



PowerBook Getting Started

.....
*Setup and important health-related information
for the PowerBook 150 computer*

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Communications regulation information

FCC statement

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. See instructions if interference to radio or television reception is suspected.

Radio and television interference

The equipment described in this manual generates, uses, and can radiate radio-frequency energy. If it is not installed and used properly—that is, in strict accordance with Apple’s instructions—it may cause interference with radio and television reception.

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. These specifications are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

You can determine whether your computer system is causing interference by turning it off. If the interference stops, it was probably caused by the computer or one of the peripheral devices.

If your computer system does cause interference to radio or television reception, try to correct the interference by using one or more of the following measures:

- Turn the television or radio antenna until the interference stops.
- Move the computer to one side or the other of the television or radio.
- Move the computer farther away from the television or radio.
- Plug the computer into an outlet that is on a different circuit from the television or radio. (That is, make certain the computer and the television or radio are on circuits controlled by different circuit breakers or fuses.)

If necessary, consult an Apple-authorized service provider or Apple. See the service and support information that came with your Apple product. Or, consult an experienced radio/television technician for additional suggestions. You may find the following booklet helpful: *Interference Handbook* (stock number 004-000-00493-1). This booklet, prepared by the Federal Communications Commission, is available from the U.S. Government Printing Office, Washington, DC 20402.

IMPORTANT Changes or modifications to this product not authorized by Apple Computer, Inc., could void the FCC Certification and negate your authority to operate the product.

This product was tested for FCC compliance under conditions that included the use of Apple peripheral devices and Apple shielded cables and connectors between system components. It is important that you use Apple peripheral devices and shielded cables and connectors between system components to reduce the possibility of causing interference to radios, television sets, and other electronic devices. You can obtain Apple peripheral devices and the proper shielded cables and connectors through an Apple-authorized dealer. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance.

DOC statement

DOC Class B Compliance This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled “Digital Apparatus,” ICES-003 of the Department of Communications.

Observation des normes—Classe B Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: “Appareils Numériques”, NMB-003 édictée par le ministre des Communications.

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Corrections to the *Macintosh Reference Book*

This *Getting Started* manual provides instructions for setting up your PowerBook 150, learning basic Macintosh software skills, and using the many special features of your computer. In addition to this manual, your computer came with a *Macintosh Reference* book that provides instructions for performing many tasks that are common to all Macintosh and PowerBook computers.

Please note the following corrections in the *Macintosh Reference* book. You may want to mark these corrections on the appropriate pages of that manual for future reference.

The *Disk Tools* and *Utilities* floppy disks

The *Macintosh Reference* book mentions a floppy disk called *Disk Tools* in several places. You did not receive this disk with your PowerBook 150. Instead, you received a disk called *Utilities*. Whenever you are instructed to use the *Disk Tools* disk, you should substitute the *Utilities* disk, which includes much the same software as *Disk Tools*.

References to the *Disk Tools* disk appear on pages 10, 19, 20, and 21 of the *Macintosh Reference*.

The Apple HD SC Setup and Internal HD Format utilities

The Apple HD SC Setup utility program that comes with many Macintosh and PowerBook computers is not designed for use with the internal hard disk of the PowerBook 150. Instead, your *Utilities* disk includes a utility program called Internal HD Format, which was designed to work specifically with the hard disk in your PowerBook 150 computer.

If you ever need to initialize your internal hard disk, refer to “Disk Drives and Disks” in Chapter 9 of this *Getting Started* book for instructions on using the Internal HD Format utility. Please disregard the instructions in “Initializing a Hard Disk” on pages 10–11 of the *Macintosh Reference* book.

You cannot use the Internal HD Format program to test a hard disk. Therefore, please disregard the instructions in “Testing a Hard Disk” on page 21 of the *Macintosh Reference* book.

Using a RAM disk

The instructions for setting up and using a RAM disk on pages 71–72 of the *Macintosh Reference* book are slightly incorrect for the PowerBook 150. Please refer instead to the instructions on pages 85–87 of this *Getting Started* book.

Using the Chooser to select a printer

The PowerBook 150 has only a printer port, not an external modem port. On page 76 of the *Macintosh Reference* book, please disregard the instruction to select a port; your printer port will be selected automatically when you open the Chooser.

Follow the steps in this chapter to set up your PowerBook, back up the contents of your hard disk, and learn about turning your computer on and off.

1

Setting Up Your PowerBook




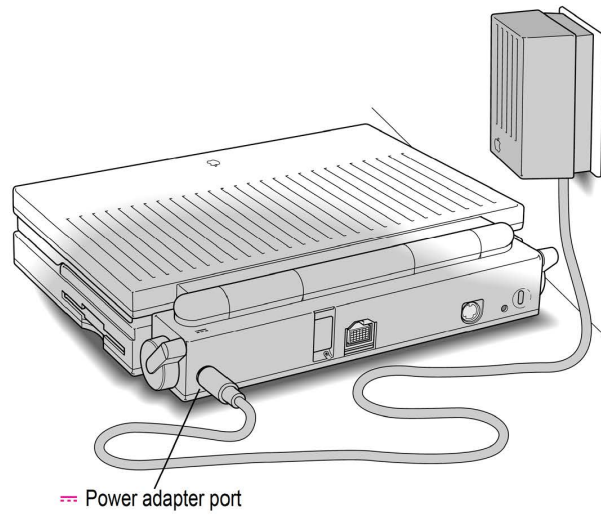
To set up your PowerBook for the first time, you need the power adapter that came with your PowerBook.

Step 1 Plug in the power adapter

When you plug in the power adapter, the computer's battery recharges. You should plug in the power adapter now in case the battery has drained during shipping and storage.

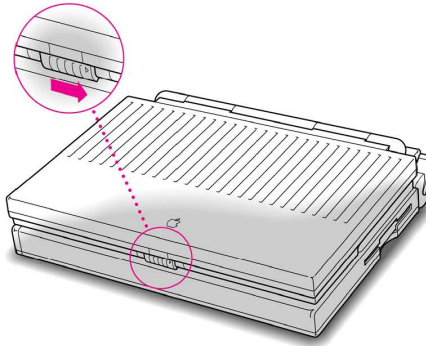
WARNING Use only a PowerBook power adapter with your PowerBook computer. Adapters for other electronic devices (including other portable computers) may look similar, but they may damage your computer.

- Plug the power adapter into a standard electrical outlet or power strip. Then plug the power adapter cable into the power adapter port (marked with the icon ) on the back panel of the computer.

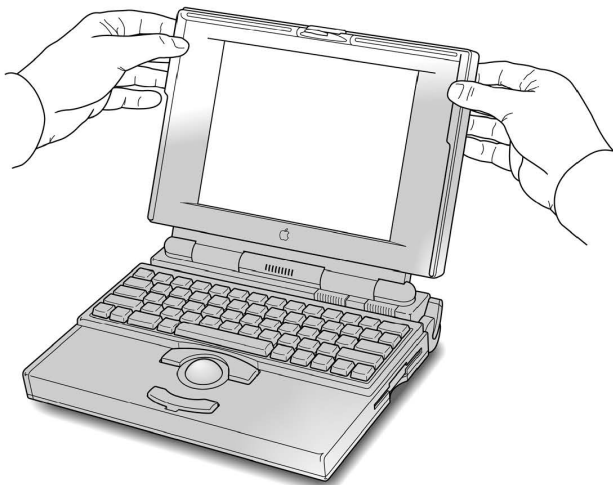


Step 2 **Open the display**

- Slide the latch to the right and lift up the display.

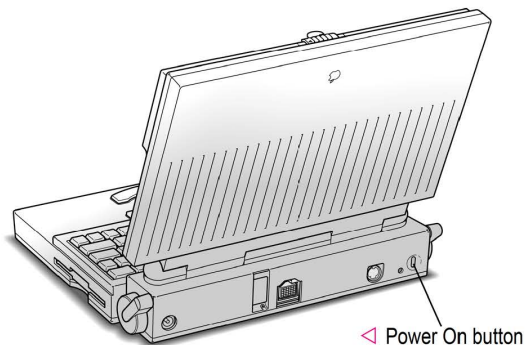


- Position the display at a comfortable viewing angle. You can adjust the angle of the display at any time.



