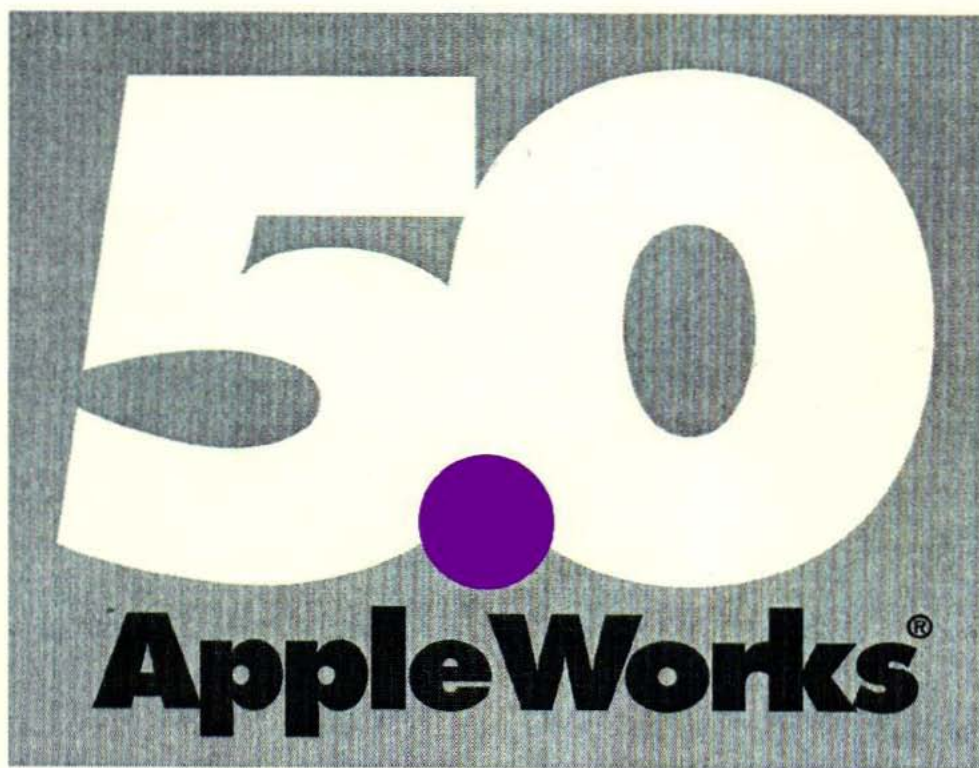


# AppleWorks 5

*Delta Manual*



Quality Computers™

# AppleWorks 5

## *Delta Manual*

*By Doug Cuff*



**Quality Computers™**

20200 Nine Mile Road  
St. Clair Shores, MI 48080  
(810) 774-7200 • 1-800-777-3642  
Technical Support (810) 774-7740

Blank Page

# Contents

<b>Chapter 1</b>	<b>About AppleWorks 5</b> .....	1
	AppleWorks 5 Highlights .....	2
	Hardware and Compatibility .....	3
	Adding Files to the Desktop .....	6
	New Desktop Shortcuts .....	9
	Saving Files .....	10
	Alarms .....	11
	AfterWork Screen Blanker .....	14
<b>Chapter 2</b>	<b>Word Processor</b> .....	19
	Loading and Saving Files .....	19
	Mouse Text and Inverse Text .....	21
	New Find Options .....	22
	Split Window Improved .....	25
	Formatting a Document .....	29
	Comment Lines .....	31
	New Printing Options .....	31
	The Spelling Checker .....	33
	Outliner .....	34
<b>Chapter 3</b>	<b>Data Base</b> .....	47
	Entering and Editing Data .....	47
	Record Layouts .....	49
	Searching and Sorting .....	52
	Data Base Pictures .....	56
<b>Chapter 4</b>	<b>Spreadsheet</b> .....	59
	Building a Worksheet .....	59
	Formatting the Worksheet .....	63
	Spreadsheet Functions .....	64
<b>Appendix A</b>	<b>Other Activities</b> .....	65
<b>Appendix B</b>	<b>Standard Settings</b> .....	67
<b>Appendix C</b>	<b>Installing AppleWorks 5</b> .....	79
<b>Appendix D</b>	<b>TimeOut, Inits &amp; Macros</b> .....	83
<b>Appendix E</b>	<b>DIF and ASCII Files</b> .....	87
<b>Appendix F</b>	<b>Limits and Capacities</b> .....	89
<b>Appendix G</b>	<b>Common Questions</b> .....	91
<b>Appendix H</b>	<b>Reference Manual Errata &amp; Addendum</b> .....	95

Blank Page

## Chapter 1

# About AppleWorks 5

Welcome to AppleWorks 5. This delta manual will tell you what features have been added to or changed in AppleWorks since version 4. If you're an experienced AppleWorks 4 user who wants to know how this new version differs from the one you're used to, this manual will tell you. Be sure to consult the AppleWorks 4 Reference Manual for a comprehensive explanation of existing features.

If you've just upgraded from AppleWorks 3.0 or earlier, be sure to read the AppleWorks 4 Reference Manual first.

- ◆ **Why Delta?** In mathematics, the Greek letter delta ( $\Delta$ ) is used to represent change. Since this manual describes changes only, it's a delta manual.

# AppleWorks 5 Highlights

You're probably eager to find out what's new in AppleWorks 5. So that you don't have to wade through the whole manual, we've listed 15 new features below—six general features, and three each for the word processor, data base, and spreadsheet. It wasn't easy to limit ourselves like that, because the list goes on and on, but we thought you'd want to know the highlights.

## General

- Desktop Organizer remembers your nine most recently loaded files, even when you quit AppleWorks
- print buffer that lets you get back to work sooner, before the printer is finished
- AfterWork screen saver prevents damage to your monitor in a way that's fun
- full UltraMacros package lets you write your own macros (six new dot commands included!)
- optional one-touch menus that don't interfere with macros (just one of many more user-definable options)
- alarm-clock style reminders

## Word Processor

- Outliner mode to help you organize your thoughts
- print odd or even pages
- print documents, including mail merge data, to the screen for preview

## Data Base

- background text in single record layout
- mixed mode shows single records and list of all records on the same screen
- view pictures (hi-res, double hi-res, Print Shop) inside the data base

## Spreadsheet

- cell memos (also known as cell notes)
- new @Today function returns the Julian date
- @Find is now case-sensitive

# Hardware and Compatibility

This new version of AppleWorks needs extra computing power. Please be sure that you have the right hardware to use AppleWorks before continuing.

## Requirements

To use AppleWorks 5, you must have at least:

- an enhanced Apple IIe,
- 256K of expansion memory, and
- a 3.5" disk drive.

An "enhanced" Apple IIe can display MouseText and has a 65c02 chip as its microprocessor.

Apple IIc, IIc Plus, and IIGS computers are all considered to be enhanced, so you may use any of these to run AppleWorks 5 as well. (Don't confuse an Apple IIc Plus with an Apple II Plus.)

AppleWorks 5 will run on a 3.5" disk drive, a hard drive, or a large RAM disk.

- ◆ **5.25" disk users** AppleWorks 5 is only supplied on 3.5" disks, so you won't see any more notes for 5.25" disk users in this manual.
- ◆ **Apple IIe users** Your Apple IIe must be enhanced. If you don't know whether or not your IIe is enhanced, look at the top line of the monitor screen as you switch on your computer. If it says "Apple ][", then your Apple IIe will need an enhancement kit. If it says "Apple //e", then your Apple IIe is already enhanced.

Some parts of AppleWorks 5 use double hi-res graphics... the new data base picture-browsing command, for example, and most of the AfterWork screen saver modules. Some very old Apple IIe computers are not capable of displaying double hi-res graphics properly. If you bought your computer in 1983, it may have a motherboard that doesn't support double hi-res graphics. This problem cannot be fixed with an enhancement kit. Even if your Apple IIe cannot display double hi-res properly, you may still use most parts of AppleWorks.

Apple IIe computers usually come with either 64K or 128K of memory. You'll need 256K to run AppleWorks 5. AppleWorks recognizes both memory cards that fit into the auxiliary slot and those that fit into the seven conventional slots. However, if you have an expansion card that fits into a conventional slot, you must have an extended 80-column card in the auxiliary slot (for a total of 128K in the computer, without the expanded memory card).

- ◆ **Apple IIc and IIc-Plus users** Most Apple IIc and IIc-Plus models come with only 128K of memory. You'll need 256K to run AppleWorks 5.
- ◆ **Apple IIGS users** All Apple IIGS computers have at least 256K and the features of an enhanced Apple IIe.



## AppleWorks 4 files in AppleWorks 5

AppleWorks 5 can load all files from AppleWorks 4 and earlier; however, there are some things to beware of:

**Macros** All macros written before AppleWorks 5 *must* be recompiled. This includes TimeOut programs that are merely converted macros, such as the AppleWorks 4 versions of Date.Reset, DB.Widths, DuplicateZapper, Install.DeskJet, and Screen.Blanker. (However, new versions of these applications are provided with AppleWorks 5, so you don't need to recompile these examples.)

**Mask characters** Because AppleWorks now uses a slightly different display to allow MouseText in data base files, you will have to update any mask rules in your old data base files:

Where you see	Press	So that you will see
inverse ]	Control-A	⌘
inverse [	Control-N	◆
inverse I	Control-T	...

**Wide spreadsheets** Worksheets with more than 120 columns (columns beyond DP) will load, but the data in columns 121-127 cannot be viewed or edited, and will be overwritten if the cell memo option is used.

**@Find** The @Find function in AppleWorks 5 is case-sensitive, so be careful when using AppleWorks 4 worksheets that use this function. See the section on @Find later in this manual for suggestions on how to convert formulas that use @Find to work properly in AppleWorks 5.

## AppleWorks 5 files in AppleWorks 4

**Data base files that use background text** will *not* load into AppleWorks 4 or earlier. If you're lucky, AppleWorks will tell you it's getting errors trying to load such a file. If you're unlucky, AppleWorks 4 will freeze up while trying to load the file.

**Data base files that use dates** will load into AppleWorks 4, but due to a change in how AppleWorks 5 stores dates, "January 1, 1994" will display as "1994A01", "February 10, 1993" will display as "1993B10", etc. (You don't have to worry about this if you're moving AppleWorks 4 files in AppleWorks 5.)

**Worksheets that use the new @Today function** will load into AppleWorks 4, and the *value* of any cells that use @Today will be preserved. However, the function itself appears simply as @, and the first time you recalculate such a file, AppleWorks 4 will return an @Error in any cells that use @Today. We recommend that you use ⌘-V to turn recalculation frequency to manual *immediately* after loading any file that uses the @Today function into AppleWorks 4. You may then copy the value of any cells containing @Today before a recalculation takes place.

**Worksheets that use the @Find function** will load into AppleWorks 4 without problems. Since the @Find function is not case-sensitive in AppleWorks 4, any use of @Upper and @Lower with @Find will be redundant, but it will not harm the accuracy of your spreadsheets. Don't remove redundant @Upper and @Lower functions used by @Find unless there is absolutely no possibility that someone with AppleWorks 5 will load your worksheet.

**Worksheets that use cell memos** will load into AppleWorks 4. The last seven possible columns (DQ-DW) of the worksheet will be filled with cell memo data, if any, for that row. If you view this data while in AppleWorks 4, you may temporarily mess up your screen display. If you attempt to enter or edit any data in columns DQ-DW while in AppleWorks 4, you will destroy cell memos for that row. You only need to worry about this if the worksheet will be used in AppleWorks 5 afterward.

# Adding Files to the Desktop

## Desktop Organizer

AppleWorks can now optionally remember your nine most recently-loaded files. Starting at the AppleWorks Main Menu, highlight "Add files to the Desktop" and press Return to go to the Add files menu.

◆ **Shortcut** To get to the Add files menu quickly, press ⌘-Q followed by ⌘-A.

Once in the Add files menu, press ⌘-P, and you will see a list of nine files:

Name	Type	Path
1. LETTER	WP	/EXTRAS/AW3.FILES
2. DATA	DB	/EXTRAS/AW3.FILES
3. INCOME	SS	/EXTRAS/AW3.FILES
4. Trivia.Quiz	WP	/EXTRAS
5. AWP.Glossary	DB	/EXTRAS/FILES
6. BackgroundText	DB	/EXTRAS
7. Alarms	DB	/EXTRAS
8. UpdatingTimeOut	WP	/EXTRAS
9. RFP.Docs	WP	/EXTRAS

◆ **Don't panic!** If you don't see the Desktop Organizer, don't worry. The first time you start AppleWorks 5, the list of files will be empty, and AppleWorks will tell you so.

If you've already loaded some files and still don't see anything, check your miscellaneous Standard Settings to be sure that "Remembered loaded files" is set to Yes. See the Standard Settings appendix of this manual for more information.

To load a file, either press the relevant number key or use the ⬆ and ⬇ keys and press Return. If the path is not available (for example, if you've ejected the disk from the drive) or if the file is not there (if you've deleted or moved it), AppleWorks will merely set the current disk to the path shown in the list and halt the process at the Add Files menu.

Notice that you can only load one file at a time. You can't use the ⬆ and ⬇ keys to select/deselect a group of files.

◆ **Even shorter cut** You may call up the Desktop Organizer by highlighting "Add files to the Desktop" on the Main Menu and then pressing ⌘-Return.

AppleWorks 5 now features optional "one-touch" menus. If you have this feature turned on, you can load an Organizer file from the Main Menu with just two keystrokes! If you press ⌘-Q and then Escape to reach the Main Menu, then "Add files to the Desktop" will already be highlighted. Just press ⌘-Return to see the Desktop Organizer, then type the file number and your file will load!

See the Standard Settings appendix in this manual for more on one-touch menus. We'll tell you here and now, though, that they *won't* interfere with your macros.

If you import a text file into the word processor, the Desktop Organizer will identify it as a word processor document. Apart from this exception, the Desktop Organizer tracks only AppleWorks files loaded to the desktop. Files that you have created from scratch, and ASCII files imported into the data base, do not appear on the Organizer's list. Files are not added to the list when they are saved, only when they are loaded.

If you load the same file nine times in a row, the Desktop Organizer won't have nine identical entries in this list. The Organizer checks to make sure that the list doesn't have unnecessary duplicates. But if you load nine files with the same name from nine different disks with different names, the Organizer *will* list all the files, since the pathnames are different.

The most recently loaded file is always first on the list. Suppose your desktop is empty and that the Organizer's file list has these three files on it:

```
1. My.Grandmother  DB /FAMILY.TREE/DISTAFF
2. My.Mother       DB /FAMILY.TREE/DISTAFF
3. Me              DB /FAMILY.TREE
```

Now suppose you add "Me" to the desktop. Since the Organizer prevents duplicates, your new file list isn't going to have two copies of "Me" (one at 1 and one at 4). Instead, AppleWorks will shuffle the list so that it looks like this:

```
1. Me              DB /FAMILY.TREE
2. My.Grandmother DB /FAMILY.TREE/DISTAFF
3. My.Mother       DB /FAMILY.TREE/DISTAFF
```

When the list is full, the Organizer will remove the oldest file from its list before adding a new file.

- ◆ **Important** This list is saved when you exit AppleWorks and reloaded the next time you run AppleWorks. If you just turn your computer off, instead of quitting AppleWorks, the list will not be saved.

The list will not be saved unless you have "Remember loaded files" selected in the Standard Settings menu. See the Standard Settings appendix in this manual for more information.

## Reverse option in ⌘-A(rrange)

When adding files to the desktop, press ⌘-A to arrange the file listing to your liking (as with AppleWorks 4). A new option, Reverse, will reverse the current display.

- ◆ **Note** ⌘-A(rrange) is not limited to getting files. You may also use it with listing files, copying them, deleting them, etc.

The first time you press ⌘-A, your display will be ordered by Type (because that's how we set AppleWorks 5 before we shipped it). That is to say, you'll see all word processor documents in alphabetical order, followed by all data base files, all worksheets, all text files, and all subdirectories. Select Reverse and you will be shown subdirectories first (in reverse alphabetical order), then text files, then spreadsheet files, data base files, and word processor documents.

- ◆ **Note** You may now change the default display (Type) via the Standard Settings menu. You may even choose to have the Add files list appear in Disk order, which is an extra option not normally accessible through an ⌘-A keypress. See the Standard Settings appendix in this manual for more information.

Reverse will act on whatever display was most recently shown. Example: If you're looking for the oldest files, type ⌘-A and then select the Date option (the most recent files will be on the top of the list). Press ⌘-A again and select Reverse and the oldest files will be at the top of the list. Any arrangement is at most 4 keystrokes away: ⌘-A, (desired option), ⌘-A, Reverse.

## Space bar and ⌘-Space

As usual, you may select files (to add them to the desktop, delete them, copy them, etc.) with the → key and deselect them with the ← key. With AppleWorks 5, you may also use the Space key to toggle whether or not a file is selected. Press Space once and a file is selected; press again and it is deselected.

⌘-Space will select all files, starting from the top of the listing. (⌘-→ will only select all files at the level of the cursor and below.) Pressing ⌘-Space will deselect files if any are already selected.

- ◆ **Note** Just as with ⌘-A(rrange), these new commands will work with file activities other than just adding files to the desktop. Try them out when copying or deleting files. You may also press Space to select and deselect files in the Save and Remove Files menu lists (but ⌘-Space doesn't work here).

## Desktop switches automatically

It is now possible to load more than 12 files at a time. Once AppleWorks sees that a desktop is full, it looks for free spaces on the next desktop until all the spaces on all three desktops are full. As you add files, you will see the total number of files on the desktops increment until it reaches the maximum of 36.

It is also now possible to add a file (either by creating a new one or by adding one from disk) even if the current desktop is always full. AppleWorks no longer prints the message "The limit is 12 files on this Desktop." If there's a space left on any desktop, AppleWorks will automatically find it.

- ◆ **Reminder** AppleWorks has space for 36 files, 12 on each of its three desktops. Don't confuse the spaces available for files with the desktop memory available for files.

## Loading text files into the word processor

After loading a text file into the word processor, AppleWorks now automatically sets both the Left Margin and the Right Margin to 0.0 inches. This will help in the display of ASCII text files that have a Return at the end of each line.

# New Desktop Shortcuts

AppleWorks 5 introduces three new ⌘-Q shortcuts. To use any of them, just press ⌘-Q and then the second ⌘-keypress:

## ■ ⌘-A(add files)

As you've already seen, ⌘-Q ⌘-A takes you quickly to the Add files menu.

## ■ ⌘-B(uffer)

AppleWorks 5 now features a print buffer, and ⌘-Q ⌘-B takes you to buffer status screen. See the Standard Settings appendix in this manual for more information about the print buffer.

- ◆ **Note** Whenever you visit the Print Buffer options menu, AppleWorks will start to send data to the printer at full speed. The buffer normally sends data one line at a time, since AppleWorks has to divide its attention between the user and the printer.
- ◆ **Important** The print buffer temporarily prevents ⌘-Hardcopy from printing. If the print buffer is in use, then pressing ⌘-H and selecting "Print screen" will have no effect. The other two ⌘-H options will work normally.

## ■ ⌘-P(athname)

If you want to change your pathname in a hurry, ⌘-Q ⌘-P will take you to Change Current Disk in an instant. Once there, press ⌘-P a second time and you'll be able to choose from your list of eight frequently used QuickPath pathnames. Or press ⌘-Q ⌘-P followed by ⌘-1...8 to set the desired QuickPath. See page 414 of the Reference Manual for more information on how to set up and use these pathnames.

# Saving Files

## Saving a new file

When you create a new file and then save it for the first time, AppleWorks will set this pathname as the "original directory". From then on, you may use ⌘-Control-S to save the new file to this directory. (Under AppleWorks 4, pressing ⌘-Control-S from within a new file would always save the new file to the active directory, no matter where had saved it the first time.)

## Saving a word processor document

There are new rules for saving AppleWorks word processor documents "on top of" text files with the same name, and vice versa. See the word processor section for more information.

# Alarms

AppleWorks' new alarm feature allows you to create messages that will be displayed on the screen at a specific date and time, or at a specific time every day.

Alarms are stored in a special data base file called, amazingly enough, "Alarms". When AppleWorks detects that "Alarms" has been loaded, it scans the file for past due or current alarms.

## When an alarm goes off

If a due or past due alarm is found, then a bell sounds, the date, time, and reminder message are displayed on the screen, and you are given three choices: Wait, Snooze, and Continue.

◆ **Important** Unlike everywhere else in AppleWorks, you can't press ⌘-Q to escape from this menu. You must select Snooze or Continue to leave.

### ■ Wait

Wait does nothing. It's there in case you happen to hit Return just as your alarm pops up, so that the alarm won't vanish before you have the chance to read it.

