The Manager

GraphicWriter III

Font Factory GS

Spectrum

Teach

My Word

HyperStudio

synthLAB

AppleWorks GS

Drive Cleaner

Archiver

ShrinkIt-GS

SuperConvert

Tarot

Finder

HyperCard IIGS

Platinum Paint
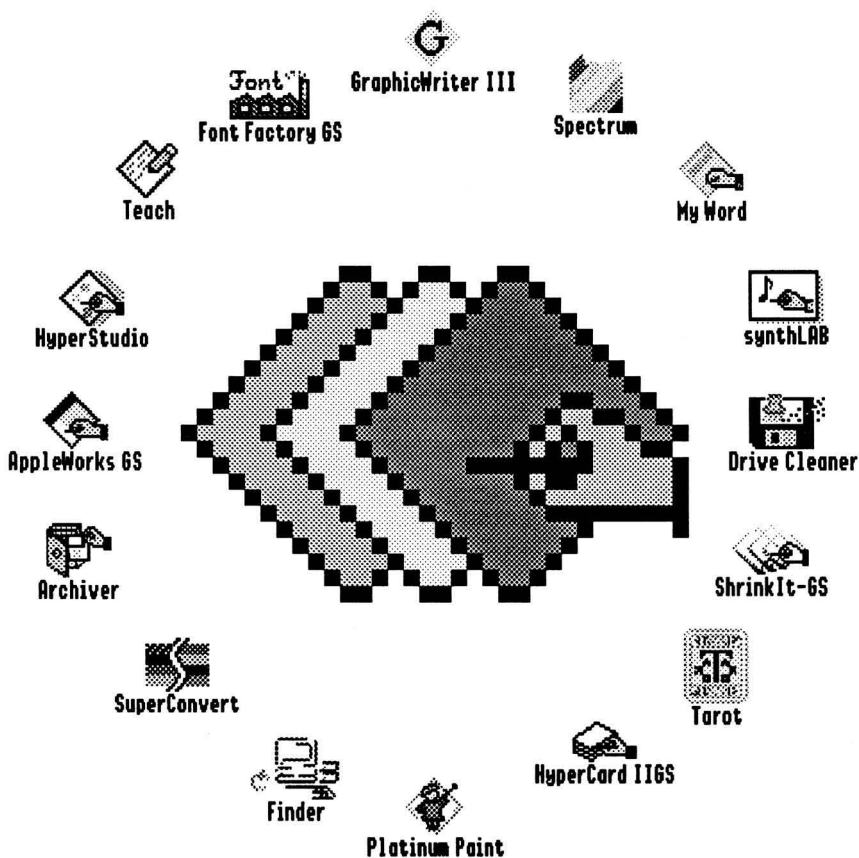
Seven Hills
SOFTWARE

The Manager

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

The Manager™ is the first and only true MultiFinder® for your Apple IIGS! Multiple applications can be open simultaneously, and moving among them is as simple as clicking in a different window. This is a tremendous time saver because you don't have to quit one application to start using another, and it's especially nice when copying and pasting between applications. The Manager even supports multi-tasking for some applications.

Our goal was to make The Manager a very useful productivity tool and to make it valuable to you personally. By making a quality program available at a reasonable price and by not copy-protecting the disk, we think we have succeeded. The Manager is the result of a two year collaboration between Seven Hills Software and BrainStorm Software. We hope that you support our efforts and encourage future updates and products by not allowing your family or friends to copy The Manager. To borrow a phrase, "Just say no."

Thanks To...

The BrainStorm Team for writing this fantastic program. ***Richard Bennett, Cameron Brawn, Mark Ranes, James Smith***, and ***Ewen Wannop*** for beta testing. And you, for supporting our IIGS publishing efforts!

Limited Warranty

About Seven Hills Software

No Copy Protection

We don't believe in copy protection—all it does is impair the honest user's ability to use software to its fullest. We strive to provide high quality products at reasonable prices. We hope you will support our efforts by not allowing your family or friends to copy this software.

