power. Check that the power cord is plugged in firmly. You'd be amazed how many people call Apple Support every day in a cold sweat, ranting about how their Mac has died, only to discover that it isn't plugged in right. Test the outlet by plugging a lamp or something into it to make sure you are getting power there. Try turning the computer's power switch off and then on again.

If none of these things help, you either have a bad connection or a broken power supply in your Mac. If you can get another power cord for the Mac and swap it with yours, try that. No luck? Then it's time to take the Mac to a repair shop.

If you have an early Mac Plus, you may have lots of power supply failures unless you make sure the voltage is set to exactly 5 volts. Tell the shop to adjust the potentiometer to *precisely* 5 volts after they have replaced the power supply and warmed up the Mac for the first time to test it. You can also put a fan in your old Mac Plus to keep the power supply unit cool, but that means it will no longer be silent.

Screen Stays Dark

The Mac beeps after you turn it on, and you hear the disk drive whirring, but nothing shows up on the screen. Something is wrong with your display. If you have a modular Mac with a separate monitor, check that the monitor is plugged in and turned on. Most monitors have a little light that goes on when you turn them on.

big window, but it is to the side of me and the Mac. I can look out at the sunlight filtering through the trees, but the sun can't shine directly on the screen or in my eyes. It is easiest to avoid glare if you work in a room with a north-facing or east-facing window.

Gray Waves Fluttering across Screen

You looked at your Mac from across the room and saw strange gray shadows fluttering in waves up and down the screen. Not to worry. You are not seeing ghosts. You are just seeing harmonic patterns of light and dark as they play tricks on your eyes' nerve endings. If you ever see these fluttering forms when you are sitting right in front of the Mac, you should either see your qualified Mac technician and get the display fixed, or see your eye doctor.

The Happy Mac Does Not Appear

Your Mac is having trouble getting going on the system software that is available to it. You can tell more or less what the problem is by what icon you see instead of the Happy Mac.

If You See an X Icon: If you see a disk icon with an X on it (like the one in Figure 1.7) and the floppy disk you put into the disk drive spits out, it just means that the floppy disk didn't have a System Folder with the system software in it. If you wait a moment, you should see the question mark disk icon. Then, if there is a System Folder with the system software on your hard disk, you'll soon see the Happy Mac.

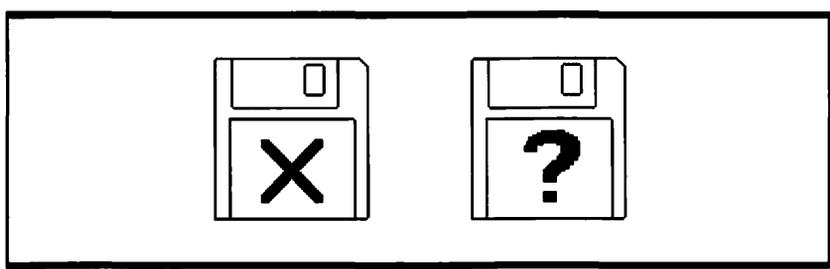


Figure 1.7
The X and ? disk icons

Where the Mac Looks for System Software at Startup

If you don't see the Happy Mac at startup, your Mac is having some problems finding the system software it needs to run. The problems may depend on just where the Mac is looking for the system software. The following list tells the particular order of the places where the Mac looks. You should check things out in this order, too.

1. Its own floppy drive (the internal floppy drive).
2. Its own second floppy drive if it has two internal floppy drives.
3. The external floppy drive if you have connected one to your Mac.
4. The hard disk you specify in the Startup Disk control panel; you can only change this if you have more than one hard disk connected to your Mac.
5. The external serial (as opposed to SCSI) hard drive. It is very unlikely that you'll have one of these; they are so slow they are almost extinct.
6. The internal hard disk, or, if you have no internal hard disk, the external SCSI drive with ID number 0.
7. Other external SCSI drives with ID numbers 6 through 1, in that order.

If the Mac finds no system software after trying all those devices, it waits 15 seconds and goes back to its own internal floppy drive for a second try.

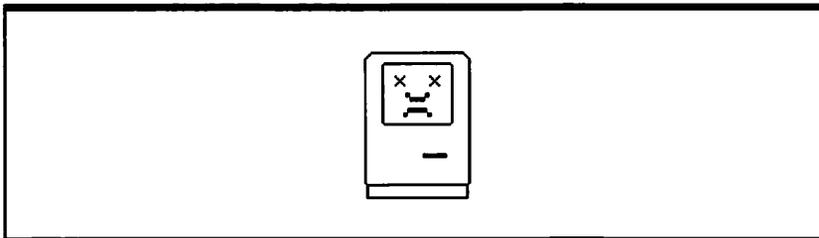
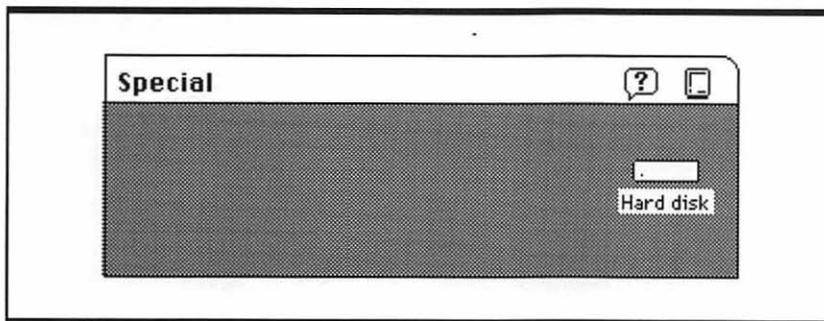


Figure 1.8
The Sad Mac icon

**Figure 1.9**

The upper right corner of desktop with hard disk icon

Then turn it back on. If it's an external hard drive, make sure it is plugged in, turned on, and connected to the Mac correctly. Then choose Restart from the Special menu. If the hard disk is your startup disk, turn off the Mac and wait a minute. Then insert a startup floppy disk, and start the Mac again. If the hard disk icon appears, reinstall the system software on the hard disk.

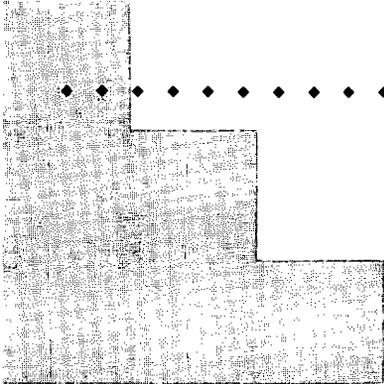
If you have more than one hard disk, check the ID number of any external hard disk to make sure it is not the same as the internal hard disk or the computer. For more information on this identity crisis, see the end of the “Extra Connections” section earlier in this chapter.

Meet the Mouse and the Desktop

.....

Featuring

- ◆ An introduction to the mouse and the Mac desktop
- ◆ Using the mouse to point at, click, open, and drag things
- ◆ Choosing menu commands with the mouse and keyboard
- ◆ How to work with text; entering, selecting, deleting, editing
- ◆ How to show and hide help balloons
- ◆ How to work with windows; selecting, moving, sizing, zooming, scrolling
- ◆ How to select, move, and open icons in windows
- ◆ How to use the Trash; dragging things to it, opening it, emptying it
- ◆ Using dialog and alert boxes
- ◆ Troubleshooting problems with the mouse and desktop



First Steps

To select or open an icon: 35

Grasp the mouse between your thumb and fingers, letting your index finger float above the mouse button. When you move the mouse, the pointer moves in the same direction, as long as you keep the mouse's cable pointing away from you. To select an icon, you place the tip of the pointer on it and click the mouse button. You do the same thing but click the button twice quickly to open the icon.

To move an icon: 36

Place the pointer on the item, press the mouse button down and hold it down, then move the mouse the way you want the icon to move.

To choose a menu command: 36

Place the tip of the pointer on a menu title and drag downwards, releasing the mouse button on the command you want. Once you are familiar with the commands, you can use the **⌘** key and other keys on the keyboard as shortcuts for them.



The mouse is the little box you push around to make the arrow move on the screen. The desktop is everything you see on the screen. These are the fundamental parts of the Macintosh *interface*, which is simply the means by which you talk to the computer. You can also use the keyboard, but if you have done any typing at all, it is pretty self-explanatory.

It is the mouse and the desktop that separate the Mac from most other computers. Other computers began by depending on the keyboard and clumsy, hard-to-remember commands. Some have made interfaces that imitate the Mac, but even these are relatively clumsy. The Mac mouse and desktop were designed to work beautifully together, from the start. They make it easy to give commands and make choices that tell the machine what to do.

This chapter tells you how to get good at using the fundamental tools of the Mac interface. It's worth the trouble to really get the basics right, because you use the same tools all the time on the Macintosh, no matter what application you work with.

If you are new to Macs and have the Macintosh Basics icon on your hard disk or on a separate floppy disk, double-click (click the mouse button twice, quickly) on the icon to start up the program, or get a Mac user to start up the program for you. You will be treated to a leisurely, clear introduction to the mouse, the desktop, and the basic techniques for using them. If you don't have the Basics program, or if you lost it and want a quick reminder of the fundamental Mac tools and techniques, here they are.

Introducing the Desktop

The *desktop* is what you see when you turn the Mac on and it is ready to use. It is what the Finder (that magical piece of wizardry in the system software) shows you. It is called a desktop because you do things with it that you would normally do on a desk. Figure 2.1 shows a sample desktop and its basic elements. Although your desktop may look somewhat different from this one (if you start up from a hard disk, for instance, you won't see a floppy disk icon

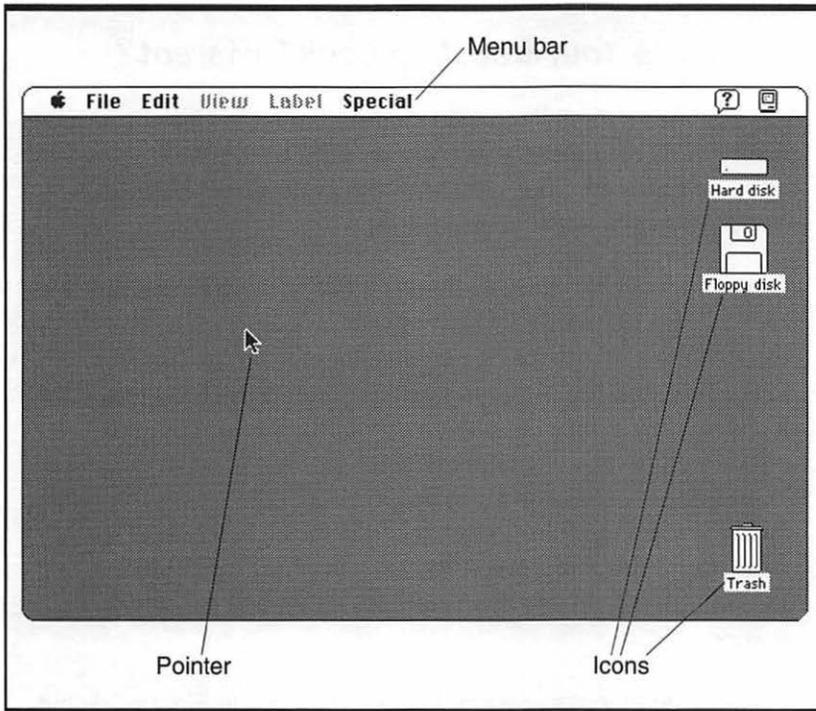


Figure 2.1
Key elements of the Macintosh
desktop

until you insert a floppy disk), the menu bar, icons, and the pointer are always there. These elements of the desktop have clear, practical purposes and uses:

- The *menu bar* contains the titles of the menus you can choose from.
- *Icons* tell you what places are available to you for storing things, what tools are available for you to work with, and what things your work has produced.
- The *pointer* points at things so you can choose them, move them, look inside them, start using them, or close them up and put them away. It's a very powerful little gadget.

The desktop is created by the Finder, which is the part of the Macintosh system software that helps you find whatever you need to do your work. Whenever you are looking at the desktop, you are “in” the Finder. If this book or some Mac guru tells you to go to the Finder, they don't mean anything deep or cosmic. They're really just telling you to change your view to the desktop. For more information on going to the Finder, see “Desktop Views” in Chapter 4.

Does Your Desktop Look Different?

You may see something a little different from the desktop in Figure 2.1. This may mean that you are using a simplified version of the desktop, or an older version of the system software. You can tell by looking for some specific clues.

If you can see only three menu titles, File, Edit, and Special, and there are two big manila folder type windows on the screen, one for Applications and one for Documents, then your Mac has At Ease, a simplified desktop. At Ease lets you start applications and open documents by simply clicking on them. But it makes it hard to do anything other than what the manager of the system wants you to do. At Ease is usually on Macs that are connected to a network, or used by many people, under the control of a manager or administrator. See this person to find out which applications and documents you can use, then just click away, and you can go right to work.

If your desktop looks more or less like the one in Figure 2.1, but there is no balloon with a question mark near the right end of the menu bar, then your Mac is running on a version of the system software prior to System 7. Some of the procedures you use will be different from those described in this book. You will also notice minor differences in icons and titles for screen objects in the text of the book. Most procedures are similar, however, so you can still use our text and illustrations as guidelines.

Using the Mouse

The mouse is the primary tool you use to control the Mac. Fortunately, it's easy to use. Just hold the mouse with the cable pointing away from you. Grasp it gently with your thumb on one side and your other fingers on the

other side, but leave your index finger hovering over the button, ready to click at any time.

Now move the mouse, and notice how the on-screen pointer moves that direction, too. You can move the mouse from side to side and up and down, but don't twist it; keep the cable pointing directly away from you at all times. Twisting the mouse makes the pointer move in strange and unpredictable ways. As you move the mouse, slide the heel of your hand along the surface of the desk or mouse pad. If you don't have a mouse pad, get one with a firm, clean, textured surface. It improves the responsiveness of the mouse, and keeps it clean and smooth-running.



The mouse pointer has a hot spot that you have to place on or over any screen object you want to take an action on. Usually the hot spot is at the tip of the pointer arrow.

Selecting, Dragging, and Opening Icons

To take an action on the Mac desktop, you often begin by selecting an icon. To select an icon, move the pointer tip over the icon, then hold the mouse still and press and quickly release the mouse button. The mouse button clicks and the icon becomes highlighted (the dark areas become light, and the light areas dark). For example, if you select the Trash icon in the lower right corner of the desktop, it turns dark, as in the left panel of Figure 2.2. In Macintosh manuals, selecting is often referred to as *clicking* or *highlighting*.

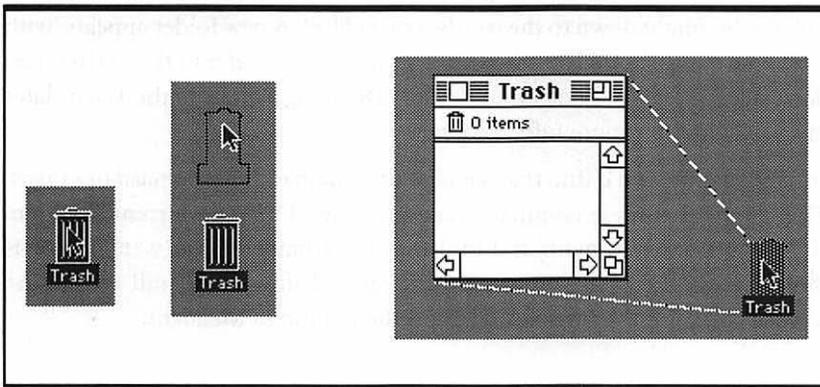


Figure 2.2

Clicking, dragging, and double-clicking the Trash icon

⌘-Key Shortcuts

If you use a command often, you can memorize the keyboard shortcut for the command. Each keyboard shortcut consists of the ⌘ key (the Command key) and a letter; each command's shortcut is displayed to its right on the pull-down menu. To use a keyboard shortcut, you just hold down the ⌘ key and press the letter key on the keyboard. For instance, to give the Open command, hold down the ⌘ key and press O. You don't have to reach over and grab the mouse, pull down the File menu, and select Open.

Using the Keyboard and Mouse to Work with Text

Although you'll be using the mouse to perform most actions on your Mac, you still need to use the keyboard to create text. But before you can, you have to place a beginning point, or *insertion point*, so your computer knows where to display the text on the screen.

When you start word processing applications, the insertion point appears immediately, but you can place an insertion point on the desktop, too. For example, you can use the insertion point to change a folder name. Just follow these steps:

1. Click on the name of the untitled folder you just created, so it is highlighted as in the left panel of Figure 2.3. (If you threw the untitled folder into the Trash, create another by choosing New Folder from the File menu.)
2. Notice that when the text becomes highlighted, the pointer soon changes into a vertical line with sprouts at the ends. This is known as the *I-beam*, and it is the pointer you see whenever you can create text.

Showing and Hiding Help Balloons

To see helpful information about items on the desktop and in windows, choose Show Balloons from the Help menu, which is under the cartoon balloon icon with a question mark in it (see Figure 2.5).

When balloon help is active, you can put the tip of the pointer on any object you need information about, and read the text that appears in a balloon.

If you are an experienced Mac user, many balloon help messages may seem a bit boring to you, but for an interesting example, choose the About This Macintosh command from the Apple menu at the left end of the menu bar, then put the pointer on the two-tone horizontal bars that show how much memory each application is using. A precise reading of the number of kilobytes of memory for each application appears in the balloon.

To turn the balloons off and go back to work, choose Hide Balloons from the Help menu. Notice how the Show Balloons command becomes Hide Balloons when the help balloons are showing. After you hide the balloons, you can pull down the menu and see the Show Balloons command again. This switching back and forth of a command depending on the situation is called *tooggling*.

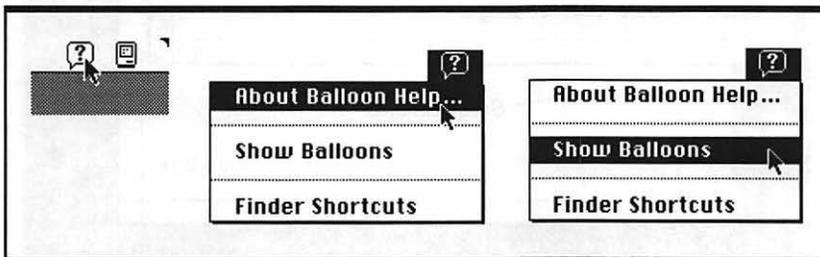
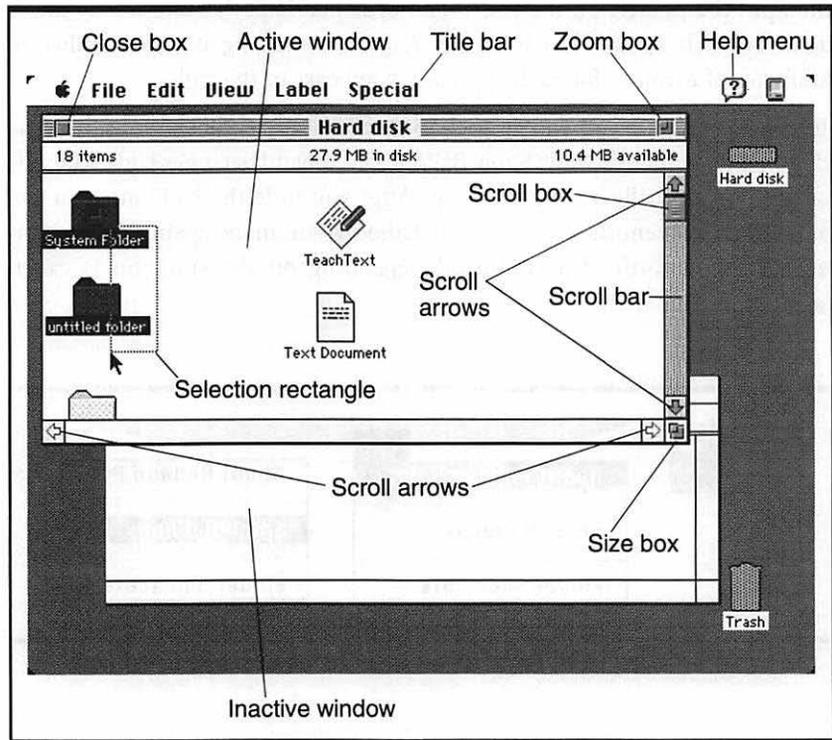


Figure 2.5
Choosing Show Balloons from
the Help menu

Doing Things to Windows

Windows give you a view of what's in your Mac, or what's on your floppy and hard disks. If there are no windows open on the desktop, as in Figure 2.1, just double-click on your hard disk or floppy disk icon to see its window. If you open a window or do something in it, it becomes the *active window*. The window titled "Hard disk" in Figure 2.6 is the active one. There are a bunch of horizontal lines running across the *title bar* of the active window. By contrast, the title bar, the side bar, and bottom bar of inactive windows are all blank. If windows overlap, as in Figure 2.6, the active window appears in front.

Figure 2.6
An active window and an
inactive window





Here are the things you can do with the different parts of a window:

- To make a window active, click in it.
- To move a window around on the desktop, drag its title bar.
- To change the size of a window, drag the *size box* inward or outward.
- To zoom between the optimum window size and another size you have set, click the *zoom box*. The “optimum” size is shrink-to-fit around all the objects in the window. If there are more objects than will fit on the screen, the window zooms out as large as it can without covering the Trash and disk icons on the right side.
- To select multiple icons in a window, drag a *selection rectangle* across them. Click to one side of the group of icons, drag the dotted rectangle just as you would drag to select text, and release the mouse button when the icons you want are highlighted.
- To add another icon to a selected group, press the Shift key and click on the icon. This is called *Shift-clicking*. You can Shift-click to deselect one of a group of selected icons, too.
- To close the window, click on its close box.

If you have more things in a window than can be shown, scroll bars appear on the right and/or bottom edges. You don't have to worry about losing things in a window, even if you can't see all of them at once. If you want to make a sample window with a scroll bar, place several files or folders along the left side of a big window, then drag the size box in to shrink the window so an object is at least partially hidden, as the lowest folder in Figure 2.6. The following actions are then possible using scroll bars:

- To move slowly, click on the scroll arrows.
- To move quickly, a section at a time, click in the gray scroll bar above or below the scroll box.
- To jump to a distant section, drag the scroll box.

In all cases, the window moves the way you tell it to. If you click the up arrow, for example, the window moves up, and the objects inside it move down. Practice will accustom you to these scrolling movements. If you want to practice in a window with lots of icons in it, and you don't have any crowded folders yet, just double-click your System Folder icon and shrink its window



You can also scroll slowly by dragging an icon to the bottom or top of a window. Gently nudge the border of the window with the icon; if the icon is moving too fast, it zips right out of the window.

Using Dialog and Alert Boxes

Dialog and alert boxes appear from time to time as you work with your Macintosh. These on-screen boxes help you make necessary choices, or warn you of risky actions, or prevent you from making destructive errors. Sometimes they seem like a bother, but if the Mac didn't have them, we'd all be a lot more bothered by the results of our own careless errors. They keep the environment we work in safe, sort of like warning signs on the handles of power tools.

Dialog Boxes

A *dialog box* takes charge of the screen after you choose a command with three dots after it. Usually the dialog box will help you specify how the command should be carried out. For example, if you choose Print... from the File menu in an application, or if you choose Print Window... from the File menu in the Finder, a dialog box that looks something like Figure 2.7 appears.

Notice that the box has no title bar like windows have. When you see a dialog box like the Print one, you look at the choices in it, change any that you want to be different from default choices that have been made for you, and then click either the button with the bold double outline (Print in this case; OK in many others) or the Cancel button.

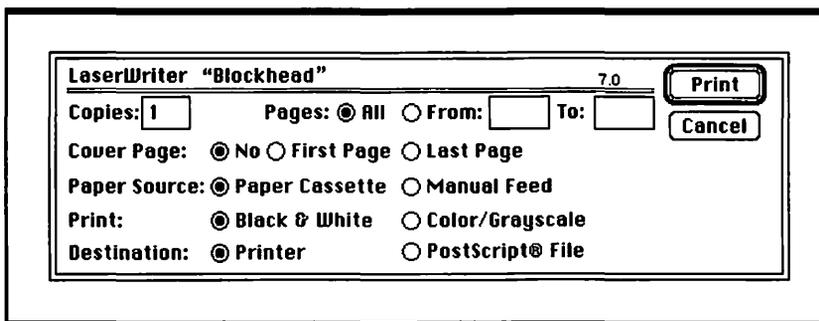


Figure 2.7
The Print dialog box

Stuff Hanging around the Trash

Icons of documents or folders that you have dragged to the Trash don't disappear (see Figure 2.10). Instead, they loiter around it like teenagers around a street corner. It's because you didn't drag them all the way to the Trash. Just drag each icon over the Trash until the Trash can is highlighted, then release the mouse button.



Figure 2.10
Stuff near the Trash can

Can't Empty Trash Because Item Is Locked or in Use

You try to empty the Trash and you get an alert box that tells you such and so an item can't be deleted because it contains items that are locked or in use.

If you can't figure out why an "in use" item is stuck in the Trash, save your latest work and quit all applications that are running. If that doesn't work, you may have to restart the Mac to delete the item; the system software still has a hold on it.

If you can't empty a Trash file because it is locked, try holding down the Option key while you choose Empty Trash from the Special menu. If that doesn't delete the file, take it out of the Trash and choose Get Info from the File menu. Click the locked check box to remove the X and unlock the file, then close the Information window, put the file back in the Trash, and empty it. If that doesn't work, restart the Mac and try again.

The Mouse Is Squeaky and Moves Erratically

If the mouse moves unevenly or squeaks at you (poor thing), or if the pointer doesn't move smoothly when you move the mouse, first shut down and turn

The Keyboard Isn't Working Right

If nothing happens when you do things with both the keyboard and the mouse, turn off the Mac and make sure the cables are plugged in all the way. If you have trouble with a certain key sticking or not making its letter appear on the screen, try cleaning the keyboard. Turn off the Mac and then unplug the keyboard and mouse. Turn the keyboard upside down and blow up in between the keys; clear the saliva out of your mouth so you don't spray moisture up in the works. Shake the keyboard up and down gently between breaths. If that doesn't help, or if you got something wet or sticky in the keyboard, like spilled root beer or peanut butter, you have to take the thing to a qualified repair shop.

The Screen Is Frozen, or You Are Stuck in a Bomb Alert Box

Either the screen is frozen so neither typing nor moving the mouse has any effect, or there is a bomb alert box on the screen and nothing is working. People call this being "hung," as in "hung up." Sometimes it's more dramatic; if the software has really crashed, you might see bizarre patterns of dots and lines rippling across the screen. Sometimes you even hear dreadful dut-dut-dut noises as the Mac gags on screwed-up code. But much more often, you just see an alert box like the one in Figure 2.11.

The first thing to do is keep calm. Don't let the icon mislead you; there isn't a little bomb that will go off inside the Mac unless you do something real

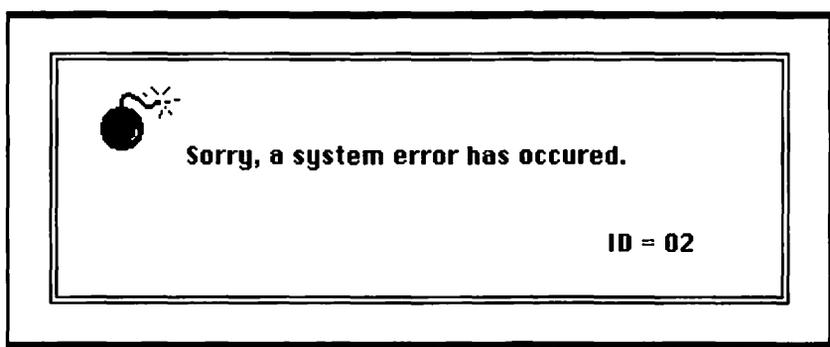


Figure 2.11
A Bomb alert box

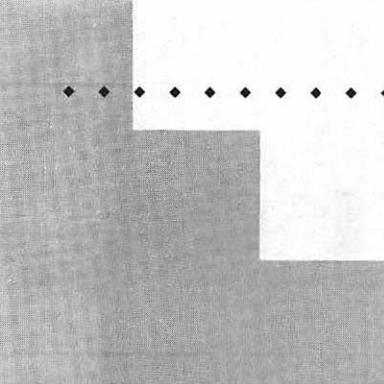
Three

Printing

.....

Featuring

- ◆ Picking the right printer for your needs
- ◆ Using the Chooser to set up your printer
- ◆ Caring for a StyleWriter II, DeskWriter, LaserWriter, or ImageWriter
- ◆ Printing a document
- ◆ Background printing with the PrintMonitor
- ◆ Special printing setups in the Page Setup dialog box
- ◆ Printing what's in a window or a snapshot of what's on the screen
- ◆ Choosing and using fonts
- ◆ Using special accented characters
- ◆ Troubleshooting printing and fonts problems



First Steps

To set up printing in the Chooser: 59

Make sure your printer is plugged in, connected to your Mac correctly, and turned on. Turn on your Mac and select Chooser from the Apple menu. In the Chooser window, select the icon for the type of printer you intend to use, then choose the port (socket) the printer is connected to, or the name of your printer, depending on which of these appears on the right side of the window.

To make sure your printer is ready to print: 61

Make sure your printer is plugged in, connected to your Mac, and turned on. Check to make sure there is paper in the cassette or carrier, and make sure it is aligned and stacked properly. If the print quality is poor, you should check and replace the ink or toner cartridge.

To prevent start pages from appearing every time you turn on your LaserWriter: 65

Open the LaserWriter Font Utility; if you don't have it on your hard disk, open it on the Tidbits 2 floppy disk you got with your system software. Once you have clicked OK to get past the welcome dialog box, choose Start Page Options from the Utilities menu. Then click the Off button to turn off the start page option.



CHAPTER 3

To print a document you are currently working on: 66

Choose Print from your application's File menu, or (in most applications) press ⌘-P. Then you can make settings for how many copies you want to print, or if you don't want to print the whole document, how many pages of it you want to print. There are other settings, but you rarely need to change them. Just click the Print button or press Return, and printing begins.

To print a snapshot of what is on the Mac screen: 70

Press ⌘-Shift-3; a file called Picture 1 appears in the window of your hard drive. You can open Picture 1 in Teach-Text or any graphics application that can read PICT format files. Then just choose Print from the File menu to print the snapshot.

To install a font on your Mac: 75

Quit all open applications first; then open the windows for your hard disk and the floppy disk that has the font you want. If the font is in a folder and/or a suitcase, open them so you can see the icon for the actual font. Then drag the font icon to the System Folder on your hard disk, and click OK in the dialog box that asks if you want to put the font in the Fonts folder.



impact on a type ribbon, like a typewriter, so it can be used on carbon-copy or multiple-layered business forms, unlike ink-jet and laser printers.

The ImageWriter is noisy and much slower than either a StyleWriter II or a LaserWriter, and it cannot produce text or images that are as sharp as those of the other printers. However, it is cheap and it prints well enough for many simple home and office needs.

Setting Up Printing in the Chooser

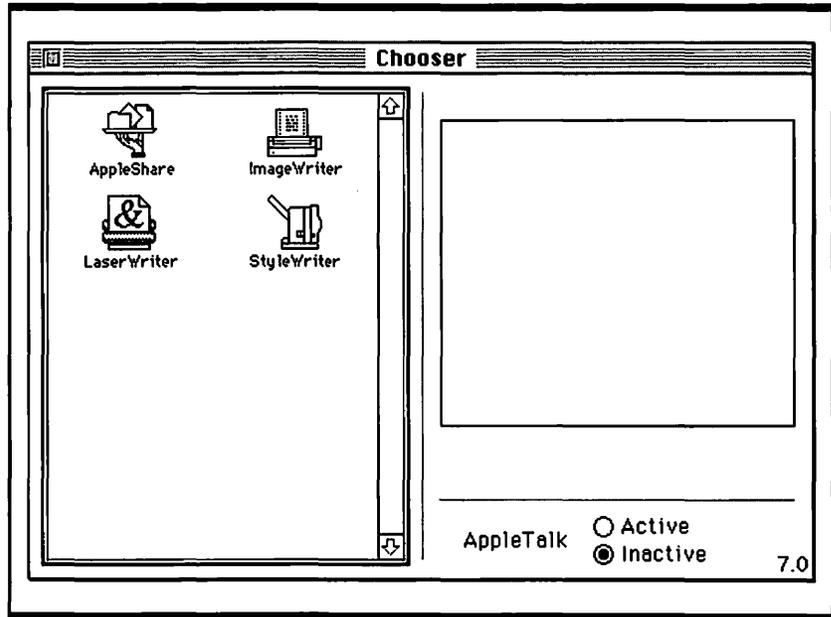
Before you can print out your first Macintosh document, you have to connect the printer and select it in the Chooser. First make sure your printer's cable is connected to the proper port on the back of the computer. Then make sure the printer is properly configured, supplied with paper, and turned on. Install the necessary printer software that is correct and up-to-date for your specific printer. If you need help with these printer preparations, check your printer's owner's guide (the LaserWriter and StyleWriter guides are particularly clear and helpful), then see the section on the care and feeding of your type of printer later in this chapter.

To begin the process of setting up your Mac for printing on a connected printer, you select the Chooser from the Apple menu (click on the apple at the left end of the menu bar, and select Chooser). The Chooser window opens. What you see in it depends on whether your Macintosh is connected directly to a printer or to a network with one or more printers on it. The following procedure applies to Macintoshes that are connected directly to printers. If you are on a network and see a box for choosing a zone in the Chooser, get help from the network administrator or the most experienced Mac user on the network.

If your Mac is connected directly to a printer, the Chooser window should look something like Figure 3.1. Your Chooser window may show different printer types, or only one type of printer. The AppleShare icon may not appear, either. That's fine, as long as the Chooser shows an icon for your type of printer. Take these steps to set up your computer for printing:

1. Select the printer icon for the type of printer you have. A choice of printer ports or a choice of printers appears in the box on the right side of the window; the printer port usually appears at

Figure 3.1
The Chooser window



the top. The modem port, with an icon that looks like a phone, appears on the bottom. If you select a StyleWriter II, a Setup button appears.

2. Select the port or printer that you connected your printer cable to. In most cases, this will be the printer port, although some printers may be connected to the modem port.
3. If your printer is an ImageWriter or StyleWriter, click the Inactive radio button for AppleTalk. If your printer is a LaserWriter or something compatible, it will be connected to your Mac via AppleTalk (LocalTalk or LocalTalk-compatible connectors). Click the Active button for AppleTalk so your Mac can talk to the printer over the cables. As soon as you make AppleTalk Active, buttons for Background Printing appear. Click the On button if you want to be able to keep working as your documents print on a LaserWriter.
4. Close the Chooser by clicking in the close box.



Note

The Chooser doesn't let you know when you have completed your choice of a printer; you just close the Chooser window and it goes away, without any confirming dialog box.



Taking Care of Your Printer

Once you've purchased and set up a printer, you need to give it proper care to ensure that it lasts and that it performs at its best for you. The following sections tell how to care for some of the most common types of printers. If you have a different printer from the ones covered below, just use the information as a guideline and fill in any details you need with the help of your owner's guide.

Care and Feeding of a StyleWriter II

To turn on a StyleWriter II after plugging it in and connecting it to your Mac, you press the Power button, which is top-center on the front of the printer. When you press that button, the green Ready light under it glows, telling you that the printer is warming up; it stays on as long as the printer is ready to print.

Adding Paper

To add paper to the StyleWriter, first make sure the sheet feeder and paper support are firmly in place, sticking up from the back of the printer. Then load a stack of about 80 sheets of paper into the sheet feeder, making sure the stack is not higher than the point of the arrow on the left side-rail of the feeder panel. Also make sure the right edges of the sheets of paper are all lined up flush against the right side-rail of the feeder panel.

Changing the Ink Cartridge

To change the ink cartridge, you open the access door at the front of the printer: Pull the two half-round tabs that stick out near the top corners of the access door and flip the door down out of your way. Then pull the blue lever next to the ink cartridge up and pull the cartridge (the small, almost cube-shaped black plastic box) straight out towards you.



Carefully remove the head cap and the sealing tape from the business end of the new ink cartridge. Avoid touching those areas as you slip the new cartridge into place on the blue post inside the printer. The new cartridge sits a little slanted to one side until you flip the blue lever down; that makes it click into a vertical position. Close the access door firmly, and you're ready to print. You can run a test page or two to make sure the ink is working right.

Care and Feeding of a DeskWriter

To turn a DeskWriter on after you plug it in and attach the connector to your Mac, reach under the front left corner of the printer and flip the power switch to On. If you haven't run the printer for some time, it's a good idea to press the Prime button; this runs a tiny bit of ink out of the jets so the ink cartridge gets cleaned out and ready to print.

Adding Paper

To add paper, you simply pull out the drawer at the front of the printer and slide a block of paper in. Try to arrange the stack so the edges of the sheets are lined up; this keeps paper jams to a minimum.

Changing the Ink Cartridge

To change the ink cartridge on a DeskWriter, you just open the plastic cover at the front of the printer, then pull the cartridge (the little black box with the green arrow on top) toward the front of the printer and up. Remove the cover from a new cartridge and push it in firmly where the old one came out. Push the Prime button once or twice to get the jets running, and you're ready to print. If you want to save some money on ink cartridges and are willing to do a little ink-injection, you can learn to reload an old cartridge and reuse it. Although it seems like a good idea for the environment and your pocketbook, it is not a simple process, and you may not be able to get ink that's as good as the original. See *The Macintosh Bible* or talk to your local Mac user's group for more info.

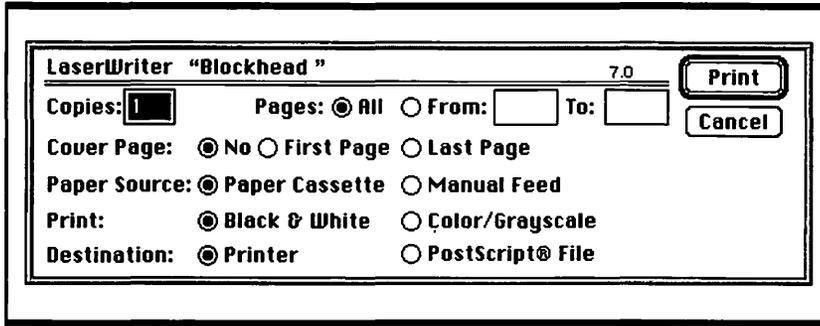


Figure 3.2
Print dialog box

The default settings are usually the ones you want to use. You can, however, make the following changes to the LaserWriter settings for special print jobs:

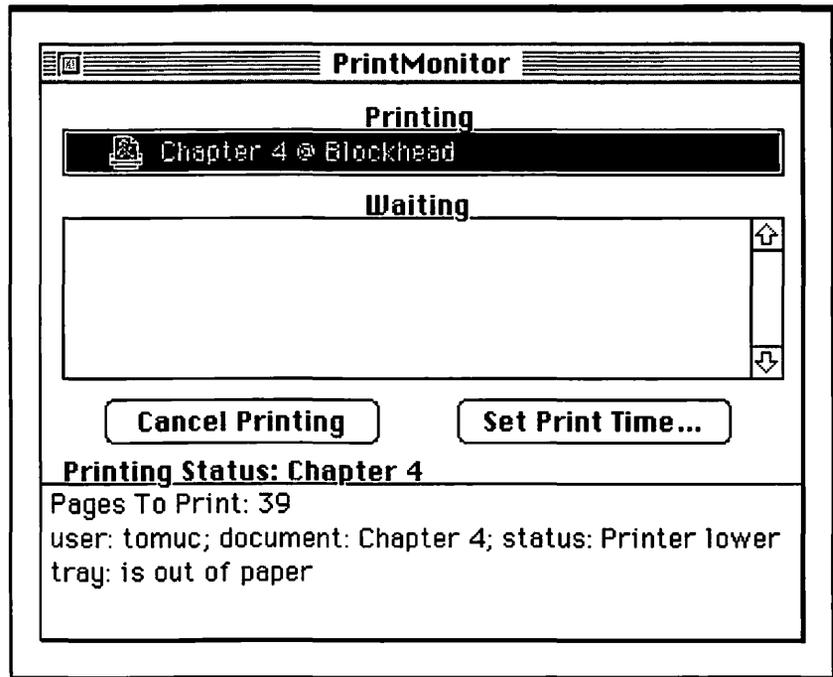
- **Copies:** Set the number of copies of the document you want. Keep in mind that it is much cheaper and more energy-efficient to photocopy documents than to print multiple copies, as long as a photocopier is available.
- **Pages:** Enter numbers in the From and To boxes to print only a portion of the document. This is the most-used option in the dialog box. If you want to print the last few pages of a document, just enter the From page number and leave the To box blank.
- **Cover Page:** Click the First or Last Page button to add a cover page to the beginning or end of your print job. This lets others using the printer see whose it is and what it is.
- **Paper Source:** Click the Manual Feed button if your paper cassette or fanfold paper-feeding mechanism is broken, or if you want to feed nonstandard paper or an envelope into the printer.
- **Print:** Select Color/Grayscale only if you have a color printer.
- **Destination:** Click the PostScript File button to make a PostScript format file on your current disk rather than a hard copy. Be aware that this process can take *much* longer than printing.

When you have made your choices, click the Print button. Message boxes tell you how printing is going.

Using the PrintMonitor

If you are printing to a LaserWriter or StyleWriter II over an AppleTalk cable and you have the PrintMonitor extension in your System Folder, you can continue work while printing is going on in the background. If you don't have the PrintMonitor in the Extensions folder in your System Folder, you can drag its icon there from the Printing disk. This disk is included with the system software disks you received with your Macintosh. Make sure you have turned on Background Printing in the Chooser so the PrintMonitor is ready to work. Then, when you send a document to the printer, choose PrintMonitor from the Applications menu (that's the menu under the little application icon in the upper right corner of your screen) to see the status of your printing job, as shown in Figure 3.3. If there are other jobs being printed, yours appears in a waiting list.

