

10/24

Menagerie Manual Draft

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If You Don't Want to Read This Manual

If you never read manuals or you are an experience Macintosh user who would like to jump right in and start using *Menagerie*, here's what you need to know:

1) Insert the *Menagerie* master disk into your computer and drag the *Menagerie* icon into the **System Folder** of your **Startup Disks(s)**.

2) **Restart** your machine.

3) You will notice that your screen is a little bit smaller and a series of icons appear on the right hand side of your Macintosh's main monitor, indicating that *Menagerie* has been successfully installed.

4) Click on the bottom-most icon (*Menagerie's* icon) to configure *Menagerie* to suit your taste. A dialog box will appear allowing you to turn on or off the various features *Menagerie* has to offer. See the section ***Menagerie Settings*** for further information on how to configure *Menagerie*. To further customize *Menagerie*, click on the **Custom...** button in this dialog box; this brings up another dialog box that allows you to customize the way *Menagerie* works. See the section ***Menagerie Customization*** for further information on how you can customize *Menagerie*.

5) Fill out and send in your registration card.

6) Enjoy the features *Menagerie* has to offer!

About Menagerie

Menagerie was developed to enhance the Macintosh by transparently adding many useful and intuitive features to your system, many of which you will wonder how you did without. The features *Menagerie* gives you may be turned selectively on or off at any time.

Menagerie is a **Startup Document**, or in technical terms an **INIT**. This means that *Menagerie* is installed by placing it into your **System Folder** and it is automatically loaded each time you turn on your Macintosh.

The most obvious feature *Menagerie* gives you is the *Task Strip*, a strip of icons that appears on the either the right-hand side of the screen or on the bottom of the screen. You can add the icons of your favorite applications and desk accessories into the *Task Strip*, and then to open an application or desk accessory that is in the *Task Strip*, you simply click on its icon. You no longer need to quit or switch to the **Finder** and dig through folders to launch an application. The *Task Strip* is always available no matter what program you are running, so you can always access its features.

The first icon in the *Task Strip* is a perpetual clock, so you can always see what time it is by glancing at your Macintosh's screen. You can choose between an analog and a digital clock (which can optionally be displayed as a 24 hour clock), and clicking on the clock will briefly show you the current date. For details on the clock, see the section ***Using the Clock***.

The second icon in the *Task Strip* is a small cassette tape. *Menagerie* remembers the last 12 applications you were in (regardless of whether or not they are installed in the *Task Strip*), and clicking on the cassette tape icon brings up a dialog box, similar to **HyperCard's Recent...** command, which shows you these last 12 applications. You can then click on one of the applications in this dialog box and that application will be opened for you. For more information on the cassette tape icon, see the section ***Using the Application Recorder***.

The last icon in the *Task Strip* is *Menagerie's* icon. Clicking on this icon allows you to configure

Menagerie to suit your tastes. See the section **Menagerie Settings** for further information on how to configure *Menagerie*.

The rest of the icons in the *Task Strip* are initially empty; you can add whatever applications or desk accessories you desire into these slots in the *Task Strip*. For details on the *Task Strip*, see the section **Using the Task Strip**.

Menagerie also provides you with several other system enhancements which you can turn on or off at any time:

- The ability to answer dialog boxes using the keyboard alone, and the **Command** key equivalents for **Cut, Copy, & Paste** will work in all dialog boxes. See the section **Dialog Power** for more information on this feature.
- If you have an **Extended Keyboard**, your **Undo, Cut, Copy, & Paste** function keys will work without the need of a macro program. See the section **Enable Function Keys** for more information on this feature.
- A user-definable key will send the front-most window to the back so you can flip through the windows you have open via the keyboard. See the section **Window Flipping** for more information on this feature.
- A stars screen saver will blank out your screen if you haven't used your Macintosh for a specified period of time. See the section **Stars Screen Saver** for more information on this feature.
- A screen capture and printing function allows you to grab any portion of the screen (in color and while menus are down) to be saved into your **Scrapbook** or printed to your printer. See the section **Screen Capture/Print** for more information on this feature.
- System bombs will allow you to **Resume** and exit to the **Finder** so that you can shut down your machine safely. See the section **Bomb Protection** for more information on this feature.
- Single and double quotes will automatically curl in the proper direction, like real printer's quotes. See the section **Smart Quotes** for more information on this feature.
- Your windows will all appear to zoom open. See the section **Zoom Windows** for more information on this feature.

