
Lines Per Inch

After you select `Lines per inch` from the `Printer codes` menu, you type the codes that cause your printer to print in different lines per inch.

1. Choose from the menu the number of lines per inch for which you wish to enter codes. You can type codes to print either 6 or 8 lines per inch.
2. Type the codes required by your printer to print the number of lines per inch you chose. You can find the codes you need in the manual that came with your printer.



Warning

You can leave this menu only by typing a caret (^). If you press (ESC) to leave the menu, it is displayed as a code. If you make a mistake while you are using this screen, type ^ and the number of lines per inch you are defining. Then answer No to the question Is this OK?.

3. Type ^ after you finish typing the codes.
4. Define the second lines-per-inch code or press (ESC) to return to the `Printer Codes` Menu.

Boldface, Subscript, and Superscript

When you select `Boldface`, `Subscript` and `Superscript` from the `Printer codes` menu, you type the codes necessary for your printer to print in boldface, subscripts, or superscripts.

You type these codes only if you plan to use these printer options in the Word Processor. If you do not plan to use them, skip this section and continue with "Underlining."

When you choose this option, the menu shown in Figure B-2 appears.

Figure B-2. Enhancements Menu

```
Disk: Drive 1          ENHANCEMENTS          Escape: Printer codes
-----
Main Menu
-----
Other Activity Menu
-----
Printer Information
-----
Enhancements
-----
1.  Boldface Begin
2.  Boldface End
3.  Subscript Begin
4.  SubScript End
5.  Superscript Begin
6.  Superscript End
-----
Type number, or use arrows, then press Return          30K Avail.
```

There are various ways to define subscripts and superscripts. Your printer may have an automatic subscript or superscript command, or you can type a sequence of characters that will give the same results. For example, to begin superscripts, you can type keystrokes under the `Superscript Begin` option that will cause your printer to do a reverse fractional line feed. To stop superscripts, you can type keystrokes under the `Superscript End` option that will cause your printer to do a forward fractional line feed.

1. Choose the option you want to define codes for from the menu.
2. Type the codes required by your printer to print with the option you chose.



Warning

You can leave this menu only by typing a caret (^). If you press (ESC) to leave the menu, it is displayed as a code. If you make a mistake, type ^ and then the number of the option you are defining. Then answer No to the question Is this OK?.

3. Type **^** to return to the **Enhancements Menu** so you can define another enhancement.

4. Press **(ESC)** to return to the **Printer Codes Menu**.

Underlining

When you select option 4, **Underlining**, from the **Printer codes** menu, you choose how your printer will underline. Do this only if you plan to enter underline commands in **Word Processor** documents.



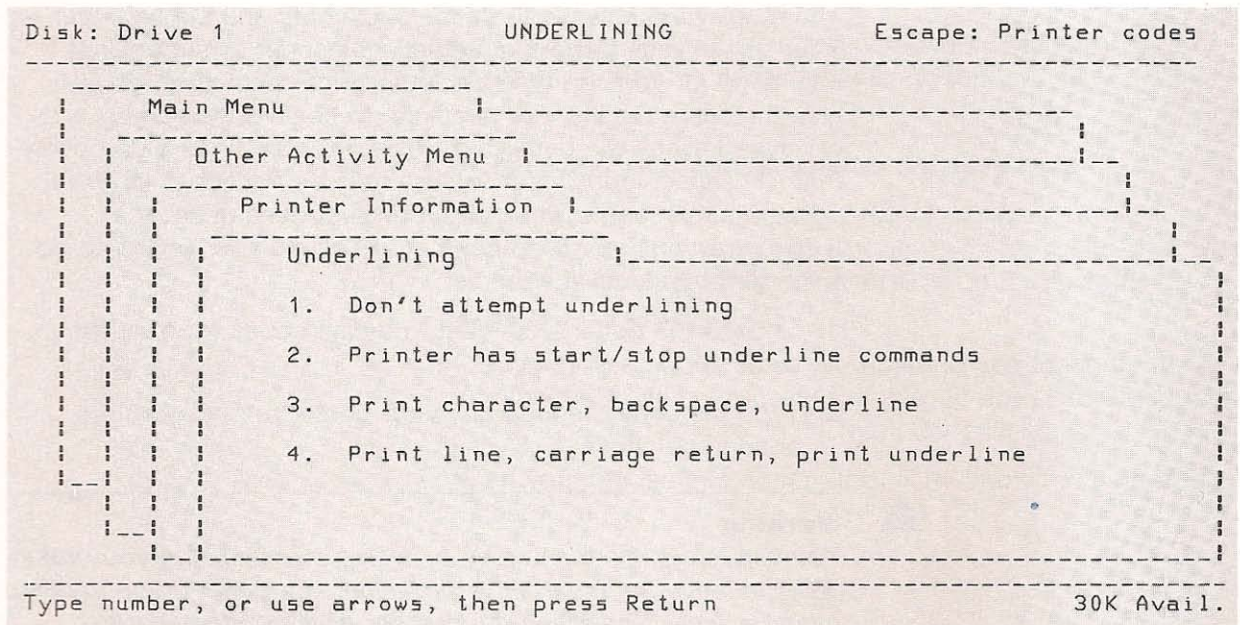
If you are not going to use underlining in **Word Processor** documents, press **(ESC)** to return to the **Add a Printer Menu**.



