

MEDLEY[®]

Version 2.0 Update Supplement to the Manual

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This supplementary guide describes the new features added to Medley® for Version 2.0. Please keep it with the original documentation since it appends the information provided there.

Version 2.0 provides the following features:

- Full compatibility with GS/OS™ and IIGS System Software 5.0.
- Full-page "Condensed" printing for better quality printed text.
- Faster overall operation.
- No memory expansion needed with newer versions of the IIGS (machines with "ROM Version 3").

Components of the Medley 2.0 Update:

Medley Program Disk
Medley 2.0, Medley 2.0 Dictionary file

IMPORTANT NOTE:

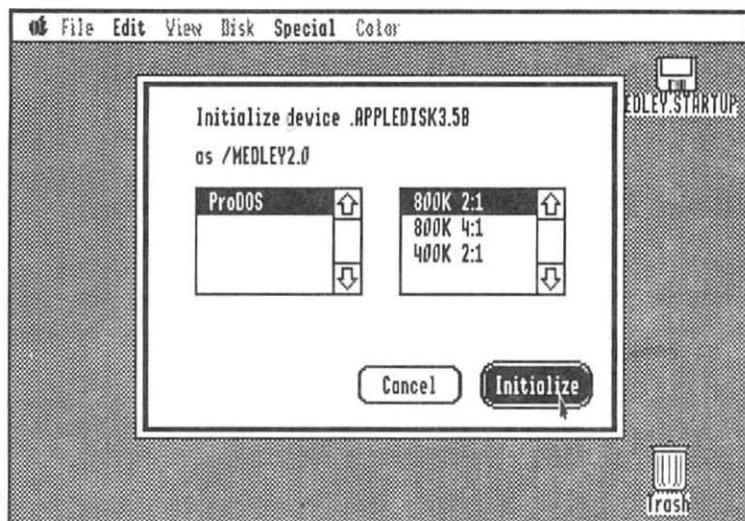
Throughout this supplement please note the page numbers enclosed in parentheses. These page numbers refer to pages in the body of documentation for Medley Version 1.0 on which the information has changed in regards to Version 2.0

USING MEDLEY WITH SYSTEM SOFTWARE 5.0

Medley Version 2.0 comes formatted for Apple IIGS System Software 3.2, so it will be compatible with your current Medley Startup disk. However, Medley Version 2.0 is fully compatible with, and takes advantage of, the enhancements available in Apple's latest System Software release - System Software 5.0. (If you do not have System Software 5.0, you can receive an upgrade from your local Apple dealer.) Although Medley Version 2.0 can be launched from the System Software 5.0 *Finder*, you must copy the Medley files onto disks already formatted with System Software 5.0 in order to take full advantage of the enhancements which the new System Software offers.

To format new disks with System Software 5.0 and copy your Medley files:

1. Make sure that your original Medley disks are protected against inadvertently erasing any information by sliding the black tab in the corner of the disk to the "open" position. (You will be able to see through it.)
 2. Insert the System Software 5.0 SYSTEM DISK (disk 1) into the disk drive, label side up. Turn on the monitor and computer.
 3. After a while, the *IIGS Finder* will appear on the screen.
 4. Eject the SYSTEM DISK and insert a blank disk. A dialog box will appear with the message; "GS/OS does not recognize the file system on this disk. Do you want to initialize it?" Next to "Please name this disk" type in the name you wish to give the disk (e.g., Medley.2). Click "**Continue.**"
 6. Another dialog box will appear. Make sure that "**800K 2:1**" is highlighted, and then click "**Initialize.**" After the initialization is complete, the new disk and its name will appear as an icon on the *Finder*.
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- 7(a). If you have one disk drive, eject the newly initialized disk with the button on the disk drive. When the disk is ejected, its icon will become shaded on the *Finder*, signifying that the disk is no longer on the "desktop." Insert the Medley 2.0 Program disk. Click on the Medley Program disk icon, and drag it onto the new (shaded) disk icon. Medley will start to copy onto the new disk. You will be prompted when to swap disks during the process.
- 7(b). If you have two disk drives, insert the Medley 2.0 Program disk into disk drive #2. Click on the Medley Program disk icon and drag it onto the new disk icon. Medley will start to copy onto the new disk.
- 7(c). If you have a hard disk, it must first have been formatted with System Software 5.0. If you are not sure how to do this, please refer to your System Software 5.0 user's manual [pg. 22]. Double-click on your hard disk icon, and a window will appear. Select *New Folder* from the **File** menu. A folder icon will appear in the window called "Untitled." Type in a name for the new folder (e.g., Medley.2). Insert the Medley 2.0 Program disk into your 3.5" disk drive. Double-click on the Medley disk icon,

