

Forum

The Monthly Publication of NAUG: *The National AppleWorks Users Group*

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FROM THE EDITOR

SHOULD YOU UPGRADE TO VERSION 2.0?

by Cathleen Merritt, Editor

The introduction of version 2.0 of AppleWorks raises an interesting question: should we upgrade to the new version? It's not an issue of whether we should spend the \$50; the upgrade is inexpensive. However, there are advantages and disadvantages in moving to the new system.

Advantages of Version 2.0

There are four major advantages of using version 2.0 of AppleWorks:

1. The new version includes a convenient mail merge module that lets you merge data base files into word processing documents. You can use mail merge to produce form letters, address envelopes, and use data base records to fill in forms longer than 15 lines long. (We will publish articles on how to use the mail merge module in future issues of the **Forum**).
2. AppleWorks 2.0 increases the power of the spreadsheet module. You can now store 10K of data, labels and formulae in each spreadsheet row. (The old 2K limit seriously hampered the development of significant spreadsheet models.) Version 2.0 also adds important branching features and power that can be used with @IF statements. Finally, this version of the program allows you to link spreadsheets and conveniently carry data from one spreadsheet to another.
3. Version 2.0 automatically expands the AppleWorks desktop to take advantage of memory cards that fit into the peripheral slots in the back of the Apple IIe. (These cards include the Apple expanded memory card and the Ram-Factor card from Applied Engineering). However, the program does not recognize memory expansion cards that operate from the auxiliary slot of the Apple IIe or cards for the IIc.
4. Version 2.0 fixes some bugs in Version 1.3. (For example, earlier versions of the program had a bug that could lock up your computer when you created labels format reports in the data base.)
5. Users of version 2.0 can add **both** macro and desktop accessories to the program. For example, the new version of AutoWorks is now compatible with Pinpoint. In addition, Pinpoint offers a macro program called KeyPlayer that is also Pinpoint compatible. So there is no longer a need to maintain multiple copies of your AppleWorks program disks, each enhanced with different accessories.

Disadvantages of Version 2.0

1. You cannot use your current versions of AutoWorks, MacroWorks or Pinpoint with Version 2.0 of AppleWorks.

However, new versions of these programs are now available. The article "Do You Have the Latest Version?" in this issue of the **Forum** lists the new AppleWorks 2.0 compatible accessories and how to update to the latest version.


2. You cannot use your current versions of the desktop expansion software that came with your memory expansion card with Version 2.0. This isn't a major problem; the manufacturers of these cards now have new versions of their desktop expansion software that work with AppleWorks 2.0.

3. Purchasers of Version 2.0 will have to re-configure the program for their printers and interface cards, modify the program to accept accessories such as Pinpoint, and install desktop expansion software to address their expanded memory cards.

Who should upgrade?

If you are a power spreadsheet user, an owner of an Apple IIe or an owner of a memory expansion card that fits into the peripheral slots in the back of the Apple IIe, you should upgrade to Version 2.0 now. The rest of us need not hurry; we get few advantages from the new version of AppleWorks, and will have to spend time to upgrade to the new version. We will have to install new desktop expansion software, new versions of our macro programs, and new versions of the desktop accessories onto the AppleWorks working disks.

However, there is little doubt we should upgrade over the long run. But why not wait until closer to the April deadline for the upgrade offer? In that way, we can let others pioneer the installation of the different accessory software onto their new versions of AppleWorks.

And Apple, how about giving us a utility program that reads our printer setup from an earlier version of AppleWorks and installs it onto version 2.0? 

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. The group provides assistance to members and information about the AppleWorks program and applications of the program. Our primary means of communication with members is through the monthly newsletter entitled the **NAUG Forum**.

Forum

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LETTERS

HOW TO HIDE DATA WHEN YOU PRINT A SPREADSHEET

Dear Cathleen,

I want to print a spreadsheet but leave a column out of the middle. I have been printing two blocks and pasting the two together, but there must be a better way.

Sam Honig
Fort Lauderdale, Florida

[Ed: If the AppleWorks spreadsheet had a "hide" function, you could hide that column and it would neither display nor print unless you knew how to "unhide" the data. To simulate a "hide" function in AppleWorks, you can use the Apple-L command to make the column(s) you want to hide one character wide. If you right justify the text and numbers in that column, nothing but one blank space will appear on your printout. It even takes a discerning eye to notice that the column is present on the screen. Certainly the technique is not as satisfactory as a true "hide" command, but it's better than nothing.]

OCTOBER SPREADSHEET "BUG" FOLLOW-UP

Dear Ms. Merritt,

The "Spreadsheet Bug" described in Don Allen's letter in the October issue of the **NAUG Forum** has me stumped also. I gave it a try with VisiCalc, FlashCalc, IACalc *[Ed: a nice spreadsheet available from the International Apple Core]*, The Spreadsheet 2.0, and MouseCalc and had no problem with any of those programs.

Even version 2.0 of AppleWorks does not solve this problem.

It appears to me that the problem occurs when the program compares the @SUM value of a range of data to an entered value. When the program uses the @IF function to compare the entered and computed values, it decides they are not equal—even though they are.

One important consideration when defining a range of cells is to limit the defined range to cells that contain only values. In Don's example, cell C8 is blank and C15 contains a label. Finding the "@SUM" of a range of cells where one cell location may be zero or blank may not pose a problem. When using other spreadsheet functions (i.e., "@AVG", "@MIN", "@MAX"), serious problems may occur.

Robert Benson
Carpentersville, Illinois

[Ed: Bob sent us two letters and a complete collection of runs of the spreadsheet example from the October issue on all the different spreadsheet programs mentioned in his letter. None of the runs except the AppleWorks version 2.0 example had the same "bug" described in Don Allen's original letter.]

We tried Bob's contention that problems can result if you include cells containing blanks or labels within a range of cells included in a formula. While we didn't test all the functions, we had no difficulty when using @AVG, @MIN and @MAX. It is typical to include cells containing blanks and labels within the range of a formula to allow you to use the "Arrange" command.]

HOW CAN I CHECK IF MY PRINTER IS OK?

Dear Cathy,

I use AppleWorks with my enhanced Apple IIe, an Apple Super Serial Card and an ImageWriter printer. The system worked fine for more than a year, but now my printer is suddenly printing large characters and different symbols. How can I tell if this is a problem with AppleWorks or with my hardware?

Stan Kershman
Columbus, S.C.

[Ed: Stan, your problem could be in AppleWorks or in your hardware. Start by checking the obvious; see if you have a defective copy of AppleWorks. To do that, turn off all components in your system (particularly your printer) and start again with a different copy of your AppleWorks disk. If you get correct printouts now, the problem is in your working copy of AppleWorks. If your printouts are still not correct, try the following steps:

1. Power down all the components of your system.
2. Power up your printer.
3. Power up your Apple without any disk in the drive.
4. Hold down the Control key and press and release the Reset button. That will stop the disk drive.
5. Push down the Caps Locks key.
6. Type PR#1 and press RETURN. This will activate your printer. Nothing else you type will appear on the screen.
7. Type a sentence...any sentence and press RETURN. The printer will print what you typed and the message ? SYNTAX ERROR when you press the RETURN key.

Examine this printout. You should get standard output from your printer. If the printout looks alright, the problem is probably with your copy of AppleWorks. If the printout is in large letters or shows funny characters, there is probably something wrong with your printer or printer interface card.]