Postage-Paid Registration

Be sure to complete and return the postage-paid registration card so we can notify you as new versions of this program become available. Updates are always reasonably priced.

Questions and Comments

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

Contacting Us

For orders and product information call (904) 575-0566 from 9 a.m. to 5 p.m. ET, Monday-Friday.

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

Contact us electronically for fastest written communication:

America Online, AppleLink, GEnie: SevenHills

CompuServe: 75300,1743

FAX: (904) 575-2015

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

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

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Getting Started

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

- Learning conventions and terminology

- Installing The Manager onto the startup disk

After this section is the *Reference* section which covers every aspect of The Manager.

Notes

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Things You Need To Know

Requirements

To use The Manager you need:

- An Apple IIGS with at least 2MB memory (more required for some program combinations)
- A 3.5" disk drive (a hard disk drive is strongly recommended)
- System Software 6.0 or later
- IIGS-specific programs that work with System Software 6.0 or later (e.g. AppleWorks GS, Finder, GraphicWriter III, Platinum Paint, etc.).

Keys on Your Keyboard

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

Steps

Steps you should follow are indented and numbered. For example:
① Use The Manager.
② Increase your productivity.

Installing The Manager

Installing The Manager is easy...just follow these steps:

① Start up your computer with your usual startup disk.

When you reach the point where you can launch an application,

② Insert the The Manager disk into a 3.5" disk drive.

③ Launch the Install program.

④ When you are asked to do so, type your organization name (optional) and your full name, then click the Personalize button. The original The Manager disk must *not* be write-protected (you should *not* be able to see through the hole in the upper-right corner of the disk).

Soon Apple's Installer window is displayed. The scroll box on the left side of the window contains the "script" that is used to install The Manager.

⑤ The "Install The Manager" script is already highlighted, so just click the Install button and The Manager and its icons are copied to the disk that was used to start up the computer.[1]

⑥ After The Manager is installed successfully, click the Quit button to quit Apple's Installer.

⑦ Click the Restart System button to restart the computer.

⑧ Eject the original The Manager disk and store it in a safe place.

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[1] In addition to installing The Manager and its icons, this file is also installed into your System.Setup folder:

Hierarchic: Provides hierarchic menu capability. It is required by The Manager, and may be required by other programs from Seven Hills Software and/or BrainStorm Software.

Using The Manager

This section gets you started using The Manager. Although The Manager is remarkably simple to use, be sure to read the Reference section for information on exploiting all of its options.

NOTE: The descriptions below assume you did an "Easy Install" of System Software 6.0. Specifically, it is assumed that *:System:Start is Apple's small program launcher, and that *:System:Finder is the Finder. If you are using some other configuration (or you aren't sure of your configuration) we recommend launching into the Finder before following the steps in this section.
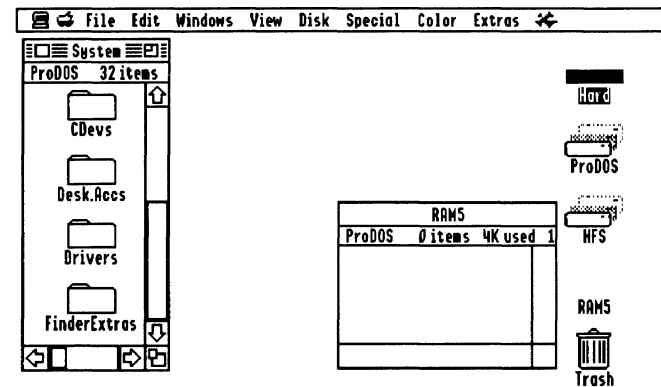
Starting The Manager

The Manager can be launched just like any other program. If you are using the Finder, follow these steps to start The Manager:

① Open your startup disk's icon,

② Open the System folder,

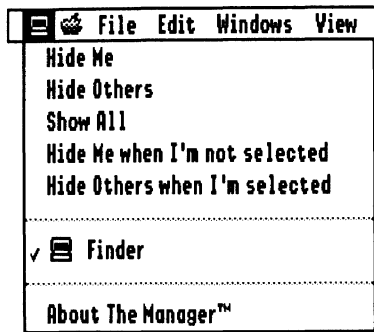③ Double-click The.Manager icon to launch it.

