

Disk AccessTM

Disk Access is a new desk accessory with all the functions of the Finder...and more! You can perform disk and file "housekeeping" tasks without quitting the program you are using. Disk Access requires a program that runs only on the Apple IIGS that supports new desk accessories, runs under GS/OS, and has at least 128K free memory available while running.

**Includes FREE
Program Launcher!**

Seven Hills
S o f t w a r e

2310 Oxford Road
Tallahassee, Florida 32304

Disk Access

Congratulations on your purchase of Disk Access! Be sure to complete and return the postage-paid registration card so we can notify you as new versions of this program become available.

Read this manual to learn all about using Disk Access to its fullest. This manual is divided into two main sections:

- The *Getting Started* section guides you through one-time steps, including installing Disk Access onto the programs that you want to use it with.
- The *Reference* section contains detailed information about Disk Access.

In addition, the *Appendices* section contains supplemental information: Error Messages, Compatibility Issues, Notes for "Techies," and documentation for "Out To Launch," a small program launcher that's included free with Disk Access.

Enjoy!

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We always welcome feedback—if you have any questions, comments, or suggestions for improving this product, please let us know! In addition, we would like to hear your ideas for new programs.

Contacting Us

For orders and product information call (800) 627-3836 or (904) 575-0566 from 9 a.m. to 5 p.m. EST, Monday-Friday.

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About Disk Access

Disk Access™ lets you perform disk “housekeeping” tasks from within the program you are using instead of waiting until you quit to the Finder. And by combining Disk Access with the included “Out To Launch” program launcher, you can totally replace the Finder, thereby saving precious disk space.

Our goal was to make Disk Access a very useful productivity tool and to make it valuable to you personally. By making a quality program available at a reasonable price and by not copy-protecting the disk, we think we have succeeded. We hope that you support our efforts and encourage future updates and products by not allowing your family or friends to copy Disk Access. To borrow a phrase, “Just say no.”

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Getting Started

We know you are anxious to start using Disk Access right away, but please read this section first because it leads you through several important steps which you need to do only once:

- Learning conventions and terminology
- Installing Disk Access on the startup disks you want to use it with (including a hard disk drive)

The next section covers every aspect of Disk Access, organized for reference. It is the best place to look when you need added information or help with a particular feature.

Things You Need To Know

Hardware Requirements

To use Disk Access you need:

- An Apple IIGS
- A program that runs only on the Apple IIGS. It must support new desk accessories, run under GS/OS, and have at least 128K free memory available while running*.
- One 3.5" disk drive
- To print you need any printer that works with a standard IIGS printer driver (e.g. Apple ImageWriter).

Keys on Your Keyboard

Keys on the keyboard are referred to by the name printed on them (*Delete*, *Option*, *A*, etc.). The Command key is shown as ⌘.

Steps

Steps you should follow are indented and numbered. For example:

1. Use Disk Access.
2. Increase your productivity.

* Disk Access needs about 46K for itself. Including overhead, Disk Access can function in as little as 64K, but some functions (notably Disk Copy) require more memory.

Mouse Terms

This manual uses four terms to describe the different ways you can use the mouse:

Clicking means quickly pushing down and releasing the mouse button while the mouse remains motionless. One use of clicking is to select a command.

Double-Clicking means quickly clicking twice. Double-clicking is commonly used as a shortcut for some action. For example, double-clicking on a folder opens that folder.

Pressing means holding the mouse button down while the mouse remains motionless. The most common use is pressing on a scroll bar's arrow to cause the document to scroll until the mouse button is released.

Dragging means holding the mouse button down, moving the mouse to a new position and finally releasing the mouse button. Common uses are choosing a menu item and moving or resizing a window.

Installing Disk Access

Disk Access must be copied into the System/Desk.Accs folder on the startup disk of each program you want to use it with. If you haven't used your IIGS-specific program yet, then first follow the directions that came with it to get that software prepared for use.

Using Apple's Installer you can quickly and easily install Disk Access onto the program disks you want to use it with. This process is described in the following sections.

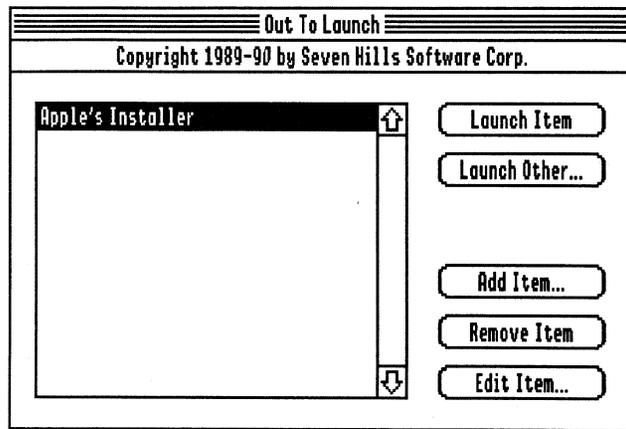
Starting Original "Disk.1"

NOTE: Before starting Original "Disk.1" make sure that you can see through the hole in the upper-right corner of the original disk (this write-protects the disk so it won't be written to accidentally).

To start Original "Disk.1",

1. Insert the Disk Access Original "Disk.1" disk into the startup disk drive.
2. Turn on the monitor and computer (if the computer is on already, hold ⌘-Control down and press Reset). The 3.5" disk drive will come on and begin loading our Out To Launch program launcher.
NOTE: If you haven't set your 3.5" disk drive to be the startup slot, the computer will try to start up from some other disk drive. If you get the message "Check Startup Device," hold Control down and press Reset. At the prompt type PR#5 (assuming your 3.5" disk is connected to slot 5) and press Return.

As Out To Launch is loaded, a “thermometer” fills up and soon the Out To Launch window is displayed:



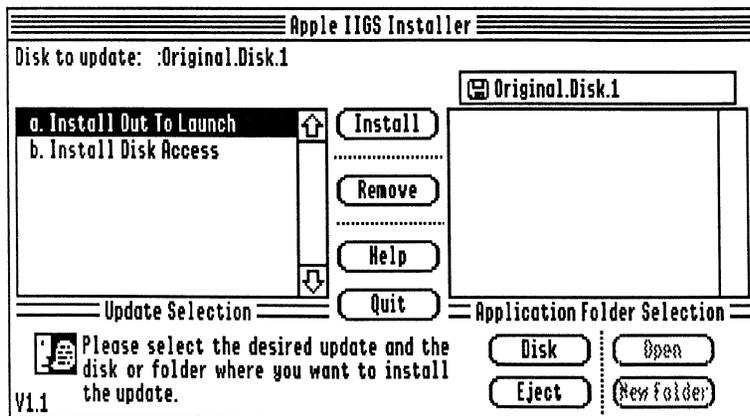
The Out To Launch window

Out To Launch is a small program that gives you access to the Apple menu (so you can use Disk Access), and lets you launch programs.

In the Out To Launch window is an area where frequently-used applications can be listed for quick launching. We have added an item titled “Apple’s Installer” so you can launch that program easily.

The “Apple’s Installer” item is already highlighted, so all you need to do is...

1. Click the Launch Item button to launch Apple’s Installer. Soon the Installer window is displayed:



Apple’s Installer with custom scripts for Disk Access

The scroll box on the left side of the window contains the “scripts” that are used to install Disk Access and the special program launcher “Out To Launch”. The right side of the window is used to specify which disk you want to install Disk Access on.

Disk Access is a New Desk Accessory. In order for a New Desk Accessory to appear on the Apple (Apple) menu, it must be “installed” (copied into) the System/Desk.Accs folder of the “startup disk.” The “startup disk” is the disk that is used to start the computer.

You might have only one startup disk for all the applications you use (e.g., a hard disk drive), or you might have different startup disks for each application.

