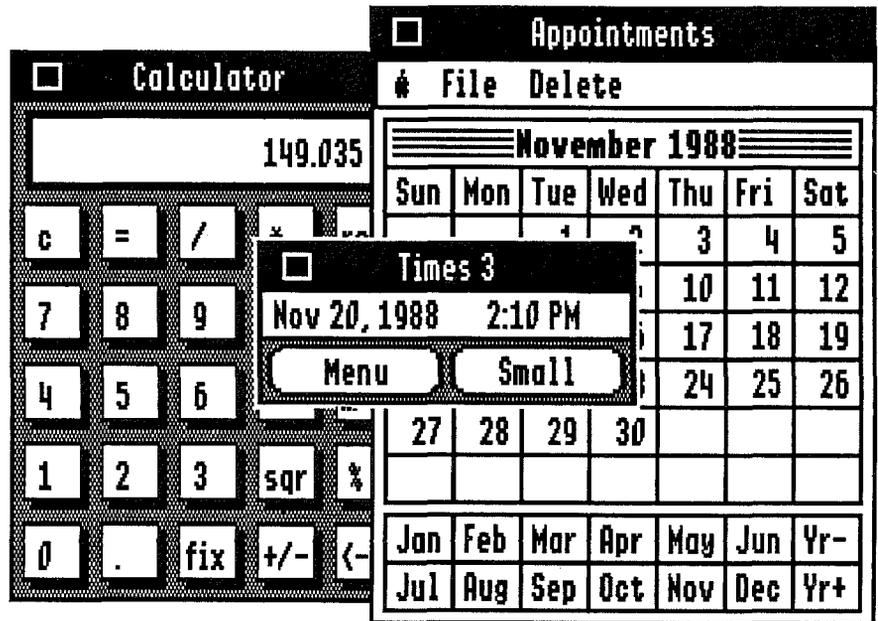


DESKPAK™

DESK ACCESSORIES



*The Premier Productivity Tool
for the Apple //GS*

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CREDITS

DESKPAK Desk Accessories were designed and developed by Michael Hackney and Kevin Seidule.

DESKPAK disk duplication and production performed by Media Masters, Inc.

The *DESKPAK* packaging was designed by Signature Graphics, Inc., and produced by the Rock Tenn Corporation, both of Atlanta, Georgia.

The *DESKPAK* start-up screen and icons were created by Allan Reichert.

We would like to thank all of the beta-testers who helped test, test, and re-test this product. Your encouragement, ideas, support and suggestions were invaluable.

Special thanks to Apple Technical Support.

And, thank you for purchasing *DESKPAK*.

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Customer support hours are whenever you feel like calling, although you may reach a machine instead of a person if you call at a late hour. If the lines are busy or unattended just leave a recorded message and we will get back to you as quickly as we can. Make sure when you call that you carefully prepare your questions and problems before-hand. It would be very helpful if you could tell us how to recreate the problem, although we realize this is not always possible.

If you would rather not phone, or your question or problem is not urgent (ha!), just write. You will get a prompt, personal reply with answers to your questions and solutions to your problems.

You can also contact us via MCI Mail™ using your modem. The ID to send messages to is 'SIMPLE'.

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Customer support is for registered owners only. Make sure you send in your registration card.

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Preface

Welcome To DESKPAK

DESKPAK is a set of New Desk Accessories (or simply NDAs) created to make working on your Apple IIGS more productive and enjoyable. *DESKPAK* desk accessories were designed to work hand-in-hand with your Apple IIGS programs and provide new features that were previously available only on the Apple Macintosh™.

About Desk Accessories

NDAs are very useful mini-applications which can be accessed from the  menu within any program that supports them. NDAs can greatly enhance the programs you are using by providing functions that they may lack. For example, NDAs such as  **Add DA** , **Blackout**, **Times 3** and **Password** provide enhancements to the entire GS operating environment. There are two games for your entertainment and amusement.

The Apple IIGS supports two types of desk accessories. The first, Classic Desk Accessories (or CDAs), are accessed from the IIGS control panel. They use the 'old style' of text-based interface. Although useful, they generally lack functions and can only be run one at a time.

The other type of accessory is the New Desk Accessory (or NDA). NDAs are equivalent to desk accessories found on the Macintosh. Many NDAs can occupy the Desktop concurrently and can freely exchange information with each other or with the current application. NDAs are found under the  menu (the first item on the program's menu bar). The Apple IIGS menu system supports a maximum of 15 displayable accessories under the  menu (*DESKPAK's*  **Add DA**  accessory removes this limitation and provides access to 249 desk accessories).

DESKPAK DESK ACCESSORIES

Both CDAs and NDAs must be in the 'DESK.ACCS' folder (which is in the 'SYSTEM' folder) of the disk that you start your Apple IIGS with. When the disk is started up (or 'booted'), the desk accessories are automatically loaded into memory and made ready to use.

Since desk accessories are designed to take up a minimal amount of disk and memory space, you shouldn't meet with any problems. If, however, you have limited disk or memory space, you should only install those accessories you intend to use frequently and either remove or disable all others (the **Ⓜ Add DA Ⓜ** accessory will allow you to install any NDA from any disk or folder and will help you with memory and disk space limitations).

About Graphics Modes

The Apple IIGS presently supports two Super High Resolution graphics modes called 320 mode and 640 mode. Programs written for the IIGS can use either of these modes and some even use both! The *DESKPAK* desk accessories were designed to work properly in both modes.

Program Guidelines

Guidelines exist, written and distributed by Apple Computer, for the smooth and successful operation of programs running on the Apple IIGS. These guidelines cover all aspects of the system and program developers are expected to follow them. Each accessory in *DESKPAK* was written to follow these guidelines.

From a program's point of view, desk accessories are fairly simple to support. If you have purchased a program that doesn't support desk accessories, or behaves erratically with desk accessories installed, you should call or write the company and request they fix the problem. If they don't know how to fix the problem, tell them to call us. We're always willing to receive calls from other program developers with questions about supporting our desk accessories.

About The Manual

Assumptions

This manual assumes that you know how to use the mouse, how to select items in a menu bar, how to use the keyboard, how to set the Apple IIGS Control Panel options, and other basics found in the Apple IIGS manual that came with your system.

You should know how to use the Apple IIGS Finder (included with *DESKPAK*) to copy files and format disks or be able to operate some other copy program. You will have to use the Finder or another copy program to make copies of the *DESKPAK* program disk and install the accessories. The  and  symbols are used to represent the option and command keys, respectively.

Chapters

Chapter 1 details the simple procedure for installing the *DESKPAK* desk accessories on your program disks. The procedures are straight-forward and assume you know how to use the Apple IIGS Finder.

Chapters 2 through 20 describe each desk accessory in detail. These chapters contain the bulk of the manual and should be referred to when a question regarding a particular desk accessory arises.

Chapter 21 presents some ideas on how you can maximize your productivity. Practical uses for many of the accessories are given to get you thinking about how the *DESKPAK* desk accessories, your programs, and the way you work can be effectively integrated.

The Appendices

The Appendices contain information you may need, such as using desk accessories with limited memory, how they behave with various programs, technical information, and important system parameters.

The Glossary

It is important that you understand the terms used in this manual. If the text becomes confusing or hard to grasp, find what word or words you don't understand and look them up in the glossary or a good dictionary.

The Index

Finally, there is a detailed index at the end of the manual that will help you locate the information you need quickly. We have made every effort to put as many cross references as possible so you don't have to search for the 'right' word.

Backup Copies

Before you do anything else with your *DESKPAK* program disk, you need to make a copy of it and store the original disk in a safe place away from stray electrical fields, excessive heat or cold, or anything else that may adversely affect the disk. If something happens to the extra disk, you will always have the original as a backup. Remember, any copies you make are for your personal use and are not to be loaned-out or given away.

You may already know how to make a backup copy using the Apple IIGS Finder. If you do, make the copy now. If you are not sure how this is done, refer to the Apple IIGS Owners Manual that contains information on making copies of disks, or use a copy program you are already familiar with.

You can use the backup copy of *DESKPAK* for installing the desk accessories on your program disks and as a startup disk for your Apple IIGS. That way, you will have the Finder to launch all your programs and you will be sure that you are running the latest system software from Apple Computer, Inc. *GS/OS (system disk 4.0)* comes on 2 disks. *The AppleTalk, printer and disk-drive drivers are not included with DESKPAK - you should get these from your dealer.*

Chapter 1. Installation

NOTICE! The  **Add DA**  accessory, described in Chapter 2, allows you to use desk accessories located on any disk without actually installing them on your startup disk. You can then decide which *DESKPAK* desk accessories to install on your startup disks or simply use  **Add DA**  to access them!

We highly recommend using  **Add DA**  as it gives you access to any desk accessory located on any disk. Refer to Chapter 2 for a detailed description of this desk accessory.

New Desk Accessories will only run under ProDOS 16™ or GS/OS™ on an Apple IIGS. Additionally, the program must support New Desk Accessories. Most applications written for the Apple IIGS support them. If the program has a menu bar and an  menu, like the one found in the Finder, it will probably support them.

'Boot' Disks

When the Apple IIGS first starts up (called 'booting'), it looks for all the desk accessories in the '/SYSTEM/DESK.ACCS' folder on the startup disk (the 'boot disk') and loads them into memory. If you always boot your Apple IIGS with the same startup disk, the desk accessories should be installed on that disk. Each time you boot with this disk, the accessories will be loaded into memory and ready to use. If you use a number of startup disks (maybe one for each of your IIGS programs) you will need to install the desk accessories on each disk.

The *DESKPAK* disk includes the latest version of GS/OS™ and the Finder™ and has a copy of  **Add DA**  in the 'DESK.ACCS' folder. It can be used as your standard startup disk. If you plan to go this route, you don't need to do anything else and can skip installation completely. This is the recommended method.

DESKPAK DESK ACCESSORIES

One word of caution: if more than 15 or so desk accessories appear under the 🍏 menu, it will extend below the bottom of the screen and the 'hidden' accessories will not be accessible. 🍏 **Add DA** 🍏 eliminates this problem and provides access to the maximum 249 NDAs permitted.

The *DESKPAK* desk accessories are located in the folder named 'DESKPAK.ACCS' on the *DESKPAK* program disk and not in the 'DESK.ACCS' folder as one might expect.

If you are already familiar with installing desk accessories, decide whether you wish to install 🍏 **Add DA** 🍏 alone or with other accessories and do that now.

DESKPAK Installation - Finder

NOTE: The *DESKPAK* program disk automatically runs the Finder and opens the 'DESKPAK.ACCS' folder when booted. This folder contains all of the *DESKPAK* desk accessories.

To install the accessories on a program disk or hard disk, you need to move the accessories you want from the 'DESKPAK.ACCS' folder on the *DESKPAK* disk to the 'DESK.ACCS' folder of your program disk. The 'DESK.ACCS' folder will always be found in the 'SYSTEM' folder on the disk. Do not install NDAs on a disk that doesn't have a SYSTEM folder, as it isn't a bootable disk.

DESKPAK includes a special icon for NDAs that looks like those shown in Figure 1. To copy them, simply drag the icon, with the mouse, to the 'DESK.ACCS' folder on your program disk or hard disk. You may also copy the entire contents of the 'DESKPAK.ACCS' folder to your program disk or hard disk by choosing 'Select All' from the 'Special' menu in the Finder (Figure 1) and dragging all of them simultaneously.

The following instructions refer to 'YOUR.DISK' as the disk you will be transferring the desk accessories to.

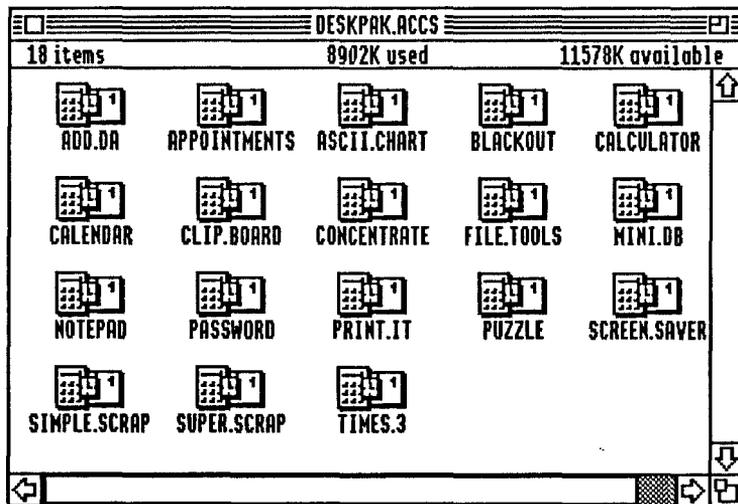


Figure 1. The Apple IIGS Finder™ with *DESKPAK* icons.

Installation With One 3.5-Inch Drive

1. Insert the *DESKPAK* program disk in the disk drive.
2. Turn on the Apple IIGS. The Finder Desktop will appear and the window containing the desk accessories will automatically open. If the window does not automatically open, double-click on the *DESKPAK* disk icon, then double-click on the 'DESKPAK.ACCS' folder.
3. Pull down the 'File' menu and choose 'Select All'. All of the *DESKPAK* NDA icons will be highlighted. If you wish to copy only a few of the accessories to YOUR.DISK, hold down the Shift key while clicking on each of the desired accessories.
4. Eject the disk and insert YOUR.DISK in the disk drive.
5. Double-click on YOUR.DISK icon.

DESKPAK DESK ACCESSORIES

6. Double-click on the 'SYSTEM' folder on YOUR.DISK.
7. Double-click on the 'DESK.ACCS' folder on YOUR.DISK.
8. Drag the desk accessory icons to the 'DESK.ACCS' folder on YOUR.DISK.
9. Follow the directions from the Finder when it asks you to switch disks.

