



## MACINTOSH® • GENERAL INTEREST UTILITY COLLECTION & INSTRUCTIONS

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## Instructions

### Instructions

Each package you receive contains the disks and a Program Guide. The Program Guide is where you should start. Read through it. Find the programs that interest you. Read the descriptions, taking special notes of the requirements.

### I Have Found A Program I Would Like To Review, What Now?

Once you have located a program, find out what disk it is located on. Turn your Macintosh on. Once you are at the familiar desktop, insert the disk which contains the program you want in your drive. An icon will appear with a window. The icon will tell you what volume and disk number is present in your disk drive. The window will display the contents of the disk.

Each program will have its own folder. Locate the program folder and *double click* it. Another window will pop up with the program's icon/icons, depending on the type of program (Font/Control Panel Device/INIT, HyperCard Stack). Follow the appropriate instructions below.

### Installing Fonts With System 6

To install fonts, you must have a copy of Font/DA Mover present on your hard disk. Type 1 fonts have two separate installation procedures.

First locate the font. You will notice a "Suitcase" and "Laser Printer Icon," along with other miscellaneous icons.

**NOTE:** If you need to access TrueType fonts, you will need the TrueType INIT from Apple and Font/DA Mover v4.1 or higher.

### Installing Type 1 Laser Fonts With System 6

1. *Click and drag* the "Laser Printer Icon" to your System Folder. This is the PostScript file that will insure correct printing on your laser printer.

2. Next *double click* the suitcase icon. The

## Minimum Requirements

- Mac Plus
- 1 meg of memory
- Hard disk
- Apple System v6.08 or higher (some programs may require higher)

### Recommended Requirements

- Mac LC
- 2.5 megs of memory
- Hard drive
- System 7.X

suitcase holds the screen Font. This will load the Font/DA Mover with the selected font displayed in the left window. Look to the right window and the "Open" gadget. *Click* on the "Open" gadget. This will bring up a dialog box.

*Click* the "Drive" gadget until the hard disk is displayed in the window. Scroll through the list until you see "System" or "System Folder" (or wherever you have your system files). *Double click* the System Folder. You should now see a list of names. Find the system document and *double click* it. This will bring up a list of your fonts in the right window.

Go back to the left window and select the font/fonts you want to copy to your system. You will know when a font is selected when it is highlighted. Now choose the "Copy" gadget to copy the selected fonts to your system. When it is finished copying, select the "Quit" gadget to leave Font/DA Mover.

You have successfully installed a font from our disk to your system. Access the font the way you would with any other font, word processor, desktop publishing program, etc.

**NOTE:** If you *double click* the suitcase icon and you get a message similar to "Application not found or busy," copy the Font/DA Mover from your system disk to your hard disk. Then try *double clicking* the suitcase icon again.

### Installing Type 1 & TrueType Fonts With System 7.0 and 7.01

Pick up the suitcase and laser printer icon and copy it to your System Folder. Make sure the laser printer icon is in your System Folder and not the Extension Folder. For TrueType fonts just copy the suitcase to your System Folder.

### Installing Type 1 and TrueType Fonts with System 7.1

*Drag and drop* the suitcase and/or the laser printer icon into the fonts folder.

### Installing Desk Accessories (DAs)

To install a Desk Accessory follow the same procedure above for installing a font. Ignore the laser printer icon instruction. To access a DA after you have used Font/DA Mover, pull down the Apple menu (located at the top left corner of your screen). The Desk Accessory you copied from our disk to your system will be present on the list of the DAs you have installed. Just select it to bring it up.

### Installing INITs & CDEVs (Control Panel Device) With System 6 & 7

To use an INIT or CDEV copy the appropriate icon to your System Folder.

**NOTE:** Copy just the icon, not the folder or the other miscellaneous icons that might appear in the window.

INITs work in different ways. Refer to the Program Guide for any special instructions. Also read through any document files that may appear in the same folder. Once a CDEV is copied to your System Folder, access it by pulling down the Apple menu and selecting the Control Panel. This will bring up a window.

The left side of the window will display other CDEVs you have loaded. Scroll through the list and find the CDEV you copied from our disk to your System Folder, then *click* the icon. This will load the right portion of the Control Panel with the CDEV you selected.

