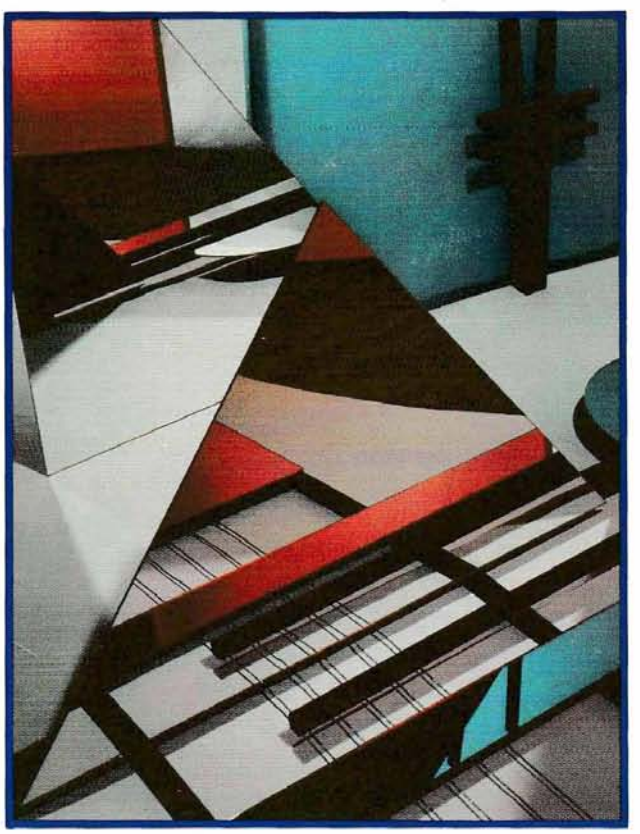
NEW!
Mac-like interface

QUARK CATALYST™

Program Selector



Quark™ INCORPORATED

Suggested retail value $34.95, when included with Apple's UniDisk 3.5

QUARK

CATALYST™

Program Selector

Quark Incorporated
Denver, Colorado

Copyright
This manual is copyrighted. All rights are reserved. This document may not, in whole or in part, be copied, photocopied, reproduced, translated, or converted to any electronic or machine readable form without the prior written consent of Quark Incorporated.

©1985 Quark Incorporated.

Appendix A © 1985 Apple Computer, Inc.

Quark, Catalyst, and Word Juggler are trademarks of Quark Incorporated. QC10 and QC20 are trademarks of Quark Peripherals, Inc.

Apple, the Apple logo, and MousePaint are registered trademarks of Apple Computer, Inc. ProFile, ProDOS, and UniDisk are trademarks of Apple Computer, Inc.

Macintosh is a trademark of McIntosh Laboratories, Inc.

Thunderclock is a trademark of Thunderware, Inc.

ProDOS is a copyrighted program of Apple Computer, Inc., licensed to Quark Incorporated to distribute for use in combination with Catalyst. ProDOS shall not be copied, except for archive purposes, unless as part of the use of Catalyst.

Published in U.S.A. Written by Meg Beeler.

Apple Notice
The following notice is required by Apple Computer, Inc. It applies only to Apple software (MousePaint, ProDOS, System Utilities, Filer, Backup //). All other software is covered by Quark's limited warranty.

"Apple Computer, Inc. makes no warranties, either express or implied, regarding the enclosed computer software package, its merchantability or its fitness for any particular purpose."

Quark Limited Warranty
Quark Incorporated warrants this product against defects in materials and workmanship for a period of 90 days from the original date of purchase to the original purchaser only. The warranty is valid only if the Warranty Registration Card is returned to Quark. Also, no warranty coverage will be provided in the event that the product has been used prior to its sale to the original purchaser.

During the warranty period, Quark will repair or replace (at its option), at no charge, any components that prove to be defective, provided the defective component is returned, shipping prepaid and properly packed, to Quark Incorporated. Proof of purchase date must accompany any request for warranty service.

This warranty does not apply if, in the opinion of Quark, the product has been damaged by accident, misuse, or neglect, or has been subjected to modifications other than those prescribed in this manual.

This warranty is in lieu of all other express or implied warranties, statements, or representations. All implied warranties, including those of merchantability or fitness for a particular purpose, are also limited to a 90 day duration from date of original purchase. Some states do not allow limitations on how long an implied warranty lasts, so this limitation may not apply to you.

In the event that this product should prove defective, your sole remedy shall be the repair or replacement of the defective components as stated above. Quark will not be liable for any incidental or consequential damages arising from use of this product. Some states do not allow the exclusion of incidental or consequential damages, so this limitation may not apply to you.

This warranty gives you specific legal rights and you may have other rights which vary from state to state.

Contents

9 **ABOUT THIS MANUAL**
9 **How to Use This Manual**

11 **CHAPTER 1: INTRODUCTION**
13 **Introduction**
13 **What Is Catalyst?**
14 **Equipment You Need**
14 Hardware-Related Equipment
15 **Starting Up**
15 Catalyst on a UniDisk 3.5: Apple IIe Users
15 Catalyst on a UniDisk 3.5: Apple IIc Users
16 Catalyst on a Disk II Floppy Disk: Apple IIe and Apple IIc Users
16 **The Catalyst Desktop**
17 Moving On

19 **CHAPTER 2: MOVING AROUND IN CATALYST WITH A MOUSE**
21 **Introduction**
22 **Using a Mouse: Tutorial**
22 Moving the Pointer
23 Selecting by Clicking
23 Dragging
24 Opening by Double-Clicking
25 Using the Trash Icon
26 **Using the Menu Bar**
27 To View a Menu
28 To Select a Menu Item
28 To Open an Icon With the Open Command
29 **Using Dialog Boxes**
30 To Select Buttons
30 **Using Windows**
31 To Make a Window Active
32 To Drag a Window
32 To Close an Active Window
33 To Change Window Size
33 To Use Scroll Bars to See More

35 CHAPTER 3: MOVING AROUND IN CATALYST WITHOUT A MOUSE
37 Introduction
38 Moving Without a Mouse: Tutorial
38 Moving the Pointer
39 Selecting by Clicking
40 Dragging
41 Opening by Double-Clicking
42 Using the Trash Icon
43 Using the Menu Bar
44 To View a Menu
45 To Select a Menu Item
45 To Open an Icon With the Open Command
46 Using Dialog Boxes
46 To Use Keystroke Shortcuts
47 Using Windows
47 To Make a Window Active
48 To Drag a Window
48 To Close an Active Window
49 To Change Window Size
49 To Use Scroll Bars to See More

51 CHAPTER 4: PUTTING CATALYST TO WORK
53 Introduction
54 Checking Your Catalyst Serial Numbers
56 Installing Programs With Catalyst
57 Installing Programs With a Mouse
58 Installing Programs Without a Mouse
60 Copying the Catalyst System Program
60 Copy Protection
60 Using Catalyst
61 Changing Disks
62 Running a Program With a Mouse
62 Running a Program Without a Mouse
63 Returning to Catalyst
64 Setting and Clearing Startup Programs With a Mouse
64 Setting and Clearing Startup Programs Without a Mouse

65 Quitting Catalyst
66 Making Backup Copies of Program Disks
68 Other Program Control
68 Getting Information About a Program
69 Removing a Program From a Disk
69 Rearranging Program Icons

71 CHAPTER 5: DISK AND MEMORY REFERENCE
73 Introduction
74 Managing Disks
74 The Catalyst Desktop File
74 The Catalyst System Program
75 Formatting Disks
75 Copying Programs
75 Creating Startup Programs on Disks
76 Using Get Info
78 Saving Information on Disks
78 Copying Disks
78 Renaming Disks
79 UniDisk 3.5
79 Copying and Backing Up 3.5-Inch Disks
80 Ejecting 3.5-Inch Disks
80 Disk II
80 Using Switch Disks
81 Hard Disks
81 Backing Up
82 RAM Disk
82 Show/Hide RAM Disk
83 RAM Disk Control Settings
84 Starting Up With RAM Disk

85 CHAPTER 6: CATALYST REFERENCE
87 Introduction
88 The Desktop
88 Icons
88 Trash
89 Windows
90 Dialog Boxes

90 Editing Text
91 Printing the Screen
92 Apple Menu: Desktop Accessories
92 About Catalyst...
92 Calculator
93 Change Desktop
93 Clock
94 Puzzle
94 File Menu
94 Open
95 Get Info
96 Run Program...
96 Close
97 Eject
97 Quit
97 Edit Menu
98 Undo
98 Cut
98 Copy
98 Paste
98 Clear
98 Show Clipboard
99 Miscellaneous Menu
99 Set/Clear Startup
99 Switch Disks
100 Show/Hide RAM Disk
100 Add Program...
101 Copy Program...
101 Delete Program...
101 Discard Disk...
102 Programs on the Catalyst Disk

105 APPENDIXES

107 Appendix A: Using System Utilities With Your UniDisk 3.5
108 Techniques for Disk File Management
109 Structuring Your Data Files
110 Subdirectories, Pathnames, and Prefixes

112 Operating System Utilities
112 Selecting From Menus
113 Changing Default Names
113 Indicating the Disk Location
114 Escaping and Quitting
115 System Utilities Functions
115 Copy Files
115 Delete Files
115 Rename Files
116 Lock/Unlock Files
116 Duplicate a Disk
116 Format a Disk
117 Identify and Catalog a Disk
117 Advanced Operations
117 Create a Subdirectory (ProDOS Only)
118 Set the Prefix (ProDOS Only)
118 Verify That a Disk Is Readable
118 Change a Disk's Format (DOS Users Only)
118 Configure the Serial Ports (Apple IIc Only)
119 Finishing Up

121 Appendix B: Adding Custom Programs
121 Manual Installation of Your Own BASIC Programs

124 Appendix C: Catalyst Service and Revised Product Versions
124 Warranty Registration Card
124 Service

126 Glossary

135 INDEX

About This Manual

This manual introduces you to Catalyst™, the mouse-based program selector for the Apple® II and high-capacity disk drives.

The manual tells you how to:

- ☐ Start up Catalyst on a UniDisk™ 3.5 or Disk II (Chapter 1)
- ☐ Use Catalyst with a mouse (Chapter 2), or without a mouse connected (Chapter 3)
- ☐ Install and run programs with Catalyst (Chapter 4)

Chapter 5 contains reference material on disk drives and memory. Chapter 6 is a reference for the Catalyst desktop and menus.

The appendixes contain information you'll need only in certain circumstances. If you have only a UniDisk 3.5 connected to your Apple II, you may not have any information on how to use the System Utilities program: see Appendix A. If you have custom programs that you want to add to Catalyst, see Appendix B. If you have questions about service and product revisions, see Appendix C.

How to Use This Manual

Be sure you have read your owner's manual, used your training disks, and connected all your equipment before you use Catalyst.

Read Chapter 1 to learn how to start up Catalyst. Use Chapter 2 (mouse) or Chapter 3 (mouseless) to find out how to move around in Catalyst. Then use Chapter 4 to learn how to install and run your programs with Catalyst. Use the rest of the manual for reference as you need it.

Now turn to Chapter 1 and get started.

Chapter 1:

Introduction

Contents

13 Introduction
13 What Is Catalyst?
14 Equipment You Need
14 Hardware-Related Equipment
15 Starting Up
15 Catalyst on a UniDisk 3.5: Apple IIe Users
15 Catalyst on a UniDisk 3.5: Apple IIc Users
16 Catalyst on a Disk II Floppy Disk: Apple IIe and Apple IIc Users
16 The Catalyst Desktop
17 Moving On

Introduction

This chapter explains what Catalyst is, what equipment you need, and how to start up Catalyst.

Before you continue, take time to fill out and return your Catalyst warranty registration card. It is a tear-out card at the back of the manual. Quark offers free technical support to registered Catalyst owners only. To become a registered owner you must return the card.

What Is Catalyst?

Catalyst is a mouse-based program selector. Catalyst gives you easy access to your programs from a single disk. You can

- ☐ Copy (install) the programs you use frequently onto a high-capacity disk
- ☐ Switch between your programs with the click of a mouse
- ☐ Automatically run the program you select
- ☐ Use desktop accessories, like Calculator, Change Desktop, and Puzzle
- ☐ Manage your disks on the desktop

The Catalyst **desktop** shows you images, called **icons**, of all the disks you have in your drives and all the programs on each disk. The **menu bar** at the top of the desktop gives you menus of the Catalyst **commands** you use to manage disks and programs.

When you start up a program from Catalyst, you leave the desktop and use the commands and features of the program you have selected. When you quit the program, you return to the Catalyst desktop.

Equipment You Need

All Catalyst users need

- The Catalyst Master and Backup disks
- A high-capacity disk drive (UniDisk 3.5 or a hard disk like QC10™, QC20™, or ProFile™)
- At least one blank formatted disk (don't name it "CATALYST")

A mouse is desirable, but optional.

Using a mouse increases your productivity and lets you take full advantage of the desktop icons in Catalyst . If you don't have a mouse, you use menu commands and key combinations to move around the screen and work with the icons.

The other equipment you need depends on which computer you are using.

Hardware-Related Equipment

Apple IIe users need

- 128K of memory
- An Extended 80-Column Text Card with the double Hi-Resolution jumper installed

  See your *Extended 80-Column Text Card Manual* for installation instructions.
- An Apple IIe ROM Enhancement installed

  Your Apple IIe may contain the correct ROM chips already. Catalyst informs you if you need an enhanced IIe. Your dealer can install the enhancement for you.

Apple IIc users with a UniDisk 3.5 need

- An Apple IIc ROM Upgrade installed

  Your Apple IIc probably contains the correct ROM chips, since the UniDisk won't work if you don't have the ROM upgrade. If you need an upgrade, your dealer can install it for you.

Starting Up

Starting up Catalyst is a simple process. Follow the steps for the disk drive and Apple II you are using.

If you have an Apple IIc you'll be asked if you have a mouse. If you have an Apple IIe, your computer will determine whether or not you have a mouse connected, and won't ask you.

Catalyst on a UniDisk 3.5: Apple IIe Users

1. Make sure the UniDisk 3.5 interface card is installed in a slot with a higher number than the slots containing cards for your other disk drives (Disk II, hard disk drives, or RAM disk).

   Your Apple reads information from interface cards beginning with the highest numbered slot. Apple recommends that the UniDisk 3.5 card be in slot 6, a hard disk (if you have one) in slot 5, and the Disk II Controller card in slot 4. For more information, see "Connecting Your UniDisk 3.5 to an Apple IIe" in the *UniDisk 3.5 Owner's Manual.*

2. Insert the Catalyst Master disk in the UniDisk 3.5.

3. Turn on the monitor and the computer.

   If your computer is already on, restart it by pressing and holding the OPEN APPLE and CONTROL keys while you press and release the RESET key. Then release the OPEN APPLE and CONTROL keys.

Catalyst on a UniDisk 3.5: Apple IIc Users

1. Make sure there is no disk in the built-in drive.

2. Insert the Catalyst Master disk in the UniDisk 3.5.

3. Turn on the monitor and the computer.

   If your computer is already on, restart it by pressing and holding the OPEN APPLE and CONTROL keys while you press and release the RESET key. Then release the OPEN APPLE and CONTROL keys.

   You see

   ```
   Do you have a mouse?
   (Type Y or N or click the mouse.)
   ```

   Respond appropriately to the prompt.

Catalyst on a Disk II Floppy Disk: Apple IIe and Apple IIc Users

1. Insert the Catalyst Master disk in the built-in drive or drive 1.
2. Turn on the monitor and the computer.

   If your computer is already on, restart it by pressing and holding the OPEN APPLE and CONTROL keys while you press and release the RESET key. Then release the OPEN APPLE and CONTROL keys.

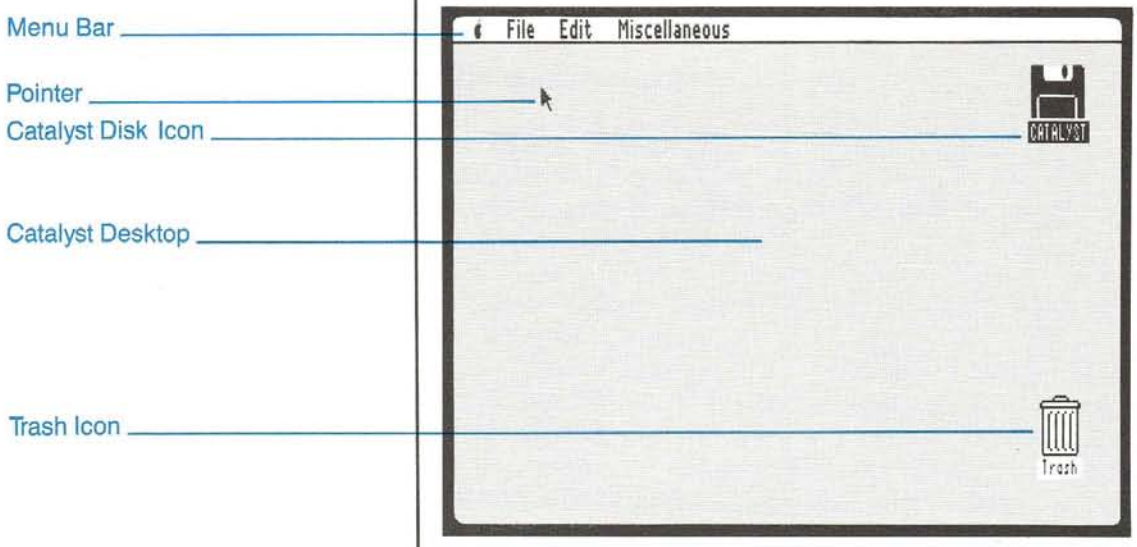
   If you have an Apple IIc, you see

   ```
   Do you have a mouse?
   (Type Y or N or click the mouse.)
   ```

   Respond appropriately to the prompt.

The Catalyst Desktop

When you start up Catalyst, your screen looks like this:



This is the Catalyst **desktop**. It is Catalyst's working environment: the central organizing area you use to move, copy, install, change information about, and remove your disks and programs.

The bar at the top of the screen contains **menus** you choose from. You'll find out how to use menus in Chapter 2 if you have a mouse, or in Chapter 3 if you don't have a mouse.

The **pointer** marks your place on the screen.

The gray area contains **icons** that let you know what is available. When you start up you see icons that represent:

- the Catalyst Master disk you started up with
- the **Trash**, where you can discard what you don't need anymore

You may also see icons for other disks.

If your screen doesn't look like this, someone else has probably used Catalyst and arranged the desktop in a different way. Press CONTROL-C until all you see on your desktop is icons.

Moving On

If you have a mouse, go on to Chapter 2 to find out how to use it. Then proceed to Chapter 4 to put Catalyst to work.

If you don't have a mouse, go to Chapter 3 to find out how to get around in Catalyst without one. Then proceed to Chapter 4 to put Catalyst to work.

Chapter 2:

Moving Around in Catalyst With a Mouse

Contents

21 Introduction
22 Using a Mouse: Tutorial
22 Moving the Pointer
23 Selecting by Clicking
23 Dragging
24 Opening by Double-Clicking
25 Using the Trash Icon
26 Using the Menu Bar
27 To View a Menu
28 To Select a Menu Item
28 To Open an Icon With the Open Command
29 Using Dialog Boxes
30 To Select Buttons
30 Using Windows
31 To Make a Window Active
32 To Drag a Window
32 To Close an Active Window
33 To Change Window Size
33 To Use Scroll Bars to See More

Introduction

This chapter explains how to move around in Catalyst with a mouse. It describes moving the mouse, using the menu bar and dialog boxes, and working with windows.

The first part of the chapter is a step by step tutorial. It describes four mouse terms you need to be familiar with and guides you in learning how to move the mouse.

The remainder of the chapter provides background on using menus and windows, and summarizes how to use the mouse to perform particular operations.

If you don't have a mouse connected, use Chapter 3 instead of this one. It explains the menu commands, keystrokes, and keyboard equivalents for mouse operations.

When you are comfortable with using a mouse, go on to Chapter 4, "Putting Catalyst to Work."

Using a Mouse: Tutorial

You can start up programs, move icons, choose from menus, work with windows, and accomplish other Catalyst tasks with a mouse.

When you use a mouse you combine two simple actions: moving it on a flat surface and pressing the mouse button. Varieties of moving and pressing actions are described by these terms:

- **Select** means to position the pointer on an item and press and release the mouse button once.
- **Click** means to press and release the mouse button once.
- **Double-click** means to position the pointer on an item, and press and release the mouse button twice in quick succession to select and open the item.
- **Drag** means to position the pointer on an item, press and hold the mouse button as you move the mouse, and release the button when you have moved the item to a new place.

Once you learn to manipulate the mouse in these four ways, you have all the tools you need to move around in Catalyst with a mouse.

Moving the Pointer

The **pointer** marks your place on the screen. You move the pointer by rolling the mouse on a flat surface.

The pointer's shape depends on what you are doing. Usually it is shaped like an **arrow**. The pointer becomes a **watch** when Catalyst is doing something that takes a little time, and an **I-beam** when it is positioned in an editing area.

To try moving the pointer:

1. Roll the mouse on a flat surface to move the pointer.
2. Lift the mouse and reposition it when you run out of room to move the mouse. (Lifting the mouse doesn't move the pointer; the pointer only moves when you roll the mouse.)

Selecting by Clicking

Selecting means to position the pointer on an item and press and release (click) the mouse button once. Selecting an icon or window with the mouse indicates where you want the next action to take place, and changes the selected item.

- Selecting a disk or program icon makes it dark.
- Selecting a window activates it and brings it to the front.
- Selecting a close box closes its window.
- Selecting a program icon in a RAM disk window makes it white.

Note: You cannot edit the name of an icon simply by selecting it as you can on the Macintosh™ desktop. See Chapter 6, "Catalyst Reference," for renaming instructions.

To try selecting by clicking:

1. Position the pointer on the trash icon.
2. Press and release the mouse button once to select the trash.
3. Move the pointer from the trash icon to the Catalyst disk icon and click (press and release) the mouse button once to select the Catalyst icon.

Notice that when you select the trash icon, it becomes dark (highlighted). When you move the pointer to the Catalyst icon and click again, the trash icon becomes white and the Catalyst icon becomes dark.

Dragging

Dragging means to position the pointer on an item, press and hold the mouse button as you move the mouse, and release the button when you have moved the item to a new place.

Dragging selects an item and moves it to the place on the screen where you release the mouse button.

- When you drag a program icon from one window to another, Catalyst makes a copy of the program.
- When you drag a program icon onto the trash, the program is removed from the disk it was stored on.

- When you drag a disk icon, it moves. (You can't copy a disk by dragging its icon as you can on a Macintosh. Use Quick Copy instead.)
- When you drag a Disk II or UniDisk 3.5 icon onto the trash, Catalyst removes the disk contents from memory. A UniDisk 3.5 disk is also ejected if you drag its icon onto the trash.
- When you drag on a menu, you move the pointer through the commands.

To try dragging:

1. Position the pointer on the Catalyst icon.
2. Press and hold down the mouse button while you move the mouse to the left.

   Watch an outline of the icon move across the screen as you move the mouse.
3. Release the mouse button.

   Watch the icon image move to the new position and fill the outline.
4. Press and hold down the mouse button while you drag the icon outline back to the upper right corner of the screen.
5. Release the mouse button to reposition the icon.

Notice that the icon image moves to the new position and fills the outline as soon as you release the mouse button.

Opening by Double-Clicking

Double-clicking means to position the pointer on an item, and press and release the mouse button twice in quick succession.

Double-clicking selects the item and opens it. When you open a disk icon, you see it's contents in a **window**. When you open a program icon, the program is started up by Catalyst.

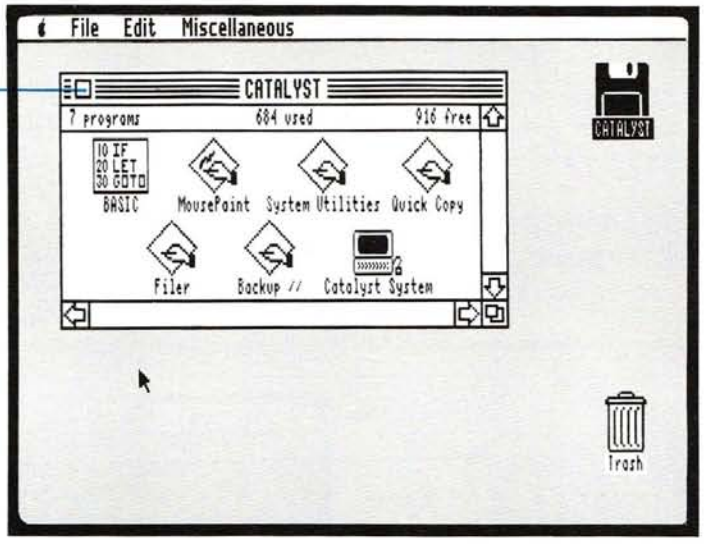
To try opening by double-clicking:

1. Position the pointer on the Catalyst icon.
2. Press and release the mouse button twice in quick succession to double-click (select and open) the icon.

You'll see the contents of the Catalyst disk in a window. Each of the icons in the window represents a program. Double-clicking on one of the program icons (don't do it now) will start up the program.

