Square One

version 1.5
Demo Users Guide

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pbm software

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Square One was written using THINK C 5.0.3, the THINK Class library 1.1.2, and Resorcerer. All development work was done on a Macintosh Quadra 900 computer, and tested on a variety of Macintosh computers.

The Square One 1.5 demo is limited in that Square One documents can only be opened three times. After the third time, the Square One demo will not be able to open the file. Documents created by the Square One demo can be opened an unlimited number of times with the release version of Square One. If after three times you have fallen in love, the release version is just a phone call away, otherwise try again, were sure it will grow on you.

Square One 1.5 has a retail price of $69. It is currently (11/92) only available direct from pbm software in North America and most other countries. Pricing direct from pbm software is as follows:

Square One	**$49.00**
Square One five pack	**$175.00**
Square One ten pack	**$295.00**

In the U.K. it is available from major retailers or direct from Softline Distributing.

Introduction and Installation

This chapter explains the purpose of Square One, what Macintosh computers and system software are supported, how to contact us, and how to install Square One.

Thank You

First, thank you for purchasing Square One, the first product from pbm software. We hope you will find your experience with Square One to be rewarding, and we appreciate all feedback, positive or negative.

Welcome

Welcome to Square One, the premier graphical desktop management solution for your Macintosh. Square One will enable you to better organize all the applications and other files that you use on a day to day basis.

Square One can maintain and open any or all applications, desk accessories, control panels, folders, and QuicKeys available to your computer. All of these items are stored in one location even though the files they represent may be scattered across many different local or remote disk drives, accessible by your computer.

Required Configuration

Square One requires a Macintosh computer system capable of running System 7.0, at least two megabytes of RAM, a hard disk, and System 7.0 or higher. It is compatible with System 7.0 file-sharing.

Customer Support

If you come across any problems with Square One or just want to say hi, please feel free to contact us any of the following ways:

Mail	655 skyway, #103
	san carlos, ca 94070
	USA
Applelink:	pbmsoftware
Compuserve:	71571,3174
America Online:	Square One
internet:	pbmsoftware@applelink.apple.com
Phone:	415-508-1536
Fax:	415-508-9436

Installation

All it takes to get up and running is to copy the Square One application onto your hard disk. Do that now. After the application is finished copying you are ready to start using Square One. The Square One extension file is optional, it allows you to customize the hot-key that is

used to bring Square One to the front. When using the extension, it is also possible to launch Square One with the hot-key.
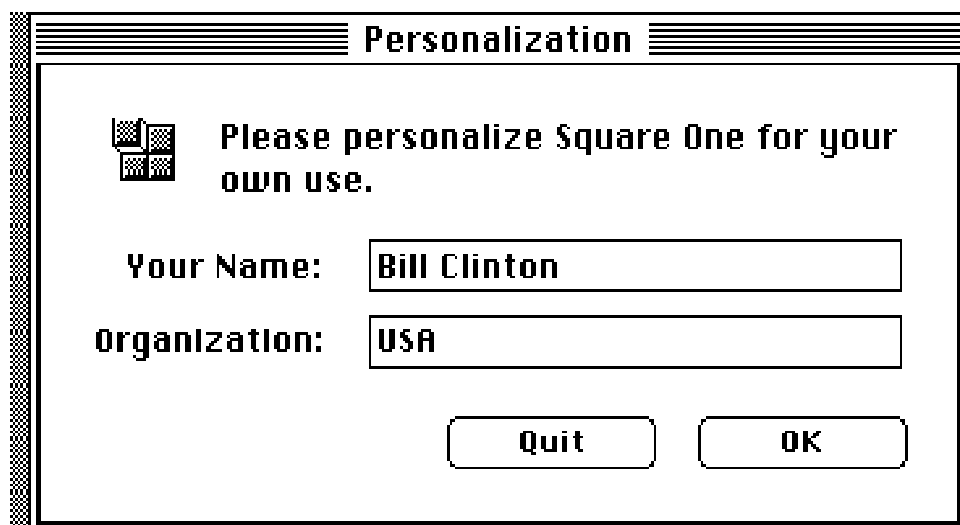

Square One Personalization dialog

The first time that you launch Square One, it asks you to personalize your copy of Square One for your own personal use. It will also ask you whether you want to place an alias to Square One inside your Startup Folder (for more information on aliases, please refer to your System 7 manuals). If you choose to create this alias, Square One will automatically open every time you startup (or restart) your Macintosh.