Figure 3.3
The PrintMonitor window



You can click buttons to cancel your printing job or set a time for it to print later. When your job is finished, the PrintMonitor quits automatically. If you no longer see the PrintMonitor listed in the Applications menu, you can assume that your job is finished. If the printer cannot finish your job due to printing problems, such as running out of paper, the PrintMonitor icon flashes at the right end of the menu bar.

One odd quirk about the Print Monitor is that you don't have to close its window. When the print job finishes, the PrintMonitor disappears from the Applications menu, all by itself. This can be a bit confusing if you are looking at the window, see your job finish, then try to close the window; the PrintMonitor menu refuses to go away until you switch to another application.

Using Page Setup for Special Printing Needs

If you use the Chooser to change to a different printer while you are running an application, you must choose Page Setup from the File menu before you try to print documents again. When the dialog box shown in Figure 3.4 appears, just click OK and you can print on the newly chosen printer.

You can also use the Page Setup dialog box to achieve a number of special printing options. The options vary depending on your printer. For example, if your Mac is connected to a LaserWriter printer, you see a dialog box like the one in Figure 3.4. You can make the following settings for a LaserWriter:

- Paper: Choose paper sizes and business envelope settings. The choices are these: US Letter (8.5" × 11"), US Legal (8.5" × 14"), A4 Letter (8.5" × 11.7"), B5 Letter (7" × 10"), Tabloid (11" × 17"), A3 Tabloid (11.7" × 16.5"), and two envelope choices.

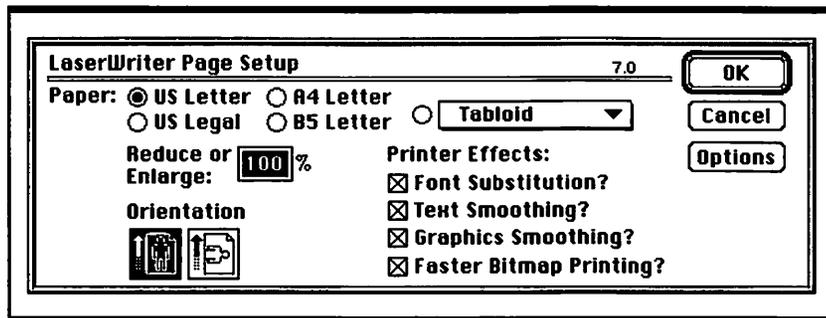


Figure 3.4
The Page Setup dialog box



The DeskWriter and other popular printers have utilities like the PrintMonitor that put printing in the background. These utilities work much the same way, but you should see your printer's user manual for details.

- Reduce or Enlarge: Change the size of the printed output.
- Orientation: Change to horizontal printing for spreadsheets and other wide images.
- Printer Effects: Turn enhancements on or off for special effects or speed.
- Options: Click this button for image enhancement features, such as flipping, inverting, and precision-smoothing.

For more information on these options, choose Page Setup from the File menu in the Finder, then turn on balloon help and point at the options you want to know more about.

Printing a Window in the Finder

When you are in the Finder you can print the contents of the active window by choosing Print Window from the File menu. The Print dialog box opens. Click the Print button and the total contents of the window (including items in scrollable lists that aren't showing at the time) will be printed out by the current printer. This is a good way to make a hard copy of a long list of folders and files, so you can look at the list all at once rather than scrolling up and down it in a window. Just keep in mind that a very long list (like one that shows every item on your hard disk) can take quite a while to print out.

Printing a Snapshot of the Screen

If you'd like a hard copy of whatever is showing on your screen at a given moment, you can take a snapshot (screen dump) of it. Then you can print the snapshot. To start the process, press ⌘ -Shift-3 (hold down the ⌘ and Shift keys and press 3). This Command-key shortcut requires two hands unless you are a concert pianist with long fingers. It produces a graphic file in PICT format, names it Picture 1, and places it on your current startup disk. Picture 1 is listed among the files and folders at the top level of the hierarchy on your disk; in other words, you can see it in the window for your hard disk.



To look at the snapshot, you must open Picture 1 with TeachText or any graphics application that can read PICT files. To print the snapshot, choose Print from the File menu of the application you are using to look at Picture 1. Click OK in the Print dialog box. (If you don't understand some of these details about files, folders, and graphic formats, don't worry. Files and folders are explained in Chapter 5, and graphic formats are explained in Appendix A.)

You can also copy a snapshot to another document. First select a portion of the snapshot in TeachText or your graphics application. Then choose Copy from the Edit menu to place the selection in the Clipboard. You can then paste the selection from the Clipboard into other documents. For more information on copying and pasting, see Chapter 15.

Using the Right Fonts for Your Printer

A font is a particular design of letters that are all used together to print text. In printing jargon, a font is just one set of characters (a typeface) in one size and style only. For example, Helvetica 18-point bold refers to Helvetica type that is 18 points in size (a point is approximately 1/72 of an inch) and in the bold style. On the screen, it looks more or less like Figure 3.5.



Figure 3.5
Helvetica 18-point bold

In the Macintosh environment, a font has come to mean all the different sizes and styles of a typeface: the name *Geneva* refers to bold, italic, and plain type of the Geneva typeface, in sizes from 9-point to 48-point or more. So all of the styles and sizes in Figure 3.6 are considered parts of the Geneva font.



Figure 3.6
Varieties of Geneva



and Helvetica look fine when printed out on almost any printer. If you stick to these fonts, you will be able to print any document you create on almost any printer that can handle your application's output.

Your Mac may also have a number of other fonts installed. There may be *bit-mapped fonts*, which are good for screen viewing and printing on dot-matrix printers like the ImageWriter. At the other extreme, you may have purchased and installed publication-quality PostScript *outline fonts*. Outline fonts are composed of programmed instructions for drawing the precise outline of each letter, then filling it in. They are used typically on a PostScript printer like the LaserWriter, but they can also be used on the highest-quality commercial printers, such as the Linotronic.

If you venture out from TrueType fonts into the world of bit-mapped or PostScript outline fonts, you may be able to create documents with more variety of appearance, but remember that many special fonts may look good when printed on one kind of printer but awkward or even illegible when printed

Which Category of Font Is That?

If you want to know what fonts you have in each of the different categories, just open your System Folder, then open the Fonts folder. In it you may see font files and/or suitcases containing fonts. If you open a suitcase you'll see the font file icons inside it. Use icon view (choose by Icon from the View menu) to see the different icons for different categories of fonts. A bit-mapped font always has just a single letter A in the icon, and a size number after the name of the font, like 10, 12, or 18. A TrueType font has a large letter A with a couple of smaller shadows receding behind it, to indicate that the font has all sizes. There is no size number after the name. Outline fonts, such as PostScript ones, can have all kinds of icons. Adobe PostScript fonts have horizontal lines behind a white letter A, for example. Others have printer-like icons. But they never have size numbers after the name, whatever the icons look like.



Installing Fonts

To install a font onto your Mac from a floppy disk, use the following procedure if your Mac is running on system software version 7.1 or later:

1. Quit all applications and exit to the Finder. Pull down the Applications menu to make sure you have left no applications open.
2. Open the window for your hard disk and the window for the floppy disk that contains the new font.
3. Drag the font icon to the System Folder on your hard disk. Do not open the System Folder window and drag the font into the window. A dialog box asks if the font should be placed in the Fonts folder.
4. Click the OK button in the dialog box.

If you are installing a bit-mapped font, you need to drag all available sizes of the font to the System Folder. You only need to drag one icon for an outline font to the System Folder, because the font is scalable or variable-size; one size stretches to fit all, in other words.

Removing Fonts

To get rid of a font that you no longer use or that has been replaced by a new font of the same name, use the following procedure:

1. Open the System Folder on your hard disk.
2. Find and double-click the Fonts folder.
3. Locate the font you want to remove and drag the icon out of the Fonts folder window. You can copy the font to a floppy disk or throw it in the Trash. Do not leave the font in the System Folder outside the Fonts folder.

If you have removed a set of PostScript outline fonts from your System file so that your Mac and printer will use the TrueType font of the same name, you may have to adjust the format of documents that were created using the PostScript outline fonts to keep the line and page breaks where you want them. If you have both TrueType and PostScript fonts of the same name on your Mac, it will use the PostScript fonts first.

Warning



Moving fonts in and out of the System Folder is not so simple if your Mac is running on an earlier version of the system software. If you want to do lots of font-intensive work, update your system software to version 7.1, or get help from a real ace in font management.

Using Key Caps to Compare Fonts

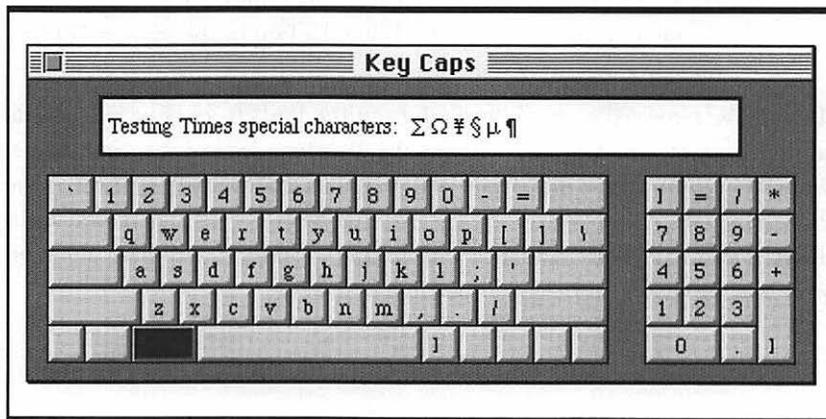
If you are considering a change in font, you can use the Key Caps desk accessory get an idea of what a new font will look like before you put it in your document. The KeyFinder in the Norton Utilities is similar and even easier to use. Either desk accessory will be especially useful if you are using TrueType fonts, or if your fonts have been adapted by a type-managing program to look their best on your screen. The TrueType and adapted fonts you see in Key Caps closely resemble the fonts as they appear on the printed page. Bit-mapped fonts may not look the same on the screen as they do in print.

To see how a font looks before you use it, follow this procedure:

1. Choose Key Caps from the Apple menu. The keyboard window appears, as shown in Figure 3.9.
2. Choose a font from the Key Caps menu. The fonts listed are those installed in your System file.
3. Type characters or click on them in the keyboard window. They appear in the text box at the top of the window.
4. Press the Shift key, the Option key, and the Option and Shift key together to see all the special characters that are available with a font. If a rectangle appears in the place of a key cap, it means that there is no character for that keystroke.

If you find a special character or a font that suits your needs, do a test printing to make sure it comes out looking the way you want before you create a large

Figure 3.9
Looking at a font in the Key Caps window





document using it. There are often slight differences between the way characters appear on the screen and the way they print out, and there are often variations of the printed characters between different printers. You have to experiment to find the best combination for your work.

Using Accented Characters

No matter which font you use, you may have trouble creating certain characters that are used in languages other than English. These include accents, tildes, and other special marks that appear over standard characters. To use accents and other special marks when you are using a Domestic U.S. Keyboard file, enter the following keystrokes:

Accent Mark	Key Combination
Grave accent (`)	Option-`, then the accented character
Acute accent (´)	Option-e, then the accented character
Circumflex (^)	Option-i, then the accented character
Tilde (~)	Option-n, then the accented character
Umlaut (¨)	Option-u, then the accented character
Cedilla (¸)	Option-c

If you type an accent with a character that does not accept it, the accent mark appears, then the character appears in the next space.

Troubleshooting Printing

The following sections describe solutions to the problems that can occur when you are trying to print out documents from within Macintosh applications or from the Finder.

Your Printer's Icon Does Not Appear in the Chooser

When you open the Chooser to set up printing to your printer for the first time, the printer's icon is not in the left panel of the Chooser window. You probably have not installed the printer software you need for your printer. Make sure you have the latest version of the printer software (the printer driver, as it is called) and that you have installed it correctly, either by using the system software installer, or by dragging the icon of the printer software to the closed System Folder on your hard disk.

Your Mac Refuses to Talk to the Printer

You have chosen the icon of your printer in the Chooser, but either the name of the printer doesn't appear (if it's a networked printer), or nothing prints and you see a message box telling you that there is no printer or the printer could not be found. Either the printer is off or unplugged, or it is not ready to print (on a StyleWriter, the Ready light is off; on an ImageWriter, the Select button is off).

Fix the plugs, turn the printer on, and press the Select or Ready button. If the printer is on, it may be hung; turn it off and back on again. If the printer is on a network, make sure the network is functioning, and check to make sure nobody has changed the name of the printer. If none of those efforts help, contact a qualified technician.

Jagged Text

You wrote some great text and converted it to a font that looks fine on the screen, but when you print it out, it is all ugly and jagged around the edges. Here are the most common causes and their solutions:

- You are using a city-name (bit-mapped) font and printing on a LaserWriter, and you do not have the bit map for that particular font in your System Folder. Change the font, or install the bit-mapped font for the one you want.
- You do not have Font Smoothing and/or Font Substitution selected in the Page Setup dialog box for the application you are using. Select them.
- You are using an ImageWriter or StyleWriter and you haven't selected Best Quality in the Print dialog box. Select it.
- You are using PostScript outline fonts on a non-PostScript printer, and you aren't using Adobe Type Manager, or you haven't turned it on in its control panel. Install ATM and turn it on.

Right-Justified Paragraphs Have Ragged Right Margins

You are getting varied spacing with the font you are using. If your application has a fractional-width spacing option in the Page Setup dialog box, select it. If the application does not support fractional-width spacing, you have to install all of the bit-mapped font sizes you are using.

Characters Overlap on ImageWriter Printouts

When you print out documents to an ImageWriter, the characters are too close to each other, and some overlap others. You must choose Page Setup from the File menu in the application you are printing from, and deselect the Fractional Widths option. You may also have to choose the Tall Adjusted option in the Print dialog boxes if the character spacing still comes out uneven.

You Can't Remember the Keystroke for a Special Character in Your Current Font

If you need to enter a special character, like a u with an umlaut, or a little heart, or some mathematical symbol, and you can't remember which key does the trick, you can use Key Caps for a reminder. Just choose Key Caps from the Apple Menu (or KeyFinder, if you have Norton Utilities). If you

If fiddling with your ink or toner cartridge doesn't help your print quality, it's time to replace the cartridge. See the "Care and Feeding" section for your printer type.

ImageWriter Paper Gets out of Line for Page Breaks

If you are using an ImageWriter and the paper gets misaligned so the page breaks don't appear between the sheets of paper, use the following procedure to realign your paper properly:

- 1.** With the printer turned on and the Select light off, press the line-feed button until the page-break perforation is exactly lined up at the top of the printer head.
- 2.** Do your printing. When printing long documents, you may have to pause the printer and adjust the paper to make up for any inaccuracy of the page breaks.
- 3.** When the printer finishes a document, turn the Select button off and press the form-feed button. This advances the paper to the next page and aligns the page-break perforation correctly.
- 4.** Turn the Select button back on, then tear off the last page of your document, leaving the extra sheet sticking out of the ImageWriter.
- 5.** Use extra sheets for children's art or scratch paper. Or add them to your collection of perforated edge-strips, and recycle them.

Part Two

Exploring the Mac



The second part of this book tells you how to get the most out of System 7, the software that runs the Mac. You'll learn how to get to your work easily and quickly, how to keep your work well organized, how to store it on hard and floppy disks, and how to make good use of the Mac's memory to help process your work. Once you've mastered these basics, you'll learn to customize the Mac to serve your own special needs.

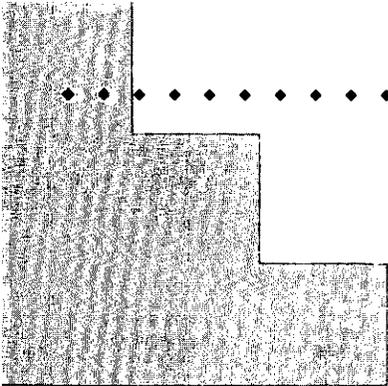
Four

Working with Applications and Documents

.....

Featuring

- ◆ Definitions of applications and documents
- ◆ Installing an application
- ◆ Opening an application or an alias
- ◆ Opening a document
- ◆ Saving your work
- ◆ Opening an application from the Apple menu
- ◆ Switching between applications
- ◆ Finding a lost document
- ◆ Switching between documents
- ◆ Using list views of documents and folders
- ◆ Troubleshooting problems with applications and documents



First Steps

To install an application from master floppy disks:

91

Insert the first disk, called the Program, Setup or Installation floppy disk, from the set of master disks that the application came on. You can make backup copies for safekeeping if you want. Open the window for the first disk of the set and open the Install or Setup icon. You may have to enter your name and organization in a Personalizing dialog box; then choose to install just the files you need to do your work, or if you have the room and aren't sure which files you'll need, install all of them. Once you have clicked the Install button, all you have to do is insert the floppy disks the Mac asks for.

To open an application:

93

Simply double-click the icon for the application. With some applications, you can click the icon for a document created in the application to open the document and the application simultaneously.

To open a document:

94

Choose Open from the File menu, then find the name of the document you want to open in the list box of the Open dialog box. Select the document and click Open, or just double-click the name for the document.



CHAPTER 4

To save a document for the first time: 96

Choose Save from the File menu and enter a name for the new document. If you want to put the document in a folder other than the current one or a new folder, use the buttons and the file list box that are in the Save dialog box. When you have the right name and location for the file, click the Save button. For all succeeding saves, all you have to do is choose Save from the File menu or press ⌘-S.

To find a misplaced document: 101

You need to be in the Finder to find a document, and it's best if the window for your hard disk is active. Choose Find from the File menu, then enter as much of the name of the document as you can remember accurately. If you know the date, size, or other information about the document, click the More Choices button and specify that information. Then click the Find button. If the Finder displays a document or folder that has a name similar to the one you want, but it isn't the right one, you just choose Find Again from the File menu, so the Finder will search until it finds the document you want.



Applications have icons that indicate what they do. For example, a painting application may show a hand painting on a diamond-shaped piece of paper, as the MacSplot icon in Figure 4.1 does. By convention, most documents look like a rectangular sheet of paper, often with one corner bent over. Text documents have text on them, graphics ones have some sort of artwork.

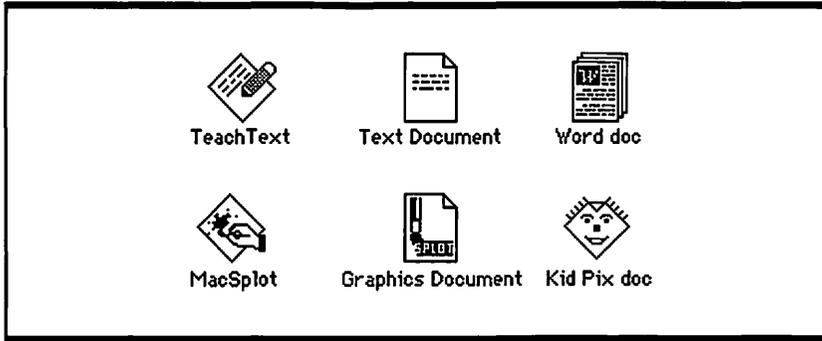


Figure 4.1
Application and document icons

There are also application and document icons that look very different from the conventional ones. However, you can usually tell what an application does by looking at its icon, and you can get some sort of hint about the nature of a document by looking at its icon.

Installing an Application

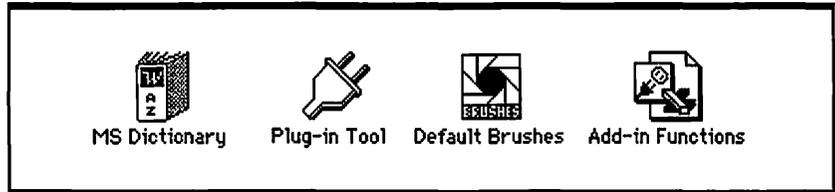
To install an application on your Mac's hard disk, you insert the floppy disk that contains the application (often called the *program disk* or *setup disk*) into your computer's floppy disk drive. If you want to play it safe, make backup copies of the application and its supplemental items, as described in "Backing Up System and Application Disks" in Chapter 6.

1. When you're done copying, insert your working copy of the application disk, and double-click the disk icon when it appears on the desktop. If you see an icon in the window called Install or Setup, double-click it.
2. With some applications, a dialog box then asks you to personalize your copy of the program. Enter your name and the name of the organization you work for in the text boxes. You have to

click in the organization box with the mouse to move the insertion point into it. Click OK when you are done.

3. If a dialog box opens asking you what you want to install, choose the program and the essential supplemental files that go with it, such as Help, Dictionary, Plug-in, and Preference files. Figure 4.2 shows a few icons of these files. If you are familiar with the program, you can leave out any Tutorial files and Samples files on the floppy disk. See the application's user guide if you need help deciding what is essential and what isn't.

Figure 4.2
Supplemental files for Word,
Photoshop, and Excel



4. Click the Install or OK button when you have decided what to install. The installer program does its work. The screen usually displays a sliding bar that indicates how copying is going. The installer may put up a message box asking you to insert another disk (if two or more are required to install the program). Feed the Mac the disks it asks for.

Some programs are a bit more primitive: When you put the program disk into the computer and open the disk icon, all you see is the icon for the application and maybe a sample document or two. Open your hard disk icon, then resize the two windows so both can be seen at the same time. Find the icon for the application in the floppy disk window. Drag this icon to the hard disk window. If there are icons for supplemental files in the floppy disk window, find out from your application's user manual if you need to copy them onto the same disk as the application.

If you want to install some supplemental files onto your hard disk along with the application, it's good to create a new folder on the hard disk for them. (If you don't know how to create a folder, see Chapter 5 for more information.) Then drag the application and all its supplemental files into the folder. Name the folder after the application, so you don't lose it.



For example, if an imaginary application called MacSplot had a Custom Patterns file, you could create a new folder in your hard disk window and name it MacSplotters. Then you could drag the application icon and the Custom Patterns icon into the MacSplotters folder. If you have lots of applications, you can create an Applications folder and put all of the folders for the different tools inside it. When you finish copying an application off a floppy, you can drag the application's disk icon to the Trash so the disk ejects.

Opening an Installed Application or an Alias

To open an application, you double-click on the icon for it. Some applications (especially ones that take some time to open up) display an opening message, but soon you see the application's document window. There are other visual clues that you are "in" an application now instead of in the Finder; the most obvious is the application's special icon in the upper right corner of the screen. The menu options are also different from the ones on the Finder's desktop, and the application's pointer, insertion point, or cursor is often different from the arrow seen on the desktop.

Once you have installed an application, you can make an *alias*, or copy, of the application's icon. On the Mac, an alias has nothing to do with a nickname or an assumed name for a criminal. It is more like a substitute or a stand-in for an icon. It allows you to keep copies of the icon in places where they'll be convenient. Since an alias is only a copy of the icon, very little storage space is used up by the alias. This is better than keeping several copies of an application in different folders, which wastes large amounts of disk storage space, and which can lead to confusion if each version is set up differently.

To make an alias, select the original icon and choose Make Alias from the desktop's File menu. Then drag the alias to the folder where you keep your current documents created by that application. Or you can put an alias onto the desktop with your hard disk icon. If you double-click the alias it opens the application quickly.



Opening a Document

The most direct way to open a document is to double-click its icon. If the application that made the document is not open, it starts up, opens a window, and displays a page or section of the document you double-clicked on. There is another simple way to open a document from the desktop if you are looking at a Finder window containing both the document icon and the icon of the application that made it. Drag the document icon over the application one, and the document will open. This works with the alias of an application icon, too.

You can even drag a document onto the icon or alias of a different application from the one that created it, and if that application can read the format of your document, it will open the document. This avoids problems you can run into when you try to double-click an imported document that you don't have the application for. For example, if you drag a TeachText document onto the Microsoft Word icon, the document opens in Word. Or if you have several different types of graphics documents, all of which can be opened by Photoshop, you can put an alias of Photoshop in the same folder with all the different documents, then drag each one to the Photoshop alias to open it.

If you have opened an application, you can open a document from inside it. Choose the Open command from the application's File menu. A dialog box appears; find the name of the document in the current folder list and double-click it. You can look in folders other than the current one by pulling down the folder hierarchy menu shown in Figure 4.3. Just move the pointer to the title of the current folder list and press the mouse button.



Tip

If you bury a file way down in some obscure folder and can't remember how to get to it, just cancel out of the Open dialog box, go to the Finder, and choose Find from the File menu. When you find the file, double-click it.

The hierarchy of folders in the folder hierarchy menu is inverted; this means that for the sample shown in Figure 4.3 the memos folder is inside the Correspondence folder, which is on the Hard disk. Figure 4.4 shows a picture of the hierarchy of folders, with the desktop at the top.

If you are not sure how to get to the document you want, choose Desktop from the folder hierarchy menu, or click the Desktop button in the dialog box. Then start your search by double-clicking on the name of your hard disk in the list box. It helps if you have a simple, clear hierarchy, so you don't have



to hunt down through five layers of folders. The one shown in Figure 4.4 is over-simplified, but if you can limit yourself to about five to ten folders on any one level, and keep your most-used documents just one or two levels down from the hard disk, you'll be happier and more productive. For more information on organizing files and folders, see Chapter 5.

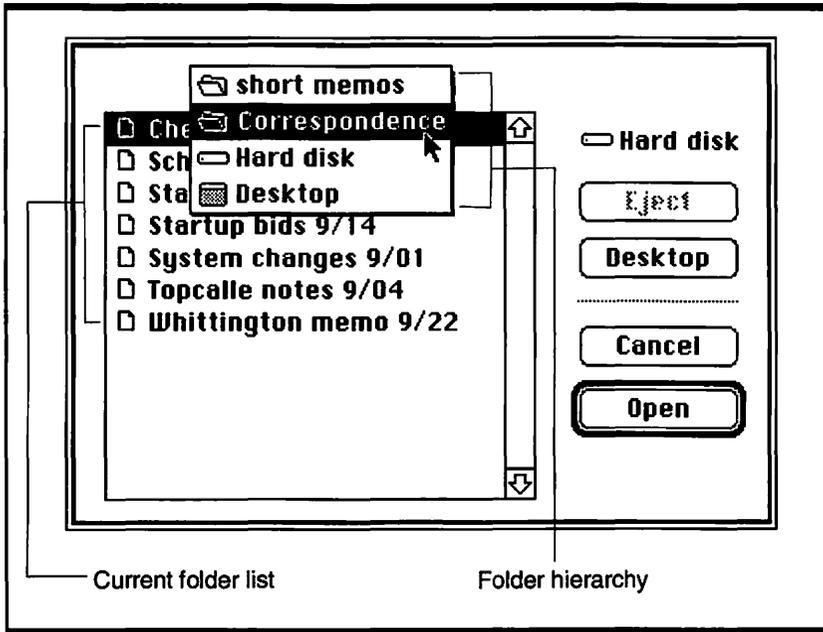


Figure 4.3
Pulling down the folder hierarchy menu in an Open dialog box

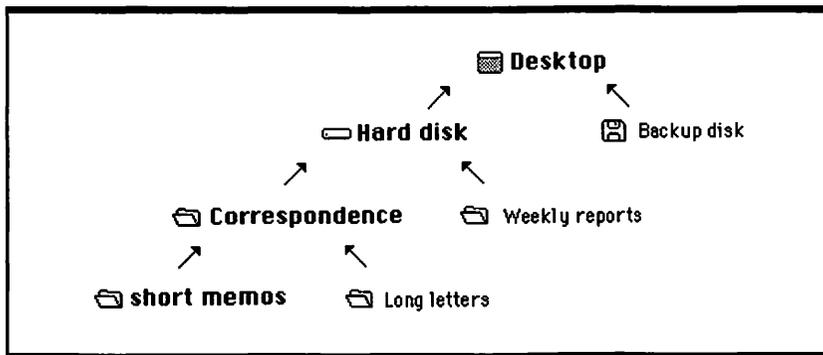


Figure 4.4
Hierarchy of folders with short memos inside Correspondence on Hard disk

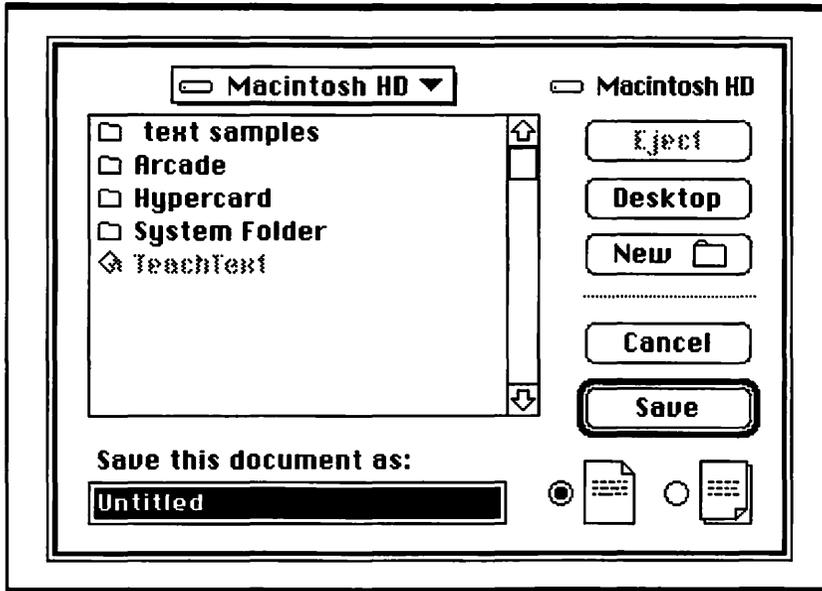


Figure 4.5
The Save As dialog box

2. Type in a name for your new file. The new name replaces *Untitled* in the text box.
3. Click the Save button. The disk drive whirrs as it writes your document onto the disk, and then the document window returns, with the new name in the title bar.

Saving As You Edit

As you work on a document, the changes you make are stored in the temporary memory of your Mac. To put this work in a permanent storage place, choose Save in the File menu, or in most applications, press **⌘-S**. If you save often, each save takes only a moment, so your work pace is not interrupted.

There is only one situation in which you should not save your work. If you realize that everything you have done since the last time you saved is all a big mistake, *do not* save your work. Instead, close the window, and when you see a dialog box asking if you want to save changes before closing, click the No button.

Special Saving Techniques

There might be times when you make changes to a document and want to keep both the original and edited versions of that document. For situations like this, choose the Save As command from the File menu and use the dialog box shown in Figure 4.5. These are the different possibilities:

- Click the New Folder button, enter a folder name, and click Save to save the document in a new folder inside the current folder.
- Click Desktop if you want to save the document on the desktop instead of inside your current folder. If you want to save a back-up copy of a document to a floppy disk, click Desktop, then click the floppy disk name in the list box, click the Open button, and click Save.
- Click Eject if you want to insert a different floppy disk from the one in the floppy drive. You must click Desktop before this button becomes active.
- Enter a new name for the document if you want to have two copies of it; the previous version, and a new version with your latest changes.
- Pull down the folder hierarchy menu if you are inside a folder and want to save the document to the desktop or another folder. Choose the Desktop from the folder hierarchy menu if you are not sure where the desired folder is. You can start seeking it from the desktop down.

Managing Your Applications

Once you've acquired a few applications, you'll find yourself casting about for quicker and easier ways to open and move among them. By using the Apple and the Applications menus judiciously, you can make sure your applications are right where you need them.

Opening Applications from the Apple Menu

You can set up your Mac so you can open your most-used applications from the Apple menu. Remember, the Apple menu is the one under the little apple icon at the far left end of the menu bar, and it is available at all times. You can put aliases of applications in the Apple menu. An alias of an application, as explained earlier in this chapter, is a stand-in for the icon of the application.

To make an alias for an application so you can put it in the Apple menu, all you have to do is find the original icon of the application, select it, then choose Make Alias in the File menu. Then open the window for your System Folder on your hard disk, find the Apple Menu Items folder, and drag the alias for the application to the Apple Menu Items folder. Pull down the Apple menu and you'll see that the alias is there. Notice that the Apple menu gets longer as you add things to it. It can even run off the bottom of the screen; you just have to scroll down to the hidden items at the bottom. The advantage to having an application's alias in the Apple menu is that you can use it to open the application. The Applications menu only shows applications that are already open (see Figure 4.6).



To put the aliases of your most-used applications at the top of the Apple menu, add a space before the first letter of an alias title. You can add an apostrophe to the front of a title to move it to the end of the list.

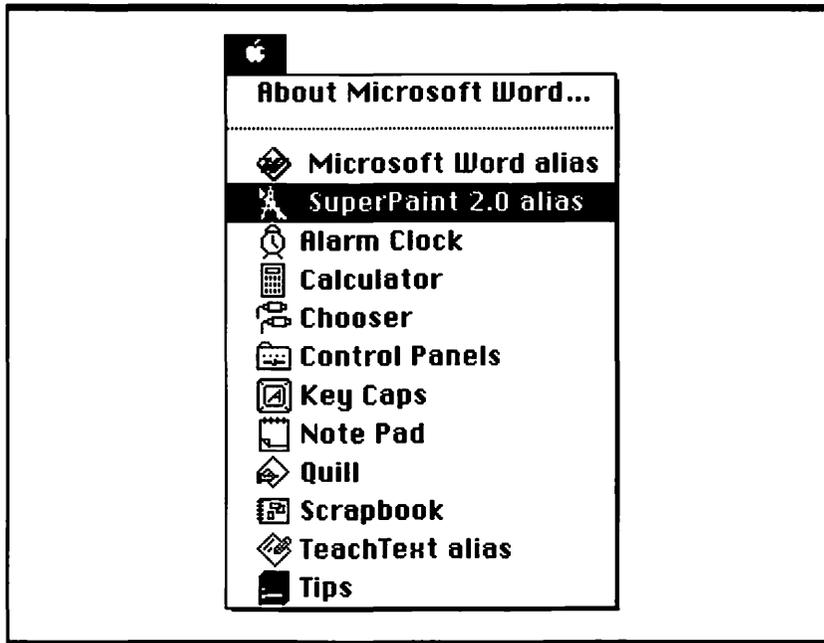


Figure 4.6
Application aliases in the Apple menu

Finding Misplaced Documents

If you have a large number of folders and you can't remember where a document is, you can use the following Finder procedure to seek out your document and select it for you.

- 1.** Choose Finder from the Applications menu. This menu is under the application icon on the far right end of your menu bar.
- 2.** Click in the window for your hard disk to make it active. If you can't find the hard disk window, choose Hide Others from the Applications menu, then double-click your hard disk icon to open its window.
- 3.** Choose Find from the File menu on the desktop.
- 4.** Type the name of the document you want to open, or as much of the name as you can remember.
- 5.** Click on the More Choices button if you want to be more specific about the document you are searching for. For example, if you know the name of the document starts with the letters *Sche*, you can enter those letters in the Find dialog box, click More Choices, then pull down the menu under "contains" and change it to "starts with."
- 6.** Click the Find button when you have narrowed your search as much as possible. A dialog box tells you how the search is going, then the Finder opens the window that contains the document and selects it for you. Double-click it to open it.
- 7.** If more than one document matches the pattern of characters you are searching for, and your first search turns up a document you don't want, choose Find Again from the File menu on the desktop. The Finder runs around your folder hierarchy again until it finds another document that fits the pattern you specified.

Switching between Documents

Many applications let you open more than one document at a time. To find out if opening multiple documents is allowed in an application, first open

**Tip**

To switch from one window to the other, so you can work on one document and then the other, click on the edge of the inactive window. It becomes active, and you can go to work immediately.

one document, then pull down the File menu. If the Open command is dimmed, you cannot open another document. If the command is dark, choose it, then double-click a second document in the Open dialog box. The second document appears in its own window, and in most cases, the two document windows are staggered in such a way that you can see the edge of the inactive one behind the active one.

When working with multiple documents make sure you save your work in each one. If you do some work in a document and go on to another one without saving, it is easy to forget all about the first document until there is a power surge or a system problem that makes you restart and lose your work. The best policy is to save your work in each document before you leave it to work in another one.

Changing Your Desktop View of Documents and Folders

There are a lot of ways to look at the documents and folders in a window on the desktop. Each view of the items is useful for different reasons; don't use the same view for all situations. Here is a list of the views as they appear in the Views menu, and the most obvious situation called for by each.

- by Small Icon: Shows little icons and titles for files and folders. Good for showing lots of different types of files and folders in one window.
- by Icon: Shows a full-size icon and title for each file or folder. Good for showing a few icons of different kinds, especially if kids or other less dexterous users are going to be using the window.
- by Name: Lists folders and files with the names sorted alphabetically. Good for long lists of documents you want to sort alphabetically.
- by Size: Lists folders and files sorted by size, largest first. Good for finding out which folders and documents need cleaning out when you are running short of disk space.
- by Kind: Lists folders, applications, and documents in separate, alphabetized groups. Good for finding and listing documents;

gives you a clear view of your hierarchy of folders and documents. In Figure 4.7 you can see a listing by kind of a simple folder and file hierarchy.

- by Label: Lists folders and files sorted by the labels you assign to them. Good for organizing long lists of similar files, so you don't mix them up.
- by Date: Lists folders and files sorted by last modification date, most recently modified first. Good for determining which documents need to be backed up.

If any of these views are not available in the View menu, you probably need to make an adjustment in the Views control panel, as explained in “Views Control Settings” in Chapter 8. Only the by Name view is always available.

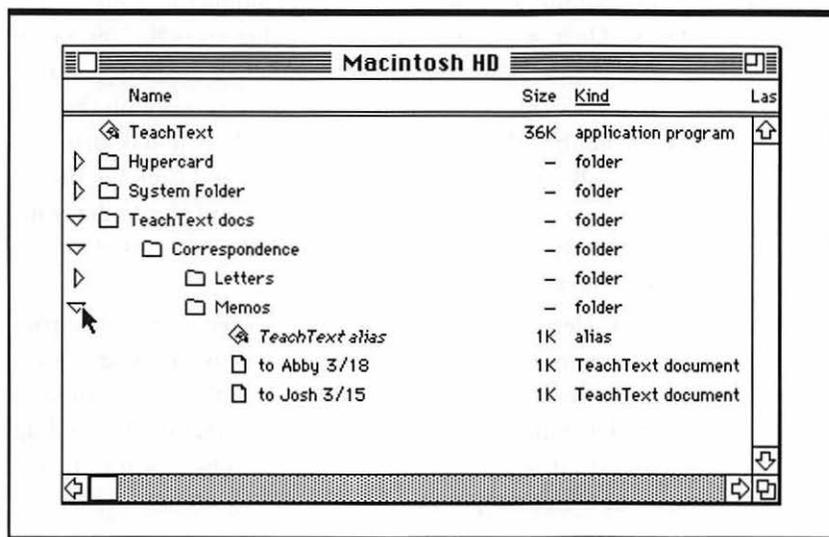


Figure 4.7

A list by kind of a simple file and folder hierarchy

Using List Views

To get the most out of list views, you may need to expand and collapse the lists of what is in the folders. Sometimes you want to see what is in a folder, and sometimes you want to hide the contents of a folder so they don't fill the screen and prevent you from seeing the top levels of your folder and file



- To select several icons in one folder, start a selection rectangle in the left margin and drag a bit to the right and then down through the list of icons. You can keep dragging down a long list, even if it runs out of sight at the bottom of the window.
- To change the way items are listed, click on the column header for the listing you want. For example, if the items are listed by kind, you can click the Last Modified column header and the window will change to a By Date listing. The column header of the current list type is underlined.
- To adjust the list view display and to show additional information in list views, see “Views Control Settings” in Chapter 8.

An Application Is Not Available

You see an alert box that looks like Figure 4.8. In most cases, this means you double-clicked a document icon, and your Mac can't find the application that created the document.

The solution is to open the application first, then open the document, but that only works if you have the application that created the document. If you don't, try opening the closest application you have, then opening the document from inside that application. For example, if you are trying to open a MacWrite document but don't have MacWrite, you can open Word, then open the MacWrite document. Word will convert the MacWrite document to Word format as it opens the document. Similarly, you can use Photoshop to open all kinds of paint and draw documents. If you have PageMaker, you can open almost anything with it.

Application Won't Quit As Expected

You try to quit an application after finishing work in it, and either the screen hangs, or the Mac puts you right back in the application. The cause of the problem is that you still have a utility or desk accessory open. Check the items in your Apple menu. The Scrapbook is a common culprit. When you find the open utility or desk accessory, close it, then quit your main application.

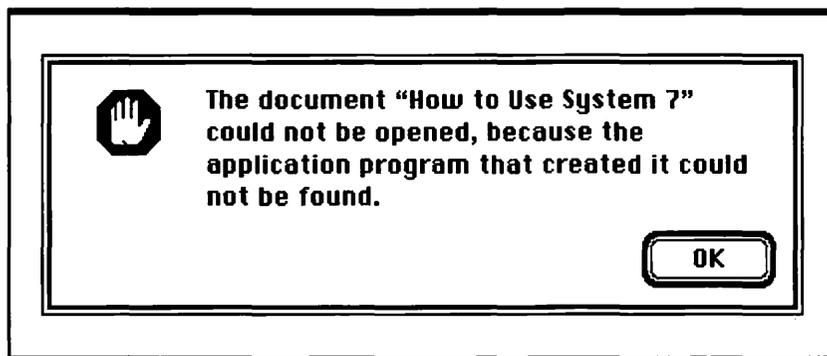


Figure 4.8
Application Not Available alert box



File Lost After Moving in a List View

You moved a file to a folder in a window that was displaying a list view, and now you can't find that file. Use the Find command in the File menu to find the lost file, then move it carefully, making sure that the target folder is highlighted before you "drop" the file. It is easy to miss a target folder in a list view, especially if you use the small icons of files and folders in order to squeeze as long a list as possible into the window.