*NOTE: If you plan to use The Manager from this day forward, it would be more convenient to **automatically** launch it each time the computer is started. The Reference section explains how to do this (see "Starting The Manager Automatically").*

After The Manager is launched it automatically restarts the Finder (unless *:System:Finder does not exist, in which case an error message is shown and The Manager's Mini Launcher is started).

The Manager with the Finder started

The Finder looks normal, except for the addition of The Manager's menu at the far left side of the menu bar.

▤ ó **File** **Edit** **Windows** **View**
Hide Me
Hide Others
Show All
Hide Me when I'm not selected
Hide Others when I'm selected
✓ ▤ **Finder**
About The Manager™

The Manager's menu

The Manager's menu, which always appears at the far left side of the menu bar, lists the names of all open programs. Each time you open a new program, its icon[2] and name are added to The Manager's menu. The other programs already open remain open. The icon for The Manager's menu changes to represent the program currently in use, and a checkmark appears to the left of the program's name.
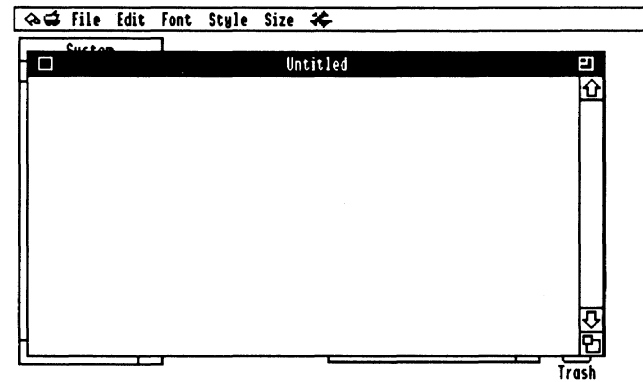
---

2 Many applications do not have a "small Finder icon" associated with them. In this case, the generic "system" icon is used.

Launching An Application

Before beginning, open some windows in the Finder:

① Open your startup disk's icon, the Trash icon, and/or some folder icons.

Now let's start an application to run along with the Finder:

② Launch any IIGS-specific application (we recommend Teach—the mini word processor that comes with System Software 6.0—because that's what the following examples show). A screen similar to this appears:


| ó ó **File Edit Font Style Size** ✖ |

The Manager with Finder and Teach started (Teach is active).

NOTE: If you pull down The Manager's menu you'll see that it now lists Finder and Teach. Teach has a checkmark, indicating that it is the application you are currently using.

You can use the current (or "active") application as you normally do…it will behave just as if The Manager did not exist. The only operational difference is that you can now instantly activate another application without having to quit the current one!

③ Choose Finder from The Manager's menu and Finder appears:
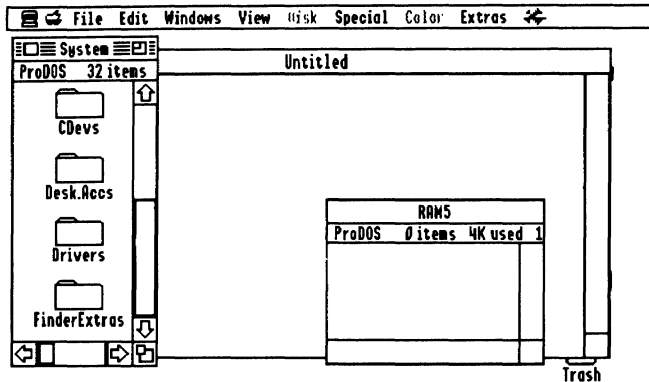
The Manager with Finder and Teach started (Finder is active).

When the Finder becomes active, all of its windows come to the front. The menus on the menu bar also change. To activate Teach again you can either choose it from The Manager's menu, or simply click inside the inactive Teach window. Regardless of the number of open applications, moving among them is just that simple!

