# Test drive a Macintosh.™

Merlin's Computer Center
411 S. Citrus Avenue
Covina, California 91723
(213) 967-6481

## How to Test Drive a Macintosh

In the next hour or so, you're going to discover how easy it is to get Macintosh™ involved in the work you do.

You'll be introduced to five Macintosh applications—MacPaint, MacWrite, Multiplan® from Microsoft,® Microsoft® Chart, and MacProject. You'll see how all these applications can work together to help you write, illustrate, budget, plan, chart, and manage your work. And have some serious fun while you're at it.

### Two Roads to Take

You have two ways to explore Macintosh. You can play the cassette tape in any cassette player, and let the Macintosh do the driving while you enjoy the ride. Or you can use this book to try the three examples that follow. Both the tape and this book use the same disks.

### Using This Book

Each example in this book starts with a sample **document** (the word for whatever you create with Macintosh). Just by pointing, clicking, and dragging with the mouse and typing a bit on the keyboard, you'll use all five applications with these sample documents to help you launch a new product line. You'll see that mixing words, numbers, and pictures is no problem with Macintosh. Here's what you can do in about an hour:

- ☐ Illustrate a MacWrite memo with a picture from MacPaint (page 4).
- ☐ Use Multiplan's facility with numbers and transform those numbers into a beautiful Microsoft Chart (page 8).
- ☐ Take a project's costs from MacProject and do some budgeting with Multiplan (page 12).

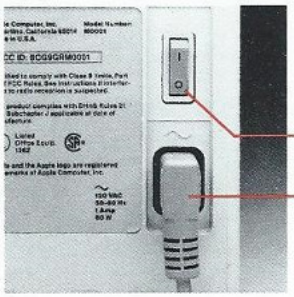
Of course, you won't become an expert in all these applications in just an hour or two, but this Test Drive will introduce you to some applications you might want to get to know better later on. And after you've learned a couple of basic Macintosh skills, you'll be able to use those same skills with *any* Macintosh application. You'll see how different Macintosh is from other personal computers: It's radically easy to use, and each application works the same, familiar way.

### And Something to Remember Us By

This book is yours to keep. But you *will* have to bring back the disks, the cassette tape, the carrying case, and, alas, the Macintosh.

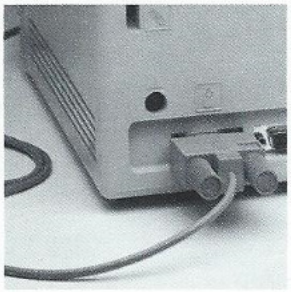
## Getting Started

Setting up a Macintosh is this easy:

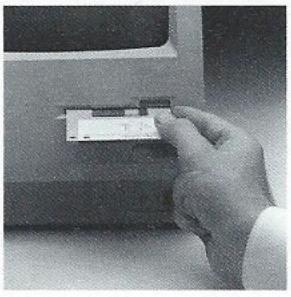



■ **Attach the power cord to the back of the Macintosh and plug it into a grounded outlet.**

■ **Snap in the keyboard cable.**



■ **Attach the mouse.**



■ **Switch the Macintosh on by pressing on the top half of the On/Off switch on the back.**

■ **Insert the MacWrite/MacPaint disk, label side up, metal end first.**

(Each example that follows will tell you which disk to insert.)

This test drive software is special software that does not print or save documents.

## A Couple of Skills to Know

### Using the Mouse

If you want to spend a few minutes becoming a mouse expert, roll the mouse on a flat surface next to the Macintosh to move the **pointer** on the screen in exactly the same way. Position the pointer anywhere on the words "Mousing Around," and then briefly press and release the mouse button. (By the way, you just learned how to **click**.)

### Selecting and Choosing

No matter which Macintosh application you're using, you'll follow this same pattern: **Select some information**, and then **choose a command** for it.

Sometimes you'll select by **clicking**:

Position the pointer, and then briefly press and release the mouse button.

And sometimes you'll select by **dragging**:

Position the pointer, press and hold the mouse button while you move the mouse, and then release the mouse button.

With Macintosh, you never have to remember cryptic sequences of letters when you want to give a command. Instead, the Macintosh remembers all the commands for you, and shows them to you in menus you pull down from the top of the screen.

Here's how you'll choose a command from a menu when you do the examples:

- ☐ Position the pointer on the menu title you want to choose from.
- ☐ Press and hold the mouse button down while you move the mouse (and the pointer) to the command you want to choose.
- ☐ Release the mouse button.

### Where to Go Next

Find the example you want to try first and start there. Follow each step shown in bold type and pay close attention to the red arrows in the left margins. They show you exactly where to position the pointer to click or drag to give the Macintosh its directions.

If you create something that doesn't match what this book shows, and you're not sure what to do next, just switch the Macintosh off and then on again, and start over from the beginning of the example.

## Using MacPaint and MacWrite to Get Your Idea Across

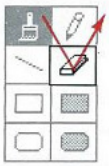
You've thought of a great new product line, and you want the world to know about it. A picture from MacPaint should help your boss see what you have in mind.

