



Apple® II

AppleWorks®

AppleWorks combines the three most popular personal computer productivity applications—word processing, data-base management, and spreadsheet analysis—in one powerful and easy-to-use tool. New features include built-in mail merge capability (to quickly create personalized form letters), larger maximum-file size, and additional spreadsheet functions.

File: User Group Memo REVIEW/ADD/CHANGE Escape: Main Menu
 =====

^(First Name) ^(Last Name)
 ^(Street)
 ^(City) ,^(State) ^(Zip Code)

Dear ^(First Name) :

Thank you for attending t
 AppleWorks Users Group. S
 applications of AppleWork
 our various Education Spe
 base. Please feel free t

Desktop Index		
1.	User Group Memo	WP
2.	Members	DB
3.	Budget	SS

rth Bay Area
 on education
 the key contacts of
 om our membership data
 ting times and places.

Last Name	First Name	Phone Number	Special Interest
Field	Kelly	555-9872	Administrative/Education
Diaz	Elizabeth	555-7541	Social Studies Curriculum
Hara	Bob	555-1232	Science Curriculum

Type number, or use arrows, then press Return

52K Avail.



Apple® II

AppleWorks®

AppleWorks gives you three applications—word processing, data-base management, and spreadsheet functions—in one powerful, easy-to-use package. Because these applications are integrated, you can exchange information between them with only a few keystrokes. AppleWorks also includes a built-in mail merge capability, allowing you to customize form letters with information from a data base.

Word Processor. Whether you're using AppleWorks in a small business, at school, or at home, its word processor will help you express your ideas more effectively. You'll enjoy such professional features as boldfaced and underlined text, superscripts and subscripts, proportional spacing, headers and footers, and on-screen display of page breaks.

Data Base. The AppleWorks data base is an indispensable personal organizer for all kinds of information, from personnel files to sales records to inventories of household valuables. Its versatile report generator lets you produce information in either tabular or label form.

Spreadsheet. Anyone who works with numbers—whether for financial statements, gradebooks, or home budgets—will benefit from using the AppleWorks spreadsheet. It easily performs complex or repetitive calculations, letting you make quick changes to easily evaluate various “What if?” situations.

New Features. AppleWorks' mail merge capability lets you combine data-base information (such as names and addresses) with a word-processing document to create personalized form letters.

Increased file-size capacity allows you to create larger spreadsheets, data bases, and word-processing documents.

New spreadsheet features (such as logical *ands* and *ors*) let you create more powerful formulas than ever before.

AppleWorks. It's the all-in-one solution for maximum personal productivity.

Developed by Rupert Lissner.

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```
File: Business Budget      REVIEW/ADD/CHANGE      Escape: Main Menu
=====B=====O=====E=====F=====
65
66
67 INCOME STATEMENT                                1986
68
69                                     DOLLARS    PERCENT
70 Sales                                $100,000    100.00%
71 Cost of Goods Sold                    $75,000     75.00%
72 Gross Margin ----->                 $25,000     25.00%
73 Selling, G & A Expense                 $5,000      5.00%
74 Depreciation                          $1,000      1.00%
75 Profit Before Interest and Taxes -----> $19,000     19.00%
76 Interest                              $2,500      2.50%
77 Profit Before Taxes ----->           $16,500     16.50%
78 Income Taxes                          $5,000      5.00%
79 Profit After Taxes ----->            $11,500     11.50%
80 Dividends                              $1,500      1.50%
81 Retained Earnings ----->           $10,000     10.00%
82
-----
E72: (Value, Layout-D0, Protect-U) +E70-E71
Type entry or use ⌘ commands                                ⌘-? for Help
```

