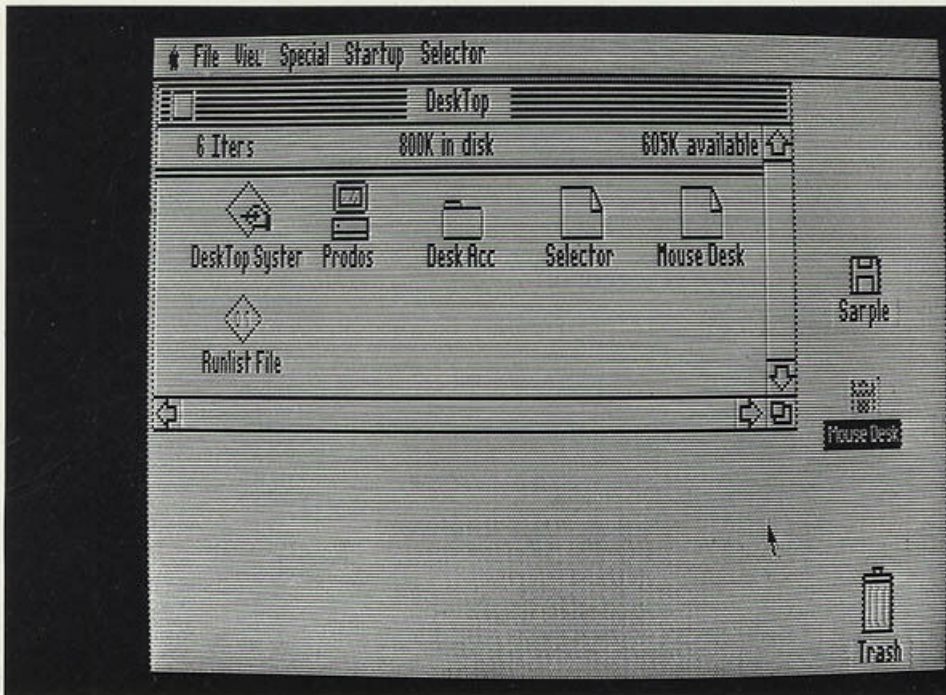




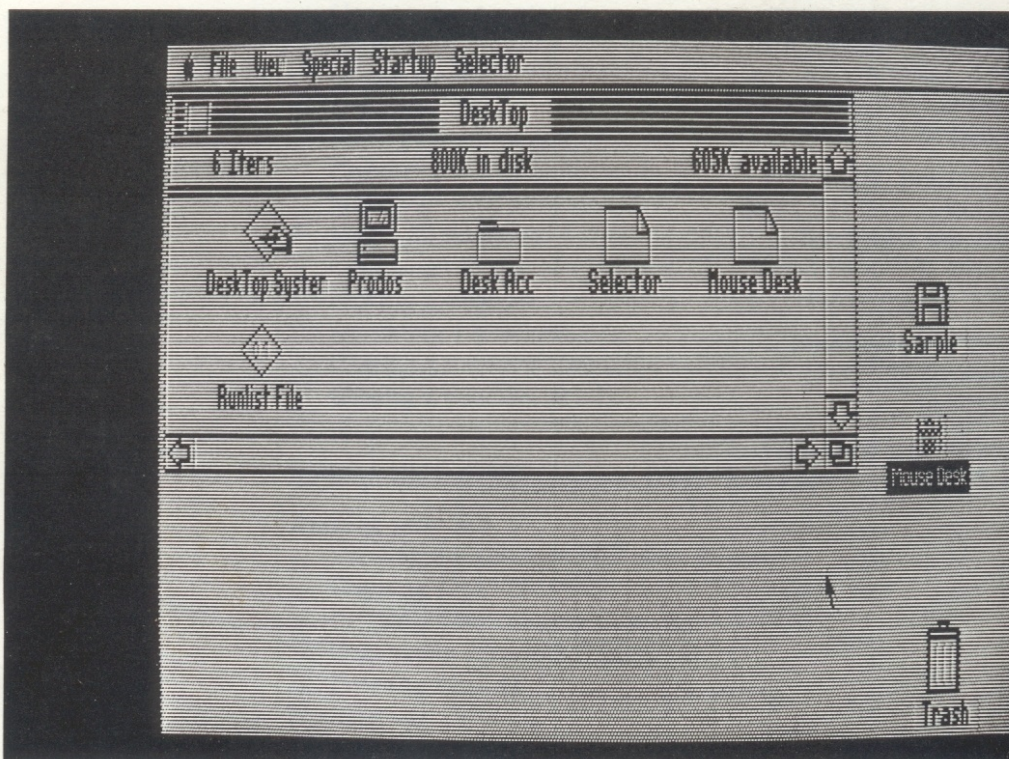
Apple® II

# Mouse Desk 2.0 User's Manual





# Apple II Mouse Desk 2.0





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## Chapter 1



# Introducing Mouse Desk

Mouse Desk is a computer desktop that helps you manage your disks and files easily.