System Requirements

Menagerie runs on a Macintosh **Plus, SE, Portable, or][**. It can be used from floppy disks or preferably a hard drive. *Menagerie* requires that you are using **System 4.1** or later. To find out the version of your **System**, choose **About the Finder...** from the **Apple** menu in the **Finder**. *Menagerie* uses up about 32K of memory when it is installed.

Installation

Before you can use *Menagerie*, you need to install it onto the **Startup Disk(s)** you wish to use it from. You must start your Macintosh up with a disk that you have installed *Menagerie* onto for *Menagerie* to be available. To install *Menagerie* on your **Startup Disk(s)**, follow these installation instructions:

- 1) Turn on your Macintosh and start it up.
- 2) Insert the *Menagerie* disk into any available drive.
- 3) Drag the *Menagerie* icon from its disk into the **System Folder** of your **Startup Disk**.
- 4) If you do not have a hard drive, repeat step 3 for each **Startup Disk** that you wish to install

Menagerie onto.

5) **Restart** your Macintosh. The *Menagerie* icon will appear at the bottom of your screen during the startup process to let you know that it has been successfully installed. If the *Menagerie* icon doesn't appear during startup:

- a) If you are using an **INIT** manager of some kind, be sure that you have activated *Menagerie*.
- b) Be sure you started up from a disk that installed *Menagerie* onto.
- c) Be sure you are using **System 4.1** or greater.

6) After startup, you will notice that your screen is a little bit smaller and a series of icons appear on the right hand side of your Macintosh's main monitor, indicating that *Menagerie* is active.

If for some reason you no longer wish to use *Menagerie* from a disk, simply remove the *Menagerie* icon from the **System Folder** on that disk (or if you are using an INIT manager, you can turn *Menagerie* off using it).

Menagerie Settings

Menagerie allows you to turn on or off any of its features at any time. To configure *Menagerie*, click on its icon in the *Task Strip* (it's always the last icon in the *Task Strip*) and the following dialog box will appear:



To turn a feature on or off, simply check or uncheck the appropriate checkbox in this dialog box. The changes you make to these settings are effective immediately and are remembered when you turn your Macintosh off so that *Menagerie* is always configured the way you like it. The features you can turn on or off from this dialog box are as follows:

Dialog Power: This turns on or off the ability to answer dialogs from the keyboard alone, and other features associated with dialog boxes. See the section **Dialog Power** for more information on this feature.

Enable Function Keys: This turns on or off the enabling of your **Undo**, **Cut**, **Copy**, & **Paste** function keys on **Extended Keyboards**. See the section **Enable Function Keys** for more information on this

feature.

24 Hour Clock: This turns on or off whether or not the digital clock is displayed in 24 hour military time mode.

Window Flipping: This turns on or off a user-definable key that will send the front-most window to the back so you can flip through the windows you have open. See the section **Window Flipping** for more information on this feature.

Stars Screen Saver: This turns on or off the stars screen saver. See the section **Stars Screen Saver** for more information on this feature.

Show Startup Icon: This turns on or off the display of *Menagerie's* icon on startup. You can turn it off if you have a **Startup Screen** that you don't want disturbed, but otherwise you should leave it on so you know that *Menagerie* has been successfully installed.

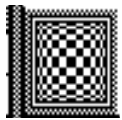
Screen Capture/Print: This turns on or off the capture and printing functions which allow you to grab any portion of the screen (in color and while menus are down) to be saved into your **Scrapbook** or printed to your printer. See the section **Screen Capture/Print** for more information on this feature.