IDEA EXCHANGE FOR TEACHERS USES APPLEWORKS AS A VEHICLE

Dear Cathleen,

My fellow **NAUG** members who are educators might like to know about the Teacher's Idea and Information Exchange (TIIE), an organization dedicated to helping teachers compare notes and exchange ideas with other teachers across the country. The medium of exchange is AppleWorks files.

(LETTERS, Continues on Page 4)

(LETTERS, Continued from Page 3)

Members send in a disk (blank or including any files they'd like to contribute) and in return receive a disk filled with files contributed by others. Members pay postage and a \$1 copy fee (the \$1 fee is waived if a file is contributed) for each disk or they pay a \$3 fee per disk if they do not send a disk or mailer.

As of September 30, 1986, TIIE had three complete two-sided disks of files. TIIE produces a new disk every month. Current files include gradebook templates, software reviews, Newsroom tips, Print Shop tips, a spreadsheet for library circulation/overdues, book lists, an extensive data base of AppleWorks related materials, and a data base of current members so teachers with similar interests may contact each other directly.

For additional information or to join the Teacher's Idea and Information Exchange, send your name, address, position and school affiliation along with a self-addressed stamped envelope to:

The Teacher's Idea and Information Exchange
c/o James Carlisle
Rd. 2, Box 754
Cobleskill, New York 12043

Jim Carlisle, Coordinator, TIIE

APPLEWORKS AND THE APPLE ///

Dear Ms. Merritt:

I saw your message about NAUG on Compuserve the other day and wanted to drop you a note.

Did you know that Apple /// users have been working with a program called ///EZ Pieces for some time? In fact, Rupert Lissner actually wrote ///EZ Pieces before he wrote AppleWorks! He was trying to sell the program to Haba Systems and Steve Jobs saw it...was impressed and asked him to adapt it for the Apple //. He was not, however, interested in distributing ///EZ Pieces and left that to Haba (which is now Haba/Arrays). The program continues to be sold and is the all-time best-selling Apple /// program.

Now, what you really need to know is that AppleWorks and ///EZ Pieces files are completely compatible! The Apple ///'s SOS operating system was used as the basis for ProDOS (it was written by the same person, Dick Houston). That means the two programs can read and write to all files with absolutely no problems; the disks for the two machines are interchangeable. Templates of all kinds (ASCII, Quick File and DIF files, whether they are on SOS or ProDOS-based disks) work fine. So do AppleWorks and ///EZ Pieces files. Absolutely nothing has to be changed!

What that means is there are a lot of Apple /// owners who would be very interested in your organization. Many of us old-timers know about the compatibility, but there are a great many new /// owners coming onto the scene that are not aware of this. So what I'd like to suggest is that you include "///EZ Pieces" in all your advertising and printed

matter. You might also consider changing the name of your group to include ///EZ Pieces. In any case, I think you can serve as a valuable resource to an important group of computer users.

If there is anything I can do to help or answer any questions, please feel free to give me a call at (301)681-5792.

David Ottalini
///SIG Co-Chairman
Washington Apple Pi, Ltd.
(301) 654-8060

[Ed: Warren Williams spoke with Dave Ottalini and reports that Dave is an outstanding resource for information about the Apple ///. He knows the history of the machine, its internal workings and the SOS operating system. He is knowledgeable about system problems and applications software. NAUG members who own Apple ///'s should get in touch with Dave and should consider joining Washington Apple Pi, one of the nation's largest Apple Users Groups. They have an excellent monthly newsletter. Meanwhile, we will note the compatibility of AppleWorks and ///EZ Pieces in our future advertising.]



LATEST VERSIONS

DO YOU HAVE THE LATEST VERSION OF YOUR SOFTWARE?

by Warren Williams

[Ed: Here is a partial list of the latest version numbers of some AppleWorks enhancement programs. The NAUG Forum will publish additional updates from time to time. Vendors and members are invited to provide information about products missing from our list.]

Apple Computer

AppleWorks; Version 2.0

This version of AppleWorks is described in numerous articles in the **Forum**. I won't describe it again here.

Applied Engineering

Super AppleWorks Desktop Expander; Version 6.0

(Compatible with AppleWorks versions 1.2, 1.3. and 2.0)

Version 6.0 of the Super AppleWorks Desktop Expander lets you use Applied Engineering's memory expansion cards with version 2.0 of AppleWorks. The latest version of the Applied Engineering software continues a number of enhancements that originally appeared in versions 5.1-5.3 of the program. Version 6.0 of the Desktop Expander lets you automatically (a) configure RamWorks cards to serve as RAM disks, (b) load both AppleWorks and enhancement programs into the RamWorks card without having to use a separate file copy program, (c) load all of AppleWorks (including the print drivers) into the RAM card, (d) expand the AppleWorks word processing module to

accommodate documents more than 22,000 lines long, (e) expand the AppleWorks data base module to accommodate more than 22,000 records in a file, (f) expand the clipboard to accommodate more than 2,000 lines, (g) obtain software selectable print buffering, and (h) do file segmenting if your desktop file is larger than the space available on your disk.

If you want to use Version 2.0 of AppleWorks or have a version of the Super Desktop Expander prior to version 5.3, you should upgrade to Version 6.0.

Version 6.0 can be obtained at no charge from your local Applied Engineering products dealer. Alternatively, you can purchase the update for \$10 from Applied Engineering, Box 798, Carrollton, Texas 75006 [(214) 241-6060]. If you have technical questions about Applied Engineering products, call (214) 241-6069.

Beagle Brothers

MacroWorks; Version 2.51

(Not compatible with AppleWorks 2.0)

Beagle Brothers continues to improve this useful AppleWorks accessory. (See the articles on MacroWorks and AutoWorks in this issue of the Forum.) Version 2.51 of MacroWorks offers a number of useful features not available prior to version 2.0, including mouse control of the cursor (excellent for scrolling through long documents and preparing large spreadsheets), larger macros (4095 byte macros instead of the earlier 216 byte macros), and compatibility with the Checkmate Desktop expander version 4.4 or later and Applied Engineering Clockworks version 2.0 or later.

Owners of MacroWorks can obtain the latest version by returning their original disk and \$10 to Beagle Brothers, 3990 Old Town Ave., Suite 102C, San Diego, CA 92110.

Super MacroWorks; Version 1.0

(Compatible with version 2.0 of AppleWorks. Does not work with earlier version of AppleWorks.)

Super MacroWorks is more than an AppleWorks 2.0 compatible version of MacroWorks; it offers significant improvements over the earlier program. For example, Super MacroWorks lets you compile macros within AppleWorks, read ProDOS disk directories within AppleWorks, and define macros for specific applications. (For example, you can "attach" one macro to a specific spreadsheet and a different macro to a second spreadsheet. Template developers should make extensive use of this feature.) In addition, Super MacroWorks offers some features formerly available only on AutoWorks, including auto-startup macros, a disk directory management program (that puts information about each of your files into an AppleWorks data base) and time and date entry. Super MacroWorks is not compatible with Pinpoint.

Owners of MacroWorks can obtain Super MacroWorks by sending the cover of their MacroWorks manual and \$22.50 to Beagle Brothers at the address given above.

Checkmate Technologies

MultiRam; Version 5.0

(Compatible with AppleWorks versions 1.2, 1.3 and 2.0)

Version 5.0 of the MultiRam software lets you use Checkmate memory expansion cards with version 2.0 of AppleWorks. It also continues features available on version 4.5 of the program. These include the ability to automatically load AppleWorks and AppleWorks accessories (such as Pinpoint) into the memory expansion without using utility programs (such as Copy II+). The MultiRam software loads the entire AppleWorks program into memory (including printer drivers) and allows you to specify the largest number of records in a data base to make more efficient use of RAM. Version 5.0 is compatible with the newest version of Pinpoint.

