

DiskTop™

For Apple® Macintosh® Systems



by Gil Beecher
& Don Brown

New version 3.0.3



CE Software

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DiskTop

by Gil Beecher

LaserStatus and **Widgets** by Donald Brown



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I Never Read Manuals

If you're an experienced Macintosh user, and never read the manuals anyway, here's what you need to do to get started right away:

- 1. A Macintosh 512E, Plus, SE or II.** You will need a Macintosh with the 128K ROMs to run DiskTop.
- 2. Double-click on Readme.** This gives you the latest and greatest about the programs and examples on the disk.
- 3. Install the DiskTop DA in your system file(s) using Font/DA Mover.** You may encounter errors since this DA is so large, if so see **Chapter 8: Troubleshooting.**
- 4. Copy the DiskTop.INIT file to your system folder.** You can now open DiskTop by pressing ⌘-Shift-Option-D. (You can change this opening key sequence from the Preferences menu in DiskTop.) Note: Do not do this step if using the program QuicKeys™.
- 5. If you have a LaserWriter, install the LaserStatus DA in your system file(s) using Font/DA Mover.** Don't use this DA at the same time as Chooser, or when the LaserWriter is turned off; details of why are in **Chapter 3: Using LaserStatus.**
- 6. Copy the Widgets program onto your working disk(s).**
- 7. Put away your master disk with this manual someplace where you can find them again.** You never know when you'll need help. After using the programs for a while, you still may find the the Reference section (Chapters 5-7) useful.
- 8. Have fun using DiskTop, LaserStatus and Widgets.** If you encounter problems, remember where the manual is.

Important Note

Please do **not** give away copies of this manual, or DiskTop 3.0 or later, or Widgets, or LaserStatus. These are only for you. We are glad you have chosen to pay for this software, and have included the bonus desk accessory, LaserStatus, and the bonus program, Widgets, as our way of saying "Thanks!" So please don't give them to anyone.

For friends who want to try out DiskTop, various BBS and user groups have DiskTop 1.0 and DiskTop 1.2. These are shareware versions of DiskTop and are for your friends to try. If they like it enough to pay for it, we'll send them the current version of DiskTop, their own manual and the bonus programs.

Fine Print

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Chapter 1: Getting Started

Equipment Requirements

What's on the Disk

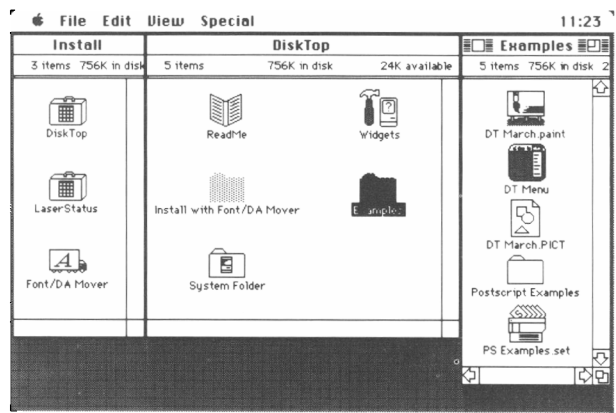
DiskTop™ and LaserStatus™ are desk accessories which you will install using Apple's Font/DA Mover program following the easy steps described below. Once installed, DiskTop and LaserStatus will always be available under the Apple menu when you're using a system disk on which you have installed them. Widgets™ is a normal application program that you can copy to other disks and use as you would any application program.

To run DiskTop and Widgets, you can use a 512E, a Macintosh Plus, a Macintosh SE or a Macintosh II.

To run LaserStatus, you will also need a LaserWriter.

The DiskTop distribution disk includes the desk accessory files **DiskTop** and **LaserStatus**, the program **Widgets**, the **DiskTop.INIT** file (a **Read Me** file, and a number of examples - a downloadable laser font, a sample DiskTop menu, a sample LaserStatus set, a paint and a PICT file for use with Widgets, a startup screen, and a set of PostScript example files. The distribution disk also contains the **Font/DA Mover** program from Apple Computer, Inc., and a System Folder.

The DiskTop disk is a system disk, so you can use the disk to startup your Macintosh™. (It is also an 800K disk, so if you do not have an 800K drive, please contact CE Software for instructions on how to return it for two 400K disks.) When you open the DiskTop distribution disk, this is what you should see:



Installing DiskTop and LaserStatus

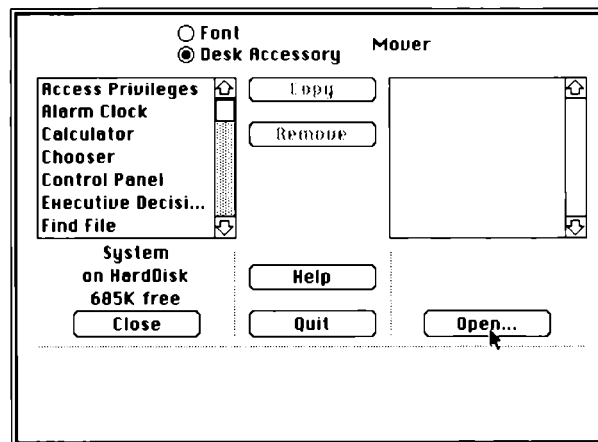
Hard Disk Installation

If you pull down the Apple menu, you will find DiskTop and LaserStatus already installed. So try them out before installing them on your system disks.

Installing DiskTop (and LaserStatus, if you have a LaserWriter) is fairly simple. The hard disk instructions and the floppy instructions are similar, and you may want to read them both.

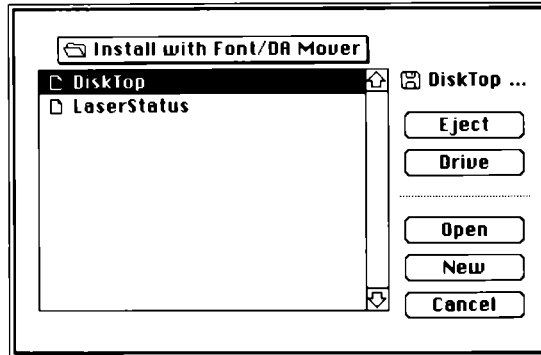
If you want to keep copies of the installation files on your hard disk, copy the DiskTop and LaserStatus desk accessory files, the DiskTop.INIT file (this file not needed if using QuickKeys) and the Font/DA Mover to your hard disk. Otherwise, if you want to install from the floppy, be sure to lock the master disk or, better yet, make a copy.

If your hard disk is not the current system disk, follow the instructions under **Floppy Disk Installation**. If your hard disk is the current system disk, just double-click on the Font/DA Mover (FDAM), whether it's on the floppy or on your hard disk, and hold down the Option key until the Font/DA Mover window appears (this tells FDAM that you want to see desk accessories). FDAM will show the following window:

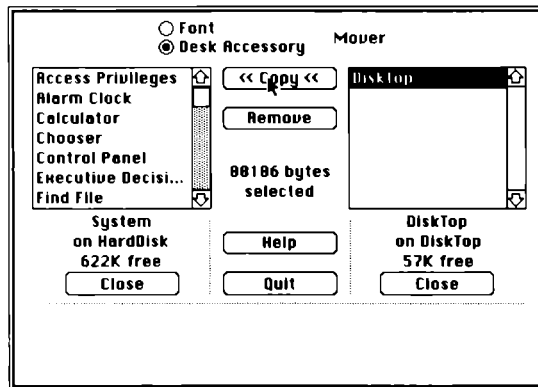


The desk accessories already in your System file will be showing in the left-hand window. If fonts are showing, just

click on the Desk Accessory button at the top. Then click on Open, and you will get an open dialog:



Find where you put the DiskTop DA file, select it, and click on Open. DiskTop will appear in the right-window.



Select DiskTop in the window and the Copy button will become enabled, with arrows pointing toward the System file. Click on Copy and DiskTop will be installed. If you have any problems, see **Chapter 8: Troubleshooting**.

To install LaserStatus, follow the same procedure, except open the LaserStatus DA file.

To install DiskTop.INIT (this file not needed if using QuicKeys) simply drag the file into the system folder of your startup disk. The next time you startup your Macintosh,

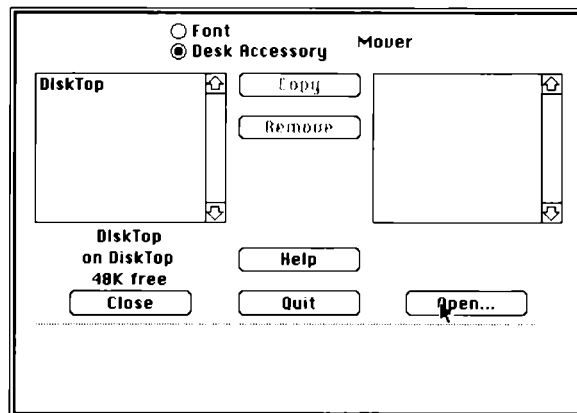
Floppy Disk Installation

you can open DiskTop by pressing ⌘-Shift-Option-D. (You can modify this opening key sequence within DiskTop.)

First, you should make a copy of the DiskTop disk, so in case anything goes wrong you'll still have the master disk. To do this, lock the DiskTop disk by sliding the write protect tab so that you can see through the little hole. Then drag the DiskTop disk icon onto the icon of a blank disk. After you've made the copy, put away your DiskTop master disk.

Second, decide in which system disks you want to install DiskTop. You'll need at least 90K free on the disk (DiskTop is a large desk accessory because it does so much, as you'll find out later). DiskTop.INIT requires only 6K and LaserStatus needs 20K free. Apple recommends that all system disks have at least 55K free, so be sure you leave room on the disk after installing. The following instructions are for installing DiskTop, but to install LaserStatus, just follow the same steps.

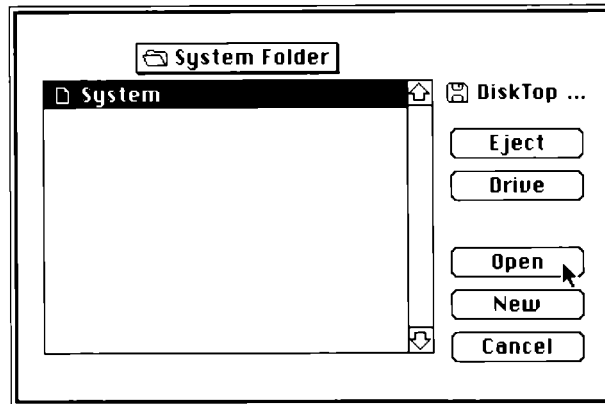
To begin, double-click on the DiskTop suitcase icon. This will open the Font/DA Mover. This is the screen you will see:



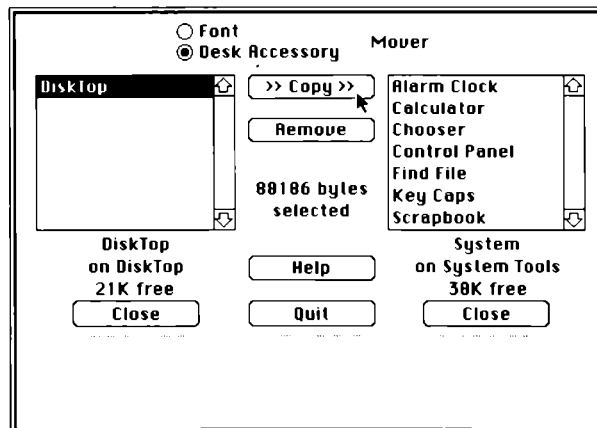
If instead of opening the DiskTop icon, you opened the Font/DA Mover, it will be set on Font and have the current System in the left window. Just click on the Close button under the System file window and click on the Desk

Accessory button. Then click on the Open button under the left hand window and use the buttons in the open dialog to find DiskTop or LaserStatus.

Click on the Open button under the right window, then use the buttons in the following dialog box to locate the System file in which you wish to install DiskTop:



Your system folder may be also named "System," so make sure what you are opening has a document icon and not a folder icon. Once you locate the System you want, click Open. Back in the Font/DA Mover window, click on DiskTop so that it is highlighted, as in the following example:



Now, with DiskTop selected on the left, and the System file

Installing Widgets

you want to install it in on the right, click on the Copy button and Font/DA Mover will install DiskTop for you.

To install LaserStatus, follow the same procedure, except open the LaserStatus DA file.

To install DiskTop.INIT (this file not needed if using QuickKeys) simply drag the file into the system folder of your startup disk. The next time you startup your Macintosh, you can open DiskTop by pressing ⌘-Shift-Option-D. (You can modify this opening key sequence within DiskTop.)

To use DiskTop, just shut down and restart your Macintosh with the System disk on which you installed it. You're now off and running.

Widgets is a lot easier to install. In fact, it's hardly worth calling it "installing," since all you have to do is drag the Widgets icon onto the disks you want to have the program.

Since most of the things Widgets does are not the kinds of things you do everyday, you may even want to have a special Widgets disk. The easiest way to accomplish this is to use the copy of the DiskTop disk you made before installing DiskTop. Then whenever you want to do something Widgets will do for you (printing Laser thumbnails, for example), just use your DiskTop disk.

Remember, *never* use your DiskTop master disk. Just in case.

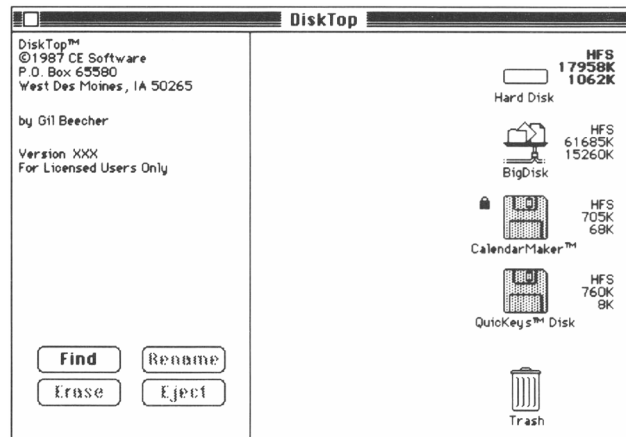
Chapter 2: Using DiskTop

DiskTop is something like having the Finder available in a desk accessory. Many of the functions you can perform in the Finder can also be done using DiskTop.

What does this mean to you? It means you can get things done while you stay in whatever application you are using, like copying files, creating folders, moving files and deleting files. No more trips back to the Finder just to make room on a disk.

With a Finder substitute program like PowerStation™, DiskTop makes up part of a team that replaces the Finder completely, and gives you even more power and flexibility (and speed) than the Finder ever could.

When you first open DiskTop (by selecting it from under the Apple menu or, if you've installed DiskTop.INIT by pressing ⌘-Shift-Option-D) you get a window that looks very much like the desktop you see when in the Finder, with the disks in the upper right corner and the trash in the lower right corner. We will call this "the desktop" (note the lower case).



Unlike the Finder, however, DiskTop tells you what kind of disk each is (HFS or MFS), how many bytes are used on each disk, and how many bytes of storage are left on each disk. DiskTop also shows how much memory is free in the lower left corner of the window.

Disk Maintenance

Ejecting Disks

Unmounting Disks

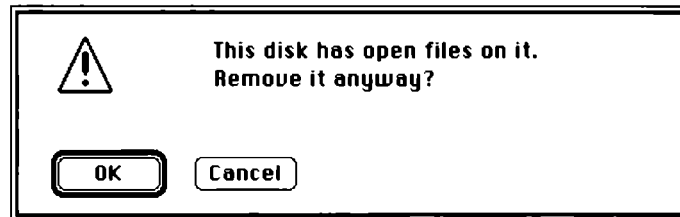
DiskTop provides most of the same disk maintenance functions as the Finder, but does some things a little differently.

Like the Finder, DiskTop has an eject command. But DiskTop's eject is a button instead of a menu item. Select a floppy disk icon and click on Eject or press ⌘-E. The disk will eject and become dimmed. If a hard disk is selected, the Eject button will be dimmed.

To eject a floppy disk and unmount it (remove it from the desktop), drag the disk icon to the trash icon (or press ⌘-Shift-E or press Option and click the Eject button).

You can also unmount hard disks this way, but since hard disks cannot be remounted except with special programs or by restarting the Macintosh, DiskTop will ask if you're sure.

Whether it's a floppy disk or a hard disk, DiskTop will warn you if there are open files on the disk with the following dialog box:

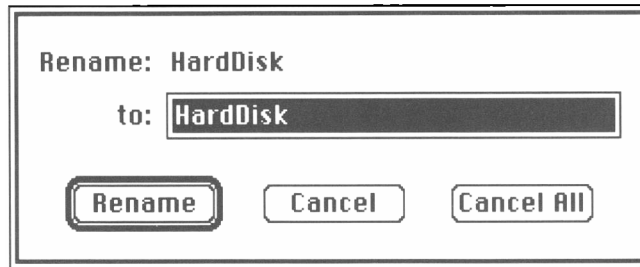


It is probably **not** a good idea to say OK, since the files that are open could be damaged.

DiskTop will not unmount the current system disk, or the disk which has the current application program.

Renaming Disks

To rename a floppy disk or a hard disk, just select it and click on Rename or press ⌘-R, and DiskTop will ask you for the new name in the following dialog box:

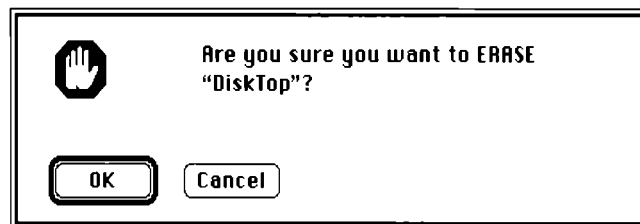


Type in the new name and click on Rename (or press Return or Enter), and the disk will be renamed.

NOTE: Some applications keep track of their files by disk name, so renaming is best done in the Finder or a Finder substitute.

Erasing Disks

To erase a floppy disk or a hard disk, just select it and click on Erase. DiskTop will ask if you're sure with the following dialog box:



Double-check before you click on OK or press Return. If you do go ahead, DiskTop erases the disk. (DiskTop does *not* initialize the disk, so you cannot change a single-sided floppy into double-sided or vice versa.)

If the disk has open files, DiskTop will tell you and ask if you still want to erase it. Be very sure before you click on OK.

If the disk is the current system disk, DiskTop will tell you and will not erase it.

Copying Disks

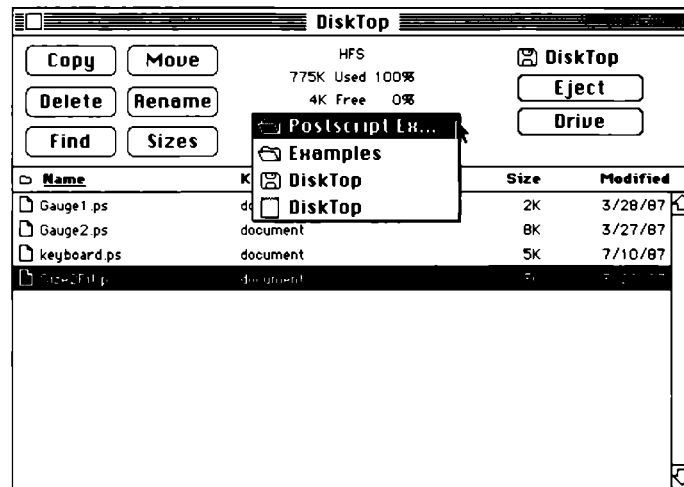
DiskTop doesn't exactly copy disks, but it will copy all the files on one disk to another. See the explanation under **Copying Files/Folders** below.

Finding Files

There are two ways to find a particular file or folder using DiskTop.

You Find It

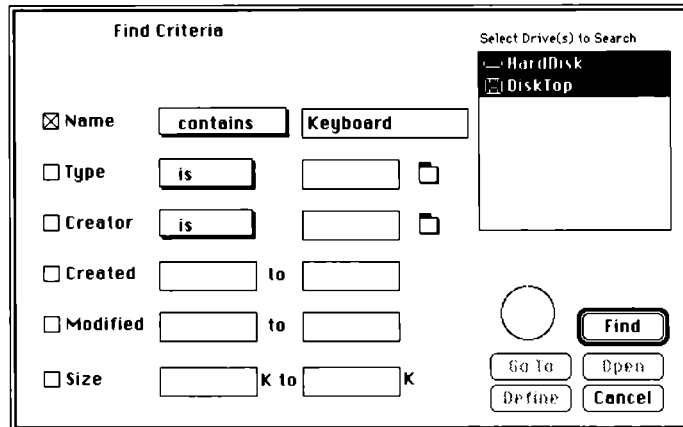
The first (and more difficult) way is to double-click on a disk icon to open it (just like you would in the Finder). (You can also select the disk and then press Return or Enter, or select the disk and then press ⌘-O to open the disk icon.) After doing this, you get a window that looks like a Finder "View by Name" window, which we will call "the Files Window." You can locate files or folders by viewing and using the scroll bar on the right side. You can also locate files/folders by typing the first few characters of the name of the file/folder to bring that file/folder to the top of the Files Window. Open folders by double-clicking on them (or selecting them and then pressing Return or Enter), until you get to the folder holding the file or folder you are seeking.



Moving backwards up the folder hierarchy works similarly to the dialog boxes for "Open" and "Save" in most applications. Just click on the folder name at top center in the window, and use the resulting "pop-up" menu to move down (which is actually up) the list of folders to the folder you want, or to the main disk directory, or to the disktop.

Let DiskTop Find It

The easier way is to click the Find button (in the lower left corner on the dsktop or the upper left of the DiskTop Files Window) or press ⌘-F. You will get the following dialog box:



The dialog box is titled "Find Criteria". It contains several search criteria with checkboxes and text entry boxes. The "Name" criterion is checked, with a pop-up menu showing "contains" and a text box containing "Keyboard". Other criteria include "Type", "Creator", "Created", "Modified", and "Size", each with a checkbox, a pop-up menu, and text boxes. A "Select Drive(s) to Search" section on the right shows a list with "HardDisk" and "DiskTop", where "DiskTop" is selected. At the bottom right, there is a "Find" button, a "Go To" button, an "Open" button, a "Define" button, and a "Cancel" button.

You can choose one or more options for searching for a file or folder:

Name lets you enter text which the file or folder name can "contain," "start with," "end with" or "match exactly." Each of these options is selected using the pop-up menu between Name and the text entry box.

Type lets you enter a file type (e.g. APPL for applications, PICT for Draw files, etc.) that either "is" or "is not" to be matched. (There is a pop-up menu between Type and the text entry box which lets you select either of these options.) In the text entry box you can enter the four letter code for the file type. The pop-up menu to the right of the text entry box lets you automatically enter file types for files with types the same as - Programs (APPL), Paint files (PNTG), Draw files (PICT), or Text files (TEXT). If the file type is not on this menu, simply enter the type in the box. (Folders do not have a type.)

Creator lets you select the four letter code (e.g. MACA for MacWrite, MSWD for MS Word, etc.) for the creator of the file that either "is" or "is not" to be matched. (A pop-up menu between Creator and the text entry box lets you select which option you want to use.) In the text entry box you enter the

four letter code for the file creator. The pop-up menu to the right of the text entry box lets you easily select files with creators the same as - MacWrite (MACA), MS Word (MSWD) and Fonts and Desk Accessories files (DMOV). If the file creator is not on this menu, simply enter the creator in the box. (Folders do not have a creator.)

Created lets you select a time period to find all files and folders created during that period..

Modified lets you select a time period to find all files and folders modified during that period.

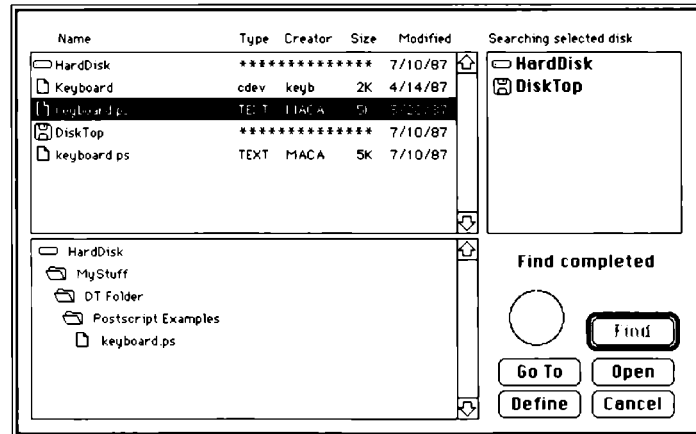
Size lets you specify a range of sizes of files to find. (DiskTop will find folders with this option if size range is set 0 K to 0 K.)

Note: Remember to uncheck any criteria not being used, otherwise undesired results may occur.

When the Find Criteria box first opens, any disks currently mounted will be displayed in the window in the upper right corner. Clicking on one disk will unselect the other disks. Using Shift and Click together allows you to select multiple disks to search.

When you've entered the choices you want and selected the disks you want to search, click on Find (or press Return or Enter) and DiskTop will begin searching the currently selected disk(s). A set of two windows will appear on the left side of the box and a small clock at the lower right will show the progress of the search. (The disk being searched will be highlighted in the window in the upper right corner.) When DiskTop finds a file or files with the set criteria, the file name appears in the top window. As the search continues, each new disk is displayed, followed by any files found on that disk which match the criteria set. (If no files are found, DiskTop will give you a notice to that effect.)

If you want to stop the search, press any key. To resume, press the Continue button (or press Return or Enter).



Once all files have been found, you can find where a file is located by clicking on the filename in the top window. The location of the file will be shown in the bottom window (along with the path to get to it).

Remember that DiskTop only searches the selected disks, and floppies must be in drives in order to be selected. What you're looking for may be on a disk you didn't select, so don't give up until you're sure you have exhausted all possibilities.

Once you have found the file you are seeking, clicking on Open will attempt to open the file. If the file is a document for an application on any of the currently mounted disks, DiskTop will launch to that program and file. If it is a document for an application not on a mounted disk, you will get a dialog box asking you to find the application program. (You will need to insert the disk with the proper application for the file to be launched.) Clicking on Go To (or pressing ⌘-G) will cause DiskTop to open the Files Window to the folder containing the file you found, and you can then perform any of the functions described below. Clicking on Define (or pressing ⌘-D) will let you define new search criteria. Clicking on Cancel (or pressing ⌘-.) will quit the Find.

File/Folder Maintenance

Selecting Files/Folders

Besides handling disks, and being able to find things, DiskTop provides most of the same file and folder maintenance functions as the Finder. Some things DiskTop does are slightly more complicated than the way the Finder does them since you can't just drag files and folders to move or copy them, but it isn't too much harder, and you get some extra options.

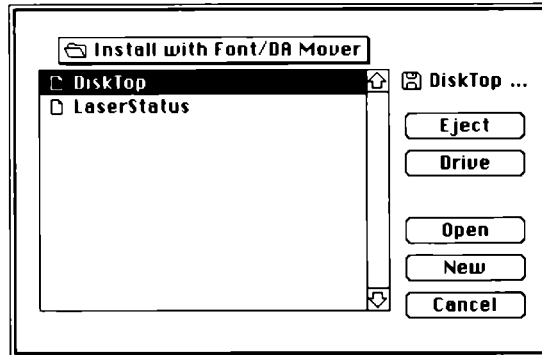
DiskTop will perform many operations on files and/or folders but you always begin by selecting the file(s) and/or folder(s) you want. This involves a three step process.

