

Apple /// Plus

Read me first



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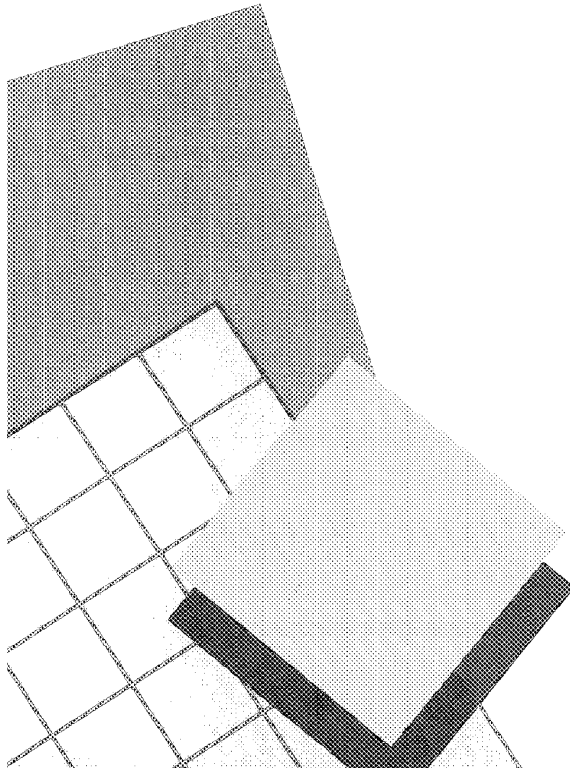
WARNING: This equipment has been certified to comply with the limits for a Class B computing device, pursuant to Subpart J of Part 15 of FCC Rules. Only peripherals (computer input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this computer. Operation with non-certified peripherals is likely to result in interference to radio and TV reception.

Why Read Me First?

This short book is designed for newcomers to the Apple III Plus. It won't tell you everything there is to know about computers or Apples, just enough to whet your appetite.

Read this book before going on to

- *System Utilities...An Introduction*, which picks up where *Read Me First* leaves off. It's a gentle introduction to the chores you'll be performing on disks—the storage devices for all the letters, budgets, and charts you'll be creating with the Apple III.
- *Apple III Plus Owner's Guide*, which is the book you'll ultimately rely on to answer day to day questions about the care and feeding of your computer. It's a reference book, a map, an encyclopedia to the inner and outer workings of the Apple III.



Getting Started

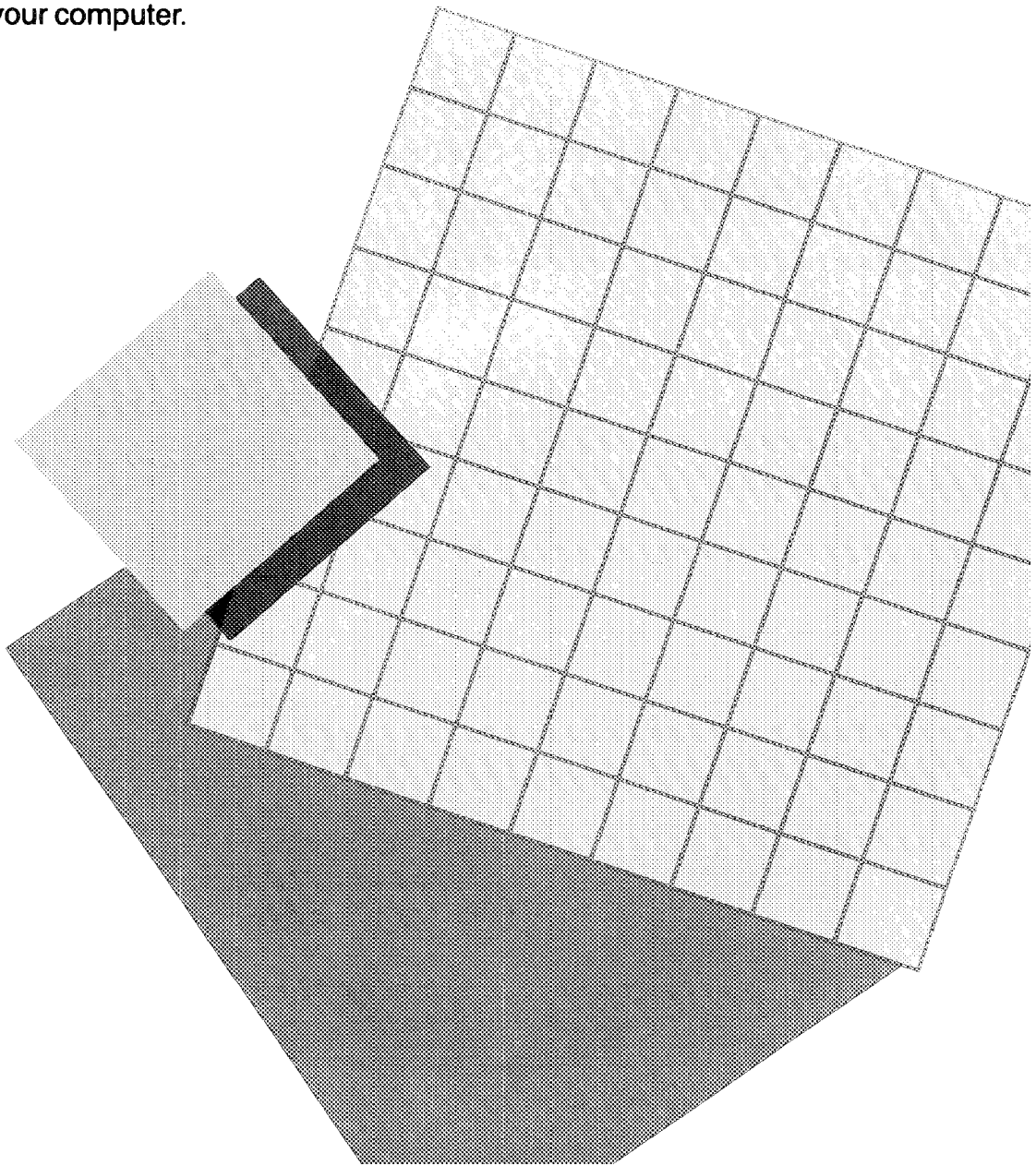
You're probably eager to get your Apple III up and running, so don't unpack every box and read every book that came with your computer just yet. Start by locating the Apple III, the power cord, the monitor, the monitor cable and the two disks labeled *Apple Presents...Apple*.

The cable, cord and disks are in the accessory kit where you found this book. Unless you jumped the gun, the Apple III is still in the box where you found the accessory kit. The monitor (which looks like a television set without dials) is in a separate box labeled Monitor.

Thanks for Reading Me First

That's all for now. You can review the material in this book, or you can go on to *System Utilities... An Introduction* and format a stack of blank disks in preparation for using your first application program.

Once you learn how to format disks, familiarize yourself with the *Apple III Plus Owner's Guide*. It can tell you everything you don't already know about your computer.



Radio and Television Interference

The equipment described in this manual generates and uses radio-frequency energy. If it is not installed and used properly, that is, in strict accordance with our instructions, it may cause interference with radio and television reception.

This equipment has been tested and complies with the limits for a Class B computing device in accordance with the specifications in Subpart J, Part 15, of FCC rules. These rules are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that the interference will not occur in a particular installation, especially if you use a "rabbit ear" television antenna. (A "rabbit ear" antenna is the telescoping-rod type usually contained on TV receivers.)

You can determine whether your computer is causing interference by turning it off. If the interference stops, it was probably caused by the computer. To further isolate the problem:

Disconnect the peripheral devices and their input/output cables one at a time. If the interference stops, it is caused by either the peripheral device or its input/output (I/O) cable. These devices usually require shielded I/O cables. For Apple peripheral devices, you can obtain the proper shielded cable from your dealer. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance.

If your computer does cause interference to radio or television reception, you can try to correct the interference by using one or more of the following measures:

- Turn the TV or radio antenna until the interference stops.
- Move the computer to one side or the other of the TV or radio.
- Move the computer farther away from the TV or radio.
- Plug the computer into an outlet that is on a different circuit than the TV or radio. (That is, make certain the computer and the radio or television set are on circuits controlled by different circuit breakers or fuses.)
- Consider installing a rooftop television antenna with coaxial cable lead-in between the antenna and TV.

If necessary, you should consult your dealer or an experienced radio/television technician for additional suggestions. You may find helpful the booklet *How to Identify and Resolve Radio-TV Interference Problems*, prepared by the Federal Communications Commission. It is available from the U.S. Government Printing Office, Washington, DC 20402, stock number 004-000-00345-4.

Getting Unpacked

The Apple III is packed tightly to protect it during shipment. To remove it from its box, follow these steps:

1. Slip one hand through the gap in the foam packing material on the keyboard end of the computer. Slip the other hand through the gap at the back end of the computer.
2. Lift the back end of the computer and slide it to the left until it is free of the thick foam pieces that protect the keyboard. (You may need to anchor the box with your feet or get a friend to help you liberate the computer.)

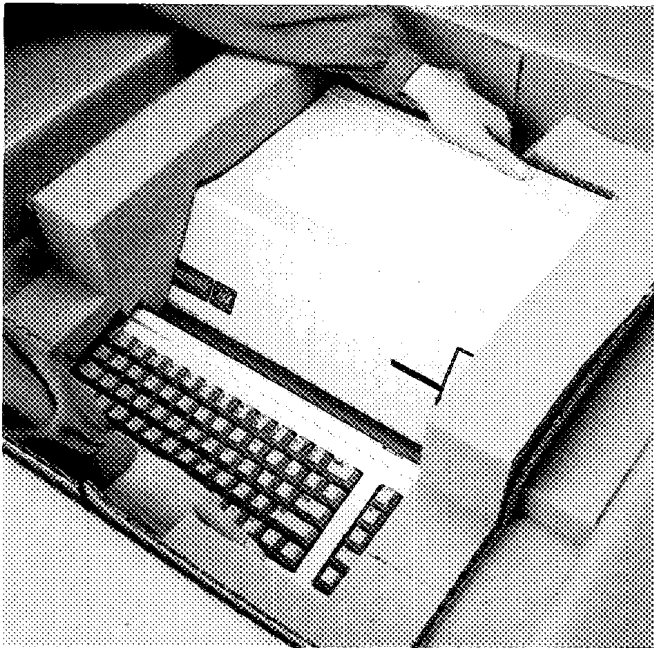


Figure 1. Get Your Hands on the Computer



Figure 2. Lift the Computer Out of the Box

3. Now slide the Apple III out of its plastic bag, then put the computer on your desk along with the monitor, cables, and disks. (Save the packing materials—they're the perfect means for transporting your computer if you need to later.)