### ■ Snooze

Snooze adds 10 minutes to the current time and resets the alarm to notify you then.

◆ **Important** Only one alarm can be tracked at a time. Suppose you have one alarm at 5:00 pm and a second at 5:05 pm. If you use snooze on the 5:00 alarm, then that alarm will have priority. The 5:05 alarm will not be displayed until after the 5:00 alarm is "unsnoozed" at 5:10. This is only a problem with closely spaced alarms.

Note that Snooze adds 10 minutes to the *current* time, not the alarm time. This makes it possible to snooze an alarm more than once.

### ■ Continue

Continue marks the alarm as completed and continues back to AppleWorks. Continue marks daily alarms as notified for that day, so they won't pop up again until the following day. When you save the file, those categories remain properly marked. Naturally, if you discard the changes and load the same file the next day, old alarms will still be marked as overdue and they will appear again.

Press Escape to continue and mark the alarm.

Every time you leave the "Alarms" file, AppleWorks scans it to check for the updated alarm schedule. If you remove the file from the desktop, alarms are cancelled. To reinstate them, just load the file back from disk.



- ◆ **Note** Alarms will not appear while you are editing cell memos or data base formulas, nor while you are viewing pictures in the data base. The pending alarms will be displayed after you exit those operations. Alarms *will* interrupt the AfterWork screen saver—see the AfterWork section for more details.

## Editing the Alarms file

The alarm feature is concerned with the first five categories of the “Alarms” data base file. The names of the categories don’t matter, except that the second must contain the word “date” and the third must contain the word “time”.

You may have additional categories for comments and memoranda, but these are optional and will be ignored by the alarm feature.

### ■ Alarms categories

**Status** The first category indicates whether an alarm has been displayed or not. A period (.) indicates that an alarm is pending. AppleWorks uses a “+” to mark alarms that have been completed, but you can replace that “+” with any characters. When scanning for alarms, AppleWorks will ignore anything other than a period. Daily alarms should always have a period in this category. In the sample file included with AppleWorks 5, the standard value placed into new records is a period. If you create your own “Alarms” file, you may wish to edit its standard value so that your file will do the same.

**Date** The second category specifies the date an alarm should appear. The alarm feature considers the year as well as the month and day. Leave this category blank if you want an alarm to appear daily.

**Time** The third category specifies the time that an alarm should appear. If it’s empty, the record will always be ignored.

**Message** The fourth category contains the message that will be displayed. Anything beyond 48 characters will be truncated by the alarm display.

**Daily** The fifth category is used for daily alarms only, and indicates the last date on which the alarm was displayed. This category uses a special date format, so the category must always contain a single character. In the sample “Alarms” file, the standard value placed into new records is “@”, which represents day 0, showing that the daily message has not been displayed.

## ■ Creating past due alarms

Suppose you want to save an alarm that will appear the minute the “Alarms” file is loaded. It’s easy enough to enter an old date and time in the appropriate categories... but it’s a little more difficult to save that file.

If you press ⌘-Q or even ⌘-S to leave the “Alarms” file, AppleWorks is going to scan the alarms and find your overdue alarm. It won’t let you save the file until you have responded to the alarm. If you select Continue, then that alarm is going to be marked as completed, and that’s not how you want the “Alarms” file saved. You want the file saved with your overdue alarm marked pending, not completed.

The only thing to do is snooze the alarm as you leave the file. You may then save the file with the alarm marked pending. (The snooze status is not saved along with the file. AppleWorks keeps track of snoozes internally, and doesn’t look in the “Alarms” file for them.)

# AfterWork Screen Blanker

If you leave your monitor on for a long time and the display never changes, the image will be permanently imprinted on the picture tube. This condition is known as phosphor burn-in. With AppleWorks, you might be able to see the "ghost" of frequently displayed words REVIEW/ADD/CHANGE even when the monitor is turned off. How can you save your screen from such a terrible fate?

If you have a ProDOS-compatible clock in your Apple II, then AppleWorks 4 will blank the screen—but *AppleWorks 5* has AfterWork, the AppleWorks screen blanker, which will make protecting the screen fun by refreshing it with entertaining animations and effects!

AfterWork modules will only run if you set the screen blanking option—under the Standard Settings Time-based options—to Yes.

- ◆ **Clock required** AfterWork modules will not run without a clock. You won't even be able to view the demos unless you have a clock in your IIe or IIc.

AppleWorks 5 comes with five sample AfterWork modules: Crazy Case, Fade In, Star Field, Trickle, and Randomizer.

*Crazy Case* randomly toggles the screen characters between upper and lower case. It's a text-based module. The rest of the samples included with AppleWorks 5 are double hi-res modules.

*Trickle* melts the screen on a pixel-by-pixel basis, making it look like the text on your monitor is sliding down the screen as if rain were washing it away.

*Fade In* overlays a double hi-res picture named PIC.FADEIN on to the text screen by imprinting pixels at random. We've supplied a sample picture, but you may substitute any standard monochrome double hi-res picture, or create your own using TimeOut Paint.

*Star Field* creates the illusion that you're on the starship Enterprise, travelling through space. If you have a IIGS, you have the option of viewing colored stars.

*Randomizer* randomly changes the order of the other four modules to keep you from getting bored. It must come last in the list. If you delete Randomizer from your work disk, AppleWorks 5 will alternate regularly among the remaining modules whenever it blanks the screen. That is, the first module to be loaded will always be shown first, and so on.

- ◆ **Note** Randomizer is considered a double hi-res module, even though it doesn't have any graphics, because it requires workspace for loading in the other modules.

Don't want to wait to see what the sample modules look like? You could hurry them up by setting the delay in minutes before the screen blanks to 1, but there's an easier way. Press ⌘-Escape to bring up the TimeOut menu. Select AfterWork and you'll get a chance to see demonstrations of the modules. You'll also get the chance to configure each module.

- ◆ **Apple IIGS users** For the best effect, IIGS users should set their text display to white text on a black background. Other settings will work, but if you use white on black, the switch from text mode to graphics will be so smooth you won't notice it, which will make some of the effects more interesting.

If you set your text color to black, you will find that the Crazy Case module (and other text modules) will not seem to work. In fact, the screen is being refreshed, but it's being refreshed with black text on a black background, and that's hard to see.

## ■ Configuring AfterWork modules

When you use the TimeOut AfterWork menu, you'll see a menu with six options. At the top of these screen, you'll see a note as to whether the module is Text or Double Hires. The rest of the menu will look something like this:

1. See a demo	
2. Delay	0
3. Sound	No
4. Duration	0
5. Pitch	0
6. IIGS color	---

Select option 1 to see what the blanker does. Press any key at all to return to this menu.

Option 2 controls the delay for whatever activity the blanker performs. The Star Field and Trickle modules already have delays. You may *temporarily* eliminate any delay by holding down the ⌘/Option key while the blanker is running. Try this with Star Field: Shout "Warp factor five!" and hold down the ⌘/Option key.

- ◆ **Warning** To maintain an illusion of sanity, make sure no one else is within earshot when you do your Kirk (or Picard, if you're a Next Generation Trekker) impression.

If you have an accelerator in your Apple II, you may want to introduce a delay into some of the modules and increase the existing delays in the others.

Options 3, 4, and 5 can control whether or not modules have a little noise associated with them, how long the noise lasts, and how high or low the pitch of that noise is.

Option 6 applies to IIGS users who have their Control Panel Display setting on Color. This option lets you decide if a blanker should be monochrome or color. If you have a IIGS, try both settings of this AfterWork option with the Star Field module.

A few of the modules in the full AfterWork package have one other option, but it doesn't apply to any of the samples included with AppleWorks 5.

You may press Escape to leave the demo/configuration menu. If you've made any changes, you'll be asked if you want to make them permanent.

- ◆ **Note** If you select a blanker from the list that wasn't loaded into memory at startup, TimeOut AfterWork will indicate that the module is not installed and you won't be able to examine it. See "Disabling AfterWork" for more details on how to prevent AfterWork modules from loading.

## ■ More AfterWork modules

The full AfterWork package is sold separately and contains 21 modules in all:

*BlankIt* blanks out random text characters. After the screen is fully erased, it redraws the text screen and erases it with inverse spaces. The cycle is then repeated. (text)

*Boxes* draws various-sized inverse boxes at random locations on the screen and then erases them. (double hi-res)

*Chomper* uses a Pac Man-style character to "eat" the screen. When the entire screen has been chomped, the text is redrawn and the process is repeated. (double hi-res)

*Cranium*, or Careening Cranium, bounces one of the heads from the famous Beagle Bros logo... of the two, it's the head that most resembles the much revered Beagle founder Bert Kersey. (double hi-res)

*Date and Time* displays the current date and time at random positions on a blanked screen. (text)

*Entropy* randomly blanks pixels until nothing is left on the screen. (double hi-res)

◆ **Free physics lesson** Why is this module called Entropy? What the heck is entropy anyway? Well, the laws of thermodynamics hold that, eventually, everything in the universe will be the same temperature. When hot and cold areas come in contact with each other, the areas equalize in temperature. When this has happened to the entire universe, life as we know it will cease to exist. This is known to some as "heat death". (Don't worry, though. This isn't due to happen for several million years.) This module is the double hi-res version of that process.

*Fans* picks a random spot on the screen and then draws lines to the edges of the screen, creating a fan-like moire effect. The fans alternate between black and white lines and use a random distance between lines. You may optionally activate color on a IIGS to get some color effects with this module. (double hi-res)

*Fountain* squirts pixels up from the center of the screen like a water fountain. You may optionally activate color on a IIGS for some colored water. (double hi-res)

*Lemming Lines* is a series of lines which follow each other everywhere like a bunch of lemmings. (The lines don't look like small furry rodents, but they behave something like them.) You may optionally activate color on a IIGS to get some color effects. (double hi-res)

*Meltdown* melts the screen, with the middle melting the fastest. (double hi-res)

*Messenger* displays a message at random spots on a blank screen. You may use the TimeOut AfterWork application to define your own message, such as "This Apple II computer is bored. Please play with it." (text)

*MiniBounce* bounces an original-style Print Shop graphic (MiniPic in Beagle parlance) on the screen. It's a lot like the Cranium module, except that you get to use your own Print Shop graphic, as long as it's in original format, not a New Print Shop nor a Print Shop IIGS graphic. TimeOut AfterWork allows you to define inverse or normal display for the graphic. (double hi-res)

*MiniRandom* displays an original-style Print Shop graphic (MiniPic) at random spots on the screen. Just as with MiniBounce, you may use your own graphic and you may have it displayed in normal or inverse. (double hi-res)

*Slide Show* displays a series of double hi-res and/or single hi-res pictures. When the last picture has loaded, Slide Show starts over with the first one. You get to edit the list of pictures, and can include roughly 50 pictures. (double hi-res)

*Slide Show Color* is just like Slide Show except that it allows color mode on the IIGS. Since the two slide show modules use separate picture lists, you may have two different shows. (double hi-res)

*Worms* uses four hungry pseudo-worms to gobble the screen. The worms are actually text characters with no life of their own. For that matter, they don't have much intelligence either, being slaves to the random number generator. (text)

...plus the five modules included with AppleWorks 5: *Crazy Case*, *Fade In*, *Randomizer*, *Star Field*, and *Trickle*

- ◆ **Warning** You may use the modules from the complete AfterWork disk with AppleWorks 5. However, do *not* use the Randomizer module or the TimeOut file from that disk. AppleWorks 5 uses a new version of this file that will *only work with AppleWorks 5*.

## ■ AfterWork and alarms

What happens if you set an alarm, forget about it, and leave the room? If AfterWork is turned on, then after awhile, it will activate in order to protect your monitor's screen. If an alarm comes due while AfterWork is running, the alarm will interrupt AfterWork.

- ◆ **Apple IIe, IIc, and IIc-Plus users** The alarm will stay on the screen until you press a valid key. This means that AfterWork can only protect you from screen burn-in if no alarms come due.
- ◆ **Apple IIGS users** After the alarm interrupts AfterWork, the IIGS will wait briefly, then blank the screen altogether. The screen will stay blank until you press a key. Once you press a key, the alarm will be visible.

## ■ AfterWork and the print buffer

AfterWork will always wait until a print job is finished before activating. As soon as the print buffer is clear, AfterWork will run one of its modules.

## ■ Disabling AfterWork

If you want to skip loading the AfterWork modules at startup, press Escape. When AppleWorks 5 starts up, it reads the startup disk to get the list of available AfterWork modules so that modifications to the disk file are possible. If you select a blanker from the list that wasn't loaded into memory at startup, TimeOut AfterWork will indicate that the module is not installed and you won't be able to examine it.

If you want to delete a specific AfterWork module, you should delete the appropriate MR. file from your AppleWorks inits directory. (Only delete files from your working copy, please, never from your original AppleWorks disks!) If you just want a blank black screen, as in AppleWorks 4, you can delete SEG.MR from your AppleWorks startup directory, the MR. files from the inits directory, and TO.AFTERWORK from the TimeOut directory. If you're in a hurry and don't care about wasted disk space, or suspect that you might re-enable AfterWork someday, all you really have to do to disable AfterWork is rename SEG.MR. We suggest you rename it SEG.MR.OFF or MR.SEG. That will prevent AppleWorks 5 from loading AfterWork.

## ■ Using the mouse with the screen blanker

- ◆ **Bug fix** In AppleWorks 4, moving the mouse didn't register as activity as far as the screen blanker was concerned. This meant that if you used the mouse for an extended period of time, the screen could blank while you were working. This doesn't happen in AppleWorks 5. Of course, moving the mouse won't register as activity unless you have the mouse enabled. See the Standard Settings appendix in the Reference Manual for more information.

# Chapter 2

# Word Processor

## Loading and Saving Files

### Maximum width for text files

After you load a text file into the word processor, AppleWorks 5 automatically sets both the Left Margin and the Right Margin to 0.0 inches. This allows most ASCII text files with a return character at the end of each line to display properly.

### Saving a text file

#### ■ Quick-saving a file with the same name

It is now much easier to overwrite text files with AppleWorks word processor documents of the same name, and vice versa.

If you load a text file into the word processor and later use  $\text{⌘-S}$  to save that file under the same name, AppleWorks will ask you if you want to replace the text file on disk with an AppleWorks word processor document. (AppleWorks will only try to save an imported text file as a word processor document if the Standard Settings option "Save text files as text" is set to No, of course.)

Alternately, if you "Save text files as text" is set to Yes, and you try to save that text when a word processor document with the same name already exists on disk, then AppleWorks will ask you if you want to overwrite the word processor document with a text file.

◆ **Remind me...** If you don't remember how AppleWorks 4 used to handle this situation, here's a brief recap: If you loaded a text file and tried to save over it with a word processor document, AppleWorks 4 would tell you that a file with the name already existed. You would either have to rename the word processor document or delete the text file before saving the word processor document.

If you have "Save text files as text" set to Yes, then AppleWorks will simply save a text file as text, and not ask you if you want to replace it. And of course, you will still be able to save a word processor document over a word processor document without having to confirm it.





## ■ Merlin assembler format


- ◆ **For advanced users only** Text files may now be saved in the format used by the Merlin assembler by writing a macro to perform a pokeword command. Before saving a file, use "pokeword \$A72,\$80A0" to save it in Merlin format. To save a file in normal format, use "pokeword \$A72,9". Yes, we know it's a little technical, but if you're advanced enough to be using the Merlin assembler, you're advanced enough to figure this out too.

# MouseText and Inverse Text

Now it's easy to enter MouseText and inverse characters into your word processor documents! The word processor can also find this special text. You can even print MouseText if you have an ImageWriter II printer.

◆ **Note** It is also possible to have MouseText in your data base files.

Press Control-T and you should see a  appear in the lower right corner of your screen. This means that you may type MouseText characters into your document. Valid MouseText keys are @, A-Z, [, ], \, ^, and \_ . You don't have to press Shift while typing the letter keys. Pressing "A" and "a" will both result in  being displayed.

Press Control-T a second time and the  should be replaced by an inverse I. This means that inverse mode is on. You may type both upper and lower case inverse text directly into your document.

Press Control-T a third time and the inverse I will disappear. You are back to normal text mode.

Information on finding and printing MouseText in word processor documents is in other sections of this manual.

◆ **Note** AppleWorks 4 used Control-T for "space" tabs. To use "space" tabs under AppleWorks 5, press Control-S.

◆ **Note** MouseText is not a feature created by AppleWorks. MouseText characters are built in to every Apple IIGS, IIC-Plus, IIC, and enhanced IIC.

# New Find Options

## Find Line

⌘-F is now more powerful in many ways. To begin with, ⌘-F has a new option, Line:

Find? Text Page Marker Case sensitive text Options for printer Line

The Line option asks you to enter the line number you wish to go to, and will accept any number up to the maximum of 16,250. If you want to use this option (instead of ⌘-9) to move to the end of the file, enter 99999.

If the line you're looking for is hidden—for example, if the line in question is a printer option, and you're zoomed out—you're placed as close to the line as possible. If you want to be placed precisely on a hidden line, just press ⌘-Z to zoom in before pressing ⌘-F.

## Find retained across all word processor documents

Once you press ⌘-F to find Text or Case sensitive text and type the text that you're looking for, then after the search is finished, you may press ⌘-F again and AppleWorks will remember the text you typed. Until now, AppleWorks forgot that text as soon as you moved into a different word processor document. Now it will remember what you're looking for, no matter what word processor document you're working in.

◆ **Note** You must still enter the text to be found in data base and spreadsheet files separately. This feature works across word processor documents, not across AppleWorks modules.

This feature will also work with ⌘-R but AppleWorks will only retain the text to be *found*. The text to be replaced will not survive a trip to a different word processor document.

## New find characters

⌘-F can now find many more types of characters than it could before: tabs, sticky spaces, MouseText, and inverse characters. There's also a wild card for ⌘-Find!

### ■ Wild card (^?)

When entering a search string, use ^? to represent any one character, including spaces. For example, if you search for "R^?Y", you might find "Roy" and "ray".

◆ **Important** When we say ^?, we mean that you should type a caret—which you get by typing Shift-6—followed by the ? character. Some programs use ^T as shorthand for Control-T. (For example, UltraMacros uses ^ to mean the Control key in its menu of available macros.) If we have to abbreviate Control key around here, we use Ctrl. Every time you see ^ in this manual, it means you should press Shift-6.

Each ^? wildcard represents one character. Since ^? can also represent a space, a punctuation character, or MouseText, you can't use "<space>t^?^?^?^?<space>" to find only five-letter words beginning with T. The above example will find "three" and "these", but it will also find "to an" and "that,".

If you want to find all five-letter words beginning with T, use the find word feature that AppleWorks 4 introduced (and which AppleWorks 5 also has): Hold down the ⌘ key as you select Text or Case sensitive text, then enter "t^?^?^?^?" as the search string.

### ■ Sticky Space (^ )

To search for sticky spaces—also known as hard spaces—type a caret (^) followed by a space in the search string.

### ■ Tab (^T)

To find a tab, enter ^T in the search string. (You may also enter ^t. Case doesn't count.) Remember, that's Shift-6 and then T, not Control-T!

◆ **Looking for a carrot?** If you want to search for the caret symbol itself, enter two carets (^ ^) in the search field.

◆ **Important** None of these "caret" search characters—^?, ^T, ^<space>, and ^^—will work in the replace field. If you try to use them there, they'll be treated as literal strings, exactly as you typed them. If you find "^TChapter" and replace it with "^TSection", then "<tab>Chapter" will be replaced by "^TSection".

### ■ MouseText

The reason you shouldn't use Control-T to try to enter a tab in the search string is that Control-T is used to indicate that you are searching for MouseText. This makes sense, as it's also the key to press if you want to enter MouseText.

If you want to find all ⌘ characters in a word processor document, press Control-T and type A. An ⌘ character will appear at the cursor.

Unlike the caret search options, MouseText can be used both in the find and replace fields of a search. This makes it possible to replace every occurrence of "OA" character with a ⌘ character.

### ■ Inverse characters

If you press Control-T a second time, you may search for inverse text. Note that since ⌘-Find pinpoints found text by highlighting it for you, it can be rather difficult to be sure when AppleWorks has found highlighted text.

## Quickmark

There is a new find option that works independently of ⌘-Find. You may type Control-Q to quickly mark your place in a document. AppleWorks will quickly set marker 0.

To find the marker again, press Control-W (for "Where is the Quickmark?"). Unlike ⌘-Find, Control-W will even find a marker above the cursor position. It will start at the beginning of the file and show you every marker 0.

These new command are useful in conjunction with the ⌘-W command to split the word processor window.

# Split Window Improved

The ⌘-W command no longer has to bisect the screen. You may split the screen almost anywhere you like by moving the cursor before you press ⌘-W. The screen will split on the line above the cursor.

