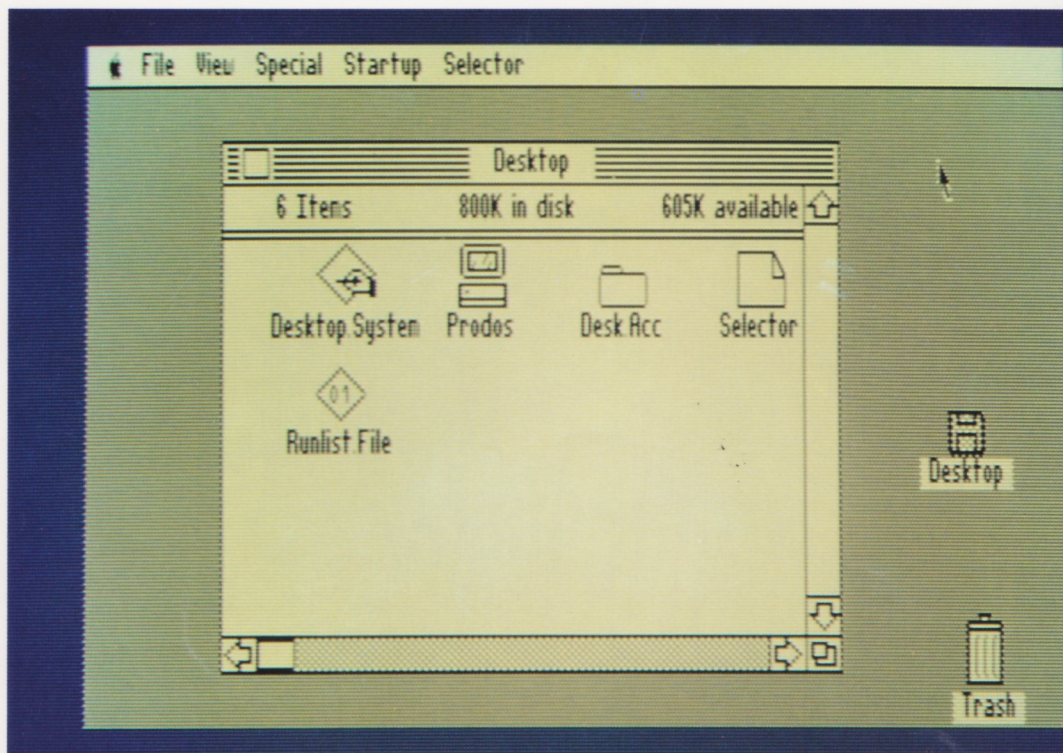# Apple® II | DeskTop System Software User's Guide

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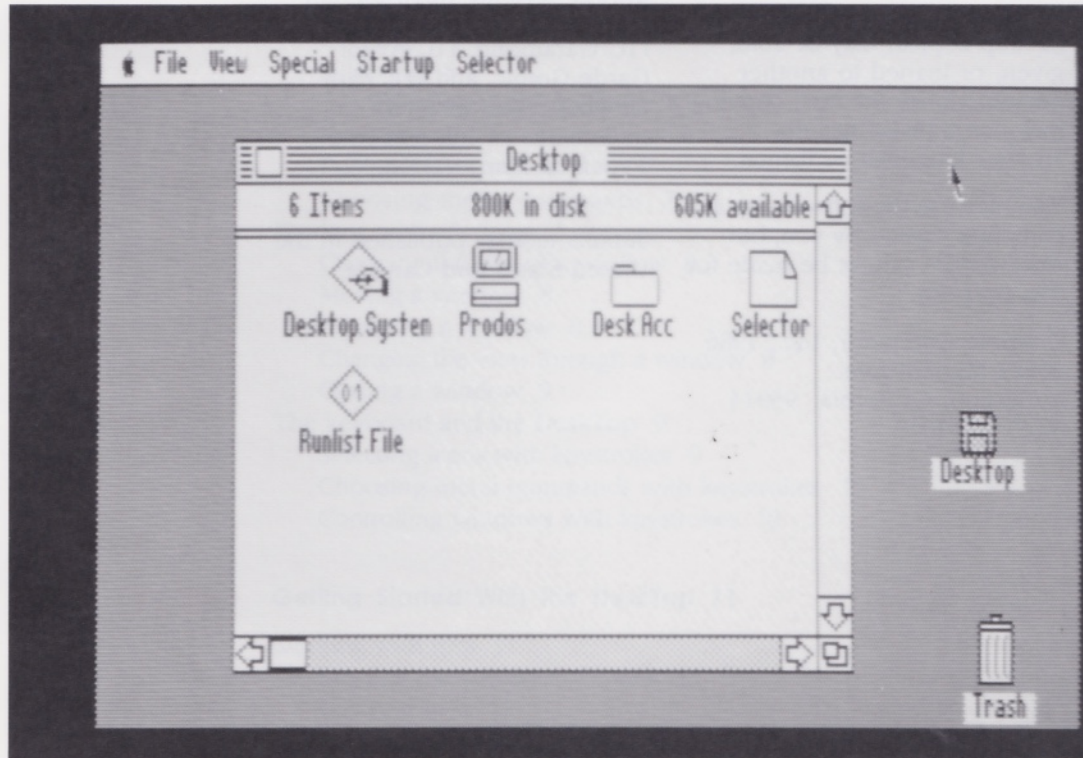
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Apple II DeskTop System Software User's Guide