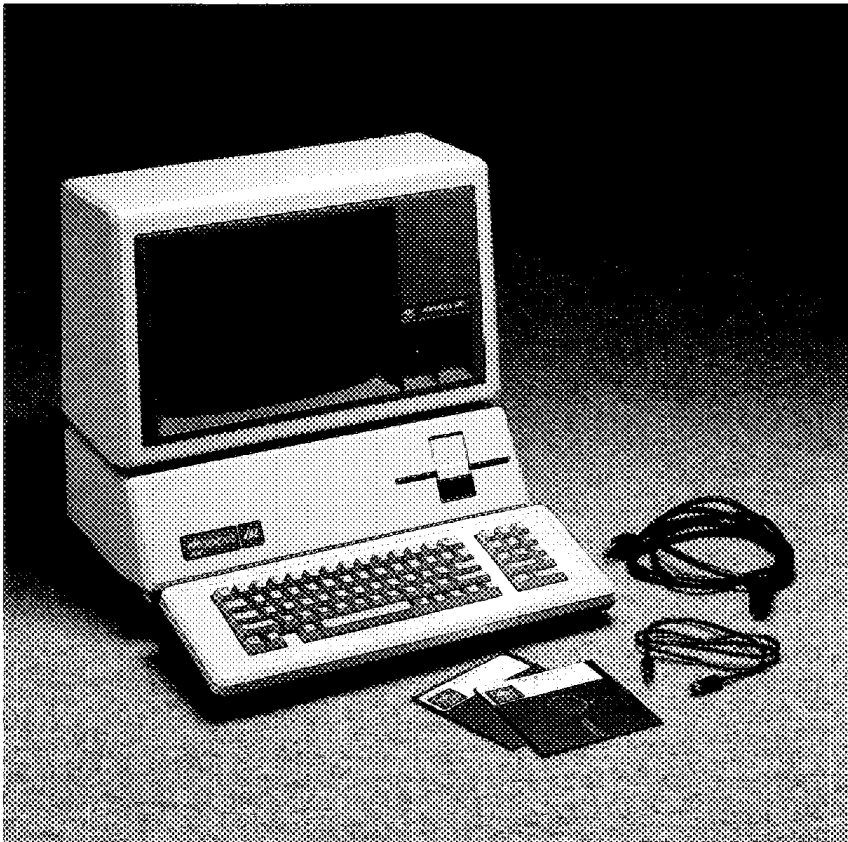


Figure 3. Apple III Plus, Monitor, Cables, and Disks

Setting Up Your System

Arrange the computer and monitor on your desk so you're facing the back of both machines. Notice that there are all sorts of empty outlets on the back of the Apple III waiting for plugs. The outlets you'll be using now are labeled in Figure 4.

Warning While you're looking at the back of the computer, make sure the power switch in the lower right corner (as you face the back of the Apple III) is set to O (for Off). Keep it off until you finish hooking things up.

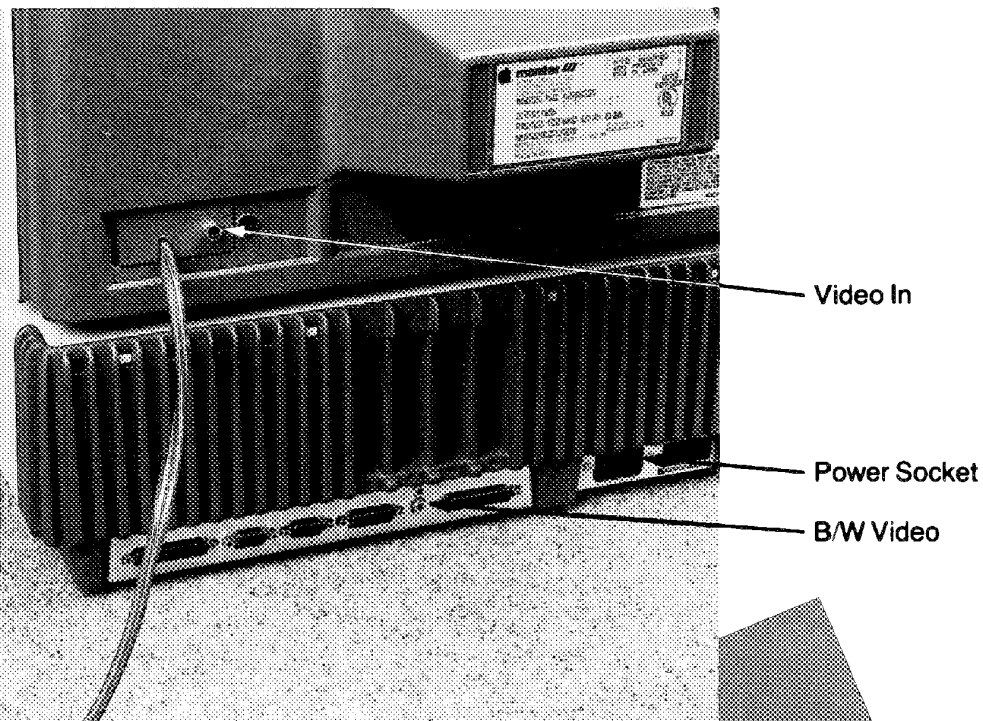
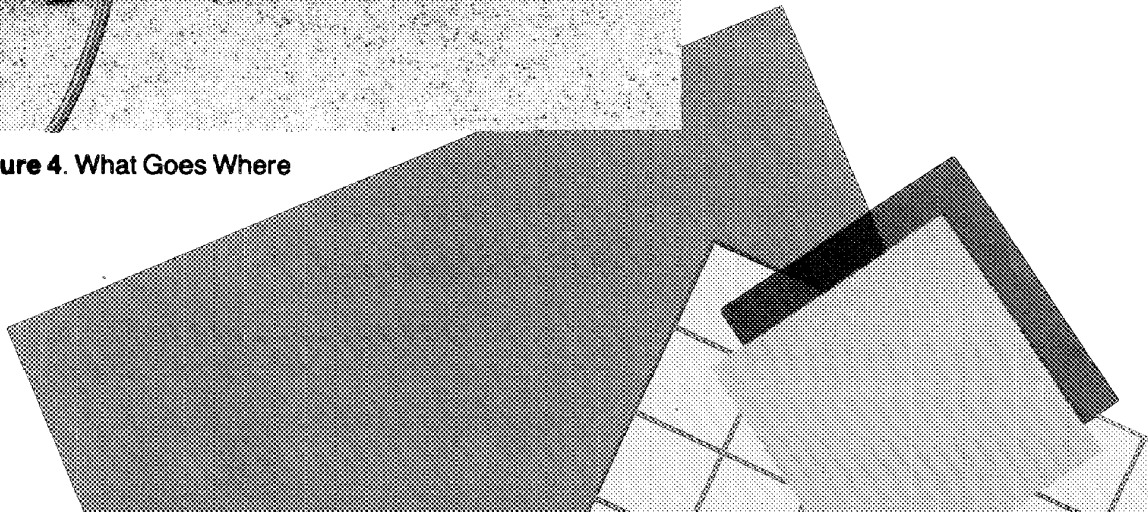


Figure 4. What Goes Where



Plug In the Monitor

Plug one end of the monitor cable into the outlet marked Video In on the back of the monitor. Plug the other end of the monitor cable into the outlet labeled B/W Video on the back of the Apple III.

Plug the monitor's power cord into a three-prong, grounded outlet.

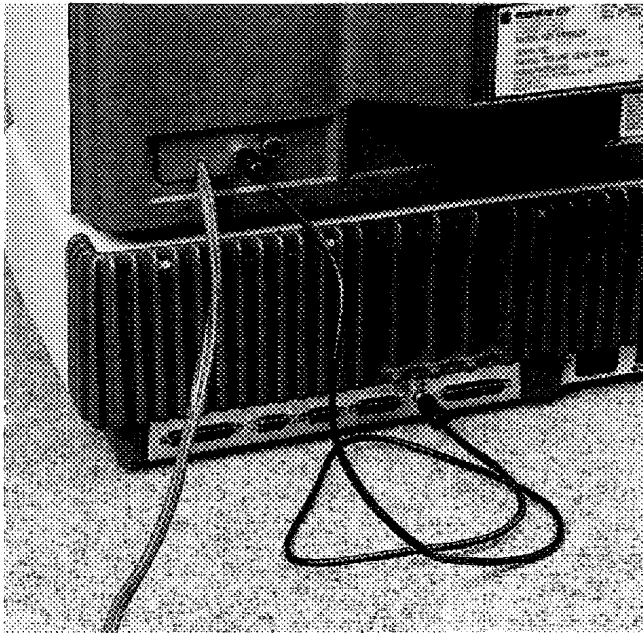


Figure 5. Plug Monitor Cable Into Outlets on Monitor and Apple III Plus

Plug in the Power Cord

Plug the power cord into the power socket on the back of the Apple III.

Plug the other end of the power cord into a three-prong, grounded outlet.

Warning If you don't have a three-prong, grounded outlet, have an electrician rewire the outlet. Do not use the Apple III without properly grounding it, or you could damage the system and hurt yourself.

That's all there is to it. Turn the computer and monitor around so you're facing the keyboard and the screen.