If you are not going to use underlining in **Word Processor** documents, go on to "Specifying Serial Interface Settings."

When you choose option 4, the menu shown in **Figure B-3** appears.

Figure B-3. Underlining



Choose the method you want your printer to underline with. If you made a choice earlier and you are changing these specifications, your previous choice is highlighted.

The different methods of underlining are explained below:

1. **Printer has start/stop underline commands.** If your printer has underlining commands, choose this option. After you choose this option, the menu shown in Figure B-4 appears.

Figure B-4. Underlining Codes

```
Disk: Drive 1                UNDERLINING                Escape: Printer codes
-----
Main Menu
-----
Other Activity Menu
-----
Printer Information
-----
Underlining
1. Underline Begin
2. Underline End
-----
Type number, or use arrows, then press Return                30K Avail.
```

- First, type the codes for beginning or ending underlining. Type the exact keystrokes required by your printer to print with the option you chose.



Warning

You can leave this menu only by typing a caret (^). If you press (ESC) to leave the menu, it is displayed as a code. If you make a mistake, type ^ and then 2. Then answer No to the question Is this OK?.

- Type ^ to return to the Underlining Menu.
- Press (ESC) to return to the Printer Codes Menu.

2. **Print character, backspace, underline.** If your printer does not have commands to underline but has the capability to backspace, choose this option. With this method of underlining, your printer prints the first character of the word you wish to underline, backspaces, prints an underline character, and then prints the next character in the word, repeating these steps over and over until underlining stops.
3. **Print line, carriage return, print underline.** If your printer does not have codes to underline, and it cannot backspace, choose this option. With this method of underlining, your printer first prints the entire line that contains underlining, then returns the printhead to the left margin without moving the paper up a line, and then prints the underline in the proper place.

If you do not know which method to choose, try them all, working from method 2 down, until you find one that works. If none of them works, it may be too difficult for AppleWorks to understand how your printer underlines. In that case, choose **Don't attempt underlining**.

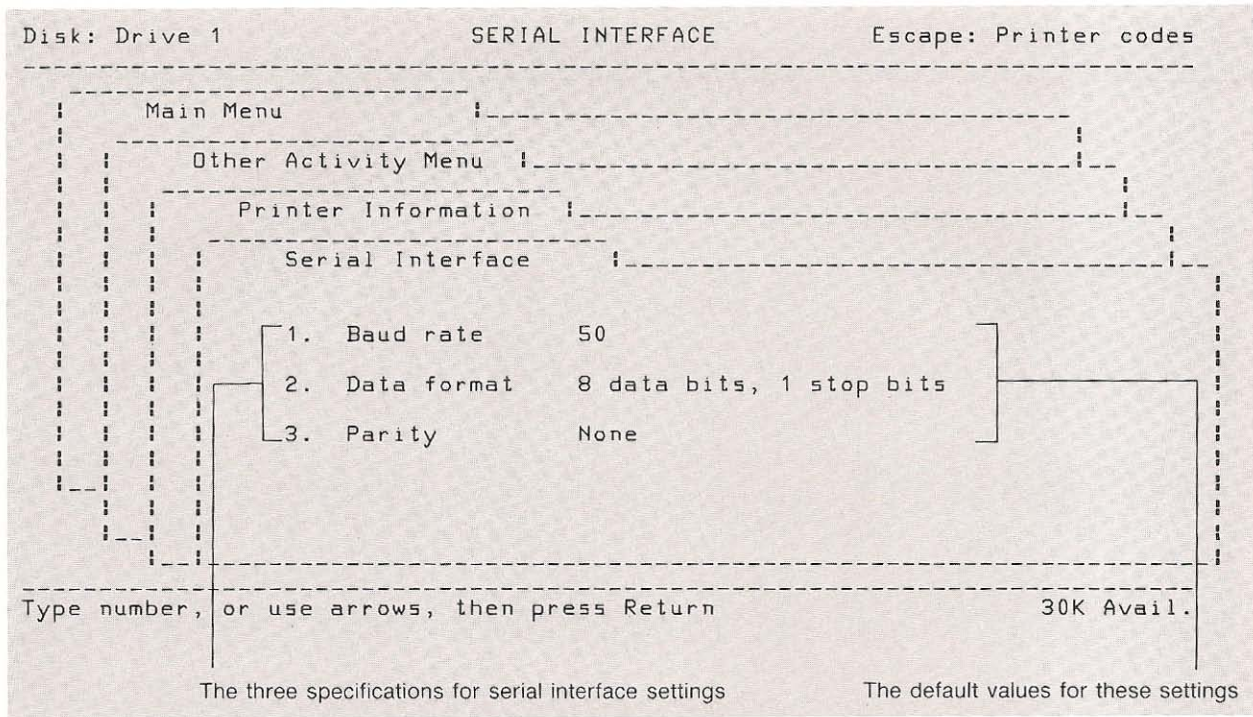
You may want to change the switches on your Superserial or Parallel Interface Card so that lines feeds are not added.