Installing Out To Launch

If your startup disk has Apple’s “Finder” (with icons for disks, folders, and files) on it, then you can install our program launcher called “Out To Launch” to save disk space.

WARNING: *Out To Launch* replaces the “Start” file on your startup disk, so if your program starts directly without using Apple’s Finder, you should **not** install *Out To Launch* (to be extra safe you should install onto backup copies of your startup disks)!

To install Out To Launch,

1. Click on the script **a. Install Out To Launch**.
2. If the startup disk you want to install onto is not in a drive, insert it (eject a disk if necessary).
3. If necessary, click the Disk button until the name of the startup disk to install onto is displayed above the scroll box.
4. Click the Install button and Out To Launch is copied to the selected disk.

If you have several different startup disks, repeat steps 2-4 for each startup disk that you want to install onto.

Installing Disk Access

To install Disk Access,

1. Click on the script **b. Install Disk Access**.
2. If the startup disk you want to install onto is not in a drive, insert it (eject a disk if necessary).
3. If necessary, click the Disk button until the name of the startup disk to install onto is displayed above the scroll box.
4. Click the Install button and Disk Access is copied to the selected disk. *NOTE: If there is not enough disk space available, you can replace Apple's Finder with the much smaller Out To Launch program (see the section above).*

If you have several different startup disks, repeat steps 2-4 for each startup disk that you want to install onto.

Quit and Shut Down

Click the Quit button to quit the Installer and return to the Out To Launch program.

When the Out To Launch window appears, choose Shut Down from the File menu to shut the computer down. *NOTE: See Appendix D for more information about using Out To Launch.*

To begin using Disk Access, insert one of the startup disks you installed onto and restart the computer. Refer to the Reference section for information about each feature of Disk Access.

Reference

The *Reference* section describes every feature found in Disk Access. This section is organized for reference—use it to learn about a specific feature or to refresh your memory on how to perform a specific task.

A particular topic or command can be found in the Table of Contents or Index.

Opening Disk Access

Choose Disk Access from the Apple (🍏) menu to begin using Disk Access.

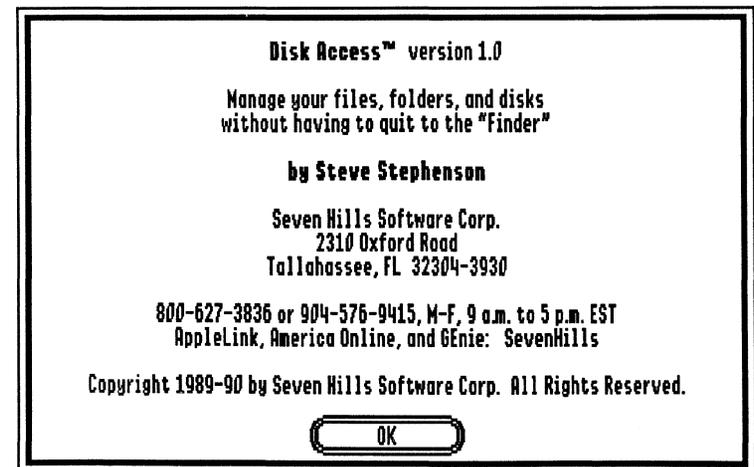
Disk Access operates in the 640 mode only. If you open Disk Access while in a 320 mode program, it switches to 640 mode. After this switch, the screen may look strange, but you'll be able to use Disk Access. When you are done using Disk Access, click the close box to return to the 320 mode program.

To accomplish the switch to and from 640 mode, Disk Access saves and restores as much of the system as possible. Unfortunately, some programs do something "special" with the computer, which causes some compatibility problems. See Appendix B for more information.

TECHNICAL NOTE: Disk Access requires several "toolbox" routines which are not guaranteed to be started by every application. If the necessary tools are not available, Disk Access attempts to load and start them. If the tools cannot be loaded or started, Disk Access will not open.

About Disk Access

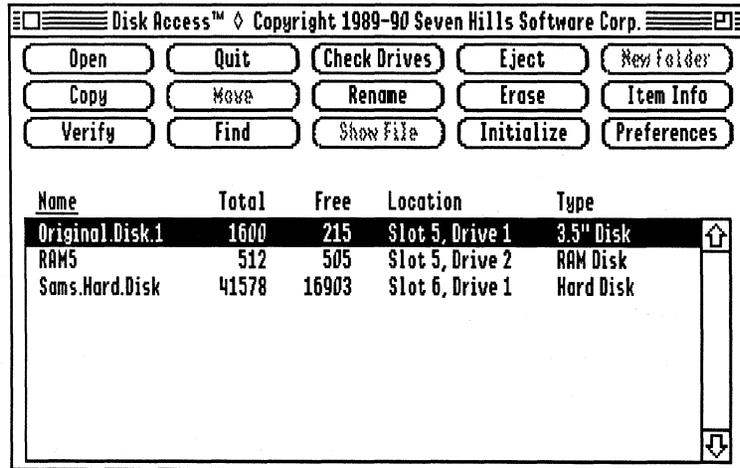
To view the "About Disk Access" dialog box (which shows the program version number and other information), press ⌘?:



The About Disk Access dialog box

The Disk List

When you open Disk Access, each disk drive is checked to see which disks are present and the “disk list” is presented. Each command button at the top area of the window performs a particular function. When a function is not available, it is dim (e.g. “Move” is dim). The bottom area of the window shows all the disk drives currently available. If there is a disk in the drive its name appears in the leftmost column.



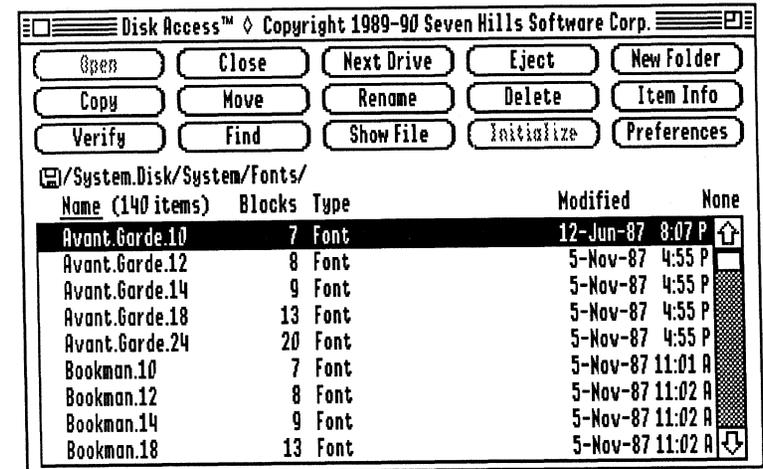
The Disk List window

The column titles show what type of information is listed in the scroll box. The underlined title shows which column is sorted (you can change the sorting order via the Preferences command).

- “Name” is the name of the disk.
- “Total” is the total number of blocks that the disk can store.
- “Free” is the total number of blocks that are not being used for storage, and are thus “free” for storing information.
- “Location” shows the physical location of the disk.
When using the “Smart Port” on the back of the IIGS a conversion is done if you have more than two disk drives connected—instead of displaying “Slot 5, Drive 3” and “Slot 5, Drive 4,” the third and fourth drives are shown as “Slot 2, Drive 1” and “Slot 2, Drive 2”.
When using partitioned devices, the physical drive is reported with a partition number (thus it is possible to have several “disks” in a single slot/drive).
- “Type” shows the type of disk drive that is connected (3.5” disk, Hard disk, etc.).

The File List

The file list window is similar to the disk list window:



The File List window

The command buttons are virtually the same as the disk list buttons, but three buttons change names: “Quit” becomes “Close,” “Check Drives” becomes “Next Drive,” and “Erase” becomes “Delete.”

The “current path” line (located between the command buttons and the column titles) shows the path to the items you are displaying (e.g. /System.Disk/System/Fonts). When you first open a disk, just the disk name is shown. As you open additional folders, the folder names are added to the disk name.