Desktop Icons

When the Finder was active you may have noticed the Teach window covered the Finder icons that were on the desktop. This happens because the desktop is the "foundation" of the IIGS interface, so it (and anything on it) appear behind any open windows.

So how do you access those icons without quitting Teach? Just hide Teach:

① Choose Hide Me from The Manager's menu. The Teach window disappears (revealing the icons on the Finder's desktop) and the Finder is activated.

To activate Teach again, choose it from The Manager's menu. *NOTE: If it's more convenient you can even double-click a program or document icon in the Finder to change programs.*

If you frequently access icons on the desktop, you might want to activate the Finder then choose the "Hide Others When I'm Selected" option so that other applications are hidden automatically each time the Finder is activated.

Where To Go From Here

The previous sections briefly introduced The Manager. Be sure to read the Reference section for information on all of its options (including multi-tasking), and for important notes about the limitations of running several applications at once.

Notes

Reference

The *Reference* section describes each feature found in The Manager. This section is organized for reference—use it to learn about a specific feature.

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

Notes

The Manager's Menu

The Manager's menu appears at the far left of the menu bar. This menu has options to help manage windows on the screen. It also lists the names of all open programs, and indicates which program is currently in use.

```
┌─────────────────────────────────────┐
│ ▤ ⚅ File Edit Windows View          │
├─────────────────────────────────────┤
│ Hide Me                             │
│ Hide Others                         │
│ Show All                            │
│ Hide Me when I'm not selected       │
│ Hide Others when I'm selected       │
├─────────────────────────────────────┤
│ ✓ ▤ Finder                          │
├─────────────────────────────────────┤
│ About The Manager™                  │
└─────────────────────────────────────┘
```

The Manager's menu

Hiding and Showing Windows

The first five options on The Manager's menu help control the multiple windows you'll have while running several applications.

Choosing **Hide Me** hides the windows of the active program and activates the application that was behind it. If all other applications are hidden then choosing Hide Me does nothing.

Choosing **Hide Others** hides the open windows of all programs except the one you're currently using. This option is useful if you're getting confused by too many windows on the screen, or if you're using the Finder and want to use an item on the desktop.

Choosing **Show All** shows all the windows of all open programs (if you hid any windows, they will re-appear when you choose Show All).

When checked, **Hide Me when I'm not selected** tells The Manager to hide the windows of the program you're currently using every time another program is activated. *NOTE: If you always want a particular program to have this option checked, see TM Application Setup.*

When checked, **Hide Others when I'm selected** tells The Manager to hide the open windows of all other programs, every time the program you are using becomes active. This option is useful for the Finder so every time it becomes active all other windows are hidden automatically, making the icons on the desktop easily accessible. *NOTE: If you always want a particular program to have this option checked, see TM Application Setup.*

Program Names

The Manager's menu lists the names of all open programs. Each time you open another program its icon and name are added to The Manager's menu (existing programs remain open). If you quit an open program, its name is removed from The Manager's menu.

Because The Manager lets you keep several programs (and desk accessories) open at the same time you can quickly and easily move from one to another, and copy and paste between documents in different programs...all without closing the documents or quitting the programs! *NOTE: Copy/Paste works only among programs that support the system Clipboard.*[3]

Activating Other Applications

Choosing a program name from The Manager's menu instantly activates it (windows are also hidden/shown as specified by the options described in the previous section). *NOTE: If an application operates in 320 mode, windows from 640 mode applications will not be visible; likewise, windows from the 320 mode application will not be visible when a 640 mode application is active.*

You can also activate another application simply by clicking anywhere within one of its windows. ***IMPORTANT NOTE****: If you are using an application that does not provide access to The Manager's menu (e.g. ProSel-16, synthLAB, etc.), hold down the ⌘ and Control keys, then hold down the Tab key. It may take several seconds, but the Finder or Mini Launcher will appear (as long as the application allows it). You can then use The Manager's menu to activate another application.*

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[3] GraphicWriter III version 1.1 does not support the Clipboard; a future update will. Please read the "Compatibility" text file (located on the original The Manager disk) to determine whether an application supports the Clipboard.