Specifying Serial Interface Settings (Apple IIc only)



To begin specifying serial interface settings, choose option 5 from the **Printer Codes** menu. Then AppleWorks displays the **Serial Interface** menu, which is illustrated in Figure B-5.

Figure B-5. Serial Interface Menu



When you specify serial interface settings for your custom printer, you define the following:

- The **Baud rate**, which determines how fast the Apple IIc can talk with your printer
- The **data format**, which tells how data will be sent from the Apple IIc to the printer
- A value for **parity**, which allows the printer to check for accuracy of data transmission.

You can look in your printer manual or ask your dealer for the correct setting for each option.

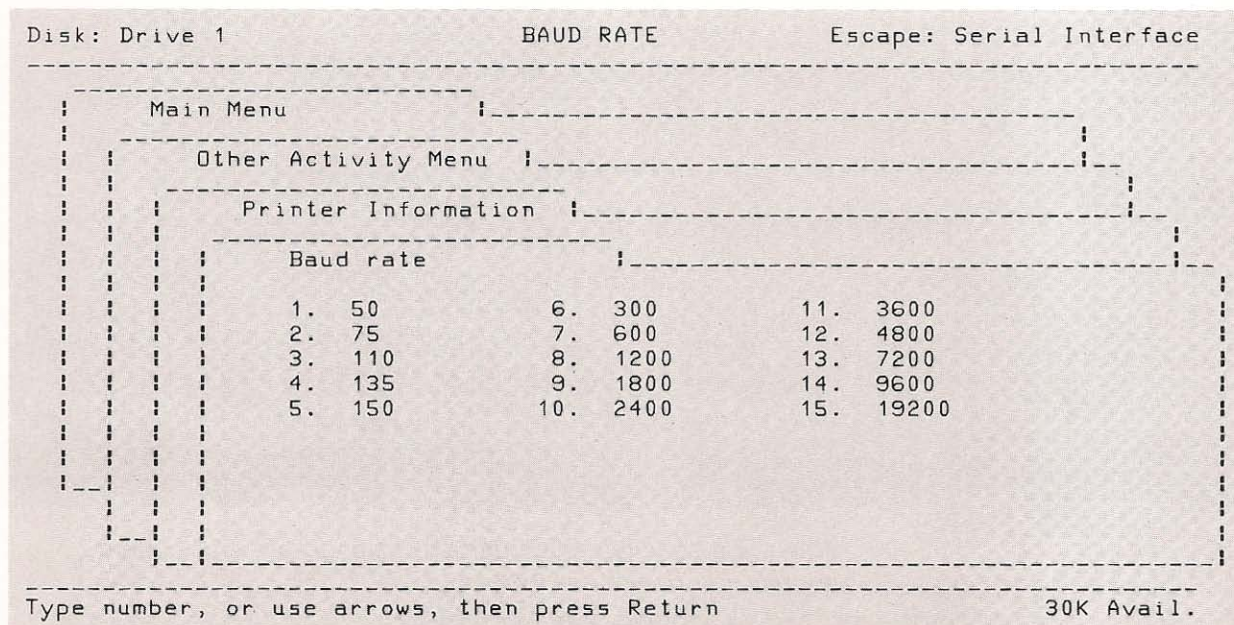
Choose each option by using the arrow keys to highlight the option and pressing **(RETURN)** or by typing the option's number and pressing **(RETURN)**. Then follow directions in the following sections for each setting.

After you have specified a value for each, you have finished communicating information to AppleWorks about your custom printer. Press **(ESCAPE)** to return to the **Printer Information** menu.

Specifying the Baud Rate

After you indicate that you want to specify a Baud rate, AppleWorks presents the Baud rate menu illustrated in Figure B-6.

Figure B-6. Baud Rate Menu



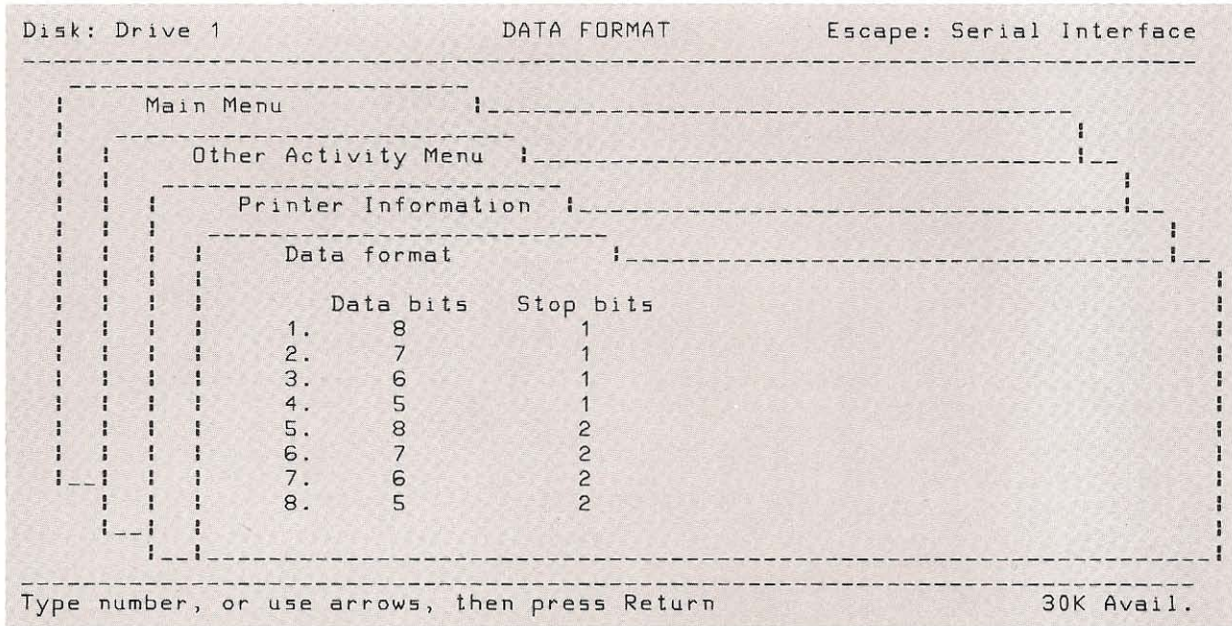
If the Baud rate is set too fast, your printer will lose characters while it is printing, or it will not print at all. If it is set too low, you do not use your printer to its maximum efficiency.