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

And Mouse Desk speeds up selecting and running applications. You simply scan a visual desktop to find the application and then click the application icon to start it.

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### Is Mouse Desk for me?

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

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

If you don't have a mouse, you can still use Mouse Desk, but it's more difficult.



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## What software will I use?

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

You can, however, use Mouse Desk to make backup copies of unprotected DOS 3.3 or Pascal disks. And you can use Mouse Desk to start up any disk at all—either from the desktop or from one of the drives.

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## Should I make a backup copy of Mouse Desk?

Yes. In fact, in Chapter 3, you'll learn how to use Mouse Desk 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

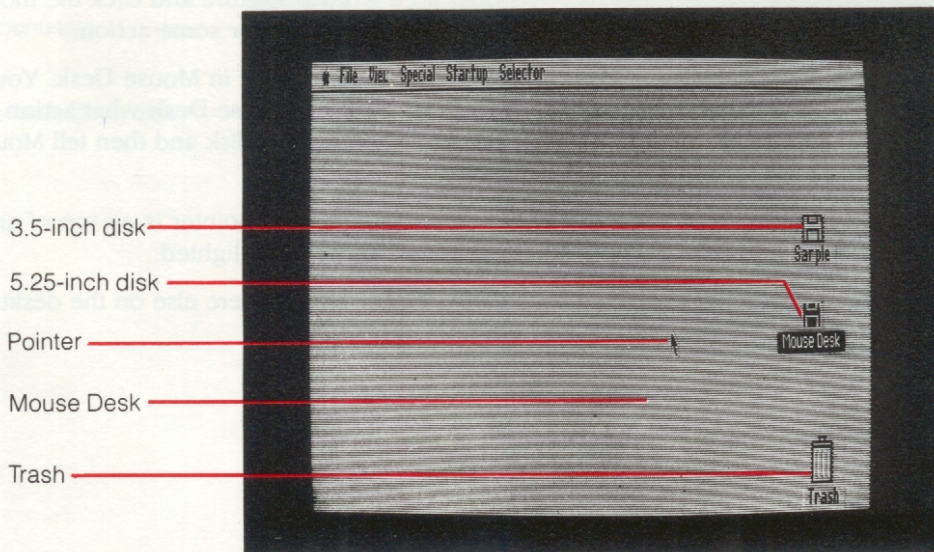
This chapter explains how to use the mouse with the computer desktop. If you are already familiar with pulling down menus, opening and moving windows, and selecting and opening icons, skip to Chapter 3, "Getting Started With Mouse Desk."

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### Using the mouse

The best way to see how the mouse works is to start up Mouse Desk and try it yourself. Insert the Mouse Desk disk in your Apple II disk drive and turn on the computer. You should see the computer desktop, a screen similar to the one shown in Figure 2-1.



**Figure 2-1**  
The computer desktop



When you begin, your computer desktop will contain a Trash icon and icons representing your disks. Later, when you examine the contents of these disks, you will see icons representing different files.

---

## 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.

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## Clicking

Pressing and releasing the mouse button is called clicking.

Double-clicking means pressing and releasing the mouse button twice in rapid succession. Sometimes double-clicking is a shortcut for a Mouse Desk command.

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## Selecting

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

Selecting is an important concept in Mouse Desk. You select something and then you tell Mouse Desk what action to perform. For example, you might select a disk and then tell Mouse Desk to display its contents.

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

You deselect by clicking somewhere else on the desktop.



