



# AppleLink® User's Guide

*Personal Edition*

**WELCOME TO**  
**AppleLink**

A small icon of a mailbox with a red flag and the word "MAIL" on it, located in the top right corner of the blue box.

Don't miss tonight's Apple II conferences beginning at 9pm in the Apple Forums.

Try out new demonstration software in the Industry Connection.

Join a lively chat session in progress right now in the People Connection Lobby.

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# Apple® II AppleLink® User's Guide

Personal Edition

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Press return to continue...

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For a detailed description of all the preparations you need to make before using AppleLink, please turn to Chapter 2 of this guide. You'll use some of the phone numbers listed in the AppleLink Contact Guide and the information printed on your AppleLink Registration Certificate.

For step-by-step instructions on an activity or a task, turn to Chapter 3 in this guide.

Wonder what a word or phrase means? Turn to the glossary at the back of this guide.

For a reminder of important keywords and commands, look at your *AppleLink Quick Reference Card*.

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## Preface



Your *AppleLink*®—*Personal Edition* program disk will work with these computer systems:

- an Apple IIGS® computer
- an Apple® IIe computer with at least 128K of RAM, enhanced ROM, an 80-column card, and either a Super Serial Card or an internal modem
- an Apple IIc computer

If your computer doesn't have an internal modem, you'll need a modem too. You'll also need a standard telephone wall jack into which you can plug your modem.

If you'd like a general overview of the activities, entertainment, and services available on AppleLink, please turn to Chapter 1 in this guide.

For a detailed description of all the preparations you need to make before using AppleLink, please turn to Chapter 2 of this guide. You'll use some of the phone numbers listed in the *AppleLink Connect Guide* and the information printed on your AppleLink Registration Certificate.

For step-by-step instructions on an activity or a task, turn to Chapter 3 in this guide.

Wonder what a word or phrase means? Turn to the glossary at the back of this guide.

For a reminder of important Keywords and commands, look at your *AppleLink Quick Reference Card*.

- ❖ *By the way:* If you're already familiar with modems and telecommunication and you just want to get going fast, use the *AppleLink Connect Guide*. That guide provides you with the essential steps for setting up your equipment, preparing your disk, signing on, and registering.

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## Chapter 1

# Welcome to AppleLink

Welcome to a new kind of community, made possible by the AppleLink® application. With AppleLink—Personal Edition, you can easily chat with other owners of Apple® computers through your computer. You can get support and information, carry on private conversations, trade ideas and advice. You can exchange documents, public-domain software, questions and answers. You and other users of AppleLink learn together, play games together, participate in free-ranging discussions together.

With AppleLink, you're *on line*. That means you're communicating via your computer, over phone lines, to a much larger computer, which acts as a host for everyone who's signed on. Through the host computer, you can chat with a group of people, post messages for all the other people in a special interest group to read and comment on, listen in on experts discussing exciting developments, or send memos and notes back and forth. Communication takes place immediately, electronically—and in these exchanges, you will be talking via AppleLink to people all across the country.

Using the AppleLink software takes you into two new worlds—the Apple Community, in which you'll find out how to get the most out of Apple products; and General Services, in which you can range freely through activities stretching from auctions to zoology. And there's a Post Office to help you send messages to anyone else who signs on—wherever they are.

In addition to being on line, you can work off line to prepare for your on-line session. *Off line* means you've started up AppleLink, but haven't signed on yet.



In this chapter, you'll get an overview of the many activities possible on line and off with AppleLink.

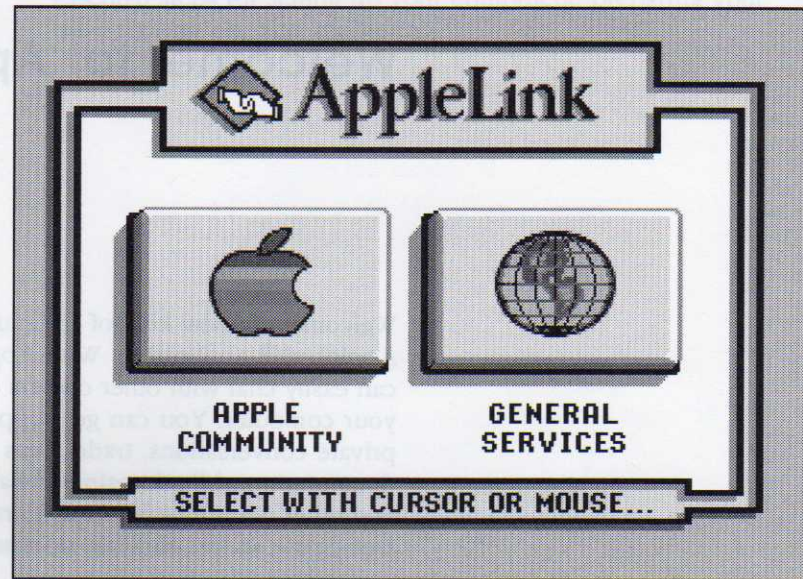


Figure 1-1  
The AppleLink worlds

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## The Apple Community

Let's look at the Apple Community first. The on-line Apple Community constantly grows and changes, responding to your needs and requests. Here's a sampling of the kind of ongoing activities that you'll find here.

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### AppleLink University

Enroll in a course, and learn how to get the most out of software for your Apple or how to program your computer. Get a quick overview of the courses on line, visit the AppleLink U. library for study materials, talk things over with fellow students and instructors via an electronic message board, then join the instructor on-line for a lively discussion. You don't have to leave your house for these courses, and you can read the materials and use the message boards any time, day or night.



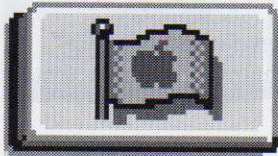




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## Apple Forums

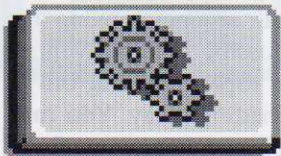
Meet with other people who want to know the latest and greatest about the Apple II, about the Macintosh® computer, about software. Post your question on the forum message boards; come back later, and you may find half a dozen answers. Participate in live technical discussions, or listen while the Apple Forum leaders, who are experts in computing, bring you up to date.



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## Apple Headquarters

Connect with Apple's Cupertino campus in California, and talk directly with Apple employees in the Apple Cafe. Get quick solutions, hot tips, and news about recent products and promotions, right from Apple. Buy Apple T-shirts, Apple mugs, Apple beach towels—all those necessities of life—from the Apple Collection<sup>SM</sup>.



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## Industry Connection

Find out what's happening at your favorite hardware and software companies. Join a group meeting about your favorite game program, talk to the programmer. Listen to experts talking about trends in the business or new ways to make use of their applications. Or browse before you buy—pick up a demonstration version of a new program to see if you like it well enough to buy the real thing.



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## Software Center

Browse through a library of software that's in the public domain. In a few minutes, you can take home a game, a utility, or an application. Test out some shareware, and if you decide to use the program, send the creators a contribution.



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## Reference Library

Have a technical question about an Apple product? This is the place to get all the information. You'll find clear and detailed solutions to common problems, assistance on that program you're developing, copies of Apple's own manuals. Read reviews of software, contributed by other members.





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## Calendar and Events

Find out what's happening on AppleLink tonight—or in the month to come. Check “Best Bets” for nightly events or “Don't Miss” for descriptions of special events, contests, and conferences coming up.

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## General Services

This is the other half of the on-line world—devoted to topics of more general interest. Here are a few of the many ongoing activities you'll find in the area of General Services.



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## People Connection

This is your social center. Come on in; during evening and weekend hours, there's an AppleLink Guide in the lobby to direct you to whatever service or event you want. Or wander around, looking into the public rooms in which members are discussing current events, exchanging gossip or information on special topics, playing on-line games together, having a party, or just chatting away. You can join in or create your own room and invite folks in. When you find someone you want to talk to alone, you can create a private room. Or go to the Auditorium for conferences, guest lecturers, and game shows.



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## Financial District

Follow the markets. Check how your stocks are doing on the New York Stock Exchange, American Stock Exchange, or over the counter, using StockLink. Join the Investor's Network and share financial strategies with experts and other AppleLink members.



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## Recreation Center

Play interactive games with someone who lives next door or across the continent. Get the latest entertainment and sports news. Share your own book, movie, and concert reviews.





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## Club House

Find friends who understand and share your love of sports, photography, astronomy, and more. Become a dragon, a knight, or a dangerous damsel in the Phantasy Guild's role-playing adventures. Or just hang out and talk.



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## News Room

Keep up to date on local and national news, politics, economics, and the weather. Read the headlines hot off the wire. Share your ideas on the Opinion Poll message board or join a lively debate about the major issues of the day with other participants, using the Express Yourself message board.



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## The Mall

No problem parking at this mall. Stroll around and check out the low prices on televisions, stereos, microwaves, and other items. Skim the classified ads for bargains posted by other members. Look up the lowest fares, and make flight, rental car, or hotel reservations. Pick out a bouquet, and have the flowers delivered to someone special.



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## Customer Service

Find out about special AppleLink events and schedules. Get information about all of the AppleLink features and functions in the Members' Online Guide. Add new screen names for yourself or members of your family. Check your bill here. And be sure to read the AppleLink Terms of Service.



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## Learning Center

Take a course without leaving home; take up a subject that has always interested you. Get tutoring help with your homework. Look up those key facts in the 20-volume Grolier's *Academic American Encyclopedia*.



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## The Post Office

The AppleLink Post Office acts the way the real one ought to—you get messages right away. And you can send several kinds of electronic correspondence to anyone else who's a member of AppleLink. You can dispatch a FlashNote—a brief, private message that will appear on the screen for someone else who is currently on line. You can send letters to other people, for them to read at their convenience. You can even send disk files to other members.

When you're trying to reach friends, the AppleLink electronic mail service lets you avoid phone tag. You can leave a detailed message, instead of the traditional "Please call!" With the AppleLink Post Office, you'll find you can communicate more, faster.

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## The off-line world

Sometimes you'll want to do some work before you sign onto AppleLink. Your AppleLink software helps you do this work off line—that is, right on your own computer, before you connect to AppleLink.

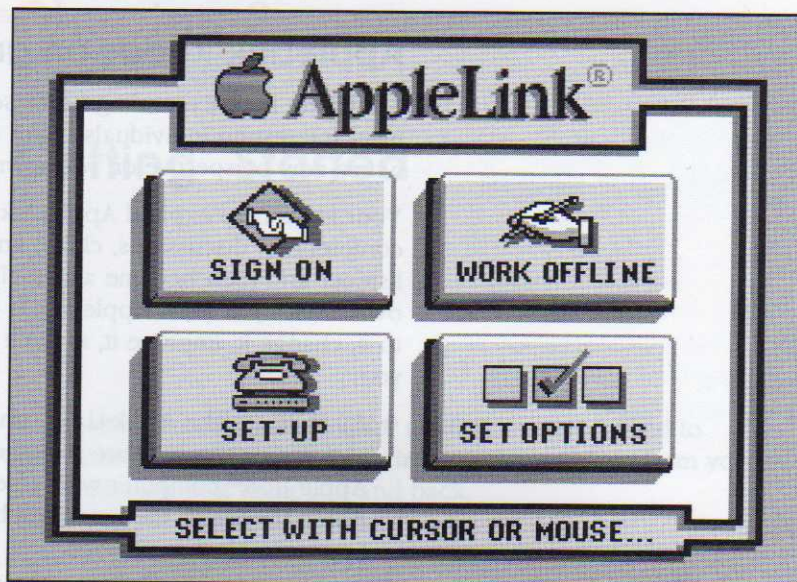
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## Work Offline

The AppleLink software helps you format a disk, identify which disk is in which drive, find out which files are on a particular disk, and delete, rename, lock, or unlock files. You can even create a directory or set up a prefix—a pathname leading your computer to a particular location on one of your disks—for convenient access.

Off line, you can compose a memo—then you can get on line and send your memo out through the Post Office, post it on a message board, use it as a file description in a software library. When you work off line, you're ready to send out your memos as soon as you connect to AppleLink.





**Figure 1-2**  
Choosing Work Offline from the Sign On screen

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### Set-up

The first time you use your AppleLink software, you must tell it what phone number to call and what kind of modem you are going to be using to get through to AppleLink. You work off line to set up this information.

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### Set Options

You can fine-tune the way AppleLink displays menus and conversations. You get to tailor the screen to your taste.

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## AppleLink keeps on growing

AppleLink is an expanding universe that's easy to navigate. You meet interesting individuals, learn an amazing amount, and get a whole new perspective on your own world.

Your ideas help expand AppleLink services, creating new conferences, discussions, clubs, and courses. You may start as a listener and then become a participant, contributing ideas of your own. That's just what AppleLink is designed to encourage. You add to it, change it, improve it, make it your own. AppleLink grows *with* you.

- ❖ *By the way:* The AppleLink icons will appear in full color, as pictured on the software package, when using AppleLink with an Apple IIGS® computer with at least 512K memory. On other Apple II systems the icons will be slightly different in design and appear in black and white.



## Chapter 2

# Getting Started

To get ready to use AppleLink for the first time, you need to understand a little about the way information will flow from you to the AppleLink host computer and back.

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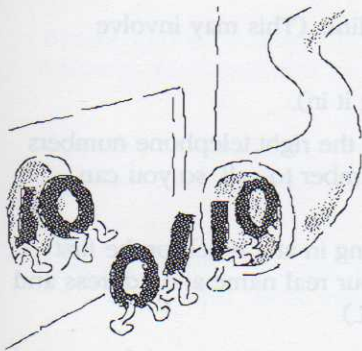
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### The flow of information

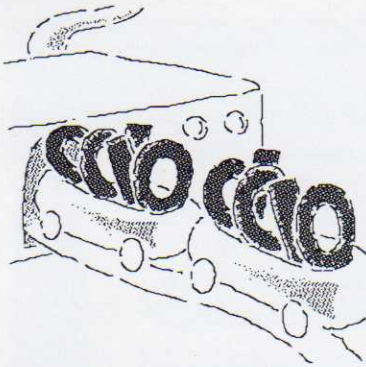
Let's say you begin by doing some work on your computer—perhaps you write a short note or a memo, using your working copy of the *AppleLink—Personal Edition* program disk.

Then you tell AppleLink that you want to go on line. Your message goes out of your computer through a connector known as a *serial port*. (This port is serial because the data gets transmitted sequentially, one unit at a time, over a single wire; the printer and telephone ports are both serial ports.)

The message then zips through a cable to a device called a *modem*, which translates the signals so that they can travel along the phone lines. To understand each other, your computer and your modem need to be talking at the same speed, and starting and stopping at the same times. So you'll need to prepare your computer to communicate with the modem—and hook up the modem before you begin using AppleLink.