You are now ready to start using Square One. You may want to create a backup copy of Square One and place your master disk in a safe place. This is recommended.

Using Square One

After you are finished personalizing Square One, you will need to create a file to store all of your commonly used items. This is accomplished by selecting the **New** item from the File Menu. After giving your new file a name, you will be presented with a window similar to the one below.
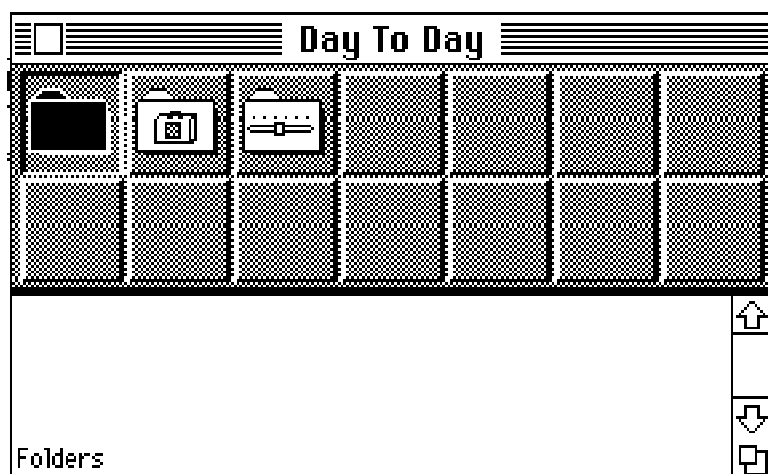
Newly created Square One window

The Main Window of Square One is where you will spend the majority of your time. The top section of the window (the **palette**) displays all of the primary applications, other files, and groups that are installed. When a Square One file is first created, there are three empty groups that are installed; one to hold all commonly used folders, one for desk accessories, and the last for control panels. There are two other types of groups, one to hold QuicKeys and one for projects (groups of files that can be opened simultaneously). Each of the remaining empty **squares** in the palette can be filled with any application, other file (such as a Control Panel, Desk Accessory, or document), or group.

> **Note**
>
> *Square One always uses the same icons that the Finder uses for the specified application or document.*
>
> *The windows shown in this manual represent the black and white windows of Square One. If you are using a color or gray-scale monitor, your windows will be color/gray-scale.*

Below the palette is a list of installed documents (the **document list**) for the selected item in the palette. Between the palette and the list is a separator bar. Clicking on and dragging this bar will reveal fewer or more rows of icons.

The document list contains all installed documents for the current item in the palette. In this example the desk accessories group is the current item. The group's icon is highlighted, it's cell is shaded differently and it's name shows up in the bottom of the window (the **status bar**). The document list contains three installed desk accessories; CD Remote, Scrapbook, and TouchBASE.
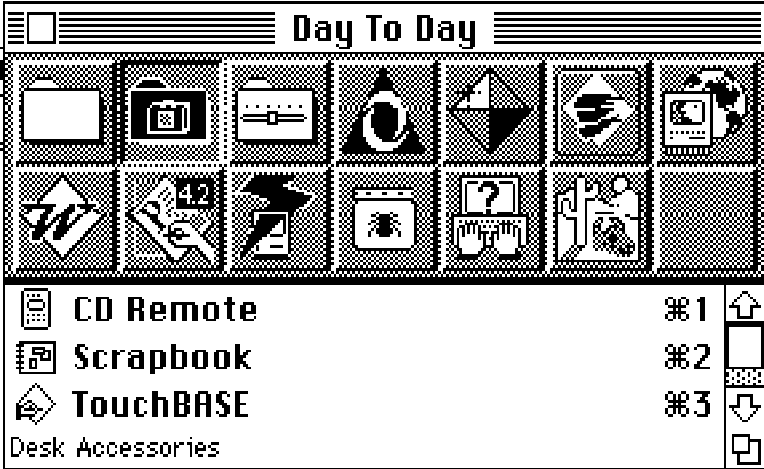
Square One main window with items