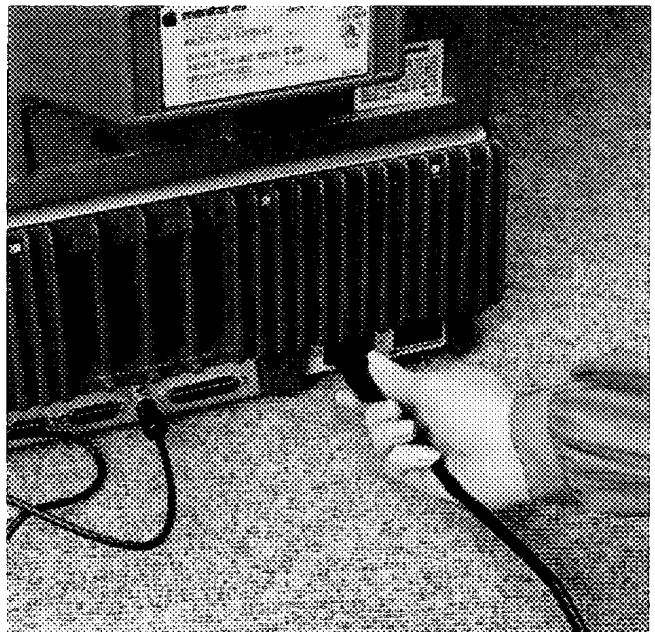


Figure 6. Plug Power Cord Into Apple III Plus Power Socket

Dive In

So far so good. Now open the door on the built-in disk drive. If the cardboard packing material is still inside the drive, take it out and throw it away. From now on don't put anything inside your disk drive except a floppy disk.

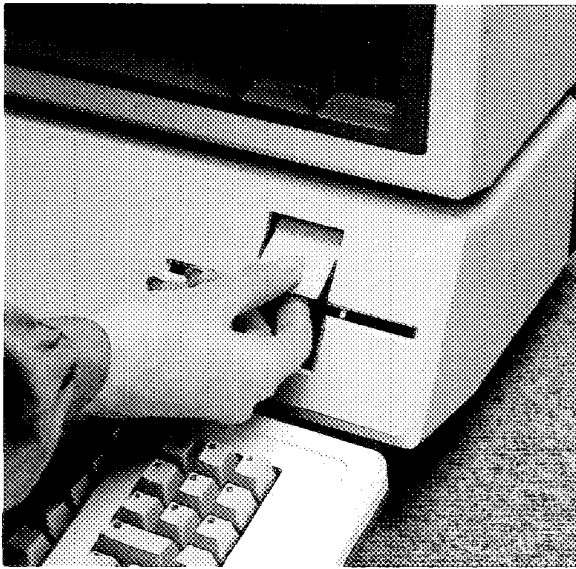


Figure 7. Open Drive Door and Remove Cardboard

Put Disk In Disk Drive

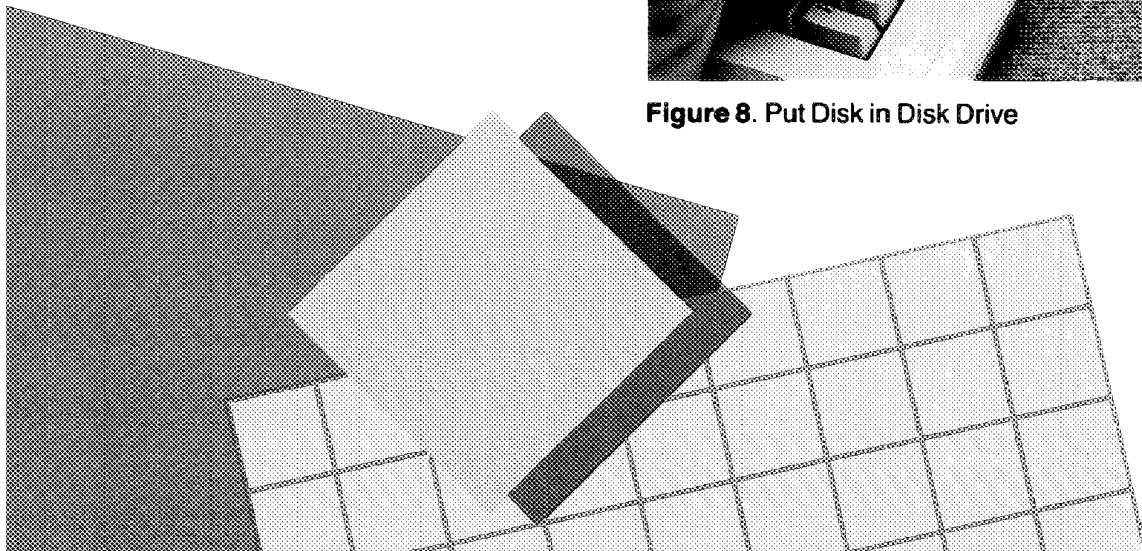
Now you're ready to take your Apple III for a test drive. Follow these directions and you'll learn the fundamentals of operating a personal computer from the computer itself.

Put Volume 1 of *Apple Presents...Apple* in the disk drive as shown. Make sure the label is facing up and that the oval cutout in the black disk jacket enters the disk drive first.

Close the drive door. This is important. If you forget to close the door, the program won't run.



Figure 8. Put Disk in Disk Drive



Starting Up

Turn on the monitor.



Figure 9. Turn on the Monitor

Reach around the left side of the computer and find the rocker switch in the lower left corner. Press it to turn on the Apple III power.

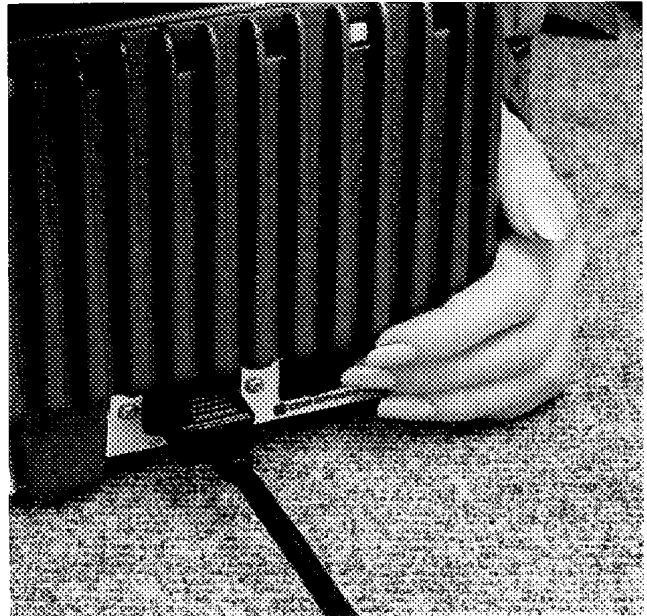


Figure 10. Turn on the Apple III Plus Power

Three things will happen:

- The ON light (on the keyboard next to the SPACE bar) will light up.
- A red light under the disk drive door will come on (don't open the drive door when the red light is on).
- You'll hear a whirring sound from your built-in disk drive.

A few seconds later you'll see this on the monitor:

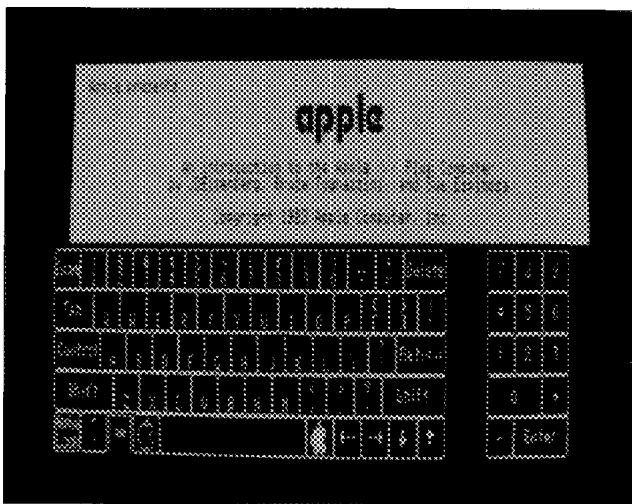


Figure 11. *Apple Presents...Apple* Start-up Screen

Put this book aside for a while and learn to use your computer by following the instructions on the screen.

Got A Problem?

If you don't see anything on the screen, do this:

- Make sure the monitor is turned on, plugged into the wall, and plugged into the computer.
- Try adjusting the contrast knob next to the monitor power switch.

If you see the message `SOS: KERNEL NOT FOUND`, do this:

- Make sure the disk labeled *Apple Presents...Apple (Volume 1 of 2)* is in the built-in disk drive.
- Repeat the start-up steps described earlier.

If you see the message `I/O ERROR`, do this:

- Make sure the built-in disk drive door is closed.
- Repeat the start-up steps described earlier.

If these steps don't solve the problem, or if you see some other message, contact your dealer.

What Happened?

When you put the **disk** labeled *Apple Presents... Apple* in the built-in **disk drive** and turned on the power, you were actually loading a **program** into the **memory** of the computer. The program (a set of computer intelligible instructions) was prerecorded on the magnetic surface of the floppy disk much the way music is prerecorded on a tape cassette.

Every time you turn on the Apple III, the computer looks for a program in the built-in disk drive. This procedure is called **starting up** or **booting**.) The computer then loads those instructions into memory, and the computer's brain, the **microprocessor**, begins executing them one by one. In this case the program was *Apple Presents... Apple*, an introduction to the Apple III, but the start-up or booting procedure is the same for word processing programs, accounting programs, even game programs.

You don't have to know how programs get from the disk into memory, or where in memory programs are

stored. The **operating system** handles that for you. The Apple III operating system is called SOS, short for Sophisticated Operating System. SOS, pronounced *sauce*, is the first thing the computer puts into memory when you start up a program.

If all this seems a little complicated, don't worry about it. As you discovered with *Apple Presents... Apple*, you don't need to know how SOS works or what booting is to be able to use a program.

But you may need to know the jargon to survive in the trendy office of the 80's, where a coprocessor may, off-line, poll you for input on your meridian throughput requirements, so you can avoid down time and thus continue to interface with your paycheck in the employed mode. (This means your office mate, Reggie, may pull you aside and ask you what you want for lunch, so you don't faint from hunger and end up fired.)

Key Words

disk A flat, circular piece of flexible plastic, onto which information is recorded magnetically.

disk drive A device that can read information from and write information onto a disk.

program A set of instructions that describe actions for a computer to perform in order to accomplish some task.

memory A place in the computer where information is temporarily stored.

booting: Starting up a program by turning on the computer's power.

microprocessor The brain of the computer.

operating system A program that keeps track of what's going on in the computer: it tells the computer how to load information from disks into memory, finds where in memory the program you're using can store the information, handles the saving of information from memory onto disks, and does other organizational chores.

