User's Guide

ENSEMBLE® 2.0

THE GEOS ENVIRONMENT & ACCESSORIES

ENSEMBLE 2.0

USER'S GUIDE

THE GEOS ENVIRONMENT & ACCESSORIES

◆ GEOWORKS

ENSEMBLE®2.0

USER'S GUIDE

THE GEOS ENVIRONMENT & ACCESSORIES

BOOK 1

◆ GEOWORKS®

C O P Y R I G H T
&
T R A D E M A R K

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Welcome to Ensemble 2.0! GeoWorks Ensemble 2.0

includes both a state-of-the-art system software called GEOS® and

a family of applications that take full use of its power. In

Ensemble, you will find writing, drawing, scheduling, database,

and calculating tools that are both powerful *and* easy to use.

Ensemble is easy to use because all of its tools are based on GEOS. With GEOS, all of your options are represented pictorially on the screen. You spend less time trying to remember *how* to do things and more time actually *doing* them. Simply use your mouse to move a pointer around on the screen until it points at a picture of what you want, then click the mouse button.

Whether it's a business letter you're writing or some artwork you're creating, GEOS is always WYSIWYG (What You See Is What You Get). WYSIWYG means that your printed pages look just like they do on the screen, freeing you from printer guesswork, and saving you time.

ABOUT THIS BOOK

Included with Ensemble are eight accessory applications that are designed to you help you in your everyday work. In this book you'll find information about the basics of GEOS, and these eight applications. Ensemble also includes four applications that you can use to create stunning documents. You can read about these four applications in *Using GeoWrite, GeoDraw, GeoCalc, & GeoFile*.

The first two chapters of this book cover topics that apply to all of the applications in this book. If you have never used a GEOS application before, you should look in these chapters for information that will serve you well in any GEOS application.

The rest of the book is dedicated to the following eight applications:

- **GeoManager.** An easy-to-use file and folder manager.
- **GeoPlanner.** A yearly calendar and appointment book.
- **GeoDex.** A combination address card and automatic dialer.
- **Calculator.** An on-screen calculator.
- **Scrapbook.** An electronic scrapbook for storing pictures and text.
- **Text File Editor.** An application for editing DOS text files.
- **GeoComm.** A telecommunications application.
- **GeoBanner.** A banner-making application.
- **Solitaire.** An on-screen version of the Klondike solitaire card game.

Typographical Conventions Used in This Book

The following printing conventions are used throughout this book:

- *Italic* type is used to introduce a new term. *Italic* type is also used for book titles and for software titles other than GEOS applications.

- ALL CAPITALS type indicates file names.

- **Boldface** is used for the names of keys on the keyboard, such as **Enter** or **Insert**.

- When you see two key names with a **+** symbol between them, press both keys at the same time. For example, when you see **Ctrl+Esc**, you should hold down the **Ctrl** key while you press the **Esc** key.

Conventions for Procedures

Procedures are step-by-step instructions that tell you how to perform tasks in Ensemble. Procedures in this book always have a boldface heading beginning with the word "to." Each step in a procedure first has you perform an action, which is followed by an explanation of Ensemble's response. When you can do a task in more than one way, you will see the word "or" on its own line, and then an alternate method of completing the step.

Some procedures consist of one step, while others have multiple steps.

SINGLE-STEP PROCEDURES

Single-step procedures have a square, black bullet (■) beside the instruction telling you what to do. The following example shows a single-step procedure with two alternative ways to do the task.

To start GeoPlanner (All Levels)

■ Locate the GeoPlanner icon and double-click it.

or

Choose GeoPlanner from the Express menu in any GEOS application.

MULTI-STEP PROCEDURES

Multi-step procedures have sequentially numbered steps that you should follow in a specific order. The following example shows three steps from a multi-step procedure.

To select a day and view its events (All Levels)

1. If the Calendar window isn't showing, choose Calendar from the View menu. The Calendar window appears.

2. Click to select a day in the Calendar window. The day highlights.

3. The events for the selected day appear in the Events window. If the Events window isn't showing, choose Events from the View menu. The Events window appears.

User Level Notation

Every procedure in this manual is followed by a parenthetical note specifying at which user levels the task can normally be accomplished. The following are two examples of procedures found in this book:

To start GeoPlanner (All Levels)

To show empty days (Level 3)

In addition, sections are marked with text similar to the one shown in the margin at left. This text, because it says "All Levels," indicates that the section applies to *all levels* in the application. If it had said "Level 2," it would indicate that the section only applied to Level 2 of the application.

ALL LEVELS

"All levels" does not necessarily mean that *every* procedure in that section can be used at all levels. Individual procedures within a section may apply to fewer levels than the section itself. For instance, a section labeled "All levels" may contain procedures that apply only to Level 1, along with other procedures that apply to all levels.

Chapters 1 and 2 — which explain procedures common to many applications — assume you are using a three-level application, such as GeoDex or GeoPlanner. Not all applications have three levels, though. In the cases where an application has fewer than three user levels, some features labeled "level 3" in the common chapters may actually apply to level 2 in the application itself.

For more information about user levels in applications, see "User Levels" in Chapter 1.

Application Basics

This chapter provides an overview of the concepts and skills you need to begin using the GEOS accessories described in this manual. It describes those features that appear in two or more of the applications. Where a specific application has unique features, refer to the chapter that covers the application in detail.

This chapter covers the following topics:

- Starting and exiting the Ensemble accessories.
- Working with windows.
- Working with menus.
- Working with dialog boxes.
- Entering and editing text.
- Selecting a user level.
- Setting and Saving options.
- Working with multiple applications.

For information about working with documents, see Chapter 2.

WHAT ARE THE ENSEMBLE ACCESSORIES?

The Ensemble accessories include the following:

- **GeoPlanner.** A yearly calendar and appointment book application.
- **GeoDex.** A combination address card and automatic dialer application.
- **Calculator.** An on-screen calculator.
- **Scrapbook.** An electronic scrapbook for storing pictures and text.
- **GeoBanner.** A banner-making application.
- **Solitaire.** An on-screen version of the Solitaire card game.
- **Text File Editor.** An application for editing DOS text files.
- **GeoComm.** A telecommunications application.

Like all GEOS *applications,* the Ensemble accessories use pictures as well as words to represent actions and choices. This makes the Ensemble accessories much easier to use than traditional text-based applications. For example, it's much easier to start an application by clicking a picture of it than by typing a command or searching through lists.

Another advantage of the GEOS accessories is the consistency and similarity of features and functions they share amongst themselves and other GEOS applications. This means that when you learn to use one GEOS accessory, you're actually learning to use many of the functions in other GEOS applications. For example, almost every Ensemble application uses similar

procedures for editing, printing and saving documents. Once you've learned these functions, you can apply the techniques in every Ensemble application you use.

LEARNING MOUSE BASICS
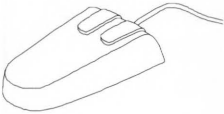
In any GEOS application you perform tasks by using either a *mouse* or a keyboard. Most tasks, such as selecting, moving, opening, and copying, are much easier when you use a mouse, like the one shown on the left.

If you do not have a mouse, you can still accomplish most tasks in GEOS applications by using the keyboard. However, some tasks, such as drawing and page layout, are impractical using the keyboard.

You can use a mouse with either two or three buttons on it. If you have a two-button mouse, these buttons are called left and right. If you have a three-button mouse, these buttons are called left, middle, and right. In Ensemble, you use only the left and right mouse buttons.
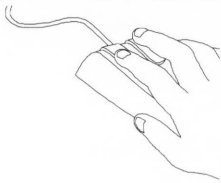
Handling a Mouse

Put the mouse down on the table top with its buttons facing up and its rolling ball underneath. If you are right-handed, place the mouse to the right of the keyboard. If you are left-handed, place the mouse to the left of the keyboard. The mouse cable should extend from the top of the mouse to the computer. Hold the mouse by the sides with your index finger resting lightly on the mouse buttons.

Mouse Pointers

As you move the mouse on your desk or table top, its corresponding arrow-shaped *mouse pointer* moves around the screen. For example, if you move the mouse to the right, the mouse pointer also moves to the right. If you move the mouse up, the mouse pointer moves up.

As you move the mouse, the mouse pointer changes shape depending on what is underneath it. Common mouse pointers include the following:

POINTER	MEANING
![arrow pointer]	The *arrow pointer* is the standard mouse pointer. You use it to point to things and select them.
![hourglass pointer]	The *hourglass pointer* indicates that Ensemble is busy. You must wait until the hourglass pointer disappears from the screen before you can take further action.
![I-beam pointer]	The *I-beam pointer* indicates that you can type or edit text. You also use it to select text and to choose where the text you type appears.
![do-not pointer]	The *do-not pointer* indicates that the pointer is not in an area of the screen where you can take any action.
![help pointer]	The *help pointer* appears in Ensemble online help. The pointer indicates that you can jump to the section of help text shown by the pointer. For more information about using online help, see "Using Online Help" in this chapter.

Pointing

Pointing means moving the mouse pointer over something, such as text, a choice in a list, a picture, or a button. You must point to something before you can do anything else with the mouse. In the illustration below, the arrow pointer is pointing to the *icon*, or small picture, that represents the Text File Editor application.

Text File Editor
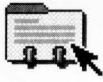
Clicking

GeoDex

Pressing and releasing a button on the mouse is called *clicking*. You can click either the left or the right mouse button. In this manual, when you see the word click, click the left mouse button. When you see the word right-click, click the right mouse button. Almost all functions in GEOS applications are performed using the left mouse button.

Double-clicking

Quickly pressing and releasing the left mouse button twice is called *double-clicking*. Double-clicking opens and closes items and starts applications; it also selects a whole word when working with text. It's important to hold the mouse steady and click quickly when you are double-clicking. It may take a little practice to become comfortable with this technique.

Dragging

Dragging means pointing to something and then pressing and holding down the mouse button as you move the mouse. Dragging is used to move, resize, and scroll windows, to select a range of text, and to move cards in the Solitaire game. Dragging is also one way to browse through menus and make menu choices.

In GEOS applications, you sometimes drag with the left mouse button and sometimes with the right mouse button. If dragging requires the right mouse button, you will be instructed to use it. If the instructions do not specify which mouse button to press, use the left mouse button.

USING ONLINE HELP

ALL LEVELS

One way to get quick answers to your Ensemble questions is to use the Ensemble online help. Help is often just a single click away — just click a help button, like the one pictured at the left. When you are in a dialog box, you will see a button like this one. When you click it, you see help text about that particular dialog box.

At the top of application windows, you will see another type of help button. Click this button to see help about the application. When you click either type of button, the Help window appears:

```
┌───────────────────────────────────────────────────────────────┐
│ ─                          Help                              ? │
├───────────────────────────────────────────────────────────────┤
│ Contents│Go Back│History─                                      │
│ ┌─────────────────────────────────────────────────────────┐▲  │
│ │ Welcome to Help!                                        ▒│   │
│ │ ──────────────────────────────────────────────────────── │   │
│ │ This is a brief explanation of the Help system. To return to where you just were, │
│ │ click the Go Back button.                                 │   │
│ │ The Help window                                           │   │
│ │     Notice the scroll bar on the right side of the window. You can click │
│ │     the down arrow at the bottom of the scroll bar to scroll through the │
│ │     text in the window.                                  ▓│   │
│ │     You can move the Help window around on the screen by placing the │
│ │     mouse pointer on the title bar (that's the horizontal bar at the top of │
│ │     the window that has the word "Help" centered in it), holding the │
│ │     mouse button down and dragging the window.            │   │
│ │     To make the Help window go away, press the Esc key.   │   │
│ │ The Table of Contents, and the Contents button          ▼│   │
│ └─────────────────────────────────────────────────────────┘   │
│                         ┌──────────┐                           │
│                         │ Exit Help │                          │
│                         └──────────┘                           │
└───────────────────────────────────────────────────────────────┘
```

When the Help window is open, it remains the front-most window until you exit Help. Nevertheless, even with the Help window open, you can perform actions in other windows and dialog boxes by clicking in them. If the Help window is obscuring something you want to see, move the Help window out of the way by dragging its title bar. You can also uncover other screen items by reducing the size of the Help window. See "Making a Window Larger or Smaller" in this chapter for more about resizing windows.

Often not all the help text for a topic fits in the Help window. To see more help text, scroll through the text using the scroll bars on in the Help window. For more information about scrolling through windows, see "Scrolling Through a Window" in this chapter. You can also increase the size of the Help window to see more help text.

Help screens are organized by topic. Most of the topics are centered around common questions about Ensemble. Online Help is not an online manual. It is not designed to be read from beginning to end, like a novel. It is designed so that you can easily jump from topic to topic. This way you can quickly find answers to your questions. The buttons at the top of the Help window help you move easily between topics.

To see Help

■ Click a Help button, like those pictured above.

To get help on how to use the Help window

■ Click the Help button in the title bar of the Help window.

To jump to another topic

1. Move the pointer over any text that is underlined and blue (on color systems). The pointer changes to the help pointer, pictured at the left.

2. Click the underlined text. Information specific to that topic appears in the help screen. You can go back to the previous screen by clicking Go Back.

To see the major topics for an application

■ Click the Contents button. The Table of Contents help screen appears.

To jump to one of the topics listed in the Table of Contents screen, click the underlined text for that topic.

To return to the previous help screen

■ Click the Go Back button. The previous help screen appears.

To jump back to an earlier help screen

1. Click the History button. A drop-down list with your last ten help screens appears.

2. Click the topic you would like to see. The help screen for that topic appears.

To move the Help window

■ Drag the title bar of the Help window.

To exit Help

■ Click the Exit Help button. The Help window disappears.

STARTING AND EXITING THE ENSEMBLE ACCESSORIES

ALL LEVELS

Before you can use a Ensemble accessory, you must start it. There are two ways to start an application: You can start an application by opening it directly, or you can start an application by opening a document that was created with the application. When you start an application, its window appears ready for use.

When you are done using an application, you exit it. Exiting an application closes its window and frees up system resources.

Starting an Application by Opening it Directly

The most common way to start an application is to open it directly from its icon. When you start an application from its icon, you can use any of the following techniques:

• Double-click the icon of the application you want to start.

• Click to select the icon of the application you want to start, then choose Open from the File menu.

The icons for the GEOS applications are available in the WORLD folder in GeoManager.

To start an application from its icon (All Levels)

■ Locate the icon representing the application you want to start and double-click it. The application opens and is ready for use.

GeoDex

or

Click to select the icon of the application you want to start, then choose Open from the File menu.

Either way, the application opens and appears in a window. If the application has a default document (GeoDex, GeoPlanner, and Scrapbook), it opens with that document ready.

Starting an Application by Opening a Document

ALL LEVELS

If you know the document you want to work with before you start the application, you can start that application by opening the document icon instead of the application icon. For example, you can start GeoDex by double-clicking the GeoDex document with which you want to work.

To open the document of a DOS program, you need to first open the program. A DOS text file which has a .TXT extension as part of it its file name is an exception; opening one of these documents will open the Text File Editor.

To start an application by opening one of its documents (All Levels)

■ Locate the icon representing the document you want to open and double-click it. The application starts and automatically opens the document.

Double-click here to start GeoDex and open this document.

or

Click to select the icon of the document you want to open, then choose Open from the File menu.

With whichever method you use, the application opens with the selected document ready for use.

Starting an Application from the Express Menu

You can start an application from within the current application using the Express menu. The Express menu appears when you click the Express button at the top of any Ensemble application window.

Click the Express button to see the Express menu.

```
┌──────────────────────────────────────────────────────────────┐
│ ─  ☰          Scrapbook - Default Scrapbook        ?  ▫  □     │
├──────────────────────────────────────────────────────────────┤
│ File  ·  ☰                                                  ▲  │
│      ◇ Screen Dumper                                           │
│      ◇ GeoDex                                                  │
│      ◇ GeoPlanner                                              │
│      ◆ Scrapbook                                               │
│      Start an Application    ▷                                 │
│      Printer Control Panel...                                  │
│      Go to GeoManager                                          │
│      Exit to DOS                                               │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                             ▼  │
│ Name:                        Empty Scrapbook                   │
│       [  Go to Page...  ]              Previous   Next         │
└──────────────────────────────────────────────────────────────┘
```
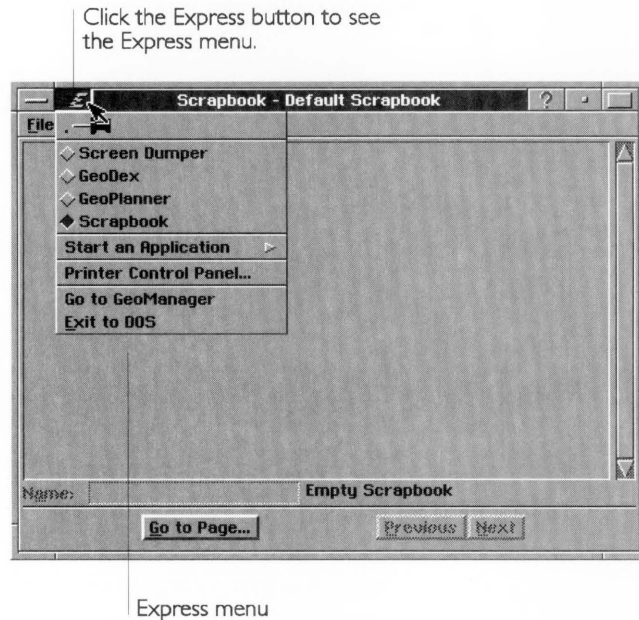
Express menu

To start an application from the Express menu (All Levels)

1. Click the Express button. The Express menu appears.

2. Click Start an Application. A submenu appears with a list of applications and a list of application folders.

3. Click the name of application you would like to start.

    or

    Click one of the folder choices (these have a little arrow next to the name). A submenu appears. Choose the name of the application from in the submenu.

    The application opens and appears in a window.

Application Windows

When you start a GEOS application, it appears in a *window,* a boxed area of the screen in which you work.

All GEOS applications open as windows that take up a portion of
the screen. You can move them around the screen; place them
on top of and behind other windows; and minimize them if
desired. You can use more than one application at a time, and
each application you open appears as its own separate, moveable
window.
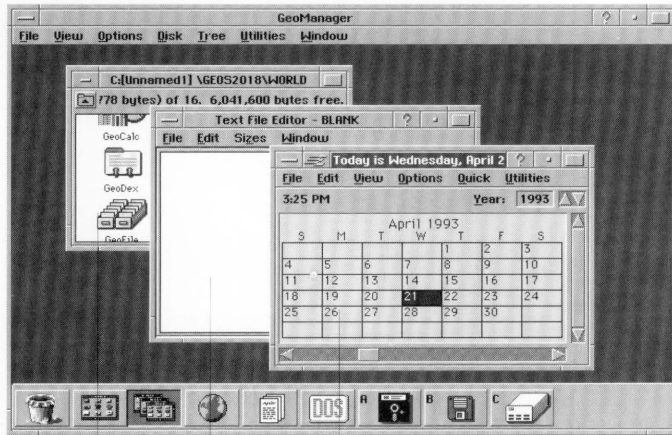
GeoPlanner window

Text File Editor window

Folder window

ELEMENTS OF A WINDOW

This section describes the basic topics which pertain to windows.
For additional information on windows, see "Working With
Windows" in this chapter.

This illustration shows a typical GEOS application window:

Window Control button   Maximize-Restore button

Express button   Hide button

Menu bar   Title bar   Help button

```
┌──────────────────────────────────────────────────────┐
│ ─  ≡│        Text File Editor - BLANK          │?│ ▪│ □│
├──────────────────────────────────────────────────────┤
│ File  Edit  Sizes  Window                              │
├────────────────────────────────────────────────────┬──┤
│ │                                                  │▲│
│                                                    │ │
│                                                    │ │
│                                                    │ │
│                                                    │ │
│                                                    │ │
│                                                    │ │
│                                                    │ │
│                                                    │▼│
└────────────────────────────────────────────────────┴──┘
```

Window   Window border

Scroll bar

The following elements are common to many GEOS windows:

- **Window Control button.** Click to open the Window Control menu. Double-click to close the window.

- **Express button.** Click to open the Express menu.

- **Title bar.** Use to move a window.

- **Menu bar.** Click a name to open its menu.

- **Help button.** Use to get online help.

- **Minimize button.** Click to minimize the window (reduce the window to the size of an icon and put it at the bottom of the screen). For more information, see "Changing the Size of a Window" in this chapter.

- **Maximize-Restore button.** Click to make a window full-screen, or to restore it to its normal size. See "Changing the Size of a Window" in this chapter.

Exiting an Application

You can exit an application at any time, but it's a good idea to first save any open documents before you do. If you exit without first saving, the application gives you a second chance to save your document.

To exit an application using the File menu (All Levels)

1. Click the word File on the menu bar. The File menu appears.
2. Click Exit on the menu. The application closes.

To exit an application using the Window Control menu (All Levels)

■   Double-click the Window Control button in the upper left corner of the application window. The application closes.

    or

1. Click the Window Control button. The Window Control menu appears.
2. Click Close on the menu. The application closes.

WORKING WITH MENUS

ALL LEVELS

An application *menu*, like a restaurant menu, contains a list of choices. When you select a choice from a menu, the application initiates a corresponding action. For example, to print a document, you choose Print from the File menu.

This is an example of a typical menu:

Menu Choices
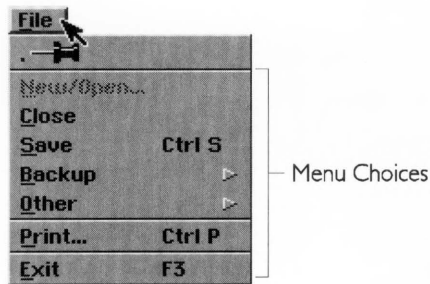
Every GEOS application has its own set of menus. The names of each menu appear on the menu bar. For example, in GeoDex at Level 1, the menu names are as follows:

- File
- Edit
- Options

Menu Names

Menu Bar
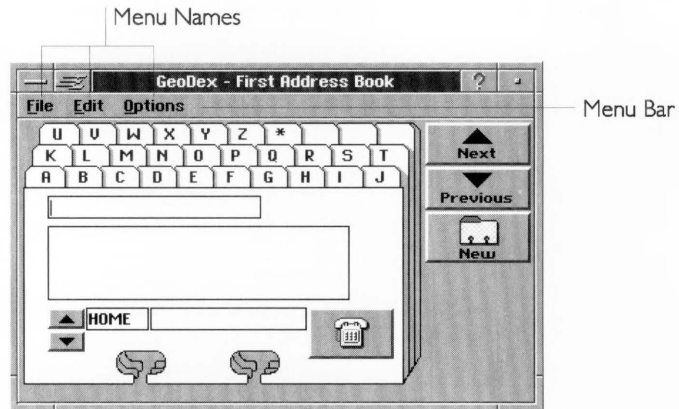
You do not see the menu itself until you click on the menu name. This is called *opening* a menu.

Many GEOS applications share basic features such as opening, saving, copying, and printing documents. Applications often have similar menus because shared features work the same way in each application. Almost every GEOS application has a File, Edit, View, and Options menu. Once you know how to use choices from these menus in one application, you know how to use them in other GEOS applications.

Choosing From Menus

When you open a menu, it appears on your screen, and you select from it. Menu choices that are not currently available appear dimmed; if you select a dimmed menu choice, nothing happens. For example, in GeoDex, Copy Record is dimmed until you first view an existing record.

These menu choices are currently available.

If you select these choices, nothing happens because they are dimmed.
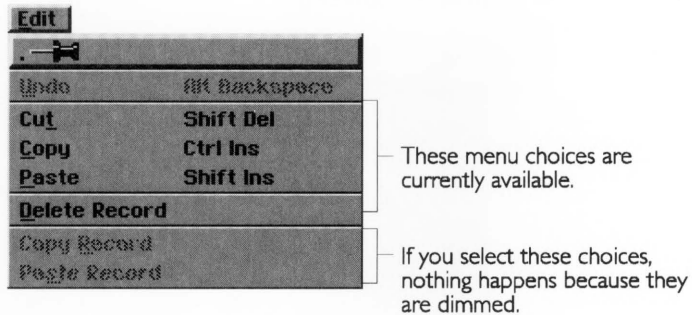
There are two basic ways to select menu choices in GEOS applications: the clicking method and the dragging method. These two methods are covered here. For information on using the keyboard to select from a menu, see "Using Shortcut Keys" and "Using the Keyboard to Select any Menu Choice" in this chapter.

To choose from a menu by clicking (All Levels)

1. Click the name of a menu on the menu bar and its menu appears.

2. If the choice you want is not on this menu, click the name of another menu. The first menu closes and the second appears. Continue clicking menu names until you see the choice you want.

3. Click the choice you want. As long as you select an undimmed choice, a corresponding action is initiated and the menu closes.

   or

   Close the menu without making a choice by clicking anywhere outside the menu.

To choose from a menu by dragging (All Levels)

1. Position the pointer over the name of a menu on the menu bar.

2. Press and hold down the left mouse button and the menu appears. Continue to hold down the mouse button as you drag

the pointer left or right across the menu bar. The menu for each menu name appears.

3. When the menu appears with the choice you want, pause, *but do not release the mouse button.*

4. Drag the mouse pointer down the list of menu choices in the open menu. As you drag through the choices, each choice in turn is highlighted.

Edit
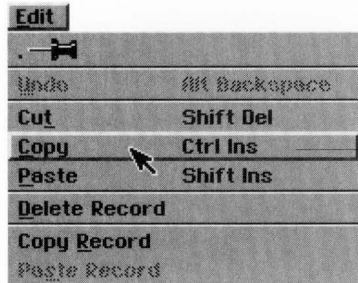
Undo	Alt Backspace
Cut	Shift Del
Copy	Ctrl Ins	——— The Copy choice is highlighted.
Paste	Shift Ins
Delete Record	
Copy Record	
Paste Record	

5. When the choice you want is highlighted, release the mouse button. A corresponding task is initiated and the menu closes (as long as you selected an undimmed choice).

or

Close the menu without making a choice by dragging the mouse pointer outside the menu and releasing the mouse button.

Using Menu Choices Followed by an Ellipsis

Some menu choices are followed by an ellipsis (…). If you select a menu choice followed by an ellipsis, a dialog box appears so you can provide information required for the operation.

Quick

Today	Ctrl T
Go to Date...	Ctrl G
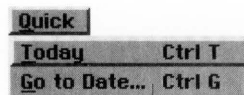
This menu choice has an ellipsis.

Selecting Menu Choices With Check Boxes or Radio Buttons

Some menu choices can be turned either on or off. When one of these choices is turned on, a small button next to the choice is darkened. When a choice is turned off, the button is not darkened. There are two types of buttons that can appear in a menu: check boxes and radio buttons. Radio buttons come in

groups of two or more, and only one button in the group can be on at any given time. Check boxes can come in any number, and any number can be on at a given time. For more about check boxes and radio buttons see "Responding to a Dialog Box" in this Chapter.

To select from a group of radio buttons (All Levels)

■ From a group of radio buttons, choose one which is not darkened. The menu choice is turned on and the button darkens; the previously selected menu item is turned off.
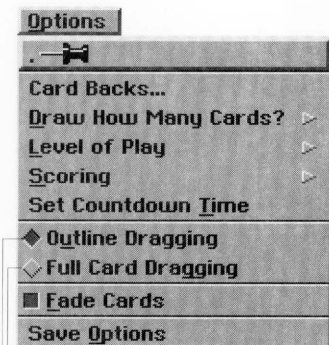
Click here to turn this choice on...

...and turn this choice off.

To turn on or off a check box choice (All Levels)

■ Select the menu choice. If the menu choice was off, then it is now on (darkened). If the menu choice was on, then it is now off.
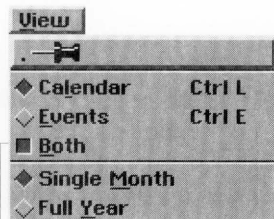
Click here to turn this choice on or off.

Using Submenus

Some menu choices have a right arrow next to them. Selecting one of these choices reveals another menu with additional choices. This secondary menu is called a *submenu*. Some submenus themselves have submenus; these submenus can also have submenus, and so on. You make a choice from a submenu in much the same way you do from other menus.
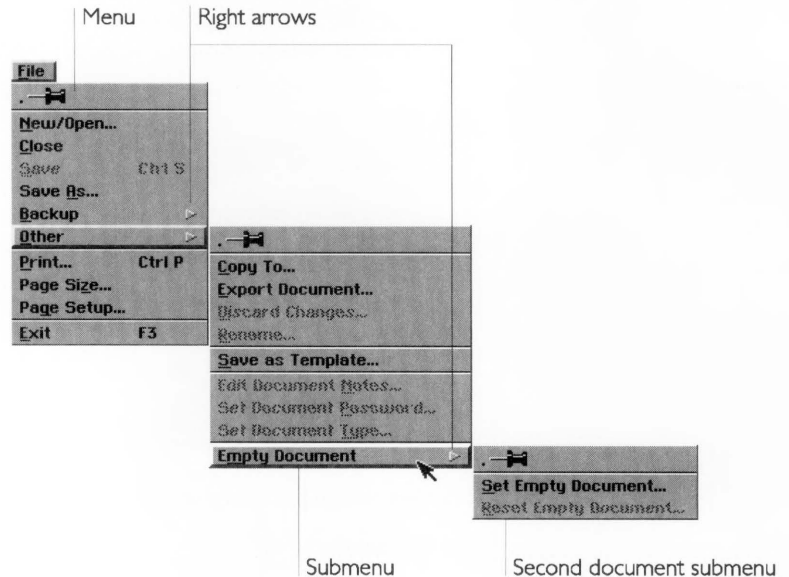
To choose from a submenu by clicking (All Levels)

1. Open a menu from the menu bar as you normally would.

2. Select a menu choice that has a right arrow. The submenu opens.

3. Select the choice you want from the submenu. The submenu closes.

or

Close the submenu without making a choice by clicking anywhere outside the menu.

To choose from a submenu by dragging (All Levels)

While dragging to select, hold down the mouse button until you are done with the entire procedure.

1. Drag to open a menu as you normally would.

2. Drag the pointer down the open menu to a choice that has a right arrow. When the pointer is in the vicinity of the right arrow, the submenu opens.

3. Drag the pointer off of the first menu and onto the submenu.

4. Drag the pointer down the submenu to the choice you want and release the mouse button. Both menus close.

   or

   Close the menu without making a choice by dragging the pointer outside the menu and releasing the mouse button.

Pinning Menus

You can keep menus from closing after you make a choice. If you want to keep a menu open so that you can make a series of selections from it, you can *pin* the menu, the same way you would pin a piece of paper to a wall. A pinned menu stays open until you close it. You use a pinned menu the same way you would use a window. If a pinned menu is on top of something you want to see, you can move the pinned menu to another location by dragging its title bar. Pinned menus have a Window Control button and menu which you can use to close a pinned menu.
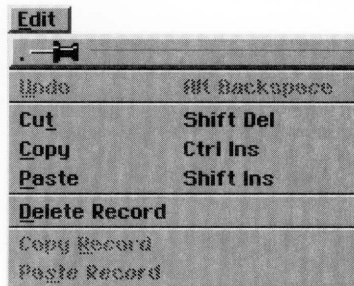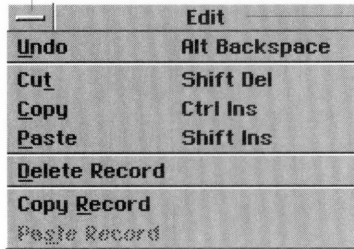
Click here to pin the edit menu.

To open and close a pinned menu (All Levels)

Only menus with push-pins at the top can be pinned open.

1. Open a menu as you normally would.

2. Choose the push-pin at the top of the menu. The menu stays open.

Click here to display a pinned menu's Window Control
menu, or double-click to close the pinned window.

—	Edit	
Undo	**Alt Backspace**	
Cut	**Shift Del**	
Copy	**Ctrl Ins**	
Paste	**Shift Ins**	
Delete Record		
Copy Record		
Paste Record		

Drag here to move a pinned menu.
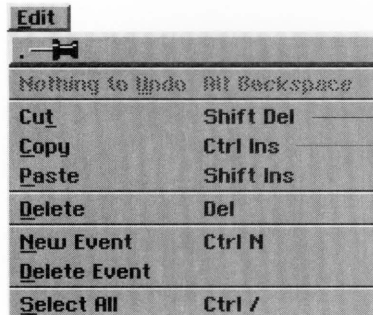
3. To close the pinned menu, double-click the Window Control
   button. The menu closes.

Using Shortcut Keys

If you are familiar with using a keyboard, you may find that
using shortcut keys speeds up your work. A *shortcut key* is a
single keystroke you can use to select a menu choice. Using a
shortcut key has the same effect as pulling down a menu and
selecting a menu choice.

Only the most commonly used menu choices have shortcut keys.
If a menu choice has a shortcut key, it appears to the right of the
choice. For example, in the following menu, **Shift+Delete** is the
shortcut key for opening the File menu and choosing Cut.
Ctrl+Insert is the shortcut key for opening the File menu and
choosing Copy.

Edit	
Nothing to Undo	Alt Backspace
Cut	**Shift Del**
Copy	**Ctrl Ins**
Paste	**Shift Ins**
Delete	**Del**
New Event	**Ctrl N**
Delete Event	
Select All	**Ctrl /**

To choose Cut, hold down the
Shift key and press Delete.

To choose Copy, hold down the
Control key and press Insert.

Most shortcut keys require you to hold down the **Ctrl** key while
pressing one or more other keys. Some shortcut keys use the
Shift key instead of the **Ctrl** key.

To select a menu choice by using a shortcut key (All Levels)

1. Open the menu to see if the choice you want has a shortcut key. Close the menu.

2. Press the shortcut key shown on the menu. This has the same effect as selecting a menu choice using the mouse.

   After a while you will learn the shortcut keys that you use most often, and you will not have to open a menu to see what they are.

Using the Keyboard to Select Any Menu Choice

At times, it may be easier and quicker for you to use the keyboard rather than the mouse to select menu choices. To navigate through menus using the keyboard, you can use the arrow keys and mnemonics. *Mnemonics* is a method of using a single letter or number to make a menu choice. With arrow keys and mnemonics you can use the keyboard to select any menu choice.

To select from a menu using the arrow keys (All Levels)

You can use any combination of arrow keys and mnemonics to select menu choices using the keyboard.

1. Press and release the **Alt** key. The name of the first menu on the menu bar is highlighted.

2. If this menu is not the one you want, press the **Left Arrow** key or **Right Arrow** key to move across the menu bar, highlighting each name as you move across.

3. Press the **Down Arrow**, **Spacebar**, or **Enter** key to display the menu for the highlighted name. If the choice you want is not on the menu, use the **Left Arrow** and **Right Arrow** keys to move through the other menus.

4. When the menu you want is displayed, use the **Up Arrow** and **Down Arrow** keys to highlight your menu choice.

   If your choice has a submenu (indicated by a right arrow next to the menu item), you can open it by pressing the **Right Arrow**. When the submenu is open, use the **Up Arrow** and **Down Arrow** keys to highlight the choice you want. If you want to close the submenu without making a choice, press the **Left Arrow**.

5. When the choice you want is highlighted, press the **Spacebar**. This selects the choice and closes the menu.

   or

   Close the menu without making a choice by pressing **Esc**.

To select from a menu using mnemonics (All Levels)

The name of each menu and menu choice has an underlined letter. This is typically the first letter of the choice, unless several choices on a menu share the same first letter. The underlined letter is the one you use to select from a menu using mnemonics.

1. Hold down the **Alt** key and press the underlined key in the menu name you want. For example, if you want to open the File menu, hold down **Alt** and press the **F** key. The File menu opens.
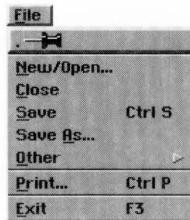
2. Once the menu is open, press the mnemonic of the choice you want. For example, to choose Save As from the File menu, press the **A** key.
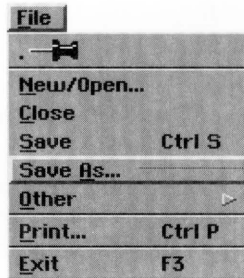
Choose Save As by pressing A.

or

Close the menu without making a choice by pressing **Esc**.

NOTE

It is often convenient to memorize a mnemonic sequence for a common menu choice. For instance, you might want to memorize **Alt+F,O,D** which quickly discards changes in the Text File Editor (that is, holding down **Alt**, then pressing **F** followed by **O**, then **D** will open the File menu, open the Other submenu, and choose Discard Changes).

The Window Control Menu

The Window Control menu is a special menu that gives you control over a window. From this menu you can perform tasks, such as closing or maximizing windows. The Window Control menu appears when you click the Window Control button in the upper-left corner of a window.

Window Control button
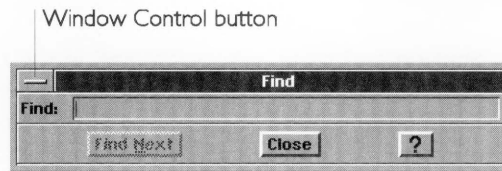
To use the Window Control menu (All Levels)

1. Click the Window Control button. The Window Control menu appears. For example, the GeoDex Window Control menu is shown below.

Click here to display the Window Control menu.

GeoDex Window Control menu
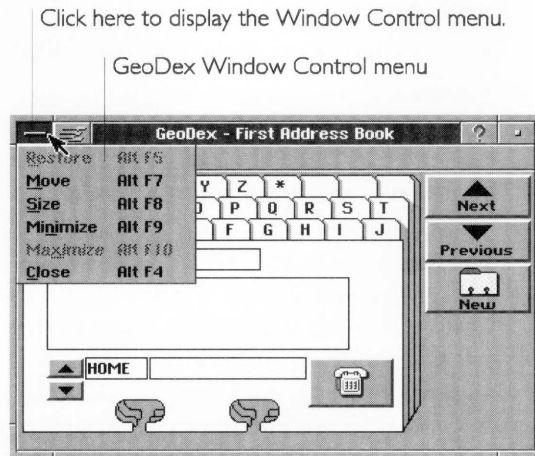
2. Click the choice you want from the Window Control menu. The corresponding action is initiated and the Window Control menu closes.

   or

   Close the menu without making a choice by clicking anywhere outside the Window Control menu.

   As with other menus in GEOS, if a choice is dimmed you cannot select it.

To exit an application using the Window Control button (All Levels)

■ Double-click the Window Control button. The application closes.

WORKING WITH WINDOWS

"Starting and Exiting Applications" at the beginning of this chapter explains the how to open and close GEOS windows by starting and exiting applications. This section provides information about working with windows, including how to scroll, resize, and move them.

Changing the Size of a Window

You can change the size of windows in different ways. You can maximize a window, restore it, minimize it, or make it larger or smaller by dragging its edges. You can use these features to do the following:

- See a window or document more clearly.

- Reduce clutter on your screen.

- Move something out of the way temporarily.

MAXIMIZING AND RESTORING A WINDOW

To *maximize* a window means to make it full-screen. You use the Maximize-Restore button to maximize a window, or to restore it to its original size once it has been maximized. The Maximize-Restore button's appearance changes depending on whether or not the window is maximized.

You can also use the Maximize and Restore choices on the Window Control menu to maximize and then restore a window.

To maximize a window (All Levels)

The Maximize-Restore button must look like the one shown on the left if you want to maximize a window. Windows without a Maximize-Restore button cannot be maximized.
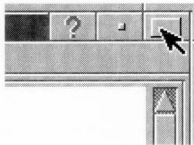
■ Click the Maximize-Restore button in the upper-right corner of a window.

or

Choose Maximize from the Window Control menu.

The window enlarges to fill the screen.

To restore a window after maximizing it (All Levels)

You can restore a window only after you have maximized it. The Maximize-Restore button must look like the one shown on the left if you want to restore a window.
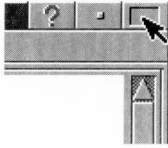
■ Click the Maximize-Restore button in the upper-right corner of a window.

or

Choose Restore from the Window Control menu.

The window is restored to the size it was before it was maximized.

To minimize a window

■ Click the Minimize button.

or

Choose Minimize from the Window Control menu.

The window reduces to an icon, and is placed at the bottom of the screen.

Restored window

Minimized window

GeoManager

To restore a minimized window

■ Double-click the window's icon.

MAKING A WINDOW LARGER OR SMALLER

The following procedure allows you to resize a window to the exact size you want. You can make a window larger or smaller by dragging its borders or its corners. Maximized windows cannot be resized.

To make a window larger or smaller (All Levels)

1. Point to a border or corner of the window you want to resize. If you're pointing to a border, the pointer changes to the move border pointer, like the one shown on the left. If you're pointing to a corner, the pointer changes to the move corner pointer, like the one shown on the left, below the move border pointer. If the pointer does not change to either of these shapes, you cannot resize the window.

2. Drag the border or the corner in the desired direction until the window becomes the size you want. If you drag a border, the window size changes only on the side of the border you drag. If you drag a corner, the two adjoining sides that form the corner move at the same time.
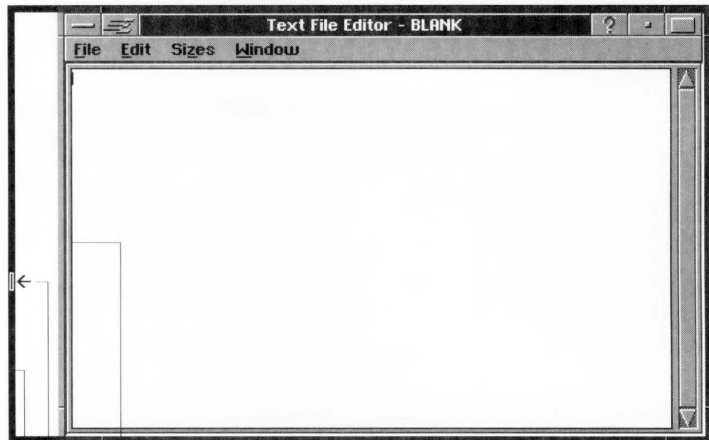
Original window position

Use the move border pointer to change the size of the window.

New location of window

3. Release the mouse button. The window is resized.

NOTE

Each window has a minimum allowable size. If you try to make a window smaller than it can go, it will automatically resize itself to its minimum size.

USING THE KEYBOARD TO CHANGE THE SIZE OF A WINDOW

You can also use the keyboard to change the size of a window.

To maximize a window using the keyboard (All Levels)

- If the window is an application window, press **Alt+F10**. (If the window is a document window, such as those in Text File Editor, press **Ctrl+F10**.)

The window enlarges to fill the screen.

To minimize a window using the keyboard (All Levels)

- If the window is an application window, press **Alt+F9**. (You cannot minimize document windows.)

The window shrinks to an icon.

To restore a window using the keyboard (All Levels)

- If the window is an application window, press **Alt+F5**. (If the window is a document window, such as those in Text File Editor, press **Ctrl+F5**.)

The window restores to its original size.

To make a window larger or smaller using the keyboard (All Levels)

1. If the window is an application window, press **Alt+F8**. (If the window is a document window, such as those in Text File Editor, press **Ctrl+F8**.)
   The resize border of the window highlights.

2. Select the border you want to resize by pressing an arrow key. For example, press **Right Arrow** to resize the right border or press **Up Arrow** to resize the top border. A move border pointer appears on the border you selected.

3. Press any of the arrow keys to resize the selected border in the corresponding direction. Hold down the **Ctrl** key while pressing the arrow keys to resize in smaller increments.

4. When the selected border is at the size you want, press **Enter**. The window is resized.

Moving a Window

You can move most GEOS windows. Typically, you move a window because it's obscuring all or part of another window you need to see. You cannot move a maximized (full-screen) window.

To move a window (All Levels)

1. Position the pointer over the title bar of the window you want to move.

2. Press and hold down either the left mouse button. The pointer changes to a multi-directional arrow, like the one shown on the left. A rectangular outline of the window appears.

   If the pointer does not change to a multi-directional pointer, you cannot move this window.

3. Drag the window outline to another location on the screen.

Multi-directional arrow over title bar

Original window position

New location of window
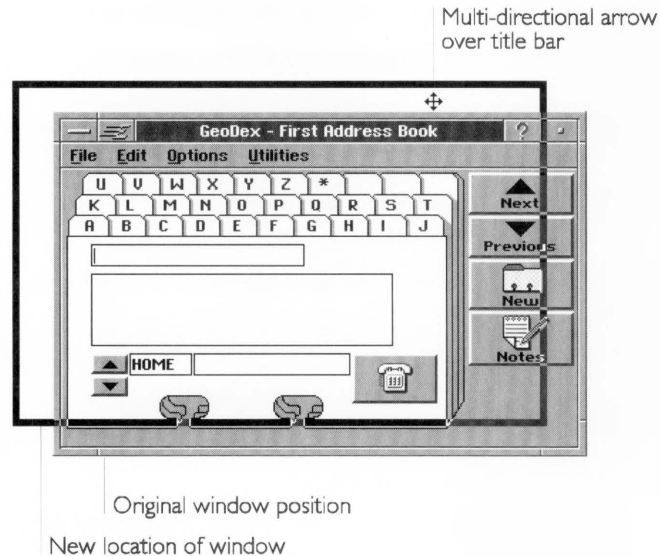
4. Release the mouse button. The window appears at the new location.

To move a window using the keyboard (All Levels)

You can also move a window using the keyboard.

1. If the window is an application window, press **Alt+F7**. (If the window is a document window, such as those in Text File Editor, press **Ctrl+F7**.)

The border of the window highlights and a multi-directional arrow pointer appears in the center of the window.

2. Press any of the arrow keys to move the window border in the corresponding direction. Hold down the **Ctrl** key while pressing the arrow keys to move in smaller increments.

3. When the window is at the position you want, press **Enter**. The window is moved.

Scrolling Through a Window

Sometimes a document has more information than can fit in its window. For example, a full year calendar in GeoPlanner cannot completely fit in one window. Scroll bars on both the right side and bottom of a window allow you to view more of its contents. Using these scroll bars is called *scrolling*. The vertical scroll bar at the right lets you scroll to portions of a document above and below the displayed contents. The horizontal scroll bar across the bottom lets you scroll to portions of a document to the right and left of the displayed contents.

Vertical scroll bar

Horizontal scroll bar
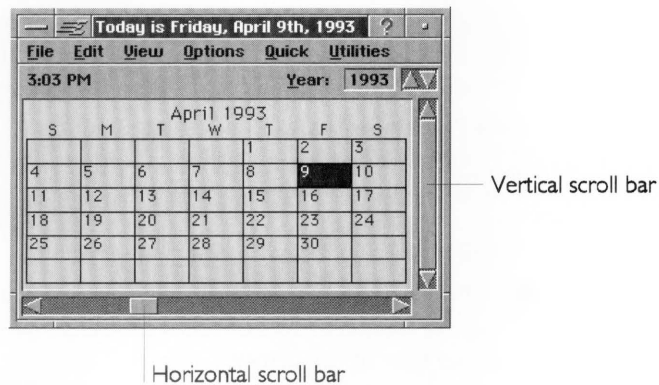
A scroll bar includes *scroll arrows, paging areas,* and a *slider.* Using these elements, you can view the entire contents of a window in several different ways.

Scroll arrow
Slider
Paging area
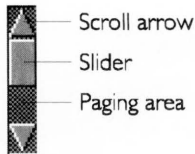
Vertical and horizontal scroll bars work the same way. You are much more likely to work with vertical scroll bars than horizontal scroll bars. Therefore, the remainder of this section uses a vertical scroll bar as an example.

There are several different ways to scroll through a window. You can scroll one line at a time or one window at a time. You can also scroll to any relative position in the document.

The parts of a scroll bar let you view the entire contents of a document are as follows:

- **Scroll arrows.** Click a scroll arrow to move the contents of a window up or down one line at a time.

- **Slider.** Drag the slider up or down the scroll bar to see another part of the document.

  The length of the scroll bar represents the length of the entire document. The length of the slider represents the portion of the document that appears in the window.

  The slider also shows you where you are in the document. For example, if the slider is at the top of the scroll bar, you are looking at the beginning of the document. If you drag the slider to the middle of the scroll bar, you are looking at the middle of the document. If the slider fills the scroll bar, the entire document appears in the window.

- **Paging areas.** Click in a paging area to move the document one window up or down at a time. The paging areas represent the portion of the document that is not visible.

To scroll one line at a time (All Levels)

■ Click a scroll arrow in the direction you want the window to scroll. The contents of the window scroll one line at a time in the direction of the arrow.

To scroll continuously (All Levels)

1. Point to the scroll arrow for the direction you want the window to scroll.

2. With the pointer over the scroll arrow, press and hold down the mouse button. The window scrolls in the direction of the arrow until you release the mouse button.

To scroll one window at a time (All Levels)

■ Click in the paging area above or below the slider in the direction you want to scroll. The document scrolls one window at a time in the direction you chose.

To scroll to a relative position (All Levels)

■ Drag the slider to the relative position on the scroll bar you want to view. For example, to move to the end of a document, drag the slider to the bottom of the scroll bar.

To scroll a window using the keyboard (All Levels)

You can also use the keyboard to scroll a window.

■ Press **Page Up** or **Page Down** to scroll the window up or down.

Press **Ctrl+Page Up** or **Ctrl+Page Down** to scroll the window left or right.

USING THE EXPRESS MENU

The *Express menu* is a special menu that lets you quickly start an application, switch between running applications, check your printing, or exit directly to DOS. The Express menu works just like any other menu in Ensemble. But to see it, instead of clicking a menu name, you click the Express button. The Express button appears only in the active window (there's always one active window, so the Express menu is always available). Here are the items you have to choose from in the Express menu:

• **Running Applications** Any applications that are currently running appear in the Express menu. Choose one to bring the application's window to the front.

• **Start an Application** brings up a submenu from which you can start any Ensemble application in the WORLD folder or one of its subfolders.

• **Desk Accessories** Any applications that you have put in the Desk Accessories folder appear here. For more about using the Desk Accessories folder, see "Working With Multiple Applications" in this chapter.

• **Printer Control Panel** opens the Printer Control Panel dialog box where you can see what documents you have currently

printing or waiting to print. You can also cancel the printing of any document.

- **Go to GeoManager** Brings the GeoManager window to the front, making it the active window.
- **Exit to DOS** shuts down Ensemble and returns you to the DOS prompt.

To switch between running applications

1. Click the Express button. The Express menu appears.
2. Choose the application's name from the Express menu. The application's window immediately comes to the front, making it the active window.

To start an application

1. Choose Start an Application from the Express menu. A submenu appears with a list of folders and applications in the WORLD directory.
2. Choose the application from the submenu.

   or

   Choose one of the folder names. A submenu appears with a list of applications in that folder. Click one of the application names.

   The menu disappears and the application starts.

To monitor your printing

■ Choose Printer Control Panel from the Express menu. The Printer Control Panel appears. Use it to monitor your printing and cancel documents that are waiting to print. See "Checking and Canceling Printing Documents" in Chapter 2 for more information about the Printer Control Panel.

To return to GeoManager

■ Choose Go to GeoManager from the Express menu. The GeoManager window comes to the front, making it the active window.

To exit directly to DOS

■ Choose Exit to DOS from the Express menu. Ensemble shuts down.

WORKING WITH DIALOG BOXES

When an application needs more information from you or needs to alert you to something, a dialog box appears. There are two major types of dialog boxes.

The first type of dialog box functions like other windows. This type has a title bar, which you can use to move the dialog box, a Window Control button, and a Window Control menu. You can keep this type of dialog box open and switch between it and other windows. An example of this type of dialog box is the dialog box that appears after you choose Page Size from the File menu.

Window Control button   Title bar
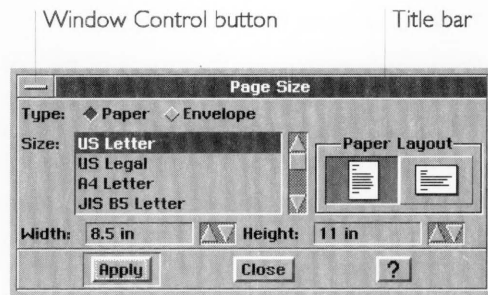
The second type of dialog box requires a response from you before you can continue. These dialog boxes have a thick solid border, and the mouse pointer changes to a do-not pointer if you move it outside the dialog box. An example of this type of dialog box is the one that appears after you close a document that you have not saved. You cannot take any other action until you respond to this dialog box.
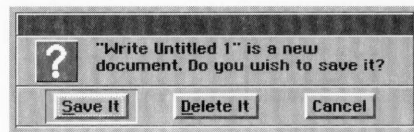
Do-not pointer

There are various ways for you to enter information and make choices in dialog boxes. Some of these include:

• **Radio buttons.** Use radio buttons to select one choice from a group of choices.

- **Check boxes.** Use check boxes to turn choices on or off.
- **Text entry boxes.** Use text entry boxes to type in the appropriate text.
- **Value selectors.** Use value selectors to change a value.
- **Lists.** Use lists to select one or more items.

Responding to a Dialog Box

To respond to a dialog box, you select options and type text in text entry boxes. When you have finished, you click one of the buttons at the bottom of the dialog box to apply what you have set or chosen and continue.

To select a radio button (All Levels)

Radio buttons appear in groups of two or more. Like the buttons on an old car radio, one — and only one — button in a group of radio buttons can be selected. Clicking one radio button turns on that button and turns off any other buttons in the group.

■ Click one radio button in a group. The radio button darkens to show it's selected. If you make a mistake, simply click the correct radio button.

To select or deselect a check box (All Levels)

A *check box* allows you to select and deselect an option. When a check box is darkened, the item is selected and on; otherwise it is deselected and off. Check boxes are like light switches; clicking a check box switches the box from on to off or from off to on. Unlike radio buttons, you can select more than one check box in a group.

■ Click an empty check box. The check box darkens, indicating that the item is selected. Click the check box again to turn it off.

To enter text in a text entry box (All Levels)

You enter text in a *text entry box* by typing. For information about entering and editing text, see "Working With Text" in this chapter.

1. If the *insertion point* (a blinking vertical line) is not blinking in the text entry box or if the name in the box is not highlighted, move the mouse pointer to the text entry box and click. The insertion point appears in the box.
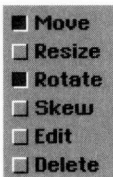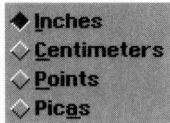
2. Type text in the box. If you make a mistake, use the **Backspace** key to erase as many characters as necessary and then type the correct text.

To change a value in a value selector (All Levels)
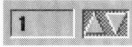
A *value selector* has up arrow and down arrow buttons for moving through options or increasing or decreasing a value (a number).

■ Click the up arrow button to move to the next item or increase the value. Click the down arrow button to move to the previous item or decrease the value.

or

If the insertion point is blinking in the value selector, type the appropriate value in the box. If the insertion point is not in the box, move the pointer to it and click. Then, type the appropriate value. If you make a mistake, press **Backspace** to erase the number, and then type the correct value.

To select an item from a scrolling list (All Levels)
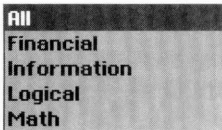
In dialog boxes, you often need to select an item from a list. There are two types of lists in dialog boxes: scrolling lists and drop-down lists. A *scrolling list* is already open when the dialog box appears.

■ Click the item you want to select. The selected item is highlighted. If the list contains more items than can fit in the window, click the scroll arrow buttons to display other portions of the list, then make your selection.

To select an item from a drop-down list (All Levels)

A *drop-down list* looks like a regular button with a horizontal mark on the right side of the button. The current selection in the list is shown on the button. To choose a new selection, click the button to see the list.

1. Click the drop-down list button. The list drops down so that you can make a different selection.

2. Select the item you want from the list. The item is selected, and the drop-down list closes.

To initiate an action by clicking buttons (All Levels)
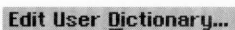
Every dialog box has buttons that initiate actions when you click them. If a button label is followed by an ellipsis (…), clicking it

leads to another dialog box. Common dialog box buttons include the following:

- **Apply.** Applies the current settings but leaves the dialog box open so you can continue to adjust the settings.

- **Close.** Closes the dialog box. The current settings are applied only if you have previously used the Apply button.

- **Reset.** Resets the box to its original settings, undoing any changes you have made.

- **OK.** Applies the current settings and closes the dialog box.

- **Cancel.** Closes the dialog box without applying your changes.

- **Stop.** Ends the task in progress at the next possible stopping place.

- **Yes.** Answers yes to the question in the dialog box. The dialog box closes.

- **No.** Answers no to the question in the dialog box. The dialog box closes.

Using the Keyboard to Respond to a Dialog Box

You can use the keyboard to respond to a dialog box. When you do this, you move a dotted selection cursor to different items and select them.

To use the keyboard to respond to a dialog box (All Levels)

1. To move from one group of options to another group, press the **Tab** key. To move backward, hold down the **Shift** key and press the **Tab** key. When the selection cursor is in a group, use the arrow keys on the keyboard to move from item to item.

2. To select or deselect a check box, move the selection cursor to the item and press the Spacebar.

3. When you finish setting items, select one of the buttons at the bottom of the dialog box.

   One button has a thick border around it. If this is the button you want to select, press **Enter**.

   or

   Either press **Tab** or **Shift+Tab** until the button you want to select is surrounded by a thick border. Then press **Enter**.

NOTE

Items in dialog boxes often have mnemonics. Pressing a mnemonic highlights a group or selects an item. If typing would enter characters into the text entry box, hold down the **Alt** key and type the mnemonic.

WORKING WITH TEXT

ALL LEVELS

When you use most GEOS applications, you enter text. The whole document may be based on text, such as in Text File Editor, or you may simply enter text in text entry boxes, such as in GeoDex. The techniques for using text are the same no matter which application you use. Once you have entered text, you can make changes to it.

Entering Text

Whatever letters, numbers, and symbols you type at the keyboard appear in the document with which you are working.

TEXT ENTRY BOXES

In some text entry boxes, such as the Index area in GeoDex, the words scroll on the left when they extend beyond the limit of the box.

> nd Mrs. Ralph Thomas Mc

You can move to the right or left in a text entry box by pressing either the Right Arrow or Left Arrow. You can move to the beginning or end of a text entry box by pressing the **Home** or **End** key respectively.

TEXT AREAS

When you type in text window areas, such as in Text File Editor, the words that go beyond the end of a line automatically wrap down and continue on the next line. This feature is called *word wrap*. Word wrap means that you do not have to press the **Enter** key to start a new line of text. This keeps the lines and sentences together in the same paragraph. When you are ready to begin a new paragraph, press the **Enter** key.

Positioning the Insertion Point

The *insertion point* is the blinking vertical line that indicates where the characters you type appear on the screen. While you are typing, the insertion point moves to the right, appearing after the last character, and any characters already on the line move to the right also, to make room for the new characters. When you need to make changes to something you have already typed, you can move the insertion point anywhere in the text.