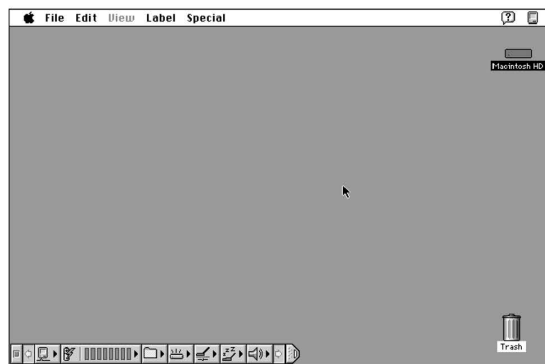
Step 3 Turn on the computer

- Press the Power On button located on the back of the computer to turn on the computer. The Power On button is marked with this icon: ◀



You hear a tone when you turn on the computer. It takes the computer a moment to start up.

When you see something like this on your screen, the computer is ready to use:

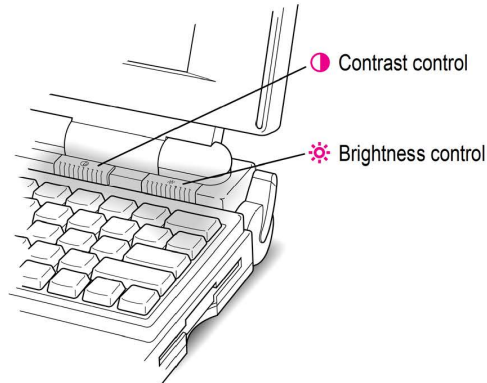


Note: Your screen should look very similar to this picture, but it might not look exactly the same.

Problems turning on your computer?

- **The computer made a sound, but you can't see anything on the screen.**

Adjust the brightness control (marked with the icon ☼) and the contrast control (●) until an image appears and the screen is easy to read.



- **Nothing happened when you pressed the Power On button.**

Make sure the power adapter is connected to both the computer and a power source. If the power adapter is plugged into a power strip, make sure the power strip is plugged in and turned on. Try pressing the Power On button again.

If these suggestions don't solve the problem, see Chapter 9, "Troubleshooting," for further help.

What to do next

- **New Macintosh users:** If you have never used a Macintosh computer before, turn to Chapter 2 now to learn how to use your PowerBook. After you have completed Chapters 2 and 3, come back to this chapter for instructions on backing up your computer's hard disk, turning the PowerBook off, and putting the PowerBook to sleep.
- **New PowerBook users:** If you have used other Macintosh computers but are new to the PowerBook, continue with this chapter. Then skim the rest of this book for information about your new PowerBook.
- **Experienced PowerBook users:** Read the rest of this chapter for instructions on backing up your computer's hard disk. Then skim the rest of this book for information about your new PowerBook.

IMPORTANT No matter what your level of experience, be sure to read the safety information in Chapter 4 before beginning your own work.

Backing up your hard disk

This section describes how to protect the software on your computer's hard disk.

Why back up?

Your computer's hard disk comes with valuable information stored on it, including the *system software* (which operates the computer) and some application programs. You should make a copy of the information on your hard disk for safekeeping, using the PowerBook 150 Backup program supplied on your hard disk. (The extra copy is called a *backup*, and the process of making the copy is called *backing up*.)

You should also make a copy of your System Folder. Then if the System Folder on the hard disk becomes damaged, you can quickly restore it from your backup copy.

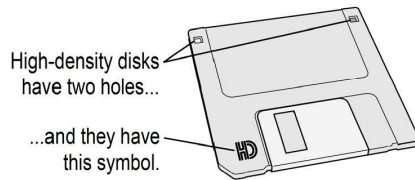
To restore information to your hard disk, use the PowerBook 150 Restore program that came with your computer. See "Restoring the Information on Your Hard Disk" later in this chapter.



What you need

Just as you need paper to make copies of important documents, you need floppy disks to copy the information on your hard disk. You can probably buy the floppy disks at the same place you bought your computer.

Floppy disks come in a variety of sizes and capacities. The ones you need for backing up your hard disk are called *high-density 3.5-inch disks*. You can recognize the disks by the way they look:



Even though these disks have a hard plastic casing, they are called “floppy disks” because the disk inside the casing is floppy.

Depending on exactly what was installed on your computer at the factory, the information on your hard disk will fill more than 20 high-density disks. Disks usually come in boxes of 10, so you should have three boxes of disks before starting to follow the backup instructions in this chapter.

If you don't have enough disks, you can skip this section for the moment. But the sooner you make the backup copy, the better. Buy the disks as soon as possible, then return to this section and follow the instructions.

For more information on using floppy disks, see “Using Disks” in the *Macintosh Reference* book.

Making the copy

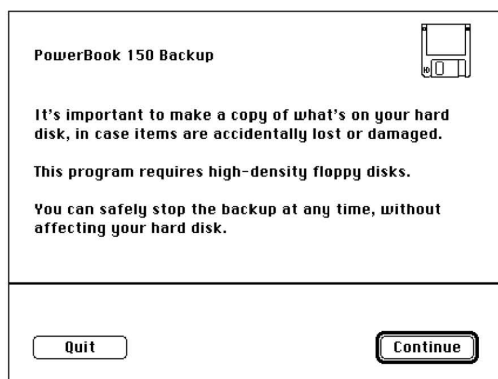
To start the PowerBook 150 Backup program, follow these instructions:

- 1 Turn on your computer.
- 2 Open the PowerBook 150 Backup program by double-clicking its icon.



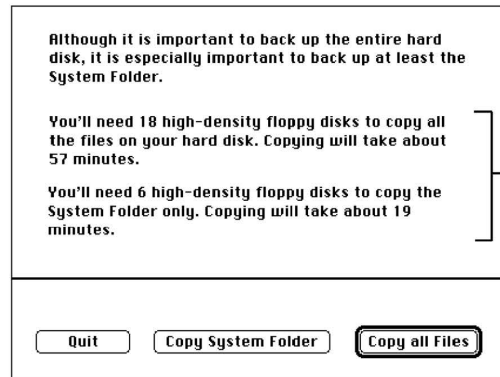
PowerBook 150 Backup

After a moment, the PowerBook 150 Backup program opens.



3 Make sure your disks are high-density floppy disks. Then click the Continue button.

A message appears, telling you how many floppy disks you will need to make your backup copy and about how long it will take.



The number of disks and the copying time will vary depending on the contents of your computer's hard disk.

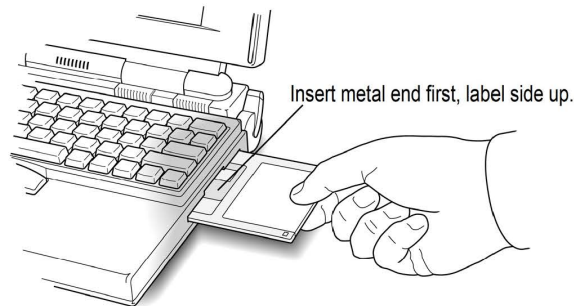
4 Click the appropriate choice, as follows:

- First click the Copy System Folder button, then continue with the instructions in this section.
- When you have finished copying the System Folder, click the Copy all Files button and again follow the instructions in this section.
- If you start copying and find that you don't have enough floppy disks for your choice, click Quit. Skip the rest of this section for now, and continue with "Turning Your Computer Off" later in this chapter. Buy floppy disks as soon as you can, then follow the instructions in this section to back up all of your hard disk.

Make sure you have enough time and floppy disks to complete the copying. If you stop the copying before it's finished, you'll have to start over again from the beginning.

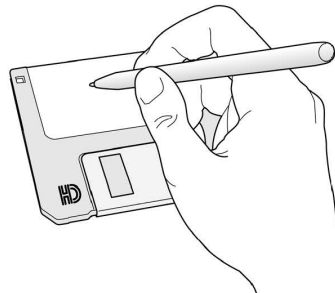
5 Insert a high-density floppy disk into the disk drive.

Do not use the *Utilities* floppy disk that came with your computer.



6 Follow the instructions on the screen until a message tells you that you're finished.

Insert a new disk whenever the screen messages tells you to. As you fill each disk, make a note of the name displayed on the screen. The name will disappear as soon as the disk is ejected. Then immediately label the disk so that you know what its contents are later.



