

# mac FORMAT

SPECIAL  
COLLECTOR'S  
ISSUE

## Start Here!

Welcome to the new  
magazine for the next  
generation of Macs

### Packed with tips on your new Performa:

- ▶ Getting your Mac up and running
- ▶ Mastering ClarisWorks from scratch
- ▶ Dozens of neat desktop tips for total control
- ▶ The top 20 Mac games and how to beat them
- ▶ Choosing the perfect printer to suit your needs

### COVER DISK

Every issue of MacFormat you buy will come with a disk packed with useful and entertaining software for all Apple Macs



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# Out of this world entertainment...



**Pararena.** The announcer's voice booms against the stadium background. Two armoured opponents swoop threateningly close to each other on hoverboards and then face each other for battle. A ball is launched into the stadium's playing field, a parabolic dish, and the most exciting, sports simulation game begins. Games can be played either against a human opponent over an AppleTalk network. SRP £45



**Spaceship Warlock** is a blazing, swashbuckling, wonderfille Science Fiction epic in the grand tradition! Advanced graphics, 3D animation, and an original music score combine to create a cinematic adventure in which you become the central character. CD-ROM only. SRP £75



**Spectre** features dazzling full colour graphics, fluid 3D animation and best of all incredibly addictive multi-user play over a network. Drop your battle tank into the virtual reality world and let rip, collecting flags and destroying the computer, or more fun, your workmates! Play in teams or just run around chasing battle tanks. Spectre is available either in single user or 3 User packs. SRP £39, 3 User £69



**Tesserae** is a puzzle game in which the player eliminates tiles from a 'board' according to colour and texture. For the beginner, the object of the game is to remove as many tiles as possible. Then move on and try to improve your high score by clearing the board in the fewest possible moves. SRP £35



**Lemmings.** One of the most talked about computer games of the year is finally available on the Mac. Mac owners will have the opportunity to lose sleep, lose their hair, lose their sanity or all of the above, saving mobs of imperilled, confused green haired rodents from certain doom! Over a hundred levels, in four skill ratings challenge your cognitive powers to the extreme. The aim is to rescue the Lemmings dropping through the trap door by guiding them to the exit. Lemmings is an easy game to learn, but a mindbendingly devious one to master! SRP £39



**Oids.** Rescue the OIDS from the fiendish Biocretes who are turning them into vending machines and household appliances. Fuel your ship, charge your shields, and blast off to adventure as you challenge planetoid after planetoid of devious gravity traps, treacherous teleport puzzles, and wave after wave of Hell Jets, Heat-Seekers, and Burst Orbs. You can also create your own games with the included construction set. SRP £29



**Hellcats.** You are the pilot of the Pacific Theatre's most notorious fighter aircraft. Take off from your carrier on a mission to intercept enemy aircraft, bomb strategic targets and strafe enemy airfields. Hellcats utilises new 3D technology resulting in truly high speed full colour graphics which provide a sense of fluid motion never before seen in a flight simulator. Details include smoke, flames, intelligent enemies, parachutes, haze and even clouds. Also available 'Missions at Leyte Gulf' another eight missions to play once you've finished the first set in Hellcats—this time use rockets and torpedoes to hunt down tanks and subs. SRP £49, Missions £29



**Diamonds** is the highly addictive colourful 'breakout' game. It's simple to learn but tough to master. The aim is to knock out all of the diamonds on each screen. You need to hit the paintbrush icons around the screen in order to be able to knock out the bricks in that particular colour or pattern. If this wasn't enough there are instant-death bricks and cunning direction changers, which reverse your control keys, or locked bricks which need to be opened with special keys. Diamonds includes a game editor which enables you to create your own screens. SRP £35



**3 in Three** takes you on a madcap journey inside your Macintosh when a freak power surge zaps the number 3 and abandons her in a land where numbers don't count and the letters spell disaster! 3 in Three is an interactive treasure hunt, an unfolding trail of word puzzles, logic dilemmas, and sinister brain twisters, over eighty in all. Awarded the overall Best Game of the Year by MacUser US 1991. SRP £35



**After Dark** the ultimate screen saver, provides a unique solution to the problems of screen burn in. Use After Dark with its many wacky and weird modes which activate after a set time. You can even password your Mac so that people can't use it when you are away. MAD, More After Dark, Vol 1 expands After Dark by providing over 25 new displays, including Boris the Kitten and Lunatic Fringe, the space game. SRP £35, MAD SRP £25



**Star Trek.** the screen saver. Beam aboard the USS Enterprise with Captain Kirk, Mr Spock and all your favourite Star Trek characters on a mission to prevent screen damaging phosphor burn-in. You'll encounter trilling Tribbles, burrowing Horta and Klingon warriors in this incredible After Dark collection inspired by the original TV series. SRP £39



**Arthur's Troubles** The latest in the Living Books series of CD ROM stories for children. Watch Arthur represent the class in the school spellathon under the eyes of his teacher, Mr. 'the Rat' Ratburn. After each page is read you can join in and interact with the characters and objects. Excellent fun for adults too! CD-ROM only. SRP £38



**CyberBlast** is an all action game—run around the laboratory complex shooting aliens and picking up the useful objects to help you in your quest to find the missing computer chip. View the action from above as you work your way through 64 levels of chaotic action. SRP £35





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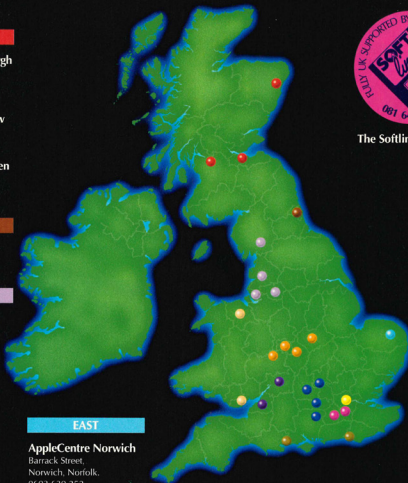
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# mac FORMAT



**Paul Donovan**  
Director - Consumer Markets,  
Apple Computer UK Limited

## Welcome

It gives me great pleasure to welcome you on behalf of Apple Computer Inc to the world of Macintosh Performa.

We have always taken great pride at Apple in producing great computer products which are easy to use. With Macintosh Performa we are confident that you will quickly become more productive in the things that you do - working on ideas as you have them, handling the work that you bring home more easily, pursuing your interests and hobbies - or just having fun.

Macintosh Performa has been specially designed to be easy to set up - you just take it out of the box, attach the keyboard and mouse, plug in the power and turn it on. It's as simple as that.

The unique design of the Macintosh - with easy-to-read menus and icons used to represent documents - means everyone can understand our computers and enjoy using them, even if they have never used one before. You will be amazed at how painless it can be to get to grips with our technology.

To enable you to get started every Macintosh Performa comes complete with a superb integrated software package - providing word processing, spreadsheet drawing and communications capabilities already loaded. But with over 5000 Macintosh applications to choose from you will always be spoiled for choice. We have included a directory of productivity, education and entertainment software - as well as some demonstrations on the hard disk to get you started. We are sure you will enjoy them!

Thanks for making Macintosh Performa the personal computer of your choice.

And welcome to this collectors' edition of *MacFormat* - specially put together to help you master your Mac Performa!

Here you'll find a step-by-step guide to every aspect of your Macintosh - complete with clear explanations of its hardware, operating system and on-board software.

We've also included our recommendations on the essential new programs, games and peripherals to look out for and tackled the most common questions you're likely to be asking as you explore your Performa.

But this is just a sample of the hundreds of pages full of reviews, buyers' guides, tips, hints and advice which we run each issue on every aspect of Macintosh computing. And then there's the cover-mounted disk which comes packed with demos, complete programs and useful utilities.

So, I hope you enjoy this special issue, and make sure you don't miss out on the real thing - at a newsagent's near you!



**Andy Storer**  
Editor - MacFormat

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**Ad Sales** Louise Woods  
**Production Coordinator** Tracey O'Donnell  
**Publisher** Stuart Anderson

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## ▶ GETTING STARTED Unpacking your Performa

page 8



How to get your new machine up and running - and what all its sockets are for PLUS: How to use The Launcher and the first of our Jargon Busters

## Windows, folders and files

The low-down on the ways your Mac organises itself - how its windows, folders and icons work together to handle your programs and documents. PLUS: How to master At Ease to make the job even easier

## Get moving!

Dozens of at-a-glance tips to speed up the way you use your Mac - turn here first if you really want to get a move on!



## Take complete control

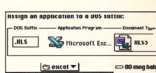
What all the programs in your Control Panel folder do and how you can use them to modify the look and feel of your Mac

## Safe driving

How you can safeguard your files and what you can do to make sure that you never misplace them

## Hard facts on floppies

Everything you need to know to use floppy disks effectively PLUS: how to load MS-DOS disks and use dialogue boxes



## ▶ CLARISWORKS

page 22

Seven pages of easy-to-follow, essential advice to help you master the integrated suite of programs that comes free with your Performa

## ▶ TAKE IT EASY

page 28

Welcome to the first installment of *MacFormat*'s regular coverage of Mac games - here's the top 20 all time greats!

## ▶ GAMEBUSTERS

page 31



...And here's two pages of tips to beat them at their own game - another regular feature you'll find in every issue of *MacFormat*

## ▶ ESSENTIAL BUYS

page 34

Four pages of buying advice on the extra hardware and software that'll transform your new Performa into a machine matched exactly to your needs

## ▶ GET INTO PRINT!

page 38



Now you've bought a Mac you can produce first-class print-outs - so all you need is a printer. But what are the options and which is the best value?

## ▶ CUSTOMISE YOUR MAC

page 40

Where to turn if you want a round-up of all the little extras that'll make your Mac uniquely your own

## ▶ PERFORMA PROBLEMS?

page 42

Questions? Queries? Problems? Hassles? Don't let that niggle turn into a nightmare - catch this sneak preview of our regular baffle busters

## ▶ IT'S THE REAL THING

page 46

Why *MacFormat*'s the perfect partner for you and your Performa and how to make sure you get your regular copy

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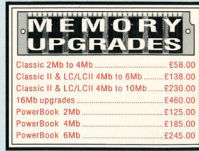
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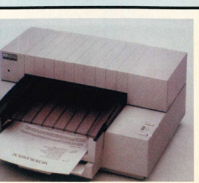
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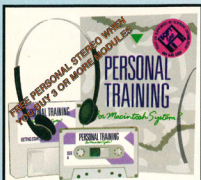
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# GETTING STARTED

Whichever Performa you've chosen, you'll want to get it up and running before you've even got it out of the box. After reading this special guide you probably won't even need to unpack the manual...

Well, what a smart purchase you've made. Not only have you bought the friendliest personal computer money can buy – you've also bought it at a brilliant price. Now all you need to do is set it up and start using it – which really is a doddle.

If you've bought a Performa 200 it's literally just a question of plugging it into the mains and, hey presto, you're there. All the software you need to get up and running has already been pre-installed. With a 400 or 600 it's exactly the same story except you need to match up the symbols on the monitor cable with the symbols on your Mac and monitor. When you come to add other peripherals like printers, CD drives, scanners and extra hard disks, it's equally as easy.

Besides having built-in networking capabilities, so you

can share data with other Macintosh computers, all Performa machines include high capacity floppy disk drives which will also read IBM MS-DOS disks. What's more, with the free *PC Exchange* software already installed on your hard drive, you can load up word processing documents, spreadsheets, pictures, database files – in fact any data that you've created under MS-DOS, Windows or OS/2.

But let's forget the world of IBM. On the Mac you can choose from all the software you'll ever need – some 5,000 titles! And the beauty is that they all share a common look and feel.

Which is just great, you might be thinking, but you're not at all familiar with any of the conventions that make the Mac so easy to use. Well, don't worry, the next 11 pages are just for you...



## Performa 200

The baby of the bunch with a 9" mono screen, and a 16MHz 68030 processor. Its 4Mbytes of RAM are upgradable to 10Mbytes – enough for the most demanding of applications. Along with a 40Mb hard disk, the Performa 200 also features built-in stereo sound and all the usual ports (see right).



## Performa 400

The mid-range machine which has the same base specifications as the 200 but can be hooked up to both mono and 256-colour monitors via its built-in video card.

There's also a Processor-direct expansion slot which allows you to add options like Ethernet networking cards.



## Performa 600

A state of the art Performa with 32MHz 68030 processor, 80MByte hard disk and 4Mbytes of RAM upgradable to a massive 68Mbytes. There's also a 600CD version which includes Apple's CD 300i CD-ROM drive and support for 32,000 colours. See right for other features.

## Jargon Busters

### CPU

Central Processing Unit – the main chip that carries out all the calculations needed to run a program. The more powerful the chip, the faster programs run.

All Macs are based on Motorola's chips; the 68000, 68020, 68030 and – most powerful of all – the 68040 found in the Quadra range.

### Hard Disk

The fixed storage device inside your Performa which will permanently store data until reformatted. Extra hard drives can be added via the SCSI socket on the back of your machine.

### SCSI

Small Computer Systems Interface is the standard used for connecting hard drives, CD-ROM drives,

scanners, optical drives and tape backup units to your Mac.

What's more, the SCSI system allows these devices to be daisy-chained together so it's possible to have several connected via a single socket.

### Modem

A device which converts computer signals into a suitable format for transmission along a phone line.

Likewise, it will convert incoming signals back into a form the computer can recognise.

It's now possible to buy modems which are also able to handle the transmission and reception of faxes.

### RAM

Random Access Memory, so called because any part of it

can be accessed immediately, rather than having to search through all the way from the start of memory to the point of interest.

RAM is used to hold programs while they are being executed and temporary data. The contents of RAM are lost when the power is switched off.

### ROM

Read Only Memory is used to store essential programs so they don't have to be re-loaded each time your Performa is switched on – since ROM retains its contents when the Mac is off. No new information can be written to ROM, hence the name Read Only.

### SIMMs

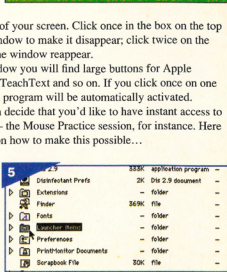
Memory chips which can be added to the memory sockets inside your machine to increase its RAM and performance.

## USING THE LAUNCHER

When you first turn on your Mac Performa you will find that a file called **Launcher** is already on the desktop beneath the Documents folder. A large window, also called **Launcher (1)**, is open on the bottom left of your screen. Click once in the box on the top left of this Launcher window to make it disappear; click twice on the Launcher file to make the window reappear.

In the Launcher window you will find large buttons for Apple Backup, Mouse Basics, TeachText and so on. If you click once on one of these, the appropriate program will be automatically activated. However, you may soon decide that you'd like to have instant access to other programs as well – the Mouse Practice session, for instance. Here is a step-by-step guide on how to make this possible...

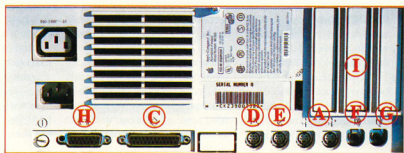
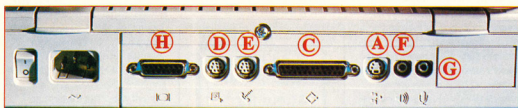
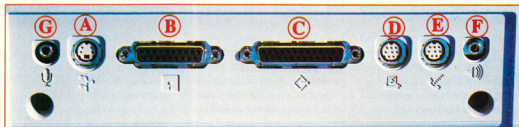
First we need to find **Mouse Practice**. It's in the hard drive folder so double click on the **Macintosh HD** icon on the top right of your screen to open the window (2). Now click on the arrow





# WHAT ARE ALL THOSE SOCKETS ON THE BACK FOR?

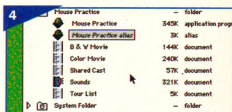
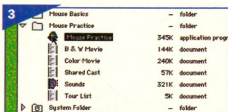
While each machine in the Performa range has identical sockets, they're arranged differently. The most important one for starters is the socket where you plug in your keyboard – don't worry about the rest for now, all will become apparent



## KEY

- (A)** This is the Apple Desktop Bus – it's where you plug in your keyboard
- (B)** This is where you connect a second floppy drive to your Performa 200
- (C)** This is the SCSI port where you can connect a second hard drive, CD-ROM drive or scanner
- (D)** This port serves as both a printer and network socket for other Macs
- (E)** If you want to hook up a modem this is where it goes
- (F)** This is the sound-out port where you connect your speakers
- (G)** And this is the sound-in port where you fit your microphone
- (H)** If you have a Performa 400 or 600 this is where a monitor is connected
- (I)** These are the 3 NuBus expansion slots available to Performa 600 owners. You can remove the slot covers to add graphics boards, processor accelerators, cards for larger monitors, high-end networking and video digitising boards. The sky really is the limit!

# TO RUN ALL YOUR EVERYDAY PROGRAMS



head beside the Mouse Practice folder and click once on the **Mouse Practice** icon to select it (3), go to your **File** menu (top left of the screen) and select **Make Alias**. Another icon called Mouse Practice alias will appear beneath it (4).

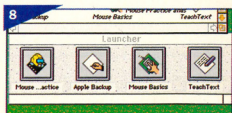
Drag this on to your desktop and open up your **Systems Folder** which is on your Hard disk. Click twice on this to open it and scroll

down till you get to **Launcher Items** (5). Double click on this to open it (6). Now drag the **Mouse Practice alias** icon into the **Launcher Items** window (7) and release the mouse button.

As the new alias appears in the Launcher Items window, a new button will appear (called Mouse Practice) in the Launcher window (8). From now on, to activate Mouse

Practice you only have to click once on this new button.

Whenever you want instant access to an often-used Control Panel, a new game, a spreadsheet, or whatever, simply follow the same procedure and put an alias of your chosen program into the Launcher Items folder. As you have seen, your Mac Performa will then do the rest.





By the time you've switched on your Performa for the first time and explored the desktop with your mouse you may well be wondering what all the menus, folders and icons are for. You can bypass some of the system at your fingertips by sticking with both The Launcher and At Ease, but you'll soon realise there's more to the Mac than meets the eye.

Both of these are merely simple interfaces which sit on top of a much more powerful means of organising the folders and files on your hard disk – The Finder. This 'front-end' has many advantages over At Ease, and learning how to use it will transform your everyday use of your new computer.

# THE SLEEK POWER

## Why your Mac is so special

Congratulations! You've just bought one of the most sophisticated computers around. There's no programming involved here at all – no arcane commands to type in at a keyboard and no baffling error messages cropping up whenever you start to explore the power of your new machine.

When it comes to ease of use, the Mac range of computers has led the way for a decade. Apple's mouse-driven system is a tried and tested solution to the man-machine interface that's impressed millions of users throughout the world. And the latest version of this system software is so sophisticated we bet you'll be making the most of your Performa in no time at all.

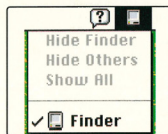
But don't ever be fooled by the ease of it all. For beneath the smooth simplicity lies real hardcore number-crunching that'll give any other personal computer a run for its money. It's just that you've bought a beauty!

So just relax and remember that all the Mac software you'll ever use will conform to the same clear and friendly system you'll find explained over the next few pages. It's the best there is...

## Finding the Finder

So how do you locate this essential part of your Performa package? In the top right-hand corner of your screen, in the white strip called the menu bar, you will see a small picture of a Mac. Small pictorial or graphic representations like this are called icons. If you click and hold on this icon a list will drop down showing another similar icon called Finder.

This is the part of your Mac's



operating system that keeps track of what's going on, where all your folders and files are kept, and enables you to manipulate them. The tick beside it tells you that this is the program which is currently running. Later, when you start using other applications, this list will show how many programs are running and which is the current one – the one with the tick.

## Windows, folders and files

Double-clicking on your hard drive icon will open up a window containing a range of folders. Opening up one of these in the same way will reveal the files they hold – and perhaps they'll include other folders too!

So folders are what you group files in; for instance, you might put all your games files or letter files in folders called Games and Letters. But files are not just text documents, they can also include programs or applications, various system extensions and preferences, fonts, sounds, graphics, *Quicktime* movies – any form of data. The folders and windows of your digital desktop are therefore just a very convenient means of representing a very complex arrangement of data on your hard disk.

But if you're not careful, the desktop on your Mac is just as likely to become as untidy and unmanageable as a real one, so it's best to get into good habits right from the start. Scattering folders, files, icons and windows all over the place is certainly not a good idea because you'll soon get tired of searching for 'lost' files!