**Figure 2-1**  
Data leaving through the serial port



**Figure 2-2**

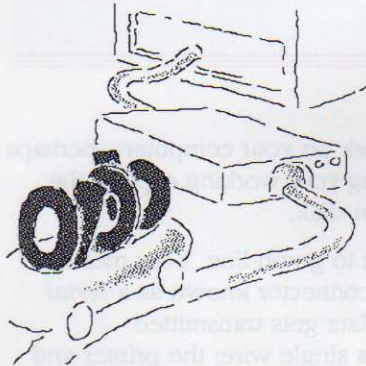
Data being translated in the modem and then sent out along the phone lines

From the modem, your message follows the phone lines into your wall, down the street, and away. Your message goes to a company that specializes in sending and receiving a lot of this kind of electronic data—a network. So another part of getting ready involves telling your AppleLink program what network to call and what phone number to use.

The network speeds your message to the AppleLink host computer. When your message reaches the AppleLink host computer, it meets another modem. Where your own modem “modulated” your message so that it could travel over the phone lines, this modem “demodulates” the message, unscrambling it for the host computer.

The host responds, checks your AppleLink disk, then issues a welcome. All this communication, often across the continent, takes a few seconds.

You may want to keep this background in mind as you get ready to use AppleLink for the first time. You’ll take the following steps, described in the rest of this chapter:



**Figure 2-3**

Data flowing back into the modem and then into the host computer

1. Making a working copy of your AppleLink disk and putting your original in a safe place. (That way, if anything happens to the working copy, you can always make a new one immediately.)
2. Preparing your computer to go on line. (This may involve changing a few settings.)
3. Hooking up your modem (plugging it in).
4. Setting up your AppleLink disk with the right telephone numbers to call. (You enter a local access number to call, so you can avoid long-distance charges.)
5. Registering. (This step is like checking in at a hotel for the first time, answering questions about your real name and address and your preferred method of payment.)

You need to go through these steps only once. You won’t have to repeat any of them unless you move to a new location or change equipment. Within a little while, you’ll have done everything you need to enjoy life with AppleLink.



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## 1. Making a working copy

Before you begin, you should make a working copy of the AppleLink program disk, then save your original in a safe place, far from the threat of sunlight, dust, magnets, and soft drinks. That way, if anything happens to your working copy, you can always create a new one.

You can use the Apple II System Utilities to duplicate your AppleLink program disk, known to the utilities as the *source disk*. You copy its contents onto another disk, known as the *destination disk*. For the destination disk, use a brand-new disk; you know it's clean and you're sure it doesn't contain any key information that would get written over during duplication.

---

### If you have only one disk drive

If you have only one disk drive that can handle disks like your AppleLink program disk and if you have a recent copy of the *Apple II System Disk*, you should choose Fast Copy on the System Disk menu (on the Apple IIe or Apple IIc) or in the System Utilities folder (on the Apple IIgs), and follow the on-screen directions. (Fast Copy lets you avoid a lot of disk swapping.)

If you have only one drive and don't have Fast Copy available, choose the Copy Files command in the Main Menu of the System Utilities application and follow the directions. You will have to swap disks back and forth many times, but please be patient and comfort yourself with the thought that you have to go through this form of disk calisthenics only once.

---

### If you have two disk drives

Follow these steps to make a working copy of your AppleLink program disk.

#### 1. Put your System Utilities disk in your main drive and turn on the computer.

Your System Utilities allow you to make a copy of the AppleLink program disk on another disk. Some versions start with a System Disk menu; others go right to the System Utilities Main Menu.

**2. If you see a System Disk menu, choose System Utilities.**

**3. In the Main Menu for your System Utilities, choose Duplicate a Disk and press Return.**

You cannot use the Duplicate a Disk command to copy the contents of a 3.5-inch disk onto a 5.25-inch disk or vice versa. You can use Copy Files to copy each and every file, one at a time, between disks of different sizes.

**4. Write-protect the original AppleLink program disk and put it in place of the System Utilities disk.**

**5. Specify the location of your AppleLink program disk.**

Your computer asks you where the AppleLink program disk is. Usually, the utilities program suggests the slot and drive numbers that refer to the main drive, so you can just accept those by pressing Return. Most commonly, your main drive is connected to slot 6 as drive 1. If you have a different arrangement, just enter the right slot and drive numbers now.

For information about the inner mysteries of slots and drives, please see your guide to the System Utilities or the owner's manual for your computer.

**6. Specify the location of the destination disk (the disk you're going to turn into a working copy of the AppleLink program disk).**

This is the disk onto which you'll copy the AppleLink program. You now see a message asking you to insert the source and destination disks.

**7. Make sure you have the AppleLink program disk in the main drive and the blank disk in the other drive. Then press Return.**

You see the message "Done."

**8. Remove your original AppleLink program disk and store it in a safe place.**

**9. Remove your working copy and create a label for it such as "AppleLink—Working Copy."**

This is the disk you should use from now on.

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**Warning** Do not write-protect your working disk.

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## 2. Preparing your computer and equipment

Now you may need to make a few adjustments to your computer system. (If your modem and printer are already set up and working, you can skip this section and the next and go on to "Setting Up AppleLink.")

If you want to use an ImageWriter® or ImageWriter II printer, connect its data cable—the one that carries information from the computer—to the printer port on the back of your computer. (If your computer has icons, the icon above this port shows paper coming out of the top of the printer.) Connect the power cable to an electric outlet.

Here's how to prepare your Apple IIGS, Apple IIe, or Apple IIc systems.

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### Preparing an Apple IIgs

To communicate using your modem, you need to tell your Apple IIgs exactly how fast to send the data to your modem and in what form. You use the Control Panel to establish these settings.

#### 1. Press Command-Control-Esc.

- ❖ *Note:* The Command key is the key marked with an open apple. When keys are joined with hyphens, it means to press them simultaneously.

Pressing these keys brings up the Desk Accessories menu.

#### 2. Choose Control Panel.

That's where you'll make your changes.

#### 3. Choose Modem Port.

**4. Make sure that the options are set like this:**

- |  |                    |
|--|--------------------|
| <input checked="" type="checkbox"/> Device Connected         | Modem              |
| <input checked="" type="checkbox"/> Line Length              | Unlimited          |
| <input checked="" type="checkbox"/> Delete first LF after CR | No                 |
| <input checked="" type="checkbox"/> Add LF after CR          | No                 |
| <input checked="" type="checkbox"/> Echo                     | No                 |
| Buffering  | Yes                |
| Baud   | 300, 1200, or 2400 |
| <input checked="" type="checkbox"/> Data/Stop Bits           | 8/1                |
| <input checked="" type="checkbox"/> Parity                   | None               |
| DCD Handshake  | No                 |
| DSR/DTR Handshake  | No                 |
| <input checked="" type="checkbox"/> XON/XOFF Handshake       | No                 |

Most of these are the standard settings, indicated by the check mark next to them. (The only variations from standard are for Buffering, Baud, DCD Handshake, and DSR/DTR Handshake.) If you'd like explanations of these strange terms, see the section on the Control Panel in your *Apple IIGS Owner's Guide* or the *Apple IIGS System Disk User's Guide*.

**5. Press Return to save these settings and return to the Control Panel menu. Choose Printer Port.**

**6. You must also set up the printer port, even if you aren't planning to use a printer. Make sure that the options are set like this:**

- |  |           |
|--|-----------|
| <input checked="" type="checkbox"/> Device Connected         | Printer   |
| <input checked="" type="checkbox"/> Line Length              | Unlimited |
| <input checked="" type="checkbox"/> Delete first LF after CR | No        |
| <input checked="" type="checkbox"/> Add LF after CR          | Yes       |
| <input checked="" type="checkbox"/> Echo                     | No        |
| Buffering  | Yes       |
| <input checked="" type="checkbox"/> Baud                     | 9600      |
| <input checked="" type="checkbox"/> Data/Stop Bits           | 8/1       |
| <input checked="" type="checkbox"/> Parity                   | None      |
| DCD Handshake  | No        |
| DSR/DTR Handshake  | No        |
| <input checked="" type="checkbox"/> XON/XOFF Handshake       | No        |

**7. Press Return to confirm your settings and quit the Control Panel.**



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## Preparing an Apple IIe

When you're using AppleLink on an Apple IIe, your messages will go out through an internal modem (a modem on a card) or through the Apple Super Serial Card (or compatible) to an external modem (one that sits outside your computer), and then across the phone lines. Before you install the serial card, you need to set its switches correctly.

Make sure that you don't touch the gold fingers at the bottom of the card. The moisture and oil in your skin could interfere with the card's ability to transmit signals accurately.

As you look at the serial card, you see two sets of little switches that move up and down. ON is UP, and OFF is DOWN. If your switches push in and out instead, a switch is considered ON when it is UP and IN, OFF when it is DOWN and IN.

Occasionally, you'll encounter a card that has some switches labeled OPEN and CLOSED. A switch can carry a current only when its connections are brought together, or *closed*; so a switch is ON when it is CLOSED, and OFF when it is OPEN.

**On the left** Set the switches in the left bank like this:

1	2	3	4	5	6	7
OFF	ON	ON	ON	ON	ON	ON

**On the right** Set the switches on the right side like this:

1	2	3	4	5	6	7
ON	OFF	ON	ON	OFF	ON	OFF

**And finally...** Elsewhere on the serial card, you'll find a small black plastic block called a *jumper*, near the labels MODEM and PRINTER. That's because this card most often serves either a modem or a printer. You need to make sure that the jumper is pointing toward MODEM.

Everything set? Now you can fit the card into its slot, following the directions in your serial card manual.

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## Preparing an Apple IIc

No problem. Your Apple IIc is all set up and ready to go. Just hook up your modem, as described in the next section.

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### 3. Hooking up your modem

When you send a signal out from your computer across the phone lines, you need a modem to adapt your messages so they can zip through the phone lines. Some modems have a series of switches you need to set so they can communicate correctly with your computer; please consult the *AppleLink Connect Guide* for these settings and make any adjustments before proceeding.

Some modems exist inside your computer (they're known as *internal modems*), but most are *external modems*. In hooking up any external modem, you go through three main steps.

#### 1. Connect your computer to your modem.

You use a cable sometimes known as a *data cable*. This cable, which probably came with your modem package, carries data from the computer to the modem and back again.

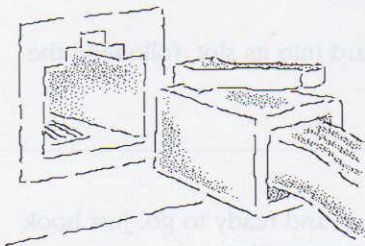
On the Apple IIc or Apple IIGS, you plug one end of this cable into your computer, using the socket with the image of the telephone over it—the *phone port*. (On the Apple IIGS this port is also known as slot 2.) With an Apple IIe, you plug this cable into the socket dangling from slot 2 of your Apple Super Serial Card (or compatible).

The other end of the cable may be permanently attached to your modem, or you may have to plug it into the modem. For more details on the cable and its connections, please see your modem manual.

#### 2. Connect the modem to a working telephone outlet (or *jack*).

To carry the messages from the modem to the standard phone line, you use another cable just like the one that links your regular telephone to the jack. Plug one end of this cable into the telephone jack, then plug the other end into the modem. (If one of the sockets on your modem is labeled *LINE*, plug the cable into that. If both sockets look the same and have no labels, use either one.)

With some modems, you have to disconnect your phone's cable from the telephone jack, then plug in your modem's cable to go on line. Other modems let you plug the cable from your phone right into the back of the modem and make ordinary phone calls when you are not using the modem for on-line work. See what the modem manual says.



**Figure 2-4**  
Connecting to a phone jack



❖ *By the way:* If you have the service known as Call Waiting, you'll need to disable that before you connect to AppleLink or you will be disconnected from AppleLink whenever you receive a telephone call. To disable your Call Waiting service, choose Set Up from the Sign Up menu, then choose Set Up Phone, and insert the number 1170 and a comma before the local access number. (Don't forget the comma.) Then sign on again. If an incoming phone call disconnects you from AppleLink, ask your local phone company how to disable Call Waiting.

### 3. Plug the modem into an electrical outlet.

Plug the electrical cord or the AC/DC adaptor into an electrical outlet. You can leave your modem plugged into the electrical outlet all the time, like a toaster, and just turn the modem on or off as needed.

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## 4. Setting up AppleLink

You won't want to call AppleLink directly because that would involve long-distance charges. Instead, you'll use one of AppleLink's many local access numbers. These phone numbers connect you to an access network specially designed to carry computer messages at much greater efficiency than the regular phone system can handle—and so at much lower cost.

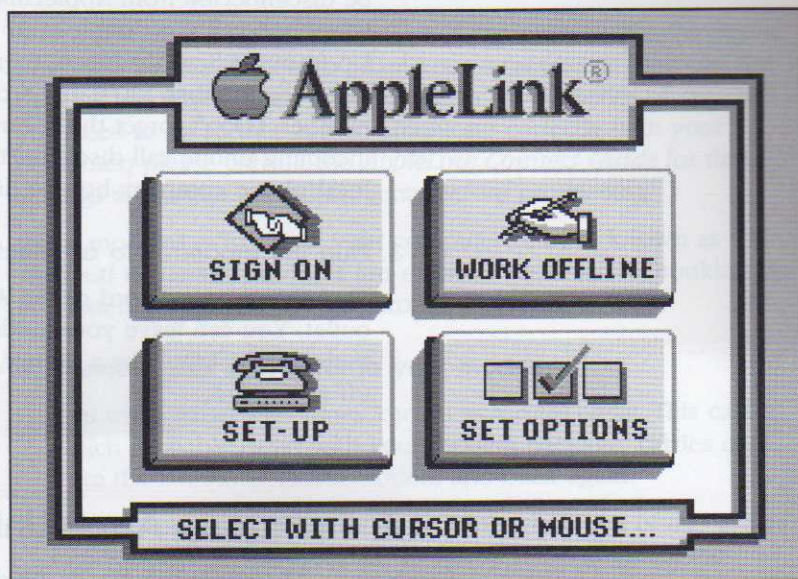
In this section, you'll tell AppleLink the local phone numbers of your local access networks. In addition, if you don't have a touchtone phone or a standard modem, you can tell AppleLink to take that into account.

### 1. Put your working copy of the *AppleLink—Personal Edition* program disk in the main drive of your computer and turn the power on.

If the power is already on, hold down the Command key while you press Control and Reset.

Release the Reset button just before you release the other two buttons.

After the computer starts, you see the Sign On screen.



**Figure 2-5**  
The Sign On screen

**2. Choose Set Up from the menu.**

Use the arrow keys or the mouse to highlight Set Up, then press Return or click the mouse.