First, you need to be in the Files Window. From the DiskTop you can get there by double-clicking on a disk icon (or selecting the disk icon and then pressing ⌘-O, or selecting the disk icon and then pressing Return or Enter), or by using Find (described above under **Finding Files**) and then clicking on Go To when you locate the file. If your preferences are set to "Show Files" you will automatically be in the Files Window when you open DiskTop from the Apple menu.

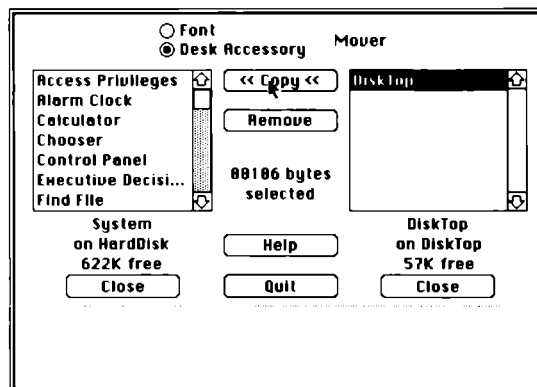
Second, you need to locate the file(s) or folder(s) you want to copy. For files or folders, you can find them yourself or use the Find button available on the desktop or in the Files Window.

Third, you need to select the file(s) and/or folder(s). On Macintoshes with cursor keys, you can use the up and down arrows to move up and down in the Files Window until you find a file or folder you want to copy. For a multiple copy, you can hold down the Shift key while selecting a file or folder with the mouse to add a file or folder to the selection (this is called shift-clicking). Shift-clicking on an already selected file or folder will unselect it without disturbing the other selected files or folders, if any. To select several files and folders in a row, hold down the Shift key and drag through the names. And to select all files and folders in the current window, press the ⌘ and A keys simultaneously.

click on the Desk Accessory button at the top. Then click on Open, and you will get an open dialog:



Find where you put the DiskTop DA file, select it, and click on Open. DiskTop will appear in the right-window.



Select DiskTop in the window and the Copy button will become enabled, with arrows pointing toward the System file. Click on Copy and DiskTop will be installed. If you have any problems, see **Chapter 8: Troubleshooting**.

To install LaserStatus, follow the same procedure, except open the LaserStatus DA file.

To install DiskTop.INIT (this file not needed if using QuicKeys) simply drag the file into the system folder of your startup disk. The next time you startup your Macintosh,

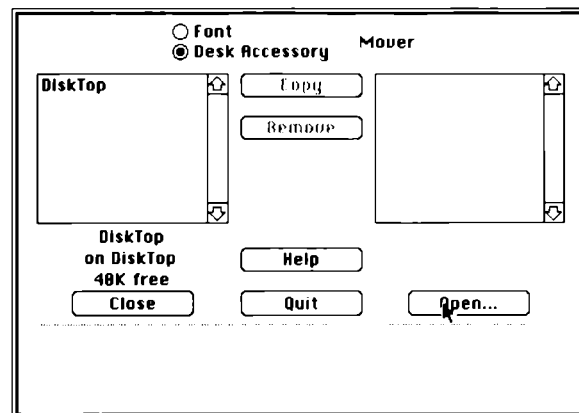
Floppy Disk Installation

you can open DiskTop by pressing ⌘-Shift-Option-D. (You can modify this opening key sequence within DiskTop.)

First, you should make a copy of the DiskTop disk, so in case anything goes wrong you'll still have the master disk. To do this, lock the DiskTop disk by sliding the write protect tab so that you can see through the little hole. Then drag the DiskTop disk icon onto the icon of a blank disk. After you've made the copy, put away your DiskTop master disk.

Second, decide in which system disks you want to install DiskTop. You'll need at least 90K free on the disk (DiskTop is a large desk accessory because it does so much, as you'll find out later). DiskTop.INIT requires only 6K and LaserStatus needs 20K free. Apple recommends that all system disks have at least 55K free, so be sure you leave room on the disk after installing. The following instructions are for installing DiskTop, but to install LaserStatus, just follow the same steps.

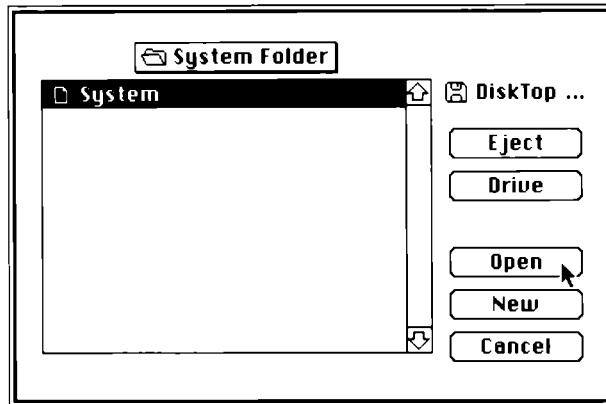
To begin, double-click on the DiskTop suitcase icon. This will open the Font/DA Mover. This is the screen you will see:



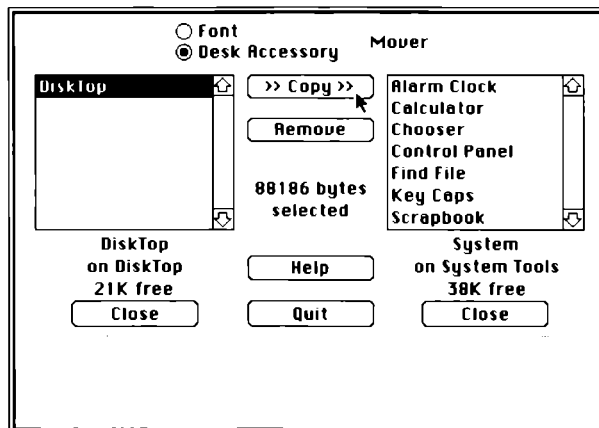
If instead of opening the DiskTop icon, you opened the Font/DA Mover, it will be set on Font and have the current System in the left window. Just click on the Close button under the System file window and click on the Desk

Accessory button. Then click on the Open button under the left hand window and use the buttons in the open dialog to find DiskTop or LaserStatus.

Click on the Open button under the right window, then use the buttons in the following dialog box to locate the System file in which you wish to install DiskTop:



Your system folder may be also named "System," so make sure what you are opening has a document icon and not a folder icon. Once you locate the System you want, click Open. Back in the Font/DA Mover window, click on DiskTop so that it is highlighted, as in the following example:



Now, with DiskTop selected on the left, and the System file

Installing Widgets

you want to install it in on the right, click on the Copy button and Font/DA Mover will install DiskTop for you.

To install LaserStatus, follow the same procedure, except open the LaserStatus DA file.

To install DiskTop.INIT (this file not needed if using QuickKeys) simply drag the file into the system folder of your startup disk. The next time you startup your Macintosh, you can open DiskTop by pressing ⌘-Shift-Option-D. (You can modify this opening key sequence within DiskTop.)

To use DiskTop, just shut down and restart your Macintosh with the System disk on which you installed it. You're now off and running.

Widgets is a lot easier to install. In fact, it's hardly worth calling it "installing," since all you have to do is drag the Widgets icon onto the disks you want to have the program.

Since most of the things Widgets does are not the kinds of things you do everyday, you may even want to have a special Widgets disk. The easiest way to accomplish this is to use the copy of the DiskTop disk you made before installing DiskTop. Then whenever you want to do something Widgets will do for you (printing Laser thumbnails, for example), just use your DiskTop disk.

Remember, *never* use your DiskTop master disk. Just in case.

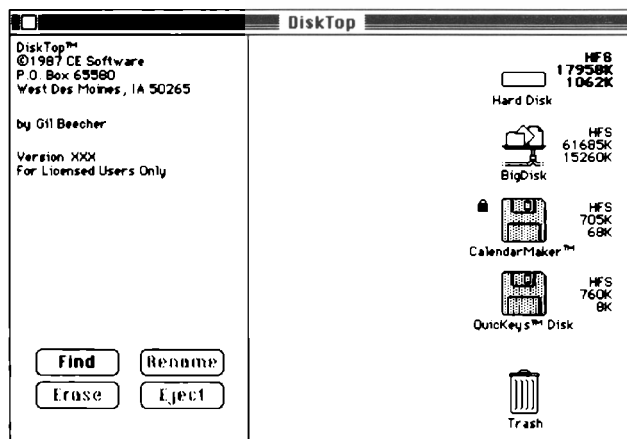
Chapter 2: Using DiskTop

DiskTop is something like having the Finder available in a desk accessory. Many of the functions you can perform in the Finder can also be done using DiskTop.

What does this mean to you? It means you can get things done while you stay in whatever application you are using, like copying files, creating folders, moving files and deleting files. No more trips back to the Finder just to make room on a disk.

With a Finder substitute program like PowerStation™, DiskTop makes up part of a team that replaces the Finder completely, and gives you even more power and flexibility (and speed) than the Finder ever could.

When you first open DiskTop (by selecting it from under the Apple menu or, if you've installed DiskTop.INIT by pressing ⌘-Shift-Option-D) you get a window that looks very much like the desktop you see when in the Finder, with the disks in the upper right corner and the trash in the lower right corner. We will call this "the desktop" (note the lower case).



Unlike the Finder, however, DiskTop tells you what kind of disk each is (HFS or MFS), how many bytes are used on each disk, and how many bytes of storage are left on each disk. DiskTop also shows how much memory is free in the lower left corner of the window.

Disk Maintenance

Ejecting Disks

Unmounting Disks

DiskTop provides most of the same disk maintenance functions as the Finder, but does some things a little differently.

Like the Finder, DiskTop has an eject command. But DiskTop's eject is a button instead of a menu item. Select a floppy disk icon and click on Eject or press ⌘-E. The disk will eject and become dimmed. If a hard disk is selected, the Eject button will be dimmed.

To eject a floppy disk and unmount it (remove it from the desktop), drag the disk icon to the trash icon (or press ⌘-Shift-E or press Option and click the Eject button).

You can also unmount hard disks this way, but since hard disks cannot be remounted except with special programs or by restarting the Macintosh, DiskTop will ask if you're sure.

Whether it's a floppy disk or a hard disk, DiskTop will warn you if there are open files on the disk with the following dialog box:

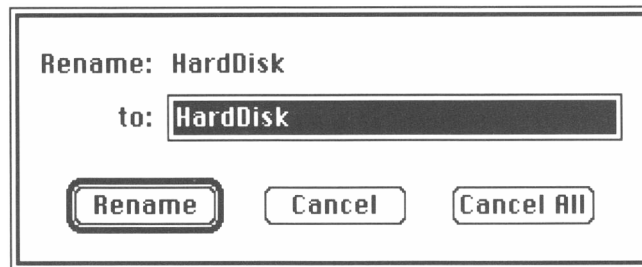


It is probably **not** a good idea to say OK, since the files that are open could be damaged.

DiskTop will not unmount the current system disk, or the disk which has the current application program.

Renaming Disks

To rename a floppy disk or a hard disk, just select it and click on Rename or press ⌘-R, and DiskTop will ask you for the new name in the following dialog box:

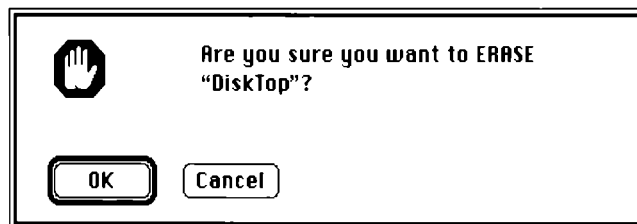


Type in the new name and click on Rename (or press Return or Enter), and the disk will be renamed.

NOTE: Some applications keep track of their files by disk name, so renaming is best done in the Finder or a Finder substitute.

Erasing Disks

To erase a floppy disk or a hard disk, just select it and click on Erase. DiskTop will ask if you're sure with the following dialog box:



Double-check before you click on OK or press Return. If you do go ahead, DiskTop erases the disk. (DiskTop does *not* initialize the disk, so you cannot change a single-sided floppy into double-sided or vice versa.)

If the disk has open files, DiskTop will tell you and ask if you still want to erase it. Be very sure before you click on OK.

If the disk is the current system disk, DiskTop will tell you and will not erase it.

Copying Disks

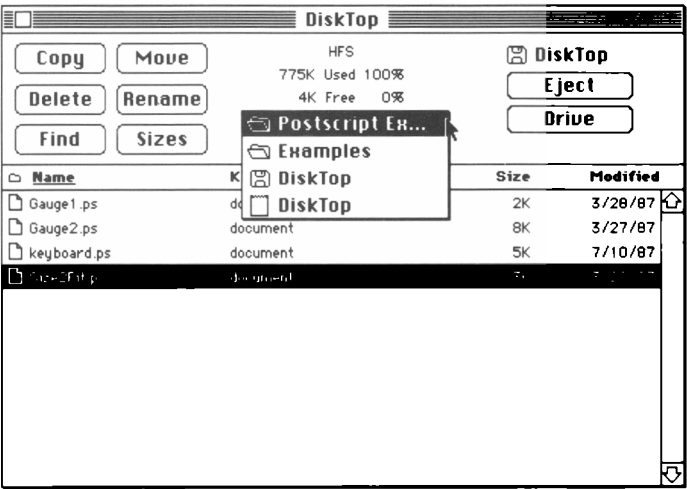
DiskTop doesn't exactly copy disks, but it will copy all the files on one disk to another. See the explanation under **Copying Files/Folders** below.

Finding Files

There are two ways to find a particular file or folder using DiskTop.

You Find It

The first (and more difficult) way is to double-click on a disk icon to open it (just like you would in the Finder). (You can also select the disk and then press Return or Enter, or select the disk and then press ⌘-O to open the disk icon.) After doing this, you get a window that looks like a Finder "View by Name" window, which we will call "the Files Window." You can locate files or folders by viewing and using the scroll bar on the right side. You can also locate files/folders by typing the first few characters of the name of the file/folder to bring that file/folder to the top of the Files Window. Open folders by double-clicking on them (or selecting them and then pressing Return or Enter), until you get to the folder holding the file or folder you are seeking.



Moving backwards up the folder hierarchy works similarly to the dialog boxes for "Open" and "Save" in most applications. Just click on the folder name at top center in the window, and use the resulting "pop-up" menu to move down (which is actually up) the list of folders to the folder you want, or to the main disk directory, or to the disktop.

Let DiskTop Find It

The easier way is to click the Find button (in the lower left corner on the dktop or the upper left of the DiskTop Files Window) or press ⌘-F. You will get the following dialog box:

You can choose one or more options for searching for a file or folder:

Name lets you enter text which the file or folder name can "contain," "start with," "end with" or "match exactly." Each of these options is selected using the pop-up menu between Name and the text entry box.

Type lets you enter a file type (e.g. APPL for applications, PICT for Draw files, etc.) that either "is" or "is not" to be matched. (There is a pop-up menu between Type and the text entry box which lets you select either of these options.) In the text entry box you can enter the four letter code for the file type. The pop-up menu to the right of the text entry box lets you automatically enter file types for files with types the same as - Programs (APPL), Paint files (PNTG), Draw files (PICT), or Text files (TEXT). If the file type is not on this menu, simply enter the type in the box. (Folders do not have a type.)

Creator lets you select the four letter code (e.g. MACA for MacWrite, MSWD for MS Word, etc.) for the creator of the file that either "is" or "is not" to be matched. (A pop-up menu between Creator and the text entry box lets you select which option you want to use.) In the text entry box you enter the

four letter code for the file creator. The pop-up menu to the right of the text entry box lets you easily select files with creators the same as - MacWrite (MACA), MS Word (MSWD) and Fonts and Desk Accessories files (DMOV). If the file creator is not on this menu, simply enter the creator in the box. (Folders do not have a creator.)

Created lets you select a time period to find all files and folders created during that period..

Modified lets you select a time period to find all files and folders modified during that period.

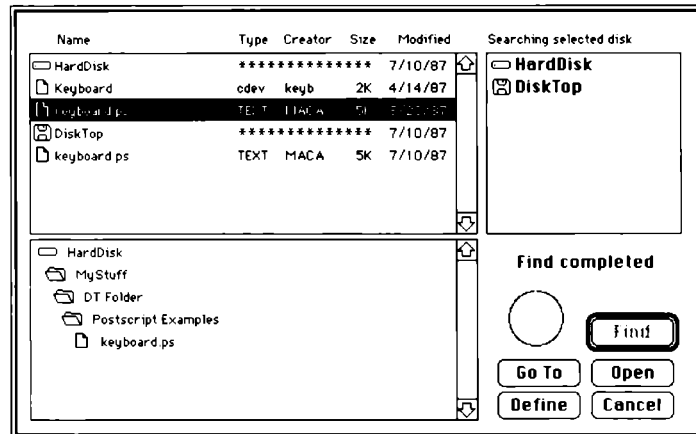
Size lets you specify a range of sizes of files to find. (DiskTop will find folders with this option if size range is set 0 K to 0 K.)

Note: Remember to uncheck any criteria not being used, otherwise undesired results may occur.

When the Find Criteria box first opens, any disks currently mounted will be displayed in the window in the upper right corner. Clicking on one disk will unselect the other disks. Using Shift and Click together allows you to select multiple disks to search.

When you've entered the choices you want and selected the disks you want to search, click on Find (or press Return or Enter) and DiskTop will begin searching the currently selected disk(s). A set of two windows will appear on the left side of the box and a small clock at the lower right will show the progress of the search. (The disk being searched will be highlighted in the window in the upper right corner.) When DiskTop finds a file or files with the set criteria, the file name appears in the top window. As the search continues, each new disk is displayed, followed by any files found on that disk which match the criteria set. (If no files are found, DiskTop will give you a notice to that effect.)

If you want to stop the search, press any key. To resume, press the Continue button (or press Return or Enter).



Once all files have been found, you can find where a file is located by clicking on the filename in the top window. The location of the file will be shown in the bottom window (along with the path to get to it).

Remember that DiskTop only searches the selected disks, and floppies must be in drives in order to be selected. What you're looking for may be on a disk you didn't select, so don't give up until you're sure you have exhausted all possibilities.

Once you have found the file you are seeking, clicking on Open will attempt to open the file. If the file is a document for an application on any of the currently mounted disks, DiskTop will launch to that program and file. If it is a document for an application not on a mounted disk, you will get a dialog box asking you to find the application program. (You will need to insert the disk with the proper application for the file to be launched.) Clicking on Go To (or pressing ⌘-G) will cause DiskTop to open the Files Window to the folder containing the file you found, and you can then perform any of the functions described below. Clicking on Define (or pressing ⌘-D) will let you define new search criteria. Clicking on Cancel (or pressing ⌘-.) will quit the Find.

File/Folder Maintenance

Selecting Files/Folders

Besides handling disks, and being able to find things, DiskTop provides most of the same file and folder maintenance functions as the Finder. Some things DiskTop does are slightly more complicated than the way the Finder does them since you can't just drag files and folders to move or copy them, but it isn't too much harder, and you get some extra options.

DiskTop will perform many operations on files and/or folders but you always begin by selecting the file(s) and/or folder(s) you want. This involves a three step process.

First, you need to be in the Files Window. From the DiskTop you can get there by double-clicking on a disk icon (or selecting the disk icon and then pressing ⌘-O, or selecting the disk icon and then pressing Return or Enter), or by using Find (described above under **Finding Files**) and then clicking on Go To when you locate the file. If your preferences are set to "Show Files" you will automatically be in the Files Window when you open DiskTop from the Apple menu.

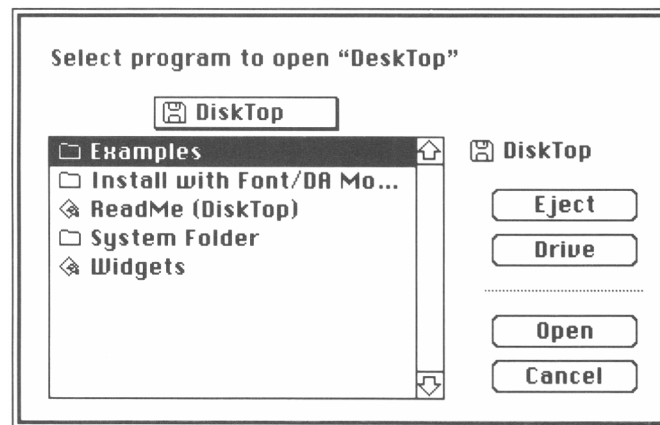
Second, you need to locate the file(s) or folder(s) you want to copy. For files or folders, you can find them yourself or use the Find button available on the disktop or in the Files Window.

Third, you need to select the file(s) and/or folder(s). On Macintoshes with cursor keys, you can use the up and down arrows to move up and down in the Files Window until you find a file or folder you want to copy. For a multiple copy, you can hold down the Shift key while selecting a file or folder with the mouse to add a file or folder to the selection (this is called shift-clicking). Shift-clicking on an already selected file or folder will unselect it without disturbing the other selected files or folders, if any. To select several files and folders in a row, hold down the Shift key and drag through the names. And to select all files and folders in the current window, press the ⌘ and A keys simultaneously.

Launching from the Files Window

All of the files currently on the menu will be shown. Select the one(s) you want to remove by clicking on them (using shift-click for making a multiple selection) then click on OK, and they will be removed. For how to use Widgets for maintaining menus, see **Chapter 4: Using Widgets**.

You can also open any file by double-clicking on it in the Files Window or by pressing ⌘-O with the file selected. If it is an application (which you can see by the APPL file type in the Files Window), DiskTop will launch it. If it is a document whose application is in the DeskTop file, DiskTop will open it. If it is a document whose application is not in the DeskTop file, DiskTop will display the following dialog box:



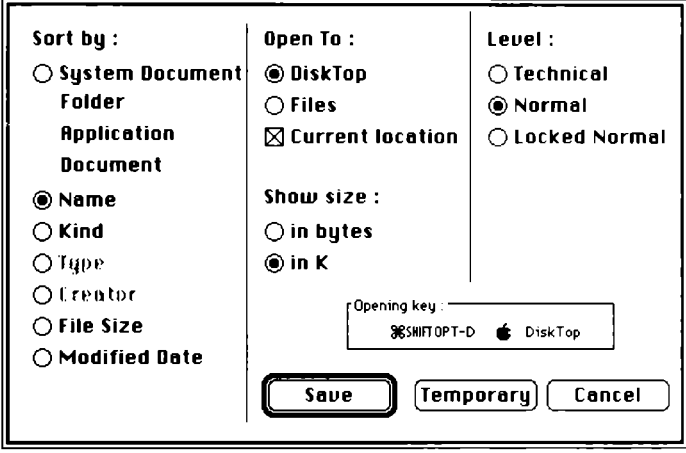
Locate the application to which the document belongs, select it, and click Open (or press Return) and DiskTop will launch it. (You will probably have to insert another disk with the application on it.)

Shutting Down

DiskTop has one last function: Shut Down. Selecting Shut Down from the DiskTop menu causes DiskTop to quit the current application, close all open DAs, giving you an opportunity to save your work, and then shuts down your Macintosh. If you are using System 4.0 or higher, DiskTop uses the new Shut Down method, otherwise it does a standard shutdown. If you are using a Macintosh II, Shutdown will turn it off.

Setting Your Preferences

You can customize DiskTop so it displays things the way you want to see them. If you select "Preferences" from the DiskTop menu, you will get the following dialog box:



The dialog box is titled "DiskTop Preferences" and is divided into three main sections: "Sort by:", "Open To:", and "Level:". The "Sort by:" section has radio buttons for "System Document Folder", "Application Document", "Name" (selected), "Kind", "Type", "Creator", "File Size", and "Modified Date". The "Open To:" section has radio buttons for "DiskTop" (selected), "Files", and a checked checkbox for "Current location". Below this is a "Show size:" section with radio buttons for "in bytes" and "in K" (selected). The "Level:" section has radio buttons for "Technical", "Normal" (selected), and "Locked Normal". At the bottom, there is an "Opening key:" field showing "⌘SHIFT-OPT-D" and an Apple logo icon. Below the field are three buttons: "Save", "Temporary", and "Cancel".

Sort by:

On the left you choose how you want the files and folders to be sorted in the Files Window. The default is alphabetically by name, but you can choose by System Documents first, then Folders, then Applications, then document, or by kind (if Normal level is selected), or by file type or by creator (if Technical level is selected), or by size (largest first), or by modified date (newest first). The order things are displayed in the window is important because DiskTop operates on multiple selections in this order. So selecting by size means that large files will be copied first, for example. As noted in **Files Window**, you can temporarily change the order of the sort by clicking on the menu bar of the Files Window on the item you want for the sort - Name, Size, etc.

Open To:

In the center you select what you want to see when you first open DiskTop: the disktop or the Files Window.

If you select DiskTop, but not "Current location," when you open DiskTop you will be on the disktop, and the default drive will be selected. When you open a disk, it will open to the main disk directory.

If you select DiskTop and "Current location," when you open

DiskTop you will be on the disktop and the current drive will be selected. When you open the disk, it will open to the current folder (the same folder that would show if you selected Open in the current application). If you select Files, but not "Current location," when you open DiskTop you will be in the Files Window showing the main disk directory of the default drive. If you select Files and "Current location," when you open DiskTop you will be in the Files Window showing the current folder.

Show size:

In the center you also choose how you want sizes and space displayed, in bytes or in K (kilobytes: thousands of bytes). In the Files Window you can toggle between these two by pressing Option and then clicking on Size in the menu bar.

Level:

On the right you choose the level you want to use when running DiskTop. Technical is for the experienced Macintosh user. This level shows you the type and creator for each file, and lets you modify the file bits of the individual files in the Get Info window. Invisible files, like the DeskTop, will also be shown. Normal shows you Finder like information in the Files Window and will not let you modify the file bits. You will not see invisible files like the DeskTop in Normal level. Locked Normal will permanently lock DiskTop on the Normal level. (You cannot undo this feature.) You will be given a warning before you permanently save to this feature.

NOTE: Locked Normal was suggested by a network manager who did not want typical users modifying the files on the network server.

IMPORTANT NOTE: If you accidentally select Locked Normal and Save it, you will not be able to change this copy of DiskTop. You will need to remove the changed copy from your System file and then install another copy of DiskTop. (Backup copies can be very important.)

Opening Key:

When DiskTop.INIT is in the system of your startup disk, you can open DiskTop by pressing a set of keys. The DiskTop.INIT on your distribution disk defines this opening key as ⌘-Shift-Option-D. You can change this to whatever key sequence you like by clicking on the key sequence in the Opening key box, which will highlight the old key sequence.

Press the new key sequence and that sequence will now appear in the Opening Key box. When you close the Preferences box, the new key sequence will take effect.

