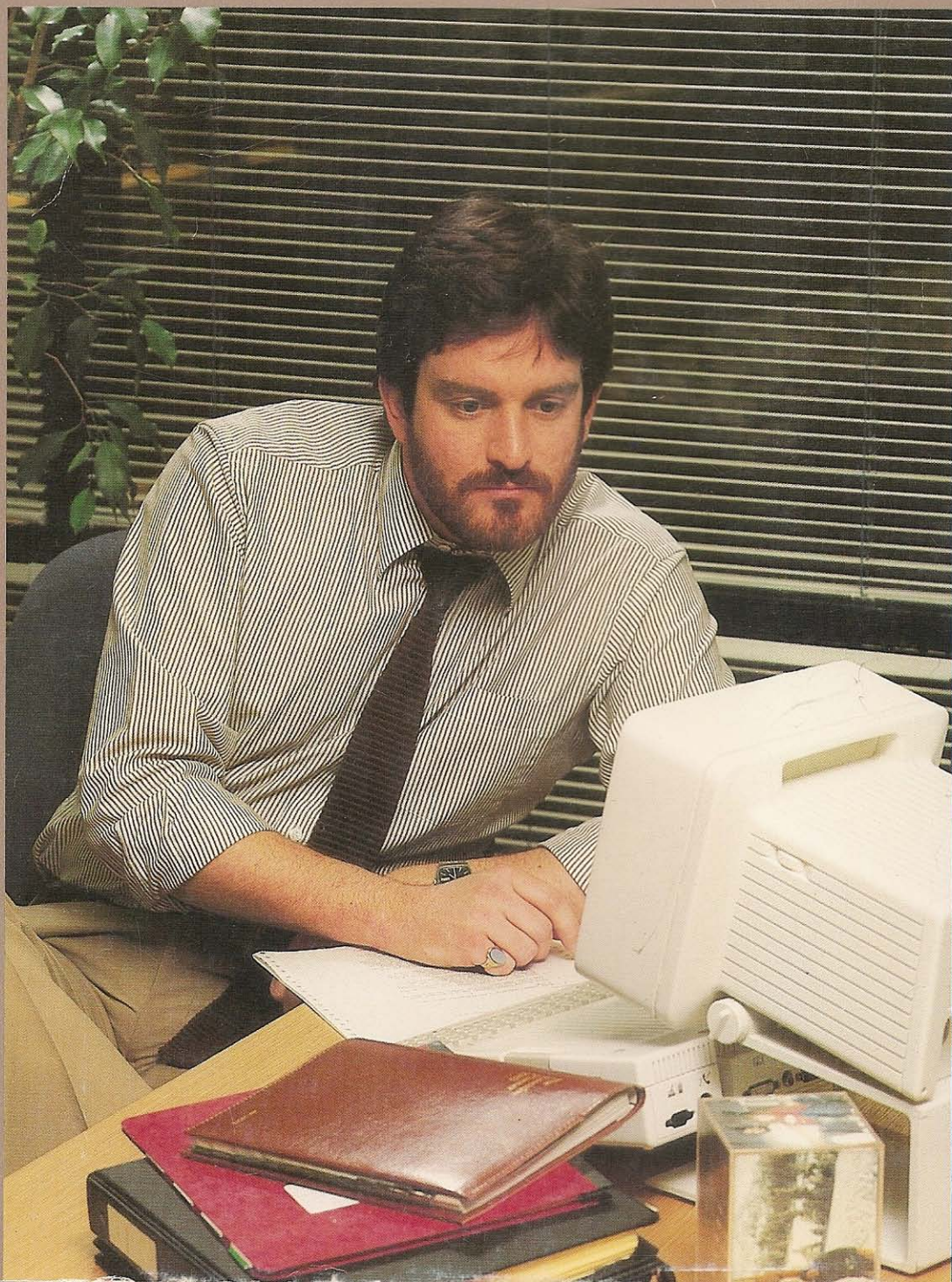




*AppleWorks Reference
Manual*

The Apple II



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*AppleWorks Reference
Manual*

