

# Pinpoint™

*AppleWorks™ Desktop  
Accessories User Guide  
and Interactive Tutorial*

*For use with the Apple IIc or Enhanced Apple IIe*

*Downloaded from [www.Apple2Online.com](http://www.Apple2Online.com)*

**Pinpoint.™**  
**Desktop Accessories**  
**for the Apple II.™**

A User Guide for the Apple IIc and Enhanced IIe

**Pinpoint Publishing, Inc.**  
Oakland, California

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# Preface

PINPOINT is a desktop work management system we designed to make your time more productive. Our package includes this user guide, a *flippy disk* with program files recorded on each side, and several literature inserts.

Also included is a registration card we ask you to fill in and mail back to us. This helps us stay in touch with you, provide technical support and send you information about new products.

We want you to *like* our software. So we have provided an on-disk tutorial to get you going fast. We also have a technical support team ready to help you solve any problems or answer any questions you may have. Just call weekdays between 10 am and 4 pm West Coast time.

## **Technical Support: (415) 482-2716**

Because PINPOINT was developed to grow, new accessories can be added to your original disks anytime in the future. Much of what these new accessories might be depends on you. With the PINPOINT TOOLKIT you can write accessories all your own. Or let us know what type of software accessories you would like to have, and we'll include your ideas in our new product plans.

So let's hear from you. Because you're not only a customer, you're a new and valued friend.

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However, please remember that giving a copy of our software to a friend is a violation of copyright laws. Illegal copying of our software also makes it harder for us to make a living selling the software you'll be using and depending on everytime you use your computer.

We've taken great care to develop the finest software and sell it at fair prices. If you give away copies of our software it may cause us to raise our prices, much to the disadvantage of many people who can't afford traditional, expensive software.

If you need a free copy of our software for a special reason, please call or write us and ask. PINPOINT PUBLISHING (previously Virtual Combinatics, Inc.) has, for several years, regularly donated a portion of sales to Interfaith Hunger Appeal. Please help us keep this tradition alive by obeying common sense rules and the copyright laws.

This software program is dedicated to **Sally Kensil Alves** for her energy, skills and service to our company. Sally even gave us our name, Pinpoint.

Special thanks also go to our friends who have contributed to making PINPOINT's AppleWorks desktop accessories such a fine program: Neal Amsden, Glenn Dahlen, Daniel Garlen, Elizabeth Gebhardt, Herbert Hastings and Tom Virden.

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## *Chapter 1:*

# *Welcome to Pinpoint*

Welcome to Pinpoint--desktop accessories for the Apple® II. Pinpoint's goodies let you do all sorts of useful things:

- Scheduling appointments with the Appointment Calendar.
- Quick figuring with the Calculator.
- Sending and receiving information with Communications.
- Scanning any screen for a phone number, then automatically dialing with the Dialer.
- Painting pictures into word processing files with GraphMerge.™
- Jotting down ideas with the Notepad.
- Labeling envelopes and preparing file cards with QuickLabel.™
- Typing straight from the computer with the Typewriter.

And you can do them all without ever leaving AppleWorks™ or disturbing any work in progress. Pinpoint works with AppleWorks or other ProDOS™ application programs. If you have your favorite ProDOS BASIC™ routine, Pinpoint will most likely run with it--so your desktop accessories are always available.

## **Learning Pinpoint**

*Pinpoint*, the Pinpoint owner's manual shows you all you need to know about Pinpoint. This chapter, "Welcome to Pinpoint," lists the equipment you need to use Pinpoint, and how to make copies to protect your original disks.

Chapter 2, "Getting Started," shows you how to prepare for the tutorial and for installing Pinpoint on your application disk.

Chapter 3, "The Pinpoint Tutorial," guides you carefully through every desktop accessory, using sample files included on the Installation disk.

In Chapter 4, "Installation," you'll actually put Pinpoint onto the startup disk for your application. After installing Pinpoint on your AppleWorks disk (or other application), you'll be ready to use any of the accessories.

Chapters 5 through 12 provide detailed descriptions of the accessories and how to use them. The chapter title is also the name of the accessory. The chapters are arranged in alphabetical order: "The Appointment Calendar," "The Calculator," "Communications," "The Dialer," "GraphMerge," "The Notepad," "QuickLabel," and "The Typewriter."

If you get stuck while you're using Pinpoint, accessories also include Help screens to help get you unstuck.

## **What you need**

To use Pinpoint, you need:

- An Apple IIc or Enhanced Apple IIe computer.
- An extended 80-column text card (for the Enhanced IIe only).
- A video monitor.
- One disk drive. (You really should have two, though.)
- An Imagewriter,<sup>™</sup> Scribe<sup>™</sup> or compatible dot-matrix printer (optional for most of this tutorial learning, but highly desirable for using Pinpoint).

For extra capability, you can also use:

- A UniDisk™ 3.5 high-capacity disk drive.
- A ProFile™ hard disk drive.
- An Apple II Memory Expansion Card™ for storing Pinpoint in memory.
- An Apple 300/1200 Modem--or an equivalent modem from U.S. Robotics or Hayes.

If you want the best possible performance from Pinpoint for your Apple IIe, use the Apple II Memory Expansion Card, Applied Engineering's RAMWORKS™ or Z-RAM,™ or most other expanded memory cards. Pinpoint automatically takes advantage of the Memory Card if you have it.

### **Making copies**

Pinpoint comes on a *flippy disk*--a floppy disk that has information recorded on both sides. The disk is *write-protected* to prevent anyone from accidentally erasing Pinpoint. But Pinpoint writes your appointments and notes and other information onto the same disk as your accessories. So you should make copies, using one blank disk for each side of the flippy disk. (If you have a UniDisk 3.5, you can copy everything onto one disk--along with your application, too.)

You'll find exact instructions on copying in your owner's guide or the manual for your operating system. You copy Pinpoint exactly the way you'd copy AppleWorks, or another ProDOS application.

- If you have an Apple IIc, use the **Duplicate a Disk** command on your System Utilities disk.
- If you have ProDOS utilities, use the **Copy Volume** command in the ProDOS Filer.

### **Be sure to copy both sides.**

Use your copies from now on. Copy the labels exactly for easier reference. Keep the original disk in a safe place.

When you're finished copying, go to the next chapter to find out how to start up the disk labeled "Installation." It contains both the tutorial sample program and the Installation program.

### **Copying accessories to a high-capacity disk**

If you have a ProFile hard disk or a UniDisk 3.5, you can copy just the accessories onto a volume. These disk drives get to information faster than floppy disk drives, speeding up Pinpoint's performance. They also hold more information, allowing you to add larger desktop accessories in the future. The accessories are contained, of course, on the disk labeled "Accessories."

Use the Filer or System Utilities to copy to these disks. Your owner's manuals provide specific instructions for copying.

For the ProFile: copy **/ACCESSORY/=PP** to **/PROFILE/=PP**. (If your ProFile has a name other than **/PROFILE**, use that name.)

For the UniDisk 3.5: copy **/ACCESSORY/=PP** to **/UNI/=PP**. (If your UniDisk has a name other than **/UNI**, use that name.)

Later, after you install Pinpoint onto AppleWorks, you can copy the whole thing over to the ProFile or UniDisk. See Chapter 4, "Installation," to learn how to install Pinpoint. When you copy, use the Equal Sign to copy all the files over together. The names of all Pinpoint accessories end in ".PP" -- so adding that to the Equal Sign tells your computer to copy just those files that end in ".PP".

When you're finished copying, go to the next chapter to find out how to start up the disk labeled "Installation." It contains both the tutorial sample program and the Installation program.

For further information, see Appendix A: "Making Custom Pinpoint Disks."

If you are using Quark Catalyst,<sup>™</sup> refer to Appendix F and the Catalyst Iie User Manual.

## *Chapter 2:*

# *Getting Started*

This chapter tells you how to start Pinpoint.

If your main disk drive is a Disk II or Disk IIc, read the first section, "Starting with a Disk II or a Disk IIc." (An Apple IIc has a Disk IIc built in as the main drive.) Read these instructions even if your second disk drive is a UniDisk 3.5.

If your main disk drive is a UniDisk 3.5, read the second section, "Starting with a UniDisk 3.5."

## Starting with a Disk II or Disk IIc

You need two 5-1/2-inch disks:

- a copy of *Pinpoint Installation*
- a copy of *Pinpoint Accessories*

**These disks should be copies of your original floppy disk.** "Making Copies" in Chapter 1 explains more about copying.

The *Pinpoint Installation* disk contains the heart of Pinpoint and a simulated database program you can use with the tutorial. The *Pinpoint Accessories* disk contains both the desktop accessories and some sample files that you can use in this tutorial.

**Make sure you use your copies**, so that you don't hurt your original disks. "Copying Disks" in Chapter 1, "Welcome to Pinpoint," has details.

First, find the disk labeled *Pinpoint Installation*.

If your computer is off,

1. Insert the Installation disk in drive 1 (label side up).
2. Turn on the monitor and the computer.

Drive 1 is the built-in drive on an Apple IIc.

If your computer is already on,

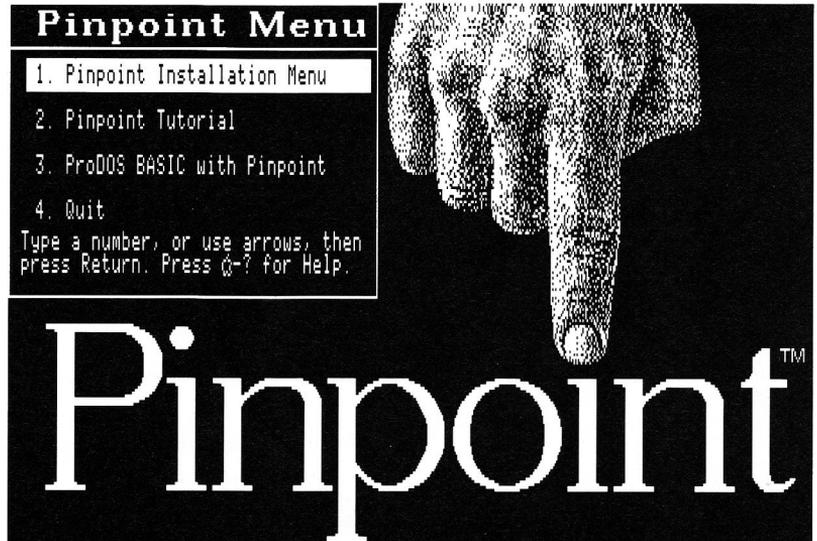
1. Insert the Installation disk in drive 1 (label side up).
2. Hold down the **Control** key and press , and at the same time press **Reset** to restart the computer.

Remove any disk currently in Drive 1.

If this seems tough, at least you don't have to worry about doing it accidentally. Restarting completely cleans the computer's memory.

In a moment, some copyright screens appear, followed by the Pinpoint startup menu.

**Figure 2.1 Pinpoint Startup Menu**



The startup menu lets you choose whether to install Pinpoint onto an application disk, take the Pinpoint Tutorial, go into ProDOS BASIC™ or quit to another application.

3. Type **2** and press **Return**. That selects the tutorial option.

Now Pinpoint shows you a screen from a simulated database program. It's utterly worthless for organizing your data, but it plays a role in this tutorial.

You're all set. To start practicing with Pinpoint, go to the section called, "Editing a Note," in Chapter 3.

### **Starting with a UniDisk 3.5**

You need one 3-1/2-inch disk with a copy of both sides of the floppy disk. Use the ProDOS Filer or System Utilities to make this copy. See "Making Copies" in Chapter 1 for more information about copying.

The *Pinpoint* disk copy should contain five things:

- The Pinpoint Installation program.
- Pinpoint itself.
- A simulated database program for this tutorial.

- The Pinpoint Accessories, including some sample files that you can use with the tutorial.
- A version of ProDOS BASIC with Pinpoint installed.

**Make sure you use your copy**, so that you don't hurt your original disk. "Making Copies" in Chapter 1, "Welcome to Pinpoint," has details.

If your computer is off,

1. Insert the disk in Drive 1.
2. Turn on the monitor and the computer.

If your computer is already on,

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Insert the disk in Drive 1.</li> </ol>   | <p>First remove any disk currently in Drive 1.</p>  |
| <ol style="list-style-type: none"> <li>2. Hold down the <b>Control</b> key and , and at the same time press the <b>Reset</b> button to restart the computer.</li> </ol> | <p>If this seems tough, at least you don't have to worry about doing it accidentally. Restarting completely clears the computer's memory.</p> |

In a moment, some copyright screens appear, followed by the Pinpoint startup menu. See Figure 2.1.

The startup menu lets you choose whether to install Pinpoint or practice with the Tutorial.

For a chance to play with Pinpoint and learn how to use it, go through "The Pinpoint Tutorial," Chapter 3.

When you're ready to use Pinpoint on your own, see Chapter 4, "Installation." Chapter 4 tells you how to put Pinpoint onto the application startup disk. After installation, you'll be able to use Pinpoint as though it were built into your application.

## Chapter 3:

# *The Pinpoint Tutorial*

This chapter puts you to work right away with the Pinpoint desktop accessories.

You're acting as the Director of Baking for Mom's Apple Pie Company, an international pie consortium. In a little over two years, Mom's annual production has grown to over a million pies. Their old headquarters building, designed in the shape of a pie, has become cramped.

Mom's has signed famous architect Ludwig Mies Apfelbaum to design some new wings. To keep everything in apple-pie order, Apfelbaum's design calls for additions by the slice. As Mom's grows, they can add slices until they have a whole new pie-shaped annex.

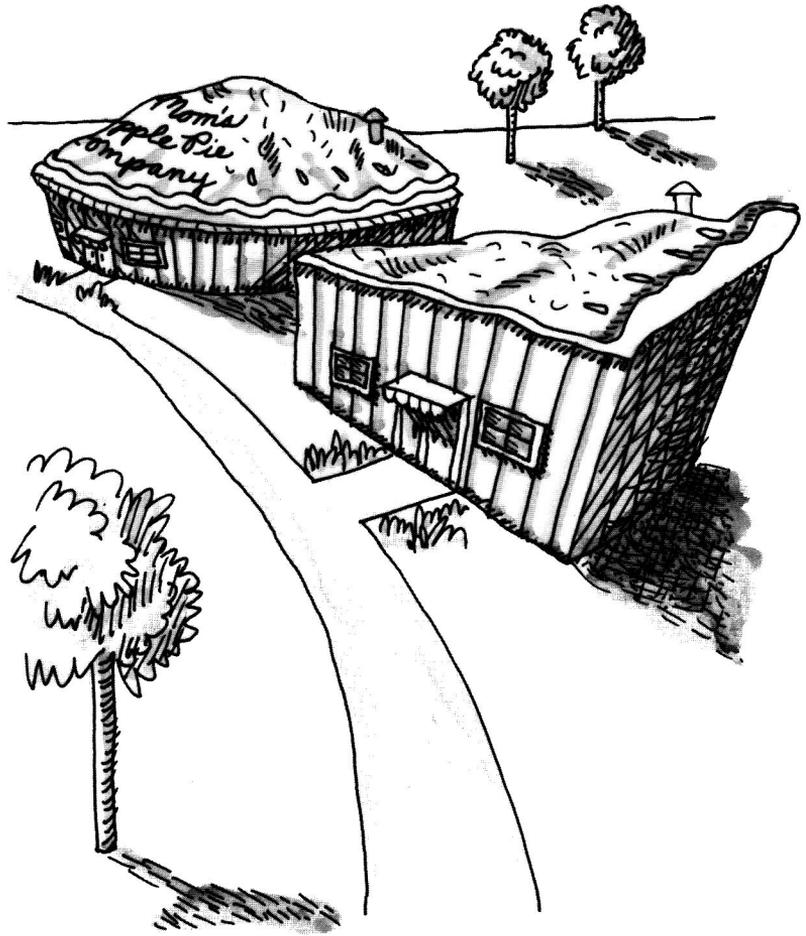
Before you start the tutorial, **make backup copies** of the disks provided in the Pinpoint package. See "Making Copies" in Chapter 1 for instructions on copying disks.

In this chapter, you'll use the actual Pinpoint software to:

- Confirm an appointment in Appointment Calendar.
- Check some figures with Calculator.
- Add a new information service to the Communications Phone Directory.
- Dial a telephone number using Dialer.
- Illustrate a report with GraphMerge.
- Edit a note using Notepad.
- Address an envelope with QuickLabel.
- Type a short memo with Typewriter.

When you're finished, you'll be ready to start using Pinpoint on your own.

Even though many of these accessories can use a printer, and others require a modem, you don't need them for most of this tutorial. So get started!



## STARTING THE TUTORIAL

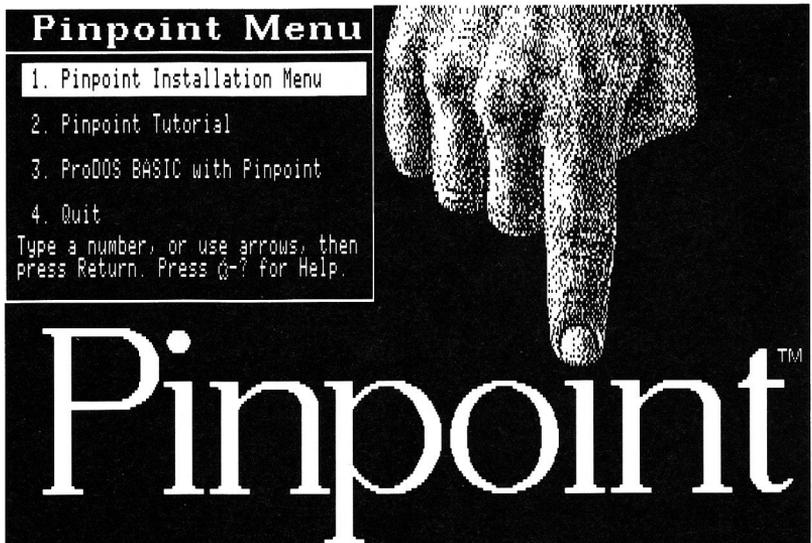
Your copy of the Installation disk contains a simulated database program with Pinpoint installed. To use this tutorial, you need your copies of the Installation disk and the Accessories disk. See "Making Copies" in Chapter 1 for more information about copying.

### To start the tutorial program:

1. Start your computer with your copy of the Installation disk. Chapter 2, "Starting Up," goes into detail about the startup procedure.

After a few copyright messages, the Pinpoint Startup menu appears.

Figure 3.1 Pinpoint Startup Menu



The startup menu lets you choose whether to practice with the tutorial or install Pinpoint. You want to practice with the tutorial.

2. Type **2** and press **Return**. That selects the tutorial option.

Now Pinpoint shows you a screen from a simulated database program, File-o-Matic. It's utterly worthless for organizing your data, but it plays a role in this tutorial.

You're all set. The next section, "Editing a Note," puts you to work with Pinpoint.

## EDITING A NOTE

As Director of Baking for Mom's Apple Pie Company, you've been playing with your new database program, File-o-Matic. Right now you have the address on screen you've been looking for.

**Figure 3.2 File-o-Matic Address File**

```
File: FiloMatic          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

Record 1 of 25
=====
:: Apfelbaum
:: Ludwig Mies
:: 332 Hessian Court
:: Rockport, Maine :: 04856
Work Phone:: (207) 285-2236
Occupation:: Architect
:: He's got our contract for the new annex
:: As we grow, we can add additional slices
:: -
Home Phone:: (207) 555-7232
-----
Type entry or use ^ commands          ^-? for Help
```

You need the file of Ludwig Mies Apfelbaum, famous architect, because you're writing him a note with the Pinpoint Notepad. (The address and phone number will come in handy in later lessons.)

The file confirms that his last name is indeed "Apfelbaum," and not the hyphenated "Mies-Apfelbaum" as you thought. Now you can open your note to make the correction.



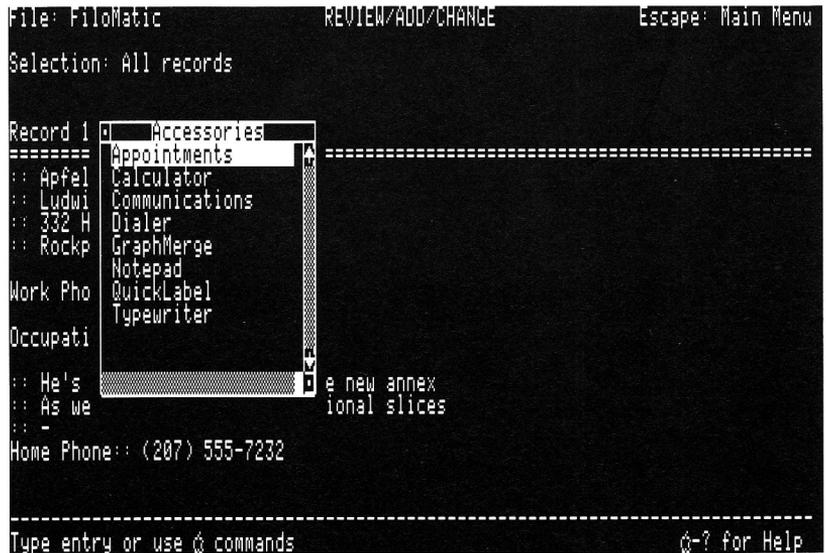
## Opening a note

When you have Pinpoint installed with an application like AppleWorks or File-o-Matic, it hides, waiting in the background until you ask for it. The first step in opening a note is opening the Pinpoint menu.

1. Hold down **Apple** and press **P**. The **Apple** key is to the right of the Space bar. The **P** stands for Pinpoint.

The Pinpoint menu appears.

**Figure 3.3 Pinpoint Accessory Menu**



Your note is in the Notepad, so now open the Notepad.

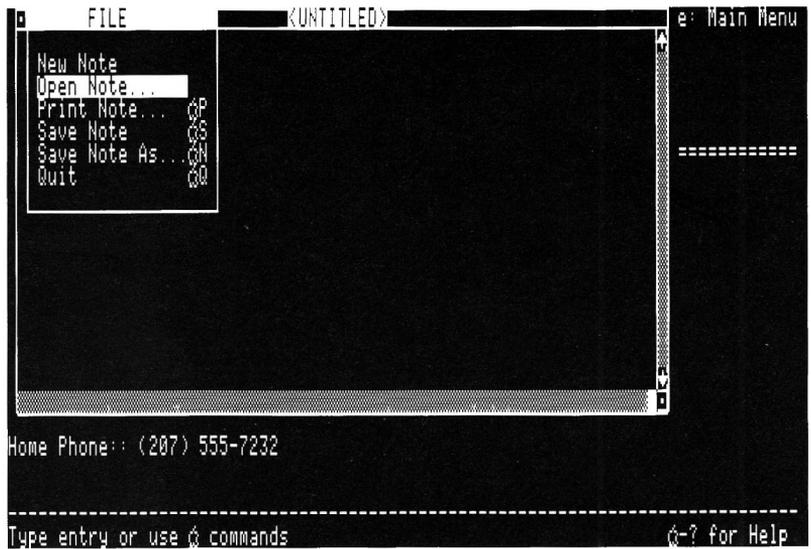
2. Press the **Down Arrow** key That's how you select a menu item.  
until **Notepad** is highlighted.
3. Press **Return**. That accepts your selection.

Notepad opens with a blank note. To get to the File menu:

4. Press **Escape**.

Pinpoint opens the File menu.

**Figure 3.4 File Menu**



The File menu offers you choices for working with notes. You want to open the note about the new building.

The menu item to open a note is already highlighted.

5. Press **Return** to accept it.

The Open dialog box presents a list of notes you can choose from.

**Figure 3.5 Open Dialog Box**



Pinpoint gives you a dialog box when it needs further information from you. For example, here you need to choose a note to open.

6. Highlight **Building Note**. Use the arrow keys to move up and down through the list.
7. Press **Return**.

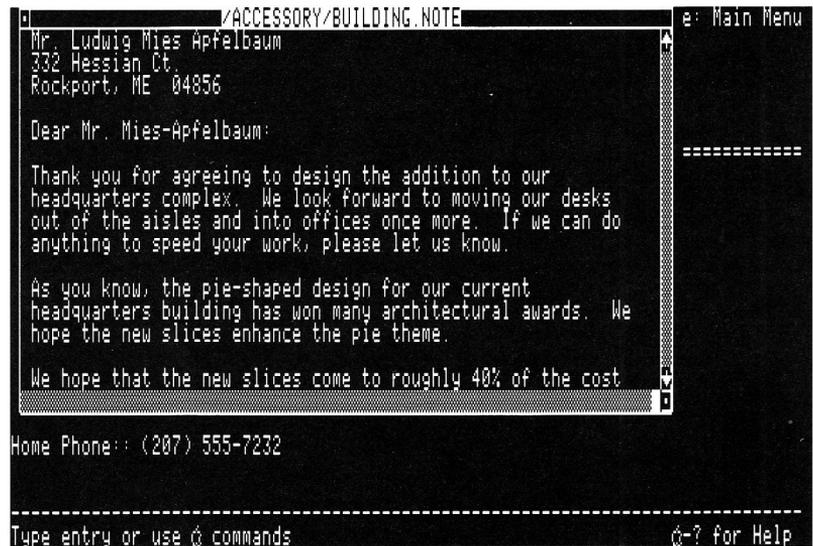
The Notepad opens your note. You're ready to make the correction.

### **Deleting text**

The Building Note opens in its own little window on top of the application. The Notepad works like AppleWorks and other word processors. But it's just a baby word processor: your notes have to be short, and you don't have a lot of the formatting options that make for highest quality formal documents.

But for a note like this, the Notepad is perfect.

**Figure 3.6 Building Note**



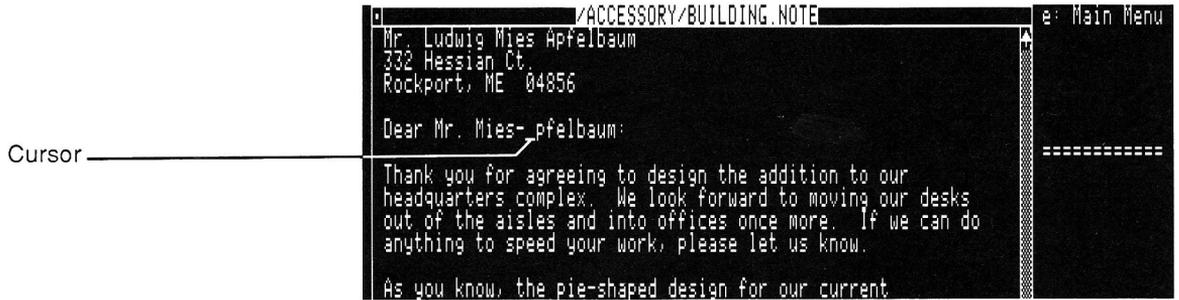
You need to correct the salutation. You wouldn't want to send a letter to Mr. Mies-Apfelbaum, now that you know his name is actually just Apfelbaum.

The *cursor* blinks on the first character of the note. The cursor shows you where the information you type is inserted. You can move it around to make corrections within the note. Move down to the salutation to make the correction.

1. Press **Down Arrow** until the cursor is at the beginning of the fifth line. Press it four times.
2. Press **Right Arrow** until the cursor blinks on **Apfelbaum**. If you hold the key down, the cursor moves repeatedly until you let go.

The cursor's in position for you to backspace over the offending word.

**Figure 3.7** Cursor on Apfelbaum in Salutation

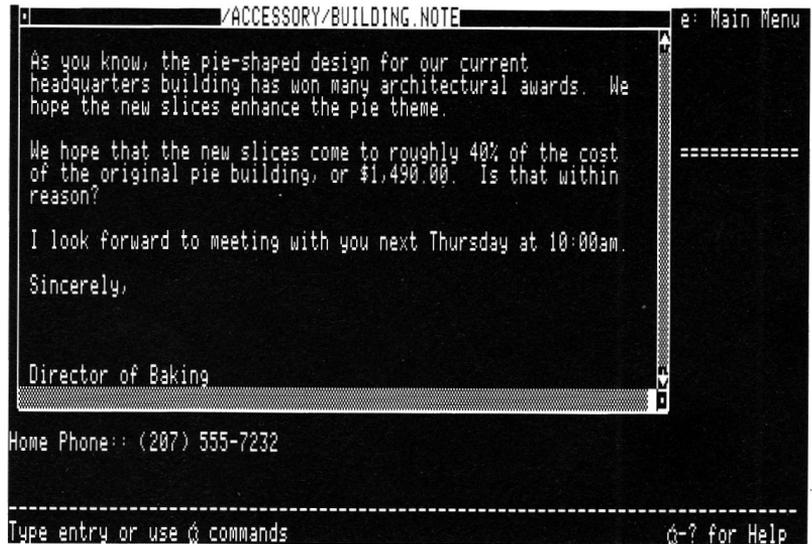


This note seems to get cut off at the bottom. You can *scroll* the note with the arrow keys to see the rest of it.

- Press **Down Arrow** until you see the end of the letter.

Your note should look something like this:

**Figure 3.8 End of Note**



Even if you don't find any mistakes, there are a few things here that you can confirm before you mail the note. And other Pinpoint desktop accessories can help you confirm them.

The Calculator will help you check the figure for the building budget. The Dialer can put you in touch with Apfelbaum's office to ensure that you have the correct date and time for your appointment. And the Appointment Calendar has your schedule if you need to double-check it.

### Inserting text

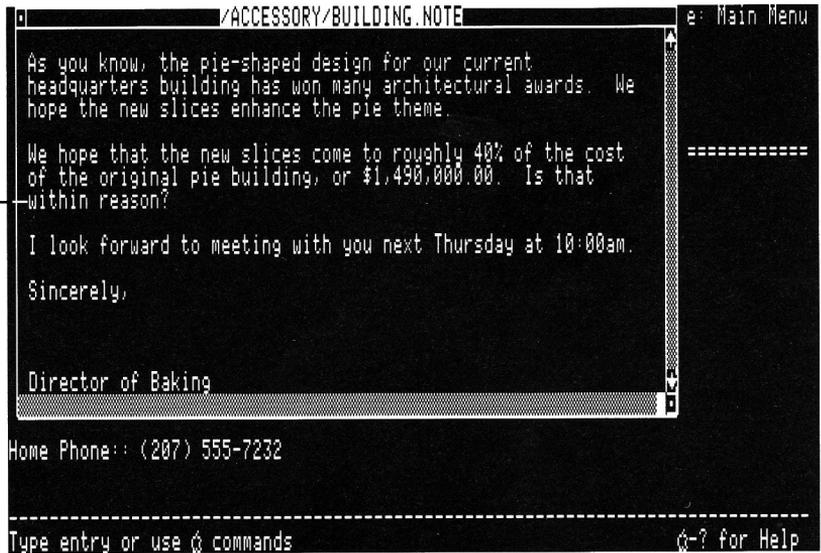
The budget for the building looks ludicrously low, as though a few zeros were left out. Might as well put them in. The architect would certainly be concerned if his budget were as small as that.

1. Put the cursor on the decimal point in **\$1,490.00**. Use the arrow keys to move there.
2. Type **,000**. The new numbers squeeze into the line, moving other characters out of the way.

Notice how the word at the end of the line moved to the next line.

**Figure 3.9 Added Text**

This word moved down a line



That's called *word wrap*. When a word doesn't fit at the end of a line, the Notepad automatically moves it to the next line. With word wrap you can type faster because you don't have to press the Return key at the end of every line.

