

# **GEM™ System Software**

## **Version 2.1**

### **Release Note**

January 1987

#### **Important**

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This release note contains important installation information. Please read it before you install the software.

**GEM™ System Software**  
**Version 2.1**  
**Release Note**

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This release note contains four section:

- Section 1 describes how to use GEMPREP under the MS™ - DOS operating system.
- Section 2 describes how to use GEM Setup on computers with multiple hard disks.
- Section 3 describes how to install plotters for use with GEM.
- Section 4 describes the procedures required to use GEM software with the Concurrent™ and DOS Plus™ operating systems.

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## Section 1 GEMPREP Notes

While preparing the GEM Desktop™ for use on your computer, the GEMPREP program displays the following message:

Insert your DOS disk containing FORMAT.COM into drive A.

GEMPREP displays a similar message that requests you to place a DOS disk containing MODE.COM into drive A.

The executable files for the FORMAT and MODE programs under some versions of the MS-DOS operating system have extensions of EXE. This presents a problem because the GEMPREP program looks. For FORMAT.COM and MODE.COM, not FORMAT.EXE and MODE.EXE.

If you are using version 3.2 of MS-DOS, you can correct this situation by renaming FORMAT.EXE and MODE.EXE to FORMAT.COM and MODE.COM, respectively. You should rename these files before using the GEMPREP program. Rename them only on a copy of your MS-DOS system disk, not on the original. Consult your operating system documentation if you are unfamiliar with the RENAME command.

If you are using another version of MS-DOS, rename FORMAT.EXE and MODE.EXE to FORMAT.COM and MODE.COM on the copy of your MS-DOS system disk that you'll use during GEM installation. After you have installed GEM, change FORMAT.COM and MODE.COM back to FORMAT.EXE and MODE.EXE on the copy of the MS-DOS system disk. You also need to rename these files in the root directory of your hard disk, or if you're using a dual-floppy only system, in the GEMSYS folder.

Then, when you need to format a disk while using the GEM Desktop, use the **Enter DOS commands...** command from the Options Menu. When the DOS command line prompt appears, enter the FORMAT command as described in your MS-DOS documentation.

## Section 2 GEM Setup Notes

The GEM Setup program accounts for the hard disks in your system according to the hard disk icons displayed on the Desktop. When you use GEM Setup to make changes in your system's configuration, it searches the first hard disk for the configuration information stored in a file named ASSIGN.SYS. This can present a problem on systems with more than one hard disk drive.

If you have GEM installed on a hard disk other than C (the first hard disk), you must temporarily remove the icon for drive C before using GEM Setup to change your system's configuration.

Here are the procedures to follow when running GEM Setup on systems with GEM installed on a hard disk other than drive C:

1. Select hard drive C by clicking on its icon.
2. From the Options Menu, click on **Install disk drive...**
3. Select Remove from the dialog. This temporarily removes the icon for drive C. The drive C icon will return when you restart the system.
4. Repeat steps 1, 2, and 3 for each hard disk drive icon that precedes the one on which you have installed the GEM Desktop.
5. Start GEM Setup--it will now search the remaining hard disk drive for the configuration information (ASSIGN.SYS) it needs.

### Running GEM Setup on Dual-Floppy Systems

**Note:** This information supplements page 17-1 of the GEM Desktop manual.

If you're running GEM Setup on a system that has only floppy disk drives, place the Device Driver Disk #1 in floppy drive B (this is the disk that contains GEMSETUP.APP). Select drive B and then double-click on the icon for GEMSETUP.APP.

If you're using GEM Setup from a GEM Device Driver Pack on your dual-floppy system, you must also run the program from drive B.

The directions on page 17-1 of the manual assume a hard disk configuration and instruct you to place the Device Driver Disk #1 in drive A.

### Section 3 Plotter Support and Installation

GEM Desktop 2.1 supports the following plotters:

Hewlett-Packard® 7585	Hewlett-Packard 7475A
Hewlett-Packard 7470A	Hewlett-Packard 7550A
Hewlett-Packard 7440	IBM® 7372

After checking your plotter documentation for the proper procedures, configure your plotter as follows:

Baud Rate	9600
Parity	none
Word Length	8 Bits
Stop Bits	1

Make sure the plotter is connected to your computer using a cable configured in accordance with your plotter documentation.

Install the appropriate driver and make the proper port assignment using GEM Setup. (See pages 18-3 and 18-4 of your GEM Desktop guide.) After saving the new Summary, restart the GEM Desktop. Your plotter should now be ready for use with GEM.