The column titles show what information is listed in the scroll box. The underlined title shows which column is sorted (you can change the sorting order via the Preferences command).

- “Name” is the name of the file or folder. The (## items) next to name shows how many items are listed in the scroll box.
- “Blocks,” “Bytes,” or “K Bytes” shows the size of the file (the different sizes are set as a preference).
- “Type” shows the file type as either plain text* or hexadecimal.
- “Modified” is the date and time the file was last changed.
- “None” lets you display the items in the order they were read from the disk.

* In order for plain text descriptions to appear, one or more “file type” files must exist in the Icons folder of the startup disk (just like the Finder). If no file type files are present, only the hexadecimal values will be shown.

Standards

There are several standards that hold true throughout Disk Access:

- In addition to using the mouse, many commands can be chosen from the keyboard. These options are listed under “Command Alternatives” at the end of each command section (most keyboard shortcuts are the first letter of the command—for example O for Open).
- Whenever you are prompted to enter a name, only valid ProDOS names are allowed. A valid name is one that begins with a letter and contains only letters, numbers, or periods (up to 15 characters long).
- In all dialog boxes, Return is the same as clicking the button with the double-outline, Esc or ⌘Period is the same as clicking the Cancel button, and Option-Esc is the same as clicking the Cancel All button.
- Pressing ⌘Q at any time quits Disk Access.
- Keys you press are *buffered* so you can issue commands before the screen re-displays. *NOTE: To clear the keyboard buffer hold down the Control and Option keys and press Delete.*
- Options that are not applicable are dim so they cannot be chosen.
- Pressing the Esc key or ⌘Period cancels lengthy processes.

Power Users

- There are many options for “power users” that add even more flexibility to a particular command. These options are listed under “Power Users” at the end of each command section.
- If you decide you want to use a “power user” option after you’ve already started a command, you can hold the Option key down in a subsequent dialog box. For example, if you’ve clicked Delete (no option) and decide that you want to delete all the highlighted files without stopping for errors (the power user option), you can hold the Option key down when you click the Delete All button in the confirmation dialog box.

The Command Buttons

The top area of the Disk Access window contains 15 command buttons. Each button performs a particular command and each is documented in this section. Depending upon which list you are viewing, certain buttons change names to accurately describe their function.

A command is dim when it is not available. Some commands are always available, others must have one or more items highlighted to be active and still others require that only one specific item be highlighted.

Highlighting Items

There are several ways to highlight items in the scroll box.

Highlighting a single item (3 ways)

- Click on the item
- Press the first letter of the name (if there are several files with the same first letter, you can press the first letter repeatedly to highlight the next occurrence of that letter)
- Press the up or down arrow to highlight the previous or next item in the list

Highlighting several items (2 ways)

- Hold Shift when you click to highlight a range of items
- Hold ⌘ and click on items to either highlight or not highlight them

Highlighting all the items

- Press ⌘A *TIP: To highlight all but a few items, press ⌘A to select all items then hold ⌘ down while clicking on the items you don't want highlighted.*

Open

Click the Open button to open and display the contents of the highlighted disk or folder.

When you open a disk or a folder the first item in the new list is highlighted.

Command Alternatives

- Press Return or ⌘O or ⌘Down-Arrow
- Double-Click on the disk or folder name

Quit and Close

At the disk list, the Quit button closes the Disk Access window.

At the file list, the Close button closes the current folder and returns to the previous level. If the file list is showing the disk's main list of files, Close will return to the disk list.

Quit

Click the Quit button to close the Disk Access window.

You are asked for confirmation when you choose Quit. Click No to continue working with Disk Access or click Quit to close the window and exit Disk Access.

If you are using Disk Access frequently within an application, don't quit—just click in one of the application's windows to make it active. When you want to continue using Disk Access, click in the Disk Access window.

You can drag the Disk Access window to a different location (e.g. if you want to position it out of the way of other windows). You can switch between your custom location and the "normal" location by clicking the **zoom box** in the upper-right corner of the window (or press ⌘Z). *NOTE: If you don't drag the window to a custom location, clicking the zoom box shifts the Disk Access window to the bottom of the screen.*

Command Alternatives

- Press Esc or ⌘W (while at the disk list)
- Click the close box (this skips the confirmation dialog box)
- Press ⌘Q *any* time while using Disk Access*

Power Users

Skipping the confirmation dialog box and quitting immediately

- Press Option-Q *any* time while using Disk Access*

* ⌘Q and Option-Q is not recognized when one of Apple's standard printing or saving dialog boxes is displayed.

Close

Click the Close button to close the current folder and return to the previous level.

If the file list is showing the disk's main list of files, Close will return to the disk list. When you are several folders deep there are options for jumping back several levels at once instead of closing folder by folder.

Command Alternatives

- Press Esc or ⌘W or ⌘Up-Arrow at a file list
- Click anywhere on the current path name

Power Users

Returning to a specific level

- Hold Option and click on the level in the path name (e.g. if the current path name is "/Disk/Folder1/Folder2/Folder3" and you want to return to Folder1, hold Option and click on Folder1)

Returning to the disk list

- Press Option-Esc or Option-W
- Hold Option and click the Close button
- Hold Option and click the disk icon at the left of the current path name

Check Drives and Next Drive

At the disk list, the Check Drives button causes Disk Access to check all the drives and gather information about the disks currently available. When the Disk Access window is first opened (by choosing it from the 🍏 (Apple) menu), Check Drives is done automatically.

At the file list, the Next Drive button does the equivalent of closing the current list and returning to the disk list, then highlighting the next item from that list and opening that disk.

Check Drives

Click the Check Drives button to update the information in the disk list. All of the drives currently in the disk list are re-checked (regardless of your selection).

Because ProDOS (GS/OS) can get confused if two disks have identical names, Disk Access checks to make sure duplicate names don't exist. You are warned if a duplicate name is found during a complete check of all the drives. If a duplicate is found, either remove one of the offending disks and click Try Again or click Cancel to allow the duplicate names to appear in the disk list.

When you choose any command at the disk list, Disk Access checks the disk name. If Disk Access finds a new disk in the drive, it notifies you that a switch occurred and that the function will be carried out using the new disk. The exception to this is when opening a disk—if you open a [no disk] that now has a disk in the drive, then the new disk is opened with no message.

Command Alternatives

— Press Tab or ⌘Tab

Power Users

Completely rebuilding the disk list (useful if you Option-Eject a disk)

— Press Option-Tab

Next Drive

Click the Next Drive button to open the next disk.

Next Drive closes the current disk, highlights the next disk in the disk list and opens that disk (if possible).

Command Alternatives

— Press Tab or ⌘Tab

Eject

Click the Eject button to eject disks. At the disk list, the highlighted disks are ejected. At the file list, the disk you are working with is ejected and you are returned to the disk list.

Eject physically ejects the disk (if possible) and marks that item in the disk list as [no disk] if it is removable. If the disk drive holds “non-removable media,” such as a hard disk drive or RAM disk, then nothing happens.

Command Alternatives

— Press ⌘E

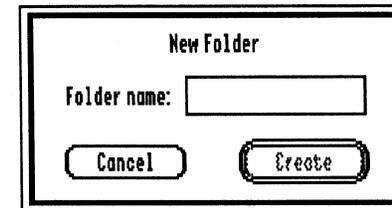
Power Users

Removing a disk drive from the disk list

— Press Option-E (to add back the disk drives, use Option-Check Drives)

New Folder

Click the New Folder button to create a new folder in the current list.



The New Folder dialog box

Type the name for the new folder and click Create. The newly created folder is automatically highlighted. *TIP: To create a folder and open it, after you type the new folder name press Return twice (once to create the folder, then once to open it).*

Command Alternatives

— Press ⌘N

Copy

At the disk list, Copy makes an identical copy of the highlighted disk.