Menu bar: File View Special Startup Selector

Window title: Desktop

6 Items   800K in disk   605K available

Desktop System   Prodos   Desk Acc   Selector

Runlist File

Desktop

Trash

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Introducing the DeskTop

The DeskTop is a computer desktop that helps you manage your disks and files easily.

The DeskTop shows you pictures, called *icons,* that represent your disks and files, so it's easy to see where everything is. You just work with the icons to copy, delete, or organize files.

The DeskTop also speeds up selecting and running applications. You simply scan a visual desktop to find the application and then click the application icon twice to start it.

Is the DeskTop for me?

Definitely. Most people who use the DeskTop find that it helps them organize their work better and actually work faster.

However, if you are a first-time Apple® II user, put the DeskTop away and spend a few weeks getting used to your computer and your application programs. Then you'll be able to understand the DeskTop and appreciate what it can do for you.

What software will I use?

The DeskTop is ProDOS® based, so it works best with ProDOS disks that are not copy protected.

You can, however, use the DeskTop to make backup copies of unprotected DOS 3.3 or Pascal disks. And you can use it to start up any Apple II application disk regardless of its operating system.

Should I make a backup copy of the DeskTop?

Yes. In fact, in Chapter 3, you'll learn how to use the DeskTop to make the copy. Then use the copy for your work and keep the original in a safe place.

Chapter 2

Learning to Use the Mouse and the DeskTop

This chapter explains how to use the mouse with the computer desktop. If you are already familiar with pulling down menus, opening and moving windows, and selecting and opening icons, skip to Chapter 3, "Getting Started With the DeskTop."

Using the mouse

If you've never used a mouse before, go through the training disk that came with your Apple IIGS™.

The best way to see how the mouse works is to start up the DeskTop and try it yourself. To start up the DeskTop from the Program Launcher, open the application called DESKTOP.SYS16. After a few seconds, you should see the computer desktop, a screen similar to the one shown in Figure 2-1.