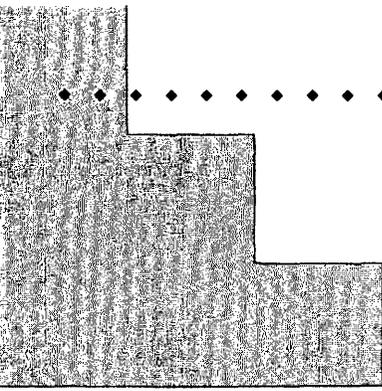
Five

Using Folders to Organize Your Files

.....

Featuring

- ◆ Description of the Macintosh hierarchical file system (HFS)
- ◆ How to make and name folders
- ◆ How to nest folders to make a hierarchy
- ◆ How to use list views to look into folders
- ◆ Troubleshooting problems with file and folder hierarchies



First Steps

To make and name a new folder:

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Make sure you're in a window of your hard disk or an already existing folder so you have a place to put the folder you make. Choose New Folder from the File menu or press **⌘-N**. When the folder appears it is called "untitled folder," but the name is selected, so you can enter a new name immediately. You can make a folder on the desktop, too; just select an icon on the desktop to deselect all windows, then choose New Folder from the File menu.

To make a hierarchy by placing files and nesting folders:

114

First you need to organize your groups of related files in folders; you do this by dragging each file to the folder that makes sense, releasing the mouse button when the destination folder becomes highlighted. You can select related files in a window by dragging a selection rectangle across them; then you can drag one of them to a folder, and the others in the group will follow. If several folders contain similar or related data, you can nest them all inside a single folder. You simply drag each related folder to the destination folder and drop it when the destination folder becomes highlighted.



CHAPTER 5

To look inside folders that are in other folders: 117

You have to open the top level folder first. Then either double-click the top level folder and then double-click the one inside, or use a list view (you choose by Name or by Kind from the View menu) and click on the triangles in the left margins to open and close the folders all in the same window.

To change the order in which files or folders are listed: 118

You can put special characters (characters other than letters and numerals) in front of the names of files or folders to reorder them for logic or personal preference. Put a space in front of the name of any file or folder that you want to see at the beginning of a list. To make a file or folder go to the end of a list, put an accent mark (') or caret (^) before the name.

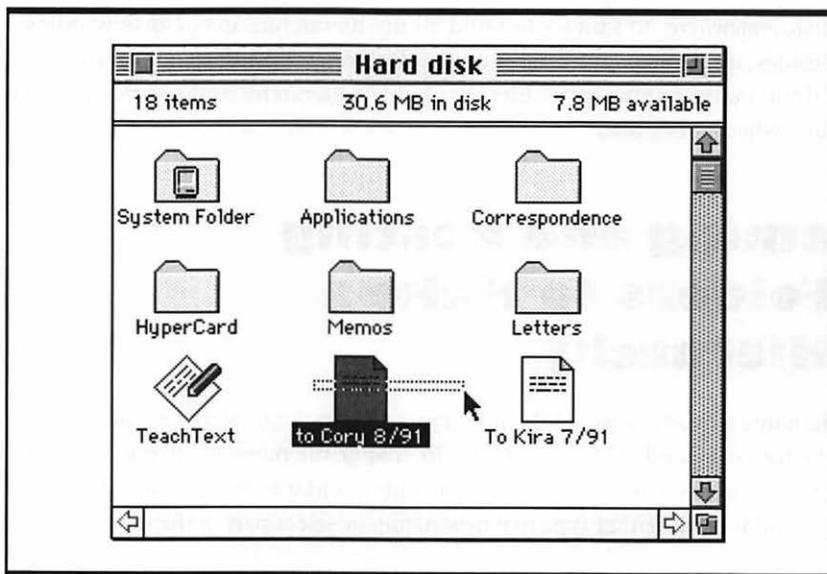
replace it. For more information on selecting and replacing text, see “Deleting and Replacing Text” in Chapter 9.

To put a file such as a document into a folder, drag the icon of the document to the folder. When the folder becomes highlighted, release the mouse button, “dropping” the document into the folder. To put several files in a folder, drag a selection rectangle through them, then drag one of the icons to the folder. The others follow.

To put a folder into another folder, or “nest” it, drag the icon of the “egg” folder to the icon of the “nest” folder and drop it in. Open up the nest folder and the egg one will be inside there.

For an example of the basic techniques of nesting folders to make a hierarchy, create a few new folders, such as those shown in Figure 5.2. If your computer is new and you haven’t rearranged things on your hard disk, you’ll probably already have a System Folder (remember, you *do not* nest it anywhere or move stuff in or out of it unless you know exactly what you are doing), a HyperCard folder, and TeachText. If you do not have any documents in your hard disk window, create and save two with TeachText or your word processing application of choice. (If you don’t know how to create and save a word processing document, see Chapter 9, “Word Processors.”)

Figure 5.2
Some folders and files in a
hard disk window



The names of the files and folders in this sample are simple, clear, and easy to organize into a logical hierarchy. The two memos, “to Cory” and “to Kira,” belong in the Memos folder. The Memos and Letters folders belong in the Correspondence folder, since they are for two different kinds of correspondence files.

The HyperCard folder, which contains the HyperCard application, belongs in the Applications folder. TeachText, another application, goes there too.

So, to create the hierarchy shown in Figure 5.3, just follow these steps:

1. Select the two memos and drag them to the Memos folder.
2. Select the Memos and Letters folders and drag them to Correspondence.
3. Select the HyperCard folder and TeachText and drag them to the Applications folder.

Now all you see in the Hard disk window is three folders: Applications, Correspondence, and the System Folder.

This simple hierarchy would be adequate to organize 20 or 30 memos and letters in the correspondence folder, and 10 or 15 applications. To help you remember when you created a particular file, you can add a date after it, as shown for the memos above. You don't need to add a last modification date; you can see that in a list view, as explained below.

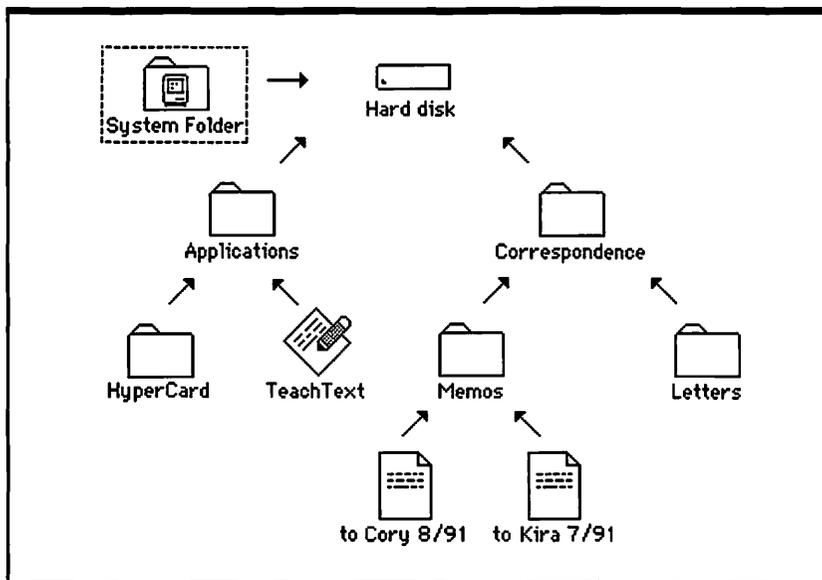


Figure 5.3
Building a sample hierarchy of folders and files

Using List Views to Work with Folders

If you want to see several layers of your folder hierarchy at once, in order to find out if the naming and nesting is clear and logical, just open the window for your hard disk and choose by Name or by Kind from the View menu. You'll see something similar to Figure 5.4. The sample shows the name, size, and kind of each file or folder. If you scroll the list to the right, you can see the time and date that the files and folders were last modified.

This view gives you an outline of the files and folders; the logic of the naming scheme is obvious when you see it in outline form. This is the key to good organization of your folders and files. If the folder names make a clear outline in a list view, you won't lose things in the hierarchy. If the names of the folders don't make a sensible outline, or if files are in folders that don't make sense, the hierarchy needs work. If you don't fix it up, and if you add more and more files and folders, higgledy-piggledy, the thing will soon become such a mess that you can't locate anything without using the Find command in the File menu.

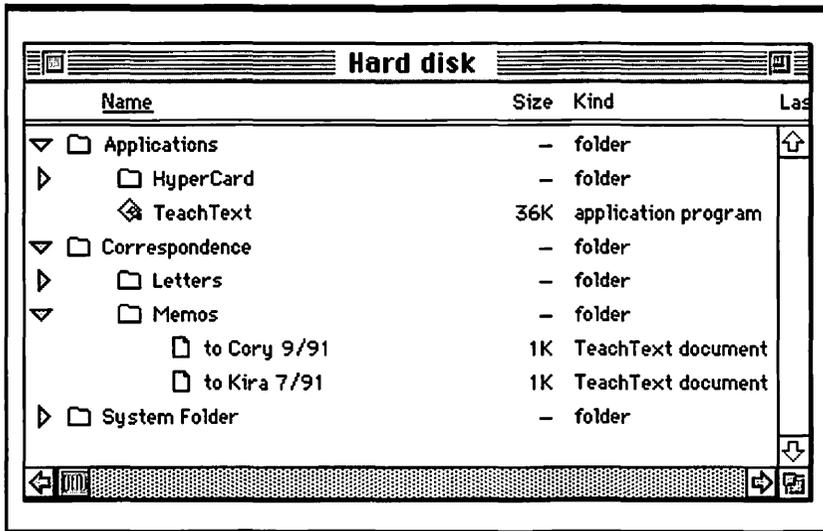


Figure 5.4
A list view of a sample folder hierarchy

Troubleshooting Problems with Files and Folders

The following sections cover the problems you can have when using files and folders to build your file hierarchy.

Can't Determine Where Current Folder Fits in Hierarchy

You are looking at a window that shows the contents of a folder, but you can't figure out what folder the current one is inside (the *parent* folder, as they say). Press the **⌘** key and press on the title of the current window. A menu like the one in Figure 5.5 pops down, with the layers of the hierarchy above your current folder, listed in reverse order. That means the parent folder is listed first, then the parent of that folder, and so forth, to the hard disk.

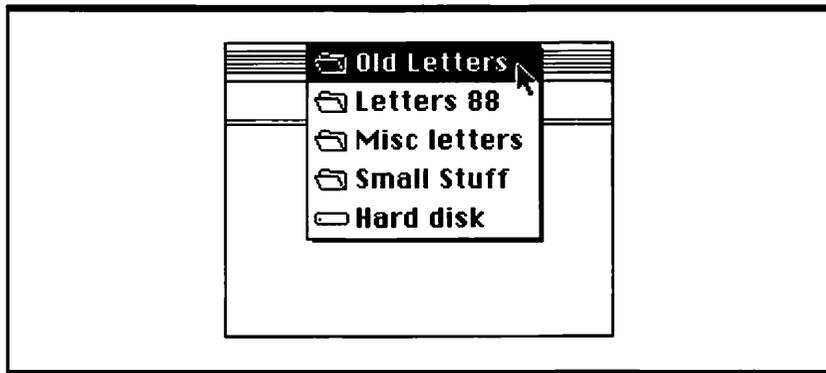


Figure 5.5
The folder hierarchy pop-down menu

File or Folder Is Lost

You can't remember where a file is. Or you just dragged a file or folder into a window with a list view, and it disappeared. Choose Find from the File menu at the desktop (you have to be in the Finder to find stuff). A dialog box opens, with a text box ready for you to enter the name of the file or folder you want to find. You don't have to enter the whole name; all the Finder needs is enough letters to distinguish the item you've lost from all the other ones.

Can't Change a File's Name

If you try to select the name of a file and the frame doesn't appear around it, so you can't edit the name, the file or disk that contains it is locked. To unlock a file, you need to choose Get Info from the File menu, click the Locked check box to uncheck it (thereby unlocking the file), then close the Info window. Now you can select the name of the file and change it when the frame appears around it.

If the file is unlocked and you still can't select the name, it must be on a locked floppy disk. Eject the disk and slide the lock tab over the hole. Then reinsert the disk, open it, and select the name of the file you want to change. See Chapter 6 for more information on locking and unlocking floppy disks.

New File or Folder Is Selected When You Try to Change a File or Folder's Name

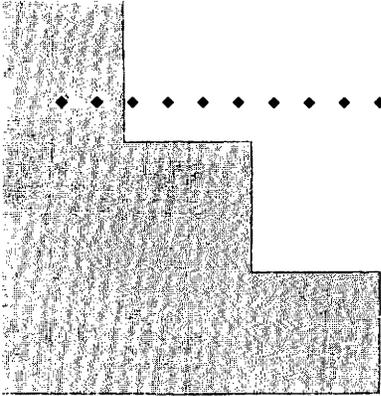
You select a file or folder, but when you start to type characters to change its name a new file or folder becomes selected. The problem is that you selected the item, but didn't select the title. You have to click on the title itself and wait for the frame to appear around it. *Then* edit the title. When the item is selected rather than its title, you are telling the Mac to find and select a new item when you type in letters.

Storage: Hard and Floppy Disks

.....

Featuring:

- ◆ Introduction to hard and floppy disks
- ◆ All about bytes, kilobytes, and megabytes
- ◆ A guide to different disks for different folks
- ◆ How to connect and care for your hard disk
- ◆ How to save and back up your work on disks
- ◆ How to insert, eject, initialize, lock, unlock, erase, and name floppy disks
- ◆ Floppy disk precautions
- ◆ Startup disk, system disks, application disks, and data disks defined
- ◆ How to back up files on a floppy disks
- ◆ Copying an entire disk
- ◆ Troubleshooting problems with hard and floppy disks



First Steps

To back up your work on floppy disks:

134

Before you can make backup copies of your work, save all current work on the documents you want to back up and close the windows showing them. Then you can either copy the files directly onto floppy disks, or start a backup utility to do the work for you. If you use a backup utility, all you have to do is look in the file catalog (created when you make your first backup) and select the files you want to back up afresh. Select the type of floppy you want, click a button that starts the backup process, and simply insert the floppy disks that the utility tells you to.

To defragment your hard disk:

135

Before you defragment a hard disk, you must back up all important documents, applications, and preferences files. Preferences files are found either in the Preferences folder in your System Folder or in applications' folders. Once you have backed everything up, start a defragmenting utility such as Speed Disk and check the disk for file fragmentation. Then just click Optimize and wait for the utility to do its work.

To insert a floppy disk:

137

Hold the disk with the label side up, gripping the plastic edge so the metal door is away from you. Insert the disk in the disk drive slot and push it with your fingers until it clicks down and into place. If you have inserted the disk correctly and are in the Finder, the disk's icon appears on the screen.



CHAPTER 6

To eject a floppy disk: **137**

You need to get to the Finder so you can see the floppy disk's icon on the desktop. Then you can either drag the floppy disk icon to the Trash or select the icon and choose Put Away from the File menu. You can also choose Eject Disk from the Special menu, but this leaves a ghost icon for the disk behind. If you don't want that ghost to haunt you, reinsert the disk and drag its icon to the Trash.

To prepare a new floppy disk for use: **139**

You should make sure a disk is unlocked and is either blank or free of any data that anybody else needs before you prepare it for use in your Mac. Insert the disk in the floppy disk drive, and when the dialog box appears, click the Initialize or (for older Macs) the Two-Sided button. When the initializing process is finished, you can name the disk and open its icon on the desktop.

To copy an entire floppy disk: **142**

Insert the floppy disk you want to copy to and open it to make sure you don't want any of the files on it. Close the disk and choose Eject Disk from the Special menu. With the ghost icon of the target disk still on the desktop, insert the source disk. Drag the icon of the source disk onto the ghost icon of the target disk and click OK in the dialog box. As copying proceeds, you may have to switch the disks in and out a couple times before the copying is done.

Bytes, Kilobytes, Megabytes

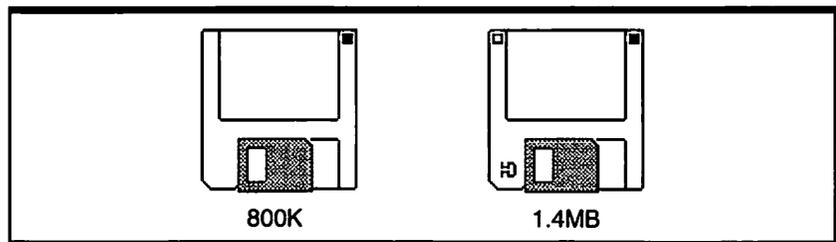
Different types of disks can store different amounts of data. For instance, hard disks can store much more information than floppy disks. Information in computers comes in tiny units called *bytes*: 1024 bytes make a kilobyte (K), 1024 kilobytes make a megabyte (MB). A standard 3.5-inch floppy disk can hold either 800K or 1.4MB of information. Hard disks can store 40MB or more, and their capacities are growing all the time, even as the actual hard drives become smaller and smaller. One gigabyte (G) hard drives, which hold 1024MB of data, are considered low-capacity by some Mac hot-rodders.

To put the storage figures in simple, concrete terms for you and me, though, a floppy disk can store about a book's worth of information; a typical hard disk can store a hefty encyclopedia or more. In terms of graphics, a floppy disk can hold one or two typical color photographs, and a hard disk can usually hold more than a hundred, if they haven't been heavily edited.

To distinguish 800K from 1.4MB floppy disks, look at the corners. If the disk has a single little square hole in the upper right corner of the case, it's an 800K disk. If it has two little square holes, one in each upper corner of the case, and an HD symbol in the lower left corner, it's a 1.4MB disk. Figure 6.3 shows examples of both kinds of disk.

All late-model Macs have SuperDrives that accept 1.4MB disks, while older Macs can use only 800K floppies. If you work with two or more Macs and some have SuperDrives and others don't, you should buy and use 800K disks and use them on all of the machines.

Figure 6.3
Two different 3.5-inch floppy
disks





You can't transfer data on 1.4MB disks from a Mac with a SuperDrive to a Mac without a SuperDrive, unless the 1.4MB floppy is formatted as an 800K disk. And what's worse, if you format a 1.4MB floppy as an 800K disk on an old Mac Plus, then put lots of important data on it and stick it in your SuperDrive Mac, it asks you if you want to reinitialize the disk and erase all the data. This is not good. What's worse, even if you *do* want to reinitialize a 1.4MB disk that you formatted on an 800K drive, the SuperDrive often can't manage it! There is a primitive workaround to both these problems; just tape over the hole in the left corner of the case, so the SuperDrive will think the floppy is a standard 800K one. But for less fuss and bother, just stick to using standard 800K disks from the start.

Which Disk for You?

If possible, purchase a Mac with a built-in hard disk, or purchase an external hard disk drive that connects to the SCSI port (socket) on the back of your Macintosh. It is best to use floppy disks only for storing backup copies of the work you produce and the applications you use. Keep your working tools and the things you create or modify daily on a hard disk. Your Mac can write things to and read things from a hard disk much more quickly than a floppy disk, and you can keep so much more on a hard disk that you shouldn't try to get along with just floppy disks unless your work requires using only one application that can run on an older (and therefore smaller) version of the system software, and you create only a few small documents each day. If you try to do more than that without a hard drive, you'll go nuts switching floppies in and out of your Mac. You can use two floppy drives, and keep your startup disk on one of them, but you'll still have to do a mess of disk swapping as you work.

So, you should get a hard disk if you possibly can. But do you want an internal or an external hard disk? If you have a compact, portable, or PowerBook Mac, you want an internal drive, to keep the machine portable. On the other hand, if you have two Macs in different locations and you have to run data back and forth a lot, get an external drive, so that it is the only thing you have to transport.

There are many small, light, fast, and quiet external drives on the market. Another advantage to an external drive is that if you have trouble with it, you can take it to a shop without having to turn over your whole Mac. On the

Save and Back Up

I know, I know, you've been told before. I also know that you are human, like me. We humans tend to overlook things like saving and backing up, especially when we are in a hurry, and when we are in a hurry we tend to push the Mac a little bit too hard, just the way we tend to pull shoelaces a little too hard when we are rushed.

But shoelaces are cheap. Your applications and all your data are much more valuable, much more difficult to replace. Save your work every ten or fifteen minutes, so you never have to redo much in the event of an electrical surge or a system software problem.

Backing up is important too. First off, the term "back up" has nothing to do with putting the Mac in reverse. It means to make a backup or reserve copy of data on the Mac. Back up your work at least once a week if your hard disk is less than half full, and back up your work once a day if your hard disk is more than two-thirds full. If your hard disk gets more than three-quarters full, or if it starts giving you "Out of Space" messages when you do things like save, or if you notice that it takes more time than usual to switch to and from the Finder, or if the Finder is taking a long time to find things, **BACK UP RIGHT NOW!!!!** Don't stop to tie your shoes, and don't hurry up to finish just one more edit of that document you are working on. **DO IT NOW.**



Note

Most backup utilities let you make a catalog of folders and files you need to back up regularly. All you have to do is choose the folder name from the catalog, click a Back-up button, and let the utility do the rest for you.

Backing up your work can be either very simple or very complex, depending on how paranoid you are. If you are just working on one project at a time, and you just want to make sure you have a copy of your latest work on the project, all you have to do is copy the whole project once a week or so, then back up the last chapter you did major work on once every day or so. If you have trouble remembering to do this, you can automate the process with a utility such as FastBack or Redux. I like Backup, which comes with the Norton Utilities package. It is simple and quick to use.

If you can afford to put some extra money into your Mac, you can buy an inexpensive second hard disk drive and do your backups to it. Copying files from one hard disk to another is much faster than copying to floppy disks, and you can keep all the backups for each project in one nice, big folder, rather than scattered among a bunch of floppies. Some people even back up their applications on a second hard drive, but I think it's safe enough to keep a backup copy of the original program floppy.



The backup procedure is similar for most of the utilities that do it. For example, to back up a folder containing your latest work using Norton's Backup, you use the following steps:

1. Save your work and close any documents you intend to back up.
2. Find the backup catalog for the folder you want to back up. I keep all these catalog files in a folder inside the Norton Utilities folder, so I can get at them easily.
3. Double-click the catalog to open Backup and display a file list with the selected folder at the top.
4. Open the folder and make sure you want to back up everything in it. Click in the left margin of the list to check or uncheck folders and files.
5. Check the Backup to: setting to make sure you are going to back up to the kind of floppies you have in hand.
6. Click the Update button and insert the disks that Backup asks you to.

Backup tells you how long the backup might take in the worst case; the further along it gets on the job, the shorter that time estimate gets, in most cases. In my experience, the backup jobs of 1MB to 2MB folders only take a few minutes.

Whether you use a hard disk or floppies for backup, make sure you have a large amount of memory set aside in your Mac's disk cache. The rule of thumb is to allot at least 32K of memory to the disk cache for each megabyte of RAM your machine has. Allot much more if you use memory-hungry applications or ones that create relatively large (200K+) documents. The larger the disk cache, the faster you can copy things, and the easier it will be for the Mac to do the copying in the background, which allows you to go on working in your current application.

Defragment the Hard Disk Before It Fills Up

If you have filled your hard disk to three-quarters of its capacity, or if you have been running it at about two-thirds full for a few months, or if you have done lots of file moving over several months, even with a hard disk that is half full or less, the disk will become fragmented. This means that the individual files on the disk get scattered all over it, rather than staying together.



Fragmenting happens because the disk's driver software places data on the disk wherever it can find space, and the space on the disk is divided up into small units. As a disk gets near to full, files are put into all the little leftover units of space between other files. As you add and delete more new files, the little leftover units of space get more and more scattered, so your files wind up in little fragments all over the disk. Then when the Finder comes looking for a file it has to do a lot of hunting around and collecting fragments to make the whole file. This is hard on the Finder, and it means the disk has to do a lot more spinning to get your work done.

If it takes a long time for the Mac to open an edited file, or if you see the message "The application is busy or missing," even though you know the application is right there in front of you and not busy at all, then you can bet you need to defragment your hard disk.



Tip

Back up all your essential data and customizing files on your hard disk before you defragment it.

The simplest, most primitive way to defragment a hard disk is to copy all of it to another hard disk or to floppy disks. Then initialize the fragmented disk, and copy everything back onto it. If you can rent or borrow a hard disk that is the same size as yours and copy everything over to it and back again, this is not only simple, but quick. Copying everything to floppies takes quite some time and effort, especially if you haven't been backing up your work regularly.

You can also get a utility, such as Speed Disk (one of the Norton Utilities) or Silverlining, and let the utility defragment and reorganize your files in the optimum sequence for performance, without moving them off the disk. The only problem with these defragmenting or *optimizing* utilities is that they take a lot of time to do their work, especially if you are defragmenting a large disk that is nearly full, and which hasn't ever been defragmented before. See the utility's documentation for information on using it, and how to make it work as fast as possible.

A good compromise between optimizing and primitive defragmenting is to copy everything off your disk onto a borrowed or rented hard disk, then install the optimizing utility, then copy everything back. Once the disk is in good order, the utility doesn't take much time to prevent future defragmentation. You can even divide up your hard disk into partitions, which further prevents fragmentation (see your hard drive documentation for more information on partitioning). I prefer to keep everything on one partition, but I use the defragmenting utility pretty often, to guard against built-up fragmentation.

**Tip**

If you cannot select the name of a floppy to change it, the floppy must be locked. Eject the floppy, unlock it, then reinsert the floppy and change the name.

To change the name of any floppy or hard disk, select the name under the icon on the desktop and type a new name, which replaces the old name automatically. Give each disk a distinct name that reflects what is on it. You can use any character except the colon (:) in a disk name, and you can use spaces as well.

To copy things onto a floppy disk, just drag their icons to the floppy disk icon on the desktop, or into the floppy disk's open window. To copy things from a floppy disk, open the disk's window and drag the icons to the window of the folder or disk you want to copy them to. If you copy a file that has been compressed with a utility such as StuffIt, you may have to decompress the file before you can use it.

Compressed Files and How to Use Them

Compressed files are ones that have been made smaller by a special utility. You can fit more of them on a floppy or hard disk, and they can be sent more quickly over a modem, saving phone bills and money spent on an information service. But before a compressed file can be used, you must decompress it. Two well-known utilities that compress and decompress files reliably are StuffIt Deluxe and DiskDoublor.

The icons of files that have been compressed show the logo of the compressing utility, and most have a suffix, such as .sit, added to the name. Once you have moved a compressed file from a floppy disk to your hard disk, where you presumably have more room, you can just double-click the file to decompress it. Even if you don't have the compression utility on your hard disk, the file can usually decompress itself. If you are using an installer program to install an application that is compressed, the installer will usually decompress the files for you; this takes place at the end of the installation, and you may see a dialog box that tells you how the decompression process is coming along. It can take from a minute to half an hour or more to decompress files, depending on how large they are and how fast or slow your Mac is.

Floppy Disk Precautions

Floppy disks don't require much care, but keep them away from the following things:

- **Magnets:** Toy magnets, paper clip holders, telephones, TV or computer-monitor magnets, stereo-speaker magnets, and electric motors. If you have an external disk drive and a compact Mac, keep the drive away from the left side of your Mac; there are strong magnetic fields by the power supply on that side. Keep disks away from the left side of ImageWriter printers, too.
- **Heat and cold:** Use floppies and the floppy disk drive only when both are at room temperature.
- **Static electricity:** Avoid touching the metal door on a floppy disk with your fingers (especially if you just walked across a deep pile wool rug), and don't put disks in plastic bags.
- **Grease, dust, water:** Never open the metal door and touch the floppy itself. Don't store floppies in damp or dusty places.

Preparing a Floppy Disk for Use

Before you can use a brand-new blank floppy disk, you have to format or initialize it so your Macintosh can write to and read from it. Initializing is sort of like setting up the compartments on the disk for the Mac to store things in. It has nothing to do with putting your initials on the disk. Use the following procedure to prepare a new disk or erase everything off an old disk to make a fresh start. Whatever kind of disk you are working with, make sure it is unlocked; for information on unlocking a disk, see "Locking and Unlocking a Floppy Disk" later in this chapter.

1. Insert the disk in the floppy disk drive. If it's a new or damaged disk, a dialog box tells you that the disk is unreadable and asks if you want to initialize it. If it's an old disk you want to erase, make sure it's selected, then choose Erase Disk from the Special menu; the Initialize dialog box then appears.
2. If you inserted a 1.4MB disk, click the Initialize button. If you inserted an 800K disk, click Two-Sided. An alert box warns you that the initialization process will erase everything on the disk.

It's a bit more of a trick to copy a whole floppy to another one if you have only one disk drive. Use the following steps to limit disk-swapping to a minimum.

1. Insert the target floppy disk, open its window, and make sure it has nothing on it that you want to keep.
2. Close the disk's window, but leave the icon selected.
3. Choose Eject Disk from the Special menu. The target disk spits out of the disk drive, but a ghost icon remains on the desktop.
4. Insert the source disk. When its icon appears, drag it to the ghost icon of the target disk, as shown in Figure 6.4.
5. Click OK in the message box that asks if you want to replace the contents of the disk with those of the source disk.
6. Switch disks when the Mac asks you to.

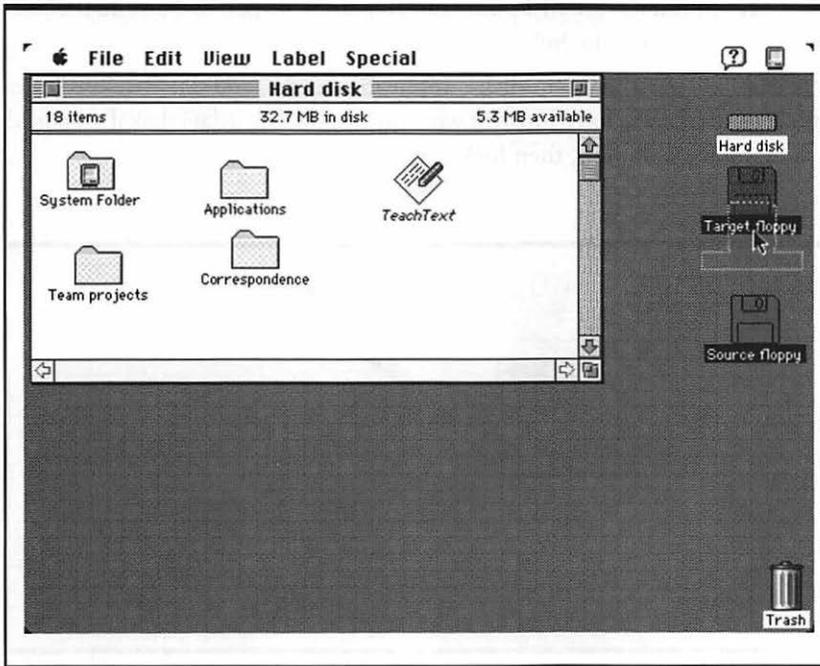


Figure 6.4
Copying an entire disk

Erasing a Floppy Disk

If you have a disk with old information on it that you no longer need, you can erase it and reuse the disk. Insert the disk in the drive and open the icon to make sure there's nothing you want on the disk. Then close the window and choose Erase Disk from the Special menu. A dialog box asks if you want to completely erase the disk. If you are erasing a 1.4MB disk, click the Initialize button. If you are erasing an 800K disk, click the Two-Sided button.

Checking Disk Capacity

To see how much storage space you have used and how much is left on any hard or floppy disk, open the icon for disk and look at the information bar (shown in Figure 6.6) that is just under the title bar of the disk's window.

In this bar you can see how many items are on the disk, how many bytes they take up, and how many bytes are left. The example in Figure 6.6 is an 800K floppy disk with 2 items taking up 79K of space, leaving 707K available. Notice that the two figures don't add up to 800K. About three percent of each disk is used up by hidden files that the Mac needs to keep tabs on what is in the disk and what you have done with it. Similarly, on a hard disk, about five percent to ten percent of the disk capacity is taken up by formatting and hidden files.



Tip

If you can't see the information bar, choose by Icon or by Small Icon from the View menu.

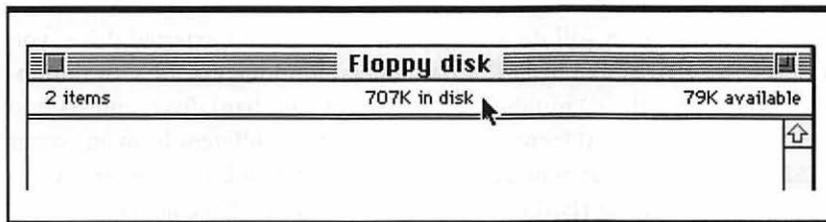


Figure 6.6

An information bar for a floppy disk

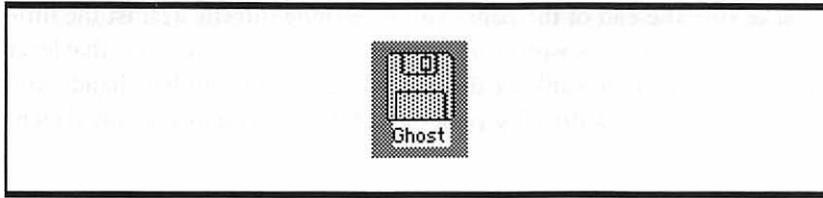


Figure 6.7

Floppy ghost

The Mac Demands a Disk You Ejected

You ejected a disk with the Eject Disk command from the Special menu in the Finder. Although this seems like a logical way to eject a disk, it leaves a ghost behind (as explained in the previous problem), and when you perform some other Finder action later, the Finder asks for the disk that belongs to the ghost. Eject disks by dragging them to the Trash or by selecting their icons and choosing Put Away from the File menu.

Floppy Disk Icon Does Not Appear on Desktop

You have inserted a floppy disk, but its icon does not show up on the desktop. To kick the floppy disk out, press ⌘-1 (for an internal drive) or ⌘-2 . If that doesn't work, use the paper-clip method described in the next problem. When you get the floppy disk out, restart the computer and try again. If the problem recurs, take your Mac to a qualified technician; the Mac or disk drive is sick.

Floppy Disk Stuck in Disk Drive

No matter how you try to eject a disk, whether you drag it to the Trash or choose the Put Away or Eject Disk command, the thing just sticks in there. Often the drive will make painful choking and hacking noises, but to no avail. First, try pressing ⌘-1 (for the internal floppy drive) or ⌘-2 (for an external floppy drive). If that doesn't spit it out, try shutting down and turning the Mac off, then turning it on with the mouse button held down.

Still no luck? To dislodge a really stuck floppy, use the custom-made power-user's tool; a straightened paper clip. Seriously, you have to get a paper clip (the large, heavy-duty ones are best) and straighten one end of it out. Stick that end into the tiny hole to the side of your disk drive, and press straight in on the button that's in there. It takes a firm, but gentle push, and you have



to make sure the end of the paper clip is pushing directly against the little lever in there. If the disk won't come out all the way when you press that lever repeatedly, don't try to yank the disk out with pliers or your bare hands; you could destroy the disk drive by yanking it. Take the Mac to a qualified technician instead.

Can't Find a Seldom-Used File on a Forgotten Floppy

You forgot which floppy a file is on, and you can't even remember the name of the file for sure. Use the Find command with More Choices in the Finder's File menu, and use any clues you can remember, like the last modification date or any part of the name. Search through your floppies one at a time, and when you find the dumb file, make an alias of it and put the alias in some logical place on your hard drive. Then, if you need the file again and forget what floppy it's on, you can just double-click the alias and the Mac will ask you for the floppy by name.

You Are Switching Floppy Disks Over and Over

You keep seeing a little message box that asks you to insert a floppy disk; at the same time, the Mac spits out the floppy that is in the drive. What a pain. People call this problem a switch-disk nightmare. To stop it, try pressing ⌘- (period) at least once, and several times if it doesn't work the first time.

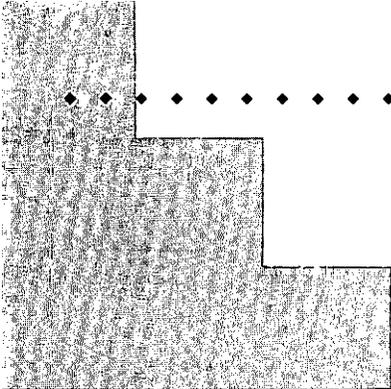
Seven

Memory: Checking and Adjusting Your RAM Use

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Featuring

- ◆ What RAM is and why you always need more
- ◆ How to monitor your Mac's memory needs in any situation
- ◆ How to adjust the amount of memory allocated to an application
- ◆ How to adjust the amount of RAM set aside in the disk cache
- ◆ Troubleshooting problems with memory



First Steps

To check on memory use:

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Go to the Finder and choose About This Macintosh from the Apple menu. When the window appears, look at the data at the top to see how much memory is built into your Mac, how much memory you have overall, if you have virtual memory, and how large the biggest unused block of memory is. You can also look at the bars in the lower part of the window to find out how much memory is allocated to the system software and how much is allocated to each application. You can then check the dark parts of the bars to see roughly how much of the allocated memory is being used by each application and the system software.

To see exactly how much RAM your system software and applications are using:

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Go to the Finder and choose About This Macintosh from the Apple menu. When you see the window showing memory bars, choose Show Balloons from the Help menu, then just point to each of the memory bars and read the exact number of kilobytes of RAM that are currently being used.



CHAPTER 7

To change the amount of memory allocated to an application: 159

Before you can adjust an application's memory allocation, you have to quit it and go to the Finder. Then you need to find the icon for the application and select it. When the icon is selected, choose Get Info from the File menu and look in the lower right corner of the application's Info window for the memory settings. If you want to allocate more or less memory to the application, select the Preferred size number and edit it. You shouldn't set the preferred size to be any less than the suggested size unless you can't avoid it.

To adjust the disk cache: 159

You should quit all applications before you begin to adjust your Mac's disk cache. Then choose Control Panels from the Apple menu, and open the Memory control panel. Click the Defaults button to see what the default setting for memory is. Then click the up and down arrows to set the cache size to a different number of kilobytes. Unless your Mac is very short of RAM, you'll want the setting to be higher than the default for improved performance. After you close the Memory control panel, you need to restart your Mac to have the new disk cache setting take effect.

to increasing the RAM to at least 4MB, or as much as you can afford. See your Apple dealer for a memory upgrade. The memory chips, of the SIMMs (Single In-line Memory Modules) are becoming less and less expensive, so the upgrade may cost you less than five percent of the cost of your computer. Once you have installed as much memory as you can afford, use the remainder of this chapter to make the most of the memory you have.

Monitoring Your Memory Use

To see what your memory needs are and how you should adjust for them, use the About This Macintosh window. To open the window, go to the Finder (choose the Finder from the Applications menu at the right end of your menu bar), and choose About This Macintosh from the Apple menu. A window more or less like the one in Figure 7.1 appears; the applications and memory figures will vary according to how much memory you have and how you have allocated it.

Use the About This Macintosh window to learn the following things:

- To determine how much memory your Mac contains, see the Total Memory amount (8,192K in the example).

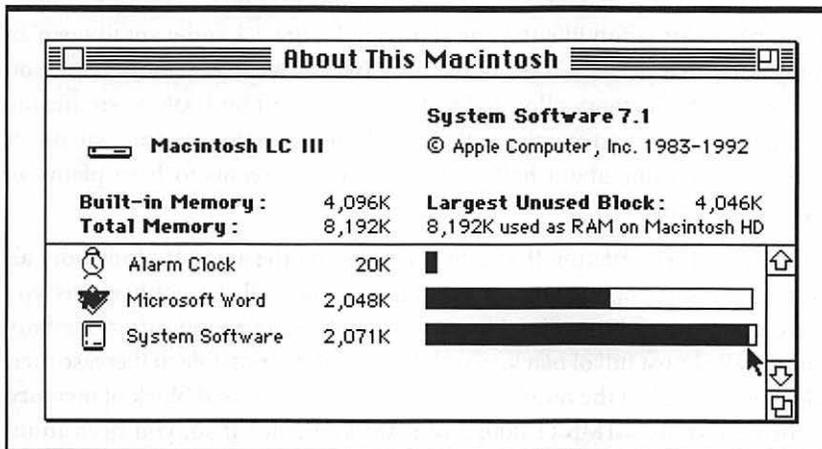


Figure 7.1
About This Macintosh window showing memory information

- To see how much memory is available to open another application, see the Largest Unused Block amount (4,046K in the example).
- To see how much memory is allocated for the use of each open application or DA, see the amounts listed next to them (2,048K for Microsoft Word and 20K for Alarm Clock in the example).
- To estimate how much of its allocated memory an application is using, look at the black bars and the white spaces (Word is using just over half of its allotted memory in the example).

If you want to know exactly how much memory the system software or an application is using, just choose Show Balloons from the Help menu (the menu with a question mark in a balloon), then hold the pointer on the System Software or the bar of an application in the About This Macintosh window. A balloon appears; text in it tells you about the bar and tells you how much memory the application or system software is using. To get rid of the balloons, choose Hide Balloons from the Help menu.

Adjusting Application Allocations

If you want to open an application that needs more memory than the largest unused block, you may be able to do it by adjusting memory. For example, if you have a situation like the one shown in Figure 7.1 and want to open an application that needs 4,100K of memory (whew, what a memory hog), you can reduce the memory allocated to Microsoft Word by 100K or so, freeing up enough memory to open your third application. In the example, Microsoft Word is only using about half of its allocation; it seems to have plenty of memory to spare.



Warning

If you open a number of large documents in an application, or if you invoke some memory-intensive processes, your application can run out of memory and crash.

There is another situation that calls for adjusting the amount of memory allocated to your applications. If you have opened all the applications you need, but in the About This Macintosh window your application memory bars are all almost full of black, you should see if it is possible to increase their allocations. Look at the number of K's in the largest unused block of memory. Is there more than 1MB (1,000K) of RAM available? If so, you need to increase the allocations for your applications.



