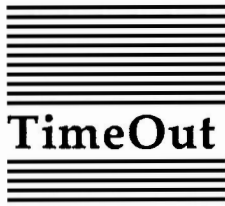




TimeOut TextTools

by Mark Munz,
Randy Brandt
and
Howard Bangerter



TimeOut TextTools™

Word Processor Tools for AppleWorks®

by Mark Munz, Randy Brandt,
and Howard Bangerter

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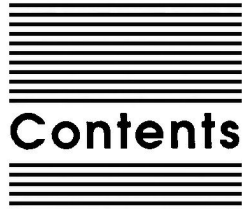
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Contents

Chapter 1	Welcome to TimeOut TextTools 1
	About this Manual 2
Chapter 2	Installing TimeOut 3
	The Big Picture 4
	Automatic Installation 5
	Manual Installation 6
	Installation Options 7
	Read Manual Updates 7
	Make a Backup Disk 8
	Format a Disk 8
	Catalog 9
	Create a Subdirectory 9
	Install TimeOut 10
	Sorting the TimeOut Menu 10
	Multiple TimeOut Applications Disks 10
	Location of TimeOut Applications 11
	Location of AppleWorks 12
	Copy Applications 12
	Re-installing TimeOut 13
	Start up AppleWorks 13
	Accessing TimeOut Applications 15
	Memory Usage 16
	Control-Reset Patch 16
Chapter 3	Glossary 17
	Building a Sample Glossary 17
	Using a Glossary 19
	Quickly Finding an Entry 20
	Zooming In 20
	Selecting an Entry 20
	Creating Your Own Glossary 21
	Start Glossary 21

	Sample Glossary Entry	21
	End Glossary	22
	Glossary Application Tips	22
	Printer Options	22
Chapter 4	QuickStyles	25
	Building a Sample StyleSheet	25
	Using a StyleSheet	27
	Quickly Finding an Entry	28
	Zooming In	28
	Viewing Tab Rulers	28
	Selecting an Entry	29
	Creating Your Own StyleSheets	29
	Start Styles	29
	Sample StyleSheet Entry	29
	End Styles	30
	StyleSheet Tips	30
	Printer Options	31
	Headers and Footers	31
	Style In, Style Out	32
Chapter 5	QuickTabs	33
	Using QuickTabs	33
	Finding and Creating Rulers	34
	Using the Ruler Editor	35
	Creating a New Ruler	36
Chapter 6	MarkMerge	37
	Using MarkMerge	38
	Using MarkMerge for Form Letters	39
	Record Selection Rules	41
	Using MarkMerge to Fill Out Forms	42
	Configuring MarkMerge	43
Chapter 7	MultiPrint	45
	Using MultiPrint	45
	Creating Linked Files	47
	Ordering Your Files	48
	Desktop Memory	49
	Page Number Limit	49
Chapter 8	CopyBlock	51
	Using CopyBlock	51
	Formatting Narrow Columns	53
	Copying Wide Blocks	53
Chapter 9	SuperFind	55
	Using SuperFind	55

	Finding Printer Options	56
Chapter 10	Analyst	57
	Using Analyst	57
	Who Needs It?	59
Chapter 11	Indexer	61
	Generating a List of Words and Phrases	61
	Generating an Index	61
Chapter 12	TOC Generator	63
	Using TOC Generator	63
	Chapter Number Markers	64
	Chapter Title Markers	64
	Header Markers	65
	Figure Markers	65
	Table Markers	66
	Putting it all Together	66
	The Final Table of Contents	67
	Configuring TOC Generator	67
Chapter 13	CR Stripper	69
	Using CR Stripper	69
	Defining which Return markers to strip	70
Appendix	TimeOut Utilities	71
	Using the Utilities	72
	Configure	72
	Load to memory	73
	Dump from memory	73
	Change memory status	74
	Change name	74
	Sort Menu	74
	Add Applications	74
	List Version Numbers	75
Help!	Customer Support Information	77
	Index	79

TimeOut TextTools™ 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 TimeOut TextTools applications are integrated with AppleWorks, you can use them without leaving AppleWorks. This makes TimeOut TextTools faster and more convenient than 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 TextTools 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 *Copy Applications* on page 12.

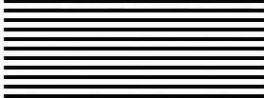
If you're not already familiar with AppleWorks, you may want to refer to your AppleWorks manuals before starting.

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 1

Welcome to TimeOut TextTools



Chapter 2



Installing TimeOut

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Important: TextTools is provided on both 5.25-inch and 3.5-inch disks. The TimeOut Installer allows you to back up your disks. Please do so. Then be sure to write-protect and safely store your original disks so you don't accidentally overwrite them. This includes your AppleWorks disk—do not install TimeOut on your master copy of AppleWorks. Use your backups!

The Big Picture

AppleWorks is an integrated application program that includes a Word Processor, Data Base and Spreadsheet. As you use AppleWorks, it appears to be a single program. But if you have ever listed the files on your AppleWorks disk, you have seen that AppleWorks is actually a collection of separate application files that all work together. TimeOut is a modification made to AppleWorks that allows more applications to be integrated into the program—powerful applications like TimeOut TextTools that work with the other AppleWorks applications.

Important: TimeOut is not an application. TimeOut only makes AppleWorks expandable. TextTools are applications that become a part of AppleWorks, thanks to TimeOut. Keep this in mind during the installation process, and it will be very quick and easy.

The disk that contains the TimeOut applications is called your applications disk. If you copy your application files onto your AppleWorks disk, that becomes your applications disk.

Important: If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. There isn't enough space. You will need to copy them to another disk.

TimeOut TextTools are compatible with the USA version of AppleWorks v3.0 and later. If you have an earlier version, contact your dealer about getting an update. TimeOut does not work with foreign language versions of AppleWorks.

You must install TimeOut on a copy of your AppleWorks disk to use TimeOut TextTools. To get started, boot your TimeOut TextTools disk by placing it in the boot drive and pressing Control-⌘-Reset.

Automatic Installation

There are two ways you can install TimeOut: Manual or Automatic. Automatic Installation is recommended for new TimeOut owners. The Automatic Installation program will set up TimeOut for your system. You don't need to be a hacker to use it!

The Automatic Installation Menu contains three options:

1. **Read manual updates.** Select this option to see what changes or additions have been made to your instruction manual.
2. **Install TimeOut.** Select this option and simply follow the prompts on the screen. You will be taken through these steps: backing up your AppleWorks and TimeOut disks, creating an applications disk, installing TimeOut and copying your applications files. This is everything you need to do to get started with TextTools.

Important: Have several blank disks on hand. You will need to use them to make the backup disks and applications disks.

3. **Quit.** Choose this option if you just booted up the wrong disk!

If you already have TimeOut installed on your copy of AppleWorks, it is not necessary to do the Automatic Installation. Installing TimeOut is required only one time. Just use Manual Installation to copy your new applications to your applications disk.

If you are curious as to just what happens during the installation process, read on. Automatic and Manual installation are the same, except that you are not given any options in Automatic installation. TimeOut is configured for you.

After you have finished the Automatic installation, see *Start up AppleWorks* on page 13 for how to use TimeOut when you boot up AppleWorks.

Manual Installation

Manual installation gives you the freedom to configure TimeOut to your own special needs. One advantage of Manual installation is that you don't have to install TimeOut again if you have done it previously. You can simply use it to copy your new applications to your applications disk.

The Manual Installation Menu has eight options to choose from. Here is a brief description:

1. **Read manual updates.** Select this option to see what changes or additions have been made to your instruction manual.
2. **Make a backup disk.** Use this to make backup copies of your AppleWorks and TimeOut disks.
3. **Format a disk.** With this option you can prepare disks to hold your TimeOut application files.
4. **Catalog a disk.** Use this option to see the files you have on your disks.
5. **Create a subdirectory.** You may want to create a subdirectory for your application files.

6. **Install TimeOut**. This is the first half of the installation process. You must install TimeOut on AppleWorks in order to use TextTools. Remember, TimeOut and TextTools are two different things.
7. **Copy applications**. This completes the installation. In this step, you copy the application files from your master TimeOut disk to another disk. You can use a 5.25-inch disk, a 3.5-inch disk, a RAM disk, a hard disk, or any other ProDOS device.

Note: This step is optional. If you do not own any other TimeOut applications and will only be using TimeOut TextTools, you can use a backup copy of TimeOut TextTools as your applications disk.
8. **Quit**. Select this option when you have completed the installation process.

