



Getting Started  
With Your Macintosh®

# Getting Started

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# Welcome!

## Being in charge

A Macintosh® computer and its software programs (such as word processors, graphics programs, and spreadsheets) are powerful tools designed to put you in charge of the way you work. And because you're in charge, you need to know what you have at your command.

This book helps you start using the power of the Macintosh to your advantage. Each chapter describes a set of basic activities that you may want to do and understand as you begin to use your computer.

These basic activities include

- preparing and using computer disks
- starting to work with software programs
- saving, copying, organizing, and printing your work

If you are

- new to computers
- new to the Macintosh
- unsure how to do a basic task
- interested in a quick review of the basics

then this book is for you.

## Making choices

A car can transport you from one place to another. But there may be several ways to reach your destination, and the route you take is up to you.

A Macintosh can also help you get from one place to another—that is, accomplish something you need to do. And just as many roads can lead to the same destination, there can be several correct ways to accomplish the same task.

With a Macintosh, you can always choose the method of doing a task that's easiest or most useful for you.

But you don't have to learn all the methods of doing Macintosh tasks at once. This book does not explain every possible way to do the tasks it describes. It explains one or two ways that are easy to remember.

When you're ready for more, you can turn to the *Macintosh Reference*, a comprehensive owner's manual.

Whenever you want a quick review of a basic task, you can return to this book.



## Making mistakes

Many people are concerned at first about making a mistake that will damage their computers or their work.

But you don't need to worry. If you set up your Macintosh according to the instructions, avoid bumping it while it's turned on, and don't spill coffee on the keyboard, you won't hurt your equipment.

What about the *information* in the computer? You may know that the Macintosh stores information on disks. Simply using a disk—putting it in a disk drive, viewing its contents on the screen, ejecting it in the proper way—will not damage the disk or the information.

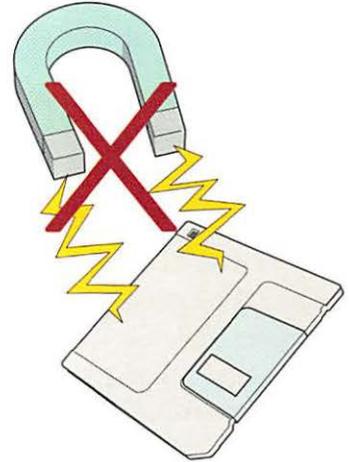
Just note these two disk precautions:

- Don't slide the metal shutter of a floppy disk aside and touch the disk itself.  
(This can damage the surface of the disk.)



- Keep floppy disks away from magnets.

(Magnets can damage the information on a disk.)



You can't break the Macintosh by experimenting. In fact, experimenting is the best way to learn more about how the computer works.

## How to use this book

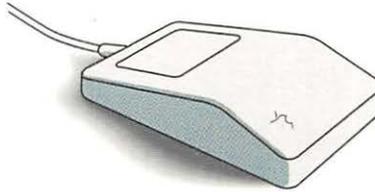
You'll be using this book with your Macintosh turned on (the next chapter explains how), so you can look at the objects and practice the actions described.

It's a good idea to go through the chapters in order, since later chapters build on the information in earlier ones.

You don't have to work through the entire book in one sitting. It takes most people a few hours to complete all the chapters. Finish as much at one time as you want to, even if it's only one section of one chapter. You can always start again later where you left off.

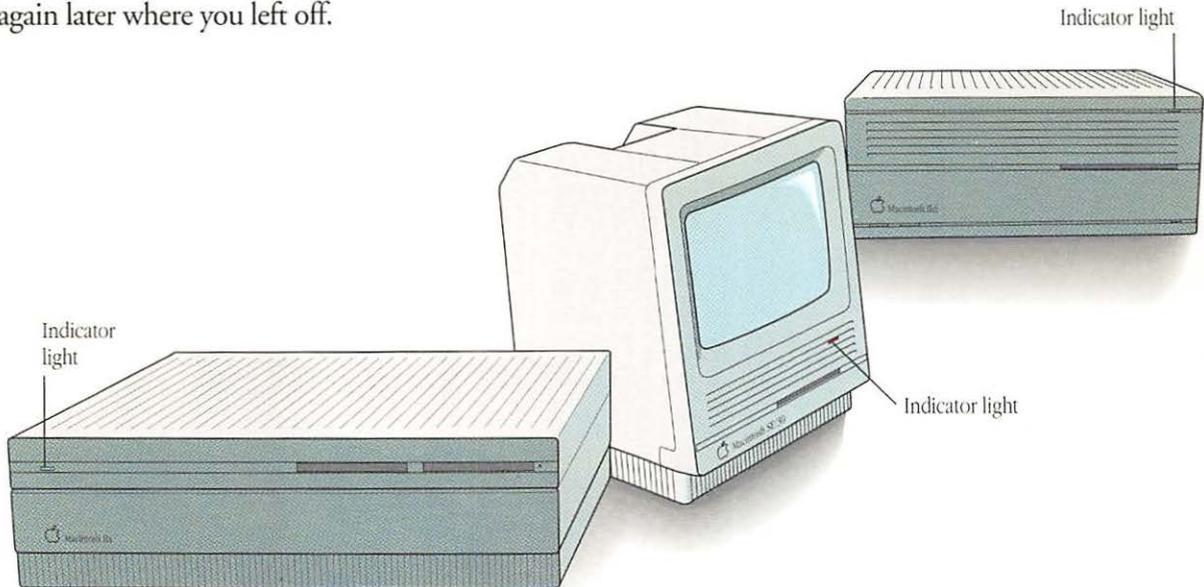
This book assumes that your computer system has a mouse, and either an internal (built-in) or external hard disk.

A mouse looks like this:



If your computer has an internal hard disk, it also has a small indicator on the front of the case that lights up when the disk is in use.

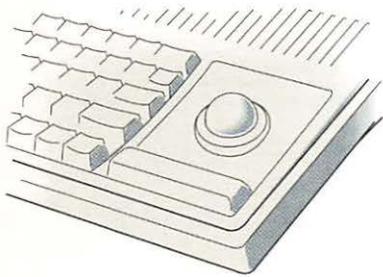
The figure below shows the location of this indicator on several different Macintosh models. The Portable does not have an indicator light.



- **If you have a trackball instead of a mouse**

Just roll the trackball where this guide refers to moving the mouse. The trackball button works the same way as the mouse button.

A trackball looks like this:

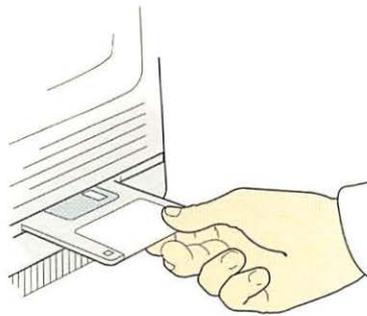


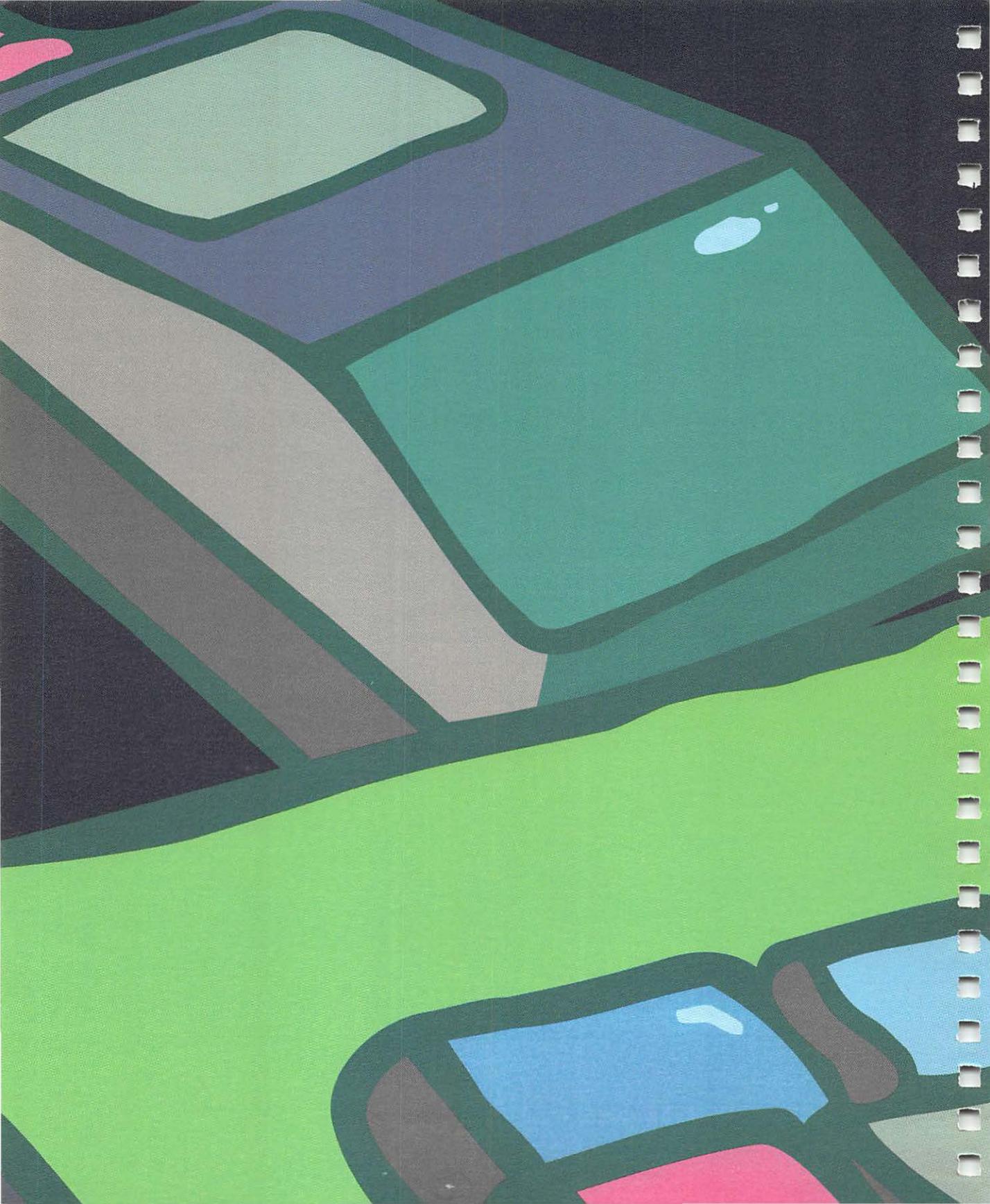
- **If you don't have a hard disk**

If you have two floppy disk drives but no hard disk, you'll need to use a floppy startup disk each time you turn on the computer.

The Macintosh comes with two floppy startup disks called *Macintosh System Tools* and *Macintosh Utilities* Disk 1. You can also create your own floppy startup disks, as described in Chapter 2 of the *Macintosh Reference*.

If you use a floppy startup disk, what you see on your computer screen will not exactly match the pictures in this book. But you can still do all the tasks described.





# Review Macintosh Basics

## Before you begin

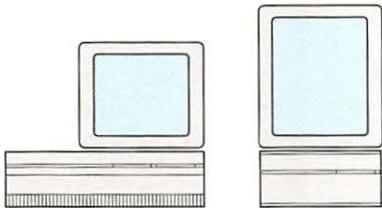
This chapter reviews some fundamental Macintosh® concepts.

- If you've already looked at the *Macintosh Basics* tour disk and feel comfortable using the mouse, you can turn directly to Chapter 2, "Customize Your Work Space," or skim this chapter for a quick review.
- If you haven't looked at the tour disk, work through this chapter before going ahead in this book.

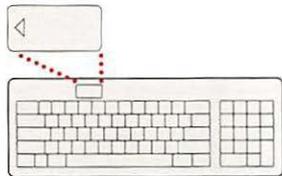
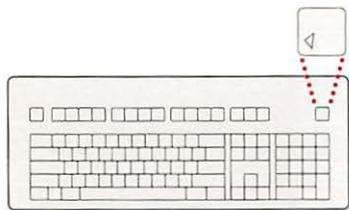
# Turning your computer on

If you haven't done so already, turn your computer on now. The correct way to do this depends on the type of Macintosh you have.

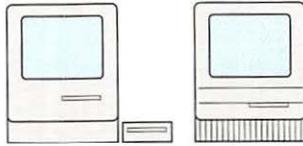
- If you have a modular computer (with a separate monitor)



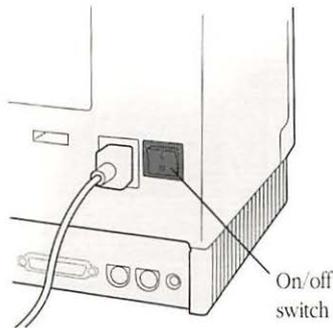
press the Power On key near the top center or top right of your keyboard.



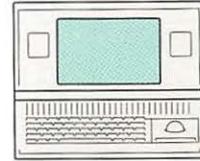
- If you have a compact computer (with the monitor built into the case)



press the on/off switch on the back of the computer. (If you have an external hard disk drive, switch the disk drive on first. If you have an external floppy disk drive, it will go on when you turn on the Macintosh.)



- If you have a portable computer



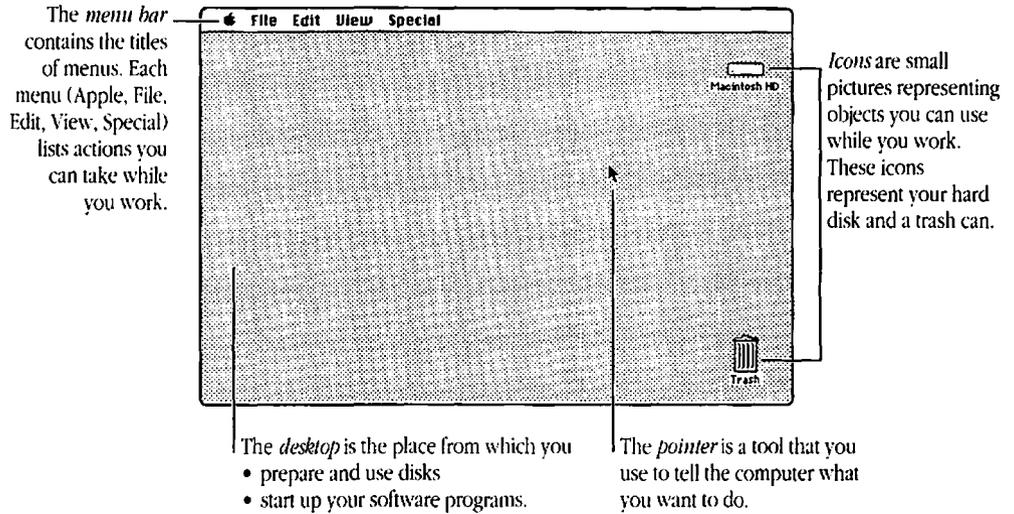
press any key on the keyboard (except Caps Lock) to wake your computer.

# Understanding the Macintosh desktop

The Macintosh desktop is what you see on the screen each time you turn on the computer. It's your working area.

The desktop is sometimes called the *Finder*<sup>™</sup>.

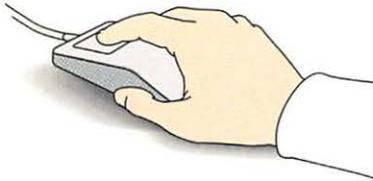
As you'll see in Chapter 2, you can customize the appearance of your desktop. But a straight-from-the-factory Macintosh desktop looks like this:



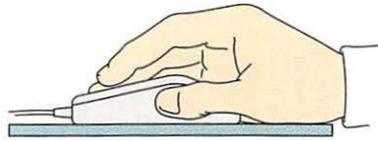
## Moving the mouse

It takes a little practice to use the mouse comfortably, so don't be discouraged if it seems awkward at first.

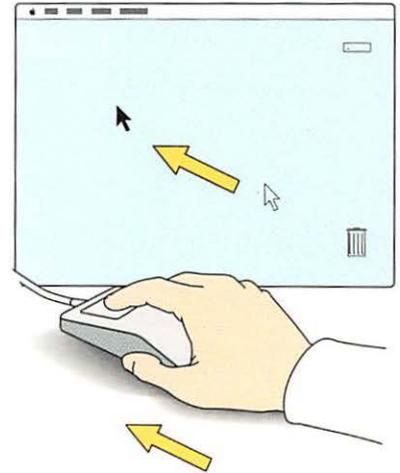
- Use the mouse with your dominant hand (right if you're right-handed, left if you're left-handed), and always hold it with the cable pointing away from you.



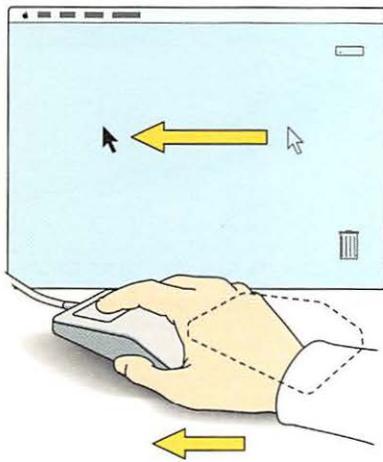
- The mouse is easier to control if you rest the heel of your hand on your desk (instead of holding your hand up in the air).



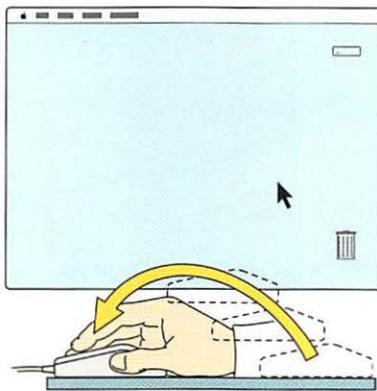
- The *direction* that you move the mouse on your desk is the same as the direction that the arrow pointer moves on the screen.