and a window containing various files will appear. Select the files in the window and drag them into the new folder.

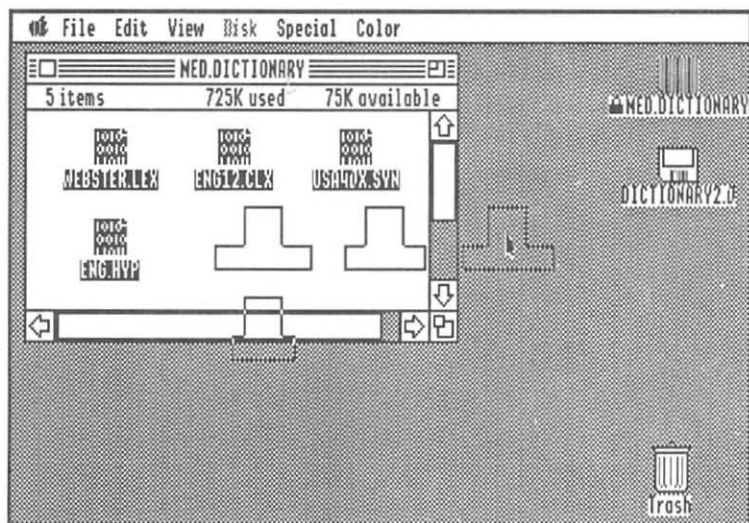
8. Once the files have copied, complete the same process for the Clip art disk. See "Moving the Medley 2.0 Dictionary File" for complete instructions on copying the Dictionary disk. Your System Software 5.0 SYSTEM DISK should now be used as your new Medley Startup disk. See "Adding Fonts to a New Startup Disk" for instructions on how to customize the font selection for your new Startup disk.

MOVING THE MEDLEY 2.0 DICTIONARY FILE

In addition to Medley 2.0, the Medley Program Disk Upgrade includes a new Dictionary file (*Med.Dictionary*). The new Dictionary file takes advantage of enhancements in System Software 5.0. **If you will not be using System Software 5.0, you will not need the new Dictionary file.** However, DO NOT ERASE IT - you will want it if you decide to upgrade in the future. If you are using System Software 5.0, then you will want to transfer the new dictionary file onto your Dictionary disk.

First, make sure that you have transferred the following files to a new System Software 5.0 formatted disk using the procedure described in "Using Medley with System Software 5.0":

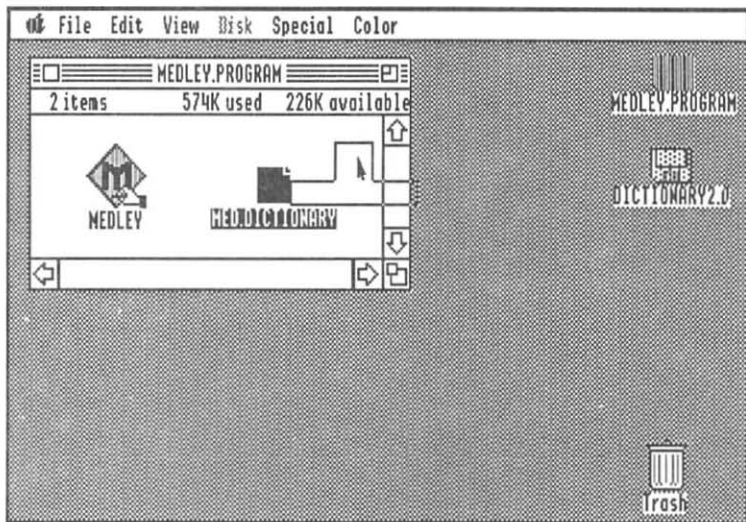
WEBSTER.LEX
ENG12.CLX
USA40.SYN
ENG.HYP



The next step is to transfer the "Med.Dictionary" file, which is located on the Medley Version 2.0 Program disk.