To move the insertion point with the mouse (All Levels)

1. Move the mouse pointer to the location where you want to start inserting text.

2. Click the mouse button. The insertion point moves to the new location.

Address|

To move the insertion point with the keyboard (All Levels)

You can press keyboard keys to move the insertion point. For example, pressing the Left Arrow key moves the insertion point one character to the left. Pressing the **Home** key moves the insertion point to the beginning of the current line. The following table shows the key combinations for moving the insertion point.

- **Home.** Moves the insertion point to the beginning of the current line.
- **Ctrl+Home.** Move the insertion point to the beginning of the document.
- **End.** Moves the insertion point to the end of the current line.
- **Ctrl+End.** Moves the insertion point to the end of document.
- **Arrow Keys.** Moves the insertion point one character or line in the direction of the arrow.
- **Ctrl+Arrow Keys.** Moves the insertion point to the next beginning or ending of a word in the direction of the arrow.

Entering Characters

Once the insertion point is where you want it, you simply type and the characters appear on the screen. Press the **Enter** key when you want to start the next paragraph or when you finish entering text in a text entry box. When you add or delete words

to existing text, the text in the remainder of the paragraph readjusts automatically.

Deleting Text As You Type

If you make a mistake while typing a word, you can press the **Backspace** key to erase characters to the left of the insertion point. You can also press the **Delete** key to erase characters to the right of the insertion point.

Typing Numbers

You can use either the alphanumeric part (the main part) of the keyboard or the numeric keypad to type numbers. If you are using the numeric keypad, be sure that **Num Lock** is on (the light on the keyboard is lit) so that you can enter numbers rather than move the insertion point in the direction of the arrows.

Typing Special Characters

You can type special characters such as a bullet (•) and an em dash (—) with special key sequences. You can also type foreign accents such as é.

To type a bullet (All Levels)

■ Hold down the **Ctrl** and **Alt** keys and type an 8.

To type an em dash (All Levels)

■ Hold down the **Shift**, **Ctrl,** and **Alt** keys and type a hyphen (-).

To type an é (All Levels)

■ Hold down the **Ctrl** and **Alt** keys and type an **e** twice.

For a complete list of the key sequences for special characters, see Appendix B.

Working in Insert or Overstrike Mode

The method for entering text described in this manual is called *insert mode.* That is, the characters you type appear at the insertion point, pushing all existing characters to the right to make room for the new characters. You can use the Look & Feel section of Preferences to enable *overstrike mode,* where the characters you type replace the characters to the right of the insertion point. This feature is normally disabled, but if you

enable it with Preferences, you can use the **Insert** key to switch between insert and overstrike modes. For more information on enabling the **Insert** key to switch between insert and overstrike modes, see Appendix A.

Selecting Text

When you want to make changes to text, for example rewording a sentence in GeoWrite or changing an address in GeoDex, you must first select the text you want to change. Selected text appears highlighted.

> When you want to make changes, for example rewording a sentence in GeoWrite or changing an address in GeoDex, first you must select the text you want to change. Selected text appears **highlighted.**

You can use a mouse or a keyboard to select text.

To select text with a mouse (All Levels)

1. Move the mouse pointer to the word, line, or paragraph you want to select.

2. Press and hold the mouse button and drag the mouse across the text until what you want to select is highlighted. Then release the mouse button.

   or

   Click at the beginning of the text, hold down the **Shift** key, and click at the end of the text.

   or

   Position the pointer over the text you want to select and quickly click the appropriate number of times:

   2 Clicks   Selects a word, but not the space after the word

   3 Clicks   Selects a line

   4 Clicks   Selects a paragraph

   5 Clicks   Selects the entire document

   The text you want to delete, replace, or change is selected.

   On the last click, if you continue holding down the mouse button rather than immediately releasing it, you can drag to select additional words, lines, or paragraphs at a time.

To extend or reduce the selection (All Levels)

You may want to change the amount of text you have selected.

1. While a selection is already highlighted, press and hold down the **Shift** key.

2. Click where you want to extend or reduce the selection.

Shift-click at this location to extend the selection.

Position the pointer over the text you want to select and quickly click the appropriate number of times.

To use the keyboard to select text (All Levels)

If you are a fast typist, you may not want to take your hands off the keyboard to select text. The table below shows how to select text by using two or more keys at the same time. You can use these keys in any combination to extend or reduce a selection you have already made.

- **Shift+Home.** Selects from the insertion point to the beginning of the line.

- **Ctrl+Shift+Home.** Selects from the insertion point to the beginning of the document.

- **Shift+End.** Selects from the insertion point to the end of the line.

- **Ctrl+Shift+End.** Selects from the insertion point to the end of the document.

- **Shift+Right** or **Left Arrow.** Selects one character in the direction of the arrow.

- **Ctrl+Shift+Right** or **Left Arrow.** Selects from the insertion point to the nearest beginning or ending of a word in direction of the arrow.

- **Shift+Up** or **Down Arrow.** Selects from insertion point one line in the direction of the arrow.

- **Ctrl+Shift+Up** or **Down Arrow.** Selects to beginning or end of the current paragraph.

Canceling a Selection

If you change your mind after making a selection, you can cancel the selection by clicking anywhere in the text area or by pressing one of the arrow keys.

Replacing Text

The fastest way to replace text is to select it and then type the new entry.

1. Select the word or words you want to replace.

2. Type the replacement text. The new text replaces the original text.

Cutting, Copying, and Pasting

You can move text around within your document, as if you were cutting and pasting with scissors and glue.

When you select text, you can cut it to move it elsewhere or copy it to paste a replica of it in another place. The selection you copy or cut is placed on the *clipboard*, an electronic holding space. When you choose Paste from the Edit menu, the contents of the clipboard are pasted into the active document. The active document can be the document that contains the original selection, another document in the same application, or another document in another application.

When you copy or cut a selection to the clipboard, it replaces whatever is currently on the clipboard.

To move a selection (All Levels)

When you move a selection, you remove or cut it from its original location and paste it into another location.

1. Select the item or text you want to move.

2. Choose Cut from the Edit menu. The item is removed from your document and placed on the clipboard, replacing any item already there.

3. Move the insertion point to the location where you want the item to appear.

4. Choose Paste from the Edit menu. The contents of the clipboard are inserted into the document, and the pasted text appears at the insertion point.

To copy a selection (All Levels)

If you want to leave an item in its original location and also insert it somewhere else, use Copy instead of Cut.

1. Select the item or text you want to copy.

2. Choose Copy from the Edit menu. The item remains in your document and also goes to the clipboard, replacing any other item on it.

3. Move the insertion point to the location where you want the item to appear.

4. Choose Paste from the Edit menu. The contents of the clipboard are inserted into the document.

NOTE

When you paste an item into a document from the clipboard, the item also remains on the clipboard unless you replace it. Therefore you can continue to paste the same item from the clipboard to multiple locations in your document.

To replace one block of text with another (All Levels)

1. Select the block of text you want to replace the existing text.

2. Choose Copy or Cut from the Edit menu. The text is placed on the clipboard.

3. Select the block of text you want to replace.

4. Choose Paste from the Edit menu. The selection is replaced by the contents of the clipboard.

Dragging and Dropping

The drag and drop feature provides a quick way to move or copy text without using the clipboard.

Since drag and drop doesn't use the clipboard, the contents of the clipboard remain intact.

To move or copy a selection with drag and drop (All Levels)

1. Select the text you want to move or copy.

2. Move the mouse pointer over the selected text.

3. Press and hold down the right mouse button. The pointer changes to the drag and drop pointer.

4. Drag the pointer so that it is over the location where you want to move or copy the selection.

5. Release the right mouse button. The selected text is moved or copied to the new location.

NOTE

Normally, you just let GEOS decide whether the drag and drop should be a move or a copy, depending on whether you drag the pointer to somewhere in the same document or to somewhere in a

different document. As you drag, the square at the tail end of the pointer indicates whether the drag and drop will be a move or a copy: If the square is hollow, it will be a move; if the square is filled, it will be a copy.

You can always change a move to a copy or a copy to a move by holding down either the **Ctrl** or the **Alt** key while performing the drag and drop:

- Press and hold down the **Ctrl** key to force a copy. The square at the end of the pointer is filled to indicate the selection will be copied.

- Press and hold down the **Alt** key to force a move. The square at the end of the pointer is hollow to indicate the selection will be moved.

Do not release the **Ctrl** or the **Alt** key until after you have released the right mouse button.

Deleting Text

You can delete text from any document.

To delete items (All Levels)

1. Select the text you want to delete.
2. Press the **Backspace** or **Delete** key.

    or

    Choose Cut from the Edit menu.

    or

    Hold down **Shift** and press **Delete,** which is the shortcut key for Cut.

    The selection is deleted.

NOTE

Those methods that delete items by cutting place the selection on the clipboard. You can paste the selection from the clipboard to another location as long as you haven't cut or copied another item to the clipboard.

To delete text by using the keyboard (All Levels)

As long as no text is selected, you can use the following keystrokes to delete text:

- **Backspace.** Character to the left.
- **Delete.** Character to the right.

- **Ctrl+Backspace.** From insertion point to beginning of word.
- **Ctrl+Delete.** From insertion point to end of word.
- **Shift+Ctrl+Backspace.** From insertion point to beginning of line.
- **Shift+Ctrl+Delete.** From insertion point to end of line.

Using Undo

Sometimes you may delete some text or change the way it looks and immediately decide that it was not what you wanted. If you have not done anything else, you can choose Undo from the Edit menu to restore the text to its last condition. Undo undoes the last editing you did.

Once you choose Undo, its name on the Edit menu changes to Redo so that you can undo what was undone.

Not all applications include Undo, and not all operations can be undone.

To undo your last editing operation (All Levels)

■ Choose Undo from the Edit menu. If the item is dimmed, then your last operation cannot be undone.

The text you are working on reverts to the way it was before your last editing operation.

NOTE

Undo does not restore any changes to the clipboard. For instance, choosing Cut from the Edit menu will replace the contents of the clipboard so that even Undo will not bring them back.

Using Keyboard Shortcuts for Editing

As your proficiency increases, you may find you want to use edit functions without lifting your hands from the keyboard. You can use the following shortcut keys to edit:

EDIT FEATURE	KEY SEQUENCE
Undo	**Alt+Backspace**
Cut	**Shift+Delete**
Copy	**Ctrl+Insert**
Paste	**Shift+Insert**
Delete	**Delete**

USER LEVELS

You can make many of the GEOS applications as simple or sophisticated as you want. Typically, the more functions an application has, the more difficult it is to learn. In GEOS applications you can start using an application at a simple, basic level. As you gain experience and are comfortable with it, you can add more functions by changing the user level.

Each GEOS application has a number of levels appropriate to its size. Applications such as GeoDex have three user levels; simpler applications such as the Scrapbook have two user levels. Applications used for a specific task, like Calculator or GeoComm, have no user levels at all.

The following is a general description of each user level:

- **Level 1, Introductory Level.** Level 1 is for first-time users. It includes the application's simplest features. Use Level 1 to learn the basic operation of the application.

- **Level 2, Beginner Level.** Level 2 is for users who are comfortable with Level 1 and want to use more of the application's capabilities. Level 2 is also designed for infrequent users or those with simple requirements. If these are your needs, you may not need to move beyond Level 2.

- **Level 3, Intermediate Level.** Level 3 is for users familiar with basic operations who want to learn a few complex functions and procedures. Level 3 includes as much functionality as

possible without seeming overwhelming. None of the applications in this manual have more than three user levels.

- **Level 4, Advanced Level.** Level 4 is for people who use an application every day. It includes all the application's functions and features as well as advanced shortcuts to complete common tasks. Level 4 is the most powerful and complex level. None of the applications in this manual have a fourth level.

The first time you start an application with multiple user levels, the application will start at Level 1. For information about changing your user level, see "Verifying, Changing, and Saving Your User Level" in this chapter.

If you are using an application with fewer than three user levels, the highest level of an application may include a common task which is listed as being at a higher level in this chapter and Chapter 2. For example, a common task available at Level 3 in GeoPlanner would be available at Level 2 in Scrapbook, because Scrapbook only has two levels.

Differences From Level to Level

Within an application, the user levels build on one another. For example, Level 2 has all the features of Level 1 plus new features available at Level 2. Sometimes, when moving from a lower level to a higher level, the menu bar is rearranged to accommodate all the additional features of the new level. In this case, all the features from the previous level are still available, but they are organized differently across the menu bar.

NOTE

The same function may be available at different user levels in different applications. For example, the ability to discard changes in a GeoDex document does not appear until Level 3 of GeoDex. However, because Scrapbook only has two user levels, the ability to discard changes appears at Level 2.

Verifying, Changing, and Saving Your User Level

You can change or verify your user level both while doing work in the application or while the New/Open dialog box is on screen.

To verify or change your user level (All Levels)

1. If the New/Open dialog box is on screen, click the User Level button. Otherwise, choose Change User Level from the Options menu.

    The Change User Level dialog box appears. The highlighted button indicates the level at which you are currently working.
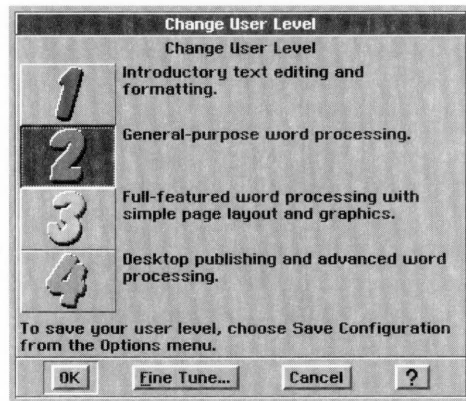
2. Click a button for a different user level if you want to change levels; then, click OK. Your user level is changed for the current session unless you change it again.

    or

    Click Cancel if the current level is the one you want to work at. Your user level is unchanged.

3. If you always want the application to start at the user level you have just selected, choose Save Configurations from the Options menu. (If the New/Open dialog box is on screen, you will need to close the dialog box before you can choose from the Options menu.)

    When you save the configuration of an application, your user level and other options are remembered after you exit the application. For more information about saving your configuration, see "Setting Options and Saving Your Configuration" later in this chapter.

Fine Tuning Your User Level

Besides using the preset user levels, you can create your own customized user level. Each application has a set of fine tune features that you can turn on or off. Typically, Level 1 has the

fewest fine tune features turned on; Level 4 has the most features turned on.

The features you can fine tune vary from application to application. For more information about which features you can fine tune in each one, see the chapters in this manual that explain that application.

To fine tune a user level (All Levels)

1. If the New/Open dialog box is on screen, click the User Level button. Otherwise, choose Change Level from the Options menu.

   The Change User Level dialog box appears.

2. To see which features comprise a user level, click that user level and then click Fine Tune. The Fine Tune dialog box appears. The set of fine tune features that are turned on and off defines the user level you selected.

Features that are on
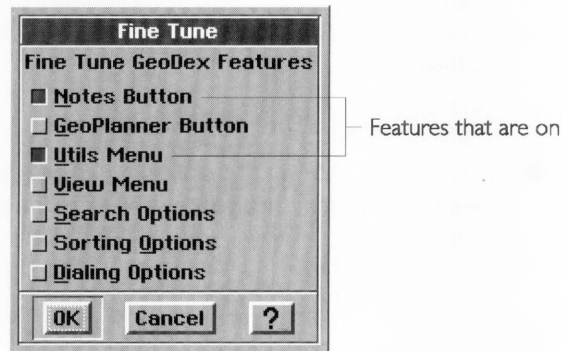
3. To change the available fine tune features, click the features in the Fine Tune dialog box to turn them on or off. Selected features have a darkened check box.

4. When you finish selecting and deselecting features, click OK. The Change User Level dialog box reappears. If the fine tune changes you made coincide with a pre-defined user level, that button is highlighted. If the changes you make do not coincide with a pre-defined user level, none of the user level buttons is highlighted.

5. Click OK to return to the document at the user level you have defined.

SETTING OPTIONS AND SAVING YOUR CONFIGURATION

ALL LEVELS

You can use the Options menu to configure a GEOS application the way you want it. For example, you can use the Options menu to set the user level and any application-specific options.

After you have changed options in an application, you can save that configuration so that it is in effect each time you start the application. If you want to change the options in an application back to their original settings, you can reset the configuration.

Consult the chapters for specific applications to learn about the unique features available on the Options menu.

To save the application configuration (All Levels)

Some applications have Save Options rather than Save Configuration.

1. Set the options you want on the Options menu.

2. Choose Save Configuration from the Options menu (or, in some applications, choose Save Options). All options you have set are saved so that they will be in effect each time you start the application.

To reset the configuration (All Levels)

■ If you want change the options in an application back to their original settings, choose Reset Configuration from the Options menu.

WORKING WITH MULTIPLE APPLICATIONS

ALL LEVELS

As you become more familiar with GEOS applications, you may want to use more than one application at a time. For example, you might be using the Text File Editor to write a note and need to use GeoDex to look up an address. You could then start GeoDex without closing the Text File Editor.

Application windows "stack" up with the active one on top. The title bar of the active window is highlighted.

You can resize the application windows so that you can see edges of each open application. Then, you can move between documents and applications by clicking the window.

You can also use the Desk Accessories folder (in the WORLD directory) to make some applications always remain in front of others.

NOTE

You can open as many applications as you want, though you aren't likely to need very many applications open at one time. Since every open application uses some of the computer's memory, you should open only those applications that you want to use. If you have several applications open and your computer seems to be running slower than it normally does, try exiting from a few of them and see if that improves system performance.

To work with multiple applications (All Levels)

1. Open the first application. The application opens, partially filling the screen.
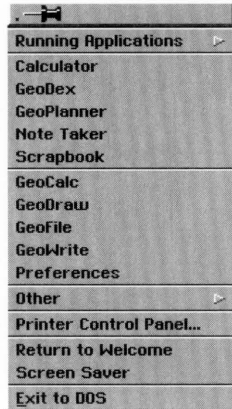
2. Open the second application. The application opens on top of the first application window. At this point, you can resize or move the windows so that you can see corners of the window. Then, you can simply click the window and that application comes to the top of the stack.

    It is not necessary to resize windows to switch between them. You can switch between open applications using the Express menu. See "Using the Express Menu" in this chapter.

To work with multiple applications using the Express menu (All Levels)

Once you have an application open, you can open or switch to any other application in the WORLD folder.

1. Click the Express button, which is located next to the Window Control button on the left side of the title bar of the current application. The Express menu appears.

2. Choose Start an Application to see a list of applications you can start. Click the application you want to start. The application starts.

    You can switch between an application and any other application you can see on the screen by clicking the desired window. You can also switch to an application by selecting its name from the Express menu.

To make an application always remain in front of others

1. Place the application in the Desk Accessories folder (in the WORLD folder).

2. Start the application either by double-clicking its icon or by using the Express menu. The application starts.

   The application's window remains in front of other applications even if you click in another application's window — provided the other application is not also in the Desk Accessories folder. If you click in the window of another desk accessory, its window comes to the front.

Document Basics

Some GEOS applications work with documents, others do not. This chapter provides an overview of the concepts and skills you need to begin using documents with the GEOS accessory applications.

At the end of this chapter you will know how to do the following:

- Create and save new documents.
- Open and close existing documents.
- Use standard file selectors.
- Print documents.
- Back up and restore documents.
- Manage documents.

For more specific information about working with documents in a particular application, refer to the chapter that covers that application.

This chapter assumes you are familiar with the information covered in Chapter 1, which provides an overview of the skills you need to use any GEOS application.

WHAT ARE DOCUMENTS?

A document is a holding place for information. For example, you can use GeoDex to organize your names and addresses, which will be stored in a GeoDex document, or you can use GeoPlanner to track your appointments, which will be placed in a GeoPlanner document. Documents appear as icons like the one at the left, usually in your DOCUMENT folder, although you may put them in other places, such as in a class folder or on a floppy disk.

GeoDex, GeoPlanner, and Scrapbook have *startup documents*. A *startup document* opens automatically when you start the application. When you start these applications you see the application's default startup document. The name of the default startup document varies, depending on the application. In GeoDex the default startup document is called "First Address Book"; in GeoPlanner it is called "My Schedule"; and in Scrapbook it is called "Default Scrapbook".

MEM02.TXT

Text File Editor edits *DOS text files*. A DOS text file is a type of DOS data file used and created by DOS applications and courseware. It contains only text. You can identify DOS text files by the blank document icon and a .TXT extension that is often part of their file names. Examples of DOS text files with which you may be familiar include the following:

- A report you create and save with the Reports function on a class folder in Ensemble.
- A text file you save from a communications program, such as GeoComm.
- A DOS batch file.
- A GeoComm script file.

GEOS applications that do not work with documents include the Calculator, GeoComm, Solitaire, and GeoBanner. For example, when you use the Calculator you perform numeric calculations, but you don't create a document for saving those calculations.

CREATING AND OPENING DOCUMENTS

ALL LEVELS

You can create new documents and open existing ones using choices on the File menu. Creating a new document is like starting with a blank piece of paper or an empty address book or day planner. You can create new documents whenever the need arises. Once you've created additional documents and saved them, you can open them at any time to view or edit the information they contain.

The New/Open Dialog Box

Whenever you want to create a new document or open an existing one, you see a variation of the New/Open *dialog box*. The New/Open dialog box is the dialog box which lets you create and open documents from within an application. Each application may have a different New/Open dialog box, but in every application they function in similar ways.

When working with an application that has a startup document, such as GeoDex or GeoPlanner, you do not normally see the New/Open dialog box. You must first close the current document without closing the application or choose New/Open from the File menu.

This is the New/Open dialog box in GeoPlanner:

Click here to open a new, empty document.

Click here to open the default document.

Click here to open an existing document.

Click here to view or change your user level.

Click here to exit an application.
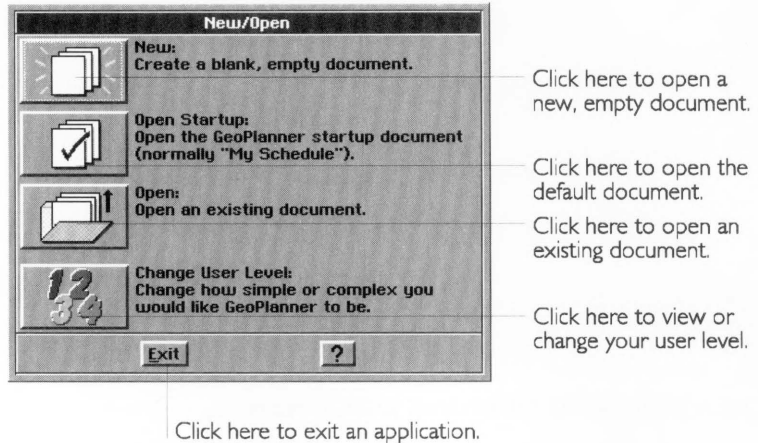
The New/Open dialog box appears whenever there is no document open in an application or when you choose New/Open from the file menu. It provides buttons for creating and opening documents. A New/Open dialog box may have any of the following buttons:

The particular buttons that appear in the New/Open dialog box depend on the application you are using and its current user level.

- **New.** Click the New button to create a new, empty document. For more information, see "Creating a New Document" later in this section.

- **Open.** Click the Open button to locate and open a document which already exists. For more information, see "Opening an Existing Document" later in this section.

- **Open Startup.** In an application which has a startup document, click Open Startup to open the startup document. For more information on startup documents, see "Opening the Startup Document" later in this section.

- **Import.** Click the Import button to create a new document by reading in information from another application, such as a DOS word processor. Of the applications in described in this manual, only GeoDex has an Import button on its New/Open dialog box. For more information, see "Importing and Exporting" in this chapter.

- **Change User Level.** Click the Change User Level button to change the application user level directly from the New/Open dialog box. This is the same as choosing Change User Level from the Options menu. by changing user levels you specify how simple or complex you want the application to be. For more information, see "User Levels" in Chapter 1.

- **Exit** or **Cancel.** If there are no documents open in the application, you can click the Exit button to exit the application directly from the dialog box. If there is a document open, then this button becomes Cancel. Click Cancel to close the New/Open dialog box and return to the open document.

NOTE

In GeoDex, GeoPlanner, and Scrapbook you only work with one document at a time. Therefore, you must first close the current document before working with a new one.

Text File Editor allows you to work with more than one document at a time; you do not need to close the current document before opening or creating a new one. You can switch between the open documents using functions on the Window menu. For more information, see "Working With DOS Text Files" and "Working With Multiple Documents" in Chapter 8.

Creating a New Document

When you want to create a new, empty document, you use the New/Open choice on the File menu.

To create a new document (All Levels)

This procedure works in GeoDex, GeoPlanner, and Scrapbook; you can also use it in Text File Editor for working with one document at a time.

1. Choose Close from the File menu. If you have unsaved changes in the current document, you will be asked if you want to save or discard them.

   The New/Open dialog box appears.

2. Click the New button. A new document appears.

   The new document is labeled "Untitled" (or "BLANK" in the case of Text File Editor). You will need to give it a name when you save it. See "Saving Documents" in this chapter for more information on saving documents.

Opening an Existing Document

An existing document is one that you have previously created and saved. You can open an existing document at any time to view or change the information it contains.

Throughout GEOS applications you will encounter variations of a particular dialog box, called the *standard file selector*. This dialog

box appears whenever you need to open, locate, save, copy, or move documents.

To open an existing document, you use a standard file selector. The following procedure explains the easiest way to use the file selector controls to find an existing document in your DOCUMENT folder. If you need to change folders or disks to locate the document you want to use, see "Working with Standard File Selectors" in this chapter.

To open an existing document (All Levels)

This procedure works in GeoDex, GeoPlanner, and Scrapbook; you can also use it in Text File Editor for working with one document at a time.

1. When the New/Open dialog box appears, click the Open button. A standard file selector appears:

Click here to open a new, empty document.

Click here to open an existing document.

Click here to exit the application.
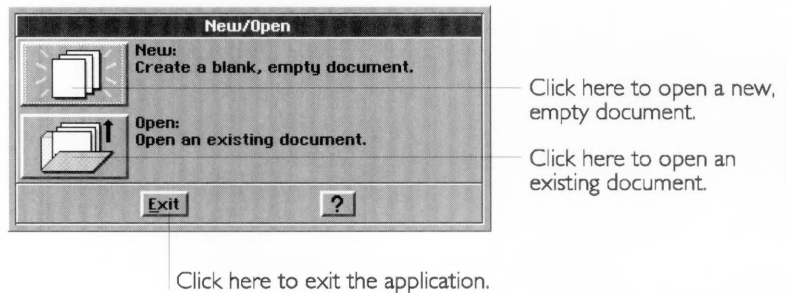
2. Make sure the name of your DOCUMENT folder is highlighted. If it isn't, click the Go To Document button. This displays a list of existing documents and folders in your DOCUMENT folder that can be opened by this application.

Double-click the name to open it immediately.

3. Select the name of the document you want to open. If the document has document notes, they appear in the Notes field.

4. Click the Open button.

   The dialog box closes and the selected document appears.

   If you have previously set a password for the document, you will be asked to enter the password. For more information on setting a password, see "Setting and Removing a Document Password" in this chapter.

THE NOTES FIELD

When opening a document in Level 3 of an application, a Notes field appears at the bottom of the file selector. When you select a

document in the list, its notes appear in the Notes field. Not all documents have document notes. For information on setting and changing document notes, see "Editing Document Notes" in this chapter.

THE TYPE INDICATOR AND THE FOR EDITING OPTION

When opening a document in Level 3 of an application, a type indicator and a For Editing option appear below the list of files. When you select a document in the list, the type indicator shows the type of document selected. The status of the For Editing option updates, depending on the type of document selected:

- **Normal.** If you select a normal document, the For Editing option becomes checked, anticipating that you want to make changes to the document.

- **Public.** If you select a Public document, the For Editing option becomes unchecked, anticipating you won't be making changes to the document.

- **Read-Only.** If you select a read-only document, the For Editing option becomes dimmed. You cannot open a read only document for editing.

For more information on the document types, see "Setting the Document Type" in this chapter.

To change the For Editing option in the Open dialog box (Level 4)

1. In the Open file selector, select a document in the list. The For Editing option updates, depending on the document type.

2. Click to change the For Editing option. When checked, you can edit the document. When unchecked, any changes you make must be saved to a document with a different name.

3. Click Open. The document opens.

Opening the Startup document

This procedure does not apply to Text File Editor, which does not have a startup document.

GeoDex, GeoPlanner, and Scrapbook have startup documents which open automatically when you start the application. If you close the startup document without closing the application, the New/Open dialog box appears. The New/Open dialog box for these applications has an Open Default button which can open the startup document.

■ When the New/Open dialog box appears, click the Open Startup button. The startup document opens.

In GeoDex, the default startup document is First Address Book; in GeoPlanner, it is My Schedule; and in Scrapbook, it is Default Scrapbook. You can change which document to open as the default. For more information on changing the startup document, see "Setting the Startup Document" in this chapter.

Opening a Document by Its Icon

You can open a document by opening its icon. That is, you can locate a document's icon and double-click it. Double-clicking a document icon opens the appropriate application with the document ready for use. For example, you can start GeoDex by double-clicking a GeoDex document with which you want to work. Documents are normally stored in your DOCUMENT folder, but this technique works no matter where a document is stored.

To open a document by its icon (All Levels)

■ Locate the icon representing the document you want to open and double-click it. The application starts and automatically opens the document.

Double-click here to start
GeoDex, and open this
document.

or
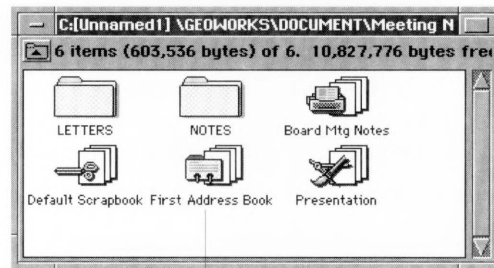
Click to select the icon of the document you want to open, then click Open Item at the bottom of the window.

or

Right-click the icon of the document you want to open. When the pop-up menu appears, choose Open.

With whichever method you use, the application opens with the selected document ready for use.

SAVING DOCUMENTS

Saving a computer document is different from saving a piece of paper on which you have written something. Anything written on a piece of paper is automatically saved unless you throw the paper away. However, a computer document is not saved until you take an action to save it. Saving a computer document means recording the document on a permanent storage medium such as a fixed disk. Your DOCUMENT folder is such a place; ordinarily, you will want to save documents in your DOCUMENT folder.

You should save a document periodically as you work on it; for instance, whenever you come to a good stopping point. It's also good practice to save a document before you print it, before you make a significant change to it, and as soon as you've finished any work you wouldn't want to redo. However, should you forget to save your document, GEOS applications have a safeguarding feature which protects you from losing changes before you've had a chance to save them. For more information, see "Safeguarding a Document" in this chapter.

Typically, when you're finished working on a document, you save it, and then you close the document. If you want to work on another document using that application, you can open a different document. Otherwise, you close the application. For more information on closing documents and applications, see "Exiting an Application" in this chapter.

The first time you save a document, you have to name it. The best way to name a document is to describe its contents so that you can recognize the document by its name. For example, a letter you write to your friend Karen might be named "Karen 1/11/92". A Christmas card you designed might be named "Christmas Card 1991."

Naming a Document

The first time you save a document, you must name it. Some applications, such as the Text File Editor, can create DOS documents; these documents must have a DOS file name. If you need to use a DOS name, the application you're using will

specify this. However, most documents use GEOS document names, which are more flexible.

NAMING A GEOS DOCUMENT

There are some rules to follow when you name a GEOS document. The name can be up to 32 characters long, and may contain both upper- and lower-case characters. For example, you could name a document "Seva's Birthday Card" or "Seating Chart for Class 12/4/93". Each space you type (by pressing the **Spacebar**) counts as one character.

NAMING A DOS FILE

There are also rules to follow when you name a DOS file. DOS files can be up to eight characters long, optionally followed by a period and three more characters. The optional three characters following a DOS file name are called the *extension*. The extension usually indicates the type of data the file contains. While no standard is enforced, a DOS text file, for instance, such as one created with Text File Editor, should be given a .TXT extension to be consistent with other DOS files of the same type.

DOS file names can only contain the letters A through Z, the numbers 0 through 9, and the following special characters:

underscore	_	caret	∧
dollar sign	$	tilde	~
exclamation point	!	number sign	#
percentage sign	%	ampersand	&
hyphen	-	braces	{ }
parentheses	( )	at sign	@
apostrophe	'	grave accent	`

No other special characters are permitted.

DOS names cannot contain spaces, commas, backslashes, or periods (except the period following the first eight characters). The letters are always converted to upper case.

The following are examples of valid DOS names:

- TO_DO
- RACHEL1.TXT
- ASSIGNMT.DOC

On the other hand, the following names are not acceptable for DOS documents:

- TO DO (Includes a space)
- MEMOTOPEDRO (Too many letters)
- MEMO.EARVIN (More than three letters following the period)

Using Save

The simplest way to save a document is to choose Save from the File menu. If the document already has a name, Save will save any changes to that document. The document does not yet have a name, Save will ask you to name the document.

To save changes to a document that already has a name (All Levels)

Many documents you work with will already have a name. For instance, the startup documents you use in GeoDex, GeoPlanner, and Scrapbook already have a name. To save any changes to one of these documents, you simply choose Save from the File menu.

■ Choose Save from the File menu. Any changes you've made are saved, and you are immediately returned to the open document.

If the Save choice is dimmed it means there are no changes to save.

To save an Untitled document for the first time (All Levels)

When you create a new document it is temporarily called "Untitled." To save it, you must give it a name.

The Save As file selector appears when you try to save the document. The following procedure explains the easiest way to use standard file selector controls to name the document and save it in your DOCUMENT folder. If you want to save the document somewhere else, see "Working with Standard File Selectors" in this chapter.

1. Choose Save from the File menu. A standard file selector appears with a New Name text entry box:
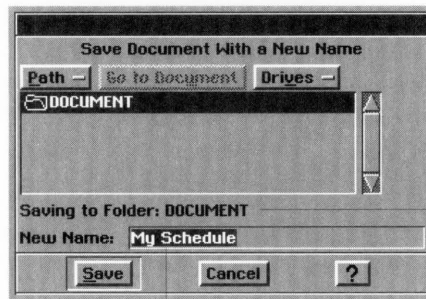
Your document will be saved in the folder listed here.

Type the new name here.

2. Make sure the DOCUMENT folder is highlighted in the list. If it isn't, click Go To Document. This saves the document in your DOCUMENT folder.

3. Type a document name in the New Name text entry box.

4. Click Save to save the document using its new name. You return to the open document, and its name appears in the title bar.

Using Save As

You can save a document under a different name using the Save As choice on the File menu. When you choose Save As, you create a new version of the document and give it a new name.

Save As serves many useful purposes. For example, suppose you wrote a resume last year and named it "Resume 1992". This year you want to revise the information, but you also want to keep the original intact so you can refer to it. You could open "Resume 1992" and immediately save it as "Resume 1993". The original document, "Resume 1992", is preserved on disk and "Resume 1993" appears in the document window so that you can change it appropriately to emphasize your new ideas for the class.

When you choose Save As, a standard file selector appears. The following procedure explains the easiest way to use standard file selector controls to save the document in your DOCUMENT folder. If you want to save the document somewhere else, see "Working with Standard File Selectors" in this chapter.

To save a document under a different name using Save As (Level 3)

1. Choose Save As from the File menu. A standard file selector appears with the current name of the document in the New Name text entry box.
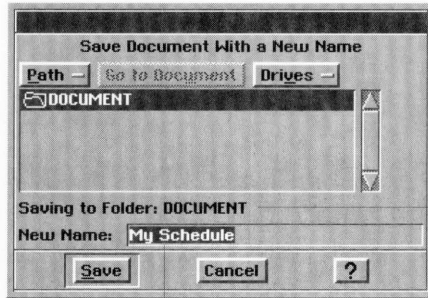
Your document will be saved in the folder listed here.

Type the new name here.

2. Make sure the DOCUMENT folder is highlighted in the list. If it isn't, click Go To Document. This saves the document in your DOCUMENT folder.

3. Type the new name, which replaces the current name of the document. The new name appears in the text entry box.

4. Click Save to save the document using its new name. The original document is closed and remains as you last saved it. Any recent, unsaved changes are saved to the new version only, which appears in the window ready for editing. If you continue editing the version on the screen, you are editing the new document.

Safeguarding a Document

ALL LEVELS

GEOS periodically takes a "snapshot" of documents you have open so that you are protected in the event of a mishap, such as a power outage. This is called *document safeguarding* and it happens automatically in Ensemble.

If something happens and you are afraid you've lost work (you accidentally turn off your computer before logging out, for instance), document safeguarding may have protected your work.

To get your work back, you don't need to do anything special. Simply open the document you were working on. If there are unsaved changes in the document, and document safeguarding was able to protect them, a dialog box will appear letting you

know the document has unsaved changes. Respond to the dialog box and then choose Save from the File menu to make the changes permanent.

If you want to change how often your documents are safeguarded, or if you want to turn off document safeguarding altogether, you can do so with settings in Preferences. For more information, see Appendix A.

NOTE

Document safeguarding only applies to GEOS documents. If you're working with a DOS files, such as those created with the Text File Editor, it is a good idea to save your document with the Save choice every 10 minutes or so.

Document safeguarding is different from the "auto save" feature found in many DOS applications. Document safeguarding takes a temporary "snapshot" of your changes, but does not permanently save them to your document. Only the Save command will make changes permanent. This means that you control when the document is permanently updated.

CLOSING DOCUMENTS

ALL LEVELS

When you close a document, you remove it from the screen; though, the application remains open. You may want to close a document but not its application so that you can create or edit another document in that application.

It is safest and best to save a document before closing it. This way you are guaranteed that all your changes have been saved. Fortunately, if you forget to save your document before closing it, you will get one last chance to save your changes before the document closes. For more information about saving a document, see "Saving Documents" in this chapter.

To close a document (All Levels)

■ Choose Close from the File menu. If there are unsaved changes in the document, you will be asked if you want to save the changes.

The document is closed. If there are no more open documents, then the New/Open dialog box appears.

WORKING WITH STANDARD FILE SELECTORS

ALL LEVELS

A standard file selector is a special type of dialog box that appears whenever an application needs to know where to store a file you want to save, copy, or move, or where to find a file with which you want to work. Although different file selectors contain slightly different text, depending on what you are doing, they generally look and operate the same way. Common standard file selectors appear when you want to select an existing document to open, when you want to save a new document (or save an existing document under a new name), or when you want to create a copy of a document.

Simple Procedure

It's easiest to store documents in your DOCUMENT folder. By doing so, you avoid the trouble of changing folders and drives in the standard file selector. You simply go straight to your DOCUMENT folder, which is where GEOS applications assume you are storing and retrieving documents.

The procedures for the easy way to use standard file selectors are documented in "Opening an Existing Document" and "Saving Documents" in this chapter.

Complex Procedure

ALL LEVELS

If you need to store or retrieve documents on another drive or in a folder other than your DOCUMENT folder, you can use a standard file selector to open and close folders and select files on any drive or directory to which you have access.

The following illustration shows the Open file selector in Text File Editor, which is a example of the standard file selector:

Path drop-down list

Go To Document button

Path arrow button

Open folder

Folder and file list
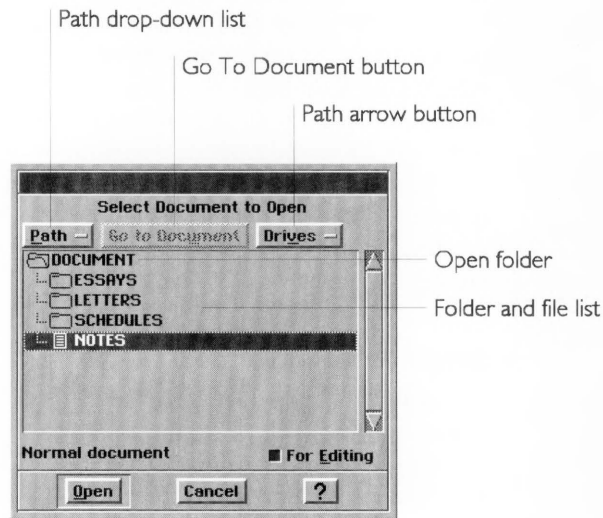
The buttons in a standard file selector are as follows:

- **Path drop-down list.** Use this drop-down list to open, close, and change to other folders.

- **Go To Document button.** Use this button to move immediately to your DOCUMENT folder.

- **Folder and file list.** This list shows the open folder and its contents. Use this list to select a folder or a file.

- **Open folder**. The open folder is the one at the top of Folder and File list. The contents of the open folder are shown below it in the list.

- **Drives drop-down list.** Use this drop-down list to change from one disk drive to another. The button always shows the name and drive letter of the disk containing the current folder.

THE PATH DROP-DOWN LIST

When you click the Path button, the Path drop-down list appears. This list shows the folders you moved through to get to the current folder. For example, if the current folder is the DOCUMENT folder, the Path drop-down list might look like the following:
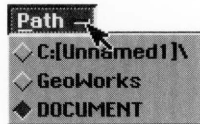
The folder at the bottom of the drop-down list is the current folder. If you had a folder named "LETTERS" inside your DOCUMENT folder and you selected that folder, the Path drop-down list might look like the following, with "LETTERS" as the current folder:
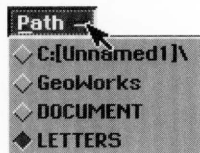
You can open the Path drop-down list to see the current folder in relation to other folders. You can also click a folder in the Path drop-down list to move directly to that folder.

MOVING THROUGH FOLDERS

You can move through folders in the following ways when you use a file selector:

- Open a folder.
- Close a folder.
- Move to the DOCUMENT folder.
- Move to another folder.
- Change to another drive and display its contents.

To open a folder (All Levels)

1. In the Folder and File list, locate the name of the folder you want to open. If necessary, use the scroll bar to see more of the list.

2. Double-click the name of the folder.

   or

Select the name of the folder and then click the Path button. The Path drop-down list appears and the selected folder appears as the last item in the Path: Click it.

The folder opens and its name appears at the top of the Folder and File list. The available contents of the open folder appear beneath its name.

To close a folder (All Levels)

1. At the very top of Folder and File list, locate the open folder. If necessary, use the scroll bar to see the top of the list.

2. Double-click the name of the open folder.

    or

    Click the Path button to display its drop-down list. From this list, click the name of the folder above the folder you want to close.

    The open folder closes and the folder above it becomes the current folder. Its name appears at the top of the File and Folder list.

To move directly to your DOCUMENT folder (All Levels)

■ Click the Go To Document button. The DOCUMENT folder appears at the top of the Folder and File list. Its available contents appear beneath its name in this list.

To change to another drive (All Levels)

1. Click the Drives button to display its drop-down list. The list shows all the disk drives available on your computer.

    Drives are labeled with letters, such as Drive A or Drive C, and names. The letters A and B typically represent floppy disk drives. Hard disks, hard disk partitions, and other disk devices appear with other letters, usually starting with the letter C and proceeding through the alphabet.

2. From this list select the drive that you want to access.

    The contents of the disk appear in the Folder and File list.

To move to another folder in the path (All Levels)

1. Click the Path button to display its drop-down list. A list of folders appears.

2. Click the name of the folder you want to access. The path list closes and the name of the selected folder appears at the top of the Folder and File list; its contents appear beneath it.

PRINTING DOCUMENTS

Typically, you print documents from within an application by choosing Print from the File menu. This section explains many common printing features and functions. However, the specific printing options you see will depend on the application and printer you're using.

Printing With Standard Settings

The Print dialog box comes with standard settings that work well to print most documents. The standard settings assume you want to print one copy of an entire document on 8.5" by 11" paper. If the standard settings do not meet your needs, see "Printing With Customized Settings" in this chapter. If you are using a color printer, you may also want to review "Tips for Users of Color Printers" in this section.

To print a document with standard settings (All Levels)

1. Choose Print from the File menu. The Print dialog box appears.
2. Click the Print button at the bottom of the dialog box. A message appears informing you that your document is printing. The document prints with the standard settings.

Printing With Customized Settings

The Print dialog box allows you to set various printing options before you print a document. The available settings vary by application and by printer. Following is a typical Print dialog box with some common options:
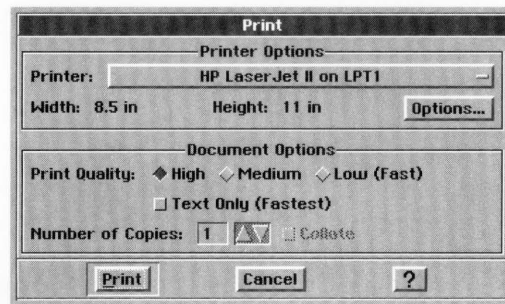
The Print dialog box is typically divided into two sections: Printer Options and Document Options. Depending on your application and printer, your Print dialog box may also have other sections.

- **Printer Options.** Includes items such as the selected printer, paper width and height, paper source, and advanced printer options.

- **Document Options.** Includes items such as print quality and number of copies.

CHANGING DOCUMENT OPTIONS

The following procedure explains how to change the most common Document Options. The printer and application you're using determine which of these options are available to you.

To change Document Options (All Levels)

1. Choose Print from the File menu The Print dialog box appears.

2. Fill in the dialog box, selecting from the Document Options section as follows:

```
┌──────────Document Options──────────┐
│ Print Quality:  ◆ High  ◇ Medium  ◇ Low (Fast) │
│             ☐ Text Only (Fastest)  │
│ Number of Copies: [1] [▲▼] ☐ Collate │
└────────────────────────────────────┘
```
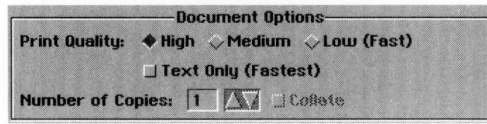
When printing on a color printer, you may get the best results by using the medium quality setting.

Print Quality. Click the radio button that represents the print quality you want to use. High quality produces the most professional looking documents, but it takes longer to print than if you use low quality. Low quality prints much more quickly but produces draft quality documents. Typically, you would want to print at low quality when you are working on drafts and printing speed is important. Select high quality to print final documents.

Text Only. Text Only is the fastest way to print a draft because it uses an approximation of the fonts you see on screen and does not print any graphic images. Select the Text Only option if you want to get a printout of a document quickly.

Number of Copies. If you want to print more than one copy, change the number of copies by clicking the arrow buttons or typing a number in the Number of Copies box.

Collate. If you are printing multiple copies and you want them collated, check collate. When you collate copies of a document, one copy of the entire document is printed before the second copy is printed. Collating a document may require more time than not collating it. If you do not collate multiple copies, all copies of page 1 print before all copies of page 2, and so on.

3. Click Print if you're ready to print the document with the new settings. If you want to change Printer Options before you print,

see "Changing Printer Options" in this chapter. If your Print dialog box includes other options, see the chapters for the application you're using.

CHANGING PRINTER OPTIONS

You are not likely to need to change Printer Options very often. Typically, you only change Printer Options, including size, type, and layout, if you change the paper in your printer.

The printer options must always reflect the actual physical setup of your printer. That is, regardless of the size of your document, if your printer is set up with 8.5" by 11" paper, the paper size in Printer Options must be 8.5" by 11". You can use the Page Size from the File menu to specify the size of your spreadsheet.

The four following procedures explain how to print to a different printer, change paper options, change the paper source, and print to a file. As long as you understand these procedures, you can change these options if necessary. You should, however, consult with your computer system manager if you need to change printer options you do not understand.

To print to a different printer (All Levels)

1. Choose Print from the File menu The Print dialog box appears.

2. In the Printer Options section of the dialog box, locate the Printer option. Make sure the printer you want to use is selected. If it is not, use the drop-down list to select it.
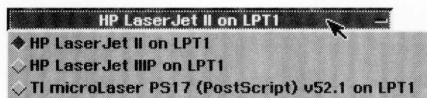
You need to have previously added this printer to your list using Preferences. For more information an Preferences, see Appendix A.

3. Click Print if you're ready to print the document to the current printer. If you want to change paper options, change the paper source, or print to a file, see the following procedures. If your Print dialog box includes other options, see the chapters that describe the particular application you're using.

To change paper options (All Levels)

1. Choose Print from the File menu The Print dialog box appears.

2. Make sure the printer you want to use is selected. If it is not, use the drop-down list to select it.

3. Click the Options button that is below and to the right of the printer selection. The Options dialog box appears. It will look similar to the following, though it will vary depending on the printer you selected:

```
┌─────────────────────────────────────────────────────┐
│                      Options                          │
│ Use these options to change the configuration of your │
│ printer. These will not affect the layout of your     │
│ document.                                             │
│ Type of Paper in Printer:  ◆ Paper  ◇ Envelope        │
│ Size of Paper in Printer:                             │
│ ┌──────────────────┐     ┌─Paper Feed──────┐          │
│ │ US Letter        │▲    │                 │          │
│ │ US Legal         │     │   ┌──┐   ┌──┐    │          │
│ │ A4 Letter        │     │   │  │   │  │    │          │
│ │ JIS B5 Letter    │▼    │   └──┘   └──┘    │          │
│ Width: 8.5 in  ▲▼  Height: 11 in  ▲▼                  │
│ Timeout (sec): 30  ▲▼  Maximum Retries: 0  ▲▼         │
│        Print To:  ◆ Printer  ◇ File                   │
│ Paper Source:     Upper Tray  ⌐                       │
│ Printer Memory (Mbytes): 0.5  ▲▼                      │
│ Memory Usage:    Delete All Fonts and Macros  ⌐       │
│ Symbol Set:      Roman-8  ⌐                           │
│  ┌──────┐  ┌──────────────┐  ┌────────┐  ┌───┐        │
│  │  OK  │  │ Save Options │  │ Cancel │  │ ? │        │
│  └──────┘  └──────────────┘  └────────┘  └───┘        │
└─────────────────────────────────────────────────────┘
```
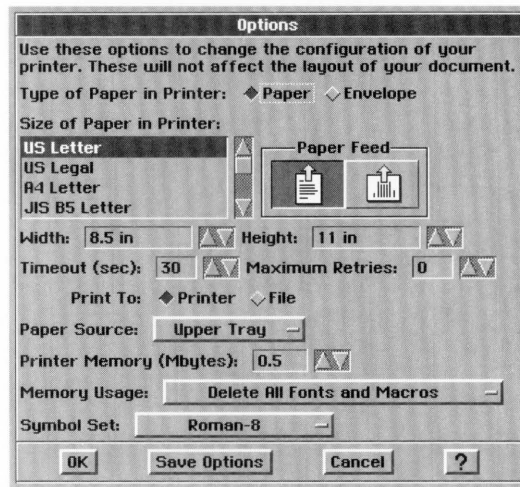
Make sure the settings in the Options dialog box match the actual size and orientation of the paper in your printer.

4. Fill in the dialog box, changing the options you want, as follows:

   Type of Paper. Change the paper type if it is incorrect.

   Size of Paper. If the selected paper size is not the size of the paper in your printer, select the correct size from the paper size list.

   Width and **Height**. If you want to use a custom paper size that is not included in the paper size list, use the Width and Height value selectors to enter the width and height of the paper you want to use.

   Portrait layout

   Landscape layout

   Paper Feed. Select either portrait or landscape paper feed, *depending on the direction of the paper in the paper tray* — not the layout that you have selected in the application. (In other words, if you set up your document with a landscape orientation, you do *not* need to alter the Paper Feed option; this option should *only* be changed if the paper feeds into the printer in an unusual manner.) *Portrait* layout is a page printed so that, as you read it, the width of the page is less than its height. A horizontal layout is called *landscape*.

5. Click OK if you want the changes you've made to remain in effect for the current session.

or

Click Save Options and then click OK if you want the changes to remain in effect every time you print on this printer from now on. You can, of course, return to the Options dialog box whenever you want and change any of these options again.

You return to the Print dialog box.

6. Click Print if you're ready to print the document with the new settings. If you want to print to a file or change the paper source, see the following procedure. If your Print dialog box includes other options, see the chapters that describe the particular application you're using.

NOTE

You should only change the printer settings in the Options dialog box when they do not match the physical settings on your printer.

To change the paper source (All Levels)

You can also use Printer Options to change more advanced options, such as printing to a file and changing the paper source. If you want to change other advanced options, consult your computer system manager.

1. Choose Print from the File menu. The Print dialog box appears.

2. Make sure the printer you want to use is selected. If it is not, use the drop-down list to select it.

3. Click the Options button that is below and to the right of the Printer selection. The Options dialog box appears. It will look similar to the following, though it will vary depending on the printer you selected:
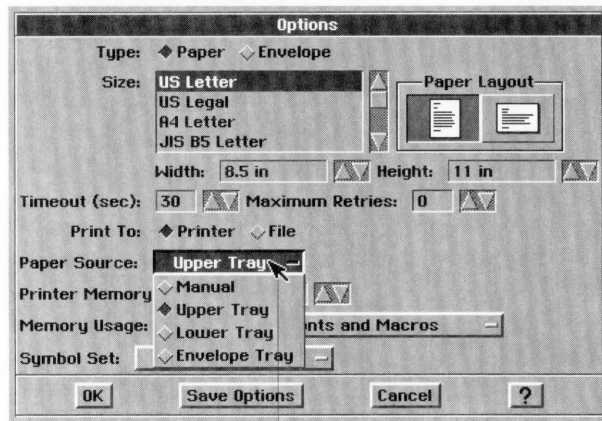
Select the paper source from the drop-down list.

With some printers, the Paper Source options appear as radio buttons.

4. Use the Paper Source drop-down list to select the location of the paper you want to use. The available options depend on the printer you're using.

5. Click OK if you want the change you've made to remain in effect for the current session.

   or

   Click Save Options and then click OK if you want the change to remain in effect every time you print on this printer from now on. You can, of course, return to the Options dialog box whenever you want and change the paper source again.

   You return to the Print dialog box.

5. Click Print if you're ready to print the document with the new settings. If you want to print to a file, see the following procedure. If your Print dialog box includes other options, see the chapters that describe the particular application you're using.

   To print to a file (All Levels)

   Printing a document to a file creates a DOS file with all of the information that would have been sent to the printer, including

all printer and graphic codes. This is especially useful when you want to have a document printed by a service bureau, such as when you want to create a PostScript file for a high-resolution phototypesetter. Printing to a file usually creates an extremely large file unless you're printing a PostScript file or are printing with the Text Only setting. One page of a complicated document can require over one megabyte of disk space. Make sure you have sufficient space before you print a document to a file.

1. Choose Print from the File menu. The Print dialog box appears.

2. Make sure the printer for which you want to create a file is selected. If it is not, use the drop-down list to select it.

   You need to have previously added this printer to your list using Preferences. For instance, if you want to create a file for a PostScript printer, you will need to first install a PostScript printer selection using Preferences even if you don't have that printer physically attached to your computer. For more information on Preferences, see Appendix A.

3. Click the Options button that is below and to the right of the Printer selection. The Options dialog box appears.

4. Click the Print to: File radio button. A black dot appears in the middle of the File radio button.

Select to print to a printer or file.

5. Click OK if you want the change you've made to remain in effect for the current session.

   or

   Click Save Options and then Click OK if you want the change to remain in effect every time you print on this printer from now on. You can, of course, return to the Options dialog box whenever you want and change printing to a printer again.

   You return to the Print dialog box.

6. Click the Print to File button at the bottom of the Print dialog box. The Print to File dialog box appears:
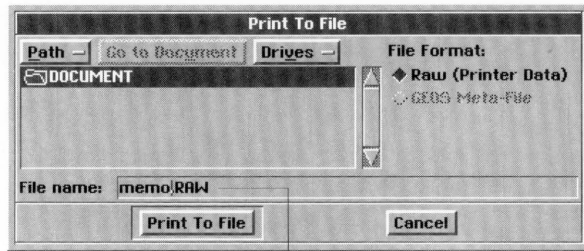
Enter DOS file name here.

7. Use the file selector to select the folder where you want to store your file. For more information, see "Working with Standard File Selectors" in this chapter.

8. Type the name of the file in the text entry box. You must use a DOS file name. For more information, see "Naming a DOS File" in this chapter.

When the Print to File option is set, the Print button becomes Print to File to remind you of the change.

9. Click Print to File. A message appears informing you that your document is being printed to a file. You then return to your document.

TIPS FOR USERS OF COLOR PRINTERS

None of the applications in this manual support color printing, although other GEOS applications do, which is why all the color printing options are preserved. If you have a color printer that you are using with Ensemble, and you have configured it to print in color using Preferences, you may want to install the black and white printer selection for that printer using Preferences.

You can tell that a printer is configured for color by looking at the name that appears on the Printer drop-down list in the Printer Options section of the Print dialog box. If it has the word "color" in parentheses at the end of its name, then it is it is a color printer configured to print in color. If it has "b/w" in parentheses, then it is a color printer configured to print in black and white. If it has neither, then it is not recognized as a color printer.

You can set up both the b/w and color versions of the printer selection and simply choose which one you want from the pop-down list. When printing black and white documents, it is much faster to use the b/w version of the printer selection.

For more information on selecting and installing printers, see Appendix A.

Checking and Canceling Printing Documents

If you want to check the list of your print jobs or cancel a print job, choose Printer Control Panel from the Express menu.

Ensemble keeps track of all the requests you make to print documents in a list called the *print queue*. Documents that you send to the printer are called *jobs*. You can send any number of jobs to a printer as you like. You do not need to wait for one job to finish printing before you send another. As soon as the printer assigned to you by your computer system manager is finished printing one document, it starts printing the next document in the list.

You can easily check the status of files in the print queue. To see a list of files being sent to a *local printer* (one that is directly connected to your workstation by a cable), use the Printer Control Panel. To see a list of files being sent to a *network printer* (one that is shared by many users across a network), use the software supplied with the network.

NOTE

When a file is sent to a network printer, it briefly appears in the local print queue while it is being transferred to the network print queue. When checking the print status of a document, you may want to look in both queues.

To see the print queue for your local printer

■ Choose Printer Control Panel from the Express menu. The Printer Control Panel list appears:
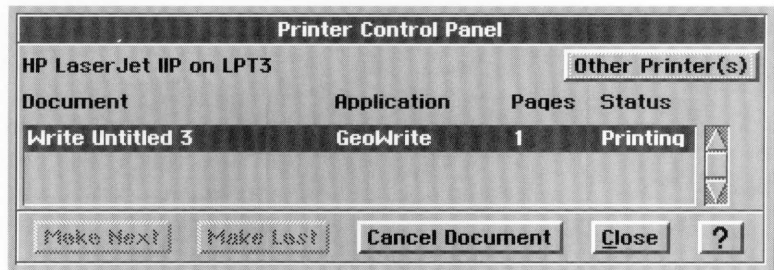
To move a document to the front of the local print queue

1. Choose Printer Control Panel from the Express menu. The Printer Control Panel list appears.

2. Select the document you want to print after any documents that are currently printing.

3. Click Make Next. The document you selected moves up the list to the next available spot.

To move a document to the end of the local print queue

1. Choose Printer Control Panel from the Express menu. The Printer Control Panel list appears.

2. Select the document you want to print after all others.

3. Click Make Last. The document you selected moves to the end of the list.

To remove a document from the local print queue

1. Choose Printer Control Panel from the Express menu. The Printer Control Panel list appears.

2. Select the document you want to remove.

3. Click Cancel Document. If it is not already printing, the document you selected is removed from the list.

BACKING UP AND RESTORING DOCUMENTS

LEVELS 2-3

To *back up* a document means to make a quick copy of the document in its current state. When you *restore* a document, you replace the current document with its most recent backup.