7 Follow steps 3–6 again, but this time click the Copy all Files button.

8 When you're finished, be sure the floppy disks are properly labeled and locked, then store them in a safe, cool place.

As time goes by, you will store more information on your computer. You should back up your hard disk at least once a month. (You may want to recycle your backup disks so that you don't need to buy a new set every time you back up.)

Restoring the information on your hard disk

If information on your hard disk is damaged or lost, you can restore it if you have a backup copy of the information. Your PowerBook comes with a program called PowerBook 150 Backup, which you can use to back up the information on your hard disk. Then if you need to, you can use the program called PowerBook 150 Restore, also included with your computer, to put the copied information back on your hard disk.

You can also use PowerBook 150 Backup to make a copy of your System Folder (the folder that contains the software the computer uses to operate). If your computer does not start up anymore, replacing the System Folder may solve the problem. You can use PowerBook 150 Restore to replace the damaged System Folder on your hard disk.

For instructions on using PowerBook 150 Backup, see “Backing Up Your Hard Disk” earlier in this chapter.

IMPORTANT If at any time during restoring you see a message reporting that the hard disk is damaged or unreadable, see “Using Disks” in the *Macintosh Reference* book.

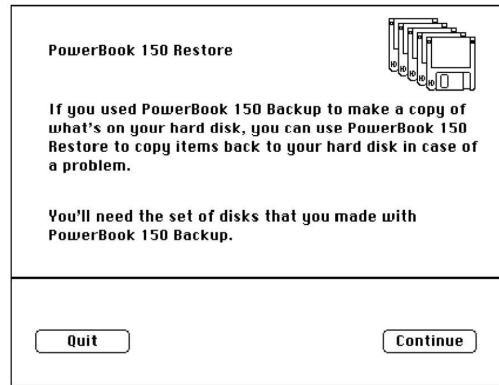
To use PowerBook 150 Restore to restore information to your hard disk, you need the *Utilities* floppy disk that came with your computer and the floppy disks that you used to back up your hard disk. Follow these steps:

- 1 Make sure the computer is off.
- 2 Insert the *Utilities* disk into the floppy disk drive, then turn on the computer.
- 3 If necessary, open the Utilities icon by double-clicking it.
- 4 Open the PowerBook 150 Restore program by double-clicking its icon.



PowerBook 150 Restore

In a moment you'll see this screen:



5 Click the Continue button.

6 Insert your first backup disk.

Restoring begins and proceeds automatically.

7 Respond to any messages you see on the screen.

If PowerBook 150 Restore finds an item on your hard disk that is newer than an item with the same name on the floppy disk, it asks whether you want the older version of the item to replace the newer version. Click your choice. If you think the item on the hard disk may be damaged, you should replace it.

8 Insert the next disk in your stack of backup disks and repeat step 7.

Continue inserting disks until you have gone through all the disks in the stack. Make sure you insert disks in the correct order.

The PowerBook 150 Restore program lets you know when you are finished. Return your backup disks to a safe, cool place for storage.

9 Restart your computer, then check to be sure that everything is back on your hard disk.

If the computer still doesn't start up or your hard disk still doesn't work properly, see "Using Disks" in the *Macintosh Reference* book. If you are able to repair the disk, then try again to restore the information on your hard disk.

Restoring your System Folder

If your computer doesn't start up anymore, replacing the System Folder may solve the problem. If you used PowerBook 150 Backup to make a backup copy of your System Folder, you can use PowerBook 150 Restore to replace the damaged System Folder on your hard disk with the copy on your backup disks.

To restore the System Folder to the hard disk, follow the instructions in this section, using the floppy disks that contain a backup copy of your System Folder.

Turning your computer off

When the PowerBook is off, the computer is not using any power or doing any work. You should always turn the computer off before attaching other equipment to it or replacing its battery. Also turn it off to conserve power when you won't be using it for several hours.

To turn the computer off:

- If the computer is on, choose **Shut Down** from the **Special** menu.



- If the computer is in sleep, wake it by pressing any key on the keyboard (except Caps Lock), and then choose **Shut Down** from the **Special** menu.

Putting your computer to sleep

When the PowerBook is in sleep, it has a darkened screen and appears to be off, though it is still drawing battery power at a low level. The computer is on, but almost completely inactive.

To put your PowerBook to sleep:

- Choose Sleep from the Special menu.



Automatic sleep

If you don't use the computer for several minutes, it goes to sleep automatically. This conserves battery power.

To wake the computer, press any key on the keyboard (except Caps Lock). In a few seconds, the screen will go back to the way it looked before the computer went to sleep.

For more information on sleep and automatic sleep, see Chapter 6.

Restarting your computer when it's already on

You need to restart your computer—turn it off and back on again immediately—when you want to make certain changes to your control panels, use a newly installed system software file, or start up the computer from a different disk.

To restart your computer:

- Choose Restart from the Special menu.



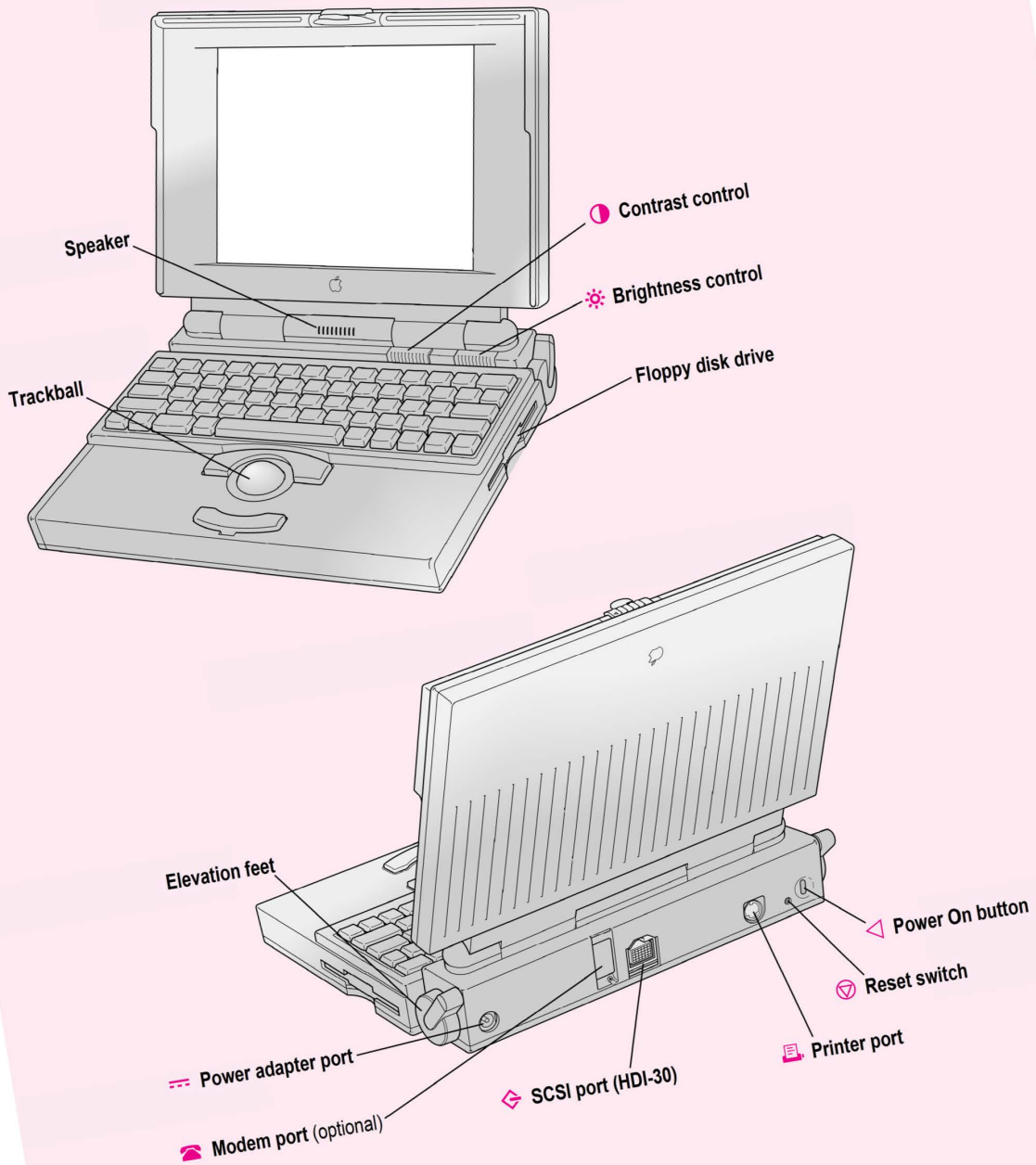
When you choose Restart, the computer prompts you to save your work, closes all open programs, and restarts itself.