- **Insert the MacWrite/MacPaint disk, label side up, metal end first (if it's not already inserted).**
- **Open MacPaint by using the mouse to click "Let Me Use MacPaint."**

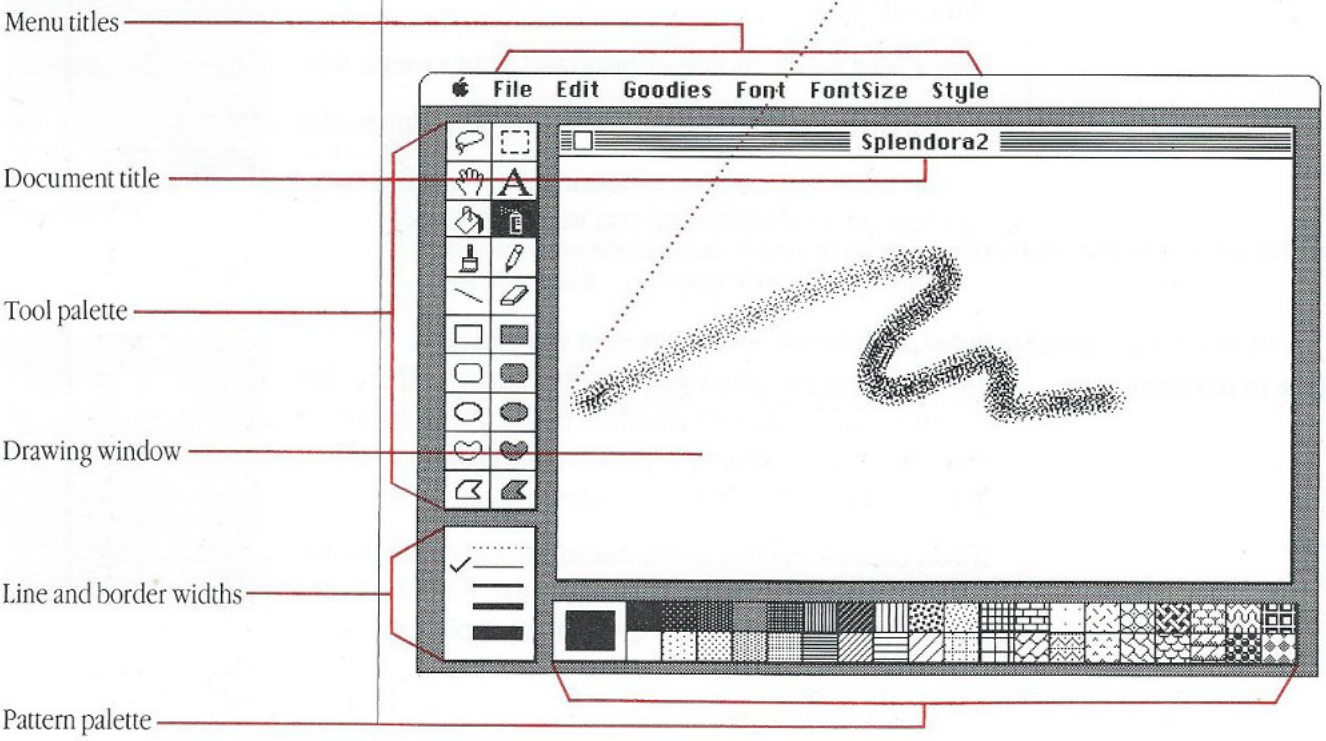
  A MacPaint document opens. There's a palette of tools for drawing, adding text, and selecting. And there's an array of patterns along the bottom. Across the top of the screen are menus you can pull down to see commands to choose.

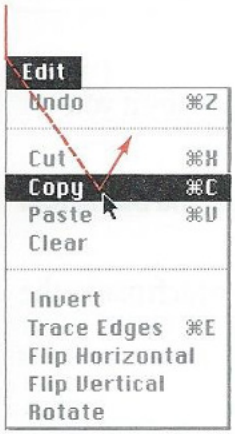
- **Click the spray paint can in the tool palette on the left.**
- **Spray some paint by moving the pointer (which has a different shape now) to the drawing window and then dragging to paint. (Remember to hold down the mouse button while you drag.)**

  To use other tools, click in the palette on the tool you want to use (the tool becomes highlighted when you click it), and then drag in the drawing window.



- **Erase what you drew by clicking the eraser, moving the pointer to the drawing window (now the pointer's a square eraser), and dragging to erase.**






The drawing window you've been painting in shows just part of the sample MacPaint document. To see an illustration of your product, you need a bird's-eye view of the whole document.

- **Choose Show Page from the Goodies menu. (See page 3 for a reminder of how to choose commands from menus.)**
- **Position the pointer inside the dotted rectangle and drag downward until the rectangle encloses the picture in the bottom right corner of the document.**
- **Click the OK button to return to the full-size view.**
- **Select the baby food jar by clicking twice quickly on the selection rectangle at the top of the tool palette.**

  A moving marquee now surrounds the illustration in the drawing window. (If it doesn't, click twice on the selection rectangle again, more quickly this time.)

