

The Desktop Manager™

by ON THREE, Inc.

The Expandable Productivity Tool

User's Guide

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The User's Guide and the Appointment Calendar were created by *Bob Consorti*.

The Note Pad, Calculator and Desktop Setup were created by *Rob Turner*.

The idea for the Desktop Manager, and the software came from *Rob Turner*.

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Overview

The **Desktop Manager** from **ON THREE, Inc.** is a powerful set of utilities that will increase your productivity. The Desktop Manager **Modules** are always available - *from all applications* - at the touch of a button.

The Desktop Manager was created to be expandable, yet the standard Desktop Manager has the following features and modules built-in:

- **The Note Pad:** A powerful and easy to use word processor. It lets you jot down notes for later viewing. Automatic saving frees you of the bother of typing in a file name. Multiple pages per note, plus the sophisticated features of word-wrap, automatic repagination, printing, copying and more gives you the power of a word processor - available in an instant - from whatever program you are using. On-line help screens make it easier than many other word processors.

- **The Appointment Calendar:** A time scheduling tool that allows you to set multiple appointments on any day up to December 31st, 1999. These '*Appointment Events*' will notify you of your next appointment. From within any program, no matter what you are doing, the Appointment Calendar will show you your next appointment. The day and week at a glance features will show you the appointments for a single day or an entire week at a time. Full help screens compliment this very easy to use perpetual calendar.

- **The Calculator:** An extremely powerful electronic workhorse. Full 16 digit accuracy and multiple functions like: SIN, COS, TAN, LOG's, natural LOG's, x to a power and square roots. Features e, pi, degrees and radians, memory, base conversions from decimal, to hex or binary and back, a scrolling paper tape, printing and on-line help screens in addition to the basic add, subtract, multiply and divide.

- **Mouse Capabilities Within All Programs:** With the Desktop Manager you will now be able to use your Apple Mouse from all of your other programs. Your spreadsheets, word processors and data base programs can now operate with the simulated arrow, **ESCAPE** and **RETURN** keys that are provided by the Desktop Manager. You can even set it up so a button press on the mouse activates the Desktop Manager!

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- **The ClipBoard For Information Transfer:** You can pick up textual information from one program and transfer it to another application. You can use this feature to transfer information from your program to the Note Pad, Appointment Calendar, or Calculator. You can also transfer text from one of the Desktop Modules back to your main program. A very useful application is to pick up a column of numbers in your word processor, paste it into the Calculator, then paste the result back into your word processing program.

- **The Desktop Setup:** The Desktop Setup Module allows you to setup different configurations for the Desktop Manager. It lets you see the contents of the ClipBoard and enable or disable the Direct Access keys so all application programs will work with the Desktop Manager. It also lets you setup the default printer for the Appointment Calendar and Calculator, and allows you to select the characteristics of the mouse (if you have one). In-depth help on Text Pickup/Pasting is provided in addition to the System Status window that shows your current configuration (memory size, SOS and Desktop versions, etc.).

- **An Automatic Installation Program:** A few simple keypresses will easily install the Desktop Manager on all of your Application Programs. No need to use the System Configuration Program, it's automatic!

- **Movable Windows:** All of the Desktop Modules allow you to place them wherever you want on your screen. If you want to jot down something in the Note Pad, but also want to view something on your main screen, just pick up the Note Pad and move it. Likewise, the Appointment Calendar, Calculator and other modules allow you to place them in a convenient spot on the screen.

The above features are available with every Desktop Manager. ON THREE, Inc. has additional modules planned. Disk Utilities, Macros, Communications Facilities, an ASCII chart and more are planned. Please call for availability.

The rest of this guide will show you how to install, use and care for your new **Desktop Manager** equipped Apple ///.

System Requirements

To get the most out of the Desktop Manager you will need the following equipment:

- An Apple /// with 256K or 512K of memory.
- An external disk drive. It can be a floppy or hard disk of any size.

Optional (but nice!)

- An Apple Clock, an ON THREE O'Clock or other compatible system clock.

Without the clock, you will not have the automatic prompting of appointments.

- A printer for hard copies of your Note Pad notes, Appointment Calendar appointments or Calculator calculations.

If you have problems installing or using the various features of the Desktop Manager, please read over **Appendix P**. There are a number of things that you should watch out for, most all of them are explained in that appendix.

Chapter 1 - A Quick Look At The Desktop

Before installing the Desktop Manager on your Apple /// let's take a look at just what the Desktop Manager will look like after you install it.

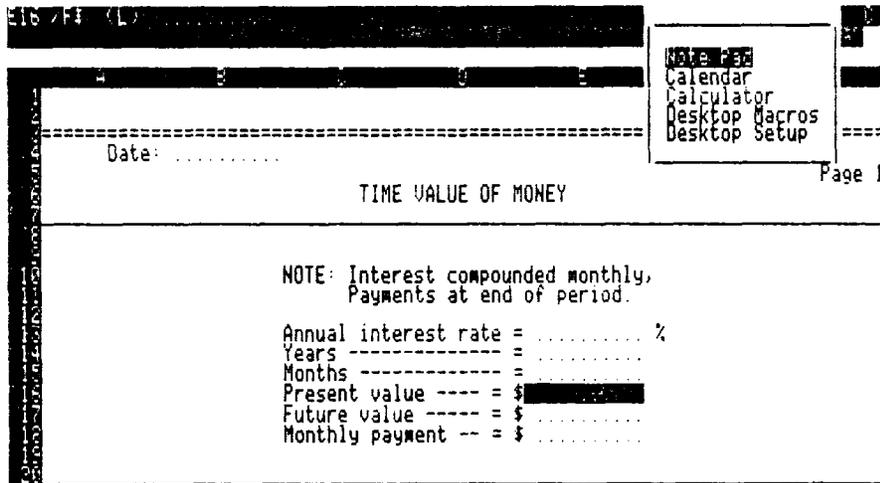


Figure 1.1. Desktop Manager Main Menu

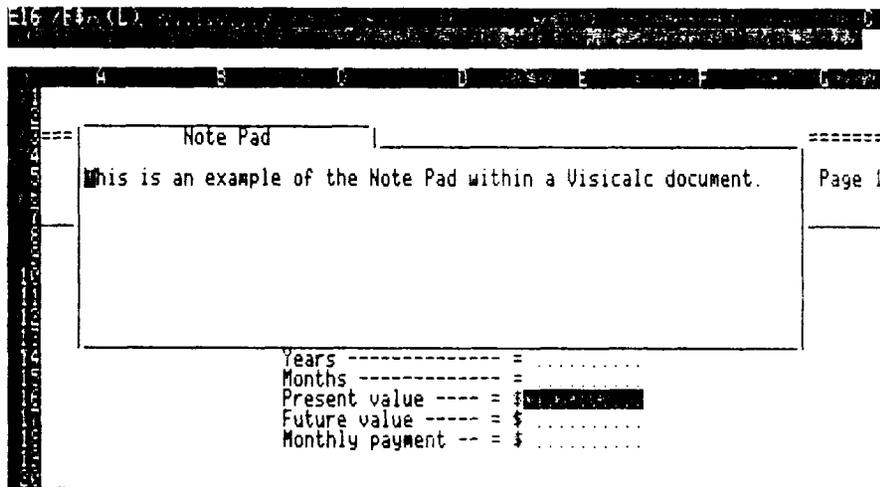


Figure 1.2. Desktop Manager Note Pad Within VisiCalc

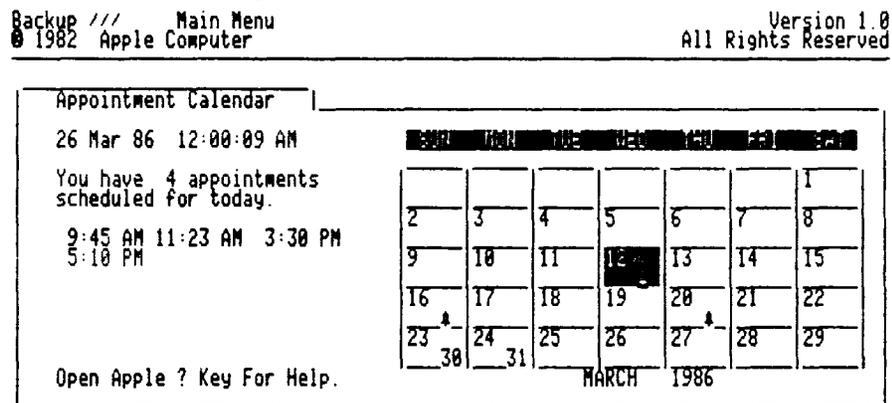


Figure 1.3. Desktop Manager Appointment Calendar Within Backup ///

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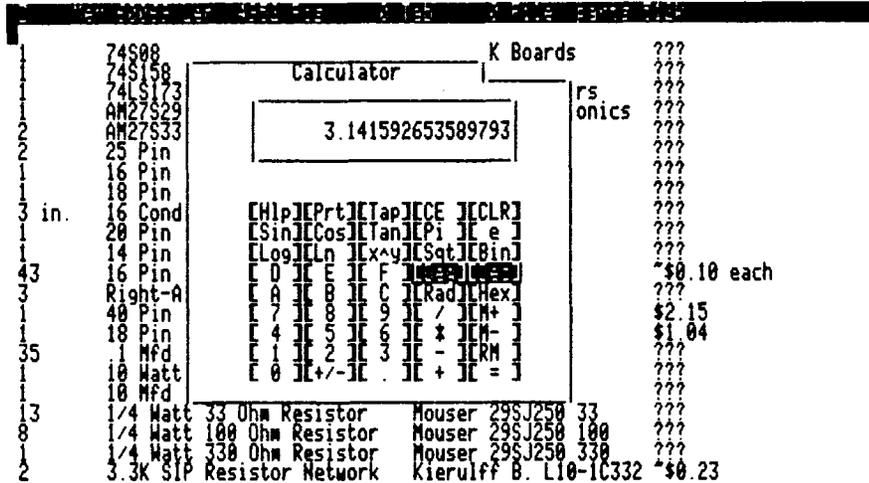


Figure 1.4. Desktop Manager Calculator Within Apple Writer ///

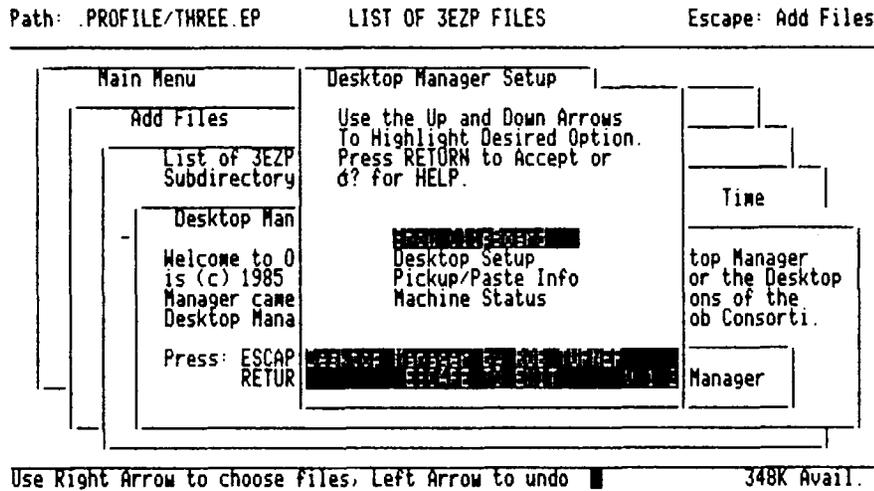


Figure 1.5. Desktop Setup Module Within /// E-Z Pieces

Now that you've seen some of the different Desktop Manager screens, let's get on with the business of installing The Desktop Manager.

Chapter 2 - Installing The Desktop Manager On Your Apple ///

The very first step in installing the Desktop Manager is to make backup copies of the Desktop Manager disk. This disk has information on both sides, so you will need two blank disks. **Appendix A** will step you through using the System Utilities program to make the copies. It is very important that you make backup copies, if you damage your master copies you will have to send them in for repair. If your backup copies ever go bad, you can make new ones from your original disks.

If you have an Apple Mouse that you are currently using in conjunction with **Draw ON ///** or another Apple /// Mouse based application, follow the instructions in **Appendix B** for setting up your system to now work with the Desktop Manager. Your other Mouse based applications will still work, they will also now work with the Desktop Manager. When finished, return here.

If you are currently using the Calendar-Pak or Power Keys utility packages, please read over **Appendix M**. The Desktop Manager and these products are mutually exclusive and can't work together. This appendix will tell you how to setup your system so that you can install the Desktop Manager.

The '**Desktop Manager Install**' disk will automatically put the Desktop Manager on any Apple /// SOS boot disk. This installation process is actually two steps: The first step will install the Desktop Manager Files onto your hard disk or other device. The second step will place the **.DESKTOPMANAGER** device driver into the **SOS.DRIVER** file on your Apple /// SOS boot disks. This driver enables you to use the features of the Desktop Manager with your programs.

The first step will only be performed once. This will place the main Desktop Manager Files onto the disk you will be using as the main storage device. The second step will be performed once for each Apple /// application that you want to use the Desktop Manager with. If you are using one of the program selection utilities such as Selector /// or Catalyst, you will only need to perform the second step once. Since you will be running all of your applications from Selector /// or Catalyst, you will only have to use the install program on your Selector /// or Catalyst boot disk. All of your programs running under Selector /// or Catalyst will now be able to use the Desktop manager.

The install disk is configured for a 5 MegaByte Apple ProFile hard disk in slot 4. Before proceeding with the installation, make sure that this is your configuration.

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If not, go to **Appendix C** and follow the instructions there for setting up the installation disk for your configuration. Please note that if you have a 10 MegaByte Apple Profile, you must also first go to **Appendix C**.

Once you have made sure the installation disk is setup for your hard disk or other floppy device, proceed.

If your machine is on, save whatever you are working on and place the disk labeled **'Desktop Manager Install - Startup'** into your internal disk drive. Startup this disk by either pressing **CONTROL-RESET** or by turning on your computer if it was off.

In a few moments you will see the standard SOS Startup Message followed by this Desktop Manager Install message:

PLEASE INSERT THE DESKTOP MANAGER FILES DISKETTE INTO THE BUILT IN DRIVE
AND PRESS RETURN

Figure 2.1. Desktop Manager Install Startup Message

Place your disk labeled **'Desktop Manager Install - Files'** into the built-in drive and press **RETURN**. In just a second, the Desktop Manager Install program Main Menu will appear:

Desktop Manager Installation Program
(c) ON THREE Inc. 1986

Version 1.0
All Rights Reserved

-
- (1) **INSTALL DESKTOP MANAGER**
 - (2) Add Desktop Manager Driver
 - (3) Remove Desktop Manager Driver
 - (4) Quit

Use Up and Down Arrows to Make Selection.

press RETURN to accept.

Please select a command: Install Desktop Manager

Figure 2.2. Desktop Manager Install Main Menu

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Select the 1st option, 'Install Desktop Manager' by pressing RETURN with the option highlighted.

The install program will ask you for the device name of the disk where you want to install the Desktop Manager. This will normally be .PROFILE, but it can be any valid SOS device name. Examples include .D2, for the diskette in drive 2.

```
Install Desktop                               Version 1.0
(c) ON THREE Inc. 1986                       All Rights Reserved
```

Press: RETURN to accept ESCAPE to exit to Main menu

Enter the Name of the Device To Install the Desktop Manager On.
[.PROFILE]

Figure 2.3. Desktop Manager Install Get Device Name

After typing in the name, the install program will start placing the necessary Desktop Manager files onto your disk. While transferring the files, the install program will show each one that's copied with a screen like the one below:

```
Install Desktop                               Version 1.0
(c) ON THREE Inc. 1986                       All Rights Reserved
```

```
/DESKTOP.FILES/DESKTOP.MANAGER --> .PROFILE/DESKTOP/DESKTOP.MANAGER
/DESKTOP.FILES/OPTIONA --> .PROFILE/DESKTOP/OPTIONA
/DESKTOP.FILES/OPTIONB --> .PROFILE/DESKTOP/OPTIONB
/DESKTOP.FILES/OPTIONC --> .PROFILE/DESKTOP/OPTIONC
/DESKTOP.FILES/
```

Press: RETURN to accept ESCAPE to exit to Main menu

Enter the Name of the Device To Install the Desktop Manager On.
[.PROFILE]

Figure 2.4. Desktop Manager Install...Installing Desktop

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If the Desktop Manager has already been installed on your disk, you will get the following message:

```
Install Desktop                                     Version 1.0
(c) ON THREE Inc. 1986                             All Rights Reserved

Error: Desktop Already Installed. <Hit Any Key>

Press: RETURN to accept      ESCAPE to exit to Main menu

Enter the Name of the Device To Install the Desktop Manager On.
E:PROFILE ]
```

Figure 2.5. Desktop Manager Install...Already Installed

If you ever accidentally delete one or more of your Desktop Manager Files, follow the instructions in **Appendix I**, for restoring your damaged or deleted Desktop Manager Files.

Once the install program has finished transferring the necessary files to your disk, the following message will appear:

```
Install Desktop                                     Version 1.0
(c) ON THREE Inc. 1986                             All Rights Reserved

Desktop Manager Files Succesfully Installed. <Hit Any Key>

/DESKTOP.FILES/DESKTOP.MANAGER --> .PROFILE/DESKTOP/DESKTOP.MANAGER
/DESKTOP.FILES/OPTIONA --> .PROFILE/DESKTOP/OPTIONA
/DESKTOP.FILES/OPTIONB --> .PROFILE/DESKTOP/OPTIONB
/DESKTOP.FILES/OPTIONC --> .PROFILE/DESKTOP/OPTIONC
/DESKTOP.FILES/OPTIOND --> .PROFILE/DESKTOP/OPTIOND
/DESKTOP.FILES/OPTIONT --> .PROFILE/DESKTOP/OPTIONT
/DESKTOP.FILES/NOTE.PAD --> .PROFILE/DESKTOP/NOTE.PAD
/DESKTOP.FILES/NOTE.HELP --> .PROFILE/DESKTOP/NOTE.HELP
/DESKTOP.FILES/NOTE.FIND --> .PROFILE/DESKTOP/NOTE.FIND
/DESKTOP.FILES/NOTE.PRINT --> .PROFILE/DESKTOP/NOTE.PRINT

Press: RETURN to accept      ESCAPE to exit to Main menu

Enter the Name of the Device To Install the Desktop Manager On.
E:PROFILE ]
```

Figure 2.6. Desktop Manager Install...Desktop Manager Installed

After pressing any key you will come back to the Main Menu. Select the second option, 'Add Desktop Manager Driver' by pressing **RETURN** with the option highlighted.

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The install program will now ask you where you have installed the Desktop Manager. The default is **.PROFILE** or wherever you told the install program to install the Desktop Manager, so either press **RETURN** or type a new device name.

The install program will now ask you to insert the Apple /// Boot disk you want to install the Desktop Manager on into the internal drive.

If you are using the Selector /// or Catalyst program switching utilities, you will need to place your Selector /// or Catalyst boot disk into the internal drive. If you are using programs on stand-alone boot disks, you will have to install the Desktop Manager Driver onto each and every such boot disk. This simply means re-doing option 2 for each disk you want to update.

If the disk you are trying to install has flaws (bad areas) on it, the install program will prompt you with the following message:

```
Install Driver                                     Version 1.0
(c) ON THREE Inc. 1986                             All Rights Reserved

Error: Device Not Found. Check Manual On Driver Installation <Hit Any Key>
```

Press: RETURN to accept ESCAPE to exit to Main menu

Enter the Name of the Device that Contains the Desktop Manager.
E.PROFILE]

Figure 2.7. Desktop Manager Install...Bad Disk

The diskette must also have about 22 blocks of space left on it. There may be some programs whose boot disks do not have that much room left. In this event, follow the instructions in **Appendix D**.

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Otherwise, the install program will give you the working message:

```
Install Driver                               Version 1.0  
(c) ON THREE Inc. 1986                     All Rights Reserved
```

```
Working....
```

Press: RETURN to accept ESCAPE to exit to Main menu

Enter the Name of the Device that Contains the Desktop Manager.
E.PROFILE]

Figure 2.8. Desktop Manager Install...Working

When finished you will get the <finished message>:

```
Install Driver                               Version 1.0  
(c) ON THREE Inc. 1986                     All Rights Reserved
```

```
Desktop Manager Driver Succesfully Installed. <Hit Any Key>
```

Press: RETURN to accept ESCAPE to exit to Main menu

Enter the Name of the Device that Contains the Desktop Manager.
E.PROFILE]

Figure 2.9. Desktop Manager Install...Finished!

For every other piece of software that you will be installing the Desktop Manager driver on, you must redo option 2. When finished select option 4 to exit the install program. You may now restart your system with the updated disk.

Chapter 3 - Accessing The Desktop Manager

Now that you have successfully installed the Desktop Manager, you can begin to use it. This chapter will show you how to access each of the Desktop Manager Modules.

When you startup your applications programs after installing the Desktop Manager, you will notice the following screen while the disk is booting:

```
Initializing the Desktop
Searching for OPTIONH <-
OPTIONG is unavailable
```

Figure 3.1. Initializing The Desktop Manager

During this time, the Desktop Manager sets up everything for you. It also finds the next *Appointment Event* - your next scheduled appointment. Appointment Events will be described in detail in chapter 5. You don't have to worry about them now, just be assured that if you see this screen, the Desktop Manager has been installed correctly.

There are two ways to access the Desktop Manager. The first is by pressing **SOLID-APPLE ESCAPE**. This will display the Desktop Manager Menu from within any Apple /// application. If you are using the Catalyst program selector, please look over **Appendix - E**.

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An example of the Desktop Manager Menu while within a VisiCalc document is below:

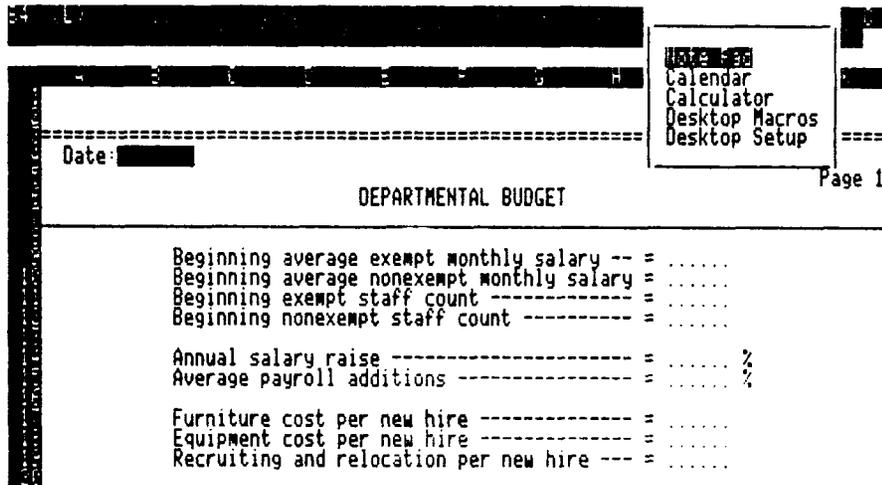


Figure 3.2. Desktop Manager Main Menu Within VisiCalc

From within /// E-Z Pieces it would look like this:

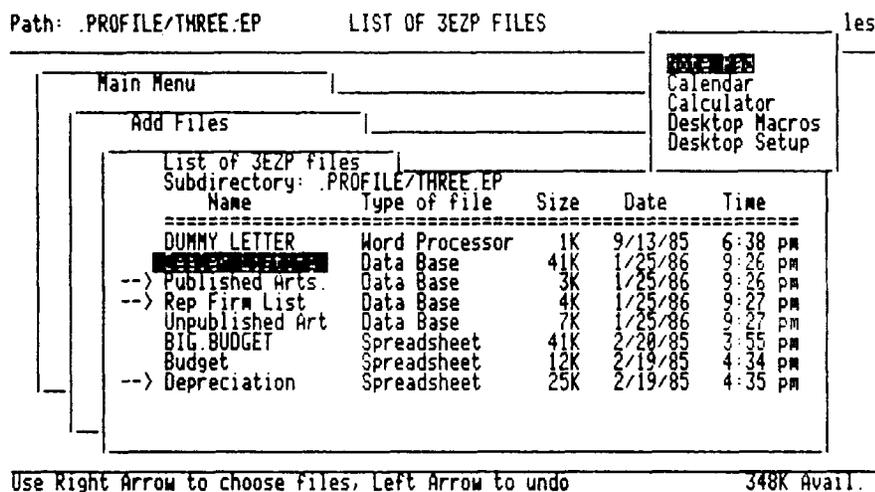


Figure 3.3. Desktop Manager Main Menu Within /// E-Z Pieces

From any other application it looks exactly the same, the Desktop Manager Menu appears in the upper right corner of the screen, overlaying the previous contents. Since this is the first time you are using the Desktop Manager, the 1st item in the list (**Note Pad**) will be highlighted.