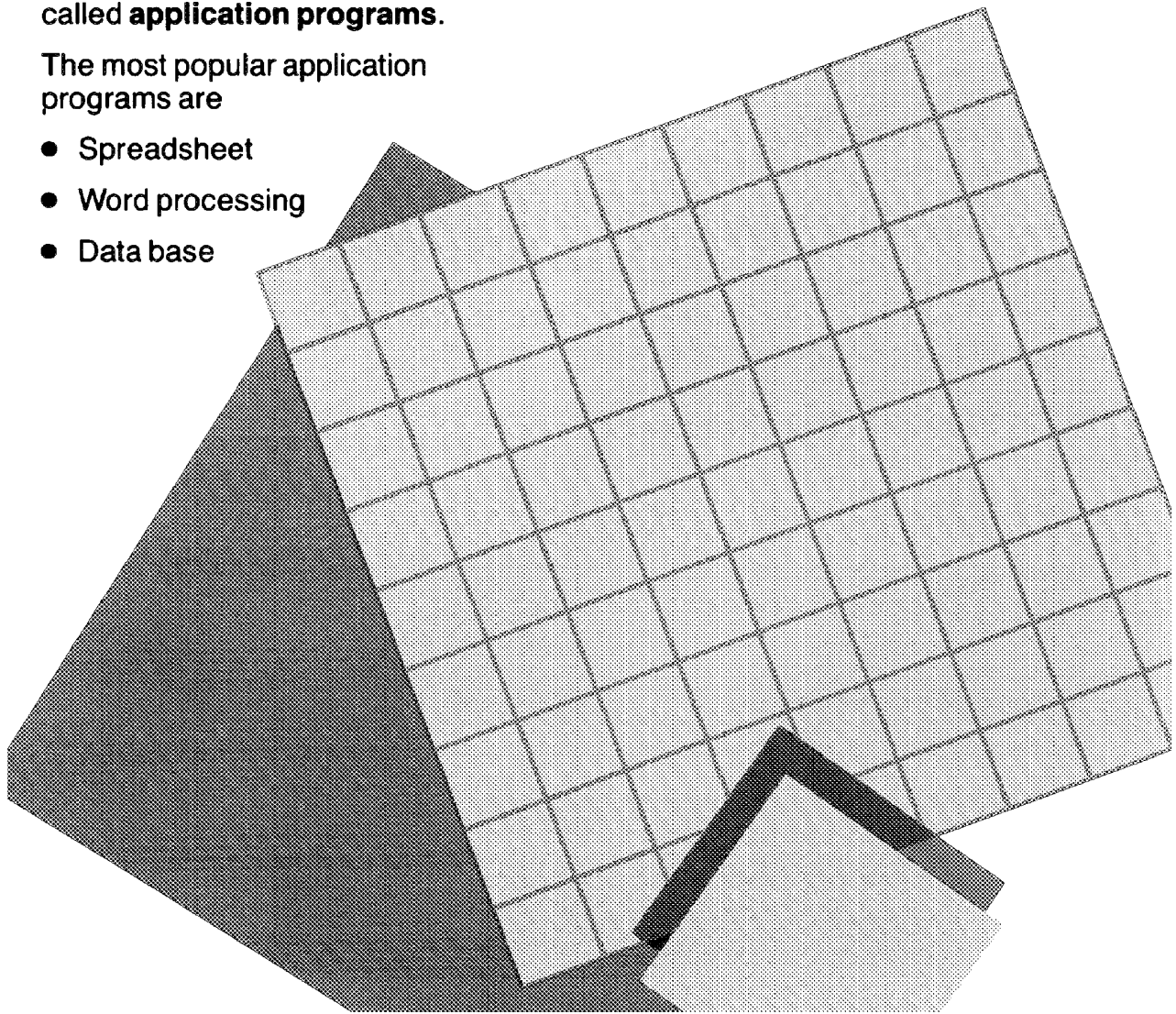
mode A word computer types tack onto almost everything. You can be in the married mode, the depressed mode, the confused mode or the bored mode, so let's move right along.

Application Programs

Now that you know how the Apple III works, you can put it to work on real problems. If you plan to use your computer to prepare financial forecasts, you'll need a program disk designed for that purpose or application. If you plan to prepare reports, compose memos, or write business letters, you'll need a second program designed for that purpose. Different program disks give the computer different instructions and can change your Apple III from a word processor to a financial analyst or an electronic filing cabinet. These programs are called **application programs**.

The most popular application programs are

- Spreadsheet
- Word processing
- Data base



Spreadsheet

Spreadsheet programs are electronic worksheets that help you produce financial statements, prepare budgets, estimate costs, and perform other number-crunching tasks you used to do with a pencil and calculator.

With a spreadsheet program, once you enter your financial model, you can play "what if" with your data without recalculating all the totals—the program handles the mathematical drudgery for you.

	A	B	C	D	E	F	G
1							
2				LOVEIT Company			
3				-----			
4							
5		If Wholesale price is:\$		45 per tennis racket			
6		Five year Total net Profit:\$		1245356			
7							
8		Breakdown by Year		1983	1984	1985	1986
9		-----		----	----	----	----
10							
11		Unit Sales		15000	15075	15150	15226
12		Revenue (Units X Price)		675000	678375	681767	685176
13		Direct Costs (\$18: unit)		270000	271350	272707	274070
14				-----	-----	-----	-----
15		Gross Margin		405000	407025	409060	411105
16		Operating Expenses (fixed)		200000	201000	202005	203015
17				-----	-----	-----	-----
18		Pretax Net Profit		205000	206025	207055	208080
19							
20							

Figure 12. Spreadsheet Sample Screen

Word Processing

Word processing programs turn your Apple III into a super typewriter. You can create perfect letters, memos, and reports the first time. Once you type the first draft of a document, you can perform a variety of editing feats, including these:

- Move paragraphs from the beginning to the end of a report in a couple of keystrokes.
- Print form letters with personalized information.
- Change the margins and spacing of reports after composing them.

You'll never retype anything again. With a word processing program, you can throw away your white-out and erasable typing paper. For that matter, you can throw away your typewriter (and your dictionary too, if you get a program to check your spelling!).

<TO: John Court

Date: January 8, 1983

FROM: Thomas Ace, Finance

SUBJECT: racquet pricing

The attached spreadsheet models represent the projected gross profits from the sales of our new LOVEIT Model 40 racquet under different pricing structures. Since you and your sales force must sell this racquet, I would like to suggest that you look over these models with an eye to which seems most feasible given the competition in the marketplace.

When you have reviewed each of the models and their accompanying graphs let's get together to prepare our presentation to the Executive Staff. I also think it would be a good idea to have alternative quota models designed for this presentation.

Marketing alerted the Advertising department to gear up for a really big kickoff for this product. They will be calling a meeting later this week to present their ideas for the new racquet.

See you there!

Figure 13. Word Processing Sample Screen

Data Base

Just as a word processing program can replace your typewriter, a data base program can replace your file folders and cabinets. No more digging out a file, hunting for a piece of information, updating it, and cross referencing it with related information in other files before preparing reports. The data base program does the hunting and cross referencing for you.

```

File: Rackets      REVIEW/ADD/CHANGE      Escape: File Menu

Selection: All Records

Competition  Racket      Head size  Frame mat'l  Price  Ratings
-----
Deuce       Model 100   standard   metal        25     B
Set-Match   SweetSpot   oversize   graphite     40     A
Smash       Gutsy       standard   wood         50     C
Set-Match   Avenger     oversize   metal        33     C
Deuce       Winner      oversize   graphite     45     B
Deuce       Little Winner standard   metal        25     B
Set-Match   Model 1020  oversize   metal        40     C
Smash       CourtMan    oversize   graphite     42     B
Set-Match   Model 44    standard   wood         35     A
Smash       Super Strings oversize   wood         50     B
Smash       Court King  oversize   graphite     50     A
Set-Match   Model 50    standard   metal        30     B
Deuce       Ace 100     standard   graphite     45     A
Deuce       Ace 1000    oversize   graphite     47     B
Set-Match   40 Love    standard   wood         59     A

```

Figure 14. Data Base Sample Screen

Share Data

Because of the Apple III's sophisticated operating system, SOS, you can incorporate information created with one program into another. This means you can insert a department budget created with a spreadsheet program into a written report created with a word processing program, and distribute the report to a list of key people in the department using a sorted list created with your data base program.

Try It

But enough talk. See for yourself what some of these applications can do.

1. Find the demonstration disk labeled: *Apple III Business Applications: Disk 1 of 2*.
2. Remove the *Apple Presents ... Apple* disk from the built-in drive.
3. Put the *Business Applications* demonstration disk in the built-in drive and close the door.
4. If the Apple III is off, turn it on. (Don't forget to turn on the monitor, too.)

If your Apple III is still turned on from the *Apple Presents ... Apple* program, hold down the CONTROL key while you press the RESET key.

(The RESET key is hidden under the lip of the keyboard panel, above the numeric keypad and below the built-in disk drive, so you won't press it by accident.) This method of switching from one program to another doesn't always work (the programmer doesn't always build it into his program), but it's worth a try before you turn the computer off and on again, which is a sure-fire way to start a new program.



Figure 15. Restarting With CONTROL-RESET

When the red light under your built-in disk drive goes out, you should see this message at the bottom of your screen:

```
Put DISK #2 into built-in drive, then  
press RETURN.
```

The Business Applications demonstration program is too long to fit on one disk. Now that you've loaded the first half of the program into memory, replace Volume 1 with Volume 2 (don't forget to close the drive door!), then press the RETURN key. Figure 16 shows what you should see on the screen.

