

CHAPTER 3

ICONS, WINDOWS, FILES, AND FOLDERS

Icons

The Floppy Disk Icons

When you first switch on your ST Computer, the GEM Desktop displays two Floppy Disk icons in the upper left-hand corner.



The icons themselves don't look like disk drives; instead, they resemble file drawers. Your disks and drive constitute the computer's filing system—the way you store and retrieve information when working with the ST Computer. The Floppy Disk icons allow you to view, control, and manipulate the files stored on the disks.

The Trash Icon

The Trash icon works like a real trash can. When you want to delete a file from a disk, drag the item to the Trash icon. The Delete box then appears, and you can instruct the computer to erase the file.



Warning: The Trash icon works more like an incinerator than a trash can. Once you throw something away, it's gone forever. You can't reach back in and pull it out again.



Windows

On most computers, all the activity takes place on the full video display screen. On the ST Computer, much of the activity takes place in areas called “windows.” Windows are miniature screens within the larger video screen that display the files on your disks, among other things. The GEM Desktop allows you to have up to four windows open at a time.

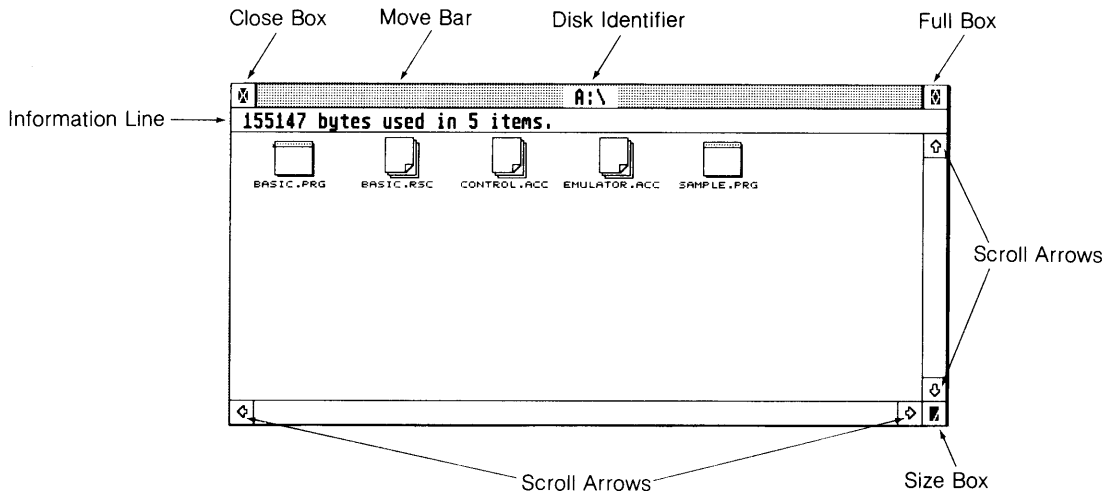
Note: The open windows in this manual are examples only. The copy you made of your ST Language disk may show a different number of bytes used and different files.

Opening Windows

There are two methods of opening a window. The first method is selecting a Floppy Disk icon, then pointing at and clicking on the Open option under the File Menu.

The second method is called “double-clicking.” It is both faster and more convenient than using the Open option. You simply point at a Floppy Disk icon and quickly click the left mouse button twice. With the GEM Desktop displayed and your Working ST Language disk in Drive A, try double-clicking on Floppy Disk A to open its window.

Once Floppy Disk A opens, you’ll see its file icons and their names, along with the window utilities at the window’s top, right, and bottom borders.



The Disk Identifier tells you which disk you've opened (either A or B). The Information Line tells you the sum of the bytes used and in how many items. (To view the remaining storage capacity of a disk, refer to **Show Info** in **Chapter 4**.)

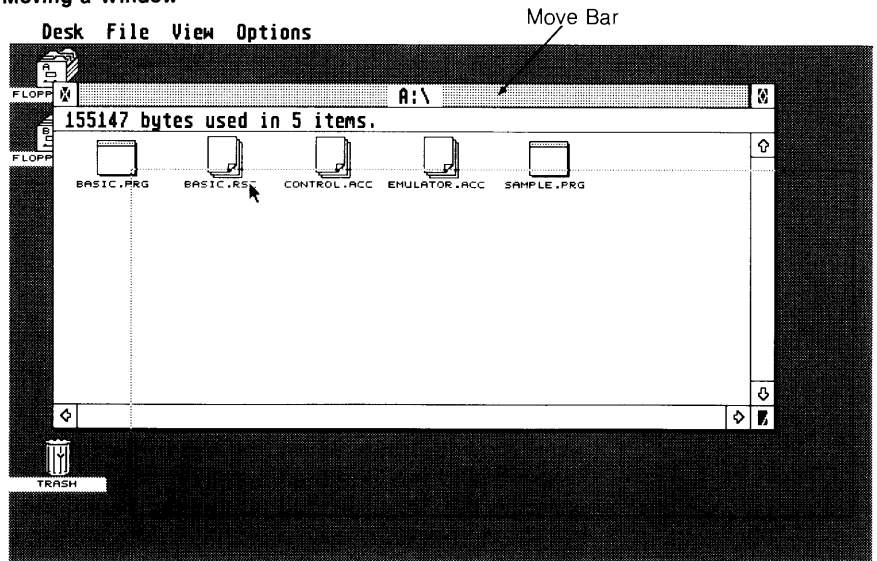
A window is active when the Move Bar (along the top edge) is shaded and the Scroll Bars (along the right and bottom edges) contain the Scroll Arrows and utility boxes. An active window can be sized, moved, dragged, or have its contents scrolled. Only one window can be active at a time. If you have more than one window open, you can make any open window active by pointing at and clicking on it.



Moving Windows

You can move a window to any position on the GEM Desktop by using the Move Bar located on the top edge of a window. To move a window, point at the Move Bar, press and hold the left mouse button, then drag the window to any location on the GEM Desktop and release the button. The window pops into its new position.

Moving a Window

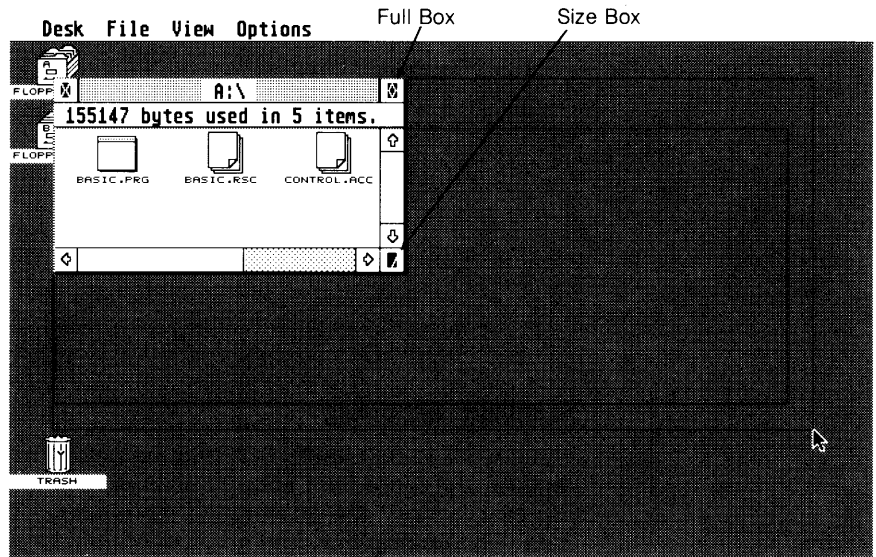


Moving windows is especially useful when you need to position more than one open window on the GEM Desktop (for example, as you copy files from one window to another).

Sizing Windows

You can make a window any size you want. First point at the small box called the Size Box in the lower right-hand corner of the window, then press and hold the left mouse button. Now drag the Size Box in the desired direction—move down to lengthen the window; up to shorten it; right to widen it; and left to narrow it.