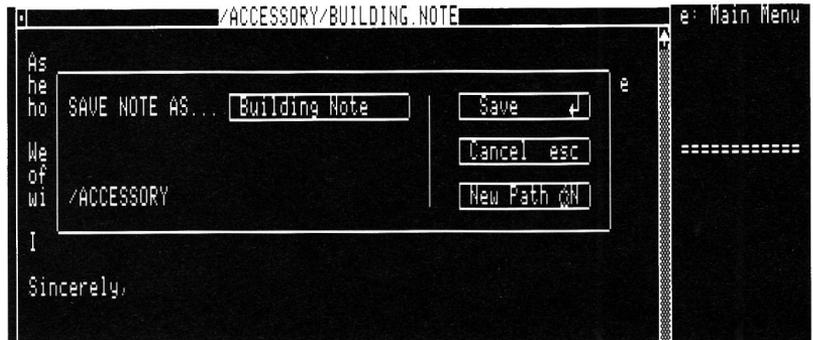
### Saving your changes

When you make a change to a note, you can save the changes over the old version, or save it with a different name. For this tutorial, save the changes with a different name. That allows other people to start the tutorial with the original note.

1. Open the File menu. Remember, press the Escape key.
2. Choose **Save Note As...** Use the arrow keys to move the highlighting and press the Return key to accept your choice.

The "Save Note As..." dialog box appears.

**Figure 3.10 Save Note As... Dialog Box**



The cursor blinks at the beginning of the name. Remember how the cursor moves text aside? You can put that to use here.

3. Type **A** and press the **Space bar** once. "Building Note" makes way for the "A" and the space.
4. Press **Return** to accept the new name.

Pinpoint saves the note with the new name. You return to the note window, with the new name in the title bar. You're ready to quit.

### Leaving the Notepad

You've opened a note, moved through it, made some changes to it, and saved your changes. Now you can leave the Notepad to work with the other desktop accessories.

1. Open the File menu. Press the Escape key.
2. Choose **Quit**. Highlight it and press the Return key.

That's it. Congratulations! The note is in a lot better shape than it was when you found it.

For more information about the Notepad, see "The Notepad," Chapter 10.

## CALCULATING A NUMBER

In the Notepad, you added some zeros to make a number accurate. But how accurate was it? You didn't get to the top at Mom's Apple Pie Company by letting inaccuracies creep into your work. You'd better confirm the number before you address and mail the letter.

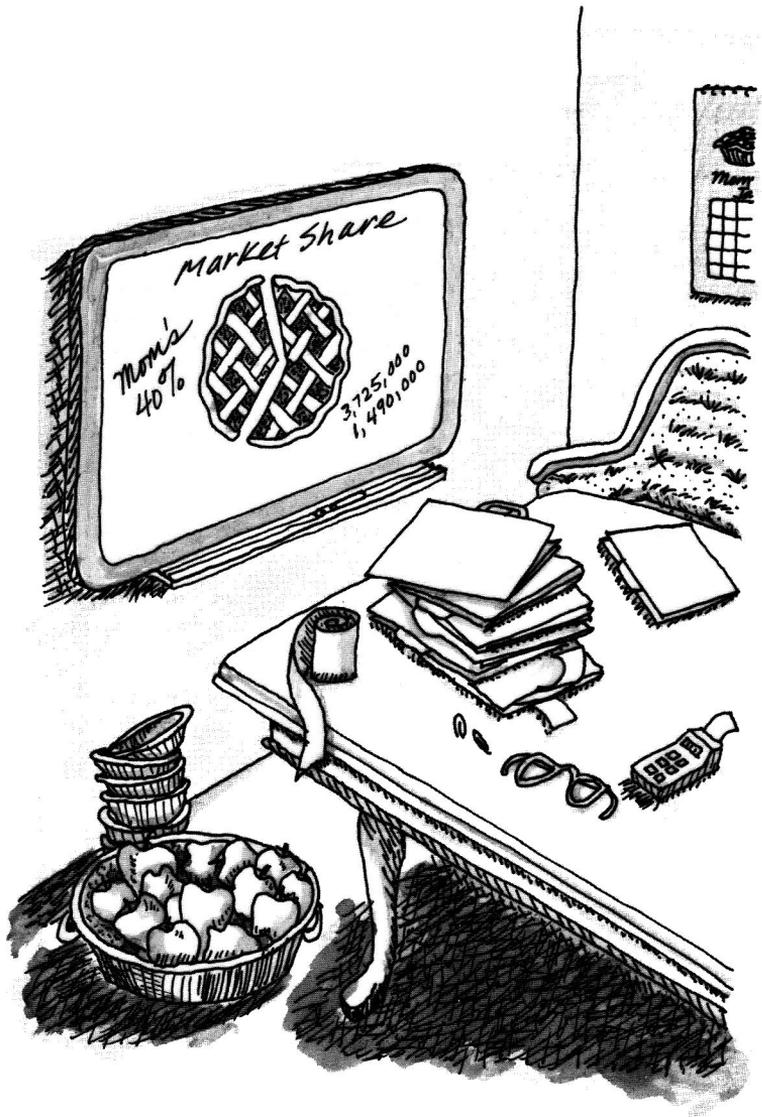
As your unflinching memory tells you, the original headquarters building cost \$3,725,000. The budget quoted in the letter is \$1,490,000, which is supposed to be 40% of that.

You can use the Calculator to figure out if the number is correct.

### Calculating a number

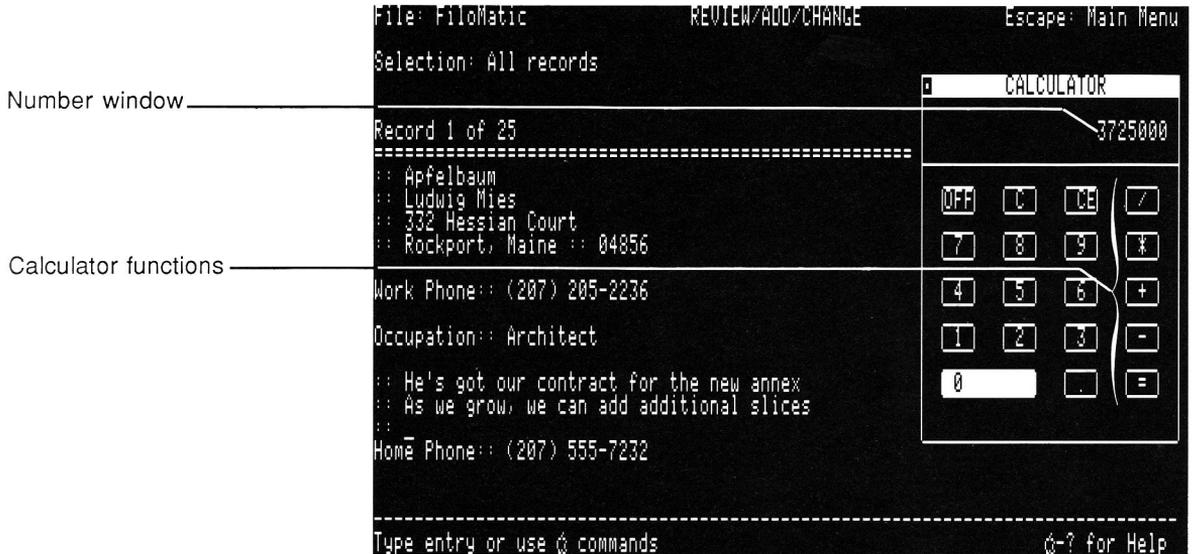
As with all desktop accessories, to use the Calculator, you have to open it first.

1. Open the Pinpoint menu. Hold down the  key and press P.
2. From the Pinpoint menu, choose **Calculator**. Highlight it and press the Return key.



Pinpoint puts the Calculator on the screen.

**Figure 3.11 Calculator**



You type numbers for the Calculator using the number keys at the top of the keyboard. The Calculator performs the four standard arithmetic functions.

To see if the budget number is correct in your letter to the architect, multiply the cost of the original headquarters by 40%, or 0.4.

3. Type **3725000**. The amount appears in the number window at the top of the Calculator.
4. Type the arithmetic operator, **\*** to multiply. Hold down the Shift key and type the 8 key.
5. Type **.4** for the percentage.
6. Press **Return** to find out the answer.

Sure enough, you were right all along, 40% of \$3,725,000 is \$1,490,000.

With that confirmed, you can check with Apfelbaum's office to see if you have the right date and time for your meeting next week. But first, you have to put away the Calculator.

### **Leaving the Calculator**

Because you don't have to save files with the Calculator, there's no File menu. To leave the Calculator,

- Press **Escape**. The Escape key.

Pinpoint puts the Calculator away and returns you to your application, File-o-Matic.

For more information about the Calculator, see "The Calculator," Chapter 6.

## DIALING A TELEPHONE NUMBER

You're kept busy at Mom's Apple Pie Company, and you have to make a lot of phone calls. Waiting on the line while there's no answer--or even getting a busy signal--can be a big waste of time.

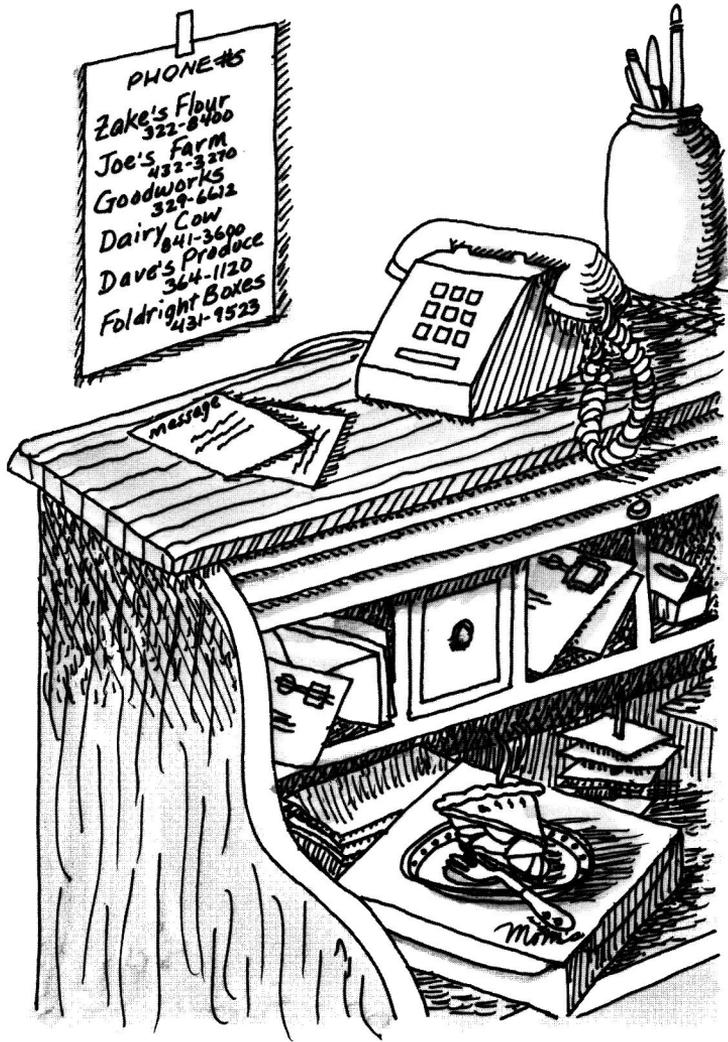
But now you have the Dialer desktop accessory. When you have a telephone number on the screen, you can have the Dialer dial it for you. And since you have Ludwig Mies Apfelbaum's file on screen, his number is right there just waiting for the Dialer to get to work.

When you use the Dialer to dial your phone calls, you'll need a device called a *modem*. The modem converts computer signals into sounds that can travel over the phone lines. A modem requires an *interface card* for the Apple IIe. (It's built into the Apple IIc.) You don't need a modem or an interface card for this tutorial, but if you actually want to use the Dialer later, you will need one.

### Using the Dialer

The Dialer is very simple to use.

1. Open the Pinpoint menu. Use -P.
2. Choose **Dialer** from the list. Highlight it and press the Return key.



PHONE #s  
Zake's Flour 322-8400  
Joe's Farm 432-3270  
Goodworks 329-6612  
Dairy Cow 841-3690  
Dave's Produce 364-1120  
Foldright Boxes 431-9523

message

Under the desk, there is a box containing a plate of food, a fork, and a knife. The name 'Mama' is written on the box.

As soon as you choose the Dialer, it highlights the first thing it finds that looks like a phone number.

**Figure 3.12 Highlighted Phone Number**

```
File: Filomatic          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

Record 1 of 25
-----
:: Apfelbaum
:: Ludwig Mies
:: 332 Hessian Court
:: Rockport, Maine :: 04856
Work Phone:: (207) 205-2238
Occupation:: Architect
:: He's got our contract for the new annex
:: As we grow, we can add additional slices
:: -
Home Phone:: (207) 555-7232
-----
Type entry or use @ commands          @-? for Help
```

And smart as it is, it's found Apfelbaum's work number. To tell the Dialer to dial a number,

3. Press **Return**.

A note appears on the screen telling you that it's dialing. If you do not have a modem and interface card connected the message, "Dialing... Modem not connected," will appear.

**Figure 3.13 Dialing Message**

```
File: FileMatic          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

Record 1 of 25
=====
:: Apfelbaum
:: Ludwig Mies
:: 332 Hessian Court
:: Rockport, Maine :: 04856
Work Phone: (207) 205-2236
```

Dialer added this automatically for long-distance

Of course, this being a tutorial, Apfelbaum's Office Manager answers the phone. As soon as someone answers, the Dialer returns you to your application. Ernestine, the office manager, confirms that, once again, you were right. Your meeting is scheduled for 10:00 this Thursday morning.

Although the Dialer really doesn't do much more than dial phones, it's very good at that. For example, dialing long-distance from Zenith, the home base for Mom's Apple Pie Company, you have to add a 1 before the number. You can program the Dialer to add up to 14 digits for access codes before a number, and two digits for accounting codes following a number.

### Leaving the Dialer

Now that you've cleared things up with Ernestine, you can leave the Dialer.

- Press **Escape**. The Escape key.

Pinpoint returns you to your application, File-o-Matic.

For more information about the Dialer, see "The Dialer," Chapter 8.

Now that you know the date and time for your meeting with the architect, you'd better check your calendar to see if you've reserved the time.

## CHECKING ON AN APPOINTMENT

The Director of Baking at Mom's Apple Pie Company doesn't have a lot of time to fool around. It's important for you to keep track of every hour. The Appointment Calendar lets you do just that.

You want to double-check that you've recorded your appointment with Apfelbaum. And while you're looking at your schedule, you might find some other appointments that need your attention.

### Looking at the current month

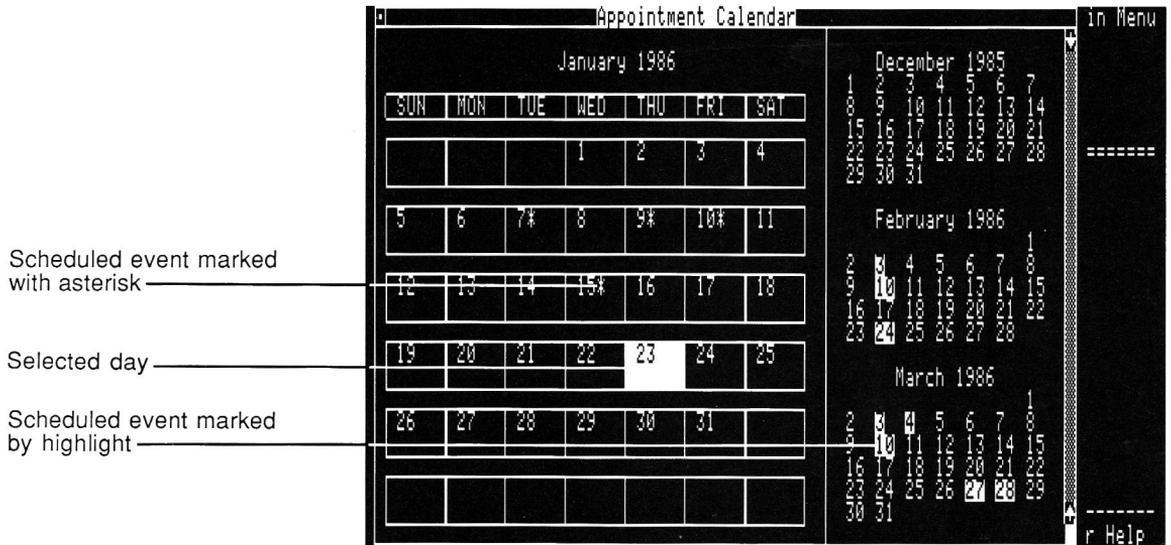
Open the Appointment Calendar and take a look at the schedule for this month (January).

1. Open the Pinpoint menu. Use **⌘-P**.
2. Choose **Appointments** from the Pinpoint menu. Highlight it and press the Return key.



The MonthView™ Appointment Calendar appears.

**Figure 3.14 MonthView of January**



MonthView shows you a month at a time. The small calendars show the previous month and the next two months as well.

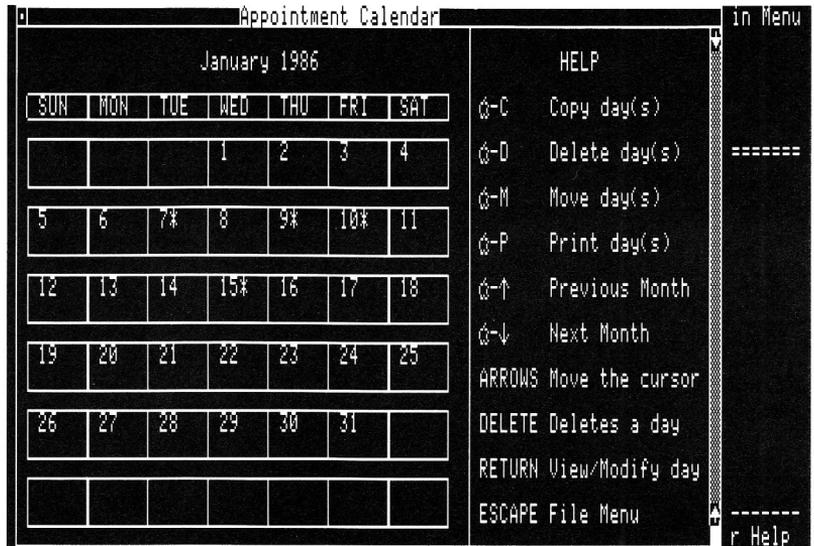
### Getting help

If you forget how to use the Appointment Calendar, and this user guide has disappeared, you can get help right on the screen.

1. Hold down the  key and press ?. The Question Mark stands for Help.

The Appointment Calendar Help messages appear in place of the small calendars.

**Figure 3.15 Calendar Help**



Notice the instructions at the bottom of the list for moving around the calendar.

2. Press **Escape**.

The Escape key.

You return to MonthView.

### Looking at selected days

Just as MonthView shows you the calendar for a given month, DayView™ shows you the calendar for a given day.

The selected day should be January 7.

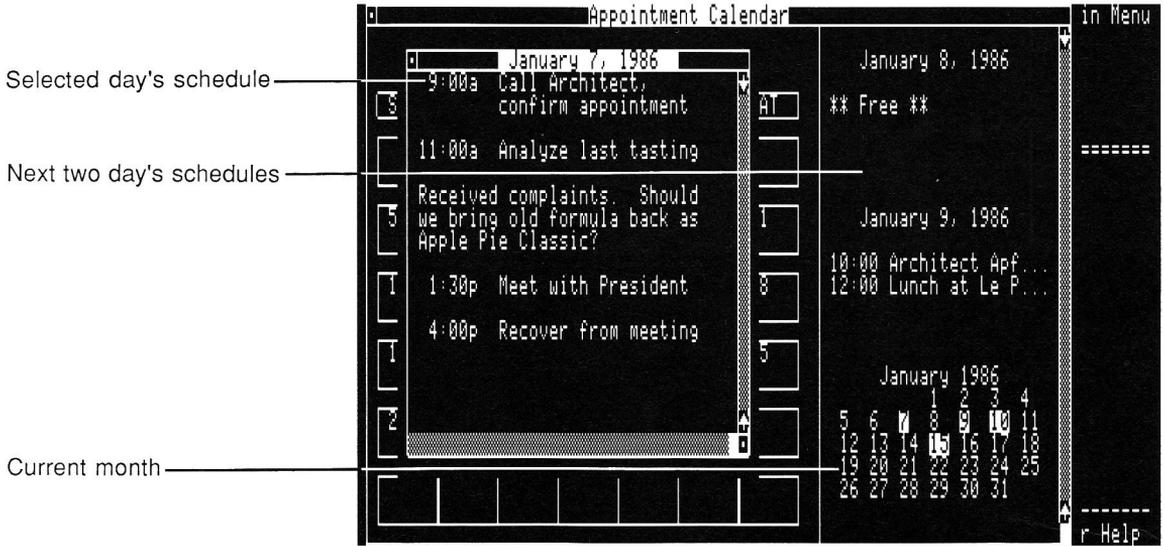
1. If January 7 isn't selected, use the arrow keys to move to that day.

If you're in the wrong month, use ⌘ with the Up Arrow or Down Arrow key to move a month at a time.

- To see the schedule for January 7, press **Return**.

The Appointment Calendar shows you the DayView for January 7.

**Figure 3.16 DayView for January 7**



DayView shows you your complete schedule for the selected day, and summarized schedules for the next two days. You can tell at a glance what you have to do.

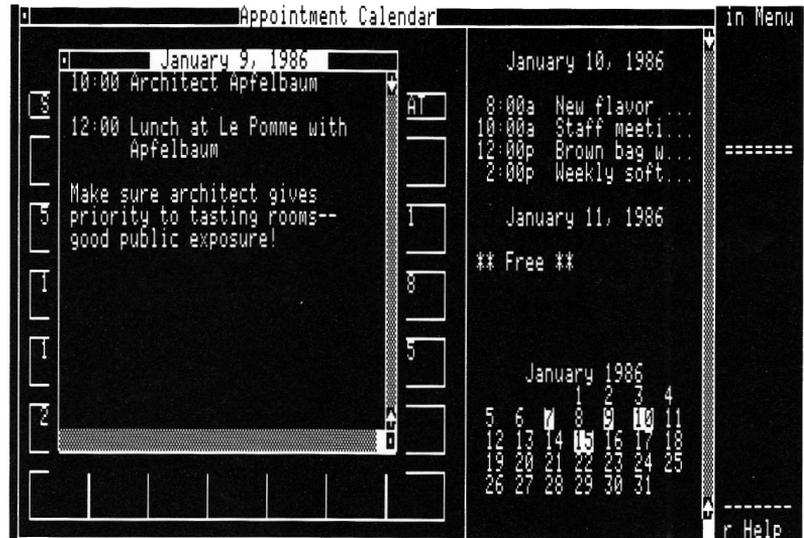
As you can see from today's schedule, you had planned to confirm your appointment with the architect. If you look at the schedule for the 9th, it looks like you already have the appointment recorded.

To move to the DayView for January 9,

- Press **Escape**. That moves you back to MonthView.
- Move the selection to January 9. Press the Right Arrow key twice.
- Press **Return**.

Now you see the schedule for January 9.

**Figure 3.17 DayView for January 9**



Yep! It's all set for the 9th.

You can see from a glance at the schedule for the 10th that you haven't set up any appointments yet for next Friday. That's easy enough to take care of: copy this Friday's appointments to next Friday. (You generally keep the same schedule on Fridays.)

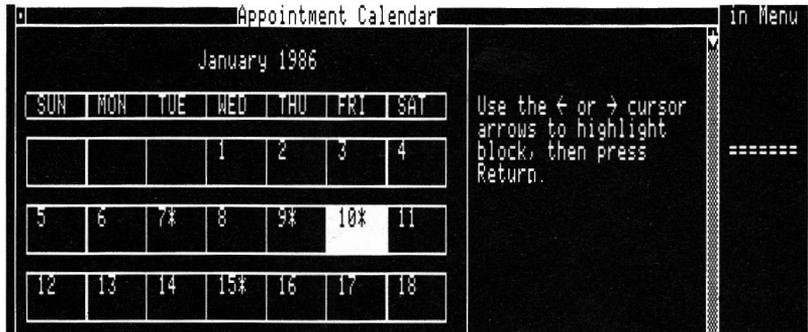
### Copying appointments

You can copy appointments from one day to another. You do it in MonthView.

1. Press **Escape** to move back to MonthView.
2. Move the selection to January 10.
3. Hold down **⌘** and press **C**. The C stands for Copy.

Now the Calendar asks you to select the dates to copy.

**Figure 3.18 Copy Prompts in MonthView**



January 10 is already selected, so you only have to:

4. Press **Return** to accept it.

Now the Calendar needs to know where to copy to. Since you're copying your regular Friday schedule, you probably want to copy it to another Friday. How about the 17th?

5. Move the selection to Friday the 17th and press **Return** to accept it.

The Appointment Calendar copies all your appointments from Friday the 10th to Friday the 17th.

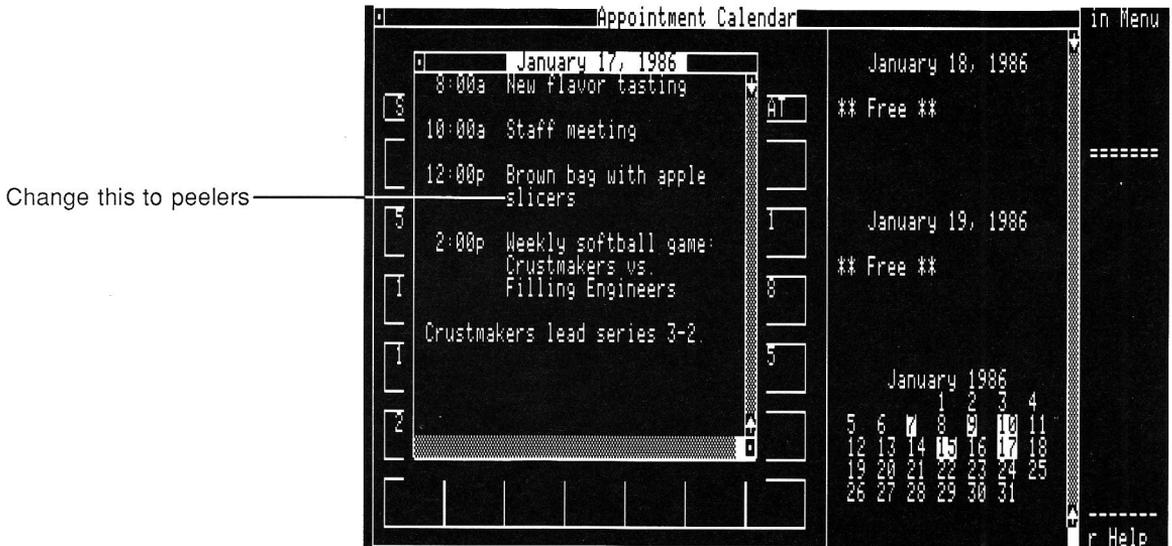
### **Adjusting a schedule**

Not everything is the same from Friday to Friday, so you have to make some adjustments.

1. Select **January 17**. Use the Down Arrow key to move one week at a time.
2. Press **Return** to go to DayView.

Here's the schedule for the 17th.

**Figure 3.19 DayView for January 17**



You have a weekly brown bag lunch with groups of people from the bakery. On the 10th, you'll have a brown bag lunch with the apple slicers. But next week, on the 17th, you'll be lunching with the apple peelers. You can change that right now.

3. Move the cursor so that it blinks under the first **s** in **slicers**. Use the arrow keys.

4. Hold down **⌘** and press **E**. The **E** stands for Edit.

The insert cursor--the blinking underline--changes into the edit cursor--a blinking rectangle. The edit cursor lets you *replace* characters, rather than move them aside for an insertion.

5. Type **peelers**. The word replaces "slicers."

6. Hold down **⌘** and press **E** again. Change the cursor back to the insert cursor.

Congratulations! You've looked at MonthView and DayView, moved around the calendar in both views, copied a schedule, and made a correction.

## Leaving the Appointment Calendar

Since you're finished with the Appointment Calendar for now, you can put it away.

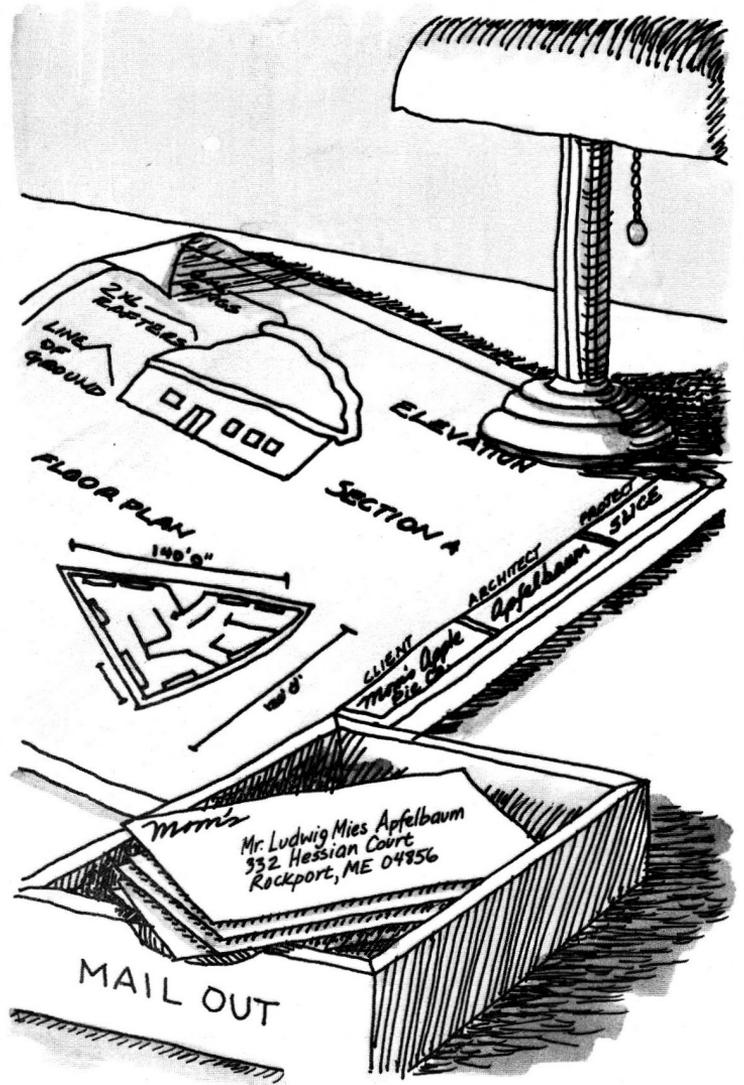
1. Move back to **MonthView**.                      Press the Escape key.
2. Open the File menu.                              Press the Escape key again.

Notice that you could print your calendar if you chose. For now, just put the Calendar away.

3. Choose **Quit** from the File menu.              Highlight it and press the Return key.

Pinpoint puts the Calendar away and returns you to Apfelbaum's file.

For more information about the Appointment Calendar, see "The Appointment Calendar," Chapter 5.



## PRINTING A LABEL

You've edited your note to Apfelbaum, and confirmed your budget and your appointment with him. Now you can send out the note. QuickLabel will help you print the address onto the envelope.

For this tutorial you don't need either an envelope or a printer--it's all make-believe. You *will* have to set up your printer when you want to print your own labels and address your own envelopes.

### Selecting a label

QuickLabel prints labels from text that you select on the screen. Since you're sending the note to Apfelbaum, you should highlight his address. It's already on the screen in your File-o-Matic database.

1. Open the Pinpoint menu. Use -P.
2. Choose **QuickLabel** from the Pinpoint menu. Highlight QuickLabel and press the Return key.

It looks like you return to the File-o-Matic screen, but actually, the QuickLabel cursor is waiting in the upper-left corner.

