

# Read Me Second

## *Some Things You Should Know*

In creating GEOS, we have tried to give you the greatest amount of computing power for your money. GEOS stands for "Graphic Environment Operating System" and is designed to be as powerful and flexible as possible, while still being easy to use. "Graphic Environment" means that we provide you with a graphic representation of your data and commands. Rather than having to type a series of commands into your computer, you simply need to move the pointer to the appropriate place and press the mouse or joystick button. You have the option of using keyboard commands for many features as well. Sounds simple, doesn't it?

Unfortunately, GEOS may be so different from other programs you are familiar with that it initially may seem strange and foreign. It may be helpful to know that other owners of GEOS have discovered one important fact: GEOS may take a little bit longer to learn, but once you do, it is much easier and more powerful to use than any other program you own.

## *So What's on the Three Disks?*

GEOS comes on three floppy disks, for a total of six disk sides. Each of the six sides contain many files which fall into a number of categories. When you open a disk each of these files will show up on the deskTop screen as a separate icon. The categories are as follows:

- **Applications** are the major programs, such as the geoWrite word processor, the geoPaint graphics program, and the geoSpell spelling checker.
- **Font files** are used by the applications to display text in various typefaces and point sizes.
- **Desk accessories** are smaller programs which can be used while you are working in the middle of an application. For example, if you are using geoWrite to compile a list of expenses, you can use the calculator desk accessory to add up those expenses without having to leave your geoWrite document.
- **Driver files** enable GEOS to communicate with devices attached to your computer such as a printer or joystick.

Two of the disk sides, GEOS BOOT and GEOS BACKUP, are special in that they contain the GEOS operating system files. These files are invisible (i.e., they will not show up on your disk as file icons). Booting either of these disks will load in the operating system and bring you into the GEOS environment. GEOS always must be booted from one of these two disks, or you can install the GEOS operating system onto a hard disk and boot it from there. Note that when you make a backup copy of these two disks, the invisible operating system will not be copied, whereas the other files on these disks will be copied.

### ***When You Install the Drivers You Need***

Chapter 1, "Getting Started," will lead you through installing GEOS and the applications on your disks. If you follow the manual, this is pretty straight forward, up to the installation of the printer and interface card drivers. Unfortunately, we didn't have enough room to put all of these drivers on each of the boot disks. This may make the installation of these drivers a little more difficult. Here's how to do it:

- 1: Determine which printer and interface driver driver you will need by referring to the tables in Appendix B: Printer Drivers on page 13-16 of the *GEOS User's Manual*.
- 2: Locate these files by checking the contents of GEOS BOOT, GEOS BACKUP, and GEOPAINT disks. Use the deskTop to open each disk, and the dog-eared tabs at the lower left corner of the disk note pad to flip through the pages of the disk's note pad.

**NOTE** To open a disk, refer to page 4-26 of the *GEOS User's Manual*. To flip through the pages of the disk note pad, refer to page 4-3.

- 3: When you find the printer and interface driver files you need, copy them onto both the GEOS BOOT and GEOS BACKUP disks.

**NOTE** To copy files, refer to page 4-18 of the *GEOS User's Manual*.

- 4: Now open the GEOS BOOT disk and install the drivers as explained in the instructions in Appendix B: Printer Drivers. Do the same for the GEOS BACKUP disk.

## ***What Are Work Disks? Why Use Them?***

All of the files on your GEOS disk *can* be used directly on the disks provided. However, imagine how you would feel if you accidentally used the power of GEOS to throw away one of the valuable files. You would not be happy. To prevent such an accident, we ask that you copy the files on the GEOS disks onto blank disks of your own for everyday use. GEOS files work just as well on copied disks as on the original. We refer to disks containing such copies as “work disks.”

The work disk does not have to be an exact copy of the original: you can tailor its contents to your needs. Any file on a work disk can be used from within the GEOS environment once you have booted GEOS from one of the two boot disks provided. You may make as many work disks as you like, as long as you follow the terms of the software licensing agreement found at the front of the GEOS User's Manual.

To be extra safe, we suggest you make backup copies of all sides of your GEOS disks. These disks are simply copies of the original disks. There is no difference between a “backup” copy and a “work disk” other than what you do with them: use work disks for every day use; keep backup copies hidden away in a safe place.