**Section 4 Using GEM With Concurrent or DOS Plus**

The GEM SYSTEM MASTER DISK version 2.1 includes two files that allow you to use GEM software with the Concurrent™ or DOS Plus™ operating systems. These files are named:

DESKHD.CPM  
DESKFPY.CPM

If you plan to use the GEM Desktop with one of these operating systems, first make a copy of the GEM SYSTEM MASTER DISK. Then delete the following files on the copy:

DESKHD.INF  
DESKFPY.INF

Rename the two CPM files to .INF. The .INF files inform the GEM Desktop that CMD files are executable.

End of Release Note

# GEM *Desktop*™

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# Foreword

Welcome to GEM Desktop™, the electric desk for your personal computer!

The GEM Desktop is designed to look and operate similar to a desk in your home or office. You'll find it helpful to keep this metaphor in mind while learning about the GEM Desktop.

This GEM Desktop guide is divided into four major parts, which are further subdivided into individual sections. The following is a brief outline of the contents.

**Part 1** introduces you to the GEM Desktop and explains what you must do to prepare the desktop to work on your computer. It contains the following sections:

- Section 1 is an overview of what the GEM Desktop does and how it works. You'll also find technical information in this section about the computer hardware you can use and some other basic requirements.
- Section 2 takes you step-by-step through the things you must do to prepare your computer to use the GEM Desktop.
- Section 3 is a tutorial that acquaints you with basic operations of the GEM Desktop, such as how to start it on your computer.

**Part 2** contains reference material describing individual components of the GEM Desktop.

- Section 4 describes the "windows" you see on the GEM Desktop.
- Section 5 discusses the "electronic folders", where you store electronic information, such as pictures and documents.
- Section 6 talks about GEM Desktop icons.
- Section 7 discusses applications you can use with the GEM Desktop.
- Section 8 explains how to work with "dialogs". These are messages that help you communicate with the GEM Desktop.

- Section 9 explains how the GEM Desktop menus and commands work.

**Part 3** describes GEM Output™ This is a program provided on one of your GEM Desktop product disks. You can use this program to reproduce documents on your monitor screen, printer, plotter, or camera.

- Section 10 is an overview of GEM Output.
- Section 11 explains how to start GEM Output and also demonstrates its use.
- Section 12 shows you how to create lists of documents you want to reproduce with GEM Output.
- Section 13 explains the different ways you can control how your printer, plotter, monitor screen, or camera works.
- Section 14 describes the GEM Output menus and commands.
- Section 15 describes the Print Spooler desk accessory.

**Part 4** describes GEM Setup™ This is another program provided on your GEM Desktop product disks. You use this program to tell the GEM Desktop you have made a change to your computer equipment.

- Section 16 is an overview of GEM Setup and explains when you should use the program.
- Section 17 explains how to start GEM Setup.
- Section 18 explains how to use GEM Setup.
- Section 19 describes the GEM Setup menus and commands.

Your GEM Desktop guide also contains a Glossary and an Index.

We recommend you use your GEM Desktop guide in the following way:

1. Skim through sections 1 through 3 for the "flavor and content" of the GEM Desktop.
2. Read the Glossary at the end of the guide.

3. Re-read sections 2 and 3 and complete the steps as instructed.
4. Study sections 4 through 9 closely. Use these sections as reference when you need to understand how the GEM Desktop operates.
5. Study part 3 to learn about GEM Output.
6. Briefly read part 4, section 16 to learn about GEM Setup. Read the remaining sections if and when you need to run the program.

### **Assumptions and Conventions**

Unless otherwise stated, the examples in this guide assume your computer has one floppy disk drive (drive A) and a hard disk drive (drive C).

This guide also assumes you have a mouse or other pointing device attached to your computer. If you don't, you can learn how to use your keyboard in place of a mouse by studying your GEM Desktop Keyboard Reference provided at the back of this manual.

All GEM Desktop, GEM Output, and GEM Setup commands appear in boldface. Some commands, when appearing in menus, are followed by three dots to indicate that a dialog appears when you choose the command. For example, when you choose the **Open...** command from the File Menu, the ITEM SELECTOR dialog appears. However, the three dots are omitted when the commands appear in the text of the GEM Desktop guide.



