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Number 7

BEGINNER'S GUIDE TO THE FINDER

Part 2 - Mousing Around by Steven W. Dishrow

Last time, we looked at the basic concepts behind the IIGS Finder. We also took a brief tour of the options available in the Finder's menu bar. This time, we will look at how to use the mouse to perform some of these same options and several others not available from the menu bar.

Forget The Menu, I Know What I Want...

The menu command that is easiest to duplicate with the mouse is "Close." To close the currently active (i.e. front) window, all you have to do is click the mouse in its close box. The close box is

the small box in the upper-left corner of a window's title bar.

Almost as simple to duplicate is the "Open" command. All you have to do to open an icon with the mouse is double-click on it. That is to say, you move the mouse pointer over the icon you want to open and then you very quickly press the mouse button twice. When you open a disk or folder, the Finder presents you with a window showing the contents of that disk or folder. If you open an application, the Finder shuts down and that application is started up.

This is also known as running or launching an application. When you open a data file, such as an AppleWorks GS word processor document, the Finder shuts down, the application that created the document is started and the

Meeting Notice

The next meeting is
December 16, 1993.
7:30 pm

The topic is still open
for suggestion.

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WAC Journal Editor
Neal Layton

Willamette Apple Connection, Inc.
P.O. Box 7252
Salem, Oregon 97303-0053
Voice phone 838-5870
WAC BBS 363-0861

Board of Directors:

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The regular membership meeting is held on the third Thursday of the month, with a start time of 7:30 p.m.. The meeting is held at:

"the computer store",
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The general public is invited to attend.

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The Board of Directors meeting is held before the regular meeting or as otherwise arranged.

Annual Membership Dues

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The WAC BBS is currently provided at no charge, however if you would like to make a donation to keep the BBS running,

contact:

Neal Layton
P.O. Box 18436
Salem, Oregon 97305

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Copy should be submitted in ANY form you wish. I can read any format from any computer types so if you have something that looks good send it in.

The WAC Journal is published monthly.

Contributing writers are needed, especially for the Who's Who column. This is a member written column dealing with what each individual is doing with their computer, what kind of computer and programs you use, and how long you've had your computer. I can accept your article at any time for this column. Call me!

This newsletter was produced with Appleworks GS and printed on an Imagewriter II.

document is loaded by the application so that you may begin working with it. This is a very handy little feature that most, but not all, IIGS applications support. With some applications, notably AppleWorks GS, you can select several documents in the Finder, open them all at once (by selecting "Open" from the File menu or double-clicking on any one of them), and they will all be loaded when the application is run.

I Want This, And This, And...

So, how do you select icons? Good question! Using the options available in the Finder's menus, all you can do is "Select All."

When you pick this option, every icon in the currently active window will be selected.

If there are no windows open, all of the icons on the desktop will be selected.

While this all or nothing approach has its uses, selecting icons with the mouse is much more flexible.

To select a single icon with the mouse, you simply move the pointer on top of the icon and click the mouse button once. When selected, the colors in the icon will invert (black will become white and everything else will become black) so that you can tell the icon is selected. Selecting multiple icons with the mouse is only slightly more complex. (Note that when you select multiple icons, they must all be in the same window, or they must all be on the desktop.) The first way to do this is called shift-clicking. All this means is that you hold down either of the <shift> keys while clicking the mouse on each icon you want to select. As long as you hold down the <shift> key, each icon you click on will be added to the set of selected icons. If you let

up on the <shift> key and then select an icon, that icon will be selected but all of the other icons will be deselected. The second way to select multiple icons is to "draw" a box around them with the mouse. To do this, simply click the mouse somewhere in the window (or on the desktop) that there isn't an icon and, while holding down the mouse button, move the mouse towards the icons you wish to select. Moving the mouse while holding down the mouse button is known as dragging. As you drag the mouse, you will see a box form. One corner of this box will be anchored at the spot you originally clicked the mouse. Now all you have to do is continue dragging the mouse until the box encloses all of the icons you want to select. When it does, release the mouse button and all of the icons in the box will be selected. While both of these methods offer a great deal of flexibility, it is still possible to accidentally select an icon that you didn't want. But, this too is a simple thing to fix. To deselect unwanted icons, simply hold down the <shift> key and click on the offending icon. It will be deselected without affecting the rest of your selected icons. To deselect all selected icons, just click the mouse on a spot where there are no icons. Now that we know how to select icons, let's talk about some of the things you can do to them.

A File By Any Other Name...

One of the most useful things you can do to a selected icon is rename it. To rename an icon, deselect any icons you might already have selected and select the icon you want to rename. Then, simply type the new name for the icon. If you make a mistake, you can use the standard editing keys (arrows, delete, etc.) to fix it. When you have the file name the way

you want, press the <return> key and the file will be renamed. Note that except for disk icons, icons on the desktop (i.e. not in a window) can not be renamed. To rename an icon that is on the desktop, you must first select it and then use the "Put Away" option in the File menu to return it to its appropriate window.

