

The Desktop Manager User's Guide

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About Product Support

We've made every effort possible to make **The Desktop Manager (TDM)** an error free product. However, with a product as complex and powerful as **TDM** you may have a problem that we didn't foresee. If you have any problems with **TDM**, we want to hear about them so we can help you. Our goal is your complete satisfaction with **TDM** and **ON THREE**.

In order to receive product support via telephone and mail we require one thing: **Your completed registration card on file**. Until we receive the registration card we can't offer any support for the product. Please mail it in today. It is our only way to keep you informed of updates and bug fixes.

As soon as we receive your registration card you will be placed on the mailing list for our **TDM** newsletter. The newsletter will keep you informed of all new add-on accessories for **TDM** and show you how to get the most out of the product. Without the newsletter you'll be in the dark!

You are entitled to free software updates during the 90 day period after you purchase **TDM**. For this reason please keep a copy of your receipt. Note that to receive the free updates you must send in your original **TDM** disk with a copy of your receipt. If we release an update after the initial 90 day period there will be a small handling charge for the update.

ON THREE will give 90 days of free technical support and updates starting the day we receive your first call or letter. We've found that the majority of questions come within the first three months of use. Because of this, after the initial free technical support period, support is available - at a very nominal cost. Complete information on the extended technical support and update service will be mailed as soon as we receive your registration card.

Please note that your 90 days of free technical support begins after we receive your first technical support letter or phone call. It does not begin when we receive your registration card so there's no reason to delay sending it in.

This policy helps keep our product costs down by having the few people who need a great deal of support pay their way instead of everyone else subsidizing their support via higher product prices. This is one way we've found that makes sense to us and our customers have agreed is a fair and equitable solution.

We want and *need* your input, so if you have any question or comments on this policy please do contact us at:

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Overview

Throughout this guide we will use the abbreviation **TDM** when referring to **The Desktop Manager**.

Most people like to jump in and start using software without reading the manual at all. **Please** at least go over the 1st chapter or two so you have an idea of what you're getting into. If you don't want to read over this guide before starting, please go to **Appendix A** before you do anything else. This section shows how to make a copy of the **TDM** disk.

It is very important that you make backup copies, if you damage your master copy you will have to send it in for repair. If your backup copy ever goes bad, you can make a new one from your original disk.

All of us at **ON THREE** hope you enjoy **TDM**. If you have any questions or problems with the software, please try to find the answer in the manual before calling. Chances are it's there. If not, we'll be glad to help - but only after we've received your registration card. So please send it in as soon as possible.

To use **TDM** we are assuming that you have a working knowledge of your Apple IIGS, disks and ProDOS in general. If not, please read over your Apple IIGS Owner's Guide. It contains all the information you will need in order to get started with **TDM** (and many other Apple IIGS programs).

What Is TDM?

The Desktop Manager from **ON THREE, Inc.** is a powerful set of utilities that will increase your productivity and enhance the way you use your Apple IIGS. **TDM** contains a number of easy to use **Accessories** which are always available - **from all applications** - at the touch of a key!

The general idea is that you can be in any application, press a certain key and a **TDM** accessory will be activated. **TDM** accessories let you jot down notes, set appointments, perform complex calculations, control your printer and much, much more!

When you're finished using an accessory, simply press **ESC** and you'll be right back in the program you were using. Your application will be none the wiser. It won't even be able to tell that you used **TDM**.

The only catch to **TDM** is that it will only work with ProDOS based applications. If you are using an application on your Apple IIGS which is Pascal or DOS 3.3 based, please contact the manufacturer of that program about the availability of a ProDOS version of that program.

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Unlike other accessory products for the older Apple IIe, **TDM** will work on virtually all Apple IIGS ProDOS 8 and ProDOS 16 applications without specific program patches!

TDM was designed to be expandable, yet it has the following features and accessories built-in:

- The **Note Pad**: A powerful and easy to use word processor. It lets you jot down notes for later viewing. Automatic saving frees you of the need to type in a file name. Multiple pages per note, plus the sophisticated features of word-wrap, automatic repagination, printing, copying and more gives you the power of a word processor - available in an instant - from whatever program you are using. On-line help screens make it easier than many other word processors.
- The **Appointment Calendar**: A time scheduling tool that allows you to set multiple appointments on any day up to December 31st, 1999. These '**Appointment Events**' will notify you of your next appointment. From within any program, no matter what you are doing, the Appointment Calendar will automatically display your next appointment. The day and week at a glance features will show you the appointments for a single day or an entire week at a time. Full help screens compliment this very easy to use perpetual calendar.
- The **Calculator**: An extremely powerful electronic workhorse. Full 16 digit accuracy and multiple functions like: SIN, COS, TAN, LOG's, natural LOG's, x to a power and square roots. Features e, pi, degrees and radians, memory, base conversions from decimal, to hex or binary and back, a scrolling paper tape, printing and on-line help screens in addition to the basic add, subtract, multiply and divide.
- The **Printer Manager**: Allows you to easily control a variety of printers, interface cards and printing codes. It lets you quickly send special controlling codes to your printer from a series of menus. Also, it allows you to directly connect to your printer as if it's an intelligent typewriter.
- The **Envelope Labeler**: Lets you use your GS for printing envelope labels. Control on a line by line basis of the positioning of the label. Up to 99 copies and variable line spacing provide the ultimate in flexibility.
- The **ASCII Chart**: Lists the entire ASCII character set and the keypress equivalents for those characters. A great tool when you're trying to find the keypress that your printer needs to switch into a certain mode.
- The **Accessory Manager**: Lets you move, copy, delete, rename and install accessories into **TDM**. This accessory provides some of the great flexibility with **TDM**. You can create submenus that can also hold hundreds of accessories so **TDM** offers almost unlimited expandability!

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- **The Clipboard For Information Transfer:** You can pick up textual information from one program and transfer it to another application. You can use this feature to transfer information from your program to the Note Pad, Appointment Calendar, or Calculator. You can also transfer text from one of the **TDM** accessories back to your main program. A very useful application is to pick up a column of numbers in your word processor, paste it into the Calculator, then paste the result back into your word processing program.
- **The TDM Control Panel:** The TDM Control Panel allows you to setup **TDM** for different Apple IIGS configurations. It lets you tell **TDM** how to work with your GS under all applications.
- **Text/Graphics Screen Saves & Text Printouts:** Built into **TDM** is the ability to save whatever text or graphics screen is being displayed via a single keystroke. An automatic text screen dump is also provided.
- **An Automatic Installation Program:** A few simple keypresses will easily install **TDM** on any of your applications. No need for clumsy patch programs, it's all automatic!
- **Movable Windows:** All **TDM** accessories allow you to place their windows wherever you want on your screen. If you want to jot down something in the Note Pad, but also want to view something on your main screen, just pick up the Note Pad and move it. Likewise, the Appointment Calendar, Calculator and other accessories allow you to place them in a convenient spot (for you) on the screen.

TDM was designed to be expandable. That means that you can *easily* add on a variety of accessories to the main system. Available today are powerful accessories such as the **Macro Manager™** which gives macros to ALL ProDOS based applications, the **Communications Manager™** which provides a full-featured communications package that includes XMODEM and Binary II support and the **Disk Manager™** which gives most every feature of the Apple System Utilities program.

As soon as you send in your registration card you will be sent complete information on these powerful add-on accessories for **TDM**.

What's most exciting about **TDM** is that you can add hundreds and hundreds of accessories into the same **TDM** system. We've designed it with an open architecture so you can add the accessories that *you* need.

The rest of this guide will show you how to install, use and care for your new **TDM** equipped Apple IIGS.

System Requirements

To use **The Desktop Manager** you will need the following equipment:

- An Apple IIGS with 512K or more of memory.
- One Apple 3.5, UniDisk 3.5 or 800K compatible disk drive.

Optional (but nice!)

- A second 3.5 inch or a hard disk drive.
- A printer for hard copies of your Note Pad notes, Appointment Calendar appointments, Calculator calculations or for any of the other accessories which provide options for printing.

Please note that **TDM** will take a 74K chunk of memory away from your system. This memory is devoted to **TDM** accessories and will not be available for any other application as long as **TDM** is installed and in use.

When you install **TDM** certain applications will have 74K less memory available. If you are using AppleWorks™ or another application which uses the full memory in the Apple IIGS you will note a 74K loss in the memory available to that program.

If one or more of the applications that you are using require the full amount of memory in your Apple IIGS there could be a problem. If you want to use those applications with **TDM** you will have to increase the memory in your Apple IIGS. This is usually a fairly inexpensive proposition. Please see your registered Apple dealer for information or follow the instructions that came your Apple IIGS memory expansion card for increasing the memory that's available for your applications.

When you are using **TDM** on an Apple IIGS with a single 3.5 inch drive you may have to swap disks when you want to access **TDM**. The disk swapping required will depend on the application you are using with **TDM**.

This is one of the constraints of a single drive system and as such we recommend a second 3.5 inch or a hard disk drive for optimal use of **TDM**. It has been designed to run on a minimally configured Apple IIGS but if you can afford it, get a second drive (800K or greater).

With such a drive you will be able to get the most out of your **TDM** equipped Apple IIGS.

Apple IIGS Keyboards And Keys

Throughout this guide we will refer to the standard Apple IIGS keyboard. This is the detachable one that plugs into the Apple Desktop Bus (ADB) port on the back of the Apple IIGS.

TDM will also work without problems if you are using an Apple IIe that has been upgraded to an Apple IIGS with a main logic board swap. The main difference between that system and the regular GS is the keyboard.

The Apple IIe keyboard has a key called the Solid Apple. This has been changed in the Apple IIGS to the **OPTION** key. If you are using a IIe that has been upgraded but doesn't have the new detachable keyboard, you should note that the Solid Apple key on your keyboard is exactly the same as the **OPTION** key on the regular Apple IIGS keyboard.

This guide refers to the **OPTION** key quite extensively so please don't be confused. When it says press **OPTION**, press your Solid Apple key.

If you are using an ADB keyboard that has a non-standard configuration, please refer to the guide that came with the keyboard to determine which key represents the **OPTION** or Solid Apple key.

Chapter 1 - Introducing The Desktop Manager

Before installing The Desktop Manager on your Apple IIGS let's take a look at just what TDM looks like and how you can use it.

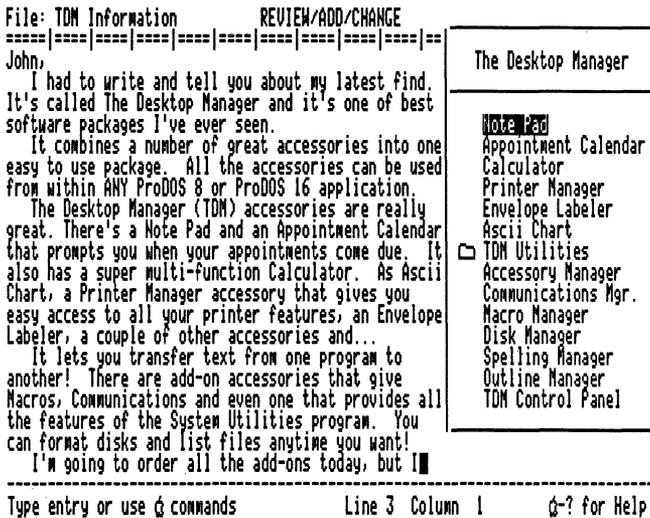


Figure 1.1. The Desktop Manager Main Menu

The best part about TDM is that it can work with virtually all ProDOS 8 and ProDOS 16 applications. Your applications don't have to be specially patched or in any way modified. They will automatically work with TDM.

TDM becomes an integral part of your programs. Always there when you need it, TDM will improve the way you use your Apple IIGS.

In the figure just above, the TDM main menu is being displayed inside the AppleWorks program. A simple keypress has suspended AppleWorks and you can now use any of the TDM accessories.

TDM will work in most every other ProDOS based application. A good rule of thumb to judge if TDM will work in a certain program is if you can display the Apple Desk Accessory menu by pressing CONTROL ⌘ ESC.

If the Apple Desk Accessory menu comes up, chances are that TDM will work without problems. There are a few instances where a program will not work with TDM. These are listed in Appendix C.

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The items on the **TDM** menu are accessories which you can use. To run an accessory, select it by using ↑ and ↓ to move the highlight over the one you want. Press **RETURN** and the accessory will be run.

Additional functions are available by pressing other special keys. All **TDM** functions and features will be explained in the rest of this guide. For now, lets see how **TDM** can make your life a little easier.

What happens if you're in the middle of your graphics program and want to jot down a few notes? If you're like most people you reach for a pen and a piece of paper. With **TDM** you can simply select the Note Pad and write to your heart's content! Any time you want it, **TDM** delivers.

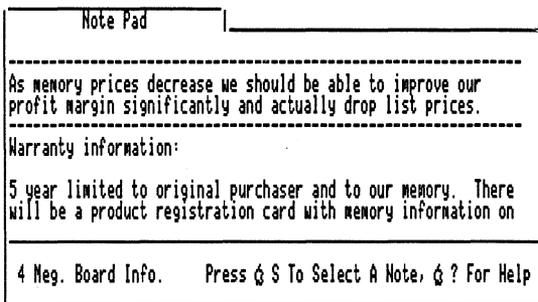


Figure 1.2. The Note Pad Within PaintWorks Plus™

TDM offers far more than just jotting down notes.

One of the best examples of the power of **TDM** is the Appointment Calendar. You can use the Appointment Calendar to set appointments and **TDM** will notify you of the appointments from within any application!

If you're ever late for meetings or just want to remember to pick up some milk on the way home, the Appointment Calendar can be a lifesaver. You can be using a word processor, graphics program - anything!

TDM Appointment Events will automatically let you know when your appointments come due.

Below is a display of the **Appointment Calendar** accessory running behind the Apple System Utilities program.

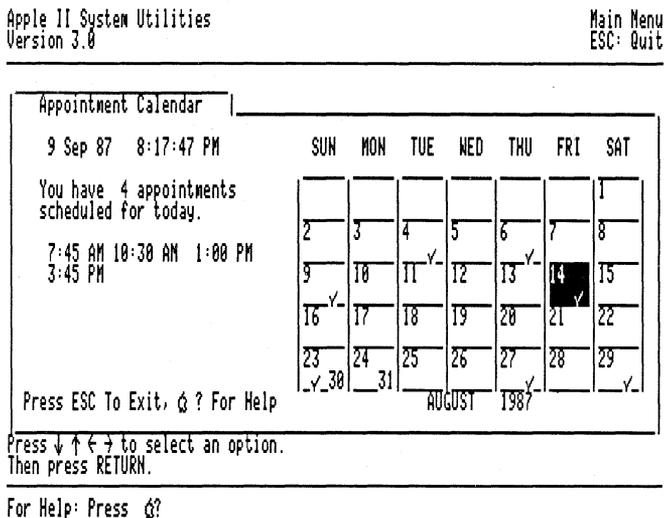


Figure 1.3. The Appointment Calendar Within System Utilities

TDM even offers a full featured Calculator - within all applications. Have you ever been inside your word processor and wanted to sum up a column of numbers? Or maybe you just wanted to do a simple (or even complex) calculation in your data base program.

No matter what type of computation you need to do, the **TDM** Calculator is always there. From AppleWorks to the System Utilities the Calculator is ready whenever you need it.

Combined with the text pickup and pasting features of **TDM**, the Calculator can work wonders! You can *effortlessly* pick up a column of numbers from your word processor, paste them into the Calculator and then paste the result back into your word processing program - all automatically!

Faster than you could ever key them into the calculator on your desk, the Calculator can figure the result and paste it back into your application.

The Calculator is great for everyday, simple computations and it uses the built-in Apple IIGS SANE - Standard Apple Numeric Environment.

The **TDM** Calculator is the *first* application to take advantage of the speed, power and accuracy of SANE on the Apple IIGS.

Below is a display of the **TDM Calculator** inside the Apple Writer program. Note the 'Paper Tape' to the right of the Calculator. It keeps a running tab of all the calculations you've made.

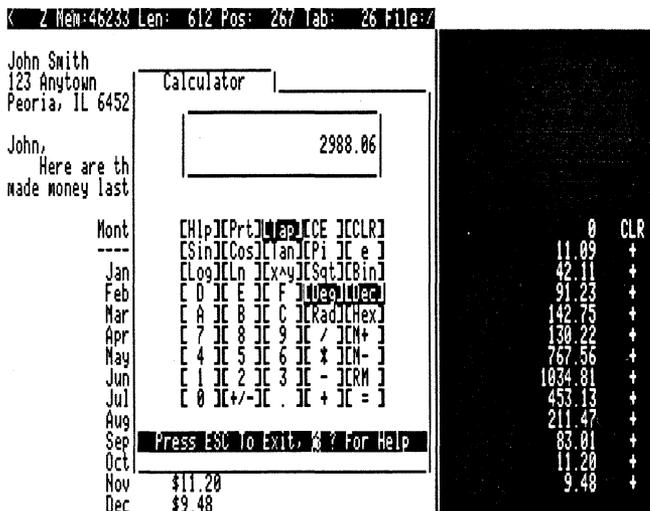


Figure 1.4. The Calculator Within Apple Writer

TDM has a number of other useful accessories and built-in features. These will all be explained later in this guide.

Perhaps the best part about **TDM** is that it's an open system and very much expandable. This means that you aren't locked into just a few accessories. With **TDM** you can easily add hundreds of new accessories.

Powerful new add-ons like the **Disk Manager™** which provides the most commonly used features of the System Utilities program, or a great new communications package - the **Communications Manager™** can easily be added to your existing applications.

Powerful macros can also be added to ALL of your applications with the **Macro Manager™** accessory. Just like the original accessories, the new ones can be used at any time - from within any application.

A great number of add-on accessories are already available. If you haven't yet done so, please fill out and mail in your product registration card. As soon as we receive it we'll be able to send you full information on the latest and greatest **TDM** accessories.

Chapter 2 - Using The Desktop Manager

TDM can automatically install itself on any of your applications. The installation program is a **TDM** accessory, so before you can install **TDM** on your disks you must first learn how to use it.

This chapter will show you how to access the various features of **TDM**.

Starting TDM

TDM comes already installed on the latest Apple IIGS System Disk. **TDM** requires that you startup your Apple IIGS with the System Disk or other ProDOS 16 application. This is necessary because **TDM** requires certain things to be available when running and this is only possible after having started up from ProDOS 16.

When you startup your Apple IIGS with a disk that **TDM** is installed on, the following screen will be displayed during the normal startup process.

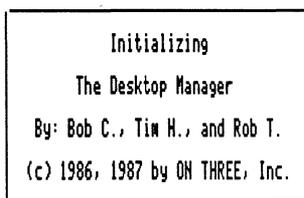


Figure 2.1. The **TDM** Startup Screen

While this screen is being displayed, **TDM** allocates the memory that it uses and sets up the various system resources that it needs. During this time it also finds the next **Appointment Event** - your next scheduled appointment. Appointment Events are described in detail in Chapter 5.

You don't have to worry about that right now, just be assured that if you see this screen when starting up, **TDM** has been installed correctly.

After a minute or two the Finder screen will be displayed. The Finder is a regular ProDOS 16 application and you can use **TDM** directly from it.

The Keys To Press

TDM is activated by pressing a special key and another key at the same time. This special key is called a **Hot-Key** because it enables you to access the features of **TDM** from any application.

You can change the **TDM Hot-Key** at any time by using the option in the **TDM Control Panel** called **Setup TDM 'Hot-Keys'**. This is described in Chapter 11.

The standard **TDM Hot-Key** is the **OPTION** key. If you hold down the **OPTION** key and press one of the keys which activates a particular **TDM** feature, your current application will be suspended and that feature will be activated within a moments notice.

The feature can be any one of the **TDM** accessories or one of the built-in options like screen saving, printing and more.

The keys listed below are used by **TDM**:

OPTION	ESC	- Display the TDM Main Menu
OPTION	1	- Run direct accessory #1
OPTION	2	- Run direct accessory #2
OPTION	3	- Run direct accessory #3
OPTION	4	- Run direct accessory #4
OPTION	5	- Start text pickup
OPTION	6	- Start pasting selected text
OPTION	7	- Reserved for the Macro Manager
OPTION	8	- Reserved for the Macro Manager
OPTION	9	- Save the current text or graphics screen
OPTION	0	- Print the current text screen
OPTION	TAB	- Paste last cut text
OPTION	DELETE	- Stop text from being pasted

The direct accessories (1-4) are normally the **Note Pad**, **Appointment Calendar**, **Calculator** and **Printer Manager**. These can be changed to any other accessory you like with the option in the **TDM Control Panel** called **Select TDM Direct Accessories**. This is described in Chapter 11.

To access **TDM** simply hold the **TDM Hot-Key** down and then press the key of the desired accessory or feature and then release both keys. The various features and accessories will be explained throughout this guide.

Menu Basics

Start by pressing **OPTION ESC**. This will display the **TDM** Main Menu.

From the Finder, AppleWorks, or any other application **TDM** will look exactly the same, the **TDM** menu will appear in the upper right corner of the screen, overlaying the previous contents. You can position the menu anywhere on the screen you'd like. This is explained later in this guide.

Since this is the first time you are using **TDM**, the topmost item in the list of accessories (**Note Pad**) will be highlighted.

Pressing \uparrow or \downarrow will move the highlight to the corresponding item on the menu. If the highlight is at the top of the menu and you press \uparrow , the highlight will go to the last item on the menu. Likewise, if you are at the last item on the menu and press the \downarrow , the highlight will go to the first item on the menu. Pressing $\circlearrowleft \uparrow$ and $\circlearrowleft \downarrow$ will immediately move the highlight to the top and bottom of the menu respectively.

When you want to leave the **TDM** menu, simply press **ESC**. This will return you to whatever program you were using at the time you entered **TDM**. The screen will be restored and the program will not know that it was interrupted by **TDM**, and will operate exactly as it did before.

If you are using a program that displays a graphic image or uses the 40 column text screen, and enter **TDM**, **TDM** will first switch to the 80 column text screen, clear it and then display the **TDM** menu.

After pressing **OPTION ESC** to display the **TDM** menu, you can select one of the accessories by moving the highlight over the one you would like to use and then press **RETURN**. In a second or so (depending on the speed of the disk drive you're using and the size of the accessory), the highlighted accessory will be run.

While the accessory is being loaded from disk, a message asking you to wait one moment will be displayed.

Detailed information on using each of the accessories is in the following chapters. For now, to exit any accessory, simply press **ESC**. You will be returned to the **TDM** menu, and the highlight will be over the last selected accessory. To go back to your application, press **ESC** once again.

You may sometimes wish to bypass the **TDM** menu entirely and directly run a certain accessory. **TDM** has a feature called **Direct Access** that enables you to instantly run any four accessories.

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For example, pressing **OPTION 3** will instantly run the Calculator accessory, bypassing the main menu. When you're finished using the calculator simply press **ESC**. This will return you directly to the program you were using, bypassing the **TDM** menu.

More Menus

TDM offers submenus in addition to the main menu. Just like the main menu, submenus hold accessories that you can use. A submenu is just another menu item. Preceding the submenu name there is a small folder icon. This shows that the item is submenu and not a regular accessory.

To use a submenu select it just like a regular accessory. Use the arrow keys to highlight it and press **RETURN**. In a moment the contents of the submenu will be displayed on the screen.

To leave a submenu, press **ESC**. This will return you to the **TDM** main menu where you can select another accessory or leave.