About The Manager

Choose About The Manager to show various information about The Manager.

The Manager v 1.*
Copyright (c) 1992 – BrainStorm Software
& Seven Hills Software
Written by the whole BrainStorm staff!

This software is dedicated to the glory of Steve Wozniak and those who, a long time ago, gave life to the Apple][spirit. Forever...
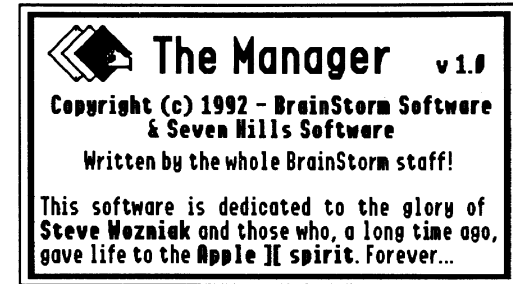
The Manager's About dialog box

When you are ready to proceed, click the mouse button and the personalization information is shown. Click again and the About dialog box is closed.
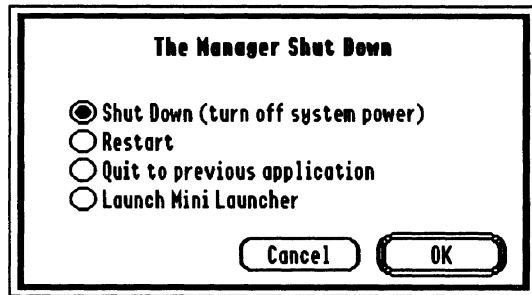
Finder Menus

Special Menu

The Finder's Special menu behaves exactly as it has, except for the Shut Down item which is described below.

Shut Down

Shortcut: ⌘Q

Choose Shut Down from the Special menu to shut down or restart the computer, or to quit using The Manager, or to start using the Mini Launcher.

The Manager's Shut Down dialog box

The **Shut Down (Turn Off System Power)** option is used when you want to turn off the computer; the **Restart** option is used to restart the computer without turning off the power. After selecting either of these options, click OK and The Manager verifies that it is safe to shut down or restart.

If any other applications are open, The Manager presents a warning that other applications are still in memory. At this point it is safest to click Cancel, quit each application, then try again when no other applications are in memory. However, if you really want to proceed you can.

The **Quit To Previous Application** option lets you quit The Manager without changing any settings or restarting the system. When you click this option The Manager checks to see if any applications are open. If any are a notice is given and the option is dimmed so it cannot be selected again. Click Cancel, quit each application, then try again when no other applications are in memory.

The **Quit To Mini Launcher** option is used when you want to stop using the Finder and start using the Mini Launcher. The Mini Launcher requires much less memory than the Finder (see the Mini Launcher section for complete information).

Extras Menu

The Finder adds an "Extras" menu to its menu bar if any Finder extensions exist, or when requested to do so by an application. If you don't have any Finder extensions then the Extras menu will be new to you; don't worry, it works just like every other menu.

When The Manager is active, three Finder extensions appear on the Extras menu: TM Application Setup, TM Memory Map, and TM Preferences.

TM Application Setup

If you highlight a single P16 or IIGS-specific application in the Finder, the TM Application Setup item is un-dimmed, and choosing it from the Extras menu presents a dialog box with various application options. *NOTE: You cannot setup an open application; if you try an error message will be shown. Quit the application and try again.*
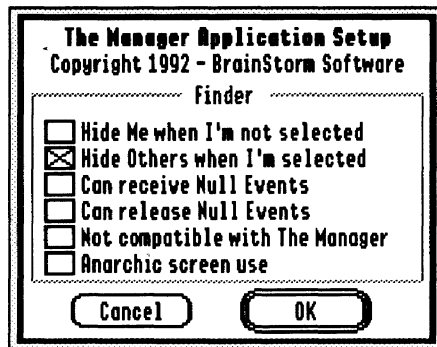
The Manager's Application Setup dialog box

Hide Me When I'm Not Selected

Hide Others When I'm Selected

See "Hiding and Showing Windows" in The Manager's Menu section for information about these options. Checking one or both of these options will automatically check the appropriate options on The Manager's menu each time the selected program is started.