Use the following procedure to increase or decrease the amount of memory that is allocated to an application:

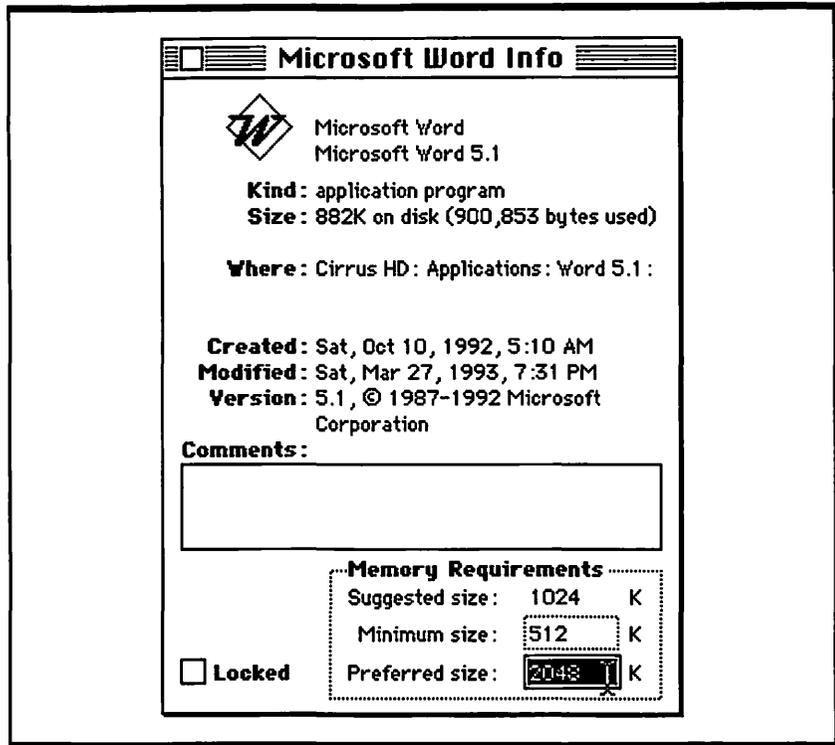
1. Quit the application if you are using it.
2. In the Finder, select the icon for the application. If you have trouble finding it, select the icon for an alias of it, choose Get Info from the File menu, and click the Find Original button in the Info window. If there are no aliases, choose Find from the File menu and enter the name of the application.
3. When you have selected the icon for the application, choose Get Info from the File menu. The Info window opens, as shown in Figure 7.2.
4. Select the number in the Preferred size box in the lower right corner of the Info window.
5. Enter a new number. Do not enter a number lower than the suggested size unless you have tried all other methods of memory adjustment. If you set the allocation even slightly less than the suggested amount, save your work often and avoid memory-intensive procedures when using the application.
6. Close the Info window. If you have entered a Preferred size that is smaller than suggested, a dialog box appears, asking if you want to do this. Click Cancel unless you are sure you want to take the risk.

The next time you start the program it will set aside the amount of memory you have allocated for its use.

Adjusting the Disk Cache (RAM Cache)

The *disk cache* (or RAM cache, as it is often called) is a portion of your Mac's RAM set aside to speed up frequently used operations such as opening and quitting applications or desk accessories and switching between applications. Some operations inside applications can run from the disk cache rather than the hard disk, too. This all happens behind the scenes, without requiring you to do anything except increase the disk cache for it. So you should set the disk cache to be as big as possible, depending on how much RAM you have and how much of it you require to open applications. Even if the disk cache is a relatively small portion of your total RAM, it can improve your

Figure 7.2
Increasing an application's
memory allocation



Mac's performance greatly, as long as you keep it at least up to the default settings. To manage your disk cache setting, use the following procedure:

1. Quit any applications you are using.
2. Choose Control Panels from the Apple menu. The Control Panels window opens.
3. Double-click the Memory icon in the Control Panels window. The Memory control panel opens, showing the current size of your disk cache.
4. Click the Use Defaults button to see what the default setting is; if your setting is different than the default, the number in the Cache Size box changes.
5. Click the up and down arrows, as shown in Figure 7.3, to adjust the disk cache size. Set the cache to be larger than the default if possible.
6. Close the Memory control panel and close the Control Panels window.

Troubleshooting Problems with Memory

The following sections cover the most common problems you can have with memory and memory allocations in your Mac. Although different solutions are suggested for each problem, keep in mind that the first and often the best solution to memory problems is to install more RAM.

Out of Memory Messages, or Memory Bars Full

This is a common problem, and a very unpleasant one. If you see messages telling you your Mac can't do things like recalculating, repaginating, or opening applications because it doesn't have enough memory, you have a RAM shortage. You may not get "Not enough memory" messages. You may notice, when you look in the About This Macintosh window, that your application memory bars are all close to full and the largest unused block of memory is less than 1MB.

This is a warning sign; if you don't take care of the memory shortage, you will soon start getting "Not enough memory" messages. You might even start getting bombs and freeze-ups of the screen. Before things get that bad, try one or more of the following solutions. The easiest solutions are listed first.

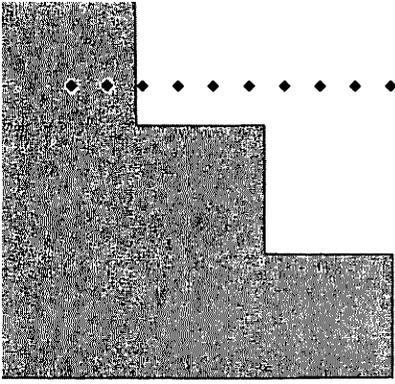
- If you can get along without having so many applications open, close one.
- If you are sure you should have more available memory than the largest unused block indicates, quit all your open applications and start them again; you may have isolated bits and pieces of unused memory (fragmented memory, as it is called). Restarting the applications will free the whole block of unused memory. To prevent this fragmentation, always start your largest, most-used applications *before* starting others.
- If you have a huge item like a complex graphic or a long spreadsheet in the Clipboard, select a small item, like a dot or one

Customizing Your Mac

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Featuring

- ◆ An introduction to the contents of your System Folder
- ◆ How to automate the startup of often-used applications or documents
- ◆ Choosing and installing customizing extensions and control panels
- ◆ Opening and closing control panels
- ◆ Adjusting the desktop pattern, time, and date
- ◆ Adjusting the brightness of the screen
- ◆ Turning color on and off and adjusting the colors you see in the Finder
- ◆ Adjusting keyboard and mouse
- ◆ Customizing your view of items in Finder windows
- ◆ Adjusting your disk cache
- ◆ Troubleshooting customization problems



First Steps

To open an application or document automatically every time your Mac starts up: 170

Open the System Folder's window on your desktop. Next, open the folder that contains the application or document you want to open at startup. Make an alias of the application or document, and drag the alias to the Startup Items folder in the System Folder. The next time you start up the Mac, this application or document will open automatically.

To install a customizing extension (INIT) or control panel: 171

Make sure the customizing file is compatible with your version of the system software, and that it doesn't conflict with any of the applications you use frequently. Look at the Read Me file that comes with the customizing file, call the manufacturer, or check with experienced folks in your User's Group. When you are assured that the extension or control panel will work on your Mac, insert the floppy disk containing it in your Mac, open the floppy disk's window, and drag the icon for the customizing file to the icon for the System Folder in your hard disk window. Make sure the System Folder is closed when you do this. When a dialog box appears to tell you where the file must be stored, click the OK button and let the Mac put the file in the right place. You may need to restart the Mac for the extension or control panel to go into effect.

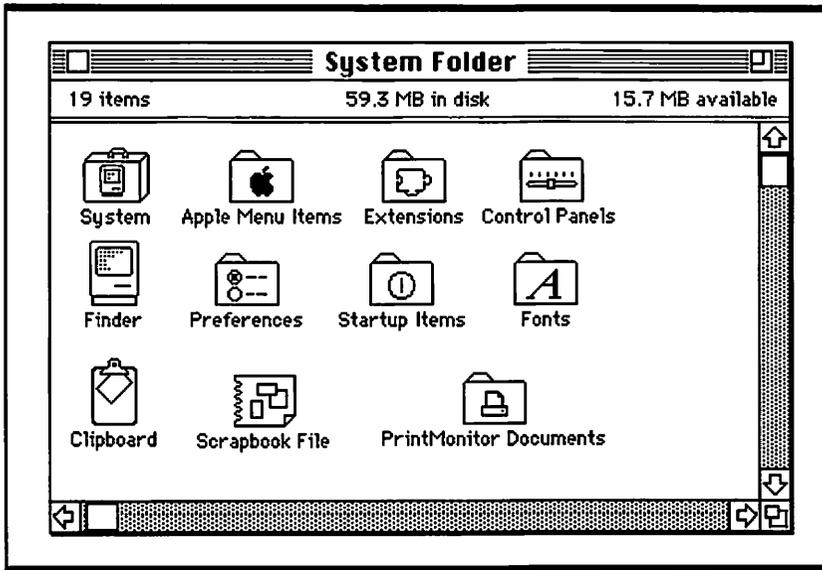


Figure 8.1
System Folder contents

Clock, are other handy desk accessories, aliases for much-used applications and control panels, and small documents, such as tips you want to remember.

- **Extensions folder:** Contains special customizing files that extend the power of the system software for such special needs as networking, background printing, and virus prevention.
- **Control Panels folder:** Contains small programs that change the look, sound, and behavior of the desktop, monitor, mouse, and keyboard of your Mac. You can also add special customizing files to the Control Panels folder.
- **Preferences:** Contains the preferences files for applications, so that each time you start one, it comes up looking like it was when you left it.
- **Startup Items folder:** Contains the items you want to have start up automatically each time you turn the Mac on. You can put applications or their aliases in it, or you can put in documents or special customizing files that do things like automatically empty the Trash at startup.
- **Fonts folder:** Contains all kinds of fonts, including bit-mapped, TrueType, and PostScript ones.

- Scrapbook and Clipboard files: Contain the things you save in the Scrapbook and the last thing you cut or copied to the Clipboard.
- PrintMonitor Documents folder: Holds documents for printing in the background (for Apple and compatible printers with memory only).

Specifying Startup Applications and Documents

If you use the same application every day, you can tell your Macintosh to open it for you automatically when you start the computer up. You can even pick a document to open at startup. Use the following procedure to specify items for startup:

1. Open the System Folder. The files and folders inside it are displayed.
2. Open the folder containing the application or document you want to specify for startup.
3. Drag the item you want to specify for startup to the Startup Items folder in the System Folder. If you want to open an application at startup, it is usually best to make an alias of the application and place this in the Startup Items folder. This saves memory in the System Folder and allows you to leave your applications in folders that have the supplementary files they need to run.

The item or items you put in the Startup Items folder will be opened automatically the next time you start up your Mac.

If you ever want to stop an item from opening at startup, open the Startup Items folder in the System Folder and drag the icon for the startup item out of both the Startup Items folder *and* the System Folder. The next time you start up your Mac, the item will not open automatically.

opens and displays the icons for all the things you can customize on your Mac.

2. Double-click the icon for the item you want to change.
3. When the control window opens, make the settings you want in each panel. Close each control window before opening another.

For example, you can double-click the General Controls icon in the Control Panels window to see settings for basic desktop items. The General Controls window displays several panels, which contain dialog boxes for the different settings. In Figure 8.2, the hour setting in the Time panel is selected.

The following sections cover all of the most commonly used control panels and their settings. The Labels settings are covered in Chapter 5, “Using Folders to Organize Your Files.” For information on specialized settings such as Easy Access and Sharing Setup, see the *Macintosh Reference* manual you received with your Macintosh.

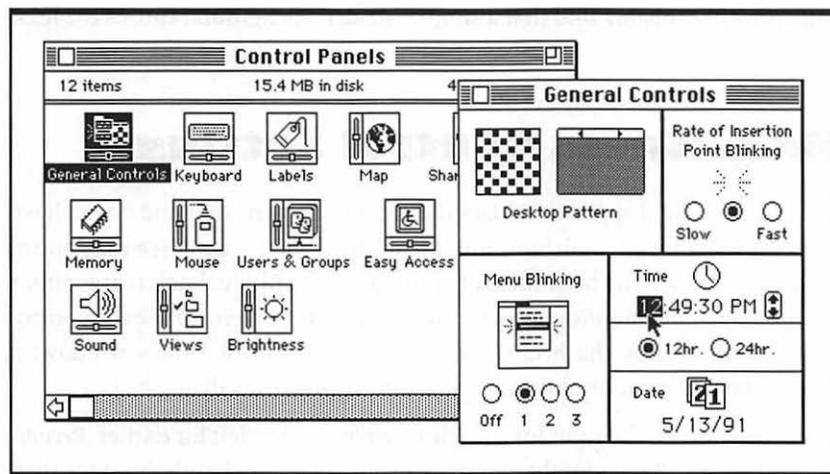


Figure 8.2

The Control Panels window and the General Controls window

General Controls Settings

You can make the following adjustments to your Macintosh environment by changing settings in the dialog boxes of the General Controls window:

- Change the desktop pattern by clicking the small white bar above the unenlarged pattern, or by modifying the enlarged pattern. Click in the unenlarged pattern to see your choice take

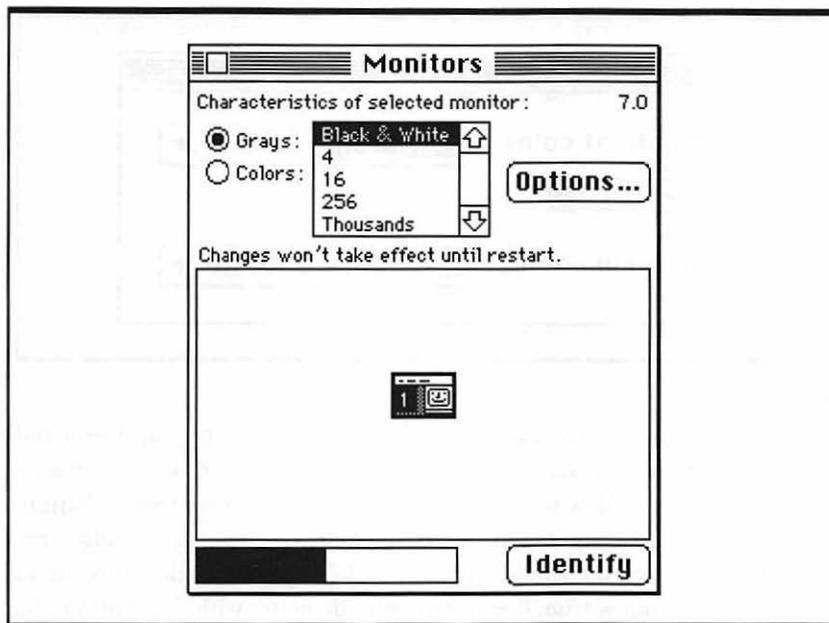


Figure 8.3
Monitors control panel, set for
black and white

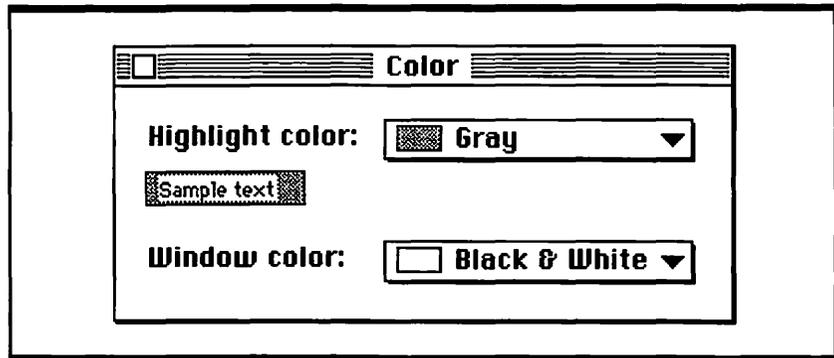
you switch your monitor from shades of gray to color. If you have more than one monitor, click the icon for the one you want to adjust in the lower part of the dialog box.

To see black and white only, you click the Grays radio button, then click Black & White in the list box. If your monitor can display shades of gray, click the number of shades you want to see.

To see color, click the Colors radio button, then, in the list box, click the number of colors you want displayed. In most cases, 256 colors works best. If you have a special high-resolution monitor and a color expansion card, you may want to display more colors, but some applications will not be able to take advantage of the colors anyway. If you have a Mac with a slow CPU, you may want to choose fewer colors; the more colors, the slower the Mac runs when doing graphic-intensive work.

After turning on color in the Monitors control panel, open the Color control panel shown in Figure 8.4 to select highlight and window trim colors. Press on the little triangles in the Highlight and Window color pop-up menus to see the choices of color, gray, or black and white.

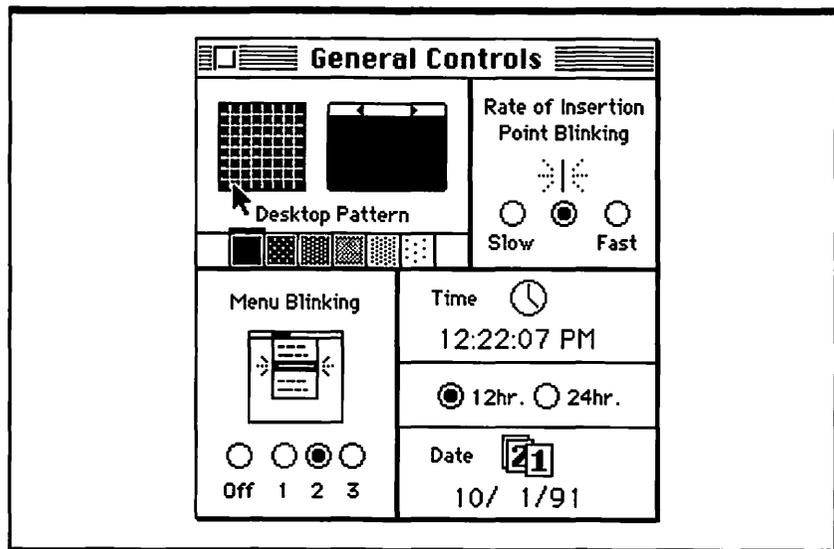
Figure 8.4
The Color control panel



If none of the colors suits you, choose Other from either pop-up menu and use the color wheel to come up with your own custom color. You can get anything from hi-liter yellow to chocolate brown, but remember that it's hard to read text inside a dark or deeply saturated color. *Recommended setting:* Gray highlight, and whatever window trim you like (I prefer black and white to flashy colored window trim, because my eyes do better with the plain vanilla shapes you get if you choose black and white).

To change the color of your desktop, open the General Controls panel after turning color on in the Monitors control panel. You'll find a color bar under the desktop patterns (see Figure 8.5). You click a color to select it, then drag

Figure 8.5
Color bar in General Controls panel



the pointer around in the magnified view of the desktop pattern (the one on the left) to fill in all the dots. Then click in the nonmagnified view of the desktop on the right side of the panel and the new desktop color will go into effect.

If you want to make a custom color, double-click any of the color squares in the color bar, then click a color in the color wheel that appears (see Figure 8.6). Drag the scroll box up and down to change the brightness of the colors.

When you have the color you want, click OK, then drag the pointer around in the magnified view of the desktop pattern to fill in all the dots. Click in the unmagnified view to put your new color into effect.

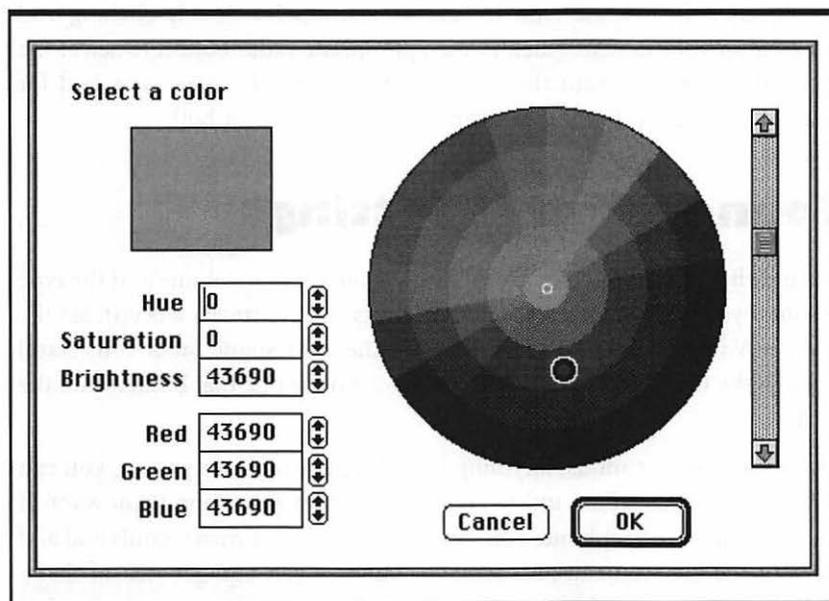


Figure 8.6
The color wheel

Keyboard Control Settings

Double-click the Keyboard icon to see the settings for your keyboard. Boxes appear with settings for key repeats and domestic or international keyboard designs. You can make the following adjustments:

- Change the rate at which a key repeats if you hold it down. Click in the radio buttons for a slower or faster rate. *Recommended setting:* Second fastest.

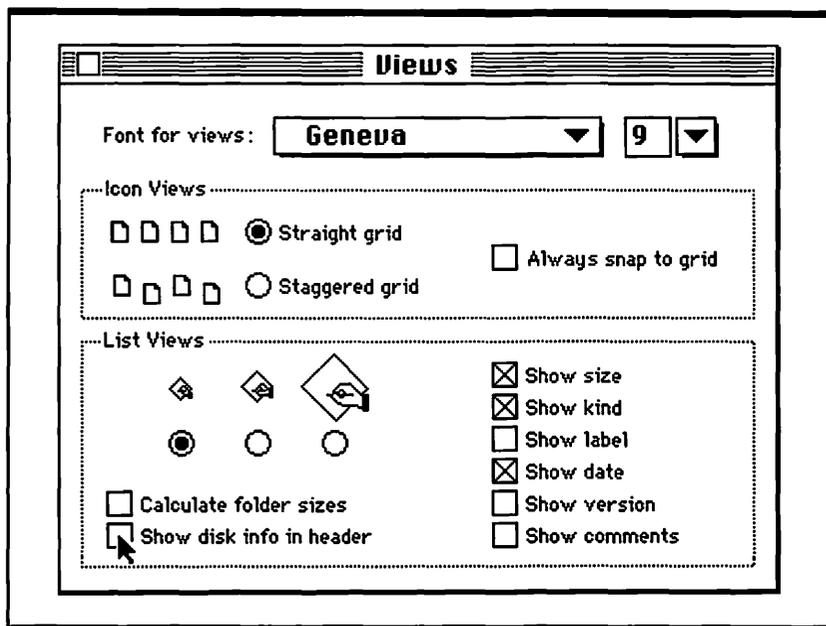


Figure 8.7
The Views control panel

You can make the following settings in the Views control panel:

- **Font for views:** Allows you to set a font and font size for all views. *Recommended setting:* Geneva 9-point, because it is the clearest font at the smallest standard size, allowing you to see the maximum information in a window at one time.
- **Icon Views:** Allows you to set for staggered or straight grid and turn snap-to-grid on or off. *Recommended setting:* Straight grid, snap-to-grid off. If you use full icon views in most windows, opt for staggered grid so you can pack more icons with large titles into each window.
- **List Views:** Allows you to set size of icons displayed, set which information you want listed, turn folder size calculation and disk information header on and off. *Recommended setting:* Smallest icons in lists (allows maximum information in window at one time). Turn on Show size, kind, and date. Turn on disk info header if you are running short of disk space; turn on folder size calculation only when you are short of disk space and you want to see which folders need cleaning out. Folder size calculation slows the Finder down.



- 2.** Select the image and copy it to the Clipboard by choosing Copy from the Edit menu.
- 3.** Go to the desktop and select the folder or file you want to assign the new icon to.
- 4.** Choose Get Info from the File menu. The Info window opens.
- 5.** Select the file or folder's old icon in the upper left corner of the Info window.
- 6.** Choose Paste from the Edit menu. Your new icon appears.

You can also copy an icon from another file or folder's Info window and paste it into the Info window of your target file or folder, but remember that you may confuse the icons of the target and the source on the desktop.

A Column Is Missing from a List View Window

You are looking at a list view, and one of the columns is gone, such as the Label column, or the Size or Kind column. To bring back the column, open the Views control panel and click on the appropriate check box. If you want to see the sizes of folders as well as files, you have to click on the Calculate folder sizes check box.

New Control Panel or Extension Causing Problems

Your Mac won't start, or you have numerous unexplained problems (anything from lost functions to bombs) in applications and in the Finder after installing a control panel or an extension. If an extension causes problems when placed in both the Extensions folder and the System Folder, or if a control panel causes problems, try changing its name. In some cases, just changing the name of an extension so it begins with A or Z will solve the problems. During initialization, two extensions may be clashing; if you change the name of one, it will start earlier or later than the other.

If neither moving an extension nor changing its name solves your problems with it, you have to remove the extension or control panel from the System Folder, as explained in "Using Special Customizing Files" in this chapter.

If you are installing several extensions, it is best to install one at a time. Then test your most-used applications and the Finder between installations, so if you have problems, you can remove just the last-installed extension.

If you want to use more than two or three extensions and control panels, obtain a utility to help you manage them, such as INITPicker, Conflict Catcher, or Extensions Manager. Such utilities let you select the files you want to run either at startup or in a control panel. Some also tell you how much memory each file is using, and protect against clashes between extensions.

Part Three

Applications for the Mac



The third part of this book describes the major tools you can use for your work on the Mac. Each chapter introduces one type of tool and tells what features make it especially useful. Taken together, the different chapters cover the full range of types of work that you can do on a Mac, from writing a memo to drawing a logo, from creating a spreadsheet to laying out the pages of a newsletter.

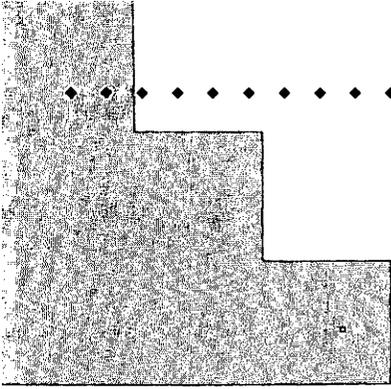
In each chapter, there are guidelines to help you find the best application for your specific needs and some recommendations of specific products that are well known and well liked. For each type of application, one or more examples are given of how to do the basic tasks of opening a document, entering things, correcting things, saving your work, and printing. Using the basic principles from the examples, you can quickly master the application that's best for your specific type of work.

Word Processors

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Featuring

- ◆ Choosing the right word processing application for you
- ◆ How to open a new document in Microsoft Word and MacWrite Pro
- ◆ How to enter text in Microsoft Word and MacWrite Pro
- ◆ How to edit text in Microsoft Word and MacWrite Pro
- ◆ How to format text with the ruler in Microsoft Word and MacWrite Pro
- ◆ How to change the style of text in Microsoft Word and MacWrite Pro
- ◆ How to save and print documents in Microsoft Word and MacWrite Pro



First Steps

To open a new document in Microsoft Word or MacWrite Pro: 193
204

Start the application first, by double-clicking the icon for the application or double-clicking the icon for any Word document. If you open the application, it presents you with a blank window for a new document. If you open an existing document, you need to choose New from the File menu to open a fresh window for your new document.

To enter text in Microsoft Word or MacWrite Pro: 195
205

If you are just beginning a document, just type at the keyboard and the text appears at the top of the document window. If you want to add text to an existing document, click with the I-beam to place the insertion point, then begin typing. You do not need to press Return at the end of each line of a paragraph. You use Return to start a new paragraph or separate lines of text.

To edit text in Microsoft Word or MacWrite Pro: 196
206

Select any text you wish to change; then type new text to replace the selected text or press Delete to remove the text.



CHAPTER 9

To move or copy text in Microsoft Word or MacWrite Pro: 196
207

To move selected text in Microsoft Word, you can drag and drop it, releasing the mouse button when you have placed the pointer where you want the text to begin. In Word you can also copy a block of selected text by holding down the **⌘** key as you do the drag-and-drop procedure. In either Word or MacWrite Pro, you can move and copy selected text by using the Cut, Copy, and Paste commands in the Edit menu.

To undo a mistake in Microsoft Word or MacWrite Pro: 197
207

If you need to undo a mistake you have made in typing or editing, choose Undo from the Edit menu.

To change the style of text in Word or MacWrite Pro: 202
210

First select the text. Then choose the style you want from the Format menu in Word, or the Style menu in MacWrite Pro. If you want to continue typing after changing the style of selected text, but you want to change back to ordinary text, place the insertion point after the changed text and choose Plain Text from the Format menu (in Word) or Style menu (in MacWrite Pro). Then you can begin entering ordinary text again.

Word Processors for Big Writing Jobs

If you write long documents with changing formats and lots of lists and tables, try Microsoft Word; it has the power to do all kinds of writing tasks, and it is usually fast and reliable. Some of the powerful features are a bit hard to use, but in the newer versions, the power is more accessible. Microsoft Word has been the leading word processor for Macs for so long that many other applications, including DOS ones, can accept files from it. Word can import data from lots of other applications, too.

If you work on a network with lots of DOS machines and people write with WordPerfect, you can use WordPerfect for the Mac, too. It is powerful and fairly easy to use, but it doesn't let you do as many different things as Word, and it is noticeably slower when carrying out some common tasks.

Product at a Glance

Microsoft Word 5.1

Publisher:

Microsoft Corporation

Upgrades from 5.0 and 4.0: Available, but not free

Requires:

**Macintosh Classic or better
System 6.7 or later**

**1MB of RAM if running System 6.7,
2MB of RAM if also running Grammar
Checker; 4MB of RAM if running Sys-
tem 7, 5MB if also running Grammar
Checker**

**One 800K disk drive; hard disk with
5MB to 7MB of free space recom-
mended**

**Printer that is compatible with fonts in-
stalled on Mac**

Description:

Word is a very powerful tool. You can use it to do just about anything you want to do with text. There are great ways to change the style of your text as you write, and ways to customize text in a given style after you have finished the writing. There are handy ways to find text, move text, and change the font style and size of text. You can also put text into tables, around pictures, in columns, headers, footers, and footnotes, or just about anywhere else on the page you want it. It isn't always easy to learn how to do all of these things, but once you learn how to do a task, there are always shortcuts, so you can do the task more quickly the next time around.

Bargain Word Processors

If you only need to do a few simple jobs with a word processor, you don't have to spend hundreds of dollars on an application. For writing letters and short memos or reports, you can use WriteNow; it is fast, easy to learn, and powerful enough to take care of a surprising number of basic writing needs. It also has a number of features you normally expect in more complicated applications, such as a spelling checker and a word finder that can search forwards and backwards.

If you are really a penny-pincher you can use TeachText, which comes with your system software. It has almost no features, but you can write a simple letter and edit the text in the most basic fashion. Just don't expect to do any fancy formatting, spell checking, or much of anything else. There are other small word processing applications that you can use for notes, letters, and address lists, but they are a far cry from WriteNow or MacWrite Pro.

The bargain word processors are not covered in the rest of this chapter, but you can use the sections on Microsoft Word and MacWrite Pro as guidelines, and read your application's user manual for details.

Using Microsoft Word

The following sections describe how to create a simple document using Microsoft Word. You can follow the procedures just as they are written and make a document like the example, or you can use them as guidelines to create your own document. The basic steps of opening a document, creating and editing text, and saving and printing your work are the same for all kinds of documents, from short memos like the sample to full-length manuscripts. Once you have become familiar with the basic steps, see the Microsoft Word *User's Guide* for details about the application's specialized features.

Opening a New Document

Take the following steps to open a new document in Microsoft Word:

- If you have not started Microsoft Word, double-click the Word icon, as shown in Figure 9.1, or double-click an alias for it.

Figure 9.1
The Microsoft Word icon

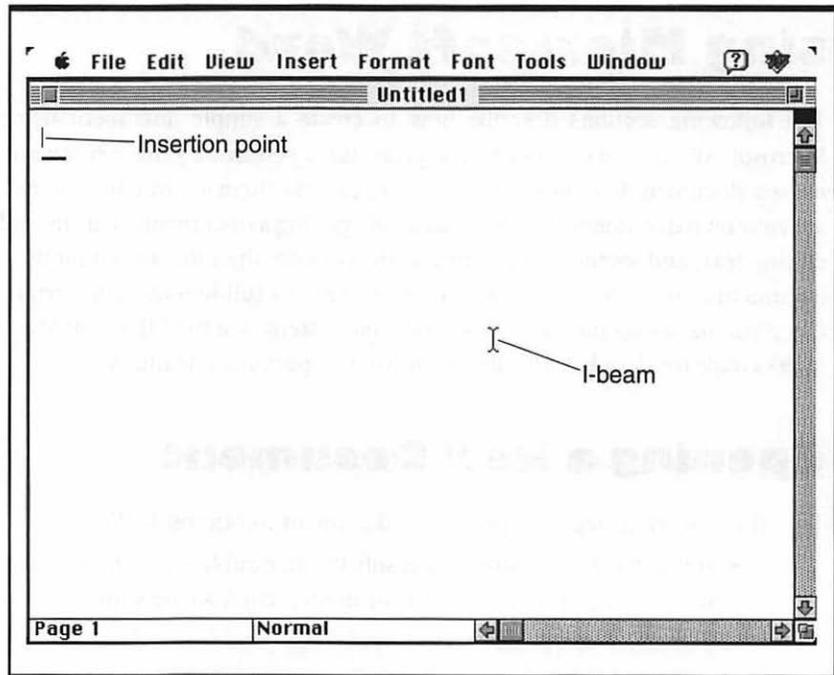


- If you have started Microsoft Word and are looking at an existing document, choose New from the File menu.

The Word document window, shown in Figure 9.2, opens with menu titles in the menu bar and the Word icon at the right end of the menu bar. In the title bar of the window is the name *Untitled1*. This name will change the first time you save the document and give it a title.

Nothing appears inside the window but a vertical line blinking near the top left corner and a thick horizontal line beneath the blinking one. The blinking vertical line is your *insertion point*. The thick horizontal line marks the end of the document. You may see a vertical line with sprouts at the end; this is the *I-beam*, a special kind of pointer you will soon learn to use in Word. You

Figure 9.2
The Microsoft Word document window



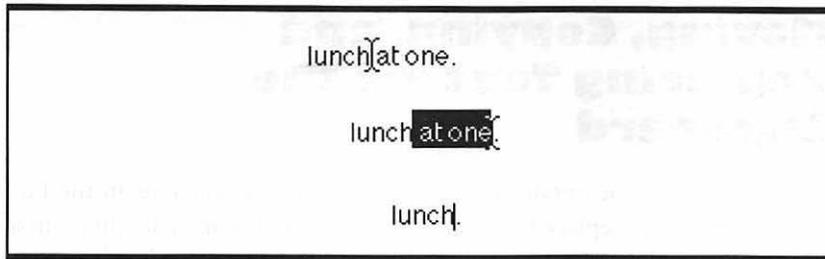


Figure 9.6

Deleting text

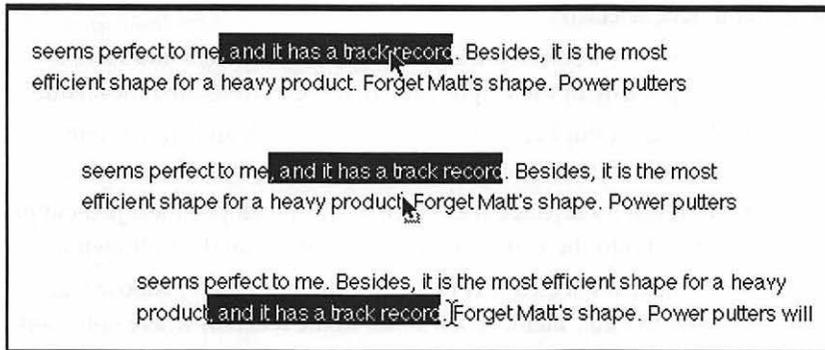


Figure 9.7

Dragging and dropping selected text in Word

Release the mouse button to drop the text into place. (To move a block of text to a distant location, see the next section of this chapter.)

- To copy a block of text, use the drag-and-drop method, but hold down the **⌘** key as you drag the selected text.
- To extend a selected block of text, move the I-beam to the new end point for the block you want to select. Then Shift-click (hold the Shift key down and click the mouse button) to extend the selection.
- To select lines of text, move the I-beam to the left of the text, until it becomes an arrow pointing to the right. Click to select a single line, double-click to select a paragraph.
- To undo a small typing or spelling mistake, you back up over it and retype the text. Use your Delete key to back up. To undo larger mistakes, choose Undo from the Edit menu. The command in the menu changes to reflect your last action. For example, if you just entered some text, the command is Undo Typing.

Moving, Copying, and Replacing Text via the Clipboard

Word, like most Mac applications, provides several commands in the Edit menu to move and replace blocks of text that are not near each other. These commands take text out of your document, hold it temporarily in the *Clipboard*, a special storage place in the Macintosh's memory, and put it back into your document. Use the following Edit commands to handle any large block of text you have selected:

- To remove a selected text block from a document and store it temporarily in the Clipboard, choose Cut from the Edit menu.
- To make a duplicate of a selected text block and store it temporarily in the Clipboard, choose Copy from the Edit menu.
- To replace a selected text block with a block you have just cut or copied into the Clipboard, choose Paste from the Edit menu.
- To move a selected text block to a different place, choose Cut from the Edit menu. Then scroll to the location where you want the text to appear, place the insertion point, and choose Paste from the Edit menu.
- To delete a block *without* storing it in the Clipboard, choose Clear from the Edit menu, or just press the Delete key.



Note

For more information on the Clipboard and how to cut and paste things, see Chapter 15.

When using the Clipboard, keep in mind that it can only hold one item at a time. For example, if you copy a large text block into the Clipboard so you can paste it somewhere else, but then cut two words of text before pasting the large block, you lose the large block of text. On the other hand, if you copy text into the Clipboard, you can paste it into your document in several different places; text stays in the Clipboard no matter how many times you paste. The only ways to lose the text in the Clipboard are cutting and copying new text or shutting down your Mac.

Using the Ruler to Format Text

The Word ruler allows you to make formatting changes to your documents visually. By dragging and clicking on the markers and icons shown in Figure 9.8,

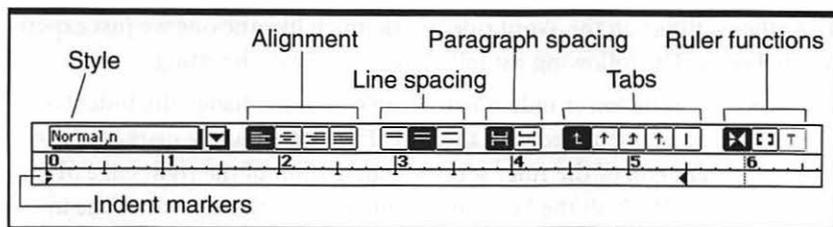


Figure 9.8
The Microsoft Word ruler

you can set or change your document's indents, tabs, and line spacing. If you make settings with the ruler before you type a block of text, the block will show all your ruler settings. If you want to change the format of a block of text you have already typed, select the whole block, then make your ruler settings.

To get a sense of how the ruler works, let's change the first-line indent of our shot-put memo:

1. If the ruler is not showing at the top of the document window, choose Ruler from the View menu.
2. Select both paragraphs of the memo.
3. Drag the upper left indent marker to the half-inch mark to set the indent for the first line of each paragraph. Your memo should now look like Figure 9.9.