## ***Putting Together Work Disks***

Be sure to follow the instructions in Chapter 1, “Getting Started,” in the *GEOS User's Manual* to install GEOS and the applications on your GEOS disks before you attempt to make a work disk. Since the files on the GEOS disks together take up more than 600K of disk space, the way you make work disks will depend on the kind of disk drive setup you have. If you have a 3 1/2 inch or hard disk drive, you can put all of the GEOS programs on one disk for each access to any file. If you do not have either of these disk drive setups, you will have to plan your work disks a little more carefully to make sure you have room for your data files. Work disks can be created by using the SYSTEM MERGE utility described in Appendix I: SYSTEM MERGE Utility on page 13-39, by copying files with the GEOS deskTop, or by starting with a copy (*not* the original) of one of the 5 1/4 inch original GEOS disks and deleting the files you won't need. An example of the latter is given in Chapter 2, “Tutorial.” For instance, using the SYSTEM MERGE utility or a combination of the latter two methods, you can create a work disk which contains geoPaint, the Photo Manager (from the GEOPAINT disk), geoWrite, the NLQ font (from the GEOWRITE disk), and the LW\_Roma font (from the GEOSPELL disk).

A very handy feature of the deskTop when making work disks is its ability to copy multiple files at a time. See 4-12 of the *GEOS User's Manual*.

### ***A Warning Concerning Disk Names***

Don't give your disks identical names. The GEOS deskTop may get these disks confused and possibly cause damage if you are working with two disks with the same name at the same time. Note that most copy utilities give the destination disk the same name as the source. To change the name of a disk, open it from the deskTop and select **rename** from the **disk** menu. (See page 4-26 of the *GEOS User's Manual*.)

### ***About Folders***

Folders are a means of organizing files into easily managed groups. Since you cannot squeeze many files onto a 5 1/4 inch disk, we haven't found much of a need to use folders on these smaller capacity drives. On the other hand, folders are quite handy when you are using 3 1/2 inch drives or hard disks. The deskTop will enable you to create folders, move files (and other folders) in and out of them, and display their contents. A typical usage of folders would be to have a folder for business letters and another folder for personal letters. If you decide to use folders, you will need to create a special folder with the name **SYSTEM**. Place in it copies of any files on the GEOS disks that you will need on the disk, as GEOS automatically will look for applications, fonts, desk accessories, and scraps in any folder named **SYSTEM**. This folder must be at the top level (i.e., the root directory) of the disk. To copy easily many files from different sides of the GEOS disks into one **SYSTEM** folder on a different disk, use the **SYSTEM MERGE** utility described in Appendix I: **SYSTEM MERGE** Utility, page 13-39.

### ***If You Run into any Problems***

If you ever encounter any problems with GEOS, there are several steps you should take before trying to contact Customer Service. First, re-read the pertinent chapter(s) in the manual. With a graphic interface, it is often tempting to ignore the manual and forge ahead with using the program. However, if program does not perform in a manner you expect, reading the manual may help clarify any confusion. If the chapter does not seem to answer your question directly, try looking in the table of contents and the index for help. If these still do not provide the answer, look in the appendices, especially Appendix G: Troubleshooting, page 13-29. The troubleshooting appendix is structured in a question/answer format. You may even wish to read this section ahead of time to avoid any possible confusion.

## ***Some Things You Ought to Note***

Make sure you read "Never and Always (Do's and Don'ts) on page 2-17 of the manual and the troubleshooting addendum below. Reading both of these will help you avoid trouble and confusion later.

Most of the time, pressing the `[return]` key is the same as selecting the OK icon. Pressing the `[esc]` key is the same as selecting the Cancel icon.

GEOS supports the first four disk drives it finds as it scans down from slot 7.

Although GEOS supports the Apple Memory Expansion card, it currently ignores the Applied Engineering RamFactor card. This problem will be solved in a future update of GEOS.

If you own an Apple IIGS, you should:

- change your display to "monochrome."
- set your RAM disk to have a minimum of 0 K memory and whatever maximum K memory you wish.
- remember that some disk devices may not show up in GEOS because you either have more than four disk devices or there are more than two disk devices being mapped to the same slot.

