

Prefs

Steve Bye

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COLLABORATORS

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WRITTEN BY	Steve Bye	July 21, 2024	

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Chapter 1

Prefs

1.1 ABGTWB3 VOL 2

CLICK ON THE HELP BUTTON ABOVE OR PRESS THE HELP KEY ON YOUR **KEYBOARD**
THEN READ THE **INTRODUCTION**.

FONT EDITOR POINTER EDITOR SOUND EDITOR
ICONTROL EDITOR PRINTER EDITOR TIME EDITOR
INPUT EDITOR PRINTER_{gfx} EDITOR WBPATTERN EDITOR
LOCALE EDITOR PRINTER_{ps} EDITOR
OVERSCAN EDITOR SCREENMODE EDITOR VIEW TOPICS
PALETTE EDITOR SERIAL EDITOR VERSION NOTES

IF YOU BOOTED FROM THIS DISK & THEN ACCIDENTALLY QUIT THIS GUIDE,
TYPE IN "GoWb" TO GET TO WORKBENCH

1.2 intro

The Absolute Beginners Guide To Workbench 3.0 Vol 2

~~~~~  
INTRODUCTION

~~~~~  
This is the second volume of what I hope will be a long running series of tutorials on using Workbench 3. This disk concentrates on Workbenches' Preferences editors, though a lot more incidental information is also covered by way of reference.

I hope that you have Volume 1 (It's free! See below) as I will not be covering topics here that I have covered previously, except for a brief comment or two in the **VOL 1 INDEX** article.

YOU WILL NEED TO READ VOL 1 FIRST TO BENEFIT FROM THIS TUTORIAL
THE PREFERENCES EDITORS

The 15 Preferences editors we are going to look at in detail, collectively known as "Prefs", are just a set of small programs that allow you to customise your Workbench to the way you want it. Prefs cover virtually every changeable aspect of your Workbench, from having a nice picture in the background to controlling the speed of your mouse.

If you have Workbench installed on a **hard disk** you will find the Prefs editors inside the PREFS drawer, as you would expect, but if you are loading Workbench from floppy disk you will be horrified to discover that the Prefs drawer on your main Workbench disk is in fact EMPTY!! Agh! Well, except for a drawer called **Presets**. Yes the Prefs drawer is there but the Prefs editors are not, don't panic, the prefs editors are in the Prefs drawer on your **EXTRAS disk**. Click on this button and then click on this button to see graphically what I am on about.

The reason the Prefs editors are on the Extras disk is that Commodore simply couldn't fit everything on to one disk, but if you ask me, they didn't try that hard! Ever heard of a file packer C=?

Before you go any further though, PLEASE make back up copies of your original Workbench disks and this tutorial disk, if you haven't already done so, and only use the back ups to work with. You know it makes sense.

In this series of tutorials if an action is mentioned that I haven't previously covered, it will be a "button" that you can click on and this will take you to an in-depth explanation of the term and why/how/when to use it. You will also usually find an accompanying diagram guide.

A point I should mention is that I have taken for granted that you are using an Amiga WITHOUT a hard drive and have to load Workbench from floppy disk. I have adopted this approach as being the most likely set up for an Amiga beginner. If you do have a hard drive it doesn't matter though, just don't get confused if I say something like **Load** your Workbench floppy!

If you have any constructive criticisms/ideas for improvements, or want a say in how future volumes will be written then please feel free to write to me at the address below. I would also love to know if you have actually learnt anything from these guides! If not, tell me what I am doing wrong.

Please include a stamp if you want a reply. I will also try to solve any problems you may have relating to the use of this program or a subject within it. Please remember though, no stamp, no reply. My address is:

Steve Bye

F1 Licenceware

31, Wellington Road
Exeter, Devon. EX2-9DU

If you want a free F1 catalogue disk with your reply then please include a blank disk.

I will also forward information on how the next volume(s) are progressing if requested.

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ABGTWB3 VOL 3

Is available now from F1 at £3.99 +50p P+P or from any F1 distributor.

ABGTWB3 VOLUME 4

Will be available through F1 Licenceware at £3.99 +50p P+P.

I am taking a short break before writing volume 4 in case I am wasting my time and nobody is interested! If you are interested please let me know, I always work a lot better and harder after a bit of an ego trip!!

So, there is no actual date set for volume 4, but keep an eye on the F1 cat, where you will see it on sale first, or send in your advanced order now, your cheque will NOT be cashed until the disk is sent to you.

I estimate Vol 4 will be out in December 95 sometime. I don't have any firm plans, but I will probably cover AmigaDos and creating self booting disks, amongst other things.

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1.3 font

THE FONT PREFERENCES EDITOR

A font is a set of characters that represent the keys on your **keyboard**.

Every letter, number or keyboard character that you see on the Workbench screen is part of a font. The text you are reading now is a font (Topaz 8), the 8 signifies it's height in pixels.

Fonts come in a variety of sizes and styles. You have a **FONTS disk** as part of your **Workbench set** which is, as you would expect, full of fonts.

What the Font Editor allows you to do is to change the fonts that are used on your Workbench screen, this includes the text used in menus, Icons and windows etc.

When you **load** the Font Editor it will tell you which fonts are currently selected and used like this:

Selected Fonts

Workbench Icon Text: Topaz 8

System Default Text: Topaz 8

Screen text: Topaz 8

"Workbench Icon Text"

This is the text used to label Icons with. This is the only text that you can specify colours for.

"System Default Text"

Used in windows to display things like Viewing files by name for example.

"Screen Text"

The font that is used in menus, title bars, and most requesters.

Take a look at this diagram .

The fonts may differ on your setup so don't worry if they are.

Just select "Reset To Defaults" from the "Edit" **menu** at the top of the screen if you want to.

Why would you want to change the fonts on your Workbench? Well maybe you just want a change, or your eyes cant read Topaz 8 that well and you need a larger font, or you just want your Workbench to look different.

Anyway, presuming you do want to change the font settings here is what to do:

To change Icon text

Look at this diagram first.

Click on "Select Workbench Icon Text"

A font requester will appear

If you are using a floppy based Workbench you will be asked to insert your FONTS: disk

In the File list window you will see a list of the available fonts use the scroll bar or arrows to move up and down the list.

Now click on a font name in the file list window and it will load in and display an example of what the font will look like in action in a small window located just above the "Ok" and "Cancel" buttons.

If the text appears illegible then the font style may be unsuitable, if so then click on a different font, it may just be the case though that the fonts size is unsuitable. Most fonts come in more than one size, you will notice that to the right of the file list window there is another window with numbers in it, these numbers are the sizes available for the currently selected font, click on some different sizes to see the effect. When you find a font you like the look of you can elect to change the colour of the text itself and also the background colour of the text, if you wish.

You may have noticed the "Text", "Field" and "Mode" **gadgets** by now. The "Text" and "Field" gadgets have some colours (normally 4. but dependant on your **Screen Mode** Preferences) after them that you can select by simply clicking on them.

Clicking on a colour box located directly after the "Text" gadget specifies the actual colour that your Icon text will be printed on the screen in.

"Field", means the background colour of the text, if you choose the same colour for "Field" and "Text" your text will not be visible.

Experiment with the colours and fonts and click on "USE" to see how they look, if you are not happy just reload the Font Editor and use the "Reset To Default" menu item to get back to sanity. If you want to make the changes permanent then click on **Save**

Take a look at this custom Workbench screen .

The "System Default" and "Screen Text" font selectors are exactly the same as the Icon Text selector except that you cannot change the colours of the fonts for these two.

If you are not happy with the fonts supplied with Workbench then you can

buy disks full of different fonts from Public Domain Libraries or better still look at all your PD disks in the FONTS directory and "Steal" their fonts for your own use.

FURTHER INFORMATION:

If you are using Workbench from floppy disk you will need to swap disks (FONTS: disk) if you use anything other than the system default fonts, which is definitely no fun. The Amiga will prompt you for the disk when it is needed.

1.4 iconcontrol

THE ICONCONTROL EDITOR

The Iconcontrol editor holds a pretty odd bunch of preferences that you will more than likely never need to change, but it's nice to have the option.

Take a look at this picture of the Iconcontrol Editor.

On the left of the editor are the "Screen Drag" Hot key definitions.

Let me explain, if you move your mouse pointer to the title bar at the top of the Workbench screen and hold down the left mouse button you will see that you can DRAG the SCREEN up and down to reveal what is underneath it.

This is great when you are multitasking programs, for example I am typing this text into Edword, my text editor, and I can see the Iconcontrol Editor on the Workbench screen behind Edword at the same time as I have dragged Edword's screen down a bit so I can see the subject I am writing about.

