Macs Hintroom

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Desk Accessories

CheapPaint is a handy DA to use with Pagemaker.   Go to clip art or a Scrapbook, Copy artwork. Open CheapPaint, Paste the graphic, modify it, or remove unwanted parts. Copy again. Paste into Pagemaker.

Many desk accessory windows will remain on screen and available while you return to your application. For example, the Scrapbook or KeyCaps can be dragged to the bottom of the screen. Now, with the application window raised a little bit, you can click back and forth between application and DA.

Excel

Excel uses only the first megabyte of memory, so if you have a 1.5 meg or bigger Mac, load Excel **first** into Switcher.

Did you forget your password for an Excel spreadsheet? No problem. Use MacTools. Go to Block 1, Part B, look for 0175. The indicator for a protected spreadsheet is 01. Change it to 00. Write that block to disk and your spreadsheet is unprotected. Don't forget your password next time.
Oh, sorry about that! No Excel spreadsheet is sacred now.

File (Microsoft)

When entering data in MS File, pull the bottom of the window up until only 2-3 lines show. Screen refreshing will be much faster, since your Mac only has to redraw what it sees on the current screen.

Who told you you couldn't reformat a field once you got a data base started in MS File? Of course you can. Do this:
1. Duplicate your database (in case you scarew up). Put a copy safely away.
2. Open a copy of the database. Open Show Form.
3. Move the hide line to insure all fields are visible.
4. Return to the basic data-entry window. Shift/Click select all records. Copy them to the Clipboard.
5. Use Clear to delete all records in the data base. Quit File.
6. When asked, save Clipboard in the unformatted mode.
7. Start File again. Open your empty database. Choose Show Form.
8. Reformat all fields to your heart's content. (See, I told you that you could do it!)
9. Save changes. Return to data-entry window. Select the New record line.
10. Paste. Choose "By Name" in the dialog box which appears.
11. You're done!

Sometimes you want to use a Return command to start a second line of text in the same field, but Return always moves you to the next field. Do this: hold down the Option key, too. This same trick works with the Tab command, allowing you to have a Tab command within a field.

You can import a database ready-made from MS Word or MacWrite and other word processors. Separate your intended fields by tabs in the word processor. Copy the material to the Clipboard. Enter File, establish your fields, hightlight the New Field, and Paste. Ask for By Name in the dialog box which appears. If something goes wrong, use the Undo command.

After a while, your database no longer pops up on the screen in the best possible order. This is caused by out-of-sequence entries which you added to the file. To make your database default to a specific sorted order, do this:
1. Sort your database until it appears in the desired format.
2. Select all records. Save As... with a new name.
3. Be sure to save the Saved As... database in MS File format.
4. Your new "Saved As..." database will automatically open with your desired listing order.
5. Rename the data base to suit, tossing the old one way, or using it as a backup.
A bonus is that this procedure will slim your database down to its actual contents. When you delete a record in File, the k it took stays with you in the database. The Save As database will remove all that k.

Fonts

Boston II (shareware) uses an Option/ Spacebar hard space that is just one pixel wide. It is handy for micro-adjusting space between letters or words.
Also, remember that Boston II 14 point is nothing but an underline 1 point character. Nothing else.

Seattle has proportional letters and non-proportional numbers. Really handy for text which looks good along with numbers that line up in columns!

General

When using an Installer program, be sure to keep the Font/DA Mover inside the System Folder, in case the Installer needs to use it to modify a font or a DA.

Two terrific keyboard equivalents are for Save and Shutdown. Go into the MENU listing of your application with ResEdit. Find Save and type in a keyboard equivalent in the box provided. Quit, saving changes, and you will see your keyboard equivalent (a command key symbol and the letter you chose) next to the word Save in the menu. Do the same for Shutdown.
When your Mac locks up, there is a very good chance you can Save your document, but not unless you can access the Save command.   If the cursor is locked on the screen, a keyboard equivalent may save your buns. Same for a clean Shutdown after you have used your bun-saving Save key equivalent.
This tip is reason enough to forget your fear of ResEdit and DIVE IN.

