you have zoomed in to the first record in the file, you can move through the file, looking at other records.

What You Want	What You Do
To zoom in to actual records	Press (⌨)-(Z).
To move about through the file after you zoom in	Press (⌨)-(1) through (9) to move proportionally through the file.
	Press (⌨)-(>) (no (SHIFT)) to display the next record.
	Press (⌨)-(<) (no (SHIFT)) to display the previous record.
To zoom out to the category names again	Press (⌨)-(Z).

Printing Category Names on the Report

You can specify that category names should be printed on the report as well as the actual entries. To request a category name with the entries:

1. Put the cursor on the first character of the category name you want to appear on the report.

2. Press (⌨)-(V). The entry from the first record in the file appears next to the category name to show you how the printed information will look.

To remove a category name from the report:

1. Put the cursor on the first letter of the category name you want to remove from the report.

2. Press (⌨)-(V).

Adding or Changing Report Names or Titles

The report name you give a report format appears at the top left of the report when you print it and at the top-left corner of the REPORT FORMAT display. You can change this name whenever you want.

Chapter 5: Reporting With the Data Base

In addition, you can give a report a title. The title can be up to 78 characters wide. It is printed at the top center of each page of your report.

To change a report name or give the report a title:

1. Press ⌘-Ⓝ. AppleWorks prompts you for the new report name.

2. Type in the new name of the report, which can be up to 19 characters long. Then press (RETURN). Or just press (RETURN) if you don't want to change the report's name.

3. Type in the report's title at the cursor position, above the double line, and press (RETURN). Just press (RETURN) if you don't want to change a title you previously gave the report.

AppleWorks Tip

To print the title but not the report header, use ⌘-Ⓞ to get the Printer Options Menu. Change the value of PH to No.

Working With Printer Options

After you create a report format for a tables-style or labels-style report, you must communicate certain information to AppleWorks about how it should work with your printer. You do that by using printer options.

Here's how to tell AppleWorks you want to work with printer options:

1. To indicate that you want to work with printer options, press ⌘-Ⓞ from the Report Format display.

2. Set printer options using information in the remainder of this chapter.

3. To return to the Report Format display after you are finished with the printer options, press (ESC).

After you indicate you want to work with printer options, AppleWorks presents the Printer Options display. The Printer Options display for tables-style reports is illustrated in Figure 5-6, and the Printer Options display for labels-style reports is illustrated in Figure 5-7.

Figure 5-6. *Tables-Style Printer Options*

```
File: Wine Inventory          PRINTER OPTIONS          Escape: Report Format
Report: Wine Inventory
================================================================================

-------Left and right margins--------        ------Top and bottom margins-----
PW: Platen Width            8.0 inches    PL: Paper Length        11.0 inches
LM: Left Margin             0.0 inches    TM: Top Margin           0.0 inches
RM: Right Margin            0.0 inches    BM: Bottom Margin        2.0 inches
CI: Chars per Inch          10            LI: Lines per Inch       6


    Line width              8.0 inches        Printing length      9.0 inches
    Char per line (est)     80                Lines per page       54


            --------------------Formatting options--------------------
        SC:   Send Special Codes to printer                      No
        PD:   Print a Dash when an entry is blank                No
        PH:   Print report Header at top of each page            Yes
                    Single, Double or Triple Spacing (SS/DS/TS)  SS



        "Specify information about your printer(s)" (on Other Activities menu)
         gives you additional control over printers.
---------------------------------------------------------------------------------
Type a two letter option code                                 30K Avail.
```

Left and right margin options   Option for determining spacing: Other formatting options
Code that stands for the option   unique to tables-style reports   Top and bottom margin options

Figure 5-7. *Labels-Style Printer Options*

```
File: Wine Inventory          PRINTER OPTIONS          Escape: Report Format
Report: Comments about Wine
================================================================================

-------Left and right margins--------        ------Top and bottom margins-----
PW: Platen Width            8.0 inches    PL: Paper Length        11.0 inches
LM: Left Margin             0.0 inches    TM: Top Margin           0.0 inches
RM: Right Margin            0.0 inches    BM: Bottom Margin        0.0 inches
CI: Chars per Inch          10            LI: Lines per Inch       6


    Line width              8.0 inches        Printing length     11.0 inches
    Char per line (est)     80                Lines per page       66


            --------------------Formatting options--------------------
        SC:   Send Special Codes to printer                      No
        PD:   Print a Dash when an entry is blank                No
        PH:   Print report Header at top of each page            Yes
        OL:   Omit Line when all entries on line are blank       Yes
        KS:   Keep number of lines the Same within each record   Yes


        "Specify information about your printer(s)" (on Other Activities  menu)
         gives you additional control over printers.
---------------------------------------------------------------------------------
Type a two letter option code                                 30K Avail.
```

Other formatting options   Options for determining spacing: Top and bottom margin options
Left and right margin options   unique to labels-style reports

Chapter 5: Reporting With the Data Base

Using Left and Right Margin Options

Table 5-3 describes left and right margin options.

