TimeOut PowerPack

by Randy Brandt

TimeOut PowerPack™

Power Tools for AppleWorks™
by Randy Brandt

Contents

Chapter 1

Welcome to TimeOut PowerPack

TimeOut PowerPack™ 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 the PowerPack applications are integrated with AppleWorks, you can use them without leaving AppleWorks. This makes TimeOut PowerPack quick and easy compared to other AppleWorks enhancements.

About this manual

The remainder of this manual is divided into two main sections. Chapter 2 describes how to install TimeOut and the rest of the chapters describe each PowerPack application.

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 9.

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.*
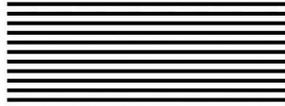
Chapter 2

Installing TimeOut

TimeOut PowerPack is provided on both 5.25-inch and 3.5-inch disks. Before using your *TimeOut PowerPack* 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 PowerPack). 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 PowerPack 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 PowerPack 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 PowerPack, you may use your backup copy of TimeOut PowerPack 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 PowerPack disk are TimeOut applications (i.e. ASCII Values, Help Screens, Triple Desktop, etc).

Read Notes

Boot your TimeOut PowerPack 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 PowerPack 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 57) 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 PowerPack). 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 PowerPack is your only TimeOut application, you may want to use your backup copy of the TimeOut PowerPack disk as your TimeOut applications disk. If so, skip this step.

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

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:

    ASCII Values        Triple Clipboard
    AWP to TXT          Triple Desktop
    Category Search     Utilities
    Desktop Sorter
    File Librarian
    Help Screens
    Line Sorter
    Program Selector

───────────────────────────────────────────────────────────────
Press Escape to cancel loading applications into memory   1029K Avail.
```
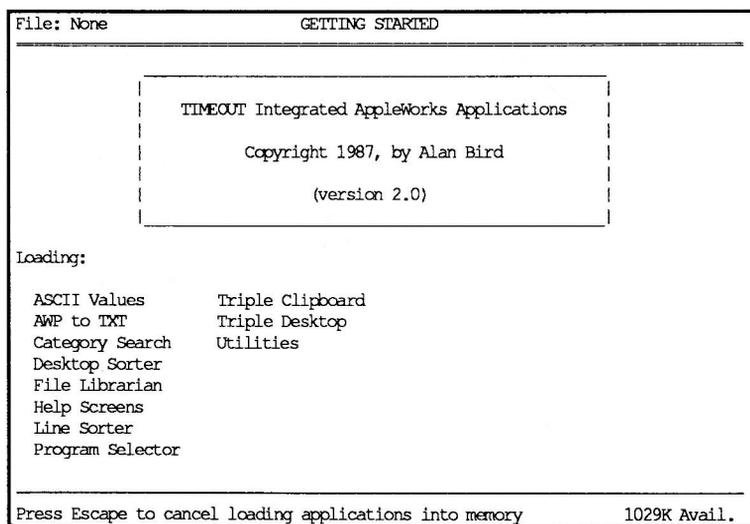
Note: If you receive a message indicating that TimeOut is getting errors trying to load the TimeOut applications, it means that TimeOut is unable to find the applications. At this point you must either insert your applications disk (if you have not already done so) and try again or specify a different 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 6 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 55 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 fewer or more applications than this):

```
 _____
|                    |
|    TimeOut Menu    |
|_____|
|                    |
|  1.  ASCII Values  |
|  2.  AWP to TXT    |
|  3.  Category Search |
|  4.  Desktop Sorter |
|  5.  File Librarian |
|  6.  Help Screens  |
|  7.  Line Sorter   |
|  8.  Program Selector |
|  9.  Triple Clipboard |
| 10.  Triple Desktop |
| 11.  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!
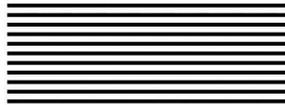
Chapter 3

ASCII Values

This application is a handy converter that displays the ASCII, decimal, hexadecimal, binary, code and screen equivalents for any number from 0 to 65535. Use it as a reference when defining printer codes, writing macros, or learning more about the ways numbers can be used in a computer.