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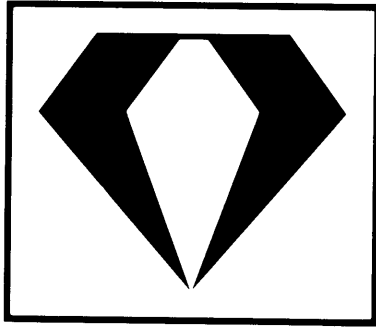
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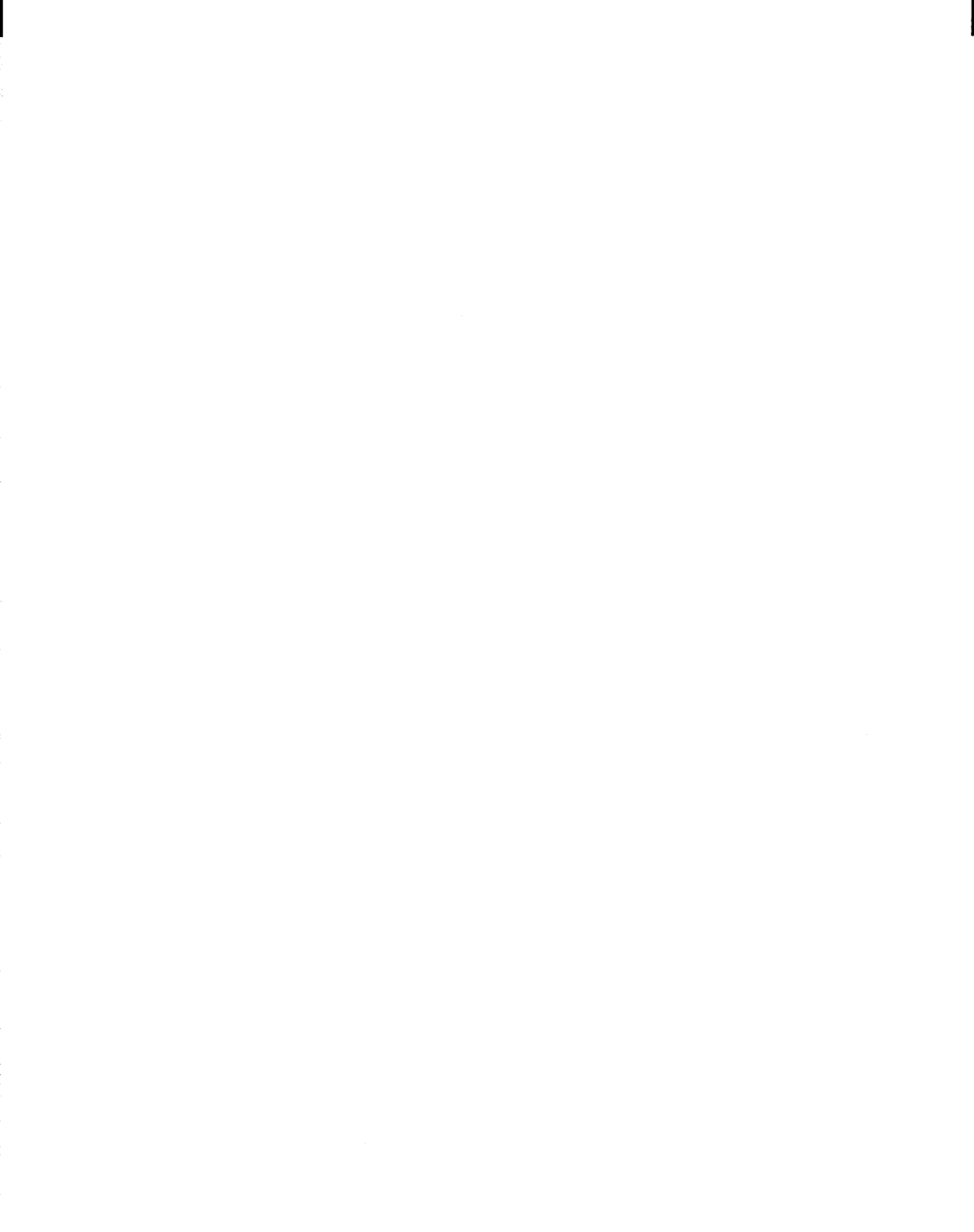
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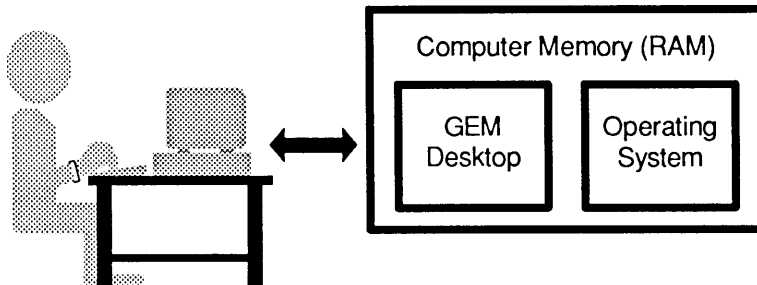
# Part One