Make your own bumper sticker:

I (TrashCan) MY IBM-PC

Borderless white shapes can be used in several programs for erasing. This technique is especially good in Pagemaker, where corners of other images which got Placed in Pagemaker can be erased easily.

The right cache amounts to try in TurboCharger are:

Chart	256
Excel	not appropriate
File	192
Multiplan	256
Word	256

There are lots of uses for screen dumps (Command/Shift/3). How about a ruler to use in MacPaint, or a key caps display to use as reference. Grab an icon to adapt to your use, or grab anything on screen which you would like to take into MacPaint and use.

Lost some folders? HFS can only see document, not folders, on a single sided MFS disk.

For a 400k HFS disk, hold down the Option key when you click OK after naming your newly initialized disk.

The secret of HFS: Lots of folder with only a few items in each one.

Imagewriter

For an extra 10 feet of Imagewriter cable, buy/ joy stick cable 276-1978 at Radio Shack for $3.99.

LaserWriter

Some hint books tell you how to print on both sides of your paper with the LaserWriter. You should know that Canon specifies that the LaserWriter has 0% (that's zero percent, folks) tolerance for printing on both sides of the paper. Some copiers recommend "not more than" 10, 15. 0r 20 percent double sided copies. Apple and Canon say **NYET!** Your LaserWriter was not designed for double sided copying.

If you have time, use the smoothing function on most LaserWriter work. It takes a bit longer, but the results are smoother.

Do your own font substitution on LaserWriter documents. Change New York to Times and Geneva to Helvetica, so you can see the result on screen before sending it to the LaserWriter. If you let the LaserWriter make the changes for you, your spacing may no longer please you.

You can still use Imagewriter fonts on the LaserWriter. Just follow this rule: Keep the largest possible size of the font in the system, since that is what the LaserWriter looks for when it is trying to print your font decently.

You can format correctly for the LaserWriter, even if you don't own one. Install LaserPrep and LaserWriter drivers in your System Folder. Now Open Chooser, click the space **below** the Imagewriter to choose **no printer**. If you have the new ROMs, now go to Control Panel and select Apple Talk. Return to your application. Documents prepared in this way are formatted correctly for LaserWriter output.

You can print out forms and letterheads on the LaserWriter. Load the pre-Lasered forms or letterheads in the paper tray and fill in the form on screen. Delete the form and LaserWrite it.

If you use Pagemaker, be sure to switch your LaserWriter off and back on when moving **to or from** Pagemaker. Pagemaker uses its own Prep file, Aldus Prep. It takes up room in the LaserWriter's RAM. You don't need two Prep files in there, so cleanse the LaserWriter when moving between Pagemaker and programs using LaserPrep.

All MacPaint printouts should be made by Copying the image and Pasting it into any program whose Page Setup allows for smoothing. The result will be much better.

To make lo-o-o-o-ng fat fonts, type them in MacDraw and import into MS Word or MacWrite. Now drag one of the buttons to make your text long and wide or narrow and very tall. The LaserWriter printout will produce smoothed text in the aspect or proportion you stretched it to.

MacDraw

PICT documents are like Text Only in MacWrite -- it lets other programs import and use the file.

To temporarily invoke the grid, hold the Shift key down **after** you select the object.

To see an image of what you are moving, hold the Option key down while dragging.

You can work on top of an imported MacPaint image in MacDraw. You can delete this MacPaint template to check your progress (Undo to get it back) or delete it permanently when you are finished.

To edit patterns in MacDraw, Open ResEdit, Open MacDraw, Open PAT#, double click the pattern you want to change, edit it, exit the windows, saving your changes when asked. **Your** copy of MacDraw will now use your new pattern. However, your pattern will not appear if someone uses your document with their copy of MacDraw.