Using ASCII Values

1. Press Open-Apple Escape and select `ASCII Values` from the TimeOut menu.
2. Use the Up and Down arrow keys to move one number at a time, or the Open-Apple arrow keys to jump 64 at a time.
3. Press Return in order to enter a number directly. You will be asked if you wish to enter a number as ASCII, Decimal or Hex.
4. Select `ASCII` to get the value of any character on the keyboard. This is especially handy for TimeOut UltraMacros users who need to know ASCII equivalents for macros.
5. Press Return to see its values.
6. Press Return again and this time select `Decimal` to enter a number from 0 to 65535, or select `Hex` to enter a hexadecimal number from 0 to ffff. Do not enter a leading "$" for hex numbers.

Because the ASCII, code, and screen values use only one byte, the low byte is used to represent them for numbers greater than 255. For example, if you enter `3833`, the hex equivalent will be 0EF9. The low byte, F9, is used for ASCII, code and screen equivalents, so the ASCII value displayed will be Open-Apple Y.

Chapter 4

AWP to TXT

This TimeOut application creates standard ProDOS text files from AppleWorks Word Processor files.

"But AppleWorks already lets me do that", you protest. True, but AppleWorks 2.0 also has a nasty habit of adding carriage returns to the end of every single line. This causes problems for people who use AppleWorks for writing Basic programs, exec files, batch files, or anything else that likes carriage returns at the end of paragraphs only. This application only uses the carriage returns that are already present in the original Word Processor file.

Using AWP to TXT

1. Start up AppleWorks and add a Word Processor file to the Desktop.
2. Press Open-Apple Escape and choose AWP to TXT from the TimeOut menu. A screen similar to this will appear:

```
File: PowerPack Docs              AWP TO TXT           Escape: Review/Add/Change
═════|══─══|════|═════|══─══|════;════|════|════|══─══|══─══|══──═;════|════;════








                       The default file save location is

                                /BOOT/AW










─────────────────────────────────────────────────────────────────────────────
Type text file name: PowerPack Docs                            1038K Avail.
```

3. The default file save location is displayed on the screen. This is where the text file will be saved. The Word Processor file name is supplied as the default file name.
4. Press Return to use the current name, or enter a new name for the text file. You may press Open-Apple Return to automatically replace any Text or AWP file on the disk that has the same name as the new file. If you just press Return, you will be warned before any existing files are replaced.
5. If you type a complete ProDOS pathname (starting with "/"), the default location will be ignored and the file will be saved to the pathname given.

Configuring AWP to TXT

Use the TimeOut Utilities to configure AWP to TXT (see page 54). You are allowed to specify the default file save location. This is where the text files will be saved unless you enter a complete ProDOS pathname for the text file name.

You are also allowed to determine if the Word Processor file will be marked as "Saved" when the Text file has been created. This is handy if you create an AWP file from a text file, edit it, and then save it as a text file. You won't be bothered with the intermediate AWP file when you go to remove the file from the Desktop or quit AppleWorks.
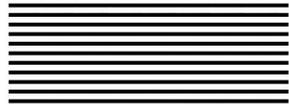
Chapter 5

Category Search

Category Search adds some powerful new capabilities for searching in a Data Base file. As the name implies, it lets you pick a specific category to search in. This speeds up the search and reduces the number of false finds. Category Search also allows the use of several wildcards in a search.

Using Category Search

1. Add a Data Base file to the AppleWorks Desktop.
2. Press Open-Apple Escape and select `Category Search` from the menu. The categories are listed and you are prompted to select one.
3. Choose the category you wish to search. Only one category will be used.
4. You are prompted to enter a search string. Enter something you want to search for and press Return.
5. If a match is found, the record is displayed with the matching category highlighted. You are asked if you want to find the next occurrence.
6. Press `Y` to continue searching the file, or press Return to return to the Data Base file. You will be in single record layout, with the cursor on the category you just found.

Configuring Category Search

There are several wildcards available with Category Search. You may use the TimeOut Utilities to configure this application (see page 54) and change the default wildcards to the characters of your choice.

Single Character Wildcard

The default single character wildcard is "?". When used in a search string, it matches any single character. For example, if you enter "B??S", Category Search will find words like "BROS", "BOYS", "CABOOSE" and "BOB ASTRONAUT". These are all words or phrases which contain a "B", followed by any two characters, followed by an "S".

Multiple Character Wildcard

The default multiple character wildcard is "*". When used in a search string, it matches any sequence of characters. If you entered "B*S", Category Search will find all of the words in the previous paragraph as well as words like "BOSTON", "CABLES", and "BILLETS". These are all words or phrases which contain a "B", followed by any number of other characters, followed by an "S".