## Jargon Busters

### Aliases

These are best thought of as signposts which, when activated by double-clicking, tell your Mac where to find the original application, or a document associated with it, and load it for you. They are best stored under your menu but can also be left on your desktop.

### System Folder

This is where all your Performa's important files are kept and you shouldn't really mess around with any of them unless you know exactly what you're doing. The kind of files to be found here include all the following categories:

### Control Panels

These are small utilities which increase the look and feel as well as the functionality of your

Mac. This means everything from the speed of your mouse, the background colour of the screen to the way you use memory.

### Fonts

This folder contains all the screen fonts you have at your disposal so that you can not only change the way your desktop looks but also the typefaces available in all your applications.

### Extensions

These small utilities provide your Mac with the information it needs to correctly recognise and use additional devices attached to it like printers, fax modems, scanners and the like. It's also where your printer's fonts are stored so print-outs appear exactly as they do on screen.

### Apple Menu Items

This is where all the files are stored that you want to appear on your menu (which itself appears in the top-left of the screen). So it's here where you should place any Aliases you want quick access to.

### Clipboard

This is in fact an area of memory known as a buffer that acts as a temporary store for any data – say pictures or words – that's in the process of being copied within or between application programs.

### Startup Items

Any files or aliases found in this folder when you turn on your Mac will automatically load up and be ready to work on.

### Preferences

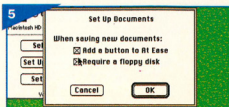
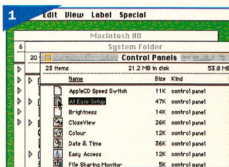
The files in which all the preferred working characteristics of your programs are stored.

## HOW TO USE AT EASE TO

### Setting your mind At Ease

As if the Macintosh Performa computers weren't simple enough to use already, Apple have also added At Ease. This means that, as long as he or she is old enough to move the mouse pointer and click the button, even a child can use it. Indeed this new feature has been designed specifically so that your children can use your Mac – without you having to worry about damage to any of your important folders and files.

The At Ease Setup is in the Control Panels folder in the System Folder (1). Double click on it (2) and then click on the right-hand 'radio' button (3) to tell your Mac that you will soon be using At Ease – this won't happen straight away, only when you choose Restart from the Special menu. But





# BEHIND YOUR PERFORMA

## Working with icons

When you first get your Performa up and running, everything on the desktop will be displayed in the form of an icon. Icons are simply a means of representing folders and files.

This is the 'friendliest' way to start and if your Mac is going to be used mainly for games, for instance, by all means stick to it. But if you are going to be typing lots of letters, doing the household accounts, transferring your address book, doing your homework... in other words filing and retrieving lots of documents, icons can become a real pain.

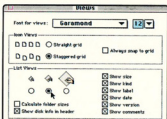
They take up more space in a window, their names can overlap and occasionally one icon can be completely hidden behind another. If you have a tidy mind this can be infuriating. Of course you can cure this easily enough using **Clean Up Window** in the **Special** menu, but constantly having to do so soon becomes tiresome as well.

But go up to the **View** menu on the **Finder** menu bar and try out some of the text options – they may be neat but they're not exactly exciting are they?

## Directories listed by icon

As you can see, the lists are tidier than the icons, but there are no pictorial hints about the function of the various items – the best feature of viewing by icon. So can you have the best of both worlds? Of course you can – here's how:

Click on the **View** menu on the top left of the screen, hold down the mouse button, scroll down until **Control Panels** is highlighted and release.



Now scroll down to find **Views** and double click on it. At the bottom of the window that opens is a section called **List Views**. Check the small radio button in the centre and you can view by list but with a small icon attached. Click on the right-hand button and the lists will contain large icons.

Whichever you choose, you'll immediately find your icons can be listed by date, size – whatever!

## Learning about hierarchies

Once you start using applications you'll discover that your Mac is already set up to put everything you save into a safe place – the **Documents** folder above your **Launcher** icon on the desktop. But after a while, this will begin to fill up with different personal files and you'll soon wish you'd organised it better.

So let's see how the Mac organises itself. When you changed the List Views you found the **Views** folder via the menu, but this was actually a short cut – let's go the long way round.

Open your hard disk's window and double click on the **System Folder**. Inside the next window double click on **Control Panels** and, inside that window, on **Views**. Your Mac automatically puts everything into a hierarchy of directories and sub-directories and, as you can see by taking this route, the **Views** panel is actually four levels down.

It's all perfectly logical and, if it works for the Mac, why not organise your own folders the same way?

Well, at least until you decide on a method that suits you better!

## Organising the sub-folders

When you're in a hurry it is tempting to call folders 'Urgent' or even 'Stuff', but you'll find it a real pain having to click on the arrow beside a folder every time you want to find out what's in it.

Far better to set up your folders with names reflecting their overall type and content.

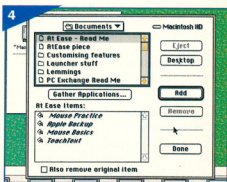
You might choose **Applications** for your word processing and/or accounts software, **Fun** for your favourite games, **Documents** for letters, and so on – and make the names of folders more specific as you get deeper into your sub-directory.

Suppose you have written a letter to your bank manager and you want to keep it for future reference. The obvious thing would be to put it in the **Documents** folder on your desktop and forget about it.

But instead, why not put it in a folder called **Bank** containing all your other letters to your bank, inside a folder called **Letters**, which you can put inside the desktop **Documents** folder?

This way you'll have no problem finding any of your correspondence in future.

# MANAGE YOUR MAC WITHOUT HASSLE



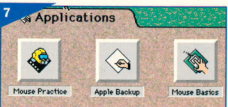
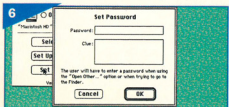
first, there are a few other options which we need to work through.

The **Select Items** window (4) allows you to decide which files and programs the **At Ease** user will be allowed access to. These can be added and/or removed until you are satisfied that you have made the right choice – then click on **Done**.

The **Set Up Documents** window (5) enables you to decide whether your user

should be able to create a new button for any document saved, or whether they have to save to a floppy disk – in other words this lets you deny them access to your hard disk.


Following through on this security theme, the **Set Password** option (6) can prevent a user from getting back to the **Finder** without the right password. However, if, for instance, Mum sets up a password in the absence of Dad, she can leave a clue in case he needs to



get to some important files. But this does assume that Dad is more likely to work out the answer than his precocious offspring...

Finally, shut down any windows left open and don't forget to choose **Restart** from the **Special** menu – or none of your careful planning and choosing will have the slightest effect. Once you've restarted, your Performa will offer you (or the kids) the **At Ease menu** (7). Finally, a good tip to save time is to drag aliases into the **At Ease Items** folder in the same way that you add aliases to the **Launcher Items** folder.


# SPEEDING UP THE WAY

Clicking on the  icon in the menu bar and selecting Finder Shortcuts will reveal five pages of useful tips. But that's just for starters – here's a selection of further shortcuts that'll help speed up the way you use your Performa


## View

If you prefer to view windows by icon or small icon, but would still like the contents listed alphabetically, for instance, you can use the **View** menu at the top of the screen. First list the contents by name, then go back to viewing by icon and then hold down **[option]** and go into the **Special** menu. The **Clean Up Window** will be replaced by **Clean Up By Name**. If the view by icon had been by size before, this process will offer **Clean Up By Size** in the **Special** menu.


## Labels

You don't have to use the labels already provided, you can customise them using the **Labels** control panel (in the **System Folder** or via the  menu).

## Apple menu

To find out how much memory an application is using choose **About this Macintosh** in the  menu.

## Close Window

To close the active window you can type  **[W]** instead of clicking on its top left box. Hold down **[option]** while doing either and all the windows on the screen will close.

## Active window listings

If the active window contains so many items that you have to scroll up and down to see what's inside, you can find a folder or file fast – simply type the first letter of its name.


In a window listed by name, if you are looking at the **Cs** and you want to go to the **Ts**, type **[T]** and you'll be taken to the first item beginning with **T**. Thereafter the **[tab]** key moves you down the list one at a time while **[shift] [tab]** moves up. To go to the end of the list, press the **[~]** key.


## Arrowheads










If you are using the arrowheads to view the contents of folders without opening new windows, and you want to see the contents of any folders within that folder, hold down **[option]** when you click on the arrowhead.

## Desktop


This is the Desktop where all your windows, folders and files are displayed. You don't need to close windows or folders before you switch off your Performa – when you turn on your Mac again they'll be exactly where you left them.

You can change the background pattern and typeface and size of all the characters through the **Control Panels** files in your  menu.

 **File Edit View Label Special**

System Folder			
44 items		28.1 MB in disk	46.9 M
Name	Size	Kind	
 Apple Menu Items	–	folder	
 At Ease	102K	document	
 At Ease Items	–	folder	
 Clipboard	2K	file	
 Control Panels	–	folder	
 AppleCD Speed Switch	11K	control panel	
 At Ease Setup	47K	control panel	
 Brightness	14K	control panel	
 Capture	54K	control panel	

## Selecting and moving files

If you want to select all the items in this window to move them to another location, hold down the  key and press **[A]**. Alternatively you can hold down the mouse button and lasso them.

If you want to group-select items from different folders, you don't have to open lots of windows first. Open your hard disk window and use the arrowheads to reveal the items you want – then click on them with **[shift]** held down.


# YOU USE YOUR MAC

## Menu Bar

This is the menu bar which contains your pull-down menus.

## Active Window

The active window is always the one with the stripes on either side of its name.

You can move windows by dragging their title bars. To move one without activating it, hold down the  key while you do so.

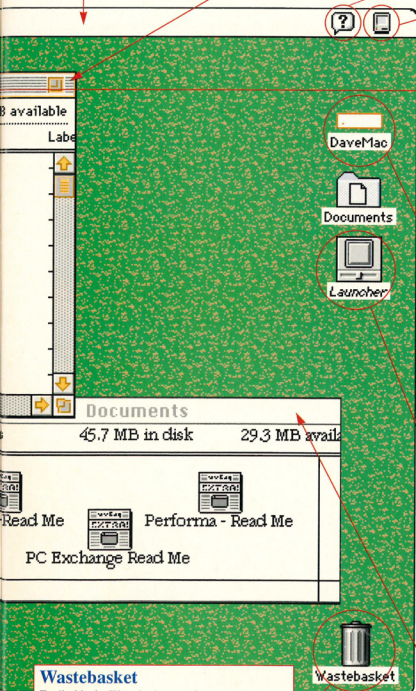
## Help

To get instant help about any part of your Mac's operating system, click on the ? icon and choose **Show balloons**. Many applications offer help features this way too.



## Applications

If you want to keep the contents of a window quickly available but without having its window open, you can hide it instead of closing it. The applications menu on the top right of your screen enables you to hide the window of the application you're using, or hide all the other windows instead.

Use **Show All** if you lose track of how many programs are currently available.



## Sub-directory name


If you lose your way deep in a sub-sub-directory, hold down  and click on the active window's name. A list drops down and beneath the name of your current folder will appear the name of the folder it's in, and then the name of the folder that's in, and so on – with the name of your hard drive at the bottom. To move up and down the list, run the pointer up or down and release over the name you want. If you hold down **[option]** as well as  when you do this the old window will close as the new one opens. If all you want to do is get back to the desktop, click on your hard drive icon.

## Hard Disk


This is the icon representing your internal hard disk. Any other storage devices you have connected to your system, including floppy disks, will also appear beneath it as icons too. Any of these icons can be renamed at any time simply by highlighting its name and typing over it with your new text. Double clicking on the hard disk icon at any time will open its window irrespective of how many other windows may be covering it.

## Alias Icons


Because an alias is only a shortcut to the real thing you can make more than one alias of a folder and keep them in different places. One could be listed by date, say, and the other by type. Since both aliases lead to the original, making changes from either location always updates the document.

If you want something to be ready to use every time you turn on your Mac, put an alias of it in the **Startup Items** folder (in your **System Folder**). If want to access a program through your  menu, put an alias of it in the **Apple Menu Items** folder (once again, in your **System Folder**).

## Passive Windows

If you click on an item in a window that isn't active, that window won't be activated unless you release the mouse button while the pointer is still inside the window. This means you can drag something out of a window without having to activate it first. If you want to take a copy of an item to another window, hold down **[option]** when you drag it to the new window. The original will be left behind and a new version created in the destination window. Alternatively, make a copy of the item using  **[D]** (or **Duplicate** in the File menu) and then drag that wherever you want it.

## Wastebasket

To disable the Wastebasket warning permanently (are you sure?) click on the Wastebasket icon, type  **[I]** (or go to **Get Info** in the File menu) and turn it off using the check box on the bottom left of the information window (are you sure you're sure?).



## Creating your folders

Click inside your Hard Disk's window and create a new folder by typing **[N]** or selecting **New** from the **File** menu. A new folder will appear called 'untitled folder' with the type reversed (white on black) to show that the folder is selected, and with a border around the name to show that the name box is activated and ready for you to type in a new name.

Any folder can be re-named by clicking once on the folder and then once on the name, waiting for the border to appear, typing in the new name and then clicking anywhere else on the desktop.

## Working with folders

If you click on a folder twice it will open to reveal its contents.

To alter the size and shape of the resulting window, click on the bottom right-hand corner and drag. If you want to enlarge the window to its maximum size, click on the top right-hand corner – the zoom control. To revert to the original size and shape, click on this again.

If you want to browse through a particularly crowded window (that of your System Folder, for instance) you can either click either side of the square box in the scroll bars down the right and across the bottom of the window, or click on the slider and drag it.

Finally, to close a window, click on the box in its top left-hand corner.

A way of viewing the contents of a folder without opening its window is to click on the arrowhead beside it. The arrow head will turn through 90 degrees (as if pointing down) and the contents will be ranged below and indented. Clicking again on the arrowhead reverses the process.

Although the Mac will let you create folders within folders as deep as you care to go, keeping them all open at once uses up precious memory and can get unnecessarily complicated.

You can get round this either by holding down the **[option]** key each time you open another folder so that the previous window is automatically closed, or by clicking on the arrowheads beside each folder. Needless to say it's best to limit yourself to layers of about five folders deep and think up new names and categories.

## Filling your folders

You don't have to open a folder in order to put something into it. You can drag another item across the desktop with the mouse key held down, position it over the closed destination folder and release the key. The dragged folder or file will then disappear inside. However, since a closed folder presents a smaller target than an open window it is probably better to open the destination folder first.

Otherwise you may accidentally put the dragged item in the wrong place and have to go looking for it.

## ...and throwing them away!

Of course, half the chore of keeping any desktop tidy is throwing away items you no longer have any need for. And that's where the Wastebasket comes in.

When you first turn on your Mac you always find at least two icons showing, the one for the hard disk and the Wastebasket.

If you have an unwanted folder or file simply drag it over the Wastebasket icon, which reverses to show it has been activated. Release the key and the item will disappear into the Wastebasket, which bulges to show that it is no longer empty.

However, all is not ruined even if you throw away the wrong folder or file by mistake because the Wastebasket, which you can open by double clicking just like any other icon, retains the discarded items – even if you close down and switch off the machine.

To remove items in the Wastebasket permanently you must click and hold on the **Special** menu and scroll down to **Empty Wastebasket**. Even then you have a chance to change your mind because your Mac has been set up to display a caution box.

This can become irritating after a while. If you are *certain* that you know what's in there and *determined* to throw it away, hold the **[option]** key down when you scroll down the **Special** menu and release on **Empty Wastebasket**.

However you decide to work, make a habit of creating back-up copies of important work because, one day you're bound to throw away the wrong folder!

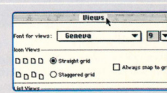
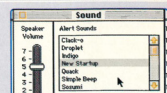
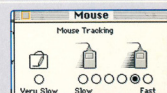
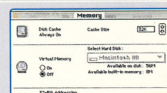
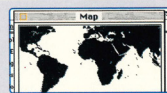
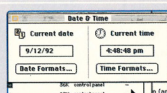
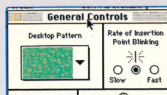
# FINE TUNING AL

With most computers the very idea of messing about with the way it's been set up would be madness. You'd be asking for trouble – and you'd get it in major heaps.

But part of the Mac's special strength and, indeed, a large part of its appeal, are the on-board facilities which allow you to tinker away at its various system characteristics.

Here we'll be looking at its **Control Panels** and the multitude of options they offer for making your Mac look and work the way you want it to.

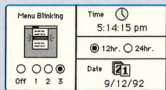
First open your **Control Panels** via the **Apple** menu...



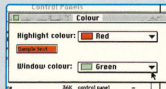
Extra Control Panels can also be obtained – many of these are 'shareware', where you pay only a minimum fee of, say, a fiver to the author, or 'public domain' where the software is free.

Extra Controls include facilities to add and assign different sounds to system activities – like ejecting a floppy, and more useful utilities like permanent clock displays on your menu bar.

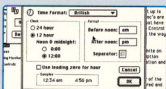
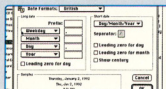
# CONTROL YOUR MAC'S CONTROLS



**General Controls:** Here you can set the time and date (and choose 12- or 24-hour clock options). You have a choice of 12 background patterns (wallpaper) for your desktop. If you've noticed that menus blink when selected, like cursors, this is where you determine how fast they should be.

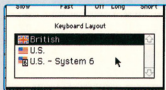


**Colour:** This sets the highlighting colour (when typing in a new name for a folder for instance) and the colour of the title bar for any windows you open. Grey and gold is a restful choice, whereas red and green could be hard to live with.

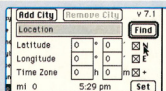


**Monitors:** Here you choose how many colours (or shades of grey) you have on screen – all the other stuff is for people with more than one monitor.

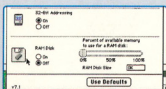
**Date and time:** Your Mac has already been set to give dates in the British format (Americans list the month before the day, followed by the year), but you can change the way this is displayed if you prefer. Date formats are above right, time formats to the right.



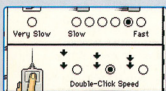
**Keyboard:** Not much you can do to this, surely? Well, you probably won't want to use one of the American Keyboards (which give you a # when you were expecting a £), but you might like to change the **key repeat rate** and/or **delay until repeat** – depending on how quickly you type.



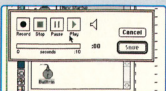
**Map:** This is fun. Do you know where Magnolia is? Type it in and see. To find out which cities are listed hold down the **[option]** key and click **Find**. To add a new city, type its name, click on the map to show where (you think) it is and click on **Add City**.



**Memory:** It's not a good idea to fiddle with these unless you know what you're doing – although you can speed up certain aspects of how your Mac runs it is always at the expense of memory use in another area. So, always check your manual first.



**Mouse:** Just as with the key repeat rate in the Keyboard panel, you can alter the click speed of your mouse, as well as how fast it travels across the screen. It's best to set it to move faster as soon as you get better at controlling its pace.



**Sound:** Apart from the sounds already provided, you can add your own new ones by clicking on the **Add...** button. Hours of fun for all the family...



**Views:** This is where you decide what font the finder uses to display folder names and so on, how big the type is, and how you will list and display icons and/or folders within windows on the screen.

## TIP

You are not limited to only those Control Panels which come ready installed; you can buy others from software companies – check the ads in MacFormat!



**Numbers:** Here you choose how you want numbers to be displayed in any of your documents. This includes monetary symbols too.

## TIP

If you want to speed up the rate at which your screen updates its information, try switching to straight black and white rather than using colour or grey scale options.

## TIP

You can also set the time using the **Alarm Clock** in the menu. When the time appears click on the tiny icon to the right of it and then type in the new time.



**Easy Access:** If you are a poor typist, or physically restricted, this menu enables you to use the keypad instead of the mouse, slow down the response of the keys, and type key combinations in sequence instead of simultaneously.

## TIP

If you get yourself a painting program you can copy and paste the map into it, colour it in, and then paste it back into the panel window.

## TIP

You can also see how far ahead of Greenwich Mean Time a location is by clicking on its position and then on Time Zone.

## TIP

Setting up a disk cache allocates memory to remembering recent activities, like saving a file. But this will affect the number of programs you can run simultaneously.

## TIP

From the Finder you can also see how much memory a program takes up. It's in the **About this Macintosh** item under the menu.

## TIP

If you are using a drawing or painting program you might be better off with a 'slow' mouse.