Copying Things

Another handy feature of the Finder is its ability to copy files and disks. This is especially true when you consider that the Finder is the only program currently available (that I know of) that can copy files that have Resource Forks. [Editor's note - this article was written right after System Software v5.0 came out. There are now several utilities that can copy Resource Forks (Wings, ProSel 10, etc.). Unfortunately, Copy II+ is still not one of them.) A Resource Fork is a portion of a file that contains commonly used items such as menus, window definitions, text, etc.

Other copy programs will simply ignore the Resource Fork (not good!) when making a copy or they will just stop dead in their tracks and refuse to even try to copy the file (Copy II+ version 9 is one such program).

To copy a file or files with the Finder, simply select the icon(s) of the file(s) in question, click the mouse button on the newly selected icon(s) and drag the icon(s) until it is over the window or disk that you want it (them) to be copied to. If you are copying files to a disk, the disk icon will turn black when the mouse pointer is on top of it. Then, you simply let go of the mouse button and the files are copied.

Note that if you try to copy files to the same disk that they are already on, the files will be moved, not copied. If you want to have more than one copy of a file on a disk, select the file's icon and then pick the "Duplicate..." option from the File menu. This will make a copy of the file in the same window. You can then move the copy to another window on the disk.

Copying disks is done in much the same way. You simply select the icon of the disk you want to copy and drag it on top of the icon of the disk you want to copy it to.

In either case, the Finder has several different options that you can use to affect how files and disks are copied. The Finder will automatically present you with these options when appropriate, or you can access them ahead of time by holding down the <option> key before you begin dragging the icons to the target window or disk. These options are fairly self-explanatory, so I'll let you explore them on your own.

Kill It!

One of the last truly useful things you can do to icons with the mouse, is to delete them. To do this, simply select the icons of the files you want to kill and drag them over to the icon of the Trash can. The Trash can icon will turn black when the mouse pointer is on top of it. At this point, release the mouse button. All of the selected files will be removed from the window they were in and the Trash can will "bulge" to show that there are files in it that are waiting to be deleted. At this point, you can do one of several things:

1) If you want to get rid of the files immediately, simply select the "Empty Trash" option from the Special menu and the files will be physically removed from the disk. You won't be able to

get them back.

2) You can get the files out of the Trash by opening the Trash can icon (by double-clicking on it), selecting the icons of the files that you want to get back, and then choosing the "Put Away" option from the File menu. This will return the icons to the window that they originally came from. They will not be deleted.

3) Ignore the silly thing. If you know that you want to get rid of the files in the Trash, but you don't want to be bothered with actually moving the mouse or typing Open-Apple-T, the Finder will eventually delete whatever is in the Trash. Over the course of a few years, this feature, combined with a programmable TV remote control can cause you to gain about 25 lbs.

Another thing you can drag into the Trash is diskettes. When you drag a disk icon into the Trash, the Finder closes all of the open windows associated with the disk and ejects the disk from the drive. The disk's icon is also removed from the desktop. Nothing is deleted. This is simply a way to get the disk out

of the drive and clean up the desktop. If the disk is a 5.25" disk, its windows are still closed and the icon is still removed from the desktop, but you have to physically remove the disk from the drive yourself. This is different from the "Eject" menu command. When you use "Eject," all of the disks' windows and its icon remain on the desktop. They are simply shaded to indicate that the disk is not currently in any drive. It's also important to note that you can not drag a hard disk or RAM disk icon into the trash.

The Final Chapter

Well, that should be quite enough to hold you for a while. In our final installment of the Beginner's Guide to the Finder, we'll take a look at some tips and tricks you might not know about, including everything you wanted to know about how those silly icons work!

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Merry Christmas

Happy Holidays



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BBS News

By Neal Layton

Well there really isn't much to report in the BBS world this month. The only thing I might mention is that with Santa stopping by soon it might be wise to add a modem to your christmas wish list. Or if you happen to be one of Santa's little helpers you might look into the possibility for someone else. However by the time most of you read this it will be a little late to use mail order to get the best prices in time for delivery for Christmas Day.

Perhaps a New years present!

The next half of this article is a plea for help!

I've done the newsletter for 7 issues now (counting this one). Please don't get me wrong I like doing the newsletter and I volunteered to do it. I will continue to do it for as long as it takes until someone else volunteers to put in a turn. However not once in the last year has anyone (except Roger Hanthorn, a new member) offered to write an article for the newsletter. The club is run by volunteers and I'm only suggesting that if you enjoy the club as much as I do, to volunteer. Do anything!! Write an article or volunteer to give a presentation at the meeting. I feel if we don't get more help we will be in trouble soon. Besides it's fun to help and get involved. Besides look at the fun you've had already, it's time to give something back. --Neal

Membership Application
Willamette Apple Connection, Inc.
An Apple II & Compatible User Group
P.O.Box 7252 Salem, OR 97303-0053
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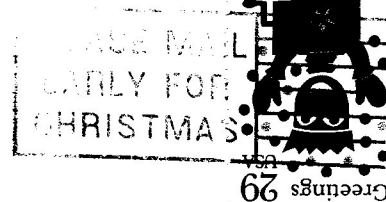
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Willamette Apple Connection, Inc.
P.O.Box 7252
Salem, OR 97303-0053



TO:

Lawrence Tucker
P.O. Box 8
Monmouth, OR 97361-0008