

Understanding AppleWorks

This chapter presents a general overview of AppleWorks. It also tells you about AppleWorks files.

What Is AppleWorks?

AppleWorks is a computer program that allows you to do data base management, word processing, and spreadsheet analysis. AppleWorks' three functions are performed by three software applications that create and work with a specific kind of information:

- The AppleWorks Data Base allows you to work with information you normally keep in lists: names and addresses, schedules, inventories.
- The AppleWorks Word Processor lets you write documents: reports, memos, letters.
- The AppleWorks Spreadsheet lets you create information you normally put on a spreadsheet and manipulate with a calculator: budgets, financial forecasts, income and expense statements.

Because AppleWorks is an integrated program, you can move back and forth at will among these three software applications and the files they create. And you can combine the three kinds of information, cutting and pasting one kind of information into another. AppleWorks' integration greatly increases your ability to work with information in the easiest and most efficient way.

Equipment You Need

All AppleWorks users should have

- the AppleWorks *Startup* and *Program* disk
- the disk named *Sample Files* for use with *Apple Presents AppleWorks* and the tutorial manual
- at least two blank disks to use for copies of *Startup* and *Program*.



If you have an **Apple IIe** computer, you need this equipment to use AppleWorks:

- An 80-Column Text Card, preferably one with extended memory, in the large auxiliary slot
- A video monitor
- One or more disk drives with the controller card in slot 6

To make maximum use of AppleWorks, you also need a printer with the printer interface card in slot 1.

Here's some other equipment you might find helpful in using AppleWorks:

- A ProFile, with the interface card in slot 5
- A system clock, with the interface card in slot 2 or slot 4.



If you have an **Apple IIc** computer, set to 80 columns, you need

- A video monitor

To make maximum use of AppleWorks, you also need a printer (serial only) plugged into port 1 or 2. In addition, it's nice to have an additional disk drive plugged into the built-in connector.

Copying Disks and Backing Up Files

Before you start using AppleWorks, you should copy your *Startup* and *Program* disk onto two blank disks. This section tells how. It also tells how to back up your own AppleWorks files, which you should do frequently.

Copying Startup and Program

Before you begin using AppleWorks, be sure to copy the side of the disk labeled *Startup* and the side of the disk labeled *Program* onto separate disks. Put the original disk in a safe place and use the copies. Because AppleWorks writes the date on the program disk every time you use it, you shouldn't put a write-protect tab on that disk.



If a *ProDOS User's Manual* and *ProDOS User's Disk* came with your Disk II drive and controller card, use this utilities manual and disk to format blank disks and copy your *Startup* and *Program* disk.

If you received a *DOS 3.3 System Master* disk and manual with your Disk II drive and controller card, use AppleWorks' **Other Activities** menu option 5, **Format a blank disk**, to format your disks. Then use DOS 3.3 COPYA to copy the *Startup* and *Program* disk.



A *System Utilities* disk and utilities booklet came with your Apple IIc computer. Use this utilities booklet and disk to format blank disks and copy your *Startup* and *Program* disk onto two blank disks.

Backing Up Your AppleWorks Files

It's important to **back up** AppleWorks files, or make duplicate copies of them, frequently. You should always have a recent copy of AppleWorks data disks, stored in a safe place away from dust, magnetic fields, and temperature extremes. Use the following to back up your files, depending on which system you have:

- The ProDOS Filer on the *ProDOS User's Disk*
- DOS 3.3 COPYA
- The Apple IIc *System Utilities* disk

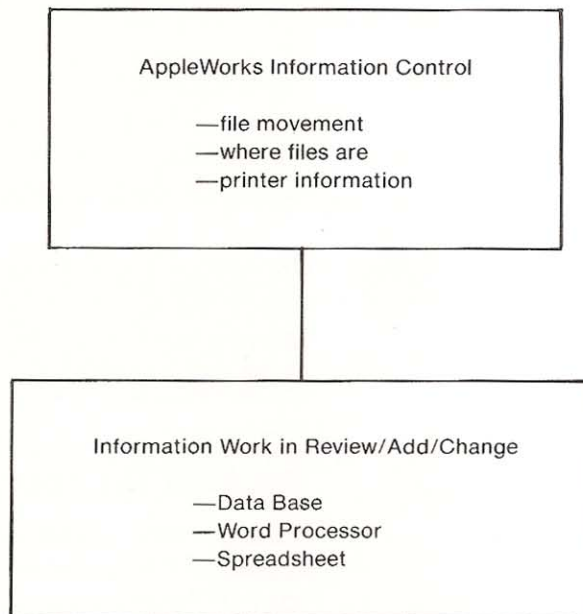
How Does AppleWorks Work?