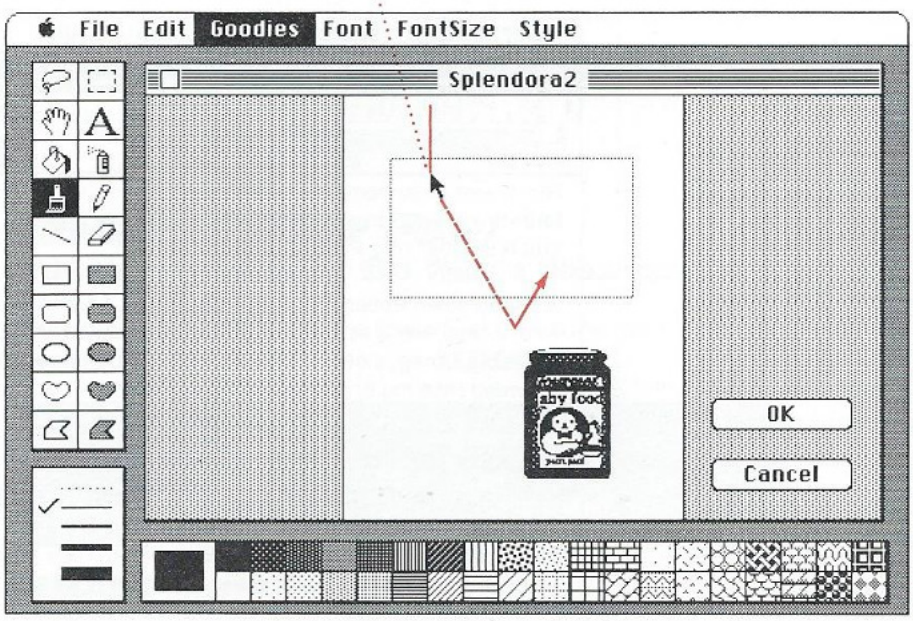
- **Choose Copy from the Edit menu.**

  Now you can quit MacPaint, open a MacWrite document, and paste the illustration in.

- **Choose Quit from the File menu.**

  You'll be asked whether you want to save the changes you made.

- **Click the No button.**



Backspace

Insertion point

■ **Open MacWrite by using the mouse to click "Let Me Use MacWrite."**

This opens the sample MacWrite document, which is a memo describing your sensational product idea to your boss. Perhaps in your enthusiasm you got carried away; now you can use MacWrite to make a few changes to your memo. And add the illustration you copied from MacPaint.

■ **Line everything up on the left side of the page by clicking the Left Alignment box. (It's fourth from the right on the ruler.)**

■ **Select the word "Mink!!!" by dragging across it. (Now the pointer's an I-beam to make it easy to select text.)**

■ **Choose a more subdued style for what you selected by choosing Plain Text from the Style menu.**

■ **Change a phrase: First select "rug rats" by dragging across it.**

■ **And then type:**

offspring

What you type replaces the selected text. (Use the Backspace key if you make a mistake.)

■ **Select a place for your illustration by clicking anywhere in the blank line above "Gourmet Baby Food."**

The blinking vertical bar that appears is the **insertion point**, which marks the place to insert what you next type or paste.

For the offspring

This concept is hotter th
team on it *pronto.* And

Return

- **Choose Paste from the Edit menu.**

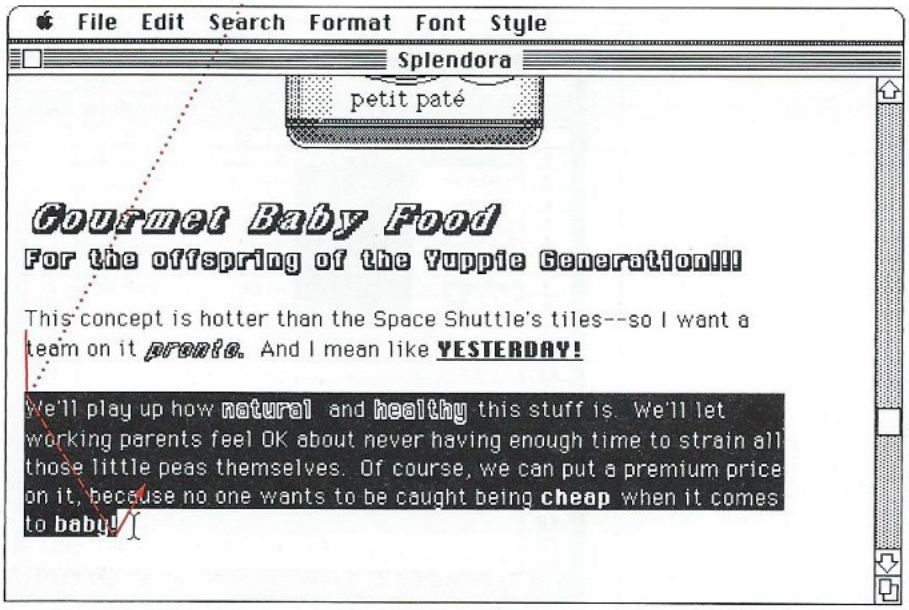
  Voila!

- **Click the downward scroll arrow at the bottom right of the screen several times, until you reach the end of the memo.**
- **Move a misplaced paragraph: First select it by dragging diagonally from the word "We'll" through the word "baby."**
- **Choose Cut from the Edit menu.**
- **Select a new place for the paragraph by clicking in the line above "This concept...."**
- **Choose Paste from the Edit menu.**
- **Press the Return key on the keyboard to put a blank line after the paragraph.**
- **Choose Quit from the File menu.**

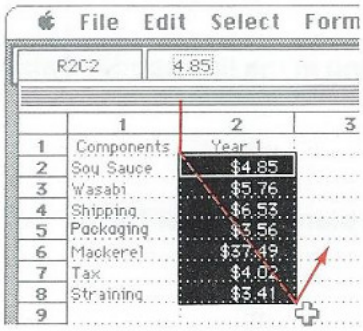
  You'll be asked whether you want to save the changes you made.

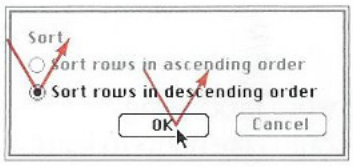
- **Click the No button.**
- **Click the "I'm Ready to Stop!" button.**

  Congratulations! You just inserted a picture into a word processing document, and edited the document. This alone could take hours to learn on other computers. And with most computers you can't even do it.