The Apple II

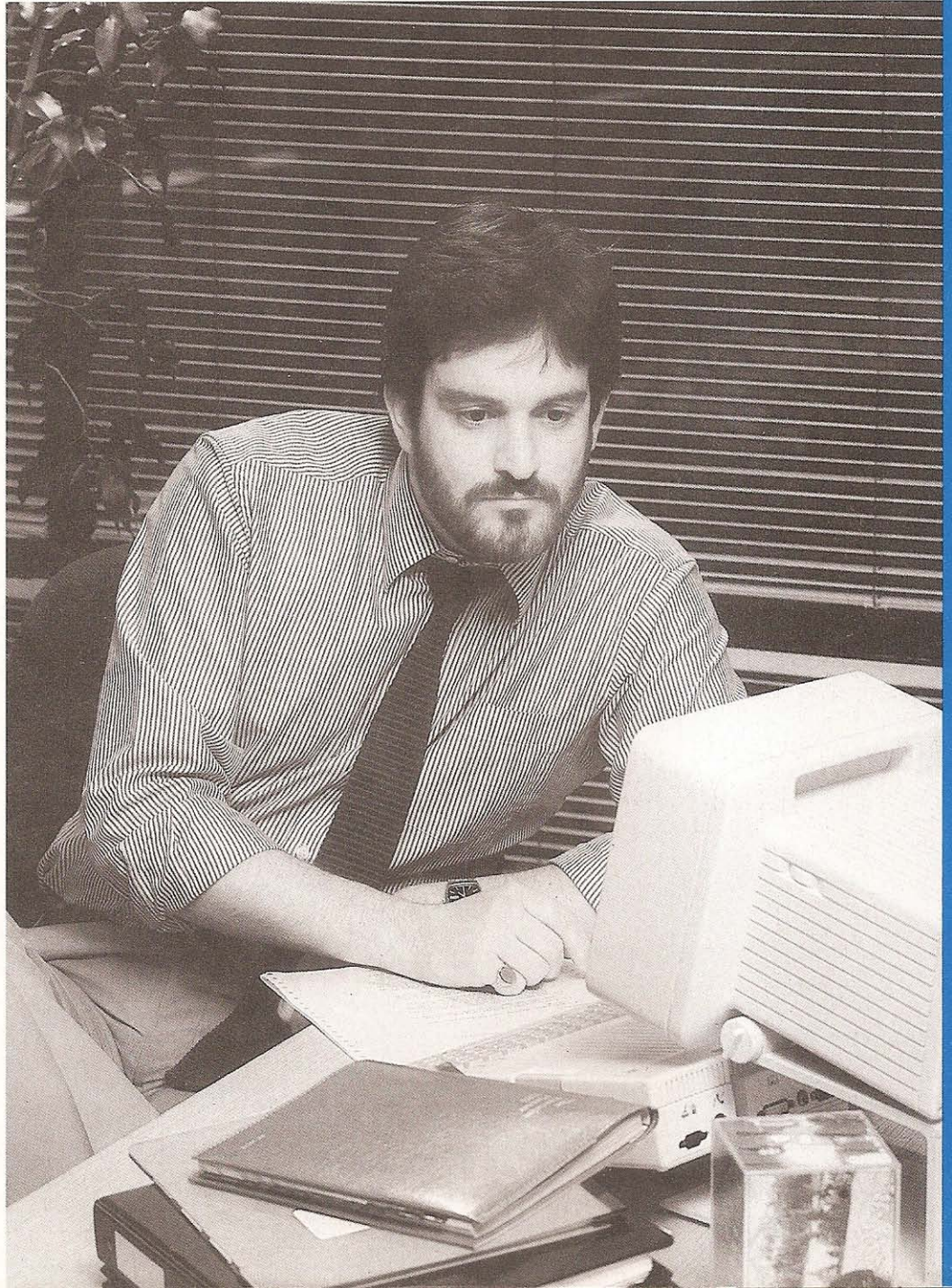


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About This Manual

This manual contains reference information that describes all the features of AppleWorks integrated software. It contains the following chapters and appendixes:

- Chapter 1, “Understanding AppleWorks,” presents a general overview of AppleWorks and discusses AppleWorks files.
- Chapter 2, “Working With AppleWorks,” tells how to interact with AppleWorks and includes instructions for using menu options.
- Chapter 3, “Understanding the Data Base,” discusses the AppleWorks Data Base’s main functions, activity flow, and file guidelines.
- Chapter 4, “Working With Data Base Information,” explains how to create Date Base files, keep information up to date, and display it in different ways.
- Chapter 5, “Reporting With the Data Base,” details how to create Data Base reports.
- Chapter 6, “Understanding the Word Processor,” summarizes the AppleWorks Word Processor’s main functions, activity flow, and file guidelines.
- Chapter 7, “Working With Word Processor Documents,” tells how to use the Word Processor to create and edit documents.
- Chapter 8, “Formatting a Word Processor Document,” describes how to arrange a document the way you want it.
- Chapter 9, “Understanding the Spreadsheet,” summarizes the AppleWorks Spreadsheet’s two main functions, illustrates its flow of activities, and lists file guidelines.

- Chapter 10, "Working With Information in Spreadsheets," presents steps for creating sophisticated spreadsheets with a minimum of effort.
- Chapter 11, "Reporting With the Spreadsheet," explains how to create Spreadsheet reports.
- Chapter 12, "Using Cut and Paste," tells how to use AppleWorks' cut and paste feature to combine information of different types.
- Chapter 13, "Printers and Printing," presents how to communicate information to AppleWorks about your printer and tells how to print reports and documents.
- Appendix A tells how to use AppleWorks with a ProFile.
- Appendix B presents steps for preparing AppleWorks to print on a custom printer.
- Appendix C tells how to send AppleWorks files over phone lines.

Chapter tables of contents help you find what you want. The explanation of each feature contains numbered instructions and practical tips for using that feature.

Where to Start

If you have little or no experience with computers, you will probably be happier working with the *Apple Presents AppleWorks* training disk and the *AppleWorks Tutorial* before you start to use AppleWorks with this manual.

If you are an experienced computer user and you're anxious to get started using AppleWorks right away, work your way through the parts of the training disk that interest you and then use this manual. And have fun!

For More Information

These sources of information will help all AppleWorks users:

- The index and reference card
- The glossary at the back of the manual. Terms in **boldface** in the manual are defined in the glossary.
- The help information available whenever $\text{⌘}-?$ for Help appears in the bottom-right corner of an AppleWorks display.

By the Way: The help available notice at the bottom of the display may appear in one of two forms:

- a black A in a white square, that is, an *inverse* A, followed by a question mark
- an outline of an open-Apple (⌘), also followed by a question mark.

You may also have seen $\text{⌘A}-?$ in some of your other software.

These forms all mean the same thing—help is available when you hold down ⌘ while you press ? .

Keycap Notation: In this manual, two keycaps separated by a hyphen means to hold down the first key while you lightly press the other key; then release both. If there isn't a hyphen between the keys, press the first key, release it, and then press the other.

An Important Reminder: Be sure to read the sections of your Apple computer's owner's manual that explain how to set up your computer. In addition, read "Copying Disks and Backing Up Files" in Chapter 1 for instructions on how to copy your AppleWorks *Startup*, *Program*, and *Sample Files* disks as well as your own AppleWorks files.

How This Manual Is Designed

Notes in the margin point to useful information contained elsewhere in this or other manuals.

Look for these visual aids throughout the manual:

AppleWorks Tip

Information labeled with **AppleWorks Tip** presents different ways of using a particular feature.



Warning

Warning boxes like this alert you to potential problems.

Instructions contained in this manual apply whether you are using an Apple IIe or IIc computer. Information or instructions that differ for each machine are marked by



and



Your Ideas Are Welcome!

A *Tell Apple* card appears at the back of this manual. Please fill it out and return it after you've had some experience using AppleWorks.

Understanding AppleWorks

- 3** What Is AppleWorks?
- 4** Equipment You Need
- 5** Copying Disks and Backing Up Files
 - 5** Copying *Startup* and *Program*
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