**Getting  
Started**



# GEM Desktop Overview

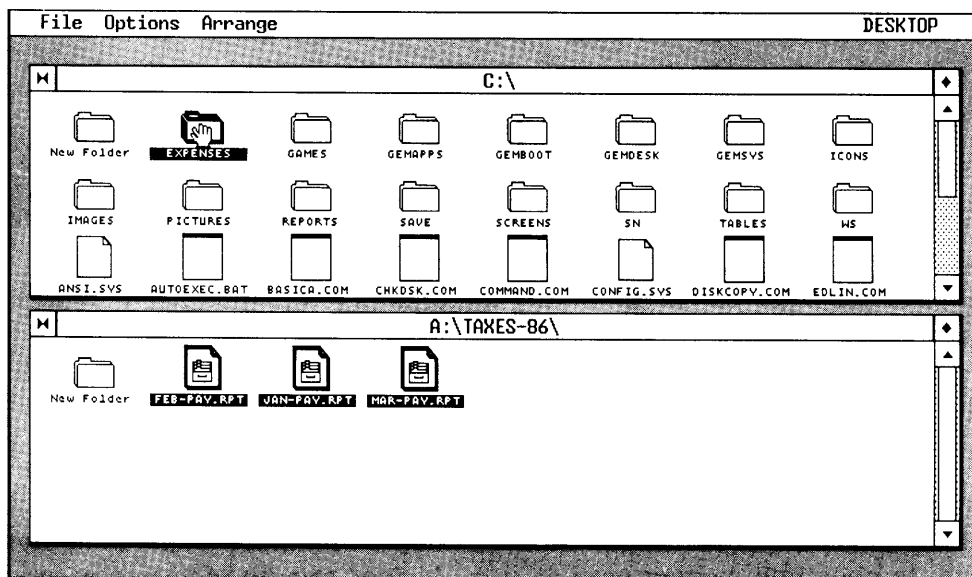
The GEM Desktop is a graphics-based application program. It occupies a portion of your computer's memory between you and your operating system, as the following figure illustrates:



The primary purpose of the GEM Desktop is to make your computer and its operating system easy to use. It does this by replacing cryptic commands with visual objects. For example, to copy three items from a floppy disk to a hard disk using your operating system might require that you enter the following commands:

```
COPY C:\EXPENSES\JAN-PAY.RPT A:\TAXES-86\JAN-PAY.RPT/V
COPY C:\EXPENSES\FEB-PAY.RPT A:\TAXES-86\FEB-PAY.RPT/V
COPY C:\EXPENSES\MAR-PAY.RPT A:\TAXES-86\MAR-PAY.RPT/V
```

When you use the GEM Desktop to do the same operation, pictures of the objects you are copying appear on your screen. You use your mouse as if it were an extension of your hand. The next illustration shows what you see on your screen when doing this operation:



As you can see, doing operations on the GEM Desktop is close to the way you do things in the "real world". Your GEM Desktop guide shows you how to do this and other operations on the GEM Desktop.

---

## **SYSTEM REQUIREMENTS**

Your computer system must meet certain minimum requirements before you can use it with the GEM Desktop. This section explains these minimum requirements.

### **Computer Requirements**

The GEM Desktop operates on the IBM® PC, XT®, AT®, and all 100%-compatible computers.

Your computer must have a graphics card installed.

You can also do all GEM Desktop operations directly from your keyboard. However, you'll find the desktop easier to use if you have a mouse or graphics tablet.

Your computer must have at least two disk drives. You can have either two floppy drives or one floppy drive and one hard disk drive.

For floppy disk systems, the GEM Desktop and GEM™ applications require double-sided, double-density disks.

### **Operating System Requirements**

You can use the GEM Desktop with the following operating systems:

- MS®-DOS version 2.1 or higher.
- PC DOS version 2.0 or higher.
- GEM DOS™
- DOS Plus™

End of Section 1



# Getting Started

There are some things you must do to prepare your computer to use the GEM Desktop. This section explains the required steps.

You have several options while preparing the GEM Desktop to run on your computer. Therefore, you should study this entire section before you begin so you'll be ready to choose the options you want at the proper time.