Pressing the **UP** or **DOWN ARROW** keys will move the highlight to the corresponding item on the menu. If you are at the 1st item on the menu and press the **UP ARROW** key, the highlight will go to the last item on the menu. Likewise, if you are at the last item on the menu and press the **DOWN ARROW** key, the highlight will go to the 1st item on the screen.

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If you want to leave the Desktop Manager Menu, simply press **ESCAPE**. This will return you to whatever program you were using at the time you entered the Desktop Manager Menu. The program will not know anything about having been interrupted by the Desktop Manager, and will operate exactly as it did before.

If you are using a program that is displaying a graphic image, and enter the Desktop Manager Menu, things work slightly differently. Since the Desktop Manager Menu can't overwrite your graphics image, the Desktop Manager will switch to the current text screen and display the Desktop Manager Menu. With most application programs that display graphics, the text screen will look quite strange. An example is below:

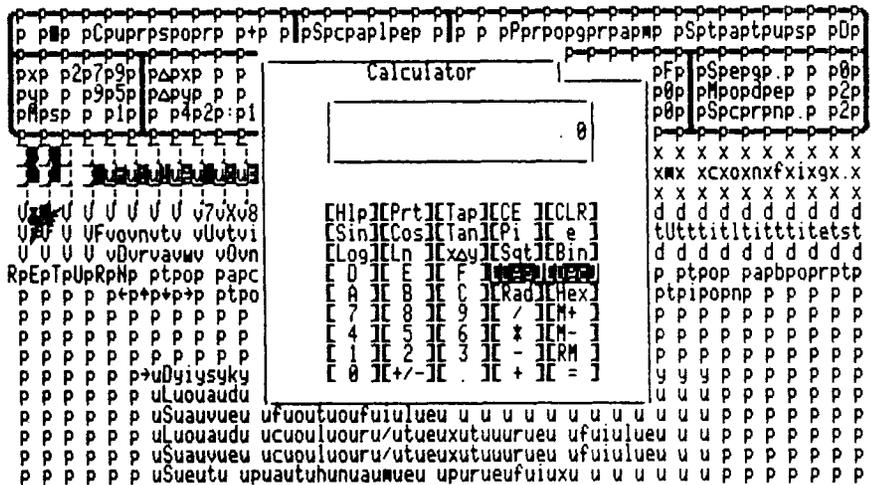


Figure 3.4. Desktop Manager Screen Under A Graphics Program

The strange characters are nothing to worry about, it's just the way the text screen looks like while you were viewing the graphics image.

After pressing **SOLID-APPLE ESCAPE** to enter the Desktop Manager Menu, you can select one of the Modules by moving the highlight over the one you would like and by pressing **RETURN**. In a second or so (depending on the speed of the disk drive onto which you have installed the Desktop Manager), the highlighted Module will appear.

If you selected the **Note Pad**, the following screen would appear:

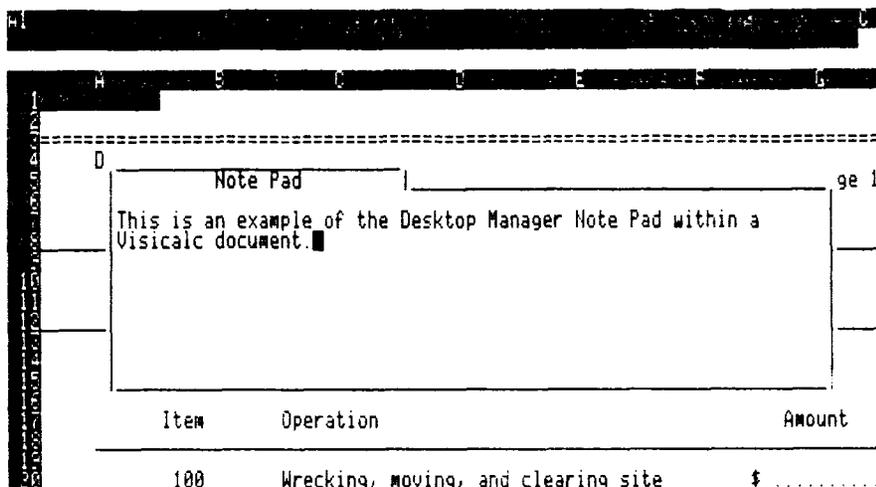


Figure 3.5. Desktop Manager Note Pad With VisiCalc

The **Appointment Calendar**, **Calculator** and all other **Modules** would appear in the same manner. Detailed information on using each of the Modules is in the following chapters. For now, to exit any module, simply press **ESCAPE**. You will be returned to the Desktop Manager Menu, and the highlight will be over the last Module that was selected from the Menu. To go back to your applications program, press **ESCAPE** once more.

You may sometimes wish to bypass the Desktop Manager Menu entirely and directly run the desired Module. The Desktop Manager has a feature called 'Direct Access' that enables you to instantly use the 1st four modules. If you are using the Word Juggler program please read over **Appendix G**.

To directly use any of the 1st four modules, press the following keys:

- SOLID-APPLE 1** - Directly goes to the Note Pad.
- SOLID-APPLE 2** - Directly goes to the Appointment Calendar.
- SOLID-APPLE 3** - Directly goes to the Calculator.
- SOLID-APPLE 4** - Reserved for the Macro Module.

For example, if you were using the Apple Writer applications program and wanted to go directly into the Calculator, you would simply press **SOLID-APPLE**
3. The following screen would appear:

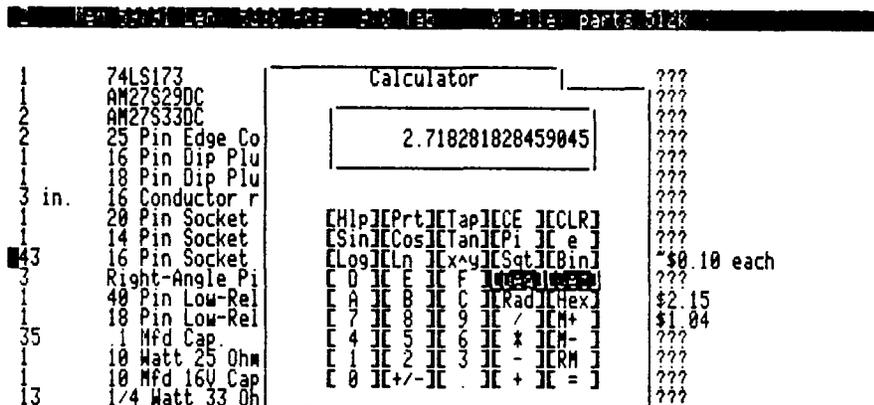


Figure 3.6. Desktop Manager Calculator Within Apple Writer

As usual, to return to your applications program, simply press **ESCAPE**. Direct access to the Desktop Manager Modules is faster than first going to the Menu and selecting it from the menu, but you must remember that you can only use Direct Access on the 1st four Modules. To get to any of the other Modules you will have to select it from the Desktop Manager Menu.

You can get to the Desktop Manager at most any time. Whenever the computer is waiting for you to type something, you can press any of the keys that activate the Desktop Manager. If your application program is doing something like loading, saving or printing, you can still activate the Desktop Manager.

The only time that you can't get to the Desktop Manager is when the computer is formatting a floppy disk. The process of formatting a disk temporarily turns off the Desktop Manager. As soon as the formatting is completed you will be able to get back to the Desktop Manager. Any other operation that turns off interrupts for more than a fraction of a second will temporarily disable the Desktop Manager functions.

If you have typed something into the type-ahead buffer while the computer was doing something, and then entered the Desktop Manager, the contents of the type-ahead buffer are lost. Otherwise, when you went into the Desktop Manager, it would start processing the keys you had typed. Since this is probably not what you intended, the type-ahead buffer is cleared each time you enter the Desktop Manager.

Now that you know how to get to the various Desktop Manager Modules and return to your applications programs, read through the instructions in the next few chapters on how to use the features of all of the Desktop Manager Modules.

Chapter 4 - The Note Pad

The **Note Pad** is a powerful and easy to use word processor. It lets you jot down notes for later viewing while you are working in any application program. Notes are automatically saved and can be selected from an easy to use menu for later viewing, re-editing or printing. This chapter will show you how to operate the Note Pad.

To access the Note Pad, either press **SOLID-APPLE ESCAPE** and select it from the Desktop Manager Menu, or press **SOLID-APPLE 1** to directly run the Module. In a moment or so the Note Pad window will appear as shown below:

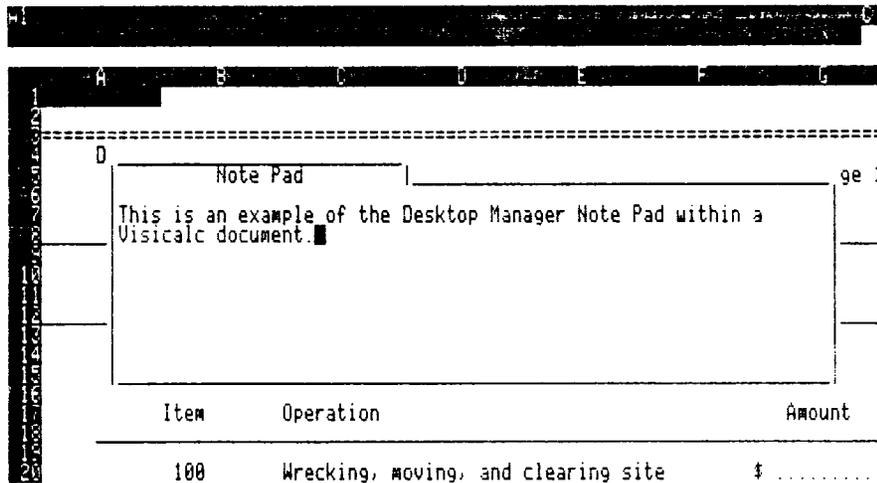


Figure 4.1. Desktop Manager Note Pad Within VisiCalc

In the above picture, the Note Pad is shown running within the Visicalc program. It doesn't have to be Visicalc, as with all of the other Desktop Manager Modules, the Note Pad works within all Apple /// programs.

As supplied, the Note Pad comes with one blank note. You can add up to 243 other notes as explained below. Each note can hold up to 60 lines of information and each line can have up to 63 characters in it. The Note Pad show 8 lines at any given time. Printing notes, renaming notes, deleting them and more will all be explained in the next few pages.

Please remember that to leave the Note Pad, simply press **ESCAPE**. This will return you to the Desktop Manager Menu, or your application program if you entered the Note Pad via the Direct Access key (**SOLID-APPLE 1**). Also note that when you press **ESCAPE**, the note you were working on will automatically be saved into the **NOTE.PAD** file for later use.

Note Help

Throughout the Note Pad, help is instantly available. All you have to do is press **OPEN-APPLE ?** and the following screen will appear:

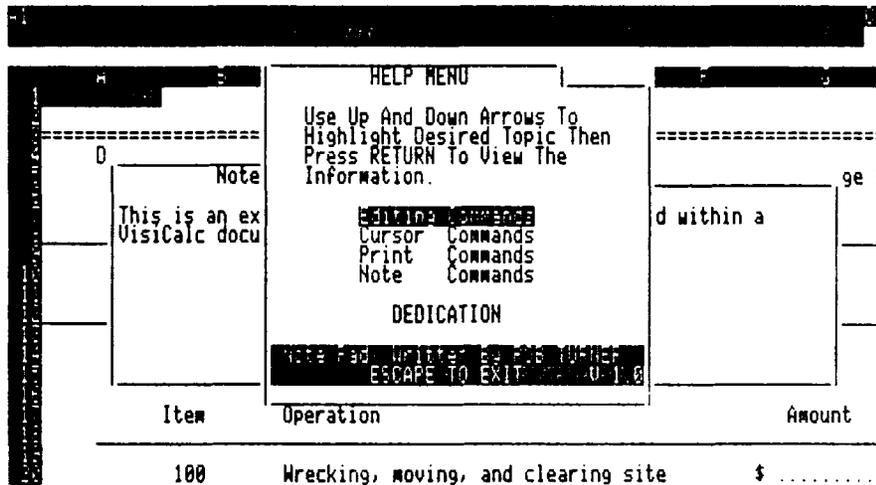


Figure 4.2. Note Pad Help Menu

Use the arrow keys to highlight the particular item you want help on and press **RETURN** to view the information. If you ever get stuck in the Note Pad, read over the help information, it's the next best thing to the manual.

Editing A Note

As any other word processor, to enter information into the Note Pad, simply start typing! You will notice a solid cursor that flashes. This is the **Overstrike Cursor**. As you type with this cursor, it will overlay any character on the screen. You can use the **RIGHT** and **LEFT ARROW** keys to move one character to the right and left respectively.

If you keep on typing so the cursor approaches the end of the line, the Note Pad will try to fit the last word you typed on the same line. If there isn't enough room, the last word will come down to the next line. This is called **Word Wrap**. Type in the text below.

This is a test of the emergency broadcasting system. It was developed in conjunction with Federal and Local agencies.

As you type in the above lines, when you start to type **developed**, the Note Pad would bring this word down to the next line. If you pressed the **UP ARROW** key, the cursor will now jump up to the first line. Move the cursor to the word **test**. If you wanted to change **test** to **feature**, you would first need to delete **test** and then type in **feature**.

To delete characters, two options are available. You can either delete characters to the right of the cursor position, or to the left of the cursor. If you moved the cursor to the space preceding **test** you could delete the word by holding down the **OPEN-APPLE** key and by pressing the **RIGHT ARROW** key four times. Likewise, you could have deleted the word by moving the cursor to the space to the right of the word and by pressing the **LEFT ARROW** key four times.

To delete the character to the right of the cursor, hold the **OPEN-APPLE** key down while pressing the **RIGHT ARROW** key.

To delete characters to the left of the cursor, hold the **OPEN-APPLE** key down while pressing the **LEFT ARROW** key. A short-cut for this command is to simply press the **DELETE** key (if you have an Apple /// plus), or by pressing the backslash key (\) on a regular Apple ///.

Since our intention was to replace the word **test** with the word **feature**, let's continue. Now that we have deleted the 1st word, we need to type in the new word. If you just started typing, the words **of the** would be overwritten and wiped out. This is not what we wanted to do. We wanted to insert something new into the middle of that sentence.

For situations like this, another type of cursor is available. This cursor is called the **Insert Cursor**. When using this cursor, anything you type will be placed at the current cursor position. Any other text on the same line will be pushed over to the right for each character that you type.

To select the **Insert Cursor**, hold down the **OPEN-APPLE** key while typing **E**. The cursor will change from the flashing box, to a flashing underscore. If you now typed in **SPACE feature** (if you deleted from the left of the word), or **feature** if you deleted from the right of the word, the new line will look as follows:

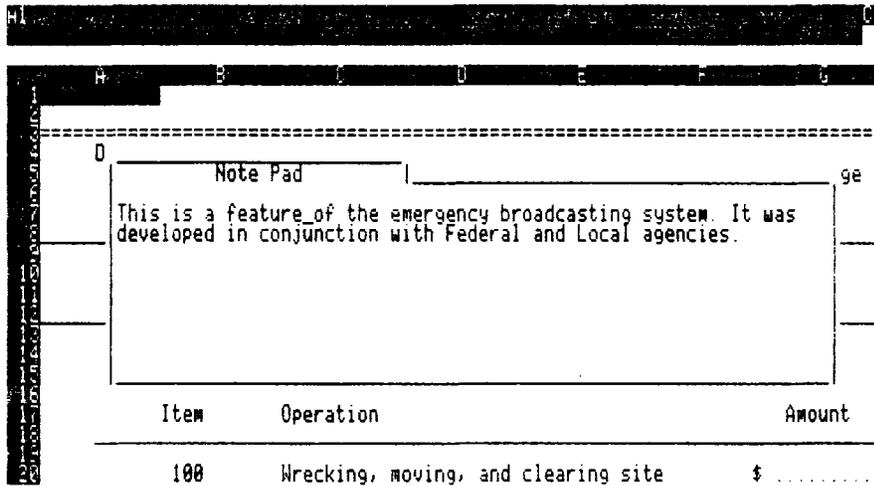


Figure 4.3 Note Pad Insert Cursor

Now we are going to change the line to read **...one of the features...** To start, the cursor should be just to the right of **feature**. Simply type **s**. Now use the **LEFT ARROW** key to move the cursor to the right of the **is a**. Delete the character to the immediate left of the cursor by pressing **OPEN-APPLE LEFT ARROW**. Next, type in **one of the**.

As you typed in each word, you will notice that the words on the right most part of the line were pushed down to the next line. It even pushed the contents of the 2nd line down to the third line. Shown in the following screen, this again is called **Word Wrap**.

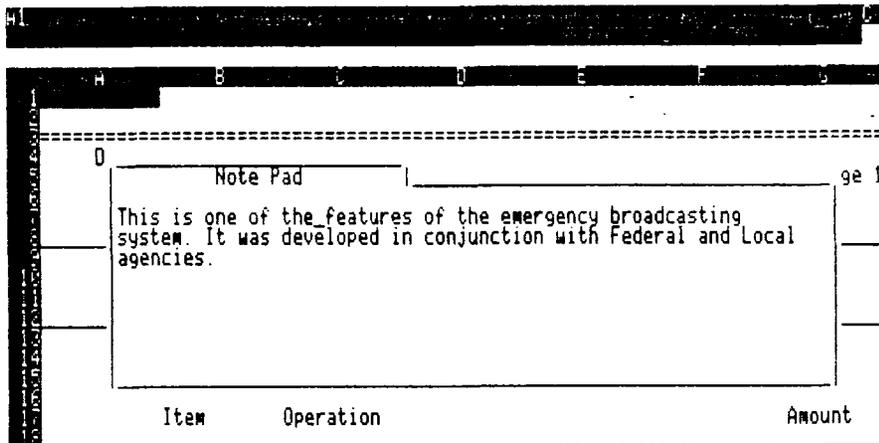


Figure 4.3 a. Note Pad After Changes

If you wanted to delete what you changed and restore back to the original line, do the following: Delete the words **one of the** by simply deleting a character at a time from the right of the word **the**. As you deleted the words, the words on the lines underneath were brought up as they would fit. Next, type in an **a**. Move the cursor using the right arrow keys to the space to the right of the word **features**. Delete the **s** and you are done.

If you ever wanted to delete an entire line or a portion of it, you could by using the following key presses:

OPEN-APPLE Y - Deletes all characters to the right of the cursor.

OPEN-APPLE D - Deletes all characters on the current line.

Another useful editing feature is the copy and paste command. While editing in the Note Pad, you could copy a portion of a line (or the entire line) using the following command. Move the cursor to the beginning of the word or phrase you want to copy. This section of text must all be on one line. If you now press **OPEN-APPLE C** (for copy), the cursor will stop flashing and turn to a solid box.

Use the **RIGHT ARROW** key to move the highlight over the section of text you want to copy. As you press the **RIGHT ARROW** key, each character will become inversed. For our test note, move the cursor to the beginning of the word **emergency**. Press **OPEN-APPLE C** and then highlight the entire word by pressing the **RIGHT ARROW** key until the entire word is highlighted as shown below:

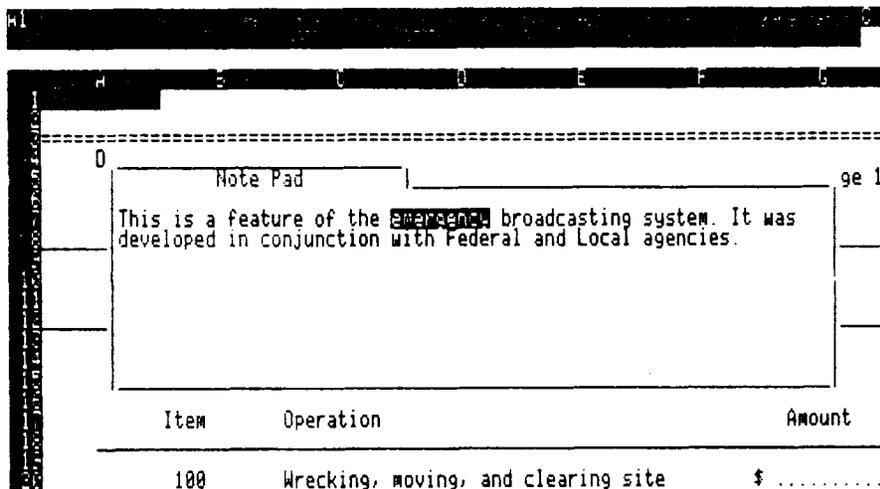


Figure 4.4. Note Pad Copy Command

Press **RETURN** and the cursor will re-appear where it was before starting the **COPY** command. Move to the end of the section of text you have been typing by using the **RIGHT ARROW** key. Press **RETURN** to move to a new line and then press **OPEN-APPLE P** (for paste). The word **emergency** will appear. You can make multiple copies of whatever you have copied with the **OPEN-APPLE C** command by pressing **OPEN-APPLE P** again.

If you hold it down for a while, the screen will look like this:

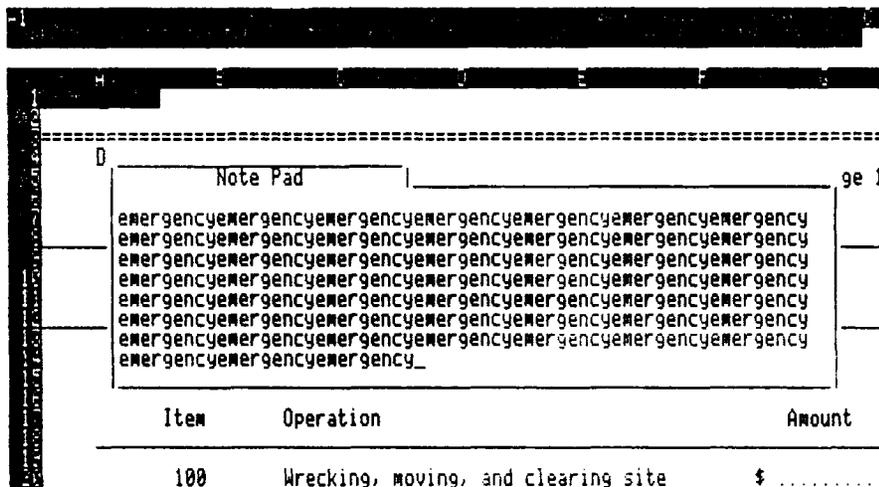


Figure 4.5. Note Pad Paste Command

Using the arrow keys to move through your lines of text may at times be slow (depending on the size of your note). There are faster ways of moving through your note. They are:

OPEN-APPLE < - Move to the beginning of the line.

OPEN-APPLE > - Move to the end of the line.

For these two commands, you do not have to hold the **SHIFT** key down, typing **OPEN-APPLE** , or an **OPEN-APPLE** . will function exactly as if you held the **SHIFT** key down.

To move through your note, you may also press the **TAB** key to move forward 6 characters at a time. Pressing **OPEN-APPLE TAB** will move the cursor backwards 6 characters at a time. If you are entering text on a new line with nothing yet on it, pressing the **TAB** key will add spaces to the next **TAB** stop (every 6th character position). This can be useful in aligning things along certain column boundaries.

If you fill up one entire screen (the eight lines displayed at any one time), the Note Pad will automatically scroll up the contents of the note. To move up and down through the note, use the **UP** and **DOWN ARROW** keys. To quickly scroll through your note hold the **OPEN-APPLE** key down in conjunction with the **UP** and **DOWN ARROW** keys. This will move the cursor eight lines (one page) at a time.

