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##################################################
#       File:           Topics
#
#       Contains:       Topics for Macintosh Guide Database
#
#       Coded by:       Kay Burnett, James Miyake, Shemin Gau
#       Content by:     Jose Arcellana, Jeremy Hewes
#
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#
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#
#       Topics Screen  Definition
#       The Topics screen information for the Access window is defined in a hiearchtical list
#
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<TOPIC AREA>"Reviewing the Basics"
    <HEADER>   "How do I"
        <TOPIC>   "review the basics?" , "How do I review the basics?"
        <TOPIC>   "use icons?" , "How do I use icons?"
        <TOPIC>   "use menus?" , "How do I use menus?"
        <TOPIC>   "use windows?" , "How do I use windows?"
        <TOPIC>   "use Macintosh Guide?" , "How do I use Macintosh Guide?"
        <TOPIC>   "turn off the computer?" , "How do I turn off the computer?"
    <HEADER>   "Definitions"
        <TOPIC>   "active window" , "Definitions active window"
        <TOPIC>   "desktop" , "Definitions desktop"
        <TOPIC>   "document" , "Definitions document"
        <TOPIC>   "file" , "Definitions file"
        <TOPIC>   "Finder" , "Definitions Finder"
        <TOPIC>   "folder" , "Definitions folder"
        <TOPIC>   "Launcher" , "Definitions Launcher"
        <TOPIC>   "program" , "Definitions program"
        <TOPIC>   "Trash" , "Definitions Trash"
        <TOPIC>   "window" , "Definitions window"

<TOPIC AREA>"Working with Programs"
    <HEADER>   "How do I"
        <TOPIC>   "save my work?" , "How do I save my work?"
        <TOPIC>   "open a program?" , "How do I open a program?"
        <TOPIC>   "quit a program?" , "How do I quit a program?"
        <TOPIC>   "open a program automatically?" , "How do I open a program automatically?"
        <TOPIC>   "switch between programs?" , "How do I switch between programs?"
        <TOPIC>   "copy an item between programs?" , "How do I copy an item between programs?"
        <TOPIC>   "open an unknown item?" , "How do I open an unknown item?"
        <TOPIC>   "get help for a program?" , "How do I get help for a program?"
        <TOPIC>   "make a program easy to find?" , "How do I make an item easy to find?"
        <TOPIC>   "bring a window to the front?" , "How do I bring a window to the front?"
        <TOPIC>   "hide or show windows?" , "How do I hide or show windows?"
        <TOPIC>   "adjust window shrinking?" , "How do I adjust window shrinking?"
        <TOPIC>   "find out which programs are open?" , "How do I find out which programs are open?"

<TOPIC>   "change a program's memory size?" , "How do I change a program's memory size?"
<TOPIC>   "make more memory available?" , "How do I make more memory available?"
<TOPIC>   ""rebuild the desktop"?" , "How do I "rebuild the desktop"?"
<TOPIC>   "check how much memory I'm using?" , "How do I check how much memory I'm using
<TOPIC>   "open the Launcher?" , "How do I open the Launcher?"
<TOPIC>   "add or remove an item in the Launcher?" , "How do I add or remove an item in the La
<TOPIC>   "limit access to programs and files?" , "How do I limit access to programs and files?"
<TOPIC>   "avoid switching out of a program?" ,"How do I avoid switching out of a program?"
<TOPIC>   "allow program linking?" , "How do I allow program linking?"
<TOPIC>   "manage Power Macintosh memory?" , "How do I manage Power Macintosh memory?
<TOPIC>   "write notes while using any program?" , "How do I write notes while using any progra
<HEADER>   **"Definitions"**
    <TOPIC>   "active program" , "Definitions active program"
    <TOPIC>   "active window" , "Definitions active window"
    <TOPIC>   "directory dialog box" , "Definitions directory dialog box"
    <TOPIC>   "Finder" , "Definitions Finder"
    <TOPIC>   "icon" , "Definitions icon"
    <TOPIC>   "Launcher" , "Definitions Launcher"
    <TOPIC>   "memory" , "Definitions memory"
    <TOPIC>   "menu" , "Definitions menu"
    <TOPIC>   "Note Pad" , "Definitions Note Pad"
    <TOPIC>   "open program" , "Definitions open program"
    <TOPIC>   "Scrapbook" , "Definitions Scrapbook"
    <TOPIC>   "System Folder" , "Definitions System Folder"
    <TOPIC>   "system software" , "Definitions system software"
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    <TOPIC>   "use programs with a Power Macintosh?" , "Why can't I use programs with a Power M