**3. Choose Set Up Phone on the Set Up menu.**

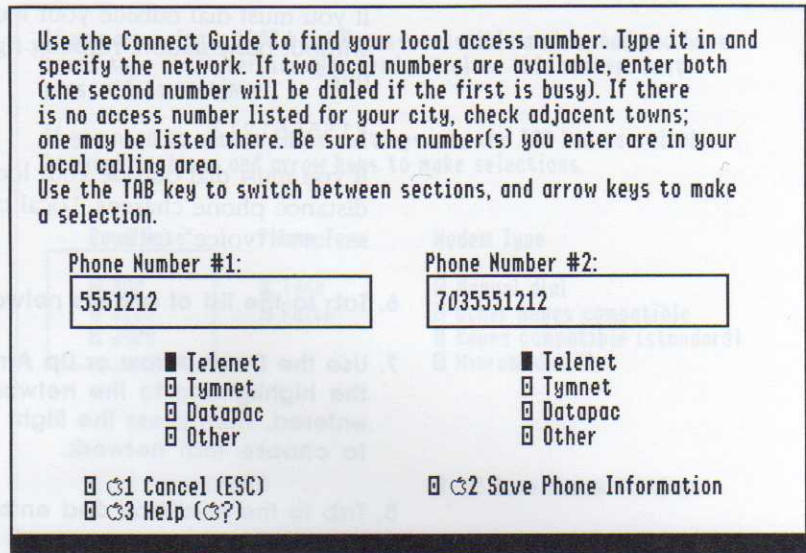
Use the arrow keys or mouse to highlight Set Up Phone, then press Return or click the mouse. You see the Phone Set Up box.



**Figure 2-4**  
Connecting to a phone jack

With some modems, you may need to disconnect your phone's cable from the telephone jack, then plug in your modem's cable to go on line. Other modems let you plug the cable from your phone right into the back of the modem and make ordinary phone calls when you are not using the modem for on-line work. See what the modem manual says.





**Figure 2-6**  
The Phone Set Up box

You're going to enter a network access number you know is local, so you can avoid long-distance charges.

**4. Turn to the directory of access numbers in the back of the *AppleLink Connect Guide*.**

This guide is a state-by-state listing of all the telephone numbers you can use to connect to AppleLink, plus the name of the network providing the service for each number. Pick the phone number of the fastest nearby service your modem can handle: If your modem can communicate at 300 or 1200 baud, pick a 300/1200-baud network number; if your modem can communicate at 2400, choose a 2400-baud network number. To save money and to keep the conversation lively, you'll want to telecommunicate as quickly as you can.

**5. Type the phone number.**

If you want to correct a mistake, use the Delete key to back up and start over.

If you have to dial a particular digit to get an outside line, enter that digit followed by a comma; the comma tells AppleLink to pause for a moment after the first digit, waiting for the outside line. For instance,

9,6661212

If you must dial outside your local area, include the area code without punctuation, running right into the phone number like this:

4155551212

If you must dial outside your local area, you will incur long-distance phone charges. Local calls will be billed at the same rate as local "voice" calls.

**6. Tab to the list of access networks.**

**7. Use the Down Arrow or Up Arrow key or the mouse to move the highlighting to the network whose number you've just entered. Then press the Right Arrow key or click the mouse to choose that network.**

**8. Tab to the next box and enter the telephone number of a second local access network if one is available at your preferred baud rate.**

If for some reason AppleLink cannot make a connection by using the first number, it will automatically dial the second number.

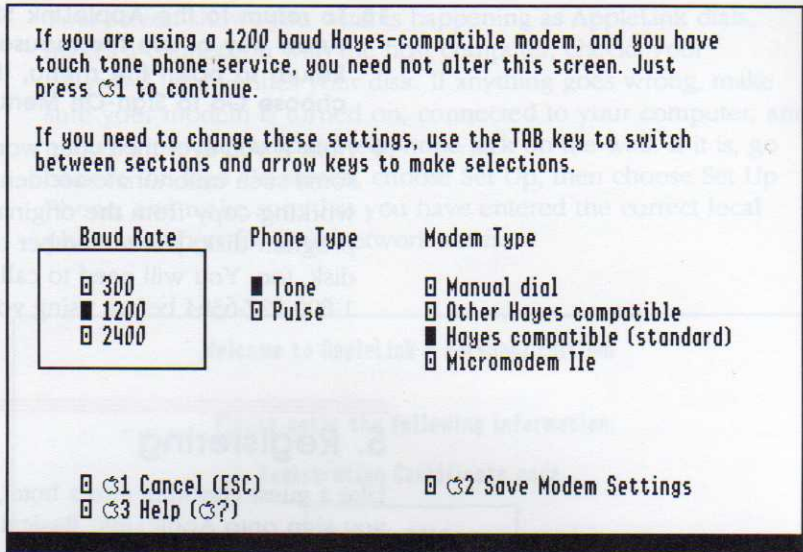
**9. Press Command-2 to save this information on your disk.**

A message confirms that your phone information has been changed.

**10. To return to the Set Up menu, press Command-Esc.**

**11. To enter information about your modem, choose Set Up Modem from the Set Up menu.**





**Figure 2-7**  
The Set Up Modem box

**12. Choose your baud rate, phone type, and modem type.**

Pick the highest baud rate your modem can handle. If you have a rotary-dial phone, pick Pulse; if you hear beeps when you dial, choose Tone. Apple modems are Hayes-compatible (standard).

If you want to dial out yourself, using standard Hayes modem commands, choose Manual dial.

**13. Press Command-2 to save this information on your disk.**

You get the message "Your modem information has been changed."

**14. To return to the Set Up menu, press Command-Esc.**

**15. If you are using a nonstandard serial card or internal modem, choose Change Slot Settings from the Set Up menu and press Command-2 to adjust settings to work with your modem. Enter the number of the slot you'll be using.**

**16. Select Apple IIc, Apple IIgs, or, if you have an Apple IIe, the Super Serial Card or MicroModem IIe. If you are using an internal modem other than MicroModem IIe, select the Super Serial Card. Then press Command-2 to save this information.**

**17. Press Esc three times to close the Set Up menu.**

18. To return to the AppleLink Sign On screen, press the Right Arrow key or use the mouse to open the Go To menu, press Return to open the menu, then press Return again to choose Go to Sign-On Menu command.

❖ *Note:* If you ever melt your working copy on a radiator or suffer some such unfortunate accident, you'll be able to make a new working copy from the original *AppleLink—Personal Edition* program disk; just remember to add all this information to that disk, too. You will need to call AppleLink Customer Service at 1-800-227-6364 before using your new disk.

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## 5. Registering

Like a guest checking into a hotel, you need to register the first time you sign onto AppleLink. Basically, you confirm your name and address, pick a name by which you'll be known on the network (a *screen name*), and choose a method of payment. If you want payments deducted from your bank account using the CHECKFREE® payment program, have your checkbook handy; if you prefer to use VISA® or MasterCard®, have your card nearby.

With your AppleLink materials, you should have received a Registration Certificate containing your registration code and password. Have it handy before signing on to register.

### 1. Place your working copy of the AppleLink program disk in the main drive and turn your computer on.

If the computer is already on and you're in either the Set Up, Set Options, or Work Offline area of AppleLink, return to the AppleLink Sign On screen by choosing the Go to Sign-On Menu command from the Go To menu.

### 2. Choose Sign On.

The computer makes contact with the AppleLink host computer, which asks you for your Registration Certificate information.

If you chose manual dialing when you set up your modem, choose Sign On. You get the message "You may now enter your commands." Use standard Hayes modem commands to tell the modem to activate, search for a dial tone, and dial the local access number. Type `atdt<access number>`. The modem dials AppleLink and reports the connection. Press Command-T and select the Options menu. Choose Resume Connecting.



Your screen shows you what is happening as AppleLink dials, makes a connection with the host computer, checks your password, and verifies your disk. If anything goes wrong, make sure your modem is turned on, connected to your computer, and plugged into the standard telephone jack on the wall. If it is, go back to the Sign On screen, choose Set Up, then choose Set Up Phone, and make sure that you have entered the correct local phone numbers for your network access.

Welcome to AppleLink - Personal Edition!

Please enter the following information:

Registration Certificate code:  
12-3456-7890

Certificate password:  
my-password\_

⌘ ⌘1 Send Certificate Information

**Figure 2-8**  
The registration form

**3. Type your AppleLink registration code.**

It's on your AppleLink Registration Certificate.

**4. Press Tab and type your password.**

Copy the words exactly as they appear on your certificate.

**5. Press Command-1 to send this information.**

If you have difficulty at this point, please call 1-800-227-6364 for AppleLink Customer Service.

The AppleLink host computer confirms that it recognizes your registration code and password and asks for your name, address, and phone number for billing purposes.

**6. Enter the information requested and press Command-1 to send it.**

Use Tab to move from field to field. After these questions, AppleLink asks you which method of payment you prefer.

**7. Choose a method of payment, and press Command-1.**

If you'd like to use a credit card, press Command-1 to choose VISA or press Command-2 to choose MasterCard, then enter your account number and the expiration date. If a card is in someone else's name, please include their first and last name and phone number when asked.

If you'd like to have your AppleLink charges automatically deducted from your checking account, press Command-3 to choose CHECKFREE. Then enter your checking account *transit number* (the set of nine numbers at the lower left of your check), your checking account number, and the name and address of your local branch of that bank. In a few days, you'll receive an authorization form by mail; please fill out the form, sign it, and return it promptly.

If the checking account is in someone else's name, please fill in that name. If not, leave this box blank. Press Command-1 to send the information.

If you make a mistake in entering these codes, you may be disconnected. Please call Customer Service for help.

**8. Choose a screen name.**

This is the name by which you'll be known when you're on line. Making up a screen name protects your privacy, but, like a Citizen Band radio "handle," it can also indicate your interests or your real name.

AppleLink suggests a name. You can accept that by pressing Command-1 or you can type your own creation in the space, then press Return. Your screen name must start with a letter, which will be capitalized automatically. The name must contain at least three, but no more than ten, letters or numbers. You may not add any punctuation. If the name you want has already been taken, AppleLink suggests an alternative.

Decide if you want to be listed in the AppleLink Member Directory.



- ❖ *By the way:* After you've finished registering, when you sign on again, you'll be able to create up to four more screen names for yourself or your friends or family members. They'll all be billed to the same account. See "Adding or Deleting Screen Names" in "Personalizing Your Screen" in Chapter 3.

AppleLink now asks a series of questions about your background. This information will be kept strictly confidential. Your answers help adapt AppleLink to serve you better.

## 9. Get a confirmation.

When you complete the registration process, AppleLink writes some of this information down on your disk for future reference. You are now disconnected from AppleLink, and someone in our customer service department verifies the information you've provided, then telephones you to make sure it's really you signing up. If your line is free, you'll usually hear from us within half an hour; certainly within 24 hours.

Once you get that call, you're fully registered and can sign onto AppleLink at any time.

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## What next

Sign on and plunge into AppleLink. You'll find that you get plenty of guidance on the screen, so you won't feel lost. The best way to get to know AppleLink is to explore. The AppleLink community is so easy to move around in, you'll feel as if you're visiting a new town, getting a sense of what each neighborhood is like.

For step-by-step instructions on any particular task you might want to accomplish, please turn to the next chapter, "Using AppleLink."





## Chapter 3

# Using AppleLink

In this chapter, you'll find step-by-step instructions on how to perform some of the most common activities in AppleLink. The activities include

- starting up, moving around, and stopping
- communicating and socializing
- participating in events and activities
- learning
- working with pathnames, disks, and files

Most of the time, you'll be able to navigate through AppleLink by using the prompts and on-line help. Think of this chapter as your backup, providing a little more detail.

For most activities, you'll see the general topic at the upper-left corner of every left-hand page in the chapter. Then, in columns across the two-page spread, you'll see a series of related options. Pick the one you're interested in and read the instructions and explanations.

AppleLink grows and changes every day, so we are not able to cover every possibility now available to you. But this chapter does provide you with the basic techniques you need.

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## Signing on and off

To link up with other members of the AppleLink community, you need to sign on.

Once you've set up the software, as described in the *Connect Guide* and in Chapter 2, the software itself does the hard work—dialing to the network, making the connection, verifying that the connection is good, conveying your password to the AppleLink host computer, receiving a welcome, and loading the screen with choices.

If you chose manual dialing when you set up your modem, choose Sign On. You get the message "You may now enter your commands." Use standard Hayes modem commands to tell the modem to activate, search for a dial tone, and then dial the local access number. Type `atdt<access number>`. The modem dials AppleLink and reports the connection. Press Command-T and then select the Options menu. Choose Resume Connecting.

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## From scratch

- If your computer is off, put your working copy of the AppleLink program disk in your main drive, remove all disks from your other drives, and turn on the computer, monitor, and modem.

- Choose Sign On.

Use the arrow keys to move the highlighting, then press Return; or double-click Sign On.

If you have set up several screen names, you're asked to choose which screen name you want to use in this session.

- Once you've read the announcements for the day, press Return to clear them away; then highlight either Apple Community or General Services and press Return. You see icons representing the available departments.

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## From another application

- Quit the other application.
- Remove that disk.
- Insert your working copy of the AppleLink program disk.
- Hold down the Command key (it has an open apple on it), and while holding that key down, press Control and Reset.

Pressing these keys restarts your computer and launches the AppleLink software.

- Make sure your modem is connected to your computer and turned on.
- Choose Sign On.  
Use the arrow keys to move the highlighting, then press Return; or double-click Sign On.
- Once you've read the announcements for the day, press Return to clear them away; then highlight either Apple Community or General Services and press Return. You see icons representing the available departments.



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## From working off line in the AppleLink application

- Hold down the Command key (marked with an open apple) and press Esc to close all open menus and windows.
- Use the arrow keys or the mouse to highlight the Go To menu.
- Press Return or click the mouse to open the Go To menu.
- Move the highlighting to Go to Sign-On Menu and press Return or click the mouse.
- With the icon for Sign On highlighted, press Return or click the mouse.

Use the arrow keys to move the highlighting, then press Return; or double-click Sign On.

- Once you've read the announcements for the day, press Return to clear those announcements away; then highlight either Apple Community or General Services and press Return. You see icons representing the available departments.

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## If you have trouble

- Reset your modem. Make sure your modem is turned on, plugged into the electrical outlet, and connected to the telephone jack and your computer.
- Turn your computer off, then start it again.
- Choose Set Up on the first screen you see when you start up AppleLink and choose Set Up Phone. Make sure you have entered the correct local access phone number for the network. (See the list of local access numbers in the *AppleLink Connect Guide*.)
- Choose Set Up Modem and make sure you have entered the correct information about your modem.
- Choose Change Slot Setting from the Set Up menu, then type in the number of the slot you're using for your modem.
- If none of this works or you're just puzzled, make a note of any "problem number" indicated on your screen, and call AppleLink Customer Service at 1-800-227-6364 for immediate help.

