

REMOVE A DEVICE FROM YOUR SETUP

When you remove a device from your setup, you remove its device driver. The driver takes up valuable disk and memory space, and you don't need the driver if you're not using the device.

For this example, assume you have removed your printer from your system. To remove it from your setup, do the following:

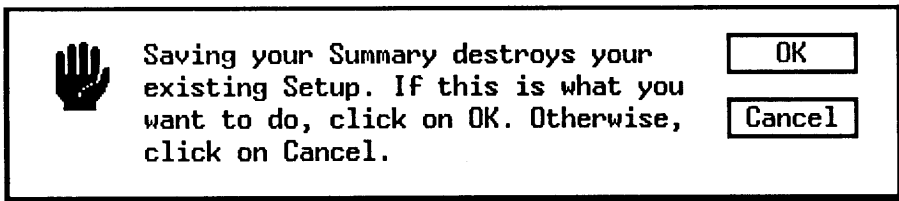
1. Display the Categories Menu and choose the **Printers** category.
2. Click on the printer's name in the Chosen window.
3. Display the File Menu and choose the **Clear choice** command.

When you remove the printer, GEM Setup automatically removes its fonts and port designation. You can verify this by looking at your Summary.

SAVE YOUR SETUP

To save your revised setup, do the following:

1. Take another look at your Summary to make sure everything is as you want it.
2. Display the File Menu and choose the **Save Summary** command. You see a warning dialog:



3. After you click on OK, GEM Setup might ask you to insert the disk(s) containing the device drivers and/or fonts you added to your setup.

Note: Your setup must always include a graphics card; otherwise, GEM Setup won't allow you to save it.

USE YOUR NEW SETUP

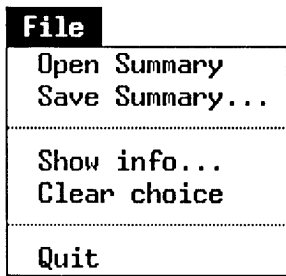
Your new setup does not automatically take affect when you quit GEM Setup. To use your new setup, you must reboot or restart your computer.

End of Section 18

Menus and Commands

This section describes the GEM Setup menus and commands.

FILE MENU



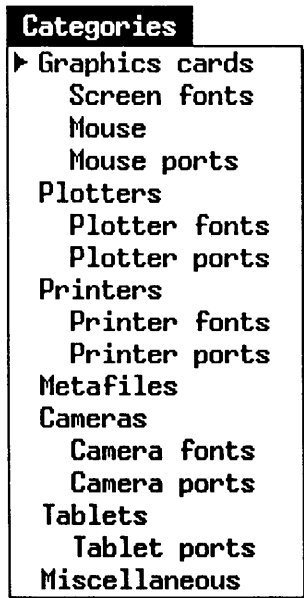
Displays your Summary. If you have not made changes, it shows your current setup. If you have made changes, it shows what your setup would be if you saved it at this moment.

Saves the current Summary as your new setup. You must reboot or restart your computer to use your new setup.

Shows you information about the device currently selected in the Available window.

Removes the device selected in the Chosen window from your setup.

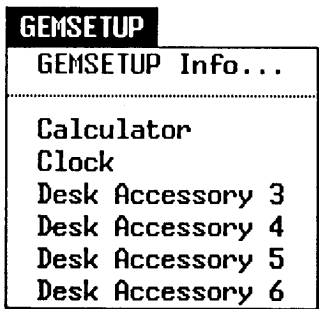
Stops GEM Setup and returns you to the GEM Desktop.

CATEGORIES MENU

Lists the types of devices and other items available in each category. Your selection in this menu (indicated by a marker) determines what appears in the Chosen and Available windows.

You can't select fonts or ports for a given device unless that device is already in your Summary. For example, if you don't have a printer listed in your Summary, you can't select printer fonts or printer ports. You must first add the printer to your Summary. (See "Add a Device to your Setup" in Section 18.)

GEMSETUP MENU



Shows you information about the GEM Setup application.

Lists the desk accessories (clock, calculator, etc.) available on your computer.

To use a desk accessory, choose it from the menu. Desk accessories are not listed if your computer doesn't have enough memory to use them.