Select the correct Baud rate by typing its number and pressing **(RETURN)** or by using the arrow keys to highlight it and then pressing **(RETURN)**.

Specifying the Data Format

After you indicate that you want to specify a data format, AppleWorks presents the Data format menu illustrated in Figure B-7.

Figure B-7. Data Format Menu



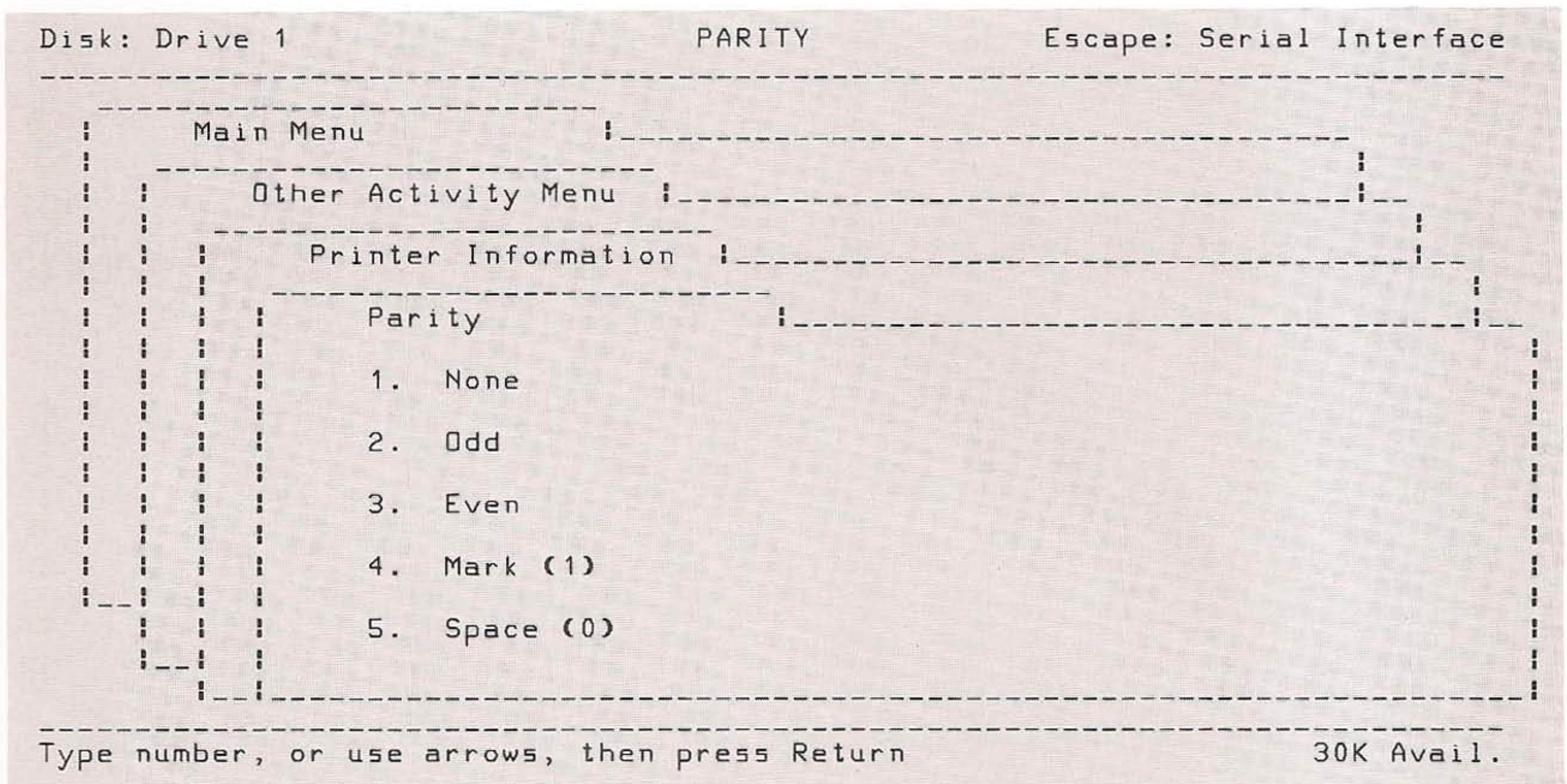
If you select the wrong data format, your printer will not work properly.

