TimeOut
Thesaurus
by Alan Bird
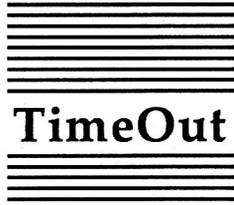
TimeOut Thesaurus™

On-line Thesaurus for AppleWorks™
by Alan Bird

Contents

Chapter 1

Welcome to TimeOut Thesaurus

TimeOut Thesaurus™ is part of the TimeOut AppleWorks™ enhancements series. All of the products in this series work *inside* AppleWorks and are quickly and easily accessed.

Because TimeOut Thesaurus is integrated with AppleWorks, you have easy access to over 40,000 synonyms. TimeOut Thesaurus can also automatically replace any word in your AppleWorks Word Processor file with the synonym of your choosing. This makes TimeOut Thesaurus much faster than a conventional paper thesaurus.

About this manual

The remainder of this manual is divided into three main sections:

> Chapter 2: Installing TimeOut

> Chapter 3: Thesaurus Tutorial

> Chapter 4: Thesaurus Reference

If you haven't already installed TimeOut on your AppleWorks Startup disk, you will need to read all of chapter 2 *Installing TimeOut*. If TimeOut is already installed on your copy of AppleWorks, read only the section *Copying Applications to the TimeOut Applications Disk* on page 11.

After installing TimeOut, you can read the Tutorial section which leads you through the process of looking up synonyms for a sample file, or you can go directly to the Reference section which describes each TimeOut Thesaurus feature in detail.

If you're not already familiar with AppleWorks, you may want to refer to your AppleWorks manuals before starting.

Note: This manual assumes that you are familiar with AppleWorks and the AppleWorks method of doing things (e.g. selecting menu options, answering questions, loading files, escaping, etc.) If you're not, please refer to the appropriate sections of your AppleWorks manuals.
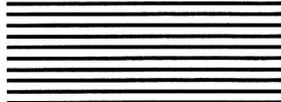
Chapter 2
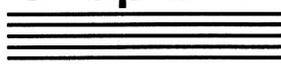
Installing TimeOut

TimeOut Thesaurus is provided on both 5.25-inch (double-sided) and 3.5-inch disks. Before using your *TimeOut Thesaurus* disk, please take a moment to make a backup copy of the disk you will be using. Since the disks are not copy-protected, you may use any standard disk duplication program such as *Filer, System Utilities, Copy II Plus, Diversi-Copy,* or Beagle Bros' *TimeOut FileMaster*. Be sure to write-protect and safely store your original disk so you don't accidentally overwrite it. (Use the backup copy when using TimeOut Thesaurus). Please do this now.

Beagle Bros software is copyrighted but not copy-protected. That makes it easier for you to use and easier to make backup copies. Please support us in our commitment to supply friendly, easy-to-use software by not giving illegal copies to your friends. Thanks.

TimeOut Compatibility

TimeOut is the controlling program that modifies AppleWorks and makes it possible for you to use applications like TimeOut Thesaurus from *inside* AppleWorks. TimeOut applications are actually integrated into the AppleWorks environment, unlike other AppleWorks enhancements you may be familiar with. This revolutionary advancement makes them more powerful, faster and easier-to-use.

TimeOut is compatible with AppleWorks versions 2.0 and later. If you have an earlier version, contact your dealer about getting an update. You must also have the USA version. TimeOut does not work with foreign language versions of AppleWorks.

TimeOut is compatible with most enhancements to AppleWorks including *Super MacroWorks, AutoWorks, Applied Engineering's desktop expander, Checkmate's desktop expander,* and the *Pinpoint accessories.*

If you are installing TimeOut with other AppleWorks enhancements, we recommend that you install TimeOut last. The only exceptions are if you are also using AutoWorks or the Pinpoint desktop accessories. Install these after installing TimeOut. Always install Pinpoint last.

The Big Picture

Once your backup copy has been made, you will need to install TimeOut Thesaurus so it can be used with AppleWorks. There are three steps to the installation process:

1. **Read Notes**. These notes indicate any changes or additions to your instruction manual.

2. **Update AppleWorks**. AppleWorks must be updated with TimeOut. TimeOut is an AppleWorks patch program that allows you to run TimeOut applications* inside of AppleWorks. Installing TimeOut only needs to be done once. If you have already installed TimeOut on your AppleWorks program, you can skip this step.