NOTE: If using QuicKeys the "Opening key" box will not be displayed. DiskTop can then be accessed by using a QuicKey command.

NOTE: The key sequence must be keys pressed simultaneously, such as ⌘-Shift-Option-D. You should avoid using a key sequence that you normally use for other programs. For instance, ⌘-D is used by MS Word to change character criteria. If you change DiskTop's opening key to this sequence, you will only be able to open the Character menu item from the menu. The DiskTop opening key sequence overrides your program key commands.

After setting your preferences, click on Save (or press Return) to make them permanent, or click on Temporary to set them just for the current session. The Cancel button is there in case you change your mind.

Chapter 3: Using LaserStatus

LaserStatus is a desk accessory for keeping tabs on your LaserWriter, and for downloading fonts and PostScript™ files to the LaserWriter. When you first open LaserStatus (by selecting it from the Apple menu) a small window is displayed. The window shows the current status of the LaserWriter and has buttons for performing some other functions.



If you're paying close attention, you'll also notice a Downloads menu appear at the right on the menu bar. We'll get to it later.

LaserStatus works on the currently selected LaserWriter. To change LaserWriters, use the Chooser desk accessory. But read the following note first.

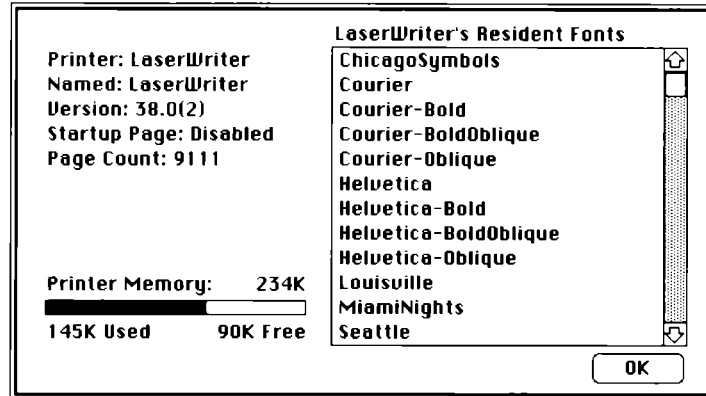
IMPORTANT NOTE: Do not open LaserStatus and Chooser at the same time, and do not open LaserStatus if the currently selected LaserWriter is not available. LaserStatus may not function (and may cause a system bomb) when used with LaserWriter spoolers.

Checking the Status of the LaserWriter

LaserStatus is an excellent way of keeping track of what the LaserWriter is doing. If you have an important document to print, and someone down the hall is printing party invitations, you can politely ask if they'll cancel and let you go ahead of them (if you're the boss, you may not even have to be polite). But if you see someone else printing something important, and you know the document is very long, you will know to wait before trying to print. You can leave LaserStatus on the screen while you are working on your documents, so when you see that the LaserWriter is free, you can start your print job.

Getting Information

The Information button queries the LaserWriter and gathers some interesting facts and displays them for you.



As you can see, it shows the printer type, its AppleTalk name, the ROM version (which also is the PostScript version), whether or not the startup page is enabled, and the page count. Also shown is the memory used and available, which is of interest if you want to use downloaded fonts, and the list of fonts currently resident either in ROM (built in or downloaded) or in memory.

Resetting the LaserWriter

The Reset button does exactly what it sounds like it would do. It resets the LaserWriter just like turning it off and on would do, causing it to spit out the startup page if you still have that enabled. This doesn't sound like something you'd normally want to do, but comes in handy when the LaserWriter starts acting funny, especially when the LaserWriter is in another room.

Resetting also clears out the LaserWriter's memory, which can be important if you're using downloaded fonts, and/or if you're using PageMaker™ along with other applications, since both LaserPrep and Aldus Prep tie up memory. You can use the information gathered with the Information button to determine if resetting the LaserWriter will be beneficial.

Downloading

The major function of LaserStatus is downloading, both fonts and PostScript files.

Fonts

There are many additional typefaces available for the LaserWriter from companies like Adobe, CasadyWare, and Century Software. You can also create your own downloadable LaserWriter fonts using Fontographer™ from Altsys. Not all fonts can be downloaded. The DiskTop distribution disk contains one example of a downloadable font - Chicago Symbols. The text file for that font gives you more information about downloadable fonts.

When using such fonts, there are two ways to get them into the LaserWriter - automatic downloading and manual downloading.

Automatic downloading is the simplest. You put the laser fonts in your system folder, and when the printer driver sees that you need one it automatically downloads it for you at the time it is needed. This is convenient, but is slower than manual downloading and requires that the fonts be in the system folder.

Manual downloading is faster, but until now has required a separate application program which meant you had to quit the program you were running to download the fonts.

With LaserStatus, you can download the fonts immediately before printing the document that needs them, saving time. Not only that, but you can download several fonts at once using LaserStatus Sets (described below). You also get the added advantage that the font files do not have to be in the system folder, making for less clutter.

PostScript Files

PostScript is a very powerful language, and most Macintosh applications do not take full advantage of its capabilities. Some adventuresome people write in PostScript directly, and there are some PostScript programs that come with packages like JustText or available on bulletin board systems that print some amazing things. Programs like Cricket Draw™ and JustText™ will also create PostScript files.

LaserStatus will download these PostScript files to the LaserWriter, so that you do not need to run a separate program to print them. And if the PostScript file requires a downloaded font, LaserStatus can download them together by using LaserStatus Sets (described below).

Creating PostScript Files

You can also create PostScript files from within any program that prints to the LaserWriter. To do this, start to print normally, but when you click OK in the print dialog, hold down the ⌘ and F keys, and you will get a dialog box saying "Creating PostScript File" instead of "Looking for LaserWriter," and the LaserWriter driver will create a PostScript file named "PostScript" (or "PostScript1" if you're using PageMaker) in the default folder (aren't you glad you have DiskTop to find and/or set the default folder?). As soon as it is finished, use DiskTop to rename the file to something more meaningful, both to help you remember what it is and because the LaserWriter driver will write over a file called "PostScript" if it finds one (except with PageMaker, where they will have ascending numbers on the end of the name).

When you download the PostScript file created this way, you must first have printed at least one file normally, so that the LaserWriter is initialized with Laser Prep. (This is not necessary with PageMaker, which includes Aldus Prep in the PostScript file).

If we go back to our example of waiting for someone else's document to print, you can use this capability to create a PostScript file of your document. Then you can run other programs to get other work done, keeping LaserStatus on the screen so that when the LaserWriter is free you can download your file without having to return to the application that created it to print it.

LaserStatus Sets

A LaserStatus Set is a set of related files which will all be downloaded to the LaserWriter together, in the order they were added to the set (this is important). A LaserStatus Set can contain downloadable fonts, PostScript files, and other LaserStatus Sets. LaserStatus Sets can be created and modified via the "Configure" command on the Download menu or by using Widgets (see **Chapter 4: Using Widgets**).

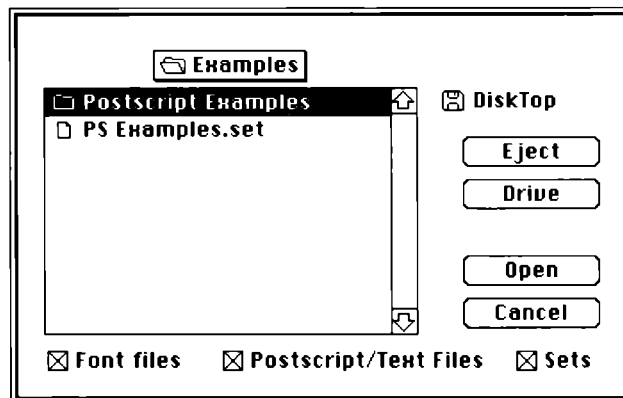
For example, if you are using the Bodoni Fluent Laser Font™ from CasadyWare, you can create a set called "Bodoni Family" which contains all the Bodoni typefaces (BodoniLas, BodoniBol, BodoniIta, and BodoniBollta). Then if you have a PostScript file that uses Bodoni, you can create a set called

Using the Download Button

"Bodoni Doc" containing "Bodoni Family" and the PostScript file (in that order!). So when you want to print the file, you download the set "Bodoni Doc" which will first download the set "Bodoni Family" putting all of the Bodoni typefaces into the LaserWriter's memory, then will download your PostScript file which uses the Bodoni typefaces. Or if you want to print a MacWrite file using Bodoni, you can download the set "Bodoni Family" first which is faster than using automatic downloading.

In either case, you can use the Information button to find out if the Bodoni typefaces are already in memory.

To download a single font or PostScript file or set, just click on the Download button in the LaserStatus window, and you will get the following dialog box:



The check boxes across the bottom can be used to limit the files displayed. For example; if you don't want to see PostScript and text files, clear the X from the box and only font files and sets will appear in the window.

Select the file you want to download and click on Open (or press Return) and LaserStatus will download it for you.

Using the Download Menu

The Download menu is available so that you can have frequently used files and sets quickly available for downloading. To Configure what appears on the menu just select "Configure" and the following dialog box will be displayed:

ChicaSym		

Click blank button to add file to menu.
Click filled button to remove file from menu.

OK

Load set Save set Clear all Cancel

As the instructions say, clicking on a blank button will cause a dialog to be displayed to let you locate a font file or PostScript file or LaserStatus set to add to the menu, and clicking on a filled button will remove the file. You can also load a previously created set onto the menu with the Load set button, but be aware the contents of the set will replace everything on the menu (as though you did a Clear all first). You can save the current menu as a set by clicking on Save set, but remember that the order is important if you plan to download the entire set to the LaserWriter. When you are done, click OK to save the current files as the menu, or Cancel to leave the menu as it was. The Cancel capability means you can use this dialog to create sets without disturbing your menu. However, it is generally a better idea to use Widgets to maintain your sets for the reason about to be explained.

How LaserStatus Finds Files

When you install a file in the Download menu or in a set, LaserStatus also remembers the disk name and DirID so it can locate the files when you need them. If you move a file into another folder or onto another disk, LaserStatus won't be able to find it. But if you maintain your menus with Widgets, you can use it to take care of this problem (see **Chapter 4: Using Widgets**).

Laser- Status.Report

In sending files and fonts to the LaserWriter, you may discover that the LaserWriter not only prints files, but also sends messages back to your computer. Some of these actually stop the LaserWriter from printing any more of your files. (One frequent problem when using LaserStatus Sets comes when you remove one of the files on the Download menu. The file cannot be found and a message appears on your screen to that effect.) If you are sending only a few files or happen to be by the computer when the LaserWriter warns your computer, you can correct the problem. But if you are away from your computer or the problem file is one of the first in a list of over 2 dozen files you wanted printed, you can lose valuable time.

LaserStatus can capture these messages and have the LaserWriter continue on with the printing. To set up this feature, you need to create a text file titled "LaserStatus.Report" and place the file in your system folder. (A text file named LaserStatus.Report is included in the DiskTop distribution disk for your information and use.) Now, every time you download fonts and files to the LaserWriter, your text file will have a record of when the file was sent to the LaserWriter, when the LaserWriter finished with the file, and any other messages sent to your computer while the LaserWriter was working on the file.

Advanced programmers can use these feature to capture messages and other information from the LaserWriter for use in their programs.

Chapter 4: Using Widgets

Customizing DiskTop Menus

Widgets is a hard program to describe. In fact, that's how it got its name. What do you call a collection of interesting little unrelated functions and utilities; things you've sometimes wished you had a program to accomplish for you? Some people call odd little things widgets. So we called our collection Widgets.

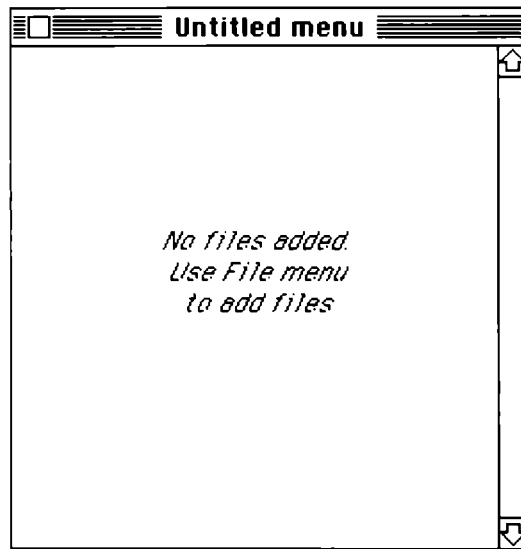
Widgets' major function is to customize the menus in DiskTop and save them into files and to maintain LaserStatus sets. But Widgets will also make startup screens, change PICT files into paint files, print Laser Thumbnails, change the creators of files, set the date and time, change paper sizes, change the system heap size, convert Finder file comments to the DiskTop format, and change various LaserWriter parameters. These things may not sound like they have a lot in common. They don't. That's why they're widgets.

Widgets will let you customize DiskTop menus and keep them in files, then install them in DiskTop whenever you want. In this manner you can have several special purpose menus with related files on them, and use DiskTop as a kind of Switcher to switch between them. All of the functions associated with customizing menus are in the Widgets File menu.

File	
New menu/set...	⌘N
Open menu/set...	⌘O
Close menu	
Save menu	⌘S
Save menu as...	
Duplicate menu	⌘D
Add files to menu...	
Remove files from menu	⌘R
Install menu into DiskTop	
Read menu from DiskTop	
Sort menu by name	
Sort menu by type	
Quit	
	⌘Q

Creating a DiskTop Menu

To create a DiskTop menu, select "New menu/set" from the File menu. You will be asked if you want to create a LaserStatus set (the default) or a DiskTop menu. Click on "DiskTop menu." You will then see a small window appear named "Untitled menu," like this:

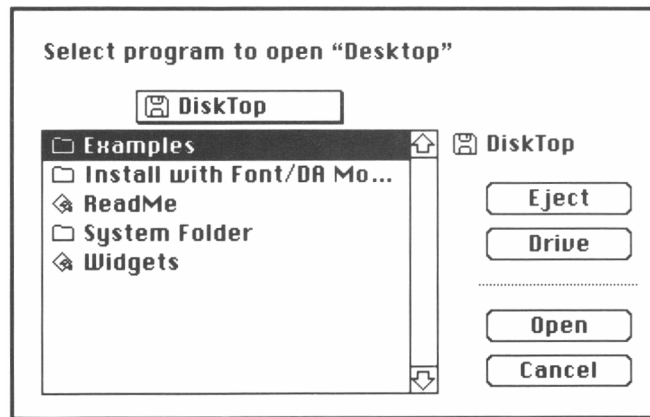


Then select "Add File to menu..." from the File menu (or press the ⌘ and A keys simultaneously) and you will get a standard Open file dialog box. Use the buttons and pull-down menu (if you're using HFS disks) to locate the file you want to add, select it, then press the Open button (or press Return or double-click on the file name). The file will be installed into the menu file, and you will return to the Open dialog box to add more files. When you have added all the files you want, press Cancel. When you are done you can use "Save" or "Save as" to save the menu to disk.

Adding Documents to Menus

You can add both applications and documents to DiskTop menus.

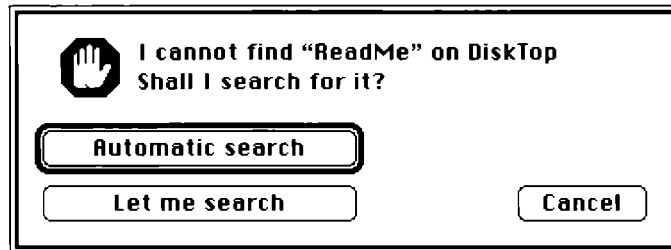
When you double-click on a document in the Finder, the Finder locates the application to launch by looking at the document's creator and looking in the Desktop file (see **How DiskTop Finds Applications** in **Chapter 2: Using DiskTop** for a more detailed description of this process). DiskTop also locates applications and documents this way. But if the needed application is not in the DeskTop file, DiskTop will show you the following dialog box:



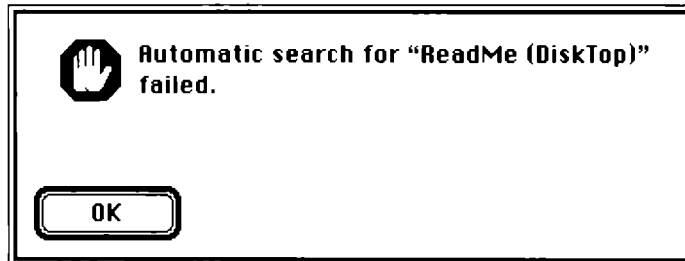
You can then use the buttons to locate the application program. (You will probably have to insert another disk with the application on it to load the document.)

Maintaining a DiskTop Menu

To change a DiskTop menu, select "Open menu/set" from the File menu, then select the menu you wish to change. At this point Widgets performs an invaluable service for you which is the reason we recommend using it to maintain your menus: it checks to see if the files on the menu are all still where they were. If you have done a disk restore, or have moved a file into another folder, you will get this dialog box:



In the dialog box Widgets gives you the name of the disk the file was on, and if you click on Automatic search (or press Return), Widgets will search through all the folders on that disk. If the file is not found on the disk, you will get this dialog:



When you click on OK (or press Return) Widgets will display the next file it could not find, or if there are no more, will open the menu but without the file it could not find. If you think the file has moved to another disk, use DiskTop to find it. Then close the menu but click on Cancel when Widgets asks if you want to save changes, then open the menu again. This time when you get to the file not found, instead of Automatic search click on Let me search and use the dialog box that appears to locate the file on the other disk.

Once the menu is open with all files found, you can add items to the menu as described under **Creating a DiskTop Menu**

Installing a DiskTop Menu

above. To remove items from the menu, select the file you want to remove then select "Remove files from menu" or press ⌘-R. When you are done you can use "Save as" to save the menu under a new name or just "Save" to replace the existing menu.

Reading a DiskTop Menu

Once you have created or opened a menu you like, you can install it into DiskTop by selecting "Install menu into DiskTop" from the file menu. The next time you open DiskTop, the newly installed menu will be there.

Sorting a DiskTop Menu by name

You can also read the current menu installed in DiskTop by selecting the "Read menu from DiskTop." This menu can then be modified and saved or reinstalled into DiskTop.

Sorting a DiskTop Menu by type

Whenever you are working on a DiskTop menu, you can sort the items in the menu in alphabetical order by selecting "Sort menu by name." After you install this menu, the next time you open DiskTop, the items will be alphabetized.

You can also sort your DiskTop menu by type - applications, documents, system files, etc. Selecting "Sort menu by type" will organize the files in the current DiskTop menu window according to type. After you install this menu, the next time you open DiskTop, the items will be sorted by type.

NOTE: You can also use Cut and Paste from the Edit menu to select and position items on the menu to create a custom sequence in the DiskTop menu.

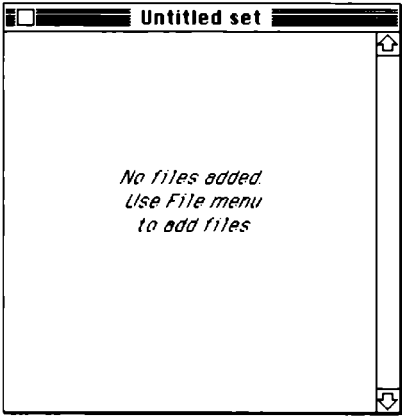
LaserStatus Sets

Widgets lets you create LaserStatus sets and keep them in files, much the same way it operates on DiskTop menus. All of the functions associated with creating and maintaining LaserStatus Sets are in the Widgets File menu.

File	
New menu/set...	%N
Open menu/set...	%O
Close set	
Save set	%S
Save set as...	
Duplicate set	%D
Add files to set...	
Remove files from set	%R
Install menu into DiskTop	
Read menu from DiskTop	
Sort set by name	
Sort set by type	
Quit	%Q

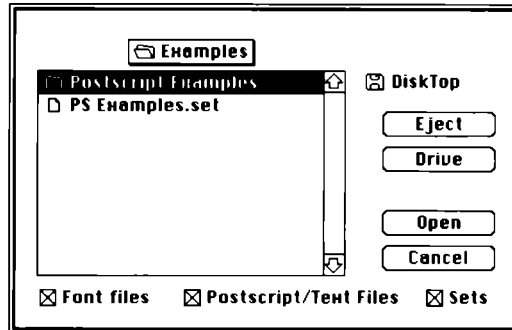
Creating a Set

To create a LaserStatus set, select "New menu/set" from the File menu. You will be asked if you want to create a LaserStatus set (the default) or a DiskTop menu. Click on LaserStatus set (or press Return). You will then see a small window appear named "Untitled set."



Select "Add files to set..." from the File menu (or press the

⌘ and A keys simultaneously) and you will get the following dialog box:



Use the check boxes across the bottom to set the displayed files to the kind(s) desired. Use the buttons and pull-down menu (if you're using HFS disks) to locate the file you want to add, select it, then press the Open button (or press Return or double-click on the file name). The file will be installed into the menu file, and you will return to the dialog box to add more files. When you have added all the files you want, press Cancel. When you are done you can use "Save" or "Save as" to save the set to disk.

IMPORTANT NOTE: Remember that the order is important. The first file added to a set will be the first file downloaded when you download that set, so put fonts first if they are needed by document files in the set.

Maintaining a Set

To change a set, select "Open menu/set" from the File menu, then select the set you wish to change. At this point Widgets performs the same invaluable service it did for DiskTop menus: it checks to see if the files on the menu are all still where they were. Follow the same procedure described above under **Maintaining a DiskTop Menu** to locate any files not found.

Once the set is open with all files found, you can add files to the set as described under **Creating a Set** above. To remove files from the set, select the file you want to remove then select "Remove files from menu" or press ⌘-R. When you are done you can use "Save menu as" to save the set under a new name or just Save to replace the existing set.

Real Widgets

Widgets lets you make startup screens, change PICT files into paint files, print Laser Thumbnails, change the creators of files, set the date and time, change paper sizes, change the system heap size, and convert Finder file comments to DiskTop format using items in the Tools menu.

Tools
Copy Startup to/from Paint...
Create Paint from PICT...
Print Laser Thumbnails...
Change Creators...
Set Date/Time...
Size Paper...
Change System Heap Size...
Convert Comments...

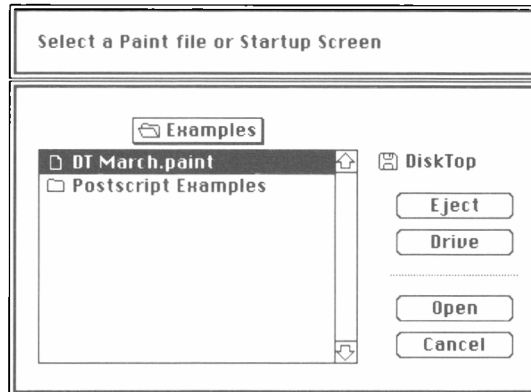
StartUp Screens

A very nice feature of the Macintosh is the ability to change the screen displayed when you start your Macintosh. The system will look in the system folder of the startup disk for a file called "StartupScreen" and will display it on the screen instead of the "Welcome to Macintosh" screen. Some industrious programmers have even written special INIT files (programs that run at startup) which will take the startup screen and make it into the desktop pattern, so that any program that uses the desktop pattern (and most do, including Widgets) will have a pretty picture behind their windows. These INIT files are available on many BBS systems and from some user groups.

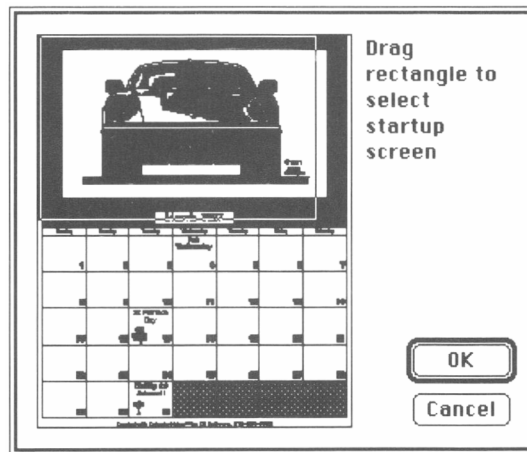
The bad news is that the startup screen cannot be just a paint file. It has a different format. The good news is that Widgets will let you create a startup screen from a paint file, or vice versa in case you want to change something.

Making Paint Files into StartUp Screens

To make a paint file into a startup screen, select "Copy Startup to/from Paint" from the Tools menu, and you will see the following dialog box:



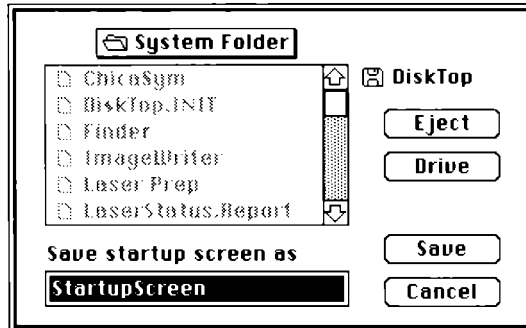
Locate the paint file you want to convert, select it, and click on Open (or press Return, or double-click on the file), and you will get the following dialog box:



On the left is a small picture of the paint file with a selection rectangle in the upper left corner that represents the size of the Mac screen. Click inside the rectangle and drag it to

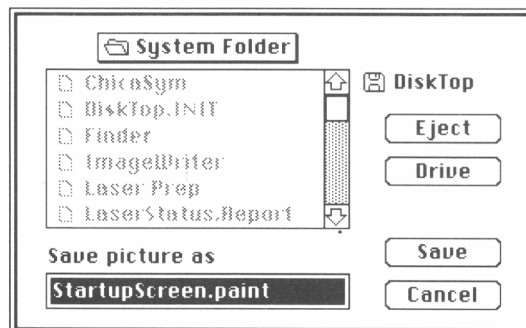
Making StartUp Screens into Paint Files

outline the part of the picture you want on your startup screen, then click OK, and the following dialog box will be displayed:



Choose a name for the startup screen, then click Save (or press Return). Widgets will always suggest StartupScreen, since that must be the name for the system to display it on startup (and it must be in the system folder on HFS disks).

To go the other way and make a startup screen into a paint file, select the same menu option but this time select a startup screen. When you click OK you will get the following dialog box:

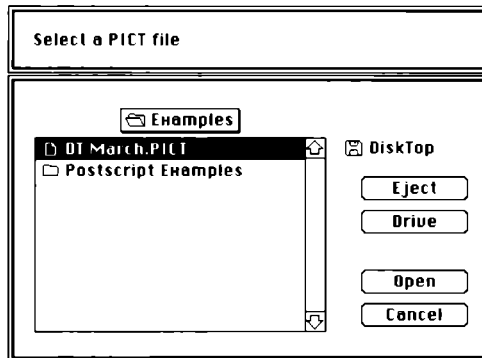


Choose a name for the paint file then click on Save (or press Return). Widgets will always suggest the name of the startup screen with ".paint" added to the end. The startup screen will appear in the upper left corner of the paint file.