Right, so now we know how to drag a screen. So what are the Screen Drag key definitions in this editor all about? Well, you can define a key that you hold down, such as the **shift key** and this will allow you to drag a screen up and down with the mouse without having to move the mouse up to the title bar at the top of the screen, Whoopie do! There are 4 options, SHIFT, CTRL, ALT, A(Left Amiga) So, if for example you selected the CTRL key by clicking in the check mark box all you have to do then is hold down the ALT key whilst simultaneously holding down the left mouse button and you can then can drag screens around to your hearts content.

The default key is Left Amiga, take my advice and leave it that way, if you do want to experiment then feel free, click on "USE" to try it out and **SAVE** if you want to make any changes permanent.

Coercion:

These two options are set as default and stop strange things happening if you have a multiscan monitor, just leave them be.

Miscellaneous:

"Screen Menu Snap", always leave this selected, what it does is make sure the menus at the top of the screen are always selectable, even if the left edge of the screen is out of the physical edge of your monitor or TV screen, the option comes into play when you hold down the right mouse button. Why anyone would want this option off is unclear to me!

"Text Gadget Filter" Is another to leave as it is, it is for entering control codes into Text **Gadget** strings and not a relevant subject for a beginners tutorial, don't worry about it, you will not come across control codes for a while yet.

"Mode Promotion" This option only applies to Amigas with a VGA monitor and is a software emulator that cuts down on screen flicker.

1.5 input

THE INPUT EDITOR

This editor allows you to customise the speed at which your mouse and **keyboard** operate and more importantly which keymap your keyboard will use.

I will take a good look at keymaps in a moment, but let's check out the mouse and keyboard options first. Take a look at this picture

On the top left side of the editor screen are the mouse speed **gadgets**. the first is "Mouse Speed" it ranges from 1, ridiculously slow, to 3, the default setting. Drag the slider left and right to change the values, the mouse will respond accordingly, leave it set to your preferred speed.

If the top speed of 3 isn't fast enough for you the next option down is the "Acceleration" check box, click on the box to activate it and watch that mouse zoom around, click the box again to disable acceleration or change the "Mouse Speed" to 1 or 2 to see if these speeds are more suitable for you.

Next down the screen is the "Double-Click Delay" which ranges from 1 to 200 with 75 being the default. 1 is well silly and so is anything over 100. If you click once on "Show Double-Click" a white bar will show you how long the pause is between your first and second click, the bar disappears when the allotted time elapses for the second click to take

place, if you don't understand that try setting "Mouse click Delay" on 1 then on 200 and then use the "Show Double-Click" gadget.

"Test Double-Click" let's you test out your new Double-click settings, double click on "Test Double-click" in your usual manner and if the resulting message is too slow then re-adjust the double click settings.

If the message is Double-Clicked, then you are ok.

Now on to the Keyboard options. The first is "Key Repeat Delay". If you hold a key down on your keyboard, inside your Word processor or a text gadget the key will repeat that same letter on the screen, but there is a slight delay before this happens otherwise it would be a nightmare trying to type anything in. So obviously "Key Repeat Delay" controls this "Pause" The default setting is 30 and seems to suit most people and I can't see you wanting to change this value, ever.

"Key Repeat Rate" controls the actual repeat rate after the first pause. Again, I doubt if you would want to mess with this. But if you do want to experiment, and why not? Make your changes to "Key Repeat Delay" and "Key Repeat Rate" and then use the "Keyboard Test" text gadget to try out your new settings. Click on the horizontal window bar and the type some text in. Try "key Repeat Delay " on 1 and "Key Repeat Rate" on 125 to see these options in extreme action.

On the right hand side of the editor is the "Keyboard Type" window, which will contain the Keymaps available to you. If you do not have your countries correct keymap available and selected then the keyboard may not reflect what you would expect, for example most Amiga's come with the keymap set to "American" If you are British then this could cause problems with a few keys, most notably the £ sign which will come out as a #. This is a common problem that baffles a lot of new Amiga users. The solution is fairly straight forward if you have a British keymap available for use in the editor window then click on it once to highlight it then select **SAVE**, problem solved, if you do not have the right keymap available, which I doubt you have if you are using Workbench from floppy disk, then you will need to copy the GB keymap from your STORAGE DISK in to the DEVS/KEYMAPS drawer on your Workbench disk.

Here is a step by step guide:

First of all, please make sure you are using a **BACKUP COPY** of your Workbench disks, **NEVER, EVER** use the originals or you will regret it sooner or later, **YOU HAVE BEEN WARNED!**

- 1) Load Workbench
- 2) Double click on the DEVS drawer to open it.

- 3) Insert the **STORAGE** disk.
 - 4) Double click on the Keymaps drawer to open it.
 - 5) Find the Icon called GB.
 - 6) Drag GB to the Workbench disk's Keymaps drawer.
- Now **load** up the Input Editor and if all has gone well you should have the British keymap on offer, click on it to select it then use "SAVE" to make it permanent. You will never have to fiddle with the keymaps again. Look at this diagram which may help.

Further Information

You can safely delete all the key map files you don't need, to save on disk space, as long as you are using a COPY of Workbench.

1.6 locale

LOCALE

Locale was introduced in Workbench V2 and onward and its primary use is for software developers. It makes writing software that supports many different languages a breeze. In normal use you will never need to even **load** this prefs editor and I shall not waste our time explaining something that will be of no use to a beginner. See diagram

1.7 overscan

THE OVERSCAN EDITOR

If your Workbench display looks a bit off-centre or lop-sided you can use the OVERSCAN EDITOR to adjust the width and height of the display. In other words you can stretch or shrink the size of your Workbench screen, this can be handy if your T.V shows a black border on one or both edges of the screen. Take a look at the Editor now.

The window on the left displays all the Monitor types available in your DEVS/Monitors/ drawer on your **Workbench disk**. If you have a T.V then "PAL" should be selected, If you have a monitor or display enhancer board consult the manual that came with it on which driver to select.

If you are only planning to use your T.V then you can safely delete all the other monitor drivers off the !COPY! of your Workbench disk to make a bit of spare room.

On the left of the Editor is a window detailing the minimum and maximum sizes of the display available to you according to the Monitor type selected.

If you click on "EDIT Text Size...", See Diagram ,

You can then click and hold a black "Handle" and drag the screen to suit the size of your display. Click on "Use" or "Cancel" when you are done.

Now do the same for "Edit Graphic Size..."

If you get in a muddle or whatever you can select "Reset To Defaults" from the "EDIT" **menu** at the top of the screen.

When you are all done, click on **Save** to make the changes permanent, Or click on "Use" to make the changes apply until you switch off, or click on "Cancel" if you were just having a practice.

1.8 palette

THE PALETTE EDITOR

This is where you can make some really startling changes to your Workbench. **Load** up the Palette Editor and you will be confronted with this . The palette is the set of colours that Workbench uses to display it's screens/menus/windows/icons in fact everything you can see on your Workbench. You can edit and even **save** a new set of colours so when you next load Workbench it will use your custom colours (palette). The Workbench uses either 4 or 8 colours which you can select by clicking on the cycle **gadget** "4 COLOUR SETTINGS" which will change to "MULTICOLOUR SETTINGS" Don't confuse the amount of colours used by Workbench in the **Screenmode Prefs** editor as that can use up to 256 colours as a screen on top of Workbench.

I would advise sticking with four colours for Workbench at least for now, as this will save a bit of memory.

Ok, let us say we wanted to change the background colour of our Workbench.

On the left hand side of the Palette Editor is a lovely looking multicoloured wheel, know as a colour Wheel, and above that are the colour selection boxes. Click once on the first colour box, which is grey in default mode. Now hold the left mouse button down and drag it over the colour wheel, while you are moving the mouse around look at what was the grey colour selection box, it will be constantly changing as you select different colours from the colour wheel.

If you prefer you can use the more standard colour RGB colour sliders

marked "Red" "Green" "Blue" these have the same effect as the Colour Wheel except you drag the slider bars left and right to select your desired colours.

Near the bottom left of the editor is a gadget called "Show Sample" which allows you to take a look at a sample of what Workbench and it's windows and menus will look like with your new colour scheme, so click on that and a strange and vaguely humorous sample screen will appear, this tends to confuse newcomers, look at this picture .

The sample is just that, you can't actually use it, it's just for looking at to see how your colour palette will look without having to leave the palette editor. You can drag the sample palette screen up and down in the usual manner meaning you can change colours and instantly see the effects of your changes on the sample screen, which can be useful. To get rid of it just click in the top left window gadget of the sample screen.

I won't go into details of each separate setting on the right side of the editor as we would be here all day, they are all pretty obvious, click on, "Background" for example and use the colourwheel to change the background colour, and so on.

One more option is the HSB bar, this is the vertical bar, (5) in the diagram, that let's you control the Hue, Saturation and Brightness of each individual colour on the wheel, experiment with it. You can also select HSB mode from the "Settings" menu at the top of the screen.