Find Word

The default find word character is "@".This isn't actually a wildcard, but a special command to tell Category Search that you only want to find matches that start at the beginning of a word. For example, if you entered "@B*S", Category Search would not find "CABLES" and "CABOOSE" from the previous examples because the "B" is not at the start of the word.
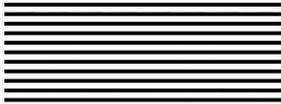
Chapter 6

Desktop Sorter

Desktop Sorter allows you to change the order of files on the AppleWorks Open-Apple Q Desktop Index. The files may be alphabetized or manually repositioned. You must have at least two files on the Desktop before this application can be used.

Using Desktop Sorter

1. With at least two files on the Desktop, select `Desktop Sorter` from the TimeOut menu.
2. A screen something like this will appear:

```
File: Test File              DESKTOP SORTER        Escape: Review/Add/Change
───────────────────────────────────────────────────────────────────────────



                            Desktop Files
                            ─────────────
                        1.  PowerPack Docs
                        2.  Test File
                        3.  My Stuff
                        4.  Fourth Sample




                   1.  Alphabetize Desktop Files
                   2.  Change order of Desktop Files

         TimeOut Desktop Sorter  Copyright 1988 by Randy Brandt (v1.0)
───────────────────────────────────────────────────────────────────────────
Type number, or use arrows, then press Return              1259K Avail.
```
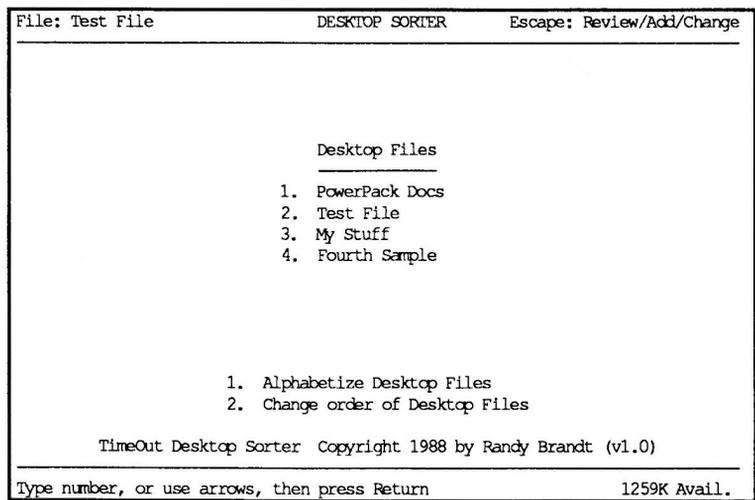
3. Press Return to sort the list from A-Z.
4. Select option two to move individual files. `Select filename to move` appears on the screen.
5. Choose the desired file and press Return. Now you're asked where you wish to move it.
6. Enter the number of the Desktop file position that you want the selected file to occupy. Press Return and it will move into place.
7. Press Open-Apple Q or Escape to return to AppleWorks.
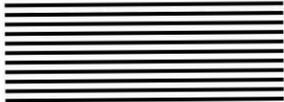
Chapter 7

File Librarian

File Librarian reads your disks into a Data Base file for handy cataloging of your files. You can then use the Data Base capabilities to rapidly locate a file and see what disk it's on. You can also sort by date to find out which disk has the latest version of a particular file, or use the Data Base's report capabilities to print out file catalogs.

Using File Librarian

1. Add the Data Base file called *File Library* to the AppleWorks Desktop.
2. From within the file *File Library*, press Open-Apple Escape to call up TimeOut.
3. Select File Librarian.
4. Choose the drive you wish to read.

The Data Base has nine categories arranged like this:

```
File: File Library              REVIEW/ADD/CHANGE            Escape: Main Menu

Selection: All records


Record 29 of 36
===============================================================================
Disk: /RAM5                 The name of the disk where the file resides
File: MAKE.SELECT           The file's name
Type: Bas                   The file's type
Size:    1k                 The file's size (k = kilobytes, b = blocks)
Mod Date: 1/28/88           The date that the file was last modified
Mod Time:  2:12 pm          The time that the file was last modified
Cre Date: 1/08/88           The date that the file was created
Cre Time:  9:08 am          The time that the file was created
Note: builds TO.SELECTOR    Any comment you wish to add about the file
```

You may add additional categories to the file if you wish, but the first eight categories can't be changed. Actually, any Data Base file with at least eight categories will work with File Librarian.

