

between the application and any document types you specified in the CONFIGURE APPLICATION dialog. Once you remove the configuration, you can't start the application by opening one of its documents. Furthermore, the GEM Desktop uses the generic set of icons to represent the application and its documents. However, you can still start the application by opening its icon.

To remove an application's configuration, do the following:

1. Select the application's icon.
2. Choose the **Configure application** command from the Options Menu.
3. When the CONFIGURE APPLICATION dialog appears, click on the Remove button.

SEARCH PATHS

A "search path" tells the GEM Desktop where to look for an application when you open a document icon.

Unless you change it, the GEM Desktop goes through a standard search path to find your applications. The standard search path includes the following:

1. the folder or the root directory where the document icon you opened is located
2. the GEMDESK folder on the disk where your GEM software is located
3. the GEMAPPS folder on the disk where your GEM software is located
4. the GEMSYS folder on the disk where your GEM software is located
5. the root directory of the disk where your GEM software is located

If you want the GEM Desktop to search other locations before searching the GEMDESK, GEMAPPS, and GEMSYS folders, you can insert a DOS **Path** command in your AUTOEXEC.BAT or GEM.BAT document. Refer to your DOS operating system manuals for complete instructions.

DESK ACCESSORIES

Desk accessories are a special type of application. The GEM Desktop comes equipped with clock, calculator, and print spooler desk accessories. Other desk accessories are available from Digital Research and other software development companies.

Desk accessories are unique because you can run them at the same time you're running other GEM applications. For example, if you're using GEM Draw and want to make some calculations for your picture, you can use the calculator desk accessory without leaving the GEM Draw application.

Start a Desk Accessory

You start every desk accessory the same way; you choose its name from the DESKTOP Menu.

(To start a desk accessory from a GEM application, you make your choice from a different menu, although the menu is always located in the same place as the DESKTOP Menu. See the application's manual for details.)

Desk accessories appear in their own window on the GEM Desktop. All desk accessory windows have a title bar and a close box.

If you click in a Desktop window while a desk accessory is on your screen, the accessory's title bar dims and the accessory goes behind the Desktop windows. If you click on the visible part of the accessory, it comes back in front of the windows and is active again.

It is possible for a desk accessory to be entirely covered by a Desktop

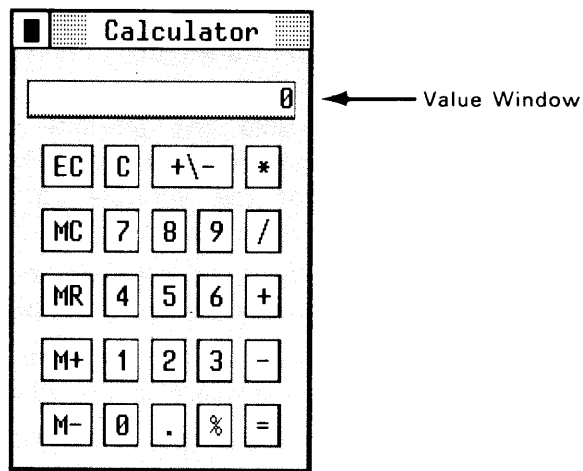
window. If this happens, choose the accessory again from the DESKTOP Menu to bring its window back on top of the Desktop windows.

You can use the accessory's title bar (while the accessory is active) to drag it to a different location.

If you are using several desk accessories at the same time, only one can be active. To put an accessory away, click on its close box.

Calculator

The GEM Desktop calculator resembles a standard calculator. Its features and functions are explained in the text that follows the illustration below:



You "press" the calculator's keys with the mouse pointer or keyboard keys in the following ways:

- Click on any of the keys with the mouse button.
- Enter numbers using your keyboard's standard number keys or the numeric keypad.

If typing on the numeric keypad moves the pointer rather than entering numbers, press the Ctrl key to take the keypad out of its cursor control function. If you still can't enter numbers, press the Num Lock key.

- You can use the keyboard keys for all remaining functions. For example, you can either click on the "+" key or type the "+" character. Similarly, you can either click on the "M+" key or type the characters "M" and "+".

The "+\-" key on the calculator changes the sign of the amount in the value window to its complement. The keyboard equivalent for this function is a backslash (\).

Memory Keys

You can use the memory keys (M+, M-, MR, and MC) to add, subtract, recall, and clear values from a memory location in your calculator.

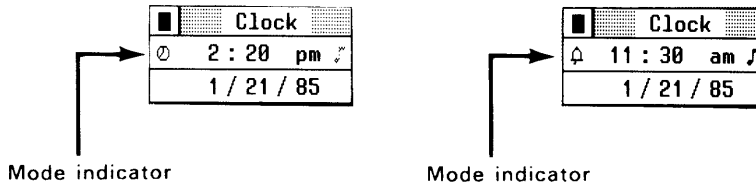
M+	Adds the amount in the value window to memory. A small "M" appears at the left side of the window to let you know you have stored a result.
M-	Works exactly like M+ except that it subtracts the value from memory.
MR	Recalls the present value from memory and displays it in the value window.
MC	Clears the value from memory. It does <u>not</u> clear the value from the value window, so you can use it in further calculations.