3. **Copy files to TimeOut applications disk**. A TimeOut applications disk is any disk that contains all of the TimeOut applications* you will be using. It can be a 5.25-inch disk, a 3.5-inch disk, a RAM disk, a hard disk, or any other ProDOS device. It can also be a subdirectory on any of these devices. If you do not own any other TimeOut applications and will only be using TimeOut Thesaurus, you may use your backup copy of TimeOut Thesaurus as your TimeOut applications disk.

*WHAT IS A TIMEOUT APPLICATION? A TimeOut application is simply a program that runs inside AppleWorks. The programs on the TimeOut Thesaurus disk are TimeOut applications (i.e. Thesaurus and Utilities).

Read Notes

Boot your TimeOut Thesaurus disk by placing it in your boot drive and turning your computer off and back on or by pressing Control-Open-Apple-Reset.

Soon the title screen will appear. It contains a menu with the following options:

```
1. Read NOTES (Manual Updates)
2. Update AppleWorks (Apply TimeOut)
3. Copy files to TimeOut applications disk
4. Start up AppleWorks
5. Quit to BASIC
```

Select Read NOTES. This will inform you of any changes to TimeOut Thesaurus that have been made since this instruction manual was printed.

After you have read the NOTES, you will return back to the TimeOut startup screen.

Update AppleWorks

Select Update AppleWorks to apply TimeOut to your copy of AppleWorks. You may skip this step if you have already applied TimeOut to AppleWorks.

Sorting the TimeOut Menu

You must now specify whether or not you would like TimeOut to sort the list of TimeOut applications in the TimeOut menu. The names will be sorted alphabetically if you specify Yes. Otherwise, they will appear in the same order as they do in the disk catalog. By specifying No, you decide the order of the names in the TimeOut menu by placing them on your TimeOut applications disk in the order that you want.

Multiple TimeOut Applications Disks

If you are using 5.25-inch disks and have several TimeOut applications that will not all fit on one disk, you may want to indicate `Yes` to multiple applications disks. This allows TimeOut to list applications from more than one disk in a TimeOut menu.

If you cannot fit all of your TimeOut applications on one disk, you could also use the `Add applications` feature in TimeOut Utilities (see page 31) to create multiple TimeOut menus. Using this feature, each applications disk will have its own menu.

NOTE: Don't confuse multiple applications disks with multiple menus. The multiple applications disk feature is designed to allow 5.25-inch users to put applications from different disks into the same TimeOut menu. The multiple menu feature is designed to allow the use of more than 30 TimeOut applications and to allow adding applications at any time while using AppleWorks.

Location of TimeOut Applications

The next step is to indicate what the location of the TimeOut applications disk will be. This information is used by TimeOut (while you're in AppleWorks) to determine where to look for the TimeOut applications (such as TimeOut Thesaurus). The TimeOut applications disk is the disk that will contain all of your TimeOut applications. This can be a hard disk, a RAM disk, a floppy disk, or any ProDOS disk device.

You select the location of your TimeOut applications disk from the following menu:

```
    1. AppleWorks STARTUP disk

    2. Slot and Drive

    3. ProDOS directory
```

If you have a hard disk or a 3.5-inch disk, you may want to place your TimeOut applications in the same directory or subdirectory with your AppleWorks STARTUP program. This helps you to avoid disk swapping by combining AppleWorks and TimeOut applications on the same disk.

If you have more than one disk drive, you may want to dedicate one drive to your TimeOut applications. You may specify either `Slot and Drive` or `ProDOS directory` to indicate where the TimeOut applications will be. For more information on ProDOS directories, see the section in your AppleWorks manual called "ProDOS, prefix for filenames."

Location of AppleWorks

The next step is to indicate where your AppleWorks STARTUP program is so TimeOut can be installed. You may specify either `Slot and Drive` or `ProDOS directory`. After indicating the location of AppleWorks, insert your AppleWorks disk (the STARTUP side if your are using 5.25-inch disks) and press any key to apply TimeOut to AppleWorks.

> *Note: This is a one time modification. If you add more TimeOut applications later, you don't need to modify AppleWorks again.*

Re-installing TimeOut

After you have already installed TimeOut, if you need to change the applications disk location or the order of the menu, you can re-install TimeOut by following the same steps for initial installation. This will only work if you have not installed any other AppleWorks enhancement programs since you installed TimeOut. If you have, then you may need to completely reconfigure AppleWorks.

Copying Applications to the TimeOut Applications Disk

If TimeOut Thesaurus is your only TimeOut application, you may want to use your backup copy of the TimeOut Thesaurus disk as your TimeOut applications disk. If so, skip this step.

To copy the Thesaurus files to your TimeOut applications disk, select `Copy files to TimeOut applications disk` from the main menu.