Desktop

Pointer

3.5-inch disk
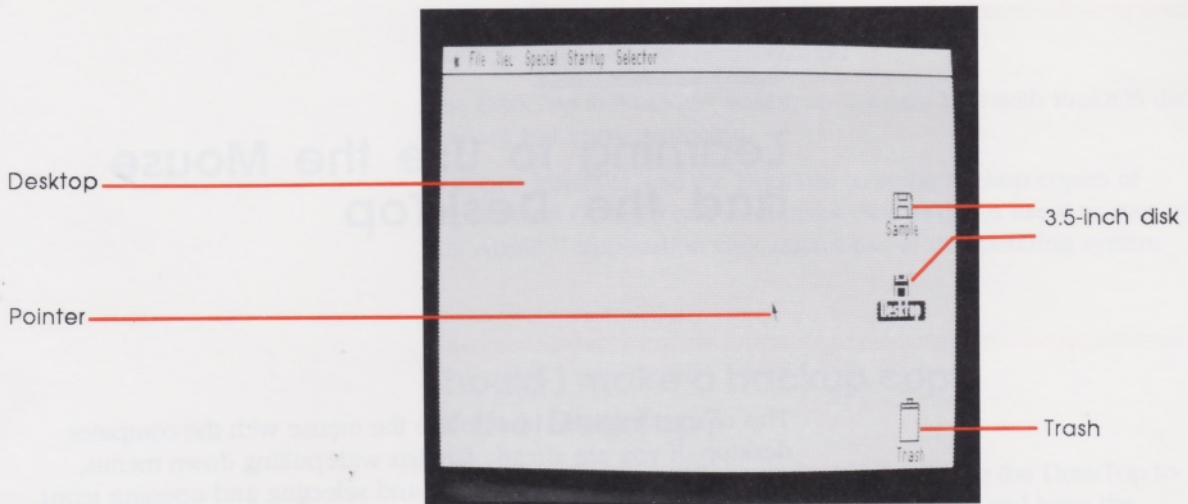
Trash

Figure 2-1
The computer desktop

When you first begin, your computer desktop will contain a Trash icon and an icon representing your DeskTop disk. Later, when you examine the contents of this disk, you will see icons representing different **files.**

A **file** is a body of information saved by name on a disk. It can be a document or a program.

Moving the pointer

Watch the screen while you roll the mouse on a flat surface next to your Apple II. The pointer mirrors every move of the mouse.

If you run out of room for the mouse, lift it and put it down where you have more room. Lifting the mouse does not move the pointer.

Clicking

Pressing and releasing the mouse button is called clicking.

Double-clicking means rapidly pressing and releasing the mouse button twice. Sometimes double-clicking is a shortcut for a DeskTop command.

Clicking serves a variety of functions. For example, in Chapter 3 you'll learn how to start an application by clicking an application icon.

Selecting

When you point to a word or picture and click the mouse button, you are *selecting* that word or picture for some action.

Selecting is central to using the DeskTop and other mouse-based applications. You select something and then you tell the DeskTop what action to perform. For example, you might select a disk and then tell the DeskTop to display its contents.

To select an icon, roll the mouse so the pointer is on top of it. Now, click once. The icon will be highlighted.

You deselect by clicking somewhere else on the desktop.

Selecting multiple icons

If you're copying or deleting several files, you may want to select all their icons at once. Position the pointer outside one corner of a group of icons, hold down the mouse button, and drag diagonally to the opposite corner of the group. As you drag, you'll see a rectangle forming. When you release the mouse button, all the icons within the rectangle will be highlighted.

Position the pointer on any one of the highlighted icons if you want to drag the group to another part of the desktop. The icons stay selected until you click anywhere outside any of them.

❖ *Note:* Another way to select multiple icons is to select the first one and then hold down the Apple key while you select the additional ones.

Dragging

You move an icon from one place to another by dragging it with the mouse. To drag an icon, point to it and hold the mouse button down while you move the pointer to the new location. The outline of the icon moves as you move the mouse. When you release the mouse button, the icon jumps to the new position.

As you'll learn in Chapter 3, you can delete files by dragging them to the Trash or copy files by dragging them to another disk.

Pulling down menus

The menus in the DeskTop stay out of sight until you need them, but their titles are shown on the *menu bar*. To pull down a menu, point to the title of the menu and hold down the mouse button. The menu will remain visible until you release the mouse button.

Some of the commands in a menu may be dimmed when you pull it down. The DeskTop dims commands when they are not appropriate at a particular time.
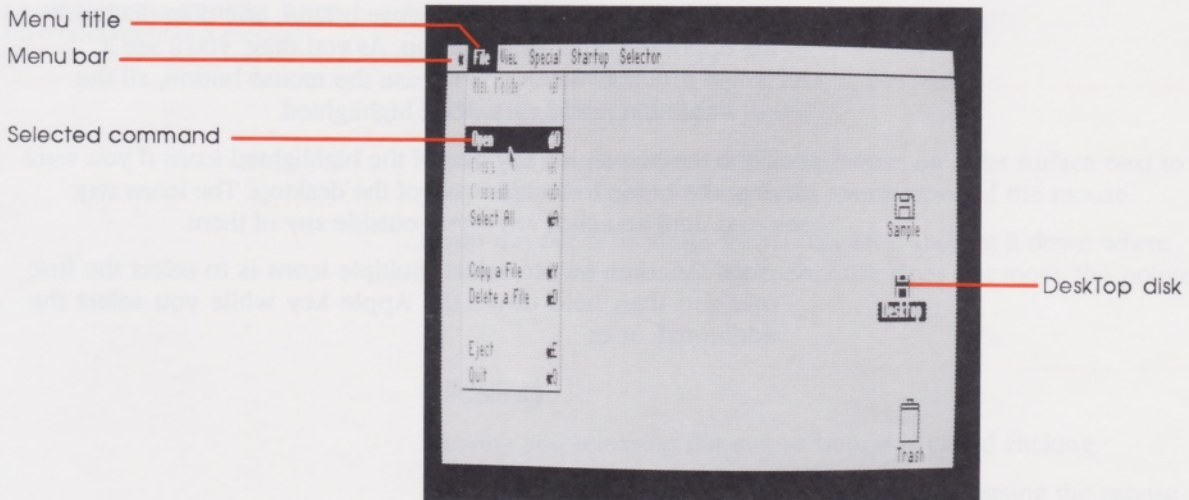
Figure 2-2
A menu

