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## System 7 Finder Description (8/94)

Article Created: 24 November 1993

Article Reviewed/Updated: 26 August 1994

TOPIC -----

The Finder in system software version 7.0 or 7.0.1 is very similar to the System 6 MultiFinder. (Note that there's only one environment with System 7. It's called Finder, but it has the features of the old MultiFinder.)

DISCUSSION -----

System 7 Finder additions and improvements are too numerous to mention here, so here's a short list to get you started.

Some New Features of System 7  
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- System Folder  
Items are organized into specific subfolders. Drag files onto the closed System Folder, and the System automatically installs them for you.
- Finder windows  
In List view, folders and subfolders are displayed hierarchically in a single window. Click the triangle to expand or collapse a folder's contents.

Clicking the zoom box opens windows just wide enough to see all the contents. Windows scroll when you move items beyond the boundaries.

- Apple menu  
Just about anything can reside in this menu -- desk accessories, documents, applications, folders, aliases, control panel devices (cdevs), even AppleShare volumes.

To put an item in the Apple menu, drag it into the Apple Menu Items folder within the System Folder.

- Desk Accessories  
To install them under the Apple menu, drag the files onto the closed System Folder. They're put in the Apple Menu Items folder within the System Folder.

- Fonts  
Install them by dragging the files onto the System Folder. They're put in the System file.
- INITs and cdevs  
INITs are called extensions under System 7. Extensions reside in the Extensions folder within the System Folder; cdevs reside in the Control Panels folder within the System Folder.
- Trash  
The Trash functions as a folder. It doesn't empty, even after you shut down the computer. It only empties when you choose Empty Trash from the Special menu.
- Balloon help  
The Finder provides a form of interactive on-line help for you. Click the question mark icon at the far right of the menu bar. Choose Show Balloons from the menu. Move the cursor over a window, folder, document, or icon, and a pop-up balloon gives you information about that item.

#### Getting System Information

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- 1) At the desktop, click the Apple menu. You'll see About This Macintosh... at the top of the menu.
- 2) Choose About This Macintosh... from the Apple menu.

The window that appears is similar to the About the Finder... window when you're running MultiFinder in System 6. It not only shows memory allocated to the System and Finder, but also to other programs loaded in RAM. (Note that you can scroll and move this window.) You always want to see some white space for applications on this graphic barometer.

To see the names of applications loaded into RAM, click the mini-icon at the far right of the menu bar. The application menu appears. The check mark shows which application you're currently running.

#### Switching Between Applications

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MultiFinder lets you switch between applications in several ways:

- Choose the application name from the Application menu at the far right of the menu bar.
- Click the visible portion of another layer.
- Double-click an application icon (even if dimmed).
- Drag the icon of a document onto the icon of an application (provided the application supports the document's format).

## Memory Allocation

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As with System 6 , each application in System 7 gets its own memory allocation. Even so, sometimes you'll get a message that there isn't enough memory to run the program, or that the application has unexpectedly quit. You can fix this by changing the program's memory allocation. Here's how:

- 1) Quit the application (no need to do this if the application has unexpectedly quit).
- 2) At the Desktop, select the application icon.
- 3) Choose Get Info from the File menu (or press Command-I).  
The Get Info window appears.
- 4) Select the Current size box.
- 5) Type a new number in the box. Make sure the number you use isn't less than the Suggested size. It's best to increase the memory size by only 50K to 100K at a time. (You can always repeat the procedure if it isn't enough.)
- 6) Close the Get Info window.

You can now launch the application again. The application will get this new memory size until you change it.

## Hints and Help

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- If an extension doesn't work properly in the Extensions folder, try moving it to the root level of the System Folder.
  - While in Finder windows, you can drag a marquee around several files to select them.
  - You can navigate without the mouse by using the arrow keys or by typing the first few letters of the folder or file name.
  - Choose Finder Shortcuts from the Balloon Help menu to get a list of keyboard equivalents for Finder operations.

## Article Change History:

26 Aug 1994 - Updated for FAX/TIL/QRG maintenance.

21 Feb 1994 - Provided the text version as well as the binary file.

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Keywords: SYS7,specsht,

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19960606 07:04:28.00

Tech Info Library Article Number: 14022