You can make backup copies of documents by hand, using the Copy function GeoManager, for instance, but it is much easier to use the backup features found on the Backup submenu of the File menu.

Backing up is like freezing a copy of a document in time. When you save a document, any changes you've made are saved to disk, but the changes are only saved to the current version, not to the backup copy. This way, if you restore from a backup copy, the document reverts to *exactly* as it was when you backed it up, even if you have saved your document many times between now and when you last backed it up.

BACKING UP A DOCUMENT

Backing up is particularly useful if you are about to make a significant change to a document. It lets you keeps a copy of the current version to protect you if you regret the change. The backup feature makes a copy of the current version of a

document and keeps it in a special location on the network server. Each backup you save replaces your most recent backup.

To back up a document (Levels 2–3)

Each time you select Make Backup, you create a backup of the current version of the document, which overwrites the previous backup.

1. Choose Backup from the File menu. The Backup submenu appears.

2. Choose Make Backup. A message appears, indicating a copy is being made. This message disappears as soon as the backup is completed.

RESTORING FROM A BACKUP

Restore from Backup recovers the most recent backup copy of a document created by using Backup. This choice is only available if you have created a backup by choosing Backup from the File menu. When you restore from a backup, the previously backed up version of the document overwrites the current version of the document. Use Restore from Backup if you want to revert to the previously backed up version.

When you restore a backup, it replaces your current document, so be sure this is what you want to do.

To restore from a backup (Levels 2–3)

1. If it's not already open, open the document you want to restore to its most recently backed up version.

2. Choose Backup from the File menu. The Backup submenu appears.

3. Choose Restore From Backup. A confirmation message appears.

4. Click Yes. The most recent backup appears in the document window.

NOTE

You may still be able to recover a backup even if all original copies of the document have been destroyed. Backup copies of your documents are stored in the special folder

\GEOWORKS\USERDATA\BACKUPS.

IMPORTING AND EXPORTING

Available in GeoDex and Scrapbook.

You can import and export information to and from other applications. For example, you can create an address file in GeoDex and export it for use in dBASE or any other application which can use dBASE files, or you can import a WordPerfect file into Scrapbook for saving as a scrap.

GeoDex can import and export the following database, spreadsheet, and address book formats:

• dBASE

• Lotus 123

• Comma delimited entries

Scrapbook can import the following word processing formats:

• ASCII

• DisplayWrite

• HebrewWrite

• Lotus 1-2-3 as text

• Microsoft Word (DOS version)

• Multimate

• RTF (Rich Text Format)

• Signature

• Word Perfect

• Wordstar

• XyWrite

Additionally, Scrapbook can import the following graphic bitmap formats:

• BMP

• CLP

• GIF

• PCX

• TIFF

For more information on importing and exporting address book and database and spreadsheet formats with GeoDex, see "Importing and Exporting Address Books" in Chapter 5. For more information on importing word processing and graphic formats with Scrapbook, see "Working with Scraps" in Chapter 7.

MANAGING DOCUMENTS

Once you begin accumulating documents, you may find that you
need to do a little housekeeping. You may want to change the
name of a document, or you may want to set your own
specifications for a document. This section describes how to
manage your documents using various choices found on the
Other submenu of the File menu. The Other submenu lets you
do the following:

- Copy a document

- Export a document

- Discard changes in a document

- Rename a document

- Edit document notes

- Set the document password

- Set the document type

- Set the startup document

Export is briefly described in "Importing and Exporting" in this
chapter and in detail in the chapters of applications with
importing and exporting capabilities.

Using Copy To

When you use Copy To, you create a copy of the current version of a document and give it a new name. The document with the new name is saved to disk and you are left editing the original. This is in contrast to Save As, which saves all of your changes to the document with a new name and closes the original document without saving any changes to it. The following table summarizes the difference between Save As and Copy To:

FEATURE	COPY TO	SAVE AS
Saves changes to a document using a new name.	yes	yes
Reverts the original document to its last saved version.	no	yes
Leaves you editing the copy.	no	yes
Leaves you editing the original.	yes	no

Copy To can be used for several purposes:

- If you are writing a report and want to keep progressive copies so that you can revert to an earlier one if you need to, use Copy To. You could save the report at 8 am and name it REPORT 8 AM. Then you could use Copy To to save a copy of the report every two hours, naming the first copy REPORT 10 AM, the second one REPORT 12 PM, and so on. Using the Copy To function, you continue editing the original version whenever you make a copy. But you also have the option of reverting to an earlier version if you want to.

- If you are drawing a greeting card that you want to personalize, use Copy To. For example, you could make one standard card, personalize it for Ellen, and then save it. A copy of Ellen's card is saved and you continue to work on it. Personalize the original card for Ann and then use Copy To. This saves Ann's card. You can continue this process indefinitely, until you have personalized all your cards without fear of losing any of them.

- If you are working on a document and want to give a copy to a friend. You use Copy To to place a copy on a network server for your friend to use, or you could place a copy on a floppy disk and give the disk to your friend.

To copy a document using Copy To (Levels 2-3)

When you copy a document, the standard file selector appears. The following procedure explains the easiest way to use the standard file selector controls to save a copy of a document in your DOCUMENT folder. If you want to copy the document somewhere else, see "Working with Standard File Selectors" in this chapter.

1. Choose Other from the File menu. The Other submenu appears.

2. Choose Copy To. The copy file selector appears with the name of the document in the New Name text entry box.

   The illustration below shows a typical example of a copy file selector:

   Destination of copy
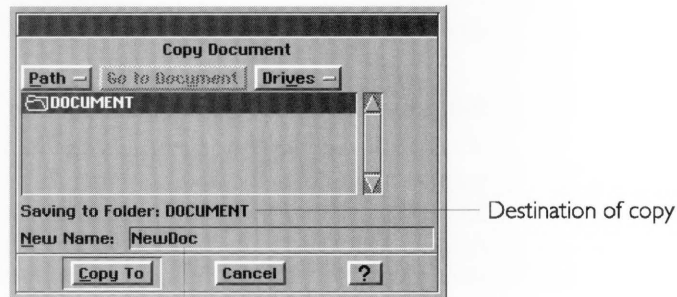
   Type the new name here.

3. Make sure the DOCUMENT folder is highlighted. If it isn't, click the Go To Document button. This copies the document to your DOCUMENT folder.

4. Type the name you want to use for the copy. You can use **Backspace** or **Delete** to edit the name. The new name appears in the text entry box.

5. Click Copy To to make a copy of the document using its new name. The document with the new name is saved and closed, and the document with the original name remains in the document window.

Discarding Changes

Occasionally, you may make changes to your document that you do not like. Use Discard Changes on the File menu to undo changes you want you hadn't made. Discard changes restores a document to its last saved version, eliminating any changes you've made since you last saved it.

You can put this feature to good work when you want to experiment. For example, if you want to rearrange your address book, you can save it before you begin the experiment, then if you don't like what you've done to the information, you can use Discard Changes to go back to the original.

To discard changes (Level 3)

1. Choose Other from the File menu. The Other submenu appears.

If Discard Changes is dimmed, you have made no changes since the last time you saved.

2. Choose Discard Changes. A dialog box appears asking you if you're sure you want to discard all the changes you have made to the document since you last saved it.

3. Click Yes, and the last saved version appears in the window. All changes since then are erased permanently.

Renaming a Document

When you rename a document, you change its name. You may want to rename a document so that its name more closely identifies its contents or purpose. You may also want to rename a document if you want to use its original name for another document. You cannot rename an untitled document. You must first save the document and give it a name.

If the Rename choice is dimmed, either you have not yet saved the document or it is a read-only document. For more information about read-only documents, see "Setting the Document Type" in this chapter.

To rename a document (Levels 2-3)

1. Choose Other from the File menu. The Other submenu appears.

2. Choose Rename Document. The Rename Document dialog box appears with the document's current name in the New Name text entry box.

3. Type the new document name. You can use **Backspace** or **Delete** to edit the name. The new name appears in the New Name text entry box.
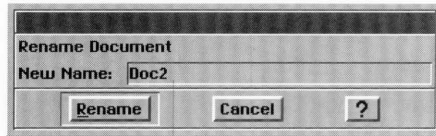
Type the new document name here.

4. Click the Rename button. The dialog box closes and the new name appears in the title bar.

Editing Document Notes

You can add document notes to any GEOS document. Document notes consist of information you might want to record about your document that you think is important to remember. For example, you can use document notes to keep a revision history of a document. If someone else modifies the document, they can read your notes and add their own.

Notes accompany a document, but they are not an integral part of the body of the document. You can see a document's notes in the file selector box whenever you open an existing document. You cannot add document notes to DOS data files, including DOS text files edited with Text File Editor.

You cannot add document notes to an untitled document. You must first save the document and give it a name.

To create, view, or edit document notes (Levels 2-3)

1. Choose Other from the File menu. The Other submenu appears.

2. Choose Edit Document Notes. A dialog box appears:
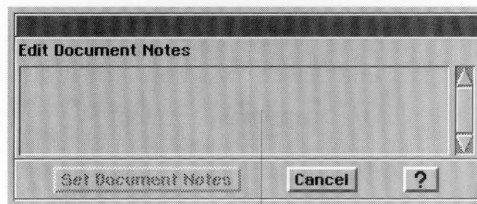
Type or edit document notes here.

3. Type your new document notes or edit the existing ones. Notes can be up to 100 characters long. Then click Set Document Notes.

or

If you are just viewing the document notes, click Cancel when you are done.

The dialog box closes and you return to the document.

Setting and Removing a Document Password

A document may contain personal information that you want to prevent others from viewing by giving it a password. For example, you can keep your GeoDex address book private by setting a password. If you give a document a password, anyone who tries to open the document must first enter its password. A document password can contain up to 32 characters.

You cannot set a password for an untitled document. You must first save the document and give it a name.

To add or change a document password (Levels 3)

1. Choose Other from the File menu. The Other submenu appears.

2. Choose Set Document Password. A dialog box appears.

Set Document Password
Password: [   ]
[**Change Password**]   [Cancel]   [**?**]
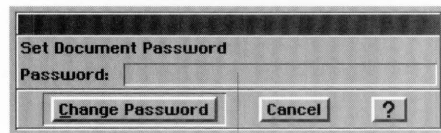
Type password here.

Make sure you remember the document's password. You cannot open the document without it.

3. Type the password you want to use for the document. The password you type is *case-sensitive* and space characters and punctuation count. For example, the password "Legion Pier" would be different from the password "legion pier", as would the password "Legion-Pier!

4. Click Change Password. A confirmation message appears.

5. Click Yes to confirm that you want to add a password to protect the document. Once the password is added, the document cannot be opened without entering its password. The dialog box closes and you return to the document.

The next time you open the document, you will be asked to enter the password. If you do not enter the password correctly, you cannot open the document.

To remove a password (Levels 3)

1. Open a password-protected document. You must use the correct password to open the document.
2. Choose Other from the File menu. The Other submenu appears.
3. Choose Set Document Password. A dialog box appears, with no password shown.
4. Without making any change to the blank Password box, click Change Password. The password is removed from the document. The dialog box closes and you return to the document. From now on, you do not have to enter a password to open this document.

Setting the Startup Document

GeoDex, GeoPlanner, and Scrapbook have startup documents that are opened automatically when you start the application. Normally in GeoDex the startup document is called "First Address Book"; in GeoPlanner it is called "My Schedule"; and in Scrapbook it is called "Default Scrapbook." If you want, you can set a document with a different name to be the startup document.

To change the startup document (Level 3)

1. Open the document you want to make the startup document.
2. Choose Other from the File menu. A submenu appears.
3. Choose Empty Document from the Other submenu. Another submenu appears.
4. Choose Set Startup Document from the Empty Document submenu. A confirmation message appears.
5. Click Yes. The next time you start this application, the document you set as the startup document will open automatically.

To again use the original startup document (Level 3)

1. In any open document, choose Other from the File menu. A submenu appears.
2. Choose Empty Document from the Other submenu. Another submenu appears.

3. Choose Reset Startup Document from the Empty Document submenu. A confirmation message appears.

4. Click Yes. The startup document is reset to its default.

Setting the Document Type

Document type refers to the type of access that you give a document. For example, you can specify whether a document can be edited or is read-only. *A read-only* document is a one that can be viewed but not edited. Document types includes the following:

- **Normal.** The document can be viewed and edited. The For Editing option in the Open file selector is checked by default. Normal documents are, therefore, routinely opened for editing. You can open a Normal document read-only by deselecting the For Editing choice in the Open file selector.

- **Read-Only.** The document can be viewed but not edited. The For Editing option in the Open file selector is dimmed and cannot be selected. You can set a document read-only when you don't want yourself or others to accidentally edit it. The only way to edit a read-only document is to deselect the Read-Only option by choosing Attributes from the object's pop-up menu on the desktop. For more information on file attributes, see Chapter 3.

- **Public.** The document can be viewed and edited. However, a public document is not normally opened for editing because the For Editing option in the Open file selector is unchecked by default. If you want to edit a public document, you must open the document from within the application by choosing New/Open from the File menu and then clicking the Open button. After selecting the document in the Open file selector, you must select the For Editing option if you want to edit the document. Setting the type of a document to Public is useful, for instance, if you want to place a copy of a document on a network server for others to view and edit, but you want to minimize the chances of anybody editing it accidentally. A public document also has the advantage of allowing one person to open it for editing while others are viewing it.

To change a document type (Level 3)

1. Choose Other from the File menu. The Other submenu appears.

2. Choose Set Document Type. A dialog box appears:

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┌──────────────────────────────────────┐
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  │
│ Set Document Type                     │
│ ┌─Document Type─────────────┐         │
│ │ ◆ Normal                  │         │
│ │ ◇ Read-Only               │         │
│ │ ◇ Public                  │         │
│ └───────────────────────────┘         │
│ A normal document.                    │
│                                       │
│                                       │
│    Change Type     Cancel    ?        │
└──────────────────────────────────────┘
```
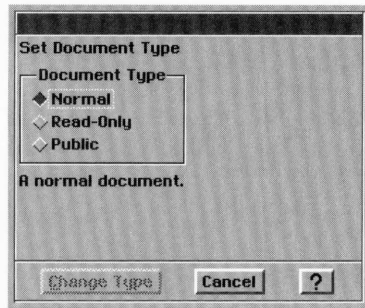
3. Select the radio button that describes the document type you want to use for this document.

4. Click Change Type. The document is immediately changed to the document type you selected, the dialog box closes, and you return to the document.

To use the For Editing option in the Open dialog box (Level 3)

At the highest user level of an application, when you select a document to open, a For Editing option appears below the file list in the file selector dialog box. The status of the For Editing option changes depending on the type of document selected.

1. In the folders and files list, select the name of a document. The For Editing option becomes checked or unchecked depending on the type of document you selected.

If the For Editing option is dimmed, then this document cannot be edited.

2. Click to change the For Editing option if you want. When checked, you can edit the original document. When unchecked, any changes you make will not be saved to the original document, but must be saved to a document with a different name.

For more information using the For Editing option with the Open feature, see "Opening an Existing Document" in this chapter.

GeoManager

You can use GeoManager to perform all your file and disk management tasks just by pointing and clicking your mouse, without having to understand how to use cryptic DOS commands. GeoManager shows files as icons (small pictures). Instead of typing commands, you use these icons to open files and perform management tasks. For instance, you can move a file simply by dragging its icon to its new location.

This chapter shows you the various ways you can use GeoManager to help you with file management. File management tasks include moving and copying a file or folder, printing a file, and removing and recovering a file or folder. If you are using a mouse, you can accomplish many of these tasks by simply selecting a file or folder and dragging it.

This chapter provides step-by-step procedures for accomplishing these tasks, as well as the following:

• Starting applications and opening documents

• Creating folders

• Viewing information about files and folders

• Changing file and folder attributes

• Formatting, naming, and copying whole diskettes

• Renaming fixed disks

GeoManager has no user levels.

THE GEOMANAGER WINDOW

GeoManager starts automatically as soon as you start Ensemble. Normally, you do not need to exit GeoManager. If you do exit GeoManager, however, choose Go To GeoManager from the Express menu to start it up again.

The GeoManager window tells you much about the folder you're in and what it contains. It also gives you ways to quickly access other folders and disks. The GeoManager window consists of three separate areas:

- *Information bar.* The information bar displays the folder path name, the number of files and folders currently appearing in the folder window, the amount of disk space in bytes (characters) used by the files shown, and the amount of space remaining on the disk containing the folder.

- *Folder Window.* This area shows the contents of the currently opened folder. (The name and path of the folder appears in the Information Bar.) You can choose to have this area show more than one folder at a time; see "Working With Multiple Folders" later in this chapter.

- *Tool Area.* These buttons give you easy access to disk drives, special folders, and common operations.

Each of these areas are described below.

THE FOLDER WINDOW

Folders store things you work with, such as documents, applications, and other folders. When you use a standard office filing cabinet, you use manila folders to organize your documents within it. On your hard disk, you use folders for the same purpose, organizing your documents and files.

The folder window shows the contents of the currently opened folder. The small pictures are called *icons*, and represent items you can work with in GeoManager — such as documents and folders. When you want to perform tasks with a document or folder, you take some action with its icon. For instance, to open a folder, you double-click its icon.

There are several kinds of icons that appear in the window:

GeoDex

GEOS Application Icons. These represent GEOS applications. (The icon for GeoDex is shown at left.) You can double-click a GEOS application icon to start the application. For more about doing this, see Chapter 1.

AUTOEXEC.BAT

DOS Application Icons. Icons like this represent DOS executables—that is, DOS applications that you can run. These files usually end in .EXE, .BAT, or .COM. You can double-click a DOS application icon to run it. See "Launching a DOS application or Batch File" in this chapter.

Newsletter

GEOS Document Icons. Each type of GEOS document has a unique icon. This icon usually contains the icon of the

application used to create the document. If you double-click the icon, the application starts and automatically opens the document.

CONFIG.SYS

DOS File Icons. This icon indicates that the file was created using a DOS application. Note that if the file name ends in .EXE, .BAT, or .COM, it appears in GeoManager as a DOS application icon.

Letters

Folder Icons. Folder icons in the folder window represent directories on your disk drives. The terms "folder" and "directory" are often used interchangeably, in much the same way that "file" and "document" often are.

DOS users should note that although folders correspond to DOS directories, their names do not have to conform to the DOS naming standard—folder names can be as long as 32 characters, and contain upper and lower case letters.

THE TOOL AREA

The *Tool Area* contains buttons that you can use to easily work with special Ensemble folders, as well as quickly change the way folder windows are presented within the GeoManager window.

Wastebasket button

Full-Sized and Overlapping buttons

Disk drive buttons

WORLD folder button, DOCUMENT folder button, and DOSROOM folder button

In the Tool Area are the following buttons:

Wastebasket. Click this to see the contents of the Wastebasket. You can also drag folders and files onto this button to throw them away.

Full-Sized and Overlapping Windows. These buttons control the number of folders that you can view at the same time. When Full-Sized is selected, you can only see one folder at a time. When Overlapping is selected, you can view several different folder windows at the same time, and drag icons from one to the other.

WORLD, DOCUMENT, and DOSROOM folders. Click these to open their respective folders. You can also copy and move

documents and folders to these folders by dragging the icons onto the appropriate button.

Disk drive buttons. Every disk drive available on your computer is represented by a button. A floppy disk button appears for each floppy disk drive attached to your computer and a hard disk button appears for each hard disk. Additional buttons appear if you have a RAM disk, ROM disk, or other type of disk device (such as a network drive) available to your computer. Clicking a button opens the root folder of the corresponding drive; similarly, dragging document and folder icons onto a button copies the items to the root folders of the drive.

Disks are identified by a single letter (always followed by a colon). This letter appears on the button. Usually, "A:" and "B:" are the names of the floppy disk drives on your computer. "C:" and "D:" are usually hard disk drives. The rest of the letters are usually RAM drives, network drives, and other storage devices attached to your computer.

THE INFORMATION BAR

The Information Bar at the top of the folder window shows information about the folder, and the drive on which it's located.

Open Parent Folder button

DOS Path of folder

Number of icons in the folder

C:[Unnamed1] \GeoWorks\DOCUMENT- 10 items (19,512 bytes) of 10.   782,336 bytes free.

Total size of icons

Free space on drive
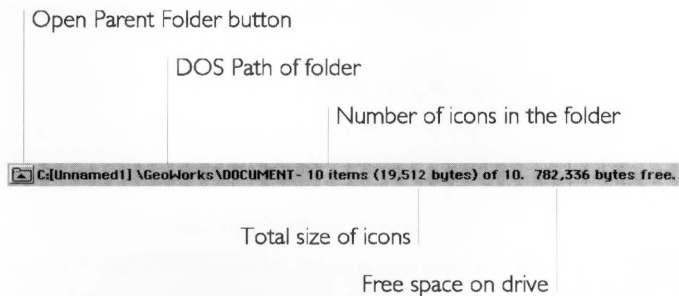
Open Parent Folder button. Click this button to quickly open the folder that contains the current folder (its *parent folder*).

Number of icons in the folder. This is the number of items contained in the folder. If you've selected one or more icons, this changes to show how many icons are selected.

Total size of icons. This is the total size of all the document icons in the folder. The amount is expressed in bytes, or characters. If you've selected one or more icons, the figure changes to show the total size of all the selected icons. Note that this total does not include the size of items contained within any folders in this folder.

Free space on drive. This figure shows the amount of space remaining on the drive that contains this folder.

DOS Path of folder. This shows all the folders you went through to reach the current folder. Reading from right to left, it starts with the current folder. It then shows the parent folder. Then the folder that contains *that* folder (the parent of the parent folder), and so on until it reaches the top folder (the *root folder*) of the drive. Backward slashes ("\") separate each folder name.

Reading a path is a little like reading an address. For instance, if you have a file named "1 Elm Street" in the folder "Ourtown," which is in the folder "Arkansas," on the disk named "USA," the path name to "1 Elm Street" would read:

```
USA\Arkansas\Ourtown\1 Elm Street
```

WORKING WITH DOCUMENT AND FOLDER ICONS

The small pictures in the folder window are called *icons*. Icons represent items you can perform actions on, such as applications, documents, and folders. When you want to perform tasks with a document or folder, you take some action on its icon.

Selecting Icons

Before you can do something with a document or a folder, you must first select its icon.

To select an icon

My Schedule

■ Move the mouse pointer over the icon and click. The icon highlights to show that it is selected, like the icon at left.

To select multiple icons by clicking

1. Press and hold down the **Ctrl** key, and then click each icon you want to select, while still holding down the **Ctrl** key. Each icon you select is highlighted.
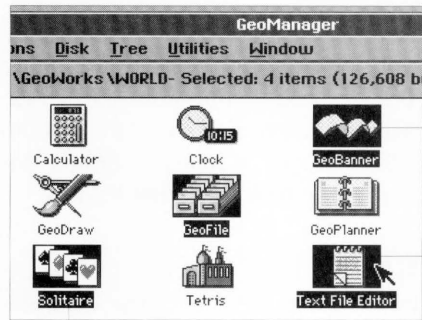
Selected icons

2. You can deselect (unhighlight) an icon by clicking it again while still holding down the **Ctrl** key. Other selected icons stay selected.

3. Release the **Ctrl** key. The icons you have selected remain highlighted.

    At this point, you can press the **Ctrl** key again and continue to select and deselect as you like. As long as you press the **Ctrl** key, your selection will continue where you left off.

To select multiple icons by dragging

1. Move the mouse pointer slightly above and to one side of the icons you want to select, and then press and hold down the left mouse button.

2. With the left mouse button held down, move the mouse down and across the icons until an outline box surrounds the icons you want to select:
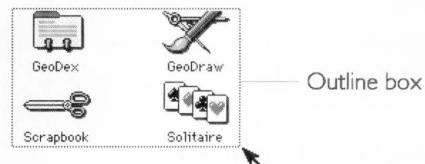
Outline box

3. Release the mouse button when the outline box completely surrounds the icons. The icons you select are highlighted.

At this point, you can press the **Ctrl** key and continue to select and deselect as you like. As long as you press the **Ctrl** key, your selection will continue where you left off.

Dragging Icons

You can move and copy files and folders by simply dragging the icons with the mouse and dropping them where you want them to go. For example, when you drag a document icon to the DOCUMENT button, a copy of the document is placed in your DOCUMENT folder. When you drag a document to a folder icon, the document is moved to that folder.

To drag an icon

1. With the mouse pointer over the icon you want to move, press the right mouse button and hold it down. A small outline appears on top of the icon.
2. With the right mouse button still held down, drag the mouse to move the outline on the screen to the location you want.
3. Release the mouse button. The icon appears in the new location.

To drag multiple icons

1. Select all the icons you want to drag.
2. Move the mouse pointer directly over one of the highlighted icons, and then press and hold down the right mouse button. A small outline appears on top of the icon.
3. With the right mouse button held down, drag the mouse so that the pointer on the screen moves the small outline to the location you want. Then, release the mouse button. All the icons appear in the new location.

STARTING APPLICATIONS

Starting applications and opening documents are discussed in detail in Chapter 1.

Starting GEOS Applications

GEOS applications start in a window. You can have several applications going at the same time, each with its own window.

To start a GEOS application

■ Locate the icon representing the application you want to use and double-click it. The application starts.

To start a GEOS application by opening a document

■ Locate the icon representing the document you want to use and double-click it. The corresponding application starts, and the document opens.

Starting DOS Applications

There are several ways you can start a DOS application from Ensemble. You can start the file by double-clicking the icon that represents the executable file of the DOS application (the executable usually has a .EXE, .BAT, or .COM extension). This can involve moving through many folders — sometimes a time-consuming process. Another way is to double-click the launcher icon for the program. To do this, you must first create the launcher icon itself. Once you've done that, though, you can place the launcher icon in a readily accessible folder, like the DOSROOM folder. See "Creating a DOS Application Launcher," below, for more information about DOS launcher icons.

To start a DOS application using its launcher icon

1. Double-click the launcher icon (usually in the DOSROOM folder). Depending on the launcher's settings, you may have to respond to some dialog boxes.

   The GeoManager window temporarily closes and the DOS application or batch file launches. When you quit the DOS application or batch file, you may (depending on your launcher's settings) see a message that lets you return to Ensemble or go directly to DOS. When you return to Ensemble, you'll find everything just as you left it.

To start a DOS application or batch file directly

1. Open the folder that contains the DOS application or batch file you want to launch.

2. Double-click the file's icon, or select the file and choose Open from the File menu.

   You can start a DOS application or batch file directly from GeoManager. GEOS temporarily shuts down while the DOS application or batch file runs. When you quit the DOS

application, or the batch file finishes, GEOS starts up again automatically, exactly as it was before.

Creating a DOS Application Launcher

If you often use DOS applications or batch files, you will find it helpful to create *launchers* for them. A launcher is a custom icon that corresponds to the DOS program; when you double-click the icon, GEOS shuts down and runs the program.

Unlike the GEOS applications in the WORLD folder, DOS applications are rarely collected into one folder on a disk — each DOS application usually has its own, separate folder. A DOS application often will not work unless it remains in this folder, surrounded by other specific files. This means that most DOS applications are stuck in one place — you cannot collect them in the WORLD folder. When you want to start the application, you have to open folder after folder until you have located the program's icon.

If you create a launcher for the application, however, you can place the launcher in the WORLD folder (or DOSROOM folder) where it's readily available. To start the DOS application, you simply open the WORLD folder and double-click the launcher icon.

To create a DOS application launcher

1. Choose Create Launcher from the Utilities menu. A file selector appears.

2. Using the file selector, select the name of the executable file for the DOS application. The name of a DOS executable is usually the command you type (at the DOS prompt) to run the program, plus a .EXE, .BAT, or .COM file extension.

3. Click Use This File. A dialog box appears:
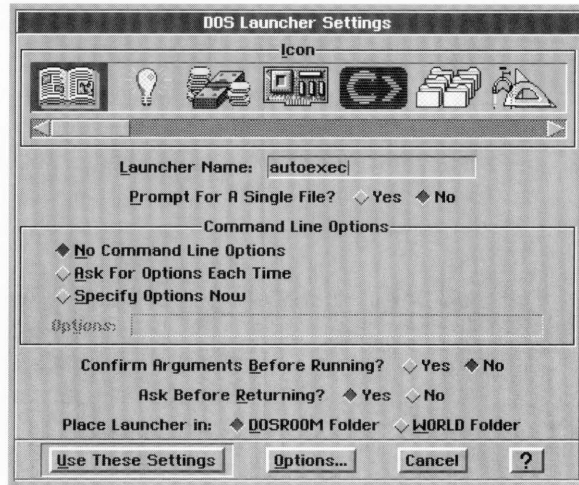
4. Choose the icon you would like use for the launcher by clicking to select one of the icons in the Icon list. Use the scroll bar to see more icons in the list.

5. Type the name that you want to appear under the icon in GeoManager. The default name is the name of the DOS executable file without its extension. The name can be as long as 32 characters.

6. Change these options if you would like to customize the launching process:

Prompt for a single file? Some programs allow you to specify a file you'd like to open in the command line. Turn this option on if you would like to specify a file using a file selector. When the option is on, GEOS presents a file selector when you double-click the launcher icon. The path name for the file you select is placed on the command line along with the other options.

No Command Line Options. This is the default setting. Click this if you want GEOS to run the DOS application without any command line options.

Ask For Options Each Time. Click this radio button if you want GEOS to prompt you for command line options whenever you launch this DOS application. Also, when you click this button, the Options text field becomes available. If you want, you can type options in this text field. Text you type in this field appears in a dialog box whenever you start the application. You can change the command line options in the dialog box.

Specify Options Now. Click this if you want GEOS to use the same command line options every time. When you click this button the Options text field becomes available. Type the options you would like in this field.

Confirm Arguments Before Running. When on, a dialog box appears just before GeoManager starts the DOS application. All the command line options you have specified appear in the text field of this dialog box. You can check the options, and edit them if you like, before the command is carried out. When off, the dialog box does not appear.

Ask Before Returning. When on, you are presented with a message after you exit the DOS application, asking if you want to return to GEOS. When off, no message appears — you are returned immediately to GEOS as soon as you exit the DOS application.

7. Select where you want the launcher icon to appear when you are finished. To put the icon in the WORLD folder, click the WORLD button. To put the icon in the DOSROOM folder, click the DOSROOM button.

8. Click the Options button if you would like to further customize the launching process. A dialog box appears:
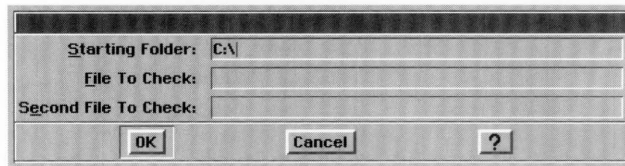
Change the options to your liking.

Starting Folder. Type the path of the folder where you would like the DOS application to save its files. If you type something here, your application will act as if you had started the application from this folder. For instance: C:\DOSFILES.

File To Check. Type the path name of a file. GeoManager checks to make sure this file exists before attempting to run the application. This file is often a batch file (ending in the extension .BAT). This option is rarely needed.

Second File To Check. Type the name of another DOS file. GeoManager checks to make sure this file exists before attempting to run the application. Typically, this file is an executable (ending in the extension .COM or .EXE) contained in the batch file mentioned above. This option is rarely needed.

9. Click OK when done with the options. In the Create Launcher dialog box, click Use These Settings when you are satisfied with the current settings. The dialog box disappears and the DOS launcher icon appears in the folder you specified.

To change a DOS launcher's settings

1. Select the icon for the DOS launcher you want to change.

2. Choose Edit Launcher from the Utilities menu. The DOS Launcher Settings dialog box appears.

3. Change the settings to your liking. This dialog box is identical to the DOS Launcher Settings dialog box explained in "To create a DOS application launcher," above.

4. Click Use These Settings when you are satisfied, or click Cancel to discard your changes.

To remove a DOS application launcher

■   Drag the launcher icon to the Wastebasket. The launcher icon is moved to the Wastebasket, where it remains until you empty the Wastebasket.

    Note that the corresponding DOS application is *not* deleted.

OPENING FOLDERS

Letters

In GeoManager, folders look like little manila folders, like the one pictured at left. To see the contents of a folder, you open it so that the contents of the folder appear in a window. When you open a folder its name is added to the list of open folders in the Window menu. When you start Ensemble for the first time, GeoManager automatically opens the WORLD folder.

The folder you are working with is called the current or active folder. The active window is the one with its title bar highlighted, and its name is selected in the Window menu.

To open a folder

■   Double-click the folder's icon.

    or

    Select the folder's icon and choose Open from the File menu.

    The folder opens and its contents display in a window. (Its name is also added to the list of folders on the Window menu.)

COMPRESSING THE FOLDER DISPLAY

The Compress Display option changes the spacing of icons in the folder window. Turning it on will bring the icons closer together, so that more of them can fit in a window. Turning it off returns them to their normal spacing.

To turn the Compress Display option on or off

■ Choose Compress Display from the View menu. If the option is off, this turns it on. If it's on, this turns it off.

SORTING THE CONTENTS OF FOLDERS

In addition to being able to view size, type, and date information about files and folders, you can also sort the icons in the folder window.

To sort the contents of folders

1. Open a folder.

2. Choose Sort By from the View menu. A submenu appears, listing a variety of sort options:
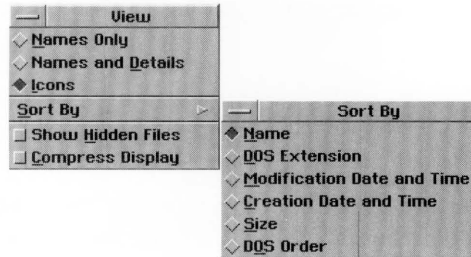
Choose one to sort the contents of the current folder

The menu lets you sort the icons in different ways:

Name. This sorts the contents of the folder alphabetically by the entire DOS name.

DOS Extension. This sorts the contents of the folder alphabetically by the one-to-three letter suffix appearing after a period in the DOS name for the file or folder.

Modification Date and Time. This sorts the contents of the folder by date and time of last modification in reverse chronological order.

Creation Date and Time. This sorts by date and time of creation in reverse chronological order.

Size. This sorts the contents of the folder in ascending size.

DOS Order. This sorts the contents of the folder in the same order as in DOS.

3. Choose a sort option. The contents of the folder appear in the new sort order.

   For example, here are the results of sorting by Date and Time:

VIEWING FILES AND FOLDERS AS A LIST

You can choose to view the contents of a folder as an alphabetized word list rather than as icons. Of the three options for switching between icons and lists, the highlighted option is the one currently in effect for the current folder.

To change the current viewing option

1. Open the folder you want to change.

2. Choose the option you want from the View menu. Your choices are:

   Names Only Shows the contents of the folder as a list of very small icons with the name on the right (instead of below). This view is especially useful if you have a lot of files in a folder and want to see as many as possible without scrolling.

   Names and Details Also shows the contents of the folder as a list of small icons but with the name, size, modification date, and attributes to the right of the icons. Each file attribute is represented by a single letter: Read-Only (R), Hidden (H), System

(S), and Archive (A). For more information about file attributes, see "Changing DOS File Attributes" earlier in this chapter.

Icons The standard option. Shows the contents of the folder as file or folder icons, with the name below the icon.

For example, this is what a folder looks like when you've set the view to with Names and Details:
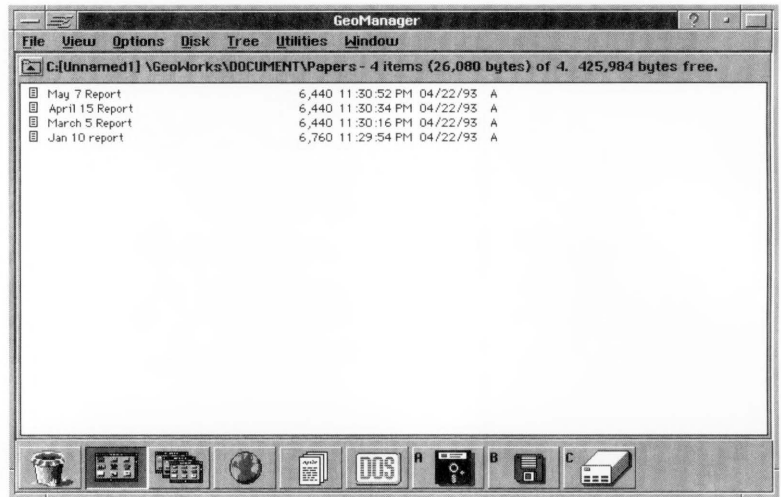
SHOWING HIDDEN FILES

Files with their Hidden or System attribute set do not automatically appear in the folder window. To see these files, and have them included in the file size count at the top of the window, you must first turn on the Show Hidden Files option. When the Show Hidden Files option is turned off, these files disappear again.

To turn the Show Hidden Files option on or off

◼ Choose Show Hidden Files from the View menu. The option turns on or off.

Opening the **WORLD, DOCUMENT, and DOSROOM** Folders

Ensemble has three special folders: WORLD, DOCUMENT, and DOSROOM. The WORLD folder contains GEOS applications, the DOCUMENT folder contains documents (data files created with GEOS applications), and the DOSROOM folder contains DOS application launchers.

DOSROOM folder

DOCUMENT folder
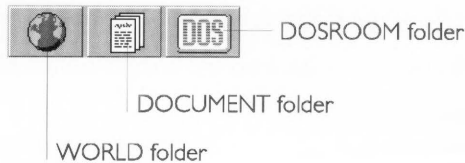
WORLD folder

To open the WORLD, DOCUMENT, or DOSROOM folders

■ Click either the WORLD folder button, the DOCUMENT folder, or the DOSROOM folder button at the bottom of the GeoManager window. The appropriate folder opens and its contents display in the window.

Opening a Parent Folder

You can open the *parent* folder of the current folder by clicking the Parent Folder button on the Information Bar. A parent folder is the folder that contains the current folder. When you move up as far as the root folder, the Parent Folder button dims to indicate that the current folder has no parent.

To open the parent folder

■ Click the Parent Folder button at the left end of the Information Bar. The parent folder opens, becoming the current folder.

Opening a Folder on Another Disk

You can open folders on another disk by clicking the appropriate drive button.

To open a folder on another disk

1. If the other disk is a floppy disk, insert the floppy in a floppy disk drive.

2. In the Tool Area, click the drive button for the floppy disk, hard disk, or device you want to view.

   GeoManager opens the root folder (main folder) of the disk.

Opening Your BACKUP Folder

Whenever you use the Make Backup function in an application, the backup document is saved into the BACKUP folder. If you need to open a backup document directly, you do so by double-clicking the document's icon in this folder.

To open the BACKUP folder

■   Choose Go to Backup from the Utilities menu.

WORKING WITH MULTIPLE FOLDERS

Initially, you view folders one at a time in the GeoManager window. Each folder you open fills the window, covering up any folder that previously appeared there. There is a way, however, to view many folders simultaneously as smaller, overlapping windows. You can then move and resize these windows to your liking. It's also easier to move files when you have overlapping windows. (See "Moving and Copying Files and Folders" later in this chapter.)
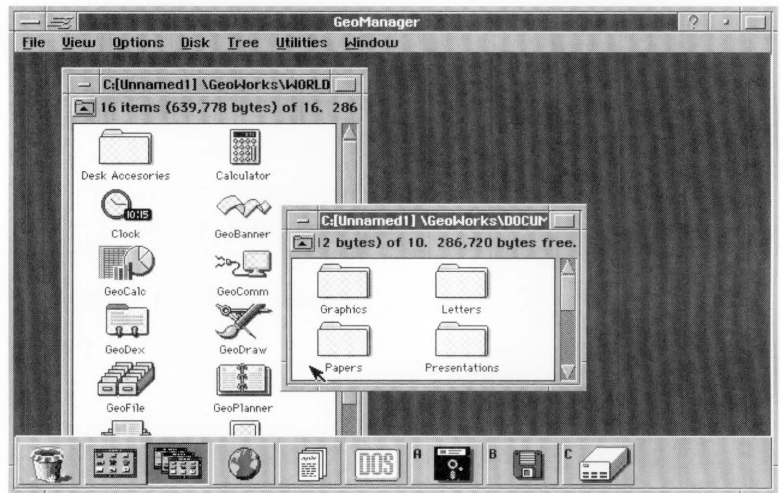
The names of all open folders appear in the Window menu. You can use this menu to switch between one folder and another. You can also set the display of the folders to Full-Sized, Overlapping, or Tile.

When the display is full-sized and you have more than one folder open, you can only see the one on top, like seeing only the top page on a stack of reports sitting on your desk. You can switch between folders by choosing the name of the folder you want to be on top from the Window menu.

Overlapping folders are stacked so that you can see the upper left corner of the folder. You can also choose to display the

folders tiled, where the folders are side-by-side. You can resize
and move overlapping folders in the application window.
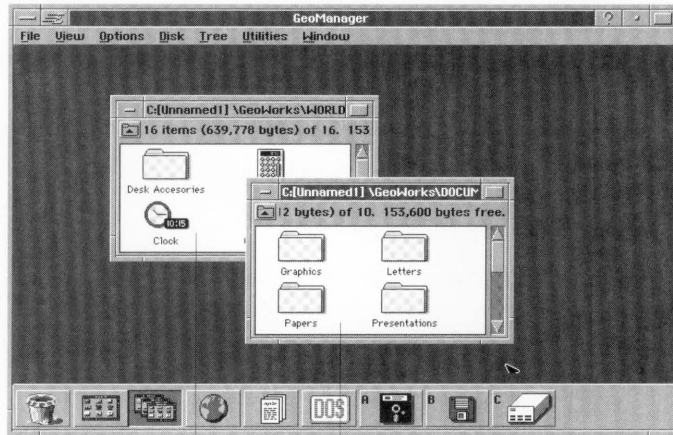
Overlapping windows
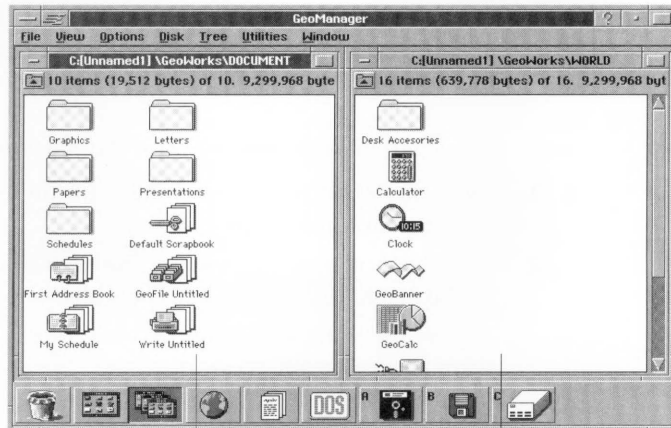
Tiled windows

To switch folders using the Window menu

■ Choose the folder's name from the list of open folders names in
the Windows menu. The folder you specified appears on the top
of the stack and its title bar is highlighted.

To view folders as overlapping windows
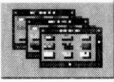
■ Click the Overlapping button, or choose Overlapping from the Window menu.

To view folders as full-sized windows again
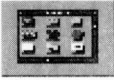
■ Click the Full-Sized button or choose Full-Sized from the Window menu. Alternatively, click the Maximize button on any of the overlapping windows.

To tile folders

■ Choose Tile from the Window menu. You must have already opened all the windows you wish to tile.

The folder windows automatically switch to overlapping and resize so that they all fit into the application window.

To switch between folders by clicking their windows

To switch between folders by clicking their windows, the folders must be visible; therefore, they must be overlapping or tiled.

■ Click somewhere in the folder you want. The folder you clicked appears on the top of the overlapped stack or is highlighted in a tiled display.

To switch folders using Next on the Window Control menu

1. Click the Window Control button on the folder window. The Window Control menu appears.

2. Choose Next from the menu. The next folder appears on the top of the stack and its title bar is highlighted.

   Repeat this step, selecting the next folder, until the folder you want to work with is on top.

CREATING A NEW FOLDER

You can create a new folder inside any open folder. The new folder is empty until you move or copy items into it.

To create a new folder

1. Open the folder in which you want to place the new folder. If the folder is already open, make it active.

2. Choose Create Folder from the File menu. A dialog box appears asking you to name the new folder:
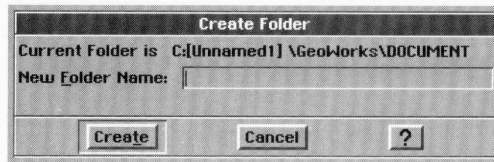
3. Type the name for the folder. You can use any characters, and the name can be as long as 32 characters.

4. Click Create. A new folder appears in the current folder.

RENAMING A FILE OR FOLDER

The name that you give a folder or file is not necessarily permanent. You can change it at any time using the Rename button.

To rename an item

1. Select the item (or items) you want to rename.

2. Choose Rename from the File menu. A dialog box appears:
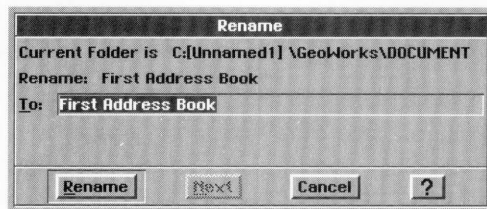
3. Enter the new name in the box.

4. Click Rename to apply the new name. If a file with the same name already exists, a dialog box asks you to type a different name.

If you've selected several items, you get a separate dialog box for each item. Click Next to leave the name of the current item unchanged and go on to the next. Click Cancel to close the dialog box without renaming the remaining selected files.

Moving and Copying Files and Folders

The easiest way to move or copy a file or folder is to drag it to its destination (using the right mouse button). Dragging an item to a folder on the same disk *moves* the item to that folder, while dragging it to another disk *copies* the item. But you can always force a move operation by holding down the **Alt** key while you drag the item, or force a copy by holding down the **Ctrl** key.

You can tell what GeoManager is going to do by the pointer that you see as you drag the item:

Pointer	Meaning
	An unfilled square on the arrow indicates that the items will be copied.
	A filled square on the arrow indicates that the items will be moved.
	The circle-slash indicates that you cannot move or copy the item to this destination.

When you move or copy more than one item, a dialog box appears showing you the progress of the operation. If you want to halt the move or copy operation, click Stop. The operation stops after finishing with the current file.

To move or copy one or more items by dragging

1. Select the item or items you want to move or copy.

2. Position the pointer over one of the selected items and hold down the *right* mouse button. The pointer changes to indicate whether you are dragging a single item or several items.

3. Drag the pointer and position it over one of the following (according to where you want to move or copy the items):

    • A folder icon in a folder window. The items are placed in that folder.

    • Any area of a folder window, but *not* over a folder icon. The items are placed in the folder corresponding to the window.

    • The Parent Folder button on a folder window. The items are moved to the parent folder, one level up in the folder hierarchy.

- Over one of the disk drive buttons at the bottom of the GeoManager window. The items are copied to the root folder of the disk currently in that drive.

- Over one of the special folder buttons (Wastebasket, WORLD, DOCUMENT, or DOSROOM) at the bottom of the GeoManager window.

4. Release the right mouse button. The item is copied or moved accordingly.

To move an item using the Move command

1. Select the item (or items) you want to move.

2. Choose Move from the File menu. A file selector appears. Use it to find and open the destination folder.

3. Click Move to move the files into the folder.

To copy an item using the Copy command

1. Select the item (or items) you want to copy.

2. Choose Copy from the File menu. A file selector appears. Use it to find the destination folder.

3. Click Copy to copy the files into the folder.

DUPLICATING A FILE OR FOLDER

You can make copies (exact in all but name) of both files and folders. For example, you may want to duplicate a document file before making extensive changes to it, in order to have a backup copy of the original.

To duplicate an item

1. Select the item (or items) you want to duplicate.

2. Choose Duplicate from the File menu. A dialog box appears:
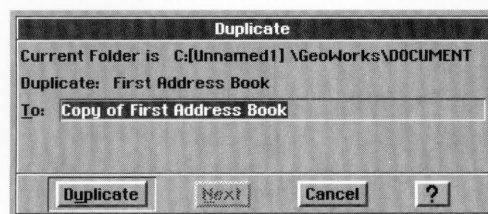
3. Type in a name for the duplicate. If you don't, the copy will be named "Copy of (file or folder name)."

When you duplicate many items, you're given a chance to change the name of each copy. Clicking Next skips the current item altogether. Clicking Cancel closes the dialog box without duplicating the remaining items.

4. Click Duplicate. A duplicate of the selected item (or items) appears in the same folder as the original.

5. If you're duplicating more than one item, the name of the next item appears in the dialog box and the whole process repeats.

DELETING A FILE OR FOLDER

There are times when you need to make room on your hard disk (or floppy disks, for that matter) by deleting files or folders you no longer need. Deleting files with GeoManager is a two step process. The first step is to throw the document or folder away, by placing it in the Wastebasket.

GeoManager's Wastebasket works much like a real Wastebasket. Items you throw away remain in the Wastebasket until you empty it. That way, you can recover items from the Wastebasket by pulling them out before the Wastebasket is emptied. The Wastebasket is automatically emptied when you exit to DOS.

Once you empty GeoManager's Wastebasket, everything in it is deleted. Deleting a file removes the file from your disk, so be careful to delete only those files you know you won't need later.

You can delete files in one step by using the delete command in the file menu, but it is much safer to throw them in the Wastebasket first.

To throw away an item by dragging it to the Wastebasket

1. Select the item (or items) you want to throw away.

2. Position the pointer over the selected item (or one of the items, if several items are selected). Hold down the *right* mouse button and drag the item to the Wastebasket.

If the Confirm Delete option is turned on, a dialog box appears asking you to confirm each deletion. Click Yes to delete the item; click No to leave it untouched and move on to the next (if you're deleting several). Click Cancel to close the dialog box without deleting the additional items.

To view the contents of the Wastebasket

■ Click the Wastebasket button. The Wastebasket window appears, showing you any files or folders you have placed in the Wastebasket.
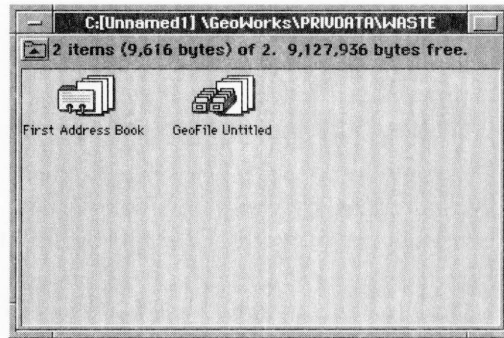
To delete specific items in the Wastebasket

1. Click the Wastebasket button. The Wastebasket window appears.
2. Select the files and folders that you want to delete.
3. Choose Delete from the File menu. The files you selected are deleted.

To delete all items in the Wastebasket

1. Click the Wastebasket button. The Wastebasket window appears.
2. Choose Wastebasket from the file menu. A submenu appears.
3. Click Empty Wastebasket. All the files and folders in the Wastebasket are deleted.

To recover items from the Wastebasket by dragging

1. Click the Wastebasket button. The Wastebasket window appears.
2. Select the files and folders that you want to recover.
3. Click one of the selected files and drag the files to another folder or to one of the folder buttons at the bottom of the GeoManager window.
4. The files are removed from the Wastebasket and placed in the folder you dragged them to.

To recover items from the Wastebasket using the File menu

1. Click the Wastebasket button. The Wastebasket window appears.
2. Select the files and folders that you want to recover.

3. Choose Wastebasket from the File menu. A submenu appears.

4. Click Recover. A file selector appears.

5. Use the file selector to select a destination for the recovered files (the default is the DOCUMENT folder), and click Recover when you are satisfied.

6. The files are removed from the Wastebasket and placed in the folder you specified in the file selector.

To delete an item using the Delete command

This method does not place files in the Wastebasket — it deletes them outright. Deleting a file removes the file from your disk, so be careful to delete only those files you know you won't need later.

1. Select the item (or items) you want to delete.

2. Choose Delete from the File menu.

VIEWING INFORMATION ABOUT FILES AND FOLDERS

You can view the following information about files and folders:

• GEOS and DOS names

• DOS location

• Size

• Creation and last modification dates and times

• Creator and file owner

• DOS and GEOS file types and attributes

• User notes

To view information about files and folders

1. Select one or more files and folders.

2. Choose File Information from the File menu. A submenu appears.

3. Click Get Info. A dialog box appears displaying information about the first file or folder you selected:

```
┌──────────────────────────────────────────────────┐
│                     Get Info                      │
│          Name:  Papers                            │
│      DOS Name:  PAPERS                            │
│          Path:  C:[Unnamed1] \GeoWorks\DOCUMENT   │
│ Last Modification:  10:16:06 PM  04/22/93         │
│       Created:  10:16:06 PM  04/22/93             │
│                                                   │
│ Attributes:  D              File Owner:  -        │
│   File Size:  26,080         File Type:  Folder   │
│     Creator:  -                Release:  0.0  0-0 │
│ User Notes:                                       │
│ ┌───────────────────────────────────────────────┐│
│ │ Papers and reports                            ││
│ │                                               ││
│ │                                               ││
│ └───────────────────────────────────────────────┘│
│   ┌──────┐   ┌──────┐   ┌────────┐   ┌───┐       │
│   │  OK  │   │ Next │   │ Cancel │   │ ? │       │
│   └──────┘   └──────┘   └────────┘   └───┘       │
└──────────────────────────────────────────────────┘
```
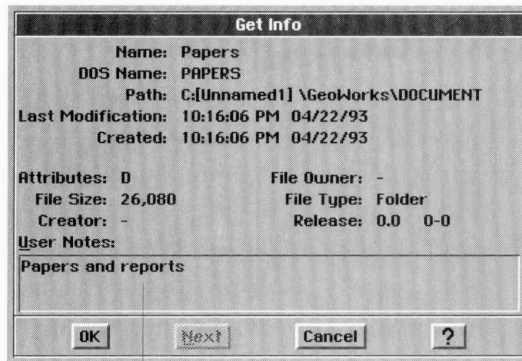
You can enter notes about the file or folder here.

Name. This is the GEOS name for a file or folder.

DOS Name. This is the DOS name for the file or directory that corresponds to your GEOS file or folder. DOS names are eight characters with a three character extension and may or may not correspond to the name that appears in GEOS.

Path. This is the location of the file.

Last Modification. This is the time and date of the last change that was made to the file or folder.

Created. This is the time and date that the file or folder was created.

Attributes. These are abbreviations for DOS or GEOS options that have been set on a file. If a particular attribute is attached to that file, it appears as one of the following letters:

- *Archive (A).* This attribute is used as a flag by some DOS commands. See your DOS manual for more information about the Archive attribute.

- *Directory (D).* This indicates that the item is a DOS directory, which appears as a folder in Ensemble.

- *Hidden (H).* This indicates that DOS does not display the file or folder in a directory list.

- *Read-Only (R).* This indicates that you cannot modify the file or folder.

- *System (S).* This indicates that this is a special-purpose file or folder for use by DOS.

- *Template (T)*. This indicates that this is a GEOS application template. See the *Using GeoWrite, GeoDraw, GeoCalc, & GeoFile* for information about templates.

File Size. This is the number of bytes in the file or folder.

Creator. This is the name of the application with which a file was created.

File Owner. This shows the file owner's name if the computer is attached to a network that supports this field.

File Type. This identifies the system function of the file or folder. File types include the following:

- *Executable*. This indicates that the file is a GEOS application.
- *Data File*. This indicates that the file is a GEOS data file.
- *VM File*. This indicates that the file is a GEOS data file that uses the GEOS virtual memory storage system.
- *Folder*. This indicates that the item is a folder or DOS directory.
- *1.X VM File*. This is a VM data file from an older version of GEOS.
- *DOS File*. This indicates that the file is a DOS data file or executable.

Release. This is an internal version number displayed for GEOS applications only. More recent releases of an application have higher release numbers than older releases.

User Notes. You can type your own notes in this text box. If the file is a GEOS file and it is not read only, you can type comments about the file or folder in the User Notes area. You can only change the User Notes in this dialog box.

4. Click either OK or Cancel to close the dialog box.

   or

   If you selected several items for which you wanted to view information, click Next to see information about the next selected file or folder.

Changing File and Folder Attributes

You can set a number of options or *attributes* on files and folders that will alter the way you use them with DOS or GEOS applications. Only very experienced DOS and GEOS users should change these attributes.

There is one attribute you may find useful for protecting special files or folders. You can set the Read-Only attribute on a file or

folder so that you can view it but not modify it in any way. Setting the Read-Only attribute on a file or folder means you cannot edit it, throw it away, or move it (but you can delete it with the Delete choice on the File menu).

To change file and folder attributes

1. Select one or more files and folders.
2. Choose File Information from the File menu. A submenu appears.
3. Click Change Attributes. A dialog box appears:

```
┌────────────────────────────────────────────────┐
│              Change Attributes                   │
│ Current Folder is  C:[Unnamed1] \GeoWorks\DOCUMENT│
│ Change Attributes:  First Address Book           │
│ To:  ☐ Read Only  ■ Archive  ☐ Hidden  ☐ System  │
│      ☐ Template                                  │
│   ┌────────┐  ┌──────┐  ┌────────┐  ┌────┐       │
│   │ Change │  │ Next │  │ Cancel │  │ ?  │       │
│   └────────┘  └──────┘  └────────┘  └────┘       │
└────────────────────────────────────────────────┘
```
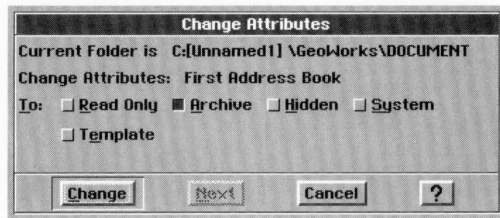
4. Change the attributes to your liking.

   Archive (A). This attribute is used as a flag by some DOS commands. See your DOS manual for more information about the Archive attribute.

   Directory (D). This indicates that the item is a DOS directory, which appears as a folder in Ensemble.

   Hidden (H). This indicates that DOS does not display the file or folder in a directory list.

   Read-Only (R). This indicates that you cannot modify the file or folder.

   System (S). This indicates that this is a special-purpose file or folder for use by DOS.

   Template (T). This indicates that this is a GEOS application template. See the *Using GeoWrite, GeoDraw, GeoCalc, & GeoFile* for information about templates.

   The attributes are applied or removed, depending on what choices you made. For more information these attributes, see "Viewing Information About Files and Folders" in this chapter.

5. Click Change to apply the attributes to the file or folder.

   or

   Click Next to change attributes on the next selected file or folder.

USING THE FOLDER TREE

One of the best ways to see the folder structure of a disk is to view the organization as an upside down "folder tree." It's upside down because the root folder of the disk is at the top of the tree. Folders directly under the root folder form the main branches, their subdirectories branch off from there, and so on. Using the Tree menu, you can see this structure on your computer screen. Here is the tree window for a typical disk:
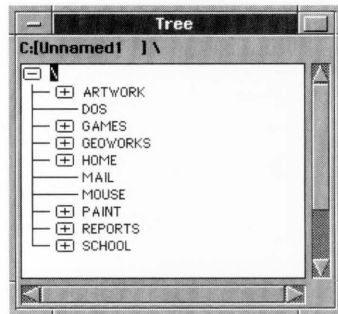
You control how much of the folder tree is displayed by *expanding* or *collapsing* the branches (folders) of the tree. Expanding a folder displays its subdirectories; collapsing a folder hides them. A *plus sign* indicates that a folder can be expanded. A *minus sign* indicates that a folder is already expanded.

The Tree window does not show the files within a folder. You can, however, view a folder's files by double-clicking the folder name. You can also perform all folder management tasks (such as creating, copying, or moving folders) from within the Tree window. You can click the folder name to select it, then choose the command you want from the File menu. Or just drag (with the right mouse button) a folder from the Tree window to move or copy it into another folder.

To open the Tree window

■ To display the contents of the current drive, choose Show Tree Window from the Tree menu. The tree for the current drive appears.

To expand all folders in the tree

■ Choose Expand All from the Tree menu. This shows every folder within every other folder on the current drive.

To expand the next folder level

☐+ ■ Click the plus (+) sign next to the folder you want to expand.

or

Click to select the name of the folder you want to expand (do not click the plus or minus sign) and choose Expand One Level from the Tree menu.

To expand all folders within a branch

1. Click to select the *name* of the folder you want to expand (do not click the plus or minus sign).

2. Choose Expand Branch from the Tree menu. This shows you every folder within every other folder inside of the selected one.

To collapse all folders within a branch

☐− ■ Click the minus (-) sign next to the folder you want to collapse.

or

Click the name of the folder you want to collapse (not the plus or minus sign) and choose Collapse Branch from the Tree menu.

To display the folder tree for another disk

1. Choose Tree Drive from the Tree menu. A cascade menu appears listing the drives connected to your computer.

2. Click the drive you want to display. The Tree window changes to show the contents of the selected drive.

To return to the regular GeoManager window

■ Choose Close from the Window menu. This closes down the Tree window and shows you one of the next open folders.

or

Choose the name of one of the open folders from the Window menu. This makes this folder the current one, effectively hiding the Tree window behind it.

MANAGING DISK DRIVES

The Disk menu lets you perform the following disk management tasks:

• Copy a disk's contents onto another disk

- Format a disk so that it can be used
- Rename a disk
- Rescan any drives needed to update the contents of the open folders
- View the contents of a disk

The disk name can be from 1 to 11 characters long. You can use both numbers and letters in the name. For example, "LETTERS_12".

Formatting a Floppy Disk

An unformatted disk is like a library with no shelves — there's nowhere to put the books. Before you can store anything on a disk, then, you must *format* it. When you format a disk, you build the shelves so the computer has an organized framework in which to store information.

To see if a disk has already been formatted, insert it into a floppy disk drive and click the appropriate floppy disk drive button. If a dialog box appears telling you that the disk is unreadable, you know the disk needs formatting (or it was not formatted on an IBM PC or compatible).

To format a floppy disk

1. Insert the floppy disk into one of the disk drives.

2. Choose Format Disk from the Disk menu. A dialog box appears:
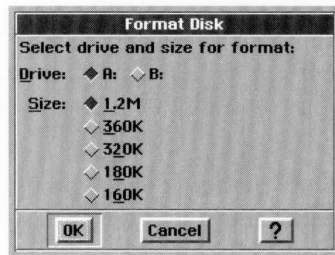
3. Click the drive that contains the floppy disk.

4. Click the option for the disk capacity you want.

5. Click OK. A dialog box appears requesting a name for the disk. Type a name for the disk (1 to 11 characters long), and click Format. GeoManager formats the disk according to the options you specified. A message lets you know how the formatting is proceeding and when it is complete.

NOTE

If, for security reasons, you need to zero out every bit on the disk, you should turn quick format option off. To do this, before you format a disk, select Show Advanced Disk Options from the Options menu. When you format a disk, you will see the Quick Format option in the Format Disk dialog box. Click No, to turn quick format off. When quick format is off it takes longer for your disks to format, but every bit of information is erased. All other formatting steps are the same as described above.

Copying a Floppy Disk

The Copy Disk command on the Disk menu lets you create an exact duplicate of a floppy disk. The original disk is called the *source disk* and the duplicate disk is called the *destination disk*. Because GeoManager makes an *exact* duplicate of the source disk, the destination disk must be the same size as the source disk. This means you cannot duplicate a 3.5 inch disk onto a 5.25 inch disk, or vice versa. Also note that, during a disk copy, GeoManager writes over *all* files that are on the destination disk. Be absolutely sure your destination disk contains nothing you want to keep.

To copy a floppy disk

1. If you haven't done so already, label the source and destination disks so you don't inadvertently confuse them.

2. Choose Copy Disk from the Disk menu. A dialog box appears:
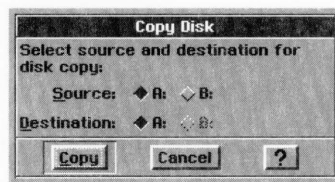
3. Click to select the source drive and the destination drive. If you have only one drive, drive A appears as both the source and destination drive. (You can do it with only one disk drive, though you'll have to exchange disks in the drive.)

4. Click Copy.

5. GeoManager tells you whenever you need to insert a new disk. Follow the instructions on the screen.

NOTE

If you have turned Advanced Disk Options on (in GeoManager's Options menu), you will see the Memory Usage option in the Copy Disk dialog box. You can use this to change the amount of memory GeoManager uses for the copy operation. Click High for faster copying, and low for slower copying using less memory.

Renaming a Disk

You can easily change the name of a floppy disk. You named the disk, remember, when you formatted it (see "Formatting a Floppy Disk," earlier).

To rename a disk

1. Choose Rename Disk from the Disk menu. A dialog box appears:

2. Click to select the drive that contains the disk you want to rename.
3. In the "To" area, type a new name for the disk.
4. Click Rename to rename the disk.

Rescanning

It's possible for a folder display to become out of date. This can happen in two different situations:

- You're working with a floppy disk, and you eject it from your floppy disk drive and you add a file to it on another machine. When you stick it back in the drive, the GeoManager window doesn't show the new file

- You're using a network drive and somebody else adds or removes files from it. These changes don't appear in the GeoManager window.

In both these situations, GeoManager doesn't know that the contents of the disk in question have changed, so it doesn't update the window. Fortunately, it's easy to remedy the situation: All you need to do is rescan the drive.

■ Choose Rescan Drives from the Disk menu. GeoManager rereads the contents of all displayed disks (that is, disks whose folders appear in the Window menu), updating any folder windows if necessary.

CLOSING FOLDERS

A folder remains open until you specifically close it. If you open many folders, you should periodically close the ones you aren't using. This frees additional computer memory.

If you close the only open folder, the GeoManager window will then be empty. At this point you should click one of the drive buttons (or the WORLD and DOCUMENTS buttons) along the bottom of the window to open a new folder.
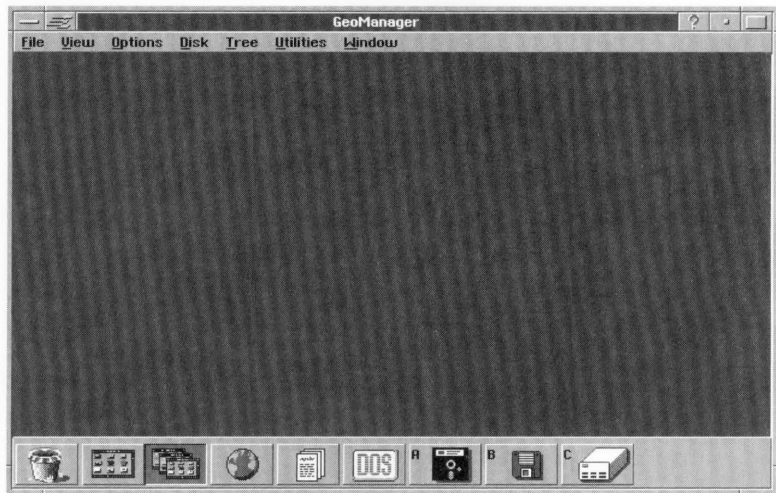
To close the current folder

■ Choose Close from the Window menu. The window of the current folder closes. If you are viewing folders as overlapping windows, you could do this by simply double-clicking the Control button of the overlapping window you wish to close.

To close all open folders

■ Choose Close All from the Window menu. All the folder windows close.

CHANGING GEOMANAGER OPTIONS

Here are some options you can turn on (or off) to customize GeoManager to your liking. Once you're satisfied with your settings, save them so that they will apply the next time you start GeoManager. The GeoManager Options appear in the Options menu:
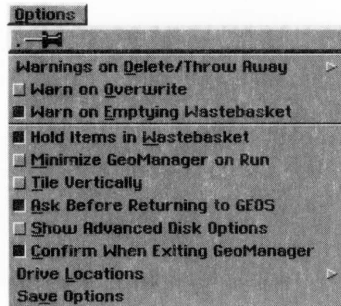
When options are turned on, they are selected in the menu. When a confirmation option is deselected (turned off), no confirmation message appears when you perform the action.

NOTE

Remember, when you delete or replace a file, you *cannot* undo the operation if you change your mind. We suggest you leave confirmation options *on* unless you're very experienced with the system. Most of them warn you of actions that cannot be undone.

Warnings on Delete/Throw Away. Click this to a submenu with the following options. We suggest that you leave these options on. When they are off, you are not given a warning that you are about to delete a file or files.

• *Single Warning.* When *on*, this option displays a single confirmation message before you delete a group of files.

• *Warning for Each Item.* When *on*, this option displays a confirmation message before you delete each file in a group.

• *Read-Only Files.* When *on*, this option displays a confirmation message before you delete a Read-Only file. For more

information about Read-Only files, see "Changing DOS File Attributes," earlier in this chapter.

- *GEOS Executable Files*. When *on*, this option displays a confirmation message before you delete a GEOS application.

Warn on Overwrite. When *on*, this displays a confirmation message before you copy or move a file to a folder that already contains another file with the same name. When this option is *off*, you risk unknowingly overwriting files in the destination folder.

Warn on Emptying Wastebasket. When *on*, this option displays a confirmation message whenever you empty the wastebasket.

Hold Items in Wastebasket. When *on*, any file that you drag to the wastebasket remains there until you empty the wastebasket or exit to DOS. When *off*, files are deleted as soon as you drag them to the wastebasket.

Minimize GeoManager on Run. When *on*, this option causes GeoManager to shrink to an icon when you run another Ensemble application. With this option *off*, the GeoManager window remains open when you run another Ensemble application.

Tile Vertically. This option only takes effect when you choose Tile from the Window menu. When on, GeoManager tiles folders from top to bottom of the GeoManager window. When you have a lot of folder windows open, GeoManager may do this in several columns of windows. When off, GeoManager arranges the window from left to right.

Ask Before Returning to GEOS. This only applies when you run a DOS program from GeoManager. When this is *on,* you have to press **Enter** when you exit from this DOS application before Ensemble will start up again. (At this point, you can alternatively choose to return to DOS, instead of starting Ensemble.)

Show Advanced Disk Options. Turn this option *on* to see advanced options in the Copy Disk and Format Disk dialog boxes. For more information, see "Managing Disks" in this chapter.

Confirm When Exiting GeoManager. When *on*, a dialog appears when you exit GeoManager. The message gives you the option to simply exit GeoManager, Exit to DOS, or Cancel. Note that this option does *not* eliminate the "Are you sure you want to exit?" confirmation dialog box when you exit to DOS.

Drive Locations. Allows you to move the drive buttons around GeoManager, or hide them. There are three options:

- *In Tool Area.* This is the usual location for the drive buttons. The buttons are immovably placed at the bottom of the GeoManager window.

- *Floating.* The drive buttons appear in a separate window that you can move and resize independent of the GeoManager window.

- *Hidden.* Hides the drive buttons from view. You can see the drive buttons again by choosing either of the other two drive location options.

To turn an option on or off

■ Choose the option from the Options menu. If the option is currently on, choosing it turns it off. And vice versa.

To save the current options and make them permanent

■ Choose Save Options from the Options menu.

UPDATING 1.X DOCUMENTS FROM OLDER GEOWORKS PRODUCTS

chart

If you cannot open one of your older GEOS documents, it may need to be updated. One way to recognize older GEOS files is by their icon, pictured at the left. To open the file, try updating it before opening it.

To update a GEOS document from an older GeoWorks product

1. Select the document or documents you want to update.

2. Choose Update 1.x Document from the Utilities menu. If the document was from an older version of Ensemble, a dialog box appears showing the progress of the update. Documents that do not need to be updated are not affected.

EXITING GEOMANAGER

The Exit command closes GeoManager. Normally you never exit GeoManager, but if you are running several additional applications and notice that your system is running slowly, you

can exit GeoManager to free up some memory on your computer.

To close GeoManager

1. Choose Exit from the File menu. A dialog box appears:

> Would you like to exit GeoManager or exit to DOS?
>
> [Exit **G**eoManager] [Exit to **D**OS] [Cancel]
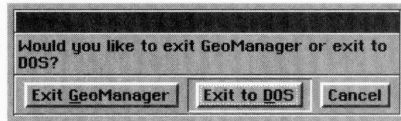
2. Click one of the buttons:

   Exit GeoManager. The GeoManager application closes. If another Ensemble application is currently open, you see the open application. If no other Ensemble applications are open, you exit immediately to DOS.

   Exit to DOS. You exit to DOS.

   Cancel. GeoManager is not closed.

To restart GeoManager

■ Choose Go to GeoManager the Express menu of any application. GeoManager restarts.

GeoPlanner

GeoPlanner is an automated appointment book that combines a yearly calendar and scheduler in one easy-to-use application. With GeoPlanner, you can schedule appointments, set alarm reminders for yourself, and print your calendar and events.

This chapter describes how to do the following:

- View a calendar.
- View and schedule appointments and meetings as events.
- Set alarm reminders for important events.
- Use GeoDex information to schedule events.
- Print events and your calendar.

This chapter assumes you are familiar with the information covered in Chapter 1 which provides an overview of the skills you need to use any GEOS application.

GeoPlanner has three user levels. For more information about changing user levels, see Chapter 1. See "User Levels in GeoPlanner" in this chapter.

STARTING GEOPLANNER
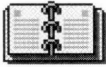
GeoPlanner

The GeoPlanner icon looks like the illustration at the left. You can find the GeoPlanner icon in the WORLD folder.

To start GeoPlanner (All Levels)

■ Locate the GeoPlanner icon and double-click it.

or

Start it from the Express menu.

The GeoPlanner window appears.
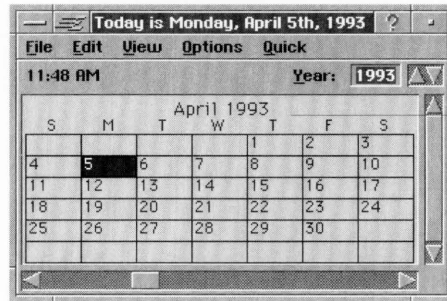
In Level 1, only the Calendar window appears.

In Level 1, you only see the Calendar window when you start the application. You can switch to the Events window, but you never see both at the same time. In Level 2 and Level 3 you see both the Calendar window and the Events window side by side.
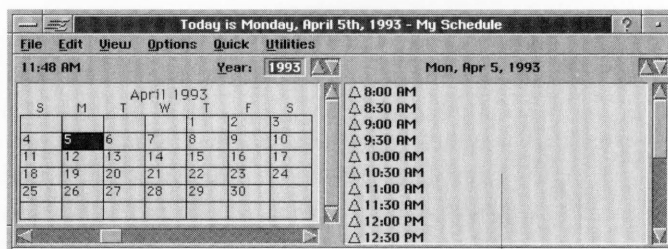
In Level 2 and Level 3, the Events window appears next to the Calendar window.

When you start GeoPlanner, the default calendar appears in the GeoPlanner window. If you haven't scheduled any events in it yet, the calendar is empty. For more information about the default calendar, see "Using the Default Calendar" in this chapter.

For more information about starting GEOS applications and using the Express menu, see Chapter 1.

USER LEVELS IN GEOPLANNER

There are three user levels in GeoPlanner:

- Level 1 shows only one window at a time and presents simplified menus and task selections.
- Level 2 shows both the Calendar window and the Events window and presents more menu choices and task selections, including searching.
- Level 3 shows both the Calendar window and the Events window and lets you perform all of the tasks possible in GeoPlanner, including setting repeating events and linking to GeoDex.

For more information about changing and saving user levels, see Chapter 1.

Anytime you change your user level, you can use the following procedure to reset GeoPlanner back to Level 1.

To reset your user level to Level 1 (All Levels)

■ Choose Reset Configuration from the Options menu.

USING THE DEFAULT CALENDAR

My Schedule is the document that automatically opens when you initially start GeoPlanner. If you have not scheduled events in this default calendar, the document is empty. If you have already scheduled events, you can view and change them.

If you want to just view the calendar or start scheduling events now, you can use the default calendar. If you plan to keep more than one calendar, you may want to create new GeoPlanner documents. For more information about viewing the calendar and scheduling events, see "Viewing the Calendar" and "Scheduling Events" in this chapter. For more information about creating new scrapbooks, see "Working With Documents" in this chapter.

You use the default calendar in the same way you use any GeoPlanner document, viewing different days, months, and years, and scheduling events.

VIEWING THE CALENDAR

ALL LEVELS

The Calendar window always contains a whole year, January through December. Normally you see only one month at a time, which is the *single-month view*. If you resize the GeoPlanner window, the month display gets larger or smaller to fit. You can scroll the window to see the other months in the year, and you can change the year over which you are scrolling, but you never see more than one month at a time. The current day of the month is always enclosed in a black border.

Time of day
(current time)

Click to change the year
in the window.
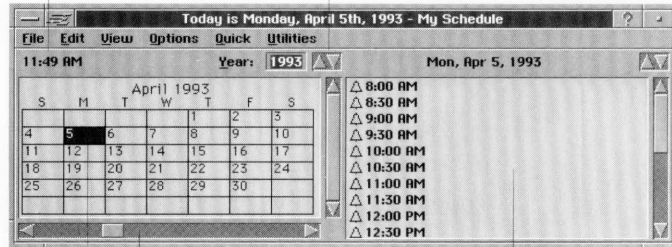
Scroll the window to see
other months.

Today's date has a black border.

In Level 2 and Level 3, the Events window
appears next to the Calendar window.

In Level 3 you can switch the Calendar window to the *full-year view*, which rearranges the display so that many months can be seen at one time. If you resize the GeoPlanner window in this view, the months remain at their smallest size, but you see more or less of the year depending on whether you make the window larger or smaller.

Viewing Different Months

You can scroll the Calendar window to see different months in the year. Scrolling to the left views previous months. Scrolling to the right views subsequent months. In Level 3, if you've switched to the full-year view, you can also scroll up and down.

To view different months (All Levels)

■ Using the horizontal scroll bar at the bottom the Calendar window, scroll left to see previous months. Scroll right to see subsequent months.

The appropriate month appears in the window.

Viewing Different Years

You can view different years in the Calendar window. You can view any year from 1900-9999.

To view different years (All Levels)

Year: [1993] ▲▼ ■ Click the up or down arrow buttons next to the Year box until you see the year you want. The Year box is located above the Calendar window.

or

Double-click in the Year box and edit the year shown. Then press **Enter**.

The window shows the calendar for the year you selected.

Switching to the Full-Year View

Normally you see a month at a time in the Calendar window. This is the single-month view. In Level 3 you can switch to the full-year view, where you see as many months as will fit in your window. If you resize the GeoPlanner window large enough, you can see an entire year in the Calendar window.

To switch to the full-year view (Level 3)

1. Choose Full Year from the View menu. The calendar shrinks so that more than one month can appear in the window.

2. Use the scroll bars to view any additional months that don't fit in your window.

   or

   Resize the window to see more months at a glance. You can click the Maximize button on the title bar to quickly enlarge the window to full-screen.

To switch back to the single-month view (Level 3)

■ Choose Single Month from the View menu. The calendar for a single month displays.

SELECTING AND VIEWING EVENTS

Like an appointment book, GeoPlanner keeps track of weekly meetings, important appointments, and special dates. All of these things are called *events*. You can use events in GeoPlanner to track important dates in your daily schedule, like business meetings, and you can schedule dates far in advance, like birthdays and vacations. You can also add alarms that sound off at the time and date of the scheduled event. If you have events

that occur on a regular basis, such as a class you teach every Thursday or a birthday you want to remember every year, you can specify repeating events to schedule these automatically.

You schedule events in the Events window. In Level 1, you switch between the Calendar window and the Events window but you don't work with both at the same time. In Level 2 and Level 3, you see both the Calendar window and the Events window side-by-side. The following illustration shows the Events window and the Calendar window together as they appear in Level 2 and Level 3:

Click a day in the Calendar window to select it and view its events.

Click to show the next and previous day's events.

This text shows the date of the selected day. Its events appear in the window.
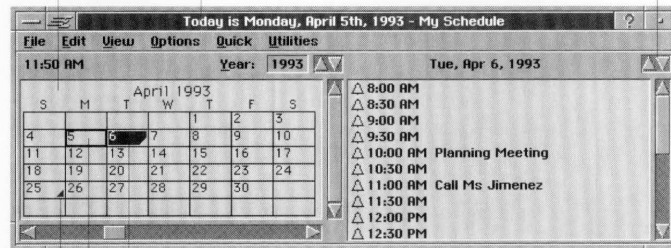
Selected day: this day's events appear in the Events window.

Today's date has a thick black border.

The small triangle indicates that there are events scheduled on this day.

Switching Between the Calendar Window and the Events Window

In Level 1 you are either viewing the Calendar window or the Events window, but not both. You switch between the two windows by choosing from the View menu.

In Level 2 and Level 3, you see the Calendar window and the Events window side-by-side. However, if you prefer, you can choose to view only one window at a time and switch between them as you would in Level 1. Showing only one window at a

time lets you work with the Calendar window or the Events window without taking up space for both.

To view the Events window (All Levels)

■ Choose Events from the View menu.

The Events window appears.

To view the Calendar window (All Levels)

■ Choose Calendar from the View menu.

The Calendar window appears.

To show only one window in Level 2 or Level 3 (Levels 2-3)

On the View menu, when both windows are showing, the Both choice is on (black). When only one window is showing, Both is off.

■ Choose Both from the View menu. The Both button changes to off and one of the windows disappears.

To return to viewing both windows, choose Both from the View menu again. The Both button changes to on and one the other window reappears.

Selecting a Day and Viewing its Events

You can view a day's events by clicking that day in the Calendar window and then looking in the Events window. You can also view the next and previous day's events by clicking the up and down arrow buttons at the top right of the Events window. Finally, you can use choices on the Quick menu to see today's events or jump to a particular date and see its events.

To select a day and view its events (All Levels)

Click a day in the Calendar window to view its events.

1. If the Calendar window isn't showing, choose Calendar from the View menu. The Calendar window appears.

2. Click to select a day in the Calendar window. The day highlights.

3. The events for the selected day appear in the Events window. If the Events window isn't showing, choose Events from the View menu. The Events window appears.

To view events on the next or previous day (All Levels)

After viewing the events for a particular day, you can easily view the events for the next or previous day.

■ With the Events window showing, click the up or down arrow buttons located at the top right side of the Events window. The up arrow selects the previous day and the down arrow selects the next day. As the selected day changes, events for that day appear in the Events window.

Mon, Mar 29, 1993 △▽ — Click to show the next and previous day's events.

Selected day

To view today's events (All Levels)

After working with another day's events you may want to jump quickly back to today and view today's events.

■ Choose Today from the Quick menu.

Today becomes the selected day and its events appear in the Events window. If the Events window isn't showing, choose Events from the View menu. The Events window appears.

To view events on a particular date (All Levels)

When you know the exact date for which you want to view events, you can jump to that date quickly without looking for it on the calendar.

1. Choose Go to Date from the Quick menu. A dialog box appears.

Go to Date
Date:
Go to Date Close ?
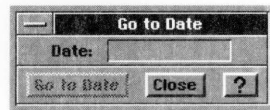
2. In the dialog box, type a date. If there is already a date in the dialog box, you can press **Backspace** to erase it. The date you type must be in the format Month/Day/Year. For example, to view the events for February 23, 1993 you would type **2/23/1993**.

3. Click Go To. The date you typed becomes the selected day and its events appear in the Events window. If the Events window isn't showing, choose Events from the View menu.

4. If you want to see a different day's events, click in the text box and repeat steps 2 and 3.

5. Click Close to close the dialog box.

Selecting a Range of Days and Viewing Their Events

In Level 3, you can view a summary of events over a range of days. For instance, you can see all the events for this week or this quarter. The following illustration shows an example of a week's worth of event's in summary form:

Click to see events in the
previous and next range of days.

These are the dates over which
events are being summarized.
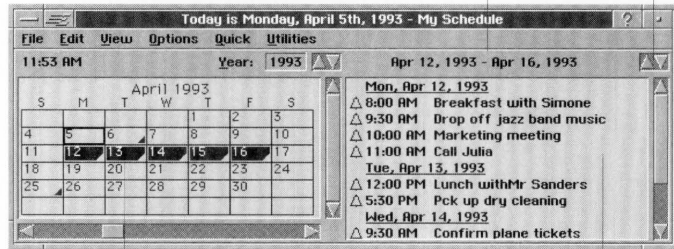
The range of dates are highlighted
in the Calendar window.

A summary of events over the selected
range appears in the Events window.

You can select any range of days in the year and view a summary of those events. Once you have selected a range, you can also view the previous and next range of days.

To view a summary of events over a range of days (Level 3)

1. Drag to select a range of days in the Calendar window. If you drag outside of the Calendar window, the window scrolls and you can extend the selection to adjacent months.

   or

   Choose one of the following from the Quick menu:

   • **This Week.** Selects all days in this week.

   • **This Weekend.** Selects the current or upcoming Saturday and Sunday.

   • **This Month.** Selects all days in this month.

   • **This Quarter.** Selects all days in this calendar quarter Quarters run January through March, April through June, July through September, and October through December.

   • **This Year.** Selects all days in this year.

The selected range is highlighted in the Calendar window and its events appear in the Events window. If the Events window isn't showing, choose Events from the View menu.

In the Events window, only those days which have events scheduled are shown in the summary. If there are no events in the range, the Events window shows "No Events."

If you wish to have all dates shown in the summary, even those days on which there are no events, you can change your GeoPlanner preferences to show empty days. For more information on showing empty days, see "Changing GeoPlanner Preferences" in this chapter.

SCHEDULING EVENTS

ALL LEVELS

GeoPlanner makes it easy to schedule events. You simply select the day of the appointment, select a time in the Events window, and then type a description of the event. Once you've scheduled an event, you can change it or remove it as well.

The Events window provides a list of times called the *day template*. Normally the day template shows times from 8:00 a.m. to 6:00 p.m. in 30-minute intervals. In Level 3 you can change the times shown in the day template or turn the day template off entirely. For more information on changing the day template, see "Changing GeoPlanner Preferences" in this chapter.

Scheduling an Event Using the Day Template

The easiest way to schedule an event is to select a day, and then select a time from the day template.

To schedule an event by selecting from the day template (All Levels)

1. Select the day on which you want to schedule an event.

If the Events window isn't showing, choose Events from the View menu.

2. You may select a day using any method, such as by clicking in the Calendar window or by using the up and down arrows at the top right of the Events window.

3. In the Events window, select a time from those provided in the day template. A border appears around the event, divided into a time area and a description area.

| Time of event | Description area |
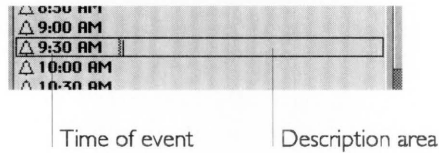
4. Click inside the description area, and then type a description of the appointment, meeting, or date. If you type more than one line, words wrap at the edge of the Events window. Press **Enter** in the description area to start a new paragraph. The appointment description is automatically added to your schedule.

5. When you next view the Calendar window, a triangle appears in the date box for the date to which you added the event, like in the example on the left. The triangle shows that an event is scheduled for that day.

Changing a Scheduled Event

You can change the scheduled time for an event or the details in its description.

To change a scheduled event (All Levels)

1. In the Events window, locate the event you want to change.

2. If you want to change the time, click in the time area. Delete the existing time and type a new time in HH:MM format. Use AM or PM to specify a.m. or p.m. For example, you can type **8:15 AM** for a new time.

3. If you want to change the description, select the text in the description area, and then type the new information.

   If at any point you suddenly realize that you made a change you wish you hadn't, choose Undo from the Edit menu before you do any other task.

NOTE

When you change the time of a scheduled event, it does not change its place among the other times in the Event window and may appear missorted until you first view another day's events and then return to this day. For instance, if you change a 9:00 appointment to 11:00, the event will remain sorted in its original slot between 8:00 and 10:00 until you view another day's events. The next time you come back and

view this day's events, the 11:00 event will be properly sorted between 10:00 and 12:00.

Removing a Scheduled Event

If an appointment or meeting is canceled, you can easily remove the event from your schedule.

To remove a scheduled event (All Levels)

1. In the Events window, click the event you want to remove.
2. Choose Delete Event from the Edit menu. The event is removed from the Events window. If there are no more events scheduled for that day, the triangle is removed from the Calendar window.

   If you suddenly realize that you deleted the wrong event, choose Undo from the Edit menu before you do any other task.

Adding Events Between Two Scheduled Events

There may be times when your daily schedule is loaded, but you need to squeeze in one more appointment. Since all of the time slots are filled, you need to schedule the appointment between two existing scheduled events. For example, if you have meetings scheduled for 11:00 and 11:30, you can schedule another meeting for 11:15 even though there is no 11:15 slot currently shown.

To add an event between two scheduled events (All Levels)

1. In the Events window, select a time slot after which you want to fit another event.
2. Choose New Event from the Edit menu. The new event appears with its time highlighted. GeoPlanner picks a time halfway between the preceding event and the next one.
3. Edit the time if the one shown is not correct. Be sure the time you type is in the HH:MM format. For example, you can type **8:15 AM** for a new time.
4. Press **Tab** or click in the description area, and then type a description for the event.

Adding an Event at a Particular Time

You may wish to schedule an event at a time that does not appear on the day template, such as an early morning or late

evening appointment. You can also schedule an event with no specific time.

To add an event at a particular time (All Levels)

1. Select the day on which you want to schedule an event.

2. Choose New Event from the Edit menu. The new event appears in the Events window and its time highlighted.

    The Events window appears if it was not already showing.

3. Edit the time if the one shown is not correct. Be sure the time you type is in the HH:MM format. For example, you can type **11:50 PM** for a new time..

    or

    If you want to schedule an event with no specific time, delete the text in the time area.

4. Press **Tab** or click in the description area, and then type a description for the event.

NOTE

The new event will not appear in its proper sorted place among other times in the Event window until you first view another day's events. When you view another day's events, and then come back, the events appear chronologically; events which do not have a time appear at the top of the list.

Adding Events With the Day Template Off

In Level 3, you can turn off the day template. When the Day Template is off, you see only the scheduled events for the days you select in the Calendar window. If no events are scheduled, the Events window shows "No Events" at the top. For information on turning off the day template, see "Changing GeoPlanner Preferences" in this chapter.

To add an event with the day template off (Level 3)

1. Select the day on which you wish to schedule an event.

2. Choose New Event from the Edit menu. An empty event slot appears in the Events window under the selected date. The time portion is highlighted

    The Events window appears if it was not already showing.

3. Edit the time if the one shown is not correct. Be sure the time you type is in the HH:MM format. For example, you can type **10:00 AM** for a new time..

4. Press **Tab** or click in the description area, and then type a description for the event.

Copying Event Descriptions

You can use the Copy function on the Edit menu to copy a block of text from one event and paste it onto another. This is handy when you are scheduling the same sort of event on many different days.

To copy part of an event description (All Levels)

1. Select the text you want to copy.
2. Choose Copy from the Edit menu.
3. Locate the area where you wish to place the copied text. This can be any event on a different day or the same day. You can create a new event if you want.
4. When you come to the place where you want to place your duplicate text, click to place the insertion point, then choose Paste from the Edit menu. The information is pasted at the location of the insertion point.

   For more information about copying and pasting, see Chapter 1.

SCHEDULING REPEATING EVENTS

LEVEL 3

You might have events that happen regularly, such as school board meetings every Thursday at 4:00. In GeoPlanner, you only need to schedule the event once. GeoPlanner then remembers to schedule these meetings for you every Thursday at 4:00.

Repeating events are useful for appointments that occur at regular intervals. Examples of repeating events can be a birthday, a weekly meeting, a holiday that falls on the same day every year, or a reminder that parent-teacher night is the second of each month.

You can schedule an event that repeats in one of the following ways:

- **Weekly.** A *weekly* event occurs on the same day every week, such as every Wednesday.
- **Monthly by date.** A *monthly by date* event occurs every month on the same numbered day, such as the first or the fifteenth of every month.

- **Yearly by date.** A *yearly by date* event occurs once a year on the same date, such as a birthday or a holiday.
- **Monthly by day.** A *monthly by day* event occurs every month on the same day of a particular week, such as every third Sunday.
- **Yearly by day.** A *yearly by day* event occurs once a year on the same day of a particular week in a particular month, such as the first Sunday in March.

When you schedule a repeating event, it appears in the Events window on the days for which it applies. The letter **R** next to the event indicates that it is a repeating event.
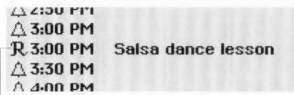
The letter R indicates this
is a repeating event.

NOTE

Repeating events do not have alarms. If you wish to set an alarm for a repeating event, you must set the alarm for each occurrence individually. You can do this by clicking the letter **R** at the left side of the event in the Events window. You can also edit an individual occurrence of a repeating event, changing its text description or time. Once you set the alarm or edit the event, that particular occurrence is no longer considered a repeating event, but is now just one of the regular events for that day. The letter **R** next to the event becomes a bell to indicate this change. All other occurrences of the repeating event are unaffected.

To schedule a weekly repeating event (Level 3)

A weekly event occurs on the same day every week, such as every Wednesday.

1. Choose Repeating Events from the Utilities menu. A dialog box appears.

2. Click New. Another dialog box appears.

```
┌─────────────────────────────────────────────────────────┐
│                    New Repeating Event                    │
│ ┌──────────────────Type of Event───────────────────────┐ │
│ │ Frequency:  ◆ Weekly  ◇ Monthly  ◇ Yearly             │ │
│ │ Specify by:  ⬦ Date  ⬦ Day of Week                    │ │
│ └───────────────────────────────────────────────────────┘ │
│ ┌──────────────────Event Will Occur────────────────────┐ │
│ │ Select Day(s):  ☐ Sun  ☐ Mon  ☐ Tues  ☐ Wed  ☐ Thu  ☐ Fri  ☐ Sat │ │
│ │ Day of Month:  ⬦ Last  ⬦ Date: [1  ][▲▼]  Month: [Jan][▲▼] │ │
│ │ Day of Week: [First     ][▲▼] [Sun][▲▼]  Time: [        ] │ │
│ └───────────────────────────────────────────────────────┘ │
│ ┌─────────────────General Information───────────────────┐ │
│ │ Event: [                                             ] │ │
│ │ Repeat: ◆ Forever  ◇ From: [1/5/93    ]  To: [12/31/93 ] │ │
│ └───────────────────────────────────────────────────────┘ │
│        [  OK  ]          [ Cancel ]          [ ? ]        │
└─────────────────────────────────────────────────────────┘
```

3. Select Weekly.

4. Select the check boxes for the day or days that your weekly event occurs.

5. If you wish to give the event a specific time, type the time in the Time box. Use the HH:MM format, and type **AM** or **PM**.

6. Type a brief description of the event in the Event box.

7. Select Forever if your event should repeat indefinitely.

or

Select From if your event is of limited duration and should only repeat over a specific time period. Edit the start and end dates as appropriate.

8. Click OK. The original dialog box appears.

9. Click Close when you are finished. The weekly repeating event appears in the Events window at the time and day you specified. The letter **R** next to the event indicates that it's a repeating event.

To schedule a monthly or a yearly event by date (Level 3)

A monthly by date event occurs every month on the same numbered day, such as the first or the fifteenth of every month. A yearly by date event occurs once a year on the same date, such as a birthday or a holiday.

1. Choose Repeating Events from the Utilities menu. A dialog box appears.

2. Click New. Another dialog box appears.

3. Select Monthly if you are scheduling a monthly event by date.

or

Select Yearly if you are scheduling a yearly event by date.

4. Select Date.

5. Select Last if your event occurs on the last day of the month.

   or

   Select Date, and then type the date of your event. You can also use the up or down arrow buttons to change the date.

6. If you are scheduling a yearly event, use the up or down arrow buttons to select the month your event occurs. (Skip this step if you are scheduling a monthly event.)

7. If you know the time of the event, type it in the Time box. Use the HH:MM format, and type **AM** or **PM**.

8. Type a brief description of the event in the Event box.

9. Select Forever if your event should repeat indefinitely.

   or

   Select From if your event is of limited duration and should only repeat over a specific time period. Edit the start and end dates as appropriate.

10. Click OK. The original dialog box appears.

11. Click Close when you are finished. The monthly or yearly event appears in the Events window at the time and day you specified. The letter **R** next to the event indicates that it's a repeating event.

To schedule a monthly or a yearly event by day of the week (Level 3)

A monthly by day event occurs every month on the same day of a particular week, such as every third Sunday. A yearly by day event occurs once a year on the same day of a particular week in a particular month, such as the first Sunday in March.

1. Choose Repeating Events from the Utilities menu. A dialog box appears.

2. Click New. Another dialog box appears.

3. Select Monthly if you are scheduling a monthly event by day of the week.

   or

   Select Yearly if you are scheduling a yearly event by day of the week.

4. Select Day of Week.

5. If you are scheduling a yearly event, use the up or down arrow buttons to select the month your event occurs. (Skip this step if you are scheduling a monthly event.)

6. Click the up or down arrow buttons in the Day of Week box to select the day of the week that your event occurs. For example, you can select the second day of the week here.

   or

   Click the up or down arrow buttons to select a specific day of the week.

7. If you know the time of the event, type it in the Time box. Use the HH:MM format, and type **AM** or **PM**.

8. Type a brief description of the event in the Event box.

9. Select Forever if your event should repeat indefinitely.

   or

   Select From if your event is of limited duration and should only repeat over a specific time period. Edit the start and end dates as appropriate.

10. Click OK. The original dialog box appears.

11. Click Close when you are finished. The monthly or yearly event appears in the Events window at the time and day you specified. The letter **R** next to the event indicates that it's a repeating event.

Changing a Repeating Event

If your scheduled repeating event changes at any time, you can modify the event to reflect the new changes.

To change a scheduled repeating event

1. Choose Repeating Events from the Utilities menu. A dialog box appears.

2. Select the event you want to change from the list, and then click the Change button. Another dialog box appears.

3. Make the necessary changes in the dialog box. For details, refer to the previous procedures in this section.

4. Click OK. The original dialog box appears.

5. Click Close when you are finished. The changes are reflected in the Events window.

NOTE

Only unaltered occurrences of the repeating event are changed in the schedule. Individual occurrences which you have edited, or for which you have set an alarm, will remain intact.

Removing a Repeating Event from the Calendar

If your repeating event is no longer part of your schedule, you can remove the event.

To remove a repeating event

1. Choose Repeating Events from the Utilities menu.

2. Select the name of the event you want to remove from the list, and then click Delete.

3. Click Close when you are finished. The event is removed from your schedule.

NOTE

Only unaltered occurrences of the repeating event are removed from the schedule. Individual occurrences which you have edited, or for which you have set an alarm, will remain intact.

ADDING ALARM REMINDERS TO EVENTS

Alarms in GeoPlanner are just like the alarms you set on your watch or your alarm clock. If you have an urgent appointment that you don't want to forget, you can set an alarm for that specific event. When the alarm goes off, you hear a beeping noise, and you see a dialog box containing a description of the event. You can set as many alarms as you need.

NOTE

Alarms only go off while GeoPlanner is running. If you exit GeoPlanner you are not notified of alarms which would have otherwise gone off. You can minimize the GeoPlanner window, so that it is out of the way, but have it continue monitoring alarms by clicking the Minimize button. For more information on minimizing an application window see "Working With Windows" in Chapter 1.

Turning an Alarm On or Off

⚠️ Alarm is off

🔔 Alarm is on

In Level 2 and Level 3, each event in the Events window has a bell icon to the left of its time. The bell icon indicates whether or not the event has an alarm set. When the bell is filled, an alarm is set. Otherwise, the bell is unfilled and no alarm is set. If the letter **R** appears where the bell would normally be, then that event is a repeating event and has no alarm.

To turn an alarm on or off (Levels 2–3)

1. Select the event for which you want to set the alarm.

An event must have text in its description area before you can turn on its alarm.

2. Click the bell icon to the left of the event time to turn on the alarm. A solid-colored bell indicates that an alarm is set. Click the bell again to remove the alarm.

or

Choose Alarm Settings from the Edit menu. When the dialog box appears, select the On option next to Alarm Is; then click OK.

NOTE

A repeating event does not normally have an alarm. If you wish to set an alarm for a repeating event, click the **R** to the left of the event. The **R** will become a filled bell and the alarm will be set. Once you set an alarm for a particular repeating event, that occurrence of the event is no longer considered a repeating event, but is now just one of the regular events for that day.

Responding to Alarms

When an alarm goes off, you see a dialog box containing a description of the event. Normally, you also hear a beep. The following is an example of an alarm that has gone off:
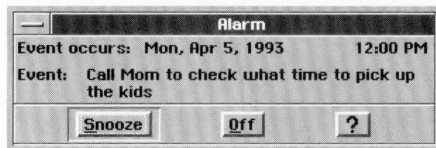
To respond to an alarm (Levels 2–3)

■ Click Close to close the dialog box and dismiss the alarm.

or

Click Snooze to close the dialog box temporarily. The alarm goes off again five minutes later.

Changing an Alarm's Date, Time, and Sound

Alarms normally go off at the time of the scheduled event, but you can set an alarm to go off at a different date or time. For example, if you have a meeting scheduled for 11:00, you can set the alarm for that event to go off 10 minutes earlier, at 10:50, to give you enough time to get to the meeting; or, if you have an early morning appointment on a Monday, you can set the alarm to go off on Friday to remind you before the weekend.

You can also change the sound an alarm makes when it goes off. The loudness of your alarm can be changed to levels called "Silent," "Quiet," "Normal,"or "Panic." If you set the alarm sound to Silent, you do not hear an actual alarm, but the dialog box appears.
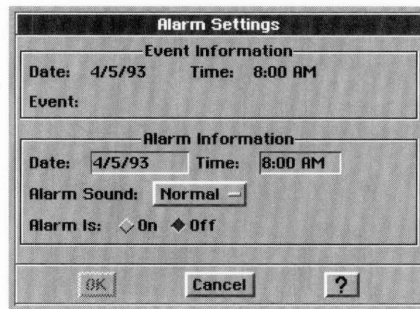
NOTE

If you have turned off sound for all of Ensemble using Preferences, all alarms are silent regardless of their settings. For more information on Preferences, see Appendix A.

To adjust the alarm date, time, and sound for an event (Levels 2–3)

An event must have text in its description area before you can change its Alarm Settings.

1. In the Events window, select the event whose alarm you wish to adjust.

2. Choose Alarm Settings from the Edit menu. A dialog box appears.