As per usual, if you get in a mess you can select "Reset To Defaults" from the "EDIT" menu at the top of the screen.

If you want to see your new colours in action without saving them, just click on "Use" and you will exit the editor and Workbench will use your new colours, if you turn out to like them you can reload the Palette Editor and then "Save" them if you want to and Workbench will from then on use your new colours each time it loads.

If you are not very good at setting up new sets of colours then you could try some of the "Preset" colours already supplied by Commodore. They can be found in the "EDIT" menu at the top of the screen. Hold down the right mouse button and then Move the mouse to the "EDIT" menu then move the mouse pointer down to "Presets" which will reveal 8 titles, now move the pointer over the desired title and release the mouse button, now click on "Use" or "Show Sample".

I think most of them are pretty dreary, what do you think?.

1.9 pointer

THE POINTER Prefs EDITOR

This editor is not of much use really, it's more for a bit of fun and a way to personalise your mouse pointer. Double click on the POINTER icon to **load** the editor. At the top right of the screen you will see a **gadget** called "NORMAL" this refers the current shape of the mouse pointer, click once on the NORMAL gadget and it will turn to "BUSY" you will notice that the image of the mouse pointer is a clock shape. When the Amiga is BUSY and the user has to wait this is the shape displayed, when loading or saving to disk for example.

At the top left of the screen is a similar gadget which allows you to toggle the screen mode from Lowres to Hires and vice-versa so you can see how your new pointer will look in both of the screen modes.

To the centre-right of the screen are four coloured squares, these are the available colours you can use to draw a new mouse pointer with, to select a colour simply click on the appropriate coloured box.

On the left of the screen is a large picture of your current mouse pointer, this is where you do the editing. Select a colour and click in the edit box to see what happens.

Once you have a mouse pointer you are happy with you can click on "TEST" to see how it looks, the mouse pointer you are now editing with is your new pointer. If you want to try out your new pointer on your Workbench proper then select "USE" and your new pointer will be in use until you switch off.

If you do want your new mouse pointer to be used all the time then click on "SAVE". Don't worry though, you can revert back to the default mouse pointer by selecting "RESET TO DEFAULTS" from the EDIT **menu** at the top of the Pointer Editor screen.

A good place to start experimenting is with the colours. You will notice three colour sliders called RED, GREEN, BLUE. You can move the sliders to change the amount of each colour that is shown in each of the four colours in use. For example, Select a colour by clicking on it. Now whack the red slider to maximum and the green and blue sliders to minimum, you now have a nice bright red. Experiment is the order of the day here.

You may have noticed the four small pictures of the pointer in the middle of the screen, these are colour test cards, so you can see how well your mouse pointers colours work with each workbench colour, for example a dark

blue pointer will not show up very well on a black background, especially on a TV set.

If you get in a mess with the colours just click on "RESET COLOURS" and you will be back where you started.

Clicking on "CLEAR" literally clears the mouse pointer so you can design one from scratch.

The "SET POINT" button allows you to specify where the actual hot spot of the pointer is to be. The hotspot is the designated point on the mouse pointer that is used to tell the Amiga where the point of contact is to be.

In the norm it is the tip of the pointer, but you can have it anywhere.

View diagram

1.10 printer

THE PRINTER EDITOR

The Printer Editor allows you to customize your printer. You can tell the Amiga which **printer driver** to use and the paper size and margins that you wish to use. This editor deals with the text side of printing and not the graphical side, which is handled by the **PrinterGFX editor**.

Look at this picture first.

Using a printer on the Amiga is a bit of a black spot for beginners, there are books written specifically on this subject, the best being BSB books, **Mastering Amiga Printers**. I will be looking at printers and printing in a lot more depth in a future volume of this guide but for now we just want to know what the Printer Editor does.

On the left hand side of the Printer Editor program is a window that displays all the currently available printer drivers. If the selected driver is not one that you want, simply click on the correct one and then click on the **SAVE** button. Knowing which is the correct driver for your printer is sometimes a hit and miss affair if your printer isn't directly supported by name. As a general rule use an EpsonX printer driver which will work on nearly any printer, just to get you going. It may not bring out the best of your printers specific features but at least you can use it until you find out what the correct driver for your printer is by experimenting with all the different drivers on offer.

If you do not have the right driver available and you are using Workbench from floppy disk, then you will need to copy some drivers from your **STORAGE DISK** in to the DEVS/KEYMAPS drawer on your Workbench disk.

Here is a step by step guide:

First of all, please make sure you are using a BACKUP COPY of your Workbench disks, NEVER, EVER use the originals or you will regret it sooner or later, YOU HAVE BEEN WARNED!

- 1) Load Workbench
- 2) Double click on the DEVS drawer to open it.
- 3) Insert the STORAGE disk.
- 4) Double click on the Printers drawer to open it.
- 5) Drag the drivers you want to the Workbench disk's Printers drawer.

Now **load** up the Printer Editor and if all has gone well you should have the drivers on offer in the "Printer Type" window, click on a driver to select it then use "SAVE" to make it permanent.

Look at this diagram which may help.

Ok, presuming you have a working printer driver installed we will continue with our look at the rest of the Printer Editor.

The following options are there mainly for compatibility with older software as most of today's Word processors/DTP's/Text editors etc. let you control the printed output from within the program itself and overrides these settings. But just for reference here is a quick rundown:

"Printer Port"

Leave this alone, unless you have a very old SERIAL printer, Parallel is default and is used by 99.9% of all modern printers.

If you do need to select SERIAL just click on the **gadget** once to select it.

"Print Pitch"

There are three options here, PICA(10), Elite(12) and FINE(15-17).

The pitch number defines how many characters per inch horizontally.

This is hard to explain but basically using FINE will mean you can fit more text on to a sheet of paper than by using PICA. But of course your text will be printed smaller.

"Print Spacing"

This determines how much space you have between each line of text on your printed page. If you have 6 lines per inch spacing set on, as opposed to 8 LPI, then you will be able to fit a few more lines on a page.

"Print Quality"

"Draft" is for quick printouts or tests, for example when you are trying to suss out the correct printer driver, using draft wastes less ink, but of course the quality of the printout is low. "Letter", gives you a higher quality printout but takes more ink and longer to print.

"Paper Type"

The options here are single or continuous. Select single if you feed in your paper a sheet at a time or continuous if you use tractor fed paper.

"Paper Format"

Set this to Custom.

"Paper Length (lines)"

Set this to 66 if it isn't already.

"Left Margin (Chars)"

Set this to the amount of spaces you want your print to start from the left edge of the page.

"Right Margin (Chars)"

As above, but from the right side of the page.

1.11 pgfx

THE PINTERGFX EDITOR

The **Printer Editor** allows you to customize text printing and paper sizes while the PrinterGfx Editor allows you to control the printing of pictures, which is a whole new ball game. To enable you to enhance the quality of your printed pictures you are given control of various dithering options and even smoothing, which tries to eliminate "Jaggies" a term for the ragged edges in parts of some pictures. Take a look at the PrinterGfx Editor.

Dithering

There are three options here, Ordered, Halftone and Floyd-Steinberg. I find it virtually impossible to describe how these dithers work to you. All I can say is that each one tries it's best to print out your picture using a certain formula of patterns, experiment for best results.

Scaling

This allows you to change the size of the image to be printed. "Fraction" reflects the size you have set in the "LIMITS" **gadget**. "Integer" prints everything on the screen, pixel for pixel.

Image

This option only effects black and white pictures. "Positive" has no effect while "Negative" prints in inverse, white comes out black and black is printed as white.

Aspect

When set to "Horizontal" the picture is printed as it appears on screen, this is also known as portrait. "Vertical" also known as Landscape will print the picture sideways onto your paper.

Shade

Allows you to select what colours of your image are printed, not all these options may be available to your printer.

"Black & White" printed with no colour at all, even if the picture on screen is in colour.

"Grey Scale 1" Colours of your image are reproduced in varying shades of grey.

"Grey Scale 2" Same as GS1 but designed for use with the A2024 monitor.

"Colour" Image is printed in the colours it appears on the screen, if you have a colour printer of course.

"Threshold"

Ranges from 1 to 15 and allows you to dictate how much black or white is printed, the higher the setting the darker the picture, put threshold on 1 and half your picture will not come out, put it on 15 and it will probably be a mass of black ink.

"Density"

Not supported by some printers. Ranges from 1 to 7. The higher the value the crisper the print out but the longer it takes to print the image.

A case of quality versus speed.

"Smoothing"

 Smooths out jagged edges.
 "Centre Picture"

 Horizontally centres the printed picture on the page.
 "Colour Correction"

 Attempts to match the printed colours as close as possible to that of the colours displayed in your image. The number of colours in the "Colours" box reduces if you select either "Red", "Green" or "Blue", experiment.
 "Left Edge"

 The amount of margin you want from the left hand side of the page.
 Click on the box and type in the 10ths of an inch required, if any.
 Disabled if "CENTRE PICTURE" selected.
 "Limits"

 Here you can type in limits for the width and height of your printout.