There are two levels of activity within AppleWorks, as Figure 1-1 illustrates. The bottom level of activity is performed by the Data Base, the Word Processor, and the Spreadsheet. At this level, you do the actual work on information, creating and reviewing it, changing it, and printing it.

At the top level, AppleWorks contains information about where you store your files and about your printer. It also controls files by moving them onto the **Desktop**—the area of the Apple computer's **random-access memory (RAM)** that you use to work with your files—and by saving the files for you after you've worked with them.

As AppleWorks administers the space on the Desktop, it warns you when you are running out of Desktop space, and it lets you move back and forth from one AppleWorks file to another.

Figure 1-1. AppleWorks' Two Levels of Activities



See Chapter 12 for complete cut and paste instructions.

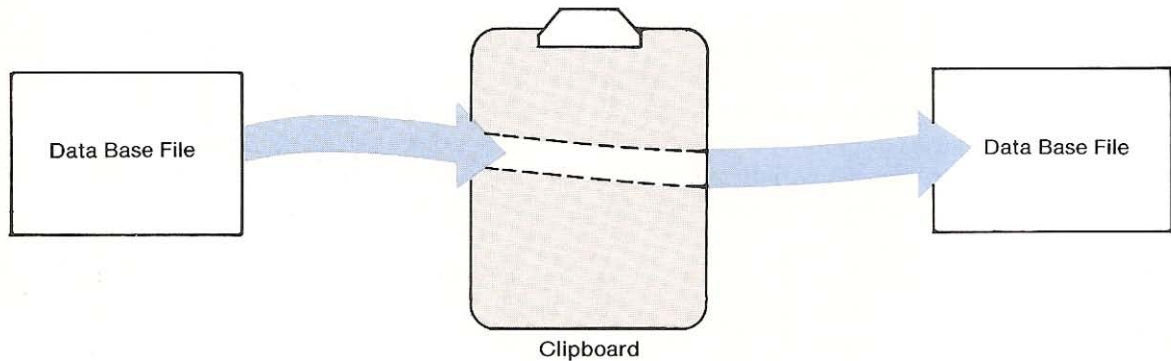
AppleWorks also lets you transfer information from one file into another, an activity called **cut and paste**. You can cut and paste information into another file of the same type; for

example, you can cut and paste Data Base information into another Data Base file. You can also create Data Base and Spreadsheet reports and paste them into Word Processor documents.

When you cut and paste, you transfer information through the **clipboard**. The clipboard is an AppleWorks term that refers to an area of the computer's RAM used for cut and paste.

Figure 1-2 shows a cut and paste operation.