Bomb Protection: This turns on or off the protection from system bombs. See the section **Bomb Protection** for more information on this feature.

Smart Quotes: This turns on or off the smart curly quotes. See the section **Smart Quotes** for more information on this feature.

Zoom Windows: This turns on or off the zooming windows. See the section **Zoom Windows** for more information on this feature.

Clicking on the **Custom...** button in this dialog box will bring up another dialog box that allows you to customize the way *Menagerie* works. See the section **Menagerie Customization** for further information on how you can customize *Menagerie*.



Using the Task Strip

The *Task Strip* is a strip of icons that appears on either the right-hand side of the screen or on the bottom of the screen. Notice that your screen is actually made smaller by the size of an icon to accommodate the *Task Strip*. If you want *Menagerie's Task Strip* to take up less of your screen, you can tell *Menagerie* to display the *Task Strip* using small icons instead of the regular sized ones. You can also tell *Menagerie* to put the *Task Strip* at the bottom of the screen instead of at the right-hand side. See the section **Menagerie Customization** for further information on how you can customize *Menagerie*.

Installing Applications/Desk Accessories

Menagerie allows you to add the icons of your favorite applications and desk accessories into the *Task Strip* so that you can open them by simply clicking on their icon in the *Task Strip*. To install an application or desk accessory into the *Task Strip*, just click on any empty slot, and the following dialog box will appear:



Just click on the appropriate icon of what you would like to install.

If you click on the application icon, the standard **Open...** dialog box will appear along with a message asking you to select the application you wish to add in. Once you have done so, its icon will appear in the next available slot in the *Task Strip*.

If you click on the desk accessory icon, a message will appear asking you to select the desk accessory from the **Apple** menu. Once you do so, an icon of a the desk accessory will appear in the *Task Strip*. For many popular desk accessories, we have provided custom icons that will appear in the *Task Strip* to represent the desk accessory. If *Menagerie* doesn't have a custom icon for the desk accessory you are adding into the *Task Strip*, a suitcase will appear in the *Task Strip* with the name of the desk accessory on it.

Click on the **Cancel** button if you made a mistake and don't want to install anything.

Removing Applications/Desk Accessories

To remove an icon from the *Task Strip*, simply hold down the **Option** key when you click on its icon in the *Task Strip* (this won't work for the clock, cassette tape, and *Menagerie* icons, which are always present) and it will be removed from the strip.

Opening Applications/Desk Accessories

To open an application or a desk accessory that you have installed in the *Task Strip*, whether you are using **MultiFinder** or not, just click on its in the *Task Strip*.

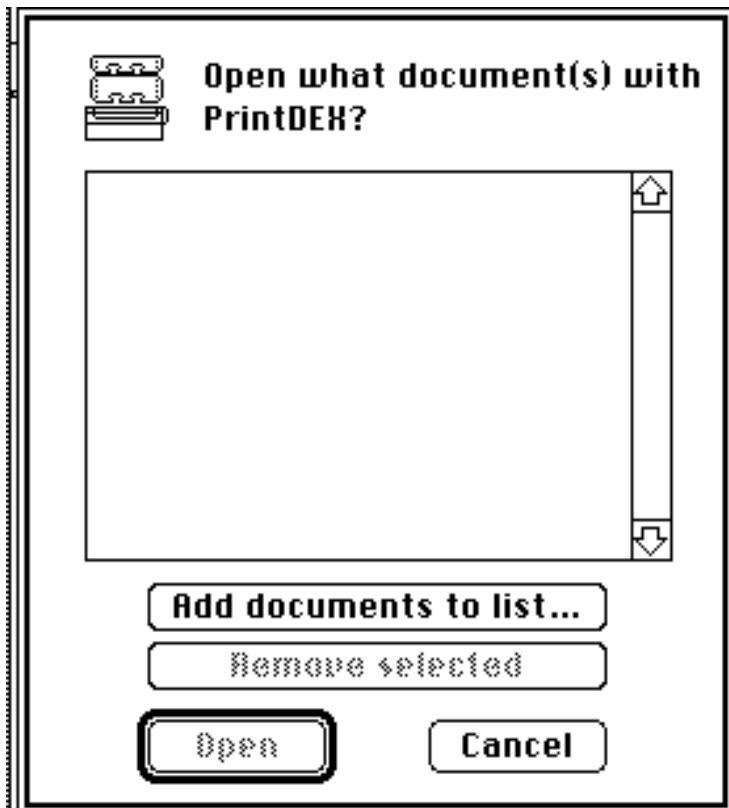
If you are **not** using **MultiFinder**, *Menagerie* first selects **Quit** from the current application's menu (so that you can save changes to any documents you have open) and then opens the application you clicked on.