Table 5-3. Left and Right Margin Options

The Printer Option	Controls
Platen width (PW)	The distance in inches the printer's printhead travels across the paper. This number can be no greater than the platen width you specify in Other Activities menu option Specify information about your printer(s).
	Default = 8.0 inches
	The maximum you can use is 13.2 inches.
Left margin (LM)	The width of the left margin in inches
	Numbers can be in tenths of inches, that is, 1.5 inches, 1.6 inches, 2.0 inches.
	Default = 0 inches
	The maximum you can use is 9.0 inches.
Right margin (RM)	The width of the right margin in inches
	Numbers can be in tenths of inches
	Default = 0 inches
	The maximum you can use is 9.0 inches.

The Printer Option	Controls
`Characters per Inch`	The number of printed characters per inch
	Characters per inch can be from 4 through 24.
	Default = 10 characters per inch
	If you choose a characters per inch that your printer can't do, your report is printed in the same characters per inch as whatever you printed last.

When you change any of the above values, AppleWorks instantly recalculates the line width and the estimated characters per line according to the following formulas:

		For example:	
	Platen width		8.0 inches
-	Left margin		1.5 inches
-	Right margin		1.0 inches
=	Line width	=	5.5 inches
	Line width		5.5 inches
x	Characters per inch	x	12 characters per inch
=	Characters per line	=	66 characters per line

Follow these steps to change the value of the left and right margin options:

1. Type the code that stands for the option and press (RETURN).

2. Type the new value for the option and press (RETURN). You don't have to type .0 if the new value is a whole number. For example, if the new right margin is 1 inch, type 1.

Chapter 5: Reporting With the Data Base

AppleWorks Tip

For tables-style reports, the characters per line shouldn't be any less than the length of the line on the report format, which is specified by Len, followed by the number of characters long each line will be.

Using Top and Bottom Margin Options

Table 5-4 describes top and bottom margin options.

Table 5-4. Top and Bottom Margin Options

The Printer Option	Controls
Paper length (PL)	The vertical measurement of the paper you are using, in inches
	Default = 11 inches
	The maximum you can use is 25.4 inches.
Top margin (TM)	The length in inches from the top of the paper to the first line of printing
	Default = 0.0 inches. This default value accommodates AppleWorks users who have sheet feed printers (printers with no tractor). If you have one of these printers, you should leave the default at 0 and position the paper exactly where you want the first line to be.
	If you have a tractor feed printer, you will probably want to change this value.
	The maximum you can use is 9.0 inches.

The Printer Option	Controls
Bottom margin (BM)	The length in inches from the last line of printing to the bottom of the paper
	Default for tables-style reports = 2.0 inches
	Default for labels-style reports = 0.0 inches
	The maximum you can use is 9.0 inches.
Lines per inch (LI)	The number of lines to be printed per vertical inch on the page
	Default = 6
	You can use 6 or 8.

When you change any of the above values, AppleWorks instantly recalculates the printing length and the lines per page according to the following formulas:

	Paper length	For example:		11.0 inches
-	Top margin		-	2.0 inches
-	Bottom margin		-	1.5 inches
=	Printing length		=	7.5 inches
	Printing length			7.5 inches
x	Lines per inch		x	6 lines per inch
=	Lines per page		=	45.0 lines per page

Follow these steps to change the value of the top and bottom margin options:

1. Type the code that stands for the option and press (RETURN).

2. Type the new value for the option and press (RETURN). You don't have to type .0 if the new value is a whole number. For example, if the new bottom margin is 1 inch, type 1.

Chapter 5: Reporting With the Data Base

Using Other Formatting Options

Table 5-5 describes other formatting options.

