GEOS 128 2.0

User's Manual Addendum

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Welcome to GEOS 128 2.0

If you are a Commodore 128 owner, use this manual addendum along with the *GEOS 2.0 User's Manual*. The *GEOS 2.0 User's Manual* describes how to use GEOS 2.0 for the Commodore 64. Many of the features described in that manual still apply to GEOS 128 2.0. However, there are a number of differences between GEOS 2.0 and GEOS 128 2.0. These differences are described in this manual addendum.

This manual addendum is divided into 12 chapters:

1: **Getting Started** will guide you through the process of installing GEOS 128 2.0. This chapter also describes the basic hardware and software you need to use GEOS 128 2.0, how to boot GEOS 128 2.0, how to set up your printer, standard files to place on work disks, how to exit GEOS 128 2.0, and how to enter a non-GEOS program from the deskTop.

2: **Learning GEOS 128 2.0** describes how column modes operate and the keyboard keys needed to use GEOS 128 2.0. This chapter also includes a tutorial for users who are upgrading from GEOS 1.2, 1.3, and 128. If you are upgrading from GEOS 2.0, you do not need to use the tutorial.

3: **The GEOS 128 2.0 deskTop** describes the expanded use of text mode for the disk note pad. This chapter also explains the new keyboard shortcuts you can use to select command menu options and perform file and disk operations. Information regarding the RAM Expansion Unit, the CONFIGURE 2.0 file and rebooting to a non-GEOS program from the deskTop are also included in this chapter.

4: **geoPaint** describes how to set up work disks for geoPaint and how geoPaint is affected by the 1581 disk drive and by column modes. This chapter also describes how to use the geoPaint Drawing Window, erase colors in an area, and hide or display the Toolbox.

5: **geoWrite 2.1** describes how to set up work disks for geoWrite 2.1 and how geoWrite 2.1 is affected by the 1581 disk drive and column modes. This chapter also describes the geoWrite 2.1 Writing Window, the BSW 128 font, and the NLQ mode for printing a document.

6: **geoSpell** describes how to set up work disks for geoSpell and how geoSpell is affected by column modes. This chapter also describes an additional method for searching for dictionary words.

7: **geoMerge** describes how to set up work disks for geoMerge and how geoMerge is affected by column modes.

8: **geoLaser** describes how to set up work disks for geoLaser and how geoLaser is affected by column modes. This chapter also contains a note on the Laserwriter 2.1 printer driver and how column modes affect the screen during the printing process.

9: **Text Grabber** describes how to set up work disks for Text Grabber and how Text Grabber is affected by column modes. This chapter also lists the word processor format files that accompany Text Grabber.

10: **Paint Drivers** describes how to set up work disks for the Paint Drivers application and how this application is affected by column modes. This chapter also describes how to create the paint drivers, select a paint driver as a default file, and create a document with the Paint Drivers application.

11: **Desk Accessories** contains special notes on using the Calculator, Preference Manager, Alarm Clock, Note Pad, and Pad Color Manager desk accesories with GEOS 128 2.0.

12: **Appendices** contains additional glossary terms, an updated menu listing for the deskTop, geoPaint, geoWrite 2.1, and a listing of the contents of each disk in your GEOS 128 2.0 package.

Suggested Order of Reading

Before you try to use GEOS 128 2.0, we suggest you use this manual addendum along with your *GEOS 2.0 User's Manual.* Read these chapters in the following order:

Ch. 1, "Getting Started"	of this manual addenum explains what equipment you need in order to use GEOS 128 2.0. This chapter also describes how to install and make backup copies of your master disks.

	Note that geoWrite 2.1, geoSpell, and geoMerge must be installed before you can use them or make work disks. "Getting Started" will also guide you through setting up your printer and input device. In addition, "Getting Started" explains in detail the advantage of making work disks.
Ch. 2, "Learning GEOS 128 2.0"	of this manual addendum describes how column modes and the keyboard are used with GEOS 128 2.0. If you are upgrading from GEOS 1.2, 1.3, or 128, use the tutorial in this chapter to get some hands-on experience with the deskTop and geoPaint.
Ch. 2, "Learning GEOS"	of the *GEOS 2.0 User's Manual* discusses learning the programs. Read the section entitled "Common Features and How They Work" (pages 30–36) if you wish to review standard features found in GEOS.

Once you have completed the above chapters, you will be ready to use the applications described in this manual and the *GEOS 2.0 User's Manual.* You may also wish to try out the GEOS demonstration programs, which are provided on the GEOS Demos Disk and whose instructions are in Appendix E: GEOS Demos in the *GEOS 2.0 User's Manual.*

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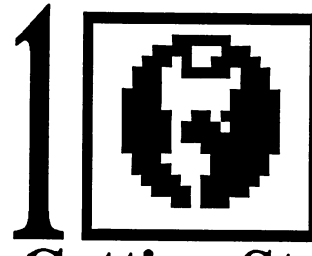


Getting Started

This chapter will guide you step by step through the procedures for getting started with GEOS 128 2.0. You will perform the following three procedures only once, when you first open GEOS 128 2.0:

- Install GEOS 128 2.0 to your Commodore computer.
- Create backup copies of your master disks.
- Set up your printer for use with GEOS 128 2.0.

This chapter also covers how to boot (i.e., start up) GEOS 128 2.0 every time you plan to use it, and how to exit GEOS 128 2.0 when you are finished. Also covered is general advice on making work disks.

Unfamiliar terms are defined in the glossaries (Appendix A) in this manual addendum and the *GEOS 2.0 User's Manual*. Error messages are explained in Appendix F: Error Messages of this manual addendum.

What You Need to Run GEOS 128 2.0

Required Equipment

- a Commodore 128 or 128D computer.

- a compatible monitor or TV. The best monitor to use is a Commodore 1702, 1802, 1902, or 1902A monitor. Televisions can be used, but the resolution is sharper with a Commodore monitor. Note that television sets only support 40-column mode, not 80-column mode. If you use a television set as a monitor, you cannot use geoWrite 2.1. or geoSpell, since these applications only operate in 80-column mode.

- a mouse or joystick input device (the Koala Pad and Inkwell light pen are not compatible with GEOS 128 2.0).

- one 5 1/4 inch disk drive.

- this GEOS 128 2.0 package, which contains three program diskettes, the *GEOS 2.0 User's Manual*, and this manual addendum.

- blank 5 1/4 inch diskettes (for backup and work disks).

Optional Equipment

- a 1750 or 1764 RAM Expansion Unit (REU). With an REU the operating speed of GEOS 128 2.0 is greatly increased. In addition, more disk space is available for the program you are currently using.

- additional disk drives (1541, 1571, or 1581). You can install two disk drives and a RAM Expansion Unit (1750 or 1764) for use with GEOS 128 2.0.

- a GEOS 128 2.0-supported printer. A list of supported printers is found on page 18 of this chapter.

Installing GEOS 128 2.0

Installing GEOS 128 2.0 means preparing its applications for everyday use. You will have to install GEOS 128 2.0 only once. Installing GEOS 128 2.0 and its applications takes about 15 minutes.

The following general steps summarize what you need to do to install GEOS 128 2.0. The actual procedure begins on the next page.

1. First, set up your Commodore according to the instructions found in its installation manual.

2. Next, open GEOS 128 2.0 and follow the directions on the screen. If you own other GEOS applications for the Commodore 128 or 128D, you will be able to key them to this boot disk. This will let you use your existing applications and work disks with GEOS 128 2.0. For example, if you own geoCalc 128, you will be able to use it after booting on the new GEOS 128 2.0 System boot disk. (You will also be able to take advantage of the upgraded deskTop whenever you open your geoCalc 128 work disks.)

3. If you are using a mouse, activate it as the default input device. If you are using a joystick, GEOS 128 2.0 will automatically activate it for you.

4. Finally, install three of the applications to key them to your System and Backup System disks. These applications are geoWrite 2.1, geoMerge, and geoSpell.

Once you have installed GEOS 128 2.0, you need to make backup copies of the disks in your GEOS 128 2.0 package. If you are upgrading from GEOS 1.2, 1.3, or 128, you will need to make an additional copy of the Applications disk for the tutorial (which is covered in Chapter 2, "Learning GEOS 128 2.0"). If you are upgrading from GEOS 2.0, you can bypass the tutorial, so you do not need to make an extra copy of the Applications disk. Once you have created backup copies, you can set up your printer to print your documents.

Step 1: Boot GEOS 128 2.0

The methods for booting GEOS 128 2.0 depend on whether you are using a Parallel Printer Interface (PPI) and if you want to boot in 40-column or 80-column mode. If you are not using a PPI, GEOS 128 2.0 will autoboot. If you are using a PPI, you will need to enter a special booting command to start GEOS 128 2.0.

If you are not using a Parallel Printer Interface:

1: Set up your Commodore, disk drives, monitor, and input device according to the directions in their installation manuals. If you have a RAM Expansion Unit, carefully insert it into the proper slot of your Commodore, as explained in its installation guide.

2: Turn on the monitor and disk drive switches. (Do not turn on the computer yet.)

NOTE Never boot GEOS 128 2.0 with more than one disk drive on.

3: Press the RGB button (or composite switch) on your monitor. If your monitor has an RGB button, make sure the RGB button is in, i.e., in CVBS mode. If you have a composite switch, make sure it is set at COMP mode.

NOTE This will open GEOS 128 2.0 in 40-column mode. If you wish to open GEOS 128 2.0 in 80-column mode, make sure the RGB button is out (i.e., in RGB mode). If you have a composite switch, make sure it is set at RGB mode.

4: Press the 40/80 DISPLAY button on your keyboard so that this button is out (i.e., in 40-column mode).

NOTE As with Step 3, pressing the 40/80 DISPLAY button will open GEOS 128 2.0 in 40-column mode. If you wish to open GEOS 128 2.0 in 80-column mode, make sure the 40/80 DISPLAY button is in (i.e., in 80-column mode).

5: Insert the System disk (label side up) into the disk drive and close the disk drive door.

6: Turn on the computer. GEOS 128 2.0 will boot, and a message box (called a "dialog box") saying "Please insert disk: Backup System" will appear. Go to Step 2: Install GEOS 128 2.0.

If you are using a Parallel Printer Interface:

1: Set up your Commodore, disk drives, monitor, and input device according to the directions found in their installation manuals. If you have a RAM Expansion Unit, carefully insert it into the proper slot of your Commodore, as explained in its installation guide.

2: Press the RGB button (or composite switch) on your monitor. If your monitor has an RGB button, make sure the RGB button is in, i.e., in CVBS mode. If you have a composite switch, make sure it is in COMP mode.

NOTE This will open GEOS 128 2.0 in 40-column mode. If you wish to open GEOS 128 2.0 in 80-column mode, make sure the RGB button is in RGB mode (i.e., out). If you have a composite switch, make sure it is in RGB mode.

3: Press the 40/80 DISPLAY button on your keyboard so that this button is out (i.e., in 40-column mode).

NOTE As with Step 2, pressing the 40/80 DISPLAY button will open GEOS 128 2.0 in 40-column mode. If you wish to open GEOS 128 2.0 in 80-column mode, make sure the 40/80 DISPLAY button is in (i.e., in 80-column mode).

4: Turn on the monitor, disk drive, and computer switches. The Commodore BASIC V7.0 screen will appear.

NOTE Never boot GEOS 128 2.0 with more than one disk drive on.

4: Insert the System disk into the disk drive and close the disk drive door.

6: Under **READY**, a blinking cursor will appear. Type **OPEN4,4,25:PRINT#4:CLOSE#4:LOAD"GEOS",8,1**. Press RETURN. GEOS 128 2.0 will boot, and a message box (called a "dialog box") saying "Please insert disk: Backup System" will appear. Go to Step 2: Install GEOS 128 2.0.

Step 2: Install GEOS 128 2.0

1: After you complete Step 1: Boot GEOS 128 2.0, a dialog box will ask you to "Please insert disk: Backup System." Remove the System disk from the disk drive and insert the Backup System disk, which is located on Side A of Disk 2. Close the disk drive door and press RETURN to continue.

2: Another dialog box will ask if you wish to key the GEOS 128 2.0 boot disk (i.e., the System disk) to a previously installed GEOS application. If you own DeskPack *Plus*, geoWrite Workshop 128, geoCalc 128, or other GEOS 128 applications for the Commodore 128, answer **YES** by moving the pointer to **YES**. If this is the first GEOS 128 product you own, move the pointer to **NO**.

IMPORTANT Be careful when using this step! If you answer **NO** you will *never* be able to key your previous GEOS 128 application disks to the GEOS 128 2.0 System and Backup System disks. Once you complete this step, you cannot reverse your answer.

To move the pointer, use the CRSR keys located below the RETURN key:

To move:	*Do the following:*
Right	Press the CRSR ⇆ key
Left	Hold down SHIFT while pressing the CRSR ⇆ key
Down	Press the CRSR ↑↓ key
Up	Hold down SHIFT while pressing the CRSR ↑↓ key

3: When you have positioned the pointer over **YES** or **NO**, press RETURN. If you selected **YES**, go to Step 4. If you selected **NO**, go to Step 5.

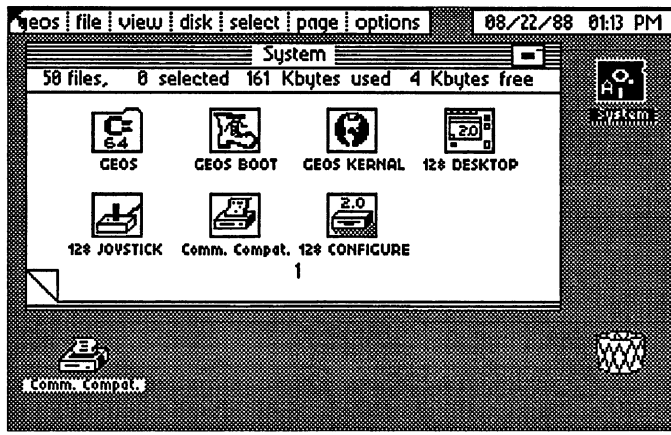
4: A dialog box will ask you to "Please insert any original disk on which an application was installed to your old boot disk: DeskPack *Plus*, geoWrite Workshop 128, geoCalc 128, geoFile 128, etc." This step will enable you to key your new boot disk with the older applications you own. Remove the Backup System disk from the disk drive and insert one of your original GEOS 128 application disks that applies to this procedure. Close the disk drive door and press RETURN.

NOTE You only need to insert *one* of the application disks, not all GEOS 128 application disks.

5: The next dialog box will ask you to insert the System disk. Remove the current disk from the disk drive and insert the System disk. Press RETURN to continue.

6: Another dialog box will ask for the Backup System disk. Remove the System disk from the disk drive and insert the Backup System disk. Press RETURN to continue.

7: The next dialog box will ask for the System disk. Remove the Backup System disk and insert the System disk. Close the disk drive door and press RETURN. In a moment the System deskTop will appear:



The System deskTop in 40-column mode

Step 3: Activate Your Mouse

If you own a joystick, it will already have been activated and you can begin to use GEOS 128 2.0 right away. If so, you can skip this step and go to Step 4: Install Your Applications. If the pointer at the upper left corner of the screen will not move, use the procedure below to install your mouse.

To install an input device:

1: Hold down the C= key and while holding it down, press the letter (not number) I. Make sure the CAPS LOCK key is not down.

2: The Select Input Device dialog box will appear. This dialog box lists the available input devices on your System disk: **128 JOYSTICK, 128 COMM 1351 (a),** and **128 COMM 1351.**

By using the CRSR keys, move the pointer so that it is positioned over **128 COMM 1351 (a)** or **128 COMM 1351.** The 1351 (a) driver will let you move the pointer across the screen at a faster rate than the 1351 driver.

3: When the pointer is positioned over the input device you want, press RETURN. The name you selected will appear in reverse video (i.e., white on black).

4: Now use the CRSR keys to move the pointer to the **OK** icon. Once you have done so, press RETURN.

The input device you selected will become active and you will be able to move the pointer around the screen. *The next time you boot GEOS 128 2.0, the input device you selected will remain the active input device.*

Step 4: Install Your Applications

The applications you need to install to your System disk are geoWrite 128, geoMerge, and geoSpell 128. You cannot use these applications until you have installed them.


GEOWRITE 128


GEOMERGE


GEOSPELL 128

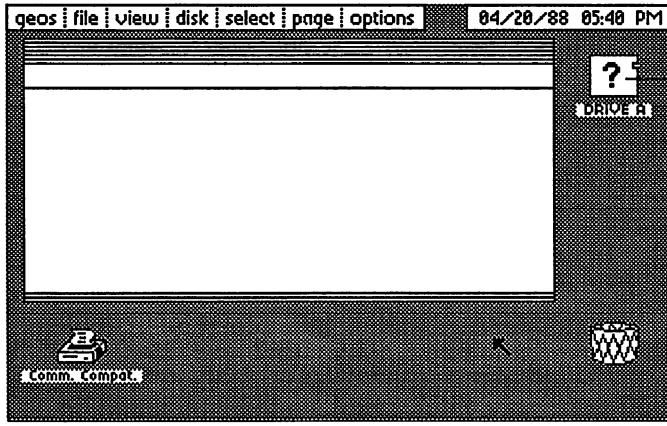
To install your applications:

1: Close the System disk by moving the pointer to the **close** icon located at the upper right corner of the disk note pad.


Click here to close the disk.