- ◆ **Note** The top (frozen) window must have at least one line in it. The bottom (active) window must have at least three lines in it.

Split windows are now preserved as long as the file is on the desktop. If you leave a word processor document with a split screen, the split will still be in place when you return. However, split windows are not saved with a file. If you save a file with a split screen, remove it from the desktop, and reload it from disk, you will have to recreate the split windows.

If you are splitting the window to compare two parts of a file, the new Quickmark feature will let you mark your place simply by pressing Control-Q.

Suppose you are preparing a quiz, and have listed the questions at the top and the answers at the bottom. You can't fit all the information on the screen at the same time, but you want to be sure the questions and answers are numbered correctly.

To jump quickly from one part of a file to another, all you have to do is press Control-Q to mark your place before you jump. When you want to return to where you left off, just press Control-W to make the jump. As long as you keep one Quickmark in both the parts that you're comparing, you can switch quickly and easily.

Of course, you don't want to jump to the same place every time, which is why it's important to be able to set markers quickly, not just find them quickly. (For example, if you had a list of 50 questions and answers, it wouldn't be very inconvenient to have to jump to the first question every time.)

Load the sample file "Trivia.Quiz" from the /EXTRAS disk and you'll see how this works. Let's look at the questions and answers in groups of five.

**1 Move to the line after question 5 (Line 9).**

**2 Press Control-Q for Quickmark.**

AppleWorks will set a marker 0 just before that question.

**3 Press the ⌵ key once.**

The cursor should be resting on the beginning of question 7 (Line 11).

**4 Press ⌘-W to split the window just under question 5.**

**5 Press ⌘-⌵ twice, then press ⌵ twice.**

You can now compare the questions in the upper window to the answers in the lower window.

- ```

=====
1. To what does the quotation "Say it ain't so, Joe!" refer?
2. How often is a biweekly newspaper published?
3. How many men have walked on the moon?
4. Where in the Bible does it say "cleanliness is next to godliness"?
5. True or false: Mark Twain was born in Florida.
=====

```

- ```

-----
1. "Shoeless Joe" Jackson's implication in the "Black Sox" baseball scandal, when eight Chicago White Sox players were accused of accepting bribes to deliberately lose the 1919 World Series to Cincinatti. A small boy accosted Jackson on his way out of the courthouse. The boy did not actually say "Say it ain't so, Joe!" but rather ask, "It ain't true, is it, Joe?" Jackson's reply: "Yes, I'm afraid it is."
2. Every two weeks. If it's published twice a week, it's semi-weekly.
3. Twelve: Aldrin, Armstrong, Bean, Cernan, Conrad, Duke, Irwin, Mitchell, Schmitt, Scott, Shepard, and Young.
4. This is not in the Bible; it's by Methodist founder John Wesley.
5. True. The little town of Florida, in the state of Missouri, to be precise.
-----

```

```

-----
Type entry or use ⌘ commands          Line 28 Column 1          02/08/94 9:52 am
-----

```

At this stage, you want to continue to compare questions and answers. To do that, you will need to reset the upper window to show questions 6-10.

**6 Press ↵.**

The cursor should be on answer 6 (Line 42).

**7 Press Control-Q to set another quickmark.**

**8 Press ⌘-W to return to the full screen.**

**9 Press Control-W.**

AppleWorks quickly finds question 5, where you left off.

**10 Press N when asked if you want to find the next occurrence.**

**11 Press ⌘-D and then Return.**

AppleWorks deletes the marker.

**12 Press the ↵ key seven times until the cursor is resting on question 11 (Line 16).**

**13 Press Control-Q to set another marker.**

This is so that we can find our way back to question 11.

**14 Press Control-W to find the marker we've just set.**

**15 Answer N when asked if you want to find the next occurrence.**

16 Press **⌘-↓**, then press **↓** twice.

This has the effect of moving question 6 to the top of the screen.

17 Press **⌘-↑**.

AppleWorks moves the cursor to the top of the screen.

18 Press **↓** eight times until the cursor is on question 11 (Line 17).

19 Press **⌘-W** to set the split window.

20 Press **Control-W** to find your markers.

21 Answer **Y** when asked if you want to find the next occurrence. The next time the question is asked, press **N**.

22 Press **⌘-↓**.

23 Press **↓** six times.

You may now compare questions 6-10 to answers 6-10. Since only part of answer 10 is shown, use the **↑** and **↓** keys to scroll—the top window will remain in place.

```
File: Trivia Quiz                REVIEW/ADD/CHANGE                Escape: Main Menu
=====
6. The subtitle is "The Parish Boy's Progress". What's the title?
7. In 1928, "Win one for the Gipper" entered the sports lexicon. Who
   was the Gipper?
8. Which of the Wright brothers got to fly in the plane, Wilbur or
   Orville?
9. What does Bolshevik mean?
10. What's the windiest city in the United States?
-----
6. Oliver Twist.
7. Notre Dame football player George Gipp, who died of pneumonia in
   December 1920. Before dying, Gipp told coach Knute Rockne:
   "Someday, when things look real tough for Notre Dame, ask the boys
   to go out there and win one for the Gipper."
8. Orville.
9. It's Russian for "those of the majority". One wing of the Russian
   Social-Democratic Workers' Party called themselves Bolsheviks, and
   called their opponents Mensheviks, meaning "those of the
   minority".
10. If you guessed Chicago, then you're in for a surprise. It ranks
   sixteenth. The top five are:
-----
Type entry or use ⌘ commands                Line 53 Column 1                03/09/94 09:57 am
```

You will probably find this process more convenient when working with large files than with the small sample file we are using here.



- ◆ **Spatial memory** If you can't remember that Control-Q quickly marks your place, and Control-W quickly answers the question "Where is the Quickmark?", try looking at the upper left corner of your keyboard and you'll see that's where the two new Control-commands are. If you read from left to right, Control-Q is the first command. That makes sense, since you have to make a Quickmark before you can find it.

Looking at the layout of the keyboard may help you to remember these keys more readily than their alphabetic mnemonics.

You may find the new ⌘-F option, Line, useful in connection with the split window.

Finally, you may use split screen to freeze the top window of a word processor document while in Review/Add/Change mode, then press ⌘-+ to call up the Outliner. The bottom window of the screen will show the Outliner display, but the top window will appear as it did while you were in the word processor.

# Formatting a Document

## “Space” tab command key

Space tabs work the same way as they have since they were introduced in AppleWorks 3.0, but you now use Control-S to enter them. AppleWorks 4 used Control-T for space tabs, but AppleWorks 4 uses that key to allow you to enter MouseText and inverse characters.

## Edit default ruler

From inside a word processor document, press ⌘-T to change the tab ruler and right away you'll notice a new option: “Edit default”.

Tab ruler? Modify current Create new Edit default

When you create a word processor document, it has certain tab settings. You can easily change these settings once you've created the document, but if you use the same settings all the time—left tabs every *eight* or *ten* spaces, for example, instead of every five—you'll want to save yourself the trouble by changing the default ruler.

Editing a default ruler uses exactly the same commands as creating a new tab ruler or modifying the current one. Once you press Escape to update the default ruler, though, it will have no effect on the document you're in.

The *next* time you create a word processor document, it will use the default tab setting you've just created.

- ◆ **More default settings** AppleWorks will also let you create default Left Margins, Right Margins, Top Margins, and Bottom Margins for your word processor documents. See the Standard Settings appendix for more information.

## New tab ruler commands

There are two new commands when editing rulers, Standard and First:

L:Left R:Right D:Decimal C:Center U:Undo N:None S:Standard F:First

These two new commands are available when you choose *any* of the three tab ruler options: Modify current, Create new, or Edit default. (You might have noticed these commands when examining the new option to edit the default ruler. We wouldn't want you to associate these new commands only with the default ruler.)

## ■ **Standard (default)**

This option lets you insert your personal default ruler into your document. Press S to use it.

You may edit this ruler before pressing Escape to return to the document. Inserting a slightly changed (or even radically changed) version of the default ruler into a document will not affect the actual default ruler.

## ■ **First**

This option lets you insert into your document the ruler that has been the standard since AppleWorks 3.0 introduced true tabs (that is, a left tab stop every five columns). Just press F to use the first ever AppleWorks tab ruler. This option will be especially handy when used with "Edit default", for setting the default ruler back to the AppleWorks 3.0 ruler.

Again, you may edit this ruler before pressing Escape.

- ◆ **Note** Since it's possible to edit the default ruler, First and Standard are no longer the same thing at all.

# Comment Lines

You may have notes or comments in your word processor document that do not print by using marker numbers 160 and 161. Any text that appears between these two markers will not print to screen, to disk, or to the printer.

```
-----Set a Marker: 160   Comment  
This text will NOT print to the printer.  
-----Set a Marker: 161   Comment End
```

This text WILL print to the printer.

- ◆ **Bug fix** Another printer option, Skip lines, used to be visible even when you zoomed out of a word processor document, at which time all printer options are supposed to be hidden. AppleWorks 5 fixes this very old AppleWorks bug.

## New Printing Options

### Odd and Even pages

When you press ⌘-P to print a word processor document, you'll notice that two new options, Odd and Even, have been added.

```
Print from? Beginning This page Cursor Page to page Odd Even
```

If you select Odd, only the odd numbered pages (1, 3, 5...) of your document will be printed. If you select Even, the even numbered pages (2, 4, 6...) will be printed.

This is useful for printing on both sides of paper: First print all the odd number numbered pages. Then turn the continuous feed paper around and feed it into the printer again... or reload up your printer with the single sheets that it's just printed, depending on what type of printer you use and how it works. Once the paper is loaded into the printer, print all the even numbered sheets. Your finished document will look like a book, with the even numbered pages on the left and the odd numbered pages on the right.

### Print to the screen

When you ask AppleWorks to print a file, you see a new option when you're asked where you want to print:

```
Where do you want to print the file?
```

1. ImageWriter II
2. The screen
3. A text (ASCII) file on disk

This new preview option will display the document, one screen at a time. It will tell you what page you're on (since a page usually takes more than one screen to display) and when you're at the end of a page. If you're previewing a file that's more than a screen wide, AppleWorks will show you the leftmost 80 characters.

This option is particularly useful if you want to preview your mail merge documents before printing them.

## **Printing MouseText and inverse text**

Because the ImageWriter II printer has a MouseText character set, you may print the MouseText you entered in word processor documents. No special treatment of the MouseText is required.

Printing inverse text does not require an ImageWriter II printer. Inverse text will appear on your printouts as though it were normal text; there is no special style indicating inverse text.

# The Spelling Checker

If you use TimeOut Thesaurus, you may now opt to have your synonyms file copied to a RAM disk at the same time your spelling dictionaries are copied. See the Standard Settings appendix in this manual for more information on this feature.

- ◆ **Bug fixes** A small change has been made to the spelling checker's treatment of hyphenated words so that everything after the hyphen is not ignored. For example, if you put the cursor at the end of the word by-law and verify the spelling of the word, AppleWorks will tell you "'LAW' is a correct spelling". In previous versions, AppleWorks would tell you "'BY' is a correct spelling".

Another bug fix involves the pathname for the spelling checker. You may now have a pathname of up to 48 characters.

# Outliner

Outliner brings the power of thought processing to AppleWorks. It's fully integrated into the word processor... only a keystroke away when you need to organize your thoughts. Outliner is such an effective organizational tool that we used it to write this manual. It made the task much easier, allowing us to see when our material was getting disorganized and helping us reorganize it.

You may have outlines up to six levels deep, and can label them the way that you find easiest to follow. Two very popular methods of labelling are included:

## Harvard

- I. Dean's Duties
  - A. Assistant Dean's Duties
    - 1. Full Professor's Duties
      - a. Professor's Duties
        - i. Lecturer's Duties
          - (1). Graduate Student's Duties

## Legal

- 1.0 National laws
  - 1.1 State laws
    - 1.1.1 County laws
      - 1.1.1.1 City by-laws
        - 1.1.1.1.1 District customs
          - 1.1.1.1.1.1 Street smarts

You may use ASCII or MouseText characters as labels, enter custom labels, or have none at all

- ◆ **Outline 3.0 users** Outliner used to be available as a separate package for AppleWorks 3.0. Where the new version differs from the old version, we'll let you know with a little note like this.

This new version offers some impressive improvements:

- You may now load a file from disk and have it come up as an outline, because files stay in outline mode even when you leave and come back.
- You may have special <aol> macros that only operate while in outline mode.
- You may enter MouseText into an outline... in topics, in body text, even as custom label symbols!
- You may use ⌘-W for split windows, just as you may in the word processor. You can even have the top half of the window be the outline file in edit mode and the bottom half be the document in outline mode, or vice versa.
- You may quick-save a file using ⌘-S, because the Outliner is now more smoothly integrated with AppleWorks.

## Tutorial: Your first outline

The Outliner is easy to use, and you're probably champing at the bit to give it a try, so go ahead:

**1 Create a new word processor document.**

"To Do" would be a good name for it, but suit yourself.

**2 Press  $\odot$ +.**

You'll see the word "OUTLINER" at the top of the screen, and a Roman numeral one ("I.") on the first line of the familiar editing window.

**3 Type "Must do today" and press Return.**

A "II." appears. In outline mode, pressing Return means you want to start a new topic at the current level.

**4 Now type "Appointments" and press Return.**

**5 Type "Pending" (don't press Return) and press  $\odot$ -1.**

The cursor jumps to topic 1.

**6 Press  $\odot$ -A to add a son, or subtopic, to "I."**

**7 Enter some task you really need to do and press Return.**

"Eat occasionally" is a good one.

**8 Type something else you need to do ("Get some sleep before I collapse.").**

Don't press Return!

**9 Press the  $\downarrow$  instead of pressing Return.**

**10 Press  $\odot$ -A again and add subtopics for "II."**

If you don't have any appointments today, make some up. Add some MouseText to these topics if you like.

**11 Press  $\odot$ -K to collapse the outline.**

**12 Press  $\odot$ -1.**

**13 Press  $\odot$ -T a few times to collapse and expand just this topic.**

**14 Press  $\odot$ -/ or  $\odot$ -? to see all of the available commands.**

Experiment with a few if you like, but don't worry if you can't quite get the hang of some of them. Their purpose is difficult to demonstrate with an outline this simple.



## 15 Press **⌘+⌘** once you've finished exploring.

You'll be returned to Review/Add/Change mode.

If you like, zoom in to study the markers that the Outliner has left in the file. (*Don't* alter these yourself! The pattern may seem obvious at first, but we'll practically guarantee that you're overlooking something.)

- ◆ **Note** You may notice that the Outliner notifies you that it is working by printing "Reformatting" in the bottom right corner. Reformatting can take a moment if the outline is quite large, so AppleWorks is just reassuring you that it's still toiling away.

## Terms and definitions

There are a few terms you need to know to make effective outlines.

- **Topic** A topic is an entry in the outline. It's usually one line, but may consist of multiple lines.

- ◆ **The Wagging Finger** Outlining convention says that the start of a topic must be capitalized. AppleWorks doesn't really care, but the person reading your outline may! We'll leave it up to you.

A topic is considered "active" if it is not hidden. Level 1 topics are always active. All other levels may be active or inactive.

- **Current topic** The current topic is the one that the cursor is on.

- **Label** A label is the letter or number designation preceding a topic. Outlines usually start with "I." as the label for the first topic (but you may customize this). The label is preceded by the "son status" character, which indicates whether or not a topic has inactive subtopics, or sons. The default is "+" if the topic has sons, and "-" if it doesn't.

- **Level** Topics can range from levels 1 through 6, like this:

```
I. Level 1
  A. Level 2
    1. Level 3
      a. Level 4
        i. Level 5
          (1). Level 6
```

Level 1 is the highest level topic, since it appears at the top. Level 6 is the lowest level topic. Levels 2 through 6 are all subtopics (descendants) of level 1 in the above example.

- ◆ **The Family Tree** From the perspective of Joe Topic, here's how the family relationships of the Outliner look:

- I. father Bill Topic
  - A. our man Joe Topic ← the current topic
    - 1. son Joey Topic, Jr.
    - 2. son Jimmy Topic
  - B. brother Dale Topic
- II. uncle Ian Topic

You should consider entering your own family tree in outline form to help you get used to the following concepts. It really does help.

- **Father** The father of the current topic is the preceding topic of a higher level.
- **Uncle** An uncle is any brother of the current topic's father.
- **Brother** A brother of the current topic is any other topic with the same father.
- **Son** A son of the current topic is any topic immediately subordinate to it. A topic can't have more than 250 sons.
- ◆ **Female or male?** We use the terms "father", "uncle", "brother", and "son". This provides a balance to the leading Macintosh outliner, Acta, which uses female nomenclature... oh, all right. We did it this way because the ⌘-key mnemonics were more convenient this way.
- **Son status** The topic label is preceded by the "son status" character. The character indicates whether or not a topic has sons. The default is "+" if the topic has sons, and "-" if it doesn't.

If an outline is fully expanded, it's obvious if a topic has descendants:

- +I. Fiction
  - +A. Mystery
    - 1. Solve-the-puzzle stories
    - 2. Police procedurals
    - 3. Hard-boiled
  - B. Romance
- +II. Non-fiction
  - A. Travel
  - +B. Biography
    - 1. Actors
    - 2. Politicians
    - 3. Singers
  - C. True crime

The “son status” tags, on the other hand, make it easy to tell which topics have sons even when a topic is collapsed and its sons are hidden:

```
-I. Fiction
  +A. Mystery
  -B. Romance
+II. Non-fiction
  -A. Travel
  +B. Biography
  -C. True crime
```

You can easily spot that Mystery and Biography have sons associated with them.

(To change the symbols for son status from + and - to anything else, use the ⌘-\ command.)

- **Body text** Body text is any text attached to a topic. It isn't part of the actual topic, but because it's attached, it gets moved, deleted, and copied along with the topic. If you're writing a paper or article, body text would be the actual paragraphs fleshing out the outline.

When you're finished writing, the “Remove outline” option under the ⌘-\ menu would be used to leave only body text, giving you a finished paper.

## Commands

- ◆ **Outline 3.0 users** The new Outliner has changed some of the commands that Outline 3.0 used. Here's a quick reference chart:

<u>Old Key</u>	<u>New key for this</u>	<u>What Outliner will do if you press the old key</u>
⌘-A(rrange)	⌘-O(rder)	Add son
⌘-I(nformation)	—	Insert body text
⌘-O(ptions)	⌘-\	Order/arrange/sort topics
⌘-S(on)	⌘-A(dd son)	Save the file
⌘-W(rite body text)	⌘-I(nsert body text)	Window split
Esc (return to edit)	⌘-+	Return to Main Menu

There are two commands that we always want to know right away, so we'll list those first: how to get help without having to dig for the manual, and how to get back where we started.

- ⌘-? or ⌘-/ (**help**)

Shows you an alphabetical list of commands. Try not to confuse ⌘-/ for help with ⌘-\ for options.

- ⌘-+ (**return to Review/Add/Change**)

Returns you to edit mode, creating and updating the Outliner markers as it does so.

- ◆ **Outline 3.0 users** This command used to be Escape. Escape now takes you to the AppleWorks Main Menu.

## Creating topics

### ■ ⌘-A(dd son)

Adds a son to the current topic. The new topic is added immediately after the current topic.

- ◆ **Outline 3.0 users** This command used to be ⌘-S, which was a better mnemonic, but it conflicted with the AppleWorks ⌘-S fast save command.

The old ⌘-A command was Arrange. This is now ⌘-O(rder).

### ■ ⌘-B (add brother)

Adds a new brother at the level of the current topic. Pressing Return does the same thing, but this makes a better mnemonic.

### ■ ⌘-U (add uncle)

Creates an uncle for the current topic; jumping back a level while adding to the outline. That is, it adds a brother for the current topic's father. This is especially handy while first creating a new outline. When you're done adding subtopics to the current topic, you may press ⌘-U to get back to the higher level.

### ■ ⌘-N(ewline / Return)

⌘-N is used to force a new line (carriage return) *within* a topic. Pressing Return will add a brother topic, so this command must be used if you want to create a multi-line topic without relying on word wrap.

This is necessary only for topics. If the cursor is in body text, Return works normally and ⌘-N is not needed.

## Moving to topics

### ■ ⌘-Return (go to next topic)

Moves the cursor to the start of the next visible topic, whether the cursor is on a topic or on body text. (The outline is not expanded to show any currently hidden levels.)

### ■ ⌘-G(o to previous topic)

Moves the cursor back to the previous visible topic and places the cursor on the first line of the topic. (The outline is not expanded to show any currently hidden levels.)

### ■ ⌘-[ (go to father)

Moves the cursor to the current topic's father.