If a disk window is already open when you double-click its icon, the double-click brings the window to the front.

Close Box



Using the Trash Icon

The trash icon is there for you to discard things. It should be used with caution. Here's how it works:

- When you drag a program icon into the trash, Catalyst asks if it's OK to throw away, and then removes the program from the disk on which it resides.
- When you drag a disk icon into the trash, Catalyst removes the disk contents from the computer's memory.
- When you drag a UniDisk 3.5 disk icon into the trash, Catalyst removes the disk contents from the computer's memory and ejects the disk.

Note: There are two menu alternatives to using the trash. Discard Disk... removes a disk from the desktop. Delete Program... removes a program from a disk. The next section, "Using the Menu Bar," explains how to select from the menu.

To try using the trash:

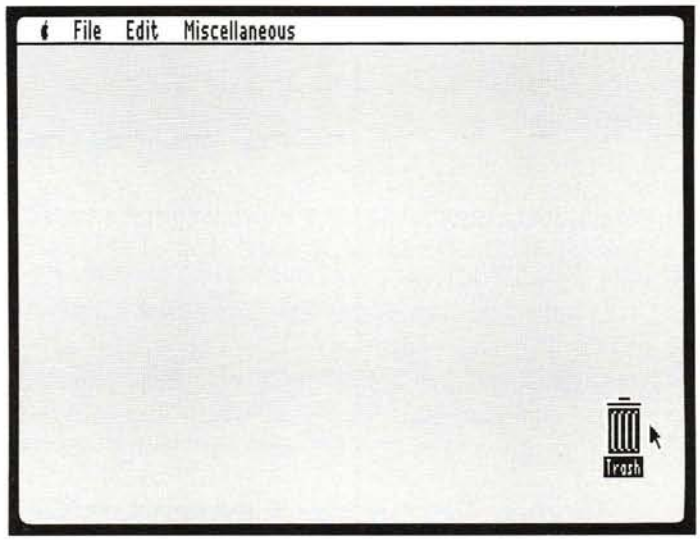
1. Drag the Catalyst disk icon (select it, then press and hold the mouse button while you move the icon) onto the trash icon.

   When the trash icon is darkened, release the mouse button and the Catalyst icon will disappear. Putting it into the trash has removed the contents of the Catalyst disk from the computer's memory.

2. If your Catalyst is on a 3.5-inch disk, reinsert the disk to put Catalyst back on the desktop.

   or

   If your Catalyst is on a floppy disk, press OPEN APPLE-S. Then press RETURN or click OK. This puts Catalyst back on the desktop. (You'll find out more about the Switch Disks command in Chapters 4 and 5.)



Using the Menu Bar

You choose a command from the Catalyst menu bar with the mouse to tell your Apple II what you want to do.

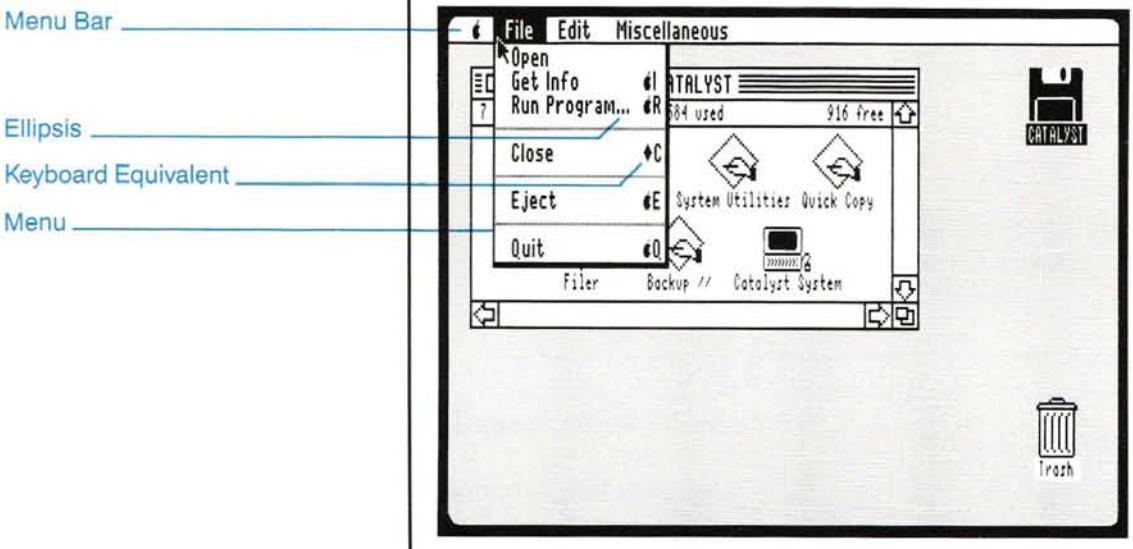
All the commands available to you on a menu are black. Those you can't use are gray (**dimmed**). An ellipsis (...) following a command indicates that you'll have further choices to make after selecting that command.

Keyboard equivalents (keystrokes you can use instead of pulling down the menu) are indicated by a ♦ or ♦ and a letter next to the menu commands. You can see examples of both of these on the File menu.

♦ represents the OPEN APPLE or SOLID APPLE key. To use the keyboard equivalent instead of choosing from the menu, you press and hold one of the Apple keys and then press the indicated letter.

♦ represents the CONTROL key. To use the keyboard equivalent instead of choosing from the menu, you press and hold the CONTROL key and then press the indicated letter.

This section explains how to use the menu bar with a mouse. For more information on each of the Catalyst menus and specific menu commands, see Chapter 6, "Catalyst Reference."



To View a Menu

- Position the pointer on the title of the menu you want to view (File, for example).
- Press and hold the mouse button to display the menu and highlight its title.
- Release the mouse button to make the menu disappear.

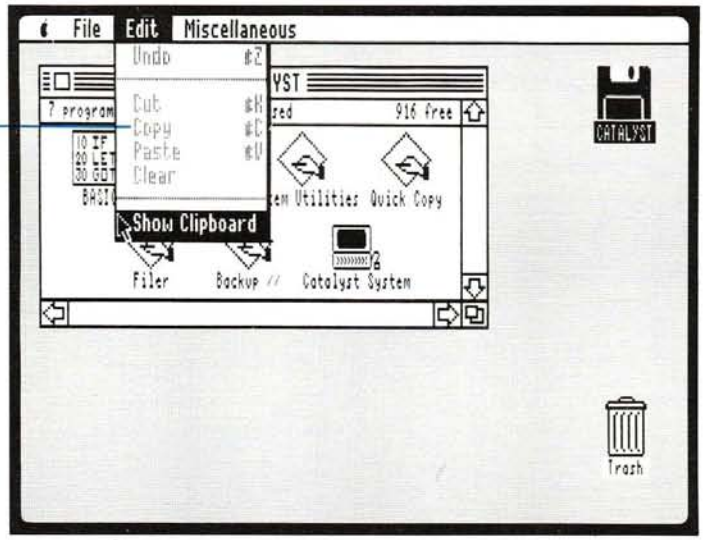
If a command is not available, it is gray (dimmed) and cannot be chosen from the menu.

To Select a Menu Item

- Position the pointer on the title of the menu you want to choose a command from.
- Press and hold the mouse button while you drag the mouse down the menu to highlight the menu commands.
- Release the mouse button when the command you want to choose is highlighted.

When you choose a menu command, the menu title remains highlighted until the command you have selected is carried out.

If a command is followed by an ellipsis (...), you will have further choices to make after selecting the command.



To try selecting a menu item:

1. Drag on the Edit menu until you highlight Show Clipboard.
2. Release the mouse button. (Leave the Clipboard on the screen for now—don't try to close it.)

To Open an Icon With the Open Command

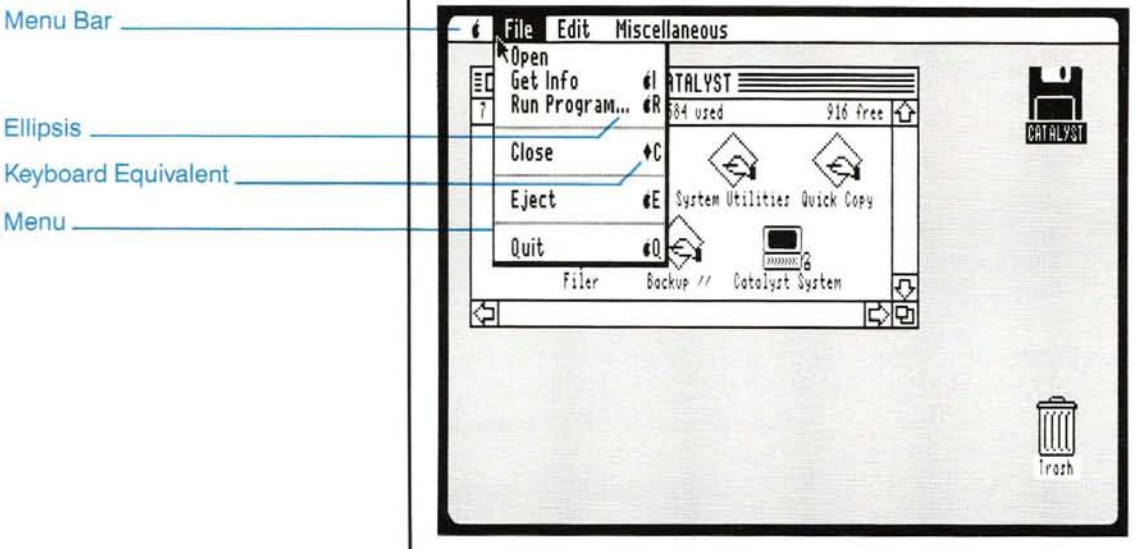
- Select an icon by clicking on it.
- Position the pointer on the File menu.
- Press the mouse button and drag to the Open command.

Keyboard equivalents (keystrokes you can use instead of pulling down the menu) are indicated by a ♦ or ♦ and a letter next to the menu commands. You can see examples of both of these on the File menu.

♦ represents the OPEN APPLE or SOLID APPLE key. To use the keyboard equivalent instead of choosing from the menu, you press and hold one of the Apple keys and then press the indicated letter.

♦ represents the CONTROL key. To use the keyboard equivalent instead of choosing from the menu, you press and hold the CONTROL key and then press the indicated letter.

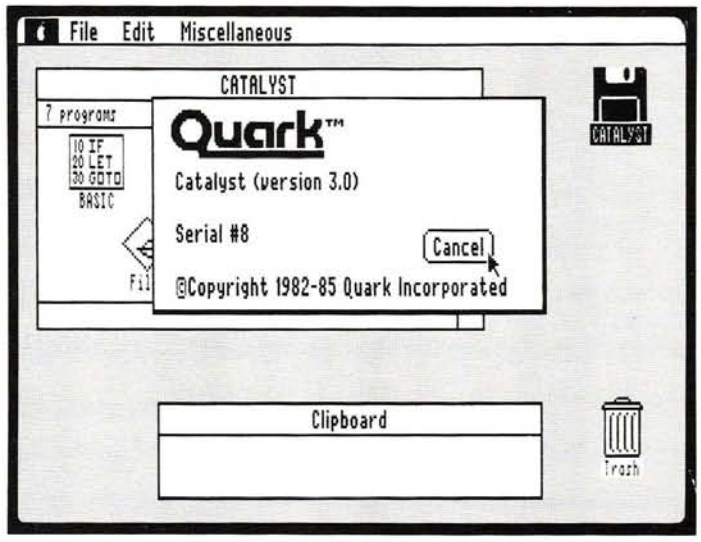
This section explains how to use the menu bar with a mouse. For more information on each of the Catalyst menus and specific menu commands, see Chapter 6, "Catalyst Reference."



To View a Menu

- Position the pointer on the title of the menu you want to view (File, for example).
- Press and hold the mouse button to display the menu and highlight its title.
- Release the mouse button to make the menu disappear.

If a command is not available, it is gray (dimmed) and cannot be chosen from the menu.



To Select Buttons

- Position the pointer on the button you want to select.
- Click the mouse button.

The button will be highlighted and the action performed.

To try selecting a button:

1. Click on the Cancel button in the About Catalyst... dialog box.

Using Windows

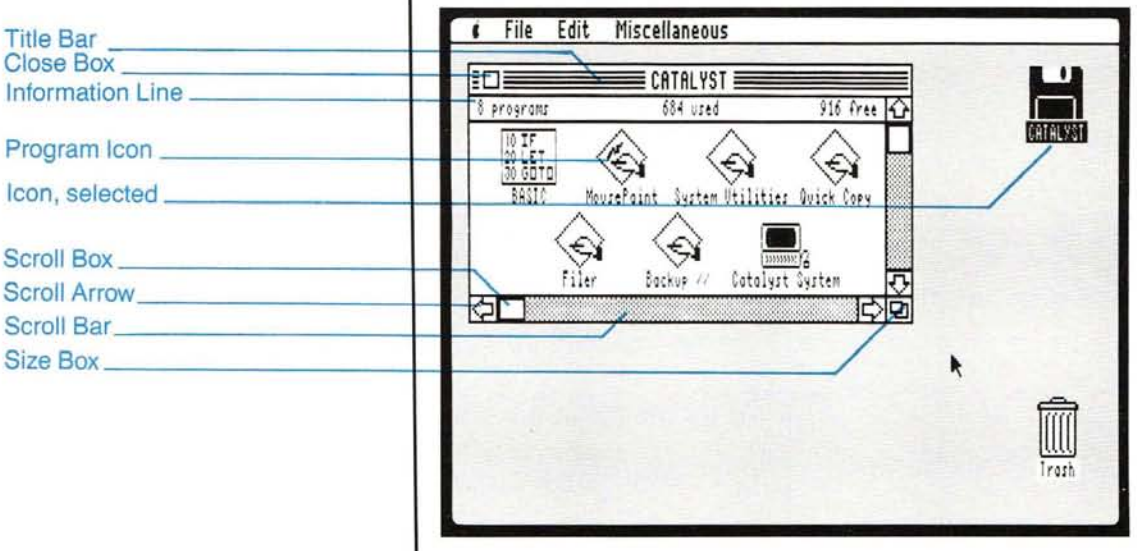
Windows in Catalyst display information. That information may be a list of programs on a disk, or details about disk size, type, and volume name.

When you open a disk icon you see its window. That window displays the contents of the disk. The window has a **title bar**, a **close box**, and an information line at the top that tells how many programs are on the disk and what the disk space utilization is.

Other kinds of windows may also have

- A **size box** that allows you to expand and contract the window size

- A **scroll bar** that lets you move through the window contents



To Make a Window Active

- Position the pointer anywhere in the window and click.

If there is only one window on the desktop, it is active. If more than one window is on the desktop, the one in the front is active and the others are inactive. Many windows can be open on the desktop at once, but only one is active.

When you activate a window, it comes to the front, and its title bar reappears. If you click on a program icon when you are activating a window, that icon is selected. Otherwise the window's disk icon is selected.

Inactive windows do not show title bar stripes, scroll controls, a size box or a close box. You must activate a window before you can use the scroll bar or close the window.

To try activating a window:

1. Click on the Clipboard window.

   You see the stripes in the title bar reappear. The Catalyst window is now inactive.

To Drag a Window

- Position the pointer on the title bar at the top of the window.
- Press the mouse button and drag the window.

  The window outline moves as you drag.
- Release the mouse button when you have relocated the window where you want it.

You cannot move the window past the left edge of the screen or above the menu bar.

You can cover icons and other windows with a window. Whatever was active (selected) remains so.

To try dragging a window:

1. Position the pointer on the Clipboard title bar.
2. Drag the window anywhere on the screen.

To Close An Active Window

- Position the pointer on the window's close box and click.

  or
- Choose Close from the File menu.

  or
- Press CONTROL-C.

You see the window zoom back to its icon if it is a disk window or disappear if it is a desktop accessory window.

When you choose the Close command, the active window is closed, and any other windows on the desktop remain open.

To try closing a window:

1. Position the pointer on the Clipboard window's close box and click.

To Change Window Size

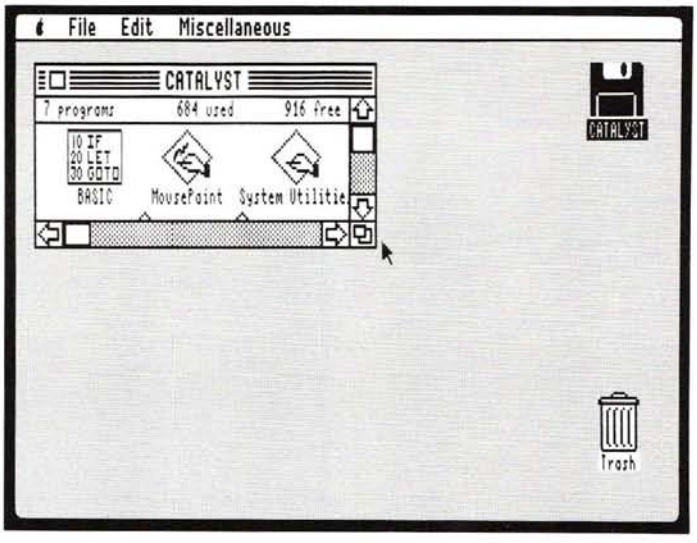
- Position the pointer on the size box at the bottom right of the window.
- Press the mouse button and drag the mouse to change the window size.

  The outline you see as you drag the mouse indicates the potential window size and shape.

  You can drag horizontally, vertically, or diagonally.
- Release the mouse button when you have resized the window to your satisfaction.

To try changing window size:

1. Position the pointer on the Catalyst window size box.
2. Drag diagonally up and to the left to shrink the window as much as possible.



To Use Scroll Bars to See More

- Position the pointer on the scroll bar arrow that points in the direction of what you want to see.

  To scroll the window a little at a time, click on an arrow.

  To scroll quickly, hold the mouse button down on the arrow.

The scroll box lets you view different areas of a window. When the scroll box is at the top of the vertical scroll bar, you are looking at the top of the window's contents. When it is at the bottom of a scroll bar, you are looking at the bottom of a window's contents. The horizontal scroll box works the same way, but moves to the right and left edges of the window's contents.

- Position the pointer in the scroll box, then drag the scroll box to move quickly through the window.

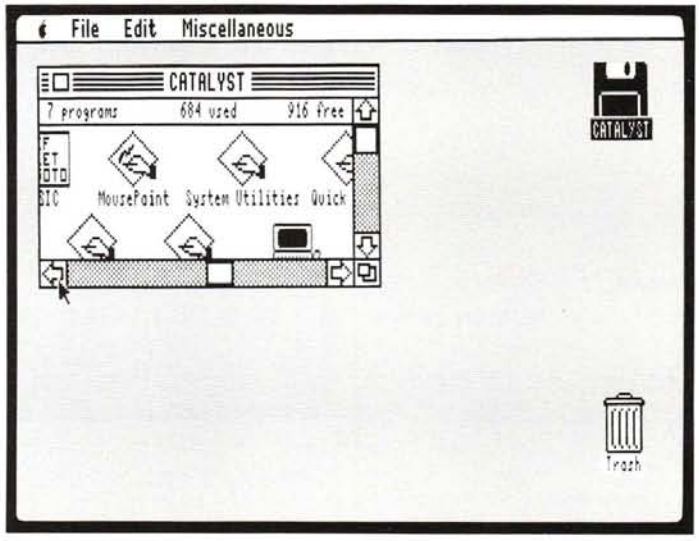
- Position the pointer in the gray area on either side of the scroll box (called the scroll bar) and click to scroll one windowful at a time.

When windows can't be scrolled, the scroll box is not visible.

To try scrolling:

1. Position the pointer in the vertical scroll box in the Catalyst window. Drag the scroll box down.

2. Position the pointer in the horizontal scroll box in the Catalyst window. Drag the scroll box to the right.



Contents

37 Introduction
38 Moving Without a Mouse: Tutorial
38 Moving the Pointer
39 Selecting by Clicking
40 Dragging
41 Opening by Double-Clicking
42 Using the Trash Icon
43 Using the Menu Bar
44 To View a Menu
45 To Select a Menu Item
45 To Open an Icon With the Open Command
46 Using Dialog Boxes
46 To Use Keystroke Shortcuts
47 Using Windows
47 To Make a Window Active
48 To Drag a Window
48 To Close an Active Window
49 To Change Window Size
49 To Use Scroll Bars to See More

Chapter 3:

Moving Around in Catalyst Without a Mouse

Introduction

This chapter explains how to move around in Catalyst without a mouse, use the menu bar and dialog boxes, and work with windows.

The first part of the chapter is a step by step tutorial. It describes four terms you need to be familiar with and guides you in learning how to use keystrokes and keyboard equivalents for mouse pointing, selecting, and dragging operations.

The remainder of the chapter provides background on using menus and windows, and summarizes how to use them without a mouse.

It's not as easy to use Catalyst without a mouse (we recommend you get one), but it can be done.

When you are comfortable with moving around in Catalyst without a mouse, go on to Chapter 4, "Putting Catalyst to Work."

Moving Without a Mouse: Tutorial

You can start up programs, move icons, choose from menus, work with windows, and accomplish other Catalyst tasks without a mouse.

You use OPEN APPLE, SOLID APPLE, and arrow key keystroke combinations to perform mouselike operations that are described by these terms:

- **Select** means to position the pointer on an item and highlight it.
- **Click** means to press and release the SOLID APPLE key once.
- **Double-click** means to position the pointer on an item, and press and release the SOLID APPLE key twice in quick succession to select and open the item.
- **Drag** means to position the pointer on an item and move the item to a new place.

Once you learn to manipulate the keys in these four ways, you have all the tools you need.

Moving the Pointer

The **pointer** marks your place on the screen. You move the pointer by using the OPEN APPLE, SOLID APPLE, and arrow keys. You end pointer movement by releasing the OPEN APPLE key.

The pointer's shape depends on what you are doing. Usually it is shaped like an **arrow**. The pointer becomes a **watch** when Catalyst is doing something that takes a little time, and an **I-beam** when it is positioned in an editing area.

To try moving the pointer:

1. Press and hold the OPEN APPLE key down.
2. Press and release the SOLID APPLE key.
3. Continue holding the OPEN APPLE key down while you use the arrow keys to move the pointer around the screen.
4. Release the OPEN APPLE key to end the pointer movement.

Selecting by Clicking

Selecting means to position the pointer on an item and highlight it. Selecting an icon or window indicates where you want the next action to take place, and changes the selected item.

- Selecting a disk or program icon makes it dark.
- Selecting a window activates it and brings it to the front.
- Selecting a close box closes its window.
- Selecting a program icon in a RAM disk window makes it white.

Note: You cannot edit the name of an icon simply by selecting it as you can on the Macintosh desktop. See Chapter 6, "Catalyst Reference," for renaming instructions.

To try selecting by clicking:

1. Position the pointer on the trash icon:

   Press and hold the OPEN APPLE key down.

   Press and release the SOLID APPLE key.

   Continue holding the OPEN APPLE key down while you use the arrow keys to move the pointer (don't release the OPEN APPLE key yet).

2. Press and release the SOLID APPLE key once to select the trash.

3. Move the pointer from the trash icon to the Catalyst disk icon and click (press and release) the SOLID APPLE key once to select the Catalyst disk icon.

4. Release the OPEN APPLE key to end the pointer movement.

Notice that when you select the trash icon, it becomes dark (highlighted). When you move the pointer to the Catalyst icon and click again, the trash icon becomes white (deselected) and the Catalyst icon becomes dark (selected).

Dragging

Dragging means to position the pointer on an item, select it, and move (drag) it to a new place.

- When you drag a program icon from one window to another, Catalyst makes a copy of the program.
- When you drag a program icon onto the trash, the program is removed from the disk it was stored on.
- When you drag a disk icon, it moves. (You can't copy a disk by dragging its icon as you can on a Macintosh. Use Quick Copy instead.)
- When you drag a Disk II or UniDisk 3.5 icon onto the trash, Catalyst removes the disk contents from memory. A UniDisk 3.5 disk is also ejected if you drag its icon onto the trash.
- When you drag on a menu, you move the pointer through the commands.

To try dragging:

1. Position the pointer on the Catalyst icon:

   Press and hold the OPEN APPLE key down.

   Press and release the SOLID APPLE key.

   Continue holding the OPEN APPLE key down while you use the arrow keys to move the pointer (don't release the OPEN APPLE key yet).

2. Press and hold down the SOLID APPLE key (and continue holding down the OPEN APPLE key) while you press the LEFT ARROW key.

   Watch an outline of the icon move across the screen as you press the arrow key.

3. Release the SOLID APPLE key.

   Watch the icon image move to the new position and fill the outline.

4. Press and hold down the SOLID APPLE key again while you press the RIGHT ARROW key and drag the icon outline back to the upper right corner of the screen.

5. Release the SOLID APPLE key to reposition the icon.

   Notice that the icon image moves to the new position and fills the outline as soon as you release the SOLID APPLE key.

6. Release the OPEN APPLE key to end the pointer movement.

Opening by Double-Clicking

Double-clicking means to position the pointer on an item, and press and release the SOLID APPLE key twice in quick succession.

Double-clicking selects the item and opens it. When you open a disk icon, you see it's contents in a **window**. When you open a program icon, the program is started up by Catalyst.

To try opening by double-clicking:

1. Position the pointer on the Catalyst icon:

   Press and hold the OPEN APPLE key down.