The following menu will shortly appear:

```
Select which files to copy

1. Thesaurus and Utilities
2. Synonym Dictionary
3. All
```

Select item 1 if you only want to copy TimeOut Thesaurus and the Utilities program.

Select item 2 if you only want to copy the synonym dictionary. You may wish to use this feature before running AppleWorks to copy the synonym dictionary to a RAM disk.

Select Item 3 to copy both TimeOut Thesaurus and the synonym dictionary.

Now, specify the location of the TimeOut applications disk (destination disk). You will need to specify either the slot and drive or the ProDOS pathname of the applications disk.

Once the destination disk has been specified, insert the destination disk in its drive and press the Space Bar. Any TimeOut applications already on the destination disk will be listed on the right half of the screen. As each TimeOut application is copied from the source disk to the destination disk, the name will be highlighted on the left and right sides of the screen. When all the files have been copied, press the Space Bar to return to the main menu.

Start up AppleWorks

After you have applied TimeOut to AppleWorks and have created a TimeOut applications disk, you are ready to start up AppleWorks. Either boot your AppleWorks disk or select Start up AppleWorks from the main menu. If you have not already indicated the location of AppleWorks, you will need to do so now.

When you start up AppleWorks with TimeOut installed, you should see the TimeOut title screen before you reach the AppleWorks main menu. TimeOut will scan your TimeOut applications disk looking for TimeOut applications.

```
File: None                       GETTING STARTED
════════════════════════════════════════════════════════════════════
          |                                                    |
          |    TIMEOUT Integrated AppleWorks Applications       |
          |                                                    |
          |         Copyright 1987, by Alan Bird               |
          |                                                    |
          |              (version 2.0)                         |
          |                                                    |

Loading:

   Thesaurus
   Utilities




────────────────────────────────────────────────────────────────────
Press Escape to cancel loading applications into memory    1029K Avail.
```
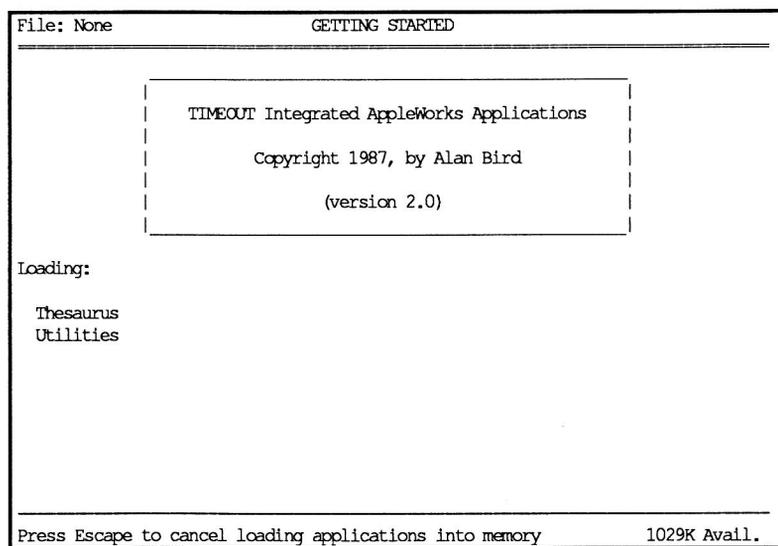
Note: If you receive a message indicating that TimeOut is getting errors trying to load the TimeOut applications, it means that TimeOut is unable to find the applications. At this point you must either insert your applications disk (if you have not already done so) and try again or specify a different location. If you have inserted your applications disk and are still getting errors, you either do not have any applications on the disk or

your disk has been damaged. You may need to create a new applications disk.

If you do not see a TimeOut title screen, you have not installed TimeOut correctly. Go back to page 8 and start over.

As TimeOut identifies each TimeOut application, they are listed on the screen. An asterisk ("*") before the application name indicates that it is memory-based. You may press Escape at any time to prevent memory-based applications from loading into memory (see page 29 for an explanation of memory-based applications). This doesn't affect your ability to use them, it just makes them disk-based.

If you have specified that you are using multiple TimeOut applications disks, insert each disk and answer Yes when asked Read another TimeOut applications disk? Answer No when the last applications disk has been read.