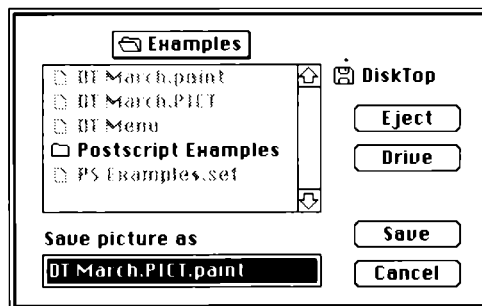
Creating Paint Files from PICT Files

Paint programs produce bit-mapped files. Once something is drawn, it is part of the overall picture. Draw programs produce what are called "object-oriented" files, where each object is stored separately and can be moved around the drawing easily. The standard interchange format for Draw files is called PICT format. These are still object-oriented files.

There are a lot of utilities that will do things with paint files, such as Widgets. Paint files can be thumbnailed or turned into startup screens. Since there are no equivalent utilities for PICT files, Widgets lets you convert an object-oriented PICT file into a bit-mapped paint file. Select "Create Paint from PICT" from the Tools menu and you will see the following dialog box:



Select a PICT file and click on Open (or press Return) and you will get the following dialog box:

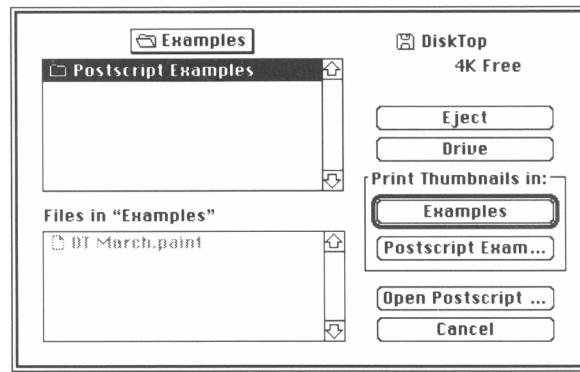


Select a name for the paint file and click Save (or press Return). Widgets will always suggest the name of the PICT file with ".paint" added to the end.

Printing Laser Thumbnails

Widgets lets you create catalogs of your paint files by printing thumbnails of them on the LaserWriter (up to sixteen per page), arranged alphabetically and sorted on pages by folder. To help you find them later, Widgets prints the path name at the top of each page in the form "Disk:folder:folder:etc." and the name of each file superimposed over the bottom of the picture.

To print the thumbnails, select "Print Laser Thumbnails" from the Tools menu, and the following dialog box will appear:



The upper window shows the folders in the selected disk/folder. If there are any paint files in the selected disk/folder, they will appear in the lower window. Use the buttons and pull-down menus to locate the folder (or folders) containing the paint files you want to print. Click on the top button in the "Print Thumbnails in:" box (or press Enter) to print those files in the selected disk/folder. Click on the second button in the "Print Thumbnails in:" box to print any paint files in the folder highlighted in the top window.

Widgets will start with the paint files in the current folder, printing them in alphabetical order, up to sixteen per page, and will keep a running status dialog on the screen so you'll know which file it is being processed. When all the files in the

Changing Creators

current folder have been reduced and printed. Widgets will look in any folders in the current folder for paint files, and will print thumbnails of them, then in any folders in them, and so on. When finished, you will have a complete catalog of all paint files in the selected disk/folder.

As explained in **Chapter 2: Using DiskTop**, all Macintosh files have creators that are used to identify the applications to which document files belong. There are some documents, however, which can be used by more than one application. Paint files, for example, can be used by both MacPaint and MacBillboard, and text files can be used by most word processors. In these cases the creator determines which application gets launched when you open the document with DiskTop or the Finder.

Widgets will let you change the creator of all files of a certain type in a folder (and in folders in that folder). Select "Change Creators" from the Tools menu and Widgets will display the following dialog box:

Set all files of type:

☒ TEXT (only) ☐ PNTG (paint) ☐ Other:

To have a creator/icon of:

☒ MACA (MacWrite) ☐ EDIT (MDS Editor) ☐ Other:

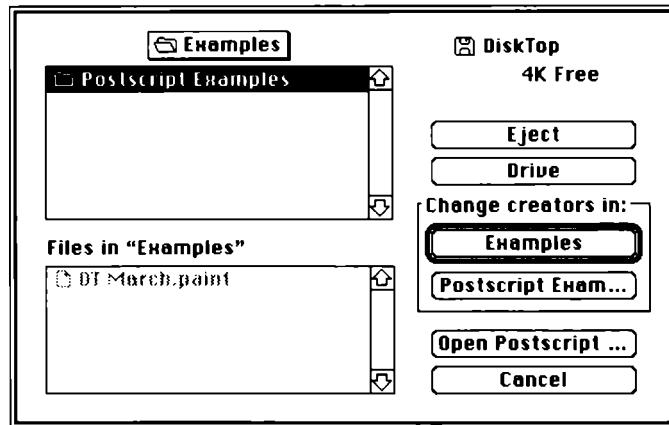
OK Cancel

To change the creator of a particular file, you need to know the type of the file and the creator to which you want to change the file(s). (You can use the Files Window in DiskTop to learn the precise creator.) Several of the more popular types and creators are given radio buttons. Otherwise, enter the name in the box provided.

IMPORTANT NOTE: *The case of file types and creators is important. PNTG, Pntg, and pntg are three different file types, and CEBN, Cebn, and cebn are three different creators. Be very careful when entering these fields yourself, or you will end up with a document for which no creator will ever be found, or that cannot be opened by any application.*

WARNING: Never change the creator of a file with type **APPL**. If you ever see **APPL** in the box "Set all files with type:" immediately click on **Cancel**. Otherwise, your application programs may not work anymore

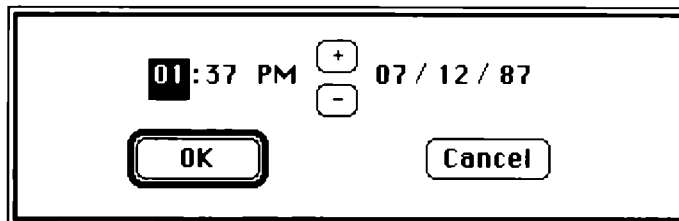
After you are sure of your entries, click on **OK** and Widgets will display this dialog box:



The upper window shows the folders in the selected disk/folder. If there are any files with the file type you want to change in the selected disk/folder, they will appear in the lower window. Use the buttons and pull-down menus to locate the folder (or folders) containing the files you want to change. Click on the top button in the "Change creators in:" box to change those files in the selected disk/folder. Click on the second button in the "Change creators in:" box to change any files in the folder highlighted in the top window.

Setting the Date and/or Time

Widgets lets you set the date and time so you don't need the Control Panel or the Alarm Clock installed as a desk accessory. To set the date or time (or both), select "Set Date/Time" from the Tools menu, and Widgets will display the following dialog box:



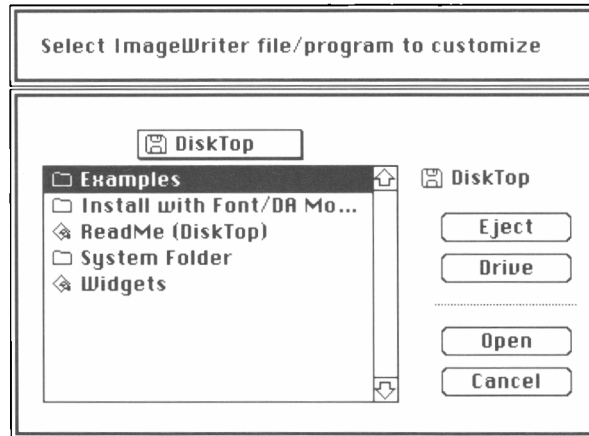
To change the settings, click on what you want to adjust: hours, minutes, AM/PM, month, day, or year. You can then click on the plus button to increase the selected field or click on the minus button to decrease it. You can also just type in the number, which is handy if the number you want to enter is a long way from the number selected. When you have everything the way you want it, click on OK to put your new settings into effect. If you decide not to change the settings, click on Cancel.

Changing Paper Sizes

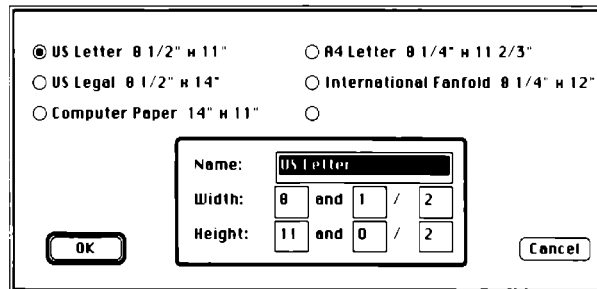
If you have an ImageWriter, you've probably been feeling left out of all this talk about things Widgets will do with the LaserWriter. Changing paper sizes only works for the ImageWriter, so you have your own function, too.

Paper sizes are kept in resources called PRECs. If the application program you are printing from has a PREC, then it is used, otherwise the PREC in the ImageWriter driver is used. So if you use Widgets to change paper sizes in an application, only that application will be able to use the custom sizes you create. If you change the paper sizes in the ImageWriter driver, all applications will have access to the paper sizes you create.

To customize paper sizes, select "Size Paper" from the Widgets Tool menu, and Widgets will display this dialog box:



Find and select the program you want to customize or the ImageWriter driver if you want the changes to apply to all applications, then click on Open (or press Return), and you will see the following dialog box:



Select the position you want to modify, and the parameters for that position will be displayed in the window at the bottom.

NOTE: The sixth position (which is normally blank) can have a size entered, so this is the obvious choice for your first custom size. If you always plan to use U.S. paper, A4 letter and International Fanfold are the next two obvious choices, since they are uncommon paper sizes in the United States.

NOTE: Your printer must be able to support the sizes entered. (A paper size 18" wide is not supported by any

Changing the System HeapSize

What is the System Heap?

current ImageWriter printers.)

After you select the position you want to modify, you can enter the name for this paper size. The name will be displayed in the Page Setup dialog box. You can then enter the width and height of the paper you want to use.

NOTE: *Because of the way the size is stored internally, do not use eighth inches ($3/8$, $5/8$, or $7/8$).*

After entering all the information for a paper size, you can choose another position to modify. When you have made all desired changes, click on OK. If you change your mind, or have made a mistake, just click Cancel to keep the sizes that were already there.

NOTE: *The ImageWriter driver normally puts a 1/2 inch margin at the top and bottom of each page. So to use small paper sizes, always select "No Breaks Between Pages" when printing with the small sizes.*

The menu item "Change System Heap Size" can potentially cause problems if you do not understand what it does.

There's no way to avoid a kind of technical explanation here, so if you get really bored, don't skip this whole section, just skip down to **Why Would I Want to Mess With the System Heap.**

The Macintosh has two main areas of memory, the system heap and the application heap. (Cute names, huh? Makes you think of a big messy pile of bits.) The application heap is the memory that application programs use to keep their program code, and their documents, and anything else they may need. When you launch a new application, the application heap is cleared out so the new program can have all of it. The system heap is some memory set aside for system related things, and is not cleared out when a new application is launched, so things stored in the system heap are always available to any program or desk accessory.

The size of the system heap is determined at startup by reading some values in from the startup disk's boot blocks, and then that much memory is set aside for the system heap.

Why Would I Want to Mess with the System Heap?

One of the larger things kept in the system heap so that it is always available is the System file's resource map. This is a "map" telling programs where different resources, such as fonts and desk accessories, are stored in the System file. So every time you add a font, or desk accessory, or anything else to your System file, this map gets larger. And since there are other things kept in the system heap, it is possible to run out of room in the system heap. And this means bad things could happen.

How Will I Know When to Change the System Heap Size?

One sign of a too full system heap is the -108 error from Font/DA Mover or Apple's Resource Editor (ResEdit). This error means there was not enough room in the system heap to complete the requested operation. Another sign is when programs that have always worked fine start to occasionally act in strange ways, like being suddenly unable to print, but when you restart the Macintosh they're all right again.

So Why Shouldn't I Just Make the System Heap Larger?

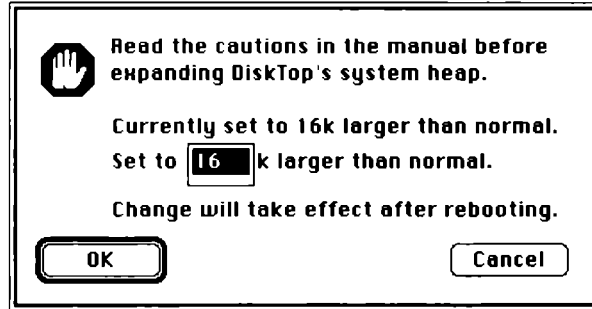
While there are good things that come from a larger system heap, there are bad things, too. The most obvious is the smaller application heap, since both heaps are allocated out of the same memory. A larger system heap could mean that large documents cannot be opened, or that Switcher won't be able to have as many applications active. A lesser concern is due to some sloppy programming, some older applications will not run if the system heap is made larger, but most or all of these programs have been long since replaced by newer versions.

How to Enlarge the System Heap

If you're having problems that could be system heap related, especially -108 errors, and are willing to give up some of your memory, select "Change System Heap Size" from the Widgets Tool menu, and Widgets will display this dialog box:



Use the buttons to locate the startup disk you want to change, then click Select, and you will see the following dialog box:



This dialog box instructs you to read the cautions in this manual. In case you didn't, here they are again:

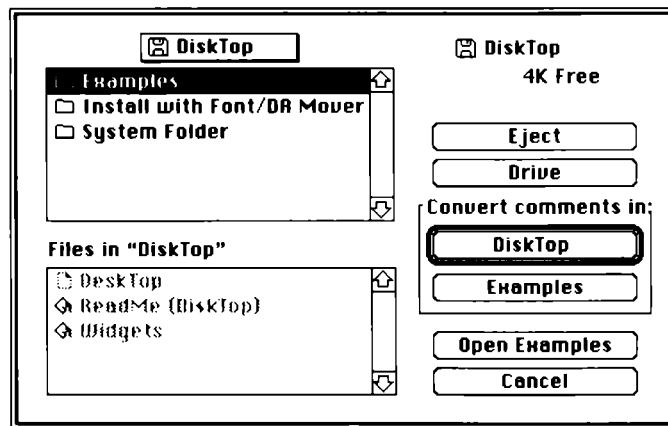
WARNING: *Expanding your system heap may cause some application programs to not work properly (up to and including system bombs). It may cause you to be unable to use large documents created on a system with a smaller system heap. It may reduce the number of applications you can run under Switcher.*

So if you're really sure, go ahead and increase it. Widgets will show you how much larger it is than normal (this should be 16K the first time you use it, unless you've had some hacker over playing with your machine). 32K larger than normal should handle most heap problems. If your System file is abnormally large (over 1,000K) this may still not be enough, but try it first. Increase in small increments (16K at a time) until you reach a level that alleviates the problems you were having that made you want to do this in the first place.

Convert Comments

One of DiskTop's newest features is the ability to store comments within a file so that the comments will not be erased when you choose to rebuild the desktop. (The comments you see when you select Get Info from the Finder are stored in the DeskTop file.) The final item on the Tools menu lets you convert comments normally read by the Finder into CE Info comments which can be read only by DiskTop and cannot be erased.

Selecting "Convert Comments" will display the following dialog box:



The upper window shows the folders in the selected disk/folder. All files in the selected disk/folder will appear in the lower window. Use the buttons and pull-down menus to locate the folder (or folders) containing the files with comments that you want to change. (You can also use the arrow keys to move between folders.) Click on the top button in the "Convert comments in:" box (or press Enter) to convert those files in the selected disk/folder. Click on the second button in the "Convert comments in:" box to convert any files in the folder highlighted in the top window. Click on Cancel (or press ⌘-) to exit from this dialog box.

LaserWriter Functions

The LaserWriter functions of Widgets work very much like LaserStatus. See **Chapter 3: Using LaserStatus** for more information about the following functions.

Resetting the LaserWriter

Selecting "Reset" from the LaserWriter menu will reset the LaserWriter. Widgets will ask if you are sure, just as LaserStatus does.

Disabling the Startup Page

When you first get your LaserWriter, it is set to print out a self-test page at startup with information on it useful to a service technician (some of it is hidden in the charts and graphs). About the only information that could be of use to you is the number of pages printed, but LaserStatus and Widgets can both display that for you.

Selecting "Disable Startup Page" from the LaserWriter menu will turn off this startup page, and the fact that it is disabled will last across power downs.

Enabling the Startup Page

Once you disable the startup page, it will not be printed when the LaserWriter is turned on or reset. To get it back, select "Enable Startup Page" from the LaserWriter menu.

Enabling and disabling the startup page are the only LaserWriter functions Widgets performs that LaserStatus does not.

Getting Information

Selecting "Get Information" from the LaserWriter menu will display the same dialog box that is displayed if you click on the Information button in LaserStatus.

Downloading Files

Selecting "Download file" from the LaserWriter menu will display the same dialog box that LaserStatus displays when you click on the Download button.

Displaying LaserWriter Status

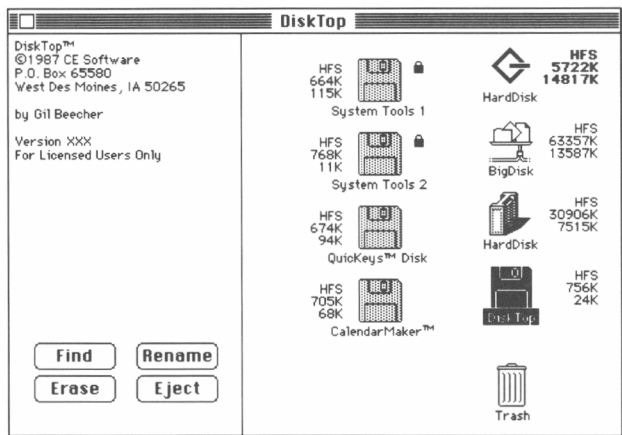
Selecting "Status" from the LaserWriter menu will display a dialog box containing the status of the LaserWriter, similar to the status line in the LaserStatus window. This dialog box will remain on the screen and will be periodically updated every few seconds until you click the mouse button.

Chapter 5: DiskTop Reference

The Disktop

This Chapter is a reference for DiskTop. Each menu item and each button is explained, as well as any dialog boxes which may be encountered.

The main DiskTop window, also known as "the disktop" (a play on words of "the desktop" provided by the Finder), is where you start out the first time you use DiskTop and if you leave your preferences set to "Open To: Disktop."



DiskTop Info

In the upper left corner is information about DiskTop itself, including the version number.

Disk Icons



In the upper right corner are the disk icons. The one on the top right is the current system disk. The rest are in the order that they were mounted (i.e. in the order the System saw them). Disk icons for disks not currently in any drive are dimmed.

Next to each disk icon is some information as to whether the disk is MFS or HFS, how much space on the disk is used, and how much space is left (available). If this information is in bold-face, it means that the disk or a folder on it is the default disk or folder. If there is a small icon of a lock, it means the disk is locked.

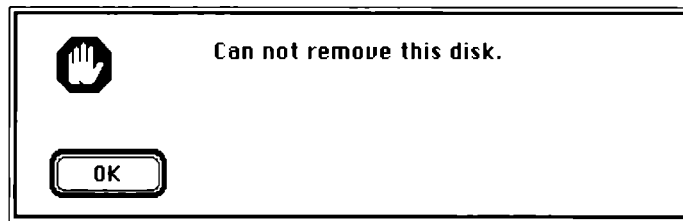
Trash Icon



Trash

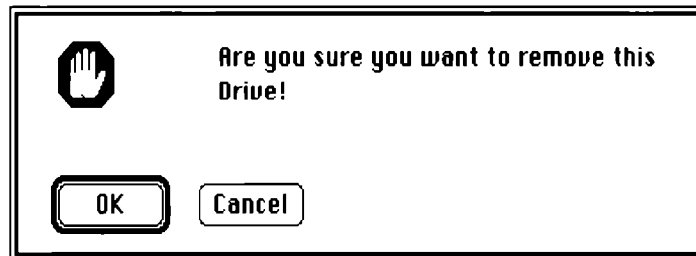
Double-clicking on a disk icon will open the Files Window to show you the files on that disk. If your preferences are set to "Open to: Current location," the disk will open to the current folder, if it is on the disk you are opening. If it is not, or if you did not select "Current location" as your preference, you will get the main (root) directory.

In the lower right corner is a trash can icon. You can drag disk icons to the trash to eject them and have the System unmount (forget about) them. You may not throw away the current system disk (in the top right corner) or the disk the current program was loaded from. If you try, you will get this dialog box:



Click on OK (or press Return or Enter) to continue.

If you try to throw away a hard disk, you will get this warning:



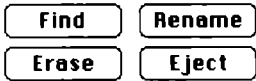
The reason DiskTop checks to see that you're sure is because most hard disks, once unmounted, cannot be remounted until you restart (reboot) your Macintosh. Some SCSI hard disks come with special mounting utilities so that they can be remounted without a restart.

Buttons

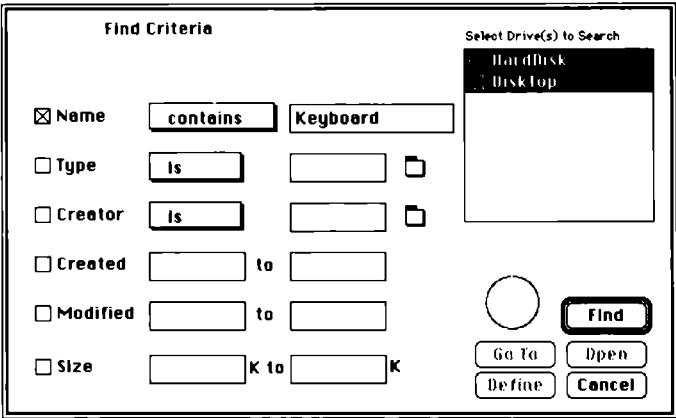
Find



In the lower left corner of the disktop are four buttons.



The upper left button is the Find button, which lets you look for particular files. Clicking on this button (or pressing ⌘-F) gives you the following dialog box:



You can choose one or more options for searching for a file or folder:

Name lets you enter text which the file or folder name can "contain," "start with," "end with" or "match exactly." Each of these options is selected using the pop-up menu between Name and the text entry box.

Type lets you enter a file type (e.g. APPL for applications, PICT for Draw files, etc.) that either "is" or "is not" to be matched. (There is a pop-up menu between Type and the text entry box which lets you select either of these options.) In the text entry box you can enter the four letter code for the file type. The pop-up menu to the right of the text entry box lets you automatically enter file types for files with types the same as - Programs (APPL), Paint files (PNTG), Draw files (PICT), or Text files (TEXT). If the file type is not on this menu, simply enter the type in the box. (Folders do not have a type.)

Creator lets you select the four letter code (e.g. MACA for MacWrite, MSWD for MS Word, etc.) for the creator of the file that either "is" or "is not" to be matched. (A pop-up menu between Creator and the text entry box lets you select which option you want to use.) In the text entry box you enter the four letter code for the file creator. The pop-up menu to the right of the text entry box lets you easily select files with creators the same as - MacWrite (MACA), MS Word (MSWD) and Fonts and Desk Accessories files (DMOV). If the file creator is not on this menu, simply enter the creator in the box. (Folders do not have a creator.)

Created lets you select a time period to find all files and folders created during that period..

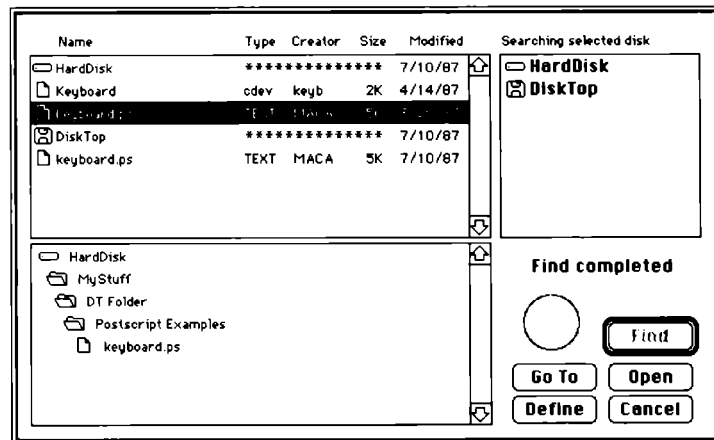
Modified lets you select a time period to find all files and folders modified during that period..

Size lets you specify a range of sizes of files to find. (DiskTop will find folders with this option if size is set to range 0K to 0K.)

When the Find Criteria box first opens, any disks currently mounted will be displayed in the window in the upper right corner. Clicking on one disk will unselect the other disks. Using Shift and Click together allows you to select multiple disks to search.

When you've entered the choices you want and selected the disks you want to search, click on Find (or press Return or Enter) and DiskTop will begin searching the currently selected disk(s). A set of two windows will appear on the left side of the box and a small clock at the lower right will show the progress of the search. (The disk being searched will be highlighted in the window in the upper right corner.) When DiskTop finds a file or files with the set criteria, the file name appears in the top window. As the search continues, each new disk is displayed, followed by any files found on that disk which match the criteria set. (If no files are found, DiskTop will give you a notice to that effect.)

If you want to stop the search, press any key. To resume, press the Continue button (or press Return or Enter).



Once all files have been found, you can find where a file is located by clicking on the filename in the top window. The location of the file will be shown in the bottom window (along with the path to get to it).

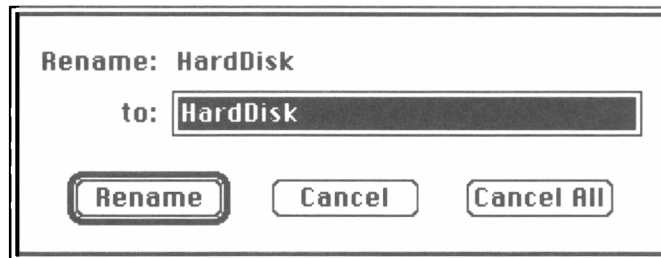
Remember that DiskTop only searches the selected disks, and floppies must be in drives in order to be selected. What you're looking for may be on a disk you didn't select so don't give up until you're sure you have exhausted all possibilities.

Once you have found the file you are seeking, clicking on Open will attempt to open the file. If the file is a document for an application on any of the currently mounted disks, DiskTop will launch to that program and file. If it is a document for an application not on a mounted disk, you will get a dialog box asking you to find the application program. (You will need to insert the disk with the proper application for the file to be launched.) Clicking on Go To (or pressing ⌘-G) will cause DiskTop to open the Files Window to the folder containing the file you found, and you can then perform any of the functions described below. Clicking on Define (or pressing ⌘-D) will let you define new search criteria. Clicking on Cancel (or pressing ⌘-.) will quit the Find.

