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Revision History:

00.00	31 Jan 86	First pass at reality
00.10	5 Mar 86	A better guess at reality
00.20	24 Apr 86	Whats so great about reality anyways?
00.30	7 Jul 86	Reality rears its ugly head. Set Startup, by Small Icon, and all Printer items removed. Finder now ProDOS only

1. Introduction

The Cortland Finder is a combination Program Selector / Disk Utility package for managing documents and directing traffic between the user and storage devices. The Finder provides disk utilities and application launching for ProDOS 1.2 and ProDOS16 versions 1.0 and 2.0.

Because of the tight development schedule for the Finder, several features had to be left out of this version. Version 2.0 of the Finder will be released at the same time as ProDOS 16 v2.0 (probably in early 1987). This version will be more extensive.

Overview:

Common Finder tasks include:

- opening, closing, copying, discarding, moving, and renaming applications, documents and disks.
- organizing documents on the desktop, in folders, and on disks.
- initializing disks.

What the Finder Does:

The Finder allows the user to work with files and disks in manner that is much easier than before. The types of items the user can work with in the Finder are:

Applications and Documents:

Applications and documents are represented in their closed state as icons. The user can rename, duplicate, discard, and organize applications and documents on disks and in folders.

Disks:

The contents of a disk are displayed in a directory window. Each disk can contain documents, applications, and folders. Usually each item is represented by an icon the user can select and drag; you can choose to see the disk's contents arranged in other ways with the View menu.

Disks currently inserted and recognized by the system will appear as white disk icons. The icon becomes hollow when its window is opened. Icons for disks that have been removed from the drive appear dimmed in grey. (Both inserted and ejected disk are highlighted when selected.) The Finder will remember the contents of disks inserted and then removed. Ejected disks (or any folders contained in them) can be opened into directory windows, any items on ejected disks also appear dimmed. You can manipulate dimmed icons just like white icons. The Finder will ask you to reinsert the system disk when necessary.

Folders:

Folders allow you to arrange your applications and documents hierarchically on a disk. Folders are a representation of ProDOS subdirectories. When opened, folders display their contents in directory windows just like disks. The contents of a folder can be files and other folders. Note that a folder cannot contain a disk.

Desktop:

The desktop in the finder is a temporary resting place for icons. If you're concentrating on only a few documents and applications at a time, and they're on different disks or in different folders, you can drag all the documents to the desktop and work with them there. You can even close the windows for the folders or disks they came from; the finder will remember where the documents belong.

Documents are automatically put away when you open a document or application.

Trash:

The Trash is a receptacle for discarding documents and folders. The finder will eject a disk when its icon is dragged into the Trash. When the icon for a disk // is dragged into the trash, the icon will disappear, but the disk is not ejected.. The only way to get the finder to recognize the disk again is to use the Check Drives option from the special menu. When you discard a folder, the folder and its entire contents disappear. Locked documents can't be discarded; you must unlock them before discarding. Locked items can be unlocked in their information window or in the warning dialog displayed when you attempt to discard a locked item.

Items placed in the trash are never deleted without some action from the user. This is substantially different from the Macintosh where items may be purged without warning. Items in the trash are deleted if the user selects Empty Trash from the Special Menu. If there is insufficient room on the disk for an operation to be performed, a dialog box will appear asking the user if the items in the trash may be deleted.

Placing an item in the trash is equivalent to changing the pathname of the item to /V/TRASH/item, where V is the name of the ProDOS volume. Because the trash is stored as a ProDOS subdirectory, it can be manipulated using normal ProDOS utilities as well as the finder.

Selecting Icons:

Once an icon is selected, the Edit menu commands operate on that icon's name and the File menu commands operate on what the icon represents.

When more than one icon is selected, the Edit menu commands are dimmed.

A group of icons may be selected only if they're all in the same window or all on the desktop. If you want to work on a number of documents from different folders or disks, drag them to the desktop and select them all there.

Operations on a group of icons are performed one by one. The icons are taken in order from left to right, top to bottom.

Dragging Icons:

Dragging an icon from one place to another moves that icon to the new place. You can drag an icon onto the desktop, a folder, a disk or the Trash icon. You can also drag an icon into the window corresponding to an open folder, disk, or Trash window.

Dragging an icon from one place to another on the same disk (or into a folder on the same disk) merely moves the icon to the new place. Note that the ProDOS path name of the file will change if it was dragged to or from a folder. Dragging an icon to another disk copies the file to the new disk, leaving a copy behind on the original for safekeeping. If you don't want the copy left behind on the original, hold down the option key while dragging the icons.

