

The Desktop Manager™

Super Accessories Disk #1

by ON THREE, Inc.

User's Guide



The Desktop Manager Super Accessories Disk #1 User's Guide

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Overview

Thank you for purchasing **The Desktop Manager Accessory Disk #1**. It contains a variety of useful accessories for your Desktop Manager. This guide will show you how to install and use these new accessories.

Before you continue, please make a backup copy of the Accessory Disk. This disk is single sided, so you will only need one blank disk to make the copy. **Appendix A** of The Desktop Manager User's Guide shows you how to use the System Utilities program to make the copies. Please ignore sections 7 through 9 as they describe copying the back side of the disk.

It is very important that you make backup copies. If you damage your master copy you will have to send it back to **ON THREE** for repair. If your backup copy ever goes bad you can make a new copy from your original disk.

Updating Your Desktop Manager

Before you can begin to use the new accessories, you must make sure that you are using the correct version of The Desktop Manager software. You can tell which version of The Desktop Manager you are using by going to the **Desktop Setup** accessory. The version number is listed in the bottom right hand corner of the Setup menu.

The latest version is **1.3**. If you are using version 1.1 or 1.2 simply copy the file **DESKTOP .MANAGER** from the supplied disk into the **DESKTOP** subdirectory on the disk where you have installed The Desktop Manager. If you are using version 1.0, please contact **ON THREE** for the Version 1.1-1.2 upgrade.

Version 1.3 offers no bug fixes, but allows support for the Menu Manager utility of this Accessory Disk. Before continuing you must re-boot. This will give the new **DESKTOP .MANAGER** a chance to initialize and set some things up that it needs in order for it to operate properly.

Version 1.3 also allow you to have an **OPTIONU** in your menu. Previous versions allowed you to have 20 accessories in your main menu. You may now have up to 21 accessories in your main menu.

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Reload & Exit

Normally, when adding a new accessory to The Desktop Manager you must re-boot for The Desktop Manager to recognize the new accessory. The **Reload & Exit** accessory allows you to install new accessories into The Desktop Manager menu without having to re-boot. This section will show you how to install and use **Reload & Exit**.

Installing Reload & Exit

To install **Reload & Exit**, simply use the System Utilities program to copy the file **RELOAD.AND.EXIT** from your Accessories Disk #1 to the **DESKTOP** subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **OPTIONU**. If you already have an accessory with the name **OPTIONU**, choose a free option name.

Using Reload & Exit

After installing **Reload & Exit**, you will have to re-boot your system so The Desktop Manager will recognize the new accessory. After re-booting the **Reload & Exit** accessory will appear in your menu.

From this point on, each time you add a new accessory into your Desktop Manager menu, simply run the **Reload & Exit** accessory. It will automatically return directly back to your application. If you then press any of the keys that activate The Desktop Manager (**SOLID-APPLE ESCAPE** through **SOLID-APPLE 4**), The Desktop Manager will reinitialize itself.

Any accessories (**OPTIONx's**) that were added into your **DESKTOP** subdirectory will now be automatically recognized and you will not have to re-boot.

Throughout the rest of this guide, you will be installing new accessories. After you copy each one, simply use the **Reload & Exit** accessory so The Desktop Manager will recognize it without forcing you to re-boot.

Please note that after running **Reload & Exit**, the upper left character on your screen will be inversed. This is not cause for alarm, it's just an indication The Desktop Manager is waiting to be initialized. It will disappear from most programs by simply pressing any key.

Option List

The **Option List** accessory will list the names associated with each option. You can use it to determine which options are free and which ones are used. This section will show you how to install and use **Option List**.

Installing Option List

To install **Option List**, simply use the System Utilities program to copy the file **OPTION.LIST** from your Accessories Disk #1 to the **DESKTOP** subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **OPTIONJ**. If you already have an accessory with the name **OPTIONJ**, choose a free option name.

Using Option List

After installing **Option List**, use the **Reload & Exit** accessory to reinitialize The Desktop Manager. The next time you display The Desktop Manager menu by pressing **SOLID-APPLE ESCAPE**, the **Option List** accessory will appear in your menu.