To change the current item in the palette you can either:

Click in the cell that you want to make current.

Press the left or right arrow keys to select the next or previous item.

Press the tab key or shift-tab to select the next or previous item respectively.

Press the return key or shift-return to select the cell below and above the current cell respectively.

Type the first few characters in the name of the item you want to select, it will be selected for you.

When the document list is shown, the up and down arrow keys select the items in the document list. When the document list is hidden these same keys change the current item in the palette.

To resize the window, you click in the grow box in the bottom right corner of the window and drag it to the desired size. Square One constrains the horizontal size of the window to make the squares in the palette fit evenly in the window.

It is possible to hide the document list in the Square One window. To do this, select the **Hide Document List** item in the Edit menu. It is still possible to access the installed documents while the document list is hidden. It will be explained later how this can be done. The picture below is an example of a window that has the document list hidden.
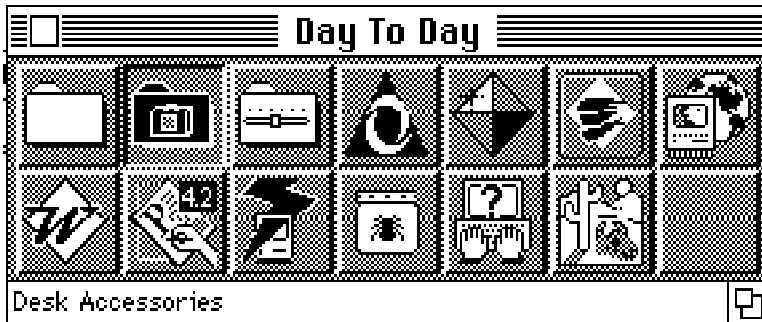
Square One main window with document list hidden

When the document list is not shown and the window is resized, the palette will grow to fit the size of the window not only horizontally, but vertically as well. The vertical size is also constrained to make the squares of the palette fit evenly.

Adding Items to the Palette

The easiest way to launch/open an item with Square One is to have it installed in the palette. Any file/folder that resides on any of your connected disk drives can be added to the palette, this includes items that reside on hard disk drives, floppy disk drives, and remote file servers. After you add the item to the palette, Square One remembers its location and in some cases can keep track of the item when you move it from folder to folder, or even if you rename it. If the item is moved to another disk drive, Square One will lose track of the item and will ask you to relocate it.

If an installed item is on a file server volume that is currently not in use (not mounted), and you attempt to open that item using Square One, Square One will prompt you to enter your

user name and password for the file server and will automatically log in to the server and open the item.

You can add files/folders to the palette in any of three ways:

The **Find Applications** item in the Setup menu. This item allows you to quickly and easily find all applications on any of your installed disks, and select the items that you want added to the palette.