   Press and release the SOLID APPLE key.

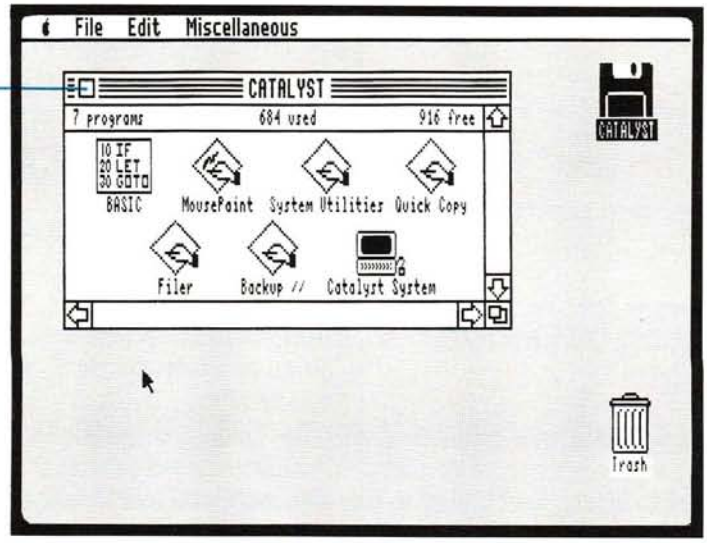
   Continue holding the OPEN APPLE key down while you use the arrow keys to move the pointer (don't release the OPEN APPLE key yet).

2. Press and release the SOLID APPLE key twice to double-click (select and open) the icon.

3. Release the OPEN APPLE key to end the pointer movement.

You'll see the contents of the Catalyst disk in a window. Each of the icons in the window represents a program. Double-clicking on one of the program icons (don't do it now) will start up the program.

If a disk window is already open when you double-click its icon, the double-click brings the window to the front.



Using the Trash Icon

The trash icon is there for you to discard things. It should be used with caution. Here's how it works:

- When you drag a program icon into the trash, Catalyst asks if it's OK to throw away, and then removes the program from the disk on which it resides.
- When you drag a disk icon into the trash, Catalyst removes the disk contents from the computer's memory.
- When you drag a UniDisk 3.5 disk icon into the trash, Catalyst removes the disk contents from the computer's memory and ejects the disk.

Note: there are two menu alternatives to using the trash. Discard Disk... removes a disk from the desktop. Delete Program...removes a program from a disk. The next section, "Using the Menu Bar," explains how to select from the menu without a mouse.

To try using the trash:

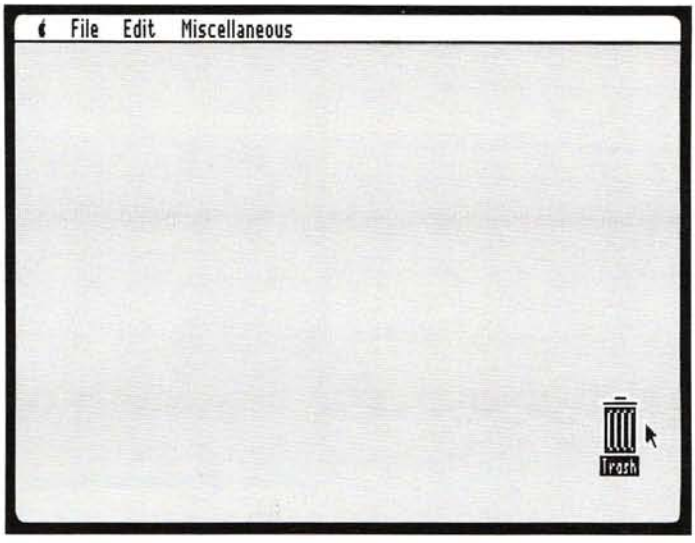
1. Drag the Catalyst disk icon onto the trash icon.

   When the trash icon is darkened, release the SOLID APPLE key and the Catalyst icon will disappear. Putting it into the trash has removed the contents of the Catalyst disk from the computer's memory.

2. If your Catalyst is on a UniDisk 3.5, reinsert the disk to put Catalyst back on the desktop.

   or

   If your Catalyst is on a floppy disk, press OPEN APPLE-S. Then press RETURN. This puts Catalyst back on the desktop. (You'll find out more about the Switch Disks command in Chapters 4 and 5).



Using the Menu Bar

You choose a command from the Catalyst menu bar to tell your Apple II what you want to do.

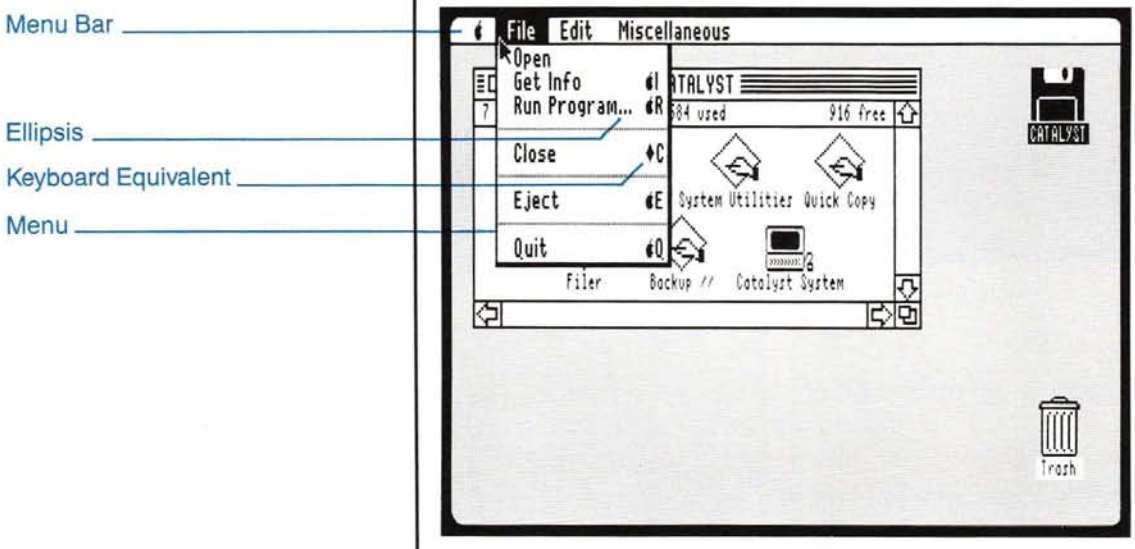
All the commands available to you on a menu are black. Those you can't use are gray (**dimmed**). An ellipsis (...) following a command indicates that you'll have further choices to make after selecting that command.

Keyboard equivalents (keystrokes you can use instead of pulling down the menu) are indicated by a ♦ or ♦ and a letter next to the menu commands. You can see examples of both of these on the File menu.

♦ represents the OPEN APPLE or SOLID APPLE key. To use the keyboard equivalent instead of choosing from the menu, you press and hold one of the Apple keys and then press the indicated letter.

♦ represents the CONTROL key. To use the keyboard equivalent instead of choosing from the menu, you press and hold the CONTROL key and then press the indicated letter.

This section explains how to use the menu bar without a mouse. For more information on each of the Catalyst menus and specific menu commands, see Chapter 6, "Catalyst Reference."



To View a Menu

- Press ESC to use the menu.
- Use the LEFT or RIGHT arrow keys to position the pointer on the title of the menu you want to view (File, for example).
- Use the UP or DOWN arrow keys to position the pointer on a command on a particular menu.
- Press ESC to leave the menu and return to the desktop.

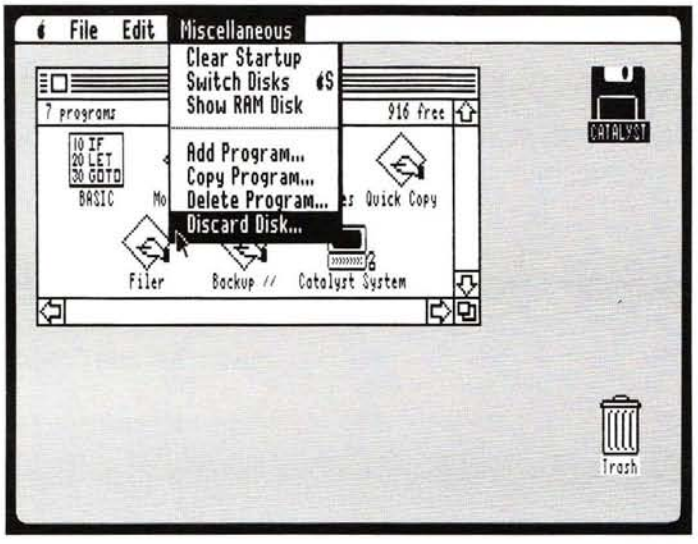
ESC switches between the desktop and the menu. If a command is not available, it is gray (dimmed) and cannot be chosen from the menu.

To Select a Menu Item

- Press ESC to use the menu.
- Use the arrow keys to highlight the menu commands.
- Press RETURN when the command you want to choose is highlighted.

When you choose a menu command, the menu title remains highlighted until the command you have selected is carried out.

If a command is followed by an ellipsis (...), you will have further choices to make after selecting the command.



To Open an Icon With the Open Command

- Select an icon by clicking on it.
- Press ESC.
- Use the arrow keys to position the pointer on the Open command in the File menu.
- Press RETURN.

When you select a disk icon and choose Open, the command opens the disk window.

When you select a program icon and choose Open, the command starts up the program.

You can also open an icon by double-clicking on it.

Using Dialog Boxes

Whenever Catalyst needs more information from you, it presents a **dialog box**. A dialog box has **buttons** to click, and sometimes a place for you to type more information.

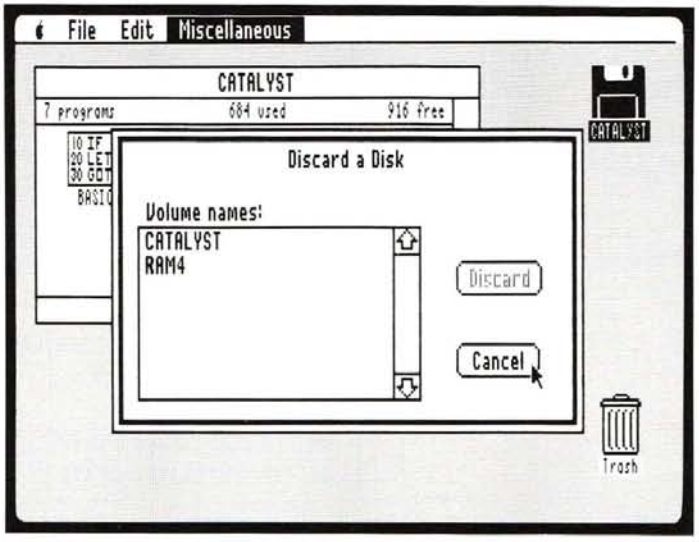
A dialog box may alert you if you're about to do something that could cause you to lose information, and gives you a chance to cancel what you were about to do.

You can use the OPEN APPLE, SOLID APPLE, and arrow keys to move around in dialog boxes and make choices, or you can use keystroke shortcuts.

All buttons have keystroke equivalents. You can also select any button by positioning the pointer on it and clicking on it.

To Use Keystroke Shortcuts

- Press ESC to select a Cancel button.
- Press RETURN to select an OK button.
- Press OPEN APPLE-N to view the contents of a different disk in a dialog box.
- Use the UP and DOWN arrows to move through items in a list.
- When an item in a list is selected, press RETURN to proceed with Delete..., Add..., Discard..., Copy..., or Run.
- Press 1, 2, or 3 to activate the RAM disk status buttons.



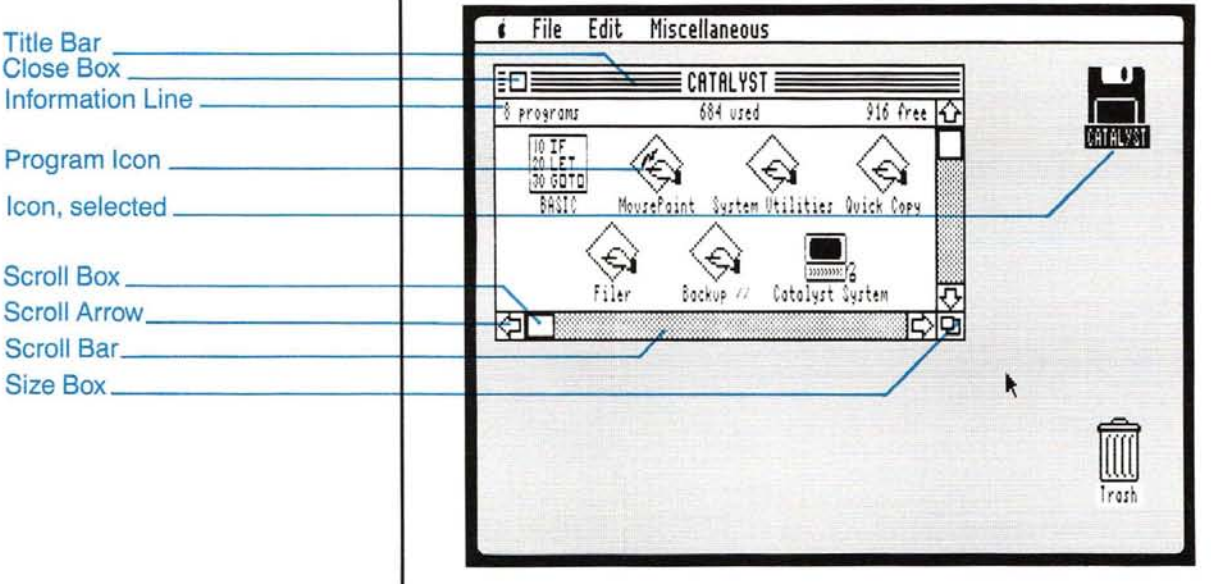
Using Windows

Windows in Catalyst display information. That information may be a list of programs on a disk, or details about disk size, type, and volume name.

When you open a disk icon you see its window. That window displays the contents of the disk. The window has a **title bar**, a **close box**, and an information line at the top that tells how many programs are on the disk and what the disk space utilization is.

Other kinds of windows may also have

- A **size box** that allows you to expand and contract the window size
- A **scroll bar** that lets you move through the window contents



To Make a Window Active

- Position the pointer anywhere in the window and click SOLID APPLE once.

If there is only one window on the desktop, it is active. If more than one window is on the desktop, the one in the front is active and the others are inactive. Many windows can be open on the desktop at once, but only one is active.

When you activate a window, it comes to the front, and its title bar reappears. If you click on a program icon when you are activating a window, that icon is selected. Otherwise the window's disk icon is selected.

Inactive windows do not show title bar stripes, scroll controls, a size box or a close box. You must activate a window before you can use the scroll bar or close the window.

To Drag a Window

- Position the pointer on the title bar at the top of the window.
- Press and hold SOLID APPLE while you press the arrow keys to drag the window.

  The window outline moves as you drag.
- Release SOLID APPLE when you have relocated the window where you want it.

You cannot move the window past the left edge of the screen or above the menu bar.

You can cover icons and other windows with a window. Whatever was active (selected) remains so.

To Close an Active Window

- Position the pointer on the window's close box and click SOLID APPLE.

  or
- Choose Close from the File menu.

  or
- Press CONTROL-C.

You see the window zoom back to its icon if it is a disk window or disappear if it is a desktop accessory window.

When you choose the Close command, the active window is closed, and any other windows on the desktop remain open.

To Change Window Size

- Position the pointer on the size box at the bottom right of the window.
- Press and hold SOLID APPLE while you press the arrow keys to change the window size.

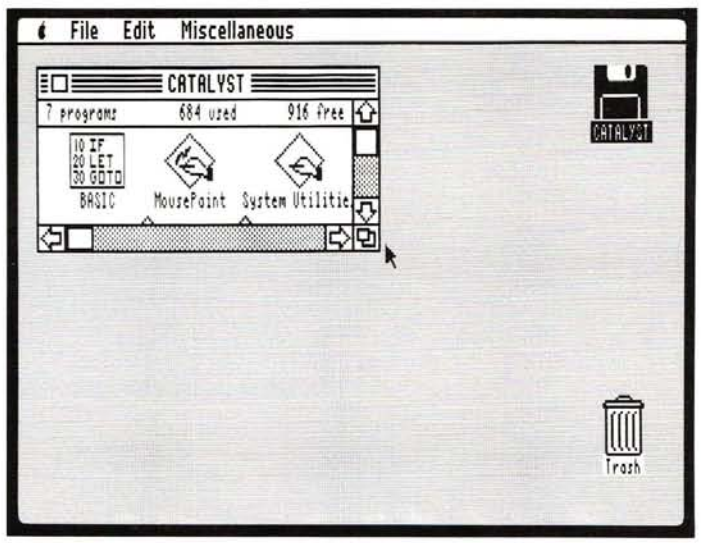
  To widen the window, use RIGHT ARROW.

  To make the window more narrow, use LEFT ARROW.

  To lengthen the window, use DOWN ARROW.

  To shorten the window, use UP ARROW.

  The outline you see as you drag the window indicates the potential window size and shape.
- Release SOLID APPLE when you have resized the window to your satisfaction.



To Use Scroll Bars to See More

- Position the pointer on the scroll bar arrow that points in the direction of what you want to see.

  To scroll the window a little at a time, click on an arrow.

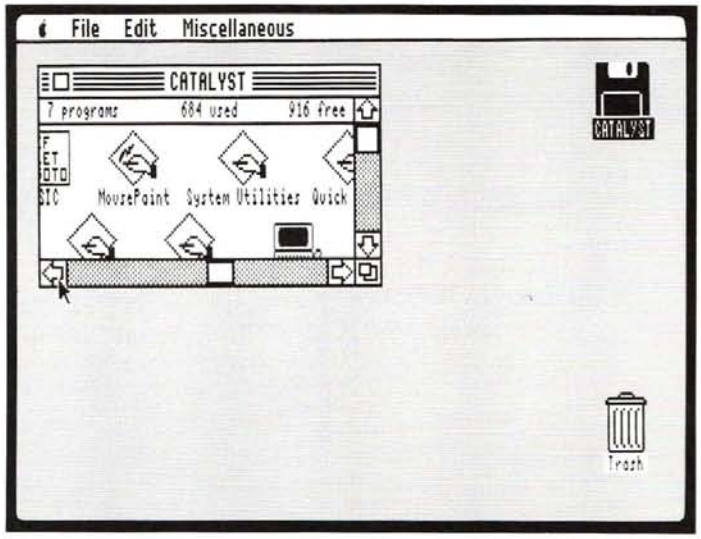
  To scroll quickly, hold the SOLID APPLE key down.

The scroll box lets you view different areas of a window. When the scroll box is at the top of the vertical scroll bar, you are looking at the top of the window's contents. When it is at the bottom of a scroll bar, you are looking at the bottom of a window's contents. The horizontal scroll box works the same way, but moves to the right and left edges of the window's contents.

- Position the pointer in the scroll box, then drag the scroll box to move quickly through the window.

- Position the pointer in the gray area on either side of the scroll box (called the scroll bar) and press and release SOLID APPLE to scroll one windowful at a time.

When windows can't be scrolled, the scroll box is not visible.



Chapter 4:

Putting Catalyst to Work

Contents

53 Introduction
54 Checking Your Catalyst Serial Numbers
56 Installing Programs With Catalyst
57 Installing Programs With a Mouse
58 Installing Programs Without a Mouse
60 Copying the Catalyst System Program
60 Copy Protection
60 Using Catalyst
61 Changing Disks
62 Running a Program With a Mouse
62 Running a Program Without a Mouse
63 Returning to Catalyst
64 Setting and Clearing Startup Programs With a Mouse
64 Setting and Clearing Startup Programs Without a Mouse
65 Quitting Catalyst
66 Making Backup Copies of Program Disks
68 Other Program Control
68 Getting Information About a Program
69 Removing a Program From a Disk
69 Rearranging Program Icons

Introduction

Catalyst gives you instant access to all your programs, and to the programs that come with Catalyst: System Utilities, Filer, Quick Copy, MousePaint, BASIC, and Backup II.

This chapter explains how to

- ☐ Make sure you have matching serial numbers on your Catalyst Master and Backup disks
- ☐ Install (copy) the programs you frequently use onto a high-capacity disk
- ☐ Run programs with Catalyst
- ☐ Select a startup program on a particular disk
- ☐ Use Catalyst for program management
- ☐ Quit Catalyst

You should be familiar with moving around in Catalyst with a mouse (Chapter 2) or without one (Chapter 3) before you begin this chapter.

Checking Your Catalyst Serial Numbers

It's important to make sure that the serial number on your Catalyst Master and Catalyst Backup disk labels matches the serial number on the disks themselves. The correct disk serial number is listed in the About Catalyst... window. Follow the numbered instructions to check that your disk labels and serial numbers agree.

If you find a discrepancy, you can return your Catalyst disk(s) to Quark for free reserialization. See Appendix C, "Catalyst Service and Revised Product Versions," for instructions.

1. Start up Catalyst with the Master disk

If you haven't started up Catalyst, see the instructions in the "Starting Up" section of Chapter 1.

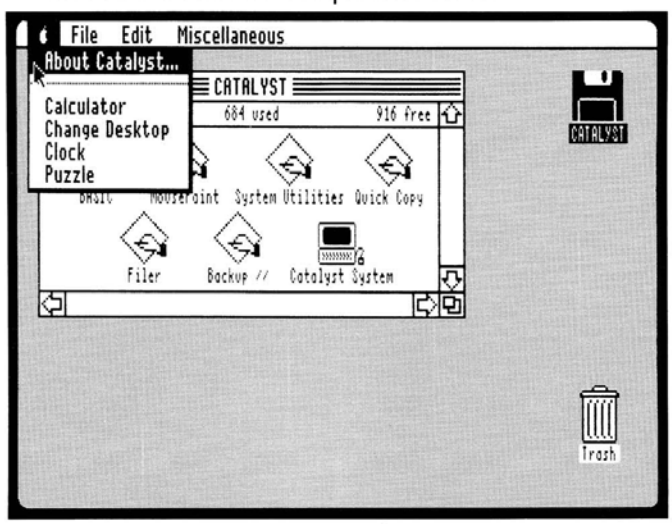
2. Choose the command About Catalyst... from the Apple menu

With a mouse:

- Move the pointer to the Apple menu.
- Drag on the menu to highlight About Catalyst...
- Release the mouse button.

Without a mouse:

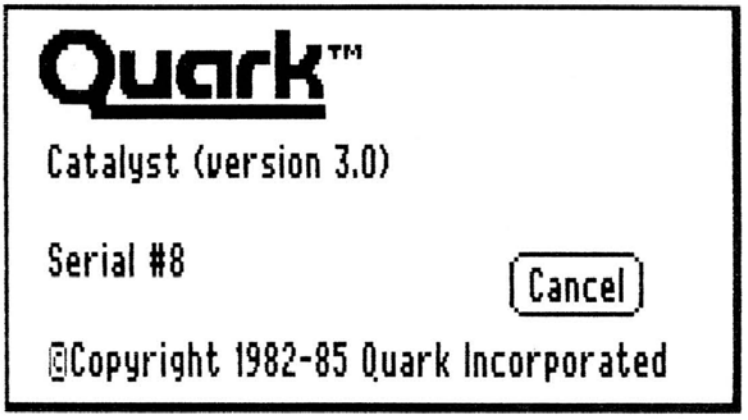
- Press ESC.
- Use the arrow keys to move the pointer to About Catalyst... on the Apple menu.
- Press RETURN to accept the choice.



3. Compare the serial number in the About Catalyst... window with the serial number on the label of the Master disk

To look at the label on a floppy disk, open the drive door and pull the disk out. (Do not reinsert the disk).

To look at a label on a 3.5-inch disk, press the eject button on the drive. (Do not reinsert the disk.)



4. Close the About Catalyst... window

Click on the Cancel button if you have a mouse, or press ESC if you don't have a mouse.

5. Choose the Quit command from the File menu

After you have chosen Quit you see a message:

```
Press OPEN APPLE CONTROL RESET to reboot
```

6. Restart your computer using the Catalyst Backup disk

Insert the Catalyst Backup disk in the drive.

Press and hold the OPEN APPLE and CONTROL keys while you press and release the RESET key. Then release the OPEN APPLE and CONTROL keys.

7. Choose the command About Catalyst... from the Apple menu

8. Compare the serial number in the About Catalyst... window with the serial number on the label of the Backup disk

To look at the label on a floppy disk, open the drive door and pull the disk out.

To look at a label on a 3.5-inch disk, press the eject button on the drive.

9. Close the About Catalyst... window

Click on the Cancel button if you have a mouse, or press ESC if you don't.

10. Make sure your Master and Backup disks have the same serial number.

If any of your serial numbers don't match, see Appendix C for instructions.

Installing Programs With Catalyst

Catalyst lets you copy, or **install**, the programs you frequently use onto a high-capacity disk. You can install programs on a UniDisk 3.5 or a hard disk—a QC10, QC20, ProFile, or any other high-capacity ProDOS disk drive that connects to your Apple.