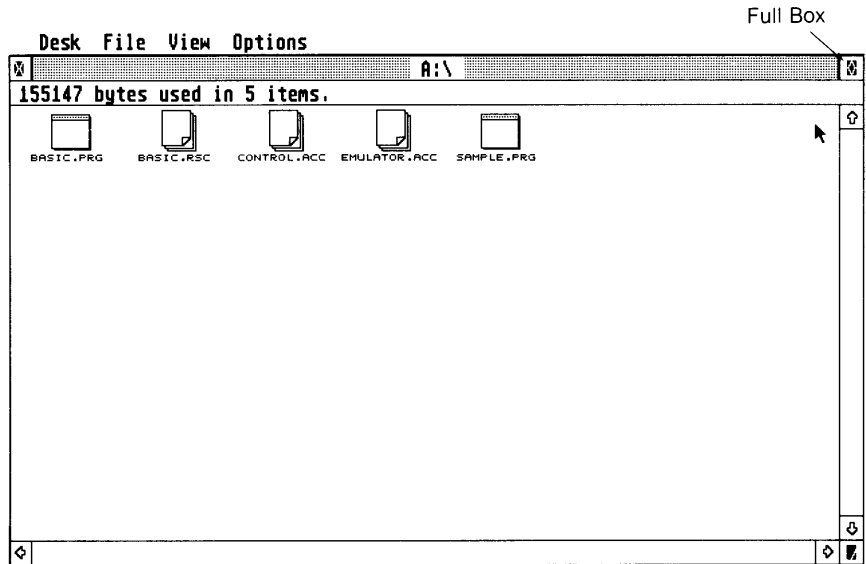
Sizing a Window



Sizing windows is also useful when you need to position more than one open window on the GEM Desktop (for example, as you copy files from one window to another).

A quick way to enlarge a window is to point to and click on the small box called the Full Box in the upper right-hand corner of the window. When you click on this box, the window expands to fill the entire screen. Clicking on the Full Box again returns the window to its previous size, shape, and position on the GEM Desktop.

Full Screen Window

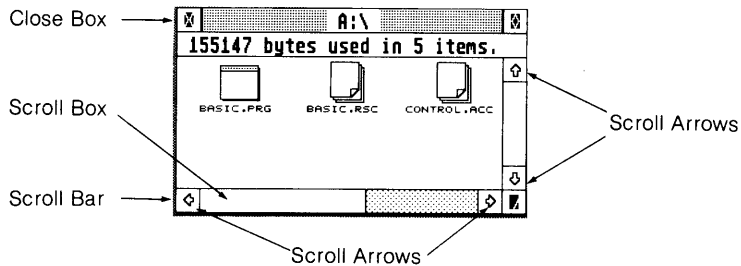


Scrolling Windows

If you want to see items that may be cut off at the edges of a window, but there isn't enough room to enlarge that window, you can "scroll" the contents of the window. The two Scroll Bars—one along the right and the other along the bottom edge of the window—will scroll the contents to the right or left, or up and down.

A portion of the Scroll Bar will be shaded when files are hidden that you might not otherwise notice or remember. If shaded, the arrows indicate in which direction the unseen items sit. The unshaded portion of the Scroll Bar is proportionate to the fraction of the total that you currently see; likewise, the shaded portion is proportionate to the fraction of the total that is hidden. If no part of the Scroll Bar is shaded, then no items are hidden from view.

To scroll, point at the arrow indicating the direction of the hidden contents, then click the left mouse button. Clicking on the arrows moves the display by one "unit" (icon).



There are two other ways to scroll the contents of a window. One is to drag the Scroll Bar's unshaded portion up or down (vertical Scroll Bar) or left or right (horizontal Scroll Bar). A second method is to click on the shaded areas of the Scroll Bars. Clicking on the shaded areas moves the display one "view-unit" (the currently visible area's size).

Updating Windows

Under certain circumstances, a directory window's display may not match the actual files on the disk in that drive. For instance, if you have Floppy Disk A's window open (presumably displaying the files on a certain disk), then you insert a different disk in the drive (presumably containing different files), the directory display will not automatically be updated simply by inserting the new disk. To update an open and active window's directory, press [Esc].

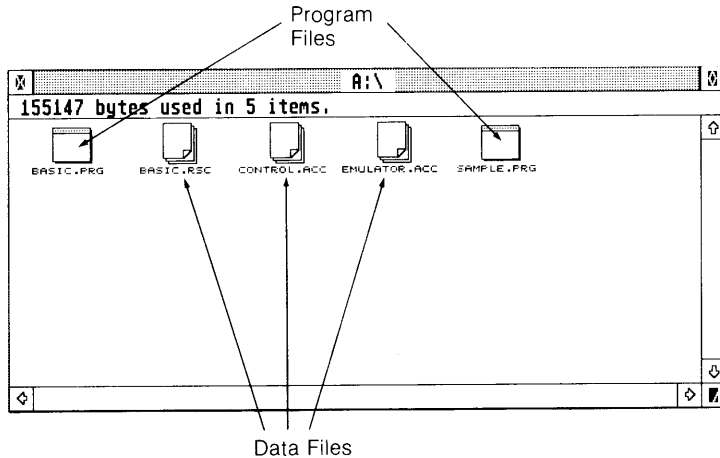
Closing Windows

To close a window, click on the small box called the Close Box in the upper left-hand corner of the window. The window will immediately close and return you to another window, if one is on screen, or to the GEM Desktop. (For more information, see **Close and Close Window** in Chapter 4.)

Managing Files and Folders

Types of Files

Your ST Computer stores two types of files on disk: data files and program files.



The icons that look like sheets of paper with a corner folded over represent data files. These files contain data that are used by applications programs.


The icon without the folded corner is a program file. Program files contain programs.

A third icon, not shown here, looks like a file folder. Folders may contain several files, and provide a way to group related files on your disks. (For more information, see **Folders** later in this chapter.)

Opening (Running) Files

There are two methods of opening a file from the GEM Desktop. The first method is to select the file's icon, then point to and click on the Open option under the File Menu. The second method is to double-click on the file's icon.





Try double-clicking on the program file "SAMPLE.PRG." The icon will open into a window, and the program will start. This demonstration program lets you practice your window sizing, moving, and closing skills. To exit from the program, close the program's window. (For more information on opening program files, see **Chapter 5**.)

You can only print or display a data file; a Dialog Box informs you if one is ever opened.

Copying Files

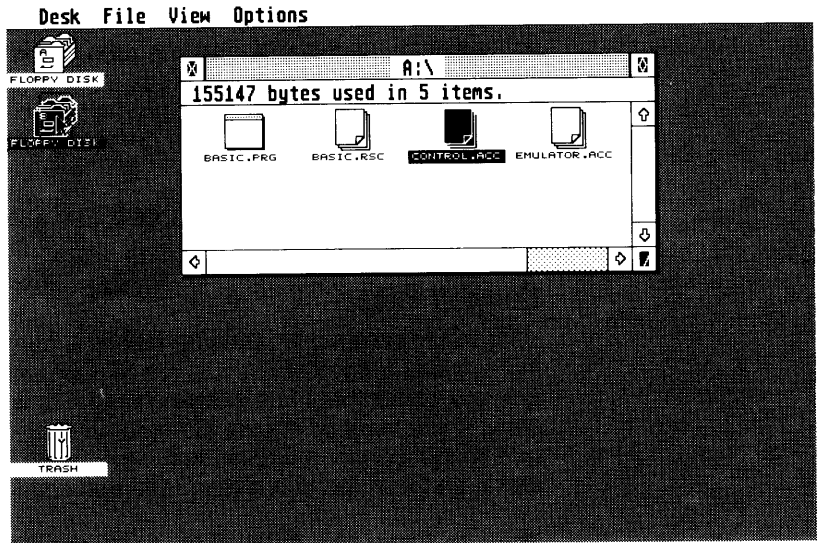
With many computers, copying files is a complicated process involving numerous commands. On the ST Computer, to copy any type of file, you select that file's icon and drag it to where you want to put the copy. If you want to copy a file onto another disk, simply drag the file icon to the icon for that disk, making sure the file's icon is on top of the disk's and that the disk's icon reverses shading.

How to Copy the CONTROL.ACC and EMULATOR.ACC Files

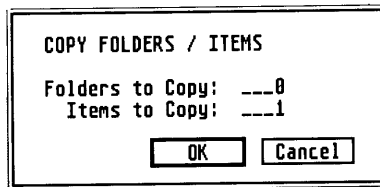
Your Working ST Language disk contains files not essential to the running of the GEM Desktop. The bulk of information on the disk is files that run the programming language, ST BASIC, that you received with your ST Computer (see **Chapter 5**). But the disk also contains two desktop files that you will find handy to have on a separate disk. They are the CONTROL.ACC and EMULATOR.ACC files.