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## Signing off

- When you're on line, and want to leave AppleLink, press Command-Q to quit, then press Command-2 to confirm that you're quitting.

Or choose Sign Off from the File menu.

Please wait until you see the message "Press RETURN for Sign On menu" at the bottom of your screen before you turn off your computer.

If you were to turn off your computer without signing off, your modem might not recognize that you'd stopped using AppleLink; the modem would stay connected to the network, on its own, and you'd continue to be charged until AppleLink disconnected you.

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## Using icons, menus, and keys

You have a number of ways to make choices as you move around in AppleLink.

Sometimes you see a screen full of icons representing areas or departments you can visit. Other times you see a number of menu titles in a bar across the top of the screen. You can open up one of these menus to peruse the choices within.

You can navigate through these choices by using the keyboard or a mouse.

And as you become more familiar with AppleLink, you'll become skilled at using two kinds of shortcuts—keystroke combinations, and Keywords.

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## Using icons

■ When you see the icon representing the area or department you want to visit, use the arrow keys or the mouse to highlight that icon.

■ Press Return or click the mouse again to choose the icon.

When you choose the icon for Set-up, Set Options, or Work Offline, you see a menu bar with the titles of several menus on it.

When you choose the icon for Sign On, you see icons representing the Apple Community or General Services; and when you choose one of those, you see a screen full of icons representing departments. When you choose one of those departments, you get a menu bar with the titles of several menus.

The hourglass icon, blinking at the bottom of the screen, means "Please wait while data gets sent or received."

---

## Using menus and commands

■ Close any open windows. Then use the Right or Left Arrow key to move along the menu bar to the title of the menu you want—or, if you're using the mouse, click the menu title once.

■ To open the menu, press Return or click the mouse again.

■ Use the Up and Down Arrow keys to move the highlighting to the item or command you want or click it.

■ To choose that highlighted item or command, press Return or click the mouse again.

■ To close a menu, press Esc, or click the mouse outside the menu.

■ To close all windows and all menus and return to the menu bar, press Command-Esc.

If you find you're in an area where you don't see a menu bar, press Command-T to get the menu bar back.



---

## Using individual keys

- To move forward or backward among icons, menu titles, or text characters, use the Right or Left Arrow key. To move highlighting up or down in a menu or list or to scroll text, use the Up or Down Arrow key.
- To move from box to box or from field to field within a window, press Tab.
- To cancel an ongoing activity, press Command-.(period).
- To cancel an activity when you're done or to escape from it, press Esc or click outside the window.  
  
You return to the window or menu you came from.
- To choose a highlighted icon or title on a list, press Return.

---

## Using Keywords

- To zip to another department or area, press Command-K for Keyword or choose Use Keyword from the Go To menu.
- Type the Keyword for the place you want to go and press Return. Any department name is a Keyword.

For a current list of Keywords, go to the Apple (🍏) menu and choose About Keywords.

Here are some standard Keywords (with any alternates in parentheses):

AppleLink University  
(AU, University)  
Apple Forums  
(Forums, SIG, SIF)  
Apple Headquarters  
(Apple, HQ)  
Calendar and Events  
(Calendar, Events)  
Club House  
(Clubs)  
Customer Service  
(Service, Information)  
Financial District  
(Finance, Business)  
Industry Connection  
(IC, IND)  
Learning Center  
(Education, Learning)  
News Room  
(News)  
Recreation Center  
(Recreation, Games)  
Reference Library  
(Reference)  
Software Center  
(Software Library)

---

## Using keystroke combinations

- To take a shortcut with some commands, you press the Command key at the same time as a number key, as indicated at the bottom of the window. (Or click the little box just to the left of the appropriate command.)
- To take a shortcut to somewhere else or perform an on-screen operation, press Command at the same time as a particular letter or mark of punctuation. (See the *AppleLink Quick Reference Card* or the list on the next page.)

The same combination of Command and a number may mean different things in different windows; the combination of Command with a letter, though, always means the same thing.

---

## Keystroke combination shortcuts

### Command-A

Takes you to the Apple Community

### Command-C

Takes you to the People Connection in General Services.

### Command-F

Lets you send a FlashNote.

### Command-G

Takes you to General Services.

### Command-I

Identifies another AppleLink member whose screen name you know, providing a brief profile on the person.

### Command-K

Lets you use a keyword to zip to another location in AppleLink.

### Command-L

Locates other AppleLink members, telling you where they are if they're on line.

### Command-M

Takes you to the AppleLink Main Menu, which shows the icons for the Apple Community and General Services.

### Command-Q

Lets you sign off, or, if you're already off line, lets you quit AppleLink altogether.

### Command-.

Cancels any transfer of information, such as incoming text, file transfers, or the process of signing on.

### Command-Up Arrow

Brings the previous page of text back into view.

### Command-Down Arrow

Moves you to the next page of text.

### Command-Left Arrow

Moves your cursor one word to the left when you're editing text.

### Command-Right Arrow

Moves your cursor one word to the right when you're editing text.

### Command-?

Gives you general information about the department or area you're in.

### Command-Esc

Closes all open windows and menus, letting you escape, and returning you to the menu bar.

### Command-=

Lets you choose Set Options.

### Control-X

Clears all text in a field.

### Control-Y

Clears all text from the insertion point to the end of the field.

### Control-L

Moves the insertion point to the beginning of a line.

### Control-R

Moves the insertion point to the end of a line.



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## Getting assistance with your account

Customer Service is the place to perform transactions and ask questions about your account. You can check your current or previous month's bill, update billing and account information and find complete explanations of our billing structure and procedures.

If you need to communicate with us about your account, you can post a private message.

In an emergency or if you can't find the information you're looking for in the online Customer Service department, you can talk to a Customer Service representative by calling 1-800-227-6364.

---

## About your bill

- From the General Services menu, choose Customer Service.
- Choose Billing Information and follow the instructions in the dialog box.

You can now check your current bill and last month's bill; you can read about the way the bill is made up and, if you want, you can change your method of payment. If you'd like, you can also post a private message about your bill.

You can reach Customer Service with a Keyword, too. From anywhere in AppleLink, press Command-K for Keyword or choose Use Keyword from the Go To menu. Then type Service and press Return.

---

## About your account

- From the General Services menu, choose Customer Service.
- Choose Billing Information.

You can now change your address and any other information about your account by following the instructions in the dialog box.

For information about the general terms of service, press Esc to return to the Customer Service menu and choose Terms of Service.

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## Getting help

AppleLink has been designed to provide you with lots of help.

At the bottom of most windows you'll find a list of commands and keystroke combinations, indicating what you can do next.

The Apple (🍏) menu, always accessible in a few keystrokes, offers information about any of the departments shown on the current menu bar.

And in General Services, the Customer Service menu provides a Members' Online Guide, with detailed advice on how to do almost anything.

If you have looked through this manual, used all the on-line help, and are still having problems, call the AppleLink Customer Service number, 1-800-227-6364.

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## On what to do next

- Look at the bottom of the window.

You see buttons to click, followed by a keystroke combination, the name of the command, and any alternative key that would bring the same result.

- Follow the directions.

---

## About the contents of a department

- With the department's name showing in the menu bar, move the highlighting to the Apple (🍏) menu, then press Return or click the mouse.
- Choose "About" the department you want to know about.

When you have entered a department and you want to show more about it, press Command-?.

To see a screen full of available departments, press Command-M to go back to the Main Menu, then choose either Apple Community or General Services. To get a menu bar, just choose any department shown.



---

## On how to do it

- Go to General Services.  
From anywhere on line, press Command-G.
- Choose Customer Service.
- From the Customer Service menu, choose Members' Online Guide.
- Choose the topic you want to know more about.  
Use the Up or Down Arrow key to highlight the topic, then press Return; or just double-click the topic.

The Members' Online Guide gives you step-by-step advice on how to download and upload software, how to order products, how to use pathnames and screen names, and how to participate in many other activities.

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## In depth—on paper

- For step-by-step advice on how to do most tasks, use this chapter.  
Every left-hand page starts with the name of a major task. Across the two-page spread, you see individual columns devoted to subtasks or options within that general area. In each column, you get instructions and explanations.

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## Right away—by phone

- If you have looked through this book and through the on-line help and are still having problems or if you need immediate attention, please call AppleLink Customer Service at 1-800-227-6364.  
Customer Service representatives will talk you through the steps you need to take.

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## Personalizing your screen

You can make a few adjustments to the way information appears on your screen in AppleLink.

You can have the conversation in a chat room appear in single- or double-spaced lines.

You can have a menu fall down automatically as soon as you choose a department, or you can have it stay up until you press Return or click again.

You can have AppleLink take you directly to a particular department whenever you sign on.

And you can create an additional four screen names for yourself and your family, adding or deleting them at will. (You can't change or delete your original screen name, though.)

---

## Spacing in chat rooms

If you're already on line, go to Customer Service in General Services, choose Personalize AppleLink, and then Change Options. You see a dialog box, in which you can choose single or double spacing. Press Command-2 to save the setting.

If you're off line, follow these steps:

- From the Sign On menu, choose Set Options.
- In the window, use the arrow keys to move the highlighting to either single or double spacing.
- Press Command-2 to save this setting to disk.

---

## Menus down or up when you enter an area

If you are on line, go to General Services. Choose Customer Service, then choose Personalize AppleLink. From that menu, choose Change Options. In the dialog box, choose Auto Menu On to have menus open automatically; choose Auto Menu Off to keep that from happening. Press Command-2 to save the setting.

If you're off line, follow these steps:

- From the Sign On menu, choose Set Options.
- In the window, use the arrow keys to move the highlighting to either *off* or *on*.  
*Off* means that when you highlight the title of the menu, it will not automatically drop down. *On* means it will.
- Press Command-2 to save this setting to disk.



---

## Adding or deleting screen names

- While on line, press Command-G for General Services.
- Choose Customer Service.
- Choose Personalize AppleLink.
- Choose Create/Delete Screen Names and follow instructions in the dialog box.
- Press Command-2 to save this information to disk.

You choose your primary screen name during the registration process, as described in Chapter 2.

---

## Setting an Initial department

- In General Services, choose Customer Service.
- Choose Personalize AppleLink.
- Choose Set Initial Department.
- In the dialog box, enter the Keyword for the department you'd like to go to as soon as you sign onto AppleLink.

For a list of current Keywords, press Command-3. Choose Department Keywords, Forum Keywords, or Industry Connection Keywords from the list.

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## Quitting, stopping, and escaping

You can always get out! No matter how many menus you've opened, no matter how deep you've gotten into a subject, you can leave a window, an area, or AppleLink in just a few keystrokes.

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### To close a window

- Press Esc to close the window.

If you're in a chat room without a menu bar, press Command-T to bring back the menu bar, then use the Go To menu to leave the chat room.

If the open window contains more than a full screen of text, you may have to wait for the hourglass symbol to go away before escaping.

Press Command-. (period) to stop data transmission in progress.

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### To close every open window and menu

- Press Command-Esc.

The open windows and menus vanish, leaving you back at the menu bar you came from.



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## To stop an operation

- Press Command-. (period) to stop any data transmission, such as sending a file or downloading.

---

## To sign off

- Press Command-Q to quit, then press Command-2 to confirm that you really do want to leave the network.
- Or choose Sign Off from the File menu and press Command-2 to confirm.

A message tells you to wait while the modem hangs up. Another message appears, saying "Press Return for Sign On menu." To sign back on, press Return.

---

## To quit AppleLink

- If you are on line, sign off, press Command-Q then press Command-2 to confirm that you want to leave AppleLink.
- When you are working off line, press Command-Q or choose Quit from the Go To menu.

You leave AppleLink and go back to the ProDOS® operating system.

Before quitting, make sure that you save any important files you've been working on.

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## General typing and editing

Within AppleLink, you can create memos, FlashNotes, messages to post on message boards, mail and responses to mail, and bits and pieces of conversation during a chat. All this talk involves typing.

You don't have to type everything correctly. The point is to get your ideas across. But if you want to polish up a phrase or two, you can do a little editing. Here's how.

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### To write

- Type whatever you have in mind.

You can revise it as you go.

---

### To delete a character

- Use the arrow keys or the mouse to move the cursor to the character just to the right of the character you want to delete, or click there.
- Press Backspace to delete the unwanted character.

And go on Backspacing as long as you want.



## To insert characters

- Type away.

Each character appears to the left of the cursor as it moves on.

- If you've already typed a passage and now want to insert a character or two, move the cursor under whatever character you want to end up just to the right of the ones you're about to insert. Then type.

The cursor pushes whatever character lies above it out of the way, to the right.

## To move left and right, up and down through text

- In general, use the arrow keys or click where you want to work.
- To move one word to the left, press Command-Left Arrow.
- To move one word to the right, press Command-Right Arrow.
- To move the insertion point to the beginning of a line, press Control-L.
- To move the insertion point to the end of a line, press Control-R.

## To clear text in a field

- To clear all the text in a field, press Control-X.

A field is a box in which you're invited to write something such as a screen name or a keyword.

- To clear all the text from the insertion point to the end of the field, press Control-Y.
- To move from one field to the next, press Tab.

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## Receiving your mail

If you have mail waiting for you when you sign onto AppleLink, the mailbox flag pops up. If someone sends you mail while you're in a department, the word *MAIL* shows up in a corner of the screen.

To collect your mail, you need to go to the Post Office. There are branches in every on-line department; on the menu bar, you'll find a menu named Post Office. And this Post Office is open 24 hours a day.

The Post Office holds any piece of unread mail for 8 weeks. After you've read a piece of mail, the Post Office retains it for you for a week, just in case you want to come back and reread it or get a copy to save on disk. So if you think you're going to need to refer to a piece of mail again, be sure to save it.

You don't have to do anything special to receive a FlashNote; it just appears on your screen while you're on line—as long as you are not currently receiving a file. A FlashNote is momentary: You cannot save it.

---

## To read your mail

- From any Apple Community or General Services department, choose Read Incoming Mail from the Post Office menu.

If you have unread mail waiting for you, you see a list of the items.

- Highlight the item you want to read first and press Return.
- Read away.

If all the text isn't visible, press the Down Arrow key. To move a whole page at a time, press Command-Down Arrow or Command-Up Arrow.

- With one message open on the screen, press Command-4 to see the next message.

If the message you want to see isn't the next on the list, you need to cancel the message that's currently being displayed on your screen. That takes you back to the list. Choose the other message.

If you've been sent a file, you need to download and save it for now and use that file's application to open it.

---

## To save or print mail

- With the mail before you on screen, press Command-5.
- Enter the ProDOS pathname leading to the particular disk you want to save this message on, and any subvolumes or subdirectories you want to store the message in. Complete the pathname by giving the mail a filename of its own. Then press Return.

A pathname begins with a slash followed by the disk or volume name, another slash and any subvolume or subdirectory, and another slash, followed by the filename.