Configuring File Librarian

1. Press Open-Apple Escape and select `Utilities` from the TimeOut menu.
2. Press Return to select `Configure`.
3. Choose `File Librarian`.
4. Option 1 asks if you want to show sizes in blocks. Select `Yes` for maximum accuracy, or `No` for maximum AppleWorks compatibility.
5. Option 2 asks if you want to display the size character (k or b). Select `No` to display the size number only.

Note: The file MacrosLibrarian *allows* TimeOut UltraMacros *users to press one key to read all of the current disk (including all levels of all subdirectories) into the* File Library *data base file. It also demonstrates how a macro can find a desktop file by name, regardless of its position in the file list. Without UltraMacros, you're missing out on a lot of power!*
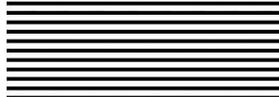
Chapter 7

Chapter 8

Help Screens

TimeOut Help Screens allows you to design your own help screens similar to those used by AppleWorks. These help screens become individual TimeOut applications which are accessed from the TimeOut menu. You can create reference lists for your macro definitions, design detailed help screens for novices, or store any information that you need to reference in a hurry without using up Desktop space.

Using Help Screens

1. Boot AppleWorks and insert the TimeOut PowerPack disk.
2. Add the file *Help Sample* to the Desktop.
3. Press Open-Apple Escape and select `Help Screens`. The file will be compiled and a `No errors; press Space Bar to view` message will appear.
4. Press the Space Bar and the help screen will appear. Use the arrow keys to scroll through it just like with a normal AppleWorks help screen.
5. Press Escape to leave the help screen. This screen will appear:

```
File: Help Sample              HELP SCREENS          Escape: Review/Add/Change
───────────────────────────────────────────────────────────────────────



         You may save the help screen as a TimeOut application.

         It will then appear on the TimeOut menu the next time

         that AppleWorks is started up.



         Enter a name for this help screen (up to 12 letters)

         or press Escape to exit back to AppleWorks




───────────────────────────────────────────────────────────────────────
Type screen name:                                              1030K Avail.
```
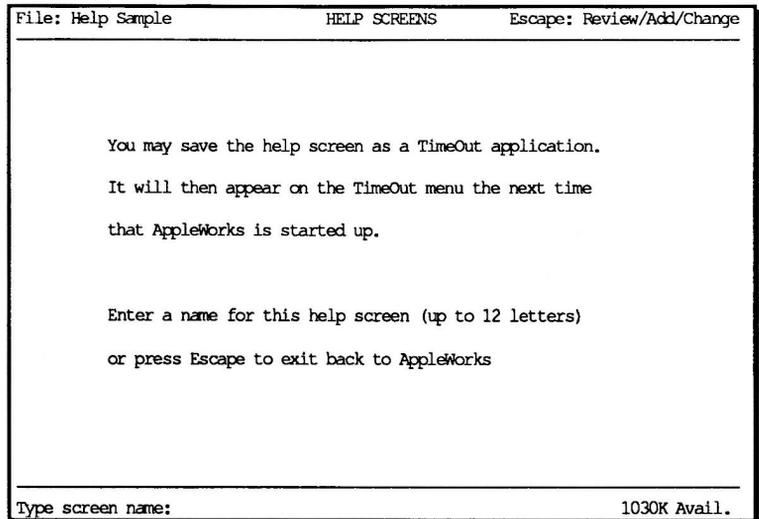
6. Enter `Test Screen` for the screen name. This is the name that will appear on the TimeOut menu. It will also be added to the letters "TO." to form the ProDOS file name for this application. You may also press Escape to exit without saving the screen as an application.
7. The screen is saved as *TO.TEST.SCREEN*.
8. Exit AppleWorks and then restart it.
9. Press Open-Apple Escape and select `Test Screen` from the menu. You should see the screen you just created.

Creating Your Own Help Screen

Help Screens "compiles" Word Processor files into help screens. This means that it scans a "source" file and follows certain rules in converting the file's information into help screen data. We'll use the *Help Sample* file from the PowerPack disk to see what these rules are, so add it (*Help Sample*) to the AppleWorks Desktop now.