If you drag an icon to another disk, and there's already an icon with that same name on that disk, you're asked if you want to replace it with the icon you're dragging.

	Drag document	Drag folder	Drag application	Drag disk
to folder on same disk	moves it there	moves it there	moves it there	
to folder on different disk	copies it there	copies it and its contents there	copies it there	
to a different disk	copies it there	copies it and its contents there	copies it there	copies it there
to Trash	discards it	discards it and its contents	discards it	

- In general, dragging an icon anywhere on the same disk moves it; dragging an icon to a different disk copies it.
- To make an extra copy of a file on the same disk, use the Duplicate command in the File menu.
- You can drag an icon to another disk's icon or to that icon's window; the effect is the same, although dragging into a window lets you drag to a specific location in the folder or disk window.

- You can drag locked documents from disks to other disks. You can't drag anything to a locked disk.

Finder Menus:

The Apple Menu

About the Finder:

Show a tasteful dialog containing the version number and authors of the finder.

Desk Accesories:

Choosing any of the desk accessories causes that accessory to appear on the desktop. You can use the Edit menu to cut, copy, and paste the information in most desk accessories. The desk accessory stays on your desktop until you close it, with either the close box or the Close command in the File menu. Classic Desk Accessories can be activated from the Finder by presing Control - Open Apple - Reset.

Desk Accessories are part of the Cortland system software. The curious (and/or brave) should see "The Desk Manager ERS" by Steve Glass and John Worthington for an in depth discussion of desk accesories.

The File Menu

The commands in the file menu operate on icons and windows.

New Folder:

Creates a new folder named EMPTYFOLDER. If there is already an item named EMPTYFOLDER then the new folder will be named EMPTYFOLDER1.

Open:

Opens the selected icon into a window. If the icon represents an ProDOS application, opening it will launch the application. ProDOS Applications are files of type SYS, SYS16, and BIN.

Close:

Will close the currently active window or desk accessory. This is functionally equivalent to clicking in the close box of the window.

Get Info:

Opens a window that displays information about whatever the selected icon represents. The displayed information includes its size, kind (file type), the date it was created, the date it was last changed, and which disk or folder it belongs to. You can still drag or open a selected icon while its information window is open.

The Locked check box allows you to lock a document or application. When the Locked box is checked, that document or application can't be disposed of and its name can't be changed. It can, however, be modified in any other way.

Note that the Cortland Finder differs from the Macintosh Finder in that there is no text box for user comments. This might be added in version 2.0.

Duplicate:

Duplicates the selected items on the same disk. The duplicates are named "file1" where file is the name of the item duplicated. Duplicating the item again will create a duplicate named "file2". If appending a number would cause the length of the file name would exceed the 15 character limit, the 15th character will be replaced by the number. For example, AREALLYLONGFILE would become AREALLYLONGFIL1.

Duplicating a folder duplicates the folder and all of its contents. Note that duplicating a folder changes the name of the duplicate folder, not the names of the applications in that folder. Duplicating a folder named FRED will create a folder named FRED1. The names of the files in FRED1 will be the same as those is FRED.

Put Away:

Will return an icon on the desktop to the icon's home window.

Eject:

Will cause the selected 3.5" disk to be ejected. Note that only 3.5" disks will be physically ejected from the drive. 5.25" disks will disappear from the desktop, although the disk remain in the drives.

The Edit Menu

The Finder's Edit menu allows you to edit:

- The names of icons
- text or pictures in desk accessories.

You cannot use this menu to cut or copy icons. Icons are moved by dragging them.

Support for features of the Edit menu is based on the current design for a Mac-like Scrap Manager. The Scrap Manager handles cutting and pasting to the desktop. The Scrap Manager will support transferring text and Quick Draw pictures.

Selecting an icon also selects the text below it. Anything subsequently typed replaces the old text. Clicking the selected text itself causes an insertion point to appear. This text can then be edited in the normal fashion.

Undo:

Undoes your last text-editing action in a desk accessory.

Cut:

Removes the selection and places it on the Clipboard, replacing the previous contents if any.

Copy:

Places a copy of the selection on the Clipboard, replacing the previous contents if any.

Paste:

Puts a copy of the contents of the Clipboard at the insertion point. You can continue to paste copies until you cut or copy a new selection, which replaces the old contents of the clipboard.