Rename

Rename

On the desktop, the upper right button is the Rename button. Click on the disk icon of the disk you want to rename, then click the Rename button (or press ⌘-R), and you will get the following dialog box:



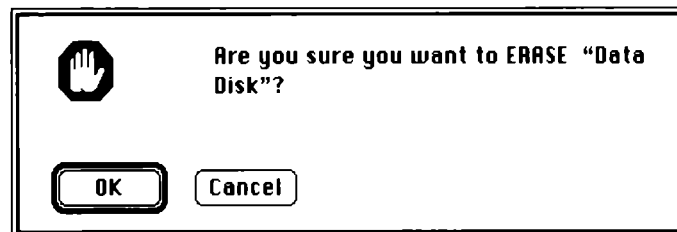
Just type in the new name for the disk and click on Rename (or press the Enter or Return key), and the disk will be renamed.

If the selected disk is locked, the rename button will be dimmed and you will not be able to rename the disk. You can identify a locked disk by the small lock icon beside the large disk icon.

Erase

Erase

The lower left button is the Erase button. Click on the disk icon of the disk you want to erase, then click this button and DiskTop will ask if you're sure with this dialog box:



If the disk you selected has open files on it, DiskTop will ask if you want to erase it anyway with this dialog box:



Click on OK (or press Return or Enter) at your own risk. If the disk selected is the system disk or is the disk which has the current application DiskTop will show this dialog box:



Click on OK to return to DiskTop. The disk will not be erased.

DiskTop does not initialize disks to erase them, so it is fast, but you can't change single-sided to double-sided (or vice versa) with it.

If the selected disk is locked, the Erase button will be dimmed and you will not be able to erase the disk.

Eject



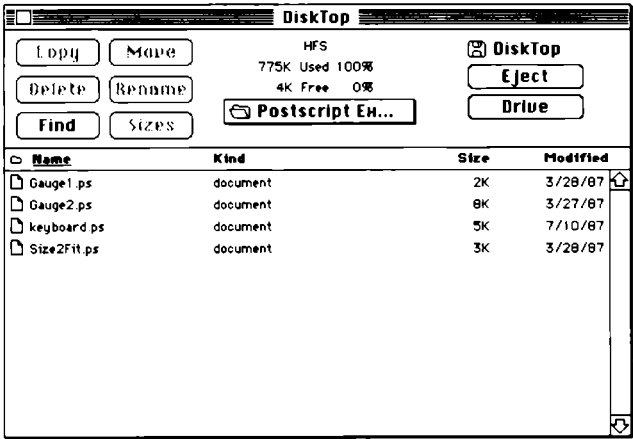
On the desktop, the lower right button is the Eject button. Click on the disk icon of the floppy disk you want to eject, then click this button (or press ⌘-E), and the floppy disk will be ejected and will become dimmed. This is different from dragging the disk icon to the trash, which removes the disk icon from the desktop instead of just dimming it.

To unmount a disk, press Option and simultaneously click on Eject (or press ⌘-Shift-E) and the disk will be ejected and the disk icon removed from the desktop.

If a hard disk is selected, or if no disk is selected, the Eject button will be dimmed and you will not be able to eject a disk.

Files Window

The Files Window is where most of the real functions of DiskTop lie. The Files Window is accessed by double-clicking on a disk icon from the desktop (or selecting the disk icon and pressing ⌘-O, or selecting the disk icon and pressing Return or Enter), or by selecting Go To from the Find dialog, or by setting your preferences to "Open To: Files."



Disk/Folder Information

Disk Name

In the upper third of the Files Window are the most frequently used file controls.

At the very top in the upper right corner is the disk icon and name of the disk being examined. If the disk is locked, there will be a small icon of a padlock to the left of the small disk icon. This is also a button of sorts. Clicking on the disk name or icon will move you back one level, just like using the pop-up menu under the directory name (described below).

Eject and Drive Buttons

Clicking in the Eject button will eject the disk being displayed. (Pressing Option and clicking on the Eject button will unmount the disk.)

Clicking on the Drive button will change drives. (Pressing Tab will also change drives and display the current folder on each disk each time that disk is displayed.)

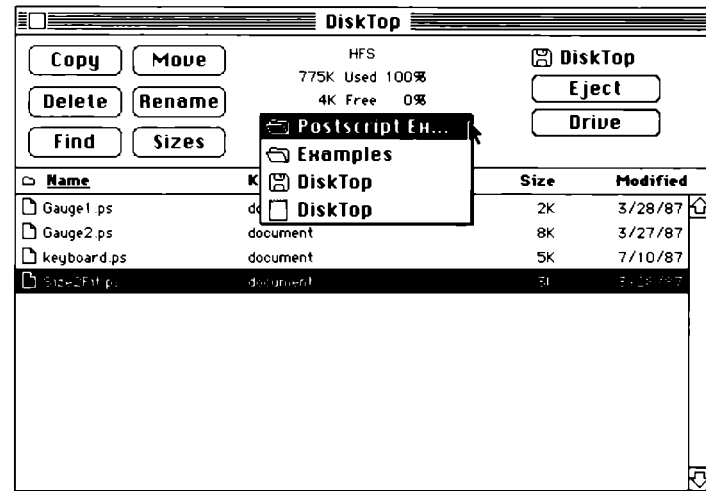
Disk Information

At the top center is the same information that was shown next to the disk icon on the desktop: HFS or MFS, space used, and space available. In addition, the percentage of used and free space is shown.

Directory Name

In the top center of the Files Window, under the disk information, is a shadowed box containing the name of the current directory and its icon. For MFS disks, this will be the name of the disk with a disk icon. For HFS disks, this will be the name of the disk with a disk icon if you are looking at the root directory, otherwise it will be the name of a folder with an open folder icon representing the current folder.

The directory name serves a special function, it's also a menu. If you click on the directory name and hold down the mouse button, a menu will appear, like this:



You can then drag the mouse down (which is actually moving up the directory hierarchy) to select a higher level directory. At the bottom of this menu is an icon for a window with the word "DiskTop" next to it, which will take you back to the disktop. The selection above DiskTop will always be the root directory for the volume, which will have the disk's name and icon. On an MFS disk, the DiskTop selection will always be the only one on this menu since there are no other directories on an MFS disk.

File/Folder Information

The bottom two-thirds of the Files Window displays information about the files and/or folders that are in the current directory. There is a bar dividing the two parts of the window that describes what is in each column in the bottom part of the window.

The current default disk has its information in bold on the disktop. The current default folder is displayed in bold in the Files Window.

	To set the default, select the disk (on the desktop) or the folder (in the Files Window) then select "Set Default" from the DiskTop menu. The selected disk information (on the desktop) or folder name (in the Files Window) will become bold to confirm that the default has been set. The files/folders in the window are presented and sorted based on what you selected under "Preferences" from the DiskTop menu. The column they are sorted on is underlined. You can change how the files are sorted temporarily by clicking on a column heading in the menu bar in the Files Window. The new sort item will be underlined. However, the next time DiskTop is opened, the files/folders will be sorted according to what is selected under Preferences from the DiskTop menu.
Name	The leftmost column is the name of the file or folder, including an icon to show you what it is—folders have a folder icon, system documents have a small Macintosh icon, application programs have the diamond with hand icon, and documents have the folded down corner icon.
Kind or Type/Creator	The next field (or fields) depends upon the level selected in the Preferences menu. If Normal was selected, the next column shows the kind of file, and for folders, the number of files and/or folder contained in the folder. If Technical was selected, the next two columns show the type and creator for files, and for folders, the number of files and/or folders contained in the folder. File types of interest are APPL for application programs and TEXT for text files which most word processors can open. Most application programs will have special file types for their created documents like WORD for formatted MacWrite files or PNTG for MacPaint paintings.

Size
or
Data/Resource

The creator is a special code used by the Finder to find the application you want when you double-click on a document, and to give special icons to files. MacPaint has a creator of MPNT, so the Finder knows that document files with a creator of MPNT belong to MacPaint, and gives them the appropriate icon and knows what program to run if they are double-clicked.

The next field (or fields) also depends upon the level selected in the Preferences menu selection. If Normal was selected, the next column shows the size of the file (folders display only dashes). If Technical was selected, the next two columns show the size of the data and resource forks of the files (for folders only dashes are displayed). Macintosh files are divided into two parts, called forks. The data fork is where normal information is kept. Most document files will only have information in their data forks. The resource fork is used to store special types of data, such as actual program code, fonts, dialog boxes, and the like. Most application programs will only have information in their resource forks. Some files, such as the System file, has information stored in both forks, and the sizes of the forks must be added together to get the file size.

Pressing Option and clicking on the Size or Data/Resource menu in the Files Window will toggle between presenting files in bytes and K.

Modified

The right-most column contains the date the file was last modified. For this date to be correct, your clock must be set correctly, which you can do using Widgets. This date is used by some disk backup programs, so be sure to keep your date set correctly.

Selecting Files/Folders

Using the Keyboard

You can manipulate files and folders within the Files Window.

On Macintosh keyboards with cursor keys, you can use the up and down arrow keys to move up and down the list of files and folders. The Tab key can be used to change drives (in place of clicking on the Drive button), and the Return or Enter key can be used to open a selected folder. ⌘-O will also open a folder, or if a document or application is selected will have the same effect as double-clicking (described below). ⌘ and

the down arrow will also open a folder, and ⌘ and the up arrow will close the folder. When you are at the root directory, ⌘ and the up arrow return you to the desktop.

Clicking

Clicking on a file or folder selects it and unselects any previously selected files or folder (see **Shift-Clicking** below). The buttons (described below) can then be used on the selected file. The DiskTop menu item "Set Default" requires that a folder be selected, and the menu item "Get Info" requires that a file be selected.

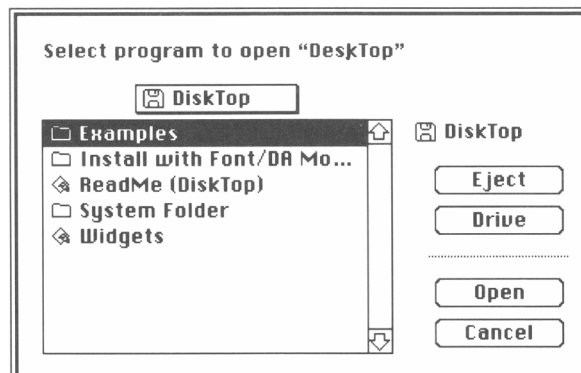
Shift-Clicking

Clicking on a file or folder while holding down the Shift key selects it, but leaves selected any other files or folders already selected. This way you can select multiple files for a group copy or group move or group delete. Shift-clicking on a selected file or folder unselects that file, but does not affect other selected files. You can also drag the mouse when using shift-click to select multiple files and folders in a row.

Double-Clicking

Double-clicking on a folder opens it, and its contents replace the contents of the Files Window and its name appears in the directory name box.

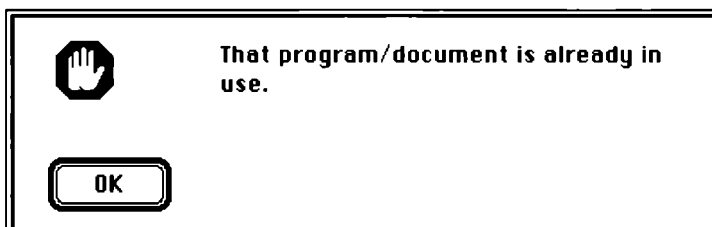
Double-clicking on a file (or selecting and pressing Return or Enter) causes DiskTop to attempt to open the file, just like double-clicking on its icon on the desktop would do. If the file is a document for an application on any of the currently mounted disks, DiskTop will launch to that program and file. If it is a document for an application not on a mounted disk, you will get the following dialog box:



From the dialog box, you select the application that opens the document file. (You will probably need to insert the disk with the proper application for the file to be launched.)

If you double-click on an application program, DiskTop attempts to quit the current application program, allowing you to save your work. DiskTop will be unable to quit from a very small number of programs, but if you manually quit the program, you will go to the application you had selected with DiskTop. In some programs, particularly Finder replacements, trying to open a document or program with DiskTop will instead shutdown the Macintosh (this does *not* happen with PowerStation).

Double-clicking on a document belonging to the current application or on the current application results in this dialog box:



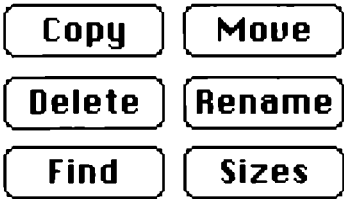
To open the document, use the Open command in the application program.

Select All

There's a "secret" way to select all the files and folders currently showing in the Files Window. Just press the ⌘ and A keys simultaneously. There is no button, and no menu selection for this function, only ⌘-A. Now aren't you glad you read the manual?

Buttons

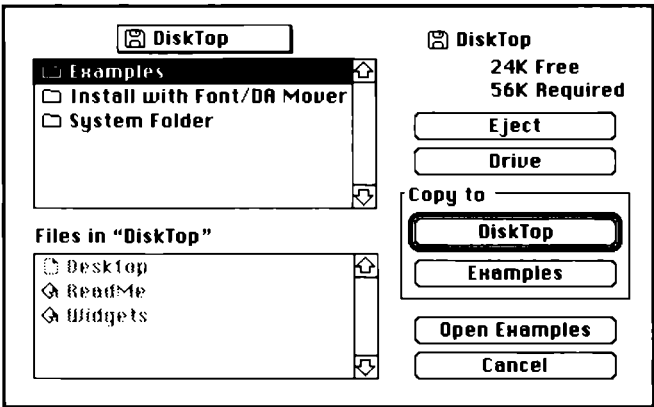
In the upper left corner of the Files Window are six buttons. These buttons operate on the file or folder which is selected in the lower part of the window.



Copy



The top left button is the Copy button. Click on the file(s) and/or folder(s) you want to copy, then click this button or press the **⌘** and **C** keys simultaneously, and you will get this dialog box:



In the upper right corner is the name of the disk and the free space on the disk, as well as the space needed to copy the selected file(s)/folder(s).

On the left, the upper window shows the folders in the selected disk/folder. In the lower window are any files in the selected disk/folder. Use the buttons and pull-down menus to locate the folder where you want the copies to go. (You can also use the arrow keys to move between folders and the Tab key will let you change drives.) Click on the top button in the "Copy to:" box (or press Enter) to copy those files/folders to the selected disk/folder. Click on the second button in the "Copy to:" box to copy the files/folders to the folder highlighted in the top window. If you change your mind, just click Cancel.

While DiskTop is copying the files/folders, it will put up dialogs letting you know which file/folder it is copying. These dialogs have a Cancel button, in case you change your mind. But DiskTop will finish copying the current file before stopping.

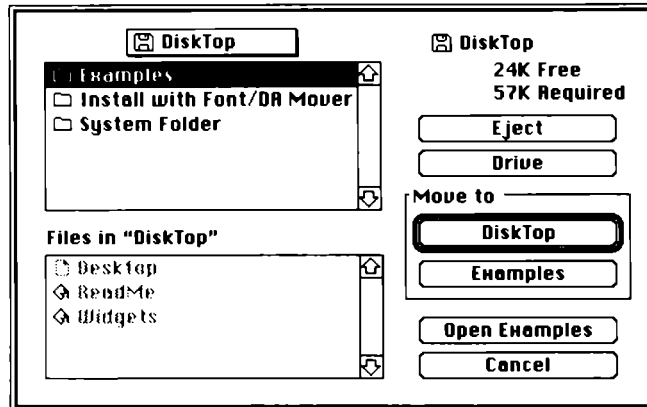
If you hold down the Option key when you click on the Copy button or press ⌘-Option-C, DiskTop will not ask for confirmation before replacing files or folders with the same names. Since DiskTop will replace a folder with a file (unlike the Finder), be sure you know what you are doing before you use this "option."

If you copy a file to its current folder, copy becomes a "duplicate" command and will make another copy of the file with "Copy of" in front of its name.

Move

Move

The top right button is the Move button. Click on the file(s) and/or folder(s) you want to move, then click this button (or press ⌘-M) and you will get this dialog box:



In the upper right corner is the name of the disk and the free space on the disk, as well as the space needed to move the selected file(s)/folder(s).

On the left, the upper window shows the folders in the selected disk/folder. In the lower window are any files/folders in the selected disk/folder. Use the buttons and pull-down menus to locate the folder where you want the files/folders to go. (You can also use the arrow keys to change folders and the Tab key to change drives.) Click on the top button in the "Move to:" box (or press Enter) to move those files to the selected disk/folder. Click on the second button in the "Move to:" box to move the files to the folder highlighted in the top window. If you change your mind, just click Cancel.

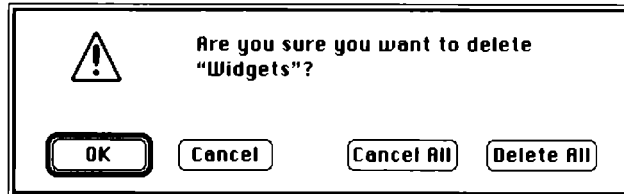
If you hold down the Option key when you click on the Move button or press ⌘-Option-M, DiskTop will not ask for confirmation before replacing files/folders with the same names. Since DiskTop will replace a folder with a file (unlike the Finder), be sure you know what you are doing before you use this "option."

Moving files on the same disk is fast, since the file itself isn't moved, only its directory entries are updated. Moving a file to another disk takes longer, since it is the same as copying the file to the other disk, then deleting the original file.

Delete

Delete

The middle left button is the Delete button. Click on the file(s) and/or folder(s) you want to delete, then click this button or press the ⌘ and D keys simultaneously, and DiskTop will display the following dialog box:



Click on OK (or press Return) to confirm the delete, or Cancel if you've changed your mind.

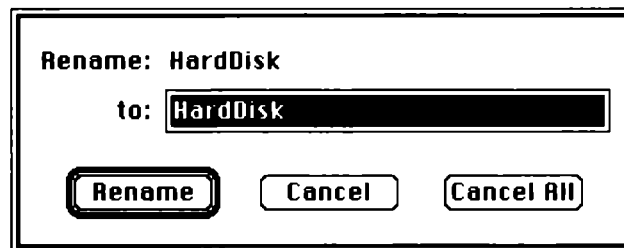
If you are deleting multiple files and/or folders, DiskTop will present this dialog for each file. However, the Delete All button will be enabled, and clicking on it will confirm all the deletions.

If you hold down the Option key when you click on the Delete button or press ⌘-Option-D, DiskTop will not ask for confirmation before deleting the selected files and/or folders. Use this feature with caution.

Rename

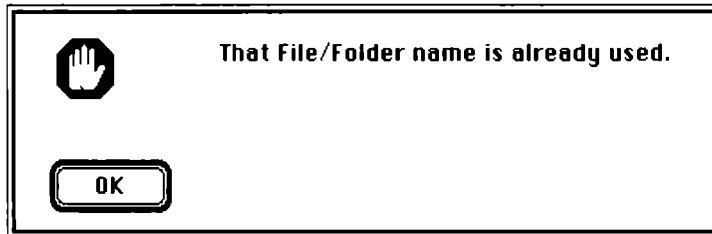
Rename

The middle right button is the Rename button. Click on the file(s) and/or folder(s) you want to rename, then click this button or press the ⌘ and R keys simultaneously, and DiskTop will display the following dialog box:



Type in the name you want, or edit the name already in the dialog box, then click on Rename (or press Return). Click on

Cancel if you change your mind. If you have chosen a name that is already in use, DiskTop will display the following dialog box:



Click on OK (or press Return) and DiskTop will redisplay the Rename dialog and let you try again.

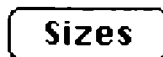
If you are renaming multiple files and/or folders, DiskTop will present a dialog box for each file or folder.

Find

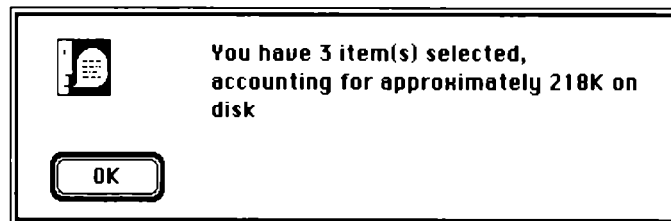


The lower left button is the Find button. Click on this button or press the ⌘ and F keys simultaneously, and DiskTop will display the same find dialog described above under "The Disktop."

Sizes



The lower right button is the Sizes button. Click on the file(s) and/or folder(s) you want to check, then click this button or press the ⌘ and S keys simultaneously, and DiskTop will display the following dialog box:



All of the files selected, or files in folders selected (no matter how many folders deep they are), will be added up.

If you have selected a large number of files, adding up the total size may take a few moments.

DiskTop Menu

DiskTop	
Shut Down	
Get Info...	%I
New Folder...	%N
Set Default	
Preferences...	%P
Add to Menu	
Remove from menu...	
ReadMe (DiskTop)	
Widgets	

The DiskTop menu has several functions, which are described below.

Shut Down

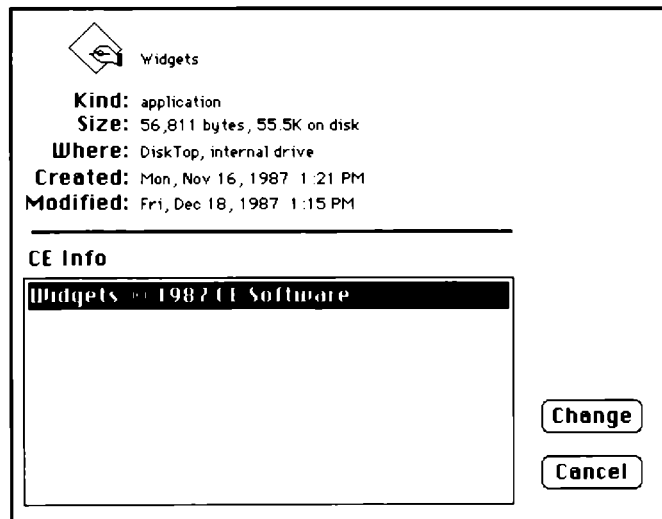
"Shut Down" behaves similarly to the Finder command on the Special menu. If you are in an application program that has a "Quit" command on a menu, DiskTop will find it and quit the application, so that if you have any changed documents you will be asked if you want to save them. DiskTop will then unmount any hard disks cleanly and eject any floppy disks, then reset the Macintosh. Under System 4.0 or higher, Shutdown results in a dialog box telling you it is safe to power down. On a Macintosh II, it will turn off the machine.

Get Info

Selecting "Get Info" or pressing the ⌘ and I keys simultaneously will show you information about the file(s) currently selected in the Files Window. If nothing is selected, this menu choice is dimmed.

The information about the file(s) is presented depending upon the level selected in the Preferences menu.

If you have selected the Normal level, the following dialog box is presented:



In the upper left corner is the icon and name of the file/folder,

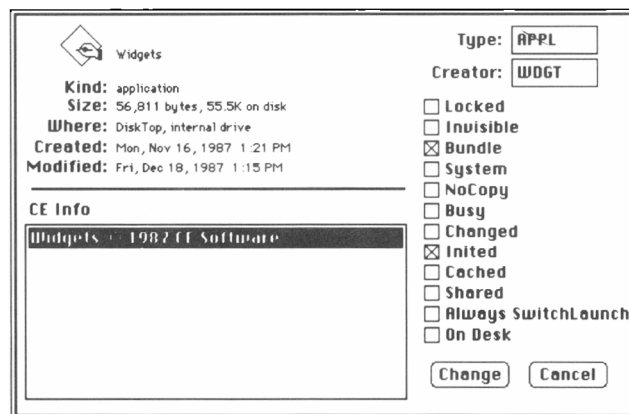
DiskTop	
Shut Down	
Get Info...	⌘I
New Folder...	⌘N
Set Default	
Preferences...	⌘P
Add to Menu	
Remove from menu...	
ReadMe (DiskTop)	
Widgets	

the kind and size of the file/folder, where it is located, the date and time the file/folder was created, and the date and time the file/folder was last modified. The modified date is used by many disk backup programs when doing incremental backups.

Also on the left side is the CE Info box. You can enter information about the file in this box. (You cannot enter information about folders.) Unlike the comments box that the Finder uses, this information can only be read by DiskTop. Also, unlike comments entered in the Finder's Get Info box, this information will not be lost if you rebuild your desktop. (See **Chapter 4: Using Widgets** for information on how to convert the comments from the Finder's Get Info box to DiskTop's CE Info box.)

If you make any entries or changes in the CE Info box, click Change (or press Return) to have your changes take effect. If multiple files/folders were selected, the information dialog box for the next file will be displayed.

If you have selected the Technical level, the following dialog box is presented:



In the upper left corner is the icon and name of the file/folder, the kind and size of the file/folder, where it is located, the date and time the file/folder was created, and the date and time the file/folder was last modified. The modified date is used by many disk backup programs when doing incremental backups.

DiskTop	
Shut Down	
Get Info...	⌘I
New Folder...	⌘N
Set Default	
Preferences...	⌘P
Add to Menu	
Remove from menu...	
ReadMe (DiskTop)	
Widgets	

Also on the left side is the CE Info box. You can enter information about the file in this box. (You cannot enter information about a folder in CE Info.) Unlike the comments box that the Finder uses, this information can only be read by DiskTop. Also, unlike comments entered in the Finder's Get Info box, this information will not be lost if you rebuild your desktop. (See **Chapter 4: Using Widgets** for information on how to convert the comments from the Finder's Get Info box to DiskTop's CE Info box.)

On the right side of the box are the Type and Creator of the file. (Folders do not have Types or Creators.) Also on the right side are various bits for files and folders. You can change the Type or Creator for any file, as well as set (or clear) any of the bits shown. To change the Type or Creator, enter the four letter code in the box. To change to change any of the bits, click in the box next to the bit you want to set or clear. The Locked bit will lock a file or folder (just as you can from the Get Info box in the Finder). The Invisible bit makes the file or folder invisible to the Finder, but it will still show up in the DiskTop Files Window. The Bundle bit is used to tell the Finder that the file contains custom icons. (Folders do not have custom icons, so this bit will be dimmed when you are getting information on a folder.) The System bit indicates a system file (which will generally have a Macintosh icon in the Finder). The NoCopy bit is a simple copy protection bit for Finder 5.0 or later that is almost never used. NoCopy bit was formerly known as Bozo bit. The Busy bit is used by application programs to show that a file/folder is in use. The Changed bit is used to indicate that a file/folder has been updated. The Initied bit is set by the Finder so it will know it has seen the file or folder before. The Cached bit is not yet implemented by System 4.1. The Shared bit is used by some applications to let multiple users on a network access the application at the same time. The Always SwitchLaunch bit will look for a System and a Finder on the launching application's disk and will switch to that System and Finder as the default System and Finder, if they are not already. The On Desk bit is used to set the file or folder on the Desktop of the Finder (for Finder 5.0 or later). It is not generally a good idea to change any of these bits unless you know what you're doing.

If you do change the type or creator, any of the bits, or enter comments into CE Info, click on Cancel to leave them the way they were, or click Change (or press Enter) to have

DiskTop	
Shut Down	
Get Info...	⌘I
New Folder...	⌘N
Set Default	
Preferences...	⌘P
Add to Menu	
Remove from menu...	
ReadMe (DiskTop)	
Widgets	

your changes take effect. If multiple files were selected, the information dialog box for the next file or folder will be displayed.