Help Start

The compiler must find the words "help start" on a line by themselves before it will start compiling. This allows you to have comments prior to the actual help screen information. There can't be any spaces before or after the words `help start`.

Screen Formatting

The AppleWorks formatting commands (Left Margin, Indent, Center, etc.) may be used in designing your help screens.

Text Strings

Text strings follow until the words `help end` are found on a line by themselves.

Strings are indicated several different ways- if !exclamation! marks surround the text, the characters will be displayed as MouseText; if 'single' or "double" quotation marks are used, the strings will be displayed as normal text; if |vertical bars| are used, the strings will be displayed as inverse text. These special symbols must begin with the first column of the Word Processor line. If a space precedes the symbol, the entire line will be treated as normal text.

If multiple strings are to be included on the same line, they must be connected by a plus sign "+".

The line spacing is determined by the spacing in the source file. There is a one-to-one correlation. Everything between `help start` and `help end` (except for the left margin statement) will appear in the compiled application.

The words `help start` and `help end` must be immediately preceded and followed by carriage returns. No extra spaces or characters can be on the line, or the compiler will not recognize the commands.

> *Note: You may legally distribute help files created with TimeOut Help Screens. You may not include any other TimeOut files, such as the Help Screens program or TimeOut itself. Only the actual "TO.HELPNAME" files may be distributed.*

This means that any TimeOut owner may use your finished help screens, even if they don't have the TimeOut PowerPack disk. Just include a note with the help screen file stating that the screen was created using TimeOut Help Screens from the TimeOut PowerPack disk by Randy Brandt. If you wish, this message may be added to the end of the actual help screen.
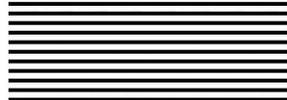
Chapter 9

Line Sorter

Line Sorter is an application that allows you to select a range of lines in the Word Processor and then sorts them in alphabetical (ASCII) order.

Using Line Sorter

1. Add the Word Processor file *Sort Samples* to the AppleWorks Desktop.
2. Press Open-Apple Escape to bring up the TimeOut menu and choose `Line Sorter`.
3. You are asked to position the cursor in the column you wish to use for the sort. Use the arrow keys to do that, and press Return.
4. Now you're prompted to highlight the range of lines you wish to sort. You may press Escape to back up and select a different sort column.
5. Press Return to select the desired range of lines.
6. Now you're asked if you wish to sort them from "A-Z" or "Z-A". Make your selection and the lines will be sorted. Case is ignored; that is, upper case and lower case letters are treated as identical characters.
7. You're returned to the file with the lines in their new order.

Lines are sorted based on the column you select. You can use the ASCII Values application to see the priority order that will be used in sorts.

1. Press Open-Apple Escape and select `ASCII Values` from the TimeOut menu.
2. Press Return to enter a value directly.
3. Press Return again to select `ASCII`.
4. Press the Space Bar to see the first (lowest) character. You'll see that the space is a 32. Numbers from 0-31 are not visible characters.
5. Now press the right arrow to move through the characters until you reach 65, which is an "A". If you sort from A-Z, lines with a space in the sort column will be first, followed by lines with an "!", etc.

Line Sorter works best on lines that have carriage returns at the end. It will work on wrapped lines, but the resulting file will look a little strange.

Chapter 10

Program Selector

Program Selector is a special TimeOut application that allows you to exit directly from AppleWorks to another program, and then automatically return to AppleWorks when you're finished. The Desktop is not preserved; AppleWorks is simply restarted automatically. When you quit via the AppleWorks main menu, your normal quit code (such as Bird's Better Bye or ProSel) is restored.

This application works best with 3.5" disks, RAM disks, and hard disks. That way, all applications can be run without any disk swapping. If you're using 5.25" disks, you'll find the disk swapping to be intolerable.

Only SYSTEM files or programs that run under BASIC.SYSTEM may be used with Program Selector. Before you can use Program Selector it must be configured.