## TIP

If you find your mouse isn't moving very evenly, unhook its base and check the rollers either side of the rubber ball. These often clog up and can be cleaned with a paper clip.

## TIP

Ten seconds of someone talking into the microphone takes up over 200K of memory. Too many sounds can soon give your Mac indigestion...

## TIP

Look out for a copy of SoundMaster, a control panel document which lets you assign different sounds to things like shutting down, inserting disks and chiming the time.

## TIP

Changing the font can be fun but it does give your Mac more work to do. If you think your screen is redrawing more slowly, switch back to the default of 9pt Geneva.



**CloseView:** Offers a way of magnifying a part of your screen (and viewing it white on black, if you prefer). The keyboard shortcuts are worth learning – especially **[option]** **[F]** which turns this facility on and off.



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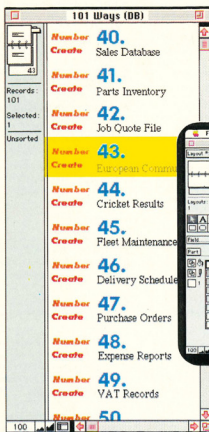
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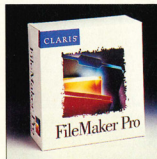
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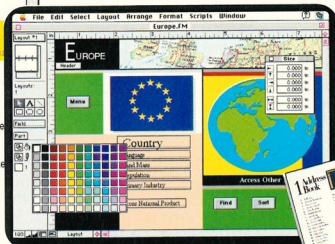


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# MAINTAINING YOUR FILES

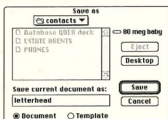
Looking after your files is the key to effective desktop management. So what should you do to make sure you don't misplace or – heaven forbid – lose them altogether?

## Save Safely

When you've just created a new document in an application, the file it comprises is residing entirely in memory and is therefore extremely vulnerable to crashes or power failures. There's no way round this other than to save your work immediately.

It's best to get into the habit of saving work as soon as it's created and regularly saving after that – the more often the better.

When saving for the first time you will be asked for a name you wish to identify the file by. Choose a distinctive name, and place it in the desired folder by



navigating the dialogue box as shown over the page.

Don't worry if you try and save it for the first time with a name you've already used – you'll be confronted with a dialogue box asking if you want to replace the

Replace existing  
"letterhead" ?

Cancel

Replace

existing name. Just click on **Cancel** and choose a different name instead.

Once saved for the first time, each successive Save will automatically overwrite the existing file and update it.

Regular saving has an added advantage in that it means you can experiment with the look of a word-processed letter or, say, a series of formulae on a spreadsheet, and if all fails, simply revert to the last version saved.

Saving isn't all you need to do: you should also back up important files – either with a different name in a different folder or onto floppy disk (see over the page).

Unfortunately, there's no such thing as being too careful.

## Make Aliases

The best way to gain quick access to your regularly-used folders and files is to create aliases and place them in your Apple Menu Items folder. This makes them always available under your menu.

But creating aliases also has an added advantage in that they're perfect for developing 'templates'. For instance, you can run your word processor and enter the details of your letterhead layout – plus a standard 'Dear Sir' and 'Yours Sincerely' – before saving it as, say, 'personal letterhead'.

You can then save this file into a new folder called 'templates' and make an alias of it to add to your menu. Then, each time you want to write someone a letter, all you have to do is load up the alias – which automatically calls the word processor – write your letter, and use **Save As** to give it its own unique name. You've then preserved the original template which can be saved to floppy.

## Don't Lose it

No matter how proficient you get at using your Mac you'll always forget where you've secreted a file away. That's when [F] comes to the rescue (or select **Find** from the **File** menu).

As long as you can remember what you called the document (or the first three or four letters of its name) simply type this into the box containing the cursor and click on the **Find** button – your Mac will do the rest.

If this doesn't work the first time try a few variations in the spelling or spacing of the name.

If you still can't locate it or you simply can't remember its name, all is not lost – as long as you can remember something else about it!

If you click in the **More Choices** box and then on the **name** and **contains** panels you will be given a wide range of possible parameters – with any luck you'll find something to jog your memory.

Typing [G] will continue a search for any duplicated 'finds'.

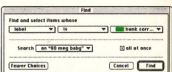
## Use Labels

Another way to 'name' a document so you don't lose it is to give it a label using the **Label** menu.

It's very useful if you have a group of files which are connected with one project you're working on but you don't wish to put them all in the same folder.

Items in the **Label** menu can be customised by calling up **Labels** in your

**Control Panel** folder and changing Project 1 to one of your own suiting. Then a number of files labelled with this project name can all be found simply by executing a **search by label**, and clicking on the **all at once** box.



## How to create aliases and speed up your work

Suppose you want fast access to your personal accounts – say you're really organised about your bank balance and update it every time you make a withdrawal of any kind. A ludicrous possibility perhaps, but still...

The best way to stay up-to-date is to make an alias of the file and store it in your **Apple Menu Items** folder. Once you've created it, you can use **Get Info** from the **Finder's File Menu** and click on the **Locked** box in order to make sure it's never accidentally deleted. But even if you forget to do this, don't worry. Aliases aren't really files at all – they're simply signposts telling the computer where the original is to be found.



First of all, select the document you wish to flag with an alias by clicking on it just once to select it



Then highlight **Make Alias** in the **File** menu of the **Finder** which will produce a highlighted alias in the same folder as its original



Click on the arrowhead by the side of your system folder to open it and drag the alias into the **Apple Menu Items** folder



Rename the alias as **@accounts** and check that it's appeared in your menu – you should find it right at the top



# ALL YOU NEED TO KNOW A

## THE INS AND OUTS OF COPYING...

Floppy disks come in two forms – standard density (which are capable of storing 800K of data), and the 1.44Mb high-density disks. The latter are more cost-effective.

On both disks there is a small tab which can be opened or closed across a hole in the case. Keep this open if you don't want to be able to erase the disk's contents.

All floppy disks are prone to corruption. So you should bear the following safeguards in mind when using them.

For starters, don't rest them on top of your monitor – radiation is fatal to a floppy disk.

Don't touch the actual surface of the disk either, because sticky fingerprints are another killer.

Also to be avoided are extreme heat or cold, dust, liquid, and, of course, excessive physical violence!

## Making back-up disks of new software

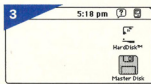
When you buy new software it's vital that you make a copy of the disks, so you have a replacement if they get damaged. This is quite easy, but involves swapping a few disks. You'll need to have a blank disk ready.



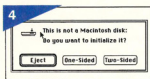
To make a back-up of the disk, first insert the original in your Mac.



Eject the disk by clicking on it once, then choosing **Eject** from the **Special** menu. Do not drag it to the Wastebasket.



This will leave a greyed-out 'ghost' of the disk icon. Now insert your blank disk.



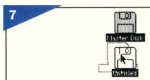
If it's a new disk, click on **Two-Sided** in this dialogue box. If it's a high-density disk, click on **Initialize**.



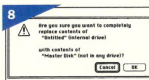
There's nothing on the disk yet, so it's OK to click **Erase**.



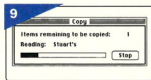
Give the disk a name if you like; the default name is 'Untitled'. You can always change it later if you prefer.



Now drag the greyed-out **Master Disk** icon on top of the **Untitled** disk. The colour changes when it's right.



That's exactly what we want to do, so click **OK**. The Mac will now ask you to insert the disk called **Master Disk**.



This bar shows how far the copy has got. When it has finished, you have your backup copy.

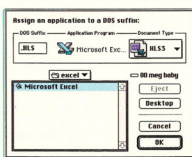
## USING IBM PC DISKS

If you happen to own or have access to an IBM PC-compatible (perhaps they have one at work), you can use PC-formatted disks with your Performa. However, there are a few points to bear in mind.

Firstly, the traffic is strictly one-way – you've got no hope of persuading a MS-DOS machine to read a Mac disk.

And second, you'll only be able to load PC data files into your Mac – there's no point in trying to get an application like Lotus 1-2-3 for the PC to work on your Mac. (Just buy the Mac version instead!)

So, for instance, you could load a WordPerfect file – a report, for example – created on a PC straight into your machine. This is because your Mac's floppy drive can read PC disks directly and will



recognise their presence on your desktop as icons, using its built-in **PC Exchange** software. But double-clicking on them won't have any effect until you've configured **PC Exchange** to recognise them.

This is achieved by running **PC Exchange** from your **Control Panel** folder and entering the correct suffixes for the PC programs. Suffixes are the three-letter extensions

you get with PC files – say **letter.doc**, **accounts.xls** or **records.dbf**. You can tell **PC Exchange** to look out for any files appearing on the desktop with the **.doc** suffix and to load them automatically into **ClarisWorks** as word processor files when they're double-clicked. This simple job done, the world of Windows, OS/2 and all the other PC platforms is yours...

Telling **PC Exchange** to recognise PC data files so they can be loaded straight into a Mac application just involves matching up the DOS suffix with your program

## HOW TO BREEZE Y

When you are in an application – a word processor, for instance – you can still access other areas of your hard disk without having to **Quit** that application. A very simple example of this follows, but all dialogue boxes work the same way.

Suppose you are typing something in **TeachText** and you decide to save it. The first time you **Save** (⌘[S]), or decide to save under a different name using **Save as...** (⌘[S] with the [option] key held down), you will be presented with a dialogue box as shown in (1). The default folder is 'Documents', shown in the bar above the window which lists its contents. The bar is a menu (you can tell by clicking and holding on the arrow on the right). The name 'Untitled' is highlighted and you can change this name right now. However, it's sometimes better to look at where you are going to put a file before choosing a name for it – to make sure you don't choose one that's been used already.

Since your Mac has been set up to put all newly-Saved documents into the 'Documents' folder, we might as well use this facility. As you can see there is already a destination folder called 'Printer feature'. Click on this to select it, then click on **Open** to see the folder's contents.

Now, if you wanted to access the **Symantec GreatWorks** folder from inside **TeachText** (that's where

# ABOUT FLOPPY DISKS

## Copying files to floppies

If you can, get into the habit of saving important folders and files on to a floppy disk at the end of each work session, whether you've completed that particular project or not. And if the document is something really vital – the original disk(s) for your favourite game, for instance – it's worth making two copies.

Backing up a single file is simply a matter of inserting a floppy disk and then dragging the file onto the floppy icon.

Similarly a number of files can be transferred together. If they're all in the same folder you can either: use the key combination **⌘ [A]** to select all the files; drag a box around them with the pointer by holding the mouse button down; or choose **Select All** in the **Edit** menu.

Then drag them onto the floppy. If the files to be copied are in different folders, open the folders concerned and highlight the first file by clicking on it once, then hold down the **[shift]** key and click once on the others. Then drag the selection onto the floppy disk icon, just as before.

## Copying files from floppies

As well as creating material on your Mac you can import it using a floppy disk.

To put the contents of a floppy on to your Mac, insert the disk, and double click on the floppy's icon (which always appears just below your hard disk icon).

Its window will open and all you have to do is simply drag the required items across and into the folder of your choice.

If you drag something from a floppy onto the desktop instead of into a folder, it won't be copied and its icon will disappear along with the floppy icon when the floppy is ejected.

If you want to move only some of the items (but less than half of the total) you can select the ones you want by clicking on them while holding down the **[shift]** key.

But if you want to move more than half it may be quicker to **Select All** and then de-select the ones you don't want – again by clicking on items while holding down the **[shift]** key.

## Duplicating floppies

As long as you have plenty of high-density floppy disks to hand, making a back-up copy of your System Folder (five disks required) or all the files on your hard disk (11 disks needed) is easy – just double-click on **Apple Backup** and follow the instructions. But suppose you want to make a back-up copy of your favourite game? You could copy all the items you need from the floppy onto your hard disk, eject the floppy, insert another blank one, and drag all the items onto it – remembering to throw away the now-unnecessary folders from your hard disk.

However, the Mac does offer a better way of doing this, using the **Eject** option and the ghostly 'greyed-out' icon of the original disk – as illustrated in our step-by-step guide to making back-ups on the facing page. This method isn't necessarily any quicker than copying files backwards and forwards between hard disk and floppies, but you do get an exact replica – and there's no risk of forgetting a vital folder or over-cluttering your hard disk.

## Ejecting floppies

Once you've got the hang of the basics of using a Mac, most operations become intuitive.

The big exception, and something that sometimes worries new users, is the recommended way to eject a floppy disk from your Mac – by throwing it in the Wastebasket!

But don't panic. When the Wastebasket is used to throw away a word processing document, for example, what it actually does is give it a new name which tells the machine that it can now write over it.

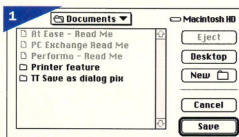
That's why accidentally deleted documents can often be retrieved using the appropriate software. *FileSaver* is such a utility and is well worth tracking down – check out *MacFormat* for details of where to obtain it.

However, when you drag a floppy disk icon over the Wastebasket, the Mac's operating system immediately recognises that this is not a file, folder or icon and the eject mechanism is triggered instead. So, in this case the Wastebasket is simply acting as a sign that says 'Way Out'!

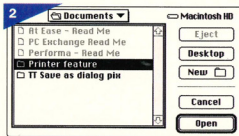
# OUR WAY THROUGH THAT DIALOGUE BOX

you started, remember) you could do so by clicking on it and then on **Open**. However, in this case you simply need to put your new document somewhere safe. Click to the left or right of **Untitled**, drag the mouse across to highlight it, type the new name in and click on **Save**. Job done.

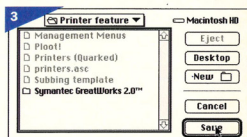
Of course you don't have to put everything into the Documents folder. If, at stage two, you click on the **Documents** menu you can get back to the Desktop, and from there to your Hard Disk (or even the Wastebasket, if you prefer). You can also go straight to the Hard Disk by clicking on its icon. However, if you use this method to put a document somewhere other than in the **Documents** folder you'll have to go through the same performance – finding your way there from **'Documents'** every time. **mf**



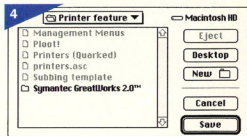
The dialogue box produced the first time you **Save (⌘ [S])** in TeachText – as you can see the default is to the Documents folder, which is shown on the menu title



When we click on the 'Printer feature' name, it shows in reverse (white on black) to indicate that it has been selected. Then, clicking on the **Open** button gives us...



...this new dialogue box, showing the contents of 'Printer feature'. The folders are greyed out but Symantec GreatWorks is shown in black to indicate that we can access that application if needed



In fact, we have decided to save our document here among all the other 'Printer feature' folders, so we give it a name and then click on **Save** – it's that simple!

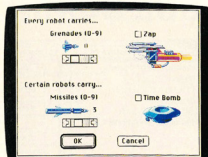


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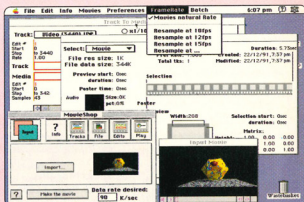
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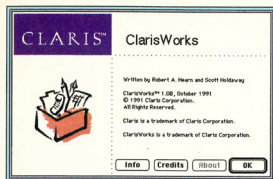


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Movies or MIDI, word processing or DTP, *MacFormat*'s expert advice sections will help you get the best from your software

# ISSUE ONE ON SALE MARCH 4



Your Mac Performa comes bundled with a versatile program called *ClarisWorks*, capable of processing words, pictures, numbers, and more. We show you how to set about getting the most from it

# PUTTING YOUR MAC TO WORK

## Word processing

The word processor module is the one which is selected by default when you create a new document. Although in some ways it's not the most versatile – that honour goes to the graphics module – it's certainly the one that you'll be using the most.

You will notice when you create a word processing document that you are presented with a cursor flashing in an area of the page denoted by a grey (or dotted) line. This area is the part of the page on which you can directly place text (although there are ways around this, which we will be looking at later).

If you find that the text is too

close or too far from the page edges for your liking, you can alter the margins via the **Document...** option in the **Format** menu. This dialogue box has some other options, too – we'll come to them later.

When you start typing, the text is likely to be in a style of text (or 'font' called Helvetica. To change this, just select a new font from the **Font** menu. You can also change the size of the text, from the **Size** menu.

'Leading' is a term which refers to how close together lines of text are. Too close and the page looks very 'dark' and crowded, too far apart and it can

look too spaced out. The leading is controlled by clicking on the two small icons in the ruler next to the text which says '1 li'. This means that the text is currently set at a standard, single-line spacing. If you want your text one-and-a-half or double-spaced, just click on the right-most of the two icons to increase the spacing. If you're not happy with that, clicking on the left-hand icon will reduce the spacing again – down to a minimum of single-line.

This is all very well, but what if you want a spacing that's a bit more than one line, but a little less than 1.5? No problem. Click on the actual text **1 li** and you'll see that it changes to read **16pt**. Pt is short for 'point', and is a measurement of type size. Now, clicking on the 'increase leading' icon will increase the spacing by 1pt each time – and you'll find that you can reduce the spacing to as small a value as you want, too, although the results might not always look too good.

### Alignment

When you first create a document, any text which you enter will automatically be left-aligned – that is, the each line will start at the left-hand margin, but the lines won't all reach the right margin. To change this, click on one of the alignment icons on the ruler

**C**larisWorks is an extremely powerful piece of software. With it you can write letters, draw pictures, work out your accounts, keep track of data and even communicate with people on the other side of the world. But, as with any computer program, you can only get the best out of it if you experiment and try out new things. To help you do that, over the next few pages we'll provide some tips and tricks for getting the best out of the different modules of the program, and suggest ways that you can usefully link documents from the different modules together.

The technical term for a program like *ClarisWorks* is an 'integrated package'. Which begs the obvious question: what, exactly, is an 'integrated package'? Essentially it's one

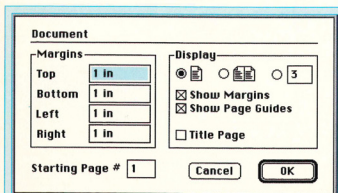
while your text cursor is within the paragraph you want to change (or, if you want to change the whole document, type **⌘ [A]** to select all the text first). In order, the icons are **align left**, **centre**, **align right** and **justify** (which makes all the lines of text the same length by adding small spaces between the words on the shorter lines).

This is the easiest way to type your address at the top right-hand corner of a letter – just select the **right align** icon and type away. Your address will automatically be put in the correct place. Just select either **justify** or **align left** when you want to start typing the main body of your letter.

### Tabs and such

Everyone who has used a typewriter knows what a tab is – it allows you to indent different lines to the same position. All decent word processing programs allow you to set tabs, and *ClarisWorks* is no exception.

A new document already has tab-stops set up every half inch across the page – try hitting the **[tab]** key on your keyboard a few times and watch the cursor move to its new position. But it's easy to customise the tab settings, using the tab icons on the ruler. The most common tab is the **left-aligned** one – the left-most one



This is the **Document...** dialogue box. You'll be seeing quite a lot of this one, as it's available from all of the modules. Sometimes you will see that some of the options are 'greyed out', indicating that they are not applicable under the current circumstances



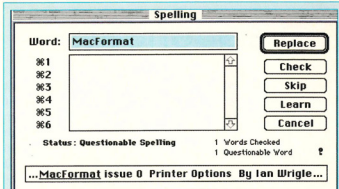
program which provides functions that would normally only be available if you buy several different programs. *ClarisWorks*, for instance, has word processing, spreadsheet, database, graphics and communications modules – so, in effect, you've got five programs for the price of one.

Of course, there are some drawbacks to this idea of integrating different functions into the same program. The main one is that none of the modules is likely to be as sophisticated as a program dedicated to only that task. But on the other hand, few people will use all the functions provided by – for instance – a £290 word processor, and there is no point in paying extra for functions that you'll never use.

*ClarisWorks* is, in fact, a remarkably sophisticated program, which has won a great

deal of respect from the Mac community since it was first launched. It helps that the program has a good family pedigree: the word processor is based on *MacWrite II*, the graphics module on *MacDraw*, the spreadsheet on *Resolve* and the database on the best-selling *FileMaker Pro*, all of which are excellent products sold by Claris. Indeed, this gives *ClarisWorks* another advantage: if you find that you need more features than *Works* offers you, there is a stand-alone program available in each area which looks and performs just like the program you've been using – so you won't have to learn a whole new set of commands.