---

## CHECK CONTENTS OF GEM DESKTOP PACKAGE

Your GEM Desktop package contains the following disks:

- **GEM System Master Disk**
  - **GEM Device Driver Disk #1**
  - **GEM Device Driver Disk #2**
  - **GEM Device Driver Disk #3**
  - **GEM Device Driver Disk #4**
- 

## THINGS YOU WILL NEED

To prepare the GEM Desktop to run on your computer, there are some things you will need, as explained below:

- A DOS system disk from which you can boot your operating system. The disk must contain the software items COMMAND.COM, MODE.COM, and FORMAT.COM.
- Five floppy disks on which you can copy your original GEM Desktop product disks.

- If you are going to run the GEM Desktop from floppy disks, you'll need two more floppy disks. We recommend you use new disks because they are more reliable.
- You need to know what type of graphics card is installed in your computer.
- If you have a mouse, printer, or plotter attached to your computer, you need to know the type of each device and how it is attached. Read "Communication Ports" and "If You Have a Serial-type Printer" later in this section for information about how such devices can be attached and used with your computer.
- If you have a MicroSoft® Bus-type mouse, you'll need the disk containing your MOUSE.COM software. You received this software with your mouse. See "If You Have a MicroSoft Mouse" later in this section to determine whether yours is a Bus-type or Serial-type mouse and, if a Bus-type, whether or not it is correctly set up to use with the GEM Desktop.

---

## **COPY PRODUCT DISKS**

Your GEM Desktop product disks are not copy-protected. Copy all five disks, store the originals in a safe place, and use only your copies from here on.

If you don't know how to copy disks, read about the DISKCOPY or COPY command in your operating system manuals.

---

## START THE GEMPREP PROGRAM

Your GEM System Master Disk contains a program named GEMPREP. You must run this program to prepare the GEM Desktop to work on your computer.

GEMPREP asks you questions about how you want the GEM Desktop to operate and what types of devices (graphics card, mouse, and printer) are attached to your computer.

Here's how to start GEMPREP:

1. Insert your DOS disk in drive A.
2. If your computer is turned on, reboot the operating system by pressing the Ctrl, Alt, and Del keys simultaneously. If your computer is not turned on, turn it on now.
3. When the A> prompt appears, remove your DOS disk from drive A and replace it with your GEM System Master Disk.
4. Type **GEMPREP** following the A> prompt and press Enter. You see the following message:

```
Welcome to GEMPREP! This procedure will install the
GEM Desktop on your computer.
```

```
Do you want to put the GEM Desktop on a hard disk? (Y or N)
```

If you have a hard disk and want to run the GEM Desktop from there, type **Y**. GEMPREP then asks if your hard disk is drive C (which is normally the case). If it is, type **Y**. If your hard disk is not drive C, type **N** and GEMPREP asks you to enter the correct drive letter.

If you don't have a hard disk, type **N**. (Even if you have a hard disk, you can run the GEM Desktop from floppies if you prefer.)



Remember, if you're going to run the GEM Desktop from floppy disks, you'll need two additional disks to complete GEMPREP. GEMPREP formats the disks when they're needed and asks you to label them GEM STARTUP and GEM DESKTOP.

From this point on, follow GEMPREP's questions and menus carefully through the conclusion of the program. If you make a mistake along the way, replace the GEM System Master Disk in drive A with your DOS disk, reboot your computer, then start over with this step. (You can run GEMPREP as many times as you need or wish.)

---

## START THE GEM DESKTOP

GEMPREP creates a batch file named GEM.BAT, which contains the commands you need to start the GEM Desktop on your computer. (If you want more information about how batch files work, read about them in your operating system manuals.)

How you start the GEM Desktop depends on whether you put the Desktop on a hard disk or on floppy disks. Instructions for starting from either type of disk follow.

### Start GEM Desktop from a Hard Disk

Assuming your hard disk is drive C, type each of the following commands at your operating system prompt (A> or C>). Follow each command by pressing the Enter key:

```
C:  
CD \  
GEM
```

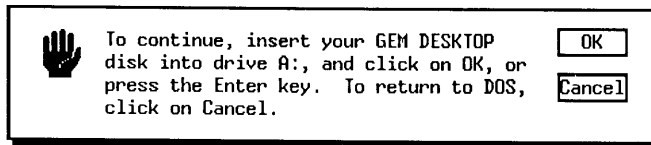
In a few moments the GEM Desktop appears on your screen and you're ready to start work. Before you move on to Section 3, you might want to read "Start the GEM Desktop Automatically" later in this section.