2: When the pointer is positioned over the **close** icon, press the input device button. (This is called **clicking.**) Once you have clicked on the **close** icon, you will have "closed" the disk. The screen will appear as follows:

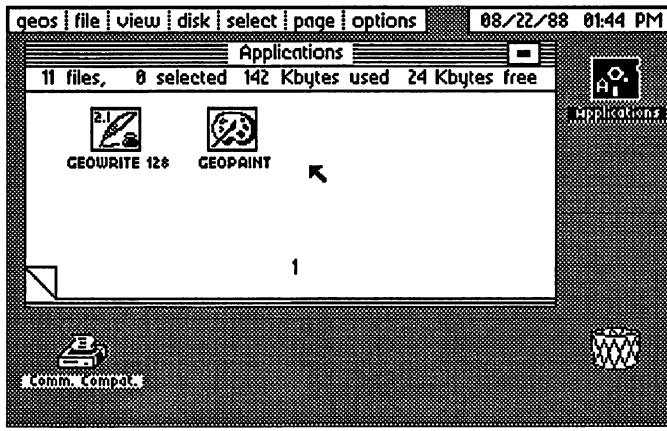
Closed System deskTop



3: Remove the System disk from the disk drive and insert the disk entitled Applications. Close the disk drive door and click on the disk drive icon representing the disk drive into which you inserted the Applications disk (e.g., DRIVE A).

Click here to open the disk.

4: The Applications disk will open:



Move the pointer to the file icon entitled GEOWRITE 128 and click twice in rapid succession. (This is called **double-clicking.**) The screen will go blank momentarily and then a dialog box will tell you that geoWrite is installed. Click **OK** or press RETURN.

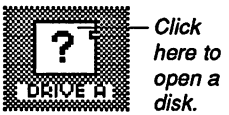
5: A dialog box will ask you to insert a disk containing the file DESKTOP V2.0 or higher. Remove the Applications disk from the disk drive and insert your System disk. Click **OK**. The System deskTop will appear.

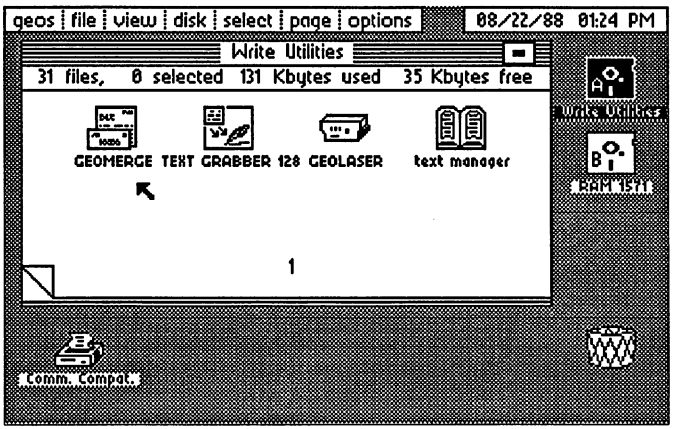
NOTE This dialog box will appear whenever you exit an application on a disk that does not contain the 128 DESKTOP 2.0 file. If you copy this file to your application work disks, you can exit an application directly to the deskTop. The procedure for copying a file to another disk is found in Chapter 3, "The GEOS deskTop" in the *GEOS 2.0 User's Manual*.

6: Close the System disk by clicking on its **close** icon, which is located at the upper right corner of the disk note pad.

7: Remove the System disk from the disk drive and insert the Write Utilities disk.

8: Click on the **closed disk drive** icon representing the disk drive containing the Write Utilities disk. The Write Utilities disk will open:





Look for the GEOMERGE file icon.

9: Double-click on the GEOMERGE file icon. When the geoMerge installation dialog box appears, click **OK** or press RETURN.

10: You will be asked to insert a disk containing the 128 DESKTOP 2.0 file. Remove the Write Utilities disk from the disk drive and insert the System disk. Click **OK** to display the System deskTop.

11: Now repeat the installation procedure for the geoSpell application:

a: Close the System disk by clicking on its **close** icon.

b: Remove the System disk from the disk drive.

c: Insert the geoSpell disk into the disk drive and click on the disk drive icon to open the geoSpell disk.

d: Double-click on the GEOSPELL 128 application icon.

e: A dialog box will let you know that geoSpell has been installed. Click **OK** or press RETURN.

f: When the deskTop V2.0 dialog box appears, remove the geoSpell disk from the disk drive and insert the System disk. Click **OK** to display the System deskTop.

Once You Have Installed GEOS 128 2.0

You have now installed GEOS 128 2.0 and its applications. Next you will need to make copies of the disks in your GEOS 128 2.0 package. Go to "Make Copies of Your Master Disks," on the next page.

Make Copies of Your Master Disks

You have already been provided with a backup copy of the GEOS 128 2.0 KERNAL (this system file, which boots GEOS 128 2.0, is located on the System disk). After installing your applications, you should make copies of all of the files on the GEOS 128 2.0 disks. If you are upgrading from GEOS 1.2, 1.3, or 128, you will need to make two copies of the Applications disk; one of these copies will be used as a TUTORIAL disk.

IMPORTANT You cannot copy the System or Backup System disk in its entirety. You can, however, copy certain files from these disks: the 128 DESKTOP 2.0, 128 CONFIGURE 2.0, PAINT DRIVERS, 128 RBOOT, the desk accessories, and the printer drivers. If necessary, refer to the following sections in the *GEOS 2.0 User's Manual*: "Selecting a File," page 58, "Selecting a Group of Files," page 59, and "Copying a File to Another Disk," page 66.

Depending on your disk drive set-up, you may need to configure your disk drives so that they can be recognized by GEOS 128 2.0. If necessary, refer to "Adding or Changing a Disk Drive" on page 78 of the *GEOS 2.0 User's Manual.*

Use one of the following methods to create backup disks. If you have a 1541, 1571, and/or a RAM Expansion Unit, use Method 1. If your second disk drive is a 1581, go to Method 2: Disk Copying to a 1581 Disk Drive (page 14 of this manual addendum).

Method 1: Disk Copying to a 1541, 1571, or RAM Expansion Unit

The **disk copy** command can be used if you have one disk drive, one disk drive and a RAM Expansion Unit, or two disk drives. The disk drives *must* be for 5 1/4 inch disks, i.e., a 1541 or a 1571. The disk copy command will automatically give you the option of formatting an unformatted disk.

The following procedures describe how to copy using one or two disk drives, and how to copy using one disk drive and a RAM Expansion Unit.

In these instructions, the **source** disk is the original disk and the **destination** disk is the disk which will be the backup.

If you have one or two 5 1/4 inch disk drives:

Before you try to copy to another disk drive, always make sure that both drives have been activated, i.e., their correct disk names appear below each disk drive icon. You can activate the disk drives by selecting **RESET** from the **options** menu or pressing [C=][R]. This will enable GEOS 128 2.0 to recognize the disk in each disk drive.

1: Insert the source disk into a disk drive.

2: Open the source disk by clicking on its disk drive icon.

3: Select **copy** from the **disk** menu (or press [C=][K]).

4: A dialog box will ask you to "Please insert destination disk in drive: #."

- If you have one disk drive, remove the current disk from the disk drive and insert the destination disk. Click **OK** to continue.

- If you have two disk drives, insert the destination disk into the drive indicated in the dialog box (e.g., Drive B if the dialog box specifies Drive B). Click **OK** to continue.

5: If the disk you inserted is unformatted, a dialog box will ask you to insert a disk to format in a designated disk drive. You will be asked to enter a name for the disk. Type in a name and press [RETURN].

NOTE If you are using a 1571 disk drive and have placed a double-sided disk into the disk drive, a dialog box will give you the option of formatting both sides of the disk. If you click **YES**, the disk will be formatted to support 331K memory. If you click **NO**, the disk will be formatted to support 165K memory.

6: The next dialog box will ask you "Replace the contents of (destination disk name) with the contents of (source disk name)?" Click **YES** to continue.

- If you have one disk drive, you will be asked to insert the source disk into the disk drive. Remove the destination disk from the disk drive and insert the source disk. Click **OK**. Continue to follow the directions on the screen, swapping disks in and out of the disk

drive and clicking **OK**, until the disk is copied. The procedure should take about three disk exchanges, depending on the number of files on the source disk.

- If you have two disk drives, the source disk will be copied to the destination disk.

If you have one 5 1/4 inch disk drive and a RAM Expansion Unit (REU):

If you have a RAM Expansion Unit, you can copy the files from the source disk to the REU drive, then copy the REU's contents to a destination disk. Before you try to copy to another disk drive, always make sure that both disk drives have been activated, i.e., their correct disk names appear below each disk drive icon. You can activate the disk drives by selecting **RESET** from the **options** menu or pressing [C=][R]. This will enable GEOS 128 2.0 to recognize the disk in each disk drive.

To copy a disk to an REU, use the **copy** command from the **disk** menu. If the message "Disk copy can't be done between these formats" appears, use the following procedure:

1: Open the source disk by clicking on its disk drive icon.

2: Select **copy** from the **disk** menu (or press [C=][K]).

3: A dialog box will ask you "Replace the contents of RAM # with contents of (source disk name)?" Click **YES** to continue. The source disk will be copied to the RWU drive.

4: After the source disk has been copied to the REU, remove the source disk from the disk drive and insert the destination disk.

5: Activate the destination disk by clicking on its disk drive icon or pressing [C=][R].

6: Go to the RAM drive and use Steps 3–4 to copy the contents of the RAM to the destination disk.

Method 2: Disk Copying to a 1581 Disk Drive

If your second disk drive is a 1581 you cannot use the **disk copy** command to copy a 5 1/4 inch disk to a 3 1/2 inch disk. If your 3 1/2 inch disks are

not formatted, you will need to format them first before copying files. The following procedures describe how to format a 3 1/2 inch disk, then how to copy files to the disk after you have formatted it.

You will only need to format one 3 1/2 inch disk to backup all of your master disks. If you plan to use the tutorial, backup an extra disk and entitle it TUTORIAL.

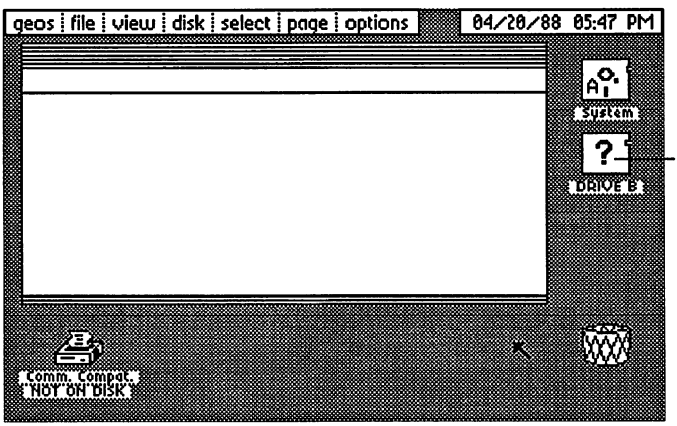
To format a 3 1/2 inch disk:

1: Open the current disk to its deskTop.

2: Insert the 3 1/2 inch disk into the 1581 disk drive and click on that disk drive's icon.

3: A dialog box will appear and let you know that the disk is unformatted.

4: Click **OK**. An "inactive" screen will appear.



Drive B is inactive.

5: Select **format** from the **disk** menu (or press C F).

6: A dialog box will ask you to "Put disk to format in drive # and enter a name for it." Enter the name GEOSBAKS, and press RETURN. The disk will be formatted.

7: If you are using the tutorial, repeat Steps 5 and 6 to format a second disk entitled TUTORIAL.

To copy files from the master disk to the 3 1/2 inch disk:

In the following instructions, the **source** disk is the original master disk and the **destination** disk is the disk which will be the backup.

1: Insert the source disk into the disk drive.

2: Open the source disk by clicking on its disk drive icon.

3: Insert the destination disk into Drive B.

4: Select **RESET** from the **options** menu (or press C= R). This will enable GEOS 128 2.0 to recognize the disk in the other disk drive. Once you have selected **RESET**, the name of that disk will appear below its disk drive icon.

5: Select **all pages** from the **select** menu (or press C= W). All of the file icons will become highlighted.

6: Click on one of the file icons. You will bring up the **multi-file ghost icon**, which represents all of the selected file icons on the disk.

7: Move the multi-file icon to the destination disk drive icon and click to deposit it there. The files on the source disk will be copied to the destination disk.

Once You Have Made the Backups and a TUTORIAL Disk

Once you have made backups of your master disks and a TUTORIAL, place a write protect tab on each original application disk and the Backup System disk. Store these disks in a safe place and use the copies when you create work disks.

Now you are ready to set up your printer so that you can print documents produced with GEOS 128 2.0 applications. See "Setting Up Your Printer," on the next page.

Setting Up Your Printer

GEOS supports over 70 different printers. Each one requires its own printer file called a printer driver. The printer driver file you need is found on the System or Write Utilities disk.

To set up a printer you need to do the following:

1. Connect your printer to your Commodore as explained in the printer's instruction manual.

2: Find the printer driver you need by referring to the Printer Drivers Chart beginning on page 18.

3: Activate your printer driver so that it is the default printer driver. This procedure is described under "Activating Your Printer Driver" on page 22 of this manual addendum.

Printer Drivers

To find the printer driver you need, refer to the chart that begins on the next page. For example, if you own an Apple Scribe printer, you will need to look for the Scribe printer driver on your System disk. (The Backup System disk contains a second copy of the System Disk's printer drivers.) You will also need to make sure your printer interface is an RS-232. Once you have found the printer driver file you need, use the procedure under "Activating Your Printer Driver" on page 22.

You will note that some of the drivers are listed as "DS" or "QS." A "DS" (double-strike) printer driver will cause the printer to print graphics and graphics text twice as dark as regular (single-strike) printing. "QS" will cause graphics and graphics text to be printed in quadruple-strike. Drivers listed as RED will reduce the page by a certain percentage. The C.Itoh RED driver will reduce the page by 50%. The Epson RED driver will reduce the page by 66%. The DS, QS, and RED drivers are located on the Write Utilities disk.

Your Printer	*Interface*	*Driver*	*DPI*
Apple ImageWriter	RS-232 Serial	ImageWriter	80
	RS-232 Serial	ImageWriter DS	80
	RS-232 Serial	ImageWriter QS	80
Apple ImageWriter II	RS-232 Serial	ImageWriter II	80
	RS-232 Serial	ImWrtr II DS	80
	RS-232 Serial	ImWrtr II QS	80
Apple LaserWriter/Laser-Writer Plus	RS-232 Serial	Laserwriter 2.1	75
Apple Scribe	RS-232 Serial	Scribe	80
Blue Chip M120	Cent. Parallel	Bluechip M120	80
BMC BX-80	Cent. Parallel	Bluechip M120	80
Cal-Abco Legend 800	Cent. Parallel	Bluechip M120	80
Cal-Abco Legend 808	Cent. Parallel	Epson MX-80	60
Cannon PW-1080A/1156A	Cent. Parallel	Epson FX-80	80
	Cent. Parallel	Epson FX-80 DS	80
	Cent. Parallel	Epson FX-80 QS	80
	Cent. Parallel	Epson RED	120
Citizen 120-D	Cent. Parallel	MPS-1200	80
	Cent. Parallel	MPS-1200 DS	80
	Cent. Parallel	MPS-1200 QS	80
C.Itoh 8510	Cent. Parallel	C.Itoh 8510	80
	Cent. Parallel	C.Itoh 8510 DS	80
	Cent. Parallel	C.Itoh 8510 QS	80
	Cent. Parallel	C.Itoh 8510 RED	160
C.Itoh 8510A	Cent. Parallel	C.Itoh 8510 A	80
C.Itoh Riteman C+ NLQ	Comm Serial Bus	Riteman C+	60
Commodore 1525	Comm Serial Bus	MPS-801	60
Commodore 1526	Comm Serial Bus	1526	80
Commodore MPS-801	Comm Serial Bus	MPS-801	60
Commodore MPS-802	Comm Serial Bus	1526	80
Commodore MPS-803	Comm Serial Bus	MPS-803	60
Commodore MPS-1000	Comm Serial Bus	MPS-1000	60
Commodore MPS-1000	Cent. Parallel	IBM 5152+	80
(in IBM mode with	Cent. Parallel	IBM 5152+ DS	80
interface card)	Cent. Parallel	IBM 5152+ QS	80
Commodore MPS-1200	Comm Serial Bus	MPS-1200	80
	Comm Serial Bus	MPS-1200 DS	80
	Comm Serial Bus	MPS-1200 QS	80
Daisywheel types (or character only printers)	Cent. Parallel	ASCII only	N/A

