



Tech Info Library

Macintosh Guide: How to Access It (11/95)

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TOPIC -----

I was told to use Macintosh Guide to learn how to use my computer, but I cannot find it. What should I do?

DISCUSSION -----

Macintosh Guide is a System 7.5.x Apple Guide help file which is accessed through the Guide menu (the question mark in upper right hand corner of your screen) while you are in the Finder. The Finder is the operating environment which shows your desktop icons, such as your Trash can. The Macintosh Guide is not displayed as an option if you are currently in another application. If the application developer included it, you would find a Guide file for that application in place of the Macintosh Guide.

You can determine whether the Finder is the current application by clicking on the Application menu (to the right of the question mark in the menu bar). The currently-running application will have a check-mark next to it. If Finder does not have a check-mark next to it, drag down to it, and release the mouse. You should then be able to click on the Help menu and see Macintosh Guide.

If Macintosh Guide is not an option in the Guide Menu, it may have been disabled. For Macintosh Guide to be an option, these two files must be present in the Extensions folder of your System Folder:

- Apple Guide
- Macintosh Guide

If one or both of these files are missing from this folder, Macintosh Guide will not be available. You will need to use the Custom Install feature of your backup disks or system software CD to re-install the Utility files.

You must also make sure that Apple Guide is not disabled in the Extensions Manager. Use the following steps to verify this:

Step 1

Choose Control Panels from your Apple Menu.

Step 2

Open the Extensions Manager control panel.

Step 3

See if Apple Guide is listed under the "Extensions" list.

If it is, make sure there is a check-mark next to the file, then close the Extensions Manager and restart your computer.

Once you have Macintosh Guide installed, you can choose it from your Help menu and use the Look For command to search for topics of interest.

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