IMPORTANT NOTE: *Upper and lower case of file types and creators is important. Be very careful when entering these fields yourself, or you will end up with a document for which no creator will ever be found, or that cannot be opened by any application.*

WARNING: *Never change the creator of a file with type APPL. If you ever see APPL in the box "Set all files with type:" immediately click on Cancel.*

If you are using DiskTop in the Finder, the folder containing the file must be closed, or the Finder will cleverly undo any changes you make.

New Folder

Selecting "New Folder" or pressing the ⌘ and N keys simultaneously will create a new folder (or subdirectory) in the directory that is currently showing in the Files Window. You will be asked to name the folder in the following dialog box:

Create folder named:

Empty Folder

Create

Cancel

The words "Empty Folder" are already in the dialog box with "Empty" highlighted. Type in the name for the folder (such as "DiskTop") and the new text will replace the word "Empty." Click on Create (or press Return) and a new folder will appear in the Files Window. If do not want the word "Folder" in the name of the new folder, simply select the word by dragging over it or by double-clicking on it and press Backspace twice (once to delete the word "Folder," and the second time to delete the blank before it).

DiskTop	
Shut Down	
Get Info...	⌘I
New Folder...	⌘N
Set Default	
Preferences...	⌘P
Add to Menu	
Remove from menu...	
ReadMe (DiskTop)	
Widgets	

If you change your mind about creating a folder, just click on the Cancel button.

Set Default

Selecting "Set Default" will cause the currently selected folder in the Files Window (or the currently selected disk if you are on the DiskTop) to become the "default" folder (or disk).

What this may be used for may need some explanation. Many programs and some desk accessories look for files and/or automatically store files in the default folder. Have you ever opened the Scrapbook and found it empty when you knew there were things in it? It was looking in the default folder instead of the system folder. Or have you ever had ConcertWare+ not find its instruments? It was looking for them in the default folder. By setting the default folder with DiskTop, you can control where these programs and desk accessories look for and store their files.

Preferences

Selecting "Preferences" or pressing the ⌘ and P keys simultaneously will display a dialog box where you can tell DiskTop how you want it to show you things. When you first use DiskTop, the preferences will be set as shown here:

Sort by : ☐ System Document Folder Application Document ☒ Name ☐ Kind ☐ Type ☐ Creator ☐ File Size ☐ Modified Date	Open To : ☒ DiskTop ☐ Files ☒ Current location Show size : ☐ in bytes ☒ in K	Level : ☐ Technical ☒ Normal ☐ Locked Normal
Opening key : ⌘SHIFT OPT-D 🍏 DiskTop		
Save Temporary Cancel		

Sort by:

On the left you choose how you want the files and folders to be sorted in the Files Window. The default is alphabetically by name, but you can choose by System Documents first, then

DiskTop	
Shut Down	
Get Info...	%I
New Folder...	%N
Set Default	
Preferences...	%P
Add to Menu	
Remove from menu...	
ReadMe (DiskTop)	
Widgets	

Folders, then Applications, then document, or by kind (if Normal level is selected), or by file type or by creator (if Technical level is selected), or by size (largest first), or by modified date (newest first). The order things are displayed in the window is important because DiskTop operates on multiple selections in this order. So selecting by size means that large files will be copied first, for example. As noted in **Files Window**, you can temporarily change the order of the sort by clicking on the menu bar of the Files Window on the item you want for the sort - Name, Size, etc.

Open To:

In the center you select what you want to see when you first open DiskTop: the disktop or the Files Window.

If you select DiskTop, but not "Current location," when you open DiskTop you will be on the disktop, and the default drive will be selected. When you open a disk, it will open to the main disk directory.

If you select DiskTop and "Current location," when you open DiskTop you will be on the disktop and the current drive will be selected. When you open the disk, it will open to the current folder (the same folder that would show if you selected Open in the current application). If you select Files, but not "Current location," when you open DiskTop you will be in the Files Window showing the main disk directory of the default drive. If you select Files and "Current location," when you open DiskTop you will be in the Files Window showing the current folder.

Show size:

In the center you also choose how you want sizes and space displayed, in bytes or in K (kilobytes: thousands of bytes). In the Files Window you can toggle between these two by pressing Option and then clicking on Size in the menu bar.

Level:

On the right you choose the level you want to use when running DiskTop. Technical is for the experienced Macintosh user. This level shows you the type and creator for each file, and lets you modify the file bits of the individual files in the Get Info window. Invisible files, like the DeskTop, will also be shown. Normal shows you Finder like information in the Files Window and will not let you modify the file bits. You will not see invisible files like the DeskTop in Normal level.

DiskTop	
Shut Down	
Get Info...	⌘I
New Folder...	⌘N
Set Default	
Preferences...	⌘P
Add to Menu	
Remove from menu...	
ReadMe (DiskTop)	
Widgets	

Locked Normal will permanently lock DiskTop on the Normal level. (You cannot undo this feature.) You will be given a warning before you permanently save to this feature.

NOTE: Locked Normal was suggested by a network manager who did not want typical users modifying the files on the network server.

IMPORTANT NOTE: If you accidentally select Locked Normal and Save it, you will not be able to change this copy of DiskTop. You will need to remove the changed copy from your System file and then install another copy of DiskTop. (Backup copies can be very important.)

Opening Key:

When DiskTop.INIT is in the system of your startup disk, you can open DiskTop by pressing a set of keys. The DiskTop.INIT on your distribution disk defines this opening key as ⌘-Shift-Option-D. You can change this to whatever key sequence you like by clicking on the key sequence in the Opening Key box, which will highlight the old key sequence. Press the new key sequence and that sequence will now appear in the Opening key box. When you close the Preferences box, the new key sequence will take effect.

NOTE: The key sequence must be keys pressed simultaneously, such as ⌘-Shift-Option-D. You should avoid using a key sequence that you normally use for other programs. For instance, ⌘-D is used by MS Word to change character criteria. If you change DiskTop's opening key to this sequence, you will only be able to open the Character menu item from the menu. The DiskTop opening key sequence overrides your program key commands.

After setting your preferences, click on Save (or press Return) to make them permanent, or click on Temporary to set them just for the current session. Click Cancel to leave the preferences as they were.

Add to Menu

Selecting "Add to Menu" lets you put application program names and document names in the DiskTop menu. When you want to run one of these programs or open any of these documents, you can select it from the menu. You can add up to twenty programs and/or documents to this menu.

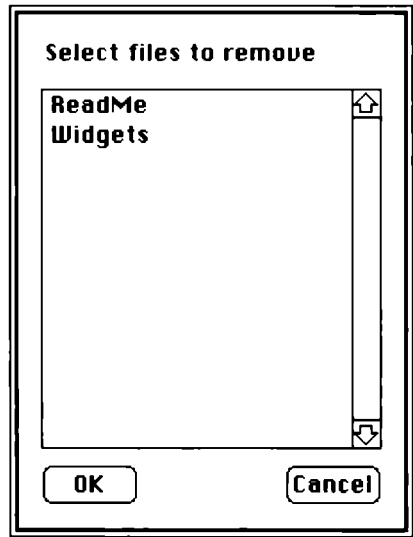
DiskTop	
Shut Down	
Get Info...	⌘I
New Folder...	⌘N
Set Default	
Preferences...	⌘P
Add to Menu	
Remove from menu...	
ReadMe (DiskTop)	
Widgets	

DiskTop keeps track of where these programs are by their names, the names of the disks they are on, and (on HFS disks) their DirIDs (the relative folder number on the disk). If you rename the application program or move it to another folder or disk, or do not have the disk mounted, DiskTop will not be able to find it, and you will need to remove it from the menu and add it again or mount the disk it is on. This may also happen if you restore your disk from a backup version produced with a commercial backup program, since most of them do not save the DirIDs and these then change during the restore process.

Because of this, it is much better to create your menus with Widgets, so that when this happens you can open the menu file in Widgets and have it find the files again (See **Chapter 4: Using Widgets**).

Remove from Menu

Selecting "Remove from menu" lets you remove application program names or document names from the menu. When you select "Remove from menu", you will get a dialog box containing the names currently appearing on the menu.



To remove one, select it with the mouse and click on the OK button. Use shift-click to remove multiple items at once.

Chapter 6: LaserStatus Reference

LaserStatus Window

This Chapter is a reference for the LaserStatus desk accessory. Each menu item and each button is explained, as well as any dialog boxes which may be encountered.

For additional information and usage hints and tips, see **Chapter 3: Using LaserStatus**. For more information about LaserStatus sets and how to maintain them, see **Chapter 4: Using Widgets**.

When you first select LaserStatus from under the Apple menu, a small window appears. Directly under the window's title bar will appear the name of the currently selected LaserWriter and its current status. Under the status lines four buttons appear.



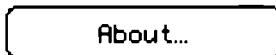
To change the current LaserWriter, use the Chooser desk accessory.

***NOTE:** if there are no LaserWriters active on the AppleTalk network there will be a long delay before the LaserStatus window appears, and long delays the entire time it is open. To remove it, click in the close box and hold down the mouse button until the window goes away.*

***IMPORTANT NOTE:** Do not open LaserStatus and Chooser at the same time, and do not open LaserStatus if the currently selected LaserWriter is not available. LaserStatus may not function (and may cause a system bomb) when used with LaserWriter spoolers.*

Buttons

About



Along the bottom of the LaserStatus window are some buttons, which are described below:

Clicking on the About button causes LaserStatus to display its About box.

Reset

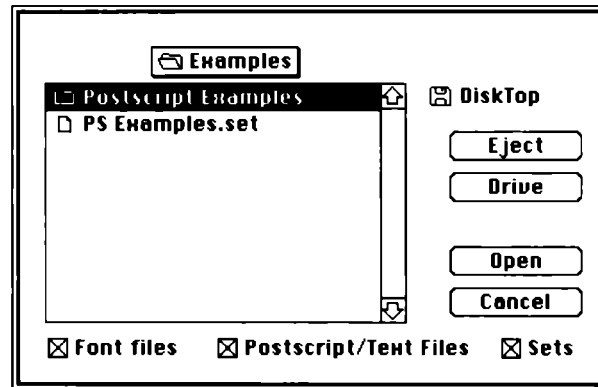
Reset...

Clicking on the Reset button resets the LaserWriter just like turning it off and on would do, clearing out the memory and causing it to spit out the startup page if you still have that enabled. Reset has several uses described in **Chapter 3: Using LaserStatus**.

Download

Download...

Clicking on the Download button causes the following dialog box to be displayed:



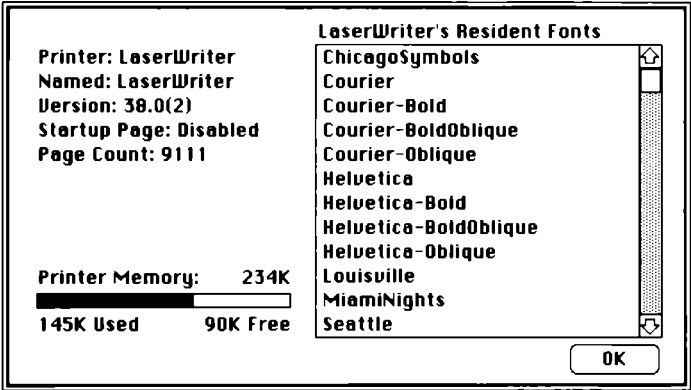
The check boxes across the bottom can be used to limit the files displayed. When you find the file you want to download, double-click it, or select it and click on Open (or press Return or Enter), and LaserStatus will download the file to the LaserWriter.

You can put frequently downloaded files on the Download menu. (See **Downloads Menu** below.)

Information



The Information button queries the LaserWriter and gathers some interesting facts and displays them for you.



As you can see, it shows the printer type, its AppleTalk name, the ROM version, whether or not the startup page is enabled, and the page count. Also shown is the memory used and available, which is of interest if you want to use downloaded fonts, and the list of fonts currently resident either in ROM or in memory.

Downloads
Menu



The Downloads menu can be used for frequently downloaded files. Install and remove items on the menu using the Configure command on the menu. You can also install LaserStatus sets onto the menu as items, or load the contents of the set into the menu, and use Widgets to maintain your LaserStatus sets.

Configure

To install or remove items from the Download menu, select Configure and LaserStatus will display the following dialog box:

ChicaSym		

Click blank button to add file to menu.
Click filled button to remove file from menu.

Load set Save set Clear all OK Cancel

To install the contents of a LaserStatus set into the menu, click on Load set and the standard Open file dialog box will be displayed. Select the set you wish to install and click Open (or press Return or Enter).

NOTE: Loading a LaserStatus set completely replaces everything currently configured on the menu.

To install sets as menu items (as opposed to the contents of the sets), as well as individual font files and PostScript/Text files, click on a blank button to get the Open file dialog box.

To remove menu items, click on their buttons, or click on Clear all to remove them all. When you have all the files you want in the order you want (upper left is first, then down the column, then down the next column, etc.), you can save them as a set (although Widgets is better at this for reasons explained in **Chapter 4: Using Widgets**), or you can save them in the menu by clicking OK. Click cancel to leave the menu as it was.

Menu Items

Once the menu has been configured, just select the item you want to download and LaserStatus will download it to the LaserWriter. To help you keep track of menu items, font files are identified with a *f* symbol and LaserStatus sets are identified with a • symbol, as in the following example:



Laser Set 1 is a LaserStatus set containing font files and PostScript files. FontList.ps is a PostScript file. BodonLas is a laser font from CasadyWare's Fluent Laser Fonts collection.

NOTE: The DiskTop distribution disk contains example PostScript files, a downloadable font, and a sample LaserStatus set.

Laser- Status.Report

In sending files and fonts to the LaserWriter, you may discover that the LaserWriter not only prints files, but also sends messages back to your computer. Some of these actually stop the LaserWriter from printing any more of your files. (One frequent problem when using LaserStatus Sets comes when you remove one of the files on the Download menu. The file cannot be found and a message appears on your screen to that effect.) If you are sending only a few files or happen to be by the computer when the LaserWriter warns your computer, you can correct the problem. But if you are away from your computer or the problem file is one of the first in a list of over 2 dozen files you wanted printed, you can lose valuable time.

LaserStatus can capture these messages and have the LaserWriter continue on with the printing. To set up this feature, you need to create a text file titled "LaserStatus.Report" and place the file in your system folder. Now, every time you download fonts and files to the LaserWriter, your text file will have a record of when the file was sent to the LaserWriter, when the LaserWriter finished with the file, and any other messages sent to your computer while the LaserWriter was working on the file.

Advanced programmers can use these feature to capture messages and other information from the LaserWriter for use in their programs.

Chapter 7: Widgets Reference

This Chapter is a reference for the Widgets application program. Each menu item is explained, as well as any dialog boxes which may be encountered.

As explained in **Chapter 2: Using DiskTop**, Widgets is an excellent tool for keeping DiskTop menus up to date, and for maintaining multiple menus for DiskTop for different sessions or for different disks. As explained in **Chapter 3: Using LaserStatus**, Widgets is an excellent tool for keeping sets of downloadable files together. Both of these uses involve the File menu in Widgets.

Widgets also has a Tools menu which lets you change the creators of files, set the time and date, create custom paper sizes, and change the system heap size and convert file comments into the CE Info format.

Finally, Widgets has a LaserWriter menu which duplicates some of the functions of LaserStatus as well as having some special functions of its own.

The File menu is usually associated with an application program's documents. The Widgets File menu operates on Widgets documents, which are DiskTop Menu files (see **Chapter 2: Using DiskTop** for a description of the DiskTop menu) and on LaserStatus laser sets (see **Chapter 3: Using LaserStatus** for a description of laser sets).

File Menu

File		
New menu/set...		⌘N
Open menu/set...		⌘O

Close menu		
Save menu		⌘S
Save menu as...		
Duplicate menu		⌘D

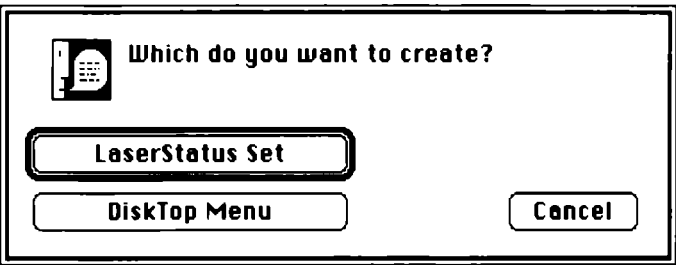
Add files to menu...		⌘A
Remove files from menu		⌘R
Install menu into DiskTop		
Read menu from DiskTop		

Sort menu by name		
Sort menu by type		

Quit		⌘Q

New menu/set...

Selecting "New menu/set..." from the File menu, or pressing the ⌘ and N keys simultaneously, causes the following dialog box to be displayed:



File		
New menu/set...		⌘N
Open menu/set...		⌘O
Close menu		
Save menu		⌘S
Save menu as...		
Duplicate menu		⌘D
Add files to menu...		⌘A
Remove files from menu		⌘R
Install menu into DiskTop		
Read menu from DiskTop		
Sort menu by name		
Sort menu by type		
Quit		⌘Q

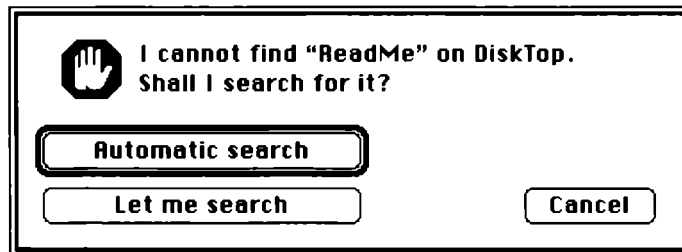
You can create a LaserStatus Set by clicking on the LaserStatus Set button (or by pressing Return). If you want to create a DiskTop Menu file, click on that button. If you change your mind, or selected "New menu/set..." by mistake, just click on Cancel.

After selecting either LaserStatus Set or DiskTop Menu, a small window will appear in the upper left corner of the screen called "Untitled set" if you chose LaserStatus Set or "Untitled menu" if you chose DiskTop Menu. You can use the other commands on the File menu described below to manipulate the contents of the set or menu.

Open menu/set...

Selecting "Open menu/set..." from the File menu, or pressing the ⌘ and O keys simultaneously, causes the standard Open file dialog box to be displayed. Both LaserStatus Sets and DiskTop Menus will appear in the dialog box (if any are present), but there will be no way to tell which are which, so you may wish to use "set" and "menu" in the filenames when saving them so that you can tell them apart.

When Widgets opens the menu or set, it automatically checks to see if the files contained in the menu or set can be found. If they cannot, the following dialog box will be displayed:

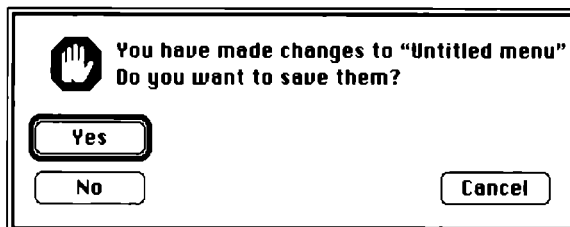


The file not found is identified, as is its volume. There are several reasons why a file may not be found, and these are explained in **Chapter 2: Using DiskTop**. Clicking on Automatic Search (or pressing Return) causes Widgets to look for the file. If you are fairly certain you know where the file is, click on "Let me search" which will display a dialog box and let you locate the file. If you click on Cancel the menu or set will be opened, but the file that was not found will automatically be removed from the menu or set.



Close

Selecting "Close" from the File menu will close the file associated with the currently selected window. The menu will reflect what kind of file it is, by displaying either "Close menu" or "Close set." If changes have been made to the file, the following dialog box will be displayed:



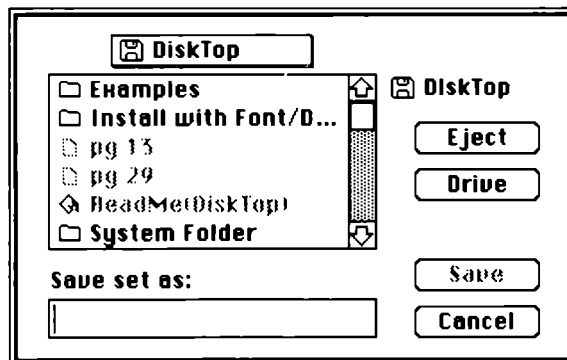
If you click on Yes (or press Return) the file will be saved. If it is an untitled set or menu, you will get one of the "Save As" dialog boxes shown below.

Clicking in the close box of the menu or set window has the same effect as selecting Close from the menu.

If no file window is open, this menu item will be dimmed and not selectable.

Save

Selecting "Save" from the File menu, or pressing the ⌘ and S keys simultaneously, causes the file associated with the currently selected window to be saved to disk. If it is an untitled set, the menu item will say "Save set" and the following dialog box will be displayed:



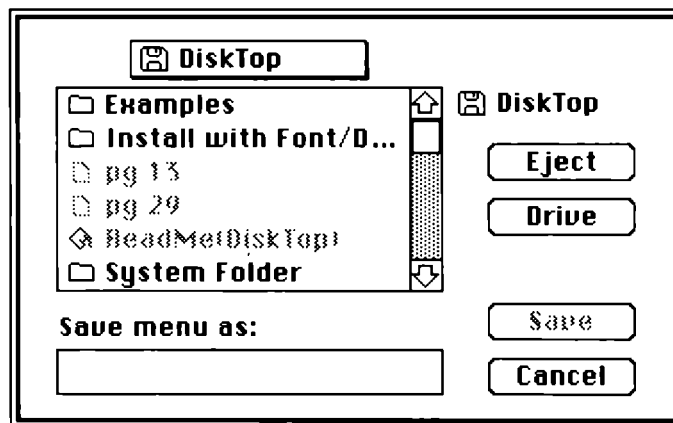
File		
New menu/set...		⌘N
Open menu/set...		⌘O
Close menu		
Save menu		⌘S
Save menu as...		
Duplicate menu		⌘D
Add files to menu...		⌘A
Remove files from menu		⌘A
Install menu into DiskTop		
Read menu from DiskTop		
Sort menu by name		
Sort menu by type		
Quit		⌘Q

If it is an untitled menu, the menu item will say "Save menu" and the dialog box will be the same, except it will say "Save menu as:" above the text entry field where you enter the name. As suggested above, putting "set" or "menu" in the filename will help you identify it later.

If no file window is open, this menu item will be dimmed and not selectable.

Save As

Selecting "Save As" from the File menu lets you save the file associated with the currently selected window under another name. If the file is a menu file, the menu will read "Save menu as..." and the following dialog box will be displayed:



The name of the current file will be selected in the name entry box, but pressing Backspace (or just starting to type) will erase it. If the file being saved is a LaserStatus Set, the menu item will be "Save set as..." and the dialog box will say "Save set as:" above the name entry box.

If no file window is open, this menu item will be dimmed and not selectable.

Duplicate menu

Selecting "Duplicate menu" from the File menu, or pressing the ⌘ and D keys simultaneously, causes the file associated with the currently active window to be duplicated. The duplicate file is named "Untitled set" or "Untitled menu" depending on its type.

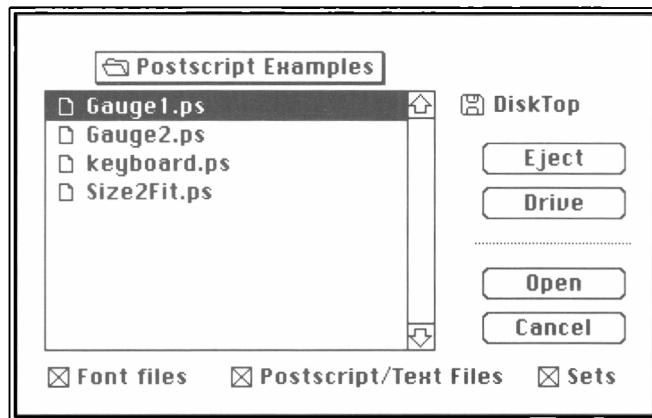
File	
New menu/set...	⌘N
Open menu/set...	⌘O
.....	
Close menu	
Save menu	⌘S
Save menu as...	
Duplicate menu	⌘D
.....	
Add files to menu...	⌘A
Remove files from menu	⌘R
Install menu into DiskTop	
Read menu from DiskTop	
.....	
Sort menu by name	
Sort menu by type	
.....	
Quit	⌘Q

If the duplicate file is not modified, closing it will discard it. You will only be asked if you want to save the duplicate file if you have modified it.

If no file window is open, this menu item will be dimmed and not selectable.

Add files to menu...

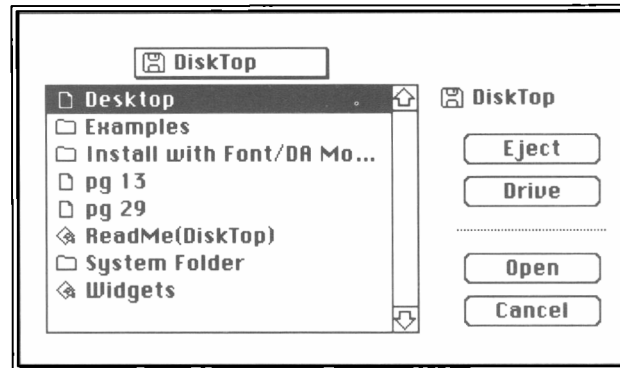
Selecting "Add files to menu..." (or "Add files to set..." if the current file is a LaserStatus set) from the File menu, or pressing the ⌘ and A keys simultaneously, allows you to add files to the file associated with the currently selected window. If the current window is for a LaserStatus set, the following dialog box will be displayed:



By clicking on the check boxes across the bottom, you can control what kind(s) of files will be displayed in the dialog box window. The default is to show LaserWriter font files, Postscript (text) files, and other LaserStatus sets.

File		
New menu/set...	⌘N	
Open menu/set...	⌘O	
Close menu		
Save menu	⌘S	
Save menu as...		
Duplicate menu	⌘D	
Add files to menu...	⌘A	
Remove files from menu	⌘R	
Install menu into DiskTop		
Read menu from DiskTop		
Sort menu by name		
Sort menu by type		
Quit	⌘Q	

If the current window is for a DiskTop menu, the following dialog box will be displayed:



In either case, use the pull-down menu over the file window and the buttons on the right to locate the file you want to add, then select it and click on "Open" (or just double-click on the file name), and it will appear in the file window. The open dialog box will then appear again and you can add another file. When you have added all the files you want, click Cancel.

If no file window is open, or if the current window has the maximum number of files in it (27 for a LaserStatus set, 20 for a DiskTop menu), this menu item will be dimmed and not selectable.

Remove files from menu

Selecting "Remove file" from the File menu, or pressing the ⌘ and R keys simultaneously, allows you to remove the selected file from the menu or set associated with the currently selected window.

If no file is selected in the current window, or if no menu or set window is open, this menu item will be dimmed and not selectable.