- The *distances* that the mouse and the pointer move are not necessarily the same. If the mouse moves an inch on your desk, for example, the pointer may move more than an inch on the screen.



- If you run out of room to move the mouse, you can pick it up and put it down somewhere else. Moving the mouse in the air does not move the pointer on the screen.



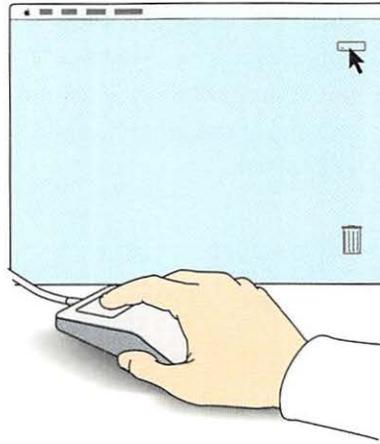
- Don't press down on the mouse while you're trying to move it. When you see or hear the word *press*, it's referring to the mouse *button*—not the entire mouse.



## Practicing mouse techniques

You can do all your work on the Macintosh (except type text and numbers) by using just a few mouse techniques. If you're not comfortable with the mouse yet, practice these techniques on your Macintosh desktop.

### Point

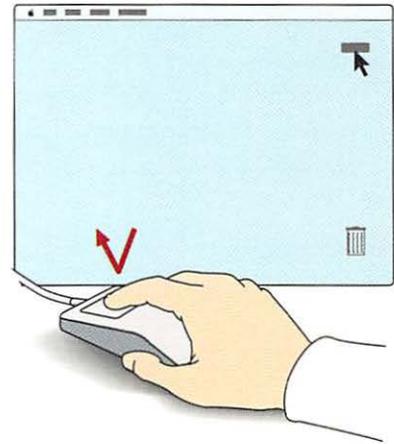


You *point* to an object on the desktop by moving the arrow pointer until the tip of the arrow is over that object.

Practice pointing to the hard disk icon, the Trash, and the Apple icon in the menu bar.

You need to be able to point before you can perform other mouse actions.

### Click



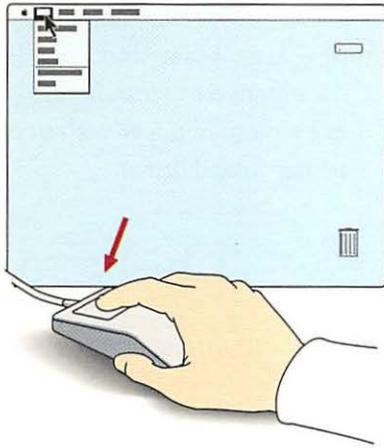
You *click* by first pointing to an object, and then pressing and quickly releasing the mouse button once. Don't move the mouse while you click.

Practice clicking the Trash icon and then the hard disk icon.

When you click an icon, it becomes *highlighted*. A highlighted icon is black.

Manuals for Macintosh programs often use the words *click*, *highlight*, and *select* to mean the same thing. In all cases, the action you take is the same: Position the pointer, press the mouse button, and quickly release it.

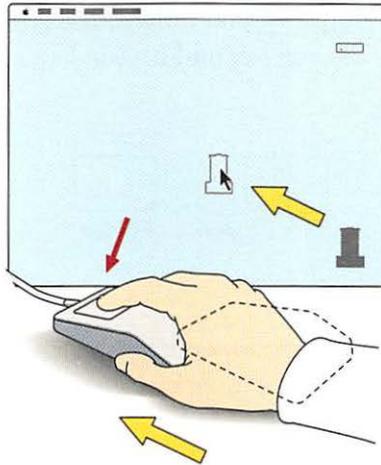
## Press



You *press* by first pointing to an object, and then pushing down steadily on the mouse button. Don't move the mouse while you press.

Practice pressing all the titles of the menus in the menu bar. Move the tip of the arrow pointer over a menu title, and then press and hold down the mouse button (without moving the mouse). The menu appears below its title. When you're finished looking at the menu, release the mouse button (still without moving the mouse).

## Drag



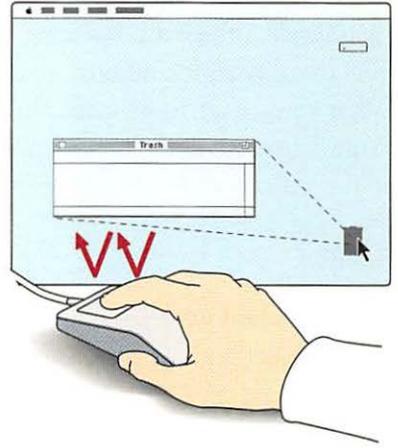
You *drag* an object by first pointing to it, then pressing the mouse button, and then moving the mouse in the direction you want to move the object.

Practice dragging the Trash icon to other locations on the desktop. Move the tip of the arrow pointer over the Trash icon, press the mouse button, drag toward the top or left side of the screen, and release the mouse button.

Notice that when you move the mouse, an outline of the icon moves along with the pointer. When you release the mouse button, the icon moves to the new location.

You can't lose an icon by dragging it off the desktop—try it and see.

## Double-click



You *double-click* by first pointing to an object, and then clicking the mouse button twice. Don't move the mouse while you double-click.

Getting the timing right on a double-click sometimes takes a little practice. Practice double-clicking the Trash icon. Notice that when you do this correctly, the Trash icon opens into a window.

You can close the window (make it go away and become an icon again) by clicking once in the small box at the upper-left corner of the Trash window. This box is called the *close box*.



Close the Trash window now by clicking once in the close box.

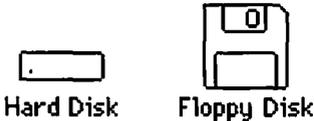
# Recognizing icons

Double-click the hard disk icon now to see what it contains.

What you see are more icons. (Your hard disk doesn't contain all the icon types described on this page; you'll see the others shortly.)

To understand what icons are, consider the kinds of objects in your office: drawers, file folders, pencils, and paper. The icons on your electronic desktop correspond to these objects.

- *Disk icons* are comparable to drawers. Just as a desk drawer can contain folders, documents, rulers, and paper clips, a disk can contain both your work and the tools you use to create it.



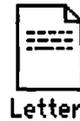
- *Folder icons* are comparable to file folders. You use folders to organize and store your work so you can find it again later.



- *Application icons* represent software programs, which are the tools you use to do your work. Many (but not all) application icons have a diamond shape.



- *Document icons* represent the documents, or files, that you create with your software programs. Many (but not all) document icons are shaped like a piece of paper with one corner folded down.



You'll often see a "family resemblance" between an application icon and the icons of any documents created with that application.



A few icons, such as the Trash, have unique functions that don't fall into any of the categories above. These icons have correspondingly unique shapes.



## Telling the computer what you want to do

You've seen that icons represent objects that you can use while you work.

You've also seen that menus are lists of actions, also called *commands*, that you can take while you work.

Telling the computer what you want to do is a two-step process:

1. **Identify the object you want to use.**
2. **Tell the computer what action to take.**

Here is a simple example you can try on your own desktop. Let's say that you want to see what's in the Trash.

1. **Select the Trash icon.**

To select an icon, you move the arrow pointer over the icon and click the mouse button once. The icon becomes highlighted (black).



By selecting an icon, you tell the computer that you want to work with it.

Sometimes the icon you want to work with is already highlighted, in which case you can skip this step.

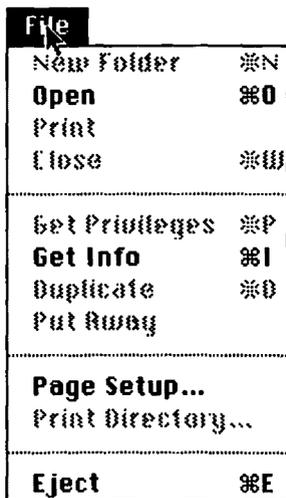
2. Choose the Open command from the File menu.

To choose a menu command, follow these steps:

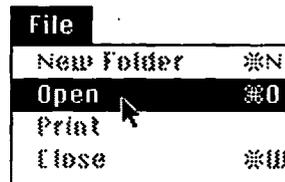
- move the tip of the arrow pointer over the menu title



- press and hold down the mouse button to display the menu



- drag the pointer down the menu to highlight the command you want



- release the mouse button to activate the command

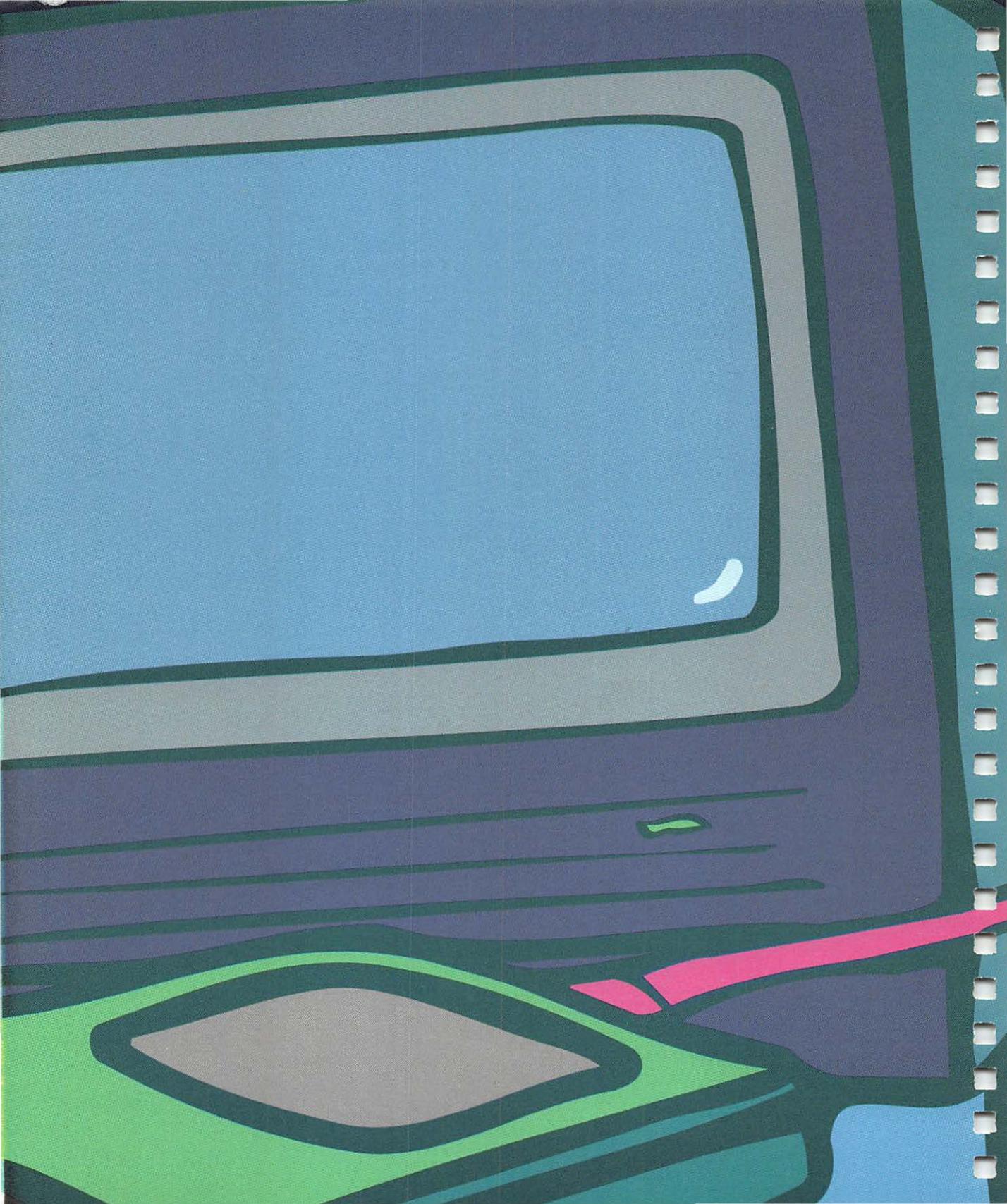
The Trash icon opens into a window. The window should be empty right now.

(Don't drag any icons to the Trash yet. You may inadvertently throw away something you need.)

As mentioned earlier, there are often several correct ways to do tasks on the Macintosh. Among the correct ways are shortcuts that do not necessarily reflect the two-step process just described. For example, on page 7 you used a shortcut when you double-clicked the Trash icon to open it.

But you don't need to memorize shortcuts to use the Macintosh. If you keep the two-step process in mind, you'll often be able to figure out how to do things on your own.

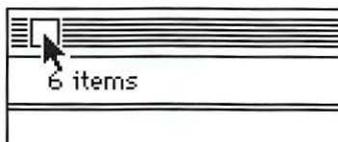
In the next chapter, you'll be working with icons and menus to customize your Macintosh desktop to your liking.



# Customize Your Work Space

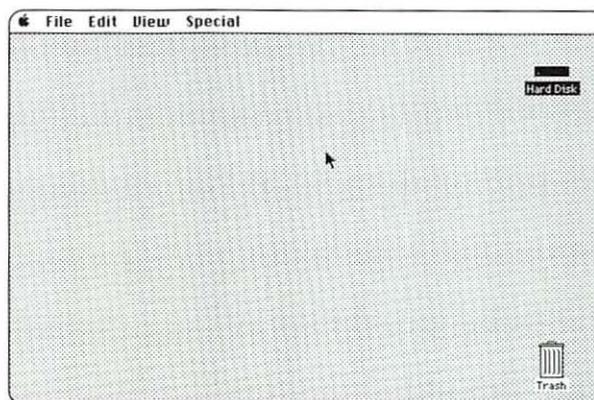
## Before you begin

- If your computer isn't on right now, turn it on. (See page 2 if you want instructions.)
- If any windows are open on the desktop, close them. (Click the close box at the upper-left corner of the window.)



If your desktop looks a little different—because the hard disk has a different name, or because you used a floppy startup disk whose icon appears in the upper-right corner of the desktop—that's OK.

Your desktop should now look something like this:



# Renaming your hard disk

If you think Hard Disk is a boring name, you're free to change it. You can name any disk whatever you like. Disk names can be up to 27 characters (letters and spaces) long.

Follow these steps to change the disk name.

1. If it isn't already highlighted (black), click the hard disk icon to select it.

Here's how: Move the tip of the arrow pointer over the hard disk icon and click the mouse button once. Click on the picture, not the name.



The disk and its name become highlighted.

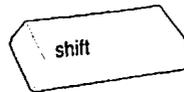


2. Type a new name.

As you type the first new character, the old name disappears. A blinking line indicates where each successive character will appear.

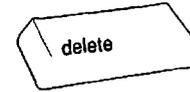


- You can use the Shift key to type uppercase letters, as you would on a typewriter.



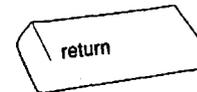
- The new name can include any character on the keyboard except a colon (:).

- If you make a mistake while typing, use the Delete key to erase the character(s) to the left of the blinking line.



(Some Macintosh keyboards have a Backspace key instead of a Delete key. Both keys work the same way.)

3. When you're finished typing, press the Return key.



Pressing the Return key saves the new name.



## Adjusting your system sound

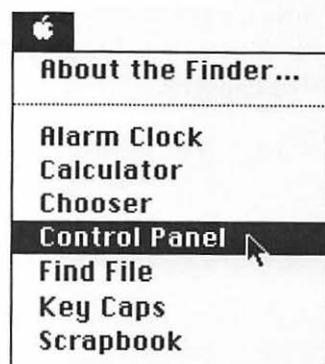
You may have noticed that your computer beeps every now and then. It does this to alert you when you try to do something that can't be done, or when certain problems occur.

You can control both the volume and type of the sound that you hear. This section explains how.

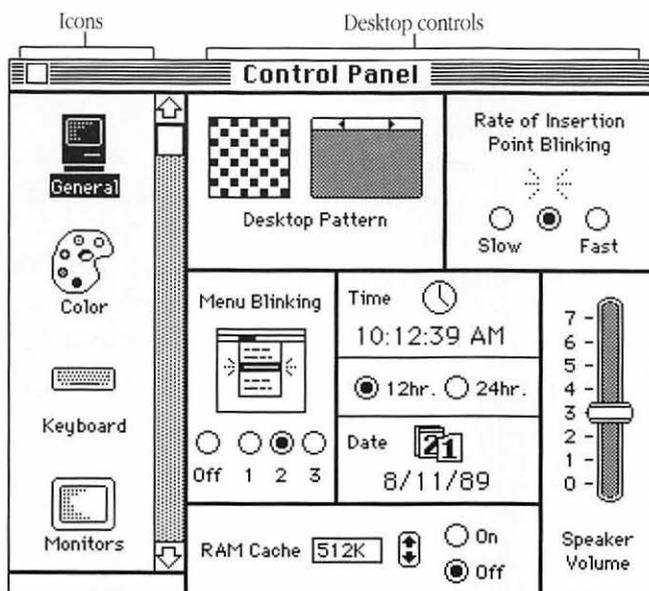
### 1. Choose Control Panel from the Apple menu.

Here are the steps:

- Move the tip of the arrow pointer over the Apple icon at the left side of the menu bar.
- Press and hold down the mouse button to see the menu.
- Drag the pointer down until the words Control Panel are highlighted.



- Without moving the mouse, release the mouse button.



The Control Panel appears on your desktop.

At the left side of the panel is a column of icons. (Depending on the type of Macintosh you have, the icons on your screen may differ in number and kind from those in the illustration.)

At the right side of the panel are the desktop controls.