Choosing menu commands

In the DeskTop, you usually select an icon and then indicate what action you want to take by choosing a command from a menu.

To choose a command, point to the menu title, hold down the mouse button, and drag the pointer down the list until the command you want is highlighted; then release the button.

Working with windows

You look at the files on your disks through *windows*. The contents of the windows will vary, but all of them have these things in common: a *title bar,* a *close box,* a *size box,* and two *scroll bars*. You can use these tools to change what you see through a window, change the size of a window, move a window, close a window, and activate a window.

For example, if you open the DeskTop disk, your screen will look similar to the one in Figure 2-3. (To open the disk, select the icon and then choose Open from the File menu. You can also open a disk by double-clicking the disk icon.)

Close box ——————— Title bar

Application icon ——————— Document icon

Folder icon ——————— Scroll bar
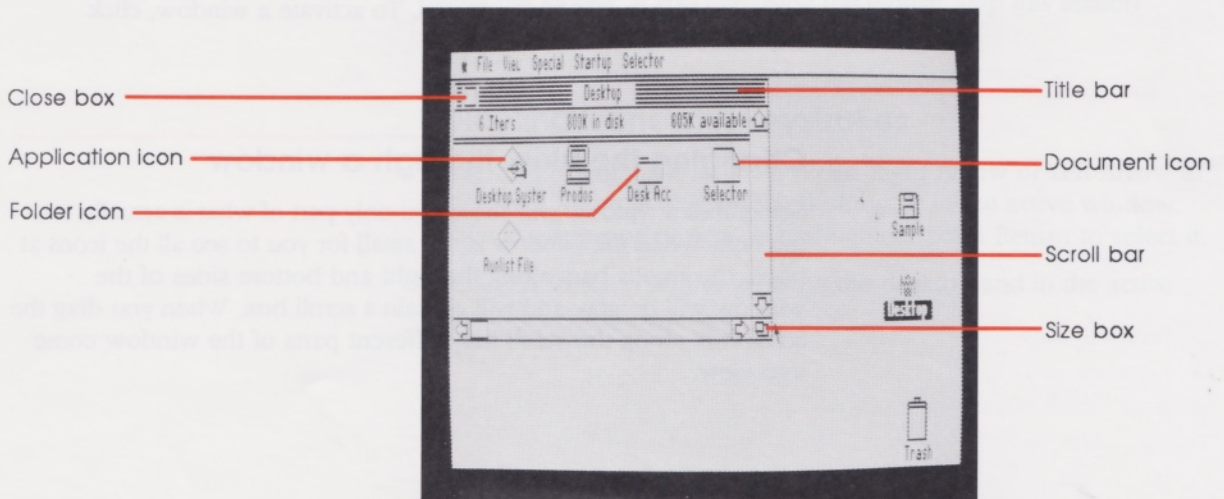
—————— Size box

Figure 2-3
Contents of a disk

Changing the size of a window

A window may be too small for you to see its contents or so big that it obscures other windows on the desktop. To shrink a window, point to the size box and drag it up and to the left. To expand a window, point to the size box and drag it down and to the right.

Moving a window

If you have several windows open at once, and want to see the contents of more than one at a time, you may need to rearrange their position on the desktop. To move a window, point anywhere in the title bar (except on the close box) and, holding down the mouse button, drag the window to wherever you want to put it.

Activating a window

With the DeskTop, you can have several windows open on the screen, but only one can be active at a time. A window has to be active before you can make any changes to the information in it.

You can tell whether a window is active by looking at its title bar. The active window's title bar is striped. To activate a window, click anywhere in the window.

Changing the view through a window

Sometimes a window will show you only part of what is actually on the disk. When the window is too small for you to see all the icons at once, the scrolls bars along the right and bottom sides of the window will be gray and will contain a scroll box. When you drag the scroll box along the scroll bar, different parts of the window come into view.