## Using Multiplan and Chart from Microsoft to Track Finances



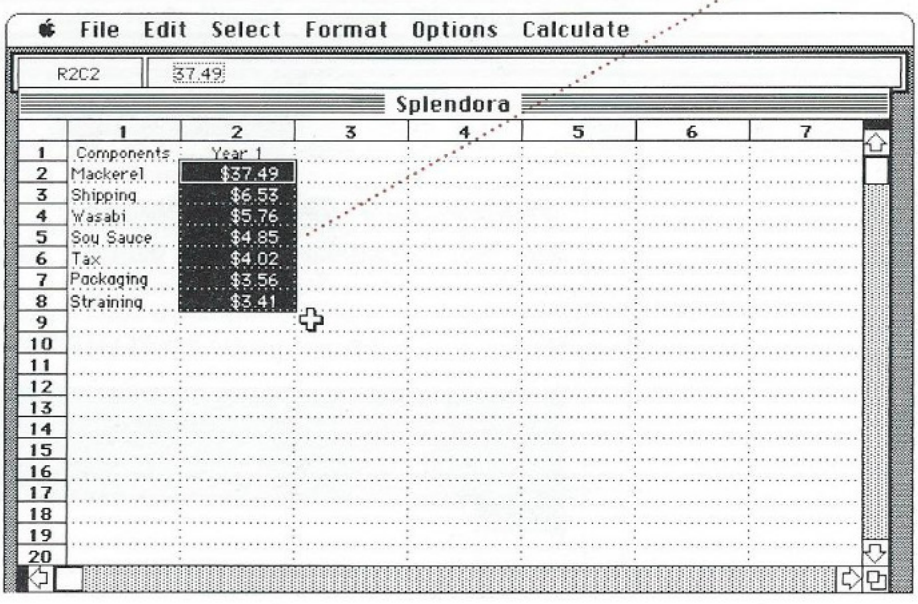

- **Insert the Multiplan/Chart disk, label side up, metal end first.**
- **Open Multiplan by using the mouse to click "Let Me Use Multiplan."**

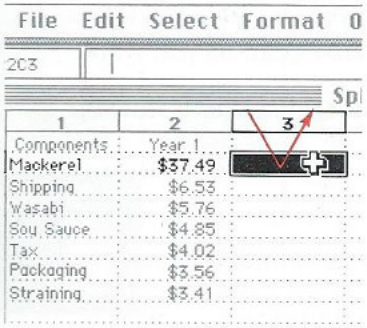
The document that opens shows part of the proposed budget for your product. A Multiplan document is divided into rows and columns. Each intersection of a row and column is called a **cell**. You've entered the names of your product's components in the cells in column 1, and their costs for the first year in the cells in column 2. Now you'll use Multiplan to answer some financial questions.

First arrange your product's components in order by cost, to find out where most of your money is going to go. Here's how:

- **Select the Year 1 costs by dragging from $4.85 to $3.41.**
- **Choose Sort from the Edit menu. (See page 3 for a reminder of how to choose commands from menus.)**
- **Click the "Sort rows in descending order" button.**
- **Click the OK button.**

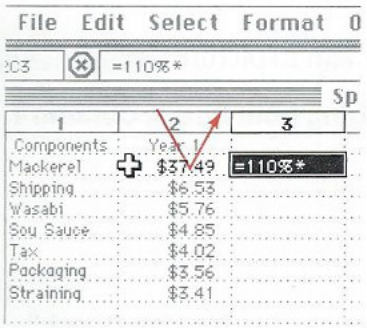
The components' costs are instantly sorted from most to least expensive.






You'd also like to find out what your costs are going to look like over the next three years. You figure costs will go up about 10% a year.

■ **Select the blank cell in Row 2, Column 3 by clicking it.**




■ **Type an equal sign:**

=

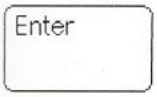
Whenever you select a cell and then type an equal sign, Multiplan knows you want to enter a formula in the selected cell.

■ **Type, without any spaces between characters:**

110%*

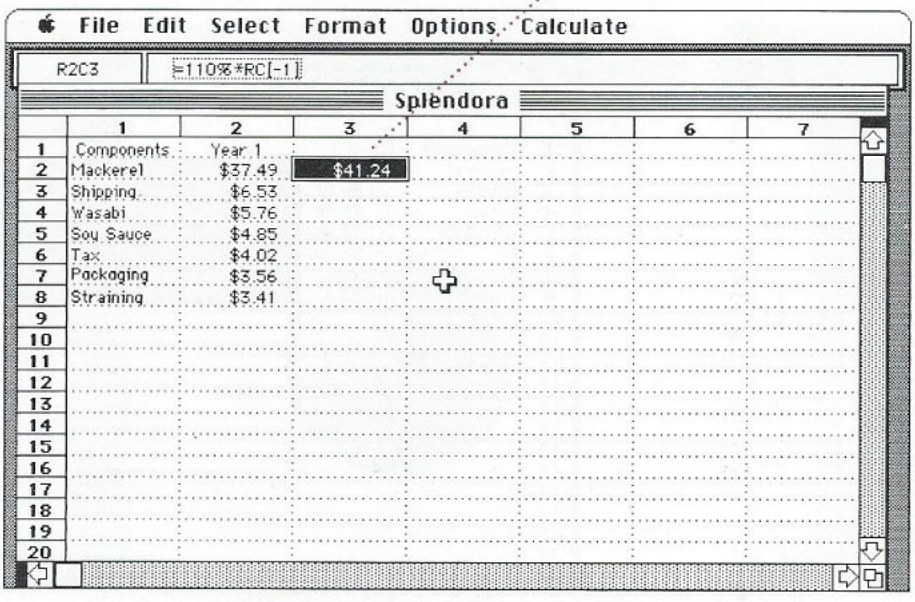
■ **Click the cell that contains the current cost—$37.49.**