2. Move the pointer around on the Control Panel and watch what happens.

When you move the pointer over anything to the right of the column of icons, the arrow becomes a *crosshair*:



The mouse works the same way no matter what the pointer looks like. You've seen that the tip of the arrow is the "hot spot" you need to position over an object you want to select. The crosshair also has a hot spot: the point where its lines cross. Just position that point over the item you want to click.

3. Find the Sound icon at the left side of the Control Panel.

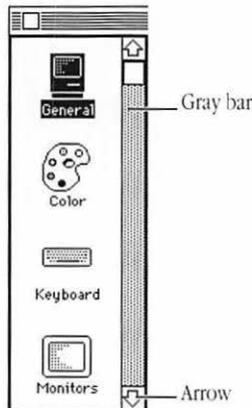
The Sound icon looks like this:



Sound

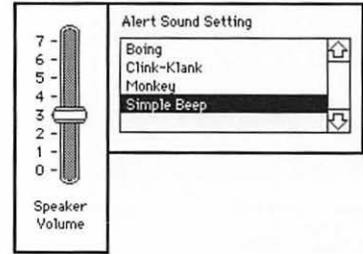
If you can see the Sound icon, go on to step 4. If you can't see it, it's because there are more icons in the column—they just aren't visible at the moment.

Notice that at the right of the column of icons is a gray bar, and at the bottom of the bar is a small arrow pointing down. If you click this arrow once or twice, you should see the Sound icon appear. Try it now.



4. Click the Sound icon to select it.

Two new boxes—the sound controls—replace the items on the right side of the Control Panel.

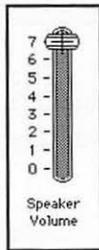


The Speaker Volume box allows you to adjust the volume of the speaker in your Macintosh.

The sound the computer makes is called the *alert sound*. The Alert Sound Setting box allows you to choose a different sound if you prefer to hear something other than a simple beep.

5. To adjust the speaker volume, drag the slider up or down.

To drag, position the center of the crosshair over the slider, press and hold down the mouse button, and drag up or down to the setting you want.

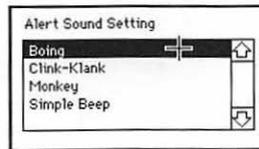


When you release the mouse button on a particular setting, the computer will beep at that new volume. If you aren't satisfied, just drag to a different setting.

At the lowest setting, the computer blinks the menu bar instead of making a sound.

6. To change the alert sound, click the name of a different sound.

Position the center of the crosshair over or beside the name of a sound, and then click the mouse button to select it.



The computer will play the sound you've just selected. If you don't like it, try another one. Any time you get tired of hearing a certain alert sound, you can come back into the Sound Control Panel and change it again.

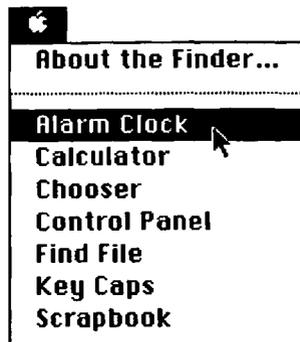
7. When you've selected a sound you like, put the Control Panel away by clicking the close box in its upper-left corner.

## Setting the time and date

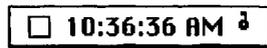
Your Macintosh has an internal clock. This clock can help you check the hour, or keep track of the date and time when you created a document.

Once you set the clock, it needs no further attention until you want to change it for some reason. For instance, the clock doesn't "know" when it's daylight saving time—you'll have to turn it forward or back.

1. Choose Alarm Clock from the Apple menu.



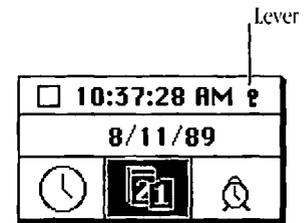
The Alarm Clock appears on your desktop.



Even if the clock shows the correct time, you may want to skim the rest of this section to see how the procedure works.

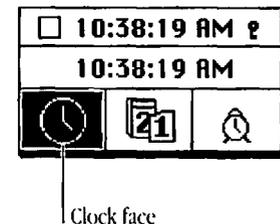
2. Click the lever to the right of the time.

Two more panels appear beneath the first one.



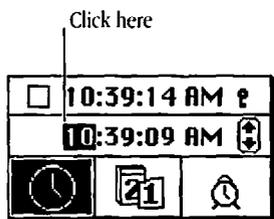
3. If it isn't already highlighted, click the clock face at the lower left.

Clicking the clock face tells the computer that you want to change the time.



- To select the first item you want to change, click the number representing the hour, minute, or second.

Position the center of the crosshair over a number in the middle panel, and click the mouse button once.



- To correct the number, click the small arrows at the right.

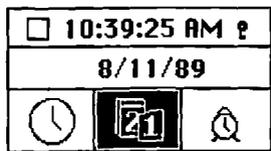
Again, center the crosshair over the up or down arrow and click. If you go too far, just click the other arrow to get back to the number you want.

- Repeat steps 4 and 5 until all the numbers are correct.

When the clock setting is correct and you're ready to set the date, the steps are almost identical.

- Click the calendar page in the lower center panel.

The new time setting is saved, and the date appears in the middle panel.



- To select the first item you want to change, click the number representing the month, day, or year.
- To correct the number, click the small arrows at the right.
- Repeat steps 8 and 9 until all the numbers are correct.
- To save your new settings, click the lever at the right side of the top panel.
- Click the close box at the left side of the Alarm Clock to put it away.

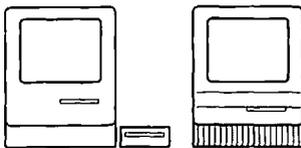
## Taking a break

You can take a break from this book whenever you like. If you expect to return in a short time, it's fine to leave the Macintosh on. But if you're finished working for the day, you may want to turn it off.

If you plan to keep working now, you can move ahead to the next chapter and return to this page when you're ready to stop.

To turn off your Macintosh:

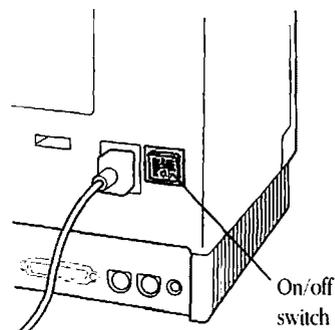
- If you have a compact computer



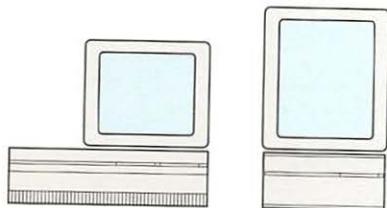
choose Shut Down from the Special menu,



and then press the on/off switch on the back of your computer. If you have an external hard disk drive, you can leave it on, or you can switch it off after you switch off the computer.



- If you have a modular computer

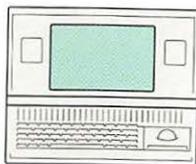


choose Shut Down from the Special menu.



(Don't use the power switch to turn off your computer. Choosing Shut Down readies the hard disk for a fast restart next time you turn the computer on.)

- If you have a portable computer



choose Sleep from the Special menu to end a work session.





# Prepare Disks for Use

## Understanding hard and floppy disks

Both hard and floppy disks store information so you and your computer can have access to it.

 *Hard disks* are sealed inside a disk drive (which in turn may be sealed inside your computer).

 *Floppy disks* can be inserted into and ejected from a disk drive.

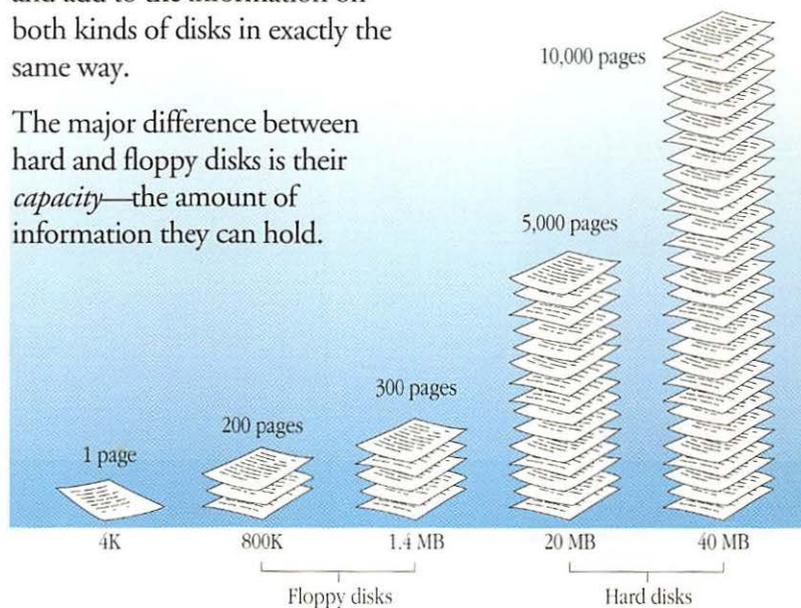
Both hard disks and floppy disks show up as icons on your desktop. You look at, work with, and add to the information on both kinds of disks in exactly the same way.

The major difference between hard and floppy disks is their *capacity*—the amount of information they can hold.

The basic unit for measuring information is the *byte*. A byte, like an ounce or a second, is a very small unit, and not convenient for describing how much information fits on a disk. Disk capacity is measured in two larger units:

- A *kilobyte* is 1024 bytes, and is represented by the abbreviation KB—or just K.
- A *megabyte* is 1024 kilobytes, and is represented by the abbreviation MB.

A convenient rule of thumb is that a full page of text takes up roughly four kilobytes (4K).



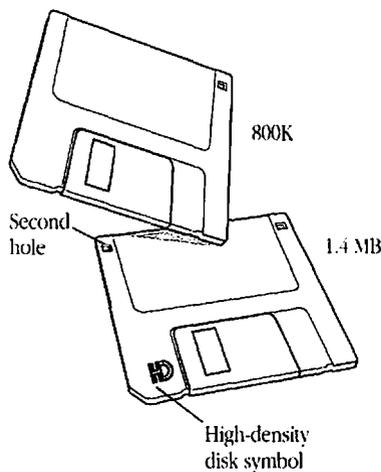
## Distinguishing the types of floppy disks

The most common types of Macintosh floppy disks are 800K disks and 1.4 MB (high-density) disks.

800K and 1.4 MB floppy disks are physically the same size, and the differences between them are subtle. The figure below shows how you can tell them apart.

Floppy disks are sometimes available in different colors, but the colors don't correspond in any way to disk capacity.

Look at the floppy disks that came with your computer. By comparing them with the illustration, you should be able to tell what their capacities are.



## Inserting a disk into a disk drive

It's important to know which type of disk you're working with, because not all types can be used in all floppy disk drives.

As the chart shows, a floppy disk drive can take disks of the corresponding capacity, plus any smaller-capacity disks. That is, a 1.4 MB disk drive can take both 1.4 MB and 800K disks.

But larger-capacity disks can't be used in smaller-capacity drives. You can't use a 1.4 MB disk in an 800K drive.

The procedure for inserting a floppy disk into a disk drive is the same no matter what kind of disk or drive you are using.

Disk type	Use in an 800K drive?	Use in a high-density drive?
 800K disk	Yes	Yes
 1.4 MB disk	No	Yes

1. If your computer isn't on right now, turn it on.

(See page 2 if you want instructions.)

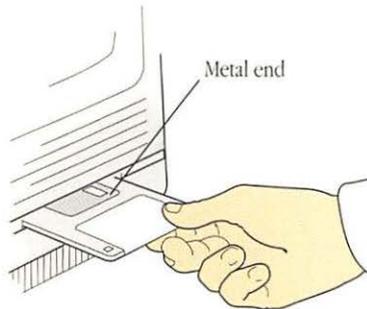
For the next step, you'll need a floppy disk. You can use either

- a brand new floppy disk
- an old floppy disk whose contents you don't need

*Important:* If the only disks you have are the ones that Apple provided with your Macintosh, skip to the next chapter for now. You can come back to this chapter when you have a floppy disk to prepare for use.

2. Insert the floppy disk into the disk drive.

Always insert a disk metal end first, label side up.



When the disk is most of the way into the disk drive, the Macintosh pulls it in and into place.

- If you inserted a brand new floppy disk, in a few moments you'll see a message asking whether you want to *initialize* it (prepare it for use). To initialize the disk, continue along the top of the next few pages.
- If you inserted an old floppy disk, in a few moments you'll see the disk icon appear on the desktop. To erase the disk so you can reuse it, continue along the bottom of the next few pages.

## Preparing a new disk for use

A blank disk is like a newly surfaced parking lot. Before the computer can begin to store information on a disk (“park the cars”), it has to mark off storage areas on the disk’s surface (“draw the divider lines”). This process is called *initializing* or *formatting* a disk.

1. Insert a blank disk into a disk drive (you may have done this already).

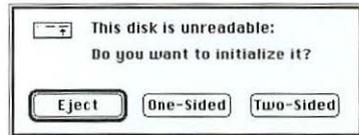
Remember not to use 1.4 MB disks in 800K drives.

After a moment, you’ll see a message asking you for further instructions.

If you inserted a 1.4 MB disk, you’ll see this message:



If you inserted an 800K disk, you’ll see this message:



## Erasing a disk so you can reuse it

By erasing the contents of an old disk, you can use it to store new information. Erasing a disk is also called *reinitializing* or *reformatting* it.

The process is similar to the process of preparing a new disk for use.

1. Insert the disk into a disk drive (you may have done this already).
2. Choose Erase Disk from the Special menu.

Remember not to use 1.4 MB disks in 800K drives.

After a moment, the disk icon appears on the desktop.



You would click Eject if you wanted to change your mind (for example, if you realized that you had inserted a 1.4 MB disk into an 800K drive).

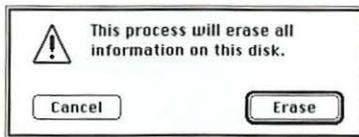
2. If you are initializing a 1.4 MB disk, click **Initialize**.

If you are initializing an 800K disk, click **Two-Sided**.

The next message that appears gives you one more chance to back out of the procedure.

You would click Cancel if you wanted to stop the process here.

These messages aren't meant to be alarming. But they are meant to emphasize that when you initialize a disk, everything that might have been on that disk is gone forever.

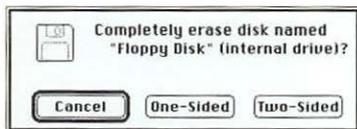


A box appears asking you to confirm that you really want to erase the disk.

If you inserted a 1.4 MB disk, you'll see this message:



If you inserted an 800K disk, you'll see this message:



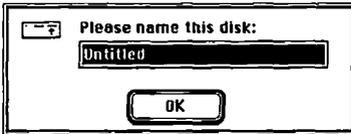
You would click Cancel if you wanted to change your mind (for example, if you realized that your only copy of an important letter was on that disk).

The computer gives you a chance to back out of the procedure because once you erase a disk, the information on that disk is gone forever.



**3. Click Erase.**

After a moment, you see a message asking you to name the disk you're about to initialize.



**4. Type a name for the disk.**

A disk name can have up to 27 characters, though it can't contain a colon (:). You can use the Delete key to erase one or more characters if you make a typing mistake.

It's a good idea to give each of your floppy disks a name that will help you identify its contents, and to write that name on the disk label.

**5. Click OK.**

The initialization process begins. It takes a minute or two, during which a series of three status messages appear on the screen. When the last message disappears, the process is finished. The disk icon appears on the desktop with its new name.

---

**3. If you are erasing a 1.4 MB disk, click Initialize.**

If you are erasing an 800K disk, click Two-Sided.

The erasing (reinitialization) process begins. It takes a minute or two, during which a series of three status messages appear on the screen. When the last message disappears, the process is finished.

The disk icon appears on the desktop with its old name. You can give the disk a new name if you like.

## Ejecting a disk from a disk drive

You eject a floppy disk from a disk drive when

- you're finished working with it
- you need to use a different floppy disk, and you have only one disk drive

- you want to lock or unlock the disk (described in the next section of this chapter)

Now you're going to eject the disk you just initialized.

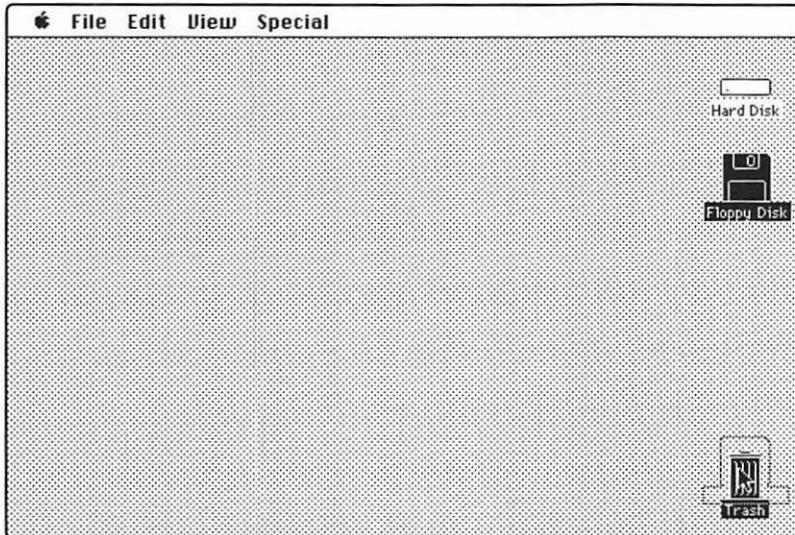
### 1. Drag the disk icon to the Trash.

Make sure the tip of the arrow is on the Trash icon, and the Trash icon is highlighted.

### 2. Release the mouse button.

The disk is ejected from the disk drive and its icon disappears from the desktop.