Configuring Program Selector

1. Press Open-Apple Escape and choose Utilities from the TimeOut menu.
2. Select Configure, and then choose Program Selector. You'll see a screen like this:

```
File: PowerPack Docs          PROGRAM SELECTOR          Escape: Utilities
==============================================================================

        1.  AppleWorks startup file    [APLWORKS.SYSTEM]

        2.  Title 1                    [undefined        ]
        3.  File name 1                [              ]
        4.  Program 1 Location         [                      ]

        5.  Title 2                    [undefined        ]
        6.  File name 2                [              ]
        7.  Program 2 Location         [                      ]

        8.  Title 3                    [undefined        ]
        9.  File name 3                [              ]
       10.  Program 3 Location         [                      ]

       11.  Title 4                    [undefined        ]
       12.  File name 4                [              ]
       13.  Program 4 Location         [                      ]

       14.  Return to AppleWorks       [Yes]

_____
Type number, or use arrows, then press Return              1309K Avail.
```

AppleWorks startup file

This is the file that will be run when you return from the
program you chose with Program Selector. It will always be
APLWORKS.SYSTEM unless you're using Super MacroWorks or
TimeOut UltraMacros. Super MacroWorks users must change the
startup file name to SUPER.SYSTEM, although updating to
UltraMacros would be a wiser move. UltraMacros users should
change the name to ULTRA.SYSTEM, or to the name of a Task
file on the AppleWorks Startup disk that you want executed
when you quit the launched application.

The remaining items allow you to specify four System or Basic
files that will appear on the Program Selector menu, available
for easy launching regardless of what drive the AppleWorks
data disk is set to.

Title 1

This is what will appear on the Program Selector menu. Enter up to twenty characters to describe the program. Select this item and enter `PowerPack Startup` for the title.

File name 1

This is the actual ProDOS file name of the program. It must be a SYSTEM file, or a program that runs under BASIC.SYSTEM. Select this item and enter `startup` for the name.

Program 1 Location

This is where Program Selector will expect to find the program. You may specify a pathname, a slot and drive, the TimeOut applications disk, or the AppleWorks data disk as the location. Select this item to display the disk menu. Press Return to enter a pathname, and type `/POWER.PACK` for the name.

3. Press Open-Apple Q to leave TimeOut Utilities.

Return to AppleWorks

You may change this to `No` if you want to launch programs from AppleWorks and then return to your original program selector instead of returning to AppleWorks.

You may even want to have one Program Selector that returns to AppleWorks and another one that doesn't.

Using Program Selector

4. Set the AppleWorks data disk to the drive containing the TimeOut PowerPack disk.
5. Press Open-Apple Escape and choose `Program Selector` from the TimeOut menu. A menu like this will appear:

```
File: PowerPack Docs          PROGRAM SELECTOR        Escape: Review/Add/Change
────────────────────────────────────────────────────────────────────────────




                        1.   PowerPack Startup

                        2.   undefined

                        3.   undefined

                        4.   undefined

                        5.   Read the current disk




              TimeOut Program Selector  Copyright 1988 Randy Brandt (v1.0)
────────────────────────────────────────────────────────────────────────────
Type number, or use arrows, then press Return                    1092K Avail.
```

6. Press Return to run "Startup". You'll see the familiar TimeOut installation menu. Select `Quit` (twice) to return to Applesoft Basic. From Basic, type `bye` in order to exit. This will restart AppleWorks.

Read the current disk

This option reads the currently defined AppleWorks data disk and displays a list of SYSTEM and BASIC programs. Highlight the one you wish to run and press Return. If the current disk does not contain BASIC.SYSTEM, Program Selector will be unable to run the BASIC programs in the list.

Quitting to AppleWorks

When you exit a program launched by Program Selector, AppleWorks is automatically started. Program Selector must find the AppleWorks PROGRAM disk first, followed by the STARTUP disk. You will be prompted to insert the disks if they can't be found automatically.

To return to AppleWorks from Applesoft BASIC, type BYE. From within a BASIC program, use 100 PRINT CHR$(4) "BYE".

See the file *PrgSelect Macro* on the PowerPack disk for a TimeOut UltraMacros program that restores the desktop files when AppleWorks is restarted.

> *Note: If you run PRODOS or a program selector such as "PROSEL.SYSTEM", you will not automatically return to AppleWorks because the new selector will have control.*

> *Tip: To allow more than four pre-configured program choices, or to return to different UltraMacros task files, use the TimeOut Utilities to rename* Program Selector *to* Selector 1 *and then use TimeOut FileMaster rename the TO.SELECTOR file in your TimeOut directory to TO.SELECT1. Now copy the original TO.SELECTOR file to the TimeOut directory and configure four new applications.*
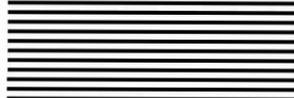
Chapter 11

Triple Clipboard

Triple Clipboard allows you to have three independent clipboards in memory. While only one is active at a time, the other two may be activated with just a few keystrokes.