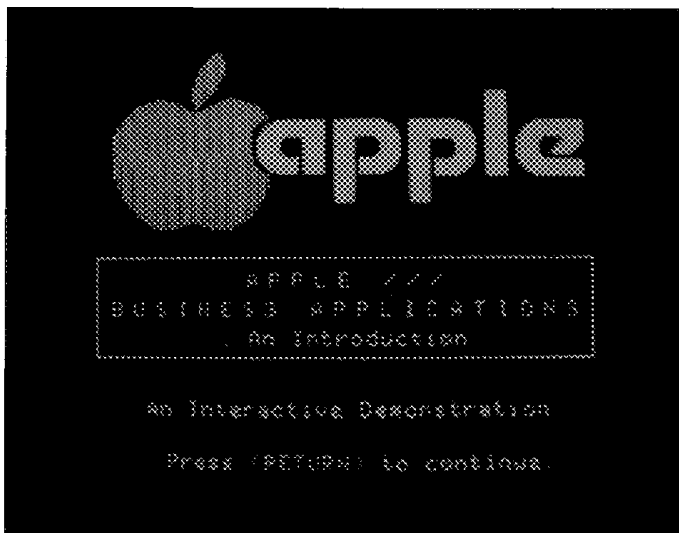


Figure 16. *Business Applications* Demonstration Screen

Follow the instructions on the screen, then return to this book when you're finished.

Other Application Programs

The business graphics, spreadsheet, word processing, and data base programs on the simulation disk are just a sampling of the business applications available to you. There are also accounting programs to handle your billing, keep track of accounts payable and accounts receivable, and otherwise lighten your bookkeeping load. Communications programs let you take advantage of computerized information services like Dow Jones™ and The Source™. You can get your hands on important information from a computer across the country and work with that information directly on your Apple III.

There are over 250 application programs written specifically for the Apple III. If that's not enough, your Apple III can run most Apple II application programs (with the help of the Apple II Emulation Disk that came in the accessory kit). That gives you thousands more game and business programs to choose from.

By plugging a special device into your Apple III, the entire range of application programs written for the popular CP/M™ operating system is also available to you.

Your Apple dealer can help you choose the application programs you need. If possible, try out the program or glance through the manual before you buy it.

Human Interface

A word of warning before you jump into the ocean of application programs. As you discovered when you used the *Business Applications* simulations, each program has a different way of interacting with you. This interaction is called **human interface**. It would be nice if all programs were written the same way, so you could learn one and never have to learn another. Or would it?

Computer programmers are artists. They write programs for different purposes, using their own unique styles. They use the computer the way an artist uses paint and brushes. Da Vinci didn't paint like Picasso. Dr. Seuss doesn't write like Shakespeare. Variety is the spice of life, but for a while variations in human interface may slow down your learning experience. Don't worry. You'll get the hang of it.

Data Disks

By now you should have a pretty good idea of what application programs can do. Among other things, they can turn your Apple III into a super typewriter, an electronic worksheet, or an efficient file clerk.

But what happens after you use an application program to create a report or a budget? How do you save it for future reference?

You save the reports and other data you create on **data disks**. Data disks begin their lives as blank disks that you buy by the boxful at your local computer store. Before you can save data onto these blank disks, you must **format** them.

Formatting Blank Disks

Formatting a disk means dividing the magnetic surface on the disk into sections where information can be stored. You'll learn how to instruct the Apple to format disks in *System Utilities ... An Introduction*, which came in the accessory kit.

It takes only about twenty seconds to format a disk, so you'll probably want to format a whole stack of them at one sitting. The reason disks don't come preformatted is that different brands of computers require different formats.

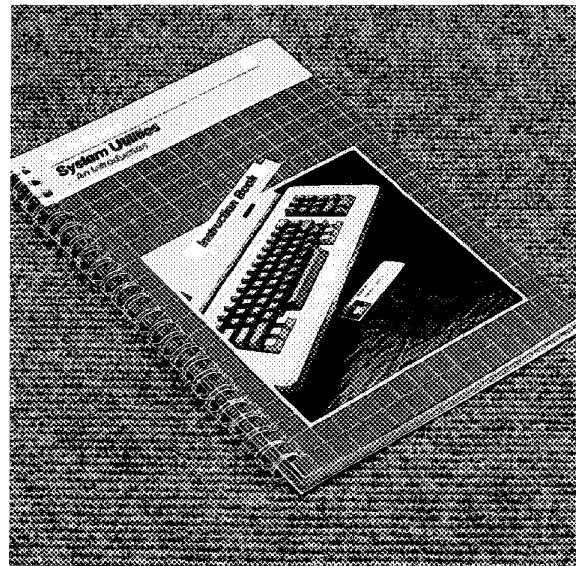
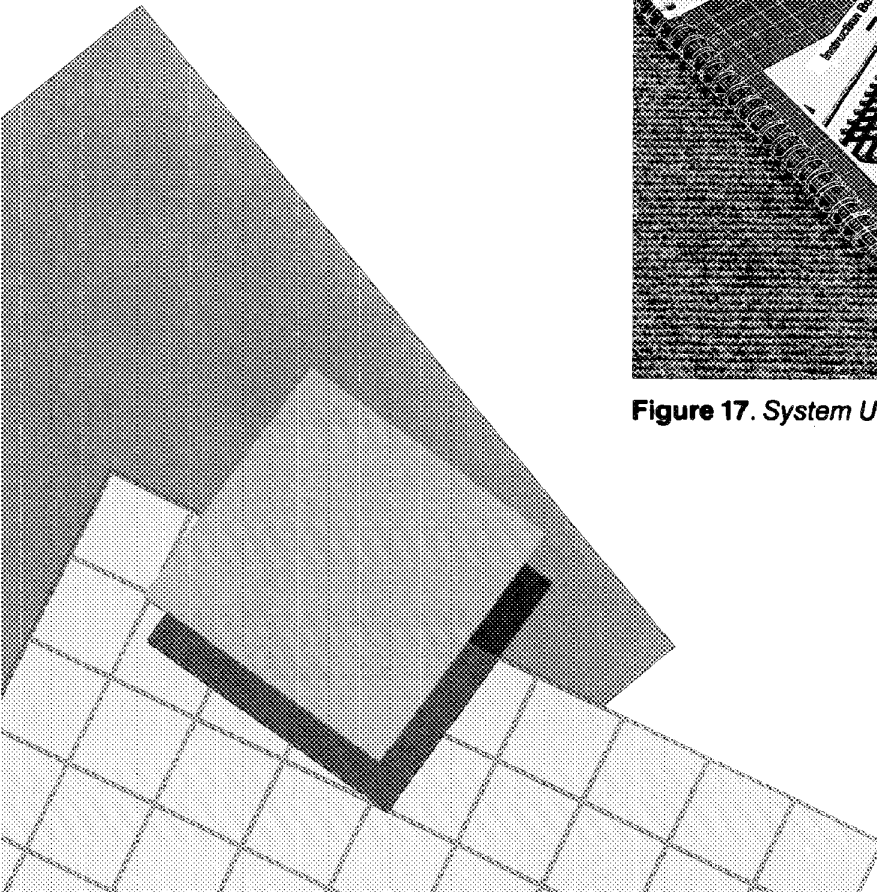


Figure 17. *System Utilities ... An Introduction*



Saving Information

Once you've formatted a blank disk, you can save information on it by following the instructions in the manual that came with the application program you happen to be using. The information is stored under a name you designate.

Retrieving Information

When you want to retrieve a report you saved on a disk, you load it by following the application's instructions. Once the report or budget is loaded into the computer's memory, you can print it (if you have a printer hooked up to your computer), or you can revise the report and save the new version in a file on your data disk.

Memory Is Temporary

It's important to realize that what you type and what you see on the screen in front of you are only temporarily stored. If you turn off the computer or switch to another program, the letter or the budget revisions in memory are lost forever. That's why it's important to save a copy of your work on a data disk. (Some programs save copies of your work periodically for you—but don't make assumptions. If the program doesn't save your work, you must.) Work saved on a data disk can be retrieved later.