A new disk (3.5-inch or hard disk volume) must be formatted (initialized) before you install programs on it. If you need to format a new disk, use System Utilities. Remember that each disk (volume) should have a unique name. Do not name your disks "CATALYST," since that is the name of the Catalyst Master and Backup disks.

Catalyst must be aware of both your **source** and **destination** disks (volumes) to perform program installation. The source disk is the disk you want to copy a program from; the destination disk is the disk you will copy the program to. You must identify the volumes to Catalyst, and their disk icons must be on the desktop. If your source and destination volume icons are not on the desktop, you use Switch Disks or eject one 3.5-inch disk and insert another.

There are two methods of installing a program with Catalyst. If you have a mouse, you drag the program's icon from the source disk's window to the destination disk's window. If you don't have a mouse, you use the Copy Program... command on the Miscellaneous menu. Catalyst copies the program files to the destination volume at installation, adjusting the program's file structure to go on the large volume.

If you need to swap (change) disks during installation, Catalyst prompts you. After swapping floppy disks, you must inform Catalyst of the swap by clicking on OK or pressing RETURN in response to the request.

If Catalyst doesn't have sufficient information to move and install a program, a dialog box tells you that it is a custom program. Appendix B, "Adding Custom Programs," explains what to do.

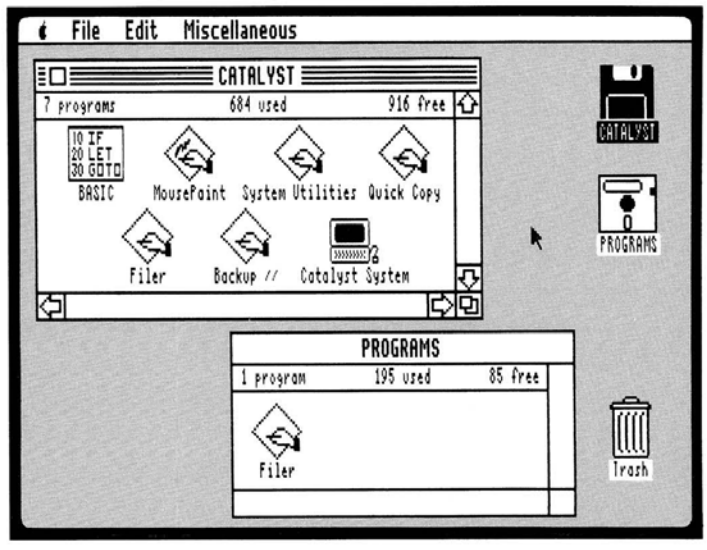
Installing Programs With a Mouse

Make sure that:

- The source and destination disk icons are open (their windows are visible).
- The icon for the program you want to install is visible in the source disk window.

  If the program icon isn't visible, reposition the window or use the size box or scroll controls to make it visible.

  If you need more specific instructions for moving and sizing windows, see Chapter 2.



- Your destination disk is formatted.

  If you need to format a disk, use System Utilities. Give each of your disks a unique name, and don't name any of them "CATALYST," since that is the name of your Catalyst disk.

Now drag the program icon into the destination disk window. You see the program icon appear in the destination disk window when Catalyst has copied it.

Installing Programs Without a Mouse

Make sure that the source and destination disk icons are on the desktop and that your destination disk is formatted.

If you need to format a disk, use System Utilities. Give each of your disks a unique name, and don't name any of them "CATALYST," since that is the name of your Catalyst disk.

Now, to install the program:

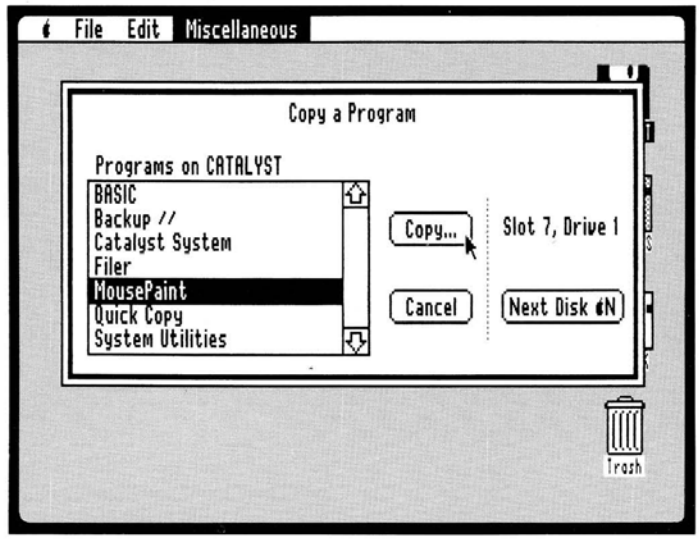
1. Choose Copy Program... from the Miscellaneous menu.

   Press ESC and use the arrow keys to move through the menus until the command is highlighted.

   Press RETURN to choose Copy Program...

2. Select the program you want to copy using the arrow keys.

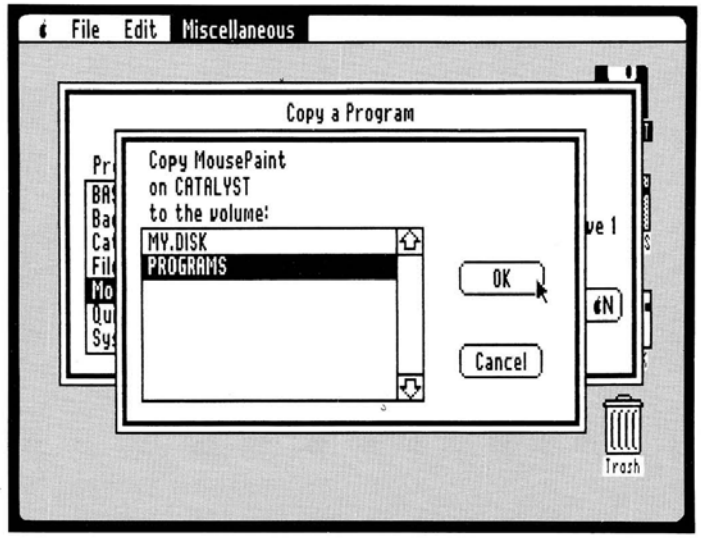
   Press OPEN APPLE-N to view the programs on other disks or volumes until you see the one you want to copy. If a disk icon wasn't on the desktop when you started, you won't be able to see a list of programs it contains.



3. Press RETURN to select the highlighted program.

4. Select the volume (disk) you want to copy to using the arrow keys.

   If a disk icon wasn't on the desktop when you started, it won't be listed as one of the volumes you can copy to.



5. Press RETURN to select the highlighted volume.

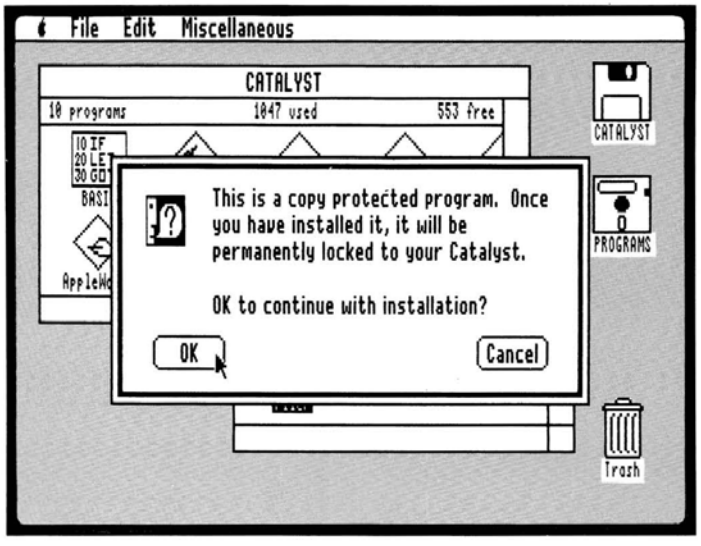
   If you get a message that the program you are copying is a custom program, see Appendix B, "Adding Custom Programs," for more information.

Copying the Catalyst System Program

The Catalyst System program must be on one of the disks you are using at all times for Catalyst to work. By installing Catalyst System on your program disks along with your other programs, you ensure that Catalyst will work no matter which disks you have in which drives. If you have a hard disk drive, you only need to install Catalyst System on it, and not on other disks.

Copy Protection

Catalyst locks copy-protected programs to itself, using the Catalyst serial number. These programs can be reinstalled by the same Catalyst program, but cannot be copied or installed by another Catalyst system. Programs that aren't copy-protected can be installed on as many systems as you want.



The Catalyst disks are copy-protected. They should be shielded from excess wear when possible: use them to start up with, but avoid installing programs on your Catalyst Master and Backup disks.

Using Catalyst

The Catalyst Master disk comes with some programs already installed on it: System Utilities, Filer, Quick Copy, MousePaint, BASIC, and Backup II. Chapter 6, "Catalyst Reference," has reference information about these programs.

If your Catalyst Master is on a floppy disk, you'll find most of these programs on two separate floppy disks. Quick Copy, MousePaint and Backup II are on Catalyst Programs 1; System Utilities is on Catalyst Programs 2. (BASIC and Filer are on Catalyst Master.)

If you are using a hard disk, copy (install) all these programs on it.

Use **System Utilities** to prepare, or initialize, blank disks to receive information. See Appendix A, "Using System Utilities With Your UniDisk 3.5," for more information on the program.

Use **Filer** to rename your disks. Filer is similar to System Utilities. Filer has most of the same capabilities but a different way of prompting you for information.

Use **Quick Copy** to make copies of disks faster than with System Utilities or the Filer. It is especially useful for copying UniDisk 3.5 disks.

Use **MousePaint** to draw pictures and have fun with your mouse.

Use **BASIC** if you are interested in programming.

Use **Backup II** to back up your hard disk files.

Changing Disks

When you want to use a program that's not on one of the disks in one of your drives, you may have to remove one disk and insert another. Here's how.

To change a 3.5-inch disk:

- Select the disk icon.
- Choose Eject from the File menu, or use OPEN APPLE-E.
- Remove one 3.5-inch disk and insert another.

  Catalyst displays the new 3.5-inch disk icon on the desktop whenever you change 3.5-inch disks.

To change a floppy disk:

- Choose Switch Disks from the Miscellaneous menu, or use OPEN APPLE-S.
- Remove one floppy disk and insert another.
- Press RETURN or click on the OK button to indicate you have changed disks.

  Catalyst checks all your Disk II drives. New floppy disk icon(s) appear on the desktop after you press RETURN.

Running a Program With a Mouse

You can run (open) any program on the Catalyst desktop. When you select a program to run, Catalyst puts the program in memory and returns you to the Catalyst desktop when you quit the program.

- Open the disk icon containing the program you want to run.
- Select the program icon:

  Double-click on the program icon to select and run it.

  or

  Click on the program icon and choose the Open command from the File menu.

  The Catalyst desktop clears and the program you selected starts up.

Running a Program Without a Mouse

You can run (open) any program on the Catalyst desktop. When you select a program to run, Catalyst puts the program in memory and returns you to the Catalyst desktop when you quit the program.

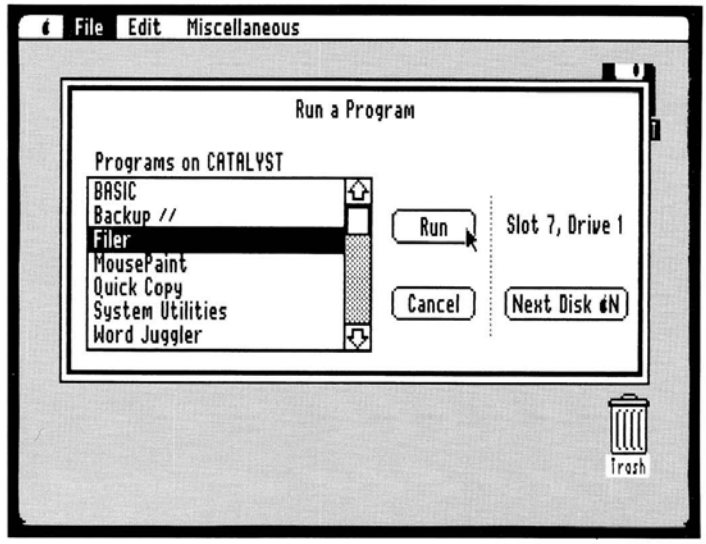
- Choose Run Program... from the File menu.

  Press ESC and use the arrow keys to move through the menus until the command is highlighted.

  Press RETURN to choose Run Program...

- Select the program you want to run using the arrow keys.

  Press OPEN APPLE-N to show the programs on each disk until you see the one you want to run. If a disk icon wasn't on the desktop when you selected the Run Program... command, you won't be able to see a list of programs it contains.



- Press RETURN to select the highlighted program.

  The Catalyst desktop clears and the program you selected starts up.

Returning to Catalyst

- Choose the Quit or Exit option from the program's main menu.

You return to the Catalyst desktop when you quit the program.

The method for quitting each program varies with the program. However, most programs have a Quit option in their main menu.

When you quit BASIC programs, you may see a] prompt and blinking cursor rather than the Catalyst desktop. Type BYE and press RETURN to get to Catalyst.

Setting and Clearing Startup Programs With a Mouse

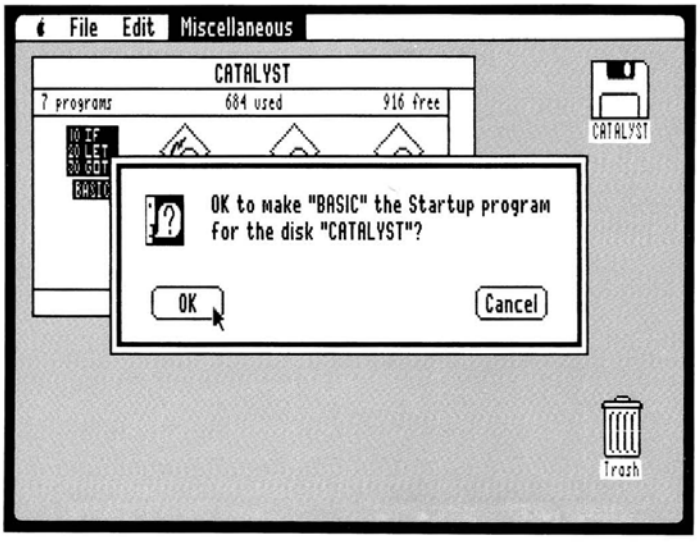
Use the Set Startup command to choose a startup program on a particular disk. The program you select runs automatically when you start up Catalyst with the disk installed (in a drive).

If you are using two disks, each of which has a startup program set, Catalyst chooses the first startup program it finds.

- Open the icon of the disk you want to use for starting up.
- Select the program you want to run when you start up Catalyst.

  Click on a program icon to select it.
- Choose Set Startup from the Miscellaneous menu.

  A dialog box requests confirmation.
- Click on OK to confirm.



To clear the startup program on a particular disk, select the disk icon. Since no program icon is selected, the command changes to Clear Startup. When you choose Clear Startup, a dialog box requests confirmation.

Setting and Clearing Startup Programs Without a Mouse

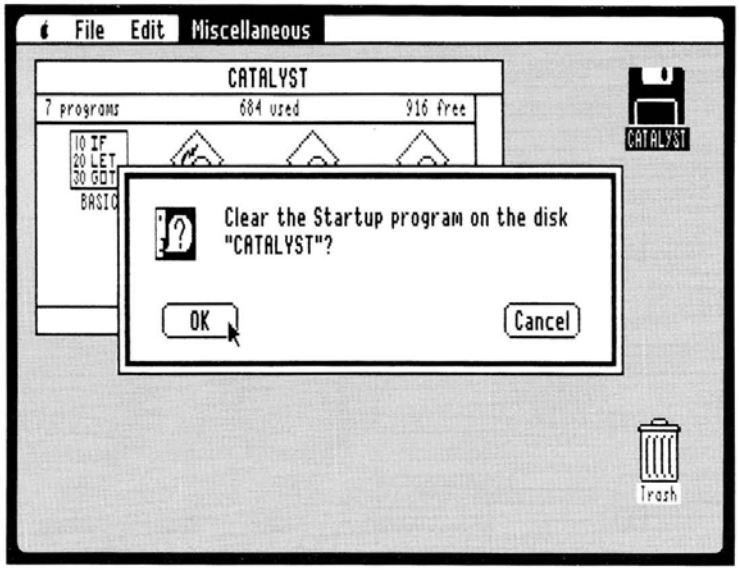
Use the Set Startup command to choose a startup program on a particular disk. The program you select runs automatically when you start up Catalyst with the disk installed (in a drive).

If you are using two disks, each of which has a startup program set, Catalyst chooses the first startup program it finds.

- Use the OPEN APPLE, SOLID APPLE, and arrow keys to move the pointer to the program you want to run when you start up Catalyst.
- Press the SOLID APPLE key to select the program icon.
- Choose Set Startup from the Miscellaneous menu.

  A dialog box requests confirmation.
- Press ESC to Cancel, or RETURN to OK your selection.

  To clear the startup program on a particular disk, select the disk icon. Since no program icon is selected, the command changes to Clear Startup. When you choose Clear Startup, a dialog box requests confirmation.



Quitting Catalyst

- Choose Quit from the File menu.

Making Backup Copies of Program Disks

Quick Copy is a program on the Catalyst disk that you can use to make a duplicate, or backup copy, of any ProDOS disk.

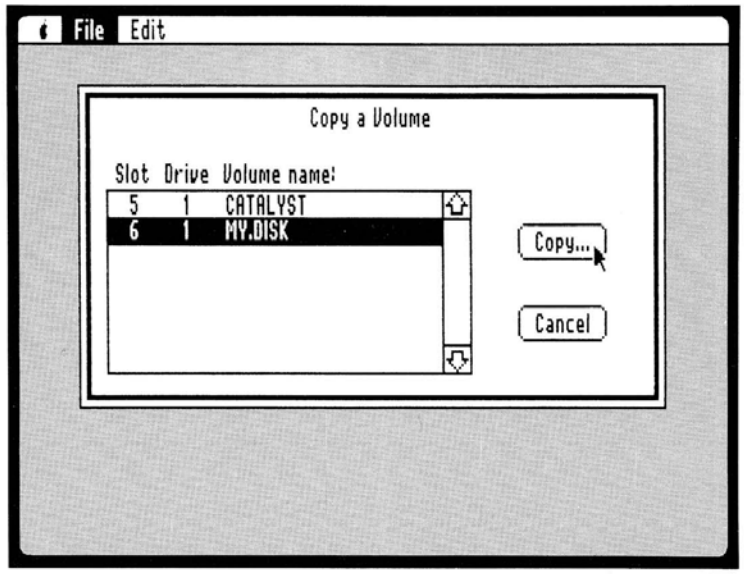
With a mouse:

- Double-click on the Quick Copy icon to open it.
- Drag on the File menu to choose Copy Volume...
- Select the volume you want to copy by:

  Using the UP and DOWN arrows to highlight the volume

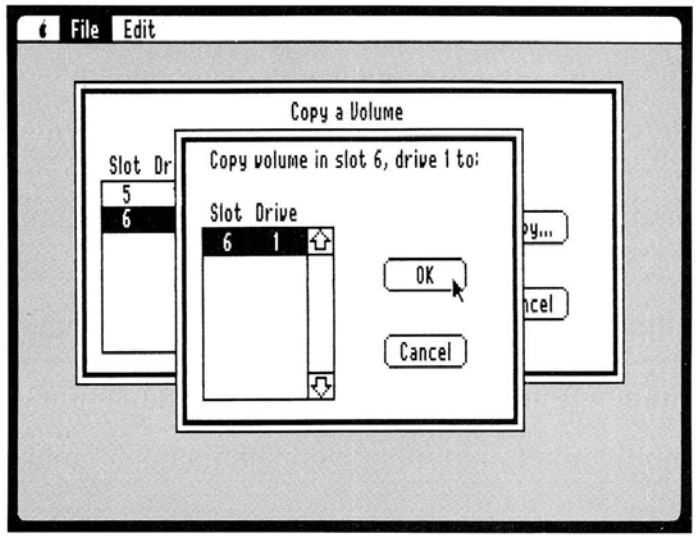
  or

  Clicking on the volume to highlight it.



- Click on the Copy button or press RETURN to choose Copy...
- Select the slot and drive (where your destination disk is) to copy to.

  Use the UP and DOWN arrows or click on the slot and drive number to highlight them.



- Click on OK or press RETURN to copy your disk.
- Choose Quit from the File menu to return to Catalyst when the copy is complete.

Without a mouse:

- Choose Run Program... from the File menu.
- Use the UP and DOWN arrows to select (highlight) Quick Copy.
- Press RETURN to run the program.
- Choose Copy Volume... from the Quick Copy File menu.
- Select the volume you want to copy by using the UP and DOWN arrows to highlight the volume.
- Press RETURN to choose Copy...
- Select the slot and drive to copy to by using the UP and DOWN arrows.
- Press RETURN to copy your disk.
- Choose Quit from the File menu to return to Catalyst when the copy is complete.

Other Program Control

For further information on these commands and working with disks, see Chapter 5, "Disk and Memory Reference."

Getting Information About a Program

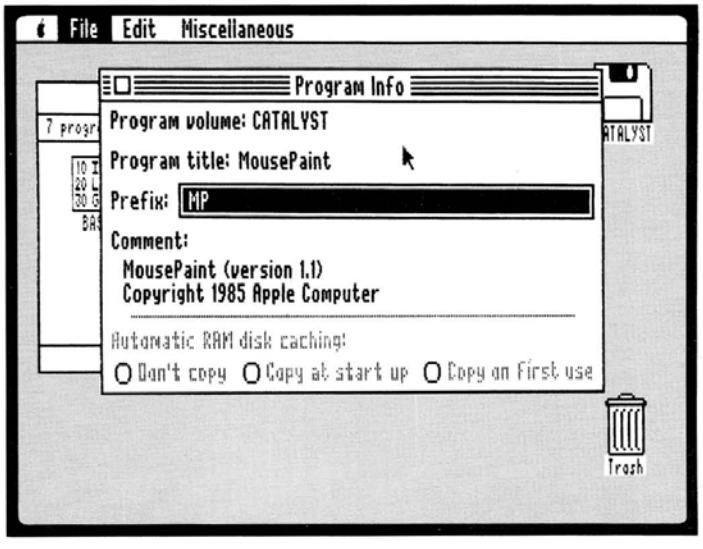
The Program Info window for a program identifies program volume and title, has space for comments, and includes control settings (buttons) for RAM disk use. The Program Info window for custom programs has additional information. See "Using Get Info" in Chapter 5.

With a mouse:

- Select the program icon you want information about.
- Choose Get Info from the File menu.
- Click on the close box to close the Program Info window.

Without a mouse:

- Use the OPEN APPLE, SOLID APPLE, and arrow keys to move the pointer to the program icon you want information on.
- Press SOLID APPLE to select the icon.
- Press OPEN APPLE-I or choose Get Info from the File menu.
- Press CONTROL-C to close the Program Info window.



Removing a Program From a Disk

With a mouse:

- Drag the program into the trash.

  A dialog box requests confirmation.

- Click on OK to verify the program removal.

Without a mouse:

- Choose Delete Program... from the Miscellaneous menu.
- Use the keystroke shortcuts to make a selection:

  Use the UP and DOWN arrows to move through items in a list.

  Press OPEN APPLE-N to view the contents of a different disk.

- Press RETURN to delete the program you have selected.

  A dialog box requests confirmation.

- Press RETURN to verify the program removal.

Rearranging Program Icons

With a mouse:

- Drag the program icon to another place in the disk window.

Without a mouse:

There is generally no reason to rearrange program icons without a mouse, since you can use menu commands to copy and delete and so on. However, here is how to move the icons if you want to play:

- Use the OPEN APPLE, SOLID APPLE, and arrow keys to move the pointer to the program icon you want to move.
- Press and hold SOLID APPLE (selects the icon) while you press arrow keys to move the icon.

  As long as you continue to hold SOLID APPLE you can move the icon.

- Release SOLID APPLE when you have moved the icon to the new location.

Chapter 5:

Disk and Memory Reference

Contents

73 Introduction
74 Managing Disks
74 The Catalyst Desktop File
74 The Catalyst System Program
75 Formatting Disks
75 Copying Programs
75 Creating Startup Programs on Disks
76 Using Get Info
78 Saving Information on Disks
78 Copying Disks
78 Renaming Disks
79 UniDisk 3.5
79 Copying and Backing Up 3.5-Inch Disks
80 Ejecting 3.5-Inch Disks
80 Disk II
80 Using Switch Disks
81 Hard Disks
81 Backing Up
82 RAM Disk
82 Show/Hide RAM Disk
83 RAM Disk Control Settings
84 Starting Up With RAM Disk

Introduction

This chapter discusses the four types of disk, or **volume**, storage that you can use with Catalyst and your Apple II:

- ☐ 3.5 high-capacity storage (UniDisk 3.5)
- ☐ 5-1/4 inch floppy disk storage (Disk II)
- ☐ Hard disk storage (such as Quark QC10, Quark QC20, Apple ProFile)
- ☐ High-speed cache memory on a RAM disk (Apple II Memory Expansion Card and Apple 256K Memory Expansion Kit)

The first part of the chapter summarizes disk management with Catalyst. The remainder of the chapter details reference information about each type of disk storage as it is used with Catalyst.