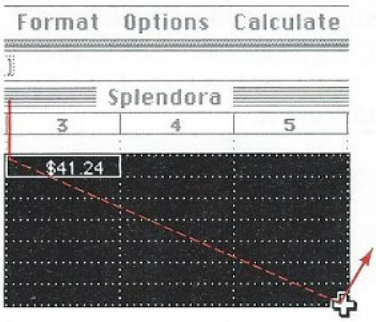
This tells Multiplan you want to calculate 110% of the current value in that cell.

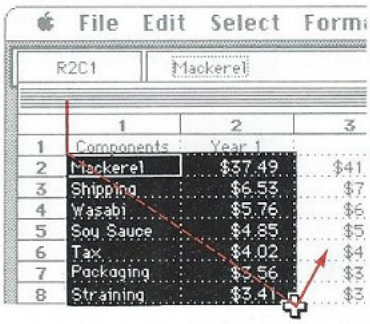



■ **Press the Enter key on the keyboard.**

Multiplan shows you the calculated result—$41.24.






You think costs will continue to go up 10% each year for the next three years. You can copy your formula to use for as many years as you want.

- **Select a group of cells by dragging from Row 2, Column 3 to Row 8, Column 5.**
- **Choose Fill Right from the Edit menu.**

Multiplan calculates the cost of mackerel for the next three years.

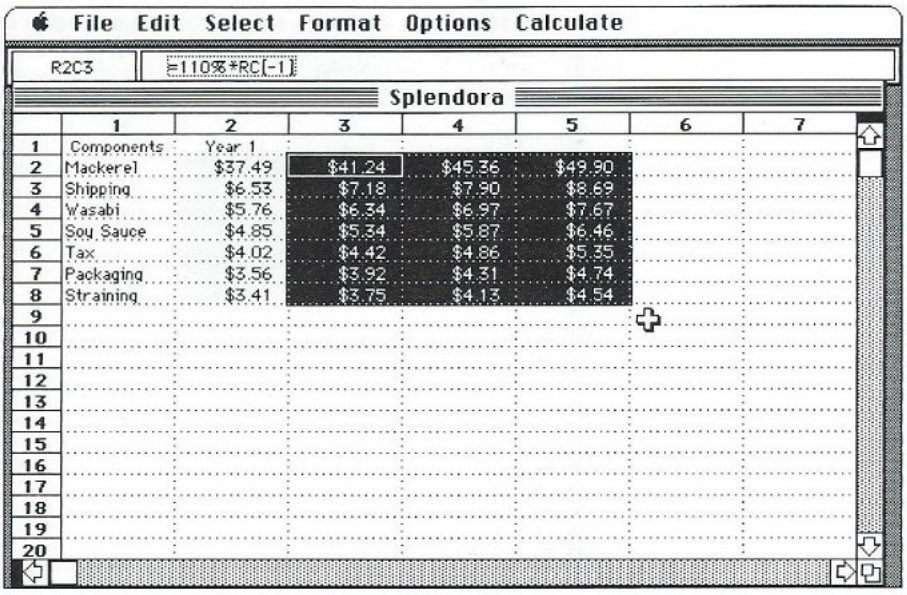
And you can calculate future costs for the other components as well.

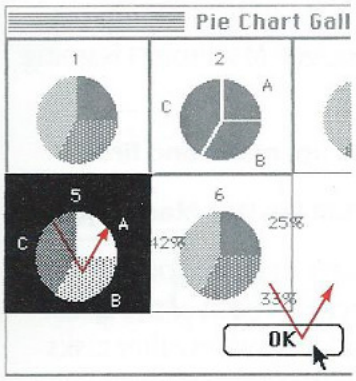
- **Choose Fill Down from the Edit menu.**

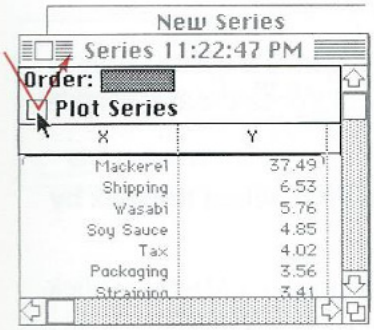
Multiplan calculates all costs for the next three years.

Now take some of these numbers to Microsoft Chart to picture them.

- **Select the names and first-year costs by dragging from Row 2, Column 1 to Row 8, Column 2.**
- **Choose Copy from the Edit menu.**
- **Choose Quit from the File menu.**
- **Open Microsoft Chart by using the mouse to click "Let Me Use Chart."**
- **Choose Paste from the Edit menu.**






■ **Choose Pie from the Gallery menu.**

You have several pie charts to choose from. You want the one that will display the names of your product's components.

■ **Select the pie in the bottom left corner by clicking on it.**

■ **Click the OK button.**

■ **Click the Plot Series check box.**

■ **Click anywhere in the pie chart.**

And Chart shows you where your money is going.