Figure 1-2. Cut and Paste



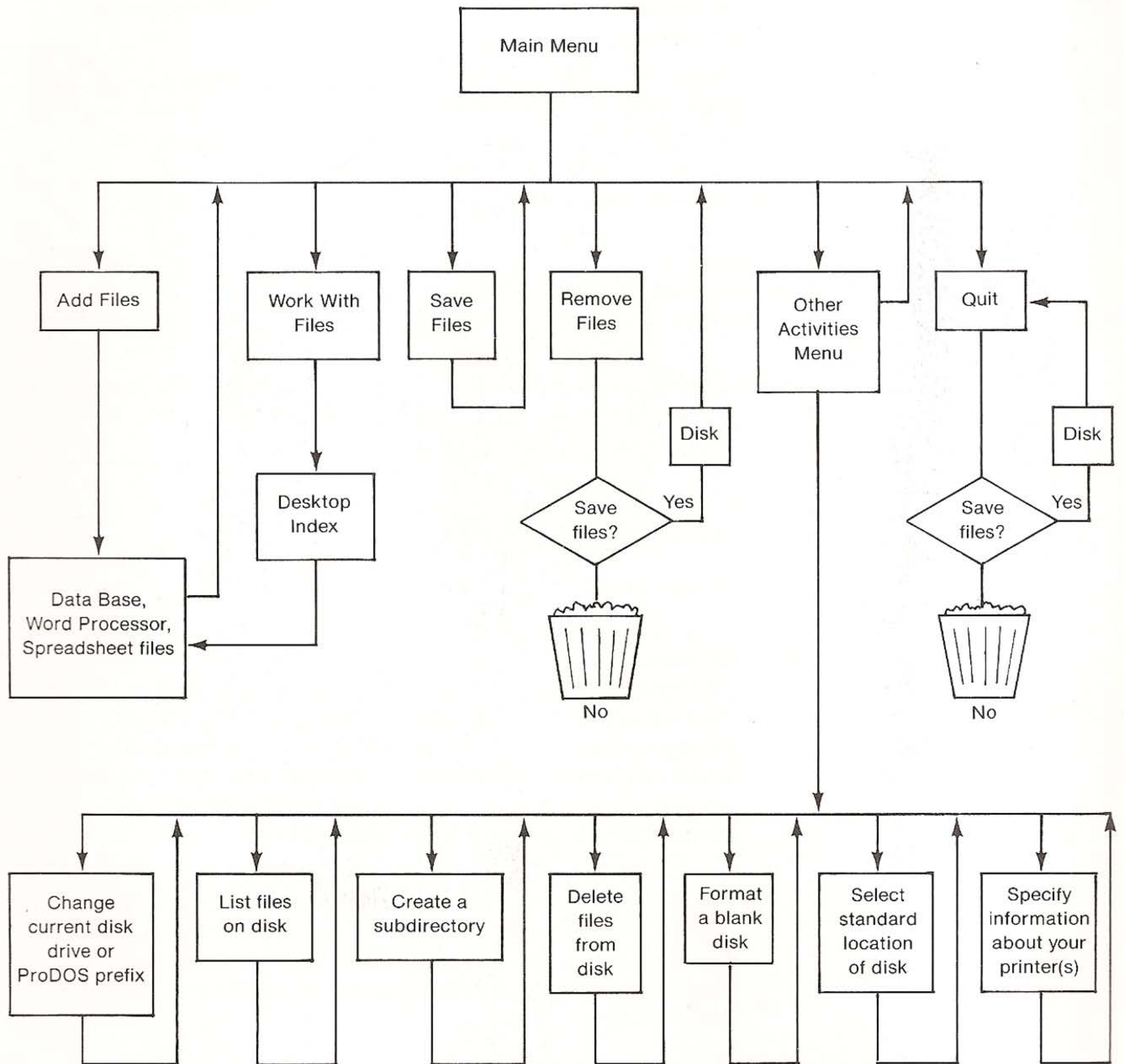
See "Quitting AppleWorks" in Chapter 2 for instructions on leaving AppleWorks safely.

Warning

Because the Desktop and the clipboard are actually a part of the memory of the computer, information in each place disappears when you turn off the power to the computer or when you leave AppleWorks by starting up another program. You should make sure you save new and changed files permanently before you leave AppleWorks.

Figure 1-3 is a flowchart of AppleWorks activities. It shows the options available from the Main Menu and from the Other Activities menu. Flowcharts specific to the Data Base, the Word Processor, and the Spreadsheet are in Chapters 3, 6, and 9, respectively.