The vertical scroll bar on the right side of the window represents the total length of the collection of icons; the horizontal scroll bar on the bottom of the window represents the total width. If you want to move down to the middle of the icon collection, for example, drag the right scroll box to the middle of the scroll bar.

To move just a little at a time, click the scroll arrow that points in the direction of what you want to see, or click in the gray areas of the scroll bar.

Closing a window

To close a window, click the close box in the upper left corner of the window. This has the same effect as choosing the Close command from the File menu.

The keyboard and the DeskTop

If you prefer, you can control the DeskTop with keystrokes instead of with the mouse. This section explains how to select icons, pull down menus, choose from menus, and manipulate windows without using the mouse. If you like using the mouse, skip this section

Selecting icons with keystrokes

Press ⌂-H to highlight an icon. Press Right Arrow or Left Arrow to highlight a different icon on the desktop or in the active window. When the appropriate icon is highlighted, press Return to select it.

Press ⌂-A to select all the icons on the desktop and in the active window.

Choosing menu commands with keystrokes

You can also choose a command by typing the key combination shown to the right of some commands on pull-down menus. For example, you can press ⌘-O to open a selected icon.

Press Esc to indicate that you want to choose a command from a menu. When you do, a menu is pulled down. Press Left Arrow or Right Arrow to pull down a different menu. Press Up Arrow or Down Arrow to highlight the command you want, then press Return to choose the selected command.
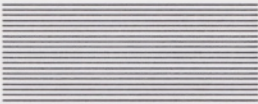
Controlling windows with keystrokes

Press ⌘-W to activate a window. Press Left Arrow or Right Arrow to activate other windows on the desktop.

Press ⌘-G to indicate that you want to change a window's size, then use the arrow keys to change the size. Press Return to select the new size.

Press ⌘-M to indicate that you want to move a window, then use the arrow keys to move the window. Press Return to select the new position.

Press ⌘-X to indicate that you want to scroll through the contents of a window, then use the arrow keys to scroll.

Chapter 3

Getting Started
With the DeskTop

This chapter explains the most basic way to use the DeskTop to manage your files and start your applications.

But the DeskTop can do more than the basics. When you're ready to see what else the DeskTop can do, experiment with some of the other menu items not discussed in this chapter. If you want to read more, Chapter 4 reviews all the menus, command by command.

Working with files

The DeskTop lets you display the files on a disk and copy or delete them by moving icons.

Viewing the contents of a disk

When you open a disk, the DeskTop displays its files as icons in a window. By using the commands on the View menu, you can see more information about these files and also change the order in which they are displayed:

- Select and open a disk.

- Choose By name from the View menu. (The DeskTop lists the files on the disk alphabetically by name and also provides other information about the file.)

- Select another command to organize the files a different way. Then, select By icon to return to the familiar view.

Do not insert two disks with the same name at the same time.

Copying files

The simplest way to copy a file is by moving its icon. When you drag the icon of a file from one disk to another, the DeskTop copies the file onto the new disk. When the process is complete, the original file is still on the first disk and a copy of it is on the second disk.

To copy a file from one disk to another, follow these steps:

■ Open the source disk and select the file to be copied.

■ Drag the file icon to the destination disk icon. (You don't have to open that disk.)

■ When the destination disk is highlighted, release the mouse button.

The DeskTop displays an information screen as it copies the file.

You can copy a number of files at once by selecting multiple icons and dragging the whole group to the destination disk. Make sure the destination disk is highlighted before you release the mouse button.

Copying over existing files

The DeskTop warns you if the file you are copying already exists on the destination disk and asks if you want to write over it. If you are copying a newer version of a file, for example, click Yes. If you're unsure, click Cancel and check to see what's in the other file before you copy over it.

❖ *Note:* If you are copying multiple files over existing files, you can click All and the DeskTop will copy them all, without interruption.

Organizing files into folders

If you're copying an application which is made up of several files, it's a good idea to copy the application into a folder. A folder keeps the files together in case you want to move them again, and your desktop will be easier to scan.

- Open the destination disk.

- Choose `New Folder` from the File menu.

- You'll see a message that asks you to type the folder's **pathname.** The DeskTop has already provided the first part of the pathname—the disk name—so all you need to do is type the folder name and click OK. Make sure the folder name is no longer than 15 characters.

- Drag the files you want to put in the folder onto the folder icon, and release the mouse button when the folder icon is highlighted.