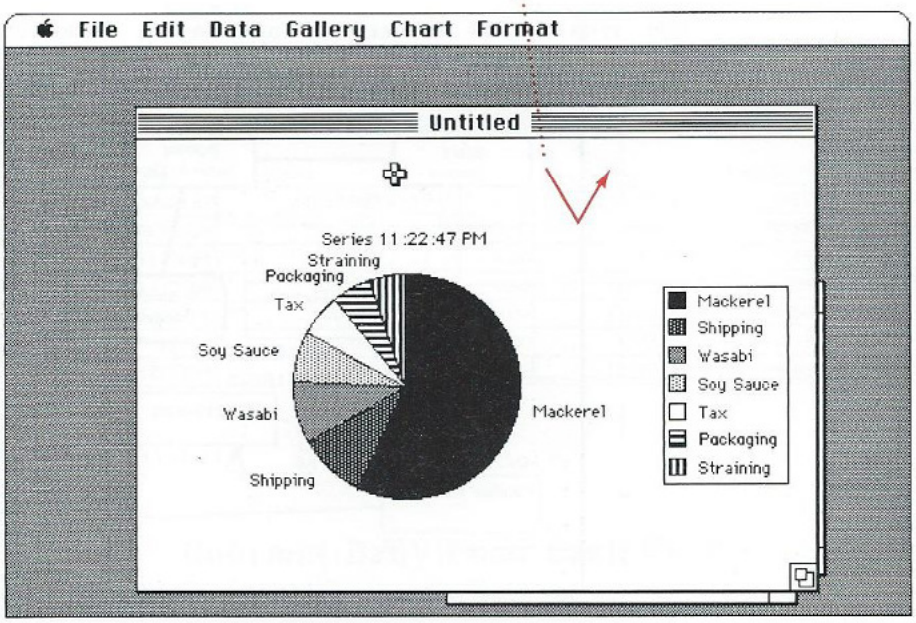
■ **Choose Add Legend from the Chart menu.**

That should impress the Board of Directors!

■ **Choose Quit from the File menu.**

■ **Eject the disk by clicking the "I'm Ready to Stop!" button.**

You've just experienced two of the most important productivity tools for Macintosh: a spreadsheet and a charting application. These tools let you ask simple "What if" questions about complicated financial problems. We use these applications every day to run the Macintosh Division's business.



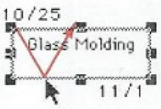
## Using MacProject and Multiplan to Manage Your Project

Everyone has agreed to go ahead with your project. It's time to figure out how you'll get it out the door on time and within budget. MacProject is going to help.

- **Insert the MacProject/Multiplan disk, label side up, metal end first.**
- **Open MacProject by using the mouse to click "Let Me Use MacProject."**

You've used MacProject to define the **tasks** necessary to make your product introduction happen, and you've assigned **resources** for each of the tasks. Each task has an estimated **duration**, and tasks that depend on other tasks being completed first are connected with lines showing these **dependencies**.

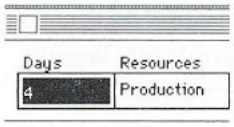
MacProject has calculated when you'll be finished with the entire project. Now you're using MacProject to monitor the project's progress and adapt to the inevitable changes.




- **Change the duration of the Glass Molding task: First select the task by clicking its border.**

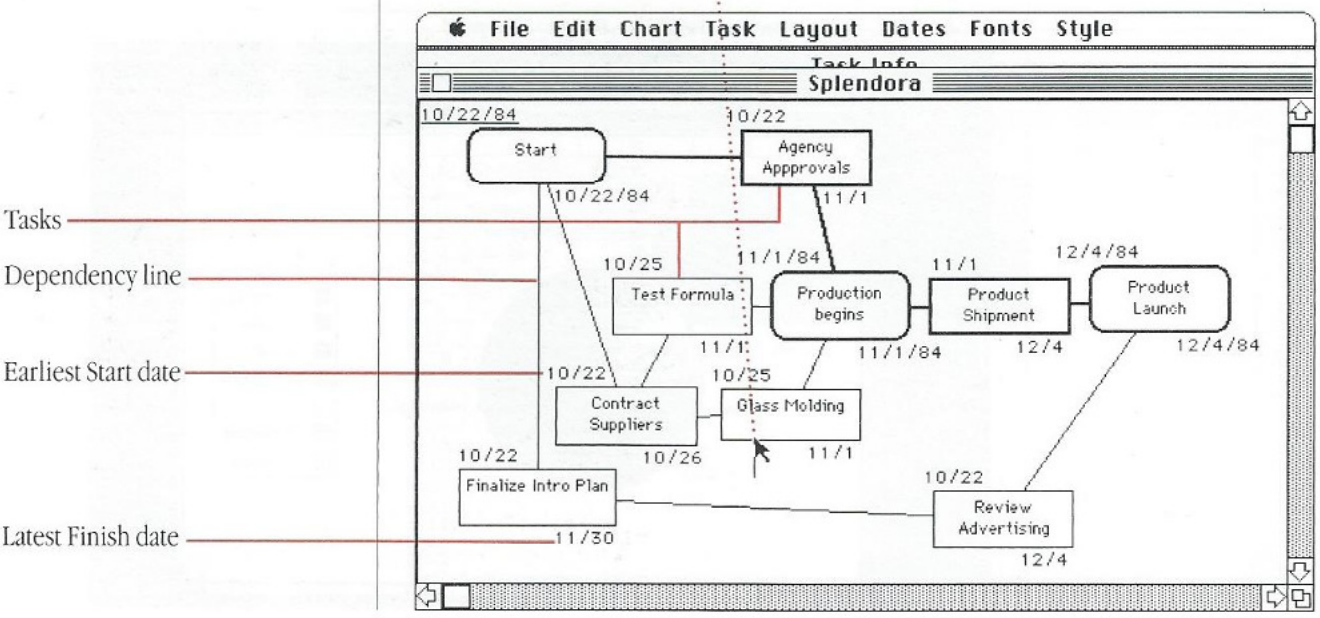
(The pointer changes to an arrow when it's on the border.) After you click on the task's border, **handles** appear to show the task is selected.

