

## **Rediscovering System 7**

When System 7 first came out I avidly read all about it. When I would see a new feature I would say "hey; That's great." But a lot of these new features I have forgotten, and seem to be rediscovering periodically. Here are a few tips, most of which are in that category.

If you are in name view mode, you can expand all folders in a window to show the next lower level at once. To do so, select them all by pressing CMD-A (or choosing Select All from the Edit menu), then hit command-right arrow. command-left arrow will collapse them again. You can expand/collapse the entire hierarchy (all levels) by using command-option-right arrow or left arrow.

It's pretty common knowledge that you can hide "other" windows by selecting that command from the applications menu. And you can do so by holding down the option key while clicking on an application to which you are switching. What's not commonly known (or maybe I was just the last one to find out) is that you can get an uncluttered Finder desktop by just holding down the option key and clicking on the desktop.

It's also well known you can open a document by dragging its icon on top of the icon of its application (or its alias). Not so well known is that you can shift-select several files and open them all at the same way.

A very useful, and not-so-well-known feature of System 7 is that you can shift-select and operate on (copy, delete, etc.) files in different folder levels. This is possible only in one of the list views.

A subtle but useful effect in System 7 is that when you drag an icon from the active folder to another folder, the original folder remains the active one. Sure, sometimes I want the "other" folder to become active, but most of the time it seems I don't.

I usually have my folders set to a list view, rather than an icon.view. The problem is that often I would like to see how much space remains on the drive. Someone noticed me going up to the "View" menu to change a folder's view to "Icon" so I could check the disk space. He reminded me I could use the "Views" control panel to set "Show disk info in header." Another thing I had forgotten!

It is amazing how some of us have to keep discovering some of these goodies when Apple goes to all the trouble of putting a "Finder Shortcuts" summary right in the Balloon menu.

## **5th Generation Announces Suitcase II, 2.0**

The new version is described in the letter I got as "System 7-Savvy, taking advantage of balloon help, file aliases, virtual memory, file sharing and more! Then there's the new intuitive interface. In addition Suitcase II offers you:

- The ability to create and name customized sets of suitcases....
- The automatic translation of font ID numbers from one user's Mac to another, elimination font conflicts forever!
- The ability to create empty suitcases under System 7
- Easy access to the locations of your favorite resources like fonts or desk accessories." ...end of quote of 5th generation's letter.....

If you are a registered and didn't get a notice you can call 800/873-4384, ext. 297. The upgrade price is \$25.00, which include shipping and handling.

### **March of the Startup Icons**

If you don't like the icon display at startup, NOW's Startup Manager (and others) will allow you to turn off the icon display. I like to see these icons. For one thing it is always good for a laugh when I am teaching a class as my three rows of them appear! But a better reason is that you can use the appearance of an icon, or the lack of one, (or one with an "X" on it) to tell you that something is wrong. Of course some INIT managers will tell you more directly if an INIT was turned off because of a conflict. Now if only the icons were more descriptive. It is embarrassing when someone asks me what a startup icon is and I don't know.

If you really want a laugh, you can use Boaster INIT (Library disk 150). It will display as many icons across your startup screen as you want (you may have to be able to use ResEdit to install all the icons; I can't remember for sure).

However, if you don't like these icons (maybe they spoil your nice startup screen) and if you don't have an INIT manager to turn them off, you can get the file "NoICON (Library disk 120). I haven't had a chance to test it, but supposedly it will keep the startup icons from marching across your screen.

If you have so many INITs that they can't all fit on a screen "line," you can try "IconWrap" (Library disk 114) This utility will make them wrap to a new line after they reach the edge of the screen.

### **Magic Menu for System 7.0 & Stuffit Deluxe**

Magic Menu for System 7.0 has now been made available by Alladin as a download. This file is usable only by registered users of product, Stuffit Deluxe. In addition to System 7 compatibility, Magic Menu 2.0.2 is now compatible with Microsoft Mail 3.0 and QuickMail 2.5. Of course many are awaiting the next version of Stuffit Deluxe. But, it was nice of Alladin not to make everyone wait for the major upgrade to get back Magic Menu.