The key to learning how to get the best out of *ClarisWorks* is to experiment. As long as you save your work regularly, you won't lose any data by trying new things



The spelling checker is available in all modules, and very useful it is too. Here we've clicked on the little flag at the right-hand side of the dialogue box, so it's showing us whereabouts in the text the suspect (or 'questionable') word is to be found

out, and you might just surprise yourself with what the program can do. It would be entirely possible to run a small business using just a Mac running *ClarisWorks* – from designing your logo and creating letterheads to keeping customer records and working out your accounts.

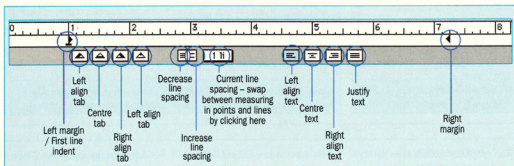
On the next few pages, we'll look at how to use the basic features of *ClarisWorks*, and provide some hints and tips on less-obvious features. So, without further ado, let's press on!

## The basics

There are some aspects of all the different modules (with the exception of the comms module) which are identical. For example, to change the magnification of a document, click on one of the two 'mountain' icons at the bottom left of the window; one magnifies the view, the other shrinks it (so you can see more of the page). A number to the left of the two icons shows the current magnification factor – clicking on that number cycles between the current magnification and 100%. If you want to view a document at a specified magnification, simply select **View Scale...** from the **View** menu.

The icon to the right of the 'mountains' displays or hides the toolbar. This is initially visible only in the graphics module, but can be shown in the spreadsheet and word processor if you wish. (Clicking it in the database module hides and shows the database's own special toolbox.)

The spelling checker is present in most of the modules – it's accessed via the **Edit** menu. From there you can check the spelling of your document, or call up the thesaurus. When you're in the spelling checker, clicking on the small flag at the bottom right of the dialogue box expands the window to show whereabouts in the document your misspelling occurred – which can be very useful for making corrections.



on the ruler. This emulates the tab settings on a typewriter; to set a tab, just click on the icon and drag it to the measurement line on the ruler. Once it's in place, you can slide it about to place it in exactly the right position.

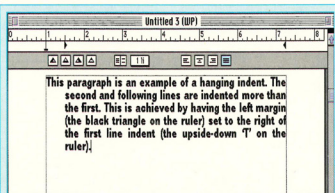
The other tab types are **right aligned**, **centre aligned** and aligned on a **decimal point**. These can all be useful in certain situations, and the decimal alignment is superb for aligning columns of figures, as shown in the illustration below.

If you start every paragraph with an indent (most people do – the text in this magazine is an example), there's a way of avoiding having to hit tab every time. Take a look at the ruler: at the '0' position there's a black triangle pointing right, and what looks like an upside-down 'T'. If you select a paragraph, then click on the upside-down T and drag it right, you will see that the first line of your paragraph has been

indented automatically. Now, every time you hit [return] and start a new paragraph, it will automatically be indented.

You can use this technique to create 'hanging indents' – paragraphs where all but the first line is indented. To do this, first select the paragraph which you want to apply this effect to. Now drag the indent marker on the ruler to the right an inch or so,

putting it out of the way – don't worry that your first line becomes indented. Now click and drag on the black triangle, which marks the paragraph's left margin. Drag this half an inch or so to the right, let go and you'll see that the whole paragraph is indented. Now all you have to do is move the indent marker back to the '0' position – and your hanging indent is complete.



A hanging indent in action. These are ideal for writing scripts or for making lists where the items go over more than one line. Look at the positions of the black markers on the ruler (and refer to the instructions above) to find out how this one was constructed

# Spreadsheets

Spreadsheets are not only useful to business users; they can be handy for working out just how you spent all your money last month, what would happen to your monthly accounts if you got a rise, what your mortgage payments should be, and hundreds of other things.

When you create a new spreadsheet document, it can look a bit daunting at first. But just think of it as a giant piece of

ruled paper, and remember that to type in to any one of the squares, you have to click on that square first. Into each square you can put a number, some text, or a formula – which means that the Mac will take your data and perform a calculation on it. Each square, or 'cell', is referred to by a letter and a number – so the top-left cell is A1, the one immediately to its right is B1, and a cell three across and four down is C4.

File Edit Format Calculate Options View						
Example spreadsheet (\$\$)						
A13	x	y				
A	B	C	D	E	F	
1 Wages						
2						
3 Mortgage						
4 Electricity bill						
5 Gas bill						
6 Food						
7 Credit cards						
8 Car loan						
9						
10 Remaining						
11						
12 Savings this month						
13						

The ClarisWorks spreadsheet is perfectly capable of managing your home accounts. In our example here, we have typed in the text for the payments we will be using...

The easiest way to demonstrate how to use the spreadsheet is to create an example application – let's say, one showing your monthly income and outgoings.

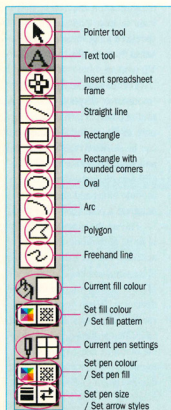
Start off by creating a new spreadsheet document. Click in cell A1 and type the word **Wages**. Hit **[return]**, and you'll see that the word appears in the cell. Click in C1 and type **Mortgage**, D1 and type **Electricity bill**, and so on until your spreadsheet looks like the left-hand illustration below. You'll see that the words

'Savings this month' seem to spread over into the next cell along. Don't worry; this is not a problem. To stop it happening, move the cursor up until it's between the column headings A and B. You should see it change into a solid black bar with a small arrow on either side. Click and drag a little to the right. You are actually changing the width of the A column – a dotted horizontal line shows you the new width. When you've moved it far enough to the right so that the words will all fit, release the mouse button.

File Edit Format Calculate Options View						
Example spreadsheet (\$\$)						
B10	x	y				
A	B	C	D	E	F	
1 Wages	700					
2						
3 Mortgage	300					
4 Electricity bill	45					
5 Gas bill	25					
6 Food	70					
7 Credit cards	50					
8 Car loan	97					
9						
10 Remaining						
11						
12 Savings this month						
13						

...closely followed by the appropriate figures for a particular month (remember that you need to click in a cell before you can type in it). And now it's time for the formulae

# Graphics



The graphics module is probably the most versatile of all the modules in *ClarisWorks* – not only can you draw with it, but you can also use it as a basic page layout program to produce brochures or newsletters.

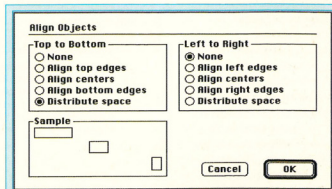
First things first, though. Create a new document of type **Graphics**, and have a play with the tools on the left-hand side of the screen (avoiding the top three for the moment). Click on a tool, then move the cursor to the main drawing area, click and see what happens. For things like the rectangle and oval tools, you click and drag to make an object of the size you want.

Now select the oval tool and start to draw an oval by clicking and dragging, but hold down the **[shift]** key at the same time. See what happens? The oval is forced to be a circle. Likewise, holding the **[shift]** key down when drawing a rectangle will force it to be a square. This is called 'constraining' the shape. It works with the line tool, too.

Just below the shape tools are the **Fill** and **Pen** controls – which control the colour any shape is drawn in. The top one of the two is for filling shapes in; click on the coloured icon and a pop-up menu gives you a choice of 256 colours. Click on the one just to the right and you can choose a pattern. The pen controls are similar, but there's a wider range because you can also specify how thick the pen is and whether lines should have arrowheads or not. Try selecting a red fill with a

solid pattern, and a 3pt pen, then select the rectangle tool and draw a shape – you'll find that it's drawn with thick lines, and coloured in just as you specified.

So what are the top three tools for? Well, the arrow tool is for selecting and moving objects; the next one down allows you to enter text; and the third one creates a spreadsheet 'frame' in the document. This is a very powerful feature – the ability to incorporate mini-versions of one module in the middle of another.



In the graphics module, the normally difficult task of aligning several objects becomes easy – there's a dialogue box which does it automatically for you

A4	x	y
A	B	
1 January	100	
2 February	150	
3 March	75	
4		
5		
6		
7		

By default, ClarisWorks displays numbers without a pound sign in front of them

Now you can start to enter values which correspond to these headings. Type in the numbers shown in the second illustration (the right-hand picture on the facing page), and click on cell **B10**. Here's where we're going to enter our first formula. The value for the amount of money we have remaining is our wages minus each of the outgoings.

To tell ClarisWorks that you're going to type in a formula, first type **=**. Then you enter the formula just as if it was simple algebra. We want the amount of wages, minus the mortgage, minus the electricity bill, and so on, all the way to the car loan. So after the equals sign, type **B1-B3-**

**B4-B5-B6-B7-B8** and hit **[return]**. Immediately, the answer appears in the cell: **113**.

OK, now, suppose we want to save ten per cent of our remaining money each month. It's easy to work out how much that would be: ten percent of a number is (10/100) times that number. So in cell **B12** we can type: **=(10/100)\*B10**. Again, the answer comes back straight away – the figure is **11.3**.

## Quick change

The beauty of a spreadsheet is that changing one figure immediately changes everything else related to it. So, for example, let's suppose that we've had a pay rise to £750 per month. Click in cell **B1** and type **750**, then hit **[return]**. You'll see that immediately the values for the money you have left and your savings will change to reflect your new level of affluence. Mortgage gone down? While this may seem an unlikely prospect, you can still type in a new mortgage figure, and again the updates appear on-screen.

Select the spreadsheet tool and click and drag an area in the drawing window. You'll see a small spreadsheet appear. You can use this like the spreadsheet module – and print it out as part of your graphics document.

To get a fuller view of the spreadsheet, select the arrow tool, click on the spreadsheet frame and choose **Open Frame** from the **View** menu. This opens a full window, just like the main spreadsheet module, and with all the associated options. When you close the window all your changes will appear in the frame.

## Lining up layouts

If you find that some shapes or text overlap, you can use the **Arrange** menu to move objects forward or backward: select the object using the arrow tool and choose the relevant menu option. To select more than one shape at once, hold down the **[shift]** key as you click on the shapes.

ClarisWorks can even line up objects for you, if you so wish.

Select all the objects you want to align (using the **[shift]** key to select more than one) and choose **Align Objects...** from the **Arrange** menu; a dialogue box will appear giving you various options. If you make a choice and it's incorrect, don't worry – choose **Undo** from the **Edit** menu (or hit **⌘ [Z]**) and you'll be back where you started. Once you've got a group of shapes aligned correctly, you can **Group** them (from the **Arrange** menu). This will make several objects appear as one compound shape, which you can move around without affecting the individual objects' relative positions. Or you can **Lock** them (again from the **Arrange** menu), so that you can't move them at all. Both **Group** and **Lock** can be 'undone' by selecting the shape and choosing **Ungroup** or **Unlock**.

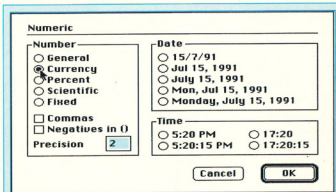
## Text frames

You can enter text by just clicking on the text tool and starting to type. But for a lot of

This is all very well, but it looks a bit bland – for instance, the amounts of money should really have £ signs next to them. This is easy to do in ClarisWorks – it's called 'formatting' a cell. First, you need to select all the cells that you want to format. Do this by clicking on the top-most cell (**B1**), holding the mouse button down and dragging the mouse down to the bottom cell (**B12**). You should see that all the cells are now highlighted. Now go to the **Format** menu, and

select **Number**. You should see a dialogue box containing a range of formatting options for the selected cells. The one we want is **Currency**, and you should make sure that the **Precision** setting is **2** – so we show pounds and pence correctly. Click on **OK**, and see how that affects your data.

Later, we'll see how you can incorporate a mini-spreadsheet into a word processing document – so you could calculate your finances and incorporate them into a letter to your bank.



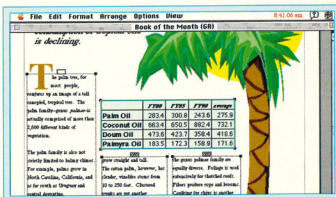
The **Format** dialogue box allows you to specify how individual cells or groups of cells should be formatted. Here we've selected currency – so a £ sign will be placed before each number. The precision setting of 2 means that two decimal places will always be displayed. There's a good selection of formats provided for dates and times too

material, it's probably worth creating some linked frames and entering your text in the word processing module, then pasting it into the graphics document.

You create linked frames by selecting **Frame Links** in the **Options** menu (a tick will appear next to it), clicking on the text tool and drawing your first frame by clicking and dragging out the text area in the document. At the bottom you'll see a little arrow. Click on this and the cursor turns back into the text cursor. Now

you can draw another frame, which will be linked to the first, so any text which doesn't fit in will flow into the second. You can repeat this linking process as often as you like.

Now you can go to the word processing module and enter your text. When you've finished, select it all and **Copy** it (**Edit** menu). Go back to the graphics module, click on the first text frame and **Paste** (again from the **Edit** menu). *Voilà!* The text will flow through all the linked frames.



This sample document, supplied with ClarisWorks, demonstrates frames in action. It contains three linked text frames (note the 'chain' icons) and a spreadsheet frame



# Databases

The database module of *ClarisWorks* is a cut-down version of *FileMaker Pro*, the best-selling database package on the Mac. So you would expect it to be good, and indeed it is. As with the spreadsheet module, the easiest way to explain how to use it is to set up an example database – we'll create a 'contacts' book.

Hit **⌘ [N]** to create a new document, and choose **Database**. Immediately a dialogue box will appear, asking you to enter some field names. This isn't very user-friendly, but there are reasons for the program working this way. Fields are the different sections of

a 'record' – which is one complete set of information. So, for instance, each record in our contacts book will contain all the details for a person, and the fields will be things like first name, last name and address.

So, we need to create some fields. In the **Name** section, type the words **First name**, make sure that the field type is **Text** and then hit **Create**. Do the same for **Last Name**, **Address 1** to **Address 4** and **Postcode**. These are all the initial fields that we'll need for our address book example, so once you've entered them all you can hit **Done**.

When you first start the database module, you'll be asked to enter some fields. In our example, these are all text fields – though there are many other types available

The display that now appears is the **Browse** display, where we can look through the records and enter new data. Notice the 'book' on the left of the screen, which shows which record we're viewing. At present there's only one. To enter data, just click in each field and type. Try this by entering someone's name and address. Don't worry about leaving a field blank – as will happen, for instance, if there are only three address lines. You can move from one field to another by hitting the **[tab]** key.

Now comes the time to enter another person's details. To do this, select **New Record** from the **Edit** menu. See what's happened? The book icon on the left of the screen has changed, and a new set of fields has appeared under the first, so type in another name and address. Note that when you're clicking on the fields to enter information, you should click on the area where you will be typing – don't click on the field names themselves, or you'll find the whole record selected. If this happens, just try clicking on the field name again.

As it stands, this is all a bit boring – so what we want to do is make the whole thing look a little more impressive. To do this, we must move from the **Browse**

view to the **Layout** view – which you can do by selecting **Layout** from the **Layout** menu. You'll immediately notice a difference – there's a grid of dotted lines, and a toolbar has appeared. In this view, you can move fields and field names around, colour them, draw lines and shapes and so on. You'll notice the horizontal line, and the word 'body'. Anything above the line is considered the 'body' of the layout – that is, where the main details will appear. This is a 'part' of the layout; other possible parts include headers, footers and summaries – but for now, we'll just concentrate on the body.

## Changing layouts

What we want to do is create a different layout where, rather than all the records appearing one below the other, each has its own screen. To do this, select **New Layout** from the **Layout** menu, and give it a new name – try **Address book**. Keep the type of layout as **Standard**, and click **OK**. Now click on the word **Body** and drag this further down the screen, giving you room to work. Once you've done this, you can move fields and field names around to your heart's content. Moving a field is easy – make sure the arrow tool is selected from the toolbar, click on a field

# Communications

Communications, or 'comms', is regarded as one of computing's remaining 'black arts'. Unless you know what you're doing, the pitfalls and problems could easily leave you wondering just what you did in a former life to be stuck with anything this confusing. *ClarisWorks* tries to ease your problems by including a comms module, although as we'll see, it's something of an anomaly in the package.

Comms is the science (or art) of connecting your computer to another via a phone line. To do this, you need a 'modem' (short for MOdulator/DEModulator) which converts your computer's

electronic signals into audio tones which can be sent over the phone – and which converts those tones back again at the other end.

Launching *ClarisWorks*' comms modules brings up a pretty sparse window – no toolbar, no rulers, no nothing. This is where it becomes clear that, as with most integrated package, the comms module seems to be something of an afterthought – perhaps added just because another integrated package offered the feature.

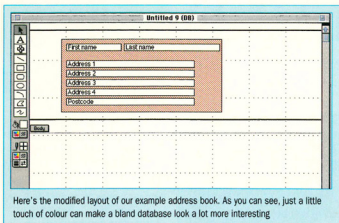
The program uses Apple's *Comms Toolbox* software – which is automatically installed when you install *ClarisWorks* itself.

The **Hayes modem** tool has loads of options – all of which need to be set correctly in order to make a successful connection with another computer over the phone

Before you can connect to a remote service, you need to configure the program so that it knows things like what modem you're using, how your computer should appear to the remote machine and so on. You do this with the **Connection...** and **Terminal...** sections of the

**Settings** menu. **Connections** tells the Mac how to talk to your modem, while **Terminal** sets things like the number of characters per line that will be displayed when you're connected.

You have three options when setting up your **Connection** details: whether to use the **Apple**



and drag it. When a field is selected, handles appear at the corners which allow you to re-size it, so trying experimenting with this feature.

It's also worth experimenting with the drawing tools, which will be familiar if you've used the graphics module of *ClarisWorks*. Take a look at the example layout shown here to see what can be done with the address book layout. I've deleted the field names, because I didn't think that they were necessary in the layout; to do this, click on the name and hit the [delete] key. A bit of colour has been added, and I've put a couple of lines in place.

When you think you're happy with your layout, go back to **Browse** mode via the **Layout** menu to look at the results. If you want to make more changes, then

that's no problem – just go back to the **Layout** view again.

## Navigating records

Once you've entered a few records, you'll want to be able to find details of a particular person quickly. There are two ways to do this: you can scroll through the records, or use the **Find** feature.

Scrolling through records is done by clicking on the pages of the book icon at the left of the screen, or by dragging the little handle just to the right of the book. But if you've a large amount of data, this isn't really practical – you just want to search for somebody's name.

To do this, select **Find** from the **Layout** menu. The display will change slightly, and you'll be presented with a blank record. Type in any or all of the name

you're searching for into the relevant field, and click on the **Find** from **All** button at the left of the display. This tells *ClarisWorks* that you'd like to search through all your records. A couple of seconds later, any matching records will appear. To display all the records again, select **Show All Records** from the **Organize** menu.

If, at a later date, you decide that perhaps you'd like to add more data to the records – perhaps a phone number would be nice, for example – this is just as easy to do. Just select **Define Fields** from the **Layout** menu and type in the new name. You will see that it's automatically placed on your current layout – so you can enter **Layout** mode and position it correctly. To add it to other layouts, choose **Insert Field...**, which once again appears on the **Layout** menu.

The *ClarisWorks* database module is a powerful and very useful part of the program. In future issues of *MacFormat* we'll be showing you how to mail merge data from the database module into word processor documents, for producing mail shots. Meanwhile, you should try experimenting with the features yourself – and if you find any neat ways of doing things, write in and let us know!

## It's a tip-off!

While *ClarisWorks* has been made as easy as possible to use, it will probably take a while (and a fair degree of experimentation) before you feel you're fully conversant with all the options on offer. However, one of the best features of the Macintosh is that time spent learning about a program is hardly ever wasted – most Macintosh applications work in very similar ways, so any keypresses and techniques you've picked up when using one program will often be useful when using another.

However, in the meantime, here's a brief selection of *ClarisWorks* tips to save you time and trouble.

- If you've got a small screen on your Mac, you might want to turn off the ruler (the command is under the **View** menu) in the word processor module unless you actually need to use one of the commands on it. That way you'll gain another inch or so of visible text area.
- Choosing **New View** from the **View** menu displays another window on the same document – so be careful, as it's easy to get confused about what's going on.
- Unless you've got a real reason not to, select 'smart quotes' in the Preferences dialogue box (under the **Edit** menu) of the word processing module. If this is selected, then typing a quote character ( ' ' ) will give you proper curly quotes ( ' ' , ' ' ) which are much more attractive – 'dumb' quotes are a sure sign of a Mac novice.
- If you'd like to get in touch with other *ClarisWorks* users, you'll be pleased to hear of the independent *ClarisWorks* User Group. Members receive a quarterly newsletter, and access to a telephone helpline. It all costs £30 per year. From The *ClarisWorks* User Group, Macintosh House, 11 South Parade, Oxford OX2 7JL ☎ 0865 311530.