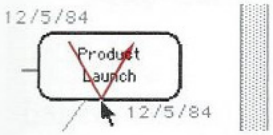
- **Choose Show Task Info from the Task menu. (See page 3 for a reminder of how to choose commands from menus.)**




- **Type the new duration:**

6





■ **Press the Enter key on the keyboard.**

The date above Product Launch changes to 12/5/84 to reflect the change in duration. And the project's **critical path** (shown in bold) changes to include the Glass Molding task.

Set a deadline for product launch:

■ **First select the Product Launch task by clicking on its border.**

■ **Choose Set Latest Finish from the Dates menu.**

■ **In the box that appears, select the day of the month by clicking on it.**

Arrows now appear next to the date.

■ **Click the upward arrow twice, so the displayed date is 12/7/84.**

■ **Click the Set button.**

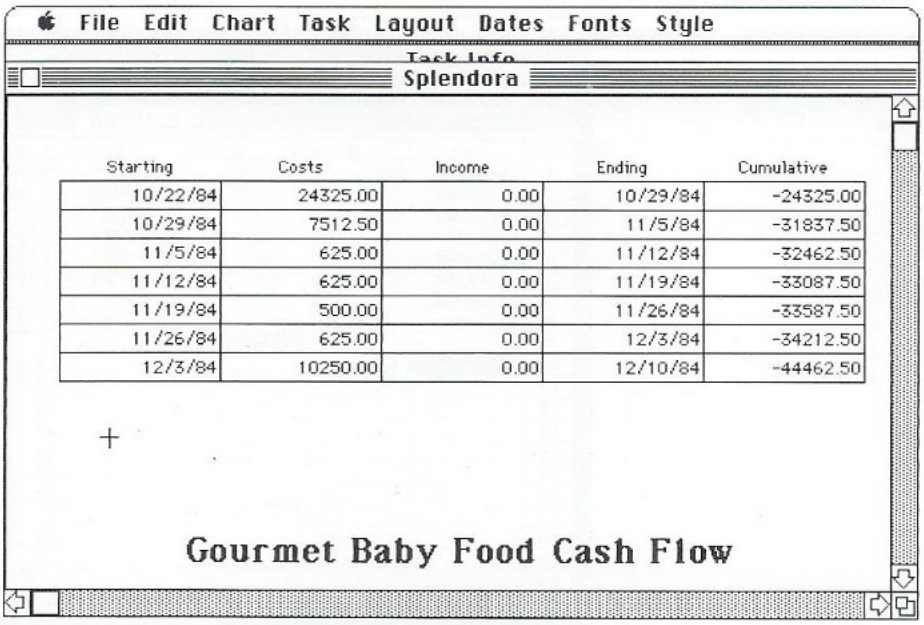
The date is underlined to show it's one you set; Latest Finish dates to the left change to tell you when you must finish each task to meet this deadline. Now you'll put your project into table form so you can move it to Multiplan.

■ **Choose Cash Flow Table from the Chart menu.**

■ **Choose Select All from the Edit menu.**

■ **Choose Copy from the Edit menu.**

■ **Choose Quit from the File menu.**



You'll be asked whether you want to save the changes you made.

- **Click the No button.**

Now use Multiplan to find out your project's average cost per week.

- **Open Multiplan by using the mouse to click "Let Me Use Multiplan."**
- **Choose Paste from the Edit menu.**

Multiplan lines up the table you copied from MacProject into neat rows and columns.

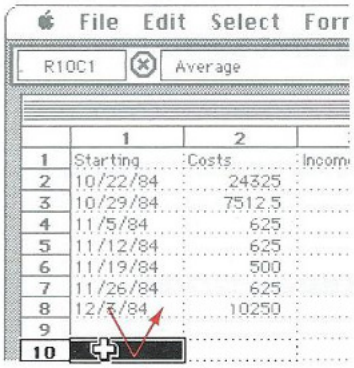
- **Select the blank cell in Row 10, Column 1 by clicking in it, and then type a heading:**