<TOPIC AREA>"Files"
    <HEADER>   **"How do I"**
    <TOPIC>   "open an item?" , "How do I open an item?"
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    <TOPIC>   "create a folder?" , "How do I create a folder?"
    <TOPIC>   "make an item easy to find?" , "How do I make an item easy to find?"
    <TOPIC>   "move an item?" , "How do I move an item?"
    <TOPIC>   "copy an item?" , "How do I copy an item?"
    <TOPIC>   "throw away an item?" , "How do I throw away an item?"
    <TOPIC>   "change the name of an item?" , "How do I change the name of an item?"
    <TOPIC>   "protect a file or disk?" , "How do I protect a file or disk?"
    <TOPIC>   "find the original of an alias?" , "How do I find the original of an alias?"
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    <TOPIC>   "open the Launcher?" , "How do I open the Launcher?"
    <TOPIC>   "add or remove an item in the Launcher?" , "How do I add or remove an item in the La
    <TOPIC>   "arrange icons neatly?" , "How do I arrange icons neatly?"
    <TOPIC>   "create a template?" , "How do I create a template?"
    <TOPIC>   "assign a label to an item?" , "How do I assign a label to an item?"
    <TOPIC>   "use a clipping file?" , "How do I use a clipping file?"
    <TOPIC>   "get information about an item?" , "How do I get information about an item?"
    <TOPIC>   "change an icon?" , "How do I change an icon?"
    <TOPIC>   "limit access to programs and files?" , "How do I limit access to programs and files?"
    <TOPIC>   "take a "snapshot" of the screen?" , "How do I take a "snapshot" of the screen?"

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<TOPIC> "use an Apple II file or disk?", "How do I use an Apple II file or disk?"
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<TOPIC> "alias" , "Definitions alias"
<TOPIC> "file" , "Definitions file"
<TOPIC> "folder" , "Definitions folder"
<TOPIC> "icon" , "Definitions icon"
<TOPIC> ""rebuilding the desktop"" , "Definitions "rebuilding the desktop""
<TOPIC> "stationery pad" , "Definitions stationery pad"
<HEADER> **"Why can't I"**
<TOPIC> "find an item?" , "Why can't I find an item?"
<TOPIC> "change the name of an icon?" , "Why can't I change the name of an icon?"
<TOPIC> "open an alias?" , "Why can't I open an alias?"
<TOPIC> "save an item on a disk?" , "Why can't I save an item on a disk?"

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<HEADER> **"How do I"**
<TOPIC> "insert a floppy disk?" , "How do I insert a floppy disk?"
<TOPIC> "prepare a disk for use?" , "How do I prepare a disk for use?"
<TOPIC> "eject a disk?" , "How do I eject a disk?"
<TOPIC> "erase a disk?" , "How do I erase a disk?"
<TOPIC> "protect a file or disk?" , "How do I protect a file or disk?"
<TOPIC> "lock or unlock a floppy disk?" , "How do I lock or unlock a floppy disk?"
<TOPIC> "get information about an item?" , "How do I get information about an item?"
<TOPIC> "use a CD-ROM disc?" , "How do I use a CD-ROM disc?"
<TOPIC> "play a CD audio disc?" , "How do I play a CD audio disc?"
<TOPIC> "play a CD audio disc repeatedly?" , "How do I play a CD audio disc repeatedly?"
<TOPIC> "make a disk the startup disk?" , "How do I make a disk the startup disk?"
<TOPIC> "use a RAM disk?" , "How do I use a RAM disk?"
<TOPIC> "use hard disk space as memory?" , "How do I use hard disk space as memory?"
<TOPIC> "adjust the disk cache?" , "How do I adjust the disk cache?"
<TOPIC> "test and repair a disk?" , "How do I test and repair a disk?"
<TOPIC> "use an Apple II file or disk?" , "How do I use an Apple II file or disk?"
<HEADER> **"Definitions"**
<TOPIC> "CD-ROM disc" , "Definitions CD-ROM disc"
<TOPIC> "disk" , "Definitions disk"
<TOPIC> "RAM disk" , "Definitions RAM disk"
<TOPIC> "startup disk" , "Definitions startup disk"
<HEADER> **"Why can't I"**
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<TOPIC> "eject a disk?" , "Why can't I eject a disk?"
<TOPIC> "repair a disk?" , "Why can't I repair a disk?"
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<TOPIC AREA>"Using DOS Files & Disks"

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<TOPIC> "create a file in DOS format?" , "How do I create a file in DOS format?"
<TOPIC> "set up my Macintosh to use DOS files?" , "How do I set up my Macintosh to use DOS
<TOPIC> "use a DOS disk?" , "How do I use a DOS disk?"