3. Move the cursor to the beginning of Apfelbaum's address.
4. Press **Return**. That tells QuickLabel that you've found the text for the label.

QuickLabel highlights what it thinks is the label. (QuickLabel highlights the closest block of text more than one line long. You can use the arrow keys to adjust the size of the highlighted block.)

**Figure 3.20 Highlighted Label**

```
File: Filomatic          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

Record 1 of 25
-----
:
:
: Ludwig Mies Apfelbaum
: 332 Hessian Court
: Rockport, Maine :: 04856
:
Work Phone:: (207) 205-2236
Occupation:: Architect
:
: He's got our contract for the new annex
: As we grow, we can add additional slices
:
Home Phone:: (207) 555-7232
-----
Use cursor moves to highlight address, then press Return          PINPOINT
```

This time, QuickLabel has highlighted just the right area. You're set to move the label onto an electronic envelope.

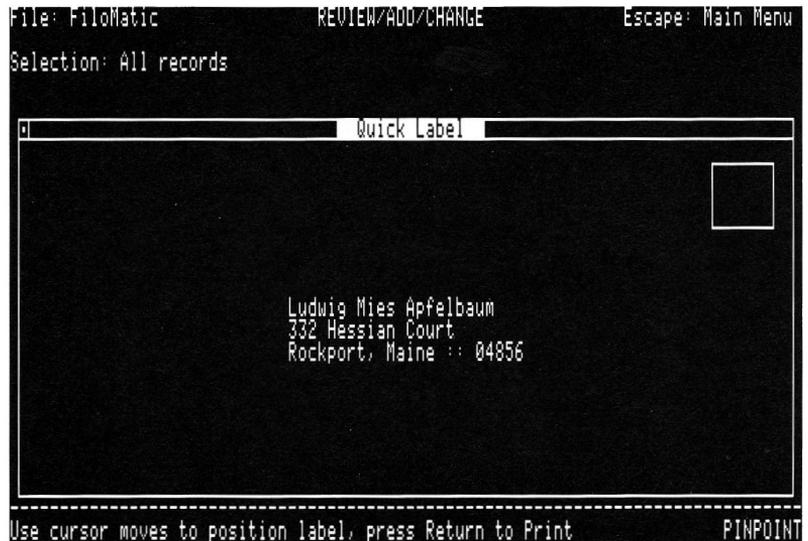
### Positioning the label for printing

Printing a label with the computer is usually a lot of guesswork, but QuickLabel automates the process. Before printing, you would put the envelope into your printer and align it. For this tutorial, you don't have to.

1. Press **Return**. Accept the selection.

QuickLabel puts the label onto an electronic envelope for positioning before printing.

**Figure 3.21 Label on Envelope**



You can move the label around with the arrow keys.

2. Use the arrow keys until you're satisfied with its position.
3. Press **Return** to print.

If you had a printer connected, QuickLabel would print the label onto an envelope, sheet of paper or label. If you didn't have a printer connected, a message would tell you, "No printer connected."

After printing the label, Pinpoint asks you if you want to print another one.

4. Press **N** for No. Pinpoint returns you to your application.

For more information about QuickLabel, see "QuickLabel," Chapter 11.



## TYPING A MEMO

With the label printed, your note is as good as in the mail. Except for that lousy mailroom boy, Herschel. Sure, he's a bright kid, but it doesn't help get your letter out if he's busy calculating the effects of the electroweak force on virtual-pions. But there's no sense complaining about the President's son. At least a quick note might rouse him to action.

Fortunately, Pinpoint has a Typewriter accessory that's perfect for typing a note or memo directly onto paper. You type and edit a line, then print it. It's a lot faster than making a new file, typing, editing, saving, and printing--especially if all you're talking about is a few lines.

### Setting up the Typewriter

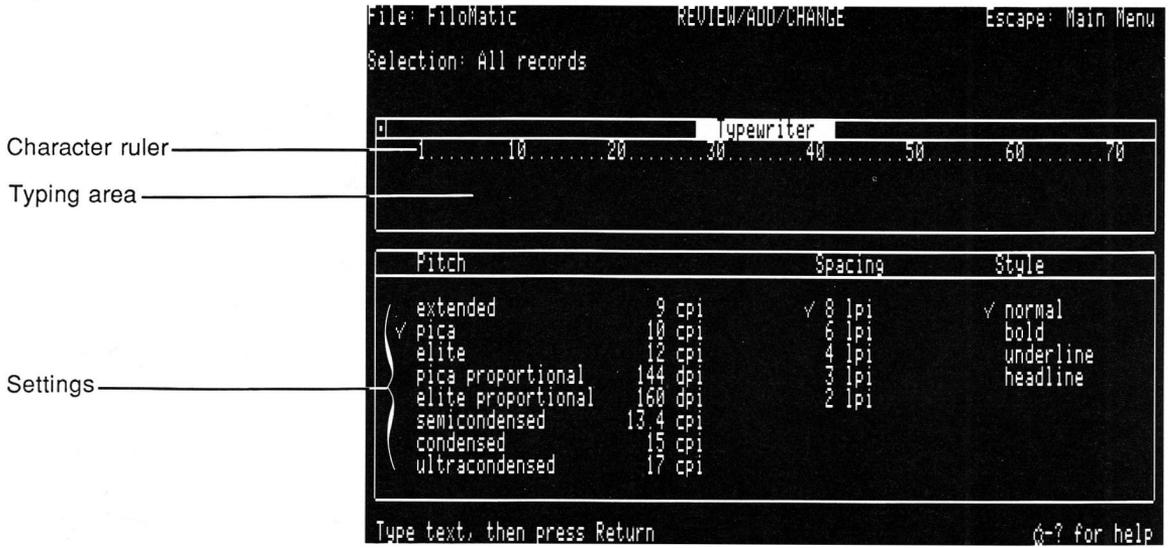
For this tutorial, your printer must be hooked up and ready to go. Pinpoint assumes the printer is connected to Port 1 on the IIc and to a Super Serial Card in Slot 1 on the IIe. Pinpoint expects that you have an Apple Imagewriter attached to your Apple II. In Chapter 4, "Installation," you will learn how to change these default settings.

1. Open the Pinpoint menu. Use -P.
2. Choose **Typewriter** from the Pinpoint menu. Highlight it and accept it.

Remember, you must have a printer connected for the Typewriter accessory to work. If you don't, you will get the "Printer not connected" message.

Pinpoint puts the Typewriter on your screen.

**Figure 3.22 Typewriter**



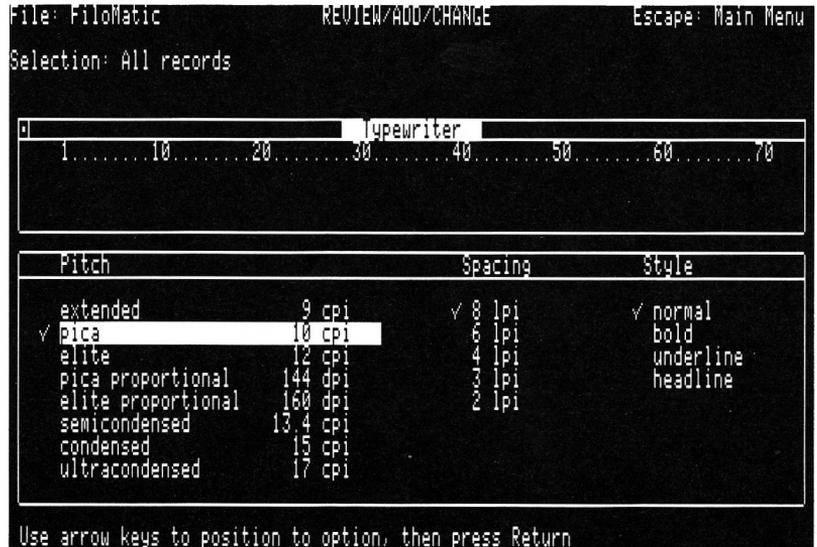
Look at the settings in the bottom half of the screen. Notice that the pitch is set to ten characters per inch. The pitch setting tells you how narrow the letters are. A smaller number means wider characters. If you change that setting to nine, it's more likely that Herschel will pay attention to your message.

3. Hold down  and press **O**.

The **O** stands for Options. This moves a selection rectangle into the options window so you can change settings.

The selection rectangle is on the current pitch.

**Figure 3.23 Current Pitch Selected**



You want to change that setting to nine characters per inch, so that each character will be larger and more likely to attract Herschel's attention.

4. Press **Up Arrow** once. That selects 9 characters per inch.
5. Press **Escape**. That moves you back into the typing area.

Now you can start typing the message.

### Typing and printing

With the Typewriter, you type a line, edit it, and print it; then you move onto the next line. Your printer should be hooked up with paper in it and the select button should be lit (in other words, ready to print).

1. Type this for the first line:  
**Dear Herschel:**

2. If you make a mistake, use the cursor keys to move there and correct it. You can use the Delete key to erase characters, or use the edit cursor to replace them.

3. To print the line, press **Return**. The line prints immediately after the Return key is pressed.

The Typewriter prints the line and clears the typing area for another one.

4. Type this for the second line:  
**Please mail this today. It's very urgent.**

5. Edit the text, and press **Return** to print it. The second line prints.

6. Type this for the third line:  
**Your buddy, the Director of Baking.** And press the Return key.

7. Type this for the final line:  
**P.S. If you don't get this out, no more free pies.** Don't forget to press the Return key.

8. Press **Escape**. You return to File-o-Matic.

That ought to do it. Just rip the message out of the printer, stick it with the letter, and send it all downstairs to the mailroom. Time to move on to other important tasks.

For more information on the Typewriter, see "The Typewriter," Chapter 12.

## MERGING A PICTURE

With a word processing program, you've been preparing a report on the new addition to the factory. You plan to submit the report to the president of the company, Mrs. Simon. With the GraphMerge desktop accessory, you can include an illustration from a drawing program in a word processing document like the report. Mrs. Simon will be very impressed to actually see how the project is coming along.

**Note:** To see GraphMerge in action, you must work with a non write-protected copy of the disk.

### Opening a word processing file

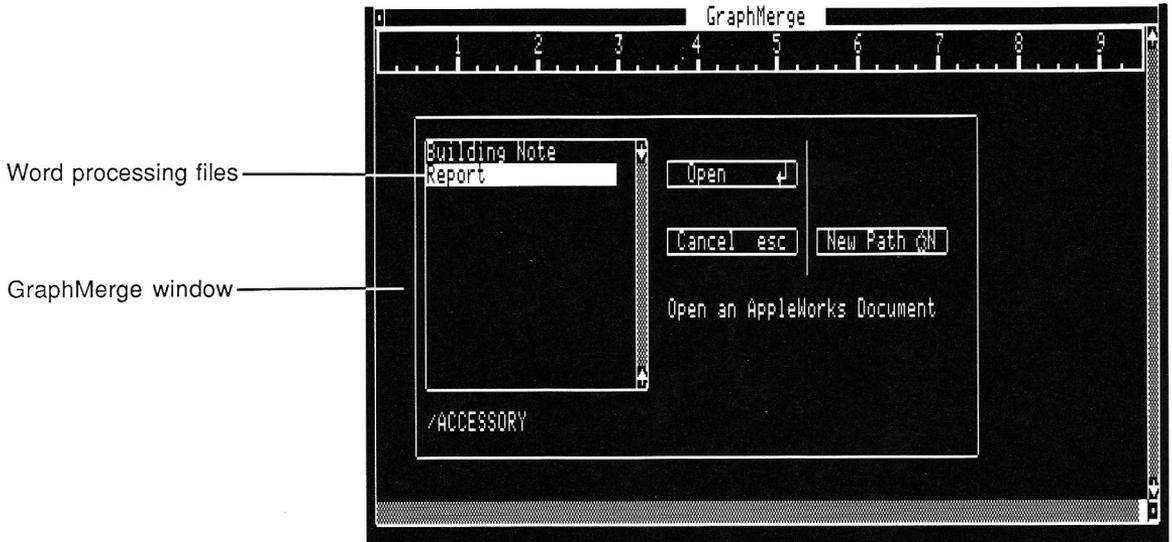
To make it easy for you to merge your files, GraphMerge lets you open both the word processing file and picture files that you're merging. You can scroll through the word processing file to see where you should put the picture.

1. Choose **GraphMerge** from the Pinpoint menu. Use -P to open the menu, then highlight your selection and accept it with the Return key.

Pinpoint opens the GraphMerge window. (If you're using a 5-1/2" floppy disk, this could take several seconds. Pinpoint shows you an hourglass icon and a message to entertain you while you're waiting.)



Figure 3.24 GraphMerge Window with Open Dialog Box



The window contains a dialog box with the names of any word processing files on the disk. You're working on the "Report" file.

2. Select **Report** from the list.                      Highlight your selection.
3. Press **Return** to accept your selection.

Pinpoint displays your report in the GraphMerge window.

**Figure 3.25 Word Processing File in GraphMerge Window**

Page ruler



You can't type anything on this file, because you're not using a word processor. But you can move through it, to find the best place to insert the picture.

### Scrolling the report

You want to impress the President with a picture of the new addition. The report already has a reference to the picture. That would be a good place to put the picture.

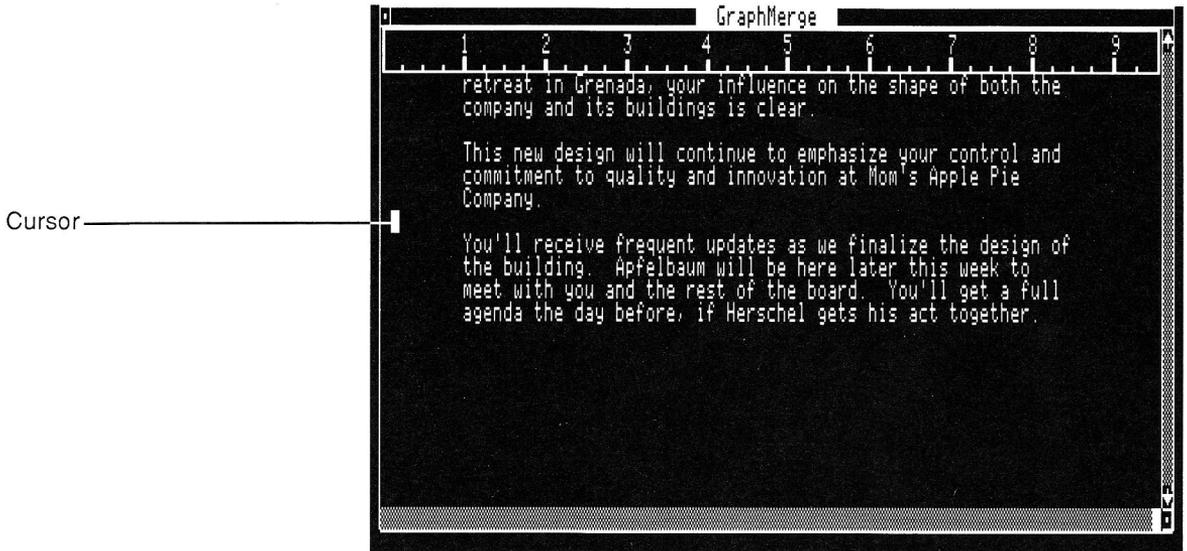
1. Hold down  and press 7. That moves the cursor about three fourths of the way through the file.

The picture should go before the last paragraph on the screen.

2. Press **Down Arrow** a couple of times to move the cursor into place.

This is where the cursor should be:

**Figure 3.26 Cursor Location**



When you have the cursor in place, you're ready to get the picture.

### **Opening a picture file**

Graphic images are stored in special files on a disk. Through GraphMerge, you can open up the files and look at them.

1. Press **Escape** to get the File menu.

Figure 3.27 File Menu



2. Choose **Merge Picture** from the File menu. Highlight your selection and press the Return key.

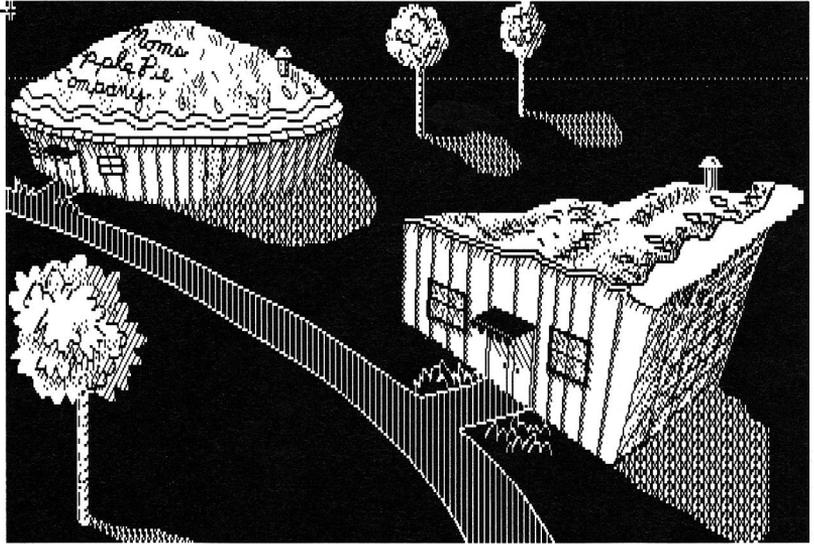
Pinpoint shows you a dialog box listing the pictures you can choose. It's just like the dialog box you saw for the word processor files. The "Annex" picture is the one you want. Since there are no pictures on the accessory disk, Pinpoint searches through your disks till it finds one. The "Annex" picture is contained on the Pinpoint Installation disk.

3. Choose **Annex** from the list. Highlight it and press the Return key.

GraphMerge paints the picture on your screen.

**Figure 3.28 Annex Picture**

Cropping cursor



That should put a good perspective on the subject. Mrs. Simon's attention is almost as hard to attract as Herschel's, but her interest is devoted to producing the highest quality pies in the finest setting.

Notice that there is a small dialog box appearing in the upper left corner of the picture. It appears the first time you select a picture. It is a Help dialog and provides you with some extra information on how to operate GraphMerge.

### **Cropping the picture**

The picture's a little too big right now to fit where you want it. Of course, it now shows the whole complex, rather than just the annex. You can crop the edges so that it only shows the new annex.

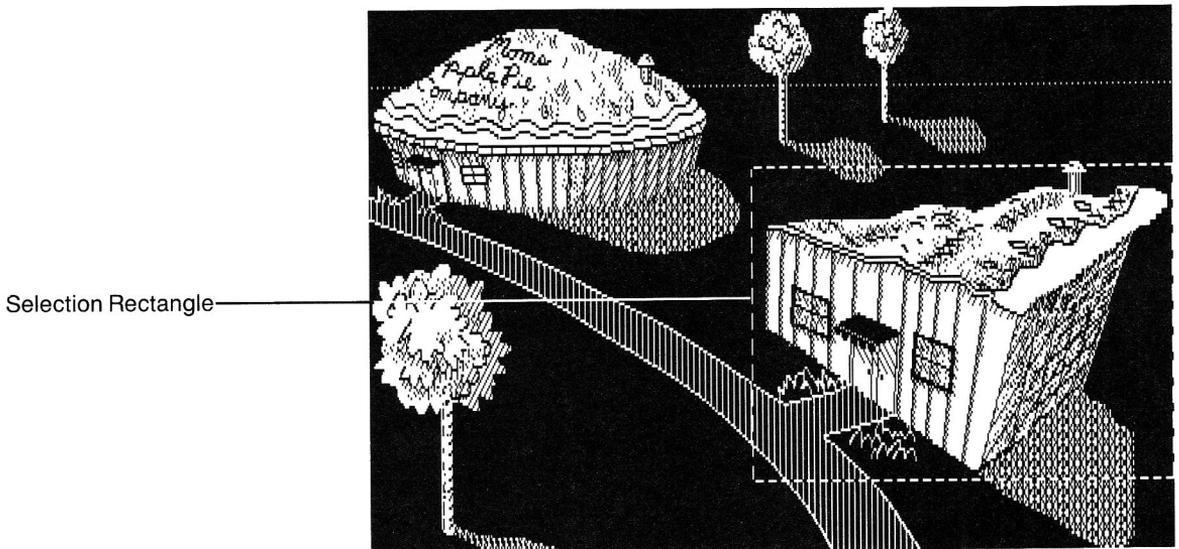
The cropping cursor is waiting in the upper left of the screen.

1. Move the cropping cursor down and to the right until it's roughly in the center of the screen.

2. Press **Return** to anchor it. It turns into a miniature selection rectangle.
3. Hold down **Right Arrow** until the selection rectangle reaches the right side of the screen.
4. Hold down **Down Arrow** until the selection rectangle reaches the bottom of the screen. That selects roughly a fourth of the whole picture.

The area within the selection rectangle will go into the report when you merge.

**Figure 3.29 Selected Area of Picture**



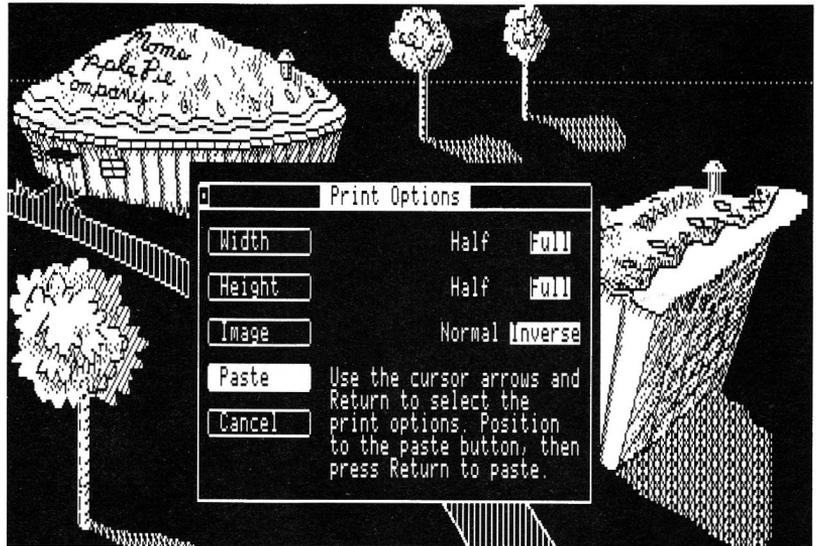
If your selected area isn't the same as the one in the picture, don't worry. Press the **Escape** key to get back to the cropping cursor and try again.

5. Press **Return** to accept your selection.

Pinpoint opens the Print Options dialog box. These selections change the way your pictures will be printed.

6. Press **Return** to accept the default settings.

**Figure 3.30** Print Options Dialog Box

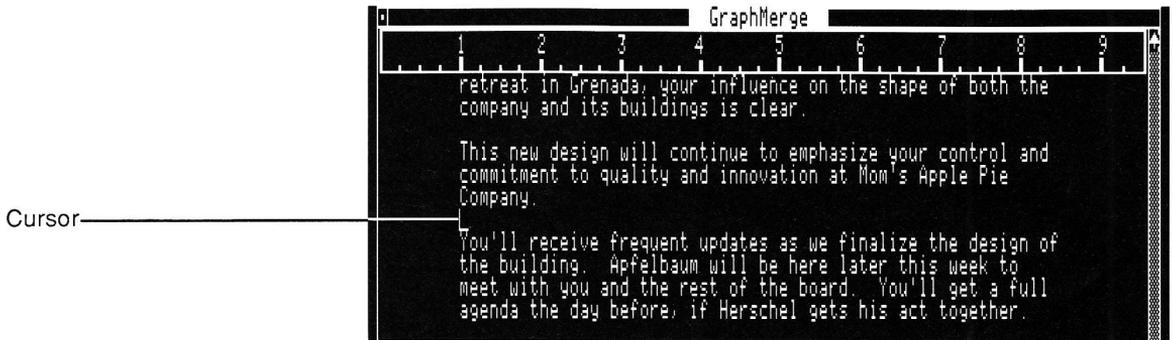


You return to the report.

## Merging the picture

Notice that the cursor in the report has changed into a right angle.

**Figure 3.31 New Cursor**

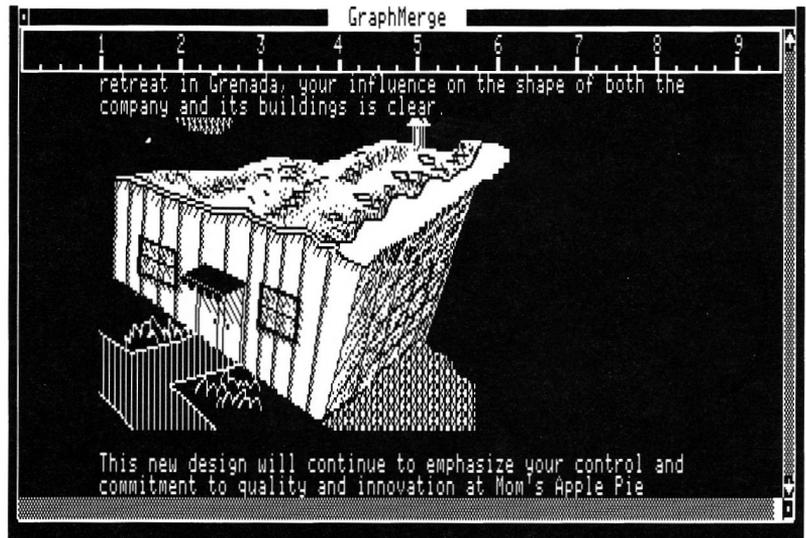


The right angle cursor shows you the line you want to bump down to make room for the picture. It's in the right place, so you don't have to move it. All you have to do to merge the picture is:

- Press **Return**.

GraphMerge draws the picture in the location you've marked.

**Figure 3.32 Merged Picture**



Congratulations! You've merged a picture into a word processing document. That'll save you a lot of cutting and pasting.

### Leaving GraphMerge

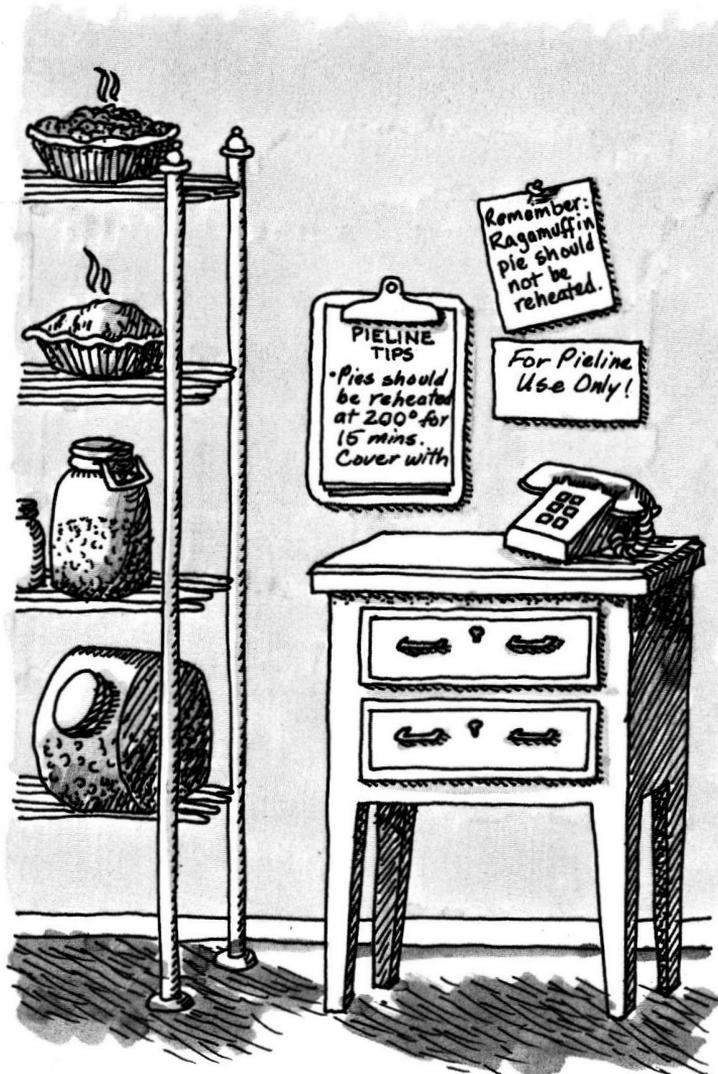
When you're finished looking at the picture, you can return to the GraphMerge window and leave GraphMerge.

1. Press **Escape**. You return to the GraphMerge window.
2. Open the File menu. Press the Escape key again.
3. Choose **Quit** from the File menu. Highlight it and press the Return key.

Pinpoint returns you to the File-o-Matic sample application.

You're almost finished with your work on Pinpoint. You've edited a note, calculated a number, dialed the telephone, confirmed an appointment, addressed an envelope, typed a message, and illustrated a report.

For more information on GraphMerge, see "GraphMerge," Chapter 9.



## ADDING A NUMBER TO THE PHONE DIRECTORY

As Director of Baking for Mom's Apple Pie Company, you have a strong interest in the popularization of baked goods throughout the world. To that end, you've had a consultant set up an international computer bulletin board called PIELINE, so that anyone at any time can get the latest news in the baking world.

But you forgot to add the number to your Pinpoint Communications desktop accessory. So you can do it now.

### Opening the Communications window

With the Communications accessory, you can connect your computer to other computers. This is useful because other computers often have information you need. You can call giant databases filled with libraries of statistics or the latest news and stock quotes. Or you can send and receive electronic mail.

Although you can use a cable to hook up to another computer directly, usually you'll call one of these other computers over the phone lines. So Communications has a phone book that lets you store the numbers of these friendly computers.

1. Open the Pinpoint menu. Hold down  and press P.
2. Choose **Communications** from the list. Highlight it and press the Return key.

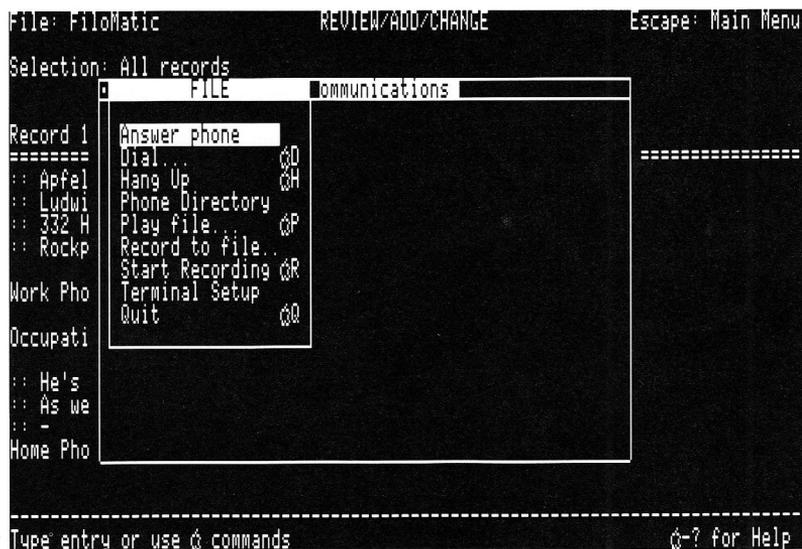
Pinpoint opens the Communications window.

3. The File menu opens automatically.

You're just adding a phone number for now.

The File menu appears in the upper left corner of the window insert.