To copy the two files, follow these steps:

1. Format a new, blank disk. In the Format box, name the disk "Desktop." You can format it for single- or double-sided recording. (To review the format process, see **How to Format Your Blank Disk** in **Chapter 2**.)
2. Remove the formatted disk and insert your Working ST Language disk into the drive. (If you have two disk drives, you can leave both disks installed.) Now double-click on Floppy Disk A to open its window.
3. Drag the CONTROL.ACC icon onto the Floppy Disk B icon; the Floppy Disk B icon must reverse shading. Now release the left mouse button. (Or, try selecting and dragging both files to Floppy Disk B at once; see **Multiple Selections** later in this chapter.)



4. The GEM Desktop now displays the Copy box.



Click on the OK button. The Dialog Boxes that follow instruct you when to switch disks, if necessary.

5. Repeat steps 3 and 4 to copy the EMULATOR.ACC file.

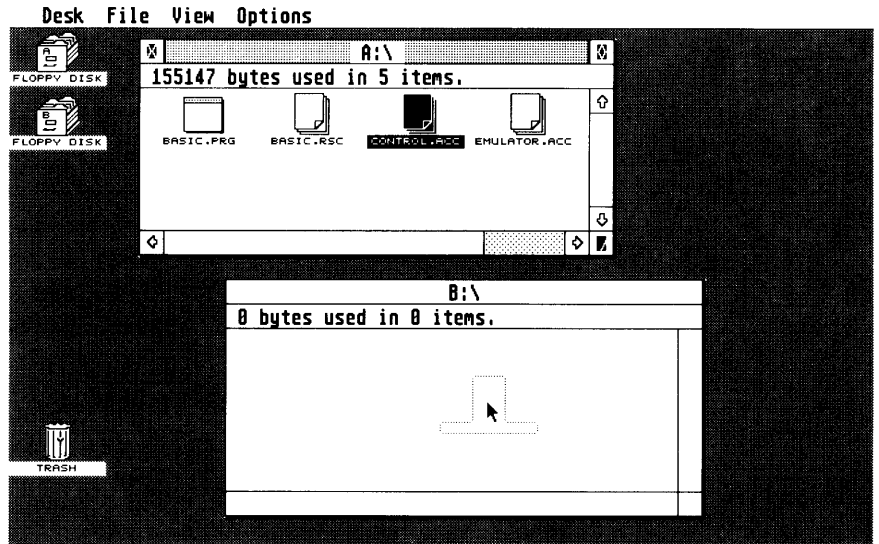
Whenever you switch on your system, you can now use this new disk in your drive. You no longer need your Working ST Language disk when switching on the system (unless, of course, you want to run the programming language). The new disk has all the information your ST Computer needs to provide the full set of ST Computer Desk Accessories. Label the new disk "Desktop." (For more information, see **Switching Your System On Without the Desktop Disk** and **Save Desktop** in Chapter 4.)

Note: When you copy to a Floppy Disk icon, if the disk's window is open at the time of copying, it will not be updated when copying is complete. To update the disk window, activate it and press [Esc].

Alternative Methods of Copying Files

There are other methods of copying files from one disk to another. One way is to drag a file from one open window to another; for instance, dragging a file from Floppy Disk A's open window to Floppy Disk B's open window. This will copy the file from Floppy Disk A to Floppy Disk B.

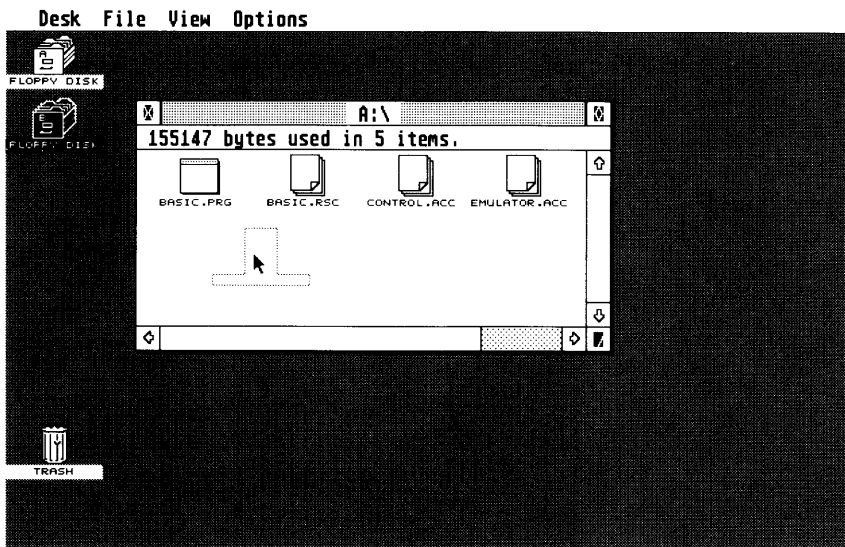
Dragging a File from One Window to Another



Another method is to drag a Floppy Disk icon to an open disk window; for instance, dragging Floppy Disk A's icon to Floppy Disk B's open window. This will copy the contents of Floppy Disk A to Floppy Disk B, but will leave Floppy Disk B's contents intact.

Both of these methods allow copying, provided there is room, from a double-sided disk to a single-sided disk and vice versa.

Dragging a Disk Icon to a Window



A third method of copying files is to drag a file into a folder. (For a description of that process, see **Folders** later in this chapter.)

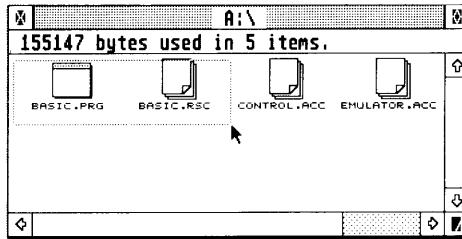
Note: It's a good idea to make a backup copy of every file. If anything should happen to the original, you'll then always have a reserve copy on hand.

Multiple Selections

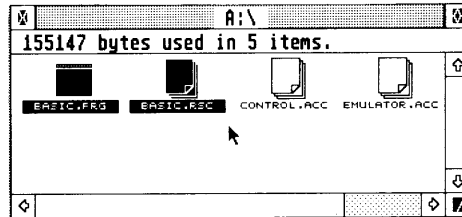
Sometimes you will want to select more than one icon. As you have seen, however, once you click on an icon, clicking anywhere else on the screen cancels your first selection.

There are two methods of selecting more than one icon. The first is to press and hold the left mouse button while the mouse pointer is to the left of the icons you want to select (nearby but not touching). Then drag the pointer down, to the right, and across the desired icons. As you drag the pointer, a rubber-band-like box will form around the icons, and every icon inside that box will be selected after you release the left mouse button. Once the items are selected, hold down the left mouse button while the pointer is on one item in the selected group. Now drag the entire group to where you want it.

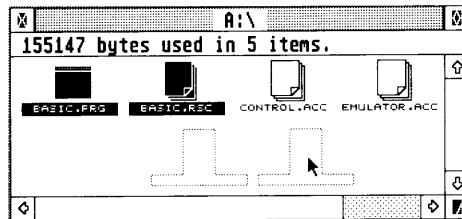
Dragging the Pointer



Selecting Items



Dragging the Items



The second method for selecting more than one icon is to hold down the **[Shift]** key on the keyboard while you click on the icons. This is a convenient method when the items are not in sequence and cannot be separated from one another within the pointer's rubber-band box. Once the items are selected, hold down the left mouse button while the pointer is on one item in the selected group. As before, now drag the entire group to where you want it.

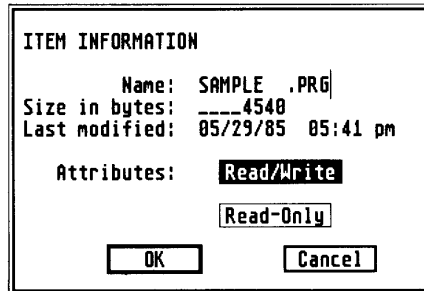
Note: Holding down **[Shift]** and clicking on icons actually switches between selected and unselected. That is, if selected, **[Shift]**-click will deselect the item; if unselected, then it will select the item. Sometimes you may find it convenient to combine the two methods of multiple selection: use the pointer's rubber-band box to select, then deselect the undesired items by **[Shift]**-clicking on them.

Deleting Files

To delete a file, select and drag the file to the Trash icon and follow the instructions on your screen. And remember: once you put something into the Trash, it's gone forever.

Renaming Files

To rename an existing file, select the file, point at the File heading on the Menu Bar, and select the Show Info option.



This sample Dialog Box shows the name and attributes of a file. You see a cursor (the vertical line) at the end of the filename. To change the filename, press [**Backspace**] or [**Esc**] on the ST Computer keyboard until you delete the old name and the cursor is at the beginning of the name block. Then type in the new name.