```
┌─────────────────────────────────────────┐
│            Alarm Settings                │
│  ┌──────── Event Information ────────┐   │
│  │ Date:  4/5/93    Time:  8:00 AM    │   │
│  │ Event:                             │   │
│  └────────────────────────────────────┘   │
│  ┌──────── Alarm Information ────────┐   │
│  │ Date: │4/5/93│   Time: │8:00 AM│    │   │
│  │ Alarm Sound:  │ Normal ─│         │   │
│  │ Alarm Is:  ◇ On  ◆ Off            │   │
│  └────────────────────────────────────┘   │
│     [ OK ]     [ Cancel ]    [ ? ]        │
└─────────────────────────────────────────┘
```

3. If you want to change the date and time of the alarm, edit the Date and Time under Alarm Information. You must type the date in MM/DD/YY format and the time in HH:MM format. For instance, you could type **2/15/93** for the date and **8:22 AM** for the time.

The date and time of the alarm you set determines when the alarm will go off; it does not affect the date and time of the event.

4. If you want to change the alarm sound, click the down arrow beside Alarm Sound, and then choose a sound level from the drop-down list that appears. The new sound level shows next to Alarm Sound.

5. Make sure the alarm is on; if it is off, select On next to Alarm Is. This is the same as selecting the bell in the Events window.

6. Click OK when you are finished. The dialog box goes away and the event retains its new alarm settings.

In Level 3, you can adjust the alarm time for all events so that every alarm will precede its event by a specified number of hours, minutes, and days. This is often easier than adjusting the alarm for each event individually. For information on adjusting the date and time for all alarms, see "Changing GeoPlanner Preferences" in this chapter.

FINDING SPECIFIC EVENTS

You can search for specific events in GeoPlanner. This can be useful if you want to see a list of meetings you have scheduled with a particular person. For example, if you want to see all meetings with Ms. Jones, you can search for "Jones".

Searching is also helpful if you know you have a meeting with a specific person but cannot remember the date. You could simply search for the person's name.

To search for specific events (Levels 2–3)

1. Choose Find from the Utilities menu. A dialog box appears:
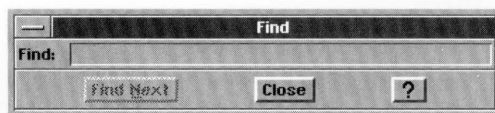
2. Type the text you want to search for.

3. Click Find Next. The search starts on the current day and goes forward. If no matches are found, you are asked if you want to search past events. Click OK. The first event that matches the search text appears highlighted in the Events window.

If there is no match for the specified text, then GeoPlanner informs you that no match was found.

4. Click Find Next if you want to find more events that match the search text.

or

Click Close if you are finished searching.

LINKING TO GEODEX

You can search your GeoDex address cards for information that might be useful in events you are scheduling. For example, if you have a meeting scheduled today with John Cormick and want to call him to confirm the time, you can quickly get his phone number from your GeoDex address cards. For more information on using GeoDex, see Chapter 5.

To search for GeoDex information using GeoPlanner (Level 3)

1. Select any text in the event description.

If the GeoDex Lookup choice is dimmed, then you have not selected any text.

2. Choose GeoDex Lookup from the Utilities menu. You see the GeoDex window and the first address card that matches the text you selected in GeoPlanner. The GeoDex Find dialog box is open as well.

3. If you find the information you want in the first card, click anywhere inside the GeoPlanner window to return to GeoPlanner.

or

If you want to continue searching for the selected text in GeoDex, click Find Next in the Find dialog box to find the next card that matches the selected text.

NOTE

The GeoDex window will remain open until you close it. There is no need to close it right away, especially if you intend to do another lookup. When you are ready to close it, choose Exit from the File menu in GeoDex or double-click its window control button.

PRINTING YOUR EVENTS OR CALENDAR

ALL LEVELS

You can print a monthly calendar, a yearly calendar, or your scheduled events.

Only the steps which are unique to printing in GeoPlanner are covered here. For general information about printing, see "Printing Documents" in Chapter 2.

To print a monthly calendar (All Levels)

You can print a full-page calendar for any month. You can also include the first few lines of events for each day.

1. Choose Print from the File menu. The following dialog box appears:

Click to select another printer.
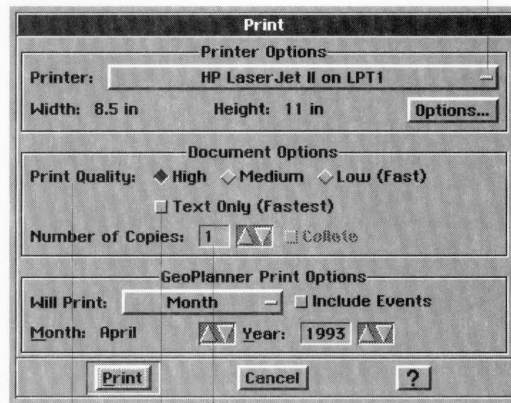
Enter the number of copies to print.

Click to print only text, with no graphics.

Select a print quality.

2. In the GeoPlanner Print Options portion of the dialog box, click the button next to the words "Will Print." A drop-down list appears.

3. From the drop down list, select Month. The choice appears on the Will Print button.

4. If you want to print the first few lines of events for each day, select Include Events.

   or

If you want to print a blank calendar, make sure the Include Events option is off.

5. Click the up or down arrow buttons to select the month you want to print.

6. Click the up or down arrow buttons to select the year for the month you want to print. You may also edit the number in the Year box.

7. Click Print when you are finished. A calendar of that month prints.

To print a yearly calendar (All Levels)

1. Choose Print from the File menu. A dialog box appears.

2. In the GeoPlanner Print Options portion of the dialog box, click the button next to the words "Will Print." A drop-down list appears.

3. From the drop down list, select Year. The choice appears on the button.

4. Click the up or down arrow buttons, or edit the number shown, to select the year you want to print.

5. Click Print when you are finished. A calendar of that year prints.

To print the Events window (All Levels)

You can print the contents of the Events window.

1. Select the day whose events you want to print. In Level 3, you can select a range of days.

2. Choose Print from the File menu. A dialog box appears.

3. In the GeoPlanner Print Options portion of the dialog box, click the button next to the words "Will Print." A drop-down list appears.

4. From the drop-down list, select Events Window. The choice appears on the button. The date of the Events window that will be printed appears below it.

5. Click Print when you are finished. The contents of the current Events window prints.

Changing the Page Size

Before you print, you may want to use the Page Size dialog box to change dimensions of your calendar. Normally, GeoPlanner prints its documents at 8.5" by 11". You can change the page size,
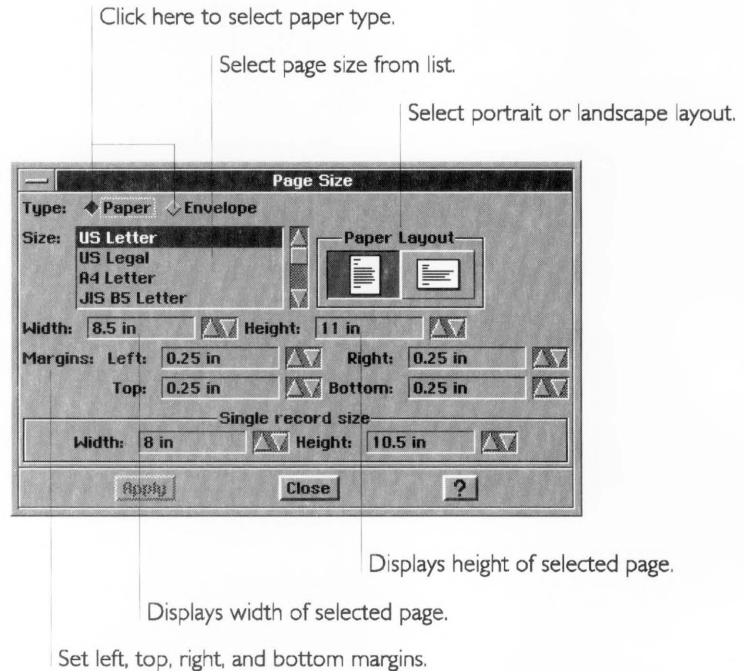
for instance, to print a poster-sized calendar across multiple sheets of paper.

Page Size refers to the size and layout of the final document you wish to print. This does not have to correspond to the actual paper in your printer. For example, you may create a poster that measures 20" by 40". However, the paper in your printer may be 8.5" by 11". In the Page Size dialog box, you specify the size of your document, which is 20" by 40". In the Print dialog box, you specify 8.5" by 11". GeoPlanner calculates the number of 8.5" by 11" pages required to print your document and prints it over several pages which you can assemble into a poster. If you choose a page size which is smaller than the paper in your printer, GeoPlanner prints pages at the size you specify centered on the paper, which you can cut down to size.

You can also use the Page Size dialog box to specify a different size page when your printer supports different sizes of paper. To correctly print on the different size of paper, you must also change the paper Width and Height in the Printer Options section of the Print dialog box.

To change Page Size options (Levels 2–3)

1. Choose Page Size from the File menu. The Page Size dialog box appears:

Click here to select paper type.

Select page size from list.

Select portrait or landscape layout.

Displays height of selected page.

Displays width of selected page.

Set left, top, right, and bottom margins.

2. Fill in the dialog box, changing the options you want:

   • **Type.** Choose Paper or Envelope. When printing in GeoPlanner, Paper is probably the desired choice.

   • **Size.** Select a page size from the scrolling list. The scrolling list contains all common paper or envelope sizes.

   • **Width.** Displays the width of the page size you have selected. Can also be used to set a custom page width.

   • **Height.** Displays the height of the page size you have selected. Can also be used to set a custom page height.

   • **Paper Layout.** Select portrait or landscape layout.

3. Click Apply to apply the settings to the current document. The current settings are applied to your document, but the Page Size dialog box remains open.

4. If these are the settings you want to use, click Close.

SAVING AND EXITING

ALL LEVELS

If you've made changes or additions to your calendar and want to make the changes permanent, you can do this by saving your document.

When you are done using GeoPlanner, you should exit it. Exiting an application closes its window and frees up system resources. You should save your document before exiting, but if you forget GeoPlanner will give you one last chance to save your changes.

To save changes to your document (All Levels)

■ Choose Save from the File menu. GeoPlanner saves your changes and returns you to the document.

For more information about saving changes, see "Saving Documents" in Chapter 2.

NOTE

GeoPlanner automatically safeguards your calendar while you are working on it. In the event of a power failure or other problem, your work is probably safe even if you haven't used the Save menu choice. By adjusting the Document Safeguarding Time in the Look & Feel section of Preferences, you can control how frequently this safeguarding takes place. For more information, see Appendix A.

To exit GeoPlanner (All Levels)

■ Choose Exit from the File menu.

or

Double-click the window control button, located in the top left corner of the GeoPlanner window.

The GeoPlanner window closes and the application exits. If you have unsaved changes in your document, GeoPlanner will ask if you want to save those changes.

WORKING WITH DOCUMENTS

ALL LEVELS

GeoPlanner provides a standard document called "My Schedule" in your Document folder. Whenever you start GeoPlanner, this document opens automatically, making it easy to keep all of your appointments in one place. If you keep just one calendar, you should use this document.

However, you may want to keep additional calendars. For instance, you may find it easier to keep business contacts in one calendar and keep friends and family in another. You can use GeoPlanner to track these calendars as well.

Creating a New Calendar

It is easy to create a new Calendar document from within GeoPlanner. The basic procedure is covered here. For more information about creating and naming a new calendar document, see Chapter 2.

To create a new calendar document (All Levels)

Before you create a new calendar you must first save and close the current one.

1. Choose Close from the File menu. If you have unsaved changes in the current calendar, you will be asked if you wish to save or discard them.

The New/Open dialog box appears.

2. Click the New button. A new calendar appears.

3. You must add one or more events to the new calendar before you can save it and give it a name. An easy way to do this is to choose New Event from the Edit menu.

4. After adding an event, choose Save from the File menu. A standard file selector dialog box appears.

5. Use the file selector controls to select the folder in which you would like to save the new document. To select your Document folder, click the Go To Document button.

6. Type a name for the document in the New Name area; then click Save. The new document is saved with the name you provided. You are returned to GeoPlanner with that document open.

Opening Calendar Documents

My Schedule

A GeoPlanner document appears as an icon, normally in your Document folder, like the example at the left. You can choose which calendar you want to work with by opening its icon. You can also open a document from within GeoPlanner.

To open a GeoPlanner document using its icon (All Levels)

1. Locate the icon of the GeoPlanner document you wish to open.

2. Double click the document icon. GeoPlanner starts and opens that document.

To open a GeoPlanner document from within GeoPlanner (All Levels)

1. Choose Close from the File menu. If you have unsaved changes in the current calendar, you will be asked if you wish to save or discard them.

   The New/Open dialog box appears.

2. Click the Open button. A standard file selector dialog box appears.

3. In the list, select the GeoPlanner document you wish to open. Use the standard file selector controls to change to a different folder if necessary.

4. Click Open. The document opens and you are returned to GeoPlanner.

SETTING ANOTHER STARTUP DOCUMENT

Normally, when you start GeoPlanner directly, you open the "My Schedule" calendar. This is the default startup document. In Level 3 of GeoPlanner you can set another calendar document to use as your startup document. For more information, see Chapter 2.

To make another document your startup document (Level 3)

1. Open the GeoPlanner document that you want to be your startup document.

2. Choose Other from the File menu.

3. Choose Empty Document from the submenu, and then choose Set Startup Document from the next submenu. A confirmation message appears.

4. Click the Set Startup button to make the document the new startup document.

To reset the default startup document (Level 2)

1. Choose Other from the File menu.

2. Choose Empty Document from the submenu, and then choose Reset Startup Document from the next submenu. A confirmation message appears.

3. Click the Reset Startup Document button to reset "My Schedule" as the startup document.

Document Management

When you work with documents, you use features on the File menu. In Level 1 of GeoPlanner, the File menu lets you perform the following operations:

- Create a new document
- Open an existing document
- Save a document
- Close a document

In Level 2 and Level 3, you see additional features on the File menu that let you perform the following operations:

- Back up and restore a document
- Make a copy of a document
- Discard changes
- Rename a document
- Edit document notes
- Set or remove a document password
- Set a different startup document
- Set the document type

For more information on file management and working with documents, see Chapter 1.

CHANGING GEOPLANNER PREFERENCES

LEVEL 3

GeoPlanner has many preferences you can set in Level 3.

You can change the way the Events window appears, such as by turning off the day template or by customizing the times which are shown. You can also change what you see when you start GeoPlanner, and you can specify whether GeoPlanner should switch from one day to the next at midnight.

You change GeoPlanner preferences in the Change Preferences dialog box, which is shown in following illustration:
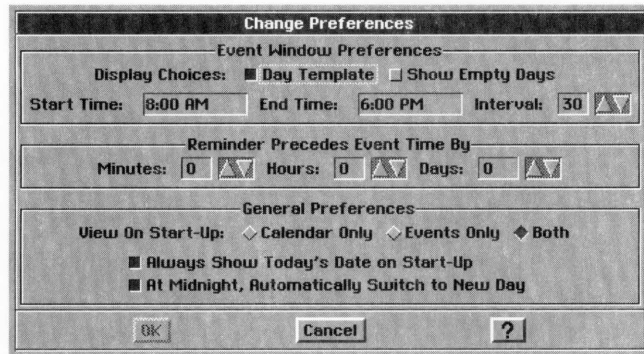
You can make your preferences permanent by choosing Save Configuration from the Options menu.

Customizing the Day Template

The day template is the list of times in the Events window that makes it easy to schedule events. The day template normally starts at 8:00 a.m. and ends at 6:00 p.m., incrementing in 30-minute intervals. You can change the starting and ending times as well as the amount of time between each event. You can also turn off the day template entirely.

To change the start or end times for the day's events (Level 3)

1. Choose Change Preferences from the Options menu. A dialog box appears.

2. Highlight the current start time for the day's events, and then type a new time. Use the HH:MM format. For example, you can type **7:00** for a new start time.

    or

    Highlight the current end time for the day's events, and then type a new time. Use the HH:MM format. For example, you can type **5:30** for a new end time.

3. Click OK when you are finished. The day template in the Events window shows the new start and end times for the day's events. The day template must be on for you to see this change.

4. If you want to make the changes permanent, choose Save Configuration from the Options menu.

To change the amount of time between events (Level 3)

1. Choose Change Preferences from the Options menu. A dialog box appears.

2. Highlight the interval time, and then type the number of minutes you want between events.

   or

   Click the up and down arrow buttons until you see the time interval you want.

3. Click OK when you are finished. The day template in the Events window shows the new interval time. The day template must be on for you to see this change.

4. If you want to make the changes permanent, choose Save Configuration from the Options menu.

Turning Off the Day Template

When you turn off the day template, only scheduled events display in the Events window; the Events window is otherwise blank. With the day template off, you see more events in the Events window, but it can be more difficult to schedule new events. For information on scheduling events when the day template is off, see "Adding Events With the Day Template Off" in this chapter.

To turn off the Day Template (Level 3)

1. Choose Change Preferences from the Options menu. A dialog box appears.

2. Deselect the Day Template option. The check box becomes grey.

3. Click OK when you are finished. The day template no longer appears in the Events window.

4. If you want to make the setting permanent, choose Save Configuration from the Options menu.

   You can turn the day template back on by repeating these steps, reselecting the Day Template option.

Showing Empty Days When Viewing a Range

When you select a range of days, the Events window shows all events occurring during the range, listed by day. When a day has no scheduled events, it is considered "empty" and is normally not shown in the Events window. If you want to see the dates for all days in a range, even those days which are empty, you can select

the Show Empty Days option from the Change Preferences dialog box.

To show empty days (Level 3)

1. Choose Change Preferences from the Options menu. A dialog box appears.

2. Select Show Empty Days. The check box turns black.

3. Click OK when you are finished. Now when you select a range of days, the Events window lists dates for all days you have selected.

4. If you want to make the setting permanent, choose Save Configuration from the Options menu. Otherwise, the change persists until you exit GeoPlanner.

You can deselect the Show Empty Days option so that empty days are again hidden by repeating these steps, but clicking the option again so that the check box turns gray.

Setting the Alarm Time for All Events

Alarms normally go off at the time of the scheduled event. You can change the alarm settings of any individual event so that the alarm goes off earlier than the scheduled time. If you do this often, you may prefer to have all alarms precede their events by some specified number of minutes, hours, or even days. You can use Reminder Precedes Event Time By section of the Change Preferences dialog box to specify a time. When you schedule new events, GeoPlanner will use this preference to determine the initial alarm time, though you can still adjust each alarm individually.

To adjust the alarm time for all events (Level 3)

1. Choose Change Preferences from the Options menu. A dialog box appears.

2. In the Reminder Precedes Event Time By section, change the Minutes, Hours, or Days shown. Click the up and down arrows, or click in each box and edit the numbers.

3. Click OK when you are finished. Events you now schedule will now have an alarm time that precedes the event by the specified number of Minutes, Hours, and Days.

4. If you want to make the setting permanent, choose Save Configuration from the Options menu. Otherwise, the change persists until you exit GeoPlanner.

Changing What You See When You Start GeoPlanner

In Level 3, GeoPlanner starts with both the Calendar window showing and the Events window showing. Today is selected. You can choose to have only the Calendar window or only the Events window showing when GeoPlanner starts, and you can have GeoPlanner show the last selected day instead of today.

To change what you see when you start GeoPlanner (Level 3)

1. Choose Change Preferences from the Options menu. A dialog box appears.

2. If you want to change which windows you see when start GeoPlanner, select one of the following View on Start-Up options in the General Preferences section of the dialog box:

    Calendar Only. Select this option if you want GeoPlanner to start with only the Calendar window showing.

    Events Only. Select this option if you want GeoPlanner to start with only the Events window showing.

    Both. Select this option if you want to see both windows when GeoPlanner starts, which is the default.

3. If you want to change which date you see when you start GeoPlanner, click Always Show Today's Date on Start-Up to select or deselect this option. When selected, GeoPlanner shows today's date when you start. When deselected, GeoPlanner shows the date you were viewing when you last closed the calendar instead of today's date.

4. Click OK when you are finished. The dialog box closes.

5. Choose Save Configuration from the Options menu. The changes are saved for the next time you start GeoPlanner.

Automatically Switching Days at Midnight

Usually, if you are using GeoPlanner past midnight, GeoPlanner automatically changes the selected day at midnight. You can turn off this feature so that GeoPlanner never changes the day while you are using the application.

To stop GeoPlanner from changing the day at midnight (Level 3)

1. Choose Change Preferences from the Options menu. A dialog box appears.

2. In the General Preferences section, click At Midnight, Automatically Switch to a New Day. The check box becomes gray.

3. Click OK when you are finished.

4. If you want to make the setting permanent, choose Save Configuration from the Options menu. Otherwise, the change persists until you exit GeoPlanner.

   You can go back to having GeoPlanner change the day at midnight by repeating these steps, clicking the At Midnight, Automatically Switch to a New Day option so that the check box is black.

FINE TUNING YOUR USER LEVEL

In addition to changing to another, pre-defined user level, you can also customize a user level. For example, in Level 1 you see only the Calendar window. At first, you may find this helpful, but as you work with GeoPlanner, you may want to see the Events window at the same time. You can add functionality like this without having to move to a higher level. This is called *fine tuning* your user level.

For more information about fine tuning your user level, see Chapter 1.

The GeoPlanner fine-tuning options are described in the following table:

FINE-TUNING OPTION	DESCRIPTION
Select Multiple Days	Lets you select more than one day in the Calendar.
Page Size	Lets you define the size, width, height, layout, and type of paper for your printed calendar.
Alarms	Lets you set an alarm to remind you of appointments or special events.
View Both At Once	Lets you see both the Calendar and Events windows at the same time.
Different Month Views	Lets you view the months of your calendar in different ways. For example, you can view a single month or an entire year.
Preference Settings	Customizes different features in GeoPlanner. For example, you can set an event start and end time.
Quick Go Back	Lets you go to the previous place in your calendar.
Repeating Events	Lets you define events that occur regularly in your schedule.
Find	Lets you find specific dates and events in the Events window.
GeoDex Lookup	Lets you look up information in your GeoDex address cards.

GeoDex

GeoDex is your electronic address and telephone directory. It is much more versatile than a handwritten address book. You can use GeoDex to store addresses and telephone numbers, as well as notes and reminders.

You can also use GeoDex to look people up by their first or last name, and to identify people in your directory who live on the same street or share an interest of yours. With GeoDex, you can keep separate directories for personal contacts and business contacts, print lists of names and telephone numbers, and automatically dial your phone calls (if you have a modem).

GeoDex has three user levels. For more information about changing user levels, see Chapter 1. For more information about the user levels in GeoDex, see "User Levels in GeoDex" in this chapter.

This chapter describes how to do the following:

- Create, edit, and save GeoDex cards.

- Add notes to cards.

- Merge GeoDex files from one address book to another.

- Import and export GeoDex information.

- Automatically see a certain view on startup.

- Perform basic and advanced searches through cards.

- Print your address book information.

- Dial phone numbers using GeoDex (if you have a modem).

This chapter assumes you are familiar with the information covered in Chapter 1 which provides an overview of the skills you need to use any GEOS application.

STARTING GEODEX

ALL LEVELS

Dex

The GeoDex icon appears in the WORLD folder of GeoManager and looks like the example at the left. You can start GeoDex either from GeoManager or from the Express Menu that appears in all GEOS application windows.

To start GeoDex (All Levels)

■ Locate the GeoDex icon and double-click it.

or

Choose GeoDex from the Express Menu in any GEOS application.

The GeoDex window appears:
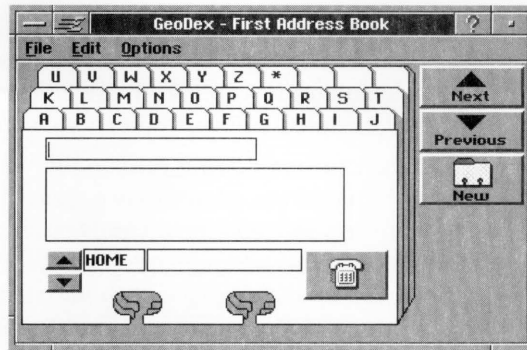
When you start GeoDex, the first card in the default address book appears in the GeoDex window. If you haven't stored any information, the card is blank. For more information about the default address book, see "Using the Default Address Book" in this chapter.

For more information about starting GEOS applications, see Chapter 1.

USER LEVELS IN GEODEX

There are three user levels in GeoDex, as follows:

• Level 1 presents simplified menus and task selections.

• Level 2 adds the Notes button and the Utilities menu.

• Level 3 adds the GeoPlanner button and the View menu, and lets you perform all the tasks possible in GeoDex.

For more information about changing and saving user levels, see Chapter 1.

Anytime you change your user level, you can use the following procedure to reset GeoDex back to Level 1.

To reset your user level to Level 1 (Both Levels)

■ Choose Reset Configuration from the Options menu.

USING THE DEFAULT ADDRESS BOOK

First Address Book is the document that automatically opens when you initially start GeoDex. If you have not added any cards to this default address book, the document is empty. If you have already scheduled events, you can view and change them.

If you want to start adding cards now, you can use the default address book. If you plan to keep more than one address book, you may want to create new GeoDex documents. For more information about adding cards, see "Working With Cards" in this chapter. For more information about creating new address books, see "Working With Documents" in this chapter.

You use the default address book in the same way you use any GeoDex document.

WORKING WITH CARDS

ALL LEVELS

GeoDex documents are referred to as *address books*. Address books contain a series of cards, or *records*, much like the cards in a real card file. Each card contains the name, address, phone numbers, and notes you enter for each person. On the screen, each record looks like a Rolodex® card. Once you fill in the blanks, GeoDex stores the card as a record in your address book.

The first time you use GeoDex, it automatically creates a document called "First Address Book" in your DOCUMENT folder. You can start entering names, addresses, and phone numbers in this address book right away. If you want to create other address books, use the New/Open choice on the File menu. For information about creating other address books, see "Creating a New Document" in Chapter 1.

Creating and Adding New Cards

You can easily create new cards and add them to your address book. You start with a blank card and then type information into three fields: the index field, the address field, and the phone number field. The following illustration shows these fields:

Flip to cards by letter (index tabs).

Index field   Flip to cards that aren't grouped under a letter.

Flip to another card.

File current card and create a new blank card.

Click to dial the displayed phone number.

Address field

Phone number field

Phone name field

Use to scroll through phone numbers.
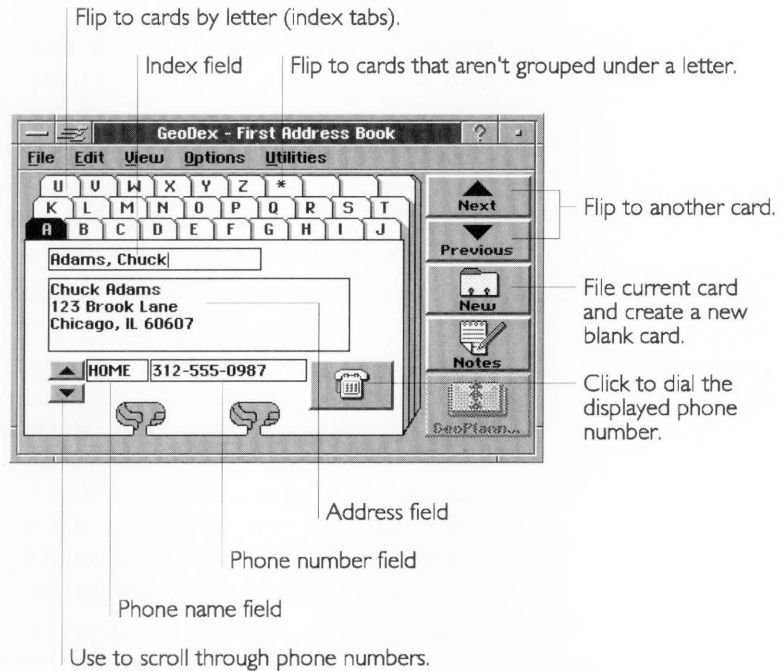
To add cards to your address book (All Levels)

1. Click the New button. GeoDex displays a blank card with the insertion point positioned in the index field.

2. If you're adding a card for a person, type the person's name in the index field in last-name, first name order. GeoDex uses the index field to sort cards in alphabetical order. So, for example, type **Adams, Chuck**, not **Chuck Adams**. Be sure to type a comma after the last name.

   or

   If you're adding a card for a company, type the company name as you want it to appear in an alphabetical list. For example, type **The ABC Corporation** or **ABC Corporation**, depending on whether you want to store the card under "T" or "A."

3. Press **Enter**. The name you typed in the index field is copied to the first line of the address field automatically and the insertion point is placed after the last character. If you typed a last name and first name separated by a comma in the index field, then the two name switch places as they are copied. For instance, "Adams, Chuck" in the index field becomes "Chuck Adams" in the address field.

4. If you want to modify the name as it appears in the address field — by changing "Chuck" to "Charles," for example — you can use **Backspace** to delete the incorrect text, and then enter the revised name.

4. Press **Enter** again, and then type the address information. Press **Enter** at the end of each line of the address. The address field scrolls to accommodate long addresses.

5. Move to the phone number field by pressing **Ctrl+Tab** four times, or by clicking in the field with the mouse.

6. Enter a home phone number if you want. GeoDex also provides a place for you to record several different phone numbers for each name in your address book. The first number displayed is the HOME number. Press **Enter** or click the arrow buttons to see other phone number categories, OFFICE, CAR, and FAX. There is also a blank line where you can enter another type of number if you want. For more information on adding or changing phone types, see the procedures following this one.

   If you have a modem attached to your computer and you want to use GeoDex to dial your phone calls automatically, you need to follow a few guidelines when you enter phone numbers. For more information, see "Tips for Modem Users" in this chapter.

7. To save this card and create a new one, click the New button. GeoDex automatically stores the card you just created alphabetically behind the appropriate index tab. Names that don't begin with letters, such as "3 Star Plumbing," are stored behind the index tab labeled with an asterisk (*).

ADDING AND CHANGING PHONE TYPES

Each address card can have up to seven phone numbers stored along with it. GeoDex provides four standard categories — HOME, OFFICE, CAR, and FAX — which you can change on a card-by-card basis or add your own.

To add a phone type to the current card (All Levels)

1. Click the up and down arrows next to the phone field until you see an empty entry in the phone list. If there are no empty entries in the phone list, then this card already has seven phone numbers.

2. Click in the phone type field. The insertion point appears.

3. Type a name for the phone type. For example, you could type **800** to represent an 800 number or you could type **HOME 2** to identify a second home number.

4. Press **Tab** or click in the phone number field. The insertion point appears in the phone number field.

5. Type the phone number. The new phone number and type are now a part of the card.

   You can repeat these steps until the card has a total of seven phone numbers.

To change a phone type on the current card (All Levels)

1. Click the up and down arrows next to the phone field until you see the entry you want to change.

2. Click in the phone type field. The insertion point appears.

3. Edit the existing phone type. You can press **Delete** or **Backspace** repeatedly and then type the new name for this entry.

4. Press **Tab** or click in the phone number field. The insertion point appears in the phone number field.

5. Type the phone number. The phone number and type are now a part of the card.

Flipping Through Cards

You can flip through the cards in your address book using the Next and Previous buttons. You can also jump quickly to a particular letter by clicking the appropriate index tab. The cards are indexed alphabetically, with non-alphabetic entries stored under the asterisk (*) tab. You can start flipping through cards from any point; just click an index tab if you want to start with a particular letter. If you reach the end of the cards, click Next to continue from the beginning. Likewise, if you're at the beginning, click Previous to continue from the end.
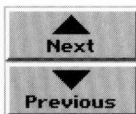
Editing Cards

To make changes in cards, locate the card you want to change by clicking the appropriate index tab, then clicking the Next button until the card you want appears. Change text by selecting it with the mouse and replacing it with new text, the same way you would change text in any GEOS application. For more information about editing text, see Chapter 1.

You can undo a change by choosing Undo on the Edit menu before you do any other task. The card will revert to its original form.

Copying Cards

It's convenient to copy cards when you want to be able to store several different names at the same address, or when a person has more than one address that you want to keep track of, such as a home and a business address. You can save yourself some typing time by using the Copy Record choice on the Edit menu to copy the card with the basic information. Then, you can edit the copy.

To copy a card (All Levels)

1. Flip through your address book until the card you want to copy is displayed.
2. Choose Copy Record from the Edit menu.
3. Click the New button to display a blank card.
4. Choose Paste Record from the Edit menu. The information from the old card is pasted to the new card. Use the usual text editing techniques to modify the duplicate card, if necessary.

To copy part of a card (All Levels)

You can also use the Copy function on the Edit menu to copy a block of text from one card and paste it onto another. This is handy when you are entering a series of names all in the same city, for example.

1. Select the text you want to copy.
2. Choose Copy (not Copy Record) from the Edit menu.
3. Click the New button to create a new card, and then enter any new information you want.
4. When you come to the place where you want to place your duplicate text, choose Paste (not Paste Record) from the Edit

menu. The information is pasted where you want on the new card.

For more information about copying and pasting, see Chapter 1.

Deleting Cards

From time to time, you may want to clean up your address books by deleting cards you no longer need.

To delete a card from your address book (All Levels)

1. Flip through your cards until you find the card you want to delete.

2. Choose Delete Record from the Edit menu. The card is removed from your address book.

   You can undo a delete by choosing Undo from the Edit menu right after you delete.

Adding Notes to Cards

Each GeoDex card can contain notes about the person or company shown on the card. Notes are useful for keeping track of birthdays, children's names, business associates' names, special interests, and any other information you like. Use the Notes button to add notes to cards.
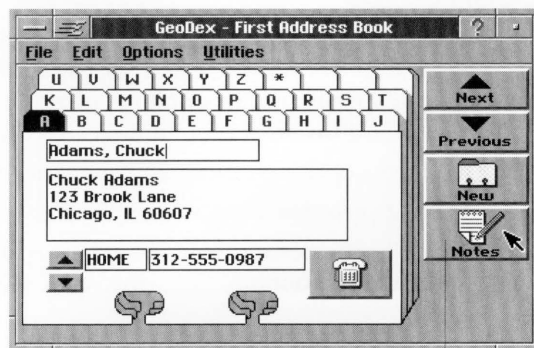
Click here to add notes to a
card in Level 2 and Level 3.

To add notes to a card (Levels 2–3)

1. Click the Notes button. A small window appears in which you can type the note:
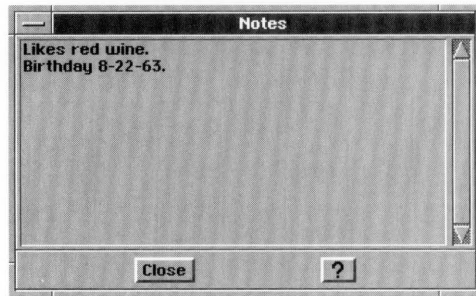
2. Type any information you like.
3. Click Close to close the window. The note is attached to the current card.

To review the notes for a card (Levels 2–3)

■ When you want to view or edit your notes for the current card, click the Notes button.

SEARCHING THROUGH CARDS

LEVELS 2–3

GeoDex allows you to search for cards containing information that you specify. For example, you can find all the cards containing **Elm Street**, or all the cards containing area code **203**.

Two levels of search capability are available:

• Level 2 provides a basic search capability.

• Level 3 provides more advanced searching, allowing you to specify more options to narrow your search.

Basic Searching

LEVEL 2

In Level 2, you can do a basic search through your cards for such items as names, ZIP codes, street names, and phone numbers.

GeoDex will search through all areas of the card, including the index field, the address field, the phone fields, and the Notes box.

To perform a basic search (Level 2)

1. Choose Find from the Utilities menu. The Find dialog box for Level 2 appears:
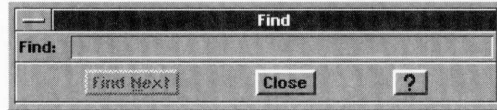
2. Enter the letters or numbers you want to find in the Find field.

3. Click Find Next. GeoDex displays the first card containing the specified text. The text that GeoDex found is highlighted in the displayed card. If there is no match for the specified text, GeoDex informs you that no match was found.

   The text you search for is not *case-sensitive*. You don't need to worry about using uppercase and lowercase letters exactly as they appear in your cards. For example, if you search for "adams", GeoDex finds "Adams".

4. Click the Find Next button again if you want to search for more matching entries.

   or

   Click Close when you are done searching.

## Advanced Searching

In Level 3, you can set additional options to control how GeoDex searches for information, but the basic search procedure remains the same.

To perform an advanced search (Level 3)

1. Choose Find from the Utilities menu. The Find dialog box for Level 3 appears.

2. Fill in the dialog box, typing the text you want to search for in the Find field, and choosing the options you want. The search normally looks in all fields, but by turning off some of the check boxes in the dialog box, you can optionally disable searching in one or more fields — Addresses, Notes, or Phone Numbers. For example, there is no point in searching address fields or notes if you are only looking for people in the 203 area code. By turning off the check boxes for Addresses and Notes, you can restrict the search to the phone number fields (and the index field, for which you cannot disable searching).
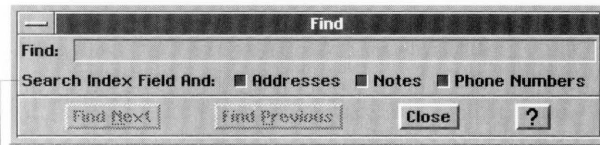
Select or deselect these options to specify fields in which the search will occur. Remove all three check marks to search only the index field.

3. Click Find Next. GeoDex displays the first card containing the specified text. The text that GeoDex found is highlighted in the displayed card. If the text was found in the Notes box, the Notes box opens automatically and the text is highlighted. If there is no match for the specified text, GeoDex informs you that no match was found.

4. Click the Find Next button again if you want to search for more matching entries.

   or

   Click Close when you are done searching.

Setting Sort Options

At Level 3, you can set sort options for search operations.

To set sorting options (Level 3)

1. Choose Sorting Options from the Options menu. A dialog box appears:
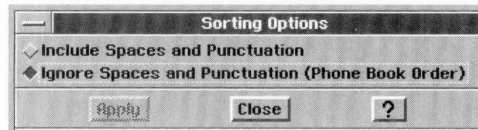
The dialog box offers a choice between the following two sorting options:

Include Spaces and Punctuation. This option includes spaces and punctuation marks when determining the ordering of your cards. With this option "Hill-Warner, Mary" would appear in front of "Hillings, David" because the fifth character in "Hill-Warner", the hyphen, has a higher alphabetic precedence than the "i" in "Hillings"

Ignore Spaces and Punctuation (Phone Book Order). This option does not include spaces and punctuation marks when sorting. This is the default setting, which sorts your cards in a way more like a phone book. For instance, "Hillings" would appear in front of "Hill-Warner" because, by ignoring punctuation, "Hill-Warner" is seen as "Hillwarner" for sorting purposes.

2. If the setting is the way you want, click Close.

or

Change the setting and click Apply; then click close. A dialog box appears asking if you want to resort the database. Click Yes.

Linking to GeoPlanner

GeoPlann...

If you are searching for a name that also happens to be in your GeoPlanner calendar, the Search function activates the GeoPlanner button. This is useful, for instance, if you are looking at Maria Fitzpatrick's address card and want to know when your next meeting with her is scheduled.

To search for text in GeoPlanner (Level 3)

1. Select the text you want to search for in GeoPlanner. The GeoPlanner button becomes available. (If the GeoPlanner button is dimmed, then you have not selected any text.)

2. Click the GeoPlanner button. You see the GeoPlanner window and the first event that matches the text you selected in GeoDex is shown highlighted. The GeoDex Find dialog box is open as well.

If there is no match for the specified text, then GeoPlanner informs you that no match was found.

3. If you find the information you want in the first card, click anywhere inside the GeoPlanner window to return to GeoPlanner.

or

If you want to continue searching for the selected text in GeoDex, click Find Next in the Find dialog box to find the next card that matches the selected text.

NOTE

The GeoDex window will remain open until you close it. There is no need to close it right away, especially if you intend to do another lookup. When you are ready to close it, choose Exit from the File menu in GeoDex or double-click its window control button.

DIALING PHONE NUMBERS

ALL LEVELS

If you have a modem connected to your computer, GeoDex can dial your telephone numbers for you. Before you dial with GeoDex, be sure to review the "Tips for Modem Users" section in this chapter.

Using the Dial Button

To have GeoDex dial a phone number (All Levels)

1. Flip to the card containing the phone number you want to call.

2. Click the Dial button. A dialog box appears asking if you are sure you want to dial this number.

3. If the number is incorrect, you can click in the field and edit it now.

4. Click Dial to place your call. If your modem has a built-in speaker, you hear the dial tone, the number being dialed, and the ringing tone (or a busy signal).

5. As soon as the modem finishes dialing the number, pick up the handset of your phone and click the Talk button. Clicking Talk transfers the call from your modem to your telephone. Until you click Talk, the person who answers the phone cannot hear you speaking.

Using Quick Dial

LEVELS 2-3

At Levels 2 and 3, the Quick Dial option appears on the Utilities menu. When you choose Quick Dial, GeoDex displays a list of your 10 most *frequently* called people, along with a list of your 10 most *recently* called people.

To Quick Dial a phone number (Levels 2–3)

1. Choose Quick Dial from the Utilities menu. The following dialog box appears:

Quick Dial	
Most Frequently Called People	**Most Recently Called People**
Adams, Chuck/HOME	Adams, Chuck/HOME
Jones, Terry/HOME	Jones, Terry/HOME
Chow, Jim/HOME	Chow, Jim/HOME
Towers, Jerry/HOME	Towers, Jerry/HOME
Swenson, Alice/HOME	Swenson, Alice/HOME
Shop-n-Save/HOME	Shop-n-Save/HOME
Rock Security Bank/HOME	Rock Security Bank/HOME
O'Neil, Sherry/HOME	O'Neil, Sherry/HOME
Mahli, Julia/HOME	Mahli, Julia/HOME
Anderson, Frank/HOME	Anderson, Frank/HOME

Close   ?

2. Click the name you want to call. GeoDex dials the number. Be sure to pick up the phone handset and click Talk before the person you are calling answers.

Setting Dialing Options

LEVEL 3

If you are working at Level 3, you can set certain dialing options. Setting dialing options can save you keystrokes as you enter the phone numbers in your address book. For example, if there is a special number that you must always dial before each number, such as an access code for an outside line, you can enter it before every number, or you can have GeoDex automatically place it in front of every number by entering it in the Long Distance Prefix box in the Dialing Options window.

To set dialing options (Level 3)

1. Choose Dialing Options from the Options menu. A dialog box appears:

Dialing Options	
Long Distance Prefix:	
Current Area Code:	
Assumed Area Code:	
When Dialing ◇ Choose From List of Phone Numbers	
◆ Always Dial Displayed Phone Number	
■ Confirm Number Before Dialing	
☐ Reset Modem Before Dialing	

Apply   Close   ?
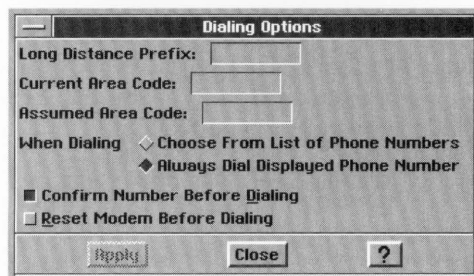
2. Select the options you want from the dialog box.

Long Distance Prefix. Use this box to enter the following access codes: the number **1** followed by the area code (which is entered in parentheses), a **+** sign before international phone numbers, any dialing sequence needed for a long-distance service, and any comma needed for a brief pause in the dialing. For more information about these access codes, see "Tips for Modem Users" in this chapter.

Current Area Code. Use this box to store the area code of the place from which you are calling. This is the number that is error-checked when you are making a long distance call. If the number you are about to dial has the same area code as the number in this box, GeoDex ignores the area code and dials the number without it

Assumed Area Code. This box stores the area code that GeoDex attaches to the beginning of the phone number that is about to be dialed if that phone number does not have an area code specifically entered. For example, if your card shows 123-1234, and you have 203 in this field, GeoDex dials (203)123-1234, no matter what.

When Dialing. Select one of the two radio buttons to set which phone number GeoDex dials, as follows:

- *Choose from List of Phone Numbers.* With this option selected, GeoDex displays a dialog box when you click the Dial button. The dialog box lists the available phone numbers for the name on the current card and asks you to select a phone number to dial.

- *Always Dial Displayed Phone Number.* With this option selected, GeoDex dials the number displayed on the current card. This option is the default.

Confirm Number Before Dialing. This option displays a dialog box asking you to make sure that the number GeoDex is about to dial is the correct number. It's best to leave this option selected and confirm the number being dialed each time, to avoid dialing wrong numbers.

Reset Modem Before Dialing. This option sends a signal to your modem to clear any phone numbers before the modem dials the next phone number.

Tips for Modem Users

If you have a modem attached to your computer and plan to use GeoDex to dial phone calls for you, use the following guidelines when you enter phone numbers:

- Omit the area code for local numbers.

- Always place area codes within parentheses; for example, **(503)**.

- Always begin an international phone number with the **+** sign.

- For long-distance calls, include the 1 and the area code, as in this example: **1(415)555-1212**.

- If the number needs a special dialing sequence to access a long distance service, enter the sequence preceding the regular number, as in this example: **10288-1(202)555-1212**.

- Place a comma followed by a space anywhere in the phone number where you want a brief pause in the dialing sequence. This is actually a modem feature; it won't work with all modems, and different models delay for different amounts of time. Check your modem owner's manual for more information about this feature. It is especially useful in cases where you must dial an outside line access code and wait for the second dial tone; for example: **9, 555-1212**. When this dialing sequence is required before each number, use the Long Distance Prefix dialing option described in "Setting Dialing Options" in this chapter.

- You can note on a GeoDex card an extension number that you must enter manually to get through to someone. Since GeoDex ignores numbers after "e" or "E", when you type **ext.** followed by the extension number, GeoDex does not dial the extension. For example, if your card shows **345-6789 ext. 123**, GeoDex dials 345-6789. Then, you manually enter **123** at the appropriate time.

If you have not done so yet, you must use Preferences to specify which communications port your modem is using. For more information on Preferences, see Appendix A.

CHANGING VIEWS

You can use the View menu when you work in Level 3 of GeoDex. The View menu gives you choices about how GeoDex

displays your address book. You can choose from the following views:

- **Card View.** This view is the only display at Levels 1 and 2.
- **Browse View.** This view displays an alphabetical list of names and lets you scroll through it.
- **Both View.** This displays both a card view and a browse list. If you click on a name in the browse list, GeoDex displays the card for that name.

Double-clicking a letter tab in Card View brings up the Both View display. Double-clicking a name from the list in Browse View also brings up Both View.
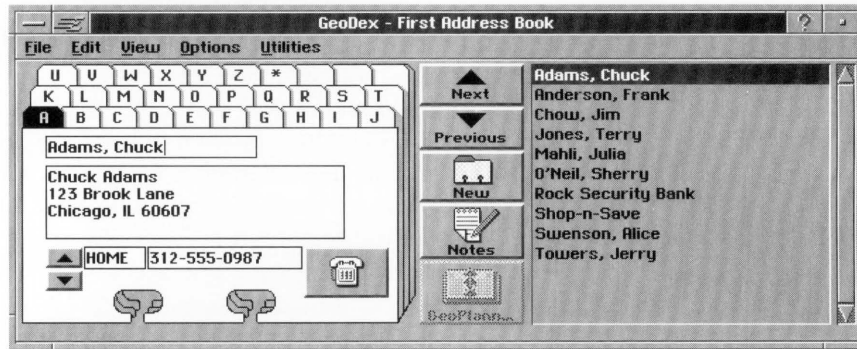
If you prefer Browse View or Both View, you can choose to have GeoDex automatically display that view.

To change the startup view in the GeoDex window (Level 3)

1. Choose View on Startup from the Options menu.
2. Choose either Card View, Browse View, or Both View, whichever view you want to see when you start GeoDex.
3. Choose Save Configuration from the Options menu. The next time you start GeoDex, you will see that view.

PRINTING

ALL LEVELS

When you print with GeoDex, you print just the information in your address book, not the card design that appears in the window. GeoDex allows you to print the information that is

currently displayed on screen as a card, or a list of either addresses and phone numbers or just phone numbers.

At Levels 2 and 3, you can also print any notes that are associated with cards.

To print with GeoDex (All Levels)

This procedure describes the printing options that are unique to GeoDex. For more information about printing, see Chapter 2.

1. Open the address book you want to print.

or

Flip to the card you want to print.

2. Choose Print from the File menu. The Print dialog box appears:
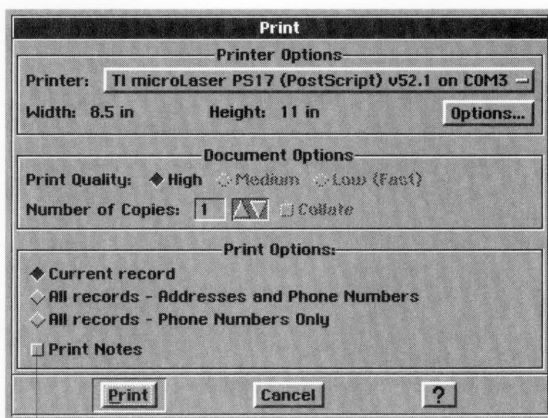
This option is only available in Level 2 and Level 3.

3. Fill in the Printer Options and Document Options sections of this dialog box as described in Chapter 2.

4. Fill in the Print Options section of the dialog box, using the options you want.

Current Record. This option prints the information that is currently displayed on screen as a card.

All Records – Addresses and Phone Numbers. This option prints a list of the index fields, addresses, and phone numbers from all cards in your address book.

All Records – Phone Numbers Only. This option prints a list of only the index fields and phone numbers from all cards in your address book.

Print Notes. This option appears for Levels 2 and 3 only. When checked, this option prints the notes associated with your cards when you are printing with the All Records – Addresses and Phone Numbers option. The notes are inserted between the addresses and phone numbers in the printed list.

5. Click Print. If you are printing either with the All Records – Addresses and Phone Numbers option, or with the All Records – Phone Numbers Only option, a list of the items you specified prints. Notes are inserted in the list if you are printing with the Print Notes option.

or

If you are printing with the Current Record option, the information from the card currently on screen prints.

SAVING AND EXITING

If you've made changes or additions to your address book and want to make the changes permanent, you can do this by saving your document.

When you are done using GeoDex, you should exit it. Exiting an application closes its window and frees up system resources. You should save your document before exiting, but if you forget GeoDex will give you one last chance to save your changes.

To save changes to your document (All Levels)

■ Choose Save from the File menu. GeoDex saves your changes and returns you to the document.

For more information about saving changes, see "Saving Documents" in Chapter 1.

NOTE

GeoDex automatically safeguards your address book while you are working on it. In the event of a power failure or other problem, your work is probably safe even if you haven't used the Save menu choice. By adjusting the Document Safeguarding Time in the Look & Feel section of Preferences, you can control how frequently this safeguarding takes place. For more information, see Appendix A.

To exit GeoDex (All Levels)

■ Choose Exit from the File menu.

or

Double-click the window control button, located in the top left corner of the GeoDex window.

The GeoDex window closes and the application exits. If you have unsaved changes in your document, GeoDex will ask if you want to save those changes.

WORKING WITH DOCUMENTS

ALL LEVELS

GeoDex provides a standard document called "First Address Book" in your DOCUMENT folder. Whenever you start GeoDex, this document opens automatically, making it easy to keep all of your addresses in one place. If you keep just one address book, you should use this document.

However, you may want to keep additional address books. For instance, you may find it easier to keep business contacts in one address book and keep friends and family in another. You can use GeoDex to track these address books as well.

Creating a New Address book

It is easy to create a new Address book document from within GeoDex. The basic procedure is covered here. For more information about creating and naming a new document, see Chapter 2.

To create a new address book document (All Levels)

Before you create a new address book you must first save and close the current one.

1. Choose Close from the File menu. If you have unsaved changes in the current address book, you will be asked if you wish to save or discard them.

    The New/Open dialog box appears.

2. Click the New button. A new address book appears.

3. You must add one or more cards to the new address book before you can save it and give it a name.

4. After adding a card, choose Save from the File menu. A standard file selector dialog box appears.

5. Use the file selector controls to select the folder in which you would like to save the new document. To select your DOCUMENT folder, click the Go To Document button.

6. Type a name for the document in the New Name area; then click Save. The new document is saved with the name you provided. You are returned to GeoDex with that document open.

Opening Address Book Documents

First Address Book

A GeoDex document appears as an icon, normally in your DOCUMENT folder, like the example at the left. You can choose which address book you want to work with by opening its icon. You can also open a document from within GeoDex.

To open a GeoDex document using its icon (All Levels)

1. Locate the icon of the GeoDex document you wish to open, usually in your DOCUMENT folder.

2. Double click the document icon. GeoDex starts and opens that document.

To open a GeoDex document from within GeoDex (All Levels)

1. Choose Close from the File menu. If you have unsaved changes in the current address book, you will be asked if you wish to save or discard them.

The New/Open dialog box appears.

2. Click the Open button. A standard file selector dialog box appears.

3. In the list, select the GeoDex document you wish to open. Use the standard file selector controls to change to a different folder if necessary.

4. Click Open. The document opens and you are returned to GeoDex.

SETTING ANOTHER STARTUP DOCUMENT

Normally, when you start GeoDex directly, you open the "First Address Book" document from your DOCUMENT folder. This is the default startup document. In Level 3 of GeoDex you can set another address book document to use as your startup document. Fore more information, see Chapter 2.

To make another document your startup document (Level 3)

1. Open the GeoDex document that you want to be your startup document.

2. Choose Other from the File menu.

3. Choose Empty Document from the submenu, and then choose Set Startup Document from the next submenu. A confirmation message appears.

4. Click the Set Startup button to make the document the new startup document.

To reset the default startup document (Level 2)

1. Choose Other from the File menu.

2. Choose Empty Document from the submenu, and then choose Reset Startup Document from the next submenu. A confirmation message appears.

3. Click the Reset Startup Document button to reset "First Address Book" as the startup document.

Merging Two Address Books

Merging GeoDex files is useful for placing information from one address book into another. You can only merge whole address books.

To merge two GeoDex files (Levels 2–3)

1. With one of the documents open, choose Other from the File menu. A submenu appears.

2. Choose Export Document from the submenu. The Export dialog box appears:
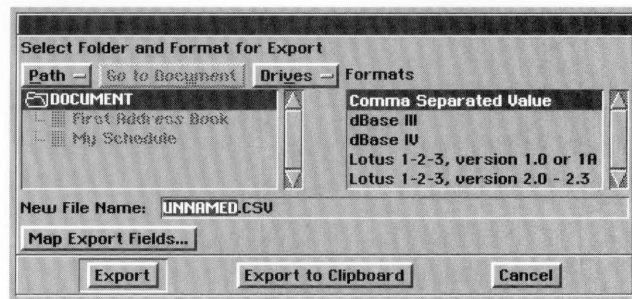
3. Click Export to Clipboard. The information in this address book is stored on the clipboard.

4. Close the current document and open the address book document into which you want to merge the first document. For more information about opening a document, see "Opening Address Book Documents" in this section.

5. Choose Paste Record from the Edit menu. The entire address book you exported to the clipboard will be pasted into your current address book.

File management

When you work with documents, you use features on the File menu. In Level 1 of GeoDex, the File menu lets you perform the following operations:

- Create a new document
- Open an existing document
- Save a document
- Close a document

In Level 2 and Level 3, you see additional features on the File menu that let you perform the following operations:

- Back up and restore a document
- Make a copy of a document
- Discard changes
- Rename a document
- Edit document notes
- Set or remove a document password
- Use another startup document
- Set the document type

For more information on working with documents, see Chapter 2.

SAVING AND EXITING

ALL LEVELS

If you've made changes or additions to your address book and want to make the changes permanent, you can do this by saving your document.

When you are done using GeoDex, you should exit it. Exiting an application closes its window and frees up system resources. You should save your document before exiting, but if you forget GeoDex will give you one last chance to save your changes.

To save changes to your document (All Levels)

■ Choose Save from the File menu. GeoDex saves your changes and returns you to the document.

For more information about saving changes, see "Saving Documents" in Chapter 2.

NOTE

GeoDex automatically safeguards your address book while you are working on it. In the event of a power failure or other problem, your work is probably safe even if you haven't used the Save menu choice. By adjusting the Document Safeguarding Time in the Look & Feel section of Preferences, you can control how frequently this safeguarding takes place. For more information, see Appendix A.

To exit GeoDex (All Levels)

■ Choose Exit from the File menu.

or

Double-click the window control button, located in the top left corner of the GeoDex window.

The GeoDex window closes and the application exits. If you have unsaved changes in your document, GeoDex will ask if you want to save those changes.

IMPORTING AND EXPORTING ADDRESS BOOKS

Importing Other Address Books

LEVELS 2–3

You can import address files, such as mailing lists, from some database and spreadsheet application programs, and turn them into GeoDex address books. The application formats you can import are the following:

- CSV (comma separated value)
- dBase III
- dBase IV
- Lotus 1-2-3 versions

To import an address file (Levels 2–3)

1. Choose Close from the File menu to close the current address book. The New/Open dialog box appears.

2. Click the Import button. A dialog box appears:
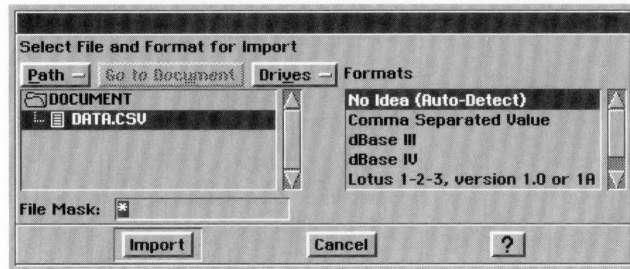
3. Fill in the dialog box, changing the options you want:

Use the standard file selector controls at the left of the dialog box to select the file you want to import. For more information about using file selectors, see Chapter 2.

Formats. If you know the format of the file you want to import, you can select it from the Formats list. Then, the file extension appears in the File Mask box and only files with that extension are displayed in the file selector. If you don't know the file's format, select No Idea (Auto-Detect) in the Formats box.

File Mask. When you choose a format from the Formats list, the file mask updates automatically. A file mask is like a filter that separates the specified type of file. For example, if you choose the dBase III format, the file extension is .DBF, and the file mask is *.DBF. The file mask tells the file selector to display all files with the extension .DBF. You can enter a new file mask directly into this field to change which files are shown in the list. For more information about file extensions, see Chapter 2.

4. Click the Map Import Fields button. The Map Import Fields dialog box appears:

In the Source list, click a field name to map from a file.

In the destination list, click the GeoDex field name to which you want to map.

This list shows the pairs of fields you've mapped.

Map Import Fields		
Source List:	**Destination List:**	**Map List:**
Field 1	Index_Field	Field 1 -> Index_Field
Field 2	Addr_Field	Field 2 -> Addr_Field
Field 3	Note_Field	
Field 4	Home	
	Office	
	Car	
	Fax	
	Phone_5	
	Phone_6	
	Phone_7	

[Map] [UnMap] [Done] [Cancel] [?]
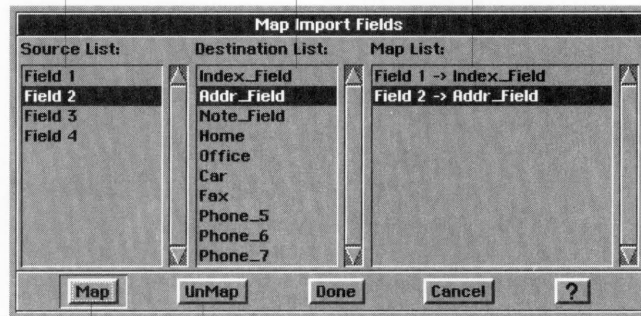
Click this button if you make a mistake.

Click this button for each pair of fields you've selected to map.

Mapping correlates fields from the file you are importing to fields in GeoDex.

5. Select one field in the Source list and one corresponding field in the Destination list and click Map. The correlation is added to the Map List.

For example, you can map Field 3 in the Source List to the GeoDex Addr_Field (address field) in the Destination list.

7. Repeat step 5 until you have mapped all the fields you want. Select from the Map List and click UnMap to change any map pairs you have designated incorrectly.

8. When you have mapped all the fields you want, click Done. The Import dialog box reappears.

9. Click Import. A message appears telling you that the import is in progress. If the file is very large, it could take several minutes to import. You cannot interrupt this process.

When the import is finished, you are returned to GeoDex with the imported address book open. If the imported file meets your satisfaction, you can save the document and give it a name. For more information on saving and naming new documents, see "Saving Documents" in Chapter 2.

Exporting a GeoDex Document

You can export GeoDex information to other applications. For example, if you have a mailing list in dBase III, you can export GeoDex information in a format so that it can be used in the dBase III mailing list. Some word processors that support mail merge can use address information exported in the CSV (comma separated value format). You can export to the following formats:

- CSV (comma separated value)
- dBase III
- dBase IV
- Lotus 1,2,3
- Quattro Pro

Exporting converts the information in your current address book to the selected format, and stores it in a separate file. This does not affect the information saved in your address book.

To export an address book (Levels 2–3)

1. Choose Other from the File menu. A submenu appears.
2. Choose Export Document from the submenu. A dialog box appears:
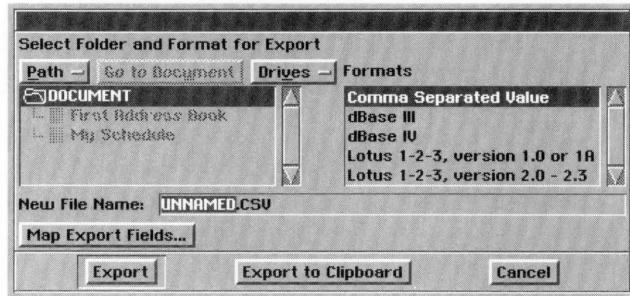
3. Fill in the dialog box, changing any options if necessary.

   Use the standard file selector controls at the left side of the dialog box to select the folder where you wish to place the exported file. For more information about using file selectors, see Chapter 2.

   Formats. Select from this list to specify the format of the file you will create when exporting. The information in GeoDex will be exported in the selected format.

New File Name. Type a name for the export file in this box. GeoDex provides the correct three-letter extension for the format. For more information about file extensions, see Chapter 2.

4. Click the Map Export Fields button. The Map Export Fields dialog box appears:

Map Export Fields		
Source List:	**Destination List:**	**Map List:**
Index_Field	Field 1	
Addr_Field	Field 2	
Note_Field	Field 3	
Home	Field 4	
Office	Field 5	
Car	Field 6	
Fax	Field 7	
Phone_5	Field 8	
Phone_6	Field 9	
Phone_7	Field 10	

[Map] [UnMap] [Done] [Cancel] [?]

Mapping correlates fields from GeoDex to fields in the file you are exporting.

5. Select one field in the Source list and one corresponding field in the Destination list to correlate the field information from the address book to the new file format. For example, you can map the GeoDex address field to Field 3.

6. Click Map.

7. Repeat steps 5 and 6 until you have mapped all the fields you want. Select from the Map List and click UnMap to change any map pairs you have designated incorrectly.

8. When you have mapped all the fields you want, click Done. The Export dialog box reappears.

9. Click Export. A message appears telling you that the export is in progress. If the file is very large, it could take several minutes to import. You cannot interrupt this process.

FINE TUNING YOUR USER LEVEL

In addition to choosing a particular user level, you can customize a user level. For example, you may want to add notes to cards at Level 1. By fine tuning Level 1, you can add the Notes button so that you can add notes to cards at this level.

For more information about how to fine tune your user level, see Chapter 1.

The GeoDex fine-tuning options are described in the following table:

FINE-TUNING OPTION	DESCRIPTION
Notes Button	This option displays the Notes button so you can add notes to your cards.
GeoPlanner Button	This option displays the GeoPlanner button so you can start GeoPlanner and search for text you specify.
Utils Menu	This option displays the Utilities menu.
View Menu	This option displays the View menu.
Search Options	This option displays the Search options for the Find dialog box. When you select this option in Level 2, you add the Search options to the Find dialog box. When you select this option in Level 3, you remove the Search options from the Find dialog box.
Sorting Options	This option displays the Sorting Options choice on the Options menu.
Dialing Options	This option displays the Dialing Options choice on the Options menu.

Calculator

The Calculator application puts a versatile calculator on your computer desktop. You can use your online calculator to do standard calculator tasks, like adding, subtracting, multiplying, dividing, and computing percentages. You can store the results in the Calculator's memory or paste them into other applications, such as GeoComm or Text File Editor. You can perform metric to English conversions, use trigonometric functions, and customize the calculator to your liking.

This chapter describes how to do the following:

• Use the different buttons on the calculator.

• Make basic calculations, such as addition and subtraction.

• Store numbers in the calculator's memory.

• Customize your calculator's format and function.

• Convert numbers from one type of measurement to another.

The Calculator does not have user levels.

STARTING THE CALCULATOR

The Calculator icon appears in the WORLD directory of GeoManager and looks like the example at the left. You can start Calculator either from GeoManager or from the Express menu that appears in all GEOS application windows.

Calculator

To start the Calculator

■ Locate the Calculator icon and double-click it.

or

Choose Calculator from the Express menu in any GEOS application.

The Calculator window appears. The Calculator window looks like a standard desktop or hand-held calculator.
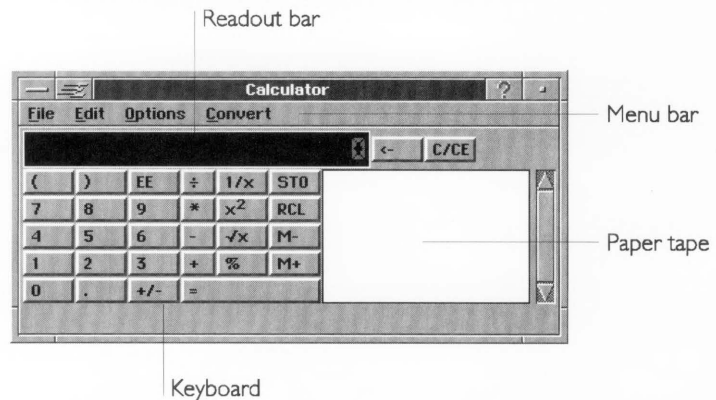
The Calculator window includes a Menu bar, readout bar, buttons, and paper tape. The buttons work much like the keys on a real calculator. The numbers and results are displayed in the readout bar. The white area just to the right of the buttons works

like a desktop calculator's paper tape; as you enter a transaction, the numbers appear on the "paper."

For more information about starting GEOS applications and using the Express menu, see Chapter 1.

BASIC CALCULATOR FUNCTIONS

You can perform a wide range of functions with the Calculator. This section explains:

• How to use the Calculator's buttons

• How to enter a calculation using numbers and operators

• How the Calculator computes your calculation

• How to handle error conditions

You can do the following calculations with the basic Calculator: addition, subtraction, multiplication, division, percentage, square root, numbers squared, and inversion. You can also make measurement conversions, store numbers in memory, perform complex trigonometric functions, and customize the look of the Calculator. These features are described in later sections of this chapter.

The Calculator has two *modes* you can use: *standard* or *RPN* (Reverse Polish Notation). The standard mode, sometimes referred to as Infix, provides the basic format found on most calculators, and you use straightforward procedures to enter your calculations. The RPN (Reverse Polish Notation) mode offers an efficient way to enter complex equations, but it requires different entry procedures than those for a standard calculator. For more information on calculator modes, see "Using the RPN Mode" later in this chapter.

Using the Calculator's Buttons and Keys

Before performing a calculation, familiarize yourself with the buttons that appear in the Calculator window. Some of the Calculator's buttons have keyboard equivalents—keyboard keys that you can press to perform the same action as clicking a button with the mouse. The tables below briefly describe each button on your calculator, including a keyboard equivalent for each button.

DELETE AND CLEAR BUTTONS

The following buttons are used to delete or clear your entry. They are located just to the right of the readout bar.

BUTTON	KEYBOARD KEY	FUNCTION
C/CE	**Ctrl+C**	Click once to reset the current number to zero; click again to reset any operations in progress and clear the operations from memory.
Backspace (←)	**Backspace** (←)	Click the Backspace button or press the **Backspace** key to erase the number to the left of the cursor. Press the **Delete** key to erase the number to the right of the cursor. Press either key or click the Backspace button to erase any digits you have selected.

CALCULATION BUTTONS

The following buttons are used to enter calculations.

BUTTON	KEYBOARD KEY	FUNCTION
0 through 9	**0** through **9**	Digits used to create numbers needed for a calculation
÷	/	Divide
*	*	Multiply
-	-	Subtract
+	+	Add
=	**=** or **Enter**	Equals (for standard mode only)
( )	**( )**	Parentheses (for standard mode only)
EE	**E**	Enter E (for entering numbers in scientific notation)
1/x	**Ctrl+1**	Reciprocal
x^2	**Shift+2**	Number squared
$\sqrt{x}$	**Ctrl+2**	Square root
%	**%**	Percent
.	.	Decimal
+/-	**Ctrl+-**	Change Sign (If the number has an E in it, the sign of the exponent is changed.)

The following buttons are used with the Calculator's active memory function. For more information on active memory, see "Using Memory" later in this chapter.

BUTTON	KEYBOARD KEY	FUNCTION
STO	[	Store in memory.
RCL	]	Recall from memory.
M+	**M**	Add the number displayed in the readout bar to the number stored in active memory.
M-	**Ctrl+M**	Subtract the number displayed in the readout bar from the number stored in active memory.

Performing Calculations

You enter both *numbers* and *operators* for each mathematical task you perform with the Calculator. The numbers you enter are the figures to be computed. The operators are symbols (such as + for addition) that are used to request a particular type of calculation.

An *operation* refers to the combination of an operator with numbers. For example, 100 + 200 is an operation. A simple calculation consists of only one operation. However, a calculation can consist of as many operations as you need. For example, you may need to know the result of 100 + 200 X 5. This calculation consists of more than one operation (multiplication and addition). In calculations with multiple operations, you can explicitly tell the Calculator which operation to do first. For an explanation of how to do this, see "Understanding the Hierarchy of Operations" later in this chapter.

NOTE

The following procedures describe how to perform a calculation with a standard calculator. If you use an RPN (Reverse Polish Notation) calculator, see "Customizing Your Calculator" later in this chapter.

To do a calculation

1. Enter all numbers and operators of your calculation.

   For example: 1200 X 160

   2.5 X 16 + 22

$$14 - 12 \text{ X } (8.5 - 2.2)$$

2. Click the **=** button or press **Enter**. The result appears in the readout bar.

NOTE

Press the **Enter** key only once. If you press twice and a previous operation is stored in memory, the Calculator will apply this operation to your result. Only those operations which apply one number to another are stored and repeated in this way (such as +, -, *, and ÷).

USING THE MOUSE

You can use the mouse in the Calculator much like you use it in other desk accessories. In addition to using the mouse to click buttons and select menu items, you can use it to edit the numbers in the readout bar. Using the mouse, you can select digits in the display, and move the insertion point. For instance, if you entered the number 124, but meant to enter 14, you could drag select the 2 and click the Backspace button to delete it.

USING THE KEYBOARD

You may find it easier to use the keyboard for entering numbers. If you are using the numeric keypad, be sure that the **Num Lock** key is on (the Num Lock light is lit).

USING CUT AND PASTE

You can copy calculation results to other GEOS applications. You can also select and copy numbers from another document and paste them into the Calculator's readout bar. For cut and paste techniques, see "Working with Text" in Chapter 1.

Understanding the Hierarchy of Operations

When you enter calculations that include more than one operation, the Calculator performs the operations in the following sequence:

- First, any numbers or expressions enclosed in parentheses

- Second, multiplication and division

- Third, addition and subtraction

If you enter arithmetic functions that have the same precedence (such as 2 + 5 - 1), the operations are performed from left to right.

The final result of your calculation will always reflect the above sequence. For example, if you enter 3 + 4 X 6, the result is 27 (*not* 42). This result is based on 3 + 24 (the Calculator performed the multiplication before it performed the addition).

Parentheses can be used to ensure that a particular operation is performed first. For example, you could enter (3 + 4) X 6. The computer will do the parenthetical operation first: 3 + 4 = 7. After that, the computer will perform the multiplication: 7 X 6 = 42.

NOTE

If you do computations that include a number of operations, you may want to learn about the RPN (Reverse Polish Notation) calculator. RPN calculators need no parentheses, simplifying complex calculations. For information about this type of calculator, see "Customizing Your Calculator" later in this chapter.

Handling Error Conditions

When the Calculator is unable to perform a calculation, the word Overflow appears in the readout bar. This can happen if you try to perform a function not allowed by the Calculator, such as dividing by zero. When Overflow is displayed, you can clear it using one of the following methods

To clear an error

■ Click the C/CE button to clear the number. This clears the error but retains any operations in memory for the calculation in progress.

or

Double-click the C/CE button to clear the number and delete all previous operations for the calculation in progress.

USING MEMORY

You can save the results of your calculation using Calculator's built-in memory. The memory function allows you to temporarily store numbers during the current work session.

There are two types of memory: *active* and *register*. Active memory is used to store the number displayed in the readout bar. You can add to, subtract from, or recall a number stored in active memory. For example, active memory is a convenient way to

keep track of your current bank balance as you write checks. Simply store your bank balance in active memory, then deduct the amount for each check from the balance.

If you need to store more than one figure in memory, you can use register memory. Registers allow you to store up to seven additional numbers in the Calculator's memory. The registers have default names: Register 1, Register 2, Register 3, and so on. You can change the names to describe the type of value you are entering into the registers. For example, you can rename Register 1 "Savings Account" and Register 2 "Money Market Account."

Active and register numbers can be viewed in the Calculator's Memory box. The Memory box consists of eight rows in which to store numbers. The first row is reserved for active memory; the seven rows that follow are used for register memory:

Click STO button to copy number from readout bar to here.

Use to store number in register memory.

Use to send number to Calculator.

Active Memory	375.68
Register1	23.45
Register2	34.56
Register3	158.45
Register4	
Register5	
Register6	
Register7	

Additional numbers can be stored in registers.

You can leave the Memory box open while you work with the Calculator. Drag its title bar to move it out of the way if necessary.

The following table summarizes how to use active memory and register memory.

TYPE OF MEMORY	FUNCTION
Active	The number displayed in the readout bar can be copied directly to active memory.
	Only one number can be stored at a time.
	The stored number can be updated using the M-/M+ (subtract/add keys).
	The title name (i.e., Active Memory) cannot be changed.
Register	Numbers can only be edited using the Memory box.
	Numbers can be entered directly or by using Quick Copy.
	Up to seven numbers can be stored.
	Title names (e.g., Register1) can be changed and saved for the next work session.

Using Active Memory

You use Active memory as quick, temporary storage for numbers copied directly from the readout bar. The following procedures describe how to store, update, and recall numbers from active memory.

To store a number in active memory

1. Display a number in the readout bar.
2. Click the STO button to store the displayed number in active memory.

   Example: If 100 is displayed and you click STO, the Calculator stores the number 100 in active memory.

To add to or subtract from a number stored in active memory

1. Store the number you want to update in active memory. (To do this, follow the steps described in the previous procedure.)
2. Display the amount you want to add or subtract in the readout bar. You can enter the number directly or display it as the result of a calculation.

3. Click M+ to add or M- to subtract the amount.

Example: 100 is currently stored in active memory and you want to add 50. To do this, enter 50 in the readout bar and press M+; the Calculator changes the number stored in active memory to 150.

Example: 150 is currently stored in active memory and you want to subtract 20. To do this, enter 20 in the readout bar and press M- ; the Calculator changes the number in active memory to 130.

To recall numbers from active memory

■ Click RCL. The number in active memory is copied to the readout bar.

Using Register Memory

Registers provide storage for up to seven numbers in the Memory box. The following procedures describe how to store, update, and recall register numbers.

You can work with the Memory box while using the Calculator, opening and closing it at your convenience.

To work with the Memory box while Using the Calculator

1. Choose Memory from the Options menu. The Memory box appears.

2. Follow the steps in other procedures in this section to store a number in a register, recall a number stored in a register, or rename a register.

3. If you want to work with the Calculator window, move the Memory box out of the way by dragging its title bar.

4. You can keep the Memory box around if you want to continue working with it.

or

Click Close to close the Memory box.

To copy a number from the readout bar and store it in a register

1. Use the Calculator to display the number that you want to store. You can enter the number directly in the readout bar, or display the number as the result of a calculation.

2. In the Memory box, click the Get from Calculator button (pictured at left) located next to the register that you want to use

for storage. The number is copied from the readout bar to the register.

The number is stored in the register until you exit the Calculator, or until you store a different number in that register.

To type a number into a register

■ In the Memory box, select one of the register boxes; then type a new number or edit the number that is already there.

The number is stored in the register until you exit the Calculator, or until you store a different number in that register.

To change the name of a register

Double-click or drag in the name box to select the name and edit it quickly.

1. In the Memory box, select the name of the register you want to change and edit the text shown in the box. For example, you may want to change the name of Register1 to "Savings Account" or "Car Payment."

2. To make your changes permanent, choose Save Options from the Options menu. The names are saved for the next work session. The next time you open the Calculator application, the names you have saved will be displayed in the Memory box. For more information on saving options, see "Customizing Your Calculator" in this Chapter.

To recall a number stored in a register

■ In the Memory box window, click the Send to Calculator button (pictured at the left) located next to the register with the number you wish to recall. The number is copied from the register to the readout bar.

CUSTOMIZING YOUR CALCULATOR

You can change the look and feel of the Calculator to match your particular needs. This section describes how to do the following:

• Use the RPN (Reverse Polish Notation) calculator mode

• Use the scientific extensions, including trigonometric functions

• Choose between regular and scientific notations, and specify how decimal places are shown

• Hide the paper tape

Once you've customized the Calculator, you can save your settings for the next time you start the Calculator.

For instance, you may prefer to hide the paper tape to make the Calculator window smaller and take up less space on your screen; or, you may wish to have the scientific extension buttons always showing so that you can perform trigonometric calculations at any time. Once you've found settings you like, you can choose Save Options from the Options menu to save them for your next use.

To customize the Calculator

1. Choose Customize from the Options menu. The Customize dialog box appears:
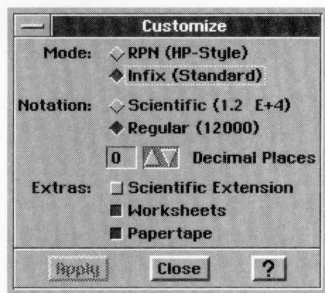
2. Select options in the dialog box (as described in procedures later in this section) and then click Apply. The Calculator changes to reflect your settings.

3. You can keep the Customize dialog box around to make other changes

    or

    Click Close to close the dialog box.

4. If you only want to keep your settings for the current work session, continue using the Calculator as you normally would. When you exit the Calculator, the settings are restored to their previous state.

    or

    To save your changes, choose Save Options from the Options menu at any time before you exit the Calculator. The choices you have made are saved for next time you open the Calculator application.

Using the RPN Mode

Calculator mode refers to the keyboard layout and how calculations are entered. Two different modes are available with the Calculator: standard (Infix) and RPN (Hewlett-Packard style). The standard mode is described and illustrated in "Basic Calculator Functions" earlier in this chapter. The RPN mode is shown below.
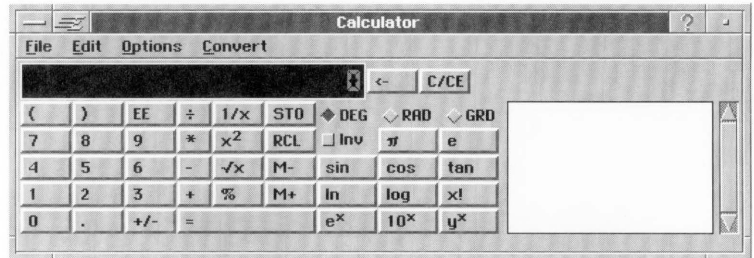
The RPN calculator offers an efficient way to enter complex calculations using a method similar to that found on many Hewlett-Packard calculators, especially those models targeted at the mathematics and scientific community. RPN calculations are performed in a way that is different from how you enter calculations on a standard calculator. First, you enter the numbers, then you perform an operation. For instance, if you want to add two numbers, such as 8 and 5, you first enter 8, followed by 5, and then perform the addition operation. As you enter numbers they are "pushed" onto a *stack;* they are later "popped" off the stack and used in operations.

The buttons on the RPN calculator are basically the same as those on the standard calculator with the following differences:

BUTTON	KEYBOARD KEY	FUNCTION
Enter	= or **Enter**	Place — or "push" — the number on the readout bar onto the stack. You perform calculations by typing the first number, clicking Enter, typing the second number and then clicking an arithmetic function.
x<>y	**X**	Exchange the number in the readout bar with the top number on the stack. This is useful in switching the order of numbers to be subtracted or divided.
Roll	**R**	Roll the numbers up the stack by one place—the top number goes to the bottom of the stack. This is useful for seeing what numbers are in the stack.
CLx	**Ctrl+C**	Click once to erase the number you are currently entering. Click twice to clear the entire stack.

You otherwise use the same keys on the keyboard and click the same buttons in the Calculator window to activate the RPN calculator.

To switch between the standard and RPN calculator modes

1. Choose Customize from the Options menu. The Customize box appears:
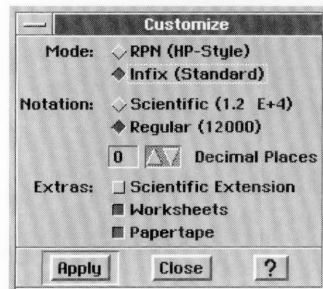
2. Select the Mode that identifies the type of calculator you want (standard or RPN).

3. Click Apply. The calculator buttons change to represent the type of calculator you chose.

4. You can keep the Customize dialog box around to make other changes

or

Click Close to close the dialog box.

To perform an RPN calculation

1. Enter the first number, as you would for a standard calculator.

2. Click Enter to "push" the number onto the stack.

3. Enter the second number. Do not click Enter this time.

4. Click the arithmetic function you want. The result shows in the readout bar. You can then use this result as the first number in another calculation.

NOTE
Do not click Enter after typing the second number. This will both store the number on the stack *and* leave it on the display. If you click an operation, the operation will use the number on the display and the top number on the stack—the same number.

EXAMPLES OF RPN CALCULATIONS

In order to get a feel for how RPN calculations work, it helps to look through some examples. Notice that in each of these calculations, the approach, generally, is to enter values first (pushing them on the stack) and then to perform operations in order of precedence, from highest precedence (innermost parentheses) to lowest precedence. Also notice that Enter is only pressed between successive numbers. When the last number in a group is reached, the operator button is pressed instead of the Enter button.

Example: Calculate 3 + 36 ÷ 6

BUTTON PRESSES	DISPLAY
3, Enter	3
36, Enter	36
6, ÷	6
+	9

Example: Calculate (10 + 2) x (53 -2)

BUTTON PRESSES	DISPLAY
10, Enter	10
2, +	12
53, Enter	53
2, -	51
x	612

Example: Calculate 1032 ÷ (15 − 12 x (9 + 3))

BUTTON PRESSES	DISPLAY
1032, Enter	1032
15, Enter	15
12, Enter	12
9, Enter	9
3, +	12
x	144
-	-129
÷	-8

Choosing Regular or Scientific Notation

Two different notation styles are available: *regular* (for standard calculations) and *scientific* (for extremely large or small numbers). Use the regular style if you want to enter numbers in the standard way. For example, if you enter 0.2 X 0.2 in the regular style the result is .04. Use the scientific style when you require a numerical shorthand for very large or small numbers

that would be difficult to view on the display bar. For example, if you enter 0.2 X 0.2 with scientific style selected, the result is 4.0000E -02; in other words, 4 X 10 to the power of -2.

To choose a notation style

1. Choose Customize from the Options menu. The Customize box appears:
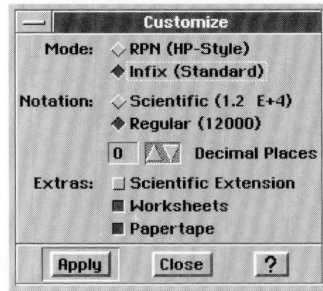
2. Select the Notation radio button that identifies the notation style you want (Scientific or Regular).

3. Click Apply. The calculator will display the results of new calculations in the notation you specify.

4. You can keep the Customize dialog box open to make other changes

   or

   Click Close to close the dialog box.

Changing the Decimal Places Displayed

The Calculator stores 12 decimal places internally for each number, but normally displays only the significant digits. For example, the number 3.4534 displays as 3.4534 and not 3.453400000000.

If you desire, you can specify the exact number of decimal places to be displayed in your calculations, from 1 to 12. For example, if you are doing calculations with dollars and cents, you may want to set the number of displayed decimal places to 2. All values will then be rounded to two decimal places when displayed.

Regardless of the number of decimal places displayed, each number is stored internally with the full 12-digits of accuracy.

To change the number of displayed decimal places

1. Choose Customize from the Options menu. The Customize box appears:
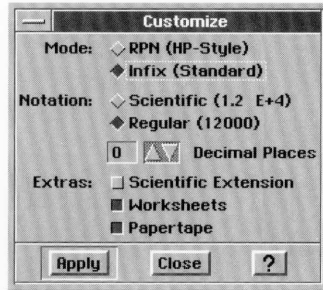
2. Click the Up or Down arrow buttons to display the number of decimal places you want for your calculations. A value of 0 (zero) specifies that the Calculator should display all significant digits.

3. Click Apply. The calculator will display the results of new calculations with the precision you specify.

4. You can keep the Customize dialog box around to make other changes

   or

   Click Close to close the dialog box.

Using the Scientific Extension

You can expand your calculator (in both the RPN and standard mode) to include scientific functions by showing the scientific extension. The scientific extension provides additional buttons which enable you to do complex trigonometric calculations, exponents, factorials, and logarithms.

Express angles in degrees, radians, or gradians.
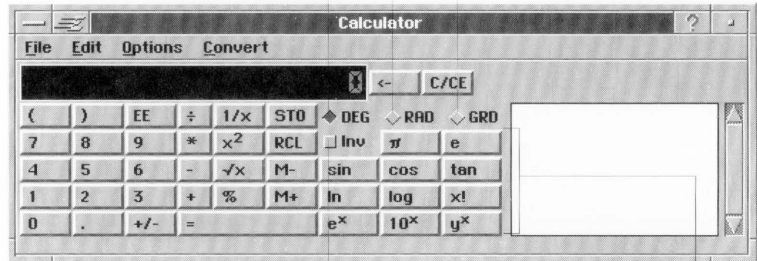
Click here to switch trigonometric functions to their inverse.

Scientific extension to the calculator.

At the top of the scientific extension are the following options that affect trigonometric calculations.

OPTION	KEYBOARD KEY	FUNCTION
DEG RAD GRD	**Ctrl+D** **Ctrl+R** **Ctrl+G**	Select from this group of radio buttons to specify whether trigonometric angles are expressed in degrees, radians, or grads.
Inv	**Ctrl+I**	Select this option to switch the trigonometric buttons to their inverse. For instance, when this option is on, the sine (sin) function becomes an inverse sine ($\sin^{-1}$).

The following buttons are available with the scientific extension.

BUTTON	KEYBOARD KEY	FUNCTION
π	**X**	Recall the value for the mathematical constant PI.
e	**U**	Recall the value for the mathematical constant e (Euler's constant).
sin (or sin^{-1})	**S**	Calculate the sine (or inverse sine) of the number in the readout bar.
cos (or cos^{-1})	**C**	Calculate the cosine (or inverse cosine) of the number in the readout bar.
tan (or tan^{-1})	**T**	Calculate the tangent (or inverse tangent) of the number in the readout bar.
ln	**N**	Calculate the natural logarithm of the number in the readout bar.
log	**L**	Calculate the logarithm (base 10) of the number in the readout bar.
x!	**! (Shift+1)**	Calculate the factorial of the number in the readout bar.
e^X	**Ctrl+U**	Raise the constant e to the power shown in the readout bar. This is the inverse natural log.
10^X	**Ctrl+L**	Raise 10 to the power shown in the readout bar. This is the inverse logarithm.
y^X	**∧ (Shift+6)**	Raise the value in the readout display to the power of the next value entered. (Enter the first value, click y^X; enter the second value, click =.)

To show the scientific extension

1. Choose Customize from the Options menu. The Customize box appears:
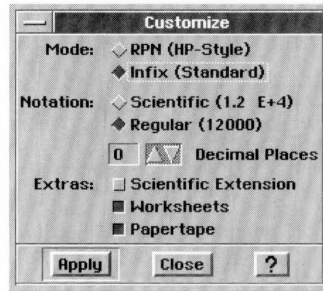
2. In the Extras section, click Scientific Extension so that the check box is darkened.

3. Click Apply. The calculator buttons change to show the scientific extension.

4. You can keep the Customize dialog box around to make other changes

or

Click Close to close the dialog box.

To remove the scientific extension, follow these steps again, only this time click the Scientific Extension option so that the check box is off.

To calculate the sine, cosine, or tangent of an angle

The sin, cos, and tan buttons calculate the sine, cosine, or tangent of the supplied angle.

1. Select the units in which you wish to specify the angle: DEG, RAD, or GRD.

2. Enter a value for the angle in the selected units.

3. Click one of the trigonometric buttons: sin, cos, or tan.

4. The result appears in the readout bar.

To calculate the inverse sine, cosine, or tangent of an angle

The Inverse sine, cosine, and tangent are sometimes referred to as arcsine, arccosine, and arctangent.

When the Inv option is checked, the sin, cos, and tan buttons become their inverse: $\sin^{-1}$, $\cos^{-1}$, and $\tan^{-1}$. These buttons now calculate the inverse sine, inverse cosine, or inverse tangent. The result is expressed as an angle.

1. Select the units in which you wish to see the result: DEG, RAD, or GRD.

2. Enter the value you want to use in the calculation.

☐ **Inv** 3. Click the Inv check box. The sin, cos, and tan buttons change to show their inverse functions.

4. Click one of the inverse trigonometric buttons: $\sin^{-1}$, $\cos^{-1}$, or $\tan^{-1}$.

5. The result appears in the readout bar, expressed in the units specified in step 1.

To raise one number to the power of another

You can use the y^x button to raise one number to the power of another.

1. Enter the first number and click the y^x button. For instance, if you wanted to calculate 10^5, you would enter 10 in the readout bar.

2. Enter the exponent, the power to which you wish to raise the first number.

3. Click the = button. The result appears in the readout bar.

Hiding the Paper Tape

You can hide the paper tape to make your Calculator window smaller and take up less space on your screen:
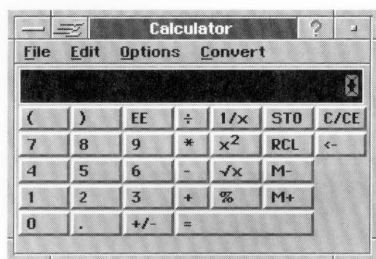
To hide the paper tape

1. Choose Customize from the Options menu. The Customize box appears.

2. In the Extras section, click Paper Tape to turn it off.

3. Click Apply. The paper tape disappears.

4. You can keep the Customize dialog box around to make other changes

or

Click Close to close the dialog box.

To again show the paper tape, follow these same steps, only this time click the Paper Tape option so that the check box is darkened again.

CONVERTING MEASUREMENTS

The Calculator provides a handy way to convert one type of measurement, such as gallons, to another type of measurement, such as liters. The list below shows the types of conversions available:

• Inches ↔ Centimeters

• Feet ↔ Meters

• Miles ↔ Kilometers

• Gallons ↔ Liters

• Pounds ↔ Kilograms

• Kilograms ↔ Pounds

• Fahrenheit ↔ Celsius

• Degrees ↔ Radians

To perform a conversion

1. Enter the number you want to convert in the readout bar.

2. Choose the conversion from the Convert menu. If a submenu appears choose the conversion from the submenu. A submenu appears for all conversions except Degrees/Radians conversions.

   The conversion is immediately applied and displayed on the readout bar.

Scrapbook

The Scrapbook application gives you a place to store graphics and bits of text so that they are available at a moment's notice. A GEOS *scrapbook*, like its real world counterpart, is a document that has pages where you paste scraps. *Scraps* are the notes, pictures, and other items that you store in the scrapbook.

The advantage of a GEOS scrapbook over a real scrapbook is that you can quickly copy items from a GEOS scrapbook to other GEOS documents. Simply open the appropriate scrapbook, go to the page where the scrap is stored, and copy the item to the Clipboard. From there, you can paste it into the document.

The Scrapbook application has two user levels. For more information about changing user levels, see Chapter 1. For more information about the user levels in this application, see "User Levels in Scrapbook" in this chapter.

This chapter describes how to do the following:

• Create and view scrapbook documents.

• Cut and copy items from a scrapbook to another application.

• Add items to a scrapbook from other applications.

• Use multiple scrapbooks.

• Secure your scrapbook.

This chapter assumes you are familiar with the information covered in Chapter 1, which provides an overview of the skills you need to use any GEOS application.

STARTING THE SCRAPBOOK

ALL LEVELS
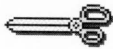
Scrapbook

The Scrapbook icon usually appears in the WORLD folder in GeoManager and looks like the example on the left. You can start Scrapbook either from GeoManager or from the Express menu.

To start the Scrapbook application (All Levels)

■ Locate the Scrapbook icon and double-click it.

or

Choose Scrapbook from the Express menu in any application.

The Scrapbook window appears:

This area is the View box. It
shows pages in the scrapbook.

| | Scrapbook - Default Scrapbook | ? | ⌐ |
| File Edit Options |
| |
| Name [   ]   Empty Scrapbook |
| Go to Page...   Previous Next |
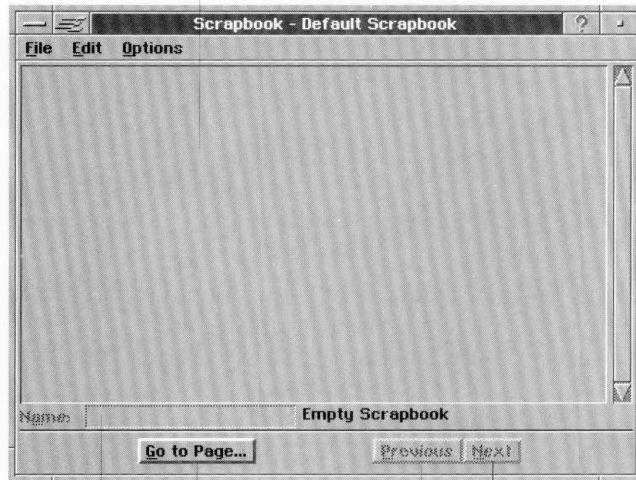
Click to go to the previous or
the next page in the scrapbook.

Click to go to a specific page in the scrapbook.

The name of the page appears here.

When you start Scrapbook, the default scrapbook appears in the Scrapbook window. If you haven't stored any scraps in it yet, the scrapbook is empty. For more information about the default scrapbook, see "Using the Default Scrapbook" in this chapter.

For more information about starting GEOS applications and the Express menu, see Chapter 1.

USER LEVELS IN SCRAPBOOK

Anything labeled Level 3 in Chapter 1 is available in Level 2 of Scrapbook because Scrapbook has only two user levels.

There are two user levels in Scrapbook:

- Level 1 is the easiest to use and includes most features that you will need to store and retrieve items in a scrapbook.

- Level 2 allows you to import items from applications outside of Ensemble, go to a specific page in a scrapbook, and paste items at the end of a scrapbook document.

For more information about changing and saving user levels, see Chapter 1.

Anytime you change your user level, you can use the following procedure to reset the Scrapbook back to Level 1.

To reset your user level to Level 1 (All Levels)

■ Choose Reset Configuration from the Options menu.

USING THE DEFAULT SCRAPBOOK

Default Scrapbook is the document that automatically opens when you initially start the Scrapbook application. If you have not copied any scraps into the default scrapbook, the document is empty. If you have already entered scraps, the contents of the first page are displayed in the View box.

If you want to start storing scraps now, you can use the default scrapbook. If you plan to keep a large collection of scraps, you may want to create new scrapbooks. For more information about working with scraps, see "Working with Scraps" in this chapter. For more information about creating new scrapbooks, see "Working With Documents" in this chapter.

You use the default scrapbook in the same way you use any scrapbook document. You can flip through the scrapbook pages, and you can cut and paste items to and from its pages.

PAGING THROUGH A SCRAPBOOK

ALL LEVELS

You can quickly flip through the pages of a scrapbook to scan its contents, or you can go directly to a specific page.

Using the Next and Previous Buttons

Use the Next and Previous buttons to go page by page through a scrapbook.

To move to the next page (All Levels)

■ Click Next to go to the next page. If you are on the last page, the Next button takes you to the first page.

To move to the previous page (All Levels)

■ Click Previous to go to the previous page. If you are on the first page, the Previous button takes you to the last page.

Using Go to Page

Go to Page...

In Level 2, you can use the Go to Page button to jump to a specific page in a scrapbook.

To use Go to Page (Level 2)

1. Click the Go to Page button. The Go to Page dialog box appears:

```
┌─────────────────────────────────┐
│ ──     Go to Page               │
│ Select page to view:            │
│ ┌─────────────────────────┐ ▲   │
│ │1. Car                   │ ░   │
│ │2. Cat                   │     │
│ │3. Barn                  │     │
│ │4. House                 │     │
│ │5. Bicycle               │ ▼   │
│ └─────────────────────────┘     │
│ ┌─────────┐ ┌───────┐ ┌───┐     │
│ │View Page│ │ Close │ │ ? │     │
│ └─────────┘ └───────┘ └───┘     │
└─────────────────────────────────┘
```
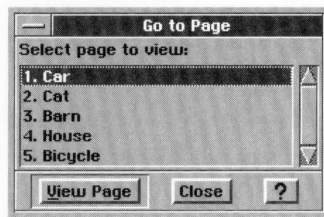
2. Click the page number or page name that you want to view. Then click the View Page button to display the page in the Scrapbook window.

   or

   Double-click the page number or page name to display the page immediately in the Scrapbook window.

3. Click Close when you are finished. (You can also drag the dialog box to the corner of the screen so you can refer to it later.)

WORKING WITH SCRAPS

ALL LEVELS

You can copy scraps of both images and text from most GEOS applications to your scrapbook. For example, you can use a drawing application to design a letterhead, then copy it to your scrapbook so that it's easily available when you want to use it in your word processor. At Level 2, you can also import scraps from non-GEOS applications. For more information about importing, see "Importing from Other Applications" in this chapter.

Once you have learned the techniques for working with scraps, you can create your own scrapbook. Eventually, you may want

to have more than one scrapbook. This section describes how to do the following:

- Add a scrap to a scrapbook document.
- Copy a scrap to other applications.
- Delete a page of scraps.
- Name a page of scraps.
- Import scraps from a DOS application.

Adding a Page to a Scrapbook

When you paste an item from another application to your scrapbook, you automatically add a new page to the scrapbook.

To add a page to a scrapbook (All Levels)

1. Within an application, copy the item to the Clipboard as you usually do. For more information about how to copy items, see Chapter 1.
2. Click the Scrapbook window to make it active. You can, alternatively, choose Scrapbook from the Express menu.
3. Choose Paste from the Edit menu. The scrap appears on a new page *in front of* the current page. This pushes all subsequent scraps back one page.

NOTE

If you want to insert the scrap on another page, use the Previous or Next button to go to the page that you want to follow the new scrap. For example, if you want to add a scrap to page 3 of the scrapbook, go to page 3. When you paste in the scrap, the new page becomes page 3 and the old page becomes page 4.

To add a page to the end of a scrapbook (Level 2)

1. Copy the scrap to the Clipboard.
2. Click the Scrapbook window to make it active. You can, alternatively, choose Scrapbook from the Express menu.
3. Choose Paste at End from the Edit menu. The scrap is pasted on the last page of the scrapbook.

Copying a Scrap to Other Applications

You can copy any item from a scrapbook to another application that allows you to paste something from the Clipboard. For

example, you can copy a letterhead from Scrapbook into a word processor, and then type your correspondence.

To copy from Scrapbook to other applications (All Levels)

1. Go to the scrapbook page that has the scrap you want to cut or copy.
2. Choose Cut or Copy from the File menu.
   - The Cut choice places the scrap on the Clipboard and deletes it from the scrapbook.
   - The Copy choice copies the scrap to the Clipboard and leaves a copy of it in the scrapbook.
3. Open the document in the application to which you are copying the scrap.
4. Place the insertion point where you want to paste the scrap on the page.
5. Choose Paste from the application's Edit menu. The scrap is pasted into the document.

Deleting a Page

You can easily delete a page that you no longer need. A deleted page is not stored on the Clipboard, but you can retrieve it.

To delete a page from a scrapbook (All Levels)

1. Go to the page that you want to delete.
2. Choose Delete from the Edit menu.

   The page is deleted from the scrapbook.

NOTE

When you delete a page, it is not copied to the Clipboard.

To retrieve a deleted page (All Levels)

This retrieval method restores the document to the way it was before any changes (including the page deletion) were made. In other words, all changes made during the current work session are cleared. For this reason, you should only perform this procedure if it is very important to retrieve the delete page.

1. Choose Other from the File menu. A submenu appears.
2. Choose Discard Changes from the submenu. A confirmation message appears.

3. Click Yes. The scrapbook is restored to the previously saved version.

Naming a Page

You can assign a name to each page in a scrapbook. Page names are used to describe the type of scrap stored on the page and can be helpful when you want to locate particular items in a large scrapbook. Page names are shown in the Name box at the bottom of the Scrapbook window; the names are also listed in the Go to Page dialog box. Names may be up to 32 characters long.

To name a page (All Levels)

1. Locate the page that you want to name.

2. Click in the Name box, and then type a descriptive name for the page.

Importing a Scrap from a DOS Application

You can import images from other DOS applications to a scrapbook. An item is *imported* when it is transferred from a non-GEOS application to a GEOS application. For example, you can import text or images that are in TIFF, PCX, Quattro Pro EPS, or Word Perfect formats to your scrapbook.

To import an item from another application (Level 2)

1. Open the scrapbook in which you want to place the image.

2. Locate the page that you want to follow the imported page.

3. Choose Import Scrap from the File menu. A dialog box appears:

Select the file you want to import.

Click to import the file.

Select the format of the imported file.
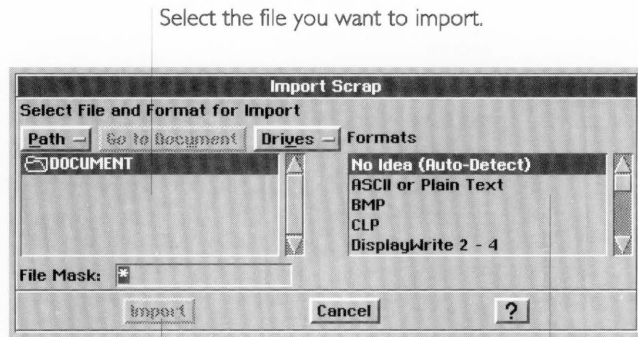
4. Select the format (TIFF, PCX, Word Perfect, and so on) of the image you are importing. All files matching the format you selected are listed to the left of the formats.

5. Locate and select the name of the file you want to import. Switch disk drives and folders as needed.

6. Click the Import button. It may take several seconds for the image or text to be imported and placed in the scrapbook.

If the file is very large, it could take several minutes to import. You cannot interrupt this process.

SAVING AND EXITING

ALL LEVELS

If you've made changes or additions to your scrapbook document and want to make the changes permanent, you can do this by saving your document.

When you are done using Scrapbook, you should exit it. Exiting an application closes its window and frees up system resources. You should save your document before exiting, but if you forget Scrapbook will give you one last chance to save your changes.

To save changes to your document (All Levels)

■ Choose Save from the File menu. Scrapbook saves your changes and returns you to the document.

For more information about saving changes, see "Saving Documents" in Chapter 2.

NOTE

Scrapbook automatically safeguards your scrapbook document while you are working on it. In the event of a power failure or other problem, your work is probably safe even if you haven't used the Save menu choice. By adjusting the Document Safeguarding Time in the Look & Feel section of Preferences, you can control how frequently this safeguarding takes place. For more information, see Appendix A.

To exit Scrapbook (All Levels)

■ Choose Exit from the File menu.

or

Double-click the window control button, located in the top left corner of the Scrapbook window.

The Scrapbook window closes and the application exits. If you have unsaved changes in your document, Scrapbook will ask if you want to save those changes.

WORKING WITH DOCUMENTS

ALL LEVELS

Scrapbook provides a standard document called "Default Scrapbook" in your DOCUMENT folder. Whenever you start Scrapbook, this document opens automatically, making it easy to keep all of your appointments in one place. If you only need one scrapbook document, you should use this document.

However, you may want to keep additional scrapbook documents around. For instance, you may find it easier to keep your scraps organized by project or by subject matter.

Creating a New Scrapbook Document

It is easy to create a new Scrapbook document from within Scrapbook. The basic procedure is covered here. For more information about creating and naming a new document, see Chapter 2.

To create a new scrapbook document (All Levels)

Before you create a new scrapbook document you must first save and close the current one.

1. Choose Close from the File menu. If you have unsaved changes in the current scrapbook document, you will be asked if you wish to save or discard them.

   The New/Open dialog box appears.

2. Click the New button. A new scrapbook document appears.

3. You must add one or more scraps to the new scrapbook document before you can save it and give it a name.

4. After adding a scrap, choose Save from the File menu. A standard file selector dialog box appears.

5. Use the file selector controls to select the folder in which you would like to save the new document. To select your DOCUMENT folder, click the Go To Document button.

6. Type a name for the document in the New Name area; then click Save. The new document is saved with the name you provided. You are returned to Scrapbook with that document open.

Opening Scrapbook Documents

Default Scrapbook

A Scrapbook document appears as an icon, normally in your DOCUMENT folder, like the example at the left. You can choose which scrapbook document you want to work with by opening its icon. You can also open a document from within Scrapbook.
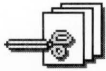
To open a Scrapbook document using its icon (All Levels)

1. Locate the icon of the Scrapbook document you wish to open, usually in your DOCUMENT folder.

2. Double click the document icon. Scrapbook starts and opens that document.

To open a Scrapbook document from within Scrapbook (All Levels)

1. Choose Close from the File menu. If you have unsaved changes in the current scrapbook document, you will be asked if you wish to save or discard them.

   The New/Open dialog box appears.

2. Click the Open button. A standard file selector dialog box appears.

3. In the list, select the Scrapbook document you wish to open. Use the standard file selector controls to change to a different folder if necessary.

4. Click Open. The document opens and you are returned to Scrapbook.

SETTING ANOTHER STARTUP DOCUMENT

Normally, when you start Scrapbook directly, you open the "My Schedule" scrapbook document from your DOCUMENT folder. This is the default startup document. In Level 3 of Scrapbook you can set another scrapbook document to use as your startup document. For more information, see Chapter 2.

To make another document your startup document (Level 3)

1. Open the Scrapbook document that you want to be your startup document.
2. Choose Other from the File menu.
3. Choose Empty Document from the submenu, and then choose Set Startup Document from the next submenu. A confirmation message appears.
4. Click the Set Startup button to make the document the new startup document.

To reset the default startup document (Level 2)

1. Choose Other from the File menu.
2. Choose Empty Document from the submenu, and then choose Reset Startup Document from the next submenu. A confirmation message appears.
3. Click the Reset Startup Document button to reset "My Schedule" as the startup document.

Document Management

When you work with documents, you use features on the File menu. In Level 1 of Scrapbook, the File menu lets you perform the following operations:

• Create a new document

• Open an existing document

• Save a document

• Close a document

In Level 2, you see additional features on the File menu that let you perform the following operations:

• Back up and restore a document

• Make a copy of a document

- Discard changes
- Rename a document
- Edit document notes
- Set or remove a document password
- Set a different startup document
- Set the document type

For more information on file management and working with documents, see Chapter 2.

FINE TUNING YOUR USER LEVEL

In addition to choosing a particular user level, you can customize a user level. For example, you may want to keep your menus as short as possible, but still be able to import scraps from applications outside of GEOS. In this case, even at Level 1 you still have the ability to import scraps. By fine-tuning Level 1, you can keep the Import Scrap option listed on the File menu.

For more information about how to fine-tune your user level, see Chapter 1.

The Scrapbook fine-tuning options are described in the following table:

FINE-TUNING OPTION	DESCRIPTION
Go to Page Dialog	This allows you to go directly to a specific page in a scrapbook document.
Importing	This allows you to import text and images from non-GEOS applications to a scrapbook document.
Paste At End	This allows you to paste a scrap at the end of a scrapbook document.

Text File Editor

You can use Text File Editor to make quick notes, to view "readme" files that often come with applications, and to read documentation that comes with public domain software. Text File Editor is a simple editing program that allows you to read, write, and edit DOS text files.

Text File Editor is not a full-featured word processing program, but a program you may want to use to write notes that can be read by people who are not using GEOS applications, since almost every word processing application can open DOS text files. *DOS text files* contain plain text without special formatting like boldfacing, adjustable tabs, and page breaks.

Text File Editor has no user levels. Therefore, the user level designations in Chapter 1 do not apply to Text File Editor, even though the tasks themselves may.

This chapter describes how to do the following:

• Enter and edit text in Text File Editor.

• Change the size of text displayed in the Text File Editor window.

• Print a Text File Editor document.

• Work with Text File Editor documents.

This chapter assumes you are familiar with the information covered in Chapter 1, which provides an overview of the skills you need to use any GEOS application.

STARTING TEXT FILE EDITOR

Text File Editor

The Text File Editor icon looks like the example at the left.

To start Text File Editor

1. Locate the Text File Editor icon and double-click it. Text File Editor opens and displays the New/Open dialog box.
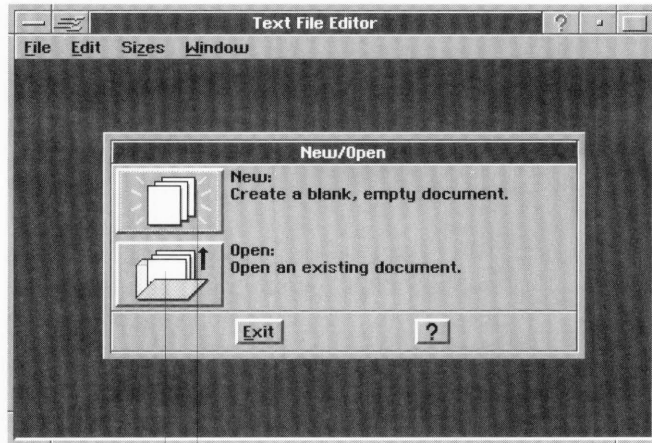
Click here to create a new document.

Click here to open an existing document.

2. Click the appropriate button to either create a new document or open an existing document. For more information about creating new documents and opening existing ones, see "Working With DOS Text Files" in this chapter.

If you select the New button, a document named "Blank" (plus an optional number if there is already a blank document) appears in a document window. You enter and edit text in the document window, which has its own title bar and window control button inside the Text File Editor window.

Menu bar
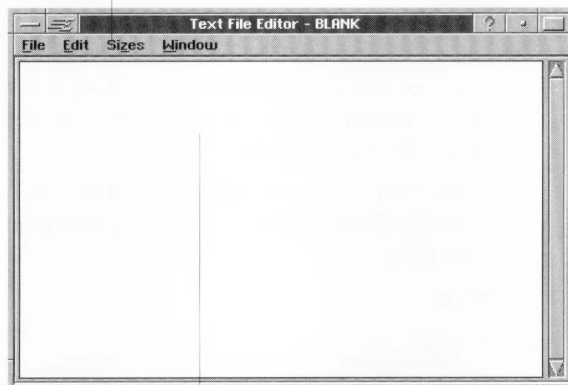
Enter text here.

For more information about starting Ensemble applications, see Chapter 1.

USING TEXT FILE EDITOR

Text File Editor is simple to use. However, it is not a full-featured word processing program. You may want to use a word processing application, like GeoWrite, if you need the following features:

- Adjustable left and right margins
- Adjustable tab stops
- Text styles and fonts
- Justification
- Line spacing
- Page breaks
- Rulers
- Graphics
- Document safeguarding

In Text File Editor, you enter and edit text just as you would in any GEOS application. For detailed information on entering and editing text, see "Working With Text" in Chapter 1.

As you type on the computer keyboard, characters appear at the *insertion point*. The insertion point is the blinking vertical line that indicates where characters you type will appear. On a blank page, the insertion point appears at the upper-left corner.

To move the insertion point and begin editing text in a new place, simply click in the document window. You can also select text you want to work with by dragging with the mouse or using the keyboard. You can select the whole document by choosing Select All from the Edit menu.

Once you have selected text, you can type new text to replace the selection, or you can use the following menu choices on the Edit menu:

- Cut
- Copy
- Paste
- Delete

If you mistake while editing, you can correct it by choosing Undo from the Edit menu before performing any other task.

Word Wrap and Line Endings

When your text reaches the right edge of the window, it wraps automatically to the next line. This feature is called word wrap. Word wrap means that you don't have to press the **Enter** key (the Return key on a typewriter) to start a new line of text. This keeps the lines and sentences together in the same paragraph. When you are ready to begin a new paragraph, you press the Enter key.

If you change the width of the window, text wraps at the new window edge. If there is more text than can fit in the window, use the scroll bar to see different parts of the document.

Text wraps at the edge of a window.
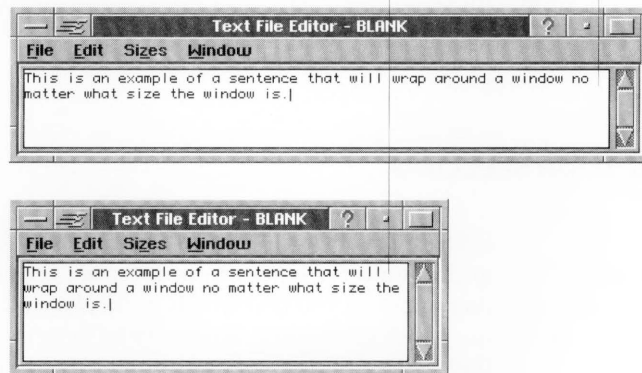
NOTE

DOS text files are often *line-oriented*, which means each line is kept apart from the others by pressing **Enter** at the end of each line, instead of pressing **Enter** only at the end of each paragraph. An example of a line-oriented text file is a report you've generated using Ensemble. Each line of the report is separated from every other line. Another example is a DOS batch file, where each line is a separate DOS command. You may find it easier to edit one of these files by resizing the Text File Editor window so that it is as wide as possible. This way you can see where lines end because **Enter** has been pressed and not be confused by where Text File Editor is wrapping them.

CHANGING THE TEXT SIZE

Text size is measured in typographical units called points. 9 points is 1/8".

You can change the size of the text displayed in any Text File Editor document. You can make the text larger to reduce eye strain. Text File Editor provides three sizes of text, as follows:

- 9 point
- 12 point
- 14 point

Text File Editor displays all the text in a document at the same size. If you choose a different size, all the text in the document changes to the size you select. The size setting stays in effect even if you close one document and open another. Regardless of the text size you choose, Text File Editor *always* prints documents using the built-in fonts in your printer.

To change the text size

■ Choose a new size from the Sizes menu. All text in the document changes to the new size.

CHECKING YOUR SPELLING

Checking your spelling is a good way to find misspelled words and to look for typographical errors. Ensemble has an electronic dictionary of 100,000 words it checks to look for mistakes. When the spelling checker finds a word in your document that is not in the dictionary, it displays it in the Check Spelling dialog box and lets you decide what to do with it.

To check the spelling of a word or block of text (Level 1)

You can check the spelling of a single word, a block of text, or the text in the entire document. To check the entire document, start with step 2.

1. Select the word or block of text you want to check.

2. Choose Check Spelling from the Edit menu. A dialog box appears. The first misspelled word (or word that is not in the Ensemble dictionary) appears in the Change to: box.

```
┌─────────────────────────────────────────────────────┐
│ ─  ░░░░░░░░░░░░░ Check Spelling ░░░░░░░░░░░░░         │
├─────────────────────────────────────────────────────┤
│ Status:  Misspelled or unknown word                 │
│                                                     │
│ The mating pattern of the native "flugenheld" bird is one of │
│ obscure ritual and many loud noises, particularly by the     │
│ male when he finds a suitable fe...                 │
│                                                     │
│ Change To: │flugenheld                 │            │
│                                                     │
│  ┌──────┐        ┌──────────┐     ┌──────────────────────┐ │
│  │ Skip │        │ Skip All │     │ Add to User Dictionary │ │
│  └──────┘        └──────────┘     └──────────────────────┘ │
│  ┌──────────┐    ┌──────────┐     ┌──────────────────────┐ │
│  │ Replace  │    │Replace All│    │ Edit User Dictionary... │ │
│  └──────────┘    └──────────┘     └──────────────────────┘ │
│  ┌──────────┐                                        │
│  │Suggest ─ │                                        │
│  └──────────┘                                        │
│  ┌──────────┐ ┌────────────┐ ┌───────────────┐ ┌───────┐ ┌───┐ │
│  │Check All │ │Check to End│ │Check Selection│ │ Close │ │ ? │ │
│  └──────────┘ └────────────┘ └───────────────┘ └───────┘ └───┘ │
└─────────────────────────────────────────────────────┘
```
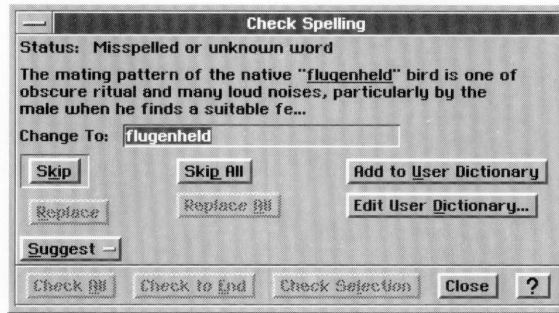
3. Type the word correctly and click the Replace button. Use this method if you think the word is misspelled and you don't think the spelling checker will know the word. The spelling checker replaces the word with the new spelling and proceeds with its checking.

   or

   Click the Skip button. Use this for special words that appear in your document that you do not want to add to your User dictionary. The spelling checker skips the current word and proceeds with its checking.

   or

   Click the Suggest button. Use this method to have the spelling checker look in the dictionary for words that are similar. When the suggestions appear, click the spelling you want to use and then click the Use This Suggestion button. If no suggestion is appropriate, click the Cancel button, then type the word correctly in the Change to: box. The spelling checker replaces the word with the new spelling and proceeds with its checking.

4. When you are finished checking the spelling of the selection or of the entire document, a message window appears. Click OK to continue.

NOTE

At higher user levels, you can add special words to a User dictionary.

FINDING AND REPLACING TEXT

You can use find and replace to quickly find a word or phrase in your document and, optionally, to replace it with a different word or phrase. You can also replace all occurrences of a word or phrase in a document.

Searching for Text

You can search for any sequence of numbers, letters, spaces, and other printable characters (such as punctuation marks).

To search for text

1. Choose Find and Replace from the Edit menu, or press **F6**. A dialog box appears:
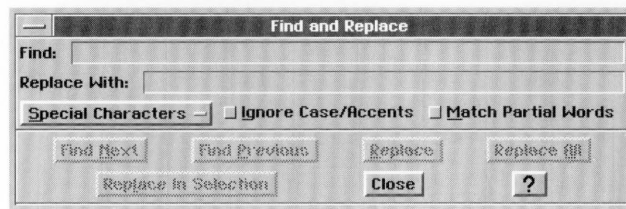
2. Type the text you want to search for.

3. Click either Find Next or Find Previous. The search starts from the insertion point forward or backward.

    - If Text File Editor finds a match, it highlights the text in the document. You can stop the search here, or you can click Find Next or Find Previous to resume the search for another match.

    - For forward searches, if Text File Editor reaches the end of the document, it starts searching from the beginning. For backward searches, if Text File Editor reaches the beginning of the document, it starts searching from the end. If Text File Editor cannot find the search text in the document, a message appears to that effect. Click OK to close the message dialog box.

4. Click Close to close the dialog box.

Replacing Text

You can replace any search text with different text.

To replace text

1. Choose Find and Replace from the Edit menu, or press **F6**. The Find and Replace dialog box appears.

2. Type the text you want to search for. You can search for any combination of numbers, letters, spaces, and other printable characters (such as punctuation marks).

3. Enter the text that will replace the search text.

4. Click Find Next or Find Previous. Text File Editor starts the search from the insertion point forward or backward. If Text File Editor finds a match, it highlights the text in the document. You have the following choices:

   - You can replace one occurrence of the selected text. To do this, click Replace. You can stop the search here, or you can click Find Next to resume the search for another match.

   - You can replace all occurrences of the search text with the replacement text. To do this, click Replace All. A dialog box appears asking if you want to replace all occurrences. Click Yes to continue, or click No to abandon the operation.

   - Replace in Selection is the same as Replace All, except that it replaces all occurrences only within selected text.

   For forward searches, if Text File Editor reaches the end of the document, it starts searching from the beginning. For backward searches, if Text File Editor reaches the beginning of the document, it starts searching from the end. If Text File Editor cannot find the search text in the document, a message appears to that effect. Click OK to close the message dialog box.

5. Click Close to close the dialog box.

Using Wild Cards and Special Characters

You can use wild cards and special characters when you search and replace text.

A *wild card* is a symbol that substitutes for a single character (?) or a series of characters (*). You can use wild cards to search for words or phrases that are similar or have slightly different spellings.

For example, if you want to find any word that begins with "math" (such as math, mathematics, mathematical, and so on), you can use the Multiple Characters wild card in your search text ("math*"). Similarly, if you want to find any occurrence of the words "affect" and "effect", you can use the Any Character wild card in your search text ("?ffect").

You can also search and replace *special characters* in your document: graphics, special text, tabs, carriage returns, and page breaks.

To use wild cards and special characters

1. Choose Find and Replace from the Edit menu, or press **F6**. The Find and Replace dialog box appears.

2. Click Special Characters. A drop-down list appears:

```
Special Characters
 ⊞ - Match Multiple Characters
 ? - Match Any Character
 ⬚ - Graphic or Special Text
 ↹ - Tab
 ¶ - Carriage Return
 ◇ - Page Break
```
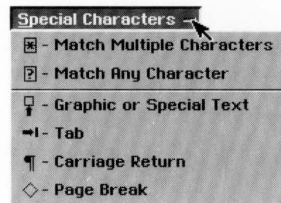
3. Select the wild card(s) and special character(s) you want to search for.

   Match Multiple Characters. This option adds the Multiple Character wild card to the Find text. It allows you to match text where the beginning or end of the text might vary (such as "professor" and "professional").

   Match Any Character. This option adds an Any Character wild card to the Find text. It allows you to match text where one or more characters might vary (such as "arise" and "arose").

   Graphic or Special Text. This option adds a character to search for any graphic object or any special text character (dates, times, numbers, and so on) to the Find text.

   Tab. This option adds a tab character to the Find or Replace With text.

   Carriage Return. This option adds a carriage return character to the Find or Replace With text.

   Page Break. This option adds a page break character to the Find or Replace With text.

   Ignore Case/Accents. This is a special character option that instructs Text File Editor to find every occurrence of the search text, ignoring uppercase, lowercase, and accent marks. For example, if the search string is "Dog", Text File Editor could find matches for "Dog" and "dog".

   Match Partial Words. This is a special character option that instructs Text File Editor to search for a portion of a word. For

example, if the search string is "print" , Text File Editor could find matches on "print", "sprinter", "reprint", and so on.

4. Click Find Next or Find Previous to search the document for the search text, and click Replace or Replace all to replace the search text with the replacement text.

5. Click Close to close the dialog box.

PRINTING A DOS TEXT FILE

In Text File Editor, you choose Print from the File menu to print a document, just as you would in any GEOS application. However, you should be aware of the following two differences when printing Text File Editor documents:

Line Length. The length of a line in the printed document is not always the same as the length of the same line shown in the Text File Editor window. In the Text File Editor window, text wraps at the right edge of the window. When you print, however, text wraps at the right edge of the page. (However, if you end a line by pressing **Enter**, this line ending is preserved when you print the document.)

This difference in line length occurs because Text File Editor always prints documents using the printer's built-in fonts. Although a built-in font may be a different size from the font in your document, documents printed using built-in fonts print very quickly.

Text Size. The size of printed text may be different from the size of the text displayed in the Text File Editor window. Regardless of the text size you choose from the Sizes menu, Text File Editor *always* prints documents using the built-in fonts in your printer.

For more information about printing in Ensemble applications, see Chapter 2.

WORKING WITH DOS TEXT FILES

Working with DOS text files in the Text File Editor is similar to working with documents in other GEOS applications. However, there are some differences you should be aware of :

Document Safeguarding. Document safeguarding works only with GEOS files, not DOS files. Since Text File Editor documents are DOS files, they are not protected by document safeguarding. Be sure to save your Text File Editor documents often.

DOS File Names. All documents you create with Text File Editor are DOS text files. Therefore, when you save them, you must give them names that follow the DOS rules for naming files. DOS file names can be up to eight characters long, optionally followed by a period and three more characters. You may want to use "TXT" following the period to indicate your file is a text file. You cannot include spaces in a DOS file name. For more information about DOS file names, see Chapter 2.

Multiple Documents. Text File Editor is unlike other applications in this manual in that it allows you to open more than one document at a time and switch between them, all within the same Text File Editor application.

Saving a DOS Text File

If you've made changes or additions to a DOS text file and want to make the changes permanent, you can do this by saving your document. In Text File Editor, you choose Save from the File menu to save a document, just as you would in any GEOS application.

To save changes to a DOS text File

■ Choose Save from the File menu. Text File Editor saves your changes and returns you to the document.

For more information about saving changes, see "Saving Documents" in Chapter 2.

Creating a DOS Text file

It is easy to create a new Text File Editor document from within Text File Editor. The basic procedure is covered here. For more information about creating and naming a new DOS text file, see Chapter 2.

Unlike other applications, such as GeoDex and GeoPlanner, you do not need to close the current document before you can create a new document in Text File Editor. Text File Editor lets you work with more than one document at a time. For more information on using more than one document at a time, see "Working With Multiple Documents" in this chapter.

To create a new DOS text file document (All Levels)

1. Choose New/Open from the File menu.

   The New/Open dialog box appears.

2. Click the New button. A new DOS text file appears.

3. You must type at least one character into the text file before you can save it and give it a name.

4. After typing one or more characters, choose Save from the File menu. A standard file selector dialog box appears.

5. Use the file selector controls to select the folder in which you would like to save the new document. To select your Document folder, click the Go To Document button.

6. Type a name for the document in the New Name area; then click Save. The new document is saved with the name you provided. You are returned to Text File Editor with that document open.

Opening DOS Text Files

NOTES.TXT

A DOS text file appears as an icon, normally a .TXT extension, like the example at the left. You can open a DOS text file from its icon if it has a .TXT extension. You can also open a document from within Text File Editor.

Because Text File Editor lets you work with more than one document at a time, you do not need to close the current document before you can open another document in Text File Editor. For more information on using more than one document at a time, see "Working With Multiple Documents" in this chapter.

To open a Text File Editor document using its icon (All Levels)

1. Locate the icon of the Text File Editor document you wish to open.

2. Double click the document icon. Text File Editor starts and opens that document.

To open a DOS text file from within Text File Editor

1. Choose New/Open from the File menu. The New/Open dialog box appears.

2. Click the Open button. A standard file selector dialog box appears.

3. In the list, select the Text File Editor document you wish to open. Use the standard file selector controls to change to a different folder if necessary.

4. Click Open. The document opens and you are returned to Text File Editor.

Working With Multiple Documents

Text File Editor allows you to have many documents open at once. The names of all open documents are in the Window menu. By opening multiple documents, you can check references in different documents and copy and paste information between them. Each document window you open has its own title bar and window control button. The window control button on document windows works very much the same as the window control button on application windows. You can click the window control button to see the window control menu; and you can double-click the window control button to close that window.

Window control button for the document window

Title bar for the document window
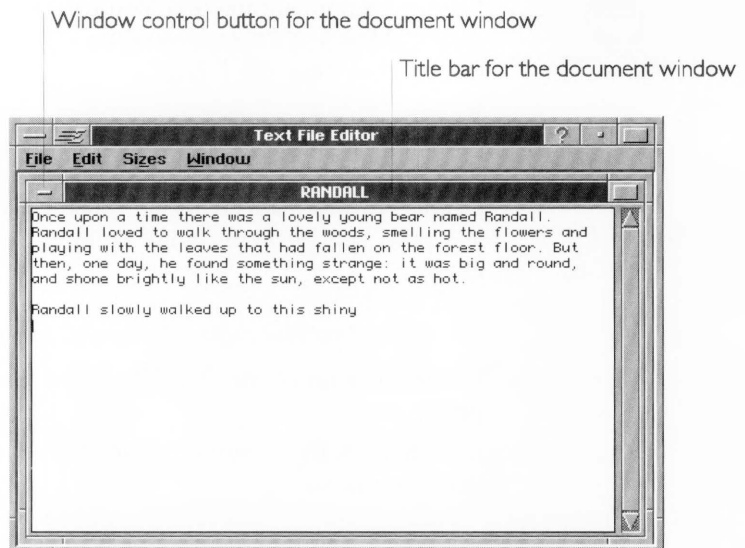
You can use choices on the Window menu to switch between one document and another. You can also set the display of the documents to Full-Sized or Overlapping.

When the display is full-sized and you have more than one document open, you can only see the one on top, like seeing only the top page on a stack of reports sitting on your desk. You

can switch between documents by choosing the name of the document you want to be on top from the Window menu.

Overlapping documents are stacked so that you can see the upper left corner of the document. You can also choose to display the documents tiled, where the documents are side-by-side. You can resize and move overlapping documents in the application window.
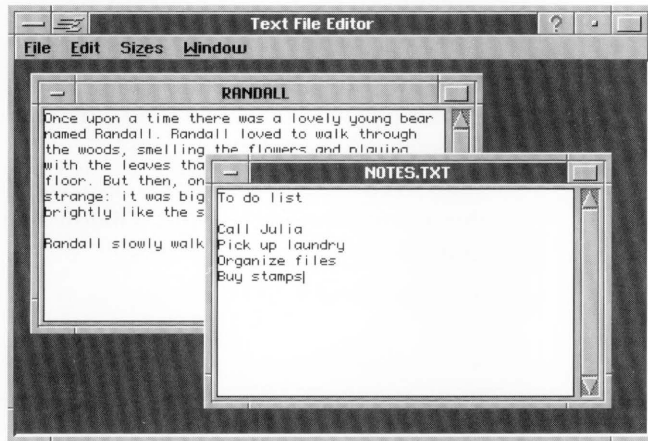
To open multiple documents

1. Open the first document in the usual way.

2. Choose New/Open from the File menu. The New/Open dialog box appears.

3. Open a second document. The second document displays on top of the first.

To switch documents using the Window menu

1. Open the number of documents you want to use. The documents can be displayed as full-sized windows.

2. Choose the document's name from the list of open documents names in the Windows menu. The document you specified appears on the top of the stack (or is highlighted in a tiled display).

To switch documents using Next on the window control menu

1. Click the window control button on the document window. The window control menu appears.

2. Choose Next from the window control menu. The next document appears on the top of the stack (or is highlighted in a tiled display).

Repeat this step, selecting the next document, until the document you want to work with is on top.

To change the window display mode using the Window menu

1. Open the number of documents you want to use.

2. Choose a display option from the Window menu.

Overlapping. The documents stack up, showing the upper left corner of each document. Click any part of a document to make it the active document.

Full-Sized. Each document is displayed at full-size in the document window. Use the Window menu to switch between documents.

The document windows redisplay in the new mode.

To tile documents

1. Open the number of documents you want to use.

2. Choose Tile from the Window menu.

The document windows automatically switch to overlapping and resize so that they all fit into the application window.

To change from full-sized to Overlapping using the document's window control menu

1. Click the window control button on the document window. The window control menu appears.

2. Choose either Maximize or Restore.

Maximize. If the window display is in Overlapping mode, choosing Maximize will make the document windows full-sized and switch into Full-Sized mode.

Restore. If the window display is in Full-Sized mode, choosing Restore will switch the display into Overlapping mode.

The document windows redisplay in the new mode.

To switch between documents by clicking their windows

To switch between documents by clicking their windows, the documents must be visible; therefore, they must be overlapping or tiled.

■ Click somewhere in the document you want. The document you clicked appears on the top of the overlapped stack or is highlighted in a tiled display.

Document Management

When you work with documents, you use features on the File menu. In Text File Editor, as in other GEOS applications, the File menu lets you perform the following operations:

- Create a new document
- Open an existing document
- Save a document
- Close a document
- Back up and restore a document
- Make a copy of a document
- Discard changes
- Rename a document
- Edit document notes
- Set or remove a document password
- Set a different startup document
- Set the document type

For more information on file management and working with documents, see Chapter 2.

EXITING TEXT FILE EDITOR

When you are done using Text File Editor, you should exit it. Exiting an application closes its window and frees up system resources. You should save your document before exiting, but if you forget Text File Editor will give you one last chance to save your changes.

To exit Text File Editor

■ Choose Exit from the File menu.

or

Double-click the window control button, located in the top left corner of the Text File Editor window.

The Text File Editor window closes and the application exits. If you have unsaved changes in your document, Text File Editor will ask if you want to save those changes.

GeoComm

If your workstation has a modem, you can use GeoComm, the communications application, to communicate with other computers, online services, bulletin board systems, and mainframe computers at colleges and corporations. You can also share information with a variety of other computer users, from individual friends and colleagues to users on world-wide computer networks.

You do not need to have previous experience with data communications to use GeoComm. *Data communications* is the capability a computer has to communicate and exchange information with another computer. You'll learn fundamental concepts that make using GeoComm easy as well as fun.

The GeoComm application does not have user levels.

This chapter describes how to do the following:

• Get started using GeoComm.

• Establish various modem, terminal, and window settings.

• Dial phone numbers and hang up.

• Perform various interactions with other computers and online services.

• Use scripts to automate various tasks.

This chapter assumes you are familiar with the information covered in Chapter 1. Chapter 1 provides an overview of the skills you need to use any GEOS application.

WHAT IS GEOCOMM?

GeoComm is an application that allows your computer to communicate with another computer or with an online service over standard telephone lines by means of a *modem*. A modem is a hardware device attached to your computer that translates the various telephone and computer signals that enable your computer to "talk" to another computer.

STARTING GEOCOMM

GeoComm

In GeoManager, the GeoComm icon looks like the example at the left. GeoComm is one of the GEOS desk accessories. That means you can start GeoComm either from GeoManager or from the Express menu that appears in all GEOS application windows.

To start GeoComm

■ Locate the GeoComm icon and double-click it.

or

Choose GeoComm from the Express menu in any GEOS application.

The GeoComm window appears.

Cursor

The GeoComm window is where you send and receive messages. After you connect to another computer, anything you type is sent to the other computer. Any messages sent to you by the other computer also appear in the GeoComm window.

When you first open the GeoComm window, the cursor, a rectangular box, is displayed in the top left corner. At this point, it is hollow. The cursor changes from hollow to solid, depending on what tasks are taking place.

When the cursor is solid, generally it means what you type is displayed in the GeoComm window and is sent to the computer you are connected to.

When the cursor is hollow, generally it means what you type is not sent to the other computer. You could be filling in a dialog box or receiving information from another computer.

CHOOSING THE PROTOCOL SETTINGS

When you first open GeoComm, the Protocol Options dialog box appears automatically. *Protocol* is a set of rules established between two devices that allow and govern the orderly exchange

of information. You use this dialog box to select the protocol *settings* for your modem. The modem's protocol settings tell your modem such things as how fast to transmit information, which communications port to use on your computer, and what type of phone line you have.
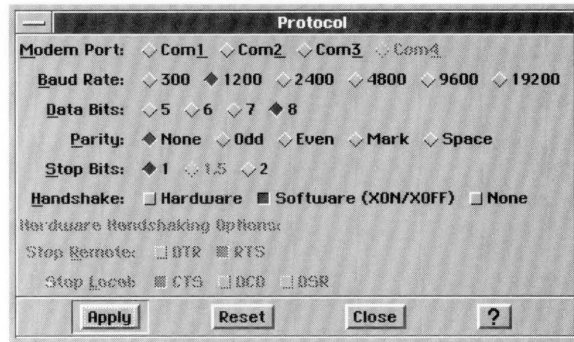
The settings you see selected in the Protocol Options dialog box are the *default* settings; that is, every new GeoComm application starts with these settings. GeoComm obtains the default settings from the Modem settings located in the Preferences application. For more information about the Preferences application, see Appendix A.

The protocol settings you choose must match those of the computer to which you want to connect, so find out what settings that computer is using.

To choose the protocol settings

1. Fill in the dialog box, changing the settings as necessary.

    Modem Port. The modem port is the serial port on your computer used by your modem (for example, COM1).

    Baud Rate. The baud rate is the rate of speed at which your modem can send and receive information. Examples of baud rates are: 300, 1200, 2400, 9600 and 19200. The most commonly used baud rates are 1200, 2400, and 9600. In most cases, you can just set the maximum rate for your modem, and the other system will match that rate.

    Data Bits. Data bits are the number of bits that form a character. The most common setting is 8.

    Parity. Parity is an error-checking mechanism used to ensure error-free transmission of information. The most common setting is None.

Stop Bits. Stop bits help a computer figure out when to send or receive a character. The most common setting is 1.

Handshake. Choose Software (XON/XOFF), and GeoComm will monitor the flow of information from the other computer. This ensures that you receive all the information sent to you by the other computer.

2. Click Apply to save your settings.

3. Click Close to close the dialog box.

To change the default protocol settings

Each time you open GeoComm, the Protocol dialog box is displayed so you can change the settings to suit your particular needs. If you want the settings you choose to be permanent, change them using the Preferences application. When you open GeoComm anytime after doing this, the Protocol dialog box is not displayed.

1. Locate the Preferences icon and double-click it.

2. Click the Modem icon to open it. The Modem Options dialog box appears:
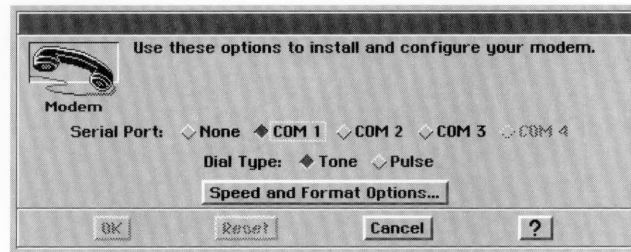
3. Fill in the dialog box, changing the settings to match those you made in the Protocol Options dialog box in GeoComm.

4. Click OK to save your changes. The dialog box closes.

5. Click Close to close the Preferences application.

6. Click the GeoComm window to activate it again..

CHOOSING THE TERMINAL SETTINGS

You can make your copy of GeoComm *emulate* (or act like) many other *terminals*. A terminal is a computer that does not do its own computing — another computer does the work. Often,

terminals are not computers in themselves. They are merely a keyboard and a monitor (and sometimes a mouse) that is connected to a central computer. The central computer provides the processing capabilities for that terminal and many others.

There are several standard types of terminals — TTY, VT52, VT100, WYSE50, and ANSI — that GeoComm can emulate. The emulation, however, is not complete. You may find that some features do not work as you would expect with a particular type of terminal. Despite this, the terminal emulation should be adequate for most situations.

The value of being able to emulate another terminal is that a great many online services that you may want to talk to are written to support these terminals rather than your PC. When you sign up to use these services, they will tell you if you need to emulate a specific terminal in order to use the service.

The Terminal Options dialog box contains special choices that allow you to specify the behavior of your terminal.

To establish the terminal settings

1. Choose Terminal from the Options menu. A dialog box appears:
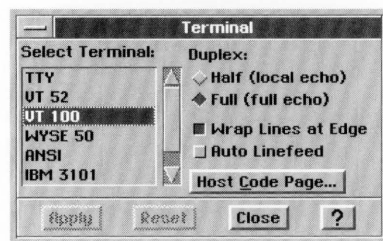
2. Fill in the dialog box, changing the settings as necessary.

    Select Terminal. Select the type of terminal you need from the list.

    Duplex. The Duplex setting controls the way information flows between two computers. At full duplex, information can flow between two computers at the same time. At half duplex, information can flow only in one direction at any given time.

    If you do not know if you need full or half duplex, simply type a few characters on your screen. If what you type appears twice on your screen, you need full duplex, so choose Full (full echo). Otherwise, choose Half (local echo).

You must be actively connected to another computer to test the duplex setting. For more information about connecting to another computer, see "Dialing and Hanging Up" in this chapter.

Wrap Lines at Edge. This setting allows you to display all the text you are receiving. If you have this option selected, long lines of text will break at the edge of your screen and continue on the next line. If you do not select this option, lines of text that go beyond your screen's edge do not display. However, if you capture this text to a DOS file, you capture all the text, even the text that did not fit on your screen.

Auto Linefeed. This setting converts each incoming carriage return (end of line) with a carriage return and new line. Otherwise, each new line of incoming text overwrites the last line. If all your incoming lines display as double-spaced text, do not choose Auto Linefeed (unless you prefer double spacing).

Host Code Page. This setting allows you to choose a language for your text. When you select this option, a dialog box with a list of languages appears. Choose the appropriate language from the list.

3. Click OK to save your terminal settings.

    or

    Click Close to close the dialog box without making any changes.

    The dialog box closes and you are returned to the GeoComm window.

CONFIGURING YOUR MODEM

Before you can use your modem, you need to set up, or *configure*, your modem to work with your telephone equipment and your PC. The Modem settings work only with Hayes®-compatible modems. Hayes is a popular modem that is recognized as an industry standard.

NOTE

If your modem is not Hayes-compatible, see your modem manual for the proper settings.

To configure your modem

1. Choose Modem from the Options menu. A dialog box appears:

```
┌─────────────────────────────────────────────────┐
│ ─                      Modem                      │
├─────────────────────────────────────────────────┤
│ Phone Type:    Modem Speaker:    Speaker Volume:  │
│ ◆ Touch Tone   ◆ On Until Connect   ◇ High        │
│ ◇ Rotary       ◇ On Unless Dialing  ◆ Medium      │
│                ◇ Always On          ◇ Low         │
│                ◇ Always Off                       │
│                                                   │
│   Apply         Reset       Close      ?          │
└─────────────────────────────────────────────────┘
```
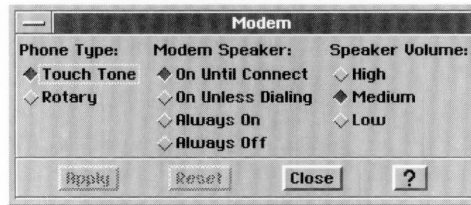
2. Fill in the dialog box, changing the settings as necessary.

   Phone Type. This setting identifies your phone line as being either Touch Tone or Rotary. If you have a push-button phone, you probably have Touch Tone service. If you have a rotary-dial phone, you probably have Rotary service.

   Modem Speaker. This setting controls whether or not you hear signals your modem is processing. Select one of the Modem Speaker settings:

   • *On Until Connect*. This setting allows you to make sure your modem is successfully dialing and connecting to the computer your are calling. You will be able to hear the dial tone, the phone number being dialed, and the connection being made. After the connection is made, the speaker is off.

   • *On Unless Dialing*. The setting allows you to hear your modem calling another computer. Your modem speaker is on only when waiting for the other computer to answer.

   • *Always On*. This setting allows you to have your speaker on at all times.

   • *Always Off*. This setting allows you to have your speaker off at all times.

   Speaker Volume. This setting allows you to control the modem speaker volume. Choose High, Medium, or Low.

3. Click OK to save your modem settings.

   or

   Click Close to close the dialog box without making any changes.

   The dialog box closes and you are returned to the GeoComm window.

CHANGING WINDOW SETTINGS

You can control the size of the GeoComm window to display as much or as little information at a time as you want. You can also adjust the size of the text displayed in the GeoComm window.

To change the window size using the Window Size dialog box

1. Choose the Window Size option from the View menu. A dialog box appears:
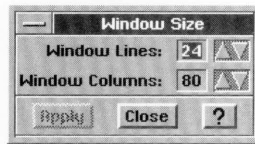
2. Fill in the dialog box, changing the settings as necessary.

   Window Lines. This sets the number of lines your computer screen can display in the window. You can choose any number from 1 to 24.

   Window Columns. This sets the number of columns your computer screen can display. You can choose any number from 1 to 80.

   If your computer screen only supports fewer than 24 lines and 80 columns, you will see only what your screen can display.

3. Click Apply to save your changes.

   or

   Click Reset to return to your original settings

   GeoComm resizes the window according to your settings.

4. Click Close to close the dialog box.

Changing the Text Size

You can increase or decrease the size of text (the font) displayed on the GeoComm window. Anytime you open GeoComm, the small font is always in effect. Changing it to the larger font can make it easier to read.

To change the font size

1. Open the View menu.

2. Select either Large Font or Small Font. GeoComm resizes both the text and the window to the new size.

NOTE

This feature affects all text in the window. You cannot change the
font size of individual words or sentences.

DIALING AND HANGING UP

Once you have chosen your protocol, terminal, and modem
settings, you are ready to communicate with another computer.
This section describes how to dial the phone number as well as
how to hang up when you are finished with your communication
session.

Eventually, you may want to automate certain tasks that you
need to do to set up for and initiate a communication session.
For example, you may want to have the phone number dialed
automatically, or you may want to have your computer hang up
automatically. This section introduces how to create and run a
script, a file you create that performs these tasks for you. For
more information about writing scripts, see "Using the GeoComm
Scripting Language" in this chapter.

Using Quick Dial

The Quick Dial option makes it easy to dial the phone number of
another computer.

To use Quick Dial

Before you dial, make sure you've made any necessary changes
to the protocol, terminal, and modem settings as discussed in this
chapter.

1. Choose Quick Dial from the Dial menu. The following dialog
   box appears:
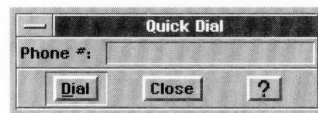
2. Enter the number you want to dial, and then click Dial.
   Depending on how you have your modem speaker set, you may
   hear your modem dialing and making the connection to the
   other computer. For more information about the modem speaker,
   see "Configuring Your Modem" in this chapter.

If you need to access an outside phone line (for example, by dialing "9"), you need to tell the modem to pause for a moment before it dials the phone number. This is indicated with a comma in the phone number. For example, "9,5551212" tells the modem to dial 9 first to get an outside line, then pause, and then to dial 5551212.

When the connection has been made, CONNECTED is displayed in the GeoComm window.

3. Once your computer is connected to the other computer, click Close to close the Quick Dial dialog box.

Hanging Up

When you are finished communicating with another computer, you need to hang up.

To hang up

If you dial into a computer system that requires you to log in (such as a bulletin board or online service), you often must log out before you hang up. If you don't log out first, you may continue to billed for your online time.

1. Choose Hang Up from the Dial menu. A confirmation message appears.

2. Click Yes to hang up.

Using Scripts

GeoComm allows you to automate many of the commands that you otherwise have to type manually to communicate with another computer.

For example, you can write a *script* that instructs your computer to dial a phone number, provide the necessary configuration information to establish a connection, and log you into an online service.

Scripts are useful if you subscribe to several communications services, each of which may require different settings to your modem. Instead of reestablishing your modem settings each time, you just *run* the script.

Scripts eliminate typing errors and are faster than commands you enter from the keyboard.

GeoComm comes with several sample scripts that you can use to see how a script works. You can also modify these sample scripts

to suit your particular communication needs. The sample scripts are in the folder \GEOWORKS\USERDATA\COMMACRO.

To create a script

1. Use Text File Editor to create a text file containing your script commands. For more information about Text File Editor, see Chapter 8. For a list of the script commands, see "Using the GeoComm Scripting Language" in this chapter.

2. Save the file with a valid DOS file name with the extension .MAC. For example, MYSCRIPT.MAC is a valid script name.

3. Place this file in \GEOWORKS\USERDATA\COMMACRO. You are now ready to run the script.

To run a script

1. Choose Scripts from the Dial menu. The following file selector appears:

2. Select the script you want to run.

3. Click Run. The Script Display window appears and displays each line of the script as your computer executes it. This gives you a progress report on your script.

NOTE

If your script stops abruptly, it may be because you made an error in the script.

To stop a script

■ Click Stop Running Script to stop the script and return to the GeoComm window.

SHOWING LINE STATUS

The Show Line Status option allows you to monitor the quality of your connection. In other words, Show Line Status allows you to "see" how good the connection is. Data communication is similar to a regular phone call in that sometimes the connection is "bad" — there is a lot of noise on the line. Usually, you just need to hang up and redial to correct the situation. Based on information provided from Show Line Status, you may decide that the quality of the connection is poor. In that case, you can hang up and try again later.

To monitor the line connection quality

■ Choose Show Line Status from the Options menu. The following status window appears:

Show Line Status	
Read Errors: 0	Write Errors: 0
Frame Errors: 0	Parity Errors: 0
Reset Counters	Close	?
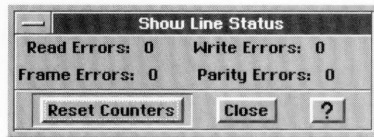
The line status errors monitored by GeoComm are the number of errors in reading the message being received or writing the message being sent. Specifically, GeoComm checks the parity bit (see "Choosing the Protocol Settings") for transmission errors in each block (or frame) of information received or sent.

GeoComm automatically tracks and counts these errors during your communication sessions. It is normal to have a small number of errors. However, if you see hundreds of errors encountered during a session, consider hanging up and retrying your connection.

To reset the counters to zero errors

It is a good idea to reset the counters every time you start a communication session. Otherwise, the error count for the current session will be added to any existing values. This results

in an inaccurate count of the number of errors in the current session.

1. Click Reset Counters. The counters are all reset to zero values.
2. Click Close to close the window and return to the GeoComm window.

SENDING A BREAK SIGNAL

At some point during send or receive operations at your terminal, you may want to send a *break signal*. A break signal interrupts some command you've entered or some process taking place.

As an analogy, you may be familiar with the Type command in DOS. If you've used this command to display the contents of a long file, you probably decided to interrupt the command because it was taking too long for the file to finish displaying. To do this, you press **Ctrl + C**. A break signal is similar to **Ctrl + C**, except that it takes effect immediately.

To send a break signal

■ During an operation in GeoComm that you want to interrupt, hold down **Ctrl** and press the **Pause** (or **Break**) key. Whatever is displaying in the window is stopped.

NOTE
A break signal does not work if your terminal is set to half duplex.

SENDING INFORMATION

GeoComm allows you to send various types of information to another computer, from brief messages that you type to the receiving computer to complex computer applications or text files that you have stored on your disk or a diskette.

There are four ways to send information to another computer:

• Typing and sending a message using the Message choice on the Edit menu. Use this method when your messages are brief and spontaneous, and when you want to send them to the other computer immediately.

- Sending text that you have copied into the clipboard. Use this method when you have a file that you've created in a GEOS application, and you want to send information from that file to the other computer.

- Sending a DOS text file. Use this method when you want to send a DOS text file.

- Sending files using XMODEM. Use this method when you are sending entire files, large amounts of information, or applications to another computer. It provides error-checking to ensure your files or applications arrive intact.

Sending Brief Messages

The Message option on the Edit menu allows you to create brief messages either offline (meaning you are not connected to another computer) or while you are connected to another computer. It gives you time to compose and edit your message before sending it.

The Message choice does not perform error checking. In other words, using Message does not guarantee that all your characters are reaching the other computer. This is usually not a problem for short text files messages like: "Hello, how are you?" If a message this brief gets corrupted by a poor connection and arrives "Hello, how are ?ou" the receiving party can probably still decipher it.

However, it is not acceptable for sending long files and large amounts of information. Suppose you are sending your income tax figures to your accountant and the number that represents your gross income is corrupted. What started out as "35,000.00" may have arrived as "$&5*#00.00." Your accountant is not likely to figure this out. To send long files, use the XMODEM protocol discussed in "Sending DOS Text Files Using XMODEM."

To compose and send a brief text message

1. Select Message from the Edit menu. The following dialog box appears:

2. Type your message in the dialog box as you would any text.

3. Edit the text as needed.

4. Click Send when you are ready to send your message. GeoComm both displays the message in your window and sends it to the receiving computer, where it displays in that computer's window.

5. Click Close to return to the GeoComm window.

Sending Text Using the Clipboard

You can copy text from other GEOS applications and send it to another computer. For example, suppose you have an announcement that you have written using Text File Editor. You can open the appropriate Text File Editor file and copy the message to the clipboard. Then, you can paste the contents of the clipboard into the GeoComm window. When you do this, GeoComm sends the text to the other computer just as if you had typed it directly into GeoComm.

NOTE

This method of sending text works with GEOS applications, not with regular DOS applications.

To send the contents of your clipboard

1. Open the file containing the text you want to send.

2. Select the text you want to send.

3. Use the Copy command to copy the text to your clipboard.

4. Click the GeoComm window to make it active.

5. Choose Paste from the Edit menu. GeoComm pastes the contents of your clipboard onto the GeoComm window and sends it to the other computer.

Sending DOS Text Files

This option allows you to send entire DOS text files that you have saved on your hard disk or perhaps on a diskette. This method does not perform error-checking, so there is no guarantee that the information will arrive error-free.

NOTE

This method of sending text is for files created in DOS applications, as well as in Text File Editor.

To send an existing DOS text file

Before sending an existing DOS text file, it is good practice to verify whether or not the receiving computer requires *linefeeds*. Linefeeds prevent text from typing over itself.

1. Choose Type From Text File from the File menu. The following file selector appears:
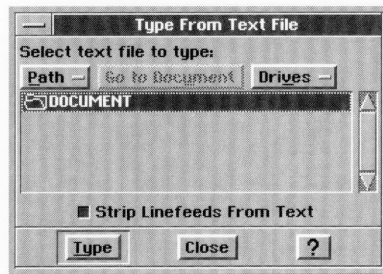
2. Locate and select the DOS file you want to use.

3. Select Strip Linefeeds from Text if the computer you are connected to does not need linefeeds after carriage returns. Most computers need linefeeds, so you will normally not need to select this option.

4. Click Type when you are ready to send the DOS file.

   GeoComm displays a status window to show how your file transfer is proceeding. When the file transfer is completed, GeoComm returns to the GeoComm window.

Sending Text Files Using XMODEM

The XMODEM protocol is a method of transmission that you can use to send entire files and large amounts of information to another computer. The advantage of using XMODEM is that it detects a transmission failure, and it resends the information.

NOTE

Before you can use XMODEM to transfer files, verify that the other computer is set up to receive an XMODEM transfer. Do this by calling before you establish your connection or, once you are connected, by sending a message to the receiving computer indicating that you want to use XMODEM.

To send a file using XMODEM

1. Establish the connection with the computer to which you want to send a file using XMODEM.

2. If necessary, make sure the receiving computer is ready to receive a file using the XMODEM protocol.

3. Choose Send XMODEM from the File menu. The Send XMODEM file selector appears:

```
┌─────────────────────────────────────┐
│  ─   ▓▓▓▓▓  Send XMODEM  ▓▓▓▓▓       │
├─────────────────────────────────────┤
│ Select file to send:                │
│ ┌──────┐┌──────────────┐┌────────┐  │
│ │Path ─││ Go to Document││Drives ─│  │
│ └──────┘└──────────────┘└────────┘  │
│ ┌────────────────────────────┐ ┌─┐ │
│ │📁DOCUMENT                   │ │▲│ │
│ │                            │ └─┘ │
│ │                            │     │
│ │                            │     │
│ │                            │ ┌─┐ │
│ │                            │ │▼│ │
│ └────────────────────────────┘ └─┘ │
│ Packet Size:  ◆128 bytes  ◇1K blocks│
│  ┌────────┐ ┌────────┐ ┌────┐       │
│  │  Send  │ │ Close  │ │  ? │       │
│  └────────┘ └────────┘ └────┘       │
└─────────────────────────────────────┘
```
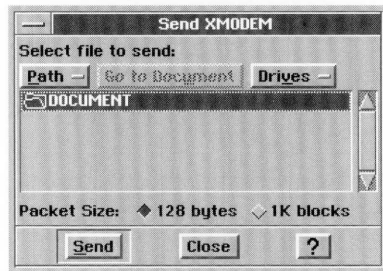
4. Locate and select the file you want to use.

5. Select the size of the data packet. Large files are broken up into small *data packets* to facilitate being transferred to another computer. The recommended selection is 128 bytes.

6. Click Send. The Send XMODEM Status window appears and shows the progress of the transfer, reporting any errors. XMODEM automatically resends those portions of the transmission that have errors. However, if the error count increases suddenly, you probably have a problem in the phone line and may want to retry the transmission later.

```
┌──────────────────────────┐
│  ─  ▓▓  Send Status  ▓▓   │
├──────────────────────────┤
│ Sending:   My Schedule    │
│ Packets Sent:  0          │
│ Packet Errors:  0         │
│ Timeouts:  0              │
│  ┌────────────────────┐   │
│  │   Abort Transfer   │   │
│  └────────────────────┘   │
└──────────────────────────┘
```
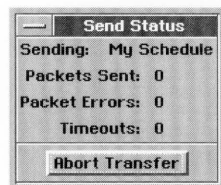
RECEIVING INFORMATION

This section describes how to receive information sent to you from a remote computer during a communication session. You can receive the types of messages and files discussed in "Sending Information" in this chapter.

You should always disable call waiting when using the phone line for data communication. Failure to do so may cause the other computer to disconnect if someone else tries to call while

you're connected. To find out how to disable call waiting, consult your local telephone company.

Before you receive information, it is a good idea to determine what you intend to do with it. Depending on the type and volume of information, there are various ways to accept, store, and save it, including the following:

- Scrolling through the text as it arrives without saving it.
- Copying the text to a file's clipboard.
- Saving the text in a text file.

Scrolling Through the Text Displayed in the Window

As the text arrives at your computer and is displayed in the window, the first part of the text may scroll off the screen. If the message is longer than 175 lines, consider copying it to the clipboard. See "Copying Text to the Clipboard" in this chapter.

To scroll through the text on your window

■ Click the up or down arrow on the scroll bar.

Copying Text to the Clipboard

If you want to save small amounts of text that appear in your window, use the Copy and Paste commands to paste the text into another GEOS application file, such as a Text File Editor file. You can copy and paste information a screenful at a time, or you can wait until the entire message has arrived, as long as the message does not exceed 175 lines of text.

NOTE

Only the last 175 lines of text received are saved. If the message exceeds 175 lines, newly arriving text writes over the text that has already arrived. For a method of capturing more than 175 lines of text, see "Saving Text in a File" in this chapter.

To copy text from your clipboard to a file

1. Select the text in the GeoComm window that you want to copy. You can select text using the mouse, the same way you would select text in Text File Editor, for example. For more information about selecting text, see Chapter 1.

2. Choose Copy from the Edit menu.

3. Open the desired file and place the insertion point where you want to insert the text.

4. Choose Paste from the Edit menu. The text is pasted into the file.

Saving Screen and Scroll-back Buffer Text to a File

GeoComm saves the last 175 lines of text in the *scroll-back buffer*. This is an area that stores the text that scrolls off the screen out of view. GeoComm stores the information in the scroll-back buffer so that you can redisplay it by scrolling back through the window. Otherwise, all the text that scrolls off your screen would be lost. By saving text in a file, you can prevent the loss of incoming text.

To save the contents of your screen and scroll-back buffer

1. Choose Save Buffer from the File menu. The Save Buffer file selector appears:
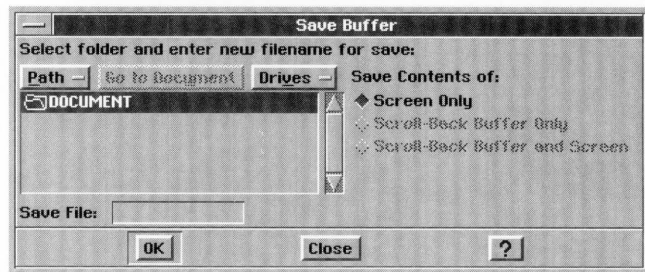
2. Locate and select the directory you want.

3. Type a DOS file name (a DOS file name contains up to eight letters or numbers, following by a period, then a three-letter extension). For more information about DOS file names, see "Naming a Document" in Chapter 2.

4. Select saving only what you see on your screen (Screen Only).

   or

   Select saving only what is hidden in the scroll-back buffer (Scroll-back Buffer Only).

   or

   Select saving both (Scroll-back Buffer and Screen).

5. Click OK to save the text to the file you have specified.

Saving Text in a File

You can "capture" all incoming text as it arrives and have it placed in a file immediately. Since GeoComm usually saves only the most recently received 175 lines of text that displays in the

window, this method of saving text ensures that all the text is saved in the file you specify. It is also faster than using the Copy and Paste method.

To save all incoming text to a file

You need to be set up before you can start capturing incoming text to a file.

1. Before text you want to save starts arriving in the window, Choose Capture to Text File from the File menu. A file selector appears:
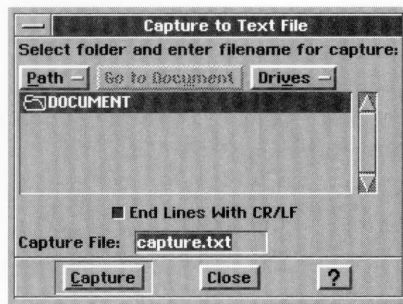
2. Locate and select the directory you want.

3. Type a DOS file name (a DOS file name contains up to eight letters or numbers, following by a period, then a three-letter extension). For more information about DOS file names, see "Naming a Document" in Chapter 2.

4. Select End Lines with CR/LF if you want the end of each line to contain a carriage return and linefeed. If you are unsure, it is a good idea to select it.

5. Click Capture to start saving screen text. GeoComm displays a status window to report this activity while you are online:
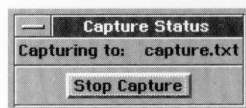
6. Click Done in the Capture Status window when you are finished capturing text.

Saving Text Files Using XMODEM

You can receive text files and be assured that they arrive without transmission errors. The other available choices for receiving files do not provide error checking or correction.

NOTE

Before you can use XMODEM to receive files, verify that the other computer is set up to send files using XMODEM. Do this by calling before you establish your connection or, after connecting, by sending a message to the sending computer indicating that you want to use XMODEM. Also, find out what error-checking mechanism is supported, Checksum or CRC.

To receive a file using XMODEM

1. Establish the connection with the computer from which you want to receive a file using XMODEM.

2. If necessary, send a message telling the sending computer that you want to use the XMODEM protocol.

3. Choose Receive XMODEM from the File menu. The Receive XMODEM file selector appears:
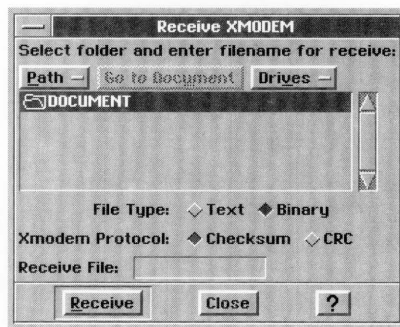
4. Locate and select the directory you want.

5. Select the type of file you are receiving. You have the following two choices:

   • **Text**. Select this if the file you are receiving is a basic DOS text file (straight ASCII).

   • **Binary**. Select this if the file you are receiving is more complex, like a Word Processor, or a Graphic file (not straight ASCII).

6. Select the type of error checking to be performed by XMODEM. There are two choices, each of which ensures error-free file transfer:

- **Checksum**. This is a simple method of checking for file corruption during sending and receiving.

- **CRC (Cyclic Redundancy Check)**. CRC is more sophisticated than Checksum. It is a good idea to select it if the sending computer supports it.

7. Type the name of the file you want the text saved to. The name should be appropriate for the type of file you are expecting. (For example, a DOS text file would have a .TXT extension.)

8. Click Receive. The Receive XMODEM Status window appears:

```
┌─────────────────────────────────────┐
│  ──▐█████  Receive Status  █████▌   │
├─────────────────────────────────────┤
│ Receiving:   Schedule               │
│ Packets Received:  0                │
│    Packet Errors:  0                │
│       Timeouts:  0                  │
├─────────────────────────────────────┤
│         │ Abort Transfer │          │
└─────────────────────────────────────┘
```
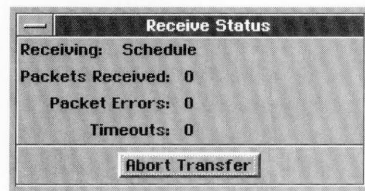
The Receive XMODEM Status window shows you the progress of the transfer. If errors increase dramatically, you may have a poor line connection. In that case, consider canceling the transfer and trying again later.

USING THE GEOCOMM SCRIPTING LANGUAGE

You can package a series of commands into one file, called a script. You then use this file to instruct GeoComm to perform a series of tasks. This means that you do not need to respond to prompts or worry about mistyping information.

For example, suppose you use your GeoComm application to connect to a subscription service to receive a file that lists statistical information. Every day, you open GeoComm, select the Quick Dial option, enter the same phone number, and respond to requests for the same information.

You can simplify this process by writing a script that automatically dials the phone number, logs into the service, receives the file, and places it in the proper location on your computer, then logs out and hangs up. You don't need to wait around to respond to prompts or to log out.

This section introduces the script language commands. In many cases, each command is the equivalent of a menu choice.

For more information about how to create and run a script, see "Using Scripts" in this chapter.

Script Syntax Guidelines

All GeoComm scripts must follow specific guidelines for *syntax* (the "grammar" for the commands) and treatment of text. These guidelines are:

- All GeoComm commands must be in upper case; for example, CLEAR, DIAL, END.

- All commands are case sensitive (if a capital A is required, you cannot use a lower case a).

- Words shown enclosed in angle brackets (< >) are place holders for the actual words you need to type; for example, where you see <baud>, you type the actual baud rate, such as 2400. Do not include the angle brackets.

- A line that starts with a colon is treated as a label or comment. This means that GeoComm displays the contents of that line, but it does not attempt to process or execute anything.

Script Commands

The script commands are listed below in alphabetical order. If available, the equivalent menu choice or other function is provided to help you visualize what happens when you use a command.

You will see a few examples of how these commands are actually used. It is good practice to start with a simple script, then build on it by adding more commands. Try to see if you can build a script that performs an entire communications session from dialup to hangup without requiring your intervention. **For more information about** running your scripts, see "Using Scripts" in this Chapter.

:<LABEL>

Any line beginning with a colon is treated as a label (although the colon isn't actually part of the label). Use the GOTO command to jump to a label line. Labels can be in upper or lower case, but you must be consistent. If you have label defined as ":GoHere", you must refer to exactly the same way in GOTO statements ("GOTO GoHere"). Here's a sample label line:

```
:JumpToThisLabel
```

ABORT

GeoComm goes to this special label when you click Stop in the Script Display window. The word "ABORT" must be all uppercase. This is how the abort label should appear in your scripts:

```
:ABORT
```

BELL

This command sounds a beep. Use this in your script to alert you of an activity that is taking place or one that has completed. For example:

```
BELL
```

CLEAR

This command clears the Script Display window. For example:

```
CLEAR
```

COMM <BAUD-DATABITS-PARITY-STOPBITS-DUPLEX>

This command allows you to specify the baud rate, data bit value, parity setting, stop bit value, and duplex settings all on one line.

This command is the equivalent of specifying Baud Rate, Data Bits, Parity, and Stop Bits in the Protocol dialog box and of specifying Duplex in the Terminal Options dialog box. For more information, see "Choosing the Protocol Settings" and "Choosing the Terminal Settings" in this chapter.

For example, if you're using a 2400 baud line with eight data bits, no parity, and one stop bit, you would put this command in your script (put dashes between settings):

```
COMM 2400-8-N-1-FULL
```

DIAL "<NUMBER>"

This command dials the phone number you specify after DIAL. The phone number must be enclosed in quotation marks. Use commas to make GeoComm pause in the dialing. For more information, see "Dialing and Hanging Up" in this chapter.

To dial 9 (for an outside line), a pause, and then 555-1212, you would put the following line into your script:

```
DIAL "9,555-1212"
```

END

This command stops the script and returns control to you. It does not jump to the :ABORT label. Use this command to continue manually what the script has started for you.

This is useful for beginning script users as a way to implement a basic script to see how one works. For example:

```
DIAL "9,555-1212"
END
```

This script dials the phone number, 9,555-1212, then returns the GeoComm window back to you just as if you had used the Quick Dial option on the Dial menu.

GOTO <LABEL>

This command instructs GeoComm to go to the line specified by the label. You can use the GOTO command to jump to specified label lines (lines that begin with a colon). You must enter the GOTO label commands exactly the way you typed the label (be sure to leave off the colon, though). For example, the following line:

```
:JumpToThisLabel
```

must be referred to in a GOTO command as:

```
GOTO JumpToThisLabel
```

MATCH <TEXT> GOTO <LABEL>
PROMPT <NUMBER>

The MATCH and PROMPT commands work together to make GeoComm perform some action based on text received from another computer.

First, the MATCH command makes GeoComm look for <text> in the text that is transmitted by the other computer. You can specify many MATCH commands but after them all, you must include a PROMPT command.

The text for the MATCH commands must be entered inside quotation marks (" ").

The PROMPT command specifies the amount of time your computer waits for the sending computer to supply the MATCHing text. PROMPT time values are in sixtieths of a second. (That is, 3600 sixtieths is a minute.) If the MATCH command is satisfied within the time specified in the PROMPT command, the script goes to the given label. Otherwise, GeoComm goes to next line in the script. For example:

```
MATCH "password?" GOTO DoPass
MATCH "System is down" GOTO SystemDown
PROMPT 3600
PRINT "No Response"
```

The first MATCH command looks for the text "password?" from the remote computer. If the text is sent, the script goes to the label "DoPass", otherwise it continues with the next MATCH statement. If the second MATCH is made, the script goes to the label "SystemDown." If neither condition is met in the allotted minute (PROMPT 3600), the script prints "No Response" in the Script Display window.

PAUSE <NUMBER>

This command causes GeoComm to pause for the amount of time specified. The number value is in sixtieths of a second. The default is 60, or one second. To have your script pause for one minute, use the following line:

```
PAUSE 3600
```

PORT <PORT>

This command instructs GeoComm to use the Com port specified. (This is a serial port on your computer where your modem is connected)

This command is the equivalent of specifying Modem Port in the Protocol dialog box. For more information, see "Choosing the Protocol Settings" in this chapter. The following command tells GeoComm to use Com port 2:

```
PORT 2
```

PRINT <TEXT>

This command instructs GeoComm to print <text> in your Script Display window. This message is not sent to the other computer. Use this command as an indication of what the script is doing. You can have as many PRINT statements in your scripts as you want.

To force carriage returns after the text display, enter ",CR" at the
end of each line, or add another print command:

```
PRINT CR
```

For example:

```
PRINT "Enter Password Now" ,CR
PRINT "Password:"
```

This displays on your screen as:

```
Enter Password Now
Password:
```

PULSE
TONE

These commands cause GeoComm to use tone or pulse dialing
when it dials a phone number. Otherwise GeoComm uses
whatever you have set in your Modem settings. For more
information, see "Configuring Your Modem" in this chapter. To
force your script to use pulse dialing, use the following
command:

```
PULSE
```

SEND <TEXT>

This command sends the specified text to the other computer.
Use a ",CR" at the end of the text if you want to insert a carriage
return after the text. For example, to send the word "password"
followed by a carriage return to the other computer, you would
put the following line in your script:

```
SEND "password" ,CR
```

TERM <TERMINAL TYPE>

This command instructs GeoComm to emulate the type of
terminal specified. Valid terminal types are TTY, VT52, VT100,
WYSE50, ANSI, IBM3101, and TVI1950.

This command is the equivalent of specifying Select Terminal in
the Terminal Options dialog box. For more information, see
"Choosing the Terminal Settings" in this chapter. For example, to
make GeoComm emulate a standard TTY terminal, you would
put this command in your script:

```
TERM TTY
```

GeoBanner

GeoBanner provides an easy way to create banners for any occasion. The banner is printed on multi-page paper that you can hang over the window, on the wall, or across the door.

You can print your banner using either a single-sheet feed or a *continuous-feed* printer (that is, the pages are connected by a perforation). However, because of their length, banners print best on continuous-feed paper.

The GeoBanner application does not have user levels.

This chapter explains how to do the following:

- Create a banner.
- Format the text of the banner by changing fonts and styles and by adding special effects and borders.
- Print the banner.

This chapter assumes you are familiar with the information covered in Chapter 1. Chapter 1 provides an overview of the skills you need to use any GEOS application.

STARTING GEOBANNER

The GeoBanner icon looks like the example at the left.

GeoBanner

To start GeoBanner

■ Locate the GeoBanner icon and double-click it. For more information about starting GEOS applications, see Chapter 1.

The GeoBanner window appears.

Type your banner message in this box.

Your message displays here as a banner.

Use the scroll arrows to show different parts of your banner.

When you start GeoBanner, a box appears above a display area in the GeoBanner window. You can type your banner message in the box and see the message instantly displayed as a banner in the display area.

CREATING A BANNER

GeoBanner cannot preview very long banners in their entirety. These long banners will still print correctly, however.

You can use GeoBanner to create a banner for a party, a holiday, or any special occasion. For example, you may want to design a simple birthday banner or an elaborate Welcome Home sign. This section describes how to create a simple banner with the default typeface (URW Roman). If you want to change the typeface or add special effects, see "Formatting a Banner" in this chapter.

To create a banner

■ Enter the text for the banner in the Banner Message box. As you type in the box, the letters also display in the Sample Banner area.

Here is a Happy Birthday banner.

Most banners will not fit entirely in the window, like the example shown above. Click the scroll bar to view the rest of the message.

If you do not want to make any formatting changes, the banner is ready to print. For more information about printing, see "Printing a Banner" in this chapter.

FORMATTING A BANNER

You can select a variety of format options for your banner. For example, you can change the font, change the style, enclose the message within a border, or apply a special effect.

To change the font

A *font* is a typeface, the design of the individual alphabetic and numeric characters. Some fonts like URW Sans are very plain, while others are ornate, like Sather Gothic. Ensemble comes with several different fonts you can use for your banner.

Font and style changes apply to the entire banner.

■ Choose a new font from the Fonts menu. The font is applied to all text in the banner. The Sample Banner changes to show the new font.

or

Choose Font Viewer from the Fonts menu, and then select a font from the list. The font is applied to the sample letters and numbers at the bottom of the dialog box to give you a preview of how it looks. Click Apply to apply the font to all the text in the banner. The Sample Banner changes to show the new font. Click Close to exit the dialog box when you have selected a font that you like.
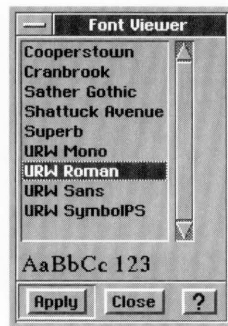
To change the style

When you change a style, you make the text boldface, italic, underlined, or any combination of the three. You can also change back to Plain Text, which removes all text styles.

■ Choose a new style from the Styles menu. The styles you select are applied to all text in the banner, and the Sample Banner changes to reflect the new style. Add any other styles that you want.

To remove a style

■ Select the choice you want to remove. The check box changes from black to gray, and the style is removed. To remove all styles, choose Plain Text.

To add a special effect

You can use any one of the following special effects to give your text a shadow or a three-dimensional look:

• **Small Shadow** adds a shadow that makes the letters appear to float over the page.

• **Large Shadow** adds a shadow that makes the letters appear to float higher off the page.

• **Fog** adds a soft, blurry shadow behind the letters.

• **3D Effect** adds a three-dimensional shadow behind the letters.

• **No Effect** removes any special effect from the letters.

■ Choose a new effect from the Effects menu. The Sample Banner changes to show the new effect.

To add a border

When you add a border, you change the banner in the following ways:

• **Thin Border** encloses the banner message in a thin box.

• **Wide Border** encloses the banner message in a wider box.

• **Double Border** encloses the banner message in two thin boxes.

• **No Border** removes all borders from the banner message.

■ Choose a border from the Borders menu. The Sample Banner changes to show the new border.

PRINTING A BANNER

The banner that is displayed in the Sample Banner area shows exactly how it will appear when you print it.

You can print your banner on any printer using either continuous-feed paper or single sheets of paper. If you are printing your banner on single sheets of paper, you will have to tape the sheets together. The number of pages you see on the screen may vary from the number of single pages actually printed. This is because some printers automatically apply a margin to each side of the printed page.

To print a banner

1. Choose Print from the File menu. The print dialog box appears.
2. Click Print. The banner prints.

NOTE

The printer always prints with low print-quality to keep your printer from overheating.

Solitaire

This version of Solitaire looks and plays the same as the game with real cards. With the this version of the game, however, the computer shuffles and deals the cards for you — ll you have to do is play the game!

Solitaire has no user levels, but it does have three playing levels. For more information about the playing levels in this game, see "Setting the Playing Level" later in this chapter. For the rules of Solitaire, see any standard book on card games, or try playing Solitaire at the beginner level.

STARTING SOLITAIRE

Solitaire

The Solitaire icon looks like the example at the left.

To start Solitaire

1. Locate the Solitaire icon and double-click it.

   The Solitaire window appears:

   Click to see the next card.
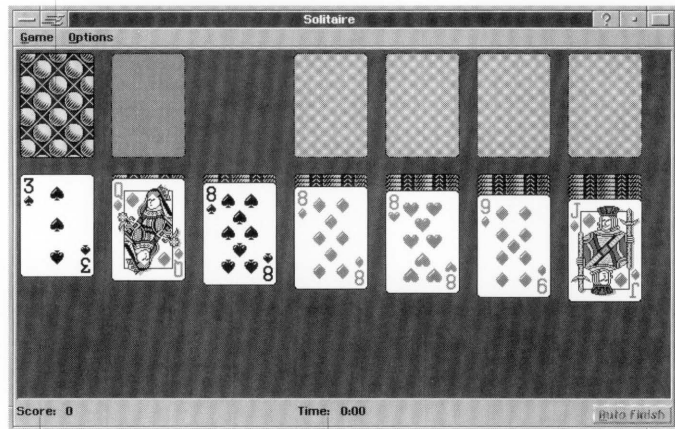
   Your elapsed time shows here if you are playing a timed game.

   Your score shows here if you are playing a scoring game.

2. To start the game, drag any card to a new location.

   or

   Click the deck to see a new card.

   For more information about starting an application, see Chapter 1.

PLAYING THE GAME

You drag cards to move them from stack to stack, and you click on face-down cards to flip them over. For more information about clicking and dragging, see Chapter 1.

To start a new game

You can re-deal the deck of cards at any time. When you re-deal, you start a new game.

■ Choose Re-Deal from the Game menu.

To move a card to a new location

■ Drag the card to a new location. If you've made a legal move, the card appears in its new location. Otherwise it returns to its original location.

SHORTCUT

Double-click a card in one of the seven lower stacks to send it to one of the four upper stacks—that is, if it's a legal move.

To flip a card

■ Click once on the card. If it's in one of the seven lower stacks, a single card flips. If you click the deck, either one, two, or three cards flip — depending how you set your options.

To undo a mistake

If you make a move and change your mind, you can move the card back.

■ Choose Undo from the Game menu. The card returns to its original location.

Automatically Finishing a Game

You win a Solitaire game when you have flipped over all of the face-down cards and you have played all of the cards in the deck. When this happens, the Auto Finish button changes from gray to black. At this point you can manually move all the cards into the upper four piles, or you can simply click the Auto Finish button — all of the cards in the lower stacks automatically move to the four upper stacks.

SETTING THE PLAYING LEVEL

Setting a *playing level* determines how much assistance you get as you play the game. You receive progressively less assistance as you move from the beginning level to the most advanced level.

Solitaire has the following three playing levels:

- **Beginner level.** This playing level guides you when you drag cards to a new location. If you click a card, possible locations for that card appear highlighted. You can move cards back from the four upper stacks to the seven lower stacks — something you can't do at higher levels. You can also move parts of a face-up stack to another stack. For example, if you have a sequence of six cards on a particular pile, you can move the last three face-up cards to a new location.

- **Intermediate level.** At this level you don't get help with possible moves. Also you can't move cards back from the four upper stacks to the seven lower stacks, though you can still move parts of a face-up stack to another stack.

- **Advanced level.** Standard Solitaire with no help and no cheating.

To change the playing level

■ Choose Level of Play from the Options menu, and then select a level from the submenu. When you change the playing level during a game, you are asked if you want to start a new game.

CHANGING THE SCORING

Solitaire has the following scoring options:

- **Standard (Timed) and Standard (Untimed).** In Standard (Timed), you lose points for the time you spend deciding where to move a card. In Standard (Untimed), you are not penalized for taking time to make decisions. Standard (Timed) and Standard (Untimed) games are scored as shown in the following table:

IF YOU...	YOU GET...
Let ten seconds pass	−1 point
Move a card to one of the four upper stacks	+10 points
Flip a card in the lower stacks	+5 points
Move a card from the discard deck to one of the lower stacks	+5 points
Start through the discard deck again (one-card draw)	−30 the first two times; −60, −90, and so on, each time thereafter
Start through the discard deck again (two-card draw)	−20 the first three times; −40, −60, and so on, each time thereafter
Start through the discard deck again (three-card draw)	−10 the first four times; −20, −30, and so on, each time thereafter

- **Vegas.** In this scoring option, your game starts when you choose Re-Deal from the Game menu. You start each Vegas game already 52 points in the hole, and for each re-deal you lose another 52 points. For each card you successfully move to an upper stack, you receive five points. Points are cumulative from game to game. You are also limited to how many times you can go through the discard deck: only once with one-card draw; twice with two-card draw; and three times with three-card draw.

- **Countdown.** In this scoring option, you play against the clock. Your goal is to score as many points as possible in seven minutes. You can change the allotted time using the Set Countdown Time option in the Options menu. For more information about changing your Solitaire options, see "Changing Other Options" later in this chapter.

- **No Scoring.** In this scoring option, you simply play the game until you win or are ready to stop. You do not receive any points, nor are you penalized any points. In addition, elapsed time is not shown when you choose No Scoring.

To change the scoring

1. Choose Scoring from the Options menu. A submenu appears.
2. Select a choice from the Scoring submenu.

CHANGING THE NUMBER OF CARDS DRAWN

You can draw either one, two, or three cards at a time from the deck. The choice you make affects your scoring if you are using Standard scoring, and affects how many times you can go through the deck if you are using Vegas scoring. For more information, see "Changing the Scoring" earlier in this chapter.

To change the number of cards drawn

1. Choose Draw How Many Cards? from the Options menu. A submenu appears.
2. Select a choice from the submenu.

CHANGING OTHER OPTIONS

In addition to choosing a playing level and a scoring method, you can also set other playing options. These options appear in the Options menu and are summarized in the following table:

THIS OPTION...	DOES THIS...
Change Card Backs	Opens a dialog box where you can choose different artwork for the backs of the playing cards.
Set Countdown Time	Opens a dialog box that lets you specify the number of minutes and seconds allowed for Countdown scoring.
Outline Dragging	Shows only the outline of the card as you drag it.
Full Card Dragging	Shows the full card as you drag it.
Fade Cards	Fades the cards as they are dealt. When you turn off Fade Cards, the cards appear immediately. If you are playing a timed game, you may want to leave this option off since it slows down the game.

Changing Your Preferences The Preferences

application allows you to tailor your computer to meet your

specific needs and likes. For example, if you like your mouse

speed faster than it currently is, you can adjust the mouse

acceleration speed by changing Mouse options. This chapter

explains how to change various options on your computer so

that each time you use Ensemble or any of the Ensemble

applications, the options are automatically set.

You can change the following options:

- Computer
- Video
- International
- Text
- Mouse
- Modem
- Printer
- Keyboard
- Look and feel
- Date and time
- Sound
- Background
- Lights Out
- GEOS internal options
- Task Switching
- Fonts

STARTING PREFERENCES

Preferences

The Preferences icon appears in the WORLD directory of GeoManager and looks like the example at the left. You can start Preferences either from GeoManager or from the Express menu that appears in all GEOS application windows.

To start Preferences

■ Locate the Preferences icon and double-click it.

or

Choose Start an Application from the Express menu in any GEOS application. Then, from the ensuing submenu, choose Preferences.

The Preferences window appears:

For more information about starting GEOS applications and using the Express menu, see Chapter 1.

CHANGING YOUR PREFERENCES

This section shows you how to change each of the available options in the Preferences application.

Changing the Computer Options

Only advanced users should change the Computer options. Use the Computer options if you have additional memory or unusual port configurations.

To change the computer options

1. Open Preferences.
2. Click the Computer button. A dialog box appears:

```
┌──────────────────────────────────────────────────────────────────┐
│ ████████████████████████████████████████████████████████████████ │
│  ┌──────────┐  Change the Extra Memory Type to make use of additional memory. │
│  │▭▭▭▭▭ ▭▭ │  Change the Interrupt Levels if your computer has unusual port │
│  │▭▭▭▭▭▭▭▭▭ │  configurations.                                               │
│  Computer                                                          │
│  ┌──────────────────────────────────────────────────────────────┐ │
│  │ ☐ None  ■ Expanded (LIM EMS)  ■ XMS/HIMEM.SYS  ☐ Extended (Above 1 Mb) │ │
│  └──────────────────────────────────────────────────────────────┘ │
│  ┌──────────────────────Interrupt Level Options──────────────────┐ │
│  │ ┌──────────Serial Ports──────────┐  ┌──────Parallel Ports─────┐│ │
│  │  COM1:    COM2:    COM3:    COM4:   LPT1: ◆ BIOS ◇ DOS ◇ 5 ◇ 7 ││ │
│  │  [4? ▲▼] [3? ▲▼] [4? ▲▼] [Off ▲▼]  LPT2: ◆ BIOS ◇ DOS ◇ 5 ◇ 7 ││ │
│  │                                    LPT3: ◆ BIOS ◇ DOS ◇ 5 ◇ 7 ││ │
│  └──────────────────────────────────────────────────────────────┘ │
│     [ OK ]        [ Reset ]        [ Cancel ]        [ ? ]          │
└──────────────────────────────────────────────────────────────────┘
```
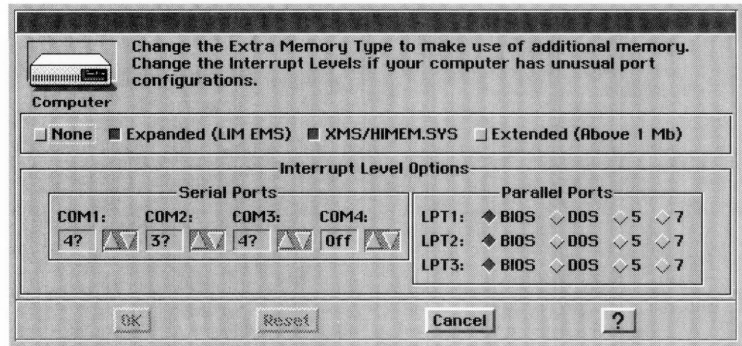
3. Fill out the dialog box, changing the options as necessary.

   Select the check boxes at the top of the dialog box for each type of additional memory your computer contains.

   Serial Ports. Click the up and down arrows to change the interrupts for your serial ports, or turn them off.

   A question mark appears next to the interrupt number until Ensemble has verified that the port exists and that the interrupt is correct.

   Parallel Ports. Select the appropriate radio buttons to configure your parallel ports.

4. Click OK when you are finished. A dialog box asks you to confirm restarting Ensemble so that changes can take effect. Click Yes to restart.

   or

   Click Reset to change all of the Computer options to their original settings.

Changing the Video Options

Use the Video options if you need to change how your video adapter is set up. Your video adapter is the type of graphic display your computer uses (for example, VGA, CGA, EGA, and so on).

To change the type of video adapter

1. Open Preferences.

2. Click the Video button. A dialog box appears:
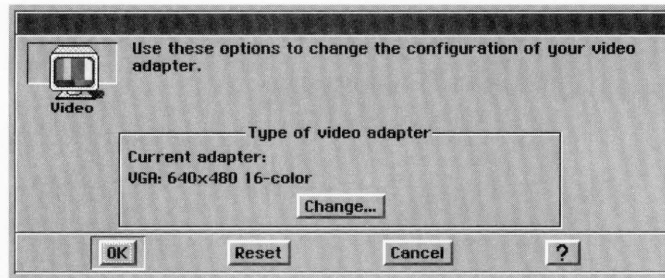
3. Click the Change button if the current adapter shown is incorrect. A dialog box appears with a list of available video types.

4. Select a video type from the list, and then click OK.

The Video dialog box reappears.

5. Click OK when you are finished. A dialog box asks you to confirm restarting Ensemble so that changes can take effect.

Click Yes to restart.

or

Click No, then click Reset to change the video adapter back to its original setting.

6. If you chose to restart Ensemble, you will see a series of test screens to ensure that you have chosen the correct settings. If the display is jumbled, or stays blank for longer than two minutes, press **F10** to return to the original video settings.

Changing the International Options

Use the International options if you want to change the standard formats for the currency, the numbers, the date, the quotation marks, and the time for a country other than the United States.

To change the currency format

1. Open Preferences.

2. Click the International button. A dialog box appears:

```
┌──────────────────────────────────────────────────────────────┐
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓        │
│   ┌─────┐  Use these options to change your time and date display │
│   │     │  formats, currency and number formats, and other default │
│   │     │  characters.                                           │
│   └─────┘                                                        │
│  International                                                   │
│   ┌─Choose format to edit─┐        ┌─Examples──────────────────┐ │
│   │ Currency           ▲ │         │         -$13.22           │ │
│   │ Number               │         │                           │ │
│   │ Quotation marks      │         │                           │ │
│   │ Long date            │         │                           │ │
│   │ Short date           │         │                           │ │
│   │ Time                 │         │                           │ │
│   │                    ▼ │         │                           │ │
│   └──────────────────────┘         └───────────────────────────┘ │
│          [ Edit... ]          [ Close ]          [ ? ]           │
└──────────────────────────────────────────────────────────────┘
```
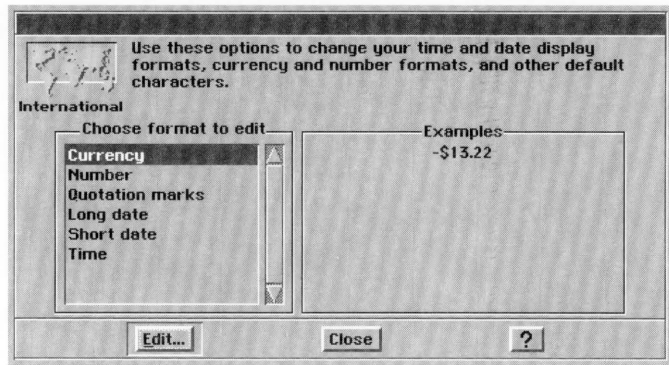
3. Select Currency from the list, and then click Edit. A dialog box appears:

```
┌────────────────────────────────────────────┐
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓  Edit  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓        │
│              Edit Currency format:          │
│  Symbol & Negative Placement:  [ -$199.00 ▼]│
│        Space around symbol:    [ $1 or 1$ ▼]│
│               Symbol:  [ $        ]          │
│           Leading zero:  [ .99  ▼]          │
│         Decimal Digits:  [ 2 ] [▲▼]         │
│  Example:  -$13.22                          │
│     [ OK ]      [ Cancel ]      [ ? ]       │
└────────────────────────────────────────────┘
```
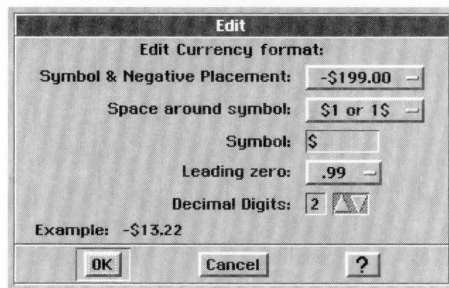
4. Fill out the dialog box, changing the following options as necessary:

Symbol and Negative Placement. This option changes the placement of the currency symbol and negative sign. Click the button to the right of "Symbol & Negative Placement." A drop-down list appears. Select a choice from the list. Your selection appears in the button, and the example at the bottom of the dialog box changes accordingly.

Space Around Symbol. This option sets the distance between the symbol and the value. Click button to the right of "Space Around Symbol." A drop down list appears. Select a choice from the list. Your selection appears in the button, and the example at the bottom of the dialog box changes accordingly.

Symbol. This option sets a new currency symbol. Highlight the existing symbol and type in a new symbol. For a list of characters you can use and how to type them, see Appendix B.

Leading Zero. This option adds a zero before the currency format. Click the button to the right of "Leading Zero." A drop-down list appears. Select a choice from the list.

Decimal Digits. This option sets the standard number of decimal places. Click the up and down arrows to change the decimal digits.

5. Click OK when you are finished changing the currency format.

   or

   Click Cancel to keep the original settings.

   The International dialog box reappears.

6. Choose another format to edit.

   or

   Click Close.

7. If you have changed any of the International options, a dialog box appears requesting you to restart Ensemble so that the changes can take effect immediately.

   Click Yes to restart Ensemble.

   or

   Click No to delay your changes until the next time you log in to Ensemble.

To change the numbers format

1. Open Preferences.
2. Click the International button. A dialog box appears.
3. Select Number from the list, and then click Edit. A dialog box appears:
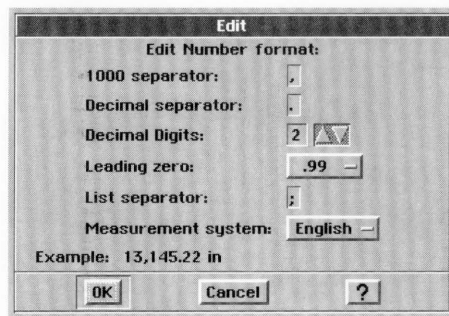
4. Fill out the dialog box, changing the following options as necessary:

1000 Separator. This option sets a character that is used to separate thousands (for example, the use of commas in 1,000,000). Type a character in the box.

Decimal Separator. This option sets a character that is used as a decimal point. Type a character in the box.

Decimal Digits. This option changes the number of decimal places. Use the up and down arrows to change the decimal digits.

Leading Zero. This option turns the leading zero on or off. Click the button to the right of "Leading Zero." A drop-down list appears. Select a choice from the list.

List Separator. This option sets the character that you see as the separator in a series of numbers (for example, the use of commas in "1, 2, 3"). Type a character to be used as the list separator.

Measurement System. This option changes the measurement system to Metric or English. Click the button to the right of "Measurement System." A drop-down list appears. Select a choice from the list.

5. Click OK when you are finished editing the numbers format. The International dialog box reappears.

6. Choose another format to edit.

   or

   Click Close.

7. If you have changed any of the International options, a dialog box appears requesting you to restart Ensemble so that the changes can take effect immediately.

   Click Yes to restart Ensemble.

   or

   Click No to delay your changes until the next time you log in to Ensemble.

To change the quotation marks format

1. Open Preferences.

2. Click the International button. A dialog box appears.

3. Select Quotation Marks from the list, and then click Edit. A dialog box appears:


```
┌──────────────────────────────────────────────┐
│                     Edit                       │
│        Edit Quotation marks format:            │
│              First single quote:  [ ' ]        │
│               Last single quote:  [ ' ]        │
│             First double quote:   [ " ]        │
│              Last double quote:   [ " ]        │
│      Example:  '123'   "456"                   │
│        ┌──────┐    ┌──────────┐    ┌─────┐     │
│        │  OK  │    │  Cancel  │    │  ?  │     │
│        └──────┘    └──────────┘    └─────┘     │
└──────────────────────────────────────────────┘
```
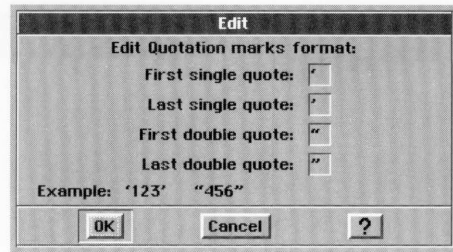
4. Fill out the dialog box, changing the following options as necessary:

First Single Quote, Last Single Quote, First Double Quote, Last Double Quote. Each option sets the symbol you want to use for one of the four quote marks. Type the symbols you want in the appropriate boxes.

5. Click OK when you are finished editing the format of quotation marks. The International dialog box reappears.

6. Choose another format to edit.

or

Click Close.

7. If you have changed any of the International options, a dialog box appears requesting you to restart Ensemble so that the changes can take effect immediately.

Click Yes to restart Ensemble.

or

Click No to delay your changes until the next time you log in to Ensemble.

To change the long date format

You can edit the long date format or the short date format. The long date format shows the day of the week, month, year, and date. The short date format shows only the month, day, and year.

1. Open Preferences.

2. Click the International button. A dialog box appears.

3. Select Long Date from the list, and then click Edit. A dialog box appears:
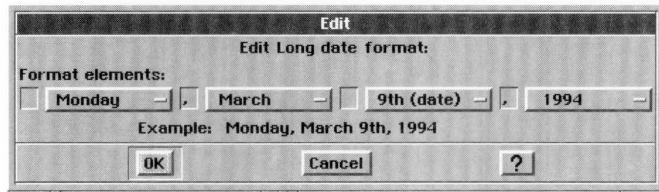

```
                        Edit
                  Edit Long date format:
Format elements:
□  [ Monday    ═ ][,] [ March    ═ ] [□] [ 9th (date) ═ ][,] [ 1994   ═ ]
           Example:  Monday, March 9th, 1994
              [  OK  ]      [ Cancel ]      [ ? ]
```

4. Fill out the dialog box, changing the Format Elements options as necessary. With each option, click the button for the item you want to change. A drop down list appears. Select the desired format from the list.

5. In each of the separator boxes, type a character you want to appear as the separator between the elements (for example, the use of slashes in Mon/01/01/93).

6. Click OK when you are finished editing the long date format. The International dialog box reappears.

7. Choose another format to edit.

   or

   Click Close.

8. If you have changed any of the International options, a dialog box appears requesting you to restart Ensemble so that the changes can take effect immediately.

   Click Yes to restart Ensemble.

   or

   Click No to delay your changes until the next time you start Ensemble.

To edit the short date format

1. Open Preferences.

2. Click the International button. A dialog box appears.

3. Select Short Date from the list, and then click Edit. A dialog box appears:
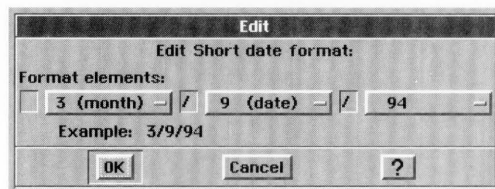

```
                      Edit
                Edit Short date format:
Format elements:
□ [ 3 (month) ═ ][/] [ 9 (date) ═ ][/] [ 94      ═ ]
       Example:  3/9/94
          [  OK  ]      [ Cancel ]      [ ? ]
```

4. Fill out the dialog box, changing the Format Elements options as necessary. With each option, click the button for the item you want to change. A drop down list appears. Select the desired format from the list.

5. In each of the separator boxes, type a character you want to appear as the separator between the elements (for example, the use of slashes in 01/01/93).

6. Click OK when you are finished editing the short date format. The International dialog box reappears.

7. Choose another format to edit.

   or

   Click Close.

8. If you have changed any of the International options, a dialog box appears requesting you to restart Ensemble so that the changes can take effect immediately.

   Click Yes to restart Ensemble.

   or

   Click No to delay your changes until the next time you log in to Ensemble.

To edit the time format

1. Open Preferences.

2. Click the International button. A dialog box appears.

3. Select Time from the list, and then click Edit. A dialog box appears:
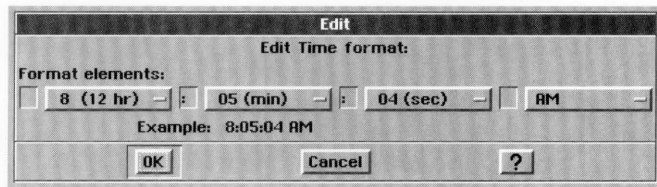
4. Fill out the dialog box, changing the Format Elements options as necessary. With each option, click the button for the item you want to change. A drop down list appears. Select the desired format from the list.

5. In each of the separator boxes, type a character you want to appear as the separator between the hours, minutes, and seconds (for example, the use of colons in 12:35:30).

6. Click OK when you are finished editing the time format. The International dialog box reappears.

7. Choose another format to edit.

or

Click Close.

8. If you have changed any of the International options, a dialog box appears requesting you to restart Ensemble so that the changes can take effect immediately.

Click Yes to restart Ensemble.

or

Click No to delay your changes until the next time you log in to Ensemble.

Changing the Text Options

Use the Text options if you want to change spell-checking options, edit the user dictionary, or choose a new main dictionary. You can also turn smart quotes on or off in this dialog box. Unless you specify otherwise, Ensemble applications use straight quotation marks (" " or ' '). When you turn *smart quotes* on, typographer's quotation marks appear (" " or ' '). Any quotation marks you have already typed with smart quotes off do not change when you turn this option on.

To change smart quotes and spell-checking options

1. Open Preferences.

2. Click the Text button. A dialog box appears:
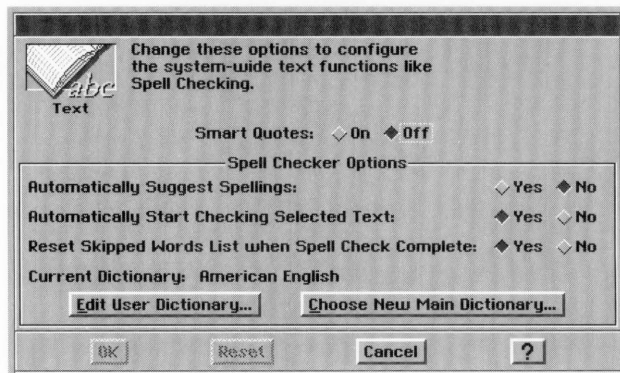
3. Fill out the dialog box, changing the following options as necessary:

Smart Quotes. This option turns on typographer's quote marks for text. Click the radio buttons to turn smart quotes on or off.

Automatically Suggest Spellings. Clicking Yes for this option lets the Spelling Checker suggest corrections for spelling errors.

Automatically Start Checking Selected Text. Clicking Yes for this option lets the Spelling Checker automatically start checking text you have selected.

Reset Skipped Words List When Spell Check Complete. Clicking Yes for this option lets the Spelling Checker skip all occurrences of misspelled words for one spell-checking operation. You must also click Skip All in the Ensemble Spelling Checker in order for this option to work.

4. Click OK when you are finished changing smart quotes or spell-checking options.

   or

   Click Reset to change smart quotes or spell-checking options to their original settings.

To edit your user dictionary

Your *user dictionary* is a dictionary that contains words you add to it. These words typically do not appear in the main dictionary for the Spelling Checker; rather, you add them to a special dictionary to expedite spell-checking.

1. Open Preferences.

2. Click the Text button. A dialog box appears.

3. Click the Edit User Dictionary button. A dialog box appears:
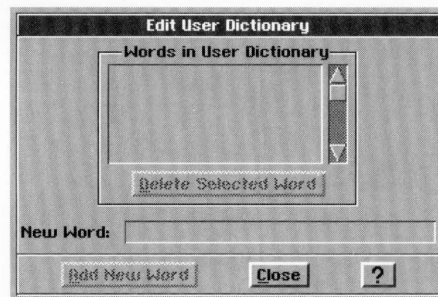
4. To add a new word, type the new word in the box, and then click Add New Word.

   or

To remove a word from your user dictionary, select the word from the list, and then click Delete Selected Word.

5. Click Close when you are finished editing your user dictionary. The Text dialog box reappears.

6. Click OK when you are finished.

    or

    Click Reset to change your user dictionary to its original entries.

To choose another main dictionary

1. Open Preferences.

2. Click the Text button. A dialog box appears.

3. Click the Choose New Main Dictionary button. A dialog box appears:
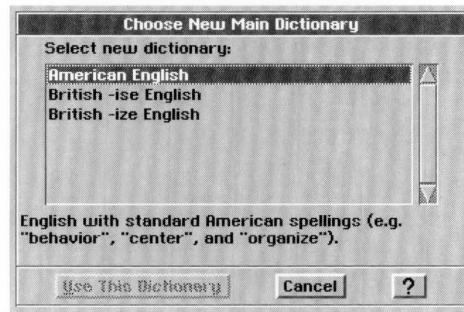
4. Select a new dictionary from the list.

5. Click Use This Dictionary. The Text dialog box reappears.

6. Click OK when you are finished. A dialog box asks you to confirm restarting Ensemble so that changes can take effect.

    Click Yes to restart.

    or

    Click No, then click Reset to change the dictionary name back to its original setting.

Changing the Mouse Options

Use Mouse options if you want to change your mouse acceleration or the double-click time. In addition, you can change the type of mouse you have.

Mouse acceleration determines how far the mouse pointer moves when you quickly move your mouse. The *double-click time*

determines how fast you need to double-click to initiate an action.

To change double-click time and mouse acceleration

1. Open Preferences.
2. Click Mouse. A dialog box appears:
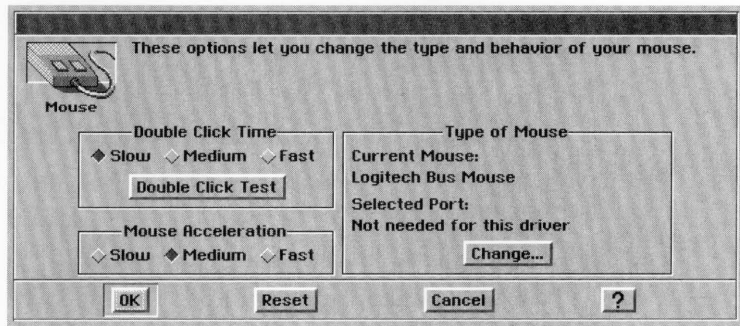
3. Fill out the dialog box, changing the options as necessary.

   Double Click Time. This option lets you select the double-click time interval you want. Once you select one of the radio buttons, you can test how fast or slow you need to double-click with the Double Click Test button. When you double-click the button at the correct speed, the button flashes and your computer beeps.

   Mouse Acceleration. This option lets you select the mouse acceleration speed you want. A slow setting moves the pointer the same distance as the mouse. With a fast setting, the mouse pointer moves further when you quickly move your mouse.

4. Click OK when you are finished.

   or

   Click Reset to change the mouse acceleration and double-click options to their original settings.

To change the type of mouse

If you are not sure what type of mouse you are using, check the documentation you received with your mouse.

1. Open Preferences.
2. Click Mouse. A dialog box appears.

3. Click the Change button if the type of mouse currently shown is incorrect. A dialog box appears:
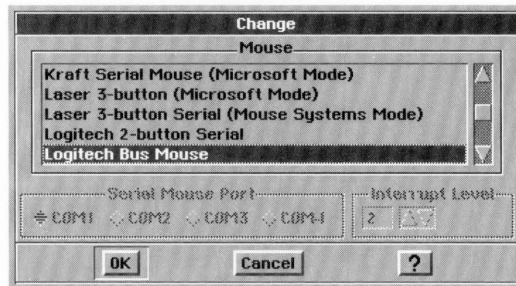
4. Fill out the dialog box, changing the following options as necessary:

   Mouse. Select a mouse from the list.

   Serial Mouse Port. Select a serial mouse port for your mouse when one is required. This option is dimmed if it does not apply to the kind of mouse you have selected.

   Interrupt Level. Click the up and down arrows to set an interrupt level. If the Interrupt Level box is dimmed, you are using a mouse that does not require you to specify an interrupt level.

5. Click OK. The Mouse dialog box reappears.

6. Click OK when you are finished. A dialog box asks you to confirm restarting Ensemble so that changes can take effect.

   Click Yes to restart.

   or

   Click No, then click Reset to change the type of mouse back to the original setting.

7. If you chose to restart Ensemble, you will see a test screen to ensure that you have chosen the correct settings. If your mouse does not appear to function, press **F10** to return to the original mouse settings.

Changing the Modem Options

Use the Modem options if you want to change your modem settings. You can change the serial port of your modem, the dial type (touch-tone or pulse), and the speed and format options (baud rate, parity, stop bits, and so on). For more information about baud rate, parity, and so on, refer to your modem manual.

Before you can use your modem, you need to be sure to identify the communication port and port speed. Refer to your modem manual for more information.

To change the modem serial port and dialing method

1. Open Preferences.
2. Click the Modem button. A dialog box appears:
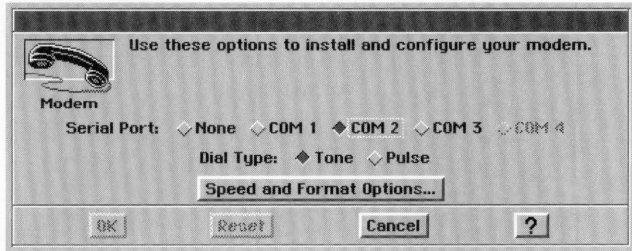
3. Fill out the dialog box, changing the following options as necessary.

   Serial Port. Click to select a new serial port for your modem.

   Dial Type. Click the appropriate dial type (tone or pulse).

4. Click OK when you are finished.

   or

   Click Reset to change the serial port and dial type to their original settings.

To change the modem speed and format options

1. Open Preferences.
2. Click the Modem button. A dialog box appears.
3. Click Speed and Format Options. A dialog box appears:

4. Fill out the dialog box, changing the following options as necessary:

Baud rate. The *baud rate* is the speed at which data is transmitted between your computer and the remote system. Click the radio button for the correct speed.

Parity. The parity setting is used for error-checking during transmission. Click the radio button for the correct parity setting.

Word Length. The *word length* determines the number of bits used to convey each character transmitted. Click the radio button for the correct length. (The term *data bits* is sometimes used to refer to the word length.)

Stop Bits. The *stop bits* are used to indicate the end of each character as it is transmitted. Click the radio button for the correct number.

Handshake. When *handshaking* is enabled, Ensemble communications software such as GeoComm can control the flow of information in and out of the computer. Click to select the option appropriate to your modem.

When hardware handshaking is enabled, you can set the following options:

Stop Remote. This option lets you select the appropriate method to start data flowing out of your computer.

Stop Local. This option lets you select the appropriate method to start data flowing into your computer.

5. Click OK.

   or

   Click Reset to change all of the format and speed options to their original settings.

   The Modem dialog box reappears.

6. Click OK when you are finished making changes.

   or

   Click Reset to change all modem options to their original settings.

Changing the Printer Options

Use the Printer options if you want to install a different printer or make changes to the current printer options. You can also test your connected printers.

You can set up a printer to format your text in the way that best meets your printing needs. This is especially convenient if you

print envelopes and labels, or use a number of different paper sizes.

To add a new printer

1. Open Preferences.

2. Click the Printer button. A dialog box appears, listing all the possible types of printers you can use:
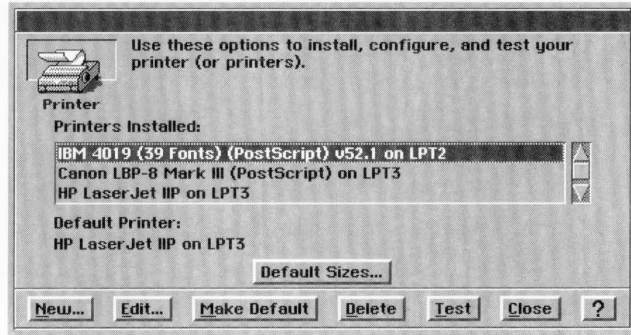
3. Click New to add a new printer. A dialog box appears:
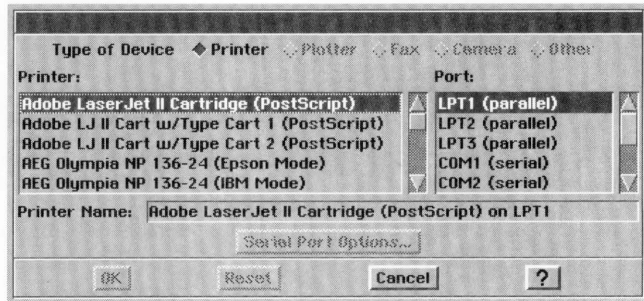
4. Fill out the dialog box, changing the following options as necessary.

   Type of Device. In Ensemble, this option is always set to Printer, and cannot be changed.

   Printer. Select the type of printer you are adding. The selected printer appears in the Printer Name box.

   Port. Select a port for the new device, if necessary.

5. Click OK. The Printer dialog box reappears.

   or

   Click Reset to change back to the original printer and port.

If you type a letter, the Printer list immediately scrolls to the first printer name that begins with the letter.

6. Click Close when you are finished adding a new printer.

To change the settings for an installed printer

After you install a printer, you can change the type of device, the port the printer is connected to, and the printer name.

1. Open Preferences.

2. Click the Printer button. A dialog box appears.

3. Select the printer name you want to change from the Printers Installed list.

4. Click Edit. A dialog box appears. This dialog box is identical to the dialog box you see when you install a new printer.

5. From the Printer list, select the name of the printer you are changing. The selected printer appears in the Printer Name box.

6. Select a new port from the list, if necessary.

7. Click OK. The Printer dialog box reappears.

   or

   Click Reset to change back to the original printer and port.

8. Click Close when you are finished changing an installed printer.

To delete an installed printer

1. Open Preferences.

2. Click the Printer button. A dialog box appears.

3. Select from the Printers Installed list the printer name you want to delete.

4. Click Delete. The printer is removed from the list of installed printers.

5. Click Close when you are finished deleting an installed printer.

WARNING

Use the delete button with extreme care. When you click the Delete button to delete a printer, the printer is immediately removed from the list without any confirmation from you.

To test a currently installed printer

1. Open Preferences.

2. Click the Printer button. A dialog box appears.

3. Select from the Printers Installed list the printer name you want to test.

4. Click Test. The selected printer should begin printing the test page.

5. Click Close when you are finished testing a printer.

To change the default paper size

Default sizes include the type of paper you are printing to, the size of the paper, the paper layout, and the margins of the paper.

1. Open Preferences.

2. Click the Printer button. A dialog box appears.

3. Click Default Sizes. A dialog box appears:
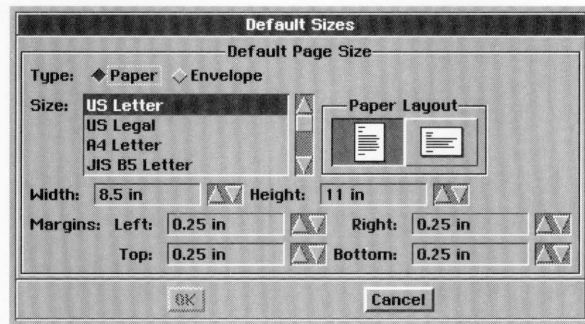
4. Fill out the dialog box, changing the following options as necessary:

Type. This option lets you select whether you are printing to paper, or envelope.

Size. This option is a list of paper sizes. Select the appropriate size from the list.

Paper Layout. This option lets you select the orientation of the paper.

The Width and Height settings are exchanged when you choose a landscape Paper Layout.

Width. This option lets you set the width of the paper. Type the width in the box.

Height. This option lets you set the height of the paper. Type the height in the box.

Margins. These options let you set margins for the paper. Type the left, right, top, and bottom margins in the appropriate margin boxes.

5. Click OK. The Printer dialog box reappears.

6. Click Close when you are finished changing default paper sizes.

To change the serial port options

You can change the serial port options only if you specify a COM port as the printer port.

1. Open Preferences.
2. Click the Printer button. A dialog box appears.
3. Click Edit. A dialog box appears.
4. Select a COM port printer.
5. Select a COM port.
6. Click Serial Port Options. A dialog box appears:

```
┌──────────────────────────────────────────────────────┐
│                  Serial Port Options                   │
│ Port Options For:  IBM 4019 (39 Fonts) (PostScript) v52.1 on COM2 │
│   Baud Rate:  ◇300 ◇600 ◇1200 ◇2400 ◇4800 ◇9600 ◆19200 │
│      Parity:  ◆Even ◇Odd ◇Space ◇Mark ◇None            │
│ Word Length:  ◇5 ◇6 ◆7 ◇8                              │
│   Stop Bits:  ◆1 ◇1.5 ◇2                               │
│   Handshake:  ☐None ☐Hardware ■Software (XON/XOFF)     │
│ Hardware Handshaking Options:                          │
│      Stop Remote:  ☐DTR ☐RTS                           │
│      Stop Local:   ☐CTS ☐DCD ☐DSR                      │
│    [ OK ]      [ Reset ]      [ Cancel ]     [ ? ]     │
└──────────────────────────────────────────────────────┘
```

7. Fill out the dialog box, changing the following options as necessary:

   Baud rate. The baud rate is the speed at which data is transmitted between your computer and the remote system. Click the radio button for the correct speed.

   Parity. The parity setting is used for error-checking during transmission. Click the radio button for the correct parity setting.

   Word Length. The word length determines the number of bits used to convey each character transmitted. Click the radio button for the correct length. (The term data bits is sometimes used to refer to the word length.)

   Stop Bits. The stop bits are used to indicate the end of each character as it is transmitted. Click the radio button for the correct number.

   Handshake. When handshaking is enabled, Ensemble can control the flow of information in and out of the computer. Click to select the option appropriate to your modem.

   When hardware handshaking is enabled, you can set the following options:

Stop Remote. This option lets you select the appropriate method to start data flowing out of your computer.

Stop Local. This option lets you select the appropriate method to start data flowing into your computer.

8. Click OK.

   or

   Click Reset to change all of the options to their original settings.

   The Printer dialog box reappears.

9. Click OK when you are finished making changes.

   or

   Click Reset to change all printer options to their original settings.

Changing the Keyboard Options

Use the Keyboard options to change the keyboard delay, keyboard repeat rate, and the type of keyboard you are using. *Keyboard delay* specifies the amount of time you can hold down a key before another letter appears on your screen. *Keyboard repeat rate* defines how fast a character (or space) is repeated while you hold down a key.

To change the Keyboard options

1. Open Preferences.

2 Click the Keyboard button. A dialog box appears:
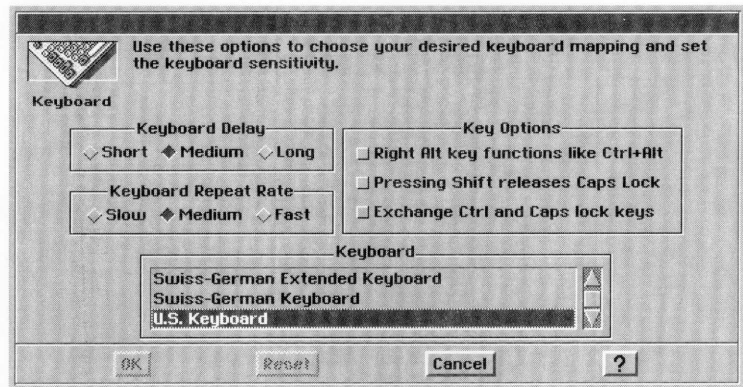
3. Fill out the dialog box, changing the following options as necessary:

Keyboard Delay. This option sets the amount of time you can hold down a key before another character appears. Select the keyboard delay you want.

Keyboard Repeat Rate. This option sets how fast a character or space is repeated while you hold down a key. Select the repeat rate you want.

Key Options. These options redefine various key combinations. Select check boxes for any key options you want.

Keyboard. This is a list of various keyboards. Use the scroll arrows to see additional keyboard names, and then click to select a new keyboard.

4. Click OK when you are finished. If you have changed the kind of keyboard, a dialog box asks you to confirm restarting Ensemble so that changes can take effect.

   Click Yes to restart.

   or

   Click No, then click Reset to change the keyboard options back to its original setting.

Changing the Look & Feel Options

Use the Look & Feel options if you want to change the size of your system text. You can also use the Look & Feel options to safeguard your document, and to set the typeover mode.

To change the system text size

System text is the text you see in menus, menu bars, window title bars, and dialog boxes.

1. Open Preferences.

2. Click the Look & Feel button. A dialog box appears:
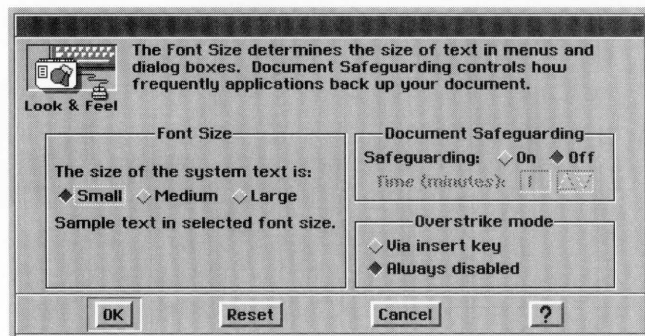
3. Select a font size for your system text.

4. Click OK when you are finished. A dialog box asks you to confirm restarting Ensemble so that changes can take effect immediately.

   Click Yes to restart.

   or

   Click No, then click Reset to change the system text size back to its original setting.

To safeguard documents

When you *safeguard* documents by turning on the Safeguard option, temporary copies of documents are saved. A power surge could cause you to lose the document you are working with. Safeguarding keeps a copy of your document so that when you restart the computer, the last-saved safeguarded copy appears.

1. Open Preferences.

2. Click the Look & Feel button. A dialog box appears.

3. Click the On button to turn the safeguarding option on.

4. In the Time box, type the number or minutes between each safeguard backup. The number of minutes you enter determines how often your documents are saved.

5. Click OK when you are finished.

   or

   Click Reset to change the safeguarding options to their original settings.

To change the typeover mode

Typeover mode determines whether or not you are able to toggle between typeover mode and insert modes while working in Ensemble. Use the **Insert** key to toggle between the two modes.

1. Open Preferences.

2. Click the Look & Feel button. A dialog box appears.

3. Click Via Insert Key to allow for toggling of typeover and insert modes.

   or

   Click Always Disabled to use insert mode all of the time.

4. Click OK when you are finished.

   or

   Click Reset to change the typeover option to its original setting.

Changing the Date and Time Options

Use the Date & Time options if you want to change the date and time that you currently see on your computer. If you have changed the date and time format in International options, you must enter your new date and time in the correct format.

To change the date and time of your computer

1. Open Preferences.
2. Click the Date & Time button. A dialog box appears, showing today's time and date:
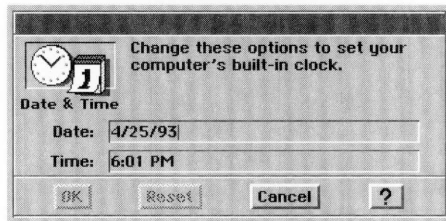
3. Fill out the dialog box, changing the following options as necessary:

   Date. This option sets the date for the built-in clock on your computer. Type the date in the box.

   Time. This option sets the time for the built-in clock on your computer. Type the time in the box.

4. Click OK when you are finished.

   or

   Click Reset to change the date and time to the original settings.

Changing the Sound Option

Use the Sound option if you want to hear sounds for various errors and alarms in Ensemble applications and in Ensemble.

To change the sound option

1. Open Preferences.

2. Click the Sound button. A dialog box appears:
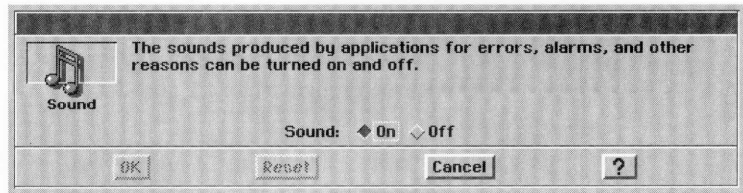
3. Click On to turn on sound for various errors and alarms in Ensemble applications and in Ensemble.

or

Click Off to turn off sound in Ensemble applications and in Ensemble.

4. Click OK when you are finished.

Changing Ensemble's Background

You can fill the background — the gray area behind all the windows — with a picture. Ensemble comes with several different background pictures, or you can create your own.

To change the workspace background

1. In the Preferences window, click Background. The Background dialog box appears:
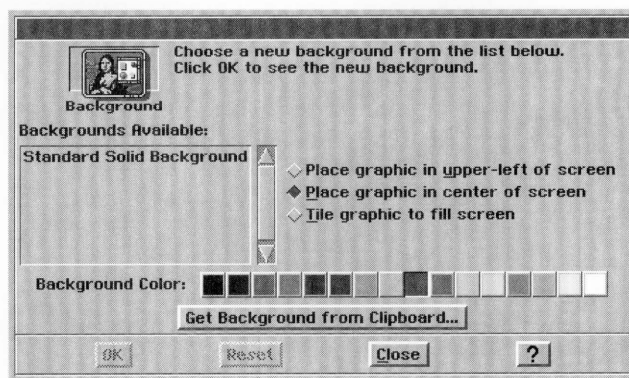
2. Select the name of the background picture that you want from the Backgrounds Available list.

3. Select the way you want to place the background on the screen:

Place graphic in upper-left of screen. The left edge of the picture is placed against the upper left edge of the screen.

Place graphic in center of screen. The picture is centered on the screen. If it is smaller than the screen, then the surrounding area is filled with the regular solid background.

Tile graphic to fill screen. The picture is repeated across and down the screen, covering the entire screen the way tiles cover a wall.

4. Click Apply to make the current picture your workspace background. The background immediately changes. (To see the results, it helps to first minimize all the application windows, including GeoManager.)

5. If you don't like the background picture, choose another and click Apply.

6. Click Close when you finish.

ADDING COLOR TO BACKGROUND IMAGES

You can add some color to your black-and-white background images by clicking one of the color squares.

To change the color of your background

1. In the Preferences window, click Background. The Background dialog box appears.

2. Click one of the Background Color buttons to select the desired color for the background. This option will not appear if you have a black and white monitor.

3. Click Apply. The background changes color.

   This setting only affects black-and-white background images (or the standard solid background). The color black is replaced with the chosen color, giving you, for example, a red-and-white image. Or a blue-and-white image.

CREATING A BACKGROUND IN GEODRAW

Anything that you can create in GeoDraw can become a background image.

To create a background picture using GeoDraw

1. Create a picture in GeoDraw.

2. Select all of the objects in the picture. You can drag to select the objects, or hold down the Control key and select them individually, or — easiest of all — choose Select All from the Edit menu.

3. Choose Copy from the Edit menu. This copies the picture to the clipboard.

4. Switch to Preferences and click Background. The Background dialog box appears.

5. Click Get Background From Clipboard. A dialog box appears asking you to enter a file name.

6. Enter a name and click OK. This copies the picture from the clipboard to the new file, and also immediately displays it as the background. The file name appears in the Backgrounds Available list, so you can select this picture again at a later date.

Changing Screen Saver Options

Lights Out saves your monitor from a condition called *screen burn-in*. If you leave the same picture on your screen long enough, it will eventually *burn in* to the surface of your screen. A burnt-in image on a screen never goes away, even when your monitor is off. This is where Lights Out comes in. Leave your computer idle for a while and Lights Out changes the picture on your screen *before* it becomes permanent.

Lights Out comes with a variety of colorful, and sometimes comical, screen savers to make the whole process a little more interesting. Of course, your screen gets its best protection when you use the Blank screen saver — which simply blacks out your screen.

You can also choose to lock your screen against uninvited guests using the password protection feature.

To turn on automatic screen saving

1. Open Preferences.

2. Click the Lights Out button. A dialog box appears:

Select the way you want your screen saved.

Lights Out

Screen Saving: ◆ On ◇ Off

Time (minutes): 5 △▽

Screen Saver:
Default Screen Blanker
Blank
Bobbin
Circles
Dribble

General Options...   Dribble Options...   Password Options...

OK   Reset   Cancel
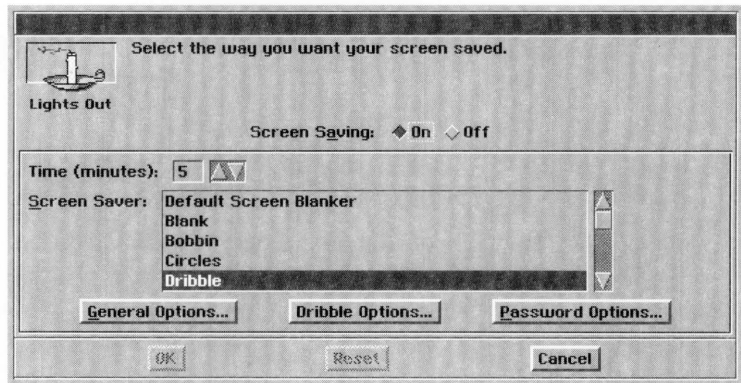
3. Change the options in the dialog box as necessary:

Screen Saving. Click the On button to turn on screen saving. This enables both automatic screen saving (where the screen saver starts after you leave your computer idle), and manual screen saving (where you start the screen saver yourself). Click the off button to turn off the screen saver.

Time (minutes). Using the arrow buttons to change the time in minutes. Lights Out will wait this long to blank your screen after the last keystroke or mouse movement.

Screen Savers. Click to select one of the screen savers in the Screen Saver list. If the screen saver has its own options, a button appears with the name of the screen saver on it. Click the button if you want to change any of the options for that screen saver.

4. Click OK. The Lights Out dialog box closes. Now, when you leave your computer unused for a while, Lights Out will automatically start the screen saver.

To stop the screen saver, and return to your work, move the mouse, press a mouse button, or press a key on the keyboard.

To manually start a screen saver

1. Turn on automatic screen saving as described above.

2. Choose Screen Saver from the Express menu. The screen saver starts after a couple of seconds.

To stop the screen saver, and return to your work, move the mouse, press a mouse button, or press a key on the keyboard.

CHANGING THE GENERAL OPTIONS

If you have a sensitive mouse-one that responds to the slightest movement — your screen may spontaneously "wake up"

(unblank) with every imperceptible movement of your desk. You can avoid this problem by telling Lights Out to *not* wake up when the mouse is moved, but to wake up only if a key is pressed or a mouse button is pressed.

To change the general options

1. Open Preferences.
2. Click the Lights Out button. The Lights Out dialog box appears.
3. Click the General Options button. The General Options dialog box appears:

```
┌─────────────────────────────────────────────┐
│              General Options                  │
│  ┌──────────── Wakeup Options ─────────────┐  │
│  │ ■ Wake on key presses                    │  │
│  │ ■ Wake on mouse movement                 │  │
│  │ ■ Wake on mouse button presses           │  │
│  └──────────────────────────────────────────┘  │
│  ┌──────────── Miscellaneous Options ──────┐  │
│  │ ☐ Reduce priority when saving screen     │  │
│  │ ☐ Disable blanking when mouse is in lower right corner │  │
│  │ ☐ Consume key presses when unblanking    │  │
│  └──────────────────────────────────────────┘  │
│      OK          Reset        Cancel           │
└─────────────────────────────────────────────┘
```
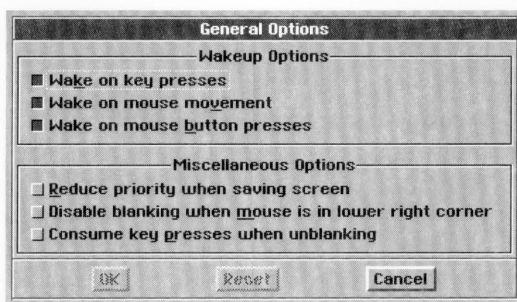
4. Change the wake-up choices to your liking:

   Wake on key presses. The screen saver stops if you press a key on the keyboard.

   Wake on mouse movement. The screen saver stops if you move the mouse.

   Wake on mouse button presses. The screen saver stops if you press a mouse button.

   As an example, to solve the sensitive mouse problem, you would click to turn off the Wake on Mouse Movement button, but leave the other two on. If you turn all three off, you can still unblank the screen by pressing a key on the keyboard.

5. Change the Miscellaneous Options to your liking:

   Reduce priority when saving screen. The Lights Out screen savers can slow down your printing, especially if you're doing high-quality printing. When this option is on, the screen saver takes a back seat to the printing job — the animation will be a little clunkier, but you'll have your printed document much faster.

   Disable blanking when mouse is in lower right corner. If you're just looking at information on the screen (and you don't want Lights Out to interrupt you) you may want to temporarily

disable screen saving. When this option is on, you can do this by placing the pointer in the lower-right corner of the screen. (If the pointer is anywhere else on the screen, Lights Out will blank your screen as usual.)

Consume key presses when unblanking. If you're apt to press the Enter key or spacebar to unblank the screen, you will probably want this option on. When on, the keypress that unblanks your screen is ignored, except one purpose: unblanking the screen. Otherwise, you may unexpectedly activate a button, type a character into your document.

6. Click OK.

7. Click OK in the Lights Out dialog box.

USING PASSWORD PROTECTION

Lights Out can also protect your computer by "locking out" uninvited guests. When your screen is locked, Lights Out waits for you to enter the correct password (which you define earlier) before it unblanks the screen. If you want Lights Out to *always* lock your screen whenever it kicks in, click the Automatic button in the Password Options dialog box. Otherwise the screen will lock only if you choose Security Lock from the Express menu.

To set the password

1. Open Preferences.

2. Click the Lights Out button. The Lights Out dialog box appears.

3. Click the Password Options button. The Password Options dialog box appears:

Password Options
Password: `***`
Confirm:
Lock Screen: ◇ **Automatic** (every time screen is saved)
◆ **Manual** (must use Security Lock button)
OK   Reset   Cancel
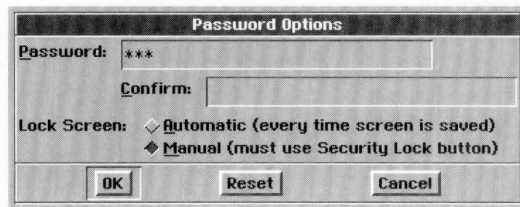
4. Enter your password in the Password field. You won't see your password as you type it — you'll only see asterisks (this prevents someone from reading your password over your shoulder) so type carefully. Enter your password again, but this time in the Confirm Entry field. Again, type carefully.

5. Click OK.

6. Click OK in the Lights Out dialog box. The Lights Out dialog box closes.

NOTE

If the Security Lock choice does not appear in the Express menu, your password and its confirmation did not match exactly. Try setting your password again.

To enable automatic password protection

■ In the Password Options dialog box, click the Automatic button.

To manually lock the screen.

■ Click the Lock Screen button in the Lights Out window. This saves the screen the same way clicking "Save Screen" does, except for one important difference: You have to use your password to unlock the screen (see "To unlock a locked screen," next).

To unlock a locked screen.

■ Move the mouse or hit a key. A smaller rendition of the screen saver appears, along with a place for you to enter a password. Enter your password and then press **Enter**. You will be returned to your regular screen.

Changing Font Options

The Font Options allows you to change what fonts appear in your application menus and Font drop-down lists. Unless you add fonts to your system, or you want to change your font menus, you should never need to use this Preferences module.

You can change the font menus and lists for all applications, or individual applications. When you start an application, Ensemble first checks to see if you have made changes to the font menu for that application. If so, it uses those settings. If not, it checks to see if you have made changes to the system-wide font menus. If you have done neither, it uses the original default settings — the settings of the new product.

NOTE

Changes you make with the Fonts module only affect applications when they start. If you have applications open when you make changes, you will need to restart those applications to see any font changes take effect.

To add a font to the font menu or drop-down list for all applications

1. Open Preferences.

2. Click the Fonts button. The Fonts dialog box appears:
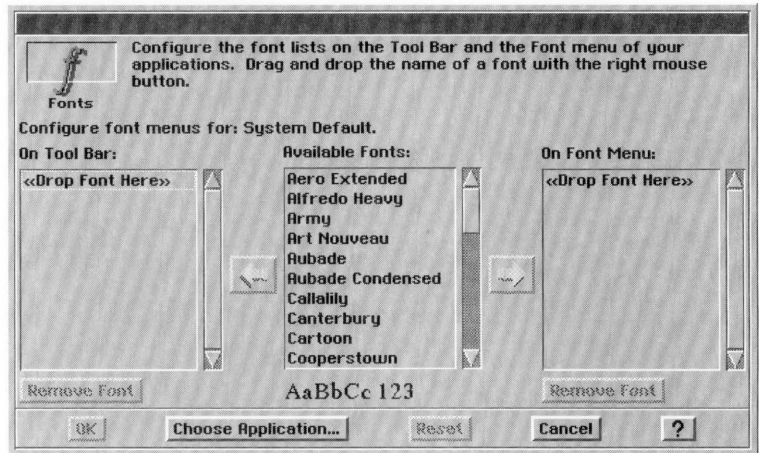
3. Click to select the font you want add in the Available Fonts list.

4. Click the right arrow button to add the font on the On Font Menu list or click the left arrow button to add the font to the On Tool Bar list. The font appears in the appropriate list.

5. Click OK. The font will appear in the menus or tool bar lists for all applications.

To add a font to the font menu or drop-down list for a specific application

1. Open Preferences.

2. Click the Fonts button. The Fonts dialog box appears.

3. Click the Choose Application button. A dialog box appears:
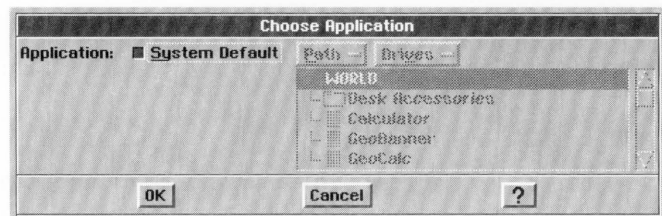
4. Click to deselect (turn off) the System Default check box. The file selector on the right side of the dialog box lights up.

5. Use the file selector to find and select the application you want to change.

6. Click OK. The dialog box disappears. In the Font dialog box, the name after the words "Configure font menus for:" changes to the name of the application that you selected.

7. Click to select the font you want add in the Available Fonts list.

8. Click the right arrow button to add the font on the On Font Menu list or click the left arrow button to add the font to the On Tool Bar list. The font appears in the appropriate list.

9. Click OK. The font will appear in the menus or tool bar lists for the you selected.

To remove a font the font menu or drop-down list

1. Open Preferences.

2. Click the Fonts button. The Fonts dialog box appears:

3. Click the Choose Application button. A dialog box appears.

4. To remove the font from the menus or lists for all applications, click to Select (turn on) the System Default check box. To remove the font from the lists for a specific application, turn off the System Default button and choose the application you want to change from the file selector.

5. Click OK. The dialog box disappears.

6. Click to select the font you want to remove in the On Font Menu list or the On Tool Bar list.

7. Click the Remove Font button below the list. The font is removed from the list.

8. Click OK. The font is removed from the font menus or tool bar lists.

To rearrange the order of fonts on a font menu or drop-down list

1. Open Preferences.

2. Click the Fonts button. The Fonts dialog box appears.

3. Using the right mouse button, drag a font in the list from its old location to a new location in the list. The font name appears in its new location.

4. Click OK.

To reset your font menus or drop-down lists to their original state

■ Remove all the fonts in the On Font Menu list. You can do this for either a single application or for all applications by following the appropriate procedures above.

Changing Internal Options

The GEOS button lets you change internal options. You should not change any Ensemble internal options unless directed to do so by an authorized GeoWorks customer service technician. Incorrectly changing any of these options can seriously degrade the performance of Ensemble.

Special Characters
With GEOS applications, you can use *many* special characters that you won't find on an average typewriter — or on your keyboard, for that matter.

You can use the following types of special characters:

- Foreign language characters
- Foreign-language accents
- Typographical symbols
- Punctuation marks
- Currency and numeric symbols
- Mathematical symbols

This appendix includes a table for each type of special character. The tables show how to type all the available special characters.

To type a character shown on this list

■ Find the character you want in one of the tables, and then press the key combination shown in the column labeled "Keys."

In the "Keys" column, a plus sign (+) means hold down the first set of keys while pressing the second; the word "then" means just the opposite — release the first set before typing the second.

FOREIGN LANGUAGE CHARACTERS

Char	Name	Keys
Á	uppercase A acute accent	**Ctrl+Alt+e** then **Shift+a**
Ä	uppercase A dieresis accent	**Ctrl+Alt+u** then **Shift+a**
À	uppercase A grave accent	**Ctrl+Alt+`** then **Shift+a**
Â	uppercase A circumflex accent	**Ctrl+Alt+i** then **Shift+a**
Ã	uppercase A tilde accent	**Ctrl+Alt+n** then **Shift+a**
Å	uppercase A ring accent	**Shift+Ctrl+Alt+a**
á	lowercase a acute accent	**Ctrl+Alt+e** then **a**
ä	lowercase a dieresis accent	**Ctrl+Alt+u** then **a**
à	lowercase a grave accent	**Ctrl+Alt+`** then **a**
â	lowercase a circumflex accent	**Ctrl+Alt+i** then **a**
ã	lowercase a tilde accent	**Ctrl+Alt+n** then **a**
å	lowercase a ring accent	**Ctrl+Alt+a**
Ç	uppercase C cedilla accent	**Shift+Ctrl+Alt+c**

ç	lowercase c cedilla accent	**Ctrl+Alt+c**
É	uppercase E acute accent	**Ctrl+Alt+e** then **Shift+e**
Ë	uppercase E dieresis accent	**Ctrl+Alt+u** then **Shift+e**
È	uppercase E grave accent	**Ctri+Alt+`** then **Shift+e**
Ê	uppercase E circumflex accent	**Ctrl+Alt+i** then **Shift+e**
é	lowercase e acute accent	**Ctrl+Alt+e** then **e**
ë	lowercase e dieresis accent	**Ctrl+Alt+u** then **e**
è	lowercase e grave accent	**Ctrl+Alt+`** then **e**
ê	lowercase e circumflex accent	**Ctrl+Alt+i** then **e**
Í	uppercase I acute accent	**Ctrl+Alt+e** then **Shift+i**
Ï	uppercase I dieresis accent	**Ctrl+Alt+u** then **Shift+i**
Ì	uppercase I grave accent	**Ctrl+Alt+`** then **Shift+i**
Î	uppercase I circumflex accent	**Ctrl+Alt+i** then **Shift+i**
í	lowercase i acute accent	**Ctrl+Alt+e** then **i**
ï	lowercase i dieresis accent	**Ctrl+Alt+u** then **i**
ì	lowercase i grave accent	**Ctrl+Alt+`** then **i**
î	lowercase i circumflex accent	**Ctrl+Alt+i** then **i**
Ñ	uppercase N tilde accent	**Ctrl+Alt+n** then **Shift+n**
ñ	lowercase n tilde accent	**Ctrl+Alt+n** then **n**
Ó	uppercase O acute accent	**Ctrl+Alt+e** then **Shift+o**
Ö	uppercase O dieresis accent	**Ctrl+Alt+u** then **Shift+o**
Ò	uppercase O grave accent	**Ctrl+Alt+`** then **Shift+o**
Ô	uppercase O circumflex accent	**Ctrl+Alt+i** then **Shift+o**
Õ	uppercase O tilde accent	**Ctrl+Alt+n** then **Shift+o**
Ø	uppercase O slash	**Shift+Ctrl+Alt+o**
ó	lowercase o acute accent	**Ctrl+Alt+e** then **o**
ö	lowercase o dieresis accent	**Ctrl+Alt+u** then **o**
ò	lowercase o grave accent	**Ctrl+Alt+`** then **o**
ô	lowercase o circumflex accent	**Ctrl+Alt+i** then **o**

õ	lowercase o tilde accent	**Ctrl+Alt+n** then **o**
ø	lowercase o slash	**Ctrl+Alt+o**
Ú	uppercase U acute accent	**Ctrl+Alt+e** then **Shift+u**
Ü	uppercase U dieresis accent	**Ctrl+Alt+u** then **Shift+u**
Ù	uppercase U grave accent	**Ctrl+Alt+`** then **Shift+u**
Û	uppercase U circumflex accent	**Ctrl+Alt+i** then **Shift+u**
ú	lowercase u acute accent	**Ctrl+Alt+e** then **u**
ü	lowercase u dieresis accent	**Ctrl+Alt+u** then **u**
ù	lowercase u grave accent	**Ctrl+Alt+`** then **u**
û	lowercase u circumflex accent	**Ctrl+Alt+i** then **u**
Ÿ	uppercase Y dieresis accent	**Ctrl+Alt+u** then **Shift+y**
ÿ	lowercase y dieresis accent	**Ctrl+Alt+u** then **y**
Æ	uppercase AE diphthong	**Shift+Ctrl+Alt+'** (apostrophe)
æ	lowercase ae diphthong	**Ctrl+Alt+'** (apostrophe)
Œ	uppercase OE diphthong	**Shift+Ctrl+Alt+q**
œ	lowercase oe diphthong	**Ctrl+Alt+q**
ı	dotless i	**Shift+Ctrl+Alt+i**
ß	German double s	**Ctrl+Alt+s**
º	ordmasculine	**Ctrl+Alt+0** (zero)
ª	ordfeminine	**Ctrl+Alt+9**

FOREIGN-LANGUAGE ACCENTS

Char	Name	Keys
´	acute	**Ctrl+Alt+e** then **Spacebar**
^	circumflex	**Ctrl+Alt+i** then **Spacebar**
`	grave	**Ctrl+Alt+`** then **Spacebar**
¨	dieresis	**Ctrl+Alt+u** then **Spacebar**

	tilde	**Ctrl+Alt+n** then **Spacebar**
‾	macron	**Shift+Ctrl+Alt+w**
˘	breve	**Shift+Ctrl+Alt+z**
˙	dot accent	**Shift+Ctrl+Alt+d**
˘	caron	**Shift+Ctrl+Alt+s**
˙	ring accent	**Shift+Ctrl+Alt+r**
˝	Hungarian umlaut	**Shift+Ctrl+Alt+u**
˛	ogonek	**Shift+Ctrl+Alt+y**
،	cedilla	**Shift+Ctrl+Alt+e**

TYPOGRAPHICAL SYMBOLS

Char	**Name**	**Keys**
†	dagger	**Ctrl+Alt+t**
‡	double dagger	**Shift+Ctrl+Alt+t**
§	section	**Ctrl+Alt+6**
¶	paragraph	**Ctrl+Alt+7**
®	registered trademark	**Ctrl+Alt+r**
©	copyright	**Ctrl+Alt+g**
™	trademark	**Ctrl+Alt+2**
•	bullet	**Ctrl+Alt+8**
·	centered period	**Shift+Ctrl+Alt+0** (zero)
◊	lozenge	**Shift+Ctrl+Alt+v**

PUNCTUATION MARKS

Char	**Name**	**Keys**
¿	question down	**Shift+Ctrl+Alt+/**
¡	exclamation down	**Ctrl+Alt+1**

…	ellipsis	**Ctrl+Alt+;**
	non-breaking space	**Alt+Spacebar**
-	soft hyphen	**Ctrl+- (hyphen)**
–	en dash	**Ctrl+Alt+- (hyphen)**
—	em dash	**Shift+Ctrl+Alt+- (hyphen)**
"	typographer's open quotes	**Ctrl+Alt+[**
"	typographer's close quotes	**Shift+Ctrl+Alt+[**
'	open single quote	**Ctrl+Alt+]**
'	close single quote	**Shift+Ctrl+Alt+]**
„	double quote low	**Shift+Ctrl+Alt+;**
‚	single quote low	**Shift+Ctrl+Alt+1**
«	opening guillemot	**Ctrl+Alt+**
»	closing guillemot	**Shift+Ctrl+Alt+**
‹	opening single guillemot	**Shift+Ctrl+Alt+<**
›	closing single guillemot	**Shift+Ctrl+Alt+>**

CURRENCY AND NUMERIC SYMBOLS

Char	Name	Keys
¢	cent	**Ctrl+Alt+4**
£	pound sterling	**Ctrl+Alt+3**
¥	yen	**Ctrl+Alt+y**
¤	general currency	**Shift+Ctrl+Alt+4**
ƒ	florin	**Ctrl+Alt+f**
/	fraction	**Shift+Ctrl+Alt+3**
°	degree	**Shift+Ctrl+Alt+8**
‰	per thousand	**Shift+Ctrl+Alt+5**

MATHEMATICAL SYMBOLS

Not all the mathematical symbols are available in every font. If your font doesn't have a character you need, use the URW SymbolPS font instead for that one character.

Char	Name	Keys
≠	not equal	**Ctrl+Alt+=**
≈	approximately equal	**Ctrl+Alt+x**
≤	less than or equal	**Ctrl+Alt+,** (comma)
≥	greater than or equal	**Ctrl+Alt+.** (period)
±	plus/minus	**Shift+Ctrl+Alt+=**
÷	division	**Ctrl+Alt+/**
∞	infinity	**Ctrl+Alt+5**
∫	integral	**Ctrl+Alt+b**
¬	logical not	**Ctrl+Alt+l**
√	radical	**Ctrl+Alt+v**
Π	Pi	**Shift+Ctrl+Alt+p**
π	pi	**Ctrl+Alt+p**
Δ	Delta	**Ctrl+Alt+j**
μ	mu	**Ctrl+Alt+m**
∂	partial differential	**Ctrl+Alt+d**
Ω	Omega	**Ctrl+Alt+z**
Σ	Sigma	**Ctrl+Alt+w**

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