## ■ ⌘-] (go to next brother)

Moves the cursor to the current topic's next brother. If there are no brothers following the current topic, the cursor moves to the next topic higher than the brother. In other words, it skips all descendants of the current topic and moves to whatever topic follows.

## Organizing topics

### ■ ⌘-[ (shift topic left, to uncle)

Shifts the topic left, taking all subtopics with it. This makes your topic an uncle compared to its original level. In other words, it becomes the same level as the topic that was its father, and what was its grandfather now becomes its father. (Sounds as though it's time for a quick chorus of "I'm My Own Granpaw!", doesn't it?) The screen often changes appreciably when topics are shifted, since the topic has to be moved past all of its former brothers to get inserted at its new level.

This command and the one following are the two most powerful and useful commands in Outliner.

### ■ ⌘-} (shift topic right, to son)

Shifts the topic right, taking all subtopics with it, making it a son compared to its original level.

### ■ ⌘-D(delete topics)

Deletes body text or topics. Body text is deleted a line at a time, while topics are deleted one topic at a time.

Outliner will warn you before deleting a topic, because all subtopics and body text are *always* deleted with it.

### ■ ⌘-C(copy topics)

Copies topics or body text, depending on where the cursor is when you press ⌘-C. To bring text from another file into an outline, copy it to the clipboard and then put the cursor on the desired topic and copy from the clipboard. The text will be added as body text.

### ■ ⌘-M(move topics)

Moves body text or topics, depending on where the cursor is when you press ⌘-M. As with the copy topic command, text moved from the clipboard becomes body text.

## ■ ⌘-O(rder)

Sorts the current topic's brothers or sons in either ascending or descending order. The current topic is highlighted and you are prompted to choose between sorting its brothers or sons.

The first line of each topic is used to determine the sort order. Case is ignored ("A" is the same as "a"). All subtopics and body text are moved along with their parent.

◆ **Tip** If you have a lot of topics to move, you can often accomplish this more efficiently by using ⌘-O, even if the topics are not in alphabetical order. Put a dummy letter in the front of each topic and then use the ⌘-O command to arrange alphabetically. You may then remove the dummy letters and you're done.

◆ **Outline 3.0 users** This command used to be ⌘-A for arrange.

The old ⌘-O command was Options. This is now ⌘-\.{outdent}

## Expanding and collapsing topics

### ■ ⌘-J(ump to full display)

Jumps to a full display of all topics in the outline. The displaying of body text is unaffected. This command has the same effect as pressing ⌘-Z and then pressing 6.

### ■ ⌘-K(ollapse outline)

Collapses the entire outline so that only the level 1 topics are visible. The displaying of body text is unaffected. This command has the same effect as pressing ⌘-Z and then pressing 1.

### ■ ⌘-T(opic collapse/expand)

Toggles the display of a topic's descendants. If a topic is currently expanded, ⌘-T will collapse it so that all descendants are hidden; if the topic is already collapsed, ⌘-T will expand it to display descendants.

⌘-T will expand to a topic to its state before collapse. For instance, if you press ⌘-T to collapse:

```
+II. Non-fiction
  -A. Travel
  +B. Biography
  -C. True crime
```

to:

```
+II. Non-fiction
```

then pressing ⌘-T to expand it again you will expand it to its previous setting. "+B. Biography" will not be expanded. Compare this to the ⌘-V command that follows.

## ■ ⌘-V (view expanded topic)

Allows you to view *all* descendants of a topic. For example, if only

```
+II. Non-fiction
```

is visible and you press ⌘-V to expand the topic, you will see:

```
+II. Non-fiction
  -A. Travel
  +B. Biography
    -1. Actors
    -2. Politicians
    -3. Singers
  -C. True crime
```

## ■ ⌘-Z (zoom to level #)

Zooms the entire outline to a specified topic level from 1 through 6. The current topic level is highlighted to make your decision easier. If you selected "3", all topics at levels 1, 2 and 3 would be displayed, while all topics at levels 4, 5, and 6 would be hidden. The status of body text is unaffected by this command.

## Body text

### ■ ⌘-I (insert body text)

⌘-I is used to write body text for a topic. If body text exists, it is displayed and the cursor is placed on the first character. If none exists, the body text marker is added and the cursor is placed on a blank line. Body text can be any number of lines.

◆ **Outline 3.0 users** This command used to be Information, which provided some unexciting information about the outline. It was so unexciting that there is no longer an equivalent command in the AppleWorks 5 Outliner.

### ■ ⌘-R (reveal all body text)

Reveals all body text within an outline. The only body text that will not be displayed is text associated with an invisible topic. To show all absolutely all body text, press ⌘-J before pressing ⌘-R.

### ■ Control-R (hide all body text)

Hides all body text within an outline.

### ■ ⌘-` (collapse/expand body text)

Toggles the display of the *current* topic's body text only. If body text is visible, ⌘-` will hide it; if the body text is already hidden, ⌘-` will make it visible.

To force the display of body text regardless of the current status, use ⌘-I. This will always display body text, and if none exists for the current topic, it will be created.

# Options

## ■ ⌘-L (label options)

Lets you modify the labels used at the start of each topic. It displays a menu with the following options:

1. Harvard: I, A, 1, a, i
2. Legal: 1.0, 1.1, 1.1.1
3. Symbol: o\*=>#o
4. None
5. Custom: A, 1, i, o, (A), (1)

Highlight the desired label format and press Return. The new format will immediately take effect.

To modify the Symbol characters, press ⌘-Return when selecting "Symbol". You may then enter the six characters which will be used to label levels 1 through 6. Press Control-T to use MouseText for these symbols. Symbols do not increment; every topic on the same level uses the same symbol.

If you press ⌘-Return with "Custom" highlighted, you'll be prompted to choose the level you wish to change. The current style will be displayed for each level. Highlight the desired level and press Return. You'll then be prompted to choose one of eleven possible styles for that level.

## ■ ⌘-\ (options)

- ◆ **Outline 3.0 users** This command used to be ⌘-O, which was a better mnemonic, but we had to restore some standard AppleWorks ⌘-commands not in Outline 3.0, and we ran out of letters. There was no ⌘-\ command in the previous version.

⌘-\ lets you change several outliner options.

Indentation:

- |     |                          |     |
|-----|--------------------------|-----|
| 1.  | Level 1                  | 7   |
| 2.  | Level 2                  | 13  |
| 3.  | Level 3                  | 19  |
| 4.  | Level 4                  | 25  |
| 5.  | Level 5                  | 31  |
| 6.  | Level 6                  | 37  |
| 7.  | Spaces before text       | 1   |
| 8.  | Indent body text         | Yes |
| 9.  | Son status on screen     | Yes |
| 10. | Son status when printing | No  |
| 11. | No sons                  | -   |
| 12. | Got sons                 | +   |
| 13. | Remove outline from file |     |

Options 1-6 set the indentation for each topic level.

Option 7 allows you to change the spaces between the label and the start of a topic's text. Indentation controls where the topic itself starts, so increasing this setting will move the label farther left, and will not change where the topic text starts on the screen. If you add too many spaces, you'll have to adjust your indentation.



Option 8 determines whether body text will indent to the level of its topic, or whether it will be lined up with the first topic.

Option 9 determines whether a topic's son status is displayed on screen. If it is set to "yes", then the symbols from options 11 and 12 are used. Press Return to toggle between "yes" and "no".

Option 10 is the same as option 9 except that it controls the status display for printing.

Options 11 and 12 determine the symbols which indicate if a topic has sons or not. You may use any text character, or press ⌘ and a key to specify MouseText characters. You can even print these characters if you have an ImageWriter II printer.

◆ **Note** Certain MouseText characters are not available here, such as the reversed checkmark associated with E. You should not press ⌘-E, ⌘-H, ⌘-Q, ⌘-S, and ⌘-X when entering MouseText here because AppleWorks needs those commands to switch from the insert to the overstrike cursor, to make a hard copy, to quickly switch desktop files, to quickly save the outline you're in, and to define a macro. This is the only option that places a restriction on the MouseText characters available.

Option 13 is a very handy feature of Outliner. It will remove the entire outline from your finished file, taking all markers and topics, and leaving only body text. This is especially handy when using the outliner to write a term paper or article. Keep a backup file with the outline intact in case you want to rewrite things later!

◆ **Warning** This option will remove the headings from your document. If you want the reader to see some of your headings (usually the main headings), you should print a copy of the outline to the clipboard, or type a second copy of the headings as body text.

## Other commands

### ■ ⌘-F(ind text)

Finds text in the outline. If the text isn't currently visible, Outliner will activate body text or zoom in a few levels to make the match visible.

### ■ ⌘-P(rint)

⌘-P is used to print the outline to a printer or to the word processor clipboard. Note that what you see is pretty much what you get... that is, if you have the outline zoomed to level 1, then only level 1 will print. If you have body text visible, then the outline will print complete with body text; if you have body text hidden, the body text will not appear when you print.

There are a few limitations when printing from the Outliner, since the print option is only meant to be a handy way to print draft copies. Margin and format settings in the file are ignored.

If you press ⌘-Return when selecting your print destination, Outliner will use spaces instead of tab characters in its output.

## ■ ⌘-W (window split)

Behaves just as the split window in edit mode does. Note that you may freeze an outline display in the top window, then press ⌘-+ to return to edit mode. You may then edit the outline with the outline display to guide you.

## Topic markers

What exactly does Outliner do to make a normal word processor document include an outline?

A file “tag” is created to store all of the label and formatting information at the end of the word processor document. Tags, or markers, are used only in AppleWorks 3.0 and later. Therefore all tags will be lost, and the outline will be destroyed, if you load the file into AppleWorks 2.x and save it. (On the other hand, if you *want* to keep the topics but lose the tags, at least you know how to do it. The “Remove outline from file” option removes the tags, but it takes the topics along with it.)

The Set Marker option is used to do the rest of the work. Some markers have preset values. For example, 215 marks visible body text, 247 marks hidden body text, and 200 always marks the end of the outline.

The other markers from 192 to 255 vary depending on the current topic level, whether the topic has sons, whether the topic is active (visible), or whether the sons are active. The text of the topic follows the marker.

- ◆ **Warning** Don't try to add these manually, unless you're brave and have at least one backup. If you're working with an existing outline in the word processor's Review/Add/Change mode, you can experiment all you like, but don't call our technical support number looking for emotional support if something gets messed up.

## Body text markers

Body text is the text that is associated with a topic. There is no limit (other than word processor limits) on the amount of body text that can be part of a topic.

Body text is always preceded by a number 215 or 247 marker. If you exit the outliner and zoom in, you'll see the marker. The body text ends at the next marker greater than 192. We suggest entering the bulk of body text in the edit mode (Review / Add / Change) for maximum editing flexibility.

## Moving without ⌘-Move

Sometimes an outline needs to be rearranged substantially. It can be rather tedious to use the ⌘-M command numerous times. It's worth repeating that it's a good trick to put a dummy letter in the front of each topic and then use the ⌘-O command to arrange alphabetically. You may then remove the dummy letters once the topics are sorted.

## **Creative use of display options**

If you want to create a list in point form, change the "got sons" marker to a space and change the label format to "None." You'll end up with something like this:

```
Main Point
  -subpoint 1
  -subpoint 2
  -subpoint 3

Second Main Point
  -subpoint
```

## **Converting existing text to topics**

Pasting text from the clipboard adds it to the current topic as body text, unless the text starts with the appropriate topic marker. In order to convert your existing text to topics instead of body text, enter Outliner and create an outline with some dummy topics. Then exit to the Review/Add/Change mode of the word processor, zoom in to see the markers, and paste the desired text in the right spots. The marker must precede the text, and a 215 marker must precede any body text.

# Chapter 3

# Data Base

## Entering and Editing Data

### Entering numeric values

The data base will now display the currency symbol, the thousands separator, and the decimal point as you have entered them in Standard Settings. (See the Standard Settings appendix for details.) This applies to the data you enter, and not to category names.

The data base will also recognize these keys when you enter data. Suppose you have a category set up to display numbers up to 4 decimal places:

#### American standard

Thousands ,  
Decimal .

<u>If you type</u>	<u>You will see</u>
123,456	123.456.0000
123.456	123.4560

#### European standard

Thousands .  
Decimal ,

<u>If you type</u>	<u>You will see</u>
123,456	123.4560
123.456	123.456,0000


### Entering data with the Tab key


When you are entering text in a category, you may signal that you are finished by pressing the Tab key. This can be very handy in multiple record layout, since pressing Tab will mean that the cursor will jump over to the next category on the right.

If you already have the cursor moving right when you press Return, you may want to change the direction to down (the standard) and use Tab to make the cursor jump to the right.

### MouseText and inverse text

MouseText and inverse text may be entered into data base files just as easily as they are entered into word processor documents. You may have MouseText in your category names as well as having MouseText in your data.


Press Control-T and you should see a  appear in the lower right corner of your screen. This means that you may type MouseText characters into your file.

Press Control-T a second time and the  should be replaced by an inverse I. This means that Inverse mode is on. You may type inverse text directly into the category. Press Control-T a third time and the inverse I will disappear. You are back to normal text mode.

MouseText and inverse text entry works in ⌘-Finds too.

- ◆ **Note** If you've created a glossary for your word processor document that uses the @ character to trigger ⌘-commands in the word processor, you must change the @ character to the ⌘ character.

Because AppleWorks had to be changed slightly to allow MouseText in the data base, masks in AppleWorks 4 data base files must be re-entered.

<u>Where you see</u>	<u>Press</u>	<u>So that you will see</u>
inverse ]	Control-A	
inverse [	Control-N	◆
inverse I	Control-T	...

## Insert records at end of file

When you press ⌘-I to insert records, they are usually inserted above the current record. To have these new records created at the end of the file, type the number of records to insert and press ⌘-Return (instead of Return).

## Category Rules & Options

If you press ⌘-O and select "Set preferences", you'll see a new option:

11. Stop on import errors                      Yes

Set this option to Yes to have your data base files behave as they did in AppleWorks 4. Whenever an error, such as an attempt to import from a blank category, is detected when importing data from another file, AppleWorks will stop and inform you of the error.

Set this option to No to have errors ignored. AppleWorks will skip over the category with the error and go on to the next category or record. This means you'll be able to recalculate an entire file by just pressing ⌘-K once. You won't have to recalculate each record or range of records separately.

- ◆ **Bug fix** The cursor now moves to the next category after an automatically recalculating category has finished its calculation.

# Record Layouts

## Improved single record layout

### ■ Get layout from label report

As soon as you press  $\odot$ -L to enter layout mode of single record layout, you'll notice that you may now get a layout from a record format, just as you can in multiple record layout. This two-way portability means that you can store your single record layouts as report formats, and have as many specialized layouts as you like.

### ■ New $\odot$ -L commands

Four new options have been added to the layout of single record mode. As soon as you enter layout mode, you'll notice that there is no longer a brief help message on the top of the screen. Press  $\odot$ -? to see the help screen for Change Record Layout:

Return or arrows	Move cursor
$\odot$ and arrows	Move category location
$\odot$ -B	Background edit
$\odot$ -C	Change number of columns
$\odot$ -D	Delete (hide) a category
$\odot$ -I	Insert a deleted category
$\odot$ -T	Turn inverse names on/off
$\odot$ -U	Use category names

The four new options allow you to create background text, to delete and insert categories in single record layout (just as you can in multiple record layout), and to use or hide category names.

### ■ Background mode ( $\odot$ -B) You may now have background text in single record layout. To get an idea of the possibilities, load the "BackgroundText" file from the Sample Files disk.

◆ **Note** Background text is only used in single record layout, not in multiple record layout.

Once in Change Record Layout mode, press  $\odot$ -B to edit the background text.

Ctrl-T	Toggle MouseText mode	$\odot$ -D	Delete line
$\odot$ -T	Toggle inverse mode	$\odot$ -I	Insert line
		Return or arrows	Move cursor

When you enter background edit mode, categories and the data they contain are not visible. Any text you type here will be displayed in each record, unless a category name, or the data in a category, overprint it. Categories and data have priority over background text.

You may wish to begin by typing temporary background text to represent the category names as they appear in layout mode. This will help you to avoid creating background text that will be overwritten. Since the cursor does not change position as you move from layout mode to background mode, this can help you to type category names in background mode.

Background edit mode allows you type normal text, inverse text, and MouseText. Press Control-T to turn MouseText entry mode on and off. Press ⌘-T to toggle inverse mode on and off. (Note that both modes cannot be on simultaneously. There is no such thing as inverse MouseText.)

⌘-D and ⌘-I will delete and insert lines of background text. This can be handy for moving a MouseText box, for example. Note that ⌘-D and ⌘-I here affect only the background text; they don't have any effect on how the categories are laid out. You won't damage the main layout with ⌘-D or ⌘-I. You may also use ⌘-Y to delete text from the cursor position to the right margin, as you can elsewhere in AppleWorks.

◆ **Suggestions** You could use background text to print instructions to the user of the data base. MouseText can be used to good effect to highlight a particular category by drawing a box around the category. Data base files that have just a few categories can look sparse; background text can help to format the layout more effectively.

- **Inserting and deleting categories (⌘-I/⌘-D)** You may now specify which categories you wish to appear in single record layout, just as you may in multiple record layout. Press ⌘-D to delete or hide a category from view temporarily. You may regain an invisible category at any time by pressing ⌘-I (for Insert). You may safely ignore the outdated claim on the bottom of page 197 of the AppleWorks 4 Reference Manual.

If you add categories to a data base file after creating it, you'll find that the new categories don't appear in the single record layout. Use ⌘-I to insert them into the layout. You may sort data base files on hidden categories, and even select records based on hidden categories, even though they're not displayed.

- **Use category names (⌘-U)** You may now choose whether or not to display category names in single record layout. Pressing ⌘-U will toggle whether or not categories are displayed to the left of the data (as is normal).

If category names are not displayed, the data for that category will be displayed starting in the position occupied by the first character in the name of the category. That is to say, if the category name started at the first column of the screen, then when category names are hidden, the data for that category will begin in the first column.

## Mixed mode

When in single record layout, you may use ⌘-M to display the new mixed mode, which displays individual records on the left side of the screen while displaying an abbreviated multiple record list on the right. The multiple record list contains just one item: whatever category the cursor was on when you pressed ⌘-M.

Selection: All records

Record 34 of 50 (50 selected)

```

-----
State: Kansas | Cottonwood
Official Nickname: Sunflower State | Sugar Maple
Population: 2,425,000 | Single-leaf Pinon
Total Area: 82,264 | Cottonwood
Principal Industries: Agriculture, machinery, mining | Colorado Blue Spruce
Agricultural Crops: Wheat, sorghum, corn | Ponderosa Pine
State Motto: To the stars through difficulties | American Elm
Flower: Native Sunflower | Black Hills Spruce
Bird: Western Meadowlark | Western Hemlock
Tree: Cottonwood | White Pine
Song: Home on the Range | Cottonwood
Year Entered Union: 1861 | Blue Spruce
Famous People: Amelia Earhart, John Brown, Walter P | Redbud
| Paloverde
| Pinon
-----

```

Use arrows to select, then press Return

In the example above, we pressed  $\odot$ -M with the cursor in the "Tree" category. If we had chosen the "Song" category, then the scrolling list on the right would be composed of all the entries in that category.

As you press  $\uparrow$ ,  $\downarrow$ ,  $\odot$ - $\uparrow$ , and  $\odot$ - $\downarrow$  to move through the list on the right, the individual record on the left is updated so that you may view (almost) the full contents for each record. When you reach the record you're looking for, just press Escape. You will be returned to single record layout.

The mixed mode list shows *all* records, but it does so without destroying your record selection or find parameters. Once you choose a record, then if the selection or find rules apply, these rules stay active. If the rules do not apply to the record you've chosen, the selection or find rules are cancelled.

- ◆ **Tip** When the mixed mode list is visible, type any number from 1 to 99, and you will be taken to that record number. This shortcut will only work on the first 99 records of a file.



# Searching and Sorting

## Finding MouseText and inverse text

Finding MouseText and inverse text that you have entered into a record is very simple. Just remember the keys you used to enter this special text in the first place.

After you press ⌘-F and select one of the "Anywhere", "In one category", or "Sorted data" options, you'll be asked for comparison information. Type Control-T one time to enter MouseText. (A Ⓜ character will appear in the lower right corner.) Type Control-T a second time to enter inverse text. (An inverse I will appear.)

After you press Return, AppleWorks will show you all records containing the MouseText or inverse text that you entered. It's as simple as that!

## Finding and replacing

AppleWorks 5 comes with a TimeOut utility that allows you to search and replace text in data base files.

Once you have installed TimeOut and the appropriate utility, make sure you are in the data base file you want to change, then press ⌘-Escape to bring up the TimeOut menu. Choose the "DB Replace" item. (If you are not in a data base file, DB Replace will tell you "A Data Base file must be open".)