❖ *Note:* When you copy files into a folder, the original files remain where they were. Delete these originals if you want to by dragging them to the Trash.

Deleting files

To delete a file, drag its icon to the Trash, releasing the mouse button when the Trash icon is highlighted. A dialog box will appear indicating that when you click OK, your files will be permanently removed. If you're sure that's OK, click OK.

You can delete a number of files at once by selecting multiple icons and dragging the whole group to the Trash.

Warning   Once files have been deleted, they cannot be recovered.

Working with disks

The DeskTop makes formatting and erasing disks easy. And it lets you make backup disks just by moving icons.

Formatting a disk

Use `Format a Disk` when you want to prepare a blank disk for new files.

Follow these steps, and the directions on the screen, to format a disk :

- Insert the disk to be formatted into any drive.
- Choose `Format a Disk` from the Special menu.
- Select the location of the disk and click OK.
- Type a name for the disk and click OK.
- If asked, confirm that you want to erase the current contents of the disk.

Warning Formatting a disk erases everything stored on the disk so you should only format blank disks or disks you want to erase and recycle.

❖ *Recycling tip:* If a disk has already been formatted for the Apple II and you just want to erase it, it's faster to use the `Erase a Disk` command.

Copying a disk by dragging an icon

If you have two drives of the same size (for example, two 3.5-inch drives), you can make a backup disk just by dragging an icon.

To copy a disk, follow these steps:

- Write-protect your source disk.
- Insert the source disk into any drive.
- Insert the destination disk, newly formatted or erased, in the other drive.

Write-protecting disks is explained in your disk drive manual.

■ Drag the source disk icon to the destination disk, releasing the mouse button when the destination disk icon is highlighted.

The DeskTop displays an information screen during the copying process.

❖ *Note:* You can also make a backup by copying the disk contents onto a larger capacity disk—for example, copying a 5.25-inch disk onto a 3.5-inch disk. In this case, the destination disk does not have to be newly formatted, but it must have enough space for all the files you will be copying.

Pressing Esc in the middle of a disk copy stops the procedure as soon as the current file has been copied.

Copying a disk using only one drive

If you have only one drive of a particular size, you have to use `Disk Copy` from the Special menu to make a backup. (There are also other uses for this command. For more information, see "Disk Copy" in Chapter 4.)

Follow these steps, and the directions on the screen, to copy a disk:

■ Write-protect your source disk.

■ Choose `Disk Copy` from the Special menu.

■ Choose `Disk Copy` from the Facilities menu.

■ When you see `Select source disk`, select the slot and drive you want to use and click OK.

■ When you see `Select destination disk`, select that slot and drive again and click OK.

■ Follow the screen directions to insert the source and destination disks in turn.

■ If asked, confirm that you want to destroy the contents of the destination disk.

■ Follow the screen directions to insert the source and destination disks until the copy process is complete.

At this point, the DeskTop displays the `Copy Disk` screen again. Select `Quit` from the File menu to return to the desktop.

❖ *Note:* You can stop this process at any time by pressing the Esc key. Then, click OK to return to `Copy Disk`. After that, you can start again, or choose `Quit` from the File menu to return to the desktop.

Starting applications

With the DeskTop you can see all the files on a disk, so it's easy to select and start applications. Just follow these steps:

■ Select the disk icon and choose `Open` from the File menu, or double-click the appropriate disk to open it and see its files.

■ Select the program icon and choose `Open` from the File menu, or double-click the program you want to run. (If an application comprises several files, open the icon whose filename includes the word *System,* such as `Aplworks.System`.)

You'll find a copy of BASIC.SYSTEM on the *Apple IIGS System Disk.*

❖ *BASIC programmers:* To run a BASIC program from the DeskTop, there must be a copy of the file called BASIC.SYSTEM on the same disk as your program, and the BASIC.SYSTEM file must be in the same directory or in a higher-level directory than the program. For example, you could have BASIC.SYSTEM and your program files in the main directory, or you could have BASIC.SYSTEM in the main directory and your program files in a subdirectory.

Returning to the desktop

Many programs let you quit when you are finished. When you use these programs with the DeskTop, they return you to the desktop. If you end a program without returning to the desktop, simply restart the DeskTop. Hold down the Apple and Control keys while you press the Reset key; then release the keys, letting go of Reset first.

Chapter 4

Using the DeskTop's
Advanced Features

This chapter is a quick reference for users who want to explore more of the DeskTop's capabilities.

The sections are arranged to correspond to the menus, reading from left to right across the menu bar. Each menu item is explained.