Simply highlight it as you would with any other accessory and press **RETURN**. The left portion of the screen will clear and a list of all of the options (**OPTIONA** - **OPTIONU**) will appear with the name of the accessory next to the option name. If the accessory name is blank, that option is not being used.

After listing all of the options, press **ESCAPE** to return to The Desktop Manager menu. While the options are being listed, you may also press **ESCAPE** to leave the listing before it's completed. Additionally, pressing any other key during the listing process will temporarily halt the listing. Press any other key to re-start the listing.

After all of the options are displayed, you can use the text pickup/paste feature of The Desktop Manager to pickup the options and their names. Using the new **Desktop Setup** accessory, you can directly print a copy of the **Clipboard** to the printer. See the **Desktop Setup** section for details.

Option List can be a very handy accessory when you need to determine which options are used and which ones are free.

Printer Setup

The **Printer Setup** accessory allows you to send complex control codes to your printer via easy to use menus. You can quickly setup your printer for bold, italic, underline and any other printing mode that it supports. This section will show you how to install and use the **Printer Setup** accessory.

Installing Printer Setup

To install **Printer Setup**, simply use the System Utilities program to copy the file **PRINTER.SETUP** from your Accessories Disk #1 to the **DESKTOP** subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **OPTION1**. If you already have an accessory with the name **OPTION1**, choose a free option name.

Using Printer Setup

After installing **Printer Setup**, use the **Reload & Exit** accessory to reinitialize The Desktop Manager. The next time you display The Desktop Manager menu by pressing **SOLID-APPLE ESCAPE**, the **Printer Setup** accessory will appear in your menu.

Simply highlight it as you would with any other accessory and press **RETURN**. In a moment or so the **Printer Setup** accessory will appear in the middle of your screen.

There are five groups of items on this menu. Each group has a related function. On the left most section of the menu is a list of the commands that you can send to your printer. Menu items for printer effects such as **Bold, Italic, Underline** and more are all presented. Certain printers do not support all of the various effects. If you select an item that isn't supported by your printer, **Printer Setup** will tell you so. This is explained in detail later in this section.

When using the arrow keys to highlight an item on the main menu there are a couple of commands that will speed things along. If you press **OPEN-APPLE ESCAPE**, the highlight will immediately return to the upper left menu item. Also, pressing **1-9** will move the highlight to the appropriate **Pre-Set Effect**. Pre-Set Effects are explained later in this section.

When using **Printer Setup**, pressing **OPEN-APPLE ?** will usually display the various keys you can press and the options associated with those keypresses.

Before we go on we must first tell the **Printer Setup** which kind of printer(s) you have connected to your Apple ///. You can do this with the **Select Printer** menu item. Using the arrow keys to move the highlight, highlight the **Select Printer** item and press **RETURN**. You will be presented with the Select Printer menu.

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Selecting A Printer

The **Printer Setup** accessory allows you to have up to three different printers configured at any given time. This menu will aid you in selecting and configuring **Printer Setup** for your printer(s). There are three groups of items on this menu.

The items on the left side of the menu allow you to **Add, Select, Remove, Change** and **View** information on your printers. The items on the right side of the menu show the three printers you have configured and the currently selected printer.

The first item on the left side of the menu is **Add A Printer**. If you highlight this item and press **RETURN**, you will be shown a list of the printers that **Printer Setup** directly supports. Simply highlight the one you want and press **RETURN**. If your printer isn't listed here, please go to the next section **Custom Printers**.

Printer Naming

You will now be asked to type in the name you would like to give to this printer. You can call it something familiar like '**A Color Printer**' instead of '**ImageWriter**'. Type in the name you want to give it and press **RETURN**. Next, type in the device name for that printer and press **RETURN**. This is the standard SOS device name that all of your other programs use.

When finished adding the printer(s) press **ESCAPE** to go back to the **Select Printer** main menu. The printer(s) you added will now be displayed under the **Current Printers** menu.

Custom Printers

If you have a custom printer that is not on the list and want to add it into your list of configured printers, highlight the **Custom Printer** item in the Add a Printer menu and press **RETURN**. You will now be asked to type in the printer codes for the effects that **Printer Setup** allows you to send your printer. You must enter the codes for default, bold, italic etc.