1.12 pps

THE PRINTERps EDITOR

 This editor is only of relevance if you have a postscript laser printer. As an extremely small percentage of beginners are likely to own one of these costly beasts I will be skipping this editor bar a brief description. Take a look at this picture .
 "Driver Mode"

 Postscript or Pass through is available. In Postscript mode the driver converts any text to Postscript before being printed. Pass through doesn't.
 "Copies"

 The number of copies you want to print from 1-99.
 "Paper Format"

 Select Custom.
 "Paper Width" & "Paper Height"

Only available in "Custom" mode, Select the margins you desire.

"Horizontal DPI" & "Vertical DPI"

DPI stands for Dots Per Inch, these settings will dictate how good or bad your printouts are. Experiment.

"TEXT DIMENSIONS"

This is a cycle **gadget** that holds tons of features that may be looked at in more detail in a future volume. Again most of these settings are irrelevant anyway as the software you are using will allow you to control these settings from there.

1.13 smode

THE SCREEN MODE EDITOR

The Screen mode editor lets you select the display mode of your Workbench screen. Some modes require a monitor or extra hardware and are not available to TV users. Screen mode basically means the width and height of your screen in pixels and the amount of colours it uses.

It's best to experiment with which mode you are most comfortable with, though most users find the standard PAL Hires and four colour mode just fine, but that's the beauty of the Workbench you can change all that.

Experiment:

Load the Screen mode prefs editor.

Click on a display mode, the text on the left side of the screen.

Select the amount of colours you want your Workbench to support, the standard is four but you can use up to 256 colours, this has it's drawbacks though, the more colours you use the more memory Workbench consumes and the slower Workbench operates.

Click on USE to test out your new screen mode.

If you want to keep this new screen mode click on **SAVE** in the editor and it will be used as default, if you want to get back to your original screen mode then select the EDIT **menu** from the top of the screen and select "RESET TO DEFAULT".

See diagram

1.14 serial

SERIAL EDITOR

This editor is only of use if you own some hardware that makes use of the Serial port, such as a Modem, a Serial printer (unusual), Midi, or if you are attempting data transfer to and from different computers. As an absolute beginner I will assume that you will not be experimenting with such things at this stage so I will not waste too much time here. Another reason I may seem to be skipping this editor is that most programs that make use of the Serial port ignore it's settings anyway and allow you to control the settings from it's own interface . But just for the record I will take a brief look at it anyway.

First of all take a look at the editor in action View diagram

Baud rate: The speed of data transfer through the serial port, the number represents the amount of bits moved per second.

Input Buffer Size: An area of memory set aside for incoming data, the higher the Baud rate the bigger the buffer should be used.

Handshaking: Nearly always set to None. Allows unregulated use.

Parity: For detecting transmission errors.

Bits/Char: Usually set to 8 to match, Parity None. 8 bit to 1 char is standard.

Stop Bits: So the computer can interpret spaces between words.

There is very little point in trying to explain the above settings in detail as they mean nothing to the average beginner and any software or hardware that you use will either take control itself or give you details of how the Serial editor should be set up.

The only time I have used the Serial Editor was when I hooked up a **CD32** to my A1200, boy did I regret that! It takes an age to copy files across from CD to **hard disk**, go out and buy a **Zappo CD Rom** instead.

1.15 sound

THE SOUND EDITOR

Have you ever noticed your Amiga flash it's screen at you when an error has occurred in a application? Well, by using the SOUND EDITOR you can also make your Amiga sound an alarm type "Beep" or any sound you want, by way of

using a sound sample. This is all totally unnecessary to most of us of course, but it's there if you like that sort of thing.

If you do not want ANY sounds with the screen flash then just click on the box marked "make sound" to get rid of the tick, if indeed there is one there. Then **save** off your setting using the "Save" button.

You can also make sure there is no screen flash as well by clicking once on the "Flash Display" check box, not recommended really, or you could just select "Beep" and no flash, the choice is yours, decisions, decisions, huh!

Let's now look at the "Beep" option in detail. Using beep is better in some ways to using a sound sample as it takes up no extra memory and it's built into the system, so no hassles are likely to occur.

Load up the sound editor and make sure "Make sound" and "Beep" are selected. Set "Flash display" the way you prefer it, on or off (a tick signifies "ON" in all of these buttons by the way) Now turn up the volume on your T.V/Monitor/Hi-Fi or whatever and then click on "Test Sound" You will then hear a rather awful sound generated by the Amiga's internal hardware. You can adjust things to make the sound more pleasant using the "Sound Volume", "Sound Pitch" and "Beep Length" slider bars, just play about with these three until you have a reasonable sound. As usual, if you get in a mess just click on "Cancel" or select "Reset To Defaults" from the "Edit" **menu** at the top of the screen.

If you want your new sound to be used in future click on "Save".

Take a look at this picture .

If you want to use a sampled sound effect instead of the horrid beep then ensure that "Make Sound" is selected, Set the "Sound Type" **gadget** to "Sampled Sound" and then click on "Select Sample" this will bring up a **file requester** allowing you to choose a sound sample to load.

To try this out I used a very small IFF sound sample called HEY!.IFF, which I have put on this disk for you to experiment with.

If you are using Workbench from floppy disk then I would advise you to copy the HEY!.IFF sample to your main **Workbench disk** otherwise you will be asked to insert the disk containing the sample on it every time you load Workbench. Ok, you have selected and loaded a sampled sound, click on "Test Sound" to hear it, ahh that's better! You can mess around with the volume and pitch of the sample if you wish.

"Beep Length" is ghosted as it doesn't apply to sampled sounds of course.

If you want to keep your sample set up then click on "Save" as usual.

Take a look at this picture .

1.16 time

THE TIME EDITOR

The A1200 doesn't have a built in battery backed up clock as standard, but you can buy one for around £15 and fit it yourself into the trapdoor expansion slot located underneath your Amiga.

The Time editor is of little use unless you have fitted a clock.

In theory, when you set up the correct time and date for your clock you should never have to set it again, in practice there are many ways the clock can be upset so you could find yourself using this program quite often.

You can still use the Time editor to set up the correct time and date at the start of a long session and the Amiga will happily keep good time and even change the date, should you work past midnight, but once switched off the setting will revert back to it's default setting. View Diagram .

Why would I want to have the correct time and date anyway? You may ask.

Well, you could use the clock program found in the utilities drawer of your **workbench disk** for one, try it. Also if you make any changes to a file the Amiga will stamp the time and date to it making it easy to find the latest version of say a text file that you had created. To view the last changed datestamp of a file select it's icon and then select Information from the Icon menu at the top of the Workbench screen. View diagram .

1.17 wbpattern

THE WORKBENCH PATTERN EDITOR

This little program can really improve the look of your Workbench. You can use one of eight preset patterns or create your own pattern or even choose a picture to have as a backdrop on your Workbench screen.

This editor is extremely friendly and powerful and it should only take you a few minutes experimenting to suss it all out.

Let's take a look at using patterns first. The major advantage of using a Workbench pattern over a picture is that it consumes very little (if any) extra memory. There are eight patterns built in and ready for you to use by clicking on one of the patterns marked "Presets". Click on a pattern and then click on "Test" you will see the Workbench change

underneath the editor. When you have looked at all eight patterns click once on the **gadget** named "Placement:" it will then turn from "Workbench" to "Windows" This means that the next pattern you choose will come into effect inside any window that is open, try it.

The other "Placement:" option is "Screen" which I must confess, I cannot seem to make it do anything! Sorry about that!

Ok, if you are not happy using the preset patterns you can easily knock up your own. First of all click on "Clear" to clear the image grid. Now click on a colour from the four displayed and draw your pattern onto the image grid, you can use "Undo>" if you make a mistake. When you are ready click on "Test" or "Use". If you want to keep the pattern and use it then click on **Save**, Click here for pic .

Right, that's patterns out of the way, now pictures. First of all Choose your "Placement" mode as described earlier and then click on "Type" the gadget will change from "Pattern" to "Picture".

Now click on "Select Picture", a **file requester** will appear.

Choose a picture, preferably from your **hard drive**, if not, a floppy disk and click on Ok. Now click on "Test" or "Use". If you save the settings with a picture selected make sure the picture is available to Workbench. I.e. copy the pic to your **Workbench disk** and THEN set it up in the WBpattern editor or Workbench will either request the disk with the picture on it every time it loads or will report an error.

This example picture shows my Workbench using a small IFF brush with the AMIGA logo as a Workbench picture and the dark shading pattern inside the windows.

A lot of experimenting with different pictures are needed as I find most backdrops to be distracting.

Don't forget the usual **menus** at the top of the screen, the most useful being "Reset To Defaults" in case you get in a jam.