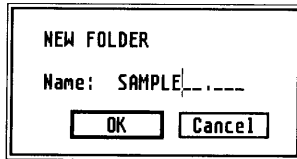
Note: Filenames can have a maximum of eight characters, optionally followed by a period (.) and a three-character extension.

Warning: Do not change the three-character extension for any of the files you received on your ST Language disk. If you do change an extension, you may prevent the system from using that file appropriately. (For more information on filenames and extensions, see **Show Info** and **Install Application** in **Chapter 4**.)

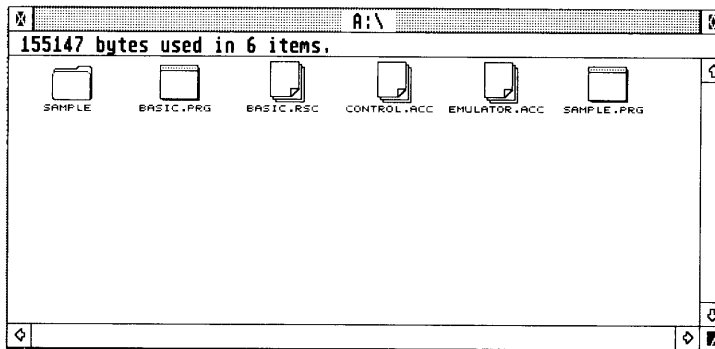
Folders

Folders are organized collections of files. They are neither programs nor data; you create folders as a means of organizing your files. If you have a window that contains numerous files, it can become difficult to distinguish any one item from the others. Because you may want to organize those files to make them readily accessible, the GEM Desktop allows you to create folders in which to store related files.

To create a folder, open a Floppy Disk icon, then point at the File heading on the Menu Bar and select the New Folder option. The following Dialog Box comes up on your screen:



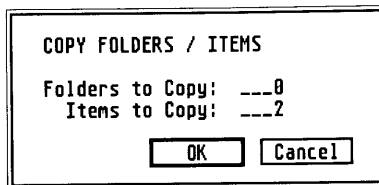
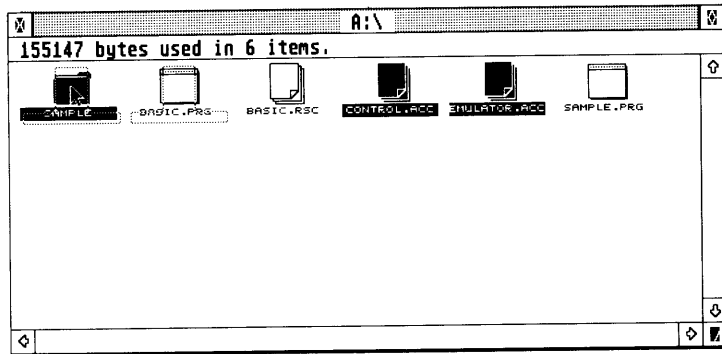
Type in a name for the folder and click on the OK button. If you change your mind about adding a folder, click on the Cancel button instead. Once you give the new folder a name and click on the OK button, the new folder pops into the currently active window.



Note: Folders cannot be renamed.

To put a file into the folder, simply drag it to the folder. When the folder icon highlights, release the left mouse button, then follow the prompts in the Dialog Box and the file will be copied into the folder.

Dragging Files into a Folder



Once you create a folder, you can continue to copy files into it. You can even copy the entire contents of a disk to a folder. Simply drag the Floppy Disk icon to the folder and follow the prompts. This method of duplicating a disk works, provided there's room, when one disk is double-sided and the other disk is single-sided, and vice versa.

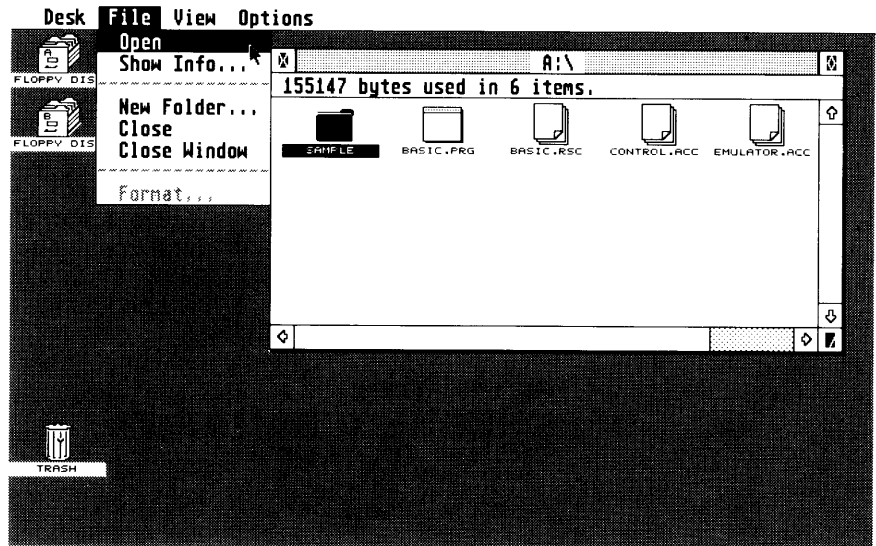
Note: Copying a file into a folder creates a new copy of the file and places it in the folder. After you place a copy of the file into a folder, you can delete the old file by dragging its icon onto the Trash icon.

Opening Folders

Every folder may be opened to its own window. If you open a Floppy Disk icon that contains a folder, the window won't immediately reveal the contents of the folder. You must open the folder into its window to view the items it contains.

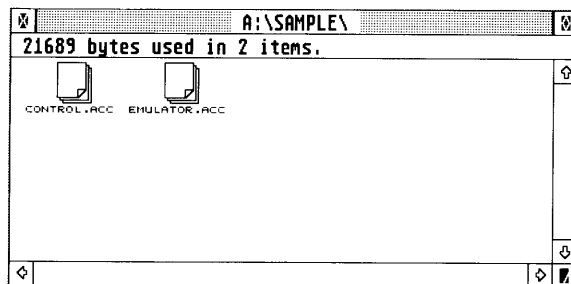
To open a folder, either double-click on the folder's icon or select the folder (by single-clicking), then choose the Open option under the File heading.

Opening a Folder



The folder actually opens in the former place of its parent disk's window. Once the folder is opened, its contents can be accessed.

Sample Open Folder



If you wish to open two folders at once (to copy data from one folder to another), open the Disk icon again, then select and open the next folder. Now the screen displays both folders' windows, and you can copy items from one folder to another.

Note: You can also create a folder within a folder, and can continue to do so down to eight levels.

Paths and Pathnames

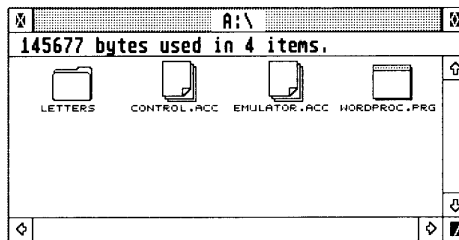
Folders are actually directories within the main, or "root," directory of a disk in a disk drive (e.g., Drive A). A folder within a folder is a directory within a directory of the main disk directory. In order to keep all these directories straight, each has its own name. Pathnames designate main directories and folders.

Pathnames are of the form:

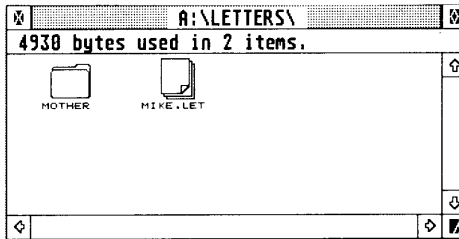
drive specification:\folder name\

where the drive specification specifies a root directory and the folder name specifies a folder. Each component of the pathname must be separated by a "backwards" slash (\). For example, the specification of the folder \LETTERS on floppy Drive A would appear as follows: A:\LETTERS\.

Folder in Main Directory

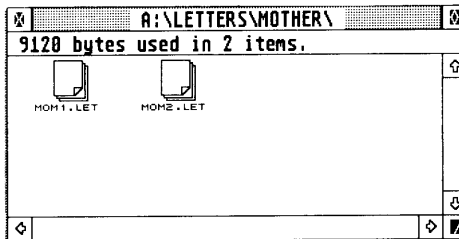


Open Folder



And the specification of the path created by placing the folder \MOTHER within \LETTERS on Drive A would appear as A:\LETTERS\MOTHER\.