Clear:

Removes the selection, without placing it on the Clipboard. The contents of the clipboard are intact.

Select All:

Selects all icons in the active window.

Show Clipboard:

Displays a window with the current contents of the Clipboard – that is, whatever you cut or copied.

The View Menu

The commands in the view menu let you view the directories of disks, folders, or the Trash in other arrangements. When the arrangement is other than pictorial, you select by clicking on a name rather than an icon.

The current view of the active window is marked in the View menu by a check.

by Icon:

Shows the contents of a directory window as icons, just as on the desktop. This is the default for the Finder.

by Name:

Lists the contents of a directory window alphabetically by name.

by Date:

Lists the contents of a directory window chronologically by modification date. The document most recently modified is listed first.

by Size:

Lists the contents of a directory window by size, largest first. Useful for seeing which of your documents are taking the most room on the disk. Folders are listed according to their contents.

by Kind:

Lists the contents of a directory window by kind ie. by file type.

The Special Menu

Clean Up:

Used only in By Icon view. Arranges all icons in the frontmost window in neat rows and columns. If no directory windows are open, Clean Up cleans up the desktop.

Empty Trash:

Removes the contents of the Trash. All Files placed in the Trash are deleted.

Erase Disk:

Initializes (and completely erases) the disk whose icon is selected. You can't erase the startup disk because the Finder needs the information on that disk in order to work. If you want to erase a certain disk, start Cortland using a different disk, eject that disk if necessary and insert the disk you want to erase.

Check Drives:

Will cause the Finder to check all of the disk drives and display any disks found on the desktop. This is the only way to get a 5.25" disk to appear on the desktop.

Format Disk:

Will cause the Finder to display a dialog box allowing the user to select a disk device to be formatted. This is the only way to format 5.25" disks since the Finder can't tell whether or not an un-initialized 5.25" disk is in a drive.

Operating Systems Supported:

The Cortland Finder will recognize disks formatted under the following operating systems:

- ProDOS/16
- ProDOS/8
- Pascal 1.3
- DOS 3.3
- Apple CP/M
- Mac MFS
- Mac HFS

Limitations on Operating Systems:

Eventually, the Finder will probably support all Apple operating systems in some reasonable manner. In version 1.0 support is provided for ProDOS volumes only. The System Utilities will be provided on the Finder disk and can be used for DOS 3.3, Pascal, and CP/M disks as well as ProDOS.

Trivia:

Launching and Quitting Applications:

ProDOS applications can be launched either by double-clicking on the associated icon or by selecting the icon and choosing open from the File Menu. When the user quits from the application the Finder will be reloaded and executed.

Copying Different Size Volumes:

When doing a volume copy (ie. dragging a disk icon onto another disk's icon, it is possible that the volumes will not be the same size. This might occur when copying the contents of a 5 1/4" disk to a hard disk. The copy will be permitted if the destination volume is larger than the source volume. In any other case an appropriately tasteful dialog box will appear to confirm that you want to perform a file copy of all files rather than a volume copy.

Icons:

There will be default icons for most of the common file types supported on under the various Apple // operating systems. See appendix A. for a list of icons included with the Finder.

Printing From the Finder:

Version 1.0 of the Finder provides no support for printing.

Ram Disk Support:

The Finder will support the ram disk much in the way that the Macintosh Finder supports its ram disk. An icon will appear for the ram disk if it is installed in the smart port chain (slinky cards in a slot are recognized too!). The Finder will then treat the ram disk like any other disk drive.

Appendix A

Icon Types

We are currently planning to include the following icons with the finder.

- Generic Document**
- Generic Application**
- System File**
- Binary File**
- Program File (applesoft)**
- Font File**
- New Desk Accessory**
- Classic Desk Accessory**
- Word Processor Application**
- Word Processor Document**
- Spreadsheet Application**
- Shreadsheet Document**
- Database Application**
- Database Document**
- Draw Application**
- Draw Document**
- Project Application**
- Project Document**
- Paint Application**
- Paint Document**
- Communications Application**
- Communications Document**
- Training Application**
- Training Document**
- Appleworks Database Document**
- Appleworks Spreadsheet Document**
- Appleworks Word Processort Document**
- CPW Source**
- CPW Object File**
- CPW Library File**
- CPW Run Time Library File**
- CPW Shell Load File**
- ProDOS Init File (permanent)**
- ProDOS Init File (transient)**
- Tools**
- Clipboard**