<TOPIC>   "prepare a disk in DOS format?" , "How do I prepare a disk in DOS format?"

<HEADER>   "Definitions"

<TOPIC>   "DOS" , "Definitions DOS"

<TOPIC AREA>"Printing & Fonts"

<HEADER>   **"How do I"**

<TOPIC>   "print?" , "How do I print?"

<TOPIC>   "switch printers?" , "How do I switch printers?"

<TOPIC>   "print while doing other work?" , "How do I print while doing other work?"

<TOPIC>   "manage printing jobs?" , "How do I manage printing jobs?"

<TOPIC>   "install or remove printer software?" , "How do I install or remove printer software?"

<TOPIC>   "create a desktop printer?" , "How do I create a desktop printer?"

<TOPIC>   "use more than one printer?" , "How do I use more than one printer?"

<TOPIC>   "change printing options?" , "How do I change printing options?"

<TOPIC>   "create a portable digital document?" , "How do I create a portable digital document?"

<TOPIC>   "preview how my document will print?" , "How do I preview how my document will prin

<TOPIC>   "share a printer with other users?" , "How do I share a printer with other users?"

<TOPIC>   "install or remove fonts?" , "How do I install or remove fonts?"

<TOPIC>   "find out which fonts are installed?" , "How do I find out which fonts are installed?"

<TOPIC>   "find out which characters are in a font?" , "How do I find out which characters are in a

<TOPIC>   "change the font used in icon names?" , "How do I change the font used in icon name

<HEADER>   **"Definitions"**

<TOPIC>   "background printing" , "Definitions background printing"

<TOPIC>   "Chooser" , "Definitions Chooser"

<TOPIC>   "desktop printer" , "Definitions desktop printer"

<TOPIC>   "font" , "Definitions font"

<TOPIC>   "portable digital document" , "Definitions portable digital document"

<TOPIC>   "printer software" , "Definitions printer software"

<HEADER>   **"Why can't I"**

<TOPIC>   "print?" , "Why can't I print?"

<TOPIC>   "print with the fonts I want?" , "Why can't I print with the fonts I want?"

<TOPIC AREA>"Networks & Telecommunications"

<HEADER>   **"How do I"**

<TOPIC>   "connect to a network?" , "How do I connect to a network?"

<TOPIC>   "gain access to shared files?" , "How do I gain access to shared files?"

<TOPIC>   "give others access to my files?" , "How do I give others access to my files?"

<TOPIC>   "register or remove users and groups?" , "How do I register or remove users and grou

<TOPIC>   "set access privileges?" , "How do I set access privileges?"

<TOPIC>   "check my access privileges?" , "How do I check my access privileges?"

<TOPIC>   "change my password?" , "How do I change my password?"

<TOPIC>   "quickly connect to a shared disk?" , "How do I quickly connect to a shared disk?"

<TOPIC>   "disconnect from a shared disk?" , "How do I disconnect from a shared disk?"

<TOPIC>   "make a shared folder or disk private?" , "How do I make a shared folder or disk privat

<TOPIC>   "give away a shared folder?" , "How do I give away a shared folder?"

<TOPIC>   "know who's sharing my disks or files?" , "How do I know who's sharing my disks or fil

<TOPIC>   "connect to my computer from another?" , "How do I connect to my computer from ano

<TOPIC>   "turn on guest access?" , "How do I turn on guest access?"

<TOPIC>   "switch between types of networks?" , "How do I switch between types of networks?"

<TOPIC>   "allow program linking?" , "How do I allow program linking?"

<TOPIC>   "make a TCP connection?" , "How do I make a TCP connection?"