**Figure 3.33 Communications Window with File Menu**

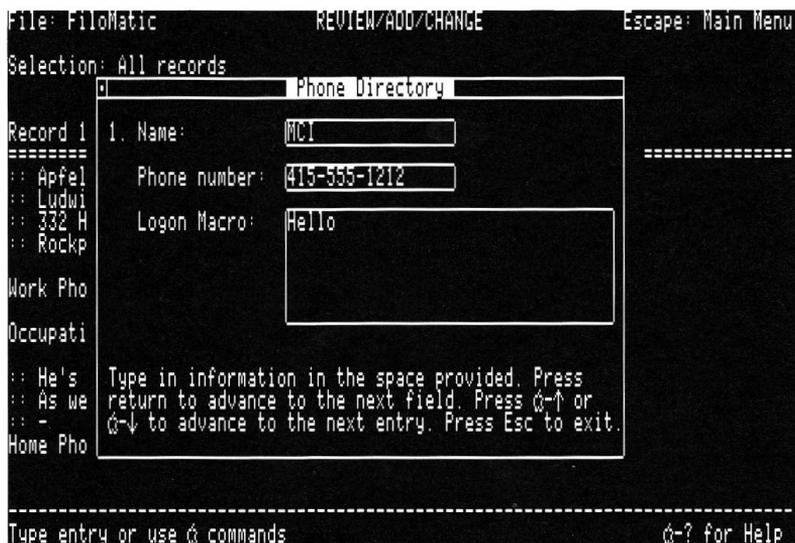


Most of the menu items are different ways to send and receive information.

4. Choose **Phone Directory**. Highlight it and press the Return key.

The Phone Directory fills the Communications window.

**Figure 3.34 Phone Directory**



Each box in the directory contains a different type of information.

### Entering a listing in the Phone Directory

The name and phone number are easy enough to understand, but what about that thing called a *log-on macro*?

When you call an information service, you log onto it, like signing the register at a hotel. You tell the service who you are with a *user identification code* and prove it's really you with a secret *password*.

You need to add a new listing.

1. Hold down **⌘** and press **Down Arrow** a few times, until you get to a blank entry. In the blank entry, the cursor blinks waiting for you to type the name of the bulletin board.

2. Type: **P**ipeline and press **R**eturn.      The cursor moves into the box for the telephone number.
3. Type: **555-1234** and press **R**eturn.      The bulletin board is a local call to you.

Now's your chance to type some of those log-on macros. You chose your user ID and password yourself.

4. Type: **D**irect for your user ID.
5. Press **R**eturn.
6. Type: **P**ieman for your password.
7. Press **R**eturn.

That's it. You've finished with the entry. Now when you need to log on to the bulletin board, you can just choose this number and have Communications dial it for you. When the bulletin board answers, Pinpoint Communications automatically types your user ID and password for you. If you connect to several computers regularly, all those codes could get confusing without Pinpoint's log-on macros.

### **Leaving Communications**

You don't need to log-on to any computers right now. In fact, it's been a pretty hard day for you. It's about time you went home. Your first step out the door is to leave Communications.

1. Press **E**scape.      Pinpoint records your entry and returns you to the Communications window.
2. Choose **Q**uit from the File menu.      Highlight it and press Return.

For more information on Communications, see "Communications," Chapter 7.

3. Press **E**scape once more.

You return to the Startup menu.

If you want to leave Pinpoint for now, choose Quit from the Startup menu and press the Return key.

### **Where to go from here**

You've come a long way. Using the actual Pinpoint software, you've practiced with eight Pinpoint desktop accessories.

You can install Pinpoint on AppleWorks, and other ProDOS applications. "Installing Pinpoint" has details on installation and customizing Pinpoint to your computer system.

You will notice that an additional accessory listing will appear in the accessory menu when it is applicable, such as cut and paste or any other new accessories that you have added.

When you're ready to use any desktop accessory on your own, look to the appropriate chapter for complete details and step-by-step instructions.



## *Chapter 4:*

# *Installation*

When you install Pinpoint, it sets up shop inside your application. It becomes an almost integral part of the application, waiting around until you ask for it, and then taking over temporarily.

This chapter shows you how to set up your printer and modem to work with Pinpoint, choose a standard location for your accessories, and install Pinpoint onto an application's startup disk.

## STARTING INSTALLATION

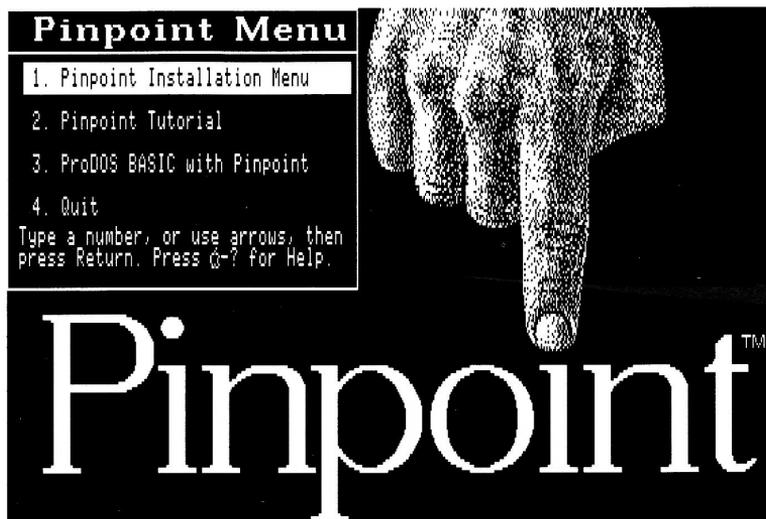
The Installation program comes on one side of the floppy disk that also contains the accessories themselves.

To start the Installation program:

⇒ Start your computer with your copy of the *Pinpoint Installation* disk. See "Getting Started," Chapter 2 for details.

After a few copyright messages, the Pinpoint startup menu appears.

Figure 4.1 Pinpoint Startup Menu



The startup disk lets you choose whether to install Pinpoint onto an application disk, take the Pinpoint Tutorial, go into ProDOS BASIC, or quit to another application.

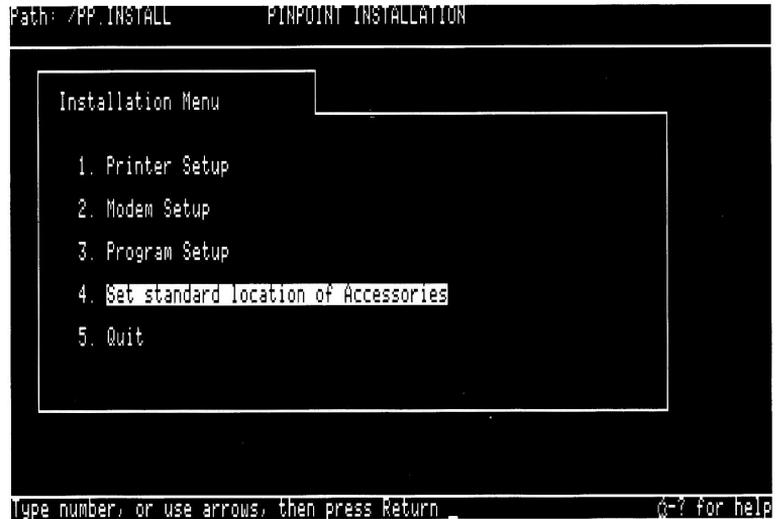
**To install Pinpoint onto an application disk:**

⇒ Highlight **Install** or press **1**. Use the arrow keys or type the number.

⇒ Press **Return** to accept it.

The Installation menu appears in a file card.

**Figure 4.2 Installation Menu**



These options let you:

- Choose a printer, and set up Pinpoint to work with it.
- Choose a modem, and set up automatic dialing features.
- Install the program onto an application's startup disk.
- Select a standard location for Pinpoint to look for accessories.

The sections that follow explain each of these options in detail.

**To get help with Installation:**

⇒ Hold down **⌘** and press **?**.

The Installation Help screen appears.

⇒ To go back to Installation, press the **Space bar**.

**To leave Installation:**

⇒ Return to the Installation menu.

⇒ Highlight the **Quit** option.

Use the arrow keys or type the number.

⇒ Press **Return**.

You leave the Installation program and go into ProDOS. If you want to start up another program, insert its startup disk. Then hold down both  and Control keys, and press the Reset button.

## SETTING UP A PRINTER

Each printer may work a little differently. The Printer Setup menu options let you tell Pinpoint how your printer works.

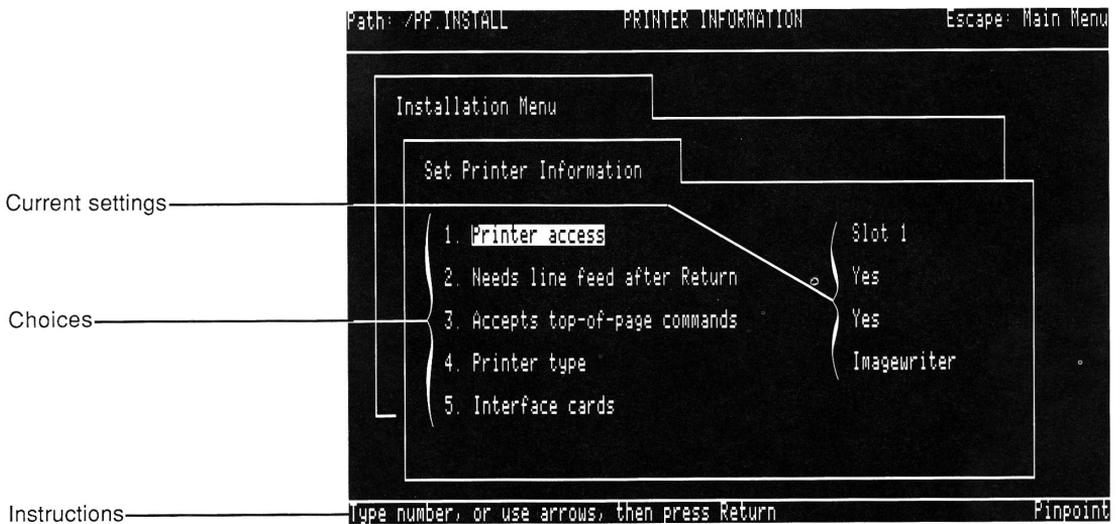
### To see the printer setup menu:

⇒ Highlight **Printer Setup** on the Installation menu. Type the number or use the arrow keys.

⇒ Press **Return**.

The "Set Printer Information" menu appears.

**Figure 4.3 Set Printer Information Menu**



The Set Printer Information menu lets you do just that--set information about your printer so that Pinpoint will know how to work with it.

This section explains each of the Printer Information menu items.

## Printer access

Pinpoint needs to know where your printer is before it can print anything. If you have a IIc with the printer plugged into the printer port, you're all set. If you have a IIe, you connect your printer to the computer through an *interface card* plugged into a *slot*. Your printer card might be in any slot. Pinpoint needs to know in which one.

See Appendix D: "Printers."

Slot 1 is the standard setting, so if your printer card is in Slot 1, you don't need to change the slot number.

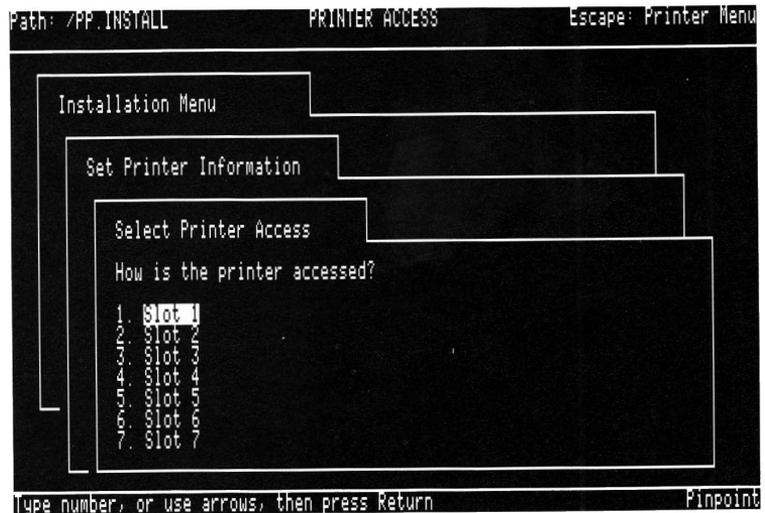
### To change the slot number:

⇒ Choose **Printer Access** from the Set Printer Information menu. Type the number or use the arrow keys.

⇒ Press **Return**.

A list of slots appears.

Figure 4.4 List of Slots



"Slot 1" is already highlighted.

⇒ Highlight the slot that contains your printer card. Type the number or use the arrow keys.

⇒ Press **Return**.

You return to the Set Printer Information menu, showing the new slot number next to the Printer Access option.

### **Line feed**

Some printers automatically move to the next line after printing a line. This is called automatic *line feed*. Others need a line feed from the program. You can usually tell when you have the wrong setting: the printer either keeps printing over the same line, or it double-spaces when it shouldn't.

#### **To change the line feed setting:**

⇒ Choose **Needs line feed...** from the Set Printer Information menu. Type the number or use the arrow keys.

⇒ Press **Return**.

At the bottom of the screen, Pinpoint asks you whether you want to change the setting.

⇒ Press **Y** to change the setting.

⇒ Press **N** to leave the setting.

You return to the Set Printer Information menu with your chosen setting indicated after option 2.

### **Top-of-page commands**

After printing a page, many printers can automatically move to the top of the next page to start printing again. These printers accept a *form feed* command. Others print blank lines until they get to the top of the next page. If your printer doesn't accept top-of-page commands, this setting should be "No."

**To change the top-of-page command:**

⇒ Choose **Accepts top-of-page commands** from the Set Printer Information menu. Type the number or use the arrow keys.

⇒ Press **Return**.

At the bottom of the screen, Pinpoint asks you whether you want to change the setting.

⇒ Press **Y** to change the setting.

⇒ Press **N** to leave the setting.

You return to the Set Printer Information menu with your chosen setting indicated after option 3.

**Printer type**

Pinpoint can work with almost any dot-matrix printer. But it comes set to work with the Imagewriter. If you have another printer, you can change the setting.

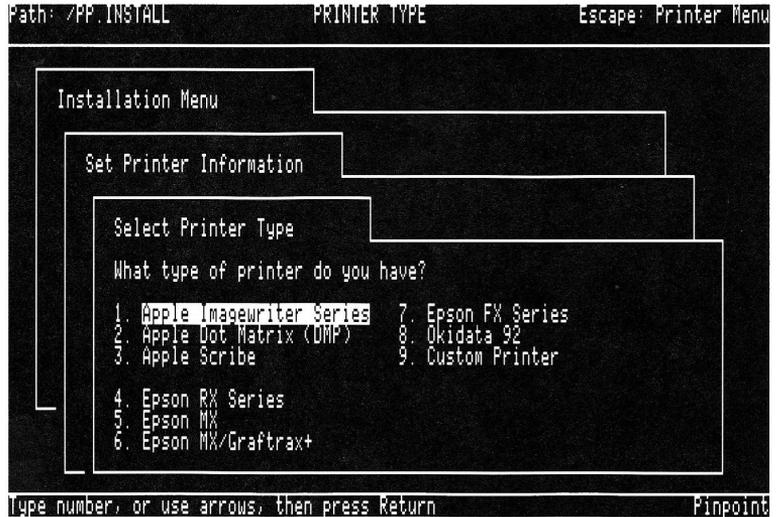
**To change to another printer:**

⇒ Choose **Printer Type** from the Set Printer Information menu. Type the number or use the arrow keys.

⇒ Press **Return**.

A list of printers appears. Remember that not all printers support GraphMerge.

**Figure 4.5 List of Printers**



"Apple Imagewriter Series" is already highlighted.

⇒ Highlight the name of your printer.

Type the number or use the arrow keys. If your printer's name doesn't appear, choose "Custom."

⇒ Press **Return**.

You return to the Set Printer Information menu, showing the new printer type.

### Interface cards

Some printers accept special control codes through their printer interface cards. These codes help the interface card tell the printer how to print. You should set up your special control codes so that your printout does not appear on the computer screen when printing. The owner's manual for your interface card specifies any control codes that it requires.

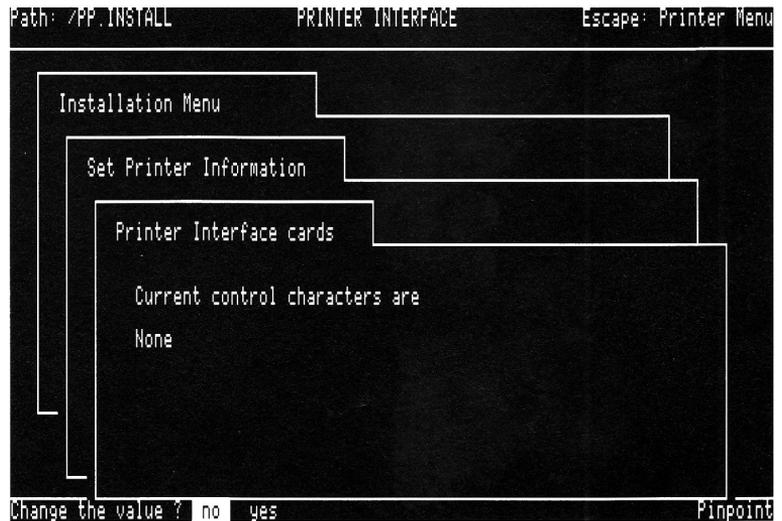
**To include control codes:**

⇒ Choose **Interface Cards** from the Set Printer Information menu. Type the number or use the arrow keys.

⇒ Press **Return**.

Pinpoint lays a new index card on top of the others, showing you the current control characters.

**Figure 4.6 Control Characters**

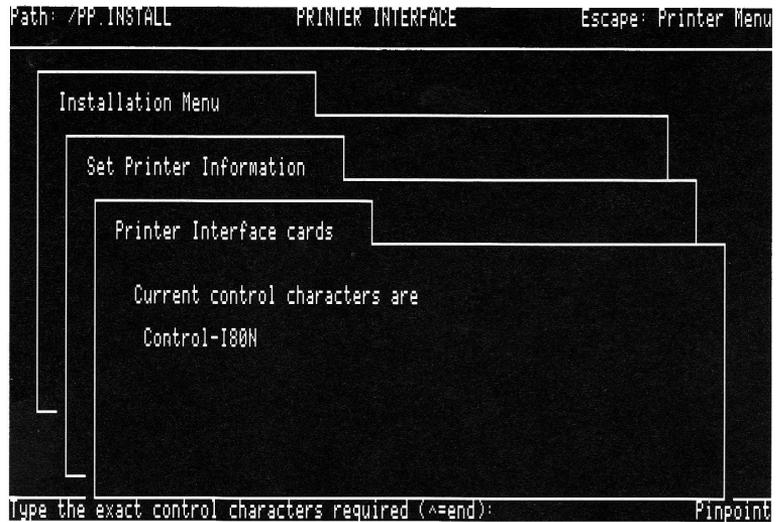


At the bottom of the screen, Pinpoint asks you if you want to change your control characters.

⇒ Press **Y** to change the characters.

Now at the bottom of the screen, Pinpoint asks you to type the control characters.

**Figure 4.7 Control Characters Prompt**



To insert control characters, press the keys you need. For example, to insert Control-K, hold down the Control key and press K.

- ⇒ Insert the control characters.                      As you insert them, they show up in the file card.
  
- ⇒ Type ^ to show Pinpoint                      Hold down the Shift key and type 6.  
    you're finished entering control  
    characters.

Pinpoint records the control characters and returns you to the Set Printer Information menu.

### **Returning to the Installation menu**

You can return to the Installation menu from the Set Printer Information menu by pressing the Escape key.

## SETTING UP A MODEM

A modem translates back and forth from the language of a computer (electrical signals) into the language of a phone line (sounds). You need a modem to use the Communications and Dialer desktop accessories.

The Modem Setup menu lets you tell Pinpoint what slot your modem is connected to, but more importantly, lets you set up automatic dialing features.

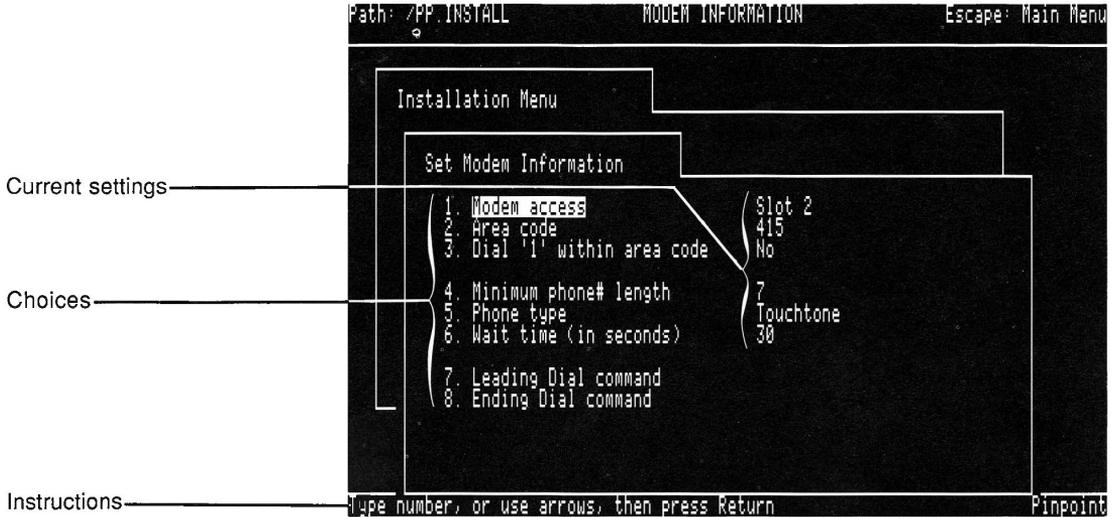
**To see the Modem Setup menu:**

⇒ **Highlight Modem Setup** on the Installation menu.      Type the number or use the arrow keys.

⇒ **Press Return.**

The "Set Modem Information" menu appears.

**Figure 4.8 Set Modem Information Menu**



This section explains how to change each of the settings in the Set Modem Information menu.

### Modem access

Pinpoint needs to know where your modem is before sending information. If you have a IIc with the modem plugged into the communications port, you're all set. If you have a IIe, you connect your modem to the computer through an *interface card* plugged into a *slot*. Your modem card might be in any slot. Pinpoint needs to know in which one.

Slot 2 is the standard setting, so if your modem card is in Slot 2, you don't need to change the slot number.

#### To change the slot number:

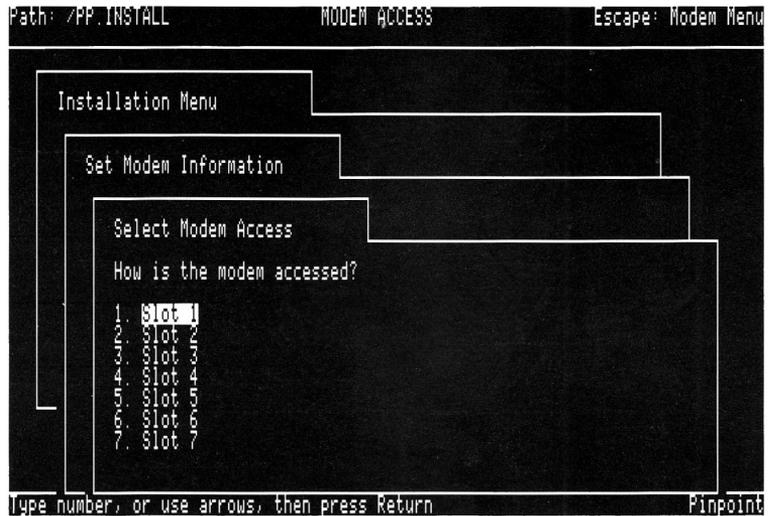
⇒ Choose **Modem access**.

Type the number or use the arrow keys.

⇒ Press **Return**.

A list of slots appears.

**Figure 4.9 List of Slots**



"Slot 2" is already highlighted.

⇒ Highlight the slot that contains your modem card.      Type the number or use the arrow keys.

⇒ Press **Return**.

You return to the Set Modem Information menu, showing the new slot number next to the Modem Access option.

### Area code

Pinpoint can leave off the area code when dialing local numbers, if you tell it the area code to watch out for. The present area code is 415.

**To change the local area code:**

⇒ Highlight **Area code**.

Type the number or use the arrow keys.

⇒ Press **Return**.

At the bottom of the screen, Pinpoint asks you to change the area code.

**Figure 4.10 Change Area Code Prompt**

```
Path: /PP.INSTALL          MODem INFORMATION          Escape: Main Menu

Installation Menu
  Set Modem Information
    1. Modem access          Slot 1
    2. Area code            415
    3. Dial '1' within area code No
    4. Minimum phone# length 7
    5. Phone type           Touchtone
    6. Wait time (in seconds) 30
    7. Leading Dial command
    8. Ending Dial command

Enter value: 144          Pinpoint
```

The blinking rectangle shows you that you'll replace the current area code as you type a new one.

⇒ Type the new area code.

⇒ Press **Return**.

Pinpoint accepts your change and returns you to the Set Modem Information menu.



If you have to dial a one before long-distance numbers, see "Leading Dial Command," later in this section.

### **Minimum phone number length**

Larger companies often have extensions you can dial directly from another company phone. Usually, Pinpoint looks for numbers at least seven digits long when it searches for a phone number. If you want Pinpoint to look for shorter numbers, like those for extensions, you can change the minimum number length. You can also have a longer minimum, such as 10 digits, if you only want Pinpoint to find long-distance numbers.

#### **To change the minimum number length:**

- ⇒ Highlight **Minimum phone# length**. Type the item number or use the arrow keys.
- ⇒ Press **Return**.

At the bottom of the screen, Pinpoint asks you to change the length.

See Figure 4.10.

The blinking rectangle shows you that you'll replace the current length as you type a new one.

- ⇒ Type the new minimum phone number length.

- ⇒ Press **Return**.

Pinpoint accepts your change and returns you to the Set Modem Information menu.

### **Phone type**

A modem can dial both pushbutton and regular dial telephones. But you should tell it which you're using.

**To change the phone type:**

⇒ Highlight **Phone type**.

Type the number or use the arrow keys.

⇒ Press **Return**.

At the bottom of the screen, Pinpoint asks if you want to change the setting.

See Figure 4.11.

⇒ Press **Y** to change the setting.

⇒ Press **N** if you decide not to change it.

Pinpoint returns you to the Set Modem Information menu with the setting adjusted as you've specified.

**Wait time**

You can tell Pinpoint how long to let a telephone ring before hanging up. The standard setting is 30 seconds, which is enough for 5-7 rings.

**To change the wait time:**

⇒ Highlight **Wait time (in seconds)**.

Type the item number or use the arrow keys.

⇒ Press **Return**.

At the bottom of the screen, Pinpoint asks you to change the time.

See Figure 4.10.

The blinking rectangle shows you that you'll replace the current time as you type a new one.

⇒ Type the new wait time in seconds.

⇒ Press **Return**.

Pinpoint accepts your change and returns you to the Set Modem Information menu.

## Leading dial command

You may have to dial 9 for an outside line, or you may have a long-distance service that requires you to enter an access code and telephone number before dialing. With the Leading Dial Command, you can have Pinpoint dial these numbers for you--automatically--on every call.

You can even have Pinpoint wait for two seconds or longer between numbers, by adding a comma. The pause gives a phone exchange enough time to open a line for you.

Here's an example: you're calling someone in Seattle at (206) 555-3277. You need an outside line, long-distance, and your long-distance service requires a 3-digit code. All you do is select the number. Pinpoint adds the codes for you:

9,323-1-206-555-3277

### To add a leading dial command:

⇒ Highlight **Leading dial command**. Type the item number or use the arrow keys.

⇒ Press **Return**.

At the bottom of the screen, Pinpoint asks you to type some numbers.

See Figure 4.10.

The blinking underline shows you where you'll insert new characters. You can type up to 12 characters.

⇒ Type the numbers you want Pinpoint to dial for you before it dials regular phone numbers. Type them in the sequence you would dial them. If you want to include a pause, type a comma where you want the pause.

⇒ Press **Return**.

Pinpoint accepts your change and returns you to the Set Modem Information menu.

### **Ending dial command**

Some long-distance services and telephone accounting systems let you add a digit or two to the end of each phone number to help keep track of your phone calls. You can have Pinpoint dial these extra numbers for you, too.

**To add an ending dial command:**

⇒ **Highlight Ending dial command.**      Type the item number or use the arrow keys.

⇒ **Press Return.**

At the bottom of the screen, Pinpoint asks you to type some numbers.

See Figure 4.10.

The blinking underline shows you where you'll insert new characters. You can type up to 2 characters.

⇒ **Type the numbers you want**  
Pinpoint to dial for you after  
it dials regular phone numbers.

⇒ **Press Return.**

Pinpoint accepts your change and returns you to the Set Modem Information menu.

## **SETTING A STANDARD LOCATION FOR YOUR ACCESSORIES**

You can speed up the time it takes for Pinpoint to open accessories by keeping them in a standard location and telling Pinpoint where it is. Pinpoint will look there first, but if it can't find the accessories there, it keeps looking.

If you have an Apple II Memory Expansion Card, Pinpoint automatically loads the accessories into a free area of the memory card when you start up your application. Pinpoint does this automatically, providing almost instantaneous access to the accessories.

The Apple IIe and Apple IIc have different ways of specifying the location of accessories.

Pinpoint also works with Applied Engineering's RAMWORKS and Z-RAM memory expansion boards. This requires a separate installation procedure. Instructions are in a file called RAM INSTALL, an AppleWorks file on the Accessory disk. You should print it out using your word processor.

For further details, see Appendix C: "Compatibility with Third Party Hardware and Software."

### **For the Apple IIc**

Pinpoint comes set to look for the accessories in the external disk drive. If that's where you plan to put them, you're all set.

The Apple IIc has one built-in drive and can have an external drive plugged into a port in the back. You can have Pinpoint look for one of the drives.

Or you can attach a high-capacity storage device (a ProFile hard disk or UniDisk 3.5 floppy drive). If you do, you might want to put the accessories into a volume or subdirectory on the disk.

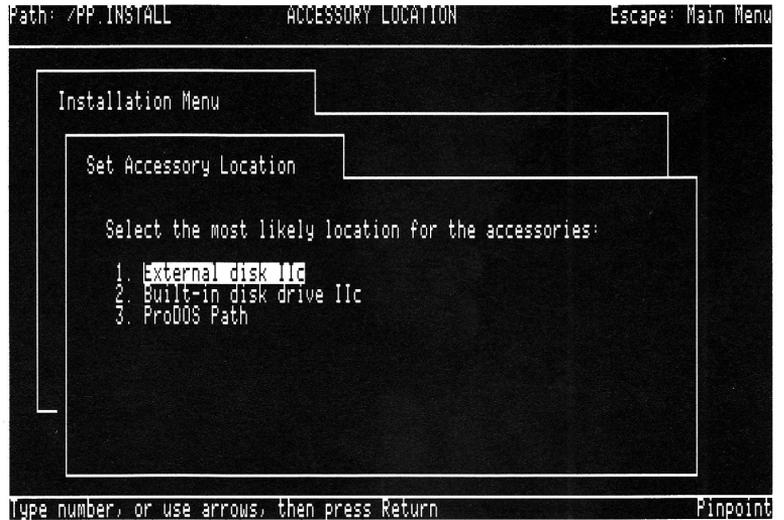
To switch between the built-in and external drives:

⇒ Highlight **Select standard location of accessories.** Use the arrow keys or type the number.

⇒ Press **Return**.

Pinpoint shows you a file card that you can use to choose the location.

**Figure 4.12 Setting Standard Location on an Apple IIc**



⇒ Highlight the disk you want to use. Type a number, or use the arrow keys. (Press the Escape key if you change your mind after typing a number.)

⇒ Press **Return**.

Pinpoint records the new location.

To use a ProDOS path name:

⇒ Highlight **Select standard location of accessories.**

Use the arrow keys or type the number.

⇒ Press **Return**.

Pinpoint shows you a file card that you can use to choose the location.