Choosing Restart does not affect any RAM disk you created or its contents.

If you can't choose Restart

You may occasionally see a “system error” message on the screen (indicating a temporary software problem). If this happens, you need to restart the computer. In most cases, the error message is accompanied by a Restart button. Use the trackball to click the Restart button.

For additional suggestions if you can't restart using either of these methods, see Chapter 9, “Troubleshooting.”



Go through the exercises in this chapter to learn how to use your computer.

2

Learning to Use Your Computer

Your computer comes with a tutorial that teaches you the basics. The tutorial is divided into two parts:

- **Part 1** You start the *Macintosh Basics* tour on your computer. The tour presents the basic skills you need to master.
- **Part 2** After you complete the *Macintosh Basics* tour, you return to this chapter to practice what you learned. You also learn some additional skills.

If you've never used a Macintosh computer before, you should complete both parts of the tutorial.

If you're an experienced Macintosh user, you may want to look over the rest of this book to learn about special features of this computer. Then, as you work with your Macintosh, consult the *Macintosh Reference* book for answers to questions about the system software that came with your computer.

IMPORTANT If you need to turn off your computer at any point before finishing the tutorial, please see "Turning Your Computer Off" in Chapter 1.

Part 1 Starting the *Macintosh Basics* tour

Your *Macintosh Basics* tour is on the hard disk that's inside your computer. To take the tour, follow the steps in this section.

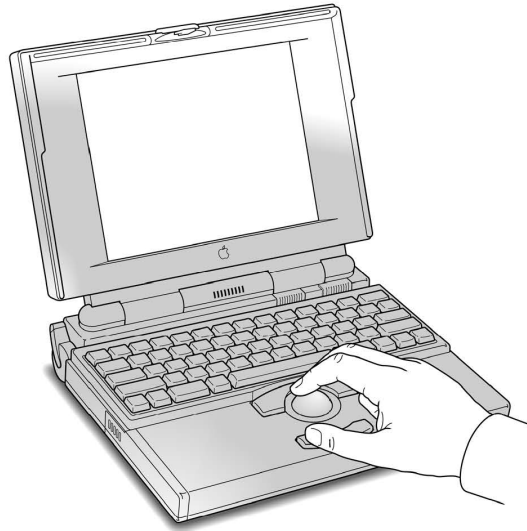
Make sure your computer is turned on. If the screen is dark, try adjusting the screen (see "Problems Turning On Your Computer?" in Chapter 1) until you see words and small pictures on your screen.

1 Roll the trackball to move the arrow pointer (␣) around on the screen.

Place your index finger on the trackball and your thumb on the lower trackball button. Don't press either button yet.

Roll the trackball, watching the arrow on the screen. Notice that the arrow moves in the same direction as you roll the trackball.

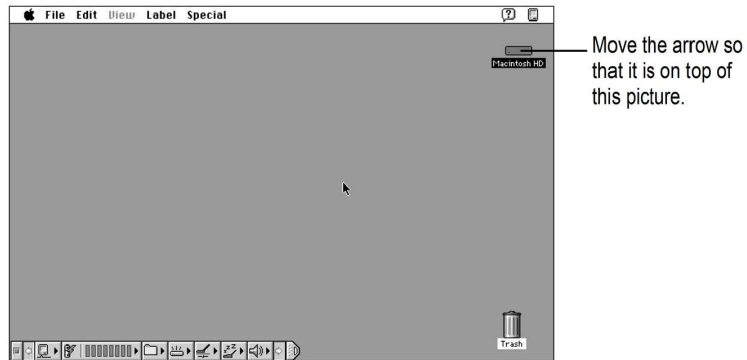
You may need to roll the trackball around for a few seconds to "break in" the mechanism so it works smoothly.



2 Roll the trackball so that the tip of the arrow is on the picture labeled “Macintosh HD.”

Make sure the tip of the arrow is over the picture, not over the words “Macintosh HD.”

Note: Your screen should look similar to the one below, but may not look exactly the same.



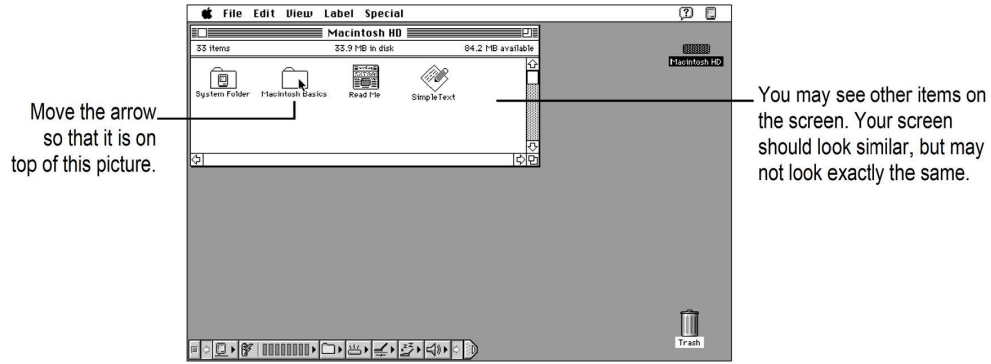
3 Being careful not to roll the trackball, press the button twice in quick succession. (This is called “double-clicking.”)

Now your screen should look like the illustration following step 4. The items in that illustration may not exactly match those on your screen. The only item you need right now is the Macintosh Basics folder.

If the screen doesn't look right, try steps 2 and 3 again, paying special attention to the following:

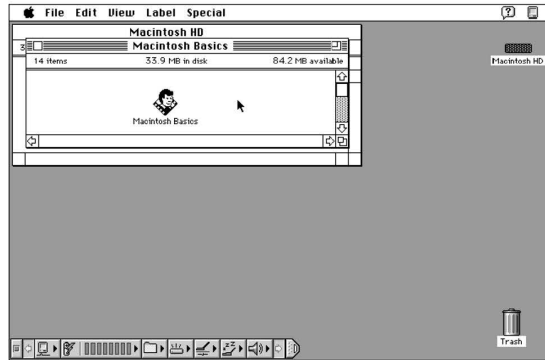
- Make sure the tip of the arrow is touching the picture, not the words beneath it.
- Be sure to press the trackball button twice.
- Press twice quickly and be careful not to roll the trackball while you press.

- 4 Roll the trackball to place the tip of the arrow on the picture of the folder labeled “Macintosh Basics.”

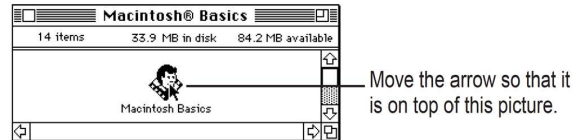


- 5 Being careful not to roll the trackball, press the button twice in quick succession.

Now your screen should look like the following illustration:

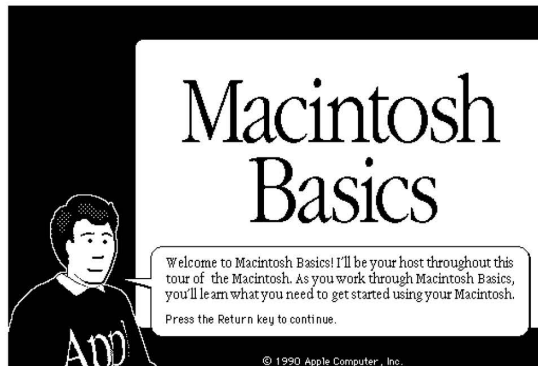


- 6 Roll the trackball so that the arrow is on the picture of the man labeled “Macintosh Basics.”



- 7 Press the trackball button twice in quick succession.

Now your screen should look like the following picture:



If you don't see this screen, try again, paying special attention to the following:

- Make sure the tip of the arrow is touching the picture, not the words beneath it.
 - Be sure to press the trackball button twice.
 - Press twice quickly and be careful not to roll the trackball while you press.
- 8 Follow the instructions on the screen and work through the tour.

When you finish the tour, continue with the rest of this chapter.