If you **are** under **MultiFinder**, the application you clicked on is simply opened with the current one left open. If the application you clicked on is already open, you are simply switched into it.

If you move an application that you have installed in the *Task Strip*, you will need to remove it and then re-install it so that *Menagerie* knows where it is (if *Menagerie* can't find the Application you installed, it will present you with a message to that effect).

If you are under **MultiFinder** and there isn't enough memory to launch the application you clicked on, *Menagerie* will present you with a message to that effect. To remedy this situation, either quit one of the applications you have open, or switch to the *Finder*, click on the application's icon and choose **Get Info...** to change the amount of memory given to it.

If you wish to open documents with an application, **double-click** on the application's icon in the *Task Strip* and you will be presented with the following dialog box:



This document selection dialog box allows you to permanently maintain a list of documents that you frequently use with your application.

To add a file to the list, click on the **Add documents to list...** button and you will be presented with a standard **Open...** dialog box, allowing you to find a document to add to the list. Select the document you wish to add to the list and click on the **Open** button. To make adding in many documents as easy as possible, the standard **Open...** will continue to appear until you click on the **Cancel** button to indicate that you have added all the documents to the list that you wish to.

Tip: If you hold down the **Option** key when you click on the **Add documents to list...** button, the standard **Open...** dialog box will display all the files on your disks instead of only the files that were created by the application you **double-clicked** on in the *Task Strip*. This is useful, for example, if you would like to open a **MacPaint™** document with **SuperPaint™**.

To select documents in the list, simply click on them. To select multiple documents, hold down the **Command** key as you click on the documents.

To remove documents from the list, click on the **Remove selected** button and the documents that are currently selected will be removed from the list.

To open the application with the documents you have selected, click on the **Open** button.

To abort opening the application, click on the **Cancel** button.

Switching Strips

Menagerie allows you to have 6 different sets of *Task Strips* which you switch between by clicking on the right and left arrows above the *Task Strip*:



This simply allows you to have more applications and desk accessories installed in *Menagerie* than will fit on your screen at one time. It also allows you to logically group your applications and desk accessories according to function. For instance, you might put all of your desk accessories on one *Task Strip* set, all of your graphics programs on another, etc.