Install menu into DiskTop

Selecting "Install menu into DiskTop" from the File menu causes the menu associated with the currently active window to be installed into the DiskTop desk accessory in the current System file. You will not be asked whether you want to install

File	
New menu/set...	⌘N
Open menu/set...	⌘O
.....	
Close menu	
Save menu	⌘S
Save menu as...	
Duplicate menu	⌘D
.....	
Add files to menu...	⌘A
Remove files from menu	⌘R
Install menu into DiskTop	
Read menu from DiskTop	
.....	
Sort menu by name	
Sort menu by type	
.....	
Quit	⌘Q

the menu, Widgets will just install the menu into DiskTop when you select this option.

If the current window is not a menu file, or if no menu or set window is open, this menu item will be dimmed and not selectable.

Read menu from DiskTop

Selecting "Read menu from DiskTop" will read in the current DiskTop menu into a file window. You can then add and/or remove files. Select "Install menu into DiskTop" to update the DiskTop menu.

Sort menu by name

Selecting "Sort menu by name" will sort the items in the menu in alphabetical order. When you save this menu, the next time you open DiskTop, the items will be alphabetized.

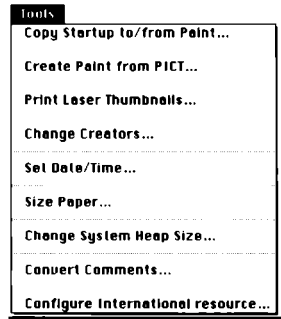
Sort menu by type

Selecting "Sort menu by type" will sort the items in the menu according to file type. (See **Chapter 2: Using DiskTop** and **Chapter 5: DiskTop Reference** for more information on file types.) When you save this menu, the next time you open DiskTop, the items will be sorted according to type.

Quit

Selecting "Quit" from the File menu (or pressing ⌘-Q) returns you to the Finder (or Finder substitute). If you have open DiskTop Menus or LaserStatus Sets that have been modified, you will be asked if you want to save your changes.

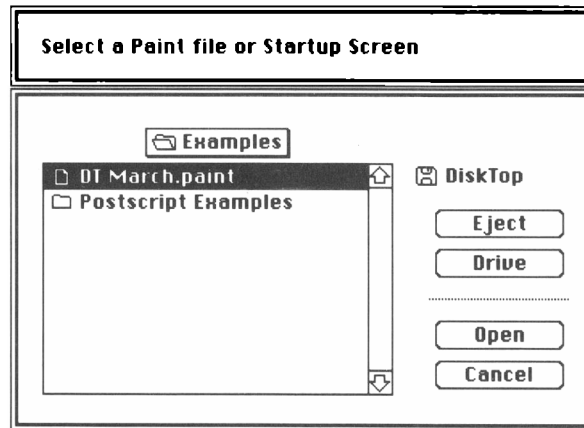
Tools Menu



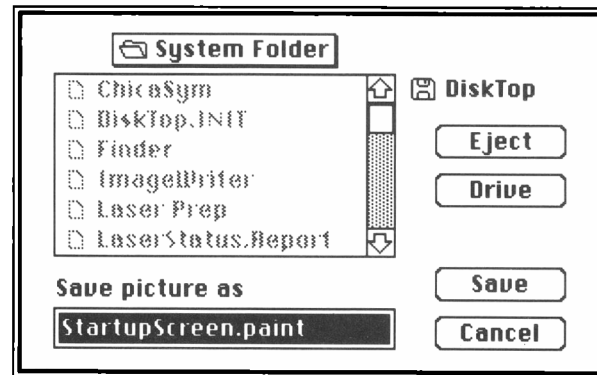
The Tools menu contains the real "widgets." With the Tools menu, you can create startup screens, change startup screens and PICT files to Paint files, print thumbnails on the LaserWriter to create catalogs of your paint files, change the creators of your files, set the date and time, size paper for the ImageWriter, change the size of your system heap and convert Finder file comments into DiskTop's CE Info comments.

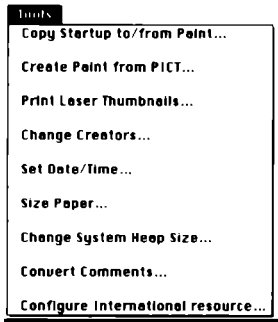
Copy Startup to/from Paint

Selecting "Copy Startup to/from Paint" from the Tools menu causes the following dialog box to be displayed:



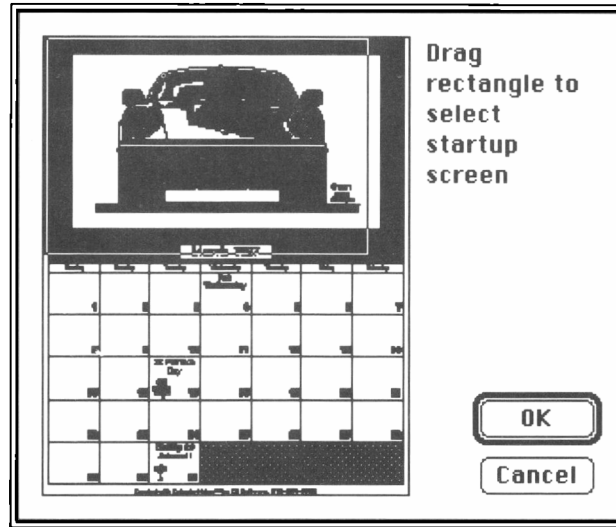
Locate the paint file or the startup screen you want to convert, and click on Open. If you select a startup screen, you will get the following dialog box:



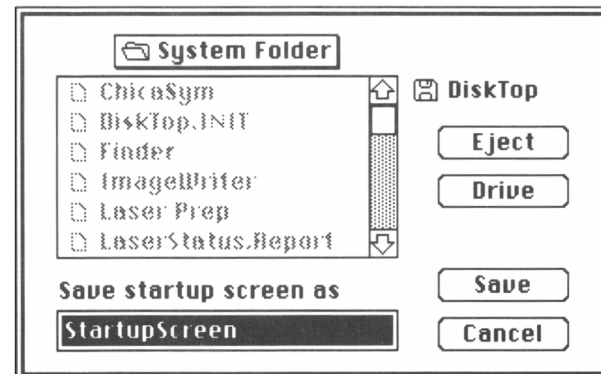


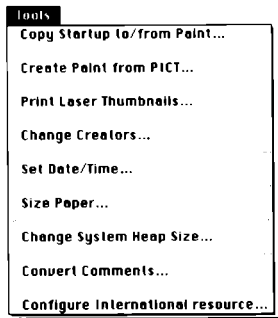
Widgets automatically "suggests" the name of the startupscreen plus ".paint" as the name for the paint file to be created, but you can change this to anything you like.

If you select a paint file, you will get the following dialog box:



You can click anywhere in the rectangle and drag it (while holding down the mouse button) to the portion of the picture you want to be the startup screen. Only what is inside the rectangle will appear on the startup screen. When you have positioned the rectangle, click OK and the following dialog box will be displayed:

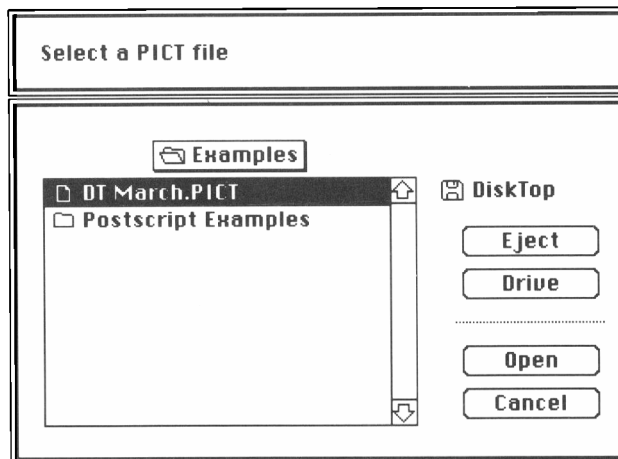




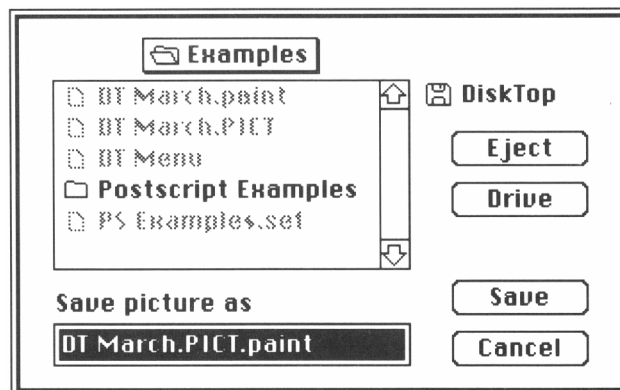
Widgets automatically suggests the name "StartupScreen" as the name of the screen (and it needs to be named this and be in the System Folder to be recognized by the System), but you can name it anything you want.

Create Paint from PICT

Selecting "Create Paint from PICT" from the Tools menu causes the following dialog box to be displayed:



Locate the PICT file you wish to convert and click Open (for more information about PICT files see **Chapter 4: Using Widgets**). You will then see the following dialog box:



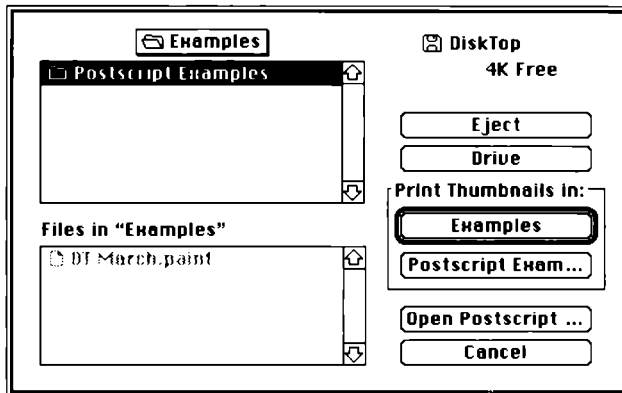
Widgets automatically suggests the name of the PICT file plus



".paint" as the name for the paint file about to be created. Adjust the name and where you want it saved, then click Save.

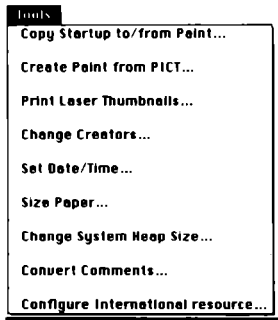
Print Laser Thumbnails

Selecting "Print Laser Thumbnails" from the Tools menu causes the following dialog box to be displayed:



The upper window shows the folders in the selected disk/folder. If there are any paint files in the selected disk/folder, they will appear in the lower window. Use the buttons and pull-down menus to locate the folder (or folders) containing the paint files you want to print. Click on the top button in the "Print Thumbnails in:" box to print those files in the selected disk/folder. Click on the second button in the "Print Thumbnails in:" box to print any paint files in the folder highlighted in the top window. Do NOT change the orientation to landscape (sideways) printing.

Widgets will start with the paint files in the current folder, printing them in alphabetical order, up to sixteen per page, and will keep a running status dialog on the screen so you'll know which file it is being processed. When all the files in the current folder have been reduced and printed, Widgets will look in any folders in the current folder for paint files, and will print thumbnails of them, then in any folders in them, and so on. When finished, you will have a complete catalog of all paint files in the selected disk/folder.



NOTE: In addition to the paint files in the open folder, any paint files in any folders inside the open folder will also be thumbnailed. Each new folder will start a new page. See **Chapter 4: Using Widgets** for more explanation.

Change Creators

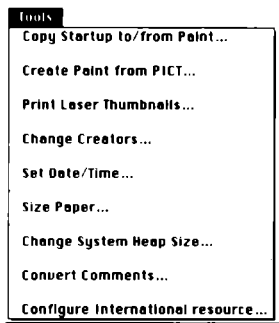
Selecting "Change Creators" from the Tools menu causes the following dialog box to be displayed:

A screenshot of a dialog box titled 'Change Creators'. It contains two sections. The first section is 'Set all files of type:' and the second is 'To have a creator/icon of:'. Each section has three radio buttons: 'TEHT (only)', 'PNTG (paint)', and 'Other:'. The 'Other:' buttons have text input fields. At the bottom, there are 'OK' and 'Cancel' buttons.

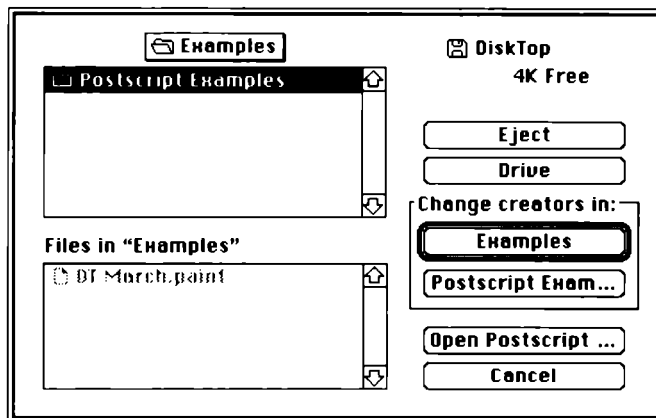
To change the creator of a particular file, you need to know the type of the file and the creator to which you want to change the file(s). (You can use the Files Window in DiskTop to learn the specific creators for different files.) Several of the more popular types and creators are given radio buttons. Otherwise, enter the name in the box provided and select other.

IMPORTANT NOTE: The case of file types and creators is important. PNTG, Pntg, and pntg are three different file types, and CEBN, Cebn, and cebn are three different creators. Be very careful when entering these fields yourself, or you will end up with a document for which no creator will ever be found, or that cannot be opened by any application.

WARNING: Never change the creator of a file with type APPL. If you ever see APPL in the box "Set all files with type:" immediately click on Cancel.



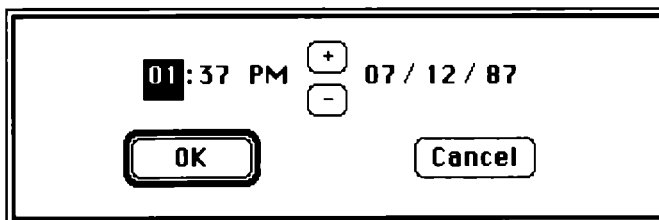
After you are sure of your entries, click on OK and Widgets will display this dialog box:



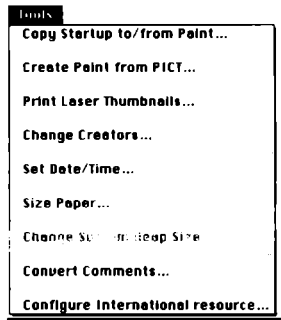
Use the buttons to locate in the top window the folder containing the files (or containing the folders containing the files) you want to change. In the bottom window Widgets will display all files in the folder that are the file type you want to change. When you locate the desired folder(s)/file(s), click on the top button in the "Change creators in:" box and the file(s) in the bottom window will be changed. Clicking on the second button in the "Change creators in:" box will change the creators of all the files in the selected folder in the top window. (For more information on file types and creators, see **Chapter 4: Using Widgets.**)

Set Date/Time

Selecting "Set Date/Time" from the Tools menu causes the following dialog box to be displayed:



Just click on what you want to set (hours, minutes, AM/PM, month, day, or year) then either type in what you want or

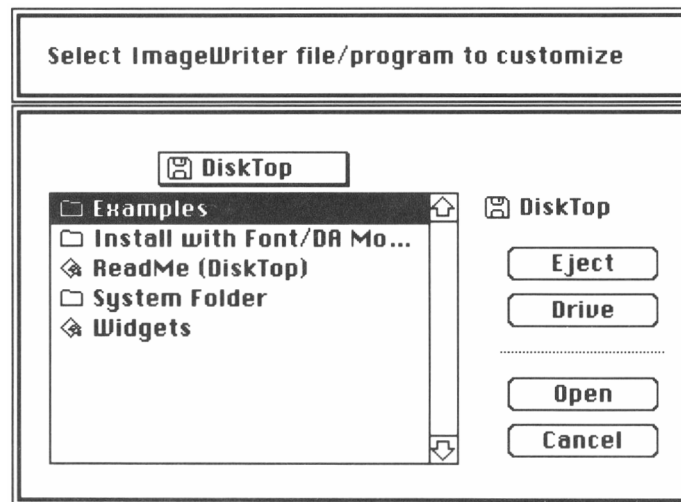


on the Plus button to go up or the Minus button to go down.

When it's just the way you want, click OK. If you change your mind or don't want the changes recorded, click Cancel.

Size Paper

Selecting "Size Paper" from the Tools menu causes the following dialog box to be displayed:



If you select an ImageWriter driver, changes you make to the paper sizes will show up in all applications that don't have their own paper sizes. If you choose an application program, changes you make to the paper sizes will only show up when you are printing in that particular application.



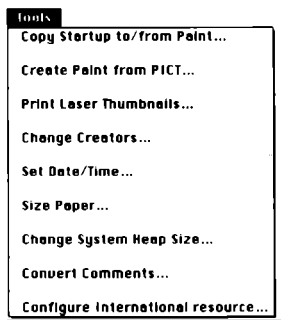
After you select an ImageWriter driver or application program, the following dialog box appears:

The top half of the dialog box shows the existing paper sizes and their names. The window in the bottom shows the detailed information for the selected paper size. There are six possible paper sizes, so if you only need one special size, it is best to put it in the sixth position (that is normally blank).

Select the paper size you want to alter by clicking on it (the radio button to the left of it should become selected). Then change any of the information in the bottom window. You can maneuver around the lower window using the Tab key, or by clicking in the the various text entry boxes.

When you are done, click on OK to store the changed paper sizes into the application program or ImageWriter driver. If you make a mistake, or change your mind, click on Cancel.

IMPORTANT NOTE: *There are some very important hints and tips concerning paper sizes in **Chapter 4: Using Widgets** which you are strongly urged to read.*

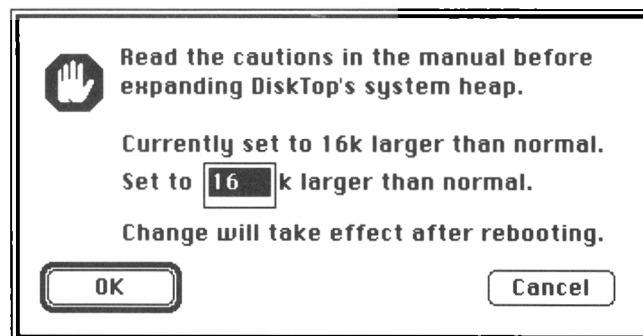


Change System Heap size

Selecting "Change System Heap size" from the Tools menu causes the following dialog box to be displayed:



Use the Drive and Eject buttons to locate the system disk you want to change, then click on Select. If you change your mind, just click on Cancel. When you select the system disk you want to change, the following dialog box will be displayed:



The cautions referred to in this dialog box are outlined in **Chapter 4: Using Widgets**. Please read them, or you may cause yourself problems and not know why.

If the system disk selected has standard boot blocks, the extra space will say 16K. Type in the amount you wish to increase



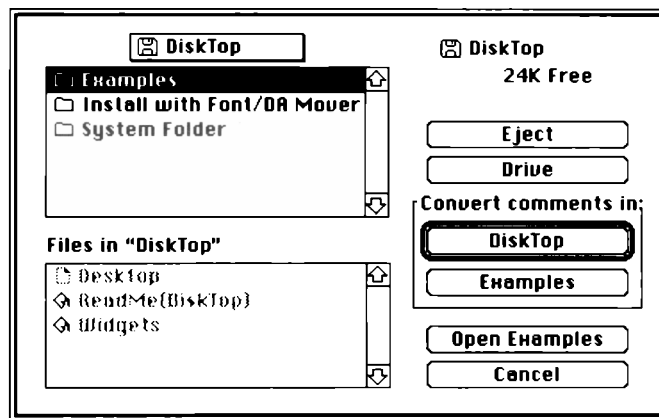
the system heap (probably increments of 16) and press Return.

If the system disk selected has already had its system heap increased, the amount the heap has been increased will show in the edit box.

If the system disk selected has no boot blocks, Widgets will tell you.

Convert Comments

Selecting "Convert Comments" from the Tools menu brings up the following dialog box:



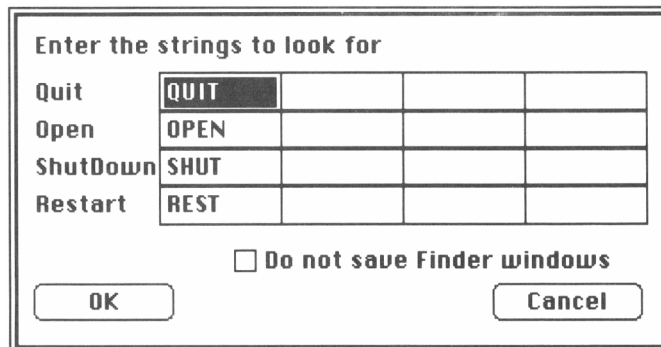
The upper window shows the folders in the selected disk/folder. If there are any files with comments in the selected disk/folder, they will appear in the lower window. Use the buttons and pull-down menus to locate the folder (or folders) containing the files with comments that you want to change. Click on the top button in the "Convert comments in:" box to convert those files in the selected disk/folder. Click on the second button in the "Convert comments in:" box to convert any files in the folder highlighted in the top window.

Clicking Cancel will not convert any comments.



Configure International Resources

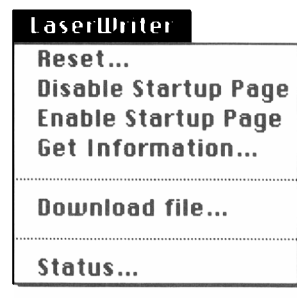
Selecting "Configure International Resources" in the Tools menu will bring up the following dialog box:



In this box you can enter up to four different words/expressions of 9 characters or less for four standard menu items: Quit, Open, Shutdown and Restart. (This option is useful for individuals using different language versions of Macintosh software. A French version of MacWrite will not have Quit on the File menu and a German version of the Finder would not have Shutdown on the Special menu of the Finder. Using this option, you can customize the international resource to recognize the different terms for these functions.)

Any changes made to the international resource will not take effect until after rebooting.

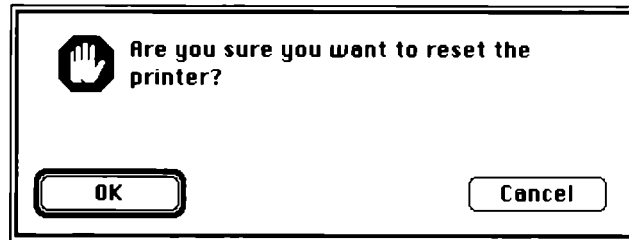
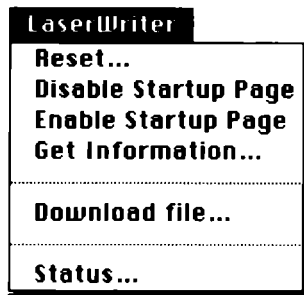
LaserWriter Menu



The LaserWriter menu provides some of the same functions as LaserStatus desk accessory, plus some additional features. All of the functions on the LaserWriter menu provided by Widgets operate only on the currently selected LaserWriter. To see what other LaserWriters are available and to change the current LaserWriter use the Chooser desk accessory under the menu.

Reset

Selecting "Reset" from the LaserWriter menu causes the following dialog box to be displayed:



If you click OK (or press Return) the currently selected LaserWriter is reset. This has the same effect as turning the LaserWriter off and on again, and will flush all downloaded fonts and free up memory in the printer.

If there was no LaserWriter online when Widgets started up, this menu item will be dimmed and cannot be selected. To see if a LaserWriter is online (and enable this menu item), select "Status" (see **Status** below).

Disable Startup Page

Selecting "Disable Startup Page" from the LaserWriter menu causes Widgets to instruct the currently selected LaserWriter to not print out the self-test page at startup. This saves some paper, as well as a little time when resetting or starting up the LaserWriter.

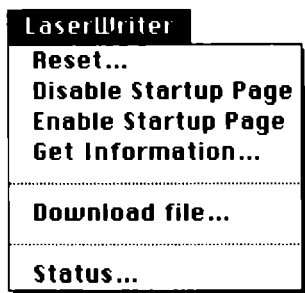
The LaserWriter will remember not to display the startup page until an "Enable Startup Page" command is sent to it.

To see if the startup page is enabled or disabled for the current LaserWriter, use "Get Information," described below.

If there was no LaserWriter online when Widgets started up, this menu item will be dimmed and cannot be selected. To see if a LaserWriter is online (and enable this menu item), select "Status" (see **Status** below).

Enable Startup Page

Selecting "Enable Startup Page" from the LaserWriter menu causes Widgets to instruct the currently selected LaserWriter to print out the self-test startup page when first powered on or when reset.



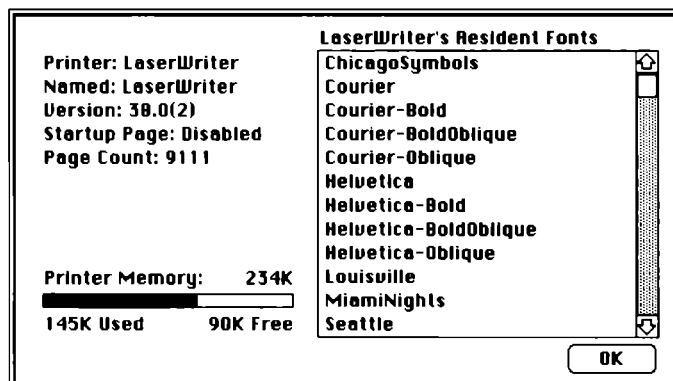
The LaserWriter will remember to display the startup page until a "Disable Startup Page" command is sent to it.

To see if the startup page is enabled or disabled for the current LaserWriter, use "Get Information," described below.

If there was no LaserWriter online when Widgets started up, this menu item will be dimmed and cannot be selected. To see if a LaserWriter is online (and enable this menu item), select "Status" (see **Status** below).

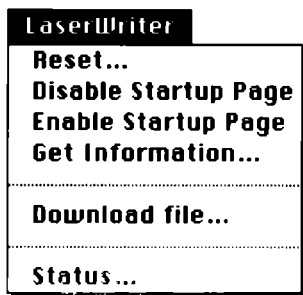
Get Information

Selecting "Get Information" from the LaserWriter menu causes Widgets to query the LaserWriter then display the following dialog box:



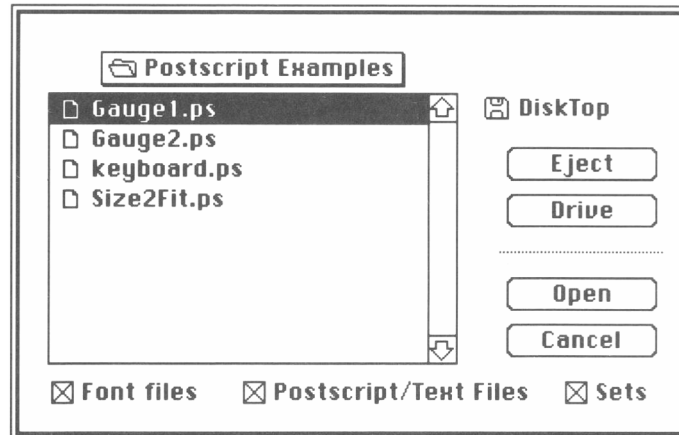
"Printer" is the type of the printer (LaserWriter, LaserWriter Plus). "Named" is the name of the printer as assigned by The Namer program. On single printer networks this is often "LaserWriter" or "LaserWriter Plus." "Version" is the ROM version (which is also indicative of the PostScript version) and is useful for debugging and service. "Startup Page" indicates whether the self-test startup page is enabled or disabled. "Page Count" is the number of pages printed, as shown on the self-test startup page.