Figure 1-3. AppleWorks Flowchart



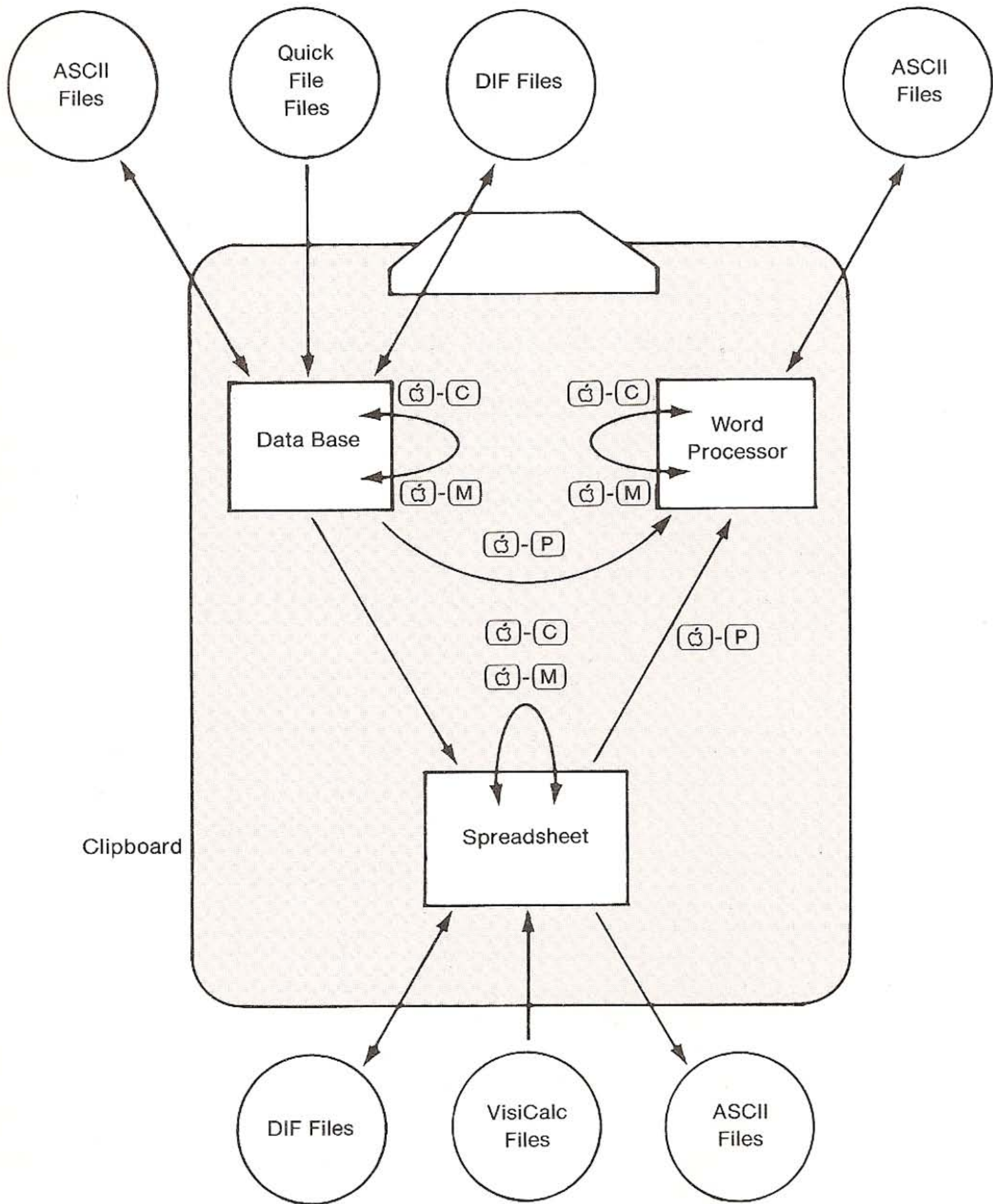
About AppleWorks Files

AppleWorks provides an enormous amount of flexibility both in the sources of files and in the guidelines for files. In addition, it keeps information on the storage location of your files so you don't have to always tell AppleWorks where to look when you want to use a file. This section tells all about file sources, guidelines, and storage locations.

File Sources

AppleWorks allows you to create files from scratch using the Data Base, the Word Processor, and the Spreadsheet. In addition, AppleWorks adds to your data management capability by letting you use files created by other programs. Then you can use AppleWorks' applications to work with these files. Figure 1-4 provides an overview of sources for AppleWorks files.

Figure 1-4. Sources of AppleWorks Files



Specific requirements for each type of file are listed in Chapters 4, 7, and 10.

- The keystrokes **⌘-P**, **⌘-M**, and **⌘-C** are used to move files or parts of files from one area to another when you are using cut and paste.
- Text (ASCII) files can be sources for Data Base and Word Processor files. Text files are files created by Apple Writer and some data base management systems.
- Quick File™ files can be sources for Data Base files.
- DIF™, or Data Interchange Format, files can be sources for Spreadsheet and Data Base files. DIF files are created by VisiCalc® and many other programs; they allow for easy data interchange between programs.
- VisiCalc files can be sources for Spreadsheet files.

General Guidelines for AppleWorks Files

Table 1-1 contains general guidelines for AppleWorks files.

Table 1-1. *General AppleWorks File Guidelines*

File Feature	Guideline
Maximum number of AppleWorks <u>files</u> per flexible disk	Usually <u>51</u> . Depends on size of files; up to 140K total characters
Maximum number of AppleWorks files per ProDOS subdirectory	130 if the subdirectory was made large enough. (The usual maximum is <u>51</u> .)
Maximum number of AppleWorks files allowed on AppleWorks' Desktop	12
Guidelines for filenames	15 characters maximum. The name must start with a letter, and it can contain only uppercase and lowercase letters, numbers, spaces, and periods.