**Modem Tool**, the **Hayes Modem Tool** or the **Apple Serial Tool**. If you've got a Hayes-compatible modem (and you probably have), choose the Hayes tool. There are a large number of variables which you can configure, but the defaults are reasonable for most equipment. Likewise, the defaults for **Terminal** will get you connected to most services.

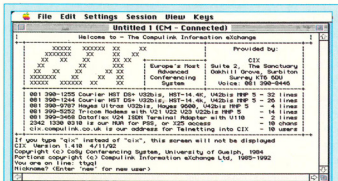
When you're ready to connect, select **Open Connection** from the **Session** menu. Unless you've already entered a phone number, you'll then be asked to enter one. *ClarisWorks* will then talk to the modem and, all being well, you should see data from the remote computer start to appear on your screen in ten or twenty seconds.

It's when you try to download

a file that you will hit one of *ClarisWorks*'s biggest restrictions. (Though, to be fair, it's actually the *Comms Toolbox* which is to blame.) The program will only allow you to use XModem or plain text file transfers. So if the other computer doesn't support

one of these, you're stuck.

To be honest, the *ClarisWorks* comms module really is the weakest link in the chain – if you're seriously considering getting into comms, you should get hold of the excellent shareware program *ZTerm 0.9*.



And here we are, 'on-line' at last. On this occasion we've connected to CIX, a popular bulletin board system used by an ever-growing number of Macintosh owners

# 20 GREAT MAC GAMES

It's not all work, work, work – there's an impressive range of entertainment software available for the Macintosh. Rod Lawton and Ian Pemble present their all-time favourites



## Lemmings

£46 ● Softline ☎ 081 642 2255

*Lemmings* is already the best-selling computer game ever – and in the first, news-stand issue of *MacFormat*, we're giving away a free demo version on the cover disk so you can try it for yourself.

One reason for the success of *Lemmings* is that unlike so many other computer games – the so-

called shoot-'em-ups that descended from *Space Invaders* – you're not supposed to blast away at those cute little creatures on the screen. Your role is that of celestial guardian, guiding your lemmings and saving them from their self-willed doom.

Lemmings are suicidally stupid, but they can be 'taught'. You can use lemming 'diggers', 'bridge-builders' and 'blockers', all of which have their unique roles to play in negotiating the treacherous terrain.

The *MacFormat* demo has four levels. If you want more, the full game contains 120 levels, and if you really get hooked, *Lemmings 2* is already on the way.



## PGA Golf

£34 ● Electronic Arts ☎ 0753 549442

People who don't even like golf have been known to become addicted to this, while lovers of the sport find *PGA Golf* a surprisingly satisfying substitute.

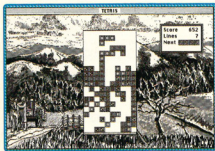
The graphics are superb, the controls simple enough to get you off to an early start, and the

courses are slavishly accurate (and colourfully-presented) copies of seven world-renowned top golfing venues.

Battling it out with one of ten famous names from the US Tour, you can find yourself having to choose the right club for a bad lie against a shifting cross-wind, while TV commentators cheerfully monitor your progress. But at least you have the advantage of TV-style pictures of the flight of the ball, aerial previews of each hole and an action replay to re-experience that fine approach shot.

*PGA Golf* is as close as the Mac will probably get to the real thing, only lacking the long walks between holes. And it never rains.

## THE TETRIS DYNASTY



Some games are so successful that they spawn not just imitators but new generations – other games based on similar ideas but taken a step further. An excellent example of this variations-on-a-theme approach is the *Tetris* family tree...

### Tetris

£28 ● Macline ☎ 081 642 2222

*Tetris* is the computer application that made the Russians famous, and not at all what the US military was expecting.

Oblongs, L-shapes, Z-shapes... strange blocks made from square bricks tumble slowly from the sky. By manipulating them in mid-air you try to complete a horizontal row of

bricks. Succeed, and they vanish; fail, and a wall of incomplete rows starts to build – forcing you towards the ceiling and into making faster and faster decisions.

The masochistic can start with an existing wall and try to

work down, there's a faster advanced mode, and there are ten levels to play with. A classic example of a just-one-more-game that will keep you up until the early hours.

### Welltris

£28 ● Macline ☎ 081 642 2222

If you want to produce a sequel to the fiendishly simple-yet-addictive *Tetris*, what do you do? Well, how about having four 'walls' to slide blocks down instead of one? And how about arranging them to form four sides of a well? Not tricky enough? OK, then why not have the blocks meet the bottom of the well then slide across to meet on the floor?

This is more like it. The same

heady mix of mental dexterity and arcade game reactions, plus the additional horrors of walls that are temporarily 'locked', shapes that fit in different ways according to which wall you slide them down and... that's *Welltris*.

Well, it sounds great in principle. Somewhere along the line, though, the addictive simplicity of the original *Tetris* has been replaced by altogether more complex and less involving game-play. The original was better, a case of 'less is more'.

### Super Tetris

£34 ● Macline ☎ 081 642 2222

So how else could you jazz up the standard, much-loved game of *Tetris*? For a start, *Super Tetris* has all sorts of bonus blocks hidden in a pit at the bottom of the screen. You can gain these extra points by slowly wearing down the pile of blocks in the bottom of the pit using normal *Tetris* hole-filling techniques – but just in case that's not enough you occasionally get little bombs dropping from the sky as well.

These are very useful for clearing away some of the more awkward little squares.

*Super Tetris* is a colourful variant on the original idea, but are all those additions an improvement? If you're bored with the original, yes. Otherwise, we'd have to say that it's just different – rather than better.

### Wordtris

£28 ● Macline ☎ 081 642 2222

The graphics are still defiantly Russian and the name clearly indicates that it's just another development on the *Tetris* theme – so why is this version so special? We're back to the shapes-tumbling-out-of-the-sky approach of the original – except that, instead of lining up rows of blocks that disappear, the object is to line up letters (vertically as well as horizontally) to form words and thus rack up your score. And that twist is enough to take this version into a new dimension.

'Wild cards' can be used as any letter you like, you can grab an extra score for using bonus blocks, and you can play with, or against, other players – on the same Mac or across a network.





## Hellcats over the Pacific

**£58 • Softline ☎ 081 642 2255**  
Flight simulators for the Mac have been available for a while now

and some of the latest mimic the performance of the newest fighter aircraft around. But *Hellcats* takes us back to the battles over the Pacific, during World War 2.

The sound and graphics are excellent, the pilot's-eye view of air warfare is grippingly convincing and there's plenty of excitement as you dive bomb the odd aircraft carrier. Hitting targets wins you promotion, but one of the best rewards is bailing out – what a view!



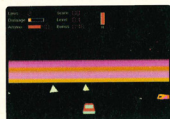
## Prince of Persia

**£35 • Electronic Arts**  
**☎ 0753 549442**  
This is another game that scores highly on its brilliant graphics

alone, but offers plenty of challenging game-play too.

The Sultan's daughter is languishing forlornly in a prison cell. You have to hack, slash and kill your way past numerous opponents, puzzling out how to get around, on, under and through some interesting architecture, with the mournful maiden tempting you on at every level.

And after every graphically gruesome death, you'll be back for more.



## Spectre

**£46 (single-user), £81 (three-user) • Softline ☎ 081 642 2255**  
A cross between a militarist's virtual reality and a cubist's

nightmare, *Spectre* appears at first to be no more than a better-than-average tank-battle shoot-'em-up – with the added attraction of your viewpoint being inside the tank.

But where *Spectre* shines is in its network option, when the tanks you are battling are driven by real human opponents. All you need is Appletalk, three Macs (Performa 200s will do it but 400s or 600s are better), and some friends with entire weekends to waste...



## The Secret of Monkey Island

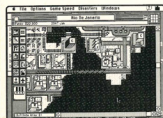
**£35 • US Gold ☎ 021 356 3388**  
Yo ho ho and a bottle of rum! *The*

*Secret of Monkey Island* is an adventure game set in days of old, when pirates roamed the seven seas. Adventure games aren't noted for either looking good or being fun to play. But this is an adventure game with two main differences. Firstly, the graphics are excellent. Secondly, it is very funny indeed.

Some think this is one of the best computer games ever written. They could well be right.

# IT'S ONLY MAKE-BELIEVE

Unlike *Tetris*, the 'Sim' family of games (with the possible exception of *SimLife*) sticks much more closely to the original theme, adapting it to various situations. So although *Super Tetris* might not quite live up to its name for some people, there's no doubt that if you like one 'Sim' game, you'll like the others too...



## SimCity

**£35 • Softline ☎ 081 642 2255**  
A favourite on just about every computer format, *SimCity* is a bit of an unlikely hit. How many people can say that their secret ambition is to be the mayor of a city? Train drivers, yes; astronauts, sure ... but mayor? Still, that's your job in *SimCity*. And, strangely, the longer you play the more hooked you become. You're given a starting budget with which to found your

settlement, for building housing, factories, commercial centres, roads, power stations and more. Before long, though, the money runs out and you have to rely on the income from taxes. The more successful and popular your city, the more money you earn and the more you can plough back into development. But oh dear, if no-one likes your city and people start deciding to move out... boy, you're in trouble.



## SimEarth

**£41 • Softline ☎ 081 642 2255**  
In this follow-up, subtitled 'The Living Planet', instead of building and maintaining a single city, you are in charge of an entire planet, all the way from its initial creation to its final destruction. If you're in a malicious mood, you can have lots of fun torturing your world with meteors,

volcanoes and tidal waves, but there is a more serious side – anyone interested in ecology will find this an interesting introduction to a global view of the subject, with graphs, close-up and long-range map displays of the effects of your actions on the planet's health.

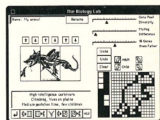


## SimAnt

**£41 • Softline ☎ 081 642 2255**  
After simulating cities and even planets, where do you go from there? *SimUniverse*? Boring. Instead, the latest in the 'Sim' series takes the opposite direction – into the microscopic world of ants. Ants actually lead very interesting and challenging lives, as you'll find out when you take on the role of a single drone. They have to feed larvae, fight off predators, survive forays into the

huge and terrifying world outside the nest... in fact it has all the depth and complexity of the earlier 'Sim' games.

You can even fight a war against a competing colony of ants in another nest.



## SimLife

**£41 • Softline ☎ 081 642 2255**  
The last in the 'Sim' series? Who knows? Once you've simulated life itself, what is there left to do? *SimLife* makes a game of Darwinism. It gives you an environment, a set of genetic building blocks and little else. It's up to you to design creatures able to thrive in this environment. Not just one species, though, but many. And this is where it gets complicated, as you have to juggle the numbers and strengths of both predators and prey... This is the nearest you'll get to playing God – and fortunately you don't have to wait millions of years while events unfold.



## Battle Chess

£30 • Electronic Arts

☎ 0753 549442

Computers are infuriatingly good at chess. Why should this be infuriating? Because we like to think of computers as plodding, calculating machines, while only humans are capable of the kind of intuitive genius and judgement needed in a game like chess.

Play any computer chess game, though, and you'll soon find out the reality is different. Unless you're in the Spassky-Karpov class, the computer will probably wipe the board with you.

Still, you might as well enjoy the view. Most chess games present you with a pretty dull-looking chess board. *Battle Chess*, however, has quite a different display. All the figures are animated! And when a piece is captured, you're treated to a little on-screen struggle.

Does this attention to detail mean less time has been spent on the software? Does this mean *Battle Chess* is easier to beat? No, it doesn't. Damn.



## Mission Thunderbolt

£46 • Softline ☎ 081 642 2255

Think of role-playing games and you think of spotty computer fiends with NHS specs held together with sticking plaster and a non-existent social life.

So do you have to be one of these to enjoy *Mission Thunderbolt*? Not at all. Anyone

can get into a traditional role-playing game like this – all it requires is a little patience.

On this occasion, aliens have invaded a scientific research station and are threatening to destroy civilisation (surprise, surprise). It's your job to stop them, and this involves much exploring, collecting of objects and working out how to use them.

Don't expect to solve this game in an evening. Or in several evenings. In fact, although you might start out quite a normal person, by the time you complete *Mission Thunderbolt* you'll probably be a spotty computer fiend with NHS specs held together with sticking plaster...



## Indiana Jones and the Fate of Atlantis

£To be announced • US Gold

☎ 021 356 3388

This is the fourth *Indiana Jones* licence, and it's a role-playing movie-style adventure which features the whip-cracking

daredevil on another mission to put the fun back into archaeology. In essence, the gameplay involves you moving from one scene to another, collecting objects and solving puzzles.

But hang on, how can it be the fourth in the series if there were only three films? Well, this game is based on a comic strip *Indy* story that's yet to make it on to celluloid – if ever.

Nevertheless, this is a great adventure game. There are loads of places to visit, lots to do and lots to think about. And it just happens to look terrific too.



## Crystal Quest

£46 • Softline ☎ 081 642 2255

One of the most visually unambitious games around, *Crystal Quest* is nevertheless an all-time Macintosh classic.

The aim is simple: collect all the crystals on the screen while

avoiding mines and the various baddies that spew out of the portals on either side. These baddies have different shapes and different characteristics. Some flit around madly, some shoot at you, some chase you relentlessly.

You can shoot back, mind. But only in your direction of travel, so you've got to be pretty brave, pretty darned good with a mouse.

No-one knows how many levels there are, but if you can make it to level 55 you're doing pretty well. *Crystal Quest* is simple, manic, tough and utterly, utterly addictive.



## Tristan

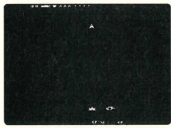
£46 • Softline ☎ 081 642 2255

Pinball wizards! Let's face it, you can get tired of struggling with knackered old tables in run-down seaside arcades – from Soho down to Brighton, you must have

played them all by now. If so, you should take a look at this Mac version instead.

The graphics are excellent (though confined to a rather small screen window), while the sound effects are equally superb. The balls whizz around really smoothly and the overall effect is just like a pinball table – there's even a tilt feature!

Don't expect to have your brains taxed, but instead switch off from all that heavy-duty productivity and give your reflexes a workout.



## Oids

£34 • Softline ☎ 081 642 2255

Ever played *Asteroids* in the arcades? How about *Defender*? In *Asteroids* you had to manoeuvre your ship using thrusters and fire bullets at asteroids. In *Defender*

you had to shoot marauding aliens and rescue prisoners. In *Oids* you have to do both.

You're sent on missions to various different planetary systems, all containing gun emplacements, missile silos and other nasty hazards. Yet there are also little buildings full of men you have to rescue.

It's all done via keyboard control, and you'd better hope that your keyboard is tough because this game certainly is. Absolutely excellent, and one of the best games of all time.

# BUT HOW DO THEY RATE?

You may not have bought your new Mac with games-playing in mind, but there's no escaping the fact that, over the past few years, computer games have become both a multi-million pound industry and a socially-acceptable pastime.

And don't go thinking that all computer games are just variations on the same well-worn *Space Invaders* theme. As the above selection ably shows, the variety of computer-based entertainment on offer is wide to say the least.

So, to help you decide whether a game is right for you, *MacFormat* regularly features in-depth reviews of all the best new releases around. The message is clear: don't buy a game until you've read what we've had to say about it.

Stuck on *Sim City*?  
Lost all your  
*Lemmings*? Worry  
not – Rod Lawton is  
here to help you

# BEAT THEM AT THEIR OWN GAME

## LEMMINGS

Lemmings are misunderstood. They're not suicidal, they're just dumb. So dumb that you could spend hundreds of hours trying to save them from destruction in this superbly original puzzle-arcade game from Psygnosis.

Most of the techniques are best picked up as you go along, but here are just a few tips to help get you started:

- The introduction to the first game tells you that builders will

be useful. The icon for this particular lemming-type is the one that looks like an old-fashioned petrol pump with the number 20 beside it.

- The icon towards the right that looks like the cat's footprints is the Pause button (oh dear). It's

useful when you get called to the telephone – or when you need time to think.

- Exploding lemmings can blow up bridges or leave craters which, if deep enough, can eventually become a trap for further lemmings.

## SIM CITY

Managing a city isn't an easy job. Things seem to be ticking over quite nicely, thank you, until, all of a sudden, a monster goes tramping through your metropolis, or an earthquake splits your city in half. But there are more mundane disasters lying in wait for the unwary...

- Don't spend all your capital in a headlong race to expand. What are you going to do if your citizens suddenly decide they need a fire department?

- Beware the Catch-22 situation. That elaborate road network may look tempting, but it costs


money to maintain, money which can only be obtained through taxes. Let the roads fall into disrepair and people start to leave. Revenue falls, the money available to spend on maintenance dwindles, more people leave, and revenue falls still further...


- Who wants to live by a factory? It's no use building a massive new factory complex if all the people it's meant to employ pack their bags and leave.


- "Gridlock" can hit any city, no matter how well-designed its road network. Bet you wish you'd built a railway as you went along – it's too late now!


## CRYSTAL QUEST

*Crystal Quest* is pretty unadventurous in the graphics department, compared to the latest crop of Mac games. But beneath that unassuming exterior is a gameplaying tyrant that will swallow up weeks or even months of your life if you let it. So, if you can't resist the urge to play it, at least you can give it a sound thrashing. And to do that, you'll need to know a little about the creatures you'll meet:


 This is your ship! It doesn't look much, but it's fast, manoeuvrable... and armed (use the mouse button).


 These are the crystals you're trying to collect. You have to collect them all before you can leave a screen (just fly into them).


 This is the portal by which you leave a screen. It's blocked until you collect all the crystals. Mind the sides on the way out!

 Avoid these! They're mines, even though when you're in a hurry they can look like crystals. Contact is fatal...


**9900** These numbers mean bonus points. Collect them if you can because they help add up to extra lives.


 Collect these bombs! You activate them with the spacebar, whereupon they blow up all the baddies currently on-screen. Don't waste them...


 Bonus Crystal (10,000–50,000 points). These bounce around the screen from time to time. Try to get them, but not if it means dying in the process.


 The portals (one each side of the screen). The baddies emerge from these, so do take care when you're nearby.


OK, that's the screen furniture dealt with – now for the baddies. Contact with any of them is fatal, but some of them can be fatal at a distance too...


 Annoyer (25 points). These are annoying. They bumble about aimlessly over a small area, so avoiding them is usually easy enough.


 Worrier (50 points). Yes, these are worrying. They don't move terribly quickly, but they do shoot at you.


 Pest (100 points). What an accurate description. They are easy enough to avoid, but they drop mines in the most inconvenient places possible.


 Dumple (2000 points). What a lot of points! That's because they can make quite rapid movements now and again, and are able to take several hits.


 Zarklephaser (150 points). These are horrible. They move like lightning and, to make matters worse, they shoot too.


 Trimpet (0 points). What, no points at all? That's because you can't kill these, only temporarily disable them. They move in horizontal and vertical lines – but quickly. And you never know when they're going to change direction.


 Husket (200 points). Fast and armed. Worse than the Zarklephaser, if that's possible.

 Bane (300 points). Truly the bane of your life. Don't try to shoot it out with these. They drop indestructible bouncing bombs. Just get off the screen as fast as you can.

 Menace (250 points). Too slow to be a real menace to *Quest* experts. But watch out for the horizontal and vertical energy beams they unleash.

 Tentawarble (200 points). They don't shoot (which is a pleasant change) but they do move. Very, very fast.

 Shrapwarden (10,000 points). What baddie could be worth 10,000 points? One that moves blindingly quickly and explodes into shrapnel when you shoot it. It's impossible to put into words how nasty this creature is.

 Parasite (1,000 points). A piece of cake once you know how to handle it. It follows you all the way round the screen – you have to give yourself room then turn and fly towards it to shoot it. You've got no choice – they never give up.



# TETRIS



The Skoda of computer games is as simple and addictive today as it ever was. There are new, souped-up variants like *Welltris* and *Super Tetris*, but for most folk the first version was the best. It's also the sort of game to drive you round the bend unless you know a few of its little 'wrinkles'...

- Switch on the 'Next' feature. This helps you pick the right

move – always assuming you can watch two different things at once and make decisions in a zillionth of a second.