Dragging a disk icon to the Trash doesn't do anything to the *contents* of that disk. The contents of the disk are perfectly safe. All that happens is that the computer ejects the disk, and its icon disappears from the desktop.



## Locking a disk to protect its contents

When a disk is locked, you can read the information on it but you can't add, change, or delete information. You might want to lock a disk to prevent someone else (or yourself) from accidentally making changes to it.

1. Find the locking tab on the disk you just ejected from the disk drive.

If you hold the disk with its back side facing up and the metal end away from you, the locking tab is in the lower-right corner.

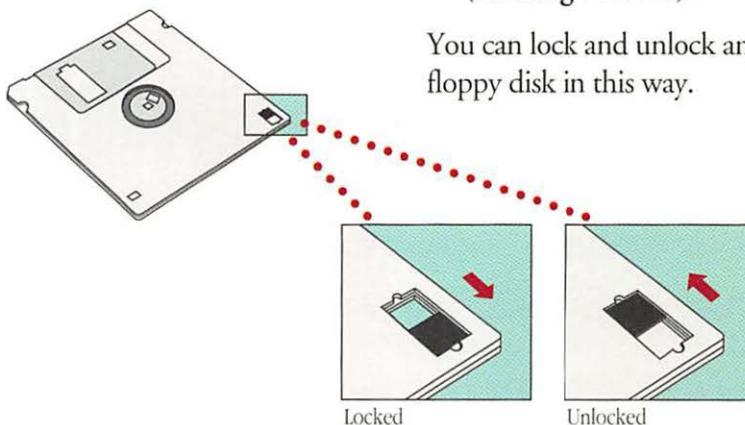
2. To lock the disk, slide the tab toward the outer edge of the disk.

It's often easiest to do this with your fingernail.

Locking the disk reveals a small hole.

3. To unlock the disk, slide the tab to its previous position (covering the hole).

You can lock and unlock any floppy disk in this way.



## Understanding startup disks

Aside from capacity, there is another important way of distinguishing Macintosh disks: Some disks can be used to start up the computer, while others are only used to store information.

A disk you can use to start up the computer is called a *startup disk*. A startup disk contains software that your computer can use to start itself up. This special software is in a folder called the *System Folder*.



System Folder

The only difference between a startup disk and other disks is that a startup disk has a System Folder on it.

A System Folder gets onto a disk when you (or someone else) put it there. In almost every Macintosh computer with a hard disk, the hard disk is a startup disk because it contains a System Folder.

A floppy disk can also be a startup disk. For example, the *Macintosh System Tools* disk you received with your computer is a startup disk because it contains a System Folder. You can make any floppy disk a startup disk by installing a System Folder on it.

If you try to start your computer with a floppy disk that doesn't contain a System Folder, the computer ejects that disk so you can insert a startup disk in its place.

For more information about startup disks (such as how to create one), see Chapter 2 in the *Macintosh Reference*.



# Look at the Contents of a Disk

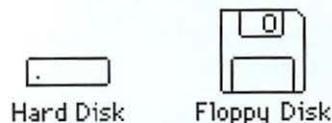
## Seeing what's on a disk or in a folder

You've probably had the experience of going to visit someone in an office building, and arriving without knowing exactly where his or her office was. You may have found out by checking the building directory—the list of people who work in that building, plus the room numbers of their offices.

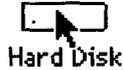
The items on a disk are also presented in a *directory*.

1. If your Macintosh isn't on right now, turn it on.

Although the icons for hard disks and floppy disks look different, their directories look the same, and you use them the same way.

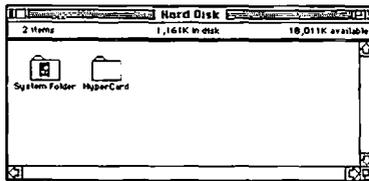


2. To see the directory for your hard disk (or floppy startup disk), double-click its icon.



(If nothing happens, you may need to double-click faster.)

The disk icon opens into a *directory window*. Whenever you double-click a disk icon, you'll see a window showing the directory for that disk.



There may not be very much in the directory—perhaps just a folder or two.

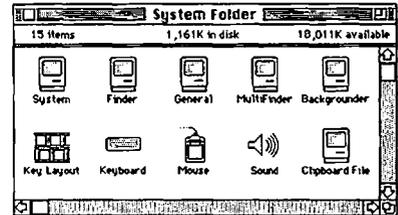
If you arrive at an office building that rents space to three companies, the lobby directory may simply tell you that the accounting firm you've come to visit is on the fourth floor. When you get off the elevator on that floor, you see another directory listing the names and office numbers of the accountants who work there.

Likewise, a disk directory may only show a group of folders. But each folder also has its own directory.

3. To see a folder directory, double-click the System Folder icon.



You've opened the directory window for the System Folder on your hard disk.



As you can see, it contains many more icons. (These icons are important to the operation of your computer, but right now you don't need to be concerned about what they do.)

Close the System Folder window now by clicking its close box.

## Opening a window

In the previous section you opened two directory windows by double-clicking icons. Double-clicking is a shortcut. When you double-click a folder icon, you're telling the computer "Open this folder."

If you read Chapter 1, you'll remember that telling your Macintosh what you want to do is generally a two-step process:

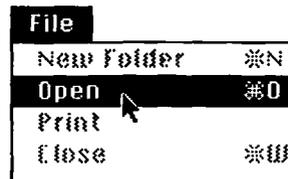
- First you identify the object you want to work with by selecting it.
- Then you choose a menu command to perform an action on that object.

You can also open a disk or a folder by following this two-step process. Here's how:

1. Click the HyperCard® folder once to select it.



2. Choose the Open command from the File menu.



The folder's directory window opens, exactly the same way it would if you had double-clicked the folder icon.

Now you know two ways to open an icon:

- Double-click the icon.
- Click the icon to select it, and then choose Open from the File menu.

Both of these techniques work for all disk, folder, program, and document icons, as well as for the Trash.

## Closing a window

You already know one way to close a window: Click its close box.

Here's another way (try it on the window you just opened):

- Choose the Close command from the File menu.



The window closes, exactly the same way it would if you had clicked its close box.

Now you know two ways to close a window:

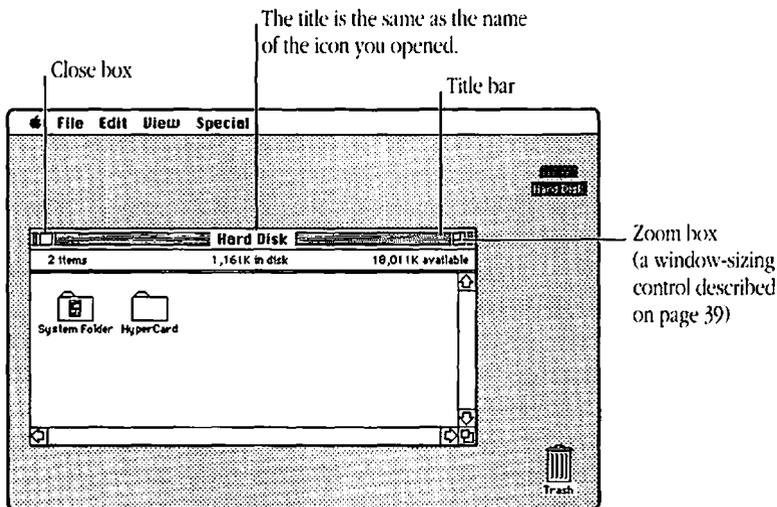
- Click the close box.
- Choose Close from the File menu.

Both of these techniques work for all disk, folder, program, and document icons, as well as for the Trash.

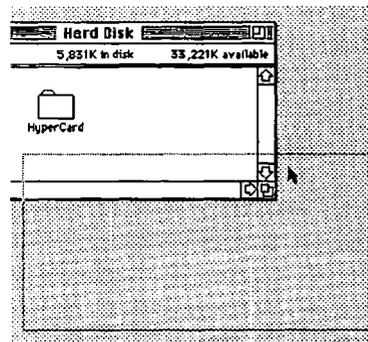
## Moving a window

You can move a window by dragging its *title bar*.

Try the following steps with your open hard disk directory window.



1. Position the pointer anywhere on the title bar (except over the close or zoom box).
2. Drag the window by pressing and holding down the mouse button while you move the mouse.



A dotted outline of the window follows your movements.

3. Release the mouse button.

The window moves to the new location you've chosen.

Practice dragging the window around on the screen. You can't drag it completely off the screen and lose it—try it and see.

## Selecting a window to work in

Just as you can have more than one piece of paper on your desk at a time, you can have more than one window open on your Macintosh desktop at a time.

When you have several papers on your desk, you select the one you want to work with by moving it on top of the others so you can see it. In the same way, when you have several windows open on your Macintosh desktop, you select the one you want to work with by moving it “in front of” the others.

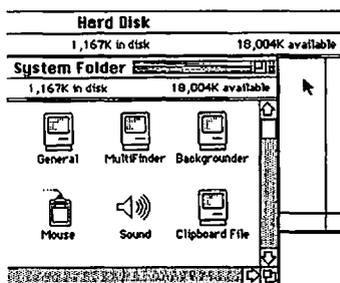
Selecting a window in this way is called *activating* a window, and the window you select becomes the *active window*.

You can practice selecting a window to work in by opening your System Folder window again now. (Use whichever method of opening windows you prefer.)

1. If you can no longer see the hard disk window at all, drag the System Folder window by its title bar until you can see part of the disk window behind it.

You only need to do this if the System Folder window completely hides the disk window from view.

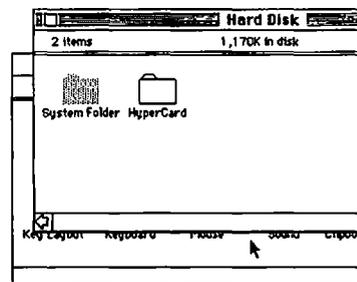
2. Click anywhere in the hard disk window to move it in front of the System Folder window.



Notice that you can now see the entire hard disk window on the desktop.

Also notice the lines in the bar at the top of the window. The lines mean that the window is active. (Just as a highlighted icon is black, a highlighted window has lines across the top.)

3. Now click anywhere in the System Folder window to move it in front of the hard disk window again.



Notice that windows don't move to a different location on the screen when they become active or inactive. They simply move “in front of” or “behind” other windows. Sometimes when you think you've lost a window, it has simply moved behind a larger window that hides it from view.

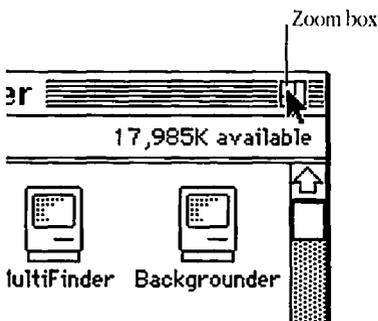
## Changing the size of a window

You may want to make a window as large as the screen so you can work in it easily, or as small as a matchbox so you can get it out of the way.

If your System Folder window is still open, you can experiment with it in the steps that follow, but any window will do.

### 1. Click the zoom box.

The window zooms out to nearly fill the screen.

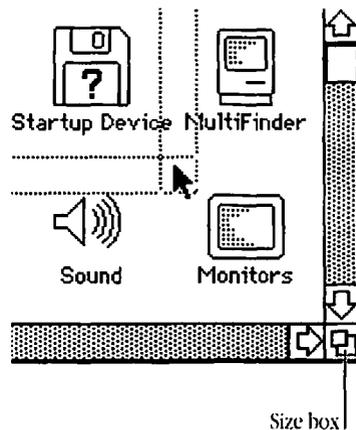


### 2. Click the zoom box again.

The window returns to its former size.

The zoom box, as its name suggests, provides a fast way to resize a window. But it doesn't allow you to fine-tune the window's size or shape. The fine-tuning control is the size box in the lower-right corner of the window.

1. If you can't see the size box right now, move the window (by dragging its title bar) until it appears.
2. Position the pointer on the size box, press the mouse button, and drag up and to the left.



As you drag, a dotted outline of the window follows. If you keep pressing the mouse button and watch the screen as you drag up, down, left, and right, you can see the outline follow your movements.

### 3. Release the mouse button.

The window changes size. If you don't like the new size, drag the size box until you do.

Notice that the *contents* of a window don't change when you change a window's size. All that changes is the amount you can see.

## Seeing hidden parts of a directory or document

Sometimes there's more in a directory or document than you can see in a window at one time. You just saw that you can make the window as large as the screen. But sometimes even that doesn't provide enough room for you to see everything a directory or document contains.

Imagine that your house has one window on the wall facing your neighbor's house. If it were an ordinary window, its position would be fixed, and you would shift your view by moving to look through it at different angles. But this is an unusual window, because you use it by standing in the same place and moving the window itself up, down, or sideways.

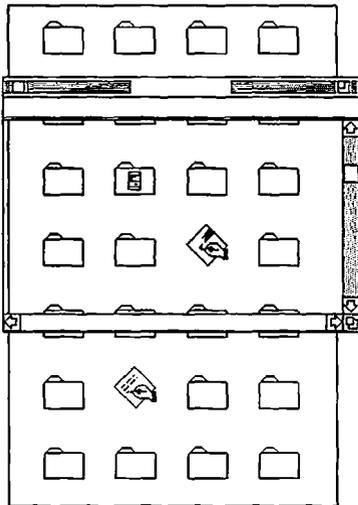
A Macintosh window is like the moveable window in the wall. Through the window you can see part of your disk directory, or document, or whatever you happen to be working on.

The *scroll bars* are the controls that allow you to move the window to see a different part of your directory or document.

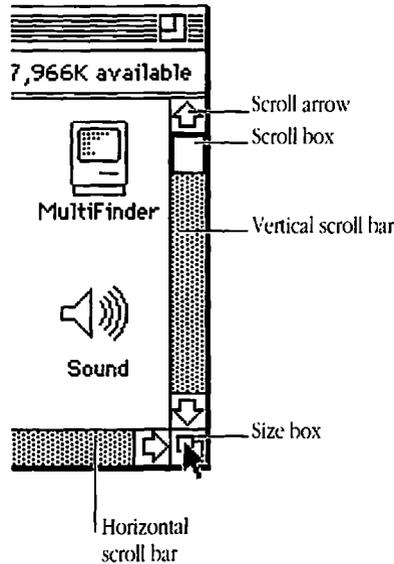


If you're working in a directory or document that fits horizontally in the window, the horizontal scroll bar will be white (meaning that there's nothing more to see on either the left or the right side of the window).

However, the vertical scroll bar may be gray, meaning that there's more to see both above and below what fits in the window.



1. If one or both of the scroll bars on your System Folder window are white, use the size box to shrink the window until both scroll bars are gray.



2. Practice using the scroll bars to see the hidden sections of the System Folder directory.

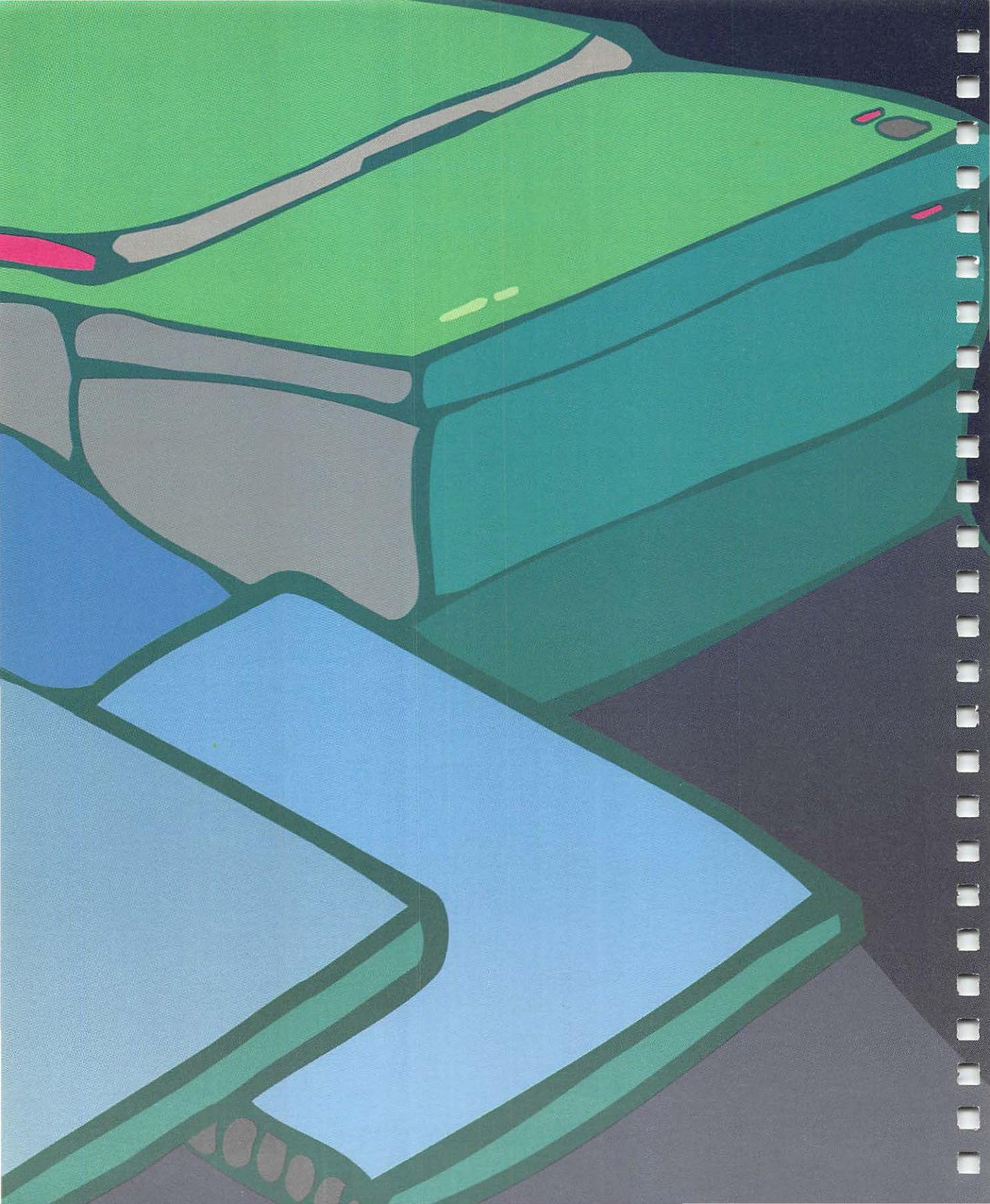
Remember that you're "moving" the window, not the directory.