Table 5-5. Other Formatting Options

The Printer Option	Controls
Send Special Codes to Printer (SC)	This option lets you define a printing feature not provided for in Data Base reports, such as proportional spacing or boldface. To find out what special codes your printer can use, check in the manual that came with it. This printer option can have the value *yes* or *no*. Default = *no*. If you change the option to *yes*, AppleWorks asks for the control characters. Type the control characters and type ^ when you finish. If there are codes in effect, AppleWorks displays them and asks if they're OK. Choose Yes or No.
Print a Dash When an Entry Is Blank (PD)	If an entry is blank, AppleWorks can print a single dash to mark its place, or it can print a zero if the category is justified. This printer option can have the value *yes* or *no*. Default = *no*

The Printer Option	Controls
`Print Report Header at top of each page (PH)`	The report header consists of the filename, the report name, the record selection rule, the page number, and the date. If you don't print a report header, the only information that appears across the top of each page of your report is the title (created with (⌘)-(N)).

The value for this option can be *yes* or *no*.

Default = *yes*

Choose *no* for labels. |

To change the value of the above options, type the code that stands for the option and press (RETURN).

▲ **Warning**

Any key you type becomes a special code except ^. *So if you press* (RETURN) *or* (ESC), *they are assumed to be special codes.*

If you make a mistake, type ^ *and then type* SC *again. Retype the code(s) and type* ^

Determining Spacing in Tables-Style Reports

You can specify whether you want your tables-style report to be single, double, or triple spaced. AppleWorks' default is single spacing. To change the spacing, type the code that stands for the spacing you want, SS for single spacing, DS for double spacing, or TS for triple spacing.

Determining Spacing in Labels-Style Reports

Two printer options determine spacing in labels-style reports. They are very important for labels themselves because labels are a fixed length, usually one inch, and you usually want to control the number of lines on each label. These two options allow you to be precise because they control the number of lines that will appear on each record.

Chapter 5: Reporting With the Data Base

The Printer Option	**Controls**
`Omit line when all entries on line are blank (OL)`	If you leave the value of this option at AppleWorks' default, *yes*, AppleWorks will not substitute a blank line when all entries on a line are blank. That is, it will close up lines with blank entries. If you change this option to *no*, AppleWorks will include a blank line in your record even if there is no entry for any category on that line. If you change this option to *no*, the next option, `Keep number of lines the same within each record`, is eliminated.
`Keep number of lines the same within each record (KS)`	If `OL` is *yes* and you leave the value of this option at AppleWorks' default, *yes*, AppleWorks will make sure that all of your records have the same number of lines by adding extra blank lines at the bottom of the record. If `OL` is *yes* and you change this option to *no*, all your records won't contain the same number of lines if there are blank entries.

To change the value of the above options, type the code that stands for the option and press (RETURN).

AppleWorks automatically changes the value to its opposite.

AppleWorks Tip

Making Labels: Here's how the OL and KS options apply specifically to printing labels. Suppose you have the following report format and record:

Name:	Randy Sletter
Company:	-
Address:	P.O. Box 2
City/State/Zip:	Central City, TX 77047
(spacing line)	
(spacing line)	

Here is how the record would print with the various OL and KS options.

With OL = *yes* and KS = *yes*:

Randy Sletter
P.O. Box 2
Central City, TX 77047
(spacing line)
(spacing line)
(spacing line)

With OL = *yes* and KS = *no*:

Randy Sletter
P.O. Box 2
Central City, TX 77047
(spacing line)
(spacing line)

With OL = *no*:

Randy Sletter

P.O. Box 2
Central City, TX 77047
(spacing line)
(spacing line)

Chapter 5: Reporting With the Data Base

Understanding the Word Processor

Understanding the Word Processor

AppleWorks' Word Processor allows you to work with documents: reports, letters, memos, chapters. The Word Processor makes it easy for you to create professional looking documents in record time.

This chapter discusses the Word Processor's two main functions, illustrates its flow of activities, and discusses its file guidelines.

The Word Processor's Two Main Functions

AppleWorks' Word Processor features have two main functions, as Figure 6-1 shows. The first function, working with information in Word Processor documents, allows you to type documents quickly and easily, edit mistakes, and make other necessary changes. You can also use other special features that allow you to delete, move, or copy blocks of text within documents, replace old information with new information, and find specific information.

The second function, formatting documents, lets you specify the exact layout, or arrangement, of your document. When you format documents, you create specifications for each document that control margins, paging, and special printing techniques such as boldface and underlining.