Epson EX-800	Cent. Parallel	Star NX-10	80
	Cent. Parallel	Star NX-10 DS	80
	Cent. Parallel	Star NX-10 QS	80
	Cent. Parallel	Epson RED	120
Epson FX-80/80+/100/100+	Cent. Parallel	Epson FX-80	80
	Cent. Parallel	Epson FX-80 DS	80
	Cent. Parallel	Epson FX-80 QS	80
	Cent. Parallel	Epson RED	120
Epson FX-85/185/286	Cent. Parallel	Star NX-10	80
	Cent. Parallel	Star NX-10 DS	80
	Cent. Parallel	Star NX-10 QS	80
	Cent. Parallel	Epson RED	120
Epson JX-80	Cent. Parallel	Epson JX-80	80
	Cent. Parallel	Epson RED	120
Epson LQ-800/1000/1500	Cent. Parallel	Epson LQ 1500	80
	Cent. Parallel	Star NB-15	90
Epson LX-80/86/800	Cent. Parallel	Epson LX-80	80
	Cent. Parallel	Star NX-10 DS	80
	Cent. Parallel	Star NX-10 QS	80
	Cent. Parallel	Epson RED	120
Epson MX-80/100	Cent. Parallel	Epson MX-80	60
	Cent. Parallel	Epson RED	120
Ergo Systems Hush 80CD	Comm Serial Bus	MPS-1000	60
Hewlett Packard Laserjet/	RS-232 Serial	Laserjet SER.	75
Laserjet+	Cent. Parallel	Laserjet PAR.	75
IBM 5152+	Cent. Parallel	IBM 5152+	80
	Cent. Parallel	IBM 5152+ DS	80
	Cent. Parallel	IBM 5152+ QS	80
Mannesman Talley Spirit 80	Cent. Parallel	Blue Chip M120	80
NEC 8023	Cent. Parallel	C.Itoh 8510	80
	Cent. Parallel	C.Itoh 8510 DS	80
	Cent. Parallel	C.Itoh 8510 QS	80
	Cent. Parallel	C.Itoh RED	160
NEC PC Printer /P6/P7	Cent. Parallel	Epson LQ-1500	80
Okidata Microline 92/93	Cent. Parallel	Oki ML 92/93	72
Okidata Okimate 10	Comm Serial Bus	Okimate 10	60
Okidata Okimate 20	Comm Serial Bus	Okimate 20	80
Okidata 120	Comm Serial Bus	Oki 120 NLQ	60
	Comm Serial Bus	Oki 120	60
Olivetti PR-2300	Cent. Parallel	Olivetti PR2300	80
Panasonic KX-P1090	Cent. Parallel	Epson LX-80	80
	Cent. Parallel	Epson RED	120

Your Printer	*Interface*	*Driver*	*DPI*
Panasonic KX-P1080/1091/	Cent. Parallel	Star NX-10	80
1092	Cent. Parallel	Star NX-10 DS	80
	Cent. Parallel	Star NX-10 QS	80
	Cent. Parallel	Epson RED	120
Seikosha SP-1000A	Cent. Parallel	Epson FX-80	80
	Cent. Parallel	Epson FX-80 DS	80
	Cent. Parallel	Epson FX-80 QS	80
	Cent. Parallel	Epson RED	120
Seikosha SP-1000VC	Comm Serial Bus	Comm Compat	60
Star Delta/Gemini 10x/	Cent. Parallel	Gemini 10x	80
Radix	Cent. Parallel	Gemini DS	80
	Cent. Parallel	Gemini QS	80
Star Gemini II	Comm Serial Bus	Comm Compat	60
Star Micronics NL-10 (with Commodore interface)	Comm Serial Bus	Star NL-10 (com)	80
Star Micronics NL-10 (with	Cent. Parallel	Star NX-10	80
Cent. Parallel	Cent. Parallel	Star NX-10 DS	80
Interface)/NX-10	Cent. Parallel	Star NX-10 QS	80
	Cent. Parallel	Epson RED	120
Star Micronics NX-10C	Comm Serial Bus	Star NX-10C	60
Star NB-15	Cent. Parallel	Epson LQ-1500	80
	Cent. Parallel	Star NB-15	90
Star NX-1000C Rainbow	Comm Serial Bus	NX-1000 Rainbow	80
Star SG-10/15	Cent. Parallel	Star SG-10/15	80
	Cent. Parallel	Gemini DS	80
	Cent. Parallel	Gemini QS	80
Toshiba PA7253	Cent. Parallel	C.Itoh 8510	80
	Cent. Parallel	C.Itoh 8510 DS	80
	Cent. Parallel	C.Itoh 8510 QS	80
	Cent. Parallel	C.Itoh RED	160
Toshiba P351SX	Cent. Parallel	Toshiba P351SX	80

Color Resolution

Most of the printer drivers listed above print in black and white only. Printers that support color are as follows:

Printer Driver	*Color Resolution*
Epson JX-80	15 colors
ImageWriter II	15 colors
NX-1000 Rainbow	15 colors

Okimate 10	8 colors
Okimate 20	8 colors
Scribe	8 colors

Printer Interfaces

The interface you use depends on the type of printer you have. After you have connected the interface card to your Commodore and printer cable as explained in the interface card's instruction manual, note the following:

- The printer is always addressed as device #4 on the serial bus, so set the interface card or printer to device #4.

- Turn off any auto line-feed settings on the printer and the interface card.

- If the interface card that you are using has a transparent mode and you cannot get your printer to work with the specific printer setting, use the transparent mode.

- Tested cards are: Centronics Parallel, Commodore Serial Bus, Cardco Card?+G, Cardco Super G, DSI PPI Printer Interface, G-Whiz, Jameco JE-232 CM, Micrografix MW-302, Micrografix MW-350, Omnitronix Deluxe RS232 Interface, Telesys Turboprint GT, Xetec Graphics Printer Interface, Xetec Super Graphix, Xetec Super Graphix Jr.

If Your Printer Is Not Listed

If you don't find your particular printer listed, don't despair—most printers are compatible with one of the printers listed and can use the same setup.

As new printers become available, Berkeley Softworks will write new printer drivers to support these devices. These drivers will be made available to registered GEOS 128 2.0 users for the cost of the disk plus shipping and handling. They will also be available for downloading from the Q-Link Telecommunications Service.

Activating Your Printer Driver

Use the following procedure to activate your printer driver. Once you have done this procedure, the printer driver you select will remain the default printer driver, even if you reboot. You can use this procedure to change the printer driver as often as you need.

To activate your printer driver:

1: Open the System disk so that the deskTop appears.

2: Choose **select printer** from the **geos** menu.

3: A dialog box listing the printer drivers on the System disk will appear. Click on the printer driver you need so that its name is highlighted, then click **OK**. You will be returned to the deskTop and the driver name you selected will be the default printer driver.

NOTE To scroll through the names in the dialog box, click on the scrolling arrows located just below the list of names.

Booting GEOS 128 2.0

This section describes how to boot GEOS 128 2.0 on a regular basis (i.e., after you have installed GEOS 128 2.0). Note the following:

- GEOS 128 2.0 will autoboot in most cases. If you have a Parallel Printer Interface (PPI), you will need to enter a command in BASIC mode to boot GEOS 128 2.0.

- You have the option of booting in either 40- or 80-column mode. After you boot, you can switch column modes if needed.

The following procedures describe how to autoboot (i.e., for users who do not own a Parallel Printer Interface (PPI)) and how to boot using a PPI. In either case, you have the option of booting in 40- or 80-column mode.

If you are not using a Parallel Printer Interface (PPI):

1: Turn on the monitor and disk drive switches. (Do not turn on the computer yet.)

   NOTE Never boot GEOS 128 2.0 with more than one disk drive on.

2: Press the RGB button (or composite switch) on your monitor. If your monitor has an RGB button, make sure the RGB button is out, i.e., in RGB mode. If you have a composite switch, make sure it is in RGB mode.

   NOTE This will open GEOS 128 2.0 in 80-column mode. If you wish to open GEOS 128 2.0 in 40-column mode, make sure the RGB button is in (i.e., in CVBS mode). If you have a composite switch, make sure it is in COMP mode.

3: Press the 40/80 DISPLAY button on your keyboard so that this button is depressed (i.e., in 80-column mode).

   NOTE As with Step 2, pressing the 40/80 DISPLAY button will open GEOS 128 2.0 in 80-column mode. If you wish to open GEOS 128 2.0 in 40-column mode, make sure the 40/80 DISPLAY button is out (i.e., in 40-column mode).

4: Insert the System disk (label side up) into the disk drive and close the disk drive door.

5: Turn on the computer. The System deskTop will appear in a moment.

If you are using a Parallel Printer Interface:

1: Press the RGB button (or composite switch) on your monitor. If your monitor has an RGB button, make sure the RGB button is out, i.e., in RGB mode. If you have a composite switch, make sure it is in RGB mode.

NOTE This will open GEOS 128 2.0 in 80-column mode. If you wish to open GEOS 128 2.0 in 40-column mode, make sure the RGB button is in (i.e., in CVBS mode). If you have a composite switch, make sure it is in COMP mode.

2: Press the 40/80 DISPLAY button on your keyboard so that this button is depressed (i.e., in 80-column mode).

NOTE As with Step 1, pressing the 40/80 DISPLAY button will open GEOS 128 2.0 in 80-column mode. If you wish to open GEOS 128 2.0 in 40-column mode, make sure the 40/80 DISPLAY button is out (i.e., in 40-column mode).

3: Turn on the monitor, disk drive, and computer switches. The Commodore BASIC screen will appear.

NOTE Never boot GEOS 128 2.0 with more than one disk drive on.

4: Insert the System disk into the disk drive and close the disk drive door.

5: Under **READY**, a blinking cursor will appear. Type **OPEN4,4,25:PRINT#4:CLOSE#4:LOAD"GEOS",8,1**. Press RETURN. The System deskTop will appear in a moment.

Exiting GEOS 128 2.0

Never turn off your computer until you have properly closed a program, or damage to your files may occur. Use the following procedure to exit GEOS 128 2.0. If you wish to use a non-GEOS program, see "Entering a Non-GEOS Program" on the next page.

To exit GEOS and turn off the computer:

1: Exit the current application and return to the deskTop.

2: Position the pointer over the **close** icon and click (or press C= C). The file icons on the disk note pad will disappear and the disk drive icon representing the disk drive containing the program disk will appear with a question mark inside.

3: Remove the disk from the disk drive and store the disk in a safe place.

4: Turn off the computer, disk drive, and monitor switches.

Entering a Non-GEOS Program

You can exit GEOS 128 2.0 directly to a non-GEOS program (e.g., Print-Master). If the program has an autoboot feature, use the procedure below. If the program requires that you enter BASIC mode first, use the second procedure.

If the non-GEOS program has an autoboot feature:

1: Exit the current application and return to the deskTop.

2: Remove the GEOS disk from the disk drive and insert the startup disk for the non-GEOS program into the disk drive.

3: Select **BOOT** from the **options** menu. The non-GEOS program's startup disk will boot.

If you wish to return to BASIC mode:

1: Exit the current application and return to the deskTop.

2: Remove the GEOS disk from the disk drive and insert the startup disk for the non-GEOS program into the disk drive.

3: Select **BASIC** from the **options** menu. The Commodore BASIC V7.0 mode will appear.

4: Enter the non-GEOS program's boot command. The non-GEOS program's startup disk will boot.

Work Disks

Once you have installed GEOS 128 2.0, created backup disks, and activated your printer driver file, you will be ready to use GEOS 128 2.0 applications. The easiest way to use these applications is to create work disks, which are the disks you use on a day to day basis. The kind of work disk you prepare depends on the project you are working on, how much space you have on your disks, and your disk drive set-up.

Before You Create a Work Disk

Before you create a work disk, make sure you have completed the following procedures, which are explained earlier in this chapter:

- You have installed GEOS 128 2.0 and its applications.
- You have created backup disks of your master disks.

Why You Need Work Disks

The disks that come with the GEOS 128 2.0 package are master disks. Aside from booting, they should not be used for everyday use. Instead, you should copy the applications, fonts, desk accessories, and other files you need for a particular type of project onto a work disk. You will find that using work disks is convenient in that you can tailor them to your own needs, depending on the equipment you have and the type of work you plan to do. Best of all, you will have more space on your disks.

Suggestions for creating work disks are described in each application chapter in this manual addendum. In general, it is best to set up work disks as follows:

If you have one disk drive:

- Copy the application, supporting files (e.g., fonts, desk accessories), and documents to one disk. If you have room, add the 128 DESKTOP 2.0 file.

If you have one disk drive and a RAM Expansion Unit (REU):

- Copy the application, supporting files (e.g., fonts, desk accessories), and 128 DESKTOP 2.0 file to the RAM Expansion Unit. Applications operate much faster if they are copied to an REU.

  HINT It is suggested that you store this set of files on a separate work disk, just as if you were going to use a second disk drive. In this manner, when you need to copy the files to the REU, you can simply do a **disk copy** procedure, rather than copying individual files from different disks.

- Use the disk drive for the disk containing your documents.

If you have two disk drives:

- Copy the application, supporting files (e.g., fonts, desk accessories), and the 128 DESKTOP 2.0 file to one disk.

- Store the documents on another disk.

Why You Need the 128 DESKTOP 2.0 File

Ideally, a copy of the 128 DESKTOP 2.0 file should be kept on any work disk that contains an application. If not, when you exit a document, a message will instruct you to insert a disk containing any version of the DESKTOP that is higher than version 2.0. If this happens, you will need to remove the current disk and insert a disk containing the 128 DESKTOP 2.0 (i.e, the System disk). If you wish to avoid this procedure, simply copy the 128 DESKTOP 2.0 file to your application work disks; when you exit a document, you will be returned directly to the deskTop.

Do not copy the 128 DESKTOP 2.0 file to earlier versions of GEOS System disks, since the 128 DESKTOP 2.0 file is incompatible with the earlier versions of the GEOS KERNAL file. (The GEOS KERNAL file cannot be copied to another disk.)

The 128 DESKTOP 2.0 file is located on the System and Backup System disks.

Printer Drivers

You do not need to copy the current printer driver to your application work disks.

The CONFIGURE File

For users who have upgraded from GEOS 2.0: If you own two different disk drive types (e.g., a 1541 and a 1571), but do not own a RAM Expansion Unit, you do not need to copy the CONFIGURE 2.0 file to work disks that contain a copy of the DESKTOP 2.0 file.

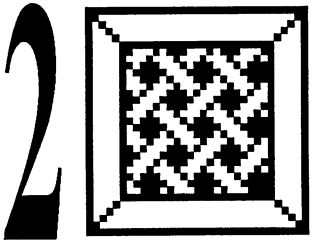
Work Disks and the 1581 Disk Drive

The 1581 disk drive is large enough for you to copy all of your applications and related files onto one 3 1/2 inch disk drive. The easiest method for preparing work disks for use with a 1581 disk drive is to copy *all* of your GEOS 128 2.0 master disk files onto one 3 1/2 inch disk, and keep your documents on other disks.

Work Disks and the RAM Expansion Unit (REU)

If you have a RAM Expansion Unit, you will find that GEOS 128 2.0 will operate much faster than with an ordinary disk drive.

It is highly recommended that you purchase a RAM Expansion Unit. Not only will it speed up the performance of GEOS 128 2.0, it can speed up the performance of the disk drives as well. In addition to the increased speed, a RAM Expansion Unit will add more memory.



Learning GEOS 128 2.0

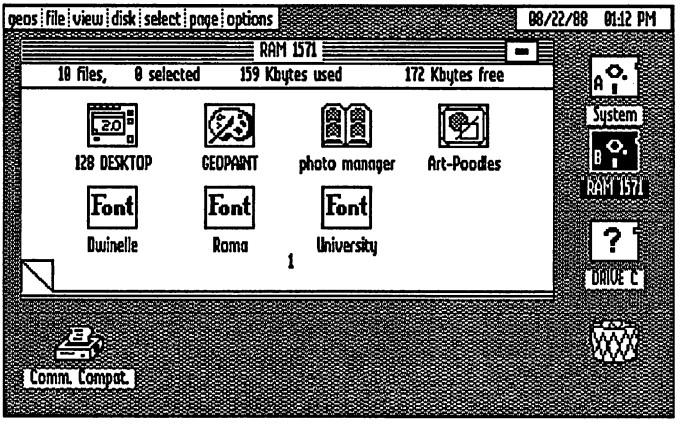
This chapter contains the following sections:

- Column Modes
- Expanded Use of the Keyboard
- The Tutorial

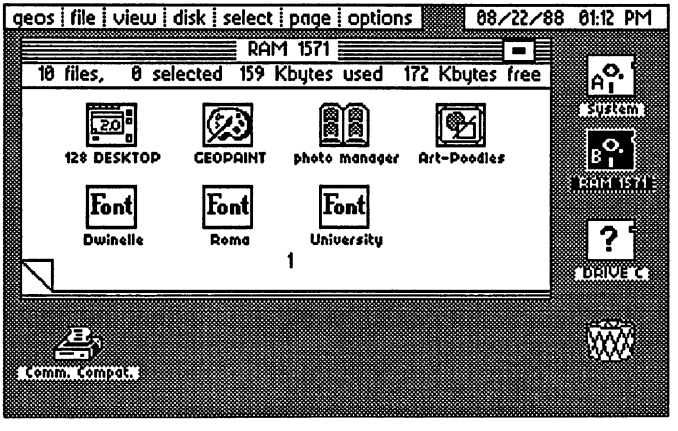
Column Modes

GEOS 128 2.0 displays the screen's resolution in one of two column modes: 80-column mode or 40-column mode. In 80-column mode, the pixels that compose the screen's image are compressed to allow a wider view of the currently displayed screen. For example, in geoPaint you can use 80-column mode to work with the entire width of the currently displayed document. In 40-column mode, the screen is not as compressed; therefore, some fonts in 40-column mode are easier to read than in 80-column mode. It is easier to see detail in 40-column mode. In addition, color is only available in 40-column mode.

Here is how the deskTop appears in 80-column mode:



Here is the same deskTop in 40-column mode:



You can boot GEOS 128 2.0 in either mode, and once GEOS 128 2.0 is running you can switch column modes if desired. (The procedure for switching column modes is described under "Switching Column Modes," below.) Most of the applications in your GEOS 128 2.0 package run in either mode, except for geoWrite 2.1 and geoSpell, which only run under 80-column mode. Depending on the application, you can switch column modes while the application is running. Special instructions regarding the use of column modes are found at the beginning of each chapter describing applications in this manual addendum. However, you can switch column modes at any time when the deskTop is displayed.

Switching Column Modes
Switching column modes is easy: simply select **switch 40/80** from the **geos** menu. When the screen goes dark, press the RGB button (or composite switch) on your monitor. In a moment, the screen will redraw in the new column mode.