Space Available: Depending on the size of your computer's memory, the *space available* number you see in the lower-right corner of the display may be larger or smaller than that in the manual's illustrations.

By the Way: It's always best to give a unique name to each file, one that tells you as closely as possible what's in the file. Because of the freedom AppleWorks gives you in naming files, it's easy to describe the contents of a file in the filename.

File Locations

The AppleWorks program contains information about where it should look for your files. This storage location information is a combination of two different aspects:

- Whether the storage location is the standard location or the current location
- Whether you keep files by filename only, or whether you use a ProFile and/or group them logically by subdirectories.

This section explains both aspects.

Standard and Current Locations

AppleWorks stores the information on disk that tells where it should always look for files at startup. This is the **standard location** of your files. When you first start up AppleWorks, the standard location is drive 1 (which is the built-in drive for the Apple IIc). If you use another disk drive for your AppleWorks files, you select that as the standard location.

You can override this standard location if you want by providing another, temporary, place where AppleWorks should look. This is the **current location** of files. AppleWorks saves the standard location from one session to the next, but it doesn't save the current location.

See "Selecting the Standard Location of the Data Disk" and "Changing the Current Disk Drive or ProDOS Prefix" in Chapter 2 for information on changing file locations.

Files by Filename or Grouped by Pathname

If you store files by filename, you ordinarily keep them on a flexible disk in drive 1 or drive 2. So your standard or current location is drive 1 or drive 2. You can easily, efficiently, and happily operate AppleWorks and store files without giving another thought to dividing them into groups or storing them using another location. Just store files by filename on a disk in a drive. No problem!

However, because AppleWorks is based on ProDOS (Professional Disk Operating System), it uses a ProDOS system for naming and organizing files. This system allows you to logically and efficiently organize files. All AppleWorks users can use this system, whether they have ProDOS or DOS 3.3.

So, if you have a large number of files and/or you're using a ProFile to store files, you may want to group them by **subdirectories**. Subdirectories divide many files on one volume into logical groups. For example, you may want to keep personal letters and lists of names and addresses in separate directories.

Complete information about using ProDOS prefixes to identify files and about pathnames is in the *ProDOS User's Manual*.

In this case, you should set up a standard and/or current location, using the ProDOS prefix for the files. The ProDOS prefix consists of all the identifying information for the file except the filename, including the **volume name** and the subdirectory names. Examples of ProDOS prefixes are

/VOLUME3
/PROFILE/FINANCE
/LISTS/RECIPES

Occasionally, when you are writing certain reports on a disk, AppleWorks asks you for the **pathname** of the file. The pathname includes the ProDOS prefix and the filename. Examples of pathnames are

/VOLUME3/ADDRESSES
/PROFILE/FINANCE/BUDGET
/LISTS/RECIPES/OMELETTES



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Working With AppleWorks

This chapter presents general information about working with AppleWorks. It tells how to start up AppleWorks and how to interact with AppleWorks. It also includes instructions for using Main Menu and Other Activities menu options.

Starting to Use AppleWorks

Before you start using AppleWorks, be sure to copy the AppleWorks **Startup** disk and the **Program** disk. See “Copying Disks and Backing Up Files” in Chapter 1.

To start up AppleWorks, follow these steps:

1. Put the AppleWorks *Startup* disk into drive 1 for the Apple IIe or the built-in drive for the IIc.
2. If the monitor is off, turn it on.
3. If the computer is off, turn it on. If it is already on, press **CONTROL**-**(⌘)**-**RESET**. It takes several seconds for the computer to read the instructions on the *Startup* disk. Then AppleWorks asks for the *Program* disk.

If you want to start up AppleWorks from a ProFile, see Appendix A.

4. Remove the *Startup* disk, insert the *Program* disk, and press **(RETURN)**. If you use your original *Program* disk rather than a copy, or if you put the disk in drive 2, you see the message: Your copy of the AppleWorks PROGRAM disk must be in drive 1. The write-protect notch must be uncovered. Then AppleWorks asks for the date, which it uses when you save files during this session.
5. Type today's date using the form shown on the screen. Then press **(RETURN)**. If you have a Thunderclock, first press **(RETURN)** to accept the date. AppleWorks displays the Main Menu.

By the Way: If you have a clock, check the year when you first use AppleWorks. Correct it if it's wrong *and* when the year changes.