If the GEM Desktop doesn't appear after you enter the GEM command, you probably did not correctly answer one or more of GEMPREP's questions. Review your answers and then rerun GEMPREP beginning with "Start the GEMPREP Program" on page 2-3.

### Start GEM Desktop from Floppy Disks

Insert your GEM STARTUP disk in drive A. Turn on your computer or, if it's already on, reboot your operating system.

Type **GEM** following the A> prompt and press Enter. You then see the following message on your screen:



Remove your GEM STARTUP disk from drive A and set it aside.



Insert your GEM DESKTOP disk in drive A, close the drive door, and press Enter. You see an hourglass icon on your screen, telling you your computer is busy completing your instructions.

In a few moments, the GEM Desktop appears and you're ready to start work. Before you move on to Section 3, you might want to read the following section explaining how to "Start the GEM Desktop Automatically".

If the GEM Desktop doesn't appear after you enter the GEM command, you probably did not correctly answer one or more of GEMPREP's questions. Review your answers and then rerun GEMPREP beginning with "Start the GEMPREP Program" on page 2-3.

---

## **START THE GEM DESKTOP AUTOMATICALLY**

Every time you turn on your computer or reboot the operating system, it looks for a batch file named AUTOEXEC.BAT. If it finds this file, it completes the commands contained in that file before doing anything else.

If you want to start the GEM Desktop automatically every time you start your computer, you can create an AUTOEXEC.BAT file containing the commands needed to start the GEM Desktop. This section explains what you must do. Find the description that matches your situation and follow the instructions.

**Note:** Be sure you complete the GEMPREP program before you take any of the following steps.

**If you put the GEM Desktop on a hard disk and you already have an AUTOEXEC.BAT file on that disk...**

You can use either of the following methods to create the AUTOEXEC.BAT file you need:

- Use the DOS COPY command to merge the GEM.BAT file with your AUTOEXEC.BAT file. Type the following commands at your operating system prompt (A> or C>). Follow each command by pressing the Enter key:

```
C:  
CD \  
COPY AUTOEXEC.BAT + GEM.BAT
```

- Use a word processor or text editor to add the command **GEM** at the end of your existing AUTOEXEC.BAT file.

**If you put the GEM Desktop on a hard disk and you don't already have an AUTOEXEC.BAT file on that disk...**

- To create your AUTOEXEC.BAT file, type the following commands at your operating system prompt (A> or C>). Follow each command by pressing the Enter key:

```
C:  
CD \  
RENAME GEM.BAT AUTOEXEC.BAT
```

**If you put the GEM Desktop on floppy disks...**

GEMPREP does not create an AUTOEXEC.BAT file on your GEM STARTUP disk. So, unless you created one on the disk after completing GEMPREP, your GEM STARTUP disk does not contain an AUTOEXEC.BAT file. To create an AUTOEXEC.BAT file, do the following:

1. Insert your DOS disk in drive A and either turn on your computer or reboot the operating system.
2. Remove your DOS disk from drive A and replace it with your GEM STARTUP disk.

The GEM.BAT file you created with GEMPREP contains the commands you need in your AUTOEXEC.BAT file. To create your new AUTOEXEC.BAT file, type the following commands at your operating system prompt (A> or C>). Follow each command by pressing the Enter key:

```
A:  
CD \  
RENAME GEM.BAT AUTOEXEC.BAT
```

---

## COMMUNICATION PORTS

If you have a mouse and/or printer attached to your computer, they are physically attached to a "communication port". GEMPREP asks you to identify the communication port to which each device is attached.

There are two types of communication ports: parallel and serial. Normally, you can attach a device to one or the other type, but not both. The type of communication port you attach the device to depends on the device itself. The number and types of communication ports vary with each computer.

It is beyond the scope of this guide to discuss communication ports in detail, but we can suggest ways for you to find the information you need if you don't already have it. If you're not sure how your mouse and/or printer are attached, do either or both of the following:

- Contact your computer dealer or a systems specialist. These individuals might be able to look at your computer and tell you what you need to know about your communication ports.
- Use the "trial and error" method. This requires that you run GEMPREP and "guess" which communication port your device is attached to. If the device doesn't respond when you run the GEM Desktop, you must return to your operating system, restart GEMPREP, and choose a different communication port for the device that did not respond. Repeat the procedure until the device responds.

**IF YOU HAVE A SERIAL-TYPE PRINTER**

If you indicate to GEMPREP that you have a serial-type printer attached to your computer, the program automatically creates a document named CONFIG.SYS on either your GEM STARTUP floppy disk or your hard disk. You must start your computer from the disk that contains the CONFIG.SYS document. If you start your computer from another disk and then start the GEM Desktop by entering the **GEM** command, you probably won't be able to print successfully.