The dialog below is the **Find Applications** dialog. On the left side of the dialog is a list that contains the names of all installed disk drives, on the right is a list of applications on the selected disk drive. Clicking on the name of the disk drive will cause Square One to search for all the applications that are located on that disk drive. To select an application to add, highlight the application and press the **Select** button, or double click on the application. It is possible to add applications from more than one disk drive at once. To do this select all the applications that you want to add from the first drive, then click on the second disk drive, and select the desired applications from this disk. Repeat this process until you have added all the applications that you want to add. Square One will remember all the items that you select from each drive. When you are finished making your choices, click the **OK** button, all the selected items will be added to your palette.
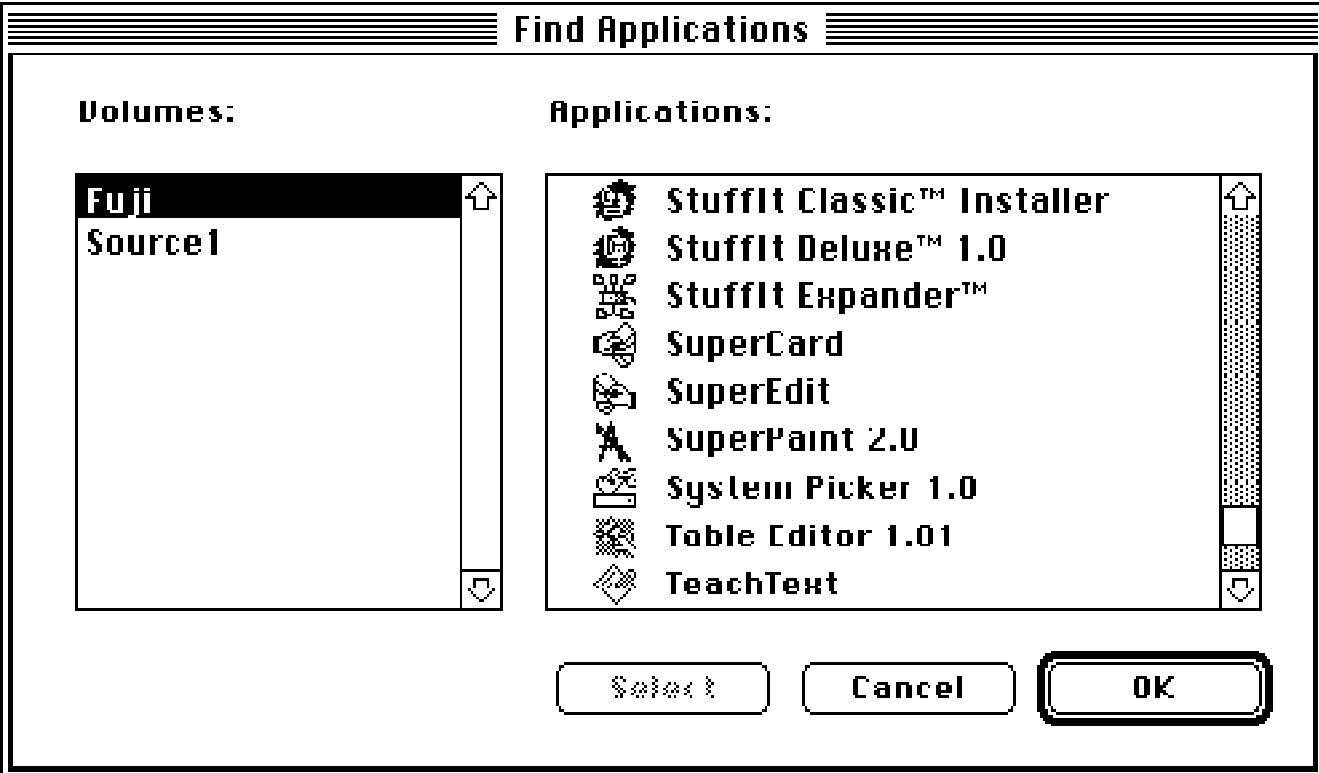

The Find Applications dialog

The **Add Files to Palette** item in the Setup menu. This menu item allows you to use the standard open file dialog to manually locate the files and/or folders that you want added to the palette.