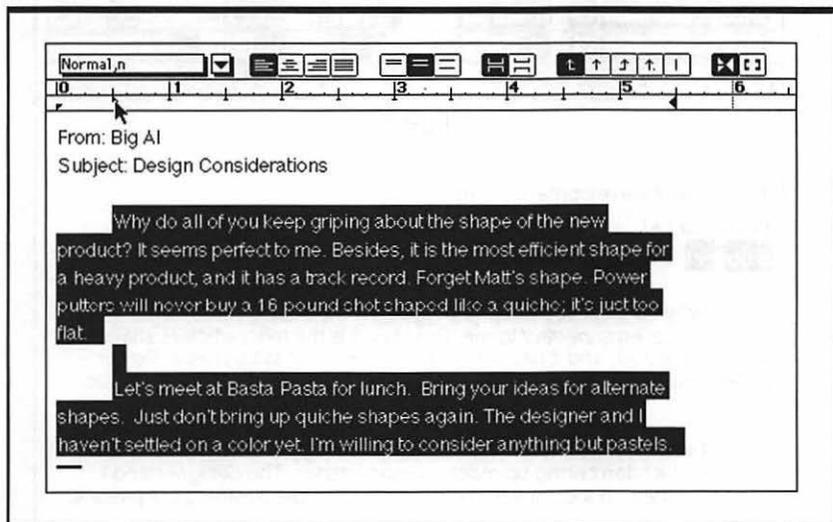
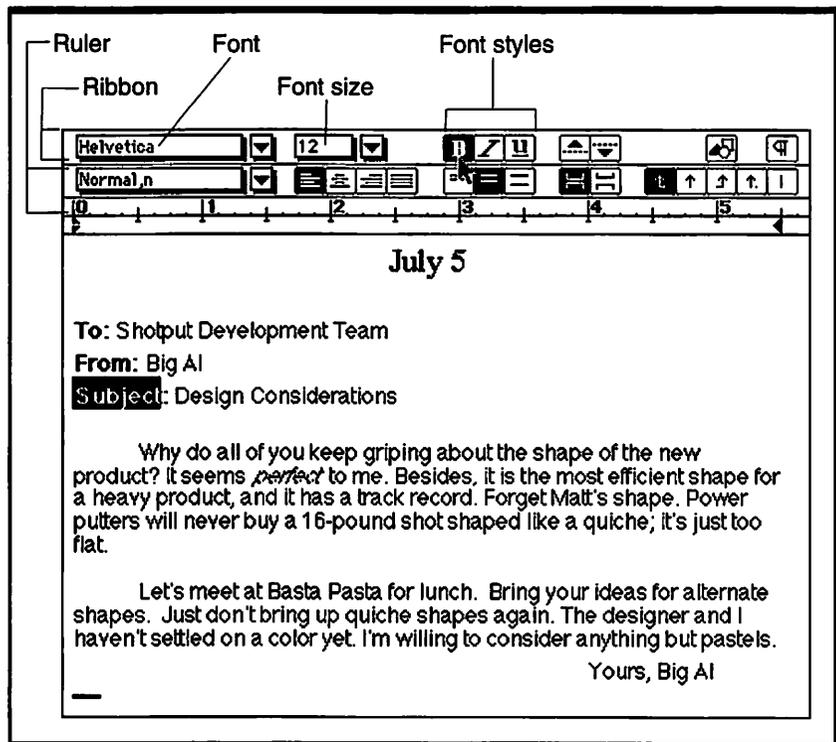


Figure 9.9
Changing the first-line indent

The other settings on the Word ruler work much like the one we just experimented with. The following list tells how to make each setting:

- Drag the lower indent marker in or out to change the indentation of the left edge of the text. The large triangle marker at the right end of the ruler sets the indentation of the right edge of text. With all the body text of the memo selected, move the indent markers in and out and watch what happens to the body text. When you move the left indent marker, notice that the first-line indent marker always moves too, so you keep your first-line indent.
- Drag a tab marker to each point on the ruler where you want to set a tab. There are left align, center, and right align tabs, as well as a tab for entering a decimal point. To remove tab settings, drag the marker off the bottom of the ruler. In the sample memo, you can set a tab for a sign-off at the end, as shown in Figure 9.10. Place the insertion point after the last word in the

Figure 9.10
Sample memo in Word with
format changes



Changing Text Style

To change text from a plain appearance to bold or other styles, first select the text, then choose the style you want from the Format menu. Make sure you don't confuse the Style command in the Format menu with text styles; you can change all kinds of things with the Style command, as explained in the Word documentation.

For an example of a style change in the sample memo, let's give emphasis to the word *perfect* in the first paragraph.

1. Select *perfect* and the space before it.
2. Choose Italic from the Format menu. The word becomes italicized.
3. If the end of the word leans over and runs into the next one, just select the last couple of letters and the space, type the letters over, and hold down the Option key as you press the spacebar.

To deitalicize the word, choose Plain Text from the Style menu.

You can change the font or font size of text by using the same method and selecting the new font or size you want from the Font menu.

You can also use a *ribbon* (a band that goes across the top of the window like the ruler) with buttons for changing font, font style and size. Press ⌘-Option-R to see the ribbon at the top of the document window, as in Figure 9.10. Let's use the ribbon to make some changes to the memo.

1. Select the date.
2. Click on the downward-pointing triangle next to the font box and choose Times from the pop-up menu.
3. Click on the triangle next to the font size box and choose 18 point from the list.
4. Select each of the first words of the header lines (To, From, and Subject) and click the Bold button in the ribbon. Your memo should now look like Figure 9.10.

These are all little touches, but they can add strength and clarity to your work. For more information on them, and on the other icons in the ribbon and ruler, see the Microsoft Word *User's Guide*.

After you have changed the text style, font, or font size of a word, keep in mind that any text you enter immediately after that word adopts the changed

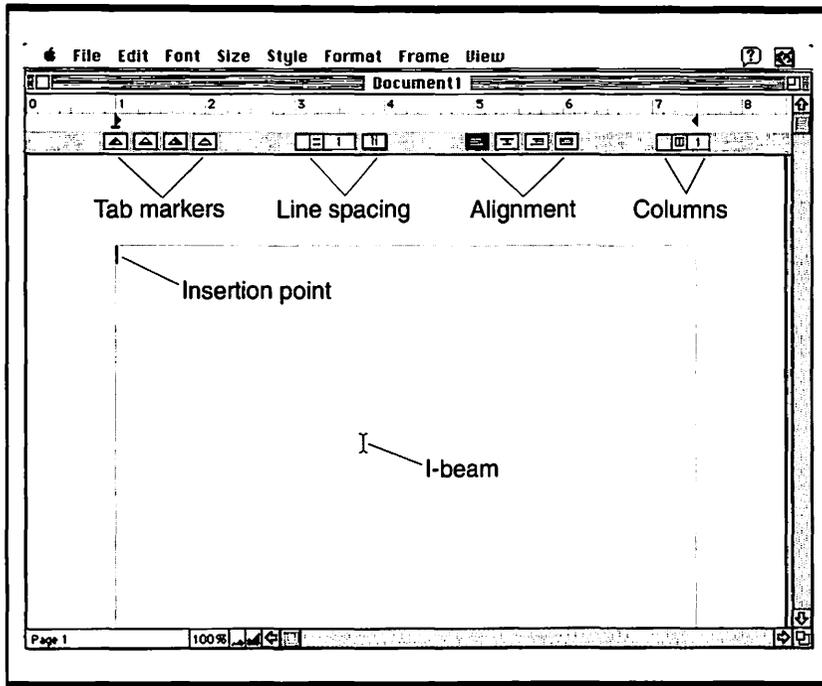


Figure 9.12
The MacWrite Pro document window

vertical line is your *insertion point*. The line with sprouts is a special kind of pointer you will soon learn to use in MacWrite. You don't have to do anything with the ruler or the bar with the tab markers and other stuff before you start entering text in MacWrite.

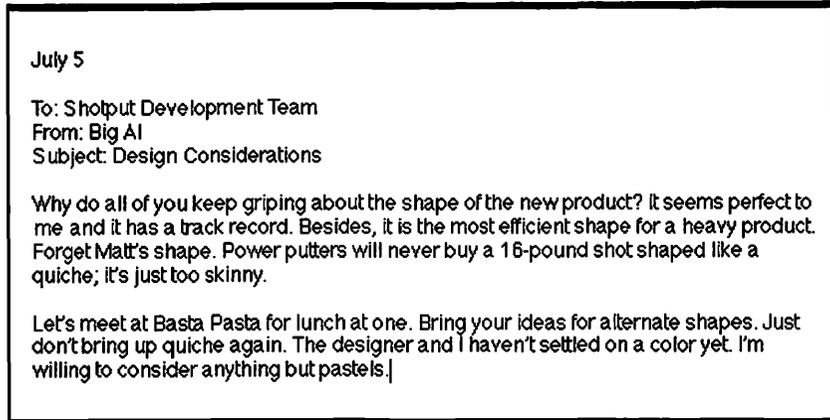
Entering Text

To enter text in MacWrite, simply type at the keyboard, and your text appears at the insertion point. Write the example memo shown in Figure 9.13; the following hints may help.

1. After you type each short line of the memo header, press the Return key to go on to the next line.
2. Press Return to create a blank line between lines of text.
3. When you type a paragraph of text, do not press Return at the end of each line. MacWrite Pro *wraps* the text for you, ending each line between words at the right margin and starting a new line below.

Figure 9.13

An example of a memo written
in MacWrite Pro



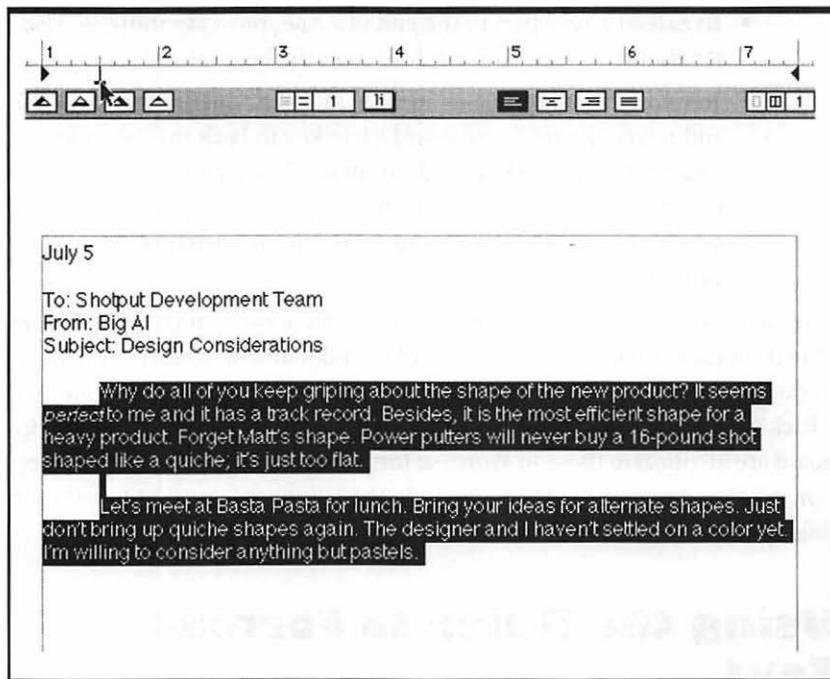
4. You don't have to enter two spaces after the period at the end of each sentence. MacWrite Pro will make spaces at the sentence breaks for you when it prints the file.

Editing Text

MacWrite Pro has many of the same editing features as Word, so as you work through this section, you can look back to Figures 9.4 to 9.6 for guidance. As with Word, you use the special *I-beam* pointer, the vertical line with sprouts at the end, to add to and edit the text you have entered. And, of course, to edit existing text, make sure you *select it first*.

- To add text, place the I-beam pointer and click where you want to begin adding text. Then type the text in, as shown in Figure 9.4.
- To replace text, first drag the I-beam over it to select it. Then type in the new text, as shown in Figure 9.5.
- To delete text, first select it by dragging the I-beam over it. Then press the Delete key, as shown in Figure 9.6.
- To extend a selected block of text, place the I-beam at the new end-point you want to select. Then Shift-click (hold the Shift key down and click the mouse button) to make the selection grow. To decrease the size of a selected block of text, Shift-click at the new end-point within the selection.

Figure 9.14
Changing the first line indent
with the MacWrite Pro ruler



text. With all the body text of the memo selected, move the margin markers in and out and watch what happens to the margins. When you move the left margin marker, notice that the first-line indent marker always moves too, so you keep your first-line indent.

- Drag a triangular tab marker to each point on the ruler where you want to set a tab. There are left align, center, and right align tabs, as well as a tab for entering a decimal point. The dark part of each tab triangle tells you the alignment. Ain't that cute? To remove tab settings, drag the marker off the bottom of the ruler. In the sample memo, you can set a tab for a sign-off at the end, as shown in Figure 9.14. Place the insertion point after the last word of the memo, and then drag a left align tab (the triangle with the dark left side) to about the 5-inch mark on the ruler. Then press Return to start a new line, press the Tab key, and type a sign-off, like Yours, Big Al.
- Click on the different alignment icons to align the text at the left margin (as shown), or to center the text, or align it on the left

text style. So if you put the insertion point at the end of an italicized word, all new text you enter will be italicized, too. To prevent this, choose Plain Text from the Format menu after placing the insertion point.

Saving and Printing a Document

To protect your work, save it often, like every ten to fifteen minutes. All you have to do is choose Save from the File menu, or press **⌘-S**. The first time you save a document, you must name it and choose where to place it in your folder hierarchy.

To print a hard copy of your document, first save it, then choose Print from the File menu, or press **⌘-P**. The Print dialog box opens. Unless you want to do something special, leave all the settings as they are and click the Print button (or just press the Return key) to start printing. If you have a LaserWriter or compatible printer that allows background printing, the PrintMonitor will take over your print job in a moment or two, and you can go right back to work while printing proceeds. For more information, see Chapter 3.



Note

For more information on saving, see “Saving Your Work on a Document” in Chapter 4.

Shortcuts, Shortcuts

As you use Word, you’ll find that there are almost endless ways to take shortcuts for repetitious jobs. Sometimes learning how to do a shortcut takes more effort than it saves you, but if you just learn the simplest and most useful tricks, you’ll find your work goes a lot easier. Using keyboard shortcuts for commands is a good example; **⌘-S** is a great shortcut for the Save command, and **⌘-P** is a good shortcut for Print. Just look at the menu commands for their keyboard shortcuts. Or you can choose Commands from the Tools menu to make up keyboard shortcuts for almost any command you want.

If you would rather use the mouse to click a button for a command than use the keyboard, you can turn on the toolbar. It has buttons for most of the commands you tend to use often, and you can add buttons for other commands by choosing Customize from the menu under the down-pointing triangle at the right end of the menu. See the *Word User’s Guide* for more information on these shortcut options.

Using MacWrite Pro

Using MacWrite Pro is a lot like using Word. If you've worked through the exercises in Word, you'll notice that many procedures are identical in the two programs. As before, you can follow the procedures just as they are written and make a document like the example, or you can use them as guidelines to create your own original document. Once you have become familiar with the basic steps, see the *MacWrite Pro User's Guide*. It is a superb manual, a shining example of clarity and good organization. The online help (available from the menu under the question mark balloon) is brief but clear and to the point, too.

Opening a Document

Take the following steps to open a new document in MacWrite Pro:

- If you have not started MacWrite Pro, double-click the MacWrite Pro icon as shown in Figure 9.11, or double-click an alias for it.
- If you have started MacWrite Pro and are looking at an existing document, choose New from the File menu.

Figure 9.11
The MacWrite Pro icon



A window opens with the MacWrite Pro menu titles in the menu bar and the MacWrite Pro icon at the right end of the menu bar, as shown in Figure 9.12. In the title bar of the window is the name Document1. This name will change the first time you save the document and give it a title.

When the window first opens, all you see in it is a vertical line blinking near the left side and a cursor that is a line with sprouts at the end. The blinking

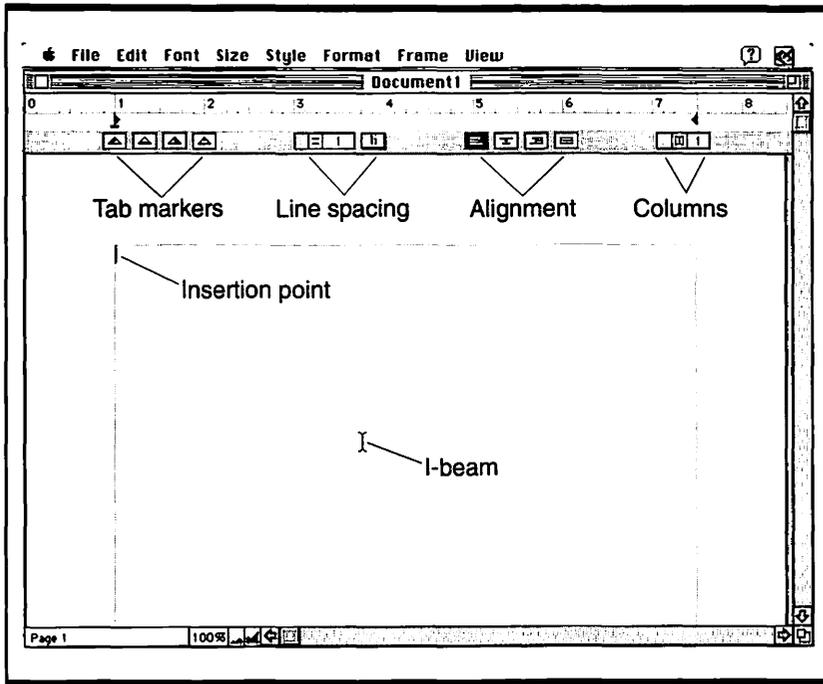


Figure 9.12
The MacWrite Pro document window

vertical line is your *insertion point*. The line with sprouts is a special kind of pointer you will soon learn to use in MacWrite. You don't have to do anything with the ruler or the bar with the tab markers and other stuff before you start entering text in MacWrite.

Entering Text

To enter text in MacWrite, simply type at the keyboard, and your text appears at the insertion point. Write the example memo shown in Figure 9.13; the following hints may help.

1. After you type each short line of the memo header, press the Return key to go on to the next line.
2. Press Return to create a blank line between lines of text.
3. When you type a paragraph of text, do not press Return at the end of each line. MacWrite Pro *wraps* the text for you, ending each line between words at the right margin and starting a new line below.

Figure 9.13

An example of a memo written
in MacWrite Pro

July 5

To: Shotgun Development Team
From: Big Al
Subject: Design Considerations

Why do all of you keep griping about the shape of the new product? It seems perfect to me and it has a track record. Besides, it is the most efficient shape for a heavy product. Forget Matt's shape. Power putters will never buy a 16-pound shot shaped like a quiche; it's just too skinny.

Let's meet at Basta Pasta for lunch at one. Bring your ideas for alternate shapes. Just don't bring up quiche again. The designer and I haven't settled on a color yet. I'm willing to consider anything but pastels.]

4. You don't have to enter two spaces after the period at the end of each sentence. MacWrite Pro will make spaces at the sentence breaks for you when it prints the file.

Editing Text

MacWrite Pro has many of the same editing features as Word, so as you work through this section, you can look back to Figures 9.4 to 9.6 for guidance. As with Word, you use the special *I-beam* pointer, the vertical line with sprouts at the end, to add to and edit the text you have entered. And, of course, to edit existing text, make sure you *select it first*.

- To add text, place the I-beam pointer and click where you want to begin adding text. Then type the text in, as shown in Figure 9.4.
- To replace text, first drag the I-beam over it to select it. Then type in the new text, as shown in Figure 9.5.
- To delete text, first select it by dragging the I-beam over it. Then press the Delete key, as shown in Figure 9.6.
- To extend a selected block of text, place the I-beam at the new end-point you want to select. Then Shift-click (hold the Shift key down and click the mouse button) to make the selection grow. To decrease the size of a selected block of text, Shift-click at the new end-point within the selection.

- 
- To extend a selection to the end of a line, press ⌘-Shift- →. Use ⌘-Shift-← to extend the selection to the beginning of a line.
 - To undo a small typing or spelling mistake, you back up over it and retype the text. Use your Delete key to back up. To undo larger mistakes, choose Undo from the File menu. The command in the menu changes to reflect your last action. For example, if you just entered some text, the command is Undo Typing.

You can also use the commands in the Edit menu to move and replace blocks of text. These commands take text out of your document, hold it temporarily in the Clipboard, a special storage place in the Macintosh's memory, and put it back into your document. MacWrite Pro's commands for working with the Clipboard are identical to those in Word, so for more information, turn to the section on "Moving and Replacing Text via the Clipboard" in Word, earlier in this chapter.

Using the Ruler to Format Text

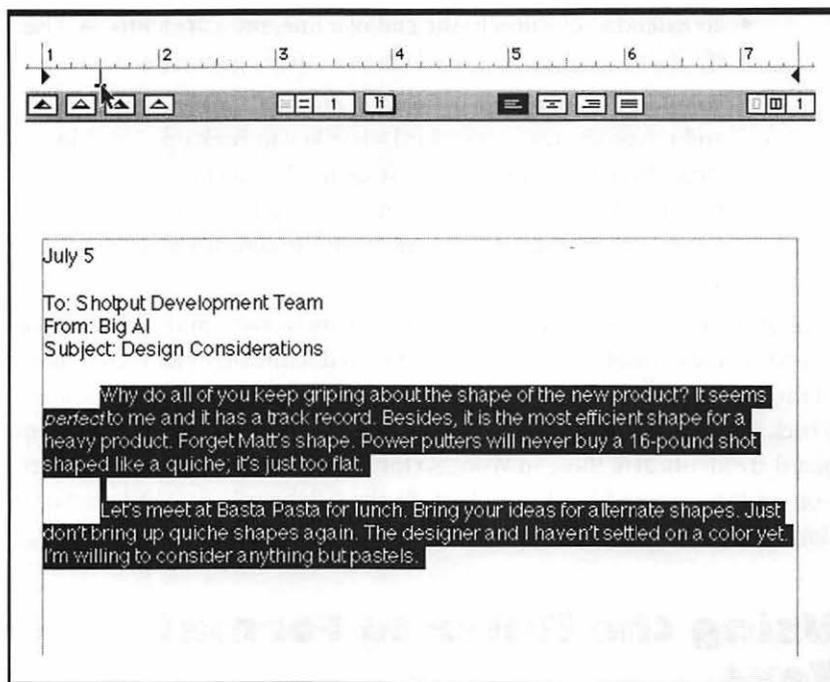
MacWrite also has a ruler you can use to make formatting changes quickly and easily. Figure 9.12 shows the ruler's icons and markers. To see how the ruler works, let's change the first-line indent of the shot-put memo.

1. If the ruler is not showing at the top of the document window, choose Show Ruler from the View menu.
2. Select both paragraphs of the memo.
3. Drag the first-line indent marker (the one that looks like an upside-down T) in to set the indent for the first line of text in each paragraph. Your memo should now look like Figure 9.14.

The other settings on the MacWrite ruler work a lot like the first-line indent. The list below tells how to make each setting. The two buttons for setting columns are not covered, because it makes no sense to put a memo into columns; if you're doing a newsletter, though, you'll find those buttons very handy.

- Drag the left margin marker (the triangle at the left margin) in or out to change the left margin of the text. The triangle marker at the right end of the ruler sets the margin for the right edge of

Figure 9.14
Changing the first line indent
with the MacWrite Pro ruler



text. With all the body text of the memo selected, move the margin markers in and out and watch what happens to the margins. When you move the left margin marker, notice that the first-line indent marker always moves too, so you keep your first-line indent.

- Drag a triangular tab marker to each point on the ruler where you want to set a tab. There are left align, center, and right align tabs, as well as a tab for entering a decimal point. The dark part of each tab triangle tells you the alignment. Ain't that cute? To remove tab settings, drag the marker off the bottom of the ruler. In the sample memo, you can set a tab for a sign-off at the end, as shown in Figure 9.14. Place the insertion point after the last word of the memo, and then drag a left align tab (the triangle with the dark left side) to about the 5-inch mark on the ruler. Then press Return to start a new line, press the Tab key, and type a sign-off, like Yours, Big Al.
- Click on the different alignment icons to align the text at the left margin (as shown), or to center the text, or align it on the left

margin. Try selecting the date at the top of the memo and clicking the icon for centered text (the second alignment icon from the left).

- Click on the different line spacing icons to select narrow (single), or medium (1.5) spacing between lines of text. Typically, with 12-point fonts, the choices are 16 or 17 points. To see what the memo looks like with medium spacing, select all of the body text and click the right icon. The text box changes to show that you went from single spacing to one and a half. If you select something in the header of the memo, as in Figure 9.15, the line spacing goes back to one.

If you select a large block of text and notice that there are different formats mixed in the selected text block, just make the setting you want for the whole block, and the parts that are different will straighten themselves out. Sometimes you have to change the setting and change it back to have it take effect. If you need to see hidden formatting characters to figure out what formatting is where, choose Show Invisibles from the View menu.

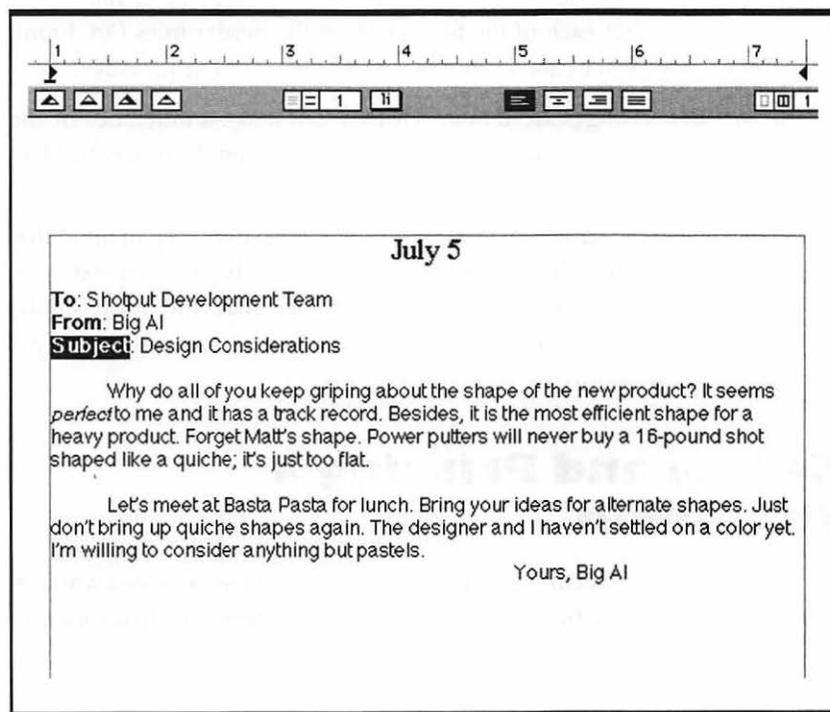


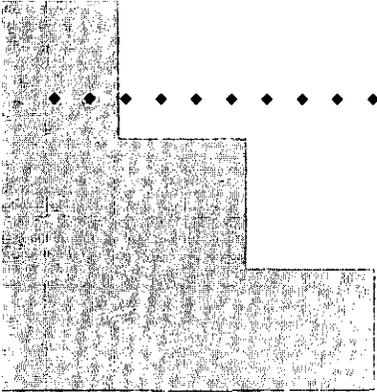
Figure 9.15
Sample memo in MacWrite Pro
with format changes

Graphics Applications

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Featuring

- ◆ Choosing the right graphics application for you
- ◆ How to open a new document in Kid Pix and MacDraw Pro
- ◆ How to draw lines and shapes in Kid Pix and MacDraw Pro
- ◆ How to fill spaces with shades or patterns in Kid Pix and MacDraw Pro
- ◆ How to undo and erase mistakes in Kid Pix and MacDraw Pro
- ◆ How to place stamps in Kid Pix
- ◆ How to enter and manipulate text in MacDraw Pro
- ◆ How to save and print documents in Kid Pix and MacDraw Pro
- ◆ Troubleshooting problems with graphics applications



First Steps

To open a new document in Kid Pix: 222

If you have not started the application already, double-click the Kid Pix icon. If Kid Pix is already running and you are looking at a document window, choose New from the File menu, and a window for the new document will open.

To create a picture in Kid Pix: 223

Click on a tool in the tool palette on the left side of the window. Then, if there are a number of possible choices for how the tool can work or what it can look like, choose the option you want from the palette at the bottom of the window. Then you can either click or drag to create the images you want in the window.

To open a new document in MacDraw Pro: 227

If you have not started the application already, double-click the MacDraw Pro icon. If MacDraw Pro is already running and you are looking at a document window, choose New from the File menu, and a window for the new document will open.



CHAPTER 10

To create graphic images in MacDraw Pro: 227

Select the tool you need by clicking it in the tool palette on the left side of the window. Then check the fill and line indicators to make sure the color (shade, on monochrome Macs), pattern, and gradient are what you want. Use the pop-up menus for each to set up the tool the way you want it. Then click or drag with the tool in the document window to create and fill the shapes you want.

To move and edit objects you have created: 228

Click on the arrow tool at the top of the tool palette. Then click with the arrow's point on the object you want to edit or move. When the handles appear on the corners of the object, you can move or alter it.

To zoom in and out of a magnified view of a MacDraw Pro graphic: 231

Click on the large and small landscape icons in the lower left corner of the window. If you want to see a very highly magnified view of one section of your graphic, click on the fractional zoom icon (the one to the right of the two landscape icons). Then move the magnifying glass pointer to the part of your graphic you want to see up close and click.



menus, and the basic elements of Mac windows, and it shows you right away how easy it is to get things done on a Mac. For an example of how to make a picture with Kid Pix, see the "Using Kid Pix" section later in this chapter.

Workhorse Applications That Paint and Draw

If you want to sketch out simple bitmapped images *and* create fine object-oriented images that require precision and control, you should choose a graphics application that allows you to work with both types of graphics. SuperPaint and Canvas are the two leaders in the field. If your Mac has a monochrome monitor, less than 4MB of RAM, and a relatively slow CPU (if it's a Plus, for instance), you should use SuperPaint 2.0. If you have a high-powered Mac and lots of RAM and a color monitor, it makes more sense to use SuperPaint 3.0 or higher, or the more expensive Canvas.

<i>Product at a Glance</i>	Kid Pix	
	<p>Publisher: Broderbund Software Add-on available: Kid Pix Companion</p>	<p>Requires: Mac Plus or later System 6.7 or later 1MB of RAM on monochrome Macs; 2MB of RAM on color Macs. If running System 7 or later, 2MB of RAM on monochrome Macs; 4MB of RAM on color Macs. One 800K disk drive and a hard disk with at least 5MB of free space Compatible with any printer that can handle Mac graphics, although print quality will vary</p>
	<p>Description: One of the best and least expensive beginners' graphics applications for young and old Mac users. Kid Pix offers a wide variety of tools for creating paint documents, and makes it easy to get at all the tools, including preformed stamps, comical erasers, and fractal trees. But Kid Pix is more than a toy; the lessons and concepts that you learn as you explore and enjoy Kid Pix will help you make the best use of any other Mac application you work with.</p>	

MacDraw Pro

Publisher:

Claris

Upgrade from MacDraw II is available,
but not free

Requires:

Macintosh Plus or better; Classic/LC or
better recommended

System 6.7 or later

2MB of RAM on 6.7; 4MB of RAM on 7.0
or later

One 800K disk drive and a hard disk
with at least 1.5MB of free space;
40MB hard drive recommended

Compatible with any printer capable of
printing standard Mac output, but
print quality will vary

Description:

MacDraw Pro is a powerful object-oriented graphics tool. It has a straightforward interface that is a direct descendent of the original MacDraw, which helped make the Mac popular from the start. You can use the simple, clear drawing and filling tools to create images, and you can edit any existing image after selecting it. MacDraw can be adapted to do all kinds of specialized tasks, from making a frame for a block of text to designing a computer circuit board.

Learning to manipulate curves and layered images in an application like Illustrator is tricky at first, and it may seem that it takes you too long to get your idea into a workable form. Once you do have the basic form of a graphic in place, however, you will be amazed at how easily and precisely you can edit and develop it into a polished work of art. Your initial time investment can lead to huge payoffs as you build more and more complex graphics.

Using Kid Pix

Using Kid Pix is the Macintosh dream come true. It's so simple it begs you to play around and be creative. In fact, I recommend Kid Pix to anybody who has just bought a Mac. Using Kid Pix is the easiest and most entertaining way to learn about the mouse and the other basic elements of the Mac interface. The following procedures will give you a peek at the many joys of Kid Pix, but you'll have to explore on your own to find all of its wonderful little tricks, jokes, and funny noises. If you have Kid Pix already and enjoy using it, you

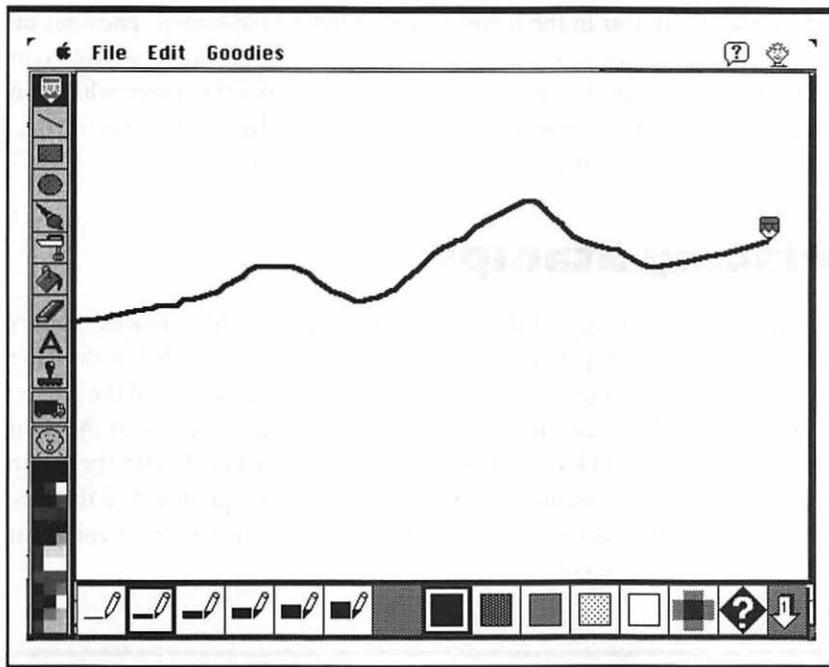


Figure 10.2
The Kid Pix window

Drawing Lines

To draw a line, just press the mouse button and drag the fat pencil around on the screen. It makes a scratchy noise as it draws. To make wider, thinner, or textured lines, just move the pointer down to the boxes at the bottom of the screen (it turns into an arrow down there) and choose a different box. Fool around a little. Then go on to the section “Undoing and Erasing Mistakes” and erase your experiments. When you have a clean window, draw a nice horizon with some mountains, as shown in Figure 10.2.

Undoing and Erasing Mistakes

To undo the last line you drew, choose Undo from the Edit menu, or click the undo guy (the guy with his mouth open) at the bottom of the tools palette. To erase things, move the pointer to the tools palette on the left side of the screen and click on the chalkboard eraser tool (it looks more like a brick or a short board; it's under the paint can and above the letter A). A whole set of

Saving and Printing a Kid Pix Document



Note

For more information on using the Save command, see “Saving Your Work on a Document” in Chapter 4.

To protect your priceless Kid Pix art, save it often, about every fifteen minutes when you are working on it. All you have to do is choose Save from the File menu. The first time you save a document, you must name it and choose where to place it in your folder hierarchy, or it will be called “Untitled Kids” and placed in the same folder with the Kid Pix application.

To print a hard copy of your graphic, first save it, then choose Print from the File menu. A print dialog box opens. Unless you want to do something special, leave all the settings as they are and click the Print button or press the Return key to start printing. If you have a LaserWriter or compatible printer that allows background printing, the PrintMonitor will take over your print job in a moment or two, and you can go right back to Kid Pix while printing proceeds. For more information, see Chapter 3.

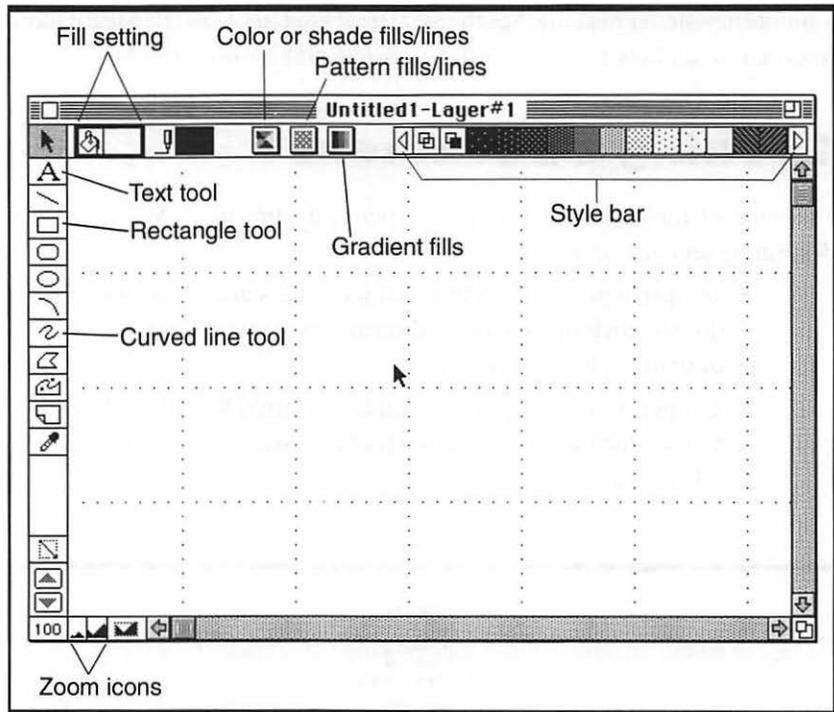
Using MacDraw Pro

MacDraw Pro creates objects you can deal with as units, rather than images that are simply collections of bits. Now, this may not mean much to you if you aren't familiar with graphics applications, but if you compare the way MacDraw Pro works with the way Kid Pix works, it's fairly easy to understand.

For example, if you make a hill shape and put a house shape on it in Kid Pix, you can't select the house and move it to a nicer location on the hill. If you try to select the house, you select the part of the hill that is behind it, too. This is because the whole graphic is a single bitmap—a collection of dark and light bits, exactly as you see them on the screen. To move something on a bit-mapped graphic, you have to erase it, fix the background, then recreate the erased object in the new place where you want to see it.

However, if you make a hill shape in a draw application such as MacDraw Pro or Illustrator, you can create a house or some other image, then move it around and edit it without changing the background at all. That's because each image is a separate graphic object. It's more like the shapes are cut-outs that you can place on a felt board and then play around with. The following procedure explains how to use MacDraw Pro to work with objects and create

Figure 10.5
The MacDraw Pro window



In the sections that follow, we'll use MacDraw Pro to create a simple title graphic for a newsletter. If you follow the procedures listed to create this graphic, you will make the same general choices over and over. After you create any object, you'll notice that little boxes or *handles* appear at the corners of it. If you want to move or edit any object you have created, you have to use the arrow tool to select the object so those handles appear. Then you can move the object or use other tools to edit it.

Creating a Shape

To create a shape you choose the shape tool you want from the tools palette on the left side of the window, then you draw the shape. When the shape is complete, you can edit it to get it just the way you want it.

To see how this works, let's make a nice skyline for a newsletter title graphic.

1. Select the curved line tool (it looks like a backwards S) in the middle of the tool palette. Note that the pointer becomes a pen.

- 2. Click the pen icon at the top of the window to see what shade lines the pen draws. If the box next to the pen isn't black, open the pop-up menu for colors (they'll just be shades of gray if your Mac doesn't support color) and choose black.
- 3. From the Pen menu in the menu bar, choose 2-point to make the line that the pen draws 2 pixels thick. Leave the line type set to plain.
- 4. Place the tip of the pen on one of the dots of the grid that is at an intersection of a vertical and horizontal dotted line, then draw down, to the right, and back up to the horizontal line where you started. This makes a nice valley view, as shown in Figure 10.6. If the gridlines aren't visible, choose Show Gridlines from the View menu.

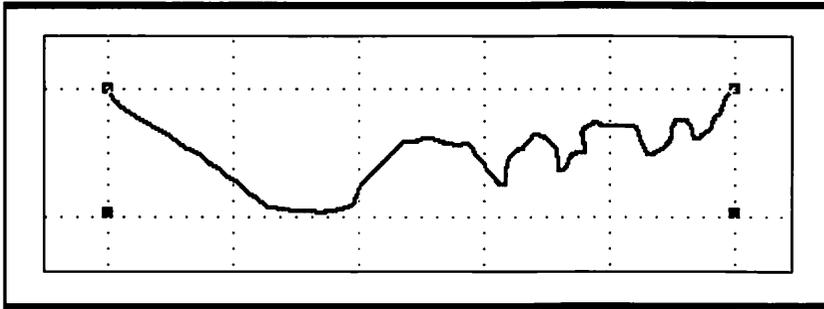


Figure 10.6
A line that creates a valley shape

- 5. If you are not pleased with your first attempt at drawing a valley, just choose Undo from the Edit menu and try again.
- 6. Check the ends of the line to make sure both of them are exactly on the dotted horizontal grid. You can magnify the drawing by clicking on the large landscape icon in the lower left corner of the window; this zooms your view in close.
- 7. If your valley line ends too high or low, click the small landscape icon and zoom out to a normal 100 percent view. Then use the Delete key to erase the original line and draw a new one.



If you have trouble ending a line on the grid, try starting on a dot and ending on a dot.

So now you have a nice valley line in the window. The actual shape of the line can be any way you want it, but it will work best if it has no loops or zigzags.

Creating a Fill

Once you have a shape, you can fill it with whatever pattern, shade, or graded shades you want. Here's a way to fill your valley with shades of gray that look almost like a sunset:

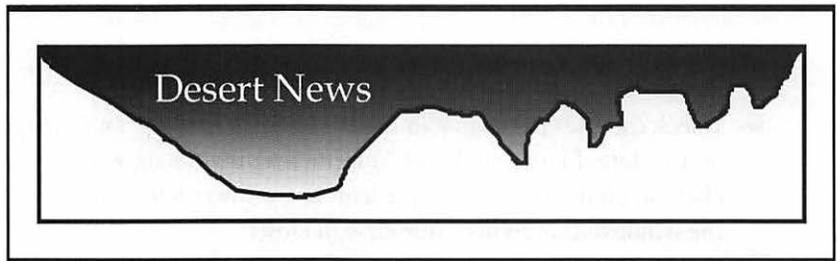
1. Make sure the valley shape you just drew is selected; click it with the arrow tool to make the handles appear at the corners.
2. Click the paint can icon at the top left corner of the window to see what fill is set. Probably none will be set, so the box to the right of the paint can will be blank.
3. Drag down from the gradient fills icon to open the pop-up menu for gradient fills and choose the box that shows shades that vary from black at the top of the box to white at the bottom of the box. The shape fills with the gradient.

The shades may be more or less clear, depending on what Mac and what monitor you are using, but they should look more or less like those in Figure 10.7. If you have a good printer the shading will probably come out better on paper than it looks on the screen.

Since you have put a fair amount of work into your graphic, save it by choosing Save from the File menu or Pressing \mathbb{C} -S. For more on saving, see "Saving and Printing a MacDraw Pro Document" later in this chapter.

Figure 10.7

The completed MacDraw Pro graphic



Adding Text to a Graphic

If you want to use a graphic for a title to a newsletter or a letterhead, you have to put text into it. MacDraw Pro makes this easy for you. You can place the text, then treat it like any other shape you have created.