Installation Options

The following menu options are available in Manual Installation. Let's take a detailed look at each one.

Read Manual Updates

Select `Read manual updates`. You will see a file containing any changes or additions to the TimeOut TextTools instruction manual since it was printed.

This file is an AppleWorks file called `Notes`. You can also see it any time in AppleWorks by adding it to the Desktop.

Press `Escape` when finished.

Make a Backup Disk

Use this option to make backup copies of your AppleWorks and TimeOut disks. You can back up both 5.25 and 3.5 inch disks. This step is optional, but strongly recommended. You should backup both your AppleWorks disk and TimeOut TextTools disk. Then, put the master disks in the closet and use the backups for the installation process.

Important: Make sure your master disks are write-protected. This insures that you won't accidentally destroy them during the copy process!

You will see a list of disk drives you can use to make your backup disk. If you have only one disk drive, select the same drive for your master and backup disks. Follow the instructions given on the screen telling you which disk to put in the drive.

If you have two drives, select a different drive for the master and backup disks.

Important: You cannot backup one size disk onto another. For example, a 5.25-inch disk won't work to backup a 3.5-inch disk. Both the master and backup disks must be the same size.

Format a Disk

You may need to format a blank disk to hold your applications. If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. There is not enough space. Use this option to create an applications disk.

You will see a choice of disk drives you can use to format a disk. Make sure your disk is not write-protected.

You will be asked to enter a name for the disk. This name can be anything you like, but there are certain rules concerning disk names. The name must start with a letter, and contain only letters, numbers and periods. The maximum length of the name is 15 characters. You will get an error message if the name does not follow these rules.

The name you give the disk will become the default location of your applications when you install TimeOut, since the Installer assumes you will use this disk for applications.

You will be told if there is already information on the disk. Be careful. Any files on the disk will be erased when you format it. You can use the `Catalog a disk` option to see what files are on a disk before formatting it.

Catalog a Disk

This option works like the `List all files` feature in AppleWorks. Use it to see the files you have on your disks. You can choose to catalog the files in the main directory of a disk, or enter the pathname of a subdirectory.

Just place the disk you want to catalog in the disk drive and select that drive from the menu. You will see the name, size and creation dates for all of the files in that directory.

Create a Subdirectory

Your TimeOut applications can be copied into a subdirectory. If you want to create a new subdirectory for your applications, choose this option before copying the application files.

Enter the complete pathname of the subdirectory. If you wanted to create a subdirectory called `TIMEOUT` on a disk named `/APPLEWORKS`, you would need to enter:

```
/APPLEWORKS/TIMEOUT
```


Important: TimeOut applications do not have to be in subdirectories! If you don't understand what a subdirectory is, don't worry. But because they make organizing your files so much easier, you should take the time to learn what they can do for you. Your AppleWorks manual has a very good section on subdirectories called "ProDOS, prefix for filenames." You should read it.

Install TimeOut

This is the step in which you actually modify AppleWorks. There are several steps to the process. Make sure you are using a backup copy!

Sorting the TimeOut Menu

When you have TimeOut installed in AppleWorks, you select applications from a menu. If you would like the menu items alphabetized, answer *Yes* to sorting. Otherwise, they will appear in the same order as they do in the disk catalog. By answering *No*, you can copy the files to your applications disk in the order you want, and they will appear in the menu that way.

By the way, the Installation program will not copy the files in a special order for you. If you want to do this, you will need to use a different file copy program.

If in doubt, answer *Yes* to this question.

Multiple TimeOut Applications Disks

If you have more applications than will fit on one disk, you can answer *Yes* to multiple applications disks. This is most likely to happen if you are using 5.25-inch disks. You will be able to load your applications from different disks and have TimeOut display them in the same menu.

There is another option available if you have more than one applications disk. You can use the Add applications feature in TimeOut Utilities to create multiple TimeOut menus. Using this

feature, each applications disk will have its own menu. The advantage of this TimeOut feature is that you do not have to load all of your applications disks every time you run AppleWorks. See page 74 for details.

Important: Don't confuse multiple applications disks with multiple TimeOut menus. The multiple applications disk feature allows 5.25-inch users to put applications from different disks into the same TimeOut menu. The multiple menu feature is required if you have more than 30 TimeOut applications. Also, you can use it to add applications at any time without leaving AppleWorks.

If all of your applications fit on one disk, or in the same subdirectory, answer No.

Location of TimeOut Applications

The next step is to tell TimeOut the location of your applications disk. Remember that TimeOut and your applications are different. In order for TimeOut to communicate with your applications, it needs to know where to look for them. The information you give TimeOut concerning the location of your applications is where you will need to put your applications disk when you use AppleWorks.

Your applications (like TextTools), can be located anywhere you want: a hard disk, a RAM disk, a floppy disk, or any other ProDOS device. You will probably want to put them on your AppleWorks disk.

Important: If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. There isn't enough space. You will need to copy them to another disk.

You are given two ways to tell TimeOut the location of your applications, Slot and Drive, or ProDOS pathname. If your application files will be in the main directory of the disk, give TimeOut the Slot and Drive location of the disk drive you will use.

Important: For 5.25 inch disk users - if you have one drive only, tell TimeOut your applications are located in Slot 6, Drive 1. If you have two drives, Slot 6, Drive 2 is recommended.

Important: TimeOut applications do not have to be in subdirectories! If you don't understand what a subdirectory is, don't worry. But because they make organizing your files so much easier, you should take the time to learn what they can do for you. Your AppleWorks manual has a very good section on subdirectories called "ProDOS, prefix for filenames." You should read it.

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If all of your applications fit on one disk, or in the same subdirectory, answer No.

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Important: If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. There isn't enough space. You will need to copy them to another disk.

You are given two ways to tell TimeOut the location of your applications, Slot and Drive, or ProDOS pathname. If your application files will be in the main directory of the disk, give TimeOut the Slot and Drive location of the disk drive you will use.

Important: For 5.25 inch disk users - if you have one drive only, tell TimeOut your applications are located in Slot 6, Drive 1. If you have two drives, Slot 6, Drive 2 is recommended.

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.

Location of AppleWorks

The next step is to indicate where your AppleWorks STARTUP program is located. You may specify either Slot and Drive or ProDOS directory. After indicating the location of AppleWorks, put your AppleWorks disk (the STARTUP side if you are using 5.25-inch disks) in the drive you selected and press Return. TimeOut will be installed.

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

Copy Applications

If TimeOut TextTools is your only TimeOut application, you can use your backup copy of the TimeOut TextTools disk as your TimeOut applications disk. You will want to create an applications disk in the future if you get more TimeOut applications. This will help cut down on the number of disks you need to use AppleWorks.

To copy the TextTools files to your TimeOut applications disk, select Copy applications from the Main Menu.

You will need to select the location of your applications disk either by Slot and Drive or ProDOS pathname. The default location will be the same one you gave TimeOut to look for your applications. Choose the default if you just finished installing TimeOut.

Place your applications disk in the drive and press Return. Any TimeOut applications already on the disk will be listed on the screen. As each TimeOut application is copied from your TextTools disk to the applications disk, you will see its name on the screen.

Important: The installation program will not let you copy your applications to a disk which doesn't have enough space to hold them. If you get an error message, choose a different location or put in a different disk, then try again.

When all the files have been copied, press the Space bar to return to the Main Menu.

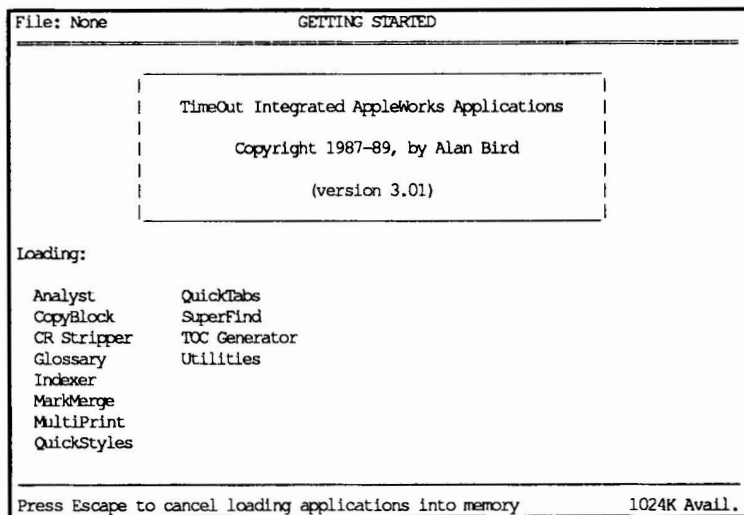
Re-installing TimeOut

If you need to change the location of your applications disk, or you want to have more than one TimeOut applications disk, you will have to install TimeOut again. Just follow the same steps you went through the first time, making any needed changes.