The *DESKPAK* desk accessories are now installed on YOUR.DISK! From now on, when you turn on or re-boot your Apple IIGS with YOUR.DISK, the accessories will be accessible under the  menu.

Installation With Two 3.5-Inch Drives

1. Insert the *DESKPAK* program disk in the first disk drive.
2. Insert YOUR.DISK in the second disk drive.
3. Turn on the Apple IIGS. The Finder Desktop will appear and the window containing the desk accessories will automatically open. If the window does not automatically open, double-click on the *DESKPAK* disk icon, then double-click on the 'DESKPAK.ACCS' folder.
4. Pull down the 'File' menu and choose 'Select All'. All of the *DESKPAK* desk accessory icons will be highlighted. If you wish to copy only a few of the accessories to YOUR.DISK, hold down the **Shift** key while clicking on the desired accessories.
5. Double-click on YOUR.DISK icon.
6. Double-click on the 'SYSTEM' folder on YOUR.DISK.
7. Double-click on the 'DESK.ACCS' folder on YOUR.DISK.
8. Drag the selected desk accessory icons from the *DESKPAK* disk to the 'DESK.ACCS' folder of YOUR.DISK.

The *DESKPAK* desk accessories are now installed on YOUR.DISK! From now on, when you turn on or re-boot your Apple IIGS with YOUR.DISK, the accessories will be accessible under the  menu of any program launched from it.

Installation on a Hard Disk or a RAM Drive

1. Set-up your Apple IIGS to boot from your 3.5-inch drive, insert the *DESKPAK* disk, and turn on or re-boot the computer.

The Finder Desktop will appear and the window containing the desk accessories will automatically open. **If the window does not automatically open, double-click on the *DESKPAK* disk icon, then double-click on the 'DESKPAK.ACCS' folder.**

2. Pull down the 'File' menu and choose 'Select All'. All of the *DESKPAK* desk accessory icons will be highlighted. If you wish to copy only a few of the accessories to YOUR.DISK, hold down the **Shift** key while clicking on the desired accessories.
3. Double-click on the icon representing your hard drive or RAM drive.
4. Double-click on the 'SYSTEM' folder on your hard drive or RAM drive.
5. Double-click on the 'DESK.ACCS' folder on your hard drive or RAM drive.
6. Drag the desk accessory icons selected from the *DESKPAK* disk to the 'DESK.ACCS' folder of your hard drive or RAM drive.
7. Enter the Control Panel and reset the boot drive to your hard drive or RAM drive.

The *DESKPAK* desk accessories are now installed on YOUR.DISK! From now on, when you turn on or re-boot your Apple IIGS with YOUR.DISK, the accessories will be accessible under the  menu of any program launched from it.

DESKPAK Installation - Copy Program

You may prefer using another copy program to install the desk accessories. Refer to the manual that came with the copy program you will be using for details.

After Installation

The *DESKPAK* desk accessories that are installed on your boot disks will be loaded into memory and ready to go. Just pull down the  menu on any IIGS program and select the *DESKPAK* desk accessory you want to use.

Default Files

The *DESKPAK* accessories which maintain data files (**Notepad**, **Super Scrap**, etc.) allow you to save and load an unlimited number of files anywhere on your disks. This flexibility is complimented by the ability to load a 'default file' when the accessory is first run. In order for the default file system to work, there must be a folder named 'DESKPAK' in the 'SYSTEM' folder of your boot disk. This 'DESKPAK' folder will contain the default data files for *DESKPAK* NDAs. The chapters describing how to use the individual NDAs will provide more details on what to name the default file and how to use it.

Chapter 2. 🍏 Add DA 🍏

🍏 **Add DA** 🍏 is a powerful desk accessory designed to help you 'manage' your NDAs more efficiently. In fact, it is the only new desk accessory you need under your 🍏 menu (actually, in the 'DESK.ACCS' folder). With it, you can load any desk accessory from any disk or folder and use it *immediately*. For instance, if you need to use **File Tools**, another *DESKPAK* NDA, simply load it with 🍏 **Add DA** 🍏. Or, if you are in your word processor and need a scrap from one of **Super Scrap's** unlimited number of scrapbooks, you can quickly load it and carry-on your work. The newly loaded desk accessories will remain available until you re-boot the computer.

In addition to the convenience of being able to load *any* desk accessory *any* time, you will notice a marked improvement in 'boot time' if only 🍏 **Add DA** 🍏 is installed. You don't have to have copies of NDAs on all of your start-up disks any more - 🍏 **Add DA** 🍏 will do the work for you!

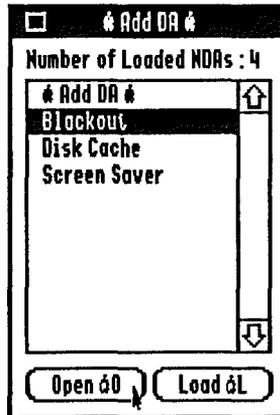


Figure 2. 🍏 Add DA 🍏

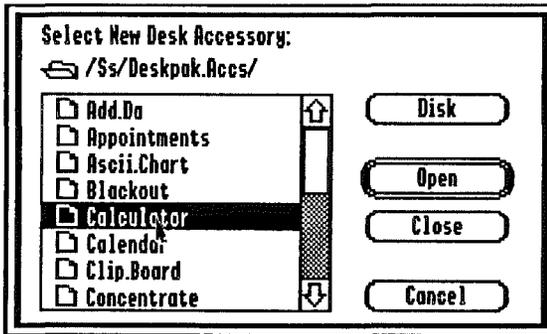


Figure 3. 🍏 Add DA 🍏 accessory selector window.

🍏 Add DA 🍏 also solves the 'too many NDAs' problem since the 🍏 menu can only display up to 15 NDAs, all others would be unusable. Since *DESKPAK* includes 18 NDAs, you wouldn't be able to use all of them at one time. 🍏 Add DA 🍏 provides a scrollable window that can display up to 249 desk accessories. A double-click is all it takes to run any loaded desk accessory.

Using 🍏 Add DA 🍏

Selecting 🍏 Add DA 🍏 from the 🍏 menu will open the window shown in Figure 2. To select a desk accessory, double-click on it's name, or select it and click in the **Open** button (or '⌘ O') or press **Return**. Choose **Load** (or '⌘ L') to access the accessory 'selector window' shown in Figure 3. The accessory selector window will only display New Desk Accessories and operates just like any other 'Get File' window you've used before. To change disks, click in the **Disk** button, or press the **Tab** key. To close a folder, click in the **Close** button or press **Esc**.

The **Cancel** button or '⌘ .' will cancel the operation.

After selecting the desk accessory to load in, **⌘ Add DA ⌘** will load it in and put it as the next item under the **⌘** menu, allowing you to open and use the desk accessory as you would normally. If the accessory was loaded successfully, the menu bar will flash one time.

Tips

- REMEMBER THAT THE *DESKPAK* DESK ACCESSORIES ON THE *DESKPAK* PROGRAM DISK ARE IN THE 'DESKPAK.ACCS' FOLDER, NOT THE 'DESK.ACCS' FOLDER.
- **⌘ Add DA ⌘** will load as many desk accessories as you want, if you have the extra memory. If there is not enough memory to load a desk accessory, **⌘ Add DA ⌘** will flash the menu bar and beep.
- **⌘ Add DA ⌘** only loads New Desk Accessories. If you are not sure about the different kinds of desk accessories, please read the section of the Preface that describes New Desk Accessories or refer to your Apple IIGS Manual.
- **⌘ Add DA ⌘** assumes that the program uses a standard **⌘** menu.
- It is best to keep all your New Desk Accessories in one place. Try keeping them on one disk or in one folder, such as the way *DESKPAK* keeps them in the 'DESKPAK.ACCS' folder. That way, you will always know where to find them!
- If you wish, you may place other desk accessories in the 'DESK.ACCS' folder to be loaded at boot time along with **⌘ Add DA ⌘**.
- **Advanced Tip:** the Finder's 'Get Info' item under the 'File' menu allows you to deactivate an NDA by checking the 'Inactive' box. This feature allows you to keep your all of your NDAs in the 'DESK.ACCS' folder but only load the ones that are active!

DESKPAK DESK ACCESSORIES

Chapter 3. Appointments

DESKPAK's Appointments is a perpetual calendar desk accessory that allows you to enter appointments for any date from January 1940 to December 2039. **Appointments** has its own private menu bar with advanced features such as loading or saving any number of different appointment calendars located on any disk and information regarding the currently loaded calendar.

Default Appointments

Unlike other accessories of this type, **Appointments** is *NOT* tied to your boot disk. Other calendar accessories require that your boot disk always remain in your disk drive so the accessory can read in its appointment file. **Appointments** first looks for a calendar file named 'Appointments' in the 'DESKPAK' folder in the 'SYSTEM' folder on boot disk. If a file is found, it is automatically loaded in, if not, **Appointments** acts as if you are starting a new appointment calendar file and sets the title bar to 'Untitled'. Instructions on how to access any appointment file will be covered in the section on **Get...**

Using Appointments

When **Appointments** first opens, it will show the current month and year. The current date will appear in boldface (see Figure 4.) The title bar will be set to the filename of the default file ('Appointments') or 'Untitled' if no default file was found. Any day that contains an appointment has a ✓ mark next to it.

Appointments						
File Delete						
November 1988						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
√20	21	22	23	24	25	26
27	28	29	30			
Jan	Feb	Mar	Apr	May	Jun	Yr-
Jul	Aug	Sep	Oct	Nov	Dec	Yr+

Figure 4. Appointments.

To enter an appointment, click on the desired day. A window will appear (see Figure 5.) allowing you to enter your appointments from 8 am to 5 pm. The text entry works just like a word processor. To move to a different time, click in the box representing the desired time, or use the **Tab** key, and continue entering your appointments.

When you are through entering appointments, click on the **Ok** button or press **Return** to save the new appointments or **Cancel** to cancel all the entries. If **Ok** was selected, the day that the appointments were entered for will have a √ mark next to it.

To enter another appointment, or view existing appointments entered for a checked day, click on that day. The appointment window will be re-displayed, allowing you to enter more appointments or edit the existing appointments.

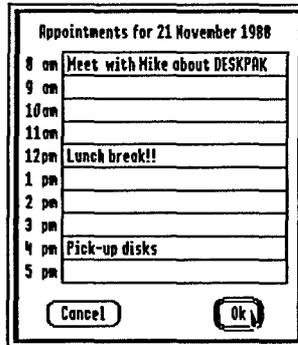


Figure 5. **Appointment Window:** Simply fill in the blanks...

To move to a different month, click in one of the Jan...Dec buttons below the calendar area. To change years, click in the Yr+ or Yr- buttons. Clicking on the lined 'month and year' bar will return you to the current month and year.

🍏 Menu

Choosing the 🍏 menu in the **Appointments** menu bar allows you to select **About...** or **Info...**

About...

The **About...** item displays a window containing the copyright, version number, and other information about this accessory. You can also select this item using the keyboard equivalents '⌘ ?' or '⌘ /'.

Info...

The **Info...** item displays a window containing information pertinent to the accessory itself, such as the days before the current month that contain appointments. You can also select this item using the keyboard equivalent '⌘ I'.

File Menu

The **File** menu in the **Appointments** menu bar is where you can **Get...** and **Save...** appointment calendars. You can also start a **New** calendar, or **Delete All** the appointments in the current appointment calendar.

New

New starts a new appointment file. If you made changes to the current appointment file, you will be asked if you wish to save it to disk. A description of the 'Save File' window can be found below under the **Save...** menu item. **Appointments'** title bar will change to 'Untitled', indicating a new appointment file.

Get...

With **Get...** or '⌘ G', you can retrieve an appointment calendar from any disk. If you made changes to the current appointment file, you will be asked if you wish to save it to disk. Click in the **Ok** button to bring up a 'Save File' window, or **Cancel** to discard the changes made to the current appointment file. A description of the 'Save File' window can be found below in the **Save...** menu item. A 'Get File' window will appear, allowing you to search through different disks and choose an appointment calendar. To select an appointment calendar or open a folder, double-click on the file name or select the file and click in the **Open** button or press **Return**. To change disks, click in the **Disk** button or press the **Tab** key. The **Close** button or **Esc** key closes the folder. If you change your mind, click in the **Cancel** button or press the key combination '⌘ .'.

Save...

With **Save...** or '⌘ S' you can save the current appointment file to any disk. A 'Save File' window will appear, allowing you to specify the name of the file and what disk to save it to. Click in the **Disk** button to change disks. To create a new folder, type in a name for the folder in the **Save Calendar As** box and click on the **New Folder** button. Open a folder by double-clicking on the folder name or selecting the folder and clicking in the **Open** button. Simply click in the **Close** button to close the folder. Save the appointment calendar file with the name specified in the **Save Calendar As** box by clicking in the **Save** button or pressing **Return**. To change the name the appointment calendar will be saved as, type a new name in the **Save Calendar As** box and click in the **Save** button. If you change your mind about saving the calendar file, click in the **Cancel** button or press '⌘ -'. You will be asked if you want to replace a file that already exists.

Remember: save the file as 'Appointments' in the 'DESKPAK' folder to make it the default appointment calendar file.

Delete Menu

Delete All...

Delete currently contains only one item, **Delete All...** This item will allow you to delete all appointments in the current appointment calendar. Once the appointments for a calendar are deleted, they are lost forever, unless you had previously saved them to disk.