Can Receive Null Events

Can Release Null Events

These two options control multi-tasking...the ability for a background application to process information while you are using another application in the foreground. For example, you could have a telecommunications program in the background reading online messages while you are using a compression program to unpack files you just received.

Multi-tasking is accomplished by the active foreground application sharing processing time with applications in the background. This time sharing happens when there is no keyboard input, mouse input, or other activity for the foreground application to process (this is called a "Null Event").

The **Can Receive Null Events** option must be checked if the selected application is capable of operating in the background (if this option is not checked then the application will not be given any background time). *NOTE: Most existing applications are not capable of running in the background. Please read the "Compatibility" text file (located on the original The Manager disk) for more information.*

The **Can Release Null Events** option must be checked for each application you plan to run in the foreground and still allow background processing to occur (if this option is not checked then the foreground application will not release any processing time to background applications).

NOTE: The setting of these options is relevant only if the "Allow Background Null Events" option is checked in the TM Preferences dialog box.

Not Compatible With The Manager

Check this option to prevent the selected application from being launched while The Manager is active. Please read the "Compatibility" text file (located on the original The Manager disk) for a current list of applications that might need this option checked.

Anarchic Screen Use

Check this option if the selected application does not handle the IIGS screen memory in a conventional way (such as writing directly to the IIGS screen without first testing to see if the conditions are right). If you notice text or graphics from one application overwriting another application's window, try checking this box for the offending application.

Please read the "Compatibility" text file (located on the original The Manager disk) for a current list of applications that might need this option checked.

TM Memory Map

Shortcut: ⌃M

Choose TM Memory Map to present a dialog box summarizing current memory usage.
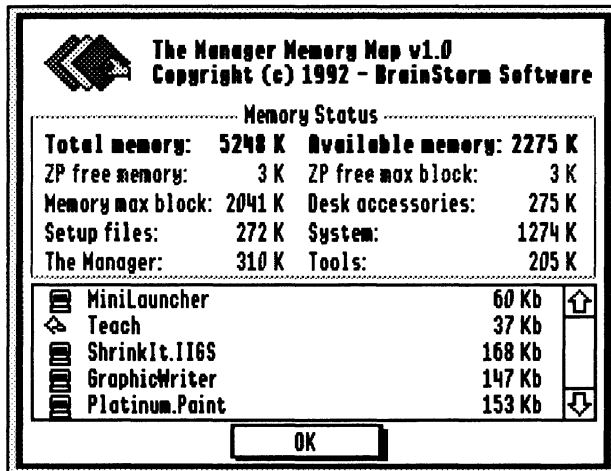
The Manager's Memory Map dialog box

Total Memory / Available Memory / Memory Max Block

These values indicate how much memory is in your system, how much is currently available, and the size of the largest contiguous block of memory.

ZP Free Memory / ZP Free Max Block

There is a special area in memory that most applications require. The special memory is the first 64K of memory, also called "bank zero" or "zero page" memory. The biggest limitation to the number of applications you can use is this special zero page memory (for example, if you have 3 megabytes of regular memory available, but only have 2K of zero page memory, then launching an application could easily report "out of memory").

These two figures indicate how much zero page memory is available, and the size of the largest contiguous block of zero page memory.

Desk Accessories / Setup Files / System / The Manager / Tools

These figures indicate how much memory is used for certain components of the system.

Scrolling List of Applications

The list of applications shows how much memory is currently used by each open application.

TM Preferences

Shortcut: ⌃P

Choose TM Preferences to present a dialog box with options that can be set for The Manager.
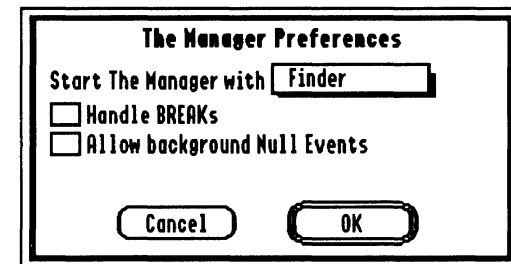
The Manager's Preferences dialog box

Start The Manager With

Use this option to specify whether you want to use the built-in Mini Launcher or the Finder whenever The Manager is started. If the Finder option is selected, after starting The Manager it will try to launch *:System:Finder; if that application is not found an error message will be shown and the Mini Launcher will be used.