DB Replace will ask you if you want to replace data anywhere in the file, or just in a single category. If you choose "In one category", you'll see the familiar list of categories on the right side of the screen. Use the arrow keys to choose a category.

◆ **Tip** You may also choose a category by its number if you know what that number is.

Once you've made your choice, DB Replace will ask you what you want to replace and what you want to replace it with.

◆ **Find and delete** You can delete data by entering nothing in the replace field.

After you've entered the text to search for and the text to replace, you'll be asked if you want to replace the occurrences one at a time, or all at the same time. If you choose to replace all occurrences, the process is over. Once it replaces all occurrences, DB Replace will return you to AppleWorks 5.

If you choose to replace occurrences one a time, DB Replace will show you each record that contains the search string, and display the category containing the string at the bottom of the screen.

- ◆ **Different displays** If you are in single record layout, you will see the entire record containing the search string. If you are in multiple record layout, you will see the record containing the search string at the top of the list.

Each time DB Replace finds the search string, it will ask you if you want to replace this one. After that, it will ask you if you want to find the next occurrence. (Of course, if you've chosen to replace all occurrences, you won't see either of these questions.)

Once the process is finished, AppleWorks will resume normal operation. You may press Escape at any time to cancel the process.

- ◆ **Tip** You may use DB Replace if you have any word processor glossaries that use @ to trigger ⌘-commands. You'll need to replace @ with ⌘.

## Selecting categories by number

In AppleWorks 3.0 and earlier, you were limited to 30 data base categories. This also meant that all categories could be displayed on the screen during record selection, and that you could select a category by number:

- ```
-----  
1. State  
2. Official Nickname  
3. Population  
4. Total Area  
5. Principal Industries  
6. Agricultural Crops  
7. State Motto  
8. Flower  
9. Bird  
10. Tree  
11. Song  
12. Year Entered Union  
13. Famous People  
-----
```

In AppleWorks 5 and AppleWorks 4, the numbered lists are gone. This is necessary because there is a scrolling list of up to 60 categories on the right side of the screen:

- ```
-----  
| State  
| Official Nickname  
| Population  
| Total Area  
| Principal Industries  
| Agricultural Crops  
| State Motto  
| Flower  
| Bird  
| Tree  
| Song  
| Year Entered Union  
| Famous People  
|  
-----
```

However, with AppleWorks 5, you may once again select a record by number. In the example above, typing "10" would select the "Tree" category.

AppleWorks 5 does not display the number beside the category. You will have to remember it if you are typing it from the keyboard. This option is more likely to be useful when writing macros.

◆ **Tip** Whenever you see a scrolling list on the right side of your screen, you may enter a two-digit number, from 1 to 99.

## Birthday order

When arranging a category that contains dates, you will see two new options, "Birthday order" and "Reversed birthday order":

Arrangement order:

1. From A to Z
2. From Z to A
3. From 0 to 9
4. From 9 to 0
5. Chronological
6. Reversed chronological
7. Birthday order
8. Reversed birthday order

These new options ignore the year in the date category and gives you a listing sorted on the calendar. This is handy for tracking birthdays and other events and appointments.

### ■ Chronological sort

Name	Date of birth
Randy	26 Aug 1960
Joanna	26 Sep 1960
Heather	11 Apr 1985
Erika	21 Feb 1987
Michael	7 Apr 1991
Millie	25 Apr 1994
Matthew	25 Apr 1994

### ■ Birthday sort

Name	Date of birth
Erika	21 Feb 1987
Michael	7 Apr 1991
Heather	11 Apr 1985
Millie	25 Apr 1994
Matthew	25 Apr 1994
Randy	26 Aug 1960
Joanna	26 Sep 1960

A category sorted on reversed birthday order would, obviously, have the list above but in reverse order. The "26 Sep" birthday would be first in the list; the "21 Feb" birthday would be last.

## Record Selection in reports

There is a minor change in changing record selection within a report format. When you make your record selection, you are shown this menu:

1. Select all records
2. Define record selection rules

This is similar to the record selection menu in Review/Add/Change mode, but since you are already in a report, this menu is missing the third option, "Get from report".

## Creating a Table Report

There is a new printer option for table reports:

NB: Number of Blank lines after heading

Every table report can have a report header at the top of each page. If this option is set to 0, then data will start printing immediately after the report header. (This is how earlier versions of AppleWorks work.) You may have up to 60 blank lines after the report header.

## Creating a Label Report

There are two new options for editing a label report format:

- ⌘-B Edit the background text
- ⌘-U Use category names

## Background text

Just as it is possible to have background text with single record layout, it is possible to have background text with label reports. This background text will print to the printer. (An ImageWriter II is required to print background MouseText.)

Press ⌘-B to edit the background text. The command keys are exactly the same as for editing background text in single record layout: ⌘-D and ⌘-I will delete and insert lines of background text. ⌘-Y will delete text from the cursor position to the right margin. Control-T toggles MouseText mode, and ⌘-T toggles inverse mode.

## Use category names

Whether or not category names are used affects only the display to the screen. When the report is printed, the category name is normally not printed. If you have chosen to display the category name (by pressing ⌘-V), then it will be displayed, regardless of how the ⌘-Use toggle is set.

# Data Base Pictures

The data base has a new ⌘-B command that allows you to view single hi-res, double hi-res, Print Shop, New Print Shop, and Print Shop IIGS images. Print Shop graphics can be displayed right in the data base, alongside a record's single record layout. The graphic will appear in the bottom right corner of the screen.

- ◆ **Print Shop formats** Only traditionally sized New Print Shop and Print Shop IIGS images are supported. Some of the new graphics for Print Shop are the same size as the old traditional size. Those files are 5 blocks if they're Print Shop IIGS, and 3 blocks if they're New Print Shop graphics. Other sizes are not supported.

Print Shop IIGS images *will* display correctly on a IIe or IIc. Even though many of these images use color, they will always display in monochrome.

To use ⌘-B, you must move to the category containing the picture's name and press ⌘-B. AppleWorks will look for the picture *in the directory that the data base file was saved to (and not the active directory)*. If AppleWorks cannot find a picture with the same name as the data in the category, it will tell you so.

- ◆ **Trivia?** If you have just created a new file, AppleWorks will look for the picture file on the standard data disk or pathname.

Once you have successfully loaded an image, you may use any of the following keys:

↑	Move up a record (and display the previous picture, if any)
↓	Move down a record (and display the next picture, if any)
Space	Show the picture in inverse
⌘-C	Copy the image to the clipboard
Escape or Return	Return to Review/Add/Change

## Tutorial

- 1 Load the "Graphic Library" data base from the Inits directory on your AppleWorks disk.
- 2 Move the cursor to the File category.
- 3 Press ⌘-Z to zoom in to single record layout.

The cursor should be on PS.ABE.

- 4 Press ⌘-B to browse graphics.

Honest Abe will appear at the bottom right-hand corner of your screen.

- 5 Press the ↑ key to see another president.
- 6 Press the ↓ key again to see a full single hi-res graphic screen.

- 7 Press the  $\rightarrow$  key one last time to see a full double hi-res graphic screen.
- ◆ **Do not adjust your set** All Print Shop images will always display in monochrome. The IIGS will display double hi-res images in monochrome unless specifically told to do otherwise.
- 8 Press Escape or Return to return to the normal data base screen.

## Categories and filenames

$\odot$ -B only looks at the category it is in, and not at any of the other categories. If you move the cursor to a category containing only the number 1 and press  $\odot$ -B, AppleWorks will dutifully try to load the file named "1". (It will fail, of course. "1" is not a valid name for a file.)

If the category contains just a filename,  $\odot$ -B will use the pathname from which the data base file was loaded. If a full pathname is specified in the category, that will be used instead. A full pathname must begin with "/" and the volume name of the disk where the files resides. For example, "/HD/PICS/UNCLE.SAM" is a full pathname, whereas "UNCLE.SAM" is simply a file name. The advantage of using full pathnames is that one data base file may contain graphics from any directory online.

Don't be confused if other categories seem to hold valid pathnames. The other categories don't affect  $\odot$ -B at all.

## Inverting the image

You may add ",i" to the end of the name to invert the image, changing all white pixels to black and black pixels to white. Example:

```
/HD/PICS/PENGUIN, I
```

You can accomplish the same thing by pressing Space while viewing a picture.

## Color images

$\odot$ -B sets the IIGS to monochrome mode to make black and white double hi-res pictures look better. However, you may want to view color double hi-res pictures created by a program such as Dazzle Draw. Add ",c" to the end of the name to display the picture in color. Example:

```
/HD/PICS/BUTTERFLY, C
```

## Viewing the clipboard

$\odot$ -B supports the graphics clipboard used by TimeOut Paint and Graph. To view the current clipboard, enter the text "graphics clipboard" (no more, no less) in a category and press  $\odot$ -B with the cursor on that category.

## Copying to the clipboard

To copy the current double hi-res screen image to the clipboard, press ⌘-C. A brief flicker will indicate the screen has been copied. You may then use TimeOut Paint to load the clipboard and modify the picture. It could then be printed with SuperFonts or Graph.

- ◆ **Important** TimeOut Paint and the graphics clipboard support double hi-res pictures only. If the clipboard contains a non-double hi-res image, ⌘-C will cause a beep and the copy will not occur. The clipboard must be empty or contain a double hi-res picture for ⌘-C to work. You can't use ⌘-C to copy a single hi-res image.

## Suggested uses

⌘-B can be used as a handy graphics librarian, making it easy to scan a disk full of graphics. You may use File Librarian from *TimeOut DeskTools IV* to read in a directory which can then be viewed with ⌘-B. You may use TimeOut Paint to type samplers of TimeOut SuperFonts so that you could easily display a font from within AppleWorks.

You could have digitized pictures in your genealogy files, or to show pictures of parts alongside data in an inventory file. A geography file of various countries could be connected to maps and pictures of significant sites.

# Spreadsheet

## Building a Worksheet

### European currency

The spreadsheet will now display the currency symbol, the thousands separator, and the decimal point as you have entered them in Standard Settings. (See the Standard Settings appendix for details.) This applies to values only, and not to labels.

You must still use the "\$", ",", and "." keys, respectively, when entering data into the spreadsheet. (As the spreadsheet routinely ignores the entry of "\$" and ",", this shouldn't present much of a hardship. Just type the numbers without "\$" or "," and AppleWorks will automatically include the appropriate currency symbol and thousands separator.)

- ◆ **Example** If you have changed the decimal indicator from "." to ",", then to enter an approximation of  $e$ , you should type "2.71828". This will display on your screen as "2,71828".

### Cell memos

AppleWorks now supports cell memos, also known as cell notes, of up to 126 characters. These are brief reminders or comments that can be attached to a cell.

You might use a cell memo if you are calculating expenses for a business trip. Suppose you suddenly remember that your travel expenses are incomplete because you have not yet received your credit card bill. You may quickly jot yourself a reminder that the travel figure is incomplete and return to your calculations without interrupting your train of thought.

You might use a cell memo to note all formulas that refer to another spreadsheet... that is, to note all the cells that make use of AppleWorks' 3-D feature.

A cell memo is usually attached to its cell. For example, if you ⌘-Insert rows or columns, a memo will not be separated from its cell. The same holds true for ⌘-Moving rows, columns, and blocks, whether within a spreadsheet or to the clipboard. ⌘-Copying does not carry memos with it. This makes sense, since of course the original memos are still attached to the originals of the cells.



## ■ Beginning a memo

To create a cell memo, move to a cell that has contents (value, formula, or label) and press ⌘-G.

- ◆ **Note** If AppleWorks just beeps when you press ⌘-G, it may be because you're trying to add a memo to a blank cell. A cell must contain something before you may add a memo to it.

Another possibility is that you've run out of room for memos in that row. You are limited to six cell memos in a single row. (You may have as many memos as you like in a single column.)

As soon as you press ⌘-G, you should see a memo box appear in the corner of the screen. Which corner of the screen the memo box appears in depends on which quadrant of the screen the cell is. If you're adding a memo to cell A1, then the memo box will appear in the lower right corner of the screen. In order to keep out of the way of the cell you're editing and its neighbors, the memo box appears in the corner diagonally opposite.

## ■ Editing a memo

The memo box is 35 characters wide and 7 lines deep and can hold up to 126 characters.

You may enter text in the memo box by using the usual alphanumeric and punctuation keys. Press Return at the end of the line if you like. (Don't worry, this will not signal the end of the memo. Imagine you're in a miniature word processor.) Or just carrying on typing past the end of the line and it will wrap back to the left margin.

You may use the arrow keys to move about the memo box. Press ⌘-, or ⌘-. to move to the beginning and end of the line, or press ⌘-← or ⌘-→ to move left or right a word at a time.

Press ⌘-D to delete the entire memo. (You will be prompted first: "Delete this memo? No Yes".) Press ⌘-Y to delete a line from the cursor to the right side of the box. Press Delete and ⌘-Delete to delete single characters.

Press Escape to abandon all changes you've made to a memo. (This is similar to how Escape works when creating a new cell or editing an existing one.)

## ■ Closing a memo

Press ⌘-Return to finish writing a cell memo. The memo box will disappear. To see your memo again, press ⌘-G again. You'll be able to make any changes you like.

If you change your mind about creating a new memo, or have only opened an existing memo to read it, it is possible to close the memo by pressing Escape; however, this is a bad habit to get into. *You should not use Escape to close a memo unless you wish to abandon all changes made to it.*

If you have already entered text into a memo, the first press of Escape will eliminate your changes. Only a second press of Escape will abort the memo.

Commands involving memos include:

- ⌘-G to open a memo
- ⌘-D to delete an open memo
- ⌘-Return to close an open memo

- ◆ **Important** It's worth re-emphasizing this point: if you press Escape, will lose all changes you've made to a cell memo.

Suppose you open this existing memo in order to update it:

Be sure to adjust these figures when the new census data is available.

Suppose that you have finished entering new data, and you wish to edit the memo. You press ⌘-Y three times to delete each of the lines, and enter a new memo:

These figures are accurate as of the 1994 census.

When you finish typing, you hit Return, and this is where the danger lies. Pressing Return gives you the feeling that you've done something permanent, since it's usually how you force a computer to accept your input. Not this time... it's as though you're using the word processor, where Return just means the end of a line. Press ⌘-Return to make AppleWorks write the memo and close the box.

If you press Escape instead, the new memo will disappear from the box and be replaced by the old memo. Even then, you still have to press Escape a second time to close the box.

## ■ Where are the memos?

Once you use ⌘-Return to close a memo, you should notice that the colon in the cell address in the lower right corner of the screen:

C3: (Width: 9, Value)

has changed to a plus sign:

C3+ (Width: 9, Value)

This indicates that a memo is attached to this cell. Look for the "+" to see if a cell has a memo.

- ◆ **Tip** You don't have to move the cursor to every cell in the spreadsheet in order to find the memos. ⌘-Find now supports memos, as we'll discuss in the next section. We can use this feature to find all cells with memos. Press ⌘-F, and select "Memo". Choose to search in any direction ("Ahead by row", for example). When asked for a comparison, don't enter anything. Just press Return. AppleWorks will move the cursor to the first cell with a memo. You may use the "Repeat last" option to find subsequent memos.

# Finding and Replacing

## ■ Cell memos

⇧-Find now supports searching for text in memos:

Find? Repeat last Coordinates Text Number Formula Memo

As with text searches, this option is not case-significant.

To find text in a memo, press ⇧-F and select Memo. Choose a direction for the search. When asked for a comparison, type the text you are searching for.

If AppleWorks finds a match, it will display the first 73 characters of the memo on the bottom of the screen:

Memo: Neither a borrower, nor a lender be; For loan oft loses both itself and

Carriage returns will display as space characters in this display. That is, a memo that look like this in its box:

```
ab
uno
disce
omnes
```

will look like this when displayed at the bottom of a screen during a find:

Memo: ab uno disce omnes

To find and display *all* memos, press Return when asked for a comparison string. AppleWorks will move the cursor to the first cell with a memo and display the abbreviated contents. Select "Repeat last" to continue the search.

## ■ Whole words

When searching for text in the cells of a spreadsheet (as opposed to cell memos), holding down the ⇧ key as you select the Text option to restrict the search to whole words only. That is, press ⇧-F and then either press ⇧-T, or use the ⬅ and ➡ keys to move to the Text option and press ⇧-Return. This option functions the same way whole-word searches do in the word processor.

# Formatting the Worksheet

## Recalculate before saving

There is a new choice for recalculation in the  $\odot$ -O options menu:

```
-----Recalculation options-----  
RP: Recalculate before Printing           No  
RS: Recalculate before Saving            No  
NT: Number of Times to recalculate       1
```

You may choose to recalculate the spreadsheet before saving. This is a separate function from recalculating before printing. As before, these options affect only the individual spreadsheet, not the default settings for all spreadsheets.

# Spreadsheet Functions

## Changed functions

### ■ @Alert

The @Alert function is now updated each time the spreadsheet recalculates. Consider the following example:

```
@IF(A4<16,@ALERT("You must be 16 to drive."),"Street legal")
```

If cell A4 contains a value less than 16, then the message "You must be 16 to drive." will appear across the center of the spreadsheet. This message will appear each time a recalculation takes place. (If calculation is automatic, this means that the alert will be displayed any time data is entered or altered anywhere in the spreadsheet.)

Under AppleWorks 4, the alert would be displayed only when the value of cell A4 changed (and changed to a number less than 16, of course).

### ■ @Find

The @Find function is now case-sensitive. The following formula:

```
@FIND(1,"tram","UltraMacros")
```

would return 0, because "tram" is not equal to "traM". If you don't want case-sensitive @Finds, use @Upper or @Lower on *both* parts of the comparison:

```
@FIND(1,@LOWER("tram"),@LOWER("UltraMacros"))
```

This will return a result of 3.

## New function

### ■ @Today

The @Today function returns a date value in Julian format based on the current date at time of calculation. It takes a numeric argument. @Today(0) will return the Julian date for today. @Today(30) will return the Julian date for 30 days from today.

- ◆ **Reminder** To display a Julian date in a more conventional format, use ⌘-Layout to change the value format to Date.

Like @Alert, the new @Today function updates each time the spreadsheet is recalculated.

# Appendix A

# Other Activities

## Changing the Disk or Prefix

### ■ Shortcut

You may now press ⌘-Q ⌘-P as a shortcut to the Change Current Disk option in the Other Activities menu.

### ■ ⌘-Return

If you are picking subdirectories from a file list, pressing ⌘-Return opens the highlighted subdirectory to allow you to pick yet another subdirectory.

To try this, press ⌘-Q ⌘-P to move quickly to the Change Current Disk menu, then highlight "The current disk" and begin by pressing ⌘-Return to add a subdirectory. (This isn't new.) When you spot a subdirectory in the file list, you may press ⌘-Return to add that subdirectory and keep adding subdirectories. When you've reached the final subdirectory you want to add, just press Return and you'll return to the Change Current Disk menu.

## File Activities

### ■ Space bar and ⌘-Space

As with earlier versions of AppleWorks, you may select files with the → key and deselect them with the ← key. With AppleWorks 5, you may also use the Space key to toggle whether or not a file is selected. Press once and a file is selected; press again and it is deselected. (The Space key will also work in the Save and Remove file lists.)

⌘-Space will select all files from the top of the listing. (⌘-→ will only select all files at the level of the cursor and below.) Pressing ⌘-Space will deselect the files that are already selected, if any.

### ■ List files and ⌘-P

Whenever you're at a file listing, pressing ⌘-P will set the default path to the current path. This means that if you've been looking through your disks and directories with List files, you may press ⌘-P to quickly exit to Add files and use the new directory.

## ■ Change file types

You may now change the type of a file from within AppleWorks. This option is for users who understand ProDOS file types.

- ◆ **Important** This option does not convert the file in any way, it just changes the file type that ProDOS uses to identify that file. For example, you cannot convert a text file into a word processor document merely by changing the file type from Txt to Awp. The file's internal format will still be text, and AppleWorks will choke on it.

The easiest way to change a file's type is to select from the list of popular file types:

- |        |         |
|--------|---------|
| 1. Adb | 6. Bin  |
| 2. Awp | 7. Txt  |
| 3. Asp | 8. Fnt  |
| 4. ??? | 9. Bas  |
| 5. Dir | 10. Sys |

Options 1-3 are for AppleWorks documents.

Option 4, ???, is there so that you may enter a file type not shown on this menu. You will need to know the number of the type you want, since this option accepts numeric input only (0-255). Apple Computer has created a list of Apple II file types; this list is currently being maintained by the A2Pro RoundTable on GENie.

Option 5 is for subdirectories, also known as folders.