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<TOPIC> "file sharing" , "Definitions file sharing"
<TOPIC> "MacTCP" , "Definitions MacTCP"
<TOPIC> "network" , "Definitions network"
<TOPIC> "program linking" , "Definitions program linking"
<TOPIC> "registered user or group" , "Definitions registered user or group"
<TOPIC> "shared disk" , "Definitions shared disk"

<HEADER> **"Why can't I"**
<TOPIC> "gain access to a shared disk?" , "Why can't I gain access to a shared disk?"
<TOPIC> "share my files on my computer?" , "Why can't I share my files on my computer?"
<TOPIC> "share my files on another computer?" , "Why can't I share my files on another compu
<TOPIC> "use my name and password?" , "Why can't I use my name and password?"
<TOPIC> "link to a program?" , "Why can't I link to a program?"

<TOPIC AREA>"Setting Options"
<HEADER> **"How do I"**
<TOPIC> "set the time and date?" , "How do I set the time and date?"
<TOPIC> "change time and date formats?" , "How do I change time and date formats?"
<TOPIC> "change number and currency formats?" , "How do I change number and currency for
<TOPIC> "change how window items appear?" , "How do I change how window items appear?"
<TOPIC> "change items in the Apple (□) menu?" , "How do I change items in the Apple (□) men
<TOPIC> "set my location?" , "How do I set my location?"
<TOPIC> "change the labels in the Label menu?" , "How do I change the labels in the Label men
<TOPIC> "adjust the mouse or trackball?" , "How do I adjust the mouse or trackball?"
<TOPIC> "adjust the way the keyboard works?" , "How do I adjust the way the keyboard works?
<TOPIC> "change the keyboard layout?" , "How do I change the keyboard layout?"
<TOPIC> "install or remove a keyboard layout?" , "How do I install or remove a keyboard layout
<TOPIC> "change the way text is displayed?" , "How do I change the way text is displayed?"
<TOPIC> "change the background pattern?" , "How do I change the background pattern?"
<TOPIC> "change an icon?" , "How do I change an icon?"
<TOPIC> "adjust insertion point blinking?" , "How do I adjust insertion point blinking?"
<TOPIC> "adjust menu item blinking?" , "How do I adjust menu item blinking?"
<TOPIC> "turn off the Empty Trash warning?" , "How do I turn off the Empty Trash warning?"
<TOPIC> "use hard disk space as memory?" , "How do I use hard disk space as memory?"
<TOPIC> "turn 32-bit addressing on or off?" , "How do I turn 32-bit addressing on or off?"
<TOPIC> "adjust the disk cache?" , "How do I adjust the disk cache?"
<TOPIC> "group items in the Launcher?" , "How do I group items in the Launcher?"
<TOPIC> "adjust window shrinking?" , "How do I adjust window shrinking?"
<TOPIC> "install system software components?" , "How do I install system software components
<TOPIC> "manage System Folder extensions?" , "How do I manage System Folder extensions?
<TOPIC> "turn off the computer automatically?" , "How do I turn off the computer automatically?
<TOPIC> "disable buttons on the computer's front?" , "How do I disable buttons on the compute

<HEADER> **"Definitions"**
<TOPIC> "control panel" , "Definitions control panel"
<TOPIC> "desktop pattern" , "Definitions desktop pattern"
<TOPIC> "keyboard layout" , "Definitions keyboard layout"
<TOPIC> "Launcher" , "Definitions Launcher"

<TOPIC AREA>"Color"
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<TOPIC>   "display colors or grays?" , "How do I display colors or grays?"
<TOPIC>   "change the highlight color or gray?" , "How do I change the highlight color or gray?"
<TOPIC>   "change the color of window borders?" , "How do I change the color of window borders?"
<TOPIC>   "change the color of an icon?" , "How do I change the color of an icon?"
<TOPIC>   "change the colors in the Label menu?" , "How do I change the colors in the Label menu?"
<TOPIC>   "change the background pattern?" , "How do I change the background pattern?"
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<TOPIC AREA>"Sound"
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<TOPIC>   "adjust the speaker volume?" , "How do I adjust the speaker volume?"
<TOPIC>   "change the beep sound?" , "How do I change the beep sound?"
<TOPIC>   "install or remove a sound?" , "How do I install or remove a sound?"
<TOPIC>   "record a sound?" , "How do I record a sound?"
<TOPIC>   "play a CD audio disc?" , "How do I play a CD audio disc?"
<TOPIC>   "play a CD audio disc repeatedly?" , "How do I play a CD audio disc repeatedly?"
<TOPIC>   "select tracks to play on an audio CD?" , "How do I select tracks to play on an audio CD?"
<TOPIC>   "use a CD-ROM disc?" , "How do I use a CD-ROM disc?"
<TOPIC>   "disable buttons on the computer's front?" , "How do I disable buttons on the computer's front?"
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<TOPIC>   "control panel" , "Definitions control panel"