At the file list, Copy makes identical copies of the highlighted files and folders.

Disks

Click the Copy button to make an exact duplicate of the highlighted disk.

When you choose Copy, many of the command buttons are removed and you are asked to select the destination disk. If you decide not to copy the disk, click Cancel or press ⌘Period.

A disk can only be copied onto an initialized disk that has the same total number of blocks. Disks that aren't eligible are dim. If the destination disk is not in a disk drive, insert it and click Check Drives.

To specify the destination disk you can use the standard buttons (Open, Close, Eject, and so on) to view the files on the destination disk. The Start button will be dim when you are looking at a file list.

After highlighting the destination disk, click Start or press ⌘S and Disk Access begins copying the disks. If the source and destination disks were placed in the same disk drive, you will be prompted to swap disks as necessary. *NOTE: Single drive copying requires that the disks have different names.*

You will be notified if there are any problems during the copy process. If the copy process is cancelled (either by you or due to an error), the destination disk will not be valid (because it will be a combination of the source and the destination disks).

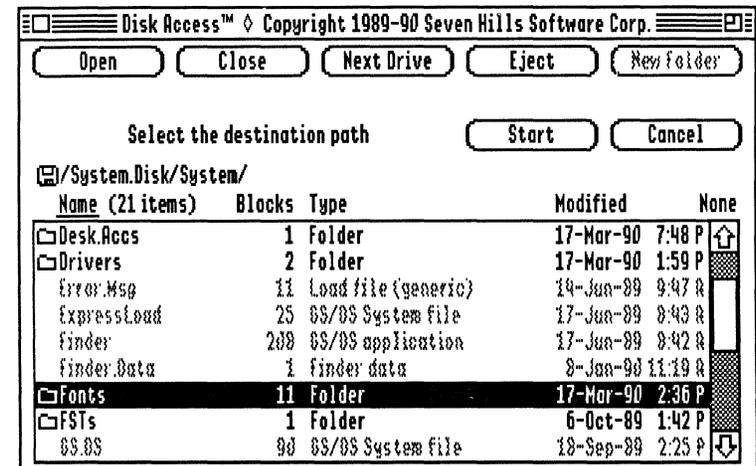
Command Alternatives

— Press ⌘C

Files

Click the Copy button to make an exact duplicate of the highlighted files and folders.

When you choose Copy, many of the command buttons are removed and you are asked to select the destination for the new files. If you decide not to copy the files, click Cancel or press ⌘Period.



Selecting the destination for the files you are copying

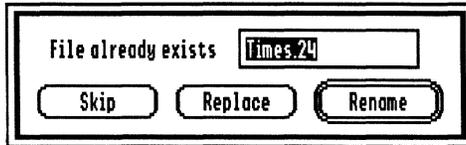
To specify the location you can use all the standard features for file selection (Open, Close, Eject, and so on). You can also create a new folder if the destination path is different from the source path (i.e. the files you are copying are not displayed in the scroll box). To place files into a particular folder, highlight the folder and click Open (just highlighting the destination folder won't work).

After finding the location for the new files, click Start or press ⌘S and Disk Access displays the list of the files you highlighted and begins copying them.

Possible Problems

You will be notified if there are any problems during the copy process.

If a file you are copying already exists at the destination, you have three options:



The "File Already Exists" dialog box

Skip [Esc]—Skip copying the file. If you want to skip all duplicate files, hold the Option key down when you click Skip.

Replace—Replace the existing file with the file you are copying. If you want to replace all duplicate files, hold the Option key down when you click Replace.

Rename [Return]—Rename the destination file to a name you specify.

If the destination disk is write protected, you have two options:

Cancel [Esc]—Cancels the entire copying process.

Try Again [Return]—After unlocking the disk, click Try Again to continue the copying process.

Command Alternatives

— Press ⌘C

Move

Click the Move button to move files from one location to another.

Moving is virtually identical to "Copy" except that the source files are deleted after being copied successfully (if some problem causes a file to be skipped, the original file will not be deleted). When moving files to a different location on the same disk, a fast "smart move" is done.

Refer to the "Copy" section for information on possible problems that might occur.

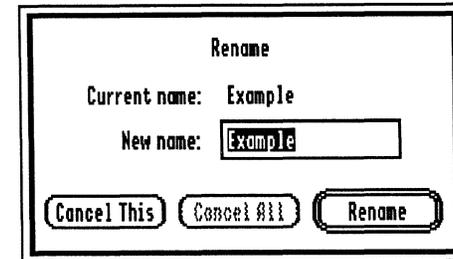
Command Alternatives

— Press ⌘M

Rename

Click the Rename button to rename disks, files, and folders. For each highlighted item, you are shown the current name and prompted to enter a new name.

There is a Power User option to convert an all uppercase name to mixed upper and lower case (if you are using System Disk 5.0 or greater). This new name is simply the offered default; you may easily edit it to become something else.



The Rename dialog box

Cancel This [Esc]—Skips renaming for this item.

Cancel All [Option-Esc]—Skips renaming for all the highlighted items (it is active only if more than one item was highlighted).

Rename [Return]—Changes the old file name to the new name. As each file is successfully renamed the new name is displayed in the list at its old location. After renaming is completed the list is resorted and displayed.

Command Alternatives

— Press ⌘R

Power Users

Renaming locked files without prompting

— Press Option-R

— If you are in the middle of renaming several files and you decide you want to rename any remaining locked files without prompting, hold the Option key down when you click the Rename button (or press Option-Return).

Converting to mixed case names

— Press Shift-⌘R or Shift-Option-R

— If you are in the middle of renaming several files and you decide you want to convert any remaining files, hold the Shift key down when you click the Rename button (or press Shift-Return).

Erase and Delete

At the disk list, Erase lets you quickly erase an entire disk.

At the file list, Delete lets you delete individual files and folders from a disk.

Erase

Click the Erase button to quickly erase everything from the disk by placing a new, blank directory on the disk. To erase everything from a disk, you should Initialize it.

At least one confirmation dialog box appears to give you a chance to change your mind and not erase the highlighted disk. Additional warning and confirmation dialogs are possible if the disk is unformatted, locked, or over 800K in size.

Command Alternatives

None

Power Users

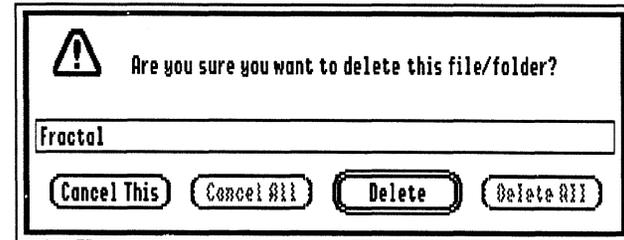
Erasing with size/interleave options

- Hold the Option key down and click the Erase button *NOTE: Usually these options can only be viewed, not changed.*

Delete

Click the Delete button to permanently remove the highlighted files or folders from the disk.

You are asked to verify that you really want to delete each highlighted item.



The Delete dialog box

Cancel This [Esc]—Skips deleting for this item.

Cancel All [Option-Esc]—Skips all the items and returns to the file list (it is only active if more than one item was highlighted).

Delete [Return]—Removes the item from the disk. If the item is a folder, everything inside it is deleted, then the folder itself is removed.

Delete All—Removes all the highlighted items from the disk without prompting you for each file. The delete process will be interrupted to notify you of a problem (locked file or otherwise).

Command Alternatives

- Press ⌘D

Power Users

Deleting all items (including locked items) without stopping for errors

- Press Option-D
- If you are in the middle of deleting several files and you decide you want to delete all the remaining files without stopping for errors, hold the Option key down when you click the Delete All button (or press Option-Return).