Finding Text Within A Note

The Note Pad allows you to FIND a word within the note by using the FIND command. If you press **OPEN-APPLE F** (for FIND), the following screen will appear:

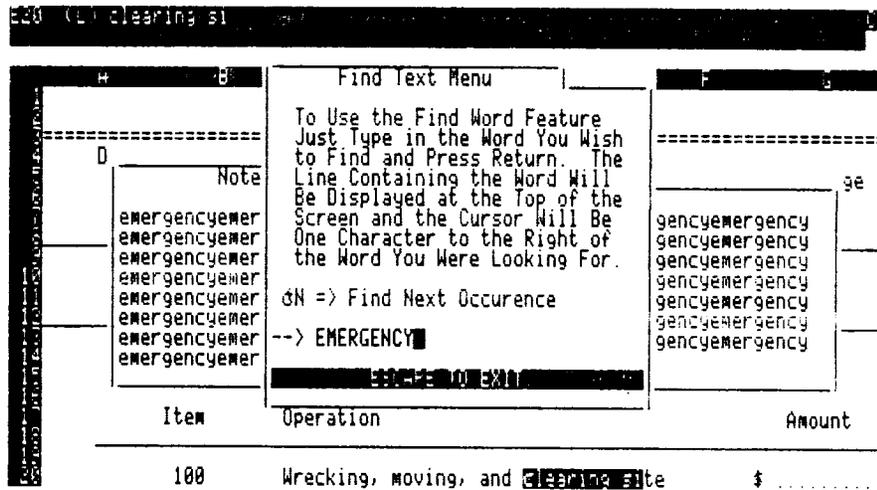


Figure 4.6. Note Pad Find Text Folder

As it says, simply type in the word you are looking for and if it is in the note, the Note Pad will move the cursor to the line it is on. The cursor will follow the word, so if you want to make a change it's easy to delete the word by pressing the **DELETE** or backslash (****) key.

The case of the word is unimportant as the Note Pad will find all words that match the characters it is looking for.

Sometimes, there may be more than one occurrence of the word you are looking for. In this instance, you do not have to re-type the word you are looking for. All you have to do is press **OPEN-APPLE F** to FIND again and then press **OPEN-APPLE N** for finding the next occurrence of the word.

Printing A Note

The Note Pad allows you to print out the contents of the note to any printer configured into your system or any disk file. It supports three different modes of printing. Depending on what kind of printer you are working with and what you want the printed document to look like, the three different options are very important.

The first mode will append a return at the end of each line. If the printer you are using automatically adds a line feed, you can select this printing mode. When you print to your printer, if things are double spaced, the printer is probably automatically adding a line feed. In this case, select the first mode.

If when you print, everything is printed on one line, choose the second printing mode. This one will add a return and line feed character to each line of the printout, fixing the problem.

The third printing mode will only add the return character to the ends of lines that have the return character in them. You can use this mode when printing to a disk file. Usually when printing to a disk file, you will later be editing the section of text with another word processor. This option will allow the other word processor to re-margin the text to its own format.

To select the printing mode and to print out, press **OPEN-APPLE H** (for **HARDCOPY**). The Print Selection Menu will appear:

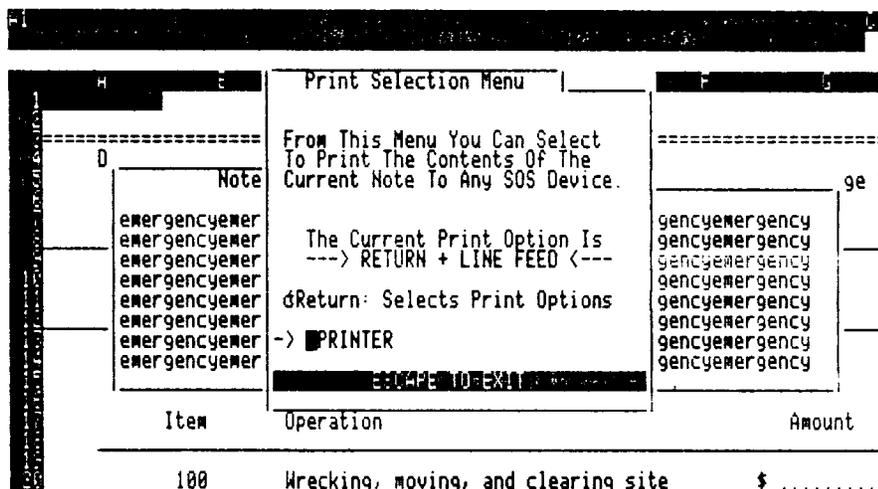


Figure 4.7. Note Pad Print Selection Menu

To select the mode you want, hold down the **OPEN-APPLE** key while pressing **RETURN**. The current print option will be displayed on the screen. If you keep pressing **OPEN-APPLE RETURN**, the three options will be displayed one after another.

Once a new printing mode is selected, it will be saved along with the file. The next time you use the Note Pad, the last printing mode you selected will be the default printing mode.

To select the print destination, type the device name if you want to send the hardcopy to a printer, or an Apple /// pathname if you want to send it to a disk file for later viewing/editing with another word processor.

When typing in the pathname (if you are sending it to a disk file), you can type up to twenty six characters in the pathname.

Adding New Notes

If you fill up a note you will get the message:

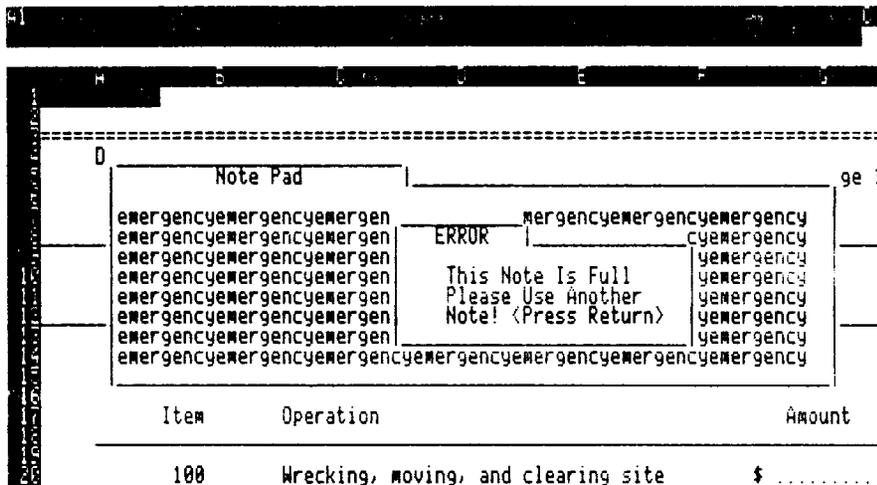


Figure 4.8. Note Pad "Note Full" Error

When you get this message, you will not be able to add more lines to the note. In this case, and in case you want to place a new note into the Note Pad, use the Add Another Note command. If you press **OPEN-APPLE R** (for ADD), the following screen will appear:

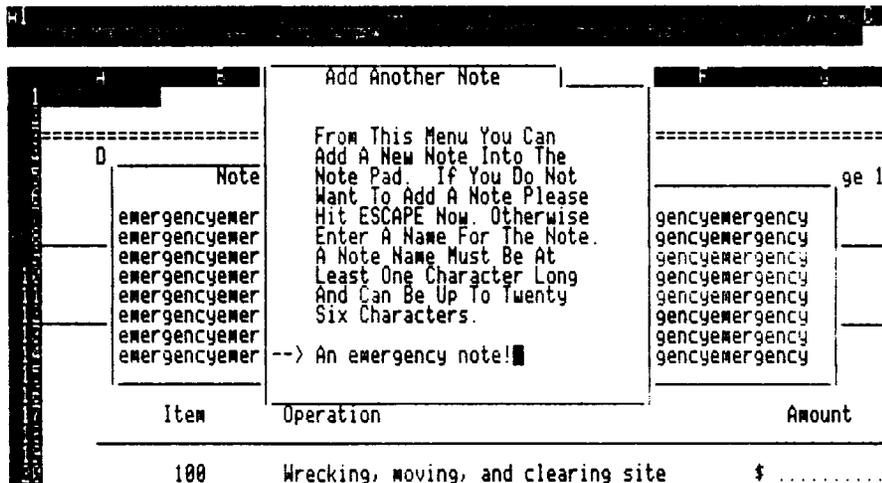


Figure 4.9. Note Pad Add Another Note Folder

Type in the name you want associated with the new note. This name can contain any legal character and be up to twenty six characters long. Examples include:

- Stealth contract info.
- Possible Christmas Gifts
- /// E-Z Pieces Help
- Phone #'s & Addresses

After you type in the new note name and press **RETURN**, you will be greeted with a fresh blank note that you can now type more note information into.

For each new note that you add, the **NOTE.PAD** file in the **DESKTOP** subdirectory will grow in size by 8 blocks (4,096 characters maximum in each note). If you are using the Desktop Manager on a floppy disk based system, you will not be able to add more than a few dozen notes, depending on the size of the disk. On a hard disk system, you should have not problems adding up to the 244 note maximum. (A full **NOTE.PAD** file will take up about one megabyte of disk space)

Renaming Notes

Since each note has a name associated with it, you may occasionally wish to change the name of the current note. You can use the Rename Current Note command for this purpose.

While you are editing the current note, type **OPEN-APPLE R** (for **RENAME**) and the following screen will appear:

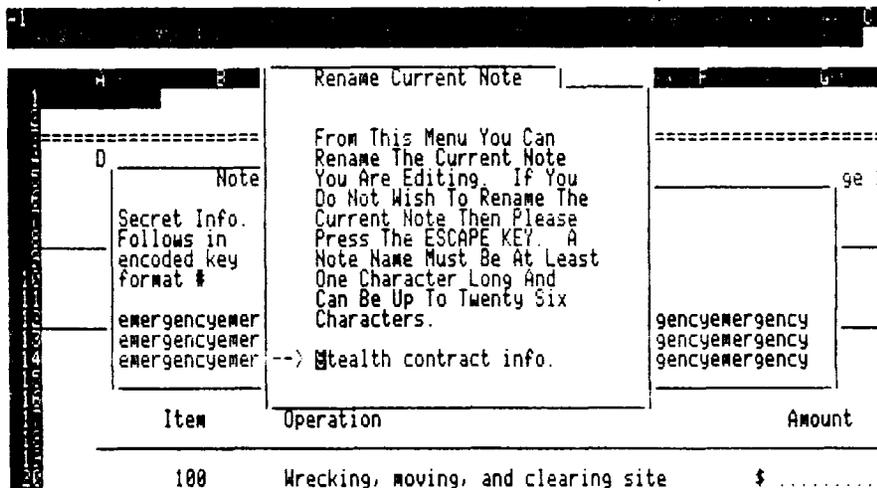


Figure 4.10. Note Pad Rename Current Note Folder

Enter the new note name and press **RETURN**. The new note name will be saved to disk as soon as you exit or change to a different note.

Changing To A Different Note

As you use the Note Pad, you will occasionally want to go to the various notes. There are two ways to do this. The first is very easy.

Simply press **OPEN-APPLE N** (for NEXT note) to go to the next note. If there is another note in the Note Pad, this command will bring you to the next note and allow you to edit it. If there aren't any more notes, the current note will continue being displayed.

To go to the last note, press **OPEN-APPLE B** (for BACK note). If there is a note before the one you are currently editing, this command will bring you to the last note and allow you to edit it. If you were editing the first note in the Note Pad, the current note will continue being displayed.

The second way allows you to select a note, not by it's position, but by the note name. To go to the Note Selection Menu, press **OPEN-APPLE S** (for SELECTION) and the following screen will appear:

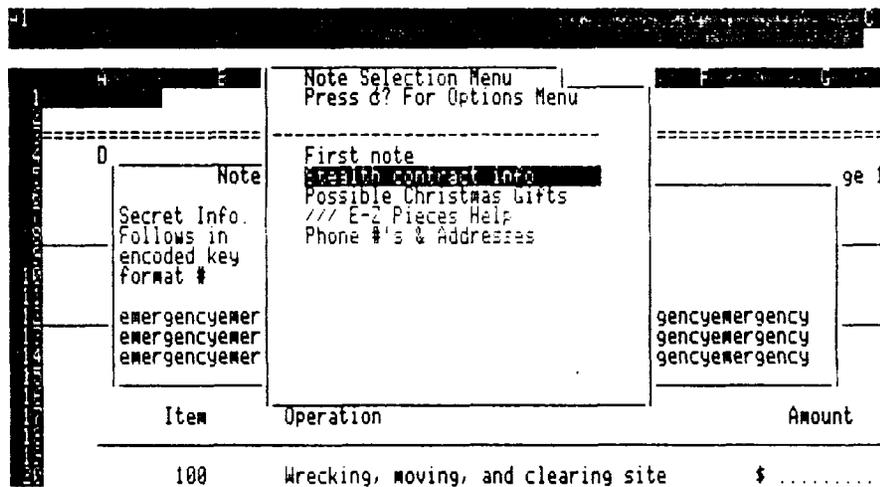


Figure 4.11. Note Pad Note Selection Menu

To change to a different note, highlight the note you would like to edit by using the **UP** and **DOWN ARROW** keys to highlight the note name. Once you press **RETURN**, the highlighted note will automatically be loaded in for viewing and editing.

Help is available in this section of the program. Just press **OPEN-APPLE ?** to tell you about the various keys you can use in the Note Selection Menu.

The first page on the Note Selection Menu can display up to 12 different notes. If you have more than 12 notes, pressing **OPEN-APPLE N** will bring you to the next page of notes. Likewise, **OPEN-APPLE B** will bring you to the last page of note names. Pressing the **DOWN & UP ARROW** keys will also bring you to the next and last page of note names. If you are on the last note name in the list and press the **DOWN ARROW** key, you will be returned to the first page of note names.

Deleting A Note

To delete a note, go to the Note Selection Menu (described in detail above) by pressing **OPEN-APPLE S** (for SELECTION). Highlight the note you want to remove and press **OPEN-APPLE D**. The highlighted note will be removed from disk and the last note in the list will be placed in the deleted notes position.

Moving The Note Pad Window

As with all of the Desktop Manager Modules, the Note Pad's window can be placed in any position on the screen where it will fit. To move the Note Pad window, press **OPEN-APPLE M** (for MOVE). The contents of the main Note Pad screen will disappear while you move the Note Pad folder around the screen.

Use the arrow keys to move the folder into the new position. When you have placed it where you want it to stay, just press **ESCAPE** or **RETURN**. The contents of the note will re-appear and the new position of the Note Pad will be saved when you exit the Note Pad. Thus, the next time you enter the Note Pad, the Note Pad window will reside in the same place.

Other Note Pad Uses

The Note Pad can be used as a mini-data base program. You could use it to store your phone list for almost instantaneous retrieval. All you have to do is setup 26 notes, one for each letter in the alphabet. Into each particular note, type in your phone list. An example entry in the J's note would be:

Timothy Jones (415) 667-4513

To find his phone number, just select the J's note and use the **FIND** command to search for **JONES**. In an instant his name and phone number will appear on your screen. Depending on the number of phone numbers in your list you may only have to make two or three notes. With note names like **Phone #'s A-M** and **Phone #'2 N-Z** finding someones phone number can be a very simple task.

Note Pad Key Command Reference

Note Editing Commands:

OPEN-APPLE ? -> Displays the main Note Pad help menu
OPEN-APPLE N -> Allows you to move the Note Pad window
ESCAPE or **RETURN** sets the new position
ESCAPE -> Returns to the Desktop Manager Menu, or your Applications program

CHARACTER: Inserts the character at the current cursor position
LEFT ARROW: Moves the cursor one position to the left
RIGHT ARROW: Moves the cursor one position to the right
UP ARROW: Moves the cursor one line up
DOWN ARROW: Moves the cursor one line down
OPEN-APPLE UP ARROW: Moves the cursor eight lines up
OPEN-APPLE DOWN ARROW: Moves the cursor eight lines down
TAB: Moves the cursor right to next tab stop
OPEN-APPLE TAB: Moves the cursor left to previous tab stop

OPEN-APPLE E => Toggles the Insert/Overstrike cursor
OPEN-APPLE C -> Copy a line or portion of a line
OPEN-APPLE P => Paste the last line copied
OPEN-APPLE LEFT ARROW => Delete to the left of the cursor
DELETE (if you have an Apple /// plus), or Backslash (/)
OPEN-APPLE RIGHT ARROW -> Delete to the right of the cursor
OPEN-APPLE Y => Delete to the end of the line
OPEN-APPLE D => Delete the entire current line
OPEN-APPLE < => Move to beginning of the line
OPEN-APPLE > => Move to the end of the line.

Printing Commands:

OPEN-APPLE H: Go to the Print Selection Menu
OPEN-APPLE RETURN: Toggle RETURN, RETURN + LINEFEED and WORD PROCESSING printing modes.

Note Selection Commands:

OPEN-APPLE N: Go to the next note

OPEN-APPLE B: Go back to the last note

OPEN-APPLE S: Go to the Note Selection Menu

Note Selection Menu Commands:

UP ARROW: Move the highlight to the previous note name

DOWN ARROW: Move the highlight to the next note name

OPEN-APPLE B,

UP ARROW: Moves back to the last page of note names

OPEN-APPLE N,

DOWN ARROW: Moves to the next page of note names

OPEN-APPLE D: Deletes the highlighted note

OPEN-APPLE ?: Displays the Note Selection Menu help screens

Chapter 5 - The Appointment Calendar

The **Appointment Calendar** is a powerful and easy to use time scheduling tool. It lets you set multiple appointments on any day up to December 31st, 1999. These **Appointment Events** will notify you of your next appointment. From within any program, no matter what you are doing, the Appointment Calendar will show you your next appointment. The day and week at a glance features will show you the appointments for a single day or an entire week at a time. Full help screens compliment this very easy to use perpetual calendar. This chapter will show you how to operate the Appointment Calendar.

To access the Appointment Calendar, either press **SOLID-APPLE ESCAPE** and select it from the Desktop Manager Menu, or press **SOLID-APPLE 2** to directly run the Module. In a moment or so the Appointment Calendar window will appear as shown below:

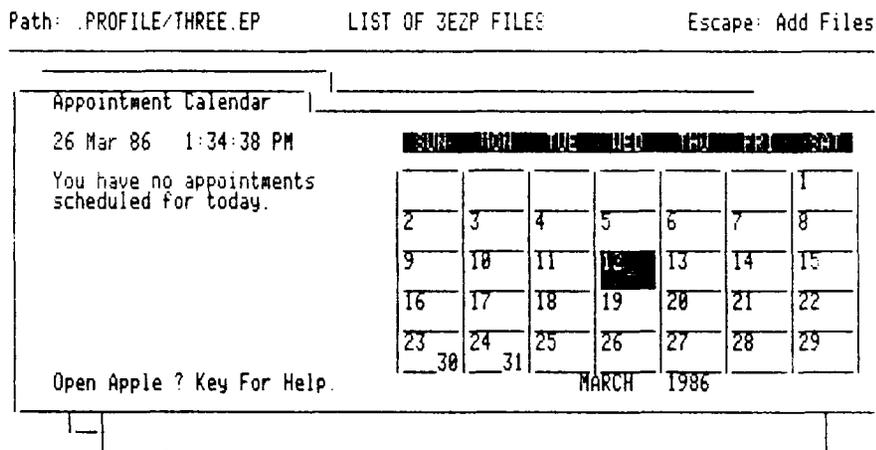


Figure 5.1. Appointment Calendar Within /// E-Z Pieces

In the above picture, the Appointment Calendar is shown running within the /// E-Z Pieces program. It doesn't have to be /// E-Z Pieces, as with all of the other Desktop Manager Modules, the Appointment Calendar works within all Apple /// programs.

As supplied, the Appointment Calendar has no appointments. You can add over 1500 appointments as explained below. Each day can hold up to 15 appointments. Each appointment consists of a time for the appointment and up to 14 lines of information. Each line can have up to 32 characters in it. The Appointment Calendar allows you to delete appointments, change appointment times, edit the contents of the appointment information, and even set the Apple ///'s system clock. Printing a single appointment, an entire days appointments, the weeks appointments or the month's calendar and all the other features of the Appointment Calendar will be explained in the next few pages.

Please remember that to leave the Appointment Calendar, simply press **ESCAPE**. This will return you to the Desktop Manager Menu, or your application program if you entered the Note Pad via the Direct Access key (**SOLID-APPLE 2**). Also remember that any changes you made to an appointment in the Appointment Calendar will automatically be saved to disk when you press **ESCAPE**.

Appointment Help

Throughout the Appointment Calendar, help is instantly available. All you have to do is press **OPEN-APPLE ?** and the following screen will appear:

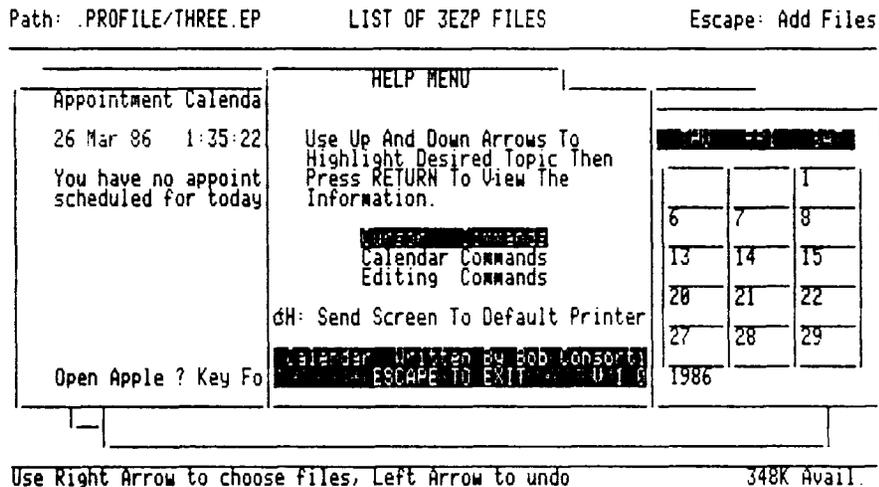


Figure 5.2. Appointment Calendar Main Help Screen

Use the arrow keys to highlight the particular item you want help on and press **RETURN** to view the information. If you ever get stuck in the Appointment Calendar, read over the help information, it's the next best thing to the manual.

Moving Around Within The Calendar

The Appointment Calendar has many commands that will let you view months at a time, or information about appointments on a single day or a week at a time. As shown below, the main Calendar screen shows the current month. Upon entering the Appointment Calendar, the cursor will lie over the current day. If a day in the month has any appointments, a small bell character will appear in that day on the calendar. If there are any appointments in the highlighted day, the appointment times for that day will be displayed to the left of the calendar.

Some programs change the character set so the bell character may not always look like a bell. In certain programs it may be a strange looking character. In any case, remember that if a day on the calendar has a bell or other character in it, that day of the month has one or more appointments in it.

In the example shown below, the current month has seven days with appointments. The bells over the 7th, 17th, 19th, 21st, 24th, 27th and 31st days in the month indicate they have appointments in them. The highlight is over the 21st and to the left of the calendar, the screen shows that on the 21st there are 4 appointments.

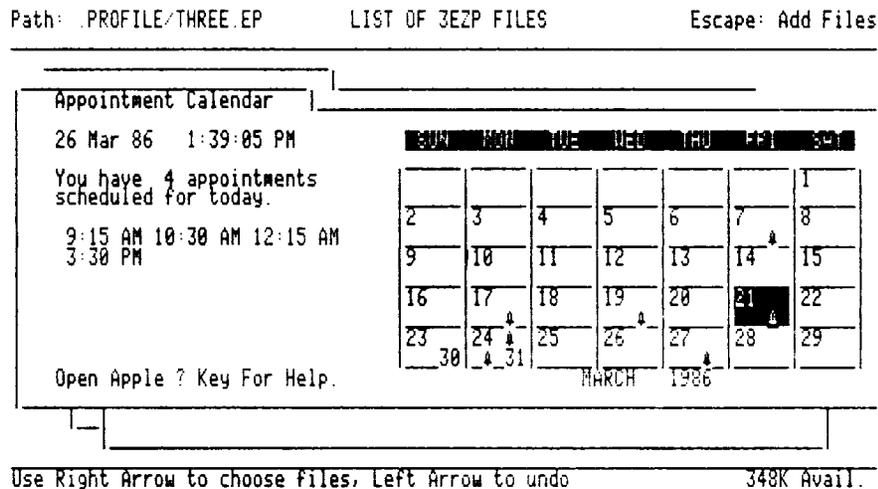


Figure 5.3 Appointment Calendar With Appointments

To move to the next day in the month, press the **RIGHT ARROW** key. This will move the highlight one day to the right. If you press the **LEFT ARROW** key the highlight will move one day to the left. The **UP ARROW** will move to the previous week and the **DOWN ARROW** will move to the next week. If you try to move past the end or the beginning of the month, the highlight will wrap around to the first or last day in the same month.

Going To A Different Month & Year

There are two different commands to move to a different month and year. Pressing **OPEN-APPLE N** will move to the next month, **OPEN-APPLE B** will move to the last month. The **OPEN-APPLE UP** and **DOWN ARROW** keys will also move to the previous and next months.

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You can also GOTO a specific month and year. Pressing **OPEN-APPLE G** (for GOTO) will display the following menu:

Path: .PROFILE/THREE.EP LIST OF 3EZP FILES Escape: Add Files

Appointment Calendar

Goto A Month & Year

Use this menu to select the new month and year that you would like to view.