If you subsequently add a serial-type printer to your computer and use GEM Setup to add the printer to your setup (as described in Part 4 of this guide), GEM Setup also automatically creates the required CONFIG.SYS document. The above restrictions for starting the GEM Desktop apply in this case as well.

Your printer manuals will tell you if your printer is a serial-type device.

---

**IF YOU HAVE A MICROSOFT MOUSE**

There are two types of MicroSoft Mouse: a Serial Mouse and a Bus Mouse.

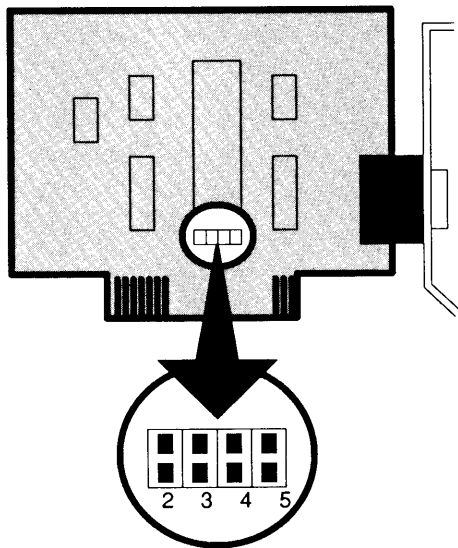
The Serial Mouse plugs directly into one of your computer's serial communication ports. Other than running GEMPREP, you don't need to do anything special to use the Serial Mouse with the GEM Desktop.

The Bus Mouse plugs into its own special interface board. The interface board must be installed in one of your computer's expansion slots.

You might have to make a minor adjustment on the interface board for the Bus Mouse to work with the GEM Desktop. The adjustment, however, isn't always necessary. You might want to try using your

Bus Mouse with the GEM Desktop before making the adjustment. If the mouse does not work correctly, you must make the following adjustment:

1. Turn off the power to your computer and remove the computer's outer cover according to the computer manufacturer's instructions.
2. If the Bus Mouse interface board is already installed in your computer, remove it from its expansion slot (see the manufacturer's instructions). If the interface board is not installed, remove it from its package.
3. Study the following illustration of the interface board. Then, look at your own board and locate the four pairs of gold-colored pins labeled 2, 3, 4, and 5, at the bottom center of the board.
4. Find the "jumper" (a black and gold, box-like object) on one of the pin pairs.
5. If the jumper is on pin pair 3, the board is set up correctly. Otherwise, gently remove the jumper from its present location and place it on pin pair 3.
6. Follow the manufacturer's instructions to install the interface board.



End of Section 2



# Getting Acquainted

This section acquaints you with some basic operations of the GEM Desktop. It is written in tutorial style with accompanying illustrations; however, your screen might look different from the illustrations because the GEM Desktop is tailored to your specific machine.

In many cases, there is more than one way to do something on the GEM Desktop. Most of the time we'll show you only one way. You'll learn about other ways when you read other sections of this guide.

The tutorial assumes you have a mouse attached to your computer. If you don't, you'll need your GEM Desktop Keyboard Reference (provided at the end of this manual) to do the exercises.

The tutorial also assumes you have successfully completed the GEMPREP program described in Section 2. If you haven't, you won't be able to start the GEM Desktop.