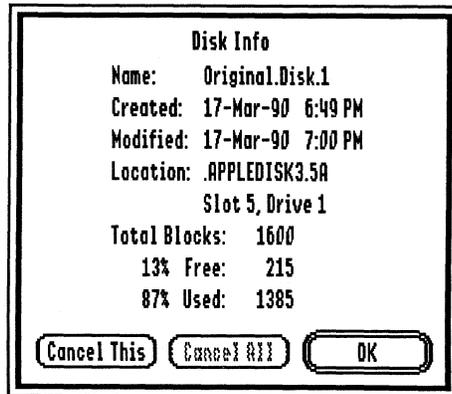
Item Info

At the disk list, Item Info displays information about each highlighted disk.

At the file list, Item Info displays information about each highlighted file or folder.

Disks

Click the Item Info button to display information about the highlighted disks.



The Item Info dialog box

The Item Info dialog box expands on the information presented in the disk list:

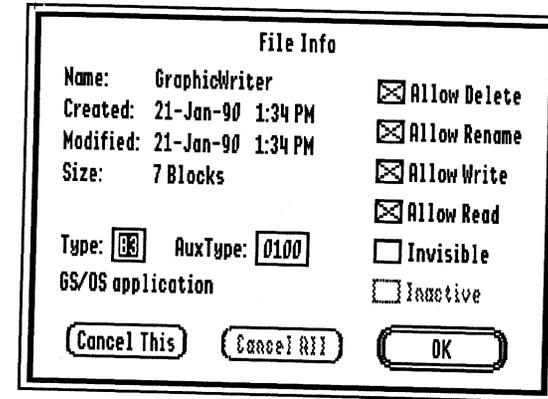
- Name: name of the disk
- Created: date and time the disk was created
- Modified: last date and time the disk was changed (e.g. a file was modified, a folder was added, and so on)
- Location: name of the GS/OS “device driver” and the physical location of the disk
- Total Blocks: total number of blocks on the disk
- % Free: percentage and number of free blocks on the disk
- % Used: percentage and number of used blocks on the disk

Command Alternatives

— Press **⌘I**

Files

Click the Item Info button to display information about a file or folder.



The Item Info dialog box

The Item Info dialog box expands on the information presented in the file list:

- Name: name of the file
- Created: date and time the file was created
- Modified: last date and time the body of the file was changed (renaming, locking, etc., do not affect the modified date)
- Size: size of the file in Blocks, Bytes, or K Bytes (as set with Preferences). If the file is an “extended file” the size used by the data and resource forks is displayed below the Size line.
- Type/Auxtype: the filetype and auxtype of the file (these numbers are used to distinguish the type of file it is—a program file, a word processing document, a graphic, etc.). You can change the file type/auxtype numbers; as you do the plain text description* of the type is displayed below the line. *WARNING: Do not change a file's filetype or auxtype if you do not know what you are doing!*

* In order for plain text descriptions to appear, one or more “file type” files must exist in the Icons folder of the startup disk (just like the Finder). If no file type files are present, only the hexadecimal values will be shown.

The check boxes allow you to set certain file attributes:

Allow Delete—File can be deleted without confirmation (if you do not want to accidentally delete a file, make sure this box is not checked)

Allow Rename—File can be renamed (if you do not want to accidentally rename a file, make sure this box is not checked)

Allow Write—File can be written to (if you do not want to accidentally change a file, make sure this box is not checked)

Allow Read—File can be read from (if you want to prevent a file from being read, make sure this box is not checked). *NOTE: This is not the ultimate protection against snoopy people—anyone can change this back to allow reading.*

Invisible—File will be invisible in Apple's Finder if the Finder's Special/Preference is checked to "Hide invisible files" (invisible files will still appear in standard "Save As" dialog boxes and in Disk Access)

Inactive—Only certain types of files can be made inactive: Inits, Drivers, Desk Accessories, and CDevs. The most common use for this option is to activate/inactivate the AppleDisk5.25 driver. Most changes to the Inactive check box do not take effect until you restart the computer (changes to CDevs—Control Panel Devices—*sometimes* will be recognized without having to restart the computer).

Command Alternatives

— Press ⌘I

Verify

Click the Verify button to verify disks, files, and folders.

Disks

At the disk list, Verify attempts to read each block of the highlighted disks (Verify can be used on newly-initialized disks as well as disks that have already been copied onto). If any bad blocks are found the block number will be displayed. After the disk is verified it will either show "Good" or "Bad".

If a disk is "Bad", we suggest you use Copy to copy as many *files* as possible onto a newly initialized disk (Open the bad disk with Disk Access, press ⌘A to select all the files, then click Copy to copy the *files* to the new disk).

The results of the verification are displayed in a results window (see "Results Window" in this manual).

Command Alternatives

— Press ⌘V

Files

At the file list, Verify attempts to read all the highlighted files and folders. When a folder is verified, first the disk space used by the folder is verified, then all the items in the folder are verified. If a folder contains no files, “<no files>” will be shown.

After an item is examined it will either show “Good” or “Bad”. Both the data and the resource forks of extended files are verified and reported separately.

If an item fails to verify it is probably unusable but you can attempt to copy it. If Copy also fails, attempt to delete the file and then restore it from a backup disk (you do have a backup, right?). If you can’t delete the file or replace it with a backup, then the disk is probably damaged. Use Copy to copy as many files as possible onto a newly initialized disk (Open the bad disk with Disk Access, press ⌘A to select all the files, then click Copy to copy the *files* to the new disk).

The results of the verification are displayed in a results window (see “Results Window” in this manual). At the end of the list a summary shows how many files and folders were found and how many of each failed (hopefully, zero!). *NOTE: Any files or folders that would result in a “path too long” error are skipped, so it is possible that not all the files will be examined.*

Command Alternatives

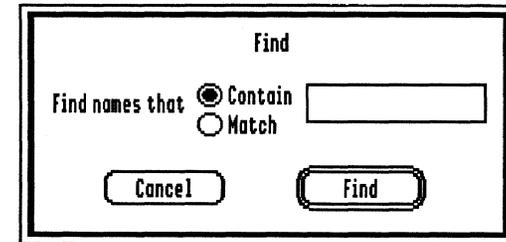
— Press ⌘V

Find

Click the Find button to locate files and folders, and to generate a catalog of your disks.

At the disk list, the files on the highlighted disks are examined.

At the file list, the highlighted files and folders are examined (if you want to examine all the files shown in the file list, first press ⌘A to select all the files).



The Find dialog box

If you know the exact name of the file, type the name, click Match, then click Find. If you only know part of the name, type it, click Contain, then click Find. Each match shows the full location of the file.

If no name is typed Disk Access assumes that you want to see all the names so the display is slightly different. Instead of displaying the full location of the files you get an indented catalog listing.

The results of the find are displayed in a results window (see “Results Window” in this manual). At the end of the report a summary shows how many matches were found. *NOTE: Any files or folders that would result in a “path too long” error are skipped, so it is possible that not all the files will be examined.*

Command Alternatives

— Press ⌘F

Show File

Click the Show File button to display the contents of a file (both the data and the resource forks are shown for “extended” files).

The file is displayed in a results window (see “Results Window” in this manual). The contents are shown in a “word processing” format (carriage returns cause a new line to start, and the lines are automatically wrapped so they will fit horizontally).

To give the best chance of seeing something recognizable, all the characters in the file are converted to be “normal” (special or control characters are shown as periods). *TECHNICAL NOTE: The high-bit is stripped to make the characters low ASCII. There is a Power User option to show the file without stripping the high-bit.*

Command Alternatives

— Press ⌘S

Power Users

Showing the file in hexadecimal/ASCII format

— Press Option-S

Showing the file without stripping the high-bit

— Press Control-⌘S or Control-Option-S

Initialize

Click the Initialize button to completely reformat an entire disk.