At the prompt below that asks you to type in the month, please note that you only have to type in the first 3 letters of the month.

Enter the new MONTH: JUN
Enter the new YEAR: 1961

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	MARCH		1986		

Use Right Arrow to choose files, Left Arrow to undo 348K Avail.

Figure 5.4. Appointment Calendar With The Goto A Month Folder

If you type in the name of the month (the first three letters will suffice), and the year (1900-1999), a few seconds later the Appointment Calendar will show the calendar for the desired month and year.

Getting Back To The Current Day

After moving to a different month or year, you can directly return to the current day, month and year by pressing **OPEN-APPLE ESCAPE**. This will immediately bring you back to the month and year with the current day highlighted.

Setting The Time

The Appointment Calendar allows you to change the time of the Apple's system clock, if you have either an Apple clock, an ON THREE O'Clock or a compatible Apple /// system clock. If you press **OPEN-APPLE T** (for TIME) the following screen will appear:

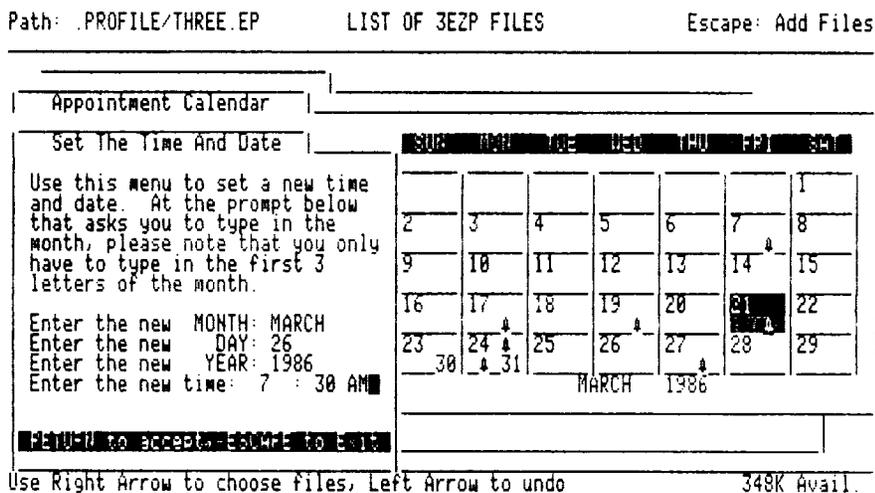


Figure 5.5. Appointment Calendar With Set Time Folder

Enter the month (the first three letters will suffice), day, year (1900-1999), and the time of day to set or change the time of the clock. When entering the time of day, the first field is the hour, the second is the minute and the last is the AM-PM section. To set the time of day to 7:30 AM you would type the following:

Type 7, press **RETURN** or **TAB**. Type 30, press **RETURN** or **TAB**. Type AM, press **RETURN** or **TAB**. To go back to the previous time field, press **OPEN-APPLE TAB** or the **LEFT ARROW** key. This will move you back to the last time field.

If you change your mind at any time during the entering of the new time, simply press **ESCAPE**. This will return you to the Appointment Calendar main screen.

Adding An Appointment

To add an appointment press **OPEN-APPLE A** (for ADD). The following screen will appear:

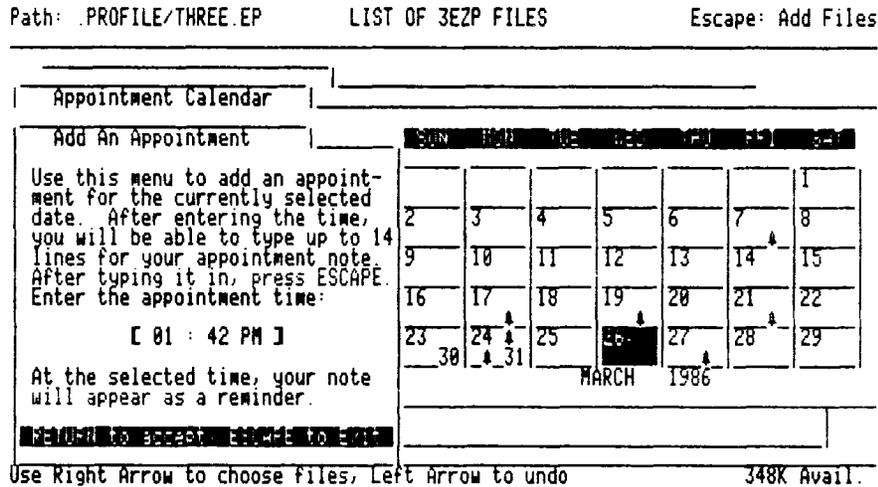


Figure 5.6. Appointment Calendar With Add Appointment Folder

Enter the time of your appointment and press **RETURN**. If you change your mind about adding the appointment, press **ESCAPE**. This will bring you back to the main calendar screen. Otherwise, you will now be able to type up to 14 lines of information about the appointment.

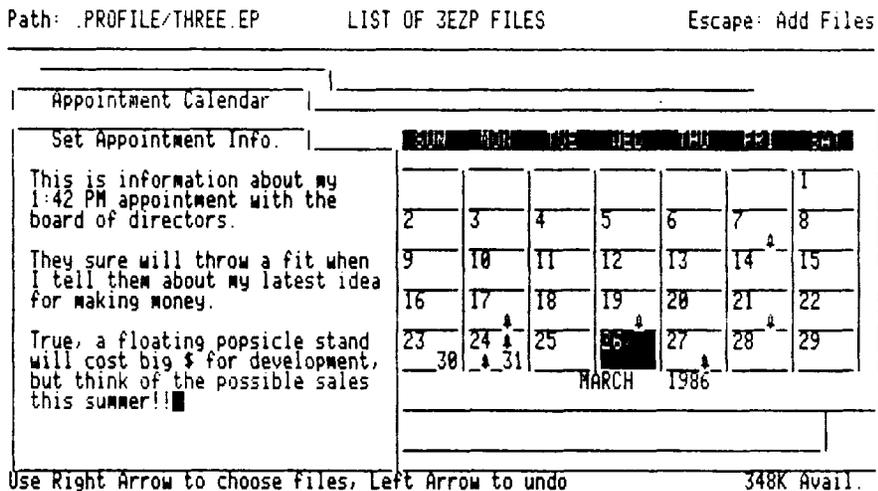


Figure 5.7. Appointment Calendar With Set Appointment Info. Folder

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While adding the textual information you have the following editing commands available:

CHARACTER => Inserts the character at the current cursor position
LEFT-ARROW => Moves the cursor one position to the left
RIGHT-ARROW => Moves the cursor one position to the right
TAB => Moves the cursor 6 positions to the right on a line
OPEN-APPLE TAB => Moves the cursor 6 positions to the left on a line
OPEN-APPLE E => Toggles the Insert/Overstrike cursor
OPEN-APPLE C => Copy a line or portion of a line
OPEN-APPLE P => Paste the last line copied
OPEN-APPLE LEFT ARROW => Delete to the left of the cursor
DELETE key (if you have an Apple /// plus) or the Backslash key (\)
OPEN-APPLE RIGHT ARROW => Delete to the right of the cursor
OPEN-APPLE Y => Delete to the end of the line
OPEN-APPLE D => Delete the entire current line
OPEN-APPLE ESCAPE => Restores any changes to the line
OPEN-APPLE H => Prints a copy of the current appointment to the default printing device. Chapter 7 has complete details about the default printing device.

While entering appointment information, please remember that this is a mini-editor and does not have the full word processing features of the Note Pad. Word-wrap and other sophisticated editing commands are not available here.

When finished entering the appointment information, press **ESCAPE**. This will bring you back to the Appointment Calendar main screen. The appointment will automatically be saved to disk. You will notice that on the currently highlighted day will be the new appointment that you just entered.

There is a limit of 15 appointments on any given day. If you try to add a 16th, you will get the following message:

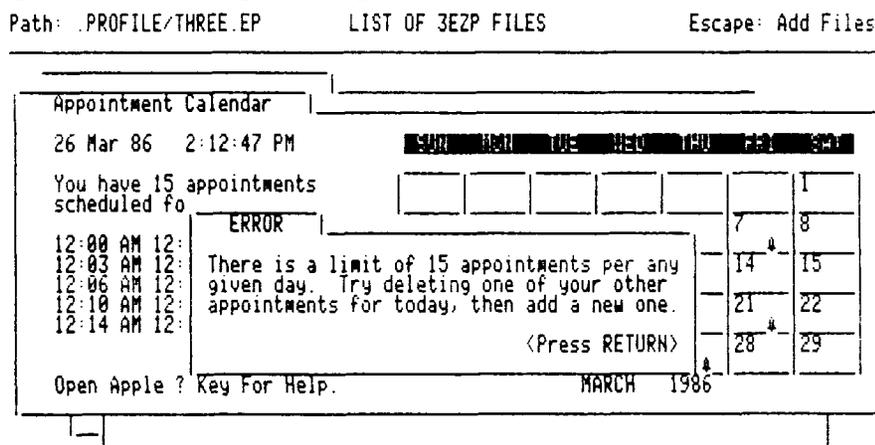


Figure 5.8. Appointment Calendar 15 Appointment Limit

Appointment Events

When you leave the Appointment Calendar and return to your main program, any appointments that you have entered will now be **armed**. An **Appointment Event** is an appointment whose time has come due. If you had set an appointment for 9:45 in the morning to remind yourself of an upcoming meeting, at precisely 9:45 AM, the following screen will appear:

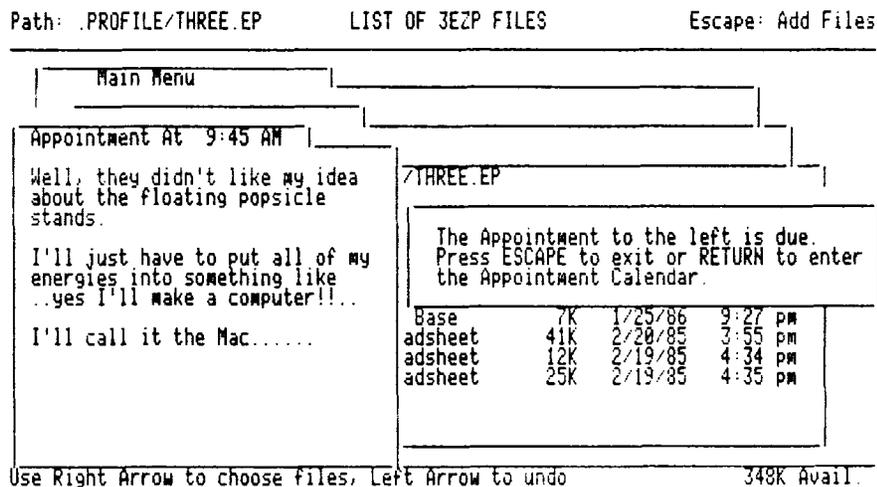


Figure 5.9. Appointment Calendar - 'Appointment Event'

The Appointment Event will interrupt whatever you were doing and display the appointment's information screen. As it says, you can press **RETURN** to enter the Appointment Calendar or **ESCAPE** to simply exit back to your program.

Because an Appointment Event can interrupt almost all operations, including printing and reading/writing disk information, please be sure that you do not shut your machine down while in the Appointment Calendar. If you do so, the computer may not finish printing your report or worse.

The Appointment Event will wait up to 1 hour and 30 minutes for you to press a key. If you have not done so at the end of this time, you will automatically be returned to your main program. Thus, if you go to lunch just before an Appointment Event occurs, chances are that you will be back to view the appointment information before it automatically clears itself.

Because an Appointment Event will wait 1 hour and 30 minutes per appointment, it is possible in certain circumstances to have problems. If, for example, you are doing batch printing overnight, make sure before leaving for the night that no appointments will happen over night. If you don't do this and a few appointments were set late in the evening, you could come into the office in the morning and find very little information printed.

When an Appointment Event is displayed and while the Calendar is waiting for you to press **ESCAPE** or **RETURN**, the Calendar will beep a second or so each minute. The beeping will only start after the first minute. This can be useful to alert you to the Appointment Event if you have your back to the machine.

Appointment Event Errors

Occasionally you may get the following message:

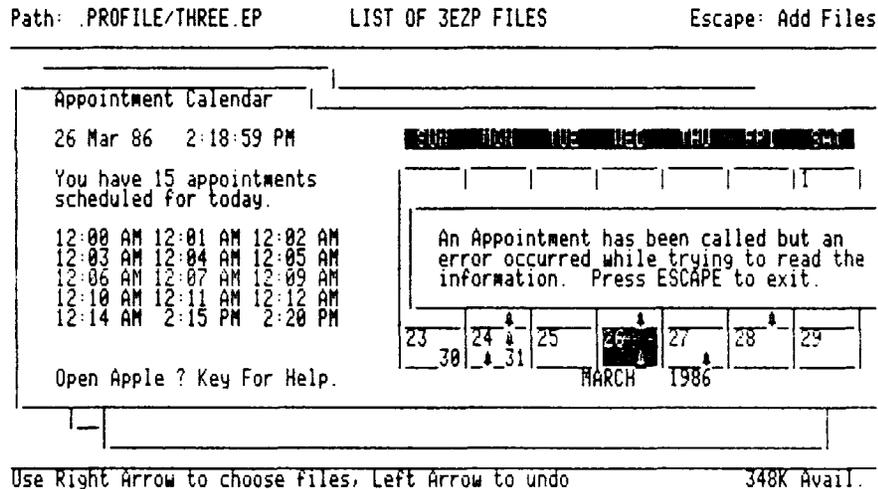


Figure 5.10. Appointment Calendar Unclaimed Appointment Error

This will only occur in a few instances. You will get this message if you have armed an Appointment Event and then deleted the Appointment Event file. You will also get this message if you change the time of an armed Appointment Event. If you do not exit the Appointment Calendar before the Appointment Event becomes due, the armed time will not be changed to the new time. It can also occur if the disk that you are using to hold your appointments has developed a bad block or area on it.

Seeing The Days Appointments

From the Appointment Calendar main screen, you can see the number and times of any appointments that are in the highlighted day. It also allows you to see the detailed information about the appointments in that day. From the **Show Appointment Info.** menu you can see the 1st 25 characters of the 1st line of your appointment. From this menu you can also change an appointments time, edit the appointment information, or even delete the appointment.

If there are any appointments on the currently highlighted day, pressing **OPEN-APPLE S** (for **SHOW**) or simply **RETURN** will bring you the Show Appointment Info. menu:

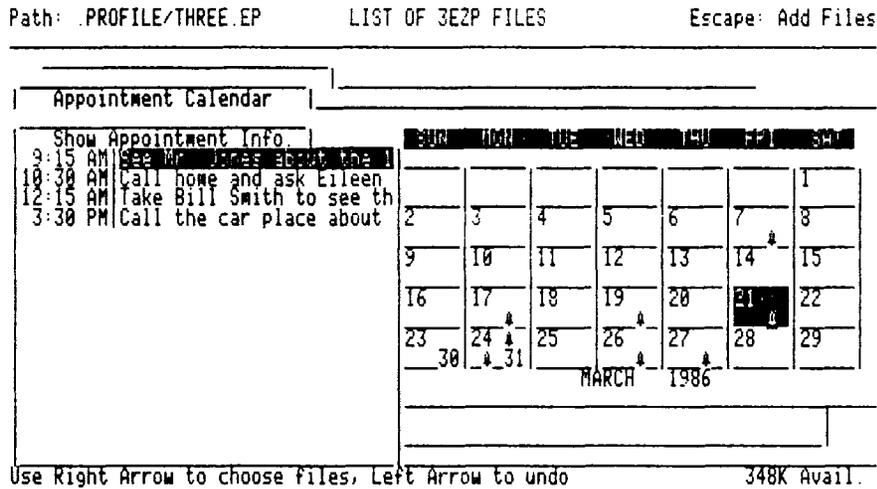


Figure 5.11. Appointment Calendar Show Appointment Info. Menu

From here, you can select the appointment you want to view/edit by using the **UP** and **DOWN ARROW** keys to move the highlight over the appointment you want. If you press the **UP ARROW** key while at the 1st position, the highlight will move to the bottom. Likewise, if you press the **DOWN ARROW** key while at the bottom, the highlight will move to the top of your selections.

To exit back to the Appointment Calendar main screen, simply press **ESCAPE**.

Changing Appointment Times

To change the time of an appointment, highlight the appointment you want to change and press **OPEN-APPLE C** (for **CHANGE**). The following menu will appear:

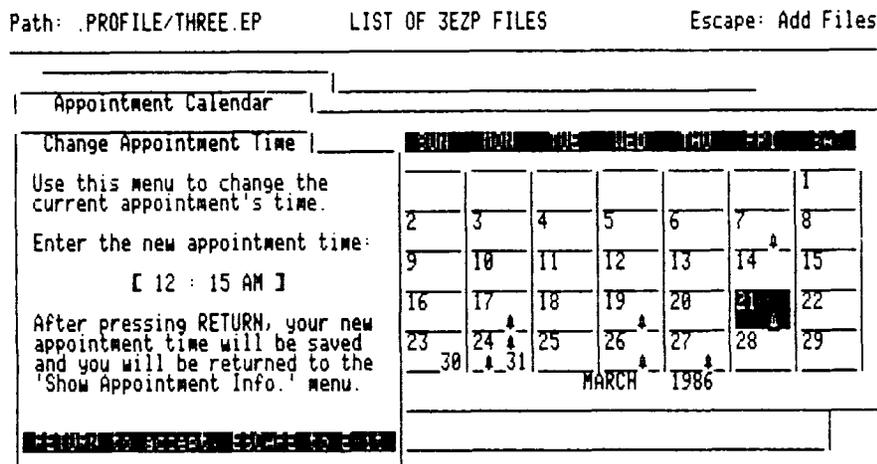


Figure 5.12. Appointment Calendar Change Appointment Time Folder

To change the appointments time, simply type in the new time information and press **RETURN**. In a second or so, you will be returned to the Show Appointment Info. menu and will be able to select another appointment, or **ESCAPE** back to the main screen.

The changed time will not actually be set until you leave the Appointment Calendar. If you change the time of the next Appointment Event that is due, you must exit the Appointment Calendar to set up the Desktop Manager to recognize the changed appointment time.

To change the day of an appointment, you must delete the appointment on the one day and add it into the new day. This is greatly simplified by using the Text Pickup/Paste command of the Desktop Manager. Text Pickup/Paste is explained in detail in chapters 8 and 9.

Deleting Appointments

After an appointment has passed, you probably will want to delete it. To do this, simply highlight the appointment you want to delete and press **OPEN-APPLE D** (for DELETE). To do this you must be on the Show Appointment Info. menu.

The Appointment Calendar allows you to set over 1500 appointments. However, each appointment you set takes up one block of disk space. Because of this you will want to delete older appointments to save room on your disk. With a thousand or so appointments you will find it takes considerably longer to go from month to month or to pop-up the Show Appointment Info. menu.

If your disk has only a couple of hundred appointments, performance will be noticeably quicker.

Printing The Day Appointment Info.

While you are viewing the Show Appointment menu, pressing **OPEN-APPLE H** will print a copy of the Show Appointment menu to the default printing device.

For more information about the default printer, look in chapter 7.

Week At A Glance

The Appointment Calendar allows you to view the appointment times of any consecutive seven days. The **Week At A Glance** feature will allow you to see just how your time is scheduled for the upcoming seven days.

To view the appointments for seven consecutive days, highlight the 1st day in the seven day period that you want to view. Press **OPEN-APPLE H** (for WEEK) and the **One Week Appointment List** menu will appear on your screen.

Shown below is a sample of just what this screen can look like:

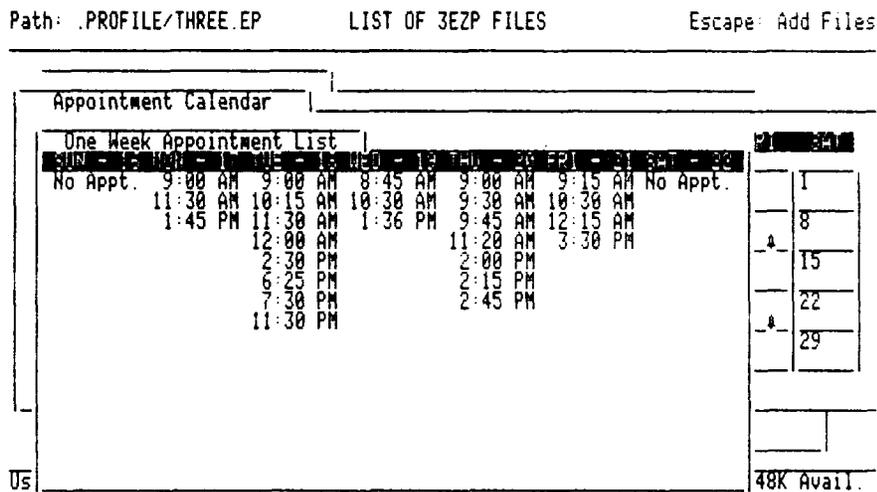


Figure 5.13. Appointment Calendar Week At A Glance

You can view any seven days as long as they all reside within one calendar month. Typically you will move the highlight to the Sunday that precedes the week you want to view, but you can choose any seven days you want.

Printing The Week Appointment Info.

While you are viewing the One Week Appointment List menu, pressing **OPEN-APPLE H** will print a copy of the seven days of appointment times to the default printing device.

For more information about the default printer, look in chapter 7.

Printing A Months Calendar

While you are viewing the main Appointment Calendar screen, pressing **OPEN-APPLE H** will print a copy of the month's calendar to the default printing device.

For more information about the default printer, look in chapter 7.

Moving The Appointment Calendar Window

As with all of the Desktop Manager Modules, the Appointment Calendar's window can be placed in any position on the screen where it will fit. To move the Appointment Calendar window, press **OPEN-APPLE H** (for MOVE). The contents of the main Appointment Calendar screen will disappear while you move the Appointment Calendar folder around the screen.

Use the arrow keys to move the folder into the new position. For the Appointment Calendar, you can only move the folder up and down the screen. This is because the Appointment Calendar takes up the entire width of the screen. When you have placed it where you want it to stay, just press **ESCAPE** or **RETURN**. The contents of the calendar will re-appear and the new position of the Appointment Calendar will be saved when you exit the Appointment Calendar.

Thus, the next time you enter the Appointment Calendar, the Appointment Calendar window will reside in the same place where you last left it.

Other Appointment Calendar Uses

The Appointment Calendar can do more than just remind you of future appointments. You can use it as a time scheduling tool to plan out your weeks schedule. Tying textual information (the Appointment Info.) to a certain time can show you just how you are spending your time.

Managers can use it to schedule parts restocking, or other buying needs. Setting up meetings, allotting a certain amount of time per day for different events and even scheduling employee raises can become automatic.

Appointment Calendar Key Command Reference

- OPEN-APPLE ?** => Displays the Appointment Calendar help menu
OPEN-APPLE N => Allows you to move the Appointment Calendar window
 ESCAPE or **RETURN** sets the new position
ESCAPE -> Returns to the Desktop Manager Menu, or your
 Applications program

Appointment Calendar Movement Commands:

- RIGHT ARROW:** Moves the highlight one day to the right
LEFT ARROW: Moves the highlight one day to the left
UP ARROW: Moves the highlight to the last week
DOWN ARROW: Moves the highlight to the next week
OPEN-APPLE N,
OPEN-APPLE DOWN ARROW: Moves to the next month
OPEN-APPLE B,
OPEN-APPLE UP ARROW: Moves to the last month

Appointment Calendar General Commands:

- OPEN-APPLE A** -> Add an Appointment
OPEN-APPLE T -> Set the time and date
OPEN-APPLE G -> Goto a month and year
OPEN-APPLE S,
 RETURN -> Show the current day's appointment information
OPEN-APPLE M => Show seven days appointments
OPEN-APPLE ESCAPE: Goes to current day, month and year
OPEN-APPLE H => Prints a copy of the month's calendar to the default printing
device. Chapter 7 has complete details.

Show Appointment Info. Commands:

- UP ARROW:** Moves the highlight to the previous appointment line
DOWN ARROW: Moves the highlight to the next appointment line
RETURN: View or edit the appointment information
OPEN-APPLE D -> Delete the highlighted appointment
OPEN-APPLE C -> Change the time of the highlighted appointment
OPEN-APPLE H => Prints a copy of the seven days of appointment times to the
default printing device. Chapter 7 has complete details.