If there was no LaserWriter online when Widgets started up, this menu item will be dimmed and cannot be selected. To see if a LaserWriter is online (and enable this menu item), select "Status" (see **Status** below).



Download file

Selecting "Download file" from the LaserWriter menu causes the following dialog box to be displayed:



The check boxes across the bottom can be used to limit what kind(s) of files are shown. Widgets supports downloads of LaserWriter fonts (such as those from Adobe and CasadyWare, or those created with Altsys' Fontographer program), PostScript text files, and LaserStatus sets (see **Chapter 3: Using LaserStatus** for a more complete description of LaserStatus sets).

If there was no LaserWriter online when Widgets started up, this menu item will be dimmed and cannot be selected. To see if a LaserWriter is online (and enable this menu item), select "Status" (see **Status** below).

Status

Selecting "Status" from the LaserWriter menu causes Widgets to query the LaserWriter then display a dialog box describing the name of the currently selected LaserWriter and its status, similar to the LaserStatus display but in a different format. The dialog box will remain (and be updated every few seconds) until you click the mouse button.

If the other items under the LaserWriter menu are dimmed because Widgets saw no LaserWriter online, selecting "Status" will enable them again and allow them to be used.

Chapter 8: Trouble- shooting

Installation Problems

Because DiskTop, LaserStatus and Widgets do so many things, there are things that can go wrong. We have tried to anticipate some of the more obvious problems you may encounter and to offer you some guidance in solving them. We cannot anticipate all problems, but as you let us know what problems you have, we'll expand this section of the manual with future releases.

The first thing you should do when you have a problem is read the appropriate section of the manual, usually **Chapter 2: Using DiskTop**, **Chapter 3: Using LaserStatus** or **Chapter 4: Using Widgets**. Your problem may be explained by a limitation of DiskTop, LaserStatus or Widgets.

Apple's Font DA/Mover has been known to cause some headaches for some people. The most common problems are listed here.

When I try to install DiskTop or LaserStatus, I get a message that I cannot have more than 15 desk accessories in the file.

Apple has limited the number of desk accessories that can be in one System file. When all disks were 400K floppies, this was not a major drawback. But now, with 80 megabyte (and up) hard disks available, this can be very inconvenient.

At the time this is being written, there are some programmers working on ways around this problem, and we certainly hope they succeed! In the meantime, you will probably have to choose a desk accessory to remove to make room. If you have the Alarm Clock installed only to set the clock, Widgets can assume that function.

When I try to install DiskTop or LaserStatus, I get error messages and/or system bombs.

This could be due to insufficient system heap size, especially if the errors have a code of -108. (See **Chapter 4: Using Widgets** for instructions on how to increase your system heap.)

DiskTop Problems

DiskTop has many functions, and you may experience some difficulties along the way. DiskTop has been extensively tested, but it is impossible to test a desk accessory with every possible application program with which it could be used. Some more likely problems are listed here.

File Maintenance Problems

In WriteNow™, I used DiskTop to delete a file that I had closed, and when I quit WriteNow, I got an error message "Unexpected error -43" and strange things happened.

When WriteNow is quitting, it tries to reclaim space in the documents you worked on in that session. Unfortunately, it doesn't check to see if they're still around first. The obvious solution is don't delete WriteNow files until after you quit.

File Opening Problems

I tried to open a file with DiskTop, and nothing happened.

This is probably due to the "Quit" command in the application you are in not being enabled. Just quit the application manually, and DiskTop will launch the file you asked it to launch.

This operation does not work in Switcher.

I tried to open a file with DiskTop, and I got a "File is busy" message.

You are probably trying to open a document for the program you are currently running. Instead, try the Open command under that program's File menu.

The file may be in use over an AppleShare network. Wait until the other person is no longer using it and try again.

Some sort of error caused a program to leave the busy bit on for the file. To "unbusy" the file, restart your Macintosh.

I tried to open a file with DiskTop, and I got a "File not found" message.

The document or application has been moved. Put it back where it was, or remove the problem file from the menu and add it back.

The document or application or disk it was on has been renamed. Rename the disk back, or remove the problem file from the menu and add it back.

You've done a backup and restore. Remove the problem file from the menu and add it back. (Backups do not normally restore files with the same DirIDs.)

The disk is not mounted. Mount it and try again, or remove the problem file from the menu and add it back (if you have a copy on another disk).

If you are using Widgets to maintain your menus, instead of removing the file and adding it back you can just open the menu file in Widgets to have it do automatic searches, then reinstall the menu into DiskTop. (See **Chapter 4: Using Widgets** to learn how you can let DiskTop maintain your menus.)

I tried to open a file with DiskTop, and my Mac rebooted!

You are probably in a Finder replacement that doesn't have a "Quit" command. So use that program's file opening capabilities instead.

LaserStatus Problems

As any LaserWriter owner will tell you, the LaserWriter can be a very temperamental thing. So there may be problems which may turn up, especially due to interactions between multiple programs. Some more likely problems are listed here.

When I try to download a PostScript file I created in MacWrite using ⌘-F, I get PostScript errors.

PostScript files created by the LaserWriter driver expect the LaserWriter to be initialized with Laser Prep. Print from any application that will initialize the LaserWriter, then try your download again.

When I open LaserStatus, it says there is no LaserWriter when there is, then gives me a system bomb.

Some LaserWriter spooling programs "fool" programs into thinking they are talking to the LaserWriter when they're not. LaserStatus is incompatible with these spoolers. It's not nice to fool LaserStatus.

Widgets Problems

Widgets does so many things that there are things which can go wrong.

I created a startup screen with Widgets, but when I start up my Macintosh it is not displayed.

The file must be named StartupScreen (all one word with no blanks, which is the name Widgets suggests when you save) and must be in the System folder.

Glossary

Terms used in this manual which you may be unfamiliar with are described below.

Active Window

The foremost **window** on the **desktop**; the window where the next action will take place. An active window's **title bar** is highlighted.

Alert

A warning or report of an error in the form of an alert box, a sound from the computer's speaker, or both.

Alert Box

A box that appears on the screen to give a warning or to report an error message during use of an application.

Apple menu

The menu farthest to the left in the **menu bar**, indicated by an Apple symbol from which you choose **desk accessories**.

AppleTalk Personal Network

The AppleTalk connectors, cables, cable extenders, and software that link computers and peripheral devices, such as printers or file servers, together in a communication network.

Application Program

A program written for some specific purpose, such as word processing, data base management, graphics, or telecommunication.

Application Software

A collective term for **application programs**.

Backspace Key

A key that backspaces over and erases the previously typed character or the current selection.

Back Up

(v) To make a spare copy of a disk or of a file on a disk. Backing up your files and disks ensures that you won't lose information if the original is lost or damaged.

Backup

(n) A copy of a disk or of a file on a disk. It's a good idea to make backups of all your important disks and to use the copies for everyday work, keeping the originals in a safe place. (Some program or startup disks cannot be copied.)

Boot	Another way to say <i>start up</i> . A computer boots by loading a program into memory from an external storage medium such as a disk. Starting up is often accomplished by first loading a small program, which then reads a larger program into memory. The program is said to “pull itself up by its own bootstraps”—hence the term <i>bootstrapping</i> or <i>booting</i> .
Boot Blocks	Macintosh disks that can be used as startup disks have special information written in their first sector. These blocks of data are called boot blocks, and are used by the Macintosh to load the System and Finder. When you copy a System file from one disk to another with the Finder, the Finder copies the boot blocks from source disk also.
Boot Disk	The disk that was used to “boot,” or startup, the Macintosh in its current session. This term is sometimes misused, since you may have noticed that sometimes the system disk changes when you run an application that is on a disk containing a System file .
Bootstrap	See boot .
Built-in Fonts	One of several fonts built into the LaserWriter printer. You install the Macintosh screen version with the printer software and use it when creating or changing a document. The LaserWriter substitutes the built-in font for the screen version when you print.
Button	A pushbutton-like image in dialog boxes where you click to designate, confirm, or cancel an action. See also mouse button .
Cancel Button	A button that appears in a dialog box. Clicking it cancels the command.
Case Sensitive	(adj) Able to distinguish between uppercase characters and lowercase characters. Programming languages are <i>case sensitive</i> if they require all-uppercase letters, all-lowercase letters, or proper use of uppercase and lowercase.
Check Box	A small box associated with an option in a dialog box. When you click the check box, you may change the option or affect related options.

Choose	To pick a command by dragging through a menu. You often choose a command after you've selected something for the program to act on.
Chooser	A desk accessory installed along with the LaserWriter and ImageWriter II printer software. Chooser lets you print from any attached printer for which you have a printing resource on the startup disk. You also use Chooser to designate the port to which a printer is attached. Chooser replaces the older Choose Printer accessory.
Click	To position the pointer on something, and then to press and quickly release the mouse button.
Close	To turn a window back into the icon that represents it.
Close Box	The small white box on the left side of the title bar of an active window. Clicking it closes the window.
Command	An instruction that causes the computer to perform some action. A command can be typed from a keyboard, selected from a menu with a mouse, or embedded in a program.
Command Key	A key that, when held down while another key is pressed, causes a command to take effect. When held down in combination with dragging the mouse, the Command key lets you drag a window to a new location without activating it. The Command key is marked with a propeller-shaped symbol. On some machines, the Command key has both the propeller symbol and the Apple symbol on it.
Control Panel	A desk accessory that lets you change the speaker volume, the keyboard repeat speed and delay, mouse tracking, and other features.
Current Startup Disk	The disk that contains the system files the computer is currently using. The startup disk icon always appears in the upper-right corner.
DA	Short for desk accessory
Default Disk	The default disk is the disk where the application currently running resides. In the case of the Finder , this is always the System Disk .

Delete	To remove something, such as a character or word from a file, or a file from a disk.
Desk Accessories	The sometimes useful, sometimes whimsical little programs that appear under the Apple menu. Desk accessories can be used at almost any time, even when you're using another program. DiskTop and LaserStatus are desk accessories. Desk accessories can be added to a system file using Font/DA Mover .
Desktop	In Macintosh applications, the computer's working environment—the menu bar and the gray area on the screen. You can have a number of documents on the desktop at the same time.
Destination Volume	The duplicate volume, as opposed to the source (original) volume. When you are making a copy of a file or a volume, the destination volume is the volume you are copying onto. Compare source volume, volume .
Dialog Box	A box that contains a message requesting more information from you. Sometimes the message warns you that you're asking your computer to do something it can't do or that you're about to destroy some of your information. In these cases the message is often accompanied by a beep.
Dimmed Command	A command that appears gray rather than black in the menu. You cannot choose a dimmed command, usually because the command would be unable to act on anything. For example, in DiskTop the "Add File to Menu" command is dimmed unless you have selected a file (or files).
Dimmed Icon	An icon that represents a disk that has been ejected.
DirID	On an HFS volume, folders are directories. Each folder has a unique number associated with it that programs like DiskTop can use to remember where things are. These numbers are called DirIDs, which is short for Directory Identification numbers.

Directory	A pictorial, alphabetical, or chronological list of the contents of a folder or a disk. MFS disks have a special place on the disk used to keep track of what files are on the disk. This is called the disk directory. HFS volumes have a disk directory, too, which is also called the root directory. Files in the disk window and files on the DeskTop are kept track of in the root directory. HFS volumes also have subdirectories, one for each folder. Files in a folder are kept track of in the subdirectory corresponding to that folder. These subdirectories each have a unique identifying number, called the Dir ID.
Disk	An information-storage medium consisting of a flat, circular, magnetic surface on which information can be recorded in the form of small magnetized spots, in a manner similar to the way sounds are recorded on tape. See floppy disk, hard disk.
Disk Drive	The device that holds a disk, retrieves information from it, and saves information to it.
Disk Space	The amount of space available on a disk for storing or processing a document or an application.
Document	Whatever you create with an application program—information you enter, modify, view, or save. See also file.
Double-Click	To position the pointer where you want an action to take place, and then press and release the mouse button twice in quick succession without moving the mouse.
Drag	To position the pointer on something, press and hold the mouse button, move the mouse, and release the mouse button. When you release the mouse button, you either confirm a selection or move an object to a new location.
Drive	See disk drive.
Edit	To change or modify. For example, to insert, remove, replace, or move text in a document.

Enter Key	A key that confirms or terminates an entry or sometimes a command.
FDAM	Short for Font/DA Mover .
File	Any named, ordered collection of information stored on a disk. Application programs and operating systems on disks are examples of files. You make a file when you create text or graphics, give the material a name, and save it to disk; in this sense, synonymous with document .
File Type	In a directory listing, the code that characterizes the contents of a file and indicates how the file may be used.
Finder	The Finder is the application program running when you are on the Macintosh desktop. It provides the ability to find files, run programs, copy files, and do other maintenance functions. DiskTop provides most of these same functions, but while running another program.
Floppy Disk	A disk made of flexible plastic, as compared to a hard disk, which is made of metal. The term <i>floppy</i> is now usually applied only to disks with thin, flexible disk jackets, such as 5.25-inch disks. With 3.5-inch disks, the disk itself is flexible, but the jacket is made of hard plastic; thus, 3.5-inch disks aren't particularly "floppy." See 3.5-inch disk .
Folder	A holder of documents and applications on the desktop. Folders allow you to organize information in any way you want. On HFS volumes, folders are subdirectories .
Font	In typography, a complete set of type in one size and style of character. In computer usage, a collection of letters, numbers, punctuation marks, and other typographical symbols with a consistent appearance; the size can be changed readily.
Font/DA Mover	The Font/DA Mover is an application program from Apple Computer that lets you customize your system files by adding and/or removing fonts and desk accessories . DiskTop and LaserStatus are installed (or removed) using Font/DA Mover.
Font File	A specific file used with the Font Mover. You copy fonts to and from this file to the system file of the disk that Font Mover is on.

Format	(noun) (1) The form in which information is organized or presented. (2) The general shape and appearance of a printed page, including page size, character width and spacing, line spacing, and so on. (verb) To divide a disk into tracks and sectors where information can be stored. Blank disks must be formatted before you can save information on them for the first time; synonymous with <i>initialize</i> .
Hard Disk	A disk made of metal and sealed into a drive or cartridge. A hard disk can store very large amounts of information compared to a floppy disk .
Hard Disk Drive	A device that holds a hard disk, retrieves information from it, and saves information to it. Hard disks made for microprocessors are permanently sealed into the drives.
HFS	Hierarchical File System. The file system introduced with the Macintosh Plus (and available on older machines via use of the Hard Disk 20 file) which uses folders as directories.
Highlight	To make something visually distinct. For example, when you select a file using DiskTop, the selected text is highlighted—it appears as light letters on a dark background, rather than dark-on-light.
I-Beam	A type of pointer shaped like the capital letter “I” and used in entering and editing text.
Icon	An image that graphically represents an object, a concept, or a message. For example, an unopened MacWrite document looks like a sheet of paper with lines like writing on it; an unopened MacPaint document looks like a sheet of paper with a paint brush painting a line.
Initialize	1) To set to an initial state or value in preparation for some computation. (2) To prepare a blank disk to receive information by organizing its surface into tracks and sectors; same as format .
Initialized Disk	A disk that has been organized into tracks and sectors by the computer and is therefore ready to store information.

Installation	The process of adding information to the System file of a disk. For example, the Printer Installer on the <i>LaserWriter Installation Disk</i> installs the LaserWriter and new ImageWriter software.
Installed Font	A font in a specific size that you install with installation software or with Font Mover.
K	See kilobyte .
Kilobyte (K)	A unit of measurement consisting of 1024 bytes . In this usage, <i>kilo</i> (from the Greek, meaning a thousand) stands for 1024. Thus, 64K memory equals 65,536 bytes. See also megabyte .
Lock	To prevent documents, files, or entire disks from being altered. Files can be locked with software commands. Entire disks can be physically locked by using a write-protect tab ; in this sense <i>lock</i> is synonymous with write-protect . Compare unlock .
Megabyte (Mb)	A unit of measurement equal to 1024 kilobytes, or 1,048,576 bytes. See kilobyte .
Memory	A hardware component of a computer system that can store information for later retrieval. See random-access memory , read-only memory , read-write memory .
Menu	A list of choices presented by a program, from which you can select an action. Menus appear when you point to and press menu titles in the menu bar . Dragging through the menu and releasing the mouse button while a command is highlighted chooses that command.
Menu Bar	The horizontal strip at the top of the screen that contains menu titles.
Menu Title	A word, phrase, or icon in the menu bar that designates one menu. Pressing on the menu title causes the title to be highlighted and its menu to appear below it.
MFS	Macintosh File System. The original Macintosh file system which uses one directory per volume.

Mouse	A small device you move around on a flat surface next to your computer. The mouse controls a pointer on the screen whose movements correspond to those of the mouse. You use the pointer to select operations, to move data, and to draw with in graphics programs.
Mouse Button	The button on the top of the mouse. In general, pressing the mouse button initiates some action on whatever is under the pointer, and releasing the button confirms the action.
Node	A device that's attached to, and communicates by means of, an AppleTalk network.
Open	To make available. You open files or documents in order to work with them. When you double-click a file in DiskTop or select it and choose the Open command, you cause that file to be opened for your use.
Option	Something chosen or available as a choice; for instance, an item in a menu.
Option Key	A modifier key that gives a different meaning or action to another key you type or mouse actions you perform. You use it to type foreign characters or special symbols contained in the optional character set.
Press	(1) To position the pointer on something and then hold down the mouse button without moving the mouse. (2) To strike a key and then release it; you hold a key down only if you want to repeat a character (or you are using a control key with another key).
RAM	Random Access Memory. Memory in which information can be referred to in an arbitrary or random order. As an analogy, a book is a random-access storage device in that it can be opened and read at any point. RAM usually means the part of memory available for programs from a disk; the programs and other data are lost when the computer is turned off. A computer with 512K RAM has 512 kilobytes available to the user. (Technically, the read-only memory (ROM) is also <i>random access</i> , and what's called RAM should correctly be termed <i>read-write memory</i> .) Compare ROM .

Return Key	A key that causes the cursor or insertion point to move to the beginning of the next line. It's also used in some cases to confirm a command.
ROM	Read Only Memory. Memory whose contents can be read, but not changed. Information is placed into read-only memory once, during manufacture; it then remains there permanently, even when the computer's power is turned off. In the original Macintosh, there is 64K of ROM, containing operating system routines and various other things needed for normal operation. In the Macintosh Plus, there is 128K of ROM, containing (in addition to what the 64K ROM holds) HFS routines, the System font (Chicago), and other things that with the 64K ROMs were held in the System file. The Macintosh SE and the Macintosh II have 256K of ROM containing (in addition to what the 128K ROM holds) support for AppleShare, support for 68020 processor, and other nice things that most users need not concern themselves with. Compare RAM .
Root Directory	On an HFS disk, the main directory, which corresponds to the disk window, is called the root directory. All files in the disk window or on the desktop are kept track of here.
Save	To store information by transferring the information from main memory to a disk. Work not saved disappears when you turn off the computer or when the power is interrupted.
Screen Fonts	The fonts you see on the Macintosh screen, of which the LaserWriter has equivalent built-in fonts.
Scroll	(1) To move a document or directory in its window so that a different part of it is visible. (2) To move all the text on the screen upward or downward, and, in some cases, sideways.
Scroll Arrow	An arrow at either end of a scroll bar. Clicking a scroll arrow moves a document or directory one line. Pressing a scroll arrow moves a document continuously.
Scroll Bar	A rectangular bar that may be along the right or bottom of a window. Clicking or dragging in the scroll bar causes your view of the document to change.
Scroll Box	The white box in a scroll bar. The position of the scroll box in the scroll bar indicates the position of what's in the window relative to the entire document.

SCSI	See Small Computer System Interface .
Sector	When a disk is formatted, its recording surface is divided into tracks and sectors. A sector is part of a track.
Select	To designate where the next action will take place. To select using a mouse, you click an icon or drag across information. You can also select menu items by typing a letter or number at a prompt, by using a combination keypress, or by using arrow keys.
Selection	The information or items that will be affected by the next command. The selection is usually highlighted.
Shift-Click	A technique that allows you to extend or shorten a selection by positioning the pointer at the end of what you want to select and holding down the Shift key while clicking the mouse button.
Shift-Drag	A technique that allows you to select multiple objects by holding down the Shift key while you drag diagonally to enclose the objects in a rectangle.
Shift Key	A key that, when pressed, causes the subsequent letter you type to appear in uppercase, or the top symbol on a two-character key to be produced.
Size Box	A box on the bottom-right corner of some active windows. Dragging the size box resizes the window.
Small Computer System Interface	Always called SCSI and pronounced "scuzzy." A specification of mechanical, electrical, and functional standards for connecting peripheral devices such as certain kinds of hard disks, printers, and optical disks to small computers.
Source Volume	The original volume, as opposed to the duplicate (destination) volume. When you are making a copy of a file or a volume, the source volume is the volume you are copying from.
Start Up	To get the system running. Starting up is the process of first reading an operating system program from the disk, and then running an application program.
Startup Disk	Another term for boot disk .

Startup Page	The page the LaserWriter prints each time you switch it on, unless you have disabled it with Widgets.
Status Message	A message the LaserWriter sends to your computer when you confirm the Print command. The message may tell you the status of your job or alert you to a problem with the printer.
Subdirectory	A directory within a directory; a file containing the names and locations of other files.
System Disk	A disk containing a System file . Usually refers to the current system disk (sometimes called the startup disk or boot disk), which is the disk containing the system file that is in use (in DiskTop, this is the top disk displayed, which may not be thrown away).
System File	The file called System with the icon of a Macintosh. This file is where resources such as fonts needed by the operating system and by application programs are kept. Of particular interest to DiskTop users, this file is where desk accessories are kept.
Text	(1) Information presented in the form of readable characters. (2) The display of characters on a display screen. Compare graphics .
Text File	A file containing information expressed in text form and whose contents are interpreted as characters encoded using the ASCII format.
3.5-inch Disk	A flexible, plastic disk measuring 3.5 inches in diameter and having a hard-shell plastic jacket. Two-sided 3.5-inch disks can store almost six times more data than single-sided 5.25-inch disks.
Title Bar	The horizontal bar at the top of a window that shows the name of the window's contents. You can move the window by dragging the title bar.
Tracks	A series of concentric circles that are magnetically drawn on the recording surface of a disk when it is formatted. Tracks are further divided into sectors .
Troubleshoot	To locate and correct an error or the cause of a problem or malfunction in hardware or software.

Volume	A general term referring to a storage device; a source of or a destination for information. A volume has a name and a volume directory with the same name. Its information is organized into files.
Volume Directory	The main directory of a volume. On a disk, it is a file that contains the names and locations of other files on that disk, any of which may themselves be directory files, or <i>subdirectories</i> . Compare subdirectory .
Volume Name	The name of the volume directory.
Window	The area that displays information on a desktop; you view a document through a window. You can open or close a window, move it around on the desktop, and sometimes change its size, scroll through it, and edit its contents.
Write Protect	To protect the information on a 3.5-inch disk by covering the write-enable notch with a write-protect tab, preventing the disk drive from writing any new information onto the disk.
Write-Protect Tab	The small plastic tab in the corner of a 3.5-inch disk jacket. You lock (write protect) the disk by sliding the tab toward the edge of the disk; you unlock the disk by sliding the tab back so that it covers the rectangular hole.
Zoom Box	A small box with a smaller box enclosed in it found on the right side of the title bar of some windows. Clicking the zoom box expands the window to its maximum size; clicking it again returns the window to its original size.

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DiskTop™ • LaserStatus™ • Widgets™

for the
Macintosh 512E, Plus, SE & II

STOP WASTING TIME!

DiskTop

This desk accessory that will find, copy, move, delete, rename and launch files; **while you're working within programs**. Activated by a key-stroke, DiskTop is quick and easy to use.

Find searches all drives for files and folders that "contain", "begin with", "end with" or "match" the characters you type. An indicator shows the search progress. DiskTop continues to find and list files that match the selection criteria until a key is pressed or until it's finished. Click a found file to graphically see the folder path to it. Click a button to "Go To" the file or another to "Open" the file, whether it's a program or document. Other Find criteria are: type, creator, size, modified date and creation date. Use mixed criteria such as: "All files which begin with "Disk", **and** are Paint type files **and** were modified since 5/13/87".

Launch - Run programs or documents by double-clicking. It's fast since it bypasses the finder. Compatible with AppleShare™. Add up to 20 programs or documents to the DiskTop menu for a fast, convenient launch.

Sizes - This will tell the number of files and folders selected and their total size.

Shutdown - This is a speedy way to exit your program and shutdown your system.

File Info - The Finder's "Get Info" box loses its text when the desktop is rebuilt. The "File Info" box in DiskTop keeps its contents. Many file attributes can be shown or changed.

And More!

Erase, Eject and Unmount Disks. Create New Folders, Set Default and Preferences. Click column headings to sort ("Folder/Program/Document", Name, Type, Creator, Size, Modified Date. Shows used and free space in both size and percentages.

Bonus #1 — LaserStatus

A desk accessory to increase your productivity.

- Monitor LaserWriter activity
(busy or idle, who is printing what document)
- Reset LaserWriter from your computer
- Download Menu (27 user configurable items)
- Download fonts
- Download PostScript files
- Download Sets of fonts or PostScript files
(optionally write errors to text file)
- Get LaserWriter information
(list resident fonts, including *downloaded* fonts, used and available memory indicator, page count, startup page enabled/disabled, the printer name, type and PostScript version number)

Bonus #2 — Widgets

A Potpourri of Utilities all in one program

- Convert the Finder's "Get Info" comments to DiskTop's permanent "File Info" comments
- Create Menus for DiskTop and LaserStatus
- Create Sets for LaserStatus
- Create custom ImageWriter page sizes
- Set date & time of Macintosh clock
- Create Menu Sets for DiskTop
- Create Font Sets for LaserStatus
- Set System heap size
- Change Creators of several files at once
- Graphics**
 - Convert Paint files to/from Startup screens
(Any portion of Paint file)
 - Convert PICT files to Paint files
 - Print Paint files on the LaserWriter
(Sixteen files to a page at 300 dots per inch)

LaserWriter

- All the features of LaserStatus
- Enable/Disable LaserWriter startup page



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