### Installing HyperCard Stacks

All HyperCard Stacks require HyperCard v2.0, a commercial product that may be purchased from a local Apple dealer or by mail-order. We recommend purchasing HyperCard, but make sure you do not already have it. If you are not sure, locate a HyperCard Stack and *double click* it. If it comes up, great! If not, call the Apple dealer where you purchased your Macintosh and ask them if it was supplied. Some older SMC Volumes may ask for an older version of HyperCard. These stacks can be converted. Refer to your HyperCard users manual for instructions on converting them to the new HyperCard v2.0.

### Error Messages To Expect And What To Do

■ **"APPLICATION BUSY OR MISSING"** is an error message that you will see often when using our volumes. This message means that the icon you have chosen is missing the application. This is nothing to be alarmed about.

The best way to explain this message is by using an example. Let's say you are creating a document in your favorite word processor — MicroSoft Word. When you save your document, an icon is created for it. Whenever you want to use that document you just *double click* and it will load the word processor that created it. If you were to take that document to another Macintosh that did not have the same word processor installed in it, you would get "Application Busy or Missing."

To work around that problem, we have provided Quill. Quill will allow you to get into documents without owning the word processor the document was created with. Refer to the Quill description in the Utility Disk description.

■ **"SYSTEM ERROR ID#"** is another error message. To solve this dilemma, refer to the Program Guide for "requirements." Make sure you have the appropriate software/hardware to run the application.

If the Program Guide makes no mention of special requirements, try turning off MultiFinder. If turning off MultiFinder does not solve the problem then turn off all your INITs.

This is done by moving your INITs out of the System Folder (System 7 users, this is your extension Folder) and restarting the Macintosh. If you are confused about a certain system error, refer to the Bomb and Crash Encyclopedia on the supplied Utility Disk for more details.

## Utility Disks

### Disk One

#### **System Picker** by Kevin Aitken

Utility application which allows the user to choose the folder that will be the active System Folder upon restart. Maintain separate systems with different configurations.

#### **the TypeBook by Jim Lewis**

Aids in the creation and maintenance of a typeface reference book.

#### **Quill by Sergio Villone**

Tired of "Application Busy or Missing" when you try to click on a document icon? Quill Desk Accessory allows you to access those documents without having to own the word processor from which the document was created. Supports Text, Teach Text, MacWrite, Word, WriteNow, and Nisus documents. Recommended for all SMC members.

#### **The Bomb & Crash Encyclopedia by Macspect Inc.**

Tired of trying to figure out the mysterious "System Error ID" numbers? With the help of this stack, you will not only understand the errors, but how to rectify them. This is a HyperCard stack that no Mac user should be without. Requires HyperCard.

#### **Fontview by Simon Brown**

Desk Accessory for viewing, cutting & pasting, and finding the keystrokes of characters in fonts. A must for all Mac users.

#### **PICTuresque**

Desk Accessory that allows you to display, zoom, cut, copy, paste PICT (MacDraw), PNTG (MacPaint), or EPS (Encapsulated PostScript) files.

### Disk Two

#### **Stuffit Lite** by Alladin Systems

The latest version of Stuffit. Compact and extract files and also make your own self-

extracting files. This is a self-extracting archive.

#### **Software FPU** by John M. Neil

Allows programs requiring a Floating Point Unit (FPU) to work on computers without one, like the Macintosh LC and IIsi. Drop this INIT/CDEV into your System Folder and many programs that formerly bombed will begin working. Requires a 68020 or 68030 processor without a Floating Point Unit.

#### **Gatekeeper by Chris Johnson**

Gatekeeper is a program designed to continuously monitor the operation of your Macintosh, watching for operations that are commonly carried out by viruses as they attempt to spread. When Gatekeeper detects an infection attempt, it will automatically stop the attempt before it is started.

## Key to Symbols

#### **Application**

Program that does not require any other program to run.

#### **Desk Accessory**

Used in conjunction with Font/DA Mover (if using System 6). Access from the Apple menu.

#### **INIT/CDEV**

INIT (Initialization Resource - also called a startup document): Program that automatically loads into your computer upon each bootup. CDEV (Control Panel Device): Files in the System Folder are located in the Control Panel of the Apple menu. Each CDEV corresponds to a particular system setting.

#### **HyperCard**

Information arranged like pages in a book (called a stack). Requires HyperCard or HyperCard Run-Time.