Warning

If you are using one disk drive, AppleWorks asks you to switch the Program disk and the data disks occasionally, whenever it needs more instructions or more data. Switch the disks then, but don't switch the disks unless AppleWorks asks you to. AppleWorks always prompts you at the right time to change disks.

If you are using a second disk drive or ProFile for your data disks, follow directions in "Selecting the Standard Location of the Data Disk" in this chapter to let AppleWorks know where to look for your data.

Communicating With AppleWorks

This section provides general information on communicating with AppleWorks, information relating to your activities with AppleWorks whether you are working with AppleWorks at the top level or using the Data Base, the Word Processor, or the Spreadsheet. It tells how to

- use Open-Apple commands
- respond to prompts
- type and edit information

- use (ESC)
- use AppleWorks' Ruler.

Using Open-Apple Commands

Open-Apple commands are instructions to AppleWorks to use a special feature. They are always a combination of (⌘) and another key that reminds you of what you want to do. For example, the Help command is a combination of (⌘) and (?), which is written in this manual as (⌘)-(?). The Save command is a combination of (⌘) and (S), which is written in this manual as (⌘)-(S).

You always hold down (⌘) and press the other key lightly to give the command. Then release both keys.

Open-Apple commands usually mean the same thing whether you are using AppleWorks' Data Base, Word Processor, or Spreadsheet. This means you don't have to learn a lot of new keystrokes when you change applications. The keys that go with (⌘) remind you of what you want to do, so they're easy to remember.

Responding to Prompts

This section tells how to respond to the four types of AppleWorks prompts: prompts that

- ask you to select an option from a menu
- ask you to select an answer to a question
- let you select files from lists
- ask you to type information.

Selecting a Menu Option

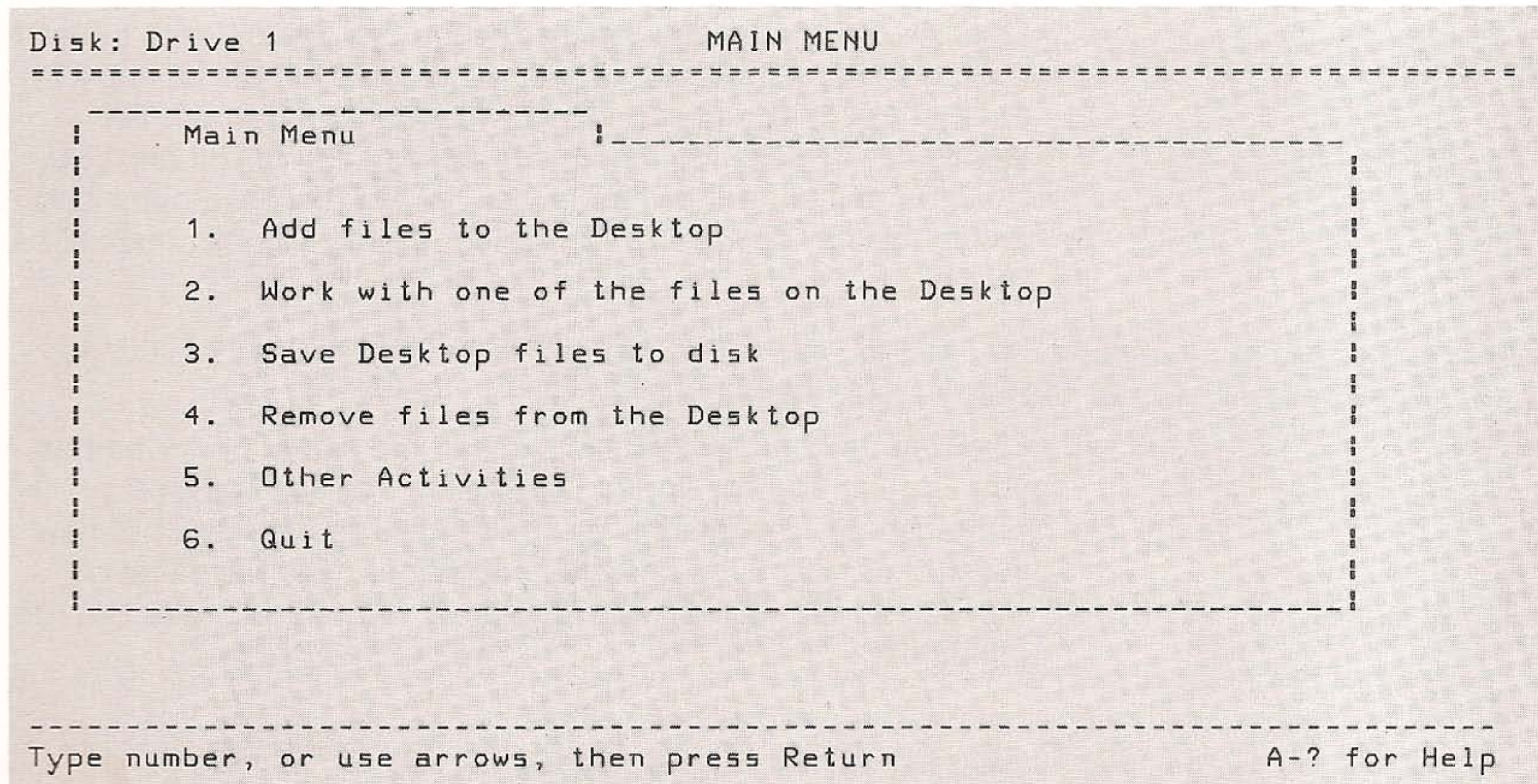
A menu, such as the Main Menu, illustrated in Figure 2-1, lists numbered options. You select an option in either of these two ways:

- Press (↑) and (↓) until the option you want is highlighted. Press (RETURN) to confirm your selection.
- Type the number of the option you want and press (RETURN).

After you select an option, its number is replaced by —>.

AppleWorks' **default option** is the option it thinks you'll choose. It's always highlighted, which makes it easy to select that option first.

Figure 2-1. Main Menu



Selecting an Answer to a Question

Sometimes AppleWorks provides several answers to questions and expects you to select one. For example, the following question asks whether you want to print from the beginning of the document, from the beginning of the current page, or from the cursor position:

```
Print from? Beginning This page Cursor position
```

Your three possible responses are **Beginning**, **This page**, or **Cursor position**. To select a response:

- Choose the highlighted answer by pressing **(RETURN)**.
- Choose one of the other answers by using **(→)** to highlight the answer and then pressing **(RETURN)**.
- Type the first letter of any response, such as **b**, **t**, or **c**.

Choosing Files From Lists

AppleWorks presents lists of files from which you choose one or more:

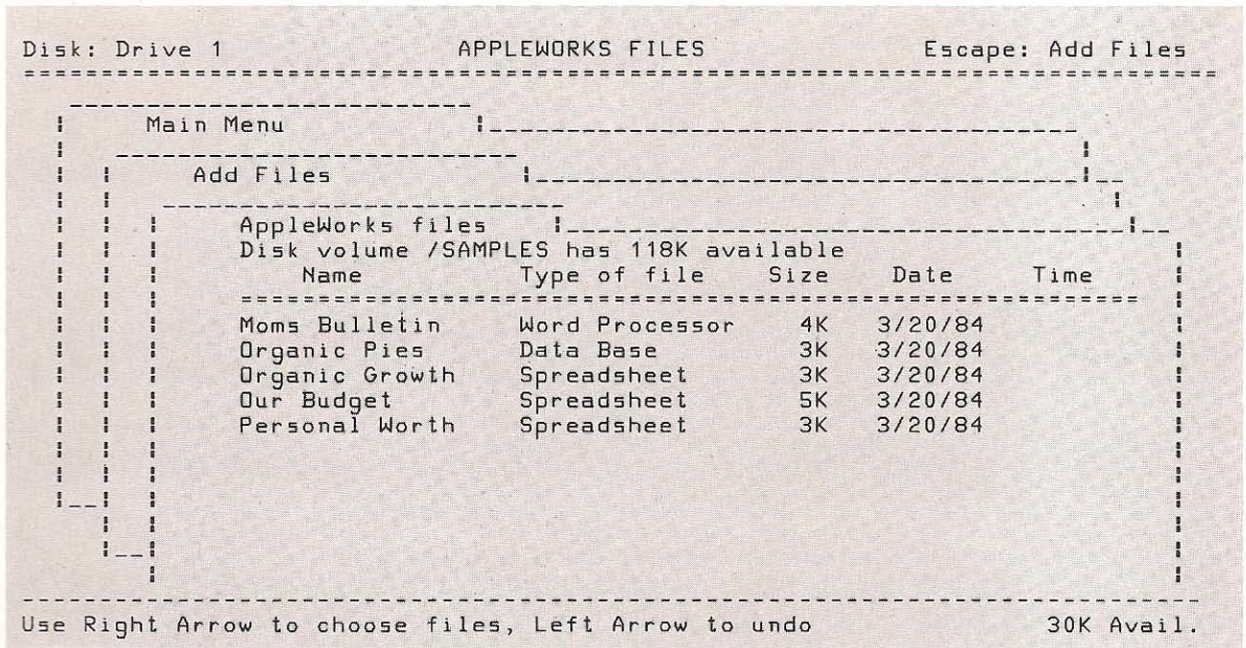
- When you ask for files for the Desktop, you get the list of AppleWorks files on the current disk. Figure 2-2 illustrates such a list.
- When you ask to save files or remove files from the Desktop, you get a list of files on the Desktop.
- When you ask to delete files from the current disk, you get a list of all the files on your disk, not just AppleWorks files.