## ***More Troubleshooting***

### ***Booting***

*When I boot GEOS, I can't move the pointer.*

- It may mean that GEOS is using the wrong input driver. Since not everyone owns a mouse or joystick, the keyboard driver is the original default. Instructions on how to use make your input driver the default can be found in Chapter 12, "Drivers," beginning on page 12-2. These instructions will tell you how to use the keyboard to set up GEOS so that you can use your joystick or mouse.

*When I boot GEOS, the screen looks very messy.*

- If you own an Apple IIGS, check the display option in the control panel. If your screen is set to "color," change it to "monochrome"

when you use GEOS. If you own an Apple IIe, check your extended 80-column card. Some non-Apple cards are missing the jumper needed to give the computer the ability to properly display the double high resolution graphics GEOS uses.

*When I try to boot GEOS, the disk drive just spins.*

- To boot GEOS, you must use either the GEOS BOOT disk or the GEOS BACKUP disk provided in the package. You will not be able to boot any copy that you make of the three disks. To properly boot GEOS, simply insert one of your original boot disks into a disk drive, and turn on the computer.

*I just read the software licensing information. Does it mean that I should buy a copy of GEOS for every member of my family?*

- No, the important thing to remember is that GEOS (or any program) can be used only on one computer by one person at a given time. This means that you can use GEOS at the office and then take it home and use it there. It also means that you can use GEOS and so can someone in your family or office, as long as only one person is using it at one time (e.g., two people on two computers in the same office at the same time), then you should purchase the appropriate number of GEOS packages to cover the usage.

*I got a dialog box where I had to type in a name. How do I get out of the box?*

- In dialog boxes that have a text cursor but no OK icon, simply type the text and press  to exit. If you wish to cancel, simply press  without entering any text.

## **deskTop**

*I placed a file on the border of the deskTop, and it disappeared!*

- It didn't really disappear; it only moved. You can find it on the last page of the currently open folder. Click on the dog-ear corner at the lower left corner of the disk note pad to move through the pages. You can prevent this from happening by moving file icons back onto the disk note pad before closing the disk or starting up an application.

*I don't see many files on the screen. OR I can't find certain files.*

- When the GEOS deskTop is displaying a catalog of your disk, it only shows up to eight files at a time. These files are on a page: each page

holds one to eight files. The number under the up arrow in the upper left corner of the disk note pad indicates how many files are found in the currently open folder. If this number does not match what is on the current disk note pad page, it means that the other files are found on subsequent pages of the disk note pad. You can move to the next page by clicking on the dog-ear corner at the lower left corner of the disk note pad.

**NOTE** To find on which original GEOS disk a file is located, refer to the Disk Directory on page 13-28.

*Every time I throw a file away, I get a warning message.*

- The GEOS deskTop will display a warning message before allowing you to delete files from one of the original GEOS disks. It also will not let you format one of these disks (formatting will erase the disk's contents). Copies of the original GEOS disks made with copy programs from vendors other than Berkeley Softworks also may exhibit this trait, as the deskTop cannot tell the difference between the disks. (GEOS clears this attribute on the disks it creates.)

### ***geoPaint***

*When I print out my document, it doesn't look exactly like the screen (e.g., circles come out as ovals).*

- This is due to the "aspect ratio" of your screen. A pixel or dot on your screen is not exactly a square, but it is on the printer. If you wish to draw a circle or square in geoPaint, watch for the horizontal and vertical sizes to make sure they are equal, or use the constrained option.

### ***geoWrite***

*When I print in NLQ mode in geoWrite, all of the words run together.*

- If you choose to use the NLQ printing option, you must first have all text in your document set in the NLQ 10 point font. If you have not entered any text into your document, select this font by selecting NLQ from the **font** menu. If NLQ does not appear as an option, exit geoWrite and copy the NLQ font file onto the work disk that contains geoWrite. If you have entered text into your document, choose **select page** from the **options** menu and then select NLQ from the **font** menu. This allows the spacing and formatting of text in your document to be accurately reproduced using your printer's near letter quality mode. (See pages 6-34 and 6-35 of the *GEOS User's Manual*.)