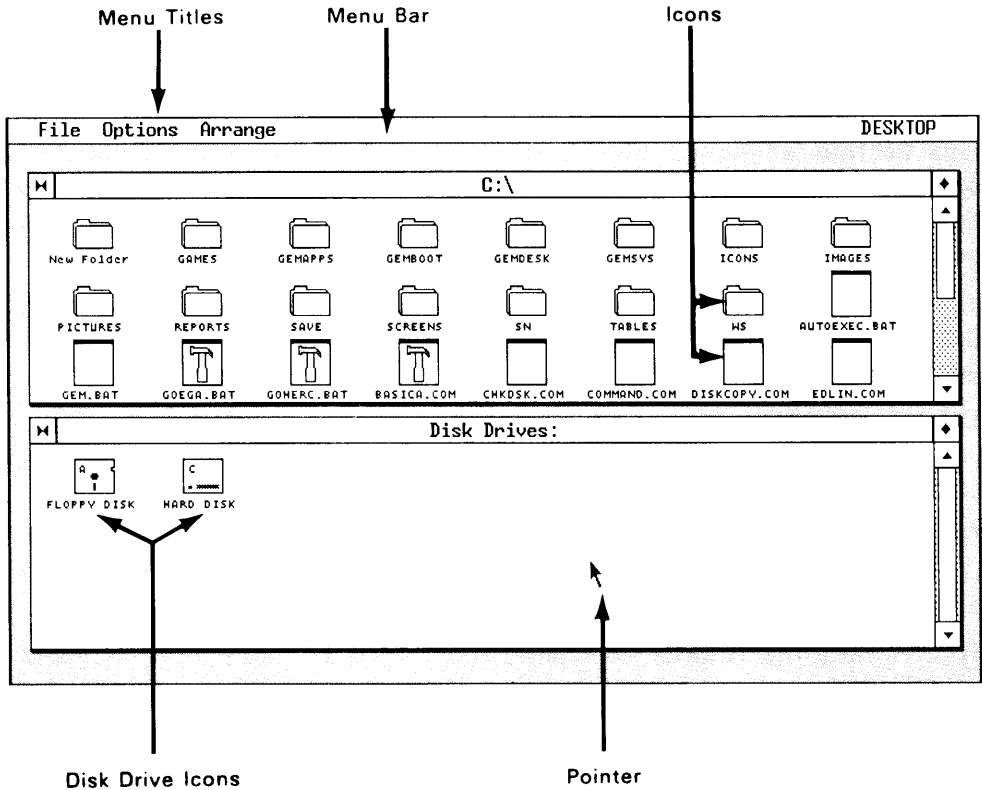
To complete the tutorial exercises, you'll need a floppy disk. It should contain at least one but, preferably, no more than fifteen items. And, it would be best if the disk did not contain any directories. However, the disk doesn't have to meet these requirements for you to use it with the tutorial; it will just make things a little easier to understand.

---

## START THE GEM DESKTOP

In Section 2 you learned there are several ways to start the GEM Desktop. Refer to that section if you need help with this step.

When the Desktop first appears, it looks similar to the following illustration. We've labeled the components you need to know about for the tutorial. You'll learn more about these and other components in later sections.



Note the two "windows" taking up most of the screen. The top window shows icons representing the contents of the disk from which you started the GEM Desktop. The icons in the bottom window represent the disk drives on your computer.

**Note:** If the disk drive icons in the bottom window don't match your computer configuration, you can add and remove disk icons as required. See the description of the **Install disk drive** command (page 9-8) when you're ready to do this. Note, however, that you can complete the tutorial using the disk drive icons now on your screen.

## **MOVE THE POINTER**

The "pointer" (an arrow) moves on the Desktop when you move your mouse. Practice moving the pointer, but for now, stay away from the menu bar at the top of the screen. (If you accidentally make a menu appear, move the pointer out of the menu into an open area, then press and release the mouse button. If your mouse has more than one button, use the one on the left.)

Sometimes the pointer disappears off the right side or bottom of the GEM Desktop. To make it reappear, move the mouse in a large circle a couple of times.

To move the mouse without moving the pointer, lift the mouse into the air before moving it.

### **Pointer Techniques**

You manipulate the pointer with your mouse, graphic tablet, or keyboard to do a variety of Desktop operations. Most of the time you'll use one of the following pointer techniques:

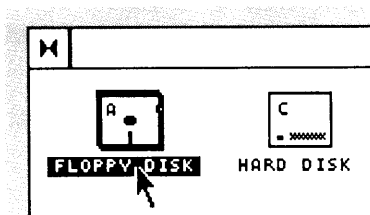
- click
- double-click
- drag
- Shift-click

Sample operations using each technique follow.

---

### SELECT AN ICON (CLICK)

“Click” means press and immediately release the mouse button. You click on an icon to “select” it. (The GEM Desktop and most GEM applications work on the principle that you first select an object, such as an icon, and then do something to that object either by direct manipulation with the mouse or by choosing a command from a menu.)



Let's select the drive A floppy disk icon. Place the pointer on the icon and click the mouse button. The GEM Desktop highlights the icon you select by placing a bold shadow around it.

Now move the pointer to an open area of the window and click again. This “de-selects” the icon and the bold shadow disappears.

---

### OPEN AN ICON (DOUBLE-CLICK)

“Double-click” means press and release the mouse button twice, quickly. Double-clicking is an easy way to “open” an icon so you can see what it contains. Try the following steps:

1. Insert the floppy disk you chose to use during the tutorial in drive A and close the drive door.
2. Place the pointer on the drive A icon in the bottom window and double-click.