Disks are formatted with the size and “interleave” that is best for the particular disk drive you are using—insert the disk you want to initialize into the disk drive that it will be used in, and Disk Access will initialize it at the optimum size and interleave. *NOTE: There is a Power User option that lets you specify the operating system, disk size and interleave.*

At least two confirmation dialog boxes appear to give you a chance to change your mind and not initialize the highlighted disk.

Command Alternatives

None

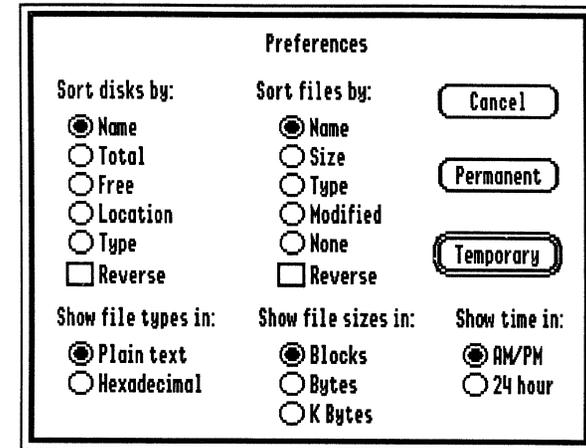
Power Users

Initializing with size/interleave options

— Hold the Option key down and click the Initialize button

Preferences

Click the Preferences button to customize Disk Access.



The Preferences dialog box

After changing preferences you have several choices:

Cancel [Esc]—Ignores the changes.

Permanent [Option-Return]—Saves the preferences on disk so they will be used the next time you start the computer. Along with the options shown in the Preferences dialog box, other settings are saved (such as the “zoomed” location of the Disk Access window and your printing options). *NOTE: The “DiskAccess.Pref” file is saved in the System/Desk.Accs folder of your startup disk. If you happen to be viewing this folder before changing the preferences, the new file will not appear in the file list until you close the folder and reopen it.*

Temporary [Return]—Use the preferences settings during this session (i.e. until you restart the computer).

Command Alternatives

— Press ⌘P

Sort Disks

NOTE: Sorting only affects the list display; it does not alter the disk.

This option lets you choose which column to sort:

- Name sorts alphabetically A-Z (the preset option).
- Total sorts numerically 0-9. Duplicate numbers are further sorted by disk name. *TECHNICAL NOTE: Empty drives are considered to be infinitely large.*
- Free sorts numerically 0-9. Duplicate numbers are further sorted by disk name.
- Location sorts numerically by the slot, drive, and partition number (if applicable).
- Type sorts by the “GS/OS device type number” (this *number* has nothing to do with the English name of the device, which means similar device types will be grouped, but not necessarily shown in alphabetical order). Duplicate types are further sorted by location.

You can reverse the sorting order of any column by clicking the Reverse checkbox. For example, if you sort by Name the list is displayed A-Z. If you reverse this sort the list will be displayed Z-A.

Power Users

Choosing the column to sort

- Click on the title of the column you want sorted (an underline shows which column is currently sorted)

Reversing the sorting order

- Click on the underlined title

Sort Files

NOTE: Sorting only affects the list display; it does not alter the disk.

This option lets you choose which column to sort:

- Name sorts alphabetically A-Z. This is the preset option.
- Size sorts numerically 0-9. Duplicate numbers are further sorted by file/folder name.
- Type sorts numerically by filetype and auxtype numbers (these *numbers* have nothing to do with the English name of the file type, which means similar file types will be grouped, but not necessarily shown in alphabetical order). Duplicate file/auxtype numbers are further sorted by name.
- Modified sorts by date and time. Duplicate dates and times are further sorted by name.
- None sorts the files in the order they were read from the disk.

You can reverse the sorting order of any column by clicking the Reverse checkbox. For example, normally if you sort by Name the list is displayed A-Z. If you reverse this sort the list will be displayed Z-A.

Power Users

Choosing the column to sort

- Click on the title of the column you want sorted (an underline shows which column is currently sorted)

Reversing the sort

- Click on the underlined title

Show File Types

This option lets you change how the file type is displayed:

- Plain text shows an English description of what the file is. For example, Disk Access is listed as “New desk accessory”. *NOTE: The “English descriptions” are displayed using the “File Type Names” files that are located in the Icons folder of your startup disk (FType.Main, FType.Aux, possibly others). If none of these files are available, types will be shown in Hexadecimal format regardless of the preference setting.*
- Hexadecimal shows the file’s filetype and auxtype. For example, Disk Access is listed as “Type \$B8 AuxType \$0000”.

Power Users

Choosing how to show file types

— Hold Option and click on the “Type” column title

Show File Sizes

This option lets you change how the file size is displayed. The file size is the total amount of disk space used by the file (including both the data and resource forks in an “extended” file).

- Blocks shows the number of blocks used by the file.
- Bytes shows the actual number of bytes the file contains.
- Kilobytes shows the number of bytes divided by 1024, rounded up to the nearest half K.

Power Users

Choosing how to show file sizes

— Hold Option and click on the current size column title (“Blocks,” “Bytes,” or “K Bytes”) to cycle to the next style

Show Time

This option lets you change how the time is displayed in the Modified column:

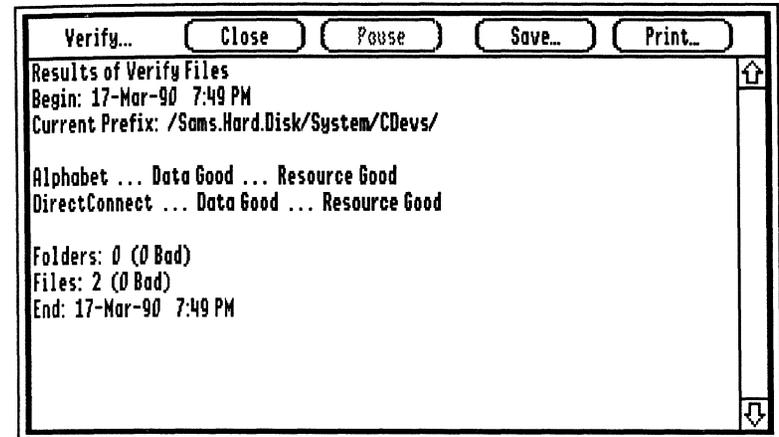
- AM/PM shows the time in AM/PM format (e.g. 3:30P).
- 24 hour shows the time in 24 hour format (e.g. 15:30).

Choosing how to show time

— Hold Option and click on the “Modified” column title

The Results Window

Several commands make use of a standard “results window”.



The Results Window

Some commands show a flashing diamond in the upper-left of the window to let you know that Disk Access is working.

As the results are being displayed in the window, two buttons are active:

Pause [Spacebar]—Pauses the results (click Resume to continue).

Cancel [Esc]—Cancels the command.

After the function finishes, and when the results are paused, there are three options:

Close [Esc]—Closes the results window.

Print [⌘P]—Prints the results. The first time you print, the “Page Setup” dialog box is displayed, then the “Print” dialog box is shown. After printing the first time, just the Print dialog box appears; to change the Page Setup after the first printing, hold down the Option key when you click the Print button.

Save [⌘S]—Saves the results to disk. Saving presents the standard “Save As” dialog box for you to choose the name and location for the file (the dialog box shows the amount of free space on the disk and the approximate amount of space the results file requires). The file itself is saved as an ASCII text file that most programs can use. *NOTE: If you happen to save the results into the folder displayed in the file list, the new file will not appear in the file list until you close the folder and reopen it.*

Appendices

Appendix A — Error Messages

Appendix B — Compatibility Issues

Appendix C — Notes for “Techies”

Appendix D — Out To Launch

Appendix A— Error Messages

All of the error messages and warning dialogs used in Disk Access are discussed in this section.

Disk Errors

I/O Error—A bad block was encountered while reading or writing a disk. You are given an opportunity to “try again” because sometimes these errors are intermittent. It is a rather serious error and a sign that you should copy the files from the disk that contains the error onto a good disk.