Option 6 is for binary files. The SEG. files that the AppleWorks program uses are binary files. Some binary files are executable (they can be run by typing "-FILENAME"; others are not.

Option 7 is for text files.

Option 8 is for fonts, such as those used by SuperFonts.

Option 9 is for Applesoft BASIC programs.

Option 10 is for executable SYS files that can be launched from a program launcher. APLWORKS.SYSTEM is a SYS file.

## Disk Activities

### ■ Creating a subdirectory

After creating a subdirectory, you are told to press Space to continue. If you press ⌘-Space or ⌘-Return, AppleWorks will set the current path to the directory you have just created *and* will return you to the Disk Activities menu.

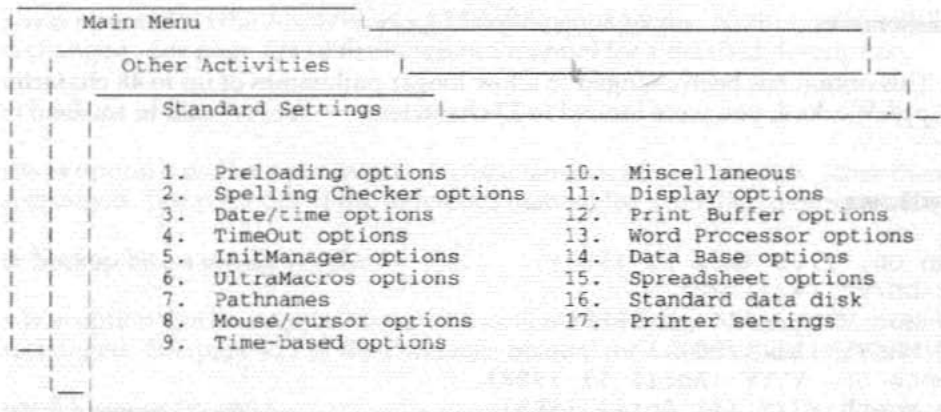
(If you press Space, you will be prompted to type the name of another directory to create. You will also be left in your original directory, not taken to the new directory you have just created.)

# Appendix B

# Standard Settings

The Standard Settings menu has changed significantly. There are now five new options on the menu, and there are new and changed choices inside the five new options and the twelve existing ones.

Some of the options previously available under the Miscellaneous menu have been grouped under Word Processor, Data Base, and Spreadsheet options.



## Spelling Checker options

- |                                 |                 |
|---------------------------------|-----------------|
| 1. Standard custom dictionary   | CUST.DICTIONARY |
| 2. Standard spelling method     | In context      |
| 3. Standard summary setting     | None            |
| 4. Suggested spellings          | Normal          |
| 5. Copy dictionaries at startup | No              |
| 6. Copy thesaurus synonyms      | No              |
| 7. Location of dictionaries:    |                 |

### ■ Suggested spellings (*Normal/QuickSpell/QuickSpell+/QuickSpell++*)

This controls how AppleWorks generates the list of suggestions when a suspect word is found in a document. There are four options: Normal (which is how AppleWorks normally builds the list), QuickSpell (which is how TimeOut QuickSpell worked—giving you more suggestions), QuickSpell+, and QuickSpell++. Both of the last two give you even more suggestions. We find QuickSpell or QuickSpell+ to be the most useful.



When checking the misspelled word "atemppt," for example, the various settings produce the results shown below:

Normal	No suggestions
QuickSpell	One suggestion ("attempt")
QuickSpell+	Six suggestions ("adept" to "exempt")
QuickSpell++	73 suggestions!

#### ■ Copy thesaurus synonyms (Yes/No)

This is a new option that allows you to copy the synonyms file for TimeOut Thesaurus (if present) to the RAM disk at startup for faster operation of the thesaurus. You may now choose to copy only the thesaurus, only the spelling dictionaries, both, or neither. Set it to Yes if you do want the synonyms file copied. Set it to No if you do not want the file copied.

#### ■ Location of dictionaries

- ◆ **Bug fix** This option has been changed to allow longer pathnames of up to 48 characters. Under AppleWorks 4, you were limited to 23 characters.

### Date/time options

1. Mon DD, YYYY (Apr 11 1988)
2. MM/DD/YY (4/11/88)
3. DD Mon YYYY (11 Apr 1988)
4. DD/MM/YY (11/4/88)
5. Month DD, YYYY (April 11 1988)
6. DD Month YYYY (11 April 1988)

Current setting: AM-PM 12 hour format

7. AM-PM 12 hour format
8. 24 hour format

There are two new options here, both of which allow you to have the names of the months fully spelled out instead of a three-letter abbreviation (for example, "February" instead of "Feb"). Under AppleWorks 4, if you chose an option that used Mon instead of MM, the word processor used fully spelled-out names, and the data base used three-letter abbreviations. With AppleWorks 5, if you choose option 1—Mon DD, YYYY—then the abbreviated form will be used in all modules (which of course includes the word processor, where you might find Apr 11 1988 too informal). If you choose option 5—Month DD, YYYY—the full month will be used in all modules (which of course includes the data base, where you might find April 11 1988 too wide for your existing report formats).

#### ■ Month DD, YYYY (April 11 1988)

This option offers full months in the standard American date format.

#### ■ DD Month YYYY (11 April 1988)

This option offers full months in the standard European date format.

## Miscellaneous

This menu has altered considerably since AppleWorks 4. Six new options have been added. Some of the old options that were specific to the word processor, data base, and spreadsheet have been moved to new menus with those headings.

1. Ignore non-existent drives	No
2. Keep backups of files	No
3. Clear backup bit on copies	No
4. One-touch menus	No
5. Yes/No default	No
6. Ignore Yes/No	No
7. Add files order	Type
8. List files order	Disk
9. Remember loaded files	No

### ■ Ignore non-existent drives (Yes/No)

This was option 5 on the AppleWorks 4 Miscellaneous Menu. Nothing other than its position has been changed. See page 421 of the Reference manual for a detailed description.

### ■ Keep backups of files (Yes/No)

This was option 6 on the AppleWorks 4 Miscellaneous Menu. Nothing other than its position has been changed. See page 421 of the Reference manual for a detailed description.

### ■ Clear backup bit on copies (Yes/No)

This was option 8 on the AppleWorks 4 Miscellaneous Menu. Nothing other than its position has been changed. See page 421 of the Reference manual for a detailed description.

### ■ One-touch menus (Yes/No)

AppleWorks has normally required you to press the Return key after the number of a menu item, even if the menu has less than ten entries. Set this option to Yes if you want AppleWorks to take you to a menu option as soon as you press the number keys. This selection works a little differently depending on what the highest number menu option is. If the last menu option has a value of 9 or less, then one keystroke is all you will have to type. If the last menu option a value of 10 or greater, then you will have to type two keystrokes for menu options 1-3 (since some menus can have options in the twenties and thirties).

To reach a single-digit option between 1 and 3, you must press the number and then Return. To reach a single-digit option between 4 and 9, or a double-digit option, you only have to type the necessary numerals, since AppleWorks will take you to the selected option as soon as you type the last number in the option. The ⌘-Q desktop menu is a special case, since the highest numbered choice will sometimes be 9 or less (in which case all you have to do to get into your first file is press ⌘-Q 1) and it will sometimes be 10 or more (in which case you will have to press ⌘-Q 1 Return).

- ◆ **UltraMacros users** If a macro is being executed, AppleWorks will sense this and require that the Return key always be pressed, even if one-touch menus are on. This means that macros will always handle menu key presses properly, even if the macros were written for older versions of AppleWorks.

Set this option to No if you want AppleWorks to require the Return key at all numbered menus.

In AppleWorks 4, this option was available via Randy's Free Patcher, but it did not offer the special feature that ensures that macros would run correctly.

#### ■ **Yes/No default** (*Yes/No*)

AppleWorks has a habit of asking you to confirm irrevocable actions such as removing a file from the desktop, erasing a report format, and quitting AppleWorks. As an extra precaution, AppleWorks usually makes "No" the default answer:

```
Find next occurrence?           No Yes
Do you really want to do this? No Yes
Change the directory?          No Yes
```

This is just in case you press Return before you really read the question. Set this option to No if you want No to be the default answer. Set this option to Yes if you want Yes to be the default answer, in which case questions will look something like this:

```
Find next occurrence? Yes No
```

In AppleWorks 4, this option was available via Randy's Free Patcher.

#### ■ **Ignore Yes/No** (*Yes/No*)

This option is for those of you who would rather that AppleWorks *never* asked you to confirm "Do you really want to do this?" questions. If you set this option to Yes, AppleWorks will assume that you want "Yes" to be the answer to "Do you really want to do this?" questions and not bother to ask the questions.

- ◆ **Note** AppleWorks asks other Yes or No questions, and these are not affected by this setting. Only questions which ask "Do you really want to do this?"—such as removing a file from the desktop, erasing a report format, deleting a file on disk, and quitting AppleWorks—are affected by this setting.

Set this option to No if you want to continue to confirm irrevocable actions such as quitting AppleWorks.

#### ■ **Add files order** (*Type/Name/Date/Size/Disk*)

When you are adding files, AppleWorks normally shows you a list in which word processor documents come first (arranged in alphabetical order), followed by data base files, spreadsheet files, text files, and subdirectories. (No other types of files are shown.) This is known as listing by Type. You may *temporarily* override listing by Type at the Add files menu by pressing ⌘-A, which will allow you to view the files by name, type, size, date, or in the reverse order of any of these four options.

You may *permanently* override listing by Type by changing this setting. ("Permanently" just means until you decide to change it again.) Set this option to Type if you want to see AppleWorks files appear first in the list, followed by text files and subdirectories. Each subgroup is sorted alphabetically. Set this option to Name if you want the list of files sorted alphabetically by name, regardless of their type. Set this option to Date if you want to see the newest files at the top of the list and the oldest at the bottom. Set this option to Size if you want to see the largest files at the top of the list and the smallest at the bottom. Set this option to Disk if you want the files displayed in exactly the same order that cataloging the disk would produce. Changing this setting to Disk is the only way to have disk order in the Add files menu; ⌘-A does not support it.

#### ■ List files order (Type/Name/Date/Size/Disk)

When you list files or perform other file operations such as copying, deleting, renaming, etc. the display is normally based on how the files are actually written to disk, and not arranged in any way. Like the Add file option above, this option allows you to customize how the file lists are displayed.

#### ■ Remember loaded files (Yes/No)

AppleWorks can now maintain a list of the last nine files to be loaded to the desktop. Set this option to Yes if you want AppleWorks to keep track of recently loaded files. Set this option to No if you don't want AppleWorks to store (in SEG.FL) the names and pathnames of the files you've loaded.

To choose a file from the list, either go to the Add files menu and press ⌘-P, or go to the Main Menu, highlight "Add files to the Desktop", and press ⌘-Return. For more information, see the Desktop Organizer section earlier in this manual.

## Display options

1. MouseText screens	No
2. Vertical line	
3. Currency	\$
4. Thousands	,
5. Decimals	.

#### ■ MouseText screens (Yes/No)

If this option is set to Yes, then AppleWorks will:

- construct its file card menus, desktop menus, and TimeOut menus out of MouseText characters;
- use MouseText "disk" and "folder" representations in the upper left corner of the screen and in file listings;
- use a single-character MouseText checkmark when selecting files; and
- use a MouseText "bent arrow" to indicate carriage returns in word processor documents.

- ◆ **Note** If this option is set to Yes, it will override the setting for vertical line character in the file card, desktop, and TimeOut menus. (See the next section.)

If this option is set to No, AppleWorks will:

- construct the sides of its file card, desktop, and TimeOut menus out of the vertical character specified elsewhere in this menu;
- use "Disk", "Path", and "Subdirectory" in the upper left corner of the screen and in file listings;
- use a three-character text arrow "-->" when selecting files; and
- use a "blot" to indicate carriage returns in word processor documents.

Some of these options were available separately for AppleWorks 4 via Randy's Free Patcher.

## ■ Vertical line

If not using MouseText in its menus, AppleWorks normally uses the pipe character (|) to draw file cards and other menus. Users with foreign character sets in their Apples find this unattractive, since the pipe is used to display accented characters. This option allows you to select your own character, such as the exclamation mark (!).

- ◆ **Note** If MouseText menus are turned on, then the settings of this option will be ignored for file card, TimeOut, and desktop menus. The vertical line character you specify will still be used in other locations, such as for glossaries, the new mixed mode of the data base, and the separator line of the spreadsheet.

In AppleWorks 4, this option was available via Randy's Free Patcher, but it was limited to changing the vertical character to an exclamation mark.

## ■ Currency

AppleWorks normally uses the dollar sign (\$) to mark currency displays in the data base and spreadsheet. Some users outside the U.S. may prefer the pound sign or some other character. This option allows you to choose your own character for display in the data base and spreadsheet.

- ◆ **Note** This option does not affect the word processor.

In AppleWorks 4, this option was available via Randy's Free Patcher, but it was limited to changing the currency indicator to the pound sign, and it only affected the spreadsheet.

## ■ Thousands

AppleWorks data base and spreadsheet modules normally use the comma to separate the numerals into groups of three when displaying values of 1,000 and greater. Some users outside the U.S. may prefer the period or even a space character here. This option allows you to choose your own character for display in the data base and spreadsheet.

- ◆ **Note** You must still type the comma character (or no separator at all) when entering values in the spreadsheet; however, the spreadsheet will display the character you have chosen.

## ■ Decimals

AppleWorks normally uses the period to represent a decimal for numbers with one or more decimal places (for example, 3.14159). Some users outside the U.S. may prefer to use the comma here. This option allows you to choose your own character for use and display in the data base and for display in the spreadsheet.

## Print Buffer options

- ◆ **Note** There is a shortcut to reach this menu: ⌘-Q ⌘-B (for Buffer).

AppleWorks now features a print buffer. Print buffers are designed to minimize wasted time by letting you get back to work *before* your printer finishes printing. Because even fast printers are slow compared to most computers and their disk drives, the delay can seem interminable. Instead of sending the file to a slow printer, AppleWorks sends the file to a special area in memory called a buffer. Because memory is quite fast, AppleWorks can finish this task quickly. It then becomes the job of the print buffer to send the file from memory to the printer, one line at a time, while you simultaneously work with other parts of AppleWorks.

You may find that printing appears to stop completely when you are loading or saving files. Don't worry; the printing will resume as soon as the disk access is finished. Whenever you access the disk, AppleWorks has to give all of its attention to the task, and has none left over for the print buffer.

There are a couple of trade-offs for this convenience. The first is that it will take longer to send a file from a print buffer than it will take AppleWorks itself to send the file to the printer. If you're in a hurry to get the printed copy, just visit the print buffer menu—just press ⌘-Q ⌘-B—and AppleWorks will start printing at full speed. Once you leave the menu and make demands on AppleWorks' attention, the printer will eventually return to printing one line at a time.

A second disadvantage is that AppleWorks must use some of the desktop memory to store the file. If you're short of memory, you may want to use the print buffer sparingly or even avoid it altogether.

The print buffer can only speed up the printing of text, and has no effect on the speed at which graphics are printed. This means that programs like TimeOut SuperFonts cannot take advantage of the print buffer.

The print buffer takes priority over certain other tasks. For instance, pressing ⌘-H and selecting "Print screen" will have no effect if the AppleWorks print buffer is already printing. You will have to wait until the buffered print job is finished before AppleWorks will dump a copy of the screen to your printer. You may still use the other two ⌘-H options to capture an image of your screen.

Also, AfterWork will wait until a print job is finished before blanking your screen.

If you try to quit AppleWorks while the print buffer is running, AppleWorks will warn you that the buffer is still printing. (It checks the buffer status *before* checking the status of the files on the desktop.) If you quit, printing will stop immediately and the data in the buffer will be lost.

Here are the options in the print buffer menu:

- |                           |      |
|---------------------------|------|
| 1. Print Buffer activated | No   |
| 2. Change buffer status   | Idle |
| 3. Cancel printing        |      |

### ■ Print Buffer activated (Yes/No)

This option controls whether or not the AppleWorks will attempt to use the print buffer.

- ◆ **Note** Turning the buffer on does not take effect until you restart AppleWorks.
- ◆ **Warning** If you switch this option from Yes to No while a file is being printed, the printing will stop *immediately*.

### ■ Change buffer status (Idle/Printing/Paused)

When no file is being printed, this option will display the buffer status as Idle. When the buffer is idle, selecting this option will have no effect.

When a file is being printed, select this option to pause the printer. The display will change from "Printing" to "Paused". Select this option again to resume printing.

- ◆ **Note** If you enter this menu while the buffer is in use, you will see a message at the bottom of the file card which says "There are *x* lines waiting to be printed".

### ■ Cancel printing

Select this option if you want to cancel printing altogether. If you merely want to pause the printer, select "Change buffer status", above.

## Word Processor options

- |                               |     |
|-------------------------------|-----|
| 1. Default top margin         | 1.0 |
| 2. Default bottom margin      | 1.0 |
| 3. Default left margin        | 1.0 |
| 4. Default right margin       | 1.0 |
| 5. Use new default margins    | No  |
| 6. Show Word Processor rulers | No  |
| 7. Special rules for Return   | No  |
| 8. Save text files as text    | No  |
| 9. Reset WP when loading      | Yes |

Some of these options were in the Standard Settings Miscellaneous menu of AppleWorks 4.

■ **Default top margin**

When you create a new word processor document, it defaults to a top margin of 0.0 inches. Select this option to change the default to another value.

■ **Default bottom margin**

When you create a new word processor document, it defaults to a bottom margin of 2.0 inches. Select this option to change the default to another value.

■ **Default left margin**

When you create a new word processor document, it defaults to a left margin of 1.0 inches. Select this option to change the default to another value.

■ **Default right margin**

When you create a new word processor document, it defaults to a right margin of 1.0 inches. Select this option to change the default to another value.

■ **Use new default margins** (*Yes/No*)

Set this option to Yes if you want AppleWorks to insert the four default settings above at the beginning of a new word processor document. Set this option to No if you want AppleWorks to use its own internal defaults.

◆ **Note** The five options above affect new word processor documents only. They will not affect word processor documents on the desktop or on disk, and they will not affect text files imported into the word processor. (Imported text files now have a default left and right margin of 0.0 inches, regardless of the settings in this menu.)

■ **Show Word Processor rulers** (*Yes/No*)

This is the same option that used to be number 2 in the Miscellaneous Standard Settings of AppleWorks 4. See page 420 of the Reference Manual for a description.

■ **Special rules for Return** (*Yes/No*)

This is the same option that used to be number 3 in the Miscellaneous Standard Settings of AppleWorks 4. See page 421 of the Reference Manual for a description.

■ **Save text files as text** (*Yes/No*)

This is the same option that used to be number 9 in the Miscellaneous Standard Settings of AppleWorks 4. See page 421 of the Reference Manual for a description.



## ■ Reset WP when loading (Yes/No)

This is *similar* to the option that used to be number 4 in the Miscellaneous Standard Settings of AppleWorks 4, except that the "Reset files when loading" option of AppleWorks was for all three types of files universally. Now you can set this option individually for word processor documents, for data base files, and for worksheets.

Set this option to Yes if you want to be at the top of a word processor document when it is loaded to the desktop. Set this option to No if you want AppleWorks to remember your position in the document as of the last save.

## Data Base options

- |                               |     |
|-------------------------------|-----|
| 1. Auto-add DB records at end | Yes |
| 2. Reset DB when loading      | Yes |

### ■ Auto-add DB records at end (Yes/No)

This is the same option that used to be number 7 in the Miscellaneous Standard Settings of AppleWorks 4. See page 421 of the Reference Manual for a description.

### ■ Reset DB when loading (Yes/No)

This is *similar* to the option that used to be number 4 in the Miscellaneous Standard Settings of AppleWorks 4, except that the "Reset files when loading" option of AppleWorks was for all three types of files universally. Now you can set this option individually for word processor documents, for database files, and for worksheets.

Set this option to Yes if you want to be at the top of a data base file when it is loaded to the desktop. Set this option to No if you want AppleWorks to remember your position in the data base as of the last save.

## Spreadsheet options

- |                             |        |
|-----------------------------|--------|
| 1. IIGs keypad Enter key    | Return |
| 2. Maximum Spreadsheet rows | 399    |
| 3. Reset SS when loading    | Yes    |

### ■ IIGS keypad Enter key (Return/Down/Up/Left/Right/Other)

The IIGS Enter key on the numeric keypad normally has the same effect as pressing the Return key. This option allows you have the Enter key act as another key. One of the more useful choices is Down, which simplifies data entry if you are moving from the top of a column to the bottom. To make this choice, press the  $\downarrow$  key when asked to "Press the desired key". Other useful choices are Up, Left, or Right.