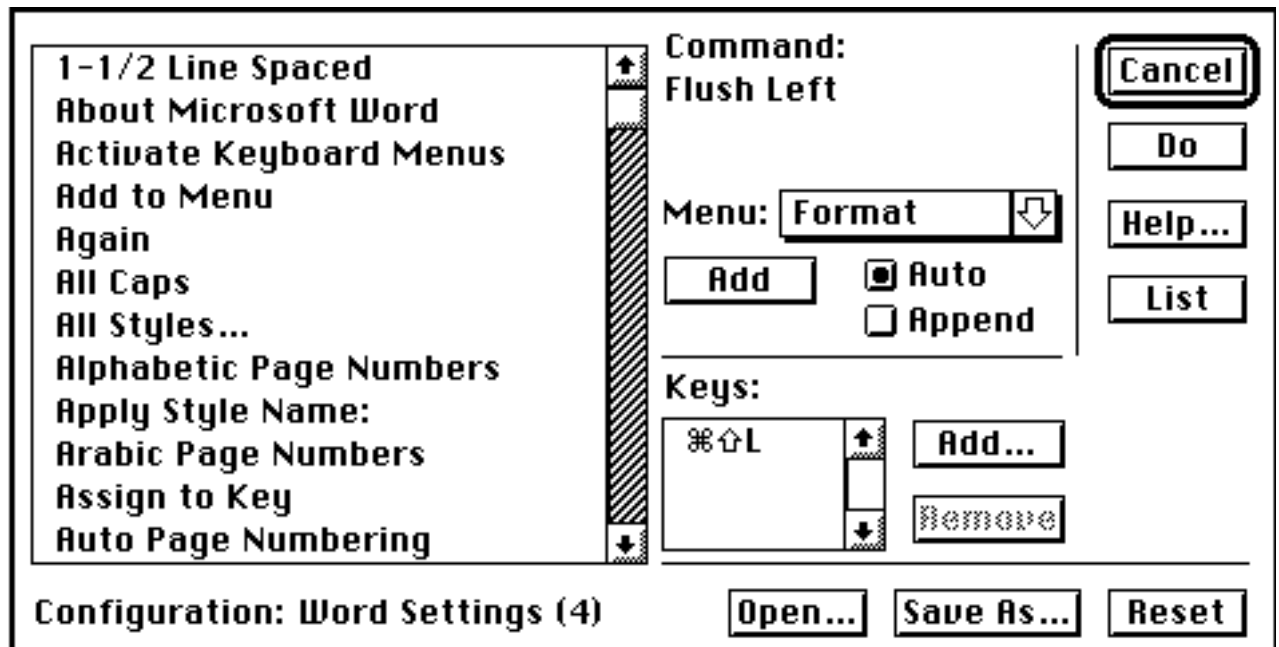
### **MicroSoft Word's "Command..." command**

When Microsoft word is opened, it looks in the System folder for a file named "Word Settings (4)". If there is no such file, it will create one. This file contains the:

- menu and keystroke command setups
- Page Setup settings
- Preferences selections

- Document dialog box setups
- Section dialog box setups
- The Default style sheet
- ....and more

You can use the "Commands..." command to change many of those attributes. Here's what the "Commands..." dialog box looks like:



For a long time I was having trouble with newly installed fonts not appearing in Word's Font menu. I recalled reading something about this problem, but could not remember the solution. A search through the manual and a book on the subject didn't help. So, I posted the problem on Fidonet. I got the answer in a hurry. If this is happening to you, pull down the edit menu and select "Commands...". This gives you a scrollable list (shown above) in which you can find "List All Fonts". Select it and click on the "DO" button and it will do it. You might also want to put this command in one of your menus (I put it in the Font menu). I think this will now make all new fonts installed in the future appear automatically.

While you are in the Commands area you might look around for other goodies. Find "Screen Test" and click "Do." This is Word's own built-in screen saver, and a pretty nice one too. Be warned though that in repeatedly changing its functions I managed to get a crash. Don't know if that crash was random or not.

MicroSoft claims that one of the most asked questions is how one can cause new documents to always open with the ruler displayed. The "Command..." command has the answer here too. Look for "Open documents with ruler."

By the way, if you press the "List" button on the right side of the Commands window, you will get a table of all the command in a new Word document window. You can print it if you like, but it will take 9 pages! Might be useful if you are trying to set up your own menus, since one of the columns shows the keyboard equivalents for all commands. Also, all fonts are listed as well.

Finally, note the "Configuration: Word Settings (4)" at the bottom of the screen. You can use the "Save As..." button to create as many different configuration files as you want. When you open Word, it will open the one called "Word Settings (4)". Then you can use the "Command...." command to get to the above shown dialog box. Then just press the "Open..." button to open whichever one you want. Or you can double-click a configuration file to open word with that set. For a while when I was using several versions I had then listed as documents in "On Cue." So I had a quick way to open whichever I wanted. If you are using System 7, you could make aliases of them and put them in you Apple Menu Items folder for easy access.

OK, not that you've picked up on all these tips, upgrade to MicroSoft Word 5.0, and we can all start learning all over!! Happy New Year and bye .....