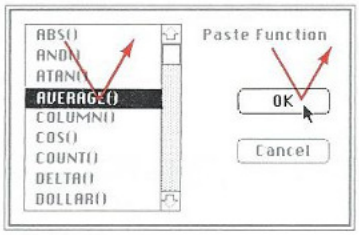
Average

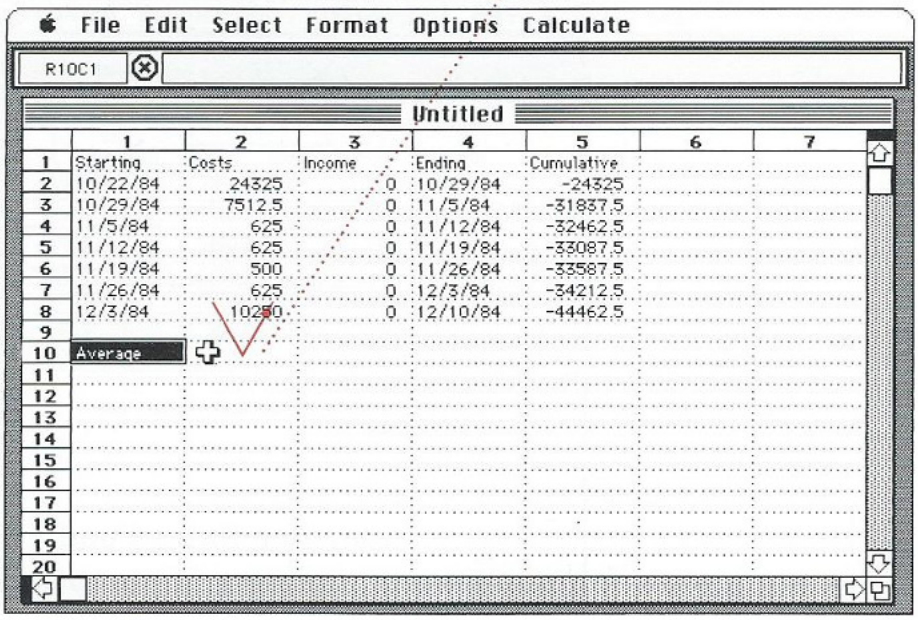
- **Select a blank cell for the calculation—Row 10, Column 2.**

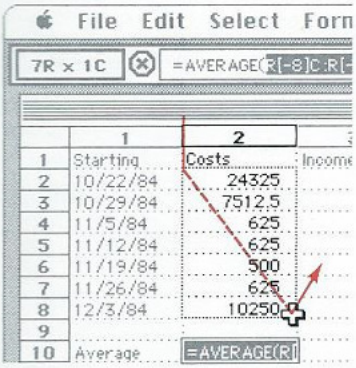
You've used the Paste command several times. The Paste Function command you'll choose next sounds similar but is very different.

- **Choose Paste Function from the Edit menu. (It's near the bottom of the menu.)**
- **Click "Average," and then click the OK button.**



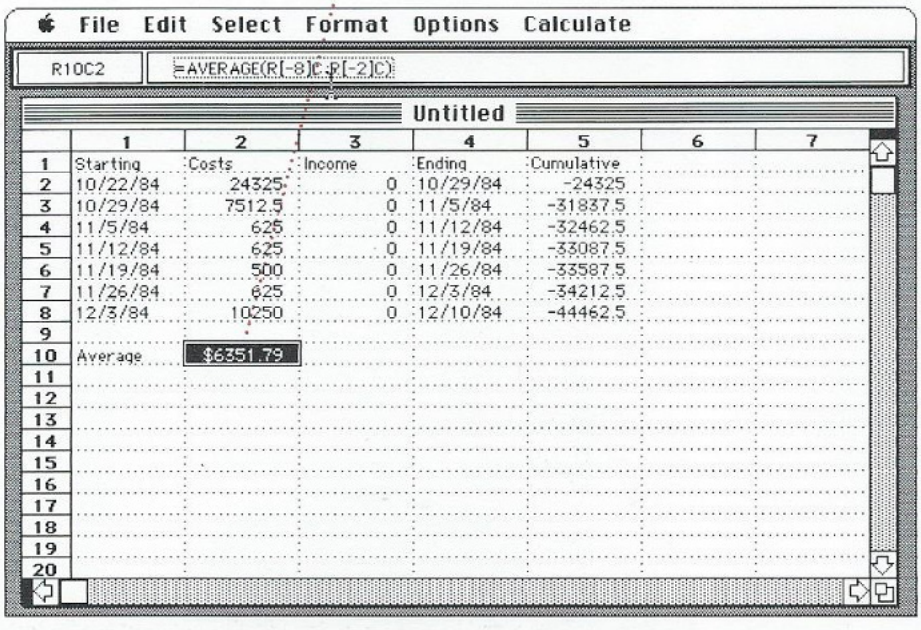



- **Now tell Multiplan which numbers to average: Select the weekly costs by dragging from Row 2, Column 2 to Row 8, Column 2.**
- **Press the Enter key on the keyboard.**
- **Choose Dollar from the Format menu to show the average in dollars.**

  Your average cost per week is $6351.79.

- **Choose Quit from the File menu.**
- **Click the "I'm Ready to Stop!" button.**

  You have just taken a project management application, moved data into a spreadsheet, and averaged your weekly costs! All in minutes, not hours. MacProject is an ideal productivity tool for all kinds of project management—from construction to launching a baby food product.



## Where to Go Next

You've just spent a few hours (or minutes) with Macintosh. When was the last time you had so much fun getting so much work done? That's why we say Macintosh is "the Computer for the Rest of Us."

With a 16-page manual, you've used five powerful computer tools to solve a series of tough problems. There were no complex commands, and no computer jargon that 90% of us can't or don't have time to understand. Just plain, simple instruction.

We think there's nothing to compare it to.

Your Test Drive is over, but the fun doesn't have to be. Your authorized Apple dealer can show you how easy it is to have a Macintosh of your own to drive wherever your work takes you.

Your dealer can also show you many more applications and accessories available right now for the Macintosh. And after having taken this Test Drive, you know enough about working with Macintosh to get started with any of them.

We'd like to hear about your Test Drive of Macintosh. Please drop us a note to let us know how it went.

Macintosh Test Drive
Apple Computer
Mailstop 3A-T
20525 Mariani Avenue
Cupertino, CA 95014

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**Apple Computer, Inc.**
20525 Mariani Avenue
Cupertino, California 95014
(408) 996-1010
TLX 171-576

**Apple Canada, Inc.**
7495 Birchmount Road
Markham, Ontario
Canada L3R 5G2
(416) 477-5800