The RGB Button or Composite Switch
The location of the RGB button or composite switch depends on the type of monitor you are using. On most Commodore monitors, the RGB button or composite switch is located below the monitor, next to the power switch. On some monitors, the RGB button or composite switch is located at the rear of the monitor. Refer to your monitor's instruction manual for the exact location of the RGB button or composite switch.

The 40/80 DISPLAY Key
Note that the 40/80 DISPLAY key on your keyboard is only used when you boot GEOS 128 2.0. You do not need to press this button when you switch column modes, even if the button is set for the other column mode.

If You Have a Television Set Monitor
If you are using a television set as a monitor, you can only use 40-column mode. Remember that geoWrite 2.1 and geoSpell only operate in 80-column mode, so you cannot use these two applications with a television set monitor.

Expanded Use of the Keyboard
On your keyboard, you can now use the following keys with GEOS 128 2.0:

Key:	*Action:*
numeric keypad	to enter values.
TAB	to move to the next tab stop.
CAPS LOCK	to use upper case letters.
↑ ↓ ← →	at the top of the keyboard. As with the CRSR keys, use these direction keys to move the pointer in small increments around the screen.

40/80 DISPLAY	to boot GEOS 128 2.0 in either 40- or 80-column mode. You only need to use this key when you are booting.
CONTROL	to be used in conjunction with some keyboard shortcuts for the deskTop.
RESET button	to be used in place of the RESTORE key when rebooting GEOS 128 2.0.
RGB or composite switch	to switch column modes.

The Tutorial

Use this tutorial if you are new to GEOS, or if you are upgrading from GEOS 1.2, 1.3, or 128. If you are upgrading from GEOS 2.0, you can bypass the tutorial, since you will be already familiar with most of its features.

Once you have completed this tutorial, you will know how to select a group of file icons on the deskTop, create a work disk for geoPaint, open a geoPaint document, use some of the drawing tools, use the bitmap scaling feature, and exit.

The disks you will need for this tutorial are the GEOS 128 2.0 System disk and the TUTORIAL disk you created when you were making backups of your GEOS 128 2.0 disks in Chapter 1. The TUTORIAL disk is an additional copy of the Applications disk.

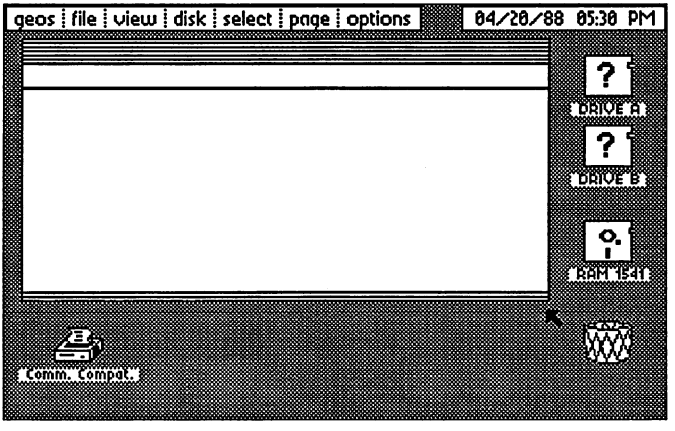
Step 1: Boot GEOS 128 2.0

For this tutorial, boot GEOS 128 2.0 in 40-column mode. The instructions for booting GEOS 128 2.0 are described under "Booting GEOS 128 2.0" on page 23 of this manual addendum. Remember that if you own a Parallel Printer Interface (PPI), the booting procedure is slightly different from the regular booting procedure.

Step 2: Insert the TUTORIAL Disk

Never use an original application disk to create a document! Instead, use the TUTORIAL disk you created earlier when you were making backup disks.

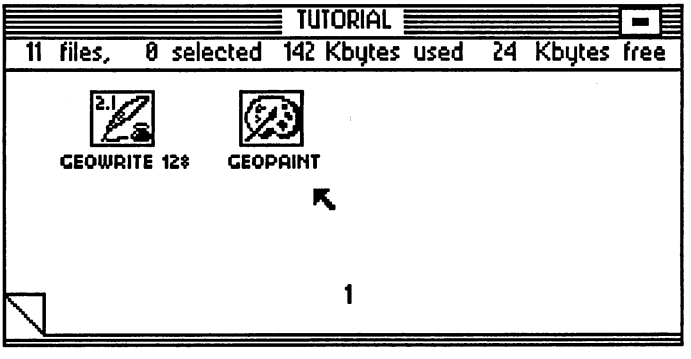
1: Close the System disk by holding down the C= key and pressing C. Depending on your disk drive set-up, here is how the screen will appear:



NOTE You just performed the keyboard shortcut for closing the currently active disk. Another way of closing the disk is to select close from the **disk** menu.

2: Remove the System disk from the disk drive and insert the TUTORIAL disk into the disk drive. Close the disk drive door.

3: Activate the TUTORIAL disk by holding down the C= key and pressing O. The TUTORIAL disk note pad will appear as follows:



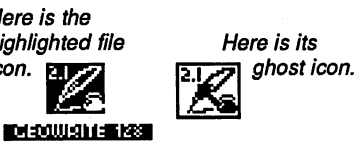
Step 3: Now Remove Some Files

You will now begin to make a work disk for geoPaint using the TUTORIAL disk. Follow these instructions:

1: You're not going to use all of the files you see on the TUTORIAL disk, so now you can delete some of them from the disk. The files you need to delete are located on pages 1, 2 and 3 of the disk note pad.

2: You won't need the GEOWRITE 128 file icon for this tutorial. Position the pointer over the GEOWRITE 128 file icon and click once. The file icon will become highlighted.

3: Now click again on the GEOWRITE 128 file icon. An outline called a "ghost icon" will appear. It will be attached to the pointer.

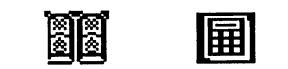


4: Move the pointer to the waste basket icon at the lower right corner of the screen and click. The GEOWRITE 128 file icon will be deposited inside and the name GEOWRITE 128 will appear below the waste basket.

5: But no! You might need the geoWrite application! (Actually, you won't for this tutorial.) To retrieve the GEOWRITE 128 file icon, click on the waste basket. The screen will be redrawn and the GEOWRITE 128 file icon will be restored to its original position on the disk note pad.

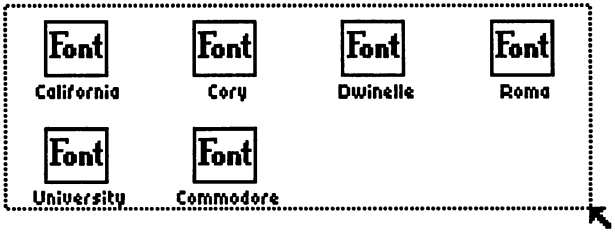
6: Now go to page 2 by pressing [2] on the keyboard. The disk note pad will display the Photo Manager, Calculator, and Note Pad desk accessories. You won't need the Photo Manager or the Calculator file icons. You will delete them from the disk.

7: Move the pointer to the Photo Manager file icon and click. The Photo Manager file icon will become highlighted. Next, hold down the [C=] key and click on the Calculator file icon. It too will become highlighted, along with the Photo Manager file icon.

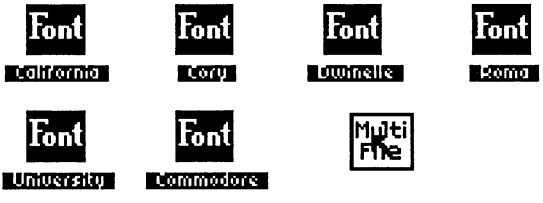


IMPORTANT Make sure you have *not* clicked on the **note pad** file, since you will need it for the tutorial.

8: Now go to page 3 of the disk note pad by pressing [3]. This page contains a number of font files, which enable you to change the typeface used in a geoPaint document. Normally, you would include fonts on a geoPaint work disk, since they *are* handy to have. However, for this tutorial, we're going to delete them. The next multi-file selection feature entails using a **selection frame.** Position the pointer at the upper left of the California font file. Hold down the [C=] key and click. Release the [C=] key and move the pointer diagonally across the screen. As you move the pointer, the selection frame will appear.



When all of the font files are encompassed in the selection frame, click again. The font files will become highlighted.



9: Now move the pointer to one of the highlighted file icons and click once. An outline with the words Multi File will appear and become attached to the pointer. It's called the **multi-file ghost icon.** This is how you can move a group of file icons around the screen. This multi-file ghost icon represents all the file icons on the current page and the files you selected on page 2.

10: You're going to remove all of the files you just selected on the TUTORIAL disk. Move the pointer, which should still have the multi-file select icon attached to it, to the waste basket at the lower right corner of the screen.

11: Position the multi-file ghost icon over the waste basket and click. A dialog box will ask you if you wish to delete the selected files. If you change your mind, you can click on the **Cancel** icon. But since you wish to delete these files, press RETURN or click on the **OK** icon. The files will be deleted.

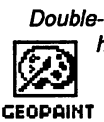
You have just created a work disk. The contents of a work disk depend entirely on your needs, disk space, and disk drive set-up.

Step 4: Open geoPaint

Now you are ready to be introduced to geoPaint, the GEOS 128 2.0 graphics program.

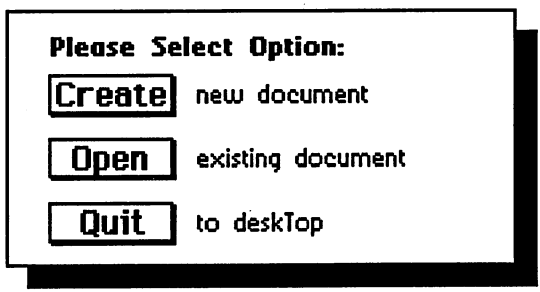
1: Go to page 1 of the TUTORIAL work disk note pad by pressing 1. The GEOWRITE 128 and GEOPAINT files will be displayed.

2: Move the pointer to the GEOPAINT file icon and click twice in rapid succession. By "double-clicking" you can open a file quickly.



NOTE Another way to open a file is to click once on its icon so that it is highlighted, then select **open** from the **file** menu (or press C Z).

3: The following dialog box will appear:



4: You are going to create a new document. Move the pointer to the **Create** icon and click once.

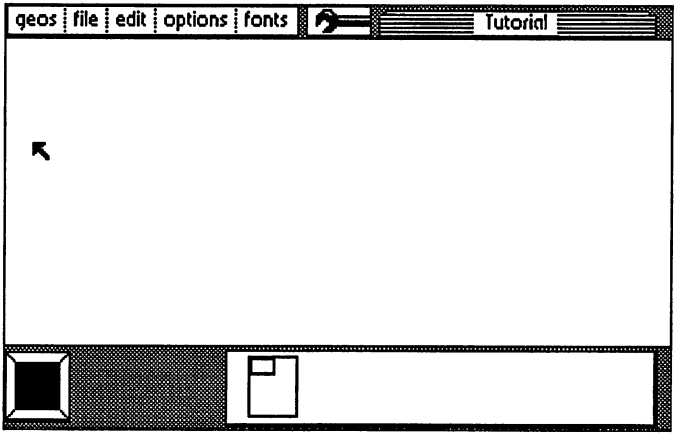
5: Another dialog box will appear. This one will ask you to enter a name for the document you plan to create. Enter any name you wish, so long

as it does not exceed 16 characters. Press RETURN afterwards. The new document will open.

NOTE If you are using more than one disk drive, a **Drive** icon will appear in the dialog box. This will give you the option of having the document created on a disk in another disk drive. However, for this tutorial, do not create the document in another disk drive. Create the document in the current disk drive, which contains the TUTORIAL disk.

Step 6: Create a Drawing

The first time you open geoPaint, the following screen will appear:

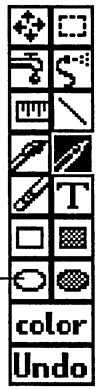


As with the deskTop, a command menu will appear at the top left corner of the screen. Clicking on one of its menu options will display a list of more options.

In the middle of the screen is a large rectangular Drawing Window, in which you will create your drawing. The left side of the screen is reserved for the Toolbox, which contains drawing tools. When you first open a geoPaint document, the Toolbox is not visible. You can, however, control the display of the Toolbox. For this tutorial, you will create a simple drawing, just to get familiar with geoPaint. Then you will try out the Bitmap Scaling feature.

1: Activate the Toolbox display by clicking on the **Toolbox** icon, which resembles a monkey wrench, at the top of the screen. The Toolbox will appear on the left side of the screen.

Click on the ***Toolbox Icon*** *to display or hide the Toolbox.*



The ***Hollow Ellipse*** *tool*

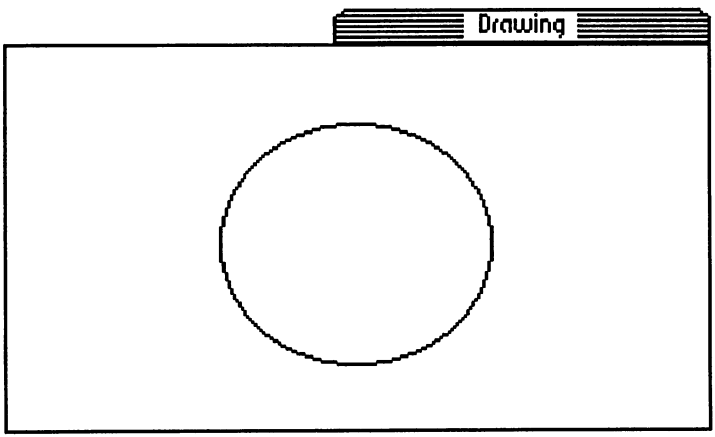
2: Go to the Toolbox and look for the tool that resembles a hollow circle. This is the **Hollow Ellipse** tool. Click on the **Hollow Ellipse** tool to select it.

3: The **Hollow Ellipse** tool will become highlighted. Move the pointer to the Drawing Window: you will discover that the pointer will assume the shape of a small cross-hair.

4: Click once to activate the **Hollow Ellipse** tool.

5: Move the pointer across the Drawing Window. An ellipse will be drawn across the Window.

6: Make the ellipse any size you want by moving the mouse or joystick. When it is a size you like, click to set the ellipse in place and to deactivate the **Hollow Ellipse** tool.

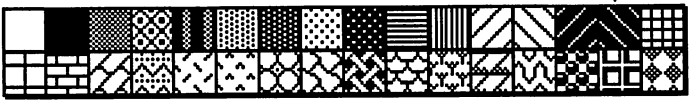


7: Next, go to the Current Pattern Indicator, which appears just below the Toolbox. Click on the Current Pattern Indicator.

Click on the Current Pattern Indicator.

8: To the right of the Current Pattern Indicator a selection of 32 patterns will appear. Click on a pattern you like. Once you have done so, the pattern selections will disappear. The pattern you selected will appear in the Current Pattern Indicator.

Now select a pattern.

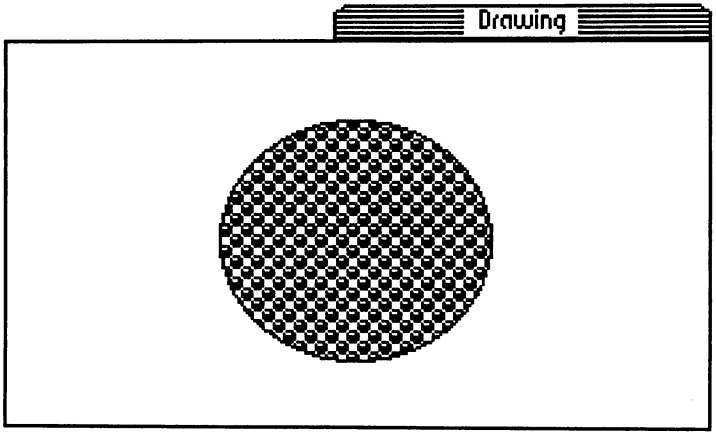


8: Now that you have selected a pattern, go to the Toolbox again and look for the **Faucet** tool. The **Faucet** will fill an enclosed image or the background with a pattern or color. Click on the **Faucet.**

*Next, click on the **Faucet.***

10: You are now ready to fill the ellipse with the pattern you selected. Move the pointer to the ellipse and position the cross-hair within its boundaries.

11: Now click. The ellipse will become filled with the pattern you selected.



Step 6: Use the Bitmap Scaling Feature

A feature that has been added to geoPaint is the Bitmap Scaling feature. With Bitmap Scaling, you can copy an image into a photo scrap, use a dialog box to change its appearance, then paste the altered image back into the document. For this part of the tutorial, you will experiment with the Bitmap Scaling feature.

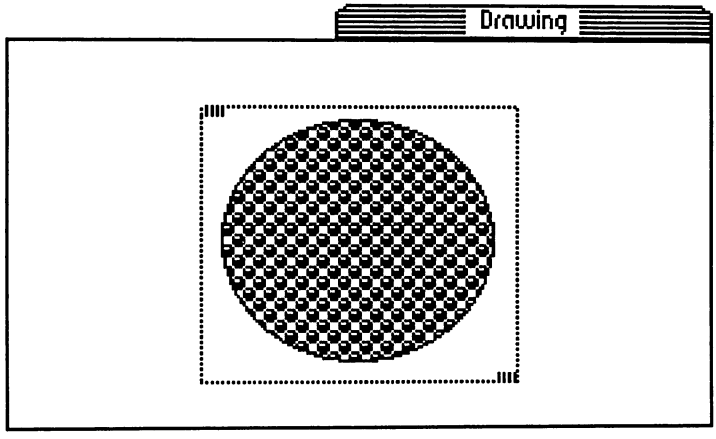
1: In order to use the Bitmap Scaling feature, you will need to create a photo scrap. Move the pointer to the **Edit Box** tool and click on it to select it.