<TOPIC AREA>"Monitors"
     <HEADER>   **"How do I"**
<TOPIC>   "display colors or grays?" , "How do I display colors or grays?"
<TOPIC>   "use more than one monitor?" , "How do I use more than one monitor?"
<TOPIC>   "adjust the memory used for a monitor?" , "How do I adjust the memory used for a monitor?"
<TOPIC>   "magnify the screen image?" , "How do I magnify the screen image?"
<TOPIC>   "take a "snapshot" of the screen?" , "How do I take a "snapshot" of the screen?"
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<TOPIC>   "disable buttons on the computer's front?" , "How do I disable buttons on the computer's front?"

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<TOPIC>   "control panel" , "Definitions control panel"
<TOPIC>   "monitor" , "Definitions monitor"
<TOPIC>   "QuickTime" , "Definitions QuickTime"

<TOPIC AREA>"Memory"
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<TOPIC>   "make more memory available?" , "How do I make more memory available?"
<TOPIC>   "change a program's memory size?" , "How do I change a program's memory size?"
<TOPIC>   "adjust the memory used for a monitor?" , "How do I adjust the memory used for a monitor?"
<TOPIC>   "manage System Folder extensions?" , "How do I manage System Folder extensions?"
<TOPIC>   "use a RAM disk?" , "How do I use a RAM disk?"
<TOPIC>   "adjust the disk cache?" , "How do I adjust the disk cache?"
<TOPIC>   "use hard disk space as memory?" , "How do I use hard disk space as memory?"
<TOPIC>   "manage Power Macintosh memory?" , "How do I manage Power Macintosh memory?"

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\<HEADER\> **"Definitions"**

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    \<TOPIC\> "random-access memory (RAM)" , "Definitions random-access memory (RAM)"

    #**\<TOPIC\>** "video random-access memory" , "Definitions video random-access memory"

    \<TOPIC\> "disk cache" , "Definitions disk cache"

    \<TOPIC\> "RAM disk" , "Definitions RAM disk"

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<TOPIC AREA>"Using Scripts for Automation"

\<HEADER\>"How do I"

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<TOPIC AREA>"Troubleshooting"

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    \<TOPIC\> "type on the keyboard?" , "Why can't I type on the keyboard?"

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    \<TOPIC\> "eject a disk?" , "Why can't I eject a disk?"

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    \<TOPIC\> "find an item?" , "Why can't I find an item?"

    \<TOPIC\> "save an item on a disk?" , "Why can't I save an item on a disk?"

    \<TOPIC\> "repair a disk?" , "Why can't I repair a disk?"

    \<TOPIC\> "print?" , "Why can't I print?"

    \<TOPIC\> "print with the fonts I want?" , "Why can't I print with the fonts I want?"

    \<TOPIC\> "gain access to a shared disk?" , "Why can't I gain access to a shared disk?"

    \<TOPIC\> "share my files on my computer?" , "Why can't I share my files on my computer?"

    \<TOPIC\> "share my files on another computer?" , "Why can't I share my files on another compu

    \<TOPIC\> "use my name and password?" , "Why can't I use my name and password?"

    \<TOPIC\> "link to a program?" , "Why can't I link to a program?"

    \<TOPIC\> "display color on the screen?" , "Why can't I display color on the screen?"

    \<TOPIC\> "record a sound?" , "Why can't I record a sound?"

    \<TOPIC\> "move the pointer on the screen?" , "Why can't I move the pointer on the screen?"

    \<TOPIC\> "choose a menu item?" , "Why can't I choose a menu item?"

    \<TOPIC\> "use programs with a Power Macintosh?" , "Why can't I use programs with a Power M

\<HEADER\> **"Why"**

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    \<TOPIC\> "won't the computer recognize my disk?" , "Why won't the computer recognize my dis

<TOPIC AREA>"Tips, Features, Other Information"

\<HEADER\> **"How do I"**

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    \<TOPIC\> "get explanations of items on the screen?" , "How do I get explanations of items on the

    \<TOPIC\> "get information about an item?" , "How do I get information about an item?"

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    \<TOPIC\> "Key features of System 7.5" , "Key features of System 7.5"