- Avoid letting long, thin gaps build up and up unless they're right at the bottom of the screen. Only one shape can fill them, and those shapes appear randomly. Do you feel that lucky?

- The square blocks are trouble. Always make sure there's at least one flat area you can stick them on when they appear.

'sticks'. This can get you out of trouble, but make sure you know how long that instant is if you're going to rely on it.

- Once you can handle Level 9, always start on that level if you want the really big scores. You don't want to make the switch to Level 9 when you're already half-way up the screen.

- When you're bored with the standard game, try setting yourself some stiff challenges with the options screen. Maximum preset block height and Level 5 is a pretty tough cookie to start with. If you can get that under control, you're well on your way to becoming a Tetris expert.

- You've got a fraction of a second after a block lands to move it sideways before it

# HELLCATS



Having a few problems in this World War 2 flight-combat simulator? Here are a few tips that might help you stay airborne a little longer:

- If you're finding the Zeroes too nippy and manoeuvrable, try turning with your flaps down – it makes all the difference!
- Fancy a quick tour round the scenario? Type **[ctrl] [S]** during play and you enter a new mode where you can move around real fast with the keypad (**7** is up, **8** is forward, **5** to stop and

so on). Oh, when you come out of this mode (**[ctrl] [S]** again), your aircraft will be pointing downwards and the engines off! Just thought I'd warn you...

- Can't sink the aircraft carrier before it 'sinks' you? Try flying low on the same heading, using the rudders to zig-zag through the anti-aircraft fire. You'll need to drop three bombs on it to sink it.
- Don't use a full tank of fuel if you don't need it – it will only slow you down.

- You can lose a lot of speed quickly by putting your landing gear down.

- Don't waste valuable ammunition. If your enemy's in flames, you've done enough to seal its fate.

- It's much easier to ditch a damaged aircraft in the sea than on land.

- The autopilot's useful, but watch it when you get near the ground. It's not terribly bright at ultra-low altitudes.

- Bored with those long, endless flights on your way to a target? **[T]** speeds up the action three-fold, though you have to be over 500 feet up to use this facility.

- You don't have to dive bomb, but releasing a bomb with any forward momentum makes it really inaccurate.

- If you fancy yourself as a top-class flier, then try landing on an enemy aircraft carrier – though you should avoid coming to a full stop before taking off again. It can be done, apparently!

## THE SECRET OF

# MONKEY ISLAND



One of the best role-playing games ever can also be one of the stickiest to get through. Here's a set of hints and tips for the first part of your big adventure – the Three Trials:

- When you meet the three pirates in the Scumm Bar, tell them you want to be a pirate and listen to what they have to say about the Three Trials.
- Can't get past the cook? Be patient and he'll walk away.
- Worried about the circus stunt? Agree to the Fettucini's offer, tell them you have a helmet, and use the pot you got before.
- Make sure you say you know someone called 'Dominique' when you speak to the citizen of Melee in the main street.
- Browsing in the Voodoo Shop? Pick up the chicken lying on the trunk and look at it.

- There's a bridge at the far right of Melee Island. Here your path will be blocked by a troll. However, he will let you pass if you give him a fish...

- The house by the bridge is a great place to learn swordfighting, but it will cost you thirty pieces of eight.



Once the cook has left, you can get the meat and the pot – both useful later on

- There are lots of pirates to fight and insults to swap – learn as many insults as you can.
- When you know enough insults you can fight the Sword Master in the forest. She'll teach you a few more! (Look at the T-shirt.)

- Are the directions on the map confusing you? Imagine they're a set of dance steps!

- The Governor's mansion is guarded by deadly Piranha Poodles. And the only thing that will pacify them is a hunk of meat on which you've used a yellow petal...

- The town jail has a prisoner who could benefit from a breath mint (sold by the storekeeper).

- When the sheriff throws you off the dock, pick up the idol to collect a sword.

- Grog is strong stuff. Strong enough, eventually, to eat through mugs...

- Rubber chickens can make good insulators!

- The Governor's been kidnapped, and you need to recruit a crew to rescue him.

Meathook needs some convincing. After passing his test, you still need to tickle a winged devil...

- Stan's Used Ship Emporium is a good place to pick up some handy objects. But when he refuses you credit you've got to be prepared to walk away.

- Telling the storekeeper you want a credit note is a good way of spotting the combination of his safe...

- You can get the ship at Stan's emporium with a bit of hard bargaining. But be prepared to bluff it out.

These are only a few of the things you need to know to complete the first part of this adventure. But if we told you everything it would be too easy, wouldn't it? By now you should have a ship and a crew – time to start your adventure on the High Seas.

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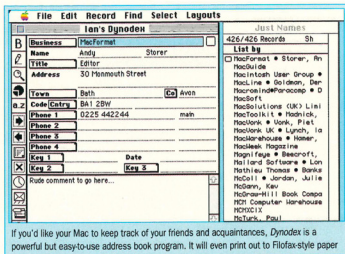
# ALL YOU'LL EVER NEED

Your basic productivity will be far higher on the Mac than it would be on any other computer – the user interface is designed specifically to ensure that you spend your time actually doing things, not staring in puzzlement at the screen. But there are a number of programs and gadgets which will help you to really get the most out of the Mac, by making life even easier.

## Address book

One of the first things that you'll want is a decent address book program. Although you can store all your names and addresses in the *ClarisWorks* database module, this means that you'll have to load up the program every time you want to find any data. A far better solution is to buy one of the dedicated programs on the market.

Opinion is divided as to which is the best program to go for, but



If you'd like your Mac to keep track of your friends and acquaintances, *Dynodex* is a powerful but easy-to-use address book program. It will even print out to *Filefax*-style paper

the choice basically comes down to either *Dynodex* or *QuickDex*. Both are designed for quick and easy access to your data; *QuickDex* allows you to enter information in a totally unstructured way, so it's great for people who want to take notes while talking to someone on the phone – they can then save those

notes with the person's data. On the other hand, *Dynodex* has a more structured approach to data entry and the facility to print directly onto personal organiser paper (about 100 sheets are included in the package). This will appeal to anyone who wants to be able to print out their address book in a neat format for when they're not at their computer.

*QuickDex* is faster at initially loading and searching for data, and in its latest *Super QuickDex* incarnation has a separate – and fairly powerful – printing utility; *Dynodex* has powerful import and export features, and can be set to search only in specific fields, which can save time. *Dynodex* is

So you've bought your Mac and you're coping well with *ClarisWorks*. But what else should you buy to make sure that you achieve maximum productivity from your new machine?

also about to be upgraded to version 3.0, which will have a 'data consolidation' feature. This means that if you've got two versions of your address book – say, one on a PowerBook and one on your home Mac – the software will be able to merge them together 'intelligently'.

Which one is best? It really does depend on how you want your address book structured. If you're running a slower Mac, you would probably be well advised to go for *QuickDex*, while those with more powerful machines – or more powerful needs – should take a look at *Dynodex*.

## Handier printing

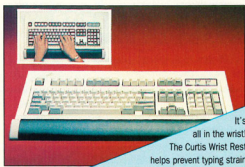
One of the things which Apple promised in System 7 was 'drag-and-drop printing', but this never quite made it into the final version. 'Drag and drop' means that to print a file from the Finder you should just be able to drag its icon on to a printer icon – the Mac would do the rest. This is a great idea – especially if you have half a dozen files to print at one time, and one company has produced the goods where Apple failed, in the form of a tiny application called *easyPrint*. It's a use: just launch the application, select a printer and click OK to create its

## Mats and rests

If you didn't get a mouse mat free with your Mac, make this a priority purchase. They're available all over the place for a fiver or less, and the difference between the mouse skating around on the dining-room table and coasting snugly on a proper mat is tremendous. Mouse mats can also reduce the amount of dirt picked up by the mouse 'ball', which can eventually impair its accuracy.

If you're thinking about doing a lot of typing, you should seriously consider a wrist rest – a piece of padding which sits just in front of your keyboard and which provides, as the name suggests, somewhere for your wrists to sit – if not while you're busily typing away, then at least during your occasional pauses for inspiration.

Although it's not been proved, wrist rests could well help to avoid RSI (Repetitive Strain Injury), a problem which is becoming prominent in people who use computer keyboards for long periods of time. What's more, they simply make typing far more comfortable. Avoid the all-foam types, and go for one with rigid support, like the Curtis Wrist Rest, as shown in our picture here.



## Configure easyPrint™

Printer Type: ☒ Canon BJ-10ex  
FaxPrint  
LaserWriter

OK

Zone: N/A

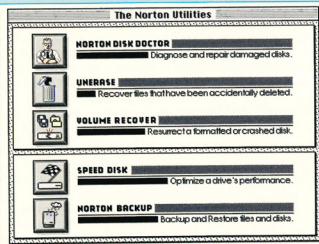
Quit

Printer: N/A

Choose Printer...

About...

The *easyPrint* application is cheap, easy to configure, and allows drag-and-drop printing direct from the desktop. Believe me, this really does make a difference!



The Norton Utilities for Macintosh package gives you the peace of mind which comes from knowing that your hard disk is up to scratch – and that's something well worth having.

icon. This can then be placed on the desktop, ready for use. Any file – or group of files – dragged on top of that icon will be automatically opened, then the first Print dialog box will appear. Even if you've several files to print, you only need hit the Print button once – the rest will be done automatically for you.

Best of all, the authors have realised that this sort of useful utility should not be highly priced – at £29, it's within almost everyone's reach.

## Data protection

A program which no Mac user should be without is *Disinfectant*, a public domain anti-virus program from Bill Goodman. A virus is a program which spreads from computer to computer without the user knowing. Sometimes viruses are harmless, but others are designed to destroy data or wipe files from a hard disk. Within days of a new virus

being written (by the sort of sad individual who thinks that these things are funny) Bill releases a new version of *Disinfectant* – and unlike commercial offerings, it doesn't cost a penny. It's fast, efficient, and a System Extension monitors your Mac at all times – so you'll be notified the instant that *Disinfectant* thinks that there's a problem. Viruses are not, so far, a major concern in the Mac community: there are less than 20 around, and only a couple damage your data on purpose. However, everyone should try to avoid viruses spreading – and *Disinfectant* is one of the best ways to do it.

Another package which is almost as essential is some form of disk maintenance program. The most popular is *Norton Utilities for the Macintosh*, although *MacTools Deluxe* and newcomer *Public Utilities*, from Fifth Generation Systems, are strong competitors in this field.

These programs work by scanning your hard drive for any problems – and attempting to cure any that they find. This doesn't just include physical faults – there's not much you can do if your hard disk explodes, after all – but involves all the horribly technical software problems that can go wrong when your Mac is trying to save files. Such horrors as 'B Tree inconsistencies' and 'FAT errors' are cured by these programs: horrors which you otherwise wouldn't know about until you tried to open a file, to be told that a disk error had occurred.

## Piecing it together

Packages like *Norton Utilities* also include another vital extra – an 'undelete' facility. It's always the case that just as you select Empty Wastebasket from the Special menu, you realise that you've thrown the wrong file away. An undelete program will attempt to recover the file for you – and, unless your disk is particularly full, will often succeed. If you can't afford the full Norton package (which really is to be highly recommended), then *Complete Undelete* is a program which adds a new sub-menu to the Empty Wastebasket entry, listing the 50 or so most recently deleted files. Select one and the program will attempt to rescue it for you.

One more feature shared by most disk maintenance programs is hard disk defragmentation. Fragmentation occurs when the Mac has to split a file into smaller parts to fit it onto your hard disk. Although this process is

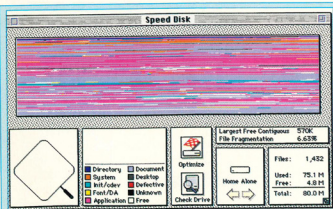
## Jargon Busters

**Public domain:** Software which is 'freely distributable' – in other words, you can give copies of it to your friends (it is illegal to do this with commercially-produced programs). Sometimes the author will request a small donation from satisfied users, in which the program is described as 'shareware'.

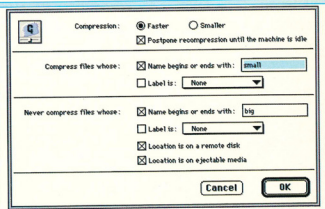
**Powerbook:** A portable Macintosh computer, which works almost exactly the same as your Performa, but has its own built-in screen, and is small enough to fit inside a briefcase.

**System 7:** The imaginatively-titled sequel to System 6, this is the 'operating system' which controls the inner workings of the computer, and produces the powerful 'desktop' user interface we all know and love. The version supplied with the Performa is called System 7.1P.

**System extension:** A small program which adds a particular function to your Mac. The particular function can vary widely, from intercepting viruses to singing a song every time you empty the Wastebasket. The distinguishing feature of a System extension is that it lives in the Extensions part of the System folder, and is loaded each time you switch on your Mac. You may also see these referred to as INIT files, which is what they used to be called in the old System 6.



A 'fragmented' hard disk gives poor performance, hence programs like SpeedDisk, the disk defragmentation section of Norton Utilities. It looks like I should be using it...



StuffIt Spacesaver automatically compresses files with certain names or labels – once it's all been set up (using the handy menu options), you don't have to do a thing



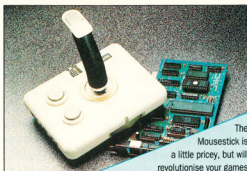
## Gripping games

More and more Mac games are coming on to the market now that Apple has finally started releasing some lower-cost machines. One area where we're still lacking, though, is joysticks. For some reason, manufacturers seem to think that since a mouse is standard equipment for a Mac, there's no need to give us another peripheral. But as anyone who's played a shoot-'em-up will testify, there are times when you need to get to grips with a joystick.

One company which has acknowledged this is Gravis, which sells the (rather expensive) Gravis Mousestick. Anyone accustomed to a home computer like the Amiga or Atari ST will be stunned by the price – £106 – but, in its defence, the Mousestick is pretty bloody good. It plugs into the keyboard port, and comes with pre-configured software for a wide range of current games, and instructions on how to customise it for any new games that appear. The instructions could be clearer, but it's worth persevering – as my vastly increased *Spectre* high scores prove.

And talking of mice, if you really aren't keen on using up all that valuable working surface real-estate, why not get a trackball instead? They

take up considerably less space than a full mouse mat, and many people find that, with practice, they can be more accurate than mice too.



The Mousestick is a little pricey, but will revolutionise your games

completely invisible to the user – your files appear on the desktop as normal – a heavily fragmented disk can slow things down quite significantly, as the disk heads have to be chug back and forth collecting all the small bits of data before you can actually use a file. For this reason, it makes sense to defragment your drive from time to time – but you should make sure that you've backed up all the vital information on your disk first, since a power failure or other

problem during defragmentation can be fatal to your data.

Which brings us to backups. Packages like *Norton Utilities* include a backup utility, and if you don't buy this then you really should buy one of the others on the market. *MacBac*, from Hi Resolution, is an easy-to-use program, as are a number of others. You don't need to back up the entire contents of your hard disk – after all, you'll have the original disks for all of your

applications – but you really should back up all your data files on a regular basis. Backup programs will allow you to do this – either to floppy disks or, if you can afford one, to an external hard drive or tape streamer.

## Disk space saving

When you first buy your Mac, a 40Mb or 80Mb hard drive looks enormous – you can't believe that you'll ever fill it. But before too long, things start looking tight and you're reduced to archiving old files on to floppies in order to save space. However, there is another solution: use a file compression program. These utilities actually 'shrink' files by removing any redundant information – but in such a way that it can be replaced when the file is needed again.

As a simple example, imagine a text file which contained the line 'AAAABBBBCCC'. Now, a compression program could look at this and turn it into the line '4A4B3C' – which is just over half the original size. Expanding the file back to its original contents is just as easy.

There are basically two forms of file compression program: those which only compress files when you specifically tell them to, and those which do it all automatically. Of the 'manual compression' programs, many peoples' favourite is the shareware *Compact Pro*. Automatic compression packages include *AutoDoubler* and *More Disk Space*. But there's one program which combines both functions:

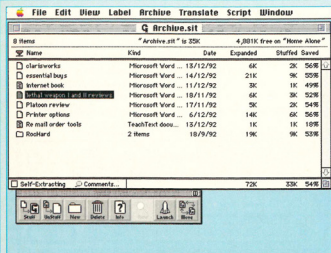
*StuffIt Deluxe 3.0*. This started life a number of years ago as a shareware package, and has now grown into an extremely sophisticated commercial offering. Included in the package are the manual compression program and another utility which will automatically compress any files which contain a given text string: for example, if you end a filename with 'small', it will be compressed as soon as you name it. *StuffIt* can also be set to automatically compress any files which have been on the hard disk for more than a specific period of time – so all your old correspondence, for example, can be compressed to save space, while remaining easily accessible. *StuffIt Deluxe 3.0* is an incredibly powerful program – and can be highly recommended.

## Easy interface

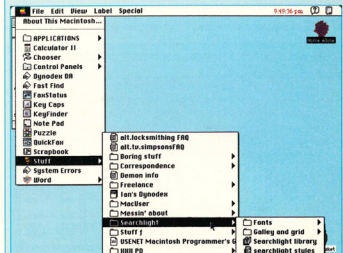
Apple's Macintosh user interface is easier to use than any other computer's, but you may still have some complaints about it – especially when you start to become a 'power user'. For instance, it's a real pain to have to burrow through several layers of folders in order to find a document which you want to open. And how come there's no easy way to control which System Extensions are turned on or off?

Now *Utilities 4.0* is the answer. This package contains all you need to tweak the Mac's standard user interface to something that closely approaches perfection.

First off is the *Startup Manager*, which tells you exactly



As you can see from the impressive space-savings shown here, compression can come in extremely useful. *StuffIt* is one of the most powerful compression packages around

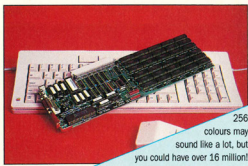


Now *Menus*, part of the *Now Utilities* package, gives you hierarchical menus (in other words, menus within menus within menus...) direct from the Apple menu

## In living colour

Finally, if you've got a Mac which can take a NuBus expansion card (such as the Performa 600) and you want as many colours on your screen as the Mac is capable of displaying, take a look at the Venice 640 board from Neutral. It provides you with 24-bit colour on your Apple 14-inch monitor – which means that you've got 16.7 million different colours to play with.

True, it has its limitations – some games don't like working in anything other than 8-bit (256 colours), which means that you'd have to unplug your monitor and connect it back in to the Mac's built-in video socket. But many people will find that a small price to pay – because, compared with other 24-bit colour cards, the Venice's £234 is a very small price indeed.



which Extensions have been loaded, and allows you to turn them on and off at will. No more ferreting through the Extensions folder and dragging files to the desktop – a simple click will turn one on or off. Then there's *Super Boomerang*, which started life as a shareware program. This provides you with a mini-menu bar in all your Open and Save dialog boxes. From there you can search for a specific file, go straight to a folder, create a new folder and so on. Brilliant.

*Now Menus* gives you 'hierarchical' menus from the Apple menu. So, if you place an alias to a folder in the Apple menu, then that item will have a sub-menu attached which displays

all the contents of the folder – and any sub-folders will have their own sub-menus. Once you're accustomed to this feature, you won't be able to live without it: it massively increases the speed at which you can navigate through your hard drive.

*Now Utilities* contains a range of other utilities, such as the facility to display your font menu in the actual fonts – which is a great boon if you're trying to find a particular typeface when you've 20 or 30 available.

About the only thing that *Now Utilities* doesn't have is a clock for the menu bar – something that no Mac user should be without. My personal favourite is a free utility called *SuperClock*, which

puts a clock, in your choice of font, at the right hand side of your menu bar, and also includes a timer and alarm. With this, you'll never need Apple's Alarm Clock desk accessory again.

## Crash calamities

Every once in a while, you'll be faced with the dreaded System Error dialog box. You'll know it when you see it: there's a picture of a bomb, text that says "Sorry, a System error occurred", and just one button: **Restart**, which does just that, losing any work that you haven't saved. *Crash Barrier* is a program which attempts to save you from such situations by attempting to cure the System error for you, without losing your work. It's by no means perfect – but then, nothing can be in these situations. However, it often does the trick, and if you've got more than one application open when the crash occurs, you at least have a chance of saving work from the program that didn't crash.

Some people believe that *Crash Barrier* is more trouble than it's worth. Personally, I wouldn't be without it.