When typing in these codes, you may type the keystroke, decimal number or hexadecimal number corresponding to that printer code. These codes can be found in the manual which accompanies your printer.

After entering all of the codes you will be presented with the menu for naming the printer. This is described in the section Printer Naming above.

If your printer does not support a particular code, enter **OPEN-APPLE RETURN** for the keystroke. This tells **Printer Setup** that that particular code is not supported by your printer.

Removing A Printer

The **Remove a Printer** item allows you to remove a printer from your configuration. If you have more than three printers you will have to remove a less-commonly used one from the configuration before you can add another one.

After selecting this item, simply highlight the printer you desire to remove and press **RETURN**. It's position in the menu will be replaced with the line **<Empty>**.

Selecting A Printer

The **Select a Printer** item allows you to select the printer you want to send printer codes to. Since you can only send codes to one printer at a time, you must tell **Printer Setup** which printer you want to use.

After selecting this item, simply highlight the printer that you want to use and press **RETURN**. The **Selected Printer** item will change to the printer you just selected.

Printer Information

The **Printer Information** item allows you to view the **Printer Name**, **Device Name** and **Printer Type** for the printers you have selected.

Change Printer

The **Change Printer** item allows you to change the **Printer Name** and the **Device Name** you have selected for any of the printers you have configured into **Printer Setup**.

After selecting this item, simply highlight the printer you want to change and press **RETURN**. You may now type in a new Printer and Device Name.

Sending Printer Effects

After configuring which printer(s) you are using with **Printer Setup**, you may now send **Printer Effects** to your printer. To do so, simply highlight the effect on the main menu that you want to send to your printer and press **RETURN**.

As you send each printer effect, it will be displayed on the **Paper Tape**. The Paper Tape lists the last nine effects that you have sent. You may turn off and on the Paper Tape by pressing **OPEN-APPLE T**.

Certain effects require an **ON** or **OFF** status to be sent. For example, when you want to send the command to have your printer print in **BOLD** characters, you would highlight the **Bold** menu item and press **RETURN**. A small **on/off Menu** will appear. Use the right or left arrow keys to highlight either **on** or **off** and press **RETURN** to send the desired code.

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If you highlight the **Set CPI** item on the main menu and press **RETURN**, you will be presented with a menu asking you to pick the character size that you want to start printing with. Simply highlight the one you want and press **RETURN** to send the code to setup the character size you want to use.

Sending Special Commands

Your printer may support certain commands which are not on the main menu. The **Special** item on the main menu allows you to directly send these special codes to your printer.

After highlighting this item and pressing **RETURN** you may now type in the printer codes that you want to send to your printer. When typing in these codes, you may type in the keystroke, decimal number or hexadecimal number corresponding to that printer code. These codes can be found in the manual which accompanies your printer.

Note that if you are sending the codes by typing in a keystroke, you must press **OPEN-APPLE ESCAPE** to exit. When entering the codes via hexadecimal or decimal you can simply press **ESCAPE** to exit.

Pre-Set Effects Or Macros With Printer Setup

If you have the **Macro Manager™**, you know how nice it is to be able to type a single key and have a dozen or more keystrokes typed automatically. The **Printer Setup** accessory has a macro capability that allows you to send up to 52 printer effects with a single keystroke. These are called **Pre-Set Effects** and you may have up to nine of them at once for each printer that you have configured.

To setup a Pre-Set Effect, use the arrows to highlight the number (1 through 9) that you want to use and press **OPEN-APPLE A**. The line **Recording On** will appear directly above the Pre-Set Effects menu. The Pre-Set Effect number will remain highlighted and a highlight will appear on the **Default** item. The highlight will only move over the Printer Effect items. You will not be allowed to select a new printer or any other operation that does not involve sending a printer effect.

You may now select any variety of effects to send to your printer. Note that when you select these effects, they will *not* be sent to the printer - they will be recorded so you can play them back later. When you are finished selecting all of the effects, press **OPEN-APPLE RETURN** to finish recording the effects.

When you are finished you must now type in a name to give this Pre-Set Effect. Simply type in an name up to eight characters and press **RETURN**. The name that you gave the recording will appear where the number was on the menu.