Disk is write protected—The disk’s write-protection mechanism is active. On a 3.5” disk you should close the small tab in the upper-right corner of the disk (so you cannot see through the hole). On a 5.25” disk you should expose the notch on upper-right side of the disk. Click “Try Again” to complete the disk write operation.

Can’t find the disk—The disk you are trying to read or write is no longer available. You should reinsert the disk in its original drive and click “Try Again” to complete the operation.

Disk switched—The disk that was being written to has been removed and another disk was inserted in the drive. To continue, you must reinsert the original disk.

Can’t find the file—The file you are trying to access is no longer available. The most likely cause is that the file was deleted by another program.

Can’t follow the path—The file you are trying to access is no longer available. The most likely cause is that the folder containing this file was deleted by another program.

Name already exists—The name you are trying to give this file is the same as another file in this folder. This may also happen when renaming disks.

Disk is full—All of the available blocks on the disk are in use. There is no option to “Try Again” because you must delete something from the disk to make room.

Disk directory full—You have reached the limit of 51 files or folders at the root or volume level of the disk. You should consider moving some files into folders on the disk because there is no limit on the number of files you may have inside a folder.

File is locked—This may happen when you are trying to delete, rename, read from (as in Show File), or write to (as in updating your Preferences) a file or folder. In delete and rename, you will get a variation on this dialog that allows you to bypass the protection. Otherwise, you should use Item Info to change the access status (check the box corresponding to the operation you are trying to do).

File is open or busy—The file you are trying to rename or delete is still needed. Either the system or the application or another desk accessory has marked this file as being in use. You will not be permitted to change this file until the owner releases it.

Access denied (Network)—Some disk level operations are prohibited over a network. You will not be allowed to verify, erase, or initialize the network server.

Unexpected error—Most common errors are handled by Disk Access with a clear text message. Any rare remaining situations will be shown with this dialog. The actual error code number is also shown in the dialog which may help you understand what has happened.

Internal Errors

Disk Access requires GS/OS—This error causes Disk Access to close. You must boot with System Disk 4.0 or later.

Control Error. Cannot continue—This error causes Disk Access to close. Disk Access could not create one of its controls (scroll bar, check box, radio button, etc.); most likely due to a lack of memory.

Memory Error. Cannot continue—This error causes Disk Access to close. Disk Access could not find enough memory to perform a critical operation, such as opening a window or dialog.

Out of memory. Can't complete this task—While this is serious, it will not cause Disk Access to close. This will most likely happen during a "Result Window" operation. The operation is stopped at this point, but you are allowed to do what you can with the incomplete results. You should be able to save the results to disk, but printing will probably fail because it requires more memory. Adding more memory to your system is an obvious solution, but you could also consider eliminating some desk accessories or initialization files (in the System.Setup folder). You could also try opening Disk Access from a smaller application, such as the small program launcher "Out To Launch".

Too many lines—There is a limit of 16,380 lines in the result window. It is extremely unlikely that you will ever encounter this error (you will most likely run out of memory first).

Too many levels—There is a limit of 32 nested folders. It is very unlikely that you will encounter this error.

Path is too long—Path names are limited to 64 characters.

Can't open this folder—An error happened while trying to read the contents of the folder. The actual code number is shown in the dialog.

Other Messages

Please insert the System Disk—The boot disk is needed to load a tool or save your preferences.

Please insert the source disk—The disk you are copying or the disk that holds the files you are copying is needed to continue.

Please insert the destination disk—The disk you are copying to is needed to continue.

Disks must have different names—Single drive copying requires that the source and destination disks be named differently in order to tell them apart.

Some files could not be deleted—This is a simple reminder that problems occurred while attempting to delete files after a move. You may try to individually delete them.

This requires a previously initialized disk in the drive—Neither Erase nor disk copy provide formatting. Use Initialize to prepare the disk.

Disk is locked. Are you sure?—The disk's access code is not set to "allow destroy". Most programs do not honor this code at the disk level (only for files and folders). Disk Access will inform you but since it provides no means to change the disk access code, it is treated only as a notice.

Found multiple copies of: /DISK. You should remove one and try again—More than one disk with the same name is discouraged because both you and the operating system can get confused. You should rename one disk or remove the conflict as soon as you can.

Appendix B— Compatibility Issues

There are some programs that are not compatible with Disk Access, either because of memory limitations or because a program "breaks the rules". The items presented below are known incompatibilities (there may be others).

Anomalies with the Finder

While it is certainly possible (although we discourage it) to open Disk Access from within the Finder, there are some things to be aware of:

- The Finder is constantly polling your disk drives in order to show any new disks. Disk Access only checks your drives when you command it to. So, every time you insert a disk, the Finder adds an icon for it; however, ejecting it with Disk Access is the same as manually ejecting with the Finder and the icon will just dim instead of disappearing. When closing Disk Access after swapping several disks around, you will probably find numerous dimmed icons on the Finder's desktop.
- Also because the Finder is checking all disks as you insert them, you may occasionally be startled to see a message about duplicated disk names.
- When you delete or rename items in one program, you cannot expect the other program to be automatically aware of the change. In most cases, you will need to close and re-open the disk or folder that was changed.

NOTE: It is not necessary to have the Finder when you have the combination of Out To Launch and Disk Access on your startup disk.

320 mode switching to 640 mode

Some 320 mode programs have "odd" effects when Disk Access switches to and from 640 mode. Below are programs with known problems (other programs may be affected):

Deluxe Paint II—The color palette shows up on the Disk Access window.

Beagle Draw—When 320 mode is restored, Beagle Draw's non-standard font does not get restored.

Memory

Some programs will fail to operate when Disk Access is installed in the Desk.Accs folder. The crash is not actually caused by Disk Access, but is caused because the particular program is relying on having a certain amount of memory available (and when it doesn't find enough memory, the program crashes). For example, PaintWorks Gold crashes when it fails to acquire (a huge) ten contiguous banks of memory.

Below are programs with known problems (other programs may be affected).

PaintWorks Gold—If you have more than 1.25MB of memory and enjoy trying “patches,” you can try the following patch (from BASIC) *on a backup copy of the program*:

```
POKE 768,120
```

```
BSAVE PROGRAM,T$B3,A768,L1,B$1FFE0
```

This patches PaintWorks Gold so it will continue looking for memory beyond the first 1MB of memory.

Appendix C— Notes for “Techies”

Some technical information about Disk Access:

- Disk Access defines a “large disk” as one over 800K.
- Disk Access defines a “K” as 1,024 bytes.
- The maximum path name length is 64 characters.
- The maximum number of nested folders is 32 levels.
- Disk copy requires a minimum of 32K available memory.
- Disk Access will use the first 12 File Type Files that it finds in the Icons folder on the System disk. If none are found, it shows Type and Auxtype in hexadecimal.
- The maximum number of lines in the result window is 16,380.
- While it is active, Disk Access forces Keyboard Translation to None (see the Alphabet CDev in the Control Panel). The original setting is restored when Disk Access is not active.

Appendix D— Out To Launch

Out To Launch is a simple “program launcher” that is meant to replace the program-launching function of Apple’s Finder, thus saving a lot of disk space. It can launch applications and it provides access to the New Desk Accessories on the  (Apple) menu. This is especially useful with an NDA such as Disk Access, which provides all the functions of the Finder, plus other functions such as Find File and Show File.

Out To Launch uses about 7K on disk and in memory, and it requires an Apple IIGS with at least 512K memory (ROM 01 or higher) and GS/OS. It should be named Start and placed in the System folder of your startup disk (it is possible to run it from another launcher, but that would defeat its purpose).

Contacting Seven Hills Software

For orders and product information call (800) 627-3836 or (904) 575-0566 from 9 a.m. to 5 p.m. EST, Monday-Friday.