Figure 6-1. *Overview of Word Processor*

```
                    ┌─────────────────┐
                    │ Word Processor  │
                    │      File       │
                    └─────────────────┘
                             │
            ┌────────────────┴────────────────┐
  ┌───────────────────┐            ┌───────────────────┐
  │    Work With      │            │                   │
  │  Information in   │            │     Format        │
  │    Documents      │            │    Documents      │
  └───────────────────┘            └───────────────────┘
```
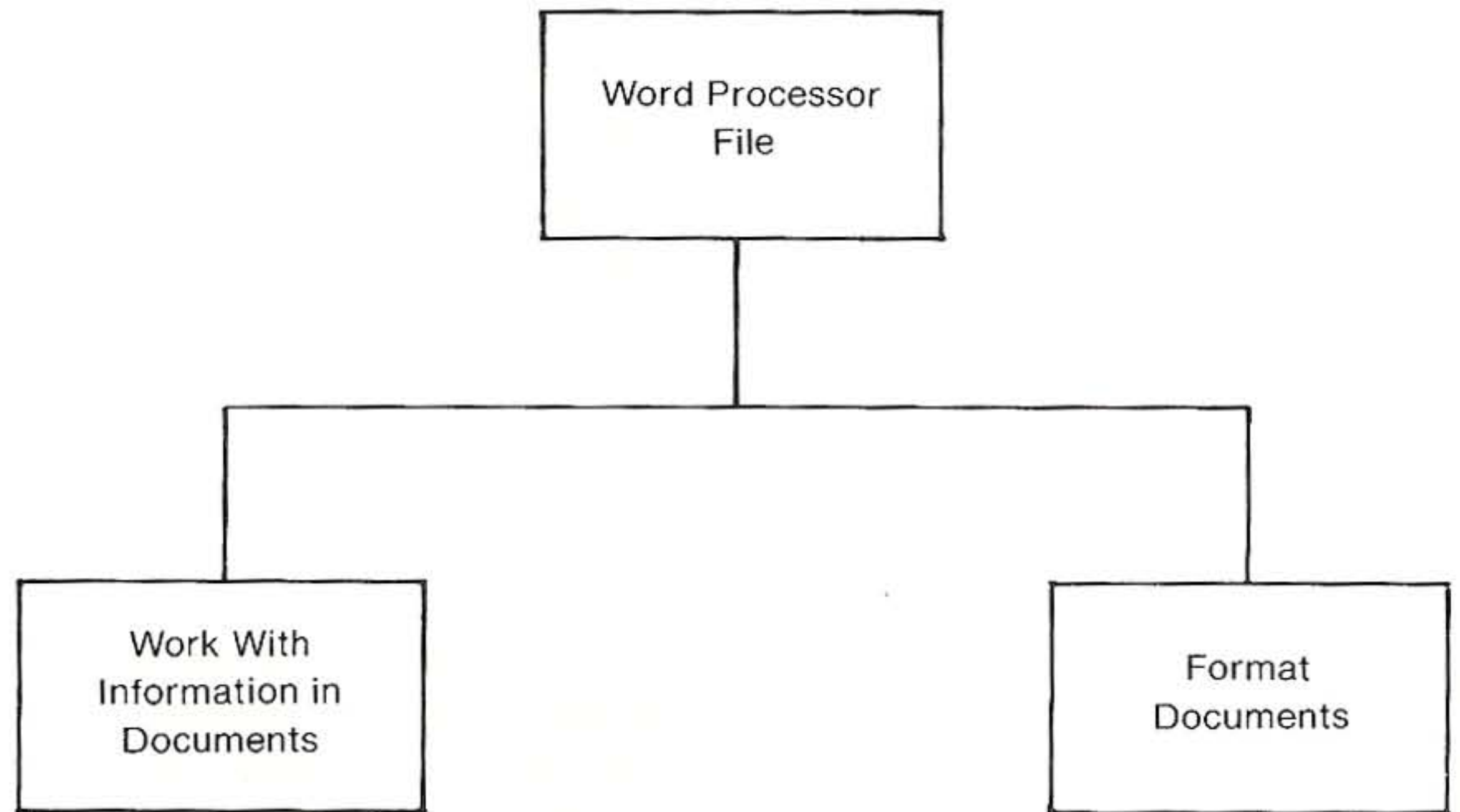
Activity Flow

Figure 6-2 is a flowchart of your activities with Word Processor files. Whereas the activities of AppleWorks' Data Base fall into two different areas, Review/Add/Change and Report, all the Word Processor's activities take place in Review/Add/Change.