The desk accessories menu

The ⬧ menu contains desk accessories—miniature applications like a calculator and a puzzle. These mini-applications are available only when you're using the computer desktop.

When you're finished using a desk accessory, click the close box in the upper-left corner of the window.

Calculator

The Calculator accessory works like a four-function calculator. Click the number buttons and function buttons to perform quick calculations.

❖ *Note:* The key marked *e* stands for exponent.

Puzzle

The puzzle gives you something to work on when you need a break. Click on any tile to begin, then click a tile to slide it into the empty space. The object is to arrange the tiles into the original design.

Date

The Date accessory displays a date which the DeskTop uses to mark a file's creation or modification date.

To adjust the display, click one of the boxes (day, month, or year) and then use the arrows to change the settings.

Show Text File

This accessory lets you view the contents of an ASCII text file, so there's no need to start an application in order to see what's in a particular file.

Sort Directory

This accessory lets you designate how file icons will be arranged when you first open a disk or folder, so you can store the icons you use most frequently at the top of the window. To sort a directory, hold down the Apple key and click the icons in the order you want them to appear in the window. After you've clicked all the icons you want to arrange, choose Sort Directory, and the first icon you clicked will appear in the upper-left corner, the second icon you clicked will be just to the right of that, and so on.

❖ *Note:* You can rearrange icons by dragging them, but they will revert to their original positions the next time you open that window unless you use Sort Directory to reposition them.

The File menu

These commands are used for most of your work with disks and files.

New Folder (Apple-F)

This command creates a folder when a disk or folder is open. The DeskTop asks for the new folder's pathname and provides the name of the disk. Simply type a name for the folder and click the OK button.

Use folders to organize your files into a few general categories or to hold the files of an application program.

When you drag an icon into a folder, the original remains where it was. So if you use folders to organize your desktop, make sure to delete duplicate files.

❖ *Note:* When a file is in a folder, the folder's name becomes part of the file's pathname.

The key combinations shown to the right of command names in this section indicate that you can choose the command by pressing these keys instead of by choosing the command from the menu.

See the appendix for more on pathnames.

Open (Apple-O)

Selecting an icon and choosing Open is an alternative to double-clicking an icon. Use it to display the contents of a disk, file, or folder or to run a program.

Close (Apple-C)

An alternative to using the close box, this command closes the active window.

Close All (Apple-B)

This command closes all the windows on the desktop.

Select All (Apple-A)

Select All highlights all the icons in the active window. If no windows are open, the command highlights all the icons on the desktop.

Copy a File (Apple-Y)

`Copy a File` is an alternative to copying a file by dragging an icon. When a file is deep within directories, using this command may be faster.

To enter the source name, change the drive, if necessary, open the appropriate folders, and select the filename. When you click OK, the DeskTop enters a default destination pathname. Accept this pathname, or edit it, using the mouse or the keyboard.

When the pathnames are correct, click the OK button.

❖ *Note:* To copy a whole disk, use the `Disk Copy` command in the Special menu.

Delete a File (Apple-D)

Use `Delete a File` as an alternative to deleting a file by dragging an icon to the Trash. This command may be quicker when the file is deep within a directory.

Eject (Apple-E)

This command ejects the selected 3.5-inch disk from its drive.

Quit (Apple-Q)

This command displays the Selector if there are entries in the Run list. Otherwise, it returns to the desktop.

❖ *Note:* The Selector is a menu that works in conjunction with the Run list. If there are any entries in the Run list, the Selector displays them when the DeskTop is first started up. Users can choose to run a program from the list or proceed to the desktop.

The View menu

The DeskTop displays files as icons. These commands let you display the directories in other ways.

By Icon (Apple-J)

The By Icon view is the default view. It shows the contents of the active window as icons.

By Name (Apple-N)

This command shows the contents of the active window alphabetically, by name.

By Date (Apple-T)

This command shows the contents of the active window chronologically, by last modification date.

By Size (Apple-K)

By Size shows the contents of the active window in descending order, by size.

By Type (Apple-L)

The By Type command shows the contents of the active window, alphabetically, by file type.

The Special menu

These commands are used for working with disks and files, but less frequently than those in the File menu.

Check Drives

This command lets you update the desktop after you change the disks in the drives.

❖ *Note:* You need to use this only for 5.25-inch disk drives; the DeskTop checks the 3.5-inch disk drives automatically.