To move to the top or bottom of the directory:

- Click the scroll arrow pointing up or down.
- Click the gray part of the scroll bar above or below the scroll box.
- Drag the scroll box up or down.

To move to the left or right side of the directory:

- Click the scroll arrow pointing left or right.
- Click the gray part of the scroll bar to the left or right of the scroll box.
- Drag the scroll box left or right.



# Use Software Programs to Create and Revise Documents

## Understanding software programs

In some ways, buying a computer system is like buying a stereo system.

A stereo system consists of individual components that may include an amplifier, tape deck, turntable, compact disc player, and speakers. The stereo system doesn't do much by itself (although it may have a tuner for radio reception). You buy a stereo system because you want to listen to compact discs, or tape your record collection, or just play the records.

A computer system also consists of individual components—the computer itself, a monitor, maybe a separate disk drive or printer, and so on.

Like the stereo system, the computer system doesn't do much by itself. You buy a computer because you want to use software programs to manage your business, design buildings, compose music, or write a book.

One of the greatest advantages of using a Macintosh computer is that most Macintosh programs—also called *application programs* or *applications*—are designed to look similar and work in similar ways. In all Macintosh programs you click icons, choose commands from menus, and use windows that work the same way as the windows you're now familiar with.

The information in this chapter is therefore true of almost all programs you might use with your Macintosh. But keep in mind that if you have a question about the way a specific program works, you'll need to consult the manual that came with that program.

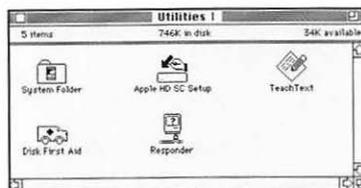
## Putting a program on your hard disk

Most companies that make programs provide them on floppy disks. You can run a program from a floppy disk—and if you don't have a hard disk, you have no other choice. But if you do have a hard disk, you'll want to put a copy of the program on your hard disk and store the original floppy disk for safekeeping. Putting a program on your hard disk is called *installing* it.

Your Macintosh comes with a sample word processing program called TeachText, which you'll find on the floppy disk labeled *Macintosh Utilities* Disk 1. Follow the instructions on this page to install TeachText on your hard disk.

If any windows are open on your desktop, close them before you begin with step 1.

1. Insert *Macintosh Utilities* Disk 1 into a floppy disk drive.
2. Open the directory window of *Macintosh Utilities* Disk 1.



3. Find the TeachText icon and drag it to your hard disk.

This step is the one that copies the program.



4. Eject the utilities disk from the disk drive by dragging its icon to the Trash.

If you open your hard disk directory window now, you'll see the icon for the TeachText program you just installed.

When you're ready to install one of your own programs on your hard disk, the basic procedure (dragging one or more icons from a floppy disk to the hard disk) is the same. However, you should refer to the manual that came with the program in case there are any special instructions you should follow.

The rest of this chapter explains how to create, edit, save, and close a document by using the TeachText program. You'll do these basic tasks in essentially the same way in almost all Macintosh programs.

## Creating a new document

To create a new document, you open the program you want to use to create that document. For example, if you want to write a letter, you open your word processing program; if you want to draw a picture, you open your graphics program.

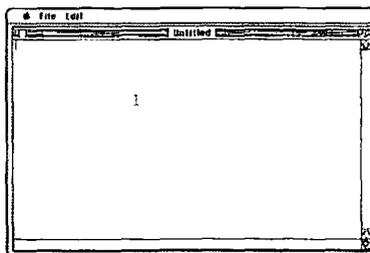
1. Find and open the TeachText icon on your hard disk.



TeachText

(If you don't have a hard disk, work through the rest of this chapter using *Macintosh Utilities* Disk 1 as your startup disk.)

You can either double-click the icon, or click the icon once to select it and then choose Open from the File menu. Use whichever method of opening icons you prefer. You'll see an empty TeachText document window.



Whenever you open a program icon, you see an empty document window that usually has the name Untitled in the title bar. (You'll name the document later, when you save it.) You can think of this empty document window as a blank piece of typing paper, a blank piece of drawing paper, or whatever is appropriate to the program you're using.

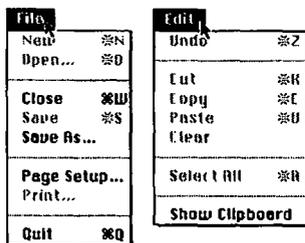
Whenever you have a document window of any kind open on your screen, you are working in an application program. This means you can do all the tasks associated with that program, but for the moment you can't do desktop tasks such as renaming disks or looking at their contents.

Notice that this TeachText document window has the same controls that you saw in directory windows in Chapter 4.

Also notice that TeachText (like all programs) has its own set of menus. In this case, the titles of these menus are the same as the titles of the corresponding menus on the desktop. But some of the commands in these menus are different, and more appropriate for the work you'll be doing in a word processing program.

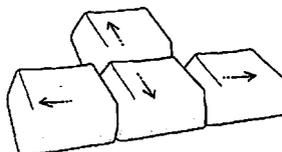
2. Look at the commands in the File and Edit menus.

Just press the menu titles to see the commands. Don't choose any commands right now.



At the upper-left corner of the Untitled window you'll see a blinking line. This line is called the *insertion point* because it marks the place where text you type will be inserted. As you begin to type, keep these hints in mind:

- You can use the Shift key to type capital letters, as you would on a typewriter.
- If you make a mistake while typing, use the Delete key to erase the character(s) to the left of the insertion point. You can move up, down, or across characters without erasing them by using the arrow keys.



- Don't press the Return key when you get to the end of a line—just keep typing. TeachText (and almost any other word processing program) moves down to the next line for you.

3. Now type this paragraph:

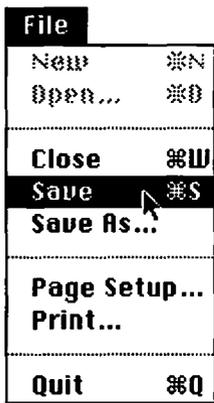
Because everyone has been arriving late for our staff meeting, we're trying a new policy starting Monday. The first person who arrives after 9:30 has to pay for the donuts. Then we lock the door.

There's your first memo.

# Saving a document

When you save a document, you are telling the computer to assign it a name and store it on a disk. (If you turned the computer off now without saving your memo, it would be lost.) Saving also creates an icon for that document.

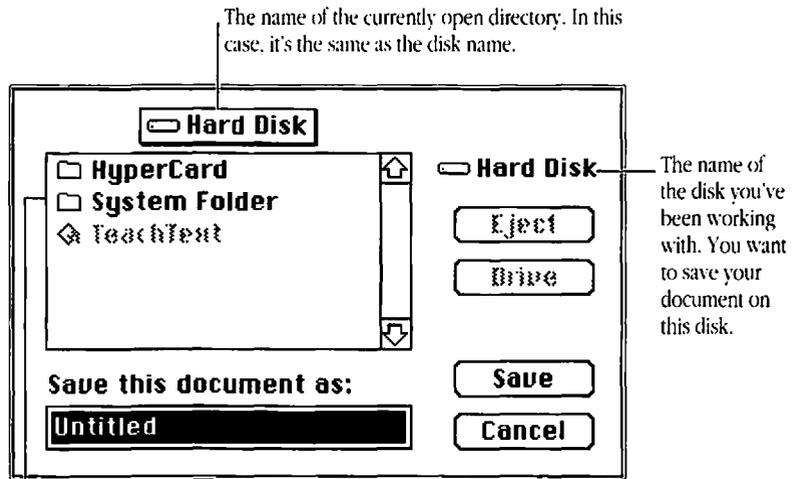
1. To save your memo, choose **Save** from the **File** menu.



The box that appears on the screen is called a *dialog box*. When the computer needs more information from you, it presents a dialog box. You provide the necessary information by clicking buttons and, in some dialog boxes, typing in the spaces provided.

This particular dialog box, called a *directory dialog box*, allows you to name your document and to store it in any directory you please.

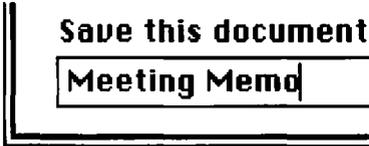
For now, you just want to keep things simple and store your document on the hard disk. You can tell that you're in the right place, because the directory dialog box shows you where you are.



Another view of the disk directory. If you were looking at it in the disk's directory window, each of these items would appear as a full-sized icon. You want to save your document in this directory.

2. Type Meeting Memo in the text box.

The box is already highlighted for you, so all you have to do is start typing.



3. Click the Save button.

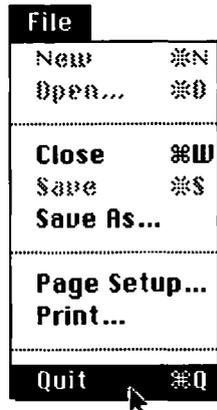


Your document, with the name you just gave it, is saved on the disk. You can now see the document's name in the title bar of the window.



Arriving late for our staff  
The first person who arrives  
lock the door.

4. Choose Quit from the File menu.



Quitting takes you out of the TeachText program and back to the desktop. You should be able to see the Meeting Memo icon in the disk directory window.

## Opening an existing document

Once you have created and saved a document, you can open it again simply by opening its icon. Opening a document also opens the program you used to create that document. You don't need to open the program first.

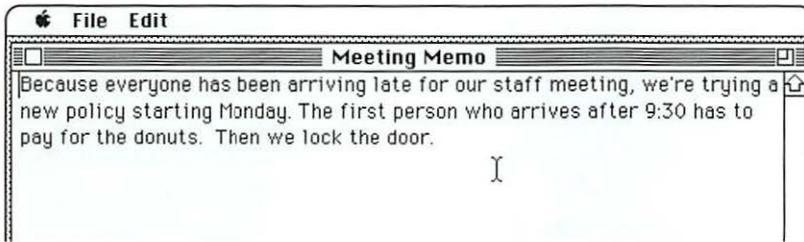
Try it:

- Double-click the Meeting Memo icon.



Your memo appears. By opening it, you have also opened the TeachText program. You can tell because the TeachText menu titles are now at the top of your screen.

## Editing your work



Now you want to make some changes to your memo.

When you edit text, remember that the insertion point (blinking line) marks the "hot spot" on the screen.

Just as you move the arrow pointer on your desktop and select an icon by pointing and clicking, you move the text pointer and select the place you want to edit by pointing and clicking.

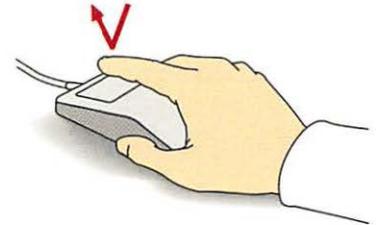
The text pointer is called an *I-beam*, and looks like this:



Here's how to add a word to a sentence.

1. Position the I-beam just before the letter *M* in the word *Monday*. Then click the mouse button once to place the insertion point there.

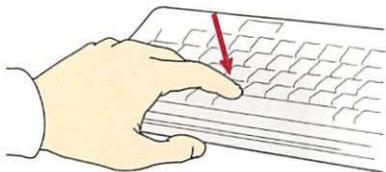
I Monday.



If you're not comfortable with the mouse yet, take your time and don't be discouraged if this seems difficult. You can keep positioning the I-beam and clicking until the insertion point is where you want it. (Don't move the mouse while you click.)

2. Type `next` and then press the space bar once to put a space between `next` and `Monday`.

next |Monday.



Notice that when you add text, the words following the new text move to make room for it, wrapping down to the next line if necessary.

Now you want to edit your first sentence so it won't start with "because." You can do this by moving the phrase "we're trying a new policy starting next Monday" to the beginning of the sentence. To move any piece of text, you first cut it from its old location and then paste it in a new one.

As you've done in other situations, you're going to select what you want to work with and then choose a command.

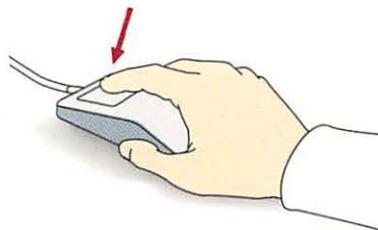
3. Select the words *we're trying a new policy starting next Monday*.

Here's how:

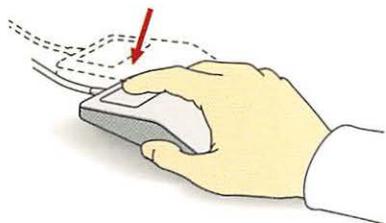
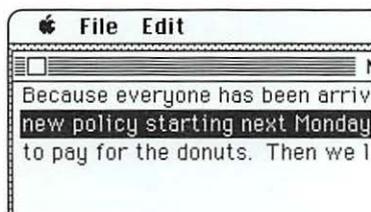
- Position the I-beam just to the left of the *w* in the word *we're*.
- Press and hold down the mouse button.

You've now anchored yourself at the beginning of the text you want to select.

|we're



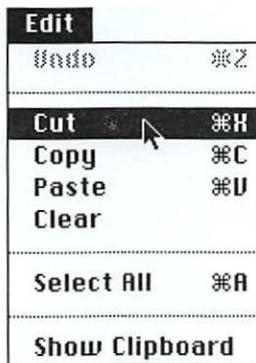
- Drag the mouse down and sideways until all the words you want to select are highlighted.



Take your time. As long as you hold the mouse button down, you can move the mouse indefinitely without losing your anchor point. If you release the mouse button by mistake, reposition the I-beam and start again.

- When the phrase is highlighted, let go of the mouse button.

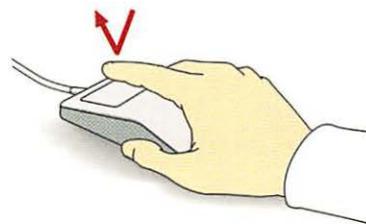
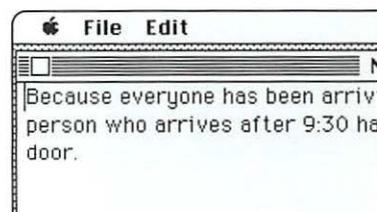
4. Cut the phrase you've selected by choosing Cut from the Edit menu.



5. Position the I-beam where you want to paste the phrase you just cut.

Move the I-beam to the beginning of your memo and click the mouse button.

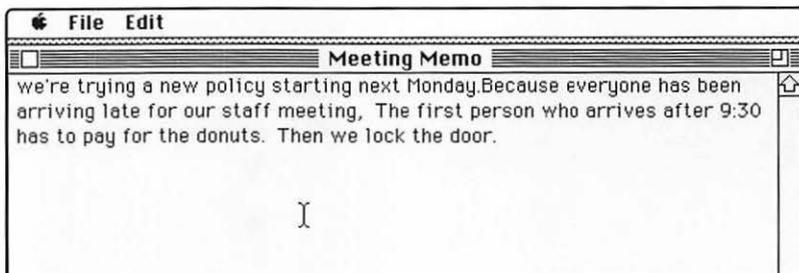
The insertion point appears.



6. Choose Paste from the Edit menu.



Now your memo looks something like the illustration below.



The text appears in its new location.

7. Fix the capitalization, punctuation, and spacing in the sentence you just rearranged.

Here is the general procedure:

- Position the I-beam to the right of any character(s) you want to change.
- Click the mouse button to place the insertion point.
- Press the Delete key to erase characters to the left of the insertion point.
- Type the new characters.

Now you want to save the changes you've made to your document. So far the changes are in the computer's memory, but if there were a power interruption right now your changes would be lost. (The original version of the document is protected because you've already saved it on a disk.)

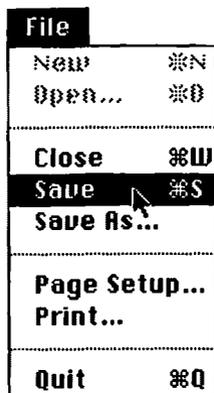
Power interruptions are rare, but—as many people have discovered the hard way—they can destroy hours of work. You can protect your documents by saving them often.

Save your edited memo now.

- Choose Save from the File menu.

This time you don't see a directory dialog box when you choose Save. The computer simply saves any changes made to your document since the last time you saved, without changing either the name of the document or its location.

By choosing Save often, you'll never lose more than a few minutes of work if a power interruption occurs.



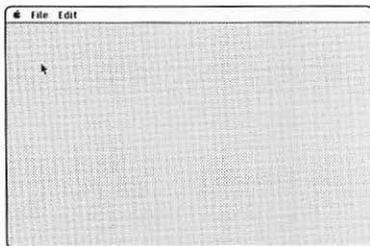
## Putting a document away

You saw in an earlier section of this chapter that opening a document automatically opens the program that created it. However, closing a document does *not* automatically close the program. This is so you can continue working in that program if you want to, without returning to the desktop first.

You can see how this works by closing the memo you just saved.