Accessing TimeOut Applications

While you are using AppleWorks, you may call up the TimeOut menu at any time by holding down the Open-Apple key and simultaneously pressing the Escape key. A menu similar to the following will appear (you may have more applications than this if you have other TimeOut products):

```
 _____
|                        |
|     TimeOut Menu        |
|_____|
|                        |
|  1.   Thesaurus         |
|  2.   Utilities         |
|_____|
```
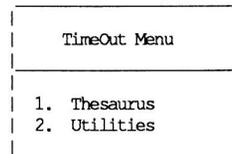
Use the Up and Down arrow keys or type a number to select an application, then press Return (press Escape if you don't want to make a selection). If your applications are not memory-based, be sure your TimeOut applications disk is in the drive when you press

Return. Otherwise, you will be prompted to insert your TimeOut applications disk. If you are using multiple applications disks, be sure to insert the correct one.

Memory usage

You will notice with TimeOut installed that you have less desktop memory for your AppleWorks documents. TimeOut itself takes up some of the memory.

Memory-resident TimeOut applications also take up desktop memory. If you are short on desktop memory, reconfigure your applications so they are disk-based.

However, for maximum speed, make your TimeOut applications memory-based or run them from a RAM disk.

Control-Reset Patch

When you install TimeOut on your AppleWorks Startup disk, TimeOut makes a patch to AppleWorks so that Control-Reset will take you to the Main Menu instead of the machine-language monitor.

This patch is only added for use in the event that AppleWorks hangs or crashes. We do not recommend using it as a means of getting to the Main Menu!
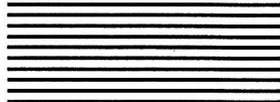
Chapter 3
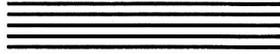
Thesaurus Tutorial

The following short tutorial will help you to quickly become familiar with TimeOut Thesaurus.

Getting Started with TimeOut Thesaurus

1. Make sure you have installed TimeOut on your AppleWorks STARTUP disk and copied TO.THESAURUS and TO.UTILITIES to your TimeOut applications disk (or you can just use the TimeOut Thesaurus disk as your TimeOut applications disk if you would like).

2. Start up AppleWorks. If you get an error message that TimeOut is unable to find your TimeOut applications, insert your TimeOut applications disk and select `Try again`.

3. When you get to the AppleWorks main menu, select `Add files to the desktop` and load in the file *Sample File* from the TimeOut Thesaurus disk.

Using TimeOut Thesaurus

1. **Selecting a word**. Once you are working with the file *Sample File*, move the cursor to the right until it is somewhere on the word `Course`. Press Open-Apple-Escape to call up the TimeOut menu and select `Thesaurus`.

   If you get an error message indicating the Thesaurus is getting errors trying to access the synonym dictionary, insert the Thesaurus disk in a drive and select `Yes` to continue. If you are using 5.25-inch drives, be sure to insert the disk with the back side up.

You should see something similar to the following:

```
File: Sample File                    COURSE              Escape: Review/Add/Change
========================================================================
              TimeOut Thesaurus 1.0, Copyright 1988 by Alan Bird
_____

    Noun                    14.  behavior
     1.  advance            15.  method
     2.  direction          16.  mode
     3.  bearing            17.  procedure
     4.  path               18.  sequence
     5.  route              19.  order
     6.  channel            20.  regularity
     7.  way                21.  range
     8.  road
     9.  track              Verb
    10.  passage            22.  pursue
    11.  progress
    12.  process
    13.  career
_____

When in the Course of human events, it becomes necessary for
one people to dissolve the political bands which have
connected them with another, and to assume among the powers
_____
Type number, or use arrows, then press Return              333K Avail.
```

Notice that three lines of text around the word `Course` are
displayed at the bottom of the screen and that the word
`Course` is highlighted. This helps you to remember which
word you selected and the context of the word. Notice also that
the word is displayed at the very top of the screen in the
middle.

2. **Automatic replacement.** Select the word `passage` either by
   using the Down arrow key or by typing `10`. Press Return. You
   should now be back in the word processor and the word `Course`
   should have been replaced by the word `Passage`. Notice that
   Thesaurus automatically replaces the word with the same case
   (upper/lower) as the word it is replacing.

3. **Removing suffixes**. Now move the cursor to the right to the word `events` and call up Thesaurus (press Open-Apple-Escape and select it from the TimeOut menu). Notice the phrase `Using "event"` at the top of the list of synonyms. This means that Thesaurus was not able to find the word `events` in the synonym dictionary so it tried finding the word without the *s* suffix. This important feature allows Thesaurus to find many more words in the synonym dictionary than could normally be found.

4. **Adding suffixes**. Select `affair` from the synonym list. Thesaurus now warns you that it is adding a suffix to the selected word and that you need to verify that the spelling is correct. Thesaurus follows major spelling rules and is able to give the correct spelling in almost every case. If you would like to disable the suffix warning or even disable adding suffixes altogether, refer to page 36 in the Reference section.