EC and C Keys

EC	Clears your last entry from the value window. You can continue your current calculations.
C	Clears the value window and terminates your current calculations.

Clock

When you choose the **Clock** desk accessory, its window appears as shown below left:



To reset the time or date in the clock, you must change each individual value (hour, minute, month, day, and year) separately. For example, to reset the hour, begin by clicking on it. Then type two digits to set the hour; that is, type "05" rather than just "5".

Click on "am" or "pm" to toggle between the two.

The clock has an alarm. To set the alarm, do the following:

1. Click on the "Mode Indicator". It changes from a clock symbol to a bell to let you know the clock is now in Alarm mode.
2. Set the time you want the alarm to sound by changing the hour, minute, and "am/pm" indicator as explained above for resetting the time.
3. Click on the musical note at the far right side of the clock to turn the alarm on. When the musical note is dimmed, the alarm is not set to go off.

Print Spooler

The Print Spooler outputs documents to a printer. You'll find instructions for using this desk accessory in Section 15.

End of Section 7



Dialogs

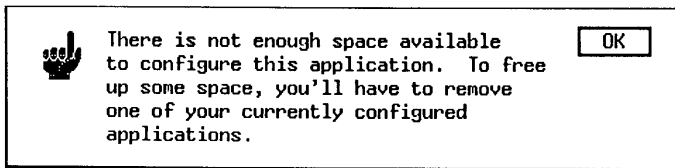
Dialogs appear on your screen when the GEM Desktop needs to communicate with you. The dialog conveys information you need or asks you for information the GEM Desktop needs to complete your instructions. Therefore, we categorize dialogs into two types:

- Information
- Data Entry

Before discussing the dialog types, we'll describe "exit buttons", a component found in all dialogs.

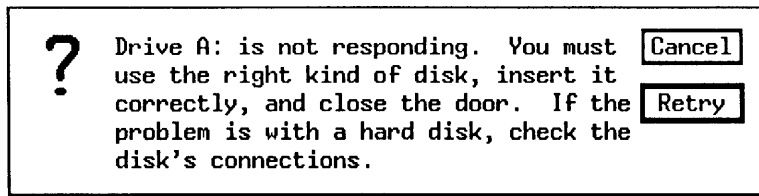
EXIT BUTTONS

Every dialog has at least one "exit button". In its simplest form, an exit button provides a way to remove a dialog from your screen. The dialog in the next illustration has one exit button labeled "OK":



After you read the dialog's message, place the pointer on the exit button and click. The dialog disappears from your screen and you can resume work where you left off.

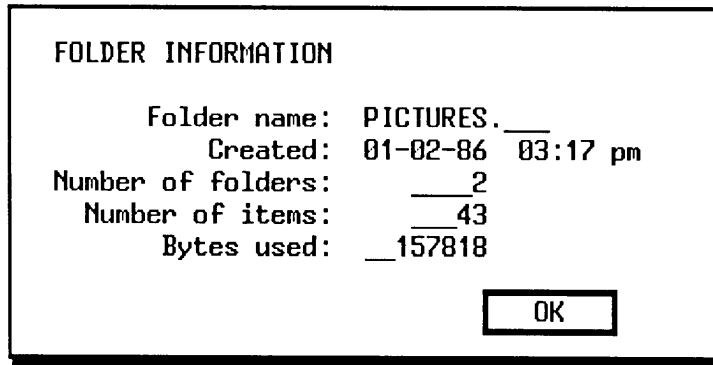
Many dialogs contain more than one exit button. Each button may provide a different option as to what to do about the situation. The next dialog illustrated has two exit buttons, "Retry" and "Cancel":



Note that the "Retry" exit button has a heavier border than the "OK" button. When an exit button has a heavy border like this, pressing Enter is the same as clicking on that button.

INFORMATION DIALOGS

Information dialogs convey information you requested or the GEM Desktop feels you need. An example of an information dialog is the one you see when you choose the **Info/Rename** command after selecting a folder icon, as shown next:



Many information dialogs contain only one exit button. After you read the message, click on the exit button to remove the dialog and continue your work.

Some information dialogs warn you of a problem that has occurred or might occur if you continue what you are doing. Most dialogs of this type contain one of the following icons:



This icon indicates you should make note of the message inside the dialog and then continue with your work as normal.



This icon means that if you continue what you are doing, you could run into a problem. These dialogs usually contain a "Cancel" exit button so you can abort the procedure if necessary.



This icon usually means you should stop what you are doing because an error has occurred.

(The foregoing are general descriptions of how these icons are used. In practice, you might see them used differently.)

DATA ENTRY DIALOGS

Data entry dialogs appear when the GEM Desktop needs information from you to complete an operation.

Most data entry dialogs contain areas where you type the required information. These areas are called "data entry fields". The dialog might also ask you to enter the information by clicking on various buttons. (These are not exit buttons, in most cases.) For example, if you select a document icon and then choose the **Info/Rename** command, you see the ITEM INFORMATION / RENAME dialog:

ITEM INFORMATION / RENAME

Name:

Size in bytes:

Last modified: 01/17/86 09:38 am

Attributes: Read/Write Read-Only

The ITEM INFORMATION / RENAME dialog is a combination information and data entry type; it contains some information you can change and some you can't.