## Get communicating

A modem will help you to get in touch with other Mac users the world over. It's a box which connects your Mac to the phone line, so that you can call up bulletin boards – which are central repositories for comments, questions, discussions and files from other Mac enthusiasts.

Modems can be quite expensive – a high-speed device could easily set you back £500 or more – but it's possible to find slower models for much less. Any modem should connect to your Mac, as long as you've got a modem-to-Mac cable – make sure that the vendor supplies you with one. Then you just need some comms software to make the whole thing work. Fortunately, an extremely good comms package happens to be shareware; it's called *ZTerm*, and will cost you just \$30 to register. *ZTerm* should do just about anything you want it to – if you're on a budget, spend your money on the best modem you can afford; *ZTerm* will do fine as far as software is concerned. [mf](#)

## Jargon Busters

**Backups:** These are 'reserve' copies which you should make of your important files, which, in practice, means everything that you've spent a while working on. There's always a small chance that the original copy might get damaged or accidentally erased!

**24-bit colour:** Used to describe hardware (and software) capable of displaying a maximum of 16.7 million colours on screen. This is obviously a substantial improvement on the standard 256-colour (or '8-bit') system provided. Without getting too technical, the figure for the number of colours is reached by multiplying 2 by itself 24 times, which gives exactly 16,777,216 – or 16.7 million for short.

**Mb:** Short for 'Megabyte', this is a unit of memory capacity broadly equivalent to one million characters. A Megabyte is just over 1,000 Kilobytes (usually shortened to 'K'). It's usually more convenient to measure file sizes in Kilobytes, but hard disks and computer memories are measured in Megabytes instead.

**Modem:** An ingenious device which converts computer data into audible tones, and vice-versa. (The name comes from an abbreviation of its two functions: 'modulator/demodulator'.) The tones can be transmitted over telephone lines, making this an ideal way of sending data over a distance. Modems are available with a range of top transmission speeds, and some can even send and receive faxes.

## Buying guide

All prices include VAT. The suppliers listed are the UK distributors; if they won't sell the product to you direct, they will be able to tell you where to find your nearest dealer.

<b>Curtis Wrist Rest</b>	Mac Accessory Centre ☎ 091 295 0353	£21
<b>Dynodex</b>	Computers Unlimited ☎ 081 200 8282	£82
<b>Super QuickDex</b>	Softline ☎ 081 642 2255	£65
<b>easyPrint</b>	Softline ☎ 081 642 2255	£29
<b>Norton Utilities</b>		
<b>for the Macintosh</b>	Symantec ☎ 0628 777677	£175
<b>Complete Undelete</b>	MacLine ☎ 081 642 2222	£46
<b>Mac-Bac</b>	Hi Resolution ☎ 0580 211194	£69
<b>Stuffit Deluxe</b>	Principal Distribution ☎ 081 813 5656	£93
<b>Now Utilities 4.0</b>	Frontline Distribution ☎ 0256 20534	£105
<b>Crash Barrier</b>	Softline ☎ 081 642 2255	£58
<b>Gravis Mousestick</b>	Mac Accessory Centre ☎ 091 295 0353	£106
<b>Venice 640</b>		
<b>NuBus card</b>	Neutral ☎ 081 599 9902	£234

## Recommended Reading

Of course there's one computing essential which no self-respecting Performa user would ever go without – and that's their regular fix of *MacFormat*. Jam-packed with tips, reviews and features, it's the only Mac mag designed specifically for you, the home Macintosh user. Turn to page 46 to find out how to make sure of your copy.

# GETTING IT INTO PRINT

A printer is probably the most useful peripheral you can buy for your Mac; after all, there's not much point in creating beautiful documents on the screen and using loads of fonts and graphics, if you can't actually output them.

As often seems to be the case with the Mac, there are advantages and disadvantages to Apple's system of doing things. This is certainly true of the way your computer interfaces with printers. Basically, Apple has set its own standard on how such devices should link up to the Mac.

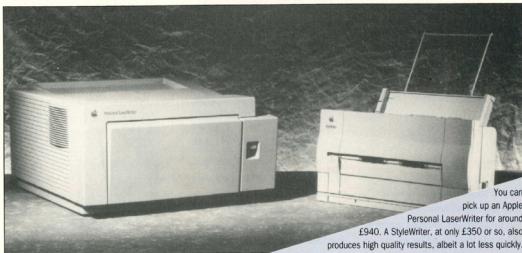
On the down side, this means that you can't just plug any old printer into the computer. On the other hand though, once you have connected up a compatible device, you can ignore its specific characteristics – outputting to one printer is very much the same as outputting to another, and all will do their best to make sure that whatever you print looks the same on paper as it did on the screen.

There are plenty of different printing options available: the two main factors you should consider are not just price but also the sort of work you'll be asking your printer to do. For example, if you can happily live without colour output (most people can) then you can get a good black-and-white printer for the same price as a mediocre colour one. So let's go through the range on offer, starting with greyscale – that is, non-colour – printers.

## Dot-matrix printers

Dot-matrix printers work by hitting a ribbon, similar to a typewriter ribbon, with tiny pins. Combinations of these pins form the shape of characters, graphics

If you haven't bought one already, you'll soon be hankering after a printer to output all that beautiful prose. Ian Wrigley takes a look at the more attractive options for first-time Mac buyers



and so on. You won't often see dot matrix printers connected to the Mac – most people don't really consider them of high enough quality. The one that you may see is the ImageWriter – Apple's own dot-matrix. However this has virtually disappeared these days and has been replaced with the StyleWriter (see later).

If you want to connect a standard dot-matrix printer to the Mac, you'll need to get hold of a special interface. However, to be honest, the only reason that you might want to do so is if you've already got a dot-matrix printer, and you don't want to sell it and buy a dedicated Mac one instead.

## Inkjet alternatives

Next up on the quality scale – and of perfectly good enough quality for most people – are inkjet

(sometimes called bubblejet) printers. These printers work by firing tiny jets of ink at the paper and can achieve extremely good results using this method – often up to 360 dots per inch (dpi), which is actually higher than many laser printers.

On the other hand, inkjet printers are not particularly fast – you could easily wait a minute or more for a page to be output. Also, pages with a lot of ink coverage – complex graphics, for instance – sometimes suffer from 'banding', which manifests itself as darker and lighter stripes of ink running horizontally across the page where you'd expect (and prefer) solid black.

However, even with these restrictions, inkjet printers are extremely popular – and their relative cheapness means that they are the printing solution that many people plump for.

Apple's StyleWriter is the best-known Mac-compatible inkjet printer. It comes with a sheet feeder (so you don't have to manually feed it each piece of paper), cabling and so on, and is a true 'plug-and-play' device.

Indeed, you don't even need to install a software driver – Apple's standard System installation, which you have on your hard drive when you buy your Mac,

includes a driver for the StyleWriter, along with other Apple printers.

The other main Mac-compatible inkjet is the DeskWriter from Hewlett-Packard. Its main advantage over the Apple StyleWriter is that it's rather faster; some people say that it can also produce slightly better quality output.

At first sight, it looks as though you'd have to pay more for these bonuses: list price is considerably more than the StyleWriter's £350.

However, the DeskWriter benefits from the fact that

## Be sure you're compatible

Whatever printer you intend to buy, make sure that you tell the vendor that you'll be using it with a Macintosh. While some printers – such as Apple's StyleWriter – can only connect up to the Mac, others come in a variety of configurations for different computers. If you buy the wrong configuration, you'll be stuck – and many dealers will assume that you're buying a printer for use with a PC unless you tell them differently.

## Who to call for more information

Check adverts and talk to your local dealer to get the best prices on printers. Some of the better-known distributors are listed here:

**Apple:** StyleWriter and LaserWriter laser printers. Dial ☎ 100 and ask for Freefone Apple.

**Hewlett-Packard:** DeskWriter and

DeskWriter C printers.  
Call ☎ 0344 369222

**GCC Technologies:** PLP and BLP series of laser printers, WriteMove II portable printer.  
Call ☎ 081 569 4030

**DirekTek:** Citizen PN48 portable printer. Call ☎ 081 845 5969



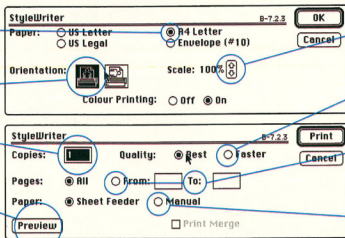
# Defining the look of your print-outs with dialogue boxes

Paper sizes can be specified here. Most printers use A4 even though the menu may default to 'US Letter'

Orientation (landscape or portrait) is controlled using these icons

Multiple copies of a document are easy, but a photocopier is quicker

In this application 'Preview' enables you to check visually that you have chosen the right page before you commit it to paper



Scale can also be adjusted – by increments of 20 per cent in the case of the StyleWriter

If you want a quicker, but necessarily less detailed printout, choose 'Faster'

You also have the option of printing selected pages – useful if you want to check corrections to one page of a multi-page document

If you want to print out a document on letterheaded paper, choose 'Manual' and feed it through a sheet at a time

Hewlett-Packard prices, unlike Apple's, are often heavily discounted at dealer level; perusing current price lists shows at least one mail order company selling the printer for just £335 – actually cheaper than the StyleWriter.

## Laser choices

If you've got the money, nothing beats a laser printer. These are fast, high-quality printers which produce output often virtually indistinguishable from 'real' printed magazines, books and glossy brochures.

These devices work by burning 'toner' (particles of dry ink) on to the paper. Although generically called laser printers, in fact many now use LEDs (light emitting diodes), as they are cheaper and can frequently produce better results.

A better term for the whole family is 'page printers', since they output a page at a time rather than the line-at-a-time system of dot-matrix and inkjet machines.

Most page printers are 300 dpi devices, but although this is slightly less than 360 dpi inkjet machines, the consistency and lack of smudging means that page printers generally give superior quality – especially on pages which require a lot of ink.

They are also far faster, although you shouldn't be fooled by manufacturers' claims that a laser printer works at, say, 4 pages per minute (ppm).

What this actually means is that, if you want five identical copies of a page, the second, third, fourth and fifth will be output in around 15 seconds each – but you may have to wait considerably longer than 15 seconds before the first copy appears. The 4 ppm figure is a measure of the printer's 'engine speed' – how long it takes to physically pass a sheet of paper through the device – and not how fast the printer can accept data from the Mac, work out what to do with it, and so on.

You have two choices when buying a laser printer: whether to buy a QuickDraw- or PostScript-based machine. Essentially, PostScript devices are more expensive but are better at dealing with the complex graphics produced by high-end graphics programs like *Aldus FreeHand* and *Adobe Illustrator*. On the other hand, if you're going to be printing mainly text, or images from the draw or paint modules of an integrated package, a QuickDraw-based printer will do fine – and will cost you far less.

Apple produces a range of laser printers, rising in price from

about £940 to well over £2,000. However, other manufacturers, such as GCC Technologies, produce budget laser printers which, at street prices, can be obtained for around £700.

Shop around to see what sort of deal you can strike.

## Colour options

If you feel that you really need a colour printer – to print posters for the local amateur dramatic society, for instance – there aren't many options available at a reasonable price.

You will hear terms like 'thermal wax transfer' and 'dye sublimation' bandied about, but unless you have several thousand pounds, printers using these techniques will be out of your price range – unless the rest of the society chips in.

On the other hand, Hewlett-Packard's DeskWriter C (the colour cousin of the DeskWriter mentioned above) sells from many dealers for £450 or less. This is an inkjet printer which creates colour by firing different coloured inks at the paper, instead of just black.

You shouldn't expect to get the kind of quality that you see in a magazine like this, but many people find the DeskWriter C perfectly acceptable. **mf**

## Jargon Busters

**Dot-matrix:** A method of printing in which small pins hit a typewriter-style ribbon.

The pins are arranged so that different combinations produce the different letters, graphics and so on.

**Dots per inch (dpi):** Because printers work by creating images on the paper from tiny dots, a measure of output quality is to describe the number of dots per inch it produces.

The more dots per inch, the closer together they are, and so the better the output will look.

Laser printers normally output at 300 dpi, while some inkjet printers can manage 360 dpi (although, due to smudging and other factors, laser printer output is still often better).

**Driver:** This is the software that allows your Mac to talk to the printer. It's the software responsible for the dialogue box that appears when you select Print from your application.

**Inkjet:** Inkjet printers work by firing jets of ink through tiny nozzles at the paper. These are also sometimes called bubblejet printers, although in fact 'bubblejet' describes just one form of inkjet printing.

**Laser:** Laser printers work by sticking tiny particles of 'toner' (which can be thought of as powdered ink) to the paper. The actual process is fairly complicated – which is one reason why laser printers tend to be expensive.

## But what if I already own a non-Mac printer?

If you already have a printer – whether it's a dot matrix, inkjet, laser, or whatever – the chances are that you won't be able to just plug it in to the Performa and start printing.

Mac-compatible printers require a special interface and dedicated software to make them work. All is not lost, though, since a couple of companies produce packages containing just such an interface

and the software to go with it.

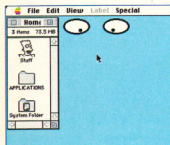
Probably the most comprehensive of these is *PowerPrint*, distributed in the UK by *Academy Software* (☎ 081 656 9560). For £150 you get a special lead which connects the Mac up to a printer's parallel port (just about every printer in the world has a parallel port), and driver software which allows you to use over 850 different types of printer.

# THE PERSONAL TOUCH

Your Mac is a powerful tool. But what it really needs is a little customisation to make it stand out from the crowd. Fortunately, help is at hand...

## Looking at you, kid

Eyeballs. What every good Mac needs. There are three or four 'eyeball' programs available for the Mac, and all do one simple thing: they put a pair of eyes on the screen, which follow your cursor as it moves around. One program puts the eyes on the menu bar, while most of the others work in the background and put the eyes on your desktop. It can be pretty disconcerting to close a window and find your Mac staring at you unexpectedly!



Two lovely MacEyes – desktop eyeball programs are widely available from public domain libraries

## MAKE IT YOUR OWN!

There's two main ways you can make your Mac truly your own.

Firstly, you can change the background screen on your desktop so all your windows, folders and files sit on your favourite picture.

And secondly you can create your own sounds to accompany just about every task your Mac performs.

To discover how, check out *MacFormat* – and make your Mac unique!

When you first switch on your Mac, it performs in exactly the same way as everyone else's – and it looks exactly the same, too. Fortunately, there's plenty of software available which will help you to stand out from the crowd – and even a couple of hardware add-ons, too. As far as the software is concerned, some is commercial, some is PD (public domain), and some is great, some dreadful. The one thing that you can be sure of is that it will all provide your Mac with a look and feel slightly different to an ordinary run-of-the-mill machine.

## Desktop doings

The Mac's graphical user interface has always been praised for its consistency: no matter what application you run, the familiar scroll bars, window close buttons and the like are all there. But if you find that this makes life a little... well, predictable, *ClickChange* is the program for you. With it, you can customise the colours of menus, windows and scrollbars, and alter the appearance of buttons, checkboxes and so on. You can even change the cursor from its usual boring black to a rainbow-hued affair, and turn the apple at the left-hand corner of your screen into a banana or a tiny bunch of grapes. By the time you've finished, you wouldn't know that you were using a Mac at all!

On the other hand, if you find yourself getting a little bored of the standard desktop surface, you should try a program called *Wallpaper*. This allows you to replace Apple's boring old colours and textures with any of a vast range of repeating images – after just a few minutes' work with this program, it really does look like you've wallpapered your screen.

There's also a utility which is seriously cute – but which you should also beware of. It's called *The Grouch*: every time you throw anything into the Wastebasket, Oscar the Grouch

(the cheeky rubbish-loving character from *Sesame Street*) pops up and sings a little song: the aptly-named *I Love It Because It's Trash*. Funny? Yes, certainly – until you discover that your toddler has thrown away all the files on your hard disk just to see it happen. Later releases of the program have been altered to stop this happening, but you should be warned that it's probably still not a great idea to install *The Grouch* if you've got a houseful of mischievous youngsters.

## Save that screen!

Screen saver programs are supposed to protect your monitor from 'burn in'. This occurs when an image is on the screen for too long, and results in a faint shadow of that image being visible all the time. In reality, this only happens after weeks and weeks of the image being on the screen, and even then only if the screen's brightness has been turned up. However, it can be a problem – especially since virtually every Mac application has a menu bar, which displays the same image is at the top of the screen.

To avoid this burn-in, screen savers were designed. They wait until you haven't used your Mac for a reasonable length of time, and then produce their own display so that the screen image changes fairly regularly. When you return to the computer, hitting a key or moving the mouse brings back the original display.

The first screen savers were fairly primitive: often they just turned the screen black after no user action for five or ten minutes. But the latest screen savers are more like applications in their own right, with fabulous graphics and even sound effects – all in the name of saving your phosphors.

## Darkness falls

By far the most popular screen saver is called *After Dark*, from Berkeley Systems. It consists of a number of different 'modules' which you can customise to your heart's content. The most famous include animations of toasters (yes, toasters!) flying across the screen, and of fish swimming about on your monitor. In fact, *After Dark* is so popular that many people who wouldn't normally consider a screen saver buy it just for the graphics – and the fact that one of the modules is a pretty good shoot-'em-up game. This seems strange when you consider that originally the program was designed only to work when the user was away from the machine...

Now, Berkeley Systems has created a new screen saver, *Star Trek*, based on the original TV series. The different displays include animations of *Trek*-related things like Tribbles, and there are plenty of sampled sound effects from the TV programme, too. All in all, if you're a fan of screen savers or *Star Trek*, this program is a 'must buy'.

## Sounds interesting

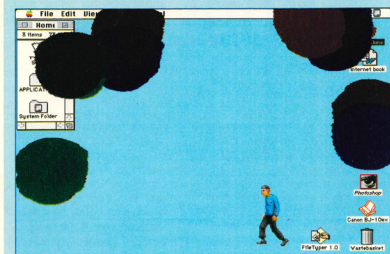
A quick glance at the Control Panels shows that the Mac comes with half a dozen or so short sounds pre-recorded, while the microphone socket allows you to create your own. But the sounds are only played when you do something wrong, or when the Mac wants your attention. It would be much more fun if you could set up different sounds for different actions – inserting and ejecting disks, restarting, shutting down, and so on.

Well, there's a \$15 shareware program which allows you to do just that. It's called *SoundMaster*, and it will allow you to assign

## Buying details

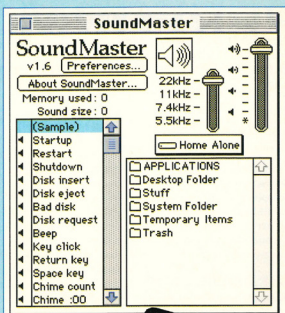
<b>After Dark</b>	Softline ☎ 081 642 2255	£29
<b>Calculator Constructor 2</b>	MacLine ☎ 081 642 2222	£58
<b>ClickChange</b>	MacLine ☎ 081 642 2222	£55
<b>Logitech Kidz Mouse</b>	Logi (UK) ☎ 0344 891313	£43
<b>MacTrack</b>	The Software Club ☎ 081 205 4548	£88
<b>Star Trek:</b>		
<b>The Screen Saver</b>	Softline ☎ 081 642 2255	£34
<b>Talking Moose</b>	MacLine ☎ 081 642 2222	£27
<b>WallPaper</b>	Softline ☎ 081 642 2255	£46

All prices shown include VAT.



Above: Mr Spock, one of the modules from *Star Trek: The Screen Saver*, has obviously taken a dislike to my desktop – he seems to have phasered great chunks of it

Right: SoundMaster is considered an essential program for anyone who's serious about customising their Mac. It allows you to assign sounds to just about any action that the Mac performs



sounds to just about anything that your Mac does – even down to playing a sound every time you hit a key, although most people tend to find that a little wearing after a while!

The idea is that you either record your own sounds or get hold of ready-digitised ones (there are hundreds in the public domain, from TV and film quotes to rather risqué squeals and groans), and let the program do the rest. Be warned, though: once you've installed it, you'll have

your Mac yelling, barking and bleeping at you all day long – so make sure that you only use this program if you share a house with reasonably understanding and tolerant people!

On the other hand, *Talking Moose* might be more what you're looking for. After you've installed this program, a moose appears on the screen every so often, to make comments or have an admittedly one-sided chat with you. However, this is another piece of software which should perhaps

come with the same sort of warning as the *Grouch* program which we mentioned earlier in this article. *Talking Moose* is undeniably cute and will delight the kids – for a while. After that, you do find yourself wondering just why you bought it...