If you want to use a really nice 256 colour picture for example you will need to change your Workbench colours to 256 in the **Screen Mode** editor otherwise the pictures colours will be remapped to the amount Workbench is using, which can be pretty messy at times. Don't forget a 256 colour picture WILL take up quite a bit of memory.

1.18 harddisk

WHAT IS A HARD DISK?

A hard disk is used in the virtually same way as a floppy disk, the major differences being it's speed, size (capacity) and amount of partitions. A hard drive is FAST, and compared to floppy disks ANY hard drive is amazingly fast, typically 10 times faster at loading and saving files. Hard disks or hard drives if you like, come in a variety of sizes, ranging from about 20 megabytes up to X amount of Gigabytes, a Gigabyte equals 1000 Megabytes.

A hard drive will need to have Workbench installed on it so if you boot your machine without a floppy in the drive the hard drive will automatically load Workbench for you, this is a lovely sight the first time you see it, Workbench loading in about 25 seconds, WOW!

Workbench usually takes up about 7 meg or more of your hard disk space, so bare that in mind when choosing a size of drive.

If you think 7 meg is a lot for an operating system talk to a PC owner and they will cry into their beer, they are looking at around 40 meg+ for a slow archaic Windows/dos system.

When you buy a hard drive it will usually already have been formatted partitioned and Workbench installed for you. Most people worry about whether they will understand how to work a hard drive, there is little to it it's just like having another disk drive, albeit a good one.

Most hard drives will have two partitions, normally named Workbench and Work. Workbench holds the installed Workbench of course and this partition is made bootable. So if no floppy is found in the disk drive the Workbench partition of your hard drive will load up Workbench for you. The work partition is where you put all your programs and files etc. A partition is looked on by the Amiga as separate drive, which is good because if you had your work partition corrupted somehow the Workbench partition would probably still be ok and vice-versa.

A hard drive is the most essential add-on you can get for your Amiga, virtually EVERY aspect of your computing will be enhanced, trust me.

Anyone who has owned a hard disk will NEVER, EVER want to return to a floppy only based system. Workbench was designed for use with a hard-drive, that is why using Workbench from floppy disk can be such a nightmare at times.

ADVICE:

=====

When choosing a size of drive, buy the largest you can afford.
 Always backup your hard drive periodically, there are plenty of backup programs in the public domain as well as expensive commercial ones.
 Install a virus checker on your hard drive that automatically keeps an eye on memory and checks any disks inserted.
 Virus Checker by John Veldthuis is highly recommended,
 talk to a PD library to obtain an up to date virus checker.

1.19 presets

TELL ME ABOUT PRESETS!

Inside the Prefs drawer is another drawer called PRESETS, this is where the prefs **configuration** files are stored. If you **load** any Prefs program (except Time) it will have a menu bar at the top of the screen, we covered how to use this type of menu in great detail in **volume 1** so I won't go over old ground except to explain what the **prefs menu items** do.

1.20 prefsmenuitems

THE PREFS EDITORS MENU ITEMS EXPLAINED

Each prefs editor has a menu at the top of the screen, except the **Time editor**. Most of them contain the same items, here is a brief rundown of what they do:

PROJECT MENU

OPEN: Allows you to load a previously **saved** prefs **config** file.
 SAVE AS: Lets you save the current configuration in the name of your choice by way of a **File requester**

QUIT: Exits that particular editor and cancels any changes made.

EDIT MENU

RESET TO DEFAULT: Extremely useful. If you muck everything up, select this to reset everything in that particular prefs editor to how it originally was. Don't forget to save this new default setting if you wish it to be permanent.

LAST SAVED: Returns the editors settings to the last setting you

saved, if any.

RESTORE: Returns the editors settings to the state it was when you first loaded it in that particular session.

SETTINGS MENU

Create icon: When you save a configuration it is placed in the **PRESETS** drawer, if you want to you can have an icon assigned to it which will allow you to run the configuration by double clicking on it.

1.21 extras

THE EXTRAS DISK

The second most important disk in your Workbench set is the Extras disk. If Workbench is installed on your **hard drive** this won't mean much to you as Extras is not visible as such, so don't worry.

On the Extras disk you will see three drawers:

Prefs: This is where the 15 preference editors we are studying are kept.

Tools: As you would expect some Tools, or utilities if you prefer, are in here including the calculator, icon Editor and Show Config(nout to do with the prefs configs by the way).

The contents of this drawer will be the subject of a future ABGTWB3 volume soon.

System: This drawer holds the Intellifont utility also to be covered soon.

Click here and take a peek.

1.22 load

ABOUT LOADING

Loading disks:

The majority of floppy disks will auto-boot, which in a nut-shell means insert the disk in your internal drive and switch on your computer, the disk will load and run itself. Sometimes the disk may load up it's own Workbench In which case you will need to double click on the disk's icon to open it and then double click on a programs icon to run it.

If the disk is not auto-booting and/or does not load a Workbench then load

your Workbench disk and insert the disk in your internal drive. Double click on the disks icon and double click on the desired program to run it. If no icons are visible try using the SHOW-ALL/FILES option from the Window menu at the top of the Workbench screen.

If you still cannot run a program, try launching it from the Shell or by using the Execute command option from the Workbench menu.

In a nut-shell:

Double click on a icon to load a file.

1.23 f1

WHO ARE F1 LICENCEWARE?

F1 are an small independent company dedicated to bringing our customers high quality and exclusive Amiga software for a reasonable price.

We are also dedicated to making sure the programmer of that product receives just reward for his/her work. F1 pay 25% of EVERY sale to the programmer. Not only that we care about YOU, our customers, we give one of the fastest reply services possible, you will usually receive your order within 48 hours.

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F1 Licenceware

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* NO PERSONAL CALLERS PLEASE, PHONE FIRST, AT LEAST! *

1.24 licenceware

WHAT EXACTLY IS LICENCEWARE?

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Licenceware is NOT Public Domain. It is copyright the author and you must not copy or give it to anyone else as this is illegal and can lead to

prosecution. If you copy and give away or sell Licenceware then you are breaking the copyright laws of this country. You are in-effect stealing from the author.

Every time you buy a Licenceware product the author of that product will receive a royalty, 25% of the retail price.

Licenceware is a lot cheaper than it's commercial equivalent because it does not come in fancy boxes or printed manuals. Any Licenceware product you buy off F1 or it's distributors will have full instructions, either in the program itself or in a text file and come with an official label.

EVERY F1 DISK YOU BUY SHOULD HAVE THE OFFICIAL F1 BLUE AND WHITE LABEL ON IT, IF NOT THEN PLEASE REPORT THIS TO F1 IMMEDIATELY, STATING WHEN AND WHERE YOU BOUGHT IT, IN STRICTEST CONFIDENCE.

P.S The Amiga magazines are driving us crazy by calling Licenceware, P.D, it IS NOT, the mags are using the term P.D in a very generalized sense, So much so that beginners/newcomers to computing will/do find it very confusing.

All of our products are exclusive to F1 and our distributors, you cannot legally buy it anywhere else. F1 hold the Worldwide exclusive rights to distribute each and every product we sign up and only F1 and our officially appointed distributors are allowed to sell them.

1.25 config

WHAT'S A CONFIG FILE?

A config file is simply a file that is read in by a program to determine how it should be set up (configured). If you alter any part of one the prefs editors, for example, and **save** it's configuration the next time Workbench loads the new Workbench setting will be activated.

Workbench saves these config files into the **Presets** drawer automatically but you can save them anywhere accessible if you want to.

You can run a config file by double clicking on it's icon, it will only have an icon if the @ { " Save with Icon " link prefsmenuitems } menu item is active.

1.26 save

HOW TO SAVE A FILE

As far as saving preferences files go, simply click on the SAVE button.

The editor will overwrite the default setting with your new settings.

Only do this on a copy of your Workbench. If you want to SAVE your own separate **config** files select SAVE AS from the Project **menu** and a **file requester** will appear. You can now type in a name for your file, for example, MYprefs, and click on Ok. If you wanted to run your MYprefs file you just double click on it and the new settings will take place. Don't forget to have the CREATE ICON item selected in the SETTINGS menu at the top of the screen so that it creates an icon for you to double click on, otherwise you will have to run the file from the shell.

1.27 **wbset**

THE WORKBENCH DISK SET

With you Amiga you should have got at least five disks and some manuals. The five disk set comes in a little cardboard wallet. These are your Workbench disks, look after the originals by making a copy of each disk, store the originals in a safe place and only ever use the copies to work on, especially at this stage of your Amiga career. If you don't take this simple precaution you WILL regret it, sooner or later, trust me, it's most definitely worth the time and trouble.

Disk 1, Amiga Workbench Version 3.0

This is the big daddy of the five disks, this is the disk that you will use the most, this is the disk you boot from to load in Workbench.