Managing Disks

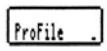
You use the commands on the Miscellaneous and File menus to do your desktop disk management. In addition, the Quick Copy program lets you copy disks, and the System Utilities program gives you the full range of operating system (ProDOS) utilities to use with all the programs you install with Catalyst.

Disks are represented by icons. Catalyst uses six types of disk icons:

- Disk II, Apple's 5-1/4 inch floppy disk storage

- UniDisk 3.5, Apple's high-capacity storage (800K per disk)

- QC, Quark's hard disk series with 10 or 20 megabytes of storage



- ProFile, Apple's hard disk with 5 or 10 megabytes of storage

- RAM disk, a high-speed cache memory "disk" on a plug-in card (the Apple IIe Memory Expansion Card)

- Generic, for all other disks

Catalyst displays the contents of a disk in a window.

The Catalyst Desktop File

Catalyst uses a desktop file on each volume to store information about the programs installed on that volume. Catalyst stores and updates information on windows, programs, the startup program, pathnames, and so on, in the desktop file.

For information about pathnames, see "Techniques for Disk File Management" in Appendix A.

The Catalyst System Program

The Catalyst System program must be on at least one of the disks you have mounted (in a disk drive) at all times for Catalyst to work. Each time you quit a program you have run from Catalyst, the Catalyst System program must be reloaded into your computer's memory. It is best to keep the Catalyst System where it runs fastest (in descending order: RAM disk, hard disk, 3.5-inch disk).

Formatting Disks

All disks must be formatted. Formatting, sometimes called initializing, prepares disks to receive information. Before you use Catalyst to install or copy your programs onto disks or volumes the first time, you must format them. Use the Format a Disk option in the System Utilities program.

Do not format the Catalyst Master or Backup disks, or any other disk that contains information (unless you no longer need the information). Formatting removes anything that's on a disk.

Copying Programs

To copy a program, you drag its icon from one disk window to another if you have a mouse, or select Copy Program... from the Miscellaneous menu if you don't have a mouse.

When you copy a program to a disk (the destination volume) that already contains a version of that program, Catalyst first removes the program from the destination volume, then copies from the source to the destination volume. Catalyst asks you to confirm whether you want to replace an old version of a program with a newer one.

Creating Startup Programs on Disks

When you first start up Catalyst, Clear Startup appears on the Miscellaneous menu. You must select a program icon for the command to change to Set Startup on the menu.

You can create a startup program on any disk. Select (highlight) the program you want to start up automatically. Choose Set Startup from the Miscellaneous menu. You are asked for confirmation.

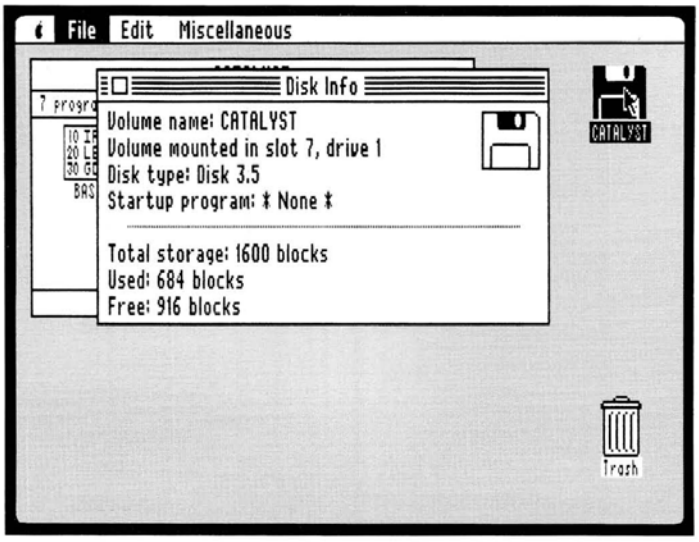
Each time you start up your computer, Catalyst searches for a startup program. Catalyst looks first in the drive you have started up (booted) from; then it searches through the disks connected to your Apple in descending numerical order, beginning with the highest numbered slot (port).

To clear the startup program on a particular disk, make sure its disk icon (rather than a program icon) is selected. When no program icon is selected, the Set Startup command changes to Clear Startup. When you choose the Clear Startup command, a dialog box asks for confirmation.

Using Get Info

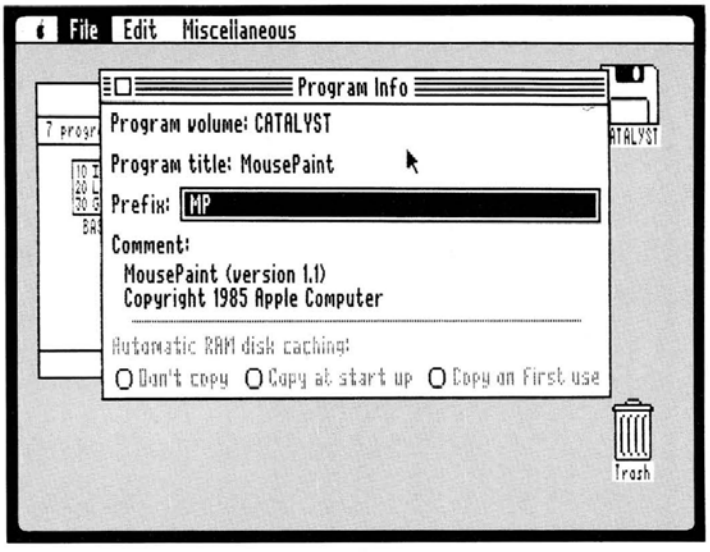
The Get Info command on the File menu provides information about the selected icon. Use either the menu command or OPEN APPLE-I to get information about a selected icon.

Disk Info windows identify a disk's title (`Volume name`), location (`Volume mounted in...`), disk type, the name of the startup program (if any), and the amount of storage on the disk.

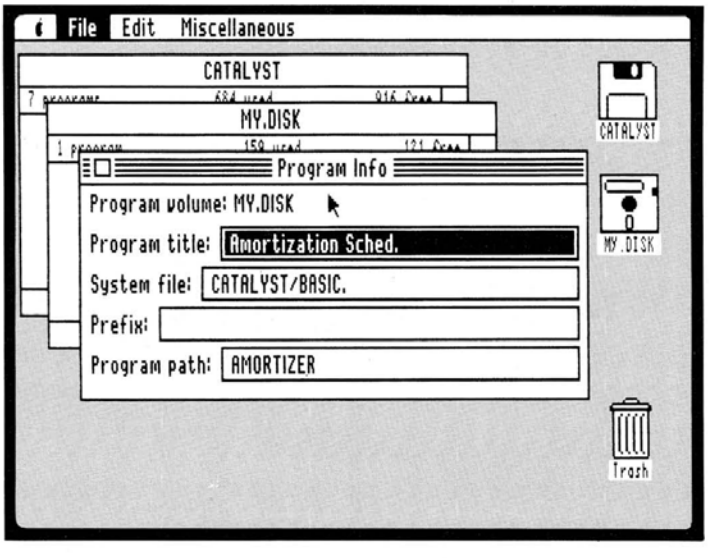


There are two types of Program Info windows: those for commercial programs and those for custom programs.

The Program Info window for commercial programs includes program volume, title, an editable prefix path, and comments written by the developer. (Unless the program's manual discusses how to change the prefix setting, it's not advisable to do so.) The Program Info window also includes three control settings (buttons) for RAM disk use. The Automatic RAM disk caching status buttons let you load a program onto a memory expansion card, either at startup or the first time you use the program. See "RAM Disk Control Settings" later in this chapter for more information.



The Program Info window for custom programs lets you identify program volume, title, system file name, prefix, and program path. When you install a custom BASIC, Logo, or other ProDOS-compatible program, you fill in (and can edit) the information that appears in the program's information window. For more information on Program Info windows for custom programs, see Appendix B, "Adding Custom Programs."



To close a Get Info window, click on the close box or press CONTROL-C.

Saving Information on Disks

Catalyst automatically saves any changes you make on the desktop when you run a program, set startup, quit, add, or delete a program, or select the Eject command.

When you save documents created with a program, you save them using whatever process the program provides. You don't see icons for program-specific documents or data files as you do on the Macintosh desktop.

Copying Disks

You can copy disks using any of four utilities:

- The Catalyst Quick Copy program
- Copy a Volume in the Filer program
- Duplicate a Disk in the System Utilities program
- A copy utility provided by a program

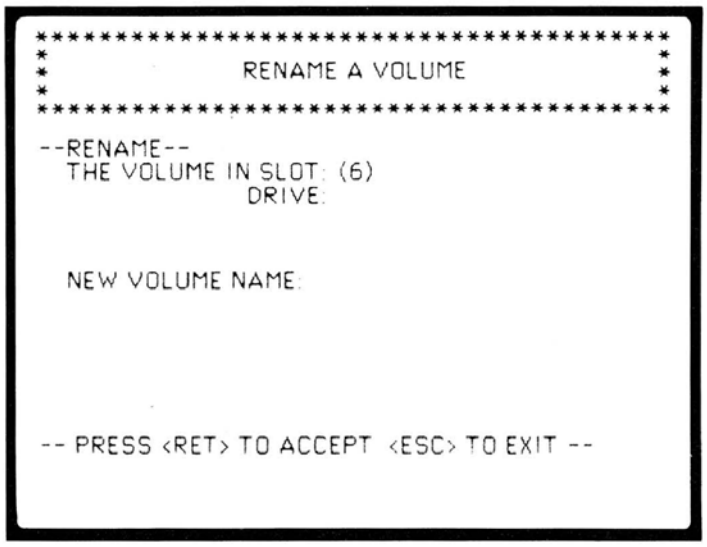
It is fastest to copy 3.5-inch disks with Quick Copy, particularly on a one-drive system.

Renaming Disks

There are three ways you can name a disk:

- When you format a disk, you are prompted for a name.
- When you make a copy of a disk using Quick Copy, Copy a Volume, or Duplicate a Disk, you can give the new copy a new name.
- When you use the Filer program you can rename disks (Rename a Volume) and files (Rename Files) directly.

  To rename a disk with the Filer, choose Volume Commands. Then choose Rename a Volume. Type the slot (port), drive, and new volume (disk) name as you are prompted.



A disk name can be a maximum of 15 characters. The name must start with a letter, and it can contain only letters, numbers, and periods. For information about names in subdirectories, see Appendix A, "Using System Utilities With Your UniDisk 3.5."

UniDisk 3.5

UniDisk 3.5 is a high-capacity storage system that uses 3.5-inch disks. Each double-sided disk provides 800 kilobytes of storage, or the equivalent of what you can store on six floppy disks.

A note on flashing lights: When you use the UniDisk 3.5 with Catalyst, the drive light flashes frequently. Don't worry: the light is flashing because Catalyst is checking to see whether you have swapped 3.5-inch disks recently.

Chapter 4, "Putting Catalyst to Work," explains how to install programs on a 3.5-inch disk.

Copying and Backing Up 3.5-inch Disks

The Catalyst Quick Copy program lets you copy 3.5-inch disks faster than the System Utilities program does if you have a single UniDisk 3.5 drive connected. Quick Copy requires much less disk swapping. If you have more than one UniDisk 3.5 connected, Quick Copy works at about the same speed as Duplicate a Disk in System Utilities.

Use Quick Copy to make backup copies of your 3.5-inch disks.

You cannot make a backup copy of your Catalyst Master or Backup disks with Quick Copy, because Catalyst is copy-protected.

Ejecting 3.5-inch Disks

Catalyst has two methods you can use to eject 3.5-inch disks. The Eject command (or OPEN APPLE-E) ejects the currently selected 3.5-inch disk. OPEN APPLE-SHIFT-1 and OPEN APPLE-SHIFT-2 eject the 3.5-inch disks in drives1 and 2.

If you have more than two UniDisk cards installed (Apple IIe only), the OPEN APPLE-SHIFT commands eject the 3.5-inch disks connected to the highest numbered slots.

Catalyst does not update desktop information (like window size and location, precise icon positions, and scroll control settings) on the disk when you use the OPEN APPLE-SHIFT commands or the eject button on the drive itself. Catalyst does update desktop information when you use the Eject (OPEN APPLE-E) command.

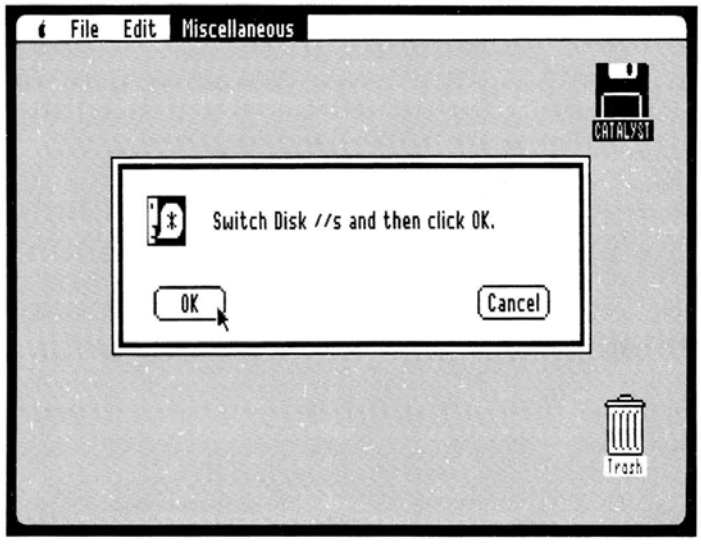
Disk II

Disk II drives use flexible, or floppy, 5-1/4 inch disks as a storage medium. The built-in drive in the Apple IIc uses floppy disks, as do the external Disk II drives you may have attached to your system.

You can copy any commercial ProDOS-based program from a floppy disk to a UniDisk 3.5 or other high-capacity disk using Catalyst. (Custom programs on floppies must be copied using a utilities program. See Appendix B.)

Using Switch Disks

The Switch Disks command on the Miscellaneous menu (or OPEN APPLE-S) produces icons on the desktop for all the floppy disks mounted in your Disk II drives. The command lets you identify a different floppy disk to Catalyst.



Unless you start up Catalyst from a floppy disk, you won't see any Disk II icons at startup. Use Switch Disks after you start up to show the floppy disk icons. Use Switch Disks any other time you want to switch disks and show their icons on the desktop.

When you choose Switch Disks, you are asked to confirm. Remove one floppy disk, insert another, and click OK (or press RETURN). Catalyst displays icons for all the floppy disks you have in your drives.

Hard Disks

Hard disks, like Quark QC10, Quark QC20, and ProFile, provide mass storage on a medium with a single, rigid, high-capacity platter that usually can't be removed. Hard disks have varying storage capabilities, but usually store five to twenty times as much information as a UniDisk 3.5.

Backing Up

The Backup II program on Catalyst lets you back up your hard disk after you have installed all your programs, as well as any other time you wish to make a backup of the hard disk information.

RAM Disk

The Apple II Memory Expansion Card is a 256K high-speed cache memory card for the Apple IIe. With the 256K Memory Expansion kits you can add up to one megabyte of storage to this card. The memory expansion card is generically referred to as a "RAM disk".

Catalyst uses a special icon for the Memory Expansion Card. Using the Show RAM Disk command in the Miscellaneous menu, you can make this icon visible. Catalyst treats non-Apple RAM disks as regular disks, and represents them with the generic disk icon.

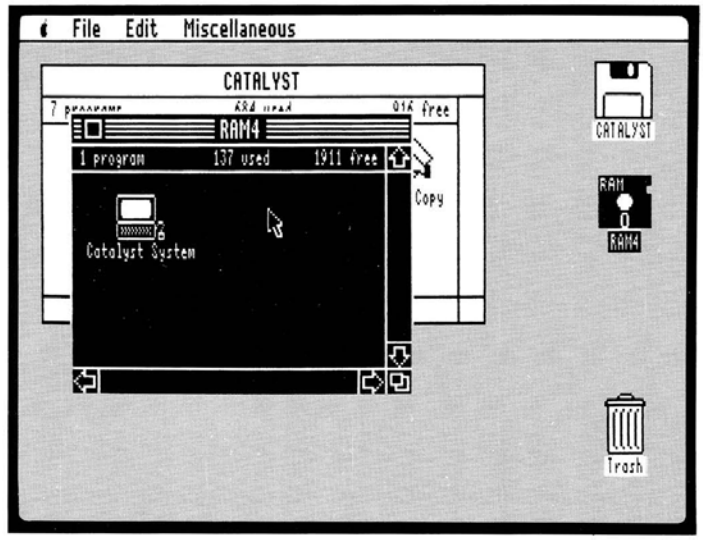
When you have a RAM disk card installed, Catalyst automatically moves its program code to the card at startup. Catalyst may move an installed program's code to RAM disk at startup or the first time the program is run. This depends on how the program is designed (if the program can't be moved to the RAM disk, the RAM disk buttons in the program's Get Info window are dimmed).

When you have more than one RAM disk card installed, the Catalyst commands work on the one in the highest numbered slot. Your other RAM disks appear as normal disks.

Show/Hide RAM Disk

The Show RAM Disk command in the Miscellaneous menu shows the RAM disk icon, and lets you treat the RAM disk like any other disk. You can copy programs onto RAM disk, get information about the disk with Get Info, and so on.

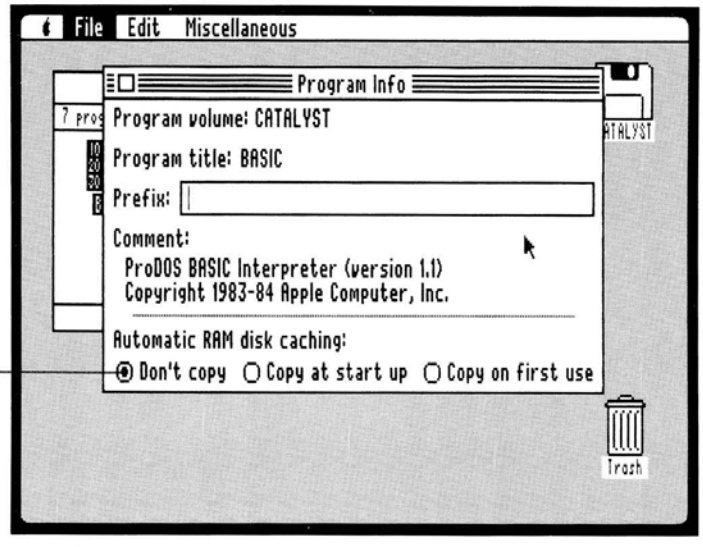
When you open the RAM disk icon, its window is dark. This indicates that the contents of the window are special. When you select an icon in the RAM disk window, the icon becomes white. A program that is designed to work with the RAM disk may move only a subset of its programs and files in order to maximize space use on the RAM disk. As a result, programs represented by icons in the RAM disk window may not be complete.



Once you have chosen Show RAM Disk, the menu item changes to Hide RAM Disk. Choosing Hide RAM Disk hides the RAM disk icon and its window.

RAM Disk Control Settings

Program Info windows for commercial (non-custom) programs contain control settings for RAM disks. The controls (buttons) are dimmed (gray) if the program isn't designed to use the RAM disk. A selected button, like the Copy at startup button for Catalyst System, looks like a bull's eye.



Selected Button

If the buttons appear as normal rather than dimmed text, you can select them. Click on the button if you have a mouse. If you don't have a mouse, press the TAB key to select a different button.

When the Don't Copy button is selected, the program is not copied to RAM disk.

When the Copy at start up button is selected, the program is copied to RAM disk when Catalyst is started up.

When the Copy on first use button is selected, the program is copied to RAM disk when the program is executed.

Starting Up With RAM Disk

If you are using Catalyst with a Disk II drive and RAM disk, but with neither a UniDisk 3.5 nor other high-capacity disk attached, you can install your programs on RAM disk each time you use your computer. Doing this lets your programs start much faster, and may let your programs run faster. You have to re-install the program each time you start up, however.

Chapter 6:

Catalyst Reference

Contents

87 Introduction
88 The Desktop
88 Icons
88 Trash
89 Windows
90 Dialog Boxes
90 Editing Text
91 Printing the Screen
92 Apple Menu: Desktop Accessories
92 About Catalyst...
92 Calculator
93 Change Desktop
93 Clock
94 Puzzle
94 File Menu
94 Open
95 Get Info
96 Run Program...
96 Close
97 Eject
97 Quit
97 Edit Menu
98 Undo
98 Cut
98 Copy
98 Paste
98 Clear
98 Show Clipboard
99 Miscellaneous Menu
99 Set/Clear Startup
99 Switch Disks
100 Show/Hide RAM Disk
100 Add Program...
101 Copy Program...
101 Delete Program...
101 Discard Disk...
102 Programs on the Catalyst Disk

Introduction

The first part of this chapter describes the Catalyst desktop. It summarizes icons, the trash, windows, and printing screens.

The second portion of the chapter provides reference material on each of the Menu commands.

There is a brief summary of each of the programs on the Catalyst disk at the end of the chapter.

For reference information on disks, see Chapter 5.

The Desktop

The Catalyst desktop is the central organizing area you use to move, copy, install, remove, and edit information about your disks and programs.

Catalyst keeps desktop information on each volume (disk). Catalyst stores and updates information on windows, the startup program, pathnames, and programs on the volume.

You work on the desktop by selecting and dragging icons, windows, and buttons, and by choosing commands from the menus. The procedures are different but all the desktop options are available for mouse and non-mouse users.

A note on data files: The work you do with data files is handled within your programs. (You can't work directly with data files on the Catalyst desktop as you can on the Macintosh desktop.) When you save documents created with a program, you save them using whatever process the program provides.

To see a directory (list) of data files on a disk, use the Filer command List ProDOS Directory.

Icons

Catalyst icons represent volumes (disks), programs, and the trash. You can move (drag) icons around the screen, and copy programs by dragging their icons into other disk icon windows. You use the icons to open disks and programs with Catalyst.

Trash

The trash icon represents a desktop wastebasket. You can remove programs and disks from the desktop by dragging their icons into the trash. Catalyst automatically updates a volume's desktop file when you use the trash.

Putting a disk icon in the trash removes the disk contents from the computer's memory (it doesn't erase the disk). When you drag a UniDisk 3.5 icon onto the trash, it's contents are removed from memory and the disk is ejected.

Once you have installed a program, putting a program icon in the trash removes (deletes) the program from the disk. Catalyst alerts you, and asks if it's OK to throw away. (However, Catalyst won't let you throw away a program that is on the original disk you bought, or a volume copy of it.)

When you drag a custom program into the trash, Catalyst alerts you that the files associated with the program won't be deleted. Only the program icon is deleted. You have to use a utilities program to throw away the files.

You cannot open the trash icon. It is there for you to discard things when you are running out of space on a particular disk, when you no longer use a program, or when you are finished using a disk.

If you don't have a mouse, use Discard Disk... and Delete Program... instead of the trash.

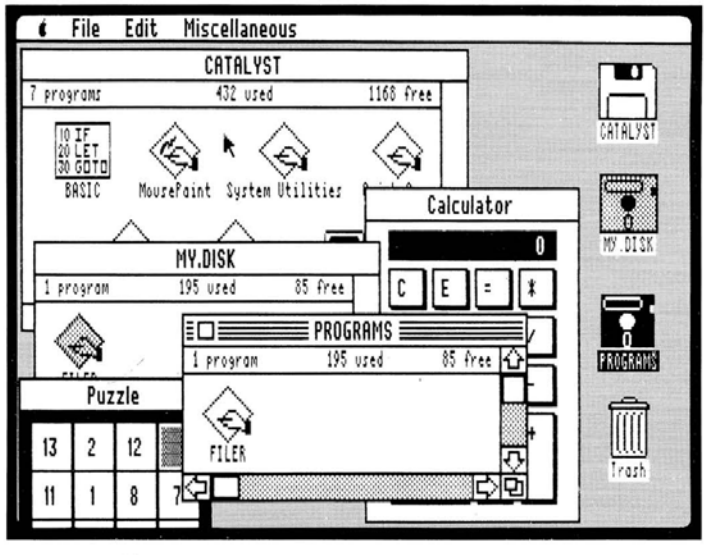
Windows

Catalyst windows present information. You can have multiple windows on your desktop at once. Disk windows can be moved, changed in size, scrolled though, and closed.

Windows can overlap each other. When you want to work in a window, you move it to the front--that's where the action takes place. The active (front) window is indicated by the close box and stripes (horizontal lines) in the title bar. Windows that aren't active contain only a title in the title bar.

You can't drag a window completely off the screen or shrink it beyond a certain size.

To select a control button for RAM disk settings in a Program Info window, click on the button. If you don't have a mouse, press the TAB key to select a different button.