The **Add Items to Palette** dialog is very similar to the open file dialog that is common to all Macintosh applications. The main difference is the bottom of the dialog has a second list. This list is used to keep track of the items that you have selected. In the example, the

applications ResEdit, Resorcerer, and Userland Frontier have already been added to the list. To add another item to the list, locate the item in your file hierarchy and press the **Add** button. To add a folder, select the folder and press the **Add Folder** button. To remove an item from the list; highlight the item in the bottom list and press the **Remove** button. When you are finished locating the items that you want to add to the palette, press the **Done** button to save your selections, or the **Cancel** button to leave the palette unchanged.
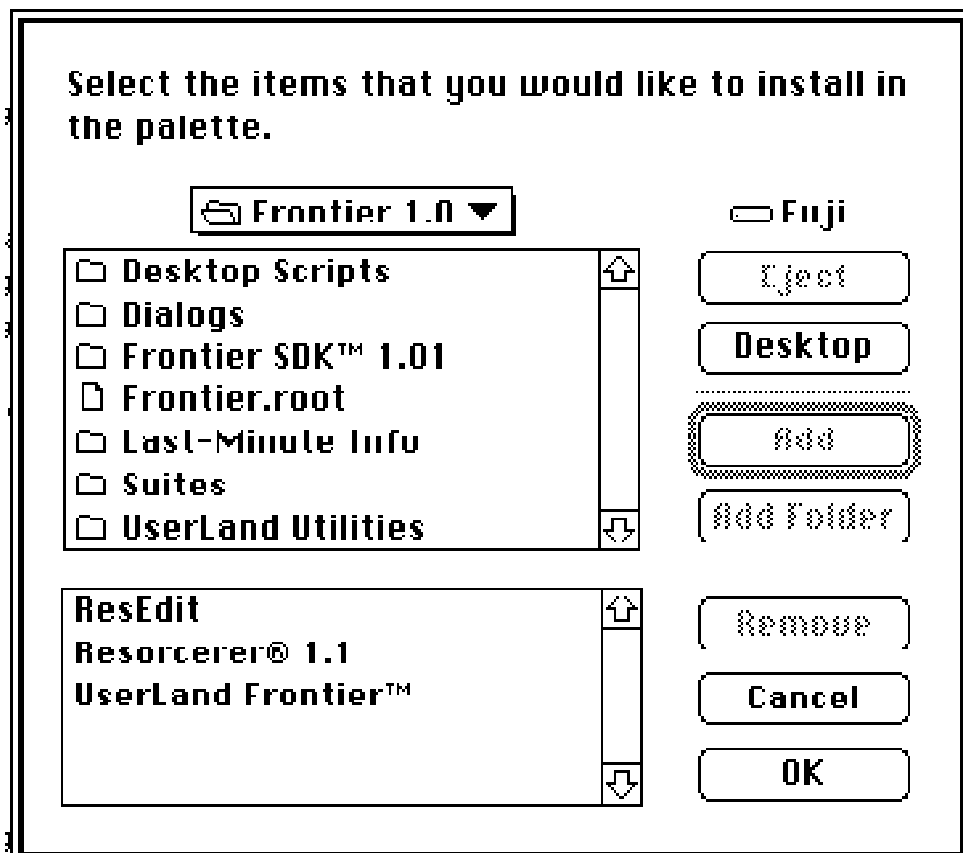
The Add Items To Palette dialog

> *Double-clicking in any empty cell in the palette will bring up the **Add Items to Palette** Dialog.*

Drag-and-drop while you are using the Finder. You can add a file or folder to the current palette by dragging the items icon onto the Square One icon and letting go. After doing this, Square One will present you with the **Add Dragged File** dialog.

The **Add Dragged File** dialog allows you to specify where you want the dragged file/folder to be installed. To install the dragged item into the palette click the **Palette** button, to install the item into the document list of an existing palette item, select the item from the list and click **OK**. It is possible to drag multiple items simultaneously, Square One will present you with this dialog for each item that is dragged.

As you can see from the example it is also possible to drag-and-drop an alias, Square One will add the item that the alias refers to.