Part 2 Practicing your new skills

You should now have completed the *Macintosh Basics* tour.

The second part of your training gives you an opportunity to think about what you've learned so far and to practice your new skills.

Reviewing what you've learned

Before continuing, take a few moments to answer these questions. They will help you summarize the information you learned in *Macintosh Basics*. You may want to write (or circle) your answers as appropriate. The correct answers are in the next section of this chapter.

If you have any trouble answering the questions, look in Chapter 3, "Basic Skills."

Question: *What is the name of the area where you do your work? (It's shown below)*

Answer: _____

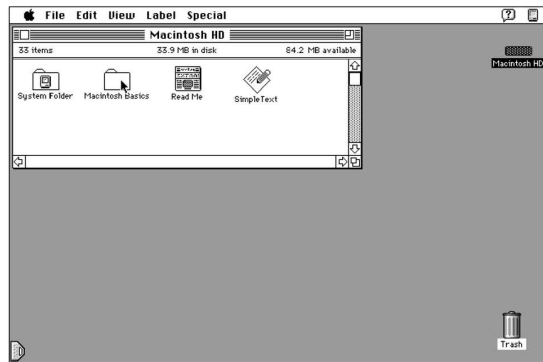


Question: *What are pictures on the Macintosh desktop called? Two examples are shown below.*

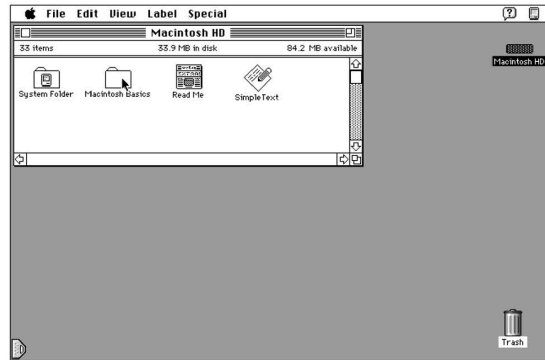
Answer: _____



Circle the hard disk window in the illustration below.

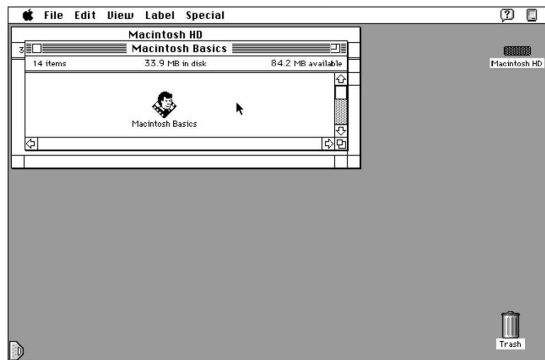


Circle the hard disk *icon* in the illustration below.



Question: Circle the active window on the desktop below. How do you make a window active?

Answer: _____



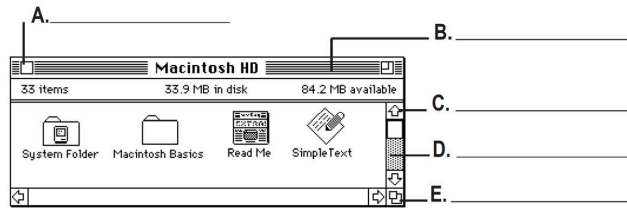
Question: Which menu is the Save command in?

Answer: _____

Question: How do you throw an item away?

Answer: _____

Label the parts of this window.



Answers to the review questions

These are the answers to the review questions that you completed earlier.

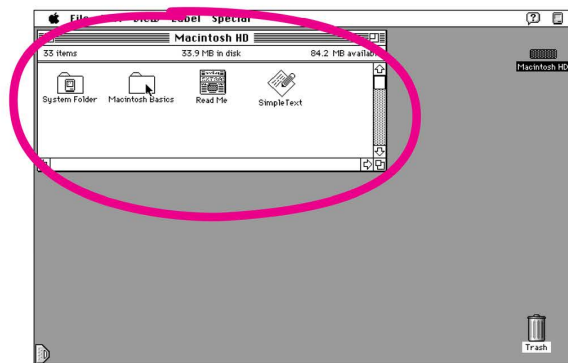
- Question: *What is the area called where you do all your work?*

Answer: *the desktop*

- Question: *What are pictures called on the Macintosh desktop?*

Answer: *icons*

- Circle the hard disk *window* in the illustration below.

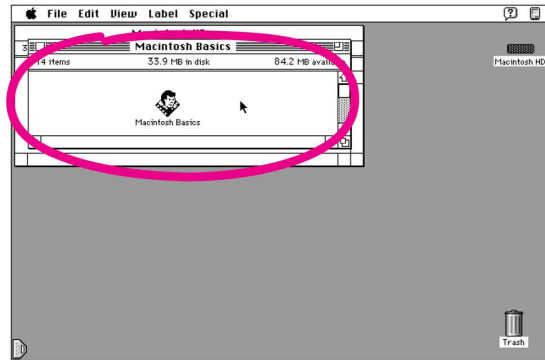


- Circle the hard disk *icon* in the illustration below.



Question: Circle the active window shown on the desktop below. How do you make a window active?

Answer: by clicking anywhere inside it



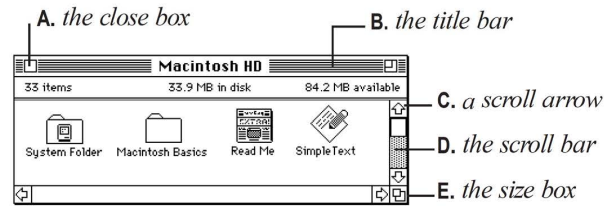
Question: Which menu is the Save command in?

Answer: the File menu

Question: How do you throw an item away?

Answer: by dragging it to the Trash

Label the parts of this window.



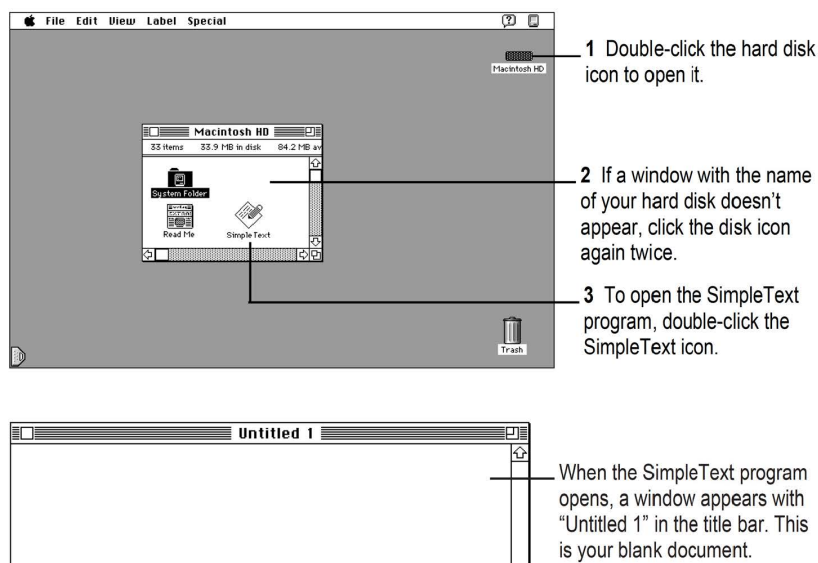
Practice session

Now you can practice what you learned in *Macintosh Basics*. You'll be practicing your skills using real programs that came with your computer, rather than the sample ones in *Macintosh Basics*.

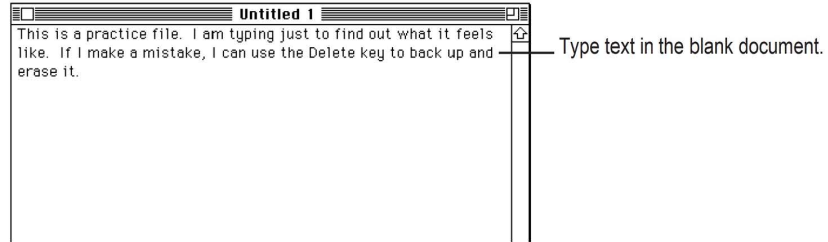
IMPORTANT If you get lost at any point during the practice session, or if something unexpected happens, turn to "Clues on Your Screen" later in this chapter. These clues will help you get back on track.