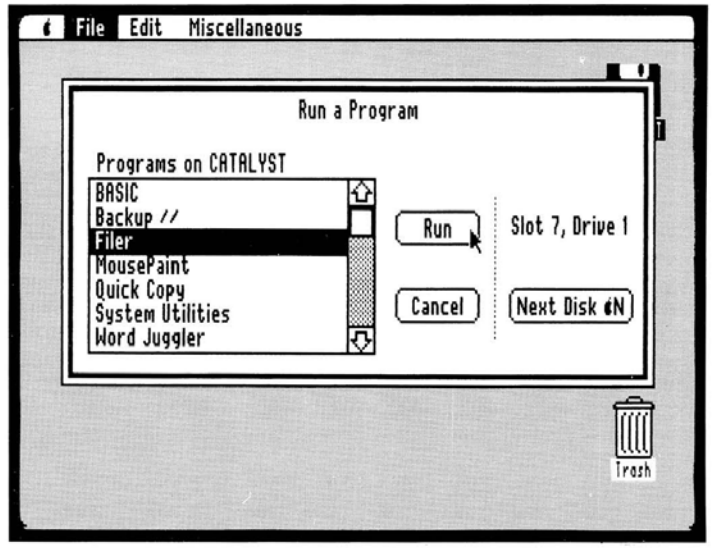


Dialog Boxes

Catalyst dialog boxes request information. When a dialog box is open you must respond to the information request or cancel before you can do anything else on the desktop. Dialog boxes can't be moved, and they generally have buttons that give you choices–to OK or cancel, for example.

To accept the selection in a dialog box, press the RETURN key or click on the `OK`, `Run`, `Copy`, `Delete`, or `Discard` button. To select `Cancel`, press the ESC key or click on Cancel.

To make a selection in a dialog box list (either a list of programs or a list of volumes), click on the item or use the arrow keys to highlight it. Click on the appropriate button or press RETURN to proceed.



Editing Text

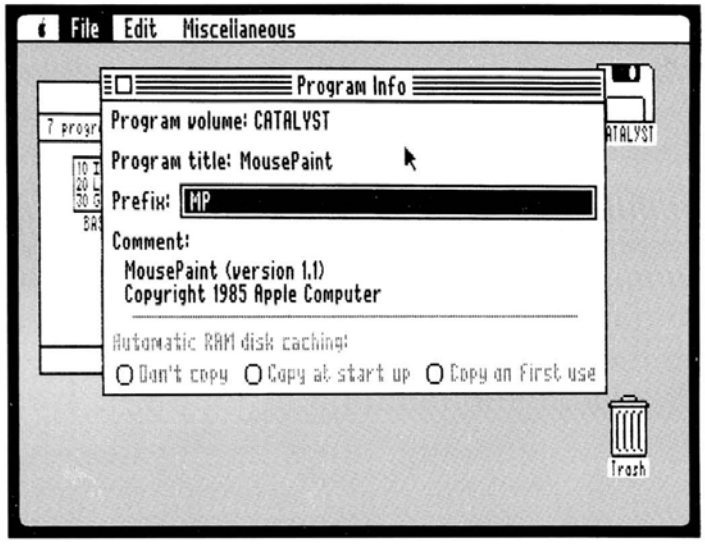
You can edit text in dialog boxes whenever you see rectangular text boxes. The Program Info and Add Program dialog boxes contain such text boxes.

- If a text box is highlighted, what you type replaces its contents.
- If a text box isn't highlighted, press TAB or click with the mouse to move the blinking bar insertion point to the box. Then type to insert text.
- Use TAB or click with the mouse to move through the text boxes.

- Click with the mouse or use the RIGHT and LEFT arrow keys to move the blinking bar insertion point within a text box.

- Use the DELETE key to delete a character to the left, CONTROL-F to delete a character to the right, CONTROL-X to delete all characters on the line, and CONTROL-Y to delete from the cursor to the end of the line.

- To select (highlight) a range of text with a mouse, drag on it. (You can't select a range of text without a mouse.) Then use the keyboard equivalents (OPEN APPLE-X to cut, OPEN APPLE-C to copy, OPEN APPLE-V to paste, OPEN APPLE-Z to undo) to work with the selected text.



Printing the Screen

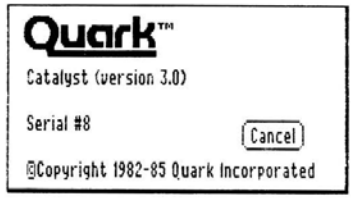
Catalyst has a built-in screen-printing capability. Press OPEN APPLE-SHIFT-4 to print the Catalyst screen to an Imagewriter or Scribe printer connected to the printer port (IIc) or Super Serial Card in slot 1 (Apple IIe).

You cannot print a Catalyst screen if you have clicked in a control button or scroll control and are still holding down the mouse button. You may be able to print the screens of other programs with OPEN APPLE-SHIFT-4, but it depends on the program.

Apple Menu: Desktop Accessories

The commands on the Apple menu give you access to desktop accessories like a calculator and clock. Once you have opened a desktop accessory, its window stays open until you close it.

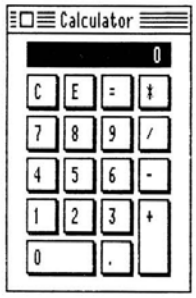
About Catalyst...



About Catalyst... gives you version, serial number, and copyright information about the Catalyst program.

Click on the Cancel button to close the window, or press ESC.

Calculator



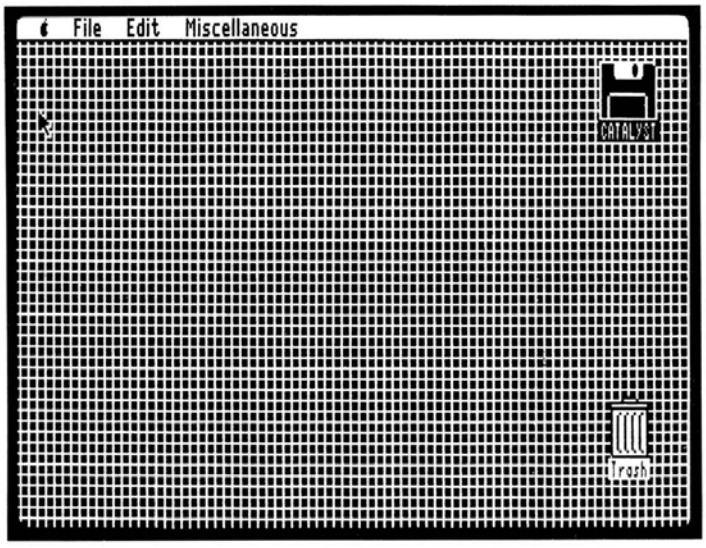
The Calculator works like a four-function pocket calculator.

Click the buttons with the mouse or type on the keyboard.

The + key is addition; the - key is subtraction; the * key is multiplication; the / key is division. C is clear; E is for scientific notation.

Click on the close box or press CONTROL-C to close the calculator if it is the active window.

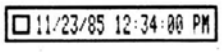
Change Desktop



Change Desktop lets you switch from one of the 10 different desktop background patterns to another.

When you start up Catalyst, the desktop always comes up with the gray pattern. Each time you choose Change Desktop, you see a new pattern. Continue to choose Change Desktop until you find the pattern you like best.

Clock

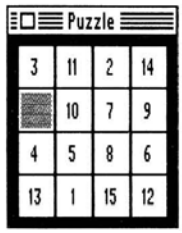


The clock lets you see the date and time if you have a ProDOS compatible clock installed in your Apple. If you don't have a clock, the Catalyst clock image can't show the date and time.

The Thunderclock™ displays date, hour, minutes, and seconds. Other clocks may show only date, hour, and minutes.

The clock remains on the desktop until you close it. Click on the close box or press CONTROL-C to close the clock if it is the active window.

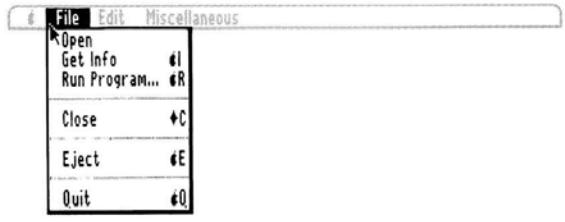
Puzzle



The puzzle gives you a little entertainment when you need a short break. The object is to rearrange the numbers in order as quickly as possible. Click a tile to slide it into the empty space.

The puzzle rescrambles whenever you open it. Click on the close box or press CONTROL-C to close the puzzle if it is the active window.

File Menu

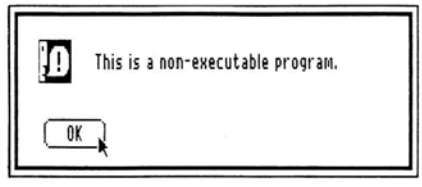


The commands on the File menu let you manage the disks and programs you use with Catalyst by opening, running, closing, and getting information about them. You also can choose to eject a disk with this menu.

Open

Opens the window of a selected disk icon and displays the contents of the disk in the window. If a disk window is already open when you select the Open command, the window is activated.

The Open command starts up a program when you have selected a program icon. Catalyst alerts you when a program (like Catalyst System) can't be opened or run.



Get Info

Opens a window that displays information about the selected icon.

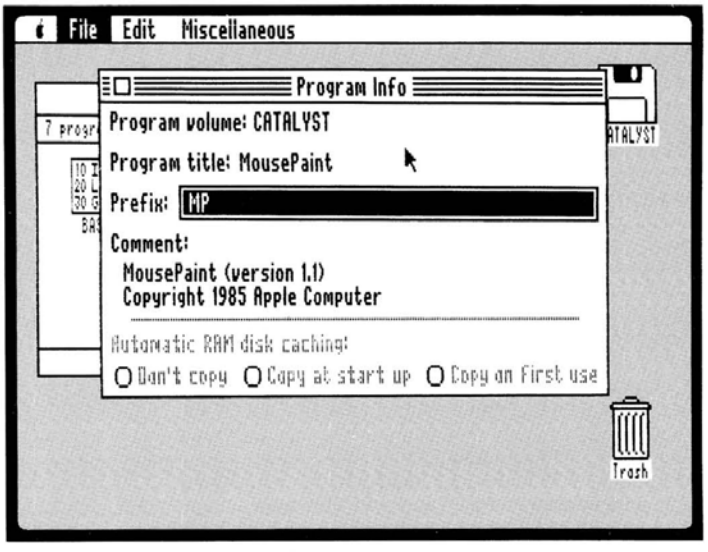
Disk Info windows identify a disk's title (`Volume name`), location (`Volume mounted in...`), disk type, the name of the startup program (if any), and the amount of storage on the disk.

There are two types of Program Info windows: those for commercial programs and those for custom programs.

The Program Info window for commercial programs includes program volume, title, prefix, and comments written by the developer. You may be able to edit the prefix; unless the program's manual discusses how to change the prefix setting, it's not advisable to do so. The Program Info window also includes three control settings (buttons) for RAM disk use. The Automatic RAM disk caching status buttons let you load a program into RAM on a memory expansion card, either at startup or the first time you use the program. See "RAM Disk Control Settings" in Chapter 5 for more information.

The Program Info window for custom programs lets you identify program volume, title, system file name, prefix, and program path. When you install a custom BASIC, Logo, or other ProDOS-compatible program, you fill in (and can edit) the information that appears in the program's information window. See Appendix B, "Adding Custom Programs," for more information.

You can use OPEN APPLE-I from the keyboard as a shortcut to Get Info on any selected icon.



Close a Get Info window by clicking on the close box or pressing CONTROL-C (you can't choose Close from the File menu when a Get Info window is open).

Run Program...

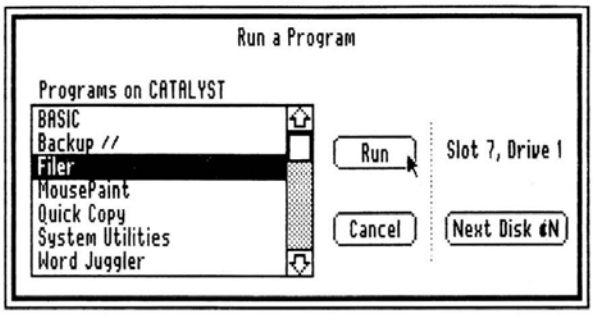
Lets you run programs easily when you don't have a mouse. When you choose Run Program..., you see a list of programs on the selected disk. By pressing OPEN APPLE-N, you can see a list of programs on each of the other disks you have in your disk drives.

If you don't have a mouse, use the arrow keys to highlight the program you want to run. Press RETURN to run the program.

If you do have a mouse, scroll through the programs with the scroll bar. Double-click on a program to run it; or select the program and click on the Run button to run it.

Run Program... does not show "non-executable" programs. If there are no programs on a disk that can be executed, it skips the disk. If no disks in your drives have programs that can be executed, the command is dimmed.

You can use OPEN APPLE-R from the keyboard rather than choosing the command from the menu.



Close

Closes the active (front) window, zooming it back into its icon. The icon remains selected. When you close desktop accessories, they simply disappear.

CONTROL-C also closes any active window.

Eject

Ejects the currently selected 3.5-inch disk. When you eject a disk, Catalyst dims the disk icon and the program icons within it to show that the disk is no longer available.

If you try to eject a hard or floppy disk, Catalyst updates its desktop file but otherwise ignores the command.

OPEN APPLE-E also ejects the current disk.

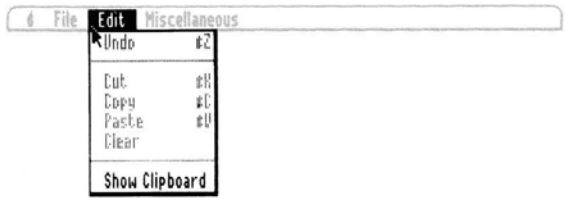
Quit

Updates all the desktop files and quits Catalyst. You see the message

```
Press OPEN APPLE CONTROL RESET to reboot.
```

OPEN APPLE-Q also quits Catalyst.

Edit Menu



The commands on the Edit menu let you edit text in separate desk accessory products. The manuals for these accessories explain edit commands in more detail.

You can also edit some fields in the Program Info windows. Use the keyboard equivalents for Edit commands to edit fields in these windows (you can't pull down the Edit menu while the Program Info window is visible).

Because you cannot select a range of text without a mouse, you cannot use Cut, Copy, Paste or Clear. The Clipboard remains empty because you can't cut or copy without a mouse.

When the edit commands are not available they are dimmed.

To edit text within a program, you must use the editing facilities in the program.

Undo

Undoes your last text-editing action. If you decide you don't want to undo, choosing Undo again restores your original text.

OPEN APPLE-Z performs the Undo command from the keyboard.

Cut

Removes the selected text and places it on the Clipboard (see Show Clipboard), replacing any previous Clipboard contents.

You can undo or paste cut text, providing you choose one of these commands directly after the cut.

OPEN APPLE-X performs the Cut command from the keyboard.

Copy

Places a copy of the selected text on the Clipboard, replacing any previous Clipboard contents.

You can undo or paste copied text, providing you choose one of these commands directly after the copy.

OPEN APPLE-C performs the Copy command from the keyboard.

Paste

Puts a copy of the Clipboard contents at the insertion point.

OPEN APPLE-V performs the Paste command from the keyboard.

Clear

Clears, or deletes, a range of selected text.

Show Clipboard

The Clipboard is a holding place for whatever you most recently cut or copied in a text editing operation. Show Clipboard displays a window with the current Clipboard contents.

Miscellaneous Menu

The commands on the Miscellaneous menu let you set an automatic startup program, switch disks, and show or hide the RAM disk icon. This menu also lets you easily add, copy, and delete programs, and discard disks, when you don't have a mouse.

Set/Clear Startup

Set Startup sets the selected program as that disk's automatic startup program. Once you have set a startup program on a particular disk, Catalyst runs the program automatically each time you start up with that disk in one of the drives.

Catalyst searches for a startup program each time you start up your computer. Catalyst looks first in the startup drive; then it searches through the disks connected to your Apple in descending numerical order, beginning with the highest numbered slot (port).

Clear Startup deselects the startup program on a selected disk.

If you need to bypass a startup program—if, for example, you don't want to use your usual startup on a particular day—press and hold both the OPEN APPLE and SOLID APPLE keys as soon as the gray Catalyst desktop appears. Eventually Catalyst displays a note box saying that the startup program is aborted.

Switch Disks

Shows icons for all the floppy disks mounted in the built-in or other Disk II drives, and lets you identify a change of floppy disks.

To use the command, choose Switch Disks (OPEN APPLE-S). Change disks. Click on OK or press RETURN. Catalyst displays the icons of all floppy disks in your drives.

If you start up Catalyst from a floppy disk, its icon is displayed. You must use Switch Disks to show icons for any other floppy disks you have in drives at startup. Use Switch Disks any other time you want to use a different floppy disk and show its icon on the desktop.

You do not need to use Switch Disks when you change 3.5-inch disks; you'll see the icon appear automatically.

Show/Hide RAM Disk

Displays the RAM disk icon and opens its window. The RAM disk window is black, to distinguish it from other windows.

The menu changes to Hide RAM Disk once you have shown it. Selecting Hide RAM Disk hides the disk icon and its window again.

Whether or not you choose Show RAM Disk, Catalyst always moves its program code to the RAM on the memory expansion card (if you have one) at startup, and may move other programs to the RAM as well. You can use the Get Info command on a program to control whether the program code is moved to RAM.

If you have more than one RAM disk installed, Show RAM Disk refers to the one in the highest numbered slot; the other RAM disks appear as normal disk icons.

If you have a RAM disk that is not Apple's Memory Expansion Card, it appears as a normal disk icon, and does not take advantage of the special caching available with the Apple II Memory Expansion Card.

Add Program...

Displays a series of dialog boxes for adding information about custom programs you are installing with Catalyst. Add Program... lets you choose the volume you want to add the program to, and then name the program title, system file path, prefix path, and program path.

If you don't have a mouse, use the arrow keys to highlight the volume you want to add to, and press RETURN. If you have a mouse, double-click on the volume you want to add to. Fill in the program information fields, pressing TAB to move to the next field. Click on the OK button or press RETURN when you have finished filling in the text fields.

See Appendix B for more information about adding custom programs.

Copy Program...

Lets you easily copy a program from one disk to another without a mouse.

Copy Program... displays a series of dialog boxes that let you choose from a list of programs on a disk, view a list of programs on a different disk (OPEN APPLE-N), choose the volume you want to copy to, and complete the copy or cancel it.

You can copy a custom program icon, but not its files, with this command. Catalyst notifies you if a program's files can't be copied.

Delete Program...

Lets you easily delete a program from a disk without a mouse. Delete Program... is useful when you are running out of space on a particular disk or no longer use the program.

Delete Program... displays a series of dialog boxes that let you choose from a list of programs on a disk, view a list of programs on a different disk, and complete the deletion or cancel it.

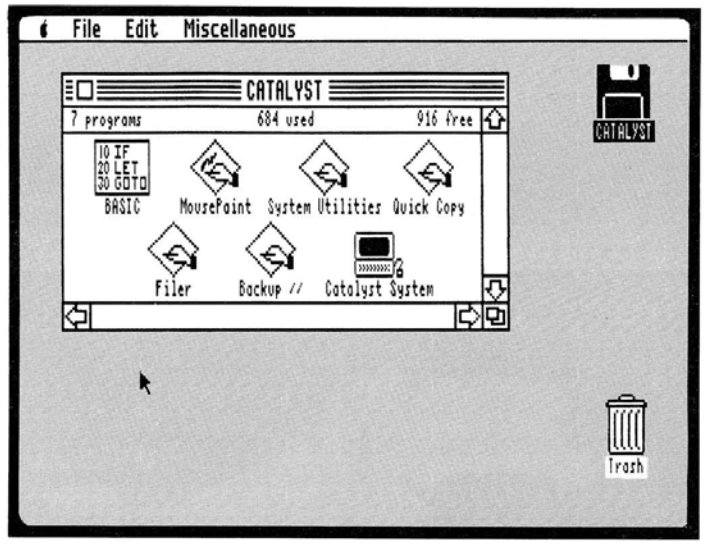
You can delete a custom program icon, but not its files, with this command. Catalyst notifies you if a program's files can't be deleted.

Discard Disk...

Lets you remove a disk from the desktop without a mouse.

A dialog box displays a list of the volume names to select from. When a disk (volume) is selected, you can discard the disk or cancel.

Programs on the Catalyst Disk



System Utilities is a ProDOS-based program that gives you control over the information you keep on your disks. You can initialize, copy, delete, and organize your disk files with System Utilities. The System Utilities program on the Catalyst disk is the most recent version of the program; use it rather than any other versions you may have. Appendix A, "Using System Utilities With Your UniDisk 3.5," has more information.

The **Filer** is another version of Apple's ProDOS utilities. The Filer lets you initialize, copy, delete, and organize your disk files. It also lets you easily rename individual files and whole disks. The Filer program on the Catalyst disk is the most recent version of the program; use it rather than any other versions you may have.

A Note for UniDisk 3.5 users: You should use the Filer program only for renaming volumes. Use the System Utilities program for other utilities functions.

Quick Copy lets you make copies of ProDOS disks faster than the Filer or System Utilities. It is especially useful for copying 3.5-inch disks or floppy disks with a single drive connected, since fewer swaps are required. Follow the instructions on the screen to use Quick Copy.

MousePaint is an Apple program that lets you draw pictures and designs with the mouse and print them. The AppleMouse II User's Manual that came with your mouse explains how to use MousePaint.

BASIC is Apple's ProDOS-based programming language. The Applesoft Tutorial and Applesoft BASIC Programmer's Reference Manual (2 volumes) explain programming with BASIC.

Backup II is an Apple program that lets you back up your hard disk files. The Backup II manual that comes with Apple's ProFile explains how to use the program.

Appendixes

Contents

107 Appendix A: Using System Utilities With Your UniDisk 3.5
108 Techniques for Disk File Management
109 Structuring Your Data Files
110 Subdirectories, Pathnames, and Prefixes
112 Operating System Utilities
112 Selecting From Menus
113 Changing Default Names
113 Indicating the Disk Location
114 Escaping and Quitting
115 System Utilities Functions
115 Copy Files
115 Delete Files
115 Rename Files
116 Lock/Unlock Files
116 Duplicate a Disk
116 Format a Disk
117 Identify and Catalog a Disk
117 Advanced Operations
117 Create a Subdirectory (ProDOS Only)
118 Set the Prefix (ProDOS Only)
118 Verify That a Disk Is Readable
118 Change a Disk's Format (DOS Users Only)
118 Configure the Serial Ports (Apple IIc Only)
119 Finishing Up

121 Appendix B: Adding Custom Programs
121 Manual Installation of Your Own BASIC Programs

124 Appendix C: Catalyst Service and Revised Product Versions
124 Warranty Registration Card
124 Service

126 Glossary

Appendix A:

Using System Utilities With Your UniDisk 3.5

This appendix describes how to use the Apple II *System Utilities* program with a 128K Apple IIe or IIc and your UniDisk 3.5 disk drive. Before you use this appendix, you should have read your *Apple UniDisk 3.5 Owner's Manual* and installed your UniDisk 3.5.

Note: System Utilities is an Apple product. If you need technical support, contact your Apple Dealer. Quark cannot provide technical support for System Utilities.

The UniDisk 3.5 enables you to store your programs and data onto 3.5-inch , double-sided disks with 800 kilobytes (K) of storage capacity. Detailed instructions for copying Apple programs, including AppleWorks, Apple Writer II, and Apple Access II, are available from your authorized Apple dealer.

The UniDisk 3.5 will enable you to store almost six times as much data on a single 3.5-inch disk as you can store on a 5 1/4-inch disk. Because you can store so many more files, keeping track of what file is on which disk can become a challenge that the *System Utilities* can help you meet. The *System Utilities* can also help you keep your disk files easily accessible, better organized, and protected. This appendix explains some important techniques for naming files on large-capacity disks such as the UniDisk 3.5 or hard disks such as the Quark QC10, Quark QC20, and ProFile.

You can use the *System Utilities* along with your programs to do such things as

- format disks
- organize related files through the use of subdirectories
- copy data files from one disk to another
- rename files
- delete files
- copy files or entire disks for backup
- list the names and characteristics of files on the disk
- check disks to verify that they are usable

In this appendix, you will learn more about these functions and how they can be used to help manage your disk files.

One of the most important functions of the *System Utilities* is the preparation, or formatting, of your UniDisk 3.5 disks. Many current programs have built-in utilities that cannot format 3.5-inch disks. You can use the *System Utilities* to format several 3.5-inch disks so that you will have a supply of formatted disks ready when you need them.

Techniques for Disk File Management

Managing your disk files depends upon your taking the time to follow certain procedures, many of which make use of the *System Utilities*. Some suggestions for disk file management include:

- *Take time to organize your data files.* You are often hurrying to finish a task or to try just one more operation on the computer. Realize the importance of managing the information on your disks, and take the time to do it.

- *Save your work frequently.* Power failures, for example, can cause you to lose hours of effort. Your application program will tell you how to save data files.

- *Make backup copies of your programs.* The *System Utilities* can make copies of entire disks or specific files.

- *Make backup copies of your data files at regular intervals.* It's important to make backup copies whenever you make significant changes to data files. Make backing up your data files a part of your regular routine.

- *Alternate between two disks when you make a backup copy.* If, for example, you use two disks for backup, you can use the first disk the first time you make a backup copy. The next time you back up, use the second disk; then use the first disk again, and so forth. If something goes wrong in the backup process, you still have the alternate backup copy.

- *Lock important files.* The *System Utilities* allows you to lock files so they can't be deleted or changed accidentally. File locking is especially important if other people use your files.