Drag-and-dropping an icon onto Square One

> *Square One can launch and/or install any item that is drag-and-dropped onto the Square One icon. The action that is taken is specified in the **Preferences** dialog described later in the manual.*

Adding Documents

Every application or group item in the palette can have any number of documents attached to it. Documents belong to a specific application or group but can be opened by any application in the palette that supports the document.

You can add documents in any of three ways:

The **Find Documents item** in the Setup menu. This item allows you to quickly and easily find all documents that were created by the selected application, and select the ones that you want installed in the application's document list.

The **Find Documents** dialog is very similar in functionality to the **Find Applications** dialog. The list of documents that is shown on the right side of the dialog is a list of files that the selected application can open.

> *The **Find Documents** item does not find all documents that can be added to the selected application. It only finds the documents that were created by the application. To add documents to the document list that were not created by the application, use the **Add Documents** item.*
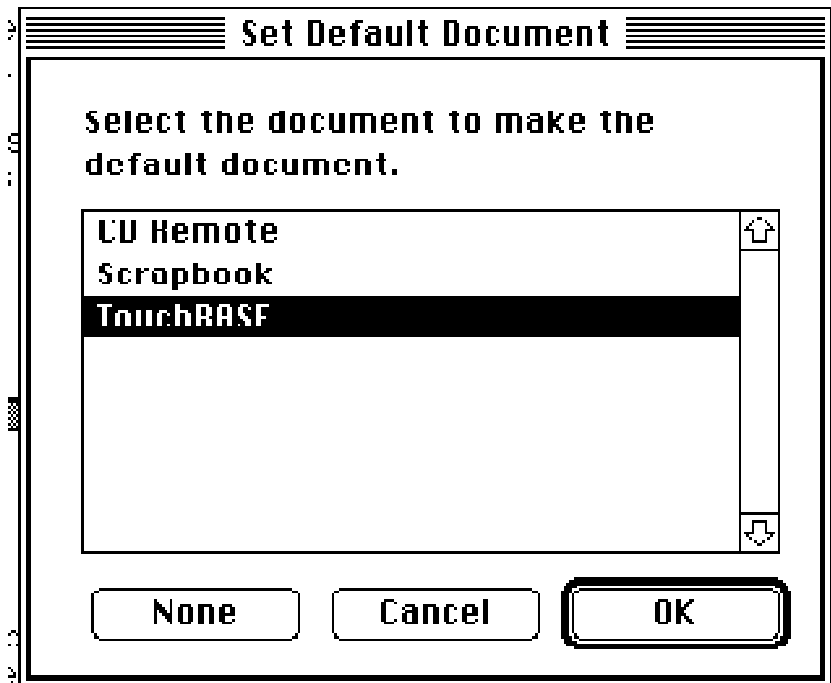
The **Add Documents** item in the Setup menu. This item allows you to use the standard open file dialog to manually locate the documents that you want to include with an application. Square One limits the list of documents to those the application can open.

The **Add Documents** dialog is similar in appearance and functionality to the **Add Applications** dialog. See the description of the Add Applications dialog for instructions on using this dialog.

Drag-and-drop while you are using the Finder. Drag-and-dropping an item on the Square One icon will allow you to select the application/group that you want the dragged item added to, this is described on page 16.

Setting the Default Document

Every application can have a default document, the document that is launched whenever the application is double clicked. To set this document, select the **Set Default Document** item in the Setup menu. When you select this item you will be presented with a dialog similar to the one below.

```
┌─────────────────────────────────────────┐
│ ≡≡≡≡≡≡≡≡≡≡≡ Set Default Document ≡≡≡≡≡≡≡ │
│ ┌─────────────────────────────────────┐ │
│ │ Select the document to make the     │ │
│ │ default document.                   │ │
│ │ ┌─────────────────────────────┬───┐ │ │
│ │ │ CD Remote                   │ ⇧ │ │ │
│ │ │ Scrapbook                   │   │ │ │
│ │ │ TouchBASE                   │   │ │ │
│ │ │                             │   │ │ │
│ │ │                             │   │ │ │
│ │ │                             │ ⇩ │ │ │
│ │ └─────────────────────────────┴───┘ │ │
│ │ ┌────────┐ ┌────────┐  ┌─────────┐  │ │
│ │ │  None  │ │ Cancel │  │   OK    │  │ │
│ │ └────────┘ └────────┘  └─────────┘  │ │
│ └─────────────────────────────────────┘ │
└─────────────────────────────────────────┘
```