Closing Appointments

When you are finished using **Appointments** click in the 'Close Box'. If you made changes, you'll be given a chance to save them.

Tips

- It is always a good idea to periodically **Save** the appointments as you enter them. That way, if something should occur (like a power outage) you won't have to re-enter everything. Just press '⌘ S' to quickly save the appointment file.
- It will be easier to find an appointment file if you keep all of them in one place and give them descriptive names like 'Mikes.Appts'. Try setting-up a disk for appointment calendars, or create a new folder, such as '**Calendar**' in the 'DESKPAK' folder.
- If you want to make a different appointment calendar the default calendar, open the 'Appointments' file and save it with a different name, then open the appointment calendar you want as the new default file and save it as 'Appointments' in the 'DESKPAK' folder, replacing the current one. You can also use **File Tools** to simply rename the two appointment calendars.
- **Appointments** shouldn't cause memory problems because the appointment files do not take-up much memory. If you entered an appointment for every hour of every day for an entire month, the file would take-up approximately 9k of memory. If you are short on memory, delete all notes for previous days.
- The 🍏 menu on **Appointments'** private menu bar will not contain desk accessories. That right is reserved for the program's colored 🍏 menu.
- The appointment calendar files are saved as Binary files (type \$00). If you attempt to read in files not created by **Appointments**, expect unpredictable results.
- Make sure you back-up your appointment calendar files as you would any other important data.

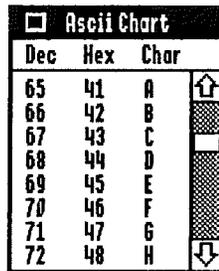
Chapter 4. ASCII Chart

ASCII, which stands for American Standard Codes for Information Interchange, was developed to maintain a standard among communicating devices like teletype machines. These codes were carried-over to the microcomputer world and are used in a variety of ways, like sending characters to printers and modems. The computer interprets the codes and carries-out their intended functions. For instance, if a computer receives the ASCII code representing a **Control G**, it knows that it should beep its internal speaker.

Programmers need to know the ASCII codes like the back of their hands. Most do not because they can refer to a table containing a description of the codes. The **ASCII Chart** is intended as a programmer productivity and educational tool. It provides anyone needing to know ASCII values a ready reference. The **ASCII Chart** can also be used to determine the codes for special characters like the  symbol. There are many 'hidden' characters in the Apple IIGS character fonts and **ASCII Chart** will help you find them!

Using the ASCII Chart

When the **ASCII Chart** is opened it presents the 256 ASCII codes, 8 at a time, and shows the decimal, hexadecimal and mnemonic character representation for each ASCII code. You can look at all 256 of the codes by means of the scroll bar on the right hand side of the window. Click in the 'Up Arrow' region to move up one line at a time, the 'Down Arrow' region to move down one line at a time, the 'Page Up' region to move up an entire page at a time, or the 'Page Down' region to move down an entire page at a time.



Dec	Hex	Char
65	41	A
66	42	B
67	43	C
68	44	D
69	45	E
70	46	F
71	47	G
72	48	H

Figure 6. **ASCII Chart:** Use the scroll bar to move through the chart.

To move to a relative position within the chart, drag the thumb up or down. Dragging the thumb to the very bottom of the scroll bar will display the last page, while dragging the thumb to the top of the scroll bar will display the first page of the chart. Pressing a key combination will also scroll the display to the relative position - a feature useful for determining what character special key combinations print.

To view the copyright information for this desk accessory, press the '© ?' or '© /'. When you are through using the **ASCII Chart** click in the 'Close Box', or leave the window opened on the Desktop for ready reference.

Chapter 5. Blackout

Blackout will add years of life to your Apple IIGS monitor. It was designed to solve the problem known as 'screen burn'. An image left on the screen for extended periods of time can permanently 'burn' into it. An example of such an image is the ever-constant menu bar.

Blackout allows you to instantly black-out the entire screen and border while you're away from your computer. **Blackout** will also monitor your activity and if a specified time period passes without a key press or mouse movement, it will automatically black-out the screen. While the screen is blacked-out you can specify if you would like the border to flash on and off every 15 seconds.

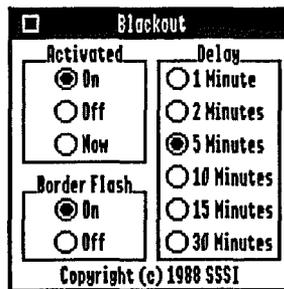


Figure 7. **Blackout**: add years of life to your monitor...

Using Blackout

Activating Blackout

The **Blackout** window is shown in Figure 7. **Blackout** is activated by either clicking on the **On** or **Now** buttons in the **Activated** box. **On** installs the time delay set in the **Delay** box and causes **Blackout** to wait patiently until the specified time interval passes without key or mouse activity. The **Off** button disables **Blackout**. **Now** does exactly what its name implies, it blacks-out the screen NOW!

Blackout saves its parameters on the start-up disk when you close the window with the Close Box. It will automatically be installed and run if you re-boot your computer or switch applications!

Intervals

You may specify the amount of time that passes before the screen is blacked-out. Choose a delay value in the **Delay** box by clicking in its button. The default button is 1 minute.

Border Flash

Another unique feature of **Blackout** is the border flash. When this option is chosen (**On** selected), the screen border will flash on and off once every 15 seconds. The flash will let you know that everything is still working OK and that **Blackout** is doing its job.

Recovering The Screen

To recover the blacked-out screen, simply move the mouse or press a key on the keyboard. The key press will not be passed to your application.

Turning It Off

Blackout may be turned-off anytime by choosing **Off** from the **Activated** box.

Closing Blackout

To close **Blackout**, click the mouse in the 'Close Box' and the window will be removed from the Desktop. **Blackout** does not need to be on the Desktop to work. If you have activated **Blackout**, it will black-out the screen when the specified delay has passed.

Background Functions

Blackout has the ability to continue functions a program may be carrying-out. For instance, if you are printing a document from your word processor, the screen may black-out, but printing will continue.

DESKPAK DESK ACCESSORIES

Chapter 6. Calculator

The **Calculator** is an electronic 'desktop' version of the familiar hand-held model. It contains standard math functions and several extended capabilities. For instance, it includes the ability to cut and paste numbers to and from spreadsheets, word processors and other programs. The **Calculator** has continuous memory; after you close the **Calculator** you can re-open it and the memory will be intact, even between the launching of separate programs.

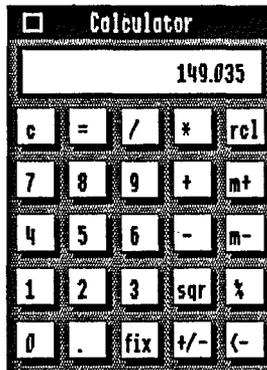


Figure 8. The **Calculator**: Use the Mouse or Keyboard for input.

Using the Calculator

The **Calculator** is used much like the familiar hand-held home calculator. It can be used from both the keyboard and by clicking its keys with the mouse. All of the keys on the Apple IIGS numeric keypad perform their expected operations with the **Calculator**. Several features, such as memory and percents, do not have numeric keypad equivalents and must be accessed from the main keyboard. The **Calculator** *can* be used entirely from the keyboard!

Cutting and Pasting

The **Cut** ('⌘ X'), **Copy** ('⌘ C'), **Paste** ('⌘ V') and **Clear** ('C' or **Clear** key) items under the **Edit** menu perform their appointed tasks.

Values may be **Pasted** into the **Calculator** and used as input for an operation. Any value previously in the display will be over-written. **Cut** does the same thing as **Clear** but puts the number on the 'Clipboard' for later retrieval.

Note that you can only paste numbers into the **Calculator** that have been put on the 'Clipboard' as text. You cannot paste 'painted' text into the **Calculator**, unless the program put the number onto the 'Clipboard' as text.

Calculator Keys

The following are key descriptions for each function of the **DESKPAK Calculator**. We'll assume you are familiar with operating a standard calculator.



The + key does addition, the - key subtraction, the * key multiplication, and the / key division. The . key allows insertion of a decimal point into the currently entered number.



Numbers on the display can be cleared by pressing the **Clear** button or **C** key. The display will be erased and zeroed and all pending calculations are terminated. If an error is displayed, **Clear** will remove it.



The +/- button or **X** key will change a positive number to a negative one, and a negative number to positive one.



The **Fix** button or **F** on the keyboard, followed by a number, selects the number of decimal places you would like to have displayed. You can 'fix' the number of displayed places from 1 to 9, although the internal calculations are done to greater precision and rounded to the number of decimal places specified.



The **M+** button or **A** key will add the displayed number to the number residing in the memory and the **M-** button or **M** key will subtract it from the memory. A number stored in memory is shown by a small 'm' in the upper left hand corner of the display. The memory will stay intact even if you close the **Calculator** or launch another program.



Rcl is used to recall a saved value from the memory.

Clearing Memory

Clearing memory can be accomplished by recalling the number in memory using **Rcl** and pressing the **M-** button to subtract the same value from the memory.



The **Sqr** button or **S** key will calculate the square root of the displayed number.

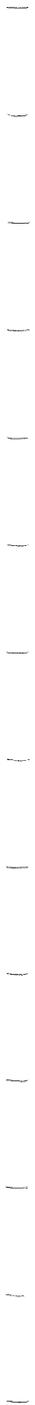


The **%** button or **P** key will show the displayed number as a percent.



The ← button or key will delete the last digit entered, until an operation is performed, then it will clear the display. It will also clear the display if an error occurred.

DESKPAK DESK ACCESSORIES



Chapter 7. Calendar

DESKPAK's Calendar is a smaller and simpler version of the **Appointments** desk accessory described in Chapter 3. It is intended as a 'quick-look' calendar and doesn't use appointment files. It operates just like **Appointments** in Chapter 3.

October 1988						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Jan	Feb	Mar	Apr	May	Jun	Yr-
Jul	Aug	Sep	Oct	Nov	Dec	Yr+

Figure 9. **Calendar**: A 'quick look' calendar.

DESKPAK DESK ACCESSORIES

Chapter 8. Clipboard

The Apple IIGS system supports advanced editing capabilities based on the 'cut and paste' metaphor. One part of the programmer's guidelines that Apple advocates is the **EdIt** menu on the menu bar. The items under this menu provide the capability for programs and desk accessories to 'communicate' with each other in a straight-forward and orderly manner. The data (text or graphics) that is 'cut or pasted' is moved to and from a memory 'holding' area called the 'Clipboard'.

Many applications do not allow you to view what is on the 'Clipboard', a necessity if you think you have important data on the 'Clipboard' that you might want to save before putting something else there. The *DESKPAK Clipboard* is a simple but useful accessory which allows you to view the current contents of the system clipboard from within *any* program. To use it, select **Clipboard** from the  menu.

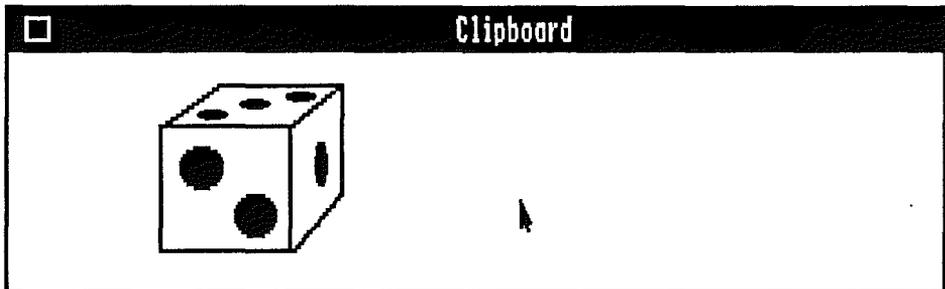


Figure 10. The *DESKPAK Clipboard*.

DESKPAK DESK ACCESSORIES

When the **Clipboard** window is displayed, it shows the text or picture currently on the system clipboard. If none exists, **Clipboard** will be empty.

The icon on the right-hand end of the **Clipboard** title bar is called the 'Zoom Box'. Clicking in this box expands the window to the full screen, allowing you to see more of the 'Clipboard'. Clicking in the 'Zoom Box' again returns the window to its original position and size on the screen.

'?' or '?' displays copyright information for **Clipboard**.

9. Concentrate

Concentrate is similar to the game of Concentration. You probably won't believe that it will improve your memory and recall abilities, so let's just say it will provide you with hours of amusement.

The object of the game is to find matching colored tiles by 'turning' them over in twos. When a match is found, the two matching tiles are removed from the playing grid until the game is finally completed. You may also peek behind tiles (cheat!), although only 3 peeks per game are permitted. The idea is to solve the game in the least amount of time using the the fewest number of turns.

Using Concentrate

Concentrate is shown in Figure 11. Click on a tile to flip it over and display its color combination. The timer will not start until you make your first move. Now click on a second tile. If the two tiles match, they will be removed from the playing grid. If they do not match, remember what the color combinations looked like and where they were.

Continue selecting tiles, two at a time, trying to remove them all from the playing grid to win the game.

When the game is finished, click anywhere in the **Concentrate** window and a new game grid will be set up. Click in the 'Close Box' at any time to terminate the game.

Halting/Resuming

Clicking on the **Halt** button will halt game play and stop the timer. The **Halt** button name will change to **Resume**. Clicking on the **Resume** button or selecting a tile will immediately resume play. If you activate another window on the desktop, the game will be automatically halted for you. To resume play, click in the **Concentrate** window again.

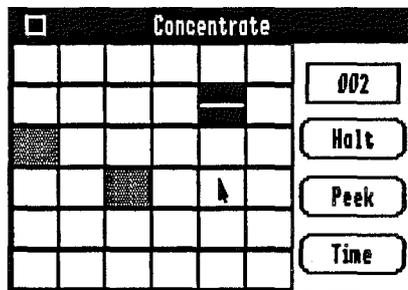


Figure 11. Concentrate: Colorful Concentration.