Registered owners of Checkmate cards can obtain updates to the MultiRam software from their local dealer or they can send \$5 to Checkmate Technologies, 509 South Rockford Drive, Tempe, Arizona 85281.

In July, 1986 Checkmate Technologies published improved documentation for its desktop expansion software. If you have an earlier (blue) version of the Checkmate manual, you can order the new documentation for \$9.95 from Checkmate at the address given above. The new manual, along with the latest version of the MultiRam software, should add considerable functionality to users of Checkmate memory boards.

Pinpoint Publishing

(The new versions of all Pinpoint programs are compatible with AppleWorks versions 1.2, 1.3, and 2.0.)

AppleWorks Desktop Accessories; Version 2.0

Version 2.0 of the popular Pinpoint program works with all versions of AppleWorks and is compatible with the Apple IIgs. Pinpoint 2.0 is easier to install than earlier versions; it includes specific drivers for 15 printers and 20 interface cards. The Pinpoint Accessories now work with programs other than AppleWorks, including Word Perfect, AppleWriter, InfoMerge, RunRun, and Manzanita BusinessWorks. (The availability of the Pinpoint pop-up calculator might be of special interest to users of the Manzanita business accounting package.) In addition, the GraphMerge, Communications and Notepad accessories have been improved.

RAM Enhancement Kit; Version 1.2

Spelling Checker; Version 2.0

The latest version of the spelling checker accessory for Pinpoint works with AppleWorks 2.0. It requires Pinpoint 2.0. [Ed: A review of the Pinpoint spelling checker appears in this issue of the Forum.]

Modem Enhancement Kit; Version 2.0

This program enhances the Pinpoint communications module to allow users to change the default communications

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(**LATEST VERSIONS**, Continued from Page 5)

parameters (so you can set the communications default to 1200 baud, for example) and supports additional modems.

Spelling Document Checker; Version 1.0

This is an excellent stand-alone spelling checker for AppleWorks. [Ed: See the review in this issue of the **Forum**.]

KeyPlayer; Version 1.0

KeyPlayer is Pinpoint's answer to MacroWorks and AutoWorks. KeyPlayer and AutoWorks version 2.0 are the only macro programs that allow AppleWorks users to add the features of both Pinpoint and macro capabilities to a single AppleWorks disk.

Pinpoint has a liberal update policy that requires you to pay \$10 no matter how many Pinpoint programs you want to update. To receive updates, send your original disk(s) and \$10 to Pinpoint at Box 13323; Oakland, CA 94661-0323.

Sensible Software

Sensible Speller; Version 1.W

The latest version of Sensible Speller has a modified copy protection scheme that allows users to load both the program and dictionaries onto a RAM disk or hard disk system. In addition, this version of Sensible Speller comes with a utility program that configures most expanded memory cards as RAM disks and autoloads both the spelling program and the dictionaries onto that "disk". Finally, the program comes with excellent documentation to help you understand how to configure a RAM disk. Registered owners of Sensible Speller version 1.P and older can obtain the current version by returning their program disks and documentation (not the binder) along with a check for \$20 to Sensible Software, 210 South Woodward, Suite 229, Birmingham, MI 48011. Owners of more recent editions should send their disks (no manual) and \$15 for the update. You will receive two copies of the program. Specify if you want 5-1/4 inch, 3-1/2 inch or some combination of those two disk sizes.

[Ed: We will publish an article on how to use Sensible Speller on a network system in the next issue of the **Forum**.]

Sensible Grammar; Version 1.0D

This version of Sensible Grammar shares the same copy protection scheme, new RAM drive configuration and auto-load programs described for Sensible Speller. Users of Sensible Grammar version 1.0A should consider upgrading to version 1.0D; the new version recognizes over 2,000 phrases and automatically uses extended memory cards for storing extra phrases. Registered owners can obtain updates by returning their two program disks with a check for \$15 to the address shown above.

The Software Touch

AutoWorks; Version 2.0

(Compatible with AppleWorks versions 1.1, 1.2, 1.3, and 2.0)

AutoWorks is a powerful AppleWorks accessory that adds keyboard macros, mail merge, file management, and a number of other tools to all versions of AppleWorks. Version 2.0 of AutoWorks is compatible with AppleWorks 2.0 and accessories such as Pinpoint (yes, you can now configure AppleWorks to include both AutoWorks and Pinpoint), and is compatible with the Apple IIgs (although you cannot configure AppleWorks to include both AutoWorks and Pinpoint on the IIgs). AutoWorks 2.0 is compatible with all auxiliary slot-based memory expansion boards (such as RamWorks, Checkmate, and the Legend "E" and "C" cards) but not with the peripheral-slot memory expansion cards (such as the Apple card or the RamFactor card).

The Software Touch has a liberal update policy for owners of earlier versions of AutoWorks. Return your original program disk and \$5 for an update to The Software Touch, 9842 Hibert Street, Suite 192, San Diego, CA 92131.

FontWorks; Version 2.05

FontWorks is an AppleWorks accessory that allows you to print documents in type faces not normally available from your printer. Owners of versions earlier than 2.0 should upgrade to the current version of FontWorks. Prior to version 2.0 you had to print your documents to the disk as ASCII files before printing with FontWorks. This was more than inconvenient; it caused the loss of most formatting commands. Starting with version 2.0, FontWorks can work with regular AppleWorks files; a major improvement in the program. Versions 2.01 through 2.05 add additional fonts to the program.

The Software Touch does not charge for upgrades to FontWorks.

QUICK TIP

ENHANCING ProDOS ON YOUR APPLEWORKS DISK

by Mark Conley

Tired of working with the cryptic "Enter Prefix" command when you exit AppleWorks? Both MacroWorks and AutoWorks have enhanced versions of ProDOS that intercept that command and put a menu of system files on your screen. You can highlight one of those system files, press the RETURN key, and move directly into another application. Or you can press the escape key and the enhanced ProDOS will search your other devices (including RAM disks and hard disks) for all system files. Keep pressing the ESCAPE key to scroll through all the devices on your Apple.

Use any file copy program (I use Copy II+) to copy the enhanced version of ProDOS from your MacroWorks or AutoWorks disk onto the AppleWorks Startup disk. You do not need ProDOS on the AppleWorks program disk. [Ed: I put the enhanced ProDOS on all my program disks.]

[Dr. Mark Conley is an assistant Professor in the Department of Teacher Education at Eastern Michigan University.]

WORD PROCESSOR TIPS

GETTING PAGES TO BEGIN AND END WHERE YOU WANT

by Cathleen Merritt, Editor

Getting good "breaks" has nothing to do with luck, at least not when you use the AppleWorks word processor. I am talking about "page breaks", the point where AppleWorks ends one page and starts another.

There are at least two ways to control the point at which the AppleWorks word processing module "breaks" between pages. The easy way to control these breaks is to use the New Page command to "force" a new page to start at any point you specify. To do that:

1. Move the cursor to the point where you want the new page to begin.
2. Hold down the Open-Apple key and press the letter "O" to invoke the OPTIONS menu.
3. Type the letters "NP" (NEW PAGE). Press the <RETURN> key.
4. Press the ESC key to return to the document.