Use : Booting the Workbench system

Disk name : Workbench3.0:

Capacity : 89% full

Space free : 97k

Visible icons: Prefs, Utilities, WBStartup, Expansion, System, Devs.

Disk 2, Amiga **Extras Version 3.0**

Use : Holds the stuff that couldn't be onto disk 1.

Disk name : Extras3.0:

Capacity : 69% full

Space free : 273k

Visible icons: Prefs, Tools, System.

Disk 3, Storage Version 3.0

Use : Used to store driver files and other odds 'n sods.

Disk name : Storage3.0:

Capacity : 45% full

Space free : 483k

Visible icons: Datatypes, DosDrivers, Keymaps, Printers, Monitors.

Disk 4, Amiga **Fonts Version 3.0**

 Use : Holds font files, this disk requested by Workbench & a few other applications, like Dpaint, when required. This only applies if you are using Workbench from floppy disk.

Disk name : FONTS:

Capacity : 59% full

Space free : 356k

Visible icons: None.

Disk 5, Locale Version 3.0

 Use : For setting up the language used by the system.

Disk name : Locale:

Capacity : 83% full

Space free : 150k

Visible icons: None.

@{ "See picture " system " Showpic disks.iff" }

FURTHER INFORMATION:

 The paper wallet your Workbench disks come in has space for six disks, but you only get five, so don't go thinking you have a disk missing.

1.28 fontsdisk

ABOUT THE FONTS DISK

 The Fonts disk comes as part of the five part **Workbench disk set**

It contains, as you would expect it to, fonts.

You may have noticed that the Fonts disk is only 59% full? Well that means you could add some fonts of your own to the disk, you are using a backup copy of the disk I hope?

Generally Fonts don't have Icons associated with them as there is no need for it as you can't run them as such and they are only going to be used by another program. So if you have a disk containing some fonts that you

would like to use on your Fonts disk then here is what to do:

Insert your Workbench Fonts disk and double click on it's icon to open a window.

Use the "Show All Files" and "View By Name" options from the window menu at the top of the Workbench screen so you can see the files on the disk.

Insert the disk you want to copy some new fonts from, open it. and show all the files as described above. The disk may have the fonts stored in a drawer called FONTS.

Now drag the new font files over to the Workbench Fonts disk and drop them.

The new fonts will be copied.

FURTHER INFORMATION:

A font consists of more than one file, in fact a font comes with a drawer with files in it and a seperate file:

Topaz Drawer

Topaz.Font 264

You will need to drag the drawer as well as the .font file to copy fonts successfully to another disk. Inside the drawer are the data for the different sizes that particular font uses. In some cases it's only 1 in other cases it could be as many as six or more.

When you drag a drawer across for copying the contents are automatically copied as well so you don't have to open the drawer and drag all the individual files as well, thankfully.

1.29 indexv1

INDEX TO TOPICS COVERED IN VOL 1

With a VERY brief explanation

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WHAT IS THE SHELL?
WHAT IS WORKBENCH?

1.30 about

Selecting About displays a requester showing you the version number of Workbench and Kickstart installed in/on your system.

This does the same as typing VERSION into the shell.

1.31 bdrop

Selecting Backdrop from the Workbench menu basically means whether or not you will have a window around your Workbench screen.

1.32 cleanup

This is an extremely handy option, use it regularly. Personally I would of called it TIDY UP, but there you go! What it does is rearrange the icons of the currently selected window, simple as that, but effective.

1.33 close

Virtually the same as Open Parent except this closes the currently selected window. It's a lot easier and quicker to just use each window's CLOSE gadget, located at the top left of any window, click on it once with the left mouse button.

1.34 copy

The Workbench COPY is pretty bad really and most people who get to know Workbench use a nice friendly P.D copier, I recommend Super-Duper copier available from ANY P.D library in the universe for a few quid.

1.35 delete

Delete performs the exact operation you would expect, it deletes files. All you need to do is highlight an icon and then select "Delete" from the Icons menu.

1.36 drawers

Drawers come in real handy. You can create as many drawers as you want on a disk and call them what you want. For example we could create ten drawers and name each drawer to reflect it's contents , for example say we had 100 pictures, 10 of each of these subjects, CAR_PICS, TRAIN_PICS, BOAT_PICS, PLANE_PICS, etc.. We could then drag the ten pictures for a certain category into their corresponding drawer, making it neater and easier to locate a certain file.

1.37 emptytrash

The Trashcan is just another way of Deleting files. The bonus of using the Trashcan is that files are not deleted immediately, they are stored ready for deletion by you later. If you "Empty Trash" then any files you have previously dragged to the Trash Can for deletion will now be deleted proper, you will NOT be able to retrieve any files after this operation.

1.38 excomm

How do you run a program that does not have an icon?

The general answer to this question is to use the Shell, however there is another way, using the EXECUTE COMMAND... item from the Workbench menu. Simply select Execute Command, type in the path and the programs name then click on Ok.

1.39 format

To be able to copy your files such as text, programs and pictures to a disk it first needs to be formatted. When you buy a new disk it is unformatted so before it can be used on the Amiga you need to format it.

1.40 h

See Vol 1 for the hints and tips as this vol has it's own.

1.41 highlight

To highlight an icon is simplicity itself, just click on the desired icon once with the left mouse button. If you look at the icon it will now be inversed. I have also used the term highlight when talking about selecting a menu item, when the menu item has inversed (turned black) this means it is highlighted.

1.42 icon

An Icon represents a file on your Workbench screen. It is, in effect, a small picture. An Icon is a separate file in itself, but can be manipulated using the Information option from the Icons menu.

1.43 info

Highlighting any icon and selecting "Information" from the Icons menu will display status information relevant to the disk or file in question. Some of the data can be changed and then saved within the icon.

1.44 leaveout

This is a handy little option that allows you to leave an icon out on the screen. This is useful if you have a program that you use a lot, it saves you from having to search out the icon as it's already there sitting on the Workbench screen just waiting to be double clicked on.

1.45 Imess

This one literally re-displays the last message that was printed in the menu bar at the top of your screen. If you select it, it will become apparent. This is another virtually useless menu option, so don't go worrying about this one Ok.

1.46 memory

Memory is a term used to describe storage space inside a computer. There are many different types of memory, but at this stage of the tutorial I will just mention the two most important, RAM and ROM. ROM stands for Read Only Memory, and this is fixed inside your computer.

It can't be written to, it can only be read, as the name would suggest.

This part of your Amiga is only of direct interest to programmers and a beginner needs to know nothing about ROM at this stage, suffice to say that a part of the Amiga's operating system resides there called Kickstart.

RAM stand for Random Access Memory, this is memory that we **load** programs into. A standard Amiga A1200 has two megabytes of Chip Ram.

Chip Ram is memory accessible by the Amigas custom chips and the processor. It is also used to store graphics and sounds. It can be used by programs too but is slow.

You can increase the amount of memory in your Amiga by fitting a RAM upgrade, this will be Fast RAM.

Fast Ram is memory that is only accessible by the main processor. This is where most programs are stored and tend to run a lot quicker than from Chip Ram, hence the name.

For the absolute beginner this is all academic, you do not need to understand anything about memory at this stage.

1.47 menus

Menus can usually be found at the top of the screen in a bar.

To access the items in a menu hold down the right mouse button and move the mouse over the title bar. A list of headings will appear move the mouse pointer down a list of items, notice how each item is highlighted as your pointer moves over it. When you have highlighted your desired item release the mouse button.

1.48 mouse

The mouse is a great tool used by you to communicate with your Amiga.

The operation of a mouse is simplicity itself, though first time users of a mouse tend to find the concept hard to get used to. After a few hours of use though even a child can handle a mouse with ease.

1.49 multitasking

Multitasking will be fully covered in a future volume. Basically, multitasking is the ability of a computer to run more than one program simultaneously.

1.50 newdrawer

This is a very useful option, it allows you to easily create a new drawer on any disk, complete with an icon and your choice of name.

1.51 open

Using OPEN from the Icons menu is exactly the same as double clicking on an icon with your mouse, nobody uses this menu item as it's just so much easier to double click instead.

1.52 oparent

OPEN PARENT isn't an option you should worry about too much. Basically it allows you to step back through nested directories and drawers if you get in a tangle. For example, you may have opened a drawer and inside that there is another drawer and inside that another drawer and inside that.etc.

Using OPEN PARENT you can step back a directory at a time.

Realistically it's a lot easier and quicker to just use each windows close gadget, located at the top left of any window.

1.53 pd

Public Domain (P.D from now on) is an incredible concept, a programmer spends weeks, months or even years writing a program and then GIVES it away to all you fellow users! Sounds unbelievable I know, but it's true.

As you know Volume 1 of this tutorial is in fact P.D, I released this into P.D as a form of free advertising and to gauge by feedback if it is worth my while to continue with this series.