Creating a new document

- 1 Open the hard disk icon and then open the SimpleText program, as shown below.



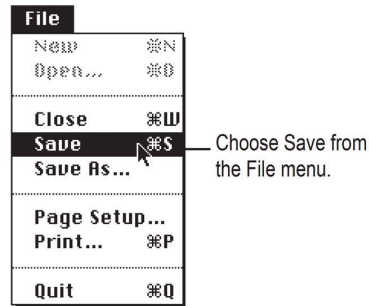
2 Use the keyboard to type a few lines of text into the blank document.



It doesn't matter what you type. If you make an error, press the Delete key to backspace over the incorrect letters, then retype.

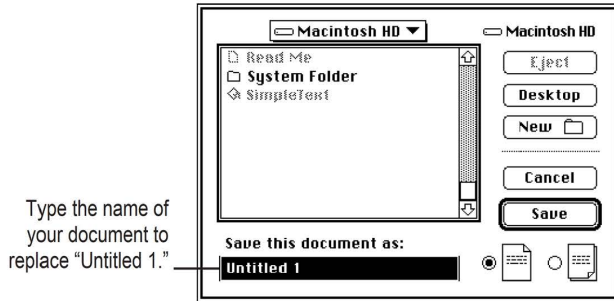
3 Open the File menu and choose the Save command to save your new document.

When you save a document, you are storing it on the hard disk. You need to save every document you create. If you don't save it, the document is lost when you turn off the computer.

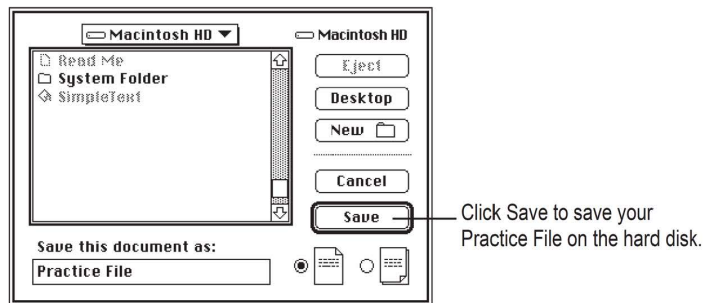


A box like the one in the next step appears, with "Untitled 1" near the bottom. This box lets you name and save your document.

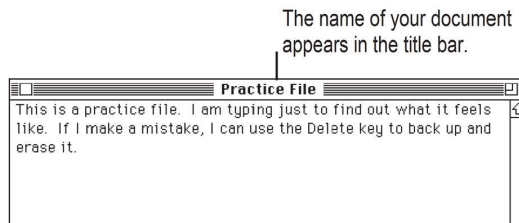
- 4 Don't click anywhere. Just type the name "Practice File." Then click the button labeled Save.



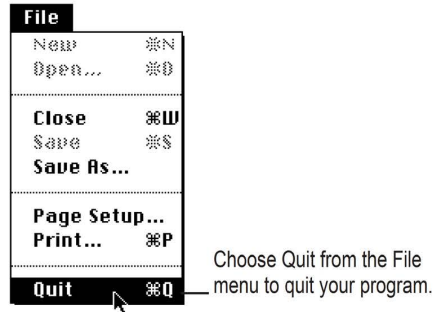
The name you type should replace "Untitled 1" in the box. If it doesn't, place the pointer to the left of the *U* in "Untitled 1," then press the trackball button and drag across the word. When "Untitled 1" is *highlighted* (the text is surrounded with a black box), type the new name.



After you click Save, a copy of your document is stored on the hard disk in your computer. The new name appears in the title bar of the document.



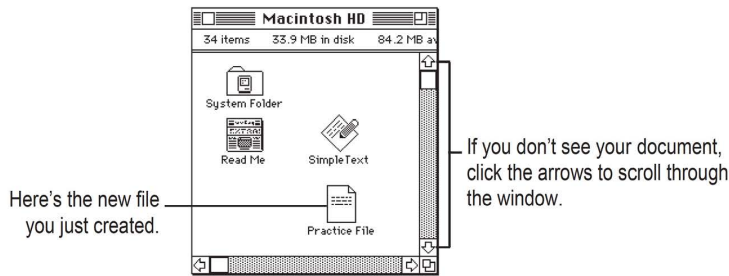
- 5 Open the File menu and choose Quit to quit the SimpleText program.



The SimpleText program closes, along with your document.

- 6 Check for the file you saved in the hard disk window.

You should see the icon for the document you saved in the hard disk window. If your Practice File icon doesn't appear, it may be in a hidden part of the window. You can scroll through the window to find the icon if you need to.



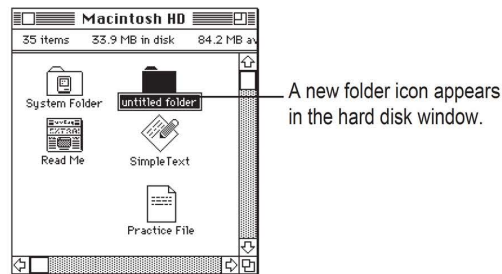
That's the end of the first exercise. You may want to take a break before you continue.

Storing your work inside a folder

You can organize your work on the Macintosh by creating folders and storing your documents inside them.

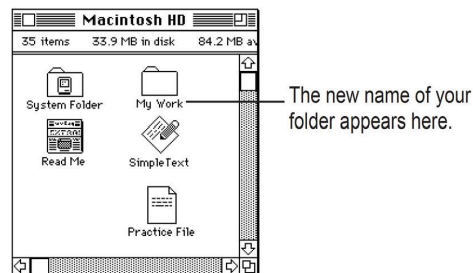
1 Open the File menu and choose New Folder.

A folder icon named “untitled folder” appears in the active window on the desktop.



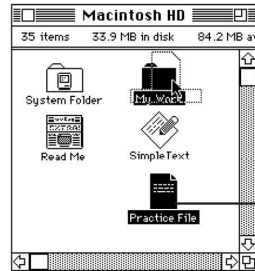
2 Without clicking anywhere, type “My Work” to name the folder.

Notice that the words “untitled folder” are highlighted and boxed. That means the name you type will replace these words.



3 Drag the Practice File into the folder named “My Work.”

Move the pointer to the Practice File. Then press and hold down the button while you drag the Practice File to the folder named “My Work.” When the tip of the pointer is on the folder icon and the folder becomes highlighted, release the button.

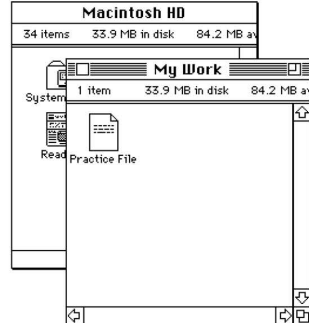


Move the pointer to this icon. Then press and hold down the button while you move this icon to the folder named “My Work.”

4 Open the folder named “My Work.”

You open a folder the same way you open any icon: double-click it, or click it and choose Open from the File menu.

The “My Work” folder window opens, and you can see your Practice File.



You have now completed the second practice exercise. You may want to take a break before continuing.

Throwing an item away

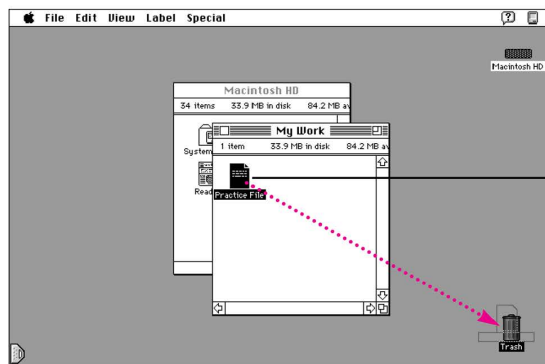
As you work, you will want to remove items you no longer need from the hard disk. You remove items by throwing them into the Trash. In this exercise, you will throw the Practice File into the Trash.

1 If the Macintosh HD window is not already open, open it by double-clicking the Macintosh HD icon.

2 If the folder named “My Work” is not already open, open it.

Note: If you can't see the Trash icon (which should be in the lower-right corner of your screen), move the windows so that the Trash icon is visible. To move a window, place the pointer in the window's title bar (the stripes at the top of the window), and drag the window.