- ◆ **Note** Although you can enter keys other than the arrow keys, they will not do anything useful. If AppleWorks cannot figure out how to move the cursor based on what key you have chosen, it will treat the key as Return.

In AppleWorks 4, this option was available via Randy's Free Patcher, but it was limited to changing the Enter key to act as the ⌘ key.

### ■ **Maximum Spreadsheet rows**

This is the same option that used to be number 1 in the Miscellaneous Standard Settings of AppleWorks 4. See page 420 of the Reference Manual for a description.

- ◆ **Note** You must restart AppleWorks for this change to take effect.

### ■ **Reset SS when loading**

This is *similar* to the option that used to be number 4 in the Miscellaneous Standard Settings of AppleWorks 4, except that the "Reset files when loading" option of AppleWorks was for all three types of files universally. Now you can set this option individually for word processor documents, for database files, and for worksheets.

Set this option to Yes if you want to be at the top of a worksheet when it is loaded to the desktop. Set this option to No if you want AppleWorks to remember your position in the worksheet as of the last save.

## **Randy's Free Patcher**

If you want to customize AppleWorks even more than the Standard Settings menu allows, look for a copy of the Randy's Free Patcher on your /EXTRAS disk. This small BASIC program is provided as a free "extra". Be sure to use it only on a backup copy of your AppleWorks program disk. *Never* patch originals of any software!

To use Randy's Free Patcher, quit AppleWorks and boot the /EXTRAS disk, or use your program selector and select BASIC.SYSTEM on that disk. The startup program will give you the option of running RFP. You'll be prompted to insert your AppleWorks startup disk. If you're modifying AppleWorks on a hard drive, just press Return and enter the pathname for AppleWorks when prompted.

All RFP patches are reversible. You're given the current setting for all patches and given the option of toggling it by pressing the Y key.

For a complete list of patches, please see the "RFP.Docs" file on your /EXTRAS disk.

Blank Page

# Appendix C

# Installing

# AppleWorks 5

## Using a RAM disk with AppleWorks

- ◆ **Ile, Ilc, and Ilc-Plus users** If you have more than 256K of memory in your Ile or Ilc and you wish to use part of it for something other than AppleWorks desktop space, you may use the included MEM.SYSTEM program to configure AppleWorks to leave some space on the RAM card for other uses.

You will need to use this program if you want AppleWorks to copy the dictionaries and/or thesaurus synonyms to your RAM disk at startup, because AppleWorks normally claims all extra memory for its own use as desktop space, leaving you no room for the dictionary.

If you have an auxiliary slot memory card (such as RamWorks, Z Ram Ultra, or Q Ram Ile), you will also need to make changes to the RAM disk driver that came with your memory card. See your memory card documentation for instructions on how to adjust the RAM disk drive to "lock out" some of the memory banks.

- ◆ **IIGS users** You should use the Control Panel to set the amount of memory to be used as a RAM disk.

## Installing to a 3.5" disk

Make a copy of the AppleWorks 5 disk and use the copy. That's all there is to it.

## Installing to a hard drive

### ■ Automatic installation

Like AppleWorks 4, AppleWorks 5 comes with a program that will automatically install AppleWorks 5 on your drive. If you use this program, the AppleWorks program files will be installed in a folder named "AW5" on the hard drive you choose. The installer program will also create folders for inits and TimeOut directories and call them AW.INITS and TIMEOUT.

To install AppleWorks on your hard drive, simply place the /EXTRAS disk (which may be labelled "Hard Drive Installer / Sample Files") into your startup 3.5" drive and turn the computer on. (You may also launch INSTALL.SYSTEM from your usual program selector.) You will be greeted by the Installer's graphic representation of your system.

Select the drive you wish to install to by pressing the  $\blacktriangle$  and  $\blacktriangledown$  keys. The installer will only install to a hard drive, so if you have only one hard drive partition, it will appear as though nothing is happening when you press the arrow keys. Press the Return key when you have highlighted the desired hard drive, and installation will begin.

During the installation process, the Installer will be looking for a disk named /APPLEWORKS. Be sure that you don't have more than one disk of that name in your drives at the same time.

If an error occurs, or if you cannot place the appropriate disk in the drive when prompted, you may abort the installation by pressing the  $\blackrightarrow$  key to select "Abort" in the dialog and then pressing the Return key.

When the Installer has finished, it will display the message "The installation was successful!"

## ■ Manual installation

Unless you're sure you know what you're doing, choose an automatic installation instead. Having said that, you should not be put off from choosing manual installation if you *do* know what you're doing, because it isn't terribly difficult.

You'll need to copy all files from the 3.5" disk to a subdirectory on your hard drive. Don't use the same directory that you used for an earlier version of AppleWorks unless you delete everything from it first. (And don't delete everything unless you have a backup. You may find you need it in a moment.)

Be sure to copy the contents of the AW.INITS and TIMEOUT subdirectories, as well as the subdirectories themselves. Files beginning with "I." belong in the inits directory, but so do files beginning with "MR." (these are AfterWork modules). Files beginning with "TO." belong in the TimeOut subdirectory.

All "SEG." files belong in the main AppleWorks directory. This includes new files such as SEG.PB (print buffer), SEG.MR (AfterWork), and SEG.FL (remembered files). Don't forget to copy APLWORKS.SYSTEM and the two dictionary files that the spelling checker uses.

If AppleWorks tells you, when you start it up, that it can't find the proper directories, press Escape every time you see this message. Eventually you'll get to the Main Menu. Immediately visit the Standard Settings menu and set the correct pathnames for the spelling checker, for TimeOut, and for inits. Quit AppleWorks and start it up again. Keep doing this until AppleWorks loads without any trouble.

- ◆ **Important** All macros written before AppleWorks 5 *must* be recompiled under AppleWorks 5. This includes TimeOut programs that have been converted from compiled macros, such as the AppleWorks 4 versions of Date.Reset, DB.Widths, DuplicateZapper, Install.DeskJet, Screen.Blanker, etc. AppleWorks 5 comes with updated versions of these applications, but you may have other TimeOut programs that are compiled macros. Check with the author/publisher if you are not sure.

## Extra Disk Space

Not all files are needed with all computers or setups. Here are some files you may delete if you need more space on your disk. Make sure you only delete *copies*, not files from the original disk.

Only one of the following three files is used:

SEG.AM	aux slot expansion cards only (RAMWorks)
SEG.XM	normal slot expansion cards only (RAMFactor, Apple Memory)
SEG.RM	IIGS only

(SEG.00 is only used by AppleWorks 4 and earlier and no longer exists with AppleWorks 5.)

Here are some optional files:

SEG.DC	the dictionary copier—only needed if copying is enabled
SEG.IM	the InitManager—only needed if inits are active
SEG.PR	printer definitions—only needed while adding a new printer
SEG.UM	the UltraMacros player—only needed if macros are active
SEG.AX	macros for the default set—only needed if macros are active
SEG.FL	the list of remembered files—only needed if the Desktop Organizer is enabled
SEG.PB	the print buffer—only needed if the print buffer is enabled
SEG.MR	AfterWork loader—only needed if you want to load AfterWork modules
SEG.NA	name and address macros—only needed if macros are active
NAME.ADDRESS	your info—only needed if macros are active

In the TIMEOUT subdirectory, delete any of the applications you aren't using.

In the AW.INITS directory, all files are used by the UltraMacros player except for I.DEBUG, which is only used by Ultra 4.3 and 4.4. If you've used the installer to copy AW to a hard drive, use the install option to copy I.DEBUG from the AW.INITS directory on the AppleWorks disk.

Blank Page

# Appendix D

# TimeOut, Inits & Macros

## TimeOut

### ■ Faster start

If you hold down both Apple keys (⌘ and ⌥/Option) as you start AppleWorks, TimeOut will load its Utilities only for maximum speed. You may add other TimeOut modules later via the Utilities option "Add applications".

### ■ Updating TimeOut

Most TimeOut programs updated to work with AppleWorks 4 will work with AppleWorks 5. An exception is TimeOut SideSpread, which must be updated a second time. An updater is provided on the AppleWorks 5 so that you may use SideSpread with AppleWorks 5.

AppleWorks 5 comes with up-to-date versions of TimeOut Utilities, UltraMacros, and Paint.

- ◆ **Important** It is likely that some of the items in your TimeOut menu are not official TimeOut programs; they are compiled sets of macros. For example, the Date.Reset, DB.Widths, DuplicateZapper, Install.DeskJet, and Screen.Blanker options are all TimeOut options that started life as macros. We've provided updated versions of these with AppleWorks 5, so all you have to do is use these fresh copies. Do *not* use the versions that came with AppleWorks 4 unless you recompile them from the "source code" (AppleWorks word processor documents) on the Extras/Installer disk(s).

You may be using other TimeOut programs that are compiled sets of macros. You will need to recompile the original macros for these items to work with AppleWorks 5. If you have the source code, you may recreate each TimeOut macro application by compiling the source code with the Ultra Compiler, and then using Ultra Mac2Menu to transform the macros into a TimeOut application. If you don't have the source code, you will have to contact the author/publisher of the TimeOut macro application for an update:

Check the file "UpdatingTimeOut" to see if the status of any TimeOut programs has changed. This file also contains complete instructions on how to update your TimeOut program.



- ◆ **AppleWorks 3.0 users** Because there have been many changes to AppleWorks since version 3.0, some TimeOut programs that used to work don't do so any more. Dan Verkade has written a TimeOut Updater (included with AppleWorks 5) that will convert *the most recent versions* of many TimeOut programs to work with version 5.

## Inits

There is one new file, I.UM.SPECIAL. It contains new dot commands for UltraMacros. See the section on UltraMacros to read about them.

## UltraMacros

AppleWorks 5 includes the complete UltraMacros package. AppleWorks 4 included an UltraMacros *player*, but now you may write your own, or just use UltraMacros to compile macros that others have written.

- ◆ **Important** You will have to recompile all your macros, including those written under AppleWorks 4, in order for them to work with AppleWorks 5.

The debug module is also included. Press ⌘-Control-X (⌘-Clear on a IIGS) to activate it.

UltraMacros documentation, describing all UltraMacros commands and debug options, is available separately when you purchase the full UltraMacros 4 package from Quality Computers. This package also contains many instructive sample files. We are sorry, but a contractual obligation makes it impossible to include UltraMacros documentation with AppleWorks 5. We included the full package so that you can easily compile macro sets you find in magazines and books.

The version of UltraMacros included with AppleWorks has a new type of macro and six new dot commands not previously available.

### ■ New type of macro

Because a new Outliner is included with AppleWorks 5, UltraMacros now supports a new <aol> macro for use in the Outliner only. The Outliner is technically part of the word processor, but since some commands (such as ⌘-D) behave differently depending on whether or not outline mode is active, you need to separate the <awp> macros from the <aol> macros. This new macro type means that you have can four different macros tied to one key—one for the Outliner, one for the word processor, one for the data base, and one for the spreadsheet. (And let's not forget the <all> macro, which will work anywhere, including the desktop.)

Here is a sample Outliner macro:

```
A:<aol: oa-J oa-R>! // show all levels and body text
```

## ■ New dot commands

There are six new dot commands: `.Justify`, `.Password`, `.Window`, `.InitPath`, `.SpellPath`, and `.TOPath`. These commands are described and demonstrated in the "New.Dots" files on the /EXTRAS disk.

## ■ Other changes

The space for macro titles in a macro set has been expanded from 512 to 768 bytes.

The `#dirsort` address has been dropped in favor of the `#totalfiles` address. This new address functions for all three desktops.

Blank Page

## Appendix E

# DIF and ASCII Files

Text files are now loaded into the word processor with left and right margins set to 0.0.

It is now much easier to overwrite text files with AppleWorks word processor documents of the same name, and vice versa. (This is a good feature—it keeps you from having to manually delete the old text files before you can save the new AWP file.)

If you load a text file into the word processor and later use **⌘-S** to save that file under the same name, AppleWorks will ask you if you want to replace the text file on disk with an AppleWorks word processor document. (AppleWorks will only try to save an imported text file as a word processor document if the Standard Settings option “Save text files as text” is set to No, of course.)

Alternately, if you “Save text files as text” is set to Yes, and you try to save that text when a word processor document with the same name already exists on disk, then AppleWorks will ask you if you want to overwrite the word processor document with a text file.

If you have “Save text files as text” set to Yes, then AppleWorks will simply save a text file as text, and not ask you if you want to replace it.

- ◆ **For advanced users only** Text files may now be saved in the format used by the Merlin assembler. Before saving a file, use “pokeword \$A72,\$80A0” to save it in Merlin format. To save a file in normal format, use “pokeword \$A72,9”. You need to write a macro to do this. (We figured that if you’re advanced enough to be using Merlin, you’re advanced enough to handle macros.)

Blank Page

# Appendix F

# Limits and Capacities

The desktop and practical document sizes listed in the AppleWorks 4 reference manual are no longer valid, since AppleWorks 5 requires a minimum of 256K. (Technically speaking, AppleWorks 5 will load with only 192K of memory, but that would provide little or no desktop memory.)

## General AppleWorks

<u>Limit or Capacity</u>	<u>Value</u>
Desktop size	100K for a 256K IIe/IIc 55K for a 256K IIGS
Number of remembered pathnames	8 pathnames
Number of remembered files	9 files

## Outliner

<u>Limit or Capacity</u>	<u>Value</u>
Organizational levels	6 levels
Number of sons per topic	250 sons

## Spreadsheet

<u>Limit or Capacity</u>	<u>Value</u>
Number of columns	120 (DP) columns
Number of characters in a cell memo	126 characters
Number of cell memos in a row	6 memos
Number of cell memos in a column	999 or 9999 memos

Blank Page

## Appendix G

# Common Questions

**Q:** Help! When I started AppleWorks 5 for the first time, it stopped at a screen labelled "AfterWork Screen Savers" and told me to "Place the AW.INITS disk in the drive and press Return." What do I do? Why is this happening? (It happens even though Inits are turned off!)

**A:** That's two questions. Here are two answers:

1. We recommend that you either press Escape, or put your original AppleWorks disk in the drive before pressing Return.
2. As for why this is happening, AfterWork is looking for modules in the AppleWorks inits directory, and it thinks that the folder is named /APPLEWORKS/AW.INITS (since that's how AppleWorks 5 is shipped). If you intend to use AfterWork, you should visit the Standard Settings menu and set the directory for the InitManager to the directory where the AfterWork modules are stored even if you don't intend to use inits. This is the pathname that AfterWork will use, and it will use it *regardless of whether the InitManager is activated*. If you don't intend to use AfterWork, delete SEG.MR from your working copy of AppleWorks (*not* from your original disk, please). See the section of Disabling AfterWork for more files that you can delete.

**Q:** I've been using macros with AppleWorks for some time now. However, my macros doesn't seem to work with AppleWorks 5. Why not?

**A:** Old macros may fail to work properly with AppleWorks 5 for three reasons:

1. The macro set is compiled into a task file or TimeOut application. All macros must be recompiled under AppleWorks 5 in order to work properly.
2. The macro was recorded using UltraMacros 3.1 or earlier. You'll have to convert the macro to UltraMacros 4.2 or later.
3. The macro makes menu choices or issues commands that have changed in the new version of AppleWorks. Even if you can recompile your macro, it will still fail if it chooses a menu option that no longer exists, or which has been changed to a different position on a menu.

**Q:** TimeOut SideSpread worked under AppleWorks 4. Why doesn't it work any more?

**A:** TimeOut SideSpread has to be updated for AppleWorks 5. There's an updater on your AppleWorks 5 disks.



- Q:** Why don't all my other TimeOut programs work? They worked under AppleWorks 4.
- A:** It's important to distinguish between official TimeOut programs, such as those published by Beagle Bros, and TimeOut programs that are special compiled macros sets. UltraMacros allows you to save your macros as a TimeOut application. Since these TimeOut programs are merely collections of macros, they too must be recompiled under AppleWorks 5. For more information, see the question about macros not working.
- Q:** Why does it take AppleWorks longer to print a file using the print buffer than when the print buffer is turned off?
- A:** When the print buffer is active, AppleWorks has to divide its time and attention between checking to see if you're ready to continue work and checking to see if the printer is ready for more data. AppleWorks gives you priority so that it won't slow you down. This means that printing will take longer than it normally would. To speed up printing, just visit the print buffer menu (⌘-Q ⌘-B) and AppleWorks will devote its full attention to printing the file as long as you don't make any other demands on AppleWorks.
- Q:** AppleWorks just locked up in the middle of printing a file. How do I get it back again?
- A:** This may happen if you have the print buffer turned on and the printer runs out of paper. Put more paper in the printer (and make sure the printer is selected). Printing will resume, and you'll get back control of AppleWorks.
- Q:** I'm trying to use a data base file to look at graphics. When I change the disk name to load a graphic from another disk or subdirectory, AppleWorks tells me it's unable to load the picture. I'm sure I'm setting the pathname correctly. Why won't it load?
- A:** The new data base command to load pictures only looks at the category you're in when you press ⌘-B. To test this, move to a category that contains a number (e.g. 12) and press Return. AppleWorks will tell you that it can't load the file with that name ("12").

In the example below, you could change the Disk category from "/appleworks" to "/Illegal Disk Name" and it wouldn't make any difference... *if you were in the File category when you pressed ⌘-B.*

```

Disk      File
-----
/appleworks  PS.GEORGE

```

If you want to change the directory from which a graphic is loaded, ignore the Disk category and change the File category so that it reads "/hard/aw/PS.GEORGE" (or wherever you've stored your graphic). Then press ⌘-B and the graphic will be loaded from the pathname you've specified. Otherwise, the graphic will be loaded from whatever pathname you saved the data base to. (Note: *Not* from the active pathname.)

- Q:** When I press ⌘-V to spell check my document, nothing happens. Why not?
- A:** You're probably in the word processor Outliner. Spell checking doesn't work here. Press ⌘-+ to exit the Outliner, then try again.
- Q:** What if I have an outline with more than 26 options in a topic and the labels are letters? What happens when I get to Z?
- A:** The Outliner handles this much the same way that the spreadsheet does: it will label the first option beyond Z as "AA", then "AB", and so on, until you reach "IP".
- Q:** I've added a category to my data base. Why doesn't it show up in my single record layout?
- A:** You can use ⌘-I to insert your new category into your single record layout. AppleWorks didn't insert the category automatically to avoid problems with single record layout that use background text.

Blank Page

# Appendix H

# Reference Manual

# Errata & Addendum

Here are a few corrections and additions to the AppleWorks 4 Reference Manual.

- ◆ **Warning for IIGS users** If you activate UltraMacros, the best approach is to boot ProDOS 8 instead of GS/OS. If you run GS/OS, you should know that AppleWorks 5 automatically disables interrupts, which turns off inits such as Twilight II, which uses interrupts. (Randy's Free Patcher can be used to prevent AppleWorks from disabling interrupts, but we don't particularly recommend it.) Since AppleTalk uses interrupts, AppleWorks automatically disables macros if you boot with AppleTalk active.

## Errata

### ■ Desktop

#### *p. 417, Cursor options*

The cursor blink rate varies wildly depending on the machine speed and whether the mouse is enabled. Ideally you should set the cursor (using Standard Settings) to blink about once or twice a second once you've decided if you'll use the mouse or not.

### ■ Data Base

#### *p. 160, Append when ⌘-G is used*

This option can't be set to Yes unless you first set "Entry must match list" to "Only ⌘-G."

#### *pp. 179-180, Decimal Places*

The Decimal Places item is missing. Fortunately, this item is self-explanatory.

#### *p. 242, Totaling a Column*

##### 1. "Tables" Reports

The user is no longer asked for the number of decimal places when defining a category total. Instead, the number of decimal places used in the report is the same as the number of decimal places defined using the Set formatting option.

The series of nines, for example, 99999.99 is no longer displayed after defining a category total.

Be sure you press ⌘-U after making any changes in the number of decimal places or any other format change, otherwise your layout will not accurately reflect the look of your reports.

- ◆ **Tip** Should you need reports that are similar except for the number of decimal places, try this:

Define a new category as a formula, and have it reference the category of numbers used in the report. Use the Set formatting option to change the number of decimal places on this category. Make a new report that uses this new category instead of the old category.

## Known Problems and Foibles

### ■ Desktop

If you press a number at the Main Menu, the clock display is messed up. Use the arrow keys if you must have a pristine screen. You won't notice this glitch if you have one-touch menus turned on.

### ■ Data Base

A data base mask doesn't work properly if you end with text instead of mask characters. One solution is to end the mask with an "any" mask character following the final text template character. Nothing will be visible in that spot on screen or at print time and you may press the Space bar at that spot for auto return. You could also include the entry mask characters only, and have another category which adds the text and gets used for reports. (Although this bug was present in *TotalControl* for years, no one reported it until January 1994.)