Now you may be thinking there must be a catch, well, you don't actually get it for nothing if you go to a PD library, you have to pay a small handling charge, normally between £1-£2 per disk, although there are libraries who charge anything up to £4 a disk. If you have paid more than £2.50 for a PD disk then look elsewhere.

I recommend 17 Bit Software as the best all round library in the UK, they are not the cheapest at £1.50 a disk but the service is exceptional and you get your order fast, with a friendly service, end of plug.

1.54 putaway

This put's away a previous icon left out on the Workbench by using the Leave Out item.

1.55 quit

Will exit Workbench and leave you stranded. You will not be able to QUIT from Workbench while any Workbench programs are running. A very forgettable option and virtually useless to beginner and expert alike.

1.56 ramdisk

The Ram disk is always available if you have loaded Workbench. Using the Ram Disk is like having an extra disk drive, except it's super fast. The Ram disk, as it's name would suggest uses your Amiga's memory as if it was a disk, and it's size is only limited by the amount of free memory you have available. It's main use is as a temporary storage place for files. If you look carefully you will find Workbench itself uses the Ram Disk to store odds and ends for it's own purposes.

1.57 rdall

Not much to explain here except that REDRAW ALL updates all open windows on the Workbench display and redraws them, useful if some program upsets the display, otherwise another menu item not worth worrying about.

1.58 rename

To RENAME an icon, first click on the icon to be changed to highlight it. Selecting RENAME from the ICONS menu at the top of the Workbench screen allows you to change the name of ANY visible icon on the workbench screen. You can change the name of drawers, files or a disk.

1.59 resetwb

This option is for simply resetting your Workbench to it's default settings, in other words, the same as if you had just booted up your Workbench. This menu item is rarely used.

1.60 scots

Say you wanted to select a lot of icons all at once for an operation? For example, let's say you had sixty files on a floppy disk and that you wanted to delete, Just use Select Contents and all the files will be highlighted ready for an operation, if you wanted to delete then all you would just select Delete once and the operation would be carried out on all of the files in one go.

1.61 scuts

To the right of some items in menus are key short-cuts. Most of these short-cuts usually start with the A Amiga key symbol, this key is located on the direct right hand side of the space bar on your keyboard. To use the short-cut you must press and hold down the Amiga key and then press the corresponding key next to it, for example the short-cut to use the Open item in the Icons menu is Amiga O, so you press and hold the Amiga key and then press O.

1.62 selectall

To select or an icon you need to click on it once with the left mouse button. But say you wanted to select a lot of icons all at once for an operation like delete? Choosing Select All will highlight all the icons in the current window, you could then select Delete to delete them all in one go.

1.63 show

In normal, everyday use, using the default Workbench setting of showing icons only is fine, it saves a lot of useless files being displayed and cluttering up the screen. Any file that does not have an .info file associated with it will not be displayed in this mode. Selecting Show and then All Files from the sub-menu will display all files, even those without an icon.

1.64 showall

In normal, everyday use, using the default Workbench setting of showing icons only is fine, it saves a lot of useless files being displayed. Any file that does not have an .info file associated with it will not be displayed in this mode. Show> Only Icons is default and Show> All Files does just that.

1.65 sshot

SNAPSHOT allows you to save the position of the selected icon(s). once snapped they will always reappear in exactly the same position. Why? So you can customize your disks and Workbench and make it look tidy.

1.66 snapshot

After using Clean Up, you may want to make the new positions of the icons and may be even the window, permanent, if so, then SNAPSHOT will do the trick.

1.67 trashcan

You can use the Trashcan as a temporary store for files you want to delete. Once stored in the Trashcan files are quite safe until you either turn off your Amiga (or reset it) or if you use Empty Trash EMPTY TRASH then deletes the contents of the TRASHCAN forever.

1.68 usshot

This undoes a previously Snapped icon. See Snapshot for more info.

1.69 update

This is the baby brother of Update All found in the Workbench menu. Where UPDATE differs from Update All is that it only updates the selected Window and so is faster. If you make changes to the contents of a window through the Shell or the Execute Command menu item, you may not be able to see any changes you have made unless you close and re-open that window. Selecting UPDATE will UPDATE the contents of the Window without you having to close & re-open it. It's a matter of personal preference, personally I find it faster to open and close the window myself.

1.70 udall

UPDATE ALL is very similar to Update. UPDATE ALL re-opens ALL currently opened windows on the Workbench screen, updating their appearance. So, if for example, you had been using a program such as the Shell that changed the contents of a window, Update All would reflect the new contents as Workbench only updates the window display when needed and quite often will not reflect the true contents of some windows.

1.71 vby

View By, lets you control the appearance of files in your windows. View by name allows you to see and manipulate files without an icon.

1.72 viri

A virus is just a small program, written by a bored/nasty programmer and meant to cause us users a lot of hassle and sometimes money.

There are hundreds of different "strains" of viri on the Amiga.

Basically there are only two types of virus prevalent on the Amiga, Link and Boot. I will cover Link viri next volume, but here I will tell you about Boot viri as they are the most common of the two.

* Always keep your floppy disks write protected at all times, only write enable them when absolutely necessary.

* Use an up to date virus checker on any new disk you get before running the disk proper.

* This is a very important subject, please read the full story in vol 1.

1.73 path

A path, as far as the Amiga and most other computers are concerned is a route leading to the location of a desired file.

1.74 shell

The SHELL program can be found in the System drawer of your Workbench disk.

Double click on the SHELL icon and a window will open and a cursor will await your command. A future volume will explain the Shell in detail.

1.75 wbench

Workbench is not your enemy, though at first it may seem to be, it's there to help rather than hinder. Just try using Windows on a PC computer to see what life without a DECENT Graphical User Interface (G.U.I) is like.

Workbench is basically a set of programs, some stored in Rom, and most stored on disks (floppy or hard). The great part of this set up is that to upgrade the system just mean getting a new floppy rather than a new chip. This also leads to a very flexible system that can be customized to the users preference. Totally new programs can also be bolted on at

will. Workbench allows you to communicate with the inner workings of you Amiga via mouse and keyboard, without Workbench, or a similar program, you would need to be a programmer or use lots of separate programs to do simple things like copy files and format disks.

1.76 windows

Windows are areas that you can open/close/move and size. A window usually holds icons.

1.77 write

A floppy disk can be in two states, write protected and write enabled.

If the disk is write protected it cannot be formatted, files cannot be deleted from it or saved to it and best of all viri cannot infect it!

If the disk is write enabled it can be formatted and written to.

When you purchase a new disk it is usually write enabled, to write protect it locate the write protect tab and close it using your finger nail or a pointed implement such as a pen or small screwdriver.

1.78 help

HOW TO OPERATE THIS PROGRAM

This tutorial uses Commodore's AMIGAGUIDE document displayer. The reason for using this software is that it allows interaction of words and pictures, amongst other things.

! USE THE UP & DOWN **ARROW KEYS** TO SCROLL UP AND DOWN THIS TEXT SCREEN !

Along the top of the screen you will see a line of buttons as follows:

CONTENTS INDEX HELP RETRACE BROWSE < BROWSE >

If you click on the CONTENTS button with the left mouse button you will be returned to the main menu screen, the place where this program started.

CONTENTS will be ghosted if you are already in the CONTENTS screen.

The INDEX button is not used in this tutorial.

HELP, well, you are reading this so you know what that does!

Clicking on RETRACE will literally RETRACE your steps through this guide.

For example, let's say you clicked on the COPY button, read that, then

clicked on the FORMAT button, retrace would take you back

to COPY and RETRACE again would take you back to the CONTENTS screen.

RETRACE is very useful because in most texts I have used buttons on key words that you can click on to get a full explanation of that term. When you have finished reading the definition of that term just use RETRACE to go back to the exact place in the previous text that you came from. Incidentally there is no RETRACE in this particular file as it's a separate database file from the main menu, that's why it has opened a new window. You can in fact click on the top left hand **gadget** of this window (The one next to the word help) to exit back to the main menu. DO NOT click on the gadget in the top left hand corner of the screen (The one next to ABGTWB3 VOL 2) as you will exit this program, if you do then you will have to turn your Amiga off and re-load.

BROWSE <, Clicking on this will let you BROWSE through the pages of text in this whole document one by one. BROWSE < takes you backward.

If you want to PRINT out any part of this tutorial you can select PRINT from the pull down menu at the top of the screen.

To do this first make sure your printer is on line and ready. Hold down the right mouse button and move the mouse pointer to the top left hand of the screen. Move the mouse pointer to the word PRINT and then release the mouse button. This disk is set up for a standard Epson printer, so should work on most machines.

Don't forget that most texts are longer than the visible screen, keep an eye on the blue meter bar on the right hand side of the screen, click on the up and down arrows to scroll through the text. Alternatively you can drag the bar up and down with your mouse or even easier use the arrow keys, it's up to you.