Menu Help

Whenever a **TDM** menu or submenu is shown, help is available. Simply press **⌘ ?** and a list of the keys that you can press and their functions will be displayed.

Moving Menus

The **TDM** main menu and submenus can be moved to any position on the screen that you like. To do this, simply press **⌘ M** and the menu will be replaced with a box that outlines the menu position.

Use the arrow keys to position the menu anywhere on the screen and press **RETURN** to set the new position. If you change your mind about moving the menu, press **⌘ ESC** to move it back to its original position.

Accessing TDM

You can use **TDM** at most any time. Whenever the computer is waiting for you to type something, you can press any of the keys that activate **TDM**. If your program is doing something like loading, saving or printing, you can still activate **TDM**, though we recommend that you wait until the load, save or printing is finished.

The only time that you can't use **TDM** is when disks are being formatted. In some programs the process of formatting a disk temporarily turns off the interrupts needed by **TDM**. As soon as formatting is completed you should be able to use **TDM** again. Any other operation that turns off interrupts will disable **TDM** until interrupts are restored.

Typing Too Fast

If you have the keyboard buffering option enabled in the Apple Control Panel desk accessory, your Apple IIGS has a feature called type-ahead.

This means that you can type characters while your application is doing something else. When it's finished it will pick up the keys you typed just as if you waited for it to finish and then typed the characters.

Type-ahead is a very nice feature but it must be used with care when accessing **TDM**. If you've typed a number of characters and then press the **TDM Hot-Key** and try to select a **TDM** feature, chances are **TDM** will not catch the key and won't activate the feature you want.

TDM does not require you to change your typing habits, but when you want to select a **TDM** feature you must wait until all the keys that you typed into the type-ahead buffer are handled before accessing **TDM**.

The Apple IIGS mouse also has a type-ahead ability of sorts. For lack of a better term, I'll call it mouse-ahead. Using a graphics based application you can often get three or four mouse operations (movements, button presses, etc.) ahead of the program.

When you select a **TDM** feature, the items in the mouse-ahead buffer will be cleared. When you exit **TDM**, your main application will not pick up exactly where you thought it might.

Once again, while you can enter **TDM** or activate its various features at almost any time, please wait until your programs are at rest before using **TDM**. It will make things that much easier.

Device Names

Many of the **TDM** accessories will ask you at one time or another for a file name to save, load, delete etc. Sometimes you may forget the volume name of the disk and without that you're lost.

Because we want to make using your Apple IIGS easier, **TDM** has a feature called **Device Names** that eliminates the need for knowing the volume name of a diskette when using **TDM**.

All **TDM** accessories use the concept of a device name. A device name is simply an association between a disk drive and a name. All device names begin with a period and may contain up to fifteen characters. The second character of a device name is a letter from **A-Z**. All of the remaining characters can be letters or numbers.

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When a **TDM** accessory asks you for the name of a file and you can't remember the volume name of the disk, you can use the device name instead of the volume name.

For example, if the file you wanted to use was named **HELLO** and the drive the disk was placed in was in slot 5 drive 2, you could use the name **.D52/HELLO** in place of the name **<volume>/HELLO**.

TDM will automatically change the device name you give to the volume name for the diskette in that slot and drive.

The device names are user selectable. You can name your disk drives almost anything as long as they follow the device naming conventions. Complete information on device names is found in Chapter 14.

File Selection

Another useful feature that's built into **TDM** is called **File Selection**. If a **TDM** accessory ever asks you to type in the name of a file, device names help you when you can't remember the volume name of a particular disk, but file selection will help when you can't remember the name of the file that you want to use.

Below is an example of file selection inside the **Note Pad** accessory. The Note Pad is asking for the name of a file to load. You remember that the file is stored on the disk in slot 6 drive 1, so you type **.D61** and press **↑** to see the files on that disk.

```
File: TDM Information          REVIEW/ADD/CHANGE
=====|=====|=====|=====|=====|=====|=====|=====|=====|
John,
I had to write and tell you about my latest find.
It's called The Desktop Manager and it's one of best
soft
I
  Load Note
easy
from
  Enter the pathname of the file to load. If the fi
  control characters, they will be stripped out. If
  greater than 4096 bytes, it will be truncated at 4
  The note will be given the name of the file that w
  Char
  easy
  Label
  [ .D61/
  ]
  Press RETURN to Accept Or ESC to Exit.
  anot
  Macros, Communications and even one that provides all
  the features of the System Utilities program. You
  can format disks and list files anytime you want!
  I'm going to order all the add-ons today, but I
-----
Type entry or use ⌘ commands          Line 3 Column 1          ⌘-? for Help
```

Figure 2.3. Note Pad File Selection

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File Selection is great when you can't remember the name of a file and Device Names make it even easier to use **TDM**.

All of the main accessories follow the convention of displaying all of the files on the selected disk or subdirectory when you press \uparrow . The accessories also allow you to display just the subdirectory files by pressing \downarrow when selecting files.

When using File Selection you can easily select the file you want to use. Simply use the \uparrow and \downarrow to highlight the file name you would like to select.

Note that if there are more than 21 files in the directory or subdirectory you select, the word **MORE** will appear at the bottom of the list. As you press \downarrow to move the highlight down, the file names will scroll up so you can get to all of the files in the list.

When you've highlighted the file you want to use, press \Rightarrow to select it. If you change your mind press \Leftarrow to deselect it. The file or files that you select will all be marked with an arrow pointing to them. When finished selecting the file you want, press **RETURN**. The entire pathname you selected will be entered just as if you had typed it yourself.

If you had selected a subdirectory file, simply press \uparrow or \downarrow again to easily scan all the files on the disk.

When entering the name of a file you can press \odot **DELETE** to pop off the last directory level. For example, say you typed in the line:

```
.D52/SYSTEM/SYSTEM.SETUP/
```

If you pressed \odot **DELETE** the last subdirectory name would be removed and the filename will look like this:

```
.D52/SYSTEM/
```

Some accessories will even let you select more than one file at a time. To select multiple files, simply press \Rightarrow to select each of the individual files. When finished selecting the files you want, press **RETURN**.

Complete information on each accessories file selecting capabilities will be found in the chapter or guide pertaining to that accessory.

Standard Editing Commands

All of the **TDM** accessories use a common input routine along with a common command structure. This means that once you learn how to use one accessory you've just about learned them all.

Whenever a **TDM** accessory asks you to type a line of text, the following editing commands are available.

- ⌘ **E** - Toggle Insert/Overstrike input mode
- ⌘ **C** - Copy characters. Use the ⇒ and ⇐ keys to highlight the text you would like to copy and press **RETURN**
- ⌘ **P** - Paste the characters that were last copied.
- ⌘ ⇐ - Delete the character to the left of the cursor
- ⌘ ⇒ - Delete the character to the right of the cursor
- ⌘ < - Jump to the beginning of the line
- ⌘ > - Jump to the end of the line
- ⌘ **Y** - Delete the characters from the current position to the end of the line including the character the cursor is over.
- ⌘ **D** - Delete the entire line
- ⌘ **ESC** - Restores the changes you've made to a line
- ⌘ **TAB** - Tab backward in the line
- ⌘ **TAB** - Tab forward in the line
- Character** Insert the character at the current cursor position

TDM Drivers

A driver is a tool that allows you to operate on a device (like the screen) in a standard way. These drivers are routines that are built into **TDM** that allow accessories to use the devices in your system in an easy manner.

All drivers are referred to with device names. **TDM** offers three built-in drivers that all **TDM** accessories need in order to function properly.

Console Driver

The console driver is the name for the routines in **TDM** that place text on the screen and read text from it. The actual name is **.CONSOLE**. You don't really need to know anything about the **.CONSOLE** driver unless you are programming under **TDM**. In that case, please read the **TDM Toolkit User's Guide** for complete details.

Printer Driver

Another one of the built-in features of **TDM** is the ability to print to virtually any type of printer connected to your Apple IIGS. **TDM** uses a built-in printer driver to do this.

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TDM will automatically work with your particular printer and interface as long as you've setup the default printer correctly. Complete information on setting up **TDM** to recognize your printer can be found in Chapter 14.

TDM is shipped configured for a printer connected to an external card or internal port in slot 1. If this is not your configuration you must be sure to change the default **TDM** printer before you try to print any information from a **TDM** accessory or use the **OPTION 0** command to print the text screen.

The name of the printer driver is **.PRINTER**. Some accessories may ask you where to send a listing or to print some information. If you specify **.PRINTER** they will send the selected text to your default printer.

Desktopmanager Driver

The **.DESKTOPMANAGER** driver is another of the internal drivers that you normally need not be concerned with. It controls a variety of things that enable **TDM** to work as it does within almost every application.

You don't really need to know anything about the **.DESKTOPMANAGER** driver unless you are programming under **TDM**. In that case, please read the **TDM Toolkit User's Guide** for complete details.

The End Of The Beginning

Now that you know how to select the various **TDM** accessories and return to your applications, please read through the instructions in the next chapter. They will tell you how to install **TDM** on your diskettes.

After that you can begin using **TDM** with all of your applications.

Chapter 3 - Installing The Desktop Manager

The very first step in installing TDM is to make backup copies of the TDM disk. If you haven't already done so, please follow the directions in **Appendix A** for copying the TDM disk.

TDM consists of a loader program and a number of accessory and support files. The loader is a standard ProDOS 16 setup file and is placed in the **SYSTEM/SYSTEM.SETUP** subdirectory on your system disk. The TDM accessories and support files are all stored in the TDM subdirectory on any disk that is installed in your system.

TDM has automatic provisions for installing the loader program on any of your system disks. The **TDM Installer** accessory will install the TDM files and the TDM loader automatically if you have two or more drives.

Depending on your system configuration, the installation of TDM is a bit different. If you have two 3.5 inch drives or a hard disk in your system, things will be very easy. Single drive installation is a bit more complex but well worth the effort.

Please note that the TDM files are quite extensive and will not fit on a 140K 5 & 1/4 inch disk. For the instructions below, your drive must be 800K or greater in capacity.

Version Compatibility

TDM requires ProDOS 16 version 1.3 or greater and ProDOS 8 version 1.4 or greater in order to operate. TDM will not work if used with earlier versions of ProDOS. The **TDM Main Accessories** disk contains a copy of the latest Apple IIGS System Disk.

The disk contains a file on the main directory with a name of the form **SYSTEM.3.1**. The 3.1 may be different on your disk. It indicates the version of the supplied Apple System Disk. If the name of the file on your disk is **SYSTEM.3.1** than the supplied system disk is version 3.1.

If you are using TDM on a hard disk and have previously installed system files on that disk please make sure they are from a system disk of an equal or greater version number. If not, you should update the system files on your hard disk with those from the supplied disk for optimum performance of all your Apple IIGS programs.

When updating your system files be careful that you do not inadvertently remove any of your other important files.

Please contact your local Apple dealer or user group for assistance if you have any problems with updating your system files.

Running Other Programs

You should normally use a copy of the **TDM** disk to launch (run) your applications. If your other programs have the correct versions of ProDOS you can startup directly from them. However, if they have older versions of ProDOS, you **MUST** use the disk we supply to run those applications.

The **TDM** files are quite extensive and while **TDM** fits on the supplied System Disk, there isn't much room to add notes, appointments or new accessories. Because of this, if you are using a one or two 800K drive system you will want to keep the **TDM** files on a completely separate disk than your boot disk.

When you want to use **TDM**, simply press the desired **Hot-Key** and **TDM** will ask you to insert the **TDM** disk in any drive. If you do so and press **RETURN**, **TDM** will work without any problems and you will have plenty of room for notes, appointments and new accessories.

The next few sections will step you through installation on all different system configurations. Before continuing make sure that you are using a copy and not your original **TDM Main Accessories** disk.

Installing TDM With Two 800K Drives

Installing **TDM** on a system with two drives is very easy. If you haven't already done so, please startup your Apple IIGS with the supplied disk. This disk contains a copy of the Finder which we will use to format a blank disk if needed.

After a minute or two the Finder screen will be displayed. Please insert the blank disk that will hold your **TDM** files into the second drive.

If this disk has not yet been initialized for ProDOS, the Finder will tell you so and ask if you want to initialize the disk. Make sure that it's not a Macintosh or DOS disk and click on the Initialize button to format the disk for ProDOS. After giving the disk a name, the initialization process will take about a minute.

After inserting the second disk a second disk icon will appear on the Finder screen. This is the disk that you will use as your **TDM** files disk.

Press **OPTION ESC** and the screen will clear and the **TDM** main menu will be displayed. Use the arrow keys to highlight the **TDM Utilities** submenu and then press **RETURN**.

In a moment or so the **TDM Utilities** submenu will be displayed. Now use the arrow keys to highlight the **TDM Installer** accessory and press **RETURN**. In another moment the **TDM Installer** accessory will come up and your display will look similar to this:

(1) Install Main Accessories

(2) Install TDM Loader

(3) Remove TDM Loader

(4) Install New Accessories

Use the Up and Down Arrow Keys to Make Selection. Press RETURN to Accept

Selection : (1) Install Main Accessories Press & ? for Help

Figure 3.1. The TDM Installer Accessory

This accessory will automatically install all of the **TDM** files for you.

The first option is **Install Main Accessories**. Highlight this item and press **RETURN**. **TDM** will now display a list of all the drives attached to your Apple IIGS. Simply highlight the drive that you would like to install the **TDM** files onto and press **RETURN**.

TDM will automatically copy the **TDM** files onto your second 800K disk. This will take a few minutes. As **TDM** is copying the files, a screen like this one will be displayed.

<u>Types of files to copy</u>	<u>Total</u>	<u>Remaining</u>
Accessories	21	20
Accessory data files	1	0
Setup files	0	0
System files	1	1
Total number of files	32	31

Use the Up and Down Arrows Keys to Make Selection. Press RETURN to Accept

Selection : 1 - Install Main Accessories Press & ? for Help

Figure 3.2. TDM Installer Accessory Copying Files

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When **TDM** is finished installing the **TDM** files, exit the **TDM** Installer accessory and then go back to the Finder by pressing **ESC** twice.

Now move the pointer to the **TDM** subdirectory icon in the **SYSTEM.TDM** disk and press the mouse button down so the **TDM** icon is highlighted. While holding the mouse button down, drag the **TDM** icon over the Trash can icon so it is also highlighted. Release the mouse button.

This will remove the **TDM** files from the System Disk and give you some room on that disk to place your programs. Please remember to do this with a copy of your **TDM** disk and not the original.

Moving the **TDM** icon to the Trash can won't actually delete the files. You will have to go to the Special menu on the Finder and select the item Empty Trash or press **⌘ T** (for trash). The disk will flash on for a minute or two while the files are being deleted.

You can now use this copy of the System Disk to launch all of your applications. Before continuing you must restart your system.

You can re-boot the Finder by selecting Quit in the File menu. This will display the Start Next Program menu. Simply press **RETURN** to re-boot your Apple IIGS.

Rebooting will let **TDM** know where it is to go for the **TDM** files. During the startup process **TDM** will now look for the **TDM** files disk in the second disk drive. If **TDM** can't find the **TDM** files disk it will ask you to insert it.

If you don't want to use **TDM** just press **ESC** at this prompt and **TDM** will be disabled. When **TDM** is disabled you will not be able to use any of the features or accessories that **TDM** provides.

When the Finder screen is displayed, try accessing **TDM** by pressing **OPTION ESC**. The second drive should be accessed for a moment and the **TDM** main menu will be displayed. If you don't have the **TDM** files disk in a drive attached to your Apple IIGS, **TDM** will ask you to insert it.

You've completed the installation of **TDM** on your Apple IIGS. You can now launch any of your applications and use **TDM** with them. Please read over the chapters describing the various accessories before continuing.

Installing TDM With A Single Drive

Installing **TDM** on a system with one drive is slightly more complicated than on a two drive system.

If you haven't already done so, please startup your Apple IIGS with the supplied disk. This disk contains a copy of the Finder which we will use to format a blank disk if needed.

After a minute or two the Finder screen will be displayed. Please highlight the **SYSTEM.TDM** icon and eject it by pressing \odot **E**. Next, insert the blank disk that will hold your **TDM** files into your disk drive.

If this disk has not yet been initialized for ProDOS, the Finder will tell you so and ask if you want to initialize the disk. Make sure that it's not a Macintosh or DOS disk and click on the Initialize button to format the disk for ProDOS. After giving the disk a name, the initialization process will take about a minute.

After inserting the new disk a second disk icon will appear on the Finder screen. This is the disk that you will use as your **TDM** files disk.

Drag the icon labeled **TDM** from the **SYSTEM.TDM** disk over the other disk icon until the second disk icon is highlighted.

Release the mouse button while the second drive icon is highlighted and the Finder will proceed to copy the **TDM** files onto that disk.

The Finder will now ask you to insert the **SYSTEM.TDM** disk. You can do this be manually ejecting the second disk, inserting the **SYSTEM.TDM** disk and clicking the OK button.

Depending on the amount of memory in your Apple IIGS, the Finder will read all of the **TDM** files or some of them. When it has finished reading all that it could, the Finder will ask you to insert the second disk once again.

Do this by manually ejecting the **SYSTEM.TDM** disk, inserting the second disk and clicking the OK button. If needed you will have to swap the disks once or twice more to finish copying the files.

The installation will take approximately five to ten minutes. When finished, eject your second disk and re-insert the **TDM** disk.

Move the pointer to the **TDM** subdirectory icon in the **SYSTEM.TDM** disk and press the mouse button down so the **TDM** icon is highlighted. While holding the mouse button down, drag the **TDM** icon over the Trash can icon so it is also highlighted. Release the mouse button.

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This will remove the **TDM** files from the System Disk and give you some room on that disk to place some of your programs. Please remember to do this with a copy of your **TDM** disk and not the original.

Moving the **TDM** icon to the Trash can won't actually delete the files. You will have to go to the Special menu on the Finder and select the item Empty Trash or press **⌘ T** (for trash). The disk will flash on for a minute or two while the files are being deleted.

You can now use this copy of the System Disk to launch all of your applications. Before continuing you must restart your system.

You can re-boot the Finder by selecting Quit in the File menu. This will display the Start Next Program menu. Simply press **RETURN** to re-boot your Apple IIGS.

Rebooting will let **TDM** know where it is to go for the **TDM** files. During the startup process **TDM** will look for the **TDM** files on the startup disk but it won't find them. **TDM** will then ask you to insert your **TDM** files disk and press **RETURN** to continue.

If you don't want to use **TDM** just press **ESC** at this prompt and **TDM** will be disabled. When **TDM** is disabled you will not be able to use any of the features or accessories that **TDM** provides.

After inserting the **TDM** files disk, **TDM** will initialize itself and then ask you to reinsert the original disk. After doing so the startup process will continue as normal.

When the Finder screen is displayed, try accessing **TDM** by pressing **OPTION ESC**. On your single drive system, **TDM** will not be able to find its files and will prompt you to insert the **TDM** disk. Manually eject the disk in your drive, insert the **TDM** files disk and press **RETURN**.

In a moment the **TDM** main menu will be displayed and you will be able to use all of the accessories. When you press the **TDM Hot-Key** that issues a screen save or performs any other **TDM** function that needs the **TDM** files disk, you will be asked to insert it. Simply eject your disk, insert the **TDM** files disk and you'll be on your way.

After using **TDM** you can press **ESC** to go back to your application. On a single drive system you will be prompted to re-insert your original disk. Simply reinsert the disk, press **RETURN** and you will be right back using your main application.

You've completed the installation of **TDM** on your Apple IIGS. You can now launch any of your applications and use **TDM** with them. Please read over the chapters describing the various accessories before continuing.

Installing TDM With A Hard Disk

Installing **TDM** on a system with a hard disk is very easy. If you haven't already done so, please startup your Apple IIGS with the supplied disk.

After a minute or two the Finder screen will be displayed. An icon for your hard disk should appear on the Finder screen. If the icon does not appear please read over the manual which came with your hard disk to make sure that it's connected properly to your Apple IIGS.

Press **OPTION ESC** and the screen will clear and the **TDM** main menu will be displayed. Use the arrow keys to highlight the **TDM Utilities** submenu and then press **RETURN**.

In a moment or so the **TDM Utilities** submenu will be displayed. Now use the arrow keys to highlight the **TDM Installer** accessory and press **RETURN**. In another moment the **TDM Installer** accessory will come up. This accessory will automatically install all of the **TDM** files for you.

The first option is **Install Main Accessories**. Highlight this item and press **RETURN**. **TDM** will now display a list of all the drives attached to your Apple IIGS. Simply highlight the drive that you would like to install the **TDM** files onto and press **RETURN**.

TDM will automatically copy the **TDM** files onto your hard disk. This will take a few minutes.

When **TDM** is finished installing the **TDM** files there is one more step needed to have **TDM** completely installed on your hard disk. That is the installation of the **TDM Loader** program. When booting or starting up your Apple IIGS directly from your hard disk, the loader gives **TDM** a chance to be initialized. Without it **TDM** will not work.

To install the loader, simply highlight the **Install TDM Loader** option and press **RETURN**. **TDM** will now display a list of all the drives attached to your Apple IIGS. Simply highlight the drive that you would like to install the **TDM** loader onto and press **RETURN**.

TDM will automatically copy the **TDM** loader onto your hard disk. This will take a few seconds. Next, exit the **TDM Installer** accessory and then go back to the Finder by pressing **ESC** twice.

TDM is now completely installed on your hard disk. Before continuing you must restart your system from the hard disk.

You can re-boot the Finder by selecting Quit in the File menu. This will display the Start Next Program menu. Simply press **RETURN** to re-boot your Apple IIGS.

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Rebooting will let **TDM** know where it is to go for the **TDM** files. During the startup process **TDM** will now look for the **TDM** files on your hard disk. If it can't find them it will ask you to insert a disk containing the **TDM** files.

If you don't want to use **TDM** just press **ESC** at this prompt and **TDM** will be disabled. When **TDM** is disabled you will not be able to use any of the features or accessories that **TDM** provides.

When the Finder screen is displayed, try accessing **TDM** by pressing **OPTION ESC**. Your hard disk should be accessed for a moment and the **TDM** main menu will be displayed.

You've completed the installation of **TDM** on your Apple IIGS. You can now launch any of your applications and use **TDM** with them. Please read over the chapters describing the various accessories before continuing.

Installing TDM On Your Application Disks

You don't always need to startup your Apple IIGS from the disk we supply with **TDM**. If you are using another ProDOS 16 application and want to startup from that disk *and* use **TDM**, you can with little difficulty.

Simply use the **TDM Installer** accessory to add the **TDM Loader** to your application disk. When starting up your system from that disk, **TDM** will be initialized as normal. After the program starts running you will be able to access all of the **TDM** features directly.

You can install the **TDM Loader** on any of your application disks as long as they have version 1.3 of ProDOS 16 or later. If they don't, you must run those applications from the System Disk we provide with **TDM**, or update their version of ProDOS.

Note that the installation accessory will not let you install the loader onto a ProDOS 8 disk. You must run all ProDOS 8 applications from a regular Apple IIGS System Disk that has **TDM** installed on it, if you want to access **TDM** from within a ProDOS 8 application.

If you are using a single drive system you will have to manually copy the file **TDM.LOADER** from the **SYSTEM/SYSTEM.SETUP** subdirectory on the supplied disk to the **SYSTEM/SYSTEM.SETUP** subdirectory on your applications disk. After doing so **TDM** will work properly.

Please note that versions of ProDOS 16 prior to 1.3 will not function correctly with **TDM** and you must upgrade your application disks or run your applications from the supplied System Disk. Also, many of the tools supplied on earlier system disks prevented **TDM** from working correctly.