5. **Parts of Speech**. Move the cursor down to the next line and put it on the word `bands`. Call up Thesaurus and notice that there is a list of words under `Noun` and a list under `Verb`. Words have various meanings depending upon their part of speech. The word `band` as used in the sample sentence is a noun so you should only need to examine the synonyms under `Noun`. If you don't like any of the listed synonyms, press Escape to return to the word processor with the word `bands` unchanged.

6. **Synonyms for synonyms**. Now move the cursor down to the last line in the first paragraph to the word `declare`, and call up Thesaurus. Move the highlight cursor down to the word `disclose` and press Open-Apple-Return (hold down the Open-Apple key and press Return). Thesaurus will give you a synonym list for the word `disclose`. Move the cursor to the word `reveal` and press Open-Apple-Return. Thesaurus will now list synonyms for `reveal`. Notice that the word currently being used to look up synonyms (`reveal`) is shown in the middle of the top line on the screen and the word that you will go back to if Escape is pressed (`disclose`) is listed at the right of the top screen line. Press Escape to return to the synonym list for `disclose`. Notice that a synonym may consist of more than one word. Move to the phrase `make known` and press Return.

7. **Entering a word to look for.** Move the cursor to a blank area in the sample file (a space between words or a blank line) and call up Thesaurus. You will be asked to type in a word which Thesaurus will use to search for synonyms. This is a useful feature if you are typing at the end of a paragraph and want to get a synonym for a word you haven't entered into your document yet. Try typing any word you want to look up in the synonym dictionary.

You now know almost everything you need to know to use TimeOut Thesaurus. For a more detailed description of features and a list of features not covered in the tutorial, please read the Reference section.

Chapter 4
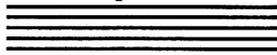
Thesaurus Reference

This section contains reference information that describes every feature of TimeOut Thesaurus in detail.

Getting Synonyms

To get a synonym for a word that is already in your word processor document, place the cursor somewhere on the word, press Open-Apple-Escape, and select `Thesaurus`. If the cursor is not on a word when you call up Thesaurus (i.e. it's on a space or a blank line), you will be prompted to enter a word to look up synonyms for.

If you get a message indicating that Thesaurus is getting errors trying to access the synonym dictionary, insert the Thesaurus disk in a drive and select `Yes` to continue. If you are using 5.25-inch drives, the synonym dictionary is on the back side of the disk so be sure to insert the disk with the back side up.

When the Thesaurus screen comes up, three lines of text are displayed at the bottom of the screen. The word the cursor was on is highlighted. This is done so you can remember the context of the word that needs a synonym.

If any synonyms were found in the synonym dictionary, they are listed in a *synonym list* as an AppleWorks-type menu. If no synonyms were found, you can enter a different word to search for or just press Escape to return to the word processor.

Use the arrow keys or type a number and press Return to select a word from the synonym list. If Thesaurus is still searching through the synonym dictionary and the word you wish to select is already on the screen, just press the Space Bar to force Thesaurus to stop searching and allow you to make a synonym selection.

When you select a word from the synonym list, it will automatically replace the word in the document that the cursor was on. Thesaurus replaces the word with matching upper or lower case.

More than 29 Synonyms

If there are more than 29 synonyms available for a word, the 30th entry in the list will be MORE. You can either select one of the 29 synonyms or select MORE to see the additional entries. To return back to the original 29 synonyms, press Escape.

Getting Synonyms for Synonyms

Sometimes you can find a better synonym by finding synonyms for one of the words in the synonym list that has a close meaning to the word you are looking for. Select the word from the synonym list that has a close meaning to the word you are looking for and press Open-Apple-Return.

You can continue to get synonyms for synonyms up to 8 levels deep.

The top line of the screen displays in the center the word used to find the synonyms. You can return to the previous list of synonyms by pressing Escape. The top line of the screen displays at the right the synonym list you will return to. If you have gone several levels deep in asking for synonyms and decide you want to return quickly to your document, you can press Open-Apple-Q instead of pressing Escape several times.

Parts of Speech

Synonyms are listed according to their part of speech. This allows you to select a word from the nouns without having to search through the verbs if the word you are searching on is a noun. It also helps you to avoid selecting a word that does not have the correct meaning since it is for a different part of speech.

The following lists the parts of speech contained in the synonym dictionary and their meanings. If you have a hard time remembering what each part of speech word means, you can change the word to something else (see page 36).