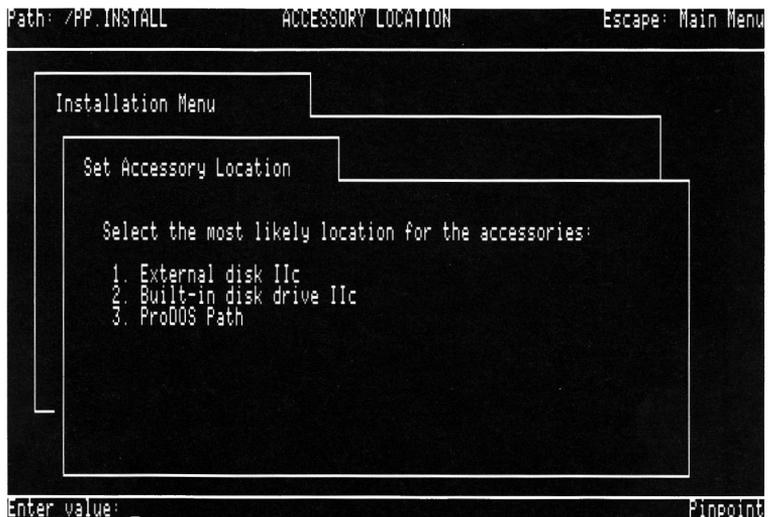
⇒ Highlight **ProDOS Path.**

Type a 3 or use the arrow keys.

⇒ Press **Return**.

At the bottom of the screen, Pinpoint asks you to type a path name:

**Figure 4.13 Path Name Prompt**



⇒ Type the path name for the location of the accessories.

⇒ Press **Return** to accept it.

Pinpoint records the new location.

For more information about path names and how they work, see the "Apple IIc System Utilities" manual or the "ProDOS Supplement to the Apple IIe Owner's Manual."

### **For the Apple IIe**

Pinpoint comes set to look for the accessories in Slot 6, Drive 2. If that's where you plan to put them, you're all set.

You can have Pinpoint look first at any of the four disk drives available with the Apple IIe.

Or you can attach a high-capacity storage device (a ProFile hard disk or UniDisk 3.5). If you do, you might want to put the accessories into a volume or subdirectory on the disk.

**To switch between floppy-disk drives:**

⇒ Highlight **Select standard** location of accessories. Use the arrow keys or type the number.

⇒ Press **Return**.

Pinpoint shows you a file card that you can use to choose the location.

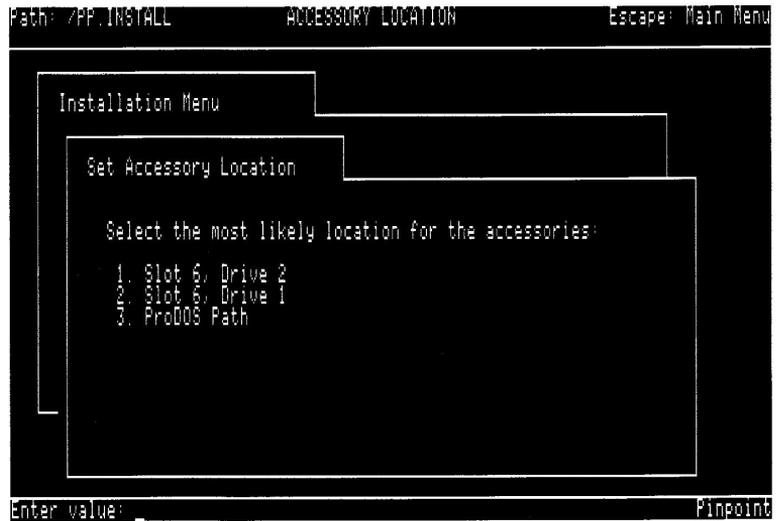
⇒ Highlight **ProDOS Path**.

Type the appropriate number or use the arrow keys.

⇒ Press **Return**.

At the bottom of the screen, Pinpoint asks you to type a path name:

**Figure 4.15 Path Name Prompt**



⇒ Type the path name for the location of the accessories.

⇒ Press **Return** to accept it.

Pinpoint records the new location.

**Note:** If you have a high-capacity disk and the accessories are in a root directory, the quickest way to load the accessories is by specifying the drive instead of the ProDOS path.

For more information about path names and how they work, see the "Apple IIc System Utilities" manual or the "ProDOS Supplement to the Apple IIc Owner's Manual."

## PUTTING PINPOINT ONTO AN APPLICATION

You've customized Pinpoint for your computer system. Now you're ready to put it onto an application. Pinpoint hooks onto your application as though it were meant to be there. You'll be able to stop working with the application while you use a desktop accessory, then return right back to where you left off.

Pinpoint's Installation program scans only the *root directory* of the disk your application is on. So if you want to put Pinpoint onto an application that is in a subdirectory, copy the application to the root directory of a floppy disk, install Pinpoint, and then copy the enhanced application back to its subdirectory.

Make sure your application disk isn't write-protected before you try to install Pinpoint.

### To add Pinpoint to an application:

⇒ Highlight **Program Setup**.

Type the number or use the arrow keys.

⇒ Press **Return**.

Pinpoint lays the Select Program File card on top of the menu.

**Figure 4.16 Select Program File Card**



The file card lists the applications that you can add Pinpoint to. For ProDOS applications not listed, contact Pinpoint Technical Support at (415) 482-2716.

⇒ Highlight your application. Type the number or use the arrow keys.

⇒ Press **Return**.

Pinpoint shows you this message:

**Please insert the APPLEWORKS STARTUP DISK in Drive 1. Press Return to proceed.**

(The name of the disk changes with the name of your application.)

⇒ Insert the appropriate disk into the appropriate drive.

⇒ Press **Return**.

Pinpoint lets you know what you're about to do.

**About to enhance /APPLEWORKS/APLWORKS.SYSTEM.  
Press the Return key to proceed.**

⇒ Press Return to install Pinpoint.

And that's it! You return to the Installation menu.

**Warning:** Do not remove disks or open disk drive doors while installation is in progress or you may damage your disks.

## **CHANGING YOUR SETTINGS**

Sometimes you'll have to change your settings. For example, you might add a different printer or change to another area code.

Whenever you change your settings, you have to make the changes through the Installation menu, then install the changes onto your application with the Setup Program option.

You use exactly the same procedure to make changes as you do to install the program the first time. Just follow the instructions in this chapter once again when you need to make a change.



## *Chapter 5:*

# *The Appointment Calendar*

The Appointment Calendar helps you schedule events and make brief notes about appointments and meetings--up through 1990. It offers you two views of your schedule: MonthView and DayView.

MonthView shows you a large calendar for one month, and smaller calendars for the last month and the next two months. DayView shows you a day's events in detail, along with summaries of events for the next two days, and the month's calendar.

## Opening the Appointment Calendar

When you're ready to add an appointment or review your schedule, you open the Appointment Calendar from the Pinpoint menu.

### To open the Appointment Calendar:

⇒ Open the Pinpoint menu.                      Hold  down and press P for Pinpoint.

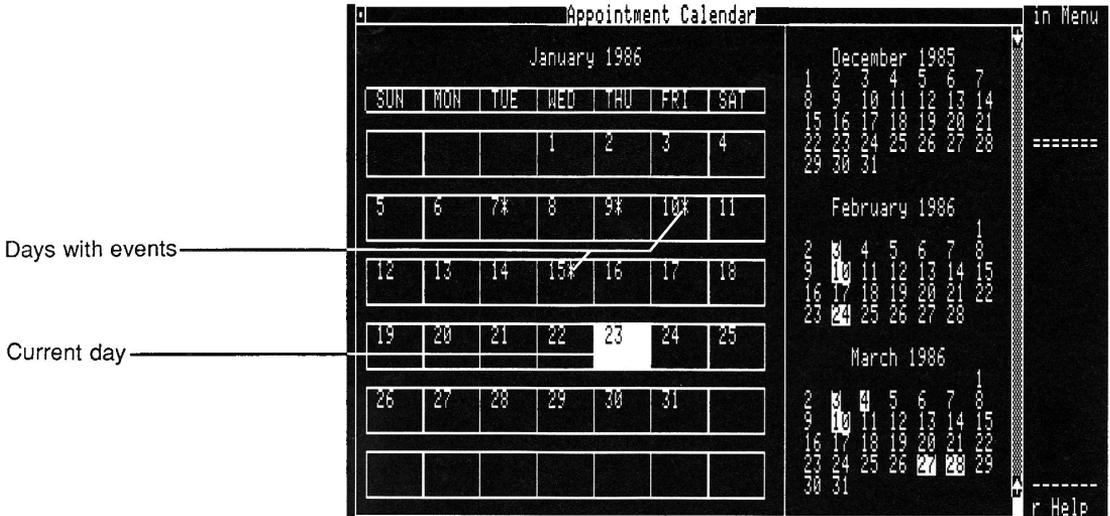
⇒ Choose **Appointments** from                      Highlight it and press Return.  
the Pinpoint menu.

The calendar opens to MonthView, with the current day selected. The current day is the day you type when you start up AppleWorks. If you're not using AppleWorks, the current day is September 9, 1985 or the date entered elsewhere.

## Moving around MonthView

MonthView looks like this:

Figure 5.1 MonthView



MonthView shows you a month at a time, as well as small calendars for last month and the next two months. The current day is highlighted when you open the Calendar, but you can move the highlighting around. On the small calendars, highlights show you which days have scheduled events. On the large calendar, asterisks show you the same thing. You can look at the daily schedules in DayView. See "Moving around DayView" and "Adding Appointments and Notes," later in this chapter, for more information about daily schedules.

With MonthView, you can see where your schedule starts to open up, for long-range planning. You can also see patterns: groups of days in a week or month that consistently have scheduled events. That helps you to plan around booked-up days. The four months of calendars in MonthView provide a quarterly view of your time.

You can move through the MonthView calendar day by day, week by week, or month by month. The calendar extends to 1990.

### To move day by day:

⇒ Use the **Left Arrow** and **Right Arrow** keys.

**To move week by week:**

⇒ Use the **Up Arrow** and **Down Arrow** keys.

**To move month by month:**

⇒ Hold down **⌘** and press **Up Arrow** or **Down Arrow**.

When you highlight a day that you want to work with or look at more closely, you can switch to DayView.

### **Switching from MonthView to DayView**

Whenever you want to check a daily schedule, you switch to DayView. When you need a broader perspective, you can switch back to MonthView.

**To switch to DayView:**

⇒ Select the day whose calendar you'd like to see.

Use the arrow keys to move the highlighting around the main MonthView calendar.

⇒ Press **Return**.

Pinpoint zooms you in to the daily calendar.

**To switch back to MonthView:**

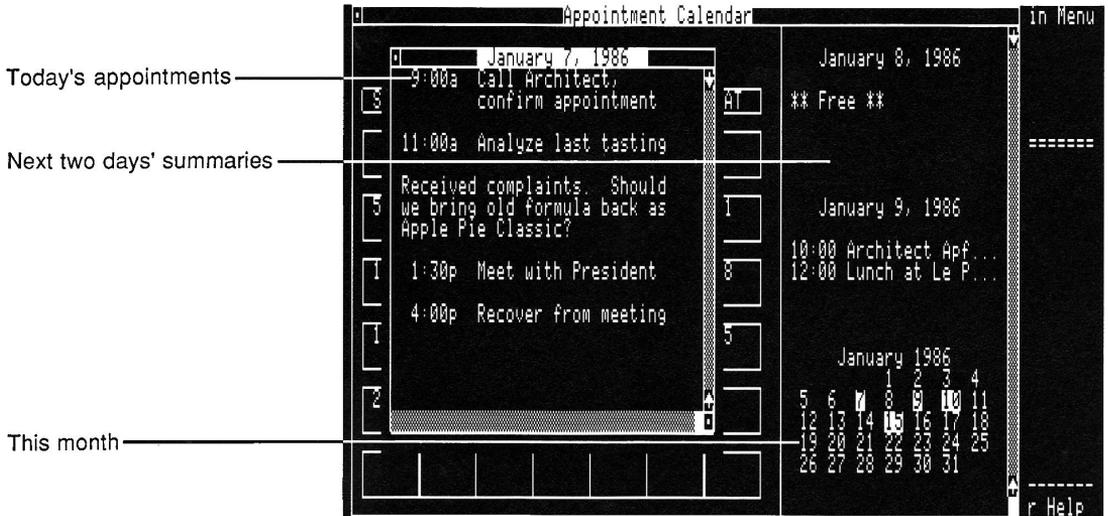
⇒ Press **Escape**.

Pinpoint zooms you out to the quarterly view.

## Moving around DayView

DayView looks like this:

Figure 5.2 DayView



DayView gives you a detailed view of the day's appointments, and a summary of appointments for the next two days. A small calendar shows you the current month, with highlighting for days that have scheduled events.

You can not only move through the current day's listing, but you can also move directly to the previous or next day's listing.

If you haven't added anything to a day's calendar, the detailed listing is, of course, blank. See "Adding Appointments and Notes," later in this chapter, for information about filling up your calendar.

### To move the cursor:

Right or left by one character

Right or left one word at a time

Up or down one line

### Do this:

Press Right Arrow or Left Arrow.

Hold down  and press the Right or Left Arrow key.

Press the Up or Down Arrow key.

Up or down by screenfuls

Hold down **⌘** and press Up or Down Arrow.

One tab stop to the right

Press the Tab key. Tabs are set every five characters.

One tab stop to the left

Hold down **⌘** and press the Tab key.

To the top or bottom of the day

Hold down **⌘** and type 1 or 9.

If a summary for one of the next two days catches your eye, you can move to that day to see the detailed appointment calendar. Or you can move back a day to see what comes before.

**To move back one day:**

⇒ Hold down **⌘** and press <.

To get a less-than sign, hold down the Shift key and type a comma.

**To move forward one day:**

⇒ Hold down **⌘** and press > .

To get a greater-than sign, hold down the Shift key and type a period.

**To move back out to MonthView:**

⇒ Press **Escape**.

Pinpoint returns you to MonthView.

**Adding appointments and notes**

You can only add appointments or type notes in DayView. Appointments are scheduled events that appear in the summaries in MonthView. Notes don't show up, because they would take up valuable space in the summaries.

**To add an appointment:**

⇒ Move to **DayView** for the appropriate date.

⇒ Type a scheduled time in this format: **8:00a**.

The colon (:) indicates a scheduled event.

⇒ Press **Tab**.

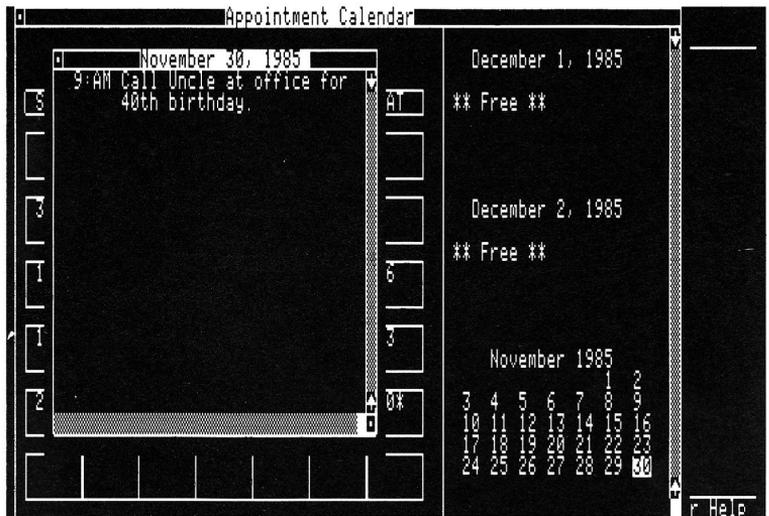
You move over one or two spaces, depending on the hour you typed.

⇒ Type the information for the appointment.

To keep your information attractive, tab over once at the beginning of each succeeding line.

When you move out to MonthView, you'll see that the day is no longer free.

**Figure 5.3 Entering a Date**



Notes don't have times associated with them, and they don't appear in the daily summaries.

**To add a note:**

⇒ Type the note.

Press ? to find out about Pinpoint's special typing features.

Each line in a note or appointment can be up to 32 characters long. You can have up to 32 lines for each day.

Calendar displays appointments in the order you entered them.

Although you can see as far as 1990 with this calendar, you can only have scheduled events for 255 days at a time. If you run up against the limit, you can delete calendars for days that have passed. See "Deleting Days," later in this chapter.

### Printing a day's schedule

Since you're unlikely to be at your computer all day, you can print a copy of the day's schedule to carry around with you. When you print, be sure your printer is connected, turned on, and selected. See "Installation," Chapter 4, for additional information about setting up Pinpoint to work with your printer.

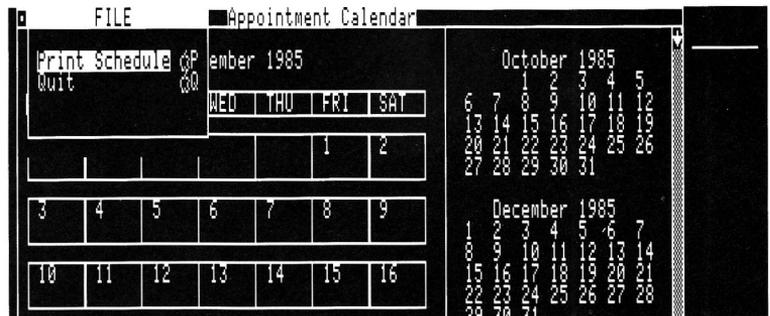
#### To print a schedule:

⇒ Select the first day whose schedule you need. You should be in MonthView.

⇒ Press **Escape**.

The File menu appears.

**Figure 5.4 File Menu**



The File menu lets you choose whether to print or quit.

⇒ Choose **Print**. Highlight it and press **Return**.

Now you have an opportunity to highlight a block of days for printing. You may want to print out a week's schedule every Monday. Now's the time to do it.

⇒ Highlight the block of days for printing. Use the arrow keys.

⇒ Press **Return**.

Pinpoint prints the schedules and returns you to MonthView.

### **Copying days**

When you have a schedule that you constantly re-use, you can copy it. For example, if every Wednesday you have four meetings that take up most of your time, you can copy that schedule into every Wednesday's calendar.

Pinpoint copies the entire schedule for a day. The original day remains unchanged. If you have anything scheduled for the "copy to" days, it's replaced by the new schedule.

Before making major changes like this, it's a good idea to copy your working disk. See your system utilities or operating system manual for details.

You can only copy days in MonthView.

**To copy a block of days:**

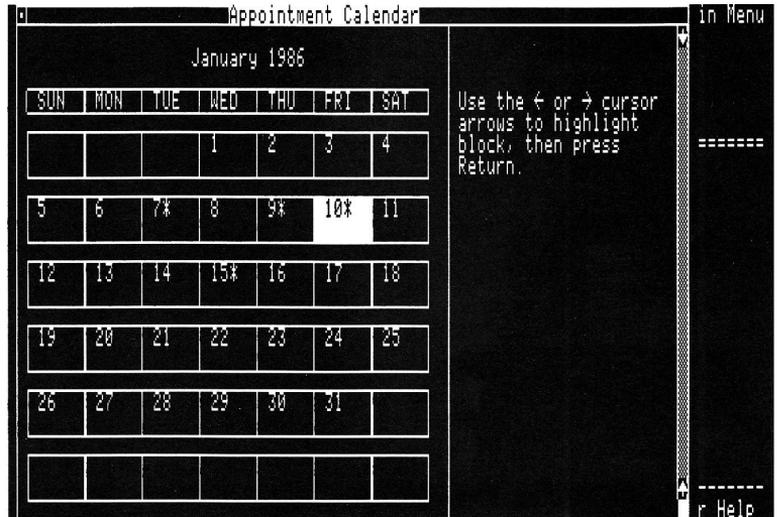
⇒ Select the first day you want to copy from.

⇒ Press **⌘-C**. The C stands for Copy.

⇒ Press **Right Arrow** or **Left Arrow** until you highlight the days you want to copy.

Press **Return**. You can only select days within a month.

**Figure 5.5 Highlighting Days**



⇒ Move the selection to the first of the days you want to copy to.

Use the arrow keys.

⇒ Press **Return**.

Pinpoint copies the entire contents of the selected days into the new days. You can edit the copies so that they more accurately reflect what's happening.

### Moving days

Sometimes you'll have a schedule that has to move almost exactly from one day to the next, or to the next week or month. The Appointment Calendar lets you move days like this, as well as copy them.

Before making major changes like this, it's a good idea to copy your working disk. See your system utilities or operating system manual for details.

⇒ Select the first day you want to move.

⇒ Press **⌘-M**.

The M stands for Move.

⇒ Press **Right Arrow** or **Left Arrow** until you highlight the days you want to move.

Press Return. You can only select days in the current month.

⇒ Move the highlighting to the first day you want to move days to.

Use the arrow keys.

⇒ Press **Return**.

Pinpoint picks up the complete schedule for the selected days and moves it to the new location.

The Move command actually picks up your appointments and moves them from one place to another. It erases the appointments from the original block.

Make sure that you want to move appointments, rather than copy them, when you use this command.

### Deleting days

When you need to change the entire schedule for a day, or if you're approaching 255 filled-in days, you can delete days. You delete everything for that day, including notes as well as scheduled events.

Before making major changes like this, it's a good idea to copy your working disk. See your system utilities or operating system manual for details.

**To delete days:**

⇒ Select the first day you want to delete.

⇒ Press **⌘-D**.

The D stands for Delete.

⇒ Press **Right Arrow** or **Left Arrow** until you highlight the days you want to remove.

You can only select days in the current month.

⇒ Press **Return**.

Pinpoint erases all information concerning the days you've selected.

Deleting old date entries in your calendar will free up space for new entries.

### **Leaving the Appointment Calendar**

When you've finished setting up or reviewing your schedule, you can leave the Appointment Calendar. You have to be in MonthView to leave the Calendar.

**To leave the Appointment Calendar:**

⇒ Press **Escape**.

⇒ Highlight **Quit**.

⇒ Press **Return**.

You return to the application you were using.

### **Disk space**

The Appointment Calendar records your appointments in a file called "Appointments.PP". Each day on which you schedule appointments requires about 1K of disk space. If you are using a 5-1/4" Apple Disk II, you'll get a lot more room for appointments if you copy the "Calendar.PP" and "Appointments.PP" files onto another disk, and remove them from the accessory disk. Use the Apple ProDOS Filer or the Apple IIc System Utilities to copy the files.

## *Chapter 6:*

# *The Calculator*

Although a computer is really a giant calculator, it doesn't seem to be much good for simple calculations. The Calculator desk accessory, however, changes all that.

The Calculator adds, subtracts, multiplies, and divides numbers up to 16 digits long. That's enough space to comfortably hold our country's Gross National Product. If numbers get too long, the Calculator will display them in scientific notation.

## Opening the Calculator

When you need to do some calculations, you need to open the Calculator desk accessory.

### To open the Calculator:

⇒ Open the Pinpoint menu.

Press -P for Pinpoint.

⇒ Choose **Calculator** from the Pinpoint menu.

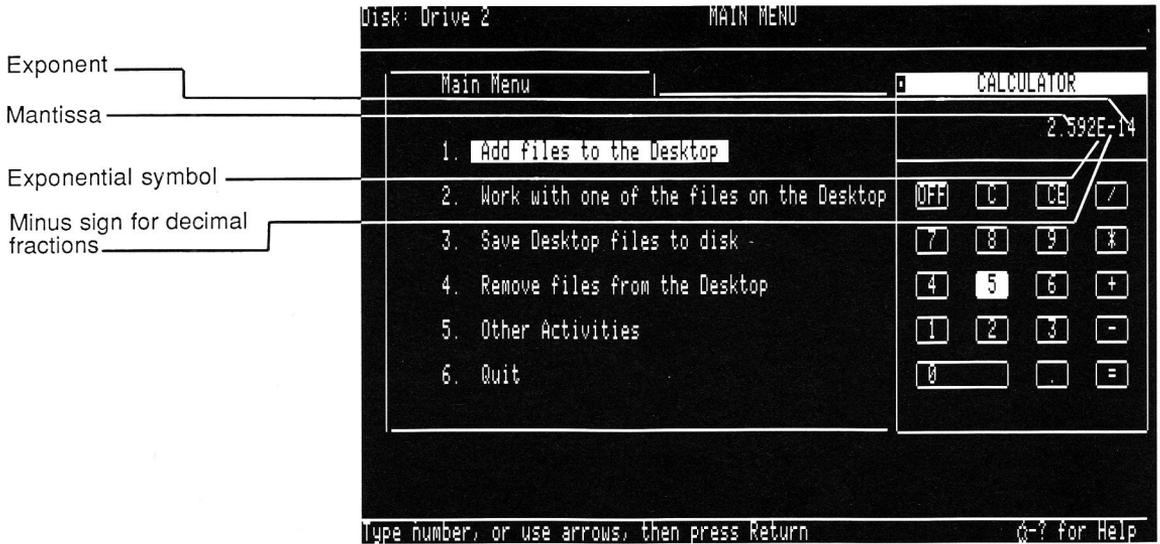
Highlight it and press Return.

The Calculator will appear with a zero in the display and the C key highlighted.

## Making calculations

The Calculator works like a normal calculator or adding machine. You type a number, the desired function, another number, and press a key for the result.

**Figure 6.1 Calculator Displaying Scientific Notation**



**To enter a number:**

⇒ Type the number using the number keys.

**Note:** Don't type a lower-case L for a one (1), or the letter O for zero. The Calculator doesn't recognize them.

**To do this:**

Add

**Press this key:**

+ (Use the Shift key.)

Subtract

-

Multiply

\* (Use the Shift key.)

Divide

/

**To get a result:**

⇒ Press **Return** or =.

Pinpoint displays the result at the top of the Calculator.

**Warning:** If the highlighted box is on one of the keys on the top row, the Return key will select that key, not give the result. If the box is on the top row, simply press the Down Arrow key to move away, then press the Return key to get the result.

## Clearing

Sometimes you'll make a mistake or change your mind about a calculation. You can clear a digit, the number in the display or the whole calculator.

**To clear a digit:**

⇒ Press **Delete**.

Pinpoint erases the last digit in the Calculator.

**To clear a number in the display:**

⇒ Press **⇧-C**.

Pinpoint clears the number so that you can enter another one.

**To clear the whole Calculator:**

⇒ Type **C**.

The Calculator clears itself for another calculation.

## Moving the Calculator

Sometimes you may want to use the Calculator with some figures on the screen. However, the Calculator is covering some of them up.

**To move the Calculator:**

⇒ Press **⇧-D**.

The D stands for *drag* mode.

⇒ Press the **Up, Down, Right**  
or **Left Arrow** keys.

This moves the Calculator in the  
specified direction.

**Or to put the Calculator back where it was:**

⇒ Press **Escape**.

## Leaving the Calculator

When you're finished calculating, you can put the Calculator away.

**To quit the Calculator:**

⇒ Press **Escape** .

**Or:**

⇒ Press **⌘-Q**.

The Q stands for Quit.

**Or:**

⇒ Point to **OFF**.

⇒ Press **Return**.

Pinpoint returns you to your application.



## *Chapter 7:*

# *Communications*

With the Communications desktop accessory, you can communicate with computers just about everywhere. You can browse through files on other computers, send and receive information, or make financial transactions. This is often called data communication or telecommunication.

Communications puts you in touch with information services--giant database libraries that offer everything from everyday stock quotes to abstracts of obscure professional articles. Computerized bulletin boards give hobby and professional groups a place to tack up electronic messages exchanging news and gossip.

When you hook into an electronic mail system, you can send the same information to several different locations, at close to the speed of light. That beats overnight delivery.

And electronic funds transfer services offered by several banks let you pay bills over the phone, and move your money among your accounts.

Communications lets you conduct business electronically, without ever leaving your home or office.

To use Communications, you need a modem; and if you have an Apple IIe, you also need an Apple Super Serial Card (the Apple IIc has a built-in Super Serial Card). See your owner's manuals to install this equipment before trying to communicate electronically.

## HOW COMMUNICATIONS WORKS

Usually you'll send messages over the phone, using a *modem*. A modem converts computer signals into sounds that can travel over the telephone, and back into computer signals. That's called *modulation* and *demodulation*.

You can also connect your computer directly to another computer with a cable for very fast transmission of data. But that only works over short distances, like across the room. Your Apple II owner's manual has more information about this kind of transmission.

### Speed of transmission

Your Apple II sends information through a modem in bits of sound--audible bits, or *baud*. The baud rate tells Pinpoint how fast to send out information. The higher the baud rate, the faster the transmission.

### Information about Information

Computers at both ends of a transmission need to talk the same way. So they exchange information about how they're sending information. After you set the speed of transmission, you set the data size, number of stop bits, and parity.

The data size tells the receiving computer how many *bits*, or pulses of sound or electricity, make up one character. Stop bits are used to separate each character. *Parity* is a simple check to see if your message is being sent clearly.

### Opening Communications

When you want to call an information service or any other computer, you have to open the Communications accessory.

#### To open Communications:

⇒ Open the Pinpoint menu.

Hold down  and press P for Pinpoint.

⇒ Choose **Communications** from  
the Pinpoint menu.

⇒ Press **Return**.

The Communications window appears blank until you begin a computer-to-computer conversation.

**To open the file menu:**

⇒ Press **Escape**.

The file menu offers choices available with Communications.

### **Specifying settings**

Make sure your settings match those of the computer you intend to call. Information services and other organizations with large computers will tell you in advance which settings they require.

Your modem may also require particular settings. See your modem's manual.

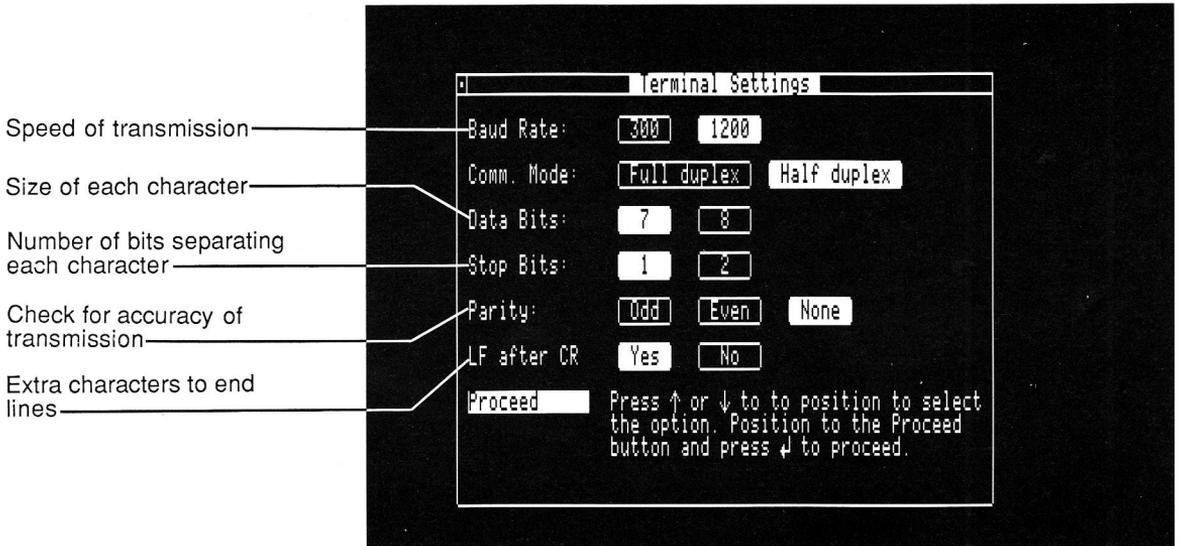
**To specify settings:**

⇒ Choose **Communications** from  
the Pinpoint menu.