Click on the Edit Box tool.

2: Move the pointer to the Drawing Window; the pointer will assume the shape of a cross-hair.

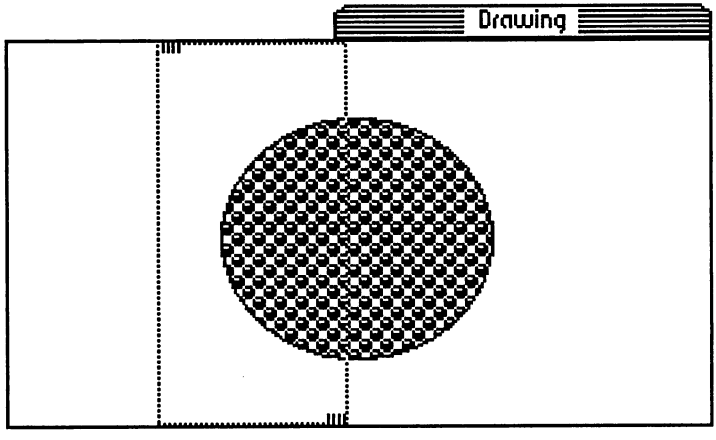
3: Position the pointer at the upper left of the ellipse you drew earlier, and click.

4: Now move the pointer diagonally across the ellipse. A dotted line (called an **editing region**) will appear. When the ellipse is contained within the editing region, click again. The editing region will be set in place.

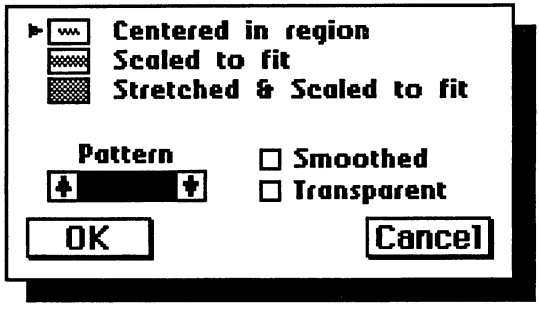


5: Now go to the command menu and select **copy** from the **edit** menu. A copy of the ellipse will be placed into a photo scrap.

6: Next, select the **Edit Box** tool again, and use Steps 2–4 to open another editing region, right over the current ellipse. However, make this editing region a different shape from the one created earlier.



7: Now you are ready to use the Bitmap Scaling feature. Select **paste** from the **edit** menu. The following dialog box will appear:



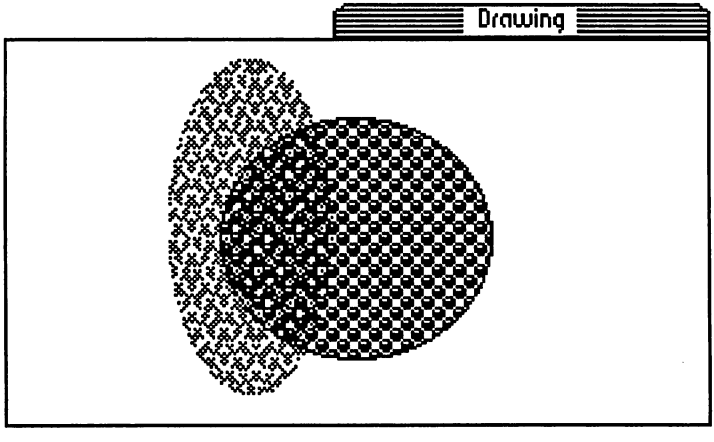
8: There are a number of ways you can alter the appearance of the photo scrap. For example:

a: Click on the **Stretched & Scaled to fit** option to resize the photo scrap's proportions to fit an editing region.

b: Click on the arrows in the **Pattern** box to scroll through a selection of 32 patterns. If desired, select a pattern other than the one originally displayed.

c: Click on the **Transparent** option to superimpose the photo scrap onto the background image.

9: Once you have clicked on these options, click **OK**. You will be returned to the Drawing Window, and the ellipse you pasted into the second editing region will be very different from its original appearance:

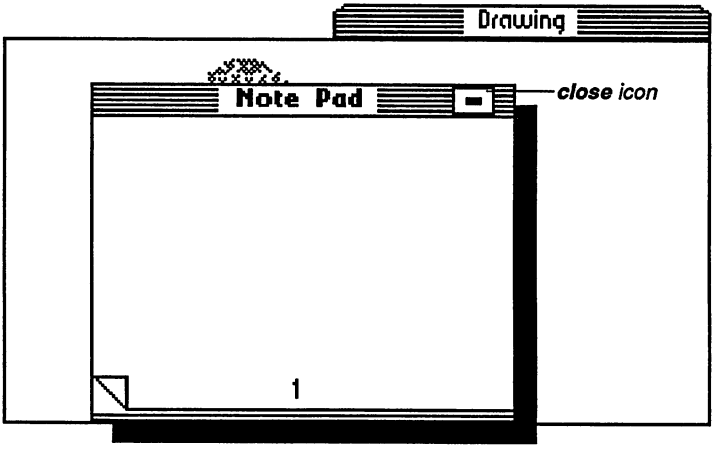


Step 8: Use a Desk Accessory

Back when you deleted most of the files from the TUTORIAL work disk, you deleted a number of programs called desk accessories. A desk accessory is a small program you can use from within an application document such as geoPaint. The desk accessory you are going to use now is the Note Pad.

1: Go to the command menu and select **note pad** from the **geos** menu.

2: The Note Pad will appear on the screen on top of your geoPaint drawing. You won't be able to altere your drawing now; it will be inactive as long as the Note Pad remains on the screen. Here is how the Note Pad appears:



3: Type a note into the Note Pad: to do so, simply start typing.

4: Now exit the Note Pad. Move the pointer to the **close** icon and click. The Note Pad will disappear and you will be returned to your drawing.

Step 9: Now Exit geoPaint

When you leave the geoPaint application, you have the option of going to the following places:

- you can create and enter a new geoPaint document.
- you can enter an existing geoPaint document.
- you can return directly to the deskTop.

For this tutorial, you will go back to the deskTop.

1: Go to the command menu and select **quit** from the **file** menu. Exiting a document will save its contents to disk.

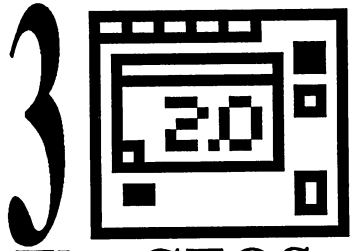
2: A dialog box will ask you to "Please insert a disk with the 128 DESKTOP V2.0 or higher." Remove the TUTORIAL disk from the disk drive and insert either your System disk or the Backup System disk. Both of these disks contain the DESKTOP file.

3: Click **OK**. The System disk deskTop (or the Backup System disk deskTop) will appear.

An Easier Way to Exit Documents

It is not necessary to use Steps 2 and 3 of the above procedure each time you exit a document. The dialog box in Step 2 appeared because your TUTORIAL disk does not contain a copy of the 128 DESKTOP 2.0 file. If you have room, copy the 128 DESKTOP 2.0 file to your work disks. This way, when you exit a document you will be returned directly to the deskTop of that disk.

Congratulations! You have just completed the GEOS 128 2.0 tutorial. Now you are ready to use GEOS 128 2.0.



The GEOS 128 2.0 deskTop

This chapter contains the following sections:

- Moving to Another Disk Note Pad Page in Text Mode
- The deskTop Command Menu
- File Viewing Modes
- Selecting a File in Text Mode Using the Keyboard
- Selecting a Group of Files
- Viewing the First File in a Selection Sequence
- Moving Files
- Copying a File to Another Disk
- Copying a Disk Using One Disk Drive
- Activating Drive C
- The RAM Expansion Unit
- The CONFIGURE 2.0 File
- Returning to the deskTop from BASIC Mode
- Keyboard Shortcuts

Moving to Another Disk Note Pad Page in Text Mode

Use the following method to scroll through a list of file names in text mode.

To scroll the list of file names in text mode, use one of the following methods:

- Press the up or down CRSR keys or the ↑ ↓ keys.
- Click on the up or down arrows at the bottom of the disk note pad.

The deskTop Command Menu

The deskTop command menu has two new features. One feature is that inactive menu options are displayed in italics. Another improvement is that you can use the keyboard to pull down a menu and select an option.

To use the cursor keys to select a command menu item:

1: Press the right or left CRSR key. (You can also use the direction keys at the top of the keyboard.) The pointer will go to the command menu.

2: Press the CRSR or direction key until it is positioned over the menu item you need. Press RETURN. The menu options will display.

To use the cursor keys to select a pull-down menu option:

1: Press the up or down CRSR or direction key. The pointer will move along the menu options.

2: When you position the pointer over the menu option you need, press RETURN.

File Viewing Modes

You can perform the following operations in both text mode as well as icon mode:

- selecting a file or a group of files.
- opening a file.
- using the **file info** command on a file or a group of files.
- renaming a file or a group of files.
- duplicating a file or a group of files.
- moving/copying a file or a group of files.
- printing a document file.
- deleting a file.

Selecting a File in Text Mode Using the Keyboard

Use the following procedure to select a file in text mode.

To select a file on the disk note pad using the keyboard:

Each file on the disk note pad has a number assigned to it. In text mode, the numbering begins at the top of the disk note pad and continues downward. For example, the top file is 1, the file below it is 2, and so on.

- To select file 1, hold down C= and press 1. An arrow will appear next to the file's name.

Selecting a Group of Files

In addition to the group file selection procedures described in the *GEOS 2.0 User's Manual*, use the following procedure to select more than one file icon in the disk note pad. This procedure applies to icon mode only.

In icon mode, to select more than one file icon using a selection frame:

1: Position the pointer outside the first file icon.

2: Hold down the C= key and click. Release the C= key.

3: Drag the pointer across the disk note pad. A rectangle will appear.

4: After you have encompassed the file icons you want to select, click again. The file icons within the selection frame will become highlighted.

Viewing the First File in a Selection Sequence

If on a different disk note pad page, to view the first file name or file icon in a selection sequence:

- Hold down C= and press G. The disk note pad page containing the first file you selected will appear.

Moving Files

Use the following procedures to move files between the disk note pad and the border.

To move files in either icon or text mode to the border:

1: Select the files you wish to move.

2: Use one of the following methods to move the files to the border:

- Press [CONTROL] [D].
- Click on one of the selected files to bring up the multi-file ghost icon. It will become attached to the pointer. Deposit the files onto the border.

To move files in either icon or text mode from the border to the disk note pad:

1: Select the files you wish to move.

2: Use one of the following methods to move the files to the disk note pad:

- Press [CONTROL] [U].
- Click on one of the selected files to bring up the multi-file ghost icon. It will become attached to the pointer. Deposit the files onto the disk note pad.

Copying a File to Another Disk

If you have a second disk drive or a RAM Expansion Unit, GEOS 128 2.0 will enable you to use the keyboard as well as the input device to copy files (in either text or icon mode) to a destination drive.

To copy files to another disk in the other disk drive:

1: Select the files you wish to copy.

2: Use one of the following methods to copy the files:

- Press [CONTROL] [A] to copy files from Drive B to Drive A.

- Press CONTROL B to copy files from Drive A to Drive B.

- Drag the file's ghost icon (or the multi-file select ghost icon) to the disk icon representing the destination disk, then click. The files will be copied to that disk.

Copying a Disk Using One Disk Drive

If you have one disk drive, you can copy a disk by using the **disk copy** menu option. The DISK COPY program is no longer needed to copy a disk if you have a one disk drive system.

If you try to copy a disk to an unformatted disk, the **disk copy** command will give you the option of formatting the disk.

You cannot copy the System or Backup System disk. You can, however, copy certain files from those disks: the 128 DESKTOP 2.0, 128 CONFIGURE 2.0, PAINT DRIVERS, 128 RBOOT, the desk accessories, and the printer drivers. When selecting files to copy to another disk, you can select more than one file at a time. To select more than one file at a time, refer to "Selecting a Group of Files" on page 59 of the *GEOS 2.0 User's Manual.* See also "Copying a File to Another Disk" on page 66 of the *GEOS 2.0 User's Manual.*

To copy a disk using one disk drive:

1: Insert the source disk into the disk drive.

2: Open the source disk by clicking on its disk drive icon.

3: Select **copy** from the **disk** menu (or press C K).

4: A dialog box will ask you to "Please insert destination disk in drive: A." Remove the current disk from the disk drive and insert the destination disk. Click **OK** to continue.

5: The next dialog box will ask you "Replace the contents of (destination disk name) with the contents of (source disk name)?" Click **YES** to continue.

6: Next, you will be asked insert the source disk into the disk drive. Remove the destination disk and insert the source disk. Click **OK.**

7: Continue to follow the directions in the dialog boxes on the screen, swapping disks in and out of the disk drive and clicking **OK**, until the disk is copied. The procedure should take about three disk exchanges.

Activating Drive C

Use the following additional keyboard shortcut to activate Drive C.

To activate Drive C so that it is in the Drive A position:

- Press [C=] [SHIFT] [A].

To activate Drive C so that it is in the Drive B position:

- Press [C=] [SHIFT] [B].

The RAM Expansion Unit

There are two types of RAM Expansion Units you can use with GEOS 128 2.0: the 1750 and the 1764. The 1750 RAM Expansion Unit supports up to 512K memory. The 1764 RAM Expansion Unit only supports 256K memory, unless you add a chip to it.

The CONFIGURE 2.0 File

If you own two disk drive types (e.g., a 1541 and a 1571) but do not own a RAM Expansion Unit, you do not need to copy the CONFIGURE 2.0 file to work disks containing the DESKTOP 2.0 file.

Returning to the deskTop from BASIC Mode

If the programs you have run while in the BASIC interpreter do not disturb the memory space between $C000 and $C080 (hex address values), and the NMI vector has not been changed, then you can reboot the deskTop. Rebooting in the following manner will not delete an REU's contents.

To reboot from BASIC:

1: Place the System disk into Drive A.

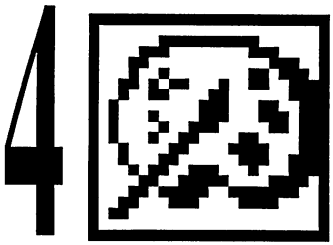
NOTE If the 128 DESKTOP 2.0 file is on the REU, you need not insert the System disk into Drive A.

2: Press the [RESET] button, which is located next to the Commodore 128's power switch. On the Commodore 128D, the [RESET] button is located on the right side of the computer.

Keyboard Shortcuts

Many of the following keyboard shortcuts are summarized in the dialog box that appears after you select **shortcuts** from the **options** menu. Keyboard shortcuts for command menu options are included in the menu listing found in Appendix B: Menus, on page 89 of this addendum manual and on pages 289–294 of the *GEOS 2.0 User's* Manual.

Action:	*Shortcut:*
Disk Drives:	
activating Drive A	C= A
activating Drive B	C= B
swapping Drive A with Drive C	C= SHIFT A
swapping Drive B with Drive C	C= SHIFT B
Files:	
copying selected files to Drive B	CONTROL B
copying selected files to Drive A	CONTROL A
moving selected files to border	CONTROL D
moving selected border files to page	CONTROL U
viewing 1st file icon in selection queue	C= G
Disk Note Pad Pages:	
moving to next disk note pad page	CRSR ↑↓ or ↓
moving to previous disk note pad page	SHIFT CRSR ↑↓ or ↑
moving to pages 1–9	number keys 1 – 9
moving to page 10	0 (zero key)
moving to pages 11–18	SHIFT 1 – SHIFT 8
	Use numeric keypad if desired.
Command Menu:	
moving pointer to command menu	CRSR ⇆ or SHIFT CRSR ⇆ or → or ←
moving pointer across command menu	CRSR ⇆ or SHIFT CRSR ⇆ or → or ←
	position pointer, then press RETURN
moving down pull-down menu	CRSR ↑↓ or ↓
moving up pull-down menu	SHIFT CRSR ↑↓ or ↑
selecting menu option	position pointer, then press RETURN
Operations:	
Cancelling operation after it has started	RUN/STOP



geoPaint

This chapter contains the following sections:

- geoPaint and Work Disks
- If You Have a LaserWriter or LaserWriter Plus
- geoPaint Documents and the 1581 Disk Drive
- Using 40- or 80-Column Mode
- The geoPaint Screen
- Erasing Colors in an Area
- The Toolbox Display

geoPaint and Work Disks

The following instructions describe how to create geoPaint work disks, depending on your project needs and disk drive set-up.

The locations of files you may need are as follows:

Files:	*Disk:*
geoPaint, photo mgr, non-LW fonts	Applications
LW fonts, geoLaser	Write Utilities
128 DESKTOP 2.0	System, Backup System

See Appendix D: Disk Contents (page 94) of this manual addendum for a complete listing of the files on your disks and where these files are located.

If you wish to add special fonts, note that geoPaint does not support the use of megafonts.

If you have one disk drive:

- Copy geoPaint, your geoPaint documents, desk accessories, fonts, and text or photo albums and scraps to the same disk. If you have room, add the 128 DESKTOP 2.0 file.

If you have one disk drive and a RAM Expansion Unit (REU):

- Copy geoPaint, font files, desk accessories, text or photo albums and scraps, and the 128 DESKTOP 2.0 file to the REU.

- Use the disk drive for the disk containing the documents.

If you have more than one disk drive:

- Copy geoPaint, desk accessories, fonts, and text or photo albums and scraps to one disk. If you have room, add the 128 DESKTOP 2.0 file.

- Create and store your geoPaint documents on another disk.