- **Choose Close from the File menu.**

The memo disappears.



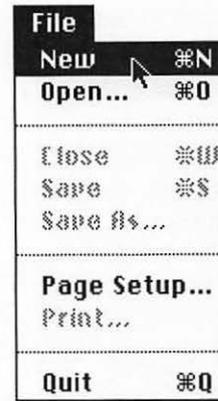
What appears on the screen at this point looks something like the desktop, but it isn't.

Two clues can help you figure out where you are:

- There are no icons in sight. If you were back on the desktop, you'd see icons representing your hard disk and the Trash, as well as any windows that were open when you began working.
- The menu bar at the top of the screen contains the menu titles for the TeachText program.

The document you were working on is now closed, but the TeachText program is still open.

If you wanted to start a new TeachText document, you could choose New from the File menu, and a new Untitled window would appear on the screen. (Don't try this now.)



But you're finished working with TeachText, so you want to go back to the desktop. The next section explains how.

## Putting a program away

To close both a document *and* its associated program at the same time, you need to choose the Quit command from the File menu.

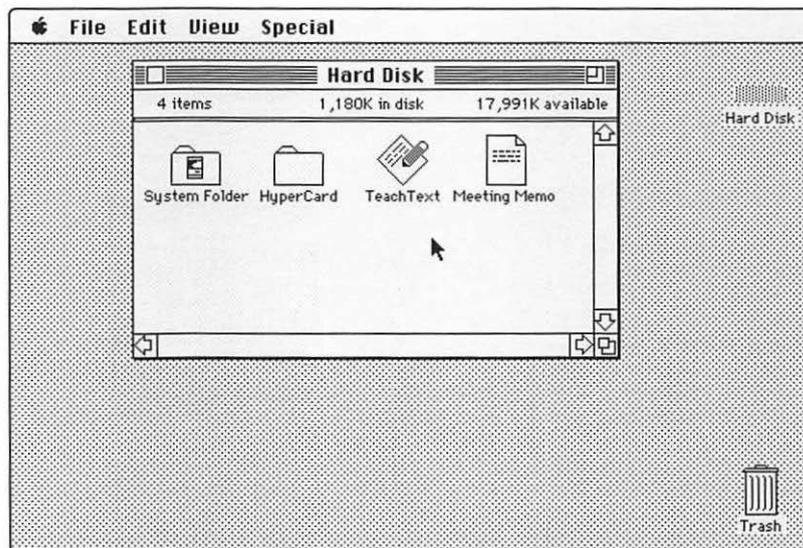
You can also choose Quit if you find yourself in a program but not in any particular document, as you did in the previous section.

You can see how this works by quitting the TeachText program.

- **Choose Quit from the File menu.**

In a moment you'll see the familiar desktop again.

In summary, whenever you want to finish your work and go back to the desktop, simply choose Save to save the latest changes to your document, and then choose Quit.





# Copy Documents and Disks

## Duplicating a document

While you're working on the desktop you may want to duplicate a document, perhaps so you can open and edit it without changing the original.

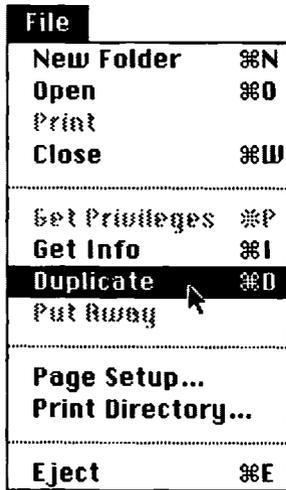
When you duplicate a document, you don't have to open either the original document or the program you used to create it.

Follow these steps to duplicate your Meeting Memo document.

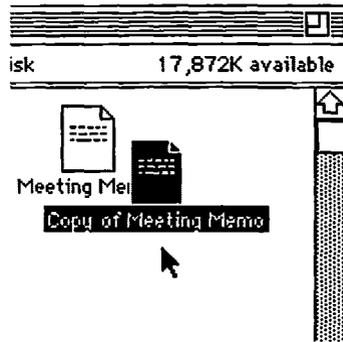
1. Select the Meeting Memo icon by clicking it once.



2. Choose Duplicate from the File menu.



A new icon called “Copy of Meeting Memo” appears, overlapping the original in the directory window.



The name of the new icon is preceded by the words “Copy of” because every icon in a disk or folder window must have a unique name—even if, as in this case, the icons represent identical objects.

3. Rename the copy of the document by typing `Sample Memo` and press Return to save the new name.



You can move the Sample Memo icon anywhere you like. For now, drag it off the Meeting Memo icon (so they don’t overlap) and leave it visible in the disk directory window.

You’ll be working with the Sample Memo document in the next section of this chapter, so open its icon now. Use whichever method of opening icons you prefer.

You can see that the new document is exactly the same as the Meeting Memo you duplicated to create it.

## Saving different versions of a document

Sometimes you want to save different versions of a document. For example, you might want to create two versions of your résumé that emphasize different job skills, or write three versions of a product brochure aimed at three different groups of customers.

Now you want to edit the Sample Memo so you can send the revised version to a different group of your colleagues.

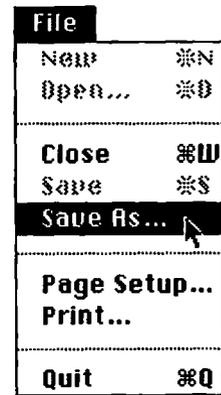
1. Make the following changes to the memo, using the editing techniques you learned in the last chapter.
2. Choose Save As from the File menu.

- Replace the words *our staff meeting* with *review meetings*.
- Replace the words *after 9:30* with *late*.

(For a review of general editing instructions, see page 53.)

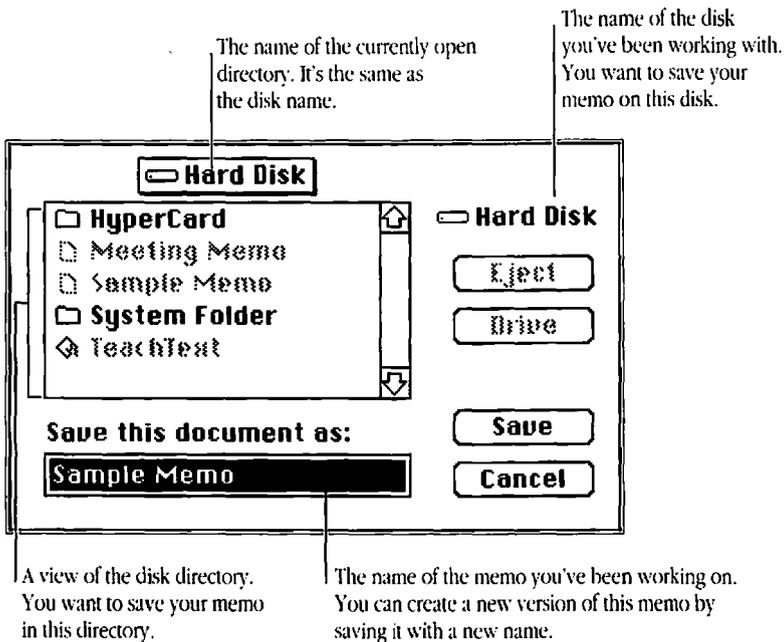
If you were to save the memo now by choosing Save from the File menu, the new text you just added would *replace* the original text in the document called Sample Memo.

But you want to save both the Sample Memo, with its original wording, and your newly revised version of the memo.



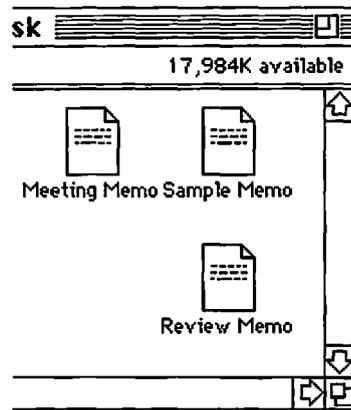
Save As allows you to save a revised document by giving it a different name, which is what you want to do next.

When you choose Save As, a directory dialog box appears on your screen. As before, this box tells you where you are, and lets you indicate what you want to name your new memo and where you want to store it.



**5. Choose Quit from the File menu.**

Quitting takes you back to the desktop, where you see icons for all three documents in the disk directory window.



- 3. Type Review Memo in the text box.**      **4. Click the Save button.**

The new name replaces the old name as soon as you begin typing.

You have just indicated that you want to save your revised memo with its new name—Review Memo—in the same directory and on the same disk as the original Sample Memo. (This process has no effect on the Sample Memo.)



Your memo is saved with its new name, which now appears in the title bar of the document window.

## Copying one or more items onto a floppy disk

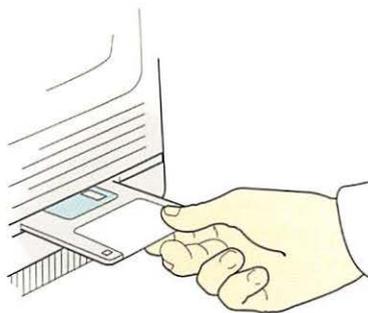
You'll often want to copy a document from your hard disk onto a floppy disk, or from one floppy disk onto another, so you can

- give the disk to someone else who may want to work on the document
- take the document to another location and work on it there
- protect your work by storing the copy (also called a *backup*) in a different place

It's important to back up your work regularly. A backup copy of a document is insurance against damage to the original. Taking a few seconds to back up a valuable document can save you much despair and many hours of extra work.

You can use your Review Memo to practice copying a document onto a floppy disk.

1. Insert a blank disk into a floppy disk drive.



You can use the disk you prepared in Chapter 3. Or, if you haven't already prepared a disk for use, you can do so now. (Instructions are on pages 26–28.)

If you have more than one floppy disk drive it doesn't matter which one you use, as long as you remember not to put a 1.4 MB disk in an 800K drive.

2. Find the Review Memo icon in your hard disk directory window.



(If you've been using *Macintosh Utilities* Disk 1 as your startup disk, the Review Memo icon is in its directory window.)

3. Drag the Review Memo icon to the floppy disk icon.

Here's how:

- Position the arrow pointer over the document icon.
- Press and hold down the mouse button.

- Drag the document icon to the floppy disk icon.
- When the floppy disk icon becomes highlighted, let go of the mouse button.

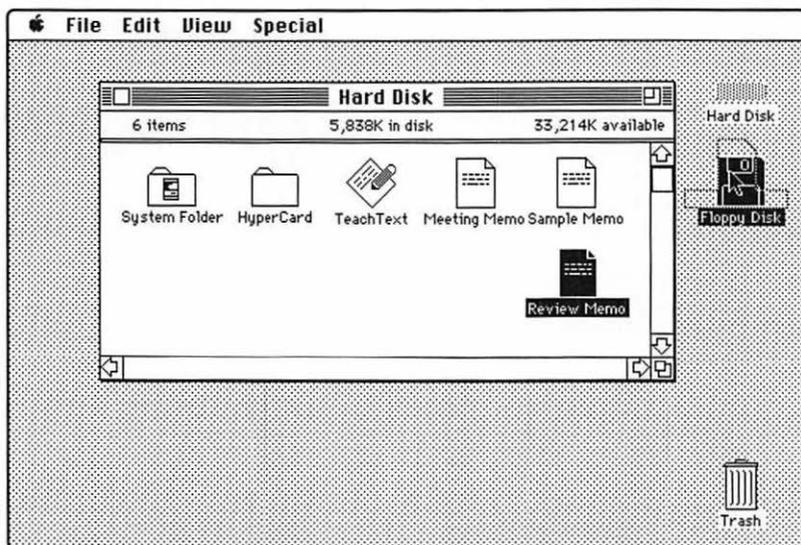
This procedure places a copy of the Review Memo onto the floppy disk. A status box appears briefly on the screen while copying is in progress.

If you wanted to copy additional items onto the floppy disk, you would simply repeat this step for each icon you wanted to copy.

Notice that you didn't remove the Review Memo from your hard disk when you dragged it to the floppy disk. Whenever you drag an icon from one disk to another, you copy that icon (and whatever it represents) onto the second disk. The original stays where it was.

If you open the floppy disk icon now, the Review Memo appears in its directory window. Try it and see.

Then close the floppy disk window by clicking its close box.



## Copying one or more items onto a hard disk

You'll often want to copy items from a floppy disk onto your hard disk. When you buy a new program, for example, installing it on your hard disk involves copying icons. Or a colleague may hand you a disk containing some documents to revise. It's often more efficient to copy the documents onto your hard disk and work on them there.

It's most important to be selective about copying the contents of a floppy disk onto your hard disk when the floppy disk is a *startup* disk—that is, when it contains a System Folder. If you copy the entire floppy disk onto your hard disk, the hard disk will have two System Folders on it. This situation will cause problems with the operation of your computer.

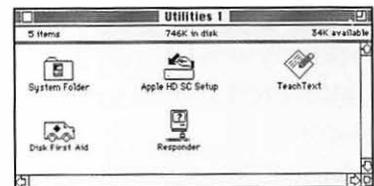
*No disk should ever have more than one System Folder on it.*

This section describes how to copy only the items you want—whether it's just one item, or everything *but* one item.

If you have a new program to install, you can try the steps in this section using your program disk. If you don't have a new program or would rather not experiment with it, use your *Macintosh Utilities* Disk 1 instead.

If there are any disks in your floppy disk drives, eject them now by dragging the disk icons to the Trash.

1. Insert your *Macintosh Utilities* Disk 1 (or program disk) into a disk drive.
2. If your hard disk directory window is closed, open it again now.
3. Open the utilities (or program) disk to see its directory window.

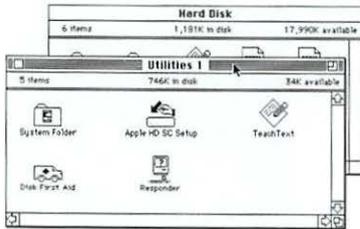


4. Arrange the windows on your desktop so that

- the utilities disk directory window is active, and you can see all the icons in it
- you can see at least part of the inactive hard disk directory window behind the utilities disk window

(If you need to move or resize the windows, pages 39 and 41 review the window controls.)

When you're finished, the windows on your desktop should look something like this:



Now you want to transfer everything on the utilities disk except the System Folder onto your hard disk. You know that your hard disk already has a System Folder on it, and having two or more System Folders on a disk can cause problems.

5. Select all the icons in the utilities disk directory window except the System Folder icon and the TeachText icon.

(You've already copied TeachText onto your hard disk.)

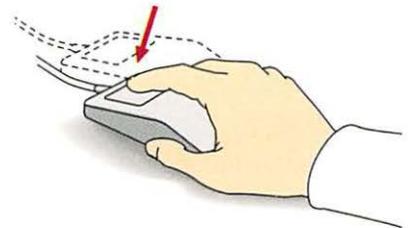
There are two ways to select a group of icons: dragging and Shift-clicking. Select the icons using whichever technique is easier for you.

- *Dragging* is easier when the icons you want are grouped in a neat cluster.

To select by dragging, “draw a box” around the icons by:

- positioning the tip of the arrow at one corner of the box
- pressing down the mouse button while you drag to the opposite corner
- letting go of the mouse button

When you let go, the icons become highlighted.



If you select an icon you don't want, “erase” the box by clicking anywhere else in the window. Then draw a new box.

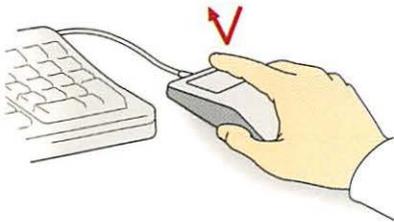
- *Shift-clicking* is easier when the icons you want aren't grouped neatly.

To select by Shift-clicking:

- hold down the Shift key with one hand



while clicking individual icons with the other



If you select an icon you don't want, continue to hold down the Shift key and click that icon a second time. It will become unhighlighted, and you can continue with your selection. When all the icons you want are highlighted, let go of the mouse and release the Shift key.

Make sure the System Folder is *not* highlighted before you go on to the next step.

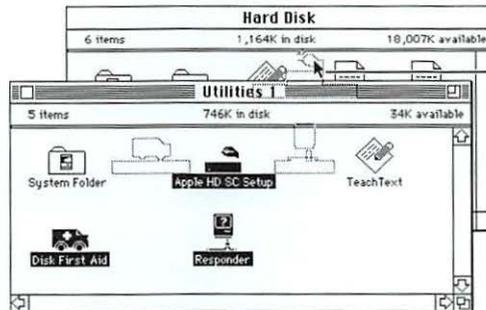
## 6. Drag the selected icons to the hard disk directory window.

Position the tip of the arrow pointer on any of the highlighted icons, press down the mouse button, and drag the icons as a group to any part of the hard disk directory window that you can see.

You'll need to position the tip of the arrow over the visible part of the hard disk directory window before releasing the mouse button.

Don't worry if not all the icon outlines are actually "inside" the window. They will all end up in the right place if the tip of the arrow is there.

If you have trouble with this step, you can select and drag the icons again. Or you can select and drag them into the hard disk directory window one at a time. This takes longer, but achieves the same result.



Pointer in hard disk directory window

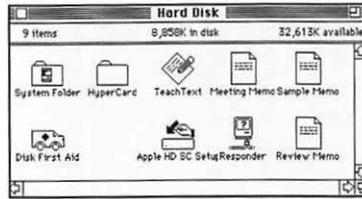
7. Click anywhere inside the hard disk directory window to activate it.

You should see all the icons you dragged there in step 6. If some of them don't seem to be there, try enlarging the directory window.

If you'd like to do a little cleaning up, first make sure that none of the icons in the hard disk directory window are highlighted. (Click in an empty part of the window to unhighlight icons.) Then choose Clean Up Window from the Special menu.