The problem with the New Page command is that it doesn't automatically adjust when you edit your document. For example, if you use New Page commands in your document and add a few lines to the first page, you might find yourself with some unusual page breaks. Every time you edit a document containing New Page commands, you must delete and reinsert those commands to get the page breaks to occur at acceptable locations. (You probably know that you can use the Apple-K [Kalculate] command to show the page breaks in any AppleWorks word processor document before you print the document.)

A Better Way to Control Page Breaks

A better procedure is to use the AppleWorks Group Begin and Group End commands so that you can automatically control the page breaks as you edit your document.

In AppleWorks, a "group" is a set of materials that must appear on the same page. When the printing module in AppleWorks sees a Group Begin command, it looks for the Group End command. If everything between those two commands will fit on the page it is printing, AppleWorks continues normally. However, if there is not enough space to print the complete "group" at the bottom of the page currently being printed, AppleWorks will roll that page out of the printer and start a new page. That insures that the "group" of materials appears on the same page.

The advantage of using the Group Begin and Group End commands is that AppleWorks will automatically control your page breaks. For example, if you do not want the last paragraph of a letter to be separated from your formal closing, put a Group Begin command before the last paragraph and a Group End command at the end of your letter. No matter how long or short your letter becomes, the last

paragraph will always be printed on the same page as the closing of the letter.

Once you start to use the power of the Group Begin and Group End commands, you will find yourself using these commands regularly. For example, you should put a Group Begin command before any heading within a document and a Group End command after the first paragraph under that heading. That insures that the heading of a section of your document will not be separated from the first page of text under that heading.

How to Enter Group Begin and Group End Commands


Here are the mechanics:

1. Move the cursor to the beginning of the group of text.
2. Hold down the Open Apple key and press the letter "O".
3. Type the letters "GB" (GROUP BEGIN) and press the <RETURN> key.
4. Press the ESC key to return to the document.
5. Move the cursor to the end of the group of text.
6. Type the letters "GE" (GROUP END) and press the <RETURN> key.
7. Press the ESC key to return to the document.

Cautions When Using Group Begin and Group End Commands

Users should avoid two common mistakes:

1. Don't put too many lines between a Group Begin and Group End command. Remember that you're telling AppleWorks to start a new page if everything between the Group Begin and Group End command will not fit on the page it is printing. If you put too many lines between these commands, you can get a lot of blank space at the bottom of the preceding page.
2. Remember to put in one Group End command for each Group Begin command. If you forget the Group End command, the Group Begin command will work like a New Page command and AppleWorks will start a new page when it encounters the Group Begin.

I like to format my document as I enter text, so I enter the Group Begin and Group End commands as I type. Other word processor users like to type their document without worrying about formatting. They go back and enter formatting commands after completing their typing. Like all AppleWorks formatting commands, you can enter the Group Begin / End commands either way. 

DROP US A LINE...

NAUG is looking for interesting items about members to print in the *People Spotlight* segment. If you or a friend are involved in an unusual project or have received special recognition in connection with using AppleWorks let us know. Send a synopsis of the achievement, member's name and job title to NAUG.

MACROWORKS & AUTOWORKS

One Person's Perspective

by James Carlisle

MacroWorks

MacroWorks, from Beagle Brothers, is an AppleWorks accessory that increases the power of AppleWorks and can provide you with hours of fun.

MacroWorks includes four programs: the main program (called "Enhance") and three small but useful utilities. I will describe the utilities first and then discuss the Enhance program.

Utility Programs

Beagle Brothers includes three utilities on the MacroWorks disk. "Alpha.Cat" produces a two-column alphabetized or non-alphabetized printout of your ProDOS disk catalogs. This printout is a bit too large for a disk label, but you can attach it to a disk sleeve.

"Analyst" is a utility that works with AppleWorks word processing files of 15k or less. It counts the words in a file, prints them out in list form (alphabetically if you wish) and indicates the number of times each word was used. In addition, Analyst prints the number of unique words, total number of characters in the document, and average number of characters per word.

"Galley" prints your word processor files (of 20k or less) in two or three columns. You set the margins and mark your page breaks and Galley does the rest. This is an excellent utility for individuals or groups interested in using AppleWorks to produce simple multi-column newsletters or flyers.

MacroWorks "Enhance" Program

The essence of MacroWorks lies in the Enhance program that adds keystroke macro capability and mouse control to AppleWorks.

A "macro" is a series of programmed key strokes accessed through the use of the Solid-Apple key. For example, by holding down the Solid-Apple key and pressing the letter "A", you can add files to the desktop. This operation would normally take three keystrokes <esc> <rtm> <rtm>.

Other built-in MacroWorks macros perform the following functions that usually take multiple keystrokes in AppleWorks:

delete a line	undo last delete
indent 3 characters	cancel indents
quick switch to next file	type your name and address
save and remove a file	print current file
delete to end of file	delete a word
justify and unjustify	center text

However, the power of this program comes from the fact that it allows you to create temporary and permanent macros of your own.

Temporary macros are those which you create "live" while using AppleWorks. Temporary macros are limited to approximately seventy keystrokes each and remain in effect until you restart AppleWorks. [Ed: This was expanded in the latest version]. Macros of more than seventy characters are possible through the use of two consecutive macros.

"Permanent" macros are macros that are available every time you use AppleWorks. You create permanent macros through a two step process; (1) create a word processing file of macros, and (2) "compile" that file using MacroWorks. The compiled file is then used to enhance your AppleWorks Startup disk. All this may sound a bit complicated, but it is quite simple and a lot of fun.

Most users will start by modifying the macros that come with MacroWorks. This is an excellent way to learn the structure of each macro. My programming skills are about "average" and I was creating macros within 30 minutes. It is fun to think through the key strokes involved in an AppleWorks command and watch these commands, combined as a macro, push AppleWorks through its paces. I can imagine users creating entire files of unique and interesting macros and sharing them with others. (Beagle Brothers asks users to send in custom macros which they will pass along in their newsletter.)

I use macros primarily with the word processor, but they may also be used with the data base and spreadsheet (although they are not necessarily interchangeable).

Some Other MacroWorks Features

MacroWorks includes a program that lets you edit or replace AppleWorks help screens. If you use the AppleWorks help screens infrequently, you can replace them with more important information such as a list of phone numbers, client names and addresses, printer control code settings or the like. You may replace the entire help screen or edit it and replace the portion you don't need.

Finally, MacroWorks allows you to replace the AppleWorks BUZZ with a BEEP. I don't know how necessary this is for you, but like other things from Beagle Brothers it's fun and, well, why not?

The MacroWorks manual is written in a clear, colorful manner. Like all manuals from Beagle Brothers, it is both fun to read and informative. It also contains some nice AppleWorks tips.

AutoWorks

One of the interesting things about a good software package is how it alters one's thinking about computer use. Indeed (as in the case of AppleWorks), it tends to provide an entirely new framework for considering problems and their solutions. I think AutoWorks is just such a program. It is, as the old saying goes, the "best thing since sliced bread".

AutoWorks adds mail merge, macros, disk organizing, and mouse control to AppleWorks. ("Mail merge" is the capacity

to merge data from an AppleWorks data base with a form letter in the word processor.)