Transferring the Dictionary file with one disk drive:

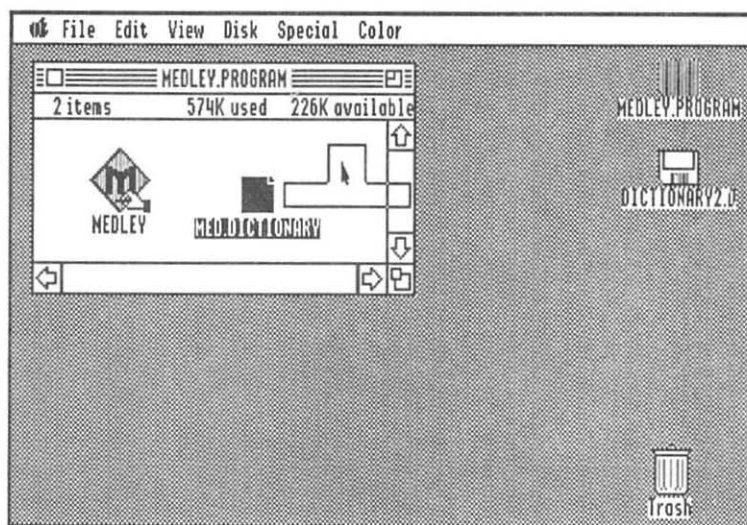
With the System Software 5.0 *Finder* loaded, insert the NEW Dictionary disk and double-click on its icon. A window will appear. Eject the Dictionary disk by pressing the button on the disk drive, and insert the Medley Version 2.0 Program disk. Double-click on the Program disk icon. A window will appear. Locate the "Med.Dictionary" file. Select it and drag it into the Dictionary disk window. You will be prompted by a dialog box to swap disks several times.



After this is done, the new Dictionary file will have been safely transferred to your Dictionary disk.

Transferring the Dictionary file with two disk drives:

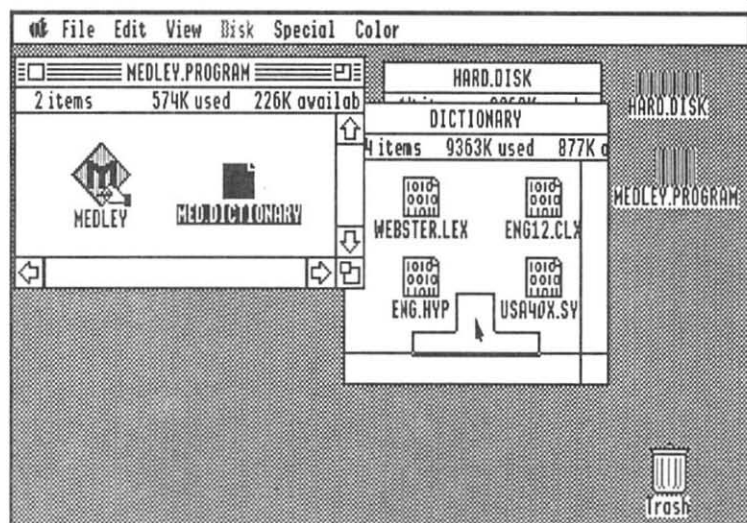
With the System Software 5.0 *Finder* loaded, insert the Medley Version 2.0 Program disk in drive #1 and the NEW Dictionary disk into drive #2. Locate the Dictionary disk icon and double-click on it. A window will appear. Locate the Program disk icon and double-click on it. A window will appear. Locate the "Med.Dictionary" file on the Program disk. Select it and drag it into the Dictionary disk window.



The new Dictionary file will be safely transferred onto the Dictionary disk.