Appointment Editing Commands:

CHARACTER => Inserts the character at the current cursor position
LEFT-ARROW => Moves the cursor one position to the left
RIGHT-ARROW => Moves the cursor one position to the right
TAB => Moves the cursor 6 positions to the right on a line
OPEN-APPLE TAB => Moves the cursor 6 positions to the left on a line
OPEN-APPLE E => Toggles the Insert/Overstrike cursor
OPEN-APPLE C => Copy a line or portion of a line
OPEN-APPLE P => Paste the last line copied
OPEN-APPLE LEFT ARROW => Delete to the left of the cursor
DELETE key (if you have an Apple /// plus) or the Backslash key (\)
OPEN-APPLE RIGHT ARROW => Delete to the right of the cursor
OPEN-APPLE Y => Delete to the end of the line
OPEN-APPLE D => Delete the entire current line
OPEN-APPLE ESCAPE => Restores any changes to the line
OPEN-APPLE H => Prints a copy of the current appointment to the default printing device. Chapter 7 has complete details about the default printing device.

Chapter 6 - The Calculator

The **Calculator** is an extremely powerful electronic workhorse. Never again will you have to turn to your hand-held calculator to do a simple (or very complex) calculation. Full 16 digit accuracy and multiple functions brings you the immediate power that you have been looking for. The scrolling paper tape can automatically print all the results out to your printer. Built-in help screens will show you just what keys to press for the desired function. This chapter will show you how to operate the Calculator.

To access the Calculator, either press **SOLID-APPLE ESCAPE** and select it from the Desktop Manager Menu, or press **SOLID-APPLE 3** to directly run the Module. In a moment or so the Calculator window will appear as shown below:

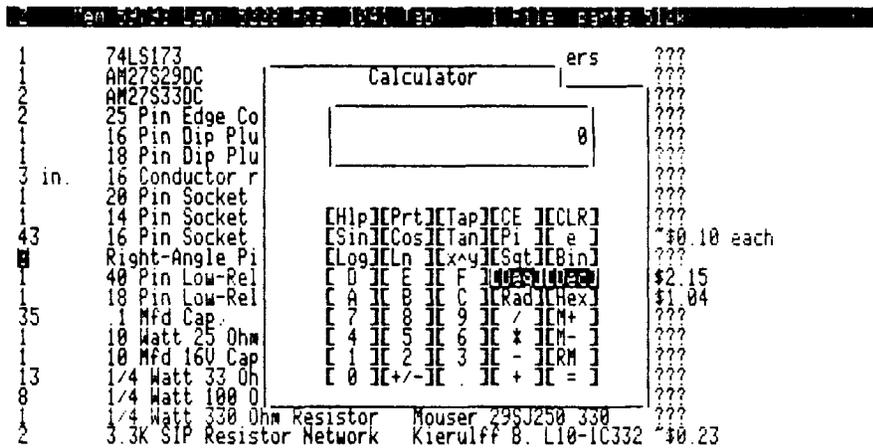


Figure 6.1. The Calculator Within Apple Writer ///

In the above picture, the Calculator is shown running within the Apple Writer /// program. It doesn't have to be Apple Writer, as with all of the other Desktop Manager Modules, the Calculator works within all Apple /// programs.

Please remember that to leave the Calculator, simply press **ESCAPE**. This will return you to the Desktop Manager Menu, or your application program if you entered the Calculator via the Direct Access key (**SOLID-APPLE 3**).

Calculator Help

Throughout the Calculator, help is instantly available. All you have to do is press **OPEN-APPLE ?** or **H** and the following screen will appear:

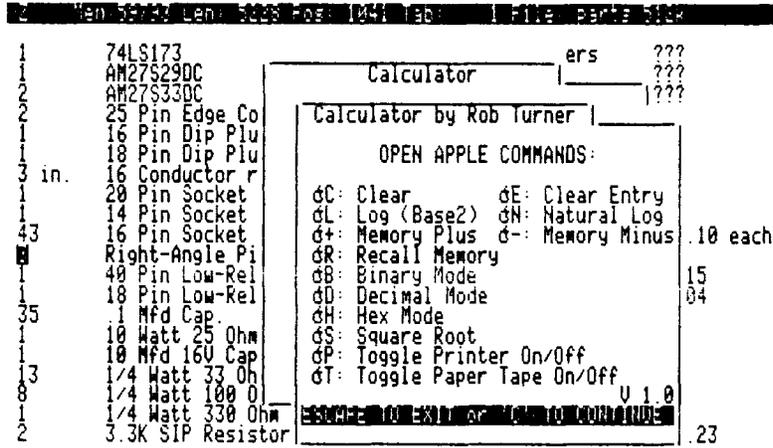


Figure 6.2. Calculator Help

There are two pages of help available in the Calculator. To view the second page, press **RETURN** or **C** for continue. To return to the Calculator, press **ESCAPE**. If you ever get stuck in the Calculator, read over the help information, it's the next best thing to the manual.

Using The Calculator

The Calculator functions much like your hand-held one. Type in one number, press a command (function like add, multiply, etc.) key and then another number. As you press a number or a command key, the corresponding item on the Calculator lights up briefly. As you type in a number, it will appear in the window above the number and command keys. Pressing the equal sign (=) will display the result. The Calculator keeps a running total of all values. If you wanted to sum three numbers: 2, 4 and 7, you would simply type 2+4+7= and the result (13) would be displayed.

The Calculator has the standard numerical precedence, so typing 2+3*4= would be evaluated as 2+12 (14), rather than 5*4 (20). Multiplication and division take precedence over addition and subtraction.

If you are summing up a column of numbers, it would be a pain in the neck to press the + sign (**SHIFT -**) each and every time. The Calculator allows you to simply press the **RETURN** or **ENTER** key in place of the + sign. Summing a column of numbers can now be performed using just the numeric keypad.

The \times key can also be used in place of the \wedge (SHIFT 8) when you want to perform a multiplication.

A negative number is entered just as a standard number, simply press the - sign before typing in the number. To add together 5, 3 and a -2, simply type $5+3+-2=$ and the result (6) will appear. To take the sum of $5 \wedge -3$, just type $5 \wedge -3=$.

Changing The Sign Of A Number

Sometimes you may want to change the sign of the displayed number (make a positive number negative or vice-versa). To do this, simply press **N** (for NEGATIVE). The displayed number's sign will change.

Clearing The Calculator

Just as a hand-held calculator, the Desktop Manager Calculator allows you to clear the entire calculator or just clear the last entry. To clear the calculator (the memory register is not affected) press **OPEN-APPLE C** (for CLEAR). To clear the last entry, press **OPEN-APPLE E** (for ENTRY).

Mathematical Constants

The Calculator offers two common mathematical constants for your use. The constants **Pi** and **e** are both available with full 16 digit accuracy. To use **Pi** or **e** in your calculations, simply press the **P** or **E** key and the desired number will appear just as if you had typed it.

Calculator Memory

The Calculator has a memory register that you can use to temporarily store a number. You can add a number to the memory register, subtract a number from it, or recall it. When adding or subtracting to the memory register, the contents of the display will be used.

To add a number to the memory register, type it in and press **OPEN-APPLE +** (or **OPEN-APPLE =**, you don't have to hold down the **SHIFT** key). Whatever number you typed will be added to the memory register. To subtract a number from the memory register, type in the number and press **OPEN-APPLE -**. The desired number will be subtracted from the memory register.

Recalling the contents of the memory register is also very easy. Simply press **OPEN-APPLE R** (for RECALL), and the contents of the memory register will appear, just as if you had just typed it in.

To zero the contents of the memory register, recall the number by pressing **OPEN-APPLE R**, press **N** to change its sign and then press **OPEN-APPLE +** to add the negative of the number to itself, thus zeroing the memory register.

When you exit the Calculator, the contents of the memory register will automatically be saved to disk. Thus, the next time you use the Calculator, the contents of the memory register will be intact.

Trigonometric Functions

The Calculator supports the standard trigonometric functions, Sine, Cosine and Tangent. It also supports both degree and radian computations. The default trigonometric computational mode is degrees. This is indicated on the Calculator by the inverse **Deg**. To change from degree to radians, press **R** (for RADIANS). To switch back to degrees, press **D** (for DEGREES).

To get the sine, cosine or tangent of a number, type in the number and then press **S**, **C** or **T** respectively. For example, to compute the sine of 45 degrees, type in 45 and then press **S**. The result will appear as shown below:

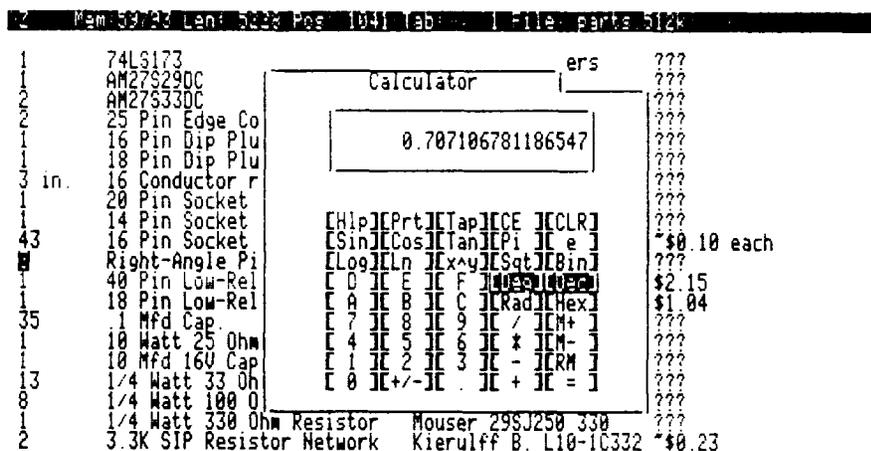


Figure 6.3. Sine Of 45 Degrees

Standard Functions

The Calculator offers many other standard functions. Logarithms, both natural and base 2 are also available. To take the standard logarithm (base 2) of a number, type in the number and press **OPEN-APPLE L** (for LOGARITHM). To get the natural logarithm, simply type in the number and press **OPEN-APPLE N**.

To raise a number to a power ($x ^ y$), type in the first number, press **^ (SHIFT 6)** and then the second number. If you now press **=**, the result will appear in the display window. Square roots are just as easy. Simply type in the number you want to take the square root of and press **OPEN-APPLE S** (for SQUARE ROOT).

Changing Number Formats

The Calculator allows you to view numbers in either the standard decimal (base 10), hexadecimal (base 16) or binary (base 2) number systems. When using the hexadecimal mode, the A-F keys allow you to type in hexadecimal numbers. When using binary mode, you can only enter 0's and 1's.

The default mode is decimal, indicated by the inverse **Dec** on the Calculator. To change from any mode to hexadecimal, press **OPEN-APPLE H**. The number that was displayed on your screen will now be displayed as a hexadecimal number. To see the number as a binary number, press **OPEN-APPLE B**. The number will appear as a series of 0's and 1's, indicating the binary number.

To return to the decimal number mode, press **OPEN-APPLE D**.

If the number in one mode is larger than can be displayed in a different mode, you will get an **INVALID INPUT** condition that can be cleared as shown below.

The largest decimal number that can be displayed in hexadecimal or binary format is '2147483647'. Any length (up to the 18 digit limit) hexadecimal or binary number can be directly converted to it's decimal equivalent.

Overflow Or Other Error Conditions

Occasionally you may get an error condition in the Calculator. Trying to divide a number by 0 will get you the following message:

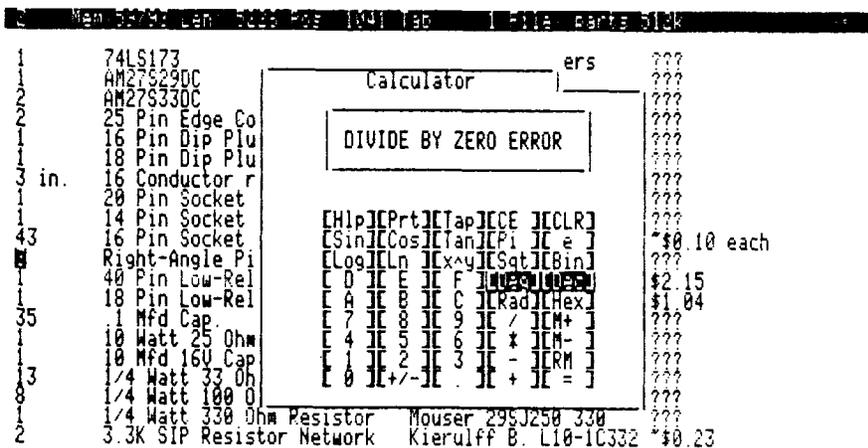


Figure 6.4. Calculator Divide By Zero Error

Likewise, a mathematical overflow (try raising 99 to the 99th power - 99^{99}) will get you this message:

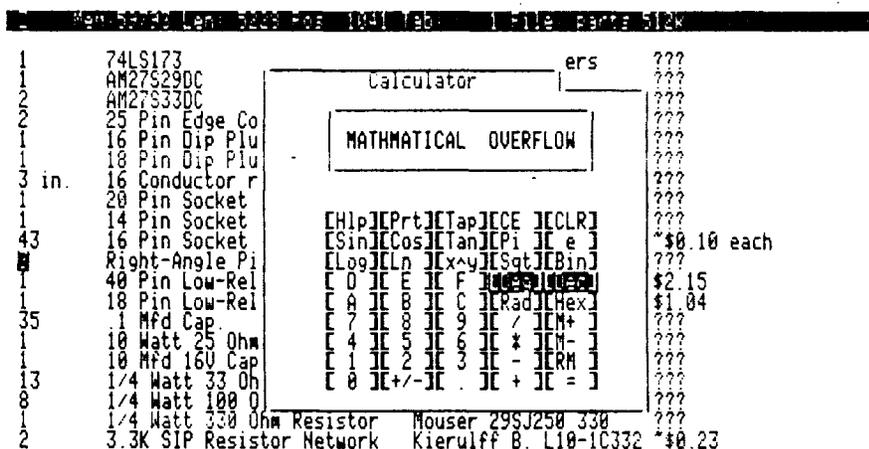


Figure 6.5. Calculator Overflow Error

You may also get another error condition called **INVALID INPUT**. In any case, you will not be able to re-use the Calculator until you clear the error condition. This is accomplished by pressing **OPEN-APPLE C**.

The Calculator Paper Tape

The Calculator has a scrolling **Paper Tape** that allows you to view the last twenty-one operations. To enable the Paper Tape, press **OPEN-APPLE T** (for **TAPE**). To turn the Paper Tape off, again press **OPEN-APPLE T**. While the Paper Tape is being displayed, your screen will look something like this:

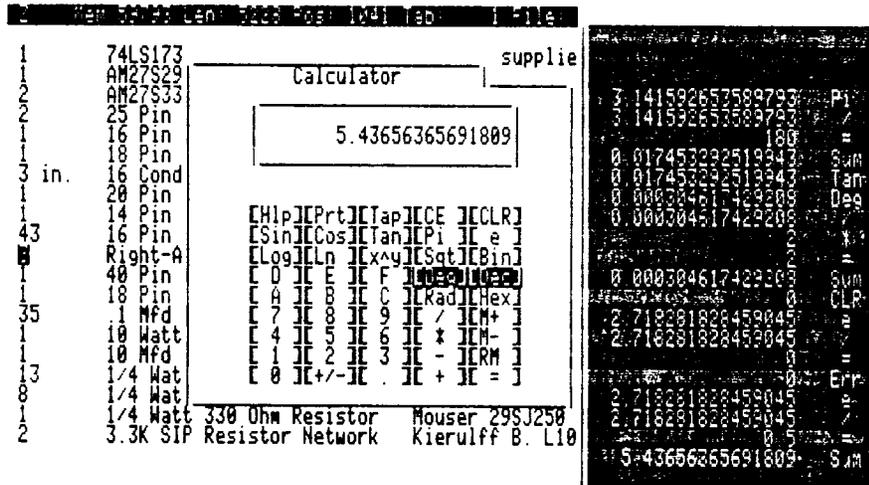


Figure 6.6. Calculator With Paper Tape

As you type in numbers they will be displayed on the Paper Tape, along with whatever command key was pressed. Thus, you can trace back your computations. If an error occurs, the word **Err** will be displayed with the number where the error occurred.

Printing The Calculations

The Calculator allows you to send the Paper Tape (calculation results) to the default printing device. Pressing **OPEN-APPLE P** (for **PRINT**) will send the results to the default printer. Pressing **OPEN-APPLE P** again will cause the Calculator to stop sending the results to the printer.

When the Calculator is sending information to the printer, each line you type will be sent to the printer. Complete information on the default printing device is found in Chapter 7.

Moving The Calculator Window

As with all of the Desktop Manager Modules, the Calculator's window can be placed in any position on the screen where it will fit. To move the Calculator window, press **OPEN-APPLE M** (for MOVE). The contents of the Calculator screen will disappear while you move the Calculator folder around the screen.

Use the arrow keys to move the folder into the new position. When you have placed it where you want it to stay, just press **ESCAPE** or **RETURN**. The contents of the calculator will re-appear and the new position of the Calculator will be saved when you exit the Calculator. Thus, the next time you enter the Calculator, the Calculator window will reside in the same place where you left it last.

If you have the Paper Tape window up, you will not be able to move the Calculator. As soon as you turn off the Paper Tape, you will be able to move the Calculator window. Also, if you turn on the Paper Tape and the Calculator has been moved underneath the Paper Tape, it will temporarily be moved to the center of the screen. When you turn off the Paper Tape, the Calculator will automatically move back to it's previous position.

Other Calculator Uses

The Calculator can be combined with the Text Pickup/Paste command (described in chapters 8 and 9) to pick up a column of numbers on your screen and automatically sum them. Using the Text Pickup/Paste command you can take the result and directly paste it back into your document.

These functions and complete information on using the ClipBoard for information transfer are explained in chapter 9.

Calculator Key Command Reference

- OPEN-APPLE ?**, **H** -> Displays the Calculator help menu. Press **RETURN** or **C** for the next page of help, **ESCAPE** to exit back to the Calculator
- OPEN-APPLE N** -> Allows you to move the Calculator window
ESCAPE or **RETURN** sets the new position
- ESCAPE** -> Returns to the Desktop Manager Menu, or your Applications program

Calculator General Commands:

- N**: Changes the sign of the displayed number
- OPEN-APPLE C**: Clears the entire Calculator (except the memory register)
- OPEN-APPLE E**: Clears the last entry
- OPEN-APPLE T**: Turns on and off the Paper Tape display
- OPEN-APPLE P**: Turns on and off the printing of the calculations

Mathematical Constants:

- P**: Enters the value of Pi (3.14159...)
- E**: Enters the value of e (2.71828...)

Calculator Memory:

- OPEN-APPLE +**: Adds the displayed number to the memory register
- OPEN-APPLE -**: Subtracts the displayed number from the memory register
- OPEN-APPLE R**: Recalls the contents of the memory register

Trigonometric Functions:

- S**: Computes the sine of the displayed number
- C**: Computes the cosine of the displayed number
- T**: Computes the tangent of the displayed number
- D**: Switches computational mode to degrees
- R**: Switches computational mode to radians

Standard Functions:

OPEN-APPLE L: Computes the logarithm (base 2) of the displayed number

OPEN-APPLE N: Computes the natural logarithm of the displayed number

x ^ y: Raises x to a power (y). $2^3 = 8$

OPEN-APPLE S: Computes the square root of the displayed number

+, RETURN

or **ENTER:** Adds two numbers together

- : Subtracts the second number from the first number

*** or x** : Multiplies two numbers together

/ : Divides the first number by the second number

Changing Number Formats:

OPEN-APPLE H: Show the currently displayed number as a hexadecimal number

OPEN-APPLE B: Show the currently displayed number as a binary number

OPEN-APPLE D: Show the currently displayed number as a decimal number

Chapter 7 - The Desktop Setup

The **Desktop Setup Module** allows you to set up different configurations for the Desktop Manager. It allows you to see the contents of the Clipboard (information picked-up from the screen - described in chapters 8 and 9). It also lets you enable or disable the direct access keys to alleviate compatibility problems with certain software programs.

In addition, the Desktop Setup Module lets you setup the mouse (if you have one) to act as the standard cursor keys, or activate the Desktop Manager Menu. From this module, you will be able to setup the default printing device and the device characteristics. Built-in help screens make this module very easy to use. This chapter will show you how to operate the Desktop Setup.

To access the Desktop Setup, press **SOLID-APPLE ESCAPE** and select it from the Desktop Manager Menu. In a moment or so the Desktop Setup window will appear as shown below:

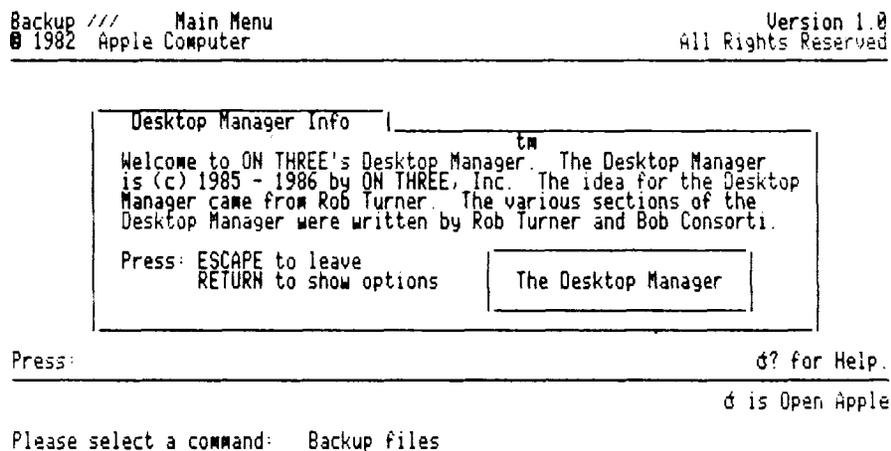


Figure 7.1. Desktop Setup Within Backup ///

In the above picture, the Desktop Setup is shown running within the Backup /// program. It doesn't have to be Backup ///, as with all of the other Desktop Manager Modules, the Desktop Setup works within all Apple /// programs.

Please remember that to leave the Desktop Setup, simply press **ESCAPE**. This will return you to the Desktop Manager Menu, where you can return to your applications program by pressing **ESCAPE** once more.

The first Desktop Setup screen tells a little about the Desktop Manager and the persons responsible for it. To go to the Desktop Setup Menu, press **RETURN** and the following screen will appear:

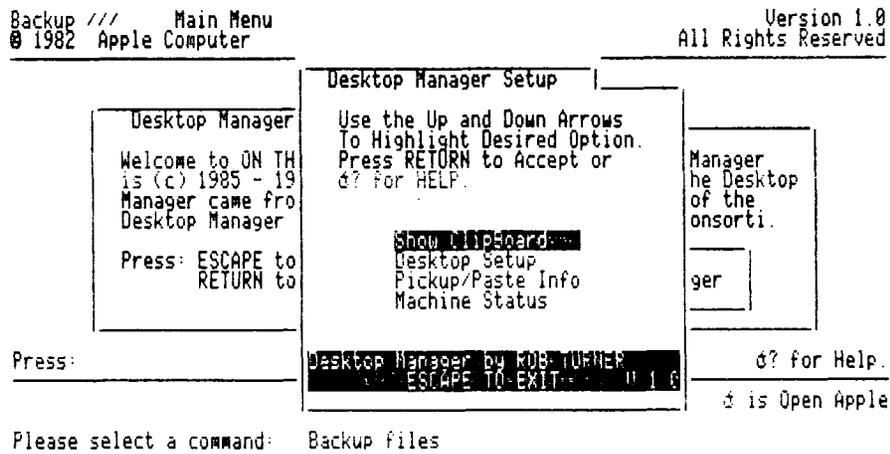


Figure 7.2. Desktop Setup Main Menu

Desktop Setup Help

The Desktop Manager Setup Menu has help available that shows you information about each item of the Desktop Setup module. To see the help information, use the **UP** and **DOWN ARROW** keys to highlight the item that you need help with and press **OPEN-APPLE ?**. A screen like the one below will be shown:

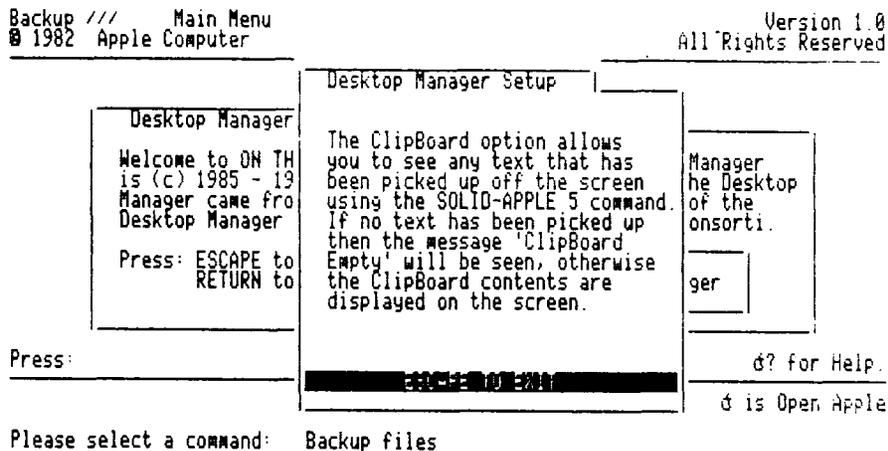


Figure 7.3. Desktop Setup Show ClipBoard Help Screen

To return to the Desktop Manager Setup Menu, press **ESCAPE**. If you ever get stuck in the Desktop Setup, read over the help information, it's the next best thing to the manual.