- *Write protect your important disks.* For a 3.5-inch disk, write-protection (physically preventing the disk from being written on accidently) is very simple. Turn the disk over, locate the small plastic tab in the upper left corner, and slide the tab up so that the small hole in the disk is uncovered. To write on the disk, slide the plastic tab down to cover the hole.

- *Label disks clearly.* Use colored labels or colored felt-tip pens to code related disks or backup disks.

Your information is valuable and you must take precautions to protect it. It may take you longer to recreate the information than it took to create it, since you may not have easy access to the original source. If you lose information, you lose time and effort.

If you use your computer in a business enterprise, protecting your data becomes even more important. The information becomes an asset to the business and part of its efficient operation.

Structuring Your Data Files

If you are accustomed to using 5 1/4-inch flexible disks, you probably organize related data files by keeping them on one disk. Using the UniDisk 3.5, a single 3.5-inch disk can hold the equivalent of about six 5 1/4-inch disks. With this large capacity, you need another approach to organizing your files. This method of file organization relies on the use of names and special files, called *subdirectories*, that allow you to group related files.

Subdirectories, *volumes* (disks), and files all follow the same rules for naming. You can make up any name you like, within the guidelines listed below.

- Names must begin with a letter.
- Names must be made up of only letters, numbers, and periods.
- Names can have no spaces or punctuation other than periods.
- Names cannot have more than 15 characters.

You may find these tips useful in making up names.

- Keep the name as short as possible to reduce typing.
- Choose a short name that suggests the contents of the file.
- Start the names of related files with the same few letters (many utilities and programs display lists of file names alphabetically, so the names of related files will be shown together).

- Include the date or time as part of the filename if you need to indicate varying versions of the same information.
- If several people use the same disk, create a separate subdirectory file for each person, perhaps using the person's name as the name of the subdirectory. These subdirectories will keep everyone's files separate and lessen the likelihood of two people using the same filename.

Subdirectories, Pathnames, and Prefixes

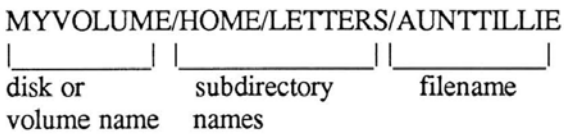
The key to this method of organizing files on large-capacity disks is the *subdirectory*. A subdirectory is a special file containing the names of other files, usually files that are related in some way to each other.

For example, if you keep some data files for your business records and others for your home records, you can create one subdirectory for the names of your business data files and another for the names of your home data files. Using subdirectories, you can work with just those data files you want—those for either business or home—rather than with every file stored on the disk. Subdirectories, then, are a way to group related files. The *System Utilities* will help you create subdirectory files and copy related files into particular subdirectories.

To refer to a particular group of files, you must tell the computer the name of the disk (or volume) where the files are stored and the name of the subdirectory where the computer can find the names of the files in which you're interested. To use a particular file, you simply add the file's name to the volume and subdirectory names. This sequence of names is called a *pathname*. A pathname is made up of the volume (or disk) name, one or more subdirectory names, and the file name, with each name separated by slashes.

On a particular disk (volume), for example, you may have two subdirectories—one for business and the other for home. Each of the two subdirectories can contain the names of other subdirectories—one for word processing files, another for spreadsheet files, and another for database files. The names of the actual files containing the information can be saved in these six subdirectories.

You might want to work with a letter that you wrote to your Aunt Tillie. To get to the file that contains the letter, you must indicate the path through the subdirectories:



Each name is separated by a slash and indicates the path to the particular file.

Subdirectories help you keep track of your disk files, making it easier and faster to gain access to them in programs. When you want to use a file in a program, such as AppleWorks, you must choose the file from a list of AppleWorks files on the disk. By grouping related files, subdirectories focus your view of the files on the disk. Instead of having to select from a list of every file stored on the disk (when you're using the program), you see only the names of those files in which you are interested.

When programs ask you to type the name of a file with which you want to work, you can type the entire pathname. But the pathname is often long, which makes typing difficult. Programs allow you to save part of the pathname as a *prefix*. The part of the pathname that you set as a prefix will be attached automatically to the left of any name you type. Whenever you're using a particular group of related files pointed to by a subdirectory, it's helpful to set the prefix to include the subdirectory name to point to just that group.

Using the example above, if you set the prefix to

/MYVOLUME/HOME/LETTERS/

you would then just type the name of the file—AUNTTILLIE—to load the file containing the letter to Aunt Tillie. The prefix would be attached to the left to form the entire pathname.

Setting the prefix lets you look at just the group of files with which you want to work. If you set the prefix as above and then get a listing of files, the list would contain only those files within the pathname /MYVOLUME/HOME/LETTERS/, not every file on the disk. Later you can change the prefix so that you can look at another group of files. The prefix makes working with large-capacity disks much easier.

Operating System Utilities

The easiest way to learn how to use the *System Utilities* is actually to use them. You will see most of the necessary instructions right on the screen. You start up *System Utilities* by opening the program from Catalyst. The sections below give general information about using the *System Utilities.*

If you need instructions for using any menu, you can press OPEN APPLE - ? to get some additional help.

Note: If you are using a non-Apple hard disk, some help messages may not be available to you.

Selecting From Menus

The *System Utilities* functions are easy to use. Menus (lists of options from which you may choose) present the utility commands. You simply select what you want to do from the menu by using the UP ARROW or DOWN ARROW to point to the function you want, and then you press RETURN.

The *System Utilities* asks you for any additional information through other menus and *prompts* (reminders to the user that some information or action is expected). You will also see instructions displayed on the screen for you about how to use each menu.

To select options presented on a menu, use the UP ARROW and DOWN ARROW keys until you point to the option you want. The option changes to uppercase letters and is enclosed in angled brackets: <>. Then press RETURN to select that option.

The *System Utilities* also asks you if you want to work with some or all of the files (files you want to copy, list, or delete, for example). If you choose SOME files, the *System Utilities* displays a list of file names from which you may choose. Again, you use UP ARROW and DOWN ARROW to locate your choices. When selecting from a list of files, use the RIGHT ARROW key to select a file (shown on the screen as a √ when you press the RIGHT ARROW key) or the LEFT ARROW key to remove the √ if you change your mind.

If you have a large number of files listed, they will be displayed in two or more columns. You can use the TAB key to move from column to column as you make your filename selections.

When you have selected and marked all the files with which you want to work, press RETURN, and watch the screen as messages are displayed telling you what is happening.

Changing Default Names

If a utility asks you for a name, it will usually provide a *default* (suggested response) for you. You can use the default name by pressing RETURN.

If the name is a volume name, you can change it simply by typing a new name. If the name is a pathname, and you have previously set a prefix, you can add to the prefix by typing a name, or you can change the prefix by beginning the name with a slash.

You can edit any default name by using the LEFT ARROW and RIGHT ARROW keys to position the cursor and insert new characters. You can use the DELETE key to delete characters to the left of the cursor. Pressing CONTROL-Y deletes all the characters to the right of the cursor. Pressing CONTROL-X deletes all characters (so you can start typing a new name).

Press RETURN when you have finished entering or editing the name.

Indicating the Disk Location

Some utility options ask you to indicate the physical location of the disk containing the files with which you want to work. How you indicate the location depends on whether you are working on an Apple IIc or an Apple IIe. The *System Utilities* determines which computer you are working with and displays menus appropriate to that computer.

On the Apple IIc, when you are asked to identify the location of a disk, you see a menu such as the one below. (The menu options vary depending on the disk drives you have attached to the computer.)

```
Where is your source disk?

1. Built-in Drive

2. External DISK 3.5 #1

3. External Disk //c

4. ProDOS Pathname
```

On the Apple IIc, you can identify the location of a disk by selecting one of the first three options listed in the example above to show the actual disk drive where the disk is located, or you can specify a pathname and let the computer locate the disk.

Remember! You must use the `ProDOS Pathname` (the last option in the example above) if you are working with specific files in subdirectories.

On an Apple IIe, when you are asked to indicate the location of a disk, you see a menu such as this:

```
Where is your source disk?

1. Slot and drive

2. ProDOS Pathname
```

To specify the location of the disk by `Slot and Drive`, you must know how your disk drives are attached to your computer, that is, in which slot the disk drive controller card is located. The easiest way to determine the slot number is to turn off the power, remove the cover, and look at the number of the slot containing the disk controller card. The recommended slot for 5 1/4-inch drives is 6. For the UniDisk 3.5, the recommended slot is 4. Slot 5 is recommended for the ProFile.

Note: After you have your programs converted to the UniDisk 3.5, you may want to move the UniDisk 3.5 controller card to slot 6 and the controller card for your 5 1/4-inch drives to slot 4. The computer will then start up automatically from the disk in the higher numbered slot when you turn on the power.

After you select `Slot and Drive`, you will be asked to enter the slot number and the drive number containing the disk you want to specify. You will also see suggested responses of slot 6 and drive 1. You can change these defaults by typing a new number or accept them by pressing RETURN.

If you use subdirectories, you must use the `ProDOS Pathname` option.

Escaping and Quitting

You can use the ESC key to return to a previous menu or to stop a utility at the first opportunity.

When you finish using the *System Utilities*, select the last option on the Main Menu: `Exit System Utilities`. You will be asked if you are sure you want to exit. Pressing RETURN will select `YES`, and you will exit to Applesoft BASIC. Selecting `NO` will return you to the *System Utilities* Main Menu.

System Utilities Functions

The following sections describe the various functions performed by the *System Utilities*. You may want to try each function as you read about it.

Copy Files

`Copy Files` lets you copy a file or files from one disk to another or from one subdirectory to another on the same disk. It comes in handy when you want to share data or programs with friends or business associates or when you want to organize related files into the same subdirectory.

(If you want to copy all the files from one disk to another disk of the same size, you're better off using the `Duplicate a Disk` option.) Make sure your destination disk has the same format as your source disk (ProDOS, DOS 3.3, or Pascal).

When copying files from or to a subdirectory, you must indicate the location of your files using the `ProDOS Pathname` option at the prompt for the source and destination disks. You can copy all the files pointed to by a subdirectory simply by copying the subdirectory name. If you are copying files to a subdirectory from a list of files that also contains the name of the same subdirectory (indicated by a slash following the name), be careful *not* to select the subdirectory name from that list (because you don't want to copy the subdirectory into itself).

Delete Files

`Delete Files` lets you permanently erase files that have outlived their usefulness so you can reuse the disk space. (If you want to delete everything on a disk, use the `Format a Disk` option.)

If you are deleting files from a subdirectory, you must indicate the location of the files using the `ProDOS Pathname` option when you are asked `Where is your disk?`

You cannot delete a subdirectory unless all the files in that subdirectory have been deleted first. If you try to delete a subdirectory with files in it, you will get the message `Subdirectory is locked`.

Rename Files

`Rename Files` lets you rename a file without changing its contents.

If you are renaming files in a subdirectory, you must indicate the location of the files using the `ProDOS Pathname` option when

you are asked `Where is your disk?`

Note: To rename a volume, use the `Duplicate a Disk` option. If you know Applesoft BASIC, you can rename a volume with the `Rename` command.

Lock/Unlock Files

`Lock/Unlock Files` lets you lock files so you don't delete them, rename them, or change their contents by mistake. If you're sure you want to delete or alter a locked file, you can also use this option to unlock it.

If you are locking or unlocking files in a subdirectory, you must indicate the location of the files using the `ProDOS Pathname` option when you are asked `Where is your disk?`

Duplicate a Disk

`Duplicate a Disk` lets you make an exact copy of a disk. This option is one of the most useful, because you need to make backup copies of disks as insurance against their loss.

Note: You cannot use `Duplicate a Disk` between various-sized disks, as, for example, in duplicating a 5 1/4-inch disk to a 3.5-inch disk. You must use the `Copy Files` option to copy disks of various sizes.

Format a Disk

`Format a Disk` lets you divide the magnetic surface of the disk into sections where information can be stored. You can't store information on a blank disk until it has been formatted. `Format a Disk` is an important function of the *System Utilities* since many programs that have built-in formatting options cannot format your UniDisk 3.5 disk.

How a disk is formatted depends on which operating system you want to use. The `Format a Disk` option will ask you to select an operating system, or the program will determine one for you.

If you format a disk that you've previously used and no longer need, the utility will ask `Is it okay to destroy the disk?` Type `Y` to format the disk or `N` if you've made a mistake and have the wrong disk in the drive.

Remember! When you format a disk *everything* stored on the disk will be destroyed. Don't ever format the Catalyst Master or Catalyst Backup disk.

The only time you don't have to format blank disks before you use them is when you use the `Duplicate a Disk` option. `Duplicate a Disk` formats the destination disk before copying information onto it.

Identify and Catalog a Disk

`Identify and Catalog a Disk` displays the contents of a directory on a disk. In addition to telling you which files are in the directory, `Identify and Catalog a Disk` tells you the disk's operating system, the disk's name (or number, in the case of DOS 3.2 or DOS 3.3 disks), each file's type, each file's size, the number of files on the disk, the number of blocks or sectors taken up by the files, and how many blocks or sectors are available on the disk.

When using subdirectories, you will see files with a file type of `DIR`. These subdirectory files contain the names of other files. In order to see information on the files pointed to by the subdirectory files using `Identify and Catalog a Disk`, you must respond to the prompt `Where is your disk?` by using the `ProDOS Pathname` option from the menu and typing the pathname to include the subdirectory name.
You will then see only those files pointed to by the subdirectory.

Advanced Operations

Additional utility functions are available on the Advanced Operations menu. To get to the Advanced Operations menu, select `Advanced Operations` from the Main Menu, and press RETURN.

Create a Subdirectory (ProDOS Only)

If your disk is ProDOS-formatted, you can create subdirectories to group related files. Before you can put files in a subdirectory, you must use this option to create the subdirectory. Then you can use the `Copy Files` option to copy files into the subdirectory.

Once you have organized your files into subdirectories, you must always refer to the files by the `ProDOS Pathname`—instead of the location of the disk—to get to your file.

If you're going to be using files within the same subdirectory for a while, you can save typing time by setting a prefix. See "Set the Prefix (ProDOS Only)" below.

Note: Some programs will let you create a subdirectory from within the program.

Set the Prefix (ProDOS Only)

`Set the Prefix` lets you store the first part of a pathname (the volume name and any subdirectory names) in the memory of the computer so you can access files in that subdirectory simply by typing the rest of the pathname (usually just the filename).

Setting the prefix is very useful when you want to work with a particular group of files pointed to by a subdirectory. Setting the prefix focuses your view (and the operation of other utility functions) to just that group of files.

Once you set the prefix, it stays set until you change it, turn off the computer or start another program.

Note: Some programs allow you to set the prefix from within the application.

Verify That a Disk Is Readable

`Verify That a Disk Is Readable` checks to see if a disk is OK. Use `Verify That a Disk Is Readable` to check newly formatted disks before entrusting valuable data to them. You can also use this utility to check disks you suspect have been damaged. If you discover that a disk is bad, you can use `Copy Files` to copy those files that are still usable to another disk. Then reformat the disk and check it again, using this utility. If it's still bad, throw it away.

Change a Disk's Format (DOS Users Only)

`Change a Disk's Format` lets you convert disks from DOS 3.2 to DOS 3.3, DOS 3.3 to ProDOS, and ProDOS to DOS 3.3. If you have older disks created under DOS 3.2 or 3.3, this option will convert those disks to the ProDOS format. Some programs may not work properly if the disk format is changed. You should have no problem converting data files.

Configure the Serial Ports (Apple IIc Only)

Another option—`Configure the Serial Ports`—is available to you on the Advanced Operations menu if you are using an Apple IIc. Refer to Chapter 4 of the "System Utilities" section of your *Apple IIc Owner's Manual* for a complete description of this option.

This option is not related to the use of disks and files but concerns the use of modems or printers that do not work automatically with your Apple IIc.

Finishing Up

No matter how you use your computer, the functions provided by the *System Utilities* can help you keep your disk files easily accessible, organized, and protected. As you use your UniDisk 3.5, you will see the advantages and convenience of having a large-capacity, removable disk storage device and, with experience, you will also see the advantages of using subdirectories to help you more effectively manage your files on the UniDisk 3.5.

Appendix B:

Adding Custom Programs

Many programs can easily be installed with Catalyst using the installation instructions in Chapter 4. The program must contain a special file to identify it to Catalyst.

If a program does not contain a Catalyst identification file, Catalyst will inform you that it is a custom program when you attempt to copy it. Catalyst will copy the program's icon, but none of the program files.

There are really two varieties of custom programs:

- You (or a friend) wrote it, probably in BASIC. To install your program, follow the instructions in this appendix.
- You bought it. It's a "commercial" program, but it doesn't contain a Catalyst identification file. Call the program developer (or the company that markets it) for information on how to install the program. Quark will generally be unable to assist you with the installation of such "third party" software.

Manual Installation of Your Own BASIC Programs

Copy your program onto the high-capacity disk—either a hard disk or 3.5-inch disk—you want to run your program from. Use a utilities program (Copy Files in System Utilities or in Filer) to copy the program's files onto the destination disk.

1. Drag the BASIC icon from the Catalyst disk onto the disk containing your BASIC program. (You don't need to do this if the BASIC icon is already present on your destination disk.)

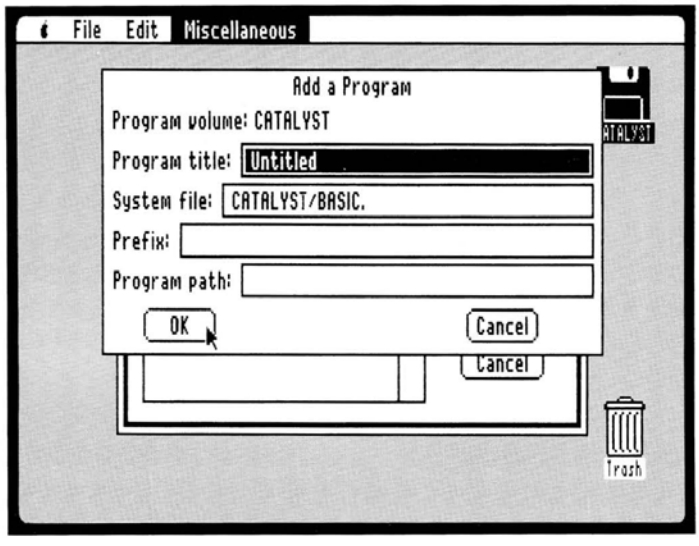
   If you don't have a mouse, use Copy Program... to copy BASIC onto your disk.

2. Choose Add Program... from the Miscellaneous menu.

   The first dialog box asks which volume you want to add the program to. Select the high-capacity volume that now contains your program. Click on the Add... button or press RETURN.

The second dialog box lets you provide information to Catalyst about your program. Whatever you type will appear in the Program Info window once you have completed the program installation.

For information on editing text, see "Editing Text" in Chapter 6.



3. Type your program's name.

   Whatever you type replaces `Untitled` in the highlighted title box.

4. Press TAB to move to the System file box.

   Since `CATALYST/BASIC.` should be your system file name, you don't need to type anything here.

5. Press TAB to move to the Prefix box.

   If your program is stored in the main directory, you don't need to type anything here. Press TAB to move to the Program path box.

   If your program is stored in a subdirectory, type the prefix of that subdirectory here. Then press TAB to move to the Program path box.

6. Type the pathname of the program you want to run.

   If you don't type a pathname, Catalyst defaults to `STARTUP`.

7. Click on OK or press RETURN when you have completed your entries.

You can't copy your program by dragging it to another disk because Catalyst has no way of knowing about all the files your program uses. For example, suppose your custom program contains three files: STARTUP, X1, and X2. If you tell Catalyst that the system path is CATALYST/BASIC. and the program path is STARTUP, Catalyst still has no way of knowing about the files X1 and X2.

Similarly, when you drag the icon for your installed custom program into the trash, only the icon is deleted. You must use a utilities program (Delete Files in System Utilities or Filer) to remove the program files from a disk.

Appendix C:

Catalyst Service and Revised Product Versions

Each set of Catalyst disks has its own serial number. Your Catalyst disks are unique to you.

If you find that one of your serial numbers is incorrect (see the instructions for checking your serial numbers in Chapter 4), you can return your disk to Quark for free reserialization.

Warranty Registration Card

Quark offers free technical support to registered Catalyst users only. To qualify as a registered user you **must** fill out and return the Catalyst product Warranty Registration Card included in this manual. Otherwise you will be charged a fee for any technical support you may require.

As a registered user, you will also receive information on product enhancements, so you will always be able to have the very latest version of this program.

Service

No matter how careful you are, you may eventually need a disk fixed. You must return the original Catalyst disk to obtain a replacement.

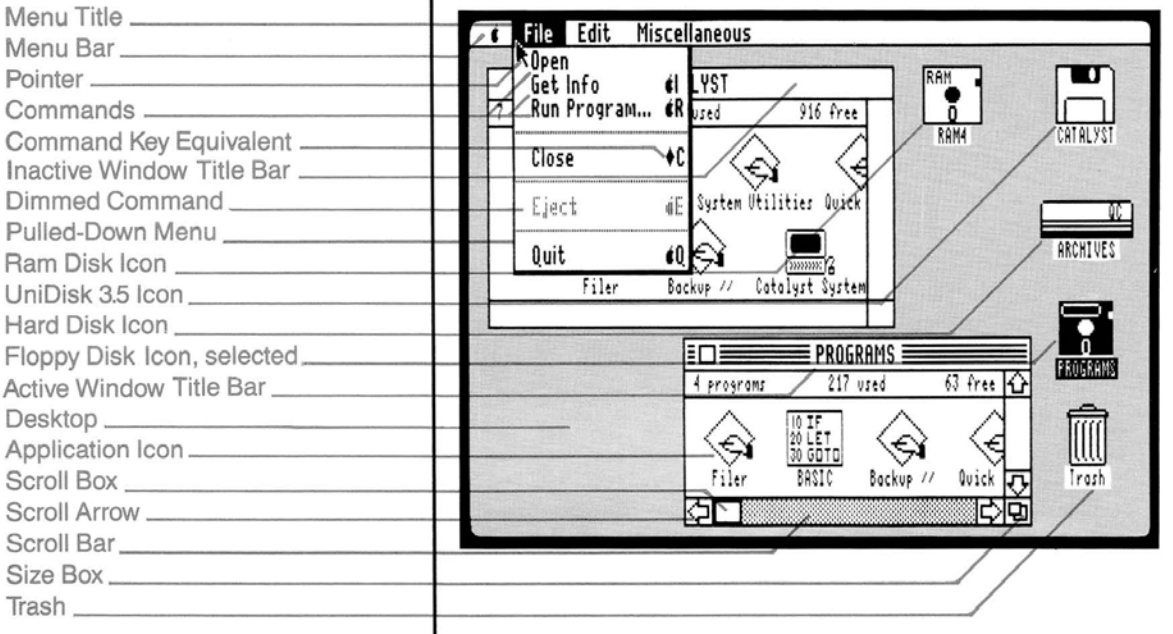
- A disk with a serial number discrepancy will be reserialized free of charge during the first 90 days after purchase.
- Any disk damaged because of mismanufacture will be replaced free of charge during the first 90 days after purchase. No warranty service will be provided if Quark has not received your Warranty Registration Card.
- After 90 days, a damaged disk can be returned for recopy or replacement. The charge is $10.00 for recopying, $20.00 for replacement. Enclose $10.00 with your disk to avoid C.O.D. and shipping charges.

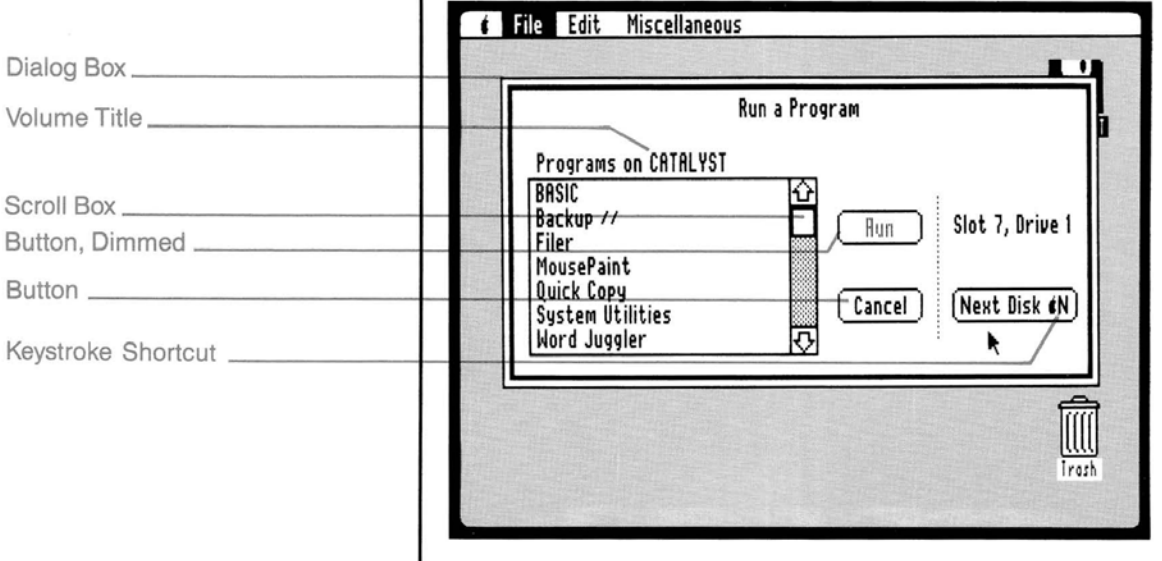
When you return a disk to Quark, please include purchase date; problem description; system description (amount of memory, peripheral devices attached, cards installed); and Warranty Registration Card.