Handle BREAKs

If this option is set and a system break occurs while using an application, The Manager attempts to present an error dialog instead of crashing. This much is often successful, but after clicking Continue the system usually crashes anyway.

However, the few times this "last ditch" effort succeeds in returning you to the launching application make it worth checking...after returning to the launching application try selecting other applications and saving any open documents (or even better, use Save As in case the crash damaged the document in memory).

After saving and quitting from all the open applications that you can, completely restart the system (after a crash the system is very unstable).

Allow Background Null Events

This option determines whether the "Can Receive Null Events" and "Can Release Null Events" options are used or ignored (see TM Application Setup). Background processing does not occur unless this option is checked (and then only when applications are set up to support it).

Mini Launcher

The Manager includes a built-in Mini Launcher that requires a lot less memory than the Finder. We recommend using it if you can't launch all the applications you want to use at a single time.

Even if you have a great amount of memory, for loading speed you might consider starting up with the Mini Launcher and either launching the Finder only when you need it, or using a New Desk Accessory like Disk Access II for file maintenance. *SALES PITCH: We personally like the second option because Disk Access II offers features the Finder does not have, such as finding a file based on a variety of criteria, then copying, deleting, etc., all the found files. Please contact us for more information about this fantastic product.*

There are two ways to start the Mini Launcher:

• Use TM Preferences and set the option to start The Manager with the Mini Launcher, then restart the system.

• In the Finder choose Shut Down from the Special menu, select the "Launch Mini Launcher" option, then click OK. *NOTE: You do **not** have to quit any open programs to do this.*

The following sections describe the options found in the Mini Launcher.

⚫ (Apple) Menu

The ⚫ (Apple) menu contains the standard About command and New Desk Accessories.

About Mini Launcher

Choose About Mini Launcher to show information about the Mini Launcher:

The Mini Launcher v1.0
Copyright 1992 BrainStorm
Software

OK

The Mini Launcher's About dialog box

New Desk Accessories

To use a New Desk Accessory (NDA) choose it from the (Apple) menu. To use an open-but-inactive NDA you can either click in the NDAs window, or choose the NDA's name from the (Apple) menu. *NOTE: NDAs will remain open as long as you don't activate a program that changes the screen mode (e.g. if you choose Platinum Paint and it is currently in 320 mode then all NDAs will be closed).*

When an NDA is opened it "belongs" to the program you are currently using. For example, imagine that Teach and Finder are open. While using Teach you open the Calculator NDA (the Calculator NDA now "belongs" to Teach...it is in the same "layer" as the Teach windows). If you activate the Finder then click in the Calculator window, *first* the Teach program is activated, *then* the Calculator is activated.

Because an NDA "belongs" to the program in which you opened it, if you hide that program the NDA is also hidden.

File Menu

Mini Launcher's File menu provides the ability to launch an application, quit to the Finder, or shut down the computer.

Launch Application

Shortcut: L

Choose Launch Application from the File menu to select an application to launch. The standard file dialog box lets you select P8, P16, and full IIGS programs.

The Manager will notify you if there's any problem launching your selection. For example, you can launch P8 programs only when no other applications are open (that is, when just "Mini Launcher" or "Finder" is listed on The Manager's menu).

If the application has a problem when it is starting (e.g. not enough memory or a required toolbox routine could not be started) the *application* is responsible for displaying an appropriate error message and quitting gracefully. Unfortunately, some applications either do not check for error conditions, or do not properly handle errors when they occur.

Please read the "Compatibility" text file (located on the original The Manager disk) to see if an application you are using has any known problems. Also, the first few times you launch an application you might want to save all your open documents first, just in case the application does experience a problem.