The "Name" field is a data entry field, as indicated by the text cursor (a vertical bar) at the end of the field. The field contains the name of the icon you selected. Press the Backspace key to move the text cursor back one space at a time and erase that character. Or, press the Esc key to erase all characters in the field. You can then type whatever characters you want in the field and they appear at the text cursor location. (The table at the end of this section explains how to move the text cursor and enter information in a data entry dialog.)

You can only enter information in the field where the text cursor is located. To move the text cursor to a different field, place the pointer anywhere in the field and click. If the text cursor doesn't appear in the field, you cannot enter information.

The next two fields in the dialog ("Size in bytes" and "Last modified") are not data entry fields. You can't change the information they contain.

Following the "Attributes" message are two buttons labeled "Read/Write" and "Read/Only". These are also data entry fields, because they allow you to enter information about an icon. If you click on the Read/Write button, it tells the GEM Desktop you will allow the icon to be read from and written to the disk. If you click on the Read/Only button, the GEM Desktop allows the icon to be read from the disk, but not written back.

Buttons like Read/Write and Read/Only are similar to buttons on a car radio because you can only select one at a time. When you select a different one, the currently selected one "pops-off". You'll see these types of radio buttons in various other dialogs.

And, finally, at the bottom of the dialog are the exit buttons. If you make a change in the dialog, click on the OK button (or press Enter) and the GEM Desktop saves your changes. If you don't make any changes, or if you make changes but don't want them saved, click on the Cancel button.

Key	Effect
left-arrow*	Moves text cursor left one character without deleting.
right-arrow*	Moves text cursor right one character without deleting.
down-arrow* or Tab	Moves text cursor to next text field in which you can enter information.
up-arrow* or Shift-Tab	Moves text cursor to previous text field in which you can enter information.
Delete*	Deletes character to right of text cursor.
Backspace*	Deletes character to left of text cursor.
Escape	Erases all characters in text field.
* Effect is continous if key is held down.	

End of Section 8

Menus and Commands

When you touch one of the titles in the menu bar (File, Options, Arrange, or DESKTOP), a menu drops down showing commands you can use to make things happen on the GEM Desktop. While the menu is visible, drag the pointer through it to highlight each of the commands. To choose a command, highlight the one you want and click.

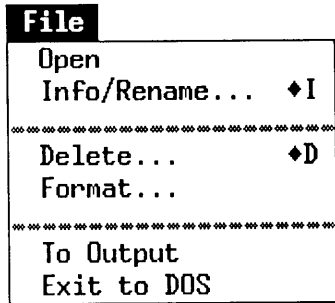
This section describes the commands that appear in each GEM Desktop menu. Pictures of the menus follow with brief descriptions of each command. Sometimes, a page reference shows you where to find additional information about a command.

KEYBOARD SHORTCUTS

Some menu commands have a keyboard shortcut; typing a certain sequence of keys is the same as using the pointer to display a menu and choose that particular command.

If a command has a keyboard shortcut, you see the key sequence indicated at the right side of the menu, opposite the command. For example, opposite the **Info/Rename** command in the File Menu is a diamond symbol followed by the letter "I". The diamond symbol represents your keyboard's Alt key, usually located at the left end of the Space bar. Holding down the Alt key while typing the letter "I", is the same as displaying the File Menu and choosing the **Info/Rename** command. You'll also find these keyboard shortcuts in your GEM Desktop Keyboard Reference.

FILE MENU



Opens the icon that is currently selected (page 9-6).

Shows you information about the currently selected icon. If an application or document icon is selected, you can rename it (page 9-6).

Deletes all currently selected icons. Once deleted, you cannot recover them.

Formats your currently selected floppy disk (page 9-8).

Starts the GEM Output application (see Part Two).

Stops the GEM Desktop and returns you to your operating system.

OPTIONS MENU



Adds or removes a disk drive icon on the GEM Desktop (page 9-8).

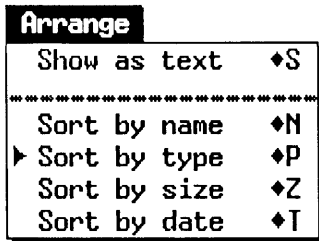
Lets you specify how you want an application to work with the GEM Desktop (page 7-6).

Lets you specify how you want some aspects of the GEM Desktop to work (page 9-9).

Saves your current preferences and window arrangement for the GEM Desktop (page 9-10).

Provides a way for you to enter commands at your operating system prompt without stopping the GEM Desktop. Enter "EXIT" at the prompt to return to the GEM Desktop.

ARRANGE MENU



This command "toggles" between Show as text and Show as icons. Use it to specify how you want information to appear in your windows (page 9-11).

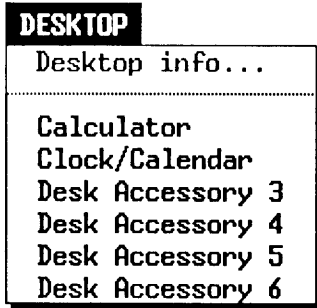
Sorts the information in a window by icon names (page 9-12).