Chapter 6: Understanding the Word Processor

Figure 6-2. Word Processor Flowchart
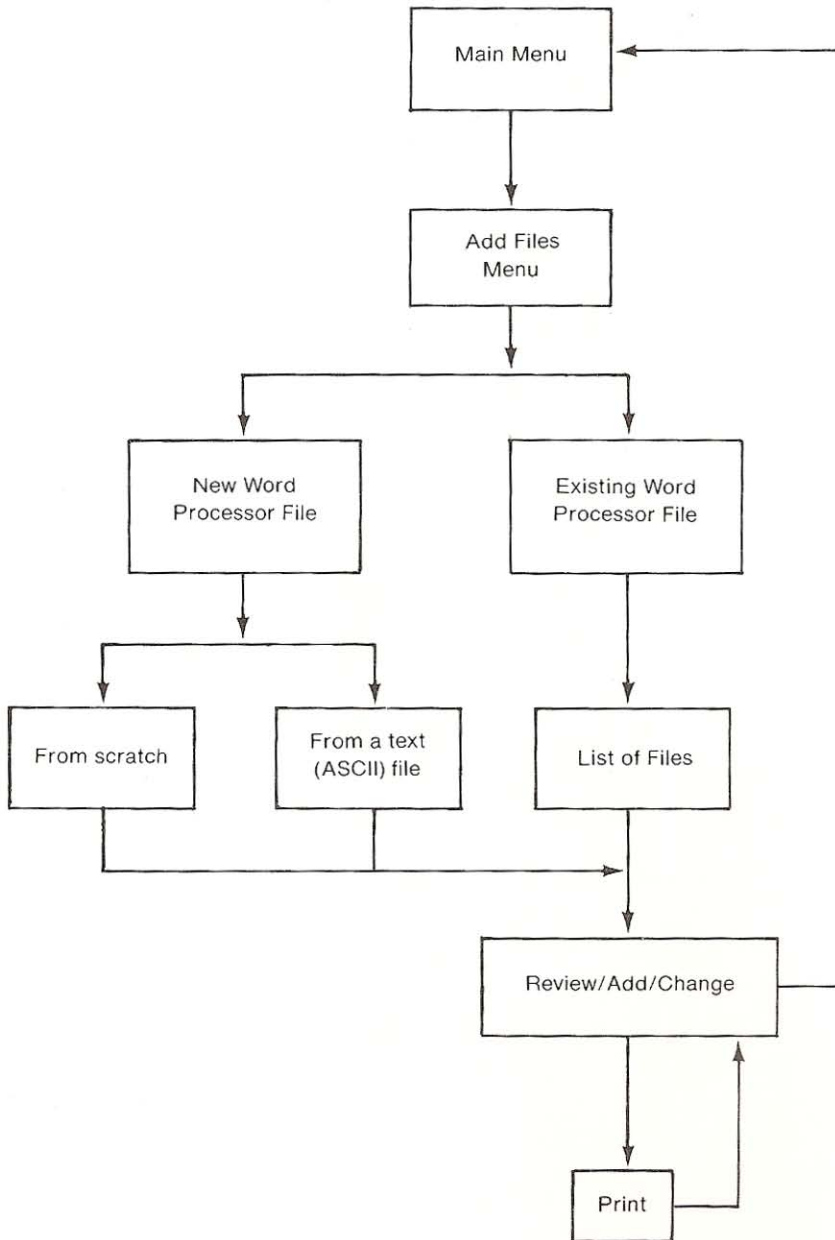
File Guidelines

The only Word Processor file guideline is for the length of a Word Processor file. A Word Processor file can be 2250 lines maximum. For single-spaced pages of 54 lines each, that's about 28 pages.

Another way of judging Word Processor file size is by number of characters: a file with 10,000 characters (maximum size for a computer with 64K RAM) is about eight pages long. A file with 56,000 characters (maximum size for a computer with 128K RAM) is about 26 pages.

Chapter 6: Understanding the Word Processor

Working With Word Processor Documents

Chapter 7: Working With Word Processor Documents

Working With Word Processor Documents

It's easy to use the Word Processor's features to type documents, editing information as you go; moving, copying, and deleting blocks of text whenever necessary; finding information; and replacing incorrect information. This chapter explains features that allow you to get the information you want in your documents with a minimum of effort.