3 Drag the Practice File to the Trash icon.

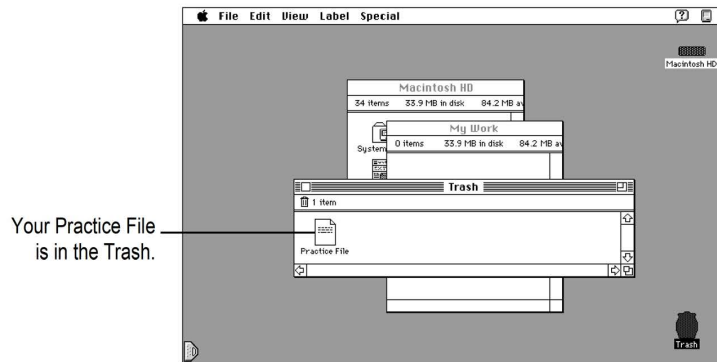


Place the pointer on the Practice File icon. Press and hold down the button as you move the pointer to the Trash icon.

When the tip of the pointer is on the Trash icon and the Trash icon becomes highlighted, release the button.

When you place an icon in the Trash, it is not immediately removed from your disk. The Trash icon bulges to show you that the Practice File is in the Trash, but still on your disk.

- 4 Open the Trash icon (by double-clicking it) to see your Practice File there.



- 5 Open the Special menu and choose Empty Trash.

A dialog box appears. The computer displays a dialog box when it asks you to confirm an action. You must click OK or another button in the dialog box before you can take any other action.

- 6 Click OK.

The Trash is emptied and the Trash icon returns to normal.

The Empty Trash command permanently removes from your disk anything that is in the Trash. Always be sure that you know what you're removing before you choose Empty Trash.

Note: You can get an item back from the Trash by moving its icon back to your disk before you choose Empty Trash from the Special menu. After you choose Empty Trash, you can't recover items you've thrown away.

You have completed all of the practice exercises. Before you continue with your own work, you might want to skim Chapter 3, "Basic Skills," for a summary of basic skills that you'll need as you work.

What's next?

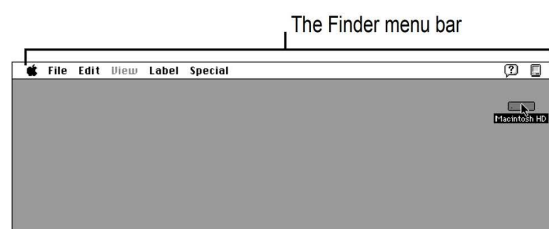
The best way to get experience working with your computer is to begin to do your own work. You may have already purchased application programs to work with. Be sure to read the manuals that came with these programs for information on how to install them. You also have programs that came already installed on your computer. See the manuals that came with your computer for help on using these programs.

Clues on your screen

As you work, check the screen frequently for these important clues about where you are. If you are lost or if something unexpected happens, ask yourself these questions:

Is this the right program?

Check the menu bar. If it looks like this example, you are in the Finder. If any of these menu names are different or missing, you are inside another program. To get back to the Finder, click anywhere on the desktop pattern.



Is the correct window active?

Usually only the active window is affected when you type or use a menu. The active window has stripes in its title bar. To make a window active, click anywhere inside it.

Is the icon or text you want to work with selected?

Commands you choose in menus often work only if an icon or some text is selected. Check the item you want to work with to make sure it's highlighted (which means it's selected).

Is it best to start over?

If you get stuck or lost as you practice on the computer, try one or more of the following remedies and then start the practice session over again:

- If an unwanted or confusing window is on your screen, click the Close box in the upper-left corner of the window to close it.
- If an unwanted window or box contains a Cancel button, click it.
- If the File menu contains the word Quit, choose it.
- If you're really stuck, restart your computer.

To restart, click the desktop (the background pattern on your screen), and then choose Restart from the Special menu. This turns the computer off and then back on. When you restart a computer, problems often clear up.

Refer to this chapter for information
on basic Macintosh skills.

3

Basic Skills



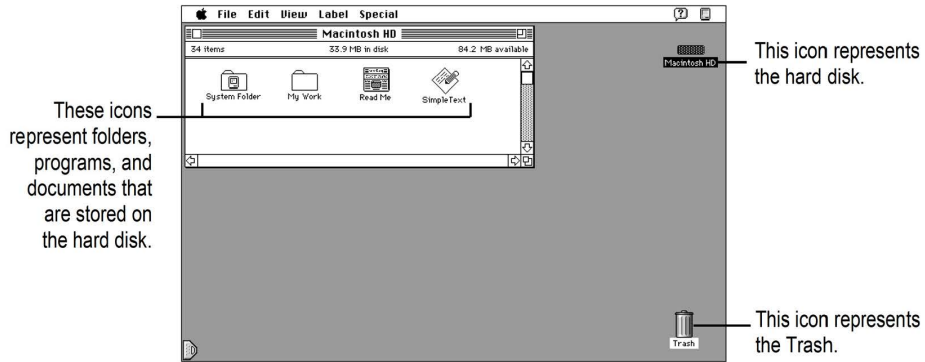
This section provides information on the following basic skills:

- working with icons
- working with windows
- working with documents
- working with disks
- organizing your desktop
- working with menus
- keyboard shortcuts in the Finder and in directory dialog boxes



Working with icons

An icon is a picture that represents something else.



Selecting icons

To do this	Follow these steps
Select the icon	Click the item.
Deselect an icon	Click anywhere except the selected icon.
Select multiple icons	While holding down the Shift key, click each icon.
Deselect an icon in a group of selected icons	While holding down the Shift key, click the icon.
Select multiple icons that are near each other	<ol style="list-style-type: none">1. Place the pointer at one corner of a group of icons.2. Drag diagonally to select the icons, then release the button.
Select a list or partial list of icons	<ol style="list-style-type: none">1. Place the pointer to the left of the top icon or the bottom icon.2. Drag up or down the list, releasing the button when the items are selected.

Copying icons

To do this	Follow these steps
Copy an icon onto another disk	Drag the icon to the icon of the other disk or to a folder icon or a window that belongs to that disk.
Copy an icon on the same disk	<ol style="list-style-type: none">1. Click the icon to select it.2. Choose Duplicate from the File menu, or press ⌘-D.3. If you wish, rename the new icon and drag it to a new location. You can also make a copy by holding down the Option key while you drag the icon to another folder or window.

Opening icons

To do this	Follow these steps
Open an icon (disk, folder, etc.)	<ol style="list-style-type: none">1. Click the icon.2. Choose the Open command from the File menu. Or double-click (click twice quickly) on the icon.

Moving icons

To do this	Follow these steps
Move an icon on a disk	Drag the item to the location you want.

Naming icons

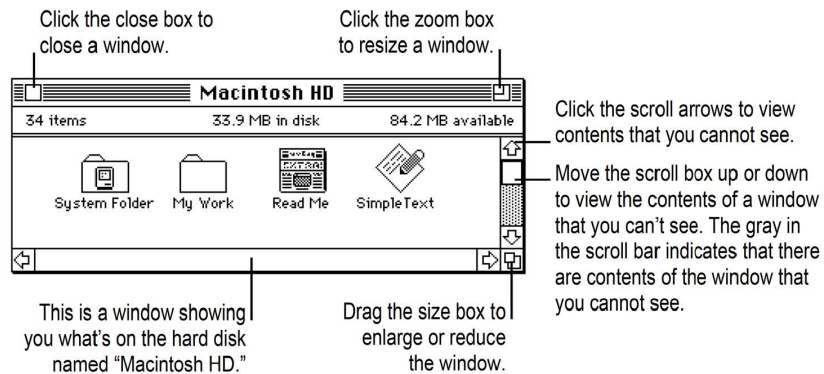
To do this	Follow these steps
Select text in an icon's name	Click the icon name (not the icon itself).
Rename an icon	<ol style="list-style-type: none">1. Select the text under the icon.2. Type the new name.3. Press the Return key.

Removing items from the disk and retrieving them from the Trash

To do this	Follow these steps
Erase or remove an item from a disk	<ol style="list-style-type: none">1. Drag the icon to the Trash.2. Choose Empty Trash from the Special menu.
Retrieve an item from the Trash	<ol style="list-style-type: none">1. Open the Trash icon.2. Before you choose Empty Trash from the Special Menu, drag the icon out of the Trash (and into the disk or folder window where you want to store it). Or, choose Put Away from the File menu to return the icon to its original place on a disk.

