USING
MacWrite and ™
MacPaint ™

Tim Field

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ACKNOWLEDGMENTS

INTRODUCTION

This is an "ideas" book. Rather than focusing on the commands that you use with the Macintosh, the emphasis is on using the Macintosh to accomplish a specific goal. You will see how to use some subtle techniques and how to combine commands in order to achieve a desired result.

In this book, you will discover ideas for using two applications programs, MacPaint and MacWrite. You will see methods of combining the diverse capabilities of each, resulting in solutions far superior to what might be possible separately.

While this book emphasizes solutions, it is not expected that you, the reader, are an expert Macintosh user. In fact, the features and commands of MacWrite, MacPaint, and the Macintosh itself are clearly explained in the context of particular applications. By seeing *how* a command can be used as well as *what* it does, you should get a more intuitive feel for using the Macintosh.

This book is divided into five parts. Parts I through IV introduce the main topics of the book: the Macintosh system, the MacWrite word processor, the MacPaint graphics processor, and combining MacWrite and MacPaint.

These first four parts each contain two chapters. The first chapter of the section discusses the capabilities and features of the topic item. The second chapter of the section presents an application that demonstrates the use of the topic item.

Part V is entirely devoted to applications using MacWrite and MacPaint. Altogether there are a total of nine applications-oriented chapters in the book:

Chapter 2, Customizing Your Desktop, examines the Macintosh desk accessories. This chapter reviews the different accessories and demonstrates how some of them can be used to customize your Macintosh.

Chapter 4, Report Writing With MacWrite, discusses techniques and tips for writing reports using MacWrite. These techniques are applicable for school and business reports as well as other forms of writing, such as memos, business letters, manuals, or even books.

Chapter 6, Patchwork Patterns, demonstrates the power of MacPaint to create geometric patterns in just a few minutes.

Chapter 8, Creating a Letterhead, demonstrates the capability of the Macintosh to integrate programs like MacWrite and MacPaint. You see how MacPaint can be used to create custom letterheads for later use with MacWrite.

Chapter 9, Working With Text in MacPaint, explores the text manipulation capabilities of MacPaint. The differences between handling text in MacPaint versus text in MacWrite are examined.

Chapter 10, Scientific and Mathematical Formulas, discusses methods for creating formulas with both MacWrite and MacPaint. You see how MacWrite can be used to design formulas and then look at the "picture-perfect" formulas that can be created using MacPaint.

Chapter 11, Text Highlighting and Emphasis, examines different methods you can use to create visually exciting reports. This chapter looks at creating special chapter headings and then demonstrates some very effective ways of highlighting special parts of your reports.

Chapter 12, Short Takes, is an assortment of special techniques using different tools in MacPaint.

Chapter 13, Printing With the Macintosh, looks at the printing capabilities of the Macintosh.

If possible, read this book while sitting at the keyboard of a Macintosh. Do not feel that you have to read the book from front to back. Find an application that looks interesting to you. Then sit down and try it out.

If you find a command or operation you do not understand, use the index to locate the section where the command is discussed in greater detail. Then experiment. Play. If an alternate use of a given technique pops into mind, take a minute to explore.

Hopefully, the ideas and applications in this book will stimulate your imagination. As you see various techniques demonstrated, you may think of ways to apply them to your own applications.

DEDICATION

This book is dedicated to the memory of Bill Palmer, my father-in-law and my dear friend, who I miss very much. His influence over the years has left no part of my life untouched. I look forward with anticipation to that day "when the roll is called up yonder" and we will meet once again.

TABLE
OF CONTENTS

Introducing the Macintosh

The Apple Macintosh represents the first major player in the third generation of personal computers. The first generation shattered the traditional concept of a computer as being very big, very expensive, and available only to medium- and large-sized companies with their own data processing departments. These early microcomputers, perhaps best exemplified by the Apple II system, were inexpensive but were also limited in both processing power and memory capacity. However, the average user of this machine was a pioneering type who would put up with these limitations.

The second generation of the personal computer was really just a small step up from the first. This generation centered around a single computer, the IBM Personal Computer, or PC. The PC provided more processing power and the ability to support much more memory than the typical first-generation personal computer. With increases in memory capacity, much more complex software was developed for the PC. But the biggest breakthrough was the acceptance of the PC by the business community. While the Apple II and its peers were considered by many to be not much more than toys or hobbyist computers, the idea that IBM was making a personal computer legitimized the whole microcomputer industry.