Open Folder within a Folder



Prefixing a pathname to a filename tells the computer that you want to store or retrieve, for example, that file from the directory designated by the pathname. For example, suppose you have stored the letter MIKE.LET in the folder \LETTERS on Drive A. Suppose further that you've run your word processor from the main directory A:\. When running the word processor, you will not be able to access the file MIKE.LET unless you prefix the correct pathname to the filename, that is, A:\LETTERS\MIKE.LET.

Deleting Folders

When you want to delete a folder, drag it onto the Trash icon and follow the instructions on your screen. Keep in mind, however, that all files in the folder are deleted when the folder is deleted.



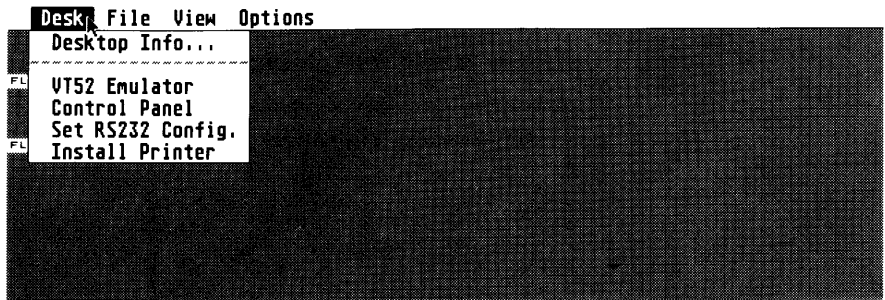
CHAPTER 4 THE MENU BAR

Along the top of the GEM Desktop is the Menu Bar. The menu headings are: Desk, File, View, and Options. To see the options within any menu, point at the menu heading. The heading highlights and the menu automatically drops down.

When you are ready to select a menu option, point at the option you wish to use and click the left mouse button once. The lightened words are options not available to you at the particular time you pull down the menu; they require that you first select or open a relevant file or disk.

Desk

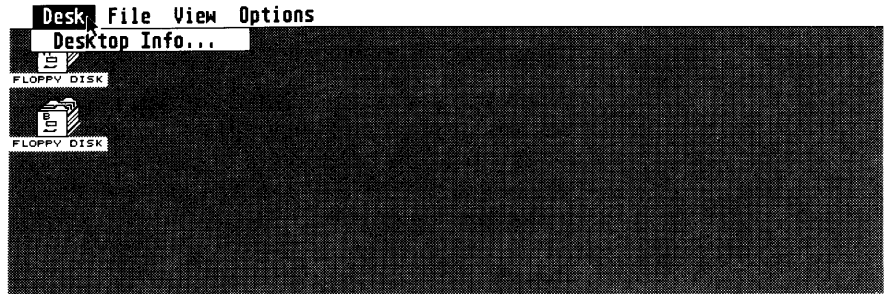
The Desk heading contains the computer's Desk Accessories Menu. You may access the Desk Accessories in the menu at almost any time, provided you are using the GEM Desktop or another application that uses the GEM Menu Bar format. The standard set of Desk Accessories includes the VT™52 Emulator, Control Panel, Set RS232 Configuration, and Install Printer. However, particular GEM-compatible applications may contain Desk Accessories that differ slightly from the standard set.



Note: Any changes you make to the standard Desk Accessories may be saved to disk. See the **Save Desktop** option later in this chapter.

Switching Your System On Without the Desktop Disk

If you switch on your computer without first inserting a disk with the CONTROL.ACC and EMULATOR.ACC files on it, the Desk Menu will contain only one item — Desktop Info.

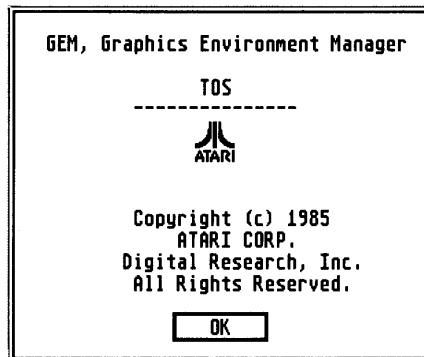


Doing without the Desk Accessories does free up some of the computer's memory, but usually you'll want the Desk Accessories present. (For more information, see the section on **Slow Boot/Fast Boot** in **Appendix A**.)

Desktop Info

The Desktop Info option is the billboard for the GEM Desktop, displaying the title of the desktop program in use and the program's copyright information. Most GEM Desktop-style programs will display this kind of identifying information when you select this option.

Point to and click on Desktop Info. You see the following Dialog Box:



Click on the OK button to return to the GEM Desktop.

VT52 Emulator

The VT52 Emulator is an industry-standard telecommunications terminal program. When a modem is connected to your ST Computer, this program lets your computer communicate with other computers. Since the program is a bare terminal emulator only, it is most useful when used to hook into a large mainframe system.

Point to and click on the VT52 Emulator option from the Desk Menu. The VT52 Emulator immediately comes up on your screen.

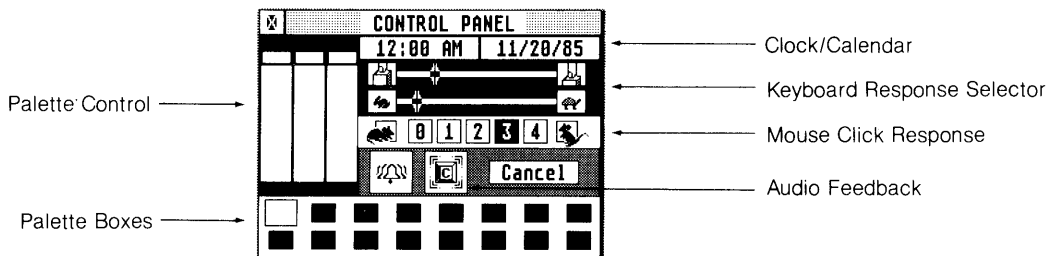
```
*****
* Atari VT52 Terminal Emulator *
* (c) Atari Corp.                *
*****
Press: 1) UNDO to return to desktop.
       2) HELP to configure terminal.
```


To configure the Modem port, press [Help] (see the instructions on the **Set RS232 Configuration** option later in this chapter). To return to the GEM Desktop, press [Undo].

Control Panel

This option allows you to alter a variety of system features. The Control Panel is a systemwide installation—the panel's settings affect the system as a whole. The Control Panel is divided into five sections: Clock/Calendar, Keyboard Response, Mouse Click Response, Audio Feedback, and Palette Control.

Point to and click on the Control Panel option in the Desk Menu. The Control Panel appears.





Once you've set the Control Panel parameters, click on the Close Box in the upper left-hand corner. To reset the panel to its previous setting, click on the Cancel button (or press **[Return]**).

Clock/Calendar

To set the clock or calendar, position the mouse pointer in the Clock window (left window) or the Calendar window (right window) and click the left mouse button. The window reverses shading to mark your selection. Use **[Backspace]** to position the cursor towards the beginning of the block (or **[Esc]** to erase the block), and enter the correct time or date directly from the ST Computer keyboard. When you finish, click in the Clock or Calendar window again (or press **[Return]**).

Once you set the time and date, the computer tracks the passage of time as long as it remains switched on. The system uses the Clock/Calendar to note the date and time individual files are created or revised (see the sections on **Show Info** and **Show as Text** later in this chapter). If you desire an accurate record of when your files are created or revised, you should reset the Clock/Calendar each time you switch on your computer.

Keyboard Response

Every key (except **[Shift]**, **[Control]**, and **[Alternate]**) on the ST Computer keyboard will repeat if you continue to hold it down. The Keyboard Response selector controls how soon the keys start repeating and how quickly they repeat.

The Upper Slide (Finger/Key icons) controls how soon the keys begin repeating once the key is held down: moving the slider to the left makes the keys repeat sooner. The Lower Slide (Rabbit and Turtle icons) controls the speed at which the keys repeat once they begin: moving the slider to the left makes the keys repeat faster. These two slides are particularly useful for adjusting the responsiveness of the cursor keys.

To set either slide, select then drag the slider to the desired position and release the left mouse button.

Mouse Click Response

If you do not double-click quickly enough, your computer may interpret the clicks as two separate single clicks. To slacken the computer's double-click response (allowing you to double-click more slowly), select one of the numbered boxes nearer to the Resting Mouse icon.