```
File: Personnel          REVIEW/ADD/CHANGE      Escape: Main Menu
Selection: All records
Record 1 of 110
=====
First Name: Bob          Last Name: Stirn
Street: 3467 Alto Way
City: Almaden          State: CA    Zip Code: 99978
Job Title: Computer Science Instructor
Hire Date: Apr 5 86
Salary Grade: 40          Step Within Grade: 7
Tax Exemptions: 2
Health Insurance: Blue Arrow
Sick Leave Allotted: 15    Vacation Allotted: 15
Sick Leave Taken: 3        Vacation Taken: 5
-----
Type entry or use ⌘ commands                                ⌘-? for Help
```

This package contains

- Three 5¼-inch disks:
Startup and program disk
Apple Presents AppleWorks tutorial disk
Sample files disk
- Two 3.5-inch disks:
Startup, program, and sample files disk
Apple Presents AppleWorks tutorial disk
- *Using AppleWorks* reference manual
- *AppleWorks Tutorial* manual
- *AppleWorks Reference Card*

Optional equipment

- Apple® Imagewriter® II
- Second disk drive (5¼-inch or 3.5-inch)
- Apple Memory Expansion Card

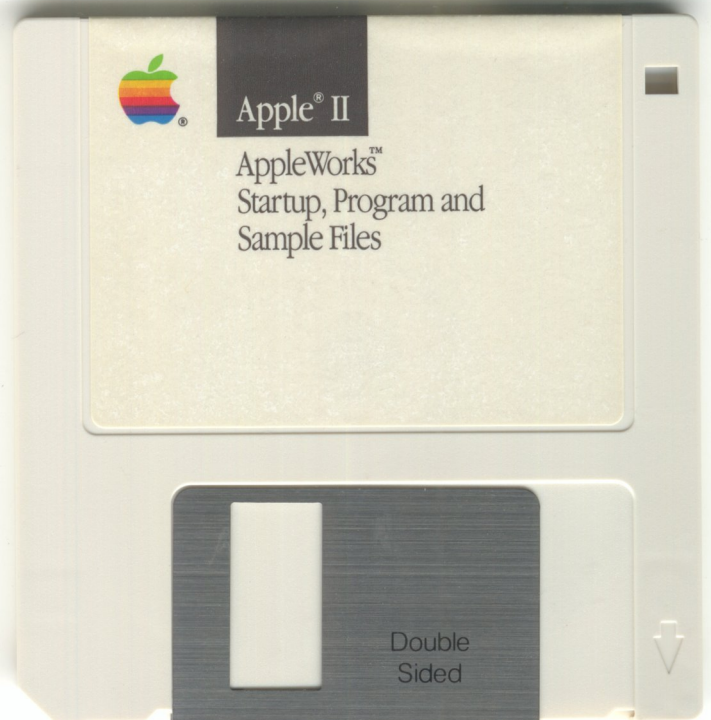
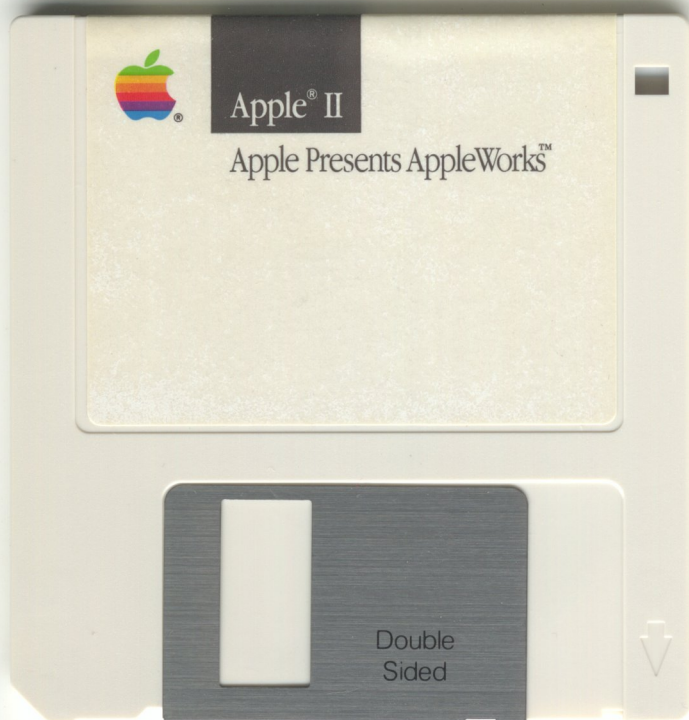
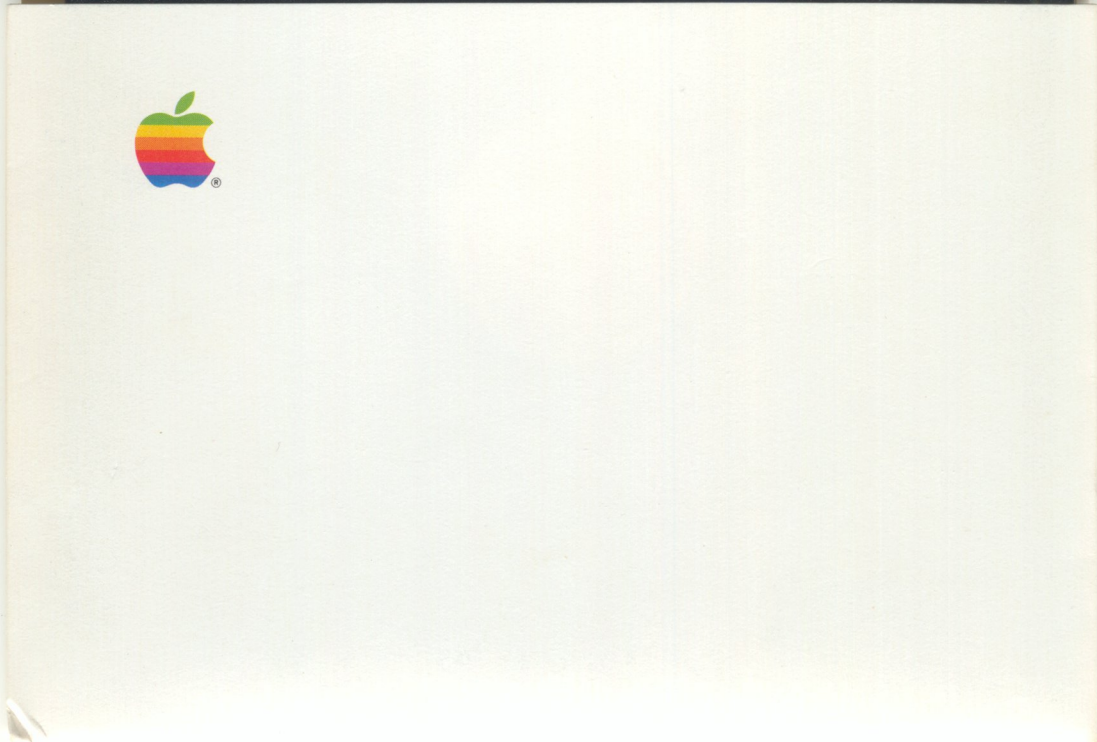
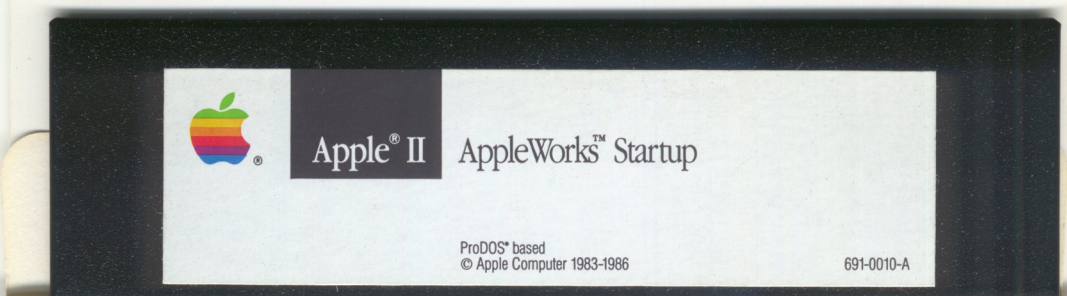


Apple® II

AppleWorks®



Required equipment:
Apple IIe
(minimum 128K)
or Apple IIgs™
with Disk Drive,
or Apple IIc,
and Monitor





AppleWorks™

Packing List

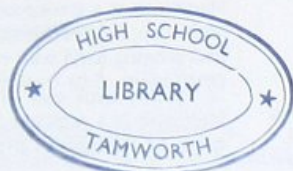
This package contains the following items:

3	Disks (5.25-Inch): <i>AppleWorks Startup and Program</i>	691-0010
	<i>Apple Presents AppleWorks, Sides I and II</i>	691-0011
	<i>AppleWorks Sample Files</i>	691-0034
2	Disks (3.5-Inch): <i>AppleWorks Startup, Program, and Sample Files</i>	680-5020
	<i>Apple Presents AppleWorks</i>	680-5019
2	Manuals: <i>AppleWorks Tutorial</i>	030-0373
	With Tell Apple Card	030-3143
	<i>Using AppleWorks</i>	030-0374
1	Quick Reference Card	030-1348
1	Software Registration Card	030-3150