Transferring the Dictionary file to a hard disk:

To take advantage of the new Dictionary file, your hard disk must first have been formatted with System Software 5.0, and all Medley files (excluding those on the Startup disk) must have been copied from their original 3.5" disks on to your hard disk. If you are not sure how to do this, please refer to the System Software 5.0 user's manual. With the *Finder* on the screen, locate the "Med.Dictionary" file on your hard disk. (It should be in your "Medley" folder.) Select it and drag it into the Trash. Select *Empty Trash* from the **Special** menu. The old Dictionary file will be deleted. Insert the Medley Program disk. Locate the Program disk icon and double-click on it. A window will appear. Locate the "Med.Dictionary" file. Select it and drag it into your "Medley" folder.



The new Dictionary file will be safely transferred onto your hard disk.

CHOOSING A PRINTER WITH SYSTEM SOFTWARE 5.0

With the advent of System Software 5.0, printer selection is no longer made with the *Choose Printer* command on the **File** menu [pg. 193-194]. Instead, the selection is made from the *Control Panel* on the **Apple** menu.

To choose a printer, position the pointer over the *Control Panel* command on the **Apple** menu, and click. A window will appear showing several options:

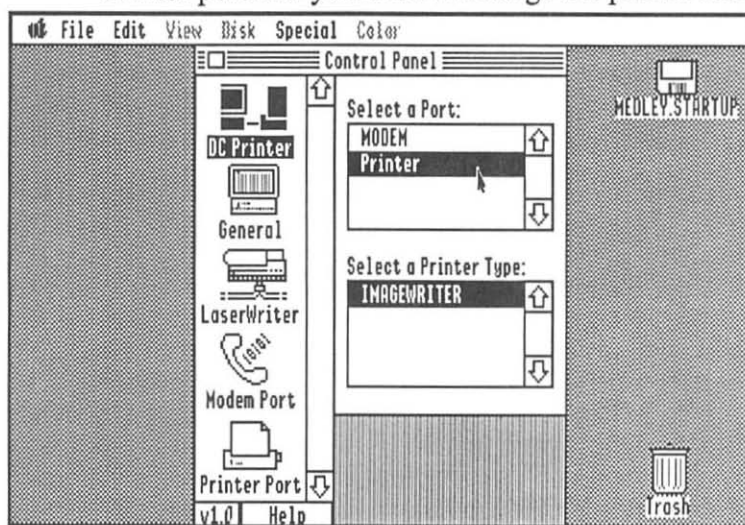
Select **DC Printer** if your printer is directly connected to the computer (it is not on the AppleTalk network). Select the **Port** through which it is accessed (Printer or Modem), and select the **Printer Type** (ImageWriter is the only Direct Connect printer installed on the Medley Startup disk).

Select **LaserWriter** if you have a LaserWriter that is accessed through the AppleTalk network. Select which

LaserWriter you will be using, if you have more than one on the network, under **Select a LaserWriter**. If your network is divided into zones, select the appropriate zone under **AppleTalk Zones**.

Select **Modem Port** if your printer is accessed through the Modem port and you need to change the printer criteria.

Select **Printer Port** if your printer is accessed through the Printer port and you need to change the printer criteria.



Make sure that the slots on the IIGS are set to accommodate the type of printer you are using. For more information on setting the slots, please see page 192 in the Medley manual.

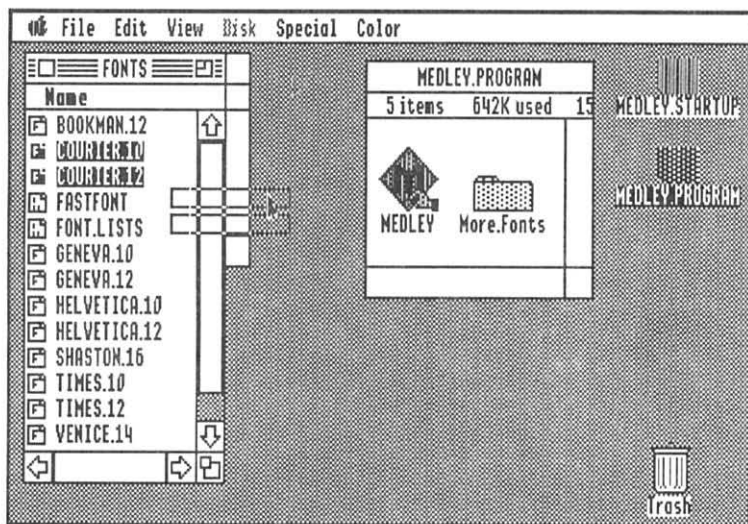
ADDING FONTS TO A NEW STARTUP DISK (SYSTEM SOFTWARE 5.0)