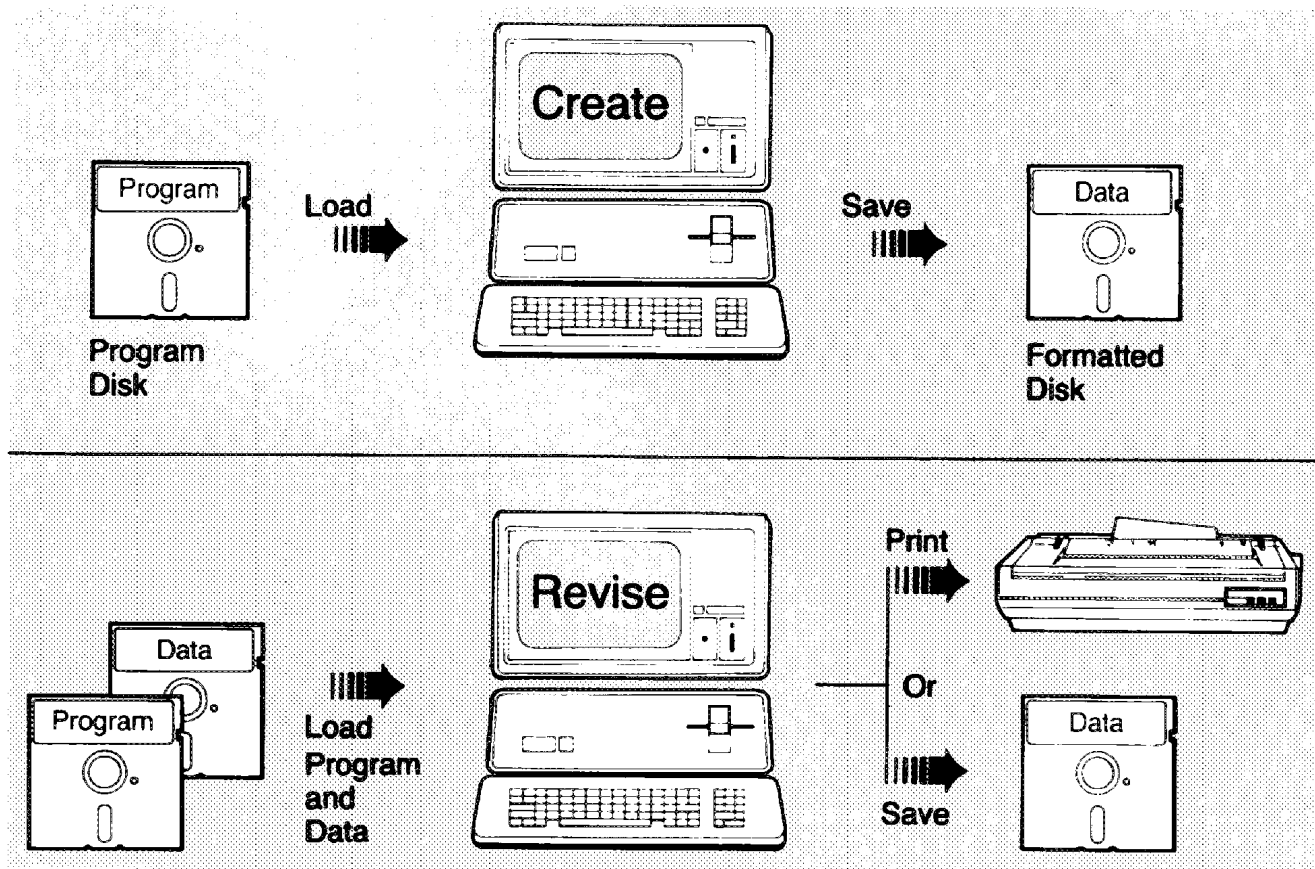
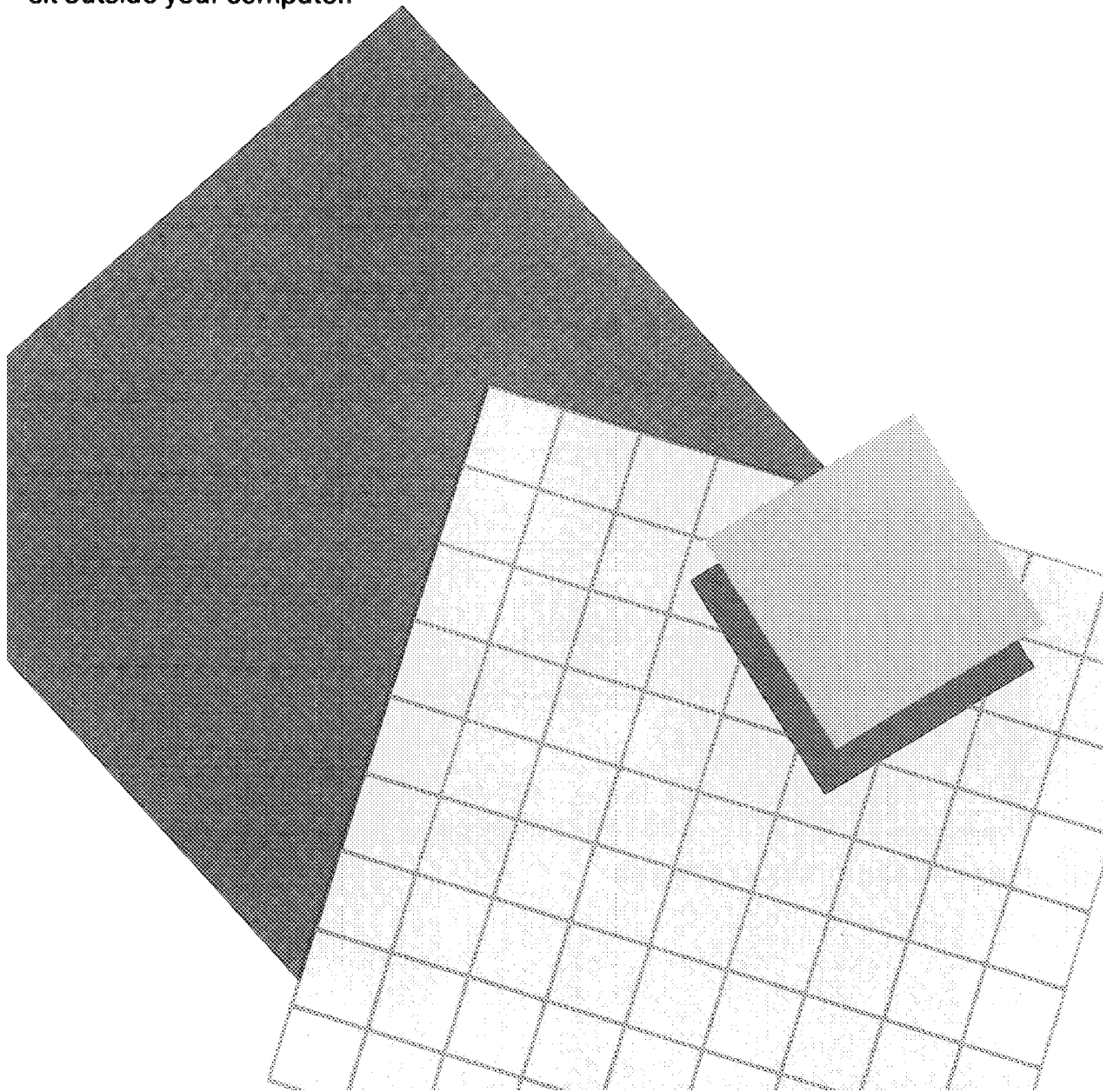


Figure 18. Using an Application Program

Printers, Disk Drives, and Other Peripheral Devices

Just as there are hundreds of application programs you can feed into your Apple III, there are dozens of machines you can attach to the outside of your computer to make your computer system a more powerful business tool. These machines are called **peripheral devices** because they sit outside your computer.



Printers

Printers come in all prices and sizes, and they vary significantly in print speed and quality. Your dealer can help you choose a printer to match your needs, but his counseling will make more sense if you understand the basic varieties available.

Thermal Printers

Thermal printers are cheap and quiet. They produce draft quality text and graphics by "burning" dots on special heat-sensitive paper.

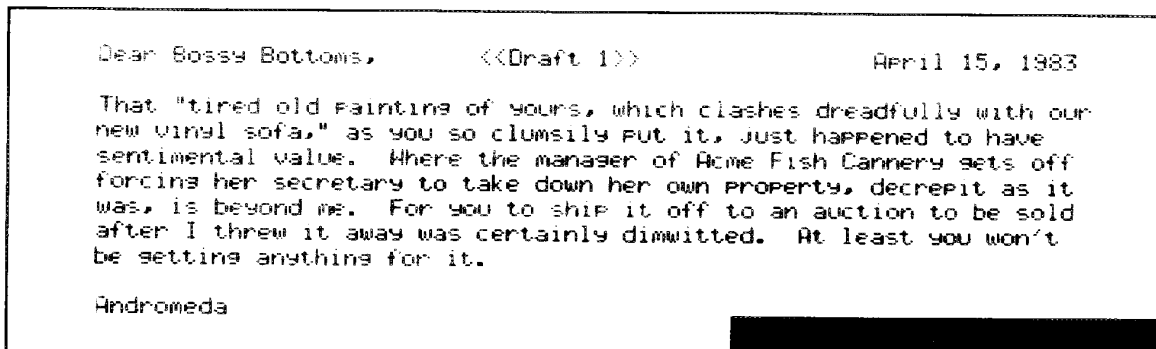
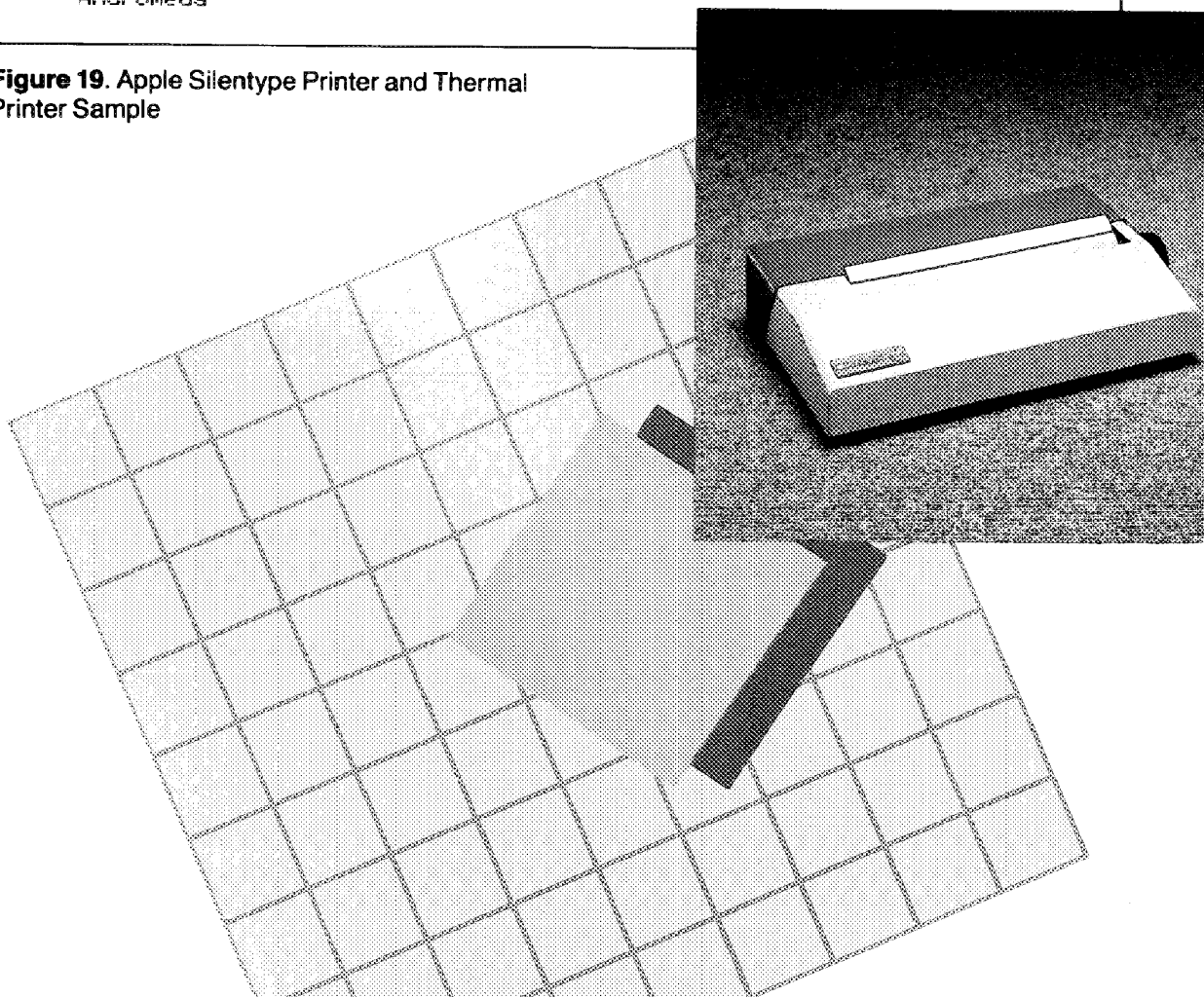