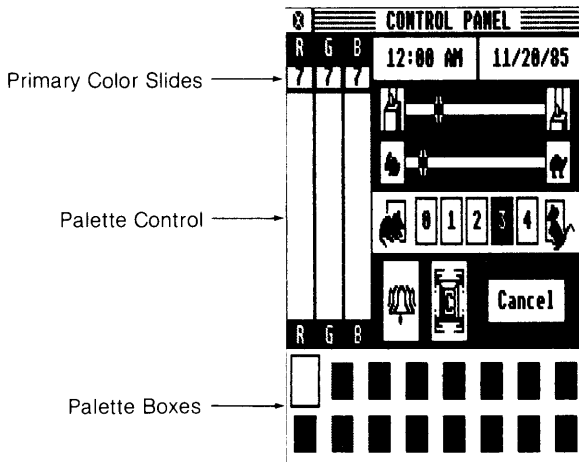
For experienced users, a slower double-click response may be inconvenient. To quicken the computer's double-click response (requiring you to double-click faster), select one of the numbered boxes nearer to the Running Mouse icon.

Audio Feedback

The ST Computer has two kinds of audio feedback: a click after each keystroke and a bell after keyboard and mouse movement errors. (A common mouse movement error occurs when you try to select another function before exiting a Dialog Box.) These sounds are emitted from your monitor's speaker. To activate or deactivate the computer's audio feedback, click on the Keytop icon or the Bell icon. An unshaded icon indicates that the function is active; a shaded icon indicates that it is disabled.

Palette Control

The Palette Control is fully functional only when you use either an ATARI Color Monitor or a color television (if applicable) as the computer's video display. However, with an ATARI High-Resolution Monochrome Monitor, the Palette Control does allow you to select either black text and graphics on a white background (default) or white text and graphics on a black background.



The Palette Boxes along the bottom of the Control Panel display "swatches" of color that you can modify. The Primary Color Slides allow you to mix the three primary video colors (Red, Green, and Blue) to make a palette of the colors you want. In low-resolution color display mode, the ST Computer can display up to 16 colors at one time from a palette of 512 colors (all 16 Palette Boxes are active). In medium-resolution color display mode, your ST Computer can display up to 4 colors at a time from a palette of 16 colors (the first two Palette Boxes in each row are active).

Click on one of the Palette Boxes along the bottom of the Control Panel. To modify the selected color, move any one of the three Primary Color Slides to the position you desire. You can move a slide by dragging it or by clicking on the "R," "G," or "B" along the top or bottom of each slide. Each slide has eight positions (0 through 7). Selecting a higher-numbered position increases the primary color's saturation-level relative to the selected palette color.


To invert the current monochrome display, set all sliders to position 0 or 7.

Set RS232 Configuration

The port labeled "Modem" on the back of the ST Computer is an RS232 serial port. By connecting a modem to your computer, you can communicate with other computers. You may also connect a serial printer, or any other RS232 device, to the Modem port.

When you select the Set RS232 Configuration option, the desktop displays the following Dialog Box:

RS232 PORT CONFIGURATION				
Baud Rate:	<input checked="" type="button" value="9600"/>	<input type="button" value="4800"/>	<input type="button" value="1200"/>	<input type="button" value="300"/>
Parity:	<input type="button" value="None"/>	<input type="button" value="Odd"/>	<input type="button" value="Even"/>	
Duplex:	<input checked="" type="button" value="Full"/>		<input type="button" value="Half"/>	
Bits/Char:	<input checked="" type="button" value="8"/>	<input type="button" value="7"/>	<input type="button" value="6"/>	<input type="button" value="5"/>
Strip Bit:	<input checked="" type="button" value="On"/>		<input type="button" value="Off"/>	
Flow Control				
Xon/Xoff:	<input type="button" value="On"/>		<input checked="" type="button" value="Off"/>	
Rts/Cts:	<input type="button" value="On"/>		<input checked="" type="button" value="Off"/>	
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>		



The RS232 Configuration box lets you match the computer's RS232 port with the configuration of the modem (or serial printer) you are using. Refer to your modem manual for specific information on which parameters to choose. The major choices presented to you are explained below.

Baud Rate

Baud rate is the speed at which data is transmitted. (Baud, the standard unit measure of transmission speed, is measured in bits per second.) The fastest rate available to you is 9600 baud; the slowest is 300 baud. You must set the baud rate to accommodate both your modem and the remote computer's modem.

Parity

Whenever computers send information over the telephone lines, there is a chance that some of the information may get garbled, oftentimes due to imperfections and "noise" within telephone lines. Parity is a method that computers use to examine information and determine whether it has been cleanly transmitted. The parity bit is a binary digit added to a group of bits to make the total of all bits odd or even. Depending on your modem and the remote device, you will choose either ODD, EVEN, or NONE.

Duplex

Half Duplex configures the port for local echo; the characters you type are displayed on screen, then sent through the serial port. Full Duplex configures the port for host echo; the characters you type are sent directly out the serial port, then the host computer "echoes" them back to your computer. Most host computers now allow full-duplex transmission.

Bits/Char

Each character is stored in memory as one byte. A byte is made up of eight bits. Depending on the remote device, you may want to change the number of bits per character when transmitting through the RS232 port.

Strip Bit

This option determines whether the transmitted characters' eighth bit is "stripped" (i.e., set to zero). If your system works correctly with eight-bit characters, you'll normally not want the eighth bit stripped.

Xon/Xoff and Rts/Cts

These two choices represent flow control protocols. When transmitting through the RS232 port, your computer and the remote device must be able to tell one another when to start or stop sending information. Choose the flow control that the remote device supports.

Install Printer

This option lets you tell the computer which type of printer you have, as well as which features of the printer you wish the computer to activate when printing.

The Install Printer option is a systemwide installation that provides information to any utility or application. Whether or not a given program checks the Install Printer information before printing depends on the particular program itself. For example, the Print Screen option under the Options Menu on the GEM Desktop uses the Install Printer information, but other utilities or applications may not. Check the manuals that came with your programs to see if they make use of the Install Printer information.

Once you've set the Install Printer parameters, click on the OK button (or Cancel button to exit and void any option just set).

INSTALL PRINTER		
Printer Type:	<input checked="" type="checkbox"/> Dot	<input type="checkbox"/> Daisy
Color:	<input checked="" type="checkbox"/> B/W	<input type="checkbox"/> Color
Pixels/Line:	<input checked="" type="checkbox"/> 1280	<input type="checkbox"/> 960
Quality:	<input checked="" type="checkbox"/> Draft	<input type="checkbox"/> Final
Printer Port:	<input checked="" type="checkbox"/> Printer	<input type="checkbox"/> Modem
Paper Type:	<input checked="" type="checkbox"/> Feed	<input type="checkbox"/> Single
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

Printer Type

Your choices are Dot (dot matrix printers) and Daisy (daisy wheel printers). Click on the appropriate box according to the type of printer you have.

Color

Your choices are B/W (black and white, that is, monochrome printers) and Color (color printers). Click on the appropriate box according to the type of printer you have.



Pixels/Line

This option is for use with dot matrix graphics printers only. Pixel means picture element. On dot matrix printers, a pixel is a dot. Dot matrix printers print a certain number of pixels (dots) per line when printing in graphics mode. If you have an ATARI Dot Matrix Graphics Printer, choose 1280. If you have an Epson, or Epson-compatible dot matrix graphics printer, choose 960. Both values, 1280 and 960, assume an eight-inch printed line.

Quality

For use with dot matrix printers only. Choose Draft for draft-quality printing. Choose Final for printing that is letter or near-letter quality (your printer must support near-letter-quality printing, of course).

When printing graphics, your printer will make one pass of the print head if set to Draft. For darker graphics, use Final (but keep in mind that the printer will make two passes of the print head, and so take twice as long to produce the graphic).

Printer Port

If you have a parallel printer, choose Printer. Parallel printers connect to the port marked "Printer" on the back panel of your computer. If you are using a serial printer, choose Modem. You should thus have your printer connected to the port marked "Modem" (the RS232 port) on the back of your computer.

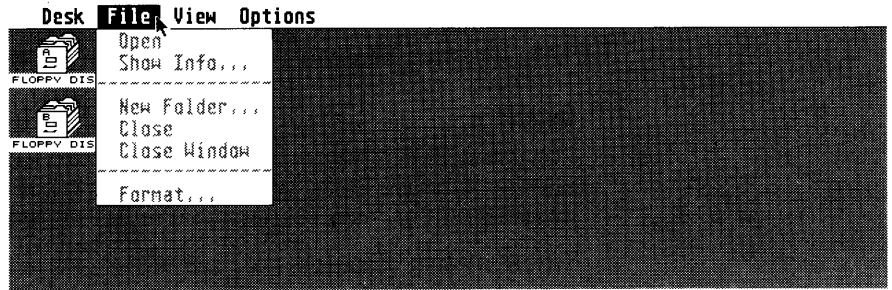
Note: When using a serial printer, be certain you've configured the RS232 port for Xon/Xoff flow control. (See the section on **Set RS232 Configuration** earlier in this chapter.)

