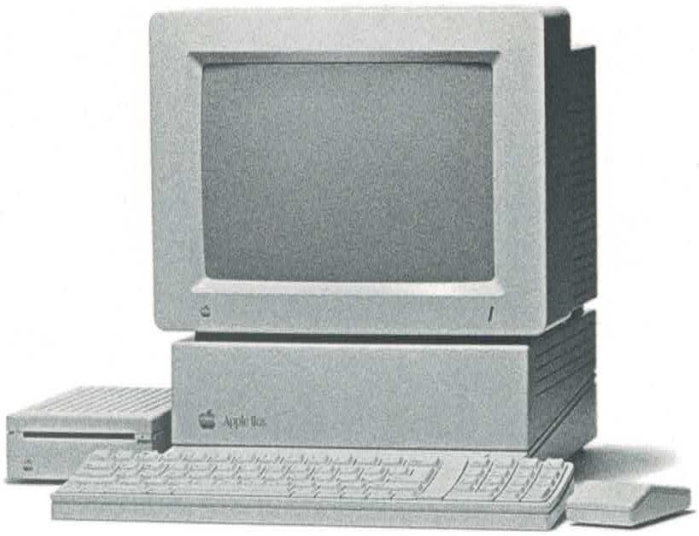
Apple IIGS®
Owner's Guide



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Adding desk accessories

In addition to application programs, you can get special programs, called **desk accessories,** that you can use without quitting your main application. For example, you can install a notepad, a calculator, an appointment calendar, and even a simple word-processing program as desk accessories.

Some desk accessories are designed to be used with a particular application. Others can be used regardless of what application you're using.

After you install most "new" desk accessories, they're available from the Apple menu whenever you're working with the Finder or any other mouse-based application. Other desk accessories, known as *"classic" desk accessories,* are available from the same Desk Accessories menu you use to enter the Control Panel from an application. And certain desk accessories designed for use with keyboard-based applications can be accessed with a particular keystroke combination.

The Control Panel is also a desk accessory, because you can get to it from within most applications and return to the application when you're finished with the Control Panel—all without having to quit and restart the application.

Connecting to a network

If you use your Apple IIGS at home, chances are you're using it as a **stand-alone computer**—that is, as an isolated computer system, unconnected to other computers except perhaps by means of a modem. But if you use your computer at school or at work, you may be part of a **network**—a group of connected, independently controlled computers.

About the AppleTalk network system

The Apple IIGS is designed to be part of the **AppleTalk network system,** which can include other types of personal computers, such as the Apple IIe, any of the Macintosh family of computers, IBM PCs or compatible computers, and even much larger computers called **mainframe computers.**

The AppleTalk network system can also include peripheral devices such as LaserWriter and ImageWriter printers. But the computers and peripheral devices alone don't make up a network; they require special network software and cables.

The AppleTalk software is built into the Apple IIGS, the Macintosh, and the LaserWriter; it can be added (with special interface cards) to the Apple IIe, the ImageWriter, and the IBM PC and compatible computers. To connect devices to an AppleTalk network system, you need one or more LocalTalk Locking Connector Kits, which include all the cables and connectors necessary to link devices in the network.

The advantages of networking

Members of an AppleTalk network system can share peripheral devices such as printers—which is a much more economical solution than buying each person his or her own printer and a much more convenient solution than passing a printer from one office to another each time someone else needs to use it. To print over the network, you need to specify which network printer you want to use; for instructions, see Chapter 3 of the *Apple IIGS System Tools* guide.

Equally important, members of an AppleTalk network system can share applications and exchange mail, documents, and other information electronically by using an AppleShare **file server**—a specially equipped Macintosh computer that allows network users to store and share information. To use an AppleShare file server with your Apple IIGS, you'll need to be part of a network that includes a file server, and you'll also need the *AppleShare IIGS Workstation* disk.

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△ **Important** Sharing copyrighted applications on a file server may be illegal.

If you're using an application protected by copyright—as almost all commercially available applications are—don't make the application available to more than one person at a time on a file server unless the copyright statement specifically allows such use, or unless you have a special license from the software manufacturer for such use. △

Here are just a few examples of ways you might use an AppleShare file server on your network:

- Read or post messages in a departmental "bulletin board" folder.
- Keep frequently used forms (such as expense reports, travel advance requests, and payroll documents) in a folder from which employees can copy as needed, so that you no longer need to have a large number of photocopies on hand.
- Use private folders so that only you (and, if you wish, others in a group that you designate) have access to the documents in those folders.
- Easily maintain documents that change frequently (such as student rosters, company address lists, and databases about clients) so that you no longer need to issue paper updates to the people who need the most current version of the information.
- Share public-domain software (or copyrighted software, if the copyright statement allows multiple use) with other network users.

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