## Mouse matters

If you're bored with the standard Apple mouse, there are a few alternatives open to you. Best-known is a device called a trackball, which is a bit like a big mouse lying on its back. These are preferred by some people, either because they just prefer the feel – or because, for some of us, there never seems to be enough room on the desk to give a mouse the freedom it needs.

Trackballs come in a range of styles and 'feels'; the problem is

that not all of them last too well. Dirt and grease from your fingers is transferred from the ball to the internal rollers, and after a few months you may find that the cursor moves jerkily or sticks occasionally. Still, there are a couple which don't seem to have this problem; my favourite is the MacTrac, from The Software Club. It costs around £88, which may sound like a lot of money, but is actually cheaper than an Apple mouse.

If you've got kids who use your Mac, they'll love the Logitech Kidz Mouse. It's actually shaped like a mouse, with a tail (the cable) and two buttons which look like eyes. Though a little too small for some adult hands, it's ideal for children – and at £43 it probably won't break the bank. [mf](#)

## AND THERE'S MORE!

But where do you go if you fancy any of the following:

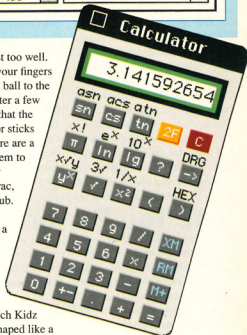
- A permanent clock display in your menu bar?
- A spell-checker and thesaurus in your menu?
- Post-It notes for your Mac?
- A different start-up picture each time you start work?
- A pop-up address book and phone database?
- A utility that'll double the size of your hard disk?
- A free graphics package for producing glossy images?

**EASY!  
MACFORMAT!**

– at a newsagent's near you!



The Logitech Kidz Mouse is specially designed to be used by children (or adults with small hands). And, for a change, it actually looks like a real mouse, tail and all



## A calculating air

The DAs (Desk Accessories – mini-programs that you find under the Apple menu) supplied with the Mac are OK, but aren't exactly inspiring. How about a fully-featured scientific calculator instead of the boring, simple one provided? There are plenty of shareware and PD calculators around, or you could go the whole hog and design your own from scratch, including all the functions that you think you'll need. If that sounds like a good idea, you'll want to get *Calculator Constructor 2* – which allows you to do all this and more. The price is a little steep, though: £58.



# PERFORMA PROBLEMS?

No puzzle's too perplexing for our team of experts: whether it's a question on hard disks, modems, fonts or printers, you'll find the answer right here

## QUESTION

### Worrying errors

When copying a batch of about 20 files from my Performa 400 to a floppy disk, three of the files couldn't be copied because of a "disk error". What does this mean and why does it happen? How can it be cured?

## ANSWER

A disk error is a hardware fault on the disk, and if it is occurring on a hard disk where you are keeping valuable information then it is a serious matter.

Disk errors can occur either on the disk you are copying from or on the disk you are copying to, and the error message you get will tell you which. You don't say which message you are getting, but I suspect it will be an error on the internal disk, so the message will be something very much like:

"[such and such a file] couldn't be written and was skipped".

What has happened is that the Mac has attempted to copy the file, but when it checks to see whether or not it has written the information correctly, it finds that the version on the disk does not match the original – an error has been introduced. This is almost always caused by a bad sector on the disk – part of the magnetic surface of the disk is not working properly. It is not uncommon for parts of the disk to break down like this after a lot of use; one of the most frequent causes is the disk being knocked slightly while it is running.

The solution is to back up all the data on the disk onto floppy disks using the program *Apple Backup*, and then to re-initialise the hard disk using *Apple HD Setup*. The initialisation program checks each part of the disk in

turn, and if it finds any defective areas it marks them so that the Mac does not then attempt to store data on them.

If the problem recurs then it may be a symptom of a more serious hardware problem in the disk, and you should have it checked by a qualified repairer. Certainly, in the meantime, you should make sure that you take frequent and regular back-ups of all vital information that you keep on this disk.

## ANSWER

No, it won't hurt the LaserWriter at all to put the same piece of paper through twice. But be very careful when putting it through the second time as it's much more likely to jam, having been twisted through the machine's mechanism already. Don't put it through it if it has any creases or tears.

LaserWriters can in fact take a lot more than just 80 grammes-per-square-metre photocopier paper. You can buy special sheets of peel-off labels, so you can print names and addresses for envelopes. You can put light card through as well, but then it's best to open the output flap to straighten the paper path – that last 180-degree turn is often the cause of jams.

You can even put overhead transparency sheets through – but make sure they are the type

## QUESTION

### On both sides

Will I do my Personal LaserWriter NT any permanent damage by printing on both sides of the paper?

I would not be doing long runs of hundreds of copies; I double-side print for a just-in-time leaflet or factsheet.

driver for the DeskWriter which will make it functional with your Performa"

your Performa Computer. They make the Performa very easy to use for children and other users who are new to the Macintosh.

**QUESTION** When I restore the backup software I still get a diskette with a flashing '?' at startup. Why is this?

**ANSWER** The solution is to boot the computer with the Utilities diskette, move the System suitcase or Finder out of the system folder, move it back into the system folder and reboot the computer.

**QUESTION** Who can upgrade the RAM on my Performa?

**ANSWER** Any authorised Apple Dealer or Reseller may install memory in a Performa computer.

**QUESTION** What are *At Ease* and the *Launcher*?

**ANSWER** *At Ease* and *Launcher* are software utilities that give you one-click access to the software programs that come with

**QUESTION** Why am I getting a white line across my printouts when I use my *StyleWriter*?

**ANSWER** You need to purge the cartridge, and if that doesn't work, replace it.

**QUESTION** Can I share files between a MS-DOS machine and a Performa?

**ANSWER** Yes, you may share files between DOS (there's more flavours than MS), OS/2 and Apple Pro-Dos diskettes and your Performa computer using *Apple File Exchange* and *PC Exchange*.

Don't forget, you can always get telephone help on your Performa from Apple UK's helpline but make sure you have read the manuals and this copy of *MacFormat* thoroughly first!

## The Top Performa Questions

Apple in the USA has been operating a telephone helpline for Performa owners since the launch of the machines last September. *MacFormat* asked Apple US what the most common questions Performa owners had were. This is what they told us:

**QUESTION** Where are all the programs pictured in the *At Ease* setup guide? It seems I only have *ClarisWorks*.

**ANSWER** *At Ease* doesn't include the programs in the *At Ease* setup guide. If you wish you may purchase them and add them to *At Ease* for your children.

**QUESTION** Why are there no manuals with *ClarisWorks*?

**ANSWER** If you find the *ClarisWorks Getting Started* manual included with the Performa inadequate for your

needs you may send in the coupon included with it to obtain further documentation.

**QUESTION** I think I'm missing something. Where are the system disks – the *ClarisWorks* disks, *GreatWorks* disks, and so on?

**ANSWER** The Performa line of computers come with *Apple Backup*, a software utility that allows you to backup the entire hard drive including system software and application software onto high density floppy diskettes.

**QUESTION** I can't make this printer work. It says there isn't one available.

In order to use your Apple Printer, you need to select it in the Chooser and select the port it is connected to.

**QUESTION** Why isn't the screen showing the dialogue box that the manual said it

would when I put in a blank diskette?

**ANSWER** The diskette has been formatted by the manufacturer. You won't see the dialogue box asking if you want to format it unless the diskette is truly blank.

**QUESTION** Can I use a different monitor with this Performa 400/600 other than the ones you sell?

**ANSWER** Yes, any Apple monitor with resolutions up to 640 by 480, or less than 14 inches in size will work with the Performa 400/600's internal video circuitry. In addition, many third party monitors with the same specifications and the proper connection will also work.

**QUESTION** How can I get this HP DeskWriter the salesman sold me to work?

**ANSWER** You may contact HP for the proper cable and

designed for photocopiers, or you might end up with a gungy mess!

If you do put sheets through more than once it's a good idea to clean the LaserWriter more often. Open up the machine and brush away any loose paper dust or toner. Clean the fine wires carefully. And make sure that the felt pad which cleans the drum is changed regularly – don't let it get solid with caked-on paper.

## QUESTION

### Small press

I have a Performa 400. Can I run desktop publishing software on this system, like *PageMaker 4.2* or *Quark XPress 3.1*?

## ANSWER

A Performa 400 will run both of the programs you mention, albeit very slowly. And the software would end up costing nearly as much as your computer! Alternatively, look at some of the cheaper DTP programs which tend to be optimised to work on the less powerful machines, such as *Aldus Personal Press*.

## QUESTION

### Starting graphics

I have a Mac Performa 200 which I use mostly as a clever typewriter. I would like to explore some of its graphic abilities. If I understand the Macintosh philosophy correctly, knowing about one graphic application should enable one to understand something of all the others. If so, can you recommend a general introduction to using graphics on the Mac?

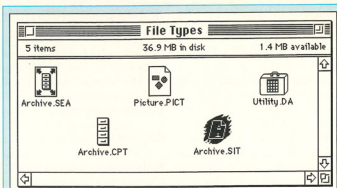
## ANSWER

There's no better introduction to graphics than actually playing with the Mac. Any book will quickly become hard to follow without a program to use it with. If you don't want to spend a great deal of money at first, try *Color MacCheese*. Despite its name, this is a fully-featured painting program, which will let you experiment with all kinds of techniques. I say 'surprisingly' because it costs just £65 from Softline on ☎ 081 642 2255

## QUESTION

### What's in a name?

I am a new Mac owner who is also new to bulletin board



Filename endings (also known as 'suffixes') are used to indicate the type of file on a PC or bulletin board. But on the Mac that's what the icons are for

services. I would like to know how you can tell by the name of the file you want to download if it is a whole program or just a file which is an addition to an existing program. What do the letters PIC, PICT, SEA, DA, CPT, SIT and so on mean at the end of a filename?

## ANSWER

There's no easy way to tell from the filename alone, because most bulletin boards limit you to the eight-letters-and-three-letter-suffix system used by IBM PCs. However most bulletin boards allow the file to have a brief description attached, and this should explain what the files are.

As for the suffixes you mention, they tell you about the file type, namely:

**PICT:** on a Mac file indicates it is a PICT graphic, the standard format for Mac screen images. On a PC file it can be a number of graphics formats.

**PICT:** As above, the standard graphics format which can be opened by most programs.

**SEA:** Stands for Self Extracting Archive. A file which has been compressed to save time when transmitting it by modem, but can be restored to its original form by simply double-clicking on it.

**DA:** Desk Accessory. A utility which appears under the Apple menu. All you need to do is drop it in the System folder.

**CPT:** A compressed file created by *Compactor* or *Compact Pro*. To use it you'll either need a copy of one of those programs, or a utility which can decompress *Compactor* archives, such as *Stuffit Deluxe*.

**SIT:** A compressed file created by *Stuffit Classic* or *Stuffit Deluxe*. Again you'll need one of these programs or one of the many shareware utilities.

Another common ending is GIF, which is a compressed graphics format. Some programs – *Adobe Photoshop*, for instance – are able to read GIF files directly, but a shareware program, *Giffer*, is also available which will convert them into a more commonly-used format.

## QUESTION

### Disk suitability

Can I use the disks which we buy at work, which are labelled "MS-DOS compatible" for storing data on my Mac Performa 200?

## ANSWER

Yes, the disks are only labelled as MS-DOS because they have been pre-formatted for the IBM PC – a very expensive way of buying disks! Just initialise them as normal and they'll work fine on the Mac.

## QUESTION

### Musical differences

I use my Performa and StyleWriter for printing music using the *Deluxe Music Construction Kit* from Electronic Arts, in conjunction with Adobe's Sonata font. I checked that the StyleWriter could carry out this task, and indeed saw it in operation a few months ago. But now I have one it will not operate correctly: it produces music full of gaps.

Is there a solution?

## ANSWER

Your problem lies with the Sonata font. It's a PostScript font, rather than TrueType, and that means it won't work properly directly with the StyleWriter.

There are, broadly speaking, two types of font. TrueType fonts are Apple's own type, and work

seamlessly with the Performa and any printer. The other is PostScript, a much more established format which is in wide use both on Macs and other machines. PostScript fonts require either a PostScript printer such as the LaserWriter g, or special software to allow them to work with printers such as the StyleWriter, which don't directly support PostScript.

The solution is to buy *Adobe Type Manager* (£79 from any Apple dealer). This will allow you to use PostScript fonts like Sonata on your StyleWriter.

## QUESTION

### Free for all

Friends have told me that there is free software available for the Macintosh. Surely there can only be a little and the quality of it must be dubious. Should I risk using any of this software?

## ANSWER

There is a large amount of freely-distributable software for the Mac, and much of it is very good indeed. Most of it works on a principle called 'shareware'. The idea is that you can copy the program as much as you like, and it is perfectly OK for a friend to give you a copy for you to try out. If you use the program for a while, decide it's good and you want to carry on using it you then send the author a sum of money. The exact amount and the address to send it to are usually displayed by the program or are in an accompanying text file.

The amount of money is often small, and you frequently get a free upgrade to the latest version and sometimes a printed manual. It works because the author saves on the costs of marketing and distribution – if people are honest enough to register. As most of the authors are American there is a huge temptation not to send money, but by registering you are encouraging more authors to produce more cheap software – which has to be worth it!

Some software actually is free – this is called public domain or freeware, and in these cases the author is just a good hearted soul who wants to do his or her bit for the Macintosh community.

Shareware and freeware is available from the 'libraries' advertised in *MacFormat*, via modem for bulletin boards or on the *MacFormat* cover disk.

# QUESTION

## Catching the bus

Could you tell me the difference between a NuBus card and an 020 or 030 direct slot?

# ANSWER

NuBus is a standard system which allows hardware to be added to any system which has NuBus slots; they are identical between machines. The processor direct slots are specific to the particular model, and therefore as a rule have fewer products available for them. Processor direct slots are much cheaper to add to a Mac than NuBus, as NuBus needs its own chips and circuitry to make it work. Depending on your machine, you can use the processor direct slot to add a NuBus slot. MacWarehouse does a range – check their catalogue for further details.

# QUESTION

## PC friendly

I have been a PC user for nearly 5 years and recently I bought a Mac Performa 400 for some other work. I would be very happy if my PC could talk to

my Mac or vice versa because it would save me a lot of money on all of the software for the PC that I have collected over the past five years.

I am aware that there is quite a lot of software which claims it can mimic the PC environment on a Mac. What modes do they mimic – 8086, 80286 or 80386? Which video do they support – VGA, EGA or CGA? Can a PC printer (for example, an Epson compatible) be used as the Apple ImageWriter printer?

# ANSWER

Software PC emulators are available which will run 286 software in VGA mode, notably *SoftPC* (available from Apple dealers, or from Principal – ☎ 0706 831831 – in a number of different versions, with prices starting at £129). They open a window on the Mac which runs MS-DOS and then your programs, but they will run more slowly than on a PC. You can indeed connect a PC printer to a Mac, provided you have the correct Chooser printer driver, such as *The Witch* from Academy Software (☎ 081 656 9560).

# QUESTION

## First-time caller

I am interested in buying a modem for my Mac Performa 400 – for home use mostly – and have two or three questions I would like answered:

### ● Should I? Why?

● My son has an Amiga 500. Could we interchange a modem with both machines?

● What do you recommend I read that will be of help before and after buying?

# ANSWER

There are two main areas where a modem is useful: information services and file transfer.

Information services such as CompuServe, CIX and Telecom Gold give you access to huge amounts of information on-line. Sometimes, like Telecom Gold, this takes the form of vast databases of information on flight times, company details, telephone numbers, hotel reservations, and so on. Other services like CIX are people-based – they are effectively a huge ‘conference’

where literally thousands of people (including all the staff of *MacFormat*) are on hand to be asked questions and give advice.

Modems can also be used to move files about rapidly over a distance. You can send or receive files directly with anyone else who owns a modem, or you can use one of the many bulletin board systems to get hold of the latest shareware programs.

If any of this sounds as if it would be useful to you, then I’d say that you certainly should consider getting a modem.

Any modem which will work with a Mac Performa will also work with a Commodore Amiga, although you’ll need some communications software for the Amiga (some excellent shareware programs are available) and a connection lead.

Good beginner’s guides to comms are few and far between, but one of the best is *The Hackers’ Handbook* by Hugo Cornwall. Despite its title, this is actually a good all-round guide to all the varied uses you can get out of a modem. And of course it goes without saying that you should always read the regular comms column in *MacFormat*.

# Five reasons to pick a TI



No matter which Macintosh® computer you have, there are strong reasons why there’s a perfect microLaser printer to go with it, personal or shared.

### 1. It's affordable.

For the value-conscious, take a 9 pages-per-minute laser printer, load it up with 17 scalable outline fonts from the Adobe® PostScript® software library, give it an operating cost



POSTSCRIPT  
Software from Adobe

of 1.7 pence per page and price it at £1,385. Now you’ve got the best value in the business, for yourself or your business. It’s the microLaser PS17.

### 2. It's upgradeable.

Now take the microLaser we just talked about, double the fonts, price it at £1,560 and you’ve got the microLaser PS35. Also there’s the option of Turbo upgrades for fast graphics.

### 3. It's powerful.

For high-speed PostScript printing with a built-in RISC processor, PostScript Level 2, 35 fonts, and automatic switching between PostScript and HP Laserjet emulation, try a high-performance microLaser Turbo. Perfect for the power user.

### 4. It's shareable.

And if you’re into networking, the 16 ppm microLaser XL Turbo, flies through documents



## QUESTION

## Font of wisdom

I am using a Mac Performa 200. My printer is a StyleWriter, and the program I use is *ClarisWorks*. Please can you help me? I have tried phoning agents and stores but have received no satisfactory answers to these questions:

- Where can I buy additional True Type Fonts?
- If there are none available in the UK is there a programme which will make other fonts function with the StyleWriter?
- I use my Mac purely for my own amusement and private newsletters but would like to be able to use small pictures to add a bit of interest to the text. I saw an ad for *ClickArt* and made enquiries as to how I could use it with *ClarisWorks*. I was told it would need a programme like *PageMaker*. This seems a bit extravagant – a £500 programme to run *ClickArt* costing £45!

## ANSWER

Any font vendor will be able to sell you TrueType fonts – just have a flick through the advertisements in *MacFormat*. There are also plenty of TrueType fonts as freeware or shareware which can be obtained from shareware libraries – again, check out the ads.

You can use any PostScript font with your StyleWriter, provided you buy a copy of *Adobe Type Manager* (£79 from any Apple dealer).

There is plenty of clip art available in shareware form, and like *ClickArt*, you should be able to paste it into *ClarisWorks* graphics. With some TIFF-format images you may have to convert them into PICT-format first; there are a number of shareware utilities available from libraries which allow you to do this.

## QUESTION

## Colourful disks

I am using a Performa 400 and I would like to know why, when I put my floppy discs in, I get a black and white icon rather than a colour one?

## ANSWER

System 7 only displays a black and white icon for floppy disks for some reason. However if the monochrome disk offends you, there is a freeware System extension by Andrew Welch called *CFloppy* which will colourise your disks. It's available, as ever, from any good shareware library or Mac bulletin board – I got my copy from MacTel on ☎ 0602 455497.



Boring Black and White



Ah, that's better!

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## QUESTION

## Amiga transfers

I work in a large comprehensive school where we have growing number of Macs in various

parts of the school. Many of my pupils have Commodore Amigas at home, which some use for word processing, but most do not have access to printers. I would like to start transferring text files from Amigas onto the school Macs to enable pupils to start work at home and finish it at school or vice versa. How can I do this?

## ANSWER

There are utilities which allow Amigas to read and write Mac disks, but I don't recommend them, as Amigas have floppy drives which are simply not reliable enough to use the Mac's unique system of writing to the disk. However I would recommend using a utility called *MessyDOS* on the Amiga, which allows the Amiga to use MS-DOS formatted PC disks transparently. Once installed, all the student has to do is save a file to the drive pc0: instead of the usual df0: – *PC Exchange* then allows the Mac to read the files. *MessyDOS* is shareware, and is available from Amiga public domain libraries. Check an Amiga magazine such as *Amiga Shopper* to find one local to you. [mf](#)

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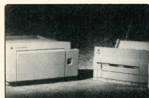
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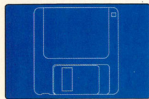
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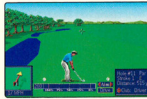
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