Using The Desktop Setup

The first item on the Desktop Manager Setup Menu is **Show Clipboard**. As with all of the other options on this menu, you can select this item by using the **UP** and **DOWN ARROW** keys to highlight it and by pressing **RETURN**. To return to the Desktop Setup Menu, simply press **ESCAPE**.

Show Clipboard

If you select this option, the contents of the Clipboard will be displayed on the screen. Any text that you pick up from the screen is placed into the Clipboard. Complete information on Text Pickup/Pasting is in chapters 8 and 9. If you have not picked anything up, you will get a message saying **<Clipboard Empty>**. Otherwise, the contents of the Clipboard will be displayed as shown below:

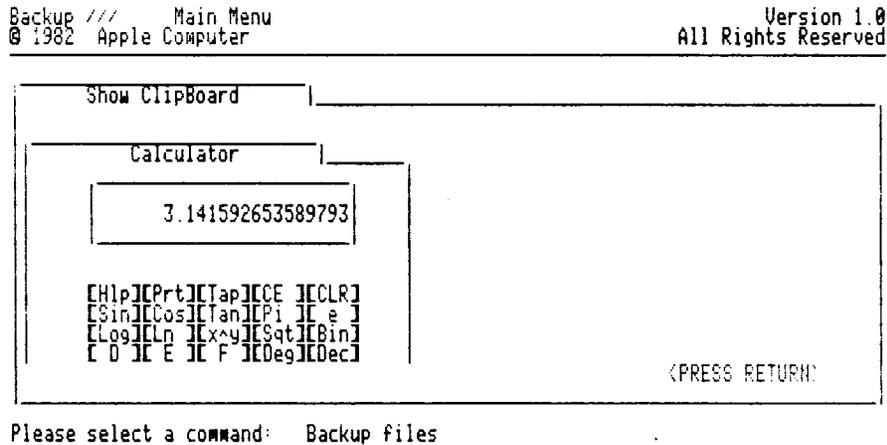
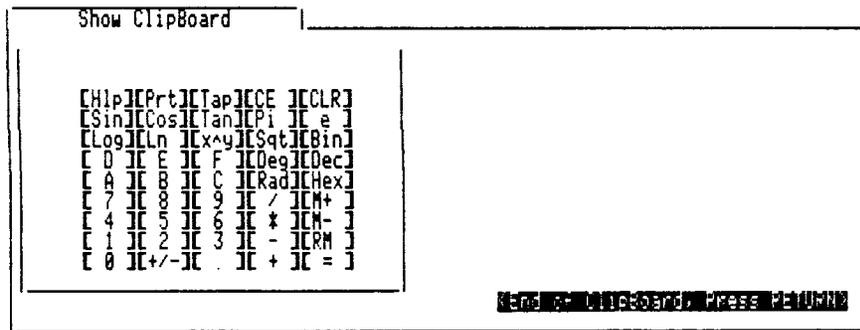


Figure 7.4. Desktop Setup Show Clipboard Contents

In the example above, the screen image of the Calculator has been picked up. Since it occupies more than one screen of information, the message **<PRESS RETURN>** appears. If you press **RETURN**, the rest of the text that was picked up will appear as shown in the following screen:



Please select a command: Backup files

Figure 7.5. Desktop Setup Show Rest Of Clipboard

If the item you picked up fills the entire 80 columns, it will wrap around the Show Clipboard screen. To return to the Desktop Manager Setup Menu, press **RETURN**.

The Show Clipboard option is very useful in determining just what was picked up from the text screen.

Desktop Setup

This option allows you to define and change some of the various features of the Desktop Manager. You can setup the mouse button (if you have one) to run the Desktop Manager, or to act as cursor control keys. You can also enable or disable the direct access keys so certain programs that also use these keys will work correctly. From this menu you will also be able to select the default printing device and its characteristics.

Select this option by highlighting it and pressing **RETURN**. To return to the Desktop Manager Setup Menu, simply press **ESCAPE**. The main Desktop Setup screen is shown below:

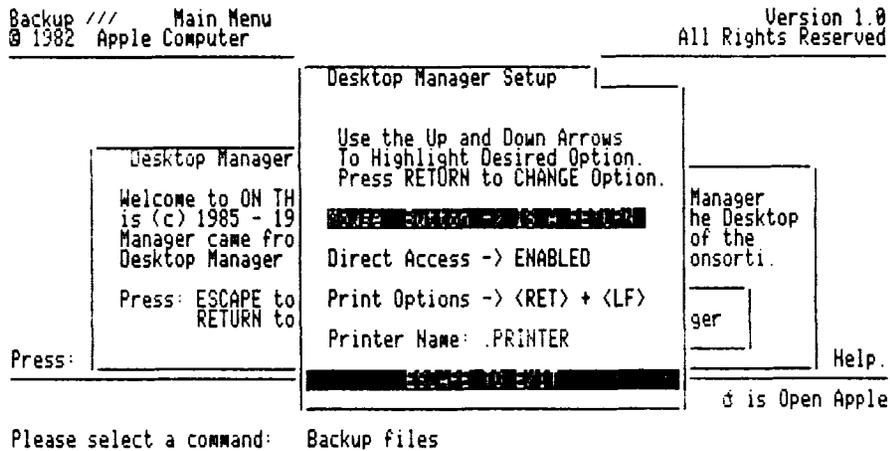


Figure 7.6. Desktop Setup Module - Desktop Setup Options

Mouse To Desktop Manager

The first option on this menu is **Mouse Button**. The mouse button normally acts as a **RETURN** key, but you can change it so that it acts as the **SOLID-APPLE ESCAPE** key. Activating the Desktop Manager Menu can be just a mouse button press away! To change it to **RUNS DESKTOP**, simply highlight the Mouse Button option and press **RETURN**. If you press **RETURN** again, it will change back to **IS A RETURN**.

To use the mouse button to run the Desktop Manager Menu, you must install the updated **.MOUSE** driver in your system. This is described in **Appendix B**.

Direct Access ENABLED/DISABLED

The second option on the Desktop Setup Menu is the **Direct Access** command. This option is normally enabled. Thus you will be able to directly run the Note Pad by pressing **SOLID-APPLE 1**, the Appointment Calendar by pressing **SOLID-APPLE 2**, etc. However, some programs use the same keypresses as command keys. Most notable is the Word Juggler program.

To setup the Desktop Manager to disable Direct Access keys, just highlight the Direct Access option and press **RETURN**. The option will change to **DISABLED**. If you pressed **ESCAPE** four times to exit the Desktop Manager and go back to your applications program, you will find that the direct access keys no longer work. That is to say, they will function just as if the Desktop Manager was not installed.

If your applications program used those keypresses, you would now be able to perform the functions that those keypresses invoked. To re-enable the direct access keys, simply go back to the Desktop Setup Module and set the Direct Access command accordingly.

The Default Printer Information

The next two options on the menu, **Print Options** and **Printer Name** allow you to setup the default printer and its characteristics. The Appointment Calendar and the Calculator use the default printing device when you request a print function from within these modules.

If you find that your printouts are all printing on one line, change the Print Options to **<RET> + <LF>** by simply highlighting the options and pressing **RETURN**. Your printouts from the Appointment Calendar or Calculator will now be correctly spaced.

If your printouts are double spacing, change this option to **<RET>** by again simply pressing **RETURN** over the highlighted option.

These two options control whether or not a **LINE FEED** character is added to the printouts at the end of each line. Since there are many different configurations, just select which one works for you and the information will automatically be saved when you return to your applications program. The next time you use the Appointment Calendar or Calculator, these options will be used.

This menu also allows you to change the default printing device. The standard printing device is named **.PRINTER**. To change it to whatever device name you are using, highlight the Printer Name option and press **RETURN**. Now type in the device name of your printer. The Desktop Setup Module checks to see if the device name you type is a valid character device and that it's configured into your system. If it isn't, the Desktop Setup will beep a warning.

Please note that printing to the **.CONSOLE** is not allowed. You may not print to a disk file as the standard printing device. If you wish to print the contents of one of the Appointment Calendar or Calculator screens to a disk file, use the Text Pickup/Paste commands as explained in chapters 8 and 9 to transfer the screen you want to a blank Note Pad note. The Note Pad has more sophisticated printing commands which are described in chapter 4. Using these, you will be able to print to a disk file for later viewing or editing.

Pickup/Paste Info

The Pickup/Paste Info option of the Desktop Manager Setup has in-depth, on-line help regarding how to use the Text Pickup/Paste commands. This option shows all of the commands and options of using Text Pickup/Paste. The commands are on six different pages. To scroll from one page to the next, press the **RETURN** or **DOWN ARROW** key. To go back a page, press the **UP ARROW** key.

The first page is shown below:

```

Backup ///      Main Menu      Version 1.0
© 1982 Apple Computer      All Rights Reserved
-----
Text Pickup Information
Commands For Text Pickup/Pasting:
SOLID-APPLE 5 - Turn on text pickup. SOLID-APPLE 6 - Paste the text from the
                  Clipboard to the current application.
Left Arrow - Moves the cursor one position to the left. (Holding the OPEN-
Right Arrow - Moves the cursor one position to the right. APPLE key moves
Up Arrow - Moves the cursor one line up. the cursor at a
Down Arrow - Moves the cursor one line down. faster speed.)
(The above commands do not allow you to move out of the current SavePort area)
ESCAPE - Exits text pickup without putting anything into the Clipboard.
RETURN - If the 'Beginning Of Text' marker is set, picks up the text in
         the current SavePort area and puts it into the Clipboard.
         <Press RETURN For More>
-----
Please select a command: Backup files
    
```

Figure 7.7. Desktop Setup Text Pickup/Paste Help

Machine Status

The Machine Status option shows you information about you Apple /// computer and the Desktop Manager itself. Shown below, this option gives you information on four items:

```

Backup ///      Main Menu      Version 1.0
© 1982 Apple Computer      All Rights Reserved
-----
Desktop Manager Setup
-----
Desktop Manager
Welcome to ON TH
is (c) 1985 - 19
Manager came fro
Desktop Manager
Press: ESCAPE to
RETURN to
-----
Apple /// System Status.
Microprocessor ---> 65C802
System Memory ----> 512K
Operating System -> SOS 1.3(S)
Desktop Version --> 1.0
-----
Manager
he Desktop
of the
onsorti.
ger
Help.
-----
& is Open Apple
-----
Please select a command: Backup files
    
```

Figure 7.8. Desktop Setup Machine Status

Once again, these four options are:

- 1) The microprocessor chip your machine has in it
- 2) The amount of memory your machine has in it
- 3) The operating system version that you are using
- 4) The version of the Desktop Manager that you are using

Moving The Desktop Setup Window

As with all of the Desktop Manager Modules, the Desktop Setup's window can be placed in any position on the screen where it will fit. To move the Desktop Setup window, press **OPEN-APPLE M** (for MOVE). The contents of the Desktop Setup screen will disappear while you move the Desktop Setup folder around the screen. This will only work with the first screen (Desktop Info), the other screens (Desktop Setup, Show ClipBoard, etc.) can't be moved.

Use the arrow keys to move the folder into the new position. When you have placed it where you want it to stay, just press **ESCAPE** or **RETURN**. The contents of the Desktop Setup will re-appear and the new position of the Desktop Setup will be saved when you exit the Desktop Setup. Thus, the next time you enter the Desktop Setup, the Desktop Setup window will reside in the same place where you left it last.

Desktop Setup Key Command Reference

- OPEN-APPLE ?**, => Displays help on the highlighted Desktop Setup item
H Press **ESCAPE** to return to the Desktop Setup Menu
- OPEN-APPLE M** => Allows you to move the Desktop Setup window
ESCAPE or **RETURN** sets the new position
- ESCAPE** => Returns to the Desktop Manager Menu, or your Applications program
- UP ARROW** key => Moves the highlight up one position
- DOWN ARROW** key=> Moves the highlight down one position

Chapter 8 - Text Pickup/Pasting

The Desktop Manager allows you to **Pick Up** textual information from one program and transfer it to another application. You can use this feature to transfer information from your program to the Note Pad, Appointment Calendar, or Calculator. You can also transfer text from one of the Desktop Modules back to your main program. A variety of options allow you to pick up information from almost any screen and **Paste** it into almost any application. This chapter and the next one will show you how to use this powerful feature.

Before we start we will explain a couple of Desktop Manager concepts. The **ClipBoard** is a part of the Desktop Manager where textual information that you pick up from your program screen is stored. The Desktop Manager allows you to **Paste** the contents of the ClipBoard into most every applications program or Desktop Manager Module. There is **On-Line Help** for **Text Pickup/Pasting**, it can be found in the **Desktop Setup Module**.

When you ask the Desktop Manager to Paste the ClipBoard into your program, a copy of the information is transferred a character at a time, just as if you had typed it yourself. You can Paste the ClipBoard as many times as you want. The feature allows you to create a single **Macro**. Please do not confuse this one Macro with the more powerful Desktop Manager Macro Module.

You can see the contents of the ClipBoard at any time by using the **Show ClipBoard** option in the Desktop Setup module.

Picking Up A Rectangle

The Desktop Manager can pick up a rectangular portion of text from the screen. This information is stored in the ClipBoard for later use. To define just what section of text to pick up, you will need to tell the Desktop Manager where it is. You do this by first turning on text pickup. This is accomplished by pressing **SOLID-APPLE 5**.

At any time before actually picking up something, you can press **ESCAPE** to exit. If you press **ESCAPE** before picking up something, nothing will be placed into the ClipBoard and the previous contents of the ClipBoard will remain intact. Each time you pick up something, the text that you picked up will replace the previous contents of the ClipBoard.

When you pick up a section of text from the screen, you will be picking up a rectangular portion of the screen. This is called the **SavePort**. You have to show the Desktop Manager where the SavePort is.

After pressing **SOLID-APPLE 5**, an inverse plus sign ('+') will appear in the upper left corner of the screen. You can now use the arrow keys to move the cursor around the screen. If you hold the **OPEN-APPLE** key down while pressing the arrow keys, the cursor will move faster across the screen.

You need to tell the Desktop Manager what portion of text you want to pick up and put in the ClipBoard for later use. To do this, you move the cursor ('+') to the upper left corner of the SavePort.

Press **OPEN-APPLE B** to set the **Beginning Of Text** marker. Next, move the cursor to the lower right corner of the section of text and press **RETURN**. You will see a cursor move across the text you have picked up.

When the Desktop Manager has finished picking up the text, you will notice the inverse cursor ('+') on the last character it picked up. Press **ESCAPE** to exit the Text Pickup and the contents of the SavePort will now be stored in the ClipBoard for later pasting.

Text Pickup Options

When you pick up a SavePort, the Desktop manager will automatically add a carriage return character at the end of each line you pick up. This is called the **Margin Character**. It is normally a **RETURN**, but you can change it to a **SPACE** character. There are times when you will want no Margin Character. The following sections will tell you how and when to select the various options.

You can change the Margin Character to a **SPACE** with the following command. After turning on Text Pickup by pressing **SOLID-APPLE 5**, press **OPEN-APPLE M** (for MARGIN). If the Margin Character was a **RETURN**, it will now become a **SPACE**.

This information will be saved until you turn off your machine or restart the system with a different startup (boot) disk.

If you want to change back to the **RETURN** as the standard Margin Character, simply press **OPEN-APPLE M** again the next time you turn on Text Pickup.

There will be times when you want no Margin Character added at the end of each line that you pick up. To have the Desktop Manager not add any Margin Character to each line it picks up, do the following. After turning on Text Pickup by pressing **SOLID-APPLE 5**, press **OPEN-APPLE RETURN**. Whatever the Margin Character was, it will now not be added to the end of each line that is picked up.

To change back to having the Margin Character being placed at the end of each line, simply press **OPEN-APPLE RETURN** again the next time you turn on Text Pickup.

Picking Up Control Characters

There are some programs that display characters on the screen that are not the standard looking A-Z, 0-9 and other normal characters. These are called **Control Characters**. Most printers and other programs can't display these special characters. When picking up these characters, the Desktop Manager will automatically replace them with either an asterisk (*) or a **SPACE** character - all under your control.

The normal character that will be put in place of control characters is an asterisk (*). You can change it to a **SPACE** with the following command. After turning on Text Pickup by pressing **SOLID-APPLE 5**, press **OPEN-APPLE SPACE**. If the replacement character was an asterisk (*), it will now become a **SPACE**. This information will be saved until you turn off your machine or restart the system with a different startup (boot) disk.

If you want to change back to the asterisk as the standard control character replacement, simply press **OPEN-APPLE SPACE** again the next time you turn on Text Pickup.

What Are Your Pickup Options?

Since there are a variety of options that are available when picking up text from the screen, it's easy to forget what the Margin Character was, or even if there will be one! The Desktop Manager will visually show you which options are being used as you begin using the Text Pickup feature.

When you press **OPEN-APPLE B** to set the Beginning Of Text marker, the marker will either be a plus sign (+) or an asterisk (*). It will be either normal or inverse. The following table will show you exactly which options you have chosen.

Figuring Out Your Text Pickup Options

NORMAL + The Margin Character is a **RETURN** and it will be added to the line
INVERSE + The Margin Character is a **SPACE** and it will be added to the line
NORMAL * The Margin Character is a **RETURN** and it will not be added to the line
INVERSE * The Margin Character is a **SPACE** and it will not be added to the line

Pasting Information Into Your Application

Once you have picked up text from the screen and put it into the ClipBoard, you can paste it into almost any applications program. The Word Juggler program is the only known exception. To paste the ClipBoard contents into this program follow the directions in **Appendix F**.

To paste the text you have picked up, press **SOLID-APPLE 6**. The text will be given to your document or program at the current cursor position, just as if you had typed it. Since the Desktop Manager simulates that the keys are being pressed, make sure that you have correctly positioned the cursor before you press **SOLID-APPLE 6**.

Once it is in the ClipBoard, you can paste it into a different application as many times as you wish. The ClipBoard contents are never removed. However, the next time you use the Text Pickup feature to place something new into the ClipBoard, the previous contents are lost.

The ClipBoard contents will remain there as long as your machine is turned on and you do not startup the system with a different application disk (boot). If you are using the Selector /// or Catalyst program selection utilities, the contents of the ClipBoard will not be lost when switching from one program to another.

Transferring information between two different programs is harder if you are not using the Selector /// or Catalyst, but it can be done. This information and full examples on information transfer is provided in the next chapter.

Depending on how much text is in the ClipBoard, it may take a few seconds for the Desktop Manager to paste it in. Certain programs will not show anything until all the text has been pasted, others will show you each character as it is pasted. In any case, if you are pasting a full screen of information, it could take as much as 10 seconds.

Text Pasting As A Macro

The process of **Pasting** the contents of the ClipBoard into your applications program can be used as a single **Macro**. A Macro is a simple keypress that acts as a series of commonly used keystrokes. For example, each and every time you load in a VisiCalc file you may have to type:

/SL.PROFILE/VISICALC/BUDGETS/JUNE.86

Wouldn't it be nice not to have to type in all those keys?

You can use a note in the Note Pad to store commonly used lines of commands for your various programs. Using the Text Pickup feature of the Desktop Manager, pick up the set of keystrokes you want to use, return to your applications program and press **SOLID-APPLE 6**. The line of text you picked up will be pasted into your program, just as if you had typed it.

For example, the following Note Pad note has three possible Macros. The first will **Load the VisiCalc file:** defined just above. The second one can be used under the Pascal languages system. It will **Begin editing a Pascal work file:**. The last one will send a listing of all the files on your hard disk to the printer.

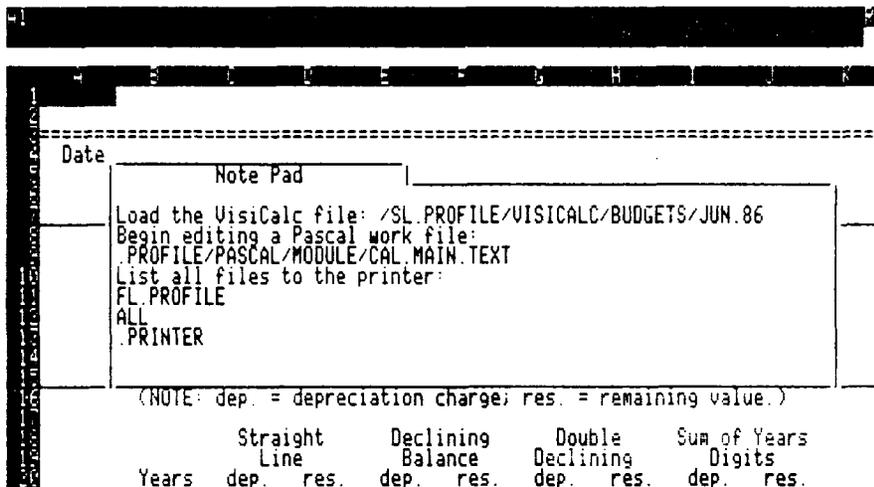


Figure 8.1. Note Pad Macro Note

Simply picking up and then pasting those lines into the appropriate programs will save you many keystrokes. A powerful Desktop Manager Macro Module is under development. Until it is available, you can use the Text Pickup/Paste feature of the Desktop Manager as a single Macro.

The Text Pickup/Paste feature of the Desktop Manager does not allow control characters. If the program you are using requires typing in a control character such as **CONTROL-L** to load a file, you will not be able to use the Paste feature as a Macro. The Desktop Manager Macro Module will allow you to do this.

Text Pickup/Pasting Key Commands

SOLID-APPLE 5 - Turn on text pickup

SOLID-APPLE 6 - Paste the text from the ClipBoard to the current application

LEFT ARROW - Moves the cursor one position to the left

RIGHT ARROW - Moves the cursor one position to the right

UP ARROW - Moves the cursor one line up

DOWN ARROW - Moves the cursor one line down

(Holding the **OPEN-APPLE** key while pressing the arrow keys will move the cursor at a faster speed)

(The above movement commands do not allow you to move out of the current SavePort area)

ESCAPE - Exits text pickup without putting anything into the ClipBoard

RETURN - If the Beginning Of Text marker is set, picks up the text in the current SavePort area and puts it into the ClipBoard

OPEN-APPLE RETURN - Toggles the margin character (**RETURN** or **SPACE**) from being placed at the end of each line. If the marker is a '+', the margin character (**RETURN** or **SPACE**) is added at the end of each line. If the marker is a '*', no character is added

OPEN-APPLE SPACE - Toggles the replacement of **CONTROL** characters being picked up with either an asterisk '*', or a **SPACE**

OPEN-APPLE M - Toggles the margin character between a **RETURN** and a **SPACE**.

OPEN-APPLE B - Sets the **Beginning Of Text** marker. This is the new top left of the rectangular **SavePort**

OPEN-APPLE E - Sets the **End Of Text** marker (Bottom right of the **SavePort**)
The cursor will now only move in the bounds of the SavePort

OPEN-APPLE R - Resets the SavePort to full screen

Chapter 9 - Using The ClipBoard For Information Transfers

The last chapter showed you how to pick up textual information from one screen and Paste it back into an application program or Desktop Manager module. This chapter will focus on useful applications of using the ClipBoard for information transfers from one program to another.

Does Your Word Processor Need A Calculator?