Format a Disk (Apple-S)

`Format a Disk` prepares a disk for ProDOS files. If a disk has already been formatted, use `Erase a Disk` to remove the old data.

Erase a Disk (Apple-Z)

This command removes all old data from a disk. Erasing is much faster than formatting.

Disk Copy

Use this command to make a backup copy of a disk. It's faster than copying a disk by moving its icon. And, it's the only way to copy a disk when the disk format is DOS 3.3 or Pascal or when you want a same-size copy (for example, 3.5-inch to 3.5-inch) and you have only one drive of that size.

This command provides two copy programs. Quick copy is the default, but you can use it only with ProDOS disks and when the destination disk is already formatted.

To copy a disk using Quick copy:

■ Follow the instructions on the screen to select the source and destination drives. The DeskTop prompts you to insert the source and destination disks as required.

■ Select Quit from the File menu to return to the DeskTop.

To use the other copy program, select Disk copy from the Facilities menu. The instructions are the same as for Quick copy.

❖ *Note:* If a disk has a non-standard operating system (something other than ProDOS, DOS 3.3, or Pascal), you may not be able to copy it. Consult that program's manual for instructions about making backup copies.

Lock

Lock prevents the contents of a file or disk from being inadvertently changed, discarded, or renamed.

Unlock

This command reverses Lock.

Get Info (Apple-I)

Get Info displays information, such as size and creation date, about a selected file or disk. If you select multiple files before choosing Get Info, click the OK button to display successive information screens.

Get Size

Use this command to check the total size of a group of files you have selected. Press OK to return to the desktop.

Rename an Icon

Use this command to change the name of a file, folder, or disk. `Rename an Icon` is available when any icon but the Trash is selected.

The Startup menu

The DeskTop only displays icons for ProDOS disks. The Startup commands let you start up a non-ProDOS disk.

Warning Be sure that the disk you want to start contains an application. If you use a data disk, for example, it won't hurt the disk, but the DeskTop will stop and you'll have to restart it.

Insert the disk in a drive, and choose the appropriate slot from the menu; the DeskTop will start it.

❖ *Note:* In most cases, your drives will be attached in such a way that selecting Slot 5 will start up 3.5-inch disks and selecting Slot 6 will start up 5.25-inch disks.

The Selector menu

These commands let you create a Run list for quick program selection. Items in the Run list also appear on the Selector, so you can run them at startup without going to the desktop.

Add an entry

This command adds items to the Run list.

The DeskTop allows up to eight items to be added to the Run menu. An additional 16 may be stored in the Other Run list, and both lists are displayed in the Selector. Click the appropriate box on the far right side of the command screen to put an entry in the Other Run list.

- Enter the program name by selecting its drive, opening a folder, if necessary, and selecting its filename. Click OK and then type the name as you want it to appear in the Run list or accept the name suggested by the DeskTop.

- If you have a RAM card and want the DeskTop to download a Run list program, click the appropriate box on the right side of the screen.

- Click OK when all the screen entries are correct.

Warning | Be sure that the entries in the Run list are applications. If they are not, the DeskTop may stop and you will have to restart it.

Edit an entry

Use this command to change an existing entry. Follow the instructions to select the entry, correct the information displayed, and then click OK.

Delete an entry

This command removes an entry from the Run list. Follow the instructions to select the entry and then click OK. Click Cancel to return to the desktop.

Run an entry (Apple-O)

This command displays the contents of both the Run list and the Other Run list.

About Pathnames

A *pathname* is the full name of a file. Using a pathname tells the Apple II how to find a particular file. The pathname begins with the name of the disk (volume), then names any folders (subdirectories), and ends with the actual filename.

Each name in the pathname is separated by a slash. For example, the pathname for a letter named PROPOSAL you're saving on a disk called DATA might be /DATA/PROPOSAL. If the file is in a folder, the pathname will be something like /DATA/JULY/PROPOSAL.

Whenever you refer to files within folders, be sure to include the name of the folder when you write the pathname.

Writing pathnames

There are certain rules to follow for naming files and writing pathnames.

- Use a slash at the beginning of the pathname and to separate the individual names.

- Start each name with a letter.

- Don't make any individual name longer than 15 characters.

- You can use letters, numbers, and periods, but no other punctuation marks.

Using a prefix

When the DeskTop needs a pathname, it often displays a prefix—the first part of a pathname. You can accept the prefix and just type the remainder of the pathname, or you can edit it, or erase it entirely and type the name you want.