Select the correct data format by typing its number and pressing **RETURN** or by using the arrow keys to highlight it and then pressing **RETURN**.

Specifying Parity

After you indicate that you want to specify a value for parity, AppleWorks presents the **Par i t y** menu, which is illustrated in Figure B-8.

Figure B-8. Parity Menu



If you select the wrong value for parity, your printer will print what is sometimes known as “garbage.”

Select the correct parity value by typing its number and pressing **(RETURN)** or by using the arrow keys to highlight it and then pressing **(RETURN)**.

Entering Other Codes

AppleWorks uses a specific set of printer options. However, if your printer has an option not available in AppleWorks, setting printer codes may turn these options on. For example, some printers have different levels of print density. To get these different print densities, you could enter the proper codes under Subscript or Superscripts. This way, any time you told Appleworks to print with subscripts in the Word Processor, your printer would print with the feature you turned on with the codes you entered under Subscripts or Superscripts.

Do not enter codes that have actual different meanings under Characters per inch. AppleWorks will not be able to accurately display on the screen what your text will look like when printed.

Characteristics of Printers

When configuring your own custom printer, remember that each printer has its own rules for the way various printer features are implemented. For example, some printers do not allow you to change text to boldface and do underlining within the same line. These printers only allow one feature to be active at a time on a single line. AppleWorks is unable to keep track of all these printer-specific rules. For this reason, if a particular feature does not appear to be working correctly, check the manual for your printer to be sure you are not attempting to have the printer do something it is incapable of doing.

Sending AppleWorks Files Over Phone Lines

It's easy to send your AppleWorks files over telephone lines or directly to another computer by using Apple Access II or another telecommunications program.

This appendix provides guidelines and explains the general procedure for sending files. See the *Apple Access II User's Manual* or the manual that came with your telecommunications program for more specific information.

Three Types of Files

AppleWorks files can be sent over phone lines as three different types of files:

- AppleWorks files, created by the Word Processor, the Data Base, or the Spreadsheet
- ASCII files, created by the Word Processor, the Data Base, or the Spreadsheet
- DIF files, created by the Data Base or the Spreadsheet.

Choosing the Type of File to Send

Choosing the type of file to send over the phone lines is the hardest part; sending it is easy.

To choose the type of file to send, ask yourself two questions. Then read and follow directions in the applicable section of this appendix.

Here are the questions:

1. What software is on the receiving end? (Does the person you are sending a file to use AppleWorks? Does the person you are sending a file to use Apple Access II?)
2. What is the receiver going to do with the file?

Table C-1 shows the type of file to send under various circumstances.

Table C-1. *Choosing a File Type*

Software On Receiving End	Type of File to Send
AppleWorks, Access II	Always send as AppleWorks files.
AppleWorks, Other Telecommunications Program	Send Word Processor files as ASCII files. Send Data Base or Spreadsheet files as DIF files.
No AppleWorks, Other Telecommunications Program	Send Word Processor files as ASCII files. If the program requires DIF files, send Data Base and Spreadsheet files as DIF files. If the receiver is going to print the Data Base or Spreadsheet file or work with it on an editor that can accept ASCII text, send as ASCII files.

Sending AppleWorks Files

You can send AppleWorks files over the lines to anyone who has Appleworks on the receiving end. To do this:

1. Work on or create the file you want to send (Word Processor, Spreadsheet or Data Base) in Review/Add/Change.

2. Save the file on your data disk.
3. Start up Apple Access II. Follow the instructions on the display to send your AppleWorks file.

Sending ASCII Files

When the receiver doesn't have AppleWorks or Apple Access II, you may want to send your files as ASCII files. An Appleworks file can be sent as an ASCII file to any telecommunications program that supports ASCII files.

Here's how to convert an AppleWorks file into an ASCII file:

1. Get or create the file you want to send (Word Processor, Spreadsheet or Data Base) in Review/Add/Change.
2. Press **(⌘)-(P)**.
3. If you're sending a Word Processor file, tell AppleWorks where you want to print from.

If you're sending a Data Base file, create a report format so that the data is formatted the way you want to send it. Then press **(⌘)-(P)** again.

If you're sending a Spreadsheet file, choose **All, Rows, Columns, or Block**. Then highlight the area you want to send and press **(RETURN)**.

4. Choose a text (ASCII) file on disk in response to **Where do you want to print the file/report?**
5. Assign it a pathname.
6. Start up Apple Access II, and send the file as you would any ASCII file, using the pathname assigned.

See Chapter 13, "Printers and Printing," if you want more information on how to create an ASCII file on disk.

Sending DIF Files

When the receiver doesn't have AppleWorks or Apple Access II, you may want to send your files as DIF files. DIF files are a VisiCalc standard. You can create them with the AppleWorks' Spreadsheet and Data Base. The procedure you follow is the same as that for creating ASCII files.