Set Default Document dialog

The **Set Default Document** dialog lists all the installed documents for the current item in the palette. Selecting one of these documents and clicking the **OK** button makes the selected item become the default document. To clear the default document click the **None** button. The default document always appears underlined in the document list and the Launch Menu.

> *There is a shortcut for setting the default document. When the document list is shown, highlight the document that you want to be the default, and press* **Command-Shift-D**. *The highlighted document will then become the default.*

Opening Applications and Documents

There are many ways to open an application or document.

To open an application by itself:

Select the application, then select the **Launch Application Only** item in the Launch menu, or

If there is no default document for the application, double-click on the application, or

If there is no default document for the application, select the application and press the enter key.

To open an application with its default document:

If the item has a default document,

Double-click on the application, or

Select the application, then press the enter key, or

Select the application, then select the Launch with Default item in the Launch menu.

To open an application with a different installed document:

Select the application, then double-click on the document, or

Select the application, then if the document is one of the first nine installed press its corresponding command key, or

Select the application, then select the document from the Launch menu.

To open an application with an un-installed document:

If your preferences are set to Launch dragged items, documents that are drag-and-dropped on the Square One icon in the Finder will be opened by one of the installed applications. If there is only one application that can open the document, it will open automatically. If there is more than one application that can open the document, Square One will present you with a list of the applications that can open the document. Select the application and press the OK button, or double click on the name of the application.

To open an installed document using another application:

Select the application in which the document is installed, click and hold down on the icon of the document you want to launch, and drag the document over the icon of the application that you want to launch it with. If the application is able to launch the document, it will highlight. At this point let go of (drop) the document. It will launch with the selected application.

Re-arranging Items

To Re-arrange items in the palette:

Any of the items in the palette may be moved to any other location. To do this, hold down on the option key, click on the item that you want to move, and drag it to the new location. As you are dragging the icon, different squares will highlight in the palette, releasing the mouse

button will move the item to the highlighted cell.

To Re-arrange items in the document list:

Re-arranging items in the document list is similar to re-arranging items in the palette. Holding down the option key while clicking on the name of the document you want to move, will allow you to drag the document to a new position in the document list. When you release the mouse button the document will be moved to it's new location. The command keys will be re-arranged to reflect the new order of the list.

The Active Applications Palette

In addition to being able to manage and open files, Square One has the ability to manage all the open applications on your computer. The **Active Applications Palette** gives you a floating palette of all the different applications (and desk accessories) that are currently running on your computer. This palette behaves a little differently than the palette in the regular Square One window. Switching between active applications can be accomplished by single clicking on the corresponding item in the palette. Even if Square One is in the background it only takes a single click to switch applications. There is no document list in the active applications menu. Its' sole purpose is switching applications.
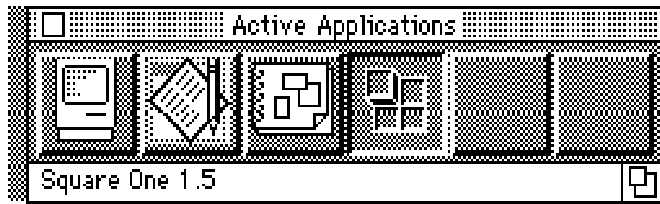
The Active Applications Palette

You now know all the basics behind using Square One, there are a few other items that go above and beyond what has been described here. These are not covered in the demo manual.