Sorts the information in a window by icon types (page 9-13).

Sorts the information in a window in descending order according to the size of the icon in bytes (page 9-13).

Sorts the information in a window according to the date the icon was created or last changed (page 9-14).

DESKTOP MENU



Shows you information about the GEM Desktop, such as its version number, author names, and copyright information.

Please read "Desk Accessories" in Section 7 for complete details on choosing and using accessories.

FILE MENU COMMANDS

Open Command

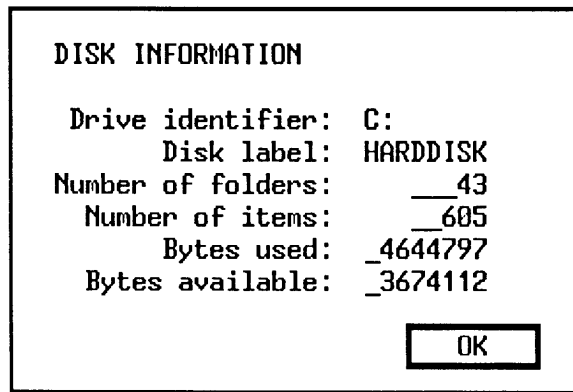
The results of the **Open** command depend on the type of icon that is selected when you choose the command. Following are explanations of what happens in each case:

Disk icon	Displays the disk's contents in your window.
Folder icon	Displays the folder's contents in the window.
Application icon	Starts the application on your computer.
Document icon	If you have configured the application that created this document, the application starts using the document you've selected. If you have not configured the application, you see a dialog telling you the GEM Desktop doesn't know what you want to do with the document.

Info/Rename Command

When you choose this command, you see one of three dialogs, depending on what type of icon is currently selected.

Disk icon



Folder icon

FOLDER INFORMATION

Folder name: PICTURES.____
Created: 01-02-86 03:17 pm
Number of folders: ____2
Number of items: ____41
Bytes used: __149244

Application or Document icon

ITEM INFORMATION / RENAME

Name: DRAW .APP|
Size in bytes: __86736
Last modified: 02/07/86 11:14 am

Attributes: Read/Write Read-Only

Format Command

To format a floppy disk, do the following:

1. Insert the disk you want to format in one of your floppy disk drives and close the drive door.
2. Click on the Desktop icon that represents the drive where you inserted the disk you want to format.
3. Choose the **Format** command from the File Menu.

Note: Formatting a hard disk is something you should do only after careful thought and planning. Therefore, the GEM Desktop does not allow you to format a disk that has a hard disk icon.

OPTIONS MENU COMMANDS

Install Disk Drive Command

You can use this command to make the disk icons shown on the GEM Desktop exactly match your computer system. You can add a new disk drive icon, change the icon's label or drive identifier, or remove an existing icon. Do the following:

1. Click on one of the existing disk drive icons on the GEM Desktop.
2. Choose the **Install disk drive** command from the Options Menu. The INSTALL DISK DRIVE dialog appears.
3. If you are removing the disk drive icon, click on the Remove button and you return to the GEM Desktop.
4. Type the letter you want to use to identify the disk drive. Normally, floppy disk drives use the identifying letters "A" and "B", and hard disk drives use the letters "C" and "D".
5. You can also change the icon's label and specify its type as Floppy Disk or Hard Disk using this dialog.

6. When all of the information in the dialog is correct, click on the Install button. You return to the GEM Desktop and the new disk drive icon appears.

If you want to make your changes a permanent part of the GEM Desktop, use the **Save desktop** command to save them. However, read about the command later in this section before using it because it also does other things.

Set Preferences Command

When you choose this command, you see the SET PREFERENCES dialog:

SET PREFERENCES

Confirm deletes? Yes No

Confirm copies? Yes No

Double-click speed: Slow 2 3 4 Fast

Sound effects: On Off

Time format: 12 Hour 24 Hour

Date format: MM-DD-YY DD-MM-YY

Click on the preferences you want as explained below:

Confirm deletes?

“Yes” tells the GEM Desktop to always display the DELETE FOLDERS / ITEMS dialog when you do a delete operation. “No” tells the GEM Desktop to bypass the dialog and begin the delete operation immediately without waiting for your confirmation.

Confirm copies?	Same as "Confirm deletes?" (above) except that it pertains to copy operations.
Double-click speed	Sets a relative speed for how quickly you must double-click the mouse button.
Sound effects	"On" causes the GEM Desktop to sound the audible beeper on your system under certain conditions. "Off" suppresses the audible beeper in all cases.
Time format	The "12 hour" preference displays time in an am/pm format; for example, 3:00 am or 3:00 pm. The "24 hour" preference displays time in a military or international format; for example, 0300 or 1500 hours.
Date format	This preference is for internationalization of dates. You can display the date in the format MM/DD/YY (02/14/86) or YY/MM/DD (86/02/14).

After setting the preferences the way you want, click on OK to return to the GEM Desktop. Your preferences take effect immediately and remain so until you quit the GEM Desktop. If you don't make any changes or do not want to save those you have made, click on the Cancel button.