Figure 19. Apple Silentype Printer and Thermal Printer Sample



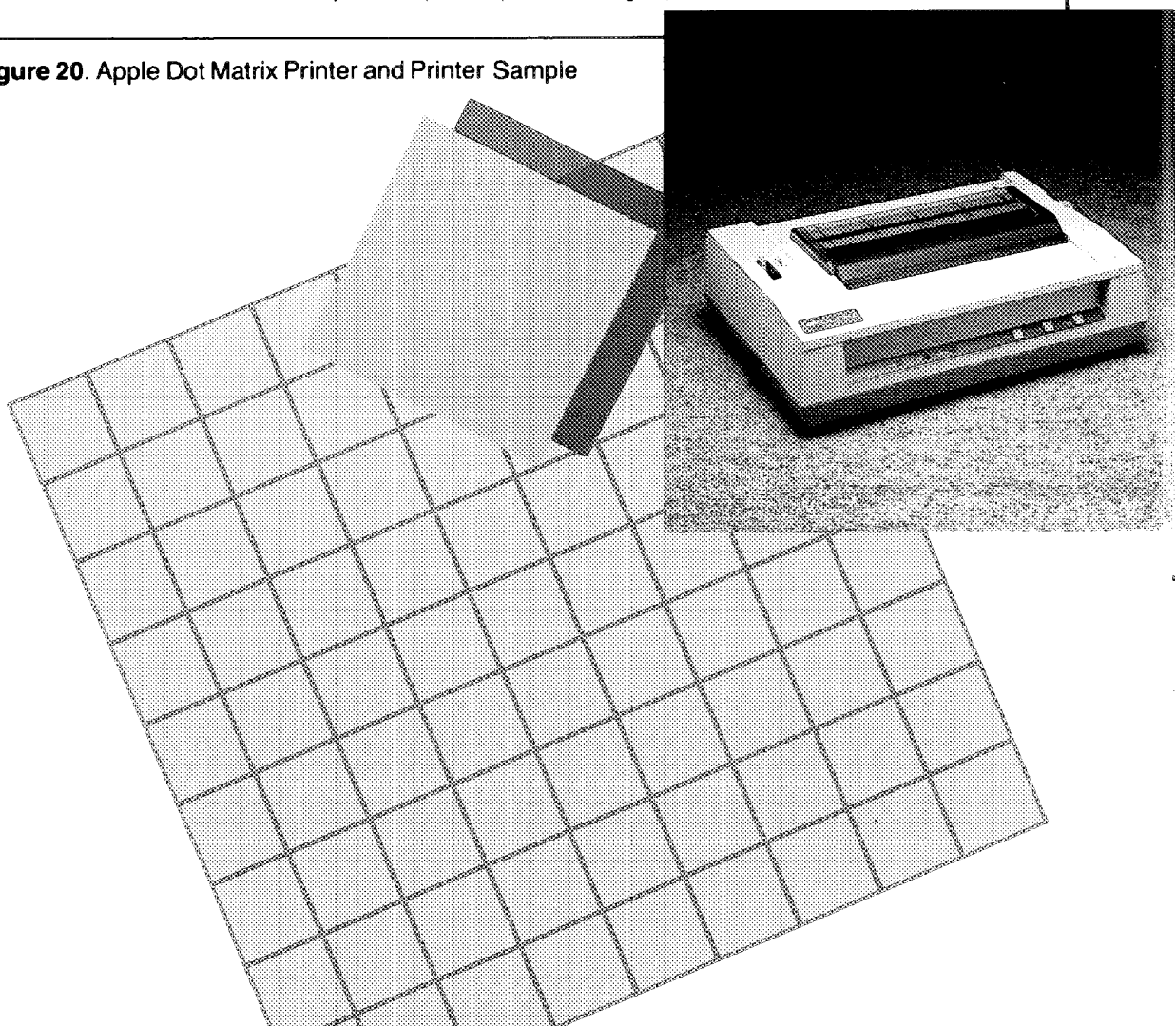
Dot Matrix Printers

Dot matrix printers are a step up in quality and price from thermal printers. They are speedy—great for memos, reports, and mailing labels, and some are good enough for correspondence.

Dot matrix printers are ideal for graphics. As the name implies, the characters are formed by patterns of dots.

Artesian Art Auctioneers		April 17, 1983
Block: 127A15b	Item Number: 739362	Item: Painting
Title: Jeanne Samary et Ses Enfants	Auctioned price: 2,473,000	
Artist: Renoir, Pierre Auguste	Less commission: (247,300)	
Date: Circa 1882	Net to client: \$2,225,700	
Check #15432 mailed April 16, 1983, c/o Manager, Acme Fish Cannery		

Figure 20. Apple Dot Matrix Printer and Printer Sample



Letter Quality Printers

Letter quality printers are essentially high speed, high quality, typewriters. They're pretty expensive, but they're your best bet if you'll be using your printer to produce correspondence. Most use a circular print wheel, or daisy wheel, to produce fully-formed characters.

Dear Boss,

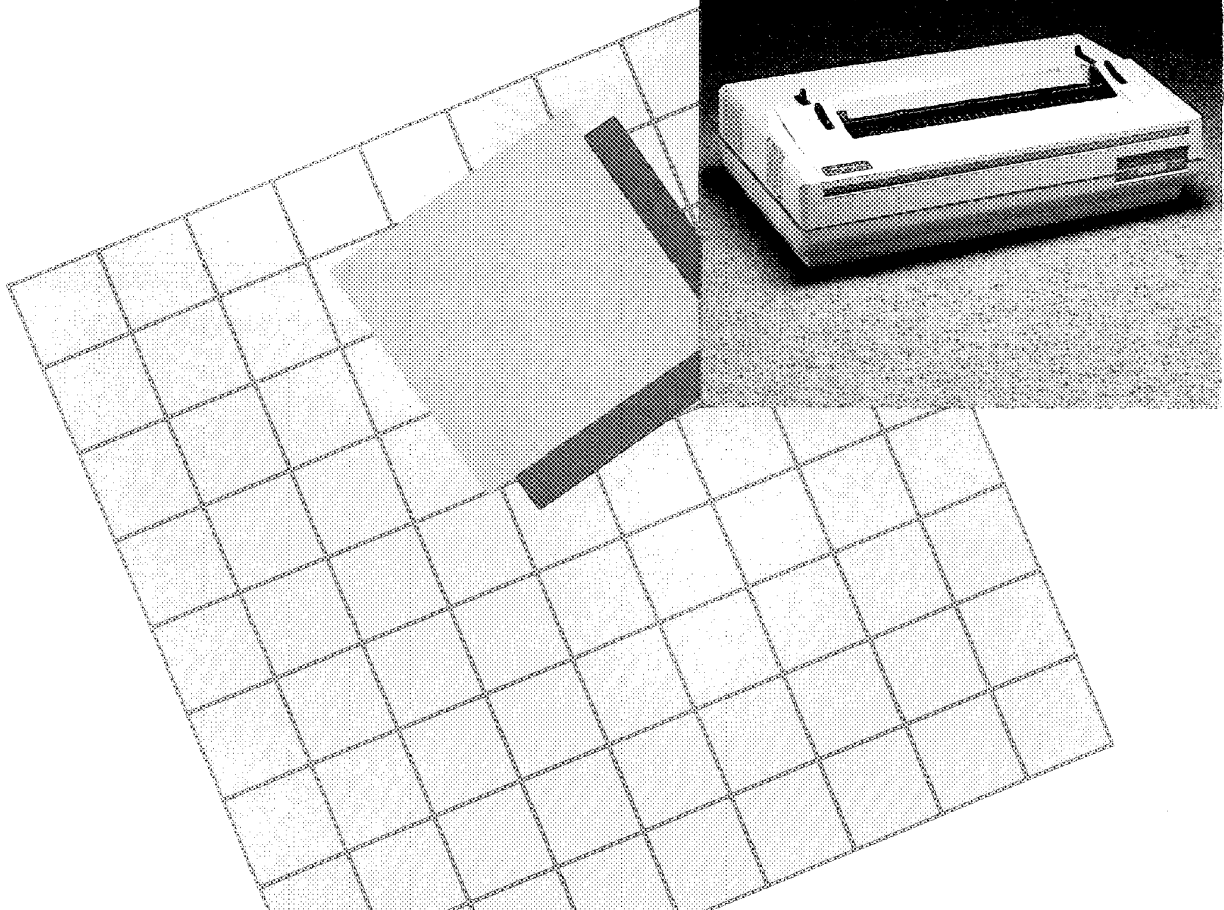
April 18, 1983

That tired old painting of mine certainly did clash dreadfully with our new vinyl sofa. And, as you so cleverly put it, "it may just happen to have more than sentimental value." You are probably so right! For you to ship it off to an auction to be sold for me was certainly sharp-witted, and I certainly appreciate it. At last I shall be getting something for it.

Andromeda, your ever devoted servant

P.S. The mail's here.

Figure 21. Apple Daisy Wheel Printer and Printer Sample



Storage Devices

The two most commonly used devices for storing data are floppy (or flexible) disk drives and mass storage devices.

Disk Drives

You bought your first storage device when you bought your Apple III—the built-in disk drive. It's convenient to have at least one more floppy disk drive, so you can keep your program disk in the built-in disk drive and your data disk in the external disk drive. Having two floppy disk drives also makes it easier to make copies of data disks—a must since floppy disks are perishable if you, for example, spill coffee or close a desk drawer on them. You'll learn how to copy disks in *System Utilities... An Introduction*.