For technical questions about a specific product call (904) 576-9415 from 11 a.m. to 5 p.m. EST.

Contact us electronically for fastest written communication:

America Online: SevenHills

GEnie: SevenHills

AppleLink: SevenHills

FAX: (904) 575-2015

To contact us the “old-fashioned way,” write to:

Seven Hills Software
2310 Oxford Road
Tallahassee, FL 32304-3930

The Menu

🍏 (Apple) Menu

About Out To Launch—Shows version number, credits, and general information.

File Menu

Shut Down—Ejects all “ejectable” disks and shows the message “You may now switch off your Apple IIGS safely.” This shut down is configured so it will not reset RAM disks in case you decide to Restart.

Quit—Quits Out To Launch and returns to the previous program (presumably another launcher). If there is no previous program, then the System launches Out To Launch again.

Edit Menu

This menu is provided for desk accessories.

The Command Buttons

Launch Item

Launch Item launches the highlighted item, unless it is a “dummy line” (a line with no application attached—see *Add Item*).

Launch Other

Launch Other displays the standard “get file” dialog box for you to choose a program to launch (only Folders, P8 System files, and GS/OS applications are displayed).

Add Item

Add Item displays the standard “get file” dialog box for you to choose an application to add to the list (only Folders, P8 System files, and GS/OS applications are displayed).

After selecting an application, a second dialog box appears to let you customize the name of the application as it appears in the list (this does *not* rename the file). See *Edit Item* for information.

You can create a “dummy line” for filler or spacing by holding down the Option key when you click the Add Item button. This skips the file selection and goes directly to the editing dialog box.

Remove Item

Remove Item deletes the highlighted item from the list.

Edit Item

Edit Item opens a dialog box to let you edit the name of the highlighted item as it appears in the list. You are allowed up to 31 characters of free-form entry (anything you can type is acceptable). The items in the list are sorted in ascending ASCII order.

The optional code is not displayed in the list. It is used if you want to group items together on the list (for example, to group graphic applications together you could code each application with a “g”).

Clicking the OK button (or pressing Return) stores any changes. Clicking the Cancel button aborts the process.

Error Handling

Out To Launch requires GS/OS, otherwise a "GS/OS required" message will be shown.

The boot disk must be available at program startup and shutdown to load and save your list. If it can't find */System, then you will be prompted to insert the System disk.

Any disk error while loading your custom list of applications presents a message "Problem loading. Error \$####" (it is not an error to have no list at all). It is possible to get a memory error during the load; if so, an "out of memory" message is shown and the remainder of the load is aborted.

When saving the list, if the disk is write-protected you will get a message and a chance to try again. Any other disk error presents a message "Problem saving. Error \$####."

The program you are trying to launch is verified to be available, otherwise you get a "Can't find program" message and a chance to swap disks.

If there's not enough room to add an item you will get an "out of memory" message, and the item is not added to the list.

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Save (In Result Window)*see page 39*

Normal: Save the Results Window contents to a disk file
How: Button, ⌘S
Option: None

Select All (Disk List or File List)*see page 17*

Normal: Highlight all items in the list
How: ⌘A
Option: None

Show File*see page 34*

Normal: Display the contents of any file in ASCII format
How: Button, ⌘S
Option: Display the file in hexadecimal and ASCII format
How: Option-Button, Option-S

Shut Down (Any Time)*see page 15*

Normal: Cancel the current function and shut down Disk Access after confirmation
How: ⌘Q
Option: Cancel current function and shut down Disk Access without confirmation
How: Option-Q

Start (In Copy/Move Mode)*see pages 22, 23*

Normal: Start copying/moving (use after the destination location has been chosen)
How: Button, ⌘S
Option: None

Verify*see page 31*

Normal: Verifies highlighted disks/files are readable
How: Button, ⌘V
Option: None

Zoom (Disk List or File List)*see page 18*

Normal: Alternately flip the main window between its last dragged location and centered on the screen
How: Click in window's zoom box, ⌘Z
Option: None

Quick Reference

About Disk Access (Disk List or File List)*see page 11*

Normal: Show information about Disk Access
How: ⌘?, ?, /
Option: None

Cancel (Any Time)*see page 15*

Normal: Cancel current operation ("Cancel This")
How: Button, Escape, ⌘Period
Option: Terminate function with no further prompting ("Cancel All")
How: Option-Button, Option-Escape

Check Drives (Disk List)*see page 20*

Normal: Read and update the disk information in the current disk list
How: Button, ⌘Tab, Tab
Option: Form a completely new disk list (reinstates drives removed with Option-Eject)
How: Option-Button, Option-Tab

Close (File List)*see page 19*

Normal: Close current folder and show previous folder
How: Button, Escape, ⌘W, ⌘Up-Arrow, Click on path name
Option: Close all folders and return to Disk List
How: Option-Button, Option-Escape, Option-Click on disk icon to the left of the path name line
Option: Close to show a specific folder
How: Option-Click on folder name in the path name line

Copy*see page 22*

Normal: Begin copy process by prompting for destination location
How: Button, ⌘C
Option: None

Delete (File List)*see page 27*

Normal: Delete highlighted files/folders with prompting
How: Button, ⌘D
Option: Delete highlighted files/folders without prompting
How: Option-Button, Option-D

Eject *see page 21*

Normal: Eject highlighted disks but leave the empty drive in the list

How: Button, ⌘E

Option: Eject highlighted disks and remove their drives from the disk list (reinstate with Option-Check Drives)

How: Option-Button, Option-E

Erase (Disk List) *see page 26*

Normal: Erase highlighted disk with ProDOS using current size/interleave

How: Button

Option: Erase highlighted disk with the Device Initialization Package dialog box to confirm the size/interleave

How: Option-Button

Find *see page 33*

Normal: Find all file names that meet search criteria (leave name blank for outline-style catalog)

How: Button, ⌘F

Option: None

Initialize (Disk List) *see page 34*

Normal: Initialize highlighted disk with ProDOS using default size/interleave

How: Button

Option: Initialize highlighted disk with the Device Initialization Package dialog box to allow size/interleave changes

How: Option-Button

Item Info *see page 28*

Normal: Show detailed information about highlighted disks/files

How: Button, ⌘I

Option: None

Move *see page 24*

Normal: Begin move process by prompting for destination location

How: Button, ⌘M

Option: None

New Folder *see page 21*

Normal: Create a new folder

How: Button, ⌘N

Option: None

Next Drive (File List) *see page 20*

Normal: Close current disk and open the disk in the next drive (if the next drive is empty you are left at the Disk List)

How: Button, ⌘Tab, Tab

Option: None

Open *see page 17*

Normal: Open the disk or folder

How: Button, Return, Double-click list item, ⌘O, ⌘Down-Arrow

Option: None

Pause/Resume (In Result Window) *see page 39*

Normal: Alternately pause and resume the filling of the Result Window

How: Button, Spacebar

Option: None

Preferences *see page 35*

Normal: Open the Preferences dialog box

How: Button, ⌘P

Option: None

Print (In Result Window) *see page 39*

Normal: Print the Result Window contents using the current Page Setup

How: Button, ⌘P

Option: Display the Page Setup dialog box, then print the Result Window contents

How: Option-Button, Option-P

Quit (Disk List) *see page 18*

Normal: Shut down Disk Access after confirmation

How: Button, Escape, ⌘W, ⌘Up-Arrow

Option: Shut down Disk Access without confirmation

How: Option-Button, Option-Escape, Option-W, Click in window's close box

Rename *see page 25*

Normal: Rename the highlighted disks or files

How: Button, ⌘R

Option: Rename the highlighted disks or files, even if locked

How: Option-Button, Option-R

Option: Convert default name to mixed-case

How: Shift-Button, Shift-⌘R, Shift-Option-Button, Shift-Option-R