If you change your mind after you have recorded a Pre-Set Effect, you may delete it by highlighting it and pressing **OPEN-APPLE D**. You will be asked if you really want to delete this recording. Simply press **Y** for Yes, **N** for No or highlight the answer and press **RETURN**.

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You may also rename a recorded Pre-Set Effect by highlighting it and pressing **OPEN-APPLE R**. Simply type in the new name you want to give the recording and press **RETURN**. If you change your mind, press **ESCAPE** and the name will remain unchanged.

Typewriter

The **Typewriter** is a feature of the **Printer Setup** accessory. Simply highlight the Typewriter item on the main menu and press **RETURN**. You can type in a line at a time and it will be sent to your printer. When finished typing, simply press **ESCAPE** to return to the Printer Setup main menu.

Exiting Printer Setup

To exit the **Printer Setup** accessory, simply press **ESCAPE** while on the main menu. The current configuration will be saved to a disk file. The next time you use **Printer Setup**, the configuration you last setup will be used.

Printer Setup Notes: The **Printer Setup** accessory uses a file called **PRINTER.DATA**. If it does not exist, the accessory will create it. If you are moving **Printer Setup** to a sub-menu (described later in this guide), you should also copy this file or you will have to re-configure **Printer Setup**.

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Labeler ///

The **Labeler** accessory allows you to easily address envelopes or print labels. You can print up to 99 copies of the label at a time with sophisticated control over line spacing and other options. This section will show you how to install and use the **Labeler** accessory.

Installing Labeler ///

To install **Labeler**, simply use the System Utilities program to copy the file **LABELER** from your Accessories Disk #1 to the **DESKTOP** subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **OPTIONK**. If you already have an accessory with the name **OPTIONK**, choose a free option name.

Using Labeler ///

After installing **Labeler ///**, use the **Reload & Exit** accessory to reinitialize The Desktop Manager. The next time you display The Desktop Manager menu by pressing **SOLID-APPLE ESCAPE**, the **Labeler ///** accessory will appear in your menu.

Simply highlight it as you would with any other accessory and press **RETURN**. In a moment or so the **Labeler ///** accessory will appear in the middle of your screen.

The folder that is displayed has a similar appearance as that of an envelope. To use **Labeler ///**, you will type in up to 11 lines of text. These lines may be up to 44 characters long. You may also use the commands presented below to position these lines anywhere on the screen they will fit.

Entering A Line

When **Labeler ///** is displayed, a flashing cursor will appear on the screen. Simply type in the line you want to appear at that location and press **RETURN**. The cursor will move to the next line down. Use the **UP** and **DOWN** arrow keys to move the highlight to the line you want to edit and simply type! If the cursor was at the bottom of the screen and you pressed **DOWN** arrow, it would move to the first line on the top of the screen. Likewise, if it was on the top of the screen, pressing the **UP** arrow key will move the cursor to the last line on the screen.

Positioning A Line

If you want to change the position of a line on the screen, it's very easy! If you want to center a name and address (or any other line), simply type them in as usual. When you are finished typing the line you can move the line anywhere on the screen you like.

To move the line up or down, position the cursor in the line you want to move. Then hold down the **OPEN-APPLE** key and press the **UP** or **DOWN** arrow key. The line that the cursor was on will immediately exchange positions with the line above or below it.

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You can also move a line to the right or left. To do this simply hold down the **OPEN-APPLE** key and press the < or > keys. Note that you don't have to hold down the **SHIFT** key. Pressing **OPEN-APPLE** , or **OPEN-APPLE** < will move the line to the left and **OPEN-APPLE** . or **OPEN-APPLE** > will move the line to the right.

Please note that you will only be able to move the lines to the left and right edges of the folder on the screen. If the line you are moving is one of the first four, you will only be able to move it to the edge of the stamp.

When you move a line far over on the right side, you will only be able to type characters up to the right edge. In some instances this means that you will not be able to type in the full 44 characters available. The solution is to simply move the line over enough to the left so the text you want to type will fit on that line.