WARNING: Triple Clipboard does NOT work with the Applied Engineering expanded clipboard! It is only compatible with the standard AppleWorks clipboard.

Using Triple Clipboard

1. Add any Word Processor file to the Desktop.
2. Copy several lines to the clipboard.
3. Press Open-Apple Escape and select `Triple Clipboard`. You'll see a display something like this:

```
File: PowerPack Docs          TRIPLE CLIPBOARD          Escape: Review/Add/Change
─────────────────────────────────────────────────────────────────────────
          TimeOut Triple Clipboard  Copyright 1988 by Randy Brandt (v1.0)
─────────────────────────────────────────────────────────────────────────
                          |                         |
     Active Clipboard     |    Second Clipboard     |    Third Clipboard
                          |                         |
─────────────────────────────────────────────────────────────────────────
                          |                         |
                          |                         |
                          |                         |
This clipboard contains  | This clipboard contains | This clipboard contains
                          |                         |
16 lines of              |                         |
                          |                         |
Word Processor data.     | no information at all.  | no information at all.
                          |                         |
                          |                         |
                          |                         |
                          |                         |
                          |                         |
─────────────────────────────────────────────────────────────────────────
Swap in?  Second clipboard  Third clipboard
```

4. Now press `S` to exchange the current clipboard with an empty one. Now the active clipboard will be empty, but the second clipboard is holding the information.

5. Press Escape to return to AppleWorks. Now add a Data Base or Spreadsheet file to the Desktop and copy some information to the clipboard.
6. Re-select `Triple Clipboard` and note that you now have two clipboards with information.
7. Press `S` to reactivate the original clipboard.
8. Press Escape to return to AppleWorks.
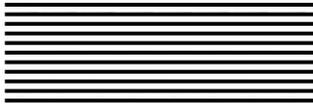
Chapter 12

Triple Desktop

The TimeOut Triple Desktop allows up to 36 files to be on the AppleWorks Desktop at one time. Twelve of these files can be active and available from the Open-Apple Q Desktop Index. The other files are accessed by using Triple Desktop. You can move files from one Desktop to another, or swap files between two Desktops.

Using Triple Desktop

1. Add a few files to the Desktop.
2. Now press Open-Apple Escape and select `Triple Desktop` from the TimeOut menu. You will see a screen something like this:

```
File: PowerPack Docs              TRIPLE DESKTOP        Escape: Review/Add/Change

              TimeOut Triple Desktop  Copyright 1987 by Randy Brandt (v1.0)

                                |                      |
      Active Desktop Index      |  Second Desktop Index |   Third Desktop Index
                                |                      |
                                |                      |
  1.  PowerPack Docs   WPc      |                      |
  2.  NewFile          DBn      |                      |
  3.  Sample Spread    SS       |                      |
                                |                      |
                                |                      |
                                |   There are no files  |   There are no files
                                |    on this Desktop    |    on this Desktop
                                |                      |
                                |                      |
                                |                      |
                                |                      |
          Total size: 16K       |                      |

Choice?  Second desktop   Third desktop   Exchange files   Move files
```

There are three files on the active Desktop. The files are listed in the same way as on the Open-Apple Q Desktop Index, except that more information is given:

1. A "c" after the file type indicates that a change has been made.
2. An "n" following the type indicates that the file is new.
3. A space after the type means that the file is unchanged.
4. The total size of all files on the Desktop is listed at the bottom.

In the above example, the first file has been changed and the second file is new; the third file is unchanged.

