

MACWORLD BOOKS

SUPERMAC

MAKE YOUR MACINTOSH FASTER AND MORE POWERFUL

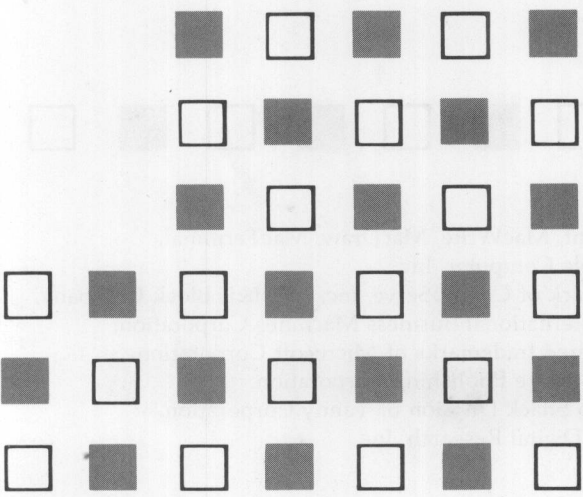
BY DANNY GOODMAN



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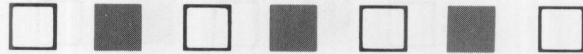


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DANNY GOODMAN



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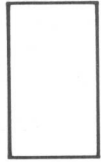
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DANNY GOODMAN is a contributing editor to *Macworld*, *PC World*, and *Creative Computing* magazines. He is the author of numerous books, including *Going Places with the New Apple IIc* and *The Simon & Schuster Guide to the TRS-80 Model 100*. Danny Goodman appears frequently as a commentator on personal computers and electronics on the Public Broadcasting Service television series *The New Tech Times*. His articles on computers and electronics have appeared in *Playboy*, *Better Homes & Gardens*, *Chicago*, *Consumers Digest*, and many others.

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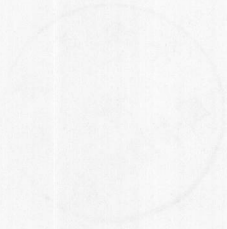
For JERRY BARINHOLTZ



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For JERRY BARNHOLTZ



ACKNOWLEDGMENTS



OF ALL THE computer books I've written over the past few years, none has had as much of the adventure of exploration as this one. I learned to use the Macintosh along with the rest of the pioneers who purchased the first 70,000 machines. I've listened intently to friends' and colleagues' perceptions of their Macs—their likes and dislikes, their raptures and frustrations. Many of these discussions sent me scurrying to my Mac and mouse in search of better ways, faster ways of doing things. Some of those seeds were planted by Robert Eckhardt, Dan Farber, Andrew Fluegelman, Jeremy Joan Hewes, and Adrian Mello. To my main man at Apple, Guy Kawasaki, I give special thanks for keeping me in the groove before the early days of Macintosh. And my love to Linda, who not only sacrificed hours of playing MacSlots so I could finish the book, but who also ran interference for me in the final, hectic weeks of the project.

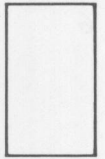


Acknowledgments	3
Introduction	8
What You Need to Know Before You Begin	9

Chapter One ■ Efficient Disk Management and Handling 16

Rummaging through the System Folder	17	• ROM Soft-
ware	18	• System File
19	• The Finder	23
• Transferring		
Control from Disk to Disk	24	• What Goes On During Disk
Swapping	30	• Copying Complete Disks
31	• Copying Indi-	
vidual Documents	33	• Loading Documents
34	• Reducing	
Disk Swapping on the Desktop	37	• The Clipboard Swap
38	• Resetting the Mac	39
• Eliminate Swapping a Phantom		
Disk	40	• Working Disk Strategies
41	• System Disk and	
Font Mover	42	• MacWrite
47	• MacPaint	51
• MacWrite/		
MacPaint Working Disk	52	• Copy-Protected Working
Disks	53	• If You Run Out of Disk Space
54	• Storage	

CONTENTS



Disks 56 • **Less Swapping, More Productivity** 58 • Saving Without Swapping 58 • A Streamlined Way to Open Documents 60 • Swapping with Finesse 62 • **Two-Drive Tips** 63 • Changing Drives 63 • Opening Documents 64 • Ejecting Two Disks 65 • **Managing Disks with a 512K Mac** 67 • RAM Disks 67 • **Hard Disk Pros and Cons** 69 • Advantages 71 • Disadvantages 71 • Recommendations 73