If you have a question, please contact your authorized Apple dealer.



Apple II Using AppleWorks™



File: User Group Memo REVIEW/ADD/CHANGE Escape: Main Menu
 =====

^(First Name) ^<Last Name>
 ^<Street>
 ^<City> ^<State> ^<Zip Code>

Dear ^<First Name>

Desktop Index	
1. User Group Memo	WP
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Thank you for attending t
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 applications of AppleWork
 our various Education Spe
 base. Please feel free t

North Bay Area
 on education
 the key contacts of
 on our membership data
 ting times and places.

Last Name	First Name	Phone Number	Special Interest
Field	Kelly	555-9872	Administrative/Education
Diaz	Elizabeth	555-7541	Social Studies Curriculum
Hara	Bob	555-1232	Science Curriculum

Type number, or use arrows, then press Return 52K Avail.

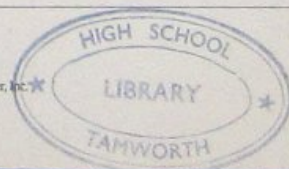
35799



Apple II AppleWorks™ Quick Reference Card

Keyword	Keystroke	Word Processor	Data Base	Spreadsheet
Arrange	⌘-A	NA	Arrange or sort category	Arrange or sort rows
Blank	⌘-B	NA	NA	Blank out cells
Copy	⌘-C	Copy text	Copy records	Copy entries
Delete	⌘-D	Delete text	Delete records or report category	Delete columns or rows
Edit, Cursor Switch	⌘-E	Switch between insert and replace cursors	Switch between insert and replace cursors	Switch between insert and replace cursors
Find	⌘-F	Find text, page, or marker	Find records	Find entries or text
Group	⌘-G	NA	Add or remove group totals in a report	NA
Hard Copy	⌘-H	Print hard copy of current screen display	Print hard copy of current screen display	Print hard copy of current screen display
Insert	⌘-I	NA	Insert record, or previously deleted report category	Insert rows or columns
Justify or Jump	⌘-J	NA	Justify report category	Jump to other window
Calculate	⌘-K	Calculate page breaks	Define a calculated report category	Recalculate values
Layout	⌘-L	NA	Change record layout	Change cell layout