A ProDOS filename must begin with a letter; it can contain up to 15 letters, numbers, and periods—but no spaces and no other punctuation.

- To print mail you have saved, sign off AppleLink, return to the Sign On menu, and choose Work Offline. On the File menu, choose Print Text File; then supply the pathname leading to your file.



## To respond to mail immediately

- Open the mail you want to respond to.
- Press Tab to move to the field in which you can write your reply.
- Write it.
- Press Command-2 to send your response to the author. Press Command-3 to send the message to everyone who received the message.

Your response goes out with your screen name at the top.

To respond to only a few of these people, you need to make up a new letter and address it directly to them. See "Sending FlashNotes, Files, and Mail" later in this chapter.

## To download and print a file

- With the file's name highlighted, press Command-3 to download it to your current disk and directory.  
You see a dialog box showing the name of the file you selected.
- If you want to save the file to the current disk and directory, press Return. AppleLink estimates the time it will take to download, then asks for confirmation.
- Press Return to confirm that you want the file downloaded.

To print the file you've received and saved, use the application it was created in.

## To look at mail you've already read

- From any department, go to the Post Office and choose Read Incoming Mail.
- Press Command-2 to read old mail.
- Choose the item you want to reread.

You can also save this old mail on disk (press Command-4), read the next item (Command-3), or cancel (Command-1).

Incoming Mail (press TAB to answer):

Subj: Chat with you at eight	89-03-09 18:15:00 EDT
To: Penelope9	From: Eumolpus

Penelope,

Thanks for your help last night. I've tried your suggestions

⌘1 Cancel (ESC)     ⌘2 Answer to Author     ⌘3 Answer to All  
 ⌘4 Read Next         ⌘5 Save As...



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---

## Sending FlashNotes, files, and mail

When you're on line, you can send instant messages, called FlashNotes, from the Post Office to anyone else who's currently on line. FlashNotes are brief, private messages to a particular person who's currently on line. That person gets the message immediately.

For less pressing matters, you can leave mail at the Post Office for people to pick up when they sign on. Mail is more permanent: You can create and save a message of approximately 4800 characters—about 1000 words or four double-spaced pages—and you can send the message at any time, whether or not the recipients are on line. They can read it whenever they like. You and the recipient can both save the mail.

You can send one piece of mail to up to 16 members, including the people who are getting carbon copies. If you enter more names than the dialog box can hold, the names will scroll out of the box to make room.

The Post Office menu appears on the menu bar in every department.

---

## To send an instant FlashNote to someone who is on line

- From any Apple Community or General Services department, choose Send FlashNote from the Post Office menu. Or, from almost anywhere in AppleLink, press Command-F for FlashNote.
- Type in the recipient's screen name and press Return.

If this person is not on line right now, you get a message to that effect. (If you still want to send a message—but one not delivered instantly—cancel and choose Send Mail from the Post Office menu.)

- Type your message.
- Press Command-2 to send the FlashNote.

The message appears with a beep on the screen of the person you sent it to. Your screen name appears, too, so the recipient knows whom the FlashNote is from.

If you want to find out whether someone's on line to see if you can send that person a FlashNote, choose Locate Someone from the Post Office menu or press Command-L.

---

## To send mail

- From any Apple Community or General Services department, choose Send Mail from the Post Office menu.
- Type the screen names of the recipients, separated by commas, like this:  
Member1, Member2
- If you want to send carbon copies to some other people, continue the list of recipients by entering these names in parentheses, again separated by commas but no spaces, like this:  
(Member3, Member4)
- Press Tab to go to the subject field; enter a brief description of your message.
- Press Tab and type your message.

If you want to add the complete text of a particular file, position your cursor where you want that text to begin, then press Command-3, and give the pathname leading to that file. If AppleLink can read the file, the entire text appears in your message. (AppleLink can read any ASCII file.)



---

## To send a file to another member

- To send your message, press Command-2.
- Press Tab to move to the subject box; enter a brief description of the file you are sending.
- Press Tab to move to the File field.
- To save your message, press Command-4.

- From the Post Office menu, choose Send File via Mail.
- Type the screen name of the person you're sending this file to.

If you're sending the file to several people, separate their screen names with commas, like this:

(Member2, Member3)

- Type the pathname leading to the file you want to transfer.

If you don't recall the name of the disk you want to pull the file from, cancel, go to the File menu, and choose List Volumes.

If you don't recall the name of the file, go to the File menu and choose Show Catalog.

- If you want to add a comment about the file, press Tab to move to the Comments field, then type in your message.
- When you're ready to send the file, press Command-2.

You now see an indication of the progress of transferring the file—and a message announcing successful completion.

---

## To check on mail you've already sent

- From the Post Office menu, choose Check Outgoing Mail.
- To see who has read mail you sent (and when), highlight the item on the list of mail you've already sent and then press Command-2.
- To reread the item, highlight it and then press Return.

You can then save this old mail on disk (press Command-4), read the next piece of mail (Command-3), or cancel (Command-1).

---

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## Using message boards

Throughout AppleLink, you'll find the electronic equivalent of bulletin boards—message boards such as Let's Discuss, gRaFflti, and the Classifieds, where you can post your ideas, opinions, and advice and read what other people have to say.

Most boards are devoted to a particular topic, usually one that a lot of members want to exchange messages about.

Message boards go by a lot of different names (such as As the Worm Squirms in the People Connection). You can tell you're in a message board when you open a window showing a list of folders with an indication of the number of messages inside each one and the dates of the first and the last message. You also see instructions for listing folders' contents, opening a message, and creating new folders.

---

## To enter a message board

- Choose the message board from the menu of a department or forum.

You see a list of the folders in that area, with an indication of the number of messages inside, plus the dates of the first and the last message. You can see which folder has the most discussion or controversy, which is the most current, and which topic you want to explore.

---

## To open a folder

- Highlight the folder in the list.  
(A folder is a subvolume or subdirectory, containing a number of messages.)
- To see a list of the folder's contents, press Return or Command-3.
- To see a list of any contents that have shown up since you last looked in this folder, press Command-4.
- To open the first message, press Command-5.

### Folders in Apple Development Forum Business:

☐ Suggested "Chat" Guests	3 05/08-06/08
☐ Applefest Standards Conference	7 04/17-05/12
☐ Expanding Code Debate	13 04/06-05/08
☐ Let's Introduce Ourselves	35 12/15-06/06
☐ Software Library Help	8 12/02-05/31
☐ Forum Questions and Answers	8 12/02-05/05
☐ Suggestion Box	3 12/02-04/26
☐ Forum Marquee	2 12/02-05/26

- ☐ ⌘1 Cancel (ESC)
- ☐ ⌘3 List Contents (↵)
- ☐ ⌘5 Open First Message
- ☐ ⌘2 Create Folder
- ☐ ⌘4 List New Contents



---

## To read a message

- While looking at the list of folders, highlight a folder title and press Command-5 to read the first message.

Or highlight a folder title, press Command-2 to open it, highlight the exact message you want to read or work with, and press Return.

- Once the message is on the screen before you, you can go on to read the next message by pressing Command-2.
- To go back to the previous message, press Command-3.
- To save the message that's now on-screen, press Command-4. Then assign the message a pathname.

---

## To create your own folder

- While you have the list of folders on the screen, press Command-2.
- Enter the subject, then press Tab, and enter the text of the first message for your new folder.

You can use the text of another file as part of that message—just press Command-3 and give the pathname leading to the file.

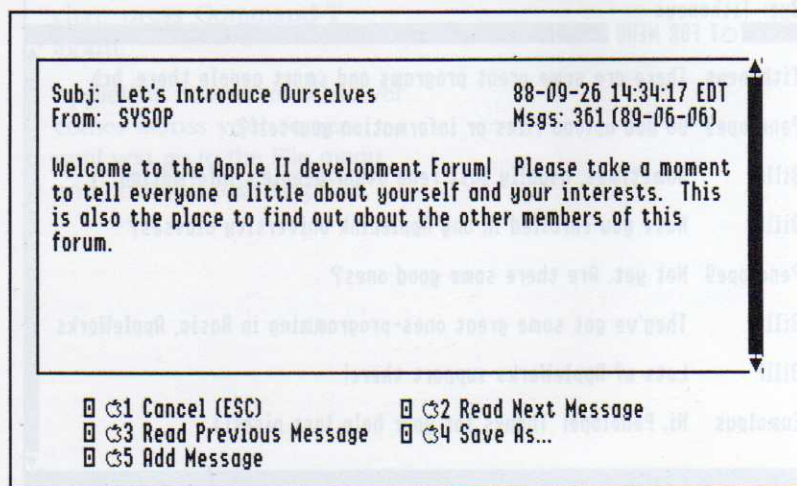
If your message is really inspiring, you can save it on disk by pressing Command-4.

And finally, you can post your message (in its own folder) on the message board by pressing Command-2.

---

## To post your own message

- To add your own message to the folder, press Command-5. Type in your subject, press Tab, and type your message. Then press Command-2 to dispatch it.



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## Chatting

Throughout AppleLink, you'll find rooms in which you can chat with other people on line. You can walk in, listen to the conversation, then join in or leave.

Chat rooms appear throughout AppleLink. Some of these rooms can be found in the People Connection, Industry Connection, Student Union at the University of Tomorrow, the Apple Cafe at Apple Headquarters, and many forums.

---

## To enter a chat room

- Choose the chat room on a department menu.
- Or choose People Connection in General Services.

In the upper-left corner of your screen, you see the name of the room. Below it, on the line marked *Hi*, you see your name and the names of other recent arrivals. As people arrive, their screen names appear at the beginning of the line.

The line below *Hi*, marked *Bye*, shows the names of those who have recently left.

---

## To contribute to the conversation

- Type away.  
What you type appears in the line at the bottom of the screen. You can edit your comment by using the arrow keys and the Delete key.
- To send your comment, press Return.

To bring back the menu, press Command-T. If you see a menu at the top of the chat screen and want to chat, press Command-T again.

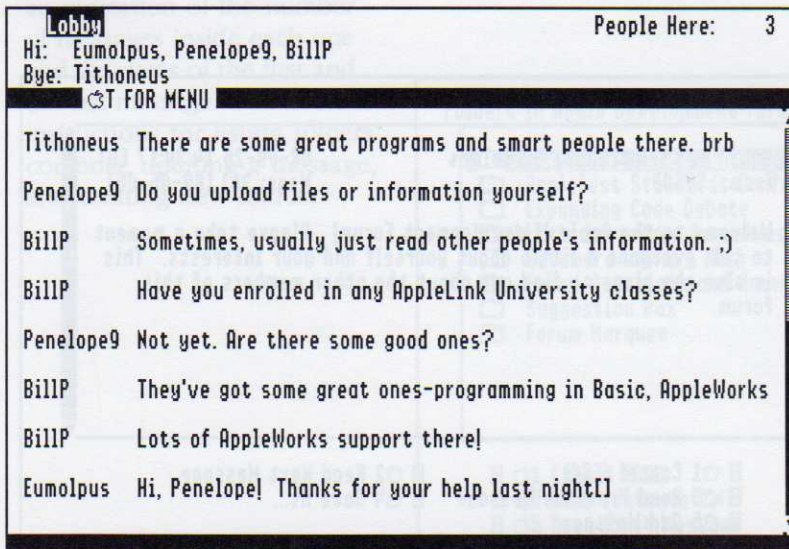
To communicate moods and reactions that can't be seen, people have developed a visual shorthand you may want to use. For example:

To show you're smiling :)

To frown :(

To wink ;)

For a guide to visual shorthand, see the gRaFFiU area in the People Connection.





---

## To pick people out of the crowd

- If you don't see a menu bar across the top of your screen, press Command-T to display it.
- Choose People from the menu bar.
- To make one person's messages stand out from the ongoing conversation, choose Highlight Someone from the People menu. Then type that person's screen name in the dialog box and press Return. (To cancel this, choose Remove Highlighting.)
- To keep someone's messages from appearing on the screen, choose Ignore Someone from the People menu. Then type that person's screen name in the dialog box and press Return. (To cancel this, choose Stop Ignoring.)
- To find out who is in the chat room, choose List People in this Room.

To find out a little about someone, press Command-I or choose Identify Someone from the Post Office menu and type the screen name.

---

## To save a chat on disk

- If you are in a chat room, leave the conversation for a moment by pressing Command-T. You return to the menu bar.
  - From the File menu, choose Open Log File.
- AppleLink will keep a log of the conversation—but it won't include any FlashNotes that pop up or banner headlines that move across the screen during the chat.
- Give the pathname leading to the disk, subdirectory, and filename you want to use.
  - Return to the chat room and chat away. To bring back the menu, press Command-T. If you see a menu at the top of the chat screen and want to chat, press Command-T again.

AppleLink now saves whatever comes across your screen until you go to the File menu and choose Close Log File.

---

## To leave the chat room

- Use a Command-letter combination or a Keyword to go somewhere else directly from the chat room.
  - To display the menu bar, press Command-T.
- You can navigate in the usual way.

---

---

## Meeting people

People go to the Lobby of the People Connection to meet people. You can join the general hubbub of conversation there or enter a public room for some scheduled event.

If you want to pick someone out from the crowd, you can highlight the person's remarks. You can also ignore someone by telling AppleLink not to display the person's messages.

Once you've made some friends in the Lobby, you can create an electronic private room to continue the discussion.

You can also meet people in informal chat rooms throughout AppleLink. These rooms may not have other public and private rooms available. In all other ways, they work just like the People Connection.

If you're talking with one other person and find one line at a time too limiting, consider exchanging FlashNotes.

---

## To enter the lobby—and exit

- If you've just signed on, choose General Services. From the General Services menu, choose People Connection.
- From anywhere in AppleLink, press Command-C to go directly to the People Connection.

You're now in the People Connection Lobby.

- When you want to leave the Lobby, press Command-T to display the People Connection menu bar. Then choose Go To.

The Go To menu lets you enter a different room or leave the People Connection and go to another area of AppleLink. You can also leave by using a Keyword or a keystroke combination.

---

## To join the conversation

- Type your message.

As you type, your message appears on the bar at the bottom of the screen. If you type more characters than can fit on a line, your computer beeps.

- Press Return to send your message.

Your message moves into the main area of the screen, below the last line of conversation. The bar is blank, ready for you to type what you want to say next.

- Whenever you want to use the People Connection menu, press Command-T to show it. Press Command-T again when you want to rejoin the conversation.

If you are unfamiliar with chat rooms, you may want to refer to "Chatting," earlier in this chapter.



---

## To locate or identify someone

- If you don't see a menu bar across the top of your screen, press Command-T to show it.
- Choose Post Office from the menu bar.
- To learn information about someone, such as that person's home town, choose Identify Someone, then type the person's screen name in the dialog box and press Return.
- To see where someone is, if on line, choose Locate Someone, then type the person's screen name in the dialog box and press Return.
- If you want to know who is in the room, choose List People in this Room from the People menu.