If you want to rotate a MacPaint image for use in MacDraw, do the rotating in MacPaint before Copying and Pasting.

Think of Reshape Polygons in MacDraw as a board with a bunch of nails driven into it. The nails are nodes in your polygon. Stretch a rubber band around them. This is your polygon. Remove a nail and drive it in at a different spot. The new shape is your reshaped polygon. Move more nails, reshape some more.

Use MacWrite to reshape Mac Draw pictures. Especially going to the LaserWriter. MacWrite does not turn MacDraw images into bitmaps. The LaserWriter can read fonts pasted into MacWrite from any object oriented program. The results are spectacular.

Fill patterns retain their integrity when enlarged and reduced in MacDraw, unlike MacPaint, which distorts them.

Arcs are easy in MacDraw. Draw an oval with the desired arc as a part of it. Select the arc tool and trace the arc onto the oval. Now delete the oval.

To make typewriter forms in MacDraw, set the ruler to six divisions to the inch.

MacPaint

FatBits uses all of the tools, so why draw a line pixel by pixel? Use the line tool, or the rectangle, or the marqueee, lasso, paint bucket, etc.

If you draw a selection rectangle in MacPaint to receive a Pasted image, any patterns used will remain normal. If you resize **after** the paste, the patterns will distort.

Clipboard, Clipboard, who's got the Clipboard? With the new ROMs, MacPaint looks for and places its Scrapbook and Clipboard on the application disk. Use DiskInfo or any file utility which changes Default Disk to make the System disk the default. Now your System will always place and use the Scrapbook and Clipboard on itself.

The MacPaint word processor is known as The Notepad. Think about it.

MacWrite

You can store formats and samples of text fonts and styles in headers and footers. Move the main screen up a hair to show a sliver of the header (or footer), now you can click back and forth to Copy and Paste formats, rulers and typestyles.

Tables are easier in spreadsheets, so do them there. Then Copy and Paste into MacWrite.

For 48 point MacWrite, type in 24 point with a right margin of 4-1/4 inches. Now print out on the LaserWriter at 50%. Make sure **all** the fonts are typed in one-

half of the intended final size.

Your glossary in MacWrite is the Change menu. For example, use CMUG to mean Macintosh Users Group of Corvallis throughout a document. Now go to the Change menu item under Search. Type CMUG into Find What and Macintosh Users Group of Corvallis in the Change To box. Say Change All, and your glossary item is substituted throughout the document.

If you are "typewriter trained," and type two spaces at the end of each sentence, you can easily convert your work to "typesetting" style, with one space after each sentence. Go to the Search menu and select Change. Hit the spacebar twice, Tab once, hit the spacebar once. Select Change All. This also works in Word.

Pagemaker

Whenever you delete a text block selected with the text tool, Pagemaker leaves an empty text block you cannot see on screen. This block is formatted with the attributes of the deleted material. This unseen block will get in the way when you are trying to activate a block beneath it.
Go to Fit On Page view. Draw a **huge** rectangle completely enclosing the entire page plus a good bit of the pasteboard on both sides of the page. This is to make sure you include text blocks which extend far off the page.
All of your "hidden" block will now appear. Carefully note where they are, click outside the rectangle and click on the hidden text block and remove it with a Cut command, **not** a Backspace. If you can't grab it immediately, use the Send to Back command under the Edit menu to bring the desired block to the front, where you can latch onto it.

Do most of your deleting with the Cut command, not the Backspace. Backspacing text blocks out of existence can cause 1300 series text editing errors in Pagemaker. To delete properly, select the block with the cursor arrow, **not** the text tool, and use the Cut command.

To personalize default Pagemaker settings, choose Page Setup from the gray desktop, before a Pagemaker document is open. The changes will be your new default settings.

If your pointer is far away from a column rule when you begin a drag, Snap

To Guidelines is not in effect. Use this information to temporarily ignore Snap To Guidelines.