Chapter Two ■ Managing Your Mac Desktop

74

Desktop Fundamentals 74 • Conceptualizing the Electronic Desktop 75 • Basic Organizational Skills 77 • The View Menu 80 • Window Edges 82 • Organizing Your Desktop: A Plan 88 • Superfast Program Desktop 94 • **Document Fundamentals** 96 • How to Name Documents 96 • Changing Document Names 99 • Organizing Your Documents 100 • **Using the Mac's Desk Accessories** 103 • Scrapbook 104 • Alarm

Clock 107 • Note Pad 111 • Calculator 113 • Key
Caps 114 • Control Panel 119 • Puzzle 124

Chapter Three ■ Techniques for MacPaint Graphics 126

MacPaint Rulers 127 • **Marquee and Lasso Tips** 136 • Precise Image Stretching and Shrinking 136 • Lasso Shortcut 138 • Marquee or Lasso? 140 • **Designer Aids** 143 • Speeding In and Out of FatBits 143 • Softening Corners of Squares 145 • Combining Linear Shapes 146 • Combining Curved Shapes 151 • Repositioning Large MacPaintings 153 • Aligning Objects 156 • Using the Grid Feature 157 • **Text Tricks** 158 • Using the Cairo Font 158 • Exploring Hidden Characters 162 • Approximating Tiny Text 164

Chapter Four ■ Techniques for Word Processors 170

Faster Editing 172 • Keyboard Shortcuts 172 • Selecting Large Blocks of Text 176 • Deleting Without Cutting 177 • Replacing Bad Text with Good 179 • **All About Fonts** 180 • Selecting the Right Font and Font Size 180 • Improving Printing in High Quality Mode 184 • **Work Saving Tips** 187 • Using the Clipboard for Macros 187 • Simplified Page Formatting 188 • Creating and Using a Custom Letterhead 189 • **MacWrite Tips** 201 • Header and Footer Techniques 202 • Ruler Shortcut 204

Chapter Five ■ Moving Pictures and Text Between Programs 206

Principles of Data Transfer 206 • Basic Concepts 207 • Advanced Concepts 210 • **Picture Transfers** 211 • MacPaint to MacWrite 211 • MacDraw to MacPaint 213 • MacPaint to MacDraw 213 • MacDraw to MacWrite 214 • Anything to MacPaint 214 • **Text Transfers** 215 • MacWrite to MacPaint 215 • Multiplan to MacWrite 216

Chapter Six ■ Connecting to the Outside World 222

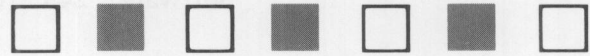
Serial Communications 101 224 • Using Other Printers 228 • Control and Escape Codes 229 • Printer Driver Software 229 • Using Non-Apple Modems 232 • The Macintosh-to-IBM PC Connection 234 • The Macintosh-to-Model 100 Connection 237 • The Macintosh-to-Apple II Connection 241 • File Compatibility 242 • Communications for Free Software 245 • Making the Physical Connection 248

Chapter Seven ■ Evaluating Mac Software 254

Editing Conventions 256 • Keyboard Commands 257 • Mouse and Keyboard Work Flow 258 • Mouse Shortcuts 260 • Minimum Typing Requirement 261 • Minimum Human Memory Requirement 263 • Other Evaluation Tips 265

Appendix ■ Unlearning CP/M and MS-DOS 268

Who's in Charge? 269 • Letting Go 271



IF THIS BOOK were written for any other personal computer, you would have no business opening it until you were into your second month of using the machine. This book assumes a level of knowledge about your computer and basic software that I believe would take you literally two months to get under your belt with an IBM Personal Computer, PC compatible, or CP/M type computer, such as the Kaypro.

With the Macintosh, however, this book is for your second week.

Having used dozens of microcomputers over the last few years, I've never seen a computer so intelligently designed for the lay user. It is forgiving and encouraging—two qualities one would like to see in the more intimidating types of machines.

By your second week, you're already working on your own—independent of the manuals—exploring and learning new things about how you can use a computer to make you more productive and creative. You probably also have dozens of questions about why certain things work the way they do and how you can speed up some of the procedures. That's why I've assembled this collec-

INTRODUCTION



tion of explanations, performance tips, and techniques that will turn you into a superstar on the Mac.

Throughout this book you'll discover that this superbly designed little computer can be even better, faster, and more powerful than the hardware and software manuals have led you to believe. Armed with a little knowledge of what's going on behind the scenes, you will soon feel in absolute control of your Mac.