If You Have a LaserWriter or LaserWriter Plus

If you have a LaserWriter or a LaserWriter Plus, you cannot use geoLaser to print your documents. Print the document by using the **print file** menu option. Make sure that the default printer driver on your System disk is Laserwriter 2.1.

geoPaint Documents and the 1581 Disk Drive

Disregard the section entitled "geoPaint Documents and the 1581 Disk Drive," which appears on page 91 of the *GEOS 2.0 User's Manual.* The feature described in this section does not apply to GEOS 128 2.0.

Using 40- or 80-Column Mode

You can use geoPaint in either 40- or 80-column mode. In addition, you can switch column modes at any time. Note that color is available only in 40-column mode. 80-column mode, however, will enable you to work with the full width of a document. Switching column modes will de-activate the

Toolbox. (You can activate the Toolbox again by clicking on the **Toolbox** icon.)

To switch column modes:

1: On the deskTop, select **switch 40/80** from the **geos** menu.

2: When the screen goes dark, press the RGB button or the composite switch on your monitor as follows:

To go to 40-column mode:

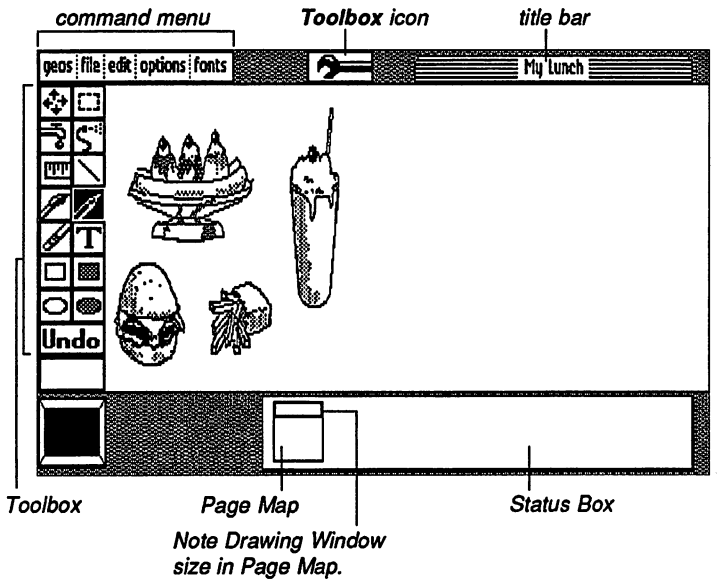
- Press the RGB button so that it is in CVBS mode.
- Press the composite switch so that it is in COMP mode.

To go to 80-column mode:

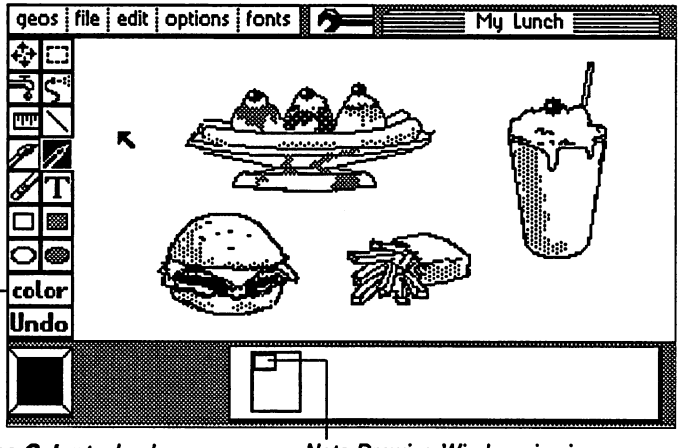
- Press the RGB button so that it is in RGB mode.
- Press the composite switch so that it is in RGB mode.

The geoPaint Screen

In 80-column mode, the geoPaint screen appears as follows:



In 40-column mode, the geoPaint appears as follows. Note that because color is available in this mode, the **Color** tool appears in the Toolbox.



*The **Color** tool only appears in 40-column mode.*

Note Drawing Window size in Page Map.

The Toolbox Icon

As you can see in both column mode versions of the geoPaint screen, the **Toolbox** icon appears at the top of the Drawing Window. This icon controls the display of the Toolbox. The procedure for using the **Toolbox** icon is described under "The Toolbox Display" on page 58 of this manual addendum.

Erasing Colors in an Area

Use the following procedure to erase colors from a section of the Drawing Window. You can erase (not deactivate) colors from the Drawing Window by using the following procedure. This procedure will retain colors elsewhere in the document. Remember that you must be in 40-column mode to use colors.

To erase colors:

1: Position the Drawing Window so that the area whose colors you wish to erase is displayed.

2: Select **color off** from the **options** menu.

3: Click on the **Edit Box** tool. If you wish to select a specific area within the Drawing Window, use the pointer to open an editing region. If you

wish to select the entire Drawing Window, double-click on the **Edit Box** tool.

4: Select **cut** from the **edit** menu. The area you selected will disappear and be placed in a photo scrap.

5: Select **color on** from the **options** menu.

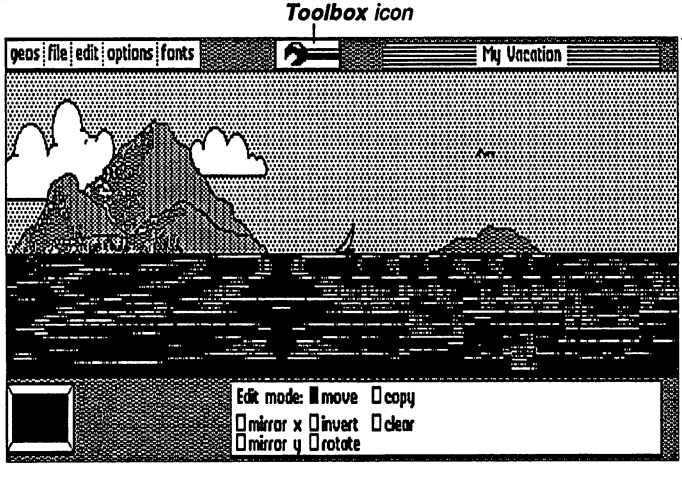
6: Select the **Edit Box** tool again. If you wish to select a specific area within the Drawing Window, use the pointer to open an editing region. If you wish to select the entire Drawing Window, double-click on the **Edit Box** tool.

7: Select **paste** from the **edit** menu.

8: The Bitmap Scaling dialog box will appear. Click **OK**. The photo scrap will be pasted in the editing region you opened. Its colors will have been erased.

The Toolbox Display

Whenever you open a geoPaint document, the Toolbox will initially be invisible:



You can control the display of the Toolbox by clicking on the **Toolbox** icon at the top of the screen. This feature is particularly handy if you wish to work with the widest possible screen. When the Toolbox is invisible, the most recently selected tool will still be active.

To use a wider Drawing Window:

1: Go to the Toolbox and select the tool you plan to use next.

2: Deactivate the Toolbox by clicking on the **Toolbox** icon at the top of the screen.

3: Use the tool you most recently selected: it will still be active.

Using 80-Column Mode

geoWrite 2.1 operates in 80-column mode only. If you open geoWrite 2.1 while in 40-column mode, a dialog box will enable you to switch to 80-column mode. If this happens, click **Yes** (to switch column modes). When the screen goes dark, press the RGB button (or composite switch) under the monitor.

To switch column modes:

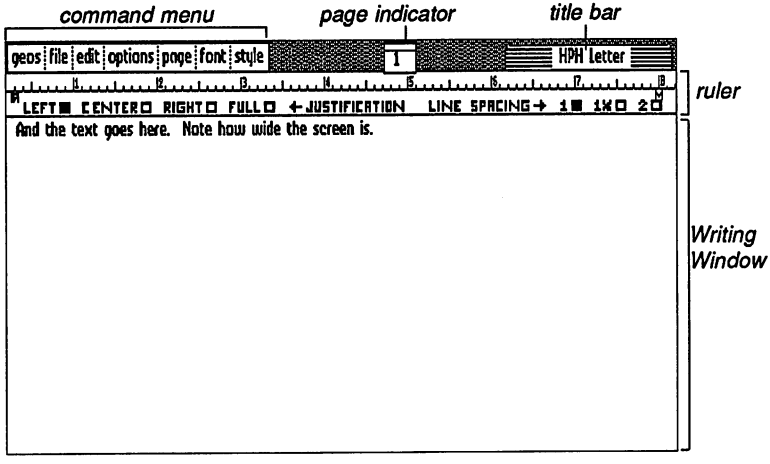
1: On the deskTop, select **switch 40/80** from the **geos** menu.

2: When the screen goes dark, press the RGB button or the composite switch on your monitor as follows:

- RGB button: to RGB mode.
- Composite switch: to RGB mode.

The geoWrite 2.1 Screen

The geoWrite 2.1 screen appears as follows:



As you can see, the ruler spans to eight inches. In the page indicator, you will note that the rectangle representing the Writing Window has the same width as the the page indicator itself.

The Writing Window and Its Dimensions

Because geoWrite 2.1 operates only in 80-column mode, the Writing Window automatically displays the entire width of the document. There is no side-flipping of the Writing Window. The ruler at the top of the Writing Window begins at 0.2 inches and spans to 8.2 inches. When you first open a geoWrite 2.1 document, you will note that the **options** menu does not contain a **make full page wide** option.

The document dimensions described here are based on a print resolution of 80 dots per inch. If your printer has a different resolution, the dimensions will be slightly different.

The BSW 128 Font

An additional font listed in geoWrite 2.1's **font** menu is the BSW 128 font. Like the BSW font, the BSW 128 font is internal (i.e., it won't appear as a file icon on the disk note pad). The text used in the illustration of the Writing Window on page 62 was created with the BSW 128 font.

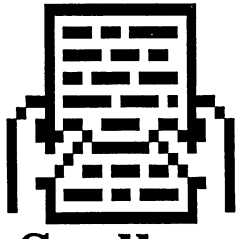
Using NLQ Mode when Printing a Document

When using NLQ mode to print a document, note the following:

- NLQ (near letter quality) does not produce different fonts, but does produce the same formatting that appears on the screen. NLQ uses the printer in its near letter quality mode. To use this mode, all text *must* be in the Commodore 10 font and in plain style. Graphics cannot be printed in this mode. If your text is not in the Commodore 10 font, choose **select page** from the **options** menu, then select the Commodore 10 font from the **font** menu. Be sure to perform this operation for each page of your document, including headers and footers.

  A few printers have different page lengths for NLQ printing than for graphics (high quality) printing. Select NLQ spacing from the **page** menu to cause NLQ page length to be used. You always should select NLQ spacing so that geoWrite 2.1 can display the correct number of lines on the screen.

6 geoSpell



This chapter contains the following sections:

- geoSpell and Work Disks
- Using 80-Column Mode
- Searching for a Work in a Dictionary

geoSpell and Work Disks

The following instructions describe how to create geoSpell work disks, depending on your project needs and disk drive set-up.

The locations of files you may need are as follows:

Files:	*Disk:*
geoSpell, geoDictionary	geoSpell
128 DESKTOP 2.0	System, Backup System

See Appendix D: Disk Contents (page 94) of this manual addendum for a complete listing of the files on your disks and where these files are located.

If you have one disk drive:

- Copy geoSpell, the geoDictionary, personal dictionaries, and geoWrite documents to one disk. If you have room, add the 128 DESKTOP 2.0 file.

If you have one disk drive and a RAM Expansion Unit (REU):

- Copy geoSpell, the geoDictionary, personal dictionaries, and the 128 DESKTOP 2.0 file to the REU.

- Use the disk drive for the disk containing the geoWrite documents.

If you have more than one disk drive:

- Copy geoSpell, the geoDictionary, and the 128 DESKTOP 2.0 file to one disk.

- Copy the personal dictionaries and geoWrite documents to another disk.

Using 80-Column Mode

geoSpell operates in 80-column mode only. If you open geoSpell while in 40-column mode, a dialog box will ask if you wish to switch to 80-column mode. If this happens, click **Yes** (to switch column modes). When the screen goes dark, press the RGB button (or composite switch) under the monitor.

To switch column modes before you open geoSpell:

1: Select **switch 40/80** from the **geos** menu.

2: When the screen goes dark, press the RGB button or the composite switch on your monitor as follows:

   - RGB button: to RGB mode.
   - Composite switch: to RGB mode.

Searching for a Word in a Dictionary

Use the following method to search for a word in a dictionary, in addition to the methods described on pages 195–196 of the *GEOS 2.0 User's Manual*:

- Scroll through the list of words in the Dictionary Box by clicking on the up or down arrows, which are located above the **Find** button. The keyboard shortcut is to press the CRSR up or CRSR down keys. You can also use the ↑ or ↓ keys at the top of your keyboard.

geoMerge

This chapter contains the following section:

- geoMerge and Work Disks
- Using 40- or 80-Column Mode

geoMerge and Work Disks

The following instructions describe how to create geoMerge work disks, depending on your project needs and disk drive set-up.

The locations of files you may need are as follows:

Files:	*Disk:*
geoMerge, LW fonts	Write Utilities
geoLaser	
non-LW fonts	Applications
128 DESKTOP 2.0	System, Backup System

See Appendix D: Disk Contents (page 94) of this manual addendum for a complete listing of the files on your disks and where these files are located.

If you have one disk drive:

- Place geoMerge, the documents to be merged, and the fonts on the same disk. If desired, add geoWrite (for editing documents) and the 128 DESKTOP 2.0 file.

If you have one disk drive and a RAM Expansion Unit (REU):

- Copy geoMerge, the fonts used in the documents, and the 128 DESKTOP 2.0 file to the REU. If desired, add geoWrite if you wish to edit the documents.

- Use the disk drive for the disk containing the documents to be merged.

If you have more than one disk drive:

- Place geoMerge and the fonts on one disk. If desired, add geoWrite (for editing documents) and the 128 DESKTOP 2.0 file.

- Place the documents to be merged on another disk.

Using 40- or 80-Column Mode

You can use geoMerge in either 40- or 80-column mode. If you wish to switch to a different column mode, do so before you open geoMerge. You cannot switch column modes when geoMerge is in use.

To switch column modes:

1: On the deskTop, select **switch 40/80** from the **geos** menu.

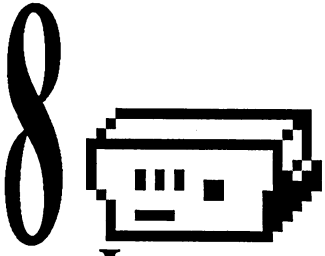
2: When the screen goes dark, press the RGB button or the composite switch on your monitor as follows:

To go to 40-column mode:

- Press the RGB button so that it is in CVBS mode.
- Press the composite switch so that it is in COMP mode.

To go to 80-column mode:

- Press the RGB button so that it is in RGB mode.
- Press the composite switch so that it is in RGB mode.



geoLaser

This chapter contains the following sections:

- geoLaser and Work Disks
- Using 40- or 80-Column Mode
- Column Modes and Printing

geoLaser and Work Disks

The following instructions describe how to create geoLaser work disks, depending on your project needs and disk drive set-up.

The locations of files you may need are as follows:

Files:	*Disk:*
geoLaser, LW fonts	Write Utilities
non-LW fonts	Applications
128 DESKTOP 2.0	System, Backup System

See Appendix D: Disk Contents (page 94) of this manual addendum for a complete listing of the files on your disks and where these files are located.

If you have one disk drive:

- Copy geoLaser, the font files, and the documents to one disk. If you have room, add the 128 DESKTOP 2.0 file.

If you have one disk drive and a RAM Expansion Unit (REU):

- Copy geoLaser, the font files, and the 128 DESKTOP 2.0 file to the REU.

- Use the disk drive for the disk containing the documents.

If you have more than one disk drive:

- Copy geoLaser, the font files, and the 128 DESKTOP 2.0 file to one disk.

- Copy the documents to another disk.

Using 40- or 80-Column Mode

You can use geoLaser in either 40- or 80-column mode. If you wish to switch to a different column mode, do so before you open geoLaser. You cannot switch column modes when geoLaser is in use.

To switch column modes:

1: On the deskTop, select **switch 40/80** from the **geos** menu.

2: When the screen goes dark, press the RGB button or the composite switch on your monitor as follows:

To go to 40-column mode:

- Press the RGB button so that it is in CVBS mode.
- Press the composite switch so that it is in COMP mode.

To go to 80-column mode:

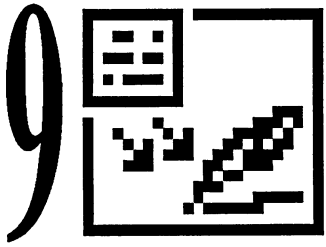
- Press the RGB button so that it is in RGB mode.
- Press the composite switch so that it is in RGB mode.

Column Modes and Printing

Under Step 5 of the procedure for using geoLaser (see page 230 of the *GEOS 2.0 User's Manual*), note the following:

If you have selected the 9600 baud rate and if you are using 40-column mode, the screen will go blank during the printer initialization and printing process. If you wish to cancel the printing, press the input device button (but do not move the input device). If you are using 80-column mode, the screen will display the message "Initializing Printer." Another dialog box will say "Printing...". If necessary, you can cancel by clicking on the **Cancel** button in the dialog box below the "Printing" message.

When printing large files while using 40-column mode, the screen will occasionally change colors. This lets you know that the LaserWriter is reading data from geoLaser. After the file has been printed, the Select File dialog box will reappear.



Text Grabber

This chapter contains the following sections:

- Text Grabber and Work Disks
- Using 40- or 80-Column Mode
- Word Processor Format Files

Text Grabber and Work Disks

The following instructions describe how to create Text Grabber work disks, depending on your project needs and disk drive set-up.