2. Click the paint can fill icon, then choose the overlapping white square thingies at the top left corner of the patterns pop-up menu. Those overlapping squares indicate that whatever shape you draw will have no fill, so you can see the stuff behind it.
3. Check the line setting next to the pen icon to make sure the lines of the frame you draw will be black. Use the Pen menu in the menu bar to choose a thicker or thinner frame if you want.
4. Drag the mouse diagonally from the upper left corner of the graphic down to the lower right corner, then release the mouse button to make your frame.
5. Check the corners of the frame and the corners of the graphic to make sure you don't have any blank spots or protrusions; you can fill blank spots with short fat black lines, and you can hide protrusions outside the frame with short fat white lines.

Your graphic is now ready for inclusion in your newsletter layout. It should look like Figure 10.7, back a few pages. Not only can you import the graphic into any page layout application, you can come back and edit the document if you decide to change the name of the newsletter or something. Such flexibility is rare in the graphic arts.



Tip

Put the colors and fills you use most often, such as black and white, near the left end of the style bar, for instant access.

If you do lots of work with MacDraw Pro and find that you are always having to choose the same patterns and shades from the pop-up menus at the top of the window, you can place those patterns in the style bar that's to the right of the pop-ups. To add a color, pattern, or gradient, just open the menu and drag it away from its normal position (this makes it a *tear-off* menu). Then drag the item you want to the place where you want to have it in the style bar.

Saving and Printing a MacDraw Pro Document

To protect your well-crafted MacDraw Pro graphic, save it often, about every fifteen minutes when you are working on it. All you have to do is choose Save from the File menu. The first time you save a document, you must name it and choose where to place it in your folder hierarchy, or it will be called "Untitled1" and placed in the same folder with the MacDraw Pro application. For more information on using the Save command, see "Saving Your Work on a Document" in Chapter 4.



To print a hard copy of your graphic, first save it, then choose Print from the File menu. A print dialog box opens. Unless you want to do something special, leave all the settings as they are and click the Print button or press the Return key to start printing. If you have a LaserWriter or compatible printer that allows background printing, the PrintMonitor will take over your print job in a moment or two, and you can go right back to MacDraw Pro while printing proceeds. For more information, see Chapter 3.



or Preferences menu. Once you have turned the grid off, you can move objects wherever you want. Just keep in mind that it is harder to line things up when the grid is turned off.

Printed Graphic Looks Bad

This usually means the printer is not capable of printing with good enough resolution to show the effects you have created. If you are using an object-oriented application, try saving your graphic in PICT or MacPaint format and printing it. If your application and monitor can show grayscale, you may be able to print graphics in black and white (choose Black & White in the Print dialog box), but the results may be pretty dotty and muddled. The best solution is to print the grayscale graphics on a high-resolution printer.

Eleven

Page Layout Applications

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Featuring

- ◆ Choosing the right page layout application for your needs
- ◆ How to plan and sketch the layout of a newsletter
- ◆ How to open a new document in PageMaker
- ◆ How to do page setup in PageMaker
- ◆ A description of the elements of the PageMaker document window
- ◆ How to create master pages in PageMaker
- ◆ How to place text and graphics in PageMaker
- ◆ How to zoom in and out of magnified page views in PageMaker
- ◆ How to adjust text and graphics layout in PageMaker
- ◆ How to wrap text around a graphic in PageMaker
- ◆ How to save and print documents in PageMaker
- ◆ Troubleshooting problems in PageMaker



First Steps

To open a new document in PageMaker:

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If you have not started the application already, double-click the PageMaker icon. When the PageMaker menu appears, choose New from the File menu. If PageMaker is already running and you are looking at a window with a document in it, just choose New from the File menu. Then fill in the page setup specifications in the Page Setup dialog box, and set up your overall format on the master pages that appear in the document window.

To set up pages in PageMaker:

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Choose New from the File menu to open the Page Setup dialog box, then fill in the text boxes and click the buttons for your choices. Typically, you will want to leave most of the settings at their defaults. You need to specify the number of pages, and you can turn off the Facing Pages if you have a small-screen Mac. You can also reduce all of the margins other than the inside one to .5" to increase the space for graphics and text on the pages.



CHAPTER 11

To set up master pages in PageMaker: 249

Click on the icon for the left master page, then choose Column Guides in the Layout menu to set up your columns in the column guide box. Set the number of columns you want and how much space you want between them. Follow the same steps to set up columns for the right master page. You can add page numbers to both right and left master pages, too; just make a small text block on each master page where you want the numbers, then press **⌘-Option-P** to designate page numbers for all pages.

To place text in PageMaker: 251

Click the icon of the page where you want to place the text. Then choose Autoflow in the Utilities menu, if you want the text to flow on from column to column. Press **⌘-D** and use the Open dialog box to find and select the text file you want to place. When you click OK in the dialog box, you can click with the “loaded” cursor in the document window; the text flows down from where you started it.

To place a graphic image in PageMaker: 252

Follow the same procedure as for placing text; go to the page you want, then press **⌘-D** and select the file you want. Then place the graphic with the loaded pointer. The graphic appears in the same size and shape as it was created, even if it does not fit in the space provided.

Opening a Document

Take one of the following actions to open a new document in PageMaker, depending on your situation:

- To open a new document if you have not started PageMaker, double-click the application's icon, as shown in Figure 11.2, or double-click an alias for it. When the PageMaker menu appears, choose New from the File menu.
- To open a new document if you have already started PageMaker and are looking at a document window, just choose New from the File menu.

No matter which action you take, the Page setup dialog box appears, as shown in Figure 11.3.



Figure 11.2

The PageMaker icon

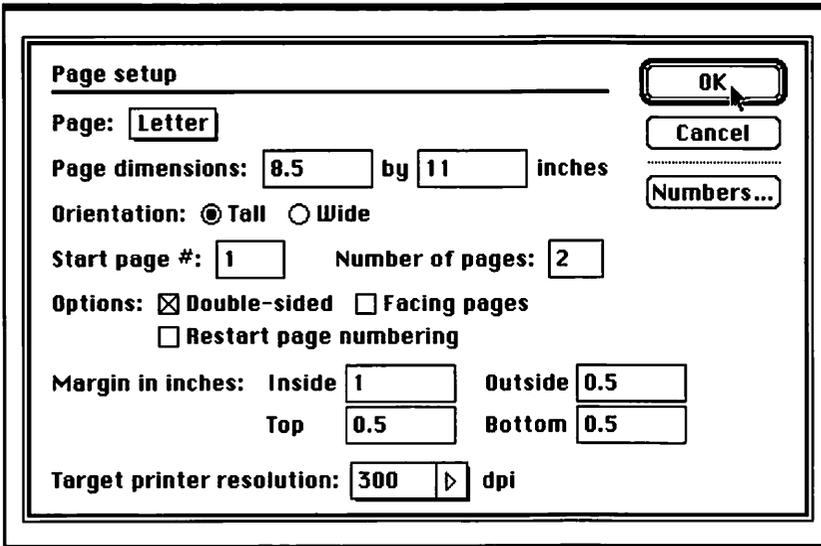


Figure 11.3

The Page setup dialog box

Making Preliminary Page Settings

Before you even get into PageMaker, it asks you to make some settings for page size, margins, and orientation. Make these settings according to the basic look you decided upon when you made your sketch. Although the settings are not really part of the page layout, they set limits within which all the page layout decisions must fit, so don't take them lightly. The following steps describe how to make page setup settings for the newsletter I sketched in Figure 11.1.

1. Leave Page set to Letter. That's a good standard size for a newsletter.
2. Leave Page dimensions set at 8.5 by 11 inches.
3. Leave the Tall radio button selected for orientation.
4. You want your document to start with page 1, but change the number of pages to 2 so the sample newsletter can be two pages long.
5. In the Options boxes leave Double-sided selected. The newsletter will be printed on both sides of one page.
6. Uncheck the Facing pages box. This lets you see more of your page, especially if you are working on a small-screen Mac.
7. Leave the Inside margin at 1 inch so newsletter readers can punch holes for binder rings.
8. Change all the other margins from 0.75" to 0.5" wide. This gives you more room for text.
9. Set the printer resolution to match your printer; see your printer's user guide if you don't know how many dots per inch it can print.
10. Click OK. The PageMaker document window opens, as shown in Figure 11.4.

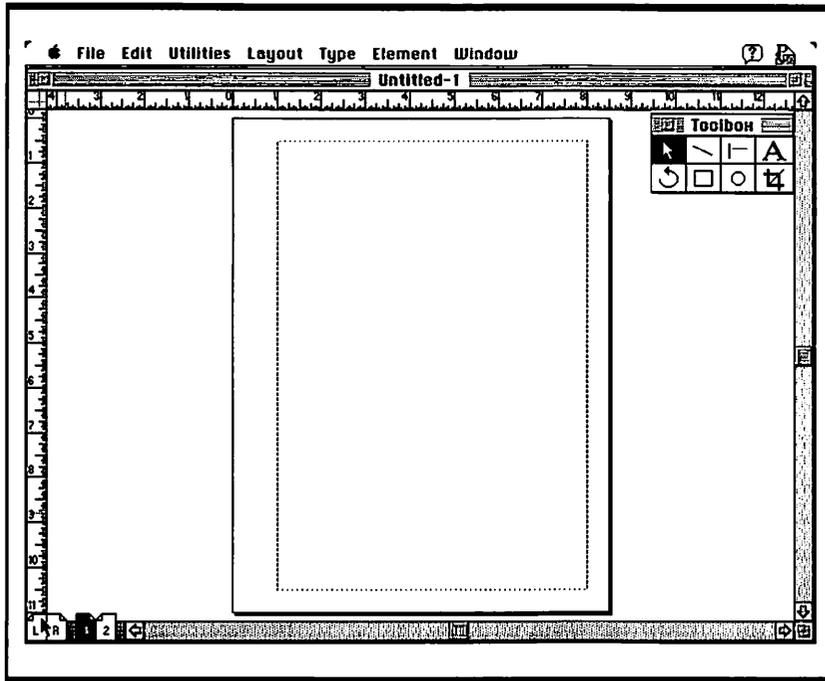


Figure 11.4
The PageMaker document window

The PageMaker Document Window

The PageMaker document window displays a small Toolbox, and a number of helpful features around the borders.

The Toolbox is a *floating palette*, which means it can be dragged with the pointer by the title bar to the position that's most convenient for you. It contains icons for tools you can use to do graphic work and select elements of the page you're creating.

- The pointer tool (the arrow-shaped tool) is for selecting text blocks and graphics.
- The tool to the right of the pointer is the diagonal-line tool. This tool draws straight lines at any angle.
- The next tool to the right is the perpendicular-line tool for drawing vertical and horizontal lines and lines at a 45-degree angle.

- The tool represented by the letter A is the text tool for selecting and editing text.
- The tool below the pointer tool is the rotating tool for turning placed objects around an axis.
- The next tool to the right is the square-corner tool for drawing squares or rectangles. Hold down the Shift key to draw a square.
- The circle-shaped tool is for drawing circles and ovals. You get circles by holding down the Shift key when you draw with this tool.
- The odd tool under the A is a cropping tool; you can cut graphics down to smaller sizes with it.

The document window can also display other palettes. Choose Style palette from the Windows menu if you use styles to speed up formatting. Choose Color palette if you use Color. Choose Control palette to place, skew, and rotate objects precisely. Use the Library palette to access stored graphics and text files. See the *PageMaker Reference Manual* for details on these palettes.

There are a number of other key elements of the document window:

- There are rulers on the top and left sides of the window. You can set the units of measurement the rulers are in by choosing Preferences from the File menu and making choices in the dialog box.
- The menu bar is above the window. Take a minute to explore the menus by clicking on the words and holding down the mouse button while you read.
- Scroll bars appear on the right and bottom of the window. Click on the arrows, move the scroll box, or just click in the scroll bar to move the document up or down in the window.
- Page icons appear in the bottom left corner of the window. You can click on the L and R icons to get to your left and right master pages (pages you set up as templates for all the rest). Click on the numbered pages to get to your actual working pages.
- The margins of your page are indicated by a magenta rectangle if you have a color monitor, or by dashed-line rectangle if you have a black and white monitor.

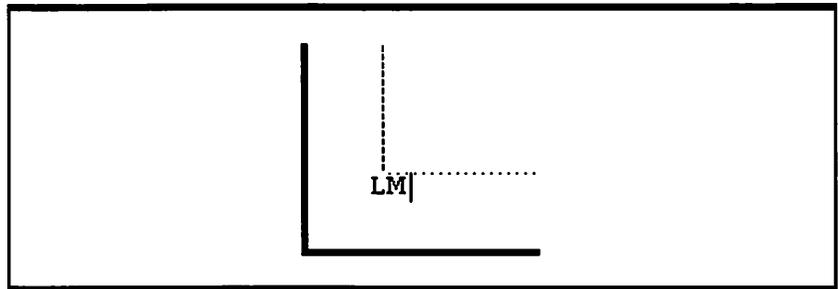
1. Click in the L to get back to the left master page.
2. Select the text tool in the Toolbox and drag a little text block (a dotted rectangle) just outside the lower left hand corner of the margin area.
3. Look at your rulers as you drag. The dotted lines there show where your cursor is. If you start dragging at 10½" on the vertical ruler and 7/16" on the horizontal ruler, the block should come out about right.
4. If you are working on a small screen, press ⌘-1 to get a closer look at the placement of the text block. When you release your mouse button after dragging the text block, an insertion point appears.
5. Press ⌘-Option-P. On the left master page you'll see LM for left master page. The L should wind up right below the left margin guide, as shown in Figure 11.5. Use the pointer tool to select and drag the page number to exactly the right place.
6. Click on the R page icon and drag a text block just outside the lower right margin corner.
7. Press ⌘-Option-P. RM for right master page appears in the text block; the R should be under the right margin guide line.

The correct page numbers will automatically replace the LM and RM on the actual pages of the document.

When you are satisfied with your master pages, choose Save from the File menu or press ⌘-S. Save your work often in PageMaker; there is nothing more frustrating than working out some great solution to a formatting problem, only to lose it to a power surge. For more information on saving, see "Saving and Printing a Document" later in this chapter.

Figure 11.5

A page number symbol placed on the left master page





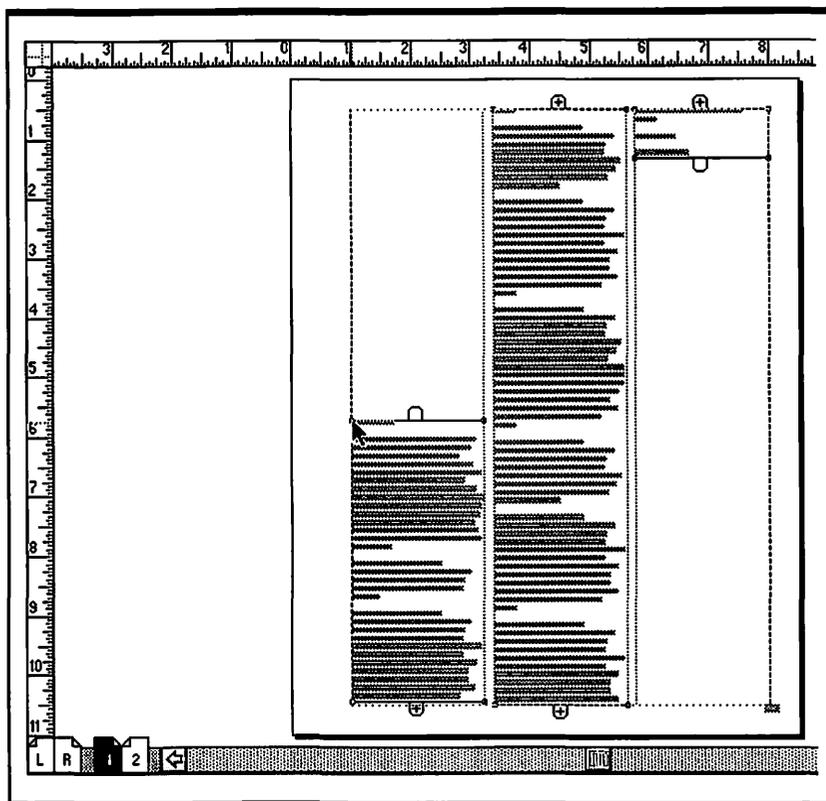
Placing Text

The following procedure tells how to place text in the sample newsletter columns, but it is the same basic procedure you use no matter what kind of document you are creating. In this case, you will place the text in all of the three columns, but you will leave some space at the beginning for your newsletter logo.

1. Click the page 1 icon in the lower left corner of the window. A right page appears with nothing on it but the column and margin guides and the page number. Books normally start each chapter with a right page; that's why PageMaker makes the first page a right one.
2. Choose Autoflow from the Utilities menu. This will place all of the text you bring in from someplace else, filling your column guides to make three nice columns. Even if it overflows onto another page of your document, it will *all* flow in.
3. Choose Place from the File menu or press **⌘-D**. The Open dialog box appears. You probably see a list of folders in the Aldus PageMaker folder.
4. Double-click the Tutorial folder, then double-click the Lesson 1 folder.
5. Select the Sample Text file and click OK.
6. Your cursor becomes a "loaded" text icon. It looks like a carpenter's square with a curvy arrow in it. If you ever select the wrong file, click in the Toolbox to unload the icon.
7. Line up the left side of the icon with the left margin guide, about two-thirds of the way down the left column. This will leave space for your logo.
8. Click the mouse button. Your text flows into the columns until the entire text file is placed.

Your page will now look like it's filled with three columns of gray bars, with some blank space at the top of the left column, and some at the bottom of the right column, as in Figure 11.6. It isn't too exciting, but it's a good start. It gives you a clear idea of how much room you have for graphics and a second story.

Figure 11.6
Text placed on the first page



Placing a Graphic

Placing graphics in PageMaker is just like placing text. The following procedure is for putting a nice logo at the head of your sample newsletter. You will place and size a graphic in the available space, but you won't be able to put it in the place you want it until you adjust the text layout.

1. Press **⌘-D** and select the *Logotype.tif* file in the Lesson 1 folder, then click **OK**.
2. Click with the loaded pointer at the top left corner of your newsletter, in the left column where you left some open space. The graphic appears at the same size and shape it was created. This isn't the size and shape I sketched in Figure 11.1, so let's change it.

- 3. Choose Line from the Element menu. A submenu appears.
- 4. While still holding down the mouse button, drag to the right and down until 8 pt line is selected, then release the mouse button.
- 5. To run the line into the logo graphic, select it with the pointer tool and move it to the right until it touches the logo.

Go back to Fit in window view (⌘-W). Does your page look more or less like Figure 11.11? If everything looks good so far, save your work by choosing Save from the File menu or pressing ⌘-S.

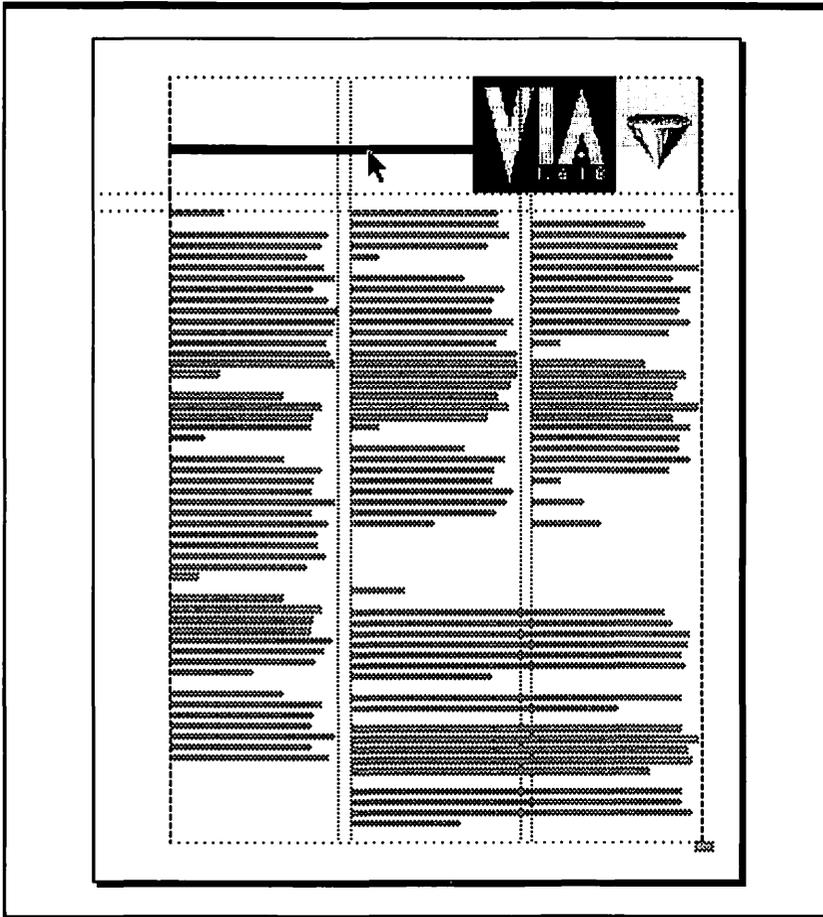


Figure 11.11

Adding a two-column story and adding a rule to the logo graphic

Changing Text Style for Headings

To make the headings for the stories in your newsletter look good, you need to work on the fonts. The following steps show how to make the headings stand out and still fit in the format you have set up.

1. Hold down the **⌘** and Option keys and click on the first line of type in the first (far left) column. You see the heading, which looks puny.
2. Click on the text tool.
3. Select the heading.
4. To make it stand out, pull down the Type menu and go into the Style (not Type style) submenu. Choose Subhead 1 from the Style menu.
5. Use **⌘**-Option-click to get back to Fit in window view, then use it again to zoom in on the heading for the two-column story. That heading begs for changing, too.
6. Select the heading with the text tool.
7. Enter a title of your choice, or something like “Title for an Article.”
8. Pull down the Type menu and go into the Style menu, where you can choose Subhead 1 again. Oooh, those titles look professional.

Now let's add a nice dividing line between your two-column story and the rest of the text. Just take these steps:

1. Click on the perpendicular-line tool.
2. Pull down the Element menu, go into the Line submenu, and choose the medium-thick (3 pt) dashed line.
3. Drag a dashed line between the heading of the two-column story and the text of the other story.

Finally, you can add a title to your newsletter by following these steps:

1. Select the text tool from the Toolbox and type My Newsletter somewhere on the pasteboard.
2. Select the title, then go through the Type menu to the Style submenu and choose Headline.

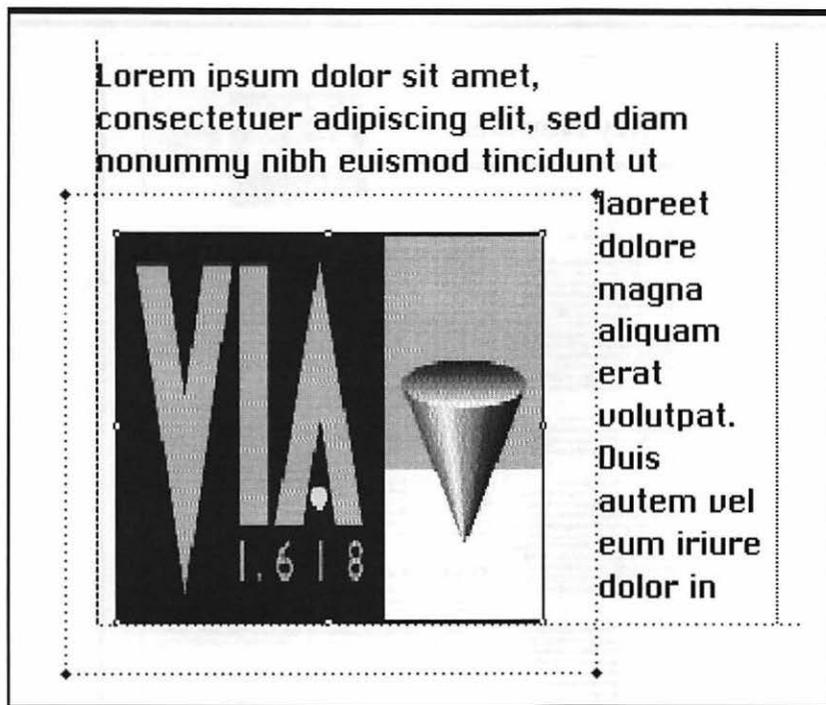


Figure 11.13
Text wrapped around a graphic

pushed out of place. Fix any text problems, then save your work by pressing ⌘-S. The front page should look like Figure 11.14. Happy with how your newsletter looks on screen? If you are, you can start printing.

Saving and Printing a PageMaker Document

To protect your PageMaker work, save it often, about every fifteen minutes when you are working on it. All you have to do is choose Save from the File menu or press ⌘-S. The first time you save a document, you must name it and choose where to place it in your folder hierarchy, or it will be called “Untitled” and placed in the same folder with the PageMaker application.

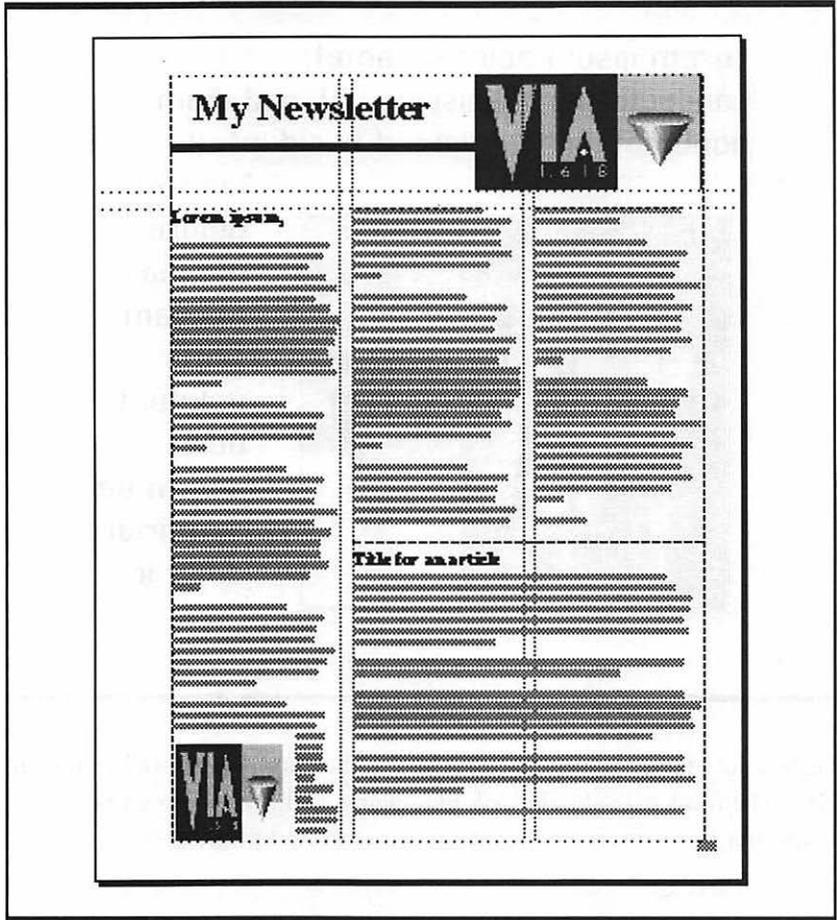
To print a hard copy of your document, first save it, then choose Print from the File menu or type ⌘-P. The Print to dialog box appears. Select your

Note



For more information on using the Save command, see “Saving Your Work on a Document” in Chapter 4.

Figure 11.14
The finished sample PageMaker
document



printer type from the Printer box menu at the bottom of the dialog box. If this box is blank, printing will not start. If you want one copy of page one only, press the Tab key twice until the second page range box is selected. Then type 1 in there. Click Print to begin printing.

Troubleshooting Problems in PageMaker

The following subsections cover the problems you are most likely to have while working with PageMaker and other page layout applications.

Missing Text

Remember that text blocks in the same story are linked or threaded together. If you change one text block, it affects the others. If you are missing some text, look on the next page or next column; chances are it flowed from the text block you changed to another text block in that next column or on that next page.

Can't Find the Center of a Page or Column

Want to find the center of the page or a column? Draw a rectangle the width (or height) of what you are trying to find the center of. The selection handle in the middle of the rectangle will be the center of the column or page.

Can't Find an Object Left on the Pasteboard

You can't find some text you were sure you left on the pasteboard? Hold down the Shift key while you select Fit in window from the View menu, or type $\% - 0$ (zero). This fits the whole pasteboard in your window. When you find the text, move it near to the page you want to put it on, then zoom in to a closer view and drag the text to where you want it.

Can't Calculate Measurements in the Middle of the Page

To measure something on your page, go up to the upper left corner of your PageMaker window where the two rulers meet and click on the space with the dotted lines in it. Then drag along one ruler or the other until the zero point is aligned with your graphic or whatever it is that you want to measure.

Loaded Icon Appears When You Try to Drag Windowshade Handle

All you were doing was trying to move a windowshade up or down, for crying out loud, and now you've got this loaded icon on your hands. The problem is that you clicked in a windowshade handle with a plus or a triangle in it, when what you meant to do was drag the handle. Don't aim that loaded icon at anybody, whatever you do. Just move it up into the Toolbox and click the pointer (or any other tool). Then go back to that windowshade handle, and this time, hold the mouse button down firmly as you drag the handle up or down.

The Story Doesn't Appear in the Edit Story Window

You choose Edit story from the Edit menu so you can see the whole story you are working on, instead of all those pieces in text blocks. But instead of seeing the whole story, you see nothing, or just a little fuzzy patch. The problem is that no part of the story is selected. Close the empty window, click with either the text or pointer tool in any part of the story, then choose Edit story from the Edit menu again. There you go; it wasn't in the twilight zone after all.

Difficult to Line Things Up on Margin, Column, or Ruler Guides

You can't get anything to stick to those guides; things like text blocks and loaded icons just drift off the guides, right and left. The problem is embarrassingly simple; Snap to guides is off. Just choose Snap to guides from the Options menu, and all the text and graphics will get right in line for you, like obedient little soldiers.

Columns Incorrect

Either you have the wrong number of columns, or you want to change the spacing between your columns. You might think that you have to start all over to get back to the Page Setup dialog box. Not to worry. Just choose Column guides from the Options menu and change the settings. Of course, changing the guides or spaces won't rearrange the text you have already placed. You have to do that yourself.

Can't Find a File You Want to Place

Don't feel bad. It happens to us all. You hit ⌘-D, the file box opens with a list of some obscure bunch of files somewhere in the bowels of your folder hierarchy, and you just stare at the screen, wondering where the heck you put that graphic you were ready to place. Click Cancel to get out of the dialog box, then use the Find command in the Finder to find your file.

PageMaker File Will Not Print

This can be due to many things. If the print job won't even start, there is probably something in the file that is not printable. The most likely candidate is a graphic that cannot be printed on your printer, such as an EPS (Encapsulated PostScript) file that you are trying to print to a non-PostScript printer, or a font that the printer can't handle.

If the file prints part way and then hangs up, you have a problem graphic in there, or the file is just too complex for the printer to take into its limited RAM all at once. Try compressing the whole file by using Save as to save it (click Yes when asked if you want to replace the existing item with the same name), then print it again. If that doesn't help, choose Proof print (print without graphics) in the Options dialog box (you get the Options dialog box by clicking the Options button in the Print dialog box). If the file prints without the graphics, then you can bet you have a graphic that is causing problems. If there are any uncompressed TIFF files in the document, replace them with compressed versions of the TIFF graphics. If there are some really complex TIFF, EPS, or PICT graphics, they can choke some laser printers. Print the document one page at a time to find out where the problem graphic is.

For some hints (sometimes very obscure, jargon-riddled hints) as to what is causing the problem, you can click the PostScript button in the Print dialog box, then click the check box for View last error message, and see the message generated by the mishap.

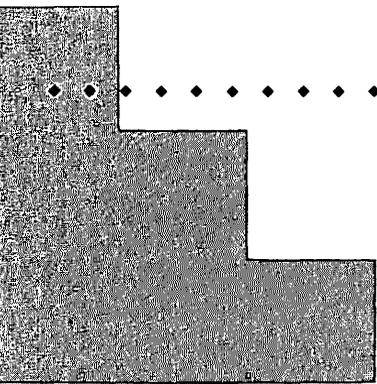
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- ◆ How to use absolute cell references in Excel
- ◆ How to make a chart of data in an Excel spreadsheet
- ◆ Troubleshooting Problems with Spreadsheets



First Steps

To open a new document in Excel: 274

If you have not started Excel yet, double-click the icon for the application. If you have started Excel and are looking at an existing spreadsheet, choose New from the File menu, and when you see a small dialog box, click OK.

To enter data in a cell of an Excel spreadsheet: 276

Click in a cell and start entering either text, numbers, or an equals sign for a formula. To confirm the entry when you are done with it, click the enter button in the entry bar, or press Return or Enter on your keyboard.

To change the style or format of text in Excel: 277

Select the cell with the text first. Then you can use commands in the menu, or if a button exists in the toolbar, such as the Bold button or Italic button, you can simply click the button to change the text.

To select a range of cells in Excel: 279

You can either click in the first cell and Shift-click in the last one, or you can drag from the first cell to the last one, as long as you don't drag from the border of the first cell.



CHAPTER 12

To change the number format in Excel: 280

Select the cells with the numbers you want to format. Choose Number from the Format menu. In the dialog box that appears, choose the value type you want to format, then choose the code you want. You can see a sample of the format at the bottom of the dialog box.

To enter formulas in Excel: 281

Select the cell where you want the output of the formula to appear. Then you start the formula with the equals sign, enter the addresses of the cells, and put the operator signs between the addresses. You can also enter a range with a colon between the addresses of two cells, and use a function, such as SUM to complete the formula.

To make a chart for data in an Excel spreadsheet: 284

Select the range of the data you want to represent in your chart. Click the Chart Wizard button in the toolbar, and answer the questions the wizard asks you in the dialog boxes that come up. If you don't understand some of the settings, just leave them at the defaults; the wizard usually knows a good way to chart your data. When you click OK in the last of the dialog boxes, the wizard draws and labels your chart for you.

HyperScript you can customize Wingz to a great degree. But Wingz can be slow to draw its spiffy graphs. If you want to get quick access to spreadsheet power, the best choices are Excel, Lotus 1-2-3, and Resolve.

Excel has long been a leader in the features department, but Lotus 1-2-3 has high-power features of its own, and both 1-2-3 and Resolve are relatively easy to learn. If you are an old hand at spreadsheets and macros, and you want raw power for customizing, calculating, or programming, Excel is probably the best choice. If you are looking for ease of learning, Resolve is best. For DOS compatibility and a good, intuitive interface that makes high-power spreadsheet work a breeze, try Lotus 1-2-3. If you have needs for specific features, such as a particular set of statistical functions or a certain type of graph, check out all three programs and see which is best for you. They all have lots of power.

Budget Spreadsheet Applications

If you just want to make a simple spreadsheet and don't need graphs, you can use a basic application like MacCalc. If you want to integrate a spreadsheet

Microsoft Excel 4.0

Publisher:
Microsoft Corporation
Upgrades from earlier versions are available, but not free

Requires:
Macintosh Plus or better
System 6.0.2 and Finder 6.1 or later;
System 6.7 or later recommended
2MB of RAM for System 6.7; 4MB of RAM for System 7.0 or later
800K floppy disk drive for installation;
40MB hard drive with 8.6MB of free space
Any Mac-compatible printer

Description:
The leading spreadsheet software for the Mac, Excel is both easy to learn and powerful to use. You can set up and work with a simple spreadsheet without any fuss or muss, but you can also do all kinds of special calculations, graphs, automated entry and updating, and customizing to your heart's content. And if you ever have any questions or problems, there are always lots of other experienced users, books, and consultants you can turn to for help.



Figure 12.1
The Microsoft Excel icon

You should now be looking at a blank page of a worksheet, like the one shown in Figure 12.2. It consists of small boxes, or *cells*, that are separated into rows and columns throughout the page. Each cell has a name; the cell in the upper left corner is in the A column and the 1 row, so it is called the A1 cell. The A1 cell should be highlighted when a fresh document is created.

At the top of the Excel window, there is a toolbar with lots of buttons in it. These are for graphics features and some commonly used commands. You'll learn how to use them as you work through the following sections.

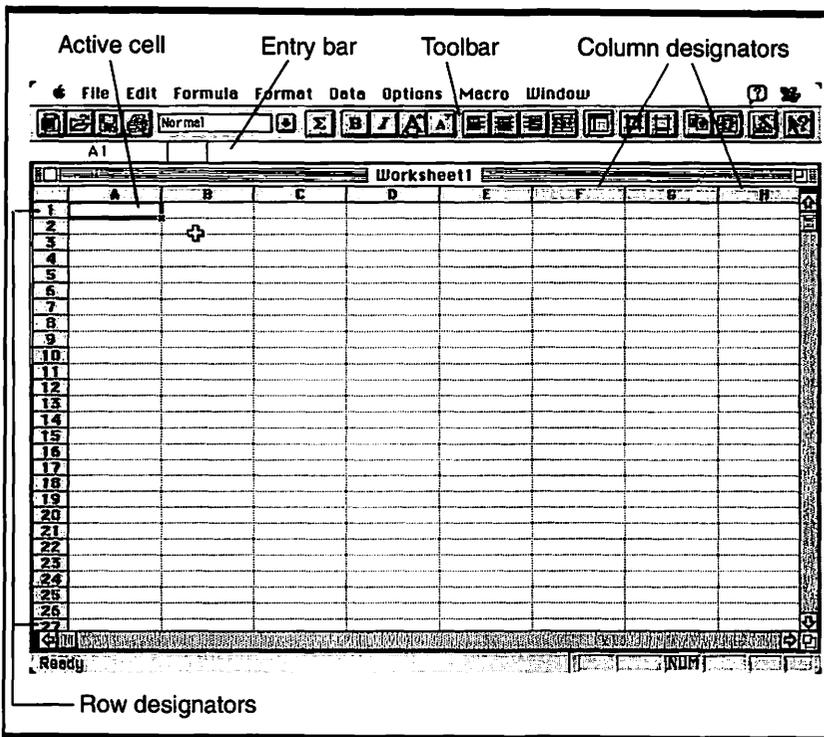


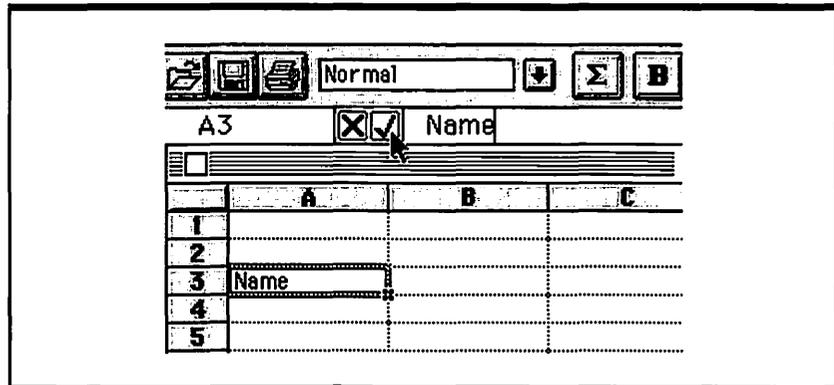
Figure 12.2
The Excel window

You can highlight other cells by clicking on them with your pointer, which looks like a big plus sign now. Each cell can hold a single piece of information: either a number, a name, or a formula. The page of cells is expandable; you can scroll happily for quite some time either down or to the right. There is an end to the cells, but you probably won't fill them up for some time.

Entering Some Data

Start your worksheet by clicking in cell A3. Now type the word *Name*. Notice that the words appear in a bar near the top of the screen as in Figure 12.3. This bar is called the *entry bar*. If you make a mistake just use the Delete key to correct it or click on the X next to the entry bar near the top of the screen. This X is the *cancel button*.

Figure 12.3
Entering text in a cell



If you want to keep what you've typed, click on the check mark; this enters the word *Name*. Pressing the Enter key on your numeric keypad does the same thing. You can also press the Return key on your keyboard instead of the Enter key; this enters the word *Name* and selects the next cell down.



Tip

If you work down the columns you can use the Return key after each data entry and select the next cell.

Now that you can enter data into a cell, go ahead and enter the data shown in Figure 12.4. It forms a record of Mac sales in a shop back in 1991 (times and prices changed, as you can see). Move from cell to cell by clicking in the cell you want to use or by using the arrow keys on your keyboard.

	A	B	C	D	E
1					
2		First Sale	Second Sale	Third Sale	
3	Name	Classic	LC	lIsi	
4	Macintosh	1199	1729	2898	
5	Monitor	0	475	699	
6	Printer	465	999	1749	
7	Modem	139	139	465	
8					
9					
10					
11					
12					

Figure 12.4

Entering more text and numbers

Now look over your worksheet to make sure all the figures are right. If you made a mistake, just click on the cell with the incorrect data, select the incorrect part of the data in the entry bar (up at the top of the window), and edit it. The entry bar works just like a little word processor. You can select, delete, or change the text in the entry bar just as you would if you were using Microsoft Word.

When all the data looks right, choose Save from the File menu. Save often in Excel; it can be hard to reconstruct a spreadsheet if you lose it to a power surge or something.

Changing Type Style and Format

Now that you have some data, you'll want to make it look a little nicer. The following exercise shows how to make bold and italic text, and how to center whatever you have in a cell.

1. Click on *First Sale* in cell B2.
2. Click on the B button located above the entry bar. Now cell B2 should be bold. This is a simple way to make a title stand out more.
3. Repeat these steps for *Second Sale* and *Third Sale* so that all the column titles are bold.
4. Names like *Classic* and *LC* are not column titles, but they should also stand out, so let's make them italic. Click on *Classic* in cell B3.