Printing A Label

After you have entered all the lines that you want to appear on the label, press **OPEN-APPLE H** (for Hard Copy) to go to the **Print Selection Menu**. From this menu select the number of copies and the number of lines between each label that you want.

When you're ready to print, simply press **RETURN**. The label you defined will be printed to the default printer. You may select up to 99 copies to be printed at a time and up to 99 lines between each copy.

When figuring the number of lines between each label to print, the **Labeler ///** stops printing after the last non-blank line that you have defined. For example, if you have a label that contains three lines, the **Labeler ///** will print the three lines and stop. If you need 6 lines between each label, you must then setup the **Lines between labels** option in the **Print Selection Menu** to 3.

Exiting the Labeler ///

To exit the **Labeler ///** accessory, simply press **ESCAPE** while on the main menu. The current label will be saved to a disk file. The next time you use **Labeler ///** the last label you used will be displayed.

Application Notes

The **Labeler** was designed to aid in the printing of labels for envelopes. There are a variety of other uses. In our office we sometimes use the **Labeler** to print multiple copies of disk labels for in-house use. Other applications are numerous and up to your imagination.

Labeler Notes: The **Labeler** accessory uses a file called **LABELER.DATA**. If it does not exist, the accessory will create it. If you are moving **Labeler** to a sub-menu (described later in this guide), you should also copy this file or you will have to re-configure your label.

Make Subdirectory

The **Make Subdirectory** accessory allows you to make a subdirectory at any time from within any program. If you have the **Disk Manager™**, you will note that this function is missing. Please note that this is a stand-alone accessory and will not automatically become part of the Disk Manager. This section will show you how to install and use the **Make Subdirectory** accessory.

Installing Make Subdirectory

To install **Make Subdirectory**, simply use the System Utilities program to copy the file **MAKE.SUBDIR** from your Accessories Disk #1 to the subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **OPTIONF**. If you already have an accessory with the name **OPTIONF**, choose a free option name.

Using Make Subdirectory

After installing **Make Subdirectory**, use the **Reload & Exit** accessory to reinitialize The Desktop Manager. The next time you display The Desktop Manager menu by pressing **SOLID-APPLE ESCAPE**, the **Make Subdirectory** accessory will appear in your menu.

Simply highlight it as you would with any other accessory and press **RETURN**. In a moment or so the **Make Subdirectory** accessory will appear in the middle of your screen.

Type in the name of the new subdirectory you want to make and press **RETURN**. If a file with that name already exists you will be given a **Duplicate Pathname** error message.

Exiting Make Subdirectory

To exit the **Make Subdirectory** accessory, simply press **ESCAPE** while on the main menu.

Desktop Setup

The **Desktop Setup** accessory on the supplied disk is an updated version of the standard **Desktop Setup** accessory provided with The Desktop Manager. It allows greater control over the **ClipBoard**. This section will show you how to install and use the new features of the **Desktop Setup** accessory.

Installing Desktop Setup

To install the new **Desktop Setup**, simply use the System Utilities program to copy the file **DESKTOP.SETUP** from your Accessories Disk #1 to the **DESKTOP** subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **OPTIONT**. Since you will be replacing the old **Desktop Setup** with the new one, delete the old **OPTIONT**.

Using Desktop Setup

After installing the new **Desktop Setup**, use the **Reload & Exit** accessory to reinitialize The Desktop Manager. The next time you display The Desktop Manager menu by pressing **SOLID-APPLE ESCAPE**, the new **Desktop Setup** accessory will appear in your menu.

Simply highlight it as you would with any other accessory and press **RETURN**. In a moment or so the **Desktop Setup** accessory will appear in the middle of your screen.

The changes in **Desktop Setup** are in how it handles the **ClipBoard**. The previous version only allowed you to display the information in the **ClipBoard** with the **Show ClipBoard** option. That option has been replaced with a menu called **ClipBoard Tools**.

There are five items in this menu. The first of these, **View the ClipBoard**, displays the contents of the **ClipBoard** just as the original version did. The next option, **Save the ClipBoard**, will save the contents of the **ClipBoard** to a disk file called **CLIPBOARD.DATA**.