Paper Type

If your printer feeds paper automatically by means of a tractor or single-sheet feeder, choose Feed. If your printer accepts only a sheet at a time (which you must insert manually), choose Single. The Single option prevents the printer from printing beyond the end of a page should your text run longer than a single sheet.

File

The File Menu contains options that allow you to manipulate your files, manage your windows, create folders, and format disks.



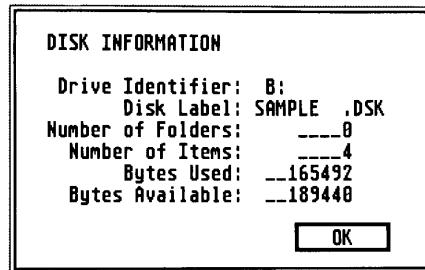
Open

The Open option is used to run a program or reveal the contents of a disk, file, or folder. To begin a program or open a file, select the file, point to the Open option in the File Menu, and click the left mouse button once.

An alternative to the Open option is to point to the file, then quickly double-click the left mouse button.

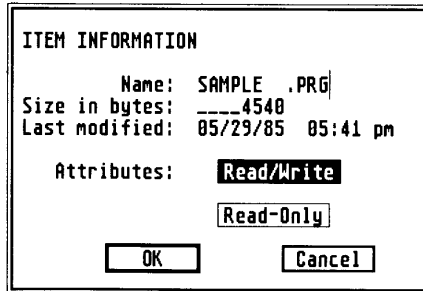
Show Info

When you select a file or desktop icon and then select the Show Info option, the screen displays information about the file or desktop icon you've selected. For example, the Show Info box for a Floppy Disk icon might look like the following:



The Show Info box identifies the disk and gives the number of items stored and the number of bytes both used and available.

The Show Info box for a file might look like the following:



The screenshot shows a window titled "ITEM INFORMATION" with the following text:

```
ITEM INFORMATION
      Name: SAMPLE .PRG
Size in bytes: 4548
Last modified: 05/29/85 05:41 pm

Attributes:  Read/Write
              Read-Only

      OK      Cancel
```

The Show Info box for a file identifies the item and gives the size, date last modified, and its read/write attributes. The Read/Write and Read-Only options allow you to alter a file's read/write attributes. Choose Read/Write if you want to be able to modify ("write to") the file; choose Read-Only if you want the computer to only "read" but not "write to" the file. The Read-Only option protects valuable files from accidental modification.

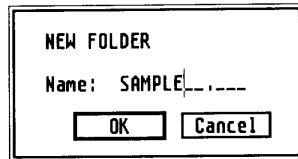
You can rename the file within the Show Info box. Press **[Backspace]** or **[Esc]** to delete the filename, type a new name, and either press **[Return]** or click on the OK button to write the new filename on the disk.

Note: Depending on the number and size of your files, the number of bytes used plus the number of bytes available may not equal the exact storage capacity of the disk. This is because the ST Computer reserves at least 1024 bytes on the disk for each file, even if the file is smaller. You should use Show Info's Bytes Available information to monitor your available disk storage space.

New Folder

Folders are organized collections of files. They are neither programs nor data; you create folders as a means of organizing your files. If you have a window that contains numerous files, it can become difficult to distinguish any one item from the others. Because you may want to organize those files to make them readily accessible, the GEM Desktop allows you to create folders in which to store related files.

When you use this option to create a folder, the following Dialog Box appears on your screen:



Refer to **Folders** in **Chapter 3** for a complete description of using folders.

Close and Close Window

There are three ways to close a window. If you have a window on your screen and you don't want it displayed, you can either select the Close or Close Window options from the File Menu, or you can click on the window's Close Box.

It's always a good idea to close windows if you are not using them. Since you can have four windows open on the GEM Desktop at any one time, any extra open windows only serve to use up available desktop space.

Both the Close and Close Window options shut down only the currently active window, not all the windows on the GEM Desktop. But there is a difference between the two: if a given folder's window is active, the Close option (or Close Box) will close it down and return you to the folder's Floppy Disk window; however, Close Window will at once close down both the folder's window and the Floppy Disk's.

Format

In **Chapter 2** you were shown how to format a disk. This section will not take you step-by-step through the process again. Instead, it will review a few important points about disks and formatting them for use.

The surface of a floppy disk is similar to the surface of a record. As with a record, the information that you store on disk is recorded in circular patterns. However, unlike record patterns, disk patterns are not in place when you first buy the disk; you must put them onto the disk before you can use it. Furthermore, a record is mechanically recorded, whereas a disk is magnetically recorded (more like audio tape). The process of preparing a disk to accept data is called "formatting." To format a disk, select the Floppy Disk icon to be formatted, then select the Format option from the File Menu.

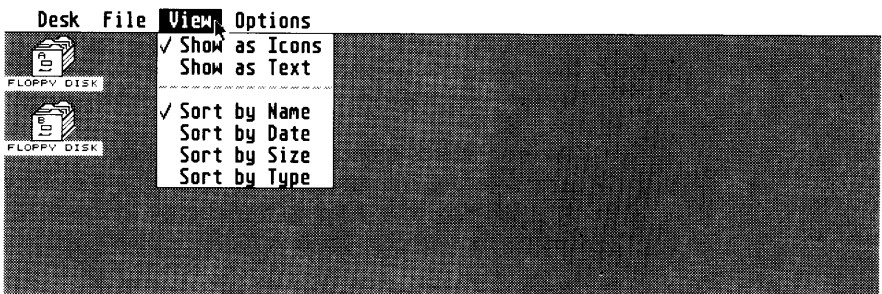
The only chance to label a disk comes in the Format box. (You cannot rename a disk using Show Info; you must reformat it.) Type in the name using the ST Computer keyboard. Use the [Backspace] key to delete any errors. Click on the OK button and the disk will be formatted (and named). A Format Working box monitors the formatting process.

When the process is complete, a Dialog Box displays the number of bytes available for storage on the disk. If your disk doesn't show 357,376 (single-sided) or 726,016 (double-sided) bytes available, the disk may be defective. Try formatting again. If the problem persists, place a new disk in the disk drive and format it.

Warning: You can reformat old disks, but if you do, any data that was on the disks will be lost—forever. Copy the files you want to save before reformatting the disk.

View

The View Menu allows you to control whether your files will be displayed as Icons or Text, as well as whether they will be sorted (ordered) by Name, Date, Size, or File type.

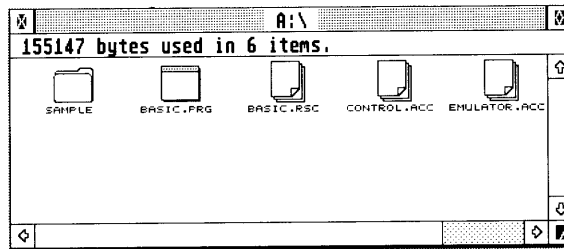


Note: Any changes you make using the View Menu can be saved to disk. Refer to the **Save Desktop** section for instructions.

Show as Icons and Show as Text

The check mark in front of the menu item indicates how you will view the file display. To modify how files are displayed, select the option you want by clicking on it. The following two windows show a file display as Icons and as Text for the same disk.

Shown as Icons



Shown as Text

A screenshot of a file window titled 'A:\'. The window shows '155147 bytes used in 6 items.' Below this, there is a list of files with columns for filename, size, date, and time. A small box icon next to the filename 'SAMPLE' indicates it is a folder.

Filename	Size	Date	Time
☐ SAMPLE		11-20-85	12:04 am
BASIC PRG	123988	05-29-85	05:34 pm
BASIC RSC	4930	05-29-85	05:34 pm
CONTROL ACC	15238	11-20-85	12:00 am
EMULATOR ACC	6451	11-20-85	12:01 am
SAMPLE PRG	4540	11-20-85	12:01 am

When a file is displayed as text, the window shows the filename and size, as well as the date and time the file was last modified. A small box icon next to a filename in the text-displayed window indicates that the file is a folder, not an application or data file.