The locations of files you may need are as follows:

Files:	*Disk:*
Text Grabber, Fleet System 4, C128 Generic I, C128 Generic II, PaperClip II, & WordWriter 128 word processor files	Write Utilities
128 DESKTOP 2.0	System, Backup System

See Appendix D: Disk Contents (page 94) of this manual addendum for a complete listing of the files on your disks and where these files are located.

If the word processor format file you need is not listed on the disk above, copy the two **C128 Generic** word processor files to your work disks instead. A **C128 Generic** file will read in all the characters from the document, ignoring non-printable characters. After the document has been converted, you can reformat it in geoWrite 2.1.

If you have one disk drive:

- Copy Text Grabber and the word processor format files you need onto a disk. If you have room, add the 128 DESKTOP 2.0 file. You also can copy the non-GEOS word processing data files to the disk, though this is not required.

If you have one disk drive and a RAM Expansion Unit (REU):

- Copy Text Grabber, the word processor format files you need, and the 128 DESKTOP 2.0 file to the REU. Create the converted documents on the REU. When you are finished converting files, be sure to copy the converted documents to a work disk for safekeeping.

- Use the disk drive for the disk containing the non-GEOS files you wish to convert.

If you have more than one disk drive:

- Copy Text Grabber, the word processor format files you need, and the 128 DESKTOP 2.0 file onto one disk.

- Use the second disk drive for the disk containing the non-GEOS word processing data files.

Using 40- or 80-Column Mode

You can use Text Grabber in either 40- or 80-column mode. If you wish to switch to a different column mode, do so before you open Text Grabber. You cannot switch column modes when Text Grabber is in use.

To switch column modes:

1: On the deskTop, select **switch 40/80** from the **geos** menu.

2: When the screen goes dark, press the RGB button or the composite switch on your monitor as follows: 

To go to 40-column mode:

- Press the RGB button so that it is in CVBS mode.
- Press the composite switch so that it is in COMP mode.

To go to 80-column mode:

- Press the RGB button so that it is in RGB mode.
- Press the composite switch so that it is in RGB mode.

Word Processor Format Files

The word processor format files that accompany Text Grabber are as follows:

Fleet System 4
C128 Generic I
C128 Generic II
PaperClip II
WordWriter 128

The Fleet System 4, PaperClip II, and WordWriter 128 format files will save the original document's formatting commands as well as the text. The C128 Generic I and II format files will save the document's text but not its formatting commands.

10 Paint Drivers

This chapter contains the following sections:

- Paint Drivers and Work Disks
- Using 40- or 80-Column Mode
- Creating the Paint Drivers
- Selecting a Paint Driver
- Creating a Paint Drivers Document

Paint Drivers and Work Disks

The following instructions describe how to create Paint Drivers work disks, depending on your project needs and disk drive set-up.

The locations of files you may need are as follows:

Files:	*Disk:*
Paint Drivers, 128 DESKTOP 2.0, printer driver	System, Backup System
LW Fonts, text mgr	Write Utilities
geoPaint, geoWrite	Applications
non-LW fonts, photo mgr	

See Appendix D: Disk Contents (page 94) of this manual addendum for a complete listing of the files on your disks and where these files are located.

IMPORTANT You do not need to copy the Paint Drivers application itself to your work disks. On the System or Backup System disk, you can use the Paint Drivers application to create the two paint drivers, Paint OVERLAY and Paint PAGES. The procedure for creating the paint drivers is on page 76 of this manual addendum. After you have created these two drivers, copy them to your Paint Drivers work disk. You only need the drivers themselves to convert the geoWrite documents, not the actual Paint Drivers application.

If you have one disk drive:

- Copy the paint drivers, the fonts used to create the geoWrite file, and the geoWrite documents to one disk. If you have room, add the 128 DESKTOP 2.0 file, any additional fonts, and the geoPaint and/or geoWrite applications.

If you have one disk drive and a RAM Expansion Unit (REU):

- Copy the paint drivers, the fonts used to create the geoWrite file, and the DESKTOP 2.0 file to the REU. Create the Paint Drivers documents in the REU. Afterwards, copy the Paint Drivers documents to a work disk for safekeeping. If you have room, add any additional fonts and the geoPaint and/or geoWrite applications.

- Use the disk drive for the disk containing the geoWrite documents.

If you have more than one disk drive:

- Copy the paint drivers, the fonts used to create the geoWrite file, and the DESKTOP 2.0 file to one disk. If desired, add any additional fonts and the geoPaint and/or geoWrite applications.

- Create and store the geoWrite documents on another disk.

Using 40- or 80-Column Mode

If you wish to switch to a different column mode, do so before you open the Paint Drivers application, or after the conversion process is completed. You cannot switch column modes when the Paint Drivers application is in use.

To switch column modes:

1: On the deskTop, select **switch 40/80** from the **geos** menu.

2: When the screen goes dark, press the RGB button or the composite switch on your monitor as follows:

To go to 40-column mode:

- Press the RGB button so that it is in CVBS mode.
- Press the composite switch so that it is in COMP mode.

To go to 80-column mode:

- Press the RGB button so that it is in RGB mode.
- Press the composite switch so that it is in RGB mode.

Creating the Paint Drivers

Use the following procedure to create the paint drivers from the Paint Drivers application. After you have created the drivers, you can use them as often as you need for future document conversions so long as your regular printer driver (e.g., Comm. Compat.) does not change. If your regular printer driver does change, recreate the paint drivers by using the procedure below.

To create the drivers:

1: Open the System or Backup System disk to its deskTop.

2: Go to page 2 of the disk note pad and open the Paint Drivers application by double-clicking on its file icon.

NOTE An alternative is to click once on its file icon so that it is highlighted, then select **open** from the **file** menu (or press C Z).

3: A dialog box will ask you to "Choose real printer driver type." This refers to the printer driver you normally use to print GEOS documents (e.g., the Comm.Compat. printer driver). Click on the appropriate printer driver.

4: Select **OK**. You will be returned to the deskTop. The Paint OVERLAY and the Paint PAGES printer drivers will appear in the first available file icon slots.

NOTE The Paint OVERLAY and Paint PAGES printer drivers will be compatible with the printer driver you selected in Step 2.

5: Copy the Paint OVERLAY and Paint PAGES printer drivers to your Paint Drivers work disk.

Selecting a Paint Driver

Before you can use the drivers to convert a geoWrite document, you will need to select one of the drivers as the default driver. This procedure is the same as selecting any printer driver as the default driver.

To select a paint driver as the default driver:

1: Choose **select printer** from the **geos** menu. The Select Printer dialog box will list your normal printer driver along with the Paint OVERLAY and Paint PAGES drivers. Click on either Paint OVERLAY or Paint PAGES:

- **Paint OVERLAY** is used if you wish to create a document with columns: it will overlay a range of pages in the geoWrite document into one geoPaint document called OVERLAY.

- **Paint PAGES** will create a geoPaint document for each individual page of the geoWrite document. If you have a four page geoWrite document, four separate geoPaint documents will be created and named for each page ("PAGE 1," PAGE 2," etc.).

2: Click **OK**. You will be returned to the deskTop and the printer driver you selected in Step 1 will have moved to the default printer position.

Creating a Paint Drivers Document

Once you have created the paint drivers and selected one as the default printer, you will be ready to convert a geoWrite document into a geoPaint version. Note that the Paint Drivers application will convert a *copy*, not the *original*, of a geoWrite document.

To convert a geoWrite document into geoPaint:

1: Make sure the paint driver you need has been selected as the default driver. On the deskTop, the default printer driver's name will appear below the printer icon in the lower left corner of the screen.

NOTE See "Selecting a Paint Driver," above, to select a driver as the default driver.

2: Click on the geoWrite document file icon so that it is highlighted, then select **print** from the **file** menu (or press [C=] [P]).

NOTE Because one of the Paint Drivers is the default printer driver and not your regular printer driver, the geoWrite document will not be sent to an actual printer to be printed. The geoWrite document will be converted to a geoPaint document (or a series of geoPaint documents if you are using Paint PAGES).

3: The Print Options dialog box will appear. If you selected Paint PAGES in Step 3 when you were setting up the Paint Drivers, click **OK** and go to the next step. If you selected Paint OVERLAY, you may wish to overlay a specific range of pages in the document. If so, enter the page numbers in the **From Page** and **To Page** boxes. Click **OK** after you have made your selections.

4: When you return to the deskTop, a geoPaint document (or series of geoPaint documents) will appear as geoPaint file icons. If you plan to do future conversions on the current disk, it is advisable to rename the converted files (i.e., any files named OVERLAY, PAGE 1, PAGE 2, etc.), or the current files will be overwritten by the next set of converted files.

NOTE You may wish to reselect your regular printer driver at this point to return to normal printing.

11 Desk Accessories

This chapter contains the following sections:

- Desk Accessories and Column Modes
- The Calculator
- The Preference Manager
- The Alarm Clock
- The Note Pad
- The Pad Color Manager

Desk Accessories and Column Modes

You can use most desk accessories in either 40- or 80-column mode:

Desk Accessory:	*Column Mode:*
Calculator	either column mode.
Preference Manager	either column mode. However, changing the shape of the mouse or changing a feature's color can only be done in 40-column mode.
Alarm Clock	either column mode.
Note Pad	either column mode.
Pad Color Manager	40-column mode only.
Photo Manager	either column mode.
Text Manager	either column mode.

If you wish to switch to a different column mode, do so before you open the desk accessory. You cannot switch column modes when a desk accessory is in use.

To switch column modes:

1: On the deskTop, select **switch 40/80** from the **geos** menu.

2: When the screen goes dark, press the RGB button or the composite switch on your monitor as follows:

To go to 40-column mode:

- Press the RGB button so that it is in CVBS mode.
- Press the composite switch so that it is in COMP mode.

To go to 80-column mode:

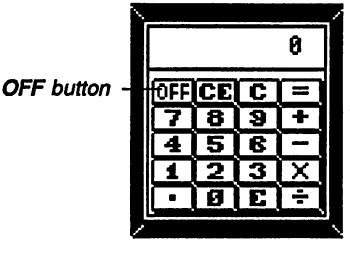
- Press the RGB button so that it is in RGB mode.
- Press the composite switch so that it is in RGB mode.

The Calculator

This section describes the appearance of the 128 Calculator, how to use the numeric keypad with the Calculator, and how to exit the Calculator. This desk accessory operates in either 40- or 80-column mode.

The Appearance of the Calculator

The Calculator appears as follows:



As you can see, the **OFF** button has replaced the **close** button of earlier versions of the Calculator.

The Numeric Keypad

When entering values, use the numeric keypad as well as the number keys along the top of the keyboard. On the numeric keypad, the + and - keys can be used to add and subtract values.

Exiting the Calculator

- Click the **OFF** button or press SHIFT Q.

The Preference Manager

This section describes how to use column modes and change the time and date with the Preference Manager. This desk accessory operates in either 40- or 80-column mode.

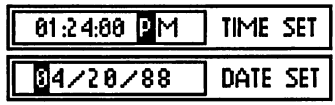
Column Modes and Color

If you have your Commodore set in 80-column mode, you will not be able to change colors or the shape of the mouse. If you wish to work with color or change the shape of the mouse, switch to 40-column mode before opening the Preference Manager. The instructions for changing column modes are under "Switching Column Modes" on page 32 of this manual addendum.

Changing the Time and Date

Use the following procedures to set the time and date in the Preference Manager.

To set the time or date:



1: Move the pointer to the **TIME SET** or **DATE SET** box.

2: Press the spacebar to move the cursor to the first digit you wish to change.

3: Type in the new time or date. As you type, the cursor will bypass the colons and slashes. If you wish to change the letter **A** or **P** in the **TIME SET** box, press the spacebar to move to that letter.

NOTE The time will freeze after you press the first key on your keyboard. Use either the numeric keypad or the top row of numbers on the keyboard to enter the new values.

4: When you are satisfied with the date or time, press RETURN.

NOTE Moving the pointer outside the **TIME SET** or **DATE SET** box before pressing RETURN will cause the values to revert to their original settings.

NOTE Refer to "Using, Saving, and Recalling Your Changes" on page 260 of the *GEOS 2.0 User's Manual* for a variety of options for saving or recalling changes to the Preference Manager.

The Alarm Clock

This section describes how to set the clock and alarm time in the Alarm Clock. This desk accessory operates in either 40- or 80-column mode.

Setting the Clock Time

1: Switch to **Clock Mode**: press [M] or click on the **Mode** icon until a clock face appears.


clock mode

2: Press the spacebar to move the cursor to the first digit you wish to change. (The cursor will initially be positioned over **A** or **P**.)

3: Type in the new time. As you type, the cursor will skip the colons and the letter **M**. Press the spacebar to bypass correct entries.

NOTE Use either the numeric keypad or the top row of numbers on your keyboard to enter digits.

4: When finished, press [RETURN] or click on **SET**.

Setting the Alarm

1: Switch to **Alarm Mode**: press [M] or click on the **Mode** icon until a bell appears.


alarm mode

2: Press the spacebar to move the cursor to the first digit you wish to change. (The cursor will initially be positioned over **A** or **P**.)

3: Type in the new time. As you type, the cursor will skip the colons and the letter **M**. Press the spacebar to bypass correct entries.

NOTE Use either the numeric keypad or the top row of numbers on your keyboard to enter digits.

4: When finished, press RETURN or click on **SET**. The new bell displayed next to the **close** icon will signify that you have set an alarm.

The alarm is set.

NOTE The bell will disappear after the alarm has sounded and you have exited the Alarm Clock.

The Note Pad

This section describes how 80-column mode affects the appearance of the Note Pad, and using the keyboard to move to another Note Pad page. This desk accessory operates in either 40- or 80-column mode.

80-Column Mode

In 80-column mode, the Note Pad page appears larger than in 40-column mode. However, the maximum number of characters you can enter on a page in 80-column mode is still 250.

Moving to Another Page

Three methods for moving to another Note Pad page are listed under "Moving to Another Page" on page 265 of the *GEOS 2.0 User's Manual.* The first method suggests that to move to pages 1–9 you can hold down the C= key and press the number of the page you want. This method only works if the destination page contains text. If the destination page does not contain text, click on the dog-ear corner, as explained on page 265 in the *GEOS 2.0 User's Manual.*

The Pad Color Manager

The Pad Color Manager operates in 40-column mode only, since its function is to designate color for file icons and the disk note pad. However, you can open the Pad Color Manager while in 80-column mode by using the procedure below.

Entering the Pad Color Manager from 80-Column Mode

1: Open the Pad Color Manager using one of the following methods:

- From an application or the deskTop, select **pad color mgr** from the **geos** menu.

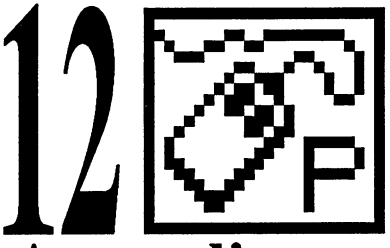
- From the deskTop, double-click on the Pad Color Manager file.

- From the deskTop, click once on the Pad Color Manager file to select it, then select **open** from the **file** menu (or press [Cmd] [Z]).

2: A dialog box will let you know that the Pad Color Manager operates in 40-column mode only. Click **YES** (to switch column modes).

3: When the screen turns dark, press the [RGB] button or composite switch on your monitor as follows:

- [RGB] button: to CVBS mode.
- Composite switch: to COMP mode.



Appendices

This section contains the following appendices:

- **A: Additional Glossary Terms** describes additional terms specific to GEOS 128 2.0.
- **B: Menus** summarizes the command menu options in the deskTop, geoPaint, and geoWrite 2.1.
- **D: Disk Contents** lists the contents of each disk in your GEOS 128 2.0 package.
- **F: Error Messages** explains error messages you may encounter while using GEOS 128 2.0.

Appendix A
Additional Glossary Terms

Additional glossary terms are as follows:

40/80 DISPLAY — A keyboard button used along with the RGB button to boot GEOS 128 2.0 in either 40- or 80-column mode. You only need to use this button when you are booting. Once GEOS 128 2.0 is running, you do not need to press this button to switch column modes.

application work disk — A work disk containing an application file. An application work disk is used when you have more than one disk drive. This type of work disk contains all of the files you need for a work disk except for the document files, which can be stored on another disk. Use one disk drive for the application work disk and the other disk drive for the work disk containing your documents. If you have a one-disk drive system, your work disk would contain the application, any supporting files (such as desk accessories or the DESKTOP 2.0 file), and documents.

column mode — The resolution of the screen. Depending on the type of monitor you are using, GEOS 128 2.0 offers two column mode options: 40-column and 80-column. In 80-column mode, the pixels that compose the screen's image are compressed to enable a wider view of the screen. For example, geoWrite 2.1, which only operates in 80-column mode in GEOS 128 2.0, displays the entire width of the Writing Window; hence there is no need for the Writing Window to side-flip, as in the 40-column version of geoWrite 2.1. 40-column

mode does not enable a wider view of the screen, but it does let you use color.

In most instances, you can switch column modes depending on your needs and the application you are using. For example, in geoPaint, you can use 40-column mode to add color or work with a smaller Drawing Window. (A smaller Drawing Window displays images in greater detail.) To view and work with the entire width (but not depth) of the document, you can use 80-column mode.

If you are using a television set as a monitor, you can only use 40-column mode. See also *RGB button.*

composite switch

On a monitor, a switch used to select a column mode in GEOS 128 2.0. See *RGB button.*

RGB button

The button on your monitor that enables you to switch column modes. The location of this button depends on the type of monitor you are using. On most Commodore monitors, the RGB button is located below the screen, next to the power switch. The equivalent button in the Commodore 1902 and 1084 monitors is the *composite switch*, which is also located below the screen. The RGB button or composite switch is located at the rear of some monitors.