---

## Dragging

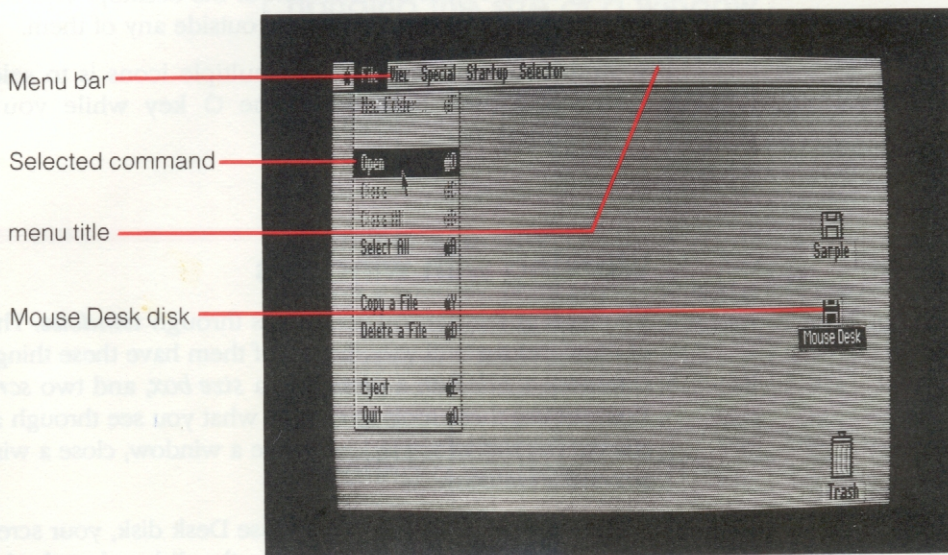
You move an icon from one place to another by dragging it with the mouse. To drag an icon, point to it and hold the mouse button down while you move the pointer to the new location. The outline of the icon moves as you move the mouse. When you release the mouse button, the icon jumps to the new position.

---

## Pulling down menus

Mouse Desk menus 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. Mouse Desk dims commands when they are not appropriate at a particular time.



**Figure 2-2**  
Menu



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## Choosing menu commands

In Mouse Desk, 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, move the pointer down the list until the command you want is highlighted; then release the button.

---

## Selecting multiple icons

You can use the mouse to select several 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 ⌘ key while you select the additional ones.

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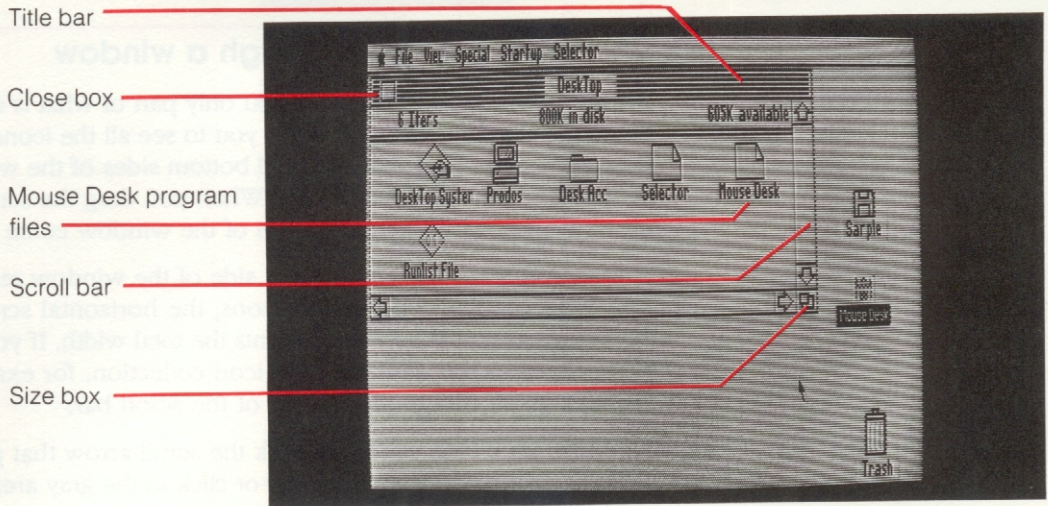
## Working with windows

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 Mouse Desk disk, your screen will look similar to the one below. (To open the disk, select the icon and then choose **Open** from the **File** menu. This has the same effect as selecting the icon and then double-clicking.)





**Figure 2-3**  
Opened Mouse Desk Icon

---

## Changing the size of a window

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

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 Mouse Desk, 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 is highlighted. 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 available. 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 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 **C**lose command from the **F**ile menu.





## Chapter 3



# Getting Started With Mouse Desk

This chapter explains the most basic way to use Mouse Desk to manage your files and start your programs.

But Mouse Desk can do more than the basics. When you're ready to see what else Mouse Desk 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.

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### Working with files

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

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### Viewing the contents of a disk

When you open a disk, Mouse Desk displays its files as icons in a window. By using the commands on the Show 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 Show menu. (Mouse Desk 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.



---

## 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, Mouse Desk 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.
- Drag its icon to the destination disk. (You don't have to open that disk.)
- When the destination disk is highlighted, release the mouse button.