If you haven't updated your system files, please do so before continuing.

Chapter 4 - The Note Pad

The **Note Pad** is a powerful and easy to use word processor. It lets you jot down notes for later viewing while you are working in any application program. Notes are automatically saved and can be selected from an easy to use menu for later viewing, re-editing or printing. This chapter will show you how to operate the Note Pad.

To access the Note Pad, either press **OPTION ESC** and select it from the **TDM** menu, or press **OPTION 1** to directly run the accessory. In a moment or so the Note Pad window will appear as shown below.

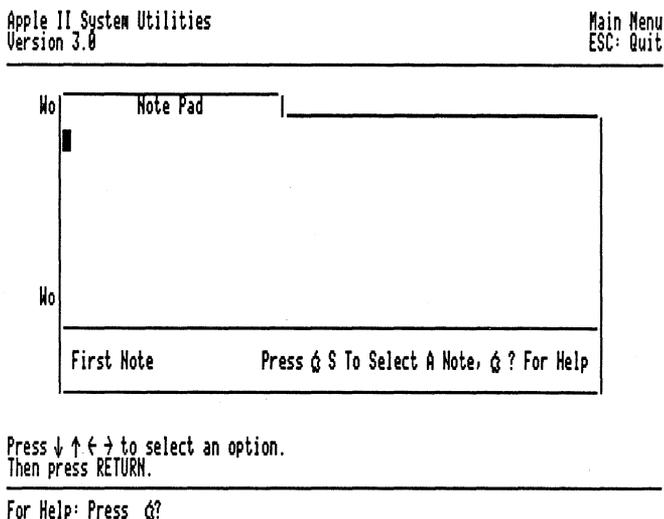


Figure 4.1. The Note Pad Within System Utilities

Just above, the Note Pad is shown running within the System Utilities program. It doesn't have to be System Utilities, as with all of the other **TDM** accessories, the Note Pad works within all Apple IIGS programs.

As supplied, the Note Pad comes with one blank note. You can add up to 244 other notes as explained below. Each note can hold up to 59 lines of information and each line can have up to 63 characters in it. The Note Pad will show 8 lines at any given time. Printing notes, renaming notes, deleting them and more will all be explained in the next few pages.

Please remember that to leave the Note Pad, simply press **ESC**. This will return you to the **TDM** menu, or your application program if you entered the Note Pad via the Direct Access key (**OPTION 1**). Also note that when you press **ESC**, the note you were working on will automatically be saved into the **NOTE.PAD** file for later use.

Note Help

Throughout the Note Pad, help is instantly available. All you have to do is press \mathcal{C} ? and the following screen will appear:

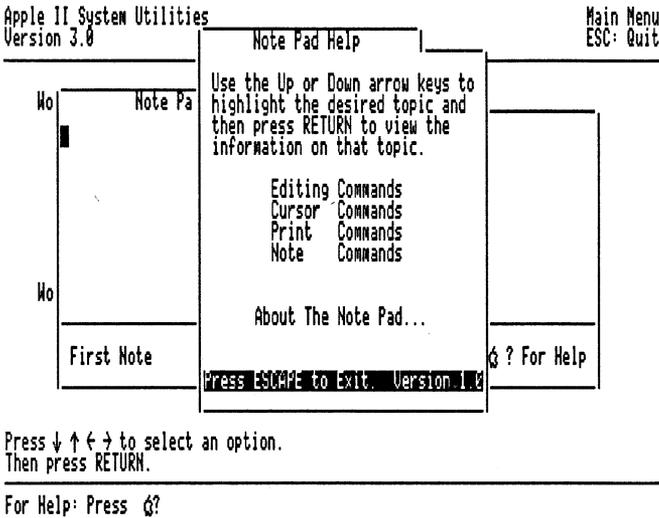


Figure 4.2. Note Pad Help Menu

Use the arrow keys to highlight the particular item you want help on and press **RETURN** to view the information. If you ever get stuck in the Note Pad, read over the help information, it's the next best thing to the manual.

Editing A Note

As any other word processor, to enter information into the Note Pad, simply start typing! You will notice a solid cursor that flashes. This is the **Overstrike Cursor**. As you type with this cursor, it will overlay any character on the screen. You can use the \Rightarrow and \Leftarrow keys to move one character to the right and left respectively.

If you keep on typing so the cursor approaches the end of the line, the Note Pad will try to fit the last word you typed on the same line. If there isn't enough room, the last word will come down to the next line. This is called **Word Wrap**. Type in the text shown below.

This is a test of the emergency broadcasting system. It was developed in conjunction with Federal and Local agencies.

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As you type in the above lines, when you start to type **developed**, the Note Pad would bring this word down to the next line. If you press \uparrow , the cursor will now jump up to the first line. Move the cursor to the word **test**. If you wanted to change **test** to **feature**, you would first need to delete **test** and then type in **feature**.

To delete characters, two options are available. You can either delete characters to the right of the cursor position, or to the left of the cursor. If you moved the cursor to the space preceding **test** you could delete the word by holding down the ⌘ key and by pressing the \Rightarrow key four times.

Likewise, you could have deleted the word by moving the cursor to the space to the right of the word and by holding down the ⌘ key and pressing the \Leftarrow key four times.

To delete the character to the right of the cursor, hold the ⌘ key down while pressing the \Rightarrow key.

To delete characters to the left of the cursor, hold the ⌘ key down while pressing the \Leftarrow key.

A shortcut to deleting the character to the left of the cursor is to simply press the **DELETE** key.

Since our intention was to replace the word **test** with the word **feature**, let's continue. Now that we have deleted the first word, we need to type in the new word.

If you just started typing, the words **of the** would be overwritten and wiped out. This is not what we wanted to do. We wanted to insert something new into the middle of that sentence.

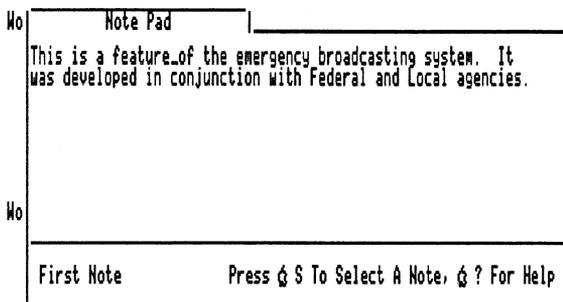
For situations like this, another type of cursor is available. This cursor is called the **Insert Cursor**. When using this cursor, anything you type will be placed at the current cursor position. Any other text on the same line will be pushed over to the right for each character that you type.

To select the **Insert Cursor**, hold down the ⌘ key while typing **E**. The cursor will change from the flashing box, to a flashing underscore. If you now typed in **SPACE feature** (if you deleted from the left of the word), or **feature** if you deleted from the right of the word, the new line will look as follows:

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Apple II System Utilities
Version 3.0

Main Menu
ESC: Quit



Press ↓ ↑ ← → to select an option.
Then press RETURN.

For Help: Press ⌘ ?

Figure 4.3. Note Pad Insert Cursor

We are going to change the line to read ...one of the features... To start, the cursor should be just to the right of **feature**. Simply type **s**. Now use the ← key to move the cursor to the right of the **is a**. Delete the character to the left of the cursor by pressing ⌘ ←. Next, type in **one of the**.

As you typed in each word, you will notice that the words on the right most part of the line were pushed down to the next line. It will even push the contents of the second line down to the third line etc. Again this is called **Word Wrap**.

If you wanted to delete what you changed and restore back to the original line, do the following: Delete the words **one of the** by simply deleting a character at a time from the right of the word **the**. As you deleted the words, the words on the lines underneath were brought up as they would fit. Next, type in an **a**. Move the cursor using the right arrow keys to the space to the right of the word **features**. Delete the **s** and you are done.

If you want to delete an entire line or a portion of it, you can do so by using the following key presses:

⌘ **Y** - Deletes all characters to the right of the cursor.

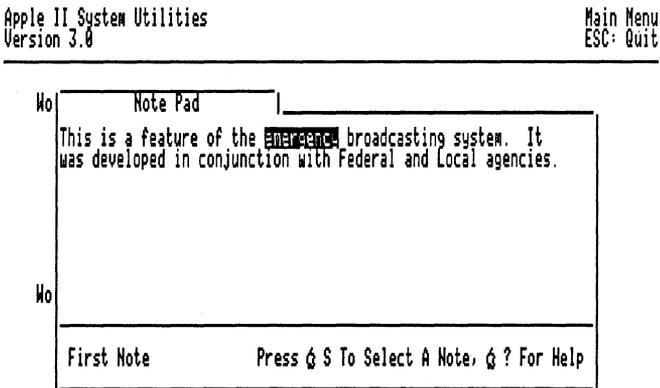
⌘ **D** - Deletes all characters on the current line.

In addition to deleting the selected characters these commands will also bring up any text that was on the following line that will now fit on this line.

Another useful editing feature is the copy and paste command. While editing in the Note Pad, you could copy a portion of a line (or the entire line) using the following command.

Move the cursor to the beginning of the word or phrase you want to copy. This section of text must all be on one line. If you now press ⌘ C (for copy), the cursor will stop flashing and turn to a solid box.

Use the ⇒ key to move the highlight over the section of text you want to copy. As you press the ⇒ key, each character will become inverted. For our test note, move the cursor to the beginning of the word **emergency**. Press ⌘ C and then highlight the entire word by pressing the ⇒ key until the entire word is highlighted as shown below.



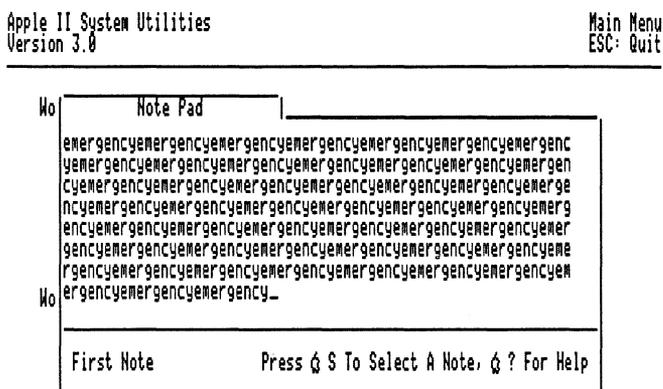
Press ↓ ↑ ← → to select an option.
Then press RETURN.

For Help: Press ⌘ ?

Figure 4.4. Note Pad Copy Command

Press RETURN and the cursor will re-appear where it was before starting the COPY command. Move to the end of the section of text you have been typing by using the ⇒ key. Press RETURN to move to a new line and then press ⌘ P (for paste). The word **emergency** will appear. You can make multiple copies of whatever you have copied with the ⌘ C command by pressing ⌘ P again.

If you hold **⌘ P** down for a while, the screen will look like this:



Press **↓ ↑ ← →** to select an option.
Then press RETURN.

For Help: Press **⌘ ?**

Figure 4.5. Note Pad Paste Command

Any text that you pickup via the copy command will be placed in the TDM global copy buffer and remain available until you restart your Apple IIGS.

This means that you can also copy small sections of text between different TDM accessories. In each accessory simply press **⌘ P** to paste the copied text.

You can paste the text in the global copy buffer into your main application by pressing **⌘ TAB**. This will paste the characters you copied, directly into your application just as if you were typing them.

Moving Through The Note Pad

Using the arrow keys to move through your lines of text may at times be slow (depending on the number of lines in your note). There are faster ways of moving through your note. They are:

- ⌘ <** - Move to the beginning of the current line.
- ⌘ >** - Move to the end of the current line.
- ⌘ ↑** - Move up eight lines.
- ⌘ ↓** - Move down eight lines.
- ⌘ 1** - Move to the first line in your note.
- ⌘ 9** - Move to the last line in your note.

For the two commands that move to the beginning and end of the line, you do not have to hold the **SHIFT** key down. Typing ⌘ , or ⌘ . will function exactly as if you held the **SHIFT** key down.

To move through your note, you may also press the **TAB** key to move forward 5 characters at a time. Pressing ⌘ **TAB** will move the cursor backwards 5 characters at a time.

Pressing **TAB** will not add spaces in the current line but will simply move the cursor over 5 characters.

If you fill up one entire screen (the eight lines displayed at any one time), the Note Pad will automatically scroll up the contents of the note. To move up and down through the note, use the ⏮ and ⏭ keys. To quickly scroll through your note hold the ⌘ key down in conjunction with the ⏮ and ⏭ keys. This will move the cursor eight lines (one page) at a time.

Finding Text Within A Note

The Note Pad allows you to **FIND** a word. To do this, press ⌘ **F** (for **FIND**) and the Find Text menu will appear:

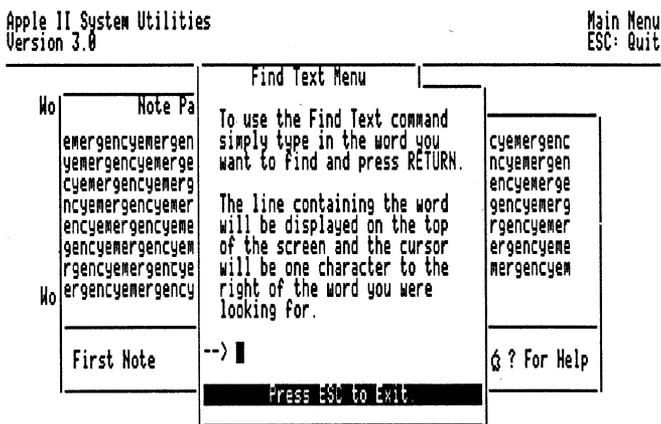


Figure 4.6. Note Pad Find Text Menu

As it says, simply type in the word you are looking for, press **RETURN** and if it is in the note, the Note Pad will move the cursor to the line it is on. The cursor will follow the word, so if you want to make a change it's easy to delete the word by pressing the **DELETE** key a number of times.

The case of the word is unimportant as the Note Pad will find all words that match the characters it is looking for.

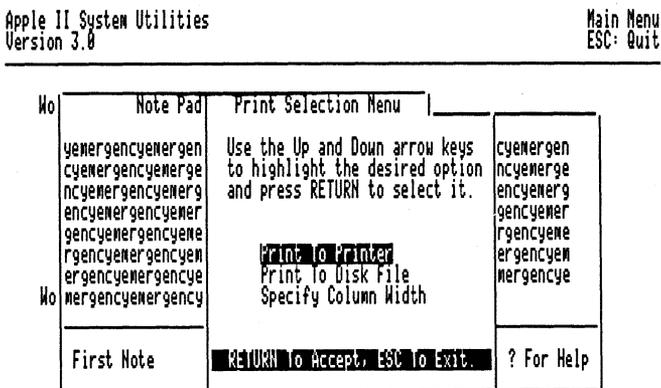
Sometimes, there may be more than one occurrence of the word you are looking for. In this instance, you do not have to re-type the word you are searching for. Simply press **RETURN** again to find the next occurrence of the word that you're looking for.

Printing A Note

The Note Pad allows you to print out the contents of the note to any printer configured into your system or even to a file on disk.

When printing to a disk file, you will probably later be editing the section of text with another word processor. Because of this, the Note Pad will add a space at the end of each line on the screen. This allows the other word processor to re-margin the text to its own format.

To select the printing mode and to print out, press **⌘ H** (for **HARDCOPY**). The Print Selection Menu will appear:



Press **↓ ↑ ← →** to select an option.
Then press **RETURN**.

For Help: Press **⌘?**

Figure 4.7. Note Pad Print Selection Menu

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To select the option you want, use the ↑ or ↓ keys to move the highlight to the one you want and press **RETURN**.

If you selected the **Print To Printer** option, your note will be printed on your **TDM** default printer. While it's printing, the Note Pad will display a message indicating that printing is in progress.

Selecting the **Print To Disk File** option will display a prompt asking for the file name to print the note to. Simply type in the name of the file you want to send the information to and press **RETURN**.

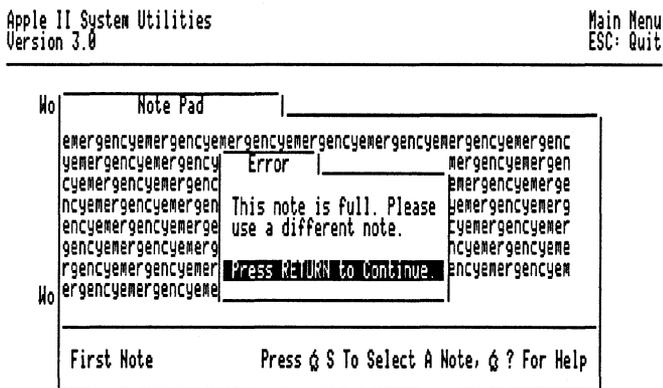
If the file you selected already exists you will be asked if you want to delete the old file. If this happens please make sure that the old file doesn't contain any important information.

The last option on the Print Selection Menu is **Specify Column Width**. This allows you to change the number of characters that the Note Pad prints on each line when sending text to a printer.

The default is 63 characters, the same width as the Note Pad displays the lines on the screen. If you select a different width, the printed lines will be that width. When printing to a non-default width the Note Pad will not word-wrap text but will break the lines at whatever width you select.

Adding New Notes

If you fill up a note you will get the following message:



Press ↓ ↑ ← → to select an option.
Then press **RETURN**.

For Help: Press ⌘ ?

Figure 4.8. Note Pad "Note Full" Error

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When you get this message, you will not be able to add more lines to the note. In this case, or if you just want to add a new note into the Note Pad, use the Add Another Note command. If you press ⌘ A (for ADD), the following screen will appear:

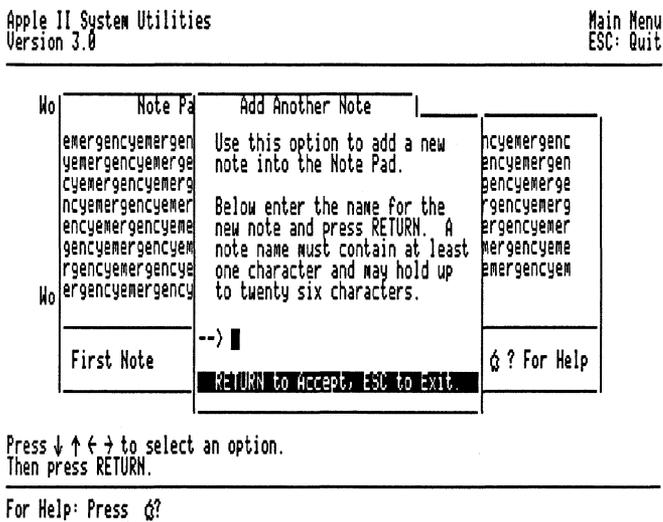


Figure 4.9. Note Pad Add Another Note Menu

Type in the name you want associated with the new note. This name can contain almost any character and be up to twenty six characters long. Examples include:

Stealth contract info.
Possible Christmas Gifts
AppleWorks Help
Phone #'s & Addresses

After you type in the new note name and press RETURN, you will be greeted with a fresh blank note that you can use.

For each new note, the **NOTE.PAD** file in the **TDM** subdirectory will grow in size by 8 blocks (4,096 characters maximum in each note). If you are using **TDM** on an 800K disk based system, you will be able to add about a hundred notes, depending on the space on your disk. Users of hard disks should have no problems with adding notes up to the 244 note maximum.

A full **NOTE.PAD** file will take up about one megabyte of space on disk.

When there is no more room on the disk, the Note Pad will tell you so. In this instance you should either delete some old notes to make room for new ones or remove some of the other files from the disk.

Loading Notes

The Note Pad allows you to automatically load a disk file into a note in the Note Pad. This file can be a regular ASCII file, an AppleWorks word processing document or any other type of file.

In any case, any control characters in the file will be stripped out leaving only the text information. To load a file into the Note Pad, press **⌘ L** and the **Load Note** menu will be displayed.

Simply type in the name of the file you want to load and press **RETURN**. The file will be entered into the Note Pad just as if you were typing it. Up to 4,096 characters can be loaded at a time. If what appears isn't the file you want, press **ESC** and loading will stop.

Renaming Notes

Since each note has a name associated with it, you may occasionally want to change the name of the current note. The Rename Current Note command allows you to do this.

While you are editing the current note, type **⌘ R** (for **RENAME**) and the following screen will appear:

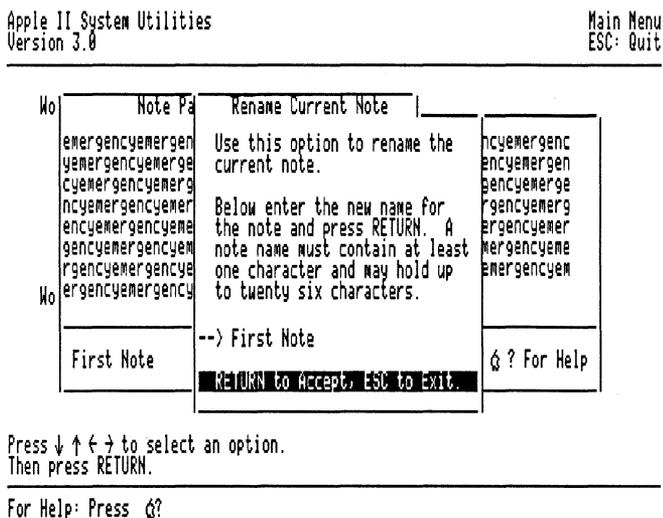


Figure 4.10. Note Pad Rename Current Note Menu

Enter the new note name and press **RETURN**. The new note name will be saved to disk as soon as you exit or change to a different note.

Changing To A Different Note

As you use the Note Pad, you will occasionally want to go to the various notes. There are two ways to do this. The first is very easy.

Simply press **⌘ N** (for NEXT note) to go to the next note. If there is another note in the Note Pad, this command will bring you to the next note and allow you to edit it. If there aren't any more notes, the current note will continue being displayed.

To go to the previous note, press **⌘ B** (for BACK note). If there is a note before the one you are currently editing, this command will bring you to the previous note and allow you to edit it. If you were editing the first note in the Note Pad, the current note will continue being displayed.

You can also select a note by its name. Go to the Note Selection Menu by pressing **⌘ S** (for SELECTION) and the following screen will appear:

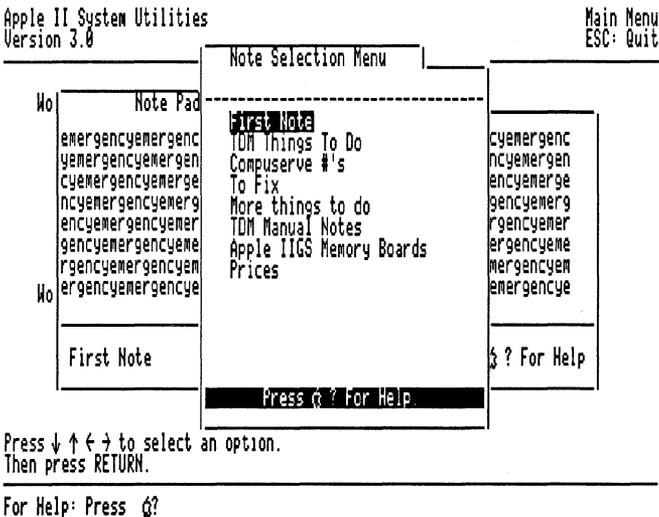


Figure 4.11. Note Pad Note Selection Menu

To change to a different note, select the note you would like by using the **↑** and **↓** keys to highlight the note name. Once you press **RETURN**, the highlighted note will automatically be loaded in for viewing and editing.