All fonts must be located on the Startup disk in order to be accessed by Medley. If you will be using System Software 5.0, the SYSTEM DISK is going to serve as the new Startup disk. To continue to use the library of fonts provided with Medley, you will

need to transfer some of the fonts from the original Medley Startup disk onto your System Software 5.0 SYSTEM DISK. System Software 5.0 is considerably larger than previous releases of the System Software, and thus you will not be able to transfer all of the fonts. Select only those fonts which you will be using most frequently. Remember to never throw any fonts into the *Trash*. You may want to use them in the future.

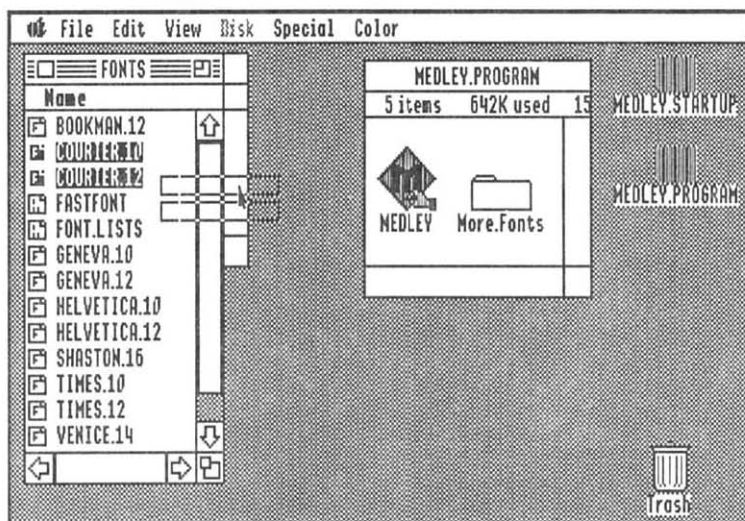
To transfer fonts:

1. Insert the System Software 5.0 SYSTEM DISK into your drive and double click on its icon.
2. A window will open with various folders. Locate the "System" folder, and double click on it.
3. More folders will appear in another window. Notice that one is called "Fonts."
- 4(a). To move fonts with one disk drive, eject the SYSTEM DISK by pressing the button on the disk drive. Insert the Medley Startup disk. Double click on the Startup disk icon. A window will appear. Open the "System" folder. Find and open the "Fonts" folder. A list of all Medley's fonts will appear. Select the font you wish to move, click on it, and drag it onto the SYSTEM DISK "Fonts" folder. (You can select several fonts at a time by holding down the **Shift** key while clicking on the fonts.)



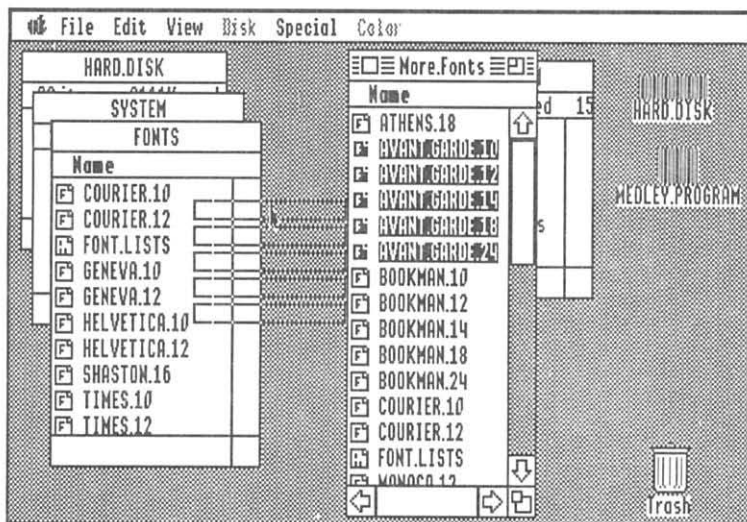
You will be prompted to swap disks as the font transfers onto the new disk. If there is not enough room to add a font, a message will appear telling you that "the disk is full." If that is the case, then you must take some fonts off the SYSTEM DISK before more can be added.