DIF files are mainly used by spreadsheet programs. Because they do not carry spreadsheet formulas, they are useful to people who want to create a graph or a new spreadsheet from your spreadsheet values, or to plug your values into an existing spreadsheet.

See Chapter 13, "Printers and Printing," if you want more information on how to create a DIF file on disk.

Helpful Hints:

- If the receiver has a printer supported by AppleWorks and wants to print your files, you can make sure your file contains the proper printer codes. Use Other Activities Menu option 7, *Specify information about your printer*, to add the appropriate printer and check its specifications. Change any if you need to. The file you send will then contain the proper printer codes.
- With a telecommunications program it should not matter what type of file you are sending. The receiver, however, must know what type of file you are sending.
- Some telecommunications programs offer error checking. Apple Access II, for example, can use Christiansen protocols to check the validity of the files transmitted. However, both ends must be synchronized, and use the same protocols.

Glossary

Apple IIe 80-Column Text Card: A peripheral card made and sold by Apple Computer, Inc. The card plugs into the Apple IIe's auxiliary slot and enables the computer to display 80-column text as well as 40-column text.

Apple IIe Extended 80-Column Text Card: A peripheral card made and sold by Apple Computer, Inc. The card plugs into the Apple IIe's auxiliary slot and extends its memory capacity by 64K bytes. It also enables the computer to display 80-column text as well as 40-column text.

application program: A program such as AppleWorks that uses the computer for one or more specific purposes or tasks, such as word processing or data base management.

appropriate format: Spreadsheet information displayed just as you type it whenever possible.

argument: The value on which a Spreadsheet function operates. For example, in the function @SUM(A1...C1), the argument is the contents of cells A1 through C1. The function @SUM operates on these contents.

ASCII: An acronym for the American Standard Code for Information Interchange. Refers to a type of data format. See **text (ASCII) file**.

ASCII file: See **text (ASCII) file**.

auxiliary slot: The special expansion slot inside the Apple IIe used for the Apple 80-Column Text Card or Extended 80-Column Text Card.

back up: To make a duplicate (spare) copy of a disk or file.

blot: Nonprinting carriage return character that looks like a little checkerboard. Blots are embedded in Word Processor documents.

Field

caret: A nonprinting character (^) that indicates the beginning or end of a special printing command. Carets are embedded in Word Processor documents.

category: One kind of information in a Data Base file. All Data Base records in a file contain the same categories. A business contacts file could contain these categories: Name, Company, Street Address, City, State, Zip, and Telephone Number.

cell: The place in a spreadsheet where an individual piece of information is displayed.

cell indicator: The sign that tells the contents of a cell in a spreadsheet.

cell layout: The specification that tells how information in a spreadsheet cell or group of cells is displayed.

character: A letter, digit, punctuation mark, or other written symbol used in printing or displaying information.

clipboard: The area of the computer's random-access memory (RAM) used to hold information during AppleWorks' cut and paste operations.

column indicator: The sign at the bottom of a Word Processor display that tells which display column the cursor is on.

commas format: The specification that causes numbers in a spreadsheet to be displayed with commas between thousands.

connector: A physical device, such as a plug, socket, or jack, used to connect one hardware component of a system to another.

coordinates: The location of a cell in a spreadsheet, for example, A16, DC241.

copy-from cell: The cell whose contents are copied with the Spreadsheet's copy feature; the source cell.

copy-to cell: The cell to which information is copied with the Spreadsheet's copy feature; the destination cell.

current location: The place where AppleWorks looks first for files. The current location is not saved from one AppleWorks session to the next.

cursor: A blinking character displayed on the screen that tells where your next action will take effect or where the next character typed will appear. AppleWorks' cursor can be the insert, blinking bar cursor or the overstrike, blinking rectangular cursor.

custom printer: A printer not on AppleWorks' standard list of printers. You must provide all specifications to AppleWorks about your printer if you have a custom printer.

cut and paste: The process you use in AppleWorks to transfer information from one file to another.

Data Base: The part of AppleWorks that organizes, stores, retrieves, modifies, and reports information in lists.

default: A value, action, or setting that is automatically used by AppleWorks when you don't give other explicit information.

default printer: The printer AppleWorks thinks you'll want to use. When you first use a new AppleWorks system, the default printer is the Apple Dot Matrix printer (DMP).

Desktop: The area of the Apple computer's random-access memory (RAM) reserved for AppleWorks files that you are working on. The Desktop can hold up to 12 files.

Desktop Index: The list of files on AppleWorks' Desktop. Pressing (⌘)-(Q) gets the Desktop Index.

destination: The copy-to cells in the Spreadsheet.

DIF file: A DIF, or Data Interchange Format, file; a file created by VisiCalc and many other programs that allow for easy data interchange. AppleWorks' Spreadsheet and Data Base can both read and print DIF files.

directory file: A file that contains the names and locations of other files on the disk.

disk: An information storage medium consisting of a flat circular magnetic surface on which information is recorded in the form of small magnetized spots.

disk controller card: A peripheral card that connects one or two disk drives to the Apple IIe and controls their operation.

disk drive: A peripheral device that writes and reads information on the surface of a disk.