To use the RGB button or composite switch to change column modes, select **switch 40/80** from the **geos** menu. When the screen goes dark, press the RGB button or composite switch. When the RGB button is "out" (i.e., in RGB mode) you can use 80-column mode. When the RGB button is "in" (i.e., in CVBS mode), you can use 40-column mode. If your monitor has a composite switch, push the

switch to the right (to RGB mode) if you wish to use 80-column mode. To use 40-column mode, push the composite switch to the left (to COMP mode).

Appendix B
Menus

Menu options in the deskTop, geoPaint, and geoWrite 2.1 are as follows:

deskTop

geos

switch 40/80 Changes between 40- and 80-column modes.
geos info Displays copyright information and authors of GEOS.
deskTop info Displays copyright notice and authors of deskTop.
select printer: moves a selected printer driver to the default position.
select input (C= I) Moves a selected input device (mouse or joystick) to the default position.
calculator A desk accessory for quick calculations.
note pad A desk accessory for creating memos.
photo mgr A desk accessory for managing photo albums.
text mgr A desk accessory for managing text albums.
preference mgr A desk accessory for determining the input driver speed and color, screen background and foreground colors, and system time and date.
pad color mgr A desk accessory for determining the color of the disk note pad components (file icons, foreground, and background).

file

open (C= Z) Loads the currently selected file on the deskTop.
duplicate (C= H) Creates a duplicate copy of the selected files.
rename (C= M) Renames the selected files.
info (C= Q) Displays information about the selected files; also lets you change a file's write protect status.
print (C= P) Prints the selected application file.
delete (C= D) Deletes the selected files.
undo delete (C= U) Retrieves a file from the waste basket.

view

by icon Displays files in icon mode.

by size Displays files sorted by size, largest file first.
by type Displays files groups by category (e.g, application, desk accessory, or font file).
by date Displays files in order of last modification, most recent file modification first.
by name Displays files in alphabetical order.

disk

open (C= O) Opens disk in current disk drive and displays disk files in disk note pad.
close (C= C) Closes currently open disk.
rename (C= N) Renames currently open disk.
copy (C= K) Copies contents of currently open disk to another disk.
validate (C= V) Checks currently open disk for damage and makes minor repairs.
erase (C= E) Erases contents of currently open disk without formatting.
format (C= F) Formats disk in any disk drive. Formatting will erase the contents of that disk.

select

all pages (C= W) Selects all file icons on every page of the disk note pad.
page files (C= X) Selects all file icons on the current note pad page.
border files (C= Y) Selects all file icons on the border.

page

append (C= S) Adds a disk note pad page after the current page.
delete (C= T) Deletes current note pad page.

options

set clock Lets you change the date and time of the deskTop clock.
RESET (C= R) Re-reads the deskTop. Enables GEOS 128 2.0 to recognize disks in disk drives.
BASIC Enables you to enter BASIC mode.
shortcuts Displays listing of deskTop keyboard shortcuts not listed in a menu. Click to exit dialog box.

BOOT Enables you to reboot GEOS or a non-GEOS program from the deskTop.

geoPaint

geos

geoPaint info Displays copyright and author information. Click to exit dialog box.
switch 40/80 Changes between 40- and 80-column modes.
Lists desk accessories on application work disk.

file

close Closes document and enables you to create or open another geoPaint document, or return to the deskTop.
update Saves changes to disk.
preview Displays entire document page in black and white.
recover Erases all changes from last time document was saved to disk.
rename Enables you to rename document.
print Prints document.
quit Closes document and returns you to deskTop.

edit

cut Removes an area within an **Edit Box** or Text mode region and places that area in a photo or text scrap.
copy Copies an area within an **Edit Box** or Text mode region into a photo or text scrap.
paste Copies the contents of a scrap into an **Edit Box** or Text mode region.

options

pixel edit Enables you to magnify portion of Drawing Window for detailed drawing. (Not displayed when Pixel Edit Mode is active.)
normal edit Returns you from pixel edit mode to entire Drawing Window screen. (Not displayed when Normal Edit Mode is active.)
change brush Displays 32 brush types in Status Box so that you can change a brush shape.
draw grid lines Draws grid lines in Drawing Window.

erase grid lines Erases grid lines from Drawing Window.
color on/off Enters/exits color mode. (Not displayed in 80-column mode.)

fonts

Lists fonts currently on disk. Automatically displays **BSW** font, but does not include **BSW 128** font.

geoWrite 2.1

geos

geoWrite info Displays copyright and author information. Click to exit dialog box.
Lists desk accessories on application work disk.

file

close Closes document and enables you to create or open another geoWrite document, or return to the deskTop.
update Saves changes to disk.
preview Displays entire document page.
recover Erases all changes from last time document was saved to disk.
rename Enables you to rename document.
print Prints document; displays dialog box with printing options.
quit Closes document and returns you to deskTop.

edit

cut (C X) Removes selected portion of document and places the area into a scrap.
copy (C C) Copies selected portion of document into a scrap.
paste Pastes scrap into document at insertion point. Options: text (C T) for text scrap contents, and picture (C W) for photo scrap contents.

options

search (C S) Opens search/replace operation.
find next (C N) Finds and highlights next instance of item entered in Search For dialog box.
change, then find (C Y) Changes Search For entry to Replace With entry.

hide/show pictures Hides/displays all pictures in document. Hidden pictures are covered with a grey box.
open/close header (C H) Opens/closes header screen.
open/close footer (C F) Opens/closes footer screen.
select page (C V) Highlights current document page.

page

previous page (C ←) Moves to previous page.
next page (C +) Moves to next page.
goto page (C G) Displays dialog box asking for desired destination page number.
page break (C L) Inserts a page break at location of text cursor.
set first page Enables you to determine the first page number of a document.
title page Sets the first page of a document as a title page (i.e., no page number will be set for that page).
NLQ spacing Produces the same formatting as that on the screen. For use wtih NLQ printers only.

font

Lists the first eight fonts currently on the application work disk. Automatically displays **BSW** and **BSW 128** fonts. (The BSW 128 font only appears in geoWrite 2.1.)

style

plain text (C P) Sets text in plain type style.
bold (C B) Sets text in boldface.
italic (C I) Sets text in italics.
outline (C O) Sets text in outline.
underline (C U) Sets text with underline.
superscript (C >) Sets text in superscript.
subscript (C <) Sets text in subscript.

Appendix D
Disk Contents

Disk 1

System Disk

No. of Files: 50
KBytes Used: 161
KBytes Free: 4

Page 1 GEOS, GEOS BOOT, GEOS KERNAL, 128 DESKTOP 2.0, 128 CONFIGURE 2.0, default input device, default printer. (System files)

Page 2 preference mgr, pad color mgr, and alarm clock desk accessories, PAINT DRIVERS application, 128 RBOOT system file.

Pages 3+ Printer drivers and input devices. (Not all printer drivers are on this disk. The DS, QS, and RED printer drivers are on the Write Utilities disk.)

DEMO Disk

No. of Files: 6
KBytes Used: 162
KBytes Free: 3

Page 1 GEOS DEMO programs.

Disk 2

Backup System Disk

Same as System Disk contents.

Applications Disk

No. of Files: 11
Kbytes used: 142
Kbytes free: 24

Page 1 GEOWRITE 128, GEOPAINT.

Page 2 photo manager, calculator, note pad desk accessories.

Page 3 California, Cory, Dwinelle, Roma, University, Commodore fonts.

Disk 3

Write Utilities

No. of Files: 31
Kbytes used: 131
Kbytes free: 35

Page 1 GEOMERGE, TEXT GRABBER, GEOLASER, applications, text manager desk accessory.

Page 2 FleetSystem 4, PaperClip II, WordWriter 128, C128 Generic I, C128 Generic II.

Page 3 LW_Roma, LW_Cal, LW_Greek, LW_Barrows LaserWriter fonts.

Pages 4+ DS (double-strike), QS (quadruple-strike), and RED (reduction) printer drivers.

geoSpell

No. of Files: 2
Kbytes used: 126
Kbytes free: 39

Page 1 GEOSPELL 128 application, GeoDictionary.

Appendix F
Error Messages

A field contains more than 254 characters and will be truncated.

- You tried to enter more than 254 characters in a field. The excess characters will not appear in the document.

A label contains more than 20 characters and will be ignored.

- You tried to enter a label name that is too big.

A label contains non-alphanumeric characters. The characters will be ignored.

- You tried to enter a label name that contains non-alphanumeric characters (e.g., #, !, or ?).

Can't add that word to the dictionary.

- Check to make sure that the first two characters in the word are letters, and that there are no spaces in the word.

Cannot add any more pages to this file.

- In geoWrite 2.1, you have reached the maximum number of pages a document can have.

Cannot install (application name) to this disk.

- You tried to install the application on a work disk. You can only install a GEOS application from its original application disk. Close the current disk and install the application from its original application disk. After you have installed the application, copy its file to your work disks.

Cannot install (application name) on a write protected disk.

- The disk on which you tried to install the application has write protect tabs on it. Remove the disk from the disk drive and carefully remove its write protect tabs. Try installing the application again.

Cannot run desk accessory while in header or footer.

- In geoWrite 2.1, exit the header or footer, then try using the desk accessory.

Can't delete a page with write-protected files.

- You tried to delete a disk note pad page containing write-protected files. You can change the write protect status of a file you wish to delete by using the **file info** command.

  NOTE Refer to "File Info and Write Protect Status," page 61 of the *GEOS 2.0 User's Manual.*

Can't proceed if application is on a different disk.

- You tried to open an application data file when the application file is not on a disk in any disk drive or the REU. Click **OK** to return to the deskTop. If you are using a one-drive system, copy the data file onto a work disk containing the correct application file. If you have more than one disk drive, insert a disk containing the correct application file into a disk drive. Try opening the data file again.

Can't search for that word.

- Check to make sure that the first two characters in the word are letters, and that there are no spaces in the word.

Commands in the form document cannot exceed 255 characters in length.

- An <<IF>> statement is too long.

Disk copy can't be done between these formats.

- You used the **disk copy** command to copy the contents of one disk to another between different disk drive formats. Try copying all of the files on the disk instead.

  NOTE Refer to "To copy if the disk and disk drive formats are different," page 73, under "Copying a Disk Using More than One Disk Drive" in the *GEOS 2.0 User's Manual.*

ELSE found without an IF.

- ELSE is missing from an <<IF>> statement.

ENDIF found without an IF.

- ENDIF is missing from an <<IF>> statement.

Expected a field label.

- A label name is missing from the merge label file.

Expected a start quote.
- The opening quote in an <<IF>> statement is missing.

Expected an end quote.
- The ending quote in an <<IF>> statement is missing.

Expected an ENDIF.
- The ENDIF from an <<IF>> statement may be missing. If not, it is separated from the <<IF>> statement by a page break. Remember that the components of an <<IF>> statement must be on the same page.

Expected an ending >>.
- The ending >> in an <<IF>> statement is missing.

Expected an \ "=" \ ".
- A sign is missing from an <<IF>> command.

File must be opened by geoWrite before printing.
- The printer page length has changed, and geoWrite must reformat the document for the new page length.

Label to match is too long.
- The label in an <<IF>> statement is too long.

Label is not in merge file.
- geoMerge cannot find the label in the merge file.

No boot sector on this disk.
- You tried to select **BOOT** from the **options** menu and the deskTop cannot find the boot disk in the disk drive. Insert the correct boot disk into the disk drive. Try selecting **BOOT** from the **options** menu again.

No multiple file operation for this feature.
- You tried to open or print more than one file at a time.

No printer driver is selected. Use select printer on the deskTop to choose a printer.
- The incorrect printer driver is selected.

  NOTE See "Setting Up Your Printer," page 17 of this manual addendum, for how to select the correct printer driver for your printer.

No scrap file on disk.

- The application work disk does not contain a text or photo scrap.

Not enough fields were found. One or more fields will be left blank.

- The number of data fields in the merge data file is smaller than the number of labels in the merge form document. After the merge is complete, you may wish to check your merge data file and merge form document for inconsistencies.

Not enough fields were found. One or more labels will be left blank.

- In the merge data file, one of the records contained fewer fields than there are labels. Some of the labels in the document file may not be replaced by new text. After the merge is complete, you may wish to check your merge data file and merge form document for inconsistencies.

Not enough free space on disk for desk accessory.

- Desk accessories require at least 10K bytes of memory on the current work disk. If you wish to use the desk accessory, you will need to delete files to make room.

Operation canceled due to disk error: missing or unformatted disk.

- Make sure the disk drive contains the disk you wish to open.

- If the disk drive contains an unformatted disk, then format the disk if desired. Refer to "Formatting a Disk," page 75, of the *GEOS 2.0 User's Manual.*

- If the disk drive contains a formatted disk, then you may have improperly inserted the disk into the disk drive. Click **OK**. After the screen redraws, re-insert the disk, then try opening the disk again.

Page too long.

- In geoSpell, you tried to spell-check a document that contains a page that is too long. Exit geoSpell, open the document you tried to spell-check, and insert page breaks where possible.

Please insert a disk with deskTop V(#) or higher.

- You tried to exit a document when there is no 128 DESKTOP 2.0 file on the work disk. Remove the current disk from the disk drive and insert the System disk, which contains the DESKTOP file. Click **OK**.

You will be returned to the System deskTop. If you wish to avoid this procedure in the future, copy the DESKTOP file to your application work disks.

Please reboot your system using the same GEOS disk that was first used to run geoMerge.

- Reboot your System with the same System disk you used to install geoMerge.

Printer is inaccessible.

- On your System disk, the incorrect printer driver has been selected as the default printer driver.

  NOTE See "Setting Up Your Printer," page 17 of this manual addendum, for how to select the correct printer driver for your printer.

- Your printer is not correctly hooked up to your Commodore.

Sorry, font too large.

- The font you are using is too large for the document. Try using a smaller font.

Text after label ignored.

- The command started with a label but had other characters after the label. geoMerge will interpret the command as a label and ignore the rest.

The driver is on the border and it won't be set as the default.

- You tried to select a printer or input driver file as the default when the file is on the border. Click **OK** to return to the deskTop. Move the driver file onto the disk note pad page, then try selecting it as the default driver again.

The file (name) must first be deleted from the disk.

- You tried to move two or more border files onto the disk note pad at the same time. The files have one or all of the following characteristics: they have the same name; one of the files is not from the current disk; the files not belonging to the current disk were selected first.

The file (name) is write protected and can't be deleted.

- You tried to delete a file that is write protected. On the System deskTop, you can use the **file info** command to change the file's write protect status so that the file can be deleted.

  NOTE If necessary, refer to "File Info and Write Protect Status," page 61 of the *GEOS 2.0 User's Manual.*

The merge data file cannot have more than 25 fields.

- You tried add more than 25 fields to a merge data file.

The operation requested may not be performed on a file from another disk.

- You tried to duplicate, rename, print, or delete a file from another disk. Open the disk containing the file, then try the operation again.

The operation requested may not be performed on a GEOS boot/ master disk.

- You tried to delete a file from a boot or master disk using the regular file delete method (i.e., dropping its ghost icon in the waste basket). To delete a file from a boot or master disk, first deposit its ghost icon onto the border, then move the ghost icon into the waste basket. Note that the GEOS, GEOS BOOT, GEOS KERNAL, and 128 DESKTOP 2.0 files cannot be deleted.

- You tried to copy a file to a boot or master disk that already contains a file with the same name. If you wish to copy a file to a boot or master disk, try deleting the boot or master disk file first. Note that the GEOS, GEOS BOOT, GEOS KERNAL, and 128 DESKTOP 2.0 files cannot be deleted.

The operation requested may not be performed on a System Boot file.

- You tried to rename, duplicate, or move a System boot file.

The operation requested may not be performed on a System File.

- You tried to rename or duplicate a System file (e.g., the 128 DESKTOP 2.0 file).

The Replace All buffer is full.

- You tried to perform a **Replace All** operation on more than 100 instances of the word or phrase you wish to replace. Try replacing each

item individually, by selecting **Replace Word** and **Do** in the Options Box.

There are too many pages in this file. Text at the end is being lost.

- In geoWrite 2.1, the document has grown too large because you have run out of disk space. If you wish to add more pages to the document, exit and delete files from the disk to make room for the document.

There is insufficient memory to load the data for this record.

- The combined size for the data in this record is too large for geoMerge.

This file is write protected.

- You tried to delete or update a file that has been write protected. You can change the write protect status of a file by using the **file info** command.

  NOTE Refer to "File Info and Write Protect Status," page 61 of the *GEOS 2.0 User's Manual.*

This file must be opened by geoWrite before it can be printed.

- The file must be opened by geoWrite so that it can be reformatted for the current printer. Open the file and try printing again.

This program runs in 40 column mode only. Switch modes?

- While in 80-column mode, you tried to open a program that only runs in 40-column mode. If you wish to use the program, click **YES**. When the screen goes dark, press the RGB button or composite switch on your monitor. The program will open. If you wish to cancel, click **NO**.

This program runs in 80 column mode only. Switch modes?

- While in 40-column mode, you tried to open a program that only runs in 80-column mode. If you wish to use the program, click **YES**. When the screen goes dark, press the RGB button or composite switch on your monitor. The program will open. If you wish to cancel, click **NO**.

Too many fields were found. One or more fields will be ignored.

- The number of labels in the merge form document is smaller than the number of data fields in the merge data file. After the merge is complete, you may wish to check your merge data file and merge form document for inconsistencies.

Unexpected edge of page.

- You inserted a page break in the middle of a command. Delete the page break and re-insert the page break before or after the command.

  NOTE If necessary, refer to "Deleting a Page Break," page 155, of the *GEOS 2.0 User's Manual.*

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