To use AutoWorks (or MacroWorks), you must update your AppleWorks disk; a process taking about a minute if everything goes right. Once you have installed AutoWorks on your AppleWorks disk, you need never worry about doing it again; at least until you get a new version of AppleWorks or AutoWorks. *[Ed: Updating your AppleWorks disk with AutoWorks can be quick...or it can be complex and frustrating. Updating the disk is easy if you have an "unadorned" copy of AppleWorks. However, if you modified AppleWorks to accommodate a memory expansion card or other utility programs (such as Pinpoint), the procedure can be complex and frustrating. In addition, MacroWorks and AutoWorks will not work together, nor will they work in conjunction with most other AppleWorks accessory programs. The new versions of AutoWorks, MacroWorks and Pinpoint should simplify this process, once users learn which programs work together.]*

AutoWorks vs. MacroWorks

AutoWorks offers three advantages over MacroWorks. First, AutoWorks offers mail merge capability - a feature that is not available on MacroWorks.

A second major advantage of AutoWorks is the way it stores macros. MacroWorks stores permanent macros on your AppleWorks Startup disk; that makes it difficult to update and revise a macro. In addition, you must prepare multiple copies of your updated AppleWorks program, each disk containing a different set of permanent macros.

AutoWorks stores macros in word processor files. While the AutoWorks program resides on your AppleWorks disk, you can have any number of different sets of macros on your disk or desktop. To update a macro, you bring the macro file onto the screen and tell AutoWorks to "Update macros".

The third advantage of AutoWorks is the way you develop keyboard macros; you tell AutoWorks to "memorize" your keystrokes as you type them. You can see if they are working while AutoWorks records the keystrokes in a word processor file as a permanent macro.

In addition, AutoWorks offers some powerful "keywords" which may be used in your macros. For example, AutoWorks offers an "IF" command that causes a macro to function differently depending on whether you are working with the data base, spreadsheet, or word processor, and a "REPEAT" command that allows you to repeat a macro or keystroke any specified number of times.

By contrast, with MacroWorks it is necessary to think through a macro's keystrokes, record those keystrokes, try out the macro, edit the macro, and finally save it to a file. This process can be made a bit easier with the temporary macro function, but it is still tedious.

AutoWorks comes with a set of forty-two macros that speed your use of AppleWorks. (One macro even creates a numeric keypad in the middle of your keyboard!)

Mail Merge

Like MacroWorks, AutoWorks includes a number of additional useful functions; the most significant of which is its mail merge facility.

To use AutoWorks' mail merge feature, place the cursor where you want data from a data base file to appear in a word processor document. Then enter brackets and numbers into your word processor documents that correspond with the number of a category in your data base. Put both documents (word processor and data base) on the desktop. With the word processor document on the screen, press the Open-Apple key and the letter "X" to get to the AutoWorks menu and select Mail Merge from the menu. AutoWorks asks you which document you want to merge with your word processor document and away it goes printing multiple copies of your letter, each with different addresses or phrases. This function can also be used to fill out forms where you want merged data to always appear in the same place.

Disk Organizing

AutoWorks can read any ProDOS disk directory and record the file names, sizes, and dates in an AppleWorks data base. This data base includes an additional "description" field into which you may add information about the file. You then can use all the sorting, selecting and reporting capabilities of the AppleWorks data base module to help you locate, document or classify the files on your disks. *[Ed: I use this feature of AutoWorks to keep track of the articles submitted to the Forum.]*

Mouse Control

AutoWorks allows you to use a mouse for cursor movement. This function is particularly helpful when moving through a large data base, through long word processor documents, or around a large spreadsheet.

I can't say enough about the excellence of this program. The documentation is clearly written and easy to follow. The program is not copy protected. The only complaint I've heard comes from the fact that, like other enhancement programs, it is not compatible with Pinpoint.

[Ed: MacroWorks and AutoWorks are available for about \$30 from mail order discount vendors. If you are upgrading to version 2.0 of AppleWorks, I recommend you not purchase either program until the new versions of these accessory programs are well tested. If you are not upgrading to version 2.0 of AppleWorks, I prefer AutoWorks to MacroWorks...unless you need the column print capability of MacroWorks.]

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RAM DISKS

USING A RAM DISK TO SPEED UP SPELLING CHECKERS

by Warren Williams

[Ed: This is the third in a series of articles designed to help owners of memory expansion cards use their extra memory as RAM disks. In the previous articles, Dr. Williams described how to configure a memory expansion card as a RAM disk and how to store program and data files on the RAM disk. This month, Dr. Williams describes how to load a spelling program onto the RAM disk and use it to check the spelling of AppleWorks documents. Future articles describe how to configure "auto-load" disks that automatically configure your memory expansion card as a RAM disk and load programs and data onto that disk.]

There are three steps to using a memory expansion card as a RAM disk:

1. Configure a portion of the memory on the card as a RAM disk.
2. Load programs (and/or data) onto the RAM disk.
3. Run a program on the RAM disk.

This month I will describe how to run programs from your RAM disk. I will use a spelling checking program as an example of one that benefits dramatically from the speed enhancement inherent in using RAM disks. However, there are many other programs that benefit from such treatment; grammar checking programs such as Sensible Grammar, outlining programs such as ThinkWorks, and other AppleWorks add-ons such as Pinpoint and Report-Works. Disk intensive programs run up to 40 times faster from a RAM disk when compared to running the program from a floppy disk.

Unfortunately, not all programs can be transferred to a RAM disk. The program must use ProDOS and must be copyable using a regular file copy program such as the copy program on your System Utilities disk. Most spelling dictionaries are not copy protected and can be loaded into your RAM disk. But some spelling programs are copy protected and the program itself must be run from the floppy disk while the dictionary resides on the RAM disk.

To do this work you will need the following:

1. a COPY of the software that came with your memory expansion board,
2. the Copy II+ program (or another file copy program),
3. a spelling checking program and dictionary disk (I recommend the Pinpoint Document Checker. It is an excellent spelling checking program and is not copy protected so the program can be loaded onto your RAM disk.) [Ed: See a review of the Document Checker in this issue of the *Forum*], and
4. a data disk containing AppleWorks word processor files.

How to Configure a Portion of Memory as a RAM Disk

The first time you configure your memory expansion card as a RAM disk, you must define how much space to allocate to the RAM disk and how much to reserve for AppleWorks. After the initial customization process, your RAM disk installation software will "remember" how to allocate the memory on the card. If you have a RamWorks card, you also have to configure AppleWorks to recognize the partitioned memory. Checkmate Technologies software modifies AppleWorks so it automatically recognizes the amount of RAM available.

Here's a recommendation to help you allocate memory to your RAM disk: If you have a 512K card, divide the memory equally between AppleWorks and the RAM disk. If you have a 1 megabyte card, leave about 256K for AppleWorks; the rest can be allocated for your RAM disk.

The process of customizing RAM disk software and running that software is different for owners of Checkmate Technologies and RamWorks cards. I'll first describe the process for owners of the Checkmate products, then describe the operation for RamWorks owners.

Customizing the RAM Disk Software

Checkmate Technologies

If you have a Checkmate Technologies MultiRam card, follow the step-by-step instructions on pages 10 and 11 of the October issue of the *Forum*. These instructions tell you how to customize the RAM disk installation software to allocate memory between the RAM disk and AppleWorks. Use that copy of the MultiRam software for the remaining operations described below. REMEMBER: Once you have customized the RAM disk software, you do not have to repeat these operations unless you want to change the allocation of RAM between the RAM disk and AppleWorks desktop. In the future, you will start the process of loading your files into the RAM disk with the instructions given below.