Move	⌘-M	Move text	Move records	Move rows or columns
Name Change	⌘-N	Change name of file	Change name of file, category, or report	Change name of file
Options, Printer	⌘-O	Display printer options	Display printer options	Display printer options
Print	⌘-P	Print text	Go to report menu, or print report	Print worksheet
Quick Change	⌘-Q	Switch to another file on the Desktop	Switch to another file on the Desktop	Switch to another file on the Desktop
Replace or Record Selection	⌘-R	Replace text	Change record selection rules	NA
Save	⌘-S	Save the current file to disk	Save the current file to disk	Save the current file to disk
Tabs, Totals, or Titles	⌘-T	Set tabs	Add or remove report category totals	Set titles
Edit Cell Contents	⌘-U	NA	NA	Edit cell contents
Value	⌘-V	NA	Set standard values	Set standard values
Window	⌘-W	NA	NA	Create windows
Clear	⌘-Y	Clear to end of line	Clear to end of entry	Clear to end of cell
Zoom	⌘-Z	Display format settings	Zoom to single-record or multiple-record layout	Zoom to formula display
Ruler	⌘-1 ⌘-2 ⌘-3 ⌘-4 ⌘-5 ⌘-6 ⌘-7 ⌘-8 ⌘-9	Move within file to beginning (1), end (9), or proportionally (2-8)	Move within file to beginning (1), end (9), or proportionally (2-8)	Move within file to beginning (1), end (9), or proportionally (2-8)
Help	⌘-?	Display help information	Display help information	Display help information
Cursor Move	⌘-← or ⌘-→	Move cursor one word right or left	Change size of category	Scroll horizontally one screen display
Cursor Move	⌘-↑ or ⌘-↓	Scroll vertically one screen display	Scroll vertically one screen display	Scroll vertically one screen display

NA = Not applicable. The keystroke has no significance for this particular tool.
 NOTE: Some of the Data Base keystrokes work for the Review/Add/Change screen; others for the Report Format screen.
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SHIFT + " FOR LABEL STICKING WHEN A NO. 35799