Noun:	Name of a person, place or thing
Verb:	Indicates action, occurrence or existence
Adjective:	Modifies or describes a noun
Adverb:	Modifies anything but a noun (verb, adjective, adverb, etc.)
Preposition:	Shows relation (across, as between, in, on, under, with, etc.)
Conjunction:	Joins two parts of a sentence (after, and, because, before, but, or, unless, etc.)

Removing and Adding Suffixes

Since the synonym dictionary does not usually contain every form of a word (plural, past tense, etc), Thesaurus will look up a word without its suffix if the word cannot be found with the suffix. If Thesaurus needed to drop a suffix to look up a word, the phrase `Using WORD` will appear at the beginning of the synonym list, where `WORD` is the actual word that was found in the dictionary.

After a synonym selection is made, Thesaurus will add the suffix back on (unless you configure it not to, see page 36) and will warn you that a suffix was added (unless you configure it not to). The warning is given so that you can verify that the spelling is correct. If you have TimeOut QuickSpell, you should use it to do your spell checking for you.

Thesaurus uses several spelling rules for adding suffixes such as dropping final *e*, doubling final consonants, changing *y* to *i* and adding *e* (before *s*). It does not, however, follow many of the spelling exceptions. For example, when adding *ed* to *make*, you will get *maked* instead of *made*.

Suffixes are always added to the first word in a phrase. For example, if you want synonyms for the word *follows*, Thesaurus will drop the *s* and get synonyms for *follow*. If you select *come next*, it becomes *comes next* instead of *come nexts* when the *s* suffix is added.

Size of Synonym Dictionary

The synonym dictionary on the 3.5-inch disk contains entries for almost 5,000 words with more than 46,000 synonyms. Because the dictionary on the 3.5-inch disk is slightly too large to fit on a 5.25-inch disk, the 5.25-inch version contains fewer synonyms--more than 43,000.

Appendix A
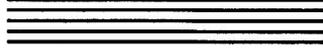
TimeOut Utilities

The TimeOut Utilities application is provided with all TimeOut products. It has several functions that give you a lot more flexibility in using your TimeOut applications.

Using the Utilities

To use the TimeOut Utilities, make sure that the file *TO.UTILITIES* has been copied to your TimeOut applications disk. Start up AppleWorks and press Open-Apple-Escape to call up the TimeOut menu. Select Utilities. You will see the following screen:

```
File: None                    UTILITIES           Escape: Review/Add/Change
══════════════════════════════════════════════════════════════════════════

              ┌─────────────────────────────────────────┐
              │                                         │
              │   TimeOut applications utility options  │
              │                                         │
              │      1.  Configure                      │
              │                                         │
              │      2.  Load to memory                 │
              │                                         │
              │      3.  Dump from memory               │
              │                                         │
              │      4.  Change memory status           │
              │                                         │
              │      5.  Change name                    │
              │                                         │
              │      6.  Sort menu                      │
              │                                         │
              │      7.  Add applications               │
              │                                         │
              └─────────────────────────────────────────┘

         TimeOut Utilities Copyright 1987, by Alan Bird   (Version 2.0)
─────────────────────────────────────────────────────────────────────────
Type number, or use arrows, then press Return                742K Avail.
```
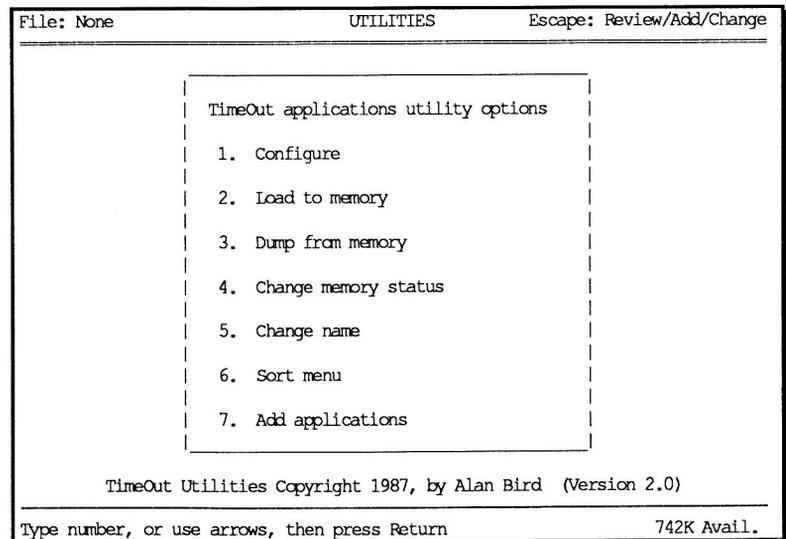
Configure

The Configure option allows you to set new defaults for your TimeOut applications. Configurable options might include printer type, default font, location of files needed by the application, etc. Not all TimeOut applications have configurable options.