Despite their differences, both the first- and second-generation micro-computer systems had much in common. In order to set up a working system, you had to pick and choose from a vast array of hardware and software components that often did not work well together (or some-times did not even work at all). Furthermore, much of the software was extremely difficult to learn, a problem compounded by a lack of consistency in the way different programs operated.

The Apple Macintosh represents an exciting departure from the first two generations of personal computers. The Macintosh is a com-plete system that can be put to use very quickly. It provides a consis-tent way for you to work with applications programs.

The following two chapters introduce you to the Macintosh, the general Macintosh system, and many of the basic concepts involved in using it. As you proceed through those chapters, you will discover how to accomplish a number of useful tasks and operations.

INTRODUCING THE PLAYERS

This chapter discusses the basic Macintosh system. You will take a look at the desktop, the Finder program, and the commands in the Finder's pull-down menus.

THE MACINTOSH SYSTEM

The basic Macintosh system consists of the five parts shown in Figure 1-1: the *display screen*, which shows you what the Macintosh or an applications program is currently doing; the *printer*, which provides a printed copy of the Macintosh display or the results of an applications program; the *disk drive*, which stores applications programs and other types of files; the *keyboard*, with which you type in text or numbers; and the *mouse*, with which you enter commands.

Perhaps the best news about the Macintosh is that you really do not need to know much about the hardware. Unlike the user of a first- or second-generation personal computer, you will not need to be aware of the internal makeup of your Macintosh in order to use it. Just as you do not have to be a mechanic to drive a car, you do not have to be a hardware expert to operate the Macintosh.
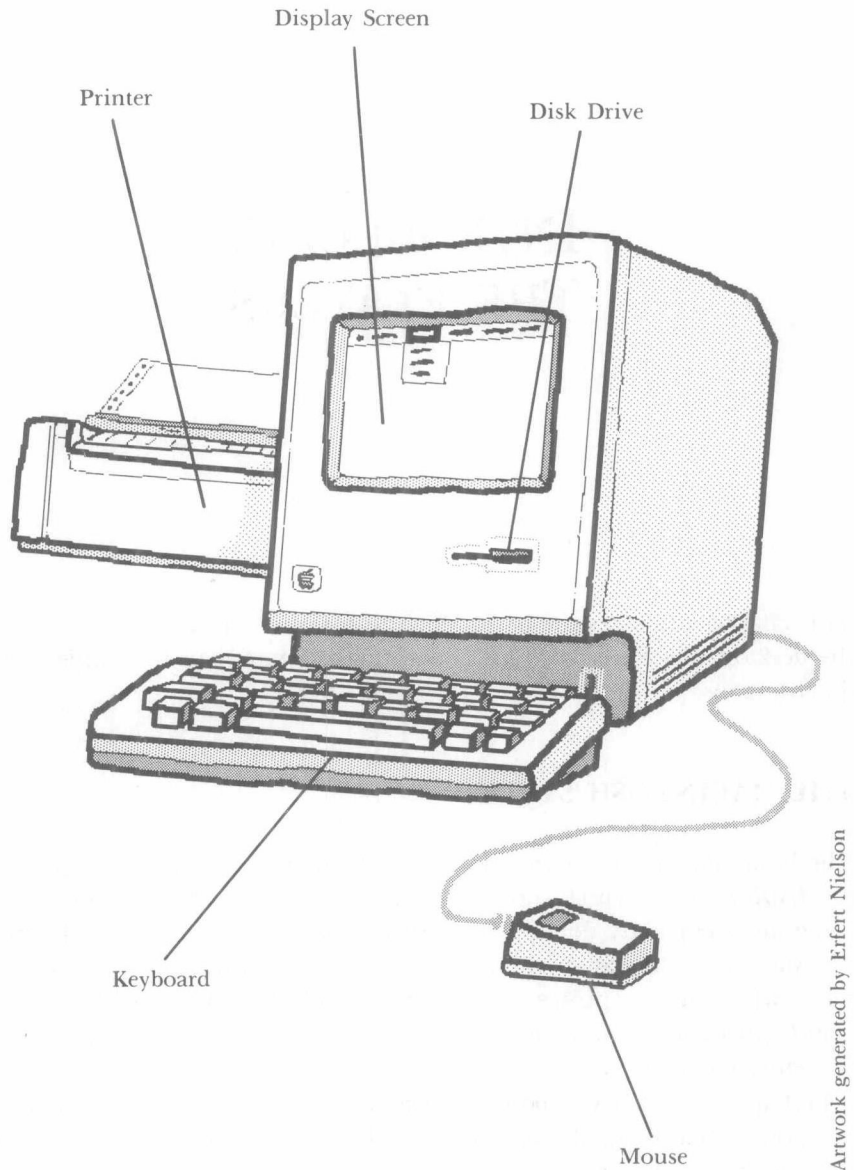
Display Screen

Printer

Disk Drive

Keyboard

Mouse

Artwork generated by Erfert Nielson

Figure 1-1. *A basic Macintosh system*

THE DESKTOP

The manner in which you interact with the Macintosh (often called the "user interface" in computer parlance) is analogous to working at an office desk. On the Macintosh desktop you move documents around, set up files containing groups of documents, and perform a host of other functions like those performed in a traditional office. It is this familiar environment that makes learning to use the Macintosh so easy.