In some applications it's faster to use this option to save the **ClipBoard** to a disk file and then load it in, rather than paste it into the application. If you've picked up an entire screen full of information, it may take a bit of time to paste it into slower word processors. You can simply pick up the information you want and use the **Save ClipBoard** option to save it to a disk file. Then load the **CLIPBOARD.DATA** file in and you may be able to save some time.

This option is also useful if you want to transfer information between two applications and aren't using a program switching utility such as **Selector** or **Catalyst**. Simply save the **ClipBoard** and the start-up your other program. Then use the **Restore ClipBoard** option in the new **Desktop Setup** accessory to load it back in. You can then paste the information into your second application.

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The **Print the ClipBoard** option in the new **Desktop Setup** accessory allows you to print the contents of the ClipBoard to the current default printer. All you have to do is pick up the section of text you want printed and the new **Desktop Setup** accessory will print it for you.

There may be times when you want a small section of the screen printed. If you want the entire screen printed you could use the **Screen Dump** accessory (described later in this guide). However, if you only wanted a column of numbers or other small section of text printed, up to now you couldn't.

The last new item in the **Desktop Setup** accessory is the **Clear the ClipBoard** option. If for some reason you ever want to clear the contents of the ClipBoard, simply use this option.

ClipBoard Notes: Because the way The Desktop Manager driver operates, you will be unable to use the **Restore ClipBoard** option until you've picked something up from the screen. Thus, if you've just started up your system in the morning, you can't simply use Restore ClipBoard to load in the last saved ClipBoard. You must first pick up anything on the screen. Then if you use the Restore ClipBoard option, you will be able to paste the old ClipBoard.

Menu Manager

The **Menu Manager** accessory allows you to easily use hundreds of accessories compared to the normal limit of 21. The **Menu Manager** lets The Desktop Manager have sub-menus. These sub-menus can contain accessories just like the main menu. This section will show you how to install and use the **Menu Manager** accessory.

Installing Menu Manager

To install the **Menu Manager**, simply use the System Utilities program to copy the file **MENU.MANAGER** from your Accessories Disk #1 to the **DESKTOP** subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **OPTIONL**. If you already have an accessory with the name **OPTIONL**, choose a free option name.

Using Menu Manager

After installing **Menu Manager**, use the **Reload & Exit** accessory to reinitialize The Desktop Manager. The next time you display The Desktop Manager menu by pressing **SOLID-APPLE ESCAPE**, the **Menu Manager** accessory will appear in your menu.

To setup the **Menu Manager** to handle more accessories, you must create a new subdirectory and copy the accessories you want to appear in the sub-menu to this subdirectory. In the example below, we will put the **Calculator** and the **Note Pad** into a sub-menu.

Use the System Utilities to make a subdirectory in your **DESKTOP** subdirectory called **CALC.NOTE**. Next copy the following files from your **DESKTOP** subdirectory into the **DESKTOP/CALC.NOTE** subdirectory:

OPTIONA	- The Note Pad accessory
OPTIONC	- The Calculator accessory
NOTE.PAD	- The Note Pad file containing the notes
NOTE.HELP	- The Note Pad file used for help
NOTE.PRINT	- The Note Pad file used for printing
NOTE.FIND	- The Note Pad file used for finding text

Note that when copying an accessory which uses other files, you must also copy the files that that accessory uses to the new subdirectory. If you were going to copy The Disk Manager to a sub-menu, you would have to copy The Disk Manager accessory itself and the entire **DISK.MANAGER** subdirectory.

Copying the **Appointment Calendar** to a sub-menu is about as hard. Since the **Appointment Calendar** (usually **OPTIONB**) requires a subdirectory called **APPOINTMENTS**, in addition to copying **OPTIONB** - you must also make a subdirectory called **APPOINTMENTS** in the subdirectory where you are copying the **Appointment Calendar**.

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In any case, highlight the **Menu Manager** accessory in the main Desktop Manager menu and press **RETURN**. In a moment or so the **Menu Manager** accessory will appear in the middle of your screen.

The first time you use the accessory it will ask you where to look for the accessories. Type in **.PROFILE/DESKTOP/CALC.NOTE** and press **RETURN**. If your disk drive is not named **.PROFILE**, substitute its name for **.PROFILE** when typing in the above line.