To configure an application, select Configure from the Utilities menu. Then select the application you want to configure. You will then see a menu indicating what options may be configured for that particular application. You should also see the current value for each option in brackets [ ].

Select an option that you would like to change. Enter or select the new value for that option. Make sure that the TimeOut applications disk is in a drive so that the application can be updated with the new value. The next time you use the application, it will use the new value that you have supplied.

After you are finished updating configurable options, press Escape to return to the Utilities main menu.

Load to memory

TimeOut applications are either disk-resident or memory-resident. If an application was configured as disk-resident when you started up AppleWorks, you can load it into memory using the Load to memory option. Just select the option from the Utilities menu and select which application you would like to load.

Dump from memory

If you receive a message from AppleWorks indicating that it was unable to complete an option because of insufficient desktop memory, you may need to dump one or more TimeOut applications that are memory-resident. Select Dump from memory from the Utilities menu and select which application you would like to dump. Notice that the amount of free memory indicated in the lower right hand portion of the screen increases with each application you dump. Applications that are *dumped* are returned to disk-resident status for the remainder of the AppleWorks session.

Change memory status

This option allows you to indicate whether a TimeOut application is disk- or memory-resident. Note that this only indicates how the application will be treated when you start up AppleWorks. To load an application into memory or to return it to the disk for the current AppleWorks session, you will need to use the `Load to memory` option or the `Dump from memory` option.

Change name

This option allows you to change the name of the application as it appears in the TimeOut menu. The Beagle Bros staff carefully selects a good name for each application. However, you have the flexibility of renaming it if you wish.

If the new name you enter is longer than the old name, the name change will not be reflected in the TimeOut menu until the next time you start up AppleWorks.

Sort Menu

When you apply TimeOut to your *AppleWorks STARTUP* disk, you are given the option of indicating whether or not you want the TimeOut menu automatically sorted by application name. If you choose not to have the menu sorted, you can still sort it after starting up AppleWorks by selecting `Sort menu` from the Utilities menu.

Add Applications

This selection allows you to add TimeOut applications to AppleWorks at any time while you are running AppleWorks. A new TimeOut menu is created for the new applications.

This feature allows you to start up AppleWorks with just a few TimeOut applications (including `Utilities`). You may just want to start AppleWorks only with `Utilities` and then add applications from their own disks as you may need them.

This feature also allow you to have more than 30 TimeOut applications by creating more than one TimeOut menu. Each menu can contain no more than 30 applications. If you have more than 30 applications, you will need to put 30 or less on each disk or in each subdirectory to be able to access all of them.

To add applications, select `Add applications` from the Utilities main menu, insert the disk containing the applications to be added, then specify the location of the disk.

There is no limit to the number of TimeOut menus you can create through the `Add applications` feature. To switch from one TimeOut menu to another, press Open-Apple-Escape to bring up the current TimeOut menu, and press Tab. It you continue to press Tab, you will cycle through all of the available TimeOut menus and will return back to your original menu.

Use the Tab key also to switch between TimeOut menus while using options 1-4 from the `Utilities` main menu. For example, if you select `Configure` and you get the wrong TimeOut menu, press Tab until the correct one appears.
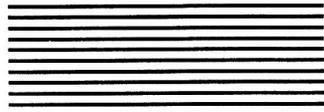
Appendix A

Appendix B
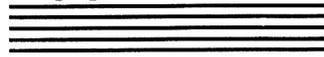
Configuration Options

The TimeOut Utilities application which comes with Thesaurus and most other TimeOut applications allows you to change some of the default characteristics of an application. This is called *configuring* an application.
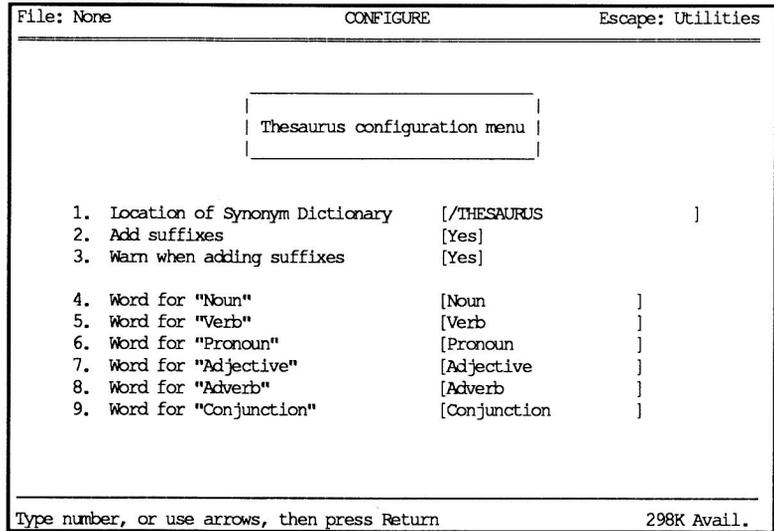
Configuring Thesaurus