Help is available in this section of the Note Pad. Just press **⌘ ?** to tell you about the various keys you can use in the Note Selection Menu.

As you change notes, the new note name will appear in the window.

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The first page on the Note Selection Menu displays the names of up to 12 different notes. Each successive page can display up to 13 different note names for a maximum of 244 notes in the Note Pad.

While using the Note Selection Menu, ⌘ N will bring you to the next page of notes (if there is one) and ⌘ B will bring you to the previous page.

Pressing the ↑ and ↓ keys will move the highlight to the previous and next note names. If you are on the last note name in the list and press the ↓ key, you will be returned to the first page of note names.

Deleting A Note

To delete a note, go to the Note Selection Menu (described in detail above) by pressing ⌘ S. Highlight the note you want to remove and press ⌘ D. The highlighted note will be removed from disk and the last note in the list will be placed in the deleted note's position.

The first note can never be deleted. If you try, the Note Pad will clear out the information in the note and give the blank note the name **First Note**.

Moving The Note Pad Window

As with all other TDM accessories, the Note Pad window can be moved to any position on the screen that you like. Simply press ⌘ M and the Note Pad window will be replaced with a box that outlines the window position.

Use the arrow keys to position the window anywhere on the screen and press RETURN to set the new position. If you change your mind about moving the window, press ⌘ ESC to move it back to its original position.

Other Note Pad Uses

The Note Pad can be used as a mini-data base program. You can use it to store your phone list for almost instantaneous retrieval. Just set up 26 notes, one for each letter in the alphabet. Into each particular note, type in your phone list information. An example entry in the J's note might be:

Timothy Jones (415) 667-4513

To find his phone number, just select the J's note and use the FIND command to search for **JONES**. In an instant his name and phone number will appear on your screen. Depending on the number of phone numbers in your list you may only have to make two or three notes. With note names like **Phone #'s A-M** and **Phone #'s N-Z** finding a phone number can be a very simple task.

Other uses for the Note Pad are numerous and up to your imagination.

Note Pad Command Key Reference

- ⌘ ? Displays the main Note Pad help menu
- ⌘ M Allows you to move the Note Pad window. RETURN to set the new position, ⌘ ESC to restore the old position
- ESC Returns to the TDM menu, or your main application

The Note Pad uses the standard TDM editing commands.

CHARACTER: Inserts the character at the current cursor position

- ← Moves the cursor one position to the left
- ⇒ Moves the cursor one position to the right
- ↑ Moves the cursor one line up
- ↓ Moves the cursor one line down
- ⌘ ↑ Moves the cursor eight lines up
- ⌘ ↓ Moves the cursor eight lines down
- TAB Moves the cursor right to next tab stop
- ⌘ TAB Moves the cursor left to previous tab stop

Printing Commands:

- ⌘ H Go to the Print Selection Menu

Note Selection Commands:

- ⌘ N Go to the next note
- ⌘ B Go back to the last note
- ⌘ S Go to the Note Selection Menu
- ⌘ L Go to the Load Note Menu

Note Selection Menu Commands:

- ↑ Move the highlight to the previous note name
- ↓ Move the highlight to the next note name
- ⌘ B, ↑ Moves back to the last page of note names
- ⌘ N, ↓ Moves to the next page of note names
- ⌘ D Deletes the highlighted note
- ⌘ ? Displays the Note Selection Menu help screens

Chapter 5 - The Appointment Calendar

The **Appointment Calendar** is a powerful and easy to use time scheduling tool. It lets you set multiple appointments on any day up to December 31st, 1999. These **Appointment Events** will notify you of your next appointment. From within any program, no matter what you are doing, the Appointment Calendar will show you your next appointment.

The day and week at a glance features will show you the appointments for a single day or an entire week at a time. Full help screens compliment this very easy to use perpetual calendar. This chapter will show you how to operate the Appointment Calendar.

To access the Appointment Calendar, either press **OPTION ESC** and select it from the **TDM** menu, or press **OPTION 2** to directly run the accessory. In a moment or so the Appointment Calendar window will appear as shown below.

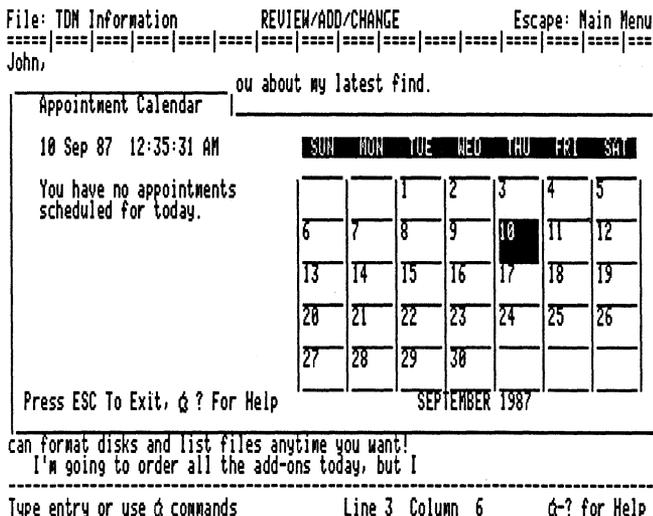


Figure 5.1. Appointment Calendar Within AppleWorks

In the above picture, the Appointment Calendar is shown running within the AppleWorks program. It doesn't have to be AppleWorks, as with all other **TDM** accessories, the Appointment Calendar works within every Apple IIGS program.

As supplied, the Appointment Calendar has no appointments. You can add over 1500 appointments as explained below. Each day can hold up to 15 appointments. Each appointment consists of a time for the appointment and up to 14 lines of information about the appointment.

The Appointment Event will interrupt whatever you were doing and display the appointment's information screen. As it says, you can press **RETURN** to enter the Appointment Calendar or **ESC** to exit back to your program.

Because an Appointment Event can interrupt almost all operations, including printing and reading/writing disk information, please be sure that you do not shut your machine down while in the Appointment Calendar. If you do so, the computer may not finish printing your report or worse.

The Appointment Event will wait up to 1 hour and 30 minutes for you to press a key. If you have not done so at the end of this time, you will automatically be returned to your main program. Thus, if you go to lunch just before an Appointment Event occurs, chances are that you will be back to view the appointment information before it automatically clears itself.

Because an Appointment Event will wait 1 hour and 30 minutes per appointment, it is possible in certain circumstances to have problems. If, for example, you are doing batch printing overnight, make sure before leaving for the night that no appointments will happen over night. If you don't do this and a few appointments were set late in the evening, you could come into the office in the morning and find very little information printed.

When an Appointment Event is displayed and while the Calendar is waiting for you to press **ESC** or **RETURN**, the Calendar will beep a second or so each minute. The beeping will only start after the first minute. This can be useful to alert you to the Appointment Event if you have your back to the machine.

Appointment Event Errors

Occasionally you may get an unclaimed appointment error. This will occur in very few instances. You will get this message if you have armed an Appointment Event and then deleted the Appointment Event file. You will also get this message if you change the time of an armed Appointment Event.

If you do not exit the Appointment Calendar before the Appointment Event becomes due, the armed time will not be changed to the new time. It can also occur if the disk that you are using to hold your appointments has developed a bad block or area on it.

If this ever happens you can recover by simply running the Appointment Calendar and then exiting. When you exit, the Appointment Events will be re-armed with the correct values.

From here, you can select the appointment you want to view/edit by using the \uparrow and \downarrow keys to move the highlight over the appointment you want. If you press the \uparrow key while at the first position, the highlight will move to the bottom. Likewise, if you press the \downarrow key while at the bottom, the highlight will move to the top of your selections.

To exit back to the Appointment Calendar main screen, press **ESC**.

Changing Appointment Times

To change the time of an appointment, highlight the appointment you want to change and press **⌘ C** (for CHANGE). The following menu will appear:

```

File: TDM Information          REVIEW/ADD/CHANGE          Escape: Main Menu
====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|
John,
                                ou about my latest find.
Appointment Calendar
Change Appointment Time
Use this menu to change the
current appointment's time.
Enter the new appointment time:
      [ 07:45 AM ]
After pressing RETURN, your new
appointment time will be saved
and you will be returned to the
'Appts. For { date }' menu.
RETURN to Accept, Or ESC to Exit
Type entry or use ⌘ commands
  
```

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11 ✓	12	13 ✓	14	15
16 ✓	17	18	19	20	21	22
23	24	25	26	27	28	29
✓ 30	31	AUGUST 1987				

Time you want!
is today, but I

Line 3 Column 6 ⌘-? for Help

Figure 5.10. Appointment Calendar Change Appointment Time Menu

Simply type in the new time information and press **RETURN**. In a second or so, you will be returned to the Appointment Info. menu and will be able to select another appointment, or **ESC** back to the main screen.

The changed time will not actually be set until you leave the Appointment Calendar. If you change the time of the next Appointment Event that is due, you must exit the Appointment Calendar to set up **TDM** to recognize the changed appointment time.

To change the day of an appointment, you must delete the appointment on the one day and add it into the new day. This is greatly simplified by using the Text Pickup/Paste command of **TDM**. Text Pickup and Pasting is explained in detail in Chapter 12.

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You can view any seven days as long as they all reside within one calendar month. Typically you will move the highlight to the Sunday that precedes the week you want to view, but you can choose any seven days you want for display.

Printing The Week Appointment Info.

While you are viewing the One Week Appointment List menu, you can press **⌘ H** will print a copy of the seven days of appointment times to the default printer.

Printing A Months Calendar

While you are viewing the main Appointment Calendar screen, you can press **⌘ H** to print a copy of the month's calendar to the default printer.

Moving The Appointment Calendar Window

As with all other TDM accessories, the Appointment Calendar window can be moved to any position on the screen that you like. Simply press **⌘ M** and the Appointment Calendar window will be replaced with a box that outlines the window position.

Use the arrow keys to position the window anywhere on the screen and press **RETURN** to set the new position. If you change your mind about moving the window, press **⌘ ESC** to move it back to its original position.

Other Appointment Calendar Uses

The Appointment Calendar can do more than just remind you of future appointments. You can use it as a time scheduling tool to plan out your weeks schedule. Tying textual information (the Appointment Info.) to a certain time can show you just how you are spending your time.

Managers can use it to schedule parts restocking, or other buying needs. Setting up meetings, allotting a certain amount of time per day for different events and even scheduling employee raises can become automatic.

Appointment Calendar Problems

There are a couple of things that you should be careful about when using the Appointment Calendar. The most important thing is watching out for Appointment Events interrupting your main application.

If you are doing any time sensitive operation you should disable the appointment prompting feature of TDM or you could experience some delays when an appointment comes due.

If you are printing mailing labels or some unattended operation that is going to take a very long time you should disable appointment prompting. If you don't do this an appointment event may occur in the middle of your printing and will blindly wait an hour and a half for you to enter the Appointment Calendar to handle the appointment.

If you are doing any printing over the AppleTalk network you should be careful about your Appointment Events. **TDM** may interrupt your printing to display an appointment that has come due.

When this occurs while you are printing over the AppleTalk network you should immediately exit the Appointment Calendar. The timing of the AppleTalk system in the Apple IIGS is very sensitive and extra delays that might be caused by an Appointment Event could slow down or cancel your printout.

Appointment Calendar File Errors

If the Appointment Calendar ever displays a message indicating that it can't create the appointment file for the current day, something is amiss.

This error usually indicates that the files in the Appointment Calendar **APPTS** subdirectory have been modified by some external utility program.

You can't simply copy or remove the files in the **APPTS** subdirectory with the System Utilities program or Finder. The files in that subdirectory have complimentary meanings and you can't operate on them by yourself without risking damaging your appointment structure.

The files in the **APPTS** subdirectory have names in two different forms. The first is the master month file. This file contains the appointment times of every appointment in the month. Its format is **APPTS.IN.AUG.87**.

Each day in that month that contains an appointment has a file with a name like: **APPTS.14.87**. These files contain the appointment information for each appointment that you've set.

If you ever get an error message where the Appointment Calendar can't create or open its files you will have to manually delete all the files in the **APPTS** subdirectory with names like: **APPTS.xx.AUG.87**, where **xx** represents both **IN** and **01** through **31**.

After doing this the appointment information will be restored to good working order and you will be able to add more appointments.

Appointment Calendar Command Key Reference

- ⌘ ? Displays the Appointment Calendar help menu.
- ⌘ M Allows you to move the Appointment Calendar window. RETURN to set the new position, ⌘ ESC to restore the old position.
- ESC Returns to the TDM menu, or your main application.

The Appointment Calendar uses the standard TDM editing commands.

Appointment Calendar Movement Commands:

- ⇒ Moves the highlight one day to the right
- ⇐ Moves the highlight one day to the left
- ↑ Moves the highlight to the last week
- ↓ Moves the highlight to the next week
- ⌘ N, ↓ Moves to the next month
- ⌘ B, ↑ Moves to the last month

Appointment Calendar General Commands:

- ⌘ A Add an Appointment
 - ⌘ T Set the time and date
 - ⌘ G Goto a month and year
 - ⌘ S Show the current day's appointment information
- or RETURN
- ⌘ W Show seven days appointments
 - ⌘ ESC Goes to current day, month and year
 - ⌘ H Prints a copy of the current window to the default printer

Appointment Info. Commands:

- ↑ Moves the highlight to the previous appointment line
 - ↓ Moves the highlight to the next appointment line
- RETURN View or edit the appointment information
- ⌘ D Delete the highlighted appointment
 - ⌘ C Change the time of the highlighted appointment

If you are summing up a column of numbers, it would be a pain in the neck to press the **+** sign (**SHIFT =**) each and every time. The Calculator allows you to simply press the **RETURN** or **ENTER** key in place of the **+** sign. Summing a column of numbers can now be performed using just the numeric keypad.

The **x** key can also be used in place of the ***** (**SHIFT 8**) when you want to perform a multiplication.

A negative number is entered just as a standard number, simply press the **-** sign before typing in the number. To add together 5, 3 and a -2, simply type **5+3+-2=** and the result (6) will appear. To take the sum of $5 * -3$, just type **5*-3=**.

Changing The Sign Of A Number

Sometimes you may want to change the sign of the displayed number (make a positive number negative or vice-versa). To do this, simply press **N** (for **NEGATIVE**). The displayed number's sign will change.

Clearing The Calculator

Just as a hand-held calculator, the **TDM** Calculator allows you to clear the entire calculator or just clear the last entry. To clear the calculator (the memory register is not affected) press **⌘ C** (for **CLEAR**). To clear the last entry, press **⌘ E** (for **ENTRY**).

The Apple IIGS **CLEAR** key can be used in place of **⌘ C** to clear the calculator. Likewise, the **DELETE** key can be used in place of **⌘ E**.

You can clear the entire calculator, including all pending operations and the contents of the Paper Tape by pressing **⌘ X**.

Mathematical Constants

The Calculator offers two common mathematical constants for your use. The constants **PI** and **e** are both available with full 16 digit accuracy. To use **PI** or **e** in your calculations, simply press the **P** or **E** key and the desired number will appear just as if you had typed it.

Calculator Memory

The Calculator has a memory register that you can use to temporarily store a number. You can add a number to the memory register, subtract a number from it, or recall it. When adding or subtracting to the memory register, the contents of the display will be used.

To add a number to the memory register, type it in and press $\odot +$ (or $\odot =$, you don't have to hold down the **SHIFT** key). Whatever number you typed will be added to the memory register.

To subtract a number from the memory register, type in the number and press $\odot -$. The number will be subtracted from the memory register.

Recalling the contents of the memory register is also very easy. Simply press $\odot R$ (for RECALL), and the contents of the memory register will appear, just as if you had just typed it in.

To zero the contents of the memory register, recall the number by pressing $\odot R$, press **N** to change its sign and then press $\odot +$ to add the negative of the number to itself, thus zeroing the memory register.

When you exit the Calculator, the contents of the memory register will automatically be saved to disk. Thus, the next time you use the Calculator, the contents of the memory register will be intact.

Trigonometric Functions

The Calculator supports the standard trigonometric functions, Sine, Cosine and Tangent. It also supports both degree and radian computations. The default trigonometric computational mode is degrees. This is indicated on the Calculator by the inverse **Deg**. To change from degree to radians, press **R** (for RADIANS). To switch back to degrees, press **D** (for DEGREES).

To get the sine, cosine or tangent of a number, type in the number and then press **S**, **C** or **T**, respectively. For example, to compute the sine of 45 degrees, type in 45 and press **S**. The result will appear as shown below.

Print/Program Commands:

```

Left Margin (LM) = 0
Paragraph Margin (PM) = 0
Right Margin (RM) = 78
Top Margin (TM) = 1
Bottom Margin (BM) = 1
Page Number (PN) = 1
Printed Lines (PL) = 58
Page Interval (PI) = 66
Line Interval (LI) = 0
Single Page (SP) = 0
Print Destination (PD) = 1
Carriage Return (CR) = 1
Underline Token (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line (TL) :

Bottom Line (BL) :

Press RETURN to Exit

[P]rint/Program :
```

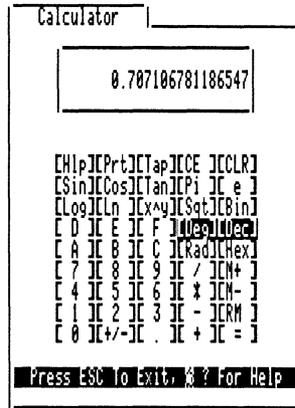


Figure 6.3. Sine Of 45 Degrees

Standard Functions

The Calculator offers many other standard functions. Logarithms, both natural and base 2 are also available. To take the standard logarithm (base 2) of a number, type in the number and press **⌘ L** (for LOGARITHM). To get the natural logarithm, simply type in the number and press **⌘ N**.

To raise a number to a power (x^y), type in the first number, press **⌘ ^** (SHIFT 6) and then the second number. If you now press **=**, the result will appear in the display window. Square roots are just as easy. Simply type in the number you want to take the square root of and press **⌘ S** (for SQUARE ROOT).

Changing Number Formats

The Calculator allows you to view numbers in either the standard decimal (base 10), hexadecimal (base 16) or binary (base 2) number systems. When using the hexadecimal mode, the A-F keys allow you to type in hexadecimal numbers. When working in binary mode, you can only enter 0's and 1's.

The default mode is decimal, indicated by the inverse **Dec** on the Calculator. To change from any mode to hexadecimal, press **⌘ H**.

The number that was displayed on your screen will now be displayed as a hexadecimal number. To see the number as a binary number, press **⌘ B**. The number will appear as a series of 0's and 1's, indicating the binary equivalent of the number.

To return to the decimal number mode, press **⌘ D**.

If the number in one mode is larger than can be displayed in a different mode, you will get an **INVALID INPUT** condition that can be cleared as shown below.

The largest decimal number that can be displayed in hexadecimal or binary format is '2147483647'. Any length (up to the 18 digit limit) hexadecimal or binary number can be directly converted to it's decimal equivalent

Overflow Or Other Error Conditions

Occasionally you may get an error condition in the Calculator. Try to divide a number by 0 and you will get the following message:

Print/Program Commands:

```
Left Margin (LN) = 0
Paragraph Margin (PN) = 0
Right Margin (RM) = 78
Top Margin (TM) = 1
Bottom Margin (BM) = 1
Page Number (PPN) = 1
Printed Lines (PL) = 58
Page Interval (PI) = 66
Line Interval (LI) = 0
Single Page (SP) = 0
Print Destination (PD) = 1
Carriage Return (CR) = 1
Underline Token (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line (TL) :
Bottom Line (BL) :
```

Press RETURN to Exit

⌘Print/Program :

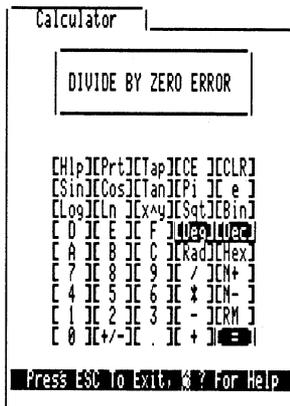


Figure 6.4. Calculator Divide By Zero Error

A mathematical overflow (try raising 99 to the 99th power - 99^{99}) will return you this message:

Print/Program Commands:

```

Left Margin (LN) = 0
Paragraph Margin (PM) = 0
Right Margin (RM) = 78
Top Margin (TM) = 1
Bottom Margin (BM) = 1
Page Number (PN) = 1
Printed Lines (PL) = 58
Page Interval (PI) = 66
Line Interval (LI) = 0
Single Page (SP) = 0
Print Destination (PD) = 1
Carriage Return (CR) = 1
Underline Token (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line (TL) :
    
```

Bottom Line (BL) :

Press RETURN to Exit

CPrint/Program :

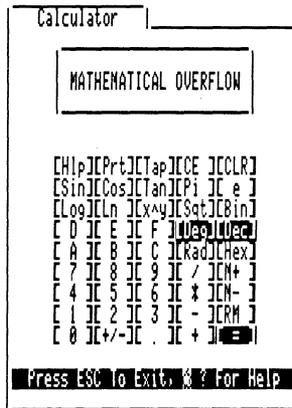


Figure 6.5. Calculator Overflow Error

You may also get another error condition called **INVALID INPUT**. In any case, you will not be able to use the Calculator until you clear the error condition. This is accomplished by pressing **RETURN** or **SPACE-BAR**.

The Calculator Paper Tape

The Calculator has a scrolling **Paper Tape** that allows you to view the last twenty-one operations. To enable the Paper Tape, press **⌘ T** (for TAPE). To turn the Paper Tape off, again press **⌘ T**. While the Paper Tape is being displayed, your screen will look something like this:

Print/Program Commands:

```

Left Margin (LN) = 0
Paragraph Margi
Right Margi
Top Margi
Bottom Margi
Page Number
Printed Lines
Page Interval
Line Interval
Single Page
Print Destinati
Carriage Return
Underline Token
Print Mode (LJ,
Top Line
    
```

Bottom Line

Press RETURN to

CPrint/Program

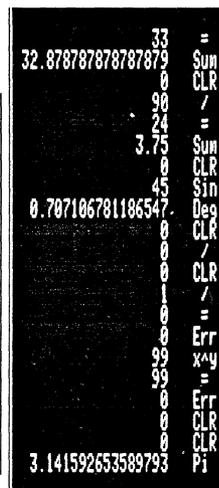
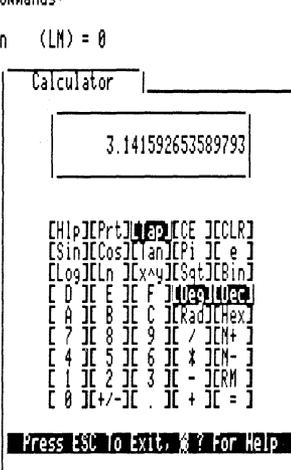


Figure 6.6. Calculator With Paper Tape

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As you type in numbers they will be displayed on the Paper Tape, along with whatever command key was pressed. Thus, you can trace back your computations. If an error occurs, the word **Err** will be displayed with the number where the error occurred.

Printing The Calculations

The Calculator allows you to send the Paper Tape (calculation results) to the default printing device. Pressing ⌘ **P** (for PRINT) will send the results to the default printer. Pressing ⌘ **P** again will cause the Calculator to stop sending the results to the printer.

As you enter each line and perform each operation a new line will be sent to the printer.

Moving The Calculator Window

As with all other **TDM** accessories, the Calculator's window can be moved to any position on the screen that you like. Simply press ⌘ **M** and the Calculator window will be replaced with a box that outlines the window position.