Making a Document

This section tells how to plan a new Word Processor document and how to make a Word Processor document from scratch or from a text (ASCII) file.

Planning a Word Processor Document

AppleWorks' Word Processor is very flexible. Assuming that you have some vague idea of what you want your document to say, all that's required when you plan it is that you know AppleWorks' default settings about how your document should look. These default values are contained in specifications that come with all new Word Processor documents. You can use these default values or change them.

Here are the default values that will be beginning specifications for every new document you create:

See "Controlling Horizontal Spacing" in Chapter 8.

1. Specifications for horizontal spacing. AppleWorks' default values are:

   • Platen width = 8.0 inches

   • Left Margin = 1.0 inches

- Right Margin = 1.0 inches

- Characters per inch = 10

2. Specifications for vertical spacing. AppleWorks provides these default values:

- Paper length = 11.0 inches

- Top margin = 0.0 inches

- Bottom margin = 2.0 inches

- Lines per inch = 6

3. Whether lines should be

- Unjustified—that is, even left margin and uneven right margin

- Justified—that is, both margins even

- Centered

AppleWorks' default is that you'll want your lines unjustified.

4. Spacing:

- Single spacing

- Double spacing

- Triple spacing

AppleWorks' default is that you'll want single spacing.

Just a few keystrokes let you change any of the above default values to the value you want, either at the beginning of or within your document.

In addition to the specifications listed above, you may want to think ahead about tabs. Tabs are set initially every five spaces. You can reset them at the beginning or as you go.

If you're formatting certain types of formal business documents, you may want to think about these specifications:

- Layout techniques such as page headers and footers. You may have standard ones in your company, or you can create them as you go. You can create them after you're finished with the document, too, if you want.

- Section headers. If you're following a standard procedure or want to create one, you may want to use a system of headers to start with.

Chapter 7: Working With Word Processor Documents

AppleWorks Tip

You can make a Word Processor file containing nothing but specifications you use frequently. Then, to start a new document, simply get this file and start putting information into it. Be sure to change its name with (⌘)-(N) before you save it, though.

Creating the Document

Follow these steps to create a new document:

1. Choose Add files to the Desktop from the Main Menu.

2. Choose Word Processor from the Add Files menu.

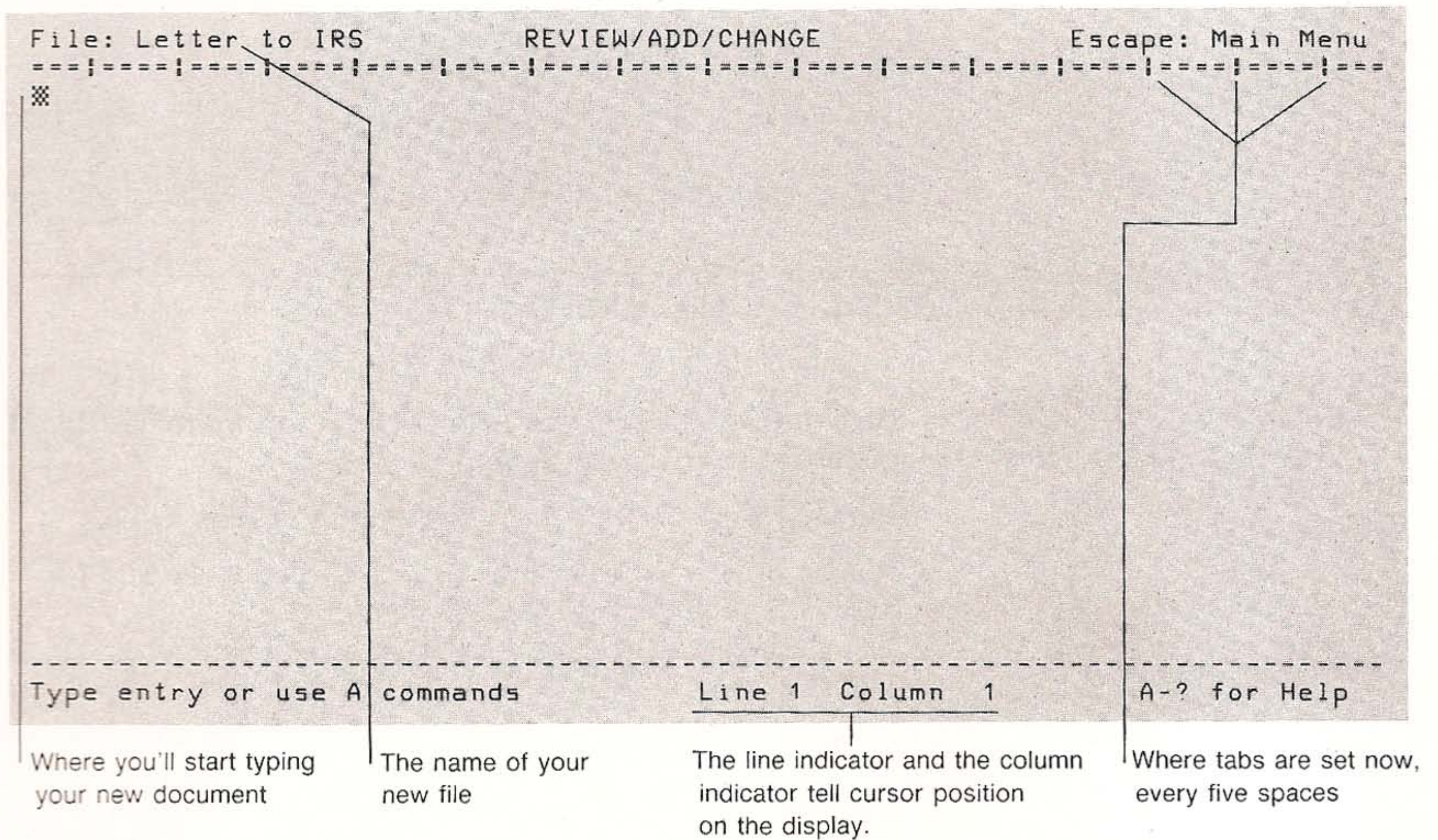3. Choose From scratch or From a text (ASCII) file from the Word Processor menu.

From Scratch

Follow these steps to make a file from scratch:

1. Type the name of the new file in response to Type a name for this new file. Filenames can be up to 15 characters long. They must start with a letter, and they can contain uppercase or lowercase letters, numbers, periods, and spaces. Then press (RETURN).

Figure 7-1 illustrates the display for a new Word Processor document.

Figure 7-1. *New Word Processor Document*

```
File: Letter to IRS            REVIEW/ADD/CHANGE              Escape: Main Menu
===!====!====!====!====!====!====!====!====!====!====!====!====!====!===
※
```

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

| Where you'll start typing your new document | The name of your new file | The line indicator and the column indicator tell cursor position on the display. | Where tabs are set now, every five spaces |

At first you may be a bit intimidated by a blank screen. Most writers are. If you don't know how to begin, type anything. You can always delete it. Or, if you're having trouble thinking of an opening line, start with another line, perhaps in the middle. Hardly anyone does an opening line first, anyway.

From a Text (ASCII) File

AppleWorks' Word Processor can use ASCII text files on ProDOS-formatted disks as sources for its own documents. Text files are made by systems such as Apple Writer, the Pascal Editor when the environment is set to ASCII, and other word processors (although ASCII may not be their native mode).

Check the user's manual of the system that originated your file to see if it creates ASCII text files.

▲ **Warning**
You must convert text files on DOS disks to ProDOS with the ProDOS User's Disk before AppleWorks can use them.

Chapter 7: Working With Word Processor Documents

Follow these steps to make a Word Processor file from a text file:

1. If you chose `From a text (ASCII) file`, AppleWorks asks for the text file's pathname. If the file is in the current drive, you can type the name of the file and press `RETURN`. If the file is in another drive, type the complete pathname and press `RETURN`.

2. Type the name of the new file in response to `Type a name for this new file`. Filenames can be up to 15 characters long. They must start with a letter, and they can contain uppercase or lowercase letters, numbers, periods, and spaces. Then press `RETURN`.

Typing and Editing Information

It's easy to type information into Word Processor documents and then edit incorrect information. Guidelines follow.

Word Wraparound

When you type information into a document, AppleWorks formats each line for you according to the margins you have set. If you come to the end of a line in the middle of a word, AppleWorks brings the whole word to the beginning of the next line. This feature, called **word wraparound**, is illustrated in Figure 7-2.