If you don't have any data base files on the desktop, and you then create a new data base file from scratch and then rename it without ever leaving it (like if you use the default ⌘/Option-A macro), and you then attempt to create a lookup file definition despite not having another data base file to look up, you'll do bad things to AppleWorks.

### ■ Macros

Don't use dot commands while in graphics mode (data base pictures, TimeOut Paint, etc.).

If you use a program selector to launch a task file from outside AppleWorks, the ⌘/Option-Escape titles menu will not be available for that file. This is because the Desktop memory hasn't been set up when the task file is being loaded, so there's no place for the titles to be stored.

Blank Page



A QC 08265



**Quality Computers™**

20200 Nine Mile Road  
St. Clair Shores, MI 48080  
(810) 774-7200 • 1-800-777-3642  
Technical Support (810) 774-7740

APPLEWORKS 5 DELTA MANUAL INDEX

.....

Add files order, 70-71  
Adding files, 6,8,65  
AfterWork screen saver, 14-18,73,91  
Alarms, 11,12,17  
@Alert function, spreadsheet, 64  
Apple IIe, IIc, IIc+, 3,79  
Apple IIGS, 3,76-77,79,95  
AppleTalk, 95  
Arrange, file list, 7,70-71  
Arrange, data base, 54  
Auto-add DB records at end, 76  
Auto-recalculate, data base, 48  
  
Background text, data base, 4,49,55  
Birthday order, data base, 54  
Buffer, print, 9,17  
Bugs fixed in AppleWorks 5, 18,31,33,48  
Bugs and problems, known, 95-96  
  
Categories, adding data base, 50,93  
Categories, selecting data base, 53-54  
Category names, data base, 50,55  
Cell memos, 4,5,59-62  
Change disk menu, 9  
Chronological order, data base, 54  
Clear backup bit on copies, 69  
Clipboard, graphics, 57-58  
Clipboard, printing outline to, 44  
Comment lines, word processor, 31  
Control-S key, 21  
Control-T key, 21,47,52  
Currency, data base, 47,72  
Currency, spreadsheet, 59,72  
  
Data base, 47-58  
Data base options, 76  
Date/Time Options, 68  
Debug, 81,84  
Decimal character, 73  
Default margins, word processor, 75  
Defaults, file list, 8  
Default ruler, word processor, 29  
Desktop organizer, 6-9  
Desktop size, 89  
DIF files, 87  
Display options, 71  
Dot commands, 85  
  
Enter key, IIGS, 76-77  
Errata, AppleWorks 4 manual, 95  
@Error function, spreadsheet, 4  
  
File Activities, 66



File type, change, 66  
Find command, data base, 52  
Find command, spreadsheet, 61,62  
Find command, word processor, 22-23  
@Find function, spreadsheet, 4-5,64  
Formatting, data base, 96  
Functions, spreadsheet, 4-5,64

Glossary, word processor, 48,53  
Graphics, data base, 56-67,92  
GS/OS programs, 95

Hard copy, OA-H, 9,73

I.DEBUG, 81  
Ignore non-existent drives, 69  
Ignore Yes/No, 70  
Imports, data base, 48  
Inits, 80,81,83,84,91  
Insert categories, data base, 50  
Insert records, data base, 48  
Installing AppleWorks 5, 79-80  
Interrupts, IIGS, 95  
Inverse text, 21,23,32

Keep backups of files, 69

Layout, single record, 49-51  
Limits and capacities, 89  
List files order, 71

Macros, 4,34,69-70,80,83,85,91-92,96  
Mail merge, 32  
Markers, 24,25-28,31,45  
Masks, data base, 4,48,96  
Maximum spreadsheet rows, 77  
MEM.System, 79  
Menus, one-touch, 6  
Merlin files, 20,87  
Miscellaneous settings, 69  
Mixed display, data base, 50-51  
MouseText screen option, 71  
MouseText, data base, 47,52  
MouseText, printing, 32  
MouseText, word processor, 21,23,34,44

NAME.ADDRESS file, 81  
No/Yes questions, 70  
Number of blank lines, 55

OA-Space to select files, 8,65  
One-touch menus, 6,69-70  
Other Activities, 65  
Outliner, 28,34-46,84,89,93

Path, changing, 65,66

Pathnames, 9,65  
Pictures, data base, 56-57  
Print buffer, 73-74,92  
Print Shop graphics, 56  
Printing, 31,44,73-74  
Printing, outliner, 44

Questions and answers, 91  
Quickmark, 24,25-28  
QuickSpell, 67-68  
Quitting AppleWorks, 74

RAM disk, 79  
Randomizer, AfterWork, 14  
Randy's Free Patcher (RFP), 77  
Recalculate before saving, 63  
Record insertion, data base, 48  
Record selection, data base, 55  
Remember loaded files, 6,7,71  
Replace, data base, 52-53  
Reports, data base, 55,95  
Reset files when loading, 76,77  
Reverse arrange option, 7

Saving text files as text, 75  
Saving files, 10,75  
Screen saver, 14-18,91  
SEG. files, 80-81  
Shortcuts, 6,9,51,65,66,73  
Show word processor rulers, 75  
Single record layout, 49-51  
Sorting, data base, 54  
Space bar to select, 8,65  
Space tabs, 21,29  
Special rules for Return, 75  
Spelling checker, 33,67,93  
Spelling dictionary location, 33,68  
Spreadsheet, 4,59-64,89  
Spreadsheet options, 76  
Standard Settings, 67  
Sticky spaces, finding, 23  
Subdirectory, creating, 66  
System requirements, 3

Tab key, data base, 47  
Tab ruler, word processor, 29-30  
Tabs, finding and replacing, 23  
Tags, file, 45  
Text files, 7,8,10,19,75,87  
Thesaurus dictionary, copying, 33,68  
Thousands character, 72-73  
TimeOut, 80,83  
TimeOut AfterWork, 14  
TimeOut DB Replace, 52-53  
TimeOut Paint, 14,57-58  
TimeOut Updater, 83

TimeOut Utilities, 83  
@Today function, spreadsheet, 4,64  
#Totalfiles label, 85  
  
UltraMacros, See Macros  
Ultra Compiler, 83  
  
Vertical line character, 72  
  
Wild card characters, 22-23  
Window, word processor, 24,25-28,45  
Word processor, 19-46,74  
Word processor options, 74  
  
Yes/No questions, 70

## UNOFFICIAL APPLEWORKS 5 DELTA MANUAL UPDATE

\*\*\*\*\*

Copyright 1996 by Douglas Cuff. All rights reserved.

I wrote the delta manual for AppleWorks 5.0 in September and October 1994. A lot has happened since then. For instance, an update--AppleWorks 5.1--was released in the summer of 1995. It's time to update the AppleWorks 5 delta manual as well.

I'll be covering 8 basic areas in this article:

- o features programmed but not covered by the manual;
- o documentation you should have gotten but didn't;
- o factual errors in the manual;
- o one serious typographic error;
- o simple typographic errors;
- o AppleWorks 5.1 changes and new features;
- o things not to do (problems without fixes); and
- o common problems and fixes.

One important correction doesn't fit into any of these areas, and it has to do with who wrote the manual. My answer is not "me". My answer is "mostly me". I am the principal author, not the sole author. Whole sections of the AppleWorks 5 delta manual are based on documentation that Randy Brandt wrote (for Beagle Bros's Outline 3.0, JEM's DB Pix, and so on). Perhaps the credit on the title page should really read "by Doug Cuff with Randy Brandt". Thanks, Randy.

Another tidbit which doesn't fit into the body of this article has to do with an omission in the AppleWorks 4 reference manual. When you visit the Time-based options in the Standard Settings menu, you should know that turning on auto-save automatically turns on the keeping backups of files (in the Miscellaneous portion of the Standard Settings menu). Many of you have figured this out, but it doesn't seem to be documented.

An important note before you begin: This is not an official document. I wrote the AppleWorks 5 delta manual for Quality Computers (now doing business as Scantron Quality Computers). I don't own the update manual; they do. Any official update document has to come from them, not me.

### WHAT THERE WASN'T TIME TO TELL YOU

\*\*\*\*\*

When AppleWorks 5 was being tested, programmers Randy Brandt and Dan Verkade kept adding features. One or two features were added, or the way they worked changed, too late to be documented. (The documentation deadline was more than a month earlier than the software deadline.)

The "AW5 Specs" file distributed on the AppleWorks program disk notes one feature not described in the manual: in the word processor, when using OA-0 to enter printer options, pressing OA-Return after either the code or the numeric value associated with the code (as with indentation and margins) makes for a quick return to the file. With OA-Return, you no longer have to press Escape at the OA-0 prompt. This can be a significant time-saver.

As the delta manual tells you, you can hold down both Apple keys as you boot AppleWorks if you want to TimeOut to load Utilities only, for a faster start. UltraMacros and the Init Manager will also be off for that session, which is something the manual does not mention.

The AppleWorks 4 manual tells you (on page 465) that you can configure certain inits by holding down the OA key. This is not true for AppleWorks 5. Holding down the \_SA\_ key lets choose which inits and which AfterWork modules you want installed. (There is an anomaly associated with this, though. If you continue to hold down the SA key as you press N for no, three modules in a row will be deselected.) The AfterWork modules are loaded first. If you want to load all the AfterWork modules but want to select certain inits, you can begin holding down the SA key as the last AfterWork module is loaded. Holding down the SA key does not affect the TimeOut options at all--all available TimeOut applications are loaded.

If you hold down the SA key through the entire boot process, UltraMacros will not be loaded either. (You can checked by pressing SA-Escape. If UltraMacros are not loaded, you will see the message "Dot cmd error".) If you release the SA key after you make the decision about the final init in the list, UltraMacros will be loaded, but the startup macro will not run.

If you hold down the OA key as you boot, you are not asked any questions. Holding down the OA key produces similar results to holding down both Apple keys--only TimeOut Utilities are loaded--except that this time, UltraMacros and the Init Manager will be loaded... but only if that how you have the options set in the Standard Settings menu. If you normally have either option turned off, holding down OA during the boot will not turn them on.

	OA only =====	SA only =====	both OA and SA =====
AfterWork	none	ask (Y/N)	none
InitManager	all	ask (Y/N)	none
UltraMacros	on	it depends!	off
Timeout	Utilities only	all	Utilities only

To sum up, hold down both Apple keys for the fastest start. Hold down the OA key for a fast start that leaves UltraMacros active.

Two UltraMacros commands disappeared from AppleWorks 5, "store" and "recall". Their disappearance is not documented in the delta manual. Under AppleWorks 5.0, these commands appear to be processed but will not work! Under AppleWorks 5.1, the compiler will tell you that it no longer recognizes these commands by giving you a syntax error when it tries to process them.

While it has nothing to do with the development of the program, time is also the reason that there is no index in the AppleWorks 5 delta manual. You will find an index on \_Texas II\_ Disk 14, and those who were subscribing to this magazine on disk at the time this disk was issued were lucky enough to receive a paper copy of the index.

**WHAT THERE WASN'T ROOM TO TELL YOU**

.....

Along with the delta manual, I submitted the necessary changes and additions to the AppleWorks Quick Reference card. Presumably it was too expensive to print a new reference card. If you'd like to make the changes yourself, grab a ballpoint pen and your Quick Reference card, and follow along:

**Section I: GLOBAL COMMANDS**

.....

[after "OA-Q Escape", insert lines:]

- OA-Q OA-A Add files
- OA-Q OA-B Print Buffer

[after "OA-Q OA-F", insert line:]

- OA-Q OA-P Change Pathname

**Section II: REVIEW / ADD / CHANGE COMMANDS**

.....

Column B: WORD PROCESSOR

-----

[replace existing text with:]

- OA-F Find text, page number, marker, printer options, or line number

[after "OA-`", insert line:]

- OA+ Outliner mode

Column C: DATA BASE

-----

- OA-B Browse graphics [new command; replaces "--"]

[after "Move records", add "(MRL)":]

- OA-M Move records (MRL)

[after "Move records (MRL)", insert line:]

- Mixed mode (SRL)

Column D: SPREADSHEET

-----

- OA-G Get cell memo [new command; replaces "--"]

-----

**Section III: MOVING AROUND**

.....

Column B: WORD PROCESSOR

-----

[after "OA-Tab", insert lines:]

Control-Q Quickmark  
Control-S Move to next tab stop [was Control-T; see Section IV]  
Control-W Where is my Quickmark?

[delete line "Control-T/Move to next tab stop/--/--"]

**Section IV: PRINTER OPTIONS**

.....

PAGE DESCRIPTION

-----

[after "MM", insert line:]

NB Number of Blank lines after heading DB

SPECIAL

-----

[after "RP", insert line:]

RS Recalculate before Saving SS

KEYBOARD EQUIVALENTS

-----

[after "Control-R", insert line:]

Control-T MouseText/inverse mode --

**Section V: FORMULAS & FUNCTIONS**

.....

TIME & DATE FUNCTIONS

-----

@Today Returns current date DB/SS [formerly just "DB"]

-----

## Outliner

.....

There was no room in the manual for a reference page for the Outliner nor room on the Quick Reference card for another column. Users will have to rely on the built-in help menu, or use the following chart:

- OA-A Add son
- OA-B Add brother
- OA-C Copy topics
- OA-D Delete topic
- OA-F Find text
- OA-G Go to previous topic
- OA-I Insert body text
- OA-J Jump to full display
- OA-K Collapse outline
- OA-L Label options
- OA-M Move topics
- OA-N New line
- OA-O Order topics
- OA-P Print outline
- OA-R Reveal all body text
- Control-R Hide all body text
- OA-S Save file to current disk
- OA-Control-S Save file to original disk
- OA-T Collapse/expand topic
- OA-U New uncle
- OA-V View expanded topic
- OA-W Split window
- OA-Z Zoom to desired level
- OA-1...9 Move proportionally within file
- OA-` Collapse/expand body text
- OA-Return Go to next topic
- OA-[ Go to father
- OA-] Go to next brother
- OA-{ Shift topic left
- OA-} Shift topic right
- OA-\ Options
- OA++ Return to Review/Add/Change mode (word processor)

The manual does not make clear which word processor markers are reserved for the Outliner module. These are markers 192-254.



**FACTUAL ERRORS**

\*\*\*\*\*

The manual claims that AppleWorks 5 is not available on 5.25" disk. In fact, Quality Computers shipped it on seven 5.25" disks, but these were intended only to allow 5.25" drive users to install AppleWorks 5 to a hard drive. The 5.25" drive option is no longer officially supported, but it is possible to create a set of 5.25" disks that will run AppleWorks 5. Not terribly wise, but possible.

If inactivity is detected when a cell memo is open, the AfterWork screen saver will only work on an Apple IIgs. The manual doesn't have this wrong, it just doesn't mention it.

**ONE SERIOUS TYPOGRAPHIC ERROR**

\*\*\*\*\*

Page 20 and page 87 both give the wrong parameter for saving text files in the Merlin assembler format. You should use "pokeword \$0A76,\$80A0" and "pokeword \$0A76,9". "Pokeword \$A72" is wrong. This location of this feature was changed after the manual was written.

(This feature to create Merlin-compatible files will not work if the first character in the file is a Return. Make sure the file does not begin with a Return character. Also, in some circumstances, tab rulers will be saved to the Merlin file instead of being ignored, as they should properly be.)

**SIMPLE TYPOGRAPHIC ERRORS**

\*\*\*\*\*

On page 16, there's a claim that the heat-death of the universe isn't due to happen for several million years. This should read several billion years. (Mind you, a billion equals several million anyway, so what's all the fuss?)

On page 29, the second sentence of the first paragraph begins "AppleWorks 4 used Control-T for spaces, but AppleWorks 4 uses that key to...". This should read "but AppleWorks 5 uses that key to...".

On page 41, the note for Outline 3.0 users ends with the text "{outdent}". This is a formatting code inadvertently left in the finished manual. You can't pin this one on me. <grin>

On page 91, the second part of the first answer ends with the sentence "See the section of Disabling AfterWork for more files that you can delete." This should read "See the section on...".

## APPLEWORKS 5.1 CHANGES AND NEW FEATURES

\*\*\*\*\*

Plenty of bugs were squashed with AppleWorks 5.1 release. It's free, so there's really no excuse not to move from AppleWorks 5.0 to 5.1. Please don't ask me to list all the bug fixes in AppleWorks 5.1.

The UltraMacros .awpath command had a bug which left a trailing "/" at the end of the string. That has been fixed, but the fix breaks the default macros as supplied with AppleWorks \_5.0\_. Use the new default macros as supplied with AppleWorks 5.1. Also, change any of your own macros that used a work-around for the .awpath bug.

In the data base, the Set Preferences option now allows you to set a date format for each individual data base file. This means you can have the general setting display a date such as "June 24, 1995" for the macro sa-' command and for the word processor date option, while using numeric or abbreviated dates in the data base. The preferences may also be used to keep a year from being added to a date for which you wish to record only the month and day. The bad news is that you should probably update all your existing data base files to reflect this new setting. The good news is that you'll only have to do this once. Plus, it's worth it.

Binary search now finds numbers with leading 0's, and requires an exact match. If you don't want an exact match, hold down the OA key.

The DB Replace TimeOut application now lets you choose to search for whole words only. As with AppleWorks, use the OA key to indicate a search for whole words--either use OA-Return instead of Return when selecting "Anywhere" or "In one category", or press OA-A or OA-I instead of A or I.

**THINGS NOT TO DO** Here are a few things that you should not do in  
\*\*\*\*\* AppleWorks 5:

- o Don't use the Installer if you already have a folder called AW5 on the volume you're installing to. Rename or delete the first AW5 folder before beginning. If you attempt to use the Installer and you already have a folder called AW5 on the volume you're installing to, the Installer will hang!
- o Don't use the Control-Q/Control-W Quick Find feature in the Outliner.
- o Don't use the three following MouseText characters when filling out fields in the data base: Solid-Apple (@), Mouse Pointer (B), or Lower Left Corner (T). You may still use these characters when creating background text.
- o Don't use OA-- (Open-Apple-hyphen), the keyboard shortcut for the UltraMacros command "cell", while creating a cell note in the spreadsheet. It won't work, and it may do some harm.
- o Don't try to access the TimeOut menu from the Clipboard (OA-Q OA-C then OA-Escape). If you do, AppleWorks 5 will crash!

- o Don't use the TimeOut DIF applications from anywhere but the Main Menu.

#### A FEW PROBLEMS AND FIXES

\*\*\*\*\*

Worksheets created with AppleWorks 4.3 may have their NT (Number of Times to recalculate) option set to 1 under AppleWorks 5.0. No fix is known.

The data base Preferences screen does not allow you to toggle the "recalc order" message. To see this, get into a data base file, press OA-0, select option 6 ("set preferences") and examine option 7. There is a fix for this in \_Texas II\_'s Bev's Free Patcher v6.0 for AppleWorks 5.1.

Quality Computers shipped AppleWorks 5.0 with a slightly screwy version of the ImageWriter II printer installed. If you find that your ImageWriter II prints in standard mode even when you manually tell the printer to use near letter-quality mode, you have found the problem. Three possible fixes:

1. Upgrade to AppleWorks 5.1--a good idea anyway--which doesn't have this problem. Be sure to copy the SEG.ER file!
2. Choose "Remove a printer" from the Print settings menu, then add ImageWriter II to the list again. It's that simple.
3. Choose "Change printer specifications" then choose "Interface cards". If the current control characters are "control-I 80N Escape c" (restore default settings), all you have to do is change these codes. You could choose simply "control-I 80N" or enter "control-I 80N Escape K0", which resets the printing color to black.

There are even more drastic solutions, such as selling off your ImageWriter II printer, or never using AppleWorks again, or donating your Apple II to the national debt, but I can't recommend them.

Any Apple IIgs user who finds that AppleWorks 5 crashes when it is run, or finds that it crashes the second time it is run, should use Randy Free's Patcher, which is supplied with AppleWorks 5, (or Bev's Free Patcher) to change the setting of GS/OS background tasks. Some people find that the crashes happen if background tasks are on. Others find that crashes occur if the tasks are off.

Despite the appearance of these and other unconfirmed bugs in AppleWorks 5.1, it is a very stable release. Please don't be frightened away from AppleWorks 5.1. Even with a few minor and obscure bugs, it's still more stable than AppleWorks 4.x or 5.0!

[\*] [\*] [\*]

**WOULD YOU LIKE TO REPRINT THIS ARTICLE?**

Please go ahead. I encourage you to distribute it freely in any not-for-profit publication. Please make sure that the article remains intact, exactly as it appears above, including my copyright notice. Please do not add anything to the article except the following credit line: "Originally published in \_GenieLamp A2\_ Vol. 5, Issue 52 (July 1996)." You may wish to retain this notice so that others will feel free to reprint it.--DGC