There are times when you may be entering a column of numbers into a word processor. Say it's a sales report that you are typing up. Instead of using your hand-held calculator to sum the numbers up, you can use the Desktop Manager Calculator. You don't even have to re-type the numbers. If you look at the screen below you will see the column of numbers we are talking about. If you pick up these numbers and place them into the ClipBoard, you can directly Paste them into the Calculator to get the desired result.

```

2 Mem: 640K Len: 517 Exp: 103 Tab: 18 File: /p/data/Phone costs
John Smith                               March 1, 1986
123 Any Lane
Yourtown, ST, 00100

Dear John,

As best as I can remember, here are the figures I talked to you previously
about. They represent the total amount of money spent calling you over the
last two weeks regarding the horrible work you did in re-modeling my system.

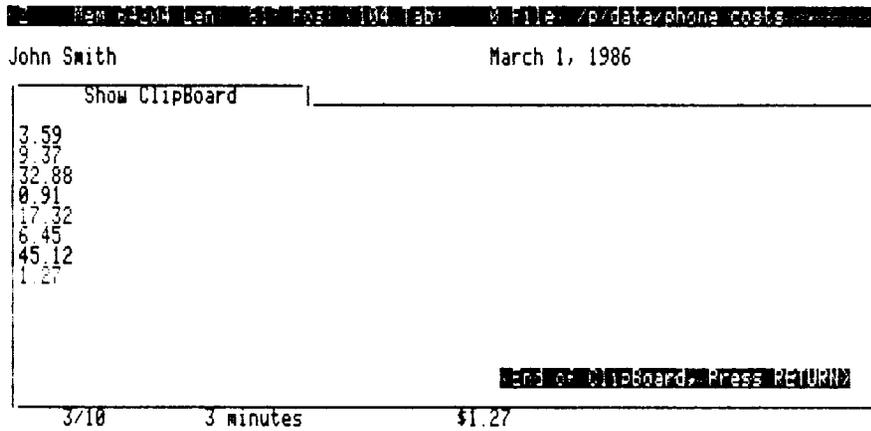
Day           Time On Phone           Cost
3/2           4 minutes               $3.59
3/3           11 minutes              $9.37
3/4           1 hour, 2 minutes      $32.88
3/5           1 minute                $0.91
3/6           25 minutes              $17.32
3/7           9 minutes               $6.45
3/8           2 hours, 9 minutes     $45.12
3/10          3 minutes               $1.27

The total cost that you must remit immediately is $
    
```

Figure 9.1. How Can We Total Up These Numbers?

Press **SOLID-APPLE 5** to turn on Text Pickup and move the cursor to the first position of the first number. Set the Beginning Of Text marker by pressing **OPEN-APPLE B** and then move the cursor to the last position of the rectangle that surrounds the last number. Pressing **RETURN** now will place the column of numbers into the ClipBoard. Exit Text Pickup now by pressing **ESCAPE**.

To verify that we have picked up the column of numbers, we could go to the Desktop Setup Module and view the Clipboard using the **Show Clipboard** option of that module. It will appear as shown below:



The total cost that you must remit immediately is \$

Figure 9.2. Viewing The Clipboard Contents

If we leave the Desktop Setup Module and go to the Calculator, simply pressing **SOLID-APPLE 6** will give you the total. Shown below is the Calculator with the Paper Tape on. Now use the Text Pickup command to pick up the result from the screen. If you exit the Calculator you can Paste the result into your word processor by pressing **SOLID-APPLE 6**.

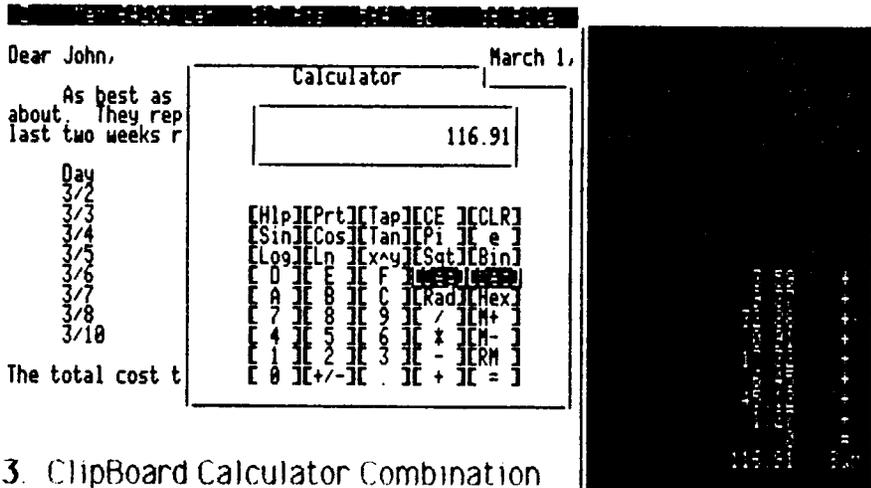


Figure 9.3. Clipboard Calculator Combination

Does Your Data Base Have A Standard Field?

Some data base programs allow you to set a default value for a field, most do not. For example, if you are typing in names and addresses of 100 different people who all live in the same city, would you have to type in the city name 100 different times? Probably so.

You can use the ClipBoard to hold the city name, and instead of continually typing it in, just press **SOLID-APPLE 6** to paste it in each time you would have had to type the city name.

The ClipBoard can be used to hold any set of keystrokes that you find repetitive. It could be fields like a city or state in a data base, or the keystrokes you always use to load or save a file with.

Program Integration With The Desktop Manager

One of the fads these days are integrated programs. These programs combine the features of other programs such as a word processor, a data base, and a spread sheet into a single program. Since they all act as a single program it's usually easy to transfer information from the data base or spread sheet to the word processor or vice-versa.

The Desktop Manager ClipBoard offers a common way to integrate your separate programs. In addition to being able to transfer information from your applications to the Desktop Manager Modules and vice-versa, you can use the ClipBoard to transfer information between your separate programs.

If you are using Selector /// or Catalyst you can be working in one program, pick up the information you want to transfer, go to the other program and directly paste it. Depending on the program you are using, pasting will be easy or difficult. Trial and error will work for some of the less common programs. The more common ones will work without many problems.

Chapter 10 - Using The Mouse With The Desktop Manager

The Desktop Manager allows you to use the Apple Mouse from within all Apple /// application programs. Since most of the programs were not designed to use a mouse, the Desktop Manager lets them use the movements of the mouse as arrow keys. The mouse button can act as both an **ESCAPE** key and a **RETURN** key. You can also setup the mouse button to activate the Desktop Manager Menu. That information is in chapter 7. This chapter will tell you how to use your Desktop Manager-Mouse equipped Apple ///.

Before continuing, make sure that you have installed the updated version of the **.MOUSE** driver into your **SOS.DRIVER** file. This is described in **Appendix B**. The new version of the **.MOUSE** driver is required to make use of the Desktop Manager features. It will operate just like the standard version in all programs that directly use the mouse. **Draw ON ///** and certain games such as **The Card Machine**, **Mr. Sandman** and others will work just as they did before.

To use the mouse from your other applications, simply move it! If the program you are using accepts arrow keys to move the cursor, moving the mouse will now also move the cursor. Programs such as /// E-Z Pieces, System Utilities, VisiCalc, Apple Writer and others work fine with the mouse providing movement of the cursor.

Moving the mouse up will act as an **UP ARROW** key, moving it down will act as a **DOWN ARROW** key. Likewise, moving the mouse right or left will act as the **RIGHT** and **LEFT** arrow keys.

If you press the mouse button once, an **ENTER (RETURN)** key will be sent to your program. If you **Double Click** the mouse button an **ESCAPE** key will be sent to your program. A **Double Click** is two button presses within about one half of a second. It takes a bit of getting used to, but once you have the timing right, you can use the mouse as cursor keys, **RETURNs** and the **ESCAPE** key.

If the program that you are using already takes input from the mouse, these special features of the Desktop Manager will be disabled.

Appendix A - Copying The Desktop Manager Disk

The very first thing you should do after getting the Desktop Manager is to make copies of the disk. The Desktop Manager install disk is double sided, thus you will need two blank disks to make copies. This section will step you through using the System Utilities program to make the copies.

- 1) Startup the System Utilities program. In a minute or so the Main Menu will appear.
- 2) Press **D** to go to the **Device handling commands**.
- 3) Format two blank disks using the **F - Format a volume option**. Label the first disk **Desktop Manager Install - Startup** and the second one **Desktop Manager Install - Files**.
- 4) From the Device handling commands menu, press **C** to **Copy a volume**.
- 5) Insert the front side of the Desktop Manager install disk into drive 2. Insert the freshly formatted Startup disk into the internal drive.
- 6) Copy from **.D2** to the device **.D1**. In a minute or so the copy will be completed. Take the disk out of the internal drive and set it aside. This will be your Desktop Manager Install Startup disk from now on. If it ever becomes damaged, make another copy from the original.
- 7) Take the disk in the second disk drive and turn it over. You will be copying the back side of this disk now.
- 8) Insert the freshly formatted Files disk into the internal drive.
- 9) Copy from **.D2** to the device **.D1**. In a minute or so the copy will be completed. Take the disk out of the internal drive and set it aside. This will be your Desktop Manager Install Files disk from now on. If it ever becomes damaged, make another copy from the original.

Remove the original disk from the second drive and set it aside. You have now successfully copied the Desktop Manager disk and may return to installing the Desktop Manager.

Appendix B - Updating Your .MOUSE Driver

If you have an Apple mouse in your Apple /// and wish to use the mouse from within all of your applications, you will need to install an updated version of the .MOUSE driver into your **SOS.DRIVER** file. This section will step you through the procedure.

- 1) Startup the System Utilities program. In a minute or so the Main Menu will appear.
- 2) Press **S** to go into the **System Configuration program**.
- 3) Press **R** to **Read A Driver file**.
- 4) Put the disk you will be updating into the internal disk drive and press **RETURN**.
- 5) Put the System Utilities disk back into the built-in drive.
- 6) Press **ESCAPE** once to go back to the System Configuration program menu.
- 7) Press **D** to **Delete A Driver**.
- 8) Use the up and down arrow keys to highlight your current .MOUSE driver and press **RETURN**.
- 9) Type **Y** when the program asks you if you are sure about deleting the driver.
- 10) Press **ESCAPE** to go back to the System Configuration program menu.
- 11) Press **R** to **Read A Driver**.
- 12) Take the System Utilities disk out of the built-in disk drive and replace it with the Desktop Manager install Startup disk.
- 13) Type in **.D1/MOUSE.DRIVER** and press **RETURN**.
- 14) After the System Configuration program has finished reading the driver, press **ESCAPE** and place the System Utilities disk back into the internal drive.
- 15) Press **C** to go to the **Change Configuration menu**.

- 16) Use the up or down arrow keys to highlight the second option **Change Peripheral Slot Assignments** and press **RETURN**.
- 17) Use the up or down arrow keys to highlight the **.MOUSE** driver and press **RETURN** to change the slot assignment to whatever slot your mouse interface card is installed in.
- 18) After changing the slot assignment, press **ESCAPE** two times to go back to the System Configuration menu.
- 19) Press **G** to **Generate A System**. In a few moments, the bottom prompt line will read **.D2/SOS.DRIVER**.
- 20) Take the System Utilities disk out of the internal drive and replace it with the disk you are updating.
- 21) Press the **RIGHT ARROW** key twice to move the highlight over the **2**. Type a **1** and press **RETURN**.
- 22) The new **SOS.DRIVER** file will start to be saved on the disk in the internal drive. In a second or so, type **Y** to confirm that you do want to delete the old **SOS.DRIVER** file and replace it with the new one.

In a few moments, the **SOS.DRIVER** file will be saved and you can go back to installing the Desktop Manager.

Appendix C - Changing To A New Hard Disk

If you aren't using a 5 megabyte Apple ProFile in slot 4, follow the directions in this section for setting up the **SOS.DRIVER** on the Desktop Manager Install Startup disk to reflect your configuration.

It's actually very easy. You will simply be copying the **SOS.DRIVER** file from one of your applications disks that is already configured.

- 1) Startup the System Utilities program. In a minute or so the Main Menu will appear.
- 2) Press **F** to go to the **File handling commands**.
- 3) Press **C** to **Copy a file**.
- 4) Put your applications disk into drive 2, and the Desktop Manager install Startup disk into the built in drive.
- 5) Copy the file **.D2/SOS.DRIVER** to the file **.D1/SOS.DRIVER**.
- 6) When the System Utilities program asks, type **Y** to delete the **.D1/SOS.DRIVER** file. This will remove the old driver file and the new one will be copied onto the disk.

Your Desktop Manager install disk is now configured for your system. If you return now to installing the Desktop Manager, you will be able to use any disk drive that is configured into your system.

Appendix D - Creating A Two-Stage Pascal Boot Disk

Certain programs you may want to use with the Desktop Manager may not have enough room on them for the install program. In every instance we know of, these are Pascal based programs. This fact shouldn't make any difference to you. Simply follow the directions below and you will be able to use the Desktop Manager with programs such as System Utilities, Backup ///, the PFS series, Keystroke and others.

Up to now you have probably been able to start up your System Utilities program or one of the programs listed above with a single disk. Since the Desktop manager requires about 22 free blocks of space on the disk, you will have to create a **Two Stage Pascal Boot Disk**. This procedure, outlined below, will let you continue using those programs that you couldn't install the Desktop Manager onto.

1) Use the System Utilities program to format a blank disk. Label this disk **xxx - Startup**. Replace **xxx** with the name of whatever program you are updating to work with the Desktop Manager.

2) Use the Copy files command to copy the following files from the disk you are having problems with to the freshly formatted disk:

Copy the files:

**SOS.KERNEL
SOS.DRIVER
SOS.INTERP**

3) Re-run the Desktop manager install program and Add The Desktop Manager Driver onto the disk that you just created.

You will now be able to use the Desktop Manager with the program that was giving you the problems. From now on, you will start up that program with the new Startup disk that you created above. Instead of immediately running your program the computer will prompt you with a line similar to:

Insert the Pascal disk and press RETURN.

When you get this message, simply insert your normal program disk and press **RETURN**. In a few moments, your program will come up running as normal. You should now be able to access the Desktop Manager as described in the User's Guide.

Appendix E - Catalyst - Desktop Manager Notes

If you are using the Catalyst program selector, there are two limitations to the Desktop Manager.

The first is that you can't access the Desktop Manager from the Catalyst Main Menu. The Desktop Manager works the instant you select an entry from the Catalyst Main Menu, but not while using the Catalyst Main Menu. This is due to the non-standard way that Catalyst reads the keyboard while at the Main Menu.

The second limitation is that if an **Appointment Event** occurs while you are on the Catalyst Main Menu, you can't enter the Appointment Calendar as usual. You will only be able to press **ESCAPE** to exit. This again is due to the fact that while using the Catalyst Main Menu the normal keyboard in the Apple /// is disabled.

If you exit a program with a **DOUBLE-APPLE ESCAPE**, there are certain times when the Appointment Event will not be handled. If you hit **ESCAPE** to return to your application, the Appointment Event will be handled. However, if you directly run an application, there is a possibility of losing the rest of the appointments for the day. Because of this, we recommend that you re-enter the Appointment Calendar on days with appointments in the above described instances. This will cause the Appointment Events to again be recognized and handled.

Quark Discourse User's

If you want to use the Quark Spooler utility with the Desktop Manager, a special procedure must be followed. By itself, the spooler is almost incompatible with the Desktop Manager. We do have a procedure that enables you to use both the Desktop Manager and the Quark Spooler. The next few paragraphs will show you how to do this.

The Desktop Manager install program adds the **.DESKTOPMANAGER** driver onto the end of the **SOS.DRIVER** file on your application disks. For the spooler utility to function with the Desktop Manager, the **.SPOOL** and **.SPOOLSTATUS** (if you have one) drivers must be after the **.DESKTOPMANAGER** driver. The following instructions will step you through the procedure.

- 1) Startup the System Utilities program. In a minute or so the Main Menu will appear.
- 2) Press **S** to go into the **System Configuration program**.

Desktop Manager User's Guide

- 3) Press **R** to **Read A Driver file**
- 4) Put the disk that contains the spooler into the internal disk drive and press **RETURN**.
- 5) Put the System Utilities disk back into the built-in drive.
- 6) Press **ESCAPE** once to go back to the System Configuration program menu.
- 7) Press **D** to **Delete A Driver**.
- 8) Use the up and down arrow keys to highlight and then delete all drivers except **.SPOOL** and **.SPOOLSTATUS**.
- 9) Press **ESCAPE** to go back to the System Configuration program menu.
- 10) Press **G** to **Generate A New System**.
- 11) Take the System Utilities disk out of the built-in drive and replace it with the Desktop Manager install disk.
- 12) Type in **.D1/SPOOL.STUFF** and press **RETURN**.
- 13) Put the System Utilities disk back into the built-in drive and press **ESCAPE** and then **Q** to **Quit to Main Menu**.
- 14) Press **S** to go into the **System Configuration program**.
- 15) Press **R** to **Read A Driver file**.
- 16) Put the Desktop Manager install disk into the internal disk drive.
- 17) Type **.D1/DESKTOP.DRIVER** and press **RETURN**.
- 18) Type **.D1/SPOOL.STUFF** and press **RETURN**.
- 19) Put the System Utilities disk back into the built-in drive and press **ESCAPE**
- 20) Press **G** to **Generate A New System**.
- 21) Take the System Utilities disk out of the built-in drive and replace it with the Desktop Manager install disk.
- 22) Type in **.D1/DESKTOP.DRIVER** and press **RETURN**. When the prompt asks if you want to delete the old **DESKTOP.DRIVER**, type **Y** to confirm that you want to replace the old one with the new one.
- 23) Put the System Utilities disk back into the built-in drive and press **ESCAPE** and then **Q** to **Quit to Main Menu**.
- 24) Press **S** to go into the **System Configuration program**.

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- 25) Press **R** to **Read A Driver file**.
- 26) Put the disk that contains the spooler into the internal disk drive and press **RETURN**.
- 27) Press **ESCAPE** once to go back to the System Configuration program menu.
- 28) Press **D** to **Delete A Driver**.
- 29) Use the up and down arrow keys to highlight and delete the **.SPOOL** and **.SPOOLSTATUS** drivers.
- 30) Press **ESCAPE** to go back to the System Configuration program menu.
- 31) Press **G** to **Generate A New System**.
- 32) Take the System Utilities disk out of the built-in drive and replace it with the disk that contains the spooler (the one you just read in above).
- 33) Type **.D1/SUS.DRIVER** and press **RETURN**. When the prompt asks if you want to delete the old **SUS.DRIVER**, type **Y** to confirm that you want to replace the old one with the new one.
- 34) Start up the Desktop Manager Install disk. Select option **3 - Remove Desktop Manager Driver** from the menu. For each disk that you have installed the Desktop Manager onto, use option **3** to remove the old version of the Desktop Manager driver.
- 35) Select option **2 - Add Desktop Manager Driver** from the menu. For each disk that you want to install the Desktop Manager onto, use option **2** to add the updated version of the driver (Desktop Manager & Spooler drivers).

If you couldn't read in the drivers from your disk, but received a **Badly Formatted Driver** or **Insufficient Memory To Read File** error message, you will have to perform step 34 first.

This last step adds not only the Desktop Manager driver, but also the spooler drivers onto your application disks. Since they are now in the correct order you will be able to enjoy the features of both the Desktop Manager and the spooler.

Appendix F - Word Juggler - Desktop Manager Notes

While using the Word Juggler program in conjunction with the Desktop Manager, everything works correctly with one exception. You must disable the direct access to the Desktop Manager Modules. This is because Word Juggler uses the direct access keys of the Desktop Manager as command keys. Instructions for disabling direct access is in Chapter 7.

Appendix G - Word Juggler And Direct Access

The Word Juggler word processor uses similar keys as the Desktop Manager to select the programs various functions. To resolve the problem, the Desktop Manager can **Turn-Off** the Direct Access features that conflict with Word Juggler. When they are turned off, you will no longer be able to access the following Desktop Manager Features:

- SOLID-APPLE 1** - Directly goes to the Note Pad
- SOLID-APPLE 2** - Directly goes to the Appointment Calendar
- SOLID-APPLE 3** - Directly goes to the Calculator
- SOLID-APPLE 4** - Not currently used (reserved for the Macro Module)
- SOLID-APPLE 5** - Turns on text pickup
- SOLID-APPLE 6** - Pastes the text from the ClipBoard into the current Application

You will be able to use all the features of Word Juggler while Direct Access is turned off. To setup the Desktop Manager to disable Direct Access, follow the instructions in Chapter 7 on the Desktop Setup Module.

There may be times when you will need to use the Text Pickup feature from within a Word Juggler document. In this event, follow the instructions in Chapter 7 for enabling Direct Access, pick up the text you want from your Word Juggler document and then disable Direct Access again.

If you are using a program selection utility such as Selector /// or Catalyst, upon exiting Word Juggler, enable Direct Access so your other applications can use those enhanced features.

Appendix H - Removing The Desktop Manager

If you ever choose to remove the Desktop Manager from your application program it's easy! Just use the **Desktop Manager Install** disk and select option 3 from the main menu. This option will remove the **.DESKTOPMANAGER** driver that was installed by option 2. It will also setup your startup disk to use the full amount of memory in the system.

This option will also remove any drivers that you added to your configuration after it was installed. Because of this, if you have added any drivers yourself, you will have to add them again - after running the third option.

This does not apply if you have changed the configuration of one of your existing drivers in the **SOS.DRIVER** file. In this instance, the Desktop Install disk will be able to correctly remove only the **.DESKTOPMANAGER** driver.

Appendix I - Manually Re-Installing The Desktop Manager Files

You may one day accidentally delete one or more of the files required by the Desktop Manager. If this happens, it's very easy to re-install only the items that have been deleted.

The Desktop Manager Modules and associated files are all stored in a subdirectory named **DESKTOP** on the disk you installed the Desktop Manager. The files that belong in this subdirectory are located on the Desktop Manager Install Files disk.

If you ever accidentally delete your Note Pad file or just want to start fresh with a blank Note Pad, use the System Utilities to copy the file **NOTE.PAD** from the Desktop Manager Install Files disk into this subdirectory. Be careful when doing this, as you will remove all your existing notes. You may only want to delete certain notes. In this case, read over the chapter detailing the Note Pad.

The SOS has a bug in it that may cause you some confusion. If you ever add a few dozen notes into your Note Pad and then delete most of them, you will notice something strange. When you delete a note from the Note Pad, it normally reclaims the space on disk that was used by the note. However, if your file ever grows past 256 blocks (about 30 or so notes), and if you then delete a number of notes, the file size will stay around the 256 block size.

It's really nothing to be concerned about. The system will operate normally, the only problem is you will continue having that large file take up disk space. To fix this problem, simply use the System Utilities program to copy the file to itself. I know this sounds a bit strange, but it works.

Copy the file:

.PROFILE/DESKTOP/NOTE.PAD

to the file:

.PROFILE/DESKTOP/NOTE.PAD

If you have installed your Desktop Manager on a different disk, substitute its name for **.PROFILE**. The act of copying the file will recover the blocks that aren't actually being used.

If you ever delete one or more of the Desktop Manager Modules, use the System Utilities to re-copy the lost or deleted module into the **DESKTOP** subdirectory. The files for the Desktop Manager Modules are described in Appendix K.

Appendix J - Transferring Appointment Files

There may be times when you want to give someone else who has the Desktop Manager a copy of your appointments. To do this you will use the System Utilities program to copy the appointment files on a floppy disk. The other user will then use his System Utilities program to copy the appointments into his **DESKTOP/APPOINTMENTS** subdirectory.

Use the System Utilities program Copy a file command to copy the following files:

.PROFILE/DESKTOP/APPOINTMENTS/APPTS.=.MAY.86

to the file:

.D1/=

The = will copy all of the appointment files in MAY of 1986 to the disk into the built-in disk drive. Replace MAY and 86 with whatever month and year of appointments you want to copy.

When the other Desktop Manager user copies those files into his **DESKTOP/APPOINTMENTS** subdirectory, make sure that he first deletes the same file pattern from his subdirectory. If he has appointments that he wants to use later, he must copy them to a temporary location and then delete them. You can't merge appointment schedules.

Appendix K - Desktop Manager Files

The Desktop Manager files all reside in the **DESKTOP** subdirectory on the disk you installed the Desktop Manager. This section will tell you what files perform which functions.

APPOINTMENTS -- This subdirectory contains all the appointment files for the Appointment calendar. Each month that you have an appointment in has a file named **APPTS.IN.MAY.86**. Replace MAY and 86 with the appropriate month and year. This file contains the time information of all the appointments for that month. Each day that contains an appointment has an associated file with a name like **APPTS.01.MAY.86**. This file contains the actual textual appointment information for that day.

DESKTOP.MANAGER -- This file is loaded into memory by the **.DESKTOPMANAGER** driver when the system is started up. It contains the program that loads in and runs the various modules.