5. This time, we'll use a shortcut method to change all the names at once. Hold down the Shift key on the keyboard while clicking the mouse on cell D3. *Classic* should be highlighted normally, while *LC* and *IISI* should now look highlighted in a new way. These cells are shown differently so that you know which one was clicked first.
6. Now click on the I button above the entry bar. All three cells should now be italic.
7. Finally, we'll create a title and anchor it. Click in the cell C1 so that it becomes selected.
8. Type **Macintosh Sales Price Comparison** and click the check mark. Don't worry if the text gets too long to fit inside the cell. Excel knows what to do in situations like this. When you click the check mark, the text appears on the spreadsheet.
9. Make sure that you have clicked the check mark, and that cell C1 is still selected. Then click the Center button (two buttons to the right of the Italic button). Your spreadsheet should now look like Figure 12.5.

Figure 12.5
Formatting the spreadsheet

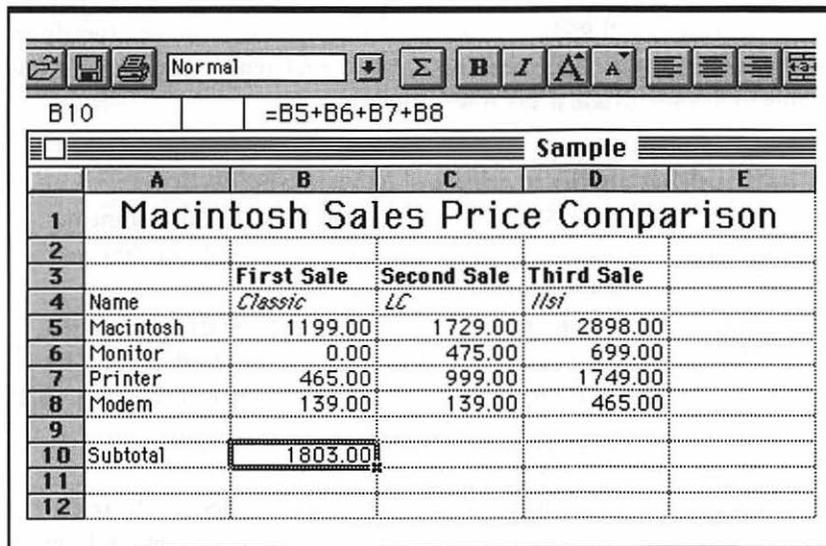
Sample					
	A	B	C	D	E
1		Macintosh Sales Price Comparison			
2		First Sale	Second Sale	Third Sale	
3	Name	<i>Classic</i>	<i>LC</i>	<i>IISI</i>	
4	Macintosh	1199	1729	2898	
5	Monitor	0	475	699	
6	Printer	465	999	1749	
7	Modem	139	139	465	
8					
9					
10					
11					
12					

The following short procedure shows how to add up the amounts shown in a group of cells.

1. In cell A10, type Subtotal and click the check mark.
2. Click in cell B10 and type =. Typing = starts a formula.
3. Now type B5+B6+B7+B8, as in Figure 12.6 (look at the entry bar, not the cell), then click the check mark.

This formula tells Excel that the value to be put in this cell equals the sum of all the cells from B5 to B8. Another way to add up simple sums like this is to select the cell (B10), click the sum button (Σ) in the tool bar, then select the cells to be summed (B5 to B8). You can also write formulas that will subtract, multiply, or divide figures by using these mathematical operators: - for subtraction, * for multiplication, and / for division.

Whenever you type a formula, the entry bar displays what you typed, but as soon as you click the check mark, the cell will show the numerical value of the sum. The entry bar always shows the formula while the cell itself shows the value of the result of that formula.



The screenshot shows the Excel interface. The entry bar at the top displays the formula `=B5+B6+B7+B8` for cell B10. Below the entry bar is a table titled "Sample" with the following data:

	A	B	C	D	E
1	Macintosh Sales Price Comparison				
2					
3		First Sale	Second Sale	Third Sale	
4	Name	<i>Classic</i>	<i>LC</i>	<i>11si</i>	
5	Macintosh	1199.00	1729.00	2898.00	
6	Monitor	0.00	475.00	699.00	
7	Printer	465.00	999.00	1749.00	
8	Modem	139.00	139.00	465.00	
9					
10	Subtotal	1803.00			
11					
12					

Figure 12.6
Using a formula to add up numbers

Using the Fill Function

You can now add up the other two columns for Mac sales, but you can use a shortcut to do the task more quickly. You can tell Excel that you are going to do the same sort of calculation to get the results in cells C10 and D10, but you will be using the data in columns C and D to get the sums. Excel can fill in these similar formulas, basing them on the one you put in cell B10.

1. Click on cell B10 and drag to cell D10 so that all three are selected.
2. Under the Edit menu choose Fill Right.

Wow! If everything went well, you just got Excel to do a bunch of work for you. All three cells should now have the subtotals for their corresponding columns. Fill is one of the simplest, but most useful, functions of spreadsheets. You'll find that you can use it just about anywhere.

Absolute Cell Referencing

Sometimes Excel has a hard time knowing which cell you want it to refer to when you choose Fill Right or Fill Down. To help Excel, you can specify an *absolute cell reference*. To see how these absolute references work, use the following procedure to add a Tax row to the table.

1. To prepare for inevitable changes in the tax percentage, add a separate area for it. Select cell A15 and type Tax %.
2. Click in cell B15 and choose Number from the Format menu.
3. Select Percentage in the Value Type list, then select 0.00% and click in the OK button.
4. Now enter 0.065 (this is the tax rate) into cell B15. Notice that it displays as a percentage after you click the check mark. This is because you formatted cell B15 to display a percentage in steps 2 and 3.
5. Type Tax into cell A11.
6. Select cell B11 and enter the formula `=B10*B15`. The reference to cell B15 is absolute because it has a dollar sign in front of it. If you fill the formula to other cells, it will always refer back to cell B15 for the second multiplier. Click the check mark, and the tax for column B appears.

Figure 12.7
The completed sample worksheet

Sample					
	A	B	C	D	E
1	Macintosh Sales Price Comparison				
2					
3		First Sale	Second Sale	Third Sale	
4	Name	<i>Classic</i>	<i>LC</i>	<i>IIx</i>	
5	Macintosh	1199.00	1729.00	2898.00	
6	Monitor	0.00	475.00	699.00	
7	Printer	465.00	999.00	1749.00	
8	Modem	139.00	139.00	465.00	
9					
10	Subtotal	1803	3342	5811	
11	Tax	117.195	217.23	377.715	
12					
13	Total	1920.20	3559.23	6188.72	
14					
15	Tax %	6.50%			
16					

Use the following procedure to get the idea of how Excel can make a chart out of your spreadsheet data. Save your spreadsheet before you graph it. For more information on saving, see “Saving and Printing an Excel Document” later in this chapter.

1. Drag the mouse from cell A4 to cell D8. This selects the range of data you want charted.
2. Now scroll the spreadsheet to the left until H is the leftmost column so the chart can have a page of its own.
3. Click on the Chart Wizard button in the toolbar (it's usually near the right end, with a little bar chart on it). Notice that the help bar at the bottom of the screen tells you what needs to be done to complete the chart.
4. Drag from cell H2 to cell M15 and release the mouse button. The chart wizard then shows you a bunch of dialog boxes; you just confirm things or make choices, and Excel draws the graph for you.
5. In the first dialog box, check the range of your spreadsheet; if it is A4 to D8, click the Next button.
6. In the second dialog box, select the Area type chart, in the upper left corner, then click Next.

7. In the Format box, click format number 4; it will show your data on a grid, for easy comparison. Then click Next.
8. Accept all the defaults in the next dialog box; they all have to do with formatting, and you don't need to fool with them, so just click Next.
9. In the last dialog box, enter a title, such as **Macintosh Sales**, then click OK.

The chart in Figure 12.8 appears, in all its clarity and style, right where you placed it. A fine thing, and so easy to do, too.

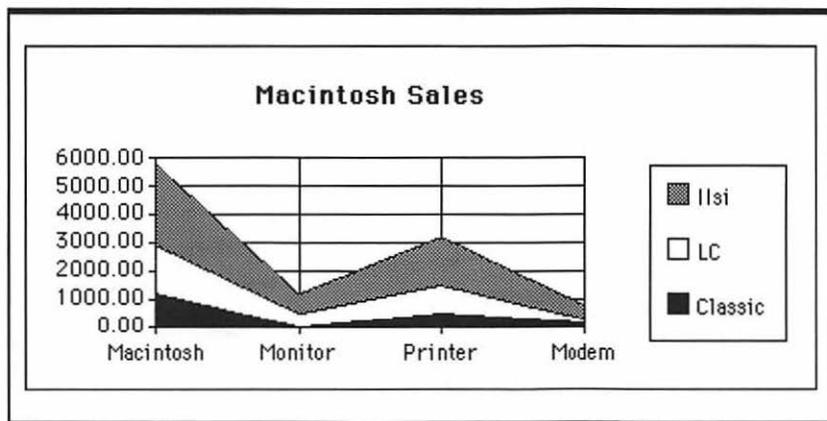


Figure 12.8
The chart for the sample spreadsheet

Saving and Printing an Excel Document

To protect your work in Excel, save it often, like every ten to fifteen minutes. All you have to do is choose Save from the File menu, or press **⌘-S**. The first time you save a document, you must name it and choose where to place it in your folder hierarchy. There's also an Options button that allows you to password-protect your file and save in many different formats. For more information on this, see "Saving Your Work on a Document" in Chapter 4.

After creating your table and chart, you can print them out. Before you print, choose Print Preview from the File menu; you get a look at exactly what the printed pages are going to look like. It's always a good idea to preview before you print, because sometimes printing spreadsheets can take a while.



When you are sure your spreadsheet is ready to go, choose Print from the File menu and click in the OK button in the dialog box. The printer will chew on the spreadsheet and chart for a while, then give you a hard copy. Make sure you save before you print. Printing seems to be one of those times when programs lose data the most. When printing out the file you just created, the table and the chart should come out on different pages. You might try moving the chart under the table to get them on a single page. For more information on printing, see Chapter 3.



In Excel, Column Labels Don't Appear in Charts

Some types of charts don't have enough space to add the labels of the columns as well. This can usually be resolved by choosing Add Legend from the Chart menu in Excel's charting module. However, if you selected your data without selecting the labels, they will not appear. To remedy this situation, just start a new chart and make sure you select all the labels that you want to see on the chart.

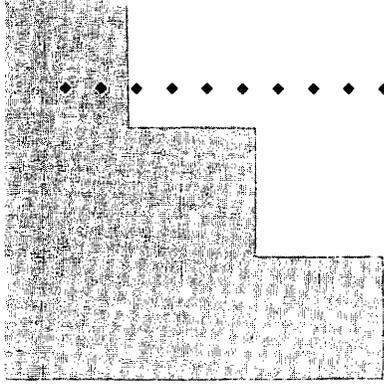
Thirteen

Databases

.....

Featuring

- ◆ Choosing the best database managing application for your needs
- ◆ Introduction to relational and flat-file databases
- ◆ How to design a database
- ◆ How to open a FileMaker Pro database
- ◆ How to enter data in records of a FileMaker Pro database
- ◆ How to use the FileMaker Pro toolbar to move around and change your view
- ◆ How to sort and find records in FileMaker Pro
- ◆ How to create and print envelopes from a FileMaker Pro address list
- ◆ How to save copies and print FileMaker Pro records
- ◆ Troubleshooting problems with FileMaker Pro



First Steps

To open a new document in FileMaker Pro: 300

If FileMaker Pro is not running yet, double-click the application icon first, then click the New button in the dialog box that appears. When the New File dialog box appears, click the New button, type in a name for the file, place it in your folder hierarchy by using the file list, then click New again. If a document is open, just choose New File from the File menu, name and place the file, and click New again.

To set up fields for records in FileMaker Pro: 301

Go to the Define Fields dialog box; if you have just opened a new document, you are there automatically. If not, choose Define Fields from the Select Menu. In the Define Fields dialog box, enter the name of each field, select a type if you want something other than the default text type, and click Create. You can start entering the name of the next field immediately. Use the Options button to set automatic entries in fields, and to verify fields.

To enter data in records in FileMaker Pro: 302

Choose Browse from the Select menu if you are not in Browse mode. Click in the blank space to the right of the first field, and begin entering data. You must press Tab to advance from field to field.



Databases are tools that allow you to manage large amounts of information. A database is pretty much like a rolodex, one of those address-holders with all the cards attached to double rings. As each card in a rolodex holds one address, each *record* in a database contains a bunch of information on a single subject. The cards in a rolodex are all kept in order on the double rings; you can take out a card and change a person's address, then put it back. You can add cards or remove them. You can do the same things with records in a database, but you don't even have to take them out.

The big difference between a database and a rolodex is that with a database you can resort the records in lots of ways, and do it instantly, without winding up with a bunch of cards scattered all over your desk. You can ask the database to find a record or a bunch of records, and then tell it to display the data in any of a whole bunch of formats or *layouts*. You can also tell the database to pull certain bits of information off each record and make a neat report out of it. And a database can do all this easily, even if you put much, much more information in it than you can cram into a rolodex.

Databases are great for stores that need to have data on everything they carry at their disposal instantaneously. In fact, the machine that reads the bar code off your groceries at the supermarket is connected to a kind of database. You can make smaller databases to keep track of almost anything you are interested in. For example, if you are an audiophile, you can make a database to list your CDs, tapes, or records. If you love books, you can catalog your library. If you cook, make a personal cook book of favorite recipes, with your latest variation added to each one.

In terms of work, you can make a list of all the important business contacts you have, with their addresses and telephone numbers, and some important notes about your latest dealings with each of them. A rolodex would get real messy if you tried to put this much on it; a database can take it all in stride, and it doesn't mind if you change it every time you make a business contact. You can see an example of this type of database in "Using FileMaker Pro" later in this chapter.

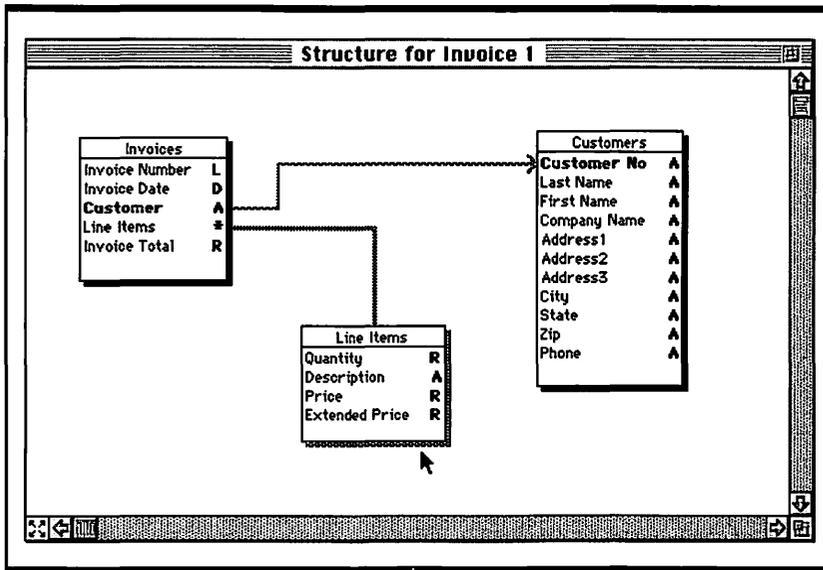


Figure 13.1
Graphic view of a 4th
Dimension database structure

This simple use of a relational database can save huge amounts of time for a small business. If you are willing to pay the higher price for the application and take the time to set the database up properly, you won't regret it in the long run.

Flat-File Databases

Medium-scale, single-file databases may not have the features that the large databases have, but they are usually much easier to learn and much more affordable. A few, like FileMaker Pro from Claris or File Force from Acius, have some of the powers of relational databases. Others, like Panorama from ProVUE, are strictly flat-file databases. File Force is good for setting up a simple set of relationships between databases, and Panorama is a powerful flat-file tool that works well for users who are accustomed to spreadsheets.

The rest of this chapter focuses on FileMaker Pro, a leading Mac flat-file database application. It is a very straightforward database with a great deal of flexibility, and it's extremely easy to use. FileMaker Pro actually incorporates the rolodex concept into its graphic interface; you can flip through the records of your database just like you are flipping through the cards of a rolodex. But FileMaker Pro is no toy. It has a lot of power, including a lookup



Using FileMaker Pro

FileMaker Pro started as a simple database years ago and has become an easy-to-use, yet powerful application. Databases are difficult to learn at best, but Claris has done a good job at making FileMaker Pro the easiest to get started with. It has the same type of interface that you might remember from MacWrite II and MacDraw. In the following sections, you'll use FileMaker Pro to create a small, familiar address book type of file that tracks your business contacts.

Designing a Database

Before you plunge into the building of a database, you should plan out its design. You may even want to make a rough sketch with a pencil and paper, so you have an idea of how you are going to organize things. Even if you just scribble the thing out on a napkin, any design is better than no design. After all, a database is a just a way of organizing information. The better you organize it, the easier the information is to find and use.

The basic building blocks of database organization are *fields* and *records*. A field is an area that stores a single piece of information. It's like one line on a card of your rolodex. Each field of your address book will store a different type of information. You put together a bunch of fields to make a record.

A record is about the same as a single rolodex card. It contains all the information about a single item. You put the records into some kind of logical order, so you can zip through them and find things quickly. Alphabetical order works well for lists of names or objects.

If you are organizing a list of names and addresses, for example, you set up fields for the name, street number, city, state, and zip code for the records. Then you fill in the fields with data for each person, so each one has a separate record. Then you put the records in alphabetical order, so you can look up any person's information by going to their name. In the sample explained below, you'll see each step of the process in detail.

Opening a Document

You have to take different steps to open a new document in FileMaker Pro, depending on whether you have started the application or not. Use the following steps if you have not started FileMaker Pro:

1. To start the application, double-click on the FileMaker Pro icon, as shown in Figure 13.2, or double-click on an alias of it. A dialog box appears, asking you to open an existing document or create a new one.
2. Click on the New button. The New File dialog box appears.
3. Type in a name you like, such as **Business Contacts**.
4. If you want the file to be stored in a different folder from the one listed, use the menu under the folder title to move a new folder.
5. Click the New button again. The Define Fields dialog appears, with the cursor in the Name box.

Figure 13.2
The FileMaker Pro icon



To open a new document if you have already opened FileMaker Pro and are looking at an existing database file, use the following steps:

1. Choose New from the File menu. The New File dialog box appears.
2. Type in a name, such as **Business Contacts**.
3. If you want the file to be stored in a different folder from the one listed, use the menu under the folder title to move to a new folder.
4. Click the New button again. The Define Fields dialog box appears, with the cursor in the Name box.

Setting Up the Fields

You are now ready to set up the fields of your address book. Follow these steps to make them:

1. Start by typing **First Name** in the Name box (if you make a typing mistake, use the Delete key to fix it). The Create button comes to life.
2. Click the Create button, as shown in Figure 13.3. Notice that the field name is displayed in the text box.
3. Repeat steps 1 and 2 to create fields for the following information:
 - Last Name
 - Street Address
 - City
 - State
 - Zip Code
 - Phone Number
4. Now look over your field names in the list box at the top of the dialog. If you created a field name that has mistakes in it, select the field name. Then select the typo in the Name box, type in

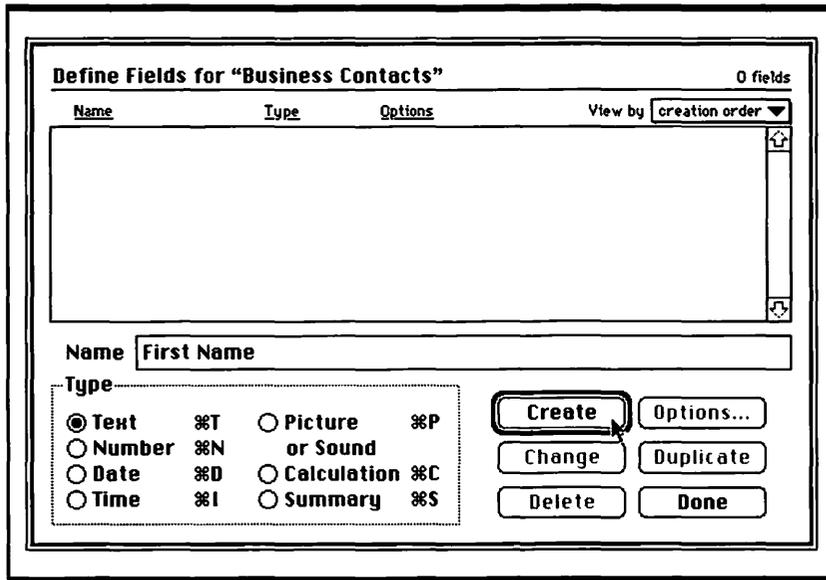


Figure 13.3
Defining fields for database records

the correction and click the Change button. This corrects the selected field name.

5. When the fields are all correct, click the Done button.

The Define Fields dialog box goes away and a blank record appears, with the fields you defined.

Entering Records

After you click the Done button, FileMaker moves into *Browse* mode. This is the place you go when you want to enter or edit a record. Use the following steps to create your first record, beginning with the First Name field.



Tip

To see what mode you are in, look at the indicator bar at the bottom of the window, near the left side.

1. Click in the blank space to the right of where it says First Name.
2. Type Tracey.
3. Press Tab to advance to the next field.
4. Type Smith and press Tab again to advance.
5. Fill in the remaining fields for Tracey, using the information in Figure 13.4.

Figure 13.4

Entering a record's data in the fields

The screenshot shows a FileMaker window titled "Business Contacts". On the left is a navigation pane with "Layout #1" selected, "Records: 4", and "Unsorted". The main area displays a form with the following fields and values:

First Name	Tracey
Last Name	Smith
Street Address	123 Any Street
City	San Francisco
State	CA
Zip Code	94112
Phone Number	(415) 438-3694

At the bottom of the window, the status bar shows "100" and various navigation icons.



6. Choose New Record from the Edit menu. You now have a blank record and the cursor is in the First Name field. You did not destroy the last record, you merely added another blank card to the rolodex-type stack.

7. Create the following records, using the same procedure you used for Tracey's:

Adam Adams
789 Some Blvd.
New York, NY 12345
(123) 555-0987

Mike Mandel
456 That Way
Chicago, IL 76543
(321) 555-4567

Mark Mandel
456 That Way
Chicago, IL 76543
(321) 555-4567

In most applications, you'd want to save after doing all this, but you do not have to save your work in FileMaker Pro; the application saves your files to the FileMaker Pro folder. In fact, there is no Save command in FileMaker Pro's File menu.

Using the Toolbar

Now that you have a little database to work with, you can manipulate it with the tools FileMaker Pro offers. Some of the most accessible and useful of these tools are located on the toolbar in the area to the left of your record.

- The title "Layout #1" at the top of the bar means that this is your first layout. You will create another layout later on.
- Just below the layout marker is a picture of a rolodex. This rolodex is a representation of your database file. If you click the bottom card of the rolodex, you advance to the next record.

Note



If you press Tab when you have filled the last field of a record, the cursor advances to the first field in the record again.

represents each of your fields. The box on the right represents the sorting order.

2. Click on Last Name in the left list box.
3. Click on the Move button as in Figure 13.5.
4. Last Name appears in the sort order list. This means that the alphabetical (ascending from A to Z) sorting will start with the last name of each person, just like in a real address book. You still have a problem, though; the two brothers have the same last name.
5. To sort by first names too, click on First Name in the left list box, and then click the Move button again. Now when the computer gets to the brothers it will sort them by their first names.
6. Click the Sort button to put your address book in alphabetical order.

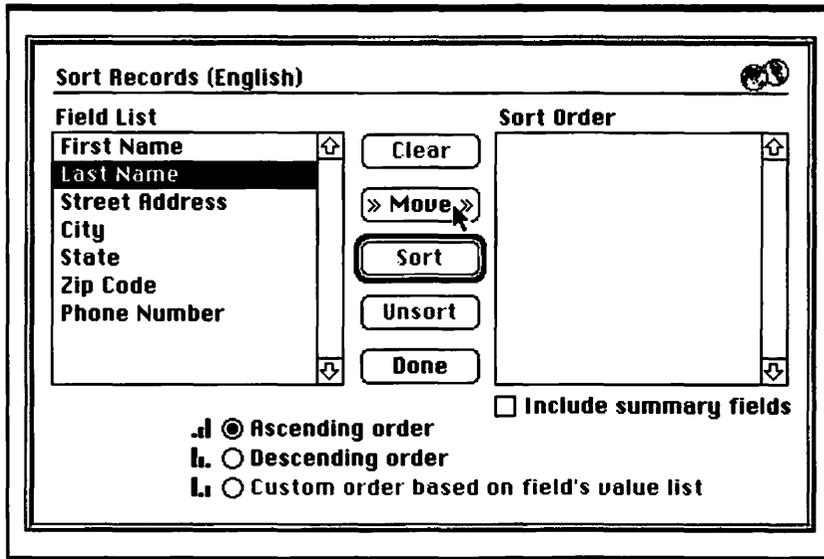


Figure 13.5
Setting up sorting order

Finding Records

You can also use FileMaker Pro to find records or particular groups of records. Suppose you need to contact everyone in Chicago for a business convention. If you were using a real address book, you'd have to leaf through the

completely. Release the mouse button and check that all of the names have *handles* (small boxes on the corners).

2. Now that they're all selected, pull down the Format menu to Font.
3. Choose Times from the Font submenu. (If Times isn't installed choose another of your favorite fonts.)
4. Choosing Times makes the type look a bit small, so pull down the Format menu again. This time go into the Size submenu and choose 14 or 18.

Great! Those field names look much better. It would be nice, however, if they were arranged a bit better. This is easy; just click and drag the field where you want it to go. Using this method I moved the fields as in Figure 13.6. You can copy me or pick your own format. The style of your database file is entirely up to you, so be creative.

You can also change the size of your fields by dragging the handles. Make sure the tip of the pointer is on a handle, not on the whole field. To make a field larger or smaller just drag the handle until the field is the desired size, as shown in Figure 13.6.

The screenshot shows a database form with a header and footer. The header contains fields for First Name, Last Name, Street Address, City, State, and Zip Code. The footer contains a Phone Number field. The fields are arranged in a grid-like fashion. The Street Address field is highlighted with a mouse cursor, indicating it is being reformatting.

Figure 13.6
Reformatting the fields

Adding to the Database

Once you've set up the basic structure of your database, you're pretty much done. Oh, you'll add records, and delete them, and change them, but FileMaker Pro takes care of the real work—sorting records, finding them, keeping them safe.

There will be times, though, when you'll want to change your database's structure. Maybe your needs have changed, or maybe you have needs that you didn't anticipate when you planned your database. Then you'll want to add new fields. Let's add a Notes field and a Last Contact field to your address book, so you can keep track of your last contact with each person.

1. Pull down the Select menu and choose Layout. This takes you to Layout mode, where you can change the design of your database.
2. Choose Define Fields from the Select menu. You see the same dialog box that you began this chapter with.
3. Type Notes in the Name box and click on the Create button.
4. Type Last Contact in the Name box and click on the Create button.
5. Now you have two more fields to work with. Instead of clicking Done, this time click on the Options button to automate the Last Contact field.
6. Again you see a dialog box swarming with options. You don't need to learn them all now, but just think what you could do, given a little time and experience! For now, just click in The Creation Date check box under the heading "Auto-enter a value that is."
7. Place the pointer on the words *Creation Date*, pull down the menu, and select Modification Date. By choosing this setting, you've told FileMaker to automatically update this field to the current date every time something inside the record changes. Each time you talk to the person, you can make a note in the new Note field, and the date will change automatically, so you'll always know when you last talked to the person.
8. Click the OK button and then click the Done button to get back to your new layout.
9. Adjust the font, size, and position of the fields to match the rest, as in Figure 13.7.

The image shows a FileMaker Pro layout window with a header and footer. The main content area contains several fields arranged in a form-like structure:

- Header:** A small box at the top left.
- First Name:** A text field with the label "First Name" above it.
- Last Name:** A text field with the label "Last Name" above it.
- Street Address:** A wide text field with the label "Street Address" above it.
- City:** A text field with the label "City" above it.
- State:** A text field with the label "State" above it.
- Zip Code:** A text field with the label "Zip Code" above it.
- Phone Number:** A text field with the label "Phone Number" above it.
- Last Contact:** A text field with the label "Last Contact" above it.
- Notes:** A multi-line text area with the label "Notes" above it.
- Body:** A small box at the bottom left.
- Footer:** A small box at the bottom center.

Figure 13.7

Formatting new fields to match a layout

Creating a Mailing

For the grand finale, we'll make your address book capable of producing envelopes. Creating mailings is one of the greatest features of databases. Once you set up FileMaker Pro to print out your envelopes, you can go have lunch. When you come back your printer will have produced a tremendous amount of work with only minimal effort on your part.

Before you envision a mass mailing to the world, create the new layout. Don't worry about the old layout; FileMaker Pro saves it and you can get back to it in the Layout menu at the top of your toolbar.

1. First, make sure you are still in the Layout mode. Choose Layout from the Select menu if you aren't.
2. To start a new layout, choose New Layout from the Edit menu. FileMaker Pro presents you with a dialog box to let you set the name and type of your new layout.
3. Type in Envelope Layout and click in the Envelope radio button.
4. Click the OK button. The dialog box that appears allows you to choose which fields you want to be printed on your envelope.

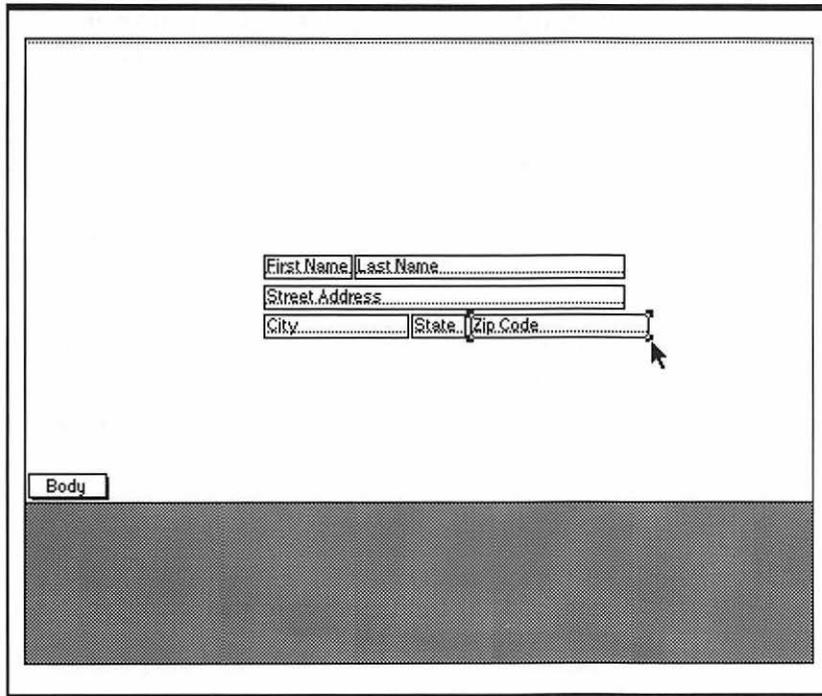


Figure 13.9

Adjusting the layout for envelope addresses

the top of the bar and a pop-up menu will appear with all your layouts in it. Look at the first layout if you want, but then switch back to Envelope layout and try looking at some of the data in it by choosing Browse from the Select menu. You may want to go back to Layout mode to resize and move the fields a bit to line up the parts of the address.

Once the address looks good, everything would be dandy if you had envelopes preprinted with your return address. But preprinted envelopes are expensive, and you have a Mac to work with. So why not have FileMaker Pro print your name and address in the correct position of each envelope?

All you have to do is add a *header* that will be the same on every envelope. The header is separate from the *body* of the layout, where the record fields appear.

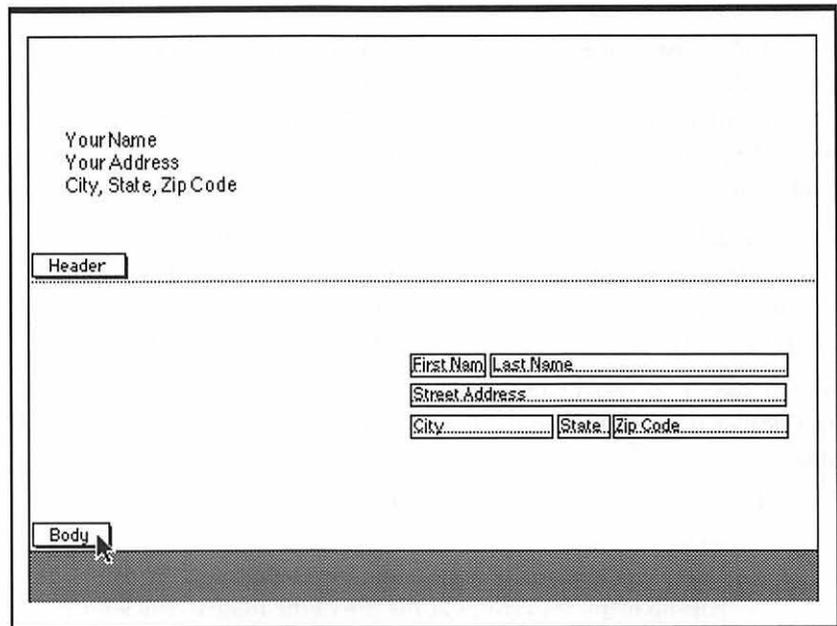
1. Go back to Layout mode by choosing Layout from the Select menu.
2. Make sure that you're back in the Envelope layout by using the pop-up menu for layouts at the top of the toolbar. Click on it and select Envelope Layout.

3. Click on the A tool in the toolbar. This allows you to create fields of text that don't relate to the data that you've entered in the records.
4. Move your cursor to the header section of the layout and type in your return address. Don't worry, the field expands as you type, and you can press Return to start a new line.
5. Click the pointer tool, then click in the return address to select it and drag it to the left side of the header area, as shown in Figure 13.10.

This example, although it looks great on the screen, is somewhat simplified. To actually make the envelopes print you have to set the computer up for your exact envelopes and your exact printer. The following example shows how to print envelopes on a LaserWriter NT. The steps may be different if you have a different printer, so see your printer's owner's guide for details.

1. Choose Page Setup from the File menu.
2. Choose Envelope - Edge Fed from the pop-up menu for the Tabloid option, click the Landscape orientation option, and click OK.

Figure 13.10
The completed layout for an envelope





radio button to clear the incorrect order. To set their new order, click on each field in the correct order. When you're finished, click in the OK button and your troubles should be solved.

Missing Records

You may have accidentally deleted a record, so before trying anything else, see if you can undo the deletion by choosing Undo from the Edit menu. If this doesn't help, you may be in the wrong mode for viewing your records. For example, if you're in Find mode, only a small portion of your records are available for viewing. Just choose Find All from the Select menu, and you'll be back in Browse mode, and back in business.

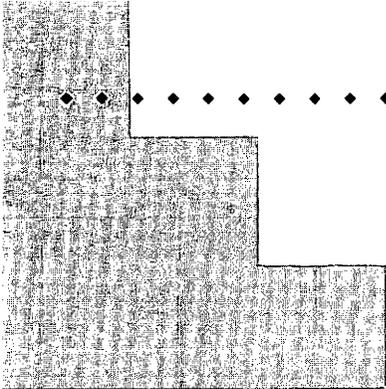
Fourteen

Managing Personal Finances

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Featuring

- ◆ Choosing the right personal finance application for you
- ◆ Creating a new file for Quicken accounts
- ◆ Opening a Quicken account
- ◆ Recording a check in the Quicken register
- ◆ Entering deposits in the Quicken register
- ◆ Using the Quicken categories list and adding categories to it
- ◆ Writing checks in Quicken
- ◆ Using Quicken memorized transactions to save on check writing
- ◆ Printing Quicken checks and reports
- ◆ Troubleshooting problems with Quicken



First Steps

To open a new file for Quicken accounts: 322

If you have never opened Quicken before, you see a dialog box that asks if you are upgrading; click No in it to get into the dialog box for naming your new accounts file. If you have used Quicken before, it opens a window showing the last check register you had open. In this case, choose New from the File menu and click New File in the small dialog box that opens. The dialog box for naming opens, so you can name the file for your accounts. Once you have named your new file, click New. When the dialog box for setting up a new account opens, enter the name of the first account you want to open, enter the balance of your account and the date of your last bank statement, and add a note or the account number for reference. Click OK and Quicken sets up the account; the account register soon appears in a window.

To record a check in the Quicken check register: 326

The Quicken register works much like a standard paper check register. First you enter a date, then press Tab to move to the next field, where you enter the check number. You must press Tab after entering data for each of the following fields: the description or name of payee, the amount of payment, a memo (if you need to add one), and the category. When you have filled in all the data, click Save to complete the entry and lower your balance.

Figure 14.2
The Set Up New Account dialog
box

Set Up New Account

Account Name:

Account Type:

Bank Account Asset

Credit Card Liability

Cash

Opening Balance: as of:

Note: Enter the ending balance from your last bank statement.

Description:
(optional)

Credit Limit:
(optional)

Opening a New Account

You are moving right along. You have created a file to keep all your accounts in, and now you are going right ahead and making your first account to put in that file.

1. Make sure you're looking at the Set Up New Account dialog box. Then enter an account name in the Account Name text box at the top. The name should tell what the account is for, or who uses it.
2. Leave the default Account Type selection at Bank Account. Press Tab to move to the next field.
3. Enter the opening balance of the account. This should be your ending balance from your last bank statement, and it should be reconciled.
4. Enter the date of the bank statement from which you took the ending balance.

5. Enter an account description, if you want; I put my account number here.
6. Click the Notes button at the bottom of the box if you want to add things like the bank's address and telephone number. Click OK in the Notes dialog box when you are finished.
7. Click OK in the Set Up New Account dialog box when you are satisfied with the entries. Quicken creates a new bank account and displays the account register as shown in Figure 14.3.

DATE	NUMBER	MEMO	DESCRIPTION	CATEGORY	PAYMENT	DEPOSIT	BALANCE
11/22 1993		Opening Balance		[C & T Checking]		543.21	543.21
11/22 1993							

Current Balance: \$543.21

Figure 14.3

The Register window, showing a new checking account

Using the Check Register

The register is a record of all the transactions that occur in an account. It looks like the paper check register you probably carry around attached to your checkbook, with entries for date and type of transaction, check number, description, amount, and account balance. There is also a column for a check mark to tell when a check or deposit has cleared.

Each account has a separate Quicken register. Although the register for different account types display different column headings, all registers work the same way.

The first empty transaction line in the register appears with a bold frame around it; this is the one you can fill in. You enter transactions in the register

6. Enter a category. You can type it in, or choose Category & Transfer List from the Shortcuts menu, then find the category that fits and double-click it. See “Using Categories” later in this chapter for details.
7. Click Save to complete the entry, as in Figure 14.4. Quicken does the arithmetic for you, and selects the next transaction line.

Skip the little field with the check at the head of the column (the one to the right of the Payment field). It is for checking off cleared checks as you reconcile your account when you get your monthly statement from the bank.

DATE	NUMBER	DESCRIPTION MEMO CATEGORY	PAYMENT	✓	DEPOSIT	BALANCE
11/22 1993		Opening Balance [C & T Checking]		✓	543.21	543.21
11/22 1993	342	New Leaf Market Groceries	32.45			

Current Balance: \$543.21

Figure 14.4
Recording a check in the register

Entering Deposits in the Register

To get a little more practice, enter a couple of deposits in the register. Tab past the number field and enter a description instead of a payee. Tab past the payment field and enter the amount of the deposit. If you need to specify where the deposit came from, and it is a regular source of income, you can make a category for it, as described in “Setting Up a Category” later in this chapter. Click Save when you are done entering each deposit. Quicken does the math, and your balance goes up. A nice thing, even though it never lasts.

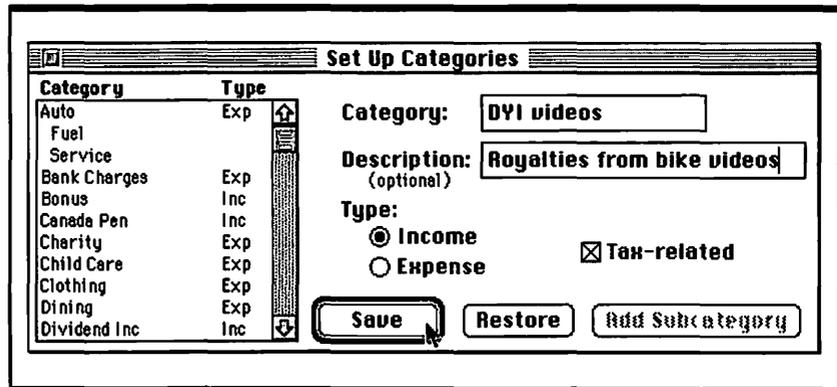
Setting Up a Category and Adding It to the List

Use the following steps to define a new category and add it to the list so you can choose it for future checks or deposits.

1. Choose Set Up Categories from the Shortcuts menu. The Set Up Categories dialog box appears.
2. Enter a category name, and if you want, enter a description.
3. Specify whether the category is an expense or income item and if you want it stored as a tax-related item (anything you have to report for taxes is tax-related).
4. Click Save to add the new category to the list, as shown in Figure 14.6. Click Restore to discard it if you change your mind, then click the close box to exit the dialog.

If you type a nonexistent category name in the Category field on the register, Quicken tells you the category cannot be found, and offers you three options: select another category from the list, set up this category, or cancel.