Mouse Desk 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

Mouse Desk warns you if the file you are copying already exists on the destination disk and asks if you want to copy 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, click **All** and Mouse Desk 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.
- Use **Create a folder** from the File menu to create and name a folder for your application program on the destination disk.
- Drag the icon of the application disk icon onto the folder, releasing the mouse button when the folder icon is highlighted.

---

## Deleting files

To delete a file, drag its icon to the Trash, releasing the mouse button when the Trash icon is highlighted. Mouse Desk asks you to confirm.

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

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## Working with disks

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

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## 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 lose 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.

- 
- ◆ *Tip:* If a disk has been formatted 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.
- Drag the source disk icon to the destination disk.
- Release the mouse button when the destination disk icon is highlighted.

Mouse Desk displays an information screen during the copying process.

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



---

## Copying a disk using only one drive

If you have only one drive of a particular size, you have to use Copy a disk from the File 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 Copy a disk from the File menu.
- Select Copy a disk from the Facilities menu.
- When you see Select the source disk, select the slot and drive you want to use and click OK.
- When you see Select the 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.

When the copy process is complete, Mouse Desk 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 clicking Cancel. Then start again, or choose Quit from the File menu.



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---

## Starting programs

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

- Select the appropriate disk by clicking it.
- Then open the disk by double-clicking it, or use Open from the File menu.
- Select the icon for the program you want to run. (If your program is stored in several files, select the icon whose filename includes the word *System*, such as Md.System.)
- Run the program by double-clicking the icon.

---

## Returning to the desktop

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





## Chapter 4



# Using Mouse Desk's Advanced Features

This chapter is a quick reference for users who want to explore more of Mouse Desk'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.

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### The desk accessories menu

These “mini-applications” are available only when you're using the desktop.

❖ *Note:* Desk accessories are not available on the 5.25-inch version of Mouse Desk.

---

### Calc

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

---

### Puzzle

The Puzzle gives you something to work on when you need a break. Click on a tile to slide it into the empty space. The object is to arrange the tiles in numerical order.



---

## Date

The Date accessory displays a date which Mouse Desk uses, when necessary, as 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 a file, so there's no need to start an application in order to see what's in a particular file.

---

---

## The File menu

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

---

### Open (⌘ O)

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

---

### Close (⌘ C)

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

---

### Close All (⌘ B)

This command closes all the windows on the desktop.



---

## 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 you have just one drive of that size, or when the disk format is DOS or Pascal.

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. Mouse Desk prompts you to insert the source and destination disks as required.
- To return to Mouse Desk, select **Quit** from the File menu.

To use the other copy program, select **Copy a disk** 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.

---

## Create a folder (📁 F)

This command creates a folder when a disk or folder is open. Mouse Desk asks for the new folder's pathname and provides the first part of it. Simply type a name 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.



---

## Copy (⌘ Y)

Copy 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, Mouse Desk 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.

---

## Delete (⌘ D)

Use Delete 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 (⌘ E)

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

---

## Quit to selector (⌘ 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 Mouse Desk is first started up. Users can choose to run a program from the list or proceed to the desktop.



---

---

## The Show menu

Mouse Desk displays files as icons. These commands let you display the directories in other ways.

---

### By icon (⌘ J)

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

---

### By name (⌘ N)

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

---

### By date (⌘ T)

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

---

### By size (⌘ K)

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

---

### By type (⌘ 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.

---

### Format a disk (⌘ 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 (⌘ Z)

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

---

### Get info (⌘ I)

`Get info` displays information, such as size and creation date, about a selected file or disk. If you select multiple files, 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.

---

### Lock

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



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## Unlock

This command reverses Lock.

---

## Rename icons

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

---

---

## The Check menu

These commands let you update the desktop after you change the disks in the drives. You can check all the drives or just a particular one.

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

---

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## The Boot menu

Mouse Desk only displays icons for ProDOS disks. These commands let you start up a non-ProDOS disk.

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

---

---

## The Run 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.

*Boot* is another way of saying *start up*.



---

## Add an entry

This command adds items to the Run list.

Mouse Desk 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.
- If you have a RAM card and want Mouse Desk 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.

To add another entry to the Run list, follow the same procedure.

To return to Mouse Desk, click Cancel. Mouse Desk asks you to confirm that you want to save the new Run list information on the disk.

---

## 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.

---

## Run list (🍏 O)

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





# Appendix



## 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), 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 you use different folders to organize the data on that disk, the pathname might be /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.

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### Using default pathnames

When Mouse Desk needs a pathname, it often displays a default pathname. You can accept the default, edit it, or erase it entirely and type the name you want.









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