Setting up your Checkmate Technologies RAM Disk

1. Boot your computer with the back side of the MultiRam disk inserted in Drive 1.
2. Select choice #3 (Multidrive.PRO) from the Main Menu and press RETURN.
3. Select choice #1 ("Install") from the next menu and press RETURN. This will allocate a portion of the memory expansion card as a RAM disk following the specifications set when you customized the Multidrive.PRO software earlier. Remember that your RAM disk is called /MRAM and is installed in Slot 3, Drive 1.
4. Indicate that you don't want to use the Filer by pressing "N" in response to the "Run Filer?" prompt.
5. Select choice #6 from the Main Menu to exit to BASIC.
6. Replace the MultiRam disk with your copy of Copy II+. Type -UTIL.SYSTEM and press RETURN. (That's a hyphen

followed by UTIL.SYSTEM.) Then copy your spelling program and dictionary files to the RAM disk, following the step-by-step directions starting with "Using Copy II+ to Transfer Files" on page 7 of the November issue of the **Forum**. Remember that your "Target disk" is in Slot 3, Drive 1.

If you have a MultiRam card, now skip to the section of this article entitled "Running the Spelling Program".

Applied Engineering

If you have an Applied Engineering RamWorks card, you should follow these steps:

1. Make a backup copy of your AppleWorks and Super AppleWorks Desktop Expander disks.
2. Boot your computer with your copy of the Super AppleWorks Desktop Expander program in Drive 1 and select the "Exit to BASIC" option. Leave that disk in the drive.
3. Give the command "-PARTITION" (that's a hyphen followed by the word "Partition").
4. Select choice "A" from the menu to indicate you want to modify AppleWorks.
5. Use the arrow keys to allocate the amount of memory you want for your RAM disk, then press the RETURN key.
6. At the "?" prompt, type /AW.EXP/PRODRIVE and press the RETURN key.
7. Replace the Super AppleWorks Desktop Expander disk with a copy of your AppleWorks Startup disk and type /APPLEWORKS/APLWORKS.SYSTEM and press the RETURN key. (Yes, the spelling "APLWORKS" is correct.)

This process modifies your Applied Engineering Super AppleWorks Desktop Expander disk and AppleWorks to work with a RAM disk. Now that you customized the PRO-DRIVE software, it's time to use that program to configure your RAM disk. REMEMBER: Once you have customized the RAM disk software you do not have to repeat these operations unless you want to change the allocation of RAM between the RAM disk and AppleWorks desktop. In the future, you will start the process of loading your files into the RAM disk with the instructions given below.

Setting up your RamWorks RAM disk

1. Start your computer with your copy of the Super AppleWorks Desktop Expander in Drive 1.
2. Select "ProDrive Options Menu" from the Main Menu.
3. Select "Install ProDrive" from the ProDrive Menu. You have installed a RAM disk called /RAM in Slot 3, Drive 2.
4. Replace the Super AppleWorks Desktop Expander disk with your copy of Copy II+. Type -UTIL.SYSTEM and press RETURN. (That's a hyphen followed by UTIL.SYSTEM.) Then copy your spelling program and dictionary files to your RAM disk following the step-by-step directions starting with "Using Copy II+ to Transfer Files" on page 7 of the November issue of the **Forum**. Remember that your "Target disk" is in Slot 3, Drive 2.

Running the Spelling Program

1. Use the Catalog Disk option on the Copy II+ menu to list all system files on the RAM disk. A system file usually has the word "SYSTEM" as part of the file name and also has the letters "SYS" in the second column of the catalog display. Write down those system file names...you'll need them. [Ed: For the Pinpoint Document Checker, the system file name is "SPELL.SYSTEM". For Sensible Speller, it is "SPELL".]

2. Exit Copy II+ by selecting "Quit" from the Main Menu.


Your spelling program and dictionary files are now loaded in your RAM disk. It's time to run those programs.

3. Checkmate Technologies owners should enter /MRAM as the next Prefix. RamWorks owners should enter /RAM.

4. Now enter the name of the system file that starts your spelling program. If there are no system files that contain the word "spell", try the most obvious of the system file names. If none of them look reasonable, try "BASIC.SYSTEM" if it is on your RAM disk.

The spelling program should appear on your screen.

5. Insert your AppleWorks data disk into a disk drive and configure your spelling program so it knows where the data file is located. In addition, some programs have to be configured so it knows that the dictionary is loaded into either /MRAM (for Checkmate Technology card owners) or /RAM (for RamWorks owners).

Follow the steps you need to run your spelling program... and watch that program fly! 

SPREADSHEET TIPS

PRINTING COLUMN AND ROW HEADINGS

by Wayne Esch

Did you ever want to print the column and row headings on your spreadsheet? Printing those headings can help you follow the logic of your formulas in a large spreadsheet or can help you explain your spreadsheet to others.

Some programs (Supercalc, for example) give you the option of printing with or without the column and row headings. AppleWorks does not offer that option. Unless you print the contents of the screen (Apple-H), AppleWorks prints your spreadsheet without column and row headings. However, you can simulate the column and row headings by typing the column headings into row 1 and row numbers into column A.

Here's how to make the column letters and row numbers appear on your printout. Note that you should make these changes to your spreadsheet when all other work on the spreadsheet is complete.

1. Save your original spreadsheet on a disk and change the

(**SPREADSHEET TIPS**, Continues on Page 12)

name of your working copy. Make all changes on your working copy.

2. Insert a new row 1 at the top of your spreadsheet (AppleWorks will adjust all formulas in your spreadsheet when you use the Insert command (Apple-I) to insert a blank row).

3. Insert a new column A at the left edge of the spreadsheet.

4. Place the cursor in cell B1 and type the equal signs and letters at the top of the spreadsheet to duplicate the column headings that appear immediately above them. (Note that you will start by entering column B because column A is used to display your row numbers. This should not be a problem; your formula were also adjusted to refer to column B.)

5. Use the Layout command (Apple-L) to make your new column A three characters wide.

6. Enter the row number and the vertical line (available on the keyboard above the RETURN key) as a label in column A. To enter a number as a label, first type the ditto marks (a shifted apostrophe) then type the number. (Note: you will start by entering row 2. Again, this should not be a problem.)

When you print the spreadsheet, row 1 (containing the simulated column headings) and column A (containing the simulated row numbers) will appear on your printout... like this:

```
====B====C====D====E====F====G====
2|
3|
4|
5|
6|
7|
```

It's not elegant...but it works.

[Wayne Esch is Project Manager for Applicon, the world's largest producer of software for numerical control tools.]



NEXT MONTH'S Forum

- Δ How to recover files on damaged disks.
 - Δ How to write spreadsheet formulas that let you use the Arrange Command.
 - Δ Solutions to data base printing problems.
 - Δ How to use AppleWorks' built-in pop-up calculator.
 - Δ How to save keystrokes with the clipboard.
 - Δ How to create an index for a word processor document.
 - Δ How to install Sensible Speller on a Corvus network.
 - Δ How to prepare tables and charts with AppleWorks.
 - Δ More on boldface printing of entire documents.
- ...and lots more.



FILE WON'T FIT

THERE'S ROOM. WHY WON'T THE FILE FIT ON THE DISK?

by Terrel LeCesne

[Ed: This article should be of interest to users of versions 1.0 - 1.3 of AppleWorks. Version 2.0 gives you the option to automatically delete an earlier copy of a file if the new copy won't fit on your disk.]

This is another one of those "Has it ever happened to you?" stories.