Peeking

You may reveal a tile at any time by clicking on the **Peek** button and selecting the tile you wish to peek at, although you may only peek 3 times per game. After your third peek, the **Peek** button will not be selectable. **Peeking** does not add to the number of turns, though the timer will continue tracking your elapsed time.

Turns/Time

The **Turns** button allows you to view the number of turns you've used so far to solve the game. The button name will change to **Time**, allowing you to revert to the elapsed time. **Concentrate** keeps track of both the elapsed time and number of turns throughout the game.

Colors

Concentrate uses the color palette that the current program is using. This can make the game more difficult if you happen to be working with a program that only uses 4 colors. Take advantage of this 'feature' by running **Concentrate** from your favorite 'Paint' program! The colors in **Concentrate** will match those of the color palette in the program (Shades of blue look great!).

DESKPAK DESK ACCESSORIES

Chapter 10. File Tools

File Tools gives you access to disks and files from *any* program. It will allow you to quickly lock, unlock, copy, delete and rename files of any type found on any disk and ease the burden of keeping your disks organized. **File Tools** is able to do almost anything with a file that the Finder does, without leaving the program you are working in.

Using File Tools

Selector Window Commands

When you choose **File Tools** from the  menu, the file selector window shown in Figure 12 will open. As the name implies, the file selector window is used for selecting the file you want to lock, unlock, copy, rename or delete.

You can choose a file or open a folder by clicking on its name and clicking on the **Choose** button (or pressing **Return**) or by double-clicking on it. Any open folder can be closed by clicking on the **Close** button (or pressing **Esc**) or by clicking on the pathname above the list of files.

The scroll bar can be used to see a list of all files on the disk or in the folder. To move up through the list, click on the up-arrow or use the up-arrow from the keyboard. Scroll down the same way using the down-arrow on the scroll bar or keyboard. Clicking on the page-up or page-down region of the scroll bar will move through the list one page at a time. The thumb may be dragged anywhere within the list of files.

File Tools will move from disk to disk when you click the **Disk** button or press the **Tab** key. All disk types, including RAM disks, are supported.

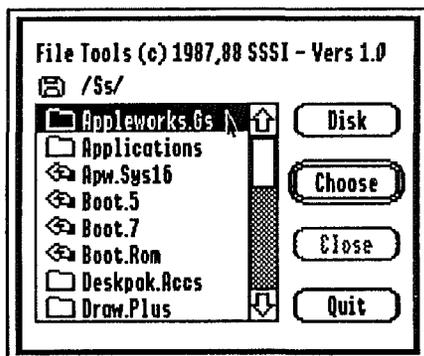


Figure 12. File Tools: File selector window.

The **Quit** button will close **File Tools** and return you to the program. **File Tools** will continue to return to the file selector window until **Quit** is chosen.

Operation Window Commands

After you have chosen a file, the file selector window will close and you will be presented with the file operations window (Figure 13). This is where you select the operation you would like to perform on the file. The file operations window also contains information about the file - the filename, what type of file it is, the pathname, when the file was created, and when the file was last modified.

The box labeled **Locked** will have an 'X' in it if the file is locked or will be empty if it is not. To lock or unlock a file, click in the 'Lock Box'.

Delete will ask if you really want to delete the file, choose **Ok** if you do or **Cancel** if not. If the file is locked, you will be told so and asked if you would still like to delete it. Again, click on **Ok** to delete the locked file or **Cancel** to cancel the deletion.

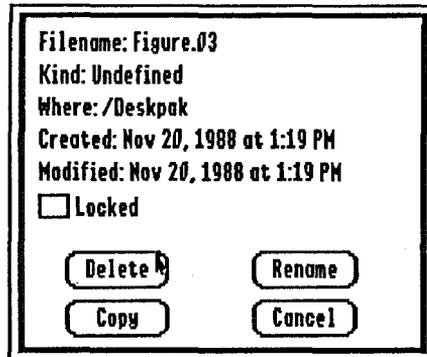


Figure 13. File Tools: File operations window.

A file can be renamed with **Rename**. You will be asked for the new filename. Note that a legal filename must start with a letter 'A-Z' or 'a-z', followed by the characters 'A-Z', 'a-z', '0-9' or '.'. Also, remember that all editing functions are available while typing in the filename. When you are ready to rename the file, click on **Ok** to rename it or **Cancel** to cancel the operation. If the file is locked, you will be told so, and asked if you would still like to rename the file. Again, click on **Ok** to rename the locked file or **Cancel** to cancel the operation.

Copy is an extremely useful command for saving copies of a file before you save a new (modified) version of it. Although this is a seemingly obvious command, many programs do not support it! When you click on **Copy**, a window similar to the file selection window will open. You may change the name of the file and/or create a new folder. When this window appears, just select the filename, disk and folder of where you want to copy the file to. Click on **Continue** to continue the copy operation, or **Cancel** to cancel it.

Additional information about **File Tools**:

- **File Tools** will always return to the file selection window after an operation. You must select **Quit** to leave **File Tools**. While using **File Tools** you will not be able to select other windows or items in the menu bar.
- The operations window allows you to decide which operation you would like to do on a file. After you select the operation, it is verified before being performed. You can cancel any operation, at any time, by choosing the **Cancel** button.
- If you try to delete or rename a locked file, you will be told the file is locked and asked if you still wish to delete or rename it. Double-check before selecting **Ok** because the file was probably locked for a reason.
- **File Tools** will not delete, rename or copy folders. **File Tools** was designed for files only. For folder or multiple file operations, use the Finder.
- The copy operation is a fast, one-pass copy utility. This is especially important for users with one disk drive, as they will only have to swap disks once.
- In some rare instances you may not have enough memory to do a file copy operation. **File Tools** will let you know you are short on memory and abort the copy.
- **File Tools** will not allow you to copy a file over itself.
- All possible ProDOS errors are trapped and reported in a dialog. If it is of interest to you, the error number is also displayed (in decimal format).

Chapter 11. Mini DB

DESKPAK's mini database, or **Mini DB** for short, contains features found in more sophisticated database programs, all in one desk accessory!

Mini DB uses 'cards' to store and display its information. Each card contains seven 'fields' which contain the information or data and a 'field label' describing what each of the fields represents. A 'stack' of cards consists of a 'card deck' - cards containing similar information, such as recipes or addresses. A card deck can have as many cards as memory permits and can be tailored to store information such as names and addresses, recipes, personal information, customer information, or any type of information that you'd like. You may have an unlimited number of different card decks located on *any* disk.

Mini DB allows you to search for a specific card, delete a card, delete an entire card deck, add a card, go to a specific card, flip through cards, redefine card field labels, sort the card deck, and print single cards or the entire card deck.

Most of **Mini DB's** functions are accessed from its private menu bar. As with most *DESKPAK* desk accessories, you can use the 'Edit Menu' commands on the program's menu bar to cut, copy and paste card information to the 'Clipboard', and information from the 'Clipboard' to a card.

Default Card Deck

When **Mini DB** is opened, it looks for a card deck named 'CARD.DECK' in the 'DESKPAK' folder. If this default file is found, it will be automatically opened every time you use the **Mini DB** accessory.

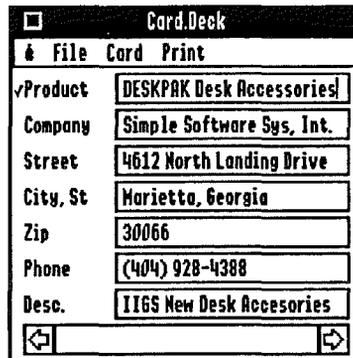


Figure 14. Mini DB: The mini-database.

You may make any card deck the default by saving it as 'CARD.DECK' on your boot disk in the 'DESKPAK' folder. You are responsible for creating the 'DESKPAK' folder (if one doesn't exist) and saving the card deck in this folder under the name 'CARD.DECK'. See 'Save ...' below for a description on how to do this.

If Mini DB opens and does not find 'CARD.DECK', it acts as if you were starting a new card file named 'Untitled' having standard field labels.

Using Mini DB

Figure 14 shows the Mini DB desk accessory. The title bar shows the name of the current card deck you are working with. If you start a new card deck or open Mini DB and it doesn't find a default card deck, the title bar will show 'Untitled' and the fields on the card will be labeled 'Field 1' through 'Field 7'.

Menu

Selecting the  menu from the Mini DB menu bar will display two menu items - **About...** and **Info...**

About...

About... displays the copyright, authors names, and other information.

Info...

Information about the current card deck, such as the number of active cards, the amount of memory each card takes up, and whether there have been any changes made to the card deck or not, appears under the **Info...** item.

File Menu

The **File** menu is where you can **Get** and **Save** card decks that you have created. You can also start a **New** card deck.

New

You can start an empty card deck without cards with **New**. If you made changes to the current deck, you will be asked if you wish to save it to disk before starting a new deck. Choose **Yes** to save the deck, or **No** if you wish to discard any changes made. If you change your mind and don't want to start a new deck, choose **Cancel**.

If you had cards in the active deck, you will also be asked if you wish to copy the currently existing cards into the new card deck. Choose **Yes** to keep the cards or **No** if you want to start the new deck with no cards.

The title bar will change to 'Untitled', indicating this is a new card deck.

Get...

Get... or '⌘ G' gets a card deck from any disk. If you made changes to the current card deck, you will be asked if you wish to save them. Chose **Yes** to bring up the 'Save File' window, **No** to discard the changes made to the current card deck, or **Cancel** if you change your mind about getting a card deck. A description of the 'Save File' window can be found in the **Save...** description below.

Next, a 'Get File' window will appear which allows you to search through different disks and choose a card deck. Only files created with **Mini DB** will be displayed and selectable. To get a card deck or open a folder, double-click on the file name, or select the file and click in the **Open** button or press **Return**. Change disks by clicking on the **Disk** button, or pressing the **Tab** key. Close a folder by clicking on the **Close** button or pressing **Esc**. If you change your mind about getting a new card deck, click on the **Cancel** button or press '⌘ .'.

Save...

Save... or '⌘ S' saves the current card deck to disk. A 'Save File' window will appear, allowing you to specify the name of the file and what disk to save it to. Usually, you will save the file with the name given in the **Save Card Deck As:** box.

Change disks by clicking on the **Disk** button, or pressing the **Tab** key. New folders are created by typing in a name for the folder in the **Save Card Deck As:** box and clicking on the **New Folder** button. To save the card deck with the name specified in the **Save Card Deck As:** box, click on the **Save** button or press the **Return** key. Change the name of the card deck with the **Save Card Deck As:** box. Close a folder by clicking on the **Close** button or pressing **Esc**. If you change your mind about saving a card deck, click on the **Cancel** button or press '⌘ .'.

Make sure to change the name of an 'Untitled' card deck. If you save a card deck to a different name than the one specified in the title bar of the accessory, the title bar will change to reflect the new name.

Creating a Default Mini DB File

1. Create the card deck you want as the default deck.
2. Pull down the **File** menu and choose **Save...**
3. If the 'Save File' window appears with a folder icon above the list of filenames, click on the folder icon until it turns into a disk icon.
4. Use the scroll bar to locate the 'SYSTEM' folder. If there is no 'SYSTEM' folder, you cannot install a default card deck on the disk.
5. Open the 'SYSTEM' folder.
6. Enter 'DESKPAK' in the **Save Card Deck As:** box and click the **New Folder** button. A folder named 'DESKPAK' will be created.
7. Enter 'CARD.DECK' in the **Save Card Deck As:** box and **Save** the card deck.

Card Menu

The **Card** menu contains items for creating, finding, sorting, or deleting cards.

New Card

Add a new card to the current deck with **New Card**. The new card will be displayed and you can start typing information into the fields. You can move from one field to another by clicking in the box surrounding the field you wish to enter text in, or pressing the **Tab** or **Return** keys.

DESKPAK DESK ACCESSORIES

Full editing functions are supported in each field. If you are creating a card deck of names and addresses, you might want to put the last name first, so the person's name will be put in alphabetical order, just like a Rolodex™ card file.

Order Deck

Cards can be alphabetically ordered on *any* field! For example, suppose you have created a card deck that is composed of the fields: Name, Address, City, State, Zip, Phone and Misc. If you want to sort the card deck by zip codes, click on the Zip field to make it the currently active field, and then select **Order Deck** or the keyboard equivalent '⌘ O'.

Edit Field...

Field names can be changed to whatever labels you want for the active card deck. For instance, to change 'Field.1' to read 'Name', click on 'Field.1' and select **Edit Field...** or '⌘ E'. Then type 'Name' in the edit box and press **Return**.

Find...

Use **Find...** ('⌘ F') to search for some specific text in the current card deck. A window will appear allowing you to type in the text to be searched for. **Find...** will quickly search through all the cards and display either the first card containing the text or a message that the text could not be found.

You should note three things regarding card searches:

- a.) the search begins at the first card in the deck
- b.) the search is done on the currently active field
- c.) the search is case insensitive. By doing a case insensitive search, the following text is found when specifying a search parameter of 'MINI':
MINI
Mini
mini
mlnl
minit
MiniDB.

Find Again

You can find the next occurrence of the text searched for with **Find...** with **Find Again** or '⌘ A'. Another search for the text will be done from the current position in the card deck.

Delete

You can delete the currently displayed card by selecting **Delete** from the menu, or by pressing '⌘ D'. You will not be asked to verify the deletion. *You can not recover the card once it has been deleted.* If you just wish to clear the text from the fields of the card, select **Clear** from the program's **Edit** menu.