Disk II™ drive: A disk drive made and sold by Apple Computer, Inc. for use with the Apple II series computers; uses 5-1/4 inch flexible disks.

Disk Operating System: An operating system for the Apple II series computers that allows the computer to control and communicate with one or more disk drives. See **DOS**.

display: Information exhibited visually, especially on the screen of a display device such as a monitor or television.

document: A collection of information in the form of text, created and used by AppleWorks' Word Processor.

dollars format: The cell format that causes Spreadsheet numbers to be displayed with dollar signs.

DOS: An acronym for Disk Operating System. DOS 3.3 is a version of DOS.

edit: To change or modify; for example, to insert, remove, replace, or move text in a document.

embedded: Contained within. For example, printer options are embedded in Word Processor text.

entry: An individual piece of information in a Data Base category; the information in a cell in a spreadsheet.

entry line: The line where you type or edit information that goes in a spreadsheet cell.

file: A collection of information stored as a named unit on a peripheral storage medium, such as a disk.

filename: The name that identifies a file. AppleWorks' filenames can contain up to 15 characters, including uppercase and lowercase letters, numbers, spaces, and periods.

fixed decimal format: The cell format that causes Spreadsheet numbers to be displayed with a fixed number of decimal places.

flexible disk: A disk made of flexible plastic used for storing computer programs or data. Often called a *floppy* disk.

formula: A kind of Spreadsheet value; mathematical representation combining pointers and functions that define a desired calculation. For example, +A1/B3 and -C3-6.5 are formulas.

function: A kind of Spreadsheet value; a representation that stands for a calculation; begins with @. Examples of functions are @SUM(B3...B5) and @SQRT(B44).

group total: A subtotal in a Data Base report.

hard copy: Information printed on paper.

header: The top of each page in a Word Processor document in which you've used the Page Header command. See **report header**.

insert: To use the insert cursor to type information.

insert cursor: The blinking bar cursor that lets you insert characters before the character the cursor is on. The information you type goes where the cursor is, and information to the right of the cursor moves further to the right.

interface card: A peripheral card that implements a particular interface allowing communication between the computer and a peripheral device, such as a printer or modem.

K: A symbol equivalent to the number 1024; commonly used to indicate a thousand. In AppleWorks, used to mean a thousand characters of information, as in *The floppy disk can hold files that total up to 143K characters*.

label: Information in a spreadsheet that identifies numerical information; a title.

label format: The specification that tells how labels are displayed in spreadsheet cells.

labels-style report: The Data Base report style that prints record entries vertically down the page, like labels.

left-justify: To print entries in Data Base labels-style reports without large blank spaces between some words. Also, to format labels in the Spreadsheet against the left side of the cell.

line indicator: The sign at the bottom of a Word Processor display that tells which line the cursor is on.

List of Files: An AppleWorks display that lists the files on the current disk.

load: To transfer information from a peripheral storage medium (such as a disk) into main memory for use; for example, to transfer the AppleWorks program into memory for execution.

Main Menu: The list of AppleWorks' main options, from which you may choose one.

menu: A list of choices presented by a program, usually on the display screen, from which you can select.

multiple-record layout: The Data Base record layout that displays records horizontally.

No Change copy: Copying the exact coordinates from one Spreadsheet cell to another.

open-Apple command: A command you use by pressing ⌘ while you press another key to call a particular AppleWorks feature. For example, ⌘-Q requests a list of files on the Desktop so you can change to another file.

Other Activities menu: The second level of AppleWorks options, reached from the Main Menu, from which you may choose one.

overstrike cursor: The blinking rectangular cursor that lets you replace (type over) the character under the cursor.

page: A screenful of information. Also, the conventional meaning of paper.

paging: Moving the cursor through a file by displaying information screenful by screenful.

pathname: The full name by which ProDOS identifies a file. A series of filenames, preceded and separated by slashes, that indicates the entire path from volume directory to file that AppleWorks must follow to find that file. A pathname always begins with a slash and a volume name and ends with the name of a file.

platen width: The distance the printhead on your printer can travel from left to right.

pointer: A kind of Spreadsheet value; begins with a plus sign or a minus sign and points to the contents of another cell.

port: A connector that works somewhat like an electrical outlet. It's specifically designed for a class of peripheral devices (like printers) that allows information to pass back and forth between the computer and the device.

prefix: A pathname set to indicate a specific directory file; the combination of volume directory name and subdirectory names that locates a file. It does not include the name of the file.

printer options: Specifications for printing Data Base and Spreadsheet reports and Word Processor documents.

ProDOS: An Apple II operating system used by AppleWorks and designed to support mass storage devices like the ProFile as well as drives for flexible disks. ProDOS stands for Professional Disk Operating System.

ProDOS prefix: See **prefix**.

ProFile: A rigid disk made by Apple Computer, Inc., for mass data storage.

program disk: A disk that contains a program that puts the resources of the computer to use for some specific purpose or task, such as word processing, data base management, graphics, or telecommunications. In this case, the disk that holds the AppleWorks program.

prompt: AppleWorks' request for an answer. For example, in `Print from? Beginning This page Cursor position, Print from?:` is the prompt.

protection: Prohibiting specific kinds of changes to spreadsheet cells.