What You Need to Know Before You Begin

This book is designed as a *hands on* experience. You will get the most out of it if you have your Mac nearby. You'll be setting up your disk windows and trying all kinds of graphics, word processing, and spreadsheet tricks.

I assume, therefore, that you have been using your Mac for at least one week. In that time, I expect you have learned the basics of selecting icons on the screen by clicking them, and opening icons

by double-clicking them. I also hope you have learned the elements of dragging icons around the screen desktop. It will help if you are at least acquainted with the concepts of copying documents by dragging the original icon to the destination of the copy. I expect you to have read the Macintosh and software manuals at least once—even if you didn't absorb it all. As long as the basics of each program sunk in enough for you to try the program out, you're all set.

As you work your way through this book, you will gain valuable experience in these elemental Mac operations mentioned above, so don't worry if you're still a bit unsure about how some of this stuff *really* works. I'll be giving you step-by-step instructions to take you from the simplest operation to some really advanced techniques.

There is one term I use throughout that you won't see in any Apple-supplied manual. It is the name for a feature that Apple calls the selection rectangle. In MacPaint, it's the rectangular icon at the top of the icon palette running down the left margin of the MacPaint screen. On the desktop and in MacDraw, it's the box you drag around multiple items to select them. Following a convention begun in *Macworld* magazine, I call this rectangle a *marquee*. When you place a selection rectangle on the MacPaint screen, its dotted line rotates around the area like the marquee lights in front of a theater. It's a most fitting name.

Beyond those few things, there's practically no technical jargon you'll need to know. Anything technical will be explained in full at the proper moment.

Most discussions and exercises are geared for the one disk drive Mac system. If you have a second (external) drive, I still recommend you go through the exercises with the internal drive only. You'll learn the concepts faster, even if it means swapping a few disks. Where operation with a second drive is markedly different, I'll give you special tips.

Chapter 1 starts you off with an in-depth discussion about managing your disks. You'll learn what all those icons in your System Folder mean. The mysterious Finder will no longer be a mystery. Not only will you learn what happens inside the Mac that causes all those disk swaps on a single-drive machine, but you'll also see how to minimize them. In addition, you'll be making truly workable

program disks with lots of space on them. At the same time, you'll see how to develop a productive storage disk strategy.

The Mac's onscreen desktop is the target of Chapter 2. There, you'll see how to set up windows for the most effective viewing of your documents. How to name your documents for the most clarity is also covered in some detail. The desktop accessories are discussed at length, including how to make the Control Panel and Key Caps accessories work for you.

In Chapter 3, you'll try your hand at the fine points of MacPaint, many of which are nowhere to be found in the MacPaint manual. You'll also see how to create some striking shapes and images with the program, even if you consider yourself more of a barn painter than skilled artist.

Speeding up your word processing tasks with MacWrite and Microsoft Word is the subject of Chapter 4. Many of the techniques revealed here will also apply to other word processing programs that come along, so this chapter is for everyone.

In Chapter 5, you'll learn the ins and outs of transferring information from program to program. I show you techniques for the most efficient transfers between MacWrite and MacPaint, and how to move Multiplan spreadsheets into MacWrite. I also explain in full detail why MacDraw and MacPaint aren't as compatible as you might like them to be.

Chapter 6 is devoted to those who plan to connect their Macs to accessories and other computers. The full story behind the printer and modem ports is revealed. You'll understand why off-the-shelf printers for other computers don't work with the Mac without special software. And if you're inclined to link your Mac to another personal computer via modem or direct hookup, you'll see how it's done, with MacTerminal. I even supply step-by-step instructions for wiring customized serial cables.

The final chapter, Chapter 7, is required reading for everyone in the market for a new piece of Mac software. Since Mac software requires a different kind of evaluation than software for other computers, I provide several checklists of basic features to look for in every program you see, including tips on how to use the checklists before you buy.

Since I come from an IBM PC environment, I think it only fitting

to share with others who are in the same boat the difficulty I had in weaning myself from a more traditional disk-operating system while learning the Mac's operating environment. So if you're going through that withdrawal, perhaps my thoughts, found in the Appendix, will help ease the pain.

Most important of all, I hope you have fun reading this book and experimenting with the tips and tricks I share with you in the following pages. The more you use the book and the Mac together, the more rewarding both should be.

So, grab the book in one hand, the mouse in the other, and get ready to turn your mild-mannered desktop computer into . . . SUPERMAC.