The Apple III can accommodate up to three floppy disk drives in addition to the built-in drive. You'll learn how to hook up additional drives in the *Apple III Plus Owner's Guide*.

Mass Storage Devices

If you plan to use your Apple III for data base applications or other applications that involve large volumes of data, you might want to invest in a mass storage device like the Apple ProFile. The ProFile can store as much data as dozens of floppy disks. And you don't need to worry about swapping disks, because the ProFile keeps all its data on hard disks sealed inside a box that sits neatly on top of your computer. Instructions for hooking up a ProFile are packed with the ProFile.

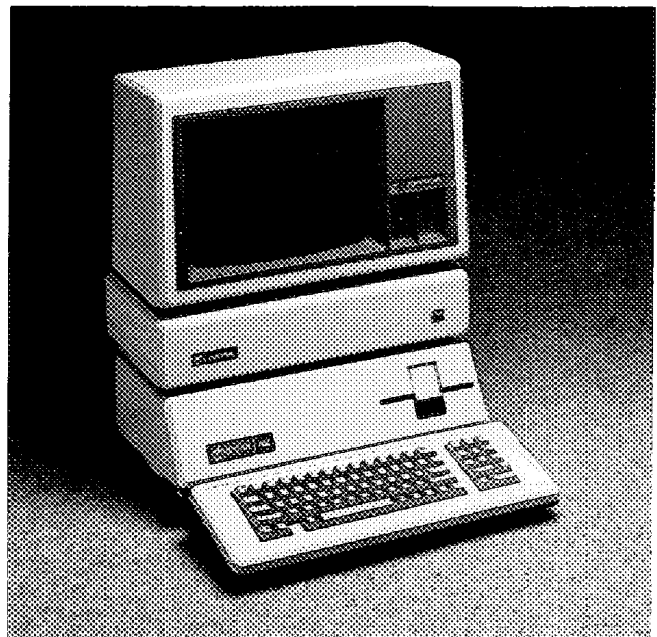


Figure 22. Apple III Plus With ProFile

Communication Devices

If you plan to use your Apple III to communicate with other computers, you'll want to get a modem. A modem links your computer to other computers and information services by telephone.



Figure 23. Apple III Plus With Modem

Attaching Peripheral Devices to Your Apple III Plus

There are two steps to hooking up peripheral devices to your Apple III:

1. Attach the device to the computer (follow the instructions packed with the peripheral device).
2. Customize your application programs so they know how to communicate with the new device.

You'll learn how to customize application programs to recognize your peripheral devices in *System Utilities ... An Introduction*. But here's the general idea.

As you learned earlier in this book, SOS (the Apple III operating system) is the first thing loaded into memory when you start an application program. Well, one part of SOS is called the **driver file**. Inside the driver file there should be a driver for every device connected to your Apple III.

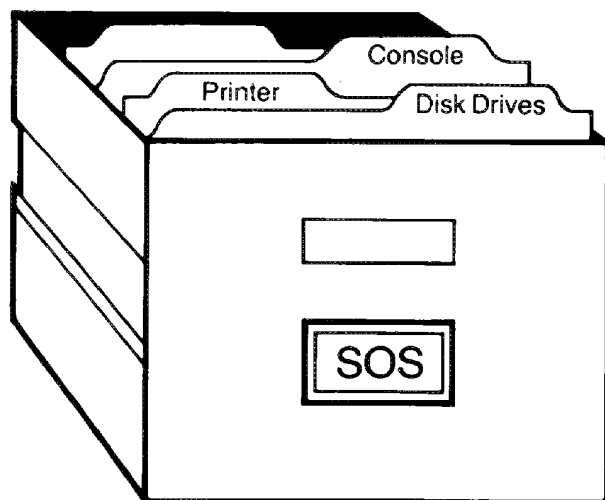
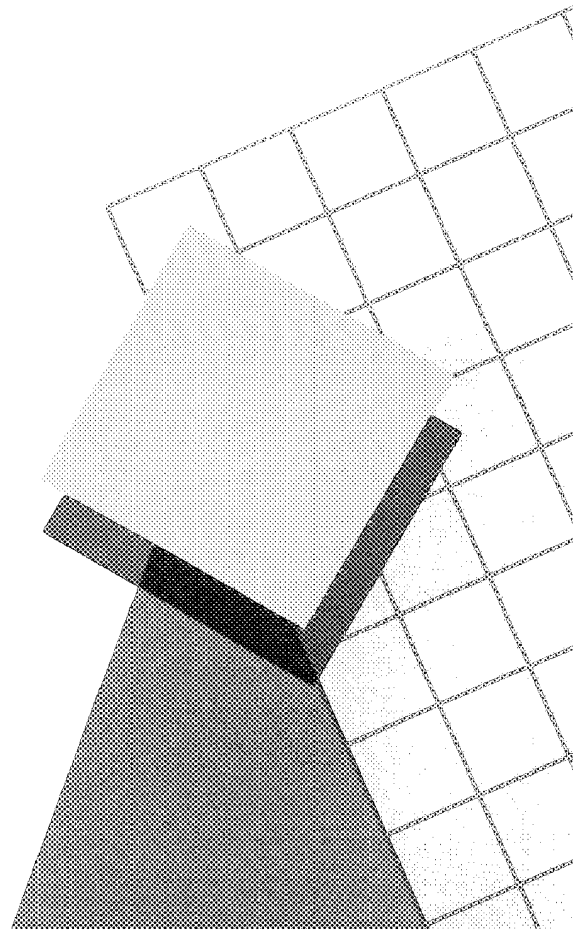


Figure 24. Typical Driver File



Every program written for the Apple III assumes you have a monitor connected to your computer, with its built-in disk drive and standard keyboard. The drivers that manage these parts of the basic Apple III configuration are automatically included in each SOS driver file (that's why you didn't have to worry about customizing the *Apple Presents ... Apple and Business Applications* demonstration programs you used earlier). But if you add any other devices to your computer system,

you have to add the appropriate driver to your application program's driver file, or the program won't know how to use the device.

Your dealer can help you add the appropriate device drivers to your application programs, or you can do it yourself using the general instructions in *System Utilities ... An Introduction*.

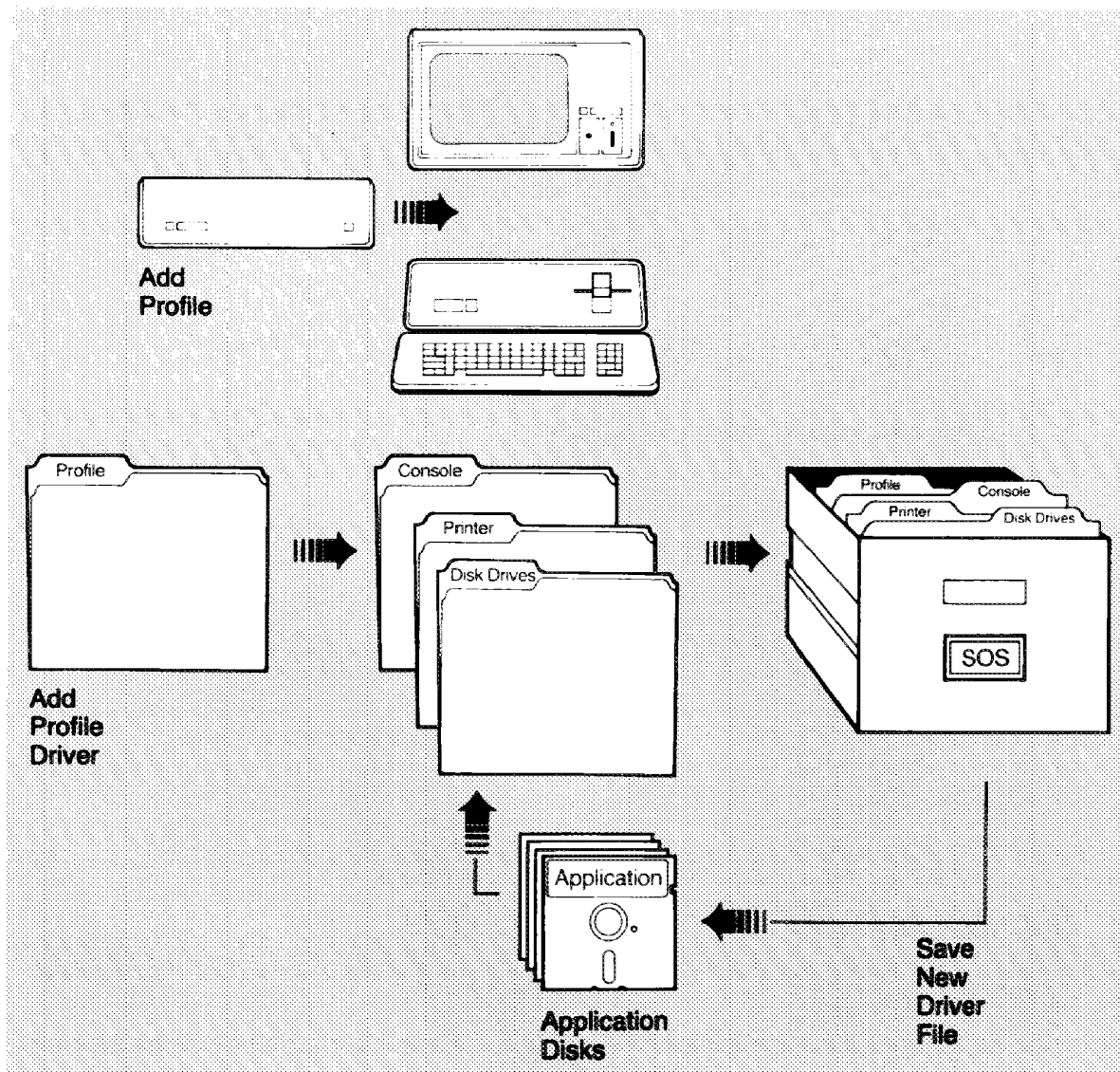
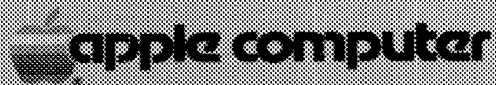


Figure 25. Add a ProFile ... Add a ProFile Driver



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