Sound Programs

If you launch two programs that use the Sound Manager, the second program will not be able to start up the Sound Manager because the first one is using it. Usually this just means that sounds will play only in the first application, but there are some applications that will crash if they cannot start the Sound Manager. *NOTE: Please read the "Compatibility" text file (located on the original The Manager disk) to see if an application you are using has any known problems.*

Launch Finder

Shortcut: F

Choose Launch Finder to stop using the Mini Launcher and start using the Finder.
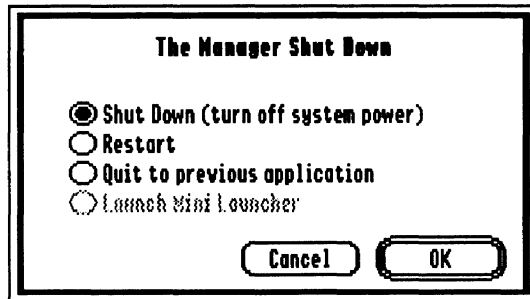
To mimic the behavior of Apple's latest MultiFinder (System 7's Finder) on the Macintosh, The Manager treats the Finder a little differently than other applications:

• Icons on the Finder's desktop are always visible, even if you have hidden the Finder's windows.

• Clicking anywhere on the desktop will activate the Finder.

Shut Down

Shortcut: ⌘Q

Choose Shut Down from the File menu to shut down the computer.

The Manager Shut Down

⦿ Shut Down (turn off system power)
○ Restart
○ Quit to previous application
○ Launch Mini Launcher

(Cancel) (OK)

The Manager's Shut Down dialog box

For information on the options that are presented, see Shut Down in the Finder Menus section.

Extra Menu

The Mini Launcher's Extra menu lists three options that The Manager includes. These options are also found on the Finder's Extra**s** menu (along with other Finder extensions). *NOTE: Finder extensions do not appear on the Mini Launcher's Extra menu.*

TM Application Setup

Shortcut: ⌘A

Choose TM Application Setup from the Extra menu to present a standard file dialog box with which you can select an application to set up.

For information on the options that are presented after choosing the application, see TM Application Setup in the Finder Menus section.

TM Memory Map

Shortcut: ⌘M

For information on the options that are presented, see TM Memory Map in the Finder Menus section.

TM Preferences

Shortcut: ⌘P

For information on the options that are presented, see TM Preferences in the Finder Menus section.

Starting The Manager Automatically

If you plan to use The Manager every day (we think you will), it would be very convenient to **automatically** launch it each time the computer is started. There are several ways to do this; two methods are described below:

Use the "SetStart" Control Panel Device (CDEV) that comes with System 6.0:

  ① Choose Control Panels from the  (Apple) menu.

  ② Click the "SetStart" CDEV to highlight it, then click the Open button. *NOTE: If this CDEV is not present, install it using the System Software 6.0 Install disk.*

  ③ From the "Start up with" popup menu, choose the "Select application..." option.

  ④ Using the standard file dialog box, find and open The.Manager (it is located in the System folder on the disk you started with).

  ⑤ Close the "SetStart" CDEV, then close the Control Panels window.

Now each time you restart the computer, SetStart will immediately launch The Manager.

If you have TransProg III you can use its "Thermo Configuration" option to either set The Manager as the startup application, or to set a startup key for The Manager.

Quitting The Manager

If you want to quit The Manager:

  ① First Quit each application that is open (activate an application, then quit from it).

  ② *If using the Finder:* When only the Finder remains, choose Shut Down from the Special menu.
     If using the Mini Launcher: When only the Mini Launcher remains, choose Shut Down from the File menu.

  ③ Select the "Quit to previous application" option, then click OK.

NOTE: If you want to completely remove The Manager from your computer, delete the The.Manager (in the System folder) and Hierarchic[4] (in the System:System.Setup folder). Also, please let us know why you no longer want to use The Manager.

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[4] Unless you have another application that uses hierarchic menus.

Index

This index attempts to reference all the topics you might look up. If you are looking for a particular topic and can't find it, please let us know so we can incorporate it in the next printing of the manual.

Notes