⇒ Open the File menu and choose  
**Terminal Setup**.

The Setup Dialog box appears. The standard settings for a new Communications document are those normally used by information services.

**Figure 7.1 Setup Dialog Box**



⇒ Highlight each setting and press **Return** to accept it.

Use the arrow keys to move the highlighting.

⇒ Press **Escape** when you're finished.

Pinpoint remembers these settings until you turn off your computer. When you turn your computer on again, however, the predetermined or *default* settings will go back into effect.

**To change the settings:**

⇒ Choose **Communications** from the Pinpoint menu.

- |   |  |
|---|--|
| ⇒ Open the File menu and choose <b>Terminal Setup</b> .                   | The Setup Dialog Box appears.                  |
| ⇒ Choose the appropriate settings and press <b>Return</b> to accept them. | Use the arrow keys to highlight your choices.  |
| ⇒ Choose <b>Continue</b> to return to the Communications window.          | Highlight it and press Return or press Escape. |

Pinpoint remembers these settings until you turn off your computer. It returns to the default settings when you turn your computer back on, however.

**Note:** You can change the default modem settings by resetting them in Installation and reinstalling. For further details, read "Setting up a Modem" in Chapter 4.

## USING THE PHONE DIRECTORY

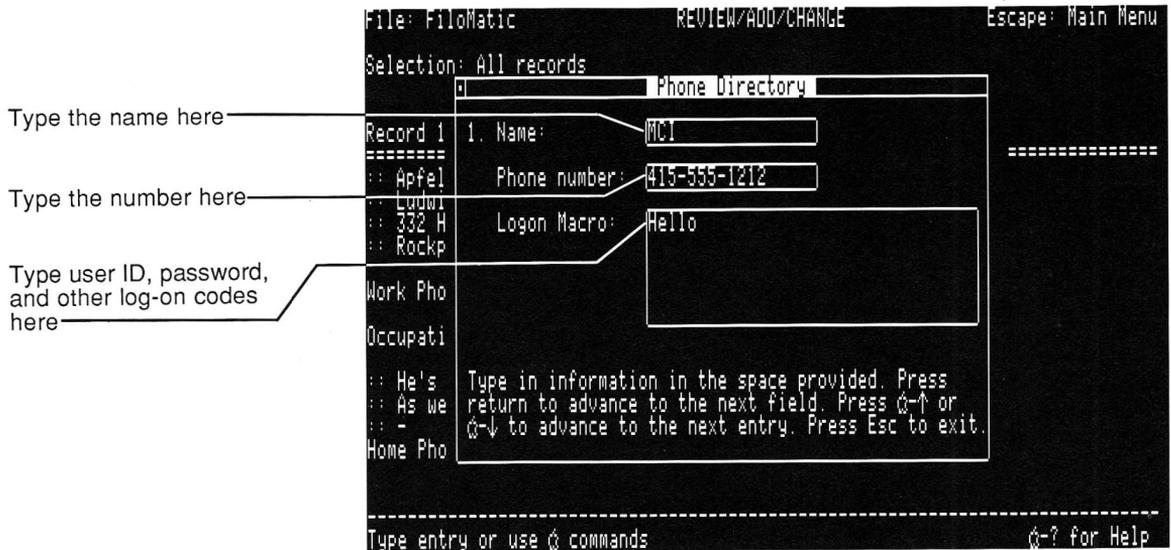
Communications gives you a phone book so that you can store numbers for information services or other computers. The Phone Directory stores eight phone numbers. Pinpoint dials the numbers automatically. You can also dial numbers that aren't in your Phone Directory. See Chapter 9, "The Dialer."

### To add a number to the Phone Directory:

⇒ Choose **Phone Directory** from the File menu. Highlight it and press Return.

The first listing in the Phone Directory appears.

**Figure 7.2 Phone Directory Dialog Box**



If you have more than one phone number already included, you have to move past them before you can add a new number.

⇒ Hold down  and press **Down Arrow** until you see a blank entry.

The cursor blinks in the box for the name.

⇒ Type a name. If you make a mistake, use the AppleWorks editing commands to correct it.

⇒ Press **Return** to accept it. The cursor moves to the number box.

⇒ Type the number and press **Return** to accept it. The cursor moves to the box for log-on macros.

*Macros* are simply the codes and other introductory information that you type every time you log on to a particular service. (Logging on is like registering at a hotel; you have to identify yourself before you can be served.) Macros are a bonus option--you don't have to include them.

⇒ Type a macro and press **Return**. You can type up to three additional macros. Press Return to move the cursor to a new line.

⇒ Press **Escape** to return to the Communications window and save the number. Make certain your disk is not write-protected.

Pinpoint records the entry and adds a listing in the Phone Directory. Whenever you need to dial the number, you can choose the listing in the Phone Directory.

#### **To change a name, number or macro:**

⇒ Press **Return** until the cursor is on the line you want to change. The Up and Down Arrows do not work in this dialog box.

⇒ Change the Insert cursor to the Edit cursor. Use **⌘-E**.

⇒ Replace the current name, number or macro with the new name.

⇒ Press **Escape** to save your changes. Make certain your disk is not write-protected.

You return to the Communications window.

**To remove an entry:**

⇒ Move the cursor to the end of the name, number or log-on macro. Use the Right Arrow key.

⇒ Press **Delete** until you've erased the name. Or just hold down the Control key and press **Y** (for "Why not delete it all?").

⇒ Press **Return**. That accepts your change.

⇒ Press **Escape** to save your changes. Make certain your disk is not write-protected.

You return to the Communications window.

If you decide not keep a change that you have made, you can undo it before you move to a new line.

**To undo a change:**

⇒ Hold down **Control** and press **Z**.

You can remove or change the numbers in the Phone Directory whenever you want. Just make sure you save your changes after you make them, or they won't be there the next time you open the Phone Directory.

## DIALING

The Dial command tells Pinpoint to dial a number for you, and to type the macros required for logging on. The number has to be in the Communications Phone Directory.

Before dialing, make sure you have your modem connected to your Apple II and to your telephone's wall outlet.

**Warning:** If you're using an Apple IIe with a Super Serial Card, make sure the DIP switch SW1-5 is off.

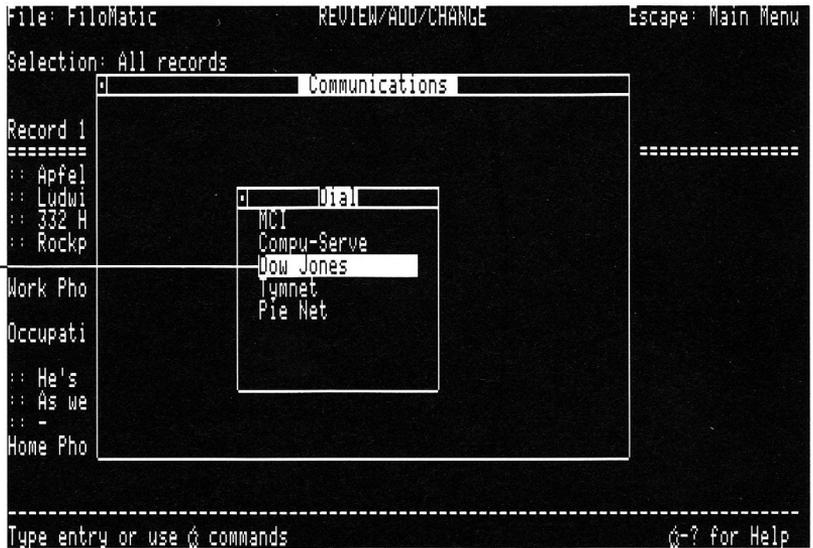
**To dial from the Phone Directory:**

⇒ Choose **Dial...** from the File menu.

Pinpoint shows you a list of names from your Phone Directory.

**Figure 7.3 List of Names**

Use arrows to move highlighting

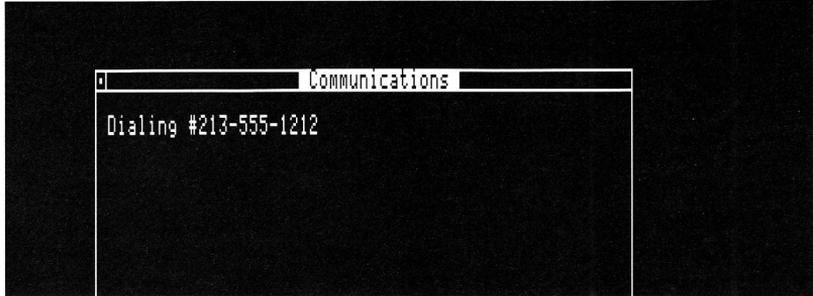


This changes depending on the contents of your Phone Directory.

⇒ Choose one of the names to dial. Use the arrow keys to highlight the one you want, then press the Return key.

Pinpoint dials the number for you, showing messages to tell you when the phone is ringing and when you connect.

**Figure 7.4 Dialing Messages**



Once you're connected, Pinpoint types any information you've included in the log-on macros box.

If you're calling another personal computer, you don't need macros, but Pinpoint can type something like "Hello" to let the other person know you're connected.

## SENDING INFORMATION

You can send information in two ways with Communications:

- As you type it.
- As a file saved from the Notepad or from AppleWorks.

You usually start out by typing and sending a file.

### **Sending information as you type it**

Text is whatever you type with the keyboard. The codes that make some words bold or others underlined, are not plain text and can't be typed by Communications. Nearly every computer reads plain text the same way, which makes it possible for you to send text to other computers.

When you call up an information service, you type characters in response to menus, or text to tell it who you are and what you want to do.

#### **To send text as you type it:**

⇒ Connect with the receiving computer.

⇒ Type whatever you want to send.

That's all there is to it! Once you connect with another computer, you can start typing. Most information services or bulletin boards will prompt you for commands, guiding you through a session. If you're connecting with another personal computer, you could just type messages as though you were talking.

### **Sending a file**

Since much of the expense of using an information service depends on the time you're connected, you can save time and money by sending large amounts of text from files, rather than typing it while you're connected.

You can prepare a text file with the AppleWorks word processor and send it out with Communications. (For a spreadsheet or database program, you have to print a report to a disk first--Communications can't send actual spreadsheet and database files.) The receiving computer thinks your fingers are flying over the keyboard. You'll save money on long-distance bills.

The recipient will be able to save the file and then open it later with the appropriate application. You can also use this method to send files to other types of computers--varying from other personal computers to mainframes.

Pinpoint refers to this as "playing a file" that's been recorded (like playing a record).

Many services, like CompuServe® and MCI™ have an 8K limit to the size of a file you can send. Check with your information service for any limits before sending a larger file.

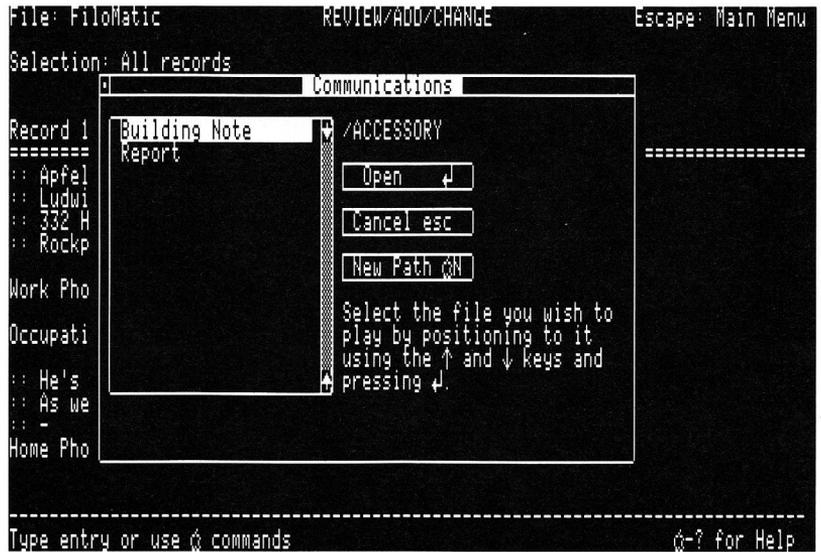
**To play a file:**

⇒ Dial the recipient of the file. See "Dialing" for details on dialing.

⇒ When you're connected and the recipient is ready to receive the document, choose **Play file...** from the File menu. There's no point in sending a file unless someone is ready to receive it. Otherwise, it just goes to electrolimbo.

Pinpoint asks you which file you want to send.

**Figure 7.5** List of Files



⇒ Choose a file.

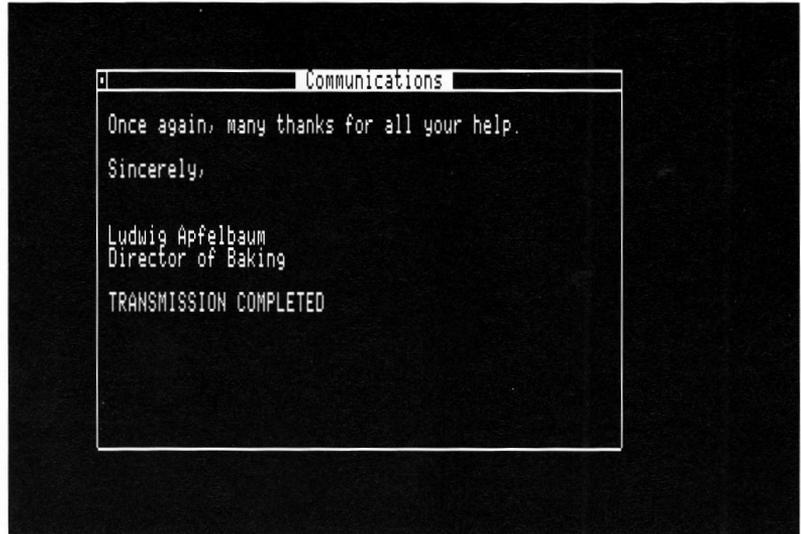
Use the arrow keys to move through the list and press Return to accept your choice.

Pinpoint sends the file.

You'll see the file scrolling across your screen as it's being sent. It may appear to break at the wrong places, but it'll still be received correctly on the other end.

When the transmission is complete, Pinpoint tells you with a message.

**Figure 7.6 Transmission Complete Message**



The recipient can save the file as a document for later use.

## ANSWERING THE PHONE

When you're planning on receiving a call from another computer, you can have Pinpoint answer the phone through your modem.

**To have Pinpoint answer the phone:**

⇒ Choose **Answer phone** from the File menu. Highlight it and press Return.

Pinpoint waits patiently for the phone to ring. When it does, Pinpoint eagerly establishes a connection with the calling computer, and waits for you to start communicating. Of course, your settings have to match those at the other end, for communication to happen. See "Specifying Settings," earlier in this chapter.

### Receiving information

As soon as you connect with another computer, you can receive whatever someone sends from the other end. But the information goes into one electronic ear and out the other--after it scrolls off the top of the screen, it's gone. Although you can slow the scrolling down, that adds to the time that you're connected to an information service or that you're using long-distance. Time is money when it comes to receiving information.

With Communications, you can save the information you receive with the **Record to file...** command. Then after you hang up the phone, you can review the entire session at your leisure, using a word processing program. You'll be able to scroll back and forth through the text as it was recorded, so that you can examine anything that went by too fast or was confusing.

The **Start Recording** command lets you start saving text at any time while you're connected. You can stop saving text at any time, too, with the **Stop Recording** command.

Information services often have files that you can download intact, for storage on a disk. For example, you might want to download stock quotes so that you can examine your portfolio. Or a MICRO COOKBOOK™ user might send you a recipe for Zucchini Parmesan. Or a colleague with a personal computer might want to send a draft of an article he's writing. Or, or, or. . .

**To save information on a disk:**

⇒ When you know you're about to receive a file, choose **Record to file...** from the Communications menu.

The information service or computer operator at the other end should tell you to get ready to receive the file.

Pinpoint asks you what name you want to save the document as.

**Figure 7.7 Record File as... Dialog Box**



⇒ Type the name and make sure the disk you want is in the proper drive.

⇒ Press **Return**.

**To start saving text:**

⇒ Choose **Start Recording** from the File menu.

Highlight it and press Return.

The menu stays active while you're recording text, so that you can stop recording when necessary.

(If you haven't given your receiving file a name when you choose Start Recording from the File menu, you'll get a dialog box asking you to name the file.)

Everything you see on the screen--what you type and what the other computer sends--goes into a text file on disk. Make sure you have enough room on disk to store it all.

**To stop saving text:**

⇒ Choose **Stop Recording** from the File menu.                      The recording stops when the buffer empties.

After you hang up, you'll have a text file on disk containing the text for later use.

**Note:** If you have an expanded memory card, it is much quicker to record to the RAM drive. **Remember to copy the file to disk when you're done.**

**Hanging up**

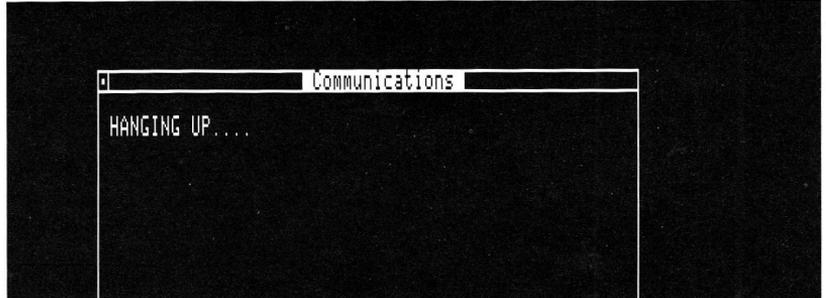
Hanging up with Communications is even easier than hanging up a telephone. After you've finished your session with an information service or another computer operator, you're ready to hang up.

**To hang up:**

⇒ Choose **Hang Up** from the Communications menu.                      Highlight it and press Return.

Pinpoint tells you that the phone is on the hook by typing a message in the Communications window.

**Figure 7.8 Hang Up Message**



The carrier is the signal that carries your message over the phone lines. When Pinpoint hangs up, it disconnects the carrier.

### **No carrier**

Occasionally something may go wrong with a transmission. If a tornado wipes out Cincinnati, you may be cut off from a farm information service there. If you're ever disconnected in the middle of a session, Pinpoint types the message, "No carrier...," in the Communications window. The message only means that you've been disconnected. You should quit and try again.

## *Chapter 8:*

# *The Dialer*

The Dialer places your phone calls for you. When you hear someone answer, you can pick up the phone and talk to them. If no one answers, or if the phone is busy, the Dialer knows it's time to hang up.

When you choose the Dialer, it looks for a sequence of numbers, like a telephone number, anywhere on your monitor screen. It highlights the first telephone number it finds. If that's not the one you want, you can have it look for another number. When the number you want is highlighted, you tell the Dialer to dial.

You can use the Dialer with any application that works with Pinpoint. For example, you can dial numbers from an AppleWorks file, or from your accounting program--handy for collecting unpaid invoices.

### **What you need to use the Dialer**

To use the Dialer, you need a *modem*. A modem converts computer signals into sounds that can travel over telephone lines. In addition, you will need a Bell compatible telephone.

See "Installation," Chapter 4, for more information about using a modem with Pinpoint, including the types of modems you can use.

### **Using the Dialer**

Before you use the Dialer, make sure you have a telephone number on your screen. The Dialer only dials numbers it finds on the screen.

#### **To dial a number:**

⇒ Choose **Dialer** from the Pinpoint menu. Highlight it and press Return.

The Dialer highlights the first number it finds.

Figure 8.1 Highlighted Phone Number

```
File: FiloMatic          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

Record 1 of 25
=====
:: Apfelbaum
:: Ludwig Mies
:: 332 Hessian Court
:: Rockport, Maine :: 04856
Work Phone:: (207) 205-2236
Occupation:: Architect
:: He's got our contract for the new annex
:: As we grow, we can add additional slices
::
Home Phone:: (207) 555-7232
=====
Type entry or use @ commands          @-? for Help
```

The highlighted number might not be the one you want. The arrow keys let you move to another number on the screen.

If you want the Dialer to look for another number,

⇒ Use **Down Arrow** to move down to the next number.

⇒ Use **Up Arrow** to move to an earlier number.

When the number you want is highlighted,

⇒ Press **Return**. The Dialer dials the number.

The Dialer tells you it's dialing and repeats the number you selected.

**Figure 8.2 Dialing Message**

```
File: FileMatic          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

Record 1 of 25
=====
:: Apfelbaum
:: Ludwig Mies
:: 332 Hessian Court
:: Rockport, Maine :: 04856

Work Phone: (207) 285-2236
```

You'll hear your modem hissing and beeping as the Dialer dials the number. As soon as someone answers, the Dialer returns you to your application. To talk to the person who answers, just pick up your phone.

**The Dialer has two modes of operation:**

- Dialing the telephone.
- Telephone is hung up.

After dialing a telephone number, you can hang up the telephone automatically by selecting the Dialer again. The Dialer then hangs up the telephone and begins to search for the next phone number immediately.

The Dialer also disconnects the telephone if you exit the accessory and return to your original application.

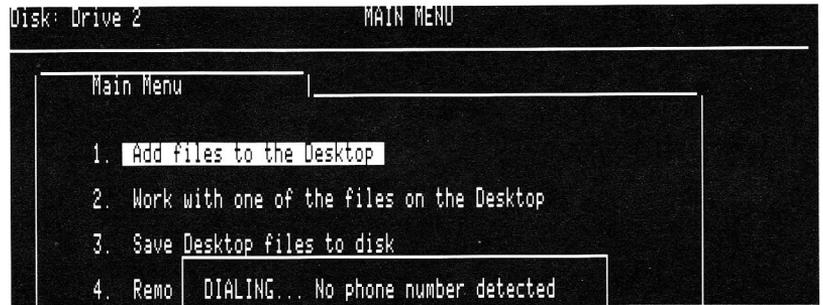
**If you have problems...**

Sometimes things won't work out just the way you hope. You may have one of the problems mentioned in this section.

### No number

If the Dialer can't find a number, you'll see this message:

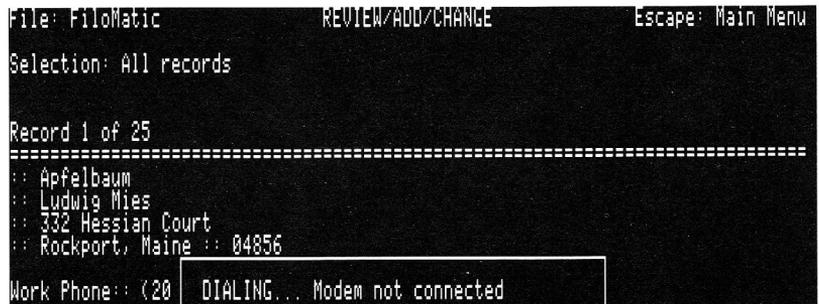
**Figure 8.3 No Number Detected Message**



Make sure you have a number on the screen, and try again.

The Dialer checks to see if you have an appropriate modem interface card installed in your computer. The Apple IIc has a built-in peripheral card that acts as a modem interface, but the Apple IIe requires a separate modem interface card. If the Dialer finds that you don't have a modem card, or that your modem is not responding properly, you'll see this message:

**Figure 8.4 No Modem Connected Message**



To use the Dialer, you'll have to install your modem card and hook up your modem. See the owner's manual for your modem.

### Customizing the Dialer

You can customize the Dialer for telephones in different locations. This section summarizes the ways you can customize the Dialer. You only have to customize Pinpoint's dialing facility once to work with both the Dialer and Communications.

See "Setting Up a Modem" in Chapter 4 for actual instructions.

**Removing the local area code:**

If you make a local call, you don't want the Dialer to dial the local area code, or you'll get that shrieking message from the phone company saying you've dialed the wrong number.

You can have the Dialer look for the local area code and remove it before dialing.

**Adding a code for long-distance:**

In many areas of the country, you have to dial the number one (1) before dialing a long-distance number. You can have the Dialer automatically dial a one before any long-distance number (even within the same area code).

**Adding a code for an outside line:**

Many business lines require you to dial the number nine (or any other number) before you can get an outside line. And sometimes you have to wait a moment after dialing nine before the system switches you to an outside line.

You can have the Dialer automatically dial a nine--and even wait--before dialing any number with seven or more digits.

**Adding a pause:**

To give your phone system time to do its switching, you can include a pause by typing a comma. The comma tells your modem to wait two seconds before dialing anything else.

**Adding an accounting code:**

Some phone systems automatically keep track of calls through an extra digit or two added to the end of a phone number. The Dialer can automatically add these trailing numbers to any number it dials.

**Adding a long-distance service code:**

If you use a long-distance service like MCI or Sprint,<sup>™</sup> you may have to add a code to the beginning long-distance numbers. You can have the Dialer add this code automatically when dialing long-distance numbers.

**Combining codes:**

Imagine the worst case: you have to dial 9 to get an outside line, add a long-distance service code, dial an area code and a number, and finally add a two-digit accounting code. We're talking about a number like this:

**95552314,7887206-555-121273**

No problem! If you've customized the Dialer to add all these codes, all you have to do is highlight the number, without codes, and press Return. The Dialer automatically adds all the codes as it dials. (It overlooks dashes and spaces in a number.)

In fact, the Dialer can automatically add up to 14 digits before each number.

**Minimum number length for in-house calls:**

If your phone system lets you dial in-house extensions directly, the Dialer can dial them for you. Normally, the Dialer looks for seven-digit numbers, but you can set a minimum number length as short as three digits. Of course, that means the Dialer will also highlight lots of street addresses, too--but you can use the arrow keys to move to the correct phone number.

**Phone type**

The Dialer comes set to dial from pushbutton phone lines. If you have a dial phone, you can change the setting so that the Dialer uses dial phone pulses rather than pushbutton tones. You must have a Bell compatible phone.

**Leaving the Dialer**

You can leave the Dialer at any time before dialing.

**To leave the Dialer:**

⇒ Press **Escape**.

Pinpoint returns you to your application.

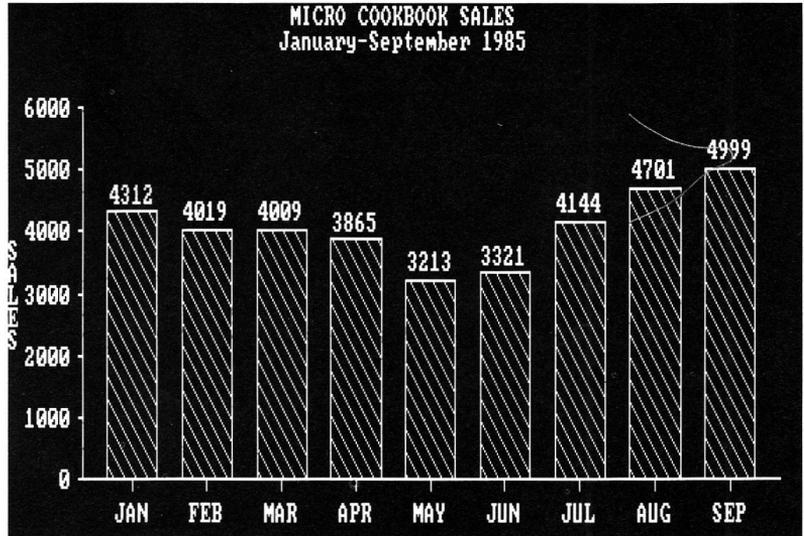


## *Chapter 9:*

# *GraphMerge*

GraphMerge puts pictures into word processing files. You can illustrate reports, articles, memos, letters--anything that needs a picture for clarification. And you do it all electronically--no messy cutting and pasting.

Figure 9.1 Business Graphic



A picture can be a logo for letterhead, business graphics, a drawing, or even a digitized photograph. (Inexpensive digitizers convert pictures on paper into computer files.) You can have several pictures in a single word processing file.

You create the picture with a graphics program. GraphMerge works best with double high-resolution graphics packages like Dazzle Draw,<sup>TM</sup> and also works with regular high-resolution packages like MousePaint.<sup>TM</sup>

See Appendix C: "Using GraphMerge with Graphics Programs for the Apple II," for getting technical information about how GraphMerge uses various picture files.

When you've merged the picture, you can print the file and picture together on a dot-matrix printer. The Imagewriter, Scribe, and Epson<sup>TM</sup> series printers work well with GraphMerge. (GraphMerge doesn't work with letter-quality printers. They're not designed to print graphics. GraphMerge gives you a message telling you it can't work with your printer.)

See Appendix D: "Printers" for further details.

You can merge up to 16 pictures into a single word processing file. (If you have several tall pictures, you may be able to fit only 10 pictures into a file.)

### Reviewing a word processing file

GraphMerge has a lot of work to do when you open it, so be prepared for it to take several seconds.

**To open GraphMerge:**

⇒ Open the Pinpoint menu.

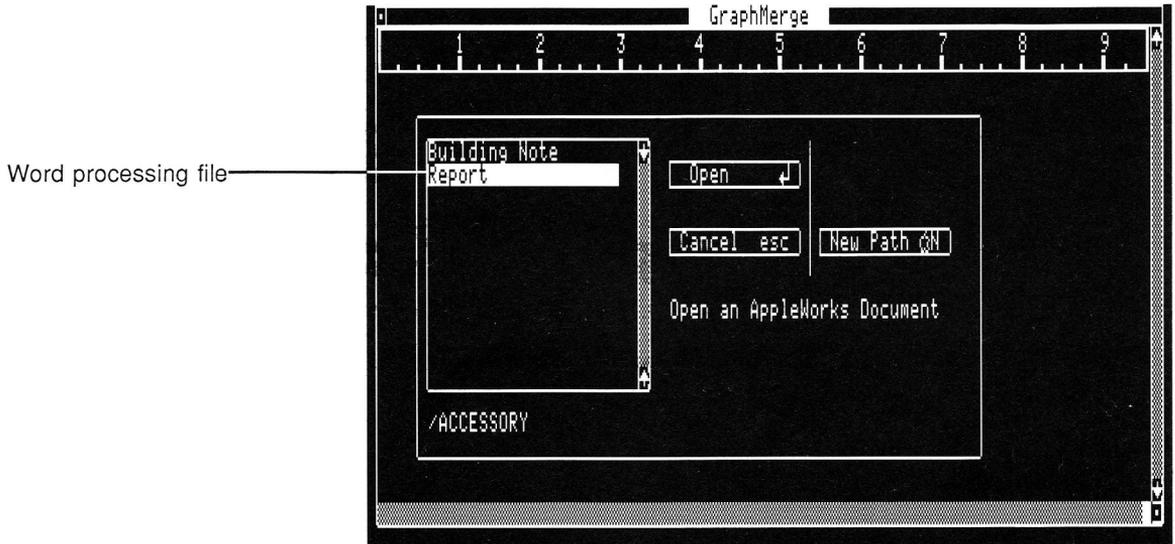
Press **⌘-P**.

⇒ Choose **GraphMerge** from the Pinpoint menu.

Highlight it and press **Return**.

After a few seconds, you'll see an hourglass icon and a message telling you to wait a moment. Then the GraphMerge window appears, with a dialog box inside.

**Figure 9.2 GraphMerge Window**



The dialog box lists word processing files and subdirectories of files on the accessories disk. (You can change the disk or path by using **⌘-N** for New Path.

**To choose a file:**

⇒ Highlight a file name and press **Return**.

Pinpoint puts the document into the GraphMerge window.

## Moving around in the file

Before you get a picture, you may want to review the contents of the word processing file.

### To move:

Up a line or down a line

### Use these keys:

Up Arrow and Down Arrow

To the top of the file

⌘-1

To the bottom of the file

⌘-9

Through the file by eighths

⌘ plus a number from 1 to 9

Up a screen or down a screen

⌘-Up Arrow or

⌘-Down Arrow

Since you're reviewing the document, you can only move up and down. You can't move left or right, nor can you make any corrections to the file. Return to the word processing program to make corrections before using GraphMerge.