If you want to make your preferences a permanent part of the GEM Desktop (that is, so they take effect every time you start the Desktop), use the **Save desktop** command to save them. However, read the following description of the command before using it because it also does other things.

Save Desktop Command

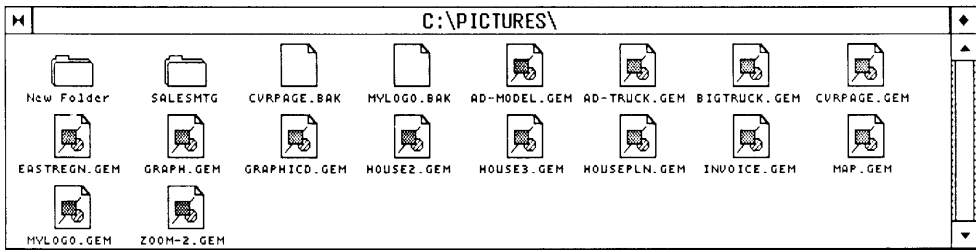
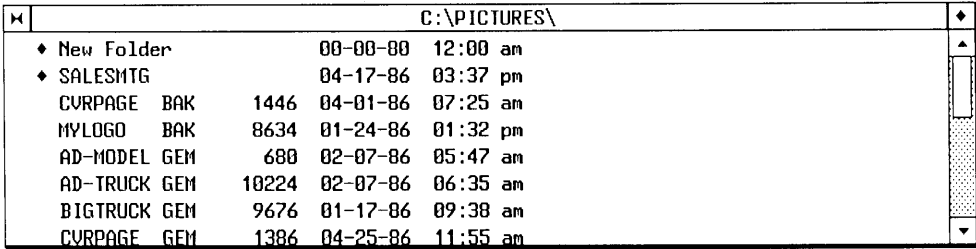
This command tells the GEM Desktop to remember how you currently have the Desktop set up to operate, and to always start the Desktop as you now have it. You can use the command at any time and it remembers the following Desktop characteristics:

- the current size of the Desktop windows
- the object currently opened into each Desktop window; for example, if one of the windows is displaying the contents of disk drive A when you save the Desktop, it displays the contents of that drive every time you start the GEM Desktop, assuming there is a disk in the drive
- the way you currently have any applications configured (see "Configure an Application" on page 7-6 for details)
- the current arrangement of disk drive icons on the GEM Desktop (see the description of the **Install disk drive** command on page 9-8 for more information)
- your current preference settings (see the description of the **Set preferences** command immediately preceding this command description)

ARRANGE MENU COMMANDS

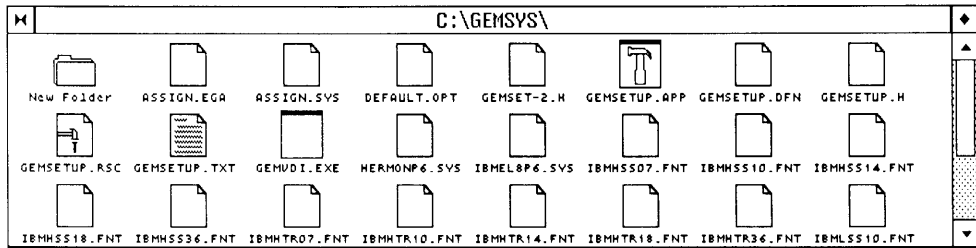
Show as Text/Icons Command

You can display window contents in text form as well as in icon form. The text display provides additional information about the icons in the window. The following illustrations show the differences in the two types of displays:



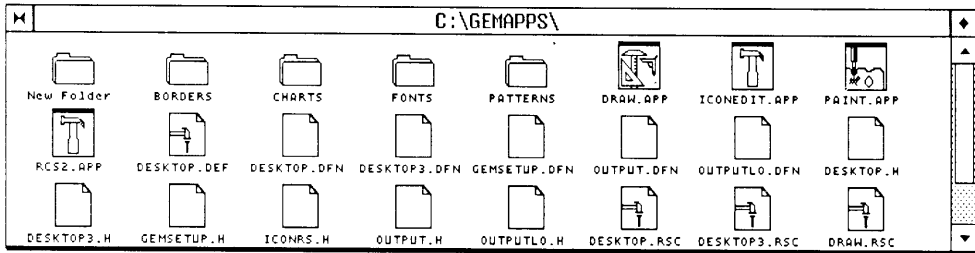
Sort by Name Command

This command arranges the icons in each window by their names.



Sort by Type Command

This command arranges the icons in each window by their types.



Sort by Size Command

This command arranges the icons in each window by their size in bytes. The largest icons appear at the beginning of the list.