Use the arrow keys to position the window anywhere on the screen and press **RETURN** to set the new position. If you change your mind about moving the window, press ⌘ **ESC** to move it back to its original position.

If you have the Paper Tape window up, you will not be able to move the Calculator window over the Paper Tape.

Automatic Pickup

The Calculator can be combined with the **TDM** Text Pickup/Paste command (described in Chapter 12) to pick up a column of numbers on your screen and automatically sum them. Using the Text Pickup/Paste command you can take the result and directly paste it back into your document.

The Calculator allows you to automatically copy the item in the display into the **TDM** copy buffer. To do this simply press ⌘ **Z**.

The text in this global buffer can be automatically pasted into any application by pressing ⌘ **TAB**.

These functions and complete information on using the Clipboard for information transfer are explained in Chapter 12.

Calculator Command Key Reference

- ⌘ ? Displays the Calculator help menu.
- ⌘ M Allows you to move the Calculator window. RETURN to set the new position, ⌘ ESC to restore the old position.
- ESC Returns to the TDM menu, or your main application.

Calculator General Commands:

- N Changes the sign of the displayed number
- ⌘ C Clears the entire Calculator (except the memory register)
- ⌘ E Clears the last entry
- ⌘ T Turns on and off the Paper Tape display
- ⌘ P Turns on and off the printing of the calculations

Mathematical Constants:

- P Enters the value of Pi (3.14159...)
- E Enters the value of e (2.71828...)

Calculator Memory:

- ⌘ + Adds the displayed number to the memory register
- ⌘ - Subtracts the displayed number from the memory register
- ⌘ R Recalls the contents of the memory register

Trigonometric Functions:

- S Computes the sine of the displayed number
- C Computes the cosine of the displayed number
- T Computes the tangent of the displayed number

- D Switches computational mode to degrees
- R Switches computational mode to radians

Standard Functions:

- ↻ **L** Computes the logarithm (base 2) of the displayed number
- ↻ **N** Computes the natural logarithm of the displayed number
- $x \wedge y$ Raises x to a power (y). $2 \wedge 3 = 8$
- ↻ **S** Computes the square root of the displayed number

+, RETURN

- or **ENTER** Adds two numbers together
- Subtracts the second number from the first number
- * or **x** Multiplies two numbers together
- / Divides the first number by the second number

Changing Number Formats:

- ↻ **H** Show the currently displayed number as a hexadecimal number
- ↻ **B** Show the currently displayed number as a binary number
- ↻ **D** Show the currently displayed number as a decimal number

Chapter 7 - Printer Manager

The **Printer Manager** accessory allows you to send complex control codes to your printer via easy to use menus. You can quickly set up your printer for bold, italic, underline and any other printing mode that it supports. This chapter will show you how to operate the Printer Manager accessory.

To access the Printer Manager, either press **OPTION ESC** and select it from the **TDM** menu, or press **OPTION 4** to directly run the accessory. In a moment or so the Printer Manager window will appear as shown below.

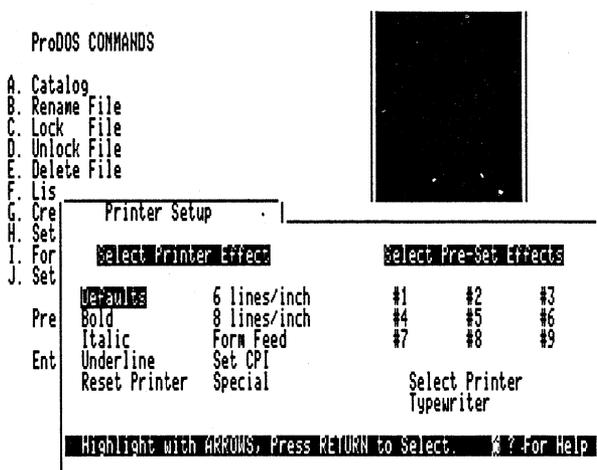


Figure 7.1. Printer Manager Main Menu

In the above picture, the Printer Manager is running within Apple Writer. It doesn't have to be Apple Writer, as with all other **TDM** accessories, the Printer Manager works within all Apple IIGS programs.

Please remember that to leave the Printer Manager, simply press **ESC**. This will return you to the **TDM** menu, or your application program if you entered the Printer Manager via the Direct Access key (**OPTION 4**).

There are five groups of items on this menu. Each group has a related function. On the left most section of the menu is a list of the commands that you can send to your printer. Menu items for printer effects such as **Bold**, **Italic**, **Underline** and more are all presented. Certain printers do not support all of the various effects. If you select an item that isn't supported by your printer, Printer Manager will tell you so. This is explained in detail later in this section.

There are a couple of commands that will speed things along when moving the highlight over items on the main menu. If you press **⌘ ESC**, the highlight will immediately return to the upper left menu item. Also, pressing **1-9** will move the highlight to the appropriate **Pre-Set Effect**. Pre-Set Effects are explained later in this section.

Printer Manager Help

When using Printer Manager, pressing **⌘ ?** will display a menu listing the various keys you can press and the options associated with those keypresses.

Before we go on we must first tell the Printer Manager which kind of printer(s) you have connected to your Apple IIGS. You can do this with the **Select Printer** menu item. Using the arrow keys to highlight the Select Printer item and press **RETURN**. You will be presented with the Select Printer menu.

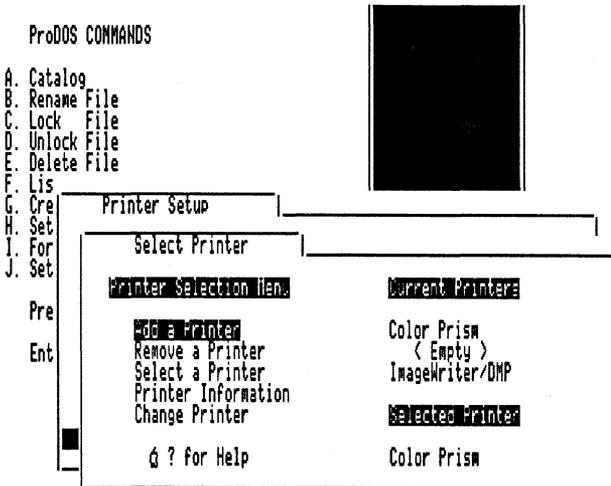


Figure 7.2. Printer Manager Select Printer Menu

Selecting A Printer

The Printer Manager accessory allows you to have up to three different printers configured at any given time. This menu will aid you in selecting and configuring Printer Manager for your printer(s). There are three groups of items on this menu.

The items on the left side of the menu allow you to **Add**, **Remove**, **Select**, **View** and **Change** information on your printers.

The items on the right side of the menu show the three printers you have configured and the currently selected printer.

The first item on the left side of the menu is **Add A Printer**. If you highlight this item and press **RETURN**, you will be shown a list of the printers that Printer Manager directly supports. Simply highlight the one you want and press **RETURN**. If your printer isn't listed here, please go to the **Custom Printers** section.

Printer Naming

You will now be asked to type in the name you would like to give to this printer. You can call it something familiar like **'A Color Printer'** instead of **'ImageWriter'**. Type in the name you want to give it and press **RETURN**.

You will then be presented with a display exactly like the one in the Define Printer Info. accessory. Here you can specify your printers various characteristics such as the slot it uses, the platen width and other items. This menu is shown below.

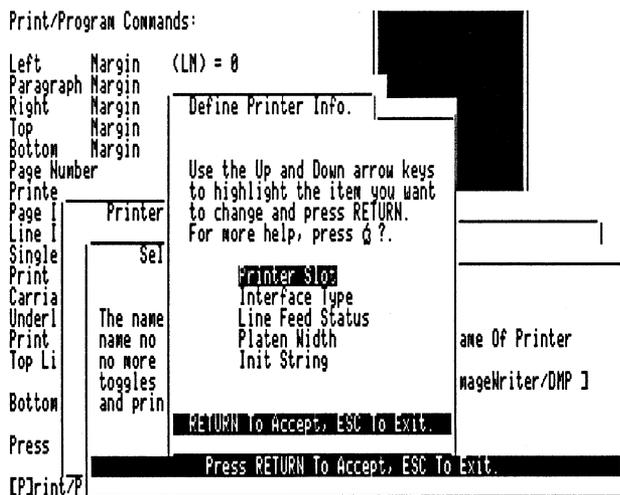


Figure 7.3. Printer Manager Define Printer Info.

For complete details on using this section to setup your accessory please read over Chapter 14 on the Define Printer Info. accessory.

After setting up your printer characteristics, press **ESC** to go back to the **Select Printer** menu. Here you can add more printers into your system or exit. After adding all of your printers they will be displayed under the **Current Printers** menu.

Custom Printers

If you have a custom printer that is not on the list and want to add it into your list of configured printers, highlight the **Custom Printer** item in the Add a Printer menu and press **RETURN**. You will now be asked to type in the printer codes for the effects that Printer Manager allows you to send your printer. You must enter the codes for default, bold, italic etc.

When typing in these codes, you may type the keystroke, decimal number or hexadecimal number corresponding to that printer code. These codes can be found in the manual which accompanies your printer.

After entering all of the codes you will be presented with the menu for naming the printer. This is described in the Printer Naming section.

If your printer does not support a particular code, enter **␣ RETURN**. This tells the Printer Manager that your printer does not support this code.

Removing A Printer

The **Remove a Printer** item allows you to remove a printer from your configuration. If you have more than three printers you will have to remove a less-commonly used one from the configuration before you can add another one.

After selecting this item, simply highlight the printer you desire to remove and press **RETURN**. It's position in the menu will be replaced with the line **<Empty>**.

Selecting A Printer

The **Select a Printer** item allows you to select the printer you want to send printer codes to. Since you can only send codes to one printer at a time, you must tell Printer Manager which printer you want to use.

After selecting this item, simply highlight the printer that you want to use and press **RETURN**. The **Selected Printer** item will change to the printer you just selected.

Printer Information

The **Printer Information** item allows you to view the **Printer Name**, **Slot Number** and **Printer Type** for the printers you have selected. A sample screen is show below.

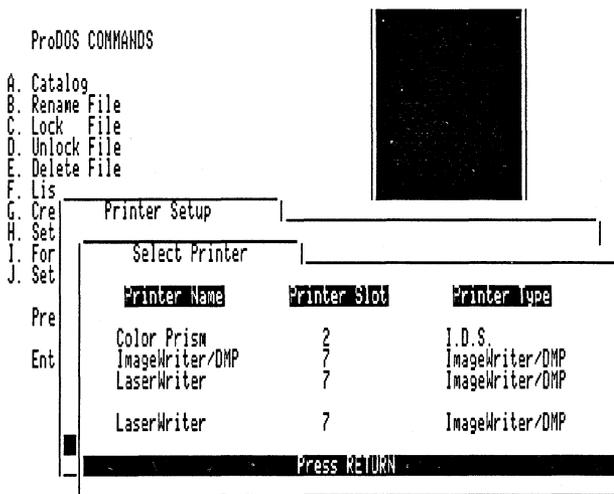


Figure 7.4. Printer Manager Printer Information Menu.

Change Printer

The **Change Printer** item allows you to change the **Printer Name**, **Slot Number** and other characteristics that you have selected for any of the printers you have configured into Printer Manager.

After selecting this item, simply highlight the printer you want to change and press **RETURN**. You may now type in a new Printer Name and setup the printer characteristics again.

Sending Printer Effects

After configuring which printer(s) you are using with Printer Manager, you may now send **Printer Effects** to your printer. To do so, simply highlight the effect on the main menu that you want to send to your printer and press **RETURN**.

As you send each printer effect, it will be displayed on the **Paper Tape**. The Paper Tape lists the last nine effects that you have sent.

You may turn off and on the Paper Tape by pressing **⌘ T**.

Certain effects require an **ON** or **OFF** status to be sent. For example, when you want to send the command to have your printer print in **BOLD** characters, you would highlight the Bold menu item and press **RETURN**. A small **On/Off Menu** will appear as shown below.

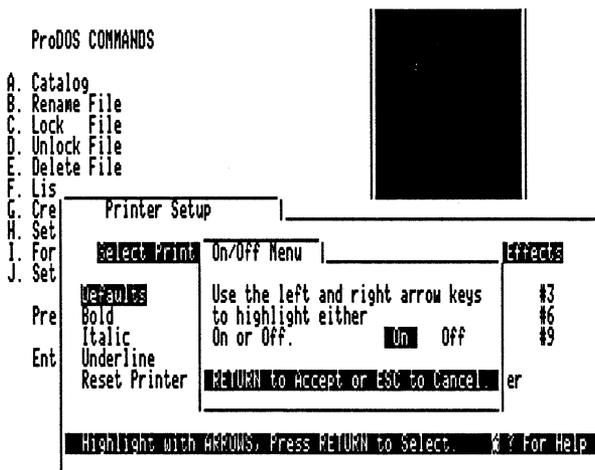


Figure 7.5. Printer Manager On/Off Menu

Use the right or left arrow keys to highlight either **On** or **Off** and press **RETURN** to send the desired code.

If you highlight the **Set CPI** item on the main menu and press **RETURN**, you will be presented with a menu asking you to pick the character size that you want to start printing with. Simply highlight the one you want and press **RETURN** to send the code to setup the character size that you want to use.

Sending Special Commands

Your printer may support certain commands which are not on the main menu. The **Special** item on the main menu allows you to directly send these special codes to your printer.

After highlighting this item and pressing **RETURN** you may now type in the printer codes that you want to send to your printer. When typing in these codes, you may type in the keystroke, decimal number or hexadecimal number corresponding to that printer code. These codes can be found in the manual which accompanies your printer.

Note that if you are sending the codes by typing in a keystroke, you must press **ESC** to exit. When entering the codes via hexadecimal or decimal you can simply press **ESC** to exit.

Pre-Set Effects Or Macros With Printer Manager

The Printer Manager accessory has a macro capability that allows you to send up to 52 printer effects with a single keystroke. These are called **Pre-Set Effects** and you may have up to nine of them at any one time.

To setup a Pre-Set Effect, use the arrows to highlight the number (1 through 9) that you want to use and press **ALT A**. You can also press **1 - 9** to quickly move the highlight to the desired item.

After pressing **ALT A** the line **Recording On** will appear directly above the Pre-Set Effects menu. The Pre-Set Effect number will remain highlighted and a highlight will appear over the **Default** item. This is shown below.

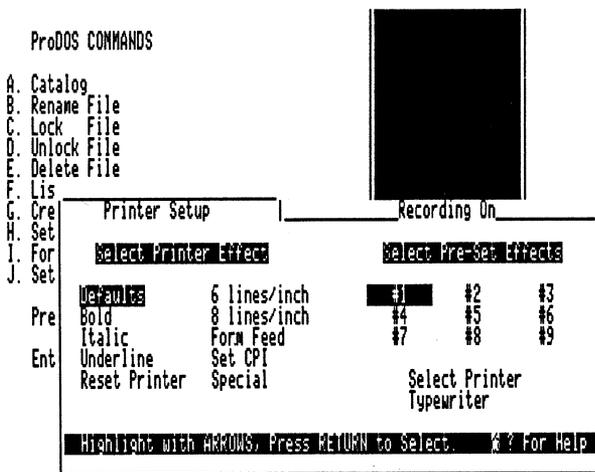


Figure 7.6. Printer Manager Pre-Set Effects

The highlight will now only move over the Printer Effect items on the menu. You will not be allowed to select a new printer or any other operation that does not directly involve sending a printer effect.

You may now select any variety of effects to send to your printer. Note that when you select these effects, they will *not* be sent to the printer - they will be recorded so you can play them back later. When you are finished selecting the effects, press **ALT RETURN** to finish recording

You must now type in a name to give this Pre-Set Effect. Simply type in any name up to eight characters and press **RETURN**. The name that you gave the recording will appear where the number was on the menu.

If you change your mind after you have recorded a Pre-Set Effect, you may delete it by highlighting it and pressing **⌘ D**. You will be asked if you really want to delete this recording. Simply press **Y** for Yes, **N** for No or highlight the answer and press **RETURN**.

You may also rename a recorded Pre-Set Effect by highlighting it and pressing **⌘ R**. Simply type in the new name you want to give the recording and press **RETURN**. If you change your mind, press **ESC** and the name will remain unchanged.

At any time you can also view a Pre-Set Effect by highlighting it and pressing **⌘ V**. This will display all of the printer effects that you've recorded in this Pre-Set Effect.

To use the Pre-Set Effect, simply highlight it and press **RETURN**. In a moment all the effects you recorded will be sent to the printer.

The Typewriter

The **Typewriter** is a feature of the Printer Manager accessory. Simply highlight the Typewriter item on the main menu and press **RETURN**. You can now type in a line of text at a time and it will be sent to your printer.

A sample Typewriter screen is shown below.

```
Dear John,  
  I just found out how nice the Typewriter section of the Printer Manager  
  accessory is. For the longest time I cranked up the old word processor to  
  send a small message like this.  
  
  With The Desktop Manager I can type letters at any time I like. It's  
  really great. TDM makes using my Apple IIGS so much easier.  
  
  Well, I've got to run now. The latest TDM accessories just arrived at my  
  dealer and I want to get my copy before he sells out again.  
  
See you later,  
  
Jack  
  
-----  
0      1      2      3      4      5      6      7      8  
1.....0.....0.....0.....0.....0.....0.....0.....0.....  
  
█  
-----  
Press ESC to Exit or RETURN to Send Line to the Printer.
```

Figure 7.7. Printer Manager Typewriter

When typing in each line the standard **TDM** line editing commands are available.

When finished typing, simply press **ESC** to return to the Printer Manager main menu. As you enter each line by pressing **RETURN** it will be sent to the printer and to the screen. The last fourteen lines will be displayed.

The Typewriter has a ruler that allows you to align text before you send it.

Moving The Printer Manager Window

As with all other **TDM** accessories, the Printer Manager's window can be moved to any position on the screen that you like. Simply press **⌘ M** and the Printer Manager window will be replaced with a box that outlines the window position.

Use the arrow keys to position the window anywhere on the screen and press **RETURN** to set the new position. If you change your mind about moving the window, press **⌘ ESC** to move it back to its original position.

If you have the Paper Tape window up, it will be removed during the movement of the window.

Exiting The Printer Manager

To leave the Printer Manager simply press **ESC** on the main menu. Any printers that you defined or Pre-Set Effects that you have selected will be saved to a disk file for later use.

The next time you use the Printer Manager, it will remember all of your last settings and be ready for immediate use.

Please do not confuse the printers that you can select when using the Printer Manager with the **TDM** default printer. The Printer Manager will use whatever types of printers that you've defined it in when sending printer effects.

After leaving the Printer Manager your other accessories will still print to the default **TDM** printer and *not* the currently selected printer in the Printer Manager.

Printer Manager Command Key Reference

- ⌘ ? Displays the Printer Manager help menu.
- ⌘ M Allows you to move the Printer Manager window. **RETURN** to set the new position, ⌘ **ESC** to restore the old position.
- ESC** Returns to the **TDM** menu, or your main application.

The Printer Manager uses the standard **TDM** editing commands.

Printer Manager Movement Commands:

- Arrows** Moves the highlight in the selected direction
- ⌘ **ESC** Moves to the upper left menu item
- 1-9** Moves to the Pre-Set Effect item 1-9

Printer Manager General Commands:

- ⌘ **A** Add a Pre-Set Effect, ⌘ **RETURN** to finish recording
- ⌘ **D** Delete a Pre-Set Effect
- ⌘ **R** Rename a Pre-Set Effect
- ⌘ **V** View a Pre-Set Effect
- ⌘ **T** Turns on and off the Paper Tape display

The Typewriter offers the standard **TDM** editing commands.

Chapter 8 - Envelope Labeler

The **Envelope Labeler** accessory allows you to easily address envelopes or print labels. You can print up to 99 copies of the label at a time with sophisticated control over line spacing and other options. This chapter will show you how to install and use the Envelope Labeler accessory.

To access the Envelope Labeler, simply press **OPTION ESC** and select it from the **TDM** menu. In a moment or so the Envelope Labeler window will appear as shown below.

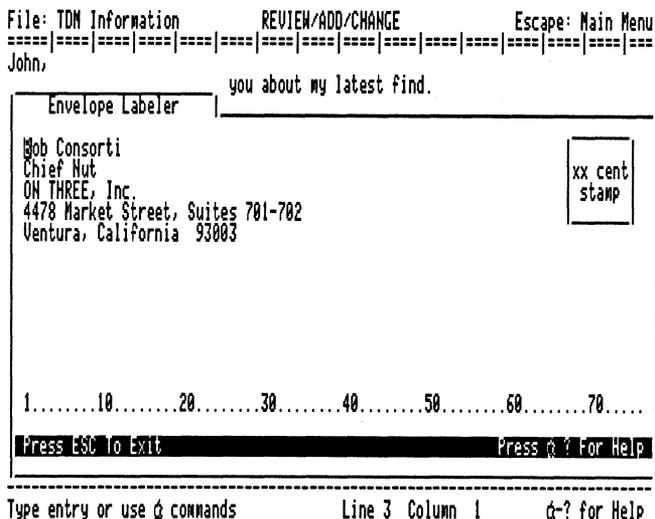


Figure 8.1. Envelope Labeler Main Menu

In the above picture, the Envelope Labeler is running within AppleWorks. It doesn't have to be AppleWorks, as with all other **TDM** accessories, the Envelope Labeler works within all Apple IIGS programs.

Please remember that to leave the Envelope Labeler, simply press **ESC**. This will return you to the **TDM** menu.

The Envelope Labeler folder has a similar appearance as that of an envelope. Using **Envelope Labeler**, you can type up to 11 lines of text. These lines may be up to 44 characters long. You may also use the commands presented in this chapter to position these lines anywhere on the screen they will fit.

Envelope Labeler Help

When using the Envelope Labeler, pressing **⌘ ?** will display a menu listing the various commands that are available.

Entering A Line

When the Envelope Labeler is displayed, a flashing cursor will appear on the screen. Simply type in the line you want to appear at that location and press **RETURN**. The cursor will move to the next line down. Use the **↑** and **↓** keys to move the highlight to the line you want to edit and simply type! If the cursor was at the bottom of the screen and you pressed **↓**, it would move to the first line on the top of the screen. Likewise, if it was on the top of the screen, pressing the **↑** will move the cursor to the last line on the screen.

Positioning A Line

If you want to change the position of a line on the screen, it's easy! If you want to center a name and address (or any other line), simply type them in as usual. When you are finished typing the line you can move the line anywhere on the screen you like.

To move the line up or down, position the cursor in the line you want to move. Then hold down the **⇧** key and press the **↑** or **↓** key. The line that the cursor was on will immediately exchange positions with the line above or below it.

You can also move a line to the right or left. To do this simply hold down the **⇧** key and press the **<** or **>** keys. Note that you don't have to hold down the **SHIFT** key. Pressing **⇧** , or **⇧ <** will move the line to the left and **⇧ .** or **⇧ >** will move the line to the right.

Please note that you will only be able to move the lines to the left and right edges of the folder on the screen. If the line you are moving is one of the first four, you will only be able to move it to the edge of the stamp.

When you move a line far over on the right side, you will only be able to type characters up to the right edge. In some instances this means that you will not be able to type in the full 44 characters available. The solution is to simply move the line over enough so the text you want to type will fit on that line.