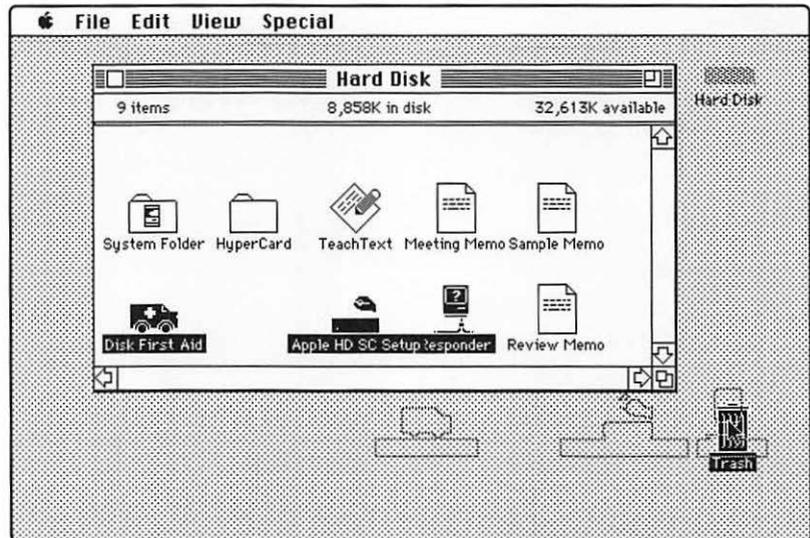


The icons align themselves along an invisible grid.



You can select and drag the icons to the Trash as a group, in exactly the same way that you just dragged them to your hard disk. Or, if you prefer, you can drag the icons to the Trash one at a time.

If you did this exercise using *Macintosh Utilities* Disk 1 rather than a real program disk, you don't need to keep any of the icons you just copied. Drag them to the Trash now to keep them from taking up space on your hard disk.



## Copying one floppy disk onto another

Just as you copy valuable documents onto floppy disks for safekeeping, you can also copy entire floppy disks onto other floppy disks. This is done most commonly to make a backup copy of a disk. The companies that make software programs often advise you to back up your program disks, and Apple recommends that you make backup copies of your system software disks.

You can practice this task by copying your *Macintosh System Tools* disk onto the disk that currently contains just your Review Memo.

The easiest way to do this depends on how many floppy disk drives you have. The next pages describe two procedures: one for people with two floppy disk drives, and another for people with one floppy disk drive and a hard disk. Follow the procedure that's appropriate for you.

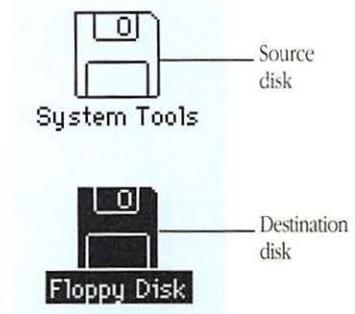
Before you begin, if there are any disks in your floppy disk drives, eject them now by dragging the disk icons to the Trash.

## Copying with two floppy disk drives

1. Check to make sure that your disks and disk drives are compatible.

Remember that you can't use 1.4 MB disks in an 800K drive.

2. Insert the *Macintosh System Tools* disk into one disk drive. Then insert the disk containing your Review Memo into the other drive.



## Copying with one floppy disk drive and a hard disk

Copying one floppy disk onto another is a two-stage process, in which you use your hard disk as a temporary resting place for the information you want to copy.

- First you copy the contents of the original disk—called the *source disk*—onto your hard disk.
- Then you copy that information from the hard disk onto the second floppy disk—called the *destination disk*.

The following steps explain how.

1. Insert the *Macintosh System Tools* disk into your floppy disk drive.

This is your source disk.

Your decision about which disk you want to copy *from* and which disk you want to copy *to* determines whether a given disk is a source or a destination. A hard disk can be either a source or a destination, as can any floppy disk in any disk drive.



In this case, the System Tools disk is called the *source disk* because it's the source of the information you're copying. The disk that contains your memo is called the *destination disk* because it's where the information is going.

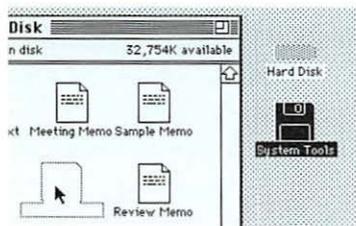
3. **Drag the source disk icon to the destination disk icon.**

That is, drag the System Tools disk icon to the icon of the disk containing your memo.

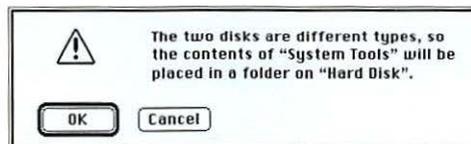


2. **If your hard disk directory window is closed, open it again now.**

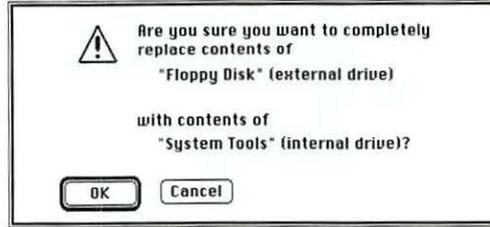
3. **Drag the source disk icon to the directory window of your hard disk.**



You'll see a message telling you that the contents of your source disk will be placed in a folder in the directory window of your hard disk. This is because disk directories can contain folders, programs, and documents, but not other disks.



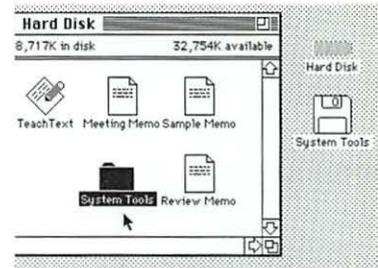
You'll see a dialog box asking you to confirm that you want to replace everything now on the destination disk—in this case, your memo—with everything on the source disk. (This does mean that your memo will be erased.)



You may have realized that the System Tools disk contains a System Folder—which you know you aren't supposed to copy onto your hard disk because it already has a System Folder. In this case it's not a problem because you aren't going to leave the contents of the System Tools disk on your hard disk. You're only storing them there temporarily.

#### 4. Click OK.

A status box indicates that copying is under way. When the box disappears, you'll see a folder icon with the name of the System Tools disk in your hard disk directory window.



The exact wording of the message depends on where you inserted each disk, so the box you see on your screen may look a little different from the one in the illustration.

If you mistakenly insert a wrong disk, or realize that you dragged your intended destination disk icon to the source disk icon instead of the other way around, you can click the Cancel button to stop the process here.

**4. Click OK.**

A status box indicates that copying is under way. When the box disappears, the contents of the destination (Review Memo) disk will have been replaced with the contents of the source (System Tools) disk.

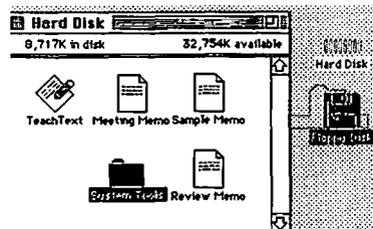
**5. Eject the source disk (System Tools) by dragging its icon to the Trash.**

**6. Insert the destination disk into your floppy disk drive.**

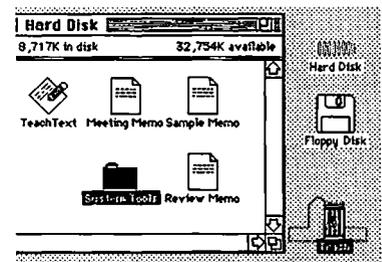
This is the disk with your Review Memo on it.

**7. Drag the System Tools folder from your hard disk directory window to the icon of the destination disk.**

The folder and its contents are copied onto the destination disk.



**8. Drag the System Tools folder from your hard disk to the Trash.**



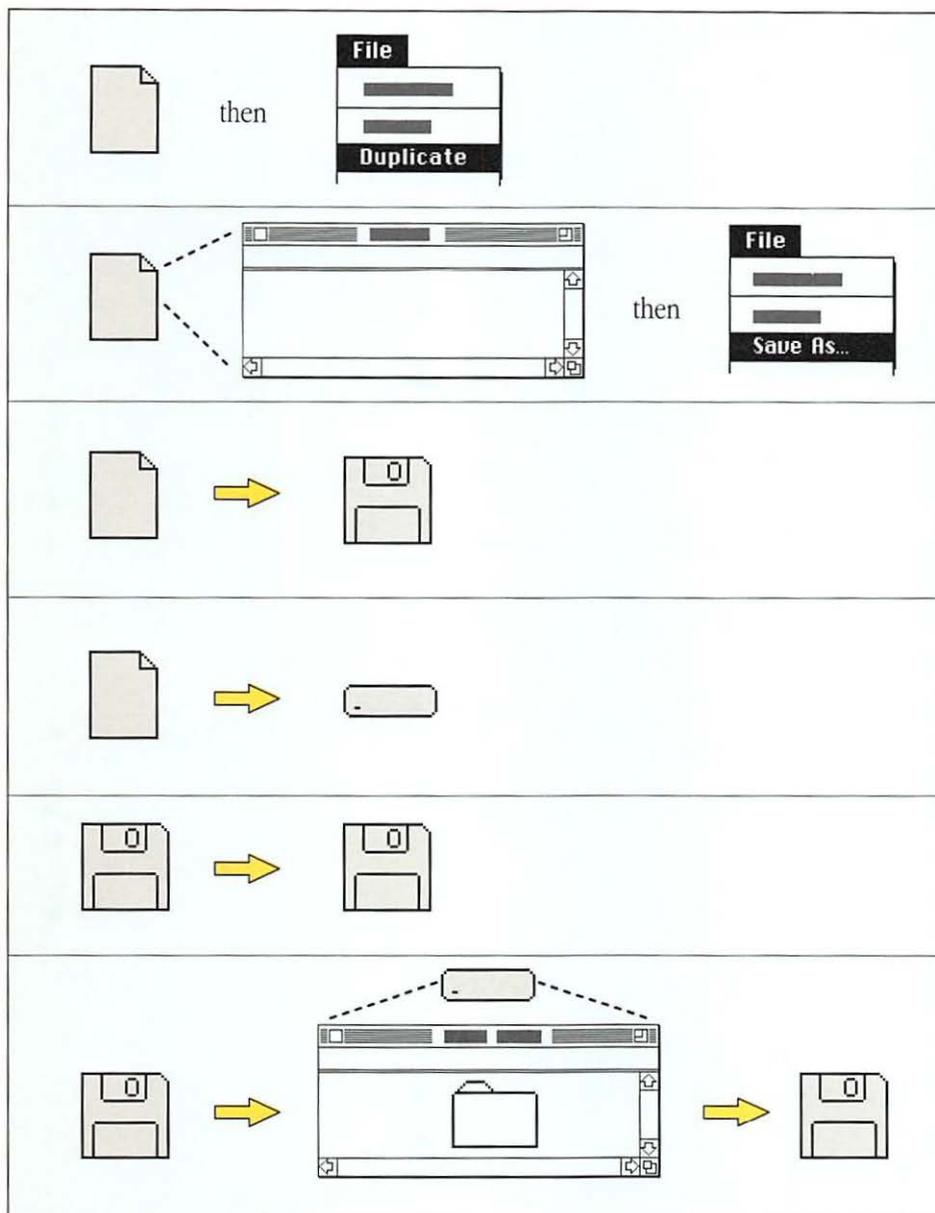
It's important to remove the System Tools folder. The System Folder it contains should not be left on your hard disk.

## Understanding copying options

- Dragging a document, folder, or program icon anywhere on the *same* disk simply *moves* that icon to a new location on that disk.
- Dragging any icon to a *different* disk *copies* that icon to that disk—along with everything “inside” it, if the dragged icon represents a folder or disk.

This chart summarizes the tasks described in this chapter.

To duplicate a document on the same disk . . .	Select the document, and then choose Duplicate from the File menu.
To copy a different version of a document onto the same disk . . .	Open the document, edit it, and then choose Save As from the File menu.
To copy selected items onto a floppy disk . . .	Select the item(s), and then drag its icon to the floppy disk icon (or window).
To copy selected items onto a hard disk . . .	Select the item(s), and then drag its icon to the hard disk icon (or window).
To copy one floppy disk onto another . . . (two-floppy system)	Drag the source disk icon to the destination disk icon.
To copy one floppy disk onto another . . . (floppy/hard disk)	Drag the source disk icon to the hard disk icon (or window); then drag the folder containing the source disk contents to the destination disk icon.





## Organize Your Work

### Understanding how the file system works

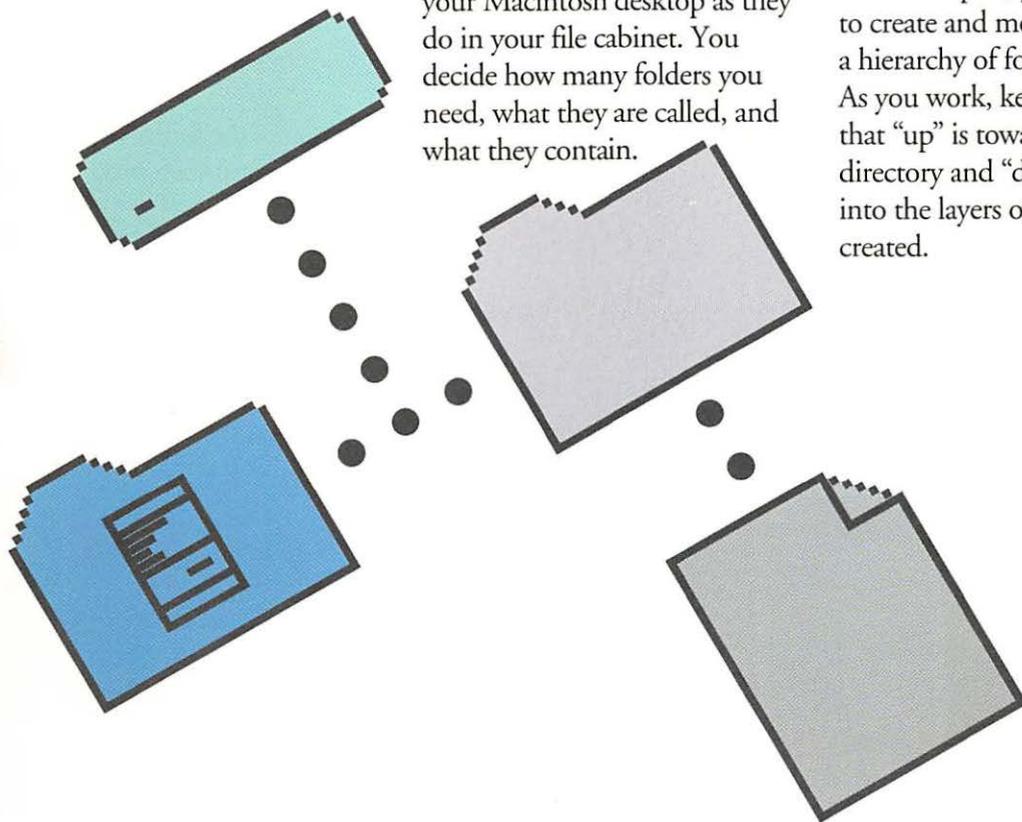
As you acquire more programs and create more documents, you'll want to organize your work on the desktop to make it easier to find what you need. The exact way you'll do this is up to you. But your basic organizational tool is the Macintosh file folder.

Folders work the same way on your Macintosh desktop as they do in your file cabinet. You decide how many folders you need, what they are called, and what they contain.

The layered arrangement you create by putting documents inside folders, and folders inside other folders, is called a *hierarchy*. The feature of the Macintosh that lets you arrange your work in this way is called the *hierarchical file system*.

Any hierarchy—whether it's a corporate organization chart, a family tree, or the arrangement of icons in folders on a disk—has “higher” and “lower” levels.

In this chapter, you'll see how to create and move around in a hierarchy of folders on a disk. As you work, keep in mind that “up” is toward your disk directory and “down” is deeper into the layers of folders you've created.



## Creating a folder

The right time to create a folder depends on your work habits.

- If you like to organize your work in advance, you can create folders on your desktop before you have anything to put in them, and then put each document you create in the appropriate folder.
- If you prefer to fill your disk directory with documents and arrange them in folders later, you can do that too.

The Macintosh provides you with an unlimited supply of folders. Here's how to create one.

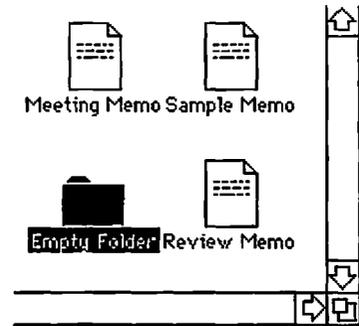
1. **Open the directory window in which you want the new folder to appear.**

This time you want to put a new folder in the directory window of your hard disk. If it isn't already open, open the hard disk icon now.

(If you don't have a hard disk, use *Macintosh Utilities* Disk 1 as your startup disk while you work through this chapter.)

2. **Choose New Folder from the File menu.**

A new folder named "Empty Folder" appears in the directory window.



If you can't see the entire folder, you can make the window larger.

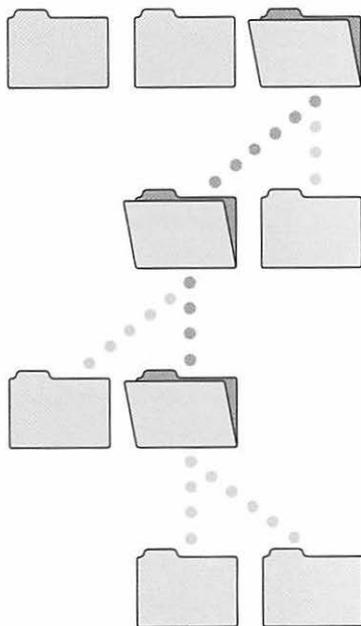
3. **Rename the folder by typing Memos and then press Return.**

Pressing Return saves the new folder name.