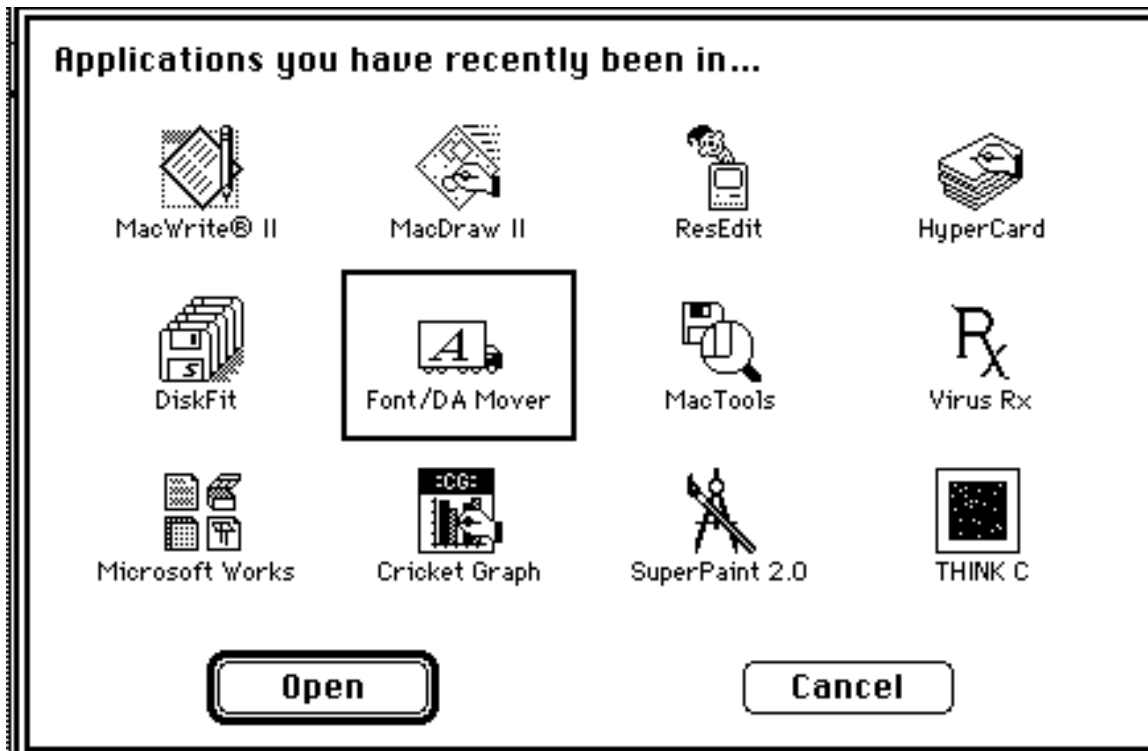
Using the Clock

The first icon in the *Task Strip* is a perpetual clock, so that you can see what time it is by simply glancing at your Macintosh's screen. *Menagerie* offers both a digital and an analog clock; to switch between the two, **double-click** on the clock icon. If you would like to see the current date, click on the clock and the date will be displayed until you move your mouse. You can also choose to have the digital clock displayed as a 24 hour clock. See the section ***Menagerie Settings*** for further information on how to configure *Menagerie's* clock.



Using the Application Recorder

Menagerie looks every application that you open, whether from the **Finder** or from *Menagerie's Task Strip*, and it remembers the last 12 applications you opened. If you would like to open an application you have recently been in, click on the cassette tape icon in the *Task Strip*. This will bring up a dialog box containing icon of the last 12 applications you have opened:



To open an application you have recently been in, simply click on the application's icon and click on the **Open** button (or just **double-click** on the application's icon).

The applications you have recently been in are remembered when you turn off your Macintosh.

Dialog Power

If this option is on, some much needed functionality is added to all your dialog boxes. *Menagerie* gives you a keyboard moveable selection marquee with which you can "click" on buttons and controls in your dialog boxes using the keyboard. To move the marquee, just hold down the **Option** key and use the **Arrow** keys to move the selection over the button or control you want to click on. Then to click on the button or control, hit the **Enter** or **Return** key (with the **Option** key still down). In this way, you don't have to jump from keyboard to mouse and back again just to answer a dialog box.

Dialog Power also gives you a quicker way to "click" on buttons in dialog boxes from the keyboard. If you press a letter, *Menagerie* looks for a button that begins with the letter you typed and "clicks" on it for you. If there are editable text fields in the dialog, you must hold down the **Command** key when you type a key for *Menagerie* to look for a button to click on.