If you have spaces at the end of a line you will only be able to move the line over to where the spaces would hit the right edge of the folder. If a line ever seems to be stuck and you can't move it over but it appears that there is enough room, simply remove the spaces at the end of the line.

Printing A Label

After you have entered all the lines that you want to appear on the label, press **⌘ H** (for Hard Copy) to go to the **Print Selection Menu**. From this menu you can select the number of copies and the number of lines between each label that you want. An example is shown below.

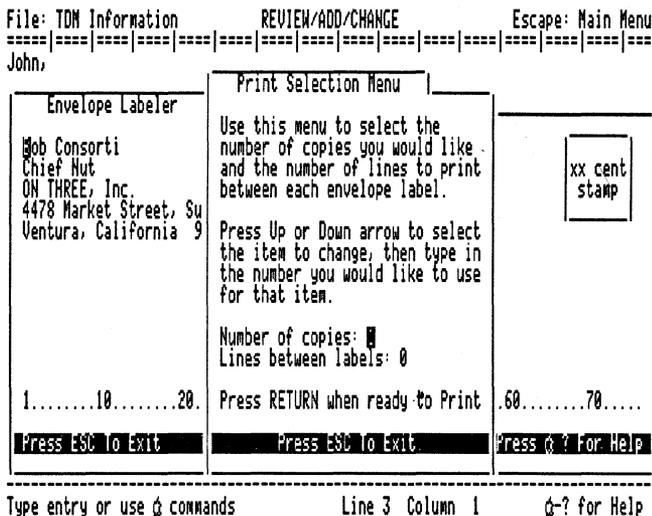


Figure 8.2. Envelope Labeler Print Selection Menu

When you're ready to print, simply press **RETURN**. The label you defined will be printed to the default printer. You may select up to 99 copies to be printed at a time and up to 99 lines between each copy.

When figuring the number of lines between each label to print, note that the Envelope Labeler stops printing after the last non-blank line that you have defined. For example, if you have a label that contains three lines, the Envelope Labeler will print the three lines and stop. If you need 6 lines between each label, you must then setup the **Lines between labels** option in the Print Selection Menu to 3.

Exiting the Envelope Labeler

To exit the Envelope Labeler accessory, simply press **ESC** while on the main menu. The current label will be saved to a disk file. The next time you use Envelope Labeler the last label you used will be displayed.

Application Notes

The Envelope Labeler was designed to aid in the printing of labels for envelopes. There are a variety of other uses. In our office we sometimes use the Envelope Labeler to print multiple copies of disk labels for in-house use. Other applications are numerous and up to your imagination.

Envelope Labeler Command Key Reference

- ⌘ ? Displays the Envelope Labeler help menu.
- ⌘ M Allows you to move the Envelope Labeler window. **RETURN** to set the new position, ⌘ **ESC** to restore the old position.
- ESC** Returns to the **TDM** menu, or your main application.

The Envelope Labeler uses the standard **TDM** editing commands.

Envelope Labeler Movement Commands:

- ⌘ ↑ Move the line up
- ⌘ ↓ Move the line down
- ⌘ , or
- ⌘ < Move the line to the left
- ⌘ . or
- ⌘ > Move the line to the right

Printer Manager Printing Commands:

- ⌘ H Go to the Print Selection Menu
- ↑ Move the selection up
- ↓ Move the selection down
- RETURN** Start printing

Chapter 9 - Ascii Chart

The Ascii Chart accessory lists the entire ASCII character set and the keypress equivalents for those characters. It can be a great tool when you're trying to find the keypress that your printer needs to switch into a certain mode.

The Ascii Chart can be accessed by pressing **OPTION ESC** to display the **TDM** menu, highlight the Ascii Chart item and pressing **RETURN** to select it. In a moment the accessory will be loaded from disk and the main menu will be displayed as shown below.

Ascii Conversion Table																			
Dec	Hex	Cr	Dec	Hex	Cr	Dec	Hex	Cr	Dec	Hex	Cr	Dec	Hex	Cr					
0	00	NUL	19	13	DC3	38	26	#	57	39	9	76	4C	L	95	5F	114	72	r
1	01	SOH	20	14	DC4	39	27	:	58	3A	:	77	4D	M	96	60	115	73	s
2	02	STX	21	15	NAK	40	28	(59	3B	(78	4E	N	97	61	116	74	t
3	03	ETX	22	16	SYN	41	29)	60	3C)	79	4F	O	98	62	117	75	u
4	04	EOT	23	17	ETB	42	2A	*	61	3D	=	80	50	P	99	63	118	76	v
5	05	ENQ	24	18	CAN	43	2B	+	62	3E	>	81	51	Q	100	64	119	77	w
6	06	ACK	25	19	EN	44	2C	?	63	3F	?	82	52	R	101	65	120	78	x
7	07	BEL	26	1A	SUB	45	2D	-	64	40	@	83	53	S	102	66	121	79	y
8	08	BS	27	1B	ESC	46	2E	^	65	41	A	84	54	T	103	67	122	7A	z
9	09	HT	28	1C	FS	47	2F	/	66	42	B	85	55	U	104	68	123	7B	{
10	0A	LF	29	1D	GS	48	30	0	67	43	C	86	56	V	105	69	124	7C	
11	0B	VT	30	1E	RS	49	31	1	68	44	D	87	57	W	106	6A	125	7D	}
12	0C	FF	31	1F	US	50	32	2	69	45	E	88	58	X	107	6B	126	7E	~
13	0D	CR	32	20	SP	51	33	3	70	46	F	89	59	Y	108	6C	127	7F	DEL
14	0E	SO	33	21	!	52	34	4	71	47	G	90	5A	Z	109	6D			
15	0F	SI	34	22	"	53	35	5	72	48	H	91	5B	[110	6E			
16	10	DLE	35	23	#	54	36	6	73	49	I	92	5C	\	111	6F			
17	11	DC1	36	24	\$	55	37	7	74	4A	J	93	5D]	112	70			
18	12	DC2	37	25	%	56	38	8	75	4B	K	94	5E	^	113	71			

Figure 9.1. Ascii Chart Main Menu

The Ascii characters will be listed on your screen in a three column format. Both the hexadecimal and decimal equivalents will be displayed next to each character.

The first 32 Ascii characters are not normally displayed on the screen. They usually perform some specific action, depending on the device the characters are sent to.

For example, sending Ascii code 12 to most printers will eject a page. Other codes may be handled differently from printer to printer.

One use of the Ascii Chart accessory is to determine what key to press in your main program to invoke a certain function on your printer.

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If you press **RETURN** while on the main Ascii Chart screen, the **Keypress Table** will be displayed. This second page of information will show you what keys to press to produce a specific Ascii code.

For example, some printers will switch into graphics mode if you send an Ascii code 11. Under some applications you will simply have to know what keys to press to produce this code.

With the Ascii Chart it's easy! Simply display the Keypress Table and scan the table for Ascii code 11. Listed next to 11 on the menu is the key that you should press: **CONTROL K**.

To leave the Ascii Chart just press **ESC**.

Chapter 10 - The Accessory Manager

We designed TDM to be so easy to use it would become second nature. But we also added the power that people want. The ability to move the accessories around on the menu, rename, copy, delete accessories, create submenus and more are all possible.

The **Accessory Manager** lets you do all this very easily. All of these options will be described in this chapter.

You can customize the **TDM** menu and its submenus to suit your needs. Don't need the Appointment Calendar or another accessory? Just use the Accessory Manager to remove it and save disk space. Want to change the name of the Note Pad to Scratch Pad? It's no problem whatsoever.

If you select the **Accessory Manager** from the **TDM** menu, it will come up displaying a screen saying that the menu is being built.

During the time this screen is displayed the Accessory Manager will search for all of the available accessories and submenus in your system. After a few seconds a list of all the available accessories will be shown on the screen. A sample of what this menu looks like is shown below.

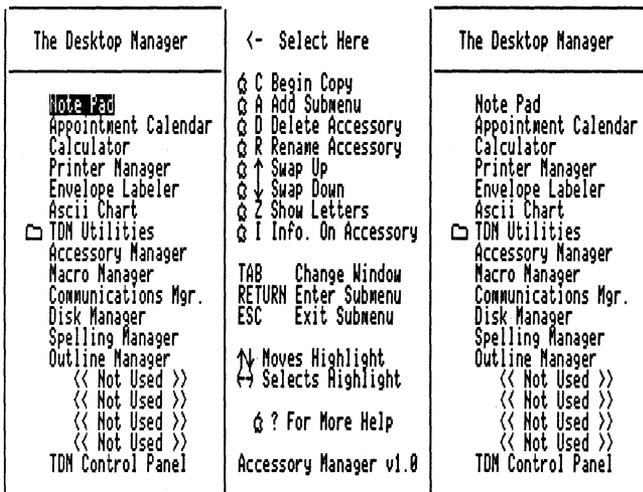


Figure 10.1. Accessory Manager Main Menu

All TDM accessories have a name in the form **OPTIONx** where **x** is a letter from **A** through **R**. When a TDM menu is displayed in either the Accessory Manager or in actual use, the accessories are listed in the menu in alphabetical order.

If an accessory position (an unused **OPTIONx**) is empty, << Not Used >> will appear in it's spot in the menu.

You can list the associated **OPTIONx** names by pressing ⌘ Z. The letters of each file name will be displayed to the left of the accessory name.

On the left and right side of the screen copies of the main menu will appear, listing the accessories in your menu. In the center of the screen information on the various keypresses you may press are displayed.

Please note that more complete help can be used by pressing ⌘ ? to display the main help menu.

When using the Accessory Manager you will be operating on the left side of the menu for most operations. When copying accessories to submenus the Accessory Manager will ask you to pick the submenu you would like to copy the accessory to.

When doing this you will have to select the submenu to copy to on the right menu that is displayed. Copying accessories will be explained later in this section. For now you can work solely with the left-most menu.

Renaming Accessories

You may one day decide that you don't like the name of one or more of your **TDM** accessories. The Accessory Manager allows you to easily rename any accessory or submenu.

Use the ↑ or ↓ keys to highlight the item on the menu you would like to rename and press ⌘ R. You may now type in a new name. Simply press **RETURN** when finished and the accessory name will be changed.

Note that while editing the accessory name, the standard **TDM** editing commands are available.

Moving Accessories

You can change the position of accessories on any of your **TDM** menus any time you want. When you change the position of the accessory you will in effect be swapping two different accessories.

To move an accessory up or down on the menu, highlight the accessory that you want to move and press ⌘ ↑ or ⌘ ↓ depending on whether you want to move the accessory up or down in the menu, respectively.

During a swap the selected accessory will be given a new name and then displayed in the new menu. This will take a second or so per swap.

If you want to move an accessory from one menu to another menu, you will have to first copy it to the second menu and then delete the copy on the first menu. These operations are described in the next few pages.

Deleting Accessories

If you ever want to remove an accessory from any of your **TDM** menus, simply highlight it and press **⌘ D**. **TDM** will ask if you are sure that you want to delete the accessory so you don't accidentally remove it.

If you're sure that you don't want this accessory anymore, use the arrow keys to highlight the **Yes** option and press **RETURN** or simply press **Y**. In a moment the highlighted accessory will be deleted and you can continue.

If the highlighted accessory used any data files you will be asked if you also want to delete the accessory's data files. If you have two copies of the same accessory in one menu you should not do this. Otherwise the other copy of the accessory may not be able to work properly.

Accessory Information

The Accessory Manager allows you to display information on an accessory. Simply highlight the accessory you want information on and press **⌘ I**.

The screen will be cleared and its file and accessory name will be displayed. Additionally the type of file (accessory or submenu) and the size in bytes will be shown.

If the accessory uses any data files they will also be displayed on this screen directly under the main accessory information.

Creating Submenus

The Accessory Manager allows you to create new submenus at any time. With submenus **TDM** can hold hundreds of accessories. You can use the Accessory Manager to easily customize your system to meet your tastes.

To create a submenu press **⌘ A**. You will be asked to enter the name for the new submenu. Simply type it in and press **RETURN**. You will now be asked to enter the subdirectory this submenu should use. This will be the place that **TDM** looks to hold the files in the submenu.

The selected subdirectory will be created if it didn't already exist and the standard help accessory (**TDM.HELP**) will be copied into it.

Copying Accessories

You can copy accessories from one menu to the same menu or to a submenu. Simply select the accessory or accessories that you want to copy by highlighting it and pressing \Rightarrow . This will place a check mark next to each selected accessory.

If you change your mind about copying an accessory, highlight it and press \Leftarrow to deselect it. Note that you will not be able to copy an entire submenu at a time so you won't be able to select a submenu accessory.

When finished selecting the accessories you want to copy, press **TAB** to move the highlight to the right-most window. On this side of the screen you will only be able to highlight the submenus in your menu.

To copy the selected accessories into a submenu, highlight the submenu and press **RETURN**. The Accessory Manager will search for the current accessories in that menu and display them.

To begin the copy press \odot **C**. The Accessory Manager will begin copying the selected files to the submenu displayed in the right-most window. As it copies the accessories the Accessory Manager will display a screen as shown below.

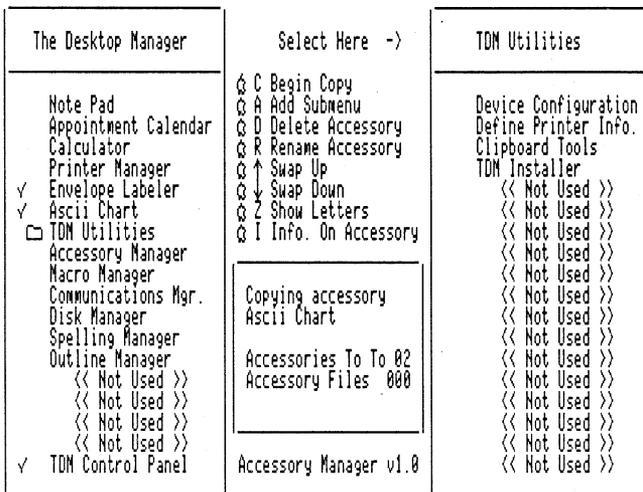


Figure 10.2. Accessory Manager Copy Files Menu

As it copies the selected accessories, information about the number of accessories and accessory data files that it is copying will be displayed.

If you've already copied an accessory that uses one or more data files into a submenu and then copy it into same submenu, a message will appear telling you that one of the files used by the selected accessory already exists. If you press **RETURN** the copying process will continue.

You can duplicate accessories in the same menu by simply copying the accessory from an.J to the same menu. When doing this, note that you will always select and copy accessories **from** the left-most menu and you always copy **to** the menu on the right side of the screen.

To copy an accessory to the same menu, select it on the left side and press **TAB**. This will move the highlight to the right side. Next, press **⌘ C** to begin the copy and in a moment a duplicate of the selected accessory will appear.

If the accessory that you're copying uses one or more data files, a message will appear telling you that one or more of the files used by the selected accessory already exists. Simply press **RETURN** to continue.

If you place two copies of an accessory into the same menu you should be very careful when using the Accessory Manager to delete one of the copies. If the accessory uses a data file you may inadvertently delete the data file when removing the duplicate accessory.

When deleting an accessory the Accessory Manager will ask you if you also want to delete the accessory's data files. If you have two copies of the same accessory in one menu you should not do this. Otherwise the other copy of the accessory may not be able to work properly.

When You Leave The Accessory Manager

After using the Accessory Manager to rename, copy, delete accessories, or any other operation that involves changing the menu, **TDM** will rebuild the menu on exit. If you made changes to a submenu, **TDM** will rebuild that menu the next time you access the submenu.

This rebuilding of the menu will last a few seconds and when it's completed you will be able to use your accessories just as before.

If you made any changes to a submenu, its position on the screen will be lost on exit. Its new position on the screen will be the same as that of the main **TDM** menu.

After a menu is rebuilt one of the other items that is lost is the position of the highlighted accessory. After a rebuild, the top-most item in the menu will be highlighted.

Accessory Manager Command Key Reference

- ⌘ ? Displays the Accessory Manager help menu.
- ESC Returns to the TDM menu, or your main application.

The Accessory Manager uses the standard TDM editing commands during text input.

Accessory Manager Movement Commands:

- Arrows** Moves the highlight in the selected direction
- TAB** Moves between left and right windows

Accessory Manager General Commands:

- ⌘ C Begin copying selected accessories
- ⌘ A Add a Submenu
- ⌘ D Delete the highlighted accessory
- ⌘ R Rename the highlighted accessory
- ⌘ Z Display accessory option letters
- ⌘ I Display accessory information
- ⌘ ↑ Swap accessory up
- ⌘ ↓ Swap accessory down

Chapter 11 - The TDM Control Panel

The **TDM Control Panel** accessory lets you set up how the different features of **TDM** work. It's really nine accessories in one. This chapter will show you how to use the various features of the **TDM Control Panel**.

To access the **TDM Control Panel**, simply press **OPTION-ESC** and select it from **TDM Menu**. In a moment or so the **TDM Control Panel** window will appear as shown below.

✕DIALOG. ICONS	\$CA	8	9-APR-87 1:48	9-APR-87 1:48	3554
FINDER_DATA			P-87 4:15	6-SEP-87 16:50	392
PROGRAMS	TDM Control Panel				1024
ICONS					512
TDM	This accessory lets you setup how you access the various features of The Desktop Manager.				1536
BASIC.LAUNCH					915
BASIC.SYSDEF					10240
FINDER.DEF	Setup TDM Status				82
SYSTEM	Setup TDM 'Hot-Keys'				512
PRODOS	Setup TDM System Speed				19200
FINDER.ROOT	Setup TDM Direct Accessories				207
STARTUP	Setup Character Stuffing Delay				37
SOURCE	Setup Text Pickup/Paste Options				1024
LETTERS	Setup ProDOS 8 Interrupt Windows				512
APW					512
SCREENS	Check TDM Main Version #				1536
APPLEWORKS					512
SCRAP	About The Desktop Manager...				730 R= 0
BLOCKS FREE:	press RETURN to select, ESC to Exit, ? For Help				

Figure 11.1. TDM Control Panel Main Menu

To use any of the options in the **TDM Control Panel**, use the arrow keys to highlight it and press **RETURN**. To exit from an option simply press **ESC**.

Setup TDM Status

Certain programs may not like sharing your Apple IIGS with **TDM** and will not work when **TDM** is in your system. The **Setup TDM Status** option allows you to change the status of **TDM**. You can use it to activate and deactivate **TDM** to work around the few programs that cause problems.

To change the status of **TDM**, press **RETURN**. This will toggle the status of **TDM** and will change the display from **ACTIVE** to **INACTIVE**.

When **TDM** is inactive the direct access keys, text pickup and pasting, appointment prompting and macro features will not work. **TDM** will be completely shut down and your application should not have a problem running or even know that **TDM** is installed.

When **TDM** is inactive you will only be able to get into **TDM** via the Apple Desk Accessory menu. Simply press **CONTROL** ⌘ **ESC** to display the menu and select the **The Desktop Manager** item.

Setup TDM 'Hot-Keys'

Some programs that you use with **TDM** will try to use the same keypresses that **TDM** wants. **TDM** will normally always get the keypress before your main application does. The Setup TDM 'Hot-Keys' option allows you to change the **TDM Hot-Key** to almost any key combination.

If an application and **TDM** have a key conflict, use this option to change the **TDM Hot-Key** to **OPTION SHIFT**, **OPTION** ⌘ or another combination. After doing so you should have no further key conflict problems.

Setup TDM System Speed

The Setup TDM System Speed option allows you to control the speed at which **TDM** operates. If you experience any problems running **TDM** with an application at fast speed, use this option to force **TDM** to always operate at slow speed.

In most every case you should experience no problems whatsoever running **TDM** at fast speed. If you do, this options provides a solution.

Setup TDM Direct Accessories

TDM is shipped so the four direct access keys run the Note Pad, Appointment Calendar, Calculator and Printer Manager respectively. You can easily change them with the Setup TDM Direct Accessories option.

When you select this item the four current direct access accessories will be displayed in a window on the screen. If you want to change one or more of the direct access accessories press **RETURN**.

In a moment a copy of the **TDM** main menu will be displayed on the right side of the screen. To change a direct access accessory, simply use the ⬆ and ⬇ keys to highlight the accessory you want to be a direct access accessory and press **1** through **4** to select it.

As you select new direct access accessories the window listing the current direct accessories will change accordingly. The selections you make will automatically be saved and the next time you use **TDM** they will be set the way you selected.

You can select a submenu to be a direct access accessory with no problems whatsoever. However, when exiting the submenu you will return to the main **TDM** menu instead of directly back to your application.

Setup Character Stuffing Delay

Some of your applications may not be able to accept characters as fast as TDM is able to type them when pasting text (Chapter 12). This option allows you to control the delay between each characters that TDM pastes.

The default value is 0 for no delay between characters. If your application misses characters that are pasted you should increase the delay between characters until the problem disappears. The larger the delay value, the slower text will be pasted. Under most circumstances you will not have to use a delay of more than 2 or 3/60ths of a second.

The delay selections you make will automatically be saved and the next time you use TDM they will be set the way you selected.

Setup Text Pickup/Paste Options

When TDM picks up text from one of your screens (Chapter 12) it normally replaces all control characters that are displayed (MouseText, etc.) with an asterisk. Likewise, it automatically adds a RETURN character at the end of each line that it gets from the screen.

The Setup Text Pickup/Paste Options allows you to change this on the fly to whatever you like. If you want you can change the character that replaces control character picked up from a SPACE to an asterisk.

Additionally this option can be used to change the character that TDM places at the end of each line of text it picks up. You can toggle between the normal RETURN, a SPACE or nothing at all.

If you are picking up a section of text from one application and want to paste it into a word processor or other application, placing a SPACE character at the end of each line that is picked up will aid in reformatting the text into a different word processor.

The options that you select will automatically be saved and the next time you use TDM they will still be set the way you last set them.

Setup ProDOS 8 Interrupt Windows

The Setup ProDOS 8 interrupt Windows option allows you to change the way TDM works with some ProDOS 8 applications. If a ProDOS 8 program sets up an interrupt, TDM will open *Interrupt Windows* whenever it runs behind such an application.

Interrupt windows will only need to be ON if you have your Apple IIGS connected to an AppleTalk File Server. If you aren't using the File Server you can use this option to turn OFF interrupt windows when TDM runs.

With interrupt windows **OFF**, **TDM** will run at it's normal quick speed. When they are **ON**, **TDM** will slow down when performing disk operations when called from certain ProDOS 8 applications.

This is because an application running on the AppleTalk File Server can't disable interrupts for more than a fraction of a second. When doing a long disk operation, **TDM** will normally turn interrupts off for the second or so it takes going to disk.

If you're using the File Server, turning interrupts off this long will disable your node on the File Server and may cause you to lose information.

With interrupt windows **ON**, **TDM** will open windows for the interrupts when doing a long disk operation. This ensures that **TDM** will work with the File Server at all times.

The option that you select will automatically be saved and the next time you use **TDM** it will still be set the way you last set them.

Check TDM Main Version #

If you ever need to call or write **ON THREE** for assistance we will need to know your **TDM Version #**. This can be found in the **TDM Control Panel**. Simply highlight the **TDM Version #** option and press **RETURN**.

The version number of main **TDM** system will be displayed here.

Please do not confuse the main **TDM Version #** with the version number of the **TDM Control Panel** accessory. Just as all other **TDM** accessories, the **TDM Control Panel** has a version number. The main **TDM** version number and the version number of the **TDM Control Panel** are completely separate items.

About The Desktop Manager...