Delete All...

All of the cards can be deleted from the current card file. This operation is similar to the **New** item in the **File** menu, but it doesn't change the name of the current card deck to 'Untitled'. You will be asked to verify the operation. Click in the **Ok** button to continue or the **Cancel** button to cancel the operation.

Be absolutely sure you want to delete all the cards from the deck. After the operation is verified, you can not recover the deck.

Print Menu

One very useful feature of **Mini DB** is the ability to print cards from the desk accessory itself. Cards are printed in text mode for the fastest printout possible. Printing starts at the current print head position on your printer.

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Print

Select **Print** or 'P' to print the currently displayed card.

Print All...

This item will print all the cards in the card deck with your choice of formatting. You can specify which fields to print, the number of blank lines between each card, and whether you wish the field labels to be printed with the text of the field. The window will display the field labels in the area titled 'Print Fields'. Select the fields to print by checking the 'check boxes'. Disable the text from being printed for any field by unchecking the box.

The last box in the 'Print Fields' area titled 'With Labels' allows you to specify whether you want the field labels printed too. Check the box if you wish the field labels to be printed.

The push buttons in the 'Space Between Cards' area are used to select the number of blank lines to print between each card (1-5 lines).

When you have made your selections, click in the **Ok** button to begin printing or the **Cancel** button if you change your mind about printing the card deck. Cancel the printing in progress by clicking the mouse button.

For example, the following illustrates a card printed from a deck containing Apple IIGS product information. All 7 fields were printed with labels.

Product: DESKPAK
Type : Apple IIGS
Desc : IIGS New Desk Accessories
Company: SSSI, Inc.
Address: 4612 North Landing Drive
City,St: Marietta, GA
Zip : 30066

Closing Mini DB

When you are finished using **Mini DB**, click in the 'Close Box'. If you made any changes, you will be given an opportunity to save them.

Tips

- The text files created by **Mini DB** can be read by most database programs.
- If you need several different card decks with the same field labels, create an empty deck with the labels you use most often and save it to disk. This blank deck can be used as a template for creating future card decks.
- It is always a good idea to **Save** the current card deck periodically while you are entering cards. That way, if something should occur (like a power outage) you won't have to re-enter everything.
- Keep all the card decks in one folder. This will enable you to quickly find any card deck and is good disk management. A good place to keep your decks is in the 'DESKPAK' folder on your boot disk.
- If you want to change the default card deck, open the 'CARD.DECK' file and save it with a different name, then open the card deck you want as the new default file and save it as 'CARD.DECK' in the 'DESKPAK' folder - replacing the current one. You can also use **File Tools** to rename the card decks.
- The  menu on the **Mini DB** menu bar does not contain desk accessories. Desk accessories are only available under the program's colored  menu.
- Make sure you back-up your **Mini DB** files just as you would any other important data.

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Chapter 12. Notepad

Notepad is a convenient place to keep notes, addresses, phone numbers or the outline to your latest novel. You can keep 25 pages of notes on each **Notepad** file and print each page individually or the entire file together. **Notepad** supports mouse selection of text as well as arrow key cursor movement *and* text selection. **Notepad** also allows cutting and pasting of text.

Default Notepad

When **Notepad** is used, it looks for the 'Notepad.txt' file in the 'DESKPAK' folder on the boot disk . If it does not find this file, **Notepad** opens a default file titled 'Untitled'. You are responsible for creating the 'DESKPAK' folder and saving the default notepad as 'Notepad.txt'. The procedure for doing this is outlined in the **SAVE...** menu item description.

Using Notepad

When **Notepad** opens, the title bar will be set to 'Notepad.txt' or 'Untitled', depending on if the default file was located or not.

Text Entry

To begin adding text, just start typing! **Notepad** works just like most word processors. Move the cursor with the arrow keys or position it with the mouse.

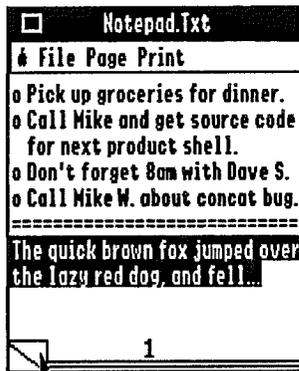


Figure 15. The Notepad: Turn pages by clicking in the bottom 'dog-ears'.

Editing

left arrow key:

- 1) alone - move left 1 character
- 2) & ⌘ - move left 1 word
- 3) & ⌘ - move to start of line
- 4) & shift - select left 1 character
- 5) & shift-⌘ - select left 1 word
- 6) & shift-⌘ - select to start of line

right arrow key:

- 1) alone - move right 1 character
- 2) & ⌘ - move right 1 word
- 3) & ⌘ - move to end of line
- 4) & shift - select right 1 character
- 5) & shift-⌘ - select right 1 word
- 6) & shift-⌘ - select to end of line

down arrow key:

- 1) alone - move down 1 line
- 2) & ⌘ - move to end of page
- 3) & shift-⌘ - select to end of page

up arrow key:

- 1) alone - move up 1 line
- 2) & ⌘ - move to top of page
- 3) & shift-⌘ - select to top of page

control F - delete selection or character to right of cursor

control X - delete selection or line

control Y - delete selection or to end of line

Delete - delete selection or character to left of cursor

You may also select text by clicking and dragging through the text with the mouse. The mouse selection can be extended by holding down the **shift** key while clicking and dragging. The keyboard and mouse can be interchanged while making a selection.

Edit items on the menu bar also operate on a selection. **Clear** will clear-out the selected text, **Copy** or '⌘ C' will put a copy of the text on the 'Clipboard' leaving the originally selected text intact, and **Cut** or '⌘ X' will place the text on the 'Clipboard' and remove the originally selected text. You may also choose **Paste** or '⌘ V' to move text from the 'Clipboard' to the notepad.

Changing Pages

Clicking in the upper triangle of the 'dog-eared' page will flip to the next page of the Notepad while clicking in the bottom triangle will flip to the previous page.

Menu

About...

The **About...** item displays a window containing the copyright information, version number, and other information about this accessory. You can also select this item using the keyboard equivalents '⌘ ?' or '⌘ /'.

File Menu

The **File** menu in **Notepad's** menu bar provides access to file handling functions like **New**, **Get...** and **Save....**

New

New is used to start an empty notepad file. If you made changes to the current notepad file, you will be asked if you wish to save it to disk. A description of the 'Save File' window can be found below in the **Save...** menu item section. **Notepad's** title bar will change to 'Untitled', indicating a new notepad file.

Get...

Get... or '⌘ G' is used to get a notepad from any disk. If you made changes to the current notepad, you will be asked if you wish to save it to disk. Click in the **Ok** button to bring up a 'Save File' window, or **Cancel** to discard the changes made to the current notepad file. A description of the 'Save File' window can be found below in the **Save...** menu item. A 'Get File' window will appear, allowing you to search through different disks to find a notepad file. Any 'Text' files will be displayed and selectable. To select a notepad file or open a folder, double-click on the file name or select the file and click in the **Open** button or press **Return**. The **Disk** button or **Tab** key changes disks. **Cancel** will abort the operation.

Save...

You can keep the notepad file on *any* disk with **Save...** or '⌘ S'. A 'Save File' window will appear in which you may specify the name for the file. Usually, you will save the file with the name given in the **Save Notepad As:** box. To change disks, click in the **Disk** button. Folders can be created by typing a name for the new folder in the **Save Notepad As:** box and clicking on **New Folder**. To open a folder, double-click on the folder name or select the folder and click in the **Open** button. **Close** or **ESC** will close the folder.

Enter a name for the file in the **Save Notepad As:** box and click on **Save**. If you change your mind about saving the notepad file, select **Cancel** or '⌘ .'. If you save a notepad to a different name than the one specified in the **Save Notepad As:** box, it will change to reflect the new name.

Note: As explained in **Default Notepad** above, there is a way to have **Notepad** look for and load a default notepad from the boot disk each time it is opened. The steps to create this default file are:

1. Create the notepad you want as the default notepad file.
2. Pull down the **File** menu and choose **Save....**
3. Use the scroll bar to the right of the list of filenames to locate the 'SYSTEM' folder.
4. **Open** the 'SYSTEM' folder.
5. If the 'DESKPAK' folder exists, open it. Otherwise enter 'DESKPAK' in the **Save Notepad As:** box and click in the **New Folder** button. A folder named 'DESKPAK' will be created. Open this folder.
6. Enter 'Notepad.Txt' in the **Save Notepad As:** box and click in the **Save** button or press **Return**.

Notes Menu

Jump To...

Jump To... or '⌘ J' allows you to enter a page number to 'jump to'. Type the page number to jump to in the window that opens. Click in the **Ok** button to go to the page, or **Cancel** to abort the operation. You can also call up the **Jump To** window by clicking on the current page number at the bottom of the notepad.

Delete

The **Delete** menu item (or '⌘ D') will delete the currently displayed page. You will not be asked to verify the deletion. Once the page is deleted you cannot recover it. You might want to consider using **Cut** ('⌘ X') from the **Edit** menu as you can always **Paste** the text back if you made an error.

Delete All...

Delete All... will completely erase all of the pages in the notepad. *Be absolutely certain that you want to delete the notepad. Once the operation has been verified, you can not recover the deleted pages.*

Print Menu

The **Print** menu gives access to the printing routines.

Print Page

Select **Print Page** or '⌘ P' to print the current page. If there is no text on the page, nothing will be printed.

Print All

This option will print all of the pages in the notepad.

Tips

- It is a good idea to **Save** (⌘ S) the current notepad file periodically. That way, if something should occur (like a power outage) you won't have to re-type everything.
- If you have lots of notepads, keep them in one place to make finding them easier. Try setting-up a separate disk of notepads, or a folder called 'NOTEPADS'.
- **Notepad** saves its notepad files as text files. If you attempt to read in a file that is not a **Notepad** file, the results will be unpredictable.
- The  menu on **Notepad's** private menu bar will not contain desk accessories. Desk accessories are found under the program's colored  menu.
- Make sure you back-up your **Notepad** files just as you would any other important data.

DESKPAK DESK ACCESSORIES

Chapter 13. Password

Password is a full-featured security locking system for your Apple IIGS. **Password** will lock intruders out and keep others from interfering with sensitive data you may be working on. **Password** also allows you to install a 'logon' system requiring password entry before permitting your disks to boot (especially useful on hard drives). You may install the disk password protection to any number of disks at one time.

Using Password

Password Entry

When opened, **Password** will ask for a 1 to 20 character password. All editing functions are available, although cut, copy and paste are inactive (to further protect the system).

Make sure to remember your password! Once the system is locked, it will remain so until the correct password is entered. If you lock-up your system and forget your password, you will have to re-start the computer, losing anything you were working on!

System Lock

After typing in an appropriate password, clicking on the **Ok** button or pressing **Return** will clear the screen to black and lock-up the system. If you do not wish to lock-up the system you may select the **Cancel** button. While the system is locked, the border will flash every 15 seconds, letting others know the computer is still in use.

System Unlock

Pressing the mouse button or a key on the keyboard will re-display the **Password** window. Type in the password you used to lock the system with and click on the **Ok** button or press **Return**. The original screen will be displayed and the system will be freed for further use. If you change your mind about unlocking the system, click in the **Cancel** button. If you do nothing within 30 seconds, **Password** will revert to its locked state.

Disk Protect

You may also lock the disk with **Password's Protect Disk** feature. Select **Lock** to lock the currently displayed disk (after entering a password), **Cancel** to abort the disk lock or **Go to Next Disk** to continue searching for other disks to lock.



Figure 16. Disk Lock Password let's you lock any disk.

If the disk you lock has already been locked, you will be required to enter the original password that the disk was locked with before proceeding. After doing so, you will be given the choice of replacing the password, removing the disk's old password protection, or canceling the operation.

Again, make sure to remember your password! Once the disk is locked, it will remain so until the correct password is entered. If you lock up your disk and forget your password, we can recover it (only if you've sent in your registration card).

The Key

When you open **Password** from the  menu, you may hold down the  key on the keyboard to deactivate the border flash feature.

Background Functions

Password was designed to continue background functions, such as printing, while it is active. This is a convenient feature to use to protect the system while you are printing a large document.

Forgotten Passwords

If you forget your password while the system is locked up, you will have to re-boot the computer, losing whatever you were working on before you locked the system.

If you lock a disk and can't remember the password you will not be able to re-boot with that disk. You can still boot with an unlocked system disk and access the information from the locked disk. We can remove the lock, but only for registered users.

- *Remember your password!!!*

DESKPAK DESK ACCESSORIES

Chapter 14. Print It

Print It is used to print a text file on your printer. It formats the text and places the page number and time and date as a header on each page.

Using Print It

When **Print It** opens, a file selection window, similar to **File Tools** file selection window, is displayed. Only folders and files that can be printed are displayed.

Make sure your Imagewriter II is turned-on and the paper is set to its correct position (the top of the sheet of paper or the perforation on form feed paper should be lined up with the red horizontal line on the plastic platen cover) before selecting the file to print. The file you chose will be loaded and sent to the printer with a heading on each page that includes the page number, filename and current time and date. While the file is being printed, a message will appear on the screen. Press the mouse button to halt printing.

Note that if the **Select** button on the Imagewriter is **Off**, **Print It** will wait until you put the printer on-line (**Select** button **On**). If the Imagewriter is off, **Print It** will perform as if it were printing the file, but nothing will happen.