- 4(b). To move fonts with two disk drives, insert the Medley Startup disk in drive #2. Double click on the Startup disk icon. A window will appear. Open the "System" folder. Find and open the "Fonts" folder. A list of all Medley's fonts will appear. Select the font you wish to move, click on it, and drag it onto the SYSTEM DISK "Fonts" folder. (You can select several fonts at a time by holding down the **Shift** key while clicking on the fonts.)



The font will transfer from one disk to the other. If there is not enough room to add a font, a message will appear telling you that "the disk is full." If that is the case, then you must take some fonts off the SYSTEM DISK before more can be added.

- 4(c) To move fonts with a hard disk, insert the Medley Startup disk into your 3.5" disk drive. Double click on the Startup disk icon. A window will appear. Open the "System" folder. Find and open the "Fonts" folder. A list of all Medley's fonts will appear. Open the "System" folder on your hard disk, and then locate the "Fonts" folder (on your hard disk). From the Startup disk, select the font you wish to move, click on it, and drag it onto the hard disk "Fonts" folder. (You can select several fonts at a time by holding down the **Shift** key while clicking on the fonts.)



The font will transfer from the Medley Startup disk onto your hard disk..

Please note that the printer selection and other auxiliary items (e.g., 5.25" drives, hard drives, AppleTalk) will be limited to those that are installed on the System Software 5.0 SYSTEM DISK. Please see your System Software 5.0 User's Guide if you do not know how to do this.

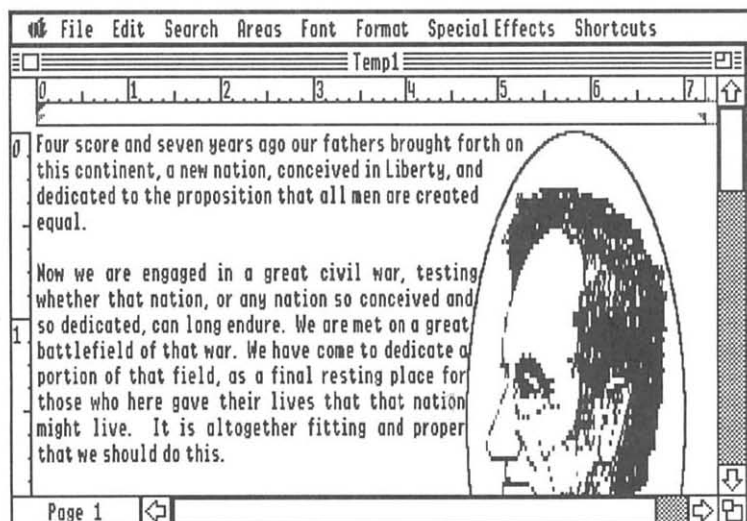
PAGE LAYOUT IN THE CONDENSED MODE

Medley Version 2.0 allows for full-page "Condensed" printing [pgs. 38-41, 194-197]. When printing in the "Condensed" mode, text is compressed to half its height vertically, but the width is not altered. The result is a finer, more professional-looking printed character. All art areas are printed at their normal size and density. If you will be printing in the "Condensed" mode, it would be wise to plan ahead since some aspects of your page layout may change.

Why is there a need for "Condensed" printing? Most Apple IIGS fonts are adaptations of Macintosh fonts. Although the two

computers display fonts with nearly identical horizontal screen (monitor) resolution, the IIGS only has about half the vertical screen resolution of the Macintosh. (Each character is made up of a specific number of pixels, or dots. The IIGS pixels are almost twice as tall as Macintosh pixels.) The result is that the same font (e.g. TIMES 10) is twice as tall on the IIGS as it is on the Macintosh, although the width is virtually identical. When the IIGS fonts are printed to paper, they end up looking large and elongated. By selecting "Condensed" in the *Page Setup* dialog box, the IIGS effectively creates fonts that are proportionally correct.