You're working away on your AppleWorks file...any AppleWorks file. You have 20K or so available on your disk and you know that this file will never get that large. You work for a while and notice that your file is growing quickly...it's 12K already...so you issue a "Save" command and save your work. You work for another twenty minutes or so, your file is now up to 14K, and issue another "Save" command. But this time AppleWorks won't save your file. Instead, you get a "disk full" message. What happened? There were 20K available on the disk and your file is now only 14K in size... shouldn't it fit on the disk?

Well, the answer is yes...and no. To understand what happened (and how to avoid the problem) you have to know a bit about how ProDOS saves files.

Whenever you command a file save in AppleWorks, ProDOS goes through the following operations:

1. ProDOS checks the disk catalog tracks for available space.
2. It writes a copy of the file into the available space on the disk.
3. If the disk has room for the new file and if the file is correctly stored on the disk, ProDOS updates the disk catalog. There are two parts to this operation: (a) adding the new file to the disk catalog, and (b) searching the catalog and deleting any entries with the same file name.

ProDOS protects you by writing the new version of the file before deleting the earlier copy. If the new version of the file will not fit in the space available on the disk, the earlier copy of the file is not deleted, the new file is not added to the catalog and a warning message appears on screen.

The problem is that ProDOS first writes a file on the disk and then deletes references to earlier versions of that file from the disk catalog.

So here's what happened in our example:

The first time you saved the file, there were 20K available on the disk and AppleWorks had no difficulty finding room for your 12K file. That left 8K of unused space available.

The next time you went to save your work, ProDOS tried to write your revised 14K file on the disk. But there was only 8K of space available, so the program stopped and warned you that your disk was full.

You probably now realize that you can fit your 14K file on the disk if you delete the original copy of your file from the disk before you save your new version.

In case you want step-by-step guidance, here's what to do:

1. Return to the Main Menu.
2. Select choice 5, Other Activities.
3. Select choice 4, Delete File from Disk.
4. Delete the first copy of your file from the disk. That will again leave 20K of space available on the disk.
5. Press Apple-Q to go back to the file you want to save on the disk.
6. Issue an Apple-S command to save your file.

And pray the lights don't flicker during the few seconds between the time you delete your file (step 4) and the next time you save it (step 6).

[Ed: All is not lost even if the lights do flicker. Immediately remove your data storage disk from the disk drive and find a program with an "Undelete" function. (Both Locksmith and Copy II+ have "undelete" modules.)]

[Dr. Terrel LeCesne is Assistant Superintendent of the Romulus (MI) Community Schools.]

MAKE AN APPLEWORKS DISCOVERY? HAVE AN APPLEWORKS QUESTION?

Share your ideas and quandries with your colleagues. Send you letters, notes and articles to NAUG...earn a one year extension to your membership...see page 16!

PRINTER PRIMER

How to Print Entire Documents in Boldface: Part Two

by Warren Williams

[Ed: This is the second of a series of three articles on how to "trick" AppleWorks into printing entire documents in boldface. The method described this month requires that you add a custom printer to your printer menu. Next month, Hal Heidtman describes a method to get AppleWorks to print in boldface that does not require a custom printer configuration. The techniques described in these articles can also be used to invoke other special character faces available on some dot matrix printers.]

Last month I indicated that AppleWorks automatically sends out commands to cancel boldface and other enhanced print modes at the end of each line. I described how to use the BASIC language to send simple commands to your printer in order to invoke enhanced print modes outside of AppleWorks. That technique allows you to "fool" AppleWorks into printing entire documents in one of your printer's enhanced modes.

This month I will describe how to modify AppleWorks so you can "trick" your printer into printing entire documents in boldface. There are many variations on this theme; I'll describe only one technique. In this method, you will add a custom printer to your printer menu and will install the printer code for Boldface Begin into both the Boldface Begin and Boldface End screens in AppleWorks. So when AppleWorks thinks it's sending a Boldface End command, it will really send the code for Boldface Begin and your printer will continue to print in boldface.

I will assume you read the Printer Primer article in issue N°1 of the **Forum** and know how to add a custom printer to AppleWorks. I will also assume you looked in your printer manual and know which keystrokes your printer uses as a command to put itself into an enhanced print mode. *[Ed: The process of locating correct keystrokes was described in the August, 1986 issue of the Forum.]*

Adding A "Boldface" Printer to AppleWorks

Follow these steps to add a boldface printer to the AppleWorks printer menu:

1. Tell AppleWorks you want to add a custom printer to the system and call that printer something that reminds you it prints in boldface...for example: "IMAGE BOLD". (If you already have a custom printer on your menu, you'll have to configure a separate AppleWorks disk for each custom printer...any single AppleWorks disk can contain only one custom printer configuration.) *[Ed: If you already have a custom printer on your menu, next month's Printer Primer article will describe how to circumvent this AppleWorks limitation.]*
2. Add the control codes for as many of the features you want...including Underline Begin, Underline End and different character sizes. Remember that you add the codes for custom printers in AppleWorks by entering the keystrokes necessary for that code. Do not add the codes for Boldface Begin or Boldface End.
3. Add the keystrokes that define Boldface Begin into the Boldface Begin area...and add the same Boldface Begin codes into the Boldface End screen.

You now added a printer that knows how to turn on boldface but does not know how to turn it off. Whenever that printer encounters a Boldface Begin command in a document, it will turn on boldface and print everything in boldface.

Using Your Boldface Printer

Do the following when you want to print an entire document in boldface:

1. Put a Boldface Begin command at the beginning of the document.
2. When you're ready to print, select your boldface custom printer from the printer menu.

Everything you print from that point on will be in boldface; AppleWorks will not "know" how to turn boldface off. The easiest way to revert to your printer's default settings is to turn power to the printer off and back on.

SPELLING CHECKERS

COMPARISON OF APPLEWORKS SPELLING CHECKERS

by Bert Greene

[Ed: This is the last in a series of articles evaluating AppleWorks spelling checkers. In previous months, Dr. Greene described the MegaWorks and Sensible Speller programs. This month he describes two Pinpoint spelling checking programs and makes recommendations about buying a spelling program.]

Pinpoint Publishing Company offers two AppleWorks compatible spelling checking programs; the "original" Spelling Checker and the new Document Checker. These products operate differently and serve different functions. They rate as my least and most favored spelling programs, respectively.

Pinpoint Spelling Checker

As you probably know, Pinpoint offers a series of "pop-up" desk accessories for AppleWorks that include a calculator, an appointment scheduler, a communications module, a note pad, and an optional Spelling Checker. The Spelling Checker is not part of the original Pinpoint package; you buy Pinpoint with its standard accessories and then purchase the Spelling Checker as an option. The combination of Pinpoint and the Spelling Checker costs about \$90 from mail order discount dealers.

As a pop-up accessory, the Spelling Checker differs from other programs on the market. Pinpoint modifies your AppleWorks startup disk, so the program loads automatically when you boot AppleWorks. You also need disks containing the desk accessories and spelling dictionary, although you can (and should) load them into a RAM disk before beginning your AppleWorks session. For my purposes, the disk swapping and delays necessary to use the Spelling Checker accessory to Pinpoint makes it unacceptable without a RAM disk or hard disk; I will only describe its operation on a RAM disk system. *[Ed: See the articles about how to load and use RAM disks starting in the October, 1986 issue of the Forum.]*

The Pinpoint Spelling Checker can check the spelling of a word, a paragraph, or a complete document. However, for reasons described below, it works best when you check one word at a time.