Sort by Name, Date, Size, and Type

When you open a disk or folder's window, the computer orders the items on screen according to the criterion set with this menu. When Sort by Name is set, files are listed in alphabetical order. Sort by Date lists the files chronologically, with the most recently created or revised file appearing first. When Sort by Size is set, files are listed according to the number of bytes per file, with the largest file appearing first. Sort by Type orders files alphabetically according to their extensions, grouping files with common extensions together.

The screen below shows two windows for the same disk, but one window's files are ordered by Name and the other's by Date.

Sorted by Name

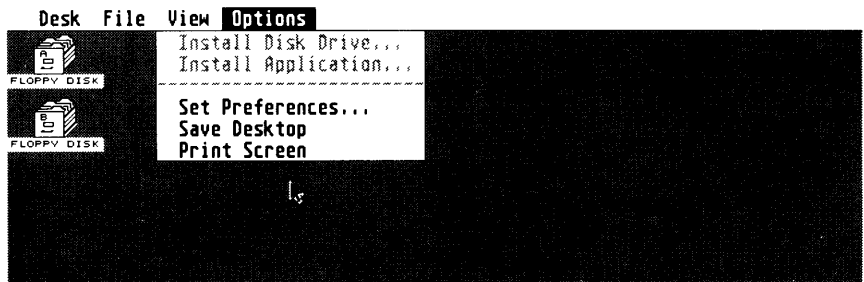
A:\					
155147 bytes used in 6 items.					
SAMPLE			11-20-85	12:04 am	
BASIC	PRG	123988	05-29-85	05:34 pm	
BASIC	RSC	4930	05-29-85	05:34 pm	
CONTROL	ACC	15238	11-20-85	12:00 am	
EMULATOR	ACC	6451	11-20-85	12:01 am	
SAMPLE	PRG	4540	11-20-85	12:01 am	

Sorted by Date

A:\					
155147 bytes used in 6 items.					
SAMPLE			11-20-85	12:04 am	
SAMPLE	PRG	4540	11-20-85	12:01 am	
EMULATOR	ACC	6451	11-20-85	12:01 am	
CONTROL	ACC	15238	11-20-85	12:00 am	
BASIC	PRG	123988	05-29-85	05:34 pm	
BASIC	RSC	4930	05-29-85	05:34 pm	

Options

The Options Menu includes a variety of useful desktop features.

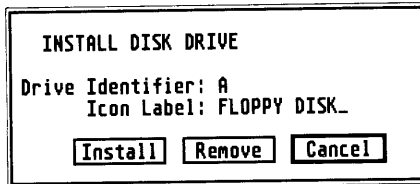


Note: Any changes you make with the Options Menu can be saved to disk. (See the **Save Desktop** section later in this chapter.)

Install Disk Drive

When you switch on your ST Computer, the GEM Desktop displays two Floppy Disk icons. Each disk has a disk identifier (a letter) and an icon label. You can change the label, remove a disk icon, or re-install a disk icon with the Install Disk Drive option.

Select a Floppy Disk icon, then select the Install Disk Drive option. The following Dialog Box will be displayed:



To install a new disk icon, select a disk icon, choose Install Disk Drive, then type in the disk identifier (any letter) of the icon you wish to install ("c" stands for Cartridge; "C" for Hard Disk). You may have only two disk icons (A and B) representing your floppy disk drives.

To change the disk label, point at the current name and click the left mouse button; press [**Backspace**] on the ST Computer keyboard to erase the current name; then type in any name you wish. Click on the Install button.

To remove a disk icon, select the icon, choose Install Disk Drive, then click on the Remove button.

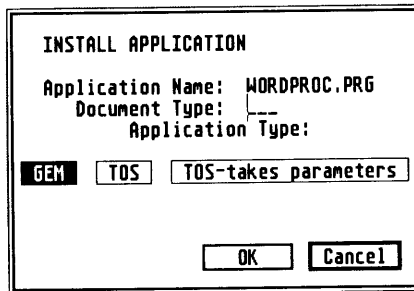
To re-install a disk icon you've removed, select the remaining icon, choose Install Disk Drive, then type in the disk identifier of the missing disk. Click on the Install button.

Warning: Use the Install Disk Drive option with caution. If you remove both disk icons and then save this modified desktop to your Desktop disk, you'll need to make a new Desktop disk to get the disk icons functioning again.

Install Application

With the Install Application option, you can determine the kind of data file that will open an application.

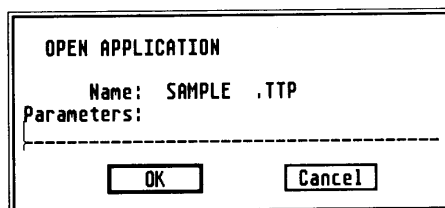
With an applications program selected in a window, select the Install Application option from the Options Menu. The following Dialog Box will be displayed:



There are two methods of installing an application. The first method is to tell the computer that you'd like files with a particular filename extension (the three letters that follow the period in a filename), once opened, to automatically run the application program you've installed. For example, suppose you are using a word processor and have word-processed files named with the .DOC ("document") extension. You can install the word processor to run from this extension. Type DOC after the Document Type option in the Install Application box. You can now open any file with the .DOC extension and the word processor will run automatically, simultaneously loading the file opened. The program file, however, must be in the same directory as the data file.

Choose "GEM" if you have an application that takes advantage of the special windowing features of GEM. Choose "TOS" if the application is not a GEM-compatible program. Click on the OK button.

The second method of installing an application is to use the "TOS-takes parameters" option, provided, again, that your program does not use the features of GEM. In this case, you do not need to specify a filename extension. You simply install the application with "TOS—takes parameters," then click on the OK button. When you open the installed application, you see the following Dialog Box:



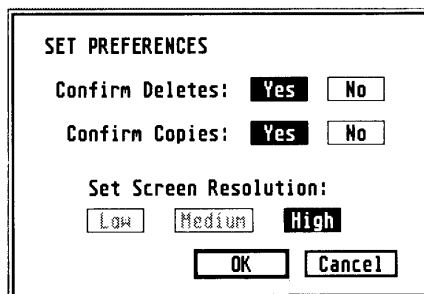
Type in the filename(s) or other parameters the program expects. Click on the OK button. The applications program loads and uses the parameters supplied.

Note: The three ways to install an application may be explicit in a given application's filename extension. For instance, .PRG files denote GEM-compatible programs; .TOS denotes non-GEM applications; and .TTP denotes non-GEM, parameter-taking applications. A .TTP file need not be installed. The Open Applications box will appear automatically when you run any .TTP file.

Set Preferences

The Set Preferences option lets you determine how the ST Computer interacts with you through the prompts and Dialog Boxes, and what resolution your monitor display will be in.

When you select the Set Preferences option, the following Dialog Box is displayed:



SET PREFERENCES

Confirm Deletes: Yes No

Confirm Copies: Yes No

Set Screen Resolution:

Low Medium High

Confirm Deletes and Confirm Copies

These two options determine whether the ST Computer waits for confirmation before deleting a file or making a copy. You can set up the Alert Message system to suit your own needs.

Select Screen Resolution

These parameters provide one of three video screen resolutions: Low, Medium, or High. With the ATARI High-Resolution Monochrome Monitor, you can select only High Resolution. With the ATARI RGB Color Monitor, you can select either Medium or Low Resolution. For best results with a television, you should select Low Resolution.

Warning: If you change screen resolution without a Desktop Disk in Drive A, the Desk Accessories will be erased from memory.



Save Desktop

To save any modification you make to the GEM Desktop, use the Save Desktop option. This is an extremely valuable feature—you can save the desktop format you prefer and have it come up every time you switch on your computer.

Insert your Desktop disk (a disk that contains the CONTROL.ACC and EMULATOR.ACC files) in your drive and click on the Save Desktop option. The computer writes a file called DESKTOP.INF to the disk. Each time you switch on your computer with that disk inserted, the system checks the DESKTOP.INF file and runs the desktop as you have modified it. The size and location of windows and any changes you have made using the Desk, View, or Options Menus are saved to the DESKTOP.INF file.

Print Screen

This option prints the current screen display; it prints everything displayed, including the mouse pointer. You must have a graphics printer connected to your computer to use the Print Screen utility. Make sure the printer is switched on and that it has been installed (see the section on **Install Printer** earlier in this chapter). Then click on Print Screen to activate the function. Press **[Alternate] [Help]** to stop printing midway, if necessary.

You can also activate the Print Screen utility by pressing **[Alternate] [Help]**. Press **[Alternate] [Help]** again to stop printing midway, if necessary.

Note: If you select the Print Screen utility without first switching on your printer, the system will time-out in approximately 30 seconds.