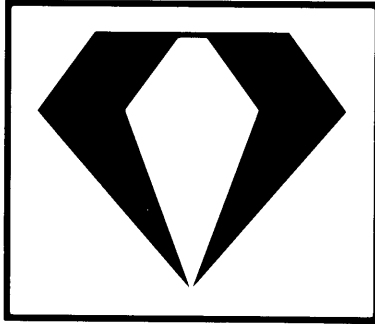
C:\GEMSYS\			
♦ New Folder		00-00-80	12:00 am
OUTPUT APP	60944	04-22-86	04:20 pm
HERMONP6 SYS	37376	03-07-86	07:24 pm
IBMEL8P6 SYS	37376	03-07-86	08:07 pm
GEMSETUP APP	33280	01-31-86	05:04 pm
GEMSETUP TXT	24423	03-06-86	12:38 pm
GEMSETUP RSC	19172	04-28-86	02:13 pm
OUTPUT RSC	10790	04-23-86	04:10 pm

Sort by Date Command

This command arranges the icons in each window according to the date they were created or last modified. Icons with the most recent dates appear at the beginning of the list.

C:\GEMSYS\			
◆ New Folder		00-00-80	12:00 am
OUTPUT INF	352	04-29-86	07:23 am
GEMSETUP H	3213	04-28-86	02:13 pm
GEMSETUP DFN	1000	04-28-86	02:13 pm
GEMSETUP RSC	19172	04-28-86	02:13 pm
OUTPUTLO RSC	18366	04-23-86	04:28 pm
OUTPUT RSC	18790	04-23-86	04:10 pm
OUTPUT SYM	12544	04-22-86	04:21 pm

End of Section 9



Part Three

GEM
Output



GEM Output Overview

GEM Output is a GEM application you use to reproduce your documents on one of your output devices, such as your screen or printer. The application is provided on one of your GEM Desktop product disks under the name OUTPUT.APP and is represented by the icon shown below:



OUTPUT.APP

When you run GEMPREP as explained in Section 2, it automatically creates a folder named GEMSYS in the root directory of either your hard disk or your GEM DESKTOP floppy disk. GEMPREP places GEM Output in this folder. GEM Output is ready to use as soon as you successfully complete GEMPREP.

OUTPUT PROCESSING MODES

You can run GEM Output in two different modes: Batch Mode or Auto Display Mode.

Batch Mode

In this mode, you create a list of the documents you want GEM Output to reproduce. Your list can contain from one to 36 document names. GEM Output reproduces each document in your list on the device you specify. Creating lists is explained in Section 12.

Auto Display Mode

In Auto Display Mode, you can reproduce one or more documents without placing their names in a list. This mode, therefore, is like a "shortcut" way of using GEM Output because as soon as you start the application, it begins outputting your documents to an output device.

When you use GEM Output in Auto Display Mode, you use it in slightly different ways depending on where you start the application from, as explained below:

GEM Desktop	Select those documents you want to reproduce from your Desktop windows before you start GEM Output. (See "Preselect Document Names" in Section 12 for limits that apply to the number of documents you can preselect.)
GEM Draw	GEM Output automatically reproduces the picture in your current drawing window. If you have two drawing windows open, GEM Output automatically reproduces <u>both</u> pictures.
Other GEM applications	GEM Output automatically reproduces the document in your active window, only.

Note: Before starting GEM Output from any GEM application while in Auto Display Mode, be sure to save your document immediately before starting GEM Output. This is necessary because GEM Output always uses your most recently saved version of a document.

When you run GEM Output in Auto Display Mode, it reproduces your document or documents on the device you currently have selected and then returns you to the point from which you started GEM Output.

To enter Auto Display Mode, do the following:

1. Start GEM Output from the GEM Desktop as explained in Section 12. Do not select any documents before starting GEM Output.
2. When the GEM Output screen appears, display the Preferences Menu and choose the **Global** command.

3. When the GLOBAL PREFERENCES dialog appears, click on the "Yes" button following "Auto display?".
4. Click on one of the device icons on the right side of the screen to indicate which device you want to use to reproduce your document or documents.
5. Display the File Menu and choose the **Quit** command to return to the GEM Desktop.

You'll find detailed information about how to complete the preceding steps in following sections.

To turn Auto Display Mode off and return to Batch Mode, complete the same steps you use to enter Auto Display Mode with this exception: when the GLOBAL PREFERENCES dialog appears, click on the "No" button following "Auto display?".

Note: Unless otherwise noted, all instructions in Sections 11 through 14 are for running GEM Output in Batch Mode.

TYPES OF DOCUMENTS YOU CAN REPRODUCE

GEM Output is primarily designed for reproducing graphic documents. However, you can also use it to reproduce non-graphic documents. Some restrictions apply in each case, as explained in this section.

Graphic Document Reproduction

All GEM applications produce two versions of a document when you save it on disk. However, you cannot use all of these document types with GEM Output. The following table shows the document types you can use with GEM Output and those you cannot.

GEM Application	Can be used with GEM Output?	
	Yes	No
GEM Draw	GEM	BAK
GEM Graph	GEM	GRF
GEM Paint	IMG / GEM*	
GEM WordChart	GEM	WCH
GEM Write	OUT	DOC

(* - When reproducing GEM Paint documents with GEM Output, both the IMG- and GEM-type documents must be in the same folder.)