The Macintosh desktop is depicted on the display screen. As a user, you are linked to this desktop by the Macintosh mouse. The mouse is represented by a *cursor,* or *pointer,* on the screen. As you move the mouse around on your desk, the cursor parallels its movement on the screen. The shape of the cursor will change to reflect the type of selection or command that you can request at the current position on the screen.

The mouse has a button on it. There are three basic ways to use the mouse:

- *clicking* — pressing the button and immediately releasing it.

- *dragging* — pointing to an object, holding down the button, and moving the mouse.

- *double-clicking* — quickly clicking the button twice.

How the Macintosh responds depends on the applications program currently being used and where the cursor is on the screen. You will see examples of how the mouse is used later in this chapter.

Regardless of the applications program, commands and operations are presented by *icons* and *pull-down menus.* An icon is simply a picture that represents a specific Macintosh object. For example, a picture of a document represents an actual document you created. The use of icons for entering commands helps remind you of what the commands actually do.

A pull-down menu contains a list of commands organized in groups according to the type of functions they perform (just as a restaurant menu is divided into different categories, such as dinners, appetizers, and drinks). An applications program may have several command menus.

The name of each menu is listed along the top of the screen. You can "pull down" a menu simply by pointing the cursor to the menu name and holding down the mouse button. To execute a particular command within a menu, pull down the menu list, drag the cursor down to point to the appropriate command, and then release the mouse button to execute the command.

THE FINDER

When you first power up the Macintosh, or when you are not running an applications program, you can use the *Finder*. The Finder is a built-in program that simulates an office desktop. On the display of the Macintosh the Finder depicts an empty desktop, as shown in Figure 1-2.

The Finder gives you the ability to:

- Start up applications programs like MacWrite and MacPaint.

- Examine and manipulate the files on a disk. You can throw away unneeded files, make copies of needed files, and organize your disks by moving files into *folders*.

  A Macintosh folder is like a file folder except that it is stored on a disk. You store all kinds of memos, reports, or any other documents in file folders, organizing your work by grouping together the records of a certain client or contract. Within a Macintosh folder you can place applications programs, data files, and even other folders. By logically grouping them together in this way, you can avoid being overwhelmed by a large number of files on a disk.

  You can give each folder a name that reminds you of what is stored inside. You "open" a folder to look at its contents and "close" the folder when you are through.

- Initialize and erase disks, that is, prepare completely blank disks for storing Macintosh files, applications, and folders.

- Copy files, folders, and applications from one disk to another.

- Eject a disk.

- Print documents or graphics created by applications programs.

WINDOWS

The Finder displays the contents of disks and folders in *directory windows*. A directory is a list of the files, applications programs, and folders stored on a given disk. The directory window displays this list for you.