Here's how to choose files from lists:

- To choose one file from a list, use **↓** and **↑** to highlight the file's name. Then press **RETURN**.
- To choose more than one file from a list:
 1. Use **↓** to move the highlight to a file you want. Then use **→** to mark the name of the first file.
 2. Use **↓** to highlight the next file you want and mark its name with **→**.
 3. Continue to use **↓** and **→** to mark files.
 4. Use **↑** or **↓**, and then **←** to remove arrows if you choose a file by mistake.
 5. Press **RETURN** after you mark all the files that you want.

If you are choosing files by marking their names with arrows, the highlighted file isn't chosen *unless* it has an arrow.

Figure 2-2. List of AppleWorks Files



Answering Questions by Typing Information

Certain AppleWorks questions ask you to type information in response. For example, when you are creating a new file, AppleWorks asks you to type the name of the new file:

Type a name for this new file:

The guidelines that apply when you're answering questions like this are in the next section.

Typing and Editing Information: General Guidelines

This section contains general guidelines for typing and editing AppleWorks information. It describes how to use AppleWorks' two cursors and how to delete information. Specific instructions for typing and editing in the Data Base, the Word Processor, and the Spreadsheet are in Chapters 4, 7, and 10, respectively.

Using AppleWorks' Two Cursors

AppleWorks has two cursors:

- The blinking bar is the insert cursor. When you see this cursor, whatever you type is inserted at the cursor position. The characters to the right of the cursor are moved further to the right.
- The blinking rectangle is the overstrike cursor. When you see this cursor, whatever you type replaces the character under the cursor. However, existing carriage returns move to the right.

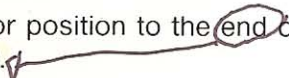
After you type the date when you first start up AppleWorks, you see the insert cursor. Change between the two cursors any time with (⌘)-(E) (for edit).

AppleWorks Tip

Some AppleWorks users find it easier to use the overstrike cursor to type new information, as well as to replace existing information.

Deleting Information

There are two ways to delete one or several characters:

- To delete a few letters or numbers, one at a time, use (DELETE). Each time you press (DELETE), one character to the left of the cursor is deleted.
- To delete from the cursor position to the end of an entry or line, press (CONTROL)-(Y). 

Instructions for deleting larger groups of information are in the chapter relating to each specific application.

Escaping

(ESC) is AppleWorks' bailout key. When you press (ESC), you return to the previous display or erase your response to a prompt.

When you have the Main Menu displayed and you press (ESC), you return to the last file you were using unless you saved files or used one of the Other Activities menu options in the meantime. Then AppleWorks does not save the name of the file you were last using.

Whenever you get to a place you don't want to be, just press **(ESC)** and you return to the previous display.

Using AppleWorks' Ruler

AppleWorks' Ruler divides a file into eight approximately equal parts and then lets you move through the file by parts. If you add information to the file or delete information, the size of the parts changes.

The Ruler is a combination of **(⌘)** and **(1)** through **(9)**. It works whether you are using a Data Base, a Word Processor, or a Spreadsheet file.

Using Main Menu Options

This section tells how to use AppleWorks' Main Menu options, including

- Adding files to the Desktop
- Working with one of the files on the Desktop
- Saving Desktop files to disk
- Removing files from the Desktop
- Quitting

Adding Files to the Desktop

To add files to the Desktop:

- 1.** Make sure you have the Main Menu displayed. If you don't, you can get it by pressing **(ESC)** one or more times.
- 2.** Choose **Add files to the Desktop**. AppleWorks displays the Add Files menu, which is illustrated in Figure 2-3.

