

#### LITTLE-KNOWN UTILITIES FOR THE SYSTEM UTILITIES:

Because the Apple /// manual was not the world's best, several convenient techniques that are available in the System Utilities often go unnoticed. For example:

1 - You don't ever have to type the names of existing files that are to be copied, deleted, etc. When the file name is requested in the lower left corner, type the drive (say .D2) or the volume name or the subdirectory pathname, then hit the up-arrow key. A slash and an equal sign (/=) now appear after your entry. A list of the files within that directory will appear in the upper right of the screen. Move the cursor to the desired file name, and hit the right-arrow key. More than one file may be selected at a time in this way. If you change your mind, hit the left-arrow key while the cursor is on the file name. A right-arrow alongside the file name indicates those that have been selected; the arrow disappears when you un-select it.

When you're through selecting, press Return. If you're copying files, a default name will appear on the next prompt line. If that has to be changed, make sure that '/=' follows the pathname.

If '.D2/=', etc. appears as a default on the first line, DON'T press Return unless you want ALL the files in the directory. Instead type in or edit the directory name without the equal character (the end slash is optional), and hit the up-arrow as described above.

2 - There is a character insert/delete feature built in to the System Utilities and available for most (but not all) activities in the Utilities! This is handy for editing long pathnames, etc.

To enter the Insert mode, press OpenApple-I. A vertical bar will appear between two characters. This bar is a cursor indicating where characters will be inserted if typed. It can be moved with the left- and right-arrows, and toggled off and on with the same OpenApple-I command.

To delete a character under the cursor, press OpenApple-RightArrow. To delete one to the left of the cursor, press OpenApple-LeftArrow.

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