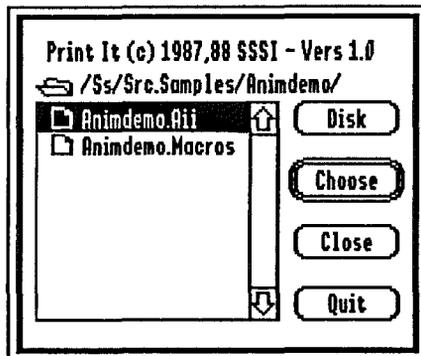


Figure 17. Print It.

Chapter 15. Puzzle

The **Puzzle** is a simple game to pass away time. The object of the game is to put the letters (A to S) or numbers (1-19) in order.

Using the Puzzle

When you select **Puzzle** from the  menu, its window will appear. The positions of the letters or numbers will be different each time you use the accessory.

To organize the tiles, just click on a tile next to the open area. The tile clicked on will move into the open area. The game can be played with numbers rather than letters, to switch from one to the other, click on the open area. You may, at any time, click in the 'Close Box' to end the game or select another window on the screen to deactivate **Puzzle**. Continue organizing tiles until you have them in order from A to S (or 1 to 19). **Puzzle** will reward your 'win' by flashing the menu bar and beeping! To play again, click anywhere in the **Puzzle's** window.

' ?' or ' /' displays the copyright information for **Puzzle**.

Puzzle				
A	B	C	D	E
M		N	L	R
J	O	H	I	Q
K	G	S	P	F

Figure 18. Puzzle.

Chapter 16. Screen Saver

DESKPAK's Screen Saver desk accessory allows you to save any 320 or 640 mode graphics screen to disk. The only requirement is that the application supports NDAs. Unlike other screen saving desk accessories, **Screen Saver** allows you to specify the disk and folder that the screen will be saved to, and the filename of the saved screen. You can then modify or print the screen with any of the popular graphics programs for the //GS.

Using Screen Saver

When you open **Screen Saver**, you will be presented with a standard 'Save File' window which allows you to specify the filename, folder and disk that the screen image will be saved to.

You may create a new folder by typing in a name for the folder in the **Save Screen As:** box and clicking on the **New Folder** button. To open a folder, double-click on the folder name, or select the folder and click in the **Open** button. To save the screen with the name specified in the **Save Screen As:** box, click in the **Save** button or press the **Return** key. If you change your mind about saving the screen, click in the **Cancel** button or press the **Esc** key.

After choosing the filename, click in the **Save** button and the **Screen Saver** window will close. Approximately 10 seconds later, you will hear a double beep. The current screen will be saved to the chosen disk under the chosen filename and the speaker will emit a double beep again, indicating a successful save.

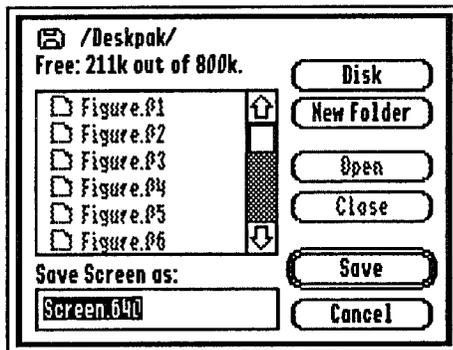


Figure 19. Screen Saver.

Chapter 17. Start Up

Note: **Start Up** is not a desk accessory, and should not be installed in the 'DESK.ACCS' folder.

Start Up is a start-up program designed to display a picture on the Apple //GS screen at boot time. Any graphic file created with popular graphics programs like 816 Paint™, Deluxe Paint II™, PaintWorks Plus™, PaintWorks Gold™ can be used as your start-up screen.

Using Start Up

Start Up is automatically run at boot time, but you will have to install it and the picture you want displayed.

Start Up Installation

Since **Start Up** is a program, not a New Desk Accessory, you will have to copy it from the *DESKPAK* disk's 'SYSTEM.SETUP' folder (located in the 'SYSTEM' folder) to the 'SYSTEM.SETUP' folder on your boot disk. You can use **File Tools** or the **Finder** to copy **Start Up** to your boot disk(s).

Picture Installation

Start Up will only display unpacked pictures (filetype \$C1), such as those created by the *DESKPAK* Screen Saver. If you have a program that displays filetypes, the correct picture filetype is \$C1.

Copy the picture you wish to be displayed to your disk's 'SYSTEM.SETUP' folder (located in the 'SYSTEM' folder) and name it 'STARTUP.PIC'. You can use **File Tools** or the **Finder** to copy and rename the picture file.

Booting

With **Start Up** installed, the picture named 'STARTUP.PIC' will be displayed during the boot process.

Tips

- To take the **Start Up** graphic off a disk, erase the file 'STARTUP.PIC' from the 'SYSTEM.SETUP' folder found in the 'SYSTEM' folder.
- If you are booting your computer into a text screen environment (like **Appleworks 2.0**), rather than a graphics environment (like the **Finder**), you will not be able to get back to the text screen. It is best not to use **Start Up** in this case.

Chapter 18. Simple Scrap

The ability to 'cut and paste' information (text, graphics, etc.) is a very powerful, and often overlooked, feature of the Apple //GS system. Any information that is transferred from one place (or program) to another is first placed in a special area of memory called the 'Clipboard' (you can look at this Clipboard with **Clipboard**). Unfortunately, only one piece of information can occupy the Clipboard at a time, a very serious limitation. One solution to the problem is to keep a collection of Clipboards in a 'scrapbook'.

Simple Scrap is an NDA scrapbook that allows you to save text or graphics 'scraps' together in a scrapbook file. As an added enhancement, **Simple Scrap** also allows you to have an unlimited number of *different* scrapbook files (not so simple after all!). In addition to the convenience of keeping scrapbooks with their associated programs (in the same folder or disk), this feature provides for a limitless number of scrapbooks.

Simple Scrap also lets you do some editing of the scrap before you paste it into your document. For instance, you can select just a portion of the text or picture scrap to be copied onto the Clipboard. Each individual scrap in the scrapbook can have its own name, and you can have any number of scrapbooks on any number of disks saved with any name you like.

Default Scrapbook

When **Simple Scrap** is opened, it looks for a file named 'SCRAP.BOOK' in the 'DESKPAK' folder. If it does not find this file, it opens an empty scrapbook. If the 'SCRAP.BOOK' file is found, it is loaded and displayed. This file is called the default file, and it allows you to have a standard scrapbook on your disk which will open every time you open the accessory.

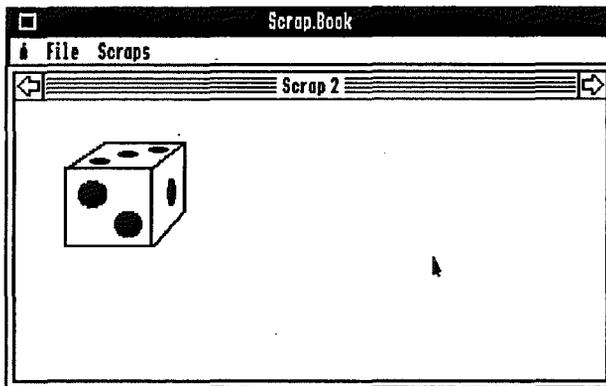


Figure 20. Simple Scrap.

If you have a scrapbook that was created with **Simple Scrap** or **Super Scrap** (see next chapter) that you wish to be opened whenever you run the scrapbook, save it using the name 'SCRAP.BOOK' in the 'DESKPAK' folder.

When **Simple Scrap** opens the title bar will be set to either 'Untitled' or 'Scrap.Book' - the default file.

Using Simple Scrap

Title Bar

Simple Scrap's title bar displays the name of the current scrapbook file you are working with. If you start a new scrapbook or open **Simple Scrap** and it doesn't find a default scrapbook, the title bar will display 'Untitled'.

Scrap Name

The lined area above the scrap area shows the name of the currently displayed scrap. When a scrap is first created or pasted into the scrapbook, a default name is used: the first scrap is called Scrap 1, the second Scrap 2, and so on. You may change the name of a scrap at any time, and duplicate names are permitted.

Scrap Area

Below the menu bar is a large rectangular area called the scrap area. This is where the scraps are displayed and where you select portions of an image to be **Cut** or **Copied** onto the Clipboard.

The scrap area is fixed, that is, it can only display a certain size scrap. For example, if you try to paste a picture as big as the screen into the scrapbook, the image will be centered and the picture will be clipped to the scrap area. All of the text pasted into the scrapbook will be maintained, although only a portion of it will be displayed.

Pasting large images and lots of text into the Scrapbook, when only small pieces are needed, wastes memory and disk space. Remember, this accessory is a Scrapbook, not a word processor or paint program.

Selection Tool

Clicking and dragging the mouse in the scrap area creates an 'editing box'. Anything enclosed in the selected rectangular area will be cut or copied to the clipboard using the appropriate **Edit** menu command. Use this feature to copy (or cut) a piece of the original scrap to paste into your program.

Note that text in the scrapbook would be copied to the Clipboard as a picture if part of the text was selected using the **Selection Tool**.

Cut and Paste

Simple Scrap relies almost entirely on the **Edit** menu options found on most menu bars. To add a picture or text to the scrapbook, you must first have something on the Clipboard. Usually, you will select a portion of a picture or text, and select **Copy** (⌘ C) or **Cut** (⌘ X) from the program's menu bar. The selected image or text will be put on the Clipboard. Then, to put what is on the Clipboard into the scrapbook, open **Simple Scrap** and select **Paste** (⌘ V) from the program's menu bar. The picture or text will be pasted into the scrapbook as a new scrap.

Note: If you wish to see what is on the Clipboard at any time, you may use the **Clipboard** desk accessory, described in Chapter 8.

To take a scrap from the scrapbook and put it onto the Clipboard, select the desired scrap by pressing the **right arrow** (next scrap) or **left arrow** (previous scrap). **Cut** will remove the current scrap from the scrapbook and place it on the Clipboard. **Copy** will move a copy of the current scrap to the Clipboard, leaving the original scrap in the scrapbook. If you have selected a portion of the displayed scrap, only that portion will be transferred to the Clipboard. Then close **Simple Scrap** or click in the window you wish to **Paste** the scrap to, and select **Paste** from the **Edit** menu.

You can also choose **Clear** from the **Edit** menu to delete the current scrap from the scrapbook without copying it to the Clipboard.

🍏 Menu

About...

About... displays the copyright and authors names.

Info...

Information about the current scrapbook, such as the number of scraps, whether changes have been made to the scrapbook, whether the scrap currently displayed is of text type or picture type or how much memory the current scrap takes-up, can be obtained from **Info....**

File Menu

The **File** menu provides access to **Get** and **Save** scrapbooks that you have created.

Get...

Get... or '⌘ G' gets a scrapbook from any disk. If you made changes to the current scrapbook, you will be asked if you wish to save them. Choose **Yes** to bring up the 'Save File' window, **No** to discard the changes made to the scrapbook, or **Cancel** if you change your mind about getting a scrapbook. A description of the 'Save File' window can be found in the **Save...** description below.

Next, a 'Get File' window will appear which allows you to search through different disks and choose a scrapbook. Only files created with **Simple Scrap** or **Super Scrap** (next chapter) will be displayed and selectable. To select a scrapbook or open a folder, double-click on the filename, click in the **Open** button or press **Return**. Change disks by clicking on the **Disk** button, or pressing the **Tab** key. Close a folder by clicking on the **Close** button or pressing **Esc**. If you change your mind about getting a new scrapbook, click on the **Cancel** button or press '⌘ .'.
'⌘ .'

Save...

Save... or '⌘ S' saves the current scrapbook to disk. A 'Save File' window will appear, allowing you to specify the name of the file and what disk to save it to.

DESKPAK DESK ACCESSORIES

Change disks by clicking on the **Disk** button, or pressing the **Tab** key. New folders are created by typing in a name for the folder in the **Save Scrapbook As:** box and clicking on the **New Folder** button. To save the scrapbook with the name specified in the **Save Scrapbook As:** box, click on the **Save** button or press the **Return** key. Change the name of the scrapbook with the **Save Scrapbook As:** box. Close a folder by clicking on the **Close** button or pressing **Esc**. If you change your mind about saving a scrapbook, click on the **Cancel** button or press 'C'.

Make sure to change the name of an 'Untitled' scrapbook. If you save a scrapbook to a different name than the one specified in the title bar of the accessory, the title bar will change to reflect the new name.

Note: As explained in **Default Scrapbooks** above, there is a way to have **Simple Scrap** look for and load a default scrapbook file from the boot disk each time it is opened. The steps to create this default file are:

1. Create the scrapbook you want as the default scrapbook file.
2. Pull down the **File** menu and choose **Save....**
3. Use the scroll bar to the right of the list of filenames to locate the 'SYSTEM' folder.
4. Open the 'SYSTEM' folder.
5. If the 'DESKPAK' folder exists, open it. Otherwise enter 'DESKPAK' in the **Save Scrapbook As:** box and click in the **New Folder** button. A folder named 'DESKPAK' will be created. Open this folder.
6. Enter 'SCRAP.BOOK' in the **Save Scrapbook As:** box and click in the **Save** button or press **Return**.

Scraps Menu

Select the **Scraps** menu when you wish to delete or rename the currently displayed scrap.

Rename...

You can rename the current scrap by choosing **Rename...** or using the keyboard equivalent '⌘ R'. A window will be displayed showing you the current scrap name, and a place for you to type in the new scrap name. Type in the new scrap name and click in **Ok** to change the name or **Cancel** to abort the name changing operation. The scrap title will change to the new name.

Delete

Delete or '⌘ D' deletes the currently displayed scrap. This command is the equivalent of selecting **Clear** from the program's **Edit** menu.