The **About The Desktop Manager...** item on the **TDM Control Panel** main menu gives some information about the people responsible for **The Desktop Manager** on the Apple IIGS.

Chapter 12 - Text Pickup/Pasting

TDM allows you to **Pick Up** text from one program and transfer it to another screen or application. You can use this feature to transfer information from your program to the Note Pad, Appointment Calendar, Calculator or any **TDM** accessory.

You can also transfer text from a **TDM** accessories back to your main program. A variety of options allow you to **Pick up** information from almost any screen and **Paste** it into almost any application. This chapter will show you how to use this powerful feature of **TDM**.

Before we start we will explain a couple of **TDM** concepts: The **Clipboard** is a part of **TDM** where text that you pick up from a program is stored for later use. **TDM** allows you to **Paste** the contents of the Clipboard into almost every application and **TDM** accessory.

When you tell **TDM** to Paste the Clipboard into your program, a copy of the information is transferred a character at a time, just as if you had typed it in yourself. You can Paste the Clipboard into your applications as often as you like.

Using the **Clipboard Tools** accessory you can view, print, save, load and clear the Clipboard at any time. The Clipboard Tools accessory is described in Chapter 14.

Picking Up Text

TDM can pick up a rectangular portion of text from the screen. This information is stored in the Clipboard for later use. To define just what section of text to pick up, you will need to tell **TDM** where it is. You do this by enabling text **Pickup**. You do this by pressing **OPTION 5**.

At any time before actually picking up something, you can press **ESC** to exit. If you press **ESC** before picking up something, nothing will be placed into the Clipboard and the previous contents of the Clipboard will remain intact. Each time you pick something up, the text that you picked up will replace the previous contents of the Clipboard.

After pressing **OPTION 5**, a cross-hair cursor will appear in the upper left corner of the screen. You can now use the arrow keys to move the cursor around the screen. If you hold the **⌘** key down while pressing the arrow keys, the cursor will move faster across the screen.

You need to tell **TDM** what portion of the screen you want to pick up and put into the Clipboard for later use. To do this, simply use the arrow keys to move the cursor to the upper-left corner of section of text you want to pick up and press **RETURN**.

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The cross-hair cursor will disappear and the character that was behind the cursor will be inverted. You may now use the \Rightarrow and \Leftarrow keys to select the section of text that you want to pick up. As you move down and to the right, the region of text on the screen that you select will be inverted.

If a section on the screen that you are picking up is already inverted, it will appear normal when selected by the text pickup routine.

When selecting the text you want to pickup you can adjust the section of text by using the four arrow keys. If you hold the \odot key down while pressing the arrow keys, the region of text will be selected faster.

If you ever collapse the section of text you want to pickup down to a single point, the original cross-hair cursor will reappear and you can select a different region of text to pick up.

To transfer the region that you've highlighted on your text screen into the Clipboard, simply press **RETURN**. You will see a cursor move across the region of the screen you selected, picking up text as it moves from left to right and from top to bottom.

If you change your mind just press **ESC** and you'll be right back in your application and nothing will be placed in the Clipboard. Note that if you press **ESC** to cancel picking up text, the cursor will still move across the screen, tracing out the selected text - but nothing will be picked up.

In the example shown below a column of numbers is being picked up.

NAME	TYPE	BLOCKS	MODIFIED	CREATED	ENDFILE	SUBTYPE
*DIALOG. ICONS	#CA	8	9-APR-87 1:48	9-APR-87 1:48	3554	
FINDER.DATA	#C9	1	10-SEP-87 4:15	6-SEP-87 16:50	392	
PROGRAMS	DIR	2	9-SEP-87 10:47	6-SEP-87 21:31	1024	
ICONS	DIR	1	6-SEP-87 21:27	23-JUL-87 9:56	512	
TDN	DIR	3	10-SEP-87 5:17	16-APR-87 18:08	1536	
BASIC.LAUNCHER	SYS	3	12-JUL-87 21:44	12-JUL-87 21:44	915	
BASIC.SYSTEM	SYS	21	18-JUN-84 0:00	2-DEC-86 11:06	10240	
FINDER.DEF	#C9	1	6-SEP-87 21:46	6-SEP-87 21:46	82	
SYSTEM	DIR	1	8-SEP-87 15:34	23-JUL-87 9:44	512	
PRODOS	SYS	39	14-JUL-87 13:49	14-JUL-87 13:49	19200	
FINDER.ROOT	#C9	1	10-SEP-87 5:04	6-SEP-87 21:52	207	
STARTUP	BAS	1	10-SEP-87 5:03	6-SEP-87 21:53	37	
SOURCE	DIR	2	9-SEP-87 11:04	6-SEP-87 21:54	1024	
LETTERS	DIR	1	9-SEP-87 10:18	6-SEP-87 21:55	512	
APN	DIR	1	9-SEP-87 15:35	6-SEP-87 22:06	512	
SCREENS	DIR	3	10-SEP-87 4:15	6-SEP-87 22:07	1536	
APPLEWORKS	DIR	1	10-SEP-87 4:18	6-SEP-87 22:42	512	
SCRAP	TXT	3	10-SEP-87 4:23	10-SEP-87 4:23	730	R= 0

BLOCKS FREE: 1815 BLOCKS USED: 16953 TOTAL BLOCKS: 18768

Figure 12.1. Text Pickup Selecting a Region Of Text

Margin Characters

When you pick up text, **TDM** will automatically add a carriage return character at the end of each line you pick up. This is called the **Margin** character. It is normally a **RETURN**, but you can change it to a **SPACE** character, or so that no characters are added to the end of each line.

Picking Up Control Characters

There are some programs that display characters on the screen that are not the standard looking A-Z, 0-9 and other normal characters. These are called **Control Characters** or **MouseText**. Most printers and other programs can't display these special characters. When picking them up, **TDM** will automatically replace them with either an asterisk (*) or a **SPACE** - all under your control.

You can select the Margin and Control Character replacements by using the **Setup Text Pickup/Paste Options** item in the **TDM Control Panel** accessory. This is described in detail in Chapter 11.

You can use these options to get the ultimate in flexibility with the built-in text Pickup and Paste routines that **TDM** offers.

Pasting Information Into Your Application

Once you have picked up text from the screen and put it into the Clipboard, you can very easily paste it into almost any application.

To paste the text you have picked up, press **OPTION 6**. The text will be given to your document or program at the current cursor position, just as if you had typed it. Since **TDM** enters the keys exactly as if you typed them yourself, make sure that you have correctly positioned the cursor in your application before you press **OPTION 6**.

Depending on how much text is in the Clipboard, it may take a few seconds for **TDM** to paste it in. If you are pasting a screen that is full of information, it could take 10 seconds or longer in some applications. You can stop the text being pasted by pressing **OPTION DELETE**.

If your application misses some of the characters that are pasted into it, please read over Chapter 11. That section will give you information on slowing the pasting so your application won't miss any characters.

While text is being pasted, do not press any of the modifier keys (⌘, **CONTROL**, **SHIFT** etc.) If you do, your application may pick up an **S** or other character that is being pasted as a **CONTROL S** or other strange character. The best rule to follow is that once you start pasting text, simply keep your hands off the keyboard.

If you leave the **CAPS LOCK** key down while text is being pasted, all the text will be pasted in upper-case. You can use this feature to easily upper-case a block of text, but you should be careful and always ready to cancel the pasting of text by pressing ⌘ **DELETE**.

Once text is in the Clipboard, you can paste it into any application as often as you like. The Clipboard contents are never removed. However, the next time you use the Text Pickup feature to place something new into the Clipboard, the previous contents will be lost.

The Clipboard contents will remain there as long as your machine is turned on and you do not reboot your system. If you want to keep something that's in the Clipboard you can use the **Save Clipboard** option in the **Clipboard Tools** accessory. This is described in Chapter 14.

After rebooting your machine you can use the **Load Clipboard** option to restore the contents of the Clipboard.

Using The Clipboard For Information Transfers

The TDM Clipboard can be used to hold information that needs to be transferred from one application to another while you use the Finder or other program selector to switch between the two programs.

You can also use the Clipboard to integrate your applications with the functions that the TDM accessories provide.

Does Your Word Processor Need A Calculator?

There are times when you may be entering a column of numbers into a word processor. Say it's a sales report that you are typing up. Instead of using your hand-held calculator to sum the numbers up, you can use the built-in TDM Calculator.

You don't even have to re-type the numbers! Using the text pickup routine you can select the column of number that you need added up.

Go to the Calculator and paste the numbers in by pressing **OPTION 6**. In an instant the result will appear. Pressing ⌘ **Z** will automatically pick up the result. If you exit the Calculator and go back to your main application, pressing **OPTION TAB** will paste the result back into your program.

Program Integration With The Desktop Manager

One of the fads these days are integrated programs. These programs combine the features of other programs such as a word processor, a data base, and a spread sheet into a single program. The TDM Clipboard offers a common and very easy way to integrate your separate programs.

Chapter 13 - Text & Graphics Screen Saving/Printing

TDM allows you to save your current text or graphics screen and print your current text screen at any time. You can be inside AppleWorks, System Utilities, the Finder or any other program that works with **TDM** on your Apple IIGS and save or print your screen. This chapter will describe these functions of **TDM**.

Screen Printing

If the program you are using is a text based application and does not have a screen with graphics displayed, pressing **OPTION 0** will send a copy of the text screen to the default **TDM** printer.

As it sends the printer your text screen you will see a cursor streaking across your screen. This indicates that **TDM** is reading information from your screen and sending it to the printer.

Please make sure that you've setup your default printer correctly and that it's on-line and has paper before using this option.

Printing of graphics screens is not supported. You should use the Save Screen feature described below to save the screen you want to a disk file. After it's saved you can use any Apple IIGS graphics program to print the screen.

Screen Saving

If the program you are using displays text or graphics images **TDM** can automatically save a copy of the screen at any time. **TDM** saves the graphics and text screens to a subdirectory in the **TDM** subdirectory with the name **SCREENS**.

Up to ten screens of each type (explained below) may be saved at a time.

There are four types of screens that **TDM** can save. The first is a regular 80 column text screen. If you press **OPTION 9** while a text screen is displayed, **TDM** will save the screen to the **SCREENS** subdirectory with a name in the form **TEXT.x** where **x** represents a number from **0** to **9**.

The first file saved will have the name **TEXT.0**, the second **TEXT.1** etc.

The second type of screen that can be saved is the Super Hi-Resolution screen. Both the 16 color 320 by 200 and the 4 color 640 by 200 modes are included in this type. Pressing **OPTION 9** while a Super Hi-Resolution screen is being displayed will save the screen to the **SCREENS** subdirectory with a name in the form **SUPER.x** where **x** represents a number from **0** to **9**.

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The third type of screen that can be saved is the Double Hi-Resolution screen. Both the color and black and white 560 by 192 modes are included in this type. Pressing **OPTION 9** while a Double Hi-Resolution screen is being displayed will save the screen to the **SCREENS** subdirectory with a name in the form **DOUBLE.x** where **x** represents a number from **0** to **9**.

The last type of screen that can be saved is the Regular Hi-Resolution screen. This is the 280 by 192 display mode. Pressing **OPTION 9** while a Regular Hi-Resolution screen is being displayed will save the screen to the **SCREENS** subdirectory with a name in the form **HIRES.x** where **x** represents a number from **0** to **9**.

As you save each successive screen, the number in the filename will go from **0** to **9**. When all of the names from **0** to **9** are filled, **TDM** will beep when you try to save the eleventh file.

If **TDM** gets an error trying to save the file it will also beep to indicate that something went wrong.

You should periodically copy the screen files from the **SCREEN** subdirectory to another location on your disk. This will assure that when you want to save the current screen, **TDM** will be able to do it for you.

If you are using a single driver system or if the **TDM** disk can't be found after you ask **TDM** to do a screen save, **TDM** will prompt you to insert the **TDM** files disk and press **RETURN** to continue.

If you change your mind about saving the screen simply press **ESC** to exit or insert your **TDM** files disk and press **RETURN** to save the screen.

Chapter 14 - The TDM Utilities Submenu

The **TDM Utilities** submenu contains a variety of accessories that make using **TDM** even easier. This chapter will detail the various accessories in this submenu and how to use each one.

Each of the accessories in the **TDM Utilities** submenu can be accessed just as regular accessories. Simply highlight them, press **RETURN** and the accessory will be loaded from disk and displayed on your screen.

Device Configuration

The **Device Configuration** accessory allows you to setup the device names that you want **TDM** to use when talking to your system. As described in Chapter 2, device names free you from having to know the volume name on diskettes before you can use them.

When a **TDM** accessory asks you for the name of a file and you can't remember the volume name of the disk, you can use the device name instead of the volume name.

The **Device Configuration** accessory is shown below.

```

NAME          TYPE  BLOCKS  MODIFIED      CREATED      ENDFILE SUBTYPE
#DIALOG. ICONS  $CA    8  9-APR-87  1:48  9-APR-87  1:48    3554
FINDER
PROGRA         Device Configuration          24
ICONS
TDM
BASIC.         Change Configuration          112
FINDER
SYSTEM
PRODOS
FINDER
STARTU         1  .D11
SOURCE         2  .D21
LETTER         3  .D31
APW            4  .D41
SCREEN         5  .D51
APPLEW        6  .D61
SCRAP          7  .D71
BLOCKS FR
R= 0
Press q ? For Help
Press ESC to Exit.

```

Figure 14.1. Device Configuration Menu

The device names are completely user selectable. You can name your disk drives almost anything as long as they follow the device naming conventions. As the **TDM Main Accessories** disk is shipped the device names directly refer to the slot that they describe.

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The device name for the disk in slot slot 1, drive 1 is **.D11**; slot 5, drive 1 is **.D51** and all the others are named in a similar manner.

You can remove the device names that don't exist in your system and change the names to something that makes sense to you. For example, the **.D51** name can be changed to **.U1** to refer to an 800K drive in slot 5.

As long as you enter a valid name the Device Configuration accessory will accept it and you can use that name when referring to your disk drives when using a TDM accessory.

Please note that the device names are only valid inside TDM. Other programs will not understand if you enter **.D51** or **.U1** when they ask for a file name. If your TDM accessories do not respond when you enter a device name, please check the device names that are configured with this accessory and make sure you've giving it the correct device name.

The device names **.CONSOLE**, **.PRINTER** and **.DESKTOPMANAGER** are reserved for the TDM built-in devices and may not be assigned to a disk device name.

Define Printer Info.

The **Define Printer Info.** accessory allows you to setup the default printer that TDM uses for its printing operations. In each accessory that supports printing, the printer defined in the accessory is the printer they will print to.

The main menu of the Define Printer Info. accessory is shown below.

NAME	TYPE	BLOCKS	MODIFIED	CREATED	ENDFILE	SUBTYPE
*DIALOG. ICONS	\$CA	8	9-APR-87 1:48	9-APR-87 1:48	3554	
FINDER. DATA	\$C9	1	10-SEP-87 4:15	6-SEP-87 16:50	392	
PROGRAMS	DIR	Define Printer Info.		21:31	1024	
ICONS	DIR			9:56	512	
TDM	DIR			18:08	1536	
BASIC. LAUNCHER	SYS	Use the Up and Down arrow keys		21:44	915	
BASIC. SYSTEM	SYS	to highlight the item you want		11:06	10240	
FINDER. DEF	\$C9	to change and press RETURN.		21:46	82	
SYSTEM	DIR	For more help, press q ?.		9:44	512	
PRODOS	SYS			13:49	19200	
FINDER. ROOT	\$C9	Printer Slot		21:52	207	
STARTUP	BAS	Interface type		21:53	37	
SOURCE	DIR	Line Feed Status		21:54	1024	
LETTERS	DIR	Platen Width		21:55	512	
APW	DIR	Init String		22:06	512	
SCREENS	DIR			22:07	1536	
APPLEWORKS	DIR			22:42	512	
SCRAP	TXT	RETURN to Accept, ESC to Exit.		4:23	730	R= 0

BLOCKS FREE: 1815 BLOCKS USED:16953 TOTAL BLOCKS:18768

Figure 14.2. Define Printer Info. Menu

There are five items on this menu and together they allow you to control which printer **TDM** will use as the default and how to access it.

The first item on the menu is **Printer Slot**. If you select this option you will be able to specify the slot that your printer interface card is in. Simply type in the slot number from **1** through **7** and press **RETURN**. Note that if you are using one of the built-in serial ports on your Apple IIGS, the slot will be either **1** or **2**.

For LaserWriter users the slot will always be **7**. In any case, make sure that you've setup your slots correctly in the Apple Control Panel desk accessory. If your settings are wrong, **TDM** and all of your other applications won't be able to communicate with that printer and it may hang or crash your computer.

The second item on the menu is **Interface Type**. This option allows you to control how **TDM** communicates with the interface card in that slot. There are two possible settings for this option. One is the **Pascal** interface and the other is the **Basic** interface.

Most every interface card made within the last five years conforms to the **Pascal** protocol for sending information to the slot. Please don't confuse the **Pascal** and **Basic** protocols with the **Pascal** or **Basic** language.

If you're using an older interface card and the **Pascal** setting doesn't work, change it to **Basic**.

The third item on this menu is **Line Feed Status**. This controls if **TDM** sends your printer a line feed after each return character. Consult the manual that came with your printer if you are unsure if your printer needs a line feed after each return.

The fourth item on this menu is **Platen Width**. This tells **TDM** how many characters can be printed on a single line. Some **TDM** accessories will use this to adjust the amount of text they print per line. Simply type in the number and press **RETURN** to enter it.

The last item on this menu is **Init String**. **TDM** will send the characters that you enter here to your printer interface card before each use. Some interface cards require a type of initialization before they will print.

A common initialization string for some parallel interface cards is **CONTROL I 80N**. Please consult the manual that came with your interface card if you are unsure about the initialization string that is needed (if any) for your interface card.

Simply type in up to eight characters that represent the initialization string that needs to be sent to the printer and press **␣ RETURN** to finish.

After entering all the printer options you can press **ESC** to exit the accessory. The options you selected will be saved in the **TDM.DATA** parameter file for later use by all of the accessories that support printing.

Clipboard Tools

The **Clipboard Tools** accessory allows you to operate on the **TDM** Clipboard. The Clipboard holds the text that has been picked up with the Text Pickup/Pasting commands described in Chapter 12.

The Clipboard Tools accessory allows you to view, print, save and clear the Clipboard. It also allows you to load any file into the Clipboard.

The main menu of the Clipboard Tools accessory is shown below.

```

BASIC.LAUNCHER SYS      3 12-JUL-87 21:44 12-JUL-87 21:44      915
BASIC.SYSTEM     SYS     21 18-JUN-84  0:00  2-DEC-86 11:06     10240
FINDER.DEF       #C9          6-SEP-87 21:46          82
SYSTEM           DIR          9:44          512
PRODOS           SYS     3:49     19200
FINDER.ROOT     #C9          1:52          207
STARTUP          BAS          1:53          37
SOURCE           DIR          1:54     1024
LETTERS          DIR          1:55          512
APW              DIR          2:06          512
SCREENS          DIR          2:07     1536
APPLEWORKS      DIR          2:42          512
SCRAP            TXT          4:23          730 R=  0

BLOCKS FREE: 1815

]load /p/startup
]list

10 HOME
15 PRINT "pr#3"
20 PRINT "catalog"
    
```

Clipboard Tools

Use the Up or Down arrow keys to highlight the desired item and then press RETURN to select that particular item.

View Clipboard

Print Clipboard
Save Clipboard
Load Clipboard

8768

Clear Clipboard

About The Clipboard Tools...

Press ESC to Exit. Version 1.0

Figure 14.3. Clipboard Tools Menu

The first item on the menu is **View Clipboard**. If you select this option you will be shown a copy of the contents of the Clipboard. Whatever you've picked up will be displayed on the screen.

If the text displayed appears strange please check your settings in the **TDM Control Panel** accessory. There you can change the margin character and the control character replacement that **TDM** uses when picking up a section of text.

If you setup **TDM** to add a **SPACE** or nothing at all at the end of each line it picks up, the displayed text will appear jumbled up. Before picking up a section of text make sure your settings are correct.

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Likewise, you may want to use the View Clipboard option to see just what TDM has picked up before pasting it into an application.

If there are more that 22 lines of text in the Clipboard the first 22 lines will be displayed and you will be asked if you want to view the remaining text. Press **RETURN** to view the text or **ESC** to exit.

The next item on the menu is **Print Clipboard**. As the name implies it allows you to print the contents of the Clipboard to the default printer.

Simply press **RETURN** and the contents of the Clipboard will be sent to your printer. When finished printing, the ClipBoard Tools accessory will tell you so and ask you to press **ESC** to exit.

The third item on the menu is **Save Clipboard**. The contents of the Clipboard does not stay around between boots. Because of this you may want to save the Clipboard to disk from time to time.

To save the Clipboard simply highlight this item and press **RETURN**. Now type in the name of the file where you would like the Clipboard saved to and press **RETURN** again. If the file already exists you will be asked if you want to delete the old one.

The default name that will be displayed when using the Save Clipboard option is **CLIPBOARD.DATA**. If you want to save the clipboard to the default file just press **RETURN**.

The next item on the menu is **Load Clipboard**. You can use this option to fill the Clipboard with text that you want to paste. Simply highlight this item and press **RETURN**. Now type in the name of the file that you would like to load into the Clipboard and press **RETURN**.

The default name that will be displayed when using the Load Clipboard option is **CLIPBOARD.DATA**. If you want to load the default file just press **RETURN**.

Please note that you can load *any* type of file into the Clipboard using this option. However, all control characters with the exception of the RETURN character will be stripped out before it's placed in the Clipboard.

Additionally, the Load CLipboard option will only load the first 1,944 characters from the file you enter. All characters past 1,944 will not be loaded into the Clipboard as that is the maximum Clipboard size.

The 1,944 characters amounts to 80 characters per line times the 24 lines that may be on the screen at one time plus the extra 1 character at the end of each line.

Chapter 15 - Adding New Accessories

TDM offers an almost unlimited number of accessories via its menu and submenu system. At some time in the future you may decide to get one of the numerous add-on accessories that are available for **TDM**.

After getting one or more of the new accessories you will have to install them on your system. The **TDM Installer** accessory has a provision for automatically installing new accessories on your system. This chapter will guide you in the installation of new accessories for **TDM**.

Please note that the automatic installation will only work on systems with two 800K drives or a hard disk. If you are using **TDM** with a single 800K drive you will have to follow the directions in the manual accompanying your new accessories to manually install them.

If you are using **TDM** with two 800K drives or a hard disk, display the **TDM** main menu, select the **TDM Utilities** submenu and then press **RETURN**.

Now use the arrow keys to highlight the **TDM Installer** accessory and press **RETURN**. In another moment the **TDM Installer** accessory will come up. This accessory will automatically install the new **TDM** accessories for you.

The fourth item on this menu is **Install New Accessories**. Highlight this option and press **RETURN**. **TDM** will now display a list of all the drives attached to your Apple IIGS. Simply highlight the name of the disk that contains the new accessories and press **RETURN**.

TDM will automatically copy the new **TDM** accessory files onto your 800K driver or hard disk. This will take a minute or two depending on the number of accessories it's installing.

The installation process will install the new accessories on your main **TDM** menu. Because of this you must have enough free positions on the main menu to hold the new accessories.

With accessory disks like the **Disk Manager**, **Communications Manager** or even the **Macro Manager** all you will need is one open position on the main menu. For other new accessory products, you may need more than one available position on the main menu. Consult the guides that come with those accessories for complete details on installation.