AppleLink shows you a window listing the screen names of everyone in the Lobby.

- To rejoin the conversation after using the menu bar, return to the chat room and press Command-T.

---

## To go to a public room

- If necessary, press Command-T to display the the menu bar. Then choose Go To.
- Choose Go to Public Room.
- If you don't know which public rooms are in use, choose List Public Rooms to see a list.
- Type the name of the room in the dialog box and press Return.

You may find activities in progress in a variety of public rooms.

The name of the room at the upper-left corner of your screen shows your new location.

- To leave a public room, use the Go To menu.

---

## To go to a private room

- If necessary, press Command-T to display the the menu bar. Then choose Go To.
- Choose Go to Private Room.
- Type the name of the room in the dialog box and press Return.

Private rooms aren't listed. They're temporary chat rooms that any member can create for personal conversations. You can join someone in a private room by typing the name of a room that already exists, or you can create a new private room with any new name you specify.

You can create as many private rooms as you like. Just be sure to tell your friends where to join you. They need to know the exact name. For complete privacy, use a FlashNote to tell them where to visit you.

Enter screen name of member to locate:

Eumolpus\_

⌘1 Cancel (ESC)   ⌘2 Locate (↵)

---

---

## Finding out about events

Calendar and Events is the place to learn what's happening in AppleLink. You can find up-to-the-minute listings of today's events, new offerings, and a complete calendar for the coming weeks.

You can find Calendar and Events in both the Apple Community menu and the Customer Service area of General Services. Both contain the same listings.

Calendar and Events tells you what's happening throughout AppleLink. You can also find schedules in many AppleLink areas.

You can save a schedule of events on a disk so you can print it out and then browse through it at your leisure or mark the events you want to attend.

You can also check your monthly *AppleLink Update* magazine for a list of scheduled events.

---

## To find Calendar and Events

- In the Apple Community menu, move the highlight to Calendar and Events and press Return.
- From anywhere in AppleLink, press Command-K for Keyword or choose Use Keyword from the Go To menu. Then type Calendar or Events and press Return.
- In the General Services menu, move the highlight to Customer Service and press Return.

The Customer Service menu includes the same calendar items as Calendar and Events—plus some additional services.

---

## To learn about current events

- Choose Best Bets from the menu.
- Scroll through the list of events that will take place today or this weekend.



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## To check for hot tips

- Choose Don't Miss from the Customer Service menu.  
These are special notices, recent additions to the schedule, and events we're especially proud to bring you.

---

## To check the calendar

- Choose Schedule of Events.  
You see a submenu of dates, grouped into weeks.
- Choose a week from the list.  
You see a window in which events are listed by date, along with a brief description.
- Scroll through the list.

---

## To save a listing

- Display on the screen the schedule you want to save.
- Put a formatted disk in your disk drive.
- Press Command-2 to save the information on the screen.  
If nothing happens, you may need to wait until the hourglass symbol disappears before the command becomes active. AppleLink will save the entire schedule you chose.
- Type a pathname for the file in the dialog box and press Return.

While AppleLink saves the file, a gauge shows you how much of the task is complete.

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## Attending a forum

Join an Apple Forum to learn more about Apple products and compatible hardware and software products.

Or attend an Industry Connection forum to learn about products developed by other companies for your Apple computer.

The forums combine several AppleLink features to explore the Apple computer world—regular meetings in the forum chat room, special events in the conference hall, software libraries, product support boards, and message boards for exchanging tips, information, questions, and answers—all coordinated by our knowledgeable staff of forum leaders.

---

## To find the Apple forums

- If you've just signed on, choose Apple Community from the AppleLink Main Menu. Then choose Apple Forum or Industry Connection from the Apple Community menu.
- From anywhere in AppleLink, press Command-K for Keyword or choose Use Keyword from the Go To menu. Then type Forums or IC and press Return.
- To see descriptions of the subjects addressed in each group of forums, as well as general information about how the forums work, choose About the Forums from the Forums menu.

---

## To browse the forum topics

- In the Forums menu, choose a subject area, for example, Apple II Forums. You'll see a menu of subtopics.
- If necessary, choose from a series of submenus listing more specific topics until you locate a specific forum. Just follow your nose. You can always use Command-1 to back out the way you came.
- When you see a forum that interests you, choose it.

AppleLink shows you a list from which you can choose to see information about the topic, forum leader, and meeting time. Your forum leader can give you lots of support in his or her specialty.

You can also choose the forum chat room, the software library, and the message board, often named Let's Discuss.



---

### To browse the schedule

- From the Forums menu, choose Tonight (or This Weekend) in the Forums.  
You see a list from which you can choose current events, upcoming conferences, or the full calendar for the coming weeks.
- Choose an item that interests you.
- If you chose the calendar, choose the week you want from the list of dates.
- Scroll through the events to read about the topic, instructor, time, and place.

---

### To participate in a forum meeting

- Choose the major subject area from the Forums menu.
- Choose the forum you want to attend.
- Choose Chat Room.  
If you are unfamiliar with chat rooms, you may want to read the instructions in "Chatting," earlier in this chapter.  
You can also go directly to a specific Apple Forum from anywhere in AppleLink by using a Keyword. For a list of Keywords, choose Use Keyword from the Go To menu and then press Command-3.

---

### To see the log of a meeting

- To go to the Reference Library, press Command-K for Keyword, type Reference, and press Return.
- From the Reference Library menu, choose Apple Archives.
- From the list of forum subjects, choose a forum.  
You see a list of files. Each contains the log of a forum meeting.
- Highlight the file you want and then follow the directions on the screen.  
You can read the leader's description of the forum, see any additional comments on the meeting, and save and print the log of the forum meeting.

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## Attending an event in an auditorium

You can attend a speech, panel discussion, or other special event in an auditorium, an area devoted to scheduled events. Special procedures for asking questions make the auditorium ideal for lectures and other large events.

Afterward, you can get a complete transcript of the event from the Apple Archives.

Want to visit a typical auditorium? Go to the People Connection in General Services and press Command-T to see the menu. From the menu, choose Auditorium.

---

## To ask a question

- To relay a question to the special event's host or guest, press Command-T to see the Auditorium menu bar.
- Choose Auditorium to open the Auditorium menu.
- Choose Ask a Question.
- Type your question in the dialog box and press Command-2 to send it to the "podium."

Your question automatically enters a queue. The event leader can read it and publicly display it during the course of the event.

---

## To leave an auditorium

- If the menu bar isn't showing on your screen, press Command-T to display it.
- Choose the Go To menu. The Go To menu can take you anywhere in AppleLink.



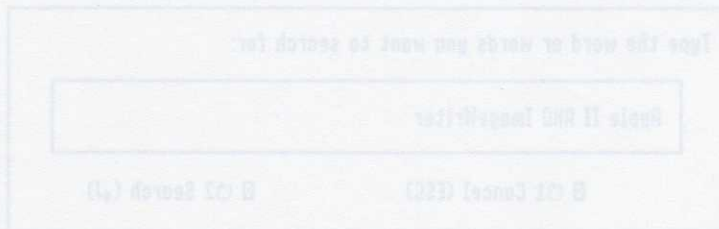
## To see a transcript

- From the Reference Library menu, choose Apple Archives.

You see a list of files.

- Highlight the file you want and follow the directions in the dialog box.

You can look at comments about the event and a description of the file; then if you want, you can save the file on a disk.



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## Looking up information

There are a number of places on line, such as Grolier's *Academic American Encyclopedia* and the Reference Library, where you can look up information.

To find what you're looking for in any of the AppleLink resources, you perform what's called a *search*. Instead of choosing from a list of topics or scrolling through a list of articles, you tell AppleLink what to look for by supplying words to describe the subject that interests you. Then, based on what AppleLink comes up with, you refine your instructions until you find just what you want.

Experimenting is the best way to get the knack of searching. So go ahead and explore. Interesting surprises are always in store—references you never knew existed, perhaps some more intriguing than the subject you started out to find.

---

## To start a search

- When you see the dialog box asking you to type in your search words, type the word or phrase that best describes the information you seek.
- Press Command-2 to tell AppleLink to search the library.

AppleLink displays a list of items that contain the words you entered. Or AppleLink displays a message telling you that it found no articles or too many to list; you need to widen or narrow your search.

- To use the Grolier encyclopedia, choose the Learning Center from the General Services menu. Then choose Academic American Encyclopedia from the Learning Center menu. Choose Encyclopedia Articles from the Encyclopedia menu.
- To use the Reference Library, choose it from the Apple Community menu. On the list, choose the subject you're interested in. Depending on the subject area, you may need to choose from a second submenu.

Type the word or words you want to search for:

Apple II AND ImageWriter

⌘1 Cancel (ESC)      ⌘2 Search (↵)



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## To widen a search

- If AppleLink didn't locate enough references to find what you're looking for, try typing related words and connecting them with OR.
- When you type Network OR Lan OR AppleTalk, AppleLink assumes you're interested in information about any or all of the terms. AppleLink then looks for references that include at least one of the terms, whether or not the others are present.

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## To narrow a search

- If AppleLink found too many references, narrow the focus by connecting words with AND.

Typing Apple II AND ImageWriter requests only those items that contain *both* terms. This way you exclude any article that mentions only the Apple II or only the ImageWriter.

- To exclude specific items, use the word NOT.

Typing Data Base AND Biology NOT School requests references concerning biology databases, but not including school uses. That eliminates some references.

- Try using more specific terms.

For example, instead of Troubleshooting, type Apple IIe and Error and Disk Drive.

---

## To view and save an article

- To view an article that AppleLink has listed, select it and press Return.
- If you want to save the article on disk, follow the directions on the screen.

Once you have saved the article, you can print it out when you are off line. You use the Print Text File command in the File menu or a word processing application.

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## Learning on AppleLink

AppleLink University offers a spectrum of courses designed to let you unlock the full potential of your Apple computer. Classes extend your computer skills and show you how your computer can work for you in the real world.

The University of Tomorrow offers real-time courses during evenings and weekends. You attend classes, participate in discussions with teachers and other students, download study materials and software, and check your progress—all from the keyboard.

Innovative course formats let you work at your own pace. You read the lessons, download study materials, work off line at your computer, and still enjoy the opportunity for real-time interaction with faculty and students.

You'll find other courses, and tutoring, at areas such as the Learning Center in General Services.

---

## To find a school

- To go to the AppleLink University, choose University from the Apple Community menu.
- To go to the Learning Center, choose it from the General Services menu.
- To go to the University of Tomorrow, choose it from the Learning Center menu.

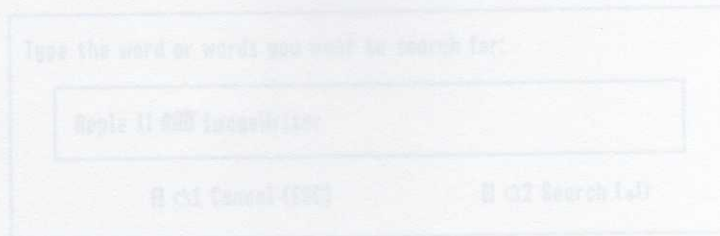
You can also use Keywords. From anywhere in AppleLink, press Command-K for Keyword or choose Use Keyword from the Go To menu. For AppleLink University, type AU or University and press Return. For the Learning Center, type Education or Learning and press Return.

---

## To learn about a particular course

- From the Apple University menu, choose Administration, then choose Course Descriptions. Choose the course you want to know more about.
- From the University of Tomorrow menu, choose Departments/Classrooms, choose a department you're interested in, then choose Course Description.

You see a description of the course, including information such as what you will learn, how you will do the work, how long it will take, what software or materials you'll need, and whom the course is for.





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## To enroll or register

- From the Apple University menu, choose Administration, then choose Enrollment for the course you want to take.
- From the University of Tomorrow menu, choose Registration.

Follow the instructions on the screen. You'll be asked for some information, such as your screen name, mailing address, and type of computer.

- From the Classrooms menu, choose the classroom where your session is held.

---

## To attend class

- From the AppleLink University menu, choose Classrooms, then choose the one you want.
- From the University of Tomorrow menu, choose Departments/Classrooms, then choose Classroom, then choose Enter Classroom, and pick the one you want.

---

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## Getting help with studies

The Learning Center offers tutoring nightly and on weekends. You can join regularly scheduled tutoring sessions or communicate privately with a tutor to arrange a one-to-one session.

The Tutoring Center also has message boards to post questions and receive answers, department libraries from which you can download study materials, and courses targeted at specific age groups and educational levels.

---

## To find the Tutoring Center

- If you're just signing on, choose General Services from the AppleLink Main Menu. Then choose Learning Center from the General Services menu.
- If you're already somewhere in AppleLink, press Command-K for Keyword or choose Use Keyword from the Go To menu and then type Education or Learning and press Return.

You see the Learning Center menu bar.

- From the Learning Center menu, choose Tutoring Center.

---

## To learn about tutoring

- If you're new to the Tutoring Center and want some general information, choose About the Tutoring Center from the Tutoring Center menu.
- Return to the Tutoring Center menu and choose the department you're interested in.
- Within the department, choose Information. Here you can read about tutoring in the particular subject you want help with.



---

## To attend a tutoring session

- Choose Monthly Schedule from the Tutoring Center menu to check the meeting times and place for the session you want.
- Choose Classrooms from the Tutoring Center menu.
- If you're unsure how to participate, choose Classroom Procedures.

The classroom is a chat room, with some special rules to make discussions more productive. Here, you can read about protocol for classroom discussions.

- From the Classrooms menu, choose the classroom where your session is held.

---

## To communicate with the tutor between sessions

- To post a message to the tutor on the department message board, choose Message Board from the Department menu.

If you're unsure how to post a message, refer to "Using Message Boards," earlier in this chapter. Your tutor will post an answer for you.

- To send a private message, go to the Post Office and send your tutor some mail.

You may want to refer to the instructions in "Sending FlashNotes, Files, and Mail," earlier in this chapter. If you're unsure of the tutor's address, you can find it in the messages the tutor has posted on the department message board.

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## Creating pathnames and prefixes

Sometimes when you are downloading software, saving a log of a particularly interesting chat, or just storing a file on a disk, you need to tell AppleLink where to find a particular file or where to store one. A pathname specifies the location of the file.

The pathname provides a trail of names leading first to a disk, then perhaps to a subdirectory or subvolume within that disk, and finally to the file itself. If you're opening a file, the pathname guides AppleLink right to the disk, subdirectory, or file you need. If you're saving a file, the pathname tells AppleLink which disk to put it on, in which subdirectory, and under what filename.

Typing the same pathname over and over can become a chore. So when you're about to save a number of files on a particular disk, you may want to set up a prefix—the first part of a pathname leading to the disk. AppleLink will keep suggesting that prefix as the location to which you want to save your files, and all you have to add is the particular filename.