If you click on a button that displays a picture, just click the right mouse button to exit the picture and return back to the text.

Now click on the CONTENTS button at the top of the screen for the main menu. Good luck..

1.79 map

MASTERING AMIGA PRINTERS

A very good book, though a bit pricey, will solve all your printer problems and then some. The book covers Dot Matrix, Ink-Jet and laser printers and is applicable to all Amigas.

Author : Robin Burton

Publisher: Bruce Smith Books

Price : £19.95

Pages : 330

ISBN 1-873308-05-1

Highly recommended.

1.80 pdriver

WHAT IS A PRINTER DRIVER?

A Printer Driver is a small program that allows a printer to understand your Amiga. The software you are using sends it's commands to the Printer driver who in turn tells the printer what to do in a form it can understand.

If the wrong Printer Driver is used some of the commands may work and others may not work at all, sometimes the printed result will be a mish-mash of garbled text if the driver is completely wrong.

Printer Drivers are kept in the DEVS/Printers drawer on your Workbench disk.

1.81 cd32

THE AMIGA CD32

The Amiga CD32 is a games console. Inside the CD32 is the guts of an Amiga A1200. A standard CD32 can only run CD software, but there are plenty of add-ons available, for example you can add a keyboard, **hard drive** and floppy disk drive, which is quite costly, but you will then have an A1200 and CD rom drive in one. If you have a CD32 and an A1200 you can link them up using a Serial connector and some software called Parnet.

If you want to transfer files between the CD32 and the A1200 you will very disappointed when you see that it takes about 10 minutes to copy a disk across. personally I prefer the **Zappo CD Rom** linked to my A1200, it's faster, much faster and used in conjunction with a hard drive it becomes a part of your Amiga without getting in the way, brilliant.

1.82 zappo

THE ZAPPO CD ROM DRIVE

The Zappo Cd Rom is a brilliant device. For £200 or less you can connect the Zappo to your Amiga and read CD's as if they were floppy disks.

With the Zappo you have about 75% compatibility with **CD32** software and the benefit of it being very fast at transferring files from CD.

I use my Zappo mainly for accessing Public Domain compilation CD's, for

around £20 you can get up to 1000 disks of pd on a cd, now thats what I call value. So for about £300 you could start a PD library containg 5000 disks.

Other benefits of owning a CD drive are that you can play normal music CD's on it, View Kodak Photo images on it, and even access CD's made for the P.C computer, though you can't run P.C software without an emulator you can get at text files and pictures and port them to your Amiga.

Using the Zappo without a **hard drive** is a bit tiresome, but still worth it. With a hard drive the CD rom becomes part of your system and I think is the best peripheral I have ever bought for any computer, well, next to a hard drive I suppose!

1.83 kboard

THE KEYBOARD

The Amiga keyboard is a fairly standard QWERTY type affair. However there are a few keys that are not made very clear as to their identity.

The Amiga keys:

There are two of them (Left Amiga and Right Amiga) and they are used mainly as a type of shift key for key short-cuts in menus. They also play a part in their use as part of a key sequence that allows you to do a warm reset of your Amiga, this cuts the power for a second and re-boots your Amiga, it's not as effective as switching off from your power supply as a lot of memory remains intact, thus allowing viri to stay in your machine and infect any unprotected disks or your **hard drive**. The key sequence to do a warm reset is: Hold down LEFT AMIGA, RIGHT AMIGA and CTRL.

The Shift keys:

Are used to access a second set of characters on your keyboard. As an example pressing the "3" on it's own will print a "3" with either shift key held down the "3" key will produce a "£", if you have the GB **keymap** installed correctly. There are two shift keys marked with upward pointing arrows and they perform the same function as each other.

The CTRL key:

Short for Control, Is just another type of shift key.

Return:

Why they don't just put the names on these keys I don't know? This is a very important and commonly referred to key, rather than explain it's position here look at the keyboard diagram below.

Enter:

Do not confuse this with Return, some people do, even programmers.

This one is actually marked "Enter" and can be found on the numeric keypad.

Keyboard diagram

FURTHER INFORMATION

The numbers keys on the main keyboard do NOT usually have the same effect as the numbers keys on the numeric keypad.

There is a blank key next to the left Shift key. In case you are wondering it has no purpose or function.

1.84 rband

RUBBER BANDING

Rubber Banding is a technique I forgot to mention in [Volume 1](#).

It allows you to select multiple Icons (More than one at a time) by dragging a rectangle around any amount of Icons.

You achieve this by starting at the top left hand corner, holding down the left mouse button, drag the mouse pointer to the bottom right of your clump of icons. As you are doing this you will see a box drawn, when you release the mouse button ALL of the icons contained in your box will be selected, you can then carry out an operation on all the selected icons in one go. For example you could select delete and they will ALL be deleted.

If you hold the [shift](#) key down you can actually drag all of the selected icons around the screen, a good way of copying lots of files in one go. Take a look at this Diagram

1.85 freq

HOW TO USE A FILE REQUESTER

Sooner or later you are going to need to [save](#) or [load](#) a file,

whether it be a preferences setting or a picture you have drawn in your paint package. File requesters are all broadly similar and I have chosen to describe the one that is used in the **Sound Prefs** editor, it is accessed from the menu bar at the top of the screen.

Please remember I am not just referring to the Prefs editor, you will find file requesters in many programs.

Loading

To load a file using a File Requester is pretty straight forward.

Once the file req is on screen click on "Volumes" this tells the requester to list all currently in use volumes, a volume is a disk, floppy or hard.

Let's presume you want to load a picture into your art program from a disk you have in DF0:, Click on Volumes and then double click on DF0: in the file window, the contents of the disk in DF0: will now be listed.

All you have to do now is click on the name of the file you wish to load, let's presume it's called "mypic.iff" and then click on "OK", sometimes there maybe a **gadget** called "Load" which is the same thing.

Your file will then be loaded into your art program and you will be returned back to the art program.

Saving

Let's carrying on presuming. You make a few alterations to "Mypic.iff" and now wish to save it back to disk. Select save from the menu and when the file requester appears click on "Volumes" then DF0:, this may not be necessary as some file requesters are quite intelligent and remember what you are doing. To save your file you could type in "Mypic2.iff" and "OK" and you would have both versions of the picture on disk. If you wanted to overwrite the old version just call it the same name.

This Diagram should make things a bit clearer.

FURTHER INFORMATION

You can double click a file to load it from the file window, it's faster.

In some file reqs pressing the right mouse button is the same as "Volumes"

If you see an underlined letter of a word this means you can press that particular key on your **keyboard** to access that function, for example if V in the word "Volumes" was underlined just press V.

1.86 gadgets

A FEW MORE GADGETS

In [Volume 1](#) we looked at the Windows gadgets, here we take a quick look at some other gadgets.

This Diagram says it all really.

To use a button gadget you simply click on it once with the left mouse button.

A Cycle gadget literally cycles between two or more options, click on it once and the gadget will change click on it again and it will change to the next item if there are more than two, if not it will "cycle" back to the first item and so on. The item you leave the cycle gadget on is the one you have chosen to be selected. A good example can be seen in the [PrinterGFX](#) prefs editor.

A text gadget allows you to type in text or numbers. Click on the box and type in your desired text or amount.

1.87 arestaure

ARESTAURE

This small, fantastic, life saver of a utility allows you to retrieve files that you may have accidentally deleted. It is very easy to use and works just as well on floppies as [hard drives](#). It has saved my life more than once over the last year I can tell you. To [load](#) Arestaure just double click on it's icon, when it's loaded click on the device you want Arestaure to search on, DF0: for example. When Arestaure has finished reading the disk you will get a "No files found!" message or a file selection box filled with files that can be retrieved, use the scroll bar to sift through the files and click once on the one's you want to get back. Click on OK when you are ready and Arestaure will put the recovered files in the Ram Disk: in a drawer called "T". Exit Arestaure and open the "T" drawer in the Ram Disk: and your files will be there, you can now drag and copy the files to where you need them. See Screen Shot of Arestaure.

FURTHER INFORMATION

If you delete a file DO NOT [save](#) anything onto that disk as a deleted file is only recoverable as long as a part of it is not overwritten on the

disk, you see when you delete something it isn't actually delete only it's name is deleted, then it just gets gradually overwritten by other files.

Don't forget you can only retrieve a certain amount of files in one go due to memory restrictions. Because Arestaure uses the Ram Disk: (Which is in fact memory) you can't, for example undelete a file 3 megabytes long if you only have 2 meg of memory.

Please read the documentation for Arestaure BEFORE using it!

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1.89 ver

THE ABSOLUTE BEGINNERS GUIDE TO WORKBENCH 3

V1.2

19/03/95

29/10/95

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