Start up AppleWorks

Now that you have installed TimeOut on your copy of AppleWorks and created a TimeOut applications disk, you are ready to use it. Boot up your AppleWorks disk the same way you usually do.

When you start up AppleWorks with TimeOut installed, you will see the TimeOut title screen before you reach the AppleWorks Main Menu.



The first thing TimeOut will do is search for your applications disk.

Important: If TimeOut cannot find your applications, it will ask you to insert your applications disk. Put it in the drive (if you have not already done so) and choose Try again, or Try a different location. If you still get the same message, you either do not have any applications on the disk or your disk has been damaged. Try creating a new applications disk.

If you do not see a TimeOut title screen, TimeOut has not been installed. Go back and try installing it again on a new backup copy.

As TimeOut finds each TimeOut application, they are listed on the screen. An asterisk (*) before the application name indicates that it is memory-based. If you press Escape while TimeOut loads your applications, the memory-based applications will not load into memory (see pages 73 and 74 for more information on 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. By the way, you do not have to load in all of your applications when you first start up AppleWorks. You can always go to the Utilities option in the TimeOut menu and select Add applications to get the rest.

Accessing TimeOut Applications

You can call up the TimeOut menu from inside AppleWorks by holding down the ⌘ key and 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	
1. Analyst	7. MultiPrint
2. CopyBlock	8. QuickStyles
3. CR Stripper	9. QuickTabs
4. Glossary	10. SuperFind
5. Indexer	11. TOC Generator
6. MarkMerge	12. Utilities

Use the Up and Down arrow keys or type a number to highlight an application. Press Return to select it, or Escape if you don't want to choose any items in the menu. If your applications are not memory-based, put your TimeOut applications disk in the drive. You will be prompted to put it in if you forget. 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. See page 74 for information on how to configure your applications.

However, for maximum speed, make your TimeOut applications memory-based or use them from a RAM disk. The only price you pay is reduced Desktop memory.

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 for emergency use only—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

Glossary

by Mark Munz and Randy Brandt

Glossary allows you to create your own *Glossary applications*. A Glossary application lets you select text from a menu and insert it anywhere in a Word Processor document. Names, addresses, even paragraphs can be entered faster than you can type! There's no need to type the same thing again and again.

A Glossary application is actually a TimeOut application that you create using the Glossary Compiler.

Building a Sample Glossary

In this example we will show you how to compile a sample Word Processor file into a Glossary application.

1. Start up AppleWorks and insert a backup copy of the TimeOut TextTools disk.
2. Add the Word Processor file *Glossary Sample* to the Desktop.
3. Press ⌘-Escape and select *Glossary*. The file will be compiled, printing each Glossary Label as it compiles, and a `No errors` message will appear when it's finished.

```
File: Glossary Sample          GLOSSARY          Escape: Review/Add/Change

                                     NAUG
                                     Closing
                                     To Randy
                                     Randy's Address
                                     Beagle's Address

                                     ..No errors..

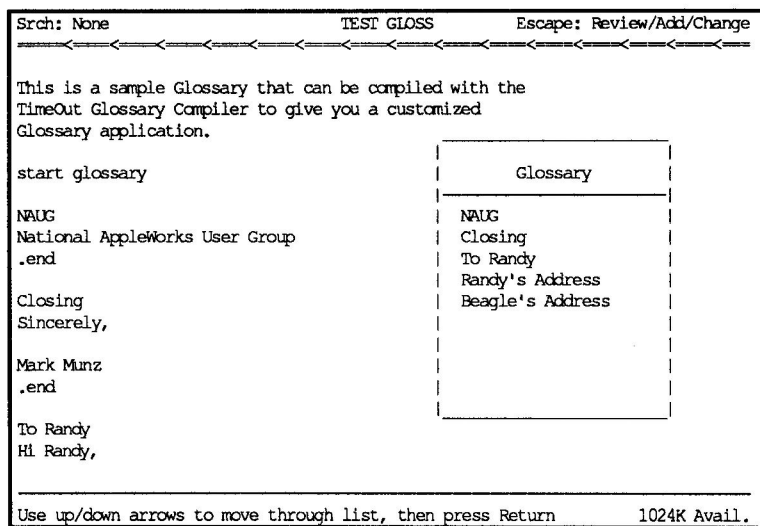
                                     TimeOut Glossary (Version 1.0)
                                     Copyright 1990 by Mark Munz and Randy Brandt

Press Space Bar to continue          1024K Avail.
```

4. Press the Space Bar. You will be asked to enter the name of the Glossary application (up to 12 characters). Enter `Test Gloss` 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. If you decide you don't want to save this Glossary, you may press Escape to exit without saving it.
5. The Glossary application is saved as `TO.TEST.GLOSS` on your backup copy of the TextTools application disk (or wherever the TimeOut Glossary application is located).
6. Press `⌘-Escape` and select `Utilities`, then choose `Add Applications`. Select the location of the disk containing your TimeOut applications. You'll see a list of applications being loaded as if you had just started AppleWorks. After the applications are loaded, press Escape to exit the Utilities menu.

Note: Another way to get the new application listed in your TimeOut menu is to simply exit AppleWorks and then restart it. If this sounds easier than messing with the Utilities menu, then go for it. After restarting AppleWorks, you will need to add the file Glossary Sample to the Desktop again. For more information about using the TimeOut Utilities, see page 74.

7. Press **⌘-Escape**. Notice that there is a new TimeOut application listed: **Test Gloss**. That's the Glossary application we just created. Select **Test Gloss** from the menu. You should now see the Glossary window on your screen like this:



The Glossary window will present a list of Glossary Labels. Glossary Labels are the names you give to individual Glossary entries. You can use any name which may help you remember what the Glossary entry is. For example, *Beagle's Address* describes its entry, which is *Beagle Bros' address*.

Using a Glossary

While the Glossary window is active, you can use the arrow keys to move through the list of Glossary Labels. You can also use **⌘-Up Arrow** and **⌘-Down Arrow** keys to move a page at a time through the list. These commands are the same ones that AppleWorks uses in file listings:

Up Arrow	Scroll up
Down Arrow	Scroll down
⌘-Up Arrow	Move up one screen
⌘-Down Arrow	Move down one screen
⌘-1	Move to top of list
⌘-9	Move to bottom of list

Quickly Finding an Entry

Glossary applications have a built-in Find command. If you type an "R", the cursor will highlight the first entry that begins with an "R". In our example, that would be *Randy's Address*. If you have several entry names that began with "R", you could type in the second letter to narrow it down even more, and so on. If you want to cancel the Find (ie. to start over from the first letter), just press Escape. Notice that the Glossary application displays the current Search string in the upper left corner of the screen.

Zooming In

Sometimes a name just isn't enough to remember what text lies beneath it, so Glossary provides a Zoom option. Pressing ⌘-Z toggles the Zoom mode. When Zoomed-in, you can see the contents of each Glossary entry as you move through the list.

Selecting an Entry

Finally, press Return when you have found the entry you want and the text will automatically be entered into your document.

Creating Your Own Glossary

TimeOut Glossary *compiles* Word Processor files into Glossary applications. This means that it scans the *source* file and follows certain rules in converting the file's information into Glossary entries. We'll look at the *Glossary Sample* file from the TextTools disk to see what these rules are. If you haven't already done so, add the Word Processor file *Glossary Sample* to the AppleWorks Desktop now.

Start Glossary

The Glossary Compiler must find the words `start glossary` on a line by themselves before it will start processing the text. This allows you to have comments in the file before the actual Glossary information. Do not put any spaces before or after the words `start glossary`.

Sample Glossary Entry

The Glossary Compiler will start scanning from the first line after `start glossary` looking for a line of text. The first line it encounters becomes the Glossary Label for that entry. It must be on a line by itself. The Compiler will then treat the following lines as the Glossary Text. Notice that the second line of text (the third line of our entry) is a Return marker on a line by itself. The Compiler will include all Return markers found in the text. Finally, on a line by itself (and with no preceding spaces) the word `.end` indicates the end of an entry. Follow this with another blank line.