---

### 1. Begin with the disk

- Start your pathname with a slash, then the name of the disk.

Each part of the pathname begins with a slash.

If your disk were named INTRO, then your pathname would begin like this:

```
/INTRO
```

If you're not sure what the name of the disk is, put it in one of your disk drives and use the option List Volumes in the File menu. A volume is any formatted area ready to receive files; with floppy disks, a volume is a disk.

---

### 2. Add any subvolume or subdirectory

- If your file lies inside a folder known as a subvolume or subdirectory, add a slash and the name of that subvolume or subdirectory.

For instance, if your file is in the subdirectory PARTY on the disk INTRO, your pathname would begin like this:

```
/INTRO/PARTY
```

A subvolume is a part of the disk (or volume) set aside for a group of files; it has its own list of those files.

The main list of files on a disk is sometimes known as a *directory*. Hence, this subvolume is sometimes known as a *subdirectory*. On the Apple IIGS, the subdirectory is shown as a folder.



---

### 3. Add the name of the file

- Complete the pathname with another slash, followed by the name of the particular file.

For instance, if you were saving the file FAVORS in the subdirectory PARTY on the disk INTRO, your pathname would look like this:

```
/INTRO/PARTY/  
FAVORS
```

When you are saving a file and are asked to provide a pathname, you can give your file a new filename if you want.

---

### To set a prefix leading to a disk or subdirectory

- From the File menu, choose Set Volume/Subvolume Prefix.

- Type the prefix.

If it's to lead to the disk, type a slash, followed by the disk name.

If you want the prefix to lead to a particular subvolume or subdirectory on that disk, add another slash and the name of that subvolume or subdirectory.

- Press Return to accept the prefix.

Later, when you're downloading a file, saving text, opening a log in a chat room, or performing other tasks with a particular file, you'll add a filename to the prefix to create a complete pathname for the file.

---

---

## Working with disks

Normally, you'd use your System Utilities to format a disk or to find out what a disk's name is or what files are on a particular disk.

But you can do these tasks without leaving the AppleLink application—usually, without even leaving the on-line world.

---

## To format a disk

- Get a brand-new disk that you're sure has nothing on it.
- Start AppleLink. From the Sign On menu, choose Work Offline.

If you've been on line, press Command-Q to sign off and confirm by pressing Command-2. Then press Return.

- From the File menu, choose Format a Disk.
- Specify the disk's location.

If you don't know the slot and drive numbers, press Esc twice to leave this menu and then choose List Volumes from the File menu.

- Name the disk.

Begin with a letter. To be safe, make the name no longer than 7 characters. You can use letters, numbers, or periods, but no other punctuation. For details on volume names, see your guide to the System Utilities.

- If asked to, place the disk in the drive you specified earlier and then press Return.

---

## To identify the disks in your drives

- From the File menu, choose List Volumes.

You see a list of the disks in your drives. (A formatted floppy disk is known as a *volume*.)



---

## To see what files are on a disk

- On the File menu, choose Set Volume/Subvolume Prefix. Set the prefix to the disk you want to examine and any subvolume or subdirectory you're interested in.
- To see what files are on that disk or in that subvolume or subdirectory, choose Show Catalog from the File menu.

---

---

## Handling files on a disk

You may need to delete a few files to make room for one you intend to save; to set up a new subdirectory (or subvolume) to hold more files; to give a file a new, more accurate name; to lock or unlock a file.

Normally, you'd use the System Utilities disk to handle these chores, but you can do these tasks from within the AppleLink application.

And once you've saved an AppleLink file on a disk, you can print it when you go off line.

For information about pathnames and prefixes, please turn to "Creating Pathnames and Prefixes," earlier in this chapter.

---

## To create a subdirectory or subvolume

- If you are working on line, you must sign off. Press Command-Q to quit, then press Command-2 to confirm, and press Return to go back to the Sign On menu.
- Choose Work Offline.
- If necessary, choose Set Volume/Subvolume Prefix from the File menu and set the prefix to the disk or subdirectory inside which you want to create the new subdirectory (or subvolume).
- Choose Create Directory from the File menu.
- Name the new subdirectory (or subvolume) and press Return.

The subdirectory is itself a file, so its name must follow the conventions for ProDOS names. Its name must begin with a letter and may contain up to 15 letters, numbers, or periods, but no other punctuation and no spaces.

- If asked to, place the disk in the drive you specified earlier and then press Return.

---

## To delete a file

- Whether you're on line or off, choose Delete File from the File menu.
- Insert the disk with the file on it.
- Specify the location of the file by typing its pathname. Press Return to delete the file.

If the file is locked, you are told that AppleLink cannot write to the disk. In that case, you'll need to cancel, then unlock the file before deleting it.



---

## To rename a file

- Whether you're on line or off, insert the disk containing that file.
- Set the prefix to the volume and subdirectory containing the file.
- From the File menu, choose Rename File.
- Type the file's current pathname.  
That's the pathname leading to the file as it stands right now, with its original name.
- Tab to the next line.
- If you're off line, type in the new pathname, including the new filename, then press Command-2 to accept it. If you're on line, type the new filename (only) and press Command-2 to accept it.

---

## To lock or unlock a file

- If you are working on line, press Command-Q to sign off, press Command-2 to confirm, then press Return to see the Sign On menu again.
- Choose Work Offline.
- If necessary, set the prefix to the volume and subdirectory of this file, using Set Volume/Subvolume Prefix in the File menu.
- From the File menu, choose Show Catalog.  
You see a list of files. The name of any locked file is preceded by an asterisk.
- To change the status of a file, (to lock an unlocked file or to unlock a locked one), choose Lock/Unlock from the File menu.
- Type the name of the file and press Return.

---

## To print an AppleLink file

- From the Sign On menu, choose Work Offline.
- If necessary, set the prefix to the volume and subdirectory of this file, using Set Volume/Subvolume Prefix in the File menu.
- From the File menu, choose Print a Text File.
- Type in the filename of the file you want to print.

AppleLink looks on whatever disk is currently mentioned in your prefix and if it finds a file with the name you typed in, AppleLine prints the file.

AppleLink can print only its own files and files that have been saved in ASCII (text-only) format.

To print files from another application, use the application itself.

---

---

## Downloading and uploading files

You can draw software down from AppleLink (that's downloading) or you can send software up to AppleLink for others to use (that's uploading). You can download and upload software in areas such as the Industry Connection, the Apple Forums, or the Software Center, all in the Apple Community.

When you are downloading or uploading large files (larger than 40K), you may want to use the AppleLink Conversion Utility. This program compresses files so they take less time to transmit. Download the utility from Customer Service in General Services or from the Software Center in the Apple Community. That way you can compress files you're uploading or uncompress the ones you receive.

---

## To find a file

- If you have just signed on, choose Apple Community from the AppleLink Main Menu. Then choose Software Center from the Apple Community menu.
- From anywhere in AppleLink, press Command-K for Keyword or choose Use Keyword from the Go To menu. Then type Software and press Return.
- From the menu, choose a subject area.
- As needed, choose from the subjects listed in submenus until you see a list of files.
- If necessary, scroll through the list of files until you see the one you want.

---

## To read about a file

- To read a description of a file, highlight its title and press Return.

You can read about the file's contents, the operating system or computer required to use the file, and any utility needed to convert it.

- To read any additional comments about the file, follow the directions on the screen to List Comments.

It's a good idea to read about a file before you download it, to make sure it's designed for the equipment you use. Your computer can't make sense of software or documents written for another operating system. If you're not sure about your operating system, look in the guide that came with your computer for information. Still in doubt? Download the file and give it a try or check with an AppleLink Forum leader for help.



---

### To download a file

- With the description of the file highlighted, press Command-3.

You see a dialog box showing the name of the file you selected.

- If you want to save the file on the current disk in the current directory, press Return to confirm your decision.

AppleLink provides an estimate of the time it will take to download the file, then asks for confirmation because downloading a long file is time-consuming. This is your opportunity to change your mind or to save the file to a different disk or directory.

Once you confirm your decision, AppleLink displays a gauge with a pointer that moves to show how much of the downloading has been completed.

---

### To save a file in a different disk or directory

- With the description of the file displayed, press Command-5 to download the file.

- Follow the directions on the screen to Set Prefix.

- Type the new prefix in the dialog box.

The prefix is the pathname up to, but not including, the name of the file. For example, the prefix for saving a file in a directory named SOFTWARE on a disk named MYDISK is

```
/MYDISK/SOFTWARE
```

- Once the prefix is correct, press Return to accept it.

Then continue the process of downloading the file by pressing Return again.

---

### To save the file's description

- With the description of the file displayed, press Command-2, Save As.

- Type a full pathname in the dialog box, ending with the name you specify for the tile containing the description.

- Press Return.

---

---

## Saving to disk

On a disk, you can save all sorts of text—descriptions of AppleLink departments, calendar and schedule information, opinions posted on message boards, articles from libraries, on-line chats.

In general, you should prepare a disk to receive these files and then set up a prefix leading to that disk. (The prefix is the first part of a pathname. A pathname is a series of names that leads the operating system to a disk, then to a subdirectory if any, and finally to your file.) To set the prefix, see “Creating Pathnames and Prefixes,” earlier in this chapter.

To download or upload software, see “Downloading and Uploading Files,” earlier in this chapter.

---

## To save a window of text

- Display the text on your screen and follow the prompt to save it.

You may have to wait until you have received all the text.

Usually, you see a keystroke combination, with the phrase “Save As.”

- Type the full pathname, including a filename for the text you’re about to save.
- Press Return to confirm the pathname and save the text.

---

## To save mail

- In the Post Office menu, choose any option that deals with mail.
- Open the mail.
- With the mail open, follow the instructions on the screen to Save As.

You must provide the pathname for your new file, including the disk name, any subdirectory name, and the actual name of the new file. For instance, if you were saving a letter about cash in a subdirectory called PROFIT on a disk named ANALYSIS, the pathname would be

```
/ANALYSIS/PROFIT/  
CASH
```



---

## To save a chat

- From any chat room, press Command-T to get to the menu bar.
- Choose Open Log File from the File menu.
- Type a pathname for the log file, including a filename.
- Press Return to start saving the chat.
- Go back to the chat room and press Command-T to be able to chat again.

Your conversation will be saved into a file on whatever disk you've specified.

To stop the transcription, choose Close Log File from the File menu.

## Saving to disk

On a disk, you can save all sorts of text—descriptions of AppleLink departments, calendar and schedule information, opinions posted on message boards, articles from libraries, on-line chats.

In general, you should prepare a disk to receive these files and then set up a prefix leading to that disk. (The prefix is the first part of a pathname. A pathname is a series of names that leads the operating system to a disk, then to a subdirectory if any, and finally to your file.) To set the prefix, see "Creating Pathnames and Prefixes" earlier in this chapter.

To download or upload software, see "Downloading and Uploading Files" earlier in this chapter.

## To save a window of text

- Display the text on your screen and follow the prompt to save it.

You may have to wait until you have received all the text.

Usually, you see a keystroke combination with the phrase "Save As."

- Type the full pathname including a filename for the text you wish to save.

- Press Return to accept the pathname you enter.

## To save a clean copy of

- From the menu bar, choose "Save As" from the "File" menu.

- Choose "Open" from the "File" menu.

- Type a filename for the file, including a filename if you wish.

- Press Return to accept the filename you enter.

- Press Command-S to save the file.

- Press Command-Q to quit the program.

- Press Command-S to save the file.





## Glossary

**access:** To make contact. You use a local access phone number to make contact with an access network, which then connects you automatically to AppleLink.

**Administration:** Part of the AppleLink University; go here to sign up for courses, to get advice, and to find out other details about classes.

**APDA™:** The Apple Programmer's and Developer's Association, a group that software developers can join to secure various aids to programming—resource files, utilities, manuals. APDA has an area in the Apple Reference Library.

**Apple Archives:** An area of the Apple Reference Library, containing transcripts from Apple Auditorium events.

**Apple Cafe:** The place to chat with Apple employees, located at Apple Headquarters.

**Apple Collection:** A store full of Apple-labeled items, such as T-shirts, beach towels, and mugs—at Apple Headquarters in the Apple Community, and in the Mall in General Services.

**Apple Community:** The part of the AppleLink on-line world that is devoted to Apple-related products and news. Includes the AppleLink University, Apple Forums, Apple Headquarters, the Industry Connection, the Software Center, the Reference Library, and Calendar and Events.

**Apple Forums:** Places to hear discussions, attend conferences, download software, exchange questions and answers on message boards—all focusing on Apple users and on Apple products and the hardware and software that work with them.

**Apple Headquarters:** A glimpse into life in Cupertino—your place to get tips, news releases, and product information, direct from the folks at Apple.

**AppleLink Conversion Utility:** A program that converts and compresses files for faster uploading and packs several files together for easier transfer. Located in Customer Service in General Services.

**AppleLink University:** On-line courses that help you get the most out of your Apple hardware and software.

**Apple Press Releases:** News releases from Apple Headquarters.

**ASCII:** Acronym for the *American Standard Code for Information Interchange*. This is the code used by AppleLink for transmitting text from your computer through the phone lines to the host computer and back.

**auditorium:** An AppleLink area where you go to hear panel presentations and guest lectures and to attend a wide variety of special events.

**Auto menus:** In Customer Service, you can choose to personalize your version of AppleLink. One of the options is to establish whether menus automatically appear open or closed when you enter an AppleLink department.

**baud:** A measurement of the speed at which signals are transmitted—measured in bits per second. Modems commonly communicate at 300 baud, 1200 baud, 2400 baud, and 9600 baud. AppleLink communicates at 300, 1200, and 2400 baud.



**bit:** A contraction of *binary digit*. The smallest unit of information that a computer can hold or transmit. The value of a bit (1 or 0) represents the result of a simple choice between two alternatives—yes or no, on or off, positive or negative.

**buffering:** Temporary storage of incoming information in a particular place in the computer's memory until it can be processed.

**Calendar and Events:** A department in the Apple Community dedicated to telling you what's upcoming on line; includes a schedule of events and Best Bets.

**card:** A printed circuit board that plugs into one of the computer's expansion slots, allowing the computer to use one or more peripheral devices such as modems, printers, or disk drives.

**CCL:** Short for *Communication Control Language*, a programming language used to create the files that control communication between your computer, the phone system, and your modem.

**chat room:** An area where you can go for conversation with anyone who chances by (a public room) or with only your special friends (a private room). Chat rooms are found all over AppleLink: in clubs, forums, universities, the People Connection, and other departments.

**Classifieds:** Advertisements posted by other members at the Mall in General Services.

**classroom:** One of the areas in the AppleLink University and the Learning Center where courses actually take place. AppleLink University classrooms contain some start-up materials, a library in which you can look up information, a message board on which you can link up with other students, and some finish-up materials.