## Merging a picture

After reviewing the contents of the word processing file, you're ready to merge a picture. To merge a picture, you open it from a disk, position it in the word processing file, and choose to merge.

### To get a picture:

⇒ Open a word processing document.

⇒ Open the File menu.

Press Return.

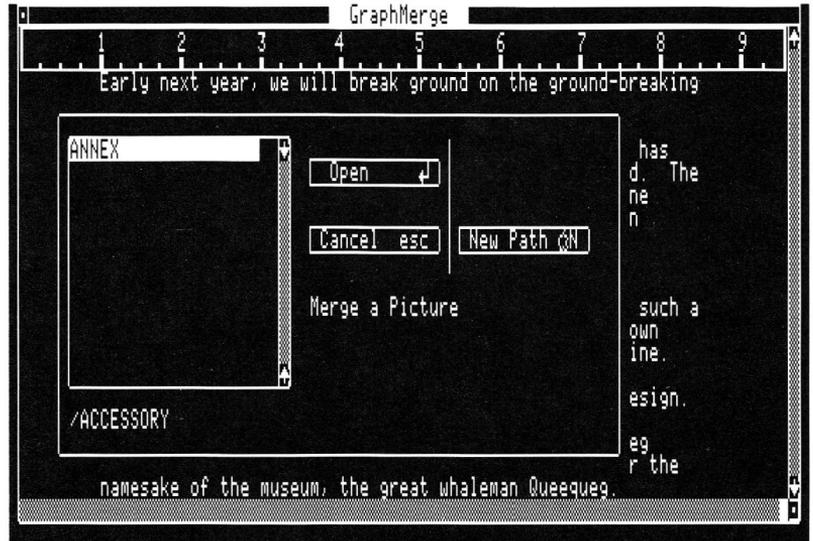
⇒ Choose **Merge Picture** from the File menu.

Highlight it and press Return.

**Note:** If there are no graphics files on your disk the message, "No files found on disk," will appear.

Pinpoint shows you a dialog box listing the pictures on the current disk.

**Figure 9.3 Open Picture Dialog Box**



You can choose from this list or switch to another disk, using **C-N** for New Path.

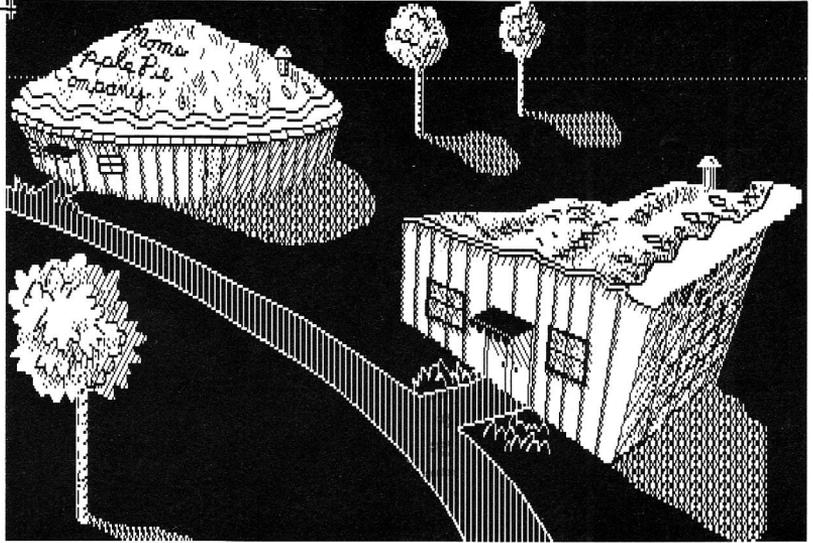
⇒ Choose a picture from the list.

Highlight it and press Return.

Pinpoint replaces the GraphMerge window and dialog box with the picture you've chosen.

**Figure 9.4 Graphic with Cropping Cursor**

Cropping cursor

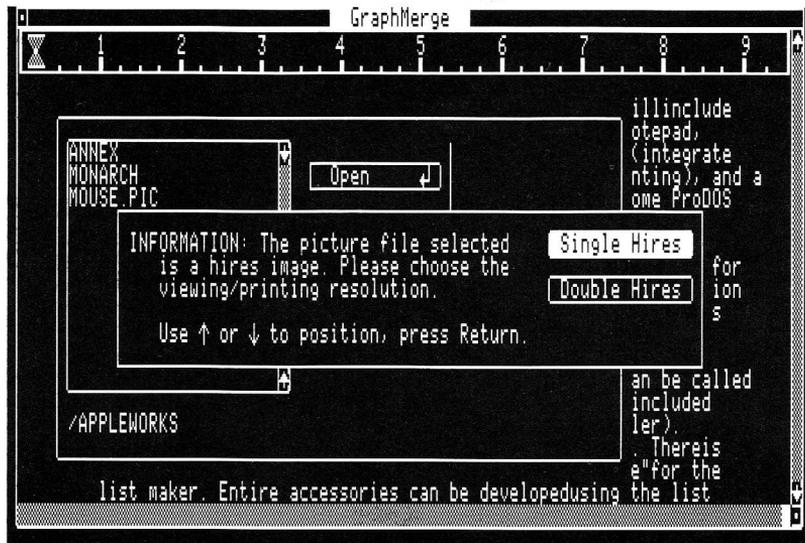


The cropping cursor in the upper left lets you choose where to start cropping the picture. The first time you attempt to crop a picture, a helpful dialog box explains how to operate the cropping.

## Converting to double high-resolution

If you used a lower-resolution graphics program like MousePaint to draw your picture, you'll see a dialog box before GraphMerge opens the picture.

Figure 9.5 Resolution Dialog Box



This dialog box lets you tell GraphMerge to double the size of your image, or choose to leave it the same size. (In technical terms, GraphMerge is asking you whether to convert the image to double high-resolution, or to leave it as is.)

### To choose the resolution:

⇒ Highlight your choice and press

**Return.**

Pinpoint opens your image in your chosen size. If you choose double high-resolution, the picture will be approximately twice as large horizontally than high-resolution.

## Selecting part of a picture

Once you have a picture on the screen, you can crop it to make it fit in your word processing file, or simply to choose the most important part to put into the file.

Some people say the cropping cursor that appears at the upper left of a new picture looks like the cross hairs of a rifle scope. Actually, it looks like this.



The cropping cursor shows Pinpoint where you want to start cutting the picture.

**To move the cropping cursor:**

⇒ Use the arrow keys.

You can move the cursor anywhere on the screen. When it's in position, you anchor it.

**To anchor the cropping cursor:**

⇒ Press **Return**.

The cropping cursor turns into the selection rectangle.

You use the selection rectangle to surround the chunk of the picture that you want to include in the word processing file.

**To select a part of the picture:**

⇒ Drag the selection rectangle out to the right.

Press the Right Arrow key until it's far enough to the right.

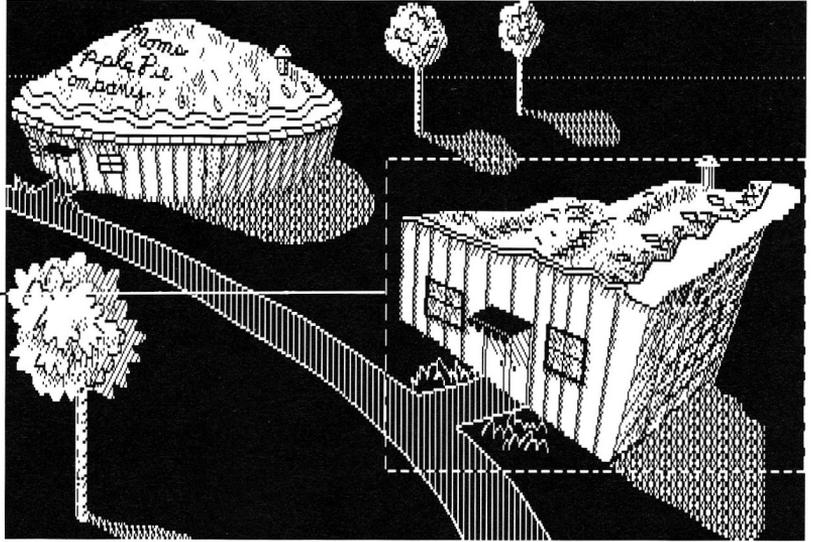
⇒ Drag the selection rectangle down.

Use the Down Arrow key.

Notice that the upper edge stays in place while you drag down.

**Figure 9.6 Selection Rectangle**

Selection rectangle



You merge the part of the picture surrounded by the selection rectangle into the word processing file.

**To cancel a selection:**

⇒ Press **Escape**.

The selection rectangle turns back into the cropping cursor. You can move the cursor to a new position for selecting, or quit.

**To accept a selection:**

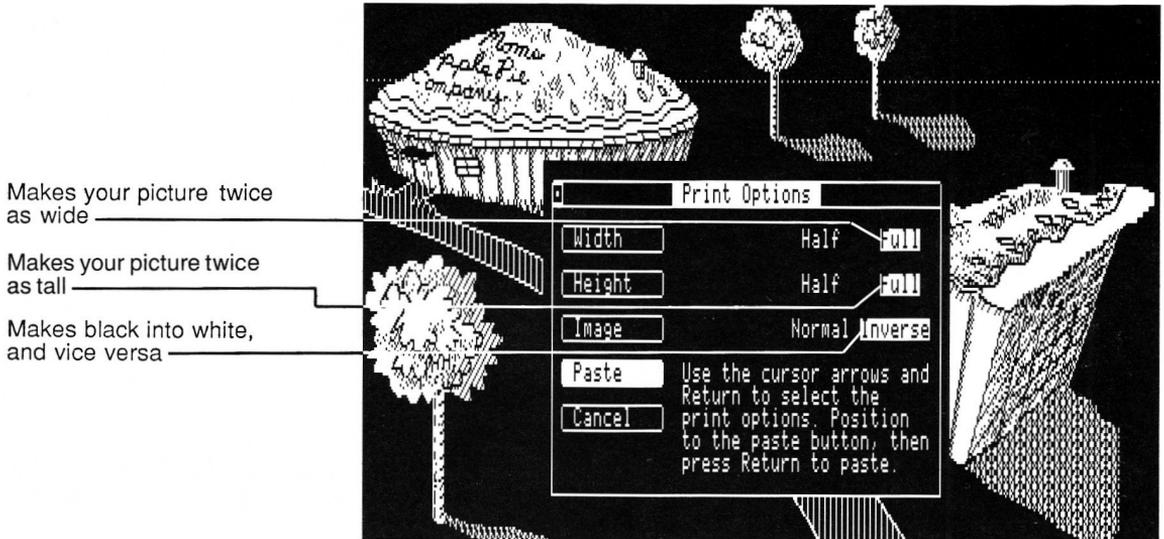
⇒ Press **Return**.

Pinpoint records the selection and shows you a dialog box that lets you choose different ways to print the picture.

## Different ways to print

The Print Options dialog box lets you choose different ways to print your picture.

Figure 9.7 Graphic Print Options



These options let you choose whether to make your image twice as tall, twice as wide, or both (to make it twice as large). And you can choose to invert your image, so that white parts print out black, and black parts print out white.

Experiment--see what effects you can create using these options!

**Note:** These options don't affect the appearance of the image on your screen--but they do show up when you print.

### To stretch a picture vertically:

⇒ Select **Height**.

Use the Up and Down Arrow keys to move the highlighting.

⇒ Select **Full**.

Use the Left and Right Arrow keys to move the highlighting.

⇒ Press **Return**.

When you print the merged files, the picture will print at full height.

This illustration shows you how different settings change the way the same picture prints.

Half width  
Half height

Pinpoint

Half width  
Full height

Pinpoint

Full width  
Half height

Pinpoint

Full width  
Full height

Pinpoint

**To stretch a picture horizontally:**

⇒ Select **Width**.

Use the Up and Down Arrow keys to move the highlighting.

⇒ Select **Full**.

Use the Left and Right Arrow keys to move the highlighting.

⇒ Press **Return**.

When you print the merged files, the picture will print at full width.

**To enlarge a picture to twice its size:**

⇒ Set **Height** and **Width** to **Full**.

When you print the merged files, the picture will print at full height and width.

**To invert the contrast:**

⇒ Select **Image**.

Use the Up and Down Arrow keys to move the highlighting.

⇒ Select **Inverse**.

Use the Left and Right Arrow keys to move the highlighting.

When you print the merged files, you'll see the contrast of the picture reversed, so light shows up dark and dark shows up light.

**To change settings:**

⇒ Select the setting you want to change.

Use the Up and Down Arrow keys.

⇒ Change the setting.

Use the Left and Right Arrow keys.

Pinpoint records the new setting for this image.

**To merge the picture:**

⇒ Select **Paste**.

Use the Up and Down Arrow keys.

⇒ Press **Return**.

Pinpoint returns you to the word processing document.

**Placing the picture**

When you return to the word processing file after selecting a picture, the cursor shape changes to an "L"-shaped angle. The new cursor shows you where your picture will be inserted. You can move the cursor throughout the file using the arrow keys.

**To move the insertion cursor:**

⇒ Use the arrow keys.

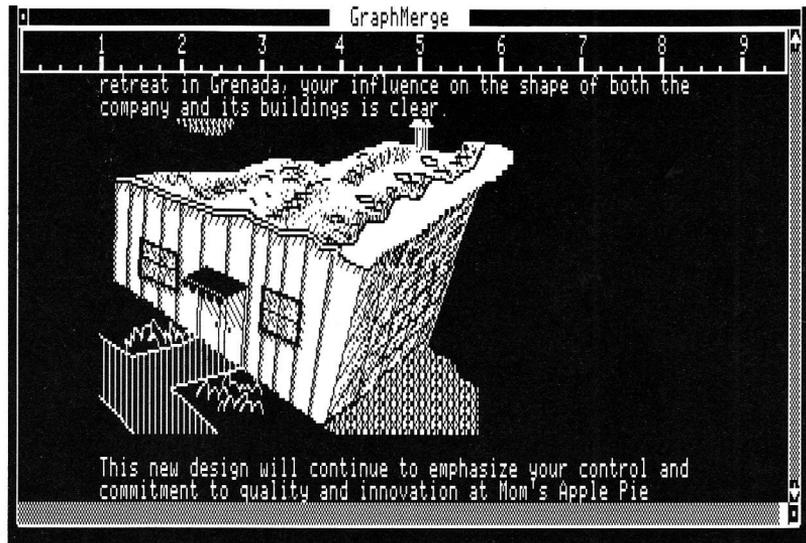
**To insert the picture:**

⇒ Press **Return**.

Once you have merged a picture you cannot undo the merge except by reopening your document file and starting over.

Pinpoint inserts the picture.

**Figure 9.8 Merged Picture**



Now you can scroll through the file again, select another picture, or print the file.

### **Printing the merged file**

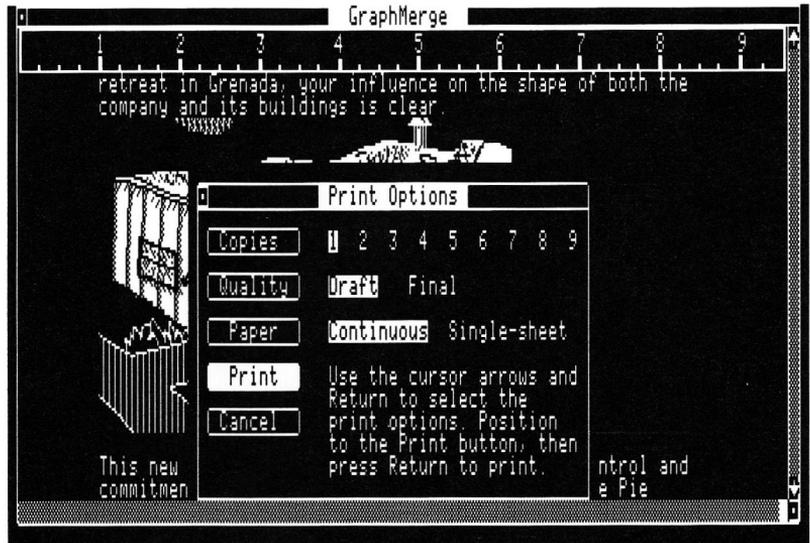
When you've finished merging pictures, you can print the word processing file with its pictures on a dot-matrix printer. Before printing, make sure Pinpoint is set up to work with your printer. See "Setting Up a Printer" in "Installation," Chapter 4. Also check that your printer is connected to your Apple II, turned on, and selected.

#### **To print the file:**

⇒ Choose **Print Document** from the File menu. Highlight it and press Return.

Pinpoint shows you a dialog box asking you for some information about printing. Use the cursor arrows to highlight your choices, and Return to accept them.

**Figure 9.9 Print Dialog Box**



You can accept the standard settings, or adjust them to reflect your needs.

**To select the number of copies:**

⇒ Select **Copies**.

Use the Up and Down Arrow keys to move the highlighting.

⇒ Highlight a number from 1 to 9.

Use the Left and Right Arrow keys to select one to nine copies of the file.

⇒ Press **Return**.

Pinpoint records the number of copies you want.

**To print a draft or final copy:**

⇒ Select **Quality**.

Use the Up and Down Arrow keys to move the highlighting.

Draft quality prints more quickly but with lower quality than correspondence.

Pinpoint records your selection.

To select the type of paper:

⇒ Select **Paper Type**.

Use the Up and Down Arrow keys to move the highlighting.

⇒ Press **Return**.

⇒ Select the type you want.

Use the Left and Right Arrow keys to move the highlighting. Continuous form paper has perforations to separate each sheet. Letterhead is an example of single-sheet paper.

Pinpoint records your selection.

**To print:**

⇒ Make sure your printer is on and selected.

⇒ Select **Print Document**.

Use the Up and Down Arrow keys.

⇒ Press **Escape**.

Pinpoint prints the file, complete with illustrations.

To cancel printing:

⇒ Press **Return**.

You can cancel printing at any time. If your printer keeps printing, that just means it still has some of your file still stored in its own internal memory. It will stop printing soon.

## Getting help

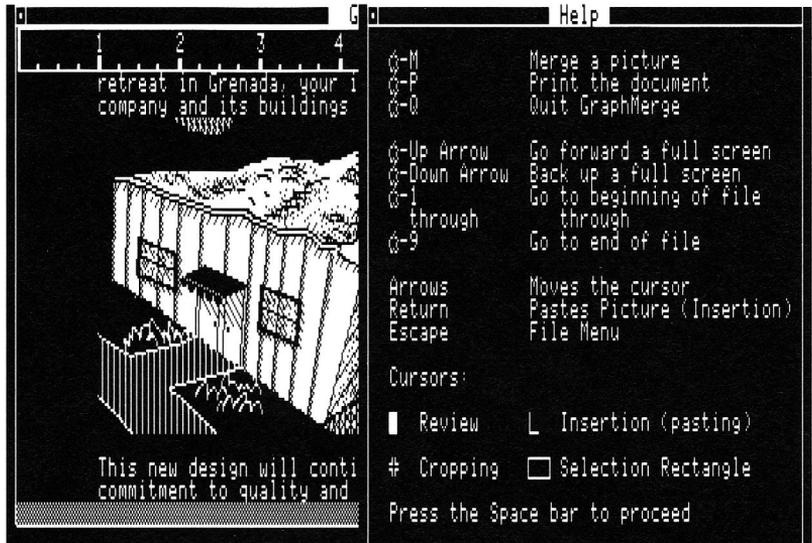
If you forget a command, GraphMerge has a help feature to remind you.

### To ask for help:

⇒ Hold down  and press ?.

GraphMerge shows you a list of all the available commands.

**Figure 9.10 GraphMerge Help List**



### To leave help:

⇒ Press the Space bar.

You return to the GraphMerge window.

## Quitting GraphMerge

When you're finished reviewing, merging, and printing, you can quit GraphMerge.

### To quit:

⇒ Choose **Quit** from the File menu.      Highlight it and press Return.

You return to your main application.

## *Chapter 10:*

# *The Notepad*

Use the Notepad to jot down notes. When you're busy with another program and don't want to add a new file or quit to get to a word processor, the Notepad can capture your thoughts.

Pinpoint saves notes as AppleWorks Word Processor files. That means you can edit notes and cut and paste from them with the AppleWorks Word Processor. The Notepad is a baby word processor--for short notes. Notes can be up to 32 lines long.

## Opening the Notepad

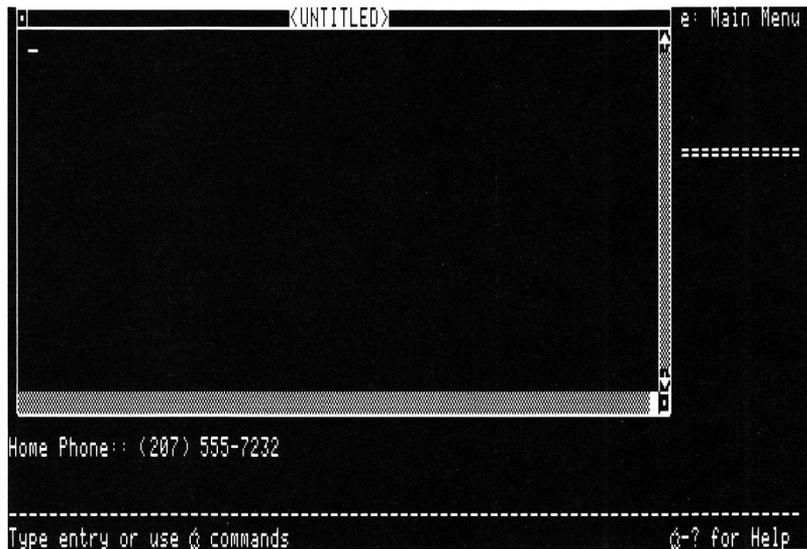
You open the Notepad as you would any Pinpoint desk accessory.

### To open the Notepad:

- ⇒ Open the Pinpoint menu.                      Hold down  and press **P**.
  
- ⇒ Choose **Notepad** from the                      Highlight it and press Return.  
    Pinpoint menu.

The Notepad window opens with an untitled note ready for your thoughts.

**Figure 10.1** Untitled Note in Notepad Window



The Notepad has several file commands you can use for working with notes.

### To open the file command menu from the Notepad:

- ⇒ Press **Escape**.

The file command menu appears.

**Figure 10.2 File Menu**



The rest of this section explains how to use the Notepad and the file commands.

### Writing a note

If you can type, you can use the Notepad. Typing with the Notepad is a lot like typing with a typewriter, but there are some differences.

The blinking underline at the top of a blank note shows you where to type. It's called a *cursor*. It moves along to the right of the text you type.

With a typewriter, you press Return to move to a new line. The Notepad does that for you. A word that doesn't fit at the end of a line automatically moves to the next line. In word processing terms, that's *word wrap*. Words wrap from one line to the next. You just type until you reach the end of a paragraph. Then you can press Return to end the paragraph and move to the beginning of the next line.

The Notepad window is a little narrower than the full screen, so you can fit up to 62 characters on a line before a word will wrap to the next line.

Using various keys and key combinations, you can move through your text, insert new text or edit old text, copy, move, and delete. The rest of this section

explains how to perform these editing tasks. (If you know how to use AppleWorks, you already know how these commands work.)

## Moving the cursor

After you type some text, you can move the cursor to places that need editing.

### To move the cursor:

Right or left by one character

### Do this:

Press **Right Arrow** or **Left Arrow**.

Right or left one word at a time

Hold down **⌘** and press the **Right** or **Left Arrow**.

Up or down one line

Press the **Up** or **Down Arrow**.

Up or down by screenfuls

Hold down **⌘** and press the **Up** or **Down Arrow**.

One tab stop to the right

Press **Tab**. Tabs are set every five characters.

One tab stop to the left

Hold down **⌘** and press **Tab**.

To the top or bottom of the note

Hold down **⌘** and type **1** or **9**.

## Editing text

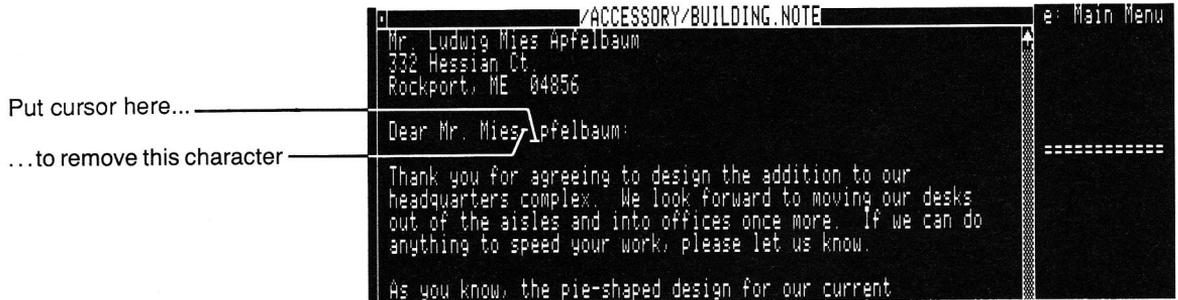
The text editing commands let you remove, replace, copy, and move text.

### To remove a character:

⇒ Put the cursor to the right of the character you want to remove.

Use the cursor movement commands.

**Figure 10.3 Removing a Character**



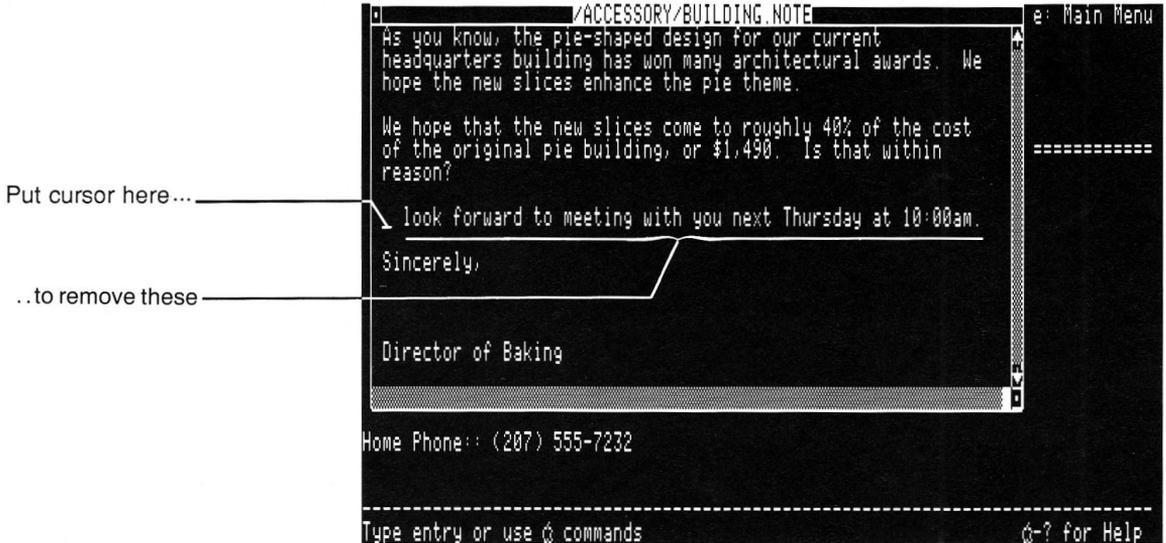
⇒ Press the Delete key.

The character disappears, and the following text fills in the missing space.

### To clear text to the end of a line:

- ⇒ Put the cursor at the beginning of the text that you want to remove.

Figure 10.4 Removing Rest of Line



- ⇒ Hold down **Control** and press **Y**.

The Y stands for "Why not get rid of the rest of this line?"

### Getting help

If you forget a command, the Notepad has a help feature to remind you.

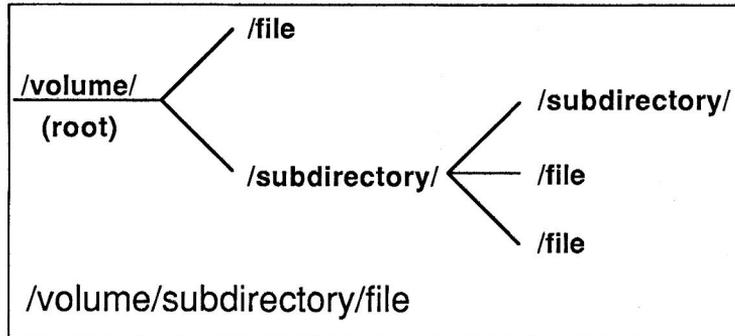
#### To ask for help:

- ⇒ Hold down **?** and press **?**.



notes can have a two-part path name (volume and file name), or add additional parts for each subdirectory. The parts of a path name are separated by slashes.

**Figure 10.5 Path Names**



If you want to learn more about path names, see the "ProDOS User's Guide" for the Apple IIe, or "System Utilities," a manual for the Apple IIc.

### **Saving a note**

When you've finished typing and editing your note, you can save it for posterity. Notes are stored as AppleWorks files, which means that you can open a note from AppleWorks.

#### **To save a note for the first time:**

⇒ Press **Escape** to get

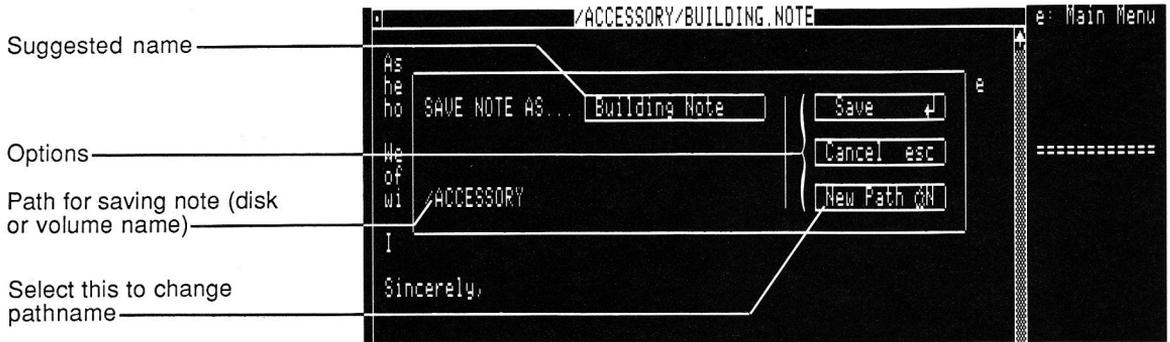
the file commands menu.

⇒ Choose **Save**.

Highlight it and press **Return**.

The "Save Note As..." dialog box appears.

**Figure 10.6 Save Note As... Dialog Box**



Pinpoint shows you a dialog box when it needs further information from you. This dialog box lets you name your note so that you can open it later, either from the Notepad or from a word processing program. For a new note, Pinpoint suggests calling it "Untitled." You'll probably want to use a more meaningful name.

⇒ Type a name for the note.

A name can be up to 15 characters long, including spaces.

You can include spaces in a file name, if you'd like--and upper and lower case letters. Remember to start a name with a letter, and don't use any symbols other than a period or a slash.

**To remove extra characters after the name:**

⇒ Press **Control-Y**.

⇒ Press **Return**.

Pinpoint saves the note onto the current disk.

If you've already saved a note, Pinpoint automatically saves the changes over the old note--without showing you the dialog box. If that's not what you want to do, choose the Save As command. See "Saving a Note with a Different Name," below.

**To cancel before saving:**

⇒ Press **Escape**.

You return to the note.

**To change to another disk or volume:**

⇒ Press **⌘-N**.

The N stands for New pathname.

Pinpoint suggests another disk or volume name. If you have more than two disk drives or volumes connected to your computer, you can press **⌘-N** until you get to the volume you want.