If the **TDM Installer** finds that there isn't a free spot on the main menu it will tell you so and the installation will stop. Before you can automatically install the accessory you must use the **Accessory Manager** to free up a position on your main menu. Please see Chapter 10 for details on this.

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During the copy it will display a menu listing status of the installation, similar to the one shown below.

The Desktop Manager Installation Accessory
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Version 1.0
All Rights Reserved

Types of files to copy	Total	Remaining
Accessories	21	20
Accessory data Files	1	0
Setup files	0	0
System files	1	1
Total number of files	29	28

Use the Up and Down Arrows Keys to Make Selection.

Press RETURN to Accept

Selection : (4) Install New Accessories

Press G ? for Help

Figure 15.1. TDM Installer Installing New Accessories

If the TDM Installer gets an error while installing one or more of the files of the new accessory you will have to manually delete the accessory files that it was able to copy before you can try to reinstall the new accessory.

Please see the guide that came with your new accessory to find the names of the files that the accessory uses if this ever happens.

In most instances the installation of new accessories will be quick and very easy.

Some new accessories require items called Setup Files and/or new System Files. If the accessory you are installing needs either of these items, they will be listed in the window that is displayed during the installation process.

Information on these items will be found in the manuals that come with the new accessories.

Appendix A - Copying The Desktop Manager Disk

The very first thing you should do after getting The Desktop Manager is to make copies of the disk. The Desktop Manager disk is a regular 800K 3.5 inch disk. If you have two 3.5 inch drives, copying the **TDM** disk is a breeze. If you have only one 3.5 inch drive, copying is a bit more time consuming but still very easy.

Copying With Two 3.5 Inch Drives

- 1) Startup your Apple II GS using the disk labeled **Main Accessories**.
- 2) After a minute or so the Finder screen will be displayed.
- 3) Insert the blank disk you are going to use as the copy into your second 3.5 inch drive.

If this disk has not yet been initialized for ProDOS, the Finder will tell you so and ask if you want to initialize the disk. Make sure that it's not a Macintosh disk and click on the **Initialize** button to format the disk for ProDOS. After giving the disk a name, the initialization process will take about a minute.

- 4) After inserting the second disk a second disk icon will appear on the Finder screen. Drag the icon labeled **SYSTEM.TDM** over the other disk icon until the second icon is highlighted.

Release the mouse button while the second icon is highlighted and the Finder will proceed to copy the **TDM Main Accessories** disk. When asked if you want to replace the contents of your second disk with the contents of the **SYSTEM.TDM** disk, click the **OK** button.

The disk copy will take approximately five minutes.

- 5) Click on the **SYSTEM.TDM** icon to highlight it and drag it over the **Trash** icon until it is also highlighted and release the button.
- 6) Click on the second disk icon to highlight it and select the **Rename** option from the **File** menu. Type **SYSTEM.TDM** and press **RETURN** to rename the disk.
- 7) Select the **Quit** option from the **File** menu.

You have now successfully copied the **TDM Main Accessories** disk and may return to installing The Desktop Manager.

Copying With One 3.5 Inch Drive

- 1) Startup your Apple IIGS using the disk labeled **Main Accessories**.
- 2) After a minute or so the Finder screen will be displayed.
- 3) Highlight the **SYSTEM.TDM** icon and select the Eject option in the Special menu.
- 4) Insert the blank disk you are going to use as the copy.

If this disk has not yet been initialized for ProDOS, the Finder will tell you so and ask if you want to initialize the disk. Make sure that it's not a Macintosh disk and click on the Initialize button to format the disk for ProDOS. After giving the disk a name, the initialization process will take about a minute.

- 5) After inserting the second disk a second disk icon will appear on the Finder screen. Drag the icon labeled **SYSTEM.TDM** over the other disk icon until the second icon is highlighted.

Release the mouse button while the second icon is highlighted and the Finder will proceed to copy the **TDM Main Accessories** disk. When asked if you want to replace the contents of your second disk with the contents of the **SYSTEM.TDM** disk, click the OK button.

The Finder will now ask you to insert the **SYSTEM.TDM** disk. You can do this by manually ejecting the second disk, inserting the **SYSTEM.TDM** disk and clicking the OK button.

Depending on the amount of memory in your Apple IIGS, the Finder will read the entire **SYSTEM.TDM** disk or a part of it. When it has finished reading all that it could, the Finder will ask you to insert the second disk once again.

Do this by manually ejecting the **SYSTEM.TDM** disk, inserting the second disk and clicking the OK button. If needed you will have to swap the disks once or twice more to finish making the copy.

The disk copy will take approximately five to ten minutes.

- 6) Click on the **SYSTEM.TDM** icon to highlight it and drag it over the Trash icon until it is also highlighted and then release the button.
- 7) Click on the second disk icon to highlight it and select the Rename option from the File menu. Type **SYSTEM.TDM** and press **RETURN** to rename the disk.
- 8) Select the Quit option from the File menu.

You have now successfully copied the **TDM Main Accessories** disk and may return to installing The Desktop Manager.

Appendix B - Removing The Desktop Manager

If you ever choose to remove **TDM** from your application program it's easy! For users with two drives, just use the **TDM Installer** accessory and select option 3 from the main menu. The **Remove TDM Loader** option will remove the **TDM** loader program that was installed by option 2.

If you have just a single 3.5 inch drive you will have to use the **Finder** or **System Utilities** program to delete the file **TDM.LOADER** in the **SYSTEM/SYSTEM.SETUP** subdirectory on your startup disk.

This has the same effect as using the **TDM Installer** accessory to remove the loader program on a two drive system.

After removing the **TDM** loader program you will not be able to use **TDM** the next time you startup your system disk. Note that this will not remove any of the **TDM** accessory files. A different operation is required for that.

The accessory files are placed in a subdirectory named **TDM** on your application disks or the disk where you installed **TDM**. If you want to remove the **TDM** files you must manually delete them. To do that, simply use the **Finder** or **System Utilities** to delete the entire **TDM** subdirectory.

Note that after removing the **TDM** subdirectory you will lose all **Note Pad** notes, **Appointment Calendar** appointments and any other information stored in the **TDM** subdirectory. Make sure that you don't accidentally delete any important information in your **TDM** subdirectory.

If you simply want to move notes or appointments from one disk to another, please read over the individual sections on the various accessories. They will show you how to do this.

After removing the **TDM** loader program and files you will have to run the **TDM Installer** accessory in order to use **TDM** again.

If you are experiencing difficulties while using **TDM** with one or more of your application programs, please read over the next section. It describes some of the problems you might encounter and possible solutions.

Appendix C - TDM/Application Conflicts & Problems

TDM may not work perfectly with all of your applications. Some programs are simply not compatible, others are compatible but you must do certain things to use TDM within them. This section describes these instances.

Key Conflicts

The most common problem you will run into is that your main application wants to use the same keypresses as TDM. This is easily fixed via the option in the **TDM Control Panel** titled **Select TDM 'Hot-Keys'**.

Here you can select the key sequence that activates TDM. Normally this is the **OPTION** or **Solid Apple** key. You can change it to almost any special key combination if there is a conflict with one or more of the programs you are using.

For example, the popular Apple Writer program uses the **OPTION** key to scroll many characters or lines at a time. Since this is the standard key sequence that activates TDM, there is a conflict.

When working in programs like Apple Writer that use the key sequence that activates various TDM features, you have three options. The first is very easy. That is to use the **TDM Control Panel** to change the TDM hot-key to something that your main application doesn't use.

The second is even easier. TDM is activated by pressing the hot-key in conjunction with another key. If you press **OPTION** and **SHIFT** at the same time in Apple Writer, it will do the same thing as when TDM is not installed and you press **OPTION** by itself. This way you can use TDM and have full use of the various features of all of your programs.

Note that in certain programs this will not work and you will have to change the TDM hot-key in order to use TDM within that application.

If both of these solutions don't work you have one more option available. When TDM first starts up it adds a desk accessory into the built-in Apple Desk Accessory menu. The Apple Desk Accessory menu can be activated by pressing **CONTROL ⌘ ESC**.

This new accessory is **The Desktop Manager**. If you select it, the TDM menu will be displayed just as if you pressed **OPTION ESC** to directly enter TDM. From here you can select any of the TDM accessories and use TDM just as if you pressed **OPTION ESC** to enter TDM directly.

Delays In Accessing TDM

One of the nicest parts about **TDM** is that you can use it almost any time you are using your Apple IIGS. **TDM** can interrupt almost any activity. Even loading or saving files. There is one thing that may cause some confusion when using **TDM**.

At times there may be a second or two delay in between the time you press a **TDM** hot-key and the time that **TDM** feature is activated. This will normally only happen when your Apple IIGS is busy doing something else like loading or saving a file to disk. This is no cause for concern.

TDM is simply waiting for certain things in your GS to be at rest before accessing the feature you selected. While you can interrupt most any operation on your GS with **TDM**, we recommend that you wait until your files have finished loading or saving before accessing **TDM**.

As soon as the items that **TDM** needs are available, the selected function will be activated. All you have to do is wait a second or so at most.

AppleTalk Conflicts

If you are using your Apple IIGS at **Normal System Speed** as set in the Apple Control Panel Desk Accessory menu, there is a problem printing over the AppleTalk network when **TDM** is active.

When printing to the LaserWriter or an ImageWriter printer that is connected to your Apple IIGS via the AppleTalk network, your machine must be running at **Fast Speed** or printing will not work when **TDM** is installed in your system.

This is due to a slight interrupt latency that **TDM** adds into the system. It will not cause any problems if your GS is running at fast speed.

TDM will *not* affect printing to a printer that is directly connected to your Apple IIGS. It only causes problems with AppleTalk printers and then only when your GS is running at the normal speed.

If for some strange reason you must run an application at the slow speed *and* print to an AppleTalk printer, **TDM** provides a work-around. In the **TDM Control Panel** accessory, the option **Setup TDM Status** offers a way around the AppleTalk Printing/Slow Speed problem.

When you need to print to an AppleTalk printer, simply use this option to inactivate **TDM** during printing. When finished printing use it again to activate **TDM** so you will be able to use **TDM** again.

Note that to re-activate **TDM** you must enter **TDM** via the Apple Desk Accessory menu by pressing **CONTROL ⌘ ESC**.

The AppleTalk file server for the Apple IIGS requires that an application NOT disable interrupts. We've taken great care in the design of TDM so it will work with the file server. However, there is one thing you must watch for when using TDM with the AppleTalk file server.

When using a ProDOS 8 based application you must make sure that the setting in the **TDM Control Panel** accessory titled **Setup ProDOS 8 Interrupt Windows** is **ON**. This will ensure that TDM will not cause any problems when working with the file server.

This setting is not important when using ProDOS 16 applications.

Note that this setting can be **OFF** if you aren't running your Apple IIGS with the AppleTalk file server. This will result in slightly faster operation of TDM with regard to file loading and saving of files while inside TDM.

Please note that you should never interrupt your main application to select a TDM function when printing to a printer on AppleTalk. If you do this printing will most likely fail. This is due to AppleTalk requiring almost full control of the Apple IIGS when printing.

Printing Conflicts

If you use one or more of the TDM accessories to print information to your printer you may note a compatibility problem with certain applications.

TDM initializes the interface card with the type of interface you have selected in the **Define Printer Info.** accessory before it begins printing. If the application you are using has initialized the card with different settings you may have a problem with certain older interface cards.

We've tested TDM extensively with a variety of printers, interface cards and applications and haven't found any problems yet. If your application refuses to print after you've printed something from TDM, there may be a problem with that particular printer/interface card/application.

If this ever happens simply change the **Interface Type** from BASIC to Pascal or from Pascal to BASIC (depending on your current setting) in the **Define Printer Info.** accessory when using that application. After doing this, TDM and the application will be synchronized when printing and you shouldn't have any further problems.

Restarting Your Apple IIGS

You should never do a warm-restart of your system (PR #x in Basic) after TDM has been installed. This will not correctly disable TDM when your next application (DOS 3.3, Pascal, CP/M) runs and will cause problems. You should always restart with a **CONTROL- Ⓞ - RESET**.

Memory Loss

TDM uses 74K of the memory in your GS. This memory is reserved for **TDM** and may not be used by another application while **TDM** is running.

Certain programs may work without problems on your GS without **TDM** installed. However, when **TDM** is installed, one or more of your programs may not have enough memory to operate.

This problem can be fixed by installing additional memory on your memory expansion card or reducing the size of your RAM Disk (if you are using one) via the Apple Control Panel desk accessory.

Please see the guide that came with your memory expansion card for further information on adding additional memory to your expansion card.

Program Incompatibility

TDM may not be compatible with all of your applications. We've tested all of the major applications with **TDM** and have as yet found only one that **TDM** doesn't work with.

That application is the built-in Apple Control Panel desk accessory. For some strange reason it sets up an interrupt on zero-page to display the time and date information on the screen. Unfortunately, the **TDM** accessories need to use zero-page and things quickly go haywire.

The way to avoid problems is to simply not select *any* **TDM** function while using the Apple Control Panel desk accessory. If you do the system will crash or otherwise come to an untimely stop.

Any application that sets an interrupt up on zero-page or has an interrupt routine which uses zero-page without restoring it will be incompatible with **TDM**. Fortunately, after much testing we've only found one application to be incompatible.

Please contact **ON THREE** if you suspect similar problems with any other application or utility package.

Interrupts

TDM lives and dies with interrupts. They are an integral part of the operation of your Apple IIGS. Certain programs turn off interrupts for various reasons. When interrupts are off, **TDM** just can't work.

TDM uses interrupts to read keys and when they are off, **TDM** can never be activated. If your application turns off interrupts you will not be able to use **TDM** with it.

The Desktop Manager User's Guide

Fortunately, many of the older Apple IIe programs that did this have been upgraded to work properly on the Apple IIgs. If you can't access **TDM** from within one or more of your programs chances are interrupts are being disabled by that application.

Please contact the manufacturer of that program and ask for a version of the program that doesn't disable interrupts.

Certain utility programs disable interrupts when formatting disks but reenable interrupts after the format has been completed. **TDM** will work with those applications but you will not be able to access **TDM** during the formatting of a disk.

Missing Characters

Some programs will lose characters that are pasted via the **TDM** text pasting feature. This is usually because **TDM** can type characters faster than the application can accept them. There is a very simple fix.

If your application misses characters that were pasted by **TDM** simply adjust the delay time between characters that are being pasted. This information is found in Chapters 11 and 12.

CONTROL-RESET

If you have **TDM** installed on your Apple IIgs and inadvertently or purposefully press **CONTROL-RESET** to either stop a program or break out of a hung application, **TDM** will be disabled.

Don't worry though, we've added something that will get things working again. Just enter the Apple Desk Accessory menu by pressing **CONTROL** ⌘ **ESC** and select the item **The Desktop Manager**.

This will re-enable **TDM** and display the **TDM** main menu. After exiting, all of the functions (screen saving/printing etc.) will work correctly again.

Please do not press **CONTROL-RESET** when using **TDM**. If you do **TDM** will be disabled and you must restart your Apple IIgs before you will be able to use it again.

The TDM Diskette

One of the things that you should never do is remove the **TDM** diskette while you are using **TDM**. If you do this, files may be left open and not properly closed off. In this case information on the disk itself could be corrupted and **TDM** may not work properly the next time you try to use it.

Appendix D - Manually Reinstalling The TDM Files

You may one day accidentally delete one or more of the files required by **TDM**. If this happens, it's very easy to re-install the deleted items.

TDM accessories and associated files are stored in a subdirectory named **TDM/** on the disk where you installed **TDM**. The files that belong in this subdirectory are located on the **TDM Main Accessories** disk.

If you ever accidentally delete your Note Pad file or just want to start fresh with a blank Note Pad, use the Finder or System Utilities to copy the file **NOTE.PAD** from **TDM/** subdirectory on the **TDM Main Accessories** disk into your **TDM/** subdirectory.

Be very careful when doing this, as it will remove all your existing notes. You may only want to delete certain notes. In this case, read over the chapter describing the Note Pad.

Many of the accessories which have an associated data file will automatically create the data file if it isn't present or is damaged. If you want to force a particular **TDM** accessory to create a new data file, simply delete the associated file and the accessory will recreate it. The associated data files are listed in Appendix E.

If you ever delete one or more of **TDM** accessories, use the Finder or System Utilities to recopy the lost or deleted accessory into the **TDM/** subdirectory. The files holding **TDM** accessories are described in Appendix E.

Appendix E - The Desktop Manager Files

TDM accessories and associated files are stored in a subdirectory named **TDM/** on the disk where you installed **TDM**. This section will tell you what files perform which functions.

TDM.GUTS - This file is loaded into memory by the **TDM** loader program when the system is started up. It contains the program that loads in and runs the various accessories along with various support routines.

TDM.MENU - This file contains information about the accessories in the current menu. Each **TDM** menu and submenu contain a **TDM.MENU** file.

TDM.DATA - This file contains general information about your **TDM** system like the device names, direct accessories and more.

TDM.HELP - This is the help accessory available on all of the **TDM** menus. Select it by pressing **␣ ?** with the menu displayed.

OPTIONA - This is the Note Pad accessory. It uses one file:
NOTE.PAD - The actual note information.

OPTIONB - This is the Appointment Calendar accessory. It requires one file, a subdirectory called **APPTS/**.

APPTS/ - This subdirectory contains all the appointment files for the Appointment calendar. Each month that you have an appointment in has a file name like **APPTS.IN.AUG.87**. This file contains the time information of all the appointments for that month. Each day that contains an appointment has an associated file with a name like **APPTS.01.AUG.87**. This file contains the actual textual appointment information for that day.

OPTIONC - This is the Calculator accessory. It uses one file:
CALCULATOR.DATA - The Calculator attributes.

OPTIOND - This is the Printer Manager accessory. It uses one file:
PRINTER.DATA - The Printer Manager data.

OPTIONE - This is the Envelope Labeler accessory. It uses one file:
LABELER.DATA - The Envelope Labeler data.

OPTIONF - This is the Ascii Chart accessory.

OPTIONG - This is the **TDM** Utilities submenu.

OPTIONH - This is the Accessory Manager accessory.

OPTIONR - This is the **TDM** Control Panel accessory.

The TDM Utilities submenu holds four accessories.

OPTIONA - The Device Configuration accessory.

OPTIONB - The Define Printer Info. accessory.

OPTIONC - The Clipboard Tools accessory.

OPTIOND - The TDM Installer accessory.

The accessories in both the main menu and all submenus have names in the form **OPTIONA** through **OPTIONR**.

The one **TDM** file that is not in the **TDM** subdirectory is the **TDM** loader program. This is a standard ProDOS 16 system setup file. Its purpose is to allocate the memory used by **TDM**, load in the **TDM.GUTS** file and a couple of other housekeeping chores.

This is a permanent initialization file, not a temporary one. Its filetype must be set to **\$B6** for **TDM** to operate correctly. You must not change this file to a temporary initialization file. If you do so, **TDM** will not work correctly and will cause your system to crash.

Please note that the file names listed above are valid only for the original files. The **Accessory Manager** accessory can change the file names and positions so the above list may not be valid.

To determine what file holds which accessory, you can use the **⌘ Z Show Letters** commands in the **Accessory Manager**. This will display the option letters next to each accessory.

Appendix F - The Desktop Manager Technical Notes

The complete technical information on **TDM** is quite extensive and will not be covered in this guide. This section will give an overview of what **TDM** is, how it works and what you can do with **TDM** accessories.

TDM resides almost entirely in one 64K bank of memory. The additional 10K of memory **TDM** uses contains buffers for the ClipBoard and other built-in **TDM** items such as the File Selection routines.

The **TDM** 64K bank is divided into two main sections. The first contains 32K of built-in routines that an accessory may use. The second section is reserved for accessories and is also 32K long.

The 32K of built-in routines provide for displaying text on the screen, issuing standard ProDOS calls, sending information to the printer, drawing and moving folders on the screen, getting a line of input, displaying error messages, getting keypresses and a number of other things.

When selected from the menu, **TDM** loads the accessory from disk and executes it. When the accessory is finished it returns control to **TDM** and you may select another accessory or exit back to your application.

Accessories can do most anything. **TDM** provides a means for just about everything you would like in a program. All of the main **TDM** accessories use built-in routines to reduce the amount of code needed and thus speeds accessory loading from disk.

Complete information on writing accessories for **TDM** is contained in the **TDM Programmer's Toolkit**. **TDM** is a very open system. You can easily add hundreds of new and exciting accessories to the regular ones. We actively encourage programmers to write accessories for **TDM**.

The toolkit provides detailed information about the internal structure of **TDM** and how to use the various built-in routines. Examples are included in a variety of assembler formats. The toolkit shows assembly language programmers how easy it is to write accessories for **TDM**.

One of the best parts about writing accessories for **TDM** is that you can instantly test and debug them. Because **TDM** works in the background, you can be using your assembler to write accessories, assemble them, and then pop up the **TDM** menu and test them on the spot!

No need to reboot or to exit your developmental system to test things. With **TDM** you can write accessories faster than was ever possible before.

If you are an assembly language programmer the **TDM Programmer's Toolkit** is a must have. Programming will never be the same again!

Appendix G - If You're Having Problems

We've designed TDM to be compatible with virtually every ProDOS 8 and ProDOS 16 application. However because of the power and complex nature of TDM you may experience problems with certain applications.

If you're having problems with TDM and a certain program, please read over Appendix C. That section describes some of the potential difficulties you may encounter and ways to fix them.

After reading over that section and giving the old user's guide a once over, if you're still having problems please call or write us.

There's nothing worse than spending precious time trying to figure out something when we may already have the answer and be able to help you in a matter of a few minutes over the phone or in a paragraph or two.

We are more than willing to help work through the problem you are having but we must have your registration card on file *before* you call or write in requesting help. If you haven't already done so, please fill the registration card out and return it today.

When calling with a technical question please have the following information ready so we can more easily determine a solution:

TDM version # (Found in the TDM Control Panel) _____

Date purchased _____

Amount of memory _____

Disk drive types and sizes _____

Printer cards _____

Printers _____

Other Interface Cards _____

ProDOS 8 and 16 version #'s _____

Detailed description of the problem and how it can be recreated:

When calling in with a technical problem, use the following number:

(805) 644-3514

Our telephone product support hours are Monday through Friday from 9:00 AM to 5:00 PM Pacific time, excluding recognized holidays.

If you prefer to write in for help with a problem, use this address:

**ON THREE, Inc.
Attn: Technical Support
4478 Market Street, Suites 701-702
Ventura, California 93003**

You are entitled to 90 days of free product support starting the day we receive your first question or problem. After this 90 day period, a variety of extended support services are available. You will receive complete information on this subject when you return your registration card.

Please note that while we do have toll-free order lines, they are just that: Order Lines only. The people who answer those phones aren't trained in technical support and can't transfer you to any of our support personnel. Thank you for recognizing this in advance.

=====
All of us at **ON THREE** hope that you enjoy **The Desktop Manager** for years to come. We designed it to last and hope that you find it a very worthwhile addition to your Apple IIGS.

We are very interested in what you think about **TDM** and what other software and hardware products you would like to see for your Apple IIGS.

If you have any suggestions or other comments on **TDM** or any of our other products, please contact us at:

**ON THREE, Inc.
Attn: Customer Relations
4478 Market Street, Suites 701-702
Ventura, California 93003**

Once again, thank you for your support and we look forward to fulfilling your Apple IIGS software and hardware needs in the coming years.

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