Return disks to:

Quark Incorporated
2525 West Evans, Suite 220
Denver, Colorado 80219-5554

Glossary


Menu Title
Menu Bar
Pointer
Commands
Command Key Equivalent
Inactive Window Title Bar
Dimmed Command
Pulled-Down Menu
Ram Disk Icon
UniDisk 3.5 Icon
Hard Disk Icon
Floppy Disk Icon, selected
Active Window Title Bar
Desktop
Application Icon
Scroll Box
Scroll Arrow
Scroll Bar
Size Box
Trash
File
Edit
Miscellaneous
Open
Get Info
Run Program...
Close
Eject
Quit
Filer
Backup //
Catalyst System
System Utilities
Quick
RAM
RAM4
CATALYST
ARCHIVES
PROGRAMS
4 programs
217 used
63 free
10 IF
20 LET
30 GOTO
BASIC
Trash


Dialog Box
Volume Title
Scroll Box
Button, Dimmed
Button
Keystroke Shortcut
File
Edit
Miscellaneous
Run a Program
Programs on CATALYST
BASIC
Backup //
Filer
MousePaint
Quick Copy
System Utilities
Word Juggler
Run
Cancel
Slot 7, Drive 1
Next Disk ⌘N
Trash

active window
The front window on the desktop; the window where the next action will take place. An active window contains a close box, and its title bar is highlighted with horizontal stripes.

arrow keys
The four keys at the bottom right of the keyboard. You can use the arrow keys to select from lists in dialog boxes. When a mouse isn't connected, you can use the arrow keys in conjunction with the OPEN APPLE and SOLID APPLE key s to move the pointer around on the desktop in the four directions.

back up
To make a spare copy of the information on a disk or volume. Backing up your disks ensures that you won't lose information in case a disk is lost or damaged.

BASIC
A popular computer language. The Apple II, ProDOS-based dialect of BASIC is included on the Catalyst disk.

button
Buttons appear in dialog boxes and are clicked or selected to confirm, cancel, or choose an action. See also Cancel button, mouse button.

cache
To store (traditionally, in a hiding place) for future use. Program code caching is possible with Catalyst only if you have an Apple II Memory Expansion Card.

Calculator
A desk accessory that works like a four-function pocket calculator.

Cancel button
A button that appears in dialog boxes. Clicking this button, or pressing ESC, cancels the current command.

Catalyst
A mouse-based program selector for the Apple II and high-capacity disk drives.

choose
To pick a command from a menu. Usually you do this after you have selected something for Catalyst to act on.

click
To position the pointer on something, then press and quickly release the mouse button. If you don't have a mouse, the SOLID APPLE key performs the clicking function of a mouse.

Clipboard
The holding place for the text that was last cut or copied.

Clock
A desk accessory that displays the current date and time if you have a clock chip installed in your Apple.

close
To make a window disappear (if it is a desk accessory) or zoom back into the icon that represents it (if it is a disk window).

close box
A small box on the left side of the title bar of an active window. Clicking a close box closes the window.

command
A word or phrase, usually in a menu, that describes an action for Catalyst to perform. Some commands can be performed by a combination of OPEN APPLE or CONTROL with a character key. OPEN APPLE-R, for example, represents the command Run Program....

CONTROL key
A key that, when held down while another key is pressed, causes a command to be initiated. CONTROL key command equivalents are designated in a menu as a solid diamond followed by a character key.

desktop
Catalyst's working environment--the menu bar and the gray area or background on the screen.

desktop accessories
Mini-applications available on the Catalyst desktop. Examples are the Calculator, Clock, and Puzzle.

dialog box
A box containing a message requesting more information from you, or letting you make further choices. It sometimes takes the form of an alert that beeps and reminds you to do something or asks if you are sure you want to proceed.

dimmed command
A command that cannot be chosen. It is dimmed, or gray, in contrast to the other commands.

disk
A magnetic medium on which the Apple stores and from which it retrieves information. Disks can be 5 1/4-inch (floppy disks), 3.5-inch (UniDisk 3.5) or hard (QC10, QC20, ProFile).

disk drive
The mechanism that holds the disk, retrieves information from it, and saves information on it.

double-click
To position the pointer where you want an action to take place, and then press and release the mouse button. If you don't have a mouse, double-click means to press the SOLID APPLE key twice in quick succession.

drag
To position the pointer on something, and then press and hold the mouse button while you move the mouse. When you release the mouse button, you have moved the item to a new location or have confirmed a selection.

ESC key
The key at the top left of the keyboard. Pressing it in Catalyst has the same effect as clicking the Cancel button.

file
A collection of information stored on a disk.

floppy disk
A 5-1/4 inch flexible disk used in the built-in disk drive on an Apple IIc and in Disk II drives.

format
To prepare a disk to receive information, by dividing it into sections. Formatting, also called initializing, is done by a utilities program.

hard disk
A type of disk drive that has a single rigid high-capacity platter on which it stores information. Generally a hard disk cannot be removed from its drive.

high-capacity disk
A disk drive that stores large amounts of information.

highlight
To make something visually distinct from its background. An item is usually highlighted to show that it has been selected or chosen.

I-beam
A type of pointer used in entering and editing text.

icon
A graphic representation of an object, a concept, or a message. For example, Catalyst uses six kinds of icons to represent varieties of disks.

information window
The window that appears when you select an icon and choose Get Info from the File menu.

initialize
To prepare a disk to receive information. Also called formatting.

insertion point
The point where text will be added. It is represented by a blinking vertical bar. The insertion point may be moved to a new location by clicking or using the LEFT or RIGHT arrow keys.

install
To copy a program with Catalyst onto a high-capacity disk.

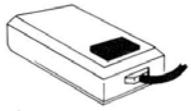
memory
The place in the Apple where information is stored while you are working on it. Temporary memory, called RAM, depends on electricity; when the power goes off, the contents of RAM go away.

Memory Expansion Card
A plug-in card for the Apple IIe that lets you expand RAM up to one megabyte. The card is also referred to as a "RAM Disk" because it behaves like a disk drive as it stores information.

menu
A list of commands that appear when you point to and drag the menu title in the menu bar.

menu bar
The horizontal strip at the top of the screen that contains menu titles.

menu title
The word in the menu bar that designates one menu.



mouse
A small device connected to your Apple that you roll around on a flat surface. When you move the mouse, the pointer on the screen moves correspondingly.

mouse button
The button on top of the mouse that you press, hold, and release to perform various mouse actions.

open
To create a window showing the contents of a disk icon. Also, to start up (run) a program with Catalyst.

OPEN APPLE key
The key to the left of the SPACE bar that is used in combination with other keys to perform actions. OPEN APPLE and character keys represent some Catalyst commands; OPEN APPLE, SOLID APPLE, and the arrow keys are used to move the pointer when you don't have a mouse connected.

paste
To insert the contents of the Clipboard (whatever was last cut or copied) into a text-editing field.

pathname
A series of names, separated by slashes (/), that indicate the hierarchical "path" to a particular file. Pathnames are used to organize file names on high-capacity disk drives for easier access.

pointer
An arrow or other indicator on the screen that tracks the movement of the mouse.

prefix
A partial pathname that you set using a utilities program. When you set a prefix, you can find a group of files in a subdirectory more easily and quickly.

press
To position the pointer on something and then hold down the mouse button without moving the mouse.

ProDOS
An operating system program that controls the way information is processed by the computer and stored on disks.

program
Instructions that tell the computer what to do. Some programs, like Word Juggler, AppleWorks, and MousePaint, let you manipulate information or images. Other programs, like System Utilities, let you organize and manage disks and the information you keep on them.

program selector
A type of program that lets you easily move from one program to another without restarting your computer or swapping disks constantly. Catalyst is a program selector.

RAM disk
A plug-in card for the Apple IIe that expands the random access memory of the computer and behaves like a disk drive. See also Memory Expansion Card.

RESET key
A key used in combination with other keys (OPEN APPLE and CONTROL) to restart the computer without turning the power off and on again. Unless you are instructed to do so, you should not use the RESET key.

RETURN key
A key at the far right of the keyboard, used to indicate acceptance of an action. In Catalyst, pressing RETURN is equivalent to clicking the OK, RUN..., COPY..., DELETE..., or DISCARD... buttons in dialog boxes.

scroll
To move the contents of a window so that a different part of the contents is visible.

scroll arrow
An arrow at either end of a scroll bar. Clicking a scroll arrow moves the window contents one line. Pressing a scroll arrow moves the window contents continuously.

scroll bar
A rectangular bar that may be along the right or bottom edge of a window. Clicking on the scroll bar causes the view of the window to change.

scroll box
The small box within a scroll bar. The position of the scroll box within the scroll bar indicates the relative position of the window contents.

select
To designate where the next action will take place. To select, you click or drag across information.

selection
The information or item affected by the next command. A selection is highlighted.

size box
A box on the bottom right corner of some active windows that lets you expand and contract the window size.

SOLID APPLE key
The key to the right of the SPACE bar that is used in combination with the OPEN APPLE and the arrow keys to move the pointer and select when you don't have a mouse connected. SOLID APPLE can also be used with the appropriate character key to perform a Catalyst command; it is interchangeable with OPEN APPLE for any command that has a keyboard equivalent on the menu.

startup disk
A disk with which you start up (boot) your computer. The Catalyst disk is a startup disk.

startup program
A program on a disk that you designate with Catalyst to be the startup program, or the one that runs automatically when you start up your computer.

subdirectory
A special type of file that is used for organizing and grouping related files on a high-capacity disk. A subdirectory contains the names of other files that are related to each other in some way.

title bar
The horizontal bar at the top of a window that shows the name of the window's contents. You drag on a title bar to move the window.

trash
The receptacle for items you want to remove from the Catalyst desktop. The trash removes a disk from the desktop, and permanently deletes a program from a disk.

UniDisk 3.5
A high-capacity disk drive that lets you store 800K of information per disk.

utilities program
A program that lets you manage the information on your disks.

volume
An area of data storage that is treated as a separate disk.

window
Area on a desktop where information is displayed. Windows can be active (indicated by stripes in the title bar) or not, and can be moved around on the desktop, sized, and scrolled through.

Index

A

About Catalyst...
  command 92
  disk serial numbers 54
active window 31-32, 47-48
Add Program... command 100
adding custom programs 121
Apple menu 92-94
Apple IIc equipment 14-16
Apple IIe equipment 14-16

B

backing up disks 103
  See also copying disks
Backup II 61, 103
BASIC programs *See* program(s)
buttons 29-30, 46, 83

C

Calculator 92
Catalyst
  features 13
  Master disk 15,17
    checking serial numbers 54
    programs on 102-103
  quitting 65, 97
  returning to 63
  starting up 15-16
  System program 60, 74
Change Desktop command 93
Clear command 98
Clear Startup command 64-65, 75, 99
clearing startup programs 64-65, 75, 99
clicking
  with mouse 22, 23
  without mouse 38
Clipboard 98
Clock 93
close box 30, 47
  selecting with mouse 23
  selecting without mouse 39
Close command 96
closing windows 32, 48, 77, 96
command 13, 28
commercial programs 76, 95
CONTROL key 27, 44
Copy command 98
Copy Program... command 75, 101
copy protection 60
copying
  Catalyst System program 60
  disks 78
  files 115
  programs 23, 56-60, 75, 101
  with Quick Copy 61, 66-67, 102
custom programs
  adding 100, 121-123
  deleting 89
  Program Info window for 76, 95
Cut command 98

D

data files 88
Delete Program... command 101
desktop 13, 16, 88
  accessories 92-94
  file 74
destination disk 56
dialog box 90
  editing text in 90
  using with mouse 29
  using without mouse 46
Discard Disk... command 101
disk(s)
  Catalyst Master 15, 17
  changing 61, 99
  copy protection 60
  copying 78
    with Quick Copy 61, 66-67, 102
  Disk II 16, 80
  ejecting 97
  formatting 75
  hard 81
  installing programs on 56-60
  names 79, 109
  removing contents of 88
    with mouse 25-26
    without mouse 40, 42-43

renaming 61, 78
saving information on 78
switching 61, 99
UniDisk 3.5-inch 15, 79-80
disk icon(s) 74
dragging
with mouse 24, 25
without mouse 40, 42
opening
with mouse 24
without mouse 41
selecting
with mouse 23
without mouse 39
Disk II disk 16, 80
Disk Info window 76, 95
double-clicking
with mouse 22, 24
without mouse 38
dragging
a window
with mouse 32
without mouse 48
with mouse 22, 23-26
without mouse 38, 40-41, 42
duplicating disks 116

E

Edit menu 97-98
editing text 90-91, 97-98
Eject command 78, 80, 97
ejecting 3.5-inch disks 80, 97

F

File menu 94-97
Filer 61, 78, 88, 102, 121
files
copying 115
deleting 115
locking 116
managing 94-97, 102, 108
renaming 115
unlocking 116
formatting disks 75, 116

G

Get Info command 76-77, 95

H

hard disk 81
Hide RAM Disk command 82-83, 100

I

icon(s) 13, 17, 88
getting information about 76
opening
with mouse 28-29
without mouse 45
selecting
with mouse 23
without mouse 39
RAM disk 82, 100
inactive window 31, 48
initializing disks 75
See also formatting disks
installing programs 56-60, 84

K

keystroke shortcuts 46

M

Master disk *See* Catalyst Master disk
Memory Expansion Card 76, 82
menu 13, 16, 24
dragging on
with mouse 24
without mouse 40
viewing
with mouse 28
without mouse 44
menu bar 13
use with mouse 26
use without mouse 43
Menu item
selecting with mouse 28
selecting without mouse 45
Miscellaneous menu 99-101
MousePaint 61, 102

moving a pointer
with mouse 22
without mouse 38

O

OPEN APPLE key 27, 38, 43, 58, 62, 63, 68, 69, 80
Open command 28-29, 45, 94
opening
by double-clicking
with mouse 24
without mouse 41
with Open command 28-29, 45, 94
RAM disk icon 82

P

Paste command 98
pathname 110
pointer 16
moving with mouse 22
moving without mouse 38
prefix 110-111, 118
printing the screen 91
program(s)
BASIC 61, 121-123
Catalyst System 60, 74
commercial 76, 95, 121
copying 23, 40, 56-60, 75, 101
custom 76, 88, 95, 121
deleting 101
getting information about 68
installing 56-60
with mouse 57
without mouse 58
on Catalyst disk 61, 102-103
removing 69, 88, 101
with mouse 23, 25
without mouse 40, 42
running 62, 96
starting up 13, 24, 41
program icon(s)
changing position of 69
dragging
with mouse 23, 25
without mouse 40, 42
opening
with mouse 24
without mouse 41
rearranging 69
selecting
with mouse 23
without mouse 39
Program Info window 68, 76-77, 83-84, 95
Puzzle 94

Q

Quick Copy 61, 66-67, 79, 102
Quit command 97
quitting Catalyst 65, 97

R

RAM disk 82-84, 100
RAM disk control settings 83-84, 89
RAM disk icon 100
opening 82
selecting
with mouse 23
without mouse 39
removing
disk contents 24, 25, 88
programs 23, 25, 69, 88, 101
renaming disks 61, 78
returning to Catalyst 63
Run Program... command 62-63, 96
running a program 62-63, 96

S

saving information 78
screens, printing 91
scroll bar 31, 33, 47, 49
scroll box 34, 50
scrolling windows 33, 49

selecting
by clicking
with mouse 23
without mouse 39
commands
with mouse 28
without mouse 43, 45
icons 23, 39
with mouse 22-23, 28
without mouse 38-39
windows 23, 39
serial numbers on Catalyst disks 54
Set Startup command 64-65, 75, 99
setting startup programs 64-65, 75, 99
Show Clipboard command 98
Show RAM Disk command 82-83, 100
size box 30, 47
SOLID APPLE key 27, 38, 43
source disk 56
starting up Catalyst 15
on Disk II 16
on UniDisk 3.5 15
with RAM disk 84
starting up programs 13, 24
startup programs
bypassing 99
clearing 65, 75
setting 64-65, 75
subdirectories 109-111, 117
Switch Disks command 80-81, 99
System Utilities 61, 78, 102, 107-119, 121

T

title bar 30, 47
Trash 17, 25, 42, 88
Trash icon 25, 42, 88

U

Undo command 98
UniDisk 3.5 15, 79-80, 107-109
UniDisk 3.5-inch disk(s)
copying 78, 79, 102
ejecting 80, 97
formatting 108, 116-117
starting up Catalyst on 15
using System Utilities with 107-119

V

volumes 109

W

window(s) 30-34, 47-50, 89
activating
with mouse 31
without mouse 47-48
active 31, 47-48
changing size of
with mouse 33
without mouse 49
closing
with Close command 96
with mouse 32
without mouse 48
Disk Info 76, 95
dragging
with mouse 32
without mouse 48
inactive 31, 48
making active
with mouse 31
without mouse 47-48
moving
with mouse 32
without mouse 48
Program Info 68, 76, 95
scroll box with 34, 50
scrolling
with mouse 33
without mouse 49
selecting
with mouse 23
without mouse 39

More Quark products for you and your Apple.

See your favorite dealer for more information about these and other products from Quark. If you don't have a favorite dealer, but would like one, just call 1 (800) 543-7711. We'll fix you up.

Software for your Apple IIe or Apple IIc. From Quark Incorporated.

WORD JUGGLER™

word processor

Word Juggler is an easy-to-use, business-level word processor for your Apple IIe or Apple IIc. There's virtually nothing to memorize, because a special keyboard command strip and Quark's unique keycap decals* identify principal editing and formatting functions. A stand-up, quick reference card is also included.

The program comes with the Lexicheck™ spelling checker, which has a 50,000 word dictionary—and Quark's exclusive Word Guess Plus™ feature. You also get a special Telecommunications Mode, with four user-definable protocols, plus automatic dialing and logon.

U.S. suggested retail is only $99.

There's an Educational Edition of Word Juggler, too; with versions for both student and teacher. It's ideal for Grades 5 through 12, as well as for college level classwork, because it's professionally designed for the unique needs of both educators and students.

Quark's Educational Marketing Manager has complete details.

TERMINUS™

communications program

Terminus is a telecommunications program designed to stand alone—with its built-in text editor—or work as an accessory to Word Juggler. The program lets you communicate with on-line data bases, such as THE SOURCE,** as well as with other computers.

One keystroke sends files created by any program for the Apple IIe, Apple IIc or Apple III.

Terminus is ideal for electronic mail and other communications applications. The program allows you to define protocols necessary for communicating with as many as 15 different systems. And each protocol provides 26 keyboard macros. U.S. suggested retail is just $89.

Quark™

PERIPHERALS, INC.

Hard disks for your Apple IIe, Apple IIc, Apple III or Macintosh. From Quark Peripherals, Inc.

Our affiliate company, Quark Peripherals, Inc., offers you two powerful hard disk products, both of which work on the Apple IIe, Apple IIc, Apple III and Macintosh. A special switch on the back of each machine lets you set your hard disk for the computer you are using.

QC10™ is a 10 Megabyte hard disk, with a suggested retail price of just $1295.

QC20™ offers you 20 Megabytes of storage for only $1795.

Both hard disks have a sophisticated volume management system and password protection capabilities.

*Replacement keycaps, which identify principal editing functions are available from Quark, or through your dealer, for only $29. These are actual Apple keycaps, custom-printed with Word Juggler commands, to give your keyboard the clean, professional look of a dedicated word processor. These replacement keycaps are available for the Apple IIe and many Apple IIc personal computers. Your dealer will have the details.

**THE SOURCE is a service mark of Source Telecomputing Corporation, a subsidiary of Reader's Digest Association, Inc.

PLACE
STAMP
HERE

Quark™
INCORPORATED

WARRANTY REGISTRATION

2525 West Evans, Suite 220
Denver, CO 80219-5554

ATTN: Warranty Service Department

To become a Registered User, and to qualify for free technical support for this product, you must first fill-out and return this Warranty Registration Card.

Suggested retail value $34.95 when included with Apple's UniDisk 3.5.

Serial Number _____ (Invalid without this number.)

WARRANTY REGISTRATION

NAME _____
ADDRESS _____
CITY _____
STATE/ZIP _____
PHONE (_____)_____
PURCHASED FROM _____
_____
CITY & STATE _____
PRODUCT NAME _____
DATE PURCHASED _____
What is your intended use for this product?
_____
_____
What computer(s) do you use?
Apple IIe ____ Apple IIc ____

SYSTEM CONFIGURATION

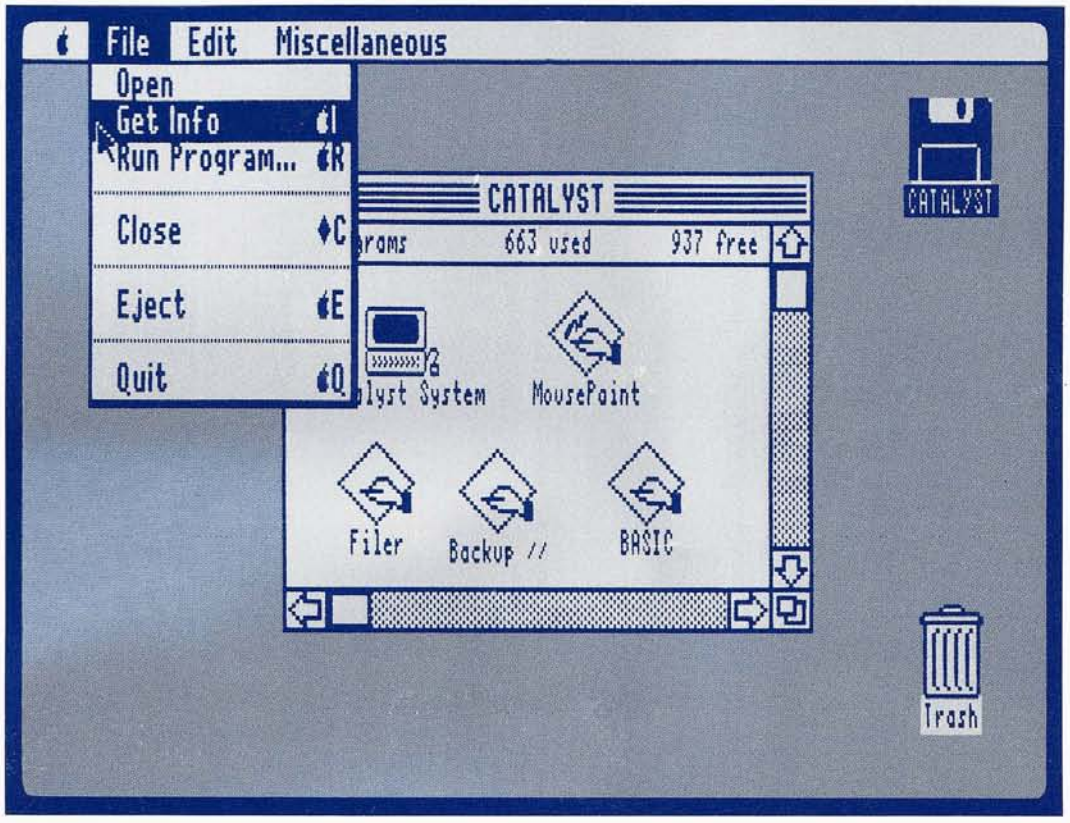
Memory capacity _____ ☐64K ☐128K
Quantity of floppy disk drives _____
Drive Mfg? _____

If you use a hard disk, which brand do you use?
_____
Storage capacity? _____ MB
Do you have an Apple II memory expansion card?
_____
What brand of printer do you have? _____
_____
What kind of printer interface do you have?
☐ SERIAL ☐ PARALLEL
What is the brand name of your interface? ____
_____
Other equipment: _____
What computer magazines do you read (in order of preference)? _____
_____
What software would you like to see in the future?
_____
Comments and Suggestions _____
_____

CATALYST™ Program Selector from Quark.

Catalyst is a productivity tool which lets you:

- Copy (install) your frequently used programs onto a high capacity disk.
- Switch between your programs with the click of a mouse.
- Use built-in desk accessories, such as a calculator or clipboard.



With Catalyst, you can load such best-selling ProDOS programs as AppleWorks and Word Juggler onto your Quark QC10 or QC20 hard disk, Apple UniDisk 3.5, Apple ProFile, or other storage system. And change between them without having to re-start your computer, fumble with diskettes or deal with long and confusing file names.

You simply insert Catalyst when you turn on your machine and you may never have to touch another disk all day. You save time and desk space. And eliminate the risk of misplacing or damaging your original disk.

To use Catalyst, you need:

- Apple IIc or Enhanced 128K Apple IIe.
- Monitor.
- Disk II or UniDisk 3.5.
- Mass storage device (hard disk or Apple UniDisk 3.5).

Quark strongly recommends you use a mouse with this product.

Quark™ INCORPORATED

Quark Incorporated, Denver, Colorado

3½" program disk version

Marketing Number D2D0114