Switching Desktops

1. Press s to swap the active Desktop with the second Desktop. Now the display will look something like this:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ File: PowerPack Docs          TRIPLE DESKTOP       Escape: Review/Add/Change │
│                                                                           │
│        TimeOut Triple Desktop  Copyright 1987 by Randy Brandt (v1.0)      │
│                                  |                │                        │
│     Active Desktop Index       | Second Desktop Index │  Third Desktop Index │
│                                  |                │                        │
│                                | 1.  PowerPack Docs    WPc │                │
│                                | 2.  NewFile           DBn │                │
│                                | 3.  Sample Spread     SS  │                │
│                                  |                │                        │
│      There are no files          |                │       There are no files │
│        on this Desktop           |                │         on this Desktop │
│                                  |                │                        │
│                                  |                │                        │
│                                  |                │                        │
│                                  |                │                        │
│                                  |  Total size: 16K │                      │
│ Choice?  Second desktop  Third desktop  Exchange files  Move files         │
└─────────────────────────────────────────────────────────────────────────┘
```

2. Press Escape. An empty Open-Apple Q Desktop Index will appear. You can add up to 12 twelve files to the new empty Desktop and still use Triple Desktop to switch back to your previous files at any time.
3. Press Open-Apple Escape and choose Triple Desktop again. You can press T at this screen to swap in the third Desktop. Pressing s will make the second Desktop active again.

Exchange files

1. Press E to swap files between the active Desktop and an inactive Desktop. The top of the screen will show "EXCHANGE FILES" and the bottom of the screen will show this menu:

   ```
   Use files from? Second Desktop Third Desktop
   ```

2. Choose a Desktop. If no files are present on the selected Desktop, the other Desktop will be selected. The inverse menu bar will appear.
3. Highlight the file you wish to activate and press Return. An arrow will show that it has been selected and the menu bar will move to the active Desktop. If the wrong file was selected, press Escape to back up.
4. Now highlight a file to deactivate and press Return. The two files will be instantly exchanged.

Move files

1. Press M to move a file to the active Desktop from an inactive one. The top of the screen will show "MOVE FILES" and the bottom of the screen will show this menu:

   ```
   Use files from? Second Desktop Third Desktop
   ```

2. Choose a Desktop. If no files are present on the selected Desktop, the other Desktop will be selected. The inverse menu bar will appear.
3. Highlight the file you wish to activate and press Return. The file will be instantly added to the active Desktop and removed from the inactive Desktop.

Quitting AppleWorks

AppleWorks is only aware of the active Desktop, so it's a good idea to check Triple Desktop for inactive changed or new files before quitting.

Tip: If you want to quit in a hurry even though you have a lot of changed files you don't want to save. Just use Triple Desktop to make an empty Desktop active and then quit with no questions asked.

The Need for Speed

Use the TimeOut Utilities to make Triple Desktop a memory-resident application. This only uses about 1K of Desktop space and gives you instant access to all 36 Desktop files at any time.

Note: Triple Desktop requires an additional 1K of Desktop space to store information about the second and third Desktops. It reserves this space the first time it is accessed.
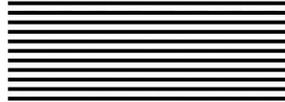
Appendix

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.
```
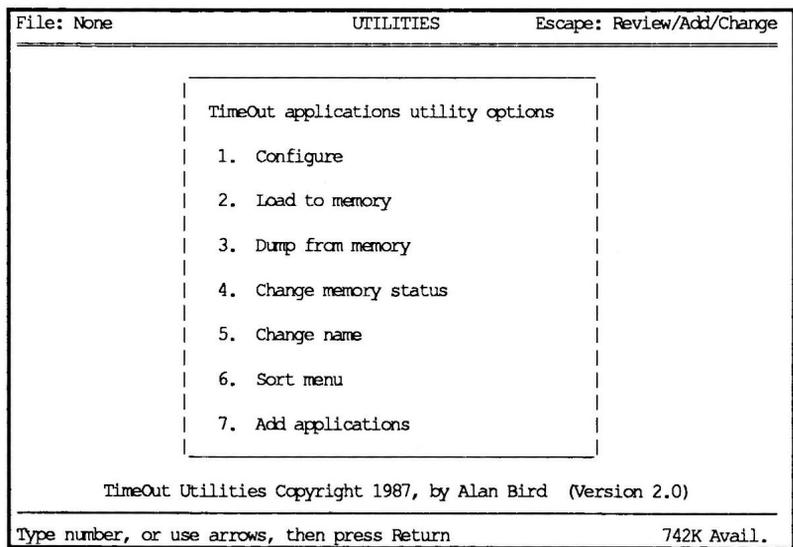
Configure

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 option 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 appiications, 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.

58   Appendix

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) 558-6151   24 hours, everyday

Or, you can write to:

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

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