End of Section 19



GEM Desktop Glossary

application: Computer program you use to create or process information. Typical applications include accounting spreadsheets, word processing programs, and graphics programs like GEM Draw, GEM Paint, and GEM Graph.

arrows: See **scroll arrows**.

available command: Command you can choose from a menu. Available commands appear in regular letters (not dimmed). Contrast with **unavailable command**.

button: Either a rectangle in a dialog or the button on your mouse or other pointing device.

click: To press and immediately release the mouse button.

close: To go back to the previous folder or the root directory of a disk. You can close the current folder or window by clicking on the window's close box.

close box: Symbol (shaped like a "bow tie") in the upper left corner of a window. Clicking on the close box takes you back to the previous folder or the root directory of a disk.

command: Word or phrase that causes an action on the GEM Desktop or in a GEM application. GEM Desktop commands appear in drop-down menus. To choose a command, display the menu, highlight the command, and click the mouse button.

communication port: Outlet on your computer to which you attach a hardware device, such as a mouse or printer.

configure: To identify certain characteristics of an application program to the GEM Desktop. Examples of the characteristics include the document type(s) for documents the application creates, the type of application (GEM or DOS), its memory requirements, and the choice of a special icon to represent the application and the documents it creates.

default: Options the GEM Desktop and applications use unless you direct otherwise. For example, GEM Output has printer defaults that determine the size of the printed image, its location on the page, and so forth. In many cases, you can change the defaults or create new ones.

de-select: To reverse an icon from a selected (highlighted) state to an unselected (normal) state.

desk accessory: GEM-type application you start by choosing its name from the DESKTOP menu or from a comparable menu in another GEM application, such as GEM Draw. Several desk accessories are provided with the GEM Desktop.

device driver: Program GEM uses to send information to or receive it from a hardware device attached to your computer, such as a mouse or printer.

dialog: Way the GEM Desktop communicates with you. Dialogs provide information you need, inform you of errors, and let you make changes to various aspects of the GEM Desktop.

document: Something you create or modify using an application. Documents can contain text or graphics or both. Sometimes referred to as a "file".

double-click: To click the mouse button twice in rapid succession. Double-clicking is a fast way to open an icon.

drag: To hold down the mouse button, move the mouse, and release the mouse button.

drop-down menu: Menu that appears below its title in the menu bar. A menu drops down when you touch its title with the pointer.

exit button: Rectangle you click on that removes a dialog from your screen.

folder: Area on a disk where you store information such as documents, applications, and other folders. When you open a folder, the GEM Desktop displays its contents in one of your windows. (GEM Desktop folders are the same thing as DOS directories and subdirectories.)

GEM Desktop

font: Set of letters, numbers, and symbols that are related in design.

full box: Symbol shaped like a diamond in the upper right corner of a window. You can alternately change the window's size from normal to full by clicking on the full box.

graphics card: Hardware device you install in your computer so it can display graphics. Your computer must have a graphics card to use GEM software.

hourglass: Symbol that temporarily replaces the pointer to indicate that the GEM software is busy completing your instructions. You cannot perform any other functions when the hourglass is on your screen.

icon: Representation of the components on the GEM Desktop or on your computer, including disk drives, folders, applications, and documents. Note that icons are only pictorial representations; that is, when the guide says "copy an icon" it actually means to copy the item that icon represents.

memory: Part of your computer where information is temporarily stored and manipulated.

menu: Place from which you choose commands or options. Also see **drop-down menu**.

mouse: Device you use to move the pointer on the GEM Desktop or in a GEM application. A mouse has one or more buttons you press to initiate an action. If your mouse has more than one button, you only use the one on the left with the GEM Desktop and GEM applications.

open: To double-click on an icon, or to select the icon and then choose the **Open** command from the File menu. The results of opening an icon depend on the type of icon. For details, read the description of the **Open** command on page 9-6.

pointer: Arrow that moves on the GEM Desktop when you move your mouse or press the arrow keys.