Figure 14.6
Setting up a new category



Writing Checks

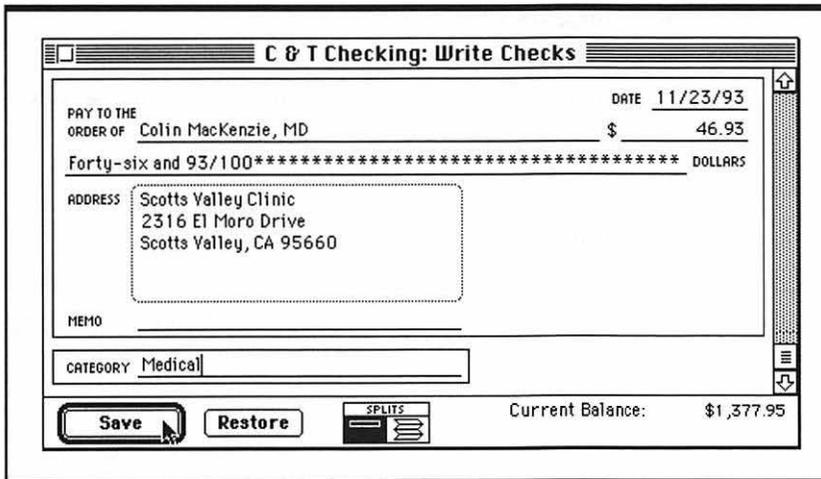
If you have ordered Quicken checks for your type of printer, you can make out a check on your Mac and Quicken will enter the information in the check

register and print the check for you. To do this, follow these steps:

1. Choose Write Checks from the Account menu (⌘-J). A blank check appears in a window.
2. Change the date if you need to. Press Tab to move to the next field.
3. Enter the payee name in the Pay to the Order of field and press Tab.
4. Enter the amount of the check in the \$ field and press Tab. Quicken fills in the next field for you. The cursor goes on to the Address box.
5. Fill in the payee name and address if you intend to mail the check in a Quicken window envelope.
6. Press Tab to go on to the memo field where you can enter memo information if you want. You might want to give the payee additional information—memo information is printed on the check. Or, you might want the information for your own records. Press Tab to go on to the Category field.
7. Assign a category, in the same way you do for any other transaction.
8. Click Save when you are finished, as in Figure 14.7. If you click Restore, the transaction is deleted.
9. Click the close box when you are done. The register window returns.

Warning

After typing the name, press Tab to move down to the next line of the address. If you press the Return key, the check is saved and a new blank appears.



C & T Checking: Write Checks

PAY TO THE ORDER OF: Colin MacKenzie, MD DATE: 11/23/93

\$ 46.93

Forty-six and 93/100***** DOLLARS

ADDRESS: Scotts Valley Clinic
2316 El Moro Drive
Scotts Valley, CA 95660

MEMO:

CATEGORY: Medical

Current Balance: \$1,377.95

Buttons: Save, Restore, SPLITS

Figure 14.7
Writing a check



You can change information in a memorized transaction at any time by choosing Edit Transaction from the Edit menu (⌘-E). Just make your changes and click Replace in the dialog box.

To delete a memorized transaction, choose Memorized Transactions List from the Shortcuts menu. Then select the transaction you want to delete and choose Delete Memorized Transaction from the Edit menu (⌘-D). Click OK in the displayed dialog box to confirm.

Printing

You can use Quicken to print custom Quicken checks or checks made by other companies. You can also print reports that give an overall picture of your finances. How you do this depends on the kind of printer you have. The following sections tell you how to do some of the most common printing jobs in Quicken. Read your Quicken manual for more information on printer setup.

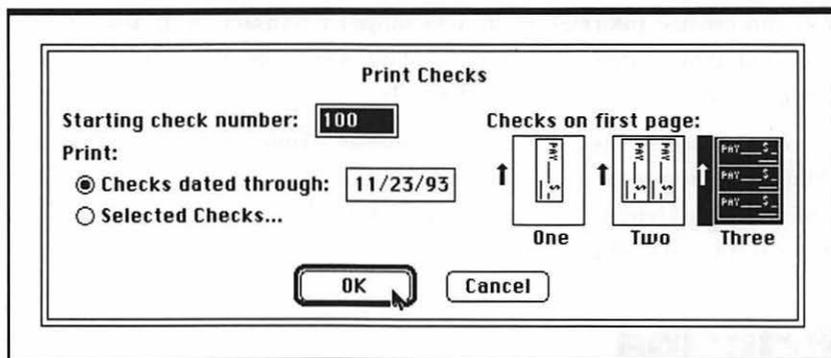
Printing Checks on a Page-Oriented Printer

Use the following procedure to prepare for printing and print checks by the page:

- 1.** Load the checks in the paper tray. Make sure the checks are face up. The top of the checks should face into the printer. If you are printing to an Apple Personal LaserWriter or HP LaserJet IIP, load the checks face down. Since the printer pulls the top page off the pile, you have to reverse the order of the checks so the first sheet is on top when you're looking at the checks face down.
- 2.** Choose Check Setup from the File menu. Make sure that the settings match the paper you have for checks and that the style suits you.
- 3.** Choose Print Checks from the File menu and fill in the Print Checks dialog box.
- 4.** Click OK, as shown in Figure 14.8.
- 5.** Check the settings in the Print dialog box and click OK to begin printing.

Figure 14.8

Printing checks to a page printer



6. After your checks print, Quicken asks if they printed correctly. If they did, click Yes. If they didn't, click No and start the procedure over.

Printing Checks on a Continuous-Feed Printer

It's probably a good idea to do a test run before actually printing the checks, to make sure everything is lined up correctly. Then follow these steps to print your checks.

1. Load the checks in your ImageWriter.
2. Choose Print Checks from the File menu and fill in the Print Checks dialog box. If you are printing a sample check, click the Check Alignment Test button.
3. Click OK.
4. Position the top check. If you're printing to an ImageWriter I, align the fifth line of the check with the top of the type head. Snap the roller into place to hold the checks in place. If you're printing to an ImageWriter II, align the top of the check with the top of the plastic guard in front of the print head. If you're printing to an ImageWriter LQ, align the top of the check with the top of the print head.
5. Click OK.

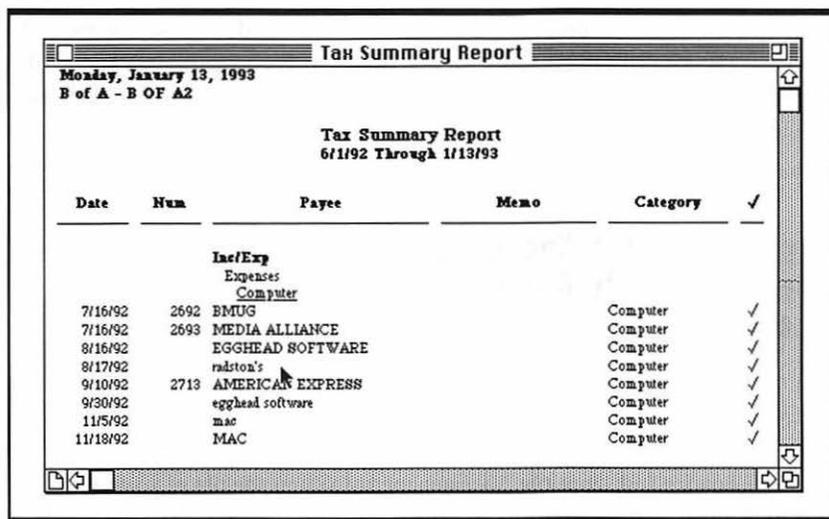
If the checks do not come out with the text aligned correctly, start the paper again, adjusting the alignment to correct the problem.

Creating Reports

You can also use Quicken to create reports based on your transactions. Entering transactions in the register, whether by hand or by writing checks, creates a database of all your transactions that you can sort and summarize in a report.

For example, to create a summary of your tax-related information, first make sure you've designated your tax-related items. Then open the Reports menu and highlight Home. Move into the Home reports submenu and select Tax Summary. A dialog box appears. Specify the information you want the report to contain by filling out the dialog box. Quicken searches the account(s) you specified, collects the information you requested and displays it, as shown in Figure 14.9.

You can print out a report by choosing Print Report from the File menu when the report is in view. Select any options you need in the Print dialog box, and click the Page Preview button to see how the report will look. Click Print in the Preview window to begin printing.



Date	Num	Payee	Memo	Category	✓
		Inf/Exp			
		Expenses			
		Computer			
7/16/92	2692	BMUG		Computer	✓
7/16/92	2693	MEDIA ALLIANCE		Computer	✓
8/16/92		EGGHEAD SOFTWARE		Computer	✓
8/17/92		radston's		Computer	✓
9/10/92	2713	AMERICAN EXPRESS		Computer	✓
9/30/92		egghead software		Computer	✓
11/5/92		mac		Computer	✓
11/18/92		MAC		Computer	✓

Figure 14.9

A tax summary report

I Keep Saving My Checks When All I Want to Do Is Move to the Next Field

You have to press the Tab key to move from field to field when entering data in the check-writing fields. If you press the Return key, Quicken thinks you are giving the keyboard shortcut for clicking the Save button. Most annoying. I really have a strong tendency to do it when I'm entering the address at the bottom of the check.

The answer is easy. Choose Other Settings from the Options menu, and when the dialog box opens, click in the check box next to the option that says "Pressing Return tabs to the next field." Click OK, and you can go ahead and enter data in checks without having to worry about those premature saves.

Can't Figure Out What to Do with Categories

If you aren't an accountant, you may wonder what all those categories are about. Why fill in a category for a check, if you have already written in what the money went to in the description field? Or why have a category for income, if you know where the money is coming from?

The answer is that the description field is for telling WHO the money went to or came from. A category is a way of recording WHAT you spend the money on, or what type of source it came from.

Categories are useful because you can tell Quicken what you are spending each check on, then make up a report at the end of a month and see how much you spent in each category. Usually, all you need to do is see how much money you have been spending on things, and then you'll learn to budget more wisely.

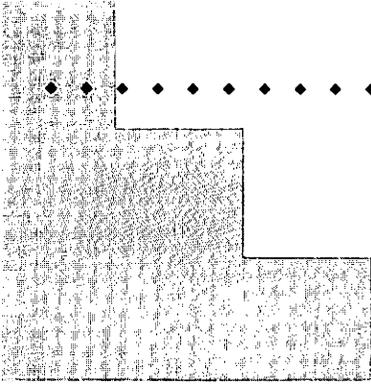
Fifteen

Integrating Your Work

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Featuring

- ◆ How to cut, copy and paste via the Clipboard
- ◆ How to copy and paste things to and from the Scrapbook
- ◆ How to correct Clipboard mistakes
- ◆ How to update items with dynamic links
- ◆ How to publish editions and subscribe to them
- ◆ How to use frames in Claris Works
- ◆ Troubleshooting problems with data integration



First Steps

To copy or cut part of a document to a different place:

342

Select the block of text, graphics, or other data, and choose Copy or Cut from the Edit menu. Scroll to the location where you want to place the data, or click in the window where you want to place it. Click with the I-beam or drag with the pointer to define where the data will be placed. Finally, choose Paste from the Edit menu to insert the copied or cut data.

To place an item in the Scrapbook:

348

Select and copy the item to get it into the Clipboard. Choose Scrapbook from the Apple menu and choose Paste to add the item on the top page. You can cut and paste items from page to page in the Scrapbook to rearrange their order.

To paste an item from the Scrapbook into a document:

349

Open the document you want to paste the item into, then open the Scrapbook by choosing Scrapbook from the Apple menu. Scroll through the Scrapbook to the item you want, and choose Copy from the Edit menu to copy the item into the Clipboard. Then click in the window of the target document, place the insertion point, and choose Paste from the Edit menu.



CHAPTER 15

To create a publisher item in an application that supports publish and subscribe: 353

Select the item first, then choose Create Publisher from the Edit menu. In the dialog box that appears, enter a name for the edition file that will contain the publisher item, then click the Publish button. The publisher item appears on the desktop with a gray textured border.

To subscribe to a published item in an application that supports publish and subscribe: 353

Open the document in which you want the published item to appear, and place the insertion point. Then choose Subscribe to from the Edit menu. In the dialog box that appears, find the edition file in the file list and select it. Click the Subscribe button and the data in the file appears in your document; if you select it, it displays a linked pattern border.

To use a frame in Claris Works: 357

Open a document for any of the environments. In the window of the open document, choose Show Tools from the View menu, then click on any of the top tools for drawing, text, spreadsheets, or painting. Drag the pointer for that tool to make a frame, and inside that frame you can use all of the functions of the environment. You can also click on the pointer tool and move the whole frame inside the document where you placed it.



in a document, which leaves it where it is and places a duplicate in the Clipboard. This copy can be pasted into the same document or other documents.

The only odd thing about the Clipboard is that normally you don't ever see it. You can see what's in it in the Finder and in some applications (choose Show Clipboard in the Edit, Window, or View menu) but otherwise, the Clipboard does its work behind the scenes. You cut, copy, and paste without ever having direct contact with the Clipboard. If you are like me, and you are curious about where the heck the Clipboard actually is, just go to the Finder and open the System Folder. There it is. Double-click the icon, and you get a window showing what's in it.

Whenever you are cutting and copying things into the Clipboard or pasting things out of it, keep in mind that the Clipboard can only hold one item at a time. If you copy an item into the Clipboard so you can paste it somewhere else, but then cut something else before you get around to pasting, the copied item will be lost, and the cut item will be all that is left in the Clipboard. For a way to recover from this error, see the Troubleshooting section at the end of this chapter.

Although the Clipboard holds only one item at a time, you can paste that item as many times as you want. Pasting does not remove the item from the Clipboard. It will stay there until you either cut or copy something else, or shut down your Mac.

Cutting and Pasting to Move Parts of Documents

To move part of a document, you select it and cut it out of its original place, then move to the new place and paste it in. For example, if you want to move a sentence that seems out of place, use this procedure:

- 1.** Select the sentence that's out of place by dragging the I-beam over it, as shown in Figure 15.1. (In graphics applications, drag a selection rectangle or lasso around the image, or click on it if it is a selectable object.)
- 2.** Choose Cut from the Edit menu, or press $\% - X$.
- 3.** Place the insertion point where you want to paste the text, as in Figure 15.2. (If you are placing something in a graphics application, scroll the window until you can see the spot where you want to paste the item.)



One minor problem with cutting and pasting from one document to another: The style of the cut and pasted text usually stays the same, so the newly pasted stuff, like text, for example, may look different from the stuff all around it. To fix this, select the pasted text, then apply the style of the surrounding text to it. If you have styles like those in Word, you can just choose Style from the Format menu, choose the surrounding text's style from the list, then click OK. Otherwise you have to match the surrounding text by choosing each attribute from the Font and Format menus. PageMaker is an exception to this rule. If you use the pointer tool to place a text block, it keeps its size, shape, and style. If you use the text tool, the pasted text block assumes the size, shape, and style of the stuff that's surrounding it. A fine thing, PageMaker.

Copying and Pasting

The procedure for copying and pasting items in a document or from one document to another in the same application is just the same as that for cutting and pasting. The only difference is that the original item stays in place when you choose Copy from the Edit menu or press ⌘-C.

Copying Parts of Documents between Applications

To move items from a document created by one application to a document created by a different application requires a little more preparation and care than moving things around in the same application. It is better to do the moving process by copying items rather than cutting them, since a moved item may not come out exactly the same if you try to move it back to the application that created it. Take these steps to move items between different applications:

1. Make sure the applications have compatible formats. If you are copying items from one bitmapped graphic application to another, you will not have much trouble. But if you are trying to move an item from an object-oriented graphics application to a text processing application, you may need to take special preparatory steps. See Appendix A and see your applications' documentation for more information.

2. Open both applications, then open the origin document, which has the item you want to move, and the destination document, where you want to paste the item. For example, I might open SuperPaint and Word, as in Figure 15.4.
3. Select the item in the origin document, as the graphic border pattern is selected in the SuperPaint window in Figure 15.4.
4. Choose Copy from the Edit menu or press $\%-\text{C}$. Since SuperPaint is just working with a bitmap, all I have to do is choose Copy from the File menu in the sample shown. But you may have to enter a special command to copy the format in a certain way; for instance, in order to copy something from a PostScript graphics application to a word processing application, you must press the Option key when you choose Copy from the Edit menu.
5. Switch to the destination application and document. You can choose the destination application's icon in the Applications menu, or you can click in the window of the destination document. Window clicking sometimes confuses the application, so I normally go via the Applications menu.

Figure 15.4
Selecting a graphic to copy

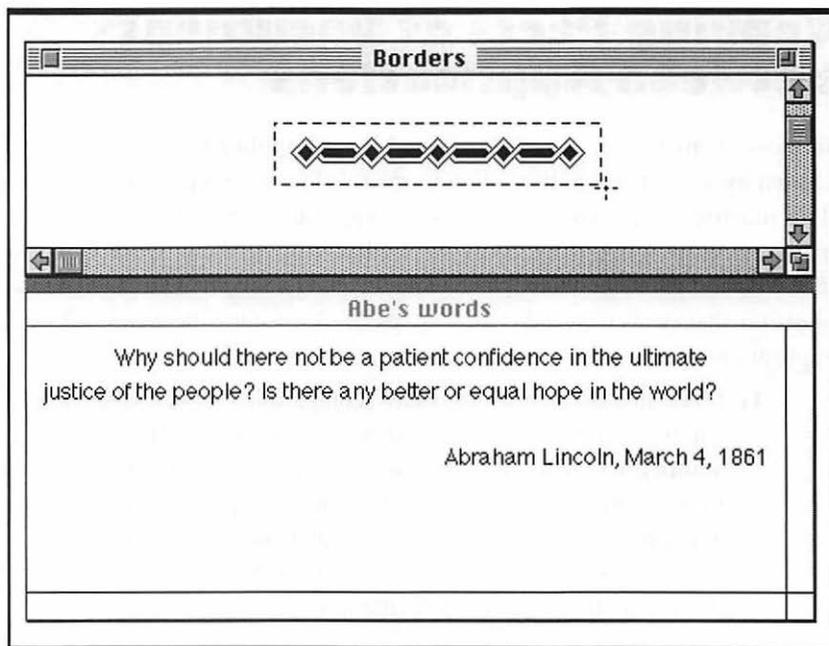
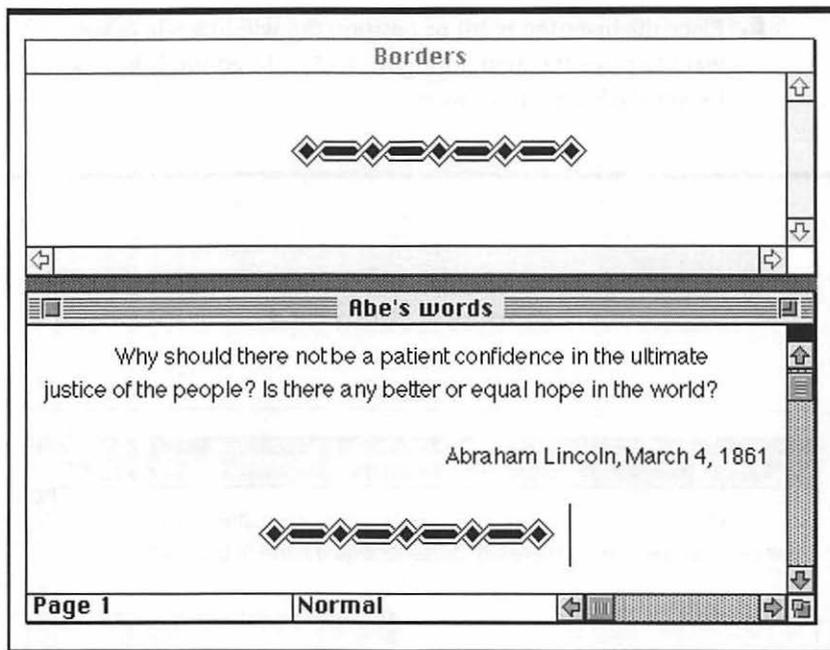


Figure 15.6
The placed graphic



Using the Scrapbook

The Scrapbook is an Apple menu item you can use to store things you want to have on hand to paste into documents over and over. It is a permanent storage place, unlike the temporary Clipboard. Use these steps to put an item into the Scrapbook:

1. Copy the item from a document into the Clipboard.
2. Choose Scrapbook from the Apple menu. The Scrapbook opens, with the item on the current page showing. You can scroll to a different page if you want. It's best to leave your most-copied item on the front page.
3. Paste the new item onto a page; it takes over that page and moves the other items in the Scrapbook back a page. You can cut and paste items from page to page in the Scrapbook if you want to rearrange their order.

You can leave the Scrapbook window open and switch to other applications, then choose Scrapbook from the Applications menu to get back to the Scrapbook when you need it.

To paste an item from the Scrapbook into a document, follow these steps:

1. Open the document you want to paste the item into, then open the Scrapbook.
2. Scroll through the Scrapbook to the item you want to paste.
3. Copy the item from the Scrapbook to the Clipboard; you do not need to select it to do this.
4. Click in the document window, or choose the application for the document in the Applications menu to make it active.
5. Paste the item into the document and adjust the surrounding text or images to blend well with the pasted item.

Figure 15.7 shows the path an item can take from an origin document to a destination document, by way of the Clipboard and the Scrapbook.

If you do a lot of cutting and pasting, especially if you are designing page layouts, you may find the Scrapbook cumbersome. You can purchase other desk accessories, such as SmartScrap or ClickPaste, that serve the same purpose and provide sizing and hierarchical storage functions.

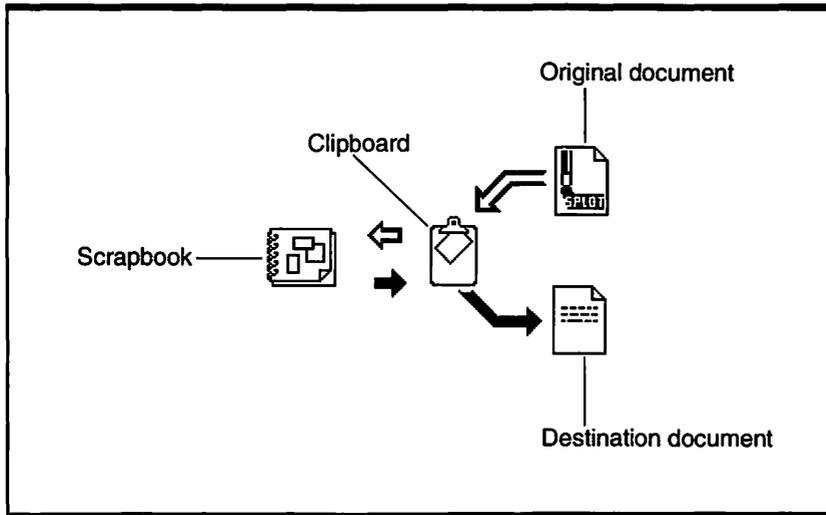


Figure 15.7

A way to cut and paste through the Clipboard and the Scrapbook

Undoing Clipboard Mistakes

If you ever cut an item from a document and realize it was a mistake, you can put the item back by choosing Undo Cut from the Edit menu or pressing ⌘-Z. If you do something else after the mistaken cut, you can still go back to the place where you made the mistake and paste the item off the Clipboard. As long as you haven't cut or copied anything else into the Clipboard, the item you cut by mistake will still be there.



Note

Items that are replaced in the Clipboard memory of the Mac are held in a secret storage spot called the Undo buffer.

You can even recover something you cut just *after* copying or cutting another item into the Clipboard. Choose Undo from the Edit menu or press ⌘-Z to undo the last cut or copy; the Clipboard is restored to the previous item, the one you want to recover. Go back to the place where you mistakenly cut the item and paste it back into your document.

Dynamic Updating with Links

Some applications allow you to link one document to another, so that the data in a *dependent* document will update automatically when corresponding data in a *supporting* document is changed. Similar forms of linking are available in several different application groups, but in this section, I will describe linking as it works in Microsoft products such as Excel and Word.

Linking a Text Document to a Spreadsheet

You can copy and paste a chart from a spreadsheet into many word processing documents, but if you are using Microsoft Word and Excel, you can link the chart in your text document to the original spreadsheet document, so whenever there is any change in the spreadsheet, such as a bunch of sales figures changing when the company has a good month, the chart in the Word document is updated automatically. The following procedure tells how to create

the link so the word processing document is dependent on the spreadsheet document.

1. Open Excel and open the supporting document, then display the chart you want to copy into the Word document.
2. Select the whole chart; first double-click in the middle of it to go into chart mode, then choose Select Chart from the Chart menu (is that redundant, or what?). Things should look something like Figure 15.8.

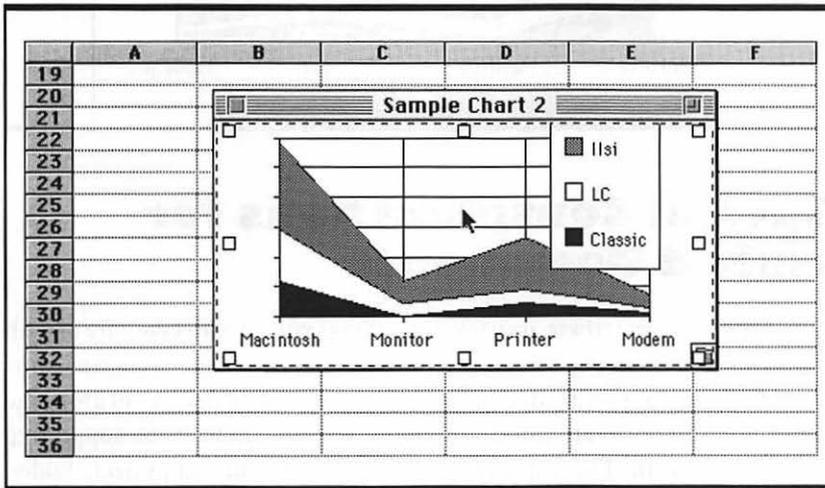


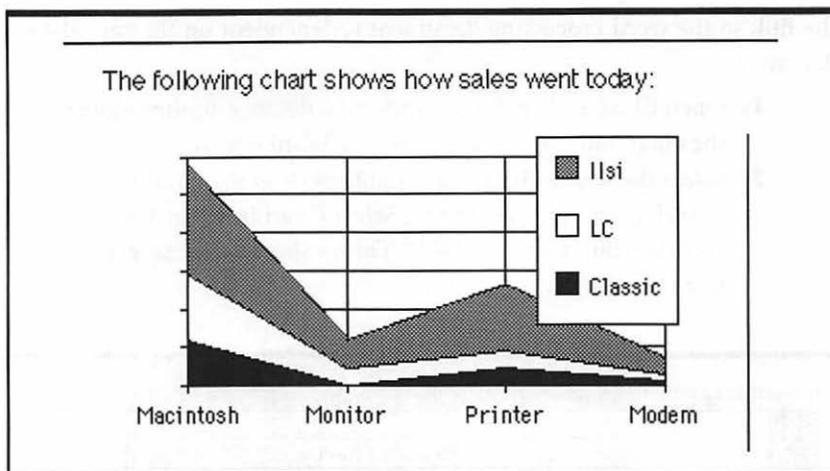
Figure 15.8

Selecting a chart in a supporting document

3. Choose Copy from the Edit menu.
4. Switch over into your Word document and place the I-beam where you want to place the chart.
5. Choose Paste Special from the Edit menu. When the dialog box opens, click the Paste Link button. The chart appears in your Word document, as shown in Figure 15.9.
6. Now, if you want to see magic, go back to Excel, update a number somewhere deep in the spreadsheet, then check out the chart both in Excel and in your Word document. Yow.

Figure 15.9

A linked chart in a dependent
Word document



Special Considerations for Linked Documents

As you might expect, there are a few little things you have to take care of with this automatic updating business. For one thing, the whole scenario works best if both the supporting document and the dependent document are in the same folder. So if you are working on a project and you have the supporting document (like, the Excel spreadsheet in my sample) in that project's folder, just put the dependent document (the Word one, in my sample) in that same folder. And if you ever update the supporting document when both it and the dependent document are open, save the supporting document first, then save the dependent document. If you save the dependent document first, the references can get mixed up.

Publishing and Subscribing to Parts of Documents

Some applications allow you to create items that automatically update after being copied to other documents. It is as if these applications can cut and paste new information into your documents all by themselves. Applications



with this automatic updating feature will have commands such as Create Publisher and Subscribe to in the Edit menu.

When you make a change in a document with a *publisher* item, the change will also occur in any *subscriber* items that have been placed in other documents. This automatic updating is especially useful if there are several users on a network relying on the same information in different documents. Each user can work on a part of a project and publish the parts of their documents that need to be put into the final document for the whole group. Other users can see the updated version of the final document as work by each member progresses. They can also subscribe to specific parts of each other's work in order to keep abreast of day-to-day developments without having to exchange barrages of memos or phone calls.

For example, if a construction team is working on a bid for a big job, one of the people would make a spreadsheet of estimates, in Excel perhaps, and another might write up a proposal in Word. Both of these people could publish and subscribe to each other's work. The manager might subscribe to both the spreadsheet and the text proposal, to see how things are going without having to pester the team workers.

To create a publisher item and an *edition* file that contains the updatable information, follow these steps:

1. Select the item you want to make into a publisher. For example, you might have a table of time and cost estimates for making a construction bid.
2. Choose Create Publisher from the Edit menu. The Publisher dialog box opens.
3. Enter a name for the edition file that will contain the Publisher item. For example, the edition file could be called Estimates.
4. Click the Publish button.

The edition file appears on the desktop, with a gray textured border, as shown in Figure 15.10.

To tap into the updatable information in the edition file, follow these steps:

1. Open a document in which you want the information from the edition to appear, and place the insertion point.



Using Integrated Applications

Some applications allow you to work with different tool elements, such as word processing or drawing tools, without having to start different programs and switch between them. These are often called *integrated* applications because they put all the tools for different types of work in one program.

Typical integrated applications have a word processor, a draw program, a spreadsheet, and/or a database. If you're just starting with the Mac and want to work with several types of applications, an integrated package can seem like a great bargain when you compare its cost of the integrated application with the prices of all the separate applications. And it can be a good deal, as long as you don't have the specific and complex requirements in any one area. On the other hand, the tools available in integrated applications are adequate, but fairly simple; if you do work that requires lots of powerful special features from an application, you may find that the part of the integrated application that you need most is too limited. This can get frustrating, especially if you know that there is a stand-alone application that offers all the features you need.

Integrated applications are best for mixing different kinds of documents. In most integrated applications, you can work with one tool or part, such as the drawing part, then copy stuff into a document created by another tool or part, such as the word processing part. This is how Microsoft Works and WordPerfect Works (formerly BeagleWorks) are set up. The only problem with such integrated applications is that once you have placed an item, you can't edit it without going back into the tool or part that created it. You have to edit the original document, then do a second copy-and-paste procedure to put the edited data in place. For example, if you want to change a detail in the drawing you placed in your word processing document, you have to go find the drawing document, edit it with the drawing tools, then select the edited drawing, copy it to the Clipboard, go back into your word processing document, and finally paste the edited drawing over the original version there. Not too tidy a procedure.

word processing report, for example. You can create columns for text and add illustrations if you want to make a newsletter or advertising brochure. Or you can make a database of products and add illustrations for clarity. For more information on frames and how you can use them to create all kinds of documents, see the Claris Works documentation.

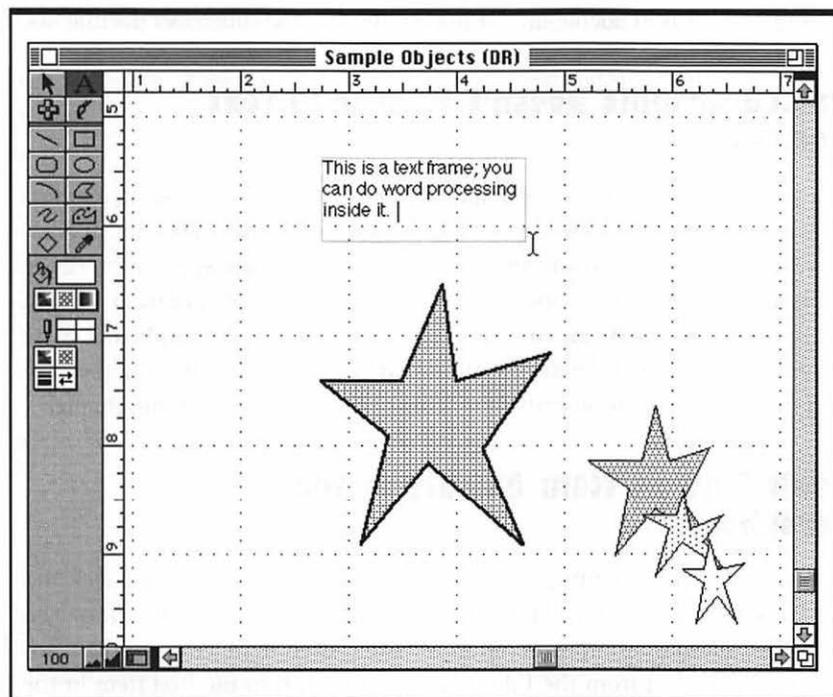


Figure 15.11

A text frame in a Claris Works drawing window

Appendix A

Graphic File Formats

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Table A.1 below summarizes the compatibility of the most common graphic file formats with the major graphics applications described in this book. The formats, starting with the lowest resolution and working up, are defined as follows:

- **MacP (MacPaint):** The original Macintosh paint format; 72-dpi resolution, black-and-white images. Widely supported, even by DOS graphics and publishing applications. Prints on many printers, but jagged.
- **PICT (Picture):** Format for many object-oriented draw-type graphics. PICT 2 can be high resolution and color, but the format does not do well in publishing applications or on non-PostScript printers.
- **EPS (Encapsulated PostScript):** Format for high-end drawing and illustrating applications. Each image has low-resolution screen version and high-resolution PostScript code. Widely supported by desktop publishing for PostScript printers; not good for scanned images or color bit maps, and non-PostScript printers can only print low-resolution version.
- **TIFF (Tagged Image File Format):** Bit-mapped format that can be any size and resolution. The higher the resolution and the more color/grayscale involved, the more gigantic the files. Widely

used, in compressed forms, by publishing applications in both Mac and DOS worlds. Most high-resolution printers do well with TIFF.

Table A.2
Compatibility of Major Graphics
File Formats

Application	Import/Open	Edit/Create	Export
Adobe Illustrator	EPS	EPS	EPS, PICT
Aldus Freehand	MacP, PICT	EPS, PICT	EPS, PICT
Aldus PageMaker	Place: MacP, EPS, PICT, TIFF	Resize: MacP, some PICT, EPS, TIFF	PICT via Clipboard
Aldus SuperPaint	MacP, EPS, PICT, TIFF	EPS, PICT, TIFF	EPS, PICT, TIFF
Claris MacDraw Pro	MacP, PICT, EPS, TIFF	MacP, EPS, PICT	EPS, PICT

Appendix B

Installing the System Software on a Customized Mac

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If you have done a lot of work to customize your System Folder, adding special fonts and sounds, adding special customizing extensions and control panels, and setting up your Apple menu and lots of application preferences, you don't want to lose all these specifications and customizing files when you install new system software. If you just run the Installer program that comes with the new system software, you can bet it is going to clobber some of your customizing work.

To avoid this catastrophe, do not install the system software as instructed by Apple in their installation procedure, and do not install by simply starting up the Mac with the Install 1 disk and clicking OK and Install. Instead, use the following procedure, which saves all your custom files and preferences, and puts them back into the new System Folder after you have installed Apple's system software. Keep in mind as you do this procedure, though, that the goal is to put as much of Apple's new software in the System Folder as possible, and to merely add your customizing stuff on top of that base. Also, to avoid compatibility problems of old applications and new system software, make sure you run the Compatibility checker on the "Before You Install" floppy disk that came with your system software disks.



Warning

You should either be very sure of what you're doing or get help from an experienced Mac user or a qualified technician to do this custom system software installation. It is not a simple process, and mistakes can cause serious problems.

To install new system software and preserve your customizing, follow these steps:

1. Check out your hard disk. Start up your Mac using the Disk Tools disk that you get with the system software set. Double-click the Disk First Aid icon (the little ambulance) and click the OK and Start buttons to run a check on your hard disk. If you have a third-party hard disk (not an Apple one), run a disk checker such as Norton Disk Doctor or Silverlining to check the hard disk driver. Also make sure the driver is compatible with the system software you want to install; you may have to call the manufacturer or dealer to make sure you have a compatible disk driver, but DON'T overlook this critical step. If your disk driver is sick or incompatible, or your hard drive is "hosed," as they say, the new system software will go crazy on it. Also, if your hard drive has partitions, I recommend you reformat it without partitions. Apple system software doesn't always work with partitions.
2. Open the System Folder on your hard disk. If you have lots of special fonts (or only a few fonts because you use Suitcase) in the System file (this means you have a pre-7.1 version of the system software), drag that file out of the system folder into a folder that you name something like "Sys file in Here."
3. Drag the Finder from your hard disk's System Folder to another folder and call it "Finder in here."
4. Change the name of your System Folder to something like "Old system folder."
5. Get out all your system software disks and restart your Mac, inserting Install 1 at the startup beep or chime.
6. Click OK in the Installer's welcome screen. When the Easy Install dialog box appears, you can do a full, easy install, or a custom install, depending on your situation:
 - If you have enough disk space or aren't sure which drivers you're going to need for printers and/or networking, click Install in the Easy Install dialog box.
 - If you want to save space on your hard disk and you know what printer and/or network drivers you need, click Customize, Shift-click the things you need to install, then click Install button.



- 7.** Feed the Mac the disks it asks for, until you see the message box telling you that installation was successful.
- 8.** Click the Quit button and restart your Mac on the new system software.
- 9.** Open the new System Folder and your old System Folder; place and size the windows so you can see both at once.
- 10.** Choose by Name from the View menu when each window is active, so you can compare the contents.
- 11.** Drag your custom files from the old System Folder to the new one, but do so carefully. Close the new System Folder each time you want to add a new file, and drag the file to the System Folder icon, so the file gets put in the right place inside the System Folder. Add your special custom extensions and control panels, and all the preference files for your applications and utilities, but do NOT copy over any files that Apple has just installed. For example, don't copy old extensions like your printer drivers and the PrintMonitor over the new ones. Leave the new Apple control panels and Apple Menu items in place, too. If you are reinstalling because you were having system crashes, and you think an extension or control panel was causing the crashes, add the suspicious item first, from the original floppy you got it on, not the old system folder. Then try out the system before adding other stuff. If you still have problems, contact the manufacturer and see if you can get a more compatible version of the extension or control panel.
- 12.** Close the old System Folder and open the old System file and the new System file (if they're pre-System 7.1), so you can see what's in both windows. If you are installing System 7.1 or later, open the Fonts folder instead.
- 13.** Close the new System file and System Folder and drag your special custom fonts and sounds (if you have any in the old System file) to the new System Folder icon. If you are installing System 7.0 or earlier, most fonts and sounds go into the System file (in System 7.0, non-TrueType outline fonts, like PostScript ones, go in the Extensions folder); for 7.1 and later, all fonts go in the Fonts folder. Do not copy over any of the newly installed Chicago, Geneva, and Monaco font resource files that have size

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Keyboard Shortcuts on the Mac

Finder Shortcuts

Copy (not move) icon to another window	Option-drag icon
Select icon by name	Begin typing name (without pauses between characters)
Select multiple icons	Shift-click, or drag selection rectangle
Select name of selected icon for editing	Return or Enter
Eject a floppy disk	⌘-Y (leaves no ghost)
Temporarily eject floppy disk	⌘-E (leaves a ghost icon)
Take a picture of the current screen	⌘-Shift-3
Stop a switch-disk nightmare	⌘-. (period)
Rebuild the desktop file	⌘-Option + start up Macintosh Classic
Disable all extensions at startup	Shift + start up Macintosh Classic

Window Shortcuts

Open window that encloses active window	⌘-↑
Open window of application or Finder and close current window	Option + choose application or Finder from Applications menu
Zoom a window to largest size possible without hiding desktop icons	Option + click zoom box
Move a window without making it active	⌘ + drag the window
Close all Finder windows	Option + click a close box
Escape from application window to Finder	⌘-Option-Esc

List View Shortcuts

Change the list view	Click column title
Expand outlines of selected folder and the folders it contains	⌘-Option-→
Collapse outlines of selected folder and the folders it contains	⌘-Option-←
Collapse entire outline to top level folders	⌘-A, then ⌘-Option-←

File Menu Commands in Applications (or in Finder)

New (New Folder in Finder)	⌘-N
Open	⌘-O
Close (Close Window in Finder)	⌘-C
Save	⌘-S
Print	⌘-P
Quit	⌘-Q
Put Away (In Finder)	⌘-Y
Find... (In Finder)	⌘-F
Find Again (In Finder)	⌘-G

Dialog Box Shortcuts

Switch to desktop list	⌘-D
Select file name in list	Begin typing name (without pauses between characters)
Create new folder	⌘-N
Click the button with the bold line around it	Return or Enter
Click the Cancel button	⌘-. (period)

Your First Mac

A Friendly Handbook
for Every New Mac
Owner

Your First Mac is an engaging, friendly handbook for anyone who's just bought a Mac or is thinking of purchasing one—and wonders what to do next. Written in an easygoing style, this book explains how the Macintosh works, how to accomplish basic tasks, and how to choose (and use) the right application programs. It's one-stop shopping for the Mac beginner! Inside, you'll find:

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You'll also find troubleshooting help at the end of each chapter, plus plenty of timesaving notes, tips, and warnings.

ABOUT THE AUTHOR

Tom Cuthbertson is the author of the popular bicycle repair manual, *Anybody's Bike Book*, as well as *Anybody's Mac Book*, from SYBEX.



Covers All of the Basics of Mac Ownership, from Turning It On to Shutting It Off and Everything in Between

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