Glossary Label	Closing■
Glossary Text	Sincerely, ■ ■ Mark Munz■
Glossary End Marker	.end■ ■

End Glossary

You can optionally turn off the Compiler before it reaches the end of the Word Processor file by entering `end glossary` after your last Glossary entry. Using this feature is optional; it's useful if you want to add more comments or text after all of your Glossary entries. If the Glossary Compiler does not find an `end glossary` string, it will simply continue processing each line of text until it reaches the end of the file.

Glossary Application Tips

Each Glossary application that you create can contain up to 127 entries. If you need more than 127 entries, you will need to split the entries into two or more Word Processor files and compile each file separately, giving a different name to each Glossary application.

In order for a Glossary application to do anything productive, you need to call it from within a Word Processor file. If you call it from the Main Menu or from a Data Base or Spreadsheet file, the entry you select will not be entered into the document since Glossary applications only work with Word Processor files.

Printer Options

Glossary applications support the following embedded Printer Option commands. To include any of these embedded commands, simply add them to your Glossary entries as you would with regular Word Processor text:

Boldface	Page Number
Superscript	Special Codes
Subscript	Print Page No.
Underline	Print Date
Enter Keyboard	Print Time

Glossary applications do not support the Mail Merge embedded command since it requires additional input when the option is selected from the Printer Options menu.

You can't include print formatting options or Tab Rulers in Glossary entries. Only plain text and embedded Printer Options are allowed. To compile sets of print formatting options such as Left Margin, Indent and Justify commands, check out QuickStyles in the following chapter.

Chapter 4

QuickStyles

by Mark Munz and Randy Brandt

QuickStyles allows you to create your own *StyleSheet applications*. A *StyleSheet* lets you set any combination of print formatting options instantly. Margins, Headers, Indent and all other ⌘-O print formatting options can be used.

If you have already read the Glossary chapter, you'll notice that Glossary and QuickStyles are *very* similar. What Glossary does for commonly used text, QuickStyles does for commonly used printer options.

A StyleSheet is actually a TimeOut application that you create using the QuickStyles Compiler.

Building a Sample StyleSheet

In this example we will show you how to compile a sample Word Processor file into a *StyleSheet*.

1. Start up AppleWorks and insert a backup copy of the TimeOut TextTools disk.
2. Add the Word Processor file *Styles Sample* to the Desktop.
3. Press ⌘-Escape and select *QuickStyles*. The file will be compiled, printing each *StyleSheet Label* as it compiles, and a *No errors* message will appear when it's finished.

```
File: Styles Sample          QUICKSTYLES          Escape: Review/Add/Change

Center
Bullet In
Bullet Out
Wide Margins
My Header
My Ruler

..No errors..

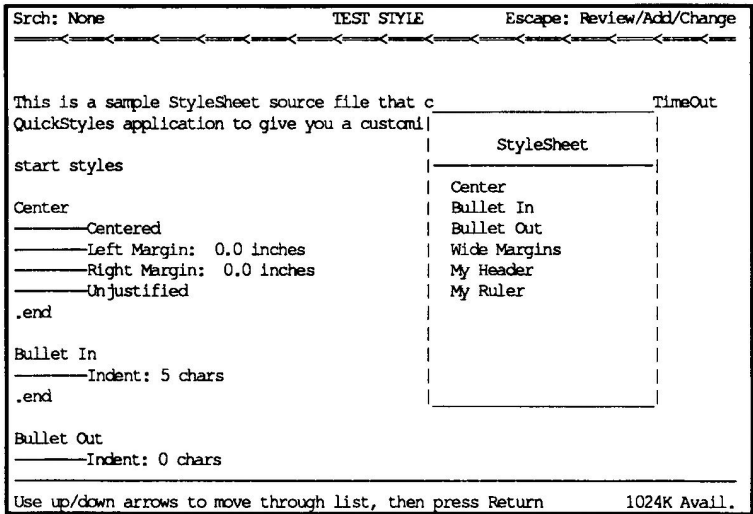
TimeOut QuickStyles (Version 1.0)
Copyright 1990 by Mark Munz and Randy Brandt

Press Space Bar to continue          1024K Avail.
```

4. Press the Space Bar. You will be asked to enter the name of the StyleSheet (up to 12 characters). Enter `Test Style` 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. If you decide you don't want to save this StyleSheet, you may press Escape to exit without saving it.
5. The StyleSheet is saved as `TO.TEST.STYLE` on your backup copy of the TextTools application disk (or wherever the TimeOut QuickStyles application is located).
6. Press `⌘-Escape` and select `Utilities`, then choose `Add Applications`. Select the location of the disk containing your TimeOut applications. You'll see a list of applications being loaded as if you had just started AppleWorks. After the applications are loaded, press Escape to exit the Utilities menu.

Note: Another way to get the new application listed in your TimeOut menu is to simply exit AppleWorks and then restart it. If this sounds easier than messing with the Utilities menu, then go for it. After restarting AppleWorks, you will need to add the file Styles Sample to the Desktop again. For more information about using the TimeOut Utilities, see page 74.

7. Press **⌘-Escape**. Notice that there is a new TimeOut application listed: **Test Style**. That's the StyleSheet we just created. Select **Test Style** from the menu. You should now see the StyleSheet window on your screen like this:



The StyleSheet window will present a list of StyleSheet Labels. StyleSheet Labels are the names you give to individual StyleSheet entries. You can use any name which may help you remember what the StyleSheet entry is. For example, **Bullet In**, **Bullet Out**, and **Wide Margins** are all descriptive of the formatting commands they name.

Using a StyleSheet

While the StyleSheet window is active, you can use the arrow keys to move through the list of StyleSheet Labels. You can also use **⌘-Up Arrow** and **⌘-Down Arrow** keys to move a page at a time through the list. These commands are the same ones that AppleWorks uses in file listings:

Up Arrow	Scroll up
Down Arrow	Scroll down
⌘-Up Arrow	Move up one screen
⌘-Down Arrow	Move down one screen
⌘-1	Move to top of list
⌘-9	Move to bottom of list

Quickly Finding an Entry

StyleSheet applications have a built-in Find command. If you type an "M", the cursor will highlight the first entry that begins with an "M". In our example, that would be `My Header`. If you then typed "Y R", the cursor would highlight `My Ruler` since it begins with the letters "MY R". If you want to cancel the Find (ie. to start over from the first letter), just press Escape. Notice that the current Search string is displayed in the upper left corner of the screen.

Zooming In

Sometimes a name just isn't enough to remember what Printer Options lie beneath it, so a Zoom option is provided. Pressing ⌘-Z toggles the Zoom mode. When Zoomed in, you can see the Printer Options as they would appear when Zoomed in a Word Processor document.

Viewing Tab Rulers

When Zoomed in, the label `----Tab Ruler` can prove to be very un-descriptive. To view Tab Rulers, you can toggle the Show Tab Rulers option by pressing ⌘-T. This will show you the Tab Ruler as it would appear at the top of the screen in place of the `----Tab Ruler` indicator.

Selecting an Entry

Finally, press Return when you have found the entry you want and the Printer Options will automatically be entered into your document. If you are in the middle of a paragraph, the StyleSheet will insert the Style commands at the beginning of the paragraph you are in.

Creating Your Own StyleSheets

TimeOut QuickStyles generates StyleSheets from Word Processor files. This means that it scans the Word Processor file and follows certain rules in converting the file's information into Style entries. We'll look at the *Styles Sample* file from the TextTools disk to see what these rules are. If you haven't already done so, add the Word Processor file *Styles Sample* to the AppleWorks Desktop now.

Start Styles

QuickStyles must find the words `start styles` on a line by themselves before it will start processing the printer options. This allows you to have comments in the file before the actual StyleSheet information. Do not put any spaces before or after the words `start styles`.

Sample StyleSheet Entry

QuickStyles will start scanning from the first line after `start styles` looking for a line of text. The first line it encounters becomes the StyleSheet Label for that entry. It must be on a line by itself. QuickStyles will then treat the Printer Options that follow as the StyleSheet Commands. Finally, on a line by itself (and with no preceding spaces) the word `".end"` indicates the end of an entry. Follow this with another blank line.

StyleSheet Label	Numbered List■
StyleSheet Commands	----Indent: 3 chars ----Left Margin: 1.5 inches ----Right Margin: 1.5 inches
StyleSheet End Marker	.end■ ■

End Styles

You can optionally stop generating the StyleSheet before it reaches the end of the Word Processor file by entering `end styles` after your last StyleSheet entry. Using this feature is optional; it's useful if you want to add more comments or text after all of your StyleSheet entries. If QuickStyles does not find an `end styles` string, it will simply continue processing each line until it reaches the end of the file.

StyleSheet Tips

Each StyleSheet that you create can contain up to 127 entries. If you need more than 127 entries, split the entries into two or more Word Processor files and compile each file separately, giving a different name to each StyleSheet.

In order for a StyleSheet to do anything productive, you need to call it from within a Word Processor file. If you call it from the Main Menu or from a Data Base or Spreadsheet file, the entry you select will not be entered into the document since StyleSheets only work with Word Processor files.

Printer Options

StyleSheets support the following print formatting options:

Bottom Margin	Paper Length
Centered	Pause Each page
Chars per Inch	Pause here
Double Space	Platen Width
Group Begin	Proportional-1
Group End	Proportional-2
Indent	Right Justified
Justified	Right Margin
Left Margin	Set a Marker
Lines per Inch	Single Space
New Page	Tab Ruler
Page Footer	Top Margin
Page Header	Triple Space
Page Number	Unjustified

Headers and Footers

Although StyleSheets usually contain only print formatting options, you can include text in Headers and Footers. For example, the following StyleSheet entry is valid:

```
Chapter Footer■
-----Page Header
-----Right Justified
                                                    Chapter 1, Page ^■
-----Unjustified
-----Page Header End
.end■
■
```

Style In, Style Out

After using a StyleSheet to enter Printer Options at the beginning of a paragraph, you can move to the end of the paragraph and add more commands. Within a StyleSheet entry, the command `Set a Marker: 140` tells the StyleSheet to insert the Printer Options at the *end* of a paragraph rather than at the beginning. The `Set a Marker` command does not get inserted into the document.

This is useful for styles that go together, such as "Bullet In" at the beginning of a paragraph, then "Bullet Out" at the end. The "Bullet Out" style contains a `Set a Marker: 140` command so the Printer Options will be inserted after the bulleted paragraph.



Chapter 5



QuickTabs

by Mark Munz

TimeOut QuickTabs makes using Tab Rulers a snap. You can define up to twenty custom rulers for quickly changing Rulers, plus QuickTabs gives you a more powerful Ruler Editor.

Using QuickTabs

1. Start AppleWorks and insert a backup copy of the TimeOut TextTools disk.
2. Add the file *Tabs Sample* to the Desktop.
3. Press ⌘-Escape and select QuickTabs.

```

File: Tab Sample          REVIEW/ADD/CHANGE          Escape: Main Menu
-----
No.^ Title^              Artist^              Year
1^ London Calling^       The Clash^          1980
2^ Purple Rain^          Prince and the Revolution^ 1984
3^ The Joshua Tree^      U2^                 1987
4^ Remain in Light^      Talking Heads^       1980
5^ Graceland^            Paul Simon^          1986

SOME OF MARK'S FAVORITES FROM THE EARLY 1990'S
-----
^      Artist^ Song
^      -----
^      Depeche Mode^ Policy of Truth
^      Erasure^ Sweet, Sweet Baby
^      Adam Ant^ Room at the Top
^      Madonna^ Vogue

Type entry or use A commands          Line 12 Column 1          A-? for Help

```

4. You can move about your file as you normally do with the Arrow keys, ⌘-Arrow keys, or ⌘-1 through ⌘-9. Notice that Tab Rulers appear as they would on the top of the screen.
5. Whenever the cursor is on a Ruler, the Ruler Editor will be active.

Finding and Creating Rulers

The following commands are available in QuickTabs:

- ⌘-A Add a Ruler to Quick List
- ⌘-D Delete a Ruler from Quick List
- ⌘-T Get a new Ruler from Quick List

- Control-F Go to Next Ruler in document (Forward)
- Control-R Go to Previous Ruler in document (Reverse)

Using the Ruler Editor

While the cursor is on a Tab Ruler, you can use the following commands to edit the Ruler:

Tab	Go to the next Tab marker
⌘-Tab	Go to the previous Tab marker
⌘-Right	Move the cursor 5 characters to the right
⌘-Left	Move the cursor 5 characters to the left
Right	Move the cursor to the right
Left	Move the cursor to the left
⌘-G	Go to a specific column
⌘-R	Redo Tabs (reformats text)

In addition, the following keys will change the Tab Markers:

. or D	Set Decimal Tab
< or L	Set Left Tab
> or R	Set Right Tab
^ or C	Set Center Tab
Space or U	Clear current Tab
N	No Tabs

After making any changes to the Tab Ruler, simply move the cursor off of the Ruler and AppleWorks will reformat your text with the new Tab settings. If you want AppleWorks to reformat the text while you are still editing the Ruler, you can press ⌘-R to Redo Tabs.

Creating a New Ruler

You can press **⌘-T** to get a list of up to 20 pre-defined Tab Rulers to choose from. This Tab Ruler Quick List can be updated with the **⌘-A** (Add Ruler) and **⌘-D** (Delete Ruler) commands. Simply choose the Ruler you wish to insert into your document, then press **⌘-Return**. QuickTabs will insert the new Ruler and return you to the Word Processor so you may continue editing.

Note: If the cursor is already on a Ruler when you choose a new Ruler from the Quick List, the new Ruler will replace the old one.

When you use **⌘-A** or **⌘-D** to update the Quick List, your TimeOut applications disk must be in a drive. The Quick List is stored in the QuickTabs application file *TO.QUICKTABS*.



Chapter 6



MarkMerge

by Mark Munz

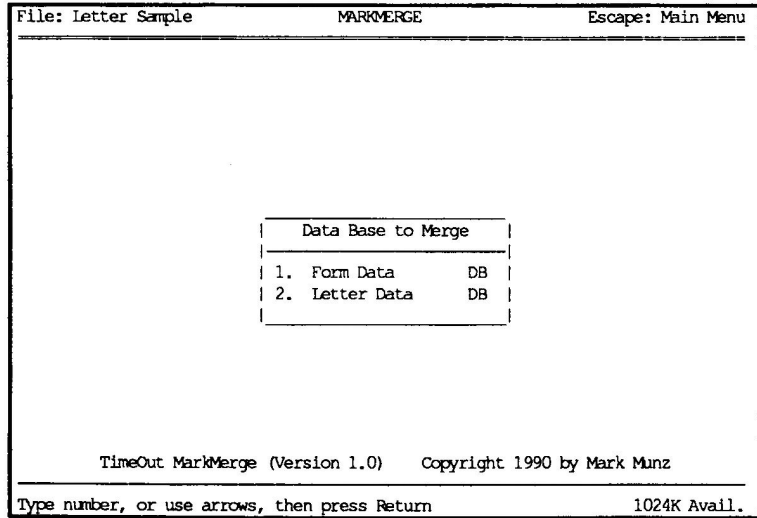
This TimeOut application lets you print personalized form letters or fill out forms using information from a Data Base file.

"But AppleWorks already includes Mail Merge", you say. True, but MarkMerge replaces AppleWorks' awkward (through the Clipboard) Mail Merge with a powerful, flexible, yet easy to use Mail Merge. MarkMerge also lets you merge into any type of pre-made form. If you've used AutoWorks before, then you already know how MarkMerge operates.

There are two different methods of mail merging. The first method, which is used for printing most form letters, will actually reformat the text in the Word Processor file. For example, if you are printing a letter that contains the name of a person or company in the middle of a paragraph, the paragraph will automatically be adjusted to allow for varying lengths in the name that will be inserted into the paragraph. The second method of merging is for filling out pre-made forms where the data must be printed in exact locations and reformatting is not desired.

Using MarkMerge

1. Start AppleWorks and insert a backup copy of the TimeOut TextTools disk.
2. Add the files *Letter Sample*, *Letter Data*, *Form Sample*, and *Form Data* to the Desktop.
3. Press ⌘-Escape and select MarkMerge. MarkMerge will present you with an index of the available Data Base files.



4. Choose *Letter Data*. MarkMerge will then begin printing. As it prints, it will indicate the number of letters left to print in the upper left corner of the screen.

```
Left to print : 00003          PRINT MENU          Escape: Main Menu
-----
                                Printing..

                                While the printer is running
                                you can use:

                                Escape      to stop printing and
                                                return to Review/Add/Change

                                Space Bar   to pause
                                                to continue printing

                                Printing | _____ |

-----
Press Space Bar to continue          1024K Avail.
```

Using MarkMerge for Form Letters

The first step in creating a personalized form letter is to create a Data Base file that contains the data you will be merging into the form letter, such as name and address information. You can, of course, use an existing Data Base file that you have already created.

After you have created the Data Base file or loaded an existing file, you will need to assign a number to each category in the file. Use the **C-N** command to show the Change Name/Category display, then use the **C-H** command to print the screen to the printer. When the printing is completed, press Escape to return to the Data Base file. Using a pen or pencil, number the categories on the printout as shown. If there are two columns of categories, number the first column 1-15 and the second column 16-30.

File: Letter Data		CHANGE NAME/CATEGORY	Escape: Review/Add/Change
Category names			
First 1			
Last 2			Options:
Address 3			
City 4			Change filename
ST 5			Return Go to first category
Zip 6			
Date 7			
Company 8			
Product 9			
Rep 10			
Telephone 11			
Type filename: Letter Data		1024K Avail.	

Now, create a Word Processor file and substitute a MarkMerge label for every item to be merged from the Data Base. A MarkMerge label uses the following format (including the angle brackets) where X is the number of the category that was obtained from the Data Base category printout in the previous screen.

<#X>

For example, if wanted to merge in the Last name (which is the second category), we could use the following label:

<#2>

The following is a sample form letter created for use with the sample Data Base file:

```
File: Letter Sample          REVIEW/ADD/CHANGE          Escape: Main Menu
-----
                                May 7, 1990

<#1> <#2>
<#8>
<#3>
<#4>, <#5> <#6>

Dear <#1>,

    I will be in <#4> on <#7> demonstrating our new product,
    TimeOut TextTools, to businesses in your area.  I would like
    to discuss how TextTools could help <#8> generate more sales
    of <#9>.

    Please contact our representative in your area, <#10> at
    <#11> if you would like more information.

                                Sincerely,

                                Jeff Jungblut

Type entry or use A commands          Line 1 Column 1          1024K Avail.
```

After you have written the form letter, be sure to save it to disk using **Q-S** before merging.

Record Selection Rules

You are now ready to print with MarkMerge. Try it out now, with just two or three records selected in your Data Base file (so you don't use a whole stack of paper.) MarkMerge will merge only the records in your Data Base that you have selected with the **Q-R** (Rules) command. If you have selected all records in your Data Base file, MarkMerge will print a letter for every record in your Data Base.

Using MarkMerge to Fill Out Forms

When you print out form letters using the normal <#> merge feature, MarkMerge automatically reformats the lines and paragraphs in the form letter to accommodate varying lengths in the data that is merged. It is also possible to fill out pre-made forms.

To merge without reformatting, use a label in the following format where X is the Data Base category number:

<*X>.....

Notice that a form label uses an "*" (asterisk) instead of a "#" (pound sign) and that it may have one or more periods following. The periods indicate the maximum number of characters that the category may use. For example, if our form has space for a maximum of fifteen characters for the address and the address category is the third category in the Data Base, we would use the following label:

<*3>.....

Note that there are only eleven periods at the end of the label, since the <*3> takes up four spaces. It does provide space for fifteen characters (11+4). An address that is longer than fifteen characters will be truncated (chopped off) and an address shorter than fifteen characters will have spaces added onto the end of it.

The minimum length of a form label is four or five characters. This includes the angle brackets, the asterisk, and the category number, which may be one or two characters long.

The following screen shows an example invoice created for use with MarkMerge. Try MarkMerging it with the Data Base file *Form Data*.



Chapter 7

MultiPrint

by Mark Munz

MultiPrint allows you to print up to 100 Word Processor files in one easy step. MultiPrint lets you save all of your printing for the end of the day. Just select the Word Processor files to be printed and go home! You can even link files together for continuous page numbering.

Using MultiPrint

1. Start AppleWorks and insert a backup copy of the TimeOut TextTools disk.
2. Press ⌘-Escape and select MultiPrint. A standard file listing showing only Word Processor files and Subdirectories will appear.
3. Use the arrow keys to select the files *Chapter 1*, *Chapter 2*, and *Chapter 3*.
4. Press Return to begin printing.

```

Path: /TEXTTOOLS          MULTIPRINT          Escape: Review/Add/Change

TimeOut MultiPrint (v1.0)  Copyright 1990 by Mark Munz

Select Word Processor files to print.

MultiPrint
Subdirectory: /TEXTTOOLS has 6502K available
-----
Name                Type of file  Size  Date   Time
-----
-> Chapter 1        Word Processor 5K  04/13/90  7:06 am
-> Chapter 2        Word Processor 6K  04/13/90  7:06 am
-> Chapter 3        Word Processor 2K  04/13/90  7:06 am
Form Sample         Word Processor 2K  04/11/90  8:47 pm
Glossary Sample     Word Processor 1K  04/13/90  7:00 am
Letter Sample       Word Processor 1K  04/11/90  8:47 pm
Notes               Word Processor 8K  04/11/90  8:49 pm
Styles Sample       Word Processor 1K  04/12/90  7:22 am
MORE.STUFF          Subdirectory   2K  04/11/90  8:47 pm
-----
Use Right Arrow to choose files, Left Arrow to undo          1024K Avail.

```

Note: MultiPrint only prints files from disk, not from the Desktop. If you already have the files you wish to print on the Desktop, it's a good idea to remove them. This frees up Desktop memory that may be needed when a file is loaded from disk.

Before printing, MultiPrint will ask you whether or not to link any linked Word Processor files. If you choose to link files, MultiPrint will allow you to have continuous page numbering between files. If you do not choose to link files, the documents will be printed with standard page numbering.

That's all there is to using MultiPrint!

Creating Linked Files

A great feature of MultiPrint is the ability to link Word Processor files for continuous page numbering when printing.

To show that one Word Processor document is linked to another, you need to add two additional Printer Option commands at the *very beginning* of your document:

```
-----Set a Marker: 141  
-----Page Number: 1
```

The Set Marker indicates that this is a linked file for MultiPrint. You must use Marker number 141.

The Page Number command is used by MultiPrint to keep track of the current page number in a set of linked files. For example, when MultiPrint is done printing the first file and the ending page number is 35, MultiPrint will set the Page Number option in the second file to 36 before it begins printing. This change is not saved back to disk.

Note: It is best to always use Page Number: 1, since this allows you to print the file by itself without weird page numbering.

Desktop Memory

MultiPrint will add each file to the Desktop, print it, and then remove the file from the Desktop and continue with the next file. This requires that there be enough Desktop space available to allow any one of the selected files to be on the Desktop. This is usually not a problem, since you used AppleWorks to create the Word Processor file to begin with. However, you may need to remove any unnecessary files from the Desktop if you are low on Desktop memory.

Page Number Limit

AppleWorks cannot paginate beyond page 512. If your document exceeds 512 pages, AppleWorks will give you an error message.



Chapter 8



CopyBlock

by Mark Munz

CopyBlock provides you with an easy way to get multiple columns exactly the way you want them—and fast, too! Any shape or size of a text block can be copied over existing text. This is great for adjusting tabular columns, or for putting some imported text inside an enclosed text box.

Using CopyBlock

CopyBlock functions very much like the standard Copy Within document command in the Word Processor. There are two big differences:

1. *The highlighted area is always a rectangular block.*
2. *You may copy text on top of the originally highlighted text.*

This makes creating a multiple-column document a snap. In this next example, we'll show you how it's done.

1. Start AppleWorks and insert a backup copy of the TimeOut TextTools disk.
2. Add the file *Block Sample* to the Desktop.
3. Press ⌘-Escape and select CopyBlock.
4. Move the cursor to a corner of the block and press ⌘-C.


```

File: Block Sample                REVIEW/ADD/CHANGE                Escape: Main Menu
-----<-----<-----<-----<-----<-----<-----<-----<-----
-----Right Margin: 0.0 inches
TimeOut Glossary                TimeOut MultiPrint
=====
Stop typing the same thing
again and again! Glossary lets
you select text from a menu
and insert it anywhere in a
document. Names, addresses,
even paragraphs can be entered
faster than you can type! And
it's versatile—you can edit
and add to Glossary at any
time.
TimeOut MarkMerge                TimeOut CopyBlock
=====
Replace AppleWorks' awkward
Mail Merge with MarkMerge, and
get power and flexibility.
MarkMerge lets you print onto
=====
Print up to 100 Word Processor
files at once! MultiPrint lets
you save all your printing for
the end of the day. Just
select the files to be printed
and go home! You can even link
files together for continuous
page numbering.
Finally! Here's an easy way to
get multiple columns exactly
the way you want them—and
fast, too! Any shape or size
block of text can be
super-imposed over existing
-----
Type entry or use A commands                Line 3 Column 1                1024K Avail.

```

Formatting Narrow Columns

In this example, there are Return markers at the end of each line in the *Block Sample* file. CopyBlock will move the Return markers to the end of each new line after copying.

To easily format paragraphs of text into a narrow column, use CR Stripper (see page 69) to remove Return markers from the text. Then place a Left Margin: 0.0 inches and Right Margin: 4.0 inches at the beginning of the paragraph. This will reformat the text into a four-inch column. Next, use CR Stripper to add Return markers to each line, then go to the Right Margin command and change it to 0.0 inches before using CopyBlock.

Copying Wide Blocks

If you highlight a wide block of text and then try to place the cursor near the right side of the screen, you will get an error message telling you that the total line length is longer than the 85 character maximum. Either change the margins to narrow the block of text, or don't copy it off into the right edge of the screen.

Chapter 9

SuperFind

by Mark Munz

SuperFind is an application that gives you the power to find and replace specific Printer Options and embedded commands.

Using SuperFind

SuperFind works similar to the normal Find and Replace commands. If you know how to use the ⌘-F and ⌘-R commands in the Word Processor, then you already know how to use SuperFind. When you want to Find or Replace text with embedded commands or Printer Options, just press ⌘-Escape and select SuperFind. You'll first be asked if you want to Find or Replace, then you'll be asked if you want to find Text or Printer Options, just like AppleWorks does.

Whenever you enter text (either to find or replace), you can use the following commands to insert the embedded command tokens:

Command	Keystroke
Underline	Control-L
Boldface	Control-B
Superscript	Control-S
Subscript	Control-X
Print Page No.	Control-P
Print Date	Control-D
Print Time	Control-T
Enter Keyboard	Control-E
Mail Merge	Control-V
Special Codes 1-6	⌘-1 thru ⌘-6
Sticky Space	⌘-Spacebar
Help	⌘-?

Finding Printer Options

If you are finding or replacing Printer Options, you will need to specify both the Printer Option name and the specific value associated with it (ie. LM 2.0, RM 2.0).

Chapter 10

Analyst

by Mark Munz

Analyst creates a list of all the words in your Word Processor document and tells you how many times you used each one. It's a great way to check your writing style.

Analyst is similar to the Spell Checker Summary that is provided with AppleWorks 3.0, except that Analyst looks at all the words, not just the misspelled ones.

Using Analyst

1. Start AppleWorks and insert a backup copy of the TimeOut TextTools disk.
2. Add the file *Analyst Sample* to the Desktop.

File: Word List		REVIEW/ADD/CHANGE	Escape: Main Menu
Total Words:		128	
Word	Count		
a	4		
about	1		
advocate	1		
alar	2		
all	1		
ames	1		
an	1		
and	3		
animal	1		
apple	1		
are	1		
award	1		
berkeley	1		
boldly	1		
brandt	1		
Type entry or use A commands		Line 1 Column 1	1024K Avail.

Who Needs It?

Analyst is great for creating a list of words that you may want to use in an index for a large document. Check out Indexer in the next chapter.

Chapter 11

Indexer

by Mark Munz

TimeOut Indexer lets you generate an index for any document. All you do is provide the list of words you want indexed and Indexer can get to work. If it finds the word in the document, it will highlight it in context (like the built-in Spell Checker) and ask if you want that occurrence in the index. That's how easy it is.

Generating a List of Words and Phrases

Indexer requires a separate Word Processor file that contains all of the words you want to index. In addition to words, you can index any phrase which fits on a single line, followed by a Tab marker. Tabs inside an indexed word are not allowed, as they indicate the end of a phrase. Since Analyst generates a list of words in this format, you can make your word list with Analyst and create an index on them with very little work.

Generating an Index

Two sample files are included for use with Indexer: *Index Sample* and *Index List*. The file *Index Sample* contains the whole document you will be indexing. *Index List* contains the list of words you wish to index. Add these files to the Desktop now.

When you call up Indexer, you need to first select the file you wish to index. If page breaks aren't calculated, Indexer will calculate them based on the printer you select. You then need to select the Word Processor file that contains the list of words and phrases that you want indexed.

Indexer will then ask, Are you lazy? If you answer Yes, Indexer will generate an index that includes *every* occurrence of each *Index List* word in the *Index Sample* file, no questions asked.

If you answer No, Indexer will step through each word in the *Index List* file and show you each occurrence, in context, in the *Index Sample* file. You can select Yes to include this occurrence or No to ignore it. If you wish to accept or ignore the rest of the context cases for the highlighted word, you can select the Yes or No option (to Include this Occurrence) by pressing \odot -Return. This tells Indexer to accept or ignore any further occurrences of the highlighted word.

When Indexer has finished going through the word list, look at the *Index List* file again. Notice that page numbers have been added after each word or phrase in the list. That's all there is to generating an index!

Note: It is recommended that you do the index last, in case any changes you make affect the page breaks (which could throw off the page numbers in your index).

Chapter 12

TOC Generator

by Mark Munz
and Howard Bangerter

Table of Contents (TOC) Generator is a TimeOut application that lets you automatically create a Table of Contents for an AppleWorks Word Processor file.

Using TOC Generator

TOC Generator uses the Markers available in the Word Processor. To mark a line of text for use in the Table of Contents, you place a marker directly before the line. Different marker numbers are used for different types of TOC entries:

TOC Type	Marker
Chapter Number	151
Chapter Title	152
Section Heading	153
SubSection	154
Sub-SubSection	155
Figure	156
Table	157

Before we get started explaining the meanings of the different markers, add the file *TOC Sample* to the Desktop. This is a Word Processor file that has had TOC markers already placed in the file. After adding the file to the Desktop, press **⌘-Z** to Zoom in on the hidden markers.

Chapter Number Markers

Chapter Number Markers indicate the beginning of a new chapter. To mark a word processor line as the beginning of a chapter, put the Chapter Number Marker (Set a Marker: 151) on the line directly before the Chapter Number line.

```
-----Set a Marker: 151  
Chapter 1
```

Notice that this line should have the text "Chapter" followed by a number, in this case "1". The Chapter Title appears on another line under the Chapter Title marker.

Chapter Title Markers

A Chapter Title Marker (Set a Marker: 152) indicates that the following line contains the title of a chapter. In the Table of Contents, this line will appear on the same line as the chapter number string, described above.

```
-----Set a Marker: 152  
Welcome to TimeOut TextTools
```

Note: Chapter Titles are only printed after a Chapter Number has been encountered. However, if you supply a Chapter Number but not a Chapter Title, the chapter will still appear in the Table of Contents (but it looks kind of ugly.)

Header Markers

Section Heading Markers (Set a Marker: 153) are used to indicate Topic Headings, such as the three-line headings you see in this manual. SubSection and Sub-SubSection markers (154 and 155) are used to further divide topics into individual subtopics, such as the one-line and paragraph headings you see used here.

Figure Markers

A Figure Marker (Set a Marker: 156) indicates a Figure Title that should go in a list of figures in your Table of Contents. Simply put a Figure Marker before the line describing a figure. Here is an example:



-----Set a Marker: 156
Figure 1. Horse Head

The list of figures will come after all the Chapter and Section headings in the Table of Contents.

We know AppleWorks doesn't support graphics. Like we said, it's just an example.

Table Markers

Table Markers (Set a Marker: 157) are like Figure Markers, only they are used to mark a Table Title. Table Titles are placed in a separate list at the end of the Table of Contents. Put the Table Marker directly before the title of the table in your Word Processor file. Here is an example:

<u>TOC Type</u>	<u>Marker</u>
Chapter Number	151
Chapter Title	152
Section Heading	153
SubSection	154
SubSubSection	155
Figure	156
Table	157

```
-----Set a Marker: 157
      Table 1. Marker Types and Numbers
```

The List of Tables section of the Table of Contents comes after the Chapter and Section headings and after the List of Figures.

Putting it all Together

You may now generate as much of a Table of Contents as you desire: Chapters and Section Headings, Chapters only, Figures only, Tables only, or all of the above. To do so, press ⌘ -Escape and select TOC Generator. If page breaks haven't already been calculated, TOC Generator will ask you which printer you plan to use. Page breaks are calculated for the printer you select, then the Table of Contents is generated and placed on the Clipboard. A thermometer indicates the progress.

Note: TOC Generator, like the Copy and Move To clipboard commands, will overwrite anything already on the Clipboard.

```
File: TOC Sample          TOC GENERATOR          Escape: Review/Add/Change
-----
Choose which information to include in the Contents:

1. Chapters/Titles, and Section Headings
2. Chapters/Titles Only
3. List of Figures Only
4. List of Tables Only
5. All of the Above

TimeOut Table of Contents Generator (v1.0)
Copyright 1990 by Mark Munz and Howard Bangerter
-----
Type number, or use arrows, then press Return          1024K Avail.
```

The Final Table of Contents

Once you have generated the Table of Contents, you will probably want to copy it from the Clipboard to some place near the beginning of your document. Keep in mind that this might shift your page numbers from what appears in the Table of Contents when you do your final print.

To avoid this problem, put a `Page Number: 1` command at the beginning of your document with the starting page number. Then place the cursor before the `Page Number: 1` command and copy the Table of Contents from the Clipboard into your document.

Configuring TOC Generator

TOC Generator has two configuration options that can be set using the TimeOut Utilities (see page 72.) The first option, `Number of spaces to indent`, tells TOC Generator how many spaces a Section, SubSection, or Sub-SubSection Heading should be indented from the left margin. The default indent value is 5 spaces.

The second option, `Vary line length`, gives you control over how your finished Table of Contents will look. When set to `Yes`, TOC Generator will create a Table of Contents similar to the one you see used in this manual, with page numbers immediately following the title of the section. When set to `No`, TOC Generator will place the page numbers along the right margin and use periods to fill the space between the section titles and page numbers. Experiment with both settings to see which you like best.

```
File: TOC Sample          CONFIGURE          Escape: Utilities
-----
Table of Contents Generator Configuration
-----
1. Number of spaces to indent      [ 5]
2. Vary line length                [No ]

Type number, or use arrows, then press Return          1024K Avail.
```

Chapter 13

CR Stripper

by Mark Munz

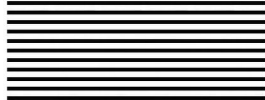
CR Stripper is a handy utility that lets you add or remove Carriage Return markers from a block of text. Use it in conjunction with CopyBlock to make multiple-column setup a snap, or use it to remove unwanted Return markers from imported Text files.

Using CR Stripper

1. Start AppleWorks and insert a backup copy of the TimeOut TextTools disk.
2. Add the file *Strip Sample* to the Desktop.
3. Press ⌘-Escape and select CR Stripper.
4. Move the cursor to the beginning of a block and press ⌘-O.
5. Use the arrow keys to highlight the block you wish to strip and press Return when you are done.
6. CR Stripper will ask you whether to Add or Strip Return markers. Choose Strip. CR Stripper will then reformat the text and allow you to strip more lines.
7. Press Escape to exit CR Stripper when you are done.

Defining which Return markers to strip

When you press **⌘-O** to highlight lines, the block is highlighted from the cursor position to the end of the line. When removing Return markers, CR Stripper only affects lines that have Return markers appearing within the highlighted block.



Appendix

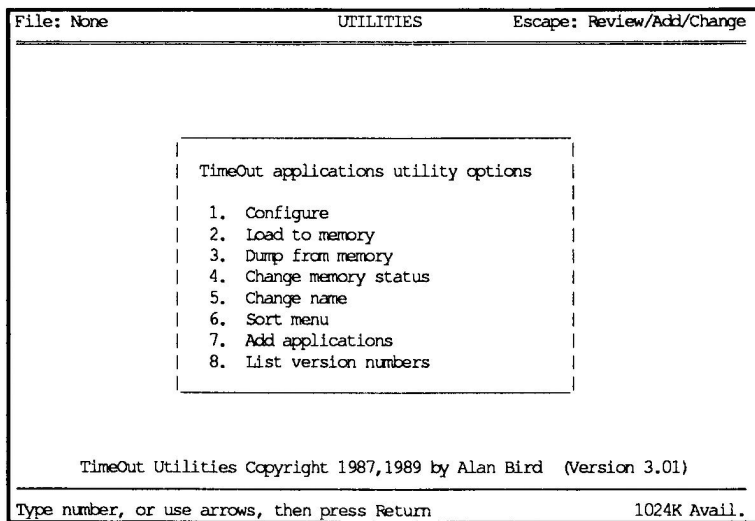


TimeOut Utilities

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 ⌘-Escape to call up the TimeOut menu. Select *Utilities*. You will see the following screen:



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 want.

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.

TimeOut allows you to keep all of your applications together. If your system has a limited amount of memory, you may not want to

use all your applications at once. You can keep your applications on separate disks or in different subdirectories, and add them after starting up AppleWorks. Every time you add applications, a new TimeOut menu is created. Each menu can contain no more than 30 applications. If the disk has more than 30 applications, you will need to move some to a different disk or subdirectory to access them.

Note: The limit of 30 applications applies only to the Add applications feature. You can have as many applications as you want on the first applications disk you use when AppleWorks is started. After that, there is a limit of 30.

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 new TimeOut menus you can create. To switch from one TimeOut menu to another, press `⌘-Escape` to bring up the current TimeOut menu, and press `Tab`. If you continue to press `Tab`, you will cycle through all of the available TimeOut menus and return back to your original menu.

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

List Version Numbers

Use this option to list the version numbers of your TimeOut applications. Check the version numbers before calling Beagle Bros Technical Support for assistance.



Customer Support Information

If you have questions or problems that your dealer can't answer, you can contact the Beagle Bros Customer 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 programs you're using in connection with our software.

If you have a modem, you may also receive Technical 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.

Customer Support:

(619) 452-5502 8 am to 5 pm, weekdays (Pacific time)

Modem Technical Support:

(619) 558-6151 24 hours, every day

Fax:

(619) 452-6374 24 hours, every day

Or, you can write to:

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121
Attn: Customer Support



Index

Add a Ruler 34
Add applications 75
alphabetical order 48
AppleWorks STARTUP 12
applications disk 4
Automatic Installation 5
AutoWorks 37
backup 8
Catalog 9
Change memory status 74
Change name 74
Chapter Number Markers 64
Chapter Title Markers 64
Clipboard 37
compile 17, 25
configure 43, 72
context 62
continuous page numbering 47
Control-Reset 16
Copy Applications 12
Create a Subdirectory 9
Data Base files 38
defaults 72
Delete a Ruler 34
Desktop memory 16, 49
disk names 8
disk-based 14, 16
disk-resident 73
Dump from memory 73
embedded commands 22, 55
.end 21, 29
end glossary 22
end styles 30

- Figure Markers 65
- Find 20, 28, 55
- Footers 31
- Format a Disk 8
- Forward 34
- Glossary 17
- Glossary applications 17
- Glossary Compiler 17, 21, 22
- Glossary entries 21
- Glossary Label 19, 21
- Glossary Text 21
- Glossary window 19
- Header Markers 65
- Headers and Footers 31
- index 59, 61
- Install TimeOut 10
- Installation Options 7
- Linked Files 47
- List Version Numbers 75
- Load to memory 73
- Location of AppleWorks 12
- Location of TimeOut Applications 11
- Mail Merge 23, 37
- Manual Installation 6
- Marker 63
- MarkMerge 37
- MarkMerge label 40
- memory-based 14
- Memory-resident 16, 73
- multiple applications disks 10
- multiple TimeOut menus 11
- multiple-column 51
- Notes 7
- number of copies 43
- page breaks 62
- Page Number 47
- pre-made forms 37, 42
- Printer Options 55
- Quick List 34
- QuickStyles Compiler 25
- QuickTabs 33
- Re-installing TimeOut 13

Read manual updates 5, 7
Record Selection Rules 41
Redo Tabs 35
reformat 37, 42
replace 55
Return markers 21, 69
Reverse 34
Ruler Editor 35
Search string 20, 28
Set a Marker 32, 47
Sort menu 74
source file 21
Spell Checker Summary 57
start glossary 21
start styles 29
Style Out 32
StyleSheet 25
StyleSheet applications 25
StyleSheet Commands 29
StyleSheet Label 27, 29
StyleSheet window 27
StyleSheets 29
Tab Markers 35, 52
Tab Rulers 23, 28
Table Markers 66
Technical Support 77
Tips 22, 30
Utilities 72
Vary line length 68
Wide Blocks 53
Word List 58, 61
Zoom 20, 28