RAM: Acronym for Random Access Memory (see also **memory**). Your computer must have a minimum amount of RAM to use the GEM Desktop. Additional desktop features become available with additional RAM.

root directory: Analogous to a drawer in a file cabinet. When you first open the drawer, you see the folders it contains (if any). When you first open a disk icon, you see the folders and other items it contains (if any).

rubber rectangle: Rectangle you expand and contract by moving the pointer with your mouse. You can "stretch" a rubber rectangle around a group of icons or lines of text you want to select. See also **shift-click**.

save: To transfer information from your computer's memory to permanent storage on a hard disk or floppy disk.

scroll: To move the various contents of a folder or disk through a desktop window.

scroll arrows: Symbols at the top and bottom of the scroll bar in a GEM Desktop window. Click on a scroll arrow to scroll the window's contents one line of icons or text in the direction the arrow is pointing. See also **scroll bar** and **slider**.

scroll bar: Shaded bar at the right side of a window. Click on the scroll bar to scroll the window's contents rapidly. See also **scroll arrows** and **slider**.

search path: List of folders in which the GEM Desktop looks for the application you want to start, if it is not in your current folder. The GEM Desktop uses a "standard" search path. You can change the standard search path using the DOS **Path** command. (See your DOS manuals for details.)

select: To designate an icon as the one that will be affected by the next action you take; to click on an icon.

setup: Combination of hardware devices attached to your computer (graphics card, printer, etc), the communication ports to which they are connected, and the fonts you are using.

shift-click: To hold down the Shift key while you click on icons or lines of text you want to select from a folder. This is an alternate method you can use to select groups of icons when they are not next to each other in a folder. Contrast with **rubber rectangle**.

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slider: Rectangle that moves inside the scroll bar. The slider shows where you are in a folder or a root directory and how much of the folder is visible in the window. (If the entire contents are visible, the slider fills the scroll bar.) Drag the slider up or down to move to different parts of the folder or root directory. See also **scroll arrows** and **scroll bar**.

tablet: Pointing device you can use which is similar to a mouse. Tablets normally have a flat drawing board with a pen-like stylus or a "puck".

text cursor: Vertical line that indicates where characters you type will appear.

title bar: Bar across the top of a Desktop window. Information appears in the title bar to tell you which disk drive and folders (if any) you have open in the window.

unavailable command: Command you cannot choose at the present time because it has no meaning in the context of what you are doing. For example, if you have not selected an icon, the **Open** command is unavailable in the File menu. Unavailable commands appear in "dimmed" letters. See also **available command**.

window: Component on the GEM Desktop you use to "look inside" objects such as a disk or folder. When you're using GEM applications, windows provide a way to look inside documents or act as a "work area" where you create documents.

End of Section



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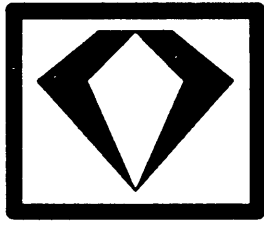
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NOTES



GEM Desktop Keyboard Reference

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Keyboard Equivalents to Mouse Techniques



Click

Press and release Home key.

Double-click

Press and release Home key twice, quickly.

Drag

1. Press and release End key.
2. Use arrow keys to move pointer.
3. When finished dragging, press Home key.

Shift-click

1. Use arrow keys to place pointer on first icon you want to select.
2. Press and release Home key to select icon.
3. Use arrow keys to move pointer to next icon you want to select.
4. Press Shift and Home keys to select icon.
5. Repeat steps 3 and 4 to select any additional icons.



If arrow keys do not move the pointer, press the Ctrl key and try again.

Dialog Editing Techniques



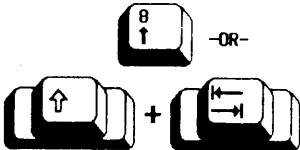
Moves text cursor left one character without deleting.*



Moves text cursor right one character without deleting.*



Moves text cursor to next field in which you can enter or change information.*



Moves text cursor to previous field in which you can enter or change information.*



Deletes character to right of text cursor.*



Deletes character to left of text cursor.*



Erases all characters in field where text cursor is located.

* - Effect is continuous if key is held down.

Shortcuts

GEM Desktop

Configure application...	Alt + A
Delete...	Alt + D
Enter DOS commands	Alt + C
Info/Rename...	Alt + I
Save desktop	Alt + V
Show as text	Alt + S
Show as icons	
Sort by date	Alt + T
Sort by name	Alt + N
Sort by size	Alt + Z
Sort by type	Alt + P

GEM Output

Add name(s)	Alt + A
Delete name(s)	Alt + D
Duplicate name(s)	Alt + C
Quit	Ctrl + Q
Start	Alt + S

Double-click on a device icon to display and set its preferences.

Leave ITEM SELECTOR "Selection" line blank and click on OK or press Enter to add all names specified on the Directory line to your output list.