Use the TimeOut Utilities application (see Appendix A, page 27), to select Configure, then Thesaurus.

Using the TimeOut Utilities program, you can change certain default parameters of Thesaurus including:

- Synonym dictionary location
- Enabling/disabling warning when adding suffixes
- Enabling/disabling adding suffixes
- Changing names of parts of speech

To reconfigure Thesaurus, call up the TimeOut menu by pressing Open-Apple-Escape and select Utilities. Select Configure, then select Thesaurus. You should see something similar to the following:

```
File: None                        CONFIGURE                    Escape: Utilities
═══════════════════════════════════════════════════════════════════════════════

                            ┌─────────────────────────────┐
                            │ Thesaurus configuration menu │
                            └─────────────────────────────┘


        1.  Location of Synonym Dictionary    [/THESAURUS              ]
        2.  Add suffixes                       [Yes]
        3.  Warn when adding suffixes          [Yes]

        4.  Word for "Noun"                    [Noun           ]
        5.  Word for "Verb"                    [Verb           ]
        6.  Word for "Pronoun"                 [Pronoun        ]
        7.  Word for "Adjective"               [Adjective      ]
        8.  Word for "Adverb"                  [Adverb         ]
        9.  Word for "Conjunction"             [Conjunction    ]



───────────────────────────────────────────────────────────────────────────────
Type number, or use arrows, then press Return                      298K Avail.
```

Selecting location of Synonym Dictionary

This option allows you to indicate to Thesaurus where the synonym
dictionary will be located. This gives you the flexibility of moving
the dictionary to another floppy disk, a RAM disk, or a hard disk.
You may use any of the following to indicate its location:

  1. ProDOS pathname
  2. Slot and Drive
  3. AppleWorks data disk
  4. TimeOut applications disk

If you are just going to use a backup copy of the Thesaurus disk for
your synonym dictionary, then leave this item configured to the
/THESAURUS pathname.

If you are going to move the dictionary to a hard disk subdirectory,
use the ProDOS pathname option. Enter the pathname in the
following form:

  /HARD1/TIMEOUT/THESAURUS

Use `Slot and Drive` if your dictionary will always be in the main directory of the disk and in the same disk drive (such as slot 6, drive 2).

Use `AppleWorks data disk` if the dictionary will be in the same location as the current AppleWorks data disk. Using this option allows you to change the location of the dictionary at any time just by changing the current AppleWorks data disk location.

Use `TimeOut applications disk` if you have copied the dictionary onto your TimeOut applications disk or if you are using the Thesaurus disk as your TimeOut applications disk.

Add Suffixes

If you do not want Thesaurus to add suffixes to synonyms when it has dropped a suffix, select option 2 and specify `No`. This allows you to add suffixes yourself.

Warn When Adding Suffixes

If you do not want Thesaurus to warn you when it is adding a suffix to a synonym, select option 3 and specify `No`.

Changing Part of Speech Names

If you have a hard time remembering what a noun or verb is, you may want to use a word or phrase of your own. `Noun`, for example, could become `Person, place or thing`. `Verb` could become `Action`.

To change a part of speech name, select `4` thru `9` and type in the replacement word.

Help!
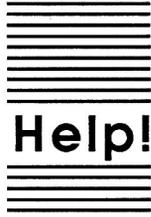
Customer Support Information

If you have questions or problems that your dealer can't answer, you can contact the Beagle Bros Technical Support Staff for expert assistance.

Before calling, check the instruction manual to see if it contains the information you need. Write down a complete description of the problem, the version number of the software, and the names and version numbers of any other AppleWorks enhancement programs you're using.

If you have a modem, you may also receive Tech Support on our 24-hour Customer Support System. The system provides an electronic mail and conferencing system, along with the latest information about product updates and changes.

Technical Support:
      (619) 452-5502   9 am to 5 pm, weekdays (Pacific Time)

Modem Tech Support:
      (619) 452-5565   24 hours, everyday

Or, you can write to:

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121

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