OPTIONA -- This file is the Note Pad program. It has four supporting files:
NOTE.PAD -- The actual note information.
NOTE.HELP -- The Note Pad help screen program.
NOTE.PRINT -- The Note Pad note printing program.
NOTE.FIND -- The Note Pad find text program.

OPTIONB -- This file is the Appointment Calendar program. The appointment files are all stored in the **APPOINTMENTS** subdirectory as described above.

OPTIONC -- This file is the Calculator program.

OPTIOND -- This file is the Keyboard Macro program.

The first four options (A, B, C and D) are the modules that are called by the Direct Access keys (**SOLID-APPLE 1-4**).

OPTIONT -- This file is the Desktop Setup program.

DESKTOP.DATA -- This file contains parameters used by the Desktop Manager.

SCREEN.DATA -- This file contains the contents of the text screen. It is only used when a module whose size is greater than 20.25K is used.

GRAPHIX.DATA -- This file contains the contents of the graphics screen. It is only used when a module needs to do something on the graphics screen.

All other modules have the names **OPTIONE** through **OPTIONS**.

Appendix L - Installing The Desktop Manager Install Program On Selector /// Or Catalyst.

You may sometimes want to run the Desktop Manager Install program from your hard disk. If you are using the Selector /// or Catalyst utilities, it's very easy. Simply follow the instructions in the respective manuals for installing a standard interpreter program.

In addition, you will need to copy the **DESKTOP.DRIVER** file from the Desktop Manager Install Startup disk and all of the files from the Desktop Manager Install Files disk up onto your hard disk. Once installed, the programs can be run from your hard disk.

Make sure that under both Selector /// and Catalyst, that you set up the **Data Prefix** or the **Initial Prefix** to the place on your hard disk that holds all of the Desktop Manager Install files.

Appendix M - Calendar-Pak, Power Keys - Desktop Manager Notes

The Calendar-Pak and Power Keys utilities can't be used on a system with the Desktop Manager installed. The three products are mutually exclusive. If you were using Calendar-Pak, simply don't use the Calendar-Pak pre-boot any more. If you were using the Power Keys utility, there are a few extra steps involved in setting up your applications disks so they can use the Desktop Manager.

Power Keys requires a replacement **.CONSOLE** driver in order to function. Due to various incompatibilities of the Power Keys **.CONSOLE** driver, the Desktop Manager can't function with it. Because of this, you must replace the Power Keys **.CONSOLE** driver with a standard **.CONSOLE** driver. When you do this, you will lose the functions of Power Keys. We feel that the benefits far outweigh the sacrifices. If you require certain functions of Power Keys, contact D.A. DataSystems about the availability of a version of the Power Keys **.CONSOLE** driver that functions with the Desktop Manager.

To replace the Power Keys **.CONSOLE** driver, perform the following steps:

- 1) Startup the System Utilities program. In a minute or so the Main Menu will appear.
- 2) Press **S** to go into the **System Configuration program**.
- 3) Press **R** to **Read A Driver file**.
- 4) Put the disk you want to remove the Power Keys **.CONSOLE** driver from into the built-in drive and press **RETURN**.
- 5) Put the System Utilities disk back into the built-in drive.
- 6) Press **ESCAPE** once to go back to the System Configuration program main menu.
- 7) Press **D** to **Delete a driver**.
- 8) Use the arrow keys to highlight the **.CONSOLE** driver and press **RETURN**.
- 9) Type **Y** in confirmation when the program asks if you want to delete the old **.CONSOLE** driver.

- 10) Press **ESCAPE** once to go back to the System Configuration program main menu.
- 11) Press **R** to **Read A Driver File**.
- 12) Put the Desktop Manager Install disk into the built-in disk drive.
- 13) Type **.D1/CONSOLE.DRIVER** and press **RETURN**.
- 14) Put the System Utilities disk back into the built-in drive.
- 15) Press **ESCAPE** once to go back to the System Configuration program main menu.
- 17) Press **G** to **Generate A System**. In a few moments, the bottom prompt line will read **.D2/SOS.DRIVER**.
- 18) Take the System Utilities disk out of the internal drive and replace it with the disk you are updating.
- 19) Press the **RIGHT ARROW** key twice to move the highlight over the 2. Type a **1** and press **RETURN**.
- 20) The new **SOS.DRIVER** file will start to be saved on the disk in the internal drive. In a second or so, type **Y** to confirm that you do want to delete the old **SOS.DRIVER** file and replace it with the new one.

The **.CONSOLE** driver on the Desktop Manager Install Startup disk is a standard 1.31 version of the Catalyst console driver. It will function under all Apple /// applications.

After replacing the Power Keys **.CONSOLE** driver with the correct version, you will be able to go back to installing the Desktop Manager.

Appendix N - Desktop Manager Technical Notes

The Desktop Manager resides in the highest bank of memory in your system. If you have a 256K Apple /// it will take over bank 06. On a 512K system bank 0E will be reserved for the Desktop Manager. This will take 32K of memory away from your applications programs. Depending on your configuration the **.DESKTOPMANAGER** driver may take another 8K of memory.

On 256K Apple /// systems, certain programs may not have enough memory to operate while running under Catalyst. If you get a **<STACK OVERFLOW>** message while running your program, it's because there isn't enough memory in the system. You may be able to alleviate this problem by reducing the number of drivers you are using. You can do this with the System Configuration program. Try deleting rarely used drivers such as **.AUDIO** and **.RS232**.

You will be able to cure this problem by either removing the Desktop Manager or by getting the memory of your computer upgraded to the full 512K the machine can use.

The Desktop Manager requires an Apple /// with a clock in order to have the Appointment Events of the Appointment Calendar. If you don't have a clock, everything else will work correctly. You will even be able to use the Appointment Calendar, however, it will not be able to prompt you when your appointments are due.

A Desktop Manager Module can be up to **32K** in size, although we recommend limiting your module size to **20.25K**. If your module grows past this recommended limit, it will take longer to run the module as various items in memory have to be saved to disk before the module can be loaded and run.

All Desktop Manager Modules are standard assembly language files that are absolute and **.ORGed** to start at location **\$3800**. They also must contain some header information. The header information and a sample Desktop Manager module are shown in Appendix O. You should use the Apple /// Pascal Assembler (TLA) to assemble Desktop Manager modules. When assembling the file, you can assemble directly to the **DESKTOP** subdirectory.

The Desktop Manager handles all loading of modules, you do not have to run any special program to prepare the module for use. Modules may have sub-modules. All modules may call routines in the Desktop Manager. The Desktop Manager also handles loading of sub-modules per the main modules requests. The Note Pad is an example of a Desktop Manager module that uses sub-modules.

For the system to recognize the new module, you must re-start the computer. You will only have to do this once. If successive versions of the same module are assembled to the same **OPTIONx**, you will not need to re-start the system.

On entry to a module, the Desktop Manager passes the console reference number in the **X-register** and the console device number in the **Y-register**. The console is thus opened before the module is passed control. The module must not close this file. The Desktop Manager will automatically close it before returning to the main application program.

A module must return to the Desktop Manager via a simple **RTS**. If a **SOS TERMINATE** call is issued, the system will have to be re-started as you will never be able to get back to the Desktop Manager.

When doing file I/O, you **MUST** use an internal I/O buffer when **OPENING** a file. Since the Desktop Manager can be used from all applications, there are times when there is no memory available for SOS to find its own I/O buffer.

You should also adhere to opening no more than one file at a time. Because we are running from the background, it is sometimes possible to have too many files open for SOS to handle.

More complete information on Desktop Manager Module writing is contained in the **Desktop Manager Programmer's Toolkit**. Please call **ON THREE, Inc.** for availability.

The Toolkit contains the code to pop-up multiple folders on the screen, just like the main Desktop Manager modules. It also contains the code to get a line of text from the user. The exact same code is used in our own modules, they make programming a world easier.

Appendix O - A Sample Desktop Manager Module

A Desktop Manager Module is very easy to create. It is a stand-alone assembly language program. The Desktop Manager handles loading it into memory. When you exit the module, the Desktop Manager will automatically restore the screen no matter how much you changed it in your module.

The first instruction in your module must be a **JMP** instruction to the beginning of your code. Immediately following the **JMP** must be a byte containing the length of the module name that follows it. The module name can be up to 14 characters long.

At the start of your code, the first thing you should do is store the console reference and device numbers in the appropriate buffers. They are passed to you by the Desktop Manager in the X and Y registers respectively.

The sample Desktop Manager Module does nothing more than pop-up a small folder and waits for you to press a key. It is included in the next two pages, and on the Desktop Manager Install Startup disk with the filename **SAMPLE.TEXT**. Use the Apple /// Pascal Assembler to assemble this file to the filename **.PROFILE/DESKTOP/OPTIONS**. Note that there is a period on the end of the filename. This tells the assembler not to add the normal **.CODE** to the file when it assembles.

When finished assembling, you must re-start your system. After re-starting, the new module (**OPTIONS - Sample Module**) will be recognized and you can select and use it just as any other Desktop Manager Module.

The Programmer's Toolkit will also contain a module called **Reload & Exit**. This module allows you to add new items to the Desktop Manager Menu without having to re-start the system in order to recognize them.

Sample Desktop Manager Module: Page 1

```

=====
;Desktop Manager Module
;
;Title:          Sample Module
;
;Created:        March, 1st 1986
;
;Modified:       March, 1st 1986
;
;6502 Registers On Entry:
;
;              1) The X Register Contains a Reference Number for ".CONSOLE"
;
;              2) The Y Register Contains the Device Number for ".CONSOLE"
;
;              3) The Accumulator is Undefined. (Reserved For Expansion)
;
;Exit Path to the Desktop Manager:
;
;              1) RTS (Return Subroutine)
;
=====

```

```

=====
;Desktop Manager Header Definition:
;
;              1) .ABSOLUTE   (All Modules are absolute code)
;              2) .PROC      (Procedure definition)
;              3) .ORG 3800   (Standard Loading Address for All Modules)
;              4) JMP "Label" (Jump To Entry Point)
;              5) Name Length (Length of Module Name)
;              6) Name       (Name to be Displayed in Desktop Window)
;
=====

```

```

      .ABSOLUTE
      .PROC   Sample
      .ORG    3800
      JMP     Enter_Here
      .BYTE   13.           ;Length of module name.
      .ASCII  "Sample Module" ;Module name. Upto 14 characters long

```

```

=====
;Equate and Macro Definitions:
;
=====

```

```

Read      .EQU    0CA           ;Call number for a SOS Read
Write     .EQU    0CB           ;Call number for a SOS Write

      .MACRO  SOS               ;Used to make SOS Calls
BRK
      .BYTE   %1
      .WORD   %2

      .Endm                    ;End of Macro Definition

      .MACRO  GotoXY            ;Acts Like Pascal's GOTOXY
      .BYTE  26.                ;and BASIC's HPOS,VPOS
      .BYTE  %1                 ;Screens X Position
      .BYTE  %2                 ;Screens Y Position
      .ENDM                    ;End of Macro Definition

```


Appendix P – Special Considerations (Potential Problems)

- RAMDISK Notes
- ONTIME Driver
- 'Losing' Devices
- Attach Driver (Screen Dump)
- Version Numbers
- Micro-Sci Drivers

RAMDISK Notes

If you have a 512K Memory Upgrade and are using the **.RAM** ramdisk, please note that with the Desktop Manager installed, the system will have about 32K less memory. Because of this, the Installation Program will attempt to adjust the bank byte of the DCB of the driver down one bank in memory. You may have to adjust the page byte in the DCB accordingly. This is explained in the 512K Users Guide.

Attach Driver (Screen Dump)

If you are using the **.ATTACH** (or **.SCREENDUMP**) driver to print out your text screen, please be advised that the Desktop Manager will not work with these products. You must inactivate or delete these drivers from your **SOS.DRIVER** file. You will be able to continue printing out copies of your screen by using the text pickup/paste feature of the Desktop Manager to transfer the screen to the Note Pad for printing.

ONTIME Driver

If you have previously been using the **.ONTIME** clock driver to display the time and date info on the screen, please note the following problem. With the **.ONTIME** driver installed you will lose the automatic prompting of appointments (Appointment Events) feature. Because of this we recommend that you delete the **.ONTIME** driver from your **SOS.DRIVER** file.

Version Numbers

The Desktop Manager will not operate correctly under **SOS 1.0** or **SOS 1.1**. If you have a problem running the Desktop Manager, make sure that the disk you are using has **SOS 1.3**, **SOS 1.3(S)** or **SOS 1.4B**. If not, simply use the System Utilities program to copy the file **SOS.KERNEL** from the Desktop Manager Install disk to your disk.

Certain operations of the Desktop Manager (printing from the Appointment Calendar, etc.) require version 1.30 or later of the **.CONSOLE** driver. If you can print from all of the other modules but not the Appointment Calendar, or if you would just like to have the most recent drivers, exchange your **.CONSOLE** driver with the one supplied on the Desktop Manager Install disk. Instructions for this can be found on pages 92-93. These instructions describe removing the Power Keys **.CONSOLE** driver. Just start at step 1 and go through step 20.

'Losing' Devices

With the Desktop Manager installed in your system, you may **Lose** another one of your device drivers. This is due to the fact that part of the Desktop Manager is a driver named **.DESKTOPMANAGER** in your **SOS.DRIVER** file. If you have a large number of device drivers it is possible under certain Pascal programs (especially using Catalyst) to lose a device.

It might show up when trying to save or load a file from an external disk drive. You may get a message similar to **Unit not on line**. If this is the case, use the System Configuration program to inactivate an unused driver like **.AUDIO**, or **.UNUSED5** - **.UNUSED6**. This should cure the problem.

Micro-Sci Drivers

If you are using an Micro-Sci A73 or A143 disk drive in your system, there is a chance that you have an older version of the drivers. Versions prior to 1.40 will experience problems running with the Desktop Manager. You may have noticed that with the Desktop Manager, all disk operations with the A73 or A143 take noticeably longer. If this is the case, replace your A143 drivers with the ones supplied on the Desktop Manager Install disk. The file names are:
A73.A143.MAIN and **A73.A143.FORMAT**

After adding the updated drivers, all disk operations will not slow down noticeably. Depending on what revision of the drivers you were using, the way you set up the driver may have changed. On older versions of the drivers, you told the system which type of drive you were using by changing the Device Subtype. On the latest (1.40) version, you do it by changing the one byte in the configuration block to the value you had previously put in the device subtype field.

For example, if your **.D3** driver was an A143 drive, you would change the configuration block to a **D3**. Also, remember to change the byte in the format driver (**.FMTDx**) to correspond to the type of drive it is.

Appendix Q - Desktop Manager Quick Key Reference

SOLID-APPLE ESCAPE - Show the Desktop Manager Main Menu
UP ARROW - Highlight the previous Desktop Manager Module
DOWN ARROW - Highlight the next Desktop Manager Module
RETURN - Select the highlighted Desktop Manager Module
ESCAPE - Return to your application program

SOLID-APPLE 1 - Directly go to the Note Pad
SOLID-APPLE 2 - Directly go to the Appointment Calendar
SOLID-APPLE 3 - Directly go to the Calculator
SOLID-APPLE 4 - Not currently used (reserved for the Macro Module)
SOLID-APPLE 5 - Turns on Text Pickup
SOLID-APPLE 6 - Pastes the contents of the ClipBoard at the cursor position

Mouse Commands

Move the mouse up - Simulates the **UP ARROW** key
Move the mouse down - Simulates the **DOWN ARROW** key
Move the mouse right - Simulates the **RIGHT ARROW** key
Move the mouse left - Simulates the **LEFT ARROW** key

Press the mouse button once - Simulates the **ENTER (RETURN)** key
Double Click within 1/2 second - Simulates the **ESCAPE** key
or the **SOLID-APPLE ESCAPE**.

Note Pad Key Command Reference

Note Editing Commands:

- OPEN-APPLE ?** => Displays the main Note Pad help menu
- OPEN-APPLE N** => Allows you to move the Note Pad window
ESCAPE or **RETURN** sets the new position
- ESCAPE** => Returns to the Desktop Manager Menu, or your Applications program

- CHARACTER:** Inserts the character at the current cursor position
- LEFT ARROW:** Moves the cursor one position to the left
- RIGHT ARROW:** Moves the cursor one position to the right
- UP ARROW:** Moves the cursor one line up
- DOWN ARROW:** Moves the cursor one line down
- OPEN-APPLE UP ARROW:** Moves the cursor eight lines up
- OPEN-APPLE DOWN ARROW:** Moves the cursor eight lines down
- TAB:** Moves the cursor right to next tab stop
- OPEN-APPLE TAB:** Moves the cursor left to previous tab stop

- OPEN-APPLE E** => Toggles the Insert/Overstrike cursor
- OPEN-APPLE C** => Copy a line or portion of a line
- OPEN-APPLE P** => Paste the last line copied
- OPEN-APPLE LEFT ARROW** => Delete to the left of the cursor
DELETE (if you have an Apple /// plus), or Backslash (/)
- OPEN-APPLE RIGHT ARROW** => Delete to the right of the cursor
- OPEN-APPLE Y** => Delete to the end of the line
- OPEN-APPLE D** => Delete the entire current line
- OPEN-APPLE <** => Move to beginning of the line
- OPEN-APPLE >** => Move to the end of the line.

Printing Commands:

- OPEN-APPLE H:** Go to the Print Selection Menu
- OPEN-APPLE RETURN:** Toggle RETURN, RETURN + LINEFEED and WORD PROCESSING printing modes.

Note Selection Commands:

OPEN-APPLE N: Go to the next note

OPEN-APPLE B: Go back to the last note

OPEN-APPLE S: Go to the Note Selection Menu

Note Selection Menu Commands:

UP ARROW: Move the highlight to the previous note name

DOWN ARROW: Move the highlight to the next note name

OPEN-APPLE B,

OPEN-APPLE UP ARROW: Moves back to the last page of note names

OPEN-APPLE N,

OPEN-APPLE DOWN ARROW: Moves to the next page of note names

OPEN-APPLE D: Deletes the highlighted note

OPEN-APPLE ?: Displays the Note Selection Menu help screens

Appointment Calendar Key Command Reference

- OPEN-APPLE ?** => Displays the Appointment Calendar help menu
OPEN-APPLE M => Allows you to move the Appointment Calendar window
ESCAPE or **RETURN** sets the new position
ESCAPE => Returns to the Desktop Manager Menu, or your Applications program

Appointment Calendar Movement Commands:

- RIGHT ARROW:** Moves the highlight one day to the right
LEFT ARROW: Moves the highlight one day to the left
UP ARROW: Moves the highlight to the last week
DOWN ARROW: Moves the highlight to the next week
OPEN-APPLE M,
OPEN-APPLE DOWN ARROW: Moves to the next month
OPEN-APPLE B,
OPEN-APPLE UP ARROW: Moves to the last month

Appointment Calendar General Commands:

- OPEN-APPLE A** => Add an Appointment
OPEN-APPLE T => Set the time and date
OPEN-APPLE G => Goto a month and year
OPEN-APPLE S,
RETURN => Show the current day's appointment information
OPEN-APPLE U => Show seven days appointments
OPEN-APPLE ESCAPE: Goes to current day, month and year
OPEN-APPLE H => Prints a copy of the month's calendar to the default printing device. Chapter 7 has complete details.

Show Appointment Info. Commands:

- UP ARROW:** Moves the highlight to the previous appointment line
DOWN ARROW: Moves the highlight to the next appointment line
RETURN: View or edit the appointment information
OPEN-APPLE D => Delete the highlighted appointment
OPEN-APPLE C => Change the time of the highlighted appointment
OPEN-APPLE H => Prints a copy of the seven days of appointment times to the default printing device. Chapter 7 has complete details.

Appointment Editing Commands:

- CHARACTER** => Inserts the character at the current cursor position
- LEFT-ARROW** => Moves the cursor one position to the left
- RIGHT-ARROW** => Moves the cursor one position to the right
- TAB** => Moves the cursor 6 positions to the right on a line
- OPEN-APPLE TAB** => Moves the cursor 6 positions to the left on a line
- OPEN-APPLE E** => Toggles the Insert/Overstrike cursor
- OPEN-APPLE C** => Copy a line or portion of a line
- OPEN-APPLE P** => Paste the last line copied
- OPEN-APPLE LEFT ARROW** => Delete to the left of the cursor
- DELETE** key (if you have an Apple /// plus) or the Backslash key (\)
- OPEN-APPLE RIGHT ARROW** => Delete to the right of the cursor
- OPEN-APPLE Y** => Delete to the end of the line
- OPEN-APPLE D** => Delete the entire current line
- OPEN-APPLE ESCAPE** => Restores any changes to the line
- OPEN-APPLE H** => Prints a copy of the current appointment to the default printing device. Chapter 7 has complete details about the default printing device.

Calculator Key Command Reference

- OPEN-APPLE ?**, => Displays the Calculator help menu. Press **RETURN** or **C** for
 H the next page of help, **ESCAPE** to exit back to the Calculator
- OPEN-APPLE M** => Allows you to move the Calculator window
 ESCAPE or **RETURN** sets the new position
- ESCAPE** => Returns to the Desktop Manager Menu, or your
 Applications program

Calculator General Commands:

- H**: Changes the sign of the displayed number
- OPEN-APPLE C**: Clears the entire Calculator (except the memory register)
- OPEN-APPLE E**: Clears the last entry
- OPEN-APPLE T**: Turns on and off the Paper Tape display
- OPEN-APPLE P**: Turns on and off the printing of the calculations

Mathematical Constants:

- P**: Enters the value of Pi (3.14159...)
- E**: Enters the value of e (2.71828...)

Calculator Memory:

- OPEN-APPLE +**: Adds the displayed number to the memory register
- OPEN-APPLE -**: Subtracts the displayed number from the memory register
- OPEN-APPLE R**: Recalls the contents of the memory register

Trigonometric Functions:

- S**: Computes the sine of the displayed number
- C**: Computes the cosine of the displayed number
- T**: Computes the tangent of the displayed number
- D**: Switches computational mode to degrees
- R**: Switches computational mode to radians

Standard Functions:

OPEN-APPLE L: Computes the logarithm (base 2) of the displayed number

OPEN-APPLE N: Computes the natural logarithm of the displayed number

x ^ y: Raises x to a power (y). $2^3 = 8$

OPEN-APPLE S: Computes the square root of the displayed number

+, RETURN

or **ENTER:** Adds two numbers together

- : Subtracts the second number from the first number

*** or X** : Multiplies two numbers together

/ : Divides the first number by the second number

Changing Number Formats:

OPEN-APPLE H: Show the currently displayed number as a hexadecimal number

OPEN-APPLE B: Show the currently displayed number as a binary number

OPEN-APPLE D: Show the currently displayed number as a decimal number

Desktop Setup Key Command Reference

OPEN-APPLE ?, => Displays help on the highlighted Desktop Setup item
H Press **ESCAPE** to return to the Desktop Setup Menu

OPEN-APPLE N => Allows you to move the Desktop Setup window
ESCAPE or **RETURN** sets the new position

ESCAPE => Returns to the Desktop Manager Menu, or your
Applications program

UP ARROW key => Moves the highlight up one position

DOWN ARROW key=> Moves the highlight down one position

Text Pickup/Pasting Key Commands

SOLID-APPLE 5 - Turn on text pickup

SOLID-APPLE 6 - Paste the text from the ClipBoard to the current application

LEFT ARROW - Moves the cursor one position to the left

RIGHT ARROW - Moves the cursor one position to the right

UP ARROW - Moves the cursor one line up

DOWN ARROW - Moves the cursor one line down

(Holding the **OPEN-APPLE** key while pressing the arrow keys will move the cursor at a faster speed)

(The above movement commands do not allow you to move out of the current SavePort area)

ESCAPE - Exits text pickup without putting anything into the ClipBoard

RETURN - If the Beginning Of Text marker is set, picks up the text in the current SavePort area and puts it into the ClipBoard

OPEN-APPLE RETURN - Toggles the margin character (**RETURN** or **SPACE**) from being placed at the end of each line. If the marker is a '+', the margin character (**RETURN** or **SPACE**) is added at the end of each line. If the marker is a '*', no character is added

OPEN-APPLE SPACE - Toggles the replacement of **CONTROL** characters being picked up with either an asterisk '*', or a **SPACE**

OPEN-APPLE M - Toggles the margin character between a **RETURN** and a **SPACE**

OPEN-APPLE B - Sets the **Beginning Of Text** marker. This is the new top left of the rectangular **SavePort**

OPEN-APPLE E - Sets the **End Of Text** marker (Bottom right of the **SavePort**)
The cursor will now only move in the bounds of the SavePort

OPEN-APPLE A - Resets the SavePort to full screen