**close:** To put away a file, menu, or window.

**club:** An association of people interested in pursuing the same interests on line; for example, investing, genealogy, or fantasy games. Clubs are lodged in the Club House in General Services.

**Command key:** The key with an open apple or propeller symbol on it. When pressed at the same time as another key, this key issues a command to the computer.

**Comp-u-store Online:** A catalog of products you can order on line. You go to this store through a gateway at the Mall in General Services.

**conference:** A meeting room where you can participate in structured discussions. The club host, forum leader, or guest speakers usually have the floor, but you can ask a question or make a comment, which is put into a queue.

**Control Panel:** A desk accessory that lets you adjust the Apple IIGS when you set up your equipment to work with AppleLink.

**CR:** Short for *carriage return*. Causes a printer or display device to place the next character at the left margin.

**cursor:** The blinking marker that indicates where what you type will appear on the screen.

**data bits:** In the stream of bits being sent from your computer to a peripheral device or another computer, data bits are the bits that contain meaningful information. They are distinguished from bits used to indicate that a character is about to start, has stopped, or is correct.

**directory:** A list of the contents of a subdirectory or volume (disk). Contains the names, sizes, and types of each file.

**download:** To transfer a file—a document or an application—from the host computer to your personal computer.

**EAAsy Sabre:** A simplified version of the airline reservation system used by travel agents. Lets you book flights, hotel and rental car reservations. In the Mall in General Services.

**echo:** To send each character of your message back to your monitor so you know it's been sent to another computer or to a printer. With AppleLink you do not need the echo.



**Escape:** The Esc key, used to close a window or menu and go back to the menu or window you were in before.

**even parity:** When transmitting a character in binary code (a string of 1's and 0's), the use of an extra bit set to 0 or 1 to make the total number of bits an even number. Used as a means of checking for errors when sending data from your computer to a peripheral device or another computer. Not needed when you sign onto AppleLink.

**Express Yourself:** A message board for discussion of current events, found in the News Room in General Services.

**File menu:** A list of commands letting you identify the disks in your drives (List Volumes); identify the files on a particular disk (Show Catalog); set up a prefix leading to a particular volume (disk) or subdirectory (Set Volume/Subvolume Prefix); create a subdirectory; and delete, lock, unlock, or rename a file.

**Financial District:** A department in General Services. Provides services such as business news, stock quotes on StockLink, and investment information.

**FlashNote:** A private note sent instantly to someone who is currently on line; appears immediately on the recipient's screen.

**forums:** See **Apple Forums**.

**gateway:** A connection through AppleLink to a service such as Comp-u-store Online. These services may work differently than other AppleLink services.

**General Services:** The part of the on-line world devoted to general topics, hobbies, and activities; distinguished from the Apple Community. Includes departments such as the People Connection, the Financial District, the Recreation Center, the Club House, the News Room, the Mall, Customer Service, and the Learning Center.

**gRaFfIt:** A message board on which you can discuss anything from househunting to Elvis gossip. Located in the People Connection in General Services.

**handshake:** A means of establishing communication with a peripheral device or another computer.

**headquarters:** See **Apple Headquarters**.

**Hollywood Hotline:** A service providing the latest show-business news. Located in the Recreation Center in General Services.

**host:** The computer that controls all AppleLink information and communication.

**hourglass:** An icon indicating that you must wait because data is being transmitted between the host computer and your computer.

**icon:** A visual representation of a department, community, or service.

**Identify:** An option available in the Post Office that lets you get information such as the hometown of another AppleLink member.

**Industry Connection:** A department in the Apple Community that puts you in touch with your favorite companies to get answers, read news, see software demos, and attend special events hosted by these organizations.

**key combination:** Two or three keys that, when pressed at the same time, issue a particular command to the computer. For instance, pressing Command-Esc closes all windows and menus currently open.

**Keyword:** A shortcut for moving directly to another location in AppleLink. For instance, after you press Command-K, you could type the Keyword News and go directly to the News Room. A list of Keywords is available from the Apple (Ⓜ) menu.



**jumper:** A block that allows electricity to jump from one contact to another. On the Apple Super Serial Card, this jumper block needs to be set so it points toward the word *MODEM* when you plan to connect the card to your modem.

**library:** An electronic collection in the form of a database. You can search some AppleLink libraries for a particular topic or word; others provide a list of their contents, and you pick a title from that list.

**line feed (LF):** An ASCII character that causes a printer or display device to advance to the next line.

**line length:** The number of characters your printer or display device should put on each line before going on to the next line.

**locate:** An option available in the Post Office that helps you find the location of another AppleLink member who is on line.

**lock:** To prevent a file from being renamed, replaced, or removed.

**log:** A file that keeps a running record of everything said in a particular chat session. Initiated by the command Open Log File on the File menu.

**member:** A participant in the AppleLink Community.

**Member Directory:** A list of everyone who is participating in AppleLink and who has agreed to be listed. Located in the Post Office.

**Members' Online Guide:** Provides detailed advice on how to do almost everything. Located in Customer Service.

**message board:** An area in which you can read messages left by other members, and post your own. Found in most departments of AppleLink.

**modem:** Short for *modulator/demodulator*. A device connected to your computer that translates, or modulates, signals from your computer so they can be sent over telephone lines. It also demodulates the signals transmitted from AppleLink so your computer can understand them.

**network:** Any system that connects a number of computers so their owners can communicate and share information with each other. Telephone access networks like Tymnet or Telenet take messages from your local phone lines and speed them to the AppleLink host computer and back, letting you communicate with Apple owners around the country.

**odd parity:** When transmitting a character in binary code (as a string of 1's and 0's), the use of an extra bit set to 0 or 1 as necessary to make the total number of 1 bits an odd number. Used as a means of checking errors that might creep in when you are sending or receiving information.

**off line:** Not connected to the network. Using AppleLink's Work Offline utilities, you can create memos, handle disks and files, set up your preferences, and get ready to go on line.

**on line:** Connected to the AppleLink network.

**parity:** The sameness of a level or a count, usually the count of 1 bits in each character, used to check errors that might creep in when you are sending or receiving information.

**password:** The code provided to prevent someone from using your account without your permission; provided on your Registration Certificate. You enter the password first time you use AppleLink.

**pathname:** The full name by which an operating system locates and identifies a file. The pathname specifies the path from the disk (volume name), through any subdirectories or folders, to the file itself.



**People Connection:** A department in General Services that is full of on-line activity with other members—conferences, special events, chat areas, parties, and more; houses the Lobby, the Auditorium, public and private rooms.

**People menu:** A menu in the chat area that gives you options for listing, identifying, highlighting, or ignoring other members in the chat area.

**peripheral device:** Any physical apparatus for performing a particular task outside the main circuit board of your computer; thought of as at the *periphery* of the computer. Examples: a modem and a printer.

**Phantasy Guild:** A group of people who like to participate in role-playing adventure games with each other. Located in the Club House in General Services.

**port:** A socket on your computer. For example, your modem usually connects to the port with the image of the telephone over it—the phone port.

**Post Office:** The on-line mail system with branches in every department; lets you send a FlashNote, an electronic mail message, or a file to another member and obtain information about other members with the Locate, Identify, and Search Member Directory commands.

**prefix:** A stored pathname that precedes any subdirectory name or filename you provide.

**ProDOS:** Acronym for *Professional Disk Operating System*, an Apple II operating system created to support subdirectories and large-capacity disks.

**pulse phone:** A rotary-dial phone that gives off pulses on the line, rather than distinct tones as on a touchtone phone.

**Reference Library:** A department in the Apple Community offering technical information, descriptions of software for Special Education, reviews of software, archives of Apple Forums, and information from the Apple Developer's and Programmer's Association (APDA).

**registration:** The process of establishing yourself as a member of AppleLink; involves picking your first screen name and choosing a method of payment.

**Registration Certificate:** The piece of paper you received in the AppleLink package, assigning you a password and registration code.

**RockLink:** A service that delivers the latest information in the world of rock and roll. You'll also find scheduled on-line conferences with performers and writers from all over the world.

**room:** An area where you can go for conversation with anyone who chances by (a public room) or with only your special friends (a private room). You can create your own private rooms, as needed, in the People Connection in General Services.

**save:** To preserve a document by storing it on a disk.

**screen name:** Your handle. The name you go by when you are on line. Can be all or part of your real name or a fictitious name. You can have one master screen name and up to four secondary names.

**serial port:** The connector for a peripheral device that uses data transmitted sequentially, one bit at a time, over a single wire or channel. Examples: the modem port and the printer port on the Apple IIc.

**session:** The period of time during which you are on line.

**sign off:** To disconnect from the AppleLink network.

**sign on:** To connect to the network, going on-line.

**slot:** A narrow socket inside some models of the Apple II for connecting circuit boards that handle communication between the computer and a peripheral device, sending and receiving data through a port, or plug, on the outside of the computer.



**Software Center:** A department in the Apple Community devoted to providing you with public domain software, shareware, and updates.

**Sportslines:** A service within SportsLink, providing reviews, previews, columns, and opinions about sports.

**SportsLink:** An area in which you can find news about sports, message boards, and chat rooms for discussion of hot sports topics. Located in the Club House and the Recreation Center in General Services.

**StockLink:** A service that provides you with quotes on the stocks listed in the *Wall Street Journal*, including current price, volume, open, high, and low prices for the day; the previous day's closing prices; the earnings; and the price/earnings ratio (P/E), dividend, and yield.

**subdirectory:** A file you create to serve as a folder for a number of related documents. The subdirectory has its own list of these documents, a directory within the disk directory. Sometimes known as a *subvolume*.

**subvolume:** A subdirectory. A formatted disk is sometimes known as a *volume*. A volume contains a directory of files, so a subdirectory may be thought of as a subvolume.

**Super Serial Card:** A peripheral card that provides the connection between a serial device and the computer. A serial device sends and receives information sequentially, one bit at a time, over a single wire or channel.

**telephone jack:** An outlet into which you can plug your phone cord or modem cable to send signals out to the phone lines.

**Top Ten:** The ten most popular programs to download from the Software Center.

**touchtone phone:** A telephone with a panel of buttons, instead of a rotary dial; emits distinct pitches, instead of pulses, when you press the buttons.

**university:** See **AppleLink University** or **University of Tomorrow**.

**University of Tomorrow:** An on-line education center that offers you instruction by qualified teachers. Courses are taught in real-time classrooms, and course materials are provided on line.

**unlock:** To remove the restrictions placed on a file when it was locked. An unlocked file can be revised, renamed, replaced, or removed.

**upload:** To transfer a file—either a document or an application—from your personal computer to the AppleLink host.

**user group:** An association of people who share an interest in a particular aspect of computers. You can take part in Apple Forums sponsored by various user groups.

**volume:** A general term referring to an area in which you can store data. If you are using 3.5-inch disks or 5.25-inch disks, each formatted disk is considered a volume. If you are using a hard disk, its manufacturer may provide software to divide its storage area into several smaller areas, each known as a *volume*.



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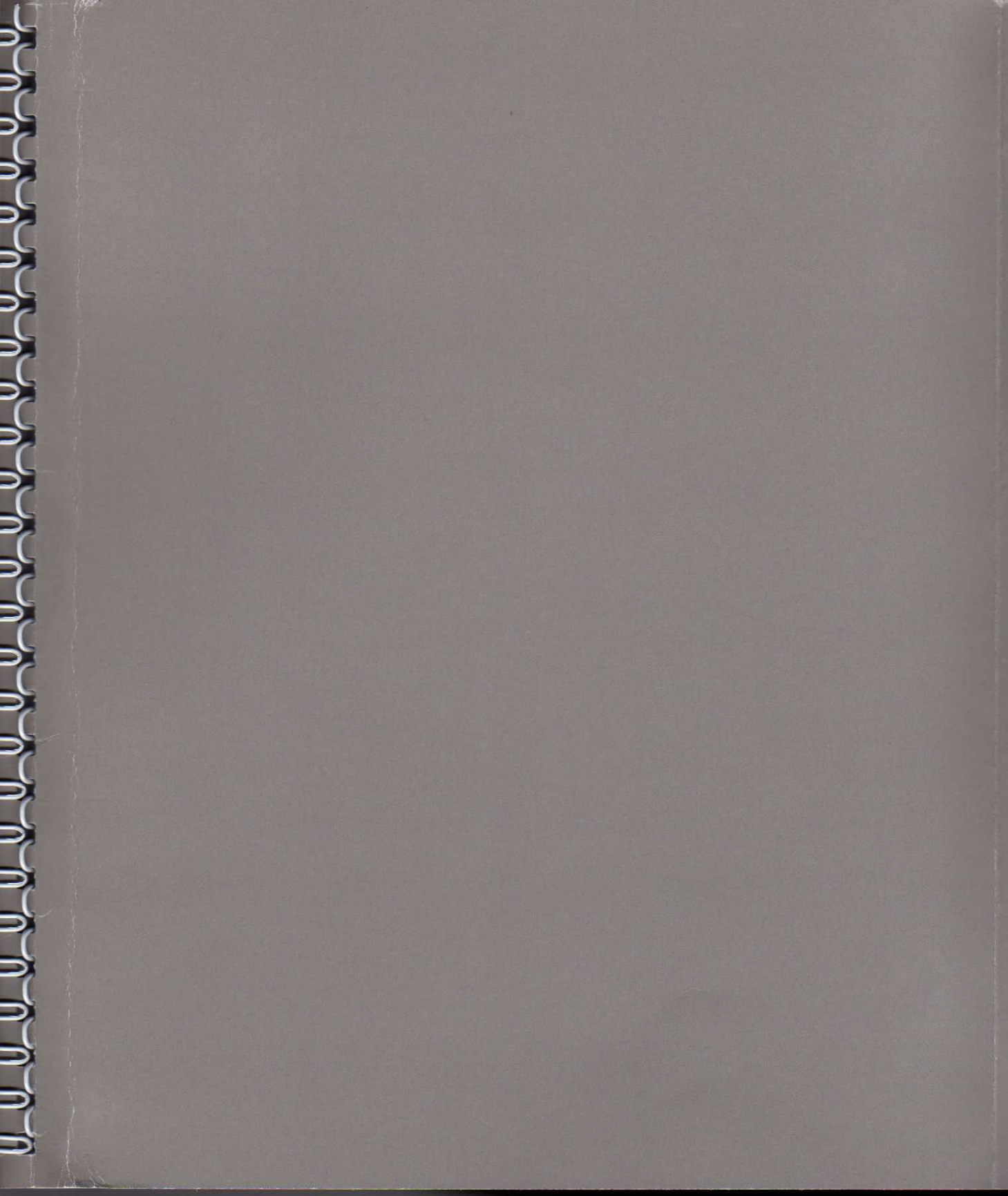
## THE APPLE PUBLISHING SYSTEM

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