RAM: See **random-access memory**.

random-access memory: Memory in which the contents of individual locations can be read or written to in an arbitrary or random order. Its contents are lost when the computer is turned off or power is otherwise lost.

record: All the information about one person or item in a Data Base file; a Data Base file contains many records.

record layout: The way Data Base records are displayed.

record selection rule: The Data Base rule you form that lets you display or print only certain records from the file.

relative copy: Copying coordinates in a Spreadsheet pointer, formula, or function depending on the position of the copy-to cell or cells.

report format: The specifications that define the layout of a Data Base report; maximum of eight per Data Base file.

report header: The Data Base or Spreadsheet report title and date information.

report style: How Data Base information is printed; tables-style or labels-style.

Review/Add/Change: The Data Base, Word Processor, and Spreadsheet feature that lets you browse through information in a file, change it, add to it, or delete it.

Ruler: The ⌘ - 1 through ⌘ - 9 key combinations that let you move the cursor through a file by eighths.

save: To transfer information from random-access memory to a disk for later use.

scroll: To change the contents of all or part of the display screen by shifting information out at one end (usually the top) to make room for new information appearing at the other end (usually the bottom), producing an effect like that of moving a scroll of paper past a fixed viewing window.

single-record layout: The Data Base record layout that lets you display records vertically, one record at a time.

slot: A narrow socket inside the Apple IIe computer where you can install peripheral device cards.

source: The copy-from cells in the Spreadsheet.

Space Available: The sign at the bottom of the screen that indicates how many more thousands (K) of characters the Desktop can hold.

spreadsheet: A grid of rows and columns in which text, numbers, and formulas can be stored, allowing complex or repetitive calculations to be defined in a simple, easily understood way.

Spreadsheet: The part of AppleWorks that lets you work with and print numeric information in rows and columns format.

standard location: The place where AppleWorks looks for files unless you have specified a different, current location.

standard values: Values you specify for Data Base entries that are entered into all records unless you change them; values you specify for how Spreadsheet information is displayed.

start up: To get the computer system running. Sometimes called "boot."

startup disk: A disk containing software recorded in the proper form to be loaded into the Apple computer's memory to get the computer running when power is turned on; or, if power is already on, when you press **(CONTROL)-(⌘)-(RESET)**.

strike over: To use the overstrike cursor to replace information under the cursor; type over.

subdirectory: A file that contains the names and locations of other files on the disk and that is not the volume directory.

tables-style reports: Data Base reports with record entries printed horizontally across the page, in rows and columns.

text (ASCII) file: A file containing information expressed in ASCII form; created by Apple Writer, some data base management systems, and all three AppleWorks applications. Can be used as a source for AppleWorks Data Base and Word Processor files.

value format: The specifications that tell how Spreadsheet values are displayed.

values: Numerical information in the Spreadsheet, including numbers, pointers, formulas, and functions.

volume: A general term referring to a storage device. The volume most commonly used with the Apple II is the disk. A volume has a name and a volume directory with the same name. Its information is organized into subdirectories and files.

volume directory: The main directory of a volume, which tells what the volume contains. The volume directory is identified by the name of that volume preceded by a slash.

volume name: The local name of the main directory of the volume. You can use your utilities disk to determine a volume name if you need to know it.

window: The portion of a collection of information (such as a document, picture, or worksheet) that is visible on the display screen.

Word Processor: The part of AppleWorks that creates, modifies, and prints information in letters, memos, reports.

word wraparound: In the Word Processor, the automatic continuation of text from the end of one line to the beginning of the next line on the display screen.

write: To transfer information from the computer to a destination external to the computer, such as a disk drive, printer, or modem.

write-enable notch: The square cutout in one edge of a disk's jacket that permits information to be written on the disk. If there is no write-enable notch, or if it is covered with a write-protect tab, information can be read from the disk but not written on it.

write-protect: To protect the information on a disk by covering the write-enable notch (the small cut to the right of the label on some disks) with a write-protect tab, preventing any new information from being written onto the disk.

write-protect tab: A small adhesive sticker used to write-protect a disk by covering the write-enable notch.

zooming in: Looking at Data Base records in single-record layout; looking at Word Processor documents with embedded printer options displayed; looking at the formulas used in a spreadsheet.

zooming out: Looking at Data Base records in multiple-record layout; looking at Word Processor documents without embedded printer options displayed; looking at the results of the formula in a spreadsheet.

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ABBREVIATIONS

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 SS Spreadsheet
 WP Word Processor

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Your Title: _____

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Exact Name _____ Version _____
of Software _____ (if applicable) _____
Product _____
Number _____

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2. Was the information presented appropriately for your level of computer expertise?

Too Elementary Just Right Too Complex

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use about any problems you've had with your Apple system. Feel free to attach additional sheets.

5. What did you like best about the manuals? _____

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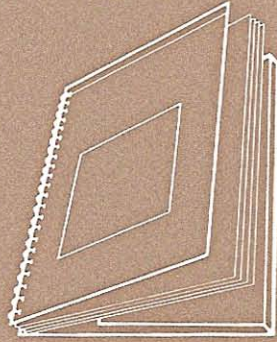
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