You invoke Pinpoint by typing a Solid Apple-P, select Spelling Check from the Pinpoint Menu, and wait about 15 seconds while Pinpoint gets itself ready. Then, when you want to check the spelling of a word, you place the cursor anywhere in the word to be checked and press the Solid Apple-P combination. If Pinpoint does not recognize the word, it suggests a list of "proposed" words. You can choose one of the proposed words, retain the original word, type in a new spelling, or add the word to the Pinpoint dictionary.

Advantages of Pinpoint Spelling Checker

1. All the Pinpoint accessories, including the Spelling Checker, operate within AppleWorks. You do not have to quit AppleWorks, boot a spelling program, check the spelling of a document, and return to AppleWorks to print the document. Obviously, this is a major advantage of the program.
2. If you have a memory expansion card configured as a RAM disk, Spelling Checker works quickly. Using a RAM disk, it takes about one second to confirm a correctly spelled word and about three seconds to suggest alternative spellings for words it does not recognize.
3. Once installed, Spelling Checker is easy to use. You check the spelling of a word by placing the cursor on the word and typing a Solid Apple-P.
4. Pinpoint has an excellent dictionary. The 61,000 word dictionary is more comprehensive than the MegaWorks dictionary, but not as powerful as the exceptional 80,000 word Sensible Speller dictionary.

Disadvantages of Pinpoint Spelling Checker

1. The program is too slow on a floppy disk system, unless you have a memory expansion card and load the dictionary onto a RAM disk.
2. The program slows down AppleWorks. This is most obvious when trying to insert characters into the middle of a document. I frequently lost characters if I didn't type slowly. Other operations, such as formatting commands, delete, copy and move commands also slowed perceptibly.
3. It is impractical to use Spelling Checker to check a complete document. While the program checks any single word quickly, it does not have the capacity to "collect" words and check them in one pass. It checks each word separately, no matter how often it appears. Consequently, it takes Spelling Checker more than three minutes to review a double spaced page of text. I didn't have the patience to see how long it would take to check this entire article, but it took the program a bit more than 1-1/2 minutes to check 121 words in 2 paragraphs when the dictionary was installed on a RAM-disk. In addition, the program cannot run unattended. Spelling Checker stops when it encounters a word it does not recognize and asks you if you want to replace that word; it doesn't continue checking your document until you respond to the prompt.
4. While Spelling Checker is easy to use, it is not easy to install. The documentation supplied with the program is excellent, but there are too many expanded memory cards on the market for Pinpoint to explain them all. If you have a memory expansion card, you also have software that expands the AppleWorks desktop. Both the memory expansion software and the Pinpoint program modify AppleWorks; they must work together. There can be conflicts between your memory expansion software and Pinpoint. For example, if you use a Checkmate Technologies card, you must have version 4.4 or higher of Checkmate's MultiRam software (version 5.0 is current)

and a version 1.2d or higher version of Pinpoint (version 2.0 is current). It took me a while to figure out the problem and get the correct versions of the software.

Overall Reaction to Pinpoint Spelling Checker

Pinpoint's Spelling Checker has one major advantage: it does not require you to leave AppleWorks to check a document for spelling errors. It takes some time to install the program on your AppleWorks disk but once installed, the program is easy to learn and use. Spelling Checker works well when you want to check the spelling of individual words but it is not optimized to check the spelling of complete documents. Therefore, it is not useful if you are a decent speller but sloppy typist who makes numerous typographical errors.

I no longer use the program because it slows up AppleWorks' operation and loses characters when I type quickly.

Pinpoint Document Checker

The Pinpoint Document Checker is a new product that is now my favorite spelling program. However, like MegaWorks and Sensible Speller, Document Checker is a stand-alone program that works outside AppleWorks. To use the program, you first save your document in AppleWorks, return to the Main Menu, quit AppleWorks and boot up the Document Checker. After checking the spelling of a document, you return to AppleWorks to print your document.

As with other stand-alone spelling programs, the most efficient way to use Document Checker is at the end of an AppleWorks session after you created several documents. You can check those files, make your corrections, then return to AppleWorks for final formatting and printing. It is inefficient to check one document at a time as you create each new file.

Operation of the Document Checker

Pinpoint's Document Checker works well. The program's friendly user interface is menu driven and generally does not require you to know ProDOS. In use, the program notifies you of progress of the spelling check, stops when it locates a questionable word, and pauses briefly while it identifies suggested spellings. The program displays the questionable word in context and provides a list of up to ten possible corrections. You can (a) choose one of the words on the list, (b) add the word to the Pinpoint dictionary, (c) correct the word from the keyboard, (d) ignore the word, or (e) quit the document check.

Document Checker is the fastest of the spelling programs I tested. Working from a RAM disk, it took only 11 seconds to start the program and find the first questionable word. It took less than two seconds for the program to generate a list of suggested spellings. Working from floppy disks, the program is somewhat slower but still respectably fast.

Document Checker uses a memory cache system that "learns" as it checks documents. Operation of the program speeds up as you continue to check documents during a single session, unless you tell it to clear the cache. The

contents of the cache can be displayed to provide word counts and help determine your pattern of word usage.

Document Checker also checks for duplicate words. For example, it points out if you typed "they went to the the ballgame" and asks if you want to retain them.

Document Checker also offers an "unattended" or "batch" mode. In this mode, the program checks several documents and creates a new file containing a list of the suspect words in each file. However, keep your dictionary handy... Document Checker does not suggest spellings when operating in batch mode. You review the words on the screen and correct your mistakes by re-entering AppleWorks.

[Ed: I am now using Document Checker in batch mode to check for errors in articles submitted to the **Forum**.]

Finally, the program provides an analysis of some of the parameters of your document when it concludes a spelling check. This includes a count of the words in your document; a useful feature for writers.

The program uses the same excellent 61,000 word dictionary as the Spelling Checker described above. In use, the dictionary proved more than adequate but not as powerful as the exceptional 80,000 word dictionary that accompanies Sensible Speller.

The Pinpoint Document Checker costs about \$40 from discount mail order dealers.

Recommendations

When I started this series of articles I was ready to conclude that each of the spelling programs has appropriate uses. To some degree, that conclusion is still correct. For example, MegaWorks is the easiest program to use, although it is slow and lacks the spelling prompt feature of the Sensible Speller and Pinpoint products.

Sensible Speller has the best dictionary of the four products tested and it runs quickly on a RAM disk system. In addition, Sensible Software offers technical dictionaries for medical and legal writing.

The Pinpoint Spelling Checker is excellent for poor spellers who type slowly. You might install the Spelling Checker on a child's AppleWorks disk, so the child feels more confident about writing and becomes more independent.

But my favorite is the Pinpoint Document Checker. It is fast, effective, and easy to use. I've put the other programs away; the Document Checker meets my needs.

[Dr. Bert Greene is a Professor in the Department of Teacher Education at Eastern Michigan Univ. He uses AppleWorks to prepare course materials and articles for professional journals.]

BACK ISSUES

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SEMINARS

NAUG sponsors half-day AppleWorks seminars in various locations throughout the country. These seminars, entitled "**AppleWorks: Beyond the Basics**", are intended for AppleWorks users who want to solve AppleWorks problems and learn new techniques to help them use the flexibility inherent in the program.

The presenters, Warren Williams and Hal Heidtman are frequent contributors to the **NAUG Forum** and teach intermediate and advanced courses on AppleWorks. They have conducted AppleWorks seminars throughout the country.

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