You will *not* be asked to verify the deletion. *You can not recover the scrap after this operation.* Once the scrap is deleted, it is gone forever.

Closing Simple Scrap

When you are finished using the scrapbook, click in the 'Close Box'. If you made any changes, you will be given an opportunity to save them.

Tips

- Remember that **Simple Scrap** is intended to give you easy access to text and graphics scraps that you use often. Don't keep scraps in the scrapbook unless you *use* them, as they take-up disk space and, more importantly, memory space.
- Try naming your scrapbooks with '.Scrap' appended to the filename, as in 'My.Scrap' or 'Bobs.Scrap'. That way, you will always know the file is a scrapbook file.
- To keep scraps orderly and easy to find, you might consider creating several different scrapbooks for various activities. For example, you might have a scrapbook called 'Business.Scrap' containing letterhead and logos for your company, and 'Per.Scrap' for your personal correspondence, both saved in the 'DOCUMENTS' folder with your word processing program.
- It is a good idea to **Save** the current scrapbook periodically. If something should occur (like a power outage) your scraps will be saved to disk.
- You can keep all of your scrapbooks in one folder or on one disk to make them easier to find quickly.
- The  menu on the **Simple Scrap** menu bar does not contain desk accessories. Desk accessories are available under the program's colored  menu.
- **Simple Scrap's** colors match the color palette the current program is using. If you change a palette within the program, the scrapbook will reflect the color change immediately.

Chapter 19. Super Scrap

Super Scrap operates in the much same manner as **Simple Scrap** (described in the previous chapter). Please read about **Simple Scrap** first because scrap handling is identical in **Super Scrap** and will not be covered again in this chapter. **Simple Scrap** was designed for users with small memory configurations (512K) to access a 'traditional' scrapbook (with some powerful added features!) without causing problems with their programs. **Super Scrap** moves the scrapbook into a new generation. **Super Scrap's** drawing tools will look familiar to users of Apple //GS 'paint' software. With these tools, you can edit an existing scrap or create a new scrap from scratch, all within **Super Scrap**.

Super Scrap also allows you to search through the scrapbook by name. You can delete an individual scrap or the entire scrapbook, or 'map' parts of a scrap to the window or selection rectangle. **Super Scrap** supports the undo feature, *as long as you do not do anything else.*

Using Super Scrap

Both **Super Scrap** and **Simple Scrap** use the same file format, and files created with one scrapbook are compatible with the other. In fact, both **Super Scrap** and **Simple Scrap** use the same default file. See the section on **Default Scrapbook** in chapter 18 to learn how default scrapbooks work.

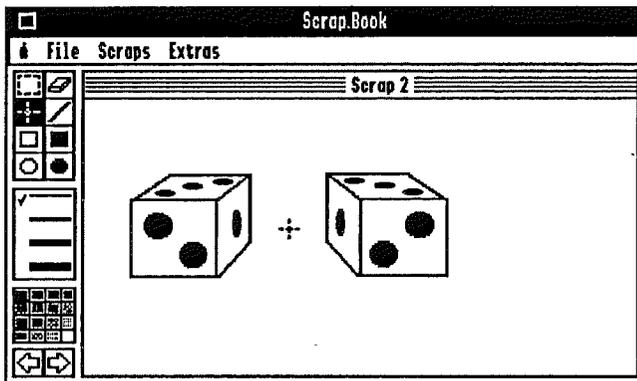


Figure 21. **Super Scrap**: The next generation of scrapbooks.

File Menu

The **File** menu has one additional feature not supported in **Simple Scrap**.

New

With **New**, you can start an empty scrapbook without any scraps. If you made changes to the current scrapbook, you will be asked if you wish to save them. Choose **Ok** to save the scrapbook, or **Cancel** if you wish to discard any changes made. If you decide to save the scrapbook, you will be presented with the 'Save File' window, a description of which can be found in **Simple Scrap's Save** item. The new scrapbook will be named 'Untitled'.

Scrap Menu

In addition to the **Rename** and **Delete** functions of **Simple Scrap**, many new functions have been added.

Find...

Use **Find...** (⌘ F) to search for a specific scrap by name in the current scrapbook. A window allowing you to type in the name of the scrap to search for will appear. **Find** will quickly search through all the scraps in the current scrapbook, displaying the scrap when found or displaying a message that the scrap could not be found.

Three notes regarding scrap searches:

- a.) The search begins at the first scrap in the scrapbook.
- b.) The search is case insensitive.
- c.) The search will return a scrap whose name contains the search name, ie. a search parameter of 'SCR' will return Scrap 1, scrap, Bosscrow or SCRAPE.

Find Again

You can continue the search started with **Find...** with **Find Again** (⌘ A). The continued search will be done from the current position in the scrapbook.

Delete All

All scraps in the current scrapbook can be deleted quickly using **Delete All**. It is quite similar to **New** in the **File** menu, although it doesn't change the name of the current scrapbook. You will be asked to verify this action. Click in the **Ok** button to proceed, or the **Cancel** button to cancel the operation.

Be absolutely sure you want to delete the scrapbook. Once verified and deleted, the scrapbook can not be recovered.

Extras Menu

The **Extras** menu is only found in **Super Scrap** and allows you to select an area on the displayed scrap and erase it, re-size it to the scrap area, or re-size the scrap area to the selection.

Erase Selection

Selecting this item will erase the area selected on the scrap.

Fit To Window

Fit To Window will re-size the selected part of the scrap image to fit the entire scrap area. The rest of the scrap image is lost.

Fit To Selection

Choosing this item will re-size the entire scrap area into the selection rectangle.

Tools

To the left of the scrap area are 8 tools, all of which operate on scraps appearing in the scrap area. To select a tool, simply click on its icon, which will become highlighted.

Selection Tool

The selection tool operates just like the selection tool in **Simple Scrap**. Click on the selection tool, and select the part of the currently displayed scrap you wish to **Cut** or **Copy** to the 'Clipboard'. You may also select one of the options in the **Extras** menu.

Eraser Tool

The eraser tool allows you to erase any portion of the scrap, and works just like a real eraser. Select the eraser tool, and move it over the scrap area. Press the mouse button to erase the drawing under the eraser cursor. Hold the button down to continuously erase.

Freehand Drawing Tool

The freehand drawing tool works in the selected color and line width.

Line Tool

The line tool allows you to draw lines using the currently selected color and line width. To draw lines, click on the line tool, and move the cursor over to the scrap area. Press the mouse button at one end of the line you wish to draw and hold it down. Now move the mouse (still holding down the button) to the other end of the line you wish to draw (within the scrap area) and release the button. A representation of the line follows the mouse, indicating where the line will be drawn when the mouse button is released.

Rectangle and Filled Rectangle Tools

The rectangle tool allows you to draw a rectangle anywhere within the scrap area. This tool operates just like the selection tool, except when the mouse button is released, the rectangle is drawn using the current color and line size.

The filled rectangle tool operates similarly, except when the mouse is released, the rectangle is filled using the current color.

Circle and Filled Circle Tools

The circle and filled circle tools work just like the rectangle and filled rectangle tools, except that a circle (or oval, depending on how you draw it) is drawn using the current color setting.

Line Width

The line width area is located below the tool area, and allows you to select how wide lines will be. The ✓ mark shows the currently selected line width. The lines also show the currently selected color (discussed next). If you change to a new color, the lines change to the selected color.

Color Selection

The 16 colors below the line width selection area allow you to select which color you will use to draw lines, or fill circles and rectangles with. To select a color, click on the desired color, and the lines in the line width area will change to that color, indicating your selection. The color palette shown is based on the current program's color palette. If you change the current program's color palette, the scrapbook's color palette will change too. The color palette has 16 colors to choose from, no matter what mode you happen to be in. This works out well for programs that only have 4 colors in 640 mode, as you can create an image, copy it into the scrapbook, modify the image using the extended colors, copy the scrap back onto the 'Clipboard', and paste the new image into your program.

Moving Between Scraps

Use the **right arrow** (next scrap) or **left arrow** (previous scrap) to move from one scrap to another.

Chapter 20. Times 3

Times 3 is a more than your average clock desk accessory. It has 3 clocks, one of which should suit most tastes. You can display the time in the menu bar of your programs, display a small clock with the time alone, or quickly display the clock with the time and date.

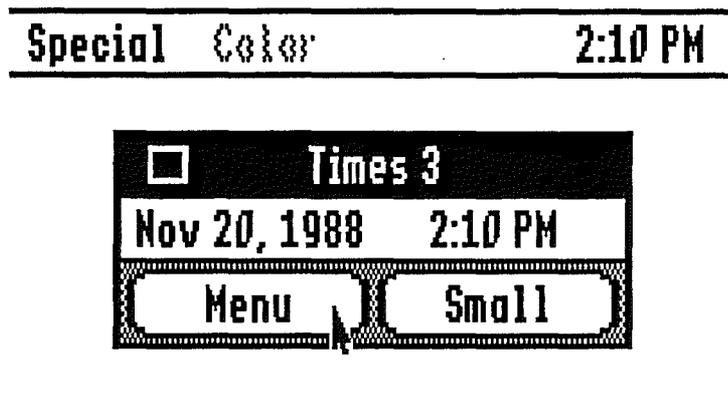


Figure 22. **Times 3**: The multiple clock.

Using Times 3

Times 3 will show the current date and time. If the date or time are incorrect, you can change it using the Apple //GS control panel. You need do nothing with this clock desk accessory. **Times 3** provides quick access to the time and date, a function suitable for most of us. But others want something different...

The Menu Clock

The **Menu** button installs a 'digital' clock in the upper right-hand corner of the menu bar. The menu clock will stay active even after you close **Times 3**. You can turn the menu clock off by clicking the **Menu** button again. If you close the accessory, you will have to re-open it to take the clock off the menu bar.

The Menu Clock may over-write items on some programs with lengthy menu bars. Even so, you will still be able to operate those menu items if you click on the clock. The menu clock works properly in both 320 and 640 modes.

Small Clock

For those who find the menu bar clock distracting there is a small clock. Click the **Small** button to turn **Times 3** into a tiny clock. You can then move the clock to an out-of-the-way space on the Desktop. When you are through with the small clock, just click in the 'Close Box'.

Program Switches

An added feature of the menu clock is its ability to remain active between programs. Once set, the menu clock will remain on the menu bar until you select the **Menu** button again. You may, for instance, use the menu clock on the Finder. Selecting an Apple IIGS program from the Finder will launch that program. When the new program displays its menu bar, the menu clock will again be displayed.

Chapter 21. Everyday Examples

Many uses of *DESKPAK* desk accessories are obvious, like making a quick note to yourself in the **Notepad**, or keeping track of appointments with **Appointments**. However, the following *few* examples are provided to give you an idea on how you can combine one or more features of *DESKPAK* with the work you do on your Apple IIGS. Ideas on how to use the accessories in new and different environments are left for you to discover.

Calculator Example

You are writing a letter to your stock broker to buy some stock from Company 'A' and you need to do few calculations to determine how much to buy. Open the **Calculator** and perform the calculation. Pull down the **Edit** menu from the program's menu bar and choose **Cut** (⌘ X) or **Copy** (⌘ C). Now click in the program's window to make it the active window. Click at the place in the letter where you would like the calculation to appear. Pull down the **Edit** menu again and select **Paste** (⌘ V). The calculation will be placed in the body of your letter.

Mini DB Example

Your job is to keep track of incoming phone orders that will later be processed by the shipping department. Although it might be easier to just keep a database program up and running, you have other responsibilities, such as preparing invoices, that take up most of your time. It is impolite to ask the calling party to hold while you quit your word processor and boot your database. Writing down the information on paper and typing them into the database later is somewhat tedious, and besides, you got a computer to save you time.

Use the **Mini DB** accessory while in your word processor to keep track of the orders. Make sure you set-up the order entry card deck to be the default file, so when you open **Mini DB**, you'll be ready to go. When you're ready to add the orders to the database program, just select the option of reading a text file into the database. Most database programs will read text files. If not, you can use **Cut** and **Paste** from the **EdIt** menu to place the data in your database.

ASCII Chart Example

You need to know the hexadecimal representation of an ASCII character. You left that book with ASCII values right next to your keyboard just 10 seconds ago, but it has grown legs and taken a walk. Open the **ASCII Chart** and look up the ASCII code, or type in the character you need from the keyboard.

Or, you want to 'spruce up' a letter with an **☘** symbol! You can use the **ASCII Chart** to find the proper keyboard sequence for the **☘**.

Password Example

As the owner of a computer software store, you would really like to leave several programs running on your computer for demonstration purposes. The problem is that several untrained customers have come into the store and played with the program, deleting system files and other important files from the disk.

Install **Password** on your demonstration disks. You can run the program, call up **Password**, and lock up the system until your password is re-entered. You can also password protect the disks themselves, which will require your password before booting.

Notepad Example

You are currently working on three projects. Being smarter than a computer, you have ideas regarding your other two projects while working on the first. Sure, you write them down, but they usually get lost in the paper shuffle between projects.

Open the **Notepad**, jot down your ideas, and return to what you were currently working on. Later, when you're working on the other project, call up the **Notepad** and review your ideas. Remember, you can have multiple note files on any disk, so you might want a separate notepad file for each project.

Appointments Example

You need to keep track of appointments for 25 different persons. Initialize a new data disk, and use **Calendar** to create 25 different Calendars, one for each individual. If you have already created the calendars, and just want them on one disk, call-up **File Tools** and copy them to the new disk.