As the preceding table explains, you can create a list containing GEM-, IMG-, and OUT-type documents, and GEM Output will successfully process the documents in that list. However, if your list contains BAK-, GRF-, DOC-, or WCH-type documents, your results with GEM Output are unpredictable. In fact, outputting these document types might cause your computer to "freeze-up", and you will have to restart or reboot it.

Non-Graphic Document Reproduction

Almost all DOS applications produce "ASCII-type" documents. (ASCII is an acronym for American Standard Code for Information Interchange.) However, some documents are "pure ASCII" whereas others contain special formatting or control characters.

One example of this difference is the two types of documents you can produce with WordStar. If you create a document in "non-document"

mode, it is in pure ASCII. If you create a document in "document" mode, it contains special formatting characters that control how the document looks on your monitor screen or other output device.

You can use GEM Output to reproduce documents that contain pure ASCII information. When you reproduce these documents on your screen, GEM Output only displays one screen-full of information at a time. Press any key to display the next and subsequent screens. Press the Esc key to interrupt and terminate the display.

Reproducing a document that contains formatting or control characters with GEM Output gives unpredictable results. This is because your output device (screen, printer, etc.) might incorrectly interpret the special characters. Therefore, you should not use GEM Output to reproduce documents of this type. You should, instead, use the reproduction facilities of the DOS application that created the document.

To determine what type of documents a DOS application creates (pure ASCII or otherwise), refer to the application's manual.

End of Section 10



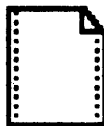
Getting Started

This section is divided into two parts. The first part explains how to start GEM Output. The second part demonstrates a simple use of the application to print documents.

START GEM OUTPUT

There are many different ways to start GEM Output. However, we'll only describe the most useful ways in this section, which are the following:

- The GEM Desktop File Menu contains a **To Output** command. You can start GEM Output by choosing this command.
- You can start GEM Output from most GEM applications in the same way. For example, if you're using GEM Paint, display the File Menu and choose the **To Output** command. When you start GEM Output from a GEM application, you have the option of returning either to that application or to the GEM Desktop when you leave GEM Output.
- Because GEM Output is a GEM application, you can start it by opening one of its document icons. When you create and save a list for GEM Output to use, you save it as a LIS-type document. For example, if you create a list and save it as DEMO.LIS, you'll see it represented on the GEM Desktop by the icon shown below. If you open DEMO.LIS, GEM Output starts automatically using the documents in DEMO.LIS.



DEMO.LIS

DEMONSTRATION

The following demonstration is not intended to be a tutorial because there are too many variables to make a step-by-step tutorial practical. Its primary purposes are to demonstrate how easy GEM Output is to use and to explain the basic steps required to reproduce your documents.

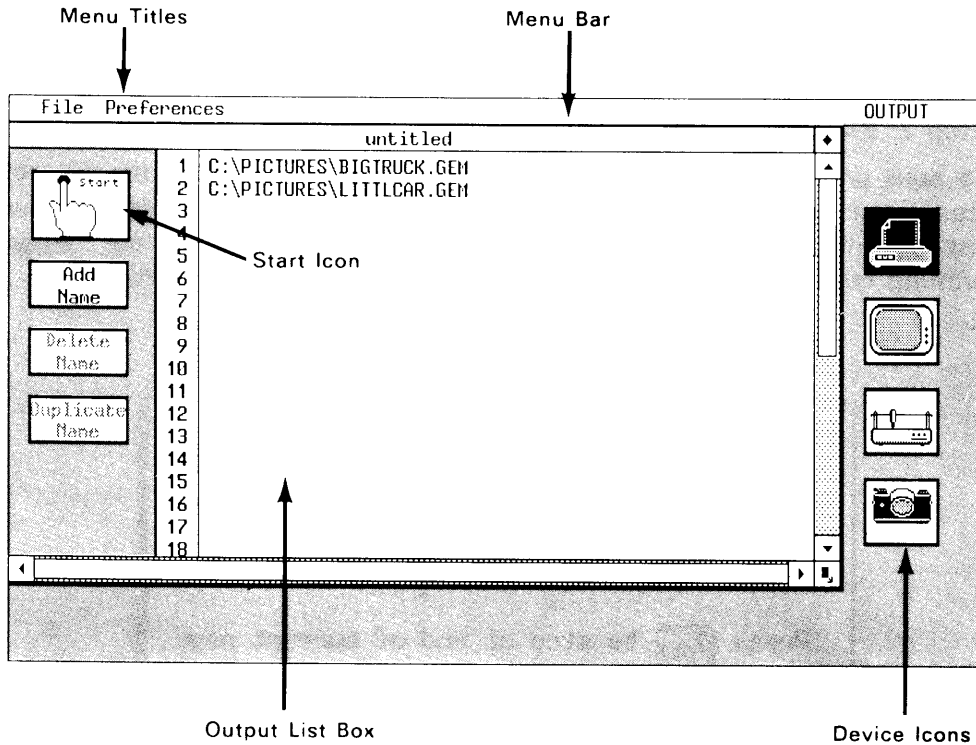
Step 1: Select Documents to Reproduce

Assume you've used GEM Draw to create two pictures named BIGTRUCK.GEM and LITTLCAR.GEM and you now want to reproduce these pictures on your printer.