The **Menu Manager** will now display a message similar to the screen that appears when The Desktop Manager is initializing. It will look for all of the options in that subdirectory and it will build a list of these options. This list is stored in a file called **DESKTOP.MENU** in the subdirectory it is working from.

After the initialization, a menu will be displayed in the upper left hand corner. It will contain all of the accessories in that subdirectory. You will note that this menu is a little different from the main menu, but it functions in just the same manner.

On the top of the menu is a box containing the name of the menu. This name is taken from the name of the accessory on the main menu. You can change the name at any time by pressing **OPEN-APPLE N** (for New Name). A menu will appear asking you to type in the new name that you would like to use. After typing in the name, press **RETURN**. The new name will then appear in the box at the top of the menu.

When giving a new name to a sub-menu, you may find it's easier to recognize a sub-menu if you give it a distinctive name. You may want to try putting a dash or two before the name. One of the sub-menus I'm using is named '**-- /// stuff**'. I use two dashes before the name so I can quickly see which of the items on my main menu are regular accessories and which are sub-menus.

Note that the name of the accessory in the main menu will not change until you either re-boot or use the **Reload & Exit** accessory to recognize the new accessory names.

To use accessories in a sub-menu, simply highlight the one you want by using the arrow keys and press **RETURN**. In a moment, the selected accessory will be loaded from disk and will be displayed. When you press **ESCAPE** to exit the accessory, you will be returned all the way back to the main menu.

Control does not return to the **Menu Manager**, it goes all the way back to The Desktop Manager main menu.

When using a sub-menu there are a number of options that are available that are not normally available at the main menu. Pressing **OPEN-APPLE ?** will display some help information about using the sub-menu. If you press **OPEN-APPLE R**, the **Menu Manager** will reload all of the options in that subdirectory. This is the same as using the **Reload & Exit** accessory on the main menu.

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If you press **OPEN-APPLE T**, the highlight will move to the top of the menu, just as it does on the main menu. If you press **OPEN-APPLE M**, you will be able to move the menu anywhere on the screen it where it will fit. Simply use the arrow keys to position the menu and press **RETURN** to set the new position. If you change your mind about moving the menu, simply press **OPEN-APPLE ESCAPE** and it will reset the menu back to the old position. Press **RETURN** and the menu will appear in its old position.

The position of the menu is saved off into the file **DESKTOP.MENU** in the subdirectory you are using. If this file is ever deleted, you will have to reset the menu position to where you want it to be.

As explained above, pressing **OPEN-APPLE N** allows you to change the name of the sub-menu. Pressing **OPEN-APPLE P** allows you to change the path of the menu. This allows you to have the **Menu Manager** look for the options in a different subdirectory or disk drive.

One thing that you can use this feature for is to have a variety of Desktop Manager disks or subdirectories. Each may have one or more accessories on it. If you use the **Menu Manager** accessory, you can quickly switch between these groups of different accessories, allowing you an unlimited number of accessories.

The sub-menu directory path does not have to be placed three or four levels down in subdirectory. If you like, you can set the path to a main directory. If you are using a ramdisk, you can point the sub-menu there for ultra-fast operation.

Menu Manager Notes: When copying accessories so they will work in a sub-menu of the **Menu Manager**, please remember that while you can have up to 21 accessories on the main menu, there are only 18 available in a sub-menu. This means that option names **OPTIONA - OPTIONR** are allowed but **OPTIONS**, **OPTIONT** and **OPTIONU** will not be displayed and you will never be able to use them in a sub-menu.

Accessories in sub-menus are different entities from the accessories in The Desktop Manager main menu. If you have a copy of the **Note Pad** or **Appointment Calendar** in a sub-menu, the notes and appointments that you set and use in the sub-menus will not appear when using accessories on the main menu or in a different sub-menu. Specifically, any appointments that you set will not appear or auto-prompt. If you have the **Macro Manager**, do not use it in a sub-menu as the last used **MacroMap** will be not be enabled correctly.