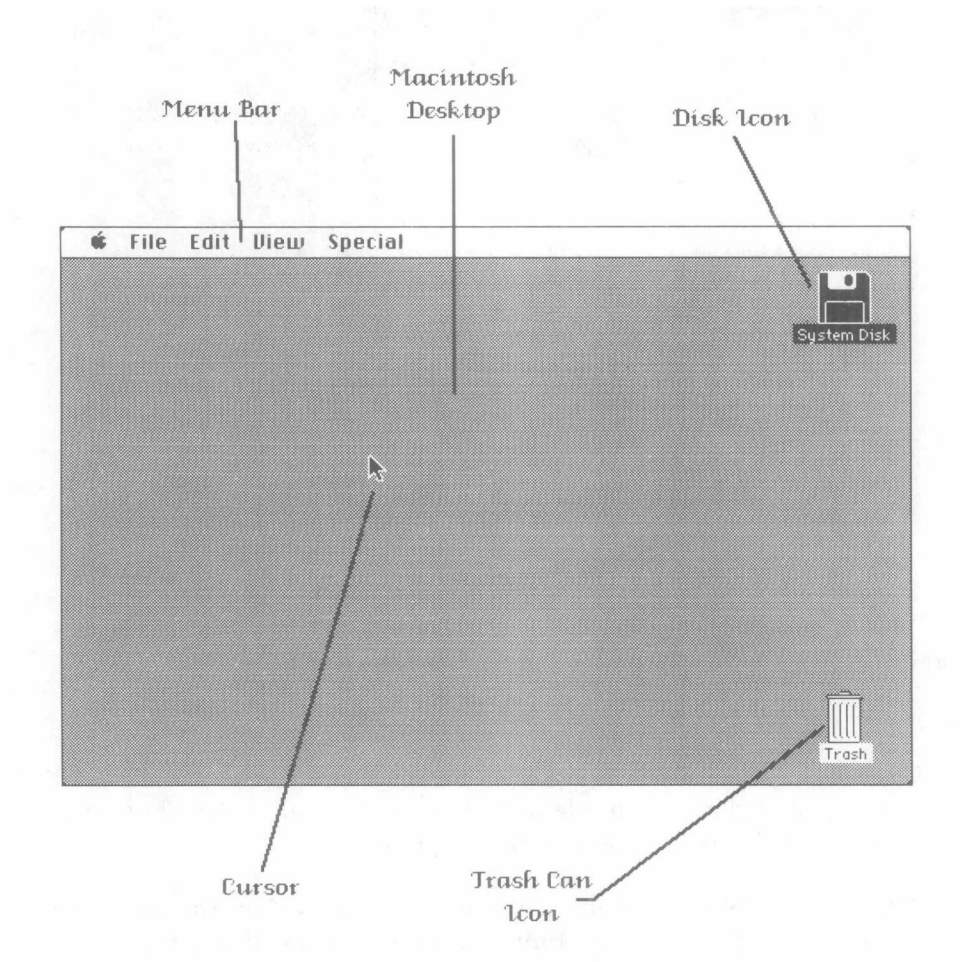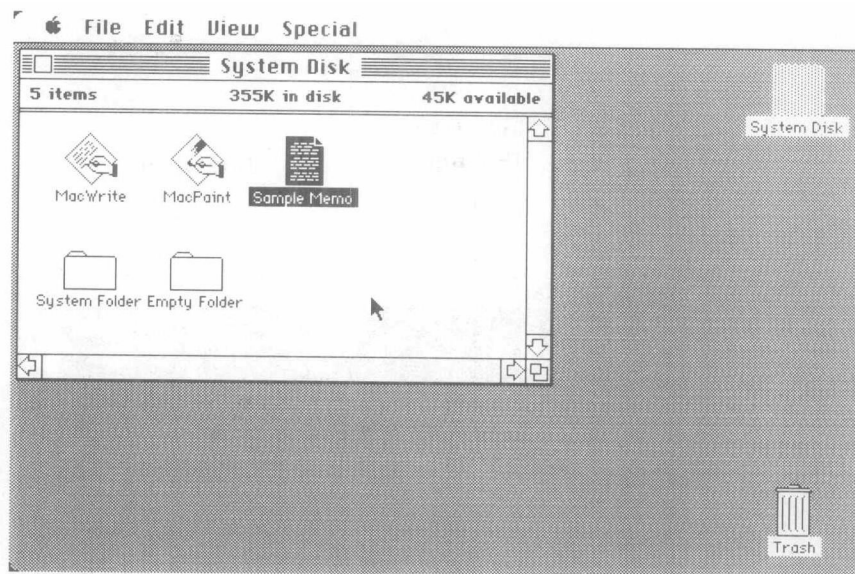To see what a directory window looks like, move the mouse so that the

Figure 1-2. The Macintosh desktop

cursor points to the icon representing the disk in the upper-right corner. Now press the mouse button twice (double-click). This should "open" the directory window for the disk. The screen may appear as shown.

This is typical of the windows you will see with many Macintosh programs. The parts of a directory window are shown in Figure 1-3.

The functions of these parts are as follows:

Close Box "Closes" the window if you point the cursor at this small square and click the mouse button. This is identical to the Close command (see "File Menu," later in the chapter).

Title Bar Displays the name given to the window. You can move the window about the screen by pointing the cursor at the title bar, pressing and holding down the mouse button, and then dragging the window about the screen.

Info Bar Tells you specific information about the items in the window. Includes a count of the number of items, the amount of disk space they take up, and the total amount of free space on the disk.

Folder Icon Represents a folder that may contain applications programs, system files, documents, or even other folders. You can make new empty folders by selecting the Empty Folder icon and duplicating it. (See the Duplicate command in "File Menu.")