While the GEM Desktop is on your screen, select the BIGTRUCK.GEM and LITTLCAR.GEM icons either by dragging or Shift-clicking.

Step 2: Start GEM Output

Display the GEM Desktop File Menu and choose the **To Output** command. GEM Output starts and your screen looks like the one shown next:



Let's take a moment to examine some of the components on the GEM Output screen. (We'll describe the other components in later sections.)

At the top of the screen is the menu bar containing the menu titles "File", "Preferences", and "OUTPUT". The menus work the same way as on the GEM Desktop. The only command we'll use in this demonstration is **Quit** (from the File Menu), so we'll defer any discussion of the other commands until later sections.

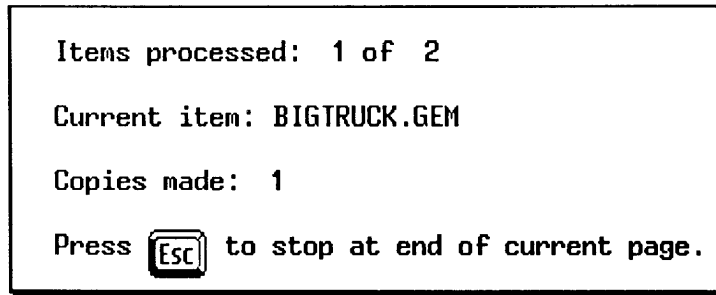
On the left side of the screen is the output list box. Notice that it already contains the names of the documents we selected on the Desktop: BIGTRUCK.GEM and LITTLCAR.GEM. The output list is ready to use.

On the right side of the screen are four icons representing the output devices you can use with GEM Output. The icons represent, from top

to bottom, a printer, screen, plotter, and camera. Note that the printer device icon is highlighted to indicate that it is the device GEM Output will use unless you instruct it to use a different one.

Step 3: Start Output to a Device

To start printing the two pictures in the output list, click on the "Start" icon or simultaneously press the **Alt** and **S** keys. The dialog below appears indicating which document GEM Output is processing. After printing both documents, the dialog disappears from your screen.



Step 4: Return to GEM Desktop

Display the File Menu and choose the **Quit** command to return to the GEM Desktop.

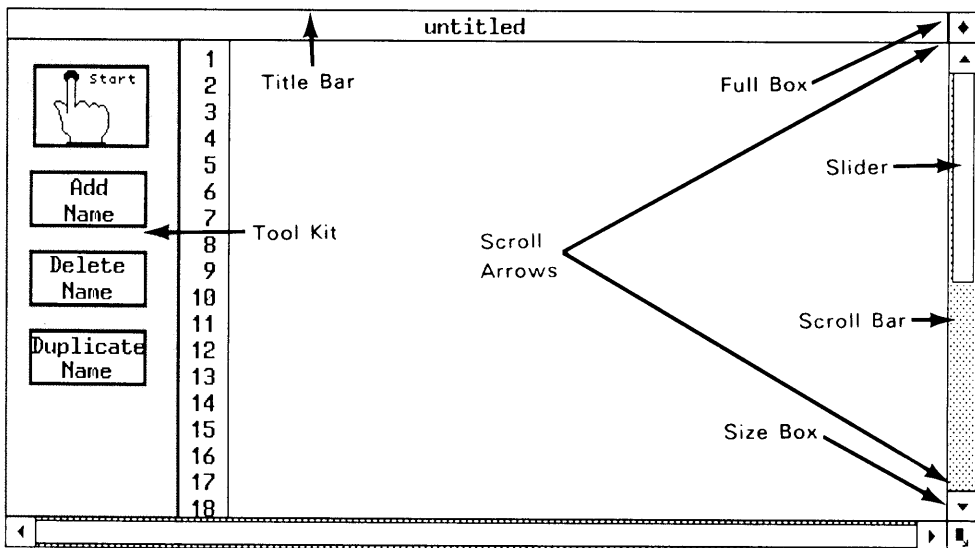
You now know the basic steps to use GEM Output. You'll learn about other features and other ways to use GEM Output when you read the following sections.

End of Section 11

Output Lists

You create output lists that tell GEM Output which documents you want to reproduce. You can save lists and revise them either temporarily or permanently.

When you start GEM Output, you see the following output list box on your screen:



The output list box is similar to a GEM Desktop window. It contains a Title Bar, Full Box, Scroll Bar, Slider, and Scroll Arrows. It also contains a Size Box and Tool Kit icons.

SIZE BOX

You can use the Size Box to change the dimensions of the output list box. This is useful in the following situations:

- the document names in your output list extend beyond the right edge of the output list box
- you want to make room on the screen for a desk accessory window
- a desk accessory window disappears behind the output list box and you want to reactivate the accessory

Place the pointer on the Size Box and drag in any direction. When you drag, you see a shadowy outline that previews the dimensions of the output list box. When the shadowy outline is the size and shape you want the output list box to be, release the mouse button.

TOOL KIT ICONS

The Tool Kit contains the following icons:

- Start icon
- Add Name icon
- Delete Name icon
- Duplicate Name icon

Explanations of and instructions for using these icons appear later in this section.