You may have as many sub-menus in your Desktop Manager as you have room for. Simply copy the **MENU.MANAGER** file from the supplied disk to your **DESKTOP** subdirectory and give it a new **OPTIONx** name. You may even place a sub-menu inside a sub-menu. But remember, when an accessory is selected from a sub-menu using the **Menu Manager** and you then exit the accessory, control is returned all the way back to the main menu.

Screen Dump

The **Screen Dump** accessory allows you to quickly and easily send a copy of your current text screen to the printer. This section will show you how to install and use the **Screen Dump** accessory.

Installing Screen Dump

To install **Screen Dump**, simply use the System Utilities program to copy the file **SCREEN.DUMP** from your Accessories Disk #1 to the subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **OPTIONM**. If you already have an accessory with the name **OPTIONM**, choose a free option name.

Using Screen Dump

After installing **Screen Dump**, use the **Reload & Exit** accessory to reinitialize The Desktop Manager. The next time you display The Desktop Manager menu by pressing **SOLID-APPLE ESCAPE**, the **Screen Dump** accessory will appear in your menu.

Simply highlight it as you would with any other accessory and press **RETURN**. In a moment or so the contents of your text screen will be sent to the current default printer. When finished sending information to your printer, **Screen Dump** will automatically return back to The Desktop Manager menu.

If the printer does not respond, make sure that it is connected properly and that the default printer as setup in the **Desktop Setup** accessory is correctly configured.

Note Pad Printing

The current version of the **Note Pad** accessory has a feature that a number of people have asked us to change. When using the **OPEN-APPLE H** command in the **Note Pad** to print the note, the print device is always listed as **.PRINTER** - even if you have setup a different device name in the **Desktop Setup** accessory for the default printer.

The new printing section of the **Note Pad** corrects this problem. The **Note Pad** will now list the current default printer as was setup in the **Desktop Setup** accessory.

To install the new **Note Pad** printing section, simply use the System Utilities program to copy the file **NOTE.PRINT** from your Accessories Disk #1 to the subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **NOTE.PRINT**. Since you will be replacing the old printing option with the new one, delete the old **NOTE.PRINT**.

To use the new **Note Pad** printing option, simply use the **Note Pad** as normal. When you go to the **Printer Selection Menu**, the default printer will be displayed.

Monitor Enable

The **Monitor Enable** accessory allows you to pop into the Apple /// monitor from any application. If you've ever wanted to see the state of things, **Monitor Enable** will help you. This section will show you how to install and use the **Monitor Enable** accessory.

Installing Monitor Enable

To install **Monitor Enable**, simply use the System Utilities program to copy the file **MONITOR.ENABLE** from your Accessories Disk #1 to the **DESKTOP** subdirectory on the disk where you installed The Desktop Manager. When copying the file to the subdirectory, give it the name **OPTIONN**. If you already have an accessory with the name **OPTIONN**, choose a free option name.

Please note that this accessory can cause serious harm to your system if used incorrectly. **ON THREE** can assume no responsibility for loss of data if you use this accessory incorrectly.

Using Monitor Enable

After installing **Monitor Enable**, use the **Reload & Exit** accessory to reinitialize The Desktop Manager. The next time you display The Desktop Manager menu by pressing **SOLID-APPLE ESCAPE**, the **Monitor Enable** accessory will appear in your menu.

Simply highlight it as you would with any other accessory and press **RETURN**. The highlight will flash and everything will look just as if you hadn't done anything.

If you press the **RESET** key once, then press **ESCAPE** 8 and then **RETURN**, you will be in the monitor. If you type **198CG** and press **RETURN** and then **ESCAPE**, you will return to your application.

When you are in the monitor there are a number of commands which are available for use. Typing **RETURN** will display one line of information in the following form:

```
D000:A9 4E 38 60 AD D8 DB 29 03 A0 09 E0 0D D0 02 29 )N8`-X(). .`.P.)
```

On the left side of the screen is the address the monitor is listing. The sixteen items after the colon are the hexadecimal representations of the data following that section of memory. On the right side of the screen is the ASCII representation of the data.

An interesting locations that you can modify is the Bank Register at **\$FFEF**. You can load any number from **00** to **0F** and it will switch the 32K chunk of memory that is addressed at locations **\$2000 - \$9FFF**. You can use the commands of the monitor (listed below) to modify most any location.