## Putting things in folders

You can put just about anything in a folder: a document, a program, or another folder (except the System Folder, which has to stay at the “top level” of the hierarchy).

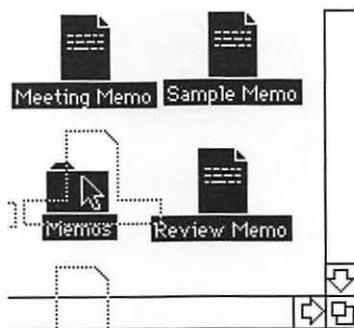
Putting a folder in another folder is called *nesting* folders. It is possible to nest folders up to about twelve levels deep, though most people find it cumbersome to work with more than about four levels.



You have three TeachText documents in your disk directory window. You can see how the filing system works by putting these documents into the Memos folder you just created.

- To put your documents into the Memos folder, drag each document icon to the folder icon.

You can drag the icons one at a time, or you can select and drag them all at once.

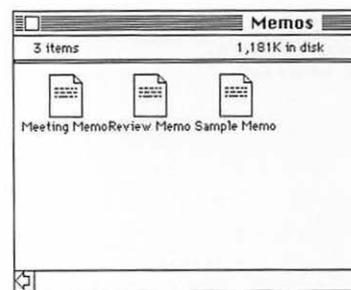


(See pages 64 and 65 for instructions on selecting multiple icons.)

When you move an icon to another location on the same disk—for example, by putting it in a folder—the icon stays in its new location until you move it again.

In this case, your documents are still on the same disk, but they are no longer at the top level of the filing system. (In other words, you can't see them in the hard disk directory.) By grouping the memos in their own folder, you've moved them one level farther down in the hierarchy.

If you open the Memos folder, you can see the three document icons. Try it. Then click the close box to close the folder.



Next time you want to read, edit, or print one of these documents, you'll need to open the Memos folder to find it. This may seem like an extra step when there's so little on your hard disk. Folders really become useful when you have more documents than you can see in your hard disk directory window at one time.

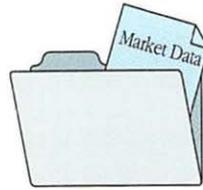
## Finding a document

When you have only a few documents on a disk, it's easy to see where you've put them, so finding them isn't a problem. But when you have hundreds of documents on a disk, as many people eventually do, finding the one you want can be more of a challenge.

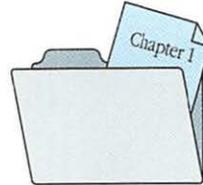
There are several ways to locate a document on a disk. This chapter describes two of them.

- Opening folders on the desktop.

Some people manage fine with this method alone. It's easiest if you give your documents meaningful names and file them logically.



3rd Qtr. Report



Autobiography

- Searching in a directory dialog box.

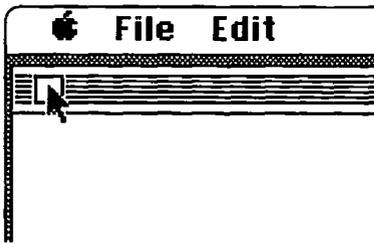
If you are working in a program, you can use directory dialog boxes to find any other document created with that program. You don't need to return to the desktop and start opening folders.

You can see how to find a document in a directory dialog box by using documents and folders you've already created. (The first two steps on the next page take you to the starting point of the search.)

1. Open the TeachText program.



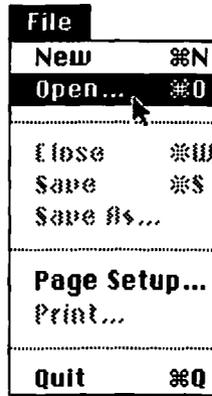
2. Close the empty document window that appears on the screen.



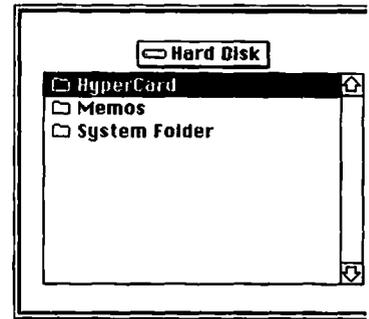
You are now in the TeachText application. You can tell because no icons appear on the desktop, and the TeachText menu titles are in the menu bar.

Let's say that you want to find and open your Sample Memo. Here's what to do.

3. Choose Open from the File menu.



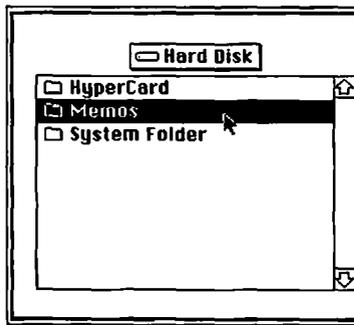
You've just told the computer that you want to open a document you've already created with that program. The computer responds by presenting a directory dialog box.



This directory dialog box lists the items in the hard disk directory *to which you have access from within TeachText*. It doesn't show you any items that you can't open. In this case, all you see are a few folders.

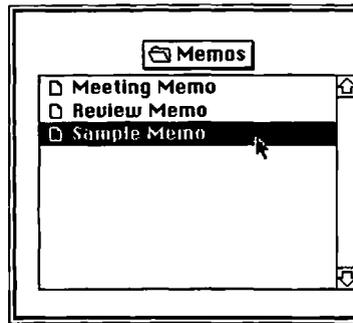
4. Open the Memos folder.

You can double-click on or beside the folder name to open the folder. Or, you can click once on or beside the folder name to select it, and then click the Open button at the lower-right side of the dialog box.



5. Open the Sample Memo.

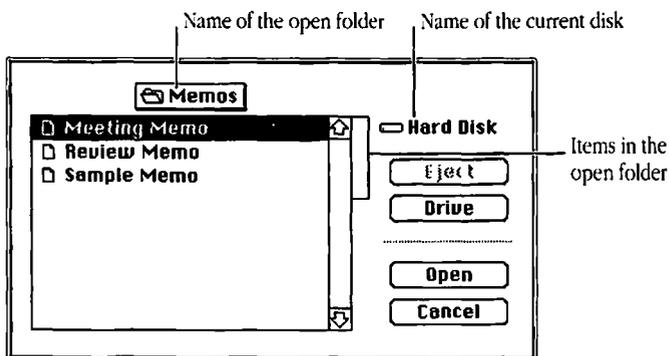
You can double-click on or beside the document name to open the document. Or, you can click once on or beside the document name to select it, and then click the Open button.



6. Choose Quit from the File menu to close your memo and return to the desktop.

Now you're looking at the contents of the Memos folder.

There's your memo.



## Throwing a document away

The right time to throw a document away, like the right time to create a folder, depends on your work habits.

You may like to keep copies of your work on disks indefinitely, or you may want (or need) to clear off space on a disk for new documents.

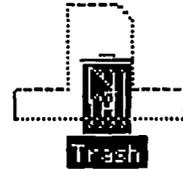
To throw a document away, simply drag its icon to the Trash on your desktop. You can try this with your Review Memo icon.

1. Locate the icon you want to throw away.
2. Drag the icon to the Trash.

In this case, you'll need to open the Memos folder to see the Review Memo icon.



Review Memo



When you let go of the mouse button, the Trash icon “bulges” to let you know that there's something inside it.



Trash

While the Trash usually works like a wastebasket, its behavior with disk icons is an exception. Dragging a disk to the Trash will never result in any loss of or damage to the information on that disk.

The chart summarizes what happens when you drag different kinds of icons to the Trash.

Dragging this icon to the Trash . . .	Has this effect
Document 	Removes the document from the disk
Folder 	Removes the folder and its contents from the disk
Program 	Removes the program from the disk (after asking if you're sure)
Disk 	Ejects the disk from the disk drive <i>without altering any of its contents</i>

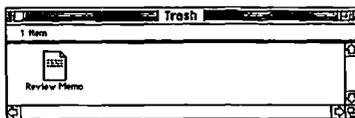
## Recovering a document you've thrown away

Occasionally you'll throw away the wrong document by mistake, or change your mind about getting rid of a document you just dragged to the Trash. If you act promptly (that is, before turning the computer off or taking any other action) you can get the document back again.

Here's how to recover your Review Memo, for example.

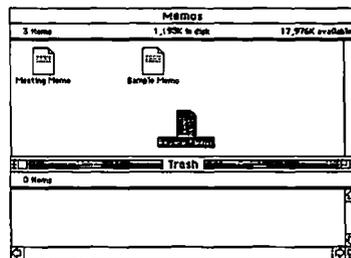
### 1. Open the Trash icon.

The Trash opens into a window in which you can see your Review Memo.

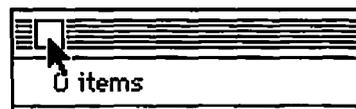


### 2. Drag the icon out of the Trash and back into a directory window.

If you like, you can put the document icon back into the folder it came from.



### 3. Click the close box to put the Trash window away.





# Print a Document

## Before you begin

To follow along in this chapter, you'll need to set up your printer if you haven't already done so. The instructions in the manual that came with the printer explain how to unpack it and connect it to your computer.

If your computer is not connected to a network, turn the page and begin with the section "Telling the Computer Which Printer to Use."

If your computer is connected to a network, find out now

- which kind of printer you'll be using (ImageWriter® or LaserWriter® model)
- what your network zone is called (if your network has zones)
- what the printer's name is

You can probably get this information from your network administrator or the person who set up your equipment. You'll need to know these details before you can print a document on a network printer.

When you have the information you need, begin with the next section, "Telling the Computer Which Printer to Use."

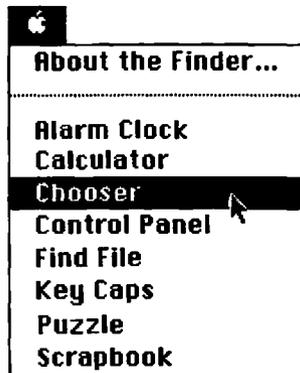
## Telling the computer which printer to use

Before you use any printer for the first time, you need to tell the computer where that printer is—even if you only have one printer and it's connected directly to your Macintosh.

You provide this information in a window called the *Chooser*.

First, make sure that your computer and the printer are both turned on.

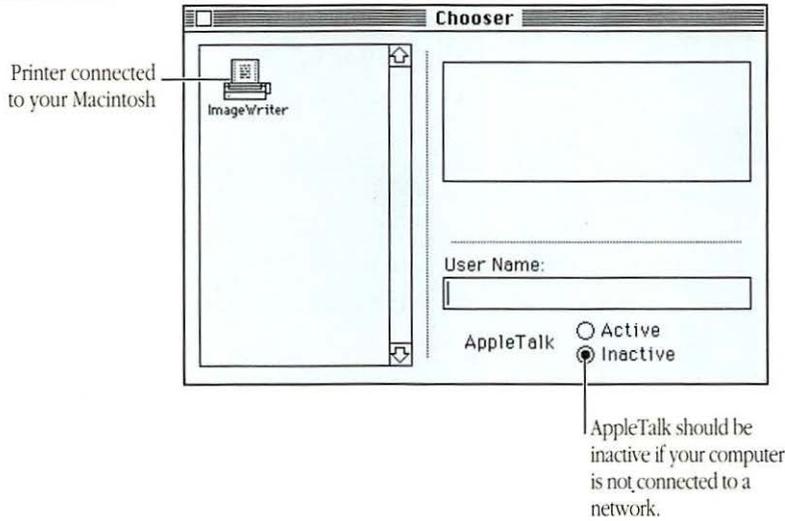
- Choose the Chooser from the Apple menu.



The way the Chooser window looks depends on whether your printer is connected directly to your computer or over a network. Read along the top or bottom of the following pages, as appropriate for your situation.

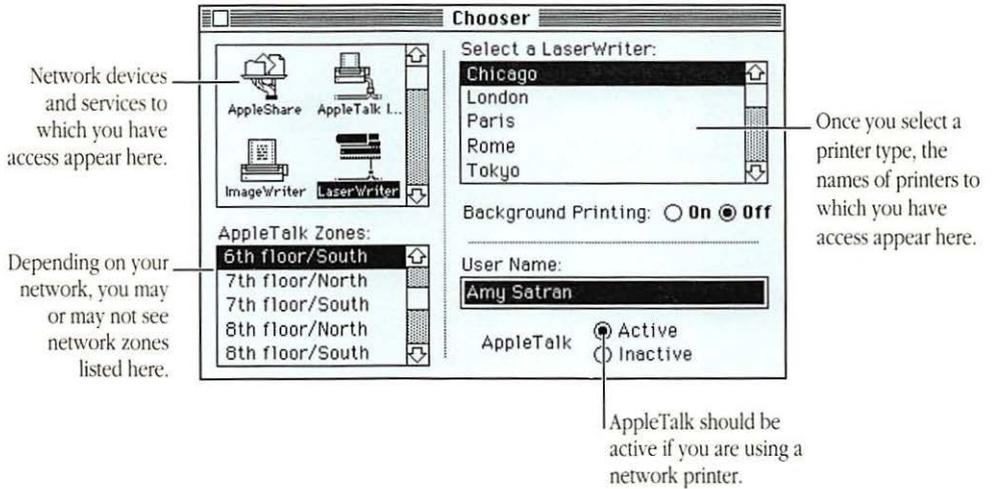
If your printer is connected directly to your Macintosh

Your Chooser window probably looks something like this.



If your printer is connected over a network

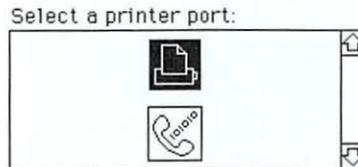
Your Chooser window probably looks something like this.



1. Select the icon that represents your printer.



Once the printer icon is selected, icons representing the ports on your Macintosh appear in the box labeled “Select a printer port.”



2. Select the icon representing the port you used to connect the printer to your Macintosh.

There are only two choices: the printer port or the modem port. If you don't remember which port you used, you can check to see where the printer cable is attached. The icons in the “Select a printer port” box look just like the icons marking the ports on the back of your computer.

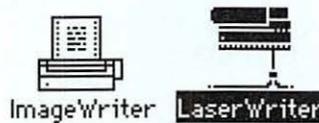


1. If it isn't already selected, click Active for the AppleTalk option.

AppleTalk® needs to be active if you want to use a printer connected to your Macintosh over a network.

AppleTalk  Active  
 Inactive

2. Select the icon that represents the type of printer you want to use.



3. If your network has zones, select your zone name.

Zone names appear in alphabetical order. You may need to use the scroll bar at the right to see the name of your zone.



3. If it isn't already selected, click **Inactive** for the **AppleTalk** option.

You don't need AppleTalk unless your computer is connected to a network.

AppleTalk    Active  
                   Inactive

4. Close the **Chooser** window.

You can click the close box, or choose **Close** from the **File** menu.

You're ready to print. You won't need to adjust these settings in the **Chooser** again unless you want to use a different printer.

4. Select the name of the printer you want to use.

When you select a printer type (and a zone, if appropriate), the names of printers to which you have access appear in the "Select a <Type of Printer>" box.

Even if there is only one name listed, click that name.

5. Close the **Chooser** window.

You can click the close box, or choose **Close** from the **File** menu.

You're ready to print. You won't need to adjust these settings in the **Chooser** again unless you want to use a different printer.

## Printing a document

Try this procedure by printing your Sample Memo. When you're ready to print any other document, you can follow the same steps.

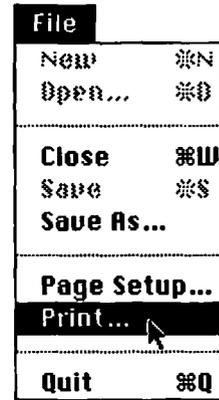
### 1. Find and open the Sample Memo icon.

You'll need to

- open your hard disk icon
- find the document icon in its directory window
- open the document

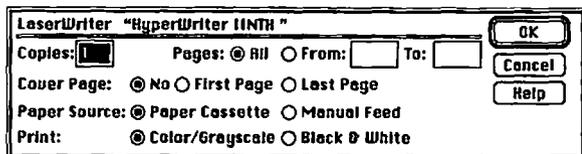
Remember that when you open a document, you also open the program used to create that document.

### 2. Choose Print from the File menu.



Most programs present you with a dialog box in which you can select options related to printing. The appearance of the dialog box depends on both the type of printer you have and the type of program you opened.

For example, if you have a LaserWriter printer and you open a document created with TeachText, your dialog box might look something like this.



Don't be concerned about these printing options right now. The default settings—the settings that are in effect automatically, until you change them—give you one copy of your entire document.

**3. Click OK in the dialog box.**

Your memo is printed.

## Congratulations!

You've finished the tutorial. See the *Macintosh Reference* and the manuals that came with your programs for more information as you begin your own work.



Tuck end flap inside back cover when using manual.

## The Apple Publishing System

This Apple® manual was written, edited, and composed on a desktop publishing system using Apple Macintosh® computers and QuarkXPress. Proof pages were created on Apple LaserWriter® printers and QMS ColorScript printers. Final pages were output directly to film on a Compugraphic 9600G. Line art and chapter openers were created using Adobe Illustrator 88. PostScript, the LaserWriter page-description language, was developed by Adobe Systems Incorporated.

Display type is Apple's corporate font, a condensed version of Garamond. Text type is Adobe Garamond. Ornaments are ITC Zapf Dingbats. Some elements, such as program listings, are set in Apple Courier, a fixed-width font.



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