Working with windows

A window opens when you double-click an icon. A window usually shows you what's inside an icon.



Viewing the contents of a window

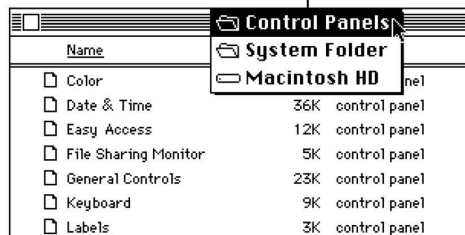
To do this	Follow these steps
View the contents of a window by name, date, size, or kind	<ol style="list-style-type: none">1. Open the View menu.2. Choose the menu item that corresponds to the way you want to view the contents of the window.
View the contents of the window in outline form	<ol style="list-style-type: none">1. Choose any list view from the View menu (any view except the icon and small icon views).2. Click the triangle next to a folder name to display or hide the contents of the folder.

Making a window active

To do this	Follow these steps
Make a window active	Click anywhere inside the window or double-click its icon.

Opening higher level folders or disks

- 1 Hold down the ⌘ (Command) key as you press the title of the active window.
- 2 Drag to choose a higher-level folder (or disk) and then release the button.



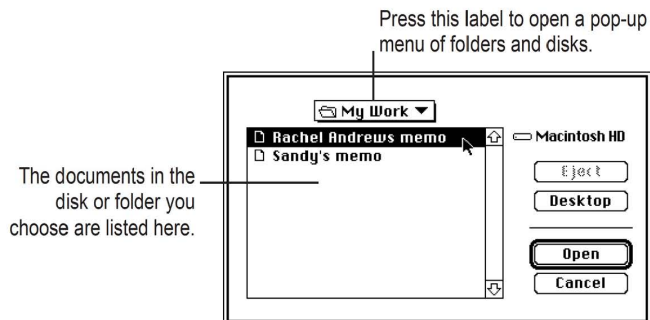
Working with documents

Opening and closing a document

To do this	Follow these steps
Open a document	<ol style="list-style-type: none">1. Click the icon for the document.2. Choose the Open command from the File menu. Or double-click (click twice rapidly) on the icon.
Close a document	Choose Close from the File menu. Or click the close box of the document window.

Opening a document from within a program

To do this	Follow these steps
Open a document when you are working in an open program	<ol style="list-style-type: none">1. Choose Open from the File menu.2. Click the name of the document. (The illustration shows how to find a folder that you might not see.)3. Click the Open button.

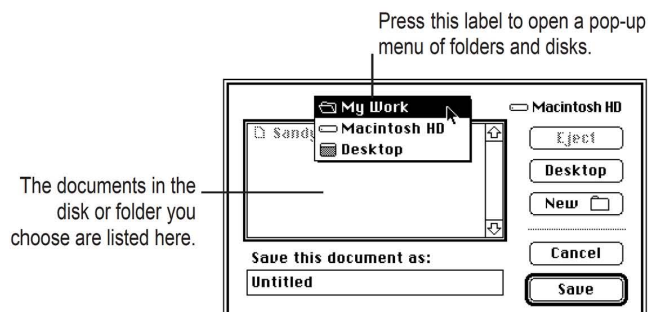


Saving and naming documents

To do this	Follow these steps
Save and name a document for the first time	<ol style="list-style-type: none">1. Choose the Save command from the File menu.2. Type a name for the document.3. Click the Save button.
Save the document under another name	<ol style="list-style-type: none">1. Choose the Save As command from the File menu.2. Type a new name for the document.3. Click the Save button.

Choosing a folder when saving a document

To do this	Follow these steps
Save a document in a specific folder while working in a program	<ol style="list-style-type: none">1. Choose Save or Save As from the File menu.2. Click the name of the folder you want to save your document in. (The illustration shows how to find a folder that you might not see.)3. Click Open to open the folder.4. Name your document.5. Click the Save button to save the document inside the folder.



Working with disks

Preparing a new floppy disk for use

See “Using Disks” in the *Macintosh Reference* manual.

Ejecting a floppy disk

To do this	Follow these steps
Eject a floppy disk	Drag the disk's icon to the Trash.

Copying the contents of a disk

To do this	Follow these steps
Copy the entire contents of one floppy disk onto another floppy disk (with one disk drive)	<ol style="list-style-type: none">1. Insert the original floppy disk into the floppy disk drive.2. Drag the floppy disk icon to the hard disk icon. (The floppy disk contents appear in a folder of the same name on the hard disk.)3. Drag the floppy disk icon to the Trash.4. Insert the floppy disk that you want to copy to.5. Drag the icon of the newly created folder to the floppy disk icon.6. Drag the floppy disk icon to the Trash.
Copy an entire floppy disk onto a hard disk	Drag the icon of the floppy disk to the icon for the hard disk. (The floppy disk contents appear in a folder of the same name on the hard disk.)
Copy items from a hard disk onto a floppy disk	<ol style="list-style-type: none">1. Select the items you want to copy.2. Drag the selected icons to the floppy disk's icon or window.
Copy items from a floppy disk onto a hard disk	<ol style="list-style-type: none">1. Select the items you want to copy.2. Drag the selected icons to the hard disk's icon or window.

Erasing the contents of a disk

To do this	Follow these steps
Erase the entire contents of a floppy disk	<ol style="list-style-type: none">1. Insert the disk you want to erase into a disk drive.2. Click the icon of the disk you want to erase.3. Choose Erase Disk from the Special menu.4. Respond to the messages on your screen by clicking the appropriate buttons.

Organizing your desktop

Creating a new folder

To do this	Follow these steps
Create a new folder	<ol style="list-style-type: none">1. Choose New Folder from the File menu.2. Type a name for the folder.3. Press the Return key.

Placing an icon inside a folder

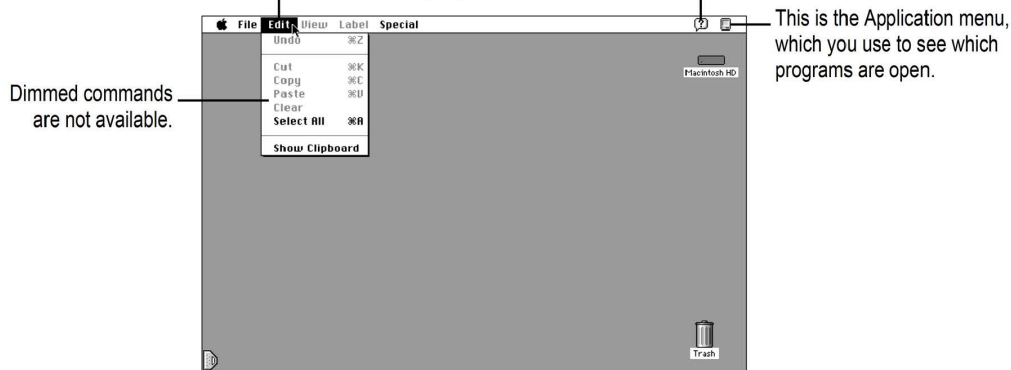
To do this	Follow these steps
Place an icon inside a folder	<ol style="list-style-type: none">1. Drag the icon to the folder where you want to store it.2. Release the button when the folder icon becomes highlighted.

Working with pull-down menus

To choose an item from a menu:

- 1 Point to the menu.
- 2 Press to pull down the menu.
- 3 Drag to the item you want to choose.
- 4 Release the button when the command is highlighted.

This is the Help menu, which you use to display information about items on the screen.



Keyboard shortcuts in the Finder and in directory dialog boxes

Key	Action
Up, Down, Left, or Right Arrow key	Selects the next item in the direction of the arrow
Tab key	Selects the next item alphabetically (except in a directory dialog box and the Chooser)
Character key (a, b, c...)	Selects the first item whose name begins with that character (or the character following closest to it in the alphabet)
⌘-Down Arrow	Opens the selected icon
⌘-Option-Down Arrow	Opens the selected icon and closes the current folder
⌘-Up Arrow	Opens the folder that contains the current folder
⌘-Option-Up Arrow	Opens the folder that contains the current folder and closes the current folder
Return or Enter	In a dialog box: the same as clicking the button with the bold outline In the Finder: selects the selected icon's name for editing or saves the edited name