DESKPAK DESK ACCESSORIES

Appendix A. General Information

DESKPAK Disk

This version of *DESKPAK* is shipped with the GS/OS™ System 4.0 (Apple's new true 16 bit operating system specifically for the //GS). Some of the files found on the complete System Disk had to be taken off to allow room for the *DESKPAK* accessories. The files removed were the AppleTalk support drivers, 'Basic System', and device drivers.

If you need any of these files and don't have a copy of the 4.0 System Disk, your Apple Dealer will be glad to give you one for free if you bring in your *original* System Disk.

Minimum System Requirements

- Apple IIGS (512K). Note that the *DESKPAK* desk accessories do not need 512K, but the Finder shipped with *DESKPAK* does.
- One 3 1/2" disk drive.
- 2.0 ROM upgrade - you will see a 'v01' at the bottom of the start screen when booting (available as a free upgrade from your Apple dealer).
- ProDOS and Loader minimum version 1.2 (system disks are also available free from your dealer). The latest System 4.0 is shipped with *DESKPAK*.

Additional Suggested Hardware

- A second 3 1/2" disk drive, hard disk drive or RAM drive.
- Color or RGB monitor
- Imagewriter II printer (required for print functions)

Memory Considerations

The amount of memory you have in your Apple IIGS definitely affects how programs run on your system. Some applications require a large amount of RAM and leave very little room for desk accessories (NDAs or CDAs). Several *DESKPAK* NDAs are provided for limited memory systems (**Calendar** and **Simple Scrap**). If you have a limited amount of memory, you should only install a few desk accessories.

Even if you have a lot of memory, you should be aware of the fact that the  menu will only display about 15 or so items. For example, if the program you are running has **About** and **Help** menus under the  menu, there will be room for 13 desk accessories. If you have 20 desk accessories on the disk, only 13 would be displayed, but *all 20 will be in memory!* Of course,  **Add DA**  eliminates this limitation and provides access to all of your NDAs! Be wary of how many desk accessories you have on your disks. This is very important for those short on memory.

If you are running large programs (such as **Paintworks Gold™** which requires 1.2 meg), we suggest you get a memory card that has more memory than your largest program needs. That way you will never have to worry about memory problems.

If you have a limited amount of memory, and you have installed too many desk accessories on the start-up disk, you will know immediately when you try to boot the disk, as the Apple //GS will show an error message. If this happens, remove some of the accessories and try again, or add more memory to your system.

Program Compatibility

While testing *DESKPAK* we found that some programs do not handle desk accessories properly and may cause the computer to 'crash' or 'hang' in some circumstances. Other programs do not handle **EdIt** menu cutting and pasting correctly, and have set up 'private' Clipboards, disregarding desk accessories and published guidelines. One manufacturer admits that their program won't work if used with desk accessories, and suggests not using desk accessories with it.

We have also found other public domain and commercial desk accessories that do not load the Apple IIGS tools or release memory they've obtained properly, wreaking havoc on the system. These offending programs usually do not follow Apple Computer's Guidelines. When you ask the producers of such products to correct the situation let us know about the problem and solution also. Most software publishers are more than happy to fix bugs in their programs and we are no exception. The entire Apple IIGS user community greatly benefits from congruous use of programs and desk accessories.

DESKPAK DESK ACCESSORIES

Appendix B. Questions and Answers

This appendix lists some of the most commonly asked questions about *DESKPAK* desk accessories. If you have a question that is not covered here, do not hesitate to write or call.

Installation

I installed the accessories but they don't show-up in the  menu. What do I do?

It is important that you install the accessories correctly. They *must* be in the 'DESK.ACCS' folder on your boot disk. Refer to Chapter 1 in this manual for the correct procedure.

After installing the accessories, my computer won't boot. Why?

If this happens, you will usually get some type of error message. Take the accessories off the disk and try installing them one at a time. You probably don't have enough memory to use all the accessories (try using  Add DA  to circumvent the problem). If that doesn't work, make sure you didn't delete a system file like ProDOS or P16.

I use a RAM disk. How do I install the accessories?

If you use your RAM disk as the boot drive, simply follow the same directions for installing the accessories on a hard drive. But remember, to boot from the RAM disk, you will need all the necessary System Disk files on it too.

Finder

I booted the DESKPAK disk and only ONE desk accessory shows up under the  menu. Why?

The *DESKPAK* desk accessories, are located in the 'DESKPAK.ACCS' folder. Because there are so many desk accessories shipped in *DESKPAK*, they could not all fit under the  menu so we only installed  Add DA .

The Finder always opens the 'DESKPAK.ACCS' folder. Can I change this?

Yes. Select **Preferences** from the Finder's **Special** menu. Change the **Save Finder Information To Disk** option. Then close all the windows.

Programs

Why don't the accessories show-up on the Apple // Desktop program?

The Apple II Desktop was written for ProDOS 8 and uses its own private desk accessories. Use the Finder instead.

When I use some of the accessories with certain programs, why does the computer crash?

The program may not support desk accessories properly, and there is nothing you can do about it short of letting the manufacturer know. You could also be using an older version of the System Disk. Try copying the application on to a disk with GS/OS.

Also, try booting the *DESKPAK* disk and run the program from the Finder. If the accessories work now, use the Finder to run the program or copy ProDOS and the 'SYSTEM' folder over to the program disk. *Make sure you do this on a back-up copy.*

Why does the 🍏 menu extend below the bottom of the screen?

You have installed too many accessories in the 'DESK.ACCS' folder. Take some of the accessories off the disk, or use 🍏 **Add DA** 🍏 to access them.

Why can't I use multiple accessories with my program?

The program in question didn't follow Apple's Guidelines for program development, please let the developers know about the problem.

DESKPAK Desk Accessories

Should I install all the accessories on my start-up disk(s)?

If you want. It is usually better to install each accessory on an individual basis with 🍏 **Add DA** 🍏. You can substantially decrease the time it takes the disk to boot by only having a few accessories installed on the disk. This effect is less noticeable on RAM and hard disks.

General

How do I receive updates to DESKPAK?

You *must* mail in your registration card. You will be notified of any upcoming updates, although sometimes we just send them to surprise you.

Why does everything seem to work slowly?

Make sure you have the speed set to **Fast** in the Apple IIGS Control Panel.

DESKPAK DESK ACCESSORIES

I keep running out of memory, what can I do?

Purchase more memory. If this solution is impractical for you, then delete the accessories you don't need from the program disk and use **⌘ Add DA ⌘**.

Appendix C. Technical Specifications

🍏 Add DA 🍏

Filename:	ADD.DA
🍏 Name:	🍏 Add DA 🍏
Purpose:	Loads and runs New Desk Accessories
Default File:	None
Disk Space:	3.5K
Memory Used:	2.4K

Appointments

Filename:	APPOINTMENTS
🍏 Name:	Appointments
Purpose:	Appointment calendar
Default File:	'APPOINTMENTS'
Disk Space:	21.0K
Memory Used:	18.3K

ASCII Chart

Filename:	ASCII.CHART
🍏 Name:	ASCII.Chart
Purpose:	ASCII code reference
Default File:	None
Disk Space:	5.5K
Memory Used:	4.2K

DESKPAK DESK ACCESSORIES

Blackout

Filename: BLACKOUT
🍏 Name: **Blackout**
Purpose: Timed screen protection
Default File: 'BO.PARMS'
Disk Space: 3.5K
Memory Used: 3.4K

Calculator

Filename: CALCULATOR
🍏 Name: **Calculator**
Purpose: Desk calculator
Default File: None
Disk Space: 15.5K
Memory Used: 12.3K

Calendar

Filename: CALENDAR
🍏 Name: **Calendar**
Purpose: Quick calendar
Default File: None.
Disk Space: 8.0K
Memory Used: 6.5K

Clipboard

Filename: CLIP.BOARD
Apple Name: **Clipboard**
Purpose: View System clipboard
Default File: None
Disk Space: 4.0K
Memory Used: 2.8K

Concentrate

Filename: CONCENTRATE
Apple Name: **Concentrate**
Purpose: Entertainment
Default File: None
Disk Space: 12.5K
Memory Used: 10.2K

File Tools

Filename: FILE.TOOLS
Apple Name: **File Tools**
Purpose: File manipulation
Default File: None
Disk Space: 15.5K
Memory Used: 12.5K

DESKPAK DESK ACCESSORIES

Mini DB

Filename: MINI.DB
🍏 Name: **Mini DB**
Purpose: Data base
Default File: 'CARD.DECK'
Disk Space: 25.0K
Memory Used: 22.0K

Notepad

Filename: NOTEPAD
🍏 Name: **Notepad**
Purpose: Notes
Default File: 'NOTEPAD.TXT'
Disk Space: 19.0K
Memory Used: 15.7K

Password

Filename: PASSWORD
🍏 Name: **Password**
Purpose: Disk security system
Default File: None
Disk Space: 9.0K
Memory Used: 6.2K

Print It

Filename: PRINT.IT
Apple Name: **Print It**
Purpose: Print Text files
Default File: None
Disk Space: 8.0K
Memory Used: 6.2K

Puzzle

Filename: PUZZLE
Apple Name: **Puzzle**
Purpose: Entertainment
Default File: None
Disk Space: 7.0K
Memory Used: 5.5K

Screen Saver

Filename: SCREEN.SAVER
Apple Name: **Screen Saver**
Purpose: Save graphic screen to disk
Default File: None
Disk Space: 3.5K
Memory Used: 2.3K

Simple Scrap

Filename: SIMPLE.SCRAP
🍏 Name: **Simple Scrap**
Purpose: Scrapbook
Default File: 'SCRAP.BOOK'
Disk Space: 18.5K
Memory Used: 15.7K

Start Up

Not a desk accessory

Filename: START.UP
Purpose: Show graphic at boot time
Default File: 'STARTUP.PIC'
Disk Space: 0.5K
Memory Used: 0.2K (removed after boot-up)

Super Scrap

Filename: SUPER.SCRAP
🍏 Name: **Super Scrap**
Purpose: Scrapbook
Default File: 'SCRAP.BOOK'
Disk Space: 32.5K
Memory Used: 28.3K

Times 3

Filename: TIMES.3
🍏 Name: **Times 3**
Purpose: 3-in-1 clock
Default File: None
Disk Space: 7.5K
Memory Used: 5.7K

Glossary of Terms

⌘ key: The key on the keyboard next to the space bar.

⌘ key: Also called the option key.

⌘ menu: Menu item where you can find desk accessories.

active window: The front-most window currently in use.

application: a program

ASCII: American Standard Code for Information Interchange

back-up: A duplicate copy of an original disk.

button: A control, like a pushbutton on a calculator.

classic desk accessory: A text-only based desk accessory, available from the Control Panel. Also called CDA.

click: pressing the mouse button on something.

clipboard: holding area in memory where text or graphics that are cut and pasted are kept.

close box: Icon on the left side of an active window. Closes the active window.

default file: the file that is used by a DA when it is first opened.

desk accessory: A mini-program that you can access from a program's ⌘ menu. Also called an NDA.

DESKPAK DESK ACCESSORIES

desktop: The //GS working environment with menu bar and windows

disk: Magnetic media used for computer program and data storage.

disk drive: Device which reads and writes data to magnetic storage media.

drag: To move an object (window, icon) by positioning the cursor on it, holding down the mouse button and moving it.

enable: To activate or make active.

field: The information area in a database record.

file: A named collection of stored information on disk or in memory.

filetype: An attribute further defining a file, such as the NDA filetype.

finder: A program found on the System Disk to manage files and launch programs.

font: A collection of numbers, letters and other symbols.

format: Act of preparing a disk so that it can store data.

GS/OS: Apple's new disk operating system that is compatible with ProDOS 16 but includes many enhancements.

hard disk: A mass storage device holding considerably more information than a floppy disk.

highlighting: Visual feedback for a selected item. The object is usually color inverted.

I-beam: A type of cursor indicating where text can be typed.

icon: Small picture that represents an object such as a folder icon.

Inactive window: A window that has been de-activated by the activation of another window. Its title bar will usually be white.

Initialized disk: A disk that has been formatted and can receive and store information.

Insertion point: A place in text where the next character will be added.

kilobytes (K): The number of bytes times 1024. In computer terms a kilobyte is 1024 bytes (1K = 1024 bytes).

launch: Refers to starting a program from a Launcher or Finder.

launcher: A program that launches other programs. The Finder is a launcher program.

lock: To prevent files, disks or systems from being accessible.

macintosh: The Apple computer that started the desktop revolution. Also called a "Mac".

menu bar: The horizontal "bar" at the top of the Desktop that contains menu items.

menu item: Item in a menu bar.

mnemonic: acronym-like representation of a number.

mode: 320 or 640 super high resolution screen modes refer to 320 or 640 pixels-per-line, respectively.

mouse: The hand-held device used for positioning the cursor and selecting objects with its button(s).

new desk accessory (NDA): The type of desk accessory accessible from the  menu.

DESKPAK DESK ACCESSORIES

ProDOS 8: Apple disk operating system that supports early text based programs.

ProDOS 16: Apple disk operating system that supports new Desktop based programs.

SANE: Standard Apple Numeric Environment. Apple's floating point arithmetic routines.

scrap: A piece of text or picture in a scrapbook.

scrapbook: A new desk accessory used to store graphic and text "scraps".

scroll bar: A control that allows horizontal and vertical movement of window contents.

system disk: Disk that contains the operating system (GS/OS), Finder, tools and utilities.

text file: A recognized ASCII file format used by most computers.

uninitialized disk: A disk that has not been formatted yet.

write-protected: A disk that cannot be written on.

zoom box: The small icon on the right-hand side of a window's title bar. It allows the window to "zoom" in and out.

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SYSTEMS INTERNATIONAL

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