Dialog Power also makes the **Command** key shortcuts for **Cut**, **Copy**, & **Paste** work in every dialog box (**Command-x**, **Command-c**, and **Command-v** respectively), so you'll always be able to **Cut** and **Paste** text into dialog boxes. *Menagerie* also changes the cursor an I-Beam when it is over an editable text field.

In addition, hitting the **Return** or **Enter** key is always the same as clicking on the **OK** button. If you wish to enter a **Return** in a text field in a dialog box, hold down the **Command** key when you hit **Return**. **ESC** is always the same as clicking on the **Cancel** button, as is **Command-Period**.

Enable Function Keys

If this option is on, your **Undo**, **Cut**, **Copy**, & **Paste** function keys on **Extended Keyboards** will work without the need of a macro program like **MacroMaker**™.

Window Flipping Key

If this option is on, a “hot key” will send the front-most window to the back, so you can cycle through the windows you have open without using the mouse. You can change the key that causes window flipping, it is initially **Command-Return**. See the section **Menagerie Customization** for further information on how you can customize the window flipping “hot key”.

Stars Screen Saver

If this option is on, your Macintosh will automatically be sent on an interstellar voyage if you don't use it for a specified period of time. Computer monitors are expensive and sensitive; if the same image is left on your screen for a long time, it can cause “burn in” damage to your monitor, so a screen saver is a good idea. Most other screen savers will not blank out *Menagerie's Task Strip* (although they will work fine in all other respects). There are many different aspects of the screen saver which you can customize yourself, such as how long until it invokes, etc. See the section **Menagerie Customization** for further information on how you can customize stars screen saver.

Screen Capture/Print

If this option is on, *Menagerie* overrides **Apple's** outdated screen capture and printing **FKEY's** (**Command-Shift-3** and **Command-Shift-4**, respectively). If you hit **Command-Shift-3** or **Command-Shift-4** with this option active, your cursor changes to a crosshair, allowing you to select a portion of the screen to be saved or printed. This works while menus are down and in color, and in just about any other situation as well.

Color tip: holding down the **Option** key when you select a portion of the screen changes the selection to black and white (thus reducing its size considerably) before it is saved/printed.

Command-Shift-3 saves the selected image into your **Scrapbook** (if there isn't one already existing, a new **Scrapbook File** is created for you), so you can capture as many images as you like and then go back and access them from your **Scrapbook** when you are done.

Command-Shift-4 prints the image you selected to the printer currently chosen via the **Chooser**. If you wish to change your printer's settings, choose **Page Setup...** from whatever application you happen to be running before invoking the screen printing.

Bomb Protection

If this option is on, the **Resume** button will always be enabled in the dreaded bomb box. Clicking on the **Resume** button will simply take you to the **Finder**, but from there you can recover any files you have on a RAM disk, close down other open applications, and choose **Restart** from the **Finder's Special** menu. Restarting the computer in this way (rather than turning the computer on and off) ensures that your hard drive doesn't get corrupted because the system gets shut down properly.