When "Condensed" is selected, the entire document is compressed. Since all text becomes half its normal height, twice as much text can fit on one page as in the "Normal" mode. However, Medley does not reduce the text on the screen - it would become too small to read. Instead, the on-screen page length is doubled. (If the Rulers are showing, the vertical inch marks will stretch and appear to be two inches in height.) So, although the size of the text does not appear to change on the screen, it now takes up only half its former vertical space on a page. Any text that was on page #2 in the "Normal" mode moves onto page #1 to fill the space created by the smaller text.



Also, all art areas, along with any art inside them, are condensed. (A round circle would become egg-shaped.) To compensate for this side-effect when "Condensed" is chosen, Medley automatically doubles the vertical size of all art areas on the screen, along with the art that they contain. In effect, when showing on the screen, the entire document is displayed at twice the vertical size of its final printed form. When the document is printed, the art areas, which were stretched on the screen, will also be compacted, and therefore print at their normal size and resolution.

If you will be using the "Condensed" mode, first lay out all of your pages just as you would for a normal document. Listed below are some suggested steps:

1. Enter all of your text, or import it from another file or word processor.
 2. Add all art areas to the document. If you will be importing any art, add it at this point. Do not complete your final page layout and formatting at this point - the layout may be slightly altered after "Condensed" is selected.
 3. When all text and graphics have been added, convert the document to "Condensed" mode. Select the *Page Setup* command from the **File** menu and a dialog box will appear. Select "Condensed" under **Vertical Sizing**.
 4. Click **OK**. You will be returned to your document.
 5. Finish all formatting and final page layout. You will notice that all art areas have doubled vertically, and that the art which they contain has also doubled - resulting in a very blocky appearance. The text will also have wrapped differently, in order to accommodate the condensed characters. Although "Condensed" actually looks worse on the screen than "Normal," the printed result will look much better. Keep in mind that instead of "What-You-See-Is-What-You-Get" (Medley printing in the "Normal" mode), Medley printing in the "Condensed" mode more
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accurately pertains to "What-You-Get-Is-Better-Than-What-You-See.

When you are using "Condensed," please keep the following three points in mind:

- Examine your *Page Parts* carefully! Since *Page Parts* are converted art areas, they do not reduce in size when printed in the "Condensed" mode. However, the text within them behaves just like the text in the rest of the document and is condensed to half its height. The result is that a *Page Part* will be able to hold twice the amount of text. Therefore, text from the main page (or another *Page Part*) will move into the empty area created by the reduced text. If you would like to keep text from flowing into *Page Parts*, be sure to end each *Page Part* with a Page Break (**Command - Return**). See the chapter "Changing Art Areas to Text Areas" in the manual for more information on *Page Parts*.
- Medley normally limits the number of pages in one document to 32 pages, regardless of the selected paper size. Due to the fact that you can put more text into a document when in the "Condensed" mode, the page number limit will vary depending on the paper size selection.

US Letter (condensed).....	24 pages
US Legal (condensed).....	18 pages
A4 Letter (condensed).....	23 pages
Int. Fanfold (condensed).....	22 pages

- Don't forget that the selections under "Quality" in the **Print...** dialog box pertain to a document in the "Condensed" mode, just as they do for a document in the "Normal" mode. Be sure to select "Better Text" for the best quality output.

MEDLEY 2.0 ON NEWER VERSIONS OF THE APPLE IIGS

Medley normally requires an Apple IIGS with a fully loaded Memory Expansion Card [pg. 11]. On most machines, this will create 1 1/4 megabytes of RAM. However, newer versions of the IIGS come with 1 1/8 megabytes of RAM on-board (instead of 256K on the older machines). Medley Version 2.0 *in conjunction with System Software 5.0* will work on the newer machines, and you do not need to add any more RAM or expansion cards. How do you know if you have a newer version of the IIGS? If you purchased your IIGS before August, 1989, you will definitely have an older version. If you purchased after August, 1989, you MAY have a newer version. To check, turn on your monitor first and wait for it to warm up. Then turn on your computer. If you have a newer version of the IIGS, the first screen that is displayed will show "ROM Version 3" at the bottom, below the Apple copyright information.