Your last check for accurate placement in Pagemaker is at Actual View, not at 200, 70, 50 or Fit On Page. Only at Actrual View will your document on screen reflect actual placement.

Switcher

Always Convert Clipboard slows down Switcher. Use the Option key to take the Clipboard with you, and leave Always Convert along.

Latest partition information for Switcher:

Program	Minimum	Preferred
MacWrite	128	*144
Jazz	304	
LaserBase	235	512
MacPaint	@128	@179
MegaForms	180	
Helix	310	
Chart, MS	192	
Excel, MS	304	512
File, MS	288	
Mltplan, MS	160	
Word, MS	192	
Finder	192	
MacDraw	128	

* 144 with LaserWriter.
@ These are **only** two right settings.

Word 1.05

Here are some handy keyboard tricks with MS Word 1.05:

Cmd/Opt/"/j   to first character of the sentence cursor is in
Cmd/Opt/"/;   to start of the next sentence
Cmd/Opt/k   one character left
Cmd/Opt/l   one character right
Cmd/Opt/"/k   to left end of line
Cmd/Opt/"/l   to right end of line
Cmd/Opt/o   up one line
Cmd/Opt/,   down one line
Cmd/Opt/P   up one page
Cmd/Opt/.   down one page
Cmd/Opt/[scrolls screen up one line
Cmd/Opt/\   scrolls screen down one line
Cmd/Opt/"/p   to top of document

Cmd/Opt/"/.   to bottom of document
Cmd/Opt/"/o   to top of screen
Cmd/Opt/"/,   to bottom of screen
Cmd/Opt/j   to beginning of word at the left
Cmd/Opt/;   one word to the right
Cmd/a   repeat last action
Cmd/Enter   create new division
Cmd/Spacebar   create non-breaking space
Shift/Enter   create page break
Shift/Return   new line without generating a paragraph indent
Opt/Backspace   deletes previous word
Shift/Backspace   selects previous word
Opt/Click **copies** selected text to the present cursor location
Opt/Shift/Click   **moves** selected text to present cursor location
Cmd/Shift/< decreases size of selected text, not Cmd/< as some other hint books tell you
Cmd/Shift/> increases size of selected text. Same comment as above.
Cmd/Shift/p removes formatting from paragraph
Cmd/Shift/n   nests paragraph
Cmd/Shift/m   unnests paragraph
Cmd/Shift/c   centers selected text and/ or paragraph in which cursor is located
Cmd/Shift/f   indents first line of paragraph 1/2"
Cmd/Shift/j   justifies text
Cmd/Shift/l   left justifies
Cmd/Shift/o   adds open line before the paragraph in which the cursor is located
Cmd/Shift/r   right justifies
Cmd/Shift/t   creates hanging indentation
Cmd/Shift/y/0-9   rescales graphic. 1-9 equal 10 to 90% scaling. 0 returns graphic to original size.
Cmd/hyphen optional hyphen
Opt/hyphen   non-breaking hyphen (leaves connected words

on the same line together)

Cmd/Click   selects sentence the cursor is in

Cmd/Backspace expands   glossary abbreviation

Cmd/Shift/k   small capital letters

Cmd/Shift/e   changes font, depends on followed by   which first few installed number   fonts are in your menu

Cmd/Shift/   erase all character format

Spacebar except font

Cmd/Shift/p   restores graphic to unscaled size

Opt/Cmd/Click   if cursor is an "in facing" arrow at left of a paragraph, this command will copy the paragraph formatting to the selected text.

If the cursor is placed **within** a paragraph, this command will copy the character formatting to the selected text.

If your text won't center in Word, use the cursor and the mouse button to hunt for spaces before or after the text. Highlight any spaces you find and delete them. The text will now center. No? Then highlight the text again and see if an indent is active in the ruler at the far left side.

To recover a WORD temporary document (WOOO1 or something like that), change its file type from WTMP to WDBN. Word should be able to open it now. Use miniDOS, or any file utility which lets you change file types to do this little job.