Smart Quotes

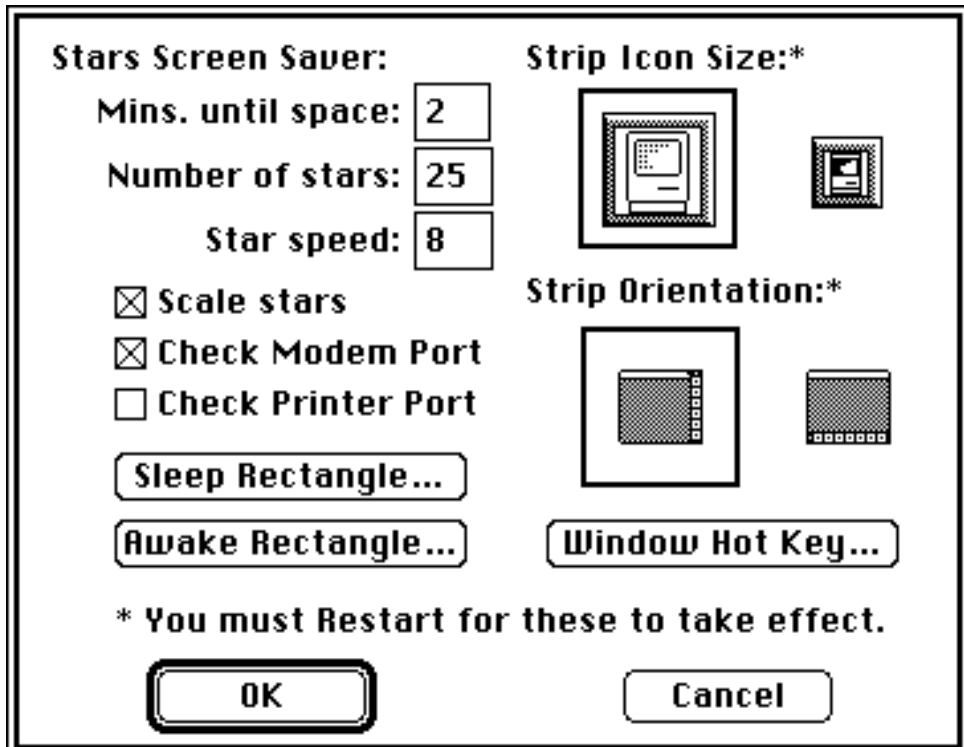
If this option is on, the quotes you type will curl in the proper direction, like “this”. If a quote doesn't come out curled in the right direction, backspace a few letters and retype, *Menagerie* will get the hang of it. You may wish to turn this off if you are using a terminal program, or if you are searching for text that has regular quotes in it. For instance, if you search for the word **can't** in a word processor or a database, the program will not match it with the word **can't**, because it doesn't think the apostrophes are the same.

Zoom Windows

If this option is on, all of your windows will appear to zoom open the way the do in the **Finder**.

Menagerie Customization

Menagerie allows you to customize the way it works to suit your personal taste. To customize *Menagerie*, click on its icon in the *Task Strip* (it the always the last icon in the *Task Strip*) and in the resulting dialog box that appears, click on the **Custom...** button. This will bring up the following dialog box:



The settings on the left-hand side all pertain to the stars screen saver:

Mins. until space is how long (in minutes) a period of inactivity *Menagerie* should wait before blanks out your screen.

Number of stars is the number of stars that are on your screen at any one time in the stars screen saver.

Star Speed is how fast the stars should be moving; the lower the number, the faster the stars move.

The **Scale Stars** checkbox determines whether or not the stars should get bigger as the come towards you. The stars go a little bit faster if this option is turned off.

The **Check Modem Port** and **Check Printer Port** checkboxes allows you to specify whether or not *Menagerie* should enter the stars screen saver if you are using your modem and printer, respectively. You will most likely want both options on so that the stars screen saver does not interrupt downloading and printing of files.

The **Sleep Rectangle...** button allows you to choose an area on the screen that if you move the cursor into, *Menagerie* will enter the stars screen saver **immediately**. Simply click on the button, move the cursor to where you would like the **Sleep Rectangle...** to be and click the mouse button.

The **Awake Rectangle...** button allows you to choose an area on the screen that if you move the cursor into, *Menagerie* will **never** enter the stars screen saver. Simply click on the button, move the cursor to where you would like the **Awake Rectangle...** to be and click the mouse button.

The other settings in the **Menagerie Customization** dialog box are as follows:

Strip Icon Size allows you to choose how large the *Task Strip* is; the *Task Strip* can either be displayed in regular or small icon sizes. You must **Restart** for any changes you make to this setting to take effect.

Strip Orientation allows you to choose whether the *Task Strip* is displayed along the right-hand side of the screen, or along then bottom of the screen. You must **Restart** for any changes you make to this setting to take effect.

The **Window Hot Key...** button allows you to change the key that causes the front-most window to be sent to the back. Simply click on this button and type the new key combination you would like to use for window flipping.