**A shortcut for existing notes:**

⇒ Press **⌘-S**.

The S stands for Save.

Pinpoint saves the changes over the note on the current disk.

**Saving a note with a different name**

Pinpoint lets you save an existing note with a different name. Then you can keep the original version of the note.

To save a note with a different name:

⇒ Choose **Save As...** from the File.

Highlight it and press Return.

⇒ Fill out the dialog box.

It's the same one explained above in "Saving a Note."

⇒ Press **Return** to save.

Pinpoint saves the note with the name you type on the disk you choose.

**Opening an existing note**

If you're working with an application, and keeping notes on the side, you can open an existing note to add information to it. When you open the Notepad, you'll always start out with an untitled note. The Open command lets you open an existing note.

To open an existing note:

⇒ Choose **Open** from the File menu.      Highlight it and press Return.

The "Open" dialog box appears.

Figure 10.7 Open Dialog Box



Sometimes a file name will be followed by "DIR." That means it's a directory file--just a catalog of other file names. When you open a directory file, you get another list of names to choose from. Directory files let you divide up your disk into groups of files, almost like dividing file drawers into file folders.

⇒ Highlight a file name.      Use the cursor keys to move through the list.

⇒ If you've opened a directory, choose another name from the new list.

⇒ Press **Return** to open a note.

Pinpoint replaces the current note with the note you choose.

### To open a note from a different disk or volume:

⇒ Press **⌘-N**. The N stands for New Path.

Pinpoint lists the files on the other disk or volume.

⇒ Choose a note or ask for another disk or volume.

You can keep looking through the various volumes until you find the one with the note you want. Press **⌘-N** to search for a new volume. You can switch disks in a disk drive to find a note, if necessary. If there are no notes in the volume you get a dialog box message.

**Figure 10.8 No Note Found Message**



### Removing a note

The Notepad stores your notes as AppleWorks Word Processor files. To remove a note, leave the Notepad and go into Appleworks. Select "Other Activities" from the Main Menu, and then select "Delete files from disk" from the "Other Activities" menu. See the AppleWorks manual for more on deleting AppleWorks Word Processor files.

### Leaving the Notepad

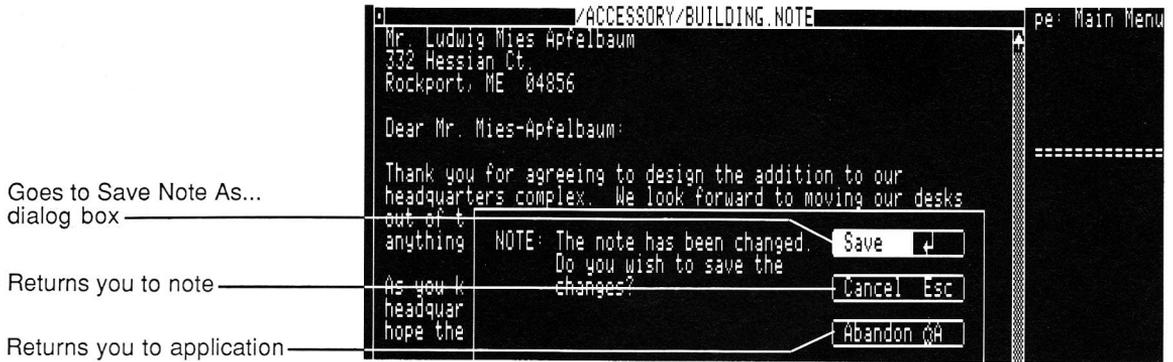
You can leave the Notepad through the File menu at any time.

#### To leave the Notepad:

⇒ Choose **Quit** from the File menu.

If you've made any changes to the note, Pinpoint asks if you want to save the changes:

**Figure 10.9 Save Changes Dialog Box**



⇒ Choose one of the commands listed in the dialog box.

If you choose to save, you'll see the "Save" dialog box. Fill in the file and path names and press Return. Pinpoint returns you to your application.

If you choose to cancel, Pinpoint returns you to your note.

If you choose to abandon the note, Pinpoint returns you directly to your application, throwing away any changes to the note.



## *Chapter 11:*

# *QuickLabel*

A word processor program makes writing and printing large documents easy. And a database program turns sorting and filing of information almost into fun. But these programs sometimes seem next to worthless for addressing an envelope or typing a label.

QuickLabel saves you the hassle of trying to print single labels with a word processor or database program. With QuickLabel, you can select a block of text on your monitor screen, position it on an electronic envelope, and print it onto a real envelope, label or paper.

Putting an address or label onto paper with QuickLabel is a simple, three-step process:

- Selecting the text.
- Positioning the text on the envelope.
- Printing the label.

You'll find this easier than hunting up a typewriter or printing through another computer program.

### **Selecting the text**

To tell QuickLabel what text to use for the label, you select it.

#### **To select text for a label:**

⇒ Add the file containing the text to the Desktop.

Text can be in a word processing or database file, or a note from the Pinpoint Notepad.

⇒ Open the Pinpoint menu and choose **QuickLabel**.

Highlight it and press Return.

QuickLabel scans through the text on the screen and puts the cursor on the closest thing it can find to a label. It looks for a block of text with more than one line, ending with a blank line.

**Figure 11.1** Cursor on Text

```
File: Filomatic          REVIEW/ADD/CHANGE  Escape: Restore former entry
Selection: All records

Record 1 of 25
=====
::
::
:: Ludwig Mies Apfelbaum
:: 332 Hessian Court
:: Rockport, Maine :: 04856

Work Phone: (207) 205-2236

Occupation: Architect

:: He's got our contract for the new annex
:: As we grow, we can add additional slices
:: _

Home Phone: (207) 555-7232

=====
Move cursor to the address, then press Return                                PINPOINT
```

If the cursor isn't on the part of the text you want to print, you can move to the appropriate location.

- ⇒ Move the cursor to the first letter of the text that you want to print. Use the arrow keys.
  
- ⇒ Press **Return**.

QuickLabel highlights the area on the screen that it thinks contains the label.

**Figure 11.2 Label Selected**

```
File: FiloMatic          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

Record 1 of 25
-----
:
: Ludwig Mies Apfelbaum
: 332 Hessian Court
: Rockport, Maine :: 04856
:
Work Phone:: (207) 205-2236
Occupation:: Architect
:
: He's got our contract for the new annex
: As we grow, we can add additional slices
:
Home Phone:: (207) 555-7232
-----
Use cursor moves to highlight address, then press Return          PINPOINT
```

Because it's only looking for blocks of text, sometimes QuickLabel highlights too much or too little. You can adjust the size of the selection.

**To adjust the size of the selection:**

- ⇒ Use the arrow keys to highlight a larger or smaller area.      The upper-left corner of the selection box stays put. With the arrow keys, you move the lower-right corner.

**To accept the selection:**

- ⇒ Press **Return**.

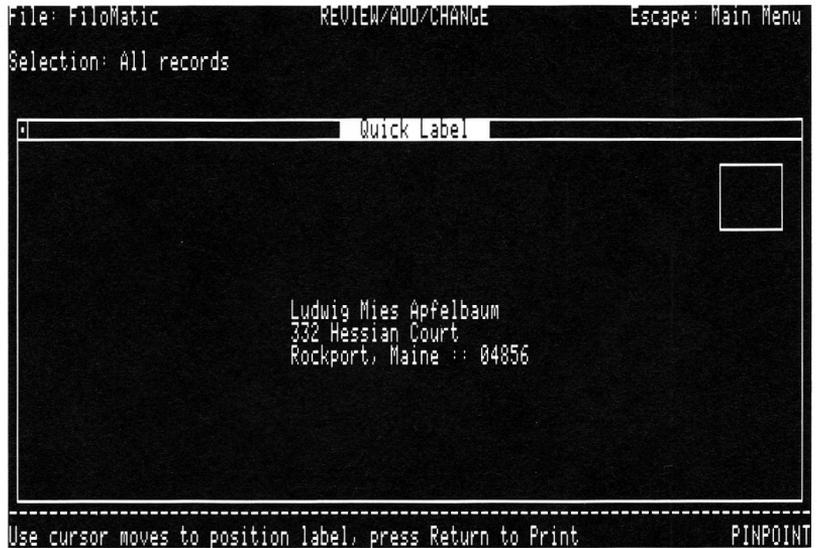
Select more than 1/4 of the screen and Pinpoint prints it.

If you selected less than 1/4 of the screen, Pinpoint shows you an envelope that you can use to position a label for printing.

## Positioning the label

After you select the text, QuickLabel sticks it on an electronic envelope.

**Figure 11.3 Text on Envelope**



You can move the text around until it's in the position you want.

### To position the label:

⇒ Slide the text with the arrow keys.

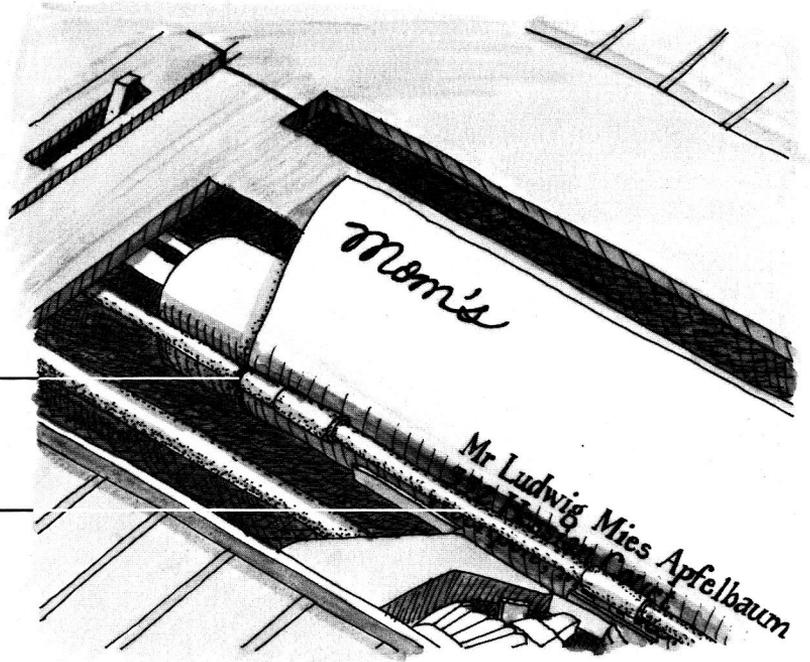
You may want to move text to the center for a delivery address or to the upper-left corner for a return address.

To lock the label in place:

⇒ Press **Return**.

Red alignment mark

Roller bar



When the label is locked into place, it's ready for printing.

### **Printing the label**

When you're ready to print, roll an envelope or mailing label into the printer. Align the top edge of the envelope or label with the roller bar on the printer. Align the left edge with the red alignment mark on the roller bar. See the illustration on the opposite page.

Your printer has to be selected with the Installation program in order to print. See "Installation," Chapter 4, for more information.

When the envelope or label is in position, the label will print in the relative position you specified on the electronic envelope.

#### **To print the label:**

⇒ Make sure the printer is on and selected. If you have an Imagewriter, the Power and Select lights should be on.

⇒ Press **Return**.

QuickLabel prints the label in bold. (If your printer can't print in bold, then the label will be in plain text.)

You'll see a message asking if you want to print another label.

⇒ Press **Y** to type another.

⇒ Choose another address.

⇒ Print.

⇒ Do it again, or press **N** for No.

After printing, QuickLabel returns you to the application you were using.

If nothing prints, make sure that your printer's power is on, the Select light is on, and the cable is plugged securely into your computer. Then try again.

If you try again and it still doesn't print, you may not have a standard printer. See "Installation," Chapter 4, to see how to set up Pinpoint to work with your printer.

### **Printing suggestions**

You can print both a return address and a delivery address with QuickLabel. First print the return address. Then realign the top of the envelope with the roller bar, choose QuickLabel again, and print the delivery address in the proper location.

You could also use the Typewriter to print the return address.

### **Leaving QuickLabel**

You can leave QuickLabel at any time before printing.

⇒ Press **Escape**.

You return to the application you were using before QuickLabel.

## Chapter 12:

# The Typewriter

Sometimes you need to type short letters, memos, or labels, but don't want to set up a word processor file for it. The Typewriter accessory turns your computer and printer into a correcting typewriter.

Depending on your printer's capabilities, the Typewriter can also type with different pitches (number of characters per inch), line spacing, and type styles.

Before you use the typewriter, make sure that your printer is plugged into the computer and turned on and ready to print. If you have an Apple printer, make sure it's selected. (Other printers may use the term *on-line* rather than selected.)



## Typing

You type with the Typewriter as though you were using an ordinary typewriter. With the Typewriter, though, you can correct each line before you print it. You can also print bold text and change other aspects of the text. See "Using Printer Options," the next section.

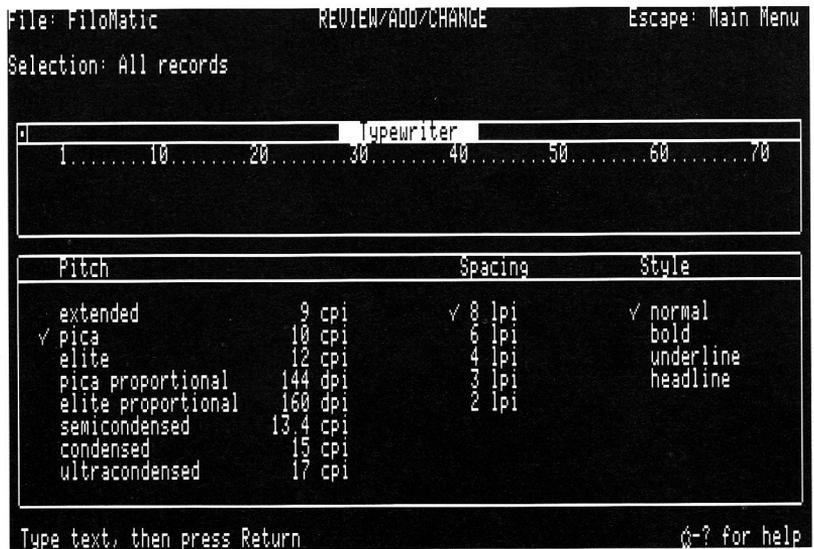
### To type a line:

⇒ Open the Pinpoint menu.                      Hold down  and press P for Pinpoint.

⇒ Open the **Typewriter** accessory.              Highlight it and press Return.

Pinpoint opens the Typewriter window:

**Figure 12.1 Typewriter Window**



The Typewriter window displays the printer options that are available from the printer you've installed.

The blinking underline toward the top of the window is the cursor. The cursor shows you where you can type. The typing area gives you room to type up to 70

characters on a line. The ruler above the typing area shows you how many characters you've typed.

⇒ Type up to 70 characters.

⇒ Make any corrections. (See "Making Corrections.")

⇒ Put some paper, an envelope or label into the printer. Line the top edge of the paper up with the roller bar (the bar that holds the paper in place).

⇒ Press **Return** to print the line.

Pinpoint prints the line, using any printer options you've included.

⇒ Repeat this process for each line you want to type. You don't have to realign the paper each time, though.

Each time Pinpoint prints a line, it clears the typing area for another line and moves the paper up one line.

### Using printer options

The bottom part of the Typewriter window shows you a list of printer options. If your printer uses these options, you'll be able to set the print density (pitch, or characters per inch), line spacing, and type style. (Your printer manual should tell you whether you can use these options.)

#### To change printer options:

⇒ Hold down  and press **O**. The **O** stands for Options.

Pinpoint highlights the currently selected pitch.

**Figure 12.2 Highlighted Pitch**

File: Filomatic REVIEW/ADD/CHANGE Escape: Main Menu  
Selection: All records

1.....10.....20.....30.....40.....50.....60.....70

Pitch	Spacing	Style
extended 9 cpi	✓ 8 lpi	✓ normal
✓ pica 10 cpi	6 lpi	bold
elite 12 cpi	4 lpi	underline
pica proportional 144 dpi	3 lpi	headline
elite proportional 160 dpi	2 lpi	
semicondensed 13.4 cpi		
condensed 15 cpi		
ultracondensed 17 cpi		

Use arrow keys to position to option, then press Return

Highlighted Pitch

You can change the setting in each category.

⇒ Highlight your choice.

Use the arrow keys to highlight .  
your choice.

⇒ Press **Return**.

You can choose one setting in each category for each line you type. That means you can combine some options, like Bold and Underline.

⇒ Press **Escape** to accept your changes.

The cursor returns to the typing area.

The line spacing is measured in lines per inch:

<b>Lines per inch:</b>	<b>Line-spacing equivalent:</b>
2	Triple
3	Double
4	1-1/2
6	Normal
8	Condensed

### **Making corrections**

If you make a typing mistake, you can correct it before printing the line. You correct text in the Typewriter the same way you correct text with AppleWorks.

#### **To move the cursor over text:**

⇒ Press **Left Arrow** or **Right Arrow**  
to move one character at a time.

⇒ Hold down  and press **Left Arrow**  
or **Right Arrow** to move one word  
at a time.

#### **To insert text in the middle of a line:**

⇒ Move the cursor to the position where you want to insert.

⇒ Start typing.

Pinpoint prints all the characters that show up on the line, so you don't have to move the cursor to the end of the line before printing.

#### **To delete text:**

⇒ Press the **Backspace** key.

The Backspace key deletes one letter at a time.

### To replace text:

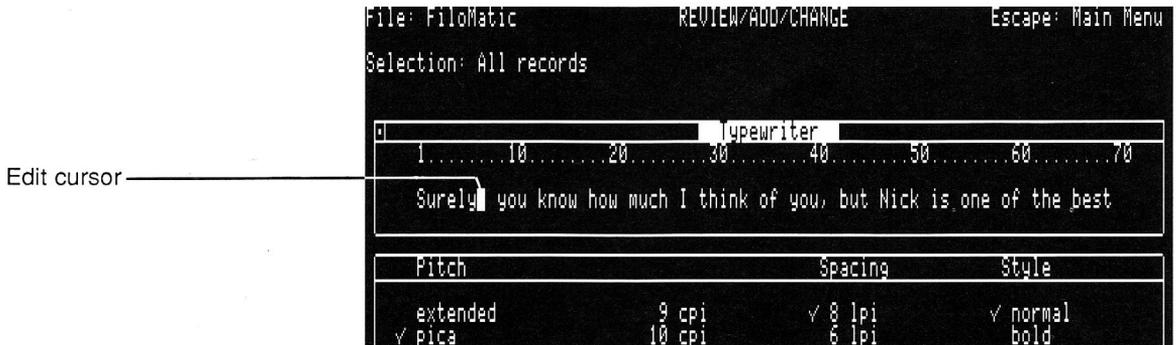
⇒ Move the cursor to the first character of the text you want to replace.

⇒ Hold down  and press E. The E stands for Edit.

The blinking underline--the Insert cursor--turns into a solid rectangle--the Edit cursor.

⇒ Type the replacement text.

**Figure 12.3 Replacing Text**



⇒ When you finish replacing, hold down  and press E again to change back to the Insert cursor.

You may have to delete some extra characters, by moving the cursor and using the Backspace key.

### Getting help

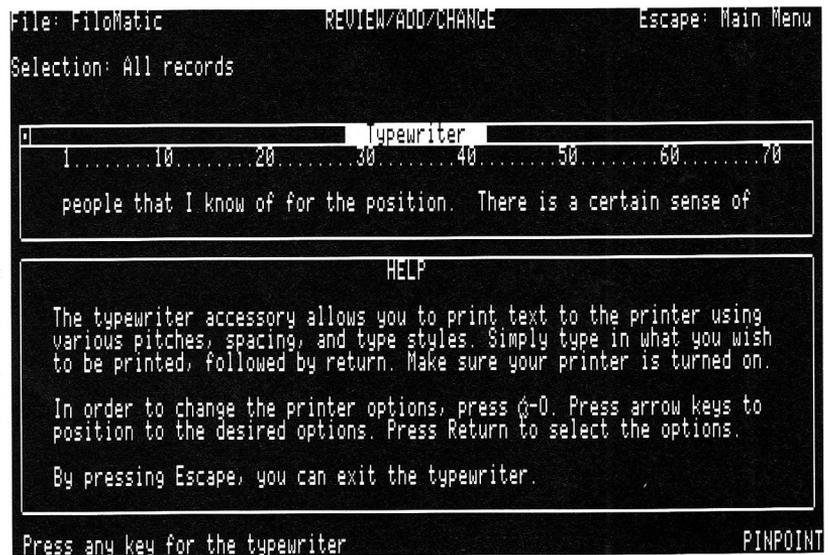
If you forget a command, the Notepad has a help feature to remind you.

### To ask for help:

⇒ Hold down  and press ?.

The Notepad shows you a list of all the available commands.

**Figure 12.4 Typewriter Help List**



**To leave help:**

⇒ Press **Escape**.

You return to the Notepad window.

## **Leaving the Typewriter**

When you're finished typing, you can quit the Typewriter.

**To quit the Typewriter:**

⇒ If you're selecting an option,  
press **Escape** to move the cursor  
into the typing area.

⇒ Press the **Space bar**.

Pinpoint returns you to your application.

## Appendix A: Making Custom Pinpoint Disks

The Pinpoint desktop accessories are modular. That means that when you install Pinpoint on an application program, you may include only those desktop accessories you need. After you install Pinpoint onto an application, use the ProDOS Filer or the Apple IIe System Utilities to delete the Pinpoint files you don't want (all Pinpoint files end with the characters ".PP", so they're easy to identify). Here are some suggestions for deciding which files to delete.

### **Calendar and Notepad**

You may want to put the Calendar or the Notepad files on a separate disk. That way you'll have lots of room for appointments or notes.

#### **To create a separate disk for the Calendar:**

⇒ Use the ProDOS Filer or Apple IIe System Utilities to format a blank disk.

⇒ Copy the files **Calendar.PP** and **Appointments.PP** to the new disk.

#### **To create a separate disk for your Notepad:**

⇒ Use the ProDOS Filer or Apple IIe System Utilities to format a blank disk.

⇒ Copy the file **Notepad.PP** to the new disk.

You can put both the Calendar and the Notepad on the same disk by copying all three files to a blank, formatted disk.

## Communications

**To create a custom disk for the Communications accessory:**

⇒ Use the ProDOS Filer or Apple IIe System Utilities to format a blank disk.

⇒ Copy the files **Comm.PP** and **Logonmac.PP** to the new disk.

If you don't have a modem, you may want to delete these files from your working accessory disk to free up about 20 kilobytes of space.

## GraphMerge

If you have graphic images that you frequently merge into text files, you might want to put the GraphMerge accessory on a disk by itself. That way you can keep the images you use frequently on the disk with the GraphMerge accessory.

**To create a custom GraphMerge disk:**

⇒ Use the ProDOS Filer or Apple IIe System Utilities to format a blank disk.

⇒ Copy the file **Graphmerge.PP** to the new disk.

If you are copying these files to a subdirectory, the file **Graphmerge.PP** and your files of graphic images must be in the same subdirectory.

## The other accessories

Most of the other accessories work the same the same way.

**To move the Calculator accessory to a custom disk:**

⇒ Copy the file **Calculator.PP** to the new disk.

**To move the QuickLabel accessory to a custom disk:**

⇒ Copy the file **Quicklabel.PP** to the new disk.

**To move the Typewriter accessory to a custom disk:**

⇒ Copy the file **Typewriter.PP** to the new disk.

The Dialer is integral to Pinpoint, and cannot be deleted, or moved to a disk of its own.

**Note:** If you define your standard location of your accessories as a ProDOS path, then the accessories should reside there. If you move certain accessories from that path (i.e. Calendar or Communications) to another location, their associated data files may not be properly located.

## Appendix B: Compatibility with Third Party Apple II Hardware and Software

Pinpoint's software was designed to run primarily on Apple Computer's own hardware and software. Yet, like your Apple II, Pinpoint is designed to grow using hardware and software from other manufacturers; sometimes called "third party" products.

Because this manual accompanies Pinpoint's first release, there hasn't been time to support the thousands of possible combinations of hardware and software available for the Apple II.

### **Supported third party hardware and software**

Pinpoint desktop accessories are compatible with RAMWORKS and Z-RAM memory expansion products (hardware and software) from Applied Engineering, Inc. Contact your Apple dealer or **Applied Engineering at (214) 241-6060** for more information.

Refer to the booklet in your original Pinpoint package titled "Pinpoint Additions and Omissions" and look under **Appendix B: Additions** for the current list of supported hardware and software.

If you have questions about the compatibility of Pinpoint with other interface and memory cards, printers, modems, specialized peripherals, and other ProDOS software, contact the hardware or software manufacturer.



## Appendix C: Using GraphMerge with Graphics Programs for the Apple II

### Dazzle Draw and MousePaint

Pinpoint's GraphMerge accessory uses image files from Dazzle Draw™ and MousePaint™ directly. MousePaint creates images that are high-resolution, and GraphMerge will offer you an opportunity to convert them to double high-resolution if you like.

### Other graphics programs

If you are using another graphics program, such as Beagle Graphics,™ here is information that may allow you to make your graphic image files compatible with GraphMerge.

Beagle Graphics images reside in two 8-kilobyte segments of memory. The first is located in the auxiliary video refresh from 2000-3FFF (hex). The second is located in main memory at the same addresses. In order to make an image file for GraphMerge, you have to load these two segments separately, and then store them as one image.

#### Here are the commands you would use:

- |  |                                   |
|--|-----------------------------------|
| ⇒ <b>BLOAD filename.A,A\$2000</b>          | This loads the auxiliary portion. |
| ⇒ <b>BLOAD filename.M,A\$4000</b>          | This loads the main portion.      |
| ⇒ <b>BSAVE newfilename,A\$2000,L\$4000</b> | This saves the combined segments. |

The file you save can be used directly by GraphMerge.



## Appendix D: Printers

### **Printing text**

Pinpoint is designed to work with the Apple ImageWriter series printers, the Apple Scribe printer, and the Apple Dot-Matrix Printer. Pinpoint will also print using most standard serial and parallel printers. Contact your Apple dealer or Pinpoint if you need help printing text.

### **Printing pictures**

GraphMerge is designed to work with the Apple ImageWriter series printers, the Apple Scribe printer, and the Apple Dot-Matrix printer. It will also work with the NEC 8023™ and C. Itoh ProWriter™ printers. Other printers will not work with GraphMerge.

**If you are using a Scribe or Imagewriter series printer, GraphMerge assumes you are using an Apple Super Serial Card™ (the Apple IIc has a built-in Super Serial Card). Other printer interface cards will not work with GraphMerge.**

**If you are using an Apple Dot-Matrix Printer (or an NEC 8023, or a C. Itoh ProWriter), GraphMerge assumes you are using the Apple Parallel Interface Card. In order for GraphMerge to work with your parallel printer, you must use either the Apple Parallel Interface Card, or another parallel interface card that is 100% command-compatible with the Apple Parallel Interface Card. Contact your Apple dealer or Pinpoint if you have trouble printing with GraphMerge.**

**Additional modules will be available for printing pictures with Okidata™ and Epson series printers. See your Apple dealer, or contact Pinpoint for more information.**



## Appendix E: Adding Accessories

Pinpoint was built using an open architecture designed to accept new accessories. A total of 16 accessories can be available at any one time in the Pinpoint menu using Pinpoint's Dispatcher and the Accessory Mover supplied in the PINPOINT TOOLKIT.

In the future, additional accessories will become available from Pinpoint Publishing, or you can write your own also using the PINPOINT TOOLKIT (available in November or December 1985 directly from Pinpoint for \$49.00, plus \$3.00 postage and handling.) The PINPOINT TOOLKIT includes Pinpoint's complete specifications, a library of useful accessory development aids, and the source code from several of the original Pinpoint desktop accessories.

If you would like information on creating new software products for Pinpoint to publish, please send us a letter outlining the products you wish to develop. Be sure to include your full name, address, telephone number and description of your programming/development experience.

Pinpoint Publishing  
Box 13323  
Oakland, CA 94661  
ATTN: Developer Relations

(415) 530-1726



## Appendix F: Working with Quark Catalyst

Before you start, make backup copies of your AppleWorks startup disk, the Pinpoint Installation disk, and the Pinpoint Accessory disk. See "Making Copies" in Chapter 1 for further details.

Follow the instructions provided by Quark in the Quark Catalyst user manual.

### **Quark Catalyst 2.1 installation:**

Select the number for the Install program.

Select the list of program manufacturers.

Select miscellaneous.

You will be prompted to insert your Pinpoint Installation disk in Slot 6, Drive 1.

Using Catalyst's procedures you will create a subdirectory on your ProFile called **PINPOINT/** and a runnable Pinpoint program called **INTRO.SYSTEM**.

The Catalyst main menu will now have an entry field called Pinpoint. Select Pinpoint and you get the Pinpoint startup menu.

At this point you are ready to run the tutorial.

Install Pinpoint or use ProDOS BASIC with Pinpoint.

### **Quark Catalyst 3.0 installation:**

Start up your Apple II with the Catalyst 3.0 disk in the UniDisk.

Be sure to have the Pinpoint Installation disk in Slot 6, Drive 1 (or the IIc internal drive).

Select the volume called **/PP.INSTALL/** and open it up. The Pinpoint icon will appear in the window.

Drag the Pinpoint icon to the volume of the UniDisk in which you want to install it. Catalyst will copy it to that volume under a subdirectory called **/PINPOINT/** as a runnable program called **INTRO.SYSTEM**.

Double click the icon for Pinpoint and you will get the Pinpoint startup menu.

You can now run Pinpoint Installation to install the printer, modem and standard location defaults onto your backup of the AppleWorks startup disk. Then reinstall AppleWorks on your UniDisk or ProFile.

**Note:** When Catalyst copies, it makes copies under **/(VOLUME NAME)/PINPOINT**. All accessories are under that volume name. Therefore the standard location path must be **/(VOLUME NAME)/PINPOINT**.

For further clarification on working with Quark Catalyst, contact your Apple dealer or Quark.

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# Software Problem Report Form

Please let us know if you find any bugs in our software or errors in our user guide. We'd also like to hear your suggestions for enhancements or improvements to our product.

Fill out and mail this form (or a copy) to:

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PO Box 13323  
Oakland, CA 94661  
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---

Name \_\_\_\_\_

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Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (day) \_\_\_\_\_

Telephone (evening) \_\_\_\_\_

## Kind of Problem

- Software bug
- User guide error
- Other \_\_\_\_\_

## Wish List

- Software enhancement
- Additional accessories
- Other \_\_\_\_\_

## Software Description

Pinpoint release # \_\_\_\_\_

Date purchased \_\_\_\_\_

Registration # \_\_\_\_\_

## Software Used with Pinpoint

- AppleWorks
- ProDOS BASIC
- Quark Catalyst 2.1
- Quark Catalyst 3.0
- Other \_\_\_\_\_

## Hardware Description

- Apple IIc
- Enhanced Apple II
- Mouse
- Joystick

## Printer Type

- Imagewriter
- Scribe
- Other \_\_\_\_\_

---

over →

---

### Hard Disk

- ProFile
- Sider
- Quark
- Other \_\_\_\_\_

MB memory \_\_\_\_\_

- UniDisk 3.5
- One 5-1/4" floppy drive
- Two 5-1/4" floppy drive

### Modem Type

- Apple 300/1200 Modem
- Hayes
- U. S. Robotics
- Other \_\_\_\_\_

### Expanded Memory

- Apple IIc
- Enhanced Apple IIe
- Other \_\_\_\_\_

KB storage \_\_\_\_\_

### Interface Card

- Super Serial Card
- Other \_\_\_\_\_

### Problem Description

*include how